City of Longwood, Florida

Adopted Operating Budget
Fiscal Year 2010-2011

City of Longwood, Florida

2010-2011 Adopted Budget

October 1, 2010 - September 30, 2011

City Commission

John C. Maingot, Mayor District 1
Joe Durso, Deputy Mayor District 2
Bob Cortes, Commissioner District 3
H. G. "Butch" Bundy, Commissioner District 4
Brian D. Sackett, Commissioner District 5

City Administrator

Katrina Powell

Director of Financial Services

Jon C. Williams

MISSION STATEMENT

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

CITY OF LONGWOOD

TABLE OF CONTENTS

BUDGET SUMMARY

CITY ADMINISTRATOR'S BUDGET MESSAGE	i
SUMMARY OF RESOURCES GRAPH	1
SUMMARY OF APPROPRIATIONS GRAPH	2
BUDGET SUMMARY - ALL FUNDS	3
SUMMARY OF STAFF GRAPH	4
ORGANIZATIONAL CHART	5
BUDGET CALENDAR	6
STATISTICAL DATA	7

GENERAL FUND

GENERAL FUND - REVENUE AND EXPENDITURES GRAPH	8
GENERAL FUND BUDGET SUMMARY	10
ADMINISTRATION:	
CITY COMMISSION	14
CITY CLERK	17
CITY ADMINISTRATOR	20
CITY ATTORNEY	23
GENERAL SERVICES	25
HUMAN RESOURCES	28
INFORMATION TECHNOLOGY	31
FINANCIAL SERVICES:	
PURCHASING	34
FINANCE	37
UTILITY BILLING	40
POLICE	43
FIRE	46
COMMUNITY DEVELOPMENT SERVICES:	
PLANNING/ECONOMIC DEVELOPMENT	49
BUILDING	52
LEISURE SERVICES:	55
PUBLIC WORKS:	
STREETS	58
PROPERTIES MAINTENANCE	61

CITY OF LONGWOOD

TABLE OF CONTENTS

PUBLIC UTILITIES FUND

PUBLIC UTILITIES FUND - REVENUE AND EXPENSES GRAPH 64
PUBLIC UTILITIES FUND 66

OTHER FUNDS

CEMETERY FUND - REVENUE AND EXPENDITURES GRAPH 70
CEMETERY FUND 72

HISTORIC DISTRICT FUND - REVENUE AND EXPENDITURES GRAPH 76
HISTORIC DISTRICT FUND 78

POLICE EDUCATION FUND - REVENUE AND EXPENDITURES GRAPH 82
POLICE EDUCATION FUND 84

SPECIAL LAW ENFORCEMENT TRUST FUND - REVENUE AND EXPENDITURES GRAPH 88
SPECIAL LAW ENFORCEMENT TRUST FUND 90

SPECIAL ASSESSMENT FUND - REVENUE AND EXPENDITURES GRAPH 93
SPECIAL ASSESSMENT FUND 94

STORMWATER MANAGEMENT FUND - REVENUE AND EXPENDITURES GRAPH 97
STORMWATER MANAGEMENT FUND 99

PUBLIC FACILITIES IMPROVEMENT FUND - REVENUE AND EXPENDITURES GRAPH 103
PUBLIC FACILITIES IMPROVEMENT FUND 105

CAPITAL IMPROVEMENT PROGRAM

PUBLIC FACILITIES 109
PARKS FACILITIES 110
PUBLIC WORKS/STORM WATER 111
PUBLIC UTILITIES/WATER 112
PUBLIC UTILITIES/WATER PLANTS 113
PUBLIC UTILITIES/WASTEWATER 114
LONGWOOD MEMORIAL GARDENS 115

PAY PLAN 117

City of Longwood, Florida

September 7, 2010

CITY ADMINISTRATOR'S BUDGET MESSAGE

Honorable Mayor and Commissioners:

I am pleased to present to you the fiscal year 2010/11 annual budget for your consideration.

As the Governing Body of the City of Longwood, you are charged with providing municipal services, which help to improve the quality of life of our residents, in turn, making Longwood a good place to live, work and raise a family. Our responsibility, as City staff, is to assist you in that endeavor. This budget presents the full impact of the economic recession and recognizes that even if the local economy improves, local government revenues will still lag for years to come.

The importance of the budget extends far beyond compliance with a legal mandate. The budget is not only a compilation of numbers, but also a plan for a program of services. Each appropriation equates to a level of service that the City will provide. This document is a comprehensive financial and operational plan for the coming year, which provides both generalized and detailed data on the financial status of all funds, and a specific accounting of all revenues and expenditures.

Like all local and state government agencies, we have been placed in the unique position of drastically reducing our budget as the economy continues to spiral. This is the second year we have looked to staff to provide major reductions and changes to our operations in order to meet revenue restrictions. The reductions we have made over the past two (2) years were major cost cutting measures whose goal was to minimize the impact on direct citizen services. These included examining areas of potential waste, reducing overtime/using flextime when possible, implementing tighter control on cell phones, vehicles, operating/office supplies and taking over contracted services with existing personnel.

In 2008, the McKinsey and Company consulting firm issued a report coining the phrase 'new normal' which describes the long-term reality of the financial collapse that felled the world's economy. Ian Davis, Managing Director of McKinsey and Company stated, "*For some organizations, near-term survival is the only agenda item. Others are peering through the fog of uncertainty, thinking about how to position themselves once the crises has passed and things return to normal. The question is, 'What will normal look like?' While no one can say how long the crises will last, what we find on the other side will not look like the normal of recent years. The new normal will be shaped by the confluence of powerful forces-some arising directly from the financial crises and some that were at work long before it began.*

OVERVIEW

Service Delivery

As we continue trying to do more with less, staff has sought to maintain and improve the City's capability to efficiently and effectively, keep up with the demand for services and the activities necessary to ensure responsive service delivery. The role of local government however, is ultimately limited by its ability to pay for services. As a result of less revenue projected, this budget does not include everything requested by the Departments, nor wished for by the public or the Commission. As our residents have changed their lifestyles to reflect the economy, we too must change the way we do business in order to survive the 'new normal'. A Financial Times article recently stated that the financial crisis is redefining local governments, particularly as officials realize there is less money to fund service delivery. It is commonly misunderstood that, unlike private sector business, the demand for services grows while our revenues decrease. As unemployment grows and business slows, both demands for service grows, as do the complaints about the costs of those services. For example, there is an increase in Code Enforcement calls due to problems associated with homes in foreclosure, as these properties sit in neighborhoods with overgrown vegetation and in disrepair. People struggle to keep their businesses, their jobs and pay their mortgages. Local governments are rethinking the services they provide and how much citizens are willing to pay for those services. Living within our means is balancing our budget each year. Our expenditures cannot exceed the revenues we receive from our taxes, fees and assessments.

Critical to the 'new normal' is the understanding that constraints on local government revenues are increasing and if we live within our means, this must be followed by constraints on citizen expectations on government service delivery.

Financial Well-Being

The City continues to propose a spending plan that is extremely fiscally responsible and ensures, to the greatest extent possible, the financial well being of the City. This budget is the result of combining a variety of policy directives from the Commission with prudent business practices and decisions of the Administration. Recent steps to reduce expenditures and identify inefficiencies have made the current spending plan possible; however, to ensure our financial wellbeing into the future, additional revenues will be necessary or the City will need to greatly reduce expenditures further, thus ultimately affecting services to our residents.

In attempting to project our revenues for the upcoming year, the Director of Financial Services has taken a very conservative approach where necessary in estimating revenues, so that we don't find ourselves in a position of insufficient resources to pay for services offered to the public. Current indicators show that recovery to the economy is still further off and we must continue to prepare for its possibly lengthy recovery. Reduced revenue resulting from property tax reform, a slowing economy and federal/state unfunded mandates has necessitated the use of cash reserves to provide for a balanced budget as required by State Statute.

BUDGET HIGHLIGHTS

Property Taxes

The budget calls for a maximum property tax millage rate of 4.99 mills, as directed by the City Commission. This combined with a decrease in taxable value of 11.1%, has resulted in a loss of revenue from Ad Valorem taxes of $546,340; State and other revenue sources decreased $158,606 from FY 2009/10 adopted budget and is exclusive of the projected capital lease proceeds. Over the past three (3) years, budgeted operating revenues have decreased $2,076,447.

Personnel Changes

There are no new full time employees (FTE) added to the budget. However, there are part time employees added to this budget. They consist of one (1) building inspector, two (2) event specialist paid for by patrons of our Longwood Community Building, and one (1) park service specialist paid for by the Longwood Babe Ruth Baseball organization. Various titles have been changed to reflect job duties and the philosophy of the management team and some employees have been moved to other departments to meet those service delivery needs. This budget reflects a hold on longevity, wages and service bonuses at FY 2008/09 rates for all employees.

Capital Projects for FY 2010/11

<u>Park Projects:</u>
Reiter Park

<u>Public Facilities Projects:</u>
Oxford Street (Bistline Ave. to Wildmere)
Evergreen Ave. (CR 427 to D.E.)
Tullis Ave. (CR 427 to D.E.)

<u>Public Utilities/Water and Wastewater Projects:</u>
Water Main Loop (Georgia)
Water Main Loop (Marvin Ave. & Columbus Cir.)
Water Main Loop (Lake Ave. & Reider)

Debt Position

The City has no outstanding debt, in accordance with City Charter, which requires voter approval for all debt derived from any source for the purpose of construction of any capital improvement or lease or purchase of real property that cannot be paid off before the end of the fiscal year.

FUTURE CONSIDERATIONS

Due to the uncertainty of the amount of property tax and shared revenues available in years to come, this budget is one of maintenance. We must continue to seek opportunities to operate more efficiently and to lower costs. We must create Public-Private partnerships where possible. The new normal requires that we work to make citizens partners and it emphasizes community. It means encouraging and empowering our residents to solve problems without government expenditures. However, the old slogan of 'doing more with less' ignores the reality of the new normal. Efforts to improve technology, training and our systems will continue, but the new normal slogan may well be 'doing less with less'. This thought does not suggest that we should no longer care about customer service, but to hold out the possibility that in this new normal era, it is essential for our local government and our residents to define their contract with each other. The taxes citizens pay are directly proportional to the services they receive.

While the issues that face us seem grim-they are just challenges. With the proper approach to dealing with them over the years to come, Longwood can continue to provide the level of service that the public expects and is willing to pay for. Regardless of the challenges that face us, our future continues to look bright and we are confident that these issues can be addressed over the next several years with the recovery of the housing market and the economy.

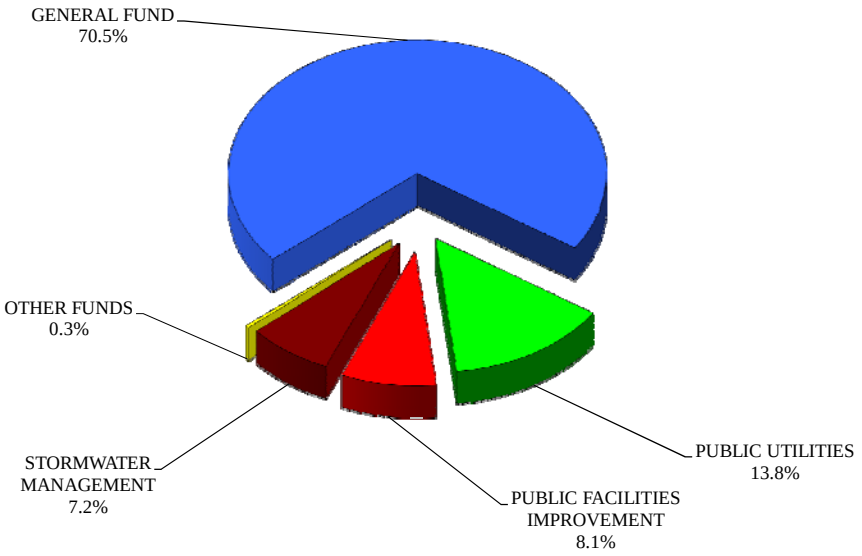
CONCLUSION

The intent in providing this budget message is to offer some insight into the operation and management of the City government of Longwood. While complex, a budget of this size does not have to be difficult to understand. Therefore, rather than just providing a list of numbers, this budget presents useful, summary information which should assist in determining whether programs and spending authorities meet the expectations of the City Commission. It is a pleasure to serve as the City Administrator of this great organization and community and I look forward to guiding it through this 'new normal' reality for years to come.

Respectfully submitted,

Katrina Powell
City Administrator

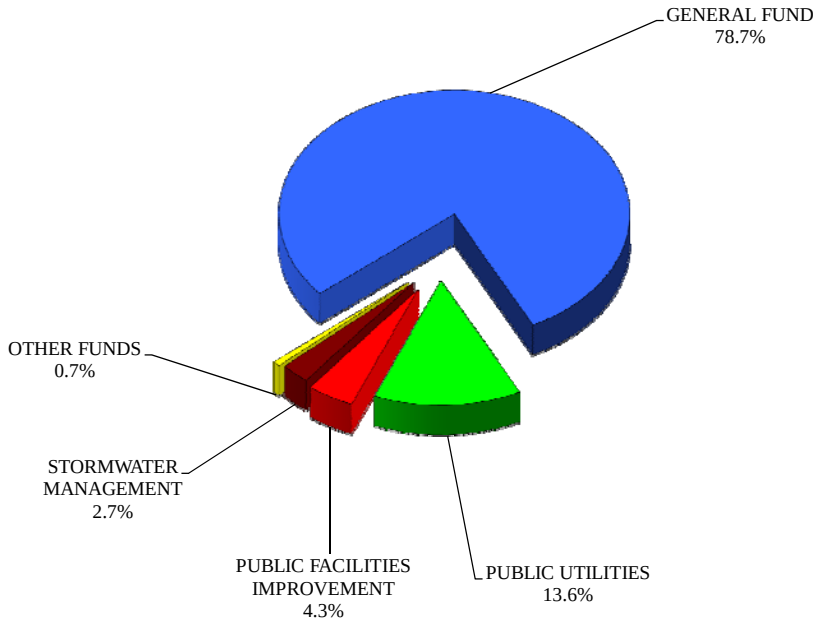
FISCAL YEAR 2010-2011



TOTAL RESOURCES	**$**	**27,229,022**

		TOTALS	PERCENT OF BUDGET
GENERAL FUND	$	19,201,132	70.5%
PUBLIC UTILITIES		3,764,147	13.8%
PUBLIC FACILITIES IMPROVEMENT		2,205,636	8.1%
STORMWATER MANAGEMENT		1,968,227	7.2%
OTHER FUNDS		89,880	0.3%
TOTAL RESOURCES	**$**	**27,229,022**	**100%**

FISCAL YEAR 2010-2011



TOTAL APPROPRIATIONS $ 20,054,856

	TOTALS	PERCENT OF BUDGET
GENERAL FUND	$ 15,788,585	78.7%
PUBLIC UTILITIES	2,721,765	13.6%
PUBLIC FACILITIES IMPROVEMENT	872,000	4.3%
STORMWATER MANAGEMENT	536,430	2.7%
OTHER FUNDS	136,076	0.7%
TOTAL APPROPRIATIONS	**$ 20,054,856**	**100%**

