

**CITY OF LONGWOOD  
ANNUAL BUDGET  
FOR THE 2013-14 FISCAL YEAR  
10/01/2013 THROUGH 09/30/2014**



**CITY COMMISSION**

**BRIAN D. SACKETT  
JOHN C. MAINGOT  
JOE DURSO  
BOB CORTES  
H.G."BUTCH" BUNDY**

**MAYOR  
DEPUTY MAYOR  
COMMISSIONER  
COMMISSIONER  
COMMISSIONER**

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

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JON C. WILLIAMS, CITY ADMINISTRATOR  
PAMELA N. BARCLAY, CPA, DIRECTOR OF FINANCIAL SERVICES  
KATHLEEN DUTCHER, ACCOUNTING MANAGER

## **MISSION STATEMENT**

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

CITY OF LONGWOOD

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# CITY OF LONGWOOD

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September 3, 2013

Honorable Mayor and Commissioners:

In accordance with State law and pursuant to the City Charter, I am pleased and honored to present for your consideration the City of Longwood's Proposed Operating Budget for Fiscal Year 2014. In light of the current and on-going economic uncertainty, the proposed budget represents a balanced spending plan for the delivery of specific services and programs to the residents and businesses of the City of Longwood.

## **BUDGET DOCUMENT**

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

The General Fund and all other funds are budgeted on the modified accrual basis, which is essentially the same basis of accounting for these governmental funds. The Public Utilities Fund is budgeted on the cash basis, which is different than the basis of accounting for the governmental funds as this fund is operated in a manner similar to private business enterprise. For example, capital outlays in the Utility Fund are budgeted as an expense. Whereas for annual financial reporting purposes, capital outlays are depreciated over the useful life of the asset and booked as an operating expense.

## **BUDGET HIGHLIGHTS**

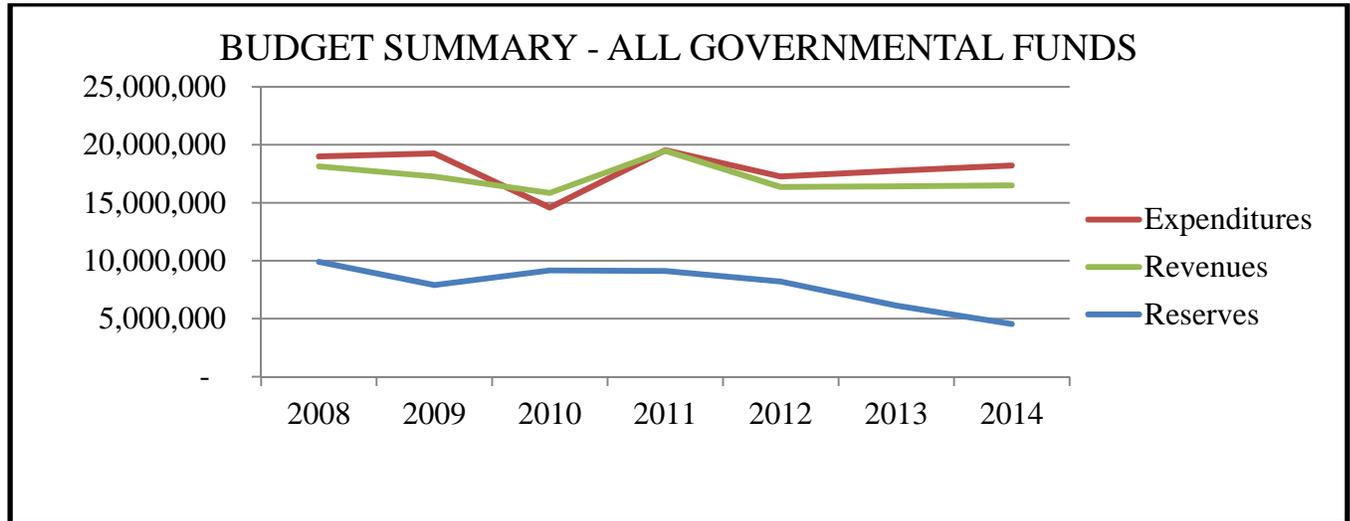
After six years of declining property values and budgetary cutbacks in general government services, property values have turned slightly positive. Some lingering effects of the region's economic condition will continue to impact the City but the overall picture appears brighter than it has been for several years. However, multiple years of budget and personnel cuts require the City Commission and staff to make decisions now that will have long term impacts on both the types of service and the level of service that will be provided to the citizens of Longwood in the future.

The City has remained vigilant in their vision to maintain quality services without impacting costs to our citizens. The use of reserves has allowed the City to sustain operations, while maintaining a healthy level (reserves of at least 20% of expenditures) to cover costs should emergencies arise. However, while operations were sustained, many capital projects and additional services have been curtailed/delayed in hopes the economy would rebound and revenues would increase. Unfortunately, this has not occurred and reserves are approaching the point of dropping below the desired level.



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The proposed total budget for FY2014 is \$21,247,913 compared to the FY2013 budget of \$21,783,800 which represents an overall decrease of \$535,887 or 2.5%. This decrease is primarily accounted for in the elimination of capital expenses associated with replacement of public safety vehicles and the postponement of various public utility projects.

## OVERVIEW

General Fund	\$ 14,785,231
Special Revenue-Building Permits & Inspections	240,603
Special Revenue-Grants Fund	1,011,040
Special Revenue-Police Education Fund	15,000
Special Revenue-Confiscation Fund	70,000
Special Revenue-Special Assessments	57,726
Special Revenue-Stormwater Mgmt	1,352,825
Public Facilities Fund	476,915
Capital Projects & Equipment Fund	0
Public Utilities	<u>3,238,573</u>
<b>TOTAL CITY BUDGET</b>	<b>\$ 21,247,913</b>

- Capital Projects and Equipment Fund includes no plans for capital expenditures this fiscal year. In previous years, capital lease proceeds allowed for the City to purchase public safety vehicles and computer equipment, but capital expenditures of this nature will be postponed until future years.
- Stormwater Management Fund includes appropriations for capital improvements totaling \$908,968 and include the following projects: Pond construction for Regional Transit Oriented



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Development (TOD) (\$250K), Skylark Outfall (\$198K), Chelsea Road-Devonshire Blvd Drainage Improvements (\$202.5K), Stormwater Pumpstation at Rock Lake (\$170K and North Oleander Street Drainage. Additional capital equipment purchases include the purchase of a Ford F450, dump body and laptop.

- Public Utilities Fund includes additional funds for capital totaling \$172,000, which includes Sealed Manholes, Water Main Loop Improvements, Replacement Pumps for Water Plant 1 and 2, Twenty Sample Stations, and Service Body for Pickup Truck.
- General Fund includes capital appropriations totaling \$95,120 for various equipment needs of the operational departments which are identified in detail within each department's budget.
- The Special Assessments Fund and the Building Permits and Inspections Fund include no funding for capital expenditures in FY 2014
- The Law Enforcement Trust Funds include capital appropriations totaling \$28,500 for various equipment needs which are identified in detail within each funds budget.

## **GENERAL FUND**

The General Fund is the primary operating fund of the City. It funds a significant portion of the City's programs and departments to include police, fire, streets, leisure services, community development, finance, human resources, purchasing, information technology, and administration. For FY2014, I am pleased and able to recommend a proposed budget that maintains a 19.6% fund balance without any reduction in the level of services currently provided to our citizens.

The proposed operating and capital budget for FY2014 totals \$14,785,231. As compared to the FY2013 adopted budget of \$14,783,445, there is an overall increase of \$1,786 or 0.01%.

## **GENERAL FUND REVENUE**

The proposed General Fund budget revenue is estimated at \$13,981,736 and continues to be impacted by the significant losses in property values experienced since 2008. Even though the City recognized a 1.52% increase in taxable value this year, the slight rebound does not equalize the losses sustained during the past 6 years. Poor economic conditions continue to impact the revenues collected by the City. The total decrease in taxable value from 2008 is \$364,215,555, which without adjustment to the millage will result in a decline in property taxes totaling \$2,003,186. Ad valorem tax is the single largest revenue producer for the City, accounting for 35% of the current year General Fund revenues. At the proposed millage rate of 5.50 per thousand of taxable value, the City will generate \$4,719,099 in property taxes which is \$78,428 more than in FY2013. Ad valorem taxes are budgeted assuming a 95% collection rate in accordance with Florida Law.



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Franchise fees collected from electric, propane gas sales and commercial solid waste collections in the City comprise 11.2% of the General Fund revenues. Utility service taxes collected from electric, gas and water sales in the City comprise 9.8% of General Fund revenues. Franchise fees and utility service tax estimates are based on historical trends.

The Communications Service Tax was implemented October 1, 2001 by the Florida Department of Revenue and accounts for 7% of the General Fund revenue. Budget estimates are provided by the Office of Economic and Demographic Research. Actual revenue collections have continued to be less than estimated, projected revenues for the 2013-2014 fiscal year have been reduced accordingly.

Licenses and permit fees make up 1.36% of the General Fund revenue. Local Business Tax Receipts (formerly called Occupational License Fees), make up 1.2% of the General Fund revenues. A person or company doing business within the City must apply and pay for a Local Business Tax Receipt. Other permits make up the balance of the license and permit revenues. Budget estimates are based on historical trends.

Intergovernmental Revenue types account for 10.07% of the General Fund revenues. The largest items are the State Revenue Sharing and Half-Cent Sales Tax. Budget estimates are provided by the Office of Economic and Demographic Research. The FDOT Maintenance Agreement provides funding through the Florida Department of Transportation to reimburse the City for a portion of the costs incurred in maintaining the rights-of-way on State Road 434 and US Highway 17/92, as well as traffic signal maintenance. The budget estimate is determined by agreements between the City and the FDOT. School Resource Officer funding is provided through an interlocal agreement with the Seminole County School Board, whereby the City provides a police officer at Lyman High School and 50% of the wage and benefit costs are reimbursed. Other intergovernmental revenues, like alcoholic beverage licenses, motor fuel tax rebates, and mobile home licenses provide only a small amount of revenue.

Charges for Services account for 14.72% of the General Fund revenues. These revenue estimates are directly tied to services provided. The largest item of this type is the garbage billing fees, which are paid to a private contractor to provide solid waste collection services to Longwood residents. Budget estimates are based on the contractual rate times the number of residents served.

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

Fines, forfeitures and miscellaneous revenues account for 2.07% of the current General Fund revenues. The largest component of this type of revenue is fines collected by Seminole County for traffic violations and cell tower leases.

Transfers comprise 8.87% of the General Fund revenues. The transfers from Building Inspections & Permitting, Stormwater and Public Utilities Funds are considered reimbursement from these funds to the General Fund for administrative support provided to each function and taxes the general fund would receive if the utility were in private ownership. Budget estimates are based upon certain percentages of



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

## **PUBLIC UTILITIES FUND**

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

For FY2014, current user rates and fees are estimated at \$3,363,050 which represents a 1.3% increase over the previous year. Current user rates and fees were adopted by the City Commission on July 21, 2010, and were based upon a rate study which recommended adjustments that were necessary to provide for operating expenses and replenishment of a prudent reserve for the Public Utility Fund.

This budget provides for continued operations and improvements to City facilities and services totaling \$3,238,574, which in comparison to FY2013, represents an overall decrease of 16.04%. This decrease of \$618,483 is primarily due the postponement of various capital improvements and equipment purchases.

## **STORMWATER MANAGEMENT FUND**

The Stormwater Fund is responsible for the proper functioning of the City's drainage system. Funds for FY2014, totaling \$1,352,825 have been budgeted to maintain the City's NPDES Stormwater Permit Program and to continue the development of a City-wide Stormwater Master Plan. Major improvements for FY2014 include construction of a stormwater pond associated with the Transit Oriented Development (TOD), outfall projects and street drainage improvements. Additional equipment purchases include the purchase of a Ford F450 Cab and chassis, a dump body and a laptop.

## **PUBLIC FACILITIES IMPROVEMENT FUND**

The Public Facilities Improvement fund was established to pave all soil-based streets, repave existing streets, install sidewalks and improve the City roadway system. The fund has concentrated on paving all soil-based streets. Funding is derived from street paving assessments and the Local Option Gas Tax. Revenue estimates for FY2014 total \$401,284. The City plans on conducting a study to create a road repaving master plan and will begin addressing the repaving needs of the city with funding from this fund.

## **CAPITAL PROJECTS AND EQUIPMENT FUND**

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



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This budget includes no appropriations for this year and there are no plans for securing capital lease during this upcoming budget year. The annual lease payment on the capital leased equipment is reflected in the operating budget of the Police Department.

## **OTHER FUNDS**

The Police Education fund is responsible for funding state mandated training. Funds are derived from a portion of municipal traffic citations. Revenue estimates, for FY2014 total \$14,505 and include appropriations for state mandated training totaling \$15,000.

The Special Law Enforcement Trust fund is responsible for reducing the threat of crime through community crime prevention programs. Funds are derived from the Florida Contraband Forfeiture Act and other Law Enforcement initiatives. Revenue estimates for FY2014 total \$50,220. Expenditures for FY2014, total \$70,000 which includes appropriations for an automated license reader, id system and audio visual training system.

The Special Assessment fund was established to account for collection of Special Assessment Revenue under the Neighborhood Improvement Special Assessments Program. The City has taken over the provision of maintenance services for participating subdivisions. In accordance with the special assessments legislation and homeowners in these subdivisions are being assessed for the reimbursement of these costs, revenue estimates for FY2014 total \$122,589. There are currently eight subdivisions participating in this program. For FY2014, total operating and capital expenses are estimated at \$57,726.

In February of 2012, the City Commission established the Building and Inspection Services Fund to separately account for the revenues and expenditures of the Building Division. One of the goals of the fund is to ensure that the fees collected would entirely cover the costs of providing the service. Revenue estimates for FY2014 total \$293,935. Expenditures for FY2014, total \$240,603 and includes a transfer to the Capital Projects Fund to reserve for vehicle replacement in future years. In August of 2013, Commission approved a new rate structure for building permit fees, which should further ensure costs are covered in this fund.

The Grants Fund is established to account for and report monies received through federal, state and local grants. One goal of the fund is to monitor the City's existing open grants and to ensure programmatic compliance with each grantor. Revenue and Expenditure estimates for FY2014 total \$853,540 and includes appropriation for the Bulletproof Vest Program, SAFER, AFG, HUD Sustainability, JAG and HIDTA grants.

## **WAGES AND BENEFITS**

Like most municipal budgets, the single largest component of the budget is personnel costs (63.71%). The budget contains 156 employees (151 Full-Time and 5 Part-Time) across all programs, a net decrease of 1 FTEs and an increase of 2 PTEs from the previous fiscal year. Two vacant director positions were eliminated while one additional full time position (Info Tech Analyst) was added. Two additional Leisure



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Services part time positions were added as well. The net change in staffing along with increases in health insurance costs has driven the overall wages and benefits up \$77,346 (or 0.83%) over last year's amounts.

There are no recommendations at this time for wage increases as the City is currently engaged in collective bargaining negotiations. Additionally, in an effort to control the escalation of health insurance costs, the City has joined the Florida Health Trust. A 3% increase has been factored in the proposed budget, adding \$25,516 to the City-wide budget for wages and benefits.

## CONCLUSION

In preparing the Proposed Operating Budget for Fiscal Year 2013-2014 staff objectively focused on the method in which services are delivered with the ultimate goal of balancing the budget and not reducing the level of City services. I am pleased to say that this objective has been met.

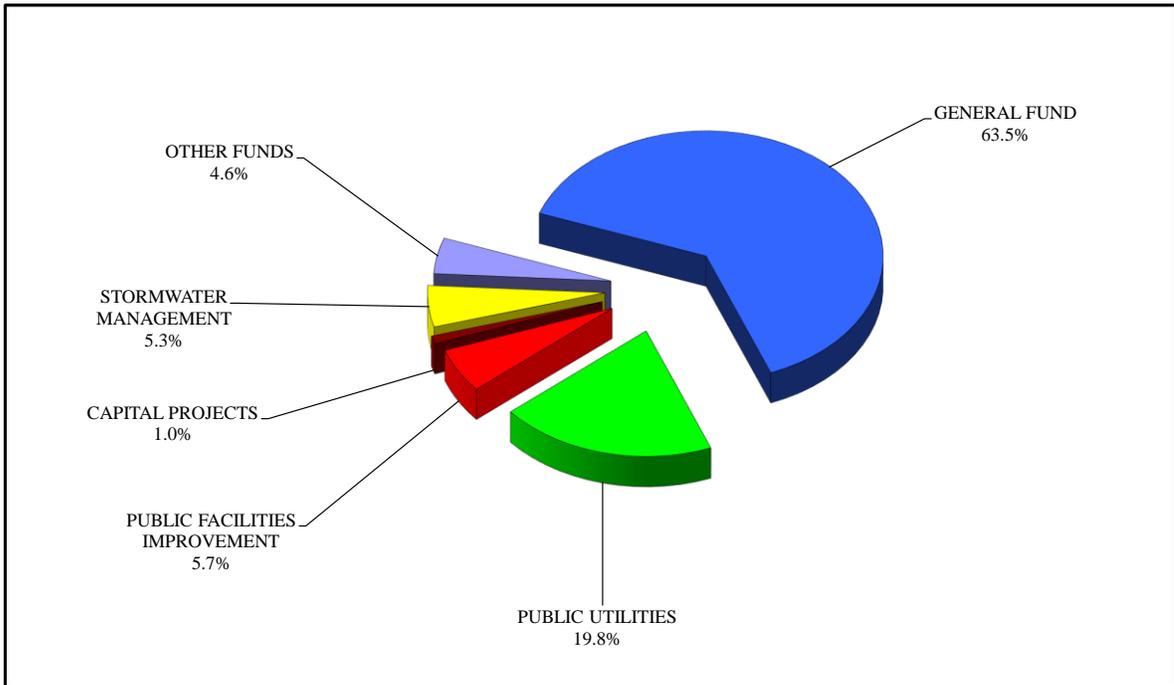
In order to continue to meet these objectives in the future, staff will need to thoroughly review the method by which City services are delivered. Strategically, staff will be encouraged to evaluate changes to operations as the traditional way is not the most efficient and cost effective way to provide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

Respectfully Submitted,

Jon C. Williams  
City Administrator

Pamela N. Barclay, CPA  
Director of Financial Services

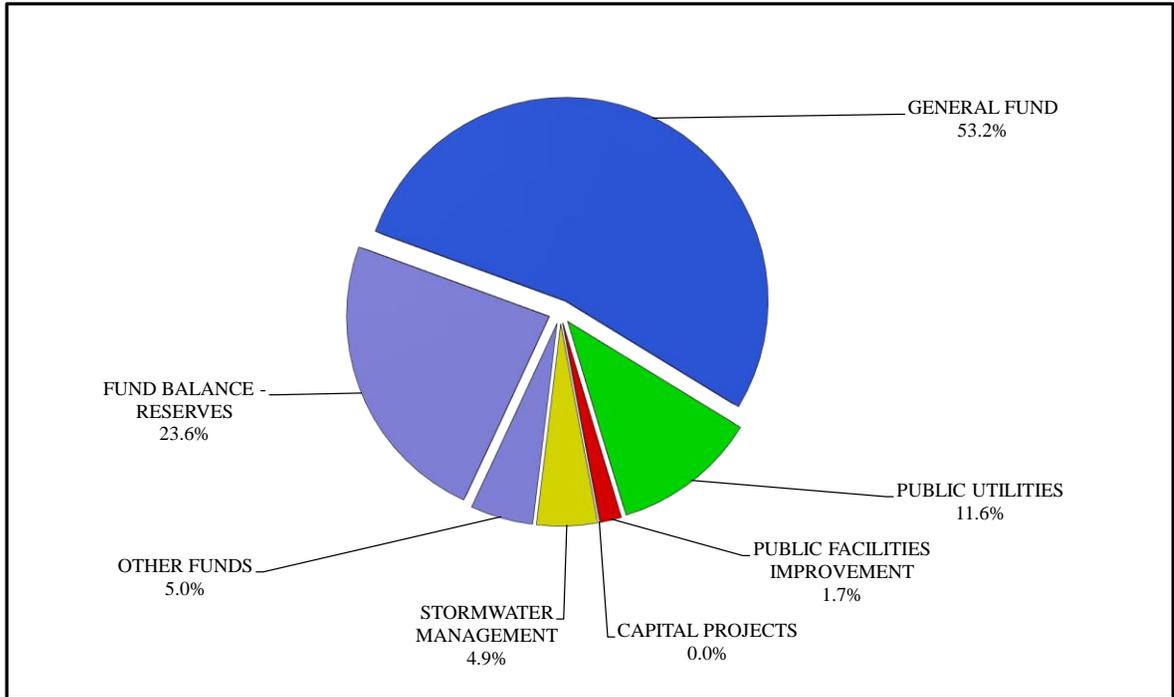
**FISCAL YEAR 2013-2014**



<b>TOTAL RESOURCES</b>	<b>\$</b>	<b>27,833,326</b>
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	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
GENERAL FUND	\$ 17,676,866	63.5%
PUBLIC UTILITIES	5,502,810	19.8%
PUBLIC FACILITIES IMPROVEMENT	1,592,031	5.7%
CAPITAL PROJECTS	286,766	1.0%
STORMWATER MANAGEMENT	1,488,607	5.3%
OTHER FUNDS	1,286,246	4.6%
<b>TOTAL RESOURCES</b>	<b>\$ 27,833,326</b>	<b>100%</b>

