

**CITY OF LONGWOOD  
ANNUAL BUDGET  
FOR THE 2014-15 FISCAL YEAR  
10/01/2014 THROUGH 09/30/2015**



**CITY COMMISSION**

**ROBERT CORTES  
JOE DURSO  
JOHN C. MAINGOT  
MARK WELLER  
BRIAN D. SACKETT**

**MAYOR  
DEPUTY MAYOR  
COMMISSIONER  
COMMISSIONER  
COMMISSIONER**

**DISTRICT 3  
DISTRICT 2  
DISTRICT 1  
DISTRICT 4  
DISTRICT 5**

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JON C. WILLIAMS, CITY MANAGER  
PAMELA N. BARCLAY, CPA, DIRECTOR OF FINANCIAL SERVICES

## **MISSION STATEMENT**

“ To foster citizen trust by practicing open, accountable, and responsive government; providing quality core services; promoting long-term prosperity; encouraging smart growth in harmony with the City’s unique heritage and urban surroundings; strengthening the City’s standing as a preeminent destination for commercial endeavors; and promoting livability by enhancing and protecting our neighborhoods ”

CITY OF LONGWOOD

**TABLE OF CONTENTS**

**BUDGET SUMMARY**

BUDGET MESSAGE	i
SUMMARY OF RESOURCES GRAPH	1
SUMMARY OF APPROPRIATIONS GRAPH	2
FUND STRUCTURE	3
BUDGET SUMMARY - ALL FUNDS	4
SUMMARY OF STAFF GRAPH	5
ORGANIZATIONAL CHART	6
BUDGET CALENDAR	7
STATISTICAL DATA	8

**GENERAL FUND**

GENERAL FUND - REVENUE AND EXPENDITURES GRAPHS	11
--	----

GENERAL FUND BUDGET SUMMARY	16
-----------------------------	----

**ADMINISTRATION:**

CITY COMMISSION	20
CITY CLERK	23
CITY MANAGER	26
CITY ATTORNEY	29
GENERAL SERVICES	31
HUMAN RESOURCES	34
INFORMATION TECHNOLOGY	37

**FINANCIAL SERVICES:**

PURCHASING	40
FINANCE	43
UTILITY BILLING	46

<b>POLICE</b>	49
---------------	----

<b>FIRE</b>	52
-------------	----

**COMMUNITY DEVELOPMENT SERVICES:**

PLANNING/ECONOMIC DEVELOPMENT	55
-------------------------------	----

<b>LEISURE SERVICES</b>	58
-------------------------	----

**PUBLIC WORKS:**

STREETS	61
---------	----

CITY OF LONGWOOD

**TABLE OF CONTENTS**

<b>ENTERPRISE FUND</b>	
PUBLIC UTILITIES FUND - REVENUE AND EXPENSES GRAPH	65
PUBLIC UTILITIES FUND	66
<b>SPECIAL REVENUE FUNDS</b>	
BUILDING PERMITS FUND - REVENUE AND EXPENDITURES GRAPH	71
BUILDING PERMITS FUND	72
GRANTS FUND - REVENUE AND EXPENDITURES GRAPH	77
GRANTS FUND	78
POLICE EDUCATION FUND - REVENUE AND EXPENDITURES GRAPH	83
POLICE EDUCATION FUND	84
SPECIAL LAW ENFORCEMENT FUND - REVENUE AND EXPENDITURES GRAPH	89
SPECIAL LAW ENFORCEMENT FUND	90
SPECIAL ASSESSMENT FUND - REVENUE AND EXPENDITURES GRAPH	95
SPECIAL ASSESSMENT FUND	96
STORMWATER MANAGEMENT FUND - REVENUE AND EXPENDITURES GRAPH	101
STORMWATER MANAGEMENT FUND	102
<b>CAPITAL PROJECTS FUNDS</b>	
PUBLIC FACILITIES IMPROVEMENT FUND - REVENUE AND EXPENDITURES GRAPH	107
PUBLIC FACILITIES IMPROVEMENT FUND	108
CAPITAL PROJECTS FUND - REVENUE AND EXPENDITURES GRAPH	113
CAPITAL PROJECTS FUND	114
<b>CAPITAL IMPROVEMENT PROGRAM</b>	
PUBLIC FACILITIES	119
PARKS FACILITIES	120
PUBLIC WORKS/STORM WATER	121
PUBLIC UTILITIES/WATER	122
PUBLIC UTILITIES/WASTEWATER	123
PAY PLAN	124



# CITY OF LONGWOOD

*Fostering citizen trust and cultivating a prosperous community*

September 3, 2014

Honorable Mayor and Commissioners:

In accordance with State law and pursuant to the City Charter, I am pleased and honored to present for your consideration the City of Longwood's Proposed Operating Budget for Fiscal Year 2015. This proposed budget represents a balanced spending plan for the delivery of specific services and programs to the residents and businesses of the City of Longwood.

## **BUDGET DOCUMENT**

This budget is designed to provide the reader with a comprehensive and informative document that includes the policy directives as established by the City Commission and articulates the overall goals and objectives of the City. The budget is a plan that provides management with the necessary tools to analyze, diagnose, and evaluate how well appropriated funds are converted into the services desired by our citizens.

The General Fund and all other funds except the Public Utilities Fund, are budgeted on the modified accrual basis, which is essentially a combination of accrual-basis accounting and cash basis accounting. Modified accrual accounting recognizes revenues when they become available and measurable and, with a few exceptions, recognizes expenditures when liabilities are incurred. The Public Utilities Fund is budgeted on the cash basis, which is different than the basis of accounting for the governmental funds as this fund is operated in a manner similar to private business enterprise. For example, capital outlays in the Public Utilities Fund are budgeted as an expense. Whereas for annual financial reporting purposes, capital outlays are depreciated over the useful life of the asset and booked as an operating expense.

## **BUDGET HIGHLIGHTS**

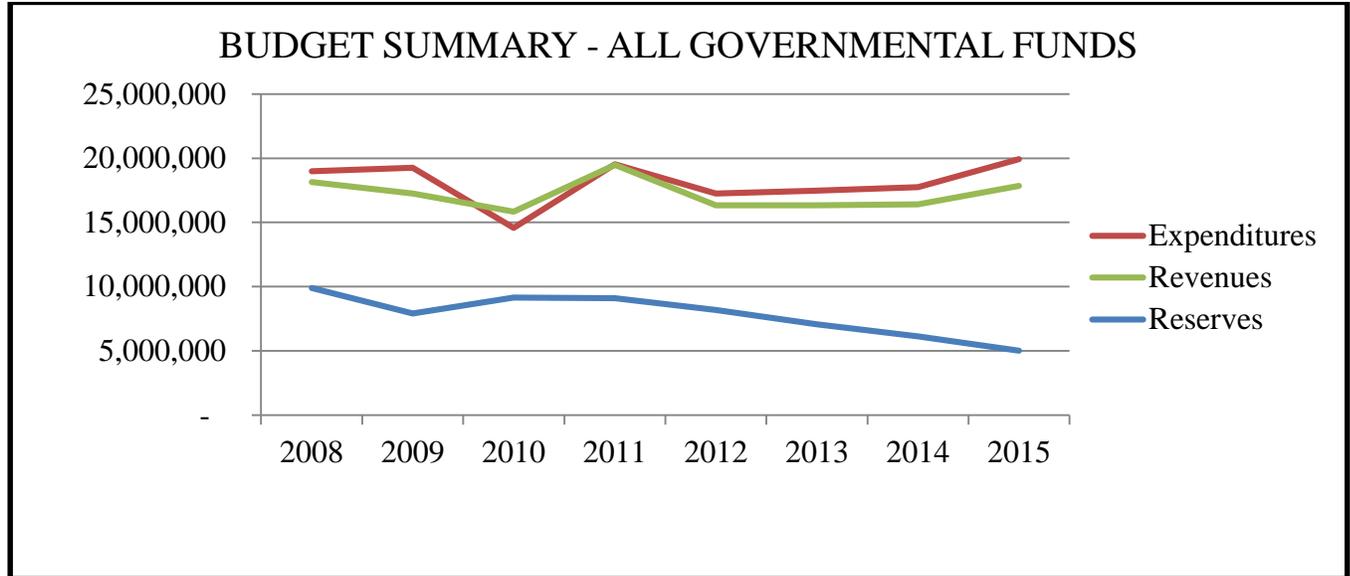
After nearly a decade of declining property values and budgetary cutbacks in general government services, property values have begun to turn slightly positive. The City's final tax roll from the Seminole County Property Appraiser includes a \$19,635,160 (or 2.29%) increase in property values. This is certainly a positive indicator but it looks as if we have a few more years during which we will continue to face challenging economic times even though most economic indicators are pointing toward recovery.

Over the last four years, City staff has done a tremendous job in reducing expenditures, improving efficiency and accountability, improving customer service, and balancing the priorities of the residents we serve while at the same time remaining vigilant in their efforts to maintain quality services without impacting costs to our citizens. In order to do this, the use of reserves has been necessary, requiring the use of over \$3 Million during the previous four years to supplement the losses in revenues. While the reserves were able to sustain operational costs, much of the capital requirements were curtailed/delayed in hopes the economy would rebound. Unfortunately, this recovery has been slow and it is now time to address our capital needs before irreparable conditions occur.



# CITY OF LONGWOOD

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The proposed total budget for FY2015 is \$23,911,728 compared to the FY2014 budget of \$21,247,913 which represents an overall increase of \$2,663,815 or 12.5%. This increase is primarily the result of the undertaking of capital projects that were delayed/curtailed in the past and includes \$1million in Stormwater projects, \$650K in Street Resurfacing, \$711K in Public Safety equipment and station improvements and \$768K of various public utility projects.

## OVERVIEW

General Fund	\$ 15,201,864
Special Revenue-Building Permits & Inspections	288,367
Special Revenue-Grants Fund	1,158,753
Special Revenue-Police Education Fund	15,000
Special Revenue-Confiscation Fund	50,250
Special Revenue-Special Assessments	57,104
Special Revenue-Stormwater Mgmt	1,527,841
Public Facilities Fund	890,000
Capital Projects & Equipment Fund	711,550
Public Utilities	<u>4,010,999</u>
<b>TOTAL CITY BUDGET</b>	<b>\$ 23,911,728</b>

- Capital Projects and Equipment Fund includes plans for the purchase of public safety vehicles and equipment both for the Fire Dept. and the Police Dept. as well as Capital Improvements to the Police Department facility. Capital Lease funding, as well as proceeds from the sale of fixed assets, will be used to fund these purchases.



# CITY OF LONGWOOD

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- Stormwater Management Fund includes appropriations for capital improvements totaling \$1,015,000 and include the following projects: Stormwater Improvements at Bennett Drive (\$650K), Skylark Outfall (\$190K), and Stormwater Pump station at Rock Lake (\$175K).
- Public Utilities Fund includes additional funds for capital totaling \$768,400, which includes Sealed Manholes, Water Main Loop Improvements, Upgrade to Historic District Lift Station, Phase II of the Skylark Pipeline Replacement, Handheld Meter Reading Equipment, Replacement Valve Inserts, 800MHz Radios, and Field Tablet Computers.
- General Fund includes capital appropriations totaling \$131,796 for various equipment needs of the operational departments which are identified in detail within each department's budget.
- The Special Assessments Fund and the Building Permits and Inspections Fund include no funding for capital expenditures in FY2015.
- The Law Enforcement Trust Funds include capital appropriations totaling \$28,500 for various equipment needs which are identified in detail within each funds budget.

## **GENERAL FUND**

The General Fund is the primary operating fund of the City. It funds a significant portion of the City's programs and departments to include police, fire, streets, leisure services, community development, finance, human resources, purchasing, information technology, and administration. For FY2015, I am pleased and able to recommend a proposed budget that maintains a 22.1% fund balance without any reduction in the level of services currently provided to our citizens.

The proposed operating and capital budget for FY2015 totals \$15,201,864. As compared to the FY2014 adopted budget of \$14,785,231, there is an overall increase of \$416,633 or 2.82%.

## **GENERAL FUND REVENUE**

The proposed General Fund budget revenue is estimated at \$14,015,392 and continues to be impacted by the significant losses in property values experienced since 2008. Even though the City recognized a 2.29% increase in taxable value this year, the slight rebound does not equalize the losses sustained during the past 6 years. Poor economic conditions continue to impact the revenues collected by the City. The total decrease in taxable value from 2008 is \$343,424,866. Ad valorem tax is the single largest revenue producer for the City, accounting for 32% of the current year General Fund revenues. At the proposed millage rate of 5.50 per thousand of taxable value, the City will generate \$4,825,467 in property taxes which is \$107,993 more than in FY2014. Ad valorem taxes are budgeted assuming a 95% collection rate in accordance with Florida Law.



# CITY OF LONGWOOD

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Franchise fees collected from electric, propane gas sales and commercial solid waste collections in the City comprise 11.2% of the General Fund revenues. Utility service taxes collected from electric, gas and water sales in the City comprise 9.7% of General Fund revenues. Franchise fees and utility service tax estimates are based on historical trends.

The Communications Service Tax was implemented October 1, 2001 by the Florida Department of Revenue and accounts for 6.9% of the General Fund revenue. Budget estimates are provided by the Office of Economic and Demographic Research. Actual revenue collections have continued to be less than estimated, projected revenues for the 2014-2015 fiscal year have been reduced accordingly.

Licenses and permit fees make up 1.51% of the General Fund revenue. Local Business Tax Receipts (formerly called Occupational License Fees), make up 1.2% of the General Fund revenues. A person or company doing business within the City must apply and pay for a Local Business Tax Receipt. Other permits make up the balance of the license and permit revenues. Budget estimates are based on historical trends.

Intergovernmental Revenue types account for 9.59% of the General Fund revenues. The largest items are the State Revenue Sharing and Half-Cent Sales Tax. Budget estimates are provided by the Office of Economic and Demographic Research. The FDOT Maintenance Agreement provides funding through the Florida Department of Transportation to reimburse the City for a portion of the costs incurred in maintaining the rights-of-way on State Road 434 and US Highway 17/92, as well as traffic signal maintenance. The budget estimate is determined by agreements between the City and the FDOT. School Resource Officer funding is provided through an inter-local agreement with the Seminole County School Board, whereby the City provides a police officer at Lyman High School and 50% of the wage and benefit costs are reimbursed. Other intergovernmental revenues, like alcoholic beverage licenses, motor fuel tax rebates, and mobile home licenses provide only a small amount of revenue.

Charges for Services account for 13.94% of the General Fund revenues. These revenue estimates are directly tied to services provided. The largest item of this type is the garbage billing fees, which are paid to a private contractor to provide solid waste collection services to Longwood residents. Budget estimates are based on the contractual rate times the number of residents served.

Ambulance billings are the second largest user fee. A private billing company is utilized for billings and collections. Other revenues in this category include recycling fees, community building rentals, and recreation fees. Budget estimates in this category are based on historical trends.

Fines, forfeitures and miscellaneous revenues account for 0.88% of the current General Fund revenues. The largest component of this type of revenue is fines collected by Seminole County for traffic violations and cell tower leases.

Transfers comprise 8.81% of the General Fund revenues. The transfers from Building Inspections & Permitting, Stormwater and Public Utilities Funds are considered reimbursement from these funds to the General Fund for administrative support provided to each function and taxes the general fund would receive if the utility were in private ownership. Budget estimates are based upon certain percentages of



# CITY OF LONGWOOD

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General Fund personnel, capital assets and other expenditures attributed to Building Inspections, Public Utilities and Stormwater.

## **PUBLIC UTILITIES FUND**

The Public Utilities Fund is an enterprise fund that accounts for the activities of the City's water and wastewater services in a business-type manner, where the intention is to recover the cost of providing this service through user charges, without subsidy from the City's General Fund revenues. City of Longwood residents and businesses are served by the City, as well as two private utility companies.

For FY2015, current user rates and fees are estimated at \$3,363,050 which represents a 1.3% decrease from the previous year. Current user rates and fees were adopted by the City Commission on July 21, 2010, and were based upon a rate study which recommended adjustments that were necessary to provide for operating expenses and replenishment of a prudent reserve for the Public Utility Fund.

This budget provides for continued operations and improvements to City facilities and services totaling \$4,010,999, which in comparison to FY2014, represents an overall increase of 23.9%. This increase of \$772,425 is primarily due the inclusion of various capital improvements and equipment purchases which have been postponed in the past.

## **STORMWATER MANAGEMENT FUND**

The Stormwater Fund is responsible for the proper functioning of the City's drainage system. Funds for FY2015, totaling \$1,527,841 have been budgeted to maintain the City's NPDES Stormwater Permit Program and to continue the development of a City-wide Stormwater Master Plan. Major improvements for FY2015 include construction of a stormwater pump station, outfall projects and street drainage improvements.

## **PUBLIC FACILITIES IMPROVEMENT FUND**

The Public Facilities Improvement fund was established to pave all soil-based streets, repave existing streets, install sidewalks and improve the City roadway system. The fund has concentrated on paving all soil-based streets. Funding is derived from street paving assessments, one cent local option tax and the Local Option Gas Tax. Revenue estimates for FY2015 total \$994,304. The City has completed a study to create a road repaving master plan and will begin addressing the repaving needs of the city with funding from this fund.

## **CAPITAL PROJECTS AND EQUIPMENT FUND**

The Capital Projects and Equipment fund was established to account for the acquisition or construction of major capital facilities (i.e. New Public Works Facility), equipment purchases and general capital improvements. The goal of the fund is to accumulate and utilize financial resources in the most efficient



# CITY OF LONGWOOD

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manner for the acquisition or construction of major capital facilities, equipment purchases, and general capital improvements.

This budget includes appropriations for public safety vehicle for both Police and Fire as well as Capital Improvements to the Police Dept. facility. There are plans for securing a capital lease during this upcoming budget year and the corresponding lease payments are reflected in the operating budget of the Fire Department. Funding for the purchase of the Police Dept. vehicles and improvements is available from reserves accumulated from prior year surplus sales of vehicles.

## **OTHER FUNDS**

The Police Education fund is responsible for funding state mandated training. Funds are derived from a portion of municipal traffic citations. Revenue estimates, for FY2015 total \$14,995 and include appropriations for state mandated training totaling \$15,000.

The Special Law Enforcement Trust fund is responsible for reducing the threat of crime through community crime prevention programs. Funds are derived from the Florida Contraband Forfeiture Act and other Law Enforcement initiatives. Revenue estimates for FY2015 total \$90,150. Expenditures for FY2015, total \$50,250 which includes appropriations for moving radar units and in-car video camera kits.

The Special Assessment fund was established to account for collection of Special Assessment Revenue under the Neighborhood Improvement Special Assessments Program. The City has taken over the provision of maintenance services for participating subdivisions. In accordance with the special assessments legislation, homeowners in these subdivisions are being assessed for the reimbursement of these costs and FY2015 revenue estimates total \$101,587. There are currently eight subdivisions participating in this program. For FY2015, total operating and capital expenses are estimated at \$57,104.

In February of 2012, the City Commission established the Building and Inspection Services Fund to separately account for the revenues and expenditures of the Building Division. One of the goals of the fund is to ensure that the fees collected would entirely cover the costs of providing the service. Revenue estimates for FY2015 total \$308,350. Expenditures for FY2015, total \$287,338 and includes a transfer to the Capital Projects Fund to reserve monies for vehicle replacement in future years. In August of 2013, Commission approved a new rate structure for building permit fees, which should further ensure costs are covered in this fund.

The Grants Fund is established to account for and report monies received through federal, state and local grants. One goal of the fund is to monitor the City's existing open grants and to ensure programmatic compliance with each grantor. Revenue and Expenditure estimates for FY2015 total \$1,158,753 and includes appropriation for the Bulletproof Vest Program, FDOT Service Development, AFG, HUD Sustainability, Land Water Conservation, JAG and HIDTA grants.

## **WAGES AND BENEFITS**

Like most municipal budgets, the single largest component of the budget is personnel costs (62.21%). The budget contains 150 employees (146 Full-Time and 4 Part-Time) across all programs, a net decrease of 6



# CITY OF LONGWOOD

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FTEs from the previous fiscal year. A total of ten positions were eliminated, while four new positions were created.

The following positions were eliminated:

- Two fleet maintenance positions (outsourced service),
- One Lake maintenance position (outsourced service),
- One executive administrative assistant (combined with another position), and
- Six firefighter positions (previously funded by SAFER Grant).

The following positions were created:

- One Meter Tech/Customer Service Position,
- Two Police Officers, and
- One Fire Inspector.

This proposed budget includes a recommendation for a 3% wage increase for all employees (\$241,162). However, since the City is still engaged in collective bargaining negotiations, the recommended wage increases will only be provided to the non-union employees until contracts with the unions have been ratified. Additionally, since the City joined the PRM Group Health Trust last year, we are pleased that our health care costs seem to have been contained. Minor increases of 4% for Health Insurance and 15% for Dental Insurance have been factored in the proposed budget, adding \$34,856 to the City-wide budget for wages and benefits.

## CONCLUSION

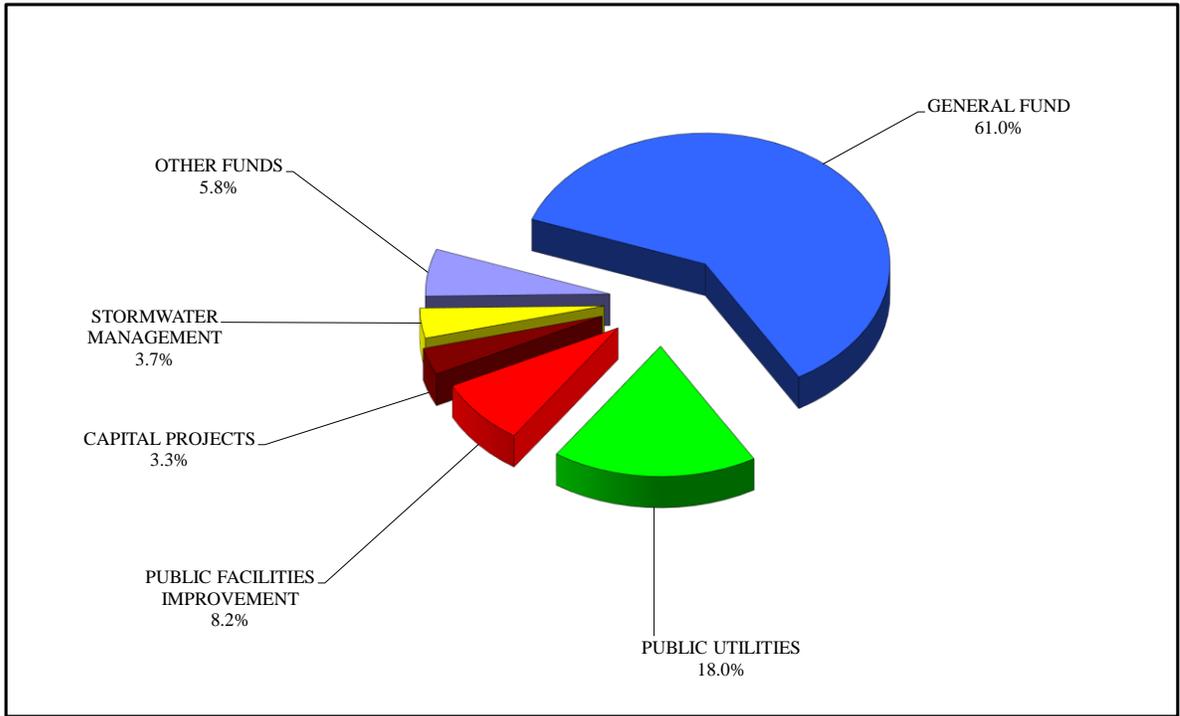
In preparing the Proposed Operating Budget for Fiscal Year 2014-2015 staff objectively focused on the method in which services are delivered with the ultimate goal of balancing the budget and not reducing the level of City services. I am pleased to say that this objective has been met.

In order to continue to meet these objectives in the future, staff will need to thoroughly review the method by which City services are delivered. Strategically, staff will be encouraged to evaluate changes to operations as the traditional way is not the most efficient and cost effective way to provide services to a diverse community. Given the economic uncertainty of the future ahead, the City must create and maintain an environment that encourages change and fosters creativity. In closing, I wish to extend a special thanks to the Mayor, Commission, Department Directors and Staff for their dedication and unfailing support in preparing the budget.