CITY OF LONGWOOD - BUDGET SUMMARY - ALL FUNDS

FISCAL YEAR 2010-2011

OPERATING BUDGET EXPENDITURES OF THE CITY OF LONGWOOD, FLORIDA ARE 3.7% LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	ENTERPRISE FUND	TOTAL
CASH BALANCES BROUGHT FORWARD	$5,220,141	$1,258,112	$1,234,638	$570,428	$8,283,319
ESTIMATED REVENUES:					
Ad Valorem Taxes - Millage 4.99	4,388,754	-	-	-	4,388,754
Sales and Use Taxes	-	-	530,000	-	530,000
Franchise Fees	1,627,000	-	-	-	1,627,000
Utility Service Taxes	1,406,800	-	-	-	1,406,800
Communications Services Tax	1,144,550	-	-	-	1,144,550
Licenses and Permits	327,150	-	-	-	327,150
Intergovernmental	1,292,340	-	388,998	-	1,681,338
Charges for Services	1,836,305	670,500	-	3,177,319	5,684,124
Fines and Forfeitures	172,000	44,000	-	-	216,000
Miscellaneous	106,510	85,495	52,000	16,400	260,405
Other Financing Sources	1,679,582	-	-	-	1,679,582
Total Estimated Revenues and Cash Balances Brought Forward	19,201,132	2,058,107	2,205,636	3,764,147	27,229,022
ESTIMATED EXPENDITURES / EXPENSES:					
General Government	3,342,258	-	-	-	3,342,258
Public Safety	8,371,992	28,076	-	-	8,400,068
Physical Environment	1,020,000	644,430	-	2,040,897	3,705,327
Transportation	1,501,557	-	872,000	-	2,373,557
Culture & Recreation	1,170,651	-	-	-	1,170,651
Debt Service	382,127	-	-	-	382,127
Other Uses	-	-	-	680,868	680,868
Total Expenditures / Expenses	15,788,585	672,506	872,000	2,721,765	20,054,856
Reserves	3,412,547	1,385,601	1,333,636	1,042,382	7,174,166
Total Appropriated Expenditures / Expenses and Reserves	$19,201,132	$2,058,107	$2,205,636	$3,764,147	$27,229,022

Note regarding Funds included by Type:

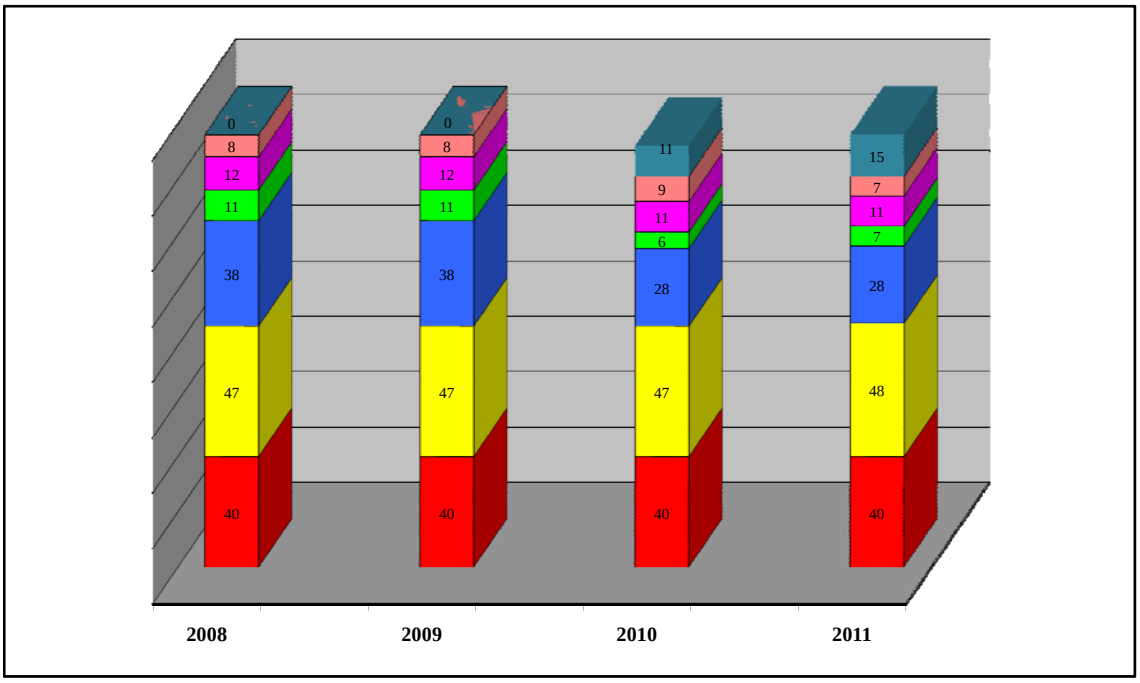
General Fund: The primary governmental operating fund.

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

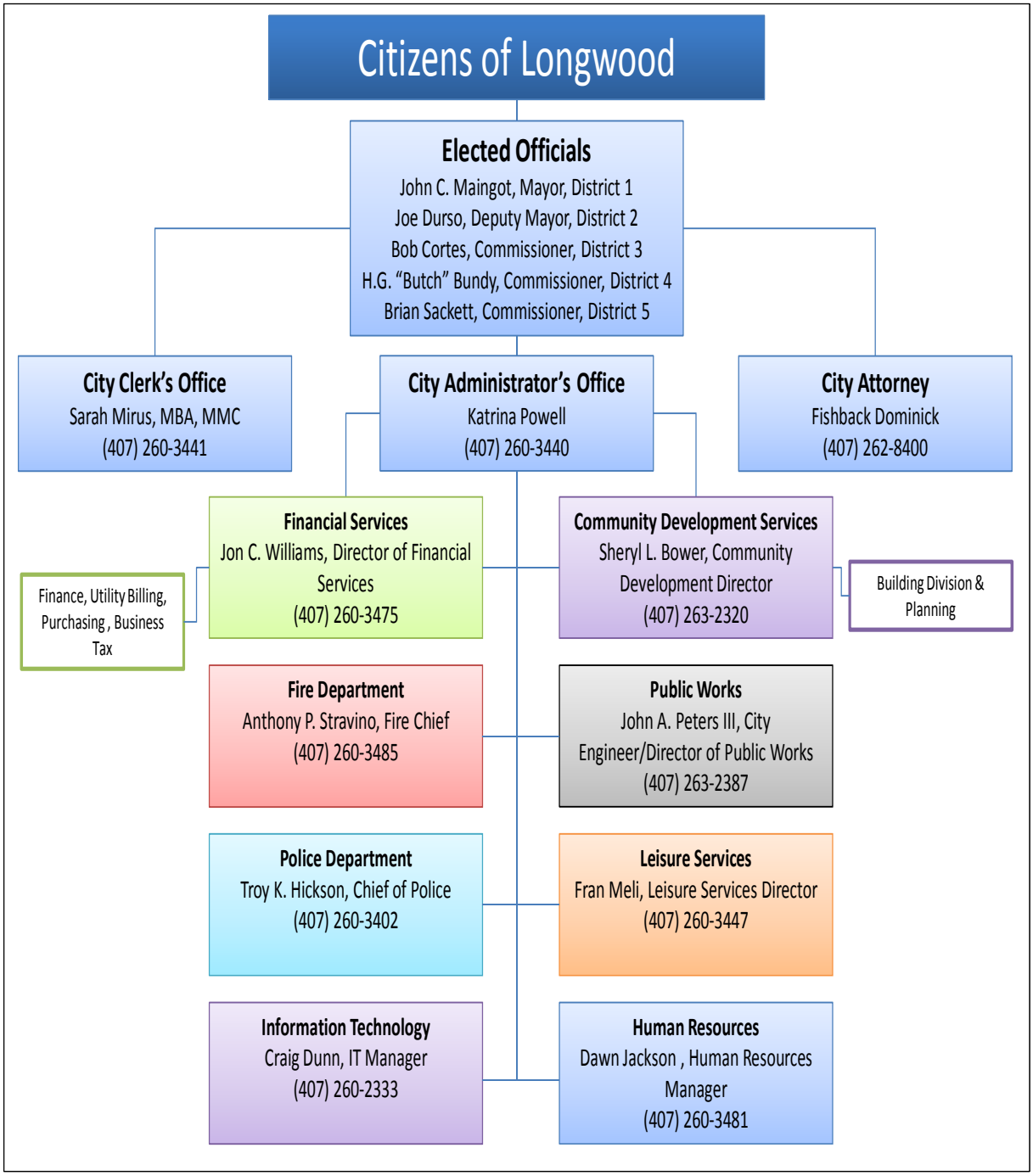
FISCAL YEAR 2010-2011



	2008	2009	2010	2011
FIRE DEPARTMENT	40	40	40	40
POLICE DEPARTMENT	47	47	47	48
PUBLIC WORKS	38	38	28	28
COMMUNITY DEVELOPMENT	11	11	6	7
FINANCIAL SERVICES	12	12	11	11
ADMINISTRATION	8	8	9	7
LEISURE SERVICES	0	0	11	15
TOTAL STAFF	156	156	152	156

Note: For Fiscal 2011, FTEs Total 152 and PTEs Total 4

Organizational Chart



CITY OF LONGWOOD

BUDGET CALENDAR

DATE	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
3/30/2010	Financial Services Director	Distribute budget worksheets to departments for developing preliminary 2010/11 budget.	
5/24/2010	Department Directors	Departments preliminary budget worksheets for all funds are due.	
On or before 6/1/2010	Property Appraiser	Estimated taxable values are submitted to the City.	Florida Statutes
6/1-6/30/2010	City Administrator	Discussions with each department concerning their requests.	
On or before 7/1/2010	Property Appraiser	Certified taxable values are submitted to the City.	Florida Statutes
Not later than 8/1/2010	City Administrator	Proposed budget is submitted to the City Commission.	City Charter
8/2/2010	City Commission	Tentative millage rate is set, and public hearing dates are determined.	
Not later than 8/4/2010	Financial Services Director	DR-420 is submitted to the Property Appraiser.	Florida Statutes
8/6/2010	City Administrator	Budget work session with City Commission (All Fund Types).	
9/7/2010	City Commission	First reading and first public hearing on proposed budget.	Florida Statutes
9/27/2010	City Commission	Second reading second public hearing; Adoption of budget for FY 2010/11.	Florida Statutes
10/1/2010	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

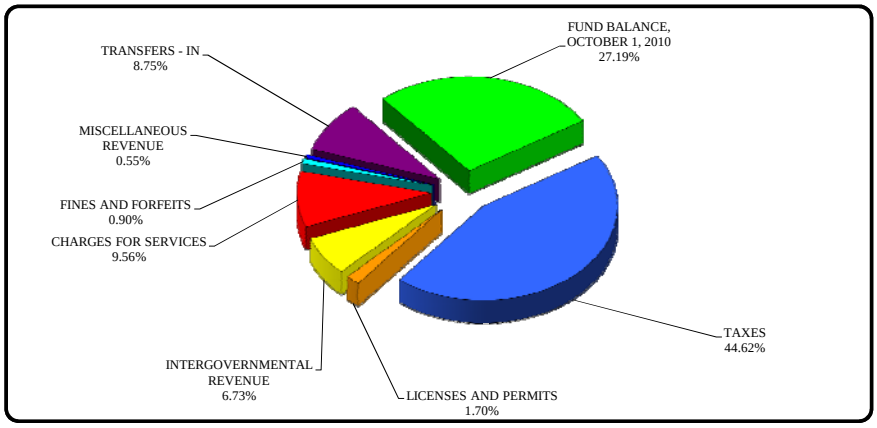
STATISTICAL DATA

Date of incorporation	1923
Form of government	Commission/Administrator
Number of municipal employees (including police and fire)	156
Population	13,855
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	7
Tennis Courts	4
Racquetball Courts	0
Basketball Courts	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	22.27
Lift Stations	31
Daily average treatment	*
Plants(s) capacity (MGD)	*
Disposal plants	*
Water distribution system:	
Miles of water mains	68.6
Daily average:	
Consumption (Million Gallons)	2.1
Plant capacity (Million Gallons)	7.2
Service connections	5853
Deep wells	5
Fire hydrants	560
Facilities and services not included in the reporting entity:	
Education:	
Number of elementary schools	2
Number of elementary school instructors	77
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.

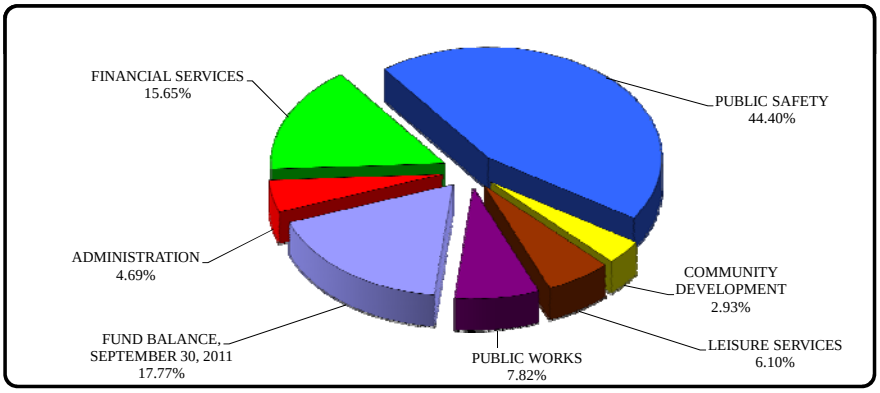
GENERAL FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2010-2011



TOTAL REVENUES $ 19,201,132

	TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2010	$ 5,220,141	27.19%
TAXES	8,567,104	44.62%
LICENSES AND PERMITS	327,150	1.70%
INTERGOVERNMENTAL REVENUE	1,292,340	6.73%
CHARGES FOR SERVICES	1,836,305	9.56%
FINES AND FORFEITS	172,000	0.90%
MISCELLANEOUS REVENUE	106,510	0.55%
TRANSFERS - IN	1,679,582	8.85%
TOTAL REVENUE	**$ 19,201,132**	**100%**



TOTAL EXPENDITURES $ 19,201,132

	TOTALS	PERCENT EXPENDITURES
ADMINISTRATION	$ 899,904	4.69%
FINANCIAL SERVICES	3,005,126	15.65%
PUBLIC SAFETY	8,524,493	44.40%
COMMUNITY DEVELOPMENT	686,854	3.58%
LEISURE SERVICES	1,170,651	6.10%
PUBLIC WORKS	1,501,557	7.82%
FUND BALANCE, SEPTEMBER 30, 2011	3,412,547	17.77%
TOTAL EXPENDITURES	**$ 19,201,132**	**100%**

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GENERAL FUND BUDGET SUMMARY

			2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
FUND BALANCE, OCTOBER 1			**6,880,009**	**5,812,620**	**5,812,620**	**5,220,141**
ADD REVENUES:						
TAXES:						
311-0000	AD VALOREM TAXES	4.99	5,595,564	4,935,094	4,964,957	4,388,754
312-0000	SALES & USE TAXES		63	-	-	-
313-1000	FRANCHISE FEES / ELECTRIC		1,373,822	1,320,000	1,341,426	1,335,000
313-2000	FRANCHISE FEES / TELEPHONE		-	-	-	-
313-4000	FRANCHISE FEES / GAS		27,186	27,000	27,000	27,000
313-5000	FRANCHISE FEES / CABLE TELEVISION		-	-	-	-
313-7000	FRANCHISE FEES / SOLID WASTE		301,754	255,000	275,284	265,000
314-1000	UTILITY TAX / ELECTRIC		1,159,863	1,115,000	1,171,362	1,160,000
314-3000	UTILITY TAX / WATER		142,560	158,900	130,975	156,800
314-4000	UTILITY TAX / GAS		83,500	90,000	94,227	90,000
315-0000	COMMUNICATIONS SERVICES TAX		1,319,697	1,283,121	1,210,003	1,144,550
TOTAL			**10,004,009**	**9,184,115**	**9,215,234**	**8,567,104**
LICENSES AND PERMITS:						
321-1000	CITY OCCUPATIONAL LICENSES		190,441	195,000	180,324	180,000
322-0000	BUILDING PERMITS		178,181	165,000	125,305	125,000
322-1000	RADON GAS FEES		-	-	-	-
322-3000	RE-INSPECTIONS		1,700	1,500	8,115	8,000
322-8000	SITE PLAN REVIEWS		4,050	4,500	9,944	10,000
329-1000	ARBOR PERMITS		3,220	3,500	4,353	4,000
329-2000	PAINT COLOR		-	-	150	150
TOTAL			**377,592**	**369,500**	**328,190**	**327,150**
INTERGOVERNMENTAL REVENUES:						
331-2100	LOCAL LAW ENFORCEMENT BLOCK GRANT		-	-	-	-
331-2200	H.I.D.T.A. GRANT		18,290	4,000	20,969	22,250
331-2400	FEDERAL GRANTS/U.S. DEPT. OF JUSTICE		22,750	-	-	-
331-2500	OJP/BULLETPROOF VEST GRANT		-	-	-	-
331-6200	ASSIST FIREFIGHTERS GRANT		-	-	-	-
334-1000	TECHNICAL ASSISTANCE GRANT		-	-	-	-
334-2400	FL DEPARTMENT OF LAW ENFORCEMENT		63,298	109,350	109,350	-
334-4200	F.D.O.T. JOINT PARTICIPATION AGREEMENT		304,179	-	112,860	-
334-4900	F.D.O.T. ROAD MAINT. AGREEMENT		65,147	45,000	47,479	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		377,410	366,575	369,360	363,850
335-1400	MOBILE HOME LICENSE TAX		1,345	1,200	1,256	1,200
335-1500	ALCOHOLIC BEVERAGE LICENSES		26,191	26,000	21,720	22,000
335-1800	HALF-CENT SALES TAX		787,531	733,303	744,141	757,240
335-2300	FIREFIGHTERS SUPPLEMENTAL COMPENSATION		11,660	10,500	11,186	10,500
335-4100	MOTOR FUEL TAX REBATES		8,148	7,000	7,773	7,000
337-2000	SCHOOL RESOURCE OFFICER		34,317	34,317	34,317	34,300
337-4100	CITY/COUNTY INTERLOCAL LANDSCAPE AGREEMENT		-	-	-	-
338-2000	COUNTY OCCUPATIONAL LICENSES		12,846	8,500	9,832	9,000
338-5000	COUNTY CDBG GRANT		-			
TOTAL			**1,733,111**	**1,345,745**	**1,490,243**	**1,292,340**