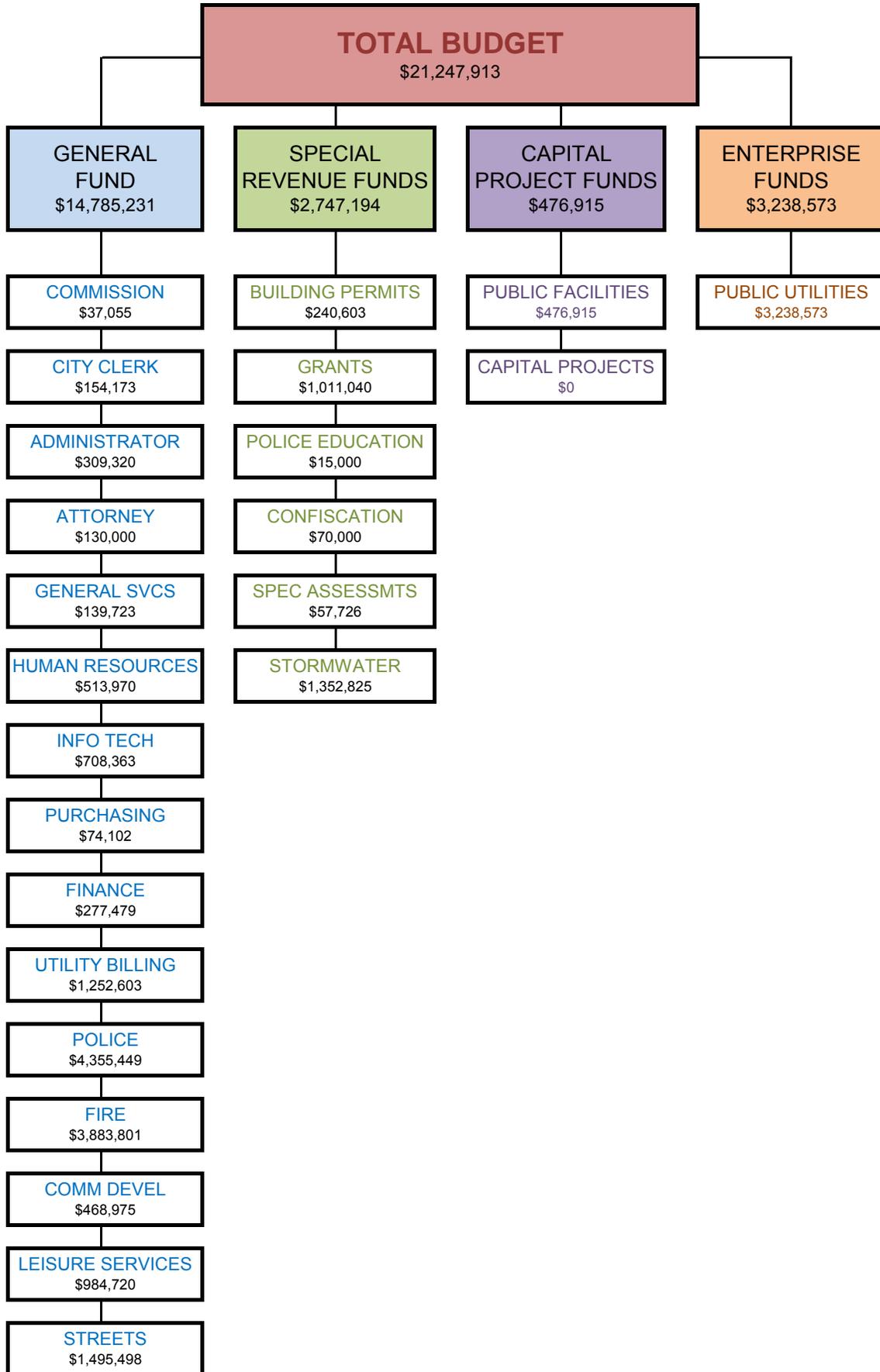
**FISCAL YEAR 2013-2014**



<b>TOTAL APPROPRIATIONS</b>	<b>\$ 27,833,326</b>
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	<u>TOTALS</u>	<u>PERCENT OF BUDGET</u>
GENERAL FUND	\$ 14,795,231	53.2%
PUBLIC UTILITIES	3,238,573	11.6%
PUBLIC FACILITIES IMPROVEMENT	476,915	1.7%
CAPITAL PROJECTS	-	0.0%
STORMWATER MANAGEMENT	1,352,825	4.9%
OTHER FUNDS	1,394,369	5.0%
FUND BALANCE - RESERVES	<u>6,575,413</u>	<u>23.6%</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 27,833,326</b>	<b>100%</b>

# FUND STRUCTURE



# CITY OF LONGWOOD - BUDGET SUMMARY - ALL FUNDS

## FISCAL YEAR 2013-2014

**OPERATING BUDGET EXPENDITURES OF THE CITY OF LONGWOOD, FLORIDA  
ARE 2.5% LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES**

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUND	TOTAL
CASH BALANCES BROUGHT FORWARD	\$4,102,689	\$694,679	\$1,447,513	\$2,060,760	\$8,305,641
ESTIMATED REVENUES:					
Ad Valorem Taxes - Millage 5.5000	4,483,144	-	-	-	4,483,144
Sales and Use Taxes	100	-	-	-	100
Franchise Fees	1,567,000	-	-	-	1,567,000
Utility Service Taxes	1,365,000	-	-	-	1,365,000
Communications Services Tax	972,424	-	-	-	972,424
Licenses and Permits	190,400	-	-	-	190,400
Intergovernmental	1,407,893	853,540	351,223	-	2,612,656
Charges for Services	2,058,600	879,100	-	3,363,050	6,300,750
Fines and Forfeitures	133,100	64,500	-	-	197,600
Miscellaneous	156,291	125,534	80,061	79,000	440,886
Other Financing Sources	1,240,225	157,500	-	-	1,397,725
<b>Total Estimated Revenues and Cash Balances Brought Forward</b>	<b>17,676,866</b>	<b>2,774,853</b>	<b>1,878,797</b>	<b>5,502,810</b>	<b>27,833,326</b>
ESTIMATED EXPENDITURES / EXPENSES:					
General Government	2,967,126	-	-	-	2,967,126
Public Safety	7,505,984	678,143	-	-	8,184,127
Physical Environment	1,015,000	2,069,051	-	2,175,859	5,259,910
Transportation	1,495,498	-	476,915	-	1,972,413
Culture & Recreation	984,720	-	-	-	984,720
Debt Service	816,903	-	-	-	816,903
Other Uses	-	-	-	1,062,714	1,062,714
<b>Total Expenditures / Expenses</b>	<b>14,785,231</b>	<b>2,747,194</b>	<b>476,915</b>	<b>3,238,573</b>	<b>21,247,913</b>
Reserves	2,891,635	27,659	1,401,882	2,264,237	6,585,413
<b>Total Appropriated Expenditures / Expenses and Reserves</b>	<b>\$17,676,866</b>	<b>\$2,774,853</b>	<b>\$1,878,797</b>	<b>\$5,502,810</b>	<b>\$27,833,326</b>

Note regarding Funds included by Type:

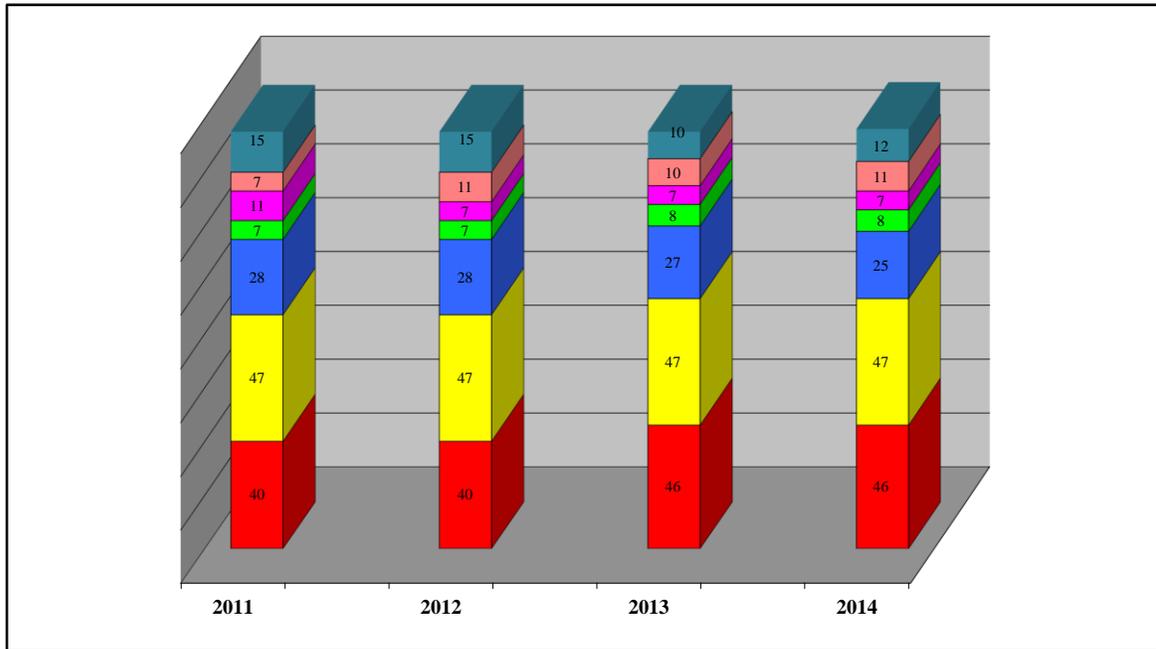
General Fund: The primary governmental operating fund.

Special Revenue Funds consist of the following governmental type funds:

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

SUMMARY OF STAFF

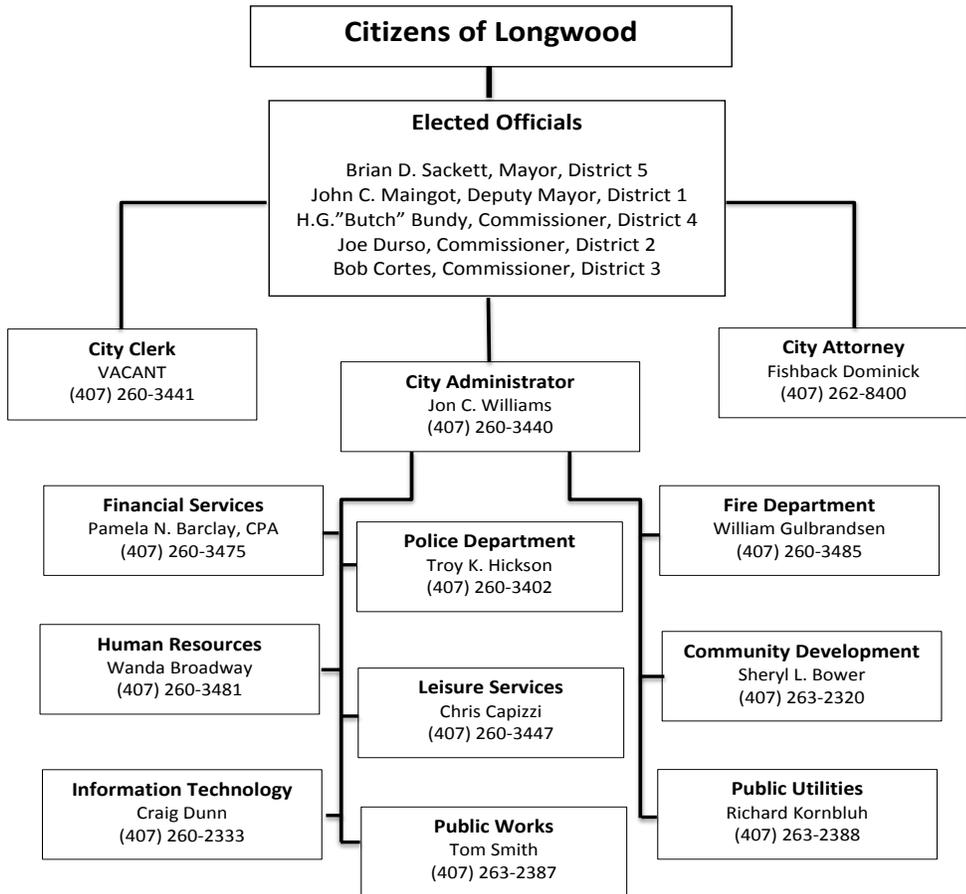
FISCAL YEAR 2013-2014



	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
 FIRE DEPARTMENT	40	40	46	46
 POLICE DEPARTMENT	47	47	47	47
 PUBLIC WORKS	28	28	27	25
 COMMUNITY DEVELOPMENT	7	7	8	8
 FINANCIAL SERVICES	11	7	7	7
 ADMINISTRATION	7	11	10	11
 LEISURE SERVICES	15	15	10	12
<b>TOTAL STAFF</b>	<b>155</b>	<b>155</b>	<b>155</b>	<b>156</b>

Note: For Fiscal 2014, FTEs Total 153 and PTEs Total 5

**Organizational Chart**



**CITY OF LONGWOOD**

**BUDGET CALENDAR**

<b>DATE</b>	<b>RESPONSIBLE PARTY</b>	<b>REQUIRED ACTIVITY</b>	<b>REQUIREMENT REFERENCE</b>
4/11/2013	Financial Services Director	Distribute budget worksheets to departments for developing preliminary 2013/14 budget.	
6/7/2013	Department Directors	Departments preliminary budget worksheets for all funds are due.	
On or before 6/1/2013	Property Appraiser	Estimated taxable values are submitted to the City.	Florida Statutes
6/24-27/2013	City Administrator	Discussions with each department concerning their requests.	
On or before 7/1/2013	Property Appraiser	Certified taxable values are submitted to the City.	Florida Statutes
7/29/2013	City Administrator	Budget work session with City Commission (All Fund Types).	
Not later than 8/1/2013	City Administrator	Proposed budget is submitted to the City Commission.	City Charter
8/2/2013	City Commission	Tentative millage rate is set, and public hearing dates are determined.	
Not later than 8/4/2013	Financial Services Director	DR-420 is submitted to the Property Appraiser.	Florida Statutes
9/3/2013	City Commission	First reading and first public hearing on proposed budget.	Florida Statutes
9/16/2013	City Commission	Second reading second public hearing; Adoption of budget for FY 2013/14.	Florida Statutes
10/1/2013	Financial Services Director	Copies of ADOPTED budget are distributed to City staff.	

**AMENDMENTS AFTER ADOPTION:**

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

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

**CITY OF LONGWOOD**

<b>STATISTICAL DATA</b>
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Date of incorporation	1923
Form of government	Commission/Administrator
Number of municipal employees (including police and fire)	156
Population	13,212
City of Longwood facilities and services:	
Miles of streets:	
Paved	60.85
Unpaved	0.38
Parks and recreation:	
Park acreage	42
Community Center	1
Athletic Fields	6
Tennis Courts	4
Futsal Courts (soccer)	1
Basketball Courts	5.5
City playgrounds and passive parks	9
Fire Protection:	
Stations	2
Employees	46
Police Protection:	
Stations	1
Employees	47
Wastewater collection system:	
Miles of sanitary sewers	22.5
Lift Stations	32
Daily average treatment	*
Plants(s) capacity (MGD)	*
Disposal plants	*
Water distribution system:	
Miles of water mains	69
Daily average:	
Consumption (Million Gallons)	1.9
Plant capacity (Million Gallons)	7.2
Service connections	5809
Deep wells	4
Fire hydrants	564
Facilities and services not included in the reporting entity:	
Education:	
Number of elementary schools	0
Number of elementary school instructors	0
Number of high schools	1
Number of high school instructors	143
Hospitals:	
Number of hospitals	1
Number of patient beds	206

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

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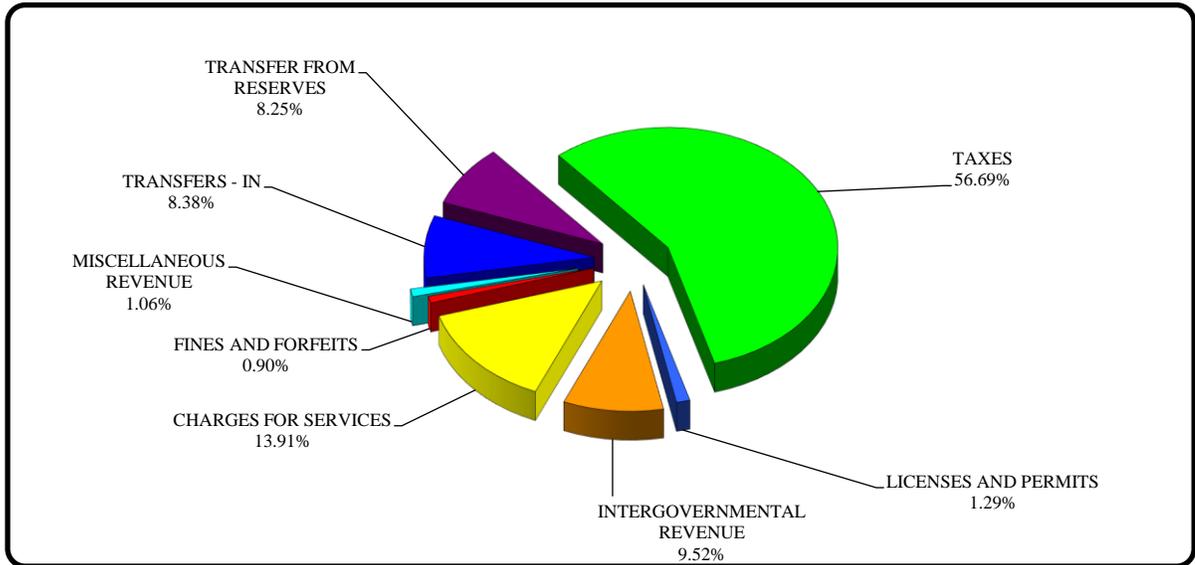


## **GENERAL FUND**

# GENERAL FUND - REVENUE AND EXPENDITURES

**FISCAL YEAR 2013-2014**

**Total Revenues:**



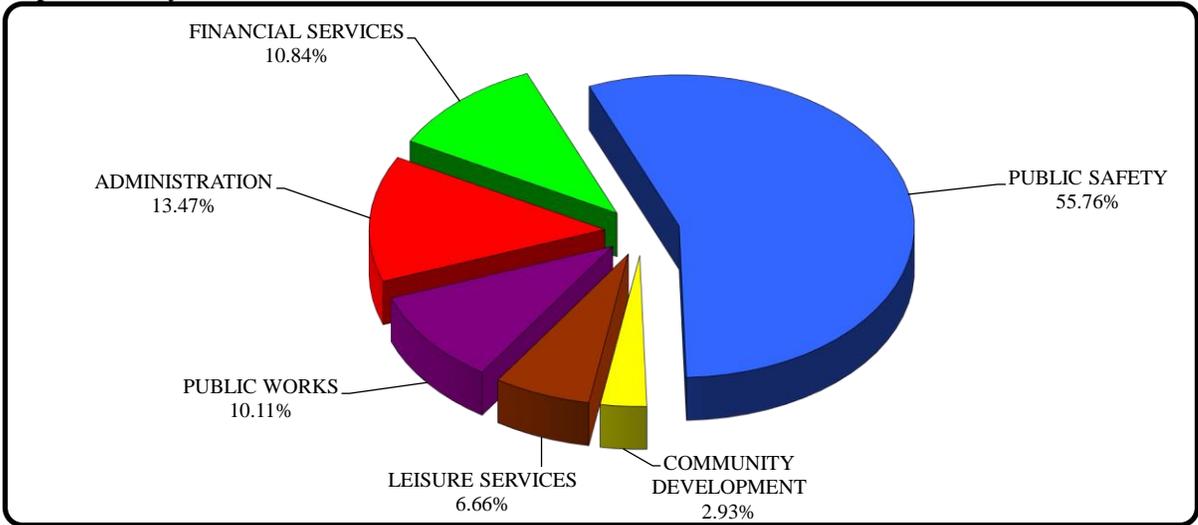
**TOTAL REVENUES      \$      14,795,231**

	<b>TOTALS</b>	<b>PERCENT REVENUES</b>
TAXES	8,387,668	56.69%
LICENSES AND PERMITS	190,400	1.29%
INTERGOVERNMENTAL REVENUE	1,407,893	9.52%
CHARGES FOR SERVICES	2,058,600	13.91%
FINES AND FORFEITS	133,100	0.90%
MISCELLANEOUS REVENUE	156,291	1.06%
TRANSFERS - IN	1,240,225	8.38%
TRANSFER FROM RESERVES	1,221,054	8.25%
<b>TOTAL REVENUE</b>	<b>\$      14,795,231</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

