

# City of Longwood, Florida



Fiscal Year 2011-2012  
Adopted Budget

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*City of Longwood, Florida*

**2011-2012 Adopted Budget**

**October 1, 2011 - September 30, 2012**

**City Commission**

**Joe Durso, Mayor District 2**

**John C. Maingot, Commissioner District 1**

**Bob Cortes, Deputy Mayor District 3**

**H. G. "Butch" Bundy, Commissioner District 4**

**Brian D. Sackett, Commissioner District 5**



**City Administrator**

**Jon C. Williams**

**Director of Financial Services**

**Jon C. Williams**

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# **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

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# CITY OF LONGWOOD

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September 19, 2011

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 Operating Budget for Fiscal Year 2012. In light of the current and on-going economic uncertainty, the 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 achieve stated goals and objectives which are converted to services.

The General Fund and all other funds are budgeted on the modified accrual basis, which is essentially the same basis of accounting for these governmental funds. 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 Utility 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**

The total budget for FY2012 is \$22,246,504 compared to the FY2011 budget of \$20,054,856, which represents an overall increase of 10.9%. This increase of \$2,191,648 is primarily accounted for in capital assets as follows:

- Capital Projects and Equipment Fund includes lease proceeds totaling \$1,339,842, for the purchase of a new fire apparatus, twelve (12) marked police vehicles, three (3) unmarked police vehicles, four (4) Harley Davidson motorcycles, and 114 new radios with software to accommodate Seminole County's digital conversion. The annual lease payment on the capital leased equipment is reflected in the operating budgets of the Fire and Police Department. Additionally, the City is seeking a regional grant with the City of Casselberry for radios under the Assistance to Firefighters Grant Program, that if awarded would reduce that amount of leased equipment by \$130,000.



# CITY OF LONGWOOD

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- Public Facilities Improvement Fund will complete the paving of the remaining soil based streets and includes appropriations totaling \$944,370, to pave Florida Avenue (Milwee to Freeman), West Jessup (CR 427 to D.E.), 12<sup>th</sup> Avenue (2<sup>nd</sup> to D.E.) and 1<sup>st</sup> Place. Total appropriations as are 8.3% or \$72,370 higher than fiscal year 2011.
- Stormwater Management Fund includes appropriations totaling \$620,250 for the replacement of the Rangeline Road Sluice Gate, Fairy Lake Improvements and additional improvements that will be identified upon the completion of the Stormwater Master Plan.
- Public Utilities Fund includes additional funds totaling \$569,570 for the replacement of A/C pipe in Skylark and water main looping along Seminole/Highland. Additional equipment purchases include the replacement of an emergency generator, forklift, pickup truck and installing safety rails.
- General Fund includes capital appropriations totaling \$340,460. Improvements at Reiter Park (\$100,000) and Arbor Park (\$38,000) total \$138,000. The remaining appropriations account for the various equipment needs of the operational departments and is identified in detail within each department's budget. Total General Fund appropriations are 2.1% or \$417,908 lower than fiscal year 2011.

## **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, building, finance, human resources, purchasing, information technology, and administration. For FY2012, I am pleased and able to recommend a budget that, for the eighth year in a row, includes no increase in the current millage rate of 4.99 mills. Additionally, this budget maintains the Commissions' desired 20% fund balance without any reduction in the level of services currently provided to our citizens.

The operating and capital budget for FY2012 totals \$15,370,677. As compared to the FY2011 adopted budget of \$15,788,585, there is an overall decrease of \$417,908 or 2.1%. The decrease is primarily attributed to deferring the second phase of the H.T.E. OneSolution financial system conversion, retiring the VOIP lease and legislative changes to the Florida Retirement System.



# CITY OF LONGWOOD

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## **GENERAL FUND REVENUE**

The General Fund budget revenue is estimated at \$13,087,561 and continues to be impacted by the significant losses in property values which are exacerbated by the ongoing economic conditions. The City's taxable value fell an additional 6.6% for FY2012 marking an unprecedented four year decline. The total decrease in taxable value from 2009 to 2012 is \$291,092,495, resulting in a decline of property taxes totaling \$1,452,552.

Ad valorem tax is the single largest revenue producer for the City, accounting for 31.3% of the current year General Fund revenues. At the current millage rate of 4.99 per thousand of taxable value, the City will generate \$4,099,023 in property taxes which is \$289,731 less than in FY2011. Ad valorem taxes are budgeted assuming a 95% collection rate in accordance with Florida Law.

Franchise fees collected from electric, propane gas sales and commercial solid waste collections in the City comprise 12.2% of the General Fund revenues. Utility service taxes collected from electric, gas and water sales in the City comprise 11.6% 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 8.7% 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 2011-2012 fiscal year have been reduced accordingly.

Licenses and permit fees make up 3.1% of the General Fund revenue. Local Business Tax Receipts (formerly called Occupational License Fees), makes up less than 1.3% of the General Fund revenues. A person or company doing business within the City must apply and pay for a Local Business Tax Receipt. Building permits and other permits make up the balance of the license and permit revenues. Budget estimates are based on historical trends.

Intergovernmental Revenue types account for 9.8% 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 interlocal 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



# CITY OF LONGWOOD

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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 14.6% 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 2.0% 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 6.7% of the General Fund revenues. The transfer from Storm Water and Public Utilities Fund is considered reimbursement from these funds to the General Fund for administrative support provided to each function. Budget estimates are based upon certain percentages of General Fund personnel and other expenditures attributed to Public Utilities and Storm Water.

## **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 utilities companies.

For FY2012, current user rates and fees are estimated at \$5,365,655 which represents a 14.5% increase over 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 \$3,291,335, which in comparison to FY2011, represents an overall increase of 20.9%. This increase of \$569,570 is primarily accounted for in capital assets for the replacement of A/C



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pipe in Skylark and water main looping along Seminole/Highland. Additional equipment purchases include the replacement of an emergency generator, forklift, pickup truck and installing safety rails.

## **STORM WATER MANAGEMENT FUND**

The Stormwater fund is responsible for the proper functioning of the City's drainage system. Funds for FY2012, totaling \$1,156,680 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 FY2012 include the replacement of the Rangeline Road Sluice Gate, Fairy Lake Improvements and additional improvements that will be identified upon the completion of the Stormwater Master Plan.

## **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, the Local Option Gas Tax and the 1-cent voter approved sales tax for transportation. Revenue estimates for FY2012 total \$532,309, which contemplates the sunset of the 1-cent sales tax in December of 2011.

Provisions for FY2012 total \$944,370, and include paving of Florida Avenue (Milwee to Freeman), West Jessup (CR 427 to D.E.), 12<sup>th</sup> Avenue (2<sup>nd</sup> to D.E.) and 1<sup>st</sup> Place.

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

This budget provides for continued use of the fund and includes appropriations totaling \$1,339,842 for the purchase of a new fire apparatus, twelve (12) marked police vehicles, three (3) unmarked police vehicles, four (4) Harley Davidson motorcycles, and 114 new radios with software to accommodate Seminole County's digital conversion. The annual lease payment on the capital leased equipment is reflected in the operating budgets of the Fire and Police Department.



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## **OTHER FUNDS**

The Cemetery fund is responsible for the maintenance of the City cemetery and preservation of all burial records. Total revenues for FY2012 are \$7,300 which in comparison to FY2011, represents an overall decrease 18% and is reflective of historical trends. This budget provides for continued operations and improvements to the Cemetery facilities totaling \$9,600, and includes appropriations for converting paper burial records to electronic format.

The Historic District fund was originally established from the proceeds of the Founders Day Arts & Crafts festival which is held annually. The budget for FY2012 includes appropriations for hosting the annual festival and contemplates waiving the special event fees.

The Police Education fund is responsible for funding state mandated training. Funds are derived from a portion of municipal traffic citations. Revenue and expenditure estimates, for FY2012 total \$9,020 and include appropriations for state mandated training totaling \$17,000.

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 FY2012 total \$33,200. Expenditures for FY2012, total \$64,500 which includes appropriations for crime prevention programs and the purchase of K-9 with associated equipment.

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 and homeowners in these subdivisions are being assessed for the reimbursement of these costs, revenue estimates for FY2012 total \$75,345. There are currently six subdivisions participating in this program. However, the Longwood Hills homeowners have petitioned the City and will likely be the seventh. For FY2012, total operating expenses are estimated at \$45,500.

## **WAGES AND BENEFITS**

Like most municipal budgets, the single largest component of the budget is personnel costs. No major staff reductions or additions are included for FY2012. The budget contains 155 employees (150 Full-Time and 5 Part-Time) across all programs. Overall wages and benefits are 3.4% or \$362,812 lower than FY2011. The decrease was driven by deeply reduced City contribution rates for the Florida Retirement System as mandated by the State Legislature partly caused by new withholding requirements from employees. FRS employees must now contribute 3% of salaries into the FRS.



# CITY OF LONGWOOD

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There are no recommendations at this time for wage increases as the City is currently engaged in collective bargaining negotiations. Additionally, the City has been advised that health premium increases should be expected for FY2012 and a 14% increase has been factored in the budget, adding \$96,019 to the City-wide budget for wages and benefits and is subject to change with the addition of the new benefit consultant.

## **CONCLUSION**

In preparing the Operating Budget for Fiscal Year 2011-2012 staff objectively focused on not increasing property taxes to balance the budget and not reducing the level of City services to balance the budget. I am pleased to say that these objectives have been met.

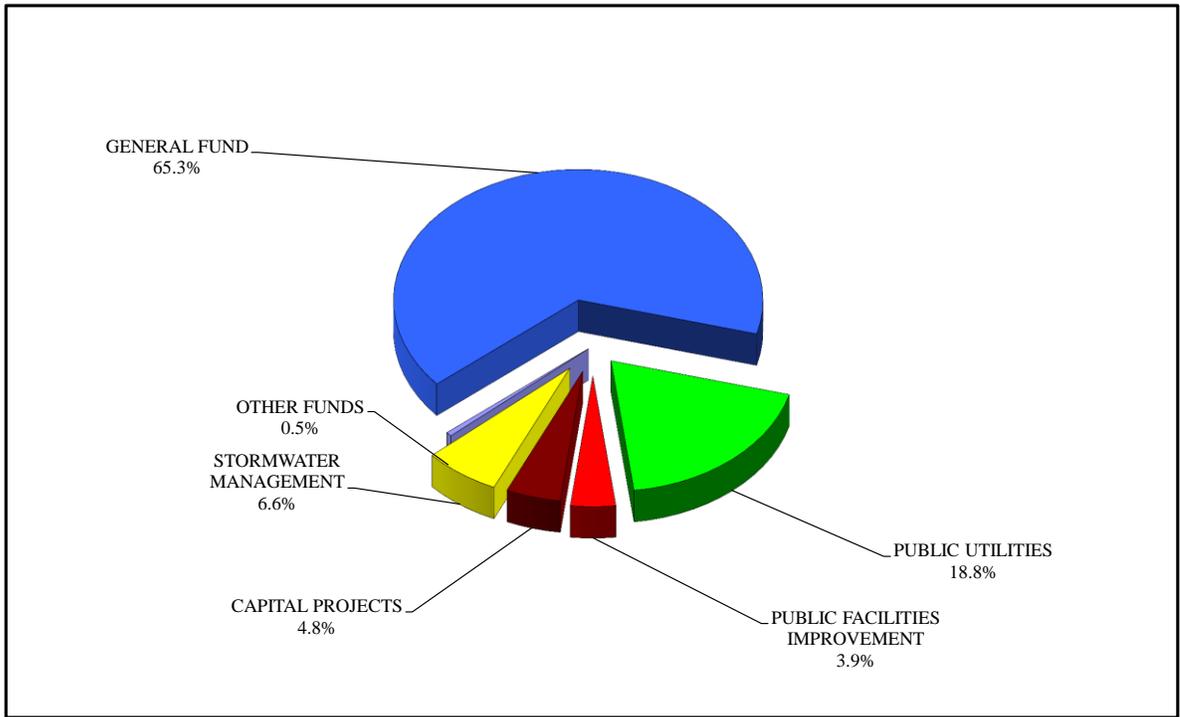
In order to continue to meet these objectives, staff will need to thoroughly review the method by which City services are delivered. Strategically, staff will be encouraged to evaluate changes to operations as the traditional way is not the most efficient and cost effective way to provide services to 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,

A handwritten signature in blue ink, which appears to read "Jon C. Williams". The signature is fluid and cursive.

Jon C. Williams  
Acting City Administrator

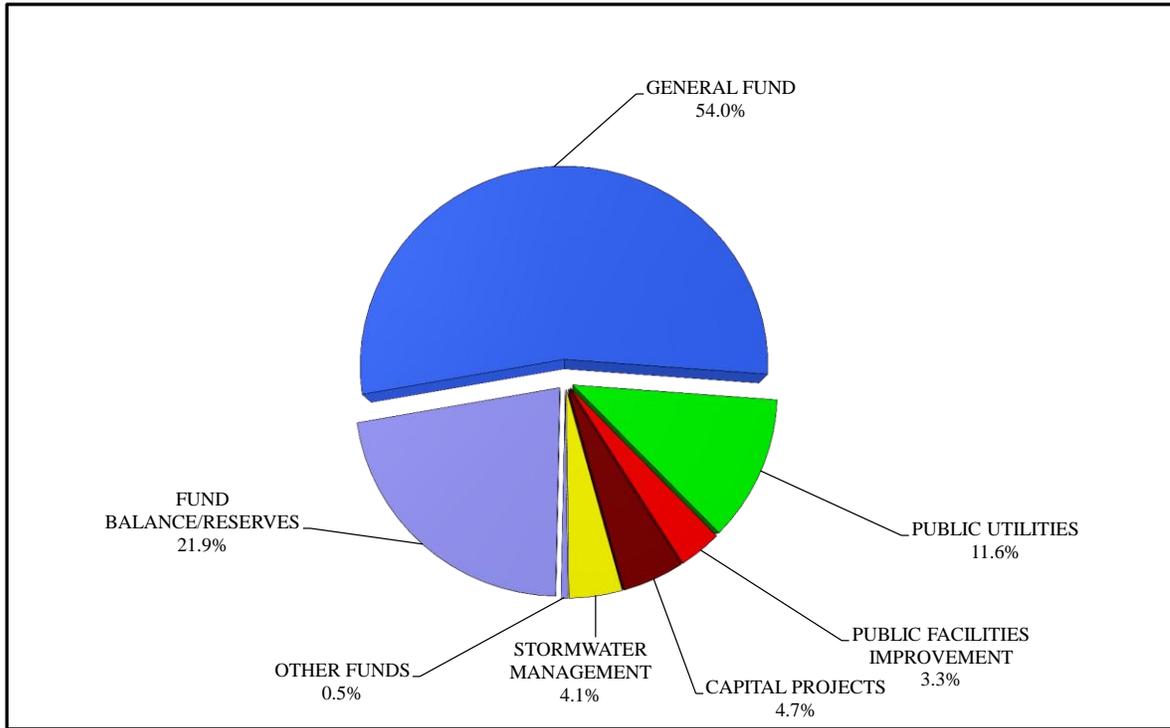
**FISCAL YEAR 2011-2012**



<b>TOTAL RESOURCES</b>	<b>\$</b>	<b>28,489,165</b>
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	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
GENERAL FUND	\$ 18,597,915	65.3%
PUBLIC UTILITIES	5,365,665	18.8%
PUBLIC FACILITIES IMPROVEMENT	1,123,257	3.9%
CAPITAL PROJECTS	1,362,595	4.8%
STORMWATER MANAGEMENT	1,891,408	6.6%
OTHER FUNDS	148,325	0.5%
<b>TOTAL RESOURCES</b>	<b>\$ 28,489,165</b>	<b>100%</b>

**FISCAL YEAR 2011-2012**



**TOTAL APPROPRIATIONS                    \$    28,489,165**

	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
GENERAL FUND	\$ 15,370,677	54.0%
PUBLIC UTILITIES	3,291,335	11.6%
PUBLIC FACILITIES IMPROVEMENT	944,370	3.3%
CAPITAL PROJECTS	1,339,842	4.7%
STORMWATER MANAGEMENT	1,156,680	4.1%
OTHER FUNDS	143,600	0.5%
FUND BALANCE/RESERVES	6,242,661	21.9%
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 28,489,165</b>	<b>100%</b>

# CITY OF LONGWOOD - BUDGET SUMMARY - ALL FUNDS

## FISCAL YEAR 2011-2012

**OPERATING BUDGET EXPENDITURES OF THE CITY OF LONGWOOD, FLORIDA  
ARE 10.9% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES**

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUND	TOTAL
CASH BALANCES BROUGHT FORWARD	\$5,510,354	\$1,247,118	\$593,951	\$2,018,365	\$9,369,788
ESTIMATED REVENUES:					
Ad Valorem Taxes - Millage 4.99	4,099,023	-	-	-	4,099,023
Sales and Use Taxes	100	-	135,000	-	135,100
Franchise Fees	1,603,000	-	-	-	1,603,000
Utility Service Taxes	1,513,000	-	-	-	1,513,000
Communications Services Tax	1,134,883	-	-	-	1,134,883
Licenses and Permits	408,950	-	-	-	408,950
Intergovernmental	1,276,957	-	346,000	-	1,622,957
Charges for Services	1,911,400	665,000	-	3,216,400	5,792,800
Fines and Forfeitures	157,300	42,000	-	-	199,300
Miscellaneous	108,400	85,615	71,059	130,900	395,974
Other Financing Sources	874,548	-	1,339,842	-	2,214,390
Total Estimated Revenues and Cash Balances Brought Forward	<u>18,597,915</u>	<u>2,039,733</u>	<u>2,485,852</u>	<u>5,365,665</u>	<u>28,489,165</u>
ESTIMATED EXPENDITURES / EXPENSES:					
General Government	3,244,175	-	1,339,842	-	4,584,017
Public Safety	7,877,446	17,000	-	-	7,894,446
Physical Environment	1,020,000	1,283,280	-	2,610,467	4,913,747
Transportation	1,513,763	-	944,370	-	2,458,133
Culture & Recreation	1,319,424	-	-	-	1,319,424
Debt Service	395,869	-	-	-	395,869
Other Uses	-	-	-	680,868	680,868
Total Expenditures / Expenses	<u>15,370,677</u>	<u>1,300,280</u>	<u>2,284,212</u>	<u>3,291,335</u>	<u>22,246,504</u>
Reserves	<u>3,227,238</u>	<u>739,453</u>	<u>201,640</u>	<u>2,074,330</u>	<u>6,242,661</u>
Total Appropriated Expenditures / Expenses and Reserves	<u>\$18,597,915</u>	<u>\$2,039,733</u>	<u>\$2,485,852</u>	<u>\$5,365,665</u>	<u>\$28,489,165</u>

Note regarding Funds included by Type:

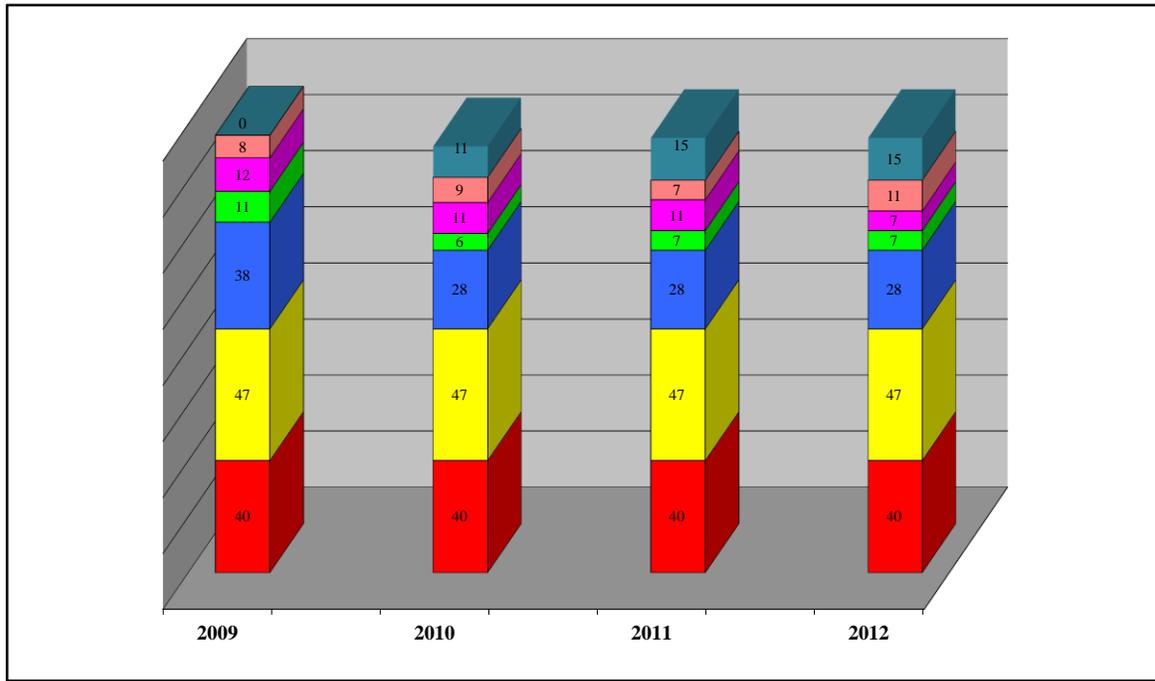
General Fund: The primary governmental operating fund.