GENERAL FUND BUDGET SUMMARY

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
CHARGES FOR SERVICES:					
341-2000	LAND DEVELOPMENT FEES	3,600	3,500	3,460	3,500
341-3000	SALES OF MAPS AND PUBLICATIONS	6	10	5	5
342-1000	POLICE SERVICES	9,780	10,000	5,260	5,000
342-4000	POLICE SERVICES - COST RECOVERY	26,086	-	-	-
342-4200	FIRE SERVICES - COST RECOVERY	9,563	-	-	-
342-6000	AMBULANCE FEES	476,682	500,000	444,569	576,650
343-4500	GARBAGE BILLING FEES	1,047,669	1,100,000	1,079,829	1,100,000
343-4510	RECYCLING REVENUES	2,296	5,500	2,722	2,500
347-2010	SOFTBALL FEES	2,650	3,000	3,000	3,000
347-2020	SOFTBALL FEES / NON-RESIDENT	-	-	-	-
347-2025	SPECIAL EVENT FEES	2,223	3,000	3,853	3,000
347-2027	CITY EVENTS - NEEDY FAMILIES	-	-	-	-
347-2028	DONATIONS	1,150	-	1,800	1,000
347-2030	COMMUNITY BUILDING RENTALS	65,206	68,000	62,343	62,000
347-2045	BALL FIELD RENTALS	7,764	4,000	3,998	4,000
347-2050	CHEERLEADING / SELF DEFENSE / BOWLING LESSONS	15,638	16,000	12,656	12,500
347-2060	LBR - FIELD USE AGREEMENT	11,400	9,000	11,400	11,400
347-2065	BABE RUTH LEAGUE DONATION	-	-	-	-
347-2070	CONCESSIONS / BABE RUTH	3,000	3,000	3,000	3,000
347-2080	SUMMER CAMP PROGRAM	54,086	50,000	43,945	43,000
347-2090	YOUTH BASKETBALL LEAGUE	-	-	-	-
347-5000	BUILDING ATTENDANT FEE	-	-	5,393	5,000
349-1000	DEVELOPMENT IMPACT FEES	-	500	650	500
349-1011	COUNTY ROADS & LIBRARY IMPACT FEES	86	500	250	250
TOTAL		**1,738,885**	**1,776,010**	**1,688,132**	**1,836,305**
FINES AND FORFEITS:					
354-1000	PARKING FINES	849	1,200	773	700
354-2000	SECURITY ALARM FINES	1,650	2,000	1,300	1,300
354-3000	OTHER FINES	127,950	260,000	157,496	170,000
TOTAL		**130,449**	**263,200**	**159,569**	**172,000**
MISCELLANEOUS REVENUES:					
361-1000	INTEREST EARNINGS	45,263	65,000	18,217	16,000
361-3000	INCREASE (DECREASE) IN FAIR VALUE OF INVESTMENTS	(48,644)	-	-	-
362-3000	RENTS AND ROYALTIES	13,011	13,010	13,010	39,010
364-4000	SALE OF SURPLUS EQUIPMENT	385,343	10,000	25,880	20,000
366-2000	FIREMAN'S HERITAGE GRANT	-	-	-	-
369-0000	OTHER MISCELLANEOUS REVENUES	42,912	78,548	27,941	27,000
369-3000	REFUND OF PRIOR YEAR EXPENDITURES	15,970	-	4,570	4,000
369-9100	CANDIDATE QUALIFYING FEE	481	-	600	500
TOTAL		**454,335**	**166,558**	**90,218**	**106,510**
LEASE PROCEEDS		**-**	**-**	**-**	**-**
TRANSFERS - IN:					
382-1000	PUBLIC UTILITIES FUND	594,576	656,093	656,093	680,868
382-3000	STORMWATER MANAGEMENT FUND	-	119,682	119,682	193,680
383-0000	CAPITAL LEASE PROCEEDS	-	-	-	805,034
TOTAL		**594,576**	**775,775**	**775,775**	**1,679,582**
TOTAL REVENUES AVAILABLE		**21,912,966**	**19,693,523**	**19,559,981**	**19,201,132**

GENERAL FUND BUDGET SUMMARY

	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
TOTAL REVENUES AVAILABLE	**21,912,966**	**19,693,523**	**19,559,981**	**19,201,132**
DEDUCT EXPENDITURES:				
ADMINISTRATION:				
CITY COMMISSION	38,101	42,617	41,294	41,103
CITY CLERK	294,889	297,353	262,841	143,190
CITY ADMINISTRATOR	467,435	301,224	272,624	421,893
CITY ATTORNEY	188,819	150,000	188,045	140,000
GENERAL SERVICES	262,926	272,944	218,024	153,718
HUMAN RESOURCES	421,862	542,719	479,444	413,900
INFORMATION TECHNOLOGY	454,886	473,973	484,185	858,769
FINANCIAL SERVICES:				
PURCHASING	137,892	74,243	73,874	74,241
FINANCE	258,137	271,473	272,092	393,912
UTILITY BILLING	1,272,386	1,287,265	1,243,165	1,264,304
POLICE	4,497,331	4,069,803	3,927,174	3,767,341
FIRE	3,788,634	3,887,942	3,715,046	4,757,152
COMMUNITY DEVELOPMENT:				
PLANNING/ECONOMIC DEVELOPMENT	620,329	367,154	293,561	523,386
BUILDING	213,668	166,028	157,972	163,468
LEISURE SERVICES:	456,469	1,442,819	849,352	1,170,651
PUBLIC WORKS:				
STREETS	1,868,617	1,678,662	1,861,147	1,501,557
PROPERTIES MAINTENANCE	857,963	-	-	-
TRANSFERS-OUT:				
STORMWATER FUND	-	-	-	-
TOTAL	-	-	-	-
TOTAL EXPENDITURES	**16,100,346**	**15,326,219**	**14,339,840**	**15,788,585**
FUND BALANCE, SEPTEMBER 30	**5,812,620**	**4,367,304**	**5,220,141**	**3,412,547**

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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
2009	ACTUAL	38,101
2010	BUDGET	42,617
2010	ESTIMATE	41,294
2011	ADOPTED	41,103

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.

PROGRAM: CITY COMMISSION

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
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	284	353	353	89
TOTAL		**28,548**	**28,617**	**28,617**	**28,353**
SUPPLIES AND SERVICES:					
3400	OTHER CONTRACTUAL SERVICES	-	-	-	-
4020	COMMISSION DEVELOPMENT	5,874	5,000	5,000	5,000
4800	COMMUNITY RELATIONS	40	1,500	184	250
4900	OTHER CHARGES & OBLIGATIONS	628	2,500	2,471	2,500
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	3,010	5,000	5,022	5,000
6400	CAPITAL EQUIPMENT				
TOTAL		**9,552**	**14,000**	**12,677**	**12,750**
TOTAL COST		**38,101**	**42,617**	**41,294**	**41,103**

PROGRAM: CITY COMMISSION

MANPOWER ANALYSIS

POSITION	2009	2010	2011
MAYOR	1	1	1
COMMISSIONERS	4	4	4
TOTAL	**5**	**5**	**5**

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
2009	ACTUAL	294,889
2010	BUDGET	297,353
2010	ESTIMATE	262,841
2011	ADOPTED	143,190

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.

PROGRAM: CITY CLERK

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	186,296	172,835	172,941	68,500
1230	LONGEVITY PAY	5,442	6,150	6,150	450
1320	ELECTION OFFICIALS	-	2,000	1,508	-
1400	OVERTIME	299	-	-	-
2100	F.I.C.A.	14,312	13,692	13,195	5,275
2200	RETIREMENT CONTRIBUTION	17,616	15,604	16,537	6,895
2300	LIFE AND HEALTH INSURANCE	9,159	16,299	6,304	6,453
2400	WORKERS COMPENSATION	947	282	666	255
TOTAL		**234,069**	**226,862**	**217,301**	**87,828**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	-	1,500	211	-
3400	OTHER CONTRACTUAL SERVICES	5,702	5,850	5,597	5,850
4020	EMPLOYEE DEVELOPMENT	7,334	7,000	1,503	2,950
4,100	COMMUNICATIONS	895	625	653	462
4200	POSTAGE	14,033	20,000	11,837	16,000
4400	RENTALS AND LEASES	420	466	343	550
4600	REPAIR AND MAINTENANCE	-	1,000	-	500
4700	PRINTING AND BINDING	6,070	9,600	8,270	9,500
4800	COMMUNITY RELATIONS	4,790	1,250	1,166	400
4900	LEGAL ADVERTISING	11,087	15,000	11,924	15,000
5100	OFFICE SUPPLIES	2,219	2,300	879	500
5200	OPERATING SUPPLIES	2,592	2,600	192	2,600
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,035	1,300	1,052	1,050
6400	EQUIPMENT	4,641	2,000	1,913	-
TOTAL		**60,819**	**70,491**	**45,541**	**55,362**
TOTAL COST		**294,889**	**297,353**	**262,841**	**143,190**

PROGRAM: CITY CLERK

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
CITY CLERK	1	1	1
DEPUTY CITY CLERK	1	1	0
RECEPTIONIST	1	0	0
CLERICAL WORKER (PART-TIME)	1	1	0
ADMINISTRATIVE SECRETARY	1	1	0
TOTAL	**5**	**4**	**1**

CAPITAL OUTLAY

6400 - Equipment	$ -
Total Capital Outlay	$ -

Note: Deputy City Clerk Position Unfunded for FY 2011.

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of the Administrative Secretary and Clerical Worker to City Administrator, which is consistent with the Charter.

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
2009	ACTUAL	467,435
2010	BUDGET	301,224
2010	ESTIMATE	272,624
2011	ADOPTED	421,893

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.

PROGRAM: CITY ADMINISTRATOR

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	347,852	200,000	196,202	296,835
1230	LONGEVITY PAY	975	300	300	5,400
1400	OVERTIME	-	-	-	-
2100	F.I.C.A.	17,732	15,323	14,384	23,121
2200	RETIREMENT CONTRIBUTION	53,950	20,030	18,439	28,326
2300	LIFE AND HEALTH INSURANCE	9,377	17,035	14,853	31,531
2400	WORKERS COMPENSATION	3,942	3,144	3,080	5,270
TOTAL		**433,828**	**255,832**	**247,258**	**390,483**
SUPPLIES AND OTHER SERVICES:					
3400	OTHER CONTRACTUAL SERVICES	-	14,500	95	-
4010	TRAVEL AND PER DIEM	2,350	-	-	-
4020	EMPLOYEE DEVELOPMENT	3,233	5,000	5,000	4,000
4100	COMMUNICATION	-	250	282	1,060
4200	POSTAGE	40	100	-	100
4700	PRINTING AND BINDING	21,975	20,042	14,660	10,750
4800	PROMOTIONAL ACTIVITIES	-	-	-	10,000
4900	OTHER CHARGES	-	-	-	-
5100	OFFICE SUPPLIES	577	1,000	821	1,500
5200	OPERATING SUPPLIES	1,910	1,500	1,781	1,500
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	2,085	3,000	2,726	2,500
6400	EQUIPMENT	1,438	-	-	-
TOTAL		**33,607**	**45,392**	**25,365**	**31,410**
TOTAL COST		**467,435**	**301,224**	**272,624**	**421,893**

PROGRAM: CITY ADMINISTRATOR

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
CITY ADMINISTRATOR	1	1	1
ASSISTANT TO CITY ADMINISTRATOR	1	1	1
ADMINISTRATIVE SECRETARY (Assigned to City Clerk)	0	0	1
CLERICAL WORKER PART-TIME (Assigned to City Clerk)	0	0	1
EXECUTIVE ASSISTANT TO CITY ADMINISTRATOR	0	0	1
RECEPTIONIST	0	1	1
TOTAL	**2**	**3**	**6**

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of the Administrative Secretary and Clerical Worker from City Clerk.

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of a Code Enforcement Officer to Executive Assistant to City Administrator.

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
2009	ACTUAL	188,819
2010	BUDGET	150,000
2010	ESTIMATE	188,045
2011	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.

PROGRAM: CITY ATTORNEY

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
SERVICE COSTS:					
3100	PROFESSIONAL SERVICES GENERAL	188,819	150,000	188,045	100,000
3110	PROFESSIONAL SERVICES LITIGATION	-	-	-	40,000
TOTAL		**188,819**	**150,000**	**188,045**	**140,000**
TOTAL COST		**188,819**	**150,000**	**188,045**	**140,000**

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
2009	ACTUAL	262,926
2010	BUDGET	272,944
2010	ESTIMATE	218,024
2011	ADOPTED	153,718

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.

PROGRAM: GENERAL SERVICES

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	34,477	75,000	75,630	34,000
1230	LONGEVITY PAY	525	2,175	2,175	525
1400	OVERTIME	-	-	-	-
2100	F.I.C.A.	2,719	5,904	5,595	2,641
2200	RETIREMENT CONTRIBUTION	3,587	7,718	7,630	3,453
2300	LIFE AND HEALTH INSURANCE	4,652	11,387	7,199	6,219
2400	WORKERS COMPENSATION	6,478	4,795	5,244	4,968
TOTAL		**52,438**	**106,979**	**103,473**	**51,806**
SUPPLIES AND OTHER SERVICES:					
3400	OTHER CONTRACTUAL SERVICES	34,781	45,000	31,232	17,250
3100	COMMUNICATIONS	-	865	2,245	462
4300	UTILITY SERVICES	46,949	45,000	44,524	24,100
4600	REPAIR AND MAINTENANCE	66,382	50,000	13,067	43,000
4610	REPAIR AND MAINTENANCE - VEHICLES	194	-	-	-
5510	FUEL	-	100	100	100
5200	OPERATING SUPPLIES	22,818	25,000	23,383	17,000
6300	IMPROV. OTHER THAN BUILDINGS	18,487		-	-
6400	EQUIPMENT	20,877	-	-	-
9800	RESERVE FOR CONTINGENCY		-	-	-
TOTAL		**210,488**	**165,965**	**114,551**	**101,912**
TOTAL COST		**262,926**	**272,944**	**218,024**	**153,718**

PROGRAM: GENERAL SERVICES

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
FACILITIES CONST. & MAINT. SPECIALIST	1	1	1
PROGRAM/CMTY. BUILDING COORDINATOR	0	1	0
TOTAL	**1**	**2**	**1**

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of the Program/Cmty. Building Coordinator to Leisure Services.

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
2009	ACTUAL	421,862
2010	BUDGET	542,719
2010	ESTIMATE	479,444
2011	ADOPTED	413,900

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.