Respectfully Submitted,

Jon C. Williams  
City Manager

**FISCAL YEAR 2014-2015**



<b>TOTAL RESOURCES</b>	<b>\$</b>	<b>30,426,566</b>
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	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
GENERAL FUND	\$ 18,558,562	61.0%
PUBLIC UTILITIES	5,471,963	18.0%
PUBLIC FACILITIES IMPROVEMENT	2,488,009	8.2%
CAPITAL PROJECTS	1,009,647	3.3%
STORMWATER MANAGEMENT	1,126,152	3.7%
OTHER FUNDS	1,772,233	5.8%
<b>TOTAL RESOURCES</b>	<b>\$ 30,426,566</b>	<b>100%</b>



# CITY OF LONGWOOD - BUDGET SUMMARY - ALL FUNDS

## FISCAL YEAR 2014-2015

**OPERATING BUDGET EXPENDITURES OF THE CITY OF LONGWOOD, FLORIDA  
ARE 12.5% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES**

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUND	TOTAL
CASH BALANCES BROUGHT FORWARD	\$4,543,170	\$557,945	\$2,011,802	\$2,029,913	\$9,142,830
ESTIMATED REVENUES:					
Ad Valorem Taxes - Millage 5.5000	4,584,194	-	-	-	4,584,194
Sales and Use Taxes	100	-	567,000	-	567,100
Franchise Fees	1,642,000	-	-	-	1,642,000
Utility Service Taxes	1,454,500	-	-	-	1,454,500
Communications Services Tax	897,131	-	-	-	897,131
Licenses and Permits	229,500	-	-	-	229,500
Intergovernmental	1,458,028	1,037,453	375,429	-	2,870,910
Charges for Services	2,118,800	973,300	-	3,363,050	6,455,150
Fines and Forfeitures	133,100	14,995	-	-	148,095
Miscellaneous	158,000	103,392	81,875	79,000	422,267
Other Financing Sources	1,340,039	211,300	461,550	-	2,012,889
<b>Total Estimated Revenues</b>	<b>14,015,392</b>	<b>2,340,440</b>	<b>1,485,854</b>	<b>3,442,050</b>	<b>21,283,736</b>
<b>Total Estimated Revenues and Cash Balances Brought Forward</b>	<b>18,558,562</b>	<b>2,898,385</b>	<b>3,497,656</b>	<b>5,471,963</b>	<b>30,426,566</b>
ESTIMATED EXPENDITURES / EXPENSES:					
General Government	3,379,684	-	711,550	-	4,091,234
Public Safety	7,795,643	748,219	-	-	8,543,862
Physical Environment	1,020,000	1,963,371	-	2,856,685	5,840,056
Transportation	1,309,125	-	890,000	-	2,199,125
Culture & Recreation	1,213,769	200,000	-	-	1,413,769
Debt Service	483,643	-	-	-	483,643
Other Uses	-	185,725	-	1,154,314	1,340,039
<b>Total Expenditures / Expenses</b>	<b>15,201,864</b>	<b>3,097,315</b>	<b>1,601,550</b>	<b>4,010,999</b>	<b>23,911,728</b>
Reserves	3,356,698	(198,930)	1,896,106	1,460,964	6,514,838
<b>Total Appropriated Expenditures / Expenses and Reserves</b>	<b>\$18,558,562</b>	<b>\$2,898,385</b>	<b>\$3,497,656</b>	<b>\$5,471,963</b>	<b>\$30,426,566</b>

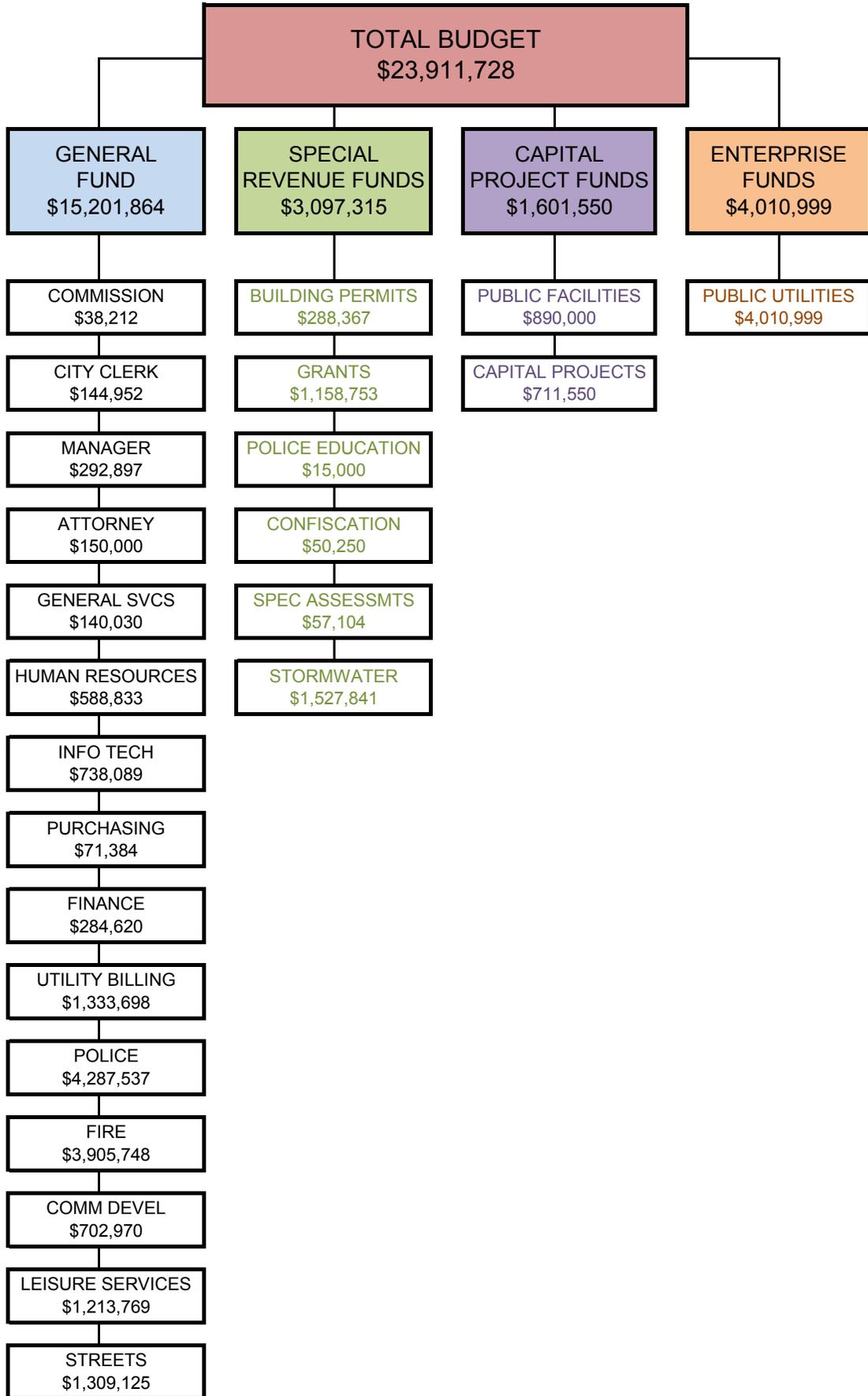
Note regarding Funds included by Type:

General Fund: The primary governmental operating fund.

Special Revenue Funds consist of the following governmental type funds:

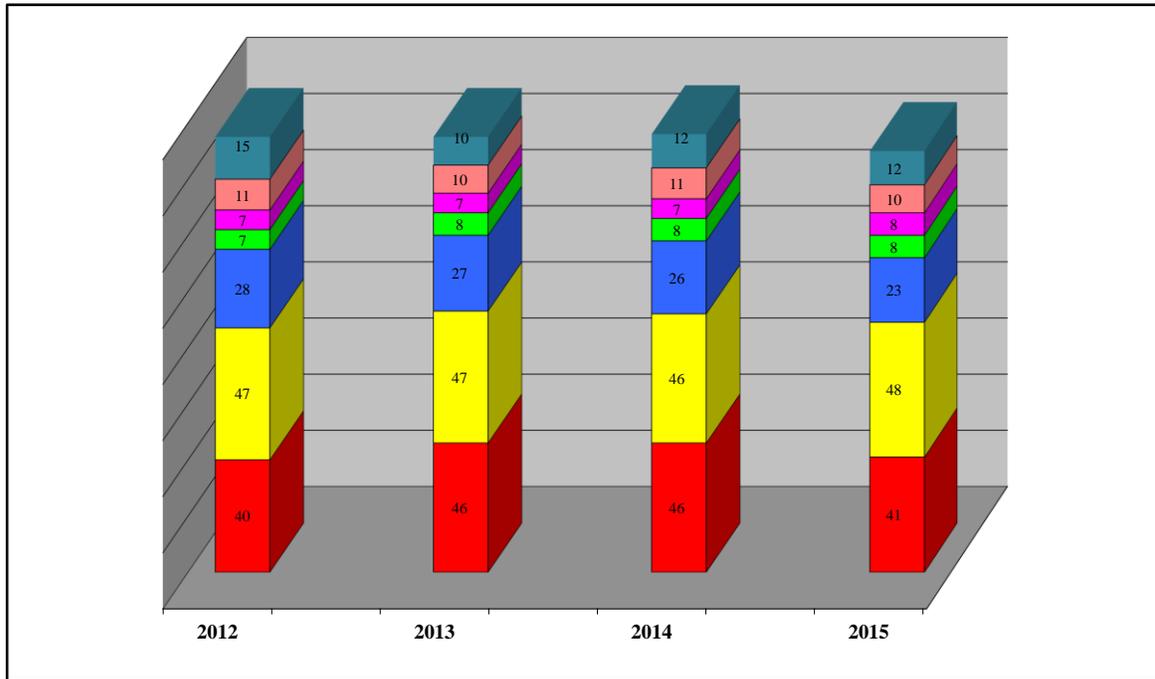
Fund Name	Purpose
Building and Inspections Fund	Revenues and expenditures associated with Building permits and inspections
Grant Fund	Revenues and expenditures associated with grants
Police Confiscation Fund	Confiscated assets required to be accounted for separately
Special Law Enforcement Trust Fund	Police special purpose revenues required to be accounted for separately
Stormwater Management Fund	Revenues and expenditures for construction and maintenance of stormwater system
Special Assessments Fund	Special Assessments for Neighborhood Improvement Program

# FUND STRUCTURE



**SUMMARY OF STAFF**

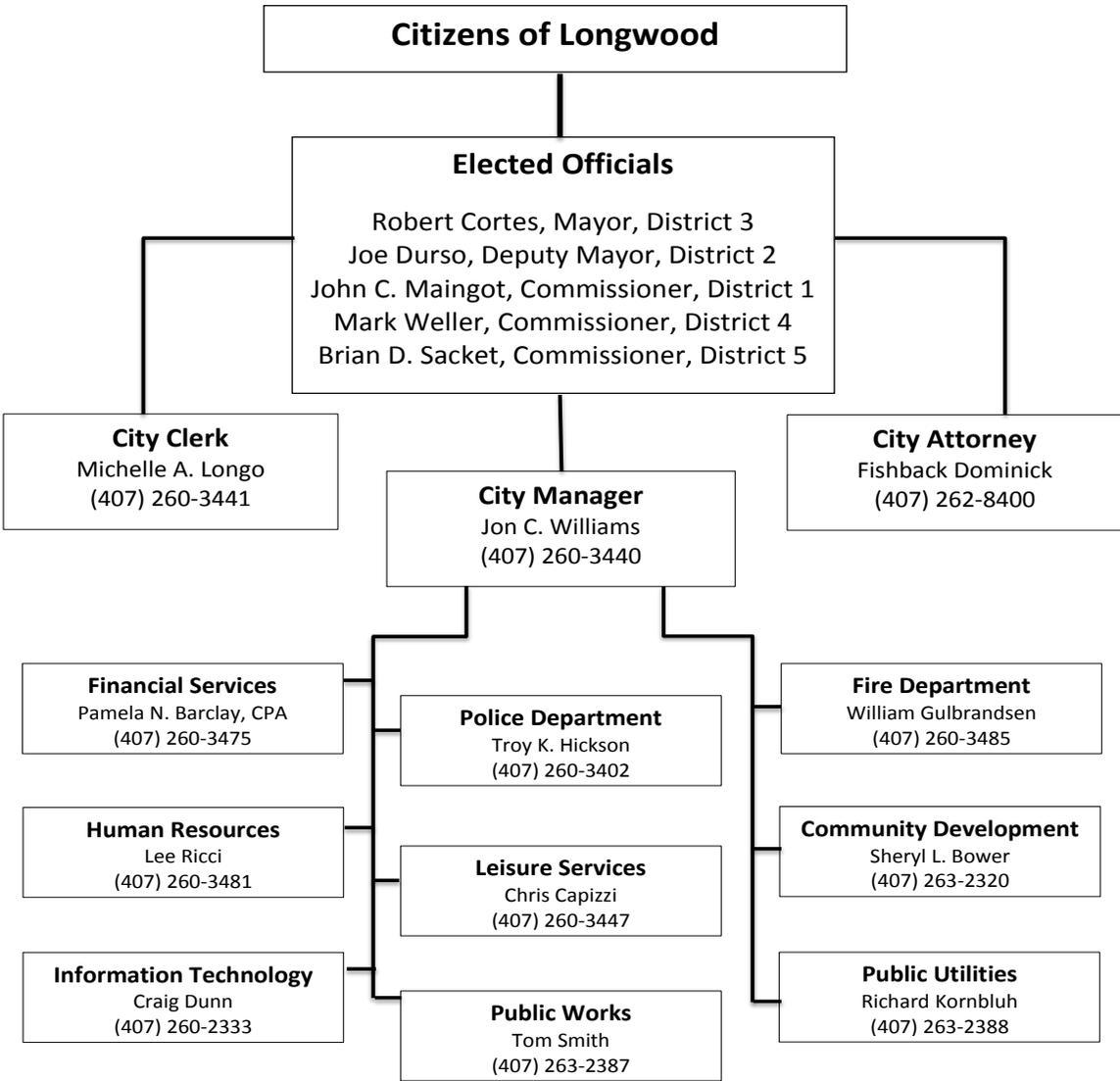
**FISCAL YEAR 2014-2015**



	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
 POLICE DEPARTMENT	47	47	46	48
 FIRE DEPARTMENT	40	46	46	41
 PUBLIC WORKS	28	27	26	23
 LEISURE SERVICES	15	10	12	12
 ADMINISTRATION	11	10	11	10
 COMMUNITY DEVELOPMENT	7	8	8	8
 FINANCIAL SERVICES	7	7	7	8
<b>TOTAL STAFF</b>	<b>155</b>	<b>155</b>	<b>156</b>	<b>150</b>

Note: For Fiscal 2015, FTEs Total 146 and PTEs Total 4

**Organizational Chart**



**CITY OF LONGWOOD**

**BUDGET CALENDAR**

<b>DATE</b>	<b>RESPONSIBLE PARTY</b>	<b>REQUIRED ACTIVITY</b>	<b>REQUIREMENT REFERENCE</b>
5/15/2014	Financial Services Director	Distribute budget worksheets to departments for developing preliminary 2014/15 budget.	
6/2/2014	Department Directors	Departments preliminary budget worksheets for all funds are due.	
On or before 6/1/2014	Property Appraiser	Estimated taxable values are submitted to the City.	Florida Statutes
6/17-27/2014	City Manager	Discussions with each department concerning their requests.	
On or before 7/1/2014	Property Appraiser	Certified taxable values are submitted to the City.	Florida Statutes
7/29/2014	City Manager	Budget work session with City Commission (All Fund Types).	
Not later than 8/1/2014	City Manager	Proposed budget is submitted to the City Commission.	City Charter
8/1/2014	City Commission	Tentative millage rate is set, and public hearing dates are determined.	
Not later than 8/4/2014	Financial Services Director	DR-420 is submitted to the Property Appraiser.	Florida Statutes
9/3/2014	City Commission	First reading and first public hearing on tentative millage and proposed budget.	Florida Statutes
9/15/2014	City Commission	Second reading and second public hearing; Adoption of millage and budget for FY 2014/15.	Florida Statutes
10/1/2014	Financial Services Director	Copies of ADOPTED budget are distributed to City staff.	

**AMENDMENTS AFTER ADOPTION:**

*In accordance with the City Charter, Section 6.08, the City Commission may make supplemental appropriations to the extent of a revenue surplus, make a reduction of appropriations to the extent of a revenue deficit, or make budget transfers between programs or departments.*

*All appropriations, to the extent they are not expended or encumbered, lapse at the end of the fiscal year.*

**CITY OF LONGWOOD**

<b>STATISTICAL DATA</b>
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Date of incorporation	1923
Form of government	Commission/Manager
Number of municipal employees (including police and fire)	150
Population	13,733

City of Longwood facilities and services:

Miles of streets:	
Paved	61.1
Unpaved	0.13
Parks and recreation:	
Park acreage	42
Community Center	1
Athletic Fields	7
Tennis Courts	5
Futsal Courts (soccer)	0
Basketball Courts	6
City playgrounds and passive parks	10
Fire Protection:	
Stations	2
Employees	41
Police Protection:	
Stations	1
Employees	48
Wastewater collection system:	
Miles of sanitary sewers	22.7
Lift Stations	30
Daily average treatment	*
Plants(s) capacity (MGD)	*
Disposal plants	*
Water distribution system:	
Miles of water mains	69
Daily average:	
Consumption (Million Gallons)	2.0
Plant capacity (Million Gallons)	7.2
Service connections	5829
Deep wells	4
Fire hydrants	548

Facilities and services not included in the reporting entity:

Education:	
Number of elementary schools	0
Number of elementary school instructors	0
Number of high schools	1
Number of high school instructors	143
Hospitals:	
Number of hospitals	1
Number of patient beds	206

\* No treatment plant within the City. Flow to Seminole County 466,000 gallons per day.

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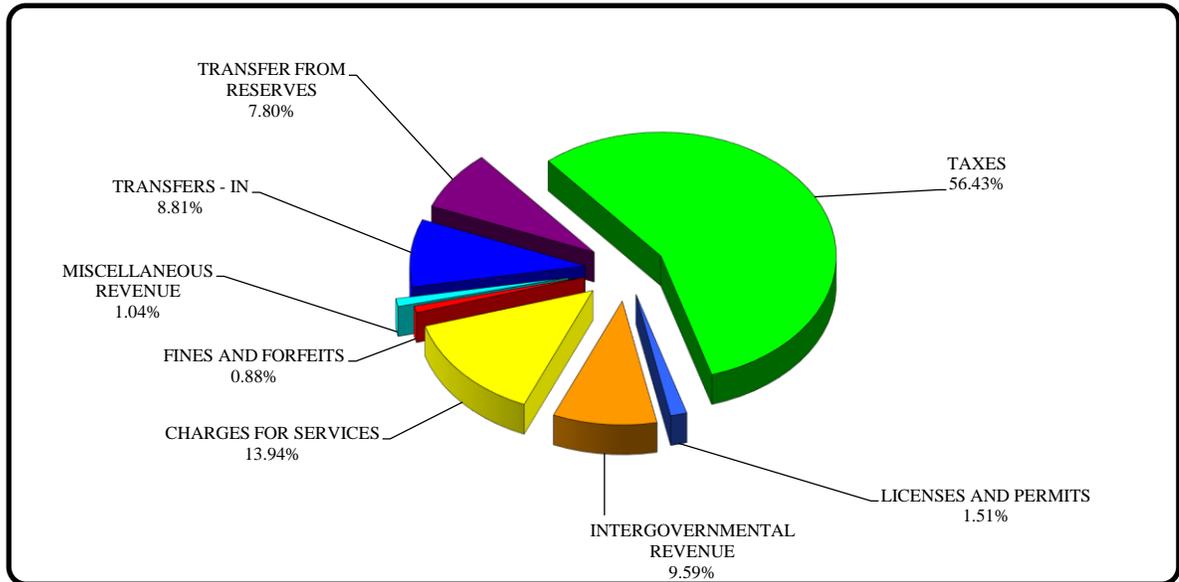


## **GENERAL FUND**

# GENERAL FUND - REVENUE AND EXPENDITURES

**FISCAL YEAR 2014-2015**

## Total Revenues:



**TOTAL REVENUES      \$      15,201,864**

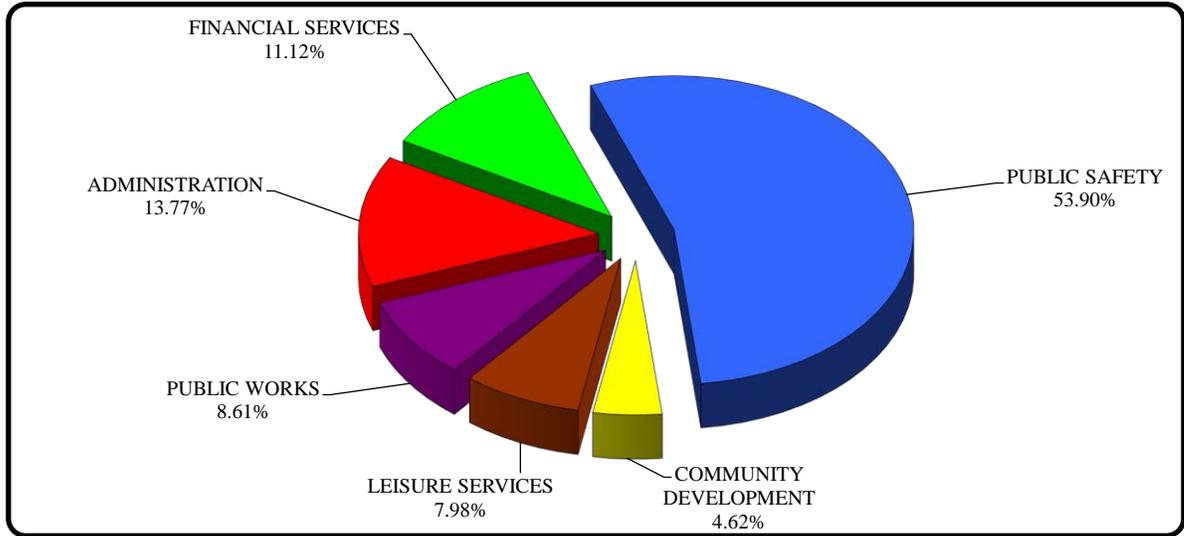
	<b>TOTALS</b>	<b>PERCENT REVENUES</b>
TAXES	8,577,925	56.43%
LICENSES AND PERMITS	229,500	1.51%
INTERGOVERNMENTAL REVENUE	1,458,028	9.59%
CHARGES FOR SERVICES	2,118,800	13.94%
FINES AND FORFEITS	133,100	0.88%
MISCELLANEOUS REVENUE	158,000	1.04%
TRANSFERS - IN	1,340,039	8.81%
TRANSFER FROM RESERVES	1,186,472	7.80%
<b>TOTAL REVENUE</b>	<b>\$      15,201,864</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

<b>FISCAL YEAR 2014-2015</b>
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## Expenditures by Function:



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>15,201,864</b>
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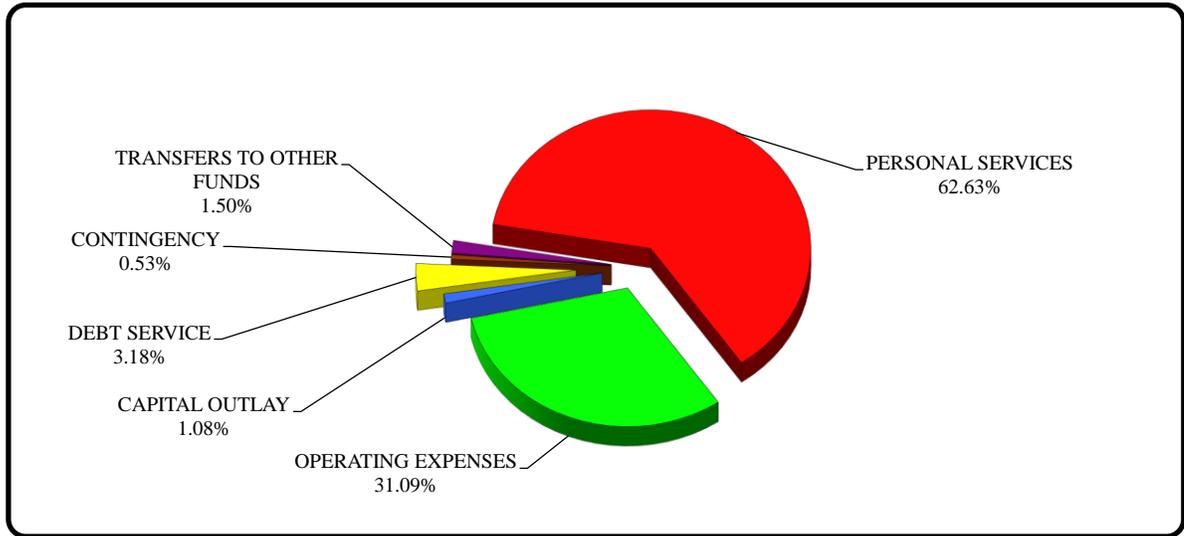
	<b>TOTALS</b>	<b>PERCENT EXPENDITURES</b>
ADMINISTRATION	\$ 2,093,013	13.77%
FINANCIAL SERVICES	1,689,701	11.12%
PUBLIC SAFETY	8,193,285	53.90%
COMMUNITY DEVELOPMENT	702,970	4.62%
LEISURE SERVICES	1,213,769	7.98%
PUBLIC WORKS	1,309,125	8.61%
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,201,864</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