Special Revenue Funds consist of the following governmental type funds:

Fund Name	Purpose
Cemetery Fund	City owned and operated cemetery operation
Historic District Fund	Revenues and expenditures for Historic District special projects
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

SUMMARY OF STAFF

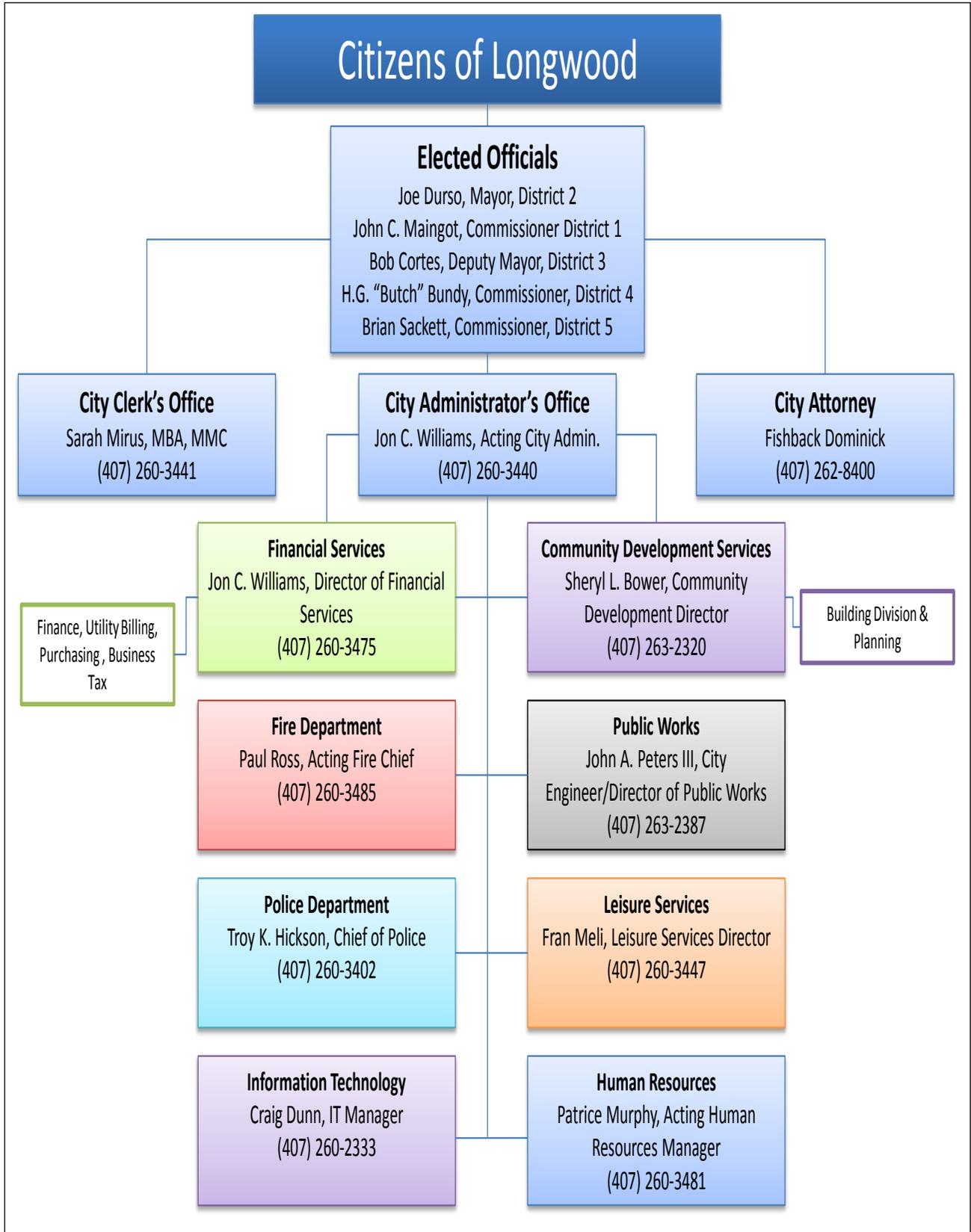
FISCAL YEAR 2011-2012



	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
 FIRE DEPARTMENT	40	40	40	40
 POLICE DEPARTMENT	47	47	47	47
 PUBLIC WORKS	38	28	28	28
 COMMUNITY DEVELOPMENT	11	6	7	7
 FINANCIAL SERVICES	12	11	11	7
 ADMINISTRATION	8	9	7	11
 LEISURE SERVICES	0	11	15	15
<b>TOTAL STAFF</b>	<b>156</b>	<b>152</b>	<b>155</b>	<b>155</b>

Note: For Fiscal 2012, FTEs Total 150 and PTEs Total 5

**Organizational Chart**



**CITY OF LONGWOOD**

**BUDGET CALENDAR**

<b>DATE</b>	<b>RESPONSIBLE PARTY</b>	<b>REQUIRED ACTIVITY</b>	<b>REQUIREMENT REFERENCE</b>
4/7/2011	Financial Services Director	Distribute budget worksheets to departments for developing preliminary 2011/12 budget.	
6/20/2011	Department Directors	Departments preliminary budget worksheets for all funds are due.	
On or before 6/1/2011	Property Appraiser	Estimated taxable values are submitted to the City.	Florida Statutes
6/27-6/30/2011	City Administrator	Discussions with each department concerning their requests.	
On or before 7/1/2011	Property Appraiser	Certified taxable values are submitted to the City.	Florida Statutes
7/18-7/30/2011	City Administrator	Budget work session with City Commission (All Fund Types).	
Not later than 8/1/2011	City Administrator	ADOPTED budget is submitted to the City Commission.	City Charter
8/1/2011	City Commission	Tentative millage rate is set, and public hearing dates are determined.	
Not later than 8/4/2011	Financial Services Director	DR-420 is submitted to the Property Appraiser.	Florida Statutes
9/6/2011	City Commission	First reading and first public hearing on ADOPTED budget.	Florida Statutes
9/19/2011	City Commission	Second reading second public hearing; Adoption of budget for FY 2011/12.	Florida Statutes
10/1/2011	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**

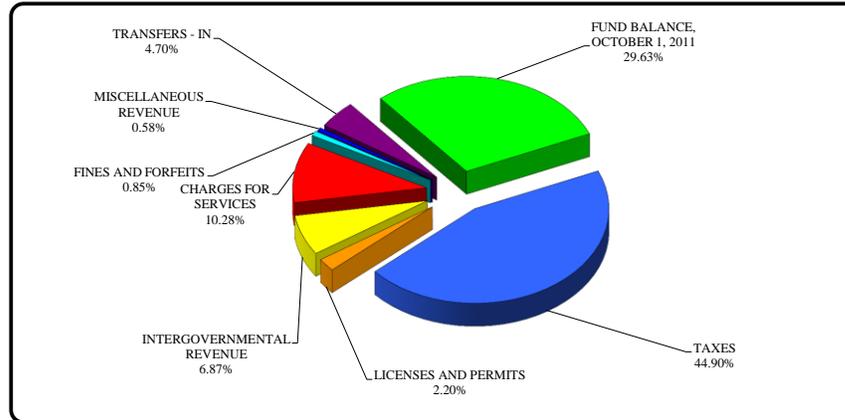
<b>STATISTICAL DATA</b>
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Date of incorporation	1923
Form of government	Commission/Administrator
Number of municipal employees (including police and fire)	152
Population	13,491
 City of Longwood facilities and services:	
Miles of streets:	
Paved	59.25
Unpaved	1.38
Parks and recreation:	
Park acreage	42
Community Center	1
Athletic Fields	6
Tennis Courts	4
Futsal Courts (soccer)	1
Basketball Courts	5.5
City playgrounds and passive parks	9
Fire Protection:	
Stations	2
Employees	40
Police Protection:	
Stations	1
Employees	47
Wastewater collection system:	
Miles of sanitary sewers	22.37
Lift Stations	31
Daily average treatment	*
Plants(s) capacity (MGD)	*
Disposal plants	*
Water distribution system:	
Miles of water mains	68.8
Daily average:	
Consumption (Million Gallons)	1.9
Plant capacity (Million Gallons)	7.2
Service connections	5787
Deep wells	5
Fire hydrants	561
 Facilities and services not included in the reporting entity:	
Education:	
Number of elementary schools	2
Number of elementary school instructors	81
Number of high schools	1
Number of high school instructors	174
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.

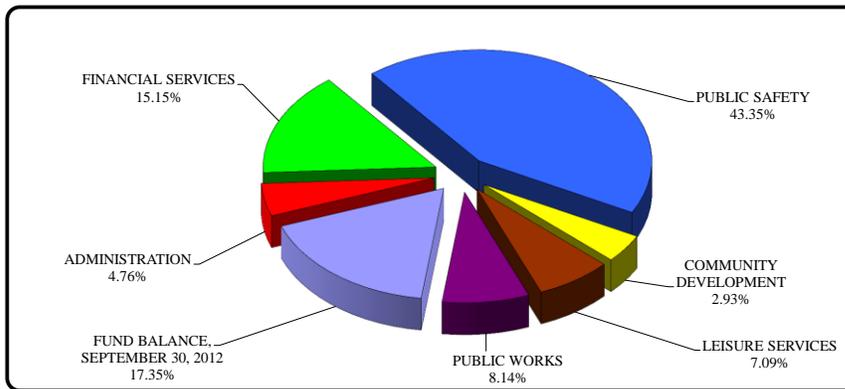
## GENERAL FUND - REVENUE AND EXPENDITURES

### FISCAL YEAR 2011-2012



**TOTAL REVENUES      \$      18,597,915**

	TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2011	\$ 5,510,354	29.63%
TAXES	8,350,006	44.90%
LICENSES AND PERMITS	408,950	2.20%
INTERGOVERNMENTAL REVENUE	1,276,957	6.87%
CHARGES FOR SERVICES	1,911,400	10.28%
FINES AND FORFEITS	157,300	0.85%
MISCELLANEOUS REVENUE	108,400	0.58%
TRANSFERS - IN	874,548	4.70%
<b>TOTAL REVENUE</b>	<b>\$ 18,597,915</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      18,597,915**

	TOTALS	PERCENT EXPENDITURES
ADMINISTRATION	\$ 886,145	4.76%
FINANCIAL SERVICES	2,818,189	15.15%
PUBLIC SAFETY	8,062,236	43.35%
COMMUNITY DEVELOPMENT	770,920	4.15%
LEISURE SERVICES	1,319,424	7.09%
PUBLIC WORKS	1,513,763	8.14%
FUND BALANCE, SEPTEMBER 30, 2012	3,227,238	17.35%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,597,915</b>	<b>100%</b>



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CITY OF LONGWOOD

**GENERAL FUND BUDGET SUMMARY**

		<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
		ACTUAL	BUDGET	ESTIMATE	ADOPTED
<b>FUND BALANCE, OCTOBER 1</b>		<b>5,812,618</b>	<b>6,212,361</b>	<b>6,212,361</b>	<b>5,510,354</b>
<b>ADD REVENUES:</b>					
<b>TAXES:</b>					
311-0000 AD VALOREM TAXES	4.99	5,038,035	4,388,754	4,398,027	4,099,023
312-0000 SALES & USE TAXES		94	-	191	100
313-1000 FRANCHISE FEES / ELECTRIC		1,406,640	1,335,000	1,339,720	1,335,000
313-2000 FRANCHISE FEES / TELEPHONE		-	-	-	-
313-4000 FRANCHISE FEES / GAS		28,928	27,000	27,000	27,000
313-5000 FRANCHISE FEES / CABLE TELEVISION		-	-	-	-
313-7000 FRANCHISE FEES / SOLID WASTE		296,956	265,000	241,337	241,000
314-1000 UTILITY TAX / ELECTRIC		1,299,810	1,160,000	1,270,471	1,270,000
314-3000 UTILITY TAX / WATER		137,927	156,800	157,900	157,000
314-4000 UTILITY TAX / GAS		86,091	90,000	86,337	86,000
315-0000 COMMUNICATIONS SERVICES TAX		1,194,887	1,144,550	1,139,860	1,134,883
<b>TOTAL</b>		<b>9,489,367</b>	<b>8,567,104</b>	<b>8,660,842</b>	<b>8,350,006</b>
<b>LICENSES AND PERMITS:</b>					
321-1000 CITY OCCUPATIONAL LICENSES		180,324	180,000	166,713	165,000
322-0000 BUILDING PERMITS		138,848	125,000	190,899	200,000
322-1000 RADON GAS FEES		548	-	-	-
322-3000 RE-INSPECTIONS		8,990	8,000	10,015	10,000
322-8000 SITE PLAN REVIEWS		15,288	10,000	5,295	30,000
329-1000 ARBOR PERMITS		4,705	4,000	3,739	3,700
329-2000 PAINT COLOR		200	150	275	250
<b>TOTAL</b>		<b>348,903</b>	<b>327,150</b>	<b>376,936</b>	<b>408,950</b>
<b>INTERGOVERNMENTAL REVENUES:</b>					
331-2100 LOCAL LAW ENFORCEMENT BLOCK GRANT		-	-	-	-
331-2200 H.I.D.T.A. GRANT		37,665	22,250	20,978	20,000
331-2400 FEDERAL GRANTS/U.S. DEPT. OF JUSTICE		-	-	-	-
331-2500 OJP/BULLETPROOF VEST GRANT		-	-	-	-
331-6200 ASSIST FIREFIGHTERS GRANT		-	-	-	-
334-1000 TECHNICAL ASSISTANCE GRANT		-	-	-	-
334-2400 FL DEPARTMENT OF LAW ENFORCEMENT		132,717	-	29,653	-
334-4200 F.D.O.T. JOINT PARTICIPATION AGREEMENT		112,860	-	-	-
334-4900 F.D.O.T. ROAD MAINT. AGREEMENT		55,202	65,000	65,000	65,000
334-5000 FERDAP GRANT (REITER PARK)		-	-	-	-
334-5200 DEPT OF AGRICULTURE GRANT		-	-	-	-
334-5500 FHWA EMERG RELIEF PROGRAM		-	-	-	-
334-8000 F.E.M.A.		-	-	-	-
335-1200 STATE REVENUE SHARING		376,340	363,850	372,154	364,435
335-1400 MOBILE HOME LICENSE TAX		1,339	1,200	1,158	1,100
335-1500 ALCOHOLIC BEVERAGE LICENSES		38,375	22,000	19,573	19,000
335-1800 HALF-CENT SALES TAX		752,637	757,240	755,120	742,122
335-2300 FIREFIGHTERS SUPPLEMENTAL COMPENSATION		14,736	10,500	13,115	13,000
335-4100 MOTOR FUEL TAX REBATES		8,329	7,000	8,873	8,000
337-2000 SCHOOL RESOURCE OFFICER		34,317	34,300	34,300	34,300
337-4100 CITY/COUNTY INTERLOCAL LANDSCAPE AGREEMENT		-	-	-	-
338-2000 COUNTY OCCUPATIONAL LICENSES		13,052	9,000	10,128	10,000
338-5000 COUNTY CDBG GRANT		-	-	-	-
<b>TOTAL</b>		<b>1,577,570</b>	<b>1,292,340</b>	<b>1,330,051</b>	<b>1,276,957</b>