**Expenditures by Function:**



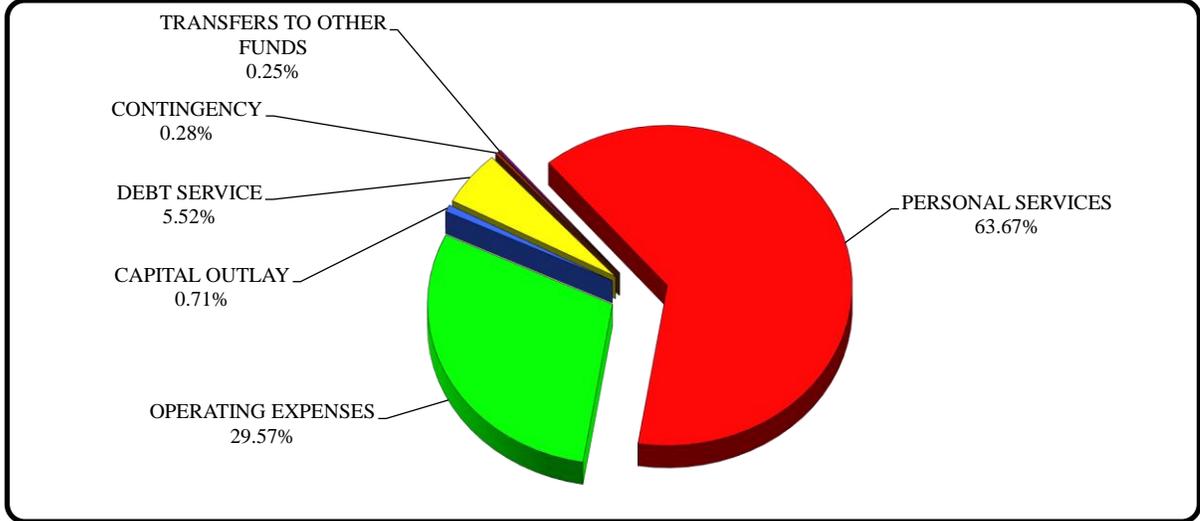
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>14,795,231</b>
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	<b>TOTALS</b>	<b>PERCENT EXPENDITURES</b>
ADMINISTRATION	\$ 1,992,603	13.47%
FINANCIAL SERVICES	1,604,184	10.84%
PUBLIC SAFETY	8,249,251	55.76%
COMMUNITY DEVELOPMENT	468,975	3.17%
LEISURE SERVICES	984,720	6.66%
PUBLIC WORKS	1,495,498	10.11%
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,795,231</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

**Expenditures by Type:**



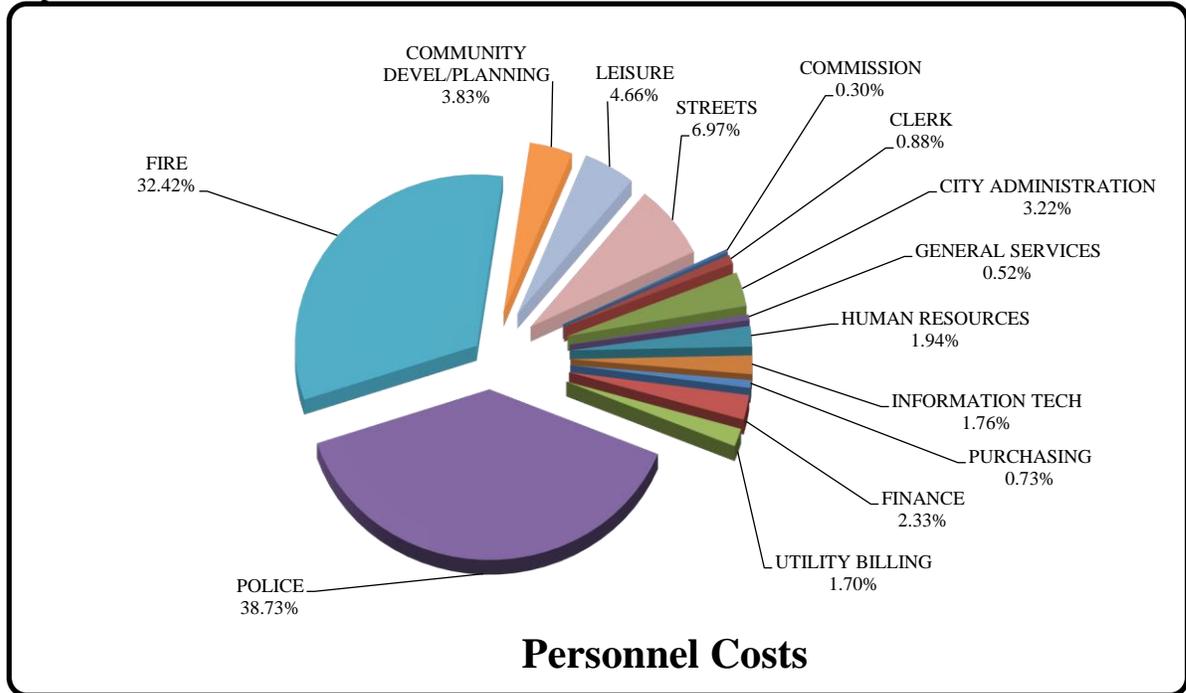
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>14,795,231</b>
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	<b>TOTALS</b>	<b>PERCENT EXPENDITURES</b>
PERSONAL SERVICES	\$ 9,419,558	63.67%
OPERATING EXPENSES	4,375,150	29.57%
CAPITAL OUTLAY	105,120	0.71%
DEBT SERVICE	816,903	5.52%
CONTINGENCY	41,000	0.28%
TRANSFERS TO OTHER FUNDS	37,500	0.25%
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 14,795,231</b>	 <b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

## Expenditures - Personnel Costs:



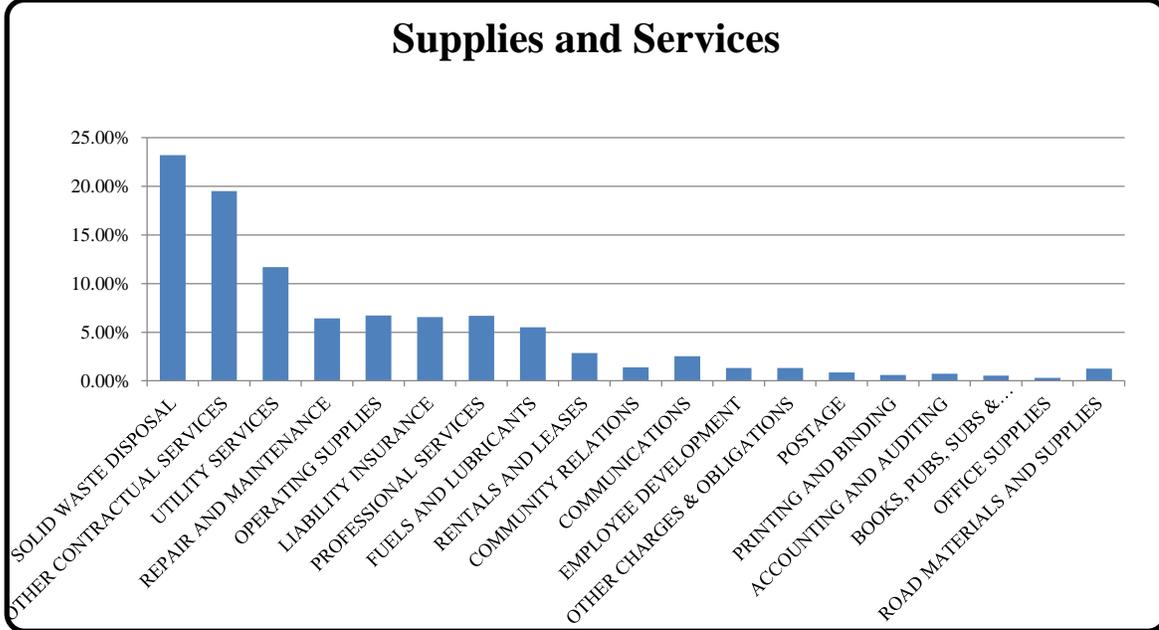
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 9,419,558</b>
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	<b>TOTALS</b>	<b>PERCENT EXPENDITURES</b>
COMMISSION	\$ 28,305	0.30%
CLERK	82,640	0.88%
CITY ADMINISTRATION	303,480	3.22%
GENERAL SERVICES	49,403	0.52%
HUMAN RESOURCES	182,712	1.94%
INFORMATION TECH	166,065	1.76%
PURCHASING	69,033	0.73%
FINANCE	219,394	2.33%
UTILITY BILLING	160,230	1.70%
POLICE	3,647,830	38.73%
FIRE	3,053,693	32.42%
COMMUNITY DEVEL/PLANNING	361,165	3.83%
LEISURE	439,065	4.66%
STREETS	656,543	6.97%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 9,419,558</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

## Expenditures - Operating Expenses:



<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,375,150</b>
---------------------------------	---------------------

	<b>TOTALS</b>	<b>PERCENT EXPENDITURES</b>
4310 SOLID WASTE DISPOSAL	\$ 1,015,000	23.20%
3400 OTHER CONTRACTUAL SERVICES	853,383	19.51%
4300 UTILITY SERVICES	510,850	11.68%
4600 REPAIR AND MAINTENANCE	280,620	6.41%
5200 OPERATING SUPPLIES	294,200	6.72%
4500 LIABILITY INSURANCE	286,546	6.55%
3100 PROFESSIONAL SERVICES	292,275	6.68%
5500 FUELS AND LUBRICANTS	241,000	5.51%
4400 RENTALS AND LEASES	124,563	2.85%
4800 COMMUNITY RELATIONS	60,350	1.38%
4100 COMMUNICATIONS	111,366	2.55%
4020 EMPLOYEE DEVELOPMENT	58,525	1.34%
4900 OTHER CHARGES & OBLIGATIONS	57,500	1.31%
4200 POSTAGE	38,160	0.87%
4700 PRINTING AND BINDING	26,200	0.60%
3200 ACCOUNTING AND AUDITING	32,500	0.74%
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	23,162	0.53%
5100 OFFICE SUPPLIES	13,950	0.32%
5300 ROAD MATERIALS AND SUPPLIES	55,000	1.26%
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>\$ 4,375,150</b>	<b>100%</b>

CITY OF LONGWOOD

**GENERAL FUND BUDGET SUMMARY**

	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
<b>FUND BALANCE, OCTOBER 1</b>	\$ 6,256,534	\$ 5,042,988	\$ 5,042,988	\$ 4,102,689
<b>ADD REVENUES:</b>				
<b>TAXES:</b>				
311-0000 AD VALOREM TAXES 5.5000	4,177,888	4,421,601	4,438,601	4,483,144
312-0000 SALES & USE TAXES	78	100	94	100
313-1000 FRANCHISE FEES / ELECTRIC	1,244,449	1,300,000	1,248,428	1,250,000
313-4000 FRANCHISE FEES / GAS	50,323	27,000	27,000	27,000
313-7000 FRANCHISE FEES / SOLID WASTE	289,532	295,000	290,000	290,000
314-1000 UTILITY TAX / ELECTRIC	1,142,495	1,100,000	1,126,397	1,130,000
314-3000 UTILITY TAX / WATER	163,317	165,000	152,138	155,000
314-4000 UTILITY TAX / GAS	74,399	80,000	80,023	80,000
315-0000 COMMUNICATIONS SERVICES TAX	1,020,146	1,031,974	1,022,405	972,424
<b>TOTAL</b>	<b>8,162,627</b>	<b>8,420,675</b>	<b>8,385,086</b>	<b>8,387,668</b>
<b>LICENSES AND PERMITS:</b>				
321-1000 LOCAL BUSINESS TAX RECEIPTS	167,188	172,000	169,174	170,000
322-7000 PLAN APPLICATION REVIEWS	-	5,000	-	-
322-8000 SITE PLAN REVIEWS	1,500	1,500	7,470	7,500
329-1000 ARBOR PERMITS	5,605	7,000	12,100	12,500
329-2000 PAINT COLOR	525	350	375	400
<b>TOTAL</b>	<b>174,818</b>	<b>185,850</b>	<b>189,119</b>	<b>190,400</b>
<b>INTERGOVERNMENTAL REVENUES:</b>				
331-2200 H.I.D.T.A. GRANT (moved to separate Fund)	33,306	-	-	-
331-2400 U.S. DEPT OF JUSTICE	3,629	-	-	-
334-2400 FL DEPARTMENT OF LAW ENFORCEMENT (moved)	18,686	-	3,569	-
334-4900 F.D.O.T. ROAD MAINT. AGREEMENT	161,551	67,000	67,000	69,010
335-1200 STATE REVENUE SHARING	377,742	365,061	369,234	395,342
335-1400 MOBILE HOME LICENSE TAX	1,013	1,100	1,132	1,100
335-1500 ALCOHOLIC BEVERAGE LICENSES	26,629	22,500	42,748	42,000
335-1800 HALF-CENT SALES TAX	790,497	768,918	768,000	838,805
335-2300 FIREFIGHTERS SUPPLEMENTAL COMPENSATION	14,620	13,500	13,500	13,500
335-4100 MOTOR FUEL TAX REBATES	4	7,000	-	-
337-2000 SCHOOL RESOURCE OFFICER	34,317	34,557	34,540	36,636
338-2000 COUNTY OCCUPATIONAL LICENSES	6,047	10,500	11,646	11,500
<b>TOTAL</b>	<b>1,468,041</b>	<b>1,290,136</b>	<b>1,311,369</b>	<b>1,407,893</b>
<b>CHARGES FOR SERVICES:</b>				
341-2000 LAND DEVELOPMENT FEES	1,200	3,000	-	3,000
342-1000 POLICE SERVICES	1,071	1,600	762	1,000
342-2000 OFF DUTY DETAIL	39,645	46,000	34,652	35,000
342-6000 AMBULANCE FEES	606,836	585,000	676,060	680,000
343-4500 GARBAGE BILLING FEES	1,069,042	1,100,000	1,082,446	1,100,000
343-4510 RECYCLING REVENUES	30,559	35,000	33,175	35,000
347-2010 SOFTBALL FEES	3,276	3,000	3,440	3,500
347-2025 SPECIAL EVENT FEES	9,402	10,000	6,304	6,500
347-2028 DONATIONS	12,217	10,000	3,986	4,000
347-2030 COMMUNITY BUILDING RENTALS	61,604	60,000	66,290	70,000
347-2040 840 ORANGE - MISC RENTALS	5,306	-	9,756	10,000
347-2045 BALL FIELD RENTALS	4,605	4,000	4,385	4,500
347-2050 CHEERLEADING / SELF DEFENSE / BOWLING LESSONS	28,369	21,000	20,876	21,000
347-2060 LBR - FIELD USE AGREEMENT	5,700	11,300	10,500	11,000
347-2070 CONCESSIONS / BABE RUTH	1,500	3,000	3,000	3,000
347-2080 SUMMER CAMP PROGRAM	32,090	33,000	43,983	45,000
347-5000 BUILDING ATTENDANT FEE	25,836	24,000	22,551	25,000
349-1011 COUNTY ROADS & LIBRARY IMPACT FEES	235	500	1,050	1,100
<b>TOTAL</b>	<b>1,938,493</b>	<b>1,950,400</b>	<b>2,023,216</b>	<b>2,058,600</b>

CITY OF LONGWOOD

**GENERAL FUND BUDGET SUMMARY**

	<u>2012</u> <u>ACTUAL</u>	<u>2013</u> <u>BUDGET</u>	<u>2013</u> <u>ESTIMATE</u>	<u>2014</u> <u>PROPOSED</u>
<b>FINES AND FORFEITS:</b>				
354-1000 PARKING FINES	399	500	823	900
354-2000 SECURITY ALARM FINES	3,940	3,500	2,420	2,500
354-3000 OTHER FINES	152,573	155,000	118,929	120,000
354-3010 OTHER FINES - INVESTIGATIVE COST RECOVERY	14,158	6,000	7,115	7,200
354-3020 COURT ORDERED RESTITUTION	7,186	2,000	10,000	2,500
<b>TOTAL</b>	<b>178,256</b>	<b>167,000</b>	<b>139,287</b>	<b>133,100</b>
<b>MISCELLANEOUS REVENUES:</b>				
361-1000 INTEREST EARNINGS	9,882	9,400	11,237	15,000
361-3000 INCREASE (DECREASE) IN FAIR VALUE OF INVESTMENTS	149,551	-	-	
362-3000 RENTS AND ROYALTIES	64,400	62,400	66,681	68,291
364-1000 CEMETERY LOTS	15,125	7,000	13,125	13,000
364-4000 SALE OF SURPLUS EQUIPMENT	-	-		
369-0000 OTHER MISCELLANEOUS REVENUES	42,599	77,000	48,115	60,000
369-3000 REFUND OF PRIOR YEAR EXPENDITURES	16,423		3,751	
369-6000 OTHER MISCELLANEOUS REVENUES-DONATIONS	25,389			
369-9100 CANDIDATE QUALIFYING FEE	640			
<b>TOTAL</b>	<b>324,009</b>	<b>155,800</b>	<b>142,909</b>	<b>156,291</b>
<b>TRANSFERS - IN:</b>				
382-1000 PUBLIC UTILITIES FUND	680,868	1,103,668	1,103,668	1,062,714
382-3000 STORMWATER MANAGEMENT FUND	193,680	191,755	191,755	155,837
382-4000 BUILDING FUND	21,225	20,552	20,552	21,674
383-0000 CAPITAL LEASE PROCEEDS	-			-
<b>TOTAL</b>	<b>895,773</b>	<b>1,315,975</b>	<b>1,315,975</b>	<b>1,240,225</b>
<b>TOTAL REVENUES AVAILABLE</b>	<b>19,398,551</b>	<b>18,528,824</b>	<b>18,549,949</b>	<b>17,676,866</b>

CITY OF LONGWOOD

**GENERAL FUND BUDGET SUMMARY**

	<u>2012</u> <u>ACTUAL</u>	<u>2013</u> <u>BUDGET</u>	<u>2013</u> <u>ESTIMATE</u>	<u>2014</u> <u>PROPOSED</u>
<b>TOTAL REVENUES AVAILABLE</b>	<b>19,398,551</b>	<b>18,528,824</b>	<b>18,549,949</b>	<b>17,676,866</b>
<b>DEDUCT EXPENDITURES:</b>				
<b>ADMINISTRATION:</b>				
CITY COMMISSION	38,082	37,799	37,449	37,055
CITY CLERK	135,360	154,303	138,860	154,173
CITY ADMINISTRATOR	319,995	312,116	297,491	309,320
CITY ATTORNEY	108,096	125,000	120,000	130,000
GENERAL SERVICES	104,425	156,856	154,122	139,723
HUMAN RESOURCES	499,019	469,927	500,520	513,970
INFORMATION TECHNOLOGY	621,496	637,337	629,442	708,363
<b>FINANCIAL SERVICES:</b>				
PURCHASING	72,356	74,284	74,034	74,102
FINANCE	206,936	281,900	278,017	277,479
UTILITY BILLING	1,230,820	1,237,485	1,243,280	1,252,603
<b>POLICE</b>	<b>3,779,052</b>	<b>4,200,473</b>	<b>4,152,128</b>	<b>4,355,449</b>
<b>FIRE</b>	<b>3,865,802</b>	<b>3,877,597</b>	<b>3,800,460</b>	<b>3,883,801</b>
<b>COMMUNITY DEVELOPMENT:</b>				
PLANNING/ECONOMIC DEVELOPMENT	657,209	457,220	412,096	468,975
<b>LEISURE SERVICES:</b>	<b>1,052,364</b>	<b>1,107,464</b>	<b>1,167,288</b>	<b>984,720</b>
<b>PUBLIC WORKS:</b>				
STREETS	1,433,812	1,653,385	1,442,073	1,495,498
<b>TRANSFERS-OUT:</b>				
COMMUNITY DEVELOPMENT	65,710			-
STREETS	165,029	-	-	-
<b>TOTAL</b>	<b>230,739</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>14,355,563</b>	<b>14,783,146</b>	<b>14,447,260</b>	<b>14,785,231</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>\$ 5,042,988</b>	<b>\$ 3,745,678</b>	<b>\$ 4,102,689</b>	<b>\$ 2,891,635</b>
<b>FUND BALANCE TO EXPENDITURE PERCENTAGE</b>	<b>35.1%</b>	<b>25.3%</b>	<b>28.4%</b>	<b>19.6%</b>



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## ADMINISTRATION

### **PROGRAM: CITY COMMISSION**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	38,082
2013	BUDGET	37,799
2013	ESTIMATE	37,449
2014	PROPOSED	37,055

#### **OBJECTIVES:**

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

Encourage continued participation in community activities and governmental affairs.

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

#### **RESULTS:**

Continued responsiveness to citizen needs.

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

Maintain a viable and balanced tax base in the City.

ADMINISTRATION

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

LINE ITEM DETAIL

	2012	2013	2013	2014
	ACTUAL	BUDGET	ESTIMATE	PROPOSED
<b>PERSONNEL COSTS:</b>				
1100 EXECUTIVE SALARIES	24,167	24,024	24,024	24,024
2100 F.I.C.A.	1,479	1,838	1,838	1,838
2200 RETIREMENT CONTRIBUTION	2,417	2,402	2,402	2,402
2400 WORKERS COMPENSATION	61	45	45	40
<b>TOTAL</b>	<b>28,124</b>	<b>28,309</b>	<b>28,309</b>	<b>28,305</b>
<b>SUPPLIES AND SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	-	-	-	-
4020 COMMISSION DEVELOPMENT	6,197	5,740	5,740	5,000
4800 COMMUNITY RELATIONS	573	250	150	250
4900 OTHER CHARGES & OBLIGATIONS	240	500	250	500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,948	3,000	3,000	3,000
6400 CAPITAL EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>9,958</b>	<b>9,490</b>	<b>9,140</b>	<b>8,750</b>
<b>TOTAL COST</b>	<b>38,082</b>	<b>37,799</b>	<b>37,449</b>	<b>37,055</b>

ADMINISTRATION

**PROGRAM: CITY COMMISSION**

MANPOWER ANALYSIS

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
MAYOR	1	1	1
COMMISSIONERS	<u>4</u>	<u>4</u>	<u>4</u>
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>
6400 - Equipment			\$ -
Total Capital Outlay			<u>\$ -</u>

## ADMINISTRATION

### **PROGRAM: CITY CLERK**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	135,360
2013	BUDGET	154,303
2013	ESTIMATE	138,860
2014	PROPOSED	154,173

#### **OBJECTIVES:**

Record and preserve City Commission actions.