<b>FISCAL YEAR 2014-2015</b>
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## Expenditures by Type:



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>15,201,864</b>
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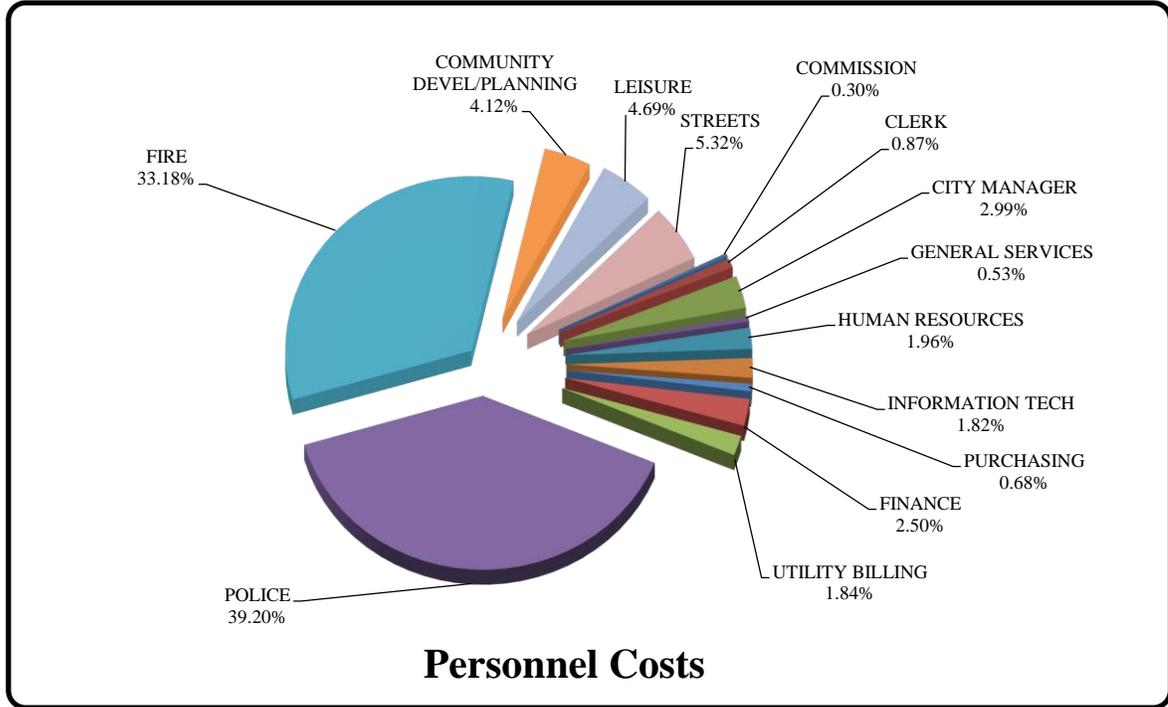
	<b>TOTALS</b>	<b>PERCENT EXPENDITURES</b>
PERSONAL SERVICES	\$ 9,520,406	62.63%
OPERATING EXPENSES	4,726,944	31.09%
CAPITAL OUTLAY	163,651	1.08%
DEBT SERVICE	483,643	3.18%
CONTINGENCY	79,920	0.53%
TRANSFERS TO OTHER FUNDS	227,300	1.50%
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,201,864</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

**FISCAL YEAR 2014-2015**

## General Fund Personnel Expenditures by Dept:



<b>TOTAL PERSONNEL COSTS</b>	<b>\$</b>	<b>9,520,406</b>
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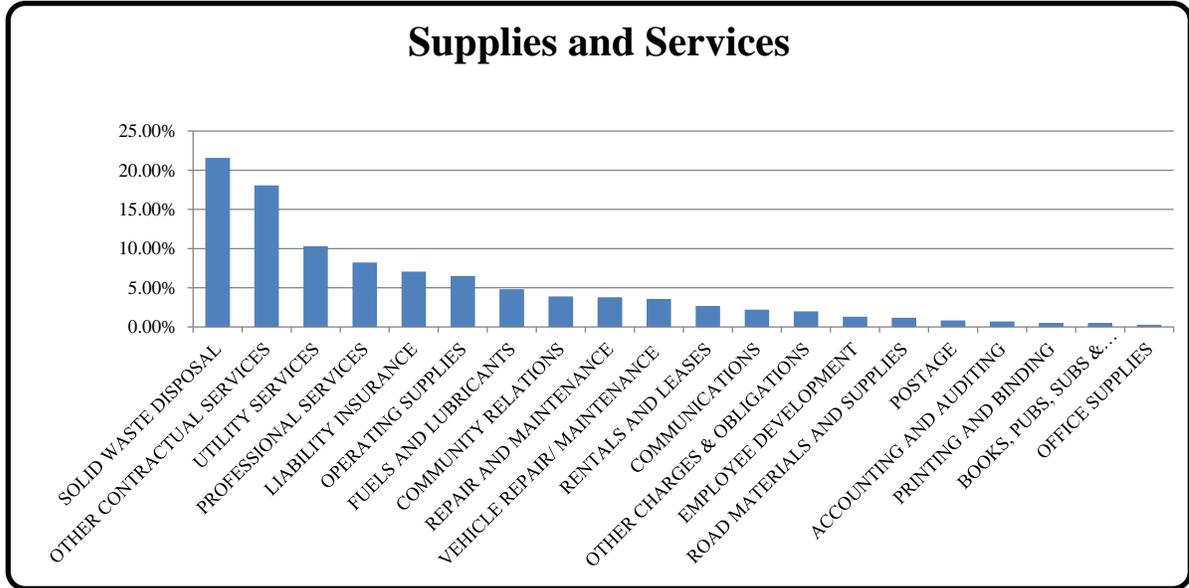
	<b>TOTALS</b>	<b>PERCENT EXPENDITURES</b>
COMMISSION	\$ 28,312	0.30%
CLERK	82,539	0.87%
CITY MANAGER	285,127	2.99%
GENERAL SERVICES	50,210	0.53%
HUMAN RESOURCES	186,871	1.96%
INFORMATION TECH	173,452	1.82%
PURCHASING	65,134	0.68%
FINANCE	237,770	2.50%
UTILITY BILLING	175,163	1.84%
POLICE	3,732,069	39.20%
FIRE	3,158,436	33.18%
COMMUNITY DEVEL/PLANNING	391,840	4.12%
LEISURE	446,913	4.69%
STREETS	506,570	5.32%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 9,520,406</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

**FISCAL YEAR 2014-2015**

## General Fund Supply & Services Expenditures:



**TOTAL OPERATING EXPENDITURES \$ 4,726,944**

	<u>TOTALS</u>	<u>PERCENT EXPENDITURES</u>
4310 SOLID WASTE DISPOSAL	\$ 1,020,000	21.58%
3400 OTHER CONTRACTUAL SERVICES	854,018	18.07%
4300 UTILITY SERVICES	486,850	10.30%
3100 PROFESSIONAL SERVICES	388,895	8.23%
4500 LIABILITY INSURANCE	334,000	7.07%
5200 OPERATING SUPPLIES	307,700	6.51%
5500 FUELS AND LUBRICANTS	227,420	4.81%
4800 COMMUNITY RELATIONS	184,650	3.91%
4600 REPAIR AND MAINTENANCE	178,850	3.78%
4610 VEHICLE REPAIR/ MAINTENANCE	168,680	3.57%
4400 RENTALS AND LEASES	126,094	2.67%
4100 COMMUNICATIONS	103,809	2.20%
4900 OTHER CHARGES & OBLIGATIONS	94,600	2.00%
4020 EMPLOYEE DEVELOPMENT	61,765	1.31%
5300 ROAD MATERIALS AND SUPPLIES	55,000	1.16%
4200 POSTAGE	39,325	0.83%
3200 ACCOUNTING AND AUDITING	33,000	0.70%
4700 PRINTING AND BINDING	24,800	0.52%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	24,039	0.51%
5100 OFFICE SUPPLIES	13,450	0.28%
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>\$ 4,726,944</b>	<b>100%</b>

CITY OF LONGWOOD

**GENERAL FUND BUDGET SUMMARY**

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>FUND BALANCE, OCTOBER 1</b>	\$ 5,042,988	\$ 4,550,627	\$ 4,550,627	\$ 4,543,170
<b>ADD REVENUES:</b>				
<b>TAXES:</b>				
311-0000 AD VALOREM TAXES 5.5000 mills	4,489,430	4,483,144	4,600,000	4,584,194
312-0000 SALES & USE TAXES	104	100	100	100
323-1000 FRANCHISE FEES / ELECTRIC	1,136,706	1,250,000	1,300,000	1,325,000
323-4000 FRANCHISE FEES / GAS	26,021	27,000	27,000	27,000
323-7000 FRANCHISE FEES / SOLID WASTE	299,409	290,000	290,000	290,000
314-1000 UTILITY TAX / ELECTRIC	1,133,005	1,130,000	1,200,000	1,205,000
314-3000 UTILITY TAX / WATER	147,838	155,000	166,250	167,000
314-4000 UTILITY TAX / GAS	70,193	80,000	82,000	82,500
315-0000 COMMUNICATIONS SERVICES TAX	989,526	972,424	905,000	897,131
<b>TOTAL</b>	<b>8,292,232</b>	<b>8,387,668</b>	<b>8,570,350</b>	<b>8,577,925</b>
<b>LICENSES AND PERMITS:</b>				
321-1000 LOCAL BUSINESS TAX RECEIPTS	166,036	170,000	174,000	175,000
322-7000 PLAN APPLICATION REVIEWS	100	-	-	-
322-8000 SITE PLAN REVIEWS	7,620	7,500	6,650	6,500
329-1000 MISC PERMITS	9,970	12,500	350	500
329-2000 PAINT COLOR PERMITS	425	400	1,700	1,500
329-2800 FIRE INSPECTIONS	-	-	-	40,000
329-2810 FIRE PLANS REVIEW	-	-	6,000	6,000
<b>TOTAL</b>	<b>184,151</b>	<b>190,400</b>	<b>188,700</b>	<b>229,500</b>
<b>INTERGOVERNMENTAL REVENUES:</b>				
334-2400 CONTRACTS/CERT	3,569	-	-	-
334-4900 F.D.O.T. ROAD MAINT. AGREEMENT	78,973	69,010	67,000	67,000
335-1200 STATE REVENUE SHARING	390,753	395,342	394,000	412,044
335-1400 MOBILE HOME LICENSE TAX	1,097	1,100	725	1,000
335-1500 ALCOHOLIC BEVERAGE LICENSES	13,338	42,000	34,500	35,000
335-1800 HALF-CENT SALES TAX	818,819	838,805	840,000	887,127
335-2300 FIREFIGHTERS SUPPLEMENTAL COMPENSATION	15,950	13,500	13,500	13,500
337-2000 SCHOOL RESOURCE OFFICER	34,558	36,636	36,635	32,557
338-2000 COUNTY OCCUPATIONAL LICENSES	10,354	11,500	9,800	9,800
<b>TOTAL</b>	<b>1,367,411</b>	<b>1,407,893</b>	<b>1,396,160</b>	<b>1,458,028</b>
<b>CHARGES FOR SERVICES:</b>				
341-2000 LAND DEVELOPMENT FEES	-	3,000	3,000	3,000
341-3000 COMMUNITY DEVELOPMENT-COST RECOVERY	-	-	-	45,000
342-1000 POLICE SERVICES	587	1,000	650	700
342-1010 POLICE SERVICES	9,059	-	22,650	21,000
342-2000 OFF DUTY DETAIL	30,557	35,000	26,250	27,000
342-6000 AMBULANCE FEES	716,432	680,000	709,000	710,000
343-4500 GARBAGE BILLING FEES	1,080,543	1,100,000	1,082,000	1,085,000
343-4510 RECYCLING REVENUES	15,136	35,000	16,500	17,000
347-2010 SOFTBALL FEES	3,260	3,500	8,750	8,800
347-2025 SPECIAL EVENT FEES	11,712	6,500	5,150	5,200
347-2028 DONATIONS	2,186	4,000	350	400
347-2030 COMMUNITY BUILDING RENTALS	64,459	70,000	75,500	76,000
347-2040 840 ORANGE - MISC RENTALS	15,272	10,000	21,200	21,500
347-2045 BALL FIELD RENTALS	2,785	4,500	685	1,000
347-2050 CHEERLEADING / SELF DEFENSE / BOWLING LESSONS	20,419	21,000	17,000	17,000
347-2060 LBR - FIELD USE AGREEMENT	4,800	11,000	4,830	5,000
347-2070 CONCESSIONS / BABE RUTH	1,500	3,000	1,500	1,500
347-2080 SUMMER CAMP PROGRAM	41,856	45,000	43,200	45,000

CITY OF LONGWOOD

**GENERAL FUND BUDGET SUMMARY**

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
347-5000 BUILDING ATTENDANT FEE	22,837	25,000	26,540	26,500
349-1011 COUNTY ROADS & LIBRARY IMPACT FEES	1,649	1,100	2,125	2,200
<b>TOTAL</b>	<b>2,045,049</b>	<b>2,058,600</b>	<b>2,066,880</b>	<b>2,118,800</b>
<b>FINES AND FORFEITS:</b>				
354-1000 PARKING FINES	329	900	75	100
354-2000 SECURITY ALARM FINES	2,240	2,500	2,750	2,000
354-3000 OTHER FINES	112,847	120,000	110,500	115,000
354-3010 OTHER FINES - INVESTIGATIVE COST RECOVERY	3,105	7,200	400	500
354-3020 COURT ORDERED RESTITUTION	11,762	2,500	15,500	15,500
<b>TOTAL</b>	<b>130,283</b>	<b>133,100</b>	<b>129,225</b>	<b>133,100</b>
<b>MISCELLANEOUS REVENUES:</b>				
361-1000 INTEREST EARNINGS	8,531	15,000	6,625	7,000
361-3000 INCREASE (DECREASE) IN FAIR VALUE OF INVESTMENTS	13,272	-	3,600	-
361-4000 GAIN/LOSS - SALE OF LAND	(93,399)	-	-	-
362-3000 RENTS AND ROYALTIES	65,942	68,291	75,800	76,000
364-1000 CEMETERY LOTS	10,850	13,000	17,700	15,000
364-4000 SALE OF SURPLUS EQUIPMENT	820	-	25,000	-
369-0000 OTHER MISCELLANEOUS REVENUES	150	60,000	75,000	60,000
369-3000 REFUND OF PRIOR YEAR EXPENDITURES	64,292	-	-	-
369-6000 OTHER MISCELLANEOUS REVENUES-DONATIONS	3,751	-	350	-
369-9100 CANDIDATE QUALIFYING FEE	-	-	720	-
<b>TOTAL</b>	<b>74,209</b>	<b>156,291</b>	<b>204,795</b>	<b>158,000</b>
<b>TRANSFERS - IN:</b>				
382-1000 PUBLIC UTILITIES FUND	1,103,668	1,062,714	1,062,714	1,154,314
382-3000 STORMWATER MANAGEMENT FUND	191,755	155,837	155,837	163,017
382-4000 BUILDING FUND	20,552	21,674	21,674	22,708
<b>TOTAL</b>	<b>1,315,975</b>	<b>1,240,225</b>	<b>1,240,225</b>	<b>1,340,039</b>
<b>TOTAL REVENUES AVAILABLE</b>	<b>18,452,298</b>	<b>18,124,804</b>	<b>18,346,962</b>	<b>18,558,562</b>

CITY OF LONGWOOD

**GENERAL FUND BUDGET SUMMARY**

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>TOTAL REVENUES AVAILABLE</b>	\$ 18,452,298	\$ 18,124,804	\$ 18,346,962	\$ 18,558,562
<b>DEDUCT EXPENDITURES:</b>				
<b>ADMINISTRATION:</b>				
CITY COMMISSION	35,450	37,055	36,723	38,212
CITY CLERK	142,265	142,028	127,624	144,952
CITY MANAGER	298,497	309,320	249,720	292,897
CITY ATTORNEY	147,709	130,000	162,000	150,000
GENERAL SERVICES	108,492	139,723	116,241	140,030
HUMAN RESOURCES	470,622	513,970	541,175	588,833
INFORMATION TECHNOLOGY	549,278	708,363	648,002	738,089
<b>TOTAL ADMINISTRATION</b>	<b>1,752,313</b>	<b>1,980,459</b>	<b>1,881,485</b>	<b>2,093,013</b>
<b>FINANCIAL SERVICES:</b>				
PURCHASING	71,114	74,102	88,002	71,384
FINANCE	267,052	277,479	261,609	284,620
UTILITY BILLING	1,216,542	1,252,603	1,254,120	1,333,698
<b>TOTAL FINANCE</b>	<b>1,554,708</b>	<b>1,604,184</b>	<b>1,603,731</b>	<b>1,689,701</b>
<b>POLICE</b>	<b>3,793,071</b>	<b>4,350,949</b>	<b>3,994,222</b>	<b>4,285,237</b>
<b>FIRE</b>	<b>3,661,764</b>	<b>3,808,251</b>	<b>3,413,574</b>	<b>3,801,998</b>
<b>COMMUNITY DEVELOPMENT:</b>				
PLANNING/ECONOMIC DEVELOPMENT	398,361	468,975	410,225	702,970
<b>LEISURE SERVICES</b>	<b>772,505</b>	<b>945,695</b>	<b>944,464</b>	<b>973,223</b>
<b>PUBLIC WORKS:</b>				
STREETS	1,411,166	1,494,098	1,379,368	1,296,625
<b>CAPITAL OUTLAY:</b>				
CITY CLERK	-	12,145	-	-
GENERAL SERVICES	36,992	-	7,978	-
INFORMATION TECHNOLOGY	82,085	-	39,912	-
FINANCE	1,441	-	-	-
POLICE	41,327	-	-	-
FIRE	45,901	42,550	41,608	78,750
LEISURE SERVICES	232,823	39,025	80,725	40,546
STREETS	13,550	1,400	-	12,500
<b>TOTAL CAPITAL OUTLAY</b>	<b>454,119</b>	<b>95,120</b>	<b>170,223</b>	<b>131,796</b>
<b>TRANSFERS-OUT:</b>				
POLICE	3,483	4,500	4,000	2,300
FIRE	181	33,000	2,500	25,000
LEISURE SERVICES	100,000	-	-	200,000
<b>TOTAL TRANSFERS-OUT</b>	<b>103,664</b>	<b>37,500</b>	<b>6,500</b>	<b>227,300</b>

<b>TOTAL EXPENDITURES</b>	<b>13,901,671</b>	<b>14,785,231</b>	<b>13,803,792</b>	<b>15,201,864</b>
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<b>FUND BALANCE, SEPTEMBER 30</b>	<b>\$ 4,550,627</b>	<b>\$ 3,339,573</b>	<b>\$ 4,543,170</b>	<b>\$ 3,356,698</b>
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<b>FUND BALANCE TO EXPENDITURE PERCENTAGE</b>	<b>32.7%</b>	<b>22.6%</b>	<b>32.9%</b>	<b>22.1%</b>
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**ADMINISTRATION**

**PROGRAM: CITY COMMISSION**

**GOALS:** To provide all citizens of Longwood with legislative representation by enacting ordinances, resolutions, policies and programs that improve and protect the community, promote desirable levels of municipal services and plan for the future.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	35,450
2014	BUDGET	37,055
2014	ESTIMATE	36,723
2015	ADOPTED	38,212

**OBJECTIVES:**

Adopt policies and programs that improve the quality of life in the community and promote desirable levels of municipal services.

Encourage continued participation in community activities and governmental affairs.

Support a strong commercial and industrial tax base in the City.

**RESULTS:**

Continued responsiveness to citizen needs.

Maintain a presence to promote and improve the image of the City

Maintain a viable and balanced tax base in the City.

ADMINISTRATION

<b>PROGRAM: CITY COMMISSION</b>
---------------------------------

LINE ITEM DETAIL

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 ADOPTED
<b>PERSONNEL COSTS:</b>				
1100 EXECUTIVE SALARIES	24,167	24,024	24,024	24,024
2100 F.I.C.A.	1,480	1,838	1,838	1,838
2200 RETIREMENT CONTRIBUTION	2,417	2,403	2,403	2,402
2400 WORKERS COMPENSATION	64	40	58	48
<b>TOTAL</b>	<b>28,128</b>	<b>28,305</b>	<b>28,323</b>	<b>28,312</b>
<b>SUPPLIES AND SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	-	-	-	-
4020 COMMISSION DEVELOPMENT	4,220	5,000	5,000	6,550
4800 COMMUNITY RELATIONS	96	250	150	250
4900 OTHER CHARGES & OBLIGATIONS	187	500	250	600
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,819	3,000	3,000	2,500
6400 CAPITAL EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>7,322</b>	<b>8,750</b>	<b>8,400</b>	<b>9,900</b>
<b>TOTAL COST</b>	<b>35,450</b>	<b>37,055</b>	<b>36,723</b>	<b>38,212</b>

ADMINISTRATION

**PROGRAM: CITY COMMISSION**

STAFFING ANALYSIS

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
MAYOR	1	1	1
COMMISSIONERS	4	4	4
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

CAPITAL OUTLAY

6200 - Building			\$ -
6400 - Equipment			\$ -
Total Capital Outlay			\$ -

**ADMINISTRATION**

<b>PROGRAM: CITY CLERK</b>
----------------------------

**GOALS:** To authenticate, record, index and maintain the City's official legislative acts, thus preserving the history of the City of Longwood; to issue all required permits which fall under the jurisdiction of the City Clerk's authority; to provide required advertising in accordance with state and local laws; and to supervise all City elections.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	142,265
2013	BUDGET	154,173
2013	ESTIMATE	127,624
2014	ADOPTED	144,952

**OBJECTIVES:**

Record and preserve City Commission actions.

Maintain City Codes.

Maintain the official records of the City Commission in accordance with legal requirements.

Review compliance with current election code requirements.

**RESULTS:**

Permanent documentation of all action taken by the City Commission.

City Codes kept current with regular supplements.

Continued records storage and retention/retrieval systems for accessibility of data for staff and public inquiries.

Conduct elections in strict compliance with state statutes.

ADMINISTRATION

<b>PROGRAM: CITY CLERK</b>
----------------------------

LINE ITEM DETAIL

		2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 ADOPTED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	80,095	69,114	60,800	65,000
1230	LONGEVITY PAY	450	-	-	-
1320	ELECTION OFFICIALS	-	-	-	-
2100	F.I.C.A.	5,994	5,287	4,651	4,973
2200	RETIREMENT CONTRIBUTION	8,056	6,911	6,250	6,500
2300	LIFE AND HEALTH INSURANCE	1,222	1,212	6,130	5,936
2400	WORKERS COMPENSATION	214	116	116	130
<b>TOTAL</b>		<b>96,031</b>	<b>82,640</b>	<b>77,947</b>	<b>82,539</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	1,540	1,725	-	1,725
3400	OTHER CONTRACTUAL SERVICES	4,947	6,850	7,850	3,400
4020	EMPLOYEE DEVELOPMENT	1,334	2,650	2,650	5,550
4100	COMMUNICATIONS	1,380	1,200	1,050	1,153
4200	POSTAGE	10,020	11,000	11,000	11,000
4300	UTILITY SERVICES	4,965	5,500	2,580	5,000
4400	RENTALS AND LEASES	774	822	822	1,584
4600	REPAIR AND MAINTENANCE	92	500	-	100
4700	PRINTING AND BINDING	7,190	9,375	7,250	11,650
4800	COMMUNITY RELATIONS	370	500	300	500
4900	LEGAL ADVERTISING	9,733	11,000	10,000	12,000
5100	OFFICE SUPPLIES	1,272	1,900	700	1,500
5200	OPERATING SUPPLIES	1,251	2,400	1,900	3,600
5220	REPURCHASE OF LOTS	100	2,875	2,875	2,500
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,266	1,091	700	1,151
6300	IMPROVEMENTS OTHER THAN BLDG	-	12,145	-	-
6400	EQUIPMENT	-	-	-	-
<b>TOTAL</b>		<b>46,234</b>	<b>71,533</b>	<b>49,677</b>	<b>62,413</b>
<b>TOTAL COST</b>		<b>142,265</b>	<b>154,173</b>	<b>127,624</b>	<b>144,952</b>

ADMINISTRATION

**PROGRAM: CITY CLERK**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
CITY CLERK	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

**ADMINISTRATION**

**PROGRAM: CITY MANAGER**

**GOALS:** To efficiently and effectively implement and administer the policies, programs and services approved by the City Commission.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	298,497
2014	BUDGET	309,320
2014	ESTIMATE	249,720
2015	ADOPTED	292,897

**OBJECTIVES:**

Proper allocation of City resources and manpower in conformance with City Commission policy.