CITY OF LONGWOOD

**GENERAL FUND BUDGET SUMMARY**

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	ACTUAL	BUDGET	ESTIMATE	ADOPTED
<b>CHARGES FOR SERVICES:</b>				
341-2000 LAND DEVELOPMENT FEES	5,110	3,500	1,600	1,600
341-3000 SALES OF MAPS AND PUBLICATIONS	1	5	-	-
342-1000 POLICE SERVICES	5,387	5,000	1,631	1,600
342-2000 OFF DUTY DETAIL	-	-	17,865	17,000
342-4000 POLICE SERVICES - COST RECOVERY	-	-	-	-
342-4200 FIRE SERVICES - COST RECOVERY	-	-	-	-
342-6000 AMBULANCE FEES	482,110	576,650	577,981	577,000
343-4500 GARBAGE BILLING FEES	1,071,383	1,100,000	1,077,007	1,077,000
343-4510 RECYCLING REVENUES	1,522	2,500	54,649	66,000
347-2010 SOFTBALL FEES	3,181	3,000	3,181	3,000
347-2020 SOFTBALL FEES / NON-RESIDENT	-	-	-	-
347-2025 SPECIAL EVENT FEES	3,853	3,000	3,302	3,000
347-2027 CITY EVENTS - NEEDY FAMILIES	-	-	-	-
347-2028 DONATIONS	6,396	1,000	6,296	6,000
347-2030 COMMUNITY BUILDING RENTALS	62,526	62,000	61,886	61,500
347-2045 BALL FIELD RENTALS	4,628	4,000	4,286	4,000
347-2050 CHEERLEADING / SELF DEFENSE / BOWLING LESSONS	11,490	12,500	12,817	12,500
347-2060 LBR - FIELD USE AGREEMENT	5,700	11,400	12,400	12,400
347-2065 BABE RUTH LEAGUE DONATION	-	-	-	-
347-2070 CONCESSIONS / BABE RUTH	1,500	3,000	3,000	300
347-2080 SUMMER CAMP PROGRAM	47,880	43,000	45,040	43,000
347-2090 YOUTH BASKETBALL LEAGUE	-	-	-	-
347-5000 BUILDING ATTENDANT FEE	13,029	5,000	25,706	25,000
349-1000 DEVELOPMENT IMPACT FEES	650	500	-	-
349-1011 COUNTY ROADS & LIBRARY IMPACT FEES	250	250	750	500
<b>TOTAL</b>	<b>1,726,595</b>	<b>1,836,305</b>	<b>1,909,398</b>	<b>1,911,400</b>
<b>FINES AND FORFEITS:</b>				
354-1000 PARKING FINES	729	700	837	800
354-2000 SECURITY ALARM FINES	890	1,300	720	700
354-3000 OTHER FINES	168,251	170,000	150,604	150,000
354-3010 OTHER FINES - INVESTIGATIVE COST RECOVERY	-	-	4,466	4,500
354-3020 COURT ORDERED RESTITUTION	-	-	1,294	1,300
<b>TOTAL</b>	<b>169,870</b>	<b>172,000</b>	<b>157,921</b>	<b>157,300</b>
<b>MISCELLANEOUS REVENUES:</b>				
361-1000 INTEREST EARNINGS	18,891	16,000	15,154	15,000
361-3000 INCREASE (DECREASE) IN FAIR VALUE OF INVESTMENTS	52,715	-	-	-
362-3000 RENTS AND ROYALTIES	39,011	39,010	43,777	62,400
364-4000 SALE OF SURPLUS EQUIPMENT	6,837	20,000	-	-
366-2000 FIREMAN'S HERITAGE GRANT	-	-	-	-
369-0000 OTHER MISCELLANEOUS REVENUES	88,072	27,000	58,418	27,000
369-3000 REFUND OF PRIOR YEAR EXPENDITURES	7,870	4,000	54,147	4,000
369-9100 CANDIDATE QUALIFYING FEE	2,100	500	-	-
<b>TOTAL</b>	<b>215,496</b>	<b>106,510</b>	<b>171,495</b>	<b>108,400</b>
<b>LEASE PROCEEDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS - IN:</b>				
382-1000 PUBLIC UTILITIES FUND	656,093	680,868	680,868	680,868
382-3000 STORMWATER MANAGEMENT FUND	119,682	193,680	193,680	193,680
383-0000 CAPITAL LEASE PROCEEDS	-	805,034	219,709	-
<b>TOTAL</b>	<b>775,775</b>	<b>1,679,582</b>	<b>1,094,257</b>	<b>874,548</b>
<b>TOTAL REVENUES AVAILABLE</b>	<b>20,116,195</b>	<b>20,193,352</b>	<b>19,913,262</b>	<b>18,597,915</b>

CITY OF LONGWOOD

<b>GENERAL FUND BUDGET SUMMARY</b>
------------------------------------

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>TOTAL REVENUES AVAILABLE</b>	<b>20,116,195</b>	<b>20,193,352</b>	<b>19,913,262</b>	<b>18,597,915</b>
<b>DEDUCT EXPENDITURES:</b>				
<b>ADMINISTRATION:</b>				
CITY COMMISSION	37,134	41,103	41,721	41,831
CITY CLERK	249,424	143,190	128,835	153,489
CITY ADMINISTRATOR	277,218	421,893	467,303	393,620
CITY ATTORNEY	170,860	140,000	109,552	140,000
GENERAL SERVICES	218,475	153,718	134,299	157,205
HUMAN RESOURCES	467,403	413,900	432,070	477,361
INFORMATION TECHNOLOGY	490,182	858,769	829,278	714,969
<b>FINANCIAL SERVICES:</b>				
PURCHASING	73,806	74,241	74,575	73,831
FINANCE	269,440	393,912	336,380	282,130
UTILITY BILLING	1,236,585	1,264,304	1,264,091	1,269,898
<b>POLICE</b>	<b>3,780,892</b>	<b>3,767,341</b>	<b>3,581,328</b>	<b>3,990,394</b>
<b>FIRE</b>	<b>3,661,422</b>	<b>4,757,152</b>	<b>3,811,452</b>	<b>4,071,842</b>
<b>COMMUNITY DEVELOPMENT:</b>				
PLANNING/ECONOMIC DEVELOPMENT	303,090	523,386	341,397	602,644
BUILDING	157,381	163,468	164,683	168,276
<b>LEISURE SERVICES:</b>	<b>793,321</b>	<b>1,170,651</b>	<b>1,054,852</b>	<b>1,319,424</b>
<b>PUBLIC WORKS:</b>				
STREETS	1,717,199	1,501,557	1,631,092	1,513,763
<b>TRANSFERS-OUT:</b>				
STORMWATER FUND	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>13,903,833</b>	<b>15,788,585</b>	<b>14,402,908</b>	<b>15,370,677</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>6,212,361</b>	<b>4,404,767</b>	<b>5,510,354</b>	<b>3,227,238</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
2010	ACTUAL	37,134
2011	BUDGET	41,103
2011	ESTIMATE	41,721
2012	ADOPTED	41,831

#### 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

	2010 ACTUAL	2011 BUDGET	2011 ESTIMATE	2011 ADOPTED
<b>PERSONNEL COSTS:</b>				
1100 EXECUTIVE SALARIES	24,024	24,024	24,024	24,024
2100 F.I.C.A.	1,838	1,838	1,838	1,838
2200 RETIREMENT CONTRIBUTION	2,402	2,402	2,402	2,402
2400 WORKERS COMPENSATION	44	89	67	67
<b>TOTAL</b>	<b>28,309</b>	<b>28,353</b>	<b>28,331</b>	<b>28,331</b>
<b>SUPPLIES AND SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	-	-	-	
4020 COMMISSION DEVELOPMENT	5,896	5,000	5,479	5,500
4800 COMMUNITY RELATIONS	95	250	428	500
4900 OTHER CHARGES & OBLIGATIONS	462	2,500	2,482	2,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,372	5,000	5,001	5,000
6400 CAPITAL EQUIPMENT	-	-		-
<b>TOTAL</b>	<b>8,825</b>	<b>12,750</b>	<b>13,390</b>	<b>13,500</b>
<b>TOTAL COST</b>	<b>37,134</b>	<b>41,103</b>	<b>41,721</b>	<b>41,831</b>

ADMINISTRATION

**PROGRAM: CITY COMMISSION**

MANPOWER ANALYSIS

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
MAYOR	1	1	1
COMMISSIONERS	4	4	4
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>
6400 - Equipment			\$ -
			<u>-</u>
Total Capital Outlay			\$ -

## ADMINISTRATION

### PROGRAM: CITY CLERK

**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
2010	ACTUAL	249,424
2011	BUDGET	143,190
2011	ESTIMATE	128,835
2012	ADOPTED	153,489

#### 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>
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LINE ITEM DETAIL

		2010 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 ADOPTED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	160,494	68,500	69,111	68,500
1230	LONGEVITY PAY	5,886	450	450	450
1320	ELECTION OFFICIALS	1,508	-	-	2,000
1400	OVERTIME	-	-	-	-
2100	F.I.C.A.	12,569	5,275	5,322	5,275
2200	RETIREMENT CONTRIBUTION	15,936	6,895	7,039	6,895
2300	LIFE AND HEALTH INSURANCE	6,259	6,453	1,199	800
2400	WORKERS COMPENSATION	629	255	197	193
	<b>TOTAL</b>	<b>203,281</b>	<b>87,828</b>	<b>83,318</b>	<b>84,113</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	158	-	-	1,500
3400	OTHER CONTRACTUAL SERVICES	4,976	5,850	4,148	7,850
4020	EMPLOYEE DEVELOPMENT	1,459	2,950	2,731	6,200
4,100	COMMUNICATIONS	619	462	586	1,979
4200	POSTAGE	12,231	16,000	11,316	14,000
4400	RENTALS AND LEASES	420	550	314	822
4600	REPAIR AND MAINTENANCE	665	500	240	500
4700	PRINTING AND BINDING	6,503	9,500	9,925	15,000
4800	COMMUNITY RELATIONS	1,166	400	418	900
4900	LEGAL ADVERTISING	14,071	15,000	12,920	14,000
5100	OFFICE SUPPLIES	720	500	1,051	1,300
5200	OPERATING SUPPLIES	272	2,600	1,300	4,250
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	970	1,050	568	1,075
6400	EQUIPMENT	1,913	-	-	-
	<b>TOTAL</b>	<b>46,143</b>	<b>55,362</b>	<b>45,517</b>	<b>69,376</b>
	<b>TOTAL COST</b>	<b>249,424</b>	<b>143,190</b>	<b>128,835</b>	<b>153,489</b>

ADMINISTRATION

**PROGRAM: CITY CLERK**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
CITY CLERK	1	1	1
DEPUTY CITY CLERK	1	0	0
RECEPTIONIST	0	0	0
CLERICAL WORKER (PART-TIME)	1	0	0
ADMINISTRATIVE SECRETARY	1	0	0
<b>TOTAL</b>	<b>4</b>	<b>1</b>	<b>1</b>

CAPITAL OUTLAY

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

## ADMINISTRATION

### PROGRAM: CITY ADMINISTRATOR

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2010	ACTUAL	277,218
2011	BUDGET	421,893
2011	ESTIMATE	467,303
2012	ADOPTED	393,620

#### 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 ADMINISTRATOR</b>
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LINE ITEM DETAIL

	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	204,733	296,835	359,674	284,210
1230 LONGEVITY PAY	300	5,400	1,472	1,100
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	15,145	23,121	26,904	21,826
2200 RETIREMENT CONTRIBUTION	19,210	28,326	28,467	27,330
2300 LIFE AND HEALTH INSURANCE	16,013	31,531	36,206	34,921
2400 WORKERS COMPENSATION	769	5,270	1,009	3,743
<b>TOTAL</b>	<b>256,171</b>	<b>390,483</b>	<b>453,732</b>	<b>373,130</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	95	-	-	-
4010 TRAVEL AND PER DIEM	-	-	-	-
4020 EMPLOYEE DEVELOPMENT	2,589	4,000	1,536	5,000
4100 COMMUNICATION	436	1,060	965	1,990
4200 POSTAGE	-	100	-	300
4700 PRINTING AND BINDING	13,029	10,750	7,088	6,000
4800 PROMOTIONAL ACTIVITIES	-	10,000	22	-
4900 OTHER CHARGES	-	-	-	-
5100 OFFICE SUPPLIES	998	1,500	1,663	2,000
5200 OPERATING SUPPLIES	2,054	1,500	479	2,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,846	2,500	1,818	3,200
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>21,047</b>	<b>31,410</b>	<b>13,571</b>	<b>20,490</b>
<b>TOTAL COST</b>	<b>277,218</b>	<b>421,893</b>	<b>467,303</b>	<b>393,620</b>

ADMINISTRATION

**PROGRAM: CITY ADMINISTRATOR**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2011</u>
CITY ADMINISTRATOR	1	1	1
ASSISTANT TO CITY ADMINISTRATOR	1	1	1
ADMINISTRATIVE SECRETARY (Assigned to City Clerk)	0	1	1
CLERICAL WORKER PART-TIME (Assigned to City Clerk)	0	1	1
EXECUTIVE ASSISTANT TO CITY ADMINISTRATOR	0	1	1
RECEPTIONIST	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>6</b>	<b>6</b>

## 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
2010	ACTUAL	170,860
2011	BUDGET	140,000
2011	ESTIMATE	109,552
2012	ADOPTED	140,000

#### 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>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SERVICE COSTS:</b>				
3100 PROFESSIONAL SERVICES GENERAL	170,860	100,000	98,753	110,000
3110 PROFESSIONAL SERVICES LITIGATION	-	40,000	10,799	30,000
<b>TOTAL</b>	<b>170,860</b>	<b>140,000</b>	<b>109,552</b>	<b>140,000</b>
<b>TOTAL COST</b>	<b>170,860</b>	<b>140,000</b>	<b>109,552</b>	<b>140,000</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
2010	ACTUAL	218,475
2011	BUDGET	153,718
2011	ESTIMATE	134,299
2012	ADOPTED	157,205

#### 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**

		<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	74,801	34,000	34,382	34,000
1230	LONGEVITY PAY	2,175	525	525	525
1400	OVERTIME	-	-	-	-
2100	F.I.C.A.	5,672	2,641	2,660	2,641
2200	RETIREMENT CONTRIBUTION	7,738	3,453	3,493	3,453
2300	LIFE AND HEALTH INSURANCE	7,357	6,219	6,516	6,847
2400	WORKERS COMPENSATION	5,212	4,968	4,433	4,409
	<b>TOTAL</b>	<b>102,954</b>	<b>51,806</b>	<b>52,009</b>	<b>51,875</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3400	OTHER CONTRACTUAL SERVICES	29,287	17,250	26,459	10,300
3100	COMMUNICATIONS	1,989	462	273	330
4300	UTILITY SERVICES	47,780	24,100	31,825	32,000
4600	REPAIR AND MAINTENANCE	12,724	43,000	3,897	43,000
4610	REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
5510	FUEL	100	100	100	200
5200	OPERATING SUPPLIES	23,642	17,000	19,736	14,500
6300	IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400	EQUIPMENT	-	-	-	5,000
9800	RESERVE FOR CONTINGENCY	-	-	-	-
	<b>TOTAL</b>	<b>115,522</b>	<b>101,912</b>	<b>82,290</b>	<b>105,330</b>
	<b>TOTAL COST</b>	<b>218,475</b>	<b>153,718</b>	<b>134,299</b>	<b>157,205</b>

ADMINISTRATION

**PROGRAM: GENERAL SERVICES**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
FACILITIES CONST. & MAINT. SPECIALIST	1	1	1
PROGRAM/CMTY. BUILDING COORDINATOR	1	0	0
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>1</b>

6400 - Equipment

Reconfigure Audio Equipment for Commission Chambers \$ 3,000

Door Locks for City Hall Complex 2,000

Total Capital Outlay \$ 5,000

## 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
2010	ACTUAL	467,403
2011	BUDGET	413,900
2011	ESTIMATE	432,070
2012	ADOPTED	477,361

#### 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

	2010 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 ADOPTED
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	120,989	52,500	66,801	96,940
1230 LONGEVITY PAY	9,175	4,000	4,000	4,200
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	9,261	4,322	5,275	7,737
2200 RETIREMENT CONTRIBUTION	13,128	6,085	5,539	7,944
2300 LIFE AND HEALTH INSURANCE	15,417	5,984	6,450	13,837
2400 WORKERS COMPENSATION	493	209	198	283
2500 UNEMPLOYMENT COMPENSATION	29,492	25,000	25,000	25,000
2800 EMPLOYEE PROGRAMS	2,310	3,100	8,582	6,200
<b>TOTAL</b>	<b>200,266</b>	<b>101,200</b>	<b>121,845</b>	<b>162,141</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	10,871	28,200	25,031	33,200
3400 OTHER CONTRACTUAL SERVICES	-	-	10,445	-
4020 EMPLOYEE DEVELOPMENT	3,503	2,000	2,581	1,775
4100 COMMUNICATIONS	-	-	-	350
4200 POSTAGE	192	100	91	100
4500 LIABILITY INSURANCE	241,786	269,525	268,705	269,000
4520 INSURANCE DEDUCTIBLE	626	5,000	2,000	5,000
4600 REPAIR AND MAINTENANCE	-	-	-	-
4700 PRINTING AND BINDING	61	500	-	1,000
4900 OTHER CHARGES AND OBLIGATIONS	5,701	5,000	1,061	2,000
5100 OFFICE SUPPLIES	1,690	500	130	500
5200 OPERATING SUPPLIES	1,882	1,550	181	1,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	825	325	-	795
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>267,137</b>	<b>312,700</b>	<b>310,225</b>	<b>315,220</b>
<b>TOTAL COST</b>	<b>467,403</b>	<b>413,900</b>	<b>432,070</b>	<b>477,361</b>

ADMINISTRATION

**PROGRAM: HUMAN RESOURCES**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
HUMAN RESOURCES MANAGER	1	1	1
PAYROLL CLERK	1	0	1
BUSINESS TAX/HR SPECIALIST	1	0	0
<b>TOTAL</b>	<b>3</b>	<b>1</b>	<b>2</b>

CAPITAL OUTLAY

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

Note: Beginning FY2012, Personnel Costs reflect reclassification of Payroll Clerk from Finance.

