

ANNUAL BUDGET

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1990-91

CITY OF HOLLY HILL, FLORIDA

City of Holly Hill

Annual Budget

1990-91

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO
City of Holly Hill,
Florida

For the Fiscal Year Beginning
October 1, 1989

Gary R. Hordtem
President

Jeffrey L. Eselle
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Holly Hill for its annual budget for the fiscal year beginning October 1, 1989.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

September, 1990

Honorable Mayor and City Council
City of Holly Hill
Holly Hill, Florida

Mayor and Councilmembers:

The attached document is the budget as proposed for the fiscal year October 1, 1990 to September 30, 1991. It is a comprehensive budget including operating and capital budgets and meets the provisions of the City Charter and Code and applicable State Statutes. This budget provides a plan for maintaining basic services which becomes more difficult each year due to ever increasing costs. This budget demonstrates our continuing commitment to effectively manage our resources and provide innovative solutions to control operating costs. Streamlining and reorganizing various operations to achieve greater productivity and efficiency will be continued in the coming year.

GOALS

The long range goals of the City of Holly Hill are to provide a quality living environment for our resident population of 11,625 and to attract businesses and industries that will contribute to this environment. Through the enforcement of the City's development standards, codes, and ordinances the City will continue to strive to create a community that is safe, pleasing and stable. This budget provides for the continuation of projects that will further our goals for Holly Hill, such as the Ridgewood Avenue Redevelopment Plan, the improvements to the Water and Sewer System and the Recycling Programs.

FINANCIAL CONDITION

The 1990-91 budget does not include any utilization of the General Fund reserves. In the General Fund, it is estimated that the City will begin the fiscal year with an unrestricted balance of \$1,000,000 and will end the fiscal year with approximately the same amount. This represents about 19% of the proposed General Fund budget, an excellent reserve that will provide for most emergencies and other unforeseen financial obligations. The recommended reserve is 15-20% of the General Fund budget.

The Water and Sewer Enterprise Fund will begin the year with an estimated operating reserve of \$500,000 and will end the year with approximately the same amount. This reserve is sufficient for three months operating expenses, which is the recommended level for this fund.

Restricted cash reserves for the Water and Sewer Renewal and Replacement Fund are estimated to be \$475,000 at the beginning of the year and \$525,000 at the end of the year. These reserves are restricted for major improvements and/or major repairs in the Water and Sewer Fund.

The Debt Service Fund restricted reserves are estimated to be \$1,164,431 at the beginning and end of the year. This reserve is established by the Series 1989 Bond Issue.

The Construction Fund will begin the fiscal year with an estimated \$2,693,800 which is allocated for improvements to the Water and Sewer System and it is anticipated that all monies will be expended by the end of the fiscal year.

The Law Enforcement Trust Fund is estimated to begin the fiscal year with \$38,000 in reserves and end the end the year with a balance of \$19,500. These reserves are restricted to law enforcement purposes only.

DEBT MANAGEMENT

The Water and Sewer System Improvement and Refunding Revenue Bonds, Series 1989 bond issue was completed in September, 1989. The bonds, totalling \$14,065,000 were issued to provide the funds necessary to finance the cost of refunding outstanding water and sewer debt, and for the construction, acquisition and installation of capital additions, extensions and improvements to the Water and Sewer System and for certain expenses related to the issuance and sale of the bonds.

The refunding portion of the bond proceeds, \$4,913,498 was used to refund or defease the following outstanding issues:

| | |
|---|------------------|
| 1964 Series A Water and Sewer Revenue Bonds | \$1,405,000 |
| 1970 Series B Water and Sewer Revenue Bonds | 15,000 |
| 1972 Series B Water and Sewer Revenue Bonds | 1,000,000 |
| Series 1984 Water and Sewer Revenue Bonds | <u>2,625,000</u> |
| | \$5,045,000 |

A portion of the refunding proceeds was used to redeem the Series 1984 Bonds and the remainder was used to purchase U.S. Government, State and Local Government Series Securities that were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the bonds. As a result, the refunded bonds are considered to be defeased and the liability for those bonds has been removed from the Water and Sewer

Enterprise Fund. The refunding was undertaken to remove restrictions which were contained in the old debt agreement.

The portions of the bond proceeds being used for constructing improvements to the Water and Sewer System is approximately \$8,500,000. This amount is providing for many necessary improvements.

Construction began in October, 1989 on the expansion of the Wastewater Treatment Facility which is the major improvement provided by the bond proceeds. The current facility has a rated capacity of 1.6 million gallons per day (MGD) wastewater flows. During one twelve month period prior to the start of construction, the wastewater flows ranged from a low monthly average of 1.260 MGD to a high flow of 1.994 MGD. The new facility will have a rated capacity of 2.4 MGD.

The improvements to the Wastewater Treatment Facility also include upgrading from secondary treatment of wastewater to advanced waste treatment for disposal of effluent into the surface water of the Halifax River. Utilizing the existing effluent disposal line to the river and selecting the most cost effective and feasible process gives the City the greatest flexibility and ability to meet FDER and USEPA stringent standards.

Other improvements to be funded by the Bond proceeds include: replacement of the largest of the high service pumps; replacement of the lime feed system; adding a Second Softening Basin; replacing the filter media; replacement of the six-inch water main railroad crossings at 11th Street and 6th Streets; replacement of the Marlene Drive water main; and extensive maintenance to the Alta Drive raw water main canal crossing which delivers all the City's raw water with the exception of three wells on the water treatment plant site that are used as standby only.

Payments for interest and principal on the Bonds are secured by the net revenues derived from the operation of the water and sewer system. Various reports and studies were done prior to the issuance of the Bonds which indicated that the City can meet the bond issue requirements based on the rates and charges adopted by ordinance and on anticipated increases as they are needed. The Bonds are insured and have been given a AAA rating by both Standard & Poor's and Moody's, the two major municipal bond credit rating agencies.

SIGNIFICANT BUDGET CHANGES

Several factors affected the development of the City's budget this year. The budget, including the General Fund, Law Enforcement Trust Fund, and the Water and Sewer Enterprise

Fund, decreased about 2.5% from last year. Decreases in expenditures were accomplished by deleting one position in the Parks Department; by deleting trash bags provided to residents for leaves; by decreasing the overtime allowance in the Police Department; by reducing the amount allowed for employee wage increases; and by decreasing capital expenditures.

Without proposed rate increases, revenues would have decreased approximately 1.4% in the General Fund due mainly to decreases in State and Local Shared Revenues. This budget includes proposed increases in the effective ad valorem tax rate, the trash rate, the stormwater utility fee, the occupational license fees, and the water and sewer rates. The increased revenues will provide for normal increases in several departments; for increased recycling program costs; and for continuing projects such as the Ridgewood Avenue Redevelopment Plan and the Master Plan for Hollyland Park and the school property.

The purchase of the school property adjacent to City Hall was approved in fiscal year 1988-89. The City was able to obtain this 6.22 acre parcel for \$175,000 and \$108,580 is provided in this budget for a payment of \$50,000 to the School Board and \$58,250 for improvements to the property.

The Parks Department continues to redevelop Ridgewood Avenue and \$25,000 has been appropriated for this project. An appropriation of \$11,100 is provided for purchasing equipment to further the upkeep of the parks and grounds. During budget workshops, the Council agreed to delete a maintenance worker position in the Parks Department.

An appropriation of \$37,800 for equipment in the Fire Department is included and will provide for a new chassis on Unit 40, the Emergency 1 mini-pumper.

In Garbage/Solid Waste Control Services, a reserve of \$38,200 has been included to provide for equipment replacement. This budget includes \$24,000 for recycling centers to be provided by a private firm. The cost of providing trash bags (\$34,000) has been deleted from this budget. An increase of \$1.00 per month per resident in trash fees is proposed to maintain the level of service and meet the requirements of recycling.

In the Road and Street Facilities \$20,000 has been appropriated for new drainage projects. Because of the drainage needs it is necessary to increase stormwater fees to \$1.50 per month per resident.

In General Government - Other Service, a reserve amount of \$152,600 is included to provide for payment of accrued benefits to retiring employees. There are several employees who are eligible for retirement in the coming year. During the budget workshops, the council agreed

that any unspent portion of this budgeted reserve should become a designated reserve of fund balance.

Other significant factors considered during the development of the Budget are as follows:

1. An across the board Cost of Living adjustment of 4% and salary adjustments in accordance with the approved pay plan.
2. The retirement contributions to the FRS for general employees will increase from 15.14% to 16.20% effective 01/01/91, a 7% increase.
3. Health insurance rates for employees increased by 22%.

REVENUE HIGHLIGHTS

Revenues based on current rates and charges fell below the necessary dollars required to provide desired service levels and provide for the future. Therefore, this budget is based on proposed increases in several areas.

The proposed budget estimate of \$1,129,000 for Ad Valorem Tax (property tax) revenues is based on the rate of \$4.463 per \$1,000 assessed valuation. Additional revenue of \$39,500 will provide for normal increased costs in several departments. The proposed millage rate of \$4.463 is 2.43% over the rolled-back rate of \$4.357 per \$1,000. The rolled-back rate is the tax rate computed in accordance with the state statute that will yield a dollar amount equal to the amount of property tax levied in the prior year.

The residential Stormwater Utility Fee is proposed to increase from \$1.00 to \$1.50 per month and the commercial rate would increase by an equivalent amount. Additional revenue of \$62,000 will bring the total revenue to \$195,000. This will provide for the planned storm drainage clean out and for new projects.

The Occupational License fees have been increased and will produce about 25% more in revenues. Additional revenues of \$21,500 will help to offset the costs of inspections.

During last year's budget process, the City staff and Council agreed that the Garbage/Solid Waste department should be fully supported by its user fees, the trash and refuse rates. After the full cost of providing for the collection and disposal of garbage and trash was determined, an increase in the rates was indicated.

Proposed increases in the Trash and Refuse rates will provide for operating costs, landfill costs, recycling costs and an equipment reserve in the Garbage/Solid Waste Department. The trash pickup rate proposed would increase the residential rate by \$1.00 per month and would bring in additional revenues of \$60,550. The Trash and Refuse Sales as proposed will fund the Garbage/Solid Waste department as follows:

| <u>Revenues</u> | | <u>Expenditures</u> | |
|-----------------|--------------------|---------------------|--------------------|
| Trash Sales | \$ 568,150 | Personal Services | \$ 442,250 |
| Refuse Sales | 514,000 | Operating Expenses | 468,100 |
| | | Capital Outlay | 16,000 |
| | | Debt Service | 117,600 |
| | | Reserve | 38,200 |
| Total | <u>\$1,082,150</u> | Total | <u>\$1,082,150</u> |

The Water and Sewer Enterprise Fund also includes proposed rate increases. The bond ordinance provides for regular increases tied to the Consumer Price Index each October 1, beginning October 1, 1990. Additional revenues will provide for increased debt service payments. Water rates will be increased by 5%. The sewer rate will also increase because it is computed at 115% of the water rate.

MAJOR WORK PROGRAMS

The annual budget is financed by and through the four work divisions and departments as follows:

GENERAL GOVERNMENT

- City Council
- City Manager
- Finance and Administration
- Civil Service
- Other/Non-departmental

PUBLIC SAFETY

- Law Enforcement
- Fire Control
- Protective Inspection

CULTURE/RECREATION

- Recreation

PUBLIC SERVICES

Public Works

- Garbage/Solid Waste Control
- Transportation/Road and Street Facilities
- Parks

Public Utilities

- Water Utility Services
- Sewer Services

The GENERAL GOVERNMENT division performs all the general administrative duties of the City. It provides the necessary support services for all departments and it performs all accounting, budgeting, data processing, collections, purchasing, personnel, records retention and various other functions for the City. There have been no changes in the work programs for this division. Approximately 28% of the General Government budget is funded by the Water and Sewer Enterprise Fund.

The PUBLIC SAFETY division performs all police activities firefighting, emergency rescue service, animal control, building, licensing, zoning and code enforcement services. No changes in personnel or work programs have been made in this division.

The PUBLIC SERVICES division performs city-wide garbage and trash pickups, maintains streets, sidewalks, traffic lights, drainage systems, parks and grounds. It also provides motor vehicle maintenance for all City vehicles. One position was deleted from this division.

The purchase of a sewer and catch basin cleaner vehicle provided for in previous budget will cause some changes in work programs for this division. It is estimated that it will take two persons one year to clean the entire storm drain system. Cleaning of storm drains is currently done on an emergency basis only.

The Public Utilities departments also come under PUBLIC SERVICES. These departments provide good water to the community, maintain water and sewer lines, wellfields and plant equipment, and treat and dispose of wastewater. There are no changes in personnel or work programs for these departments, however, system improvements will impact many daily routines.

The CULTURE/RECREATION division plans and administers various recreational programs and special activities for the community. There have been no changes in personnel for this division.

GENERAL FUND

SUMMARY OF EXPENDITURES

| <u>Department</u> | <u>Operating</u> | <u>Capital</u> | <u>Debt Service & Reserves</u> | <u>Total</u> |
|------------------------------|------------------|----------------|--|----------------|
| General Government | \$1,154,050 | \$117,250 | \$152,600 | \$1,423,900 |
| Law Enforcement | 1,257,700 | 5,300 | 0 | 1,263,000 |
| Fire Control | 454,800 | 37,800 | 0 | 492,600 |
| Protective Inspection | 85,500 | 0 | 0 | 85,500 |
| Garbage/Solid Waste Control | 910,350 | 16,000 | 155,800 | 1,082,150 |
| Transportation/Road & Street | 659,050 | 61,300 | 0 | 720,350 |
| Parks | 181,500 | 11,100 | 0 | 192,600 |
| Recreation | <u>232,850</u> | <u>800</u> | <u>0</u> | <u>233,650</u> |
| Totals | \$4,935,800 | \$249,550 | \$308,400 | \$5,493,750 |

LAW ENFORCEMENT TRUST FUND

| <u>Department</u> | <u>Operating</u> | <u>Capital</u> | <u>Debt Service & Reserves</u> | <u>Total</u> |
|-------------------|------------------|----------------|--|--------------|
| Law Enforcement | \$ 3,500 | \$ 15,000 | \$ 0 | \$ 18,500 |

WATER AND SEWER SYSTEM ENTERPRISE FUND

SUMMARY OF EXPENDITURES

| <u>Department</u> | <u>Operating</u> | <u>Capital</u> | <u>Debt Service & Reserves</u> | <u>Total</u> |
|-----------------------|------------------|----------------|--|---------------|
| Water Utility Service | \$ 642,200 | \$ 8,800 | \$ 0 | \$ 651,000 |
| Sewer Service | 593,000 | 2,000 | 0 | 595,000 |
| Administrative | 391,000 | 0 | 0 | 391,000 |
| Operating Reserve | 0 | 0 | 40,000 | 40,000 |
| Debt Service | 0 | 0 | 1,166,000 | 1,166,000 |
| Renewal & Replacement | <u>0</u> | <u>0</u> | <u>50,000</u> | <u>50,000</u> |
| Totals | \$1,626,200 | \$ 10,800 | \$1,256,000 | \$2,893,000 |

CONSTRUCTION FUND

| <u>Department</u> | <u>Operating</u> | <u>Capital</u> | <u>Debt Service & Reserves</u> | <u>Total</u> |
|-------------------------|------------------|------------------|--|------------------|
| Water Improvements | \$ 0 | \$ 808,600 | \$ 0 | \$ 808,600 |
| Wastewater Improvements | <u>0</u> | <u>1,786,000</u> | <u>168,200</u> | <u>1,954,200</u> |
| Totals | \$ 0 | \$2,594,600 | \$ 168,200 | \$2,762,800 |

In summary, this proposed budget provides for normal operations at current service levels and continues the policies set by current and previous City Councils. While we are continuing to provide existing services, we must look for new ways to provide needed services and programs to our community.

Respectfully submitted,

Bill Farmer

Bill Farmer
City Manager

Virginia Wine

Virginia Wine
Finance Director

MANAGEMENT AND BUDGET POLICIES

The 1990-91 Budget has been prepared in accordance with a number of management and budget policies in mind. Some of the policies are requirements of the City Charter and Code and State law. The balance reflect the financial management actions of the current and previous City Councils.

Listed below are some of the policies guiding the development and implementation of this budget:

1. Investments - Safety is the main objective when investing the City's idle funds. Rates are checked on Certificate of Deposit rates at various qualified public depositories, on U. S. Treasury Bills and Notes, and at the State Board of Administration Pooled Investments Account before an investment is made.
2. Debt Financing - The City will consider the use of debt financing for one-time capital improvements which will benefit the residents of Holly Hill, when the project life will be no longer than the term of the financing, and when specific resources are found to be sufficient to provide for the debt. The issue of debt limitation is not addressed by the City Charter. The City has traditionally kept annual payments on short-term debt to less than 5% of the budget. For long-term debt, the City uses recent publications, financial advisors, and bond counsel to determine the best method of financing.
3. Property Taxes - The City adheres to the "Truth in Millage" state statute governing the determination of millage for taxing authorities. The statute requires strict adherence to a schedule for advertising and holding public hearings; the size of, and language in, the advertisements; the method of fixing the millage rate; and other limitations.
4. Financial Reserves - In the General Fund, an unrestricted reserve of 10-20% of the current budget is recommended for unforeseen emergencies. This budget contains an appropriation to provide a reserve for future equipment purchases in the Garbage/Solid Waste Department and a reserve for payments of accrued benefits to retiring employees.

In the Water and Sewer Enterprise Fund, minimum reserves for water and sewer debt service are maintained according to bond ordinance requirements. The Renewal and

Replacement Fund has a recommended reserve level of \$150,000. The City has established an operating fund reserve with the goal of achieving three months' operating expenses as a reserve.

5. Purchasing - All contracts, when the sum is \$4,500, or less, may be awarded by the City Manager to the lowest and best bidder. When contracts are expected to exceed \$4,500, the City staff solicits sealed bids through legal maintenance. Bids are publicly opened, tallied and forwarded to the City Council with staff recommendations. The City Council may award to the lowest and best bidder, or may delegate to the City Manager the power to award said contract.
6. Personnel and Payroll - The City is guided by several documents with regard to payroll and personnel matters. These documents include the Civil Service Act, the approved Pay Plan, two union agreements and various policies set forth in the City's Policy Manual.
7. Pension Plans - The State of Florida established and manages the Florida Retirement System which covers the City's general employees. The City is currently obligated to contribute 15.14% of gross wages of covered employees, and this rate will increase to 16.20%, effective January 1, 1991.

The Firefighters' Retirement System and the Police Officers' Retirement Trust Fund are governed by two separate Board of Trustees appointed by the City Council, and are responsible for the administration of each fund. The City is now contributing 5% of covered gross wages to the police officers' pension fund. The City is not currently contributing any funds to the firefighters' pension fund, but is responsible for funding any actuarial deficiency which may arise in either fund. The two pension funds are included in the financial statements of the City, but are not budgeted.

FINANCIAL STRUCTURE

Currently, the City has two funds that require an annual budget. These funds are the General Fund and the Water and Sewer Enterprise Fund.

The General Fund accounts for all financial resources except those required to be accounted for in another fund. These resources include taxes, state and local shared revenues, license and permit fees, fines, charges for services, interest earnings and other miscellaneous revenues. Some of these revenues may be used for any purpose the City may legally perform. Other revenues are restricted for legal or good managerial reasons to specific purposes.

The expenditure of these resources provide various services to the community. These services are organized into departments within the General Fund and include: Law Enforcement; Fire Control; Protective Services; Garbage/Solid Waste Control; Transportation/Road and Street Facilities; Parks; Recreation; and the general government departments of the City Council; City Manager; Finance and Administration; Civil Service; and Other General Government.

The City uses a traditional line item budget to account for each revenue source and to account for expenditures and budgeted reserves within each department. The expenditures are classified by type (salaries, supplies, equipment, etc.) and may be further broken down into more descriptive parts such as executive salaries and regular salaries, or office supplies and operating supplies. Some departments have a line item that is unique to that department in order to provide a more detailed accounting of an expenditure.

The modified accrual basis of accounting is used for budgeting the General Fund and any Special Revenue funds. Generally, revenues are recognized in the accounting period when they become susceptible to accrual - that is, when they become both measurable and available to finance expenditures of the accounting period.

Revenues which are considered to be susceptible to accrual include ad valorem taxes (property taxes), sales and use taxes, stormwater utility fees, state and local shared revenues, interest earnings, and trash and refuse sales.

Utility and franchise taxes, licenses and permits, charges for services, and miscellaneous revenues are recorded as revenue when the cash is received. These revenues are generally not measurable until actually received.

Expenditures are generally recognized when the related liability is incurred. Exceptions to this rule include: (1) accumulated paid vacation, sick pay, and other employee benefit amounts which are not accrued; and (2) principal and interest on general long-term debt which are recorded as expenditures when due.

The Law Enforcement Trust Fund is a special revenue fund established to record confiscated property forfeiture revenues, interest earnings and the expenditure of those revenues for law enforcement purposes. Confiscated property forfeitures are recorded as revenue when the cash is received. Expenditures are generally recognized when the related liability is incurred.

The Water and Sewer Enterprise Fund is used to account for the provision of water and sewer services to the community. The cost of providing these services is financed primarily through user charges.

This fund also uses a line item budget for revenues, expenditures and reserves of the Water and sewer enterprise. Revenue sources are composed of operating revenues (water sales, sewer charges, other user charges), nonoperating revenues (interest earnings, building rental, etc.) and contributed capital (impact fees).

Within the Water and Sewer Enterprise Fund there are four "fund" categories: the Operating Fund; the Renewal and Replacement Fund; the Debt Service Fund; and the Construction Fund. The Operating Fund provides for the expenditures of the Water Utility Service/Water Plant, Sewer Services/Water Pollution Control Plant, and the Water and Sewer Administration.

The Renewal and Replacement Fund is a reserve for future improvements to the water and wastewater systems. Impact fees and their interest earnings are reserved in this fund for major improvements.

The Debt Service Fund accounts for the semi-annual payments of principal and interest on outstanding bonds, and for the expenses of the paying agent.

The Construction Fund is used to account for the expenditure of the Series 1989 Bond proceeds and interest earned on the proceeds. These resources are being used for the acquisition and construction of major facilities such as the Wastewater Treatment Plant Facility improvements.

The accrual basis of accounting is used for the Water and Sewer Enterprise Fund. Revenues are recognized when they are earned, and expenses are recognized when they are incurred. There are no significant unbilled service revenues.

The budget is prepared using a modified accrual basis of accounting. The major difference is that fixed asset outlays and debt service payments are included in the budget and depreciation expenses are excluded.

The Pension Trust Funds for firefighters and police officers use the accrual basis of accounting. These funds do not require a budget.

BUDGET PROCESS

The City follows these procedures in preparing, adopting and amending the Annual Budget:

1. By the 15th of April each year the Finance Director distributes budget instructions and forms to the Department Heads along with a Budget Calendar stating actual dates of meetings and deadlines.
2. In May, the Department Heads meet individually with the City Manager and Finance Director regarding their budget needs and documentation.
3. In June, the Finance Department prepares the City Manager's recommended budget and comments, and additional meetings with Department Heads may be held.
4. In July, public workshops are held by the City Council for discussion of expenditure proposals and estimated revenues. A proposed millage rate is set in July and an advertising calendar is prepared in accordance with the "Trim Bill" requirements.
5. In August, the budget is modified to reflect Council consensus and final preparations are made for the first public hearing.
6. In September, two public hearings are held to adopt the budget and a millage rate. The hearings are held and advertised according to State Statutes. The budget is legally enacted through passage of an ordinance.
7. On October 1 of each year the budget finally adopted goes into effect.
8. In June of the following year, preparations are made for amending the current year's budget.
9. In July or August, a first and second reading of the amending ordinance is held and the budget amendments are adopted.
10. The City Manager is authorized to transfer part or all of an unencumbered appropriation balance among programs within a department. This may be done at any time during the year and the City Manager needs only to report it to the Council. Transfers between departments must be accomplished by ordinance.

MILLAGE RESOLUTION

BUDGET ORDINANCE

HISTORY OF HOLLY HILL

The City of Holly Hill was founded in 1880. It was incorporated and platted July 1, 1901. The City is located on the west bank of the Halifax River in Volusia County, Florida. It is bounded on the north by Ormond Beach, on the south by Daytona Beach, on the east by the center of the channel of the Halifax River (known as the Intracoastal Waterway), with the west border on Nova Road. The area of the City is four square miles.

The early settlers built homes, churches, saw mills and schools. They lived among screech owls, panthers, snakes, alligators, wild hogs, and malaria mosquitoes, as well as flowers, and fruit and holly trees. They also had to deal with rum runners and hot weather.

Among the early pioneers of Florida were the first residents of Holly Hill, Mr. & Mrs. William Wetherell, who came from Philadelphia in 1876. While in Philadelphia they met Mr. Fleming, an extensive land owner, who was trying to interest people in moving to this area. Mr. Fleming ultimately named our city "Holly Hill" after his home town in Ireland, where he was born. Direct descendants of Mr. Wetherell still live in the Halifax area.

The area has many holly trees in this, their native land. Many beautiful oak, magnolia and palm trees can be found throughout this whole area. Our city occupies a ridge of hammock land, which rises about four feet above sea level at the Halifax River, to an elevation of ten feet at the top of this ridge. The general topography has many paved and improved streets. This, and other advantages make Holly Hill a very desirable residential and industrial location. The growth and development of our city has been uniform in its progress, following the strict zoning requirements of the City.

Our City is governed by a Council-City Manager form of government. The City Council is composed of a mayor and four councilmen. They currently meet the second and fourth Tuesdays of each month and these meetings are open to the public. Each member of the Council (including the Mayor) serves a two-year term, and can be re-elected.

Our County (Volusia) is governed by a County Charter form of government; two members are elected as at-large members of the Council and five are district members. At-large members serve four-year terms and the other members serve two-year terms.

Since the City's incorporation in July, 1901, we have grown to a population of 11,625 persons. We have savings and loan institutions, parks, commercial banks, schools, convalescent homes, industry, library, post office, Chamber of Commerce and churches of different denominations. We are known in the area as the "City with a Heart".

EXECUTIVE DIRECTORY

CITY COUNCIL

B. D. Wiggins
Arthur J. Byrnes
J. D. Mellette
Robert Chesnowitz
Jo Nelson

Mayor
Councilman - Ward 1
Councilman - Ward 2
Councilman - Ward 3
Councilman - Ward 4

CITY MANAGER

William (Bill) A. Farmer

CITY ATTORNEY

Edward F. Simpson, Jr.

DEPUTY CLERK

Sue W. Blackwell, CMC/AAE

FINANCE DIRECTOR

L. Virginia Wine

CHIEF BUILDING INSPECTOR

Timothy Harbuck

POLICE CHIEF

John P. Finn

FIRE CHIEF

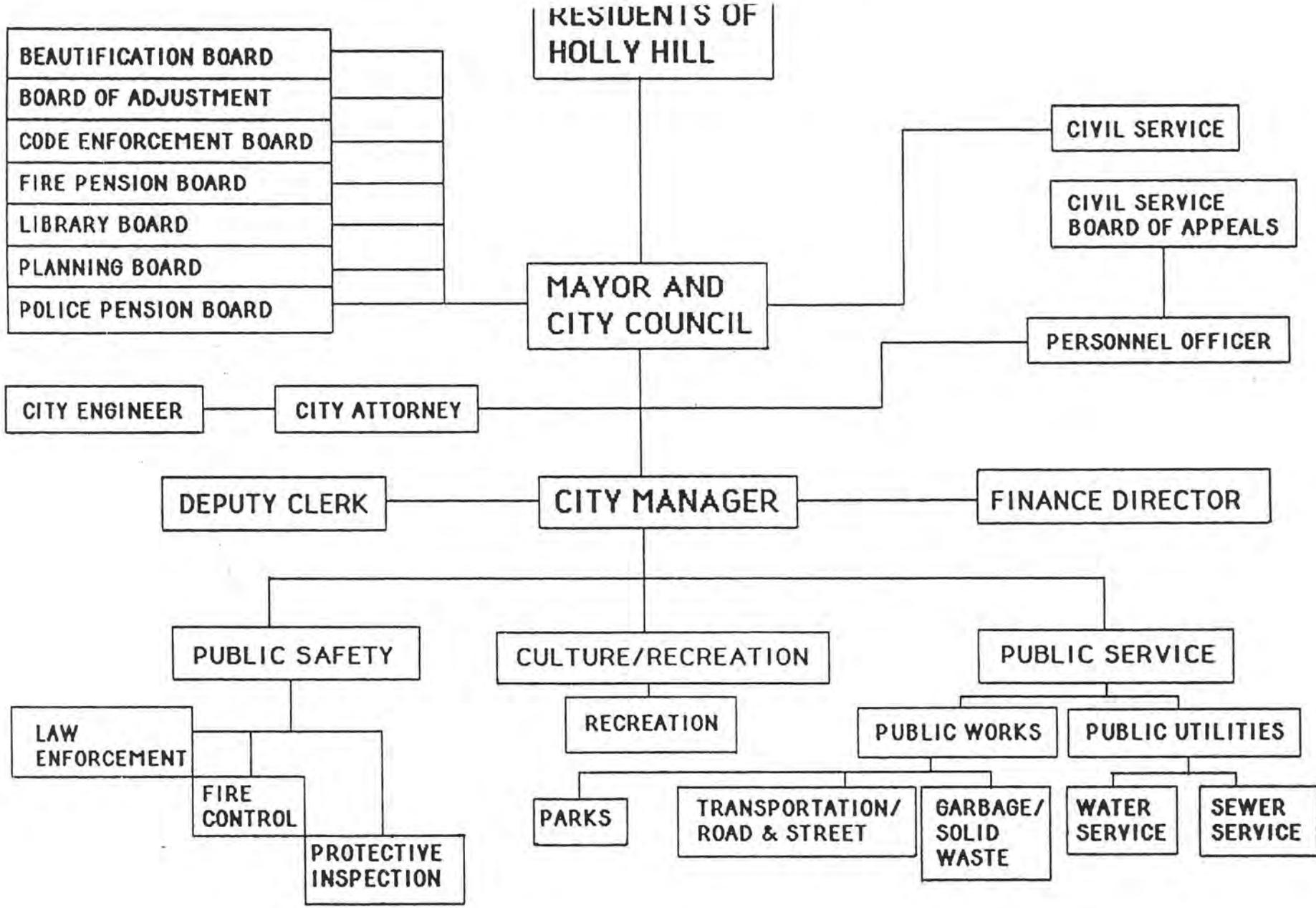
Dennis Bates

PUBLIC SERVICES DIRECTOR

Marcus Chattin

RECREATION DIRECTOR

William Bethea



PERSONNEL SUMMARY1987-881988-891989-901990-91GENERAL GOVERNMENTCity Manager

| | | | | |
|-------------------------------|----------|----------|----------|----------|
| City Manager | 1 | 1 | 1 | 1 |
| City Manager Secretary | 1 | 1 | 1 | 1 |
| Receptionist/Office Assistant | 1 | 1 | 1 | 1 |
| Carpenter/Tradesworker | 1 | 1 | 1 | 0 |
| Janitorial Maintenance Worker | <u>1</u> | <u>1</u> | <u>1</u> | <u>2</u> |
| | 5 | 5 | 5 | 5 |

Finance and Administration

| | | | | |
|-------------------------|----------|----------|----------|----------|
| Finance Director | 1 | 1 | 1 | 1 |
| Senior Accountant | 0 | 0 | 0 | 1 |
| Accountant | 1 | 1 | 1 | 1 |
| Payroll Account Clerk | 2 | 2 | 2 | 1 |
| Account Clerk | 1 | 1 | 1 | 1 |
| Deputy Clerk | 1 | 1 | 1 | 1 |
| Chief Computer Operator | 1 | 1 | 1 | 1 |
| Computer Operator | 1 | 1 | 1 | 1 |
| Cashier | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| | 9 | 9 | 9 | 9 |

Civil Service

| | | | | |
|-----------|------------|------------|------------|------------|
| Secretary | <u>.25</u> | <u>.25</u> | <u>.25</u> | <u>.50</u> |
| | .25 | .25 | .25 | .50 |

PUBLIC SAFETYLaw Enforcement

| | | | | |
|--------------------------|----------|----------|----------|----------|
| Police Chief | 1 | 1 | 1 | 1 |
| Captain | 1 | 1 | 1 | 1 |
| Sergeant | 5 | 5 | 5 | 5 |
| Investigator | 2 | 2 | 2 | 2 |
| Police Officer | 12 | 12 | 12 | 12 |
| Code Enforcement Officer | 1 | 1 | 1 | 1 |
| Dispatcher | 4 | 5 | 5 | 5 |
| Animal Control Officer | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| Secretary CID | 1 | 1 | 1 | 1 |
| Records Clerk | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| | 30 | 31 | 31 | 31 |

| <u>PERSONNEL SUMMARY</u> | <u>1987-88</u> | <u>1988-89</u> | <u>1989-90</u> | <u>1990-91</u> |
|--|----------------|----------------|----------------|----------------|
| <u>PUBLIC SAFETY, continued</u> | | | | |
| <u>Fire Control</u> | | | | |
| Fire Chief | 1 | 1 | 1 | 1 |
| Captain | 1 | 1 | 1 | 1 |
| Fire Inspector | 2 | 2 | 2 | 2 |
| Driver/Engineers | 0 | 0 | 3 | 3 |
| Firefighter | <u>6</u> | <u>6</u> | <u>3</u> | <u>3</u> |
| | 10 | 10 | 10 | 10 |
| <u>Protective Inspection</u> | | | | |
| Building Official | 1 | 1 | 1 | 1 |
| Administrative Assistant | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| | 2 | 2 | 2 | 2 |
| <u>PUBLIC SERVICES</u> | | | | |
| <u>Administration</u> | | | | |
| Public Services Director | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| Senior Office Assistant | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| | 3 | 3 | 3 | 3 |
| <u>PUBLIC WORKS</u> | | | | |
| <u>Garbage/Solid Waste Control</u> | | | | |
| Deputy Director - Public Works | 1 | 1 | 1 | 1 |
| Mechanic | 0 | 0 | 1 | 1 |
| Refuse Truck Driver/Operator | 7 | 7 | 8 | 6 |
| Refuse Driver/Collector | 6 | 3 | 2 | 2 |
| Maintenance Specialist | <u>1</u> | <u>1</u> | <u>1</u> | <u>2</u> |
| | 15 | 12 | 13 | 12 |
| <u>Transportation/Road & Street Facilities</u> | | | | |
| Chief Mechanic | 1 | 1 | 1 | 1 |
| Mechanic | 3 | 3 | 2 | 2 |
| Equipment/Maintenance Supervisor | 0 | 0 | 0 | 1 |
| Crew Chief II | 1 | 1 | 1 | 1 |
| Maintenance Worker II | 2 | 2 | 2 | 5 |
| Maintenance Worker I | 8 | 8 | 8 | 5 |
| | <u>15</u> | <u>15</u> | <u>14</u> | <u>15</u> |