Maintain a fiscally sound organization.

Continue to communicate with citizens and employees.

**RESULTS:**

Effective execution of City Commission policy.

Visible organization.

Informed citizenry.

ADMINISTRATION

<b>PROGRAM: CITY MANAGER</b>
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LINE ITEM DETAIL

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 ADOPTED
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	230,215	234,354	195,000	217,300
1230 LONGEVITY PAY	1,100	-	-	-
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	16,995	17,928	14,500	16,623
2200 RETIREMENT CONTRIBUTION	22,209	22,291	19,500	21,730
2300 LIFE AND HEALTH INSURANCE	23,729	24,684	16,500	24,431
2400 WORKERS COMPENSATION	614	4,223	1,500	5,043
<b>TOTAL</b>	<b>294,862</b>	<b>303,480</b>	<b>247,000</b>	<b>285,127</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	-	-	-	-
4010 TRAVEL AND PER DIEM	-	-	-	-
4020 EMPLOYEE DEVELOPMENT	607	1,000	500	1,000
4100 COMMUNICATION	1,478	1,440	720	720
4200 POSTAGE	-	250	-	250
4610 REPAIRS AND MAINTENANCE-VEHICLES	-	-	-	1,000
4700 PRINTING AND BINDING	345	1,000	-	1,000
4800 PROMOTIONAL ACTIVITIES	400	1,000	500	2,000
4900 OTHER CHARGES	-	-	-	-
5100 OFFICE SUPPLIES	75	400	400	800
5200 OPERATING SUPPLIES	625	500	400	500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	105	250	200	500
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>3,635</b>	<b>5,840</b>	<b>2,720</b>	<b>7,770</b>
<b>TOTAL COST</b>	<b>298,497</b>	<b>309,320</b>	<b>249,720</b>	<b>292,897</b>

ADMINISTRATION

**PROGRAM: CITY ADMINISTRATOR**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
CITY MANAGER	1	1	1
ASSISTANT TO CITY MANAGER	1	0	0
ADMINISTRATIVE SECRETARY (Assigned to City Clerk)	1	1	1
CLERICAL WORKER PART-TIME (Assigned to City Clerk)	1	1	0
EXECUTIVE ASSISTANT TO CITY MANAGER	1	1	1
RECEPTIONIST (Assigned to City Clerk)	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>5</b>	<b>4</b>

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

**ADMINISTRATION**

**PROGRAM: CITY ATTORNEY**

**GOALS:** To provide legal advice to the City Commission and City staff, to review all legal instruments of the City and to coordinate all litigation and other legal services for the City.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	147,709
2014	BUDGET	130,000
2014	ESTIMATE	162,000
2015	ADOPTED	150,000

**OBJECTIVES:**

Respond to requests from the City Commission and City staff for legal opinions on specific matters.

Draft local ordinances in response to state and federal legislation concerning the City.

Provide defense/prosecution involving matters of litigation concerning the City.

Provide other legal services on specific matters.

**RESULTS:**

Ensure conformance to the law.

Provide the City Commission and staff with the best possible legal information on which to base decisions.

Protect the City's interest in matters of litigation.

Protect the City's interest in specific matters.

ADMINISTRATION

**PROGRAM: CITY ATTORNEY**

LINE ITEM DETAIL

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SERVICE COSTS:</b>				
3100 PROFESSIONAL SERVICES GENERAL	147,107	110,000	140,000	140,000
3110 PROFESSIONAL SERVICES LITIGATION	602	20,000	22,000	10,000
<b>TOTAL</b>	<b>147,709</b>	<b>130,000</b>	<b>162,000</b>	<b>150,000</b>
<b>TOTAL COST</b>	<b>147,709</b>	<b>130,000</b>	<b>162,000</b>	<b>150,000</b>

**ADMINISTRATION**

**PROGRAM: GENERAL SERVICES**

**GOALS:** To provide preventive maintenance of City-owned buildings to prolong their usefulness and prevent more costly repairs.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	145,484
2014	BUDGET	139,723
2014	ESTIMATE	116,241
2015	ADOPTED	140,030

**OBJECTIVES:**

Provide ongoing preventive maintenance of properties.

Respond to all building emergencies promptly.

Monitor and repair minor building deficiencies.

**RESULTS:**

Properties and buildings which are maintained in a respectable and safe condition.

Reduce damage and down time.

Provide a safe, clean and well maintained buildings for City use.

ADMINISTRATION

<b>PROGRAM: GENERAL SERVICES</b>
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LINE ITEM DETAIL

		2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 ADOPTED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	34,466	35,121	35,121	36,174
1230	LONGEVITY PAY	525	-	-	-
1400	OVERTIME	-	-	-	-
2100	F.I.C.A.	2,624	2,687	2,687	2,767
2200	RETIREMENT CONTRIBUTION	3,499	3,512	3,512	3,617
2300	LIFE AND HEALTH INSURANCE	5,731	6,031	6,031	5,909
2400	WORKERS COMPENSATION	3,973	2,052	2,052	1,743
	<b>TOTAL</b>	<b>50,818</b>	<b>49,403</b>	<b>49,403</b>	<b>50,210</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3400	OTHER CONTRACTUAL SERVICES	9,841	12,460	12,000	11,960
4020	EMPLOYEE DEVELOPMENT	-	-	-	-
4100	COMMUNICATIONS	360	360	360	360
4300	UTILITY SERVICES	26,650	33,000	30,000	33,000
4600	REPAIR AND MAINTENANCE	8,888	10,000	6,000	10,000
4610	REPAIR AND MAINTENANCE - VEHICLES	-	-	-	1,500
5200	OPERATING SUPPLIES	8,507	10,000	6,000	8,500
5510	FUEL	3,428	4,500	4,500	4,500
6300	IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400	EQUIPMENT	36,992	-	7,978	-
9800	RESERVE FOR CONTINGENCY	-	20,000	-	20,000
	<b>TOTAL</b>	<b>94,666</b>	<b>90,320</b>	<b>66,838</b>	<b>89,820</b>
	<b>TOTAL COST</b>	<b>145,484</b>	<b>139,723</b>	<b>116,241</b>	<b>140,030</b>

ADMINISTRATION

**PROGRAM: GENERAL SERVICES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
FACILITIES CONST. & MAINT. SPECIALIST	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

CAPITAL OUTLAY

6200 - Building		<u>\$ -</u>
6400 - Equipment		<u>\$ -</u>
Total Capital Outlay		\$ -

## ADMINISTRATION

### PROGRAM: HUMAN RESOURCES

**GOALS:** To provide personnel management that anticipates and responds to changes in the nature and composition of the workplace, external social and economic pressures, organizational structures and technology.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	470,628
2014	BUDGET	513,970
2014	ESTIMATE	541,175
2015	ADOPTED	588,833

#### **OBJECTIVES:**

To coordinate benefits and employee incentives, such as the Employee Assistance Program, the Employee of the Year Program, and the Drug-Free Workplace Program.

To coordinate the annual Employee Benefit Fair.

To manage workers compensation, liability insurance and unemployment claims issues.

#### **RESULTS:**

To encourage and assist employees to reach their full potential as members of the City.

To educate employees of the benefits available so they may make informed decisions.

To provide the City with the administrative services necessary to protect and insure the City's assets.

ADMINISTRATION

<b>PROGRAM: HUMAN RESOURCES</b>
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LINE ITEM DETAIL

		<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	98,063	118,246	118,246	121,794
1230	LONGEVITY PAY	4,200	-	-	-
1400	OVERTIME	-	-	-	-
2100	F.I.C.A.	7,529	9,046	9,046	9,317
2200	RETIREMENT CONTRIBUTION	8,346	10,517	10,517	10,832
2300	LIFE AND HEALTH INSURANCE	11,397	12,304	11,597	12,034
2400	WORKERS COMPENSATION	272	199	199	244
2500	UNEMPLOYMENT COMPENSATION	13,407	25,000	25,000	25,000
2800	EMPLOYEE PROGRAMS	6,170	7,400	7,400	7,650
<b>TOTAL</b>		<b>149,384</b>	<b>182,712</b>	<b>182,005</b>	<b>186,871</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	36,688	35,650	51,000	58,150
3400	OTHER CONTRACTUAL SERVICES	4,739	-	-	-
4020	EMPLOYEE DEVELOPMENT	1,217	2,906	2,900	3,656
4100	COMMUNICATIONS	720	720	720	720
4200	POSTAGE	42	100	50	100
4500	LIABILITY INSURANCE	272,528	281,546	300,000	329,000
4520	INSURANCE DEDUCTIBLE	1,403	5,000	1,000	5,000
4600	REPAIR AND MAINTENANCE	-	-	-	-
4700	PRINTING AND BINDING	608	1,000	500	1,000
4900	OTHER CHARGES AND OBLIGATIONS	1,595	1,500	1,000	1,500
5100	OFFICE SUPPLIES	742	1,200	500	1,200
5200	OPERATING SUPPLIES	265	500	500	500
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	697	1,136	1,000	1,136
6200	BUILDING	-	-	-	-
6400	EQUIPMENT	-	-	-	-
<b>TOTAL</b>		<b>321,244</b>	<b>331,258</b>	<b>359,170</b>	<b>401,962</b>
<b>TOTAL COST</b>		<b>470,628</b>	<b>513,970</b>	<b>541,175</b>	<b>588,833</b>

ADMINISTRATION

**PROGRAM: HUMAN RESOURCES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
HUMAN RESOURCES MANAGER	1	1	1
PAYROLL CLERK	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

**ADMINISTRATION**

**PROGRAM: INFORMATION TECHNOLOGY**

**GOALS:** To utilize the most innovative, effective and efficient forms of technology for optimal service delivery and communication, and to maintain all hardware and software utilized for the City's computer and telecommunications systems.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	631,363
2014	BUDGET	708,363
2014	ESTIMATE	687,914
2015	ADOPTED	738,089

**OBJECTIVES:**

Increase the manageability of computer workstations.

To continue to offer employees a comprehensive training program to enable them to achieve a level of proficiency with the City's hardware and software.

Improve and enhance the City's internet presence and website.

Continue to maintain a high level of reliability and minimal downtime with regard to technology infrastructure and mission critical systems.

Replace older technology telephone and communication system with newer technology, while improving communication services and reliability and providing platform for outsourcing provision of data sources.

Complete implementation of a comprehensive document imaging service.

**RESULTS:**

Maximize the benefit of information technology expenditures.

Enable employees to improve their efficiency and processes by utilizing new technologies.

Increase levels of communication with the citizens of Longwood.

Ensure minimal productivity losses and minimal impact of mission critical systems.

Maximize the benefit of technology and reduce the need for on-site storage of documents.

ADMINISTRATION

<b>PROGRAM: INFORMATION TECHNOLOGY</b>
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LINE ITEM DETAIL

		2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 ADOPTED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	72,510	130,366	101,486	136,912
1230	LONGEVITY PAY	1,650	-	-	-
2100	F.I.C.A.	5,615	9,973	7,764	10,474
2200	RETIREMENT CONTRIBUTION	7,416	13,037	10,149	13,691
2300	LIFE AND HEALTH INSURANCE	5,988	12,470	7,042	12,101
2400	WORKERS COMPENSATION	197	219	287	274
	<b>TOTAL</b>	<b>93,376</b>	<b>166,065</b>	<b>126,728</b>	<b>173,452</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	16,288	5,000	3,000	4,000
3400	OTHER CONTRACTUAL SERVICES	224,561	308,705	300,828	321,106
4020	EMPLOYEE DEVELOPMENT	6,195	1,000	1,000	3,095
4100	COMMUNICATIONS	33,999	38,540	30,000	36,740
4200	POSTAGE	-	-	18	-
4400	RENTALS AND LEASES	78,081	92,116	92,116	92,365
4600	REPAIR AND MAINTENANCE	3,313	5,000	1,000	5,000
5200	OPERATING SUPPLIES	50,487	8,100	9,500	16,130
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	175	200	175	200
7100	CAPITAL LEASE PRINCIPAL	39,357	77,822	77,822	81,150
7200	CAPITAL LEASE INTEREST	3,446	5,815	5,815	4,851
6400	EQUIPMENT	82,085	-	39,912	-
9800	RESERVE FOR CONTINGENCY	-	-	-	-
	<b>TOTAL</b>	<b>537,987</b>	<b>542,298</b>	<b>561,186</b>	<b>564,637</b>
	<b>TOTAL COST</b>	<b>631,363</b>	<b>708,363</b>	<b>687,914</b>	<b>738,089</b>

ADMINISTRATION

**PROGRAM: INFORMATION TECHNOLOGY**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
INFORMATION TECHNOLOGY MANAGER	1	1	1
IT BUSINESS ANALYST	0	1	1
<b>TOTAL</b>	<b>1</b>	<b>2</b>	<b>2</b>

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

## FINANCIAL SERVICES

### PROGRAM: PURCHASING

**GOALS:** To procure goods and services in the most efficient and effective way to achieve the best value while meeting the quality and delivery requirements of the City, and to maximize the purchasing power of public funds, while promoting fair and open competition.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	71,114
2014	BUDGET	74,102
2014	ESTIMATE	88,002
2015	ADOPTED	71,384

#### OBJECTIVES:

Conduct surplus property disposals.

Combine Purchasing Policies, Chapter 16.5, with operating procedures manual to revise bid protest procedures and update bid thresholds and signature authority levels.

Continue to improve processes and the current service level through product research and implementation of innovative methods.

#### RESULTS:

Increase revenues while eliminating the need for storage of rolling stock and other equipment.

Simplify the revision process through the implementation of unified policies and procedures.

Improve efficiency of operations and reduce process time.

**FINANCIAL SERVICES**

<b>PROGRAM: PURCHASING</b>
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**LINE ITEM DETAIL**

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	52,937	53,369	64,967	50,000
1230 LONGEVITY PAY	400	-	-	-
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	3,822	4,083	4,745	3,825
2200 RETIREMENT CONTRIBUTION	5,334	5,337	6,497	5,000
2300 LIFE AND HEALTH INSURANCE	5,856	6,154	6,981	6,209
2400 WORKERS COMPENSATION	142	90	179	100
<b>TOTAL</b>	<b>68,491</b>	<b>69,033</b>	<b>83,369</b>	<b>65,134</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICE	-	-	-	-
4020 EMPLOYEE DEVELOPMENT	809	2,200	2,683	3,800
4100 COMMUNICATION	-	-	-	-
4200 POSTAGE	71	200	-	200
4600 REPAIR AND MAINTENANCE	-	-	-	-
4700 PRINTING AND BINDING	-	-	-	-
4900 LEGAL ADVERTISING	700	1,000	850	1,000
5100 OFFICE SUPPLIES	99	350	100	250
5200 OPERATING SUPPLIES	60	300	300	300
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	884	1,019	700	700
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>2,623</b>	<b>5,069</b>	<b>4,633</b>	<b>6,250</b>
<b>TOTAL COST</b>	<b>71,114</b>	<b>74,102</b>	<b>88,002</b>	<b>71,384</b>

FINANCIAL SERVICES

**PROGRAM: PURCHASING**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
PURCHASING MANAGER	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

CAPITAL OUTLAY

6200 - Building	<u>\$ -</u>
6400 - Equipment	<u>\$ -</u>
Total Capital Outlay	\$ -

**FINANCIAL SERVICES**

**PROGRAM: FINANCE**

**GOALS:** To provide and control fiscal programs to meet all legal, professional and management requirements.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	268,493
2014	BUDGET	277,479
2014	ESTIMATE	261,609
2015	ADOPTED	284,620

**OBJECTIVES:**

To invest City funds to ensure safety of investment principal, provide for liquidity and maximize yield.

To provide complete and accurate financial data on a timely basis.

To continue to produce a Comprehensive Annual Financial Report that meets the GFOA Award for Excellence guidelines.

To continue to produce a high quality Annual Budget document that meets Florida statutory requirements.

**RESULTS:**

To safeguard the City's liquid assets while earning interest to provide additional operating capital.

To provide data for staff to control costs, increase revenues and plan for the effects of change.

To maintain a positive image from the community on the City's finances.

To communicate effectively with the citizens of Longwood regarding results of operations as well as planning for the future.

**FINANCIAL SERVICES**

<b>PROGRAM: FINANCE</b>
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**LINE ITEM DETAIL**

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	167,366	171,979	174,635	190,825
1230 LONGEVITY PAY	4,000	-	-	-
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	12,711	13,156	13,194	14,598
2200 RETIREMENT CONTRIBUTION	14,535	15,380	15,889	19,083
2300 LIFE AND HEALTH INSURANCE	11,906	18,589	7,141	12,882
2400 WORKERS COMPENSATION	454	290	472	382
<b>TOTAL</b>	<b>210,972</b>	<b>219,394</b>	<b>211,331</b>	<b>237,770</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3200 ACCOUNTING AND AUDITING	35,450	32,500	32,500	33,000
3400 OTHER CONTRACTUAL SERVICES	-	-	-	-
4020 EMPLOYEE DEVELOPMENT	803	2,000	2,000	2,000
4100 COMMUNICATION	1,147	1,200	1,200	1,200
4200 POSTAGE	18	935	200	200
4600 REPAIR AND MAINTENANCE	30	100	78	100
4700 PRINTING AND BINDING	424	2,500	2,000	2,500
4900 OTHER CHARGES AND OBLIGATIONS	15,921	16,500	10,000	5,500
5100 OFFICE SUPPLIES	583	750	750	750
5200 OPERATING SUPPLIES	903	850	800	850
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	801	750	750	750
6400 EQUIPMENT	1,441	-	-	-
<b>TOTAL</b>	<b>57,521</b>	<b>58,085</b>	<b>50,278</b>	<b>46,850</b>
<b>TOTAL COST</b>	<b>268,493</b>	<b>277,479</b>	<b>261,609</b>	<b>284,620</b>

**FINANCIAL SERVICES**

**PROGRAM: FINANCE**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>
FINANCIAL SERVICES DIRECTOR	1	1	1
ACCOUNTING MANAGER	1	1	1
ACCOUNTING CLERK II	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

## FINANCIAL SERVICES

### PROGRAM: UTILITY BILLING

**GOALS:** To provide meter reading, monthly billing and collection services to customers who utilize the City's water, sewer and solid waste collection services by efficiently providing timely and responsive support to their needs concerning their utility account. To assist customers with various services, complaints and problems while ensuring compliance with department processes and City ordinances. To identify, bill and process all business license revenue services.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	1,216,542
2014	BUDGET	1,252,603
2014	ESTIMATE	1,254,120
2015	ADOPTED	1,333,698

#### OBJECTIVES:

To continue to increase utilization of electronic meter reading and recording for those subdivisions equipped with encoder registers.

Insure the complete collection of business fees from both in and out of the City.

Process renewals and collect delinquents in a timely manner.

#### RESULTS:

Increased efficiency and accuracy in the meter reading and billing process.

Continued collections of business fees from both in and out of the City.

Continued processing of new applications and renewals.

FINANCIAL SERVICES

<b>PROGRAM: UTILITY BILLING</b>
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LINE ITEM DETAIL

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 ADOPTED
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	105,160	120,318	123,147	124,590
1230 LONGEVITY PAY	4,457	-	-	-
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	8,131	9,204	9,110	9,531
2200 RETIREMENT CONTRIBUTION	9,772	12,830	13,787	14,711
2300 LIFE AND HEALTH INSURANCE	11,788	17,675	13,373	23,545
2400 WORKERS COMPENSATION	290	203	1,380	2,786
<b>TOTAL</b>	<b>139,598</b>	<b>160,230</b>	<b>160,797</b>	<b>175,163</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	20,745	25,723	25,723	19,660
4020 EMPLOYEE DEVELOPMENT	-	3,000	-	3,000
4100 COMMUNICATION	-	-	-	480
4200 POSTAGE	20,325	25,000	25,000	27,000
4310 SOLID WASTE DISPOSAL	1,004,545	1,015,000	1,020,000	1,020,000
4600 REPAIR AND MAINTENANCE	195	350	350	350
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	4,000
4700 PRINTING AND BINDING	115	1,000	-	-
4900 OTHER CHARGES AND OBLIGATIONS	21,125	20,000	20,000	38,000
5100 OFFICE SUPPLIES	473	1,000	1,000	1,000
5200 OPERATING SUPPLIES	9,356	1,000	1,000	2,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	65	300	250	270
5510 FUEL	-	-	-	10,920
6200 BUILDINGS	-	-	-	-
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	-	-	31,855
<b>TOTAL</b>	<b>1,076,944</b>	<b>1,092,373</b>	<b>1,093,323</b>	<b>1,158,535</b>
<b>TOTAL COST</b>	<b>1,216,542</b>	<b>1,252,603</b>	<b>1,254,120</b>	<b>1,333,698</b>

FINANCIAL SERVICES

**PROGRAM: UTILITY BILLING**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
UTILITY BILLING MANAGER	1	1	1
METER TECH/CUSTOMER SVC REP	0	0	2
ACCOUNTING/BTR CLERK	2	2	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>4</b>

CAPITAL OUTLAY

6300 - Improv. Other than Buildings	\$ -
6400 - Equipment	
Meter Reading - Hand Held Device	\$ 3,695
Meter Reading - Vehicle	\$ 20,000
Meter Reading - Software Upgrade & Docking Station	8,160
Total Capital Equipment	31,855
Total Capital Outlay	\$ 31,855

Note: In FY2014 the Meter Reading Function was transferred from the Public Works Dept - Utilities Division to the Utility Billing Division of Financial Services.

**POLICE**

**PROGRAM: LAW ENFORCEMENT**

**GOALS:** To provide management and organizational support to all levels of operations to facilitate goal attainment. To manage and supervise all personnel and program functions in support of police operations. Enhance training for individuals and develop modern crime fighting techniques utilizing advanced and innovative equipment and procedures to protect and serve the citizens of Longwood. Enforce laws and City codes.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	3,825,663
2014	BUDGET	4,355,449
2014	ESTIMATE	3,998,222
2015	ADOPTED	4,287,537

**OBJECTIVES:**

Provide training consistent with current procedures to update job skills and promote acceptable performance levels.

Provide programs that promote police operations by utilizing proper managerial and supervisory skills.

Administer effectively and maintain a high level of service and professionalism for the public good.

Compliance with all pertinent City codes.

**RESULTS:**

A proficient police organization capable of maintaining law and order and providing those special services the community requires of a municipal police department.

To insure the community receives the highest caliber police officer capable of performing to their expectations with the available budgetary considerations.

To provide the latest in resources and equipment to accomplish the goals of law and order and service to the community in accordance with available funding constraints.

To provide a safe, clean and high quality community.