## 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
2010	ACTUAL	490,182
2011	BUDGET	858,769
2011	ESTIMATE	829,278
2012	ADOPTED	714,969

#### **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

		2010 ACTUAL	2011 BUDGET	2011 ESTIMATE	2012 ADOPTED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	70,188	70,000	70,377	70,000
1230	LONGEVITY PAY	1,650	1,650	1,650	1,650
2100	F.I.C.A.	5,365	5,481	5,379	5,481
2200	RETIREMENT CONTRIBUTION	7,184	7,165	7,203	7,165
2300	LIFE AND HEALTH INSURANCE	5,765	6,471	6,768	7,100
2400	WORKERS COMPENSATION	267	265	202	201
	<b>TOTAL</b>	<b>90,420</b>	<b>91,032</b>	<b>91,579</b>	<b>91,597</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	4,164	7,500	2,098	5,000
3400	OTHER CONTRACTUAL SERVICES	194,450	329,561	317,930	329,648
4020	EMPLOYEE DEVELOPMENT	806	6,000	5,325	9,495
4100	COMMUNICATIONS	35,530	36,000	35,950	38,763
4200	POSTAGE	12	250	12	-
4400	RENTALS AND LEASES	52,599	76,184	72,507	92,116
4600	REPAIR AND MAINTENANCE	1,260	15,000	10,918	15,000
5200	OPERATING SUPPLIES	10,896	11,100	10,516	8,012
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	125	275	275	275
7100	CAPITAL LEASE PRINCIPAL	37,651	58,818	59,845	37,861
7200	CAPITAL LEASE INTEREST	3,406	7,340	2,614	4,942
6400	EQUIPMENT	58,865	219,709	219,709	82,260
	<b>TOTAL</b>	<b>399,763</b>	<b>767,737</b>	<b>737,699</b>	<b>623,372</b>
	<b>TOTAL COST</b>	<b>490,182</b>	<b>858,769</b>	<b>829,278</b>	<b>714,969</b>

ADMINISTRATION

**PROGRAM: INFORMATION TECHNOLOGY**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
INFORMATION TECHNOLOGY MANAGER	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

CAPITAL OUTLAY

6400 - Equipment	
Data Center Rack	\$ 11,000
Thin Clients (Replace Desktop Computers)	<u>71,260</u>
Total Equipment	\$ 82,260
Total Capital Outlay	\$ 82,260

## 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
2010	ACTUAL	73,806
2011	BUDGET	74,241
2011	ESTIMATE	74,575
2012	ADOPTED	73,831

#### 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>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	52,905	52,500	52,782	52,500
1230 LONGEVITY PAY	400	400	400	400
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	4,047	4,047	4,057	4,047
2200 RETIREMENT CONTRIBUTION	5,304	5,290	5,318	5,290
2300 LIFE AND HEALTH INSURANCE	5,646	6,344	6,643	6,972
2400 WORKERS COMPENSATION	200	196	149	148
<b>TOTAL</b>	<b>68,503</b>	<b>68,777</b>	<b>69,349</b>	<b>69,357</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICE	-	350	350	-
4020 EMPLOYEE DEVELOPMENT	2,840	2,500	2,688	1,935
4100 COMMUNICATION	242	-	-	-
4200 POSTAGE	-	250	-	200
4600 REPAIR AND MAINTENANCE	-	100	-	-
4700 PRINTING AND BINDING	-	300	301	300
4900 LEGAL ADVERTISING	298	400	400	500
5100 OFFICE SUPPLIES	400	375	315	350
5200 OPERATING SUPPLIES	297	350	333	300
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,225	839	839	889
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>5,303</b>	<b>5,464</b>	<b>5,226</b>	<b>4,474</b>
<b>TOTAL COST</b>	<b>73,806</b>	<b>74,241</b>	<b>74,575</b>	<b>73,831</b>

FINANCIAL SERVICES

**PROGRAM: PURCHASING**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
PURCHASING MANAGER	1	1	1
BUYER	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

CAPITAL OUTLAY

6400 - Equipment	\$ -
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
2010	ACTUAL	269,440
2011	BUDGET	393,912
2011	ESTIMATE	336,380
2012	ADOPTED	282,130

#### 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 the GFOA award standards.

#### 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>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	173,328	246,460	204,929	172,620
1230 LONGEVITY PAY	4,000	9,175	9,175	4,000
1400 OVERTIME	58	-	-	-
2100 F.I.C.A.	12,804	19,556	15,496	13,511
2200 RETIREMENT CONTRIBUTION	17,774	26,628	22,473	14,648
2300 LIFE AND HEALTH INSURANCE	12,185	31,377	28,981	21,102
2400 WORKERS COMPENSATION	659	946	599	495
<b>TOTAL</b>	<b>220,808</b>	<b>334,142</b>	<b>281,653</b>	<b>226,376</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3200 ACCOUNTING AND AUDITING	32,900	39,200	35,650	35,450
3400 OTHER CONTRACTUAL SERVICES	-	-	-	-
4020 EMPLOYEE DEVELOPMENT	2,307	2,475	2,455	1,700
4100 COMMUNICATION	565	400	108	-
4200 POSTAGE	46	50	203	935
4600 REPAIR AND MAINTENANCE	49	100	40	100
4700 PRINTING AND BINDING	383	2,500	1,396	2,500
4900 OTHER CHARGES AND OBLIGATIONS	10,227	12,500	12,002	12,500
5100 OFFICE SUPPLIES	515	450	471	750
5200 OPERATING SUPPLIES	506	500	900	850
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	667	1,595	1,502	969
6400 EQUIPMENT	466	-	-	-
<b>TOTAL</b>	<b>48,632</b>	<b>59,770</b>	<b>54,727</b>	<b>55,754</b>
<b>TOTAL COST</b>	<b>269,440</b>	<b>393,912</b>	<b>336,380</b>	<b>282,130</b>

**FINANCIAL SERVICES**

<b>PROGRAM: FINANCE</b>
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**MANPOWER ANALYSIS**

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

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
FINANCIAL SERVICES DIRECTOR	1	1	1
ACCOUNTING MANAGER	1	1	1
ACCOUNTING CLERK II	1	1	1
ACCOUNTING CLERK I	0	0	0
BUSINESS TAX/HR SPECIALIST	0	1	0
PAYROLL CLERK	0	1	0
<b>TOTAL</b>	<b>3</b>	<b>5</b>	<b>3</b>

**CAPITAL OUTLAY**

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

Note: Beginning FY2012, Personnel Costs reflect reclassification of Business Tax/HR Specialist and Payroll Clerk from Finance.

## 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
2010	ACTUAL	1,236,585
2011	BUDGET	1,264,304
2011	ESTIMATE	1,264,091
2012	ADOPTED	1,269,898

#### 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**

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	101,785	128,964	139,275	115,735
1230 LONGEVITY PAY	4,200	3,800	3,800	5,775
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	7,787	10,156	10,349	9,296
2200 RETIREMENT CONTRIBUTION	11,667	14,981	16,749	8,104
2300 LIFE AND HEALTH INSURANCE	15,271	18,962	19,570	20,123
2400 WORKERS COMPENSATION	400	491	417	340
<b>TOTAL</b>	<b>141,111</b>	<b>177,354</b>	<b>190,160</b>	<b>159,373</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	37,769	18,000	14,434	18,300
4020 EMPLOYEE DEVELOPMENT	-	1,500	-	6,000
4100 COMMUNICATION	656	800	427	700
4200 POSTAGE	28,549	30,000	30,000	30,000
4310 SOLID WASTE DISPOSAL	1,008,930	1,020,000	1,008,831	1,020,000
4600 REPAIR AND MAINTENANCE	-	100	-	350
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING AND BINDING	338	500	500	2,500
4900 OTHER CHARGES AND OBLIGATIONS	12,913	14,000	18,762	19,000
5100 OFFICE SUPPLIES	338	300	427	1,000
5200 OPERATING SUPPLIES	1,981	1,750	550	1,750
5510 FUEL	1,000	-	-	-
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	-	-	775
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	5,000
6400 EQUIPMENT	3,000	-	-	5,150
<b>TOTAL</b>	<b>1,095,474</b>	<b>1,086,950</b>	<b>1,073,931</b>	<b>1,110,525</b>
<b>TOTAL COST</b>	<b>1,236,585</b>	<b>1,264,304</b>	<b>1,264,091</b>	<b>1,269,898</b>

FINANCIAL SERVICES

**PROGRAM: UTILITY BILLING**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
UTILITY BILLING MANAGER	1	1	1
OCCUPATIONAL LICENSE CLERK	0	0	0
ACCOUNTING/BTR CLERK	2	2	2
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

CAPITAL OUTLAY

6300 - Improv. Other than Buildings Security Enhancement for Utility Billing	<u>\$ 5,150</u>
6400 - Equipment Hand Held Meter Reading Equipment - 2	<u>\$ 5,000</u>
Total capital outlay	\$ 10,150

Note: Beginning FY2012, Personnel Costs reflect reclassification of the Business Tax/HR Specialist from Finance to Utility Billing.  
Title changed to Accounting/BTR Clerk

## 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
2010	ACTUAL	3,780,892
2011	BUDGET	3,767,341
2011	ESTIMATE	3,581,328
2012	ADOPTED	3,990,394

#### 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>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	ACTUAL	BUDGET	ESTIMATE	ADOPTED
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	2,154,487	2,212,091	2,096,863	2,216,234
1230 LONGEVITY PAY	63,750	52,050	52,050	51,750
1240 HOLIDAY PAY	89,768	102,082	114,650	108,428
1250 COMMUNITY BUILDING DETAIL	3,802	5,000	-	5,000
1260 SPECIAL ASSIGNMENT PAY	45,809	35,000	65,794	35,000
1400 OVERTIME	130,884	150,000	158,473	160,000
1520 EDUCATION INCENTIVE	31,532	34,080	28,990	28,080
2100 F.I.C.A.	184,909	198,158	185,540	199,244
2200 RETIREMENT CONTRIBUTION	272,494	297,321	264,663	230,441
2300 LIFE AND HEALTH INSURANCE	237,988	312,876	276,505	344,335
2400 WORKERS COMPENSATION	84,839	88,522	79,769	85,708
<b>TOTAL</b>	<b>3,300,261</b>	<b>3,487,180</b>	<b>3,323,297</b>	<b>3,464,220</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	4,813	6,000	5,061	8,500
3400 OTHER CONTRACTUAL SERVICES	35,384	4,720	1,645	3,000
4020 EMPLOYEE DEVELOPMENT	-	-	-	-
4100 COMMUNICATIONS	36,833	35,761	26,408	37,600
4200 POSTAGE	96	100	85	100
4300 UTILITY SERVICES	33,389	28,000	21,302	28,000
4400 RENTALS AND LEASES	16,875	10,800	10,530	-
4600 REPAIR AND MAINTENANCE	17,666	43,291	33,151	38,300
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING AND BINDING	1,610	1,500	908	2,500
4800 COMMUNITY RELATIONS	1,021	6,500	6,500	5,000
5100 OFFICE SUPPLIES	3,278	2,750	3,063	3,000
5200 OPERATING SUPPLIES	80,372	39,300	27,185	44,250
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,559	1,439	2,292	2,045
5500 FUELS AND LUBRICANTS	122,000	100,000	119,901	110,000
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	125,737	-	-	12,000
7100 PRINCIPAL	-	-	-	207,086
7200 INTEREST	-	-	-	8,793
9800 CONTINGENCY	-	-	-	16,000
<b>TOTAL</b>	<b>480,632</b>	<b>280,161</b>	<b>258,031</b>	<b>526,174</b>
<b>TOTAL COST</b>	<b>3,780,892</b>	<b>3,767,341</b>	<b>3,581,328</b>	<b>3,990,394</b>

**POLICE**

**PROGRAM: LAW ENFORCEMENT**

**MANPOWER ANALYSIS**

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

<b><u>POSITION</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
POLICE CHIEF	1	1	1
POLICE COMMANDER	3	1	1
POLICE SERGEANTS	6	8	8
POLICE CORPORALS	0	6	6
POLICE OFFICERS	30	24	24
RECORDS CLERK	1	1	1
EVIDENCE CUSTODIAN	1	1	1
CODE ENFORCEMENT OFFICER	3	2	2
CRIME ANALYST/GRANTS/CMTY. RELATIONS	0	1	1
SECRETARY	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1
<b>TOTAL</b>	<b>47</b>	<b>47</b>	<b>47</b>

**CAPITAL OUTLAY**

6400 - Equipment:	
Laptop Computers - 4	4,000
Tasers - 8	8,000
	<hr/>
Total capital outlay	\$ 12,000

Note: Staff has requested Grant Funding for two(2) additional Police Officers which is not reflected in Personnel Costs. If awarded, Budget will need to be amended for FY2012.

## FIRE

### PROGRAM: FIRE AND RESCUE

**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
2010	ACTUAL	3,661,422
2011	BUDGET	4,757,152
2011	ESTIMATE	3,811,452
2012	ADOPTED	4,071,842

#### 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**

		<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	1,706,111	1,772,199	1,679,299	1,747,220
1230	LONGEVITY PAY	23,700	33,900	38,400	29,125
1240	HOLIDAY PAY	72,761	82,246	85,301	81,979
1250	PARAMEDIC PAY	166,249	175,000	181,415	182,000
1400	OVERTIME	320,683	377,970	356,337	374,101
1520	EDUCATION INCENTIVE	12,281	12,720	13,138	12,000
2100	F.I.C.A.	168,658	187,734	174,041	185,621
2200	RETIREMENT CONTRIBUTION	270,591	351,209	283,735	227,623
2300	LIFE AND HEALTH INSURANCE	220,610	268,102	252,603	296,169
2400	WORKERS COMPENSATION	104,250	121,254	81,721	87,486
	<b>TOTAL</b>	<b>3,065,893</b>	<b>3,382,334</b>	<b>3,145,990</b>	<b>3,223,324</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	-	10,400	9,500	20,946
3400	OTHER CONTRACTUAL SERVICES	63,501	85,300	56,273	91,461
4020	EMPLOYEE DEVELOPMENT	956	30,785	27,732	34,310
4100	COMMUNICATIONS	6,959	16,479	3,310	5,610
4200	POSTAGE	65	300	215	300
4300	UTILITY SERVICES	24,582	27,000	27,265	30,000
4400	RENTALS AND LEASES	7,663	750	662	750
4600	REPAIR AND MAINTENANCE	18,071	36,110	30,364	36,805
4610	REPAIR AND MAINTENANCE - VEHICLES	47,862	46,500	43,400	53,000
4700	PRINTING AND BINDING	1,400	2,500	1,502	2,000
4800	COMMUNITY RELATIONS	160	1,000	903	2,900
4900	OTHER CHARGES AND OBLIGATIONS	-	-	-	-
5100	OFFICE SUPPLIES	1,364	1,000	1,249	1,200
5200	OPERATING SUPPLIES	92,077	133,005	98,626	133,000
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,431	2,455	1,558	3,620
5510	FUEL	30,000	32,000	28,363	32,500
6200	BUILDINGS	-	-	-	-
6400	EQUIPMENT	77,417	633,265	38,212	47,050
7100	PRINCIPAL	181,086	265,009	259,933	304,578
7200	INTEREST	40,933	50,960	36,395	48,488
	<b>TOTAL</b>	<b>595,529</b>	<b>1,374,818</b>	<b>665,462</b>	<b>848,518</b>
	<b>TOTAL COST</b>	<b>3,661,422</b>	<b>4,757,152</b>	<b>3,811,452</b>	<b>4,071,842</b>

**FIRE**

**PROGRAM: FIRE AND RESCUE**

**MANPOWER ANALYSIS**

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

<b><u>POSITION</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
FIRE CHIEF	1	1	1
FIRE MARSHAL	0	1	1
BATTALION CHIEF	3	3	3
LIEUTENANT	6	6	6
FIREFIGHTER	27	27	27
TRAINING OFFICER	0	1	1
DIVISION CHIEF TRAINING	1	0	0
DIVISION CHIEF FIRE PREVENTION	1	0	0
ADMINISTRATIVE SECRETARY	1	1	1
<b>TOTAL</b>	<b>40</b>	<b>40</b>	<b>40</b>

**CAPITAL OUTLAY**

6400 - Equipment	
Firefighter Bunker Gear	22,000
Saw Kit	2,200
Turtle Crib Kit	2,000
Zoll/ Defibrillator	20,000
Office Furniture- Fire Marshal	850
Total capital outlay	<u>\$ 47,050</u>

## 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 ADOPTED 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
2010	ACTUAL	303,090
2011	BUDGET	523,386
2011	ESTIMATE	341,397
2012	ADOPTED	602,644

#### **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

**PROGRAM: PLANNING/ECONOMIC DEVELOPMENT**

LINE ITEM DETAIL

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	209,993	222,000	220,447	221,000
1230 LONGEVITY PAY	600	200	200	200
1400 OVERTIME	52	-	-	-
2100 F.I.C.A.	16,528	16,998	16,567	16,922
2200 RETIREMENT CONTRIBUTION	22,195	22,220	21,244	22,120
2300 LIFE AND HEALTH INSURANCE	21,892	25,656	23,050	28,168
2400 WORKERS COMPENSATION	4,536	4,252	3,064	3,051
<b>TOTAL</b>	<b>275,796</b>	<b>291,326</b>	<b>284,572</b>	<b>291,461</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	7,920	220,000	45,411	210,000
3400 OTHER CONTRACTUAL SERVICES	11,928	-	-	4,280
4020 EMPLOYEE DEVELOPMENT	2,062	4,500	4,500	7,545
4100 COMMUNICATION	619	660	580	1,958
4200 POSTAGE	13	100	-	150
4400 RENTALS AND LEASES	-	-	-	-
4600 REPAIRS AND MAINTENANCE	49	150	35	150
4610 REPAIRS AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING AND BINDING	56	1,250	582	1,200
4800 PROMOTIONAL ACTIVITIES	-	1,200	-	80,000
5100 OFFICE SUPPLIES	107	400	499	650
5200 OPERATING SUPPLIES	1,102	1,800	870	650
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,411	1,500	1,584	2,200
5500 FUEL	2,026	500	2,764	1,600
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	800
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>27,294</b>	<b>232,060</b>	<b>56,825</b>	<b>311,183</b>
<b>TOTAL COST</b>	<b>303,090</b>	<b>523,386</b>	<b>341,397</b>	<b>602,644</b>

COMMUNITY DEVELOPMENT

**PROGRAM: PLANNING/ECONOMIC DEVELOPMENT**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
COMMUNITY DEVELOPMENT DIRECTOR	1	1	1
COMMUNITY DEVELOPMENT COORDINATOR	1	1	1
PLANNER	0	1	1
PLANNER/STORMWATER	1	1	1
PLANNER/ED/GRANTS WRITER	1	0	0
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>

CAPITAL OUTLAY

6300 - Improv. Other than Buildings	
Customer Service Workspace Reconfiguration	<u>\$ 800</u>
Total Capital Outlay	\$ 800

## COMMUNITY DEVELOPMENT

### PROGRAM: BUILDING

**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
2010	ACTUAL	157,381
2011	BUDGET	163,468
2011	ESTIMATE	164,683
2012	ADOPTED	168,276

### 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>PROGRAM: BUILDING</b>
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LINE ITEM DETAIL

		<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	106,329	116,880	116,771	116,880
1230	LONGEVITY PAY	500	-	-	-
1400	OVERTIME	544	-	900	-
2100	F.I.C.A.	8,051	8,941	8,955	8,941
2200	RETIREMENT CONTRIBUTION	10,697	9,400	9,451	9,400
2300	LIFE AND HEALTH INSURANCE	9,520	12,444	13,163	13,864
2400	WORKERS COMPENSATION	2,773	3,785	2,700	2,705
	<b>TOTAL</b>	<b>138,414</b>	<b>151,450</b>	<b>151,940</b>	<b>151,790</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3400	OTHER CONTRACTUAL SERVICES	16,518	2,000	5,821	5,000
4020	EMPLOYEE DEVELOPMENT	300	1,500	-	1,500
4100	COMMUNICATIONS	692	2,280	994	1,872
4200	POSTAGE	-	50	-	50
4600	REPAIR AND MAINTENANCE	-	250	-	250
4700	PRINTING AND BINDING	655	200	319	300
5100	OFFICE SUPPLIES	107	300	309	500
5200	OPERATING SUPPLIES	448	-	1,977	2,014
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	247	500	613	1,000
5500	FUEL AND LUBRICANTS	-	3,800	2,710	4,000
6400	EQUIPMENT	-	1,138	-	-
	<b>TOTAL</b>	<b>18,967</b>	<b>12,018</b>	<b>12,743</b>	<b>16,486</b>
	<b>TOTAL COST</b>	<b>157,381</b>	<b>163,468</b>	<b>164,683</b>	<b>168,276</b>