PERSONNEL SUMMARY

1987-88

1988-89

1989-90

1990-91

PUBLIC UTILITIES

Water Utility Service/Water Plant

| | | | | |
|------------------------------------|----------|----------|----------|----------|
| Deputy Director - Public Utilities | 1 | 1 | 1 | 1 |
| Chief Water Plant Operator | 1 | 1 | 1 | 1 |
| Water Plant Operator | 3 | 3 | 3 | 2 |
| Water Plant Operator Trainee | 1 | 1 | 1 | 1 |
| Utility Mechanic Supervisor | 0 | 0 | 0 | 1 |
| Utility Mechanic | 2 | 2 | 2 | 2 |
| Meter Reader | <u>2</u> | <u>2</u> | <u>2</u> | <u>2</u> |
| | 10 | 10 | 10 | 10 |

Sewer Service/Water Pollution Control Plant

| | | | | |
|------------------------------|----------|----------|----------|----------|
| Chief Operator | 1 | 0 | 0 | 1 |
| Plant Operator Trainee | 1 | 1 | 2 | 2 |
| Plant Operator | 1 | 4 | 3 | 2 |
| Collection System Supervisor | 0 | 0 | 0 | 0 |
| Utility Mechanic | 3 | 3 | 3 | 3 |
| Driver | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| | 7 | 9 | 9 | 9 |

Parks

| | | | | |
|-------------------------|----------|----------|----------|----------|
| Public Works Supervisor | 1 | 1 | 1 | 1 |
| Maintenance Worker II | 3 | 3 | 3 | 1 |
| Crew Chief I | 0 | 0 | 0 | 1 |
| Gardener | 1 | 1 | 1 | 1 |
| Assistant Gardener | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| | 6 | 6 | 6 | 5 |

CULTURE/RECREATION

Recreation

| | | | | |
|--------------------------|------------|------------|------------|------------|
| Director | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 |
| Recreation Supervisor | 1 | 1 | 1 | 1 |
| Maintenance Worker | <u>1.5</u> | <u>1.5</u> | <u>1.5</u> | <u>1.5</u> |
| | 4.5 | 4.5 | 4.5 | 4.5 |

TOTAL PERSONNEL

116.75

116.75

116.75

116.00

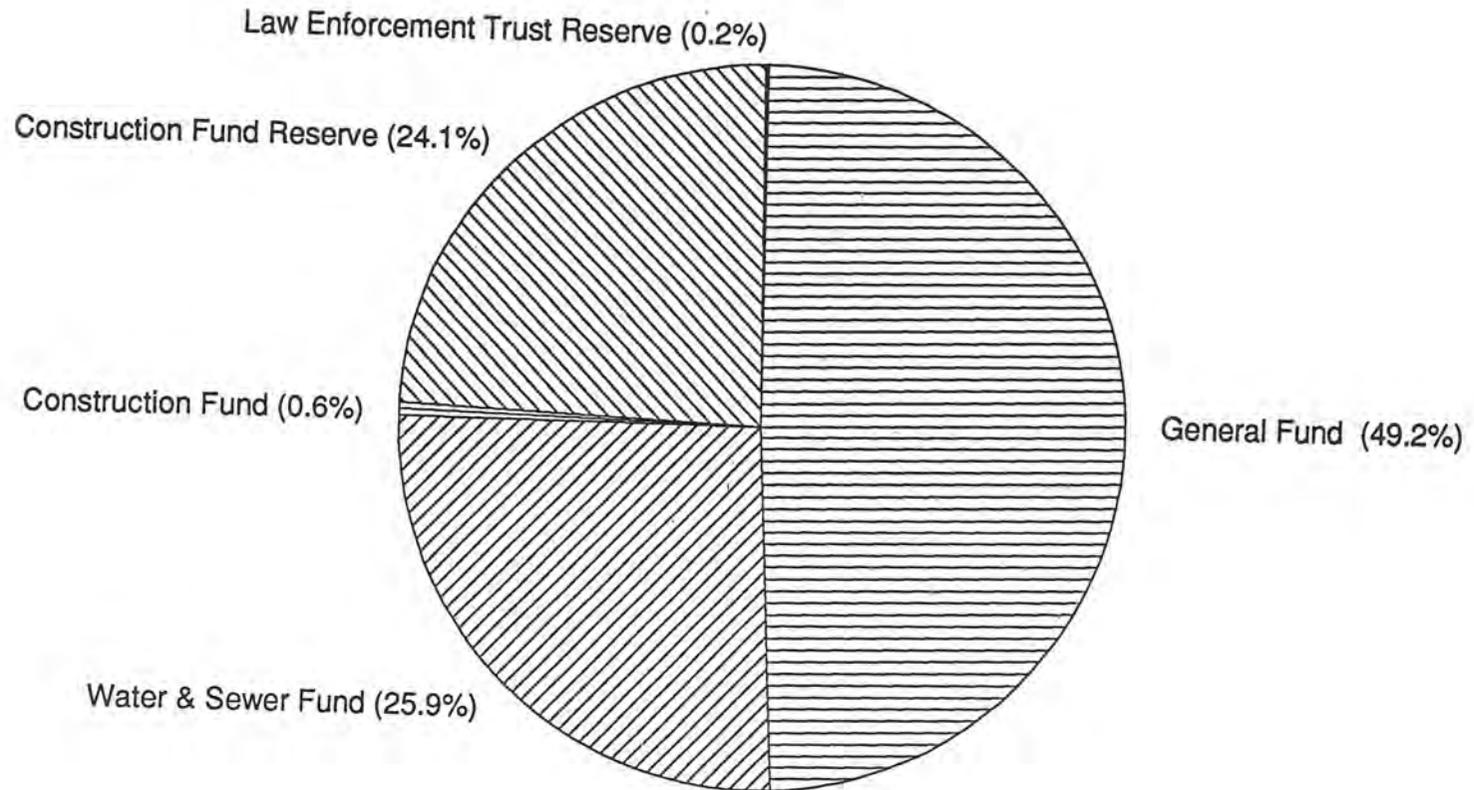
COMBINED BUDGET SUMMARY

PROPOSED 1990-91

| <u>REVENUES</u> | | <u>EXPENDITURES</u> | |
|-------------------------------|--------------|---------------------|--------------|
| TOTAL TAXES | \$ 2,818,000 | GENERAL GOVERNMENT | \$ 1,271,300 |
| LICENSES & PERMITS | 140,500 | PUBLIC SAFETY | 1,859,600 |
| STATE & LOCAL SHARED REVENUES | 806,500 | PUBLIC SERVICES | 1,956,900 |
| CHARGES FOR SERVICES | 1,147,750 | CULTURE/RECREATION | 233,650 |
| OTHER REVENUES | 293,000 | PUBLIC UTILITIES | 1,280,000 |
| WATER & SEWER REVENUES | 2,893,000 | DEBT SERVICE | 1,166,000 |
| TRANSFERS IN | 357,000 | BUDGET RESERVES | 449,000 |
| APPROPRIATED RESERVES | 2,712,300 | TRANSFERS OUT | 357,000 |
| | | CONSTRUCTION FUND | 2,594,600 |
| | | | |
| TOTAL REVENUES | \$11,168,050 | TOTAL EXPENDITURES | \$11,168,050 |

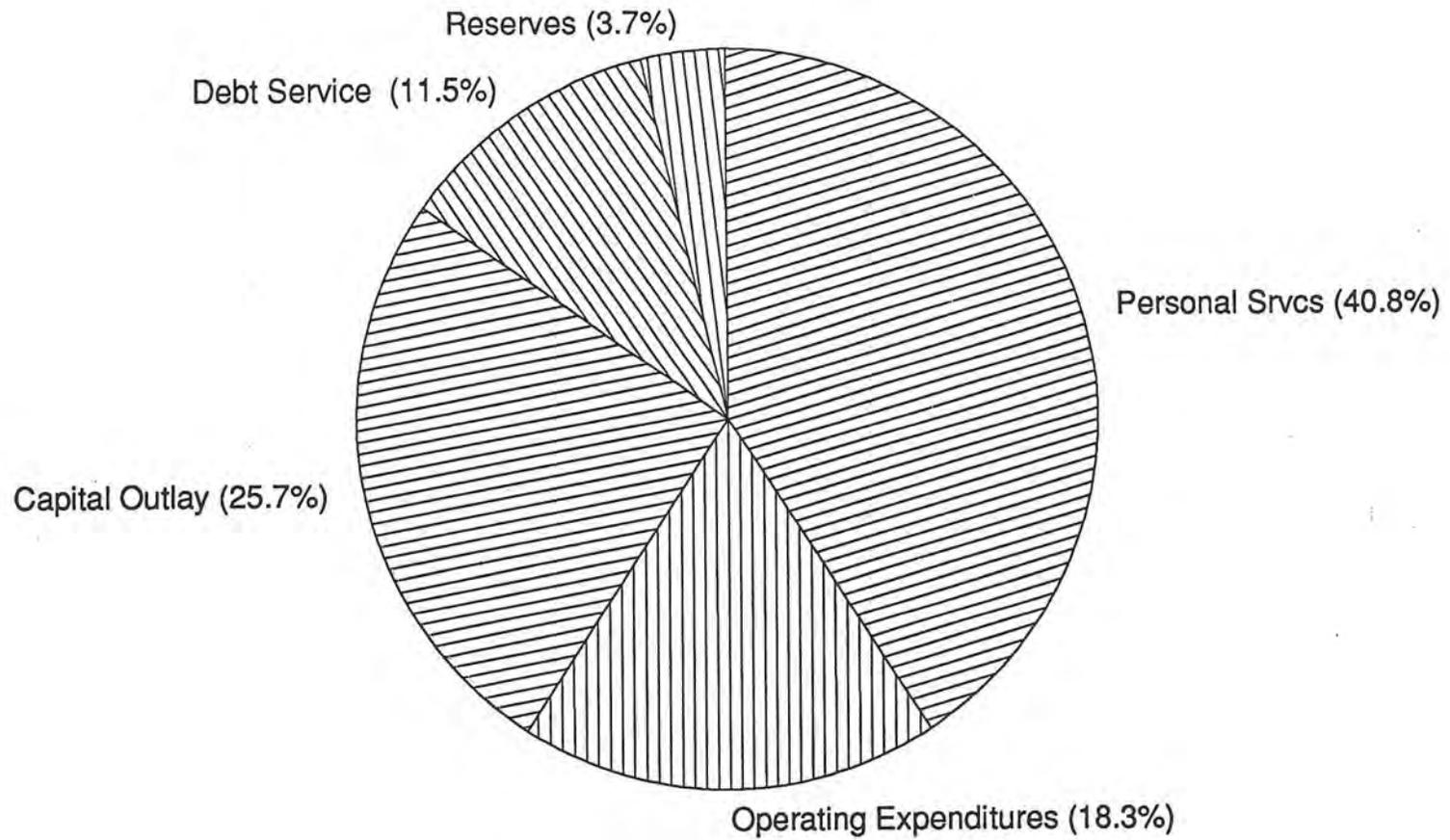
ALL FUNDS

1990-91 Revenues



ALL FUNDS

1990-91 Expenditures



EXPENDITURE COMPARISON

| | <u>1987-88</u> <u>ACTUAL</u> | <u>1988-89</u> <u>ACTUAL</u> | <u>1989-90</u> <u>AMENDED</u> | <u>1990-91</u> <u>PROPOSED</u> |
|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| General Government | \$ 951,622 | \$1,052,333 | \$ 1,297,200 | \$ 1,423,900 |
| Public Safety | 1,555,651 | 1,628,970 | 1,873,440 | 1,841,100 |
| Public Services | 1,367,336 | 2,092,440 | 2,301,300 | 1,995,100 |
| Culture/Recreation | 512,525* | 199,008 | 216,150 | 233,650 |
| Transfers | <u>35,000</u> | <u>35,000</u> | <u>0</u> | <u>0</u> |
| Total General Fund | \$4,422,134 | \$5,007,752 | \$ 5,688,090 | \$ 5,493,750 |
| Federal Revenue Sharing | \$ 32,591 | \$ 0 | \$ 0 | \$ 0 |
| Law Enforcement Trust | <u>1,178</u> | <u>335</u> | <u>61,500</u> | <u>18,500</u> |
| Total Special Revenue Funds | \$ 33,769 | \$ 335 | \$ 61,500 | \$ 18,500 |
| Water and Sewer | \$1,146,258 | \$1,432,246 | \$ 1,647,400 | \$ 1,677,000 |
| Renewal and Replacement | 0 | 0 | 142,000 | 50,000 |
| Debt Service | 822,458 | 710,884 | 1,080,500 | 1,166,000 |
| Construction Fund | <u>0</u> | <u>170,727</u> | <u>8,400,000</u> | <u>2,762,800</u> |
| Total Water and Sewer Funds | \$1,968,716 | \$2,313,857 | \$11,269,900 | \$ 5,655,800 |
| TOTAL ALL FUNDS | \$6,424,619 | \$7,321,944 | \$17,019,490 | \$11,168,050 |

*Included Parks Department Expenditures

CAPITAL OUTLAY

Requests are submitted by department heads for necessary capital outlay and capital improvement projects to the City Manager when they submit their operating budgets. Items that are considered capital outlay cost more than \$500, and result in a fixed asset for the City. The requests include cost, description, and justification for the need. The department heads each meet with the City Manager and the Finance Director and items are prioritized and discussed.

The City Manager then reviews the departmental requests, again meets with the department heads and funds the items he deems necessary. A proposed budget, with the City Manager's recommendations is submitted to the City Council. A list of items proposed by the departments, but not recommended by the City Manager is also given to the Council. The Council then conducts public workshops to discuss the requests. Changes are made according to Council instructions and the proposed budget is revised.

Two public hearings are held in September, and the final budget and millage rate are adopted at the second public hearing.

CAPITAL OUTLAY

A list of Capital Outlay items proposed for each department is noted below.

| | ITEM COST | TOTAL COST |
|---|-----------|------------------|
| GENERAL GOVERNMENT | | \$117,250 |
| Payment on School Property | \$50,000 | |
| Repairs to School Building | 6,000 | |
| Master Plan Improvements | 58,250 | |
| Continuous Form Check Signer | 1,500 | |
| Dehumidifier | 500 | |
| Miscellaneous Equipment | 1,000 | |
| | | |
| LAW ENFORCEMENT | | 20,300 |
| Shredder | 500 | |
| 3 Walkie Talkies | 2,400 | |
| 6 Bullet-Proof Vests | 2,400 | |
| Trust Fund Expenditures | 15,000 | |
| | | |
| FIRE CONTROL | | 37,800 |
| Carlin Valve | 1,800 | |
| 60 Minute SCBA | 3,000 | |
| Cellular Phone | 1,000 | |
| Motorola Talkie | 2,000 | |
| Replace Chassis on Unit 40 | 30,000 | |
| | | |
| GARBAGE/SOLID WASTE CONTROL SERVICES | | 54,200 |
| Dumpsters | 14,000 | |
| MIG Welder | 2,000 | |
| Reserve for Equipment | 38,200 | |

| | ITEM COST | TOTAL COST |
|---|-----------|------------|
| TRANSPORTATION/ROAD & STREET FACILITIES | | \$ 61,300 |
| Garage Improvements | \$15,000 | |
| Sidewalks | 20,000 | |
| Drainage | 20,000 | |
| 3 Portable Radios | 1,500 | |
| Grease Pump | 1,100 | |
| Computer Diagnostic System | 1,200 | |
| Wheel Dolly | 850 | |
| Bushing, Bearing & Seal Driver | 850 | |
| Oil Pump | 800 | |
| | | 11,100 |
| PARKS DEPARTMENT | | |
| Tractor | 9,000 | |
| Mower | 600 | |
| Riding Mower | 1,500 | |
| | | 800 |
| RECREATION DEPARTMENT | | |
| Heat & Air Unit | 800 | |
| | | 8,800 |
| WATER TREATMENT PLANT | | |
| 3 Fire Hydrants | 1,800 | |
| 200 5/8" x 3/4" Meters | 5,000 | |
| Hand held Portable Radio | 500 | |
| Scott Air Pack with alarm | 1,500 | |
| | | 2,000 |
| WASTEWATER TREATMENT PLANT | | |
| Hand held Portable Radio | 500 | |
| Scott Air Pack with alarm | 1,500 | |
| | | \$313,550 |
| TOTAL CAPITAL OUTLAY | | |

GENERAL LONG-TERM DEBT

Present notes payable are summarized as follows:

| <u>Lender/Purpose</u> | Principal Balance <u>10/01/90</u> | Principal Payment <u>1990-91</u> | Interest Payment <u>1990-91</u> | Principal Balance <u>9/30/91</u> |
|---|---|--|---------------------------------------|--|
| Sun Bank of Volusia County/ garbage truck & containers | <u>\$332,000</u> | <u>\$100,000</u> | <u>\$ 17,540</u> | <u>\$232,000</u> |
| TOTALS | \$332,000 | \$100,000 | \$ 17,540 | \$232,000 |

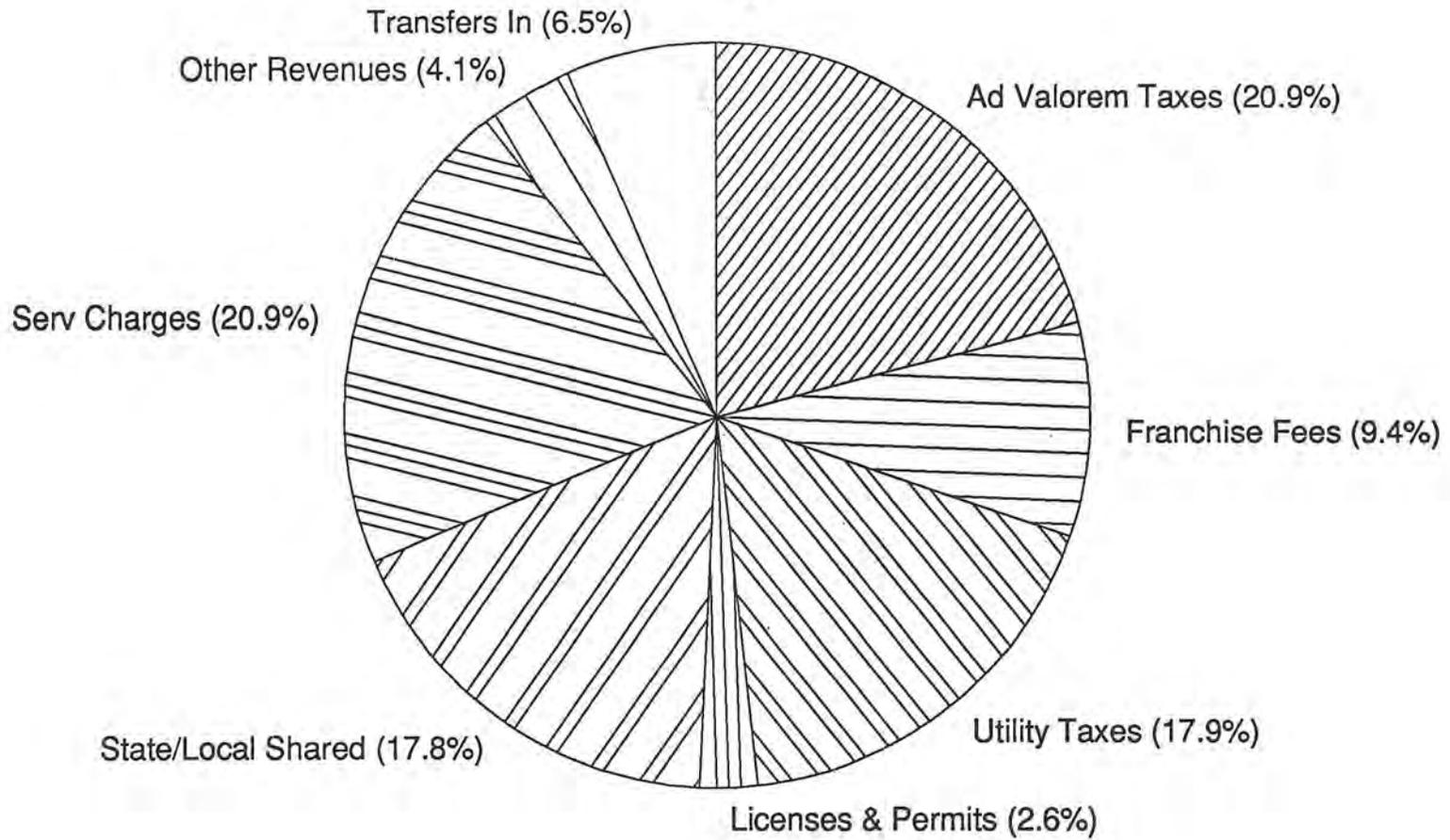
GENERAL FUND

1990-91

ANNUAL BUDGET

Total General Fund Revenues

1990-91 Budget



REVENUE BAR CHART

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| | AD VALOREM TAXES | | | | | |
| 1 311.100 | Current Ad Valorem Taxes | \$923,724 | \$923,042 | \$1,089,500 | \$1,089,500 | \$1,129,000 |
| 1 311.200 | Delinquent Ad Valorem Taxes | 31,139 | 3,205 | 30,000 | 30,000 | 20,000 |
| | Sub-total Ad Valorem Taxes | \$954,863 | \$926,247 | \$1,119,500 | \$1,119,500 | \$1,149,000 |
| | SALES AND USE TAXES | | | | | |
| 1 312.410 | Local Option Gas Tax | \$176,520 | \$167,427 | \$175,000 | \$175,000 | \$170,000 |
| 1 312.420 | Local Altern. Fuel Decal User Fee | 118 | 146 | 0 | 0 | 0 |
| | Sub-total Sales and Use Taxes | \$176,638 | \$167,573 | \$175,000 | \$175,000 | \$170,000 |
| | FRANCHISE FEES | | | | | |
| 1 313.100 | Electricity | \$425,115 | \$416,550 | \$440,000 | \$455,000 | \$455,000 |
| 1 313.200 | Telephone & Telegraph | 13,470 | 13,727 | 14,000 | 14,000 | 14,000 |
| 1 313.400 | Gas | 20,453 | 19,217 | 21,000 | 17,000 | 18,000 |
| 1 313.500 | CATV | 25,496 | 27,876 | 28,000 | 30,000 | 30,000 |
| | Sub-total Franchise Fees | \$484,534 | \$477,370 | \$503,000 | \$516,000 | \$517,000 |
| | UTILITY SERVICE TAXES | | | | | |
| 1 314.100 | Electricity | \$328,815 | \$569,175 | \$565,000 | \$615,000 | \$615,000 |
| 1 314.200 | Telephone & Telegraph | 102,921 | 128,215 | 128,000 | 133,000 | 133,000 |
| 1 314.400 | Gas | 23,760 | 28,903 | 27,000 | 36,000 | 39,000 |
| 1 314.900 | Stormwater Utility Fee | 65,953 | 66,508 | 130,000 | 133,000 | 195,000 |
| | Sub-total Utility Taxes | \$521,449 | \$792,801 | \$850,000 | \$917,000 | \$982,000 |
| | Total Taxes | \$2,137,484 | \$2,363,991 | \$2,647,500 | \$2,727,500 | \$2,818,000 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--------------|--------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| | LICENSES & PERMITS | | | | | |
| 1 321.100 | Professional & Occupational Licenses | \$87,743 | \$82,858 | \$91,000 | \$86,000 | \$106,000 |
| 1 322.100 | Building Permits | 15,092 | 13,439 | 24,000 | 14,000 | 14,000 |
| 1 322.110 | Electrical Permits | 7,413 | 5,302 | 12,000 | 7,000 | 7,000 |
| 1 322.120 | Plumbing Permits | 3,394 | 2,119 | 4,800 | 2,300 | 2,500 |
| 1 322.130 | Mechanical Permits | 3,671 | 2,887 | 4,800 | 3,800 | 3,000 |
| 1 329.100 | Other Licenses & Permits | 7,470 | 7,695 | 7,200 | 7,200 | 8,000 |
| | Sub-total Licenses & Permits | \$124,783 | \$114,300 | \$143,800 | \$120,300 | \$140,500 |
| | STATE SHARED REVENUES | | | | | |
| 1 334.150 | Dep of Community Affairs | \$0 | \$12,765 | \$0 | \$0 | \$0 |
| 1 334.750 | State Grant (FY 90 - Recycling) | 308,624 | 5,000 | 13,200 | 13,200 | 0 |
| 1 335.110 | Two Cents Additional Cigarette Tax | 49,615 | 48,857 | 50,000 | 50,000 | 50,000 |
| 1 335.120 | State Revenue Sharing | 337,504 | 328,409 | 330,000 | 330,000 | 309,000 |
| 1 335.140 | Mobile Home Licenses | 12,930 | 12,639 | 12,000 | 12,000 | 13,000 |
| 1 335.150 | Alcoholic Beverage Licenses | 9,306 | 11,919 | 8,500 | 8,500 | 10,000 |
| 1 335.180 | Half Cent Sales Tax | 393,556 | 402,024 | 400,000 | 400,000 | 400,000 |
| 1 335.410 | Motor Fuel Tax Rebate | 4,735 | 5,473 | 4,000 | 4,000 | 4,500 |
| | Sub-total State Shared Revenues | \$1,116,270 | \$827,087 | \$817,700 | \$817,700 | \$786,500 |
| | LOCAL SHARED REVENUES | | | | | |
| 1 337.200 | Co Contrib/Police Dept | \$0 | \$0 | \$3,500 | \$0 | \$0 |
| 1 337.400 | Co Contrib/Sidewalks | 0 | 0 | 0 | 24,000 | 0 |
| 1 337.700 | Port Authority | 40,000 | 0 | 0 | 0 | 0 |
| 1 338.200 | City Share of County Licenses | 20,759 | 19,905 | 20,000 | 20,000 | 20,000 |
| | Sub-total Local Shared Revenues | \$60,759 | \$19,905 | \$23,500 | \$44,000 | \$20,000 |
| | Total Shared Revenues | \$1,177,029 | \$846,992 | \$841,200 | \$861,700 | \$806,500 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--------------|--|-------------------|-------------------|-------------------|--------------------|---------------------|
| | CHARGES FOR SERVICES | | | | | |
| 1 341.200 | Zoning Fees | \$2,125 | \$2,330 | \$1,500 | \$2,000 | \$2,000 |
| 1 341.210 | Advertising Fees/Legals | 0 | 0 | 0 | 0 | 0 |
| 1 341.300 | Sales of Maps/Publications | 515 | 452 | 1,000 | 1,000 | 600 |
| 1 341.400 | Certifications/Xerox Copies | 1,101 | 1,086 | 1,000 | 1,000 | 1,000 |
| 1 342.100 | Police Services | 4,966 | 3,815 | 4,000 | 4,000 | 4,000 |
| 1 343.410 | Trash Sales | 359,795 | 367,507 | 482,600 | 507,600 | 568,150 |
| 1 343.420 | Refuse Sales | 470,919 | 458,998 | 508,500 | 514,200 | 514,000 |
| 1 347.210 | Program Activity Fees | 53,197 | 50,154 | 40,000 | 40,000 | 50,000 |
| 1 347.430 | Promotional Sales/Recreation | 726 | 0 | 1,000 | 1,000 | 1,000 |
| 1 347.530 | Sica Hall Revenues | 8,654 | 6,749 | 8,000 | 8,000 | 7,000 |
| | Sub-total Charges for Services | \$901,998 | \$891,090 | \$1,047,600 | \$1,078,800 | \$1,147,750 |
| | FINES & FORFEITURES | | | | | |
| 1 351.100 | Court Fines | \$84,728 | \$69,560 | \$85,000 | \$75,000 | \$75,000 |
| 1 351.300 | Police Education | 4,234 | 3,773 | 4,000 | 4,000 | 4,000 |
| 1 351.500 | Code Enforcement Fines | 0 | 0 | 0 | 0 | 0 |
| | Sub-total Fines & Forfeitures | \$88,962 | \$73,333 | \$89,000 | \$79,000 | \$79,000 |
| | INTEREST EARNINGS | | | | | |
| 1 361.100 | Investments | \$26,566 | \$54,016 | \$30,000 | \$50,000 | \$50,000 |
| 1 361.200 | State Board of Administration | 35,531 | 61,697 | 45,000 | 65,000 | 65,000 |
| | Sub-total Interest Earnings | \$62,097 | \$115,713 | \$75,000 | \$115,000 | \$115,000 |
| | SALES & COMPENSATION/LOSS OF FIXED ASSETS | | | | | |
| 1 364.410 | Surplus Sales (Equip., Land, Bldgs.) | \$2,493 | \$18,580 | \$35,000 | \$35,000 | \$10,000 |
| 1 364.420 | Insurance Proceeds/Loss | 7,941 | 3,276 | 1,000 | 11,000 | 1,000 |
| | Sub-total Sales & Compensation | \$10,434 | \$21,856 | \$36,000 | \$46,000 | \$11,000 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--------------|--|-------------------|-------------------|-------------------|--------------------|---------------------|
| | CONTRIBUTIONS | | | | | |
| 1 366.900 | Contributions & Donations | \$7,976 | \$4,860 | \$0 | \$2,000 | \$1,000 |
| | Sub-total Contributions | \$7,976 | \$4,860 | \$0 | \$2,000 | \$1,000 |
| | OTHER MISCELLANEOUS REVENUES | | | | | |
| 1 369.900 | Other Miscellaneous Revenue | \$8,008 | \$17,443 | \$10,000 | \$10,000 | \$10,000 |
| 1 369.910 | Lime & Sludge Bed Cleaning | 7,931 | 7,364 | 8,000 | 8,000 | 8,000 |
| | Sub-total Other Misc. Revenues | \$15,939 | \$24,808 | \$18,000 | \$18,000 | \$18,000 |
| | Total Misc. Revenue | \$96,446 | \$167,237 | \$129,000 | \$181,000 | \$145,000 |
| | APPROPRIATIONS | | | | | |
| 1 380.100 | Appropriated Fund Balance | \$0 | \$0 | \$216,790 | \$216,790 | \$0 |
| | CONTRIBUTIONS FROM ENTERPRISE OPERATIONS | | | | | |
| 1 382.100 | Transfer From Water & Sewer Fund | \$271,500 | \$300,000 | \$340,000 | \$340,000 | \$357,000 |
| | Sub-total Contr. From Enterprise | \$271,500 | \$300,000 | \$340,000 | \$340,000 | \$357,000 |
| | LOAN PROCEEDS | | | | | |
| 1 384.100 | Loan Proceeds (Public Works) | \$0 | \$432,000 | \$83,000 | \$83,000 | \$0 |
| | Total Non Revenues | \$271,500 | \$732,000 | \$639,790 | \$639,790 | \$357,000 |
| | Total General Fund Revenues | \$4,798,202 | \$5,188,942 | \$5,537,890 | \$5,688,090 | \$5,493,750 |

GENERAL FUND REVENUE EXPLANATION

Property Tax Revenue

The General Fund revenue projections include additional ad valorem tax revenue of \$39,500. This estimate is based on a millage rate of \$4.463 per \$1,000 assessed valuation of \$258,238,782. The current year gross taxable value increased by \$9,268,284, or 3.7% over the 1989 final gross taxable value of \$252,081,943. The following table provides a summary of the City's anticipated tax collections at the rate of 98% estimated collections.

| | |
|--|---------------|
| Gross taxable value | \$261,350,227 |
| Less exemptions (new construction + additions - deletions) | 3,111,445 |
| Adjusted taxable value | 258,238,782 |
| Rate per \$1,000 | 4.463 |
| 1990-91 tax levy | 1,152,520 |
| Estimated % of collections | 98% |
| Estimated current tax collections | 1,129,469 |

Sales and Use Taxes

The City receives 1.775% of the \$.06 per gallon local option gas tax charged in Volusia County. This revenue, estimated at \$170,000 is expected to decrease slightly based on current estimates. Local Option Gas Tax revenue is restricted by F.S.S. 336.025(C) to "transportation expenditures". These expenditures include road and street maintenance and equipment, drainage, street lighting, engineering, signalization and bridge maintenance as well as other transportation expenditures.

Franchise Fees

Based on eight months' collections, revenue from franchise fees is anticipated to increase by only \$1,000, over the 1989-90 amended estimates. The following table shows the franchise fee charged to various companies:

| | | |
|------------------------|---|----|
| Florida Power & Light | - | 6% |
| Southern Bell | - | 1% |
| Peoples Gas | - | 6% |
| Cablevision Industries | - | 3% |

Utility Service Taxes

Based on eight months' collections, revenue from electric, telephone and gas utility taxes is anticipated to increase slightly. Due to a change in the utility tax rate effective September, 1988, current estimates indicate a favorable variance over the original 1989-90 budget. The stormwater utility fee revenue is anticipated at \$195,000, due to a rate increase effective October 1, 1990. This revenue is used for storm drainage projects.

Licenses and Permits

Revenue from occupational licenses is anticipated to increase by approximately 24% over the 1989-90 amended budget due to increases in the license fee schedule. Based on eight months' collections, permit fees are anticipated to remain approximately the same as the 1989-90 estimates.

State Shared Revenues

This revenue is received from the State for grants, one-half cent of the sales tax, cigarette tax, mobile home licenses, alcoholic beverage licenses, and motor fuel tax rebate. The State Revenue Sharing line item is composed of both cigarette taxes and the 8th cent motor fuel tax. Currently, 33% of the City's State Revenue Sharing funds are from the 8th cent motor fuel tax. This amount, approximately \$101,970, is restricted by F.S.S. 206.605(3) to road use only. This use includes the purchase of transportation facilities and road and street rights-of-way, construction reconstruction and maintenance of roads and streets.

The F.S.S. 206.625(1) provides that the return of tax paid by the City (Motor Fuel Tax Rebate) will also be used for roads and streets construction, reconstruction, and maintenance. Anticipated collections of all state shared revenues indicate an unfavorable variance of approximately \$31,000, due mainly to revised estimates in the amount of State Revenue Sharing proceeds to be received.

Local Shared Revenues

This revenue is monies received from the County for grants and for the City share of County licenses. The city has not anticipated receiving any grants from the Port Authority in the budget. Based on eight months' collections, the city's share of county licenses is expected to remain the same.

Charges for Services

Anticipated revenues for trash and garbage pick-up are based on an increase from \$8.25 to \$9.25 per month for residential units and an equivalent increase for commercial units using cans. No change is projected in refuse sales. These fees support the operations of the Garbage/Solid Waste Control department.

Based on eight months' collections, program activity fees indicate a favorable variance of \$10,000 may be anticipated.

Fines and Forfeitures

Based on 1988-89 actual receipts and current projections no change is forecast for court fines. No change is forecast for 1990-91 in police education receipts which are reserved for police education.

Interest Earnings

Based on eight months' collections, interest income for 1989-90 is estimated at \$115,000. No change is projected for 1990-91.

Miscellaneous Revenues

Surplus Sales - The City anticipates that obsolete equipment items will be sold at auction for an estimated \$10,000. This is a decrease from the 1989-90 budget which included the sale of property on Hibiscus Street.

Contributions - The City anticipates receiving \$1,000 from private sources for the Ridgewood Avenue Redevelopment and/or other projects.