PROGRAM: HUMAN RESOURCES

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	104,262	126,340	123,756	52,500
1230	LONGEVITY PAY	8,200	9,175	9,175	4,000
1400	OVERTIME	3,821	-	-	-
2100	F.I.C.A.	8,471	10,367	9,411	4,322
2200	RETIREMENT CONTRIBUTION	11,651	13,348	13,173	6,085
2300	LIFE AND HEALTH INSURANCE	10,730	15,882	15,412	5,984
2400	WORKERS COMPENSATION	555	212	503	209
2500	UNEMPLOYMENT COMPENSATION	-	25,000	15,820	25,000
2800	EMPLOYEE PROGRAMS	7,494	6,500	2,240	3,100
TOTAL		**155,184**	**206,824**	**189,489**	**101,200**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	25,061	43,450	15,400	28,200
4020	EMPLOYEE DEVELOPMENT	8,641	5,675	5,463	2,000
4100	COMMUNICATIONS	-	250	-	-
4200	POSTAGE	106	100	296	100
4500	LIABILITY INSURANCE	215,293	269,525	251,786	269,525
4520	INSURANCE DEDUCTIBLE	8,374	5,000	6,454	5,000
4600	REPAIR AND MAINTENANCE	-	-	-	-
4700	PRINTING AND BINDING	1,387	2,000	92	500
4900	OTHER CHARGES AND OBLIGATIONS	3,001	5,000	6,823	5,000
5100	OFFICE SUPPLIES	1,434	2,000	1,632	500
5200	OPERATING SUPPLIES	1,823	2,000	913	1,550
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	399	895	1,094	325
6400	EQUIPMENT	1,160	-	-	
TOTAL		**266,678**	**335,895**	**289,955**	**312,700**
TOTAL COST		**421,862**	**542,719**	**479,444**	**413,900**

PROGRAM: HUMAN RESOURCES

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
HUMAN RESOURCES MANAGER	1	1	1
PAYROLL CLERK	1	1	0
BUSINESS TAX/HR SPECIALIST	0	1	0
TOTAL	**2**	**3**	**1**

CAPITAL OUTLAY

6400 - Equipment	$ -
Total Capital Outlay	$ -

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of the Business Tax/HR Specialist and Payroll Clerk Positions to Financial Services.

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
2009	ACTUAL	454,886
2010	BUDGET	473,973
2010	ESTIMATE	484,185
2011	ADOPTED	858,769

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.

PROGRAM: INFORMATION TECHNOLOGY

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	70,200	70,000	70,188	70,000
1230	LONGEVITY PAY	1,650	1,500	1,650	1,650
2100	F.I.C.A.	5,460	5,470	5,365	5,481
2200	RETIREMENT CONTRIBUTION	7,185	7,150	7,184	7,165
2300	LIFE AND HEALTH INSURANCE	4,707	5,710	5,739	6,471
2400	WORKERS COMPENSATION	319	71	269	265
TOTAL		**89,520**	**89,901**	**90,395**	**91,032**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	5,700	10,000	-	7,500
3400	OTHER CONTRACTUAL SERVICES	195,772	198,265	187,186	329,561
4020	EMPLOYEE DEVELOPMENT	75	-	-	6,000
4100	COMMUNICATIONS	39,525	36,025	35,394	36,000
4200	POSTAGE	-	1,000	22	250
4400	RENTALS AND LEASES	55,746	49,200	59,223	76,184
4600	REPAIR AND MAINTENANCE	739	15,000	1,245	15,000
5200	OPERATING SUPPLIES	14,364	18,400	10,673	11,100
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	-	125	125	275
7100	CAPITAL LEASE PRINCIPAL	36,056	37,651	37,651	58,818
7200	CAPITAL LEASE INTEREST	5,002	3,406	3,406	7,340
6400	EQUIPMENT	12,387	15,000	58,865	219,709
TOTAL		**365,365**	**384,072**	**393,790**	**767,737**
TOTAL COST		**454,886**	**473,973**	**484,185**	**858,769**

ADMINISTRATION

PROGRAM: INFORMATION TECHNOLOGY

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
INFORMATION TECHNOLOGY MANAGER	1	1	1
TOTAL	**1**	**1**	**1**

CAPITAL OUTLAY

6400 - Equipment	
Virtualization of servers, desktop computers and phone system.	$ 219,709
Total Equipment	$ 219,709
Total Capital Outlay	$ 219,709

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
2009	ACTUAL	137,892
2010	BUDGET	74,243
2010	ESTIMATE	73,874
2011	ADOPTED	74,241

OBJECTIVES:

Conduct surplus property disposals.

Combine Purchasing Polices, 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.

PROGRAM: PURCHASING

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	93,878	52,500	53,308	52,500
1230	LONGEVITY PAY	2,050	400	400	400
1400	OVERTIME	1,081	-	-	-
2100	F.I.C.A.	6,724	4,047	4,077	4,047
2200	RETIREMENT CONTRIBUTION	9,457	5,290	5,344	5,290
2300	LIFE AND HEALTH INSURANCE	9,353	5,585	5,617	6,344
2400	WORKERS COMPENSATION	456	71	202	196
TOTAL		**122,999**	**67,893**	**68,948**	**68,777**
SUPPLIES AND OTHER SERVICES:					
3400	OTHER CONTRACTUAL SERVICE	-	600	-	350
4020	EMPLOYEE DEVELOPMENT	7,847	2,500	2,441	2,500
4100	COMMUNICATION	2,046	625	242	-
4200	POSTAGE	76	125	-	250
4600	REPAIR AND MAINTENANCE	322	100	-	100
4700	PRINTING AND BINDING	333	500	-	300
4900	LEGAL ADVERTISING	316	400	310	400
5100	OFFICE SUPPLIES	598	600	459	375
5200	OPERATING SUPPLIES	672	300	418	350
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	363	600	1,055	839
6400	EQUIPMENT	2,321	-	-	
TOTAL		**14,894**	**6,350**	**4,926**	**5,464**
TOTAL COST		**137,892**	**74,243**	**73,874**	**74,241**

PROGRAM: PURCHASING

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
PURCHASING MANAGER	1	1	1
BUYER	1	0	0
TOTAL	**2**	**1**	**1**

CAPITAL OUTLAY

6400 - Equipment	$ -
Total Capital Outlay	$ -

PROGRAM: FINANCE

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2009	ACTUAL	258,137
2010	BUDGET	271,473
2010	ESTIMATE	272,092
2011	ADOPTED	393,912

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 the 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.

PROGRAM: FINANCE

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	163,249	172,620	173,084	246,460
1230	LONGEVITY PAY	4,000	3,825	4,000	9,175
1400	OVERTIME	6,436	-	58	-
2100	F.I.C.A.	12,760	13,498	12,776	19,556
2200	RETIREMENT CONTRIBUTION	14,190	17,556	17,678	26,628
2300	LIFE AND HEALTH INSURANCE	5,606	11,812	11,924	31,377
2400	WORKERS COMPENSATION	763	212	664	946
TOTAL		**207,004**	**219,523**	**220,184**	**334,142**
SUPPLIES AND OTHER SERVICES:					
3200	ACCOUNTING AND AUDITING	24,900	31,000	32,900	39,200
3400	OTHER CONTRACTUAL SERVICES	800	-	-	-
4020	EMPLOYEE DEVELOPMENT	24	2,500	2,108	2,475
4100	COMMUNICATION	888	625	590	400
4200	POSTAGE	41	100	48	50
4600	REPAIR AND MAINTENANCE	93	100	51	100
4700	PRINTING AND BINDING	1,554	2,500	1,462	2,500
4900	OTHER CHARGES AND OBLIGATIONS	17,532	13,000	13,000	12,500
5100	OFFICE SUPPLIES	741	500	479	450
5200	OPERATING SUPPLIES	1,626	1,000	695	500
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	417	625	575	1,595
6400	EQUIPMENT	2,517	-	-	-
TOTAL		**51,133**	**51,950**	**51,908**	**59,770**
TOTAL COST		**258,137**	**271,473**	**272,092**	**393,912**

PROGRAM: FINANCE

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
FINANCIAL SERVICES DIRECTOR	1	1	1
ACCOUNTING MANAGER	1	1	1
ACCOUNTING CLERK II	1	1	1
BUSINESS TAX/HR SPECIALIST	0	0	1
PAYROLL CLERK	0	0	1
TOTAL	**3**	**3**	**5**

CAPITAL OUTLAY

6400 - Equipment	$ -
Total Capital Outlay	$ -

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of the Business Tax/HR Specialist and Payroll Clerk Positions from Human Resources.

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
2009	ACTUAL	1,272,386
2010	BUDGET	1,287,265
2010	ESTIMATE	1,243,165
2011	ADOPTED	1,264,304

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.

PROGRAM: UTILITY BILLING

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	127,109	109,500	100,168	128,964
1230	LONGEVITY PAY	5,175	4,025	4,200	3,800
1400	OVERTIME	59	-	-	-
2100	F.I.C.A.	9,568	8,685	7,610	10,156
2200	RETIREMENT CONTRIBUTION	13,745	11,874	11,405	14,981
2300	LIFE AND HEALTH INSURANCE	15,736	16,619	14,979	18,962
2400	WORKERS COMPENSATION	657	212	399	491
TOTAL		**172,048**	**150,915**	**138,761**	**177,354**
SUPPLIES AND OTHER SERVICES:					
3400	OTHER CONTRACTUAL SERVICES	71,568	61,500	40,457	18,000
4020	EMPLOYEE DEVELOPMENT	681	1,000	-	1,500
4100	COMMUNICATION	1,172	700	674	800
4200	POSTAGE	28,320	30,000	31,504	30,000
4310	SOLID WASTE DISPOSAL	983,816	1,020,000	1,011,319	1,020,000
4600	REPAIR AND MAINTENANCE	-	-	-	100
4610	REPAIR AND MAINTENANCE - VEHICLES	912	-	-	-
4700	PRINTING AND BINDING	800	500	552	500
4900	OTHER CHARGES AND OBLIGATIONS	5,997	15,000	13,648	14,000
5100	OFFICE SUPPLIES	958	1,500	283	300
5200	OPERATING SUPPLIES	2,984	2,000	2,585	1,750
5510	FUEL	40	1,000	815	-
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	770	150	-	-
6400	EQUIPMENT	2,321	3,000	2,567	-
TOTAL		**1,100,338**	**1,136,350**	**1,104,404**	**1,086,950**
TOTAL COST		**1,272,386**	**1,287,265**	**1,243,165**	**1,264,304**

PROGRAM: UTILITY BILLING

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
UTILITY BILLING MANAGER	1	1	1
OCCUPATIONAL LICENSE CLERK	1	0	0
ACCOUNTING CLERK	2	2	2
TOTAL	**4**	**3**	**3**

CAPITAL OUTLAY

6400 - Equipment	$ -
Total capital outlay	$ -

Note: Beginning with FY 2011, Customer Service Representative title changed to Accounting Clerk.

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
2009	ACTUAL	4,497,331
2010	BUDGET	4,069,803
2010	ESTIMATE	3,927,174
2011	ADOPTED	3,767,341

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.

PROGRAM: LAW ENFORCEMENT

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	2,102,387	2,251,331	2,271,877	2,212,091
1230	LONGEVITY PAY	61,950	66,950	66,950	52,050
1240	HOLIDAY PAY	108,354	102,203	103,303	102,082
1250	COMMUNITY BUILDING DETAIL	8,978	15,000	3,912	5,000
1260	SPECIAL ASSIGNMENT PAY	44,136	35,000	45,914	35,000
1400	OVERTIME	199,622	150,000	140,220	150,000
1520	EDUCATION INCENTIVE	31,436	30,120	33,595	34,080
2100	F.I.C.A.	187,411	202,771	195,760	198,158
2200	RETIREMENT CONTRIBUTION	279,667	307,046	290,486	297,321
2300	LIFE AND HEALTH INSURANCE	234,184	273,447	236,138	312,876
2400	WORKERS COMPENSATION	102,896	79,172	89,390	88,522
TOTAL		**3,361,021**	**3,513,040**	**3,477,546**	**3,487,180**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	-	12,000	10,000	6,000
3400	OTHER CONTRACTUAL SERVICES	32,159	51,865	32,836	4,720
4020	EMPLOYEE DEVELOPMENT	-	-	-	-
4100	COMMUNICATIONS	52,875	38,760	45,190	35,761
4200	POSTAGE	49	250	118	100
4300	UTILITY SERVICES	37,828	35,000	30,036	28,000
4400	RENTALS AND LEASES	17,923	17,100	15,120	10,800
4600	REPAIR AND MAINTENANCE	25,836	45,000	55,260	43,291
4610	REPAIR AND MAINTENANCE - VEHICLES	77,957	-	-	-
4700	PRINTING AND BINDING	2,546	4,000	1,069	1,500
4800	COMMUNITY RELATIONS	5,998	6,500	1,361	6,500
5100	OFFICE SUPPLIES	4,582	8,500	2,689	2,750
5200	OPERATING SUPPLIES	142,902	91,174	50,462	39,300
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	4,344	2,064	2,004	1,439
5500	FUELS AND LUBRICANTS	93,006	122,000	106,364	100,000
6300	IMPROV. OTHER THAN BUILDINGS	2,450	-	-	-
6400	EQUIPMENT	635,853	112,550	97,120	-
9800	CONTINGENCY	-	10,000	-	-
TOTAL		**1,136,311**	**556,763**	**449,628**	**280,161**
TOTAL COST		**4,497,331**	**4,069,803**	**3,927,174**	**3,767,341**

PROGRAM: LAW ENFORCEMENT

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
POLICE CHIEF	1	1	1
POLICE COMMANDER	3	3	1
POLICE SERGEANTS	6	6	8
POLICE CORPORALS	0	0	6
POLICE OFFICERS	30	30	24
RECORDS CLERK	1	1	1
EVIDENCE CUSTODIAN	1	1	1
CODE ENFORCEMENT OFFICER	2	3	2
CRIME ANALYST/GRANTS/CMTY. RELATIONS	0	0	1
SECRETARY	2	1	1
ADMINISTRATIVE SECRETARY	1	1	1
TOTAL	**47**	**47**	**47**

CAPITAL OUTLAY

6400 - Equipment:	$ -
Total capital outlay	$ -

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of two Police Commanders to Police Sergeants.

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of the Planner/Grant Writer from Planning/Economic Development.
Title Changed to Crime Analyst/Grants/Community Relations.

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of a Code Enforcement Officer to Executive Assistant to City Administrator

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
2009	ACTUAL	3,788,634
2010	BUDGET	3,887,942
2010	ESTIMATE	3,715,046
2011	ADOPTED	4,757,152

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.

PROGRAM: FIRE AND RESCUE

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	1,704,143	1,800,125	1,759,916	1,772,199
1230	LONGEVITY PAY	29,792	23,700	23,700	33,900
1240	HOLIDAY PAY	80,424	81,789	85,172	82,246
1250	PARAMEDIC PAY	142,333	147,000	181,772	175,000
1400	OVERTIME	370,481	374,860	320,225	377,970
1520	EDUCATION INCENTIVE	11,949	12,120	13,075	12,720
2100	F.I.C.A.	171,416	186,629	171,850	187,734
2200	RETIREMENT CONTRIBUTION	285,055	322,509	273,403	351,209
2300	LIFE AND HEALTH INSURANCE	200,292	234,521	219,246	268,102
2400	WORKERS COMPENSATION	132,627	79,613	107,794	121,254
TOTAL		**3,128,511**	**3,262,866**	**3,156,153**	**3,382,334**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	-	-	-	10,400
3400	OTHER CONTRACTUAL SERVICES	98,609	75,605	63,660	85,300
4020	EMPLOYEE DEVELOPMENT	57,062	6,220	956	30,785
4100	COMMUNICATIONS	12,167	12,230	7,228	16,479
4200	POSTAGE	377	600	71	300
4300	UTILITY SERVICES	27,844	27,000	23,136	27,000
4400	RENTALS AND LEASES	5,199	7,700	5,437	750
4600	REPAIR AND MAINTENANCE	16,515	38,250	22,311	36,110
4610	REPAIR AND MAINTENANCE - VEHICLES	2,238	32,000	33,310	46,500
4700	PRINTING AND BINDING	3,133	2,500	1,566	2,500
4800	COMMUNITY RELATIONS	-	-	160	1,000
4900	OTHER CHARGES AND OBLIGATIONS	63	-	-	-
5100	OFFICE SUPPLIES	1,996	1,000	975	1,000
5200	OPERATING SUPPLIES	101,171	111,774	66,652	133,005
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	5,307	1,720	1,539	2,455
5510	FUEL	30,177	30,000	30,000	32,000
6200	BUILDINGS	-	-	-	-
6400	EQUIPMENT	76,245	56,458	79,873	633,265
7100	PRINCIPAL	173,854	181,086	181,086	265,009
7200	INTEREST	48,165	40,933	40,933	50,960
TOTAL		**660,123**	**625,076**	**558,894**	**1,374,818**
TOTAL COST		**3,788,634**	**3,887,942**	**3,715,046**	**4,757,152**

PROGRAM: FIRE AND RESCUE

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
FIRE CHIEF	1	1	1
FIRE MARSHAL	1	0	1
BATTALION CHIEF	3	3	3
LIEUTENANT	6	6	6
FIREFIGHTER	27	27	27
TRAINING OFFICER	1	0	1
DIVISION CHIEF TRAINING	0	1	0
DIVISION CHIEF FIRE PREVENTION	0	1	0
ADMINISTRATIVE SECRETARY	1	1	1
TOTAL	**40**	**40**	**40**

CAPITAL OUTLAY

6400 - Equipment

Engine 15 Replacement	$ 325,000
Rescue 15 Replacement	260,325
Thermal Imagine Camera (2)	16,500
Firefighter Bunker Gear (13)	28,340
E115 & E117 Suction Units (2)	1,600
E117 Jaffrey Valve	1,500
Total capital outlay	$ 633,265

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
2009	ACTUAL	620,329
2010	BUDGET	367,154
2010	ESTIMATE	293,561
2011	ADOPTED	523,386

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.

