



City of Leesburg Annual Budget Fiscal Year 2006-07

Celebrating Leesburg's
Sesquicentennial Anniversary

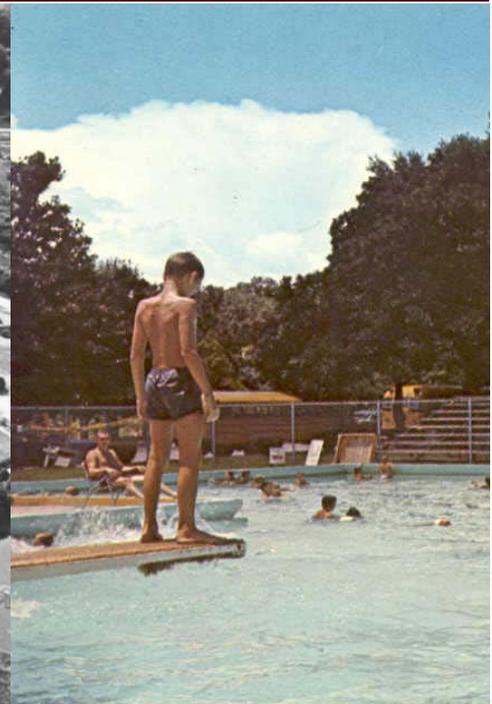


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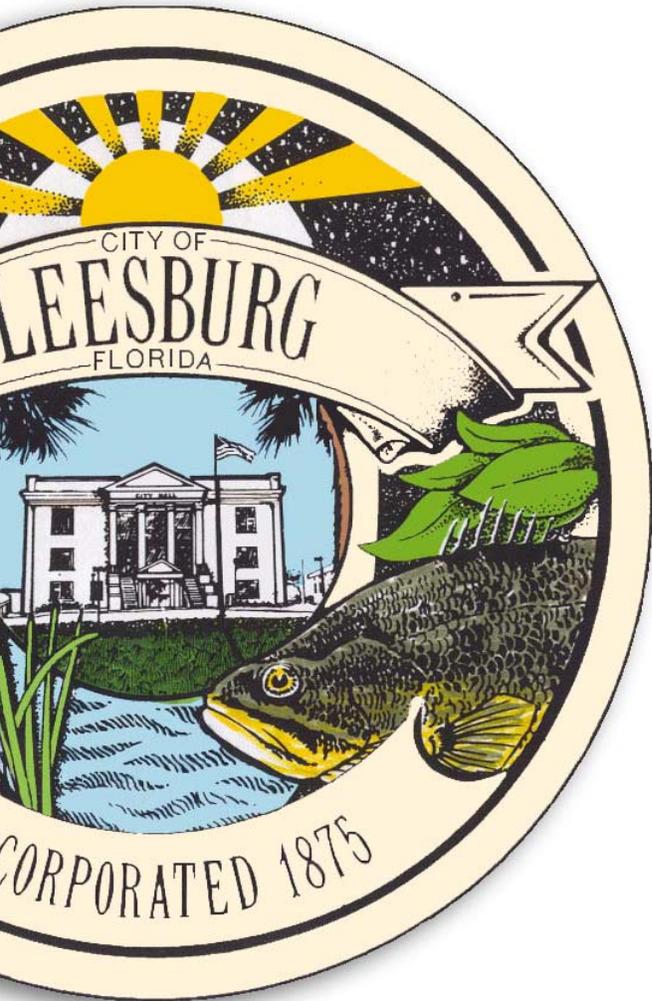
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CITY OF LEESBURG ANNUAL BUDGET

Fiscal Year 2006-07



C. ROBERT LOVELL
Mayor
Seat 4, At-Large

SANNA HENDERSON
Seat 1, District 1

LEWIS PUCKETT
Seat 3, District 3

JOHN CHRISTIAN
Seat 2, District 2

DAVID KNOWLES
Seat 5, At-Large

RON STOCK
City Manager

BILL PFEILSTICKER
Finance Director

FRED MORRISON
City Attorney
McLin & Burnsed

JERRY BOOP, CPA
Deputy Finance Director

BETTY RICHARDSON
City Clerk

JAKKI CUNNINGHAM PERRY
Human Resources Director

STAN CARTER
Information
Technology Director

WILLIAM CHRISMAN
Police Chief

DENNIS SARGENT
Fire Chief

LORA L. HOLLINGSWORTH, P.E.
City Engineer

LAURA MCELHANON
Community Development
Director

KEN THOMAS
Economic Development Director

BARBARA J. MORSE
Library Director

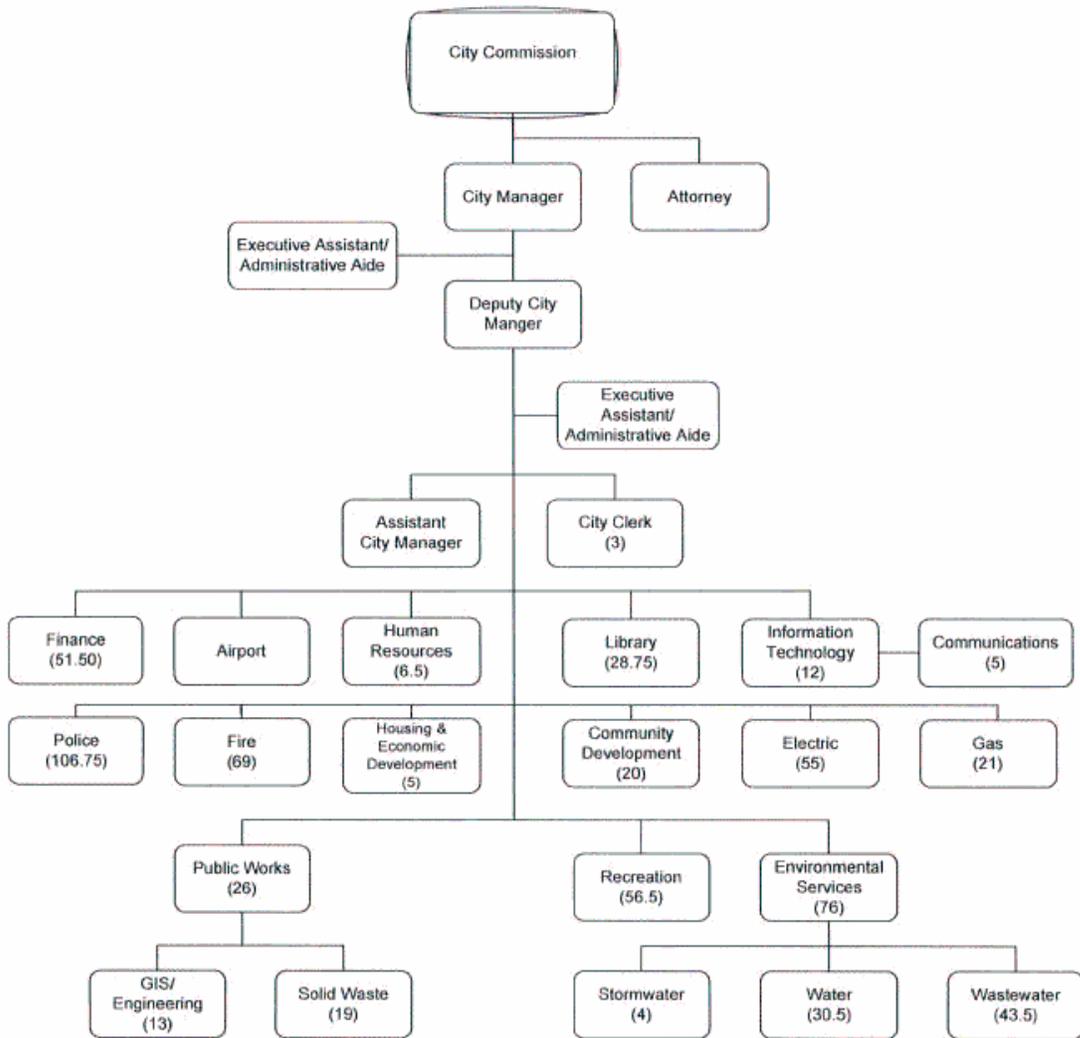
PAUL KALV
Electric Director

JACK ROGERS
Gas Director

BRUCE ERICSON, CPRP
Director of Recreation & Parks

RAY SHARP
Environmental Services
Director

ORGANIZATION CHART



- NUMBERS REFLECT FULL TIME EQUIVALENT EMPLOYEES IN RESPECTIVE DEPARTMENTS



MISSION AND ORGANIZATIONAL VALUES OF THE CITY OF LEESBURG

MISSION STATEMENT

Dedicated to our Community, Committed to Service Excellence

CORE VALUES:

EXCELLENCE IN ALL WE DO

We believe in doing the right things at the right time. We believe we will spend enough time and money to do it right the first time. We place great emphasis in treating our citizens as our customers and giving respect to all individuals. We strive for a high level of customer satisfaction. In our commitment to being good at what we do, we view the pursuit of excellence as a continuing process.

OPEN, ACCESSIBLE GOVERNMENT

The honesty of government is assured when its actions are taken openly. Honest government is our first responsibility. Openness encourages competence because it subjects our actions to public scrutiny.

FISCAL RESPONSIBILITY

Thoughtful prioritization and careful management of our financial resources demonstrates our respect for the citizens whose taxes support our organization. Fiscal responsibility includes recognition that resources are limited and necessitates fresh approaches and creativity in addressing current operations and community needs.

PROFESSIONALISM

A professional attitude dictates objective analysis of issues, free of personal bias, and with a commitment to the organization and the community. Successful completion of a task is more important than who gets the credit.

A CARING ORGANIZATION

We believe that our work should be a source of enjoyment and satisfaction, both to our employees and our citizens. We seek to reward employees who have the personal qualities that contribute to a positive work environment: energy, a strong work ethic, independence of thought, a ready sense of humor and a caring attitude. We strive to provide a competitive salary, an opportunity for personal growth and development, and a safe, family-friendly workplace. We place great emphasis on treating all individuals with respect.

ORGANIZATIONAL DEVELOPMENT AND SELF SUFFICIENCY

We believe our supervisors and team leaders must serve as mentors and develop staff to ensure the continuity of government and services. We place great emphasis upon cross training of employees to ensure services are delivered without interruption. We support professional development programs to prepare employees for advancement as the basis for succession planning.

EMPLOYEE EMPOWERMENT

We believe in employee empowerment through involvement in decision making and problem solving. Informed employees feel involved, know that their opinions matter, have the opportunity to influence what happens, and take ownership.

We are proud of the City of Leesburg, its employees and the citizens we serve.



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City of Leesburg

Honorable Mayor and City Commission of the City of Leesburg, Florida

This letter transmits to you the proposed FY 2006-07 Annual Budget. We hope you find this balanced budget in the amount of \$175,243,131, addresses the fiscal and program priorities you have identified. This will be the 17th consecutive year that the City has managed its finances without the need to raise the property tax. Not only is 4.50 lower than the Lake County average municipal property tax of 4.97, but a recent survey indicates the average cost to a homeowner for property taxes and utilities is lower in Leesburg than any other city in Lake County. Surely this is evidence that *great things are happening in Leesburg*.

Whereas last year the City adopted seven “core values” that are permeating every aspect of government operations, this document is tailored to see that those values are reflected in our fiscal planning, program development, capital projects, staffing levels, and employee benefit policies. The goals of each department are articulated within their respective sections of the budget, and each goal is related to one or more of the seven core values. This will ensure that the City is allocating its valuable resources in ways that will advance the principles of good governance.

The financial forecast for the City is positive, lead by an increase in overall revenues in the General Fund of 26.6%. This includes a nearly 29.6% increase in ad valorem tax revenues. Overall utility revenues are anticipated to grow 19.7%. Impact fee revenue is also expected to see a healthy increase, fueled by residential and commercial growth, as well as an anticipated increase in both water and wastewater impact fees. Interest earnings from operating sources are expected to rebound from previous declines due to improved financial markets. Interest from capital sources will decline, reflecting expenditures of the remaining bond proceeds.

This year’s proposed budget expenditures evince a conservative approach to service and program expansion. No retained earnings (reserves) are budgeted in any of the utilities, and the General Fund will use only a diminutive contribution of \$382,154 from fund balance. The contribution to the General Fund by Water, Wastewater, Electric, Gas and Solid Waste utilities will remain at the same rates as last year. To prevent the General Fund contribution from limiting expansion of the customer base in Communications, we are proposing a suspension of that contribution.

Increases in operating expense are typically associated with changes in compensation, benefits, and staffing levels. This year will see the addition of 20.5 new FTE positions, 4 of which will be delayed until April 1, 2007. Non-staffing increases will include an estimated 25% hike in the City’s property/casualty/liability insurance premiums. Lastly, although budget-neutral, another notable aspect of this proposal is that our City-provided health care coverage to employees, dependents, and retirees has again performed so well that there will be no increases in the cost of the plan to the employees.

Growth in Leesburg continues to exceed historical trends. This is expected to continue for the foreseeable future due to the declining inventory of available land in West Orange and South Lake Counties. Our ability to meet the demands of this additional growth will likely require one or more bond issuances over the next five years to cover water and wastewater, which will help us ensure that we “pay as we grow”.

At the time of preparation of this document, the City had not completed acquisition of the Plantation water and wastewater utilities. The acquisition will provide the City with the revenue generated by an additional 3,500 accounts, but it will also bring the operating expenses and a need for substantial reinvestment in the existing infrastructure. A subsequent budget amendment will have to be presented in the fall to properly fund the operation of these utilities in 2006-07.

Although we have attempted to address as many of your program priorities as possible, unfunded needs may still be present within this proposed budget. We look forward to working with the Commission to identify any way to make this a better budget, and any strategy that will deliver unto us a better Leesburg.

Respectfully submitted,



Ron Stock
City Manager

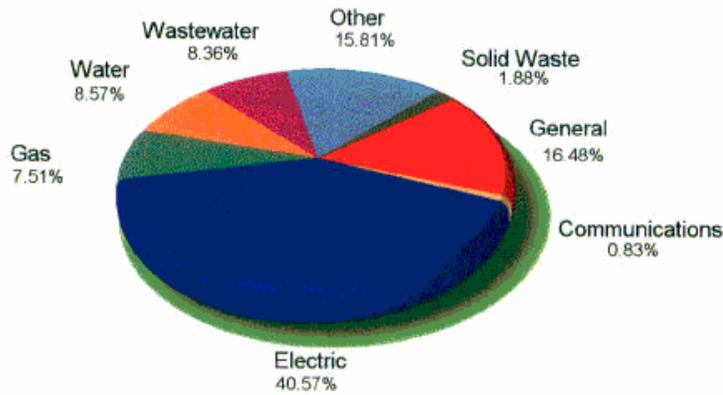


William Pfeilsticker
Finance Director

Executive Summary

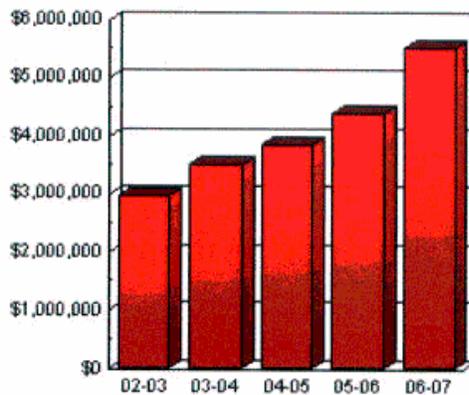
The City of Leesburg's Fiscal Year 2006-07 combined budget includes revenues and expenditures totaling \$175,243,131. This represents a 23.5% increase over the previous fiscal year. Utility budgets have been prepared without appropriation of reserves in any department.

TOTAL CITY OPERATING EXPENDITURES
Proposed Fiscal Year 2006-07 Budget



Millage Rate – Although the property tax rate remains unchanged, the City will realize an increase of \$1,273,874 in property tax revenue in fiscal year 2006-07. This represents a 29.7% increase in property tax value of \$297,982,506 from \$1,004,050,373 in fiscal year 2005-06 to \$1,302,032,879 in fiscal year 2006-07.

AD VALOREM REVENUES
Five Year Revenue Trend



Executive Summary

Similarly, the taxable value of property located within the boundaries of the three CRA districts increased from the base values of \$86,757,505 for Greater Leesburg Community Redevelopment Agency (GLCRA) and \$57,980,259 for Carver Heights and Vicinity Community Redevelopment Agency (CHCRA) and \$352,255,087 for US Highway 441/27 Community Redevelopment Agency (US441/27CRA). The tax increment financing (TIF) and other agency revenues are depicted in the following table:

Fund	Taxable Value		TIF Revenue		Other Agency Revenue	
	2005-06	2006-07	2005-06	2006-07	2005-06	2006-07
GLCRA	\$123,298,158	\$139,759,487	\$160,508	\$224,066	\$237,655	\$335,490
CHCRA	\$ 64,198,527	\$ 77,845,971	\$ 25,240	\$ 83,982	\$ 37,371	\$ 125,745
441/27CRA	\$352,255,087	\$416,700,623	-0-	\$272,444	-0-	\$ 375,543

Utility Services Tax - As included in the proposed fiscal year 2006-07 budget, revenues from the public service tax are expected to total \$3,581,669. This represents an increase of \$714,120 over the \$2,867,549 included in the adopted fiscal year 2005-06 budget.

Communications Service Tax – Based on estimated taxable sales of \$21,890,544, the City expects to realize \$1,142,686, which is a 5.22% levy on telecommunications services.

License and Permit Revenues – The occupational license revenue increased by \$15,098 due to growth. This category reflects an increase in building permit fees, which can only be used for expenditures to operate the building department.

Intergovernmental Revenues – Airport capital improvements are dependent upon Federal and State grants. The proposed budget includes \$8,332,640 for runway extension, lighting and overlays, new taxiways and ramps, fuel farm and aircraft hangar refurbishment. If grant revenues are not available at the time the project is scheduled, the project will be delayed until another funding source is identified. Additional grant funding includes \$515,000 for the business incubator, \$412,000 for retention pond refurbishment and \$1,000,000 from the State and County for construction of the new library.

Other estimated revenues include: funding from Lake County to operate the Leesburg Library as part of the County Library system \$311,000, and funding from the Lake Sumter EMS for costs associated with Advanced Life Support (ALS) service provided by the fire department \$121,095.

Charges for Services – Projected revenue in the electric utility funds is based on an ordinance for consideration by the Commission. We propose a rate increase of 8.36%, inclusive of the annual GDP increase, for residential customers to reflect higher energy and material costs. We also propose a rate increase for commercial customers to reflect our cost to serve those customer classes. Major materials such as transformers, wire, and cable have increased approximately 20% over the last two years and are expected to increase a similar amount during the next year.

Projected revenue for the other utility funds is based on ordinances previously adopted by the Commission. They provide for an annual rate adjustment of 2.07% based on GDP Implicit Price Deflator effective October 1, 2006. The second step of the electric rate increase of 2.11% is included in the proposed rate increase of 8.36% and the gas rate increase of \$0.05 per therm will also be effective October 1, 2006.

We also propose a rate increase of \$2.00 per month for solid waste residential customers effective October 1, 2006. Costs associated with solid waste services have increased since rates for solid waste were last adjusted on May 1, 2003 at which time rates were decreased.

The Stormwater Fund includes a modest increase of \$1.00 each month per residential account on October 1, 2006 and October 1, 2007.

Miscellaneous Revenues – Rental and lease revenues, primarily associated with the operation of the Leesburg International Airport, are expected to remain unchanged from the previous fiscal year.

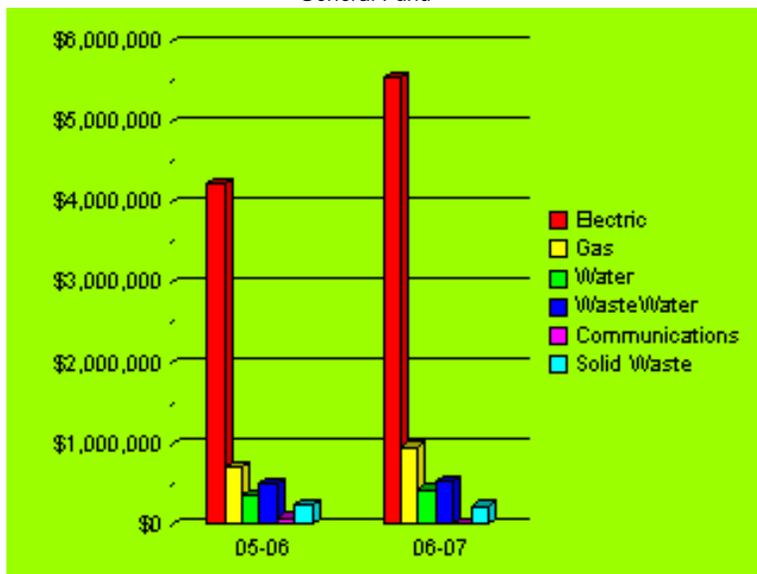
Interest revenues, which are driven by rates and available cash to invest, have rebounded over the last year. The following table illustrates actual investment income for 2004-05 with budgeted income reflected in subsequent years.

	Operating Interest	Capital Interest	Total
2004-05	\$681,732	\$1,201,850	\$1,883,582
2005-06	\$485,939	\$856,398	\$1,342,337
2006-07	\$725,379	\$246,955	\$972,334

Interfund Transfers – Interfund transfers represent a major source of funding in the general fund. The amount of transfer is determined by applying the percentage reflected in the table below against charges for service excluding surcharge revenue. Interfund transfers of the utility funds are reflected below:

Fund	2005-06		2006-07	
	Percent	Amount	Percent	Amount
Electric	8%	\$ 4,231,087	8%	\$ 5,551,329
Gas	8%	715,239	8%	959,966
Water	8%	347,838	8%	429,640
Wastewater	7.25%	496,900	7.25%	533,684
Communications	7.25%	82,313	7.25%	-0-
Solid Waste	7.25%	232,339	7.25%	228,093
TOTAL		\$ 6,105,716		\$ 7,702,712

INTERFUND TRANSFERS TO THE General Fund



Surcharge revenue is collected from customers outside the corporate limits at the same rate as the public service tax charged to city residents and will continue to be collected in the electric, gas, and water funds. Surcharge revenue is transferred to the general fund at the end of each month. Based on trend, this amount is projected to decrease slightly from \$1,366,831 to \$1,306,961.

Finally, the transfer from the Greater Leesburg Community Redevelopment Agency Fund of \$258,630 to the general fund represents partial repayment of the interfund loan.

Executive Summary

Fund Balance – Based on the adopted fund balance/retained earning policy, the following funds must meet the described goals by September 30, 2007. With the approval of the budget, the planned objectives to restore fund balance must be accomplished by the end of fiscal year 2007-08.

Fund	Budget	Percent	Requirement	Projected 09/30/06	Increase/ (Decrease)	Projected 09/30/07
General Fund	\$29,040,054	20%	\$5,808,010	\$7,023,663	(\$382,154)	\$6,641,509
Electric	71,023,252	25%	17,755,813	6,509,337	1,096,652	7,605,989
Gas	13,142,367	25%	3,285,592	2,637,579	43,215	2,680,794
Water	14,995,872	25%	3,748,968	4,709,478	935,234	5,644,712
Wastewater	14,642,056	25%	3,660,514	(7,070,255)	2,885,915	(4,184,340)
Communications	1,445,812	25%	361,453	(333,372)	156,600	(176,772)
Solid Waste	3,284,707	25%	821,177	(316,997)	-0-	(316,997)

New Positions – The proposed budget includes a net increase in the number of full time equivalent positions of 20.5 in addition to 21 positions added during fiscal year 2005-06. Four of the new position requests are scheduled to be filled on April 1, 2007. Public Safety received 5.5 positions and a total of 15 other positions are proposed for other departments. All new positions are necessary to accommodate the phenomenal growth Leesburg is experiencing. Of the 21 positions added during fiscal year 2005-06, 12 were added to Public Safety and funded through the SAFER Grant which reimburses the City at a rate of 90% and 80% of salaries for fiscal years 2005-06 and 2006-07 respectively. A detailed description of the positions can be found on the personnel schedule by department within the document.

Salaries – The budget also includes a 4% pool for each department to provide an anniversary merit increase ranging from 3%-6% to all eligible employees. The budget includes a cost of living increase of 15 cents an hour for every employee (including those at the top of their range) effective October 1, 2006 in addition to the standard merit pool increases of recent years.

Overall, salaries in fiscal year 2006-07 increased \$2,304,305 from \$22,031,509 in fiscal year 2005-06 to \$24,335,814.

Fringe Benefits – The fringe benefit costs are projected to increase \$653,738 from \$7,667,725 to \$8,300,784. Items included in the current fringe benefits package are:

- Retirement contributions to the City of Leesburg General Employees Retirement Plan and to the Municipal Firemen's Retirement Plan have been set at 12% of covered payroll. Based on current actuarial projections, this level of contributions is expected to adequately fund the plan.
- A cafeteria plan for City employees was implemented on October 1, 2004. The amount budgeted for the main health insurance program will be used for the employees' options for the cafeteria plan.
- A self-insured health care program that provides for payment of employee health and medical claims is managed by the City and a third party administrator. Key components of the main program include a prescription pharmaceutical plan and a Preferred Provider Organization (PPO) for medical treatment. Two other programs are available at a lower cost, but benefit dollars must be used in another cafeteria plan option. The following rate categories are available to employees for health care coverage: employee only, employee and children, employee and spouse, and employee and family. The City pays 100% of the cost to provide health care coverage for the employee plus 50% of the additional cost of providing dependent health care coverage. Based on the excellent health claims experience, the proposed budget does not present any adjustment in the rates. A few minor changes in coverage and service are proposed to avoid significant increases in the future. The plan is projected to break even. Therefore, net assets in the health insurance fund are projected to remain the same at approximately \$2,300,000 as of September 30, 2007.

- A vacation buy back policy allows employees to sell their unused accrued vacation time back to the City. Effective October 1, 2003, employees can earn a maximum accrual of 360 vacation hours. The employee must use at least one week's vacation time in order to be allowed to cash in a week of vacation time. The proposed budget includes an appropriation of \$100,000 in the Executive Budget.

Operating Expenses – Overall, this category increased by \$16,213,289 or 19.5%. The most significant change occurred in the cost of purchased power and gas which rose by \$8,489,595 and \$1,732,548 respectively. These two items, the cost of electricity and gas, comprise 63% of the overall operating expense increase. These expenses are offset by revenues included in the bulk power and fuel cost adjustments. Operating expenses associated with Crystal River electric generation are unchanged from fiscal year 2005-06.

Generally, the entire City has been affected by the rising fuel and energy costs, which resulted in an increase of \$105,655 to vehicle fuel costs and \$845,909 to utility costs.

The Fleet Services Division charges every department a lease fee to purchase vehicle and equipment replacements. The purchases are recorded in the capital outlay section of the fleet budget. The internal fleet lease decreased from \$1,924,659 to \$1,903,791 a decrease of \$20,868. Maintenance fees for vehicles which are also charged to each department increased by \$56,320.

To continue our efforts in assisting the communications utility in becoming a financially independent enterprise, transfers to the General Fund have been suspended for fiscal year 2006-07. In addition, a transfer of \$200,000 from the General Fund to the Communications utility has been budgeted. These changes will assist the communications utility in growing its sales and enabling it to develop the necessary infrastructure to attract new customers.

Other increases which should be noted: repairs and maintenance of vehicles increased \$46,762, advertising increased \$204,855, and property/casualty/liability insurance rose by \$68,285.

A major impact to the operating expense category in the utility funds is the direct cost allocation for services rendered by the General Fund for the operation of the utility funds. This amount increased by \$1,589,059 from the prior Fiscal Year Budget. The largest increases were IT, Public Works- Building and Economic Development which increased by \$692,496, \$386,422 and \$256,258 respectively.

Finally, the budget also includes depreciation expense of \$3,855,691 which is an increase of \$123,296 over the \$3,732,395 for fiscal year 2005-06.

Capital Projects – As presented, the proposed Fiscal Year 2006-07 Budget includes capital projects from the 10-year capital improvement plan approved by the City Commission on June 12, 2006. Bond proceeds of \$10,174,397 and grant revenues of \$10,469,164 account for 52% of the \$39,929,503 capital improvement program for fiscal year 2006-07. The breakdown shown below is by fund; detail can be found within the document:

Fund	Amount
General	5,218,470
Stormwater	1,770,000
Hwy 441 CRA	547,987
Capital Projects	13,315,758
Electric	4,280,000
Gas	1,459,725
Water	8,605,313
Wastewater	4,317,200
Communications	415,050
Solid Waste	-0-

Executive Summary

Local government infrastructure sales surtax represents a significant source of revenue to fund capital improvement needs of general government activities. Revenues from this source, available until December 2016, are projected to total \$1,766,602 and can be used for debt service payments associated with the 2004 Bonds.

Debt Service – Debt service includes the costs of liquidating long-term liabilities of the City, such as principal and interest on bond issues and notes and contracts payable and related expenditures. Debt service expenditures increased. The following table reflects the changes by fund:

Fund	Type	Final Payment	2005-06	2006-07
GLCRA	Mortgage	2014	\$ 24,048	\$ 24,048
Debt Service	1999 Bonds	2029	501,765	506,645
	2004 Bonds	2034	797,595	1,119,470
Electric	2004 Bonds	2034	861,387	1,185,749
Gas	2004 Bonds	2034	193,323	267,882
Water	2004 Bonds	2034	403,900	558,965
Wastewater	2004 Bonds	2034	1,587,225	772,138
Communications	FMPA Loan	2019	101,000	116,000
TOTAL			<u>\$ 4,470,243</u>	<u>\$ 4,550,897</u>

The electric, gas, and water funds provided the means to defease the outstanding debt for the wastewater fund in May 2004, and the debt service category includes a \$1,030,000 payback over 10 years, which will be complete by September 30, 2014.

Budget Review Calendar – City Commission Budget Workshops were held in August in the City Commission Room. The Commission established the maximum millage rate for fiscal year 2006-07 at the July 24th regular Commission meeting. The first public hearing to consider adoption of the budget was held in August. The public hearing to consider final adoption of the budget was scheduled for Monday, September 25th at the regular City Commission meeting.

Distinguished Budget Presentation Award – The Government Finance Officers Association of the United States and Canada (GFOA) through the Distinguished Budget Presentation Awards Program recognizes exemplary budget documents. Entities submit their operating budget for review, which is evaluated using a comprehensive checklist. On February 22, 2006, GFOA awarded the City of Leesburg the Distinguished Budget Presentation Award for the fiscal year 2005-06 budget, which is the 8th consecutive year (fiscal years 1999-2006). We believe that the current budget document continues to conform to the program requirements, and will be submitted to the GFOA to determine its eligibility for another award.

Acknowledgements - An annual budget document of this complexity could not have been prepared without the efficient and dedicated service of all staff members involved. We would like to recognize the outstanding efforts of Jennifer Barker, Jerry Boop, and Brandy McDaniel who prepared the document and the entire accounting division for their assistance. Special thanks needs to be extended to the entire Directorial staff of the City of Leesburg whose participation in this process greatly assisted in the development of this budget. Special thanks also need to be extended to Deputy City Manager, Jay Evans and City Manager, Ron Stock for the provision of oversight throughout the entire budget process.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Leesburg
Florida**

For the Fiscal Year Beginning

October 1, 2005

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Leesburg, Florida for its annual budget for the fiscal year beginning October 1, 2005. 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 device.

This award is valid for a period of one year only. The City of Leesburg has received the Distinguished Budget Presentation Award for the last eight consecutive years (fiscal years 1999-2006). 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.

Community Profile

LOCATION

Located in the center of the state, Leesburg is conveniently adjacent to U.S. Highways 441 and 27, Interstate 75, and the Florida Turnpike. Leesburg is known as the "Lakefront City" with the Harris Chain of Lakes providing a spectacular backdrop for daily life, work and play.



The City occupies a land area of 33.8 square miles and has a population of 19,086 (US Census Bureau, July 2005). Leesburg is conveniently located about 40 miles northwest of Orlando, Walt Disney World, Universal Studios and other major attractions. The City of Leesburg is approximately 200 miles southeast of the State Capitol, Tallahassee, 80 miles northeast of Tampa, and 70 miles southwest of Daytona Beach.

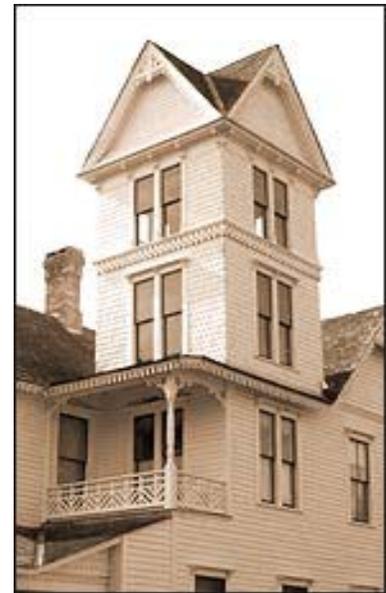
The Florida Legislature created Lake County from portions of Sumter and Orange counties in 1887. From that day forward, the City of Leesburg has been a part of Lake County. It is the oldest of the 14 incorporated municipalities in Lake County, which include Astatula, Clermont, Eustis, Fruitland Park, Groveland, Howey-in-the-Hills, Lady Lake, Mascotte, Minneola, Montverde, Mount Dora, Tavares and Umatilla.

HISTORY

Leesburg was founded and first settled in 1857 by Evander H. Lee, a native of Sumter, South Carolina. The City received its name as a result of shipping directions given by Calvin Lee, Evander's brother, during a merchandising trip to New York City in 1866. By a citizen vote of 23 to 2, the City of Leesburg was incorporated on July 12, 1875. The City was originally a part of Sumter County and served as the county seat until 1882.



Evander & Susan Lee



Mote Morris House 1892

QUALITY OF LIFE/AMENITIES

The City of Leesburg is known for its scenic beauty, relaxed lifestyle, recreational facilities, temperate climate, extensive waterways, and affordable housing. Waterfront living is a way of life with 1,400 beautiful lakes located in Lake County. Leesburg's beautiful 110-acre Venetian Gardens Park boasts amenities such as a public swimming pool with bath house, community building, baseball field, volleyball courts, picnic tables, park benches, Kid's Corner playground, and the Venetian Cove Marina.



Sleepy Hollow Sports Complex was completed in June 2005 and includes two soccer/football fields, two youth girl's softball fields, two Babe Ruth Baseball fields, and four adult softball fields. In addition, the complex also offers restroom and locker room facilities, a pavilion, and a concession stand. The City plans to construct nature walkways through the wetland area to add a passive recreation component to the complex.



Leesburg International Airport is a 850-acre general aviation airport experiencing significant growth in corporate jet type aircraft. Businesses on airport property employ over 350 people. The airport features two runways, three non-precision instrument approach landings, tie downs, hangar facilities, flight schools, maintenance shops, restaurants, and a motel within ½ mile. The Fixed Base Operator offers many services. The City has committed to an aggressive improvement program and has obtained grant funding to construct new runways and overlay existing runways. Recently, the airport obtained a Memorandum of Understanding with U.S. Customs and Border Protection, Department of Homeland Security, which designates Leesburg International Airport as a "USER FEE" airport, allowing for International Flights to be inspected/cleared at Leesburg. This agreement should play a key role to attract new industries to the region improving the local economy with new access to corporate and chartered flights.

Community Profile

Many social and cultural events are held in Leesburg throughout the year, attracting tens of thousands of people to our area, which include:

- **Year-round events:** Leesburg is no stranger to exciting year-round events. A few of the better known events include: Mardi Gras, Bikefest, Arts and Craft Festival, 4th of July celebration, Trick or Treat on Main Street, the Dr. Martin Luther King, Jr. Celebration, Lake County Home and Garden Show, Chili Cook Off, the Leesburg Christmas House, Juneteenth Celebration, Lights of Lake, Bass Tournaments, Country Music Festival, and the Christmas Parade.
- **Sesquicentennial Celebration:** Throughout 2007, the city will be hosting various events in celebration of Leesburg's sesquicentennial.
- **The Harris Chain of Lakes:** (Lake Harris, Little Lake Harris, Eustis, Dora and Griffin) Provides a spectacular backdrop for small town living at its finest. The natural resources so prevalent in the area make for the most pristine environmental benchmarks in the entire state.

Other amenities include:

- **Ocala National Forest Park:** The City of Leesburg is approximately 36 miles southwest of the National Forest Park. The Park is a unique and fascinating forest that offers an accommodating climate for year round recreation, such as camping or canoeing down a palm-lined stream.
- **Mount Dora, Historical Zone:** Provides a wide variety of options for family events, as well as shopping and dining in their historical district, which is just 30 minutes from Leesburg.
- **Amusement Parks:** Leesburg is an hour from Orlando, the U.S. Capital of Tourism, with all the fun provided by four Disney amusement parks, three Disney water parks, Universal Studios, Sea World, several dinner theaters and much more.

LOCAL ECONOMY

The City of Leesburg currently enjoys a favorable economic environment and local indicators point to continued stability. The City and Lake County, as a whole, have transitioned from its agricultural roots to a growth driven economy that is heavily centered in real estate, retail, personal services, and healthcare. Leesburg's top private sector employer is Leesburg Regional Medical Center, boasting a labor force of 2,300. Based on Department of Labor and Metro Orlando EDC, companies such as Embarq, Dura Stress, Inc., and Cutrale Citrus Juice, Inc., account for more than 7.0 percent of all employment in Lake County. Employment across virtually all industry sectors has risen significantly since 2000. The current unemployment rate is lower than the state average which has fallen over the past six years.

Many higher wage industries such as finance, insurance, real estate, construction and wholesale trade are growing faster than the lower wage retail sector, which provides a positive indicator that the wage structure of Leesburg and Lake County will continue to improve over time. Lake County's June 2006 unemployment rate stands at 3.6 percent. This rate is slightly lower than the state average (3.8 percent). While the economy is slightly "soft" across Florida, Lake and Leesburg's increasingly diversified economic bases position them well in terms of their long-range strength relative to their neighbors and histories.

Leesburg presently has an aggregate commercial/retail inventory of over 1,380,000 square feet of department store, shopping center, convenience store, gas station, and restaurant space. Many of these shopping venues serve the increasing convenience and general merchandise shopping demands of Lake County residents as well as Leesburg. Leesburg's retail shopping center inventory is largely concentrated in three geographic nodes. These include US Highway 27/County Road 48, US Highway 441 Lake Square Mall area, and the US Highway 27/468 area.

The City is home to the largest distributor of GE appliances to contractors in the State of Florida. The City's central business district is expected to maintain its current 85% occupancy rate with a variety of stores, specialty shops, and commercial businesses. Meanwhile, the community has experienced an increase in residential development for seniors, condominiums, market rate apartments and upscale housing.

The Leesburg area is positioned at a crossroads of geographic expansion as the retirement market continues to push from the north while family households sustain the dominant market segment to the south. The factors that will influence future growth in this area are not dissimilar to the factors that are currently influencing growth in east central Florida. This area has embraced both market segments, and as a result, has become one of the emerging economic submarkets in all of Central Florida. Recognizing these factors, and tempering them with the reality that Leesburg faces a geographic challenge when compared to other adjacent areas in attracting employees. It is projected that the Leesburg submarket will capture the following shares of County growth to 2025:

- Population and Housing: 1/3 of County growth
- Agriculture: 10%
- Mining: 43%
- Construction: 31%
- Manufacturing: 44%
- Transportation & Commuting: 39%
- Wholesale Trade: 42%
- Retail Trade: 30%
- Finance, Insurance etc: 39%
- Services: 45%
- Government: Wholesale Trade: 12%

Total: 36% of County growth

The City provides incentives which are competitive with regional jurisdictions to encourage economic development. Leesburg demonstrates a business friendly environment by financing water and wastewater impact fees for businesses that desire to build or expand their facilities. In addition to financing impact fees, the City of Leesburg offers ad valorem tax exemptions for new businesses and existing businesses that expand. The exemption is allowable until November 5, 2006 for a period of 1 to 10 years.

The City supports Lake County in the Job Growth Incentive Program to promote high-paying jobs in targeted industries. Businesses that expand or relocate in Lake County are eligible for \$2,500 per job created; provided they meet specific program requirements, such as, the jobs created earn 115% of the average median wage. In addition, the City offers a \$500 incentive for jobs created that earn an average of 110% of the average median wage.

Some demographic and economic statistics are presented:

Lake County unemployment rate	3.6%
State unemployment rate	3.8%
Median age (Lake County)	45
Average wage	\$27,122
Average median wage	\$13.04
Median home value	\$175,000

Community Profile

Leesburg's public schools consist of:

Elementary	4
Middle School	2
High School	1
Adult	1

Other public school programs in Leesburg enhance the overall school system. A School-to-Work program ensures a smooth step into a career for high school students and an opportunity to experience choices for children. The World Class Lake County program assists Lake County schools to provide high academic standards, accurate assessments, leading edge instructional technology, accountability tools to measure the school system's performance and strong community support.

Post secondary education includes:

2-year college	1
4-year accredited university (cooperative agreement)	2
4-year college for disabled	1

Lake-Sumter Community College offers a variety of associate degrees. Through cooperative agreements, the University of Central Florida, and St. Leo University offer bachelor degree programs at the Lake Sumter Community College campus. Beacon College, the nation's only four-year college for learning disabled students, is a private, not-for-profit school, which offers liberal arts degrees to enable development of skills and strategies to become responsible, self-reliant adults.

A wide variety of housing options are available in the Leesburg area, including single-family homes in subdivisions, condominiums, apartments, manufactured homes, residential retirement communities, and assisted-living facilities. There are many golf courses and country clubs nearby from which to choose. The largest retirement community in Florida, The Villages, is located north of Leesburg in Lake, Sumter, and Marion counties.

Below is a list of the principal employers with more than 150 employees in the City of Leesburg:

MAJOR EMPLOYERS

<u>Name of Employer</u>	<u>Employees</u>	<u>Type of Business</u>
Leesburg Regional Medical Center	2,300	Hospital
Lake County School Board	660	Education Institution
Lifestream Behavioral Center	550	Mental health Service Provider
City of Leesburg	660	City governmental services
Embarq	811	Telecommunications
Wal-Mart Stores, Inc.	485	Retail Sales
Dura-Stress, Inc.	400	Concrete fabrication
Lake Port Properties	400	Retirement community
Hewitt Contracting	230	General contractor
Lake-Sumter EMS, Inc.	218	Emergency medical transport
Avante Group, Inc.	180	Nursing rehabilitation
Lake Sumter Community College	210	Two year state community college
Cutral Citrus Juices USA Inc.	177	Citrus processing
Leware Construction Company	200	General contractor
First Baptist Church of Leesburg	162	Church ministry services
SE Modulars	225	Manufacturing
Bailey Industries	200	Residential appliances

IN GENERAL

The City of Leesburg is a political subdivision of the State of Florida. As such, it is governed by and derives its operating authority from the constitution and laws of the State of Florida. The City is empowered to levy a property tax on both real and personal properties located within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the governing body.

The City operates under a commission/manager form of government, with a governing body consisting of five City Commissioners, elected to staggered four-year terms. Three of the commission members must meet district residency requirements. The remaining two commissioners are elected at-large without a district residency requirement. One of the Commissioners is selected by the other four as Mayor on an annual basis.