Other Miscellaneous Revenue - Current projections indicate no significant change for 1990-91.

Appropriated Fund Balance

The City does not anticipate using any prior year cash reserves to meet its obligations during the 1990-91 fiscal year.

Transfers

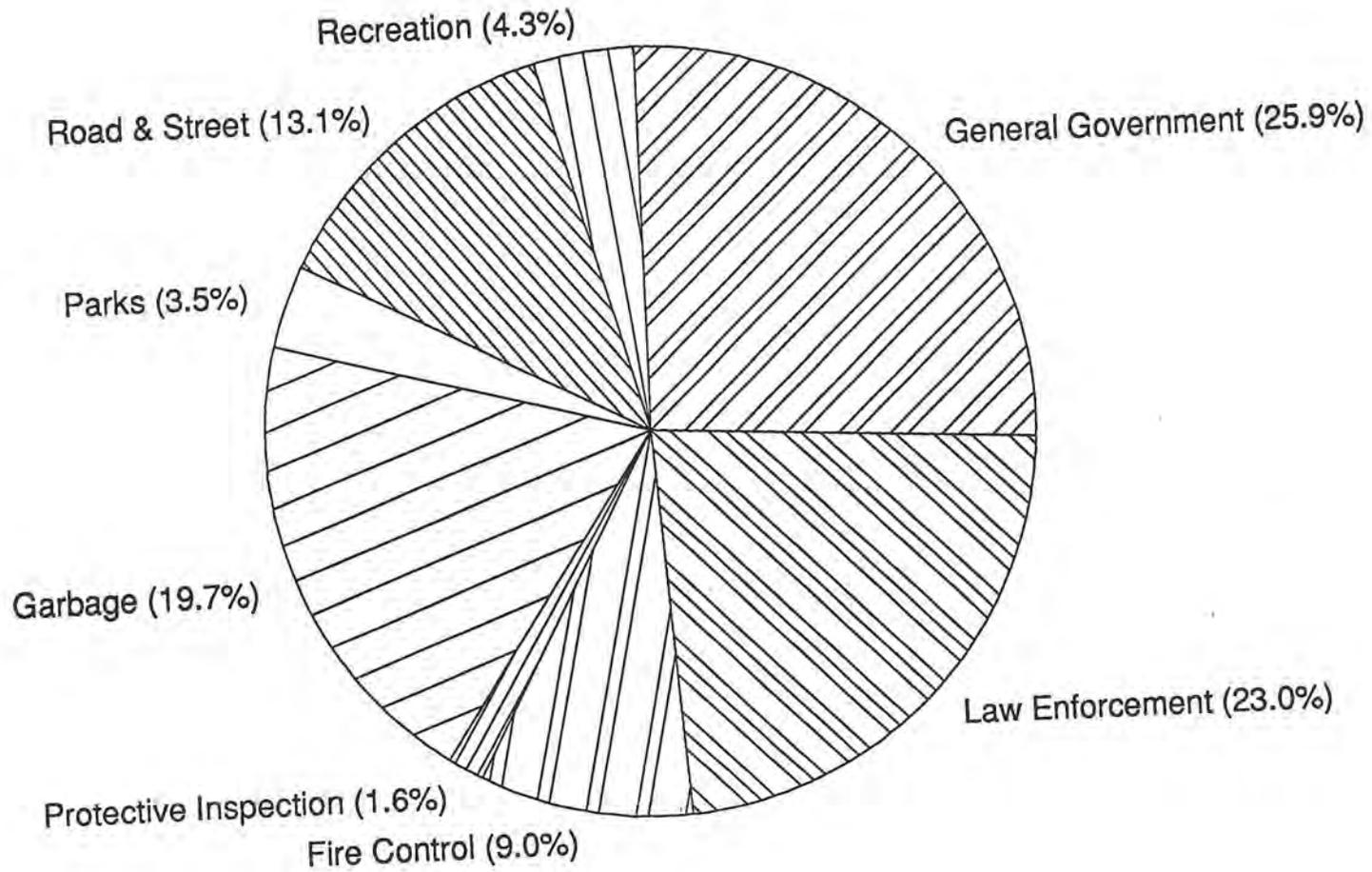
Transfers from the Water and Sewer Enterprise Fund totalling \$357,000 will defray the Water and Sewer administrative expenses budgeted in the General Fund.

Loan Proceeds

The City does not anticipate using any loans to fund the 1990-91 budget and no loans have been necessary for the 1989-90 budget.

General Fund Expenditures

1990-91 Budget



EXPENDITURE BAR CHART

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-----------------------------------|------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| GENERAL FUND EXPENDITURES SUMMARY | | | | | | |
| PUBLIC SERVICE | | | | | | |
| | General Government | \$951,622 | \$1,052,333 | \$1,256,800 | \$1,297,200 | \$1,423,900 |
| PUBLIC SAFETY | | | | | | |
| | Law Enforcement | \$1,084,578 | \$1,135,726 | \$1,340,400 | \$1,323,400 | \$1,263,000 |
| | Fire Control | 399,715 | 420,636 | 460,890 | 467,790 | 492,600 |
| | Protective Inspection | 71,358 | 72,608 | 81,550 | 82,250 | 85,500 |
| PUBLIC SERVICES | | | | | | |
| | Garbage/Solid Waste Control | \$754,414 | \$1,155,954 | \$1,004,300 | \$1,096,500 | \$1,082,150 |
| | Transportation/Road & Street | 612,922 | 765,892 | 928,100 | 955,300 | 720,350 |
| | Parks Department * | 0 | 170,594 | 248,200 | 249,500 | 192,600 |
| CULTURE/RECREATION | | | | | | |
| | Recreation Department | \$512,525 | \$199,008 | \$217,650 | \$216,150 | \$233,650 |
| TRANSFERS TO | | | | | | |
| | Enterprise Fund | \$35,000 | \$35,000 | \$0 | \$0 | \$0 |
| | TOTAL EXPENDITURES | \$4,422,134 | \$5,007,752 | \$5,537,890 | \$5,688,090 | \$5,493,750 |

*1987-88 Expenditures included in Recreation Department totals

CITY COUNCIL

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Personal Services | \$33,405 | \$36,263 | \$45,100 | \$45,100 | \$47,000 |
| Operating Expenses | <u>1,151</u> | <u>1,080</u> | <u>5,800</u> | <u>5,800</u> | <u>5,900</u> |
| TOTAL | \$34,556 | \$37,343 | \$50,900 | \$50,900 | \$52,900 |

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The City Council is the governing body of the City, responsible for making and enforcing the laws and regulations of the City. Policy decisions regarding types and levels of services to be provided are also the responsibility of the council.

The City Council consists of the Mayor and four council members. They are elected on a city-wide basis for a two-year term in December of odd-numbered years. They share equal voting powers.

The City Council appoints the City Manager, Recreation Director, City Attorney, City Engineers, City Auditors and members of all advisory boards, all of whom serve at the pleasure of the council.

CITY COUNCIL CON'T

ACTIVITY GOALS

1. Represent the residents of Holly Hill by formulating and enacting public policy and by providing the leadership necessary to meet community needs.

ACTIVITY OBJECTIVES

1. Review, evaluate and adopt the annual budget.
2. Review, evaluate and adopt a five-year capital improvement plan.
3. Review and evaluate alternative uses of the school property adjacent to City Hall.

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Number of Regular City Council meetings | 23 | 23 | 23 |
| Number of Special Council meetings | 12 | 4 | 4 |
| Number of Ordinances adopted | 28 | 30 | 25 |
| Number of Resolutions adopted | 47 | 50 | 50 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-----------------------------------|------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| GENERAL GOVERNMENT - CITY COUNCIL | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 511.110 | Executive Salaries | \$18,150 | \$19,800 | \$23,700 | \$23,700 | \$23,800 |
| 1 511.210 | FICA Taxes | 1,351 | 1,487 | 1,800 | 1,800 | 1,900 |
| 1 511.220 | Retirement Contributions | 2,428 | 2,798 | 3,500 | 3,500 | 3,900 |
| 1 511.230 | Life & Health Insurance | 3,963 | 5,090 | 6,100 | 6,100 | 7,400 |
| 1 511.280 | Training & Travel | 7,513 | 7,088 | 10,000 | 10,000 | 10,000 |
| | Sub-total Personal Services | \$33,405 | \$36,263 | \$45,100 | \$45,100 | \$47,000 |
| OPERATING EXPENSES | | | | | | |
| 1 511.490 | Other Charges & Obligations | \$416 | \$127 | \$500 | \$500 | \$500 |
| 1 511.540 | Subscriptions & Memberships | 735 | 954 | 5,300 | 5,300 | 5,400 |
| | Sub-total Operating Expenses | \$1,151 | \$1,080 | \$5,800 | \$5,800 | \$5,900 |
| | TOTAL CITY COUNCIL | \$34,556 | \$37,343 | \$50,900 | \$50,900 | \$52,900 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | GENERAL GOVERNMENT - CITY COUNCIL | |
| 1 511.110 | EXECUTIVE SALARIES Mayor \$540 mo./\$6480 yr.; Council 4@ \$360 ea.=\$1440 mo./\$17,280 yr. | \$23,800 |
| 1 511.210 | FICA TAXES 7.65% effective 1/1/90 | \$1,900 |
| 1 511.220 | RETIREMENT CONTRIBUTIONS 16.20% proposed 1/1/91 | \$3,900 |
| 1 511.230 | LIFE AND HEALTH INSURANCE Health - 5 @ \$116.14 mo. = \$6,972 Life - 5 @ \$ 4.50 mo. = \$270 | \$7,400 |
| 1 511.280 | TRAINING & TRAVEL Reimbursement on meals and mileage @ 26¢ per mile (F.S. Chapter 112) Florida League of Cities convention - 5 registrations \$425; rooms \$1,000; per diem \$350; mileage \$400 (includes City Attorney); FLC Legislative Conference - 5 reg. \$125; rooms \$400; per diem \$150; Volusia League of Municipalities \$500 yr. - dinner meetings - bi-monthly; Car Exp.: Mayor \$180 mo./\$2,160 yr.; Council (4@ \$90)/\$360 mo./\$4,320 yr. | \$10,000 |

10/4/90 Wiggins, Eugene, Multnomah County, Oregon 10380-5 = 519 rd H. Ziegler

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| 1 511.490 | OTHER CHARGES & OBLIGATIONS Miscellaneous, flowers, books, plaques, etc. | \$500 |
| 1 511.540 | SUBSCRIPTIONS & MEMBERSHIPS Florida League of Cities with 6 subscriptions ^{736.} ^{90, 91} \$726 (1989-90); FLC convention 1/8 page ad - \$90 (10/90); Fl. Municipal Official's Manual - 7 @ \$12.50 ea. = \$87.50; Volusia League of Municipalities \$25 (1/1/89-12/31/89); VCOG Membership 10/90-9/91 = \$4,000 | \$5,400 |
| | <i>10/17/90 #3985.</i> | |

CITY MANAGER

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Personal Services | \$162,106 | \$172,818 | \$199,100 | \$202,500 | \$180,100 |
| Operating Expenses | <u>12,486</u> | <u>16,588</u> | <u>29,000</u> | <u>29,000</u> | <u>36,950</u> |
| TOTAL | \$174,592 | \$189,406 | \$228,100 | \$231,500 | \$217,050 |

PERMANENT POSITIONS

| | |
|-------------------------------|------------|
| City Manager | 1.0 |
| City Manager Secretary | 1.0 |
| Receptionist/Office Assistant | 1.0 |
| Janitorial Maintenance Worker | <u>2.0</u> |
| TOTAL | 5.0 |

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The City Manager is the administrative head of the City and is responsible to the City Council for the proper administration of all affairs of the City. The City Manager provides information and recommends policies and procedures to the Council, implements council decisions, and provides direction and guidance to all city departments for coordination of city operations.

CITY MANAGER CON'T

ACTIVITY GOALS

1. Coordinate and administer all city functions effectively and efficiently.
2. Provide leadership, direction and guidance for all city departments, programs and projects.

ACTIVITY OBJECTIVES

1. Prepare and present the Annual budget to the City Council.
2. Develop a five-year capital improvement program for Council consideration.
3. Implement provisions of the new Civil Service Ordinance.
4. Provide direction and guidance to Council on implementing the Ridgewood Avenue Redevelopment Plan, including use of school property.
5. Review and evaluate Safety Committee programs and recommendations.
6. Implement revised management and budget control systems.

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| Number of City Council meetings attended | 35 | 27 | 27 |
| Number of Department Head meetings | 22 | 24 | 24 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-----------------------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| GENERAL GOVERNMENT - CITY MANAGER | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 512.110 | Executive Salaries | \$39,420 | \$45,864 | \$50,400 | \$51,400 | \$54,400 |
| 1 512.120 | Regular Salaries & Wages | 88,808 | 90,405 | 101,000 | 104,500 | 79,700 |
| 1 512.130 | Other Salaries | 735 | 49 | 2,000 | 0 | 0 |
| 1 512.140 | Overtime/Regular Employees | 164 | 1,216 | 1,000 | 2,000 | 2,000 |
| 1 512.190 | Uniforms | 506 | 546 | 600 | 600 | 600 |
| 1 512.210 | FICA Taxes | 9,518 | 10,325 | 11,700 | 12,000 | 10,500 |
| 1 512.220 | Retirement Contributions | 17,359 | 17,681 | 22,800 | 22,800 | 22,100 |
| 1 512.230 | Life & Health Insurance | 4,542 | 5,158 | 6,100 | 5,700 | 7,300 |
| 1 512.280 | Training & Travel | 1,054 | 1,574 | 3,500 | 3,500 | 3,500 |
| 1 512.290 | Other Personal Services | 0 | 0 | 0 | 0 | 0 |
| | Sub-total Personal Services | \$162,106 | \$172,818 | \$199,100 | \$202,500 | \$180,100 |
| OPERATING EXPENSES | | | | | | |
| 1 512.410 | Telephone/Communications Services | \$584 | \$705 | \$1,000 | \$1,000 | \$1,000 |
| 1 512.460 | Repair & Maintenance Services | 958 | 2,104 | 1,500 | 1,500 | 1,500 |
| 1 512.490 | Other Charges & Obligations | 6,276 | 8,414 | 20,000 | 20,000 | 28,950 |
| 1 512.510 | Office Supplies | 1,890 | 2,160 | 2,500 | 2,500 | 2,000 |
| 1 512.540 | Subscriptions & Memberships | 1,141 | 1,747 | 2,000 | 2,000 | 2,000 |
| 1 512.550 | Vehicle Expenses | 1,637 | 1,459 | 2,000 | 2,000 | 1,500 |
| | Sub-total Operating Expenses | \$12,486 | \$16,588 | \$29,000 | \$29,000 | \$36,950 |
| | TOTAL CITY MANAGER | \$174,592 | \$189,406 | \$228,100 | \$231,500 | \$217,050 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | GENERAL GOVERNMENT - CITY MANAGER | |
| 1 512.110 | EXECUTIVE SALARIES City Manager - \$49,970 | \$54,400 |
| 1 512.120 | REGULAR SALARIES & WAGES (4 Positions) City Mgr Secretary - \$21,487 Receptionist/Office Asst \$15,060 Janitorial Maint. Wkr - \$12,490 Janitorial Maint. Wkr - \$17,181 | \$79,700 |
| 1 512.130 | OTHER SALARIES Other part-time help as required | \$0 |
| 1 512.130 | OVERTIME/REGULAR EMPLOYEES Council Meetings, Special Projects | \$2,000 |
| 1 512.190 | UNIFORMS \$4. per wk per employee (5 changes per wk) eff. 8/1/87; clothing allowance | \$600 |
| 1 512.210 | FICA TAXES 7.65% effective 1/1/90 x \$136,100 | \$10,500 |
| 1 512.220 | RETIREMENT CONTRIBUTIONS 16.20% proposed 1/1/91 | \$22,100 |
| 1 512.230 | LIFE AND HEALTH INSURANCE Health - 5 @ \$116.14 mo. = \$6,972 Life - 4 @ \$3.60 mo. & 1 @ \$4.50 mo. = \$227 | \$7,300 |
| 1 512.280 | TRAINING & TRAVEL Reimbursement on meals, mileage @ 26¢ per mile (F.S. Chapter 112); Fl. City & Co. Mngmt. Conference - registration \$100; expenses est. \$350; Fl. League Convention - registration \$85; expenses est. \$350; FLC Legislative Conference - registration \$25; expenses est. \$175; FPELRA Conference \$150 FPPA Conference - registration \$115; expenses est. \$215; Vol. League of Municipalities - dinner meetings \$100 yr. VCOG Retreat \$40 | \$3,500 |

H. Lopez - Bill Jones - per item \$103.80

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | GENERAL GOVERNMENT - CITY MANAGER | |
| 1 512.410 | TELEPHONE/COMMUNICATIONS SERVICES Telephone 257-1065 - push button \$51 mo. average @ 4/30/90 | \$1,000 |
| 1 512.460 | REPAIR & MAINTENANCE SERVICES MACHINES UNDER MAINTENANCE AGREEMENTS; Apple MacIntosh (3/90-3/92) - \$420 recorder \$286 (10/89 - 9/90) # 316 NCR Computer \$104; printer \$240 PR 12-31-90 TOTAL \$556 yr typewriters (4/1/89-4/1/90): Swintec \$85; IBM Selectric \$54 | \$1,500 |
| | MACHINES NOT UNDER MAINTENANCE AGREEMENTS: Demon phone dialer; Kroy lettering machine; Lanier recorder & transcriber; Lanier OMNI-Q recorder/transcriber; Motorola equipment: 2 portable radios; Converta console; local desk set radio control unit; Two overhead projectors; RCA 25" color TV; | |
| | Other miscellaneous repairs | |
| 1 512.490 | OTHER CHARGES & OBLIGATIONS Misc., flowers, manuals, plaques, suggestion awards, contingencies etc. Manpower <i>NOTARY - SHOOTERS #48. ED 1/91</i> | \$28,950 |
| 1 512.510 | OFFICE SUPPLIES Paper, stationery, ribbons, etc. | \$2,000 |
| 1 512.540 | SUBSCRIPTIONS & MEMBERSHIPS American Society For Public Admin. (10/89 - 9/90) \$75. Callaghan & Co. - Current Municipal Problems 8/89-7/90 \$107, 117 Callaghan & Co. - subscription sent to City Attorney (volumes) \$161; <i>Vol 3 1/4/90 90 9.2 Vol 2 1/2 105, Vol 8 5/1/92</i> Callaghan & Co. - Cumulative Pocket Parts \$290 <i>12/90 #302</i> Florida City & County Management Assn. (10/89-9/90) \$35 Florida Public Personnel Assn. (10/1/89-9/30/90) \$50 - <i>3 manual V.W. B. 1/1/91 City 1/91</i> FLW Session Law Reporter \$140 Holly Hill Rotary Club (1989) \$600 ICMA - yearly subscription (12/89-12/90) ⁹¹ \$63 <i>PR 11/90</i> International City Managers Association (7/90-7/91) \$188 Magic Kingdom Club 2 years (2/29/90-2/29/92) \$75 MasterCard annual fee \$21 Municipal Year Book (ICMA) 1989 \$74 News-Journal - subscription \$52 Newsweek - 52 issues \$25 pd 5/90 Volusia/Flagler Safety Council 10/89-9/90 \$125 <i>see 3/15/91</i> <i>3/31/91 - 3/31/92</i> | \$2,000 |

FUND ACCOUNT ACCOUNT NAME

PROPOSED

GENERAL GOVERNMENT - CITY MANAGER

1 512.550

VEHICLE EXPENSES

\$1,500

Gas, oil, and repairs for 2 vehicles: (Avg. \$101 mo. 3/31/89)
1990 Chev Caprice, #1G1BL5471LA129912 - Unit #1
1966 1/2 ton Chevrolet pickup truck, #C1446A115235 - Unit #3

FINANCE AND ADMINISTRATION

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Personal Services | \$239,949 | \$313,444 | \$352,700 | \$367,000 | \$358,500 |
| Operating Expenses | <u>225,881</u> | <u>220,591</u> | <u>206,400</u> | <u>275,100</u> | <u>241,100</u> |
| TOTAL | \$465,830 | \$534,035 | \$559,100 | \$642,100 | \$599,600 |

PERMANENT POSITIONS

| | |
|-------------------------|------------|
| Finance Director | 1.0 |
| Deputy Clerk | 1.0 |
| Sr. Accountant | 1.0 |
| Accountant | 1.0 |
| Payroll Account Clerk | 1.0 |
| Account Clerk | 1.0 |
| Chief Computer Operator | 1.0 |
| Computer Operator | 1.0 |
| Cashier | <u>1.0</u> |
| TOTAL | 9.0 |

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

Finance and Administration is responsible for the accounting and reporting of financial activities and the recording and maintaining of official city records. Approximately 41% of the Finance and Administration budget is funded by the Water and Sewer Enterprise Fund.

FINANCE AND ADMINISTRATION CON'T

ACTIVITY DESCRIPTION CON'T

The department is organized into three units with overlapping responsibilities as follows:

The Finance Director is responsible for the financial activities of the City. This includes the accounting and reporting of all financial transactions, maintaining permanent accounting records, budget presentations, budget monitoring, preparation of special reports and the investment of idle funds. This office is responsible for the disbursement of all monies, including payroll, and for the proper documentation and reporting which this entails. The Finance Office also processes all insurance claims, administers the collection of occupational licenses, and maintains fixed asset records.

The Deputy Clerk records and maintains the City Council minutes, agendas, ordinances, resolutions and other official city records. This office is also responsible for administering all municipal elections. The Deputy Clerk also serves as supervisor of personnel in the Utility Billing Office.

The Utility Billing and Collections office handles the billing of water, sewer, garbage, stormwater utility fees, and payments for licenses, permits and other city revenues. The cashier and two computer operators in this office are often the general public's first contact with City Hall and they provide information with regard to water, sewer and garbage and they may direct customers to various other offices for additional assistance.

ACTIVITY GOALS

1. Complete billing cycle accurately and on a timely basis.
2. Process cash receipts and disbursements accurately and in a timely manner.
3. Provide and maintain accurate financial information.
4. Record and maintain city records in accordance with the record retention schedule.
5. Provide polite and cordial contact to the general public.

FINANCE AND ADMINISTRATION CON'T

ACTIVITY OBJECTIVES

1. Provide customers with bills on a monthly basis.
2. Process cash receipts on a daily basis.
3. Complete payroll accurately on a weekly basis.
4. Provide payments to all vendors accurately and timely.
5. Maintain occupational license and sign permit records of renewals and new licenses.
6. Maintain insurance policies and file claims as necessary.
7. Prepare routine and special reports as necessary.
8. Maintain general ledgers and provide up-to-date budget analyses for all funds and departments.
9. Invest idle funds efficiently and effectively.
10. Record and maintain city records accurately and timely.
11. Provide information to council, city manager, department heads, and citizens.
12. Administrate all municipal elections and assist in county, state, and federal elections, as necessary.

FINANCE AND ADMINISTRATION CON'T

| <u>ACTIVITY MEASUREMENTS</u> | <u>ACTUAL 1988-89</u> | <u>ESTIMATED 1989-90</u> | <u>PROJECTED 1990-91</u> |
|---|---------------------------|------------------------------|------------------------------|
| Number of utility bills mailed | 62,930 | 63,500 | 64,000 |
| Number of penalty notices mailed | 9,398 | 9,400 | 9,400 |
| Number of new utility customers | 1,543 | 1,500 | 1,500 |
| Number of payroll checks prepared | 6,194 | 6,200 | 6,200 |
| Number of accounts payable checks issued | 4,976 | 5,100 | 5,200 |
| Number of insurance claims filed | 30 | 28 | 25 |
| Number of new occupational licenses processed | 175 | 230 | 200 |
| Number of occupational license renewals | 1,236 | 1,400 | 1,400 |
| Number of agendas prepared | 35 | 23 | 23 |
| Number of resolutions and ordinances filed | 75 | 80 | 75 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|---|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| GENERAL GOVERNMENT - FINANCE AND ADMINISTRATION | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 513.110 | Executive Salaries | \$44,985 | \$77,563 | \$88,600 | \$88,600 | \$92,000 |
| 1 513.120 | Regular Salaries & Wages | 138,102 | 154,908 | 173,700 | 173,700 | 164,500 |
| 1 513.140 | Overtime/Regular Employees | 7,460 | 13,338 | 12,000 | 22,000 | 15,000 |
| 1 513.210 | FICA Taxes | 14,131 | 18,385 | 20,900 | 21,700 | 21,300 |
| 1 513.220 | Retirement Contributions | 25,330 | 35,527 | 41,000 | 42,500 | 45,200 |
| 1 513.230 | Life & Health Insurance | 6,245 | 8,767 | 11,000 | 11,200 | 13,000 |
| 1 513.280 | Training & Travel | 3,696 | 4,955 | 5,500 | 7,300 | 7,500 |
| | Sub-total Personal Services | \$239,949 | \$313,444 | \$352,700 | \$367,000 | \$358,500 |
| OPERATING EXPENSES | | | | | | |
| 1 513.310 | Professional Services | \$130,837 | \$97,283 | \$85,000 | \$118,000 | \$100,000 |
| 1 513.311 | Engineering | 9,485 | 18,271 | 10,000 | 22,000 | 20,000 |
| 1 513.320 | Accounting & Auditing Services | 37,515 | 35,065 | 36,000 | 36,000 | 36,000 |
| 1 513.410 | Telephone/Communications Services | 3,051 | 3,980 | 4,000 | 11,000 | 5,000 |
| 1 513.420 | Postage, Freight & Express | 20,420 | 20,411 | 22,000 | 26,000 | 26,000 |
| 1 513.440 | Rentals & Leases | 300 | 321 | 500 | 1,000 | 1,000 |
| 1 513.460 | Repairs & Maintenance | 10,677 | 19,824 | 19,000 | 27,000 | 19,000 |
| 1 513.470 | Printing & Binding | 831 | 8,194 | 10,000 | 12,000 | 12,000 |
| 1 513.490 | Other Charges & Obligations | 925 | 4,203 | 4,000 | 4,000 | 4,000 |
| 1 513.510 | Office Supplies | 9,073 | 12,276 | 15,000 | 17,000 | 17,000 |
| 1 513.540 | Subscriptions & Memberships | 2,767 | 763 | 900 | 1,100 | 1,100 |
| | Sub-total Operating Expenses | \$225,881 | \$220,591 | \$206,400 | \$275,100 | \$241,100 |
| | TOTAL FINANCE AND ADMINISTRATION | \$465,830 | \$534,034 | \$559,100 | \$642,100 | \$599,600 |

FUND ACCOUNT ACCOUNT NAME PROPOSED

GENERAL GOVERNMENT - FINANCE AND ADMINISTRATION

| | | | |
|-----------|---|----------|----------------------------------|
| 1 513.110 | EXECUTIVE SALARIES | | \$92,000 |
| | Finance Director - | \$44,346 | |
| | Deputy Clerk - | \$40,144 | |
| 1 513.120 | REGULAR SALARIES (7 Positions) | | \$164,500 |
| | Account Clerk | \$14,415 | Computer Operator \$22,547 |
| | Accountant | \$16,661 | Chief Computer Operator \$24,815 |
| | Pyrl Acct Clerk | \$24,815 | Cashier \$13,104 |
| | Sr. Accountant | \$35,412 | |
| 1 513.140 | OVERTIME/REGULAR EMPLOYEES | | \$15,000 |
| | Budget, occupational licenses, audit workpapers, special projects | | |
| 1 513.210 | FICA TAXES | | \$21,300 |
| | 7.65% effective 1/1/90 | | |
| 1 513.220 | RETIREMENT CONTRIBUTIONS | | \$45,200 |
| | 16.20% proposed 1/1/91 | | |
| 1 513.230 | LIFE & HEALTH INSURANCE | | \$13,000 |
| | Health - 9 @ \$116.14 mo. = \$12,540 | | |
| | Life - 7@ \$3.60 and 2@ \$4.50 = \$410 | | |
| 1 513.280 | TRAINING & TRAVEL | | \$7,500 |

DBCC classes; workshops;
 FACC Conference (1), registration \$120; expenses est \$566;
 Fl. League Conference (2), registration \$200; expenses est. \$600;
 GFOA Conference (2), registration \$200; expenses est. \$500;
 GFOA International - 4/91; Reg. \$285; Expenses est. \$700 *A/R #188*
 Gov't. Career Development (3), registration \$200, expenses est. \$700;
 Int'l Institute of Mun. Clerks; 5/91; Reg \$275; Exp. est \$700
 Registration \$275
 Reimbursement on meals, mileage @ 26¢ per mile (F.S. Chapter 112);
 Vol. League of Municipalities (2), dinner meetings \$200;
 Various seminars relating to licensing, worker's comp., investments, etc.

103 @ \$70 @ Clerk's Unit - Fl League Conf. purchase = \$7,210
200 @ \$37.50 @ Hyatt-Sumner - Clerk's Unit Seminar - Budget 20000 10000 1500 = \$4500

FUND ACCOUNT ACCOUNT NAME

PROPOSED

GENERAL GOVERNMENT - FINANCE AND ADMINISTRATION

- 1 513.310 PROFESSIONAL SERVICES \$100,000
 City Attorney (\$7,500 retainer), \$57,500 services (\$90 HR.) = \$65,000;
 Code Enforcement Board Attorney - \$1,500
 East Central Florida Regional Planning Council \$1,744; *paid 10/2/90*
 labor negotiator; arbitrator, if necessary \$725;
 Lanier Assoc - \$1,500 mo./\$18,000 yr. + expenses - avg. \$257 mo/\$3,085 yr.; *INCREASE DUE TO (SORTING) NCR LABELS*
 Notaries - Wine, King, McFall, Gubernator, Blackwell, Sheets, Mitchell \$150;
 SBA Admin. fee and ACH wire transfer fee (State Revenue Sharing) \$300;
 2/14/91
 COLLETT - VCOG - Land Development Regs. - (to be completed 11/90)
 VCOG - regular advisory services \$8,000 *per 9208.49 12/90 Bal of contract*
- 1 513.311 ENGINEERING \$20,000
 Russell & Axon - attend Council meetings \$1,200; Russell & Axon - special;
 other engineering services - surveys, consultants, school project, etc.
- 1 513.320 ACCOUNTING & AUDITING SERVICES \$36,000
 Annual audit - estimated FY '89 \$34,000; GFOA certification \$315;
 conferences with City officials and/or cash audit \$2,100; special reports;
 GFOA budget program \$90 *10/1 \$6,000*
- 1 513.410 TELEPHONE/COMMUNICATIONS SERVICES \$5,000
 Telephone - 252-7631, 255-8827, 252-1266 \$495 mo. avg. @ 4/30/90
- 1 513.420 POSTAGE, FREIGHT & EXPRESS \$26,000
 Water bills - bulk rate \$8,900; other correspondence \$3,700;
 delinquent notices, refund security deposits \$2,000; purchase orders and
 pymt. \$2,000; licenses and sign permits \$1,000; newsletter (14)-\$8,500
- 1 513.440 RENTALS & LEASES \$1,000
 Pitney Bowes postage meter rental - ~~\$117.00~~ ^{128.25} quarterly/\$468 yr. **117 1/91 *117 4/91*
 Post Office box rental - \$120 yr. (4/30/90 - 4/30/91)
 Sentry Alarm System - \$18.50 mo. eff. 4/1/89 = \$222 yr.

DATA MATIC - FAX MACHINE LEASE \$85 mo

FUND ACCOUNT ACCOUNT NAME

PROPOSED

GENERAL GOVERNMENT - FINANCE AND ADMINISTRATION

1 513.460 REPAIRS & MAINTENANCE \$19,000

MACHINES UNDER MAINTENANCE AGREEMENTS:

Canon copier \$244 mo./20,000 copies + .009 each additional = \$3,000; (DELTA)
International Cash Register \$160 (8/2/90 - 8/2/91)
Hedman check signer (12/1/89-12/1/90) \$145; Paul 11/90
Pitney Bowes machines: mailing machine \$325 (1/90-12/90); mail scale \$56;
typewriters: 2 IBM Selectrics \$54 ea.; 2 Swintec \$85 ea. = \$278
NCR Maint. - \$7,300

MACHINES NOT UNDER MAINTENANCE AGREEMENTS:

9 Casio calculators; Swintec PD 112 calculator; Cincinnatti time clock;
Lanier P-100 OMNI Q transcriber/recorder; microfiche reader;
paper shredder; GBC therm-a-bind machine; transparency machine;
GBC 450 KM punch and bind machine; IMS letter opener;
Stylewriter
Other necessary repairs

1 513.470 PRINTING & BINDING \$12,000

Codification of new ordinances \$14 page - 100 copies
Printing of monthly newsletter - \$6,500; Annual Report \$1505

1 513.490 OTHER CHARGES & OBLIGATIONS \$4,000

Miscellaneous, flowers, frames, City directory,
temp. employment service, clothing allowance, etc. New programs 2000, 127, Normales

1 513.510 OFFICE SUPPLIES \$17,000

Computer supplies, copier supplies, manuals, directories, paper,
envelopes, forms, ribbons, etc.

#1702 - 2/20/91
11/90 352

FUND ACCOUNT ACCOUNT NAME

PROPOSED

GENERAL GOVERNMENT - FINANCE AND ADMINISTRATION

1 513.540 SUBSCRIPTIONS & MEMBERSHIPS \$1,100
Florida Association of City Clerks (Deputy Clerk) (6/1/89-6/1/90) \$25;
FAOLO-CFC (FL Assn. of Occup. Lic. Off., Central Fl. Chapter) (1990) \$35
Florida Government Finance Officers' Association (1/90-12/90) \$20; *pe 1190 86 + vw*
Government Finance Officers' Association (6/1/90-6/1/91) \$80
Government GAAP Guide 6/90-5/91 - \$110
GFOA and other publications \$80; Florida Statutes (2 sets) \$60 ea.;
International Institute of Municipal Clerks 10/1/88-9/30/89 \$65;
Lotus Magazine - 1 Yr. - \$24
NIDC (Nat'l Info Data Ctr) '87 Zip Code Directory 2/\$53.45, paid 7/89;
Professional Training Assoc. "Office Professional" 2 years \$60 paid 3/87;
Thompson Publishing; Employee Benefits 10/90 - 10/91 \$187
Thompson Publishing "Cobra Handbook" \$170;
Word Perfect - 2 Yrs. paid 5/90 - \$26
Word Perfectionist 4/90-3/91 \$36

Thompson Publishing - HANDLING REQUIREMENTS - \$183.25 1/91

CIVIL SERVICE

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Personal Services | \$4,693 | \$ 7,613 | \$ 9,800 | \$11,400 | \$14,045 |
| Operating Expenses | 1,903 | 3,179 | 5,200 | 3,800 | 5,955 |
| Capital Outlay | <u>0</u> | <u>0</u> | <u>0</u> | <u>900</u> | <u>0</u> |
| TOTAL | \$6,596 | \$10,793 | \$15,000 | \$16,100 | \$20,000 |

PERMANENT POSITIONS

Secretary .50

SIGNIFICANT EXPENDITURE CHANGES

+ \$3,500 - additional hours for Secretary

ACTIVITY DESCRIPTION

This department, composed of five unpaid board members appointed by the City Council and a paid part-time secretary, is charged with the responsibility for advertising job vacancies and their requirements, testing of applicants by competitive examination, and maintaining eligibility lists of applicants. The board maintains employee personnel records and assists the City Council, City Manager, department heads and employees in personnel matters covered by the Civil Service Act.