PROGRAM: PLANNING/ECONOMIC DEVELOPMENT

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	240,199	219,000	212,917	222,000
1230	LONGEVITY PAY	5,800	300	600	200
1400	OVERTIME	289	-	52	-
2100	F.I.C.A.	18,580	16,776	16,784	16,998
2200	RETIREMENT CONTRIBUTION	25,961	21,930	22,574	22,220
2300	LIFE AND HEALTH INSURANCE	23,732	22,583	22,298	25,656
2400	WORKERS COMPENSATION	5,722	3,215	4,852	4,252
TOTAL		**320,283**	**283,804**	**280,078**	**291,326**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	218,983	20,000	-	220,000
3400	OTHER CONTRACTUAL SERVICES	49,828	50,100	8,356	-
4020	EMPLOYEE DEVELOPMENT	1,706	4,000	634	4,500
4100	COMMUNICATION	563	650	652	660
4200	POSTAGE	-	-	23	100
4400	RENTALS AND LEASES	-	-	-	-
4600	REPAIRS AND MAINTENANCE	189	250	66	150
4610	REPAIRS AND MAINTENANCE - VEHICLES	1,317	-	-	-
4700	PRINTING AND BINDING	669	1,000	76	1,250
4800	PROMOTIONAL ACTIVITIES	-	-	-	1,200
5100	OFFICE SUPPLIES	1,104	1,500	211	400
5200	OPERATING SUPPLIES	1,816	3,850	1,309	1,800
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,442	1,500	1,049	1,500
5500	FUEL	1,085	500	1,106	500
6400	EQUIPMENT	21,346	-	-	-
TOTAL		**300,046**	**83,350**	**13,483**	**232,060**
TOTAL COST		**620,329**	**367,154**	**293,561**	**523,386**

PROGRAM: PLANNING/ECONOMIC DEVELOPMENT

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
COMMUNITY DEVELOPMENT DIRECTOR	1	1	1
COMMUNITY DEVELOPMENT COORDINATOR	1	1	1
ENGINEER	1	0	0
PLANNER	1	0	1
PLANNER/STORMWATER	1	1	1
PLANNER/ED/GRANTS WRITER	1	1	0
TOTAL	**6**	**4**	**4**

CAPITAL OUTLAY

6400 - Equipment	
Total Capital Outlay	$ -

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of the Planner/Grant Writer to the Police Department.
Title Changed to Planner.

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
2009	ACTUAL	213,668
2010	BUDGET	166,028
2010	ESTIMATE	157,972
2011	ADOPTED	163,468

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.

PROGRAM: BUILDING

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	49,323	119,000	108,431	116,880
1230	LONGEVITY PAY	500	500	500	-
1400	OVERTIME	-	-	250	-
2100	F.I.C.A.	3,719	9,142	8,250	8,941
2200	RETIREMENT CONTRIBUTION	4,963	11,950	10,936	9,400
2300	LIFE AND HEALTH INSURANCE	4,565	11,263	10,386	12,444
2400	WORKERS COMPENSATION	275	3,073	2,810	3,785
TOTAL		**63,346**	**154,928**	**141,563**	**151,450**
SUPPLIES AND OTHER SERVICES:					
3400	OTHER CONTRACTUAL SERVICES	147,642	6,600	14,684	2,000
4020	EMPLOYEE DEVELOPMENT	-	1,000	82	1,500
4100	COMMUNICATIONS	-	-	831	2,280
4200	POSTAGE	-	150	-	50
4600	REPAIR AND MAINTENANCE	368	500	-	250
4700	PRINTING AND BINDING	450	600	91	200
5100	OFFICE SUPPLIES	982	1,000	41	300
5200	OPERATING SUPPLIES	94	500	500	-
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	787	750	181	500
5500	FUEL AND LUBRICANTS	-	-	-	3,800
6400	EQUIPMENT	-	-	-	1,138
TOTAL		**150,322**	**11,100**	**16,409**	**12,018**
TOTAL COST		**213,668**	**166,028**	**157,972**	**163,468**

PROGRAM: BUILDING

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
BUILDING OFFICIAL	1	1	1
BUILDING ASSISTANT	0	0	0
BUILDING INSPECTOR PART TIME	0	0	1
BUILDING DEPARTMENT COORDINATOR	1	1	0
PERMIT CLERK	1	0	1
TOTAL	**3**	**2**	**3**

CAPITAL OUTLAY

6400 - Equipment:

Laptop Computer	$ 1,138
Total equipment	$ 1,138

Note: Beginning with FY 2011, Personnel Costs reflect reclassification of the Building Coordinator to Permit Clerk and the addition of a Part Time Building Inspector, which was previously approved contractual position.

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
2009	ACTUAL	456,469
2010	BUDGET	1,442,819
2010	ESTIMATE	849,352
2011	ADOPTED	1,170,651

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.

PROGRAM: LEISURE SERVICES

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	143,889	379,537	367,263	464,291
1230	LONGEVITY	800	2,075	2,075	3,350
1400	OVERTIME	203	20,000	19,143	24,500
2100	F.I.C.A.	10,842	30,723	28,389	37,649
2200	RETIREMENT CONTRIBUTION	10,983	36,609	31,731	38,333
2300	LIFE AND HEALTH INSURANCE	11,661	60,819	50,594	69,867
2400	WORKERS COMPENSATION	5,445	17,156	14,153	17,365
TOTAL		**183,823**	**546,919**	**513,349**	**655,355**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	18,600	-	-	-
3400	OTHER CONTRACTUAL SERVICES	8,811	48,500	46,139	26,350
3410	INSTRUCTOR FEES	8,024	12,800	12,282	20,850
4020	EMPLOYEE DEVELOPMENT	1,585	2,750	2,143	5,600
4100	COMMUNICATIONS	2,238	4,750	6,729	8,896
4200	POSTAGE	8	100	-	100
4300	UTILITY SERVICES	-	90,000	72,127	115,500
4400	RENTALS AND LEASES	7,977	14,100	6,042	13,100
4600	REPAIR AND MAINTENANCE	20,610	87,000	76,758	92,350
4610	REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700	PRINTING AND BINDING	4,390	2,000	968	2,000
4800	COMMUNITY RELATIONS	38,205	17,500	8,305	16,000
5100	OFFICE SUPPLIES	8	400	121	300
5200	OPERATING SUPPLIES	669	73,850	40,005	73,800
5210	PROGRAM SUPPLIES	18,759	10,450	13,159	10,550
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,583	900	1,367	1,750
5500	FUEL	510	10,000	10,000	12,000
6300	IMPROVEMENTS	135,509	500,000	20,000	81,750
6400	EQUIPMENT	5,162	20,800	19,858	34,400
TOTAL		**272,646**	**895,900**	**336,002**	**515,296**
TOTAL COST		**456,469**	**1,442,819**	**849,352**	**1,170,651**

PROGRAM: LEISURE SERVICES

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
LEISURE SERVICES DIRECTOR	1	1	1
PARKS SERVICE SUPERVISOR	0	1	1
PARKS SERVICE SPECIALIST I	0	5	6
PARKS SERVICE SPECIALIST I PART TIME	0	0	1
PARKS SERVICE SPECIALIST II	0	3	2
RECREATION PROGRAM COORDINATOR	1	1	1
REC. PROGRAM/ COMM. COORDINATOR	0	0	1
EVENT SPECIALIST PART TIME	0	0	2
TOTAL	**2**	**11**	**15**

CAPITAL OUTLAY

6300 - Improvements	
Reiter Park	80,000
Removable Fencing (Futsal Court)	1,750
Total Improvements	$ 81,750
6400 - Equipment	
Pull Type Aerator for Ball fields	2,500
Spreader/Sprayer	9,500
New Sound System (Comm. Building)	20,000
Buffer (Comm. Building)	1,400
Steam Cleaner (Comm. Building)	1,000
Total Equipment	$ 34,400
Total Capital Outlay	$ 116,150

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
2009	ACTUAL	1,868,617
2010	BUDGET	1,678,662
2010	ESTIMATE	1,861,147
2011	ADOPTED	1,501,557

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.

PROGRAM: STREETS

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	506,694	612,110	611,487	592,917
1230	LONGEVITY PAY	9,025	9,800	10,025	7,800
1400	OVERTIME	31,309	20,000	34,256	22,000
2100	F.I.C.A.	40,552	49,106	46,405	47,638
2200	RETIREMENT CONTRIBUTION	54,267	64,076	64,209	65,085
2300	LIFE AND HEALTH INSURANCE	66,363	91,750	81,841	104,706
2400	WORKERS COMPENSATION	49,661	32,370	43,151	40,999
TOTAL		**757,870**	**879,212**	**891,374**	**881,145**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	319,007	30,000	255,333	20,000
3400	OTHER CONTRACTUAL SERVICES	223,332	118,750	152,038	60,700
4020	EMPLOYEE DEVELOPMENT	4,871	4,500	5,273	2,000
4100	COMMUNICATIONS	7,057	6,250	6,571	6,862
4200	POSTAGE	40	100	58	100
4300	UTILITY SERVICES	295,101	296,500	309,244	296,500
4400	RENTALS AND LEASES	3,714	5,000	3,235	3,500
4600	REPAIR AND MAINTENANCE	129,868	149,500	90,679	85,500
4610	REPAIR AND MAINTENANCE - VEHICLES	25,081	75,000	52,235	75,000
4700	PRINTING AND BINDING	1,068	500	492	500
4900	OTHER CHARGES AND OBLIGATIONS	-	-	-	-
5100	OFFICE SUPPLIES	1,565	750	1,506	500
5200	OPERATING SUPPLIES	36,164	34,250	27,186	14,250
5230	SAFETY SUPPLIES	14,599	20,000	8,751	10,000
5300	ROAD MATERIALS AND SUPPLIES	9,734	20,000	6,258	15,000
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	1,227	2,600	3,779	3,750
5500	FUEL	21,640	20,000	20,500	25,000
5540	LUBRICANTS	-	1,000	2,520	1,250
6300	IMPROVEMENTS	-	-	8,545	-
6400	EQUIPMENT	16,678	14,750	15,572	-
9800	RESERVE FOR CONTINGENCY		-		
	Total	**1,110,746**	**799,450**	**969,774**	**620,412**
	Total Cost	**1,868,617**	**1,678,662**	**1,861,147**	**1,501,557**

PROGRAM: STREETS

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
ADMINISTRATIVE ASSISTANT	1	1	1
PUBLIC WORKS DIRECTOR/CITY ENG	0	1	1
PUBLIC WORKS FIELD SUPERINTENDENT	1	0	0
PUBLIC WORKS FLEET SUPERVISOR	0	1	1
MECHANIC	0	1	1
PUBLIC WORKS MAINT. SPECIALIST I	7	6	6
PUBLIC WORKS MAINT. SPECIALIST II	3	3	3
PUBLIC WORKS STREETS SUPERVISOR	1	1	1
HORTICULTURE SPECIALIST I	0	1	1
STREETS DIVISION MANAGER	1	1	1
TOTAL	**14**	**16**	**16**

CAPITAL OUTLAY

6400 - Equipment:	
	$ -
	-
Total Equipment	$ -

PROGRAM: PROPERTIES MAINTENANCE

GOALS: To consistently fulfill maintenance requirements to keep all active/passive parks, grounds and cemetery facilities in a well-groomed condition.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2009	ACTUAL	857,963
2010	BUDGET	-
2010	ESTIMATE	-
2011	ADOPTED	-

OBJECTIVES:

Provide attractive, safe grounds in which various leagues and the City can conduct recreational activities throughout the year.

Continue to implement improved methods of maintenance that are safe and aesthetically pleasing for all parks used by the public for leisure activities.

Improve planning and scheduling of maintenance and landscaping for all City grounds and other rights-of-way.

RESULTS:

Fields and grounds that are suitable for recreational sports and general use.

A high level of maintenance that attracts residential use of City parks.

City grounds and rights-of-way that are safe and attractive.

PROGRAM: PROPERTIES MAINTENANCE

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
			-	-	-
PERSONNEL COSTS:			-	-	-
1200	REGULAR SALARIES AND WAGES	329,062	-	-	-
1230	LONGEVITY PAY	4,425	-	-	-
1400	OVERTIME	30,857	-	-	-
2100	F.I.C.A.	25,420	-	-	-
2200	RETIREMENT CONTRIBUTION	33,762	-	-	-
2300	LIFE AND HEALTH INSURANCE	48,813	-	-	-
2400	WORKERS COMPENSATION	20,662	-	-	-
TOTAL		**493,000**	**-**	**-**	**-**
SUPPLIES AND OTHER SERVICES:					
3400	OTHER CONTRACTUAL SERVICES	52,578	-	-	-
4020	EMPLOYEE DEVELOPMENT	5,011	-	-	-
4100	COMMUNICATIONS	5,730	-	-	-
4200	POSTAGE	-	-	-	-
4300	UTILITY SERVICES	83,802	-	-	-
4400	RENTALS AND LEASES	3,620	-	-	-
4600	REPAIR AND MAINTENANCE	103,907	-	-	-
4610	REPAIR AND MAINTENANCE - VEHICLES	18,034	-	-	-
5100	OFFICE SUPPLIES	405	-	-	-
5200	OPERATING SUPPLIES	38,399	-	-	-
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	854	-	-	-
5500	FUEL	12,444	-	-	-
6300	IMPROVEMENTS	36,419	-	-	-
6400	EQUIPMENT	3,761	-	-	-
9800	RESERVE FOR CONTINGENCY	-	-	-	-
TOTAL		**364,964**	**-**	**-**	**-**
TOTAL COST		**857,963**	**-**	**-**	**-**

PROGRAM: PROPERTIES MAINTENANCE

MANPOWER ANALYSIS

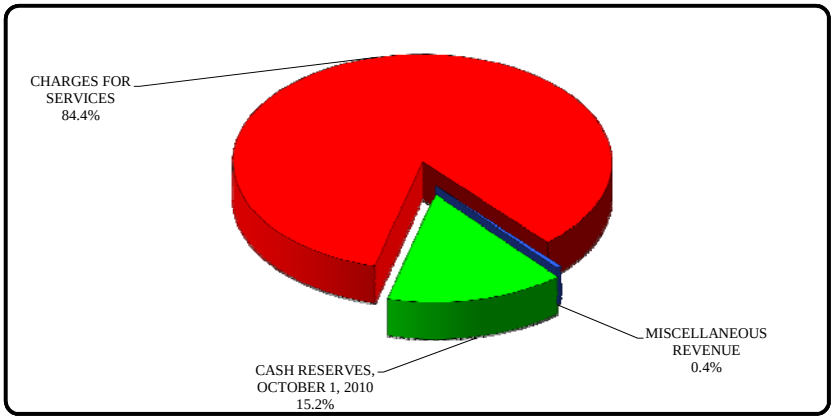
NUMBER OF FULL-TIME/PART-TIME PERSONNEL

POSITION	2009	2010	2011
PARK ATTENDANT (PART-TIME)	0	0	0
PUBLIC WORKS MAINT. SUPERVISOR	1	0	0
PUBLIC WORKS MAINT. SPECIALIST I	9	0	0
PUBLIC WORKS MAINT. SPECIALIST II	1	0	0
TOTAL	**11**	**0**	**0**

Note: Beginning FY 2010, this Program was combined with Recreation and renamed Leisure Services.