Maintain City Codes.

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

Review compliance with current election code requirements.

#### **RESULTS:**

Permanent documentation of all action taken by the City Commission.

City Codes kept current with regular supplements.

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

Conduct elections in strict compliance with state statutes.

ADMINISTRATION

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

LINE ITEM DETAIL

		2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	68,872	68,500	68,500	69,114
1230	LONGEVITY PAY	450	450	450	-
1320	ELECTION OFFICIALS	-	-	-	-
2100	F.I.C.A.	5,231	5,275	5,275	5,287
2200	RETIREMENT CONTRIBUTION	6,932	6,895	6,895	6,911
2300	LIFE AND HEALTH INSURANCE	1,211	1,210	1,210	1,212
2400	WORKERS COMPENSATION	175	130	130	116
<b>TOTAL</b>		<b>82,871</b>	<b>82,460</b>	<b>82,460</b>	<b>82,640</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	-	2,000	1,540	1,725
3400	OTHER CONTRACTUAL SERVICES	5,714	7,850	6,500	6,850
4020	EMPLOYEE DEVELOPMENT	4,524	2,860	1,800	2,850
4100	COMMUNICATIONS	1,350	1,286	1,286	1,200
4200	POSTAGE	14,000	12,000	10,000	11,000
4300	UTILITY SERVICES	5,254	5,500	5,500	5,500
4400	RENTALS AND LEASES	761	822	774	822
4600	REPAIR AND MAINTENANCE	-	1,000	-	500
4700	PRINTING AND BINDING	7,449	14,750	14,000	11,250
4800	COMMUNITY RELATIONS	286	1,000	500	500
4900	LEGAL ADVERTISING	7,804	14,000	9,000	11,000
5100	OFFICE SUPPLIES	1,121	2,600	2,000	1,900
5200	OPERATING SUPPLIES	2,453	4,300	2,500	2,400
5220	REPURCHASE OF LOTS	800	800	-	800
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	973	1,075	1,000	1,091
6300	IMPROVEMENTS OTHER THAN BLDG	-	-	-	12,145
6400	EQUIPMENT	-	-	-	-
<b>TOTAL</b>		<b>52,489</b>	<b>71,843</b>	<b>56,400</b>	<b>71,533</b>
<b>TOTAL COST</b>		<b>135,360</b>	<b>154,303</b>	<b>138,860</b>	<b>154,173</b>

ADMINISTRATION

**PROGRAM: CITY CLERK**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
CITY CLERK	1	1	1
DEPUTY CITY CLERK	0	0	0
RECEPTIONIST	0	0	0
CLERICAL WORKER (PART-TIME)	0	0	0
ADMINISTRATIVE SECRETARY	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

CAPITAL OUTLAY

6300 - Improvements	
Refurbish Water Feature at Longwood Memorial Gardens	\$ 12,145
	<hr/>
Total Capital Outlay	\$ 12,145

## ADMINISTRATION

### **PROGRAM: CITY ADMINISTRATOR**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	319,995
2013	BUDGET	312,116
2013	ESTIMATE	297,491
2014	PROPOSED	309,320

#### **OBJECTIVES:**

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

Maintain a fiscally sound organization.

Continue to communicate with citizens and employees.

#### **RESULTS:**

Effective execution of City Commission policy.

Visible organization.

Informed citizenry.

ADMINISTRATION

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

LINE ITEM DETAIL

	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	241,628	228,710	226,439	234,354
1230 LONGEVITY PAY	1,100	1,100	1,100	-
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	18,065	17,580	16,805	17,928
2200 RETIREMENT CONTRIBUTION	23,783	21,780	22,005	22,291
2300 LIFE AND HEALTH INSURANCE	25,991	26,135	23,611	24,684
2400 WORKERS COMPENSATION	609	4,611	603	4,223
<b>TOTAL</b>	<b>311,176</b>	<b>299,916</b>	<b>290,563</b>	<b>303,480</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	2,390	-	-	-
4010 TRAVEL AND PER DIEM	-	-	-	-
4020 EMPLOYEE DEVELOPMENT	2,600	2,500	1,500	1,000
4100 COMMUNICATION	2,488	1,900	1,358	1,440
4200 POSTAGE	126	800	250	250
4700 PRINTING AND BINDING	720	1,000	720	1,000
4800 PROMOTIONAL ACTIVITIES	-	2,000	1,000	1,000
4900 OTHER CHARGES	-	-	-	-
5100 OFFICE SUPPLIES	106	2,000	1,100	400
5200 OPERATING SUPPLIES	134	500	500	500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	255	1,500	500	250
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>8,819</b>	<b>12,200</b>	<b>6,928</b>	<b>5,840</b>
<b>TOTAL COST</b>	<b>319,995</b>	<b>312,116</b>	<b>297,491</b>	<b>309,320</b>

ADMINISTRATION

**PROGRAM: CITY ADMINISTRATOR**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
CITY ADMINISTRATOR	1	1	1
ASSISTANT TO CITY ADMINISTRATOR	1	0	0
ADMINISTRATIVE SECRETARY (Assigned to City Clerk)	1	1	1
CLERICAL WORKER PART-TIME (Assigned to City Clerk)	1	1	1
EXECUTIVE ASSISTANT TO CITY ADMINISTRATOR	1	1	1
RECEPTIONIST (Assigned to City Clerk)	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>5</b>	<b>5</b>

## ADMINISTRATION

### **PROGRAM: CITY ATTORNEY**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	108,096
2013	BUDGET	125,000
2013	ESTIMATE	120,000
2014	PROPOSED	130,000

### **OBJECTIVES:**

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

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

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

Provide other legal services on specific matters.

### **RESULTS:**

Ensure conformance to the law.

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

Protect the City's interest in matters of litigation.

Protect the City's interest in specific matters.

ADMINISTRATION

**PROGRAM: CITY ATTORNEY**

LINE ITEM DETAIL

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>SERVICE COSTS:</b>				
3100 PROFESSIONAL SERVICES GENERAL	105,616	110,000	110,000	110,000
3110 PROFESSIONAL SERVICES LITIGATION	<u>2,480</u>	<u>15,000</u>	<u>10,000</u>	<u>20,000</u>
<b>TOTAL</b>	<b>108,096</b>	<b>125,000</b>	<b>120,000</b>	<b>130,000</b>
<b>TOTAL COST</b>	<b>108,096</b>	<b>125,000</b>	<b>120,000</b>	<b>130,000</b>

## ADMINISTRATION

### **PROGRAM: GENERAL SERVICES**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	104,425
2013	BUDGET	156,856
2013	ESTIMATE	154,122
2014	PROPOSED	139,723

#### **OBJECTIVES:**

Provide ongoing preventive maintenance of properties.

Respond to all building emergencies promptly.

Monitor and repair minor building deficiencies.

#### **RESULTS:**

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

Reduce damage and down time.

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

ADMINISTRATION

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

		2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	34,185	34,000	34,273	35,121
1230	LONGEVITY PAY	525	525	525	-
1400	OVERTIME	-	-	-	-
2100	F.I.C.A.	2,614	2,641	2,627	2,687
2200	RETIREMENT CONTRIBUTION	3,471	3,453	3,480	3,512
2300	LIFE AND HEALTH INSURANCE	5,881	6,398	5,935	6,031
2400	WORKERS COMPENSATION	3,850	5,029	3,951	2,052
	<b>TOTAL</b>	<b>50,526</b>	<b>52,046</b>	<b>50,791</b>	<b>49,403</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	-	-	-	-
3400	OTHER CONTRACTUAL SERVICES	8,823	10,300	12,000	12,460
4020	EMPLOYEE DEVELOPMENT	-	150	150	-
4100	COMMUNICATIONS	405	360	330	360
4300	UTILITY SERVICES	28,340	32,000	32,850	33,000
4600	REPAIR AND MAINTENANCE	7,069	15,000	8,500	10,000
4610	REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
5200	OPERATING SUPPLIES	5,304	10,000	8,500	10,000
5510	FUEL	2,850	4,500	4,072	4,500
6300	IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400	EQUIPMENT	1,108	-	-	-
9800	RESERVE FOR CONTINGENCY	-	32,500	36,929	20,000
	<b>TOTAL</b>	<b>53,899</b>	<b>104,810</b>	<b>103,331</b>	<b>90,320</b>
	<b>TOTAL COST</b>	<b>104,425</b>	<b>156,856</b>	<b>154,122</b>	<b>139,723</b>

ADMINISTRATION

**PROGRAM: GENERAL SERVICES**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
FACILITIES CONST. & MAINT. SPECIALIST	1	1	1
PROGRAM/CMTY. BUILDING COORDINATOR	1	0	0
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>1</b>

6400 - Equipment			\$ -
			<hr/>
Total Capital Outlay			\$ -

6400 - Equipment			\$ -
			<hr/>
Total Capital Outlay			\$ -

## ADMINISTRATION

### **PROGRAM: HUMAN RESOURCES**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	499,025
2013	BUDGET	469,927
2013	ESTIMATE	500,520
2014	PROPOSED	513,970

#### **OBJECTIVES:**

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

To coordinate the annual Employee Benefit Fair.

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

#### **RESULTS:**

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

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

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

ADMINISTRATION

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

		2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	97,737	96,940	96,940	118,246
1230	LONGEVITY PAY	4,200	4,200	4,200	-
1400	OVERTIME	-	-	-	-
2100	F.I.C.A.	7,497	7,737	7,737	9,046
2200	RETIREMENT CONTRIBUTION	8,009	7,944	7,944	10,517
2300	LIFE AND HEALTH INSURANCE	11,697	12,933	12,933	12,305
2400	WORKERS COMPENSATION	256	192	192	198
2500	UNEMPLOYMENT COMPENSATION	13,200	25,000	25,000	25,000
2800	EMPLOYEE PROGRAMS	7,787	7,200	7,200	7,400
	<b>TOTAL</b>	<b>150,383</b>	<b>162,146</b>	<b>162,146</b>	<b>182,712</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	64,386	56,100	53,350	35,650
3400	OTHER CONTRACTUAL SERVICES	-	9,700	9,700	-
4020	EMPLOYEE DEVELOPMENT	1,589	2,150	2,022	2,906
4100	COMMUNICATIONS	722	820	820	720
4200	POSTAGE	6	100	41	100
4500	LIABILITY INSURANCE	277,065	230,000	260,241	281,546
4520	INSURANCE DEDUCTIBLE	3,274	3,000	7,087	5,000
4600	REPAIR AND MAINTENANCE	-	-	-	-
4700	PRINTING AND BINDING	61	2,000	2,000	1,000
4900	OTHER CHARGES AND OBLIGATIONS	320	2,000	2,000	1,500
5100	OFFICE SUPPLIES	478	1,200	587	1,200
5200	OPERATING SUPPLIES	277	-	100	500
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	464	711	426	1,136
6200	BUILDING	-	-	-	-
6400	EQUIPMENT	-	-	-	-
	<b>TOTAL</b>	<b>348,642</b>	<b>307,781</b>	<b>338,374</b>	<b>331,258</b>
	<b>TOTAL COST</b>	<b>499,025</b>	<b>469,927</b>	<b>500,520</b>	<b>513,970</b>

ADMINISTRATION

**PROGRAM: HUMAN RESOURCES**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
HUMAN RESOURCES MANAGER	1	1	1
PAYROLL CLERK	1	1	1
BUSINESS TAX/HR SPECIALIST	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

CAPITAL OUTLAY

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

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

## ADMINISTRATION

### **PROGRAM: INFORMATION TECHNOLOGY**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	621,496
2013	BUDGET	637,337
2013	ESTIMATE	629,442
2014	PROPOSED	708,363

#### **OBJECTIVES:**

Increase the manageability of computer workstations.

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

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

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

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

Complete implementation of a comprehensive document imaging service.

#### **RESULTS:**

Maximize the benefit of information technology expenditures.

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

Increase levels of communication with the citizens of Longwood.

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

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

ADMINISTRATION

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

		<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	70,381	70,000	70,000	130,366
1230	LONGEVITY PAY	1,650	1,650	1,650	-
2100	F.I.C.A.	5,469	5,481	5,481	9,973
2200	RETIREMENT CONTRIBUTION	7,203	7,165	7,165	13,037
2300	LIFE AND HEALTH INSURANCE	6,126	6,651	6,651	12,470
2400	WORKERS COMPENSATION	182	135	135	219
<b>TOTAL</b>		<b>91,011</b>	<b>91,082</b>	<b>91,082</b>	<b>166,065</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	9,150	5,000	5,000	5,000
3400	OTHER CONTRACTUAL SERVICES	229,475	343,141	253,000	308,705
4020	EMPLOYEE DEVELOPMENT	8,449	6,000	6,000	1,000
4100	COMMUNICATIONS	37,393	37,820	37,820	38,540
4200	POSTAGE	-	-	-	-
4400	RENTALS AND LEASES	79,477	92,116	92,116	92,116
4600	REPAIR AND MAINTENANCE	1,066	5,000	4,000	5,000
5200	OPERATING SUPPLIES	9,173	4,100	48,000	8,100
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	175	275	175	200
7100	CAPITAL LEASE PRINCIPAL	38,353	39,868	39,868	77,822
7200	CAPITAL LEASE INTEREST	4,450	2,935	2,935	5,815
6400	EQUIPMENT	113,324	-	49,446	-
9800	RESERVE FOR CONTINGENCY	-	10,000	-	-
<b>TOTAL</b>		<b>530,485</b>	<b>546,255</b>	<b>538,360</b>	<b>542,298</b>
<b>TOTAL COST</b>		<b>621,496</b>	<b>637,337</b>	<b>629,442</b>	<b>708,363</b>

ADMINISTRATION

**PROGRAM: INFORMATION TECHNOLOGY**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
INFORMATION TECHNOLOGY MANAGER	1	1	1
IT BUSINESS ANALYST	0	0	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>2</b>

CAPITAL OUTLAY

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

**FINANCIAL SERVICES**

**PROGRAM: PURCHASING**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	72,356
2013	BUDGET	74,284
2013	ESTIMATE	74,034
2014	PROPOSED	74,102

**OBJECTIVES:**

Conduct surplus property disposals.

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

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

**RESULTS:**

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

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

Improve efficiency of operations and reduce process time.

**FINANCIAL SERVICES**

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

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	52,987	52,500	52,500	53,369
1230 LONGEVITY PAY	400	400	400	-
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	3,944	4,047	4,047	4,083
2200 RETIREMENT CONTRIBUTION	5,318	5,290	5,290	5,337
2300 LIFE AND HEALTH INSURANCE	6,007	6,523	6,523	6,155
2400 WORKERS COMPENSATION	134	100	100	89
<b>TOTAL</b>	<b>68,790</b>	<b>68,860</b>	<b>68,860</b>	<b>69,033</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICE	-	-	-	-
4020 EMPLOYEE DEVELOPMENT	1,233	2,200	2,200	2,200
4100 COMMUNICATION	-	-	-	-
4200 POSTAGE	11	300	150	200
4600 REPAIR AND MAINTENANCE	-	-	-	-
4700 PRINTING AND BINDING	-	300	-	-
4900 LEGAL ADVERTISING	428	1,000	1,200	1,000
5100 OFFICE SUPPLIES	426	350	350	350
5200 OPERATING SUPPLIES	751	300	300	300
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	717	974	974	1,019
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>3,566</b>	<b>5,424</b>	<b>5,174</b>	<b>5,069</b>
<b>TOTAL COST</b>	<b>72,356</b>	<b>74,284</b>	<b>74,034</b>	<b>74,102</b>

FINANCIAL SERVICES

**PROGRAM: PURCHASING**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
PURCHASING MANAGER	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

CAPITAL OUTLAY

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

**FINANCIAL SERVICES**

**PROGRAM: FINANCE**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	206,936
2013	BUDGET	281,900
2013	ESTIMATE	278,017
2014	PROPOSED	277,479

**OBJECTIVES:**

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

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

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

To continue to produce a high quality Annual Budget document that meets the GFOA award standards.

**RESULTS:**

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

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

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

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

**FINANCIAL SERVICES**

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

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	117,107	166,370	169,654	171,979
1230 LONGEVITY PAY	4,000	4,000	4,000	-
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	8,817	13,033	12,979	13,156
2200 RETIREMENT CONTRIBUTION	9,080	14,023	14,023	15,380
2300 LIFE AND HEALTH INSURANCE	11,685	19,397	12,576	18,589
2400 WORKERS COMPENSATION	304	322	461	290
<b>TOTAL</b>	<b>150,993</b>	<b>217,145</b>	<b>213,693</b>	<b>219,394</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3200 ACCOUNTING AND AUDITING	28,000	35,450	39,450	32,500
3400 OTHER CONTRACTUAL SERVICES	12,383	-	-	-
4020 EMPLOYEE DEVELOPMENT	105	2,200	2,000	2,000
4100 COMMUNICATION	421	720	1,108	1,200
4200 POSTAGE	36	935	500	935
4600 REPAIR AND MAINTENANCE	77	100	100	100
4700 PRINTING AND BINDING	257	2,500	2,000	2,500
4900 OTHER CHARGES AND OBLIGATIONS	13,311	20,500	15,500	16,500
5100 OFFICE SUPPLIES	339	750	625	750
5200 OPERATING SUPPLIES	544	850	850	850
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	470	750	750	750
6400 EQUIPMENT	-	-	1,441	-
<b>TOTAL</b>	<b>55,943</b>	<b>64,755</b>	<b>64,324</b>	<b>58,085</b>
<b>TOTAL COST</b>	<b>206,936</b>	<b>281,900</b>	<b>278,017</b>	<b>277,479</b>

FINANCIAL SERVICES

**PROGRAM: FINANCE**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
FINANCIAL SERVICES DIRECTOR	1	1	1
ACCOUNTING MANAGER	1	1	1
ACCOUNTING CLERK II	1	1	1
BUSINESS TAX/HR SPECIALIST	0	0	0
PAYROLL CLERK	0	0	0
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

CAPITAL OUTLAY

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

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

## FINANCIAL SERVICES

### PROGRAM: UTILITY BILLING

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	1,230,820
2011	BUDGET	1,237,485
2011	ESTIMATE	1,243,280
2014	PROPOSED	1,252,603

#### OBJECTIVES:

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

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

Process renewals and collect delinquents in a timely manner.

#### RESULTS:

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

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

Continued processing of new applications and renewals.

**FINANCIAL SERVICES**

**PROGRAM: UTILITY BILLING**

**LINE ITEM DETAIL**

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	117,066	103,335	103,335	120,318
1230 LONGEVITY PAY	1,654	4,800	4,800	-
1400 OVERTIME	37	-	-	-
2100 F.I.C.A.	8,750	8,272	8,272	9,204
2200 RETIREMENT CONTRIBUTION	7,987	7,448	7,448	12,830
2300 LIFE AND HEALTH INSURANCE	16,406	18,776	18,776	17,675
2400 WORKERS COMPENSATION	299	204	204	203
<b>TOTAL</b>	<b>152,199</b>	<b>142,835</b>	<b>142,835</b>	<b>160,230</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	16,109	20,200	20,200	25,723
4020 EMPLOYEE DEVELOPMENT	249	3,000	2,500	3,000
4100 COMMUNICATION	390	-	-	-
4200 POSTAGE	14,340	25,000	25,000	25,000
4310 SOLID WASTE DISPOSAL	1,008,046	1,020,000	1,020,000	1,015,000
4600 REPAIR AND MAINTENANCE	283	350	195	350
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING AND BINDING	2,249	1,500	1,500	1,000
4900 OTHER CHARGES AND OBLIGATIONS	19,710	21,600	20,000	20,000
5100 OFFICE SUPPLIES	484	1,000	1,000	1,000
5200 OPERATING SUPPLIES	1,471	1,500	9,800	1,000
5510 FUEL	-	-	-	-
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	142	500	250	300
6200 BUILDINGS	8,326	-	-	-
6300 IMPROV. OTHER THAN BUILDINGS	6,822	-	-	-
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>1,078,621</b>	<b>1,094,650</b>	<b>1,100,445</b>	<b>1,092,373</b>
<b>TOTAL COST</b>	<b>1,230,820</b>	<b>1,237,485</b>	<b>1,243,280</b>	<b>1,252,603</b>

FINANCIAL SERVICES

**PROGRAM: UTILITY BILLING**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
UTILITY BILLING MANAGER	1	1	1
ACCOUNTING/BTR CLERK	2	2	2
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

CAPITAL OUTLAY

6300 - Improv. Other than Buildings	\$ -
6400 - Equipment	\$ -
Total capital outlay	\$ -

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

**POLICE**

**PROGRAM: LAW ENFORCEMENT**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	3,768,811
2013	BUDGET	4,200,473
2013	ESTIMATE	4,152,128
2014	PROPOSED	4,355,449

**OBJECTIVES:**

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

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

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

Compliance with all pertinent City codes.