ACTIVITY GOALS

1. Provide competent job applicants for vacant positions.
2. Assist in personnel matters as necessary.

CIVIL SERVICE CON'T

ACTIVITY OBJECTIVES

1. Maintain accurate and complete personnel records.
2. Select and refer qualified job applicants for vacancies.

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Number of regular board meetings | 4 | 4 | 4 |
| Number of joint meetings with City Council | 4 | 4 | 4 |
| Number of joint meetings with Employees Comm. | 4 | 4 | 4 |
| Number of job advertisements placed | 4 | 3 | 3 |
| Number of tests given | 3 | 3 | 3 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|------------------------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| GENERAL GOVERNMENT - CIVIL SERVICE | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 518.130 | Salaries & Wages/Parttime | \$3,885 | \$6,253 | \$7,600 | \$9,200 | \$11,000 |
| 1 518.210 | FICA Taxes | 288 | 470 | 600 | 700 | 845 |
| 1 518.220 | Retirement Contributions | 520 | 890 | 1,200 | 1,400 | 1,800 |
| 1 518.280 | Training & Travel | 0 | 0 | 400 | 100 | 400 |
| | Sub-total Personal Services | \$4,693 | \$7,613 | \$9,800 | \$11,400 | \$14,045 |
| OPERATING EXPENSES | | | | | | |
| 1 518.310 | Professional Services | \$0 | \$875 | \$1,000 | \$200 | \$1,000 |
| 1 518.410 | Telephone/Communications Services | 264 | 283 | 500 | 500 | 500 |
| 1 518.430 | Utility Services | 889 | 860 | 1,000 | 1,000 | 1,000 |
| 1 518.460 | Repair & Maintenance Services | 249 | 209 | 500 | 500 | 700 |
| 1 518.490 | Other Charges & Obligations | 111 | 64 | 200 | 200 | 300 |
| 1 518.500 | Advertising | 226 | 709 | 1,500 | 900 | 1,755 |
| 1 518.510 | Office Supplies | 164 | 179 | 500 | 500 | 700 |
| 1 518.640 | Machinery & Equipment | 0 | 0 | 0 | 900 | 0 |
| | Sub-total Operating Expenses | \$1,903 | \$3,179 | \$5,200 | \$4,700 | \$5,955 |
| | TOTAL CIVIL SERVICE | \$6,596 | \$10,793 | \$15,000 | \$16,100 | \$20,000 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | GENERAL GOVERNMENT - CIVIL SERVICE | |
| 1 518.130 | SALARIES & WAGES/PARTTIME Secretary - \$200 Wk | \$11,000 |
| 1 518.210 | FICA TAXES 7.65% effective 1/1/90 - \$842 | \$845 |
| 1 518.220 | RETIREMENT CONTRIBUTIONS 16.20% proposed 1/1/91 | \$1,800 |
| 1 518.280 | TRAINING & TRAVEL Reimbursement on meals, mileage @ 20¢ per mile (F.S. Chapter 112); | \$400 |
| 1 518.310 | PROFESSIONAL SERVICES Attorney fees | \$1,000 |
| 1 518.410 | TELEPHONE/COMMUNICATIONS SERVICES Billed 10% of 252-7631 avg. \$13 mo. @ 4/30/90 | \$500 |
| 1 518.430 | UTILITY SERVICES Billed 5% of municipal building electric \$70 mo. avg. | \$1,000 |
| 1 518.460 | REPAIR & MAINTENANCE SERVICES IBM Selectric II typewriter (4/1/90-4/1/91) \$54; Lanier P-95 messenger (5/90-4/91) \$155 Lanier Transcriber Smith Corona Ultrasonic Typewriter | \$700 |
| 1 518.490 | OTHER CHARGES & OBLIGATIONS Miscellaneous, flowers, plaques, etc. | \$300 |
| 1 518.500 | ADVERTISING Employee vacancies - classified ads | \$1,755 |
| 1 518.510 | OFFICE SUPPLIES Paper, forms, envelopes, ribbons, etc. | \$700 |

GENERAL GOVERNMENT - OTHER SERVICES

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Personal Services | \$133,317 | \$142,856 | \$186,300 | \$129,800 | \$289,600 |
| Operating Expenses | <u>125,220</u> | <u>121,542</u> | <u>132,400</u> | <u>140,900</u> | <u>127,500</u> |
| TOTAL | \$258,537 | \$264,398 | \$318,700 | \$270,700 | \$417,100 |

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

+ \$152,600 - Reserve for retirees and other

ACTIVITY DESCRIPTION

This is a non-department established to record expenditures that are not allocated to the various departments. These expenditures include insurance, election expenses, advertising, grants and aids, retirement buy-back plan, annual service award payments and the Christmas parade. It also includes utilities, operating supplies and repairs for the City Hall building which houses the City Manager, Finance and Administration, Civil Service, Police, Fire and Protective Inspection departments. The City owns the Library building and provides for its maintenance and repairs. Volusia County operates the Library through the county library system.

ACTIVITY GOALS

N/A

ACTIVITY OBJECTIVES

N/A

ACTIVITY MEASUREMENTS

N/A

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-------------------------------------|---------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| GENERAL GOVERNMENT - OTHER SERVICES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 519.220 | Retirement Contributions Buy-Back | \$7,799 | \$7,799 | \$7,800 | \$7,800 | \$0 |
| 1 519.240 | Worker's Compensation | 102,352 | 106,649 | 148,500 | 98,000 | 110,000 |
| 1 519.250 | Unemployment Insurance | 5,174 | 3,289 | 10,000 | 2,000 | 2,000 |
| 1 519.290 | Other Personal Services | 17,992 | 25,119 | 20,000 | 22,000 | 25,000 |
| 1 519.291 | Reserve/ Retirees & Personal Services | 0 | 0 | 0 | 0 | 152,600 |
| | Sub-total Personal Services | \$133,317 | \$142,856 | \$186,300 | \$129,800 | \$289,600 |
| OPERATING EXPENSES | | | | | | |
| 1 519.430 | Utility Services | \$8,655 | \$9,166 | \$10,000 | \$10,000 | \$10,000 |
| 1 519.450 | Non-employee Insurance | 82,546 | 77,114 | 83,000 | 83,000 | 85,000 |
| 1 519.460 | Repair & Maintenance Services | 1,038 | 1,563 | 3,000 | 3,000 | 3,000 |
| 1 519.500 | Advertising | 4,997 | 6,475 | 6,000 | 9,000 | 9,000 |
| 1 519.520 | Operating Supplies | 4,163 | 7,958 | 5,000 | 9,000 | 7,000 |
| 1 519.580 | Election Expenses | 7,944 | 0 | 10,000 | 11,500 | 0 |
| 1 519.800 | Grants and Aids | 15,877 | 19,267 | 15,400 | 15,400 | 13,500 |
| | Sub-total Operating Expenses | \$125,220 | \$121,542 | \$132,400 | \$140,900 | \$127,500 |
| | TOTAL OTHER SERVICES | \$258,537 | \$264,398 | \$318,700 | \$270,700 | \$417,100 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|-----------|
| | GENERAL GOVERNMENT - OTHER SERVICES | |
| 1 519.220 | RETIREMENT CONTRIBUTIONS Buy-back plan per agreement with Florida Retirement System -pd in full 6/90 | \$0 |
| 1 519.240 | WORKERS' COMPENSATION Fl. League policy #FM479 - estimated annual premium 10/89-9/90 ^{10/3/90 59,893.00} \$155,559 Revised as of 6/90 - \$136,625 (Chg part Garbage) | \$110,000 |
| 1 519.250 | UNEMPLOYMENT INSURANCE Billed quarterly (reimbursement basis) | \$2,000 |
| 1 519.290 | OTHER PERSONAL SERVICES Christmas party for Boards \$2,000; ✓ Incentive bonus \$16,800; Service Award Pins \$1,200 Awards Dinner \$1190 | \$25,000 |
| 1 519.291 | RESERVE/ RETIREES & OTHER Retiree \$100,000 Other \$52,600 | \$152,600 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | GENERAL GOVERNMENT - OTHER SERVICES | |
| 1 519.430 | UTILITY SERVICES City Hall water and City Hall electric - avg. @ 4/30/90 \$715 mo. for both | \$10,000 |
| 1 519.450 | NON-EMPLOYEE INSURANCE Fla. Municipal Self-Insurance Trust Fund (Fla. League) COMPREHENSIVE LIABILITY 10/1/89-9/30/90 \$37,557 ^{10/3/90 26,582.77} (includes Police Professional Liability and EMT/Malpractice) Aetna Policies: 4/15/90 - 4/15/91 AUTO COMMERCIAL (1,000 DEDUCTIBLE) \$52,800 (CHG. PART TO GARB, WTR, SWR) Fire and vandalism (\$1,000 deductible) \$12,901 Fire (Office contents) (\$250 deductible) \$234 Contractors Equip. Floater (\$500 deductible) \$981 Computer Policy (\$250 deductible) \$557 Money and Securities (\$250 deductible) \$164 Fire & Police Pension Board Fiduciary Responsibility - Continental Insurance Co: 4/15/90 - 4/15/91 Public Employees Blanket Bond (\$50,000) \$1,483 Fidelity Bond (Finance Director) \$750 Hartford Insurance: 4/15/90-4/15/91 Police & Fire (\$25,000) death benefit \$497 Police & Fire (\$75,000) death benefit \$350 Police & Fire (\$25,000) Emergency & Hot Pursuit death benefit All police & fire death benefits required by State Statute Volunteer Fire AD&D \$501 International Surplus Lines: 7/21/90 - 7/21/91 Public Officials Liability \$11,250 (\$15,000 deductible) | \$85,000 |
| 1 519.460 | REPAIR & MAINTENANCE SERVICES Fire extinguishers (10), recharges and inspections; air conditioning/heating unit; Massey Services \$120 | \$3,000 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | GENERAL GOVERNMENT - OTHER SERVICES | |
| 1 519.500 | ADVERTISING Christmas parade (bands \$800; employee overtime \$1,860) \$2,660; legal and display ads, holiday ads \$5,000; water conservation and other miscellaneous ads \$500 | \$9,000 |
| 1 519.520 | OPERATING SUPPLIES household and institutional supplies, paper cups, paper towels, toilet paper, wax, mops, brooms, etc.; <i>RUC FINANCE</i> building material for repairs, paint, plumbing, electrical includes City Hall Generator; Library; Fountain | \$7,000 |
| 1 519.580 | ELECTION EXPENSES Includes Medicare contributions on pollworkers' salaries over \$100 @ 1.45% No election scheduled for 90-91 | \$0 |
| 1 519.800 | GRANTS AND AIDS <ul style="list-style-type: none"> ✓ Chamber of Commerce \$5,000 <i>pd 1-9-91 c/c advance \$2500. 3/26/91</i> Christmas Club \$500 Citizens Dispute - \$100 ✓ I-CARE - \$200 <i>pd 11-14-90</i> Meals on Wheels - \$1,200 Stewart Treatment Center - \$100 Travelers Aid - \$100 United Way Information and Referral Service - \$100 ✓ Volusia County Business Development Corp. \$5,732: .50 per capita <i>3/91 pd</i> Volusia Literacy Council - \$100 Others - \$200 | \$13,500 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | GENERAL GOVERNMENT - CAPITAL OUTLAY | |
| 1 519.610 | LAND purchase school property | \$50,000 |
| 1 519.620 | BUILDINGS Repairs to Municipal Building (painting) | \$6,000 |
| 1 519.630 | IMPROVEMENTS OTHER THAN BUILDINGS Master Plan for Park & School | \$58,250 |
| 1 519.640 | MACHINERY & EQUIPMENT Continuous Form Check Signer \$1,500 Dehumidifier for Storage Room - \$500 Miscellaneous Equipment - \$1000 | \$3,000 |

GENERAL GOVERNMENT - CAPITAL OUTLAY

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Capital Outlay | \$11,511 | \$16,359 | \$85,000 | \$85,900 | \$117,250 |

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

+ 58,250 - Improvements to school property and park master plan

ACTIVITY DESCRIPTION

This is a non-department established to record the equipment expenditures of the general government departments and for acquisitions of land or improvements that cannot be properly allocated to other departments.

ACTIVITY GOALS

N/A

ACTIVITY OBJECTIVES

N/A

ACTIVITY MEASUREMENTS

N/A

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-------------------------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| GENERAL GOVERNMENT - CAPITAL OUTLAY | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 1 519.610 | Land | \$0 | \$10,000 | \$70,000 | \$70,000 | \$50,000 |
| 1 519.620 | Buildings | 0 | 0 | 15,000 | 15,000 | 6,000 |
| 1 519.630 | Improvements Other than Buildings | 0 | 0 | 0 | 0 | 58,250 |
| 1 519.640 | Machinery & Equipment | 11,511 | 6,359 | 0 | 900 | 3,000 |
| | Sub-total Capital Outlay | \$11,511 | \$16,359 | \$85,000 | \$85,900 | \$117,250 |
| | GRAND TOTAL GENERAL GOVERNMENT | \$951,622 | \$1,052,333 | \$1,256,800 | \$1,297,200 | \$1,423,900 |

LAW ENFORCEMENT

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Personal Services | \$ 895,647 | \$1,005,355 | \$1,128,000 | \$1,116,000 | \$1,125,800 |
| Operating Expenses | 128,263 | 115,764 | 130,800 | 129,800 | 131,900 |
| Capital Outlay | <u>60,668</u> | <u>\$ 14,608</u> | <u>81,600</u> | <u>77,600</u> | <u>5,300</u> |
| TOTAL | \$1,084,578 | \$1,135,727 | \$1,340,400 | \$1,323,400 | \$1,263,000 |

PERMANENT POSITIONS

| | |
|--------------------------|------------|
| Police Chief | 1.0 |
| Captain | 1.0 |
| Sergeants | 5.0 |
| Investigators | 2.0 |
| Police Officers | 12.0 |
| Code Enforcement Officer | 1.0 |
| Dispatchers | 5.0 |
| Animal Control Officer | 1.0 |
| Administrative Assistant | 1.0 |
| Secretary CID | 1.0 |
| Records Clerk | <u>1.0</u> |
| TOTAL | 31.0 |

SIGNIFICANT EXPENDITURE CHANGES

- \$36,200 - overtime

LAW ENFORCEMENT CON'T

ACTIVITY DESCRIPTION

The Police Department is charged with the responsibility of preserving peace and good order and providing for the security of all persons and property within the city. There are five distinct activities included in the Law Enforcement budget.

The communications activity provides radio communications services, telephone answering services (regular and 9-1-1), and the breakdown of paperwork for prisoner transport and court processing.

The police patrol activity provides the first response to criminal activity and calls for police service, and serves to deter criminal acts through observation and inspection. It also regulates traffic, enforces federal, state and local laws and ordinances, and investigates reported or suspected crimes.

The investigation division specializes in the investigation of crimes after the initial report is taken by patrol officers. They are responsible for the collection of evidence, questioning of witnesses and suspects, preparation of criminal cases, and the apprehension of suspects. This division is also responsible for an on-going investigation of all crimes reported until they are cleared or until all leads are exhausted. They also conduct undercover narcotics operations, prepare all search warrants, affidavits, etc., serve search warrants, inventory confiscated property, and submit evidence to the crime lab for processing.

The code enforcement officer's duties include patrolling the city, checking for violations of City Ordinances concerning junk vehicles, high weeds, etc. This person also checks businesses for current occupational licenses, contacts property owners regarding violations and issues 72-hour notices or N.T.A.'s (Notice to Appear).

The duties of the animal control officer include patrolling city streets, apprehending stray animals, transferring unclaimed animals to the County Humane Society, investigating complaints of reported violations, and issuing citations when warranted.

LAW ENFORCEMENT CON'T

ACTIVITY GOALS

1. Provide prompt radio communications service.
2. Provide fast, efficient telephone answering service.
3. Maintain police information effectively.
4. Provide thorough and complete patrol of the city.
5. Enforce all laws in a non-discriminatory manner.
6. Respond promptly to requests for police service.
7. Patrol officers to investigate each reported offense thoroughly to minimize time spent by detectives.
8. Provide investigative services to insure adequate and thorough investigations are conducted.
9. Control violations of City ordinances in an impartial manner.
10. Insure all city businesses are properly licensed.
11. Coordinate work with the Building and Fire Inspectors to keep the city up to code.
12. Control the stray animal population.
13. Provide residents with protection from loose animals.

ACTIVITY OBJECTIVES

1. Reduce the error rate to less than 1% on the teletype.
2. Dispatch calls for service within an average of one minute or less.

LAW ENFORCEMENT CON'T

ACTIVITY OBJECTIVES

3. Provide immediate notification to ambulance, fire and wrecker services.
4. Achieve response time of 2.5 minutes or less on all calls for police assistance.
5. Maximize traffic safety and reduce accidents by 5%.
6. Reduce crimes per 100,000 population to 9,000.
7. Increase the active reserve force to at least ten members.
8. Achieve a minimum of 28% clearance/exception for all Part I crimes (felonies).
9. Achieve 35% minimum recovery of stolen property.
10. Coordinate investigative efforts to achieve a maximum workload of 25 cases per month per detective.
11. Reduce the number of City Ordinance violations within the city.
12. Reduce the number of stray animals within the city.

LAW ENFORCEMENT CON'T

| <u>ACTIVITY MEASUREMENTS</u> | <u>ACTUAL 1988-89</u> | <u>ESTIMATED 1989-90</u> | <u>PROJECTED 1990-91</u> |
|--|---------------------------|------------------------------|------------------------------|
| Number of calls dispatched | 13,642 | 14,400 | 15,000 |
| Number of reports processed | 5,699 | 6,200 | 6,500 |
| Average response time in minutes | 3.0 | 3.5 | 3.5 |
| Number of traffic accidents | 603 | 580 | 560 |
| Crimes per 100,000 population * | not available | 12,000 | 12,500 |
| Number of active police reserve officers | 4 | 7 | 10 |
| Percent of felony crimes cleared* | n/a | 25.0% | 22.0% |
| Percent of recovered property* | n/a | 34.0% | 32.0% |
| Number of animal licenses issued | 81 | 500 | 500 |
| Number of stray animals captured | 534 | 550 | 500 |
| Number of animals to Humane Society | 238 | 250 | 260 |
| Number of complaints received | 697 | 554 | 560 |
| Number of notice to appear issued | 19 | 15 | 20 |

*No data for 1988 available.

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-------------------------------|------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PUBLIC SAFETY/LAW ENFORCEMENT | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 521.110 | Executive Salaries | \$39,268 | \$43,586 | \$49,800 | \$49,800 | \$50,000 |
| 1 521.120 | Regular Salaries | 629,034 | 690,574 | 790,600 | 780,600 | 797,000 |
| 1 521.130 | Other Salaries | 6,089 | 16,095 | 15,000 | 15,000 | 25,000 |
| 1 521.140 | Overtime/Regular Employees | 66,623 | 77,708 | 65,000 | 65,000 | 35,000 |
| 1 521.150 | Incentive Pay Supplement | 15,540 | 15,430 | 17,000 | 15,000 | 17,000 |
| 1 521.190 | Uniforms | 7,829 | 8,063 | 10,500 | 10,500 | 11,000 |
| 1 521.210 | FICA Taxes | 56,327 | 63,620 | 71,600 | 69,600 | 71,300 |
| 1 521.220 | Retirement Contributions | 48,554 | 55,910 | 62,900 | 62,900 | 63,800 |
| 1 521.230 | Life & Health Insurance | 21,310 | 26,829 | 37,600 | 37,600 | 44,700 |
| 1 521.280 | Training & Travel | 3,228 | 3,805 | 4,000 | 4,000 | 5,000 |
| 1 521.282 | Second Dollar Training Fund | 1,845 | 3,735 | 4,000 | 6,000 | 6,000 |
| | Sub-total Personal Services | \$895,647 | \$1,005,355 | \$1,128,000 | \$1,116,000 | \$1,125,800 |
| OPERATING EXPENSES | | | | | | |
| 1 521.340 | Contractual Service/Animal Control | \$13,894 | \$14,578 | \$20,000 | \$20,000 | \$15,000 |
| 1 521.410 | Telephone/Communications Services | 6,846 | 7,957 | 9,000 | 8,000 | 9,500 |
| 1 521.420 | Postage, Freight & Express | 732 | 852 | 1,000 | 1,000 | 2,000 |
| 1 521.430 | Utility Services | 7,272 | 7,039 | 7,000 | 7,000 | 8,000 |
| 1 521.440 | Rentals & Leases | 974 | 1,008 | 1,200 | 1,200 | 1,500 |
| 1 521.460 | Repair & Maintenance Services | 14,293 | 18,280 | 15,000 | 15,000 | 16,000 |
| 1 521.490 | Other Charges & Obligations | 2,863 | 2,709 | 3,000 | 3,000 | 3,000 |
| 1 521.491 | Property Seizure Costs | 555 | 0 | 0 | 0 | 0 |
| 1 521.510 | Office Supplies | 5,632 | 4,920 | 6,000 | 6,000 | 7,000 |
| 1 521.520 | Operating Supplies | 9,540 | 10,112 | 11,500 | 11,500 | 13,000 |
| 1 521.540 | Subscriptions & Memberships | 418 | 553 | 600 | 600 | 900 |
| 1 521.550 | Vehicle Expenses | 64,768 | 46,333 | 55,000 | 55,000 | 54,000 |
| 1 521.560 | Program Expenses | 476 | 1,424 | 1,500 | 1,500 | 2,000 |
| | Sub-total Operating Expenses | \$128,263 | \$115,764 | \$130,800 | \$129,800 | \$131,900 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|------------------------------|
| | PUBLIC SAFETY/LAW ENFORCEMENT | |
| 1 521.110 | EXECUTIVE SALARIES Chief of Police - \$46,550 | \$50,000 |
| 1 521.120 | REGULAR SALARIES (30 positions) | \$797,000 |
| | 1 Captain \$38,355 | 12 Police Officers \$26,487 |
| | 4 Sargeants \$33,113 | \$22,277 |
| | \$31,616 | \$28,263 |
| | \$31,616 | \$18,346 |
| | \$30,020 | \$28,142 |
| | 1 Sgt/Crime Invest Div \$31,616 | \$26,645 |
| | 2 Investigators \$28,475 | \$27,664 |
| | \$24,939 | \$23,421 |
| | 1 Code Enf Ofcr. \$29,016 | \$23,722 |
| | | \$22,381 |
| | | \$27,789 |
| | | \$26,926 |
| | | Crime Prevention Ofcr |
| | 5 Dispatchers \$21,132 | 1 Admin Assist \$22,547 |
| | \$20,634 | 1 Records Clerk \$13,853 |
| | \$13,104 | 1 Crim Invest Secy. \$18,565 |
| | \$17,555 | Animal Ofcr. \$21,856 |
| | \$15,226 | |
| 1 521.130 | OTHER SALARIES Police Reserves @ \$6.00 HR., 2 years service = \$6.25 HR., Per Council Action 6/8/87 (Proposed Increase - \$8.00 hr) | \$25,000 |
| 1 521.140 | OVERTIME/REGULAR EMPLOYEES Court, sick leave, vacation, special operations | \$35,000 |
| 1 521.150 | INCENTIVE PAY SUPPLEMENT Supplements - \$1,140 Month as of 4/90 | \$17,000 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| 1 521.190 | UNIFORMS Uniform cleaning - \$4,500; Clothing allowance for 3 detectives - \$700 each per year; Juvenile officer - \$210 year - \$2,310; New uniforms, badges, etc., other clothing allowance | \$11,000 |
| 1 521.210 | FICA TAXES 7.65% effective 1/1/90 | \$71,300 |
| 1 521.220 | RETIREMENT CONTRIBUTIONS 16.20% (1/1/91) For 9 positions covered under Fl. Retirement Systems x \$175,903 = \$28,496 City share of police pension 5% = \$705,700 = \$35,285 | \$63,800 |
| 1 521.230 | LIFE & HEALTH INSURANCE Health - 31 @ \$116.14 mo. = \$43,200 Life - 30 @ \$3.60 mo. & 1 @ \$4.50 mo. = \$1,350 | \$44,700 |
| 1 521.280 | TRAINING & TRAVEL Code Enforcement Seminar Florida Animal Control seminar \$250; Florida League conference - \$500; Mid-winter conference, registration \$50, per diem \$63; Range training - \$3,000 overtime; Reimbursement on meals, mileage @ 26¢ per mile (F.S. Chapter 112); Summer Conference - registration \$250; expenses est. \$420; Volusia League dinner meetings - \$100 | \$5,000 |
| 1 521.282 | SECOND DOLLAR TRAINING FUND | \$6,000 |

174.00 Houston Police Class - from 8/1/88 - Annual Comm. Med. Conf. Pending 84.00 10/6/90 = \$258.00
103.80 Pending Fund U. League Cont. 10/5/90

FUND ACCOUNT ACCOUNT NAME PROPOSED

PUBLIC SAFETY/LAW ENFORCEMENT

- 1 521.340 CONTRACTUAL SERVICE/ANIMAL CONTROL \$15,000
Halifax Humane Society \$33 per stray; (Avg. \$1,057 mo.); food, etc. \$400
- 1 521.410 TELEPHONE/COMMUNICATIONS SERVICES \$9,500
 Telephone 252-5511, M01-2807, M01-3039, 252-7525, 257-1338,
 258-3436, 258-3572 plus 2 phones - push button - (\$555 mo. avg. telephone services)
 cellular phone
- 1 521.420 POSTAGE, FREIGHT & EXPRESS \$2,000
 Correspondence - \$.25 - \$71 mo. avg.
- 1 521.430 UTILITY SERVICES \$8,000
 40% of municipal building electricity - \$582 mo. avg.
- 1 521.440 RENTALS & LEASES \$1,500
 I.D. Kit \$34 mo. eff. 7/1/85 \$408 yr; Hansards tower lease \$600 yr due 4/90
- 1 521.460 REPAIR & MAINTENANCE SERVICES \$16,000
 MACHINES UNDER MAINTENANCE AGREEMENTS:

^{3/1/91 - 2/29/92 750.}
 Comm. Svcs ~~(3/1/90 - 2/28/91)~~ \$505 (4) Radar Units ^{3/91}
 CJIS - \$311 (IBM)
 IPTM Police Trak - 6/30/90 - 6/30/91 - \$600
 Motorola equipment: 2 consoles, consolette control station; 3 base stations;
 14 walkie talkies; 13 mobile radios; 1 repeater; 1 remote; 1 encoder;
 1 desk set; 5 pager/receivers; (10/1/89-11/1/90) Total \$7,031 yr. ^{pd 10/90 pd 4/91}
 NCR Computers & printers - \$1796 ^{1876 pd 12-21-90}
 Sanyo Copier - \$125 mo./15,000 copies + \$.015 ea. additional ^{4-2-91 to 4-2-92 (750)}
 Simplex time recorder (dispatch calls) (10/1/87-9/30/88) \$192
 Typewriters: IBM Wheelwriter \$89 AND Selectric II \$54 (4/1/88-4/1/89)

EXECUTIVE

UNIVERSAL FINANCIAL (YAMANT Fcic TERMINAL) \$591. (INC. 75. 1 TIME INST FEE)

LETN 110-521.28 \$288. mo

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | PUBLIC SAFETY/LAW ENFORCEMENT | |
| | MACHINES NOT UNDER MAINTENANCE AGREEMENTS: | |
| | IBM Selectric I typewriter; IBM Selectric II typewriter; 4 Smith Corona electric typewriters; Remington SR 101 typewriter; Canon typewriter; Citizen 410 calculator; Olivetti adder; Dictaphone transcriber; Lanier Edisette recorder transcriber; Microfilm reader/printer; Polariod I.D. camera & other cameras; Intoxilyzer; RCA Occio camera & video tape recorder; Cincinnati time clock; Calibration of radar, repairs, etc. | |
| 1 521.490 | OTHER CHARGES & OBLIGATIONS Miscellaneous, flowers, etc.; special operations money -drug buys, etc.; Notaries - Collins, Dees, Espy, Johnson, Maccio, Moriarty, Ryan, Sharp, Sprague, Zuegg; Charges for workers comp. background checks; physical exams | \$3,000 |
| 1 521.510 | OFFICE SUPPLIES Stationery, envelopes, pens, folders, staples, ribbons, etc.; printed forms, incident reports, supplement reports, voluntary statement forms, complaint forms, attachments to citations, Code Enf. tapes, etc | \$7,000 |
| 1 521.520 | OPERATING SUPPLIES Photo lab supplies - film, developing, albums; teletype paper, copier paper, developer, toner, etc.; Breathalyzer & fingerprint materials & supplies; Household items - room fresheners, paper towels, cups, bath tissue; shelving, painting, paneling, carpeting; batteries; Ammunition and supplies for training 3 Chairs for Dispatch Ofc - \$1,400 | \$13,000 |

FUND ACCOUNT ACCOUNT NAME

PROPOSED

PUBLIC SAFETY/LAW ENFORCEMENT

1 521.540 SUBSCRIPTIONS & MEMBERSHIPS \$900
Florida Assoc. of Code Enf. - (New) \$25.00 pd.6/90
Florida Child Advocate - 1 yr. - \$20
Florida Crime Prevention Assn 1990-91 - \$15 - pd 8/90
Florida Police Advisor 3/90-3/91 (Cumberland Publications) - \$19
Florida Police Chiefs' Assoc. 9/89-9/90 - \$100
Florida State Statutes - \$60;
International Assoc. of Police Chiefs 1/1/90-12/31/90 - \$100
Law & Order Magazine - \$9
National Rifle Assoc. 5/90-5/91 - \$25
NRA - Instructor Certification - \$10 12/1/89-12/1/90
1990 PDR - \$38
R.L. Polk \$96
Volusia Police Chiefs' Association 10/89-9/90 - \$100

✓ CITY PUBLISHING *85.

1 521.550 VEHICLE EXPENSES \$54,000
GASOLINE, OIL, REPAIRS, ETC. ON 15 VEHICLES
1984 Dodge Diplomat, 4 door sedan #1B3BG2640EX577850 - Unit #100
1985 Dodge Diplomat, 4 door sedan #1B3BG26S7FX598632 - Unit #101
1990 Chev Caprice, #1G1BL5472LA130888 - Unit #102
1990 Chev Caprice, #1G1BL5479LA131049 - Unit #103
1990 Chev Caprice, #1G1BL5471LA130669 - Unit #104
1990 Chev Caprice, #1G1BL5474LA130357 - Unit #105
1990 Chev Caprice, #1G1BL5477LA130319 - Unit #106
1987 Dodge Diplomat, 4 door sedan #1B3BG26S7HX751125 - Unit #107
1988 Dodge Diplomat, 4 door sedan # 1B3BG26S6JW162448 - Unit #108
1988 Dodge Diplomat, 4 door sedan # 1B3BG26S4JW162447 - Unit #109
*1980 Chevrolet Van (Animal Control) #CGD15A7138277 - Unit #111
1986 Dodge Diplomat, 4 door sedan #1B3BG26S0GX546776 - Unit #114
1986 Dodge Diplomat, 4 door sedan #1B3BG26S2GX546777 - Unit #115
1988 Kawasaki Motorcycle #JKAKZCP28JB505727 - Unit #116
1977 Oldsmobile Cutlass #3K57R6M1B5404 - Unit #117

*to be replaced (see Law Enf. Trust Fund)

1 521.560 PROGRAM EXPENSES \$2,000
Police Explorers (uniforms, state dues & fees); charter dues \$35; accident insurance, crime prevention, community relations

11/90 10 Books "Quinn Lane" \$39.50

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|-----------------------------------|----------|
| | PUBLIC SAFETY/LAW ENFORCEMENT | |
| 1 521.620 | BUILDINGS | \$0 |
| 1 521.630 | IMPROVEMENTS OTHER THAN BUILDINGS | \$0 |
| 1 521.640 | MACHINERY & EQUIPMENT | \$5,300 |
| | Shredder - \$500 | |
| | 3 Walkies - \$2,400 | |
| | 6 Vests - \$2,400 | |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-------------------------------|--------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PUBLIC SAFETY/LAW ENFORCEMENT | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 1 521.620 | Buildings | \$0 | \$986 | \$0 | \$0 | \$0 |
| 1 521.630 | Improvements other than Buildings | 0 | 0 | 0 | 0 | 0 |
| 1 521.640 | Machinery & Equipment | 60,045 | 13,622 | 81,600 | 77,600 | 5,300 |
| 1 521.641 | Law Enforcement Trust Fund Equipment | 623 | 0 | 0 | 0 | 0 |
| | Sub-total Capital Outlay | \$60,668 | \$14,608 | \$81,600 | \$77,600 | \$5,300 |
| | TOTAL LAW ENFORCEMENT | \$1,084,578 | \$1,135,726 | \$1,340,400 | \$1,323,400 | \$1,263,000 |

FIRE CONTROL

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Personal Services | \$363,562 | \$375,689 | \$410,700 | \$416,700 | \$404,100 |
| Operating Expenses | 33,182 | 35,706 | 44,550 | 44,750 | 50,700 |
| Capital Outlay | <u>2,971</u> | <u>9,240</u> | <u>5,640</u> | <u>6,340</u> | <u>37,800</u> |
| TOTAL | \$399,715 | \$420,636 | \$460,890 | \$467,790 | \$492,600 |

PERMANENT POSITIONS

| | |
|------------------|------------|
| Fire Chief | 1.0 |
| Captain | 1.0 |
| Fire Inspectors | 2.0 |
| Driver/Engineers | 3.0 |
| Firefighters | <u>3.0</u> |
| TOTAL | 10.0 |

SIGNIFICANT EXPENDITURE CHANGES

+ \$30,000 - New chassis for fire truck

ACTIVITY DESCRIPTION

This department has the responsibility of preserving and protecting lives and property from fire or other disasters that may occur. The main functions performed include: fighting fires, performing rescue operations, handling hazardous material spills and leaks, promoting fire prevention, enforcing fire codes, and providing emergency medical treatment for the sick or injured. All full-time personnel maintain Emergency Medical Technician (EMT) certification. The full-time firefighters are assisted by volunteer reserves and City Employee Fire Support Unit members, as necessary.

FIRE CONTROL CON'T

ACTIVITY GOALS

1. Minimize fire losses.
2. Eliminate fire hazards.
3. Provide continuous prevention training to schoolchildren, residents and business people.
4. Provide continuous training to employees, reserves and City Fire Support Unit.
5. Eliminate equipment down-time.
6. Eliminate arson fires.
7. Respond immediately to all alarms.