POLICE

**PROGRAM: LAW ENFORCEMENT**

LINE ITEM DETAIL

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	ACTUAL	BUDGET	ESTIMATE	ADOPTED
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	2,127,989	2,357,976	2,215,784	2,470,898
1230 LONGEVITY PAY	41,350	24,050	19,480	19,800
1240 HOLIDAY PAY	94,397	106,464	94,793	110,685
1250 COMMUNITY BUILDING DETAIL	-	5,000	-	5,000
1260 SPECIAL ASSIGNMENT PAY	28,921	46,000	28,921	46,000
1400 OVERTIME	145,958	135,800	145,958	135,800
1520 EDUCATION INCENTIVE	24,310	24,120	21,062	22,550
2100 F.I.C.A.	184,015	206,505	186,709	215,021
2200 RETIREMENT CONTRIBUTION	212,458	269,755	240,008	280,157
2300 LIFE AND HEALTH INSURANCE	242,532	306,270	231,090	281,380
2400 WORKERS COMPENSATION	89,342	165,890	178,128	144,778
<b>TOTAL</b>	<b>3,191,272</b>	<b>3,647,830</b>	<b>3,361,933</b>	<b>3,732,069</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	4,462	18,100	5,200	5,500
3400 OTHER CONTRACTUAL SERVICES	29,178	32,400	33,000	30,200
4020 EMPLOYEE DEVELOPMENT	4,387	-	-	-
4100 COMMUNICATIONS	30,221	37,300	37,000	32,900
4200 POSTAGE	73	100	50	100
4300 UTILITY SERVICES	24,975	29,000	25,000	23,500
4600 REPAIR AND MAINTENANCE	20,699	15,000	12,500	13,000
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	57,500
4700 PRINTING AND BINDING	1,329	3,000	500	2,000
4800 COMMUNITY RELATIONS	4,033	4,500	1,000	4,500
5100 OFFICE SUPPLIES	3,473	3,500	2,500	3,500
5200 OPERATING SUPPLIES	40,423	46,000	40,000	46,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,820	2,020	2,000	1,936
5500 FUELS AND LUBRICANTS	125,470	120,000	93,340	120,000
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	41,327	-	-	-
7100 PRINCIPAL	279,370	364,431	364,431	191,091
7200 INTEREST	18,668	15,768	15,768	8,441
9300 TRANSFER TO GRANT FUND	3,483	4,500	4,000	2,300
9800 CONTINGENCY	-	12,000	-	13,000
<b>TOTAL</b>	<b>634,391</b>	<b>707,619</b>	<b>636,289</b>	<b>555,468</b>
<b>TOTAL COST</b>	<b>3,825,663</b>	<b>4,355,449</b>	<b>3,998,222</b>	<b>4,287,537</b>

POLICE

**PROGRAM: LAW ENFORCEMENT**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
POLICE CHIEF	1	1	1
POLICE COMMANDER	1	2	2
POLICE SERGEANT	8	6	6
POLICE CORPORAL	6	6	6
POLICE OFFICER	24	25	27 **
RECORDS CLERK	1	0	0
EVIDENCE CUSTODIAN	1	1	1
CODE ENFORCEMENT OFFICER	2	2	2
CRIME ANALYST/GRANTS/CMTY. RELATIONS	1	1	1
SECRETARY	1	1	0
ADMINISTRATIVE SECRETARY	1	1	0
SR ADMINISTRATIVE ASSISTANT	0	0	2
<b>TOTAL</b>	<b>47</b>	<b>46</b>	<b>48</b>

\*\* includes two(2) grant funded positions

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

## FIRE

<b>PROGRAM: FIRE AND RESCUE</b>
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**GOALS:** To provide comprehensive services for the protection of citizens from the damages of fire and medical emergencies and to provide prevention and education services that are responsive to the needs of the community.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	3,707,846
2014	BUDGET	3,883,801
2014	ESTIMATE	3,489,124
2015	ADOPTED	3,905,748

**OBJECTIVES:**

Provide a high level of fire prevention and related services commensurate with community expectations through effective administration.

Continue evaluating Fire Department Accreditation.

Improve commercial pre-fire planning process and documentation.

**RESULTS:**

A well trained staff capable of providing a wide range of information and services responsive to the community's needs.

Encourage quality improvement through a continuous self assessment process.

Increase positive contact with the businesses and keep up to date with any changes to the interior of buildings.

**FIRE**

<b>PROGRAM: FIRE AND RESCUE</b>
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**LINE ITEM DETAIL**

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>	<b>PROPOSED</b>
					<b>w/ 3rd Rescue</b>
<b>PERSONNEL COSTS:</b>					
1200 REGULAR SALARIES AND WAGES	1,747,284	1,776,697	1,517,252	1,869,033	2,067,896
1230 LONGEVITY PAY	15,325	19,575	19,800	16,200	16,200
1240 HOLIDAY PAY	60,472	59,585	72,376	67,358	76,883
1250 PARAMEDIC PAY	193,833	182,000	176,958	181,999	223,999
1400 OVERTIME	223,041	234,101	239,070	234,989	271,874
1520 EDUCATION INCENTIVE	15,496	13,920	11,936	10,680	10,680
2100 F.I.C.A.	164,550	174,870	148,930	182,090	204,066
2200 RETIREMENT CONTRIBUTION	197,148	251,513	196,680	254,310	275,762
2300 LIFE AND HEALTH INSURANCE	223,162	259,956	211,452	248,586	286,909
2400 WORKERS COMPENSATION	107,668	81,476	100,442	93,190	104,595
<b>TOTAL</b>	<b>2,947,979</b>	<b>3,053,693</b>	<b>2,694,896</b>	<b>3,158,436</b>	<b>3,538,864</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100 PROFESSIONAL SERVICES	20,734	21,800	21,800	19,520	22,460
3400 OTHER CONTRACTUAL SERVICES	89,629	112,427	111,000	103,437	128,247
4020 EMPLOYEE DEVELOPMENT	18,143	26,439	25,450	19,784	20,174
4100 COMMUNICATIONS	9,689	15,356	14,980	14,186	14,186
4200 POSTAGE	83	275	255	275	275
4300 UTILITY SERVICES	20,380	27,250	27,000	21,250	27,250
4400 RENTALS AND LEASES	7,385	9,058	9,050	7,945	7,945
4600 REPAIR AND MAINTENANCE	14,906	7,750	7,550	9,500	9,500
4610 REPAIR AND MAINTENANCE - VEHICLES	27,334	24,470	28,500	45,600	45,600
4700 PRINTING AND BINDING	1,191	750	745	950	950
4800 COMMUNITY RELATIONS	1,991	2,000	1,950	3,800	3,800
4900 OTHER CHARGES AND OBLIGATIONS	-	-	-	-	-
5100 OFFICE SUPPLIES	1,648	2,250	2,125	1,850	1,850
5200 OPERATING SUPPLIES	95,941	104,150	99,150	109,010	136,190
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	4,830	5,015	5,000	7,925	8,315
5510 FUEL	46,834	42,500	42,500	42,500	48,500
6200 BUILDINGS	-	-	-	17,500	104,650
6300 IMPROV OTHER THAN BUILDING	14,723	6,000	5,058	-	-
6400 EQUIPMENT	31,178	36,550	36,550	61,250	61,250
7100 PRINCIPAL	308,755	320,409	320,408	166,128	166,128
7200 INTEREST	44,311	32,659	32,657	31,982	31,982
9300 TRANSFER TO GRANT FUND	182	33,000	2,500	25,000	25,000
9800 CONTINGENCY	-	-	-	37,920	37,920
<b>TOTAL</b>	<b>759,867</b>	<b>830,108</b>	<b>794,228</b>	<b>747,312</b>	<b>902,172</b>
<b>TOTAL COST</b>	<b>3,707,846</b>	<b>3,883,801</b>	<b>3,489,124</b>	<b>3,905,748</b>	<b>4,441,036</b>

**FIRE**

<b>PROGRAM: FIRE AND RESCUE</b>
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**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
FIRE CHIEF	1	1	1
FIRE MARSHAL	1	1	1
BATTALION CHIEF	3	4	4
LIEUTENANT	6	6	6
FIREFIGHTER	27	32 **	26
FIRE INSPECTOR	0	0	1
TRAINING OFFICER	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1
<b>TOTAL</b>	<b>40</b>	<b>46</b>	<b>41</b>

\*\* includes 6 SAFER Grant funded positions

**CAPITAL OUTLAY**

6200 - Buildings

Vinyl Siding/Stucco - Station 15	\$ 5,000
Exit Door - Station 17	2,500
Network Cabling & Relocation of IT Rack - Station 17	4,500
Conversion of Supply Room - Station 17	5,500
Total Improvements	\$ 17,500

6400 - Equipment

Atmospheric Monitoring Equipment- (2-\$1,150 ea)	\$ 2,300
Adv Life Support Level AED for 3 staff vehicles (2-\$3,000 ea)	6,000
Annual Battery Replacement Auto Pulse (2-\$2,475)	4,950
Mobile Data Computers/MDTs & Mounts- (2-\$4000 ea)	8,000
PCR Computer Tablets - (2-\$2450 ea)	4,900
Training Mannequin	800
I.V. Training Arm and Hand	500
O.B. Training Mannequin w/ Baby	600
Turnout Gear - Replacement (12 @ \$2350 ea)	28,200
Fire Hose - Replacement	5,000
Total Equipment	\$ 61,250

Total Capital Outlay	\$ 78,750
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**COMMUNITY DEVELOPMENT**

**PROGRAM: PLANNING/ECONOMIC DEVELOPMENT**

**GOALS:** To promote the physical and economic development/redevelopment of property within the City in a manner consistent with PROPOSED plans, regulations and policies. To provide the planning, organization, direction and supervisory services necessary to implement the functions managed under the jurisdiction of the program.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	398,361
2014	BUDGET	468,975
2014	ESTIMATE	410,225
2015	ADOPTED	702,970

**OBJECTIVES:**

Keep the City in compliance with state and county planning and development requirements.

Process applications for development and redevelopment, voluntary annexations, comp plan amendments and variances in a timely manner.

Protect and preserve the City's natural environment.

Aid and advise citizens, organizations and City staff in engineering and other matters requiring engineering expertise

**RESULTS:**

Maintain strict compliance with all applicable regulations.

Continued ability to provide a variety of services which stimulate the development and redevelopment of property in the City.

Promote the City as a desirable place to live and work.

Provides better services to the public and staff regarding their engineering needs.

Manage budget and resources for their maximum potential.

COMMUNITY DEVELOPMENT

<b>PROGRAM: PLANNING/ECONOMIC DEVELOPMENT</b>
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LINE ITEM DETAIL

		<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	278,340	282,733	225,000	303,552
1230	LONGEVITY PAY	200	-	-	-
1400	OVERTIME	101	-	-	-
2100	F.I.C.A.	20,694	21,629	16,650	23,222
2200	RETIREMENT CONTRIBUTION	27,854	28,273	22,500	30,355
2300	LIFE AND HEALTH INSURANCE	29,573	24,911	30,000	30,321
2400	WORKERS COMPENSATION	3,200	3,619	3,000	4,390
	<b>TOTAL</b>	<b>359,962</b>	<b>361,165</b>	<b>297,150</b>	<b>391,840</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	6,975	40,000	20,000	90,000
3400	OTHER CONTRACTUAL SERVICES	700	6,700	700	9,100
4020	EMPLOYEE DEVELOPMENT	2,523	7,980	5,600	8,680
4100	COMMUNICATION	1,497	1,750	1,300	2,300
4200	POSTAGE	-	100	25	100
4600	REPAIRS AND MAINTENANCE	357	750	350	750
4610	REPAIRS AND MAINTENANCE - VEHICLES	-	-	-	1,080
4700	PRINTING AND BINDING	116	700	400	700
4800	PROMOTIONAL ACTIVITIES	12,425	30,000	75,000	139,500
4810	PROMOTIONAL ACTIVITIES - REEP	5,557	7,000	7,000	17,000
4900	OTHER CHARGES AND OBLIGATIONS	4,074	7,000	-	36,000
5100	OFFICE SUPPLIES	693	1,000	500	1,000
5200	OPERATING SUPPLIES	70	-	-	-
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	3,120	3,830	2,000	3,920
5500	FUEL	292	1,000	200	1,000
6300	IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400	EQUIPMENT	-	-	-	-
	<b>TOTAL</b>	<b>38,399</b>	<b>107,810</b>	<b>113,075</b>	<b>311,130</b>
	<b>TOTAL COST</b>	<b>398,361</b>	<b>468,975</b>	<b>410,225</b>	<b>702,970</b>

COMMUNITY DEVELOPMENT

**PROGRAM: PLANNING/ECONOMIC DEVELOPMENT**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
COMMUNITY DEVELOPMENT DIRECTOR	1	1	1
COMMUNITY DEVELOPMENT COORDINATOR	1	1	1
ECONOMIC DEVELOPMENT PROG COORD.	1	1	1
PLANNER	1	2	2
PLANNER/STORMWATER	1	0	0
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

## LEISURE SERVICES

### PROGRAM: LEISURE SERVICES

**GOALS:** To promote the public welfare by providing opportunities for wholesome and affordable recreation, and offer the citizens active/passive leisure activities that are essential to their well-being.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	1,105,328
2014	BUDGET	984,720
2014	ESTIMATE	1,025,189
2015	ADOPTED	1,213,769

#### OBJECTIVES:

Provide an environment that encourages educational, recreational and cultural opportunities through cost efficient programming and facilities.

Continue implementation of the Parks and Recreation Master Plan.

#### RESULTS:

To provide programs, resources and facilities which are relevant, attractive and affordably accessible to the public.

To update all existing facilities in the parks.

**LEISURE SERVICES**

<b>PROGRAM: LEISURE SERVICES</b>
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**LINE ITEM DETAIL**

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	291,121	323,569	310,000	333,277
1230 LONGEVITY	2,825	375	750	375
1400 OVERTIME	10,191	14,000	14,000	14,000
2100 F.I.C.A.	22,534	25,853	23,715	26,595
2200 RETIREMENT CONTRIBUTION	22,578	26,114	26,114	26,855
2300 LIFE AND HEALTH INSURANCE	30,331	37,167	35,000	33,808
2400 WORKERS COMPENSATION	7,202	11,987	11,987	12,003
<b>TOTAL</b>	<b>386,782</b>	<b>439,065</b>	<b>421,566</b>	<b>446,913</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	15,386	20,000	40,000	30,000
3400 OTHER CONTRACTUAL SERVICES	108,102	120,430	120,000	123,300
3410 INSTRUCTOR FEES	6,726	3,000	3,000	3,000
4020 EMPLOYEE DEVELOPMENT	1,605	2,650	2,300	2,650
4100 COMMUNICATIONS	9,034	8,600	8,600	8,650
4200 POSTAGE	27	100	50	100
4300 UTILITY SERVICES	83,120	104,100	104,100	92,100
4400 RENTALS AND LEASES	15,775	21,000	20,000	21,700
4600 REPAIR AND MAINTENANCE	46,090	99,700	110,348	102,550
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	15,000
4700 PRINTING AND BINDING	3,170	4,500	4,200	4,500
4800 COMMUNITY RELATIONS	15,908	15,100	12,100	17,100
5100 OFFICE SUPPLIES	575	800	800	800
5200 OPERATING SUPPLIES	52,334	69,100	69,100	68,310
5210 PROGRAM SUPPLIES	16,402	21,000	15,000	22,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	325	1,550	800	1,050
5500 FUEL	11,145	15,000	12,500	13,500
6300 IMPROVEMENTS	219,981	12,300	54,000	3,800
6400 EQUIPMENT	12,841	26,725	26,725	36,746
9300 GRANT MATCHING FUNDS	100,000	-	-	200,000
9800 CONTINGENCY	-	-	-	-
<b>TOTAL</b>	<b>718,546</b>	<b>545,655</b>	<b>603,623</b>	<b>766,856</b>
<b>TOTAL COST</b>	<b>1,105,328</b>	<b>984,720</b>	<b>1,025,189</b>	<b>1,213,769</b>

**LEISURE SERVICES**

<b>PROGRAM: LEISURE SERVICES</b>
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**MANPOWER ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b>POSITION</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
LEISURE SERVICES DIRECTOR	1	0	1
PARKS SERVICE SUPERVISOR	0	1	1
PARKS SERVICE SPECIALIST I	3	3	3
PARKS SERVICE SPECIALIST I (PART TIME)	0	2	2
PARKS SERVICE SPECIALIST II	2	1	1
RECREATION PROGRAM COORDINATOR	1	1	0
REC. PROGRAM/ COMM. COORDINATOR	1	1	1
EVENT SPECIALIST (PART TIME)	2	3	3
<b>TOTAL</b>	<b>10</b>	<b>12</b>	<b>12</b>

**CAPITAL OUTLAY**

6300 - Improvements		
CandyLand Renovation - Overhead netting (safety issues with foul balls)		\$ 3,800
Total Improvements		\$ 3,800
6400 - Equipment		
Workman HD ACG-Replacement		\$ 28,732
SOD Cutter -Ball Field turf maintenance		4,400
APX 4000 II - 800 MHz Radio		2,614
Laptop Computer - Community Bldg & Field Svcs		1,000
Total Equipment		\$ 36,746
Total Capital Outlay		\$ 40,546

**PUBLIC WORKS**

**PROGRAM: STREETS**

**GOALS:** To maintain the City's Stormwater system, streets, sidewalks and rights of way efficiently within the allotted financial and labor resources.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	1,424,716
2014	BUDGET	1,495,498
2014	ESTIMATE	1,379,368
2015	ADOPTED	1,309,125

**OBJECTIVES:**

Use innovative ideas and processes that will improve maintenance programs, plans and direction which ensure that City resources and personnel are trained and educated at their most efficient and productive level.

Regular maintenance, cleaning procedures and repairs of the City's stormwater system.

**RESULTS:**

Better maintained rights of way.

Efficient and productive use of City personnel, equipment and materials to accomplish immediate goals and long range planning of these resources.

Allow maximum efficiency of stormwater run-off.

City property that is safe and attractive.

**PUBLIC WORKS**

<b>PROGRAM: STREETS</b>
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		<b>LINE ITEM DETAIL</b>			
		<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	482,886	443,073	378,038	340,606
1230	LONGEVITY PAY	7,800	5,425	5,425	2,600
1400	OVERTIME	38,787	32,000	31,252	32,000
2100	F.I.C.A.	37,793	36,758	30,276	28,703
2200	RETIREMENT CONTRIBUTION	39,902	44,646	34,148	36,928
2300	LIFE AND HEALTH INSURANCE	68,100	73,894	57,102	49,117
2400	WORKERS COMPENSATION	31,191	20,747	26,092	16,616
<b>TOTAL</b>		<b>706,459</b>	<b>656,543</b>	<b>562,333</b>	<b>506,570</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	18,316	20,000	26,339	30,000
3400	OTHER CONTRACTUAL SERVICES	209,670	222,755	222,755	228,855
4020	EMPLOYEE DEVELOPMENT	1,047	1,500	1,500	2,000
4100	COMMUNICATIONS	6,361	4,900	4,900	4,400
4200	POSTAGE	14	100	100	-
4300	UTILITY SERVICES	308,407	312,000	312,000	312,000
4400	RENTALS AND LEASES	2,918	3,500	3,000	2,500
4600	REPAIR AND MAINTENANCE	25,902	25,000	40,000	37,500
4610	REPAIR AND MAINTENANCE - VEHICLES	70,459	92,000	92,000	43,000
4700	PRINTING AND BINDING	591	500	500	500
4900	OTHER CHARGES AND OBLIGATIONS	6	-	-	-
5100	OFFICE SUPPLIES	691	800	700	800
5200	OPERATING SUPPLIES	19,986	23,000	15,741	21,000
5230	SAFETY SUPPLIES	5,312	6,500	6,500	6,500
5300	ROAD MATERIALS AND SUPPLIES	3,110	55,000	25,000	55,000
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,760	3,000	1,000	2,000
5500	FUEL	25,136	45,000	45,000	35,000
5540	LUBRICANTS	5,020	13,000	11,000	-
6100	LAND	-	-	-	-
6300	IMPROVEMENTS	-	-	-	-
6400	EQUIPMENT	13,551	1,400	-	12,500
9800	RESERVE FOR CONTINGENCY	-	9,000	9,000	9,000
<b>Total</b>		<b>718,257</b>	<b>838,955</b>	<b>817,035</b>	<b>802,555</b>
<b>Total Cost</b>		<b>1,424,716</b>	<b>1,495,498</b>	<b>1,379,368</b>	<b>1,309,125</b>



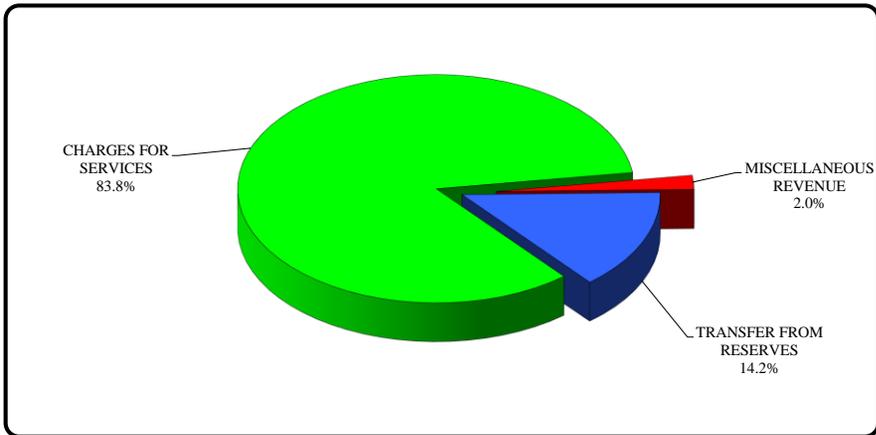


## **ENTERPRISE FUNDS**

PUBLIC UTILITIES FUND

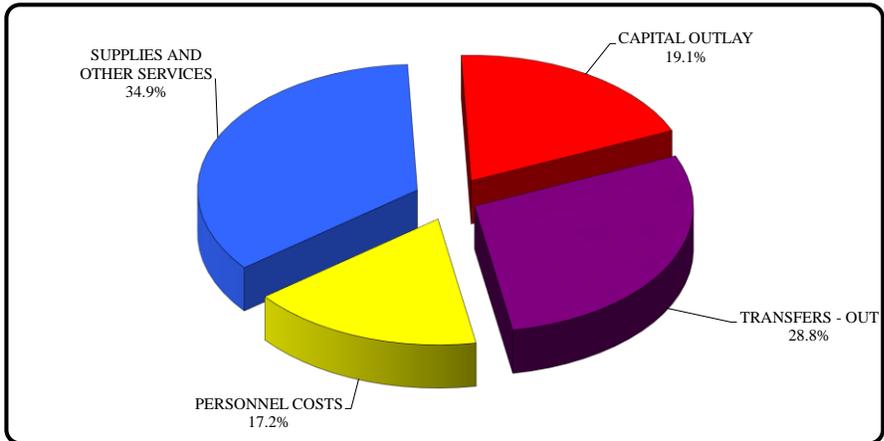
**PUBLIC UTILITIES FUND - REVENUE AND EXPENSES**

**FISCAL YEAR 2014-2015**



**TOTAL REVENUE      \$      4,010,999**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
CHARGES FOR SERVICES	\$ 3,363,050	83.8%
MISCELLANEOUS REVENUE	79,000	2.0%
TRANSFER FROM RESERVES	568,949	14.2%
<b>TOTAL REVENUE</b>	<b>\$ 4,010,999</b>	<b>100%</b>



**TOTAL EXPENSE      \$      4,010,999**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
PERSONNEL COSTS	\$ 689,574	17.2%
SUPPLIES AND OTHER SERVICES	1,398,711	34.9%
CAPITAL OUTLAY	768,400	19.1%
TRANSFERS - OUT	1,154,314	28.8%
<b>TOTAL EXPENSES</b>	<b>\$ 4,010,999</b>	<b>100%</b>

**PROGRAM: PUBLIC UTILITIES FUND**

**GOALS:** To provide the planning, organization, coordination and supervisory services which are necessary to implement and control the functional programs which are the responsibility of the Public Utilities Division.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	3,952,474
2014	BUDGET	3,238,574
2014	ESTIMATE	3,618,192
2015	ADOPTED	4,010,999

**OBJECTIVES:**

Provide proper maintenance of the water and sewer systems.

Inspect, test, certify and document backflow devices annually in accordance with F.A.C. regulations.

Continue to install water and wastewater infrastructure in the commercial and industrial areas of the City.

**RESULTS:**

Ensure the health, safety and welfare of the public.

Ensure water quality through the installation and maintenance of backflow prevention devices.

Comply with City Commission directive to have all commercial and industrial customers connected to the City's utility system.