FUND TYPES AND DESCRIPTION

The City of Leesburg uses funds and account groups to report its financial position and the results of its operations. A fund is used to maintain control over resources that have been segregated for specific activities or functions. The City, like other state and local governments, uses fund accounting to ensure and demonstrate legal compliance.

A fund is a separate accounting entity with a self-balancing set of accounts. All of the funds of the City can be divided into the following three categories:

Governmental funds - Governmental funds are used to account for essentially the same functions reported as governmental activities. Governmental fund financial statements are reported using the current financial resources measurement, which focus primarily on near-term sources and uses and available balances of spendable resources, at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The City maintains seven individual governmental funds and adopts an annual appropriated budget for all governmental funds. Budgetary comparison schedules for these funds are provided in the annual financial report to demonstrate budgetary compliance.

Proprietary funds - The proprietary funds account for operations similar to private business with the intent to recover costs to provide utility services that extend outside the City limits in all cases except Solid Waste. Electric and gas utilities are served to Fruitland Park residents. Revenues are derived from user charges imposed on residential and commercial customers.

The City maintains two different types of proprietary funds. Enterprise funds are used to report the same functions presented as business-type activities in the financial statements. The City uses enterprise funds to account for its electric, gas, water and reuse water, wastewater, communications (internet and fiber optic), and solid waste utility operations. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses internal service funds to account for its self-insurance health and workers' compensation programs.

Fiduciary funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The accounting used for fiduciary funds is similar to proprietary funds. The fiduciary funds include pension trust funds for police, fire, and general employees.

The City reports major funds, as described in the glossary. Major funds must meet two tests and can be reported if the government believes they are important to the financial statement user. The City operates the following major governmental funds:

Government Structure

General Fund - the government's primary operating fund, accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Capital Projects Fund - accounts for financial resources used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

The City reports the following major proprietary funds:

Electric Utility Fund - accounts for the purchase and distribution of electric services.

Gas Utility Fund - accounts for the purchase and distribution of gas services.

Water Utility Fund - accounts for costs for collection, treatment and distribution of water and reuse water services.

Wastewater Utility Fund - accounts for costs to provide wastewater and sanitary sewer services.

Communication Services Fund – accounts for the provision of communication services; such as, internet, fiber optic communications and cellular telephone tower rental.

Solid Waste Fund - accounts for the collection, transportation, and disposal of solid waste, yard waste and construction debris.

Additionally, the City reports the following fund types:

Special Revenue Funds - account for proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes, which include:

Stormwater Fund – accounts for revenues and expenditures related to stormwater management.

Community Redevelopment Funds – Three funds were created pursuant to Section 163, Florida Statutes, to account for income generated from tax increment revenues generated by Community Redevelopment Districts, the Greater Leesburg Community Redevelopment Fund, Carver Heights Community Redevelopment Fund, and US Highway 441/27 Community Redevelopment Fund. Expenditures must be approved by the respective agencies composed of the City Commission plus two members appointed by the City Commission. These component units (separate reporting entities) are financially accountable to the City.

Debt Service Funds - account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Internal Service Funds - account for the financing of goods and services provided by one department to other departments of the governmental unit on a cost-reimbursement basis. Two funds included in this type are:

Health Insurance Fund - accounts for the costs of providing major medical coverage to all eligible City employees and retirees.

Workers' Compensation Insurance Fund - accounts for the costs of providing workers' compensation coverage to all eligible City employees.

Pension Trust Funds - account for the activities of the assets held by the City in a trustee capacity for public employee retirement systems. The City maintains the following three funds which accumulate resources for pension benefit payments to qualified retiring employees:

Police Pension Trust Fund - This defined benefit plan was created pursuant to Chapter 185, Florida Statutes. Resources are contributed by the participating employees and the State of Florida. Members of the Municipal Police Pension Trust are also members of the General Employees Pension Trust.

Firemen's Pension Trust Fund - This defined benefit plan was created pursuant to the provisions of Chapter 175, Florida Statutes. Resources are contributed by the City, participating employees and the State of Florida.

General Employees Pension Trust Fund - This defined benefit plan provides pension benefits to eligible full time employees, except commissioners and firefighters. Resources are contributed by the City.

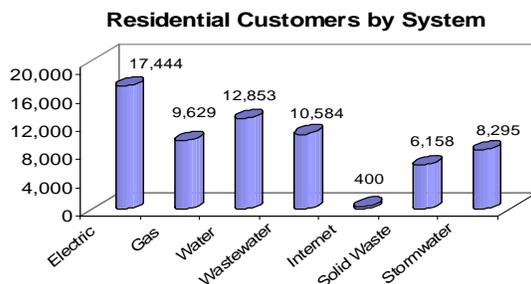
MUNICIPAL SERVICES

The City provides a traditional mix of general government services including police and fire protection, library, construction and maintenance of streets and infrastructure, storm water drainage, recreational activities, cultural events, planning, zoning, housing, and administrative services. In addition to general government activities, the City also provides a full range of utility services, including electric, natural gas, solid waste, communication services (which includes internet and fiber optic cable services), water and wastewater treatment. Detail about each system is found in the specific section of the budget.

The rates charged for the use of all the utility systems are reasonably comparable to rates charged by similar utilities. The rates of the electric system are established by ordinance of the City Commission. The current rate structure of the City (as opposed to the actual rates) is subject to the approval of the Public Service Commission (PSC). Rates for the use of the natural gas, water, wastewater, communications, and solid waste systems are established by ordinance of the City Commission and are not regulated by any other agency. The City has an active maintenance program and considers all systems to be in good condition.

The following table shows the impact the utility systems have on the budget when compared to the population of Leesburg:

System	Established	Residential Customers	Area Sq Miles
Electric	1921	17,444	48.1
Gas	1959	9,629	38.3
Water	1903	12,853	39.9
Wastewater	1929	10,584	40.8
Internet	1993	400	Unlimited
Solid Waste	1925	6,158	33.8
Stormwater	1991	8,295	33.8
City of Leesburg	1875	17,467	33.8



SHORT TERM

The priorities of the current budget have been discussed in the budget message. The balanced budget, which is the total estimated receipts including appropriated fund balance/reserve equal to total appropriations and reserves for future use, has been adopted.

Short term financial planning always includes a revenue analysis in the utility to determine if rates are sufficient to meet the operational needs of the system. The electric and gas utility rates were adjusted based on adoption of the ordinance in January 2005. In addition, all utility rates will be adjusted by 2.07% based on the GDP implicit price deflator index effective October 1, 2006. The second step of the electric rate increase of 2.11% is included in the proposed rate increase of 8.36% and the gas rate increase of \$0.05 per therm will also be effective October 1, 2006. Costs associated with solid waste services have necessitated a rate increase of \$2.00 per month for residential customers beginning October 1, 2006. The Stormwater fund includes a modest increase of \$1.00 per month per residential account effective October 1, 2006 and October 1, 2007.

The immediate goal for the City is to utilize the bond proceeds from the \$17 million bond issue sold in August 2004 to construct capital projects in Leesburg. The remaining total of \$3.7 million will be expended in the next fiscal year as approved in the 10-year Capital Improvement Plan. The current budget includes the design and construction of the swimming pool \$770,588, new library construction \$152,941, renovations to the old library \$1,344,118, transportation improvements \$1,062,059, and other Public Works projects \$385,294.

In July 2004, the City issued \$39 million in utility bonds (2 issues) which separated the electric utility from the gas, water, and wastewater (utility issue) when financing capital improvements. This reduced the dependence of the utilities on the “pay as you go” approach for capital improvements and replenishes the cash used to defease the old debt. As of October 1, 2006, the remaining amount of bond proceeds included in the budget is \$787,000.

Every effort has been made to maximize the use of grants for general government capital projects, especially the airport, which are 92% funded by State and Federal grants.

Growth became a major issue during the budget preparation this year, as the City expects a population growth of 13,000 to 26,000 over the next 15 years. The City developed an annexation policy to keep growth diversified. In an effort to continue to make growth pay its appropriate cost of additional infrastructure, the City adopted an impact fee for police, fire, and recreation. The City will collect a library county impact fee and apply for resources to meet our needs. This will allow the City to maintain its current level of service.

LONG TERM

The Core Values adopted by the City Commission will drive the Long-Term planning process. One of the Core Values: “Fiscal Responsibility”, shows the City Commission and City Manager commitment for the proper use of fiscal resources to address current operations and community needs.

The 10-year Capital Improvement Plan, adopted September 25, 2006, was developed to maximize the “pay as you go” approach while recognizing the benefit of financing. Utility improvements and replacements will be scheduled and completed based on the street paving work plan. The plan includes detailed explanation regarding development of revenue projections and assumptions regarding the capital needs. The interdepartmental coordination efforts are vital to the success of developing an accurate forecast.

The City typically extends services beyond what is presently needed based on a calculation to recoup the initial investment within a 5-7 year period. Additional long range planning for the following utilities is listed below:

- **Electric** - The department consistently evaluates the costs of outsourcing specific activities. There is a plan to convert all overhead utility lines within the City to underground in 30 years to avoid future safety code compliance issues associated with poles and to provide other savings.
- **Gas** – The department has followed a guideline of extending service to new customers based on a seven year calculated return on initial investment. With the approval of Section 25-501 of the City Code of Ordinances in April of 2006, natural gas will be required in all new subdivisions within the city limits. In addition the cost of installation is to be borne by the developer. The ordinance does not apply to developments that have an existing natural gas contract or to those that have received construction plan approval prior to the approval of the ordinance. Implementation of this ordinance will significantly reduce future capital outlay.
- **Water reuse** – Plans to construct reuse transmission lines to position the facilities for delivery of public access reuse water to existing customers will be used with the new reuse system plant.
- **Wastewater** - Improvements to the Canal Street Treatment plant will rehabilitate and modernize equipment and processes to allow for production of public access reuse water from this facility.
- **Communications** - The City has expanded the business by marketing customers for fiber optic cable and internet services. Because of lower internet rates, and the offering of broadband telecommunications services, the City continued to extend fiber optic connections to customers.
- **Solid Waste** - The utility is attempting to place a city owned dumpster at all commercial accounts within two years. The department also created a roll-off service and a franchise fee for all roll-off containers and compactors serviced by private haulers.

Information and technology (IT) is an important part of the City's operations, thus long term financial planning includes preparing to replace computers as they become obsolete. The IT department owns and leases all computer equipment, including desktop computers, laptops, copiers, and printers. Departments are charged for equipment based on a 5-year payback period.

The fleet maintenance division owns and leases all City vehicles and charges the departments a lease fee based on the useful life of the equipment. The City completed the vehicle replacement plan for all city-owned vehicles and updates it annually. Planning for future vehicle purchases is also the responsibility of the fleet department.

Personal Services costs represent 59% of the City's general fund annual budget. Since employees are here to serve the citizens, it is important to have happy, productive employees. The City is committed to having a salary survey performed every three years.

Although not included in this budget, some future financial challenges to the City include:

- Developing a team of management employees to monitor construction projects
- Planning for post-employment benefits by expensing in the year worked based on an actuarial study to comply with GASB 45
- Adopting a resolution to discontinue the energy conservation adjustment (ECA) rate for the gas customers to provide funding for the Leesburg Gas Marketing Plan
- Acquiring 20 additional lift stations that are privately owned, to improve relations with FDEP
- Reducing the utility transfer to the general fund to equal franchise fee charges

Each year the short-term and long-term goals are evaluated to ensure the long range plan is as accurate as possible.



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Budget Preparation Process

The fiscal year 2006-07 budget adoption process began at the January 23, 2006, regular City Commission meeting when the Commission adopted the budget calendar.

CAPITAL IMPROVEMENT PLAN

The City added a valuable element to the budget planning process regarding the capital improvement plan (CIP). For six years, the City has been striving to develop interdepartmental coordination between the utilities and public works in planning service upgrades in conjunction with street resurfacing. In fiscal year 2003-04, the City Commission adopted its first 10-year CIP. Improvements were made each year and this year several interdepartmental coordination meetings were held during January and February so each department could submit their plan by February 20, 2006.

In addition, department directors were required to provide a detailed description on each capital project request form, as well as the reasonably quantifiable additional costs and savings (direct or indirect) or other service impacts that would result from the capital purchase. This information further explains the:

- direct benefit of the improvement to the City
- impact on maintenance costs
- direct or indirect effect on revenue

After City Manager review, the 10-year CIP was presented to the Commission and adopted on June 12th. Although departments were challenged to use only the amounts included in the 10-year CIP to prepare the budget for fiscal year 2006-07, there were some modifications during the summer. After the budget review workshops with the Commission were held, the 10-year CIP was updated to match the amounts in the 2006-07 column in the adopted budget. Both documents were adopted on September 25, 2006.

CITY COMMISSION VISIONING GOALS

In the adopted Mission Statement, "Dedicated to our Community, Committed to Service Excellence", we find the first core value, which is the responsibility of all employees. The core values as listed in detail in the front of the document are the responsibility of the Executive Department and the City Commission. The following is the values that were adopted and state, "We value":

- Excellence In All We Do
- Open, Accessible Government
- Fiscal Responsibility
- Professionalism
- A Caring Organization
- Organizational Development And Self Sufficiency
- Employee Empowerment

Although these values are the ultimate responsibility of all departments, the following list demonstrates which values are specifically assigned to a department:

Budget Preparation Process

Department	Excellence	Open Gov't	Fiscally Responsible	Professional	Caring	Self Sufficient	Employee Empowerment
Finance	X	X	X	X	X	X	X
Human Resources	X				X	X	X
IT	X	X	X				
GIS/Engineering	X		X				
Airport	X	X	X				
Police	X	X		X	X	X	
Fire	X			X		X	X
Public Works	X	X	X			X	X
Community Development	X	X		X			
Economic Development	X	X	X				
Library	X	X	X	X	X		
Recreation & Parks	X		X	X	X		
Stormwater	X		X	X			X
Electric	X	X	X	X	X		
Gas	X		X	X	X	X	X
Water	X	X	X	X	X	X	
Wastewater	X	X	X	X		X	X
Communications	X		X			X	X
Solid Waste	X						X

BASIS OF BUDGETING

Budgets for governmental funds are adopted using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized in the period in which the fund liability is incurred (except matured interest on general long-term debt, which is recognized when due). While budgets for the proprietary fund types are not required by generally accepted accounting principles (GAAP) or by state or local law, they are adopted using the modified accrual basis of accounting to provide for comparability with the other funds.

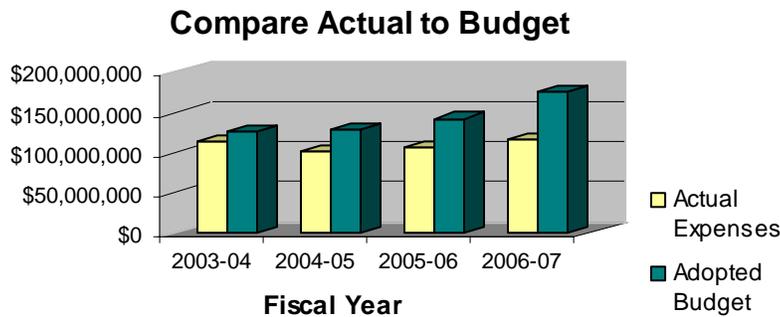
Actual expenses for the utility funds are recorded on the full accrual basis, while other funds are reported on the modified accrual basis. Comparing a budget prepared on the cash basis, to actual expenses recorded on the accrual basis can be misleading in a budget document. When comparing fiscal year 2005-06 actual expense to fiscal year 2006-07 adopted budget, the following three items are presented on a different basis:

- Capital project expenses: Capital projects in the enterprise funds are budgeted on a cash basis, and the actual expenses are zero because they are recorded as assets on the balance sheet.
- Debt service: Debt service expenses, related to principal payments are budgeted in the fiscal year in which they occur, yet they are recorded as a reduction to a liability account.
- Reserve for future capital: Reserves that are budgeted may not be expended in that fiscal year but are appropriated (set aside) for future capital improvements.

To put this in perspective, the actual expenses for fiscal year, as seen on the totals in the “All Funds” section, when compared to the cash budget versus the accrual budget produce the following results.

	Actual Expenses 2005-06	Adopted Budget 2006-07	Average Annual Increase
Cash Basis Budget	115,862,922	175,043,131	25.54%
Accrual Basis Budget	115,862,922	149,835,358	14.66%

The graph below depicts the difference between recording actual expenses compared to the budget as presented:



Departmental Budget Meeting

The City Manager presented the results of the department director and commission retreats and explained the new mission statement and core values. Emphasis was placed on discussion regarding a change in culture of this organization to a caring organization. His focus will be on empowerment in order to improve employee involvement in decision making. Performance measures will be used to track if departments have accomplished their goals. Based on the Consumer Price Index and growth squeeze, operating expense increases should not exceed 4% over their adopted budget for fiscal year 2005-06. He discouraged automatic increases and recommended that each line be reviewed.

The City Manager also stated that staff should begin to think in terms of a 2-year budget cycle. The first one will be presented in 2007-08.

A copy of the budget calendar, procedures manual, forms, and budget entry instructions were given to each department. Several issues were addressed during the course of the meeting with emphasis on the following:

- use the instruction manual and formats that are provided
- submit requests in a timely manner
- be consistent with capital project titles
- accurate documenting needs
- request computer equipment through the IT Department
- request vehicles and heavy equipment through the Fleet Services Division

The Deputy Finance Director provided three training opportunities to assist all the departments with the budget process. They were not mandatory, but were attended quite well, which resulted in a very smooth process.

Budget Preparation

Individual departments were responsible for the original entry of operating expenses and capital outlay budget information utilizing the HTE software on the A/S 400 computer. The Accounting Department, using the payroll budgeting module of the HTE software, produced the budget for the personal services category. Other information was transmitted to the budget office via computer using a common directory in Microsoft Word or Excel format that was merged into one document. Following the submission deadlines, departments were prevented from making any changes to the proposed budget. Values and goals including performance measures were due by April 17, 2006.

Review

The Deputy Finance Director compiled all the budget information, assisted each department in

Budget Preparation Process

completing the values and goals, and utilized information from the IT, Fleet Services and Accounting Divisions to formulate accurate budget requests and capital project detail expenditures. The City Manager, Deputy City Manager, Finance Director, and Deputy Finance Director met with department representatives to review budget requests. Revisions were made as necessary and included in the proposed budget document presented to the City Commission.

Approval

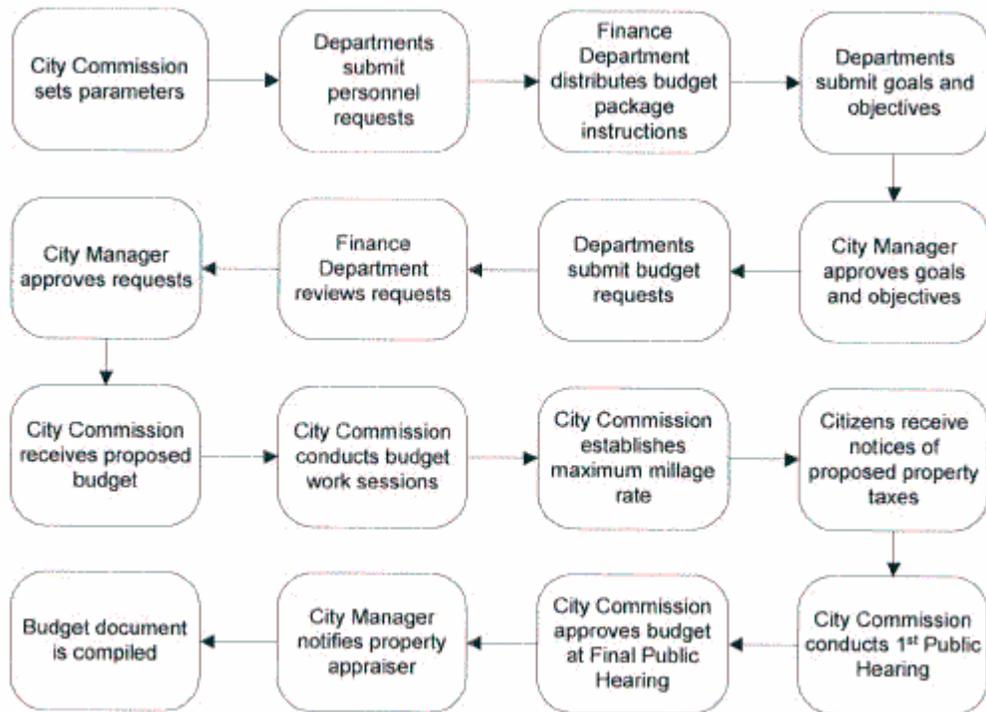
Pursuant to Florida law, two public hearings are required prior to the adoption of a millage rate and budget. At the conclusion of the first public hearing held on Thursday, September 14, 2006, the City Commission adopted a resolution to tentatively adopt the millage rate, and another resolution to tentatively adopt the budget. At the final hearing on September 25, 2006, the City Commission adopted a resolution to adopt the final millage rate and an ordinance to adopt the 2006-07 annual budget. Once approved, the budget becomes the basis for operations and capital expenses during the ensuing fiscal year.

Budget Process

Since the City of Leesburg has automated the input and correspondence portion of the process, departments receive a budget preparation manual at the opening meeting which provides guidance on where to find the following items:

- Budget calendar
- Budget checklist
- Common directory and location address for all forms and worksheets that are available between the departments and the budget office
- Budget entry instructions for access to the AS/400 to input budget requests

The draft budget and the Capital Improvement Plan were available on the intranet for departments. The chart below summarizes the budget process.



Budget Calendar at a Glance

Phase I – Planning

January – February

- City Commission adopts budget calendar and establishes citywide core values
- City Commission prioritizes capital projects for 10-year Capital Improvement Plan.

Phase II – Department Preparation

March - April

- Departments submit requests for additional personnel, reclassifications, and promotions
- Human Resources Department evaluates job descriptions, pay grades, and salary ranges
- Deputy Finance Director distributes forms and information to departments regarding budget requests
- Departments submit values, goals, and updated performance measures

Phase III – City Manager Budget Review

May - June

- Deputy Finance Director and City Manager meet to review values, goals, and department requests
- City Commission adopts 10-year Capital Improvement Plan

Phase IV – City Commission Budget Review

July

- Under the direction of the City Manager, the Deputy Finance Director balances the budget that will be presented to the City Commission in July
- Property Appraiser submits estimate of current year total assessed values

August

- City Manager presents tentative citywide and Community Redevelopment Agency budgets
- City Commission conducts budget review sessions and approves changes, which is recapped and presented at the final budget session
- City notifies Property Appraiser of proposed millage rate and date, time and place of the first budget adoption hearing

Phase V – Final Review and Budget Adoption

September

- Deputy Finance Director finalizes budget document and prepares for budget adoption
- City Commission tentatively adopts budget and millage rate
- City Commission introduces ordinance to finally adopt budget at first public hearing
- City advertises public hearing and notice of property tax increase, if applicable
- City Commission conducts final hearing to adopt the budget
- City notifies Property Appraiser and files TRIM compliance

Budget Calendar

2006 DATE DAY	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
January 23, Monday	City Commission	Adopt budget calendar and goals for the fiscal year 2006-07 budget.	
February 20, 3 rd Monday	Department Directors	Submit Capital Improvement Plan forms and 10 Year Capital Improvement Plan	
March 6, Monday	Department Directors	Submit updated organizational charts and requests for additions to or reclassifications of existing personnel to the Deputy Finance Director.	
April 5, Wednesday	City Manager	Distribute forms and instructions for use in preparation of the fiscal year 2006-07 budget requests to all departments and agencies funded by the City.	
April 17, Monday	Department Directors	Deadline for submission to the Deputy Finance Director of departmental goals and objectives statements and performance measures for fiscal year 2006-07.	
April 21, Friday	Civic Organizations	Deadline for submission to the Deputy Finance Director of budget requests for fiscal year 2006-07.	
May 4, Thursday	City Commission	Commission Retreat - work session to discuss 10-Year Capital Improvement Plan 2006-16	
May 5, Friday	Governmental Fund Department Directors	Deadline for submission to the Deputy Finance Director of budget requests for fiscal year 2006-07.	
May 9-26, Tuesday-Friday	City Manager	Meet with governmental fund departments to discuss fiscal year 2006-07 budget requests, including goals and objectives.	
May 15, Monday	Proprietary Fund Department Directors	Deadline for submission to the Deputy Finance Director of budget requests for fiscal year 2006-07.	
May 15-17, Monday-Wednesday	City Manager	Meet with Civic Organizations to discuss funding requests for fiscal year 2006-07.	
May 22, Monday	City Commission	Adopt 10-year Capital Improvement Plan 2006-16.	
May 30-June 2, Tuesday-Friday	City Manager	Meet with proprietary fund departments to discuss fiscal year 2006-07 budget requests, including goals and objectives.	
On or before June 1, Thursday	Property Appraiser	Provide an estimate of 2006 total assessed values of nonexempt property for budget planning purposes.	Section 200.065(7), Florida Statutes,
June 16, Friday	Finance Department	Present complete budget to City Manager for review and analysis.	

Budget Calendar (Continued)

2005 DATE DAY	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
On or before July 1, Saturday	Property Appraiser	Submit 2006 certified taxable values to the City Commission.	Section 193.023(1), Florida Statutes, Section 200.065 (1), Florida Statutes
July 7, Friday	City Manager	Present the tentative citywide and Community Redevelopment Agency budgets for fiscal year 2006-07 to the City Commission.	Section 200.065(2)(a)2, Florida Statutes, Section 28 (g), Leesburg City Charter
Tentative July 10-14 Any day	City Commission	Conduct budget work session regarding proposed personnel for fiscal year 2006-07.	
July 24, Monday	City Commission	Establish the maximum millage rate for fiscal year 2006-07.	
July 31, Monday	City Commission	Conduct budget work session regarding operating expenses for fiscal year 2006-07.	
No later than August 4, Friday	City Commission	Notify the Property Appraiser of: 1. The proposed millage rates for 2006; 2. The rolled back millage rates for 2006; 3. The date, time, and place of the public hearings to consider the proposed millage rates and tentative budgets.	Section 200.065(2)(b), Florida Statutes,
August 14, Monday	City Commission	Adopt pay classification plan for fiscal year 2006-07.	
August 14, Monday	City Commission	If necessary, conduct budget work session for fiscal year 2006-07 budget.	
No later than August 24, Thursday	Property Appraiser	Mail notices of proposed property taxes for 2006 to each taxpayer listed on the current year assessment roll.	Section 200.065(2)(b), Florida Statutes, Section 200.069, Florida Statutes
September 11, Monday	CRA Board	Establish budget for Community Redevelopment Agencies.	
September 11, Monday	City Commission	Conduct public hearings to consider adoption of the tentative budgets and proposed millage rate for fiscal year 2006-07. All hearings <u>must</u> begin after 5:00 P.M.	Section 166.241(3), Florida Statutes, Section 200.065(2)(c)-(e), Florida Statutes
September 22, Friday	Finance Director	Advertise public hearings to consider final adoption of the budgets, increases in property taxes and operating expenditures (if applicable), and adoption of millage rate for fiscal year 2006-07.	Section 200.065(2)(d), Florida Statutes, Sections 200.065(3),(a),(b), and (h)-(l), Florida Statutes
September 25, Monday	City Commission	Conduct public hearings to consider final adoption of the budgets and millage rate for fiscal year 2006-07. All hearings <u>must</u> begin after 5:00 P.M.	Section 166.241(3), Florida Statutes, Section 200.065(2)(d), (e), Florida Statutes
October 27, Friday	Finance Director	Begin distribution of final budget documents.	



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Significant Policies

Significant Policies

Budget

On September 28, 1998, the City Commission adopted Resolution 5535, which established a formal budget policy for the City of Leesburg. The policy embellishes the budget guidance previously available in the City Charter, as well as that provided in Chapters 166 and 200, Florida Statutes. The City follows these procedures in adopting the budget:

- The City Manager submits a proposed budget to the City Commission for the upcoming fiscal year
- Public hearings are held to obtain citizen input
- The budget is adopted by ordinance prior to October 1 of each fiscal year
- The budget may be amended to reflect changes in available resources and appropriations
- Departments are authorized to spend within the major categories; however, changes to the adopted appropriations require approval from the City Manager. Major categories are defined as personal services, operating expenses, capital outlay, debt services, grants and aids, and other uses
- The City Manager is authorized to amend the budget for any department, provided the total amount appropriated for the affected fund does not increase
- The City Commission, through the adoption of an ordinance, must approve amendments that result in a change to the total amount appropriated within the fund
- The City Manager is authorized to expend beyond budget limits in emergency situations and notify the City Commission at the next meeting. Budget amendments incorporating this action will be processed and approved by the City Commission, as necessary
- Unexpended balances of appropriations lapse at year-end unless funds are encumbered

Budget Adjustment Process

When circumstances change in the funding needs, the department head will request that the budget be amended. The department head is authorized to approve changes of expenditures between line items within a category and from one division to another within the respective department.

The City Manager may amend appropriations in any fund, provided that the total appropriation of the fund is not changed and does not alter a department's work program. The City Manager can also approve the following:

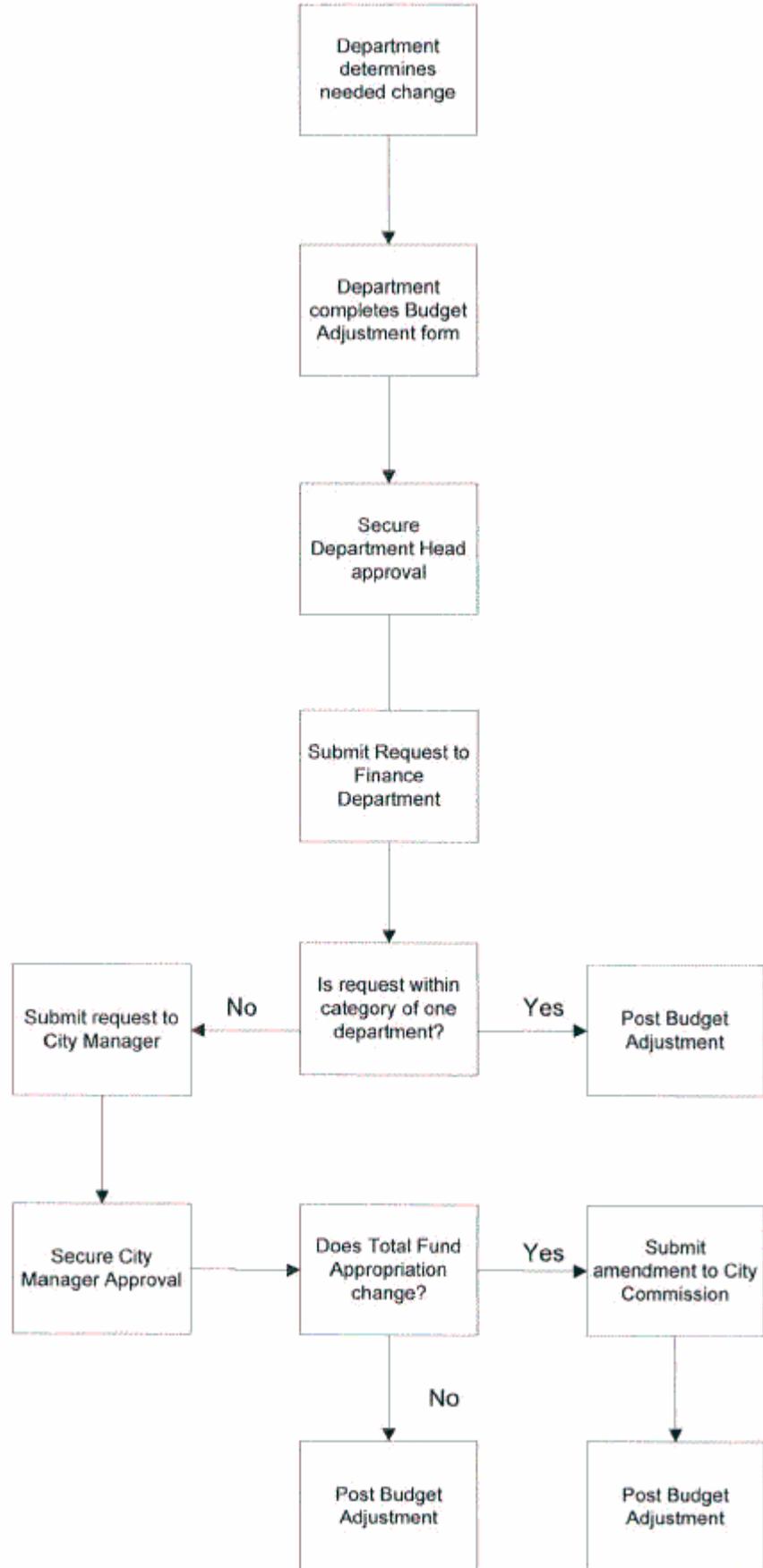
- additional funding required for an item approved based on an estimated cost
- new items necessary for the operation of the department
- capital substitution or changes with no fiscal impact
- appropriations from reserve to increase an appropriation in the same fund for any lawful purpose

The Finance Department can adjust a line item that is approved within the budget, if money is appropriated to the incorrect classification of accounts established under the State Uniform Chart of Accounts.

The steps necessary to complete the amendment process are outlined below and illustrated on the following flow chart.

1. Complete a budget adjustment form
2. Secure department head approval
3. Submit request to Finance Department
4. Secure City Manager approval, if necessary
5. Prepare budget amendment in the form of an ordinance for City Commission approval, if necessary
6. Prepare budget adjustment entry for the accounting division to post
7. Notify department of approval

BUDGET ADJUSTMENT PROCESS



Cash Policy

- All cash, checks, money orders, and cashier's checks are receipted on the date received and forwarded to the bank for deposit
- All checks, money orders, etc. are endorsed with the City's endorsement stamp upon receipt
- Daily cash reports must be presented to the Finance Department
- Cash drawers in all locations are counted and balanced daily
- Cash received at remote locations is forwarded to the collection's department daily. Receipts are validated and returned for verification
- Cash collection entries are recorded in the appropriate computer application.
- Employee will provide a receipt to every customer
- The Collection Department verifies all transactions and posts information to the system prior to making the bank deposit

Investment Policy

Resolution 4923, adopted September 25, 1995, describing the Investment Policy, set the criteria for investment of City funds. The primary objectives for investments were therein declared to be, in priority order: safety of principal, liquidity of assets, and attainment of a market rate of return on investments. Resolution 5538, adopted September 28, 1998, amended the Investment Policy to incorporate a system of internal controls and procedures for investments.

Responsibility

The Finance Director is responsible for the implementation of the investment policy.

Investments Authorized

- U.S. Treasury Obligations and U.S. Government Agency Securities
- Repurchase agreements
- Florida Local Government Surplus Funds Trust Fund (since January 1984)
- Management type investment companies (mutual funds) limited to investing in U.S. Government Securities

Risk Avoidance

- Minimize the risk of unreturned principal and interest through short term and conservative investments
- Require delivery vs. payment

Investment Techniques

Future levels of interest rates are impossible to predict with any certainty. Therefore, Finance Department staff examines market prices daily and studies trends to enable them to make prudent investment decisions. Funds are invested in accordance with the Investment Policy utilizing short-term maturities (over-night repurchase agreements) to 5 year maturities, which is the maximum maturity allowed by the policy.

On March 14, 1986, the City Commission adopted Resolution 4128 to execute a Master Repurchase Agreement with SunTrust Bank, NA to invest funds held in the City's bank account. Idle funds are invested overnight and on weekends.

Significant Policies

Fund Balance/Retained Earnings Policy

On August 14, 2000, the City Commission adopted ordinance 00-34 creating a fund balance/retained earnings policy. In order to maintain adequate reserves in various funds and provide the capacity to:

- Provide sufficient cash flow for daily financial needs
- Secure and maintain investment grade bond ratings
- Offset significant economic downturns or revenue shortfalls
- Provide funds for unforeseen expenditures related to emergencies

Creation of Reserves

The reservation of fund balance or retained earnings is in addition to all other reserves or designations of fund balance and is created by fund type, as follows:

General Fund – 20% of the current fiscal year budget
 Special Revenue Funds – none
 Debt Service Fund – as required by bond covenants
 Capital Projects Fund – none
 Enterprise Funds – 25% of current fiscal year budget
 Internal Service Funds – greater than or equal to zero (break even).

Utilization of Surplus Reserves

Surplus reserves can be used for any lawful purpose within the fund, preferably one time expenditures, which are not recurring operating costs.

Replenishment of Reserve Deficits

If a reserve amount falls below the required levels, the City Manager shall submit a plan to replenish any deficit reserve by the end of the second fiscal year following its occurrence.

Annual Review

A review is required as part of the annual budget adoption process.

Based on the proposed fiscal year 2006-07 adopted budget, the minimum level of fund balance in the general fund is \$5,768,011 (20% of \$28,840,054). The fiscal year 2006-07 budget appropriates \$382,154 of fund balance, which is primarily due to increases in public safety personnel and utility costs. Direct cost allocation from the utilities, as well as payments for IT services and fleet services are recorded as a negative expense in the appropriate division. During the budget cycles for the 4 years listed below, it appears that the fund balance in general fund is healthy, but declining slightly. It is important to utilize the money available for the citizens as well as maintain a fund balance sufficient to meet the needs of the organization if an emergency arises. The general fund continues to receive an operating transfer of 8% from the Electric, Gas, and Water utility funds, while the Wastewater, Communications, and Solid Waste utility fund contributions were reduced from 8% to 7.5%.

In fiscal year 2006-07, fund balance reserves have been appropriated in the capital projects fund in the amounts sufficient to balance the budget.

Historically, the amount of fund balance appropriated, and its relationship to the general fund budget as a whole may be stated as follows:

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
<u>GENERAL FUND</u>				
Total Adopted Budget	\$18,163,449	\$19,723,694	\$22,936,247	\$29,040,054
Beginning Fund Balance	6,210,665	6,864,665	7,023,663	5,997,299
Ending Fund Balance *	6,864,665	7,023,663	5,997,299	5,615,145
Percentage of Ending Fund				
Balance to Total Budget	38%	36%	26%	20%
Fund Balance Appropriated	0	0	1,026,364	382,154

* The ending fund balance for fiscal years 2005-06 and 2006-07 are projected based on estimated revenues and will be adjusted during the year after the audit has been completed.

Utility Transfer Policy

The City assumes all financial risk associated with operating each utility, with the goal of providing superior service at the lowest possible cost. On August 22, 2005, the City Commission adopted ordinance 05-68 to establish a policy to accomplish this goal and provide additional financial support to general government functions.

Calculation of annual operating transfer

- Shall not exceed 10% of the estimated operating revenues excluding utility surcharge fees included in the adopted budget for that fund
- Prohibits any transfer if said fund will experience a net loss after transfers for that fiscal year
- Ten percent (10%) limit excludes franchise fees, if the City imposes a franchise fee against itself, and
- Shall be limited to the amount necessary to balance the general fund budget, including the replenishment of the minimum balance of the unreserved, undesignated fund balance

Cost reimbursements

This transfer is calculated in addition to direct reimbursements made by the enterprise funds to the general fund for costs incurred by the general fund in the provision of services to the enterprise funds.

Annual Review

A review is required as part of the annual budget adoption process.

Procurement Policy

On December 27, 2002, the City Commission adopted Resolution 6710 establishing the following purchasing limits and local vendor preference:

- | | |
|-----------------|--|
| \$ 0.01 – 999 | Department heads are authorized to purchase items or services without quotes and use a blanket purchase order if available. |
| \$1,000 – 4,999 | Departments must obtain informal quotations and submit a purchase requisition prior to purchase. |
| \$5,000 – 9,999 | The department must obtain three (3) written quotes and submit a purchase requisition prior to purchase. |
| \$10,000–24,999 | Purchasing department must obtain three (3) informal bids for City Manager approval and submit a purchase requisition prior to purchase. |
| \$25,000 and up | The department must submit a purchase requisition prior to purchase. The Purchasing Department obtains formal bids, and submits bid award to City Commission for approval. |

The Purchasing Department may initiate sole source, single source and state contract purchases for items costing less than \$25,000.

Local vendors in the City of Leesburg utility service area are given first preference and Lake County vendors receive second preference in the procurement process subject to the following limits based on:

- | | |
|-------------------|-------------------------------|
| \$ 0.01 – 9,999 | 5% greater than the low quote |
| \$10,000 – 24,999 | 2% greater than the low quote |

Significant Policies

Purchases from inception through the procurement process to executed contract can take as long as 13 weeks to complete. The formal bid or request for proposal (RFP) process for specific items is as follows:

Description	Time	Responsibility
Develop bid specifications	Depends on item	Department
Develop bid document and secure approval	2 weeks	Purchasing and Department
Advertise	1 day	Purchasing
Pre-proposal (bid) conference	10-14 days	Purchasing, Vendor, and Department
Open bids	10-14 days	Purchasing
Combine pre-proposal (bids) with opening	14-21 days	Purchasing, Vendor, and Department
Proposal (bid) Evaluation	7-10 days	Purchasing, and Selection Committee
Interviews, if needed	2 weeks	Purchasing
Evaluations	7 days	Committee
Agenda memo	2 days	Purchasing
Resolution	1 day	
Contract	2-5 days	
Approval	10 days	Commission
Purchase order	7 days	Purchasing
Receipt of item	30 days	Department

Special Projects Transfer Policy

Ordinance 00-36, adopted August 14, 2000, created a policy which authorizes utility fund transfers to provide funding for non-enterprise fund capital improvements.

Authority

The City Commission

Calculation of amount available

A calculation, as described herein, is performed for each enterprise fund to determine the amount available for nonrecurring transfers:

1. Minimum retained earnings balance is equal to net working capital less:
 - capital improvements included in the five year capital improvement program of the fund
 - cash reserves of 25% of current fiscal year budget
 - a contingency for emergencies
2. The amount designated shall be the lesser of investment earnings for the preceding fiscal year or net income after operating transfers.
3. No special projects transfer from a fund is permitted if the result of the calculation is less than zero.

Carryover of unused amounts

The City Commission will annually consider whether or not to take specific action to carryover the available amount.

Annual Review

A review is required as part of the annual budget adoption process.

Capital Asset Policy

This policy was established to provide guidance, achieve consistency in recording assets, and to implement controls that will prevent or promptly detect a loss of an asset. By Resolution 7427, adopted on August 22, 2005, the policy was formally approved and summarized, as follows:

Responsibility

Accounting Division - maintaining all records
 Department Director - items assigned for use
 Employee - care and maintenance of items in their custody

Definition

Capital outlay items and projects are recorded at historical cost for items constructed or acquired by purchase and at estimated fair market value at the date of acquisition for assets acquired through donation or other means. Capital assets include all tangible or real property with a cost greater than \$1,000 and a useful life greater than one year. Certain capital assets of the enterprise funds are recorded as a group utilizing average unit costing. Depreciation expense is computed on the straight-line basis over the estimated useful life of the asset.

Inventory and Internal Control

The accounting division shall maintain an accurate inventory of all assets and update annually. Policies and procedures are designed to prevent misappropriation of public funds.

Authority

The Finance Director shall develop and maintain written administrative procedures to properly account for all capital assets of the City.