**RESULTS:**

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

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

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

To provide a safe, clean and high quality community.

POLICE

**PROGRAM: LAW ENFORCEMENT**

LINE ITEM DETAIL

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	ACTUAL	BUDGET	ESTIMATE	PROPOSED
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	2,122,037	2,264,547	2,264,547	2,357,976
1230 LONGEVITY PAY	51,050	51,050	51,050	24,050
1240 HOLIDAY PAY	98,181	106,019	106,019	106,464
1250 COMMUNITY BUILDING DETAIL	-	5,000	5,000	5,000
1260 SPECIAL ASSIGNMENT PAY	41,194	46,000	46,000	46,000
1400 OVERTIME	175,784	135,800	135,800	135,800
1520 EDUCATION INCENTIVE	27,622	27,840	27,840	24,120
2100 F.I.C.A.	186,403	203,525	203,525	206,505
2200 RETIREMENT CONTRIBUTION	211,321	238,790	238,790	269,755
2300 LIFE AND HEALTH INSURANCE	257,224	321,435	321,435	306,270
2400 WORKERS COMPENSATION	83,535	83,204	83,204	165,890
<b>TOTAL</b>	<b>3,254,351</b>	<b>3,483,210</b>	<b>3,483,210</b>	<b>3,647,830</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	11,970	20,500	18,000	18,100
3400 OTHER CONTRACTUAL SERVICES	3,630	26,750	30,000	32,400
4020 EMPLOYEE DEVELOPMENT	-	-	300	-
4100 COMMUNICATIONS	37,506	36,300	36,300	37,300
4200 POSTAGE	55	100	50	100
4300 UTILITY SERVICES	24,627	32,000	30,000	29,000
4400 RENTALS AND LEASES	-	-	-	-
4600 REPAIR AND MAINTENANCE	26,298	20,000	15,000	15,000
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING AND BINDING	2,237	2,500	2,500	3,000
4800 COMMUNITY RELATIONS	4,974	4,500	4,500	4,500
5100 OFFICE SUPPLIES	2,600	3,000	3,000	3,500
5200 OPERATING SUPPLIES	29,862	54,550	54,550	46,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,921	3,745	2,400	2,020
5500 FUELS AND LUBRICANTS	130,288	125,000	100,000	120,000
6300 IMPROV. OTHER THAN BUILDINGS	1,765	-	-	-
6400 EQUIPMENT	20,849	43,500	43,500	-
7100 PRINCIPAL	207,086	301,334	301,334	364,431
7200 INTEREST	8,792	22,484	22,484	15,768
9300 TRANSFER TO GRANT FUND	-	5,000	5,000	4,500
9800 CONTINGENCY	-	16,000	-	12,000
<b>TOTAL</b>	<b>514,460</b>	<b>717,263</b>	<b>668,918</b>	<b>707,619</b>
<b>TOTAL COST</b>	<b>3,768,811</b>	<b>4,200,473</b>	<b>4,152,128</b>	<b>4,355,449</b>

POLICE

**PROGRAM: LAW ENFORCEMENT**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
POLICE CHIEF	1	1	1
POLICE COMMANDER	1	1	2
POLICE SERGEANTS	8	8	8
POLICE CORPORALS	6	6	6
POLICE OFFICERS	24	24	24
RECORDS CLERK	1	1	0
EVIDENCE CUSTODIAN	1	1	1
CODE ENFORCEMENT OFFICER	2	2	2
CRIME ANALYST/GRANTS/CMTY. RELATIONS	1	1	1
SECRETARY	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1
<b>TOTAL</b>	<b>47</b>	<b>47</b>	<b>47</b>

CAPITAL OUTLAY

6400 - Equipment:

Total capital outlay

\$ -

**FIRE**

**PROGRAM: FIRE AND RESCUE**

**GOALS:** To provide comprehensive services for the protection of citizens from the damages of fire and medical emergencies and to provide prevention and education services that are responsive to the needs of the community.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	3,865,802
2013	BUDGET	3,877,597
2013	ESTIMATE	3,800,460
2014	PROPOSED	3,883,801

**OBJECTIVES:**

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

Continue evaluating Fire Department Accreditation.

Improve commercial pre-fire planning process and documentation.

**RESULTS:**

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

Encourage quality improvement through a continuous self assessment process.

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

**FIRE**

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

		<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	1,691,152	1,743,480	1,743,480	1,776,697
1230	LONGEVITY PAY	20,125	29,125	29,125	19,575
1240	HOLIDAY PAY	71,827	81,979	81,979	59,585
1250	PARAMEDIC PAY	197,207	203,000	160,000	182,000
1400	OVERTIME	380,672	234,101	234,101	234,101
1520	EDUCATION INCENTIVE	14,857	14,520	14,520	13,920
2100	F.I.C.A.	174,106	176,425	176,425	174,870
2200	RETIREMENT CONTRIBUTION	193,459	208,940	208,940	251,513
2300	LIFE AND HEALTH INSURANCE	225,391	276,279	276,279	259,956
2400	WORKERS COMPENSATION	95,819	81,447	81,447	81,476
	<b>TOTAL</b>	<b>3,064,615</b>	<b>3,049,296</b>	<b>3,006,296</b>	<b>3,053,693</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	16,329	19,900	20,000	21,800
3400	OTHER CONTRACTUAL SERVICES	93,072	110,365	110,000	114,360
4020	EMPLOYEE DEVELOPMENT	18,643	24,750	20,000	26,439
4100	COMMUNICATIONS	12,691	10,740	10,740	15,356
4200	POSTAGE	224	325	100	275
4300	UTILITY SERVICES	26,574	30,000	25,000	27,250
4400	RENTALS AND LEASES	610	6,975	610	7,125
4600	REPAIR AND MAINTENANCE	28,558	32,035	35,104	7,750
4610	REPAIR AND MAINTENANCE - VEHICLES	34,766	20,800	25,527	24,470
4700	PRINTING AND BINDING	1,024	2,000	1,695	750
4800	COMMUNITY RELATIONS	2,472	3,500	2,963	2,000
4900	OTHER CHARGES AND OBLIGATIONS	-	-	-	-
5100	OFFICE SUPPLIES	1,591	1,800	1,877	2,250
5200	OPERATING SUPPLIES	115,890	107,600	97,082	104,150
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	3,754	6,260	3,622	5,015
5510	FUEL	40,750	32,500	36,337	42,500
6200	BUILDINGS	-	-	886	-
6300	IMPROV OTHER THAN BUILDING	886	15,600	-	6,000
6400	EQUIPMENT	50,287	22,000	47,055	36,550
7100	PRINCIPAL	304,578	306,842	304,578	320,409
7200	INTEREST	48,488	46,223	48,488	32,659
9300	TRANSFER TO GRANT FUND	-	28,086	2,500	33,000
	<b>TOTAL</b>	<b>801,187</b>	<b>828,301</b>	<b>794,164</b>	<b>830,108</b>
	<b>TOTAL COST</b>	<b>3,865,802</b>	<b>3,877,597</b>	<b>3,800,460</b>	<b>3,883,801</b>

**FIRE**

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

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

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
FIRE CHIEF	1	1	1
FIRE MARSHAL	1	1	1
BATTALION CHIEF	3	3	4
LIEUTENANT	6	6	6
FIREFIGHTER	27	33 **	32 **
FIRE INSPECTOR	0	0	0
TRAINING OFFICER	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1
<b>TOTAL</b>	<b>40</b>	<b>46</b>	<b>46</b>

\*\* includes six (6) grant funded positions

**CAPITAL OUTLAY**

6300 - Improvements		
Fire Alarm System Station 17	\$	6,000
Total Improvements	\$	6,000
6400 - Equipment		
Auto External Defibrillator EKG Monitor	\$	5,700
New Batteries for Auto Pulse		4,950
Mobile Computers (4 Spares)		12,000
Docking Ports for Mobile Computers		3,250
Mobile Computer-Fire Inspector		3,000
LED Screen For Fire Plans Review		500
Rapid Water Rescue Equipment		2,200
Replace Worn-Out Fire House - 4" x 500 ft		2,650
Replace Worn-Out Fire House - 2.5" x 400 ft		1,050
Replace Worn-Out Fire House - 1.75" x 650 ft		1,250
Total Equipment	\$	36,550
Total Capital Outlay	\$	42,550

**COMMUNITY DEVELOPMENT**

**PROGRAM: PLANNING/ECONOMIC DEVELOPMENT**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	657,209
2013	BUDGET	457,220
2013	ESTIMATE	412,096
2014	PROPOSED	468,975

**OBJECTIVES:**

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

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

Protect and preserve the City's natural environment.

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

**RESULTS:**

Maintain strict compliance with all applicable regulations.

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

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

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

Manage budget and resources for their maximum potential.

COMMUNITY DEVELOPMENT

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

	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	265,296	279,000	279,000	282,733
1230 LONGEVITY PAY	200	200	200	-
1400 OVERTIME	53	-	101	-
2100 F.I.C.A.	19,795	21,359	21,359	21,629
2200 RETIREMENT CONTRIBUTION	26,553	27,920	27,920	28,273
2300 LIFE AND HEALTH INSURANCE	27,343	26,383	26,383	24,911
2400 WORKERS COMPENSATION	2,974	3,978	3,978	3,619
<b>TOTAL</b>	<b>342,214</b>	<b>358,840</b>	<b>358,941</b>	<b>361,165</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	254,925	-	14,000	40,000
3400 OTHER CONTRACTUAL SERVICES	5,420	7,400	5,400	6,700
4020 EMPLOYEE DEVELOPMENT	4,652	7,980	4,000	7,980
4100 COMMUNICATION	1,379	1,625	1,300	1,750
4200 POSTAGE	6	100	-	100
4400 RENTALS AND LEASES	-	-	-	-
4600 REPAIRS AND MAINTENANCE	30	150	150	750
4610 REPAIRS AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING AND BINDING	442	800	50	700
4800 PROMOTIONAL ACTIVITIES	22,784	70,000	15,000	30,000
4810 PROMOTIONAL ACTIVITIES - REEP	893	-	2,500	7,000
4900 OTHER CHARGES AND OBLIGATIONS	12,993	4,500	5,000	7,000
5100 OFFICE SUPPLIES	657	970	900	1,000
5200 OPERATING SUPPLIES	2,120	475	475	-
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,334	3,380	3,380	3,830
5500 FUEL	228	1,000	1,000	1,000
6300 IMPROV. OTHER THAN BUILDINGS	800	-	-	-
6400 EQUIPMENT	6,332	-	-	-
<b>TOTAL</b>	<b>314,995</b>	<b>98,380</b>	<b>53,155</b>	<b>107,810</b>
<b>TOTAL COST</b>	<b>657,209</b>	<b>457,220</b>	<b>412,096</b>	<b>468,975</b>

COMMUNITY DEVELOPMENT

**PROGRAM: PLANNING/ECONOMIC DEVELOPMENT**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
COMMUNITY DEVELOPMENT DIRECTOR	1	1	1
COMMUNITY DEVELOPMENT COORDINATOR	1	1	1
ECONOMIC DEVELOPMENT PROG COORD.	0	1	1
PLANNER	1	1	2
PLANNER/STORMWATER	1	1	0
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>5</b>

CAPITAL OUTLAY

6300 - Improv. Other than Buildings

Total Capital Outlay

\$ -

## LEISURE SERVICES

### **PROGRAM: LEISURE SERVICES**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	1,052,364
2013	BUDGET	1,107,464
2013	ESTIMATE	1,167,288
2014	PROPOSED	984,720

### **OBJECTIVES:**

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

Continue implementation of the Parks and Recreation Master Plan.

### **RESULTS:**

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

To update all existing facilities in the parks.

**LEISURE SERVICES**

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

	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>2014</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	423,043	319,902	319,902	323,569
1230 LONGEVITY	3,725	2,825	2,825	375
1400 OVERTIME	19,001	14,000	14,000	14,000
2100 F.I.C.A.	33,146	25,760	25,760	25,853
2200 RETIREMENT CONTRIBUTION	36,261	28,490	28,490	26,114
2300 LIFE AND HEALTH INSURANCE	52,734	52,931	52,931	37,167
2400 WORKERS COMPENSATION	10,674	11,041	11,041	11,987
<b>TOTAL</b>	<b>578,584</b>	<b>454,949</b>	<b>454,949</b>	<b>439,065</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	45,581	10,000	47,969	20,000
3400 OTHER CONTRACTUAL SERVICES	75,273	126,635	105,187	120,430
3410 INSTRUCTOR FEES	14,619	22,000	6,326	3,000
4020 EMPLOYEE DEVELOPMENT	2,274	2,750	2,750	2,650
4100 COMMUNICATIONS	10,074	7,100	9,253	8,600
4200 POSTAGE	-	100	100	100
4300 UTILITY SERVICES	95,356	104,100	84,671	104,100
4400 RENTALS AND LEASES	11,059	17,800	17,459	21,000
4600 REPAIR AND MAINTENANCE	40,447	55,200	65,326	99,700
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING AND BINDING	5,149	5,000	4,717	4,500
4800 COMMUNITY RELATIONS	11,834	16,100	15,574	15,100
5100 OFFICE SUPPLIES	301	800	800	800
5200 OPERATING SUPPLIES	61,992	65,030	67,591	69,100
5210 PROGRAM SUPPLIES	10,039	22,600	16,944	21,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	599	800	800	1,550
5500 FUEL	16,566	10,000	9,951	15,000
6300 IMPROVEMENTS	29,089	114,000	236,784	12,300
6400 EQUIPMENT	43,528	15,000	20,137	26,725
9800 CONTINGENCY	-	57,500	-	-
<b>TOTAL</b>	<b>473,780</b>	<b>652,515</b>	<b>712,339</b>	<b>545,655</b>
<b>TOTAL COST</b>	<b>1,052,364</b>	<b>1,107,464</b>	<b>1,167,288</b>	<b>984,720</b>

**LEISURE SERVICES**

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

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

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
LEISURE SERVICES DIRECTOR	1	1	0
PARKS SERVICE SUPERVISOR	1	0	0
PARKS SERVICE SPECIALIST I	6	3	3
PARKS SERVICE SPECIALIST I (PART TIME)	1	0	2
PARKS SERVICE SPECIALIST II	2	2	2
RECREATION PROGRAM COORDINATOR	1	1	1
REC. PROGRAM/ COMM. COORDINATOR	1	1	1
EVENT SPECIALIST (PART TIME)	2	2	3
<b>TOTAL</b>	<b>15</b>	<b>10</b>	<b>12</b>

**CAPITAL OUTLAY**

6300 - Improvements		
CandyLand Renovation - Overhead netting (safety issues with foul balls-Babe Ruth is willing to pay a portion)		\$ 12,300
		\$ 12,300
6400 - Equipment		
Pressure Washer (2)		\$ 900
SandPro		20,500
Community Bldg Multi Input Switcher		1,750
Audio DSP (including batteries & installation)		3,575
		\$ 26,725
		\$ 39,025

## PUBLIC WORKS

### PROGRAM: STREETS

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	1,598,841
2013	BUDGET	1,653,385
2013	ESTIMATE	1,442,073
2014	PROPOSED	1,495,498

#### OBJECTIVES:

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

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

#### RESULTS:

Better maintained rights of way.

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

Allow maximum efficiency of stormwater run-off.

City property that is safe and attractive.

**PUBLIC WORKS**

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

	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>2014</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	593,622	582,538	484,538	443,073
1230 LONGEVITY PAY	7,800	7,800	7,800	5,425
1400 OVERTIME	39,939	32,000	32,000	32,000
2100 F.I.C.A.	45,528	47,609	40,112	36,758
2200 RETIREMENT CONTRIBUTION	47,326	46,845	37,045	44,646
2300 LIFE AND HEALTH INSURANCE	76,157	101,880	91,075	73,894
2400 WORKERS COMPENSATION	33,474	32,148	28,403	20,747
<b>TOTAL</b>	<b>843,846</b>	<b>850,820</b>	<b>720,973</b>	<b>656,543</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	2,580	20,000	10,000	20,000
3400 OTHER CONTRACTUAL SERVICES	63,801	188,335	140,000	222,755
4020 EMPLOYEE DEVELOPMENT	3,205	3,500	1,500	1,500
4100 COMMUNICATIONS	8,648	2,500	5,000	4,900
4200 POSTAGE	23	100	-	100
4300 UTILITY SERVICES	325,391	299,500	299,500	312,000
4400 RENTALS AND LEASES	4,189	3,500	2,200	3,500
4600 REPAIR AND MAINTENANCE	21,828	88,250	88,250	25,000
4610 REPAIR AND MAINTENANCE - VEHICLES	71,429	82,500	70,000	92,000
4700 PRINTING AND BINDING	545	500	-	500
4900 OTHER CHARGES AND OBLIGATIONS	-	-	-	-
5100 OFFICE SUPPLIES	908	1,000	1,000	800
5200 OPERATING SUPPLIES	31,139	23,200	23,200	23,000
5230 SAFETY SUPPLIES	7,297	6,500	6,500	6,500
5300 ROAD MATERIALS AND SUPPLIES	2,050	5,000	5,000	55,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	3,276	3,900	3,000	3,000
5500 FUEL	41,429	45,000	42,000	45,000
5540 LUBRICANTS	2,228	8,530	6,200	13,000
6100 LAND	-	-	-	-
6300 IMPROVEMENTS	-	-	-	-
6400 EQUIPMENT	-	17,750	17,750	1,400
9300 ADMINISTRATIVE TRANSFER	165,029	-	-	-
9800 RESERVE FOR CONTINGENCY	-	3,000	-	9,000
<b>Total</b>	<b>754,995</b>	<b>802,565</b>	<b>721,100</b>	<b>838,955</b>
<b>Total Cost</b>	<b>1,598,841</b>	<b>1,653,385</b>	<b>1,442,073</b>	<b>1,495,498</b>

**PUBLIC WORKS**

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

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

<b><u>POSITION</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
ADMINISTRATIVE ASSISTANT	1	1	1
PUBLIC WORKS DIRECTOR/CITY ENG	1	1	0
PUBLIC WORKS FLEET SUPERVISOR	1	1	1
MECHANIC	1	1	1
PUBLIC WORKS MAINT. SPECIALIST I	6	5	4
PUBLIC WORKS MAINT. SPECIALIST II	3	3	3
PUBLIC WORKS STREETS SUPERVISOR	1	1	1
HORTICULTURE SPECIALIST I	1	1	1
STREETS DIVISION MANAGER	1	1	1
<b>TOTAL</b>	<b>16</b>	<b>15</b>	<b>13</b>

**CAPITAL OUTLAY**

<u>6300 - Improvements</u>		
Total Improvements		\$ -
<u>6400 - Equipment:</u>		
Heavy Duty Battery & Electric System Analyzer		<u>1,400</u>
Total Equipment		\$ 1,400

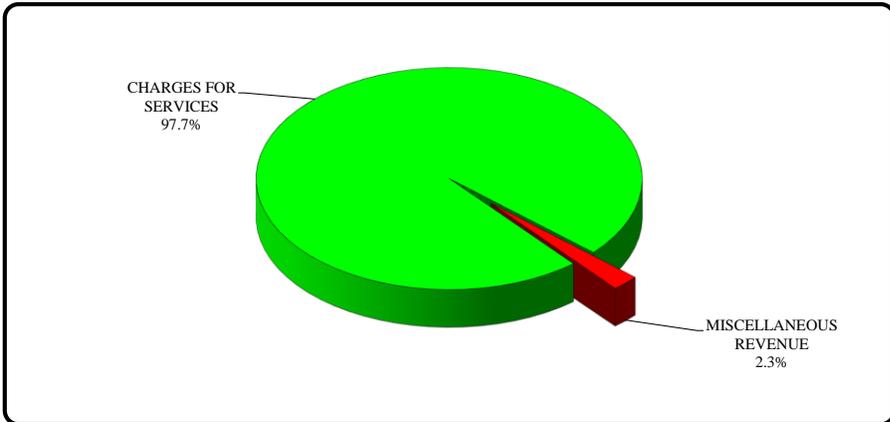


## **ENTERPRISE FUNDS**

PUBLIC UTILITIES FUND

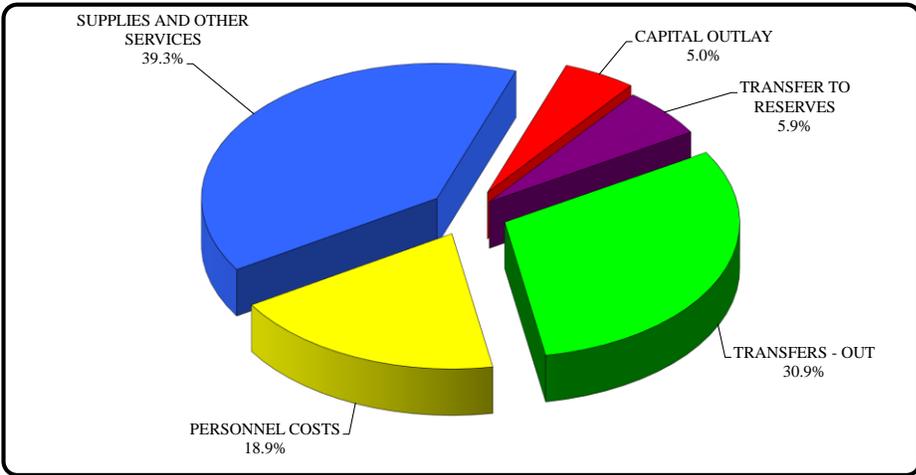
**PUBLIC UTILITIES FUND - REVENUE AND EXPENSES**

**FISCAL YEAR 2013-2014**



**TOTAL REVENUE      \$      3,442,050**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
CHARGES FOR SERVICES	3,363,050	97.7%
MISCELLANEOUS REVENUE	79,000	2.3%
<b>TOTAL REVENUE</b>	<b>\$ 3,442,050</b>	<b>100%</b>



**TOTAL EXPENSE      \$      3,442,050**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
PERSONNEL COSTS	\$ 651,776	18.9%
SUPPLIES AND OTHER SERVICES	1,352,084	39.3%
CAPITAL OUTLAY	172,000	5.0%
TRANSFER TO RESERVES	203,476	5.9%
TRANSFERS - OUT	1,062,714	30.9%
<b>TOTAL EXPENSES</b>	<b>\$ 3,442,050</b>	<b>100%</b>

## PUBLIC WORKS

### **PROGRAM: PUBLIC UTILITIES FUND**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	3,114,946
2013	BUDGET	4,180,874
2013	ESTIMATE	4,080,024
2014	PROPOSED	3,238,574

#### **OBJECTIVES:**

Provide proper maintenance of the water and sewer systems.