COMMUNITY DEVELOPMENT

**PROGRAM: BUILDING**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
BUILDING OFFICIAL	1	1	1
BUILDING ASSISTANT	0	0	0
BUILDING INSPECTOR (PART TIME)	0	1	1
BUILDING DEPARTMENT COORDINATOR	1	0	0
PERMIT CLERK	0	1	1
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>3</b>

CAPITAL OUTLAY

6400 - Equipment:

Total equipment

\$ -

## 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
2010	ACTUAL	793,321
2011	BUDGET	1,170,651
2011	ESTIMATE	1,054,852
2012	ADOPTED	1,319,424

### 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>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	365,105	464,291	474,270	475,331
1230 LONGEVITY	1,925	3,350	3,350	3,425
1400 OVERTIME	15,214	24,500	10,603	15,000
2100 F.I.C.A.	28,054	37,649	35,026	37,772
2200 RETIREMENT CONTRIBUTION	31,440	38,333	37,429	41,794
2300 LIFE AND HEALTH INSURANCE	51,021	69,867	60,795	84,285
2400 WORKERS COMPENSATION	13,983	17,365	14,845	15,017
<b>TOTAL</b>	<b>506,741</b>	<b>655,355</b>	<b>636,318</b>	<b>672,624</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	900	-	6,663	70,000
3400 OTHER CONTRACTUAL SERVICES	32,252	26,350	31,595	44,850
3410 INSTRUCTOR FEES	9,771	20,850	13,260	18,000
4020 EMPLOYEE DEVELOPMENT	3,019	5,600	2,619	5,600
4100 COMMUNICATIONS	6,915	8,896	7,786	10,100
4200 POSTAGE	-	100	48	100
4300 UTILITY SERVICES	79,305	115,500	90,741	95,000
4400 RENTALS AND LEASES	5,810	13,100	5,704	18,100
4600 REPAIR AND MAINTENANCE	51,594	92,350	55,125	55,600
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING AND BINDING	968	2,000	1,798	5,500
4800 COMMUNITY RELATIONS	9,660	16,000	11,761	12,000
5100 OFFICE SUPPLIES	265	300	54	300
5200 OPERATING SUPPLIES	44,516	73,800	59,200	95,200
5210 PROGRAM SUPPLIES	8,465	10,550	10,637	10,800
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	914	1,750	1,813	2,250
5500 FUEL	12,369	12,000	15,330	16,000
6300 IMPROVEMENTS	-	81,750	70,000	138,000
6400 EQUIPMENT	19,858	34,400	34,400	17,400
9800 CONTINGENCY	-	-	-	32,000
<b>TOTAL</b>	<b>286,580</b>	<b>515,296</b>	<b>418,534</b>	<b>646,800</b>
<b>TOTAL COST</b>	<b>793,321</b>	<b>1,170,651</b>	<b>1,054,852</b>	<b>1,319,424</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>2010</b>	<b>2011</b>	<b>2012</b>
LEISURE SERVICES DIRECTOR	1	1	1
PARKS SERVICE SUPERVISOR	1	1	1
PARKS SERVICE SPECIALIST I	5	6	6
PARKS SERVICE SPECIALIST I (PART TIME)	0	1	1
PARKS SERVICE SPECIALIST II	3	2	2
RECREATION PROGRAM COORDINATOR	1	1	1
REC. PROGRAM/ COMM. COORDINATOR	0	1	1
EVENT SPECIALIST (PART TIME)	0	2	2
<b>TOTAL</b>	<b>11</b>	<b>15</b>	<b>15</b>

**CAPITAL OUTLAY**

6300 - Improvements	
Reiter Park	\$ 100,000
Arbor Park - Dog Park	38,000
	<hr/>
Total Improvements	\$ 138,000
6400 - Equipment	
36" 16hp Belt Drive Mower	\$ 3,000
48" 25hp Koh Tiger Cat Ztr	7,500
Pressure Washer	900
Water Tank	1,000
Chair Lift	4,000
Laptop Computer	1,000
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Total Equipment	\$ 17,400
Total Capital Outlay	\$ 155,400

## 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
2010	ACTUAL	1,717,199
2011	BUDGET	1,501,557
2011	ESTIMATE	1,631,092
2012	ADOPTED	1,513,763

#### 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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**LINE ITEM DETAIL**

	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	614,840	592,917	597,307	592,917
1230 LONGEVITY PAY	10,025	7,800	7,800	7,800
1400 OVERTIME	25,877	22,000	28,211	22,000
2100 F.I.C.A.	46,749	47,638	44,904	47,638
2200 RETIREMENT CONTRIBUTION	64,646	65,085	65,229	47,392
2300 LIFE AND HEALTH INSURANCE	83,007	104,706	86,622	115,777
2400 WORKERS COMPENSATION	42,804	40,999	32,933	33,239
<b>TOTAL</b>	<b>887,948</b>	<b>881,145</b>	<b>863,006</b>	<b>866,763</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	156,389	20,000	85,195	20,000
3400 OTHER CONTRACTUAL SERVICES	138,153	60,700	43,411	60,000
4020 EMPLOYEE DEVELOPMENT	3,333	2,000	3,489	4,500
4100 COMMUNICATIONS	6,764	6,862	4,779	7,000
4200 POSTAGE	30	100	76	100
4300 UTILITY SERVICES	309,628	296,500	298,290	296,500
4400 RENTALS AND LEASES	2,204	3,500	2,980	3,500
4600 REPAIR AND MAINTENANCE	56,140	85,500	35,070	60,000
4610 REPAIR AND MAINTENANCE - VEHICLES	48,867	75,000	75,000	75,000
4700 PRINTING AND BINDING	631	500	437	500
4900 OTHER CHARGES AND OBLIGATIONS	-	-	-	-
5100 OFFICE SUPPLIES	1,468	500	988	500
5200 OPERATING SUPPLIES	24,795	14,250	23,189	14,000
5230 SAFETY SUPPLIES	8,087	10,000	5,621	10,000
5300 ROAD MATERIALS AND SUPPLIES	3,679	15,000	3,078	12,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	3,974	3,750	4,810	3,850
5500 FUEL	24,497	25,000	38,303	25,000
5540 LUBRICANTS	2,380	1,250	900	1,250
6100 LAND	10,000	-	-	-
6300 IMPROVEMENTS	13,302	-	66,753	-
6400 EQUIPMENT	14,932	-	-	27,800
9300 ADMINISTRATIVE TRANSFERS	-	-	75,717	-
9800 RESERVE FOR CONTINGENCY	-	-	-	25,000
<b>Total</b>	<b>829,251</b>	<b>620,412</b>	<b>768,086</b>	<b>647,000</b>
<b>Total Cost</b>	<b>1,717,199</b>	<b>1,501,557</b>	<b>1,631,092</b>	<b>1,513,763</b>

**PUBLIC WORKS**

**PROGRAM: STREETS**

**MANPOWER ANALYSIS**

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

<b><u>POSITION</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
ADMINISTRATIVE ASSISTANT	1	1	1
PUBLIC WORKS DIRECTOR/CITY ENG	1	1	1
PUBLIC WORKS FIELD SUPERINTENDENT	0	0	0
PUBLIC WORKS FLEET SUPERVISOR	1	1	1
MECHANIC	1	1	1
PUBLIC WORKS MAINT. SPECIALIST I	6	6	6
PUBLIC WORKS MAINT. SPECIALIST II	3	3	3
PUBLIC WORKS STREETS SUPERVISOR	1	1	1
HORTICULTURE SPECIALIST I	1	1	1
STREETS DIVISION MANAGER	1	1	1
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>16</b>

**CAPITAL OUTLAY**

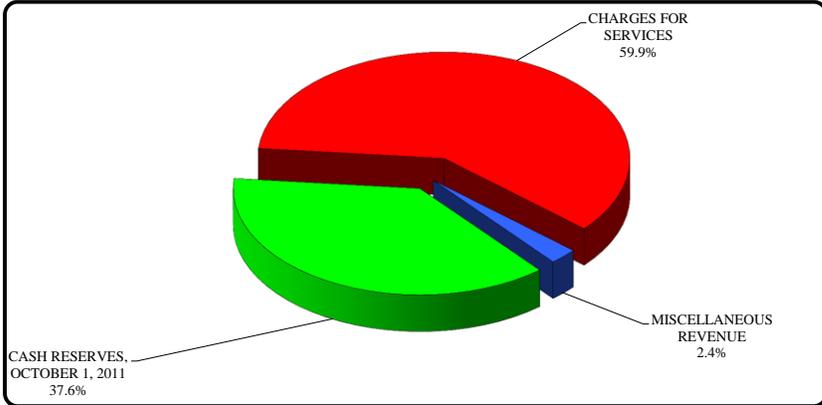
6400 - Equipment:	
Trailer Mounted Pressure Washer	\$ 7,250
Concrete Scarifier 10"	4,250
Tire Changer	6,000
Rotary Lift	<u>10,300</u>
 Total Equipment	 \$ 27,800



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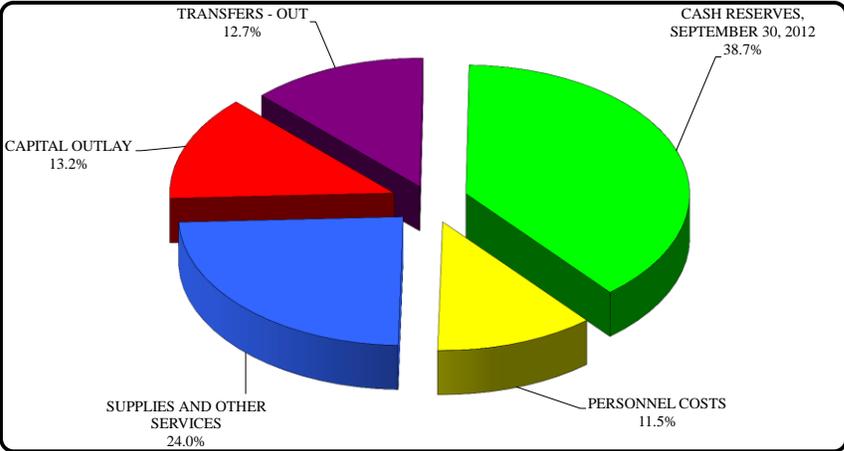
**PUBLIC UTILITIES FUND - REVENUE AND EXPENSES**

**FISCAL YEAR 2011-2012**



**TOTAL REVENUE      \$      5,365,665**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
CASH RESERVES, OCTOBER 1, 2011	\$ 2,018,365	37.6%
CHARGES FOR SERVICES	3,216,400	59.9%
MISCELLANEOUS REVENUE	130,900	2.4%
<b>TOTAL REVENUE</b>	<b>\$ 5,365,665</b>	<b>100%</b>



**TOTAL EXPENSE      \$      5,365,665**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
PERSONNEL COSTS	\$ 615,129	11.5%
SUPPLIES AND OTHER SERVICES	1,286,838	24.0%
CAPITAL OUTLAY	708,500	13.2%
TRANSFERS - OUT	680,868	12.7%
CASH RESERVES, SEPTEMBER 30, 2012	2,074,330	38.6%
<b>TOTAL EXPENSES</b>	<b>\$ 5,365,665</b>	<b>100%</b>



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**PUBLIC WORKS**

**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
2010	ACTUAL	2,852,376
2011	BUDGET	2,721,765
2011	ESTIMATE	2,825,004
2012	ADOPTED	3,291,335

**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.

**PUBLIC WORKS**

<b>PUBLIC UTILITIES FUND BUDGET SUMMARY</b>
---

	<u>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>BUDGET</u>	<u>2011</u> <u>ESTIMATE</u>	<u>2012</u> <u>ADOPTED</u>
<b>CASH RESERVES, OCTOBER 1</b>	<b>1,543,153</b>	<b>1,493,307</b>	<b>1,493,307</b>	<b>2,018,365</b>
<b>ADD REVENUES:</b>				
<b>CHARGES FOR SERVICES:</b>				
343-6110 WATER REVENUE / BILLED	1,399,168	1,568,094	1,579,096	1,579,000
343-6115 WATER SURCHARGE	3,898	4,000	5,432	5,400
343-6120 WATER METER CONNECTIONS	1,890	1,300	4,510	4,500
343-6125 TURN ON AND TURN OFF FEES	23,625	23,500	34,478	34,000
343-6130 LATE CHARGES	96,637	95,000	100,189	100,000
343-6135 SPRINKLERS / BILLED	11,606	11,500	11,623	11,500
343-6140 SEWER REVENUE / BILLED	1,246,730	1,454,525	1,464,300	1,464,000
343-6145 SEWER CONNECTION (TAP) FEES	1,850	2,000	2,050	2,000
343-6510 OTHER CHARGES	22,685	17,400	16,491	16,000
<b>TOTAL</b>	<b>2,808,089</b>	<b>3,177,319</b>	<b>3,218,169</b>	<b>3,216,400</b>
<b>MISCELLANEOUS REVENUES:</b>				
361-1000 INTEREST EARNINGS	3,074	2,900	2,998	2,900
363-2010 WATER DEVELOPMENT ASSISTANCE FEES	1,570	1,500	35,623	35,000
363-2020 SEWER DEVELOPMENT ASSISTANCE FEES	2,153	6,500	93,271	93,000
363-2390 SEWER DEVELOPMENT ASSISTANCE INTEREST	6	5,500	-	-
364-4000 SALE OF SURPLUS EQUIPMENT	(12,361)	-	-	-
<b>TOTAL</b>	<b>(5,559)</b>	<b>16,400</b>	<b>131,893</b>	<b>130,900</b>
<b>TOTAL REVENUES AVAILABLE</b>	<b>4,345,683</b>	<b>4,687,026</b>	<b>4,843,369</b>	<b>5,365,665</b>
<b>DEDUCT EXPENSES:</b>				
PUBLIC UTILITIES	2,196,283	2,040,897	1,856,120	2,610,467
<b>TRANSFERS - OUT:</b>				
GENERAL FUND	656,093	680,868	968,884	680,868
<b>TOTAL EXPENSES</b>	<b>2,852,376</b>	<b>2,721,765</b>	<b>2,825,004</b>	<b>3,291,335</b>
<b>CASH RESERVES, SEPTEMBER 30</b>	<b>1,493,307</b>	<b>1,965,261</b>	<b>2,018,365</b>	<b>2,074,330</b>

**PUBLIC WORKS**

<b>PROGRAM: PUBLIC UTILITIES</b>
----------------------------------

**LINE ITEM DETAIL**

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	393,617	404,283	435,740	404,283
1230 LONGEVITY PAY	5,675	4,675	4,675	4,675
1400 OVERTIME	39,672	32,000	62,034	32,000
2100 F.I.C.A.	31,603	33,733	36,062	33,733
2200 RETIREMENT CONTRIBUTION	42,295	45,842	48,417	32,551
2300 LIFE AND HEALTH INSURANCE	77,400	78,129	81,505	86,840
2400 WORKERS COMPENSATION	22,346	23,307	22,240	21,047
<b>TOTAL</b>	<b>612,608</b>	<b>621,969</b>	<b>690,673</b>	<b>615,129</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	83,699	69,000	21,812	79,000
3400 OTHER CONTRACTUAL SERVICES	228,869	15,000	26,936	23,800
4020 EMPLOYEE DEVELOPMENT	4,778	10,000	4,251	13,000
4100 COMMUNICATIONS	4,698	6,400	4,742	7,300
4200 POSTAGE	148	500	226	500
4300 UTILITY SERVICES	155,264	190,000	157,936	160,000
4400 RENTALS AND LEASES	1,414	2,500	2,444	3,500
4600 REPAIR AND MAINTENANCE	91,239	291,300	276,681	280,000
4610 REPAIR AND MAINTENANCE - VEHICLES	2,998	12,500	6,023	12,500
4700 PRINTING & BINDING	-	-	-	1,250
4900 OTHER CHARGES AND OBLIGATIONS	453,492	560,268	460,669	465,000
5200 OPERATING SUPPLIES	46,526	103,000	76,263	85,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	3,591	3,800	3,773	3,800
5500 FUEL	18,000	21,660	27,795	21,660
6200 BUILDINGS	-	-	26,084	-
6300 IMPROVEMENTS	341,986	125,000	56,597	345,000
6400 EQUIPMENT	146,973	8,000	13,215	363,500
9300 ADMINISTRATIVE TRANSFERS	656,093	680,868	968,884	680,868
9800 RESERVE FOR CONTINGENCY	-	-	-	130,528
<b>TOTAL</b>	<b>2,239,768</b>	<b>2,099,796</b>	<b>2,134,331</b>	<b>2,676,206</b>
<b>TOTAL COST</b>	<b>2,852,376</b>	<b>2,721,765</b>	<b>2,825,004</b>	<b>3,291,335</b>

**PUBLIC WORKS**

**PROGRAM: PUBLIC UTILITIES**

**MANPOWER ANALYSIS**

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

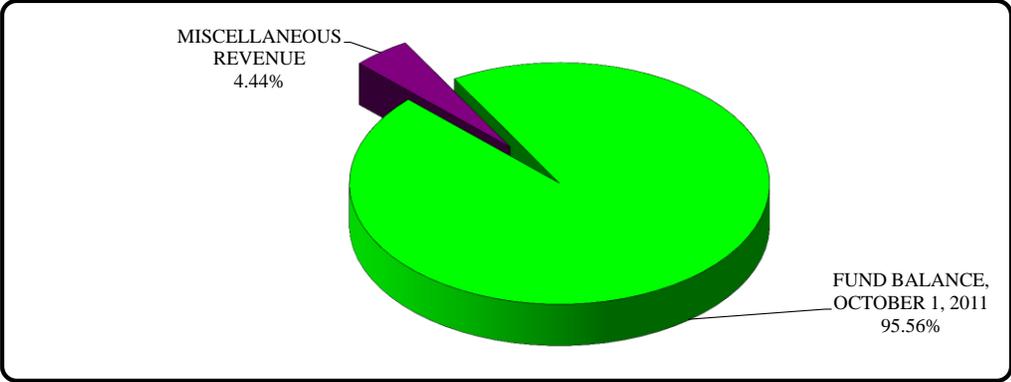
<b><u>POSITION</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
UTILITIES DIVISION MANAGER	1	1	1
UTILITIES FIELD SUPERVISOR	1	1	1
UTILITIES PLANT SUPERVISOR	0	0	0
BACKFLOW PROGRAM COORDINATOR	1	1	1
UTILITIES MAINTENANCE SPECIALIST I	5	4	4
UTILITIES MAINTENANCE SPECIALIST II	4	4	4
PLANT OPERATOR	0	1	1
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>