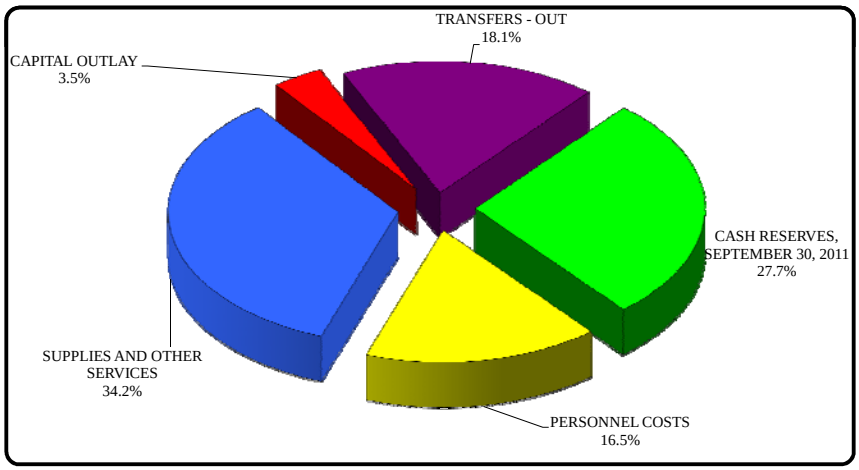
PUBLIC UTILITIES FUND - REVENUE AND EXPENSES

FISCAL YEAR 2010-2011



TOTAL REVENUE $ 3,764,147

		TOTALS	PERCENT REVENUES
CASH RESERVES, OCTOBER 1, 2010	$	570,428	15.2%
CHARGES FOR SERVICES		3,177,319	84.4%
MISCELLANEOUS REVENUE		16,400	0.4%
TOTAL REVENUE	**$**	**3,764,147**	**100%**



TOTAL EXPENSE $ 3,764,147

		TOTALS	PERCENT EXPENSES
PERSONNEL COSTS	$	621,969	16.5%
SUPPLIES AND OTHER SERVICES		1,285,928	34.2%
CAPITAL OUTLAY		133,000	3.5%
TRANSFERS - OUT		680,868	18.1%
CASH RESERVES, SEPTEMBER 30, 2011		1,042,382	27.6%
TOTAL EXPENSES	**$**	**3,764,147**	**100%**

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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
2009	ACTUAL	3,287,493
2010	BUDGET	3,728,091
2010	ESTIMATE	3,292,753
2011	ADOPTED	2,721,765

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 UTILITIES FUND BUDGET SUMMARY

	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
CASH RESERVES, OCTOBER 1	**1,501,134**	**1,132,955**	**1,132,955**	**570,428**
ADD REVENUES:				
CHARGES FOR SERVICES:				
343-6110 WATER REVENUE / BILLED	1,444,946	1,588,753	1,350,612	1,568,094
343-6115 WATER SURCHARGE	4,971	5,500	3,980	4,000
343-6120 WATER METER CONNECTIONS	3,090	4,500	1,260	1,300
343-6125 TURN ON AND TURN OFF FEES	28,380	30,000	23,277	23,500
343-6130 LATE CHARGES	99,156	102,000	93,006	95,000
343-6135 SPRINKLERS / BILLED	11,535	12,000	11,632	11,500
343-6140 SEWER REVENUE / BILLED	1,229,495	1,454,525	1,210,545	1,454,525
343-6145 SEWER CONNECTION (TAP) FEES	2,050	3,000	1,850	2,000
343-6510 OTHER CHARGES	18,839	17,000	17,446	17,400
TOTAL	**2,842,462**	**3,217,279**	**2,713,608**	**3,177,319**
MISCELLANEOUS REVENUES:				
361-1000 INTEREST EARNINGS	6,938	13,000	2,950	2,900
363-2010 WATER DEVELOPMENT ASSISTANCE FEES	12,070	17,000	1,570	1,500
363-2020 SEWER DEVELOPMENT ASSISTANCE FEES	33,704	65,000	6,599	6,500
363-2390 SEWER DEVELOPMENT ASSISTANCE INTEREST	17,035	35,000	5,500	5,500
364-4000 SALE OF SURPLUS EQUIPMENT	7,106	10,000	-	-
TOTAL	**76,852**	**140,000**	**16,618**	**16,400**
TOTAL REVENUES AVAILABLE	**4,420,448**	**4,490,233**	**3,863,180**	**3,764,147**
DEDUCT EXPENSES:				
PUBLIC UTILITIES	2,692,917	3,071,998	2,636,660	2,040,897
TRANSFERS - OUT:				
GENERAL FUND	594,576	656,093	656,093	680,868
TOTAL EXPENSES	**3,287,493**	**3,728,091**	**3,292,753**	**2,721,765**
CASH RESERVES, SEPTEMBER 30	**1,132,955**	**762,142**	**570,428**	**1,042,382**

PROGRAM: PUBLIC UTILITIES

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	394,473	403,963	399,309	404,283
1230	LONGEVITY PAY	7,675	5,675	5,675	4,675
1400	OVERTIME	51,634	60,000	41,096	32,000
2100	F.I.C.A.	32,902	35,927	32,000	33,733
2200	RETIREMENT CONTRIBUTION	42,948	46,525	42,128	45,842
2300	LIFE AND HEALTH INSURANCE	48,366	68,455	71,158	78,129
2400	WORKERS COMPENSATION	27,293	28,613	22,826	23,307
TOTAL		**605,291**	**649,158**	**614,191**	**621,969**
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	76,029	69,000	47,859	69,000
3400	OTHER CONTRACTUAL SERVICES	234,492	234,500	233,128	15,000
4020	EMPLOYEE DEVELOPMENT	5,407	16,000	6,974	10,000
4100	COMMUNICATIONS	5,279	4,200	4,353	6,400
4200	POSTAGE	221	500	196	500
4300	UTILITY SERVICES	167,781	190,000	158,450	190,000
4400	RENTALS AND LEASES	272	3,500	1,339	2,500
4600	REPAIR AND MAINTENANCE	290,086	245,000	81,991	291,300
4610	REPAIR AND MAINTENANCE - VEHICLES	12,290	15,000	3,704	12,500
4700	PRINTING & BINDING	-	-	-	-
4900	OTHER CHARGES AND OBLIGATIONS	492,263	544,240	436,603	560,268
5200	OPERATING SUPPLIES	28,647	79,000	17,950	103,000
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	2,505	3,500	3,468	3,800
5500	FUEL	17,144	18,000	17,990	21,660
6200	BUILDINGS	-	-	-	-
6300	IMPROVEMENTS	736,287	925,000	925,000	125,000
6400	EQUIPMENT	18,923	55,400	83,463	8,000
9800	RESERVE FOR CONTINGENCY	-	20,000	-	-
TOTAL		**2,087,626**	**2,422,840**	**2,022,468**	**1,418,928**
TOTAL COST		**2,692,917**	**3,071,998**	**2,636,660**	**2,040,897**

PROGRAM: PUBLIC UTILITIES

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

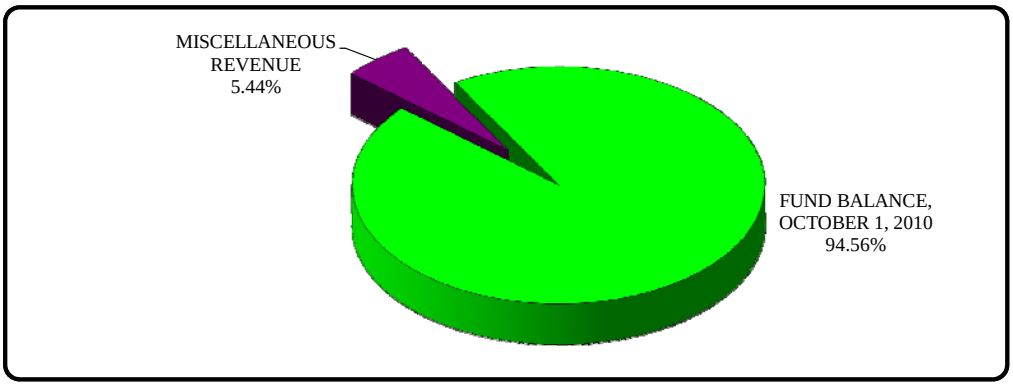
POSITION	2009	2010	2011
UTILITIES DIVISION MANAGER	1	1	1
UTILITIES FIELD SUPERVISOR	1	1	1
UTILITIES PLANT SUPERVISOR	0	0	0
BACKFLOW PROGRAM COORDINATOR	1	1	1
UTILITIES MAINTENANCE SPECIALIST I	5	5	4
UTILITIES MAINTENANCE SPECIALIST II	4	4	4
PLANT OPERATOR	0	0	1
TOTAL	**12**	**12**	**12**

CAPITAL OUTLAY

6300 - Improvements:	
Water Main Loop (Georgia)	$ 55,000
Water Main Loop (Marvin Ave. & Columbus Cir.)	30,000
Water Main Loop (Lake Ave. & Reider)	40,000
Total improvements	$ 125,000
6400 - Equipment	
Truck Mounted Crane	$ 8,000
Total equipment	$ 8,000
Total capital outlay	$ 133,000

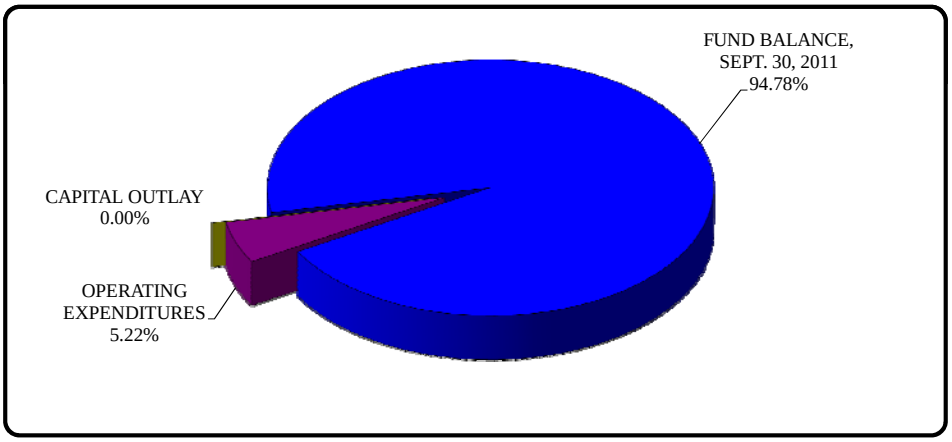
CEMETERY FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2010-2011



TOTAL REVENUE	$	162,810

		TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2010	$	153,960	94.56%
MISCELLANEOUS REVENUE		8,850	5.43%
TOTAL REVENUE	**$**	**162,810**	**100%**



TOTAL EXPENDITURES	$	162,810

		TOTALS	PERCENT EXPENSES
OPERATING EXPENDITURES	$	8,500	5.22%
CAPITAL OUTLAY		-	0.00%
FUND BALANCE, SEPT. 30, 2011		154,310	94.78%
TOTAL EXPENDITURES	**$**	**162,810**	**100%**

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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
2009	ACTUAL	25,117
2010	BUDGET	8,500
2010	ESTIMATE	2,923
2011	ADOPTED	8,500

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.

CEMETERY FUND BUDGET SUMMARY

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
FUND BALANCE, OCTOBER 1		**145,409**	**147,786**	**147,786**	**153,960**
ADD REVENUES:					
334-7000	URBAN FORESTRY GRANT	-	-	-	-
361-1000	INTEREST EARNINGS	894	1,300	377	350
364-1000	CEMETERY LOTS	26,600	25,000	8,720	8,500
TOTAL REVENUES AVAILABLE		172,903	174,086	156,883	162,810
DEDUCT EXPENDITURES:					
OPERATING EXPENSES		25,117	8,500	2,923	8,500
TOTAL EXPENDITURES		25,117	8,500	2,923	8,500
FUND BALANCE, SEPTEMBER 30		**147,786**	**165,586**	**153,960**	**154,310**

PROGRAM: CEMETERY FUND

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	20,137	-	-	-
4300	UTILITY SERVICES	-	-	-	4,500
5200	OPERATING SUPPLIES	2,345	5,000	2,580	2,500
5220	REPURCHASE OF UNUSED LOTS	2,635	1,500	343	1,500
6300	IMPROVEMENTS	-	-	-	-
6400	EQUIPMENT	-	-	-	-
9800	RESERVE FOR CONTINGENCY	-	2,000	-	-
TOTAL		**25,117**	**8,500**	**2,923**	**8,500**
TOTAL COST		**25,117**	**8,500**	**2,923**	**8,500**

6400 - Equipment		
	$	-
Total equipment	$	-
Total capital outlay	$	-

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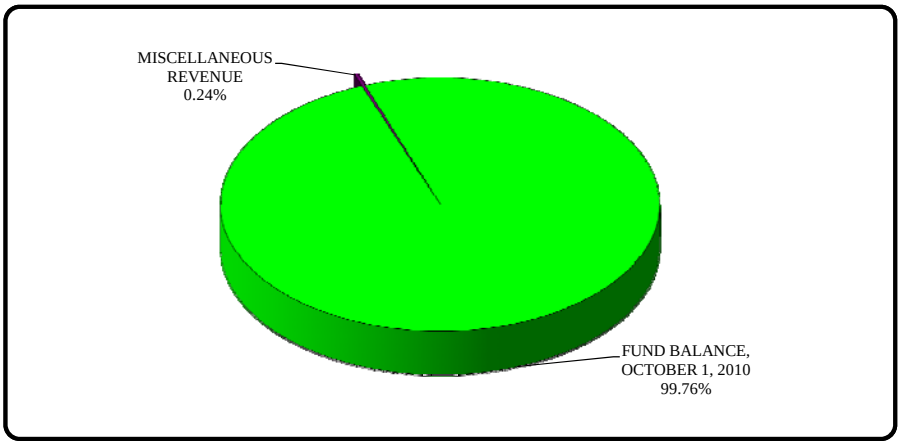
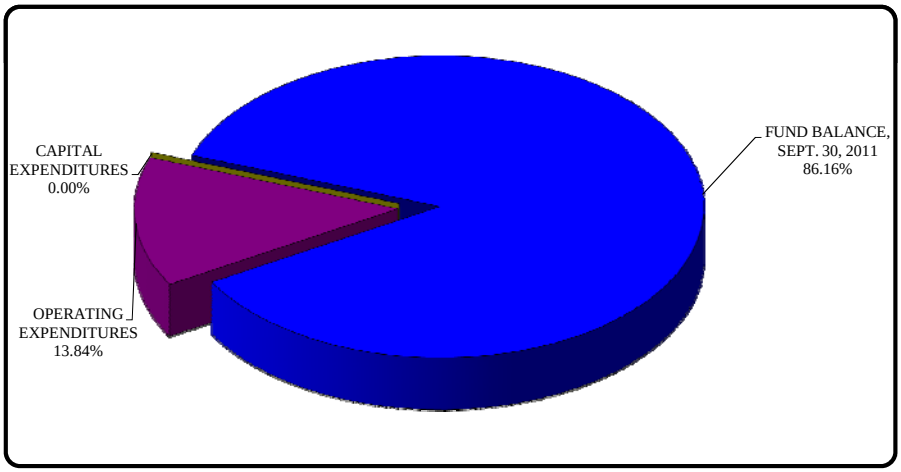
HISTORIC DISTRICT FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2010-2011



TOTAL REVENUE	**$**	**50,567**

	TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2010	$ 50,447	99.76%
MISCELLANEOUS REVENUE	120	0.24%
TOTAL REVENUE	**$ 50,567**	**100%**



TOTAL EXPENDITURES	**$**	**50,567**

	TOTALS	PERCENT EXPENSES
OPERATING EXPENDITURES	$ 7,000	13.84%
CAPITAL EXPENDITURES	-	0.00%
FUND BALANCE, SEPT. 30, 2011	43,567	86.16%
TOTAL EXPENDITURES	**$ 50,567**	**100%**

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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
2009	ACTUAL	2,400
2010	BUDGET	27,000
2010	ESTIMATE	4,753
2011	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.