Annual Review

When preparing the 10-year capital improvement plan, revenue projections are analyzed to determine if the plan is financially sound. All capital items are described in this document. Below is a summary of all capital purchases by fund as compared to fiscal year 2005-06:

Fund	Adopted 2005-06	Adopted 2006-07
General	\$ 2,783,054	\$ 5,218,470
Stormwater	1,580,000	1,770,000
Hwy 441 CRA	0	547,987
Capital Projects	9,506,777	13,315,758
Electric	5,572,738	4,280,000
Gas	1,230,603	1,459,725
Water	2,951,013	8,605,313
Wastewater	7,985,000	4,317,200
Communications	298,000	415,050
Solid Waste	113,950	0
Total	<u>32,021,135</u>	<u>39,929,503</u>

Significant Policies

On September 25, 2006, the City Commission adopted a 10-year capital improvement plan. The plan includes capital projects, vehicles, and equipment. The annual capital improvement plan discusses the impact each purchase will have on the operating budget. Capital purchases impact the operating budget in the following three areas:

- New purchases – it is necessary to purchase additional capital items to function properly. For example, upon hiring a police officer to fill a newly created position, the department would purchase another vehicle, computer and accessories.
- Replacements – it is necessary to purchase additional capital items to function efficiently. Although the City maintains and uses capital items beyond their useful life, purchases are necessary periodically because capital items wear out. Thus, purchasing new assets decreases maintenance costs and provides an indirect savings which allows staff to operate more efficiently. The utility departments replace infrastructure assets to maintain a safe system for the citizens. Computers are replaced to keep pace with technology.
- Improvements – it is necessary to purchase additional capital items to expand operations. Improvements to current assets have a clear impact on operating costs. Completion of the new library will increase operating expenses to maintain a larger facility.

Debt Policy

On June 14, 2004, the City Commission adopted Resolution 7101 establishing a debt management policy as follows:

Purpose

- Manage issuance of debt obligations
- Maintain the ability to incur debt at favorable interest rates
- Assure that the capital improvement program is based on cash flow needs

Authority

The City Commission

Legal Debt Limits

As prescribed by State Statute and at levels consistent with creditworthiness objectives.

Limitations on Indebtedness

The City will maintain a conservative debt position and debt will be issued only if the benefits outweigh the costs of the debt.

Types of Debt

Short term and interim debt can include line of credit, pooled financing, interfund and internal borrowing, commercial paper, lease-backed debt, and anticipation notes.

Long term debt can include general obligation and revenue bonds, master lease agreements, and pooled financing.

Structure

- Tax-Exempt Debt – usually, but it can be taxable
- Maturity – shall not exceed 30 years
- Bond insurance – shall be acquired
- Debt Service Reserve Funds – evaluated on a case-by-case basis, utilize the best method
- Coverage Requirements – financing team determines at the time of a new bond issue
- Variable-rate Securities – an acceptable option
- Validation – may seek judicial validation if there is a risk of legal challenge

Investment of Bond Proceeds

As prescribed by existing state law, the City's investment policy and bond covenants.

Refinancing Outstanding Debt

- Advance or Current Refundings – when advantageous, legally permissible, and a net present value savings is achieved
- Restructuring of Debt – when existing bond covenants impinge on sound financial management

Credit Objectives

Maintain or improve its bond rating of "A" or higher from one of the major rating agencies. If a minimum "A" rating can not be met, credit enhancement shall be considered to carry a AAA rating. Bonds may be issued without a rating.

Methods of Sale

The City shall seek to issue debt in a negotiated sale unless the Finance Director determines it would not produce the best results. A competitive sale or private placements may be used when appropriate.

Financing Team

- Bond Counsel – provide advice regarding resolutions, trust indentures, official statements, validation, and litigation
- Disclosure Counsel – render an opinion of validity of facts in bond documents
- Underwriters – purchases securities from issuer for resale in a negotiated sale
- Financial Advisor – consultant to advise issuer on structure, sizing, timing, marketing, pricing, terms and bond ratings

Market Disclosure

The City will provide complete financial disclosure and continuing disclosure as required by the SEC Rule 15c2-12.

Arbitrage Requirements

The City will minimize the cost of arbitrage rebate and yield restriction to comply with applicable federal tax codes.



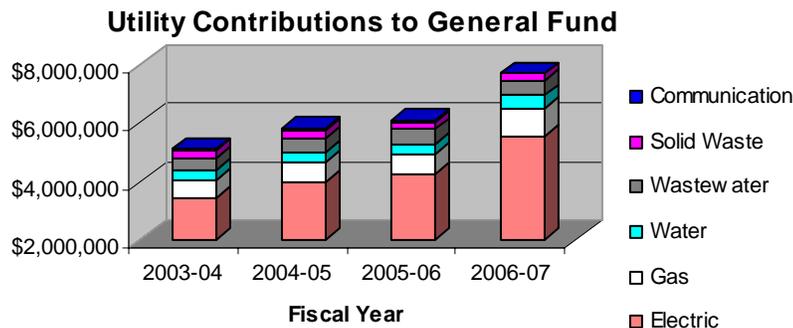
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Budget Summary

The City adopted a balanced budget, which is the total estimated receipts including appropriated fund balance/reserves, equal to total appropriations, which includes reserve for future capital. The major issues addressed in the adopted budget for fiscal year 2006-07 by fund are as follows:

General Fund

The general fund appropriated \$382,154 of fund balance due to increases in the number of public safety personnel and increases in utility costs. The Interfund transfers from the utilities increased by \$1,600,000 from the previous fiscal year which is driven by the increase in anticipated charges for services revenue.



During the past fiscal year, the City continued its planned growth annexation program resulting in 27 annexations with a total of 2,062.4 acres. In the past 6 years, the City's boundaries increased by more than 55% from 14,010 to 21,710 acres.

In fiscal year 2001-02, the City Commission approved a joint planning area map for the City which depicts the projected 2020 boundaries. The map, as presented to the County, triples the land mass of Leesburg and generally incorporates the utility services area, with the exception of the gas lines that extend into Sumter County. It reflects not only the proposed boundaries for the City, but also for adjacent incorporated areas.

Future annexations will be encouraged to continue "infill" strategies to square up the outer boundaries and also to take advantage of the economies of scale provided by increased density. As the annexed properties are developed, they will require increased levels of City services including police and fire protection. Utilities are available to some of the properties; however, development of other properties will require utility extensions.

Stormwater

The Stormwater Capital Improvement Plan adopted for the next 10 years allocates \$3.3 million to major rehabs for the stormwater systems that are experiencing significant failures. Those improvements will be guided by the Stormwater Master Plan, which was substantially completed during fiscal year 2005-06.

The City Commission approved Resolution 7384 on July 11, 2005 initiating a 3-step rate increase to stormwater rates. The increased rates are estimated to provide an additional \$600,000 annually, of which \$100,000 will be used for operations, with the remainder dedicated to capital improvements. The monthly rates will be increased \$1.00 each year.

Budget Summary

Whispering Pines Basin is proposed to be funded entirely from grant sources. Grants for this purpose have been received from Lake County Water Authority and Florida Department of Environmental Protection (FDEP) in a total amount of \$1.2 million. Other scheduled basin improvements for this fiscal year are Carver Heights and Venetian Gardens, which will be funded from stormwater fees. Approximately 75% of the cost of the Carver Heights stormwater work is funded by CDBG grant funding. Grant requests have been submitted to FDEP and St. Johns River Water Management District (SJRWMD) for the Venetian Gardens basin project. FDEP has indicated award of a grant of approximately sixty percent of the cost; contract documents are in preparation. SJRWMD will make recommendations for grant awards by the end of the calendar year 2006; we expect that we will receive favorable consideration of our application. This will complete 3 of the 10 basins that were identified in the original Stormwater Master Plan. When the new Stormwater Master Plan is completed, the remaining basins will be identified and prioritized. The cost to improve one basin is estimated to be:

Preliminary design	\$ 110,000
Property acquisition	190,000
Final design/permitting	200,000
Construction/bid	<u>2,000,000</u>
Total	<u>\$ 2,500,000</u>

The total estimated cost of each improvement exceeds current resources; therefore, it is necessary to reduce expenditures for the projects either by obtaining required properties and right-of-way by donation, or by securing other funding sources. Improvements to each basin are expected to take 2 to 3 years from preliminary design phase through completion of construction.

Community Redevelopment Agency

Pursuant to Section 163.512, Florida Statutes, the City Commission created the Greater Leesburg Community Redevelopment Agency (GLCRA) by Resolution 6994 on May 28, 1996. In compliance with the authorizing statute, tax increment financing is used to provide funding for specific capital improvements within the designated area. On September 25, 2000, the GLCRA executed a promissory note for the Streetscape Project, a major renovation of Main Street between Canal and 9th Streets, and created a Towne Square between 5th and 6th Streets. Funding for the project is to come from all Tax Increment dollars captured in the district with the exception of the Christley mortgage payment which totals \$24,048 annually until May 2014. The loan for the Main Street project is \$1,116,760 of principal plus 6% annual interest. Based on the Main Street's portion of the projected revenue, the principal and interest payment for fiscal year 2006-07 will be \$258,630. As of September 30, 2006, the balance of the note is \$707,099.25. To liquidate the loan within the remaining 20-year life of the GLCRA, the annual payment would be \$86,945.61, with an average principal payment of \$58,925.

The Community Development Corporation (CDC) was formed to assist development in the Pine Street area and later expanded their services to the Carver Heights area. The unreserved undesignated fund balance associated with the Pine Street area as of September 30, 2006 will be zero. On May 24, 2004, the Commission signed an agreement to allow the CDC to request payment of the available funds pursuant to paragraph 18 of the Consent Decree dated February 25, 1999. Therefore, expenditure of the funds will be recorded by the CDC and reported to the City. The GLCRA major projects include: debt service payment on Towne Square, Canal Street construction, and implanting business development programs.

The unreserved undesignated fund balance associated with the Carver Heights area as of September 30, 2006 is \$78,583. The CHCRA major projects include: program coordinators, infrastructure and pedestrian support (sidewalk) facilities, commercial and industrial improvement program and gateways to the community.

The City of Leesburg created the Highway 27/441 Redevelopment agency on February 13, 2006. A Trust Fund was created on May 22, 2006 and is effective for 30 years. The fund generates the majority of its annual income from tax increment revenues. The CRA is part of

the City's plan to improve conditions within the U.S. 27/441 corridor areas. The agency determined the existence of blighted areas and will make improvements utilizing available funds. The CRA has projected income approximating \$648,000 in its first year.

Capital Projects Fund

The Capital Projects Fund budget increased by \$6,294,869 from \$7,147,800 to \$13,442,669 in fiscal year 2006-07. The majority of this increase is associated with airport improvement projects.

Improvements to the Leesburg International Airport, budgeted at an estimated cost of \$8,182,641, will be funded mostly from grants. The City of Leesburg budgeted for federal and state grants totaling \$7,680,575, which provide for the construction of new runways and overlaying existing runways.

Electric

During fiscal year 2006-07, the scheduled conversion of overhead distribution facilities to underground will begin in Carver Heights and Silver Lake subdivisions. The first phase of a multi-year project to increase the capacity of the overhead distribution system serving Sunnyside is scheduled to be completed this budget year. Electric facility extensions are also planned for eight new subdivisions.

Additional emphasis will be placed on the wood pole inspection program to objectively assess the condition of these critical utility facilities. Right-of-way clearing will continue to be a priority to maintain proper clearances from overhead lines. This will reduce the incidences of downed power lines resulting from trees during periods of high wind conditions.

Gas

Growth in number of gas customers continued during fiscal year 2005-06 with the addition of over 800 residential customers. Although the volatile cost of gas remains a global concern, the City has remained a member of the Public Gas Partners Project I to reduce wholesale gas costs.

In fiscal year 2003-04, the gas department began a change-out program to convert manual read meters to automatic meter readers (AMR), which should be complete by 2015. All new subdivisions are being installed with AMR equipment. Capital maintenance for Leesburg is relatively low because the City continues to install steel pipe, which has a longer useful life and lower maintenance cost than plastic pipe. With the approval of Section 25-501 of the City Code of Ordinances in April 2006, natural gas will be required in all new subdivisions within the city limits. In addition the cost of installation is to be borne by the developer. Implementation of this ordinance will significantly reduce future capital outlay.

Water

The water department continues to plan and promote capital improvements as part of the ultimate goal to interconnect all water systems thereby providing adequate water supply to all areas of the city. Currently, the Royal Highlands plant is self-supporting. Revenues were projected based on the automatic rate increase authorized by Ordinance 04-38 approved by the City Commission on June 28, 2004.

Most of the activities in the water fund over the next ten years, address repair and replacement and new facilities to serve growth. A notable addition to the CIP that will continue indefinitely is the AMR meter program. This program calls for residential meters to be changed out on a ten-year cycle, consistent with industry guidelines. This will stabilize the revenue stream, since older meters, if not changed out when necessary, tend to under-register and adversely affect revenues.

Budget Summary

The contract for construction of the reuse water plant was awarded in September 2005 and construction should be complete during fiscal year 2007-08. The rates have been established and some lines have been constructed; therefore, by this time next year, there should be some history of active customers. The current budget provides for the construction of reclaimed water storage, pumping and transmission facilities at the Turnpike WWTP. These projects are budgeted at approximately \$5 million, of which approximately \$1 million will be reimbursed by St. Johns River Water Management District grant funding through the Water Protection and Sustainability Program.

Wastewater

The wastewater department budget provides for the completion of the Canal Street WWTP rehab and conversion to public-access quality reclaimed water. When complete, the SJRWMD grant funding will have reimbursed approximately \$2.5 million of the total cost of construction of the Canal Street WWTP project.

Communications

The City has expanded its overall fiber optic network throughout Lake County, allowing us to offer a broader range of broadband telecommunications services. The expansion resulted in additional fiber optic connections to more than 50 customer locations. As the electric department places distribution lines underground and removes poles to avoid significant costs in the future, the communication utility installs conduit or fiber optics at the same time.

Line extensions for new customers are included as a lump sum, with some larger projects specifically identified. This utility is striving to gain customers along lines that have already been extended in effort to take advantage of existing capacity in the system. Therefore, the cost to connect new customers is associated with the last mile hookup. The wireless network test system is a new wireless technology that could be used to replace last mile line extensions.

Solid Waste

The Florida Legislature enacted legislation during the 1988 session, which requires mandatory resource recovery recycling by operators of solid waste disposal facilities. The legislation requires a continuous reduction of 30% (through recycling) to the waste stream going into landfills. The City continues recycling efforts and encourages customers to participate.

The City maintains and monitors the closed 84-acre landfill throughout the year. Monitoring includes groundwater sampling as well as air sampling. Groundwater samples are tested for toxic chemicals quarterly, leachate readings are taken monthly, and fence lines are inspected weekly and repaired as needed. This responsibility will continue for twelve more years and is budgeted accordingly as required by law.

During the first eleven months of fiscal year 2005-06, there were 18,593 tons of solid waste transported to the county incinerator. During the same period of time there were 373 tons of material collected and recycled from the residents of Leesburg, and 6,746 cubic yards of construction/demolition waste debris disposed at the area landfills.

Overall

The budget document format for the City of Leesburg includes goals and objectives that can be measured based on the needs of the department. The organizational charts reflect the structure of each department as it relates to the entire organization. A brief description of the department and the responsibilities and function of each division within the department is included. Each department/division consists of an appropriations detail by line item and an appropriations summary by category that shows the percentage increase/decrease from the adopted fiscal year 2005-06 budget to the adopted fiscal year 2006-07 budget. The appropriations summary page in each division addresses the significant budget changes to make the information clearer to the reader.

The document should present a concise picture of the direction of each department within the City of Leesburg.

Budget Summary



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Budget Review

Revenue Overview

A balanced budget is presented for each of the City's eighteen funds. Revenues are estimated, and fund balance is appropriated only to the extent that appropriations exceed estimated revenues. Generally accepted accounting principles as applicable to local government units are followed in the preparation of financial statements and reports. The report is separated by fund type with a brief description of each fund listed on the face of the divider.

Revenue Forecast

Pursuant to the uniform classification of accounts prescribed by the State Comptroller's office, governmental fund revenues are classified as follows:

Taxes - Includes property (ad valorem) tax, local option gas tax, local option infrastructure surtax, public service tax, communications services tax, other local tax, and franchise fees.

Ad valorem property tax - The specific formula used to estimate current ad valorem tax revenues are calculated by multiplying the approved millage rate (4.500) per \$1,000 times the aggregate assessed property value (as certified by the County Property Appraiser) times 95%.

Local option gas tax and the one cent voted gas tax – This tax, approved in a referendum election, levy of a one cent per gallon tax on motor fuel and special fuel sold in the County and taxed pursuant to the provisions of Section 206, Florida Statutes. Utilization of the proceeds of this tax is limited to the costs of acquisition, construction, reconstruction, and maintenance of roads and streets, and the costs of establishing, operating, and maintaining a transportation system and related facilities. Nearly 30% of the collected one cent voted gas tax as well as the six cent local option gas tax are shared with the municipalities based on a cooperative agreement between Lake County and the fourteen incorporated Lake County municipalities.

Local option infrastructure surtax - Lake County voters renewed the levy of an additional one cent tax on sales in the County pursuant to the provisions of Section 212.055, Florida Statutes. The City receives a portion of the tax based on an interlocal agreement with Lake County and the fourteen incorporated Lake County municipalities, which expires December 31, 2017. Utilization of the proceeds of this tax is limited to infrastructure improvements, long-term maintenance costs associated with landfill closure, vehicles, and the equipment necessary to outfit the vehicles, with a life expectancy of at least 5 years.

Franchise fees – Franchise fees from electric and solid waste utilities are included in this category and are estimated based on projections.

Public Service Tax - Pursuant to the provisions of Section 166.231 Florida Statutes, the City Commission approved a 10% public service tax for electric, natural gas and water service sold to customers in the incorporated limits of the City of Leesburg. The tax was implemented on April 1, 2000. A public service tax was budgeted based on eligible estimated revenues in electric, gas and water funds.

Communications Services Tax - The new "Communications Services Tax Simplification Law" became effective October 1, 2001. The City Commission authorized the levy of the maximum discretionary communications services tax of 5.22% and elected not to collect right-of-way permit fees. Projected revenues were calculated based on the state projected revenues from telecommunications services.

Licenses and Permits - Includes occupational licenses, building, zoning, utility permits, right-of-way permits, and other licenses and permits of a local nature. The revenues from this category are projected based on historical data trends and present economic conditions. They are heavily dependent on the economy and market fluctuations related to rising interest rates.

Intergovernmental Revenues - Includes federal, state, and local grants, and revenue sharing such as the City's share of state collected motor fuel taxes and sales taxes. The grant portion of this funding source is not reflected in the budget until the grant has been awarded and the appropriate legal documents are signed. For grants that are pending during the budget process, an adjustment must be made once the grant is approved, which also includes the match portion. The City utilizes grant revenues for planned projects rather than allowing grant approval to skew priorities. The City's portion of revenue generated from state taxes is based on the state forecasts as reported in the Local Government Financial Information Handbook.

Charges for Services - Includes utility service user fees, park fees, recreational activity fees, fuel sales, certification and copy of city documents and records, sale of official maps and publications, stormwater utility fees, building and other user charges. Utility revenue projections are done by using trending analysis in Microsoft Excel. Gas, water, and wastewater trends are analyzed based on actual consumption for each customer category for the past five years. Solid waste revenues used five years of history and because communications is so volatile, the revenue was based on contracts and projected customer base increase. Electric revenues were based on consumption trending provided by FMPA. All utility revenues were projected based on the automatic rate increase approved by the City Commission on June 28, 2004 per Ordinance 04-38. Rental rates for the Mote-Morris house and pavilion as well as rates for recreation activities, marina, and airport hangar rental were established by resolution. The health insurance fund revenues are derived from payroll deductions and City contributions based on approved positions using the adopted rates calculated from expense projections. The workers' compensation revenues are generated on the basis of approved positions in payroll budget multiplied by a certain percentage (based on an average of the last 3 years expenses versus revenues) of the state established manual premium rates (by standard industry code).

Fines and Forfeitures - Includes court fines and fees (including police officers educational funding), the proceeds from the sale of judicially confiscated property, and library fines. These estimates are developed from historical data trends, which remain relatively constant from year to year.

Miscellaneous Revenues - Includes interest on investments, rents, impact fees, sales of surplus property, insurance proceeds from lost or destroyed property, street paving assessments, refunds, contributions, and revenues not more properly recorded in other classifications. The revenues in this category are examined based on economic conditions and use a variety of methods to develop good estimates. Impact fees for water and wastewater are based partially on 5 year trend information with increased projects based on plat approvals and growth projections. Police, fire and recreation impact fees are projected based on actual income from fiscal year 2005-06. Rental income from City owned property is determined by contracts that are currently in effect with a minimal growth rate based on availability. Projections of interest income are based on estimates of the amount, which is expected to be available for investment, coupled with an expected short-term interest rate. The employee and employer contributions to the pension plans are actuarially determined.

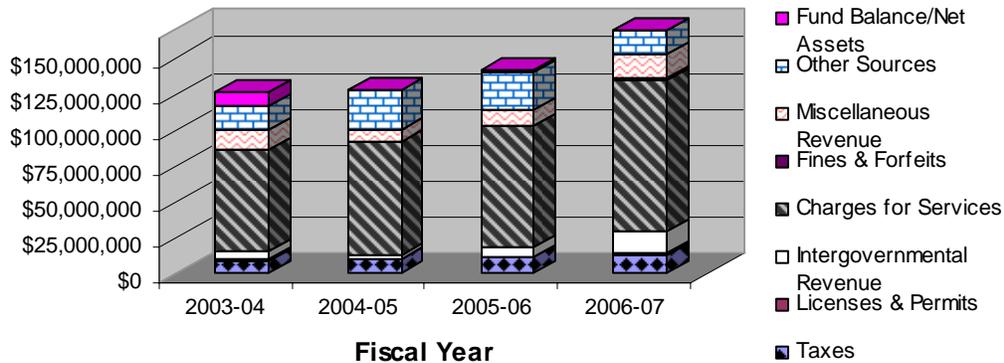
Other Revenue Sources - Includes operating transfers and other funding sources for capital purchases. Operating transfers from the enterprise funds are calculated as percentage (not to exceed 10%) of estimated operating revenues excluding utility surcharge fees of each fund.

Fund Balance/Net Assets - Includes fund balance/net assets appropriated for operating or capital expenditures.

Based on the preceding classifications, the estimated revenue sources for the last four fiscal years can be viewed in the following table and graph:

	2003-04	2004-05	2005-06	2006-07
Taxes	\$ 9,089,643	\$ 10,050,558	\$ 11,220,021	\$ 13,406,581
Licenses & Permits	576,200	706,044	997,250	1,356,030
Intergovernmental Revenue	6,493,011	3,033,166	6,059,642	14,783,229
Charges for Services	70,169,651	78,098,401	84,871,405	105,757,604
Fines & Forfeits	267,300	308,652	358,600	384,145
Miscellaneous Revenue	13,062,538	7,656,925	10,817,894	17,415,520
Other Sources	16,729,003	27,585,608	25,949,163	21,757,868
Fund Balance/Net Assets	10,459,527	509,157	1,574,643	382,154
TOTAL SOURCES	\$ 126,846,873	\$ 127,948,511	\$ 141,848,618	\$ 175,243,131

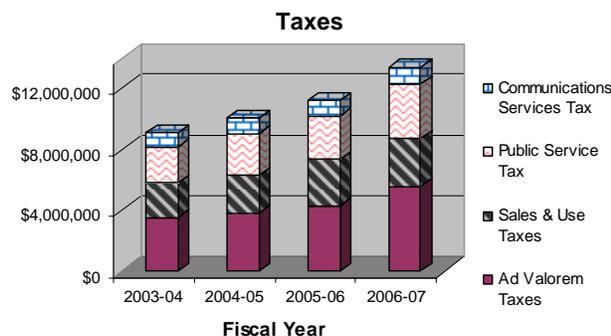
Estimated Revenues and Other Sources



Several categories were responsible for the 23.5% increase in the total budget from \$141,848,618 in fiscal year 2005-06 to \$175,243,131 in fiscal year 2006-07.

Taxes

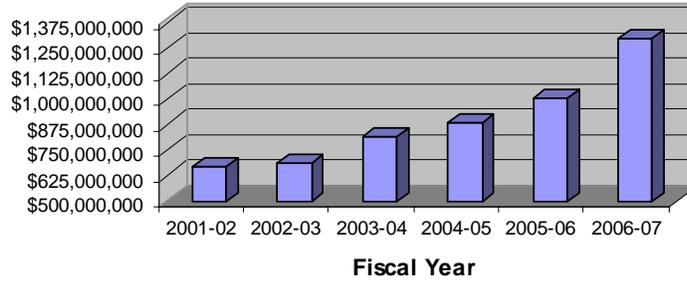
Taxes increased by \$2,186,560, of which ad valorem and sales & use tax accounts for the majority of the increase. The following table demonstrates the revenue stream from the four major tax categories.



Ad Valorem Taxes

The current millage rate of 4.500 represents a 20.42% increase over the rolled-back rate of 3.737 mills. The City Commission has maintained the same millage rate for the past seventeen years. Over the past 5 years, taxable property value has increased by a total of \$635,582,181 or 95%. As noted in the graph below, the increase in property tax value of \$297,982,506 over fiscal year 2005-06 generates a total of \$1,273,875 in additional projected revenue over the prior year, which will offset a portion of the additional services funded from the general fund.

Taxable Property Value



	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07*</u>
Millage Rate (per \$1,000)	4.500 Mills	4.500 Mills	4.500 Mills	4.500 Mills
Taxable Property Value	\$817,921,559	\$884,712,306	\$1,004,050,373	\$1,302,032,879
Total Taxes Levied	3,680,647	3,981,205	4,518,227	5,859,148
Amount Collected	3,534,345	3,871,712	4,465,410	5,566,191
Percentage Collected	96.03%	97.25%	98.83%	95.00%

* For fiscal year 2006-07, the amount indicated for amount collected and percentage collected are estimates only, based on a projected collection rate of 95% of the taxable value times the millage rate of 4.500 mills.

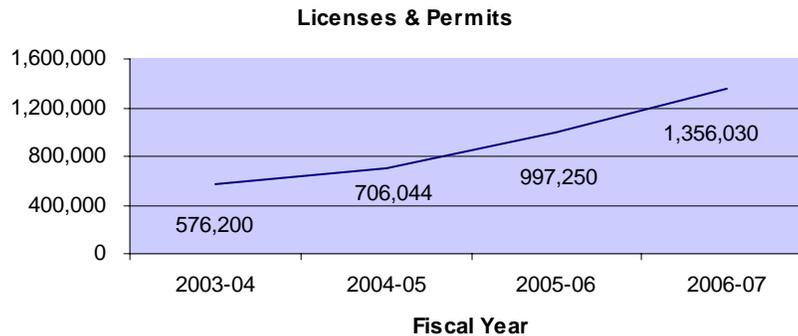
Sales & Use Tax – This tax is generated from fuel taxes and sales tax on the purchase of goods. This category is projected to decrease slightly by \$9,127, which is less than 1%. The decrease is directly attributable to state and county projections for the Local Option Gas Tax.

Public Service Tax – The revenue collected from this source is deposited directly into the General Fund. This funding source is directly related to charges for services.

Communication Services Tax – Although the maximum percentage of 5.22 remained the same, revenues increased based on the increase in the State's estimated taxable sales of \$21,890,544.

Licenses and Permits

Since the construction industry continues to prosper, and the building permit activity increase in fiscal year 2004, 2005, and 2006 is projected to continue as the City expands, this category shows an increase of 36% in fiscal year 2006-07. This category has seen a 135% increase over the last 4 years as depicted graphically:



The business license revenue expects a \$15,098 or 8% increase over last year. Building permit revenue is projected at \$1,144,932 compared to expenditures for building services of \$928,708. Although the revenue for building permits is greater than the amount of expenditures, the difference of \$216,224 will be set aside to be used only for building permit activity in lean years.

Intergovernmental Revenue

During fiscal year 2006-07, the intergovernmental revenue category increased significantly for three reasons. In the Capital Projects Fund, airport improvement activity, which will be funded 75% by Federal Grants, accounts for the majority of the \$6,000,000 increase to this fund. The Stormwater Fund plans to rehabilitate various retention ponds. State and local grants will fund 65% of the projected expenses.

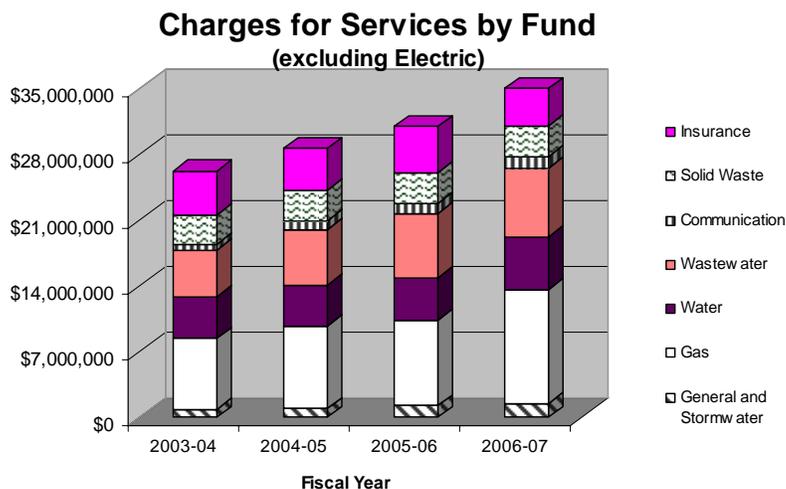
The local government half cent sales tax revenue is used to fund the debt service requirements associated with the Refunding and Capital Improvement Revenue Bonds, Series 1999 and Series 2004. Total estimated revenues from this source are \$1,019,879, which is budgeted in the debt service fund.

In addition, the City of Leesburg receives a portion of the personal services costs from grant funds for the actual time worked for twelve firefighters. The City will receive 90% of the personal services costs through March 5, 2007, and 75% through September 30, 2007.

Charges for Services

Charges for services rose 25% or \$20,886,199, primarily due to the rate increases associated with the electric and gas utility which were based on the rate study, and the automatic price increases for all utilities. The increase associated with the cost of purchased energy in both the electric and natural gas funds will be passed along to customers, resulting in an increase in operating revenues.

Over the past four years, the electric fund revenues rose by \$27,374,803 or 64% from actual revenues of \$43,012,250 in fiscal year 2003-04 to the amount budgeted for fiscal year 2006-07 totaling \$70,387,053. Since electric revenues are more than 60% of the revenues in this category, the following table excludes them in order to not skew the graph:



Fund Balance/Net Assets Appropriated

Although this is not a revenue source, it does represent a use of revenues previously accumulated in the fund. Due to revenue shortfalls or increases in capital purchases, it was necessary to appropriate fund balance in the general fund (\$382,154).

Appropriations Overview

Pursuant to the uniform classification of accounts prescribed by the State Comptroller's office, appropriations are classified as follows:

General Government – Includes legislative and administrative services provided by the following departments for the benefit of the public and the governmental body as a whole: city commission, executive, city attorney, finance, human resources, purchasing, IT, debt service, fleet services, facility services, planning & zoning, health insurance, workers' compensation and pension trust funds.

Public Safety – Includes services for the security of persons and property provided by police, fire and building services.

Physical Environment – Includes cost of services provided for the primary purpose of achieving a satisfactory living environment by controlling and utilizing elements of the environment. This classification includes: GIS/Engineering, stormwater, electric, gas, water, wastewater, communications, and solid waste.

Transportation – Includes cost of services for safe and adequate flow of vehicles, travelers, and pedestrians as reflected in the streets and airport divisions.

Economic Environment – Includes cost of providing services which develop and improve the economic condition of the community and its citizens, which is more particularly described in housing & economic development, community development, and community redevelopment funds.

Human Services – Includes cost of providing service for the welfare of the community as a whole and its individuals as performed by the animal control division of the police department and the line item associated with C.U.R.E.

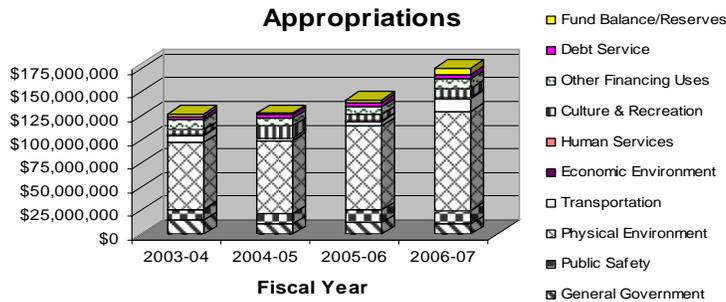
Culture/Recreation – Includes cost of providing and maintaining cultural and recreational facilities and activities for the benefit of citizens and visitors, which is provided by the library and recreation departments.

Other Uses - Includes the following activities: debt service, other financing uses, and reserves for future capital.

Utilizing the functional categories listed above, the 4 year appropriation history is presented in the following table and graph:

SUMMARY OF APPROPRIATIONS BY FUNCTION

	2003-04	2004-05	2005-06	2006-07
General Government	\$ 14,742,229	\$ 10,756,210	\$ 11,892,089	\$ 10,932,648
Public Safety	11,586,673	11,096,333	13,354,809	14,134,056
Physical Environment	70,724,803	77,005,880	89,053,942	104,370,633
Transportation	6,802,635	2,340,626	4,521,140	13,650,971
Economic Environment	550,388	163,134	316,740	1,156,969
Human Services	51,909	56,863	54,994	56,749
Culture & Recreation	5,622,755	12,603,840	7,297,939	9,266,519
Other Financing Uses	11,096,280	8,024,333	8,146,212	10,636,106
Debt Service	3,154,747	4,180,489	4,465,243	4,433,364
Fund Balance/Reserves	2,514,454	1,720,803	2,745,510	6,605,116
TOTAL APPROPRIATIONS	\$ 126,846,873	\$ 127,948,511	\$ 141,848,618	\$ 175,243,131



The physical environment category has the largest increase of \$15,316,691. Although the increase can be attributed to the cost of purchased power and natural gas, the following table shows other changes to describe the reason for the increase:

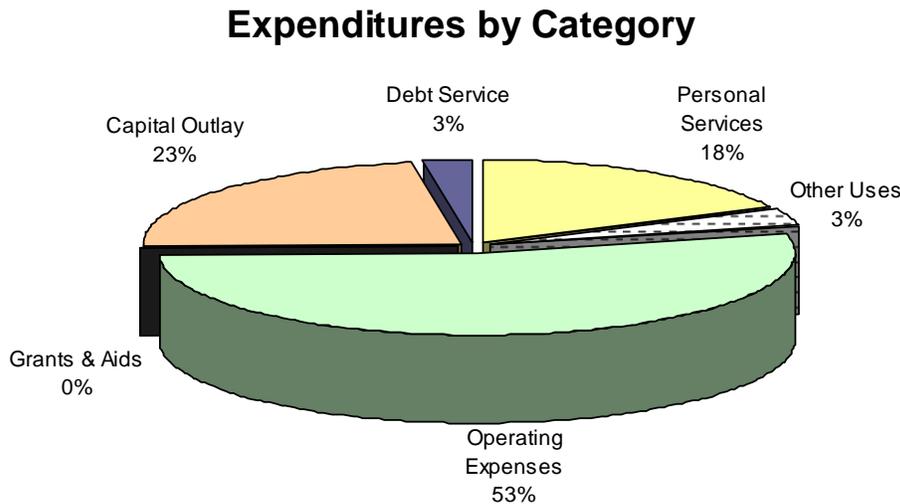
Electric cost of power	\$ 8,489,595
Gas purchases	1,732,548
Water capital	5,654,300

Transportation expenditures had an increase of \$9,129,831 due to the increase in construction of capital projects for the airport totaling \$8,182,640 and an increase of \$613,940 for street maintenance. The capital projects are grant related projects and will be funded primarily through Federal and State grants.

The increase in public safety of \$779,247 is related to additional personnel costs associated with growth in Leesburg. Twelve additional firefighters were hired to accommodate the new fire station at Okahumpka.

General government decreased \$959,441 or an 8.1% due to the continuation of existing Public Works projects with current funding.

As presented in the following graph, 53% of the appropriations are for operating expenses associated with day-to-day activities to provide services to the citizens. Capital outlay and personal services comprise 23% and 18% of the overall budget which can vary from year to year.



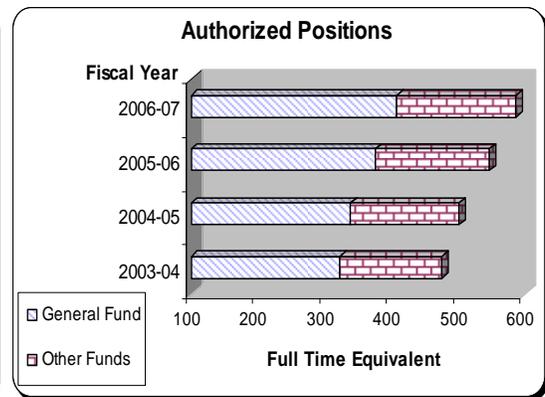
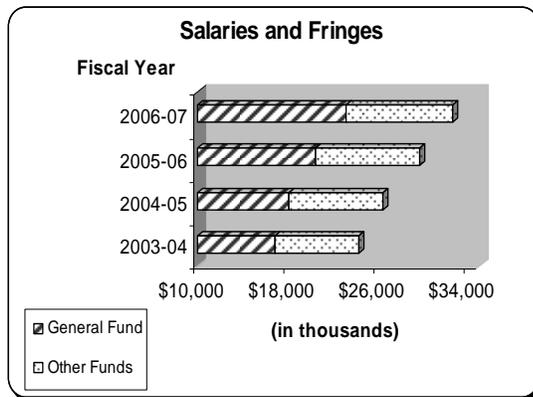
Budget Review

Personal Services

Total personal services costs rose from \$29,945,628 in fiscal year 2005-06 to \$32,912,829 in fiscal year 2006-07, an increase of \$2,967,201. Components of the increase are reflected below:

New positions (salary & wages)	\$ 1,432,203	48%
4% merit pool	881,260	30%
Fringe benefits	653,738	22%

Salaries and fringes increased in the general fund from \$20,484,670 in fiscal year 2005-06 to \$23,144,358 in fiscal year 2006-07 reflecting an increase of \$2,659,688 or 91% of the overall increase in this category. The other funds also experienced an increase in appropriations for salaries and fringes totaling \$277,687 or 9% of the total increase over fiscal year 2005-06. The increases are shown graphically as follows:



The fiscal year 2006-07 budget includes a net increase of 41.5 full time equivalent positions from 545.5 to 587 of which 21 positions were added during the fiscal year. Of the 21 positions added in the previous fiscal year 12 were added to public safety and partially funded through the SAFER grant.

The amount of employer contribution required to maintain an actuarially sound Retirement Plan for General Employees and to improve future benefits for employees will remain unchanged at 12% of covered payroll for fiscal year 2006-07. The City agreed to fund the Firefighter's Pension Plan created pursuant to Chapter 175, Florida Statutes, at a rate no higher than the general employees' rate. Therefore, their contribution rate will also be 12%.

Operating Expenses

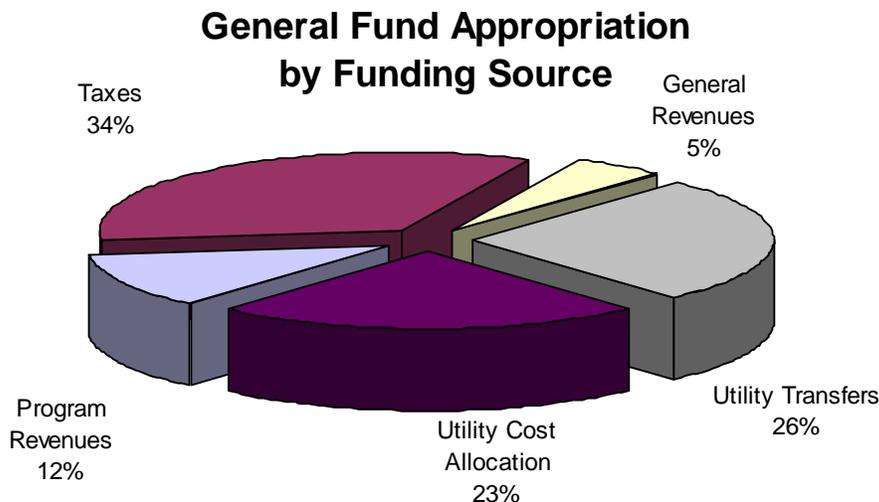
Operating expenses increased by \$16,213,289 or 19.5% from \$82,977,228 to \$99,190,517. Although departments were encouraged to limit normal operating expenses to 4%, the increases listed below show a breakdown of some of the major increases in this category:

Average 4% increase	\$3,319,096
Electric cost of power	\$8,489,595
Gas purchases	\$1,732,548

The General Fund provides a variety of services that are funded by the six enterprise funds. A prorated share of the total operating budget is allocated directly to the appropriate utility operating expense budget. Several cost drivers were used to determine the percentage applicable to the operation of the utilities. The departments that were unable to give statistics directly related to the impact of a specific utility were allocated based on the average number of customers for each utility as of April 2006. Expenses in the utilities related to costs for services provided by the general fund are allocated to the various utilities and recorded as a contra expense in the appropriate division. The total percentage of services provided by the department/division is listed below:

<u>Department</u>	<u>Percentage</u>
City Commission	50%
Executive - Administration	65%
City Clerk	75%
Finance - Accounting	60%
Collections	95%
Customer Service	95%
Meter Readers	100%
Purchasing	71%
Warehouse	95%
Human Resources	21%
Information Technology	90%
GIS/Engineering	90%
Public Works – Fleet Services	100%
Facility Services	30%
Administration	35%
Community Development - Planning	55%
Housing & Economic Development	25%

The total increase in operating expenses in the utility funds that can be directly attributed to the increase in operating expenditures in the general fund was \$1,589,059. At the end of the fiscal year, these expenses are amended to reflect actual expenditures rather than the budget. The utility cost allocation and utility fund transfers to the General Fund account for 42% of general fund funding sources. The breakdown of the types of funding sources in the general fund can be viewed graphically as follows:



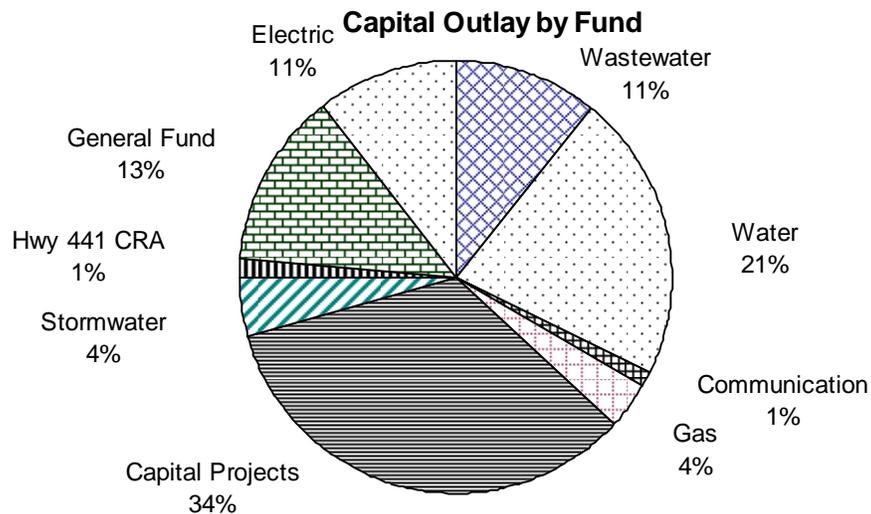
Capital Outlay

As included in the adopted fiscal year 2006-07 budget, capital projects in all funds increased from \$30,349,579 in fiscal year 2005-06 to \$39,588,427. The increase in capital outlay can be directly attributed to several major capital projects.