ACTIVITY OBJECTIVES

1. Reduce arson by 10%
2. Continue to improve and train the City Fire Support Unit.
3. Keep fire and building codes updated to increase fire protection.
4. Increase fire inspections of residences and businesses by 10% (monitoring motels and other rentals).
5. Spend more time working with schools and rest homes on fire prevention.
6. Train all reserves to at least 70 hours Basic Certification level.
7. Maintain a response time of 4 to 6 minutes for all Code 3 (high priority) calls.

FIRE CONTROL CON'T

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|--------------------------------|---------------------------------|------------------------------------|------------------------------------|
| Number of fire responses | 129 | 135 | 140 |
| Number of medical responses | 761 | 900 | 800 |
| Total estimated fire losses | \$207,650 | \$150,000 | \$200,000 |
| Number of locations inspected | 960 | 1,000 | 1,050 |
| Number of reserves | 14 | 12 | 13 |
| Number of Support Unit members | 10 | 10 | 10 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|----------------------------|-------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PUBLIC SAFETY/FIRE CONTROL | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 522.110 | Executive Salaries | \$40,749 | \$42,553 | \$46,300 | \$46,300 | \$46,000 |
| 1 522.120 | Regular Salaries | 241,405 | 252,270 | 266,100 | 272,100 | 255,900 |
| 1 522.130 | Other Salaries | 17,970 | 14,630 | 19,000 | 19,000 | 19,000 |
| 1 522.140 | Overtime/Regular Employees | 20,131 | 25,114 | 32,000 | 32,000 | 34,300 |
| 1 522.190 | Uniforms | 2,361 | 1,213 | 5,000 | 5,000 | 4,000 |
| 1 522.210 | FICA Taxes | 22,428 | 24,028 | 26,300 | 26,300 | 25,700 |
| 1 522.220 | Retirement Contributions | 10,281 | 5,454 | 0 | 0 | 0 |
| 1 522.230 | Life & Health Insurance | 7,162 | 9,023 | 12,500 | 12,500 | 14,700 |
| 1 522.280 | Training & Travel | 1,075 | 1,405 | 3,500 | 3,500 | 4,500 |
| | Sub-total Personal Services | \$363,562 | \$375,689 | \$410,700 | \$416,700 | \$404,100 |
| OPERATING EXPENSES | | | | | | |
| 1 522.410 | Telephone/Communications Services | \$2,830 | \$3,069 | \$3,000 | \$3,000 | \$3,500 |
| 1 522.420 | Postage, Freight & Express | 188 | 147 | 200 | 200 | 200 |
| 1 522.430 | Utility Services | 1,778 | 1,720 | 2,000 | 2,000 | 2,000 |
| 1 522.440 | Rentals & Leases | 9,142 | 9,192 | 10,000 | 10,000 | 10,000 |
| 1 522.460 | Repair & Maintenance Services | 3,025 | 4,183 | 6,000 | 6,000 | 8,000 |
| 1 522.490 | Other Charges & Obligations | 170 | 195 | 300 | 500 | 500 |
| 1 522.510 | Office Supplies | 246 | 446 | 1,000 | 1,000 | 1,000 |
| 1 522.520 | Operating Supplies | 7,983 | 8,206 | 10,000 | 10,000 | 11,000 |
| 1 522.529 | Other Public Safety/Fire Prevention | 2,005 | 1,775 | 1,700 | 1,700 | 3,100 |
| 1 522.540 | Subscriptions & Memberships | 171 | 343 | 350 | 350 | 400 |
| 1 522.550 | Vehicle Expenses | 5,644 | 6,430 | 10,000 | 10,000 | 11,000 |
| | Sub-total Operating Expenses | \$33,182 | \$35,706 | \$44,550 | \$44,750 | \$50,700 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|-----------|
| | PUBLIC SAFETY/FIRE CONTROL | |
| 1 522.110 | EXECUTIVE SALARIES Fire Chief - \$42,245 | \$46,000 |
| 1 522.120 | REGULAR SALARIES (9 positions) Captain \$35,608 Fire Inspector \$28,249 Fire Inspector \$27,670 Firefighter \$18,347 Driver/Engineer \$27,036 Driver/Engineer \$32,245 Driver/Engineer \$26,430 Firefighter \$23,481 Firefighter \$20,000 | \$255,900 |
| 1 522.130 | OTHER SALARIES Volunteer Firefighters - \$10 drill, \$15 fire call - after 2 hours \$5 per hour per Resolution effective 10/1/82 approved by Council 9/28/82 - mo. avg. \$1,200 @ 3/31/89 | \$19,000 |
| 1 522.140 | OVERTIME/REGULAR EMPLOYEES 156 hours per year per employee | \$34,300 |
| 1 522.190 | UNIFORMS cleaning and new uniforms - with new person | \$4,000 |
| 1 522.210 | FICA TAXES 7.65% effective 1/1/90 X \$335,800 | \$25,700 |
| 1 522.220 | RETIREMENT CONTRIBUTIONS | \$0 |
| 1 522.230 | LIFE & HEALTH INSURANCE Health - 10 @ \$116.14 mo. = \$13,932 Life - 9 @ \$3.60, and 1 @ \$4.50 = \$443 | \$14,700 |
| 1 522.280 | TRAINING & TRAVEL Audio/Visual Aids for Training \$500 DBCC Classes EMT Refresher Course - \$340 EMT Re-certifications \$15 each (Bi-ennial) - \$150 Fire Prevention Conference - registration \$60, expense est. \$250 International Disaster Control - registration \$235, expense est. \$200 International Hazardous Materials registration \$245, expense est. \$200 Mandatory Training - Pay for cert. instructor National Fire Academy (2) per diem only \$700 (Academy pays trans. & room) Reimbursement on meals, mileage @ 26¢ per mile (F.S. Chapter 112) Reserve FF Cert Class - \$24 per person per block/\$250 Volusia League of Municipalities - dinner meetings \$60; Valencia Community College Classes | \$4,500 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | PUBLIC SAFETY/FIRE CONTROL | |
| 1 522.410 | TELEPHONE/COMMUNICATIONS SERVICES Telephone 255-5518, 252-0526, 252-0527, M01-6055 - push button - | \$3,500 |
| 1 522.420 | POSTAGE, FREIGHT & EXPRESS \$14 month average | \$200 |
| 1 522.430 | UTILITY SERVICES 10% of municipal electricity - \$134 mo. avg. | \$2,000 |
| 1 522.440 | RENTALS & LEASES 268 hydrants @ \$36 each per year | \$10,000 |
| 1 522.460 | REPAIR & MAINTENANCE SERVICES MACHINES UNDER MAINTENANCE AGREEMENTS: Motorola equipment 5 mobile radios; 1 base station consolette; 1 converta comm; 2 portable walkie talkies; 17 Minitor pager/receivers; Encoder Modem 36 (11/1/89-11/1/90) Total \$1,759 yr. <i>pr 10/90 879.20 pr 4/91 879.20</i> IBM Selectric I typewriter (4/1/88-4/1/89) - \$54 NCR Computer - \$194; printer - \$120 <i>pr 12-21-90</i> DELTA - COPIER <i>pr 65.00</i> MACHINES NOT UNDER MAINTENANCE AGREEMENTS: 7 Plectron receivers; Olmymia standard typewriter; Citizen calculator; Royal standard typewriter; Sharp XQ-320 electric typewriter; fire extinguisher recharges & inspections; air conditioning/heat unit, microwave oven, and other equipment (generator, Scott air-packs, etc.) | \$8,000 |
| \$1 522.490 | OTHER CHARGES & OBLIGATIONS miscellaneous, flowers, etc., <i>Employee PHYSICALS</i> | \$500 |
| 1 522.510 | OFFICE SUPPLIES paper, pens, typewriter ribbons, envelopes, forms, etc. | \$1,000 |
| 1 522.520 | OPERATING SUPPLIES towels, cups, soap, tissue, hand tools, paint, lumber, stickers, linens, etc.; foam, hoses, oxygen, medical supplies, booster hose, nozzles, bunker gear, hydrant pavement markers 2 Elec. Horns - \$500 Soft Suction Hose - \$300 Halligan Tools - \$240 | \$11,000 |

FUND ACCOUNT ACCOUNT NAME

PROPOSED

PUBLIC SAFETY/FIRE CONTROL

1 522.529 OTHER PUBLIC SAFETY/FIRE PREVENTION \$3,100
pamphlets, stickers, etc; code books \$175; inspection forms & Ofc Supplies \$270;
film & developing \$175; fire prevention films (public relations) \$750;
fire prevention literature \$100; arson tools (evidence bags,
labels, collection devices, etc.) \$95; Trauma Bag - \$75
Rechargeable Flashlight - \$100; 1000 Watt Lite Cart - \$360;
2 Flame resist. jumpsuits - \$260; Computer Software Pkg - \$695

1 522.540 SUBSCRIPTIONS & MEMBERSHIPS \$400
Fire Chief Magazine - 1 YR. (4/89-4/90) \$26
Fire Command \$19, 1 YR.
FL Fire Chief's Assn. (1/89-1/90) \$25
Florida Fire Marshal Assn. \$10
Internat'l Assn. of Arson Investigators (5/1/89-4/30/90) - \$74
National Fire Protection Assn. (8/90-8/91) \$75
R.L. Polk \$96
Volusia County Fire Chief's Assn. -(1/89-12/89) \$20
Volusia County Fire Prevention Assn. (10/1/87-9/30/88) \$20

✓ CITY PUBLISHING \$35

1 522.550 VEHICLE EXPENSES , \$11,000
GASOLINE, OIL, REPAIRS, ETC., ON 6 VEHICLES
1978 Ford Jaco Pumper #D80DVAK1613 - Unit #10
1967 American LaFrance Pumper #1PC495 - Unit #20
1985 GMC Emergency 1 Pumper #1GDL7D1G3GV504336 - Unit #30
1981 Emergency 1 Mini-pumper #1GBHC34M7BV111759 - Unit #40
1983 Chevrolet Malibu Station Wagon #1G1AW3593DR162937 - Unit #70
1983 Chevrolet Malibu Station Wagon #1G1AW3591DR180997 - Unit #60

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | PUBLIC SAFETY/FIRE CONTROL | |
| 1 522.620 | BUILDINGS | \$0 |
| 1 522.630 | IMPROVEMENTS OTHER THAN BUILDINGS | \$0 |
| 1 522.640 | MACHINERY & EQUIPMENT | \$37,800 |
| | 1 Carlin Valve - \$1,800 60 min SCBA - \$3,000 Cellular Phone - \$1000 Motorola Talkie - \$2,000 Replace Chassis on Unit 40 - \$30,000 | |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|----------------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PUBLIC SAFETY/FIRE CONTROL | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 1 522.620 | Buildings | \$0 | \$0 | \$0 | \$0 | \$0 |
| 1 522.630 | Improvements other than Buildings | 0 | 0 | 0 | 0 | 0 |
| 1 522.640 | Machinery & Equipment | 2,971 | 9,240 | 5,640 | 6,340 | 37,800 |
| | Sub-total Capital Outlay | \$2,971 | \$9,240 | \$5,640 | \$6,340 | \$37,800 |
| | TOTAL FIRE CONTROL | \$399,715 | \$420,636 | \$460,890 | \$467,790 | \$492,600 |

PROTECTIVE INSPECTION

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Personal Services | \$60,616 | \$64,854 | \$72,250 | \$73,150 | \$76,400 |
| Operating Expenses | 7,496 | 7,755 | 9,300 | 9,100 | 9,100 |
| Capital Outlay | <u>3,246</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| TOTAL | \$71,358 | \$72,609 | \$81,550 | \$82,250 | \$85,500 |

PERMANENT POSITIONS

| | |
|--------------------------|------------|
| Building Official | 1.0 |
| Administrative Assistant | <u>1.0</u> |
| TOTAL | 2.0 |

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

This department is responsible for issuing all building permits, which include electrical, plumbing, mechanical, sewer and garage sale permits, and performs inspections pertaining to these permits. All new applications for occupational licenses are submitted to this office, where they are checked for meeting zoning and business regulations. Property rezonings and variances are processed by this office and brought before the various boards for public hearings. This office works very closely with the Planning Board and the Board of Adjustment. The office secretary also acts as the Boards' secretary. The Building Official co-ordinates work with the Fire Inspectors and the Code Enforcement Officer.

ACTIVITY GOALS

1. Provide through inspections of zoning, construction and health regulations in accordance with municipal building codes and ordinances to promote the health, safety and welfare of the public.

PROTECTIVE INSPECTION CON'T

ACTIVITY GOALS

2. Provide information and assistance to residents, builders and business owners.
3. Canvass the city to rehabilitate or eliminate sub-standard housing and commercial buildings.

ACTIVITY OBJECTIVES

1. Enforce the provisions of the City's building and licensing codes.
2. Provide all inspections promptly.
3. Process applications and permits in a timely manner.
4. Provide information to various boards, City Council and City Manager.

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| Number of building permits issued | 720 | 758 | 740 |
| Number of new occupational licenses issued | 175 | 226 | 230 |
| Number of inspections performed | 2,151 | 2,844 | 2,800 |
| Number of Board of Adjustment meetings | 10 | 12 | 11 |
| Number of Planning Board meetings | 10 | 12 | 11 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-------------------------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PUBLIC SAFETY/PROTECTIVE INSPECTION | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 524.110 | Executive Salaries | \$31,901 | \$33,210 | \$36,100 | \$36,100 | \$35,700 |
| 1 524.120 | Regular Salaries | 16,000 | 17,552 | 19,750 | 20,250 | 22,200 |
| 1 524.140 | Overtime/Regular Employees | 481 | 347 | 500 | 700 | 700 |
| 1 524.190 | Uniforms | 0 | 0 | 0 | 0 | 200 |
| 1 524.210 | FICA Taxes | 3,585 | 3,838 | 4,300 | 4,400 | 4,500 |
| 1 524.220 | Retirement Contributions | 6,440 | 7,177 | 8,400 | 8,400 | 9,500 |
| 1 524.230 | Life & Health Insurance | 1,851 | 2,037 | 2,500 | 2,600 | 2,900 |
| 1 524.280 | Training & Travel | 358 | 694 | 700 | 700 | 700 |
| | Sub-total Personal Services | \$60,616 | \$64,854 | \$72,250 | \$73,150 | \$76,400 |
| OPERATING EXPENSES | | | | | | |
| 1 524.410 | Telephone/Communications Services | \$511 | \$556 | \$600 | \$600 | \$600 |
| 1 524.420 | Postage, Freight, & Express | 426 | 176 | 500 | 500 | 500 |
| 1 524.430 | Utility Services | 889 | 860 | 1,000 | 1,000 | 1,000 |
| 1 524.460 | Repair & Maintenance Services | 170 | 255 | 500 | 500 | 500 |
| 1 524.490 | Other Charges & Obligations | 960 | 1,866 | 1,000 | 1,000 | 1,000 |
| 1 524.510 | Office Supplies | 1,786 | 1,637 | 2,000 | 2,000 | 2,000 |
| 1 524.520 | Operating Supplies | 467 | 962 | 1,000 | 1,000 | 1,000 |
| 1 524.540 | Subscriptions & Memberships | 147 | 116 | 300 | 600 | 600 |
| 1 524.550 | Vehicle Expenses | 2,140 | 1,327 | 2,400 | 1,900 | 1,900 |
| | Sub-total Operating Expenses | \$7,496 | \$7,755 | \$9,300 | \$9,100 | \$9,100 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | PUBLIC SAFETY/PROTECTIVE INSPECTION | |
| 1 524.110 | EXECUTIVE SALARIES Building Official - \$32,906 | \$35,700 |
| 1 524.120 | REGULAR SALARIES Admin. Assistant - \$20,430 | \$22,200 |
| 1 524.140 | OVERTIME/REGULAR EMPLOYEES Planning Board, and Board of Adjustments | \$500 |
| 1 524.190 | UNIFORMS 2 Sets | \$200 |
| 1 524.210 | FICA TAXES 7.65% effective 1/1/90 - \$58,400 | \$4,500 |
| 1 524.220 | RETIREMENT CONTRIBUTIONS 16.20% proposed 1/1/91 | \$9,500 |
| 1 524.230 | LIFE & HEALTH INSURANCE Health - 2 @ \$116.14 mo. = \$2,784 Life - 1 @ \$3.60 & 1 @ \$4.50 = \$97 | \$2,900 |
| 1 524.280 | TRAINING & TRAVEL BOAF Conference - registration \$110; expenses est. \$275 DBCC Classes Inspector exams @ \$70 each Reimbursement on meals, mileage @ 26¢ per mile (F.S. Chapter 112); | \$700 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | PUBLIC SAFETY/PROTECTIVE INSPECTION | |
| 1 524.410 | TELEPHONE/COMMUNICATIONS SERVICES telephone 257-1197 - push button \$43 mo. avg. @ 4/30/90 | \$600 |
| 1 524.420 | POSTAGE, FREIGHT & EXPRESS correspondence, notices, Planning Board, Board of Adjustment- avg. \$25 mo. | \$500 |
| 1 524.430 | UTILITY SERVICES 5% of municipal building electric - mo. avg. \$67 | \$1,000 |
| 1 524.460 | REPAIR & MAINTENANCE SERVICES MACHINES UNDER MAINTENANCE AGREEMENTS: IBM Selectric III typewriter (4/1/89-4/1/90) \$54 NCR Computer - \$218; printer - \$101 <i>107 total 325 yr 80 12-1-90</i> | \$500 |
| | MACHINES NOT UNDER MAINTENANCE AGREEMENTS: Ricomac calculator 401P; Olivetti adder; Victor calculator; SCM electric typewriter; fire extinguisher recharges & inspections; walkie talkie; 2 mobile radios; Motorola desk set Lanier recorder & transcriber; Lanier phone interface & eraser | |
| 1 524.490 | OTHER CHARGES & OBLIGATIONS flowers, plaques, notary - Ford; clothing allow.; Redi-Map system - \$425 yr. Manpower | \$1,000 |
| 1 524.510 | OFFICE SUPPLIES paper, stationery, envelopes, files, printed forms, etc. | \$2,000 |
| 1 524.520 | OPERATING SUPPLIES tapes, film, etc. | \$1,000 |

FUND ACCOUNT ACCOUNT NAME

PROPOSED

PUBLIC SAFETY/PROTECTIVE INSPECTION

| | | |
|-----------|--|---------|
| 1 524.540 | SUBSCRIPTIONS & MEMBERSHIPS | \$600 |
| | BOAF (1/89-1/90) \$30 | |
| | BOAF certification paid 12/88 bi-ennial \$20; | |
| | Fl Assn of Code Enf. | |
| | Inspection Manuals - \$205 | |
| | Other Building Codes, etc. - \$200 | |
| | SBCCI (8/88-8/89) PD 7/88 \$55 ^{9/41} | |
| | State certification as building official paid 4/86 bi-ennial \$15 | |
| | Vol. Co. Bldg. Off & Insp Assn (6/1/90 - 6/1/91) - \$30 | |
| 1 524.550 | VEHICLE EXPENSES | \$1,900 |
| | gasoline, oil, repairs, etc. on 1 vehicle - \$120 mo. avg. @ 4/30/90 | |
| | 1987 Dodge Diplomat # 1B3BG2646HX772128 - Unit #7 | |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|-------------------------------------|----------|
| | PUBLIC SAFETY/PROTECTIVE INSPECTION | |
| 1 524.620 | BUILDINGS | \$0 |
| 1 524.630 | IMPROVEMENTS OTHER THAN BUILDINGS | \$0 |
| 1 524.640 | MACHINERY & EQUIPMENT | \$0 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-------------------------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PUBLIC SAFETY/PROTECTIVE INSPECTION | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 1 524.620 | Buildings | \$0 | \$0 | \$0 | \$0 | \$0 |
| 1 524.630 | Improvements other than Buildings | 0 | 0 | 0 | 0 | 0 |
| 1 524.640 | Machinery & Equipment | 3,246 | 0 | 0 | 0 | 0 |
| | Sub-total Capital Outlay | \$3,246 | \$0 | \$0 | \$0 | \$0 |
| | TOTAL PROTECTIVE INSPECTION | \$71,358 | \$72,608 | \$81,550 | \$82,250 | \$85,500 |
| | TOTAL PUBLIC SAFETY | \$1,555,651 | \$1,628,970 | \$1,882,840 | \$1,873,440 | \$1,841,100 |

GARBAGE/SOLID WASTE CONTROL

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Personal Services | \$362,749 | \$ 352,703 | \$ 406,200 | \$ 471,700 | \$ 442,250 |
| Operating Expenses | 252,761 | 298,287 | 421,100 | 473,100 | 468,100 |
| Capital Outlay | 101,639 | 450,475 | 25,200 | 27,100 | 16,000 |
| Debt Service | 37,265 | 54,489 | 124,600 | 124,600 | 117,600 |
| Reserve for Equip | 0 | 0 | 27,200 | 0 | 38,200 |
| TOTAL | \$754,414 | \$1,155,954 | \$1,004,300 | \$1,096,500 | \$1,082,150 |

PERMANENT POSITIONS

| | |
|----------------------------------|--------------|
| Public Services Director | .20 |
| Deputy Director | .50 |
| Administrative Assistant | .25 |
| Senior Office Assistant | .25 |
| Public Works Supervisor | .25 |
| Chief Mechanic | .25 |
| Equipment/Maintenance Supervisor | .25 |
| Mechanic | 1.00 |
| Maintenance Specialist | .75 |
| F'Load Refuse Truck Driver | 2.00 |
| Auto Ref Truck Driver | 2.00 |
| Refuse Truck Operator | 2.00 |
| Refuse Driver/Collector | <u>2.00</u> |
| TOTAL | 11.70 |

SIGNIFICANT EXPENDITURE CHANGES

-\$34,000 - Deleted purchase of trash bags

GARBAGE/SOLID WASTE CONTROL CON'T

ACTIVITY DESCRIPTION

This department is responsible for the pickup, collection and disposal of residential and commercial garbage, trash and solid waste. Residential garbage is picked up twice a week and trash pickup is once each week. Commercial dumpsters are emptied at least once each week or as frequently as once each day, depending on the customer's needs.

Solid Waste Management is a prime concern for the City Council and staff. During the past 2 years the City implemented an automated garbage and trash pick up system. This system uses special containers that can be picked up by a mechanical arm mounted on a truck and is working well. Automation allowed the number of refuse collector positions to be reduced. This was accomplished through attrition.

It is the City's intention that the costs of this department be fully supported by the trash and refuse sales revenues. Therefore, when determining the complete operating costs of this department, workers' comp, vehicle and a portion of the general liability insurance were included for the proposed budget year. It was also determined by the number of repair work orders on garbage trucks that one vehicle mechanic should be included as well as a portion of the Chief Mechanic's salary.

ACTIVITY GOALS

1. Collect garbage, trash and other solid waste in an effective manner.
2. Maintain communications with users to insure public needs are met.

ACTIVITY OBJECTIVES

1. Continue to look for more efficient methods of collecting garbage, trash and solid waste.
2. Develop and implement recycling programs to conform with State of Florida mandate.
3. Improve safety awareness among employees.

GARBAGE/SOLID WASTE CONTROL CON'T

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|------------------------------|---------------------------------|------------------------------------|------------------------------------|
| Number of residential units | 3,855 | 3,945 | 4,000 |
| Number of commercial units | 440 | 465 | 500 |
| Number of dumpster customers | 225 | 230 | 235 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|---|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 534.110 | Executive Salaries | \$25,060 | \$22,384 | \$25,000 | \$25,000 | \$27,300 |
| 1 534.120 | Regular Salaries | 254,176 | 246,337 | 272,000 | 272,000 | 254,000 |
| 1 534.140 | Overtime/Regular Employees | 9,186 | 8,881 | 11,000 | 24,000 | 24,000 |
| 1 534.190 | Uniforms | 2,448 | 2,205 | 2,500 | 2,500 | 2,500 |
| 1 534.210 | FICA Taxes | 21,401 | 20,849 | 23,600 | 24,600 | 24,500 |
| 1 534.220 | Retirement Contributions | 38,591 | 39,890 | 46,700 | 47,700 | 51,900 |
| 1 534.230 | Life & Health Insurance | 10,988 | 11,699 | 15,900 | 15,900 | 17,300 |
| 1 534.240 | *Worker's Compensation | 0 | 0 | 8,500 | 59,000 | 40,000 |
| 1 534.280 | Training & Travel | 899 | 456 | 1,000 | 1,000 | 750 |
| | Sub-total Personal Services | \$362,749 | \$352,703 | \$406,200 | \$471,700 | \$442,250 |
| OPERATING EXPENSES | | | | | | |
| 1 534.410 | Telephone/Communications Services | \$610 | \$783 | \$1,000 | \$1,000 | \$1,000 |
| 1 534.420 | Postage, Freight, & Express | 185 | 234 | 500 | 500 | 500 |
| 1 534.440 | Rentals & Leases | 140,825 | 142,963 | 233,200 | 233,200 | 284,000 |
| 1 534.450 | *Non-employee Insurance | 0 | 0 | 27,000 | 27,000 | 26,000 |
| 1 534.460 | Repair & Maintenance Services | 1,605 | 682 | 3,000 | 3,000 | 3,000 |
| 1 534.490 | Other Charges & Obligations | 245 | 248 | 200 | 2,200 | 3,000 |
| 1 534.510 | Office Supplies | 556 | 1,081 | 1,000 | 1,000 | 1,000 |
| 1 534.520 | Operating Supplies | 34,354 | 54,777 | 64,000 | 64,000 | 30,000 |
| 1 534.540 | Subscriptions & Memberships | 118 | 179 | 200 | 200 | 600 |
| 1 534.550 | Vehicle Expense | 74,263 | 98,196 | 90,000 | 140,000 | 118,000 |
| 1 534.590 | Bad Debt Expense | 0 | (855) | 1,000 | 1,000 | 1,000 |
| | Sub-total Operating Expenses | \$252,761 | \$298,287 | \$421,100 | \$473,100 | \$468,100 |

* Prior Years in General Government

8,016,024;032,040,048,056,064,072.

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|-----------|
| | PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES | |
| 1 534.110 | EXECUTIVE SALARIES | \$27,300 |
| | Public Service Director - 1/3 of 1/2(\$46,551) \$7,759 | |
| | Deputy Director - 1/2 (\$33,176) \$16,588 | |
| 1 534.120 | REGULAR SALARIES (11 positions) | \$254,000 |
| | Admin Assistant - 1/4 (\$22,984) \$5,746 | |
| | Chief Mechanic - 1/4 (\$26,179) \$6,545 | |
| | Sr. Office Assist - 1/4 (\$22,547) \$5,637 | |
| | PW Supervisor - 1/4 (\$26,915) \$6,729 | |
| | Equip/Maint Supervisor - 1/4 (\$26,443) \$6,611 | |
| | Maintenance specialist - 1/2 (\$20,211) \$10,106 | |
| | Maintenance Specialist - 1/4 (\$19,250) \$4,813 | |
| | Mechanic \$21,571 | |
| | F'Load Ref Trk Driver \$29,016 | |
| | F'Load Ref Trk Driver \$22,547 | |
| | Auto Ref Trk Driver \$22,485 | |
| | Auto Ref Trk Driver \$18,470 | |
| | Ref Trk Operator \$25,872 | |
| | Ref Trk Operator \$19,406 | |
| | Ref Driver/Collector \$16,162 | |
| | Ref Driver/Collector \$15,829 | |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|-----------|
| | PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES | |
| 1 534.410 | TELEPHONE/COMMUNICATIONS SERVICES telephone - 255-2531, 253-0837 \$55 mo. avg. @ 4/30/90 | \$1,000 |
| 1 534.420 | POSTAGE, FREIGHT & EXPRESS correspondence & dumpster bills - avg. \$6 mo. @ 4/30/90 IWS - \$24,000 yr. Recycling containers | \$500 |
| 1 534.440 | RENTALS & LEASES landfill lease w/County \$18.00 per ton eff. 10/1/89 mo. avg./1175 tons = \$253,800 IWS - (recycling) - \$24,000 | \$284,000 |
| 1 534.450 | NON-EMPLOYEE INSURANCE | \$26,000 |
| 1 534.460 | REPAIR & MAINTENANCE SERVICES 9 mobile radios; 1/4 base station; Cincinnati time clock (1/2); 5 monitors; fire extinguisher inspections & recharges; ice machine; Massey Services \$96 <i>MAINT ON CINCINNATI COPPER \$185 PR 11/90</i> | \$3,000 |
| 1 534.490 | OTHER CHARGES & OBLIGATIONS miscellaneous, flowers, etc.; Manpower | \$3,000 |
| 1 534.510 | OFFICE SUPPLIES paper, envelopes, forms, ribbons, etc. | \$1,000 |
| 1 534.520 | OPERATING SUPPLIES garbage cans, pitchforks, handles, etc.; household supplies, paper towels, soap, bath tissue, etc.; paint and welding supplies; Deodorizing chemicals | \$30,000 |

ND ACCOUNT ACCOUNT NAME

PROPOSED

PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES

| | | |
|-----------|--|-----------|
| 1 534.540 | <p>SUBSCRIPTIONS & MEMBERSHIPS APWA 4/89-4/90 public agency membership service fee (4) - 1/2 \$45; Biocycle subscription (7/90-6/91) - \$55; FL Assn. of Governmental Fleet Administrators (1/90-12/90) - \$15; Management of World Waste - 1 year subscription (8/90-8/91) \$35 Motor Carrier Safety Report - 1 YR \$50 National Resource Safety Center - Annual Dues \$295 <i>pr 12/19/90 + FET BOTH ways @ month</i></p> | \$600 |
| 1 534.550 | <p>VEHICLE EXPENSE gasoline, diesel, repairs, etc. on 13 vehicles avg. \$11,519 mo. @ 4/30/90 1984 Chev. Passenger Van #1G8EG25H2E7106857 - Unit #963 1978 I H rear load packer #D1045HCA14867 - Unit #964 1982 I H rear load packer #TAA195XCHA14554 - Unit #966 1981 IH front load packer #TD11256BCA13432 - Unit #967 1987 Ford trash truck 20 cubic yard #1FDPT74PXHVA23429 - Unit #989 1986 Kenworth L700 front load packer #3NMLLD0X7GF70219 - Unit #991 1986 Crane Carrier rear load packer #1CYCCH280GT035599 - Unit #992 1974 Ford pickup truck #F37YUU47372 - Unit #994 1987 White front-load Packer #1WXDCHJD8HN120051 - Unit #995 1989 Peterbilt automated packer #1XPZLAOXIKD703893 - Unit #996 1976 IH Flatbed Truck #D0522FGA25906 - Unit #997 1980 Dodge 1-ton Pick Up #1B6ME3653LS682201 - Unit #999 1985 Rhino Automated Packer #1A9R3CA86FF083022 - Unit #993</p> | \$118,000 |
| 1 534.590 | <p>BAD DEBT EXPENSE</p> | \$1,000 |

| FD ACCOUNT | ACCOUNT NAME | PROPOSED |
|------------|---|-----------|
| | PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES | |
| 1 534.620 | BUILDINGS | \$0 |
| 1 534.630 | IMPROVEMENTS OTHER THAN BUILDINGS | \$0 |
| 1 534.640 | MACHINERY & EQUIPMENT | \$16,000 |
| | Dumpsters - \$14,000 MIG Welder - \$2,000 | |
| | <i>10/90 C 40 FAP ICE MACHINERY S/N U012-02514-W #1684.66</i> | |
| 1 534.641 | RECYCLING CENTERS | \$0 |
| 1 534.710 | DEBT SERVICE - PRINCIPAL | \$100,000 |
| | 5 Yr. note with Sun Bank (\$432,000) Payment due 12/31/90 = \$100,000 | |
| 1 534.720 | DEBT SERVICE - INTEREST | \$17,600 |
| | 7.03% due on principal of \$332,000 from 10/1-12/31 = \$5,835 7.03% due on principal of \$222,000 from 1/1-9/30 = \$11,705 | |
| 1 534.910 | RESERVE FOR EQUIPMENT | \$38,200 |

| D ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--|-----------------------------------|-------------------|--------------------|--------------------|--------------------|---------------------|
| PHYSICAL ENVIRONMENT/GARBAGE/SOLID WASTE CONTROL SERVICES | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 1 534.620 | Buildings | \$265 | \$0 | \$0 | \$0 | \$0 |
| 1 534.630 | Improvements other than Buildings | 0 | 0 | 0 | 0 | 0 |
| 1 534.640 | Machinery & Equipment | 101,374 | 450,475 | 12,000 | 12,000 | 16,000 |
| 1 534.641 | Recycling Centers | 0 | 0 | 13,200 | 15,100 | 0 |
| | Sub-total Capital Outlay | \$101,639 | \$450,475 | \$25,200 | \$27,100 | \$16,000 |
| DEBT SERVICE | | | | | | |
| 1 534.710 | Debt Service - Principal | \$33,333 | \$33,333 | \$100,000 | \$100,000 | \$100,000 |
| 1 534.720 | Debt Service - Interest | 3,932 | 21,156 | 24,600 | 24,600 | 17,600 |
| | Sub-total Debt Service | \$37,265 | \$54,489 | \$124,600 | \$124,600 | \$117,600 |
| CAPITAL RESERVES | | | | | | |
| 1 534.910 | Reserve for Equipment | \$0 | \$0 | \$27,200 | \$0 | \$38,200 |
| | TOTAL PHYSICAL ENVIRONMENT | \$754,414 | \$1,155,954 | \$1,004,300 | \$1,096,500 | \$1,082,150 |

TRANSPORTATION/ROAD AND STREET FACILITIES

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Personal Services | \$344,842 | \$396,718 | \$445,100 | \$448,300 | \$467,400 |
| Operating Expenses | 177,909 | 213,635 | 233,000 | 232,000 | 191,650 |
| Capital Outlay | 90,171 | 155,539 | 250,000 | 275,000 | 61,300 |
| Debt Service | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total | \$612,922 | \$765,892 | \$928,100 | \$955,300 | \$720,350 |

PERMANENT POSITIONS

| | |
|----------------------------------|-------------|
| Public Services Director | .20 |
| Deputy Director | .50 |
| Administrative Assistant | .25 |
| Senior Office Assistant | .25 |
| Chief Mechanic | .25 |
| Auto Mechanic | 2.00 |
| Equipment/Maintenance Supervisor | .25 |
| Maintenance Specialist | .75 |
| Maintenance Worker II | 5.00 |
| Maintenance Worker I | 5.00 |
| P.W. Supervisor | .50 |
| Crew Chief II | <u>1.00</u> |
| Total | 15.95 |

SIGNIFICANT EXPENDITURE CHANGES

- \$39,000 - Street sweeping services
- \$93,000 - Improvements

TRANSPORTATION/ROAD AND STREET FACILITIES CON'T

ACTIVITY DESCRIPTION

This department is responsible for the maintenance of streets, sidewalks, bridges, culverts, storm drains, traffic lights and signs. It is also responsible for street sweeping and mowing rights-of-way. The City garage is included in this department and it is responsible for providing maintenance and repairs to 85 City vehicles and other pieces of equipment.