HISTORIC DISTRICT FUND BUDGET SUMMARY

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
FUND BALANCE, OCTOBER 1		**52,777**	**55,074**	**55,074**	**50,447**
ADD REVENUES:					
347-2025	SPECIAL EVENT FEES	4,375	4,500	-	-
361-1000	INTEREST EARNINGS	322	200	126	120
366-1000	DONATIONS	-	-		
TOTAL REVENUES AVAILABLE		57,474	59,774	55,200	50,567
DEDUCT EXPENDITURES:					
OPERATING EXPENSES		2,400	27,000	4,753	7,000
TOTAL EXPENDITURES		2,400	27,000	4,753	7,000
FUND BALANCE, SEPTEMBER 30		**55,074**	**32,774**	**50,447**	**43,567**

PROGRAM: HISTORIC DISTRICT FUND

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
SUPPLIES AND OTHER SERVICES:					
4900	OTHER CHARGES AND OBLIGATIONS	2,400	7,000	4,753	7,000
6300	IMPROVEMENTS	-	20,000	-	-
TOTAL		**2,400**	**27,000**	**4,753**	**7,000**
TOTAL COST		**2,400**	**27,000**	**4,753**	**7,000**

Capital Outlay

6300 - Improvements	
Total Capital Outlay	$ -

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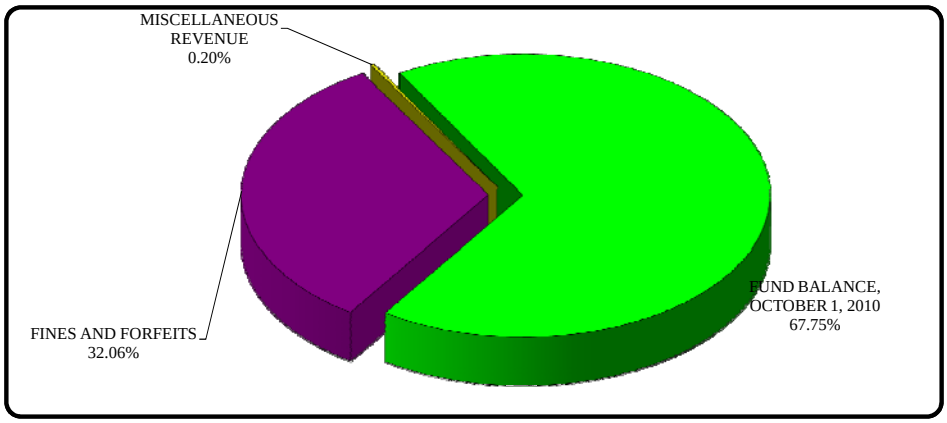
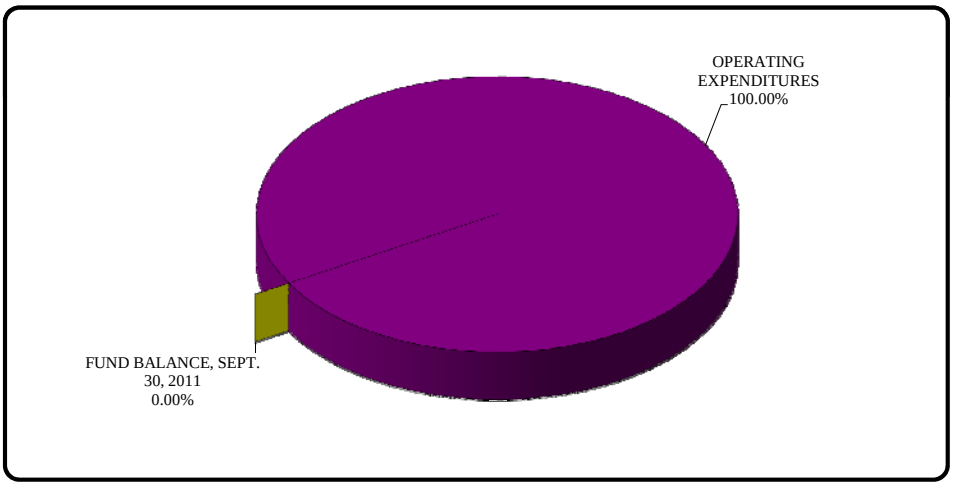
POLICE EDUCATION FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2010-2011



TOTAL REVENUE	**$**	**28,076**

		TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2010	$	19,021	67.75%
FINES AND FORFEITS		9,000	32.06%
MISCELLANEOUS REVENUE		55	0.20%
TOTAL REVENUE	**$**	**28,076**	**100%**



TOTAL EXPENDITURES	**$**	**28,076**

		TOTALS	PERCENT EXPENSES
OPERATING EXPENDITURES	$	28,076	100.00%
FUND BALANCE, SEPT. 30, 2011		(0)	0.00%
TOTAL EXPENDITURES	**$**	**28,076**	**100%**

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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
2009	ACTUAL	28,923
2010	BUDGET	42,700
2010	ESTIMATE	26,982
2011	ADOPTED	28,076

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

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 EDUCATION FUND BUDGET SUMMARY

	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
FUND BALANCE, OCTOBER 1	**54,732**	**35,174**	**35,174**	**19,021**
ADD REVENUES:				
351-3000 LAW ENFORCEMENT EDUCATION	9,133	9,000	10,768	9,000
361-1000 INTEREST EARNINGS	232	500	60	55
TOTAL REVENUES AVAILABLE	64,097	44,674	46,002	28,076
DEDUCT EXPENDITURES:				
OPERATING EXPENSES	28,923	33,000	26,982	28,076
TOTAL EXPENDITURES	28,923	33,000	26,982	28,076
FUND BALANCE, SEPTEMBER 30	**35,174**	**11,674**	**19,021**	**(0)**

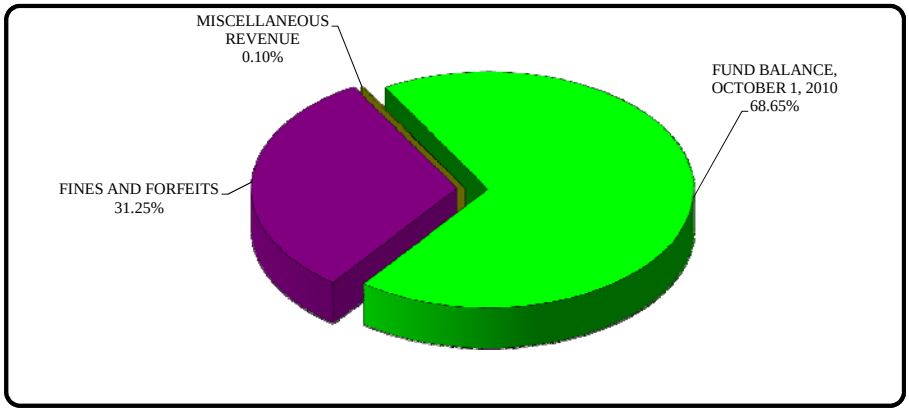
PROGRAM: POLICE EDUCATION FUND

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
SUPPLIES AND OTHER SERVICES:					
4020	EMPLOYEE DEVELOPMENT	25,812	24,500	12,000	15,000
5200	OPERATING SUPPLIES	3,111	14,500	14,982	13,076
6400	EQUIPMENT		3,700	-	-
TOTAL		**28,923**	**42,700**	**26,982**	**28,076**
TOTAL COST		**28,923**	**42,700**	**26,982**	**28,076**

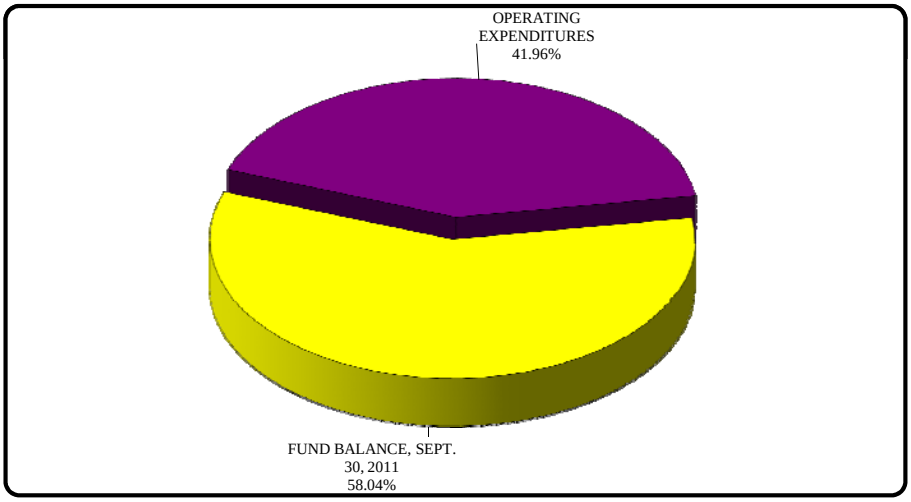
SPECIAL LAW ENFORCEMENT TRUST FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2010-2011



TOTAL REVENUE	**$**	**112,012**

		TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2010	$	76,892	68.65%
FINES AND FORFEITS		35,000	31.25%
MISCELLANEOUS REVENUE		120	0.10%
TOTAL REVENUE	**$**	**112,012**	**100%**



TOTAL EXPENDITURES	**$**	**112,012**

		TOTALS	PERCENT EXPENSES
OPERATING EXPENDITURES	$	47,000	41.96%
FUND BALANCE, SEPT. 30, 2011		65,012	58.04%
TOTAL EXPENDITURES	**$**	**112,012**	**100%**

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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
2009	ACTUAL	28,850
2010	BUDGET	29,000
2010	ESTIMATE	27,090
2011	ADOPTED	47,000

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.

SPECIAL LAW ENFORCEMENT TRUST FUND BUDGET SUMMARY

	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
FUND BALANCE, OCTOBER 1	**51,713**	**37,285**	**37,285**	**76,892**
ADD REVENUES:				
351-2000 CONFISCATED PROPERTY	14,169	10,000	66,521	35,000
361-1000 INTEREST EARNINGS	254	500	175	120
TOTAL REVENUES AVAILABLE	66,136	47,785	103,982	112,012
DEDUCT EXPENDITURES:				
OPERATING EXPENSES	28,850	26,000	27,090	47,000
TOTAL EXPENDITURES	28,850	26,000	27,090	47,000
FUND BALANCE, SEPTEMBER 30	**37,285**	**21,785**	**76,892**	**65,012**

PROGRAM: SPECIAL LAW ENFORCEMENT TRUST FUND

LINE ITEM DETAIL

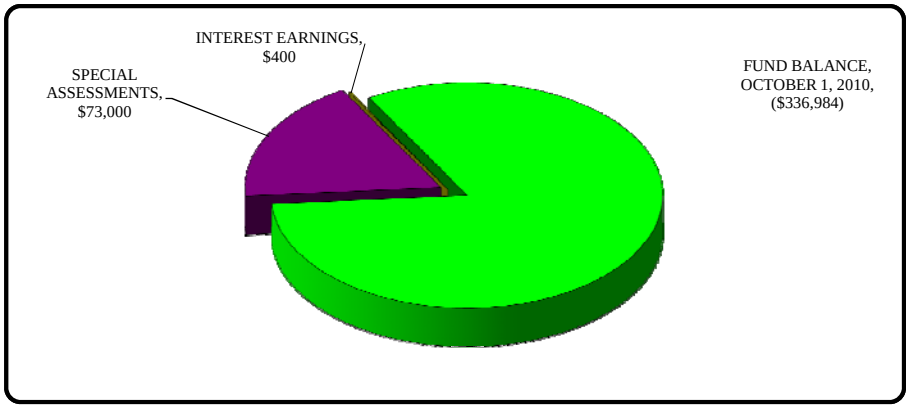
		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
SUPPLIES AND OTHER SERVICES:					
4020	EMPLOYEE DEVELOPMENT	-	-	-	-
4800	COMMUNITY RELATIONS	-	-	-	-
4900	DONATIONS	28,850	29,000	27,090	47,000
5200	OPERATING SUPPLIES	-	-	-	-
6400	EQUIPMENT	-	-	-	-
TOTAL		**28,850**	**29,000**	**27,090**	**47,000**
TOTAL COST		**28,850**	**29,000**	**27,090**	**47,000**

OUTLAYS

4900 - Donations:		
Special Program Support for Local Schools	$	5,000
Kids Safe House of Seminole		4,000
Reading Counts Programs		5,000
Project Graduation		1,500
Longwood Babe Ruth		1,500
Other Law Enforcement Programs		15,000
Police Memorial Week participation funding		4,000
DARE program support		5,000
Playground equipment donations		3,000
Donations contingency for mid-budget community events		3,000
Total donations	$	47,000
Total outlays	$	47,000

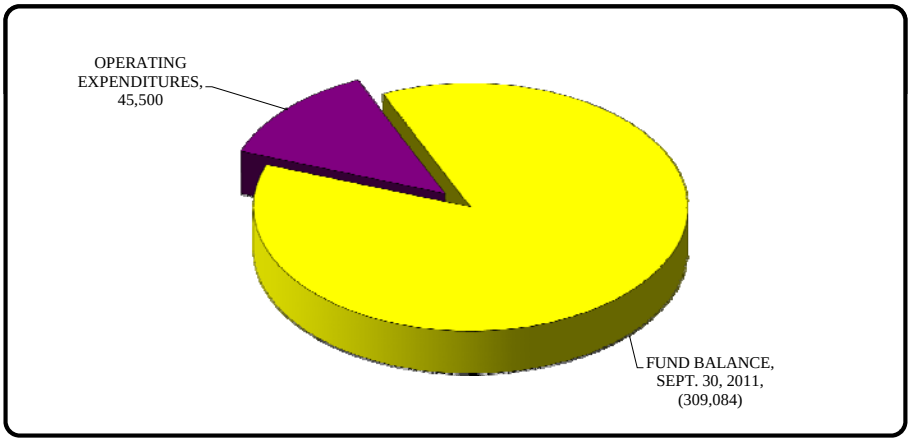
SPECIAL ASSESSMENT FUND - REVENUES AND EXPENDITURES

FISCAL YEAR 2010-2011



TOTAL REVENUE	**$**	**(263,584)**

		TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2010	$	(336,984)	127.85%
SPECIAL ASSESSMENTS		73,000	-27.70%
INTEREST EARNINGS		400	-0.15%
TOTAL REVENUE	**$**	**(263,584)**	**100%**



TOTAL EXPENDITURES	**$**	**(263,584)**

		TOTALS	PERCENT EXPENSES
OPERATING EXPENDITURES	$	45,500	-17.26%
FUND BALANCE, SEPT. 30, 2011		(309,084)	117.26%
TOTAL EXPENDITURES	**$**	**(263,584)**	**100%**

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
2009	ACTUAL	(338,890)
2010	BUDGET	(302,602)
2010	ESTIMATE	(303,584)
2011	ADOPTED	(263,584)

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.