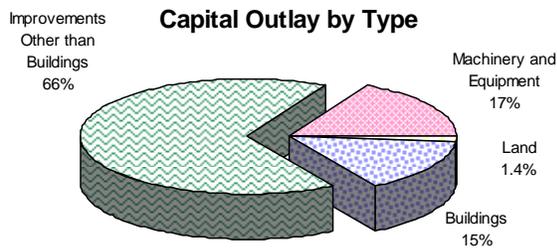
Expansion – Expansion of the City limits of Leesburg results in increased capital purchases necessary to provide services. The Electric Department plans to convert eight subdivisions to underground utility service. The Gas Department plans to extend services to new developments, and the Water and Wastewater Divisions are planning upgrades for new services which will also impact capital expenses. Installation costs are typically recovered within a 7 year period. The City charges impact fees for police, fire, recreation, water, and wastewater when customers secure a building permit.

Replacement – Beyond the specific utility expansions and general government services, the majority of City capital purchases represent replacements of equipment and vehicles that are more costly to maintain than to replace.

The following graph represents the total capital improvements by fund:



The following is a schedule of capital outlay for the entire City by type:



<u>Category</u>	<u>Amount</u>
Land	\$ 547,987
Buildings	5,941,912
Improvements other than buildings	26,478,984
Machinery and Equipment	6,890,615
TOTAL	\$ 39,859,503

The largest capital outlay category is Improvements Other Than Buildings, which is mainly for utility system capital assets necessary to provide service to customers. Machinery and Equipment exceed the Buildings and Land categories combined, reflecting 17.3% of the capital purchases for the year.

Debt Service

The Debt Service category increased by \$80,654 from \$4,470,243 in fiscal year 2005-06 to \$4,550,897 in fiscal year 2006-07. The increases (decreases) are summarized below:

<u>Description</u>	<u>Amount</u>
Capital Projects	\$ 326,755
Electric & utility bond issues	(246,101)
TOTAL	\$ 80,654

Other Uses

The operating transfer of profits generated from the various enterprise funds to the general fund for the fiscal year 2006-07 represents an increase of \$1,620,622 from \$6,340,720 to \$7,961,342. As noted earlier, transfers were maintained at 8% of estimated operating revenues excluding utility surcharge fees for three of the six utilities, and reduced to 7.25% for the other three utilities.

Debt

There is no legal debt margin established for the City of Leesburg pursuant to the Constitution of the State of Florida, Florida Statutes, City ordinances or other laws applicable to the City of Leesburg. All bonds are rated at "A" or better by Moody, Fitch, and S & P and are insured to AAA rating by FGIC. The City of Leesburg received an underlying rating on the Series 2004 Bonds. The ratings are based solely on the ability of the City to pay the debt service on the Series 2004 Bonds, and are listed as follows:

<u>Type</u>	<u>Moody's</u>	<u>S&P</u>	<u>Fitch</u>
Capital	A ³	A-	A-
Electric	A	A-	A-
Utility	A ³	A	A-

Budget Review

All bonds are fully registered bonds in denominations of \$5,000 and are collateralized by a pledge of various sources as shown below. As of September 30, 2005, the debt coverage ratio and debt per capita based on the July 1, 2005 population of 19,086 can be stated as follows:

Type	Debt Ratio	Debt per Capita	Collateralized by Pledge
Capital Improvement Bonds, Series 1999	2.62	\$ 605.36	Local government half-cent sales tax, and a guaranteed portion of state revenue sharing (\$309,234)
Capital Improvement Bonds, Series 2004	5.34	\$1,644.58	Public Service tax and investment income, and the sales tax and guaranteed entitlement, which are subordinate to the 1999 bonds
Electric Revenue Bonds, Series 2004	12.51	\$1,618.40	Net electric system revenues
Utility Revenue Bonds, Series 2004	7.78	\$2,231.45	Net gas, water and wastewater revenues

Below is a summary of debt service including principal and interest for the next five years in all funds:

Issue	2007	2008	2009	2010	2011
Capital Improvement Bonds, Series 1999	\$ 504,645	\$ 502,476	\$ 499,796	\$ 501,876	\$ 503,126
Capital Improvement Bonds, Series 2004	1,119,470	1,121,220	1,121,020	1,119,645	1,118,485
Electric Revenue Bonds, Series 2004	1,104,813	1,100,875	1,100,975	1,105,095	1,103,025
Utility Revenue Bonds, Series 2004	1,520,151	1,522,914	1,524,114	1,523,914	1,522,254
TOTAL	4,249,079	4,247,485	4,245,905	4,250,530	4,246,890

The next four pages provide debt service detail of principal and interest payments over the life of the four outstanding bond issues following the appropriate headings:

Refunding And Capital Improvement Revenue Bonds, Series 1999

Debt service associated with the Refunding and Capital Improvement Revenue Bonds, Series 1999, is recorded in the debt service fund. The refunded portion of the 1987 bond proceeds (\$4,334,211), were originally issued to expand City Hall, develop the industrial park, close the landfill and provide other capital items for airport development, recreational facilities, and public safety. The new money portion of the 1999 bonds was used to offset the cost of constructing a new police department building.

Issue	Year	Principal	Interest	Total
Refunding and Capital Improvement	2007	155,000	349,645	504,645
Revenue Bonds, Series 1999	2008	160,000	342,476	502,476
Original Issue Amount: \$7,345,000	2009	165,000	334,796	499,796
Original Issue Date: August 1, 1999	2010	175,000	326,876	501,876
Final Maturity: October 1, 2029	2011	185,000	318,126	503,126
Interest Rate: 3.65% - 5.5%	2012	195,000	308,691	503,691
	2013	205,000	298,698	503,698
	2014	215,000	288,038	503,038
	2015	225,000	276,750	501,750
	2016	235,000	264,825	499,825
	2017	250,000	251,900	501,900
	2018	265,000	238,150	503,150
	2019	280,000	223,575	503,575
	2020	295,000	208,175	503,175
	2021	310,000	191,950	501,950
	2022	325,000	174,900	499,900
	2023	345,000	157,025	502,025
	2024	365,000	138,050	503,050
	2025	385,000	117,975	502,975
	2026	405,000	96,800	501,800
	2027	430,000	74,525	504,525
	2028	450,000	50,875	500,875
	2029	475,000	26,125	501,125
TOTAL		6,495,000	5,058,946	11,553,946

Budget Review

Capital Improvement Revenue Bonds, Series 2004

Debt service associated with the Capital Improvement Revenue Bonds, Series 2004, is recorded in the debt service fund. The bonds are being used to construct a new library, upgrade the public works facility, construct Canal Street, renovate the old library for general government use, and construct a gymnasium and community center.

Issue	Year	Principal	Interest	Total
Capital Improvement Revenue Bonds, Series 2004 Original Issue Amount: \$17,110,000 Original Issue Date: July 21, 2004 Final Maturity: October 1, 2034 Interest Rate: 2.5% - 5%	2007	330,000	789,470	1,119,470
	2008	340,000	781,220	1,121,220
	2009	350,000	771,020	1,121,020
	2010	360,000	759,645	1,119,645
	2011	370,000	748,485	1,118,485
	2012	385,000	736,460	1,121,460
	2013	400,000	723,370	1,123,370
	2014	415,000	708,370	1,123,370
	2015	430,000	692,808	1,122,808
	2016	445,000	675,607	1,120,607
	2017	465,000	657,808	1,122,808
	2018	480,000	638,743	1,118,742
	2019	505,000	617,142	1,122,142
	2020	525,000	595,175	1,120,175
	2021	555,000	567,613	1,122,612
	2022	580,000	538,475	1,118,475
	2023	615,000	508,025	1,123,025
	2024	645,000	475,737	1,120,738
	2025	680,000	441,875	1,121,875
	2026	715,000	406,175	1,121,175
	2027	750,000	368,637	1,118,637
	2028	790,000	329,262	1,119,263
	2029	830,000	291,737	1,121,737
	2030	870,000	252,313	1,122,313
	2031	915,000	206,638	1,121,638
	2032	960,000	158,600	1,118,600
	2033	1,015,000	108,200	1,123,200
2034	1,065,000	54,913	1,119,913	
TOTAL		16,785,000	14,603,523	31,388,523

Electric System Revenue Bonds, Series 2004

The funds from the Electric System Revenue Bonds, Series 2004 were used to convert existing electric metering to an automated meter reading system, to acquire additional transformers, to construct substation improvements, to extend distributions lines, to reconduct distribution lines, and to place existing distribution lines underground .

Issue	Year	Principal	Interest	Total
Electric System Revenue Bonds, Series 2004 Original Issue Amount: \$16,670 Original Issue Date: June 23, 2004 Final Maturity: October 1, 2034 Interest Rate: 2.75% - 5%	2007	325,000	779,813	1,104,813
	2008	330,000	770,875	1,100,875
	2009	340,000	760,975	1,100,975
	2010	355,000	750,095	1,105,095
	2011	365,000	738,025	1,103,025
	2012	380,000	724,885	1,104,885
	2013	395,000	710,160	1,105,160
	2014	410,000	694,360	1,104,360
	2015	425,000	677,447	1,102,447
	2016	445,000	659,385	1,104,385
	2017	465,000	640,250	1,105,250
	2018	485,000	619,325	1,104,325
	2019	505,000	597,500	1,102,500
	2020	530,000	572,250	1,102,250
	2021	555,000	545,750	1,100,750
	2022	585,000	518,000	1,103,000
	2023	615,000	488,750	1,103,750
	2024	645,000	458,000	1,103,000
	2025	675,000	425,750	1,100,750
	2026	710,000	392,000	1,102,000
	2027	745,000	356,500	1,101,500
	2028	785,000	319,250	1,104,250
	2029	825,000	280,000	1,105,000
	2030	865,000	238,750	1,103,750
	2031	905,000	195,500	1,100,500
	2032	955,000	150,250	1,105,250
	2033	1,000,000	102,500	1,102,500
	2034	1,050,000	52,500	1,102,500
TOTAL		16,670,000	14,218,845	30,888,845

Utility System Revenue Bonds, Series 2004

The funds from the Utility System Revenue Bonds, Series 2004 were used to convert existing gas and water metering to an automated meter reading system, to construct gas and water mains and line extensions, to purchase gas regulators and services, to construct and rehabilitate collection sewers, sewer treatment plant facilities, to design and construct reclaimed water storage tanks, pumps, mains and lines for the disposal of effluent, and other capital improvements to the water facilities.

Issue	Year	Principal	Interest	Total
Utility System Revenue Bonds, Series 2004 Original Issue Amount: \$22,985,000 Original Issue Date: June 23, 2004 Final Maturity: October 1, 2034 Interest Rate: 2.75% - 5%	2007	445,000	1,075,151	1,520,151
	2008	460,000	1,062,914	1,522,914
	2009	475,000	1,049,114	1,524,114
	2010	490,000	1,033,914	1,523,914
	2011	505,000	1,017,254	1,522,254
	2012	520,000	999,074	1,519,074
	2013	545,000	978,924	1,523,924
	2014	565,000	957,124	1,522,124
	2015	585,000	933,817	1,518,817
	2016	610,000	908,955	1,518,955
	2017	640,000	882,725	1,522,725
	2018	665,000	853,925	1,518,925
	2019	695,000	824,000	1,519,000
	2020	730,000	789,250	1,519,250
	2021	770,000	752,750	1,522,750
	2022	805,000	714,250	1,519,250
	2023	845,000	674,000	1,519,000
	2024	890,000	631,750	1,521,750
	2025	935,000	587,250	1,522,250
	2026	980,000	540,500	1,520,500
	2027	1,030,000	491,500	1,521,500
	2028	1,080,000	440,000	1,520,000
	2029	1,135,000	386,000	1,521,000
	2030	1,190,000	329,250	1,519,250
	2031	1,250,000	269,750	1,519,750
	2032	1,315,000	207,250	1,522,250
	2033	1,380,000	141,500	1,521,500
	2034	1,450,000	72,500	1,522,500
TOTAL		22,985,000	19,604,391	42,589,391

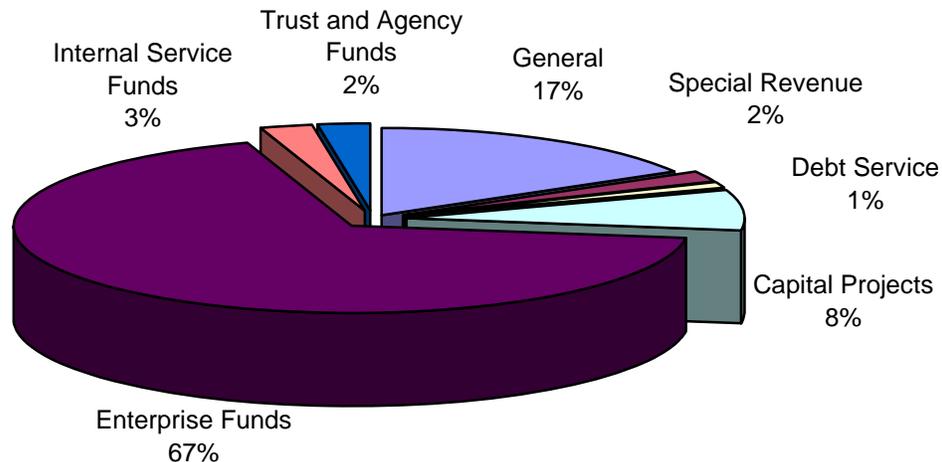
Budget Summary

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF LEESBURG, FLORIDA
ARE 23.5% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.**

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	ENTERPRISE FUNDS	TRUST & AGENCY FUNDS	INTERNAL SERVICE FUNDS	TOTAL BUDGET
ESTIMATED REVENUES								
Taxes	Millage per \$1,000							
Current Ad Valorem Taxes	4.500							
Other Taxes	5,566,190	0	0	0	0	0	0	5,566,190
Sales & Use Taxes	30,000	0	0	0	0	0	0	30,000
Franchise Fees	2,032,909	0	606,236	0	0	312,000	0	2,951,145
Utility Taxes	134,891	0	0	0	0	0	0	134,891
Licenses & Permits	4,724,355	0	0	0	0	0	0	4,724,355
Intergovernmental Revenue	1,356,030	0	0	0	0	0	0	1,356,030
Charges for Services	2,051,313	1,984,368	1,019,879	9,727,669	0	0	0	14,783,229
Fines & Forfeitures	336,861	1,200,001	0	0	99,863,075	0	4,357,667	105,757,604
Miscellaneous Revenue	384,145	0	0	0	0	0	0	384,145
Other Financing Sources	2,772,903	30,000	0	0	10,476,918	3,850,699	285,000	17,415,520
TOTAL SOURCES	0	0	0	0	1,734,676	0	0	1,734,676
Transfers In	9,268,303	580,492	0	0	0	0	0	9,848,795
Debt Proceeds	0	0	0	3,715,000	6,459,397	0	0	10,174,397
Fund Balances/Reserves/Net Assets	382,154	0	0	0	0	0	0	382,154
TOTAL REVENUES, TRANSFERS & BALANCES	29,040,054	3,794,861	1,626,115	13,442,669	118,534,066	4,162,699	4,642,667	175,243,131

EXPENDITURES								
General Government	2,750,393	0	0	280,588	0	3,259,000	4,642,667	10,932,648
Public Safety	14,134,056	0	0	0	0	0	0	14,134,056
Physical Environment	377,466	2,369,591	0	0	101,623,576	0	0	104,370,633
Transportation	2,878,154	0	0	10,772,817	0	0	0	13,650,971
Economic Environment	508,582	648,387	0	0	0	0	0	1,156,969
Human Services	56,749	0	0	0	0	0	0	56,749
Culture / Recreation	7,004,166	0	0	2,262,353	0	0	0	9,266,519
Other Financing Uses	460,400	0	0	126,911	0	0	0	587,311
TOTAL EXPENDITURES	28,169,966	3,017,978	0	13,442,669	101,623,576	3,259,000	4,642,667	154,155,856
Transfers Out	780,492	258,630	0	0	9,009,673	0	0	10,048,795
Debt Service	0	24,048	1,626,115	0	2,783,201	0	0	4,433,364
Fund Balances/Reserves/Net Assets	89,596	494,205	0	0	5,117,616	903,699	0	6,605,116
TOTAL APPROPRIATED EXPENDITURES	29,040,054	3,794,861	1,626,115	13,442,669	118,534,066	4,162,699	4,642,667	175,243,131
TRANSFERS, RESERVES & BALANCES								

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.



Governmental Funds

Summary of Estimated Financial Sources & Uses

	General Fund			Special Revenue Funds		
	Actual 2004-05	Adopted 2005-06	Adopted 2006-07	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
Financial Sources	14,299,948	14,174,389	19,389,597	918,003	2,227,633	3,214,369
Financial Uses	(21,060,875)	(22,663,729)	(28,259,562)	(995,636)	(1,915,573)	(2,854,088)
Sources over (under) Uses	(6,760,927)	(8,489,340)	(8,869,965)	(77,633)	312,060	360,281
Operating Transfers In (Out)	6,919,925	7,462,976	8,487,811	(8,818)	9,571	321,862
Debt Proceeds	0	0	0	(24,047)	(24,048)	(24,048)
Change in Net Assets Balance	158,998	(1,026,364)	(382,154)	(110,498)	297,583	658,095
Net Assets Balance-October 1	6,864,665	7,023,663	5,997,299	859,068	748,570	1,046,153
Net Assets Balance-September 30	7,023,663	5,997,299	5,615,145	748,570	1,046,153	1,704,248

	Debt Service Fund			Capital Projects Fund		
	Actual 2004-05	Adopted 2005-06	Adopted 2006-07	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
Financial Sources	1,301,369	1,299,360	1,626,115	4,673,676	3,635,671	9,727,669
Financial Uses	(1,296,368)	(1,294,360)	(1,616,115)	(6,115,516)	(7,147,800)	(13,315,758)
Sources over (under) Uses	5,001	5,000	10,000	(1,441,840)	(3,512,129)	(3,588,089)
Operating Transfers In (Out)	0	0	0	1,373,669	0	0
Debt Proceeds	0	0	0	0	3,050,000	3,715,000
Change in Net Assets Balance	5,001	5,000	10,000	(68,171)	(462,129)	126,911
Net Assets Balance-October 1	135,000	140,001	145,001	16,951,200	16,883,029	16,420,900
Net Assets Balance-September 30	140,001	145,001	155,001	16,883,029	16,420,900	16,547,811

Enterprise Funds

Summary of Revenues, Expenses & Changes in Net Assets

(\$ in Thousands)	Electric Utility Fund			Gas Utility Fund		
	Actual 2004-05	Adopted 2005-06	Adopted 2006-07	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
Operating Revenues	49,716	53,920	70,387	8,605	9,124	12,111
Operating Expenses	(45,133)	(46,759)	(57,805)	(7,875)	(8,137)	(10,266)
Operating Income (Loss)	4,583	7,161	12,582	730	988	1,845
Nonoperating Revenues (Expenses)	2,470	(1,005)	(4,919)	59	(47)	(684)
Income Before Operating Transfers	7,053	6,157	7,663	789	941	1,160
Operating Transfers In (Out)	(6,865)	(5,262)	(6,547)	(1,138)	(899)	(1,109)
Net Income (Loss)	188	894	1,117	(349)	42	51
Net Assets-October 1	47,680	47,868	48,762	9,923	9,574	9,616
Net Assets-September 30	47,868	48,762	49,879	9,574	9,616	9,667

(\$ in Thousands)	Water Utility Fund			Wastewater Utility Fund		
	Actual 2004-05	Adopted 2005-06	Adopted 2006-07	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
Operating Revenues	4,402	4,497	5,533	7,079	6,854	7,361
Operating Expenses	(3,898)	(4,390)	(4,309)	(5,973)	(5,821)	(6,155)
Operating Income (Loss)	503	107	1,224	1,106	1,033	1,206
Nonoperating Revenues (Expenses)	1,224	886	314	2,803	(536)	(673)
Income Before Operating Transfers	1,728	992	1,538	3,909	497	534
Operating Transfers In (Out)	(1,785)	(500)	(592)	(1,045)	(497)	(534)
Net Income (Loss)	(57)	493	946	2,863	0	0
Net Assets-October 1	18,265	18,208	18,700	20,513	23,376	23,376
Net Assets-September 30	18,208	18,700	19,647	23,376	23,376	23,376

(\$ in Thousands)	Communications Fund			Solid Waste Fund		
	Actual 2004-05	Adopted 2005-06	Adopted 2006-07	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
Operating Revenues	861	1,123	1,225	2,991	3,205	3,246
Operating Expenses	(819)	(654)	(756)	(3,284)	(2,913)	(3,047)
Operating Income (Loss)	42	469	469	(294)	291	199
Nonoperating Revenues (Expenses)	40	(306)	(513)	299	(59)	29
Income Before Operating Transfers	82	163	(43)	5	232	228
Operating Transfers In (Out)	579	(82)	200	(1,291)	(232)	(228)
Net Income (Loss)	661	81	157	(1,286)	0	0
Net Assets-October 1	4,454	5,115	5,196	918	(368)	(368)
Net Assets-September 30	5,115	5,196	5,353	(368)	(368)	(368)

Internal Service Funds

Summary of Revenues, Expenses & Changes in Net Assets

	Health Insurance		
	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
Operating Revenues	3,546,304	4,354,268	3,843,267
Operating Expenses	(3,490,611)	(4,420,452)	(4,068,267)
Operating Income (Loss)	55,693	(66,184)	(225,000)
Nonoperating Revenues (Expenses)	114,708	66,184	225,000
Income Before Operating Transfers	170,401	0	0
Operating Transfers In (Out)	0	0	0
Net Income (Loss)	170,401	0	0
Net Assets-October 1	2,104,513	2,274,914	2,274,914
Net Assets-September 30	2,274,914	2,274,914	2,274,914

(\$ in Thousands)	Workers' Compensation		
	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
Operating Revenues	778,088	556,831	514,400
Operating Expenses	(785,919)	(595,980)	(574,400)
Operating Income (Loss)	(7,831)	(39,149)	(60,000)
Nonoperating Revenues (Expenses)	68,659	40,792	60,000
Income Before Operating Transfers	60,828	1,643	0
Operating Transfers In (Out)	0	0	0
Net Income (Loss)	60,828	1,643	0
Net Assets-October 1	1,036,782	1,097,610	1,099,253
Net Assets-September 30	1,097,610	1,099,253	1,099,253

Summary of Appropriations

Summary of Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
001 GENERAL FUND					
Personal Services	17,394,751	18,846,996	10,964,847	20,484,670	23,144,358
Operating Expenses	6,317,810	7,836,468	4,787,463	8,262,348	10,897,734
Capital Outlay	1,284,048	3,397,503	2,193,540	3,464,425	5,218,470
Debt Service	0	30,403	3,216	0	45,603
Grants and Aids	284,226	1,131	193,326	141,705	50,000
Other Uses	(6,460,319)	(8,846,932)	(4,041,517)	(9,416,901)	(10,316,111)
TOTAL GENERAL FUND	18,820,516	21,265,569	14,100,875	22,936,247	29,040,054
014 STORMWATER					
Personal Services	134,954	155,299	84,438	151,422	162,535
Operating Expenses	183,300	298,106	303,708	493,800	343,166
Capital Outlay	20,092	376,363	849,045	1,270,000	1,700,000
Other Uses	0	0	0	33,729	163,890
TOTAL STORMWATER	338,346	829,768	1,237,191	1,948,951	2,369,591
016 GREATER LEESBURG CRA					
Operating Expenses	363,791	165,424	175	176	200
Debt Service	24,047	24,047	14,027	24,048	24,048
Other Uses	118,519	141,925	86,946	377,642	541,308
TOTAL GLCRA	506,357	331,396	101,148	401,866	565,556
017 CARVER HEIGHTS CRA					
Operating Expenses	0	444	0	0	200
Capital Outlay	0	0	5,000	0	0
Other Uses	31,829	0	0	63,009	211,527
TOTAL CHCRA	31,829	444	5,000	63,009	211,727
018 US HWY 441/27 CRA					
Operating Expenses	0	0	0	0	100,000
Capital Outlay	0	0	0	0	547,987
TOTAL 441/27CRA	0	0	0	0	647,987
021 DEBT SERVICE					
Debt Service	624,706	1,296,368	718,422	1,299,360	1,626,115
TOTAL DEBT SERVICE	624,706	1,296,368	718,422	1,299,360	1,626,115

All Funds

Summary of Appropriations (Continued)

Summary of Appropriations (Continued)

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
031 CAPITAL PROJECTS					
Personal Services	2,371	17,976	9,741	0	0
Operating Expenses	949,714	718,446	468,633	965,000	2,237,500
Capital Outlay	3,143,185	5,356,596	4,631,567	6,182,800	11,078,258
Debt Service	122,681	22,498	0	0	0
Other Uses	0	0	0	0	126,911
TOTAL CAPITAL PROJECTS	4,217,951	6,115,515	5,109,941	7,147,800	13,442,669
041 ELECTRIC					
Personal Services	2,835,388	3,007,536	1,814,325	3,153,147	3,494,832
Operating Expenses	41,373,227	44,137,487	30,317,403	45,707,599	55,043,635
Capital Outlay	4,668,601	5,887,624	2,752,285	3,399,910	3,417,251
Debt Service	513,515	862,465	455,239	861,387	1,185,749
Other Uses	1,130,221	(1,816,087)	(845,752)	6,366,581	7,881,785
TOTAL ELECTRIC	50,520,952	52,079,025	34,493,500	59,488,624	71,023,252
042 GAS					
Personal Services	998,028	1,107,644	590,270	1,231,159	1,170,295
Operating Expenses	7,511,290	7,375,664	6,759,896	8,026,706	10,420,901
Capital Outlay	516,759	734,078	24,188	96,387	121,759
Debt Service	80,953	(25,453)	105,273	193,323	267,882
Other Uses	(699,258)	(432,545)	92,454	941,685	1,161,530
TOTAL GAS	8,407,772	8,759,388	7,572,081	10,489,260	13,142,367
043 WATER					
Personal Services	1,175,092	1,320,915	705,732	1,540,372	1,424,538
Operating Expenses	3,767,968	3,007,691	1,886,818	3,794,385	5,125,770
Capital Outlay	2,528,325	2,326,763	2,304,914	1,977,713	6,334,999
Debt Service	181,072	404,296	218,976	403,900	558,965
Other Uses	(2,789,520)	(1,451,891)	(2,270,218)	1,005,386	1,551,600
TOTAL WATER	4,862,937	5,607,774	2,846,222	8,721,756	14,995,872
044 WASTEWATER					
Personal Services	1,514,830	1,651,703	988,042	1,983,540	2,013,318
Operating Expenses	4,830,059	5,081,029	2,185,074	5,248,393	4,819,281
Capital Outlay	1,692,160	1,265,761	4,637,916	6,536,122	3,602,200
Debt Service	586,743	558,059	303,405	1,587,225	772,138
Other Uses	(2,049,968)	(1,648,798)	(4,441,839)	497,400	3,435,119
TOTAL WASTEWATER	6,573,824	6,907,754	3,672,598	15,852,680	14,642,056
045 COMMUNICATIONS					
Personal Services	285,447	218,998	121,148	306,743	318,027
Operating Expenses	742,520	644,413	289,994	418,743	438,227
Capital Outlay	2,835,254	1,121,264	218,718	261,483	415,050
Debt Service	24,059	32,554	25,875	101,000	116,000
Other Uses	(3,276,442)	(1,044,352)	(194,321)	163,379	158,508
TOTAL COMMUNICATIONS	610,838	972,877	461,414	1,251,348	1,445,812

Summary of Appropriations (Continued)

All Funds

Summary of Appropriations (Continued)

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ACTUAL 2005-06	ADOPTED 2006-07
046 SOLID WASTE					
Personal Services	878,735	784,888	429,001	848,181	908,700
Operating Expenses	2,493,201	2,529,553	1,143,635	2,065,040	2,138,462
Capital Outlay	171,455	134,253	2,711	80,000	0
Other Uses	144,750	1,126,517	82,757	232,339	237,545
TOTAL SOLID WASTE	3,688,141	4,575,211	1,658,104	3,225,560	3,284,707
061 POLICE PENSION					
Operating Expenses	435,247	583,986	757,220	500,000	520,000
Other Uses	0	0	0	131,470	156,135
TOTAL POLICE PENSION	435,247	583,986	757,220	631,470	676,135
062 FIRE PENSION					
Operating Expenses	885,441	315,607	394,767	425,000	439,000
Other Uses	0	0	0	293,309	39,932
TOTAL FIRE PENSION	885,441	315,607	394,767	718,309	478,932
063 GENERAL EMPLOYEES PENSION					
Operating Expenses	1,398,707	1,601,853	764,245	2,300,000	2,300,000
Other Uses	0	0	0	354,128	707,632
TOTAL GENERAL EMPLOYEE	1,398,707	1,601,853	764,245	2,654,128	3,007,632
064 HEALTH INSURANCE					
Personal Services	242,708	258,928	155,159	246,394	276,226
Operating Expenses	2,765,519	3,231,684	1,726,366	4,174,058	3,792,041
Other Uses	0	0	0	0	0
TOTAL HEALTH INSURANCE	3,008,227	3,490,611	1,881,525	4,420,452	4,068,267
065 WORKERS' COMPENSATION					
Operating Expenses	205,524	785,919	265,374	595,980	574,400
Other Uses	0	0	0	0	0
TOTAL WORKERS' COMP	205,524	785,919	265,374	595,980	574,400
ALL FUNDS					
Personal Services	25,462,304	27,370,882	15,862,703	29,945,628	32,912,829
Operating Expenses	74,223,318	78,313,773	52,050,772	82,977,228	99,190,517
Capital Outlay	16,859,879	20,600,205	17,619,884	23,268,840	32,435,974
Debt Service	2,157,776	3,205,237	1,844,433	4,470,243	4,596,500
Grants and Aids	284,226	1,131	193,326	141,705	50,000
Other Uses	(13,850,188)	(13,972,163)	(11,531,490)	1,043,156	6,057,311
TOTAL APPROPRIATIONS	105,137,315	115,519,065	76,039,628	141,846,800	175,243,131

Personal Services

Change in Authorized Positions by Fund/Department

Change in Authorized Positions by Fund/Department

<u>DEPARTMENT/DIVISION</u>	<u>2005-06</u>	<u>2006-07</u>	<u>NET</u>	<u>REASON FOR CHANGE</u>
GENERAL FUND				
Legislative	5.00	5.00	0.00	
Executive	7.00	8.00	1.00	Deputy City Clerk
Finance	47.00	51.50	4.50	Customer Service Specialist; Accounting Specialist II; Meter Reader; Accountant (1.5)
Human Resources	6.00	6.50	0.50	Benefits and Compensation Coordinator
Information Technology	12.00	12.00	0.00	
GIS/Engineering	12.00	13.00	1.00	Position added during Fiscal Year 05-06
Airport	1.00	1.00	0.00	
Police	103.25	106.75	3.50	Lieutenant; Officer/Detective; Office Specialist; Police Interns (3)
Fire	57.00	69.00	12.00	Safer Grant
Public Works	25.00	26.00	1.00	Maintenance Worker I
Community Development	18.00	20.00	2.00	Administrative Assistant I; Planning Supervisor
Housing & Economic Development	4.00	5.00	1.00	Intern
Library	28.25	28.75	0.50	Library Assistant
Recreation	51.00	56.50	5.50	Recreation Specialist (.50); Maintenance Worker I; Marina (4)
GENERAL FUND TOTAL	<u>376.50</u>	<u>409.00</u>	<u>32.50</u>	
Stormwater	4.00	4.00	0.00	
Electric	49.50	55.00	5.50	Utility Locator and positions added during Fiscal Year 05-06
Gas	22.50	21.00	-1.50	Positions reallocated
Water	30.50	30.50	0.00	
Wastewater	41.50	43.50	2.00	Wastewater Operator C and a position added during Fiscal Year 05-06
Communications	5.00	5.00	0.00	
Solid Waste	18.00	19.00	1.00	Solid Waste Operator II
ALL FUNDS TOTAL	<u>547.50</u>	<u>587.00</u>	<u>39.50</u>	

Authorized Positions by Fund/Department

Personal Services

Authorized Positions by Fund/Department

<u>DEPARTMENT/DIVISION</u>	2003-04	2004-05	2005-06	2006-07
GENERAL FUND				
Legislative	5.00	5.00	5.00	5.00
Executive	5.00	7.00	7.00	8.00
Finance	44.00	43.00	47.00	51.50
Human Resources	6.00	6.00	6.00	6.50
Information Technology	11.00	11.00	12.00	12.00
GIS/Engineering	8.34	8.50	12.00	13.00
Airport	1.00	1.00	1.00	1.00
Police	98.00	100.00	103.25	106.75
Fire	44.00	50.00	57.00	69.00
Public Works	18.00	20.50	25.00	26.00
Community Development	11.66	14.00	18.00	20.00
Housing & Economic Development	4.00	4.00	4.00	5.00
Library	23.00	23.80	28.25	28.75
Recreation	43.65	45.65	51.00	56.50
GENERAL FUND TOTAL	322.65	339.45	376.50	409.00
Stormwater	4.00	4.00	4.00	4.00
Electric	47.50	49.50	49.50	55.00
Gas	17.50	22.50	22.50	21.00
Water	27.00	28.50	30.50	30.50
Wastewater	37.00	38.50	41.50	43.50
Communications	2.00	3.00	5.00	5.00
Solid Waste	19.00	18.00	18.00	19.00
ALL FUNDS TOTAL	476.65	503.45	547.50	587.00

The police and recreation temporary employees were converted to full-time equivalents just like the part-time library employees.

**Personal
Services
Cost**

**Authorized
Positions by
Fund/Department**

Authorized Positions by Fund/Department

<u>DEPARTMENT/DIVISION</u>		<u>AUTH</u>			
<u>GENERAL FUND</u>		<u>POS</u>	<u>*SALARIES</u>	<u>FRINGES</u>	<u>TOTAL</u>
1100	Legislative	5.00	48,086	31,591	79,677
1200	Executive	8.00	636,989	164,789	801,778
1300	Finance	51.50	1,834,332	689,044	2,523,376
1400	Human Resources	6.50	332,755	99,020	431,775
1600	Information Technology	12.00	729,594	199,462	929,056
1700	GIS/Engineering	13.00	578,810	200,197	779,007
1800	Airport	1.00	51,232	12,942	64,174
2100	Police	106.75	4,733,875	1,621,856	6,355,731
2200	Fire	69.00	3,359,867	1,213,749	4,573,616
5100	Public Works	26.00	975,033	368,248	1,343,281
6100	Community Development	20.00	927,156	322,805	1,249,961
6200	Housing & Economic Development	5.00	217,511	64,984	282,495
7100	Library	28.75	840,176	297,328	1,137,504
8100	Recreation	56.50	1,915,133	677,794	2,592,927
GENERAL FUND TOTAL		409.00	17,180,549	5,963,809	23,144,358
5171	Stormwater Fund	4.00	112,680	49,855	162,535
1000	Electric Fund	55.00	2,678,679	816,153	3,494,832
2000	Gas Fund	21.00	872,661	297,634	1,170,295
3000	Water Fund	30.50	1,164,898	259,640	1,424,538
4000	Wastewater Fund	43.50	1,457,572	555,746	2,013,318
5000	Communications Fund	5.00	244,406	73,621	318,027
5100	Solid Waste Fund	19.00	624,369	284,331	908,700
ALL FUNDS TOTAL		587.00	24,335,814	8,300,789	32,636,603

This schedule does not include temporary employees.

Revenue Sources and Appropriations

General Fund

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
REVENUE SOURCES					
Taxes	8,047,844	8,826,329	6,446,164	9,173,419	12,488,345
Licenses and Permits	781,503	1,039,497	874,083	997,250	1,356,030
Intergovernmental	1,712,337	1,596,490	627,123	1,181,349	2,051,313
Charges for Services	250,558	280,083	177,996	309,350	336,861
Fines and Forfeitures	365,410	339,962	169,930	358,600	384,145
Miscellaneous	1,540,636	2,217,567	1,137,550	2,154,421	2,772,903
Other Sources	6,776,224	7,249,533	4,349,453	8,761,858	9,650,457
TOTAL REVENUE SOURCES	19,474,512	21,549,462	13,782,299	22,936,247	29,040,054

APPROPRIATIONS					
City Commission	130,859	161,768	66,394	121,857	324,067
Executive	1,403,879	995,383	617,905	1,244,830	1,890,541
Finance	325,809	338,937	100,984	360,608	374,753
Human Resources	299,736	346,299	248,354	377,332	495,329
Information Technology	292,251	726	(95,829)	126,576	12,581
GIS/Engineering	60,385	72,985	(61,036)	86,315	92,448
Airport	470,760	429,147	442,131	564,889	1,062,805
Police	6,705,619	7,293,175	4,185,620	7,474,823	7,828,697
Fire	3,395,024	3,972,095	2,608,156	4,173,187	5,415,720
Public Works	859,089	1,438,684	1,297,107	1,793,367	2,744,034
Community Development	570,660	735,039	447,716	936,851	1,286,331
Economic Development	(5,869)	258,907	166,566	316,389	508,582
Library	1,118,105	1,346,073	702,838	1,394,503	2,175,955
Recreation	3,194,209	3,876,351	1,980,463	3,964,720	4,828,211
TOTAL APPROPRIATIONS	18,820,516	21,265,569	12,707,369	22,936,247	29,040,054



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Revenue Detail

General Fund

Revenue Detail

ACCOUNT 001-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
TAXES					
31101 Current Property Taxes	3,505,122	3,849,333	3,923,211	4,292,316	5,566,190
31102 Delinquent Property Taxes	29,223	22,379	21,502	0	30,000
31240 Local Option Gas Tax	636,177	653,839	258,915	678,886	547,522
31241 One Cent Fuel Tax	190,979	198,865	79,260	202,784	225,718
31261 Local Option Sales Tax	0	0	0	0	1,259,669
31310 Electric - Franchise Fees	9,637	12,770	6,927	24,000	20,340
31370 Solid Waste - Franchise Fees	77,233	79,225	43,610	80,000	114,551
31410 Electric - Utility Services Tax	2,155,484	2,423,660	1,260,208	2,256,592	2,954,902
31430 Water - Utility Services Tax	251,524	265,158	154,599	350,451	317,429
31440 Gas - Utility Services Tax	191,501	262,131	136,939	255,911	306,306
31490 Reuse Water - Services Tax	2,793	4,162	7,033	4,595	3,032
31500 Communication Services Tax	998,171	1,054,808	553,960	1,027,884	1,142,686
TOTAL TAXES	8,047,844	8,826,329	6,446,164	9,173,419	12,488,345
LICENSES AND PERMITS					
32101 Occupational Licenses	158,883	190,490	203,647	195,500	210,598
32201 Building Permits	395,827	555,192	442,224	525,000	722,277
32202 Plans Review-Building	0	2	1	25,000	0
32203 Site Plan-Zoning	10,371	13,790	9,258	15,000	17,633
32901 Plumbing Permits	91,083	100,548	73,023	100,000	145,188
32902 Electric Permits	63,978	87,764	66,580	75,000	123,129
32903 Gas Permits	14,175	25,330	30,289	15,000	46,523
32905 Mechanical Permits	37,377	55,903	43,801	37,000	76,992
32907 Mobile Home Permits	1,080	0	0	1,500	0
32908 Sign Permits (General)	7,979	9,779	4,885	7,500	13,190
32909 Taxi Cab Permits	750	700	375	750	500
TOTAL LICENSES & PERMITS	781,503	1,039,497	874,083	997,250	1,356,030
INTERGOVERNMENTAL REVENUES					
33121 Public Safety - Police (Federal)	60,435	110,635	323	6,744	40,000
33122 Fire Department	0	0	0	0	438,100
33171 ERATE	1,260	1,260	1,260	1,260	1,890
33191 Emergency Management	339,225	60,799	1,000	0	0
33422 Fire Department	0	0	0	0	84,000
33512 Revenue Sharing-Cigarette	270,072	395,086	227,837	337,600	384,416
33512 Revenue Sharing - Gas Tax	141,145	165,448	88,603	140,900	164,750
33514 Mobile Home Licenses	52,367	55,944	52,000	55,000	64,464
33515 Alcoholic Beverage License	23,098	15,639	4,315	15,300	18,008
33518 Half Cent Sales Tax	294,365	162,054	-75,175	0	173,737
33522 Fire Supplemental Comp	5,490	6,540	3,820	6,240	8,222
33541 Rebate/Vehicles - Gas	28,341	34,533	-426	28,400	39,645
33721 Public Safety Police-County	100,614	101,640	52,166	112,500	113,474
33722 EMS - Fire Department	0	1,850	0	0	2,109
33741 Transportation - Streets	0	0	0	0	0
33754 Lake Co/Housing-Tree Plant	0	0	0	0	0
33772 Berry Park	0	27,000	0	0	0
33803 ALS-Lake County	81,954	89,127	59,249	100,405	121,095
33807 Library-Lake County	263,580	282,069	181,805	311,000	311,000
33811 County Licenses	19,943	22,542	4,293	21,500	23,885
33844 Impact Collect Fee/County	30,448	64,325	23,595	44,500	62,518
33845 Library	0	0	2,458	0	0
TOTAL INTERGOVERNMENTAL	1,712,337	1,596,490	627,123	1,181,349	2,051,313

**General
Fund**

**Revenue
Detail
(Continued)**

Revenue Detail (Continued)