The sewer and catch basin cleaner vehicle purchased in the prior budget is a multi-use machine that is very important for cleaning pipe lines. During the first year of operation (1990-91) it will be used by two men to clean out the entire storm drain system. This will be done annually thereafter, each year taking less and less time for storm drains and allowing more time to be spent cleaning sewer lines. As the drains are cleaned, evaluations will be made to determine the need for new and replacement drains.

ACTIVITY GOALS

1. Maintain streets, sidewalks, storm drainage system, and traffic signal systems in an efficient manner.
2. Maintain and repair City vehicles and equipment with a minimum of down-time and expense.

ACTIVITY OBJECTIVES

1. Continue preventative maintenance program for all City equipment.
2. Reduce maintenance and repair costs through preventative maintenance programs.
3. Continue street paving, sidewalk construction, and storm drainage improvements programs.
4. Upgrade signalization equipment.
5. Improve safety awareness among employees.

TRANSPORTATION/ROAD AND STREET FACILITIES CON'T

| <u>ACTIVITY MEASUREMENTS</u> | <u>ACTUAL 1988-89</u> | <u>ESTIMATED 1989-90</u> | <u>PROJECTED 1990-91</u> |
|-------------------------------------|---------------------------|------------------------------|------------------------------|
| Paved Streets | 50.2 miles | 50.3 miles | 50.3 miles |
| Sidewalks | 21.3 miles | 21.3 miles | 21.8 miles |
| Storm sewers | 27.8 miles | 27.8 miles | 28.0 miles |
| Signalized intersections maintained | 16 | 16 | 16 |

| UND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| TRANSPORTATION/ROAD & STREET FACILITIES | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 541.110 | Executive Salaries | \$18,800 | \$23,591 | \$25,000 | \$25,000 | \$27,300 |
| 1 541.120 | Regular Salaries | 242,914 | 281,100 | 315,100 | 315,100 | 324,000 |
| 1 541.130 | Other Salaries | 3,017 | 1,049 | 0 | 0 | 0 |
| 1 541.140 | Overtime/Regular Employees | 3,433 | 2,147 | 3,000 | 3,000 | 3,000 |
| 1 541.190 | Uniforms | 3,212 | 2,925 | 2,800 | 2,800 | 2,900 |
| 1 541.210 | FICA Taxes | 19,840 | 23,178 | 26,300 | 26,300 | 27,200 |
| 1 541.220 | Retirement Contributions | 35,381 | 43,356 | 52,000 | 52,000 | 57,400 |
| 1 541.230 | Life & Health Insurance | 14,568 | 16,896 | 16,900 | 20,100 | 21,600 |
| 1 541.280 | Training & Travel | 3,677 | 2,477 | 4,000 | 4,000 | 4,000 |
| | Sub-total Personal Services | \$344,842 | \$396,718 | \$445,100 | \$448,300 | \$467,400 |
| OPERATING EXPENSES | | | | | | |
| 1 541.435 | Street Lighting | \$85,227 | \$84,167 | \$90,000 | \$90,000 | \$90,000 |
| 1 541.436 | Traffic Lights | 13,432 | 11,765 | 15,000 | 12,000 | 12,000 |
| 1 541.461 | Traffic Light Repairs | 4,711 | 8,946 | 11,000 | 6,000 | 6,000 |
| 1 541.410 | Telephone/Communications Services | 590 | 687 | 800 | 800 | 1,200 |
| 1 541.420 | Postage, Freight, & Express | 139 | 139 | 200 | 200 | 200 |
| 1 541.430 | Utility Services | 1,050 | 1,179 | 1,000 | 2,500 | 2,500 |
| 1 541.440 | Rentals & Leases | 6,500 | 38,380 | 34,500 | 39,000 | 1,000 |
| 1 541.460 | Repair & Maintenance Services | 3,365 | 3,393 | 3,500 | 3,500 | 3,500 |
| 1 541.490 | Other Charges & Obligations | 3,494 | 2,010 | 5,000 | 6,000 | 6,000 |
| 1 541.510 | Office Supplies | 389 | 262 | 750 | 750 | 1,000 |
| 1 541.520 | Operating Supplies | 15,233 | 12,967 | 16,000 | 21,000 | 18,000 |
| 1 541.521 | Signs & Materials | 7,036 | 8,117 | 10,000 | 10,000 | 10,000 |
| 1 541.530 | Road Materials & Supplies | 14,021 | 16,583 | 15,000 | 15,000 | 15,000 |
| 1 541.540 | Subscriptions & Memberships | 200 | 185 | 250 | 250 | 250 |
| 1 541.550 | Vehicle Expenses | 22,522 | 24,854 | 30,000 | 25,000 | 25,000 |
| | Sub-total Operating Expenses | \$177,909 | \$213,635 | \$233,000 | \$232,000 | \$191,650 |

UND ACCOUNT ACCOUNT NAME

PROPOSED

TRANSPORTATION/ROAD & STREET FACILITIES

| | | | |
|-----------|--|----------------------------|-----------|
| 1 541.110 | EXECUTIVE SALARIES | | \$27,300 |
| | Public Service Director - 1/3 of 1/2 (\$46,551) - \$7,759 | | |
| | Deputy Director - 1/2 (\$33,176) - \$16,588 | | |
| 1 541.120 | REGULAR SALARIES (15.25 positions) | | \$324,000 |
| | Admin. Assistant - 1/4 (\$22,984) - \$5,746 ; | Maint. Wrkr. II - \$22,339 | |
| | Chief Mechanic - 1/4 (\$26,179) - \$6,545 | Maint. Wrkr. II - \$19,510 | |
| | Sr. Office Assist. - 1/4 (\$22,547) - \$5,637 | Maint. Wrkr. II - \$19,947 | |
| | Auto Mechanic - \$24,856 | Maint. Wrkr. I - \$19,510 | |
| | Auto Mechanic - \$22,714 | Maint. Wrkr. I - \$21,512 | |
| | Crew Chief II - \$23,421 | Maint. Wrkr. I - \$15,080 | |
| | Maint Wrkr II - \$21,362 | Maint. Wrkr. I - \$19,510 | |
| | Maint Wrkr II - \$15,226 | Maint. Wrkr. I - \$12,490 | |
| | Public Works Sup. - 1/2 (\$26,915) - \$13,458 | | |
| | Equip/Maint Sup. - 1/4 (\$26,443) - \$6,611 | | |
| | Maint Spec - 1/2 (\$20,211) - \$10,106 | | |
| | Maint Spec - 1/4 (\$19,250) - \$4,813 | | |
| 1 541.130 | OTHER SALARIES & WAGES | | \$0 |
| 1 541.140 | OVERTIME/REGULAR EMPLOYEES | | \$3,000 |
| | Traffic light callouts, etc. - avg. \$260 mo. @ 4/30/90 | | |
| 1 541.190 | UNIFORMS | | \$2,900 |
| | \$4.00 week (5 changes per week) effective 8/1/87; clothing allowance | | |
| 1 541.210 | FICA TAXES | | \$27,200 |
| | 7.65% effective 1/1/90 X \$354,300 | | |
| 1 541.220 | RETIREMENT CONTRIBUTIONS | | \$57,400 |
| | 16.20% proposed 1/1/91 | | |
| 1 541.230 | LIFE & HEALTH INSURANCE | | \$21,600 |
| | Health - 15 @ \$116.14 mo. = \$20,905 | | |
| | Life - 14 @ \$3.60 mo. & 1 @ \$4.50 = \$659 | | |
| 1 541.280 | TRAINING & TRAVEL | | \$4,000 |
| | APWA Convention 1990 - 3 days registration 1/2 \$45, expense est. \$250; | | |
| | Fla. Assn. of Gov't Fleet Admin. - registration \$15, expenses est. \$174; | | |
| | HAUCC meetings; | | |
| | public works seminars; | | |
| | reimbursement on meals, mileage @ .26 per mile (F.S. Chapter 112); | | |
| | traffic light control school; | | |
| | Volusia League dinner meetings | | |
| | Florida League of Cities registraton - \$85 | | |

103.80 - 26 League of Cities - mass letter 10/16/90

| ND ACCOUNT | ACCOUNT NAME | PROPOSED |
|------------|---|----------|
| | TRANSPORTATION/ROAD & STREET FACILITIES | |
| 1 541.435 | STREET LIGHTING 856 lamps - avg. \$7,081 mo. @ 4/30/90 | \$90,000 |
| 1 541.436 | TRAFFIC LIGHTS avg. mo. electric bill \$781 @ 4/30/90 16 traffic lights; 6 school flashers; 2 traffic flashers at Daytona & 7th and Daytona & 8th; Interlocal Agreement with Daytona Beach for paying 1/2 of traffic signal @ Mason & Ridgewood (parts, repairs & labor for repairs) | \$12,000 |
| 1 541.461 | TRAFFIC LIGHT MAINTENANCE repairs, parts, etc. | \$6,000 |
| 1 541.410 | TELEPHONE/COMMUNICATIONS SERVICES telephone 255-2532 \$49 mo. avg. | \$1,200 |
| 1 541.420 | POSTAGE, FREIGHT & EXPRESS correspondence - .25 | \$200 |
| 1 541.430 | UTILITY SERVICES water, gas, electric \$168 mo. avg. @ 4/30/90 | \$2,500 |
| 1 541.440 | RENTALS & LEASES Pager Rental - \$630 | \$1,000 |
| 1 541.460 | REPAIR & MAINTENANCE SERVICES 2 IBM Selectric II typewriters (4/1/90 -4/1/91) - \$54 ea.; <i>FEC #4673 *10⁰⁰</i> FEC RR Storm Drain Agreement #7524 \$60; Cincinnati time clock (1/2); sign making machine; fire extinguisher recharges & inspections; Casio 110 calculator; 9 mobile radios; base station; 4 portable radios; 1 monitor Panasonic Copier \$400 (1/90-1/91) maint. <i>450 yr pr 1/91</i> | \$3,500 |
| 1 541.490 | OTHER CHARGES & OBLIGATIONS miscellaneous, directories, flowers, physicals, etc.; tree removal; rat control; tree re-planting; poison ivy project temporary employee service <i>DELTA BUS. SYSTEMS *125. yr 3/91</i> <i>2nd yr R.R. required 7372 33 10/2/90 w/c checks 5.50 @</i> | \$6,000 |
| 1 541.510 | OFFICE SUPPLIES paper, ribbons, envelopes, etc. | \$1,000 |
| 1 541.520 | OPERATING SUPPLIES traffic paint, small tools, sand bags, shovels, rakes, rope, twine, brooms, cones, etc.; tool allowance \$660; paint for complex; weed killer Chain saws, Weedeaters, and other lawn equipment - \$2,200 | \$18,000 |

| ID ACCOUNT | ACCOUNT NAME | PROPOSED |
|------------|---|----------|
| | TRANSPORTATION/ROAD & STREET FACILITIES | |
| 1 541.521 | SIGNS & MATERIALS stencils, paint, sign blanks, etc. | \$10,000 |
| 1 541.530 | ROAD MATERIALS & SUPPLIES shell, limerock, asphalt, sand | \$15,000 |
| 1 541.540 | SUBSCRIPTIONS & MEMBERSHIPS APWA 4/89-4/90 public agency membership service fee (2) - 1/2 \$45; FL Assn. of Governmental Fleet Administrators (1/90-12/90) - \$15; International Municipal Signal Assn. (3 memberships) - \$90 (1/90-12/90) Public Works Pro-Views - 1 year subscription (4/90-4/91) - \$60 | \$250 |
| 1 541.550 | VEHICLE EXPENSES gasoline, diesel, repairs, etc. on 16 vehicles | \$25,000 |
| | 1988 Dodge 1 ton P/U truck #1B6MD3455JS769777 - Unit #839 | |
| | 1988 Dodge 1 ton P/U truck #1B6MD3453JS769776 - Unit #841 | |
| | 1979 GMC 1 ton P/U #TCL339V594620 - Unit #847 | |
| | 1984 Ford dump truck, F700 #1FDNF70HOEVA51359 - Unit #859 | |
| | 1978 Liebherr Excavator #3780 - Unit #862 | |
| | 1986 Ford Mini Dump #1FTHF25YIGNA80904 - Unit #868 | |
| | 1987 Dodge Diplomat #1B3B626554X754900 - Unit #871 | |
| | 1981 GMC Lift Truck #DFC34M8BV577 - Unit #874 | |
| | 1972 Chevrolet dump trk (PW yd only) #CCS532V139281 - Unit #876 | |
| | 1972 Chevrolet dump trk (PW yd only) #CCS532V139272 - Unit #877 | |
| | 1978 Dodge 1/2 ton pickup #D14AB8S219578 - Unit #878 | |
| | 1987 Dodge Diplomat #1B3BG2634HX773311 - Unit #879 | |
| | 1989 JCB endloader #346641 - Unit #886 | |
| | 1979 Massey-Ferguson tractor/mower #9A29568 - Unit #888 | |
| | 1987 Ford tractor/mower #BB22031 - Unit #884 | |
| | 1983 Ford 1/2 ton pickup #1FTCF10Y7DNA18107 - Unit #895 | |

| ND ACCOUNT | ACCOUNT NAME | PROPOSED |
|------------|---|----------|
| | TRANSPORTATION/ROAD & STREET FACILITIES | |
| 1 541.620 | BUILDINGS Garage Improvement including elec & concrete | \$15,000 |
| 1 541.630 | IMPROVEMENTS OTHER THAN BUILDINGS Sidewalks - \$ Paving - \$ see list on next page | \$20,000 |
| 1 541.631 | DRAINAGE (Stormwater Utility) see list on next page | \$20,000 |
| 1 541.640 | MACHINERY & EQUIPMENT 3 Portable Radios - \$1,500 Grease Pump - \$1,100 Oil Pump - \$800 Computer Diagnostic System - \$1,200 Wheel Dally - \$850 Bushing, Bearing, & Seal Driver - \$850 | \$6,300 |

ID ACCOUNT ACCOUNT NAME

PROPOSED

TRANSPORTATION/ROAD & STREET FACILITIES

PROPOSED PAVING

3rd Street: Elsie Avenue to Nova Road
Garden Avenue
Pine Avenue
15th Street between Garden Avenue & Pine Avenue
15th Street: Ridgewood Avenue to Daytona Avenue
8th Street: Center Avenue to Nova Road
Carswell Avenue: 3rd Street to 6th Street

DRAINAGE IMPROVEMENTS AND INTERSECTION DRAINAGE PROBLEMS

3rd Street and Carswell Avenue & 3rd Street and State Avenue
4th Street and Center Avenue
Oleander and 8th Street
10th Street and Alta Drive
10th Street between Center and Nova
Center Avenue between 10th and 11th Streets
Cave Avenue to canal
Woodward Avenue easement to Ridgewood Avenue
State Avenue and 15th Street
Other

| ND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|---|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| TRANSPORTATION/ROAD & STREET FACILITIES | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 1 541.620 | Buildings | \$0 | \$0 | \$7,000 | \$7,000 | \$15,000 |
| 1 541.630 | Improvements other than Buildings | 28,769 | 79,051 | 21,500 | 45,500 | 20,000 |
| 1 541.631 | Drainage (Stormwater Utility) | 21,969 | 37,428 | 88,000 | 88,000 | 20,000 |
| 1 541.640 | Machinery & Equipment | 39,433 | 39,060 | 127,900 | 128,900 | 6,300 |
| 1 541.720 | Interest Expense | 0 | 0 | 5,600 | 5,600 | 0 |
| | Sub-total Capital Outlay | \$90,171 | \$155,539 | \$250,000 | \$275,000 | \$61,300 |
| | TOTAL TRANSPORTATION | \$612,922 | \$765,892 | \$928,100 | \$955,300 | \$720,350 |

PARKS DEPARTMENT

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Personal Services | \$ 0 | \$122,014 | \$152,600 | \$155,100 | \$111,800 |
| Operating Expenses | 0 | 43,153 | 69,700 | 69,700 | 69,700 |
| Capital Outlay | <u>0</u> | <u>5,427</u> | <u>25,900</u> | <u>24,700</u> | <u>11,100</u> |
| Total | \$ 0* | \$170,594 | \$248,200 | \$249,500 | \$192,600 |

*Prior years' expenditures included in Recreation Department.

PERMANENT POSITIONS

| | |
|--------------------------|------------|
| Public Services Director | .20 |
| P.W. Supervisor | .25 |
| Maintenance Worker II | 1.00 |
| Crew Chief I | 1.00 |
| Gardener | 1.00 |
| Assistant Gardener | <u>1.0</u> |
| Total | 4.45 |

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The Parks department is responsible for the development and maintenance of parks, grounds and park facilities. These facilities include:

Sunrise Park
Hollyland Park
Ross Point Park
Grove Street Park

Daytona Clubhouse
Big Tree Park
Ivanhoe Park

Gymnasium
MacArthur Circle
Median Strips

PARKS DEPARTMENT CON'T

ACTIVITY DESCRIPTION

This budget provides funds for improving the appearance of Ridgewood Avenue, our main thoroughfare through the City. In conjunction with the businesses located here, the City will assist in landscaping projects designed to improve the appearance of the businesses.

Also in this budget, funds are provided for new mowing equipment. A plan for possible improvements to be made is being developed and includes replacing and/or repairing the dugouts on the ballfields; putting in new playground equipment; and developing a jogging/walking trail with adult exercise equipment placed at intervals.

ACTIVITY GOALS

1. Provide residents with buildings, parks and grounds that are safe, useful, attractive and meet the needs of the community.
2. Develop open spaces as needed.

ACTIVITY OBJECTIVES

1. Develop a comprehensive maintenance program to increase the attractiveness and safety of facilities.
2. Reduce time spent on weed control by the effective use of herbicides.
3. Reduce vandalism damage.

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|-------------------------------|---------------------------------|------------------------------------|------------------------------------|
| Number of acres of park space | 44.2 | 44.2 | 44.2 |
| Building area square footage | 4,899 | 4,899 | 4,899 |
| Number of playgrounds | 2 | 2 | 2 |
| Number of ballfields | 5 | 5 | 5 |
| Number of public boat ramps | 1 | 1 | 1 |
| Number of fishing piers | 1 | 1 | 1 |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PARKS DEPARTMENT | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 1 572.110 | Executive Salaries | \$0 | \$7,401 | \$8,200 | \$8,200 | \$9,100 |
| 1 572.120 | Regular Salaries & Wages | 0 | 83,914 | 107,200 | 107,200 | 70,100 |
| 1 572.130 | Other Salaries & Wages | 0 | 1,284 | 1,200 | 1,200 | 1,200 |
| 1 572.140 | Overtime/Regular Employees | 0 | 778 | 500 | 2,500 | 2,500 |
| 1 572.190 | Uniforms | 0 | 1,104 | 1,300 | 1,300 | 1,300 |
| 1 572.210 | FICA Taxes | 0 | 6,984 | 9,000 | 9,000 | 6,400 |
| 1 572.220 | Retirement Contributions | 0 | 14,517 | 17,600 | 17,600 | 13,500 |
| 1 572.230 | Life & Health Insurance | 0 | 5,806 | 7,300 | 7,800 | 7,400 |
| 1 572.280 | Training & Travel | 0 | 227 | 300 | 300 | 300 |
| | Sub-total Personal Services | \$0 | \$122,014 | \$152,600 | \$155,100 | \$111,800 |
| OPERATING EXPENSES | | | | | | |
| 1 572.410 | Telephone/Communications Services | \$0 | \$597 | \$700 | \$700 | \$700 |
| 1 572.420 | Postage, Freight, & Express | 0 | 62 | 100 | 100 | 100 |
| 1 572.430 | Utility Services | 0 | 12,097 | 14,500 | 14,500 | 14,500 |
| 1 572.460 | Repair & Maintenance Services | 0 | 3,822 | 3,500 | 3,500 | 3,500 |
| 1 572.490 | Other Charges & Obligations | 0 | 575 | 500 | 500 | 500 |
| 1 572.510 | Office Supplies | 0 | 208 | 300 | 300 | 300 |
| 1 572.520 | Operating Supplies | 0 | 16,954 | 20,000 | 20,000 | 20,000 |
| 1 572.540 | Subscriptions & Memberships | 0 | 0 | 100 | 100 | 100 |
| 1 572.550 | Vehicle Expenses | 0 | 6,931 | 5,000 | 5,000 | 5,000 |
| 1 572.570 | Redevelopment | 0 | 1,906 | 25,000 | 25,000 | 25,000 |
| | Sub-total Operating Expenses | \$0 | \$43,153 | \$69,700 | \$69,700 | \$69,700 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | PARKS DEPARTMENT | |
| 1 572.110 | EXECUTIVE SALARIES Public Services Director - 1/3 of 1/2 (\$46,551) - \$7,759 | \$9,100 |
| 1 572.120 | REGULAR SALARIES & WAGES (4.25 positions) PW Supervisor - 1/4 (\$26,915) \$6,729 ; Maint. Wrkr II - \$14,456 Gardener - \$26,666 Assist Gardener - \$15,184 Crew Chief I - \$14,593 | \$70,100 |
| 1 572.130 | OTHER SALARIES & WAGES Sunrise Park (weekends) @ \$5.00 hr. | \$1,200 |
| 1 572.140 | OVERTIME/REGULAR EMPLOYEES Christmas displays; Baseball tournaments; Special events | \$2,500 |
| 1 572.190 | UNIFORMS \$4.00 week (5 changes per week) effective 8/1/87 | \$1,300 |
| 1 572.210 | FICA TAXES 7.65% effective 1/1/90 | \$6,400 |
| 1 572.220 | RETIREMENT CONTRIBUTIONS 16.20% proposed 1/1/91 | \$13,500 |
| 1 572.230 | LIFE & HEALTH INSURANCE Health - 5 @ \$116.14 mo. = \$6,985 Life - 5 @ \$3.60 mo. = \$216 | \$7,400 |
| 1 572.280 | TRAINING & TRAVEL reimbursement on meals, mileage @ .26 per mile (F.S. Chapter 112); | \$300 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | PARKS DEPARTMENT | |
| 1 572.410 | TELEPHONE/COMMUNICATIONS SERVICES 255-2531 1/5 of mo. bill - avg. \$52 mo. | \$700 |
| 1 572.420 | POSTAGE, FREIGHT & EXPRESS correspondence - .25 | \$100 |
| 1 572.430 | UTILITY SERVICES ball fields and playground lights; Sunrise Park lighting; water for: Ross Point, Ivanhoe Park, Jacobsen Circle, Carswell & 10th, Riverside Drive-South of Granada, Riverside Drive-North of Granada, Sunrise Park, Hollyland Park \$1102 mo. avg. | \$14,500 |
| 1 572.460 | REPAIR & MAINTENANCE SERVICES repairs to Park buildings & equipment (electric, etc.) ✓ Daves Pest Control Term Bond Sunrise Park - 10/13 1 YR \$35 11/90 <i>Pro-Claw 260. mo</i> MACHINES NOT UNDER MAINTENANCE AGREEMENTS: Carrivoice Sound Unit, PA System; Moxy base station Xerox wireless paging system; ice machine; mobile radio | \$3,500 |
| 1 572.490 | OTHER CHARGES & OBLIGATIONS flowers, miscellaneous, etc.; temporary employment service; tree removal | \$500 |
| 1 572.510 | OFFICE SUPPLIES stationery, envelopes, stencils, ribbons, copier paper, etc. | \$300 |
| 1 572.520 | OPERATING SUPPLIES ladders, shovels, hand tools, fertilizers, dirt, seed, clay, lumber, nails, paint, etc.; ballfields - sod, lights, sand, etc.; Christmas displays (materials); chemicals; edger; weed eaters | \$20,000 |
| 1 572.540 | SUBSCRIPTIONS & MEMBERSHIPS | \$100 |

FUND ACCOUNT ACCOUNT NAME

PROPOSED

PARKS DEPARTMENT

| | | | | | | | | |
|---|---------|--|--------------------|---|------|------|--|----------|
| 1 | 572.550 | VEHICLE EXPENSES | | | | | | \$5,000 |
| | | gasoline oil, repairs on 5 vehicles | | | | | | |
| | | *1983 M/F 205 tractor | #1073026640 | - | Unit | #742 | | |
| | | 1990 Ford 1/2 Ton P/U | #1FTDF15Y2LNB00659 | - | Unit | #746 | | |
| | | 1978 I.H. Loboy Cub Tractor | #2000115U046912 | - | Unit | #749 | | |
| | | 1984 Dodge Ram pickup | #1B7FD14HXES344757 | - | Unit | #751 | | |
| | | 1987 Ford tractor | #UL17593 | - | Unit | #752 | | |
| 1 | 572.57 | REDEVELOPMENT | | | | | | \$25,000 |
| | | landscaping materials; | | | | | | |
| | | median strip planting, annuals & plantings for City Hall lawns | | | | | | |

*To be replaced

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|-----------------------------------|----------|
| | PARKS DEPARTMENT | |
| 1 572.620 | BUILDINGS | \$0 |
| 1 572.630 | IMPROVEMENTS OTHER THAN BUILDINGS | \$0 |
| 1 572.640 | MACHINERY & EQUIPMENT | \$11,100 |
| | Tractor - \$9,000 | |
| | Mower - \$600 | |
| | Riding Mower - \$1,500 | |

| UND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| PARKS DEPARTMENT | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 1 572.610 | Land | \$0 | \$0 | \$0 | \$0 | \$0 |
| 1 572.620 | Buildings | 0 | 0 | 1,200 | 0 | 0 |
| 1 572.630 | Improvements other than Buildings | 0 | 2,450 | 18,000 | 18,000 | 0 |
| 1 572.640 | Machinery & Equipment | 0 | 2,977 | 6,700 | 6,700 | 11,100 |
| | Sub-total Capital Outlay | \$0 | \$5,427 | \$25,900 | \$24,700 | \$11,100 |
| | TOTAL PARKS DEPARTMENT | \$0 | \$170,594 | \$248,200 | \$249,500 | \$192,600 |

Director

1.0

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RECREATION DEPT. CTIONS

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RECREATION DEPARTMENT CON'T

ACTIVITY DESCRIPTION

For eight months of the year, during baseball, summer day camp and softball, the Recreation department operates the concession stand located in Hollyland Park.

ACTIVITY GOALS

1. Provide a variety of quality recreational programs that are affordable and meet the needs of the community.
2. Use staff and facilities to optimum.

ACTIVITY OBJECTIVES

1. Continue current schedule of programs.
2. Develop additional programs to increase community participation.
3. Develop and promote programs to encourage senior participation.
4. Operate concession stand at a profit.

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| Number of ballfields | 5 | 5 | 5 |
| Number of tennis courts | 1 | 1 | 1 |
| Number of shuffleboard courts | 9 | 9 | 9 |
| Number of community centers | 1 | 1 | 1 |
| Number of other recreation centers | 3 | 3 | 3 |
| Number of youth baseball participants | 325 | 384 | 500 |
| Number of summer daycamp participants | 420 | 490 | 500 |
| Number of adult participants (excluding Seniors) | 400 | 700 | 700 |
| Number of senior participants | 100 | 300 | 350 |
| Number of other youth program participants | 150 | 470 | 500 |
| Number of users @ Sica Hall | n/a | 30,000 | 30,000 |
| Clubhouse | n/a | 5,000 | 5,000 |
| South Park Building | n/a | 8,000 | 8,000 |
| North Park Building | n/a | 2,000 | 2,000 |

| JND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-----------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| RECREATION DEPARTMENT | | | | | | |
| 1 575.110 | Executive Salaries | \$26,172 | \$28,567 | \$32,000 | \$32,000 | \$33,900 |
| 1 575.120 | Regular Salaries & Wages | 144,461 | 53,842 | 62,300 | 61,300 | 66,200 |
| 1 575.130 | Other Salaries & Wages | 10,180 | 11,546 | 14,000 | 14,000 | 14,000 |
| 1 575.140 | Overtime/Regular Employees | 86 | 972 | 500 | 1,500 | 1,500 |
| 1 575.190 | Uniforms | 1,661 | 362 | 450 | 450 | 450 |
| 1 575.210 | FICA Taxes | 13,431 | 7,129 | 8,300 | 8,300 | 8,900 |
| 1 575.220 | Retirement Contributions | 23,400 | 13,078 | 15,100 | 15,100 | 17,500 |
| 1 575.230 | Life & Health Insurance | 8,894 | 3,997 | 4,900 | 5,400 | 5,800 |
| 1 575.280 | Training & Travel | 906 | 668 | 1,100 | 1,100 | 1,400 |
| | Sub-total Personal Services | \$229,191 | \$120,161 | \$138,650 | \$139,150 | \$149,650 |
| OPERATING EXPENSES | | | | | | |
| 1 575.310 | Professional Services | \$0 | \$0 | \$0 | \$0 | \$0 |
| 1 575.410 | Telephone/Communications Services | 2,469 | 2,270 | 2,500 | 2,000 | 2,500 |
| 1 575.420 | Postage, Freight, & Express | 790 | 786 | 800 | 800 | 1,000 |
| 1 575.430 | Utility Services | 22,719 | 12,560 | 14,000 | 14,000 | 14,000 |
| 1 575.460 | Repair & Maintenance Services | 6,498 | 4,049 | 4,500 | 4,500 | 4,500 |
| 1 575.480 | Promotional Activities | 633 | 288 | 1,500 | 1,000 | 1,000 |
| 1 575.490 | Other Charges & Obligations | 1,651 | 982 | 800 | 800 | 800 |
| 1 575.510 | Office Supplies | 1,188 | 906 | 1,200 | 1,200 | 1,200 |
| 1 575.520 | Operating Supplies | 25,215 | 6,994 | 10,500 | 9,500 | 10,000 |
| 1 575.540 | Subscriptions & Memberships | 135 | 150 | 200 | 200 | 200 |
| 1 575.550 | Vehicle Expenses | 7,273 | 2,492 | 3,000 | 3,000 | 3,000 |
| 1 575.560 | Program Expense | 36,815 | 42,396 | 40,000 | 40,000 | 45,000 |
| 1 575.570 | Beautification | 11,315 | 0 | 0 | 0 | 0 |
| | Sub-total Operating Expenses | \$116,701 | \$73,873 | \$79,000 | \$77,000 | \$83,200 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | RECREATION DEPARTMENT | |
| 1 575.110 | EXECUTIVE SALARIES Recreation Director - \$31,221 | \$33,900 |
| 1 575.120 | REGULAR SALARIES & WAGES (3 positions) Admin. Assistant - \$22,547 Recreation Supervisor - \$20,426 Maintenance Worker (Sica Hall) - \$17,784 | \$66,200 |
| 1 575.130 | OTHER SALARIES & WAGES day camp counselors (2 fulltime, 3 parttime); concession stand employees Custodian (Sica Hall) - 20 hours per week - \$5,800 | \$14,000 |
| 1 575.140 | OVERTIME/REGULAR EMPLOYEES | \$1,500 |
| 1 575.190 | UNIFORMS \$4.00 week (5 changes per week) effective 8/1/87; clothing allowance | \$450 |
| 1 575.210 | FICA TAXES 7.65% effective 1/1/90 X \$115,600 | \$8,900 |
| 1 575.220 | RETIREMENT CONTRIBUTIONS 16.20% proposed 1/1/91 X \$107,600 | \$17,500 |
| 1 575.230 | LIFE & HEALTH INSURANCE Health - 4 @ \$116.14 mo. = \$5,575 Life - 3 @ \$3.60 mo. & 1 @ \$4.50 = \$184 | \$5,800 |
| 1 575.280 | TRAINING & TRAVEL reimbursement on meals, mileage @ .26 per mile (F.S. Chapter 112) DBCC Classes - \$100 Director Conference - registration \$65, expenses est. \$300, 4/90 Tallahassee ³¹² per 3/15/91 FRPA conference - 9/90 - registration - \$115; exp est \$450 FRPA Athletics - registration \$25 Volusia County Parks & Recreation Directors - \$210; | \$1,400 |

| JND ACCOUNT | ACCOUNT NAME | PROPOSED |
|-------------|--|----------|
| | RECREATION DEPARTMENT | |
| 1 575.410 | TELEPHONE/COMMUNICATIONS SERVICES 252-0057, 252-6231, 255-8248 - Avg. \$137 mo. @4/30/90 | \$2,500 |
| 1 575.420 | POSTAGE, FREIGHT & EXPRESS correspondence - .25 | \$1,000 |
| 1 575.430 | UTILITY SERVICES electric for: Recreation office, 1082 Ridgewood Avenue; Daytona Clubhouse, 1060 Daytona Avenue; Concession Stand, Gazebo, Sica Hall water for: Recreation office, 1082 Ridgewood Avenue, Concession Stand, Sica Hall; oil for: Recreation office. - Avg \$941 mo. @4/30/90 | \$14,000 |
| 1 575.460 | REPAIR & MAINTENANCE SERVICES <i>NEED TO ADD MAY DAVIS (copier \$50 mo)</i> MACHINES UNDER MAINTENANCE AGREEMENTS AND CONTRACTS FOR SERVICES: IBM Selectric II typewriter (4/1/88-4/1/89) - \$54 <i>Small repair</i> Apple Computer - \$; printer - \$210 <i>140</i> Massey Services - pests \$20 mo. & termite inspection <i>380</i> \$110 year = \$350; <i>MAY DAVIS - copier \$50 mo 1/91 52.50</i> MACHINES NOT UNDER MAINTENANCE AGREEMENTS: Xerox wireless paging system; ice machine; air conditioning unit; heating units; microwave; popcorn machine; Citizen calculator; Panasonic copier 1520 copies; fire extinguisher recharges & inspections; 2 Cincinnati time clocks; Sica Hall repairs; semi-annual range hood inspection \$125 <i>state of FL 10/5/90 #110. See Hall, Concession Stand</i> | \$4,500 |
| 1 575.480 | PROMOTIONAL ACTIVITIES | \$1,000 |
| 1 575.490 | OTHER CHARGES & OBLIGATIONS flowers, miscellaneous, etc.; temporary employee service | \$800 |
| 1 575.510 | OFFICE SUPPLIES stationery, envelopes, stencils, ribbons, copier paper, etc. | \$1,200 |
| 1 575.520 | OPERATING SUPPLIES household items, banquet table paper, American Service Control linen services, kitchen supplies, 4 grills - \$500; Computer program | \$10,000 |
| 1 575.540 | SUBSCRIPTIONS & MEMBERSHIPS Florida Recreation & Park Assn. (10/1/89-9/30/90) \$70; National Recreation & Park Assn. (1/89 - 12/89) \$85 \$90. 3/91 <i>4/1/91 - 4/1/92</i> | \$200 |

| UND ACCOUNT | ACCOUNT NAME | PROPOSED |
|-------------|--|------------|
| | RECREATION DEPARTMENT | |
| 1 575.550 | VEHICLE EXPENSES | \$3,000 |
| | gasoline, oil, repairs on 3 vehicles | |
| | 1984 Dodge Diplomat #1B3B62644EX577852 | - Unit #42 |
| | 1987 Dodge Diplomat #1B3BG2639HX754897 | - Unit #43 |
| | 1976 Dodge Passenger Van #B36BF6X063333 | - Unit #45 |
| 1 575.560 | PROGRAM EXPENSE | \$45,000 |
| | adult softball \$7,600; adult volleyball \$500; youth basketball \$8,500; tennis program; day camp \$5,200; karate \$500; aerobics \$1,000; Easter egg hunt; Christmas \$350; youth baseball \$12,400; Sica Hall programs Volusia County Public Health - Permits for Sica Hall \$70; Concession Stand \$40 | |

| JND ACCOUNT | ACCOUNT NAME | PROPOSED |
|-------------|------------------------------------|----------|
| | RECREATION DEPARTMENT | |
| 1 575.620 | BUILDINGS | \$0 |
| 1 575.630 | IMPROVEMENTS OTHER THAN BUILDINGS | \$0 |
| 1 575.640 | MACHINERY & EQUIPMENT | \$800 |
| | Heat & Air Unit for Office - \$800 | |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-----------------------|--------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| RECREATION DEPARTMENT | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 1 575.610 | Land | \$0 | \$0 | \$0 | \$0 | \$0 |
| 1 575.620 | Buildings | 21,102 | 1,020 | 0 | 0 | 0 |
| 1 575.630 | Improvements | 133,186 | 0 | 0 | 0 | 0 |
| 1 575.640 | Machinery & Equipment | 12,345 | 3,954 | 0 | 0 | 800 |
| | Sub-total Capital Outlay | \$166,633 | \$4,974 | \$0 | \$0 | \$800 |
| | TOTAL RECREATION | \$512,525 | \$199,008 | \$217,650 | \$216,150 | \$233,650 |

LAW ENFORCEMENT TRUST FUND

1990-91

ANNUAL BUDGET

LAW ENFORCEMENT TRUST FUND

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Operating Expenses | \$ 555 | \$ 0 | \$ 0 | \$ 8,000 | \$ 3,500 |
| Capital Outlay | <u>623</u> | <u>335</u> | <u>0</u> | <u>53,500</u> | <u>15,000</u> |
| TOTAL | \$ 1,178 | \$ 335 | \$ 0 | \$61,500 | \$18,500 |

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The Law Enforcement Trust Fund is a special revenue fund established to record confiscated property forfeiture revenues, interest earnings and the expenditure of those revenues for law enforcement purposes. This budget does not anticipate any future revenues and provides only a plan for the expenditure of prior year revenues.