SPECIAL ASSESSMENT FUND BUDGET SUMMARY

	2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
FUND BALANCE, OCTOBER 1	**(419,739)**	**(377,102)**	**(377,102)**	**(336,984)**
ADD REVENUES:				
363-1030 SPECIAL ASSESSMENTS	73,009	73,500	73,082	73,000
361-1000 INTEREST EARNINGS	7,840	1,000	436	400
	80,849	74,500	73,518	73,400
OPERATING TRANSFERS - IN:				
PUBLIC FACILITIES FUND	-	-	-	-
GENERAL FUND	-	-	-	-
TOTAL REVENUES AVAILABLE	(338,890)	(302,602)	(303,584)	(263,584)
DEDUCT EXPENDITURES:				
OPERATING EXPENSES	38,212	45,500	33,400	45,500
TOTAL EXPENDITURES	38,212	45,500	33,400	45,500
FUND BALANCE, SEPTEMBER 30	**(377,102)**	**(348,102)**	**(336,984)**	**(309,084)**

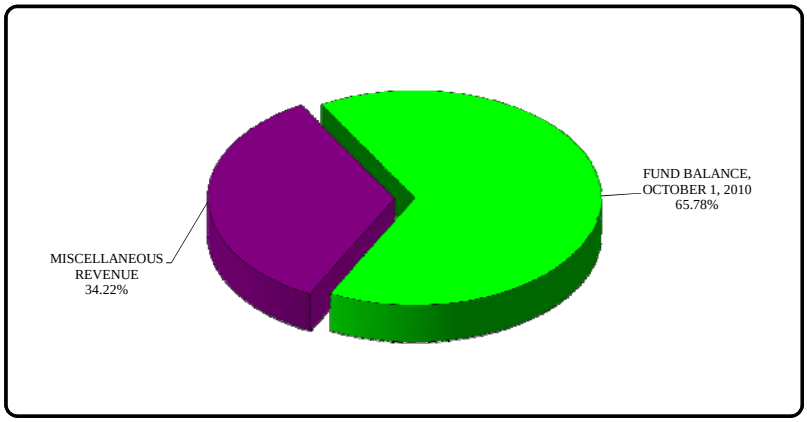
PROGRAM: SPECIAL ASSESSMENTS FUND

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	17	-	354	-
3400	OTHER CONTRACTUAL SERVICES	26,641	25,000	25,000	25,000
4300	UTILITIES	9,242	9,000	7,970	9,000
4600	REPAIRS & MAINTENANCE	949	1,500	76	1,500
5200	OPERATING SUPPLIES	-	-	-	-
6300	IMPROVEMENTS	1,364	-	-	-
9800	RESERVES	-	10,000	-	10,000
TOTAL		**38,212**	**45,500**	**33,400**	**45,500**
TOTAL COST		**38,212**	**45,500**	**33,400**	**45,500**

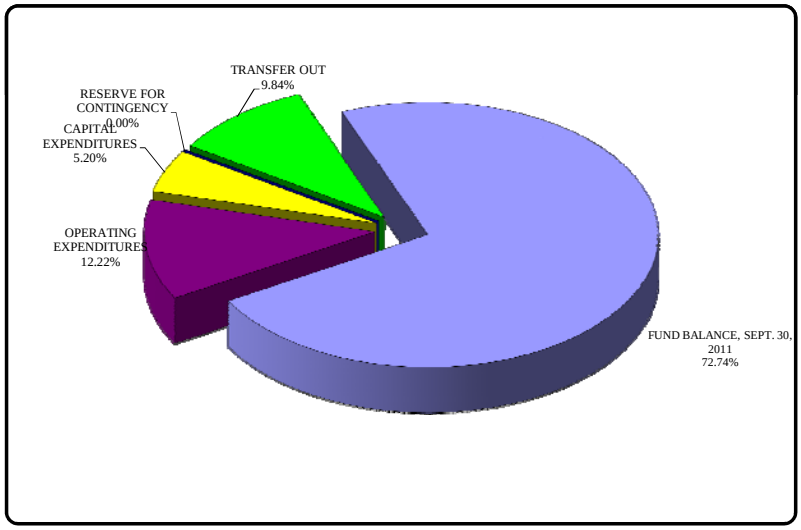
STORMWATER MANAGEMENT - REVENUE AND EXPENDITURES

FISCAL YEAR 2010-2011



TOTAL REVENUE $ 1,968,227

	TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2010	$ 1,294,777	65.78%
MISCELLANEOUS REVENUE	673,450	34.22%
TOTAL REVENUE	**$ 1,968,227**	**100%**



TOTAL EXPENDITURES $ 1,968,227

	TOTALS	PERCENT EXPENSES
OPERATING EXPENDITURES	$ 240,500	12.22%
CAPITAL EXPENDITURES	102,250	5.20%
RESERVE FOR CONTINGENCY	-	0.00%
TRANSFER OUT	193,680	9.84%
FUND BALANCE, SEPT. 30, 2011	1,431,797	72.74%
TOTAL EXPENDITURES	**$ 1,968,227**	**100%**

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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
2009	ACTUAL	1,171,014
2010	BUDGET	645,404
2010	ESTIMATE	461,349
2011	ADOPTED	536,430

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.

STORMWATER MANAGEMENT FUND BUDGET SUMMARY

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
FUND BALANCE, OCTOBER 1		**1,569,393**	**1,082,701**	**1,082,701**	**1,294,777**
ADD REVENUES:					
331-3900	FEMA GRANT		-		
381-2000	TRANSFER FROM GENERAL FUND		-		
361-1000	INTEREST EARNINGS	8,063	14,500	3,047	2,900
363-1250	STORMWATER SERVICE FEES	676,159	672,000	670,328	670,500
363-1260	INSPECTION FEES	100	500	50	50
TOTAL REVENUES AVAILABLE		2,253,715	1,769,701	1,756,126	1,968,227
DEDUCT EXPENDITURES:					
OPERATING EXPENSES		1,171,014	525,722	341,667	342,750
TRANSFERS OUT:					
GENERAL FUND		-	119,682	119,682	193,680
TOTAL EXPENDITURES		1,171,014	645,404	461,349	536,430
FUND BALANCE, SEPTEMBER 30		**1,082,701**	**1,124,297**	**1,294,777**	**1,431,797**

PROGRAM: STORMWATER MANAGEMENT FUND

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	49,708	205,000	203,389	20,000
3400	OTHER CONTRACTUAL SERVICES	109,252	105,722	78,838	42,500
4020	EMPLOYEE DEVELOPMENT	-	-	-	8,000
4300	UTILITY SERVICES	11,364	15,000	10,880	15,000
4600	REPAIR AND MAINTENANCE	240,790	200,000	28,789	135,000
5200	OPERATING SUPPLIES	5,486	-	4,232	10,000
5500	FUEL AND LUBRICANTS	-	-	-	10,000
6100	LAND ACQUISITION	-	-	-	-
6300	IMPROVEMENTS	754,413	-	675	100,000
6400	EQUIPMENT	-	-	14,864	2,250
9300	ADMINISTRATIVE TRANSFER	-	119,682	119,682	193,680
9800	RESERVE FOR CONTINGENCY	-	-		
TOTAL		**1,171,014**	**645,404**	**461,349**	**536,430**
TOTAL COST		**1,171,014**	**645,404**	**461,349**	**536,430**

CAPITAL OUTLAY

6300 - Improvements:		
To be determined upon completion of the Master Plan	$	100,000
		-
Total Improvements	$	100,000
6400 - Equipment:		
30 Gallon Tank for Aquatic Maintenance	$	2,250
		-
Total Equipment	$	2,250
Total Capital Outlay	$	102,250

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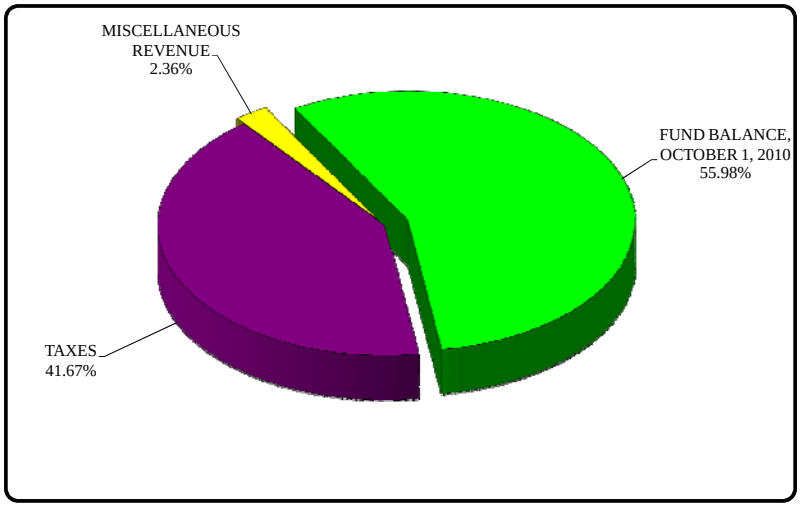
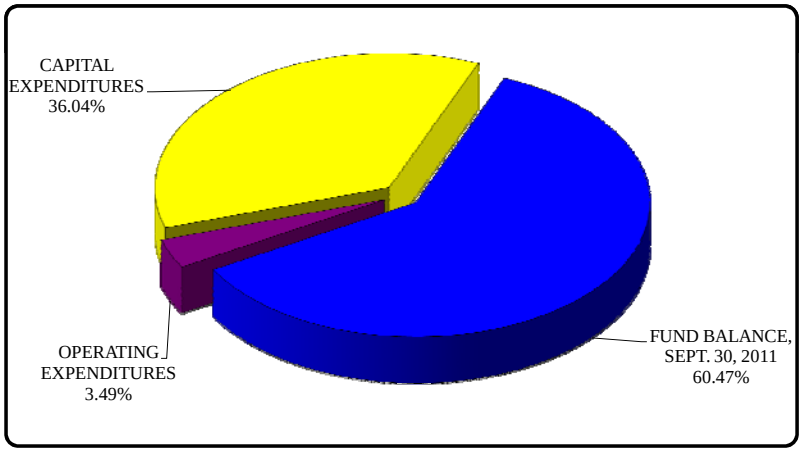
PUBLIC FACILITIES IMPROVEMENT FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2010-2011



TOTAL REVENUE	**$**	**2,205,636**

		TOTALS	PERCENT REVENUES
FUND BALANCE, OCTOBER 1, 2010	$	1,234,638	55.98%
TAXES		918,998	41.67%
MISCELLANEOUS REVENUE		52,000	2.36%
TOTAL REVENUE	**$**	**2,205,636**	**100%**



TOTAL EXPENDITURES	**$**	**2,205,636**

		TOTALS	PERCENT EXPENSES
OPERATING EXPENDITURES	$	77,000	3.49%
CAPITAL EXPENDITURES		795,000	36.04%
FUND BALANCE, SEPT. 30, 2011		1,333,636	60.47%
TOTAL EXPENDITURES	**$**	**2,205,636**	**100%**

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PROGRAM: PUBLIC FACILITIES IMPROVEMENT FUND

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2009	ACTUAL	1,513,102
2010	BUDGET	968,600
2010	ESTIMATE	869,542
2011	ADOPTED	872,000

OBJECTIVES:

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

Provide modifications to the sidewalk and roadway system.

RESULTS:

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

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

PUBLIC FACILITIES IMPROVEMENT FUND BUDGET SUMMARY

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
FUND BALANCE, OCTOBER 1		**1,566,377**	**1,109,304**	**1,109,304**	**1,234,638**
ADD REVENUES:					
312-2000	1-CENT LOCAL OPTION SALES TAX	576,814	1,000,000	556,436	530,000
312-4100	LOCAL OPTION GAS TAX	416,123	396,000	395,883	388,998
338-5000	C.D.B.G. GRANT	-	-	-	-
361-1000	INTEREST EARNINGS	21,603	7,000	2,796	2,500
363-1110	STREET PAVING ASSESSMENTS	41,489	50,000	39,761	49,500
369-0000	MISCELLANEOUS REVENUE	-	-		
TOTAL REVENUES AVAILABLE		2,622,406	2,562,304	2,104,180	2,205,636
DEDUCT EXPENDITURES:					
OPERATING EXPENSES		1,513,102	968,600	869,542	872,000
TRANSFER OUT TO SPECIAL ASSESSMENTS		-	-	-	-
TOTAL EXPENDITURES		1,513,102	968,600	869,542	872,000
FUND BALANCE, SEPTEMBER 30		**1,109,304**	**1,593,704**	**1,234,638**	**1,333,636**

PROGRAM: PUBLIC FACILITIES IMPROVEMENT FUND

LINE ITEM DETAIL

		2009 ACTUAL	2010 BUDGET	2010 ESTIMATE	2011 ADOPTED
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	113,000	30,000	28,000	75,000
5200	OPERATING SUPPLIES	15,371	2,000	1,542	2,000
6300	IMPROVEMENTS	1,384,731	936,600	840,000	795,000
TOTAL		**1,513,102**	**968,600**	**869,542**	**872,000**
TOTAL COST		**1,513,102**	**968,600**	**869,542**	**872,000**

CAPITAL OUTLAY

6300 - Improvements:		
Oxford Street (Bistline Ave. to Wildmere)	$	300,000
Evergreen Ave. (CR 427 to D.E.)		200,000
Tullis Ave. (CR 427 to D.E.)		295,000
Total capital outlay	$	795,000

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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.

FISCAL YEARS	2011/12	2012/13	2013/14	2014/15	2015/16
	Florida Ave (Milwee St to Freeman St)				
	West Jessup Ave. (CR-427 to dead end)				
	12th (2nd to dead-end)				
ESTIMATED COST	$776,700	$776,700			
FUNDING SOURCES	1-cent infrastructure surtax Local option gas tax $25/ft assessment cost Interest earnings				
TIME SCHEDULE	12 months Completion within the fiscal year of each project				
ESTIMATED ANNUAL OPERATING COST					

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.

FISCAL YEARS	2011/12	2012/13	2013/14	2014/15	2015/16

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.

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.

FISCAL YEARS	2011/12	2012/13	2013/14	2014/15	2015/16
	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 UTILITIES/WATER CAPITAL IMPROVEMENT PROGRAM

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.

FISCAL YEARS	2011/12	2012/13	2013/14	2014/2015	2015/2016
	Water main loops per hydraulic study Seminole - Highland $45,000	Water main loops per hydraulic study Palmetto - Freeman $45,000	Water main loops Orange - Grant $20,000		
	Replace 4,000 ft AC Pipe Skylark, Ph 2 $400,000	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		
ESTIMATED COST $2,490,000	$445,000	$445,000	$1,600,000		

FUNDING SOURCES

Public Utilities Fund Revenues

TIME SCHEDULE Completion within the fiscal year of each project	12 months	12 months	12 months
ESTIMATED ANNUAL OPERATING COST	$2,000	$2,000	$2,000

PUBLIC UTILITIES/WATER TREATMENT PLANT CAPITAL MAINTENANCE PROGRAM

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:

FISCAL YEARS	2011/12	2012/13	2013/14	2014/15	2014/15
Water Plant #1	Ground Storage Tank Inspection & Clean $35,000 Well 1 Pump $20,000 Well 1 Pump Motor $7,500	HSP 1 VFD $10,000	HSP Motor 2 $5,000 HSP 2 Pump $10,000 HSP 2 VFD $10,000		
Water Plant #2	Ground Storage Tank Inspection & Cleaning $35,000 HSP 4 Motor $10,000 HSP 4 Pump $15,000 Emergency Generator $100,000	Well 3 Pump $15,000 HSP 5 VFD $10,000	HSP 4 VFD $10,000 Chlorine Generator $150,000		
ESTIMATED COST $442,500	$222,500	$35,000	$185,000		
FUNDING SOURCES Public Utilities Fund Revenues					
TIME SCHEDULE Completion within the fiscal year of each project	12 months	12 months	12 months		
ESTIMATED ANNUAL OPERATING COST					

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.

FISCAL YEARS	2011/12	2012/13	2013/14	2014/15	2015/16
	Oxford $350,000 Evergreen $180,000 Tullis $250,000	17-92 East SR434 to Sunshadow $675,000	North Street RR - Forest Avenue $80,000	N Ronald Reagan Vacuum Sewer $1,029,440	
ESTIMATED COST $2,564,440	$780,000	$675,000	$80,000	$1,029,440	
FUNDING SOURCES Public Utilities Fund Revenues					
TIME SCHEDULE Completion within the the fiscal year of each project	12 months	12 months	12 months	12 months	
ESTIMATED ANNUAL OPERATING COST	$4,500	$5,000	$5,000	$5,000	

CEMETERY CAPITAL IMPROVEMENT PROGRAM

PROJECT

FISCAL YEARS	2011/12	2012/13	2013/14	2014/15	2015/16

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 2010/2011

	Hourly		Annually	
Position	**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