**CAPITAL OUTLAY**

6300 - Improvements:	
AC Pipe Replacement - Skylark Phase 1	\$ 300,000
Water Main Loops - Seminole/Highland	45,000
	<hr/>
Total improvements	\$ 345,000
6400 - Equipment	
Pump and Motor - Well #2	25,000
Rectifier - Water Plant #1	35,000
Rebuild Generator Cells Water Plant #2	25,000
Safety Rails - Ground Storage Tanks	25,000
Hydra Stop Equipment	61,000
Truck Mounted Crane	18,000
Pickup Truck	24,000
Pump and Motor - WTP #1	27,500
Emergency Generator WTP#2	100,000
Forklift	\$ 23,000
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Total equipment	\$ 363,500
Total capital outlay	\$ 708,500

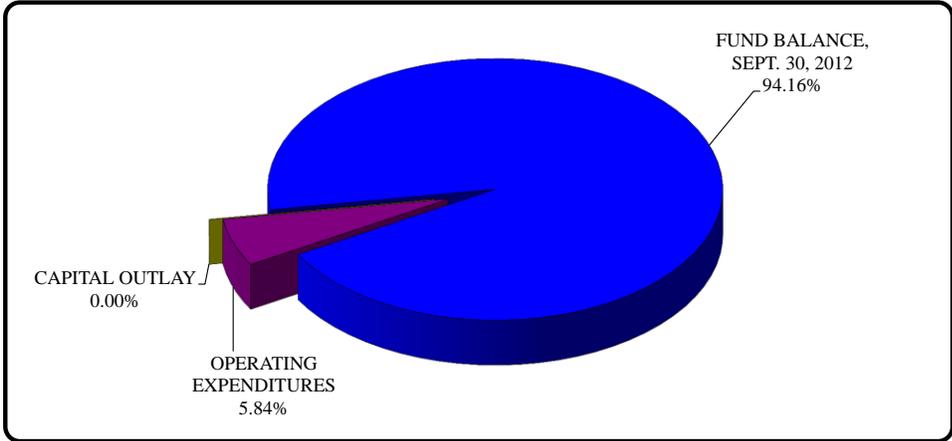
**CEMETERY FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2011-2012**



<b>TOTAL REVENUE</b>	<b>\$</b>	<b>164,310</b>
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	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2011	\$ 157,010	95.56%
MISCELLANEOUS REVENUE	7,300	4.43%
<b>TOTAL REVENUE</b>	<b>\$ 164,310</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>164,310</b>
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	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 9,600	5.84%
CAPITAL OUTLAY	-	0.00%
FUND BALANCE, SEPT. 30, 2012	154,710	94.16%
<b>TOTAL EXPENDITURES</b>	<b>\$ 164,310</b>	<b>100%</b>



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**CITY CLERK**

**PROGRAM: CEMETERY FUND**

**GOALS:** To provide quality service to the public in making final resting place arrangements along with the highest standards of maintenance possible for existing and future cemetery/ columbarium facilities and preservation of all burial and historical records.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2010	ACTUAL	4,476
2011	BUDGET	8,500
2011	ESTIMATE	6,161
2012	ADOPTED	9,600

**OBJECTIVES:**

Provide attractive and safe grounds in which individuals and families can visit.

Maintain official records of the cemetery in accordance with legal requirements.

**RESULTS:**

Grounds that are suitable for paying respects to loved ones.

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

**CITY CLERK**

<b>CEMETERY FUND BUDGET SUMMARY</b>
-------------------------------------

	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>FUND BALANCE, OCTOBER 1</b>	<b>147,786</b>	<b>155,032</b>	<b>155,032</b>	<b>157,010</b>
<b>ADD REVENUES:</b>				
334-7000 URBAN FORESTRY GRANT	-	-	-	-
361-1000 INTEREST EARNINGS	397	350	314	300
364-1000 CEMETERY LOTS	11,325	8,500	7,825	7,000
<b>TOTAL REVENUES AVAILABLE</b>	<b>159,508</b>	<b>163,882</b>	<b>163,171</b>	<b>164,310</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	4,476	8,500	6,161	9,600
<b>TOTAL EXPENDITURES</b>	<b>4,476</b>	<b>8,500</b>	<b>6,161</b>	<b>9,600</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>155,032</b>	<b>155,382</b>	<b>157,010</b>	<b>154,710</b>

CITY CLERK

**PROGRAM: CEMETERY FUND**

**LINE ITEM DETAIL**

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	-	-	-	100
4300 UTILITY SERVICES	1,998	4,500	5,221	5,500
5200 OPERATING SUPPLIES	2,175	2,500	940	2,500
5220 REPURCHASE OF UNUSED LOTS	303	1,500	-	1,500
6300 IMPROVEMENTS	-	-	-	-
6400 EQUIPMENT	-	-	-	-
9800 RESERVE FOR CONTINGENCY	-	-	-	-
<b>TOTAL</b>	<b><u>4,476</u></b>	<b><u>8,500</u></b>	<b><u>6,161</u></b>	<b><u>9,600</u></b>
<b>TOTAL COST</b>	<b>4,476</b>	<b>8,500</b>	<b>6,161</b>	<b>9,600</b>

6400 - Equipment

\$ -

Total equipment

\$ -

Total capital outlay

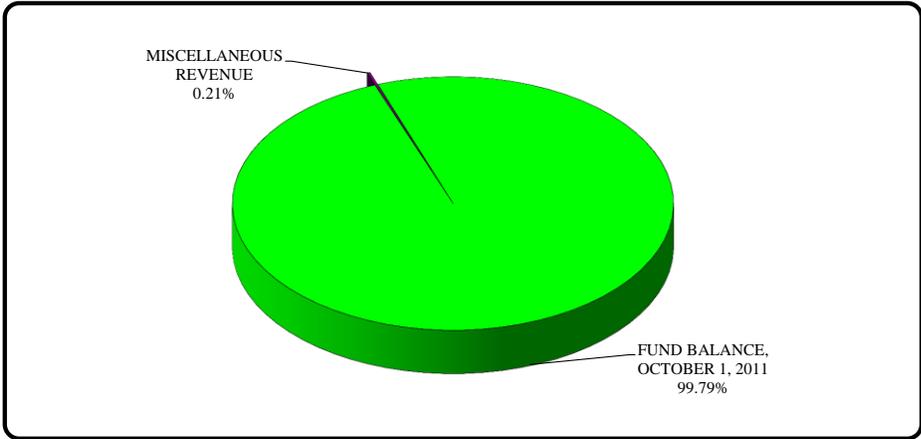
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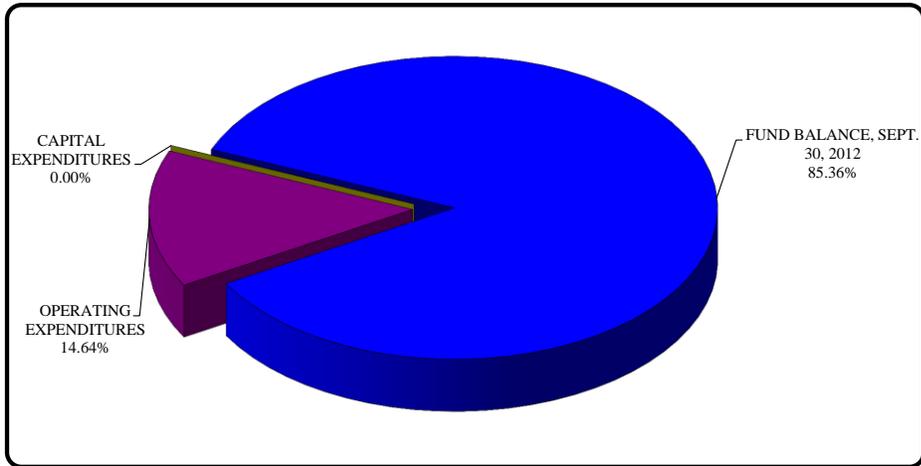
**HISTORIC DISTRICT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2011-2012**



<b>TOTAL REVENUE</b>	<b>\$ 47,812</b>
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	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2011	\$ 47,712	99.79%
MISCELLANEOUS REVENUE	100	0.21%
<b>TOTAL REVENUE</b>	<b>\$ 47,812</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$ 47,812</b>
---------------------------	------------------

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 7,000	14.64%
CAPITAL EXPENDITURES	-	0.00%
FUND BALANCE, SEPT. 30, 2012	40,812	85.36%
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,812</b>	<b>100%</b>



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## ADMINISTRATION

### **PROGRAM: HISTORIC DISTRICT FUND**

**GOALS:** To preserve, improve and revitalize the historic district, and to promote the community's historical resources and reclaim the community's historical heritage.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2010	ACTUAL	4,600
2011	BUDGET	7,000
2011	ESTIMATE	3,000
2012	ADOPTED	7,000

#### **OBJECTIVES:**

To work with the City to create a cohesive plan of improvements for the Historic District.

To administer the Historic District Matching Grant Program.

#### **RESULTS:**

Provide more opportunities for public use and enjoyment of the Historic District.

Provide financial assistance to property owners in the Historic District in order to improve contributing and supporting structures.

ADMINISTRATION

<b>HISTORIC DISTRICT FUND BUDGET SUMMARY</b>
--

	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>FUND BALANCE, OCTOBER 1</b>	55,074	50,610	50,610	47,712
<b>ADD REVENUES:</b>				
347-2025 SPECIAL EVENT FEES	-	-	-	-
361-1000 INTEREST EARNINGS	136	120	102	100
366-1000 DONATIONS	-	-	-	-
	55,210	50,730	50,712	47,812
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	4,600	7,000	3,000	7,000
<b>TOTAL EXPENDITURES</b>	4,600	7,000	3,000	7,000
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>50,610</b>	<b>43,730</b>	<b>47,712</b>	<b>40,812</b>

**ADMINISTRATION**

<b>PROGRAM: HISTORIC DISTRICT FUND</b>
--

**LINE ITEM DETAIL**

	<b>2010 ACTUAL</b>	<b>2011 BUDGET</b>	<b>2011 ESTIMATE</b>	<b>2012 ADOPTED</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4900 OTHER CHARGES AND OBLIGATIONS	4,600	7,000	3,000	7,000
6300 IMPROVEMENTS		-	-	-
<b>TOTAL</b>	<b>4,600</b>	<b>7,000</b>	<b>3,000</b>	<b>7,000</b>
<b>TOTAL COST</b>	<b>4,600</b>	<b>7,000</b>	<b>3,000</b>	<b>7,000</b>

**Capital Outlay**

6300 - Improvements

Total Capital Outlay

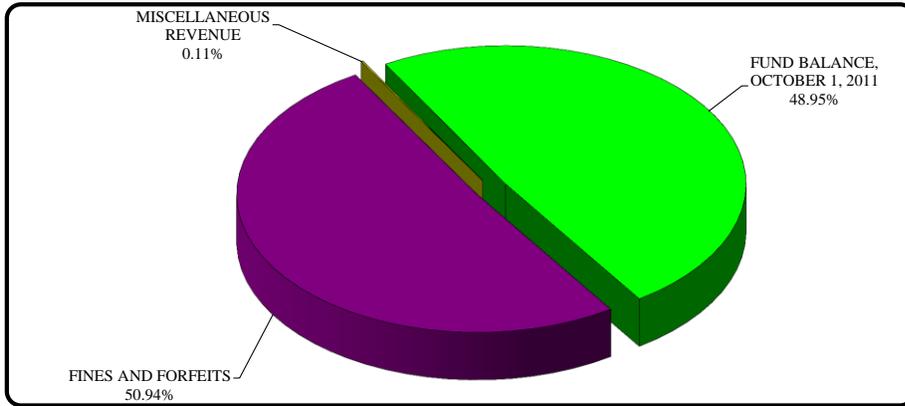
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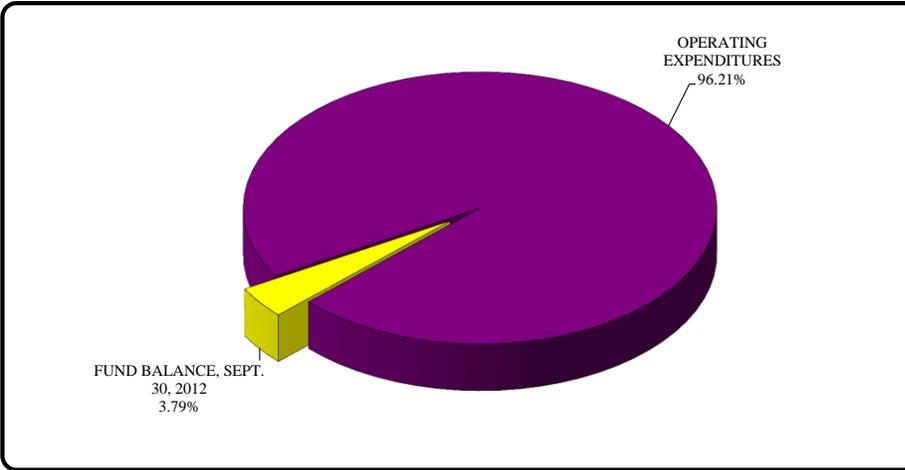
**POLICE EDUCATION FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2011-2012**



**TOTAL REVENUE      \$            17,669**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2011	\$            8,649	48.95%
FINES AND FORFEITS	9,000	50.94%
MISCELLANEOUS REVENUE	20	0.11%
<b>TOTAL REVENUE</b>	<b>\$            17,669</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$            17,669**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$            17,000	96.21%
FUND BALANCE, SEPT. 30, 2012	669	3.79%
<b>TOTAL EXPENDITURES</b>	<b>\$            17,669</b>	<b>100%</b>



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**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
2010	ACTUAL	25,440
2011	BUDGET	28,076
2011	ESTIMATE	22,856
2012	ADOPTED	17,000

**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>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>BUDGET</u>	<u>2011</u> <u>ESTIMATE</u>	<u>2012</u> <u>ADOPTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>35,174</b>	<b>22,470</b>	<b>22,470</b>	<b>8,649</b>
<b>ADD REVENUES:</b>				
351-3000 LAW ENFORCEMENT EDUCATION	12,666	9,000	9,011	9,000
361-1000 INTEREST EARNINGS	69	55	24	20
<b>TOTAL REVENUES AVAILABLE</b>	<b>47,909</b>	<b>31,525</b>	<b>31,505</b>	<b>17,669</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	25,440	33,000	22,856	17,000
<b>TOTAL EXPENDITURES</b>	<b>25,440</b>	<b>33,000</b>	<b>22,856</b>	<b>17,000</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u>22,470</u></b>	<b><u>(1,475)</u></b>	<b><u>8,649</u></b>	<b><u>669</u></b>

POLICE

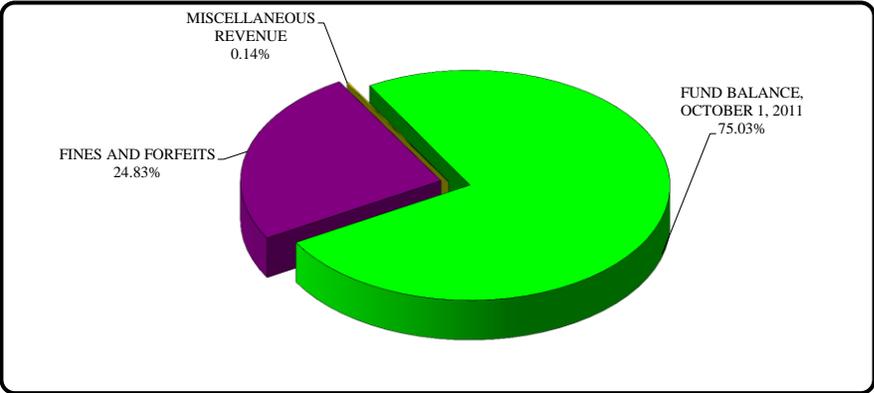
**PROGRAM: POLICE EDUCATION FUND**

LINE ITEM DETAIL

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4020 EMPLOYEE DEVELOPMENT	10,458	15,000	11,940	17,000
5200 OPERATING SUPPLIES	14,982	13,076	10,916	-
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>25,440</b>	<b>28,076</b>	<b>22,856</b>	<b>17,000</b>
<b>TOTAL COST</b>	<b>25,440</b>	<b>28,076</b>	<b>22,856</b>	<b>17,000</b>

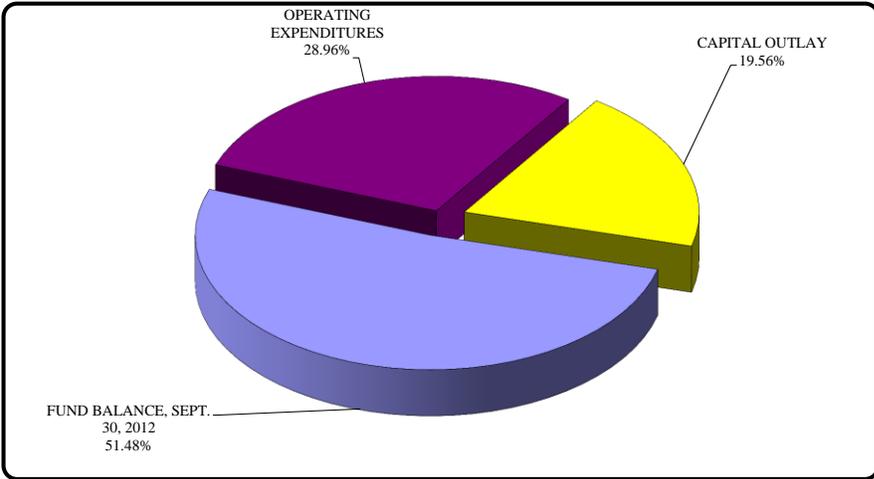
**SPECIAL LAW ENFORCEMENT TRUST FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2011-2012**



<b>TOTAL REVENUE</b>	<b>\$</b>	<b>132,937</b>
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	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2011	\$ 99,737	75.03%
FINES AND FORFEITS	33,000	24.82%
MISCELLANEOUS REVENUE	200	0.14%
<b>TOTAL REVENUE</b>	<b>\$ 132,937</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>132,937</b>
---------------------------	-----------	----------------

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 38,500	28.96%
CAPITAL OUTLAY	26,000	19.56%
FUND BALANCE, SEPT. 30, 2012	68,437	51.48%
<b>TOTAL EXPENDITURES</b>	<b>\$ 132,937</b>	<b>100%</b>