<b>PUBLIC UTILITIES FUND BUDGET SUMMARY</b>
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	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>2014</u> <u>ESTIMATE</u>	<u>2015</u> <u>ADOPTED</u>
<b>CASH RESERVES, OCTOBER 1</b>	<b>2,986,234</b>	<b>2,288,389</b>	<b>2,288,389</b>	<b>2,029,913</b>
<b>ADD REVENUES:</b>				
<b>CHARGES FOR SERVICES:</b>				
343-6110 WATER REVENUE / BILLED	1,464,156	1,650,000	1,555,777	1,600,000
343-6115 WATER SURCHARGE	5,333	4,000	4,795	4,800
343-6120 WATER METER CONNECTIONS	17,150	3,500	11,480	11,500
343-6125 TURN ON AND TURN OFF FEES	47,257	50,000	51,800	52,000
343-6130 LATE CHARGES	93,865	110,000	100,632	105,000
343-6135 SPRINKLERS / BILLED	11,643	11,500	11,654	11,750
343-6140 SEWER REVENUE / BILLED	1,404,875	1,550,000	1,529,363	1,550,000
343-6145 SEWER CONNECTION (TAP) FEES	14,950	2,000	750	1,000
343-6510 OTHER CHARGES	21,970	27,000	23,680	27,000
<b>TOTAL</b>	<b>3,081,199</b>	<b>3,408,000</b>	<b>3,289,931</b>	<b>3,363,050</b>
<b>MISCELLANEOUS REVENUES:</b>				
361-1000 INTEREST EARNINGS	3,889	4,000	4,157	4,000
363-2010 WATER DEVELOPMENT ASSISTANCE FEES	24,679	25,000	20,652	25,000
363-2020 SEWER DEVELOPMENT ASSISTANCE FEES	152,742	50,000	44,976	50,000
369-0000 MISCELLANEOUS REVENUE	3	-	-	-
364-4000 SALE OF SURPLUS EQUIPMENT	(7,883)	-	-	-
<b>TOTAL</b>	<b>173,430</b>	<b>79,000</b>	<b>69,785</b>	<b>79,000</b>
<b>TOTAL REVENUES AVAILABLE</b>	<b>6,240,863</b>	<b>5,775,389</b>	<b>5,648,105</b>	<b>5,471,963</b>
<b>DEDUCT EXPENSES:</b>				
PUBLIC UTILITIES	2,848,806	2,175,860	2,555,478	2,856,685
<b>TRANSFERS - OUT:</b>				
GENERAL FUND	1,103,668	1,062,714	1,062,714	1,154,314
<b>TOTAL EXPENSES</b>	<b>3,952,474</b>	<b>3,238,574</b>	<b>3,618,192</b>	<b>4,010,999</b>
<b>CASH RESERVES, SEPTEMBER 30</b>	<b><u>2,288,389</u></b>	<b><u>2,536,815</u></b>	<b><u>2,029,913</u></b>	<b><u>1,460,964</u></b>

<b>PROGRAM: PUBLIC UTILITIES</b>
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**LINE ITEM DETAIL**

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	412,099	411,633	374,534	438,097
1230 LONGEVITY PAY	4,975	3,675	7,350	3,675
1400 OVERTIME	59,248	62,000	61,718	62,000
2100 F.I.C.A.	33,565	36,514	31,508	38,539
2200 RETIREMENT CONTRIBUTION	36,674	44,317	38,602	46,921
2300 LIFE AND HEALTH INSURANCE	69,900	70,385	69,056	75,961
2400 WORKERS COMPENSATION	19,441	23,252	18,978	24,381
<b>TOTAL</b>	<b>635,902</b>	<b>651,776</b>	<b>601,746</b>	<b>689,574</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	71,275	141,000	160,000	119,000
3400 OTHER CONTRACTUAL SERVICES	101,292	46,150	60,000	62,300
4020 EMPLOYEE DEVELOPMENT	2,174	8,000	3,000	5,000
4100 COMMUNICATIONS	5,412	4,380	4,380	5,460
4200 POSTAGE	74	250	100	250
4300 UTILITY SERVICES	139,060	160,000	150,000	145,000
4400 RENTALS AND LEASES	1,075	2,000	1,500	1,000
4600 REPAIR AND MAINTENANCE	95,431	191,000	140,000	201,500
4610 REPAIR AND MAINTENANCE - VEHICLES	10,945	15,000	3,000	15,000
4700 PRINTING & BINDING	865	-	-	-
4900 OTHER CHARGES AND OBLIGATIONS	520,158	559,251	540,000	581,142
5200 OPERATING SUPPLIES	64,426	56,000	185,000	184,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	4,406	4,500	4,752	4,800
5500 FUEL	36,255	35,650	34,000	35,650
6200 BUILDINGS	500,958	-	-	-
6300 IMPROVEMENTS	313,715	99,000	568,000	714,000
6400 EQUIPMENT	138,297	73,000	100,000	54,400
7100 PRINCIPAL	207,086	127,000	-	34,500
7200 INTEREST	-	1,903	-	4,109
9300 ADMINISTRATIVE TRANSFERS	1,103,668	1,062,714	1,062,714	1,154,314
9800 RESERVE FOR CONTINGENCY	-	-	-	-
<b>TOTAL</b>	<b>3,316,572</b>	<b>2,586,798</b>	<b>3,016,446</b>	<b>3,321,425</b>
<b>TOTAL COST</b>	<b>3,952,474</b>	<b>3,238,574</b>	<b>3,618,192</b>	<b>4,010,999</b>

<b>PROGRAM: PUBLIC UTILITIES</b>
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**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>
UTILITIES DIVISION MANAGER	1	1	1
UTILITIES FIELD SUPERVISOR	1	1	1
BACKFLOW PROGRAM COORDINATOR	1	1	1
UTILITIES MAINTENANCE SPECIALIST I	4	4	4
UTILITIES MAINTENANCE SPECIALIST II	4	3	3
UTILITIES MAINTENANCE SPECIALIST III	0	1	1
PLANT OPERATOR	1	1	1
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>

**CAPITAL OUTLAY**

6300 - Improvements:

Seal Manholes	\$ 24,000
Water Main Loops per hydraulic study	60,000
Upgrade Historic District Lift Station	30,000
Skylark Pipe Replacement - Phase 2	<u>600,000</u>

Total Improvements \$ 714,000

6400 - Equipment

Handheld Meter Reading Equipment (2)	\$ 10,000
Valve Inserts to Replace Broken Valves	30,000
800MHz Radios (3)	6,400
GETAC Tablets (Field tablets) (2)	<u>8,000</u>

Total Equipment \$ 54,400

Total Capital Outlay \$ 768,400

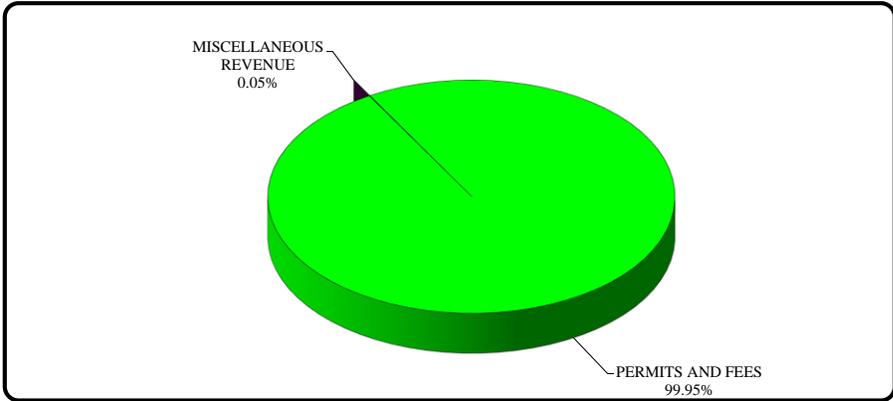


## **SPECIAL REVENUE FUNDS**

BUILDING PERMITS & INSPECTIONS FUND

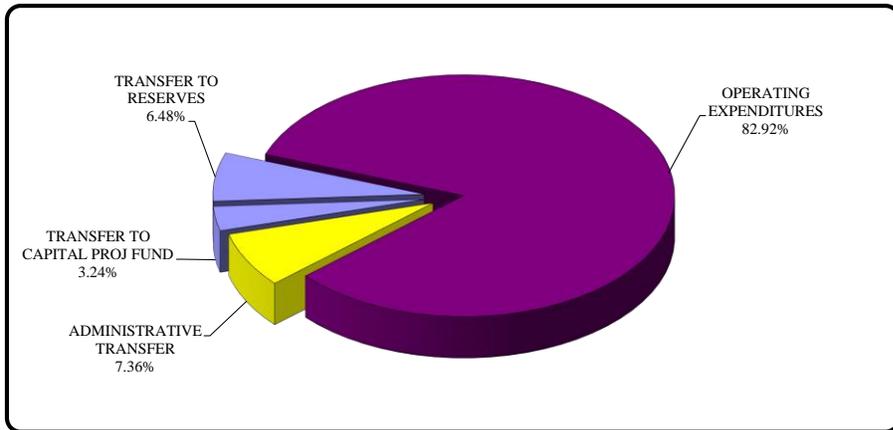
**BUILDING AND INSPECTION SERVICES FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2014-2015**



**TOTAL REVENUE \$ 308,350**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
PERMITS AND FEES	\$ 308,200	99.95%
MISCELLANEOUS REVENUE	150	0.05%
<b>TOTAL REVENUE</b>	<b>\$ 308,350</b>	<b>100%</b>



**TOTAL EXPENDITURES \$ 308,350**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 255,659	82.92%
ADMINISTRATIVE TRANSFER	22,708	7.36%
TRANSFER TO CAPITAL PROJ FUND	10,000	3.24%
TRANSFER TO RESERVES	19,983	6.48%
<b>TOTAL EXPENDITURES</b>	<b>\$ 308,350</b>	<b>100%</b>

**COMMUNITY DEVELOPMENT**

**BUILDING AND INSPECTIONS SERVICES FUND**

**GOALS:** To organize the services necessary to implement the functions managed under the jurisdiction of the Building Division. To ensure that all construction within the City conforms to all applicable state and local codes and improve the image, reputation and attractiveness of the City to its current and potential residents.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	224,653
2014	BUDGET	240,603
2014	ESTIMATE	235,689
2015	ADOPTED	288,367

**OBJECTIVES:**

Conduct the Building Division in a professional and efficient manner which benefits the community.

Review all building plans to ensure compliance with all applicable codes.

Issue permits in the City where required by applicable codes.

Provide comprehensive inspections and ensure proper construction practices are followed.

**RESULTS:**

A professional and expeditious operation of the Building Division.

Construction plans that maintain compliance with applicable codes.

Promotion of health, safety and welfare through the permitting process.

To provide inspections to ensure safe and proper installations.

COMMUNITY DEVELOPMENT

<b>BUILDING AND INSPECTION SERVICES FUND</b>
--

	2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 ADOPTED
<b>FUND BALANCE, OCTOBER 1</b>	<b>70,987</b>	<b>43,312</b>	<b>43,312</b>	<b>155,863</b>
<b>ADD REVENUES:</b>				
322-0000 BUILDING PERMITS	183,900	200,000	330,600	300,000
322-3000 RE-INSPECTIONS	5,460	10,000	5,310	5,500
322-4000 PLAN REVIEWS	1,850	2,000	2,500	2,500
329-1000 MISC PERMITS	4,910	2,000	200	200
361-1000 INTEREST EARNINGS	84	20	130	50
369-0000 OTHER MISC REVENUE	774	100	9,500	100
<b>TOTAL REVENUES</b>	<b>196,978</b>	<b>214,120</b>	<b>348,240</b>	<b>308,350</b>
<b>TOTAL REVENUES &amp; RESERVES AVAILABLE</b>	<b>267,965</b>	<b>257,432</b>	<b>391,552</b>	<b>464,213</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	224,653	240,603	235,689	288,367
<b>TOTAL EXPENDITURES</b>	<b>224,653</b>	<b>240,603</b>	<b>235,689</b>	<b>288,367</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>43,312</b>	<b>16,829</b>	<b>155,863</b>	<b>175,846</b>

COMMUNITY DEVELOPMENT

<b>BUILDING AND INSPECTIONS SERVICES FUND</b>
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LINE ITEM DETAIL

		2013 ACTUAL	2014 BUDGET	2014 ESTIMATE	2015 ADOPTED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	134,079	144,356	144,356	148,687
1400	OVERTIME	95	-	-	-
2100	F.I.C.A.	9,896	11,043	11,043	11,375
2200	RETIREMENT CONTRIBUTION	13,408	14,436	14,436	14,868
2300	LIFE AND HEALTH INSURANCE	15,202	18,358	18,358	18,042
2400	WORKERS COMPENSATION	3,147	4,102	4,102	4,943
	<b>TOTAL</b>	<b>175,827</b>	<b>192,295</b>	<b>192,295</b>	<b>197,915</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	-	-	500	9,500
3400	OTHER CONTRACTUAL SERVICES	12,461	3,000	3,000	35,000
4020	EMPLOYEE DEVELOPMENT	16	2,500	700	2,000
4100	COMMUNICATIONS	1,920	2,840	1,780	1,080
4200	POSTAGE	-	100	100	100
4610	REPAIRS AND MAINT - VEHICLES	-	1,000	1,000	2,160
4700	PRINTING AND BINDING	217	300	300	300
5100	OFFICE SUPPLIES	781	1,000	300	1,000
5200	OPERATING SUPPLIES	-	780	660	580
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	104	1,114	380	2,024
5500	FUEL AND LUBRICANTS	2,775	4,000	3,000	4,000
6400	EQUIPMENT	-	-	-	-
9300	ADMINISTRATIVE TRANSFER	20,552	21,674	21,674	22,708
9800	TRANSFER TO CAPITAL PROJ FUND	10,000	10,000	10,000	10,000
9810	RESERVE FOR CONTINGENCY	-	-	-	-
	<b>TOTAL</b>	<b>48,826</b>	<b>48,308</b>	<b>43,394</b>	<b>90,452</b>
	<b>TOTAL COST</b>	<b>224,653</b>	<b>240,603</b>	<b>235,689</b>	<b>288,367</b>

COMMUNITY DEVELOPMENT

**BUILDING AND INSPECTIONS SERVICES FUND**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
BUILDING OFFICIAL	1	1	1
BUILDING INSPECTOR	1	1	1
PERMIT CLERK	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

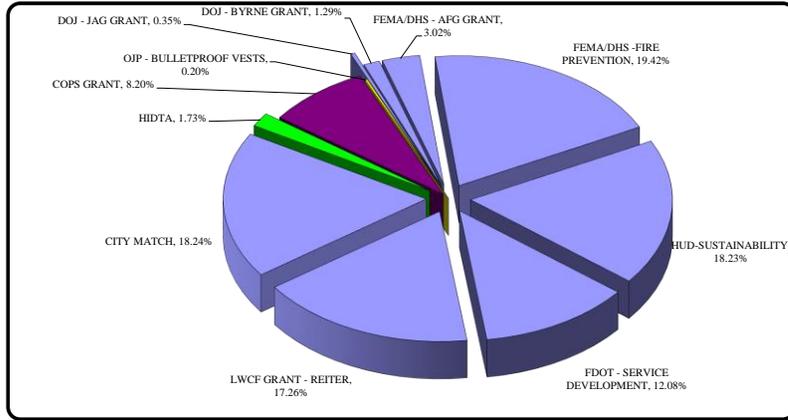


## **SPECIAL REVENUE FUNDS**

GRANT FUND

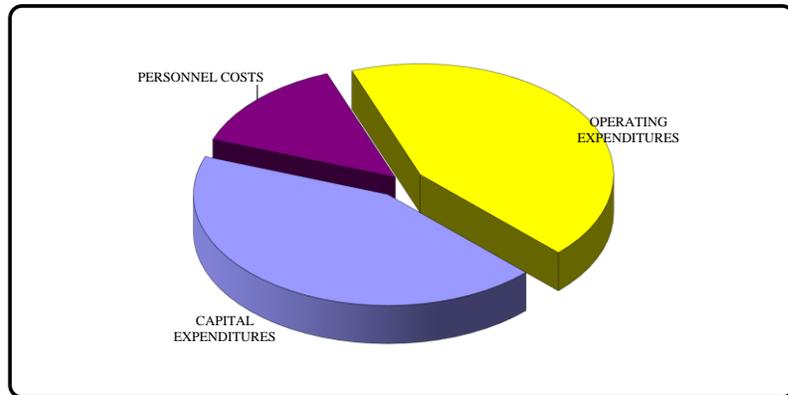
**GRANT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2014-2015**



**TOTAL REVENUE \$ 1,158,753**

	<b>TOTALS</b>	<b>%age of TOTAL</b>
HIDTA	\$ 20,000	1.73%
COPS GRANT	95,000	8.20%
OJP - BULLETPROOF VESTS	2,300	0.20%
DOJ - JAG GRANT	4,000	0.35%
DOJ - BYRNE GRANT	15,000	1.29%
FEMA/DHS - AFG GRANT	34,960	3.02%
FEMA/DHS - FIRE PREVENTION	225,000	19.42%
HUD-SUSTAINABILITY	211,193	18.23%
FDOT - SERVICE DEVELOPMENT	140,000	12.08%
LWCF GRANT - REITER	200,000	17.26%
CITY MATCH	211,300	18.24%
<b>TOTAL REVENUE</b>	<b>\$ 1,158,753</b>	<b>100%</b>



**TOTAL EXPENDITURES \$ 1,158,753**

	<b>TOTALS</b>	<b>%age of TOTAL</b>
PERSONNEL COSTS	\$ 159,000	13.72%
OPERATING EXPENDITURES	499,793	43.13%
CAPITAL EXPENDITURES	499,960	43.15%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,158,753</b>	<b>100%</b>

**PROGRAM: GRANT FUND**

**GOALS:** To account for and report monies received through federal, state and local grants.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	895,775
2014	BUDGET	1,011,040
2014	ESTIMATE	540,469
2015	ADOPTED	1,158,753

**OBJECTIVES:**

Track all grant monies received from other governmental agencies.

Identify and track all expenses associated with grant monies so as to be in compliance with grant requirements.

**RESULTS:**

Monies received from other governmental agencies will be recorded and tracked in an effort to ensure propriety and compliance with each granting agency's requirements.

Local Match will be identified and tracked for compliance with grant requirements.

Grant related expenses will be reported and tracked to ensure compliance with grant.

<b>GRANTS FUND BUDGET SUMMARY</b>
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	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>FUND BALANCE, OCTOBER 1</b>	-	-	-	-
<b>ADD REVENUES:</b>				
331-2200 Federal HIDTA	15,351	20,000	12,500	20,000
331-2400 COPS GRANT	-	-	-	95,000
331-2500 OJP - BULLETPROOF VEST PGM	3,484	4,500	4,500	2,300
331-2600 DOJ - JAG GRANT	19,080	3,500	3,131	4,000
331-2700 DOJ - BYRNE GRANT	-	18,500	-	15,000
331-3000 FEMA/DHS - SAFER GRANT	333,640	390,040	390,040	-
331-3100 FEMA/DHS - AFG GRANT	725	198,000	22,483	34,960
331-3101 FEMA/DHS/AFG GRANT-FIRE PREV	-	99,000	-	225,000
331-4899 HUD -SUSTAINABILITY GRANT	85,700	-	100,000	211,193
334-4900 FDOT Service Development Grant	-	120,000	-	140,000
331-6000 LWCF GRANT - REITER	-	-	-	200,000
331-7000 EECBG-LIGHTING	219,990	-	-	-
331-7010 DEP-REITER PARK PROJECT	100,000	-	-	-
334-2400 CERT	14,140	-	311	-
	792,110	853,540	532,965	947,453
<b>TOTAL</b>	792,110	853,540	532,965	947,453
<b>TRANSFERS - IN:</b>				
GENERAL FUND (CITY MATCH)	103,665	37,500	7,504	71,300
PUBLIC FACILITES FUND (CITY MATCH)	-	120,000	-	140,000
	895,775	1,011,040	540,469	1,158,753
<b>TOTAL REVENUES AVAILABLE</b>	895,775	1,011,040	540,469	1,158,753
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	895,775	1,011,040	540,469	1,158,753
<b>TOTAL EXPENDITURES</b>	895,775	1,011,040	540,469	1,158,753
<b>FUND BALANCE, SEPTEMBER 30</b>	-	-	-	-

<b>PROGRAM: GRANTS</b>
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**LINE ITEM DETAIL**

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	185,140	193,071	193,071	139,000
1230 LONGEVITY PAY	-	-	-	-
1240 HOLIDAY PAY	9,247	9,247	9,247	-
1250 PARAMEDIC PAY	39,000	42,000	42,000	-
1400 OVERTIME-POLICE	31,526	20,000	12,500	20,000
1400 OVERTIME-FIRE	15,351	46,929	46,929	-
1520 EDUCATION INCENTIVE	550	-	-	-
2100 F.I.C.A.	19,965	22,280	22,280	-
2200 RETIREMENT CONTRIBUTION	14,910	23,265	23,265	-
2300 LIFE AND HEALTH INSURANCE	20,514	42,728	42,728	-
2400 WORKERS COMPENSATION	12,789	10,520	10,520	-
<b>TOTAL</b>	<b>348,992</b>	<b>410,040</b>	<b>402,540</b>	<b>159,000</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES-COMM DEVEL	85,700	-	100,000	211,193
3400 OTHER CONTRACTUAL SERVICES	-	240,000	-	280,000
4020 EMPLOYEE DEVELOPMENT	-	-	-	-
4100 COMMUNICATIONS	-	-	-	-
4200 POSTAGE	-	-	-	-
4300 UTILITY SERVICES	-	-	-	-
4400 RENTALS AND LEASES	-	-	-	-
4600 REPAIR AND MAINTENANCE	-	-	7,504	-
4610 REPAIR AND MAINTENANCE - VEHICLES	249	-	-	-
4700 PRINTING & BINDING	-	-	-	-
4800 COMMUNITY RELATIONS-FIRE	1,760	-	-	-
5200 OPERATING SUPPLIES-POLICE	26,048	12,500	7,631	8,600
5200 OPERATING SUPPLIES-FIRE	6,654	-	22,794	-
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	-	-	-
5500 FUEL	-	-	-	-
6200 BUILDINGS	-	-	-	-
6300 IMPROVEMENTS-LEISURE SERVICE	419,990	-	-	200,000
6400 EQUIPMENT-FIRE	6,382	348,500	-	299,960
9300 ADMINISTRATIVE TRANSFERS	-	-	-	-
9800 RESERVE FOR CONTINGENCY	-	-	-	-
<b>TOTAL</b>	<b>546,783</b>	<b>601,000</b>	<b>137,929</b>	<b>999,753</b>
<b>TOTAL COST</b>	<b>895,775</b>	<b>1,011,040</b>	<b>540,469</b>	<b>1,158,753</b>

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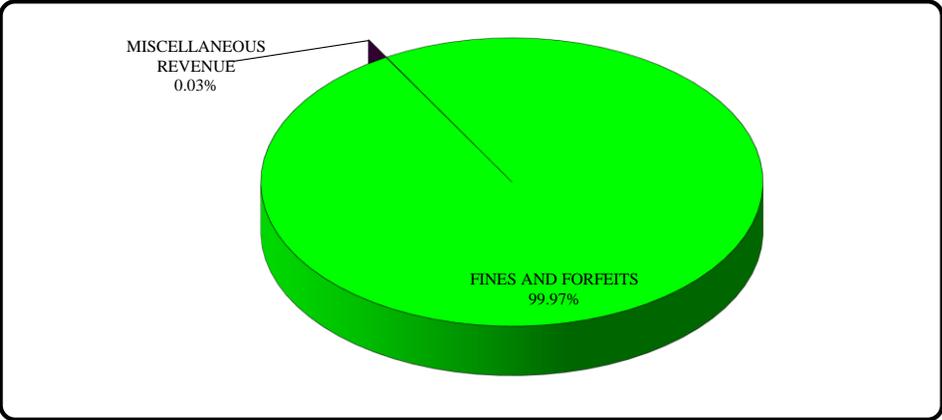


## **SPECIAL REVENUE FUNDS**

POLICE EDUCATION FUND

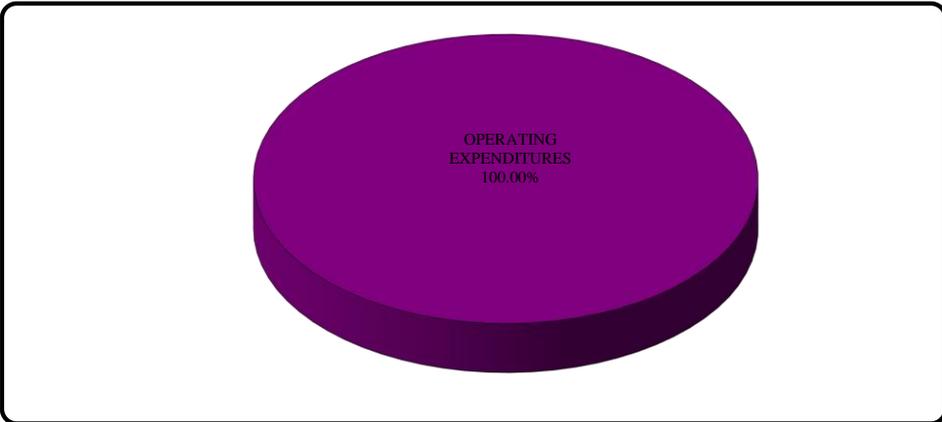
**POLICE EDUCATION FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2014-2015**



**TOTAL REVENUE      \$            15,000**

	<u>TOTALS</u>	<u>%age of TOTAL</u>
FINES AND FORFEITS	\$        14,995	99.97%
MISCELLANEOUS REVENUE	5	0.03%
<b>TOTAL REVENUE</b>	<b>\$        15,000</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$            15,000**

	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	\$        15,000	100%
<b>TOTAL EXPENDITURES</b>	<b>\$        15,000</b>	<b>100%</b>

**POLICE**

**PROGRAM: POLICE EDUCATION FUND**

**GOALS:** To provide job specific state mandated training, and provide for individual and organizational development while reducing potential liabilities.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	15,000
2014	BUDGET	15,000
2014	ESTIMATE	15,000
2015	ADOPTED	15,000

**OBJECTIVES:**

To complete the following core courses within the recommended time frames.