ACCOUNT	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
001-0000					
<u>CHARGES FOR SERVICES</u>					
34191 Zoning Fees	21,279	34,697	33,514	28,200	40,016
34193 Sale/Maps & Publications	3,700	1,198	455	1,500	2,045
34194 Qualifying Fees-Elections	1,150	0	0	1,100	0
34195 Certification & Copying	7,033	6,826	4,617	7,500	8,684
34209 Other Public Safety	47,324	43,624	27,762	59,000	58,637
34410 Airport/ US Custom Fees	0	0	896	0	0
34711 Library Card Fees	3,321	2,877	2,023	3,000	0
34721 Activities Fees	99,218	111,477	68,896	120,050	128,458
34723 Swimming Pool - Venetian Gardens	12,080	4,194	25	15,000	15,000
34724 Swimming Pool - Dabney	7,200	13,857	2,877	9,000	13,494
34725 Concession Stand Revenue	866	1,236	1,180	2,000	1,929
34726 PAYS-Parent Education	368	0	0	0	0
34729 Other Recreation Fees	2,141	3,158	2,360	2,500	2,988
34755 Marina/Sale - Merchandise	2,305	3,535	3,906	2,500	3,903
34756 Marina Fuel Sales	42,573	53,169	27,415	58,000	58,707
34757 Marina - Services	0	235	2,070	0	3,000
TOTAL CHARGES FOR SERVICES	250,558	280,083	177,996	309,350	336,861
<u>FINES AND FORFEITURES</u>					
35101 Court Fines (Traffic)	142,672	103,318	52,984	100,000	100,000
35102 Investigative Fees	10,607	16,283	13,153	15,400	21,086
35103 Police Education - 2nd \$	11,019	14,963	7,588	12,700	15,959
35104 Auto.Radio Commun.Program	39,321	58,506	28,178	45,000	61,894
35105 Criminal Fines & Forfeits	30,501	16,680	5,390	45,000	8,737
35106 Sale Forfeited Property	85,839	85,690	23,227	90,000	114,453
35201 Library Fines	13,817	16,136	10,295	15,600	15,029
35401 Code Enforcement Fines	26,686	21,517	26,308	28,400	38,077
35402 Peddlers/Solicitor Admin	25	50	0	0	0
35403 Other Fine/Parking Ticket	4,923	6,820	2,807	6,500	8,910
TOTAL FINES AND FORFEITURES	365,410	339,962	169,930	358,600	384,145
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	146,457	193,500	149,715	168,677	200,379
36103 Interest-Police Forfeits	904	2,106	1,479	1,507	2,600
36105 Interest Fed Forfeiture	0	0	1,236	0	2,000
36106 LLEBG Grants	(1,619)	(2,159)	(323)	0	2,500
36111 Miscellaneous Interest	18,730	2,987	17,699	4,588	0
36130 Gain/Loss Investments	(41,176)	(76,794)	(11,969)	0	0
36201 Rents and Royalties	309,815	7,572	208,134	356,405	414,819
36202 Airport Rentals & Fuel Sales	213,841	585,628	154,713	415,025	279,889
36204 Police Comm.Tower Rental	8,418	8,418	4,659	8,568	8,611
36205 Cultural Arts Bldg. Fees	1,791	310	498	2,000	800
36206 Rents - Mote Morris House	4,429	5,047	2,243	5,600	4,718
36207 Community Building	39,827	52,541	22,742	45,000	53,976
36208 Marina Operating Lease & Rentals	202,294	215,906	116,388	244,900	226,572

Revenue Detail (Continued)

ACCOUNT 001-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
MISCELLANEOUS REVENUE (CONT)					
36322 Impact Fee Public Safety	12,220	2,990	391,722	182,651	0
36322 Police Impact Fee	0	89,874	0	0	277,123
36322 Fire Impact Fee	0	87,528	0	0	258,449
36327 Recreation Impact Fee	0	140,410	0	0	437,144
36403 Sale-Furniture/Equipment	7,436	32,081	24,102	600,000	491,199
36404 Insurance from Losses	16,106	214,831	40,168	10,000	10,000
36406 Library Book Sales	621	631	398	1,000	1,000
36429 Sale of Real Estate	153,500	25,700	0	15,000	15,000
36607 DARE Program Contribution	1,550	1,970	5,525	2,000	1,888
36609 Contributions/Donations	400,919	35,219	-35,219	10,000	10,000
36610 Recreation Department	3,810	100	562	4,000	0
36691 Mote-Morris/ Lights Lake	0	100	0	0	0
36694 Contributions-C.U.R.E.	7,997	8,850	6,863	13,000	8,108
36695 School Bus Lights	1,476	1,280	629	1,000	1,000
36696 Housing Renaissance	278	6,213	711	10,000	10,000
36906 Misc. Reimbursement	5,829	524,211	9,620	23,500	24,000
36908 Cash Over and Short	75	(1,151)	92	0	0
36909 Other Income	5,362	2,025	10,132	5,000	6,128
36925 Misc Jobbing Revenue	19,746	49,646	15,031	25,000	25,000
TOTAL MISCELLANEOUS	1,540,636	2,217,567	1,137,550	2,154,421	2,772,903
OTHER SOURCES					
38112 Transfer from CDBG	32,813	0	0	0	0
38113 Transfer from Housing	0	0	0	0	0
38120 Transfer from CRA (016)	118,519	141,925	86,946	176,797	258,630
38201 Electric Utility Contribution	3,440,975	3,956,928	2,472,938	4,231,087	5,551,329
38201 Electric - Surcharge	1,203,652	1,014,296	525,283	1,031,119	995,446
38202 Gas Utility Contribution	601,344	699,660	417,223	715,239	959,966
38202 Gas - Surcharge	165,746	135,082	72,845	183,893	149,309
38203 Water Utility Contribution	352,776	349,656	202,906	347,838	429,640
38203 Water - Surcharge	163,595	152,738	97,904	151,819	162,206
38204 Wastewater Utility Contribution	403,728	474,348	289,858	496,900	533,684
38205 Solid Waste Contribution	247,248	250,956	135,534	232,339	228,093
38206 Communication Contribution	45,828	73,944	48,016	82,313	0
38810 Fund Balance Approp-Forfeiture	0	0	0	65,000	0
38820 Fund Balance Approp-Tower	0	0	0	21,150	0
38891 Fund Balance Appropriated	0	0	0	1,026,364	382,154
TOTAL OTHER SOURCES	6,776,224	7,249,533	4,349,453	8,761,858	9,650,457
TOTAL REVENUES	19,474,512	21,549,462	13,782,299	22,936,247	29,040,054

General Fund

Revenue Detail (Continued)

General Fund

Departmental Summary of Appropriations

Departmental Summary of Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
1100 CITY COMMISSION					
Personal Services	75,927	75,139	41,943	76,614	79,677
Operating Expenses	65,148	68,396	30,535	47,101	248,458
Capital Outlay	0	0	0	0	0
Other Uses	(10,216)	18,233	(6,084)	(1,858)	(4,068)
TOTAL CITY COMMISSION	130,859	161,768	66,394	121,857	324,067
1200 EXECUTIVE					
Personal Services	590,388	572,102	298,271	706,128	801,778
Operating Expenses	268,438	498,737	187,445	345,853	429,147
Capital Outlay	23,878	3,478	6,267	12,600	11,000
Grants and Aid	284,226	1,131	193,326	141,705	50,000
Other Uses	236,949	(80,065)	(67,404)	38,544	598,616
TOTAL EXECUTIVE	1,403,879	995,383	617,905	1,244,830	1,890,541
1300 FINANCE					
Personal Services	1,981,159	2,050,428	1,189,682	2,223,224	2,523,376
Operating Expenses	427,837	506,420	304,808	523,752	589,742
Capital Outlay	15,172	13,856	0	2,500	67,500
Other Uses	(2,098,359)	(2,231,767)	(1,393,506)	(2,388,868)	(2,805,865)
TOTAL FINANCE	325,809	338,937	100,984	360,608	374,753
1400 HUMAN RESOURCES					
Personal Services	350,238	389,428	217,315	406,503	431,775
Operating Expenses	110,311	126,233	140,313	158,156	228,686
Capital Outlay	0	0	0	0	0
Other Uses	(160,813)	(169,362)	(109,274)	(187,327)	(165,132)
TOTAL HUMAN RESOURCES	299,736	346,299	248,354	377,332	495,329
1600 INFORMATION TECHNOLOGY					
Personal Services	704,700	746,761	449,889	884,272	929,056
Operating Expenses	960,517	986,458	547,910	963,988	1,340,700
Capital Outlay	677,290	508,026	172,138	448,200	542,500
Other Uses	(2,050,256)	(2,240,519)	(1,265,766)	(2,169,884)	(2,799,675)
TOTAL INFORMATION TECH	292,251	726	(95,829)	126,576	12,581

Departmental Summary of Appropriations (Continued)

General Fund

Departmental Summary of Appropriations (Continued)

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
1700 GIS/ ENGINEERING					
Personal Services	522,806	619,215	348,779	686,165	779,007
Operating Expenses	75,934	71,941	43,339	101,985	105,473
Capital Outlay	5,104	38,728	0	75,000	40,000
Other Uses	(543,459)	(656,899)	(453,154)	(776,835)	(832,032)
TOTAL GIS/ENGINEERING	60,385	72,985	(61,036)	86,315	92,448
1800 AIRPORT					
Personal Services	55,641	37,024	32,878	57,613	64,174
Operating Expenses	415,119	304,570	325,501	457,276	793,028
Capital Outlay	0	57,150	80,536	50,000	160,000
Debt Service	0	30,403	3,216	0	45,603
TOTAL AIRPORT	470,760	429,147	442,131	564,889	1,062,805
2100 POLICE					
Personal Services	5,562,065	5,910,546	3,314,455	6,110,302	6,355,731
Operating Expenses	1,028,808	1,331,479	810,309	1,289,053	1,371,466
Capital Outlay	114,746	51,149	60,856	75,468	101,500
TOTAL POLICE	6,705,619	7,293,175	4,185,620	7,474,823	7,828,697
2200 FIRE					
Personal Services	3,060,856	3,327,844	2,130,096	3,539,362	4,573,616
Operating Expenses	294,199	578,487	436,744	553,825	714,104
Capital Outlay	39,969	65,765	41,316	80,000	128,000
TOTAL FIRE	3,395,024	3,972,095	2,608,156	4,173,187	5,415,720
5100 PUBLIC WORKS					
Personal Services	900,155	1,006,121	583,235	1,178,760	1,343,281
Operating Expenses	1,080,729	1,555,572	886,158	1,781,131	2,202,256
Capital Outlay	100,324	1,934,662	1,723,886	2,346,441	2,899,830
Other Uses	(1,222,119)	(3,057,671)	(1,896,172)	(3,512,965)	(3,701,333)
TOTAL PUBLIC WORKS	859,089	1,438,684	1,297,107	1,793,367	2,744,034

General Fund

Departmental Summary of Appropriations (Continued)

Departmental Summary of Appropriations (Continued)

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
6100 COMMUNITY DEVELOPMENT					
Personal Services	686,430	842,264	525,759	1,065,071	1,249,961
Operating Expenses	162,818	195,732	104,100	184,025	473,464
Capital Outlay	26,270	0	0	0	0
Other Uses	(304,858)	(302,957)	(182,143)	(312,245)	(437,094)
TOTAL COMMUNITY DEVELOP	570,660	735,039	447,716	936,851	1,286,331
6200 ECONOMIC DEVELOPMENT					
Personal Services	182,764	247,839	137,793	248,820	282,495
Operating Expenses	118,555	136,993	90,293	173,032	395,615
Capital Outlay	0	0	0	0	0
Other Uses	(307,188)	(125,925)	(61,520)	(105,463)	(169,528)
TOTAL ECONOMIC DEVELOP	(5,869)	258,907	166,566	316,389	508,582
7100 LIBRARY					
Personal Services	824,085	921,042	520,761	1,039,057	1,137,504
Operating Expenses	163,891	147,939	103,212	216,230	235,611
Capital Outlay	130,129	277,092	78,865	139,216	802,840
TOTAL LIBRARY	1,118,105	1,346,073	702,838	1,394,503	2,175,955
8100 RECREATION					
Personal Services	1,897,537	2,101,243	1,173,991	2,262,779	2,592,927
Operating Expenses	1,145,506	1,327,511	776,796	1,466,941	1,769,984
Capital Outlay	151,166	447,597	29,676	235,000	465,300
TOTAL RECREATION	3,194,209	3,876,351	1,980,463	3,964,720	4,828,211
GRAND TOTAL					
Personal Services	17,394,751	18,846,996	10,964,847	20,484,670	23,144,358
Operating Expenses	6,317,810	7,836,468	4,787,463	8,262,348	10,897,734
Capital Outlay	1,284,048	3,397,503	2,193,540	3,464,425	5,218,470
Debt Service	0	30,403	3,216	0	45,603
Grants and Aids	284,226	1,131	193,326	141,705	50,000
Other Uses	(6,460,319)	(8,846,932)	(4,041,517)	(9,416,901)	(10,316,111)
TOTAL APPROPRIATIONS	18,820,516	21,265,569	14,100,875	22,936,247	29,040,054

Schedule of General Fund Appropriations by Funding Source

General Fund

Schedule of Appropriations by Funding Source

Functions/Programs	Appropriations	Program Revenues			Appropriations funded from non-program Revenues
		Grants and Contributions	Charges for Services	Miscellaneous Revenue	Total
General fund activities:					
City Commission	\$ 324,067				\$ (324,067)
Executive (net - reserves)	1,840,541			10,000	(1,830,541)
Reserve(s) for cash carried forward	50,000				(50,000)
Finance	374,753			-	(374,753)
Human Resources	495,329				(495,329)
Information Technology	12,581				(12,581)
GIS/Engineering	92,448				(92,448)
Airport	1,062,805		279,889	2,500	(780,416)
Police	7,828,697	153,474	67,321	375,159	(7,232,743)
Fire	5,415,720	446,322	2,109		(4,967,289)
Public Works	2,744,034		61,707		(2,682,327)
Community Development	1,286,331		42,061	1,131,742	(112,528)
Housing and Economic Development	508,582			10,000	(498,582)
Library	2,175,955	311,000		16,029	(1,848,926)
Recreation	4,592,421		158,881	67,602	(4,365,938)
Marina	235,790		6,891	226,572	(2,327)
Total general fund activities	\$ 29,040,054	\$ 910,796	\$ 618,859	\$ 1,839,604	\$ (25,670,795)

General fund revenues not attributable to specific programs:

Taxes:	
Property taxes	\$ 5,596,190
Utility service taxes	4,724,355
Other taxes and franchise fees	2,167,800
Occupational & county licenses	210,598
State shared revenues	947,896
Investment income	204,979
Miscellaneous revenue	2,168,520
Subtotal, general fund revenues before transfers	16,020,338
Transfers from other funds	9,268,303
Fund balance appropriated	382,154
Total general fund revenues not attributable to specific programs	\$ 25,670,795



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Organization

Total
Department
Budget
\$324,067

CITY COMMISSION

- Bob Lovell, Mayor**
- Sanna Henderson, Mayor Pro-tem/Commissioner**
- David Knowles, Commissioner**
- John Christian, Commissioner**
- Lewis Puckett, Commissioner**

The City Commission, composed of 5 residents, is the legislative and policy-making body of the City. Elections are held in conjunction with county, state, and federal elections. The next election for three seats will be held in November 2006. The Mayor is selected each year by the Commissioners. Two of the Commissioners are elected at large and three by districts. The Mayor is the presiding officer at official meetings and the ceremonial head of the City.

The responsibilities include: enact ordinances and resolutions necessary for governing the City's affairs, review and adopt annual budget, appoint City Attorney, City Manager and members to boards and committees and promote health, welfare and safety of Leesburg residents.

Responsibilities:

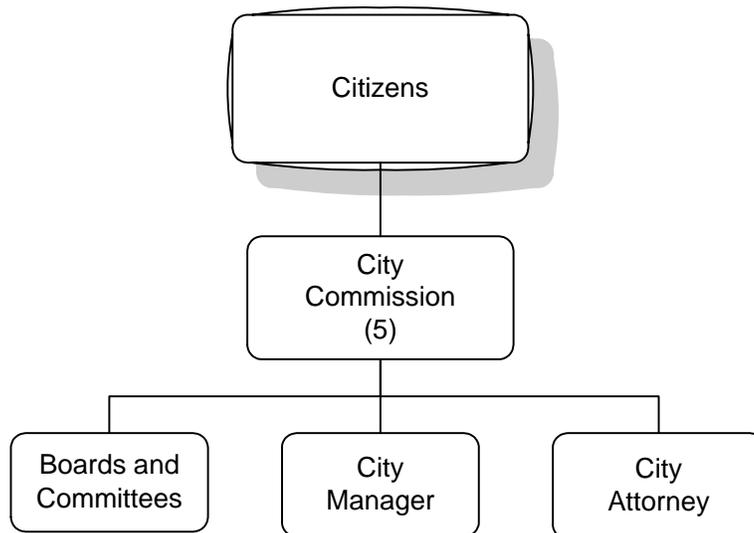
Boards & Committees

- Planning & Zoning Commission
- Recreation & Parks Advisory Board
- Leesburg International Airport Advisory Board
- Library Advisory Board
- Florida Municipal Electric Association
- Florida Municipal Power Agency
- Firemen's Pension Board
- Police Officers' Pension Board
- General Employees' Pension Board
- Tree Protection Board
- Greater Leesburg Community Redevelopment Agency
- Carver Heights & Vicinity Community Redevelopment Agency
- Highway 27/441 Community Redevelopment Agency
- Historic Preservation Board
- Citizens Advisory Task Force

Members Of

- Personnel Committee
- Lake County League of Cities
- Leesburg Partnership
- St. Johns River Water Management District
- Leesburg Area Chamber of Commerce
- Florida League of Cities
- Water Alliance
- Metropolitan Planning Organization

Organizational Chart



Legislative Department

City Commission Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Continue to develop partnerships with Lake County, Lake Sumter Community College and the Lake County School Board for shared benefits and returns to our community
- ◆ Maintain an open relationship with the State of Florida to participate in programs offered to local governments
- ◆ Seek economic development opportunities that encourage business expansion within the City
- ◆ Work with FDOT to identify and solve transportation problems
- ◆ Create and participate in resource partnering opportunities to enhance educational opportunities for all citizens

Value: Open, accessible government

Goals:

- ◆ Attend meetings of the Lake County League of Cities; attend the Florida League of Cities, FMEA/FMPA and APPA conferences annually
- ◆ Participate in Lake County Day

Value: A caring organization

Goals:

- ◆ Create and preserve an environmentally healthy, clean and beautiful community
- ◆ Create an atmosphere of safety throughout the community
- ◆ Support an environment which provides for the diverse housing needs of the community
- ◆ Continue the grant-in-aid program to assist in the demolition of abandoned or substandard housing

Major Accomplishments:

- Completed the Air Traffic Control Tower at the International Airport
- Participated in the 2006 Commission Retreat
- Broke ground on the new Library Building and Public Works Building
- Completed Fire Station #3
- Held 4th of July Ice Cream Social and fourth annual Community Picnic
- Purchased land to build a City Gymnasium
- Completed Canal Street's road improvement
- Hosted "Employee Appreciation Day" at Universal Islands of Adventure
- Held City's millage rate at 4.5 mills

Personnel Schedule

Classification	Current	New	Total	Amount
Mayor	1.00	0.00	1.00	11,832
City Commission	4.00	0.00	4.00	33,854
Total	5.00	0.00	5.00	45,686

Legislative Department

City
Commission
Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
None	

**Legislative
Department**

**City
Commission
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-1111-511

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1110 Salaries	40,652	42,649	23,654	43,929	45,686
1510 Special Pay	2,400	2,400	1,400	2,400	2,400
2110 FICA	2,554	3,090	1,708	3,310	3,383
23xx Insurance	29,767	22,829	13,097	22,533	24,326
2410 Workers' Compensation	144	190	83	154	160
26xx Other Payroll Benefits	410	3,981	2,001	4,288	3,722
TOTAL PERSONAL SERVICES	75,927	75,139	41,943	76,614	79,677
<u>OPERATING EXPENSES</u>					
4010 Travel	3,982	4,497	1,307	4,000	4,160
4210 Postage	5	137	0	500	200
4510 Insurance	1,431	1,144	701	1,201	1,978
4670 Repairs & Maintenance- Equipment	0	0	0	100	100
4710 Printing & Binding	1,558	412	0	1,200	1,200
4810 Promotional Activities	24,760	24,915	22,913	25,700	26,240
4901 Leesburg Partnership	0	0	0	0	200,000
4911 Advertising	17,368	20,681	2,153	3,000	3,120
4920 Other Current Charges	615	0	102	400	200
4930 Recognitions	5,809	6,788	1,490	5,000	5,200
51xx Office Supplies	5,744	446	535	500	400
5210 Operating Supplies	0	40	0	0	0
5410 Publications & Memberships	2,141	7,957	959	1,500	1,500
5450 Training	1,735	1,379	375	4,000	4,160
TOTAL OPERATING EXPENSES	65,148	68,396	30,535	47,101	248,458
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0
<u>OTHER USES</u>					
9710 Claims & Judgements	30,000	60,000	0	30,000	30,000
9711 Claims CDC/Carver Heights	30,000	30,000	30,000	30,000	30,000
9941 Utilities Allocation	(70,216)	(71,767)	(36,084)	(61,858)	(64,068)
TOTAL OTHER USES	(10,216)	18,233	(6,084)	(1,858)	(4,068)
TOTAL APPROPRIATIONS	130,859	161,768	66,394	121,857	324,067

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	76,614	79,677	3,063	4.00%
Operating Expenses	47,101	248,458	201,357	427.50%
Other Uses	(1,858)	(4,068)	(2,210)	118.95%
TOTALS	121,857	324,067	202,210	165.94%

Legislative Department

City Commission Division

Appropriations Summary



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Ron Stock, City Manager

The City Manager is the Chief Administrative Officer of the City. Position responsibilities include planning and organizing of all departments in accordance with the City Commission policies, the Municipal Charter, and the City Ordinances. The City Manager represents the City in relations with the public, press, and other governmental units. The City Attorney is hired by the City Commission to provide professional legal service and assistance to the City Commission, Mayor and various boards. The City Clerk is responsible for recording and maintaining official records of the City. Other activities of the department include providing funding for various organizations.

Responsibilities:

Administration

- Personnel activities
- Department operations
- Financial conditions
- Capital needs
- Public relations

City Clerk

- Agenda
- Minutes
- Contracts
- Ordinances
- Resolutions

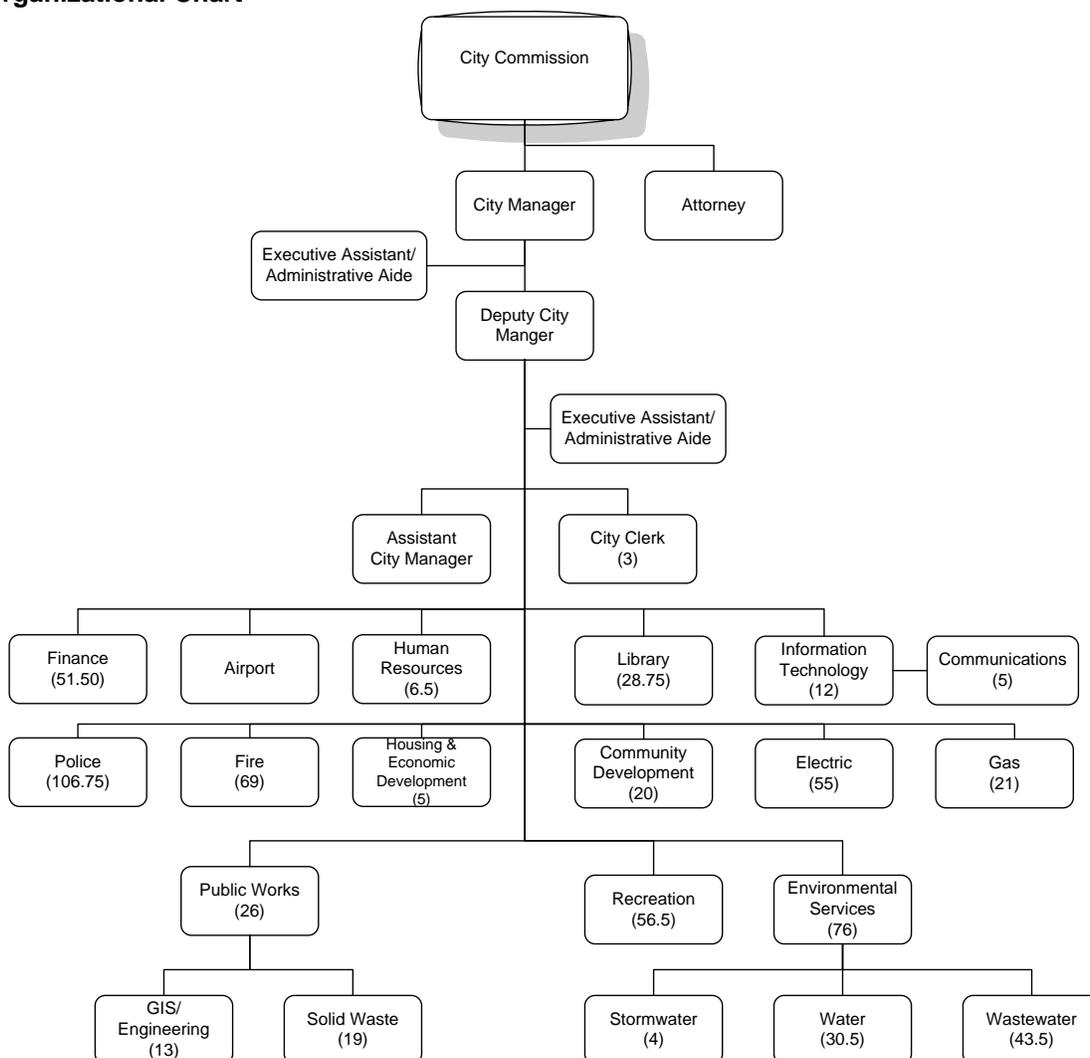
City Attorney

- Legal services
- Litigation
- Research cases
- Correspondence

Miscellaneous

- Citizen participation
- Civic functions
- Grants and Aids
- C.U.R.E.

Organizational Chart



Executive Department

Organization

**Total
Department
Budget
\$1,890,541**

Executive Department

Administration Division

Values & Goals

Values & Goals

Value: Open, accessible government

Goals:

- ◆ Assist neighborhood organizations in developing, planning, and maintaining infrastructure sufficient to meet the needs of the community
- ◆ Conduct meetings with citizen and business groups upon request
- ◆ Maintain membership on the Board of Directors of:
 - The Leesburg Area Chamber of Commerce
 - The Leesburg Partnership
 - FMPA and FMEA and FGFOA
- ◆ Continue to assist the Community Development Corporation and the CRA's
- ◆ Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner

Value: A spirit of professionalism

Goals:

- ◆ Initiate action on Commissioner requests the same business day or, if after the close of business, at the start of the next business day and report back in a timely fashion
- ◆ Keep the Commission informed by producing weekly Commission Report, as needed
- ◆ Seek opportunities to implement the mission and core values adopted by the City Commission
- ◆ Carry out the duties prescribed in the City Manager's contract
- ◆ Adhere to the International City Management Association Code of Ethics
- ◆ Develop and implement policies which ensure the City's long term financial stability
- ◆ Maintain active membership in ICMA and FCCMA
- ◆ Remain current on issues and legislation which affect the City

Major Accomplishments:

- Conducted Department Head and Commission Retreats to improve teamwork and to establish clear goals for the future
- Held monthly "Coffee with the City Manager" with each department to facilitate the passage of information
- Amended City's General Employee Retirement Plan with an Early Retirement clause
- Continued rewriting Personnel policies and procedures
- Established Channel 22 on Comcast
- Hosted the monthly Lake County City Managers Association meetings
- Lobbied City issues in Tallahassee
- Initiated inquiry to make all Leesburg schools charter run

Personnel Schedule

Classification	Current	New	Total	Amount
City Manager	1.00	0.00	1.00	130,499
Deputy City Manager	1.00	0.00	1.00	95,618
Assistant City Manager	1.00	0.00	1.00	81,968
Executive Assistant/Administrative Aide	2.00	0.00	2.00	90,425
Total	5.00		5.00	398,510

Capital Outlay Schedule

Description	Amount
Administration Desks	8,000
Chairs	3,000
Total	11,000

Executive Department

Administration Division

Personnel & Capital Outlay Schedules

Executive Department

Administration Division

Appropriations Detail

Appropriations Detail

Account # 001-1221-512

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	367,525	353,565	165,378	367,966	398,510
1410 Overtime	617	208	76	500	520
1530 Bonuses	625	593	500	625	625
2110 FICA	26,340	25,355	10,675	22,178	22,848
2210 Retirement	6,051	7,550	6,333	19,877	10,851
23xx Insurance	30,832	30,074	15,123	31,040	33,783
2410 Workers' Compensation	1,304	1,580	581	1,290	1,395
26xx Other Employee Benefits	22,196	27,223	13,654	24,711	37,438
TOTAL PERSONAL SERVICES	455,490	446,148	212,320	468,187	505,970
<u>OPERATING EXPENSES</u>					
3110 Professional Services	845	7,537	0	0	0
3410 Contract Services	1,875	455	1,600	6,000	37,000
4010 Travel	18,208	26,940	8,597	15,200	12,500
41xx Communication	5,571	6,152	3,404	3,200	4,800
4210 Postage	966	1,079	564	2,500	2,500
4410 Rentals	0	0	15,938	2,200	5,600
4415 Internal Fleet Lease	0	2,575	1,678	2,877	2,575
4510 Insurance	1,917	1,200	735	1,260	1,314
461x Repairs & Maintenance- Vehicles	1,440	1,162	610	1,320	1,320
463x Repairs & Maintenance- Equipment	3,613	5,519	3,179	5,950	6,940
4710 Printing & Binding	12,024	5,459	5,435	8,400	12,000
481x Promotional Activities	6,406	17,459	5,606	10,400	7,400
49xx Advertising	1,123	15,222	4,977	13,500	14,020
5110 Office Supplies	4,787	3,279	1,322	4,000	4,000
5180 Minor Furniture/Equipment	1,327	672	869	1,450	500
5210 Operating Supplies	1,278	3,741	5,972	7,950	8,200
5230 Fuel Purchases	1,396	1,292	1,222	1,200	1,248
5410 Publications & Memberships	10,777	8,886	5,382	7,005	8,208
5440 Education	0	0	46	7,500	3,500
5450 Training	2,692	8,175	1,984	3,500	3,500
TOTAL OPERATING EXPENSES	76,245	116,804	69,120	105,412	137,125
<u>CAPITAL OUTLAY</u>					
6310 Improvements other than Bldgs	0	0	10,675	0	0
6410 Machinery & Equipment	23,878	0	6,267	12,600	11,000
TOTAL CAPITAL OUTLAY	23,878	0	16,942	12,600	11,000
<u>OTHER USES</u>					
9941 Utilities Allocation	(361,107)	(364,868)	(222,267)	(381,029)	(425,162)
TOTAL OTHER USES	(361,107)	(364,868)	(222,267)	(381,029)	(425,162)
TOTAL APPROPRIATIONS	194,506	198,084	76,115	205,170	228,933

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	468,187	505,970	37,783	8.07%
Operating Expenses	105,412	137,125	31,713	23.13%
Capital Outlay	12,600	11,000	(1,600)	-14.55%
Other Uses	(381,029)	(425,162)	(44,133)	10.38%
TOTALS	205,170	228,933	23,763	11.58%

Executive Department

Administration Division

Appropriations Summary

Executive Department

City Clerk Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Continue to improve communications with citizens
- ◆ Strive for a high level of customer satisfaction

Value: Open, accessible government

Goals:

- ◆ Continue to improve paperless agenda process for placement on website for citizen availability
- ◆ Implement document imaging by June 30, 2007

Value: Fiscal responsibility

Goals:

- ◆ Continue to maintain a responsible budget
- ◆ Continue to strive to find ways to reduce costs and improve efficiency

Value: A spirit of professionalism

Goals:

- ◆ Continue education – internal/external and attain fifteen CEU's by September 30, 2007
- ◆ Maintain records as prescribed by Florida Statutes – General Schedule

Value: Caring organization

Goals:

- ◆ Continue to provide an open environment for all customers

Value: Organizational self sufficiency

Goals:

- ◆ Continue cross-training
- ◆ Continue procedures manual update

Value: Employee Empowerment

Goals:

- ◆ Participate in the Labor Management Committee
- ◆ Continue memberships in outside organizations

Major Accomplishments:

- Prepared agendas, recorded, and transcribed minutes for 27 City Commission meetings, 4 Community Redevelopment Agency meetings, and 1 Personnel Committee meetings
- Coordinated destruction of 287 boxes of obsolete records and placed 350 boxes into the records retention system
- Distributed commission agendas as scheduled 100% of the time
- Reviewed contract files and sent reminders of expiring contracts to various departments
- Implemented the paperless agenda system

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Public information requests	3,904	4,200	4,300
Assessment/lien searches	975	1,200	1,400
Indexing transactions processed	747	880	880
Agenda preparation (hours)	880	600	500
Process ordinances, resolution and contract (hours)	84	60	70
Contract management (hours)	46	50	80

Personnel Schedule

Classification	Current	New	Total	Amount
City Clerk	1.00	0.00	1.00	61,786
Deputy City Clerk	2.00	0.00	2.00	71,173
Total	3.00	0.00	3.00	132,959

Executive Department

City Clerk
Division

Personnel &
Capital Outlay
Schedules

Capital Outlay Schedule

Description	Amount
None	
Total	

**Executive
Department**

**City Clerk
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-1222-512

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	81,737	88,734	58,084	91,952	132,959
1310 Temporary Labor	0	0	0	2,500	2,500
1410 Overtime	1,227	855	803	1,000	1,500
1530 Bonuses	250	250	250	250	375
2110 FICA	6,328	6,928	4,584	7,144	10,224
2210 Retirement	6,976	8,343	6,970	11,034	15,955
23xx Insurance	14,075	13,270	7,035	12,829	20,884
2410 Workers' Compensation	293	399	206	323	465
26xx Other Payroll Benefits	339	915	291	909	546
TOTAL PERSONAL SERVICES	111,225	119,694	78,223	127,941	185,408
<u>OPERATING EXPENSES</u>					
3410 Contract Services	2,999	1,960	1,900	3,000	3,000
4010 Travel	8,085	8,758	3,318	10,600	11,400
41xx Communication	348	67	64	0	100
4210 Postage	412	228	175	700	500
4510 Insurance	212	372	228	391	409
46xx Repairs & Maintenance- Equipment	3,864	1,081	1,846	3,200	4,400
4710 Printing & Binding	64	215	0	300	0
4911 Advertising	0	856	16,142	16,400	30,000
4920 Other Current Charges	496	1,155	381	1,200	800
5110 Office Supplies	1,953	2,307	1,436	2,500	2,500
5180 Minor Furniture/Equipment	0	653	1,278	1,500	1,500
5210 Operating Supplies	144	686	0	300	312
5410 Publications & Memberships	1,286	1,943	746	5,600	5,800
5440 Education	3,930	3,476	545	0	0
5450 Training	1,381	2,451	979	2,850	3,125
TOTAL OPERATING EXPENSES	25,174	26,208	29,038	48,541	63,846
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	0	3,478	0	0	0
TOTAL CAPITAL OUTLAY	0	3,478	0	0	0
<u>OTHER USES</u>					
9941 Utilities Allocation	(40,920)	(44,805)	(30,885)	(52,945)	(196,310)
TOTAL OTHER USES	(40,920)	(44,805)	(30,885)	(52,945)	(196,310)
TOTAL APPROPRIATIONS	95,479	104,575	76,376	123,537	52,944

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	127,941	185,408	57,467	44.92%
Operating Expenses	48,541	63,846	15,305	31.53%
Capital Outlay	0	0	0	0.00%
Other Uses	(52,945)	(196,310)	(143,365)	270.78%
TOTALS	123,537	52,944	(70,593)	-57.14%

Significant Budget Changes:

During budget discussion the utilities allocation for the City Clerk's office was reviewed. The result was an increase in proportionate share by the utilities in City Clerk operations.

Executive Department

City Clerk Division

Appropriations Summary

Executive Department

Elections Division

Values & Goals

Values & Goals

Value: Professionalism

Goal:

- ◆ Perform duties associated with election for Commission Seats for District 2, Seat 2 and At-Large, Seats 4 and 5
- ◆ Improve communication with citizens by advertising qualifying dates via electronic and published media

Value: Fiscal Responsibility

Goals:

- ◆ Receive treasurer's reports from candidates beginning at end of qualifying period through September 30, 2007
- ◆ Receive political sign cash bonds from candidates for any office who posts signs within the City of Leesburg (if applicable)

Major Accomplishments:

- Proclaimed election and qualifying dates for November 7, 2006 election at the June 12, 2006 Commission meeting as required by the City of Leesburg Code of Ordinances
- Prepared election calendar for distribution beginning March 1, 2006
- Prepared eight candidates packets for distribution March 1, 2006

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Seats available	2	N/A	3
Number of candidates	3	N/A	3
Total votes cast	1,878	N/A	N/A

Appropriations Detail

Account # 001-1227-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
OPERATING EXPENSES					
4911 Advertising-Other Ads	0	0	0	0	0
4920 Other Current Charges	7,196	0	0	0	0
TOTAL OPERATING EXPENSES	7,196	0	0	0	0
TOTAL APPROPRIATIONS	7,196	0	0	0	0

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	0	0	0	0.00%
TOTALS	0	0	0	0

Significant Budget Changes:

The City of Leesburg Commission Seat 4, At Large, election will be held in conjunction with the County, State, and Congressional elections November 7, 2006. Lake County Supervisor of Elections, Emogene Stegall, who oversees the voting process, advised the City of Leesburg will not be charged for the cost involved in the City's portion of the ballot.

Executive Department

City Attorney Division

Values & Goals

Values & Goals

Value: A spirit of professionalism

Goals:

- ◆ Review agendas and related documents for City Commission meetings, and provide necessary or requested legal information to the City Manager, City Commissioners, and City Records, prior to each City Commission meeting
- ◆ Attend all City Commission meetings, Planning and Zoning Commission meetings, meetings of the Greater Leesburg Community Redevelopment Agency, the Carver Heights and Vicinity Community Redevelopment Agency, the Highway 27/441 Community Redevelopment Agency attend, as requested, proceedings of the Code Enforcement Special Master and other City of Leesburg meetings
- ◆ Keep current on personnel law to aid the Human Resources Department and attend such personnel meetings and proceedings as necessary or requested
- ◆ Represent the City of Leesburg, it's officers and public officials in litigation arising out of or connected with their official duties
- ◆ Provide legal advice and participate in formulation of personnel policies and procedures, such as drug free workplace policies, safety manuals, and personnel policy manual revisions
- ◆ Provide services for instructional seminars as needed
- ◆ Prepare and review contracts by which the City obtains goods or services
- ◆ Render legal advice on the operation of the City's utilities and other enterprises, review or prepare contracts for acquisition of other utility services areas
- ◆ Assist the Police department with issues pertaining to civil forfeiture cases, and prosecute such cases upon request
- ◆ Furnish legal opinions, coordinate case research, initiate correspondence and prosecute and defend controversies for the City as authorized by the City Commission
- ◆ Assist the City and render legal advice and services in connection with the acquisition, leasing or disposal of real property, construction of improvements on real property, and other matters pertaining to real property
- ◆ Provide advice and counsel to the City in connection with issuance of refinancing of bonds and other evidences of indebtedness

Performance Measures:

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
Contracts prepared	180	120	140
Resolutions prepared	100	50	70
Ordinances prepared	96	40	50
Easements prepared	75	100	150
Meetings attended:			
City Commission	24	24	24
Special City Commission	4	2	4
Planning & Zoning Commission	24	24	24
Code Enforcement Board	4	1	2
GLCRA	6	3	4
CHCRA	6	3	4
Personnel Committee	2	0	0
27/441 CRA		1	4
Hearings	25	20	30

Appropriations Detail

Account # 001-1241-514

Executive
Department

City Attorney
Division

Appropriations
Detail &
Summary

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
OPERATING EXPENSES					
3110 Professional Services	144,903	336,750	79,148	172,000	208,000
4010 Travel	402	0	0	0	0
5410 Publications & Memberships	1,926	3,283	1,124	2,400	2,496
5450 Training	0	250	0		0
TOTAL OPERATING EXPENSES	147,231	340,283	80,272	174,400	210,496
TOTAL APPROPRIATIONS	147,231	340,283	80,272	174,400	210,496

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	174,400	210,496	36,096	20.70%
TOTALS	174,400	210,496	36,096	20.70%

Executive Department

Miscellaneous Division

Description

Description

The Citizens Utility Relief Effort (C.U.R.E.) was established in October 1991 to provide monetary assistance to customers who are unable to pay their utility bills due to loss of employment or an unexpected illness or injury. Employees and utility customers contribute throughout the year. The budgeted amount includes \$5,000 contributed by the City each year to assist the program. A group of three agencies: Christian Social Services, Christian Care Center, and Lake Community Action Agency collectively determine who needs assistance and provide vouchers up to \$100 per year per customer to the cashiers at the City of Leesburg.

This division contains expenditures that do not relate to budgets of any other City operating department.

The Ad Valorem Property Tax is budgeted in full in the tax category and the transfer to the GLCRA, CHCRA Fund, and Highway 27/441 CRA is reflected in this division.

A contingency account has been established to provide funds for expenditures which cannot be anticipated during the budget preparation process. Appropriations from the reserve for contingencies may be made to increase the appropriation for any particular expense in the same fund, or to create an appropriation in the fund for any lawful purpose, but expenditures may not be charged directly to the reserve for contingencies.

This division reflects reserve for future capital, which allows the City to maintain fund balance at an appropriate level.

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
CURE donations (including \$5,000 from Commission)	\$13,850	\$17,000	17,680
CURE vouchers issued	213	220	220

Appropriations Detail

Account # 001-1295-XXX

Executive
Department

Miscellaneous
Division

Appropriations
Detail

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1249 Vacation Buy Back	0	0	0	100,000	100,000
2510 Unemployment Compensation	23,673	6,260	7,728	10,000	10,400
TOTAL PERSONAL SERVICES	23,673	6,260	7,728	110,000	110,400
OPERATING EXPENSES					
4510 Insurance	(125)	375	125	500	0
4920 Finance Charges	145	126	202	0	0
4990 C.U.R.E. Payments	12,572	14,941	8,688	17,000	17,680
TOTAL OPERATING EXPENSES	12,592	15,442	9,015	17,500	17,680
GRANTS AND AIDS					
8210 Chamber of Commerce	42,171	0	33,000	41,000	0
8220 Boys & Girls Club	35,000	0	15,000	30,000	0
8270 Men of Distinction	0	0	0	0	0
8280 Lake Comm Action Agency	0	0	3,750	0	0
8410 Cemeteries	78,836	0	47,291	87,600	0
8610 Sen. Cowin's Off-Utilities	0	1,131	0	0	0
8650 Haven of Lake/ Sumter Cty	0	0	5,000	0	0
8680 Leesburg Partnership	70,000	0	37,500	50,000	0
8681 Center for the Arts	30,000	0	22,500	30,000	0
8683 Lifestream Behavioral	5,000	0	18,150	31,200	0
8685 Dabney- Minatee Heritage	0	0	8,635	17,270	0
8756 Hospice of Lake & Sumter	0	0	0	0	0
8759 Christian Care Center, Inc.	0	0	2,500	0	0
8990 Miscellaneous	23,219	0	0	(145,365)	50,000
TOTAL GRANTS AND AIDS	284,226	1,131	193,326	141,705	50,000
OTHER USES					
9218 Transfer to Hwy 27/441 CRA	0	0	0	0	272,444
9220 Transfer to GLCRA Fund	111,976	131,981	160,508	161,047	224,066
9221 Transfer to CHCRA Fund	9,979	1,126	25,240	25,321	83,982
9145 Transfer to Communication Fund	517,021	196,501	0	0	200,000
9161 Reserve/Cash Carried Forward	0	0	0	0	0
9171 Reserve/Forfeiture	0	0	0	65,000	67,600
9172 Reserve/Tower Fund	0	0	0	21,150	21,996
9990 Contingency Fund	0	0	0	200,000	350,000
TOTAL OTHER USES	638,976	329,608	185,748	472,518	1,220,088
TOTAL APPROPRIATIONS	959,467	352,441	395,817	741,723	1,398,168

**Executive
Department**

**Miscellaneous
Division**

**Appropriations
Summary**

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	110,000	110,400	400	0.36%
Operating Expenses	17,500	17,680	180	1.03%
Grants and Aids	141,705	50,000	(91,705)	-64.72%
Other Uses	472,518	1,220,088	747,570	158.21%
TOTALS	741,723	1,398,168	656,445	88.50%

Finance Department

Organization

William Pfeilsticker, Finance Director

The Finance Department is responsible for maintaining financial records based on standards prescribed by the Governmental Accounting Standards Board (GASB), and preparing financial statements in conformity with generally accepted accounting principles (GAAP). The Finance Director also supervises the Customer Service, Collections, Meter Reading, Accounting and Purchasing Divisions. The services of the purchasing department are conducted in an open, competitive manner to provide maximum return on the dollar to benefit the City and the community. The warehouse function of the Purchasing Division maintains efficient storage and distribution of materials and supplies.