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

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

#### **RESULTS:**

Ensure the health, safety and welfare of the public.

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

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

**PUBLIC WORKS**

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

	2012	2013	2013	2014
	ACTUAL	BUDGET	ESTIMATE	PROPOSED
<b>CASH RESERVES, OCTOBER 1</b>	<b>2,313,433</b>	<b>2,781,068</b>	<b>2,781,068</b>	<b>2,060,760</b>
<b>ADD REVENUES:</b>				
<b>CHARGES FOR SERVICES:</b>				
343-6110 WATER REVENUE / BILLED	1,662,020	1,650,000	1,555,777	1,600,000
343-6115 WATER SURCHARGE	5,288	4,000	4,795	4,800
343-6120 WATER METER CONNECTIONS	12,880	3,500	11,480	11,500
343-6125 TURN ON AND TURN OFF FEES	49,234	50,000	51,800	52,000
343-6130 LATE CHARGES	102,633	110,000	100,632	105,000
343-6135 SPRINKLERS / BILLED	11,602	11,500	11,654	11,750
343-6140 SEWER REVENUE / BILLED	1,629,441	1,550,000	1,529,363	1,550,000
343-6145 SEWER CONNECTION (TAP) FEES	-	2,000	750	1,000
343-6510 OTHER CHARGES	29,330	27,000	23,680	27,000
<b>TOTAL</b>	<b>3,502,428</b>	<b>3,408,000</b>	<b>3,289,931</b>	<b>3,363,050</b>
<b>MISCELLANEOUS REVENUES:</b>				
361-1000 INTEREST EARNINGS	4,610	4,000	4,157	4,000
363-2010 WATER DEVELOPMENT ASSISTANCE FEES	25,741	25,000	20,652	25,000
363-2020 SEWER DEVELOPMENT ASSISTANCE FEES	49,657	50,000	44,976	50,000
369-0000 MISCELLANEOUS REVENUE	145	-	-	-
364-4000 SALE OF SURPLUS EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>80,153</b>	<b>79,000</b>	<b>69,785</b>	<b>79,000</b>
<b>TOTAL REVENUES AVAILABLE</b>	<b>5,896,014</b>	<b>6,268,068</b>	<b>6,140,784</b>	<b>5,502,810</b>
<b>DEDUCT EXPENSES:</b>				
PUBLIC UTILITIES	2,392,600	3,077,206	2,976,356	2,175,859
<b>TRANSFERS - OUT:</b>				
GENERAL FUND	722,346	1,103,668	1,103,668	1,062,714
<b>TOTAL EXPENSES</b>	<b>3,114,946</b>	<b>4,180,874</b>	<b>4,080,024</b>	<b>3,238,574</b>
<b>CASH RESERVES, SEPTEMBER 30</b>	<b>2,781,068</b>	<b>2,087,194</b>	<b>2,060,760</b>	<b>2,264,236</b>

**PUBLIC WORKS**

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

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	425,976	405,107	405,107	411,633
1230 LONGEVITY PAY	4,675	4,975	4,975	3,675
1400 OVERTIME	73,518	62,000	62,000	62,000
2100 F.I.C.A.	34,045	36,114	36,114	36,514
2200 RETIREMENT CONTRIBUTION	32,796	34,136	34,136	44,317
2300 LIFE AND HEALTH INSURANCE	79,196	81,086	81,086	70,385
2400 WORKERS COMPENSATION	17,346	30,239	30,239	23,252
<b>TOTAL</b>	<b>667,552</b>	<b>653,657</b>	<b>653,657</b>	<b>651,776</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	110,739	79,000	75,000	141,000
3400 OTHER CONTRACTUAL SERVICES	52,052	62,210	100,000	46,150
4020 EMPLOYEE DEVELOPMENT	7,074	13,000	7,000	8,000
4100 COMMUNICATIONS	7,245	3,500	4,500	4,380
4200 POSTAGE	602	500	-	250
4300 UTILITY SERVICES	149,900	160,000	160,000	160,000
4400 RENTALS AND LEASES	1,832	2,000	1,500	2,000
4600 REPAIR AND MAINTENANCE	167,008	200,000	200,000	191,000
4610 REPAIR AND MAINTENANCE - VEHICLES	9,435	15,000	10,000	15,000
4700 PRINTING & BINDING	-	-	-	-
4900 OTHER CHARGES AND OBLIGATIONS	502,908	518,468	518,000	559,251
5200 OPERATING SUPPLIES	35,480	62,500	78,000	56,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,538	3,800	4,500	4,500
5500 FUEL	37,814	38,000	34,000	35,650
6200 BUILDINGS	-	-	-	-
6300 IMPROVEMENTS	167,421	703,903	703,903	99,000
6400 EQUIPMENT	257,122	97,850	102,478	73,000
7100 PRINCIPAL	207,086	301,334	301,334	127,000
7200 INTEREST	8,792	22,484	22,484	1,903
9300 ADMINISTRATIVE TRANSFERS	722,346	1,103,668	1,103,668	1,062,714
9800 RESERVE FOR CONTINGENCY	-	140,000	-	-
<b>TOTAL</b>	<b>2,447,394</b>	<b>3,527,217</b>	<b>3,426,367</b>	<b>2,586,798</b>
<b>TOTAL COST</b>	<b>3,114,946</b>	<b>4,180,874</b>	<b>4,080,024</b>	<b>3,238,574</b>

**PUBLIC WORKS**

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

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

<u>POSITION</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
UTILITIES DIVISION MANAGER	1	1	1
UTILITIES FIELD SUPERVISOR	1	1	1
BACKFLOW PROGRAM COORDINATOR	1	1	1
UTILITIES MAINTENANCE SPECIALIST I	4	4	4
UTILITIES MAINTENANCE SPECIALIST II	4	3	3
UTILITIES MAINTENANCE SPECIALIST III	0	1	1
PLANT OPERATOR	1	1	1
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>

**CAPITAL OUTLAY**

6300 - Improvements:	
Seal Manholes-CR 427 and Windmere	\$ 24,000
Water Main Loops per hydraulic study	75,000
	75,000
Total improvements	\$ 99,000
6400 - Equipment	
Replacement Pump HSP #5 WP #2	\$ 25,000
Replacement Pump HSP #3 WP #1	25,000
Sample Stations - 20	9,000
GETAC Tablets (Field tablets)	8,000
Service Body for Pickup Truck	6,000
	6,000
Total equipment	\$ 73,000
 Total Capital Outlay	 \$ 172,000

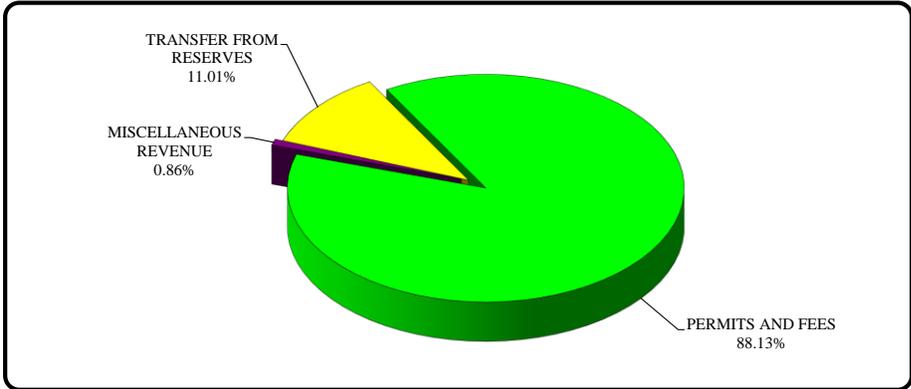


## **SPECIAL REVENUE FUNDS**

### **BUILDING PERMITS & INSPECTIONS FUND**

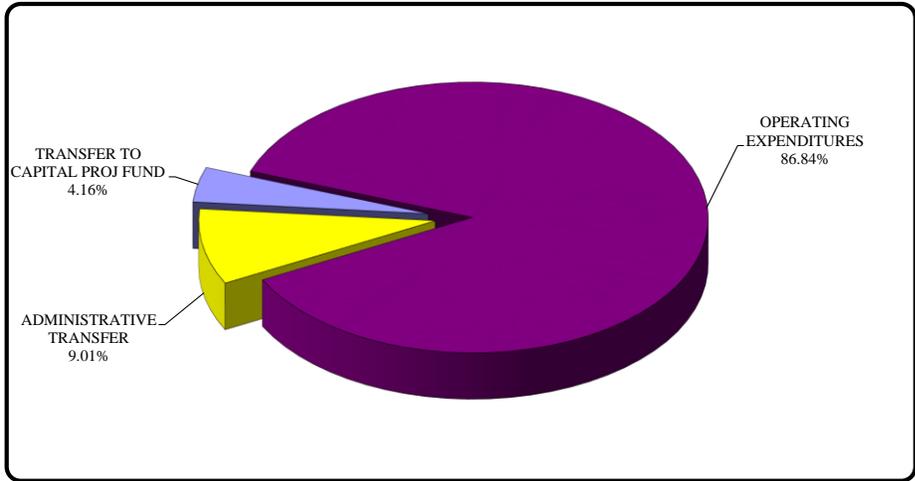
**BUILDING AND INSPECTION SERVICES FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2013-2014**



**TOTAL REVENUE \$ 240,603**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
PERMITS AND FEES	\$ 212,000	88.11%
MISCELLANEOUS REVENUE	2,100	0.86%
TRANSFER FROM RESERVES	26,503	11.01%
<b>TOTAL REVENUE</b>	<b>\$ 240,603</b>	<b>100%</b>



**TOTAL EXPENDITURES \$ 240,603**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 208,929	86.84%
ADMINISTRATIVE TRANSFER	21,674	9.01%
TRANSFER TO CAPITAL PROJ FUND	10,000	4.16%
<b>TOTAL EXPENDITURES</b>	<b>\$ 240,603</b>	<b>100%</b>

## COMMUNITY DEVELOPMENT

### **BUILDING AND INSPECTIONS SERVICES FUND**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	159,849
2013	BUDGET	247,804
2013	ESTIMATE	220,210
2014	PROPOSED	240,603

#### **OBJECTIVES:**

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

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

Issue permits in the City where required by applicable codes.

Provide comprehensive inspections and ensure proper construction practices are followed.

#### **RESULTS:**

A professional and expeditious operation of the Building Division.

Construction plans that maintain compliance with applicable codes.

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

To provide inspections to ensure safe and proper installations.

COMMUNITY DEVELOPMENT

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

	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 ADOPTED
<b>FUND BALANCE, OCTOBER 1</b>	-	114,925	114,925	79,815
<b>ADD REVENUES:</b>				
322-0000 BUILDING PERMITS	193,107	200,000	170,925	200,000
322-3000 RE-INSPECTIONS	9,065	10,000	5,475	10,000
322-4000 PLAN REVIEWS	2,576	2,000	1,850	2,000
329-1000 MISC PERMITS	4,050	2,000	6,000	2,000
369-0000 OTHER MISC REVENUE	207	100	775	100
361-1000 INTEREST EARNINGS	59	20	75	20
389-1000 ADMINISTRATIVE TRANSFER	65,710	-	-	-
<b>TOTAL REVENUES AVAILABLE</b>	274,774	329,045	300,025	293,935
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	159,849	247,804	220,210	240,603
<b>TOTAL EXPENDITURES</b>	159,849	247,804	220,210	240,603
<b>FUND BALANCE, SEPTEMBER 30</b>	114,925	81,241	79,815	53,332

COMMUNITY DEVELOPMENT

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

		<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	115,791	139,760	128,473	144,356
1230	LONGEVITY PAY	-	-	-	-
1400	OVERTIME	381	-	43	-
2100	F.I.C.A.	8,841	10,692	9,676	11,043
2200	RETIREMENT CONTRIBUTION	9,425	13,976	12,848	14,436
2300	LIFE AND HEALTH INSURANCE	12,132	19,441	16,060	18,358
2400	WORKERS COMPENSATION	2,673	4,468	2,986	4,102
	<b>TOTAL</b>	<b>149,243</b>	<b>188,337</b>	<b>170,086</b>	<b>192,295</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3400	OTHER CONTRACTUAL SERVICES	4,258	14,020	12,156	3,000
4020	EMPLOYEE DEVELOPMENT	0	1,500	750	2,500
4100	COMMUNICATIONS	1,050	2,040	1,350	2,840
4200	POSTAGE	0	100	-	100
4600	REPAIR AND MAINTENANCE	0	250	250	1,000
4700	PRINTING AND BINDING	139	300	314	300
5100	OFFICE SUPPLIES	289	1,000	948	1,000
5200	OPERATING SUPPLIES	1,109	1,180	-	780
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	562	525	804	1,114
5500	FUEL AND LUBRICANTS	3,200	4,000	3,000	4,000
6400	EQUIPMENT	-	4,000	-	-
9300	ADMINISTRATIVE TRANSFER	-	20,552	20,552	21,674
9800	TRANSFER TO CAPITAL PROJ FUND	-	10,000	10,000	10,000
9810	RESERVE FOR CONTINGENCY	-	-	-	-
	<b>TOTAL</b>	<b>10,606</b>	<b>59,467</b>	<b>50,124</b>	<b>48,308</b>
	<b>TOTAL COST</b>	<b>159,849</b>	<b>247,804</b>	<b>220,210</b>	<b>240,603</b>

COMMUNITY DEVELOPMENT

**BUILDING AND INSPECTIONS SERVICES FUND**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
BUILDING OFFICIAL	1	1	1
BUILDING INSPECTOR (PART TIME)	1	1	1
BUILDING DEPARTMENT COORDINATOR	0	0	0
PERMIT CLERK	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>

CAPITAL OUTLAY

6400 - Equipment: NONE		\$ -
Total Equipment		\$ -

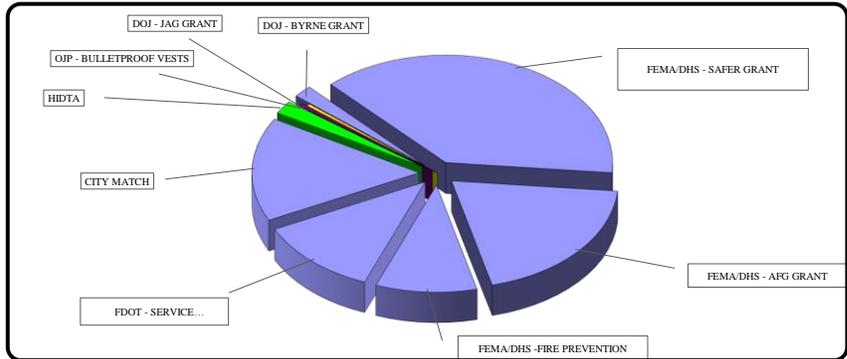


## **SPECIAL REVENUE FUNDS**

GRANT FUND

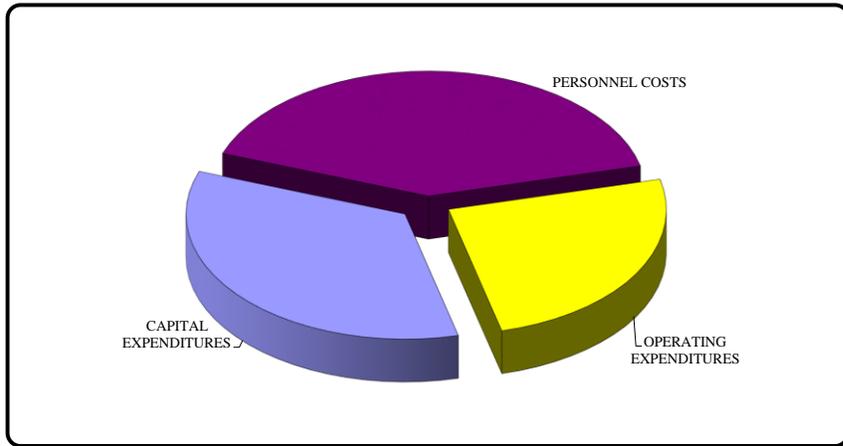
**GRANT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2013-2014**



**TOTAL REVENUE      \$      1,011,040**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
HIDTA	\$ 20,000	1.98%
OJP - BULLETPROOF VESTS	4,500	0.45%
DOJ - JAG GRANT	3,500	0.35%
DOJ - BYRNE GRANT	18,500	1.83%
FEMA/DHS - SAFER GRANT	390,040	38.58%
FEMA/DHS - AFG GRANT	198,000	19.58%
FEMA/DHS - FIRE PREVENTION	99,000	9.79%
FDOT - SERVICE DEVELOPMENT	120,000	11.87%
CITY MATCH	157,500	15.58%
<b>TOTAL REVENUE</b>	<b>\$ 1,011,040</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      1,011,040**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
PERSONNEL COSTS	\$ 410,040	40.56%
OPERATING EXPENDITURES	252,500	24.97%
CAPITAL EXPENDITURES	348,500	34.47%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,011,040</b>	<b>100%</b>

**PROGRAM: GRANT FUND**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2011	ACTUAL	-
2012	BUDGET	885,391
2012	ESTIMATE	629,569
2013	PROPOSED	1,011,040

**OBJECTIVES:**

Track all grant monies received from other governmental agencies.

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

**RESULTS:**

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

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

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

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

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>FUND BALANCE, OCTOBER 1</b>	-	-	-	-
<b>ADD REVENUES:</b>				
331-2200 Federal HIDTA	-	17,200	17,200	20,000
331-2500 OJP - BULLETPROOF VEST PGM	-	5,000	5,000	4,500
331-2600 DOJ - JAG GRANT	-	-	-	3,500
331-2700 DOJ - BYRNE GRANT	-	-	-	18,500
331-3000 FEMA/DHS - SAFER GRANT	-	359,131	359,131	390,040
331-3100 FEMA/DHS - AFG GRANT	-	252,780	22,541	198,000
331-3101 FEMA/DHS - FIRE PREVENTION	-	-	-	99,000
331-4900 HUD GRANT	-	-	-	-
331-4899 HUD -SUSTAINABILITY GRANT	-	211,193	211,193	-
334-4900 FDOT Service Development Grant	-	-	-	120,000
334-2200 State HIDTA	-	7,000	7,000	-
<b>TOTAL</b>	-	852,304	622,065	853,540
<b>TRANSFERS - IN:</b>				
GENERAL FUND (CITY MATCH)	-	33,087	7,504	37,500
PUBLIC FACILITES FUND (CITY MATCH)	-	-	-	120,000
<b>TOTAL REVENUES AVAILABLE</b>	-	885,391	629,569	1,011,040
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	-	885,391	629,569	1,011,040
<b>TOTAL EXPENDITURES</b>	-	885,391	629,569	1,011,040
<b>FUND BALANCE, SEPTEMBER 30</b>	-	-	-	-

Note: New Special Revenue Fund, established to account for all Grant revenues and expenditures.