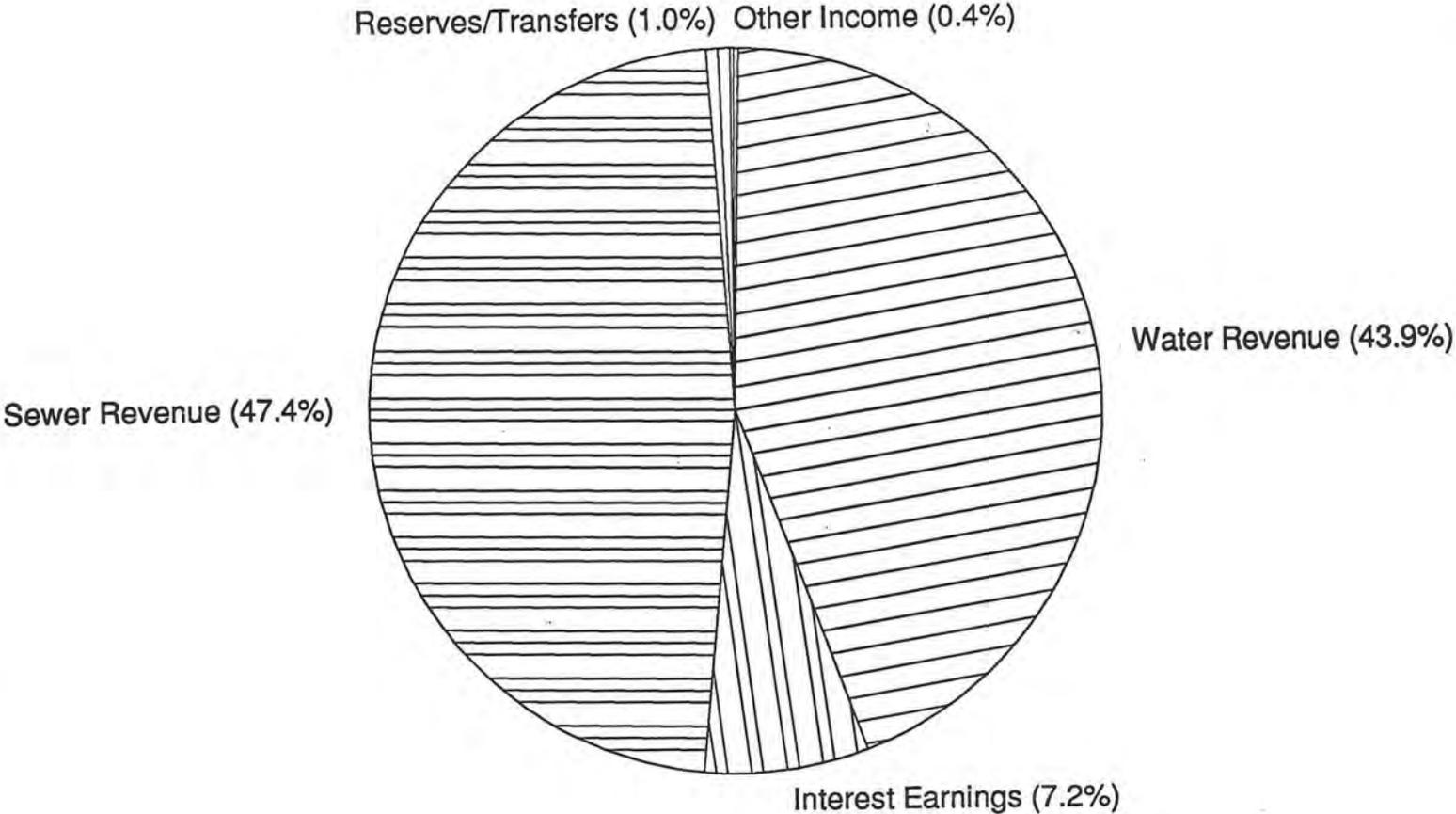
| FUND ACCOUNT | ACCOUNT NAME | 1887-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|----------------------------|---------------------------|-------------------|-------------------|-------------------|--------------------|---------------------------|
| LAW ENFORCEMENT TRUST FUND | | | | | | |
| REVENUES | | | | | | |
| 11 351.200 | Confiscated Property | \$2,690 | \$12,835 | \$0 | \$60,000 | \$0 |
| 11 361.110 | Interest Earning | 56 | 138 | 0 | 1,500 | 0 |
| 11 380.100 | Appropriated Fund Balance | 0 | 0 | 0 | 0 | 18,500 <i>NOT ENTERED</i> |
| | TOTAL REVENUES | \$2,746 | \$12,973 | \$0 | \$61,500 | \$18,500 |
| EXPENDITURES | | | | | | |
| 11 521.280 | Training & Travel | \$0 | \$0 | \$0 | \$1,000 | \$0 |
| 11 521.310 | Professional Services | 0 | 0 | 0 | 3,500 | 3,500 |
| 11 521.491 | Other Special Costs | 555 | 0 | 0 | 3,500 | 0 |
| 11 521.641 | Machinery & Equipment | 623 | 335 | 0 | 53,500 | 15,000 |
| | TOTAL EXPENDITURES | \$1,178 | \$335 | \$0 | \$61,500 | \$18,500 |

3,016,024,032,040,048,056,064,072.

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | LAW ENFORCEMENT TRUST FUND | |
| 11 521.280 | TRAINING | \$0 |
| 11 521.310 | PROFESSIONAL SERVICES Attorney Services | \$3,500 |
| 11 521.491 | OTHER SPECIAL COSTS | \$0 |
| 11 521.641 | MACHINERY & EQUIPMENT | \$15,000 |

Water and Sewer System Revenues

1990-91 Budget



WATER AND SEWER ENTERPRISE FUND

1990-91

ANNUAL BUDGET

REVENUE BAR CHART

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-------------------|------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| WATER REVENUE | | | | | | |
| 40 343.611 | Water Sales | \$977,862 | \$1,089,513 | \$1,179,000 | \$1,159,000 | \$1,216,000 |
| 40 343.612 | Meter Connection Charges | 25,705 | 14,643 | 21,000 | 11,000 | 12,000 |
| 40 343.613 | Service Charges | 16,335 | 15,435 | 17,000 | 17,000 | 17,000 |
| 40 343.614 | Cut-off Charges | 13,635 | 14,290 | 16,000 | 16,000 | 16,000 |
| 40 343.615 | Hydrant Rental | 9,378 | 9,482 | 10,000 | 10,000 | 10,000 |
| | Sub-Total Water Revenue | \$1,042,915 | \$1,143,363 | \$1,243,000 | \$1,213,000 | \$1,271,000 |
| SEWER REVENUE | | | | | | |
| 40 343.621 | Sewer Charges | \$1,019,933 | \$1,220,616 | \$1,363,000 | \$1,303,000 | \$1,368,000 |
| 40 343.622 | Sewer Connection Charges | 4,950 | 3,700 | 5,000 | 3,500 | 4,000 |
| | Sub-total Sewer Revenue | \$1,024,883 | \$1,224,316 | \$1,368,000 | \$1,306,500 | \$1,372,000 |
| INTEREST EARNINGS | | | | | | |
| 40 361.100 | Investment Income | \$12,294 | \$18,464 | \$14,000 | \$17,000 | \$17,000 |
| 40 361.200 | From State Board of Administration | 33,105 | 52,432 | 40,000 | 90,400 | 92,000 |
| 47 361.210 | SBA Int/Debt Service Fund | 92,644 | 167,888 | 90,000 | 90,000 | 100,000 |
| | Sub-total Interest Earnings | \$138,043 | \$238,785 | \$144,000 | \$197,400 | \$209,000 |
| OTHER INCOME | | | | | | |
| 40 362.100 | Building Rental | \$13,000 | \$13,000 | \$0 | \$0 | \$0 |
| 40 364.410 | Surplus Sales | 0 | (1,865) | 0 | 0 | 0 |
| 40 364.420 | Insurance Proceeds/Loss | 1,459 | 2,831 | 0 | 1,000 | 1,000 |
| 40 369.900 | Miscellaneous | 10,943 | 9,946 | 10,000 | 10,000 | 10,000 |
| | Sub-total Other Income | \$25,402 | \$23,912 | \$10,000 | \$11,000 | \$11,000 |

| JD ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--|------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| APPROPRIATIONS, TRANSFERS, CONTRIBUTIONS | | | | | | |
| 40 380.100 | Appropriated Retained Earnings | \$0 | \$0 | \$0 | \$0 | \$0 |
| 48 380.100 | Appropriated Renewal & Replacement | 0 | 0 | 95,000 | 127,000 | 0 |
| 40 383.200 | Transfer From General Fund | 35,000 | 35,000 | 0 | 0 | 0 |
| 48 363.236 | Impact Fees | 51,858 | 0 | 35,000 | 15,000 | 30,000 |
| | Sub-total | \$86,858 | \$35,000 | \$130,000 | \$142,000 | \$30,000 |
| | TOTAL WATER AND SEWER REVENUE | \$2,318,101 | \$2,665,375 | \$2,895,000 | \$2,869,900 | \$2,893,000 |

WATER AND SEWER ENTERPRISE FUND REVENUE EXPLANATION

Water Sales

Current projections indicate a slight favorable variance for 1989-90. Due to a 5% rate increase to be effective October 1, 1990, an additional 5% is forecast for 1990-91.

Meter Connection Charges

Current estimates indicate an unfavorable variance of 28% for 1989-90. However, anticipated projects indicate an increase of \$1,000 may be projected for 1990-91.

Service Charges

Current estimates indicate an unfavorable variance of 11% for 1989-90. No increase is forecast for 1990-91.

Cut-Off Charges

Current estimates indicate an unfavorable variance of 20% for 1989-90. No increase is forecast for 1990-91.

Hydrant Rental

Current projections indicate a slight unfavorable variance for 1989-90. No increase is forecast for 1990-91.

Sewer Charges

Current projections indicate a slight favorable variance for 1989-90. Sewer charges are 115% of the water rate and due to a water rate increase to be effective October 1, 1990, an additional 5% is forecast for 1990-91.

Sewer Connection Charges

Current estimates indicate an unfavorable variance of 25% for 1989-90. However, anticipated projects indicate an increase of \$500 may be projected for 1990-91.

Interest Earnings

Current projections for 1989-90 indicate a favorable variance for 1989-90. The projection of \$209,000 for 1990-91 includes anticipated earnings on reserve and sinking fund investments.

Miscellaneous Revenue

Current estimates indicate a slight favorable variance for 1989-90. No change is forecast for 1990-91.

Impact Fees

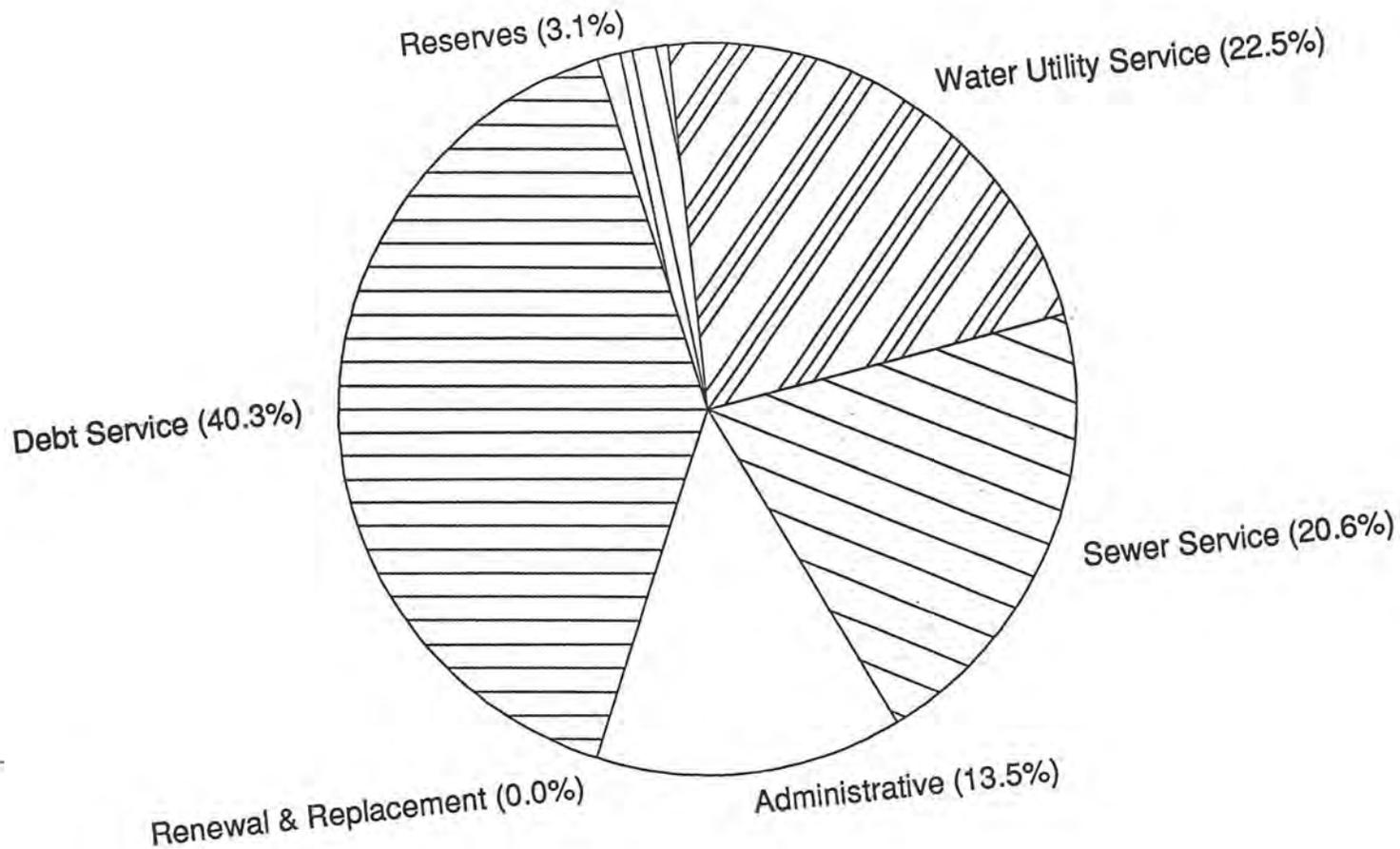
Current projections indicate a slight favorable variance for 1989-90. Anticipated projects indicate an additional \$15,000 may be projected for 1990-91.

Renewal and Replacement Reserve

The City does not anticipate using any renewal and replacement reserves in 1990-91.

Water and Sewer Expenditures

1990-91 Budget



EXPENDITURE BAR CHART

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--|--|-------------------|-------------------|-------------------|--------------------|---------------------|
| WATER & SEWER SYSTEM - EXPENDITURE SUMMARY | | | | | | |
| OPERATING | | | | | | |
| 40 533.000 | Water Utility Service/Water Plant | \$499,124 | \$552,773 | \$677,900 | \$690,800 | \$651,000 |
| 40 535.000 | Sewer Service/Water Pollution Control Plant | 353,594 | 549,374 | 556,500 | 597,100 | 595,000 |
| ADMINISTRATIVE | | | | | | |
| 40 536.000 | Transfer to General Fund | \$271,500 | \$300,000 | \$340,000 | \$340,000 | \$357,000 |
| 40 536.000 | Other Administrative Expense | 22,040 | 30,099 | 19,500 | 19,500 | 34,000 |
| 48 536.000 | Renewal & Replacement Expenditures | 0 | 0 | 95,000 | 127,000 | 0 |
| RESERVES | | | | | | |
| 40 580.100 | Operating Reserve | 55,600 | 52,300 | 42,000 | 0 | 40,000 |
| 40 581.100 | Renewal and Replacement Reserve | 85,651 | 50,000 | 48,600 | 0 | 20,000 |
| 40 581.200 | Impact Fee Reserve | 51,858 | 31,200 | 35,000 | 15,000 | 30,000 |
| 40 581.231 | Series 1984 Reserves | 173,411 | 176,000 | 0 | 0 | 0 |
| BOND INTEREST & SINKING FUND TRANSFERS | | | | | | |
| 40 580.200 | Series 1989 | 0 | 0 | 1,080,500 | 1,080,500 | 1,166,000 |
| 40 581.210 | Series "A" | 162,425 | 166,600 | 0 | 0 | 0 |
| 40 581.220 | Series "B" | 147,900 | 147,700 | 0 | 0 | 0 |
| 40 581.230 | Series 1984 | 336,600 | 340,400 | 0 | 0 | 0 |
| GRAND TOTAL | | \$2,159,703 | \$2,396,447 | \$2,895,000 | \$2,869,900 | \$2,893,000 |

WATER UTILITY SERVICE/WATER PLANT

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Personal Services | \$292,037 | \$320,507 | \$364,300 | \$364,800 | \$390,200 |
| Operating Expenses | 187,075 | 232,267 | 249,400 | 261,800 | 252,000 |
| Capital Outlay | <u>20,012</u> | <u>0</u> | <u>64,200</u> | <u>64,200</u> | <u>8,800</u> |
| Total | \$499,124 | \$552,774 | \$677,900 | \$690,800 | \$651,000 |

PERMANENT POSITIONS

| | |
|----------------------------------|-------------|
| Public Services Director | .25 |
| Deputy Director | .50 |
| Administrative Assistant | .25 |
| Senior Office Assistant | .25 |
| Chief Mechanic | .25 |
| Equipment/Maintenance Supervisor | .25 |
| Maintenance Specialist | .25 |
| Chief Water Plant Operator "A" | 1.00 |
| Plant Operator "B" | 1.00 |
| Plant Operator "C" | 1.00 |
| Plant Operator Trainee | 1.00 |
| Utility Mechanic Supervisor | 1.00 |
| Utility Mechanic | 2.00 |
| Meter Reader | <u>2.00</u> |
| Total | 11.00 |

SIGNIFICANT EXPENDITURE CHANGES

None

WATER UTILITY SERVICE/WATER PLANT CON'T

ACTIVITY DESCRIPTION

The Water Utility Service department is responsible for Water Plant operations, providing good water to the community. The current production rate is approximately 1.1 million gallons per day. It is also responsible for maintaining the wellfields, laying pipe, repairing water lines, maintaining fire hydrants, installing water meters and reading meters.

ACTIVITY GOALS

1. Operate the water treatment plant to meet all State and Federal regulations and requirements.
2. Maintain wellfields and water distribution to provide quality water to citizens.

ACTIVITY OBJECTIVES

1. Improve performance and efficiency of the water treatment plant.
2. Develop and implement an effective cross-connection/backflow prevention device testing program.
3. In conjunction with other activities, continue the preventative maintenance program for all City equipment.
4. Improve safety awareness among employees.

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Water Treatment Plant capacity | 2.3 MGD | 2.3 MGD | 2.3 MGD |
| Water average daily flow | 1.0 MGD | 1.1 MGD | 1.1 MGD |
| Number of fire hydrants | 253 | 258 | 260 |
| Average number of meters read per month | 4,825 | 4,920 | 5,000 |

| IND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-----------------------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| WATER UTILITY SERVICE/WATER PLANT | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 40 533.110 | Executive Salaries | \$23,985 | \$27,970 | \$32,300 | \$32,300 | \$32,600 |
| 40 533.120 | Regular Salaries & Wages | 196,707 | 216,924 | 236,600 | 236,600 | 255,500 |
| 40 533.130 | Other Salaries & Wages | 1,544 | 743 | 1,500 | 1,500 | 1,500 |
| 40 533.140 | Overtime/Regular Employees | 9,866 | 10,886 | 13,000 | 13,000 | 13,000 |
| 40 533.190 | Uniforms | 1,925 | 1,709 | 2,000 | 2,000 | 2,000 |
| 40 533.210 | FICA Taxes | 17,237 | 18,839 | 21,600 | 21,600 | 22,200 |
| 40 533.220 | Retirement Contributions | 30,900 | 32,771 | 42,900 | 42,900 | 47,000 |
| 40 533.230 | Life & Health Insurance | 9,043 | 10,006 | 12,400 | 13,400 | 14,400 |
| 40 533.280 | Training & Travel | 830 | 659 | 2,000 | 1,500 | 2,000 |
| | Sub-total Personal Services | \$292,037 | \$320,507 | \$364,300 | \$364,800 | \$390,200 |
| OPERATING EXPENSES | | | | | | |
| 40 533.310 | Professional Services | \$7,834 | \$31,886 | \$36,400 | \$46,400 | \$16,000 |
| 40 533.410 | Telephone/Communications Services | 987 | 977 | 1,000 | 1,000 | 1,500 |
| 40 533.430 | Utility Services | 89,066 | 105,830 | 110,000 | 110,000 | 120,000 |
| 40 533.440 | Rentals & Leases | 0 | 0 | 0 | 0 | 400 |
| 40 533.450 | Non-employee Insurance | 9,228 | 12,932 | 20,000 | 18,500 | 20,000 |
| 40 533.460 | Repair & Maintenance Services | 18,997 | 21,627 | 18,000 | 21,000 | 23,000 |
| 40 533.490 | Other Charges & Obligations | 204 | 659 | 1,000 | 1,000 | 1,100 |
| 40 533.510 | Office Supplies | 459 | 381 | 700 | 700 | 700 |
| 40 533.520 | Operating Expenses | 46,333 | 48,459 | 50,000 | 54,000 | 60,000 |
| 40 533.540 | Subscriptions & Memberships | 286 | 188 | 300 | 300 | 300 |
| 40 533.550 | Vehicle Expense | 13,681 | 9,327 | 12,000 | 8,900 | 9,000 |
| | Sub-total Operating Expenses | \$187,075 | \$232,267 | \$249,400 | \$261,800 | \$252,000 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|-----------|
| | WATER UTILITY SERVICE/WATER PLANT | |
| 40 533.110 | EXECUTIVE SALARIES | \$32,600 |
| | Public Service Director - 1/4 (\$46,551) \$11,638 | |
| | Deputy Director - 1/2 (\$36,449) \$18,225 | |
| 40 533.120 | REGULAR SALARIES & WAGES (10.25 Positions) | \$255,500 |
| | Admin Assistant - 1/4 (\$22,984) \$5,746 | |
| | Chief Mechanic - 1/4 (\$26,179) \$6,545 | |
| | Sr. Office Assist - 1/4 (\$22,547) \$5,637 | |
| | Chief Operator "A" - \$29,602 | |
| | Plant Operator "B" - \$23,005 | |
| | Plant Operator "C" - \$26,004 | |
| | Util Mechanic Sup. - \$24,815 | |
| | Operator Trainee - \$19,718 | |
| | Equip/Maint Mgr - 1/4 (\$26,443) \$6,611 | |
| | Maint Specialist - 1/4 (\$19,250) \$4,813 | |
| | Meter Reader - \$21,486 | |
| | Meter Reader - \$20,430 | |
| | Util. Mechanic - \$22,558 | |
| | Util. Mechanic - \$22,547 | |
| 40 533.130 | OTHER SALARIES & WAGES | \$1,500 |
| | fill-in plant operator | |
| 40 533.140 | OVERTIME/REGULAR EMPLOYEES | \$13,000 |
| | holidays, illness | |
| 40 533.190 | UNIFORMS | \$2,000 |
| | \$4.00 week (5 changes per week) effective 8/1/87 | |
| 40 533.210 | FICA TAXES | \$22,200 |
| | 7.65% effective 1/1/90 x \$289,600 | |
| 40 533.220 | RETIREMENT CONTRIBUTIONS | \$47,000 |
| | 16.20% proposed 1/1/91 | |
| 40 533.230 | LIFE & HEALTH INSURANCE | \$14,400 |
| | Health - 10 @ \$116.14 mo. = \$13,932 | |
| | Life - 10 @ \$ 3.60 mo. = \$432 | |
| 40 533.280 | TRAINING & TRAVEL | \$2,000 |
| | AWWA/FPCF - registration \$160, expense est. \$385 | |
| | Backflow Prevention School - registration \$420, meals etc. \$370 | |
| | Distribution System Technician Course - reg. \$205, expense est. \$345 | |
| | HAUCC meetings | |
| | reimbursement on meals, mileage @ .26 per mile (F.S. Chapter 112) | |
| | Short Courses - \$600 | |
| | <i>10/3/90 Salary - H. Water Bureau Conf. Winter Park \$205, registration \$205, etc. Short Courses</i> | |
| | <i>11/90 1 - Short Course Course \$165</i> | |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|-----------|
| | WATER UTILITY SERVICE/WATER PLANT | |
| 40 533.310 | PROFESSIONAL SERVICES DHRS - annual renewal microbiology lab certification - \$350 Halifax Regional Water Supply Authority - City share - \$10,000 Russell & Axon; lab analyses - \$4,000 Quick Care Physicals - \$500 | \$16,000 |
| 40 533.410 | TELEPHONE/COMMUNICATIONS SERVICES 255-2531 (1/4 of bill plus long distance calls), M01-4411, \$84 mo. avg. @ 4/30/90 | \$1,500 |
| 40 533.430 | UTILITY SERVICES electricity, gas, water \$9,042 mo. avg. @ 4/30/90 (increased usage) | \$120,000 |
| 40 533.440 | RENTALS & LEASES Pager Rentals | \$400 |
| 40 533.450 | NON-EMPLOYEE INSURANCE Water Plant - fire & theft; vehicles - liability; equipment floater; comprehensive general liability | \$20,000 |
| 40 533.460 | REPAIR & MAINTENANCE SERVICES FEC Railway Co. - Water Mains Agreement #7524 - \$140 ✓ 12/90 Cincinnati time clock; fire extinguisher recharges & inspections; lime sludge removal/work done by Public Works; 1/4 2-way mobile base station; mobile radio; 1 walkie talkie; 2 converta comms; 2 pagers; Cathodic Protection System (10/89-10/90) \$203 219. 10/90 - 10/91 A.W.K. Ind. - Controls Maint. Tank Painting | \$23,000 |
| 40 533.490 | OTHER CHARGES & OBLIGATIONS miscellaneous, flowers, etc. \$100; temporary employee services \$400 Water Auth. Luncheon \$600 | \$1,100 |
| 40 533.510 | OFFICE SUPPLIES paper, ribbons, envelopes, etc. | \$700 |

FUND ACCOUNT ACCOUNT NAME

PROPOSED

WATER UTILITY SERVICE/WATER PLANT

40 533.520 OPERATING SUPPLIES \$60,000
all supplies avg. costs = \$4,413 mo. @ 4/30/90
lab supplies & household items;

Allied Prod. quicklime (bid 1/90) \$45.00/ton + frt \$38.02 = \$83.02/ton
annual use = 500 tons
Bower - liquid anhydrous ammonia (bid 11/88) \$.26/lb. +
Superfund Tax \$2.64/ton, annual use 14,600 lbs.
PB&S Chemical - liquid chlorine (SI-COP bid #B188-255) \$175/ton +
Superfund Tax \$2.70/ton, annual use 20 tons
Flouride - \$3,000

40 533.540 SUBSCRIPTIONS & MEMBERSHIPS \$300

AWWA Memberships - Public Service Director (1/89-1/90) \$69
Backflow Prevention magazine - 1 year - \$26
DER Operating Certificates \$25 each (5 memberships) 2 year \$125 *4/91 NUFF 4/91 Dobbin & Waterline*
FP & PCOA Membership \$15 each (3 1/2 memberships) \$45 *SCHULZ, SMITH 12/90 SO BELTERRA 11.5.91*
Water & Sewer Management subscription (1/2) \$15
Water Engineering & Management - 3 year subscription - pd. 12/87 \$42.50

40 533.550 VEHICLE EXPENSE \$9,000

gasoline, oil, and repairs on 4 vehicles & equipment:
1985 Ford Ranger pickup #1FTBR10A7FUB91172 - Unit #21
1983 Ford F350 pickup truck #1FDJF37G8DNA16961 - Unit #22
1983 Ford Ranger P/U #1FTBR10A4DUB52956 - Unit #23
1981 Forklift #128941 - Unit #25
1989 Ford 1/2 Ton P/U #1FTDF15Y7LNA2034 - Unit #26
1985 Kato aux. generator (wellfield) #9604 - Unit #27
1987 Long Chih utility trailer #LCAA851T3HT021424 - Unit #28
1978 Ditch Witch trencher & trailer #405642 - Unit #29

FUND ACCOUNT ACCOUNT NAME

PROPOSED

CAPITAL OUTLAY/WATER UTILITY SERVICE

40 533.630 IMPROVEMENTS OTHER THAN BUILDINGS

\$0

40 533.640 MACHINERY & EQUIPMENT

\$8,800

200 Meters (5/8" x 3/4") - \$5,000
Fire Hydrant 3 @ \$600 - \$1,800
Hand-Held Portable Radio - \$500
Scott Air Pack with Alarm - \$1,500

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|-----------------------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| WATER UTILITY SERVICE/WATER PLANT | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 40 533.630 | Improvements other than Buildings | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40 533.640 | Machinery & Equipment | 20,012 | 0 | 64,200 | 64,200 | 8,800 |
| | Sub-total Capital Outlay | \$20,012 | \$0 | \$64,200 | \$64,200 | \$8,800 |
| | TOTAL WATER PLANT | \$499,124 | \$552,773 | \$677,900 | \$690,800 | \$651,000 |

SEWER SERVICE/
WATER POLLUTION
CONTROL PLANT

SEWER SERVICE/WATER POLLUTION CONTROL PLANT

| <u>EXPENDITURES</u> | <u>ACTUAL</u> <u>1987-88</u> | <u>ACTUAL</u> <u>1988-89</u> | <u>BUDGET</u> <u>1989-90</u> | <u>AMENDED</u> <u>1989-90</u> | <u>PROPOSED</u> <u>1990-91</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| Personal Services | \$218,246 | \$273,151 | \$315,000 | \$317,400 | \$356,300 |
| Operating Expenses | 134,011 | 276,224 | 218,000 | 256,200 | 236,700 |
| Capital Outlay | <u>1,337</u> | <u>0</u> | <u>23,500</u> | <u>23,500</u> | <u>2,000</u> |
| Total | \$353,594 | \$549,375 | \$556,500 | \$597,100 | \$595,000 |

PERMANENT POSITIONS

| | |
|----------------------------------|-------------|
| Public Services Director | .25 |
| Deputy Director | .50 |
| Administrative Assistant | .25 |
| Senior Office Assistant | .25 |
| Chief Mechanic | .25 |
| Equipment/Maintenance Supervisor | .25 |
| Maintenance Specialist | .25 |
| Chief Operator | 1.00 |
| Plant Operator "B" | 1.00 |
| Plant Operator "C" | 1.00 |
| Plant Operator Trainee | 2.00 |
| Utility Mechanic | 3.00 |
| Driver | <u>1.00</u> |
| TOTAL | 11.00 |

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The Sewer Service department is responsible for the water pollution control plant operation, treating and disposing of approximately 1.2 million gallons of wastewater every day. It is responsible for the maintenance, repair and cleaning of plant equipment, sewer mains and lift stations.

ACTIVITY GOALS

1. Operate the water pollution control plant to meet all State and Federal regulations and requirements.
2. Maintain sewer mains and lift stations to insure effective, sanitary conditions.

ACTIVITY OBJECTIVES

1. Improve performance and efficiency of the water pollution control plant.
2. In conjunction with other activities, continue the preventative maintenance program for all City equipment.
3. Improve safety awareness among employees.