Responsibilities:

Accounting

- Budget
- Cash Receipts
- Fixed Assets
- Payroll
- Debt Service
- Accounts Payable
- Cash Management
- Investments
- Financial Reporting
- Miscellaneous Billing
- Work Orders

Collections

- Utility Payments
- Cash Receipts
- Switchboard
- Delinquencies
- Collection Reports

Customer Service

- Generate Bills
- Customer Inquiries
- New Accounts
- Energy Audits
- Terminated Accounts

Meter Reading

- Read Utility Meters
- Disconnects
- Reconnects
- Gate Keeper Program

Procurement

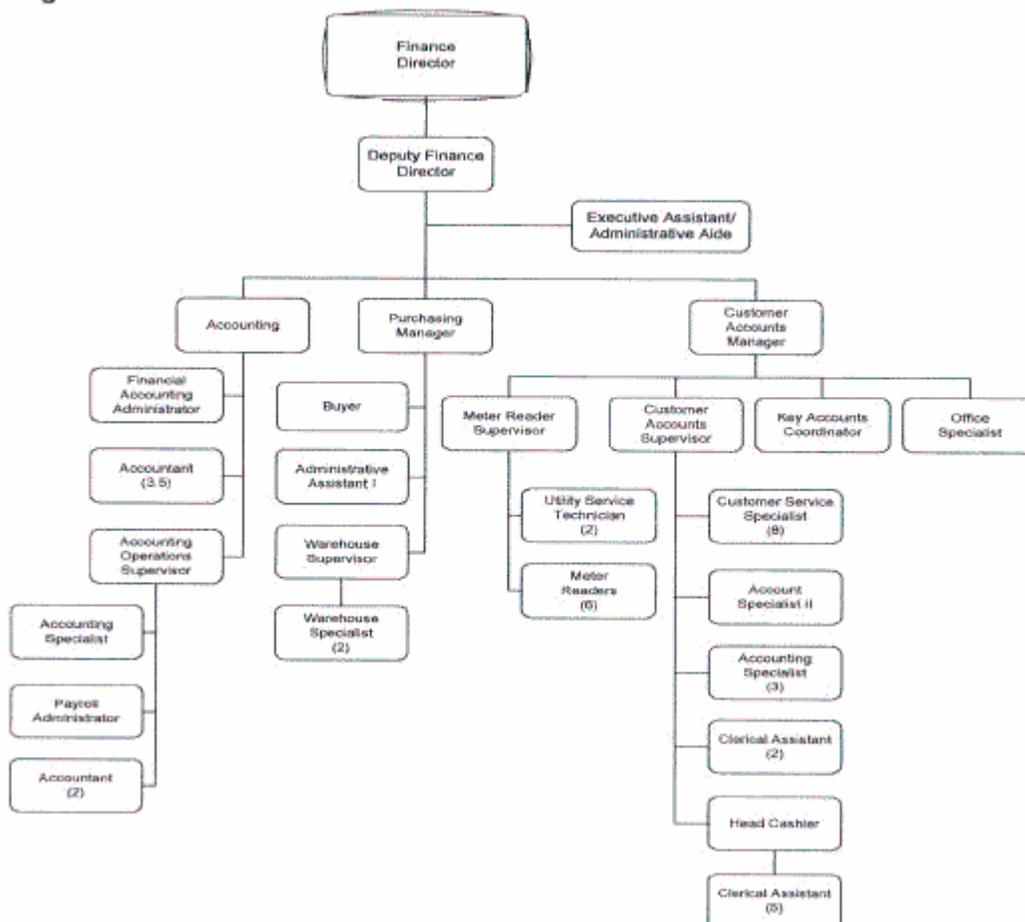
- Bids
- Requisitions
- Purchase orders
- Auction
- Annual contracts

Inventory & Materials Management

- Receive shipments
- Distribution to City departments
- Fuel inventory, monitoring and reports
- Surplus disposal

**Total
Department
Budget
\$374,753**

Organizational Chart



Finance Department

Accounting Division

Values & Goals

Values & Goals

Value: Fiscal responsibility

Goals:

- ◆ Initiate monthly budget management meetings with department directors
- ◆ Develop six new written financial policies by October 1, 2007
- ◆ Develop 2 year budget program for use in preparing the fiscal year 2007-09 budget
- ◆ Provide investment results consistent with the policy and the best practices of the profession
- ◆ Perform revenue and trend analysis by May 1 to assist departments in budget preparation

Values: A spirit of professionalism, and excellence in all we do

Goals:

- ◆ Promote and support staff with professional associations and relevant training
- ◆ Begin implementation of document imaging system to archive payable information digitally and reduce document storage space
- ◆ Develop a comprehensive monthly financial report to post on the website for citizens
- ◆ Strive for excellence by developing goal oriented staff and discouraging mediocrity

Value: Organizational development and self-sufficiency

Goals:

- ◆ Provide incentives and educate employees to better utilize their potential and to promote advancement within the division
- ◆ Expand cross-training of department functions to ensure continuity of operations
- ◆ Provide six training sessions to all departments to improve understanding of accounting policies and procedures
- ◆ Educate staff members to become self-sufficient in report preparation and presentation
- ◆ Recruit one summer intern to provide opportunities to train future professionals

Value: Employee empowerment

Goals:

- ◆ Increase HTE application training so employees better understand how to utilize the system without assistance
- ◆ Explore staff ideas and suggestions to improve efficiency and decision making capabilities

Major Accomplishments:

- Improved coordination with departments in preparation of the 10-year capital improvement plan
- Received GFOA Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending September 30, 2004
- Received GFOA Distinguished Budget Award for fiscal year beginning October 1, 2005
- Received FEMA reimbursements of \$496,797 for Hurricanes Francis, Charley and Jeanne
- Maintained a "A" bond rating from Fitch, Moody's and S&P

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Checks issued	8,362	9,200	9,384
ACH/Wire Disbursements	1,359	1,370	1,397
Invoices Processed	15,198	16,976	17,316
Visa Cards / P-Cards	12,077	12,542	12,793
Number of fixed asset records	191,099	194,921	198,819
GFOA award for financial reporting (consecutive years)	16	17	18
GFOA budget award (consecutive years)	7	8	9

Personnel Schedule

Classification	Current	New	Total	Amount
Finance Director	0.40	0.00	0.40	40,543
Executive Assistant/Administrative Aide	1.00	0.00	1.00	36,557
Deputy Finance Director	0.30	0.00	0.30	25,388
Financial Accounting Administrator	1.00	0.00	1.00	69,992
Accounting Operations Supervisor	1.00	0.00	1.00	44,285
Accountant	4.00	1.50	5.50	178,397
Accounting Specialist	2.00	-1.00	1.00	24,010
Payroll Administrator	1.00	0.00	1.00	38,618
Total	10.70	0.50	11.20	457,790

Finance Department

Accounting Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
Office Equipment	2,000
Total	2,000

Finance
Department

Accounting
Division

Appropriations
Detail

Appropriations Detail

Account # 001-1331-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	368,280	393,792	238,403	414,499	472,163
1310 Temporary Labor	0	0	0	0	0
1410 Overtime	5,459	2,831	2,349	2,000	2,080
1530 Bonuses	1,020	1,117	1,014	1,213	1,625
2110 FICA	27,556	28,805	17,687	29,115	33,270
2210 Retirement	27,183	33,782	24,928	45,092	51,794
23xx Insurance	55,877	55,786	28,129	55,176	68,223
2410 Workers' Compensation	1,319	1,770	843	1,455	1,652
26xx Other Payroll Benefits	3,325	5,560	2,620	6,869	4,973
TOTAL PERSONAL SERVICES	490,019	523,443	315,973	555,419	635,780
<u>OPERATING EXPENSES</u>					
3110 Professional Services	11,313	4,949	0	3,000	3,000
3210 Auditing	68,133	68,489	46,353	72,000	74,880
4010 Travel	7,648	11,427	3,513	11,530	11,992
4110 Communication	1,542	3,767	102	500	520
4210 Postage	5,028	4,735	2,566	4,873	5,068
4415 Fleet Lease	0	0	0	0	1,521
4510 Insurance	2,124	1,252	553	947	1,709
463x Repairs & Maintenance Equipment	5,682	5,900	4,997	8,500	10,290
4710 Printing & Binding	1,374	2,119	2,525	2,500	2,600
4911 Advertising	727	1,208	0	1,000	1,040
4920 Other Current Charges	484	1,930	0	200	200
5110 Office Supplies	6,333	6,329	4,695	6,300	6,550
5180 Minor Furniture/Equipment	658	512	965	500	520
52xx Operating Supplies	1,319	1,556	2,219	2,000	5,220
5410 Publications & Memberships	673	1,312	1,156	1,000	1,400
5440 Education	1,177	7,648	3,061	6,800	10,200
5450 Training	3,962	4,349	1,664	3,795	3,795
TOTAL OPERATING EXPENSES	118,177	127,482	74,369	125,445	140,505
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	0	0	0	0	2,000
TOTAL CAPITAL OUTLAY	0	0	0	0	2,000
<u>OTHER USES</u>					
9941 Utilities Allocation	(364,918)	(390,194)	(238,302)	(408,518)	(498,102)
TOTAL OTHER USES	(364,918)	(390,194)	(238,302)	(408,518)	(498,102)
TOTAL APPROPRIATIONS	243,278	260,731	152,040	272,346	280,183

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	555,419	635,780	80,361	14.47%
Operating Expenses	125,445	140,505	15,060	12.01%
Capital Outlay	0	2,000	2,000	100.00%
Other Uses	(408,518)	(498,102)	(89,584)	21.93%
TOTALS	<u>272,346</u>	<u>280,183</u>	<u>7,837</u>	<u>2.88%</u>

Finance
Department

Accounting
Division

Appropriations
Summary

Finance Department

Collections Division

Values & Goals

Values & Goals

Value: A caring organization

Goals:

- ◆ Provide alternative payment methods to accommodate all customers
- ◆ Allow two payment extensions annually during hardships
- ◆ Refer customers to charitable agencies that provide payment assistance
- ◆ Maintain a life support listing in customer database to provide additional notice of an interruption in electrical service

Value: Open, accessible government

Goals:

- ◆ Provide extended office hours and a customer service center at Lake Square Mall for customers convenience
- ◆ Provide walk-in service for payment transactions to approximately 35% of our customers with minimal waiting time
- ◆ Provide 24 hour internet access to customer accounts for information and to make payments

Value: Excellence in all we do and fiscal responsibility

Goals:

- ◆ Provide our customers with well trained, knowledgeable, and professional employees
- ◆ Strive to maintain accurate entry of payments and update all payment transactions daily
- ◆ Improve our collection strategy to reduce bad debts by following up on NSF checks received, credit card chargebacks, and investigating on-line collections

Major Accomplishments:

- Added a second notice letter for our final accounts with past due balances to improve in-house collection
- Collections and Customer Service collectively answered over 119,000 calls annually with a live person and within 3 rings
- Updated all landlord information for rental properties within the City of Leesburg
- Implemented changes to the bank deposits to provide a safe environment for the cashiers
- Provided refresher training classes to the other departments that process payments

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Occupational license transactions	3,705	3,600	3,700
Payments processed	306,991	321,000	335,000
Bank draft customers	4,038	4,080	4,120
Percent of total customers using bank drafting	18%	18%	18%
Mailed reminder notices	47,345	55,302	64,100
Disconnects processed	4,944	6,290	7,500
Telephone calls	33,780	37,600	41,700
Number of accounts to collection agency	930	1,464	2,000
Dollar value of accounts to collection	\$245,000	\$400,000	\$420,000
Dollar value collected	\$42,450	\$43,500	\$45,000
E-payment customers	4,402	6,200	8,600
Percent of total customers using e-payments	1.43%	1.93%	2.56%

Personnel Schedule

Classification	Current	New	Total	Amount
Head Cashier (Collections Supervisor)	1.00	0.00	1.00	32,765
Clerical Assistant	5.00	0.00	5.00	110,448
Office Specialist	1.00	0.00	1.00	27,747
Total	7.00	0.00	7.00	170,960

Capital Outlay Schedule

Description	Amount
Mail Opener	2,500
Tele-check system	5,000
Total	7,500

Finance Department

Collections Division

Personnel & Capital Outlay Schedules

Finance
Department

Collections
Division

Appropriations
Detail

Appropriations Detail

Account # 001-1332-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	130,330	140,821	70,296	158,598	170,960
1310 Temporary Labor	4,615	5,175	2,242	1,000	5,000
1410 Overtime	5,817	3,846	1,640	2,000	3,000
1530 Bonuses	500	749	535	750	750
2110 FICA	9,912	10,846	5,433	12,137	12,774
2210 Retirement	10,808	13,505	8,436	19,032	20,515
23xx Insurance	26,399	26,628	12,689	27,537	41,470
2410 Workers' Compensation	477	642	252	558	598
26xx Employee Benefits	276	5,910	2,144	7,755	3,984
TOTAL PERSONAL SERVICES	189,134	208,122	103,667	229,367	259,051
<u>OPERATING EXPENSES</u>					
3110 Professional Services	23,933	13,653	7,058	8,000	20,000
3410 Contract Services	300	0	0	0	0
4010 Travel	497	490	70	1,500	2,060
41xx Communication	25,526	29,472	15,451	25,000	26,000
4210 Postage	13,898	18,252	9,803	20,000	20,800
4410 Rentals	986	613	68	610	635
4510 Insurance	698	113	69	118	149
463x Repairs & Maintenance- Equipment	5,026	10,972	6,898	8,675	9,575
4710 Printing & Binding	974	319	710	1,000	1,040
49xx Other Current Charges	4,583	33,079	37,162	28,600	67,000
5110 Office Supplies	2,317	1,986	1,245	2,000	2,080
5180 Minor Furniture/Equipment	699	697	107	1,000	1,040
52xx Operating Supplies	2,870	3,259	2,331	4,300	4,472
5410 Publications & Memberships	316	714	40	690	718
5440 Education	0	0	0	600	624
5450 Training	1,180	663	245	2,000	2,080
TOTAL OPERATING EXPENSES	83,803	114,282	81,257	104,093	158,273
<u>CAPITAL OUTLAY</u>					
6210 Buildings	0	0	0	0	
6410 Machinery & Equipment	0	13,856	0	2,500	7,500
TOTAL CAPITAL OUTLAY	0	13,856	0	2,500	7,500
<u>OTHER USES</u>					
9941 Utilities Allocation	(259,100)	(319,409)	(186,178)	(319,162)	(423,254)
TOTAL OTHER USES	(259,100)	(319,409)	(186,178)	(319,162)	(423,254)
TOTAL APPROPRIATIONS	13,837	16,851	(1,254)	16,798	1,570

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	229,367	259,051	29,684	12.94%
Operating Expenses	104,093	158,273	54,180	52.05%
Capital Outlay	2,500	7,500	5,000	200.00%
Other Uses	(319,162)	(423,254)	(104,092)	32.61%
TOTALS	16,798	1,570	(15,228)	-90.65%

Significant Budget Changes:

The change in budget is primarily attributable to the increase in operational expenditures and its related impact on the utilities allocation.

Finance Department

Collections Division

Appropriations Summary

Finance Department

Customer Service Division

Values & Goals

Values & Goals

Value: A caring organization, excellence in all we do, and employee empowerment

Goals:

- ◆ Provide an organized structure and team that is knowledgeable in both billing and customer service
- ◆ Update and train employees on policies and procedures and empower them to make decisions
- ◆ Encourage employees to get involved in planning, projects, and participation in drawing up procedures and making changes
- ◆ Provide up-to-date information on energy savings and assistance to our key accounts

Value: Open, accessible government

Goals:

- ◆ Provide extended office hours and additional locations to meet our customers' service needs
- ◆ Provide customer service to over 20,000 customers annually with minimal waiting time
- ◆ Expand city services at the mall annex with library book pick up and delivery

Value: Fiscal responsibility

Goals:

- ◆ Continue to promote internet, security lighting, and surge protection to increase the number of customers using these services
- ◆ Maintain accurate customer records and generate utility bills related to the seven utility services
- ◆ Cross-train all employees to be able to work in different positions at a moments notice improving the efficiency of the department

Major Accomplishments:

- Successfully managed a customer service center located at Lake Square mall increasing utilities customers and library use
- Collections and Customer Service collectively answered over 119,000 calls annually with a live person and within 3 rings
- Upgraded mail inserting machine
- Installed new scanners, software and implemented scanning of work orders
- Installed all new work stations in the billing area to improve and enhance employee productivity
- Continue to provide the *Ouch the Outlet* electrical safety program to over 800 kindergarten children annually

Performance Measures:

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
Telephone calls	77,463	80,700	84,000
Work orders	115,295	122,800	130,000
Walk-in customers served	14,339	20,360	28,500
New utility service			
Electric	792	880	900
Area lights	62	50	60
Meter treater	103	24	30
Gas	368	690	720
Water	546	630	700
Irrigation	27	28	30
Reuse water	156	188	210
Internet	178	180	180
Solid Waste	214	324	430
Energy audits	75	98	110

Personnel Schedule

Classification	Current	New	Total	Amount
Finance Director	0.30	0.00	0.30	30,407
Deputy Finance Director	0.40	0.00	0.40	33,852
Customer Accounts Manager	1.00	0.00	1.00	67,912
Customer Accounts Supervisor	1.00	0.00	1.00	38,374
Customer Service Specialist	7.00	1.00	8.00	234,162
Accounting Specialist	3.00	0.00	3.00	92,480
Key Accounts Coordinator	1.00	0.00	1.00	56,565
Clerical Assistant	2.00	0.00	2.00	45,919
Accounting Specialist II	0.00	1.00	1.00	32,408
Total	15.70	2.00	17.70	632,079

Capital Outlay Schedule

Description	Amount
None	
Total	

Finance Department

Customer Service Division

Personnel & Capital Outlay Schedules

Finance
Department

Customer
Service
Division

Appropriations
Detail

Appropriations Detail

Account # 001-1334-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	483,948	524,391	301,110	568,422	632,079
1410 Overtime	20,692	6,822	8,386	4,000	6,000
1530 Bonuses	1,588	1,712	1,848	1,963	2,250
2110 FICA	37,043	38,554	22,546	40,563	45,546
2210 Retirement	38,453	47,193	33,368	64,724	72,201
23xx Insurance	85,397	87,970	50,461	97,676	112,088
2410 Workers' Compensation	1,766	2,367	1,080	1,996	2,212
26xx Other Payroll Benefits	3,134	4,163	2,481	4,982	5,179
TOTAL PERSONAL SERVICES	672,021	713,172	421,280	784,326	877,555
OPERATING EXPENSES					
4010 Travel	5,757	5,750	1,902	7,580	8,051
41xx Communication	3,488	5,760	612	1,800	1,872
4210 Postage	89,185	88,106	54,383	94,000	97,760
4310 Utilities	0	2,041	5,887	7,800	8,544
4410 Rentals	350	5,600	5,863	9,350	0
4415 Internal Fleet Lease	0	1,802	1,228	2,105	1,521
4510 Insurance	3,075	3,390	2,076	3,559	3,689
461x Repairs & Maintenance- Vehicles	1,530	11,743	1,053	1,820	1,840
463x Repairs & Maintenance- Equipment	10,099	2,155	10,123	16,100	14,260
4710 Printing & Binding	841	1,274	923	2,500	2,600
4810 Promotional Activities	1,318	3,574	1,283	5,000	5,200
49xx Other Current Charges	0	6,692	75	0	0
5110 Office Supplies	2,398	2,789	1,449	3,800	3,952
5180 Minor Furniture/Equipment	300	5,748	4,753	7,000	1,500
521x Operating Supplies	22,752	26,298	16,816	25,500	26,520
5230 Fuel Purchase	667	1,034	870	1,000	1,400
5410 Publications & Memberships	253	467	0	500	520
5450 Training	3,327	4,090	1,289	4,000	4,160
TOTAL OPERATING EXPENSES	145,340	178,313	110,585	193,414	183,389
CAPITAL OUTLAY					
6410 Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0
OTHER USES					
9941 Utilities Allocation	(817,361)	(890,262)	(570,348)	(977,740)	(1,057,022)
TOTAL OTHER USES	(817,361)	(890,262)	(570,348)	(977,740)	(1,057,022)
TOTAL APPROPRIATIONS	0	1,223	(38,483)	0	3,922

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	784,326	877,555	93,229	11.89%
Operating Expenses	193,414	183,389	(10,025)	-5.18%
Other Uses	(977,740)	(1,057,022)	(79,282)	8.11%
TOTALS	0	3,922	3,922	100.00%

Finance Department

Customer Service Division

Appropriations Summary

Finance Department

Meter Readers Division

Values & Goals

Values & Goals

Value: Excellence in all we do and a caring organization

Goals:

- ◆ Continue training employees in all areas of customer relations to continually improve necessary skills and abilities
- ◆ Improve access to meters and services, reporting safety and other issues to the proper department to reduce the number of return trips to obtain readings
- ◆ Show the utmost respect for customers and their property and notify them of high utility consumptions immediately

Value: Employee empowerment

Goals:

- ◆ Authorize staff to place orders for installation of automated meter reading devices
- ◆ Establish parameters of authority and delegate respective responsibilities to all staff

Value: Organizational self sufficiency

Goals:

- ◆ Improve communications with utility direction with the conversion of hundred cubic feet meters to gallon meters in two residential subdivisions
- ◆ Provide opportunities for training in service work and customer service work to expand expertise

Major Accomplishments:

- Provided assistance and direction with the conversion of hundred cubic feet meters to gallon meters in two residential subdivisions
- Managed to keep the meters read within allotted dates despite high turnover within the division
- Generate work orders for the installation of electric and gas automated meter reading devices in meter route sequence and in areas determined to be the most practical

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Meters read			
Electric	265,391	269,186	272,900
Gas	124,747	127,900	131,000
Water	155,304	158,300	160,000
Irrigation	6,843	6,976	7,108
Reuse water	3,774	6,474	8,400
Square miles of service area			
Electric	50	50	50
Gas	83	83	88
Water	29	29	29
AMR installed (% of total)			
Electric	19%	24%	29%
Gas	20%	30%	40%
Water	11%	7%	7%
Irrigation	2%	1.5%	1.5%
Reuse Water	42%	28%	28%

Personnel Schedule

Classification	Current	New	Total	Amount
Meter Reader Supervisor	1.00	0.00	1.00	45,802
Meter Reader	5.00	1.00	6.00	135,382
Utility Service Technician Standby	2.00	0.00	2.00	60,514
Total	8.00	1.00	9.00	241,698

Capital Outlay Schedule

Description	Amount
None	
Total	

Finance Department

Meter Readers Division

Personnel & Capital Outlay Schedules

**Finance
Department**

**Meter Reader
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-1338-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	188,525	194,244	108,895	208,476	245,698
1410 Overtime	17,102	15,051	17,237	7,000	15,000
1530 Bonuses	863	862	625	875	1,125
2110 FICA	14,956	15,182	9,280	14,911	17,713
2210 Retirement	15,541	18,189	12,415	24,580	29,004
23xx Insurance	40,522	41,704	19,333	45,021	61,945
2410 Workers' Compensation	4,466	6,154	2,324	3,950	3,892
26xx Other Payroll Benefits	227	116		120	0
TOTAL PERSONAL SERVICES	282,202	291,502	170,109	304,933	374,377
<u>OPERATING EXPENSES</u>					
3110 Professional Services	575	0	0	0	0
4010 Travel	0	871	0	2,000	2,080
41xx Communication	4,963	5,153	1,646	5,000	5,200
4210 Postage	279	235	259	300	312
4415 Internal Fleet Lease	0	11,175	7,752	13,290	12,412
4510 Insurance	3,800	3,635	2,226	3,816	5,280
46xx Repairs & Maintenance- Vehicles	7,834	7,560	4,435	9,240	9,240
463x Repairs & Maintenance- Equipment	2,763	6,267	933	1,800	1,288
4945 Injury/Damage to others	0	2,500	0	0	0
5110 Office Supplies	896	71	324	400	416
5180 Minor Furniture/Equipment	671	0	41	1,000	1,100
5210 Operating Supplies	4,664	3,997	2,420	3,500	3,640
5215 Uniforms	1,312	1,487	1,010	2,000	2,080
5230 Fuel Purchases	8,907	10,196	5,781	10,000	10,400
5450 Training	86	495	0	1,000	1,040
TOTAL OPERATING EXPENSES	36,750	53,642	26,827	53,346	54,488
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	15,172	0	0	0	0
TOTAL CAPITAL OUTLAY	15,172	0	0	0	0
<u>OTHER USES</u>					
9941 Utilities Allocation	(334,124)	(345,143)	(208,996)	(358,279)	(428,865)
TOTAL OTHER USES	(334,124)	(345,143)	(208,996)	(358,279)	(428,865)
TOTAL APPROPRIATIONS	0	1	(12,060)	0	0

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	304,933	374,377	69,444	22.77%
Operating Expenses	53,346	54,488	1,142	2.14%
Capital Outlay	0	0	0	0.00%
Other Uses	(358,279)	(428,865)	(70,586)	19.70%
TOTALS	0	0	0	0.00%

Significant Budget Changes:

The increase in personal services is directly attributable to the addition of a customer service specialist and an accounting specialist II.

Finance Department

Meter Reader Division

Appropriations Summary

Finance Department

Procurement Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Answering all requests and inquiries within twenty-four hours
- ◆ Prepare professional and complete documents
- ◆ Maintain proper files for easy accessibility
- ◆ Work with City departments to assist them with meeting their project goals that involve procurement

Value: Open and accessible government

Goals:

- ◆ Maintain and provide copies of documents requested by customers
- ◆ Provide web access to bid documents and award information
- ◆ Implement a potential vendor database for purchasing opportunity notifications

Value: Fiscal responsibility

Goals:

- ◆ Monitor purchase requisitions to ensure compliance with purchasing policies and procedures
- ◆ Assist City departments in obtaining pricing
- ◆ Administrate and monitor the purchasing card system to ensure proper use
- ◆ Implement an efficient vendor outreach program to promote the City and ultimately increase competition to obtain the best prices available

Value: A spirit of professionalism

Goals:

- ◆ Obtain 100% employee certification by professional associations
- ◆ Continue in-house training for Purchasing staff and other City employees
- ◆ Implement a process to provide necessary information to the people that need the information

Value: Employee empowerment

Goal:

- ◆ Establish parameters of authority and grant authority to make decisions when appropriate
- ◆ Provide necessary training and education to allow employees to excel in their positions

Major Accomplishments:

- Obtained the lowest cost of goods and services that meet specifications through an open, fair and competitive bid process, with no formal bid protests
- Completed City wide department training on the procurement process
- Completed the City purchasing manual for use by City staff
- Implemented the purchasing card program for all departments

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Sealed bids	29	25	29
Annual contracts	20	10	30
Purchase requisitions processed	1,100	1,250	1,400
Purchase orders processed	1,163	1,300	1,400
Request for proposals	8	7	12
Request for qualifications	0	2	1
Written request for quotations	1,831	1,970	1,100
Auction proceeds	\$36,660	\$39,000	\$41,250

Personnel Schedule

Classification	Current	New	Total	Amount
Finance Director	0.30	0.00	0.30	30,408
Deputy Finance Director	0.30	0.00	0.30	25,388
Purchasing Manager	1.00	0.00	1.00	62,285
Buyer	1.00	0.00	1.00	37,643
Administrative Assistant I	1.00	0.00	1.00	38,936
Total	3.60	0.00	3.60	194,660

Finance Department

Procurement Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
None	
Total	

**Finance
Department**

**Procurement
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-1366-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	166,395	153,529	88,851	179,485	194,660
1410 Overtime	1,898	0	0	0	0
1530 Bonuses	450	450	325	450	375
2110 FICA	12,884	11,702	6,601	12,743	13,673
2210 Retirement	11,740	11,734	8,265	18,052	19,710
23xx Insurance	19,360	14,889	8,231	17,161	23,104
2410 Workers' Compensation	594	686	312	630	681
262x Other Payroll Benefits	2,419	2,833	1,955	3,648	3,823
TOTAL PERSONAL SERVICES	215,740	195,823	114,540	232,169	256,026
OPERATING EXPENSES					
3110 Professional Services	10,000	0	0	0	0
4010 Travel	4,617	4,022	1,467	5,600	8,280
41xx Communication	1,730	1,976	578	1,285	1,336
4210 Postage	804	1,419	321	1,716	600
4310 Utilities	1,008	0	0	1,670	1,670
4510 Insurance	1,246	1,181	723	1,240	1,005
461x Repairs & Maintenance- Vehicles	0	0	0	0	0
463x Repairs & Maintenance- Equipment	6,255	1,722	1,167	6,499	2,830
4710 Printing & Binding	0	128	320	625	625
4911 Advertising	0	22	0	0	0
5110 Office Supplies	0	1,127	547	1,000	1,040
5180 Minor Furniture/Equipment	684	68	39	300	2,700
5210 Operating Supplies	768	1,009	429	1,030	1,000
5230 Fuel Purchases	152	0	0	300	312
5410 Publications & Memberships	777	768	543	530	630
5440 Education	1,187	637	0	3,000	1,500
5450 Training	614	1,755	490	1,200	3,000
TOTAL OPERATING EXPENSES	29,842	15,834	6,624	25,995	26,528
OTHER USES					
9941 Utilities Allocation	(184,187)	(158,288)	(112,947)	(193,623)	(201,403)
TOTAL OTHER USES	(184,187)	(158,288)	(112,947)	(193,623)	(201,403)
TOTAL APPROPRIATIONS	61,395	53,369	8,217	64,541	81,151

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	232,169	256,026	23,857	10.28%
Operating Expenses	25,995	26,528	533	2.05%
Other Uses	(193,623)	(201,403)	(7,780)	4.02%
TOTALS	64,541	81,151	16,610	25.74%

Finance Department

Procurement Division

Appropriations Summary

**Finance
Department**

**Warehouse
Division**

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Provide cost effective materials management for efficient storage and handling of materials and supplies to be redistributed to the City
- ◆ Provide excellent customer service by answering all requests and inquiries within twenty-four hours
- ◆ Prepare professional and complete documents
- ◆ Maintain proper files for easy accessibility

Value: Open and accessible government

Goals:

- ◆ Staff will be accessible to internal and external customers
- ◆ Maintain and provide copies of documents requested by customers

Value: Fiscal responsibility

Goals:

- ◆ Ensure total value and quantity accountability through cyclic inventories
- ◆ Maintain a salvage and reclamation program to dispose of scrap materials and generate revenue as a means of investment recovery
- ◆ Assist City departments in obtaining pricing
- ◆ Reduce obsolete stock to less than 10% by the end of the year
- ◆ Analyze inventory data to set acceptable stocking levels based on defined parameters

Value: A spirit of professionalism

Goals:

- ◆ On-going in-house training for warehouse staff
- ◆ Empower staff to confidently make decisions based on established policies and procedures
- ◆ Ensure that the established rules and guidelines that apply to the movement, storage and control of all materials owned by the organization, or for which it has responsibility, are upheld at all times

Major Accomplishments:

- Reorganized inventory items based on demand for more efficient order filling
- Implemented a yard control procedure for staff and contractors to insure inventory accuracy and decrease the occurrence of lost items, these are primarily high dollar items
- Increased department involvement and communication have improved relationships with departments using the warehouse services

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Inventory receipts	3,958	4,027	4,400
Inventory dollar value received	\$3,888,854	\$4,125,000	\$4,300,000
Stock requisitions processed	1,204	1,300	1,400
Individual issues/returns	18,875	25,131	27,000
Average individual issues per requisition	13.6	14.5	16.5
Inventory dollar value issued	\$3,790,426	\$4,000,000	\$4,200,000
Revenue – sales of scrap	\$48,378	\$52,423	\$57,000

Personnel Schedule

Classification	Current	New	Total	Amount
Warehouse Supervisor	1.00	0.00	1.00	30,300
Warehouse Specialist	2.00	0.00	2.00	50,892
Total	3.00	0.00	3.00	81,192

Capital Outlay Schedule

Description	Amount
Warehouse Shelving	58,000
Total	58,000

Finance Department

Warehouse Division

Personnel & Capital Outlay Schedules

Finance
Department

Warehouse
Division

Appropriations
Detail

Appropriations Detail

Account # 001-1369-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	90,625	84,846	45,061	78,282	81,192
1410 Overtime	5,852	399	121	0	0
1530 Bonuses	250	375	375	375	375
2110 FICA	7,217	6,515	3,580	6,017	6,198
2210 Retirement	7,737	8,139	5,407	9,394	9,743
23xx Insurance	15,390	12,614	5,378	19,988	15,905
2410 Workers' Compensation	4,972	4,500	2,331	2,834	3,800
26xx Other Employee Benefits	0	978	1,860	120	3,374
TOTAL PERSONAL SERVICES	132,043	118,366	64,113	117,010	120,587
OPERATING EXPENSES					
3110 Professional Services	4,800	0	0	1,500	0
4010 Travel	0	0	0	1,000	0
41xx Communication	667	1,140	111	1,000	1,040
4415 Internal Fleet Lease	0	2,266	1,322	2,266	2,266
4510 Insurance	346	157	96	165	201
461x Repairs & Maintenance- Vehicles	2,400	855	679	2,260	2,324
4620 Repairs & Maintenance- Building	324	360	224	200	388
463x Repairs & Maintenance- Equipment	938	1,350	864	1,250	1,350
4710 Printing & Binding	0	0	0	208	216
4920 Other Current Charges	1,154	6,739	0	0	0
5110 Office Supplies	167	437	60	800	832
5180 Minor Furniture/Equipment	0	148	239	1,200	7,022
5210 Operating Supplies	2,519	1,784	1,269	5,100	5,710
5215 Uniforms	506	358	282	860	1,560
5230 Fuel Purchases	14	0	0	250	250
5410 Publications & Memberships	0	95	0	0	0
5440 Education	0	1,153	0	1,800	1,500
5450 Training	90	25	0	1,600	1,900
TOTAL OPERATING EXPENSES	13,925	16,867	5,146	21,459	26,559
CAPITAL OUTLAY					
6410 Machinery & Equipment	0	0	0	0	58,000
TOTAL CAPITAL OUTLAY	0	0	0	0	58,000
OTHER USES					
9941 Utilities Allocation	(138,669)	(128,471)	(76,735)	(131,546)	(197,219)
TOTAL OTHER USES	(138,669)	(128,471)	(76,735)	(131,546)	(197,219)
TOTAL APPROPRIATIONS	7,299	6,762	(7,476)	6,923	7,927

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	117,010	120,587	3,577	3.06%
Operating Expenses	21,459	26,559	5,100	23.77%
Capital Outlay	0	58,000	58,000	100.00%
Other Uses	(131,546)	(197,219)	(65,673)	49.92%
TOTALS	6,923	7,927	1,004	14.50%

Significant Budget Changes:

The increase in Capital Outlay is for the purchase of replacement shelving needed in the warehouse.

Finance Department

Warehouse Division

Appropriations Summary



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Jakki Cunningham Perry, Human Resources/Safety Director

The Human Resources Department is responsible for recruitment, employment, workers' and unemployment compensation, training, firefighter union negotiations, personnel policies and procedures, risk management and safety/training. Other services include: monitor/coordinate with contracted agencies for surveys and studies of salaries and fringe benefits, represent the City in personnel matters, and provide administrative service to the City Manager.

Responsibilities:

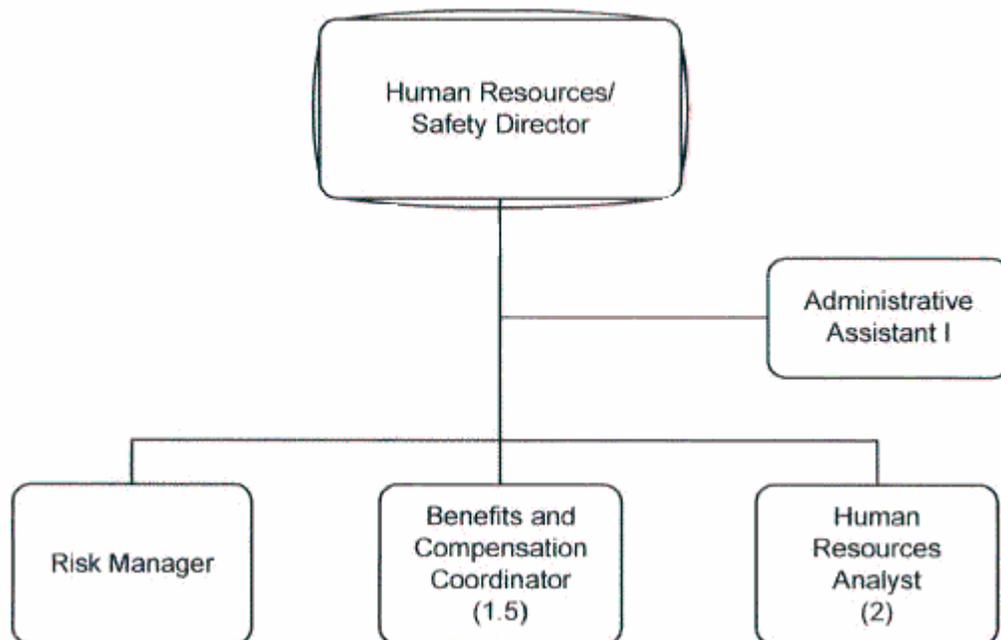
Management

- Recruitment & testing
- Insurance administration
- Employment
- Workers' compensation
- Performance appraisal system
- Wage & salary administration
- Employee & retiree benefits
- Counseling
- Federal employment law compliance
- Management training

Risk Management/Safety

- Compliance
- Record keeping
- Training
- Inspections
- Loss Prevention/Control
- Policy reviews/management (insurance)
- Reporting

Organizational Chart



Human Resources Department

Organization

Total
Department
Budget
\$495,329

Human Resources Department

Human Resources/Safety Division

Values & Goals

Values & Goals

Value: A Caring Organization

Goals:

- ◆ Ensure employees are 100% aware of the benefits offered by the employee assistance program via payroll attachments, meetings and brown bag luncheon information sessions
- ◆ Increase utilization of employee assistance program by 50% during FY 06-07
- ◆ Increase employee assistance program utilization with effective marketing tools such as:
 - Minimum 15 employee orientation sessions
 - 5 – 8 management orientation sessions
 - Receipt/review of quarterly utilization reports for benchmarking purposes

Value: Organizational self sufficiency

Goals:

- ◆ Design management training courses to identify the following:
 - Basic safety responsibilities of supervisors and managers
 - Identify roles and responsibilities of supervisors, managers and department heads in Worker's Compensation claims, performance review processes, interviewing, etc.
 - Review/reiterate basic personnel policies and procedures, computer purchase program/agreements, educational funding, internet policy, etc.

Value: Excellence in all we do

Goals:

- ◆ Apply for Florida Sterling Award or All American City award
 - Research award criteria
 - Identify team members to assist with selection process
 - Make recommendation to City Manager regarding award to be sought

Value: Employee empowerment

Goals:

- ◆ Develop city-wide customer service training program
- ◆ Identify approach to training strategy from top-down approach
- ◆ Secure training consultant and initiate in-house training program by December 2006

Major Accomplishments:

- Transferred all employees from old performance appraisal system to new forms
- Completed interim Salary Survey
- Completed training certification for 7 Habits of Highly Effective People, FOCUS and Aligning Goals for Results and delivered training product to approximately 100 staff members
- Successfully negotiated "One-Stop-Shop" Worker's Compensation program with Florida Musculoskeletal Institute
- Assisted in the successful re-organizational efforts by several departments

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Days to process applications	2	3	3
Days positions advertised	30	15	10
Days from department receipt to start date	8	21	21
Percentage positions vacant	0.03	5	5

Personnel Schedule

Classification	Current	New	Total	Amount
Human Resources/Safety Director	1.00	0.00	1.00	92,990
Risk Manager	1.00	0.00	1.00	54,343
Benefits and Compensation Coordinator	1.00	.50	1.50	65,890
Human Resources Analyst	2.00	0.00	2.00	83,263
Administrative Assistant I (Office Specialist)	1.00	0.00	1.00	27,194
Total	6.00	0.50	6.50	323,680

Capital Outlay Schedule

Description	Amount
None	
Total	

Human Resources Department

Human Resources/Safety Division

Personnel & Capital Outlay Schedules

Human
Resources
Department

Human
Resources/Safety
Division

Appropriations
Detail

Appropriations Detail

Account # 001-1437-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	266,589	298,681	161,215	305,426	323,680
1310 Temporary Labor	0	0	0	3,000	3,000
1410 Overtime	5,221	4,513	5,564	5,000	5,200
1530 Bonuses	722	750	750	750	875
2110 FICA	20,241	22,470	12,358	20,967	21,899
2210 Retirement	22,542	27,706	19,077	36,651	37,866
23xx Insurance	33,165	32,779	15,685	32,563	34,357
2410 Workers' Compensation	959	1,349	580	1,072	1,104
26xx Other Payroll Benefits	799	1,180	2,086	1,074	3,794
TOTAL PERSONAL SERVICES	350,238	389,428	217,315	406,503	431,775
<u>OPERATING EXPENSES</u>					
31xx Professional Services	47,754	61,287	31,210	45,000	46,800
3410 Contract Services	0	6,753	13,900	45,000	25,000
4010 Travel	2,387	450	839	4,000	5,000
41xx Communication	2,964	4,409	1,036	2,500	2,600
4210 Postage	2,835	2,332	1,400	1,800	1,872
4415 Fleet Lease	0	0	0	0	1,957
4510 Insurance	1,468	1,463	896	1,536	1,677
461x Repairs & Maintenance- Vehicles	810	1,080	610	1,320	1,320
463x Repairs & Maintenance- Equipment	10,741	3,695	4,667	10,500	9,320
4710 Printing & Binding	3,730	1,696	576	4,000	4,160
4810 Promotional Activities	1,355	3,274	409	4,000	4,160
49xx Advertising	12,145	13,805	19,554	15,200	25,208
4920 Other Current Charges	753	587	53,213	2,500	76,400
4945 Injury/Damage to Others	0	148	0	0	0
5110 Office Supplies	4,890	3,693	3,027	4,000	5,000
5180 Minor Furniture/Equipment	210	2,889	0	1,500	2,500
5210 Operating Supplies	417	1,462	1,713	2,000	2,080
5230 Fuel Purchases	1,071	1,590	903	2,000	2,080
5410 Publications & Memberships	4,365	3,834	2,395	3,300	3,432
5440 Education	0	757	100	1,500	1,560
545x Training	12,416	11,029	3,865	6,500	6,560
TOTAL OPERATING EXPENSES	110,311	126,233	140,313	158,156	228,686
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0
<u>OTHER USES</u>					
9941 Utilities Allocation	(160,813)	(169,362)	(109,274)	(187,327)	(165,132)
TOTAL OTHER USES	(160,813)	(169,362)	(109,274)	(187,327)	(165,132)
TOTAL APPROPRIATIONS	299,736	346,299	248,354	377,332	495,329

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	406,503	431,775	25,272	6.22%
Operating Expenses	158,156	228,686	70,530	44.60%
Capital Outlay	0	0	0	0.00%
Other Uses	(187,327)	(165,132)	22,195	-11.85%
TOTALS	377,332	495,329	117,997	31.27%

Significant Budget Changes:

The increase in Operating Expenses is primarily attributable to employee appreciation which is reflected in other current charges.