Officers with 6 to 18 months of employment:

- F.C.I.C. Basic Telecommunications
- Radar Operations
- Domestic Violence
- Community Policing
- Firearms Training

Officers with 18 to 30 months of employment:

- Interview and Interrogation
- Narcotic Identification
- Criminal Law
- Crisis Identification
- Firearms Training

Officers with 30 to 48 months of employment:

- Field Training Officer
- Special Tactical Problems
- First Response Negotiations
- Writing Interviews and Reports
- Firearms Training

## POLICE

### **PROGRAM: POLICE EDUCATION FUND**

Officers with 48+ months of employment:

- Advanced Report Writing
- Advanced Investigative Review
- Instructor Techniques
- Firearms Training

Supervisors:

- Line Supervision
- Middle Management
- Managing the Patrol, Traffic or Field Training Function
- Firearms Training

#### **RESULTS:**

To ensure that police personnel are similarly trained and educated, providing a base from which they will each be able to identify specific training related direction and needs, during the course of their career.

POLICE

**POLICE EDUCATION FUND BUDGET SUMMARY**

	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>2014</u> <u>ESTIMATE</u>	<u>2015</u> <u>ADOPTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>6,944</b>	<b>83</b>	<b>83</b>	<b>(6,831)</b>
<b>ADD REVENUES:</b>				
351-3000 LAW ENFORCEMENT EDUCATION	8,138	14,500	8,086	14,995
361-1000 INTEREST EARNINGS	1	5	-	5
382-1000 ADMINISTRATIVE TRANSFER IN	-	-	-	-
<b>TOTAL REVENUES</b>	<u>8,139</u>	<u>14,505</u>	<u>8,086</u>	<u>15,000</u>
<b>TOTAL REVENUES &amp; RESERVES AVAILABLE</b>	15,083	14,588	8,169	8,169
<b>DEDUCT EXPENDITURES:</b>				8,169
OPERATING EXPENSES	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>TOTAL EXPENDITURES</b>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>FUND BALANCE, SEPTEMBER 30</b>	<u><u>83</u></u>	<u><u>(412)</u></u>	<u><u>(6,831)</u></u>	<u><u>(6,831)</u></u>

POLICE

**PROGRAM: POLICE EDUCATION FUND**

LINE ITEM DETAIL

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4020 EMPLOYEE DEVELOPMENT	15,000	15,000	15,000	15,000
5200 OPERATING SUPPLIES	-	-	-	-
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL COST</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

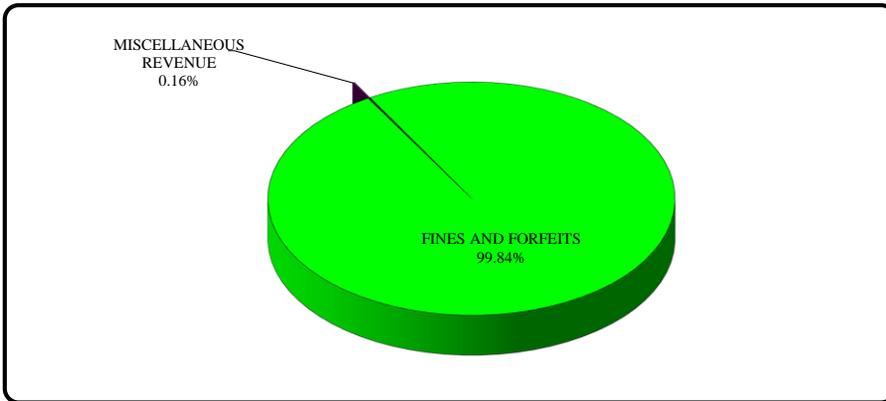


## **SPECIAL REVENUE FUNDS**

SPECIAL LAW ENFORCEMENT FUND

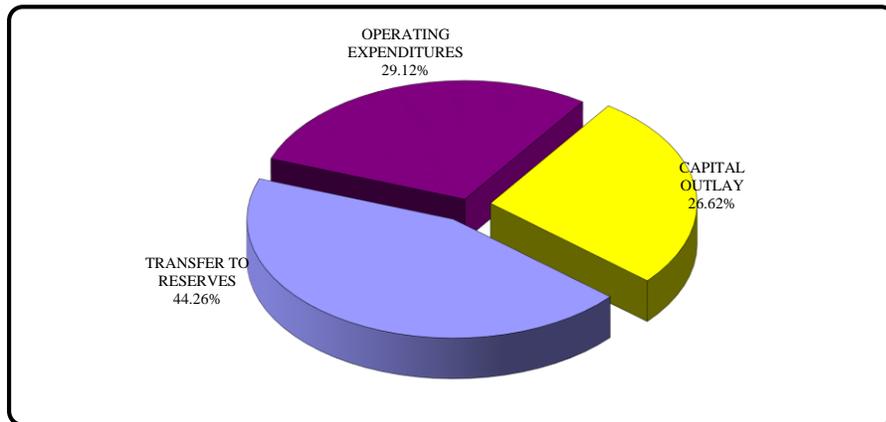
**SPECIAL LAW ENFORCEMENT TRUST FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2014-2015**



<b>TOTAL REVENUE</b>	<b>\$</b>	<b>90,150</b>
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	<u>TOTALS</u>	<u>%age of TOTAL</u>
FINES AND FORFEITS	\$ 90,000	99.84%
MISCELLANEOUS REVENUE	150	0.16%
<b>TOTAL REVENUE</b>	<b>\$ 90,150</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>90,150</b>
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	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	\$ 26,250	29.12%
CAPITAL OUTLAY	24,000	26.62%
TRANSFER TO RESERVES	39,900	44.26%
<b>TOTAL EXPENDITURES</b>	<b>\$ 90,150</b>	<b>100%</b>

**POLICE**

**PROGRAM: SPECIAL LAW ENFORCEMENT TRUST FUND**

**GOALS:** To provide a strong commitment to the effort of reducing the threat of crime and conditions that would adversely affect the public safety of our community.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	43,221
2014	BUDGET	70,000
2014	ESTIMATE	65,200
2015	ADOPTED	50,250

**OBJECTIVES:**

To comply with the provisions of the Florida Contraband Forfeiture Act by contributing at least 15% of the annual accrual of seized funds to the support of community crime prevention programs.

To fund the police mission in areas where there are no budgeted provisions.

**RESULTS:**

To assist the community in providing safe alternatives for the area youth in a drug and alcohol free environment promoting crime prevention through education.

To enhance the working environment of the Criminal Investigation Unit with more efficient equipment without using tax dollars.

POLICE

**SPECIAL LAW ENFORCEMENT TRUST FUND BUDGET SUMMARY**

	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>2014</u> <u>ESTIMATE</u>	<u>2015</u> <u>ADOPTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>119,310</b>	<b>125,707</b>	<b>125,707</b>	<b>150,657</b>
<b>ADD REVENUES:</b>				
351-2000 CONFISCATED PROPERTY	49,447	50,000	90,000	90,000
361-1000 INTEREST EARNINGS	171	220	150	150
<b>TOTAL REVENUES AVAILABLE</b>	<b>49,618</b>	<b>50,220</b>	<b>90,150</b>	<b>90,150</b>
<b>TOTAL REVENUES &amp; RESERVES AVAILABLE</b>	<b>168,928</b>	<b>175,927</b>	<b>215,857</b>	<b>240,807</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	43,221	70,000	65,200	50,250
<b>TOTAL EXPENDITURES</b>	<b>43,221</b>	<b>70,000</b>	<b>65,200</b>	<b>50,250</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u>125,707</u></b>	<b><u>105,927</u></b>	<b><u>150,657</u></b>	<b><u>190,557</u></b>

POLICE

**PROGRAM: SPECIAL LAW ENFORCEMENT TRUST FUND**

LINE ITEM DETAIL

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4020 EMPLOYEE DEVELOPMENT	-	-	-	-
4800 COMMUNITY RELATIONS	-	-	-	-
4900 DONATIONS	21,881	22,724	30,000	26,250
5200 OPERATING SUPPLIES	3,330	8,816	6,700	
6400 EQUIPMENT	18,010	38,460	28,500	24,000
<b>TOTAL</b>	<b>43,221</b>	<b>70,000</b>	<b>65,200</b>	<b>50,250</b>
<b>TOTAL COST</b>	<b>43,221</b>	<b>70,000</b>	<b>65,200</b>	<b>50,250</b>

OUTLAYS

4900 - Donations:

COP Program - Uniforms & Equipment	\$ 4,000
Woodlands Elementary - Reading Counts	1,500
Rockland Middle - Leadership Program	1,500
Other Law Enforcement Programs	10,000
Lyman High - Project Graduation	750
Longwood Babe Ruth	1,500
Boys Town	2,000
Safe House	1,000
Kids House	4,000
Total Donations	\$ 26,250

6400 - Equipment

In-Car Video Camera Kits (3)	\$ 13,000
Moving Radar Units (5)	11,000
Total Capital Outlay	\$ 24,000

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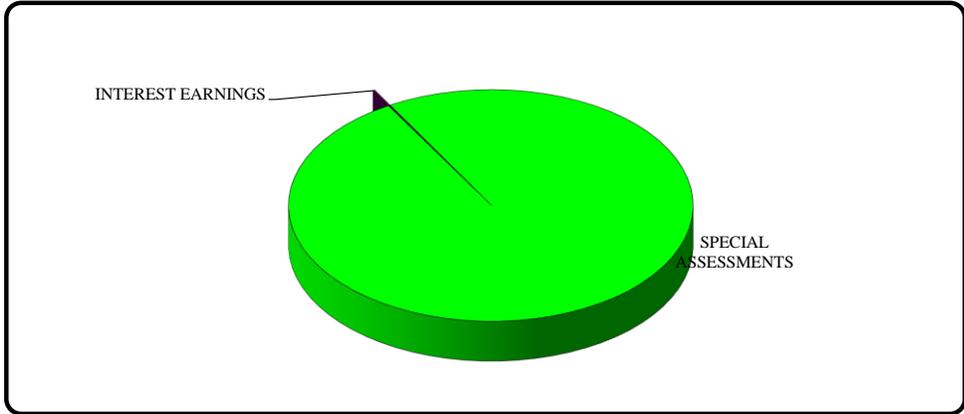


## **SPECIAL REVENUE FUNDS**

SPECIAL ASSESSMENT FUND

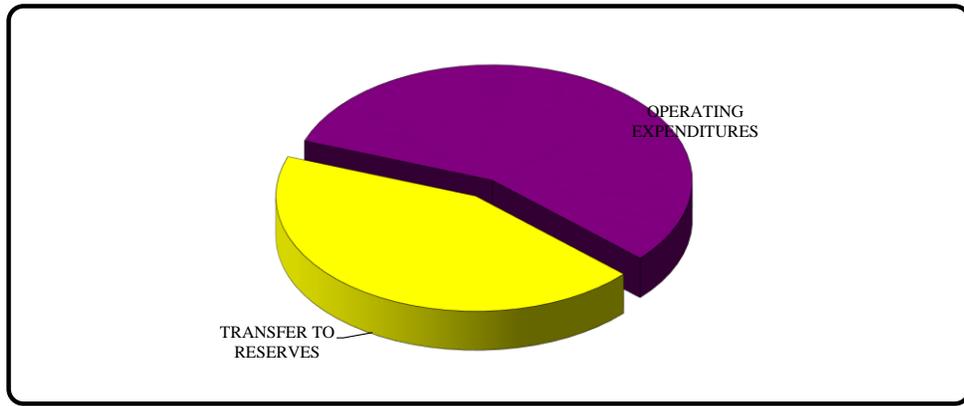
**SPECIAL ASSESSMENT FUND - REVENUES AND EXPENDITURES**

**FISCAL YEAR 2014-2015**



<b>TOTAL REVENUE</b>	<b>\$</b>	<b>101,587</b>
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	<u>TOTALS</u>	<u>%age of TOTAL</u>
SPECIAL ASSESSMENTS	\$ 101,437	99.85%
INTEREST EARNINGS	150	0.15%
<b>TOTAL REVENUE</b>	<b>\$ 101,587</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>101,587</b>
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	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	\$ 57,104	56.21%
TRANSFER TO RESERVES	44,483	43.79%
<b>TOTAL EXPENDITURES</b>	<b>\$ 101,587</b>	<b>100%</b>

**PUBLIC WORKS**

**PROGRAM: SPECIAL ASSESSMENTS**

**NEIGHBORHOOD IMPROVEMENTS**

**GOALS:** To provide for capital improvements and maintenance to subdivisions through non-ad valorem special assessment programs.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	92,526
2014	BUDGET	57,726
2014	ESTIMATE	53,365
2015	ADOPTED	57,104

**OBJECTIVES:**

Assist homeowner associations and residents of subdivisions in developing capital improvement projects to enhance their community.

Continue maintenance programs for property owners in subdivisions

**RESULTS:**

Creation of an improved residential environment for residents within the community.

A high level of maintenance that attracts people to the subdivision.

**PUBLIC WORKS**

<b>SPECIAL ASSESSMENT FUND BUDGET SUMMARY</b>
---

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>FUND BALANCE, OCTOBER 1</b>	(255,180)	(251,106)	(251,106)	(201,296)
<b>ADD REVENUES:</b>				
325-1030 SPECIAL ASSESSMENTS	96,414	102,439	103,000	101,437
361-1000 INTEREST EARNINGS	186	150	175	150
369-0000 MISC. REVENUE	16,825	20,000	-	-
	96,600	102,589	103,175	101,587
<b>TOTAL REVENUES AVAILABLE</b>	(158,580)	(148,517)	(147,931)	(99,709)
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	92,526	57,726	53,365	57,104
<b>TOTAL EXPENDITURES</b>	92,526	57,726	53,365	57,104
<b>FUND BALANCE, SEPTEMBER 30</b>	(251,106)	(206,243)	(201,296)	(156,813)

PUBLIC WORKS

**PROGRAM: SPECIAL ASSESSMENTS FUND**

LINE ITEM DETAIL

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	6,000	6,500	6,520
3400 CONTRACTUAL SERVICES	29,208	25,384	25,400	25,384
4300 UTILITIES	11,367	13,260	13,000	13,260
4600 REPAIRS & MAINTENANCE	14,237	11,544	7,500	10,402
5200 OPERATING SUPPLIES	-	-	75	-
6300 IMPROVEMENTS	37,714	-	890	-
9800 RESERVES	-	1,538	-	1,538
<b>TOTAL</b>	<b>92,526</b>	<b>57,726</b>	<b>53,365</b>	<b>57,104</b>
<b>TOTAL COST</b>	<b>92,526</b>	<b>57,726</b>	<b>53,365</b>	<b>57,104</b>

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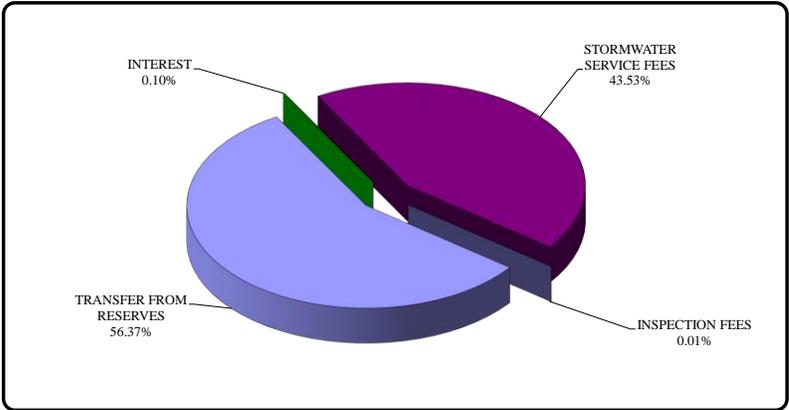


## **SPECIAL REVENUE FUNDS**

STORMWATER FUND

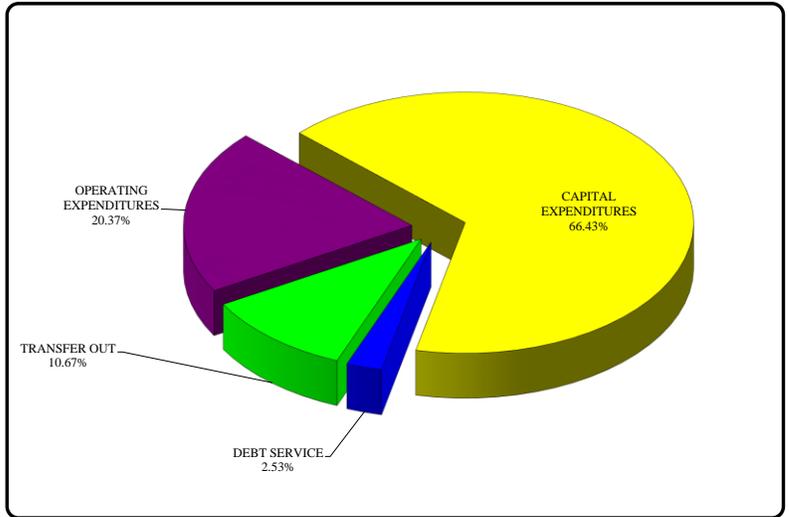
**STORMWATER MANAGEMENT - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2014-2015**



<b>TOTAL REVENUE</b>	<b>\$</b>	<b>1,527,841</b>
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	<u>TOTALS</u>	<u>%age of TOTAL</u>
INTEREST	\$ 1,500	0.10%
STORMWATER SERVICE FEES	665,000	43.53%
INSPECTION FEES	100	0.01%
TRANSFER FROM RESERVES	861,241	56.37%
<b>TOTAL REVENUE</b>	<b>\$ 1,527,841</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>1,527,841</b>
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	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	\$ 311,215	20.37%
CAPITAL EXPENDITURES	1,015,000	66.43%
DEBT SERVICE	38,609	2.53%
TRANSFER OUT	163,017	10.67%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,527,841</b>	<b>100%</b>

## PUBLIC WORKS

<b>PROGRAM: STORMWATER MANAGEMENT FUND</b>
--

**GOALS:** To provide for the health, safety and welfare of residents by regular maintenance programs to insure the proper functioning of drainage systems and facilities.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	1,040,386
2014	BUDGET	1,352,825
2014	ESTIMATE	1,326,063
2015	ADOPTED	1,527,841

**OBJECTIVES:**

Continue with inspection, monitoring, and cleaning procedures of all City catch basins, open channels, storm drains and other stormwater conveyance facilities to meet new Federal regulations as established by the NPDES Stormwater Permit Program.

Inspect underground facilities for leaks and repairs as needed.

Utilize private contractors to maintain retention ponds.

Continue the development of a city wide drainage infrastructure map.

**RESULTS:**

Cleaner and safer storm drains, catch basins, and open channels will reduce the amount of pollutants entering the City's drainage system and retention ponds.

Maximum efficiency of nuisance water run-off.

Highly attractive and functional retention ponds at the least possible cost.

Provide an inventory of city-wide public and private drainage systems to ensure future flood protection.

PUBLIC WORKS

**STORMWATER MANAGEMENT FUND BUDGET SUMMARY**

	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>2014</u> <u>ESTIMATE</u>	<u>2015</u> <u>ADOPTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>1,491,725</b>	<b>1,111,605</b>	<b>1,111,605</b>	<b>459,552</b>
<b>ADD REVENUES:</b>				
361-1000 INTEREST EARNINGS	1,783	2,600	1,250	1,500
363-1250 STORMWATER SERVICE FEES	658,433	665,000	672,660	665,000
363-1260 INSPECTION FEES	50	100	100	100
<b>TOTAL REVENUES AVAILABLE</b>	<b>2,151,991</b>	<b>1,779,305</b>	<b>1,785,615</b>	<b>1,126,152</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	848,631	1,196,988	1,170,226	1,364,824
<b>TRANSFERS OUT:</b>				
GENERAL FUND	191,755	155,837	155,837	163,017
<b>TOTAL EXPENDITURES</b>	<b>1,040,386</b>	<b>1,352,825</b>	<b>1,326,063</b>	<b>1,527,841</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u>1,111,605</u></b>	<b><u>426,480</u></b>	<b><u>459,552</u></b>	<b><u>(401,689)</u></b>

**PUBLIC WORKS**

<b>PROGRAM: STORMWATER MANAGEMENT FUND</b>
--

**LINE ITEM DETAIL**

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	127,483	20,000	45,151	100,000
3400 OTHER CONTRACTUAL SERVICES	57,584	65,420	65,420	102,215
4020 EMPLOYEE DEVELOPMENT	34	3,000	1,500	3,000
4300 UTILITY SERVICES	9,705	6,000	5,387	6,000
4600 REPAIR AND MAINTENANCE	52,636	120,000	90,000	66,000
4610 REPAIR AND MAINTENANCE-VEHICLE	-	-	-	15,000
4900 OTHER CHARGES & OBLIGATIONS	-	-	-	-
5200 OPERATING SUPPLIES	4,138	25,000	7,800	15,000
5500 FUEL AND LUBRICANTS	6,940	10,000	8,000	4,000
6100 LAND ACQUISITION	337,496	-	-	-
6300 IMPROVEMENTS	194,412	908,968	908,968	1,015,000
6400 EQUIPMENT	58,203	38,600	38,000	-
7100 CAPITAL LEASE - PRINCIPAL	-	-	-	34,500
7200 CAPITAL LEASE - INTEREST	-	-	-	4,109
9300 ADMINISTRATIVE TRANSFER	191,755	155,837	155,837	163,017
9800 RESERVE FOR CONTINGENCY	-	-	-	-
<b>TOTAL</b>	<b>1,040,386</b>	<b>1,352,825</b>	<b>1,326,063</b>	<b>1,527,841</b>
<b>TOTAL COST</b>	<b>1,040,386</b>	<b>1,352,825</b>	<b>1,326,063</b>	<b>1,527,841</b>

**CAPITAL OUTLAY**

6300 - Improvements:		
Skylark Outfall-Raven Av		\$ 190,000
Rock Lake Outfall-Stormwater pumpstation.		175,000
Bennett Drive		650,000
	Total Improvements	<u>\$ 1,015,000</u>
6400 - Equipment:		
		\$ -
	Total Equipment	<u>\$ -</u>

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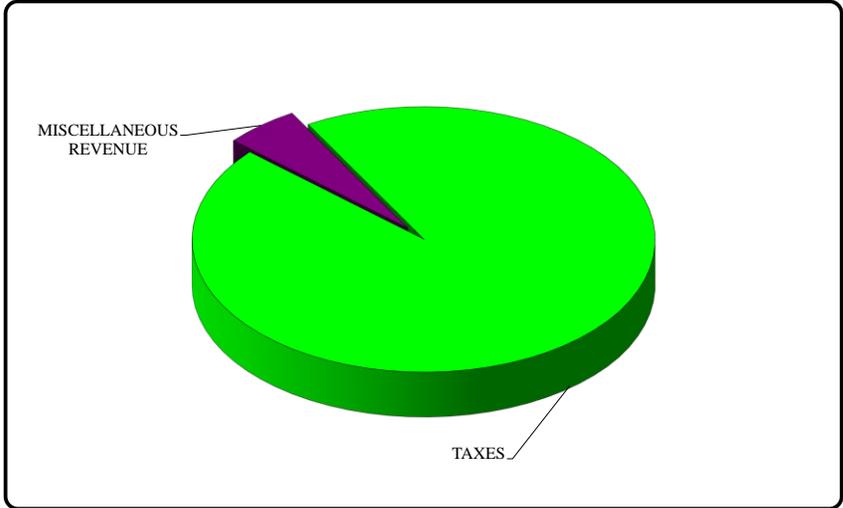


## **SPECIAL REVENUE FUNDS**

PUBLIC FACILITIES FUND

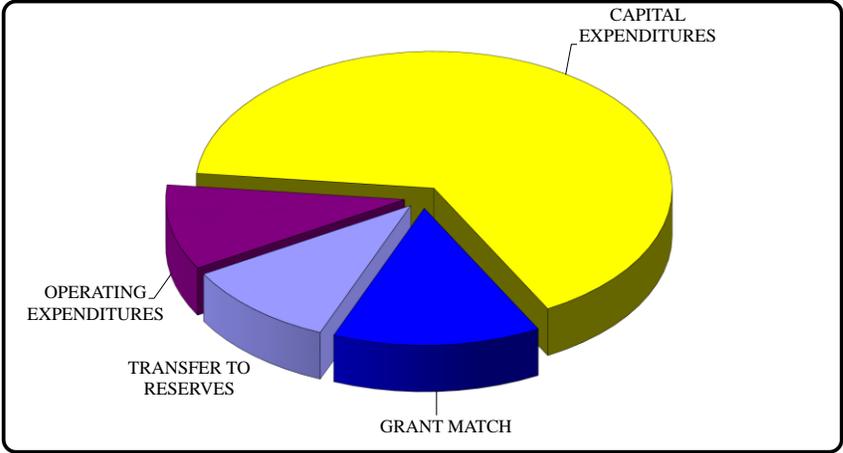
**PUBLIC FACILITIES IMPROVEMENT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2014-2015**



**TOTAL REVENUE \$ 994,304**

	<u>TOTALS</u>	<u>%age of TOTAL</u>
TAXES	942,429	94.78%
MISCELLANEOUS REVENUE	51,875	5.22%
<b>TOTAL REVENUE</b>	<b>\$ 994,304</b>	<b>100%</b>



**TOTAL EXPENDITURES \$ 994,304**

	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	\$ 100,000	10.06%
CAPITAL EXPENDITURES	650,000	65.37%
GRANT MATCH	140,000	14.08%
TRANSFER TO RESERVES	104,304	10.49%
<b>TOTAL EXPENDITURES</b>	<b>\$ 994,304</b>	<b>100%</b>

**PUBLIC WORKS**

**PROGRAM: PUBLIC FACILITIES IMPROVEMENT FUND**

**GOALS:** To provide safer and pedestrian-friendly streets, sidewalks and rights-of-way.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	680,997
2014	BUDGET	476,915
2014	ESTIMATE	82,573
2015	ADOPTED	890,000

**OBJECTIVES:**

Continue implementation of the City's model street paving program for soil based streets.