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**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
2010	ACTUAL	22,206
2011	BUDGET	47,000
2011	ESTIMATE	41,471
2012	ADOPTED	64,500

**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>2010</u> <u>ACTUAL</u>	<u>2011</u> <u>BUDGET</u>	<u>2011</u> <u>ESTIMATE</u>	<u>2012</u> <u>ADOPTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>37,285</b>	<b>107,369</b>	<b>107,369</b>	<b>99,737</b>
<b>ADD REVENUES:</b>				
351-2000 CONFISCATED PROPERTY	92,108	35,000	33,628	33,000
361-1000 INTEREST EARNINGS	181	120	211	200
<b>TOTAL REVENUES AVAILABLE</b>	<b>129,575</b>	<b>142,489</b>	<b>141,208</b>	<b>132,937</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	22,206	26,000	41,471	64,500
<b>TOTAL EXPENDITURES</b>	<b>22,206</b>	<b>26,000</b>	<b>41,471</b>	<b>64,500</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>107,369</b>	<b>116,489</b>	<b>99,737</b>	<b>68,437</b>

POLICE

**PROGRAM: SPECIAL LAW ENFORCEMENT TRUST FUND**

LINE ITEM DETAIL

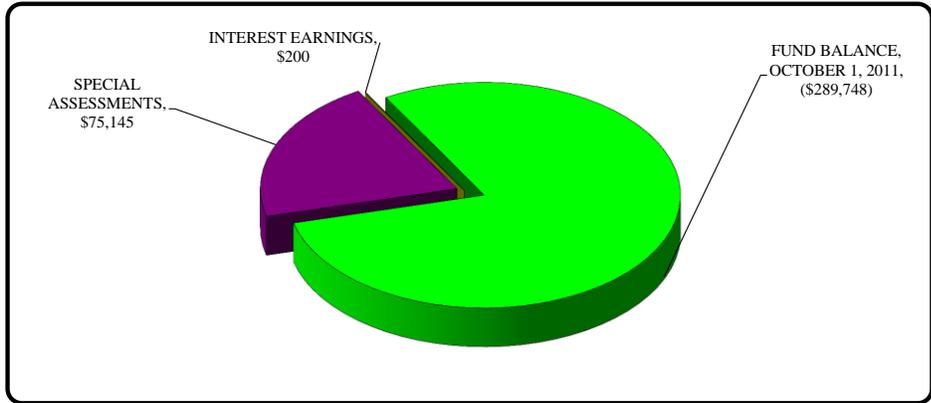
	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4020 EMPLOYEE DEVELOPMENT	-	-	-	-
4800 COMMUNITY RELATIONS	-	-	-	-
4900 DONATIONS	22,206	47,000	33,963	29,000
5200 OPERATING SUPPLIES	-	-	-	9,500
6400 EQUIPMENT	-	-	7,508	26,000
<b>TOTAL</b>	<b>22,206</b>	<b>47,000</b>	<b>41,471</b>	<b>64,500</b>
<b>TOTAL COST</b>	<b>22,206</b>	<b>47,000</b>	<b>41,471</b>	<b>64,500</b>

OUTLAYS

4900 - Donations:	
Special Program Support for Local Schools	
Reading Counts Programs	2,000
Project Graduation	1,500
Longwood Babe Ruth	1,500
Other Law Enforcement Programs	5,000
Police Memorial Week participation funding	4,000
DARE program support	5,000
Youth Build	2,000
Kids House	4,000
Safe House	1,000
Donations contingency for mid-budget community events	3,000
Total donations	\$ 29,000
6400 - Equipment	
Speed Measurement Devices	\$ 5,000
Drug K-9 Vehicle Cage System	\$ 5,000
Digital Ally Wireless Download Station	16,000
Total Capital Outlay	\$ 26,000

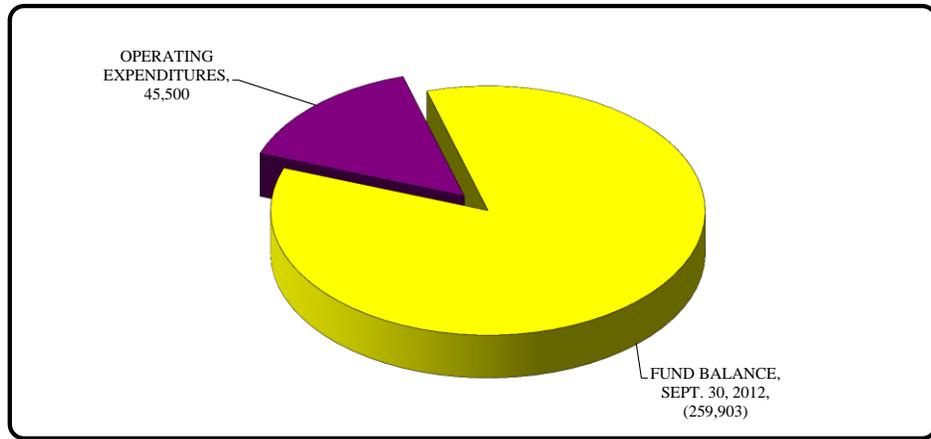
**SPECIAL ASSESSMENT FUND - REVENUES AND EXPENDITURES**

**FISCAL YEAR 2011-2012**



**TOTAL REVENUE      \$      (214,403)**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2011	\$ (289,748)	135.14%
SPECIAL ASSESSMENTS	75,145	-35.05%
INTEREST EARNINGS	200	-0.09%
<b>TOTAL REVENUE</b>	<b>\$ (214,403)</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      (214,403)**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 45,500	-21.22%
FUND BALANCE, SEPT. 30, 2012	(259,903)	121.22%
<b>TOTAL EXPENDITURES</b>	<b>\$ (214,403)</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
2010	ACTUAL	30,427
2011	BUDGET	45,500
2011	ESTIMATE	34,159
2012	ADOPTED	45,500

**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>
---

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>(377,103)</b>	<b>(330,178)</b>	<b>(330,178)</b>	<b>(289,748)</b>
<b>ADD REVENUES:</b>				
363-1030 SPECIAL ASSESSMENTS	76,922	73,000	74,355	75,145
361-1000 INTEREST EARNINGS	429	400	234	200
	<u>77,351</u>	<u>73,400</u>	<u>74,590</u>	<u>75,345</u>
<b>OPERATING TRANSFERS - IN:</b>				
PUBLIC FACILITIES FUND	-	-	-	-
GENERAL FUND	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUES AVAILABLE</b>	<b>(299,752)</b>	<b>(256,778)</b>	<b>(255,589)</b>	<b>(214,403)</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	30,427	45,500	34,159	45,500
<b>TOTAL EXPENDITURES</b>	<b>30,427</b>	<b>45,500</b>	<b>34,159</b>	<b>45,500</b>
	<u>30,427</u>	<u>45,500</u>	<u>34,159</u>	<u>45,500</u>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u>(330,178)</u></b>	<b><u>(302,278)</u></b>	<b><u>(289,748)</u></b>	<b><u>(259,903)</u></b>

PUBLIC WORKS

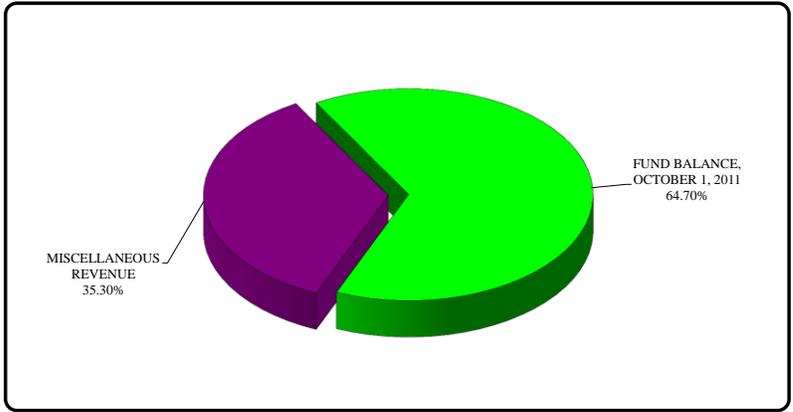
**PROGRAM: SPECIAL ASSESSMENTS FUND**

LINE ITEM DETAIL

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	367	-	-	-
3400 OTHER CONTRACTUAL SERVICES	23,385	25,000	24,687	25,000
4300 UTILITIES	8,127	9,000	8,343	9,000
4600 REPAIRS & MAINTENANCE	(1,452)	1,500	1,129	1,500
5200 OPERATING SUPPLIES	-	-	-	-
6300 IMPROVEMENTS	-	-	-	-
9800 RESERVES	-	10,000	-	10,000
<b>TOTAL</b>	<b>30,427</b>	<b>45,500</b>	<b>34,159</b>	<b>45,500</b>
<b>TOTAL COST</b>	<b>30,427</b>	<b>45,500</b>	<b>34,159</b>	<b>45,500</b>

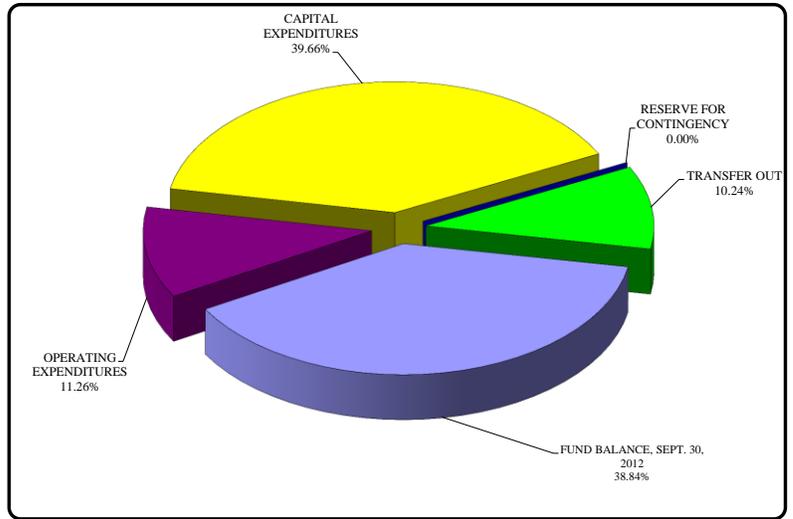
**STORMWATER MANAGEMENT - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2011-2012**



**TOTAL REVENUE      \$      1,891,408**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2011	\$ 1,223,758	64.70%
MISCELLANEOUS REVENUE	667,650	35.30%
<b>TOTAL REVENUE</b>	<b>\$ 1,891,408</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      1,891,408**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 213,000	11.26%
CAPITAL EXPENDITURES	750,000	39.65%
RESERVE FOR CONTINGENCY	-	0.00%
TRANSFER OUT	193,680	10.24%
FUND BALANCE, SEPT. 30, 2012	734,728	38.84%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,891,408</b>	<b>100%</b>



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## PUBLIC WORKS

### PROGRAM: STORMWATER MANAGEMENT FUND

**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
2010	ACTUAL	365,917
2011	BUDGET	536,430
2011	ESTIMATE	825,681
2012	ADOPTED	1,156,680

#### 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**

<b>STORMWATER MANAGEMENT FUND BUDGET SUMMARY</b>
--

	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>FUND BALANCE, OCTOBER 1</b>	<b>1,082,701</b>	<b>1,381,376</b>	<b>1,381,376</b>	<b>1,223,758</b>
<b>ADD REVENUES:</b>				
331-3900 FEMA GRANT	-	-	-	
381-2000 TRANSFER FROM GENERAL FUND	-	-	-	
361-1000 INTEREST EARNINGS	3,274	2,900	2,693	2,600
363-1250 STORMWATER SERVICE FEES	661,269	670,500	665,320	665,000
363-1260 INSPECTION FEES	50	50	50	50
369-3010 MISCELLANEOUS REVENUE	-	-	100,000	-
<b>TOTAL REVENUES AVAILABLE</b>	<b>1,747,293</b>	<b>2,054,826</b>	<b>2,049,439</b>	<b>1,891,408</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	246,235	342,750	428,026	963,000
<b>TRANSFERS OUT:</b>				
GENERAL FUND	119,682	193,680	397,655	193,680
<b>TOTAL EXPENDITURES</b>	<b>365,917</b>	<b>536,430</b>	<b>825,681</b>	<b>1,156,680</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>1,381,376</b>	<b>1,518,396</b>	<b>1,223,758</b>	<b>734,728</b>

**PUBLIC WORKS**

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

**LINE ITEM DETAIL**

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	88,021	20,000	113,047	20,000
3400 OTHER CONTRACTUAL SERVICES	68,974	42,500	36,339	24,000
4020 EMPLOYEE DEVELOPMENT	-	8,000	631	1,000
4300 UTILITY SERVICES	10,840	15,000	12,701	13,000
4600 REPAIR AND MAINTENANCE	25,356	135,000	115,511	120,000
5200 OPERATING SUPPLIES	1,853	10,000	4,732	25,000
5500 FUEL AND LUBRICANTS	-	10,000	-	10,000
6100 LAND ACQUISITION	-	-	142,875	-
6300 IMPROVEMENTS	33,807	100,000	-	750,000
6400 EQUIPMENT	17,384	2,250	2,190	-
9300 ADMINISTRATIVE TRANSFER	119,682	193,680	397,655	193,680
9800 RESERVE FOR CONTINGENCY	-	-	-	-
<b>TOTAL</b>	<b>365,917</b>	<b>536,430</b>	<b>825,681</b>	<b>1,156,680</b>
<b>TOTAL COST</b>	<b>365,917</b>	<b>536,430</b>	<b>825,681</b>	<b>1,156,680</b>

**CAPITAL OUTLAY**

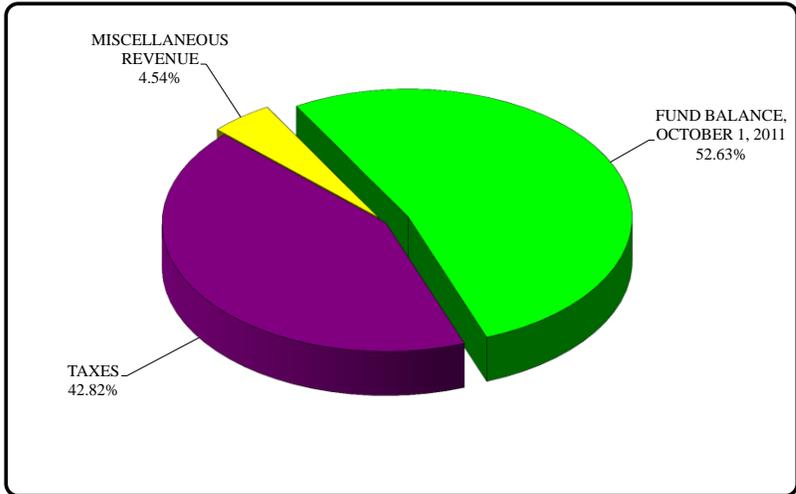
6300 - Improvements:	
Projects Identified in the Capital Improvement Plan	\$ 615,000
Fairy Lake Outfall Improvements	\$ 50,000
Rangeline Road Sluice Gate	\$ 85,000
<b>Total Improvements</b>	<b>\$ 750,000</b>
6400 - Equipment:	
<b>Total Equipment</b>	<b>\$ -</b>
<b>Total Capital Outlay</b>	<b>\$ 750,000</b>



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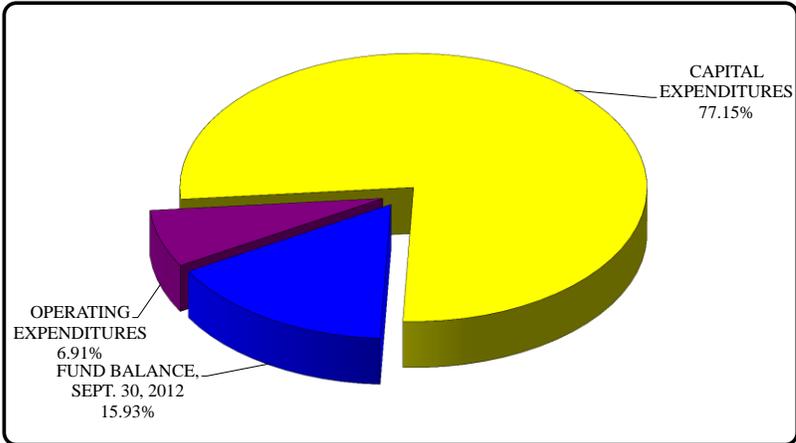
**PUBLIC FACILITIES IMPROVEMENT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2011-2012**



**TOTAL REVENUE \$ 1,123,257**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2011	\$ 591,218	52.63%
TAXES	481,000	42.82%
MISCELLANEOUS REVENUE	51,039	4.54%
<b>TOTAL REVENUE</b>	<b>\$ 1,123,257</b>	<b>100%</b>



**TOTAL EXPENDITURES \$ 1,123,257**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 77,670	6.91%
CAPITAL EXPENDITURES	866,700	77.16%
FUND BALANCE, SEPT. 30, 2012	178,887	15.94%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,123,257</b>	<b>100%</b>



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**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
2010	ACTUAL	73,421
2011	BUDGET	872,000
2011	ESTIMATE	1,981,894
2012	ADOPTED	944,370

**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**

<b>PUBLIC FACILITIES IMPROVEMENT FUND BUDGET SUMMARY</b>
--

	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>ADOPTED</b>
<b>FUND BALANCE, OCTOBER 1</b>	<b>1,109,304</b>	<b>1,565,089</b>	<b>1,565,089</b>	<b>591,218</b>
<b>ADD REVENUES:</b>				
312-2000 1-CENT LOCAL OPTION SALES TAX	73,421	530,000	573,899	135,000
312-4100 LOCAL OPTION GAS TAX	406,612	388,998	369,198	346,000
338-5000 C.D.B.G. GRANT	-	-	-	-
361-1000 INTEREST EARNINGS	3,426	2,500	3,403	2,500
363-1110 STREET PAVING ASSESSMENTS	45,747	49,500	61,523	48,539
369-0000 MISCELLANEOUS REVENUE	-	-	-	-
<b>TOTAL REVENUES AVAILABLE</b>	<b>1,638,510</b>	<b>2,536,087</b>	<b>2,573,112</b>	<b>1,123,257</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	73,421	872,000	1,981,894	944,370
TRANSFER OUT TO SPECIAL ASSESSMENTS	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>73,421</b>	<b>872,000</b>	<b>1,981,894</b>	<b>944,370</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>1,565,089</b>	<b>1,664,087</b>	<b>591,218</b>	<b>178,887</b>