Human Resources Department

Human Resources/ Safety Division

Appropriations Summary



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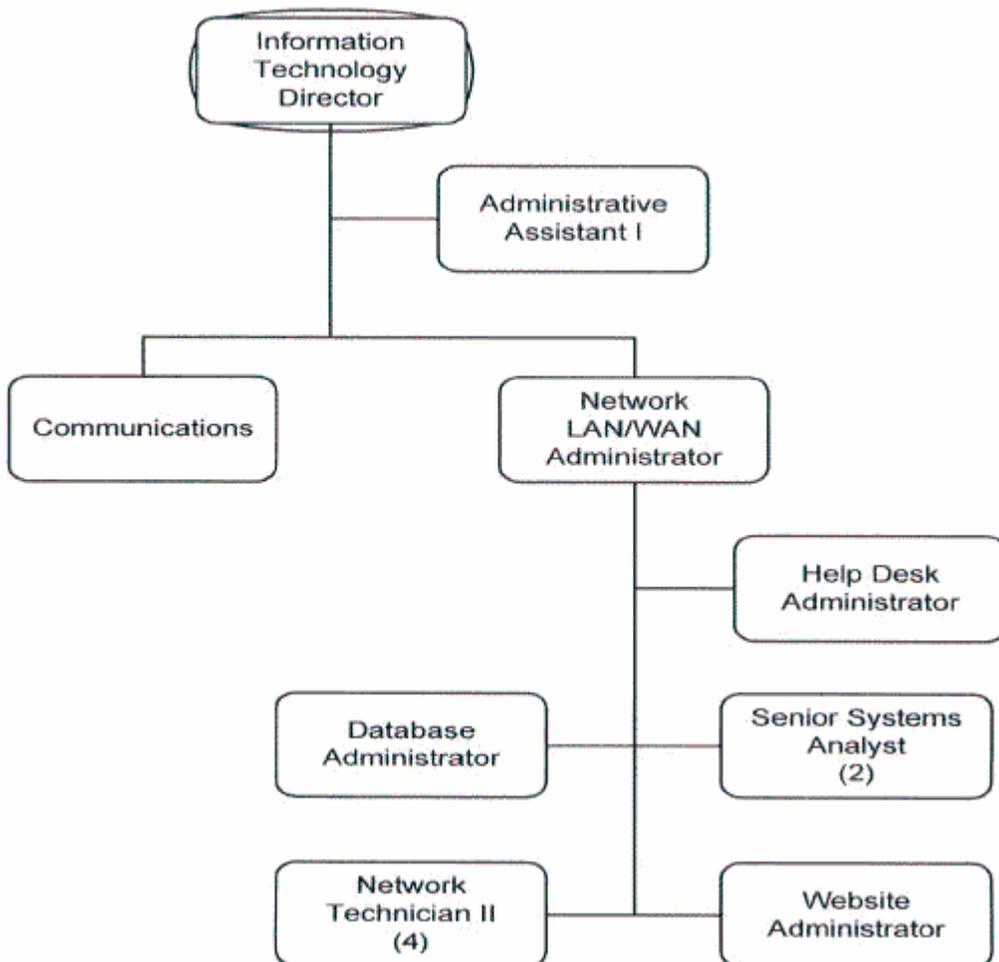
Stan Carter, Information Technology Director

The Information Technology Department supports city operations through the application of effective and efficient technology. They provide current information and communications technologies for the decision making process in an accurate and timely manner. These services include web-site development, system maintenance, training, citywide computer and communications access, hardware installation, setup, maintenance, and coordination of all computer software and telephone related expenditures.

Responsibilities:

- Hardware and software standards
- Integration of information systems
- Data integrity
- Communications systems
- Pagers, telephones, cellular phones, remote portable devices, and modems
- Specifications and installation of all computer equipment
- PC repairs and maintenance
- Portable personal information manager
- Customized reporting
- Software installation
- Assist and train users
- Analyze and recommend new systems as required

Organizational Chart



Total Department Budget \$12,581

Information Technology Department

Information Systems Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Provide the best possible service, quality, and innovations in information technology at the lowest possible cost ensuring that the City will continue providing the highest quality of service to our community
- ◆ Ensure all mission-critical hardware and software systems continue to function 97% of the time
- ◆ Ensure the integrity of the City's relational database management system by providing technical management of data input through software control

Value: Fiscal responsibility

Goals:

- ◆ Implement Fire Department scheduling software by February 28, 2007
- ◆ Implement Phase I of new Public Safety systems by September 30, 2007

Value: Open, accessible government

Goals:

- ◆ Enhance accessibility to Geographic Information System for all departments as well as to the public via web access by April 1, 2007
- ◆ Improve City services provided via the internet, delivering new online City Hall features by expanding and improving current city website throughout the year

Major Accomplishments:

- Installed data and telco wiring at Fire Stations 3 & 4, Vista Pak & Communications building
- Implemented image records archiving in GIS, Accounting, and Customer Service
- Implemented image capture archiving of AS400 reports
- Implemented Electronic Agenda, providing public Internet access to agendas
- Implemented new Parks and Recreation activities registration, facilities reservations, and league registration, including public Internet access and registration
- Upgraded cabling, electrical service, and AC at MOC data center
- Completed PBX upgrade at MOC
- Implemented new SANS data storage system
- Implemented inbound faxing system
- Implemented e-notification for utility bills
- Implemented electronic requisition notification
- Implemented bank drafting capability for Miscellaneous Receivables system

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
PC network systems availability	99.0%	99.0%	99.0%
AS/400 system availability	99.0%	99.0%	99.0%
Host computer applications supported	37	39	39
PC applications supported	263	275	290
System users supported	330	350	400
PC workstations supported	365	445	525
Printers supported	232	245	250
In-house training sessions	48	60	75
Equipment installations/relocations	227	200	200

Information Technology Department

Information Systems Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Information Technology Director	1.00	0.00	1.00	90,106
Network LAN/WAN Administrator	1.00	0.00	1.00	76,051
Senior Systems Analyst	2.00	0.00	2.00	154,209
Network Technician II	4.00	0.00	4.00	171,450
Help Desk Administrator	1.00	0.00	1.00	56,815
Database Administrator	1.00	0.00	1.00	56,182
Website Administrator	1.00	0.00	1.00	37,738
Administrative Assistant I	1.00	0.00	1.00	26,543
Standby				
Total	12.00	0.00	12.00	669,094

Capital Outlay Schedule

Description	Amount
Information Technology Equipment	
I Series Server replacement (2)	150,000
Data storage	40,000
Offline storage	35,000
PBX's	7,500
Vehicle dispatch and location device (7)	12,000
Portable projector	3,000
Miscellaneous electrical wiring	30,000
Subtotal	<hr/> 277,500
Computer maintenance program	
Laptops	60,000
PC's and monitors	100,000
Plotters	15,000
Printers	20,000
Scanners	20,000
Copiers	50,000
Subtotal	<hr/> 265,000
Total	542,500

Information
Technology
Department

Information
Systems
Division

Appropriations
Detail

Appropriations Detail

Account #001-1633-513

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	513,781	562,011	332,266	642,155	673,094
1310 Temporary Labor	8,132	3,418	0	25,000	25,000
1410 Overtime	34,149	27,788	17,997	25,000	30,000
1530 Bonuses	1,125	1,125	1,250	1,375	1,500
2110 FICA	41,167	44,760	26,442	44,846	46,256
2210 Retirement	43,226	53,312	39,640	76,622	80,291
23xx Insurance	60,803	48,992	29,946	65,033	68,307
2410 Workers' Compensation	1,904	2,594	1,209	2,240	2,341
26xx Other Payroll Benefits	413	2,761	1,139	2,001	2,267
TOTAL PERSONAL SERVICES	704,700	746,761	449,889	884,272	929,056
OPERATING EXPENSES					
3110 Professional Services	209,559	96,670	10,585	25,000	26,000
4010 Travel	20,102	24,063	10,282	31,850	20,500
41xx Communication	21,684	26,481	4,307	10,500	10,000
4210 Postage	148	415	168	1,000	800
4310 Utilities	0	0	23,800	24,000	77,400
4410 Rentals	47,646	64,932	40,020	66,000	68,000
4415 Internal Fleet Lease	0	1,854	1,258	2,156	1,800
4510 Insurance	5,916	7,893	4,834	8,287	10,995
461x Repairs & Maintenance- Vehicles	1,080	1,929	2,198	1,320	1,320
4620 Repairs & Maintenance- Building	1,664	2,433	2,868	0	5,000
463x Repairs & Maintenance- Equipment	144,911	382,236	307,601	446,350	463,385
4710 Printing & Binding	0	528	0	0	0
49xx Advertising-Other Ads	0	2,173	0	0	0
4920 Other Current Charges	860	0	0	0	0
51xx Office Supplies	2,979	0	317	6,000	3,000
5180 Minor Furniture/Equipment	896	31	3,342	1,000	1,500
52xx Operating Supplies	464,768	321,055	99,169	202,800	564,300
5230 Fuel Purchases	218	414	453	400	900
5410 Publications & Memberships	929	917	1,006	1,325	1,300
5440 Education	4,270	(851)	1,175	8,000	3,000
5450 Training	32,887	53,285	34,527	128,000	81,500
TOTAL OPERATING EXPENSES	960,517	986,458	547,910	963,988	1,340,700
CAPITAL OUTLAY					
6310 Improvements other than Bldgs	0	42,065	67,323	29,500	30,000
6410 Machinery & Equipment	451,950	276,968	77,075	268,000	247,500
6411 Computer Purchases	225,340	188,993	27,740	150,700	265,000
TOTAL CAPITAL OUTLAY	677,290	508,026	172,138	448,200	542,500
OTHER USES					
9916 Computer Maintenance Charges	(164,924)	(223,400)	(152,892)	(262,100)	(268,645)
9941 Utilities Allocation	(1,885,332)	(2,017,119)	(1,112,874)	(1,907,784)	(2,531,030)
TOTAL OTHER USES	(2,050,256)	(2,240,519)	(1,265,766)	(2,169,884)	(2,799,675)
TOTAL APPROPRIATIONS	292,251	726	(95,829)	126,576	12,581

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	884,272	929,056	44,784	5.06%
Operating Expenses	963,988	1,340,700	376,712	39.08%
Capital Outlay	448,200	542,500	94,300	21.04%
Other Uses	(2,169,884)	(2,799,675)	(629,791)	29.02%
TOTALS	126,576	12,581	(113,995)	-90.06%

Significant Budget Changes:

The change in budget is primarily attributable to the increase in operational expenditures and its related impact on the utilities allocation.

Information Technology Department

Information Systems Division

Appropriations Summary



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Organization

**Total
Department
Budget
\$92,448**

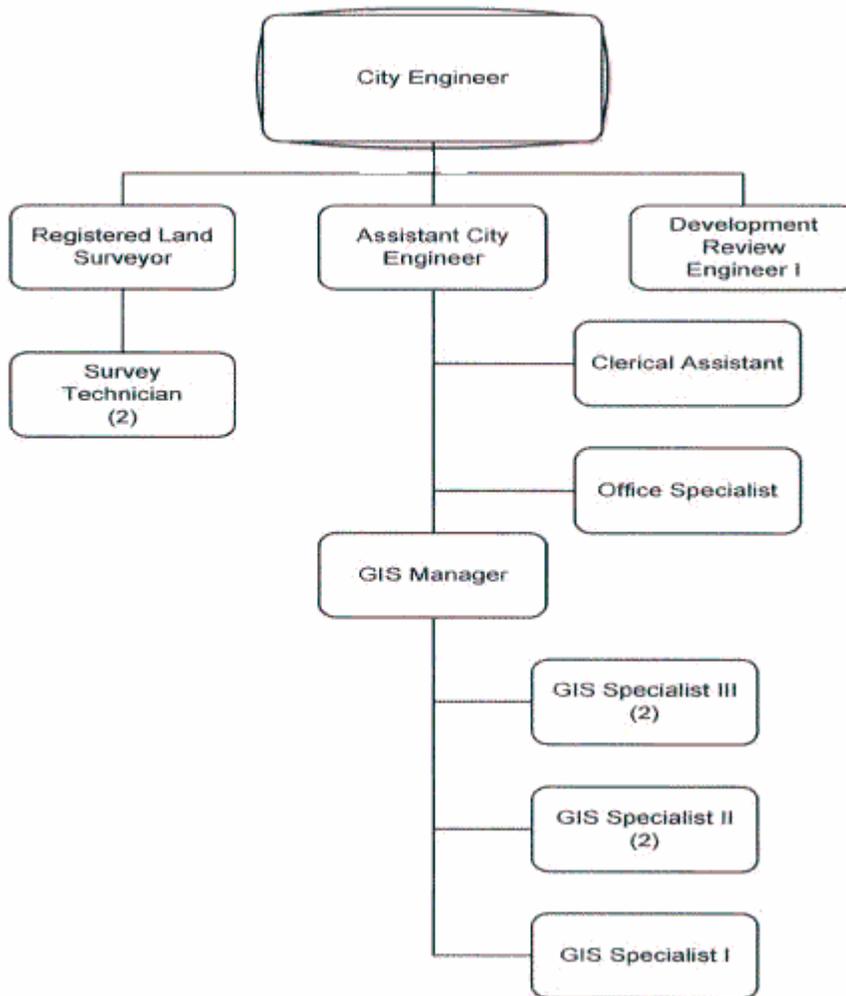
Lora L. Hollingsworth, P.E., City Engineer

The GIS/Engineering Division provides design, drafting, mapping, and technical support to the six City's utility systems, which include gas, water, wastewater, stormwater, telecommunications and electric. Field surveying and project stake out services are provided in support of City capital projects, airport leases, transportation planning, and for the utilities.

Responsibilities:

- GIS System
- Mapping
- Field surveys
- Easements
- AutoCAD

Organizational Chart



Geographic Information Systems Department

GIS/ Engineering Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Post all electronic information and plans within 5 days of receipt in the appropriate data libraries so that graphic representations can be produced
- ◆ Create and maintain high quality information that is available through the intranet to assist city staff in planning and coordinating their efforts with the utilities and services

Value: Fiscal responsibility

Goals:

- ◆ Post updated files to the central network folder upon receipt to reduce or eliminate delays of information distribution to utilities and departments and increase the ability to effectively plan and design for growth and development by our internal customers
- ◆ Provide electronic GIS utility data for distribution to the City's field personnel

Major Accomplishments:

- Completed the GIS data conversion project for gas, reuse, stormwater, wastewater, and water systems
- Processing the backlog of data for updating the GIS utility databases
- Provided surveying and surveying support for Highway 441 utility relocation, acquisition of a Citywide trail system, the new Library, City Hall site improvements, airport project that includes leases, air traffic control tower, and the extension of runways and taxiways
- Began converting all hard copy site and building plans to digital format for retrieval
- Produced utility map books in digital and hard copy formats for use by utility departments

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Building permit reviews within 5 days	N/A	420	500
DRC reviews in 8-12 days	N/A	200	260
Planning and Zoning reviews in 7-10 days	N/A	100	120
Map/data requests	N/A	207	400
Utility Support	N/A	3,600	4,000
Special Projects	N/A	2,200	2,700

**Geographic
Information
Systems
Department**

**GIS/
Engineering
Division**

**Personnel &
Capital Outlay
Schedule**

Personnel Schedule

Classification	Current	New	Total	Amount
GIS Manager	1.00	0.00	1.00	59,430
Assistant City Manager	1.00	0.00	1.00	53,792
Registered Land Surveyor	1.00	0.00	1.00	60,127
Survey Technician (Field Coordinator/CAD Technician)	2.00	0.00	2.00	78,293
GIS Specialist III	2.00	0.00	2.00	95,811
GIS Specialist II	2.00	0.00	2.00	72,972
GIS Specialist I	1.00	0.00	1.00	32,608
Clerical Assistant	1.00	0.00	1.00	31,763
Development Review Engineer I	1.00	0.00	1.00	44,197
Special Projects Director	1.00	-1.00	0	0
Office Specialist	0.00	1.00	1.00	23,192
Total	13.00	0.00	13.00	552,185

Capital Outlay Schedule

Description	Amount
Robotic Survey Instrument	40,000
Total	40,000

Geographic
Information
Systems
Department

GIS/
Engineering
Division

Appropriations
Detail

Appropriations Detail

Account # 001-1731-539

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	360,607	424,238	247,807	491,140	552,185
1310 Temporary Labor	0	11,959	11,612	10,000	15,000
1410 Overtime	37,517	35,963	5,960	10,000	10,000
15xx Bonuses	1,043	2,125	1,125	1,250	1,625
2110 FICA	29,321	34,301	18,990	35,436	41,385
2210 Retirement	28,419	33,532	23,613	49,388	66,256
23xx Insurance	54,107	56,717	29,361	70,105	82,981
2410 Workers' Compensation	9,612	13,094	5,173	9,135	9,227
262x Other Payroll Benefits	2,180	7,286	5,138	9,711	348
TOTAL PERSONAL SERVICES	522,806	619,215	348,779	686,165	779,007
OPERATING EXPENSES					
31xx Professional Services	24,229	1,625	10,100	20,500	30,000
4010 Travel	3,304	9,104	4,546	13,620	7,000
41xx Communication	3,546	5,520	1,361	5,833	9,500
4210 Postage	450	868	222	1,000	800
4415 Internal Fleet Lease	0	6,695	4,434	7,601	6,695
4510 Insurance	2,113	1,115	683	1,171	1,798
461x Repairs & Maintenance- Vehicles	3,350	6,722	1,830	5,960	5,960
463x Repairs & Maintenance- Equipment	17,376	17,500	10,418	17,800	19,270
4710 Printing & Binding	0	0	0	0	250
4920 Other Current Charges	47	1,940	10	0	0
5110 Office Supplies	941	2,047	1,057	3,000	3,000
5180 Minor Furniture/Equipment	5,652	5,928	3,336	7,800	5,000
5210 Operating Supplies	9,630	8,968	2,471	7,000	7,000
5215 Uniforms	16	639	0	1,500	1,500
5230 Fuel Purchases	294	524	233	750	1,000
5410 Publications & Memberships	352	722	839	700	700
5440 Education	0	0	0	1,000	1,000
5450 Training	4,634	2,024	1,799	6,750	5,000
TOTAL OPERATING EXPENSES	75,934	71,941	43,339	101,985	105,473
CAPITAL OUTLAY					
6410 Machinery & Equipment	5,104	38,728	0	75,000	40,000
TOTAL CAPITAL OUTLAY	5,104	38,728	0	75,000	40,000
OTHER USES					
9941 Utilities Allocation	(543,459)	(656,899)	(453,154)	(776,835)	(832,032)
TOTAL OTHER USES	(543,459)	(656,899)	(453,154)	(776,835)	(832,032)
TOTAL APPROPRIATIONS	60,385	72,985	(61,036)	86,315	92,448

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	686,165	779,007	92,842	13.53%
Operating Expenses	101,985	105,473	3,488	3.42%
Capital Outlay	75,000	40,000	(35,000)	-46.67%
Other Uses	(776,835)	(832,032)	(55,197)	7.11%
TOTALS	86,315	92,448	6,133	7.11%

Geographic Information Systems Department

GIS/ Engineering Division

Appropriations Summary



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Charlie Weller, Airport Manager

The Airport Department is responsible for management of the Leesburg International Airport as well as long and short-range planning.

Responsibilities:

Operations

- Planning and development
- Leases
- Out parcels
- FAA & FDOT compliance
- Grant administration
- Capital project coordination

Maintenance

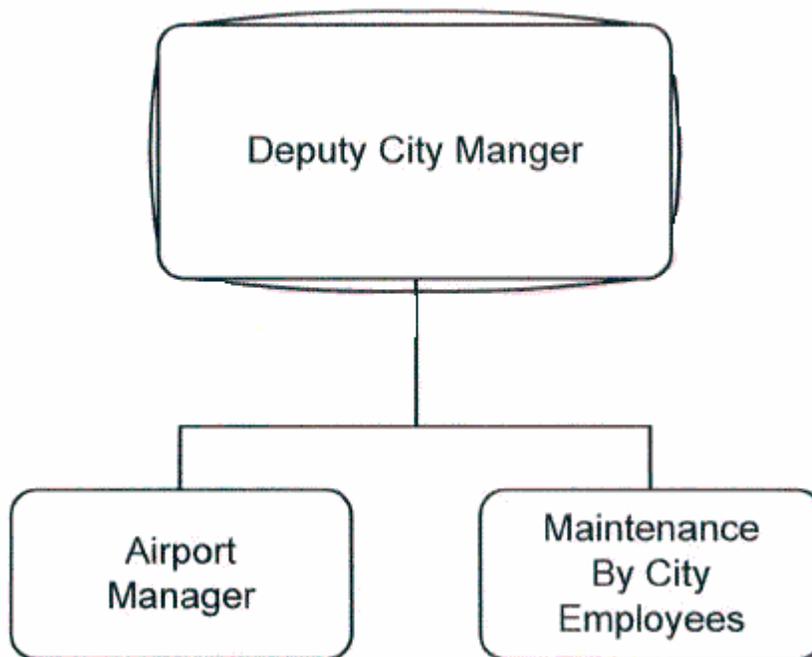
- Landscape
- Hangars
- Facilities
- Runways

Airport Department

Organization

**Total
Department
Budget
\$1,062,805**

Organizational Chart



Airport Department

Operations Division

Values & Goals

Values & Goals

Value: Open and accessible government

Goals:

- ◆ Schedule and attend Airport Advisory Board meetings
- ◆ Attend community related meetings to discuss airport topics
- ◆ Offer tours of the airport to any citizen of Lake County and the City of Leesburg
- ◆ Work with other airport managers to exchange ideas
- ◆ Continue to attend CFASPP meetings

Value: Excellence in all we do

Goals:

- ◆ Install new airfield lighting and signage and replace worn, faulty underground wiring
- ◆ Engineer the overlay/rehab Runway 03/21 to prepare for actual overlay/rehab in FY 2007/08
- ◆ Install 20,000 gallon Jet A fuel tank to accommodate new airport activity/growth
- ◆ Design and construct taxiline to Cracker Barrel with associated aircraft ramp parking space to allow members of the aviation community to land and taxi to Cracker Barrel for dining
- ◆ Design and construct Phase I of Runway 13/31 extension to accommodate jets that need more fuel for long distance flights
- ◆ Continue beautification process to ensure Leesburg International reflects a positive image of the City of Leesburg
- ◆ Renovate former Civil Air Patrol building for use as Community Building/Airport Conference Center
- ◆ Continue to give renters/lessees fast response to problems to maintain customer satisfaction

Value: Fiscal responsibility

Goals:

- ◆ Adhere to approved budget by monitoring expenditures
- ◆ Maintain 95% occupancy rate for City owned property
- ◆ Review rental rates of City owned T-Hangars
- ◆ Continue to bring aviation related business to the airport to promote one-stop shopping concept
- ◆ Increase fuel sales by 5-10%
- ◆ Continue to develop airport areas to increase airport income

Major Accomplishments:

- Completed construction of the air traffic control tower
- Completed Phase I of the aviation ramp project
- Completed over coating of the existing GA ramp area

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Airport activity operations			
General aviation local	84,000	100,000	105,000
General aviation transit	56,000	85,000	89,250
Percentage of City hangars leased	100%	100%	100%
Percentage of hangar sites leased	96%	100%	100%
Percentage of commercial property leased	80%	95%	95%
Safety incidents	3	2	2
Fuel sales (AvGas & Jet A)	620,000	638,400	670,320
Airport employment	330	346	360
Construction projects completed	3	3	4

Personnel Schedule

Classification	Current	New	Total	Amount
Airport Manager	1.00	0.00	1.00	50,107
Total	1.00	0.00	1.00	50,107

Airport Department

Operations Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
Civil Air Patrol Building Renovations	100,000
Hangar EPA Cleanup	50,000
Windsock	10,000
Total	160,000

**Airport
Department**

**Operations
Division**

**Appropriations
Detail**

Appropriations Detail

Account #001-1821-542

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	44,635	29,188	25,918	45,448	50,107
1310 Temporary Labor	0	0	0	0	1,000
1530 Bonuses	125	125	125	125	125
2110 FICA	3,423	2,211	1,961	3,486	3,843
2210 Retirement	3,783	3,454	3,062	5,454	6,013
23xx Insurance	158	180	158	151	270
2410 Workers' Compensation	3,517	1,866	1,654	2,949	2,816
TOTAL PERSONAL SERVICES	55,641	37,024	32,878	57,613	64,174
<u>OPERATING EXPENSES</u>					
31xx Professional Services	15,312	8,469	7,857	7,740	41,920
3410 Contract Services	7,273	(34,485)	1,212	600	147,265
4010 Travel	72	0	0	1,000	1,000
41xx Communication	3,864	3,185	2,687	2,500	6,364
4210 Postage	500	155	142	450	450
4310 Utilities	41,896	34,494	30,011	38,000	63,104
4410 Rentals	0	1,070	1,070	2,400	750
4415 Internal Fleet Lease	0	2,742	2,399	4,113	5,199
4510 Insurance	13,456	13,582	16,087	16,298	14,686
461x Repairs & Maintenance- Vehicles	2,163	2,292	2,292	3,060	4,280
4620 Repairs & Maintenance- Building	49,547	14,046	12,055	50,000	40,000
4625 Repairs & Maintenance- Non- Build	52,387	83,189	78,130	103,000	177,500
463x Repairs & Maintenance- Equipment	12,960	3,450	3,413	8,250	8,160
4710 Printing & Binding	75	557	557	500	500
4810 Promotional Activities	2,524	3,445	0	4,000	9,100
4911 Advertising	1,608	98	21	500	50,400
492x Other Current Charges & Skybolt	174,103	150,760	150,710	152,805	151,000
4980 Taxes	29,159	9,817	9,818	46,560	53,622
51xx Office Supplies	463	672	642	800	1,000
5180 Minor Furniture/Equipment	298	492	492	1,000	1,000
5210 Operating Supplies	2,355	631	631	8,000	6,500
5230 Fuel Purchases	731	2,663	2,029	900	4,000
5410 Publications & Memberships	4,373	3,246	3,246	3,800	4,228
5450 Training	0	0	0	1,000	1,000
TOTAL OPERATING EXPENSES	415,119	304,570	325,501	457,276	793,028
<u>CAPITAL OUTLAY</u>					
6110 Land Costs	0	0	23,386	0	
6210 Buildings	0	57,150	57,150	0	100,000
6310 Improvements other than Bldgs	0	0	0	50,000	60,000
TOTAL CAPITAL OUTLAY	0	57,150	80,536	50,000	160,000
<u>DEBT SERVICE</u>					
7110 Principal Payments	0	26,783	0	0	42,584
7210 Interest- Aerostat	0	3,620	3,216	0	3,019
TOTAL DEBT SERVICE	0	30,403	3,216	0	45,603
TOTAL APPROPRIATIONS	470,760	429,147	442,131	564,889	1,062,805

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	57,613	64,174	6,561	11.39%
Operating Expenses	457,276	793,028	335,752	73.42%
Capital Outlay	50,000	160,000	110,000	220.00%
Debt Service	0	45,603	45,603	100.00%
TOTALS	564,889	1,062,805	497,916	88.14%

Significant Budget Changes:

Significant increase in Capital Outlay applicable to the renovations of the Civil Air Patrol building.

Airport Department

Operations Division

Appropriations Summary



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William Chrisman, Police Chief

The Police Department is responsible for providing professional law enforcement services to the citizens of Leesburg by preserving peace, maintaining order, enforcing the law, and protecting life and property. The Police Department must work with residents as partners to increase the quality of life and public awareness, and eliminate opportunities for criminal activity.

Responsibilities:

Patrol

- Enforce traffic regulations
- Proactive patrol
- Respond to citizen's request
- Make arrests
- Investigate accidents

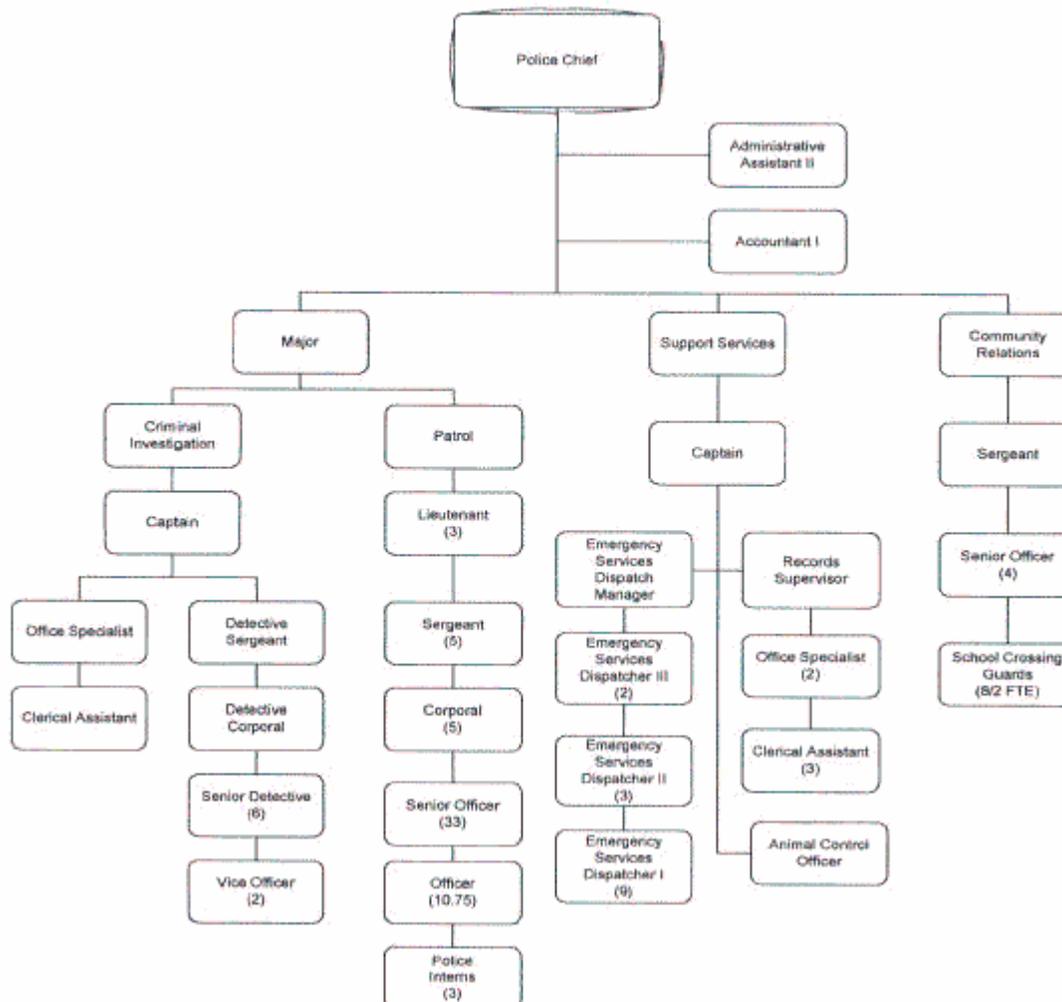
Criminal Investigation

- Investigate felony cases
- Collect information

Support Services

- Record activities
- Operate 9-1-1
- Process major crime scenes

Organizational Chart



Total
Department
Budget
\$7,828,697

Police Department

Administration Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Reduce Part I Crimes through proactive law enforcement and patrol techniques
- ◆ Provide customer service that is courteous and efficient
- ◆ Continue a proactive code enforcement program and enforce violations
- ◆ Monitor traffic patterns and accidents on Highway 441 during construction

Value: Open, accessible government

Goals:

- ◆ Continue and expand our "Neighborhood Watch" programs
- ◆ Provide presentations to the community
- ◆ Organize a Citizens Academy
- ◆ Host community meetings/groups

Value: A spirit of professionalism

Goals:

- ◆ Continue to provide professional police response even with the growth in south Leesburg
- ◆ Respond to code enforcement calls promptly with the appropriate code enforcement actions
- ◆ Provide up-to-date training with a focus on professionalism, ethics and diversity
- ◆ Continue with Law Enforcement accreditation process

Value: A caring organization

Goals:

- ◆ Provide a safe learning environment for all of our local schools
- ◆ Continue partnership with local schools, SRO Program, D.A.R.E. Program, Career Day
- ◆ Continue to enhance recreational activities with community oriented policing sponsored activities and event: Halloween Downtown, Junior Athletic Games, Christmas Bike Giveaway, Kritters for Kids and new gymnasium

Value: Organizational self sufficiency

Goals:

- ◆ Continue to develop personnel through in-house training and advanced training i.e., college education, Southern Police Institute, Federal Bureau of Investigation
- ◆ Continue to stress minority hiring needs through scholarship funding, career day presentations, active recruitment, and Police Explorers programs

Major Accomplishments:

- Increased the number of employees that have college degrees to 50%
- Responded to 5% increase in calls for service
- Continued modernization of radio system
- Transition through retirements

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Police response calls for service	46,271	54,659	56,821
Part I Crimes	1,282	1,563	1,497
Traffic accidents	1,263	1,298	1,350
Traffic citations	6,554	9,546	8,500
Code enforcement calls for service	2,116	1,831	1,900
Code enforcement actions	1,174	1,437	1,500
Training hours	17,564	15,452	17,000
Community relations presentations	100	122	125

Personnel Schedule

Classification	Current	New	Total	Amount
Police Chief	1.00	0.00	1.00	76,858
Major	1.00	0.00	1.00	53,792
Captain	2.00	0.00	2.00	141,466
Lieutenant	2.00	1.00	3.00	113,239
Sergeant/Detective Sergeant	7.00	0.00	7.00	373,624
Corporal/Detective Corporal	6.00	0.00	6.00	332,351
Senior Officer/Senior Detective/Vice Officer	45.00	0.00	45.00	1,911,004
Officer/Detective	9.25	1.50	10.75	399,125
Accountant I	1.00	0.00	1.00	31,398
Administrative Assistant II	1.00	0.00	1.00	32,675
Emergency Services Dispatch Manager	1.00	0.00	1.00	43,642
Emergency Services Dispatcher III	2.00	0.00	2.00	75,812
Emergency Services Dispatcher II	3.00	0.00	3.00	92,778
Emergency Services Dispatcher I	9.00	0.00	9.00	263,364
Records Supervisor	1.00	0.00	1.00	44,366
Office Specialist	2.00	1.00	3.00	82,146
Clerical Assistant	4.00	0.00	4.00	94,632
Code Enforcement Technician	1.00	-1.00	0.00	0
School Crossing Guards (8)	2.00	0.00	2.00	46,130
Police (Interns)	0.00	3.00	3.00	89,856
Standby				
Total	100.25	5.50	105.75	4,298,258

Capital Outlay Schedule

Description	Amount
Radio System Upgrade	101,500
Total	101,500

Police Department

Administration Division

Personnel & Capital Outlay Schedules

**Police
Department**

**Administration
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-2111-521

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	3,551,608	3,834,715	2,211,158	4,202,547	4,302,258
1410 Overtime	466,715	367,156	229,819	250,000	312,000
15xx Special Pay	97,347	93,837	56,853	95,591	96,375
2110 FICA	303,578	315,482	184,384	312,563	322,454
2210 Retirement	421,029	559,973	247,776	498,635	516,397
23xx Insurance	564,616	537,923	299,386	590,786	643,585
2410 Workers' Compensation	121,425	160,572	65,773	117,191	115,232
262x Other Payroll Benefits	4,640	6,027	3,646	6,080	10,624
TOTAL PERSONAL SERVICES	5,530,958	5,875,684	3,298,795	6,073,393	6,318,925
<u>OPERATING EXPENSES</u>					
31xx Professional Services	13,638	6,107	1,331	8,000	8,320
3410 Contract Services	1,068	985	688	2,000	2,080
4010 Travel	6,475	6,895	6,742	10,000	10,400
41xx Communication	98,605	135,998	94,949	100,000	104,000
4210 Postage	8,706	9,335	3,251	9,000	9,360
4310 Utilities	88,643	83,275	68,642	120,000	126,000
4410 Rentals	4,300	4,300	2,508	4,300	4,472
4415 Internal Fleet Lease	0	271,556	181,264	310,739	288,020
4510 Insurance	60,136	54,002	33,076	56,703	71,922
461x Repairs & Maintenance- Vehicles	180,031	164,595	90,828	157,680	168,120
4620 Repairs & Maintenance- Building	3,210	19,730	420	3,000	3,120
4625 Repairs & Maintenance- Non-Build	1,304	874	0	1,500	1,560
463x Repairs & Maintenance- Equipment	116,638	91,775	38,916	84,900	103,035
4710 Printing & Binding	2,731	879	1,136	1,100	2,500
4810 Promotional Activities	679	0	103	500	520
4911 Advertising	2,789	2,013	1,044	2,000	2,080
4920 Other Current Charges	3,645	4,074	2,580	4,000	4,160
4930 DARE (other than forfeit)	1,797	3,739	6,126	1,500	1,560
4945 Injury/Damage to Others	334	5,095	0	0	0
4964 Drug Money	7,000	13,000	8,000	12,000	12,480
4980 Taxes	290	0	0	0	0
4981 Forfeiture costs	8,521	17,431	6,831	15,000	15,600
5110 Office Supplies	1,793	937	791	1,500	1,560
51xx Minor Furniture/Equipment	114,318	37,358	42,211	78,046	51,254
521x Operating Supplies	73,470	45,556	25,753	50,000	52,000
5215 Uniforms	80,156	135,916	52,512	85,000	103,400
5230 Fuel Purchases	105,755	115,235	82,998	105,000	129,200
5410 Publications & Memberships	5,287	7,562	4,598	8,000	8,320
5440 Education	15,485	64,062	34,325	28,000	54,520
545x Training	20,166	25,713	16,936	28,500	29,640
TOTAL OPERATING EXPENSES	1,026,970	1,327,996	808,559	1,287,968	1,369,203
<u>CAPITAL OUTLAY</u>					
6310 Improvements other than Bldgs	0	0	0	0	101,500
6410 Machinery & Equipment	40,253	51,149	43,556	48,468	0
6418 Automation Capital Outlay	74,493	0	17,300	27,000	0
6480 Forfeiture Proceeds	0	0	0	0	0
TOTAL CAPITAL OUTLAY	114,746	51,149	60,856	75,468	101,500
TOTAL APPROPRIATIONS	6,672,674	7,254,830	4,168,210	7,436,829	7,789,628

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	6,073,393	6,318,925	245,532	4.04%
Operating Expenses	1,287,968	1,369,203	81,235	6.31%
Capital Outlay	75,468	101,500	26,032	34.49%
TOTALS	7,436,829	7,789,628	352,799	4.74%

Police Department

Administration Division

Appropriations Summary

**Police
Department**

**Animal Control
Division**

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Continue proactive animal control services
- ◆ Respond to calls for animal captures in timely, professional manner
- ◆ Record animal bites reported

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Animal captures	504	500	525
Animal bites reported	18	20	18
Calls for service	1,537	1,600	1,575

Personnel Schedule

Classification	Current	New	Total	Amount
Animal Control Officer	1.00	0.00	1.00	22,701
Total	1.00	0.00	1.00	22,701

Police Department

Animal Control Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
None	
Total	

**Police
Department**

**Animal Control
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-2121-562

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	20,252	23,385	10,266	25,066	22,701
1410 Overtime	148	774	583	400	416
1530 Bonuses	125	43	125	125	125
2110 FICA	1,429	1,854	844	1,927	1,747
2210 Retirement	1,724	2,244	1,190	3,008	2,724
23xx Insurance	5,818	4,027	1,894	4,591	7,817
2410 Workers' Compensation	1,611	2,364	697	1,630	1,276
262x Other Payroll Benefits	0	171	61	162	0
TOTAL PERSONAL SERVICES	31,107	34,862	15,660	36,909	36,806
<u>OPERATING EXPENSES</u>					
4510 Insurance	477	464	283	485	539
461x Repairs & Maintenance- Vehicles	540	1,170	690	0	0
5180 Minor Furniture/Equipment	0	0	0	300	1,412
5210 Operating Supplies	583	460	108	300	312
5230 Fuel Expenses	238	1,389	669	0	0
TOTAL OPERATING EXPENSES	1,838	3,483	1,750	1,085	2,263
TOTAL APPROPRIATIONS	32,945	38,345	17,410	37,994	39,069

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	36,909	36,806	(103)	-0.28%
Operating Expenses	1,085	2,263	1,178	108.57%
TOTALS	37,994	39,069	1,075	2.83%

Police
Department

Animal Control
Division

Appropriations
Summary



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Fire Department

Organization

Dennis M. Sargent, Fire Chief

The Fire Department is committed to protecting the people and property within our community. We respond to the needs of the citizens by providing rapid, professional, humanitarian services essential to the health, safety, and well being of the community. Department members participate in the community, serve as role models, and strive to effectively utilize all of the resources necessary to provide services on a 24-hour basis. Activities include: prevention, education, fire suppression, emergency medical services, and other related emergency and non-emergency activities.