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

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	-	206,586	206,586	193,071
1230 LONGEVITY PAY	-	-	-	-
1240 HOLIDAY PAY	-	9,895	9,895	9,247
1250 PARAMEDIC PAY	-	42,000	42,000	42,000
1400 OVERTIME	-	35,894	35,894	66,929
1520 EDUCATION INCENTIVE	-	-	-	-
2100 F.I.C.A.	-	20,668	20,668	22,280
2200 RETIREMENT CONTRIBUTION	-	17,831	17,831	23,265
2300 LIFE AND HEALTH INSURANCE	-	40,792	40,792	42,728
2400 WORKERS COMPENSATION	-	9,665	9,665	10,520
<b>TOTAL</b>	<b>-</b>	<b>383,331</b>	<b>383,331</b>	<b>410,040</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	211,193	211,193	-
3400 OTHER CONTRACTUAL SERVICES	-	-	-	240,000
4020 EMPLOYEE DEVELOPMENT	-	-	-	-
4100 COMMUNICATIONS	-	-	-	-
4200 POSTAGE	-	-	-	-
4300 UTILITY SERVICES	-	-	-	-
4400 RENTALS AND LEASES	-	-	-	-
4600 REPAIR AND MAINTENANCE	-	280,867	25,045	-
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING & BINDING	-	-	-	-
4900 OTHER CHARGES AND OBLIGATIONS	-	-	-	-
5200 OPERATING SUPPLIES	-	10,000	10,000	12,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	-	-	-
5500 FUEL	-	-	-	-
6200 BUILDINGS	-	-	-	-
6300 IMPROVEMENTS	-	-	-	-
6400 EQUIPMENT	-	-	-	348,500
9300 ADMINISTRATIVE TRANSFERS	-	-	-	-
9800 RESERVE FOR CONTINGENCY	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>502,060</b>	<b>246,238</b>	<b>601,000</b>
<b>TOTAL COST</b>	<b>-</b>	<b>885,391</b>	<b>629,569</b>	<b>1,011,040</b>

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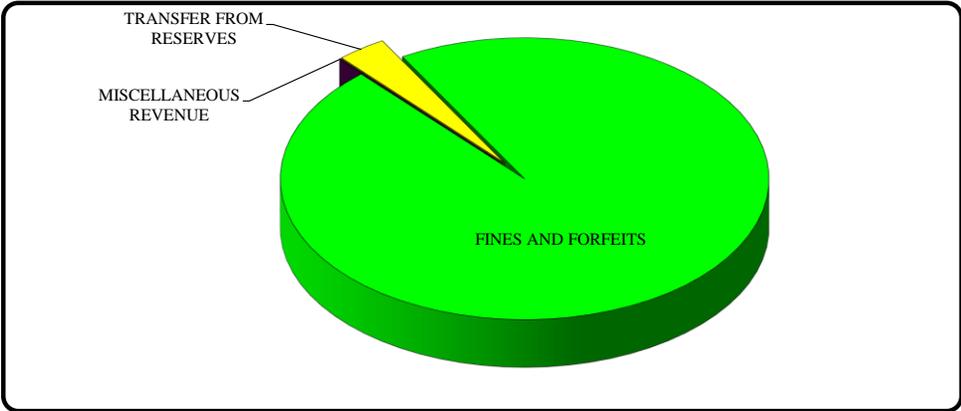


## **SPECIAL REVENUE FUNDS**

### POLICE EDUCATION FUND

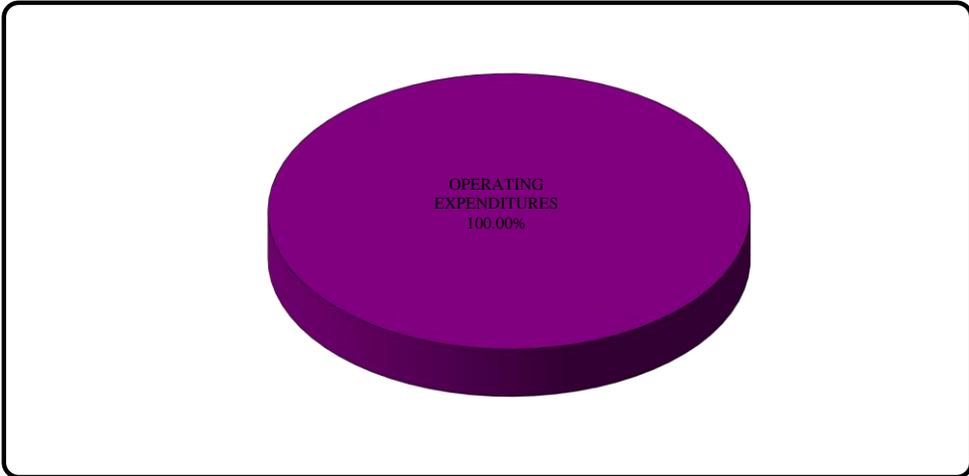
**POLICE EDUCATION FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2013-2014**



**TOTAL REVENUE      \$            15,000**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FINES AND FORFEITS	\$ 14,500	96.67%
MISCELLANEOUS REVENUE	5	0.03%
TRANSFER FROM RESERVES	495	3.30%
<b>TOTAL REVENUE</b>	<b>\$ 15,000</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$            15,000**

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

**POLICE**

**PROGRAM: POLICE EDUCATION FUND**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	12,157
2013	BUDGET	15,000
2013	ESTIMATE	15,000
2014	PROPOSED	15,000

**OBJECTIVES:**

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

Officers with 6 to 18 months of employment:

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

Officers with 18 to 30 months of employment:

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

Officers with 30 to 48 months of employment:

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

## POLICE

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

Officers with 48+ months of employment:

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

Supervisors:

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

#### **RESULTS:**

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

POLICE

**POLICE EDUCATION FUND BUDGET SUMMARY**

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>8,732</b>	<b>6,944</b>	<b>6,944</b>	<b>949</b>
<b>ADD REVENUES:</b>				
351-3000 LAW ENFORCEMENT EDUCATION	10,356	9,000	9,000	14,500
361-1000 INTEREST EARNINGS	13	20	5	5
<b>TOTAL REVENUES AVAILABLE</b>	<b>19,101</b>	<b>15,964</b>	<b>15,949</b>	<b>15,454</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	12,157	15,000	15,000	15,000
<b>TOTAL EXPENDITURES</b>	<b>12,157</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>6,944</b>	<b>964</b>	<b>949</b>	<b>454</b>

POLICE

**PROGRAM: POLICE EDUCATION FUND**

LINE ITEM DETAIL

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4020 EMPLOYEE DEVELOPMENT	12,157	15,000	15,000	15,000
5200 OPERATING SUPPLIES	-	-	-	-
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>12,157</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL COST</b>	<b>12,157</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

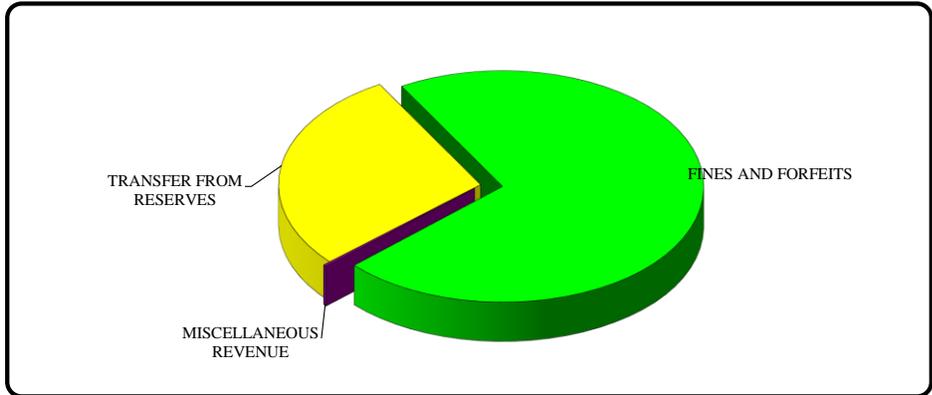


## **SPECIAL REVENUE FUNDS**

SPECIAL LAW ENFORCEMENT FUND

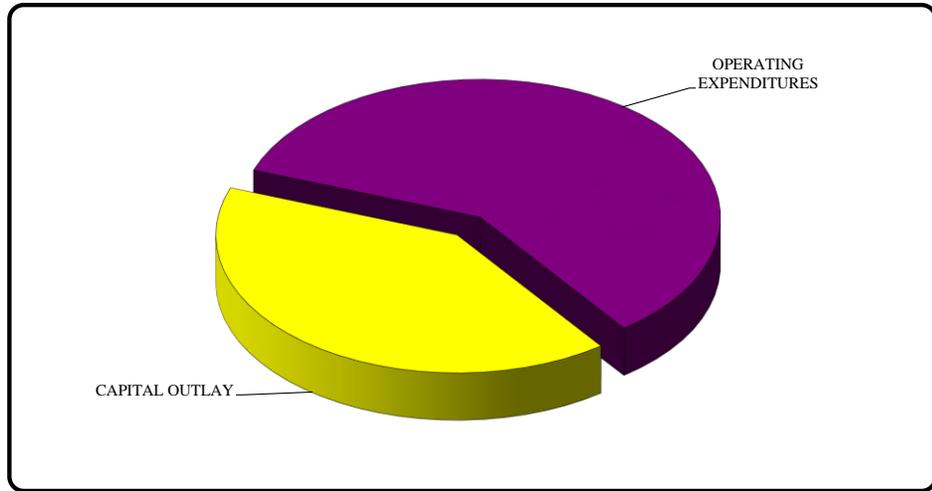
**SPECIAL LAW ENFORCEMENT TRUST FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2013-2014**



**TOTAL REVENUE \$ 70,000**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FINES AND FORFEITS	\$ 50,000	71.43%
MISCELLANEOUS REVENUE	220	0.30%
TRANSFER FROM RESERVES	19,780	28.25%
<b>TOTAL REVENUE</b>	<b>\$ 70,000</b>	<b>100%</b>



**TOTAL EXPENDITURES \$ 70,000**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 41,500	59.29%
CAPITAL OUTLAY	28,500	40.71%
<b>TOTAL EXPENDITURES</b>	<b>\$ 70,000</b>	<b>100%</b>

**POLICE**

**PROGRAM: SPECIAL LAW ENFORCEMENT TRUST FUND**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	56,081
2013	BUDGET	72,925
2013	ESTIMATE	65,200
2014	PROPOSED	70,000

**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.

POLICE

**SPECIAL LAW ENFORCEMENT TRUST FUND BUDGET SUMMARY**

	<u>2012</u> <u>ACTUAL</u>	<u>2013</u> <u>BUDGET</u>	<u>2013</u> <u>ESTIMATE</u>	<u>2014</u> <u>PROPOSED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>137,413</b>	<b>116,385</b>	<b>116,385</b>	<b>92,479</b>
<b>ADD REVENUES:</b>				
334-2400 STATE GRANT - FDLE	-	-	-	-
351-2000 CONFISCATED PROPERTY	34,831	33,000	41,074	50,000
361-1000 INTEREST EARNINGS	222	200	220	220
<b>TOTAL REVENUES AVAILABLE</b>	<b>172,466</b>	<b>149,585</b>	<b>157,679</b>	<b>142,699</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	56,081	72,925	65,200	70,000
<b>TOTAL EXPENDITURES</b>	<b>56,081</b>	<b>72,925</b>	<b>65,200</b>	<b>70,000</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>116,385</b>	<b>76,660</b>	<b>92,479</b>	<b>72,699</b>

POLICE

**PROGRAM: SPECIAL LAW ENFORCEMENT TRUST FUND**

LINE ITEM DETAIL

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4020 EMPLOYEE DEVELOPMENT	-	-	-	-
4800 COMMUNITY RELATIONS	-	-	-	-
4900 DONATIONS	40,575	39,815	30,000	41,500
5200 OPERATING SUPPLIES	4,441	4,610	6,700	
6400 EQUIPMENT	11,065	28,500	28,500	28,500
<b>TOTAL</b>	<b>56,081</b>	<b>72,925</b>	<b>65,200</b>	<b>70,000</b>
<b>TOTAL COST</b>	<b>56,081</b>	<b>72,925</b>	<b>65,200</b>	<b>70,000</b>

OUTLAYS

4900 - Donations:				
Less Lethal Shotguns (5)			\$	3,000
COP Program - Uniforms & Equipment				6,000
GPS Antennas for Laptop Computers				3,500
Digital Cameras				6,000
Reading Counts Program				2,000
Other Law Enforcement Programs				4,500
Project Graduation				1,500
Longwood Babe Ruth				1,500
Seminole Youth Network				2,000
Kids House				4,000
Rocklake Middle Project Leadership				1,500
Boys Town				2,000
Safe House				1,000
State PDMP				3,000
				<hr/>
Total donations			\$	41,500
6400 - Equipment				
Automated License Plate Readers (2)			\$	12,000
Identification Badge Creation System				8,000
Audio Visual Training System				8,500
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Total Capital Outlay			\$	28,500

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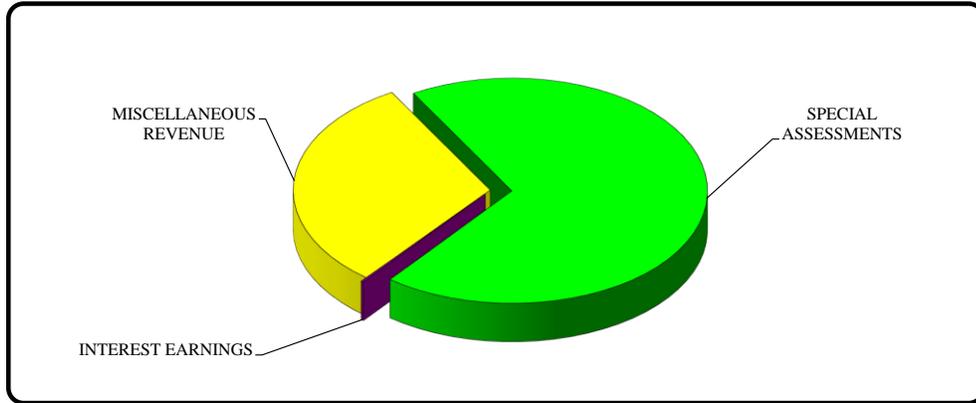


## **SPECIAL REVENUE FUNDS**

### **SPECIAL ASSESSMENT FUND**

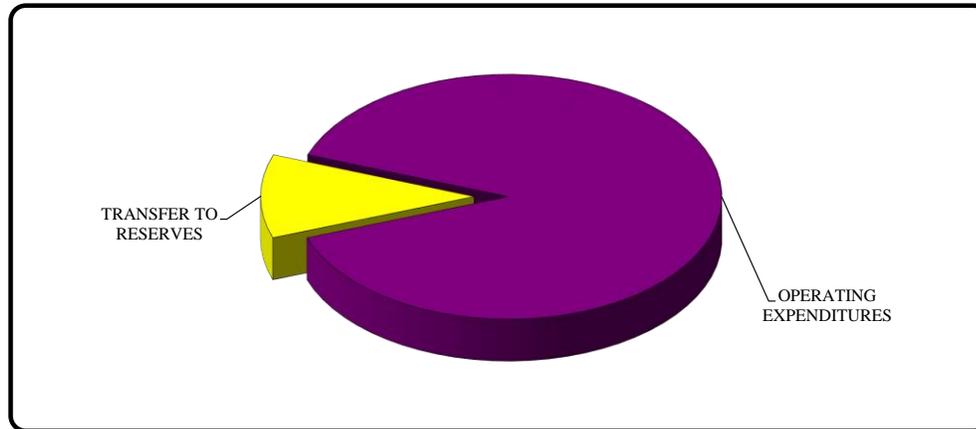
**SPECIAL ASSESSMENT FUND - REVENUES AND EXPENDITURES**

**FISCAL YEAR 2013-2014**



<b>TOTAL REVENUE</b>	<b>\$</b>	<b>64,863</b>
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	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
SPECIAL ASSESSMENTS	\$ 44,713	68.93%
INTEREST EARNINGS	150	0.23%
MISCELLANEOUS REVENUE	20,000	30.83%
<b>TOTAL REVENUE</b>	<b>\$ 64,863</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>64,863</b>
---------------------------	-----------	---------------

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 57,726	89.00%
TRANSFER TO RESERVES	7,137	11.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 64,863</b>	<b>100%</b>

**PUBLIC WORKS**

**PROGRAM: SPECIAL ASSESSMENTS**

**NEIGHBORHOOD IMPROVEMENTS**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2011	ACTUAL	59,101
2012	BUDGET	102,557
2012	ESTIMATE	118,480
2013	PROPOSED	57,726

**OBJECTIVES:**

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

Continue maintenance programs for property owners in subdivisions

**RESULTS:**

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

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

**PUBLIC WORKS**

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

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>(289,739)</b>	<b>(278,188)</b>	<b>(278,188)</b>	<b>(299,471)</b>
<b>ADD REVENUES:</b>				
363-1030 SPECIAL ASSESSMENTS-CAPITAL	70,496	83,363	97,000	44,713
SPECIAL ASSESSMENTS-MAINT				57,726
361-1000 INTEREST EARNINGS	156	150	197	150
369-0000 MISC. REVENUE	-	20,000	16,825	20,000
	<u>70,652</u>	<u>83,513</u>	<u>97,197</u>	<u>122,589</u>
<b>TOTAL REVENUES AVAILABLE</b>	<b>(219,087)</b>	<b>(194,675)</b>	<b>(180,991)</b>	<b>(176,882)</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	<u>59,101</u>	<u>102,557</u>	<u>118,480</u>	<u>57,726</u>
<b>TOTAL EXPENDITURES</b>	<u>59,101</u>	<u>102,557</u>	<u>118,480</u>	<u>57,726</u>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u>(278,188)</u></b>	<b><u>(297,232)</u></b>	<b><u>(299,471)</u></b>	<b><u>(234,608)</u></b>

**PUBLIC WORKS**

<b>PROGRAM: SPECIAL ASSESSMENTS FUND</b>
--

**LINE ITEM DETAIL**

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	-	-	6,000
3400 CONTRACTUAL SERVICES	30,061	20,000	55,000	25,384
4300 UTILITIES	12,094	11,000	11,000	13,260
4600 REPAIRS & MAINTENANCE	16,946	33,277	15,000	11,544
5200 OPERATING SUPPLIES	-	-	495	-
6300 IMPROVEMENTS	-	38,280	36,985	-
9800 RESERVES	-	-	-	1,538
<b>TOTAL</b>	<b>59,101</b>	<b>102,557</b>	<b>118,480</b>	<b>57,726</b>
<b>TOTAL COST</b>	<b>59,101</b>	<b>102,557</b>	<b>118,480</b>	<b>57,726</b>

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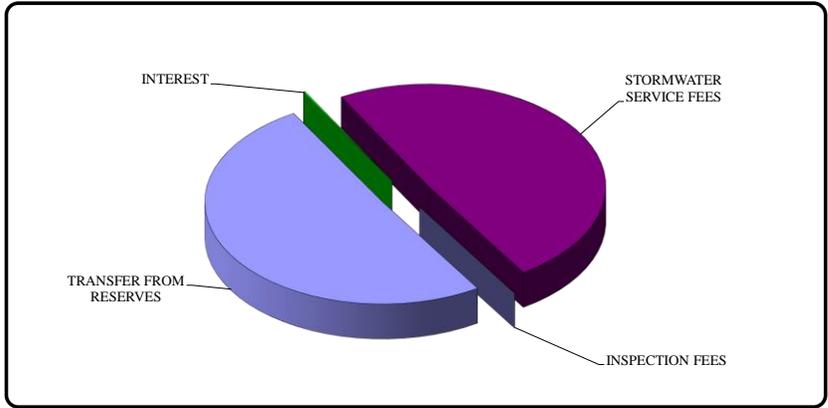


## **SPECIAL REVENUE FUNDS**

### STORMWATER FUND

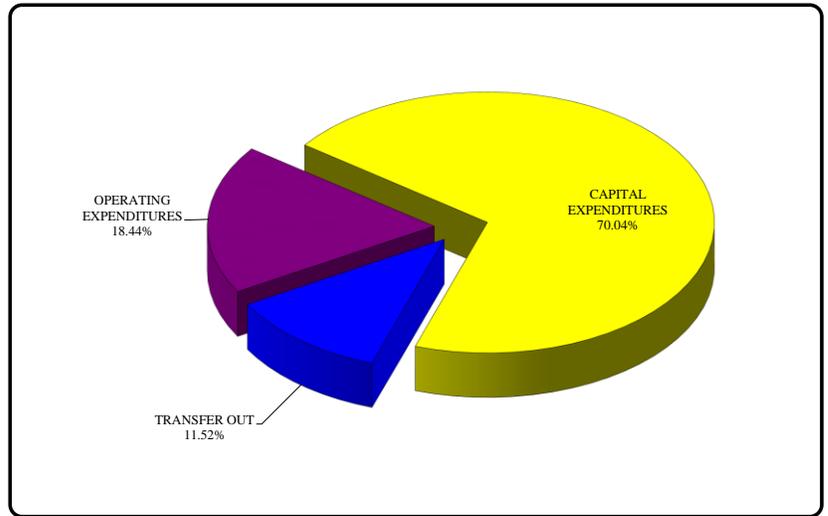
**STORMWATER MANAGEMENT - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2013-2014**



**TOTAL REVENUE      \$      1,352,825**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
INTEREST	\$ 2,600	0.19%
STORMWATER SERVICE FEES	665,000	49.16%
INSPECTION FEES	100	0.01%
TRANSFER FROM RESERVES	685,125	50.64%
<b>TOTAL REVENUE</b>	<b>\$ 1,352,825</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      1,352,825**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 249,420	18.44%
CAPITAL EXPENDITURES	947,568	70.04%
TRANSFER OUT	155,837	11.52%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,352,825</b>	<b>100%</b>

## PUBLIC WORKS

### **PROGRAM: STORMWATER MANAGEMENT FUND**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	522,045
2013	BUDGET	1,342,545
2013	ESTIMATE	1,339,905
2014	PROPOSED	1,352,825

#### **OBJECTIVES:**

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

Inspect underground facilities for leaks and repairs as needed.

Utilize private contractors to maintain retention ponds.

Continue the development of a city wide drainage infrastructure map.

#### **RESULTS:**

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

Maximum efficiency of nuisance water run-off.