**PUBLIC WORKS**

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

**LINE ITEM DETAIL**

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	31,381	75,000	213,804	77,670
5200 OPERATING SUPPLIES	-	2,000	-	-
6300 IMPROVEMENTS	<u>42,041</u>	<u>795,000</u>	<u>1,768,090</u>	<u>866,700</u>
<b>TOTAL</b>	<b>73,421</b>	<b>872,000</b>	<b>1,981,894</b>	<b>944,370</b>
<b>TOTAL COST</b>	<b>73,421</b>	<b>872,000</b>	<b>1,981,894</b>	<b>944,370</b>

**CAPITAL OUTLAY**

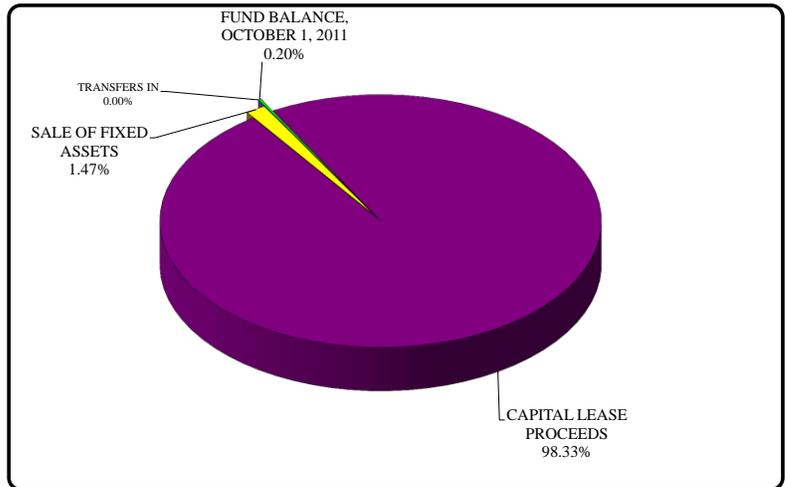
6300 - Improvements:				
Florida Avenue(Milwee to Freeman)				
West Jessup (CR 427 to D.E.)				
12th (2nd to D.E.)				
1St Place				<u>866,700</u>
 Total capital outlay				\$ 866,700



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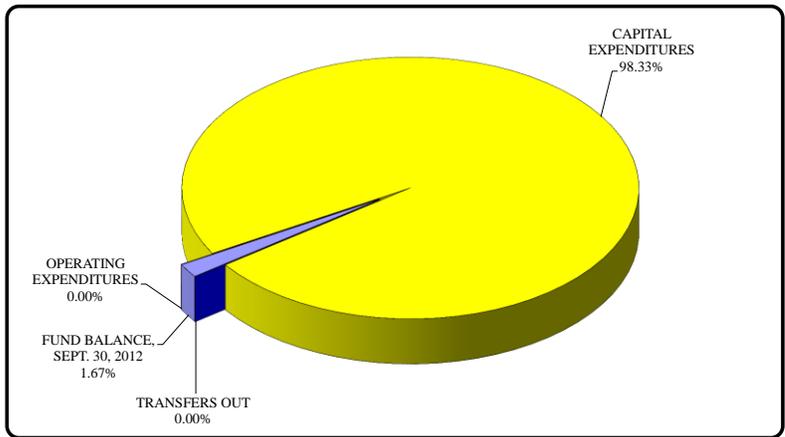
**CAPITAL PROJECTS FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2011-2012**



**TOTAL REVENUE      \$      1,362,595**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2011	\$      2,733	0.20%
CAPITAL LEASE PROCEEDS	1,339,842	98.33%
SALE OF FIXED ASSETS	20,000	1.47%
TRANSFERS IN	20	0.00%
<b>TOTAL REVENUE</b>	<b>\$      1,362,595</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      1,362,595**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$      -	0.00%
CAPITAL EXPENDITURES	1,339,842	98.33%
TRANSFERS OUT	-	0.00%
FUND BALANCE, SEPT. 30, 2012	22,753	1.67%
<b>TOTAL EXPENDITURES</b>	<b>\$      1,362,595</b>	<b>100%</b>



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**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
2010	ACTUAL	-
2011	BUDGET	2,792,068
2011	ESTIMATE	2,792,068
2012	ADOPTED	1,339,842

**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

**CAPITAL PROJECTS FUND BUDGET SUMMARY**

	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
	ACTUAL	BUDGET	ESTIMATE	ADOPTED
<b>FUND BALANCE, OCTOBER 1</b>	-	-	-	<b>2,733</b>
<b>ADD REVENUES:</b>				
361-1000 INTEREST EARNINGS	-	-	2,733	-
364-0000 SALE OF FIXED ASSETS	-	2,224,360	2,224,360	20,000
382-1000 TRANSFERS IN	-	567,708	567,708	20
383-0000 CAPITAL LEASE PROCEEDS	-	-	-	1,339,842
<b>TOTAL REVENUES AVAILABLE</b>	-	2,792,068	2,794,801	1,362,595
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	-	146,704	146,704	-
CAPITAL EXPENSES	-	2,536,266	2,536,266	1,339,842
TRANSFER OUT	-	109,098	109,098	-
<b>TOTAL EXPENDITURES</b>	-	2,792,068	2,792,068	1,339,842
<b>FUND BALANCE, SEPTEMBER 30</b>	<u>-</u>	<u>-</u>	<u>2,733</u>	<u>22,753</u>

**PUBLIC WORKS**

<b>PROGRAM: CAPITAL PROJECTS FUND</b>
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**LINE ITEM DETAIL**

		<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>ADOPTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	-	146,304	146,304	-
4900	OTHER CHARGES & OBLIGATIONS	-	400	400	-
5200	OPERATING SUPPLIES	-	-	-	-
6100	LAND ACQUISITION	-	465,000	465,000	-
6200	BUILDINGS	-	1,230,835	1,230,835	-
6300	IMPROVEMENTS	-	706,738	706,738	-
6400	EQUIPMENT	-	133,693	133,693	1,339,842
9300	TRANSFER OUT	-	109,098	109,098	-
<b>TOTAL</b>		-	<b>2,792,068</b>	<b>2,792,068</b>	<b>1,339,842</b>
<b>TOTAL COST</b>		-	<b>2,792,068</b>	<b>2,792,068</b>	<b>1,339,842</b>

**CAPITAL OUTLAY**

6100 - Land:

<b>Sub Total</b>	\$ -
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6200 - Buildings:

<b>Sub Total</b>	\$ -
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6300 - Improvements:

<b>Sub Total</b>	\$ -
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6400 - Equipment:

Fire - Replace Engine 17	\$ 330,000
Fire - Digital Vehicular Repeater MOBEXCOM	14,917
Fire - Flash Upgrade XTL Mobiles and XTS Portables	26,395
Fire - Motorola Mobiles (12) APX6500	49,368
Fire - Motorola Portables (19) APX6000II	80,883

Police - Marked Police Vehicles - 12	\$ 408,000
Police - Unmarked Police Vehicles - 3	63,000
Police - Motorola P25 Radio	311,279
Police - Harley Davidson Police Motorcycles - 4	56,000

<b>Sub Total</b>	<b>\$ 1,339,842</b>
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<b>Total capital outlay</b>	<b>\$ 1,339,842</b>
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**PUBLIC WORKS**

**PUBLIC FACILITIES CAPITAL IMPROVEMENT PROGRAM**

**PROJECT**

The City Commission approved the paving of all soil based streets utilizing the model street paving prototype which includes: sidewalks, driveway aprons, drainage improvements and landscaping. Abutting property owners will be assessed \$25 per front foot for soil based streets. With all soil based streets paved, the City will realize a reduction in cost attributed to operating and maintaining the City's grader (which will no longer be needed) and the cost of shell rock. The project will also provide for the safe movement of pedestrian and vehicular traffic and improve the overall value of properties abutting the paving projects.

<b>FISCAL YEARS</b>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
---------------------	----------------	----------------	----------------	----------------	----------------

**ESTIMATED  
COST**

\$0

**FUNDING  
SOURCES**

1-cent infrastructure surtax  
Local option gas tax  
\$25/ft assessment cost  
Interest earnings

**TIME  
SCHEDULE**

Completion within  
the fiscal year of  
each project

**ESTIMATED ANNUAL  
OPERATING  
COST**

LEISURE SERVICES

**PARKS CAPITAL IMPROVEMENT PROGRAM**

**PROJECT**

The parks capital improvement program was developed utilizing the master plan for parks and recreation land and facilities. Each park has been evaluated to determine the necessary improvements needed to enhance the recreational opportunities for the citizens of Longwood.

<b>FISCAL YEARS</b>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
---------------------	----------------	----------------	----------------	----------------	----------------

**ESTIMATED COST**

\$0

**FUNDING SOURCES**

General Fund

**TIME**

**SCHEDULE**

Completion within the fiscal year of each project

**ESTIMATED ANNUAL OPERATING COST**

These projects are replacing currently existing facilities and no additional costs will be realized over and above the current costs.

**PUBLIC WORKS**

**STORMWATER CAPITAL IMPROVEMENT PROGRAM**

**PROJECT**

The City Commission approved increasing the stormwater fee in order to address specific localized flooding. Upon completion of the stormwater master plan, a capital improvement program will be developed and prioritized for the areas that experience the most severe localized flooding. Each project will entail improving the current drainage system in order to reduce and manage the flooding more effectively.

<b>FISCAL YEARS</b>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
	To be determined upon completion of the Stormwater Master Plan	To be determined upon completion of the Stormwater Master Plan	To be determined upon completion of the Stormwater Master Plan	To be determined upon completion of the Stormwater Master Plan	To be determined upon completion of the Stormwater Master Plan

**ESTIMATED COST**

\$0

**FUNDING SOURCES**

Stormwater Fees

**TIME**

**SCHEDULE**

Completion within the fiscal year of each project

**ESTIMATED ANNUAL OPERATING COST**

**PUBLIC WORKS**

<b>PUBLIC UTILITIES/WATER CAPITAL IMPROVEMENT PROGRAM</b>
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**PROJECT**

The City's Hydraulic Model identified 19 major loops that contained deteriorating AC pipe. This improvement program replaces AC pipe with PVC pipe which will improve the overall water pressure of the system, eliminate the likelihood of pipe failure and reduce maintenance cost.

<b>FISCAL YEARS</b>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
	Water main loops per hydraulic study Palmetto - Freeman \$45,000	Water main loops Orange - Grant \$20,000			
	Replace 4,000 ft AC Pipe Longwood Groves \$400,000	Replace 4,000 ft AC Pipe Longwood Groves \$400,000			
		1 million gallon Ground Storage Tank \$1,200,000			
<b>ESTIMATED COST</b>	\$2,045,000	\$445,000	\$1,600,000		
<b>FUNDING SOURCES</b>	Public Utilities Fund Revenues				
<b>TIME SCHEDULE</b>	12 months	12 months			
	Completion within the fiscal year of each project				
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$2,000	\$2,000			

**PUBLIC WORKS**

<b>PUBLIC UTILITIES/WATER TREATMENT PLANT CAPITAL MAINTENANCE PROGRAM</b>
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**PROJECT**

The City Water Treatment Plants are managed under contract with a service provider. As a part of the contract provisions, the company is to survey plant condition and needs and recommend a program for capital maintenance projects. Based on the survey report provided, the following major replacements of plant equipment are scheduled:

<b>FISCAL YEARS</b>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
Water Plant #1	HSP 1 VFD \$10,000	HSP Motor 2 \$5,000  HSP 2 Pump \$10,000  HSP 2 VFD \$10,000			
Water Plant #2	Well 3 Pump \$15,000  HSP 5 VFD \$10,000	HSP 4 VFD \$10,000  Chlorine Generator \$150,000			
<b>ESTIMATED COST</b>					
\$220,000	\$35,000	\$185,000			
<b>FUNDING SOURCES</b>					
Public Utilities Fund Revenues					
<b>TIME SCHEDULE</b>					
Completion within the fiscal year of each project	12 months	12 months			
<b>ESTIMATED ANNUAL OPERATING COST</b>					

**PUBLIC WORKS**

**PUBLIC UTILITIES/WASTEWATER CAPITAL IMPROVEMENT PROGRAM**

**PROJECT**

The City Commission approved a policy regarding the installation of wastewater facilities to all commercial/industrial areas in the City and the mandatory hook-up to the wastewater system by the abutting businesses. The projects listed below comply with the City Commission policy. The installation of wastewater facilities abutting commercial/industrial properties has shown to increase the value of those abutting properties. Furthermore, the health, safety and welfare of the community is protected by reducing the likelihood of any public health problems associated with septic system failures. Future projects will be determined based on the recommendations of a master wastewater study.

<b>FISCAL YEARS</b>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
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**ESTIMATED COST**

\$0

**FUNDING SOURCES**

Public Utilities Fund Revenues

**TIME**

**SCHEDULE**

Completion within the  
the fiscal year of each project

**ESTIMATED ANNUAL  
OPERATING  
COST**

PUBLIC WORKS

**CEMETERY CAPITAL IMPROVEMENT PROGRAM**

**PROJECT**

**FISCAL YEARS**      2012/13                      2013/14                      2014/15                      2015/16                      2016/17

**ESTIMATED  
COST**

\$                      -

**FUNDING SOURCES**

Public Utilities Fund Revenues

**TIME**

**SCHEDULE**

Completion within the fiscal year  
of each project

**ESTIMATED ANNUAL OPERATING  
COST**



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**City of Longwood  
Pay and Classification Plan  
Fiscal Year 2011/2012**

Position	Hourly		Annually	
	Minimum	Maximum	Minimum	Maximum
Clerical Worker (PT)	\$10.0000			
Receptionist	\$10.0962	\$15.3847	\$21,000	\$32,000
Secretary	\$10.0962	\$15.3847	\$21,000	\$32,000
Records Clerk	\$11.0577	\$16.3462	\$23,000	\$34,000
Accounting Clerk	\$11.0577	\$16.3462	\$23,000	\$34,000
Event Specialist (PT)	\$11.5385			
Permit Clerk	\$11.5385	\$17.3077	\$24,000	\$36,000
PW Maintenance Specialist I	\$11.5385	\$17.3077	\$24,000	\$36,000
Park Service Specialist I	\$11.5385	\$17.3077	\$24,000	\$36,000
Utilities Maintenance Specialist I	\$11.5385	\$17.3077	\$24,000	\$36,000
Business Tax/ HR Specialist	\$11.5385	\$17.3077	\$24,000	\$36,000
PW Maintenance Specialist II	\$12.5000	\$18.7500	\$26,000	\$39,000
Park Service Specialist II	\$12.5000	\$18.7500	\$26,000	\$39,000
Mechanic	\$12.5000	\$18.7500	\$26,000	\$39,000
Utilities Maintenance Specialist II	\$12.5000	\$18.7500	\$26,000	\$39,000
Administrative Assistant	\$12.5000	\$18.7500	\$26,000	\$39,000
Accounting Clerk II	\$12.5000	\$18.7500	\$26,000	\$39,000
Police Evidence Custodian	\$13.4615	\$20.1923	\$28,000	\$42,000
Firefighter	\$11.6758	\$14.7895	\$34,000	\$43,067
Administrative Secretary	\$13.9423	\$21.1538	\$29,000	\$44,000
Community Development Services Coordinator	\$13.9423	\$21.1538	\$29,000	\$44,000
Payroll Clerk	\$13.9423	\$21.1538	\$29,000	\$44,000
Facilities Const. & Maint. Specialist	\$14.4231	\$21.6346	\$30,000	\$45,000
Code Enforcement Officer	\$15.3846	\$23.0769	\$32,000	\$48,000
Recreation Program/Community Bldg. Coordinator	\$15.8654	\$23.5577	\$33,000	\$49,000
Backflow Program Coordinator	\$16.3462	\$24.5192	\$34,000	\$51,000
Executive Assistant to City Administrator	\$17.7885	\$26.9231	\$37,000	\$56,000
Police Officer	\$16.0256	\$24.2674	\$35,000	\$53,000
Plant Operator	\$17.5600	\$25.9615	\$36,525	\$54,000

Police Corporals	\$16.9414	\$25.1832	\$37,000	\$55,000
Planner/Planner Stormwater	\$18.7500	\$28.3654	\$39,000	\$59,000
Crime Analyst/Grants/Community Relations	\$18.7500	\$28.3654	\$39,000	\$59,000
Recreational Program Coordinator	\$18.7500	\$28.3654	\$39,000	\$59,000
Horticulture Specialist I	\$18.7500	\$28.3654	\$39,000	\$59,000
PW Streets Supervisor	\$18.7500	\$28.3654	\$39,000	\$59,000
Parks Service Supervisor	\$18.7500	\$28.3654	\$39,000	\$59,000
Utilities Field Supervisor	\$18.7500	\$28.3654	\$39,000	\$59,000
Fleet Supervisor	\$18.7500	\$28.3654	\$39,000	\$59,000
Fire Lieutenant	\$16.2682	\$20.5913	\$47,373	\$59,962
Training Officer	\$22.7755	\$28.8278	\$47,373	\$59,962
Fire Marshal	\$22.7755	\$28.8278	\$47,373	\$59,962
Accounting Manager	\$20.1923	\$30.2885	\$42,000	\$63,000
Human Resource Manager	\$20.1923	\$30.2885	\$42,000	\$63,000
Purchasing Manager	\$20.1923	\$30.2885	\$42,000	\$63,000
Leisure Services Director	\$20.1923	\$30.2885	\$42,000	\$63,000
Utility Billing Manager	\$20.1923	\$30.2885	\$42,000	\$63,000
Police Sergeant	\$20.1465	\$30.2198	\$44,000	\$66,000
Building Inspector (PT)	\$22.0000			
Field Superintendent	\$26.6346	\$32.6923	\$45,000	\$68,000
City Clerk	\$23.5577	\$35.5769	\$49,000	\$74,000
Police Commander	\$24.0385	\$36.0577	\$50,000	\$75,000
Fire Battalion Chief	\$18.2005	\$27.1291	\$53,000	\$79,000
Utility Division Manager	\$25.9615	\$38.9423	\$54,000	\$81,000
Assistant to City Administrator	\$26.4423	\$39.9038	\$54,999	\$82,999
Information Technology Manager	\$26.4423	\$39.9038	\$55,000	\$83,000
Streets/Fleet Division Manager	\$26.9231	\$40.3846	\$56,000	\$84,000
Community Development Director	\$33.1731	\$49.5192	\$69,000	\$103,000
Building Official	\$26.4423	\$40.8654	\$55,000	\$85,000
Financial Services Director	\$33.6538	\$50.4808	\$70,000	\$105,000
Fire Chief	\$33.6538	\$50.4808	\$70,000	\$105,000
Police Chief	\$35.5769	\$56.7308	\$74,000	\$118,000
Public Works Director/City Engineer	\$42.7885	\$62.5000	\$89,000	\$130,000