ACTIVITY MEASUREMENTS

| | <u>ACTUAL</u> <u>1988-89</u> | <u>ESTIMATED</u> <u>1989-90</u> | <u>PROJECTED</u> <u>1990-91</u> |
|-------------------------------|---------------------------------|------------------------------------|------------------------------------|
| Wastewater treatment capacity | 1.6 MGD | 1.6 MGD | 2.4 MGD |
| Wastewater average daily flow | 1.2 MGD | 1.6 MGD | 1.6 MGD |
| Number of lift stations | 26 | 26 | 26 |
| Miles of sanitary sewers | 65.0 miles | 65.0 miles | 65.0 miles |

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|---|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| SEWER SERVICE/WATER POLLUTION CONTROL PLANT | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 40 535.110 | Executive Salaries | \$30,155 | \$29,582 | \$32,300 | \$32,300 | \$32,600 |
| 40 535.120 | Regular Salaries & Wages | 139,730 | 178,693 | 203,200 | 203,200 | 229,000 |
| 40 535.140 | Overtime/Regular Employees | 3,339 | 7,482 | 8,500 | 9,500 | 9,500 |
| 40 535.190 | Uniforms | 1,509 | 1,807 | 1,900 | 1,900 | 2,000 |
| 40 535.210 | FICA Taxes | 12,882 | 16,008 | 18,600 | 18,600 | 20,800 |
| 40 535.220 | Retirement Contributions | 23,163 | 29,670 | 36,900 | 36,900 | 44,000 |
| 40 535.230 | Life & Health Insurance | 6,529 | 9,436 | 12,100 | 12,700 | 15,900 |
| 40 535.280 | Training & Travel | 939 | 472 | 1,500 | 2,300 | 2,500 |
| | Sub-total Personal Services | \$218,246 | \$273,151 | \$315,000 | \$317,400 | \$356,300 |
| OPERATING EXPENSES | | | | | | |
| 40 535.310 | Professional Services | \$15,025 | \$56,795 | \$18,000 | \$30,000 | \$20,000 |
| 40 535.410 | Telephone/Communications Services | 778 | 1,304 | 1,200 | 1,200 | 1,800 |
| 40 535.430 | Utility Services | 68,297 | 64,634 | 80,000 | 80,000 | 88,000 |
| 40 535.440 | Rentals & Leases | 0 | 0 | 0 | 0 | 400 |
| 40 535.450 | Non-Employee Insurance | 8,252 | 13,268 | 20,000 | 18,500 | 20,000 |
| 40 535.460 | Repair & Maintenance Services | 2,863 | 34,414 | 24,000 | 24,000 | 24,000 |
| 40 535.490 | Other Charges & Obligations | 500 | 5,896 | 5,000 | 5,000 | 5,000 |
| 40 535.510 | Office Supplies | 463 | 263 | 500 | 700 | 700 |
| 40 535.520 | Operating Supplies | 32,146 | 86,814 | 60,000 | 85,000 | 65,000 |
| 40 535.540 | Subscriptions & Memberships | 254 | 110 | 300 | 300 | 300 |
| 40 535.550 | Vehicle Expenses | 5,433 | 12,725 | 9,000 | 11,500 | 11,500 |
| | Sub-total Operating Expense | \$134,011 | \$276,224 | \$218,000 | \$256,200 | \$236,700 |

FUND ACCOUNT ACCOUNT NAME

PROPOSED

SEWER SERVICE/WATER POLLUTION CONTROL PLANT

40 535.110 EXECUTIVE SALARIES \$32,600
 Public Service Director - 1/4 (\$46,551) - \$11,638
 Deputy Director - 1/2 (\$36,449) - \$18,225

40 535.120 REGULAR SALARIES & WAGES (10.25 positions) \$229,000
 Admin Assistant - 1/4 (\$22,984) - \$5,746 Chief Opr. - \$21,154
 Chief Mechanic - 1/4 (\$26,179) - \$6,545 Plt. Opr. "B" - \$25,397
 Sr. Office Assist - 1/4 (\$22,547) - \$5,637 Plt. Opr. "C" - \$20,430
 Utility Mechanic - \$17,840 Opr. Trainee - \$19,344
 Utility Mechanic - \$15,330 Opr. Trainee - \$23,612
 Utility Mechanic - \$20,218 Driver - \$21,747
 Equip/Maint Mgr - 1/4 (\$26,443) - \$6,611
 Maint Specialist - 1/4 (\$19,250) - \$4,813

40 535.140 OVERTIME/REGULAR EMPLOYEES \$9,500
 Holidays, illness

40 535.190 UNIFORMS \$2,000
 \$4.00 week (5 changes per week) effective 8/1/87

40 535.210 FICA TAXES \$20,800
 7.65% effective 1/1/90 x \$271,100

40 535.220 RETIREMENT CONTRIBUTIONS \$44,000
 16.20% proposed 1/1/91

40 535.230 LIFE & HEALTH INSURANCE \$15,900
 Health - 11 @ \$116.14 mo. = \$15,336
 Life - 9 @ \$ 3.60 mo. & 1 @ \$4.50 mo. = \$486

40 535.280 TRAINING & TRAVEL \$2,500
 AWWA/FPCF Convention - registration \$160, expenses est. \$385
 Collection System Tech. course - registration \$205, expenses est. \$345
 Foundation of Calif. St. Univ. - WWTP correspondence course \$150 ~~150~~ 11/90 JUNKER
 reimbursement on meals, mileage @ .26 per mile (F.S. Chapter 112)
 TREEO Maintenance Seminar

11/90 ^{11/65} ^{140.} *Jordan - Jordan - Short School Registration # 305*

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | SEWER SERVICE/WATER POLLUTION CONTROL PLANT | |
| 40 535.310 | PROFESSIONAL SERVICES Russell & Axon; Study Analysis - \$800, Bio-Assay - \$2,500/qtr, Physicals - \$450, R & H process control analysis- \$8,000 | \$20,000 |
| 40 535.410 | TELEPHONE/COMMUNICATIONS SERVICES \$83 mo. avg. 255-2531 (1/4 of bill plus long distance calls) | \$1,800 |
| 40 535.430 | UTILITY SERVICES electricity, gas, water - avg. \$5,625 mo. @ 4/30/90 | \$88,000 |
| 40 535.440 | RENTALS & LEASES Pager Rentals for Pest Team | \$400 |
| 40 535.450 | NON-EMPLOYEE INSURANCE Water Pollution Plant - fire & theft; lift stations - general liability; vehicles - liability; equipment floater | \$20,000 |
| 40 535.460 | REPAIR & MAINTENANCE SERVICES avg. costs = \$3,129 mo. @ 4/30/90 FEC Railway Co. - Sewer Mains Agreement #7524 (Due December) \$80 fire extinguisher recharges & inspections GSX Services - chemical waste agreement - 9/88-9/89 fee basis instrumentation - calibration Massey Services (pests) \$100 mobile radios (2); 1/4 2-way mobile pump & electrical repairs (plant & lift stations) Sewer Line Sealing \$6,000 sludge maintenance - Volusia County Permit \$1200 | \$24,000 |
| 40 535.490 | OTHER CHARGES & OBLIGATIONS Federal Express charges for sampling - \$2,400 miscellaneous, flowers, etc. | \$5,000 |
| 40 535.510 | OFFICE SUPPLIES paper, envelopes, ribbons, etc. | \$700 |

DELTA #135.
MAINT CONTRACT CANNON COPIER

FUND ACCOUNT ACCOUNT NAME

PROPOSED

SEWER SERVICE/WATER POLLUTION CONTROL PLANT

40 535.520 OPERATING SUPPLIES \$65,000
avg. costs = \$6,894 mo. @ 4/30/90
lab supplies, household items, lubricants, etc.
paint, lumber, hand tools, etc.

Allied Colloids - Percol 706 (bid 2/89) - \$.74/lb.
Alum & Polymer for treatment process
LeahChem - LC800 polymer - \$1.54/lb.
PB&S Chemical - liquid chlorine (SI-COP bid #B188-255) \$275/ton +
Superfund Tax \$2.70/ton (30 tons)
PB&S - Sulphur dioxide \$.44/lb.
Polymer Systems - Poly C-381 \$.85/lb.

40 535.540 SUBSCRIPTIONS & MEMBERSHIPS \$300
AWWA Membership - Assistant Director (1/90-1/91) \$69
DER Operating Certificates \$25 each (3 memberships) 2 year \$75
FW&PCOA memberships \$15 each (4 memberships) \$60 *SKINER 1/91-1/95 3/91-1/95 Westborough*
Water & Sewer Management publication - 1/2 \$15
WPCF Membership Director (3/89-3/90) ~~\$65~~ *70 > 1/91*

40 535.550 VEHICLE EXPENSES \$11,500
gasoline, oil & repairs on 5 vehicles & equipment
1984 1 ton Chevrolet pickup truck #1GBHC34M2EV132068 - Unit #31
1975 Ford truck jet rodder #F70EUV68884 - Unit #33
1989 Ford Crown Victoria #2FABP72F2KX176167 - Unit #34
1965 Onan portable generator - Unit #35
1984 Ford sludge truck FT8000 #1FDYL80U4EVA08913 - Unit #36
1984 Dodge Diplomat #1B3BG2642EX577851 - Unit #37

FUND ACCOUNT ACCOUNT NAME

PROPOSED

CAPITAL OUTLAY/SEWER SERVICE

40 535.630 IMPROVEMENTS OTHER THAN BUILDINGS

\$0

40 535.640 MACHINERY & EQUIPMENT

\$2,000

Hand held portable radio - \$500
Scott Air pack w/alarm - \$1,500

| FUND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|---|-----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| SEWER SERVICE/WATER POLLUTION CONTROL PLANT | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 40 535.630 | Improvements other than Buildings | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40 535.640 | Machinery & Equipment | 1,337 | 0 | 23,500 | 23,500 | 2,000 |
| | Sub-total Capital Outlay | \$1,337 | \$0 | \$23,500 | \$23,500 | \$2,000 |
| | TOTAL SEWER SERVICE | \$353,594 | \$549,374 | \$556,500 | \$597,100 | \$595,000 |

WATER AND SEWER ADMINISTRATION

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Personal Services | \$182,100 | \$209,400 | \$246,000 | \$246,000 | \$259,600 |
| Operating Expenses | 110,440 | 110,699 | 113,500 | 113,500 | 131,400 |
| Capital Outlay | <u>1,000</u> | <u>10,000</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| TOTAL | \$293,540 | \$330,099 | \$359,500 | \$359,500 | \$391,000 |

PERMANENT POSITIONS

| | |
|-------------------------------|------------|
| City Council | .33 |
| City Manager | .33 |
| Deputy Clerk | .50 |
| Finance Director | .50 |
| Senior Accountant | .25 |
| Accountant | .25 |
| Payroll Account Clerk | .25 |
| Account Clerk | .25 |
| Chief Computer Operator | .75 |
| Computer Operator | .75 |
| Cashier | .75 |
| City Manager Secretary | .25 |
| Receptionist/Office Assistant | .25 |
| Janitorial Maintenance Worker | <u>.66</u> |
| TOTAL | 6.07 |

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION, GOALS, OBJECTIVES, MEASUREMENTS

See General Government departments

| ND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--------------------------------|-----------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| WATER AND SEWER ADMINISTRATION | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 40 536.110 | Executive Salaries | \$54,600 | \$61,700 | \$69,000 | \$69,000 | \$72,100 |
| 40 536.120 | Regular Salaries & Wages | 66,900 | 83,600 | 89,800 | 89,800 | 94,500 |
| 40 536.140 | Overtime | 3,000 | 3,000 | 6,000 | 6,000 | 11,000 |
| 40 536.190 | Uniforms | 300 | 200 | 200 | 200 | 200 |
| 40 536.200 | Retirement Buy-Back Plan | 2,600 | 2,000 | 2,000 | 2,000 | 0 |
| 40 536.210 | FICA Taxes | 8,900 | 11,100 | 12,600 | 12,600 | 13,600 |
| 40 536.220 | Retirement Contributions | 16,300 | 21,300 | 24,900 | 24,900 | 28,800 |
| 40 536.230 | Life & Health Insurance | 3,300 | 4,800 | 5,800 | 5,800 | 6,900 |
| 40 536.240 | Worker's Compensation | 19,700 | 12,600 | 21,000 | 21,000 | 18,000 |
| 40 536.250 | Unemployment Compensation | 500 | 3,000 | 2,500 | 2,500 | 500 |
| 40 536.280 | Training & Travel | 2,000 | 4,100 | 4,700 | 4,700 | 5,200 |
| 40 536.290 | Other Personal Services | 4,000 | 2,000 | 7,500 | 7,500 | 8,800 |
| | Sub-total Personal Services | \$182,100 | \$209,400 | \$246,000 | \$246,000 | \$259,600 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | WATER AND SEWER ADMINISTRATION | |
| 40 536.110 | EXECUTIVE SALARIES 1/3 Mayor & Council - \$7,933 1/3 City Manager - \$18,133 1/2 Deputy Clerk and Finance Director - \$46,000 | \$72,100 |
| 40 536.120 | REGULAR SALARIES & WAGES 3/4 Computer Operators - \$38,007 1/4 Accounting Clerks - \$24,424 3/4 Cashier - \$10,515 1/3 Janitorial Maint Wrkrs- \$10,583 1/4 Department Clerk - \$3,765 1/4 City Manager Secretary- \$5,372 | \$94,500 |
| 40 536.140 | OVERTIME water billing, budget, audit | \$11,000 |
| 40 536.190 | UNIFORMS 1/3 maintenance workers \$4 wk. (5 changes per week) eff. 8/1/87 | \$200 |
| 40 536.200 | RETIREMENT BUY-BACK PLAN Paid in Full 6/90 | \$0 |
| 40 536.210 | FICA TAXES 7.65% effective 1/1/90 x \$177,600 | \$13,600 |
| 40 536.220 | RETIREMENT CONTRIBUTIONS 16.20% proposed 1/1/91 | \$28,800 |
| 40 536.230 | LIFE & HEALTH INSURANCE Finance, City Manager, and Council 1/4 | \$6,900 |
| 40 536.240 | WORKERS' COMPENSATION Administration, Water & Sewer | \$18,000 |
| 40 536.250 | UNEMPLOYMENT COMPENSATION | \$500 |
| 40 536.280 | TRAINING & TRAVEL 1/4 Council, City Manager & Finance | \$5,200 |
| 40 536.290 | OTHER PERSONAL SERVICES Civil Service - \$5,000, ASAP - \$3,500; Service Pins - \$300 | \$8,800 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | WATER AND SEWER ADMINISTRATION | |
| 40 536.310 | PROFESSIONAL SERVICES Other professional services; 1/4 engineering | \$17,500 |
| 40 536.320 | ACCOUNTING & AUDITING water audit; cash audit; conferences; water rate studies | \$16,000 |
| 40 536.410 | TELEPHONE/COMMUNICATIONS SERVICES 1/2 Finance; 1/4 City Manager | \$2,700 |
| 40 536.420 | POSTAGE, FREIGHT & EXPRESS water bills, delinquent notices, refunds; pymts to vendors & corres. | \$12,800 |
| 40 536.430 | UTILITY SERVICES 1/3 electric, water & fuel costs for city hall | \$3,300 |
| 40 536.440 | RENTALS & LEASES 1/3 Sentry Alarm system | \$100 |
| 40 536.460 | REPAIR & MAINTENANCE SERVICES 1/3 maintenance contracts; 1/4 other repairs & maintenance; 3/4 computer system; 1/4 copy machine | \$15,000 |
| 40 536.470 | PRINTING & BINDING 1/3 of codification | \$3,100 |
| 40 536.490 | OTHER CHARGES & OBLIGATIONS suggestion awards & other miscellaneous items; water and sewer administrative insurance; election expenses | \$7,000 |

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|----------|
| | WATER AND SEWER ADMINISTRATION | |
| 40 536.491 | INTEREST ON DEPOSITS credit on water bills 10/90 \$7,119 | \$9,000 |
| 40 536.500 | ADVERTISING 1/4 of cost | \$1,600 |
| 40 536.510 | OFFICE SUPPLIES computer supplies | \$13,000 |
| 40 536.520 | OPERATING SUPPLIES 1/4 of cost | \$1,000 |
| 40 536.540 | SUBSCRIPTIONS & MEMBERSHIPS Finance, City Manager & Council | \$1,000 |
| 40 536.550 | VEHICLE EXPENSES 1/3 of cost | \$800 |
| 40 536.590 | BAD DEBT EXPENSE | \$25,000 |
| 40 536.640 | MACHINERY & EQUIPMENT | \$0 |
| 40 536.800 | GRANTS & AIDS 1/4 of cost | \$2,500 |

| ID ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--------------------------------|------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| WATER AND SEWER ADMINISTRATION | | | | | | |
| OPERATING EXPENSES | | | | | | |
| 40 536.310 | Professional Services | \$20,500 | \$16,500 | \$17,500 | \$17,500 | \$17,500 |
| 40 536.320 | Accounting & Auditing | 11,000 | 15,900 | 15,900 | 15,900 | 16,000 |
| 40 536.410 | Telephone/Communications Services | 2,700 | 2,200 | 2,700 | 2,700 | 2,700 |
| 40 536.420 | Postage, Freight, & Express | 10,700 | 11,500 | 12,000 | 12,000 | 12,800 |
| 40 536.430 | Utility Services | 3,500 | 3,300 | 3,300 | 3,300 | 3,300 |
| 40 536.440 | Rentals & Leases | 200 | 100 | 100 | 100 | 100 |
| 40 536.460 | Repair & Maintenance Services | 9,600 | 9,300 | 15,000 | 15,000 | 15,000 |
| 40 536.470 | Printing & Binding | 300 | 800 | 3,100 | 3,100 | 3,100 |
| 40 536.490 | Other Charges & Obligations | 15,000 | 5,000 | 7,000 | 7,000 | 7,000 |
| 40 536.491 | Interest on Deposits | 6,540 | 6,984 | 7,500 | 7,500 | 9,000 |
| 40 536.500 | Advertising | 1,800 | 1,600 | 1,600 | 1,600 | 1,600 |
| 40 536.510 | Office Supplies | 6,500 | 8,000 | 10,000 | 10,000 | 13,000 |
| 40 536.520 | Operating Supplies | 1,200 | 1,000 | 1,000 | 1,000 | 1,000 |
| 40 536.540 | Subscriptions & Memberships | 1,000 | 850 | 1,000 | 1,000 | 1,000 |
| 40 536.550 | Vehicle Expenses | 500 | 650 | 800 | 800 | 800 |
| 40 536.590 | Bad Debt Expense | 15,500 | 23,115 | 12,000 | 12,000 | 25,000 |
| 40 536.640 | Machinery & Equipment | 1,000 | 10,000 | 0 | 0 | 0 |
| 40 536.800 | Grants & Aids | 3,900 | 3,900 | 3,000 | 3,000 | 2,500 |
| | Sub-total Operating Expenses | \$111,440 | \$120,699 | \$113,500 | \$113,500 | \$131,400 |
| | TOTAL WATER & SEWER ADMINISTRATION | \$293,540 | \$330,099 | \$359,500 | \$359,500 | \$391,000 |

WATER AND SEWER RENEWAL AND
REPLACEMENT FUND

1990-91

ANNUAL BUDGET

WATER AND SEWER RENEWAL AND REPLACEMENT FUND

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Reserve for Improve | \$85,651 | \$50,000 | \$ 83,600 | \$ 15,000 | \$50,000 |
| Capital Outlay | <u>0</u> | <u>0</u> | <u>95,000</u> | <u>127,000</u> | <u>0</u> |
| TOTAL | \$85,651 | \$50,000 | \$178,600 | \$142,000 | \$50,000 |

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The Renewal and Replacement Fund was established to provide for major improvements and/or repairs to the Water and Sewer Utility System. The funds allocated for these future improvements are transferred from Water and Sewer revenues and impact fees.

ACTIVITY GOAL

N/A

ACTIVITY OBJECTIVE

N/A

ACTIVITY MEASUREMENTS

N/A

| ND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|------------|--------------|-------------------|-------------------|-------------------|--------------------|---------------------|
|------------|--------------|-------------------|-------------------|-------------------|--------------------|---------------------|

WATER AND SEWER RENEWAL AND REPLACEMENT FUND

EXPENDITURES

WATER PLANT/ CAPITAL OUTLAY

| | | | | | | |
|------------|-----------------------------------|-----|-----|-----|----------|-----|
| 48 533.310 | Professional Services | \$0 | \$0 | \$0 | \$20,000 | \$0 |
| 48 533.630 | Improvements other than Buildings | 0 | 0 | 0 | 0 | 0 |
| 48 533.640 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 |
| | Sub-total Water Plant | \$0 | \$0 | \$0 | \$20,000 | \$0 |

WATER POLLUTION CONTROL/ CAPITAL OUTLAY

| | | | | | | |
|------------|-----------------------------------|-----|-----|-----|----------|-----|
| 48 535.310 | Professional Services | \$0 | \$0 | \$0 | \$0 | \$0 |
| 48 535.620 | Buildings | 0 | 0 | 0 | 0 | 0 |
| 48 535.630 | Improvements other than Buildings | 0 | 0 | 0 | 0 | 0 |
| 48 535.640 | Machinery & Equipment | 0 | 0 | 0 | 12,000 | 0 |
| | Sub-Total Water Pollution Control | \$0 | \$0 | \$0 | \$12,000 | \$0 |

WATER & SEWER ADMINISTRATION

| | | | | | | |
|------------|-----------------------|-----|-----|----------|----------|-----|
| 48 536.640 | Machinery & Equipment | \$0 | \$0 | \$95,000 | \$95,000 | \$0 |
|------------|-----------------------|-----|-----|----------|----------|-----|

BUDGET RESERVE

| | | | | | | |
|------------|--------------------------|----------|----------|----------|----------|----------|
| 48 580.990 | Reserve for Improvements | \$85,651 | \$50,000 | \$83,600 | \$15,000 | \$50,000 |
|------------|--------------------------|----------|----------|----------|----------|----------|

| | | | | | | |
|--|--------------------|----------|----------|-----------|-----------|----------|
| | TOTAL EXPENDITURES | \$85,651 | \$50,000 | \$178,600 | \$142,000 | \$50,000 |
|--|--------------------|----------|----------|-----------|-----------|----------|

NOT TO EXCEED

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|---|----------|
| | RENEWAL & REPLACEMENT FUND - EXPENDITURES | |
| | WATER PLANT/ CAPITAL OUTLAY | |
| 48 533.310 | PROFESSIONAL SERVICES | \$0 |
| 48 533.630 | IMPROVEMENTS OTHER THAN BUILDINGS | \$0 |
| 48 533.640 | MACHINERY & EQUIPMENT | \$0 |
| | WASTEWATER TREATMENT/CAPITAL OUTLAY | |
| 48 535.310 | PROFESSIONAL SERVICES | \$0 |
| 48 535.630 | IMPROVEMENTS OTHER THAN BUILDINGS | \$0 |
| 48 535.640 | MACHINERY & EQUIPMENT | \$0 |
| | WATER & SEWER ADMINISTRATIVE/CAPITAL OUTLAY | |
| 48 536.640 | MACHINERY & EQUIPMENT | \$0 |

WATER AND SEWER/DEBT SERVICE

1990-91

ANNUAL BUDGET

WATER AND SEWER DEBT SERVICE

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Principal Payments | \$355,000 | \$365,000 | \$ 0 | \$ 0 | \$ 165,000 |
| Interest Expense | 287,137 | 339,487 | 1,075,500 | 1,075,500 | 996,000 |
| Other Debt Service | 6,910 | 6,397 | 5,000 | 5,000 | 5,000 |
| Balloon Pmt Reserve | <u>173,411</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| TOTAL | \$822,458 | \$710,884 | \$1,080,500 | \$1,080,500 | \$1,166,000 |

PERMANENT POSITIONS

N/A

SIGNIFICANT EXPENDITURE CHANGES

None

ACTIVITY DESCRIPTION

The Water and Sewer Debt Service Fund has been established to record the principal and interest payments made on outstanding bonds. The funds allocated for these payments are transferred from Water and Sewer revenues.

ACTIVITY GOAL

N/A

ACTIVITY MEASUREMENTS

N/A

| D ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|---|----------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| WATER AND SEWER/DEBT SERVICE EXPENDITURES | | | | | | |
| SERIES 1989 | | | | | | |
| 7 582.071 | Principal | \$0 | \$0 | \$0 | \$0 | \$165,000 |
| 7 582.072 | Interest | 0 | 0 | 1,075,500 | 1,075,500 | 996,000 |
| 7 582.073 | Other Debt Service/F1 Nat'l Bank | 0 | 0 | 5,000 | 5,000 | 5,000 |
| SERIES A - MARINE MIDLAND | | | | | | |
| 41 582.071 | Principal | \$100,000 | \$105,000 | \$0 | \$0 | \$0 |
| 41 582.072 | Interest | 60,420 | 56,600 | 0 | 0 | 0 |
| 41 582.073 | Other Debt Service Costs | 4,010 | 5,000 | 0 | 0 | 0 |
| SERIES B - 1970 & 1972 | | | | | | |
| 42 582.071 | Principal/1970 | \$80,000 | \$85,000 | \$0 | \$0 | \$0 |
| 42 582.072 | Interest/1970 | 9,050 | 3,900 | 0 | 0 | 0 |
| 42 582.073 | Other Debt Service Costs/1970 | 900 | 700 | 0 | 0 | 0 |
| 42 582.171 | Interest/1972 | 58,050 | 58,100 | 0 | 0 | 0 |
| SERIES 1984 | | | | | | |
| 54 582.071 | Principal | \$175,000 | \$175,000 | \$0 | \$0 | \$0 |
| 54 582.072 | Interest | 159,617 | 163,400 | 0 | 0 | 0 |
| 54 582.073 | Other Debt Service Costs | 2,000 | 2,000 | 0 | 0 | 0 |
| | Ballon Payment Reserve | 173,411 | 176,000 | 0 | 0 | 0 |
| TOTAL DEBT SERVICE EXPENDITURES | | \$822,458 | \$830,700 | \$1,080,500 | \$1,080,500 | \$1,166,000 |

8,016,024,032,040,048,056,064,072.

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|-----------|
| | WATER AND SEWER/DEBT SERVICE EXPENDITURES | |
| 47 582.710 | SERIES 1989 Principal - \$165,000 due FY 1991 | \$165,000 |
| 47 582.720 | Interest - \$995,516 due FY 1991 in semi-annual payments due 4/1/91 and 10/1/91 | \$996,000 |
| 47 582.730 | Other Debt Service Costs - Trustee Fee / First Union | \$5,000 |

DEBT SERVICE REQUIREMENTS TO MATURITY

| | PRINCIPAL | INTEREST | TOTAL |
|------------------|--------------|--------------|--------------|
| DUE OCT. 1, 1990 | | \$1,028,700 | \$1,028,700 |
| DUE OCT. 1, 1991 | \$165,000 | 995,516 | 1,160,516 |
| DUE OCT. 1, 1992 | 175,000 | 985,369 | 1,160,369 |
| DUE OCT. 1, 1993 | 190,000 | 974,431 | 1,164,431 |
| DUE OCT. 1, 1994 | 200,000 | 962,366 | 1,162,366 |
| DUE OCT. 1, 1995 | 210,000 | 949,466 | 1,159,466 |
| DUE OCT. 1, 1996 | 225,000 | 935,816 | 1,160,816 |
| DUE OCT. 1, 1997 | 240,000 | 920,966 | 1,160,966 |
| DUE OCT. 1, 1998 | 255,000 | 905,006 | 1,160,006 |
| DUE OCT. 1, 1999 | 275,000 | 887,921 | 1,162,921 |
| DUE OCT. 1, 2000 | 295,000 | 869,359 | 1,164,359 |
| DUE OCT. 1, 2001 | 315,000 | 849,151 | 1,164,151 |
| DUE OCT. 1, 2002 | 335,000 | 827,101 | 1,162,101 |
| DUE OCT. 1, 2003 | 360,000 | 803,651 | 1,163,651 |
| DUE OCT. 1, 2004 | 385,000 | 778,091 | 1,163,091 |
| DUE OCT. 1, 2005 | 410,000 | 750,756 | 1,160,756 |
| DUE OCT. 1, 2006 | 440,000 | 721,544 | 1,161,544 |
| DUE OCT. 1, 2007 | 470,000 | 690,194 | 1,160,194 |
| DUE OCT. 1, 2008 | 505,000 | 656,706 | 1,161,706 |
| DUE OCT. 1, 2009 | 540,000 | 620,725 | 1,160,725 |
| DUE OCT. 1, 2010 | 580,000 | 582,250 | 1,162,250 |
| DUE OCT. 1, 2011 | 620,000 | 540,925 | 1,160,925 |
| DUE OCT. 1, 2012 | 665,000 | 496,750 | 1,161,750 |
| DUE OCT. 1, 2013 | 710,000 | 449,369 | 1,159,369 |
| DUE OCT. 1, 2014 | 765,000 | 398,750 | 1,163,750 |
| DUE OCT. 1, 2015 | 820,000 | 343,288 | 1,163,288 |
| DUE OCT. 1, 2016 | 880,000 | 283,838 | 1,163,838 |
| DUE OCT. 1, 2017 | 940,000 | 220,038 | 1,160,038 |
| DUE OCT. 1, 2018 | 1,010,000 | 151,888 | 1,161,888 |
| DUE OCT. 1, 2019 | 1,085,000 | 78,663 | 1,163,663 |
| TOTAL | \$14,065,000 | \$20,658,594 | \$34,723,594 |

WATER AND SEWER/CONSTRUCTION FUND

1990-91

ANNUAL BUDGET

WATER AND SEWER CONSTRUCTION FUND

| <u>EXPENDITURES</u> | <u>ACTUAL 1987-88</u> | <u>ACTUAL 1988-89</u> | <u>BUDGET 1989-90</u> | <u>AMENDED 1989-90</u> | <u>PROPOSED 1990-91</u> |
|---------------------|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| Capital Outlay | \$ 0 | \$ 170,727 | \$ 0 | \$8,400,000 | \$2,594,600 |
| Reserve | <u>0</u> | <u>8,010,240</u> | <u>0</u> | <u>0</u> | <u>168,200</u> |
| TOTAL | \$ 0 | \$8,180,967 | \$ 0 | \$8,400,000 | \$2,762,800 |

PERMANENT POSITIONS

N/A

ACTIVITY DESCRIPTION

The Construction Fund was established to account for the expenditure of the Series 1989 Bond proceeds to be used for major improvements to the water and sewer system.

| IND ACCOUNT | ACCOUNT NAME | 1987-88 ACTUAL | 1988-89 ACTUAL | 1989-90 BUDGET | 1989-90 AMENDED | 1990-91 PROPOSED |
|--|--------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| SERIES 1989 CONSTRUCTION FUND - REVENUES | | | | | | |
| 49 384.100 | Bond Proceeds | \$0 | \$8,150,669 | \$0 | \$0 | \$0 |
| 49 361.200 | Interest from SBA | \$0 | \$30,298 | \$0 | \$400,000 | \$69,000 |
| 49 380.100 | Appropriated Fund Balance | \$0 | \$0 | \$0 | \$8,000,000 | \$2,693,800 |
| | TOTAL CONSTRUCTION FUND REVENUES | \$0 | \$8,180,967 | \$0 | \$8,400,000 | \$2,762,800 |
| SERIES 1989 CONSTRUCTION FUND - EXPENDITURES | | | | | | |
| WATER PLANT | | | | | | |
| 49 533.310 | Professional Services | \$0 | \$36,502 | \$0 | \$25,000 | \$10,000 |
| 49 533.610 | Land | 0 | 65,668 | 0 | 0 | 0 |
| 49 533.620 | Buildings | 0 | 0 | 0 | 0 | 40,000 |
| 49 533.630 | Improvements other than Buildings | 0 | 0 | 0 | 300,000 | 738,600 |
| 49 533.640 | Machinery & Equipment | 0 | 0 | 0 | 0 | 20,000 |
| WASTEWATER TREATMENT PLANT EXPANSION | | | | | | |
| 49 535.310 | Professional Services | \$0 | \$9,603 | \$0 | \$300,000 | \$20,000 |
| 49 535.620 | Buildings | 0 | 0 | 0 | 359,000 | 0 |
| 49 535.630 | Improvements other than Buildings | 0 | 0 | 0 | 7,110,000 | 1,766,000 |
| 49 535.640 | Machinery & Equipment | 0 | 0 | 0 | 300,000 | 0 |
| WATER & SEWER ADMINISTRATION | | | | | | |
| 49 536.310 | Bond Issue Costs | \$0 | \$58,954 | \$0 | \$6,000 | \$0 |
| | Reserve and/or Contingency | \$0 | \$8,010,240 | \$0 | \$0 | \$168,200 |
| | TOTAL CONSTRUCTION FUND EXPENDITURES | \$0 | \$8,180,967 | \$0 | \$8,400,000 | \$2,762,800 |

,016,024,032,040,048,056,064,072.

| FUND ACCOUNT | ACCOUNT NAME | PROPOSED |
|--------------|--|-----------|
| | SERIES 1989 CONSTRUCTION FUND | |
| | WATER TREATMENT PLANT | |
| 49 533.310 | PROFESSIONAL SERVICES Rewire Controls @ Wtr Plnt | \$10,000 |
| 49 533.620 | BUILDINGS Rewire Controls @ Plant - \$40,000 | \$40,000 |
| 49 533.630 | IMPROVEMENTS OTHER THAN BUILDINGS Replace Lime Feed System - \$136,000 Second Softening Basin - \$410,000 Replace High Service Pumps - \$75,000 Replace Filter Media - \$20,000 Marlene Dr. Wtr Main - \$20,000 Alta Dr. Raw Wtr Main 0 \$20,000 6" Wtr Mains R/R Crossing @ 6th & 11th - \$30,000 Interconnect wells - \$27,600 | \$738,600 |
| 49 533.640 | MACHINERY & EQUIPMENT Computerized Meter Reading System | \$20,000 |

FUND ACCOUNT ACCOUNT NAME PROPOSED

WASTEWATER TREATMENT PLANT EXPANSION

49 535.310 PROFESSIONAL SERVICES \$20,000
 Proj. # 2880

49 535.620 BUILDINGS \$0

49 535.630 IMPROVEMENTS OTHER THAN BUILDINGS \$1,766,000
 Adams - Robinson - WWTP Construction
*CANNON Copier SN N1520CW203652
 model N1520 NP1520 \$2425.00 10/90*

49 535.640 MACHINERY & EQUIPMENT \$0

GLOSSARY

Assessed Valuation - A valuation set upon real estate or other property by the County Property Appraiser.

Attrition - A gradual, natural reduction in personnel, as through retirement, resignation or death.

Bond - A certificate of debt issued by the municipality guaranteeing payment of the principal plus interest by a specified date in the future.

Budget - A financial plan for a period of time showing the probable revenues and expenditures. The expenditures are balanced with the revenues.

Budget Amendment - A way of revising budget amounts after the budget has been adopted.

Budget Calendar - A calendar of specific dates for completing the budget process from beginning preparation to adoption of the budget.

Capital Outlay - An expenditure that becomes an addition to the fixed assets of the City.

Construction Fund - A fund established to record the bond proceeds and the expenditure of those proceeds for improvements to the water and wastewater systems.

Debt Service Fund - A fund established to record the resources for and the payment of long-term debt principal and interest.

Fund Balance - The excess of assets over liabilities.

General Fund - A fund established to record all revenues and expenditures except those required to be recorded in another fund. The General Fund is used for the ordinary operations of a government.

Law Enforcement Trust Fund - A special revenue fund established to record confiscated property revenues and the expenditure of those revenues for law enforcement purposes.

Millage Rate - The tax rate stated in terms of dollars and cents per thousand dollars of assessed property value.

Renewal and Replacement Fund - A fund used to record the resources for and expenditure of certain capital outlay items in the Water and Sewer Enterprise Fund.

Reserves - An account used to indicate that a portion of a fund balance is reserved for a specific purpose.

Rolled-Back Rate - This is the tax rate computed in accordance with the "Trim Bill" regulations for an upcoming fiscal year that will yield a dollar amount equal to the amount of property tax levied in the prior year.

"Trim Bill" - "Trim" is an acronym for the "Truth in Millage" state statute governing the determination of millage for taxing authorities. The statute requires strict adherence to a schedule for advertising and holding public hearings; the language in the advertisements; the size of the advertisements; the method of fixing the millage rate; and other millage limitations.

Water and Sewer Enterprise Fund - A fund established to record water and sewer revenues and expenditures. The accrual basis of accounting is used. Revenues are recognized when they are earned and expenses are recognized when they are incurred.