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

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

**PUBLIC WORKS**

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

	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>2014</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>
<b>FUND BALANCE, OCTOBER 1</b>	<b>1,352,184</b>	<b>1,491,725</b>	<b>1,491,725</b>	<b>820,907</b>
<b>ADD REVENUES:</b>				
361-1000 INTEREST EARNINGS	2,722	2,600	2,157	2,600
363-1250 STORMWATER SERVICE FEES	658,764	665,000	666,880	665,000
363-1260 INSPECTION FEES	100	100	50	100
<b>TOTAL REVENUES AVAILABLE</b>	<b>2,013,770</b>	<b>2,159,425</b>	<b>2,160,812</b>	<b>1,488,607</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	328,365	1,150,790	1,148,150	1,196,988
<b>TRANSFERS OUT:</b>				
GENERAL FUND	193,680	191,755	191,755	155,837
<b>TOTAL EXPENDITURES</b>	<b>522,045</b>	<b>1,342,545</b>	<b>1,339,905</b>	<b>1,352,825</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>1,491,725</b>	<b>816,880</b>	<b>820,907</b>	<b>135,782</b>

**PUBLIC WORKS**

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

**LINE ITEM DETAIL**

		<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>PROPOSED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	46,642	20,000	75,000	20,000
3400	OTHER CONTRACTUAL SERVICES	32,371	62,640	50,000	65,420
4020	EMPLOYEE DEVELOPMENT	1,362	3,000	2,000	3,000
4300	UTILITY SERVICES	9,341	0	6,000	6,000
4600	REPAIR AND MAINTENANCE	63,480	120,000	100,000	120,000
4900	OTHER CHARGES & OBLIGATIONS	0	0	-	-
5200	OPERATING SUPPLIES	4,989	25,000	5,000	25,000
5500	FUEL AND LUBRICANTS	0	10,000	-	10,000
6100	LAND ACQUISITION	120,840	-	-	-
6300	IMPROVEMENTS	49,340	850,000	850,000	908,968
6400	EQUIPMENT	0	60,150	60,150	38,600
9300	ADMINISTRATIVE TRANSFER	193,680	191,755	191,755	155,837
9800	RESERVE FOR CONTINGENCY	-	-	-	-
<b>TOTAL</b>		<b>522,045</b>	<b>1,342,545</b>	<b>1,339,905</b>	<b>1,352,825</b>
<b>TOTAL COST</b>		<b>522,045</b>	<b>1,342,545</b>	<b>1,339,905</b>	<b>1,352,825</b>

**CAPITAL OUTLAY**

6300 - Improvements:		
<i>Chelsea Road, Devonshire Boulevard, Autumn Brook Circle</i>		\$ 202,542
<i>Skylark Outfall-Raven Av</i>		198,745
<i>Rock Lake Outfall-Stormwater pumpstation.</i>		170,450
<i>North Oleander-Street Drainage</i>		87,231
<i>TOD Regional Pond Construction</i>		<u>\$ 250,000</u>
Total Improvements		\$ 908,968
6400 - Equipment:		
<i>F450 Cab &amp; Chassis</i>		\$ 26,000
<i>Dump Body Knapheide</i>		9,000
<i>Laptop</i>		<u>3,600</u>
Total Equipment		\$ 38,600
<b>Total Capital Outlay</b>		<b>\$ 947,568</b>

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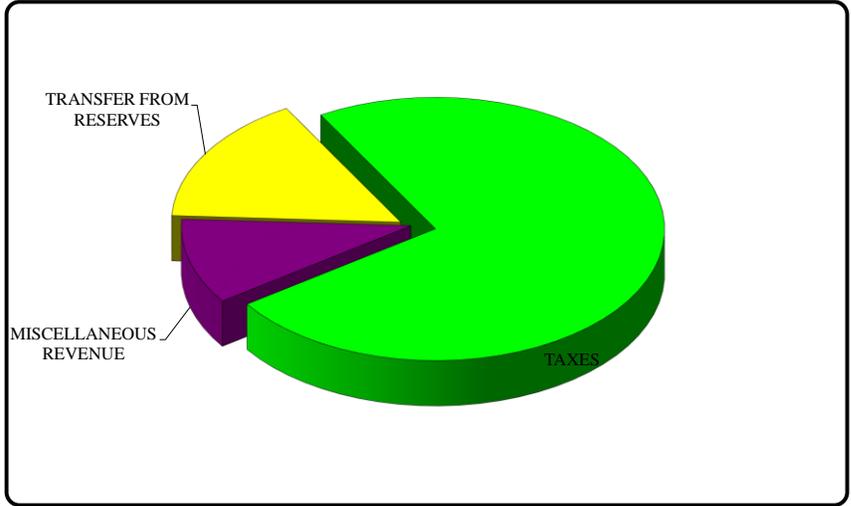


## **SPECIAL REVENUE FUNDS**

### **PUBLIC FACILITIES FUND**

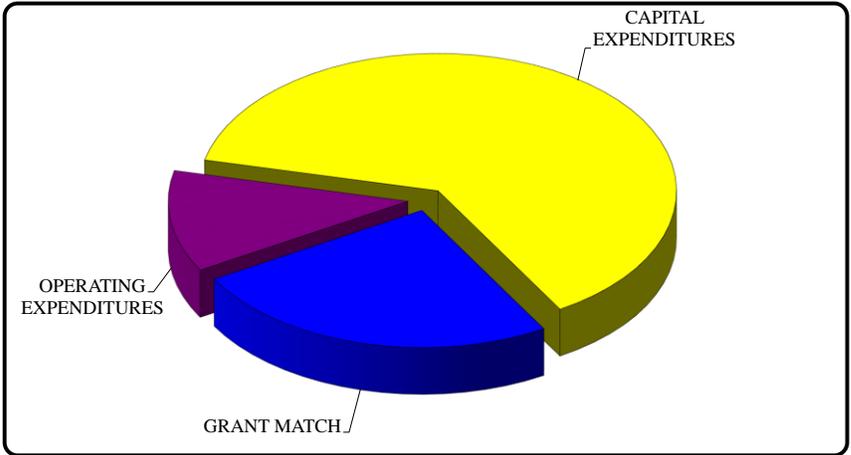
**PUBLIC FACILITIES IMPROVEMENT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2013-2014**



**TOTAL REVENUE \$ 476,915**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
TAXES	351,223	73.64%
MISCELLANEOUS REVENUE	50,061	10.50%
TRANSFER FROM RESERVES	\$ 75,631	15.86%
<b>TOTAL REVENUE</b>	<b>\$ 476,915</b>	<b>100%</b>



**TOTAL EXPENDITURES \$ 476,915**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING EXPENDITURES	\$ 56,915	11.93%
CAPITAL EXPENDITURES	300,000	62.90%
GRANT MATCH	120,000	25.16%
<b>TOTAL EXPENDITURES</b>	<b>\$ 476,915</b>	<b>100%</b>

## PUBLIC WORKS

### **PROGRAM: PUBLIC FACILITIES IMPROVEMENT FUND**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	658,883
2013	BUDGET	891,177
2013	ESTIMATE	688,255
2014	PROPOSED	476,915

#### **OBJECTIVES:**

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

Provide modifications to the sidewalk and roadway system.

#### **RESULTS:**

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

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

PUBLIC WORKS

**PUBLIC FACILITIES IMPROVEMENT FUND BUDGET SUMMARY**

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	ACTUAL	BUDGET	ESTIMATE	PROPOSED
<b>FUND BALANCE, OCTOBER 1</b>	<b>1,576,941</b>	<b>1,458,337</b>	<b>1,458,337</b>	<b>1,190,747</b>
<b>ADD REVENUES:</b>				
312-2000 1-CENT LOCAL OPTION SALES TAX	154,142	-	4,710	-
312-4100 LOCAL OPTION GAS TAX	331,845	327,885	367,055	351,223
361-1000 INTEREST EARNINGS	2,418	2,000	1,600	1,750
363-1110 STREET PAVING ASSESSMENTS	51,874	48,684	47,300	48,311
369-0000 MISCELLANEOUS REVENUE	-	-	-	-
<b>TOTAL REVENUES AVAILABLE</b>	<b>2,117,220</b>	<b>1,836,906</b>	<b>1,879,002</b>	<b>1,592,031</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	658,883	891,177	688,255	476,915
<b>TOTAL EXPENDITURES</b>	<b>658,883</b>	<b>891,177</b>	<b>688,255</b>	<b>476,915</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u>1,458,337</u></b>	<b><u>945,729</u></b>	<b><u>1,190,747</u></b>	<b><u>1,115,116</u></b>

**PUBLIC WORKS**

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

**LINE ITEM DETAIL**

	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	100,907	13,050	13,255	56,915
5200 OPERATING SUPPLIES	-	-	-	-
6300 IMPROVEMENTS	557,976	878,127	675,000	300,000
9300 TRANSFER TO GRANT FUND	-	-	-	120,000
<b>TOTAL</b>	<b>658,883</b>	<b>891,177</b>	<b>688,255</b>	<b>476,915</b>
<b>TOTAL COST</b>	<b>658,883</b>	<b>891,177</b>	<b>688,255</b>	<b>476,915</b>

**CAPITAL OUTLAY**

6300 - Improvements:				
Road Resurfacing				300,000
				300,000
 Total Capital Outlay				 \$ 300,000

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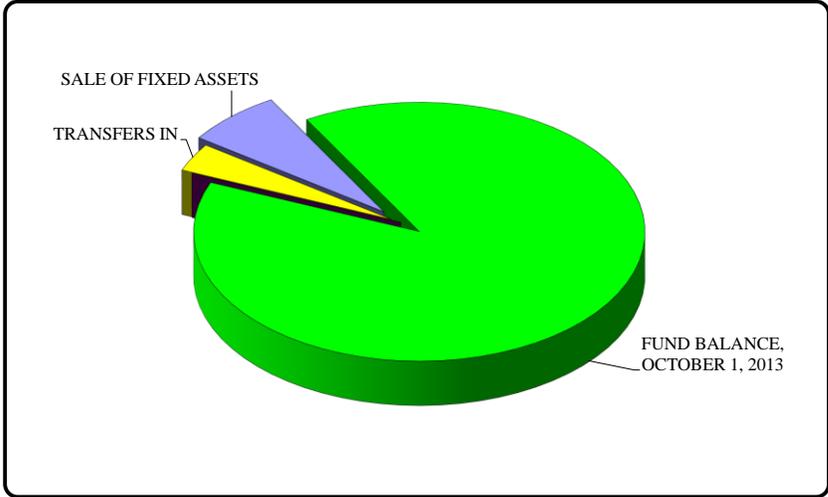


## **SPECIAL REVENUE FUNDS**

### **PUBLIC FACILITIES FUND**

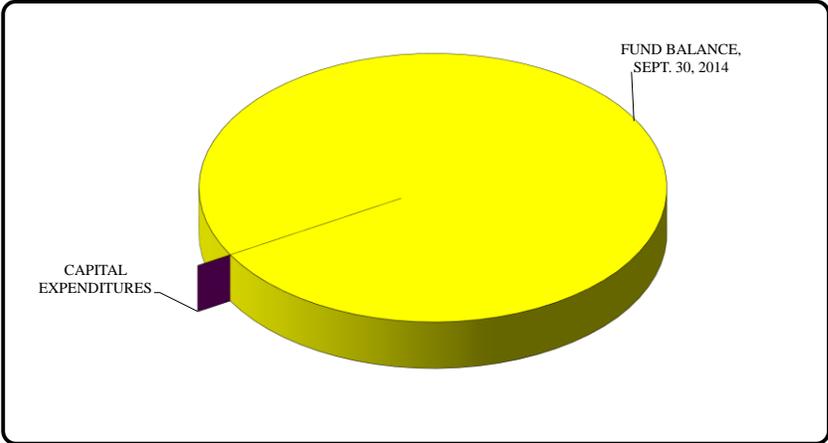
**CAPITAL PROJECTS FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2013-2014**



**TOTAL REVENUE      \$            286,766**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUND BALANCE, OCTOBER 1, 2013	\$ 256,766	89.54%
CAPITAL LEASE PROCEEDS	-	0.00%
TRANSFERS IN	10,000	3.49%
SALE OF FIXED ASSETS	20,000	6.97%
<b>TOTAL REVENUE</b>	<b>\$ 286,766</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$            286,766**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
CAPITAL EXPENDITURES	-	0.00%
FUND BALANCE, SEPT. 30, 2014	286,766	100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 286,766</b>	<b>100%</b>

**PUBLIC WORKS**

**PROGRAM: CAPITAL PROJECTS FUND**

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

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2012	ACTUAL	1,572,668
2013	BUDGET	480,000
2013	ESTIMATE	572,139
2014	PROPOSED	-

**OBJECTIVES:**

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

**RESULTS:**

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

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

PUBLIC WORKS

<b>CAPITAL PROJECTS FUND BUDGET SUMMARY</b>
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	2012 ACTUAL	2013 BUDGET	2013 ESTIMATE	2014 PROPOSED
<b>FUND BALANCE, OCTOBER 1</b>	65,168	286,680	286,680	256,766
<b>ADD REVENUES:</b>				
331-2000 FEDERAL GRANT-HOMELAND SEC	98,629	-	-	-
361-1000 INTEREST EARNINGS	24	-	2,225	-
364-0000 SALE OF FIXED ASSETS	131,024	20,000	50,000	20,000
369-0000 MISCELLANEOUS REVENUE	34,189	-	-	-
382-1000 TRANSFERS IN	190,472	10,000	10,000	10,000
383-0000 CAPITAL LEASE PROCEEDS	1,339,842	480,000	480,000	-
<b>TOTAL REVENUES AVAILABLE</b>	1,859,348	796,680	828,905	286,766
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENSES	-	-	-	-
CAPITAL EXPENSES	1,572,668	480,000	572,139	-
TRANSFER OUT	-	-	-	-
<b>TOTAL EXPENDITURES</b>	1,572,668	480,000	572,139	-
<b>FUND BALANCE, SEPTEMBER 30</b>	286,680	316,680	256,766	286,766

PUBLIC WORKS

**PROGRAM: CAPITAL PROJECTS FUND**

LINE ITEM DETAIL

	<u>2012</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>
	ACTUAL	BUDGET	ESTIMATE	PROPOSED
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100	PROFESSIONAL SERVICES	6,558	-	-
4900	OTHER CHARGES & OBLIGATIONS	-	-	-
5200	OPERATING SUPPLIES	-	-	-
6100	LAND ACQUISITION	-	-	-
6200	BUILDINGS	143,119	-	-
6300	IMPROVEMENTS	119,721	-	-
6400	EQUIPMENT	1,303,270	480,000	572,139
9300	TRANSFER OUT	-	-	-
<b>TOTAL</b>		<b>1,572,668</b>	<b>480,000</b>	<b>572,139</b>
<b>TOTAL COST</b>		<b>1,572,668</b>	<b>480,000</b>	<b>572,139</b>

CAPITAL OUTLAY

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## **CAPITAL IMPROVEMENT PROGRAM**

**PUBLIC WORKS**

**PUBLIC FACILITIES CAPITAL IMPROVEMENT PLAN**

**PROJECT**

The City uses local option gas taxes, grant funding and non-ad-valorem revenue to maintain safe and pedestrian-friendly streets, sidewalks and right-of-ways. At the end of 2013, all city dirt roads were paved and milling/resurfacing efforts were in the planning/engineering phases. Additional studies were underway to identify sidewalk and bike trail needs to assist the citizens using SunRail. In 2014, an engineering study is planned to identify parking lot needs for the various city sites, including SunRail.

<b>FISCAL YEARS</b>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/2017</u>	<u>2017/18</u>	<u>2018/19</u>
Parking Lots	\$300,000	\$0	\$0	\$0	\$0
Resurfacing	\$200,000	\$200,000	\$200,000	\$0	\$0
<b>ESTIMATED TOTAL COST</b>	<hr/> \$500,000	<hr/> \$200,000	<hr/> \$200,000	<hr/> \$0	<hr/> \$0
<b>FUNDING SOURCES</b>					
Public Utilities Fund Revenues					
<b>TIME SCHEDULE</b>	12 months	12 months	12 months	12 months	12 months
Completion within the the fiscal year of each project					
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

**LEISURE SERVICES**

**PARKS & RECREATION CAPITAL IMPROVEMENT PLAN**

**PROJECT**

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

<b>FISCAL YEARS</b>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/2017</u>	<u>2017/18</u>	<u>2018/19</u>
	Phase III		Phase IV		Phase V
Reiter Park	\$200,000	\$0	\$200,000	\$0	\$200,000
Community Bldg	Flooring, ceiling fans \$25,000	Air Conditioning \$25,000	\$0	\$0	Kitchen Remodel \$40,000
<b>ESTIMATED TOTAL COST</b>	<u>\$225,000</u>	<u>\$25,000</u>	<u>\$200,000</u>	<u>\$0</u>	<u>\$240,000</u>
<b>FUNDING SOURCES</b>					
General Fund Revenues & Grant Funding					
<b>TIME SCHEDULE</b>	12 months	12 months	12 months	12 months	12 months
Completion within the the fiscal year of each project					
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

**PUBLIC WORKS**

**STORMWATER CAPITAL IMPROVEMENT PLAN**

**PROJECT**

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

<b>FISCAL YEARS</b>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/2017</u>	<u>2017/18</u>	<u>2018/19</u>
	North Grant Street erosion and drainage, Lemon Lane flooding, Florida Central Pkwy overflow, etc.	West Marvin Ave pipe replacement, Orange Ave flooding, Longwood Sqr flooding	Baywood Industrial Park culverts and drainage,	Longwood Canal, Columbus Harbour , Wildmere Flooding	
	\$400,000	\$300,000	\$200,000	\$200,000	\$0
<b>ESTIMATED TOTAL COST</b>	_____ \$400,000	_____ \$300,000	_____ \$200,000	_____ \$200,000	_____ \$0
<b>FUNDING SOURCES</b>	Stormwater Fund Revenues				
<b>TIME SCHEDULE</b>	12 months	12 months	12 months	12 months	12 months
	Completion within the the fiscal year of each project				
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

**PUBLIC WORKS**

**PUBLIC UTILITIES/WATER CAPITAL IMPROVEMENT PLAN**

**PROJECT**

A ground storage tank is proposed for 2018/19 to provide additional storage capacity for potable water. Future water main relocations or upgrades will be determined after the completion of a master plan for the water system.

<b>FISCAL YEARS</b>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>
Water Main Loops					
	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Establish SWS					1 million gallon ground storage tank
	\$200,000				\$750,000
Replace 4000 Ft Pipe East Longwood	Replace 4000 Ft Pipe East Longwood	Replace 4000 Ft Pipe East Longwood	Replace 4000 Ft Pipe West Longwood	Replace 4000 Ft Pipe West Longwood	Replace 4000 Ft Pipe West Longwood
	\$350,000	\$350,000	\$300,000	\$300,000	\$1,075,000
<b>ESTIMATED TOTAL COST</b>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$625,000	\$425,000	\$375,000	\$375,000	\$1,900,000

**FUNDING SOURCES**

Public Utilities Fund Revenues

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

**PUBLIC WORKS**

**PUBLIC UTILITIES/WASTEWATER CAPITAL IMPROVEMENT PLAN**

**PROJECT**

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

<b>FISCAL YEARS</b>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/2017</u>	<u>2017/18</u>	<u>2018/19</u>
	CR 427 North 14th Street to 12th \$1,200,000	17-92 East SR 434 to Sunshadow \$600,000	Orange CR 427- Oleander \$700,000	17-92 West SR 434 crossing \$250,000	Dog Track Road CR 427 to Grant Street \$800,000
	I&I Repairs \$25,000	I&I Repairs \$25,000	I&I Repairs \$25,000	I&I Repairs \$25,000	I&I Repairs \$25,000
<b>ESTIMATED TOTAL COST</b>	<hr/> \$1,225,000	<hr/> \$625,000	<hr/> \$725,000	<hr/> \$275,000	<hr/> \$825,000
<b>FUNDING SOURCES</b> Public Utilities Fund Revenues					
<b>TIME SCHEDULE</b> Completion within the the fiscal year of each project	12 months	12 months	12 months	12 months	12 months
<b>ESTIMATED ANNUAL OPERATING COST</b>	\$5,000	\$3,000	\$3,000	\$3,000	\$3,000



## **PAY AND CLASSIFICATION PLAN**

**CITY OF LONGWOOD**  
**Pay and Classification Plan**  
**Fiscal Year 2013/14**

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

CLASSIFICATION TITLE	GRADE	MIN	MID	MAX
City Clerk	13	\$ 55,399.74	\$ 72,019.67	\$ 88,639.59
Economic Development/Special Projects Manager	13	\$ 55,399.74	\$ 72,019.67	\$ 88,639.59
Police Commander	13	\$ 55,399.74	\$ 72,019.67	\$ 88,639.59
Building Official	14	\$ 59,831.72	\$ 77,781.24	\$ 95,730.76
Fire Battalion Chief	14	\$ 59,831.72	\$ 77,781.24	\$ 95,730.76
Street/Fleet Division Manager	14	\$ 59,831.72	\$ 77,781.24	\$ 95,730.76
Utilities Division Manager	14	\$ 59,831.72	\$ 77,781.24	\$ 95,730.76
Community Development Director	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Director of Financial Services	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Fire Chief	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Human Resources/Risk Management Director	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Information Technology Director	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
Police Chief	17	\$ 75,370.74	\$ 97,981.96	\$ 120,593.18
City Administrator	21	\$ 102,541.06	\$ 133,303.37	\$ 164,065.69

\*\* Position is currently covered by an unratified Labor Contract. FY2013 Pay and Classification Plan will remain in effect for this position, until contract is ratified.

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