Provide modifications to the sidewalk and roadway system.

**RESULTS:**

To provide for the safe movement of pedestrian and vehicular traffic.

To provide the least interruption to the flow of pedestrian and vehicular traffic.

PUBLIC WORKS

**PUBLIC FACILITIES IMPROVEMENT FUND BUDGET SUMMARY**

	<u>2013</u> <u>ACTUAL</u>	<u>2014</u> <u>BUDGET</u>	<u>2014</u> <u>ESTIMATE</u>	<u>2015</u> <u>ADOPTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>1,458,336</b>	<b>1,194,728</b>	<b>1,194,728</b>	<b>1,493,705</b>
<b>ADD REVENUES:</b>				
312-2000 1-CENT LOCAL OPTION SALES TAX	4,711	-	-	567,000
312-4100 LOCAL OPTION GAS TAX	360,695	351,223	308,000	375,429
361-1000 INTEREST EARNINGS	50,163	1,750	1,250	1,750
363-1110 STREET PAVING ASSESSMENTS	1,820	48,311	72,300	50,125
369-0000 MISCELLANEOUS REVENUE	-	-	-	-
<b>TOTAL REVENUES AVAILABLE</b>	<b>1,875,725</b>	<b>1,596,012</b>	<b>1,576,278</b>	<b>2,488,009</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPEDITURES	680,997	476,915	82,573	890,000
<b>TOTAL EXPENDITURES</b>	<b>680,997</b>	<b>476,915</b>	<b>82,573</b>	<b>890,000</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u>1,194,728</u></b>	<b><u>1,119,097</u></b>	<b><u>1,493,705</u></b>	<b><u>1,598,009</u></b>

**PUBLIC WORKS**

<b>PROGRAM: PUBLIC FACILITIES IMPROVEMENT FUND</b>
--

**LINE ITEM DETAIL**

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	19,477	56,915	82,415	100,000
5200 OPERATING SUPPLIES	-	-	158	-
6300 IMPROVEMENTS	661,520	300,000	-	650,000
9300 TRANSFER TO GRANT FUND	-	120,000	-	140,000
<b>TOTAL</b>	<b>680,997</b>	<b>476,915</b>	<b>82,573</b>	<b>890,000</b>
<b>TOTAL COST</b>	<b>680,997</b>	<b>476,915</b>	<b>82,573</b>	<b>890,000</b>

**CAPITAL OUTLAY**

6300 - Improvements:				
Road Resurfacing				250,000
Projects identified to be funded by 1-Cent Sales Tax				400,000
				400,000
 Total Capital Outlay				 \$ 650,000

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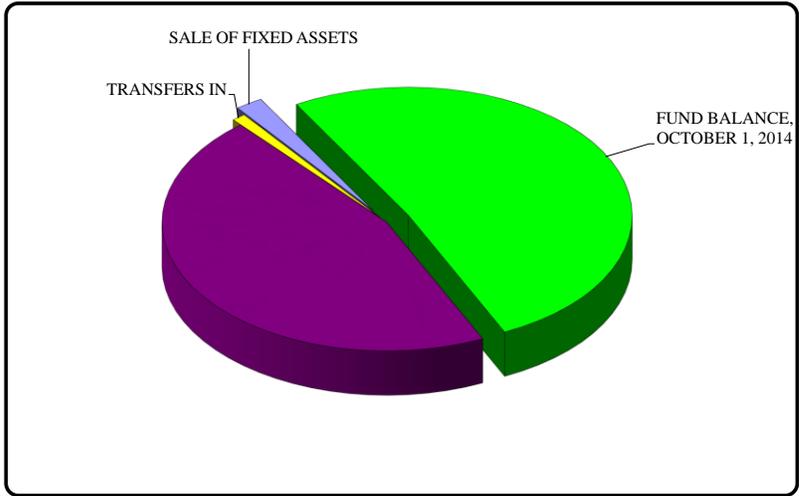


## **SPECIAL REVENUE FUNDS**

CAPITAL PROJECTS FUND

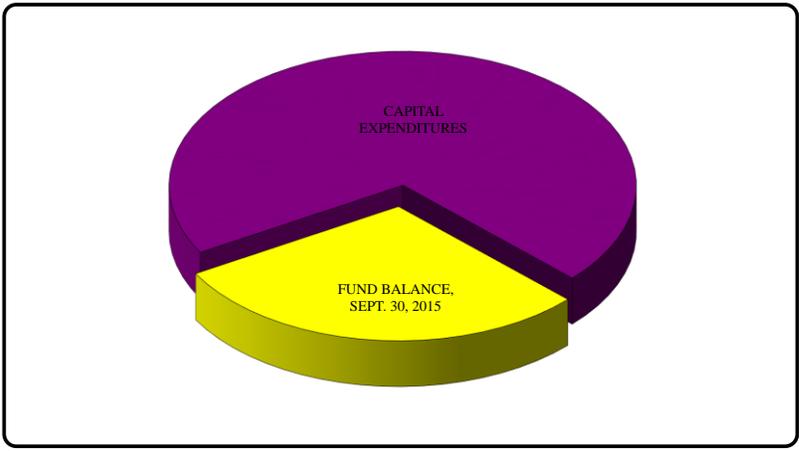
**CAPITAL PROJECTS FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2014-2015**



**TOTAL REVENUE      \$      1,009,647**

	<b>TOTALS</b>	<b>%age of TOTAL</b>
FUND BALANCE, OCTOBER 1, 2014	\$ 518,097	51.31%
CAPITAL LEASE PROCEEDS	461,550	45.71%
TRANSFERS IN	10,000	0.99%
SALE OF FIXED ASSETS	20,000	1.98%
<b>TOTAL REVENUE</b>	<b>\$ 1,009,647</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      1,009,647**

	<b>TOTALS</b>	<b>%age of TOTAL</b>
CAPITAL EXPENDITURES	\$ 711,550	70.48%
FUND BALANCE, SEPT. 30, 2015	298,097	29.52%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,009,647</b>	<b>100%</b>

**PUBLIC WORKS**

**PROGRAM: CAPITAL PROJECTS FUND**

**GOALS:** To account for the acquisition or construction of major capital facilities, equipment purchases and general capital improvements.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2013	ACTUAL	626,080
2014	BUDGET	-
2014	ESTIMATE	295,596
2015	ADOPTED	711,550

**OBJECTIVES:**

Accumulate and utilize financial resources in the most efficient manner for the acquisition or construction of major capital facilities, equipment purchases, and general capital improvements.

**RESULTS:**

To establish a system of procedures and priorities in which each capital project is properly funded.

To provide a planned and programmed approach in utilizing resources to meet the capital service and facility needs of the city.

**PUBLIC WORKS**

<b>CAPITAL PROJECTS FUND BUDGET SUMMARY</b>
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	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>FUND BALANCE, OCTOBER 1</b>	<b>286,680</b>	<b>296,533</b>	<b>296,533</b>	<b>518,097</b>
<b>ADD REVENUES:</b>				
331-2000 FEDERAL GRANT-HOMELAND SEC	-	-	-	-
361-1000 INTEREST EARNINGS	2,295	-	2,880	-
364-0000 SALE OF FIXED ASSETS	143,638	20,000	298,513	20,000
369-0000 MISCELLANEOUS REVENUE	-	-	-	-
382-1000 TRANSFERS IN	10,000	10,000	10,000	10,000
383-0000 CAPITAL LEASE PROCEEDS	480,000	-	205,767	461,550
<b>TOTAL REVENUES AVAILABLE</b>	<b>922,613</b>	<b>326,533</b>	<b>813,693</b>	<b>1,009,647</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	-	-	-	-
CAPITAL EXPENSES	626,080	-	295,596	711,550
TRANSFER OUT	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>626,080</b>	<b>-</b>	<b>295,596</b>	<b>711,550</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>296,533</b>	<b>326,533</b>	<b>518,097</b>	<b>298,097</b>

PUBLIC WORKS

**PROGRAM: CAPITAL PROJECTS FUND**

LINE ITEM DETAIL

	<u>2013</u>	<u>2014</u>	<u>2014</u>	<u>2015</u>
	ACTUAL	BUDGET	ESTIMATE	ADOPTED
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100	PROFESSIONAL SERVICES	-	-	-
4900	OTHER CHARGES & OBLIGATIONS	-	-	-
5200	OPERATING SUPPLIES	-	-	-
6100	LAND ACQUISITION	-	-	-
6200	BUILDINGS	-	-	-
6300	IMPROVEMENTS	-	-	100,000
6400	EQUIPMENT	626,080	295,596	611,550
9300	TRANSFER OUT	-	-	-
<b>TOTAL</b>	<b>626,080</b>	<b>-</b>	<b>295,596</b>	<b>711,550</b>
<b>TOTAL COST</b>	<b>626,080</b>	<b>-</b>	<b>295,596</b>	<b>711,550</b>

CAPITAL OUTLAY

**FIRE DEPT**

6400 - Equipment:				
Thermal Imaging Cameras- Replacement (2-\$9,500 ea)			\$ 19,000	
Defibrillator Monitors- Replacement (2-\$37,900 ea)			75,800	
New Rescue/Ambulance			285,000	
New Rescue Equipment			81,750	
				\$ 461,550

**POLICE DEPT**

6300 - Improvements:				
Security Fence			50,000	
Parking Lot Resurfacing			35,000	
Replace Employee Entrance Doors			15,000	
				\$ 100,000
6400 - Equipment:				
Marked Patrol Vehicle Equipped (2-\$32,500 ea)			65,000	
Marked K-9 Vehicles Equipped (2-\$37,500 ea)			75,000	
Security Camera System (Second Phase)			10,000	
				\$ 150,000

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## **CAPITAL IMPROVEMENT PROGRAM**

**PUBLIC WORKS**

**PUBLIC FACILITIES CAPITAL IMPROVEMENT PLAN**

**PROJECT**

The City uses one-cent local option sales tax, local option gas taxes, and non-ad-valorem street paving assessment revenue to maintain safe and pedestrian-friendly streets, sidewalks and right-of-ways. At the end of 2013, all city dirt roads were paved and milling/resurfacing efforts were in the planning/engineering phases. Additional studies were underway to identify sidewalk and bike trail needs to assist the citizens using SunRail. In 2015, an engineering study is planned to identify parking lot needs for the various city sites, including SunRail.

<b>FISCAL YEARS</b>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Parking Lots	\$0	\$300,000	\$0	\$0	\$0
Sidewalks	\$145,000	\$35,000	\$35,000	\$25,000	\$25,000
Resurfacing	\$1,200,000	\$900,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>ESTIMATED TOTAL COST</b>	<hr/> \$1,345,000	<hr/> \$1,235,000	<hr/> \$1,035,000	<hr/> \$1,025,000	<hr/> \$1,025,000
<b>FUNDING SOURCES</b>					
One Cent Sales Tax, Local Option Gas Taxes and Street Paving Non Ad Valorem Assessments					
<b>TIME SCHEDULE</b>	12 months				
Completion within the the fiscal year of each project					
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000

**LEISURE SERVICES**

**PARKS & RECREATION CAPITAL IMPROVEMENT PLAN**

**PROJECT**

The City Commission approved the concept of Reiter Park. Phase II of this project commenced in 2013 and included resurfacing of tennis courts and basketball courts, fishing pier, gazebo and playground equipment. Additional phases (5) will include underground utilities, walkways around amphitheater, parking, stage area fountains, serenity/healing area and building with a formal lawn.

<b>FISCAL YEARS</b>	<u>2015/16</u>	<u>2016/2017</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
		Phase IV		Phase V	
Reiter Park	\$0	\$200,000	\$0	\$300,000	\$0
Community Bldg	\$25,000	\$0	\$0	\$40,000	\$0
	Air Conditioning			Kitchen Remodel	
<b>ESTIMATED TOTAL COST</b>	<hr/> \$25,000	<hr/> \$200,000	<hr/> \$0	<hr/> \$340,000	<hr/> \$0
<b>FUNDING SOURCES</b>					
General Fund Revenues & Grant Funding					
<b>TIME SCHEDULE</b>	12 months	12 months	12 months	12 months	12 months
Completion within the the fiscal year of each project					
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

**PUBLIC WORKS**

**STORMWATER CAPITAL IMPROVEMENT PLAN**

**PROJECT**

The City Commission approved a Stormwater Master Plan which included proposed projects to correct deficiencies such as pipeline defects, flooding, erosion, and drainage problems within the City's stormwater system.

<b>FISCAL YEARS</b>	<u>2015/16</u>	<u>2016/2017</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
	North Grant Street erosion and drainage, Lemon Lane flooding, Florida Central Pkwy overflow, etc.	West Marvin Ave pipe replacement, Orange Ave flooding, Longwood Sqr flooding	Baywood Industrial Park culverts and drainage,	Longwood Canal, Columbus Harbour , Wildmere Flooding	Longdale Av Flooding
	\$400,000	\$300,000	\$200,000	\$200,000	\$200,000
 <b>ESTIMATED TOTAL COST</b>	<hr/> \$400,000	<hr/> \$300,000	<hr/> \$200,000	<hr/> \$200,000	<hr/> \$200,000
<b>FUNDING SOURCES</b>	Stormwater Fund Revenues				
<b>TIME SCHEDULE</b>	12 months	12 months	12 months	12 months	12 months
	Completion within the the fiscal year of each project				
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

**PUBLIC WORKS**

**PUBLIC UTILITIES/WATER CAPITAL IMPROVEMENT PLAN**

**PROJECT**

A ground storage tank is proposed for 2019/20 to provide additional storage capacity for potable water.  
 Future water main relocations or upgrades will be determined after the completion of a master plan for the water system.

<b>FISCAL YEARS</b>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Water Main Loops	\$75,000	Water Main Loops \$75,000	Water Main Loops \$75,000	Water Main Loops \$75,000	Water Main Loops \$75,000
Establish SWS	\$500,000				1 million gallon ground storage tank \$800,000
Replace 4000 Ft Pipe East Longwood	\$350,000	Replace 4000 Ft Pipe East Longwood \$350,000	Replace 4000 Ft Pipe West Longwood \$350,000	Replace 4000 Ft Pipe West Longwood \$350,000	Replace 4000 Ft Pipe West Longwood \$350,000
<b>ESTIMATED TOTAL COST</b>	<hr/> \$925,000	<hr/> \$425,000	<hr/> \$425,000	<hr/> \$1,225,000	<hr/> \$1,225,000

**FUNDING SOURCES**

Public Utilities Fund Revenues

<b>TIME SCHEDULE</b> Completion within the fiscal year of each project	12 months				
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000

**PUBLIC WORKS**

**PUBLIC UTILITIES/WASTEWATER CAPITAL IMPROVEMENT PLAN**

**PROJECT**

The City Commission approved the concept of providing wastewater service to industrial/commercial areas. These areas fit those criteria and were previously approved by the City Commission. Projects will aid these areas in drawing new types of businesses that depend on sewer due to their operational needs. This will benefit both the Public Utilities Fund and help increase the tax base. Future projects will be determined based on the results of a master wastewater study.

<b>FISCAL YEARS</b>	<u>2015/16</u>	<u>2016/2017</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
	CR 427 North 14th Street to 12th \$1,200,000	17-92 East SR 434 to Sunshadow \$600,000	Orange CR 427- Oleander \$700,000	17-92 West SR 434 crossing \$250,000	Dog Track Road CR 427 to Grant Street \$800,000
	I&I Repairs \$25,000	I&I Repairs \$25,000	I&I Repairs \$25,000	I&I Repairs \$25,000	I&I Repairs \$25,000
<b>ESTIMATED TOTAL COST</b>	<hr/> \$1,225,000	<hr/> \$625,000	<hr/> \$725,000	<hr/> \$275,000	<hr/> \$825,000
<b>FUNDING SOURCES</b> Public Utilities Fund Revenues					
<b>TIME SCHEDULE</b> Completion within the the fiscal year of each project	12 months	12 months	12 months	12 months	12 months
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$5,000	\$3,000	\$3,000	\$3,000	\$3,000



## **PAY AND CLASSIFICATION PLAN**

CITY OF LONGWOOD  
Pay and Classification Plan  
Fiscal Year 2014/15

CLASSIFICATION TITLE	GRADE	MIN	MID	MAX	
Account Clerk	1	\$ 22,000.00	\$ 28,600.00	\$ 35,200.00	
Administrative Assistant	1	\$ 22,000.00	\$ 28,600.00	\$ 35,200.00	
Receptionist	1	\$ 22,000.00	\$ 28,600.00	\$ 35,200.00	
Records Clerk	1	\$ 22,000.00	\$ 28,600.00	\$ 35,200.00	
Event Specialist	2	\$ 23,760.00	\$ 30,888.00	\$ 38,016.00	
Parks Service Specialist I	3	\$ 24,000.00	\$ 30,000.00	\$ 36,000.00	**
Permit Clerk	3	\$ 25,660.80	\$ 33,359.04	\$ 41,057.28	
Public Works Maintenance Specialist I	3	\$ 24,000.00	\$ 30,000.00	\$ 36,000.00	**
Utilities Maintenance Specialist I	3	\$ 24,000.00	\$ 30,000.00	\$ 36,000.00	**
Account Clerk II	4	\$ 27,713.66	\$ 36,027.76	\$ 44,341.86	
Parks Service Specialist II	4	\$ 26,000.00	\$ 32,500.00	\$ 39,000.00	**
Public Works Maintenance Specialist II	4	\$ 26,000.00	\$ 32,500.00	\$ 39,000.00	**
Utilities Maintenance Specialist II	4	\$ 26,000.00	\$ 32,500.00	\$ 39,000.00	**
Community Development Coordinator	5	\$ 29,930.76	\$ 38,909.98	\$ 47,889.21	
Equipment Mechanic	5	\$ 26,000.00	\$ 32,500.00	\$ 39,000.00	**
Payroll Clerk	5	\$ 29,930.76	\$ 38,909.98	\$ 47,889.21	
Police Evidence Custodian	5	\$ 29,930.76	\$ 38,909.98	\$ 47,889.21	
Senior Administrative Assistant	5	\$ 29,930.76	\$ 38,909.98	\$ 47,889.21	
Code Enforcement Officer	6	\$ 32,325.22	\$ 42,022.78	\$ 51,720.35	
Facilities Construction Maintenance	6	\$ 32,325.22	\$ 42,022.78	\$ 51,720.35	
Recreation Progrma/Community Building Coordinator	6	\$ 32,325.22	\$ 42,022.78	\$ 51,720.35	
Backflow Program Coordinator	7	\$ 34,000.00	\$ 42,500.00	\$ 51,000.00	**
Firefighter - EMT	7	\$ 34,000.00	\$ 38,533.50	\$ 43,067.00	**
Firefighter - Paramedic	8	\$ 34,000.00	\$ 38,533.50	\$ 43,067.00	**
Police Officer	8	\$ 35,000.00	\$ 44,000.00	\$ 53,000.00	**
Police Officer (shift)	8	\$ 35,000.00	\$ 44,000.00	\$ 53,000.00	**
Water Plant Operator C	8	\$ 36,525.00	\$ 45,262.50	\$ 54,000.00	**
Building Inspector	9	\$ 40,720.46	\$ 52,936.60	\$ 65,152.74	
Crime Analyst/Community Relations	9	\$ 40,720.46	\$ 52,936.60	\$ 65,152.74	
Executive Assistant to the City Administrator	9	\$ 40,720.46	\$ 52,936.60	\$ 65,152.74	
Fleet Section Supervisor	9	\$ 39,000.00	\$ 49,000.00	\$ 59,000.00	**
Horticulturalist	9	\$ 39,000.00	\$ 49,000.00	\$ 59,000.00	**
Planner	9	\$ 40,720.46	\$ 52,936.60	\$ 65,152.74	
Police Corporal	9	\$ 37,000.00	\$ 46,000.00	\$ 55,000.00	**
Public Works Streets Supervisor	9	\$ 39,000.00	\$ 49,000.00	\$ 59,000.00	**
Recreation Program Coordinator	9	\$ 40,720.46	\$ 52,936.60	\$ 65,152.74	
Utilities Field Supervisor	9	\$ 39,000.00	\$ 49,000.00	\$ 59,000.00	**
Accounting Manager	10	\$ 43,978.10	\$ 57,171.53	\$ 70,364.96	
Leisure Services Director	10	\$ 43,978.10	\$ 57,171.53	\$ 70,364.96	
Purchasing Manager	10	\$ 43,978.10	\$ 57,171.53	\$ 70,364.96	
Utility Billing Manager	10	\$ 43,978.10	\$ 57,171.53	\$ 70,364.96	
Police Sergeant	11	\$ 44,000.00	\$ 55,000.00	\$ 66,000.00	**
Fire Lieutenant	12	\$ 47,373.00	\$ 53,667.50	\$ 59,962.00	**
Fire Marshall	12	\$ 47,373.00	\$ 53,667.50	\$ 59,962.00	**
Fire Training Officer	12	\$ 47,373.00	\$ 53,667.50	\$ 59,962.00	**
City Clerk	13	\$ 55,399.74	\$ 72,019.67	\$ 88,639.59	
Economic Development/Special Projects Manager	13	\$ 55,399.74	\$ 72,019.67	\$ 88,639.59	
Police Commander	13	\$ 55,399.74	\$ 72,019.67	\$ 88,639.59	

CLASSIFICATION TITLE	GRADE	MIN	MID	MAX
Building Official	14	\$ 59,831.72	\$ 77,781.24	\$ 95,730.76
Fire Battalion Chief	14	\$ 59,831.72	\$ 77,781.24	\$ 95,730.76
Street/Fleet Division Manager	14	\$ 59,831.72	\$ 77,781.24	\$ 95,730.76
Utilities Division Manager	14	\$ 59,831.72	\$ 77,781.24	\$ 95,730.76
Community Development Director	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Director of Financial Services	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Fire Chief	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Human Resources/Risk Management Director	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Information Technology Director	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Police Chief	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
City Administrator	21	\$ 102,541.06	\$ 133,303.37	\$ 164,065.69

\*\* Position is currently covered by an unratified Labor Contract. FY2015 Pay and Classification Plan will remain in effect for this position, until contract is ratified.

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