Responsibilities:

Life Safety Services

Public education
 Inspections
 Arson investigation
 Safety classes
 Emergency Management

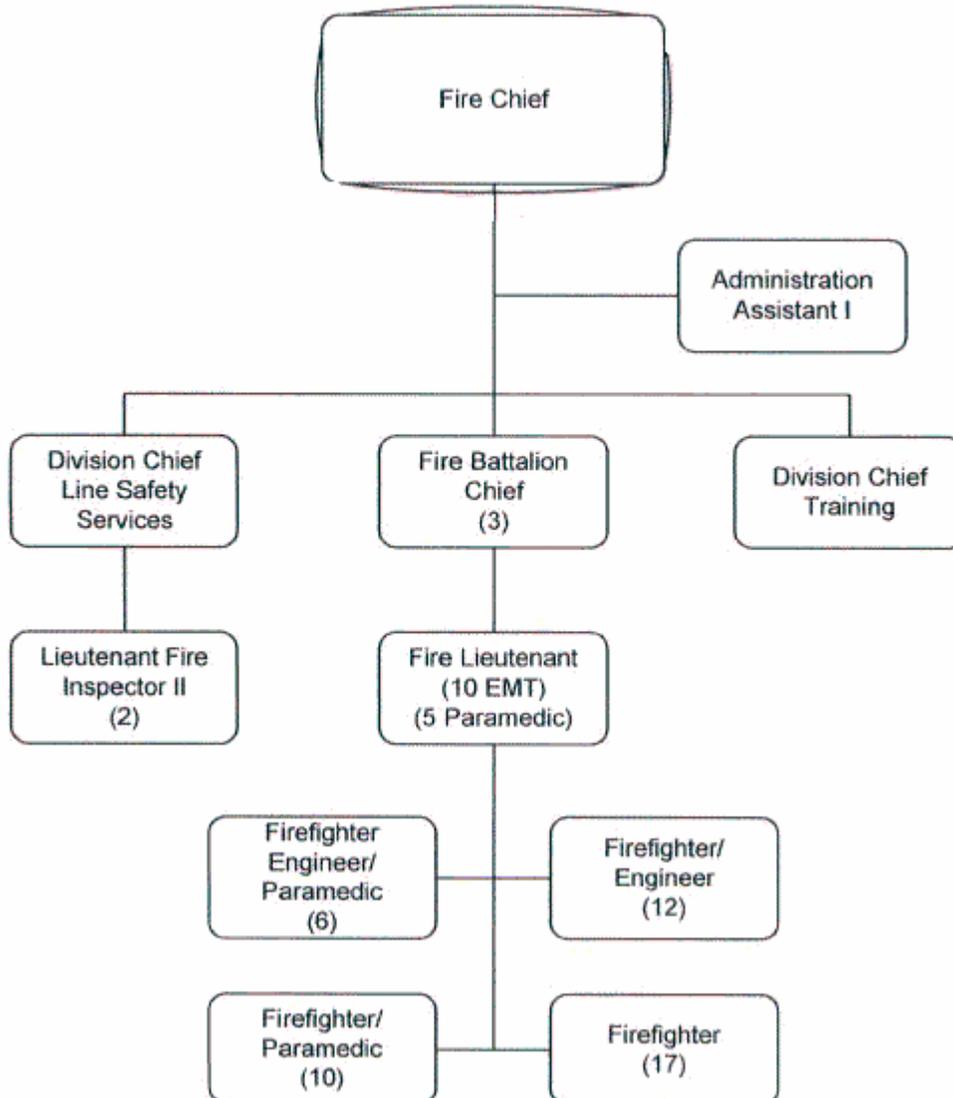
Training - Admin

Fire Training
 EMS training
 Special OPS Training
 Testing- Physicals
 Administration, budgeting
 Certification - records
 SCBA-uniforms- PPC

Fire – Rescue

Fire Suppression
 Rescue
 ALS First responder
 Extrication
 Hazardous materials
 Technical Rescue
 Airport fire rescue

Organizational Chart



**Total
 Department
 Budget
 \$5,415,720**

Fire Department

Fire Rescue Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Select an architect and complete plans for a new headquarters fire station
- ◆ Improve our fire protection rating in the scheduled ISO evaluation
- ◆ Establish ALS service on Engine 4 to serve southwestern Leesburg
- ◆ Respond to emergency needs within six minutes for 90% of the calls
- ◆ Establish a wellness/fitness initiative in the Fire Department

Value: A spirit of professionalism

Goals:

- ◆ Encourage and support employees seeking to take advanced training and education
- ◆ Upgrade the in-house training and recertification program for fire and EMS

Value: A caring organization

Goals:

- ◆ Investigate and respond to all complaints within 72 hours

Value: Organizational self-sufficiency

Goals:

- ◆ Implement succession planning through the training and mentoring of future leaders
- ◆ Encourage employees to obtain professional qualifications and credentials to enhance their value to the City and the Fire Department
- ◆ Continue to use the firefighter intern program to increase departmental diversity
- ◆ Provide fire protection services to all developed areas of the City at ISO Class 4 or better

Value: Employee empowerment

Goals:

- ◆ Provide standard operating guidelines to serve as parameters, within which, employees can be empowered to act within their span of authority

Major Accomplishments:

- ❑ Took delivery of a 95 foot Emergency One Tower Truck, placed in service as Tower-1
- ❑ Started providing ARFF service at the Leesburg International Airport
- ❑ Completed Fire Station 3 at the Airport and placed ladder 3 and ARFF-1 in service
- ❑ Completed renovations to Fire Station 4 in Okahumpka
- ❑ Placed Engine 4 in service at the Okahumpka station
- ❑ Received a SAFER Grant from the Department of Homeland Security which allowed us to hire twelve additional firefighters
- ❑ Increased diversity by hiring three firefighter interns, who have since become fully certified and work as firefighters
- ❑ Updated the 10 year strategic plan and Capital Improvement Plan for the department
- ❑ Provide co-location opportunities for Lake Sumter EMS transport units in Station 3, Leesburg International Airport and Station 4, Okahumpka

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Calls for service	4,440	4,500	5,000
Training hours	6,559	8,600	9,000
School fire safety program contacts	8,499	8,300	8,600
Inspections/reviews/meetings	2,442	2,500	3,000
Prefire plans	165	350	400
Average response time	4:12	4:04	4:00

Personnel Schedule

Classification	Current	New	Total	Amount
Fire Chief	1.00	0.00	1.00	88,464
Division Chief	2.00	0.00	2.00	134,399
Fire Battalion Chief	3.00	0.00	3.00	201,496
Lieutenant	10.00	0.00	10.00	591,876
Lieutenant/Paramedic	2.00	3.00	5.00	256,243
Lieutenant/Fire Inspector II	2.00	0.00	2.00	92,726
Firefighter/Engineer	7.00	5.00	12.00	535,982
Firefighter Eng/Paramedic	8.00	-2.00	6.00	268,190
Firefighter	11.00	6.00	17.00	636,110
Firefighter/Paramedic	7.00	3.00	10.00	394,966
Administrative Assistant I	1.00	0.00	1.00	30,290
Firefighter (Intern)	3.00	-3.00	0.00	0
Standby				
Incentive Pay				
Total	57.00	12.00	69.00	3,230,742

Fire Department

Fire Rescue Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
Bunk and locker room addition	50,000
Pumper Equipment	25,000
Breathing Apparatus- Engine 4	16,000
ALS Equipment- Engine 4	25,000
Thermal Imaging Camera	12,000
Total	128,000

**Fire
Department**

**Fire Rescue
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-2220-522

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	2,005,653	2,382,924	1,543,081	2,472,630	3,230,742
1410 Overtime	288,165	77,842	61,520	115,500	115,500
15xx Special Pay	11,808	10,746	9,088	11,625	13,625
2110 FICA	168,612	181,359	119,440	178,651	236,838
2210 Retirement	157,097	191,292	144,303	295,459	384,142
23xx Insurance	286,786	289,952	167,072	329,776	447,395
2410 Workers' Compensation	137,029	182,997	79,143	122,726	131,899
262x Other Payroll Benefits	5,706	10,732	6,449	12,995	13,475
TOTAL PERSONAL SERVICES	3,060,856	3,327,844	2,130,096	3,539,362	4,573,616
<u>OPERATING EXPENSES</u>					
31xx Professional Services	8,982	0	36	0	0
3410 Contract Services	11,701	14,296	9,470	13,000	20,600
4010 Travel	4,675	7,385	4,207	8,300	8,600
4110 Communication	10,800	18,181	6,164	12,500	12,500
4210 Postage	236	259	416	400	400
4310 Utilities	28,055	29,735	46,853	53,500	78,000
4410 Rentals	10,943	10,879	724	500	1,500
4415 Internal Fleet Lease	0	188,479	96,390	165,240	210,048
4510 Insurance	19,610	20,371	12,477	21,390	22,298
461x Repairs & Maintenance- Vehicles	45,787	52,902	35,997	54,320	67,300
4620 Repairs & Maintenance- Building	3,491	29,538	6,110	6,000	20,000
4625 Repairs & Maintenance- Non-Build	0	0	902	1,000	1,000
463x Repairs & Maintenance- Equipment	12,039	9,244	9,823	21,350	25,010
4710 Printing & Binding	228	952	152	500	500
4810 Promotional Activities	113	1,474	1,886	3,100	3,200
4911 Advertising-Other Ads	59	37	0	0	0
4920 Other Current Charges	10	119	0	200	208
4930 First Response	1,356	39	0	0	0
4980 Taxes	175	177	201	200	200
5110 Office Supplies	3,132	4,461	2,484	4,000	4,500
5180 Minor Furniture/Equipment	31,659	59,990	59,170	57,200	47,800
5210 Operating Supplies	17,493	19,553	14,526	19,500	26,800
5215 Uniforms	53,277	40,836	78,138	61,100	63,850
5230 Fuel Purchases	15,634	21,989	16,872	17,000	22,000
5410 Publications & Memberships	3,522	4,292	2,724	6,025	6,290
5440 Education	8,428	34,981	18,535	15,000	30,000
5450 Training	2,794	8,318	12,487	12,500	41,500
TOTAL OPERATING EXPENSES	294,199	578,487	436,744	553,825	714,104
<u>CAPITAL OUTLAY</u>					
6210 Buildings	0	1,317	0	40,000	
6310 Improvements other than Bldgs	0	0	0	0	50,000
6410 Machinery & Equipment	39,969	64,448	41,316	40,000	78,000
6490 Trust funds	0	0		0	
TOTAL CAPITAL OUTLAY	39,969	65,765	41,316	80,000	128,000
TOTAL APPROPRIATIONS	3,395,024	3,972,095	2,608,156	4,173,187	5,415,720

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	3,539,362	4,573,616	1,034,254	29.22%
Operating Expenses	553,825	714,104	160,279	28.94%
Capital Outlay	80,000	128,000	48,000	60.00%
TOTALS	4,173,187	5,415,720	1,242,533	29.77%

Significant Budget Changes:

The 60% increase in Capital Outlay is due to the purchase of equipment needed to place Engine 4 in service.

Fire Department

Fire Rescue Division

Appropriations Summary



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Public Works Department

Organization

Lora L. Hollingsworth, P.E., City Engineer

The Public Works Department is responsible for maintaining and repairing city owned facilities, vehicles, equipment, streets, rights-of-way as well as management of capital projects, and intergovernmental coordination of transportation projects. The Director supervises the following divisions: Facility Services, Streets, Solid Waste & Recycling, Landfill Long-term Care, Fleet Services, and Geographic Information Systems.

Responsibilities:

Public Buildings

- City Hall and City Hall Annex
- Woman's Club building
- Library
- Childs Street building
- Mechanical equipment
- Community Development building
- Electric and Gas Department
- Police Department
- Airport
- Other public buildings
- Specs./bids/contract mgt.

Streets

- Street/parking striping
- Sidewalks
- Signs for events
- Contract Management
- Street Maintenance

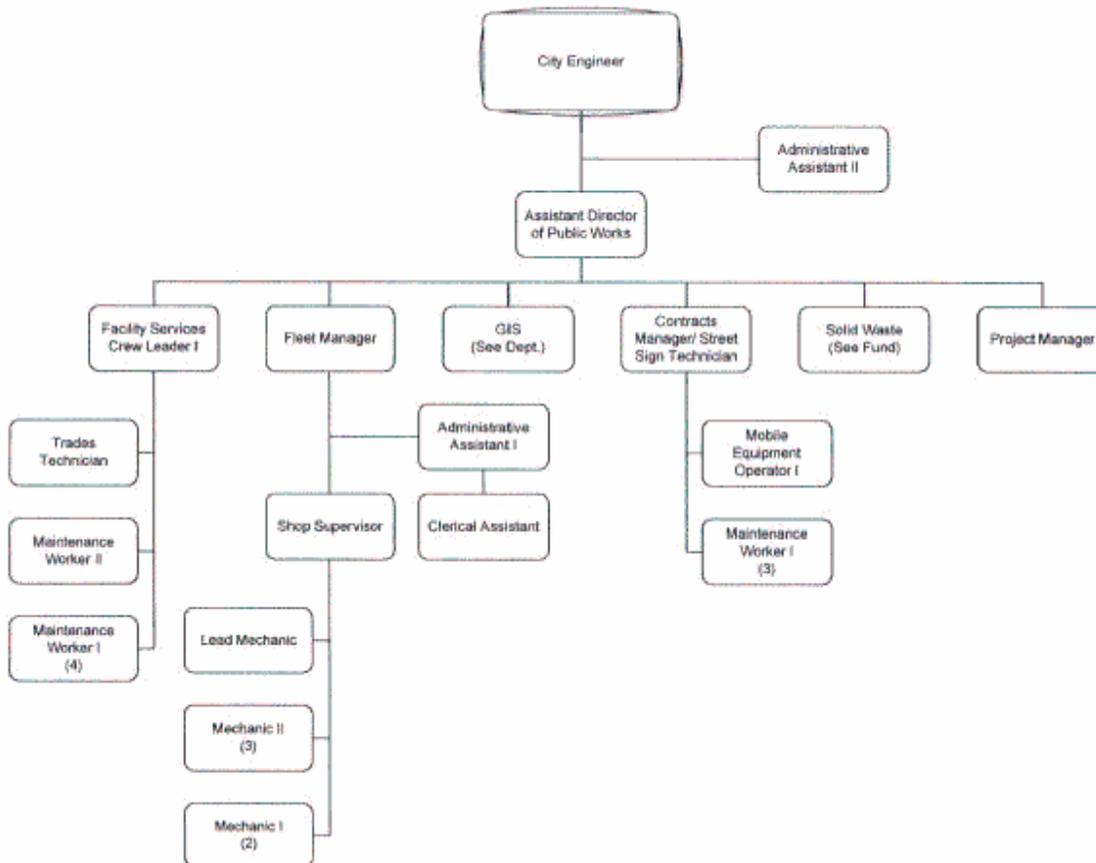
Fleet Services

- Vehicles & heavy equipment
- Mobile & portable radios
- Truck wash facility
- Vehicle bid specifications
- Two (2) fueling sites

Administration

- Clerical
- Reports
- Administration
- Contracts
- Scheduling
- Personnel activity
- Capital Project Management

Organizational Chart



**Total
Department
Budget
\$2,744,034**

Public Works Department

Fleet Services Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Obtain the ASE Blue Seal Award, a recognition program for businesses striving to be the best and willing to prove their commitment
- ◆ Streamline the service writer and service preparedness of all our vehicles & equipment when in the shop

Value: Fiscal responsibility

Goals:

- ◆ Implement procedures to correct the overages and shortages in our parts warehouse
- ◆ With department cooperation we can coordinate equipment procedures to be shared by all

Value: Organizational self sufficiency

Goals:

- ◆ Mentor and develop staff members to take on additional responsibilities that prepare employees for advancement
- ◆ Increase the technicians' knowledge of repair procedures and techniques by allocating and scheduling appropriate training throughout the fiscal year
- ◆ Improve the overall efficiencies of repair standards through cross-training so knowledge and abilities are shared by staff; training to be on-going throughout the fiscal year

Major Accomplishments:

- Developed and implemented a long-term vehicle replacement program
- Completed new fleet maintenance services facility
- Consolidated bid specification preparation and component information on vehicles and equipment for 46 purchases for City departments and utilities
- Operated and maintained 2 fueling sites, which dispensed 268,390 gallons of fuel
- Completed equipment installations on 11 new police and fire vehicles

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
On-road break downs	122	113	110
Preventive maintenance complete	848	550	576
Vehicle, small engine and equipment repairs	3,172	2,100	3,142
Total vehicles/equipment owned by the City	615	673	647
Average vehicle/equipment age (everything over \$1,000)	6.5	6.25	6.0

Personnel Schedule

Classification	Current	New	Total	Amount
Fleet Manager	1.00	0.00	1.00	45,925
Shop Supervisor	1.00	0.00	1.00	41,101
Lead Mechanic	1.00	0.00	1.00	46,062
Mechanic II	3.00	0.00	3.00	109,761
Mechanic I	2.00	0.00	2.00	54,191
Administrative Assistant I	1.00	0.00	1.00	32,804
Clerical Assistant	1.00	0.00	1.00	28,153
Total	10.00	0.00	10.00	357,997

Public Works Department

Fleet Services Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
FDOT Informational Sign	25,000
Subtotal	<hr/> 25,000
Replacement Vehicles	
Pickup Truck (11)	234,000
Pumper Truck	250,000
Bucket Truck	152,000
Sport Utility (4)	101,300
Car mid size (4)	69,800
Lodal	200,000
Rear Loader	160,000
Tractor (2)	55,000
Mower	9,600
Trailer (2)	15,000
Welder (2)	10,300
Air Compressor	11,330
Subtotal	<hr/> 1,268,330
New Vehicles	
Pickup Truck (15)	305,240
Pumper Truck	250,000
Car mid size (4)	66,760
Sport Utility (2)	58,000
Skid steer	50,000
Trailer	7,500
Showmobile	125,000
Subtotal	<hr/> 862,500
Total	2,155,830

**Public
Works
Department**

**Fleet Services
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-5110-519

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	305,427	334,435	182,503	348,338	358,997
1310 Temporary Labor	903	88	0	3,000	3,000
1410 Overtime	20,578	15,193	6,355	8,000	10,000
1530 Bonuses	1,125	1,063	1,203	1,250	1,250
2110 FICA	24,171	26,106	14,221	26,085	26,896
2210 Retirement	25,454	31,214	21,544	41,801	42,960
23xx Insurance	51,284	49,860	27,664	55,345	56,534
2410 Workers' Compensation	12,095	16,425	6,350	11,823	11,445
262x Other Payroll Benefits	198	182	387	162	624
TOTAL PERSONAL SERVICES	441,235	474,566	260,227	495,804	511,706
<u>OPERATING EXPENSES</u>					
31xx Professional Services	4,400	0	977	48,500	18,500
3410 Contract Services	413	0	0	20,275	20,275
4010 Travel	4,003	2,100	991	4,800	4,800
41xx Communication	2,110	3,009	801	2,000	1,200
4210 Postage	297	130	207	400	400
4310 Utilities	632	2,328	1,210	11,004	8,000
4410 Rental	101	675	761	1,500	2,500
4510 Insurance	7,834	10,541	7,210	11,068	18,069
461x Repairs & Maintenance- Vehicles	357,602	395,317	254,249	366,000	410,023
4620 Repairs & Maintenance- Building	50	0	1,396	800	2,000
4625 Repairs & Maintenance- Non-Build	172	2,187	123	15,000	17,500
46xx Repairs & Maintenance- Equipment	2,835	2,504	1,794	4,050	3,150
4710 Printing & Binding	187	474	164	300	500
4911 Advertising- Other Ads	0	114	0	200	0
4920 Other Current Charges	226	184	50	0	50,000
4932 FM Inventory Over/Short	3,433	3,095	(2,481)	0	0
51xx Office Supplies	1,728	961	432	2,000	1,000
5180 Minor Furniture/Equipment	6,745	3,859	1,341	7,000	7,000
5210 Operating Supplies	19,305	13,527	8,475	15,000	18,000
5215 Uniforms	4,023	4,887	3,081	6,000	6,000
5230 Fuel Purchases	9,206	5,561	(3,075)	7,000	7,000
5410 Publications & Memberships	556	544	480	550	550
5440 Education	0	258	816	1,000	2,000
5450 Training	3,626	5,178	3,044	6,000	6,000
TOTAL OPERATING EXPENSES	429,484	457,433	282,046	530,447	604,467
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	17,092	2,730	0	0	25,000
6412 Fleet New	0	456,129	312,993	469,406	862,500
6413 Fleet Replace	0	1,410,936	1,343,277	1,725,170	1,268,330
TOTAL CAPITAL OUTLAY	17,092	1,869,795	1,656,270	2,194,576	2,155,830
<u>OTHER USES</u>					
9951 Fleet - Contracts	(908,348)	(939,031)	(560,389)	(931,920)	(989,340)
9952 Fleet - Non Contracts	(96,161)	(108,657)	(42,626)	(364,248)	(378,818)
9953 Lease Revenue	0	(1,763,587)	(1,122,743)	(1,924,659)	(1,903,845)
TOTAL OTHER USES	(1,004,509)	(2,811,275)	(1,725,758)	(3,220,827)	(3,272,003)
TOTAL APPROPRIATIONS	(116,698)	(9,481)	472,785	0	0

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	495,804	511,706	15,902	3.21%
Operating Expenses	530,447	604,467	74,020	13.95%
Capital Outlay	2,194,576	2,155,830	(38,746)	-1.77%
Other Uses	(3,220,827)	(3,272,003)	(51,176)	1.59%
TOTALS	0	0	0	0.00%

Public Works Department

Fleet Services Division

Appropriations Summary

**Public
Works
Department**

**Street
Maintenance
Division**

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Continue to enhance the partnerships with Florida Department of Transportation (FDOT) and Lake County for the coordination and development of efficient road network improvements
- ◆ Updated the 20-year City transportation plan that will provide a safe and efficient transportation network that includes roads, sidewalks and signage, for the citizens of Leesburg and the traveling public
- ◆ Develop second generation 5-year sidewalk plan

Value: Fiscal responsibility

Goals:

- ◆ Implement Phase II of Road Resurfacing Program
- ◆ Acquire land to construct new roads
- ◆ Research options for resurfacing of roads to extend road surface life
- ◆ Perform maintenance repairs to roadways and sidewalks, prioritized by repairs to protect the health and safety of the citizens and visitors to Leesburg
- ◆ Monitor, repair or replace traffic safety signs and marking that enhance the protection of pedestrians and vehicle operations

Major Accomplishments:

- ❑ Completed Phase I of the Road Resurfacing Program
- ❑ Supported several City events including Bassmasters Tournament, Bikefest, Mardi Gras and the Fine Art Festival
- ❑ Reinstated the Streets Maintenance Division
- ❑ Constructed East Street Sidewalk
- ❑ Canal Street Reconstruction
- ❑ Heritage Estates Reconstruction

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Feet of streets resurfaced	0	30,000	31,926
Feet of new sidewalk constructed	0	2,000	2,500
Feet of existing sidewalk replaced	761	500	400
Tons hot patch	350	350	250
Signs repaired	344	683	584
Signs replaced	437	241	170
Feet of double center line painted	3,050	9,000	0
New stop bars painted	2	68	15
Handicap ramps installed	17	40	42

Personnel Schedule

Classification	Current	New	Total	Amount
Contracts Manager/Street Sign Technician	1.00	0.00	1.00	41,990
Mobile Equipment Operator I	1.00	0.00	1.00	22,701
Maintenance Worker I Standby	2.00	1.00	3.00	62,619
Total	4.00	1.00	5.00	127,310

Public Works Department

Street Maintenance Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
Curbs	50,000
Road Resurfacing	400,000
Total	450,000

**Public
Works
Department**

**Street
Maintenance
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-5112-541

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	42,830	41,774	23,374	76,375	131,310
1310 Temporary Labor	1,104	0	324	6,000	6,000
1410 Overtime	667	0	172	5,000	3,000
1530 Bonuses	125	125	125	125	625
2110 FICA	3,250	3,019	1,714	5,388	9,608
2210 Retirement	3,281	3,660	2,570	8,728	15,277
23xx Insurance	7,320	7,152	3,797	18,048	37,888
2410 Workers' Compensation	3,200	3,682	1,550	4,270	8,695
26xx Other Payroll Benefits	17	22	1	0	
TOTAL PERSONAL SERVICES	61,794	59,434	33,627	123,934	212,403
<u>OPERATING EXPENSES</u>					
31xx Professional Services	3,045	11,700	28,500	30,000	49,000
3410 Contract Services	54,015	29,223	0	0	0
4010 Travel	0	0	26	800	800
41xx Communication	0	661	223	500	1,000
4310 Utilities	333,620	428,504	298,141	390,276	525,000
4410 Rentals	6,985	0	0	15,500	5,000
4415 Internal Fleet Lease	0	4,612	4,486	7,690	6,898
4510 Insurance	5,755	4,423	2,709	4,644	4,920
461x Repairs & Maitenance- Vehicles	3,462	3,706	1,945	6,020	16,460
4625 Repairs & Maitenance- Non-Build	6,330	128,980	53,611	390,280	424,908
463x Repairs & Maitenance- Equipment	398	554	321	650	510
4920 Other Current Charges	0	0	0	65	0
4945 Injury/Damage to Others	2,397	926	183	0	0
5110 Office Supplies	207	73	99	250	250
5180 Minor Furniture/Equipment	557	96	290	6,135	6,500
5210 Operating Supplies	2,853	12,009	1,444	4,000	42,000
5215 Uniforms	182	189	0	2,000	1,500
5230 Fuel Purchases	2,668	2,351	1,034	2,000	4,000
5310 Materials & Supplies	22,191	721	6,515	33,600	33,000
5311 Materials - Street Signs	20,799	33,026	7,552	30,000	30,000
5410 Publications & Memberships	507	197	60	200	200
5450 Training	0	175	190	1,000	1,000
TOTAL OPERATING EXPENSES	466,105	662,125	407,329	925,610	1,152,946
<u>CAPITAL OUTLAY</u>					
6110 Land Costs	0	0	58,691	0	0
6310 Improvements other than Bldgs	59,038	51,327	0	150,000	450,000
6410 Machinery & Equipment	5,889	0	0	1,865	0
TOTAL CAPITAL OUTLAY	64,927	51,327	58,691	151,865	450,000
TOTAL APPROPRIATIONS	592,826	772,886	499,647	1,201,409	1,815,349

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	123,934	212,403	88,469	71.38%
Operating Expenses	925,610	1,152,946	227,336	24.56%
Capital Outlay	151,865	450,000	298,135	196.32%
TOTALS	1,201,409	1,815,349	613,940	51.10%

Significant Budget Changes:

Operating Expenses increased significantly due to rising utility expenses. The city-wide road resurfacing project increased the proposed capital outlay expenditures.

Public Works Department

Street Maintenance Division

Appropriations Summary

**Public
Works
Department**

**Facility Services
Division**

Values & Goals

Values & Goals

Value: Fiscal responsibility

Goals:

- ◆ Track recurring failures, maintenance issues and replacement schedules for all facilities through the HTE work order system
- ◆ Continue to analyze reports and trends to develop best practice plans
- ◆ Analyze and develop plan to provide comprehensive and cost effective maintenance to get the most out of buildings and systems life expectancies for City-owned facilities by March 30, 2007
- ◆ Continue with the development of the comprehensive preventive maintenance program to City-owned and maintained building systems
- ◆ Develop and maintain a more efficient custodial program by implementing a proactive work program

Value: Organizational self sufficiency

Goals:

- ◆ Develop the team into a divisional process improvement group for reviewing processes and procedures
- ◆ Continued training on proper service delivery procedures and on the use of new and current products through authorized representatives
- ◆ Develop staff through available training resources to improve services in City-owned facilities
- ◆ Direct and develop appropriate staff members to advance within the profession

Major Accomplishments:

- Assisted with design and preconstruction development of the business incubator
- Applied the roof coating at Bill Bryan KIA Automobile Dealership
- Refurbished Fire Station No.4
- Upgraded HVAC in Information Technology Department at City Hall and JTMOC

Performance Measures

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Square footage of building space maintained	241,302	316,420	322,264
Square footage of building space cleaned	131,191	209,309	215,000
Work orders processed	1,189	280	1,452

Personnel Schedule

Classification	Current	New	Total	Amount
Crew Leader I	1.00	0.00	1.00	35,898
Trades Technician	1.00	0.00	1.00	33,645
Custodian	5.00	-5.00	0.00	0
Maintenance Worker II	0.00	1.00	1.00	28,981
Maintenance Worker I	0.00	4.00	4.00	93,284
Total	7.00	0.00	7.00	191,808

Public Works Department

Facility Services Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
Miscellaneous Facility Maintenance	269,000
Fencing	25,000
Total	294,000

**Public
Works
Department**

**Facility Services
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-5193-519

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	171,956	156,420	83,252	178,389	191,808
1310 Temporary Labor	0	0	0	10,000	10,000
1410 Overtime	13,515	10,001	6,486	15,000	15,000
1530 Bonuses	750	747	567	875	875
2110 FICA	13,692	12,636	6,593	13,685	14,236
2210 Retirement	12,962	14,535	9,990	21,407	23,017
23xx Insurance	36,816	26,919	17,643	26,632	37,987
2410 Workers' Compensation	10,320	11,682	4,407	9,268	8,613
262x Other Payroll Benefits	272	1,491	185	1,709	402
TOTAL PERSONAL SERVICES	260,283	234,431	129,123	276,965	301,938
<u>OPERATING EXPENSES</u>					
31xx Professional Services	0	6,600	0	0	0
3410 Contract Services	225	0	3,101	31,000	21,000
4010 Travel	0	0	118	500	400
41xx Communication	3,941	2,783	544	2,100	1,500
4210 Postage	22	48	23	100	100
4310 Utilities	61,650	87,212	67,356	72,276	132,000
4410 Rental	2,975	1,344	10	1,100	500
4415 Internal Fleet Lease	0	22,892	14,058	24,100	23,305
4510 Insurance	7,914	5,459	3,343	5,732	8,162
461x Repairs & Maintenance- Vehicles	6,755	8,707	4,637	9,280	9,280
4620 Repairs & Maintenance- Building	29,995	178,695	23,790	65,000	70,000
4625 Repairs & Maintenance- Non-Build	643	9,845	2,492	10,000	10,000
463x Repairs & Maintenance- Equipment	824	2,792	1,583	1,950	1,860
4710 Printing & Binding	0	0	0	0	200
49xx Advertising	0	0	0	0	150
4920 Other Current Charges	145	183	0	550	0
51xx Office Supplies	7	36	6	250	100
5180 Minor Furniture/Equipment	4,186	3,152	1,120	5,000	5,000
5210 Operating Supplies	25,148	27,216	18,436	20,000	33,280
5215 Uniforms	2,341	826	1,536	1,500	1,800
5230 Fuel Purchases	1,944	3,216	1,724	3,500	2,750
5440 Education	0	707	510	700	700
5450 Training	0	0	798	1,500	1,500
TOTAL OPERATING EXPENSES	148,715	361,712	145,185	256,138	323,587
<u>CAPITAL OUTLAY</u>					
6210 Buildings	0	6,291	0	0	0
6310 Improvements other than Bldgs	0	7,249	8,925	0	294,000
6410 Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	13,540	8,925	0	294,000
<u>OTHER USES</u>					
9941 Utilities Allocation	(131,490)	(181,536)	(93,293)	(159,931)	(275,858)
TOTAL OTHER USES	(131,490)	(181,536)	(93,293)	(159,931)	(275,858)
TOTAL APPROPRIATIONS	277,508	428,146	189,940	373,172	643,667

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	276,965	301,938	24,973	9.02%
Operating Expenses	256,138	323,587	67,449	26.33%
Capital Outlay	0	294,000	294,000	100.00%
Other Uses	(159,931)	(275,858)	(115,927)	72.49%
TOTALS	373,172	643,667	270,495	72.49%

Significant Budget Changes:

Capital Outlay expenditures increased due to additional improvements required to maintain aging infrastructure.

Public Works Department

Facility Services Division

Appropriations Summary

**Public
Works
Department**

**Administration
Division**

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Provide construction management services for major City capital projects
- ◆ Develop a consolidated project management program to coordinate all current and future City projects by June 30, 2007
- ◆ Coordinate transportation projects with Lake County, the State of Florida, the Metropolitan Planning Organization (MPO) and surrounding counties and cities
- ◆ Assess City needs for CDL licensed employees by October 30, 2007
- ◆ Implement a training program for CDL licensing beginning in November 2007 and continue throughout the fiscal year

Value: Organizational self sufficiency

Goals:

- ◆ Develop a comprehensive succession plan by December 30, 2007
- ◆ Implement a mentoring system as part of the City mentoring program by March 30, 2007

Value: Employee empowerment

Goal:

- ◆ Participate in the City Labor Management Committee

Major Accomplishments:

- ◆ Provided project management/construction management services for Canal Street reconstruction, airport projects, business incubator, and library
- ◆ Continued with road/utility working group for current projects and for planning of future projects
- ◆ Completed construction of the new Public Works Fleet Maintenance Facility

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Work orders processed	550	480	500
Adopt-a-street participants	5	6	8

Personnel Schedule

Classification	Current	New	Total	Amount
City Engineer	1.00	0.00	1.00	90,783
Administrative Assistant II	1.00	0.00	1.00	32,237
Project Manager	1.00	0.00	1.00	55,080
Assistant Director	1.00	0.00	1.00	61,568
Time charged directly to capital projects				
Total	4.00	0.00	4.00	239,668

Public Works Department

Administration Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
None	
Total	

**Public
Works
Department**

**Administration
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-5197-539

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	112,153	184,129	120,906	205,959	239,668
1310 Temporary Labor	0	0	0	3,000	3,000
1410 Overtime	292	11	11	0	0
1530 Bonuses	125	438	492	500	500
2110 FICA	8,685	13,813	9,231	16,367	17,004
2210 Retirement	2,951	8,715	8,928	17,260	17,866
23xx Insurance	7,291	17,154	12,027	22,182	22,658
2410 Workers' Compensation	687	4,967	3,086	6,053	5,644
262x Other Payroll Benefits	4,659	8,463	5,577	10,736	10,894
TOTAL PERSONAL SERVICES	136,843	237,690	160,258	282,057	317,234
<u>OPERATING EXPENSES</u>					
4010 Travel	4,349	9,779	2,830	7,800	13,800
4110 Communication	1,057	4,106	1,921	2,445	3,420
4210 Postage	101	126	178	250	300
4310 Utilities	21,215	30,869	38,480	30,128	81,400
4415 Internal Fleet Lease	0	1,803	1,228	2,105	3,986
4510 Insurance	887	827	506	868	1,900
461x Repairs & Maintenance- Vehicles	0	0	507	2,640	2,640
4620 Repairs & Maintenance- Building	135	0	0	0	0
463x Repairs & Maintenance- Equipment	1,790	1,900	2,325	5,450	3,560
4710 Printing & Binding	196	788	114	650	200
4911 Advertising	79	773	84	0	200
4920 Other Current Charges	70	244	0	500	0
5110 Office Supplies	2,185	3,208	1,239	3,000	2,500
5180 Minor Furniture/Equipment	1,387	14,443	129	4,000	500
5210 Operating Supplies	983	520	260	1,000	750
5215 Uniforms	43	0	0	100	100
5230 Fuel Purchases	311	1,232	159	2,500	1,500
5410 Publications & Memberships	873	718	473	1,000	1,000
5440 Education	0	0	(1,501)	2,000	1,000
5450 Training	764	2,966	2,666	2,500	2,500
TOTAL OPERATING EXPENSES	36,425	74,302	51,598	68,936	121,256
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	18,305	0	0	0	0
TOTAL CAPITAL OUTLAY	18,305	0	0	0	0
<u>OTHER USES</u>					
8410 Leesburg Cemeteries	0	68,219			
9941 Utilities Allocation	(86,120)	(133,079)	(77,121)	(132,207)	(153,472)
TOTAL OTHER USES	(86,120)	(64,860)	(77,121)	(132,207)	(153,472)
TOTAL APPROPRIATIONS	105,453	247,132	134,735	218,786	285,018

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	282,057	317,234	35,177	12.47%
Operating Expenses	68,936	121,256	52,320	75.90%
Capital Outlay	0	0	0	0.00%
Other Uses	(132,207)	(153,472)	(21,265)	16.08%
TOTALS	218,786	285,018	66,232	30.27%

Significant Budget Changes:

The increase in operating expenditures is directly attributable to utilities.

Public Works Department

Administration Division

Appropriations Summary



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Community Development Department

Organization

Total Department Budget \$1,286,331

Laura McElhanon, Community Development Director

The Community Development Department is responsible for long and short range planning, zoning and land use controls, building and code enforcement. The department provides service to the public in the permit review and issue process and coordination of the City annexation program. The Building Services Division enforces the provisions of the Standard Technical Codes, City Code of Ordinances and State Statutes.

Responsibilities:

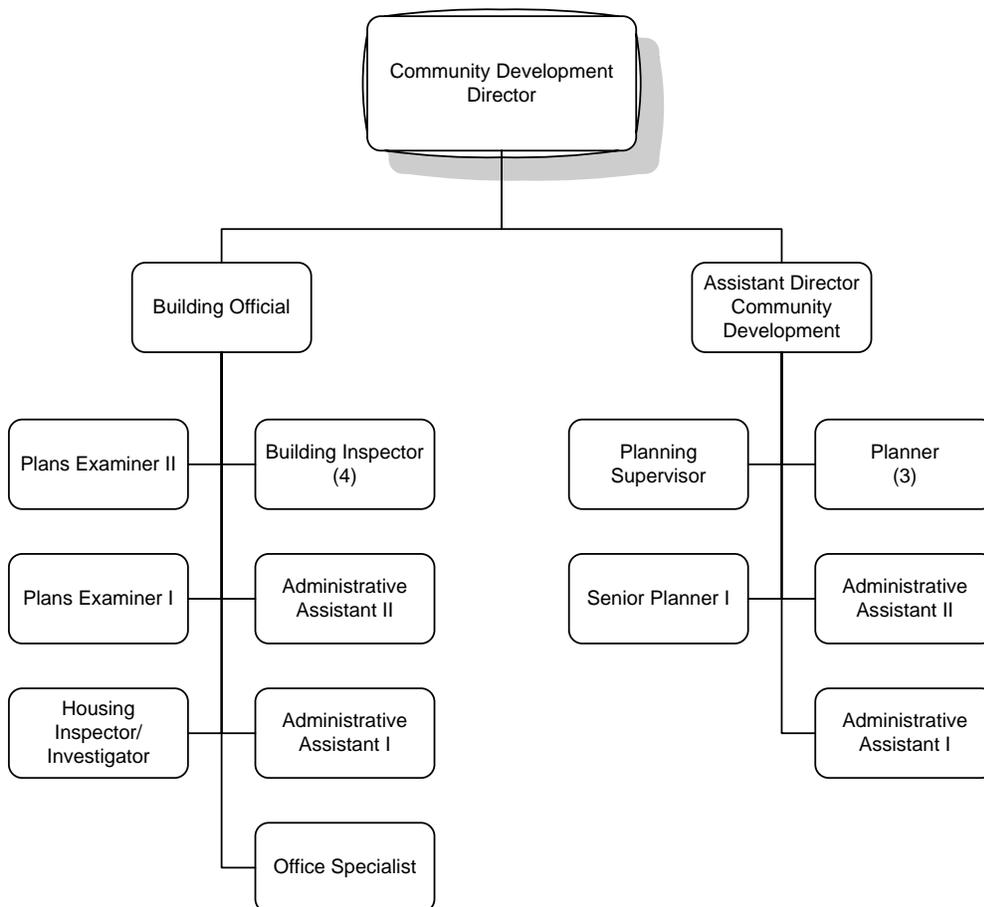
Building

- Issue permits
- Building inspections
- Contractor certification
- Code enforcement
- Unsafe housing

Planning and Zoning

- Comprehensive planning
- Site plan reviews
- Annexation
- Land uses
- Zoning analyses
- Conditional use permits
- Development plans
- Grants
- Impact fees
- Historic preservation

Organizational Chart



Community Development Department

Building Division

Values & Goals

Values & Goals

Value: Open, accessible government

Goals:

- ◆ Continue to assist customers with the online permit tracking system

Value: Excellence in all we do

Goals:

- ◆ Increase inspection personnel training to improve the insurance service organization rating and reduce insurance premiums for residents
- ◆ Perform and monitor building permit reviews to ensure expeditious processing of permits, and initial reviews by all departments completed within five days

Value: A spirit of professionalism

Goals:

- ◆ In order to continue to emphasize customer service, phone calls will be answered by the end of two rings and minor requests will be addressed within 24 hours
- ◆ Assist public with information regarding the building code, building permits, and permit process
- ◆ Provide reviews for Development Review Committee (DRC) and Planning and Zoning Commission items within prescribed timeframe: DRC (8-12 days), Planning & Zoning Commission (7-10 days)
- ◆ Continue to participate with Building Officials Association of Florida, Electrical Inspectors Association of Florida, Mechanical Inspectors Association, Home Builders Association, and Lake County Building Officials

Major Accomplishments:

- Educated and trained staff to enhance customer service and improve the building permit process
- Continued to improve distribution and tracking system for building permit applications
- Increased activity for residential Safe Structure inspections
- Refined the utilization of the online permit tracking system in HTE NaviLine by December 2005
- Improved access and service by moving to new office space

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Permits issued:			
Commercial	76	70	75
Residential	400	540	600
Mobile home	6	8	10
Misc:	3,244	4,080	4,250
Demolition: Residential	22	18	20
Commercial	15	10	15
Value of construction:			
Commercial	\$38,453,693	\$40,000,000	\$45,000,000
Residential	\$73,170,815	\$115,000,000	\$150,000,000
Total construction value	\$111,624,510	\$155,000,000	\$195,000,000
Total fees collected	\$982,725	\$1,100,000	\$1,250,000

**Community
Development
Department**

Personnel Schedule

Classification	Current	New	Total	Amount
Community Development Director	0.50	0.00	0.50	38,497
Building Official	1.00	0.00	1.00	71,440
Building Inspector	4.00	0.00	4.00	183,826
Plans Examiner	2.00	-2.00	0	0
Plans Examiner II	0.00	1.00	1.00	58,128
Plans Examiner I	0.00	1.00	1.00	54,634
Administrative Assistant II	1.00	0.00	1.00	30,687
Administrative Assistant I	0.00	1.00	1.00	26,073
Housing Inspector/Investigator	1.00	0.00	1.00	34,414
Office Specialist	1.00	0.00	1.00	24,285
Total	10.50	1.00	11.50	521,984

**Building
Division**

**Personnel &
Capital Outlay
Schedules**

Capital Outlay Schedule

Description	Amount
None	
Total	

Community
Development
Department

Building Division

Appropriations
Detail

Appropriations Detail

Account # 001-6131-524

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	248,927	332,864	222,149	435,972	521,984
1310 Temporary Labor	0	0	0	0	0
1410 Overtime	14,987	6,150	1,485	2,500	2,500
1530 Bonuses	666	937	1,047	1,313	1,437
2110 FICA	19,369	25,315	16,856	32,473	38,575
2210 Retirement	19,048	28,537	24,068	48,121	58,019
23xx Insurance	35,445	50,398	28,860	71,723	72,600
2410 Workers' Compensation	12,211	20,724	9,206	14,509	19,270
262x Other Payroll Benefits	2,326	3,824	2,677	4,855	5,364
TOTAL PERSONAL SERVICES	352,979	468,749	306,348	611,466	719,749
OPERATING EXPENSES					
3410 Contract Services	35	0	0	0	0
4010 Travel	1,522	2,735	1,388	5,400	5,700
4110 Communication	4,739	4,679	1,433	8,600	8,944
4210 Postage	140	130	166	100	300
4410 Rentals	0	0	0	0	99,893
4415 Internal Fleet Lease	0	7,725	6,284	10,773	14,126
4510 Insurance	2,633	2,864	1,754	3,007	5,940
461x Repairs & Maintenance- Vehicles	4,984	8,350	5,323	7,920	7,920
4620 Repairs & Maintenance- Building	35	270	35	240	20,000
463x Repairs & Maintenance- Equipment	2,645	2,960	6,206	10,900	4,792
4710 Printing & Binding	554	285	146	600	624
4920 Other Current Charges	239	3,159	1,689	0	4,500
5110 Office Supplies	3,358	2,345	344	2,500	2,600
5180 Minor Furniture/Equipment	1,225	7,690	238	750	10,000
5210 Operating Supplies	3,115	7,368	4,839	3,000	5,000
5215 Uniforms	1,347	1,611	802	2,000	2,500
5230 Fuel Purchases	3,423	6,348	4,284	8,000	8,320
5410 Publications & Memberships	813	951	180	2,500	2,600
5450 Training	1,560	3,689	1,259	5,000	5,200
TOTAL OPERATING EXPENSES	32,367	63,159	36,370	71,290	208,959
CAPITAL OUTLAY					
6410 Machinery & Equipment	21,151	0	0	0	0
TOTAL CAPITAL OUTLAY	21,151	0	0	0	0
TOTAL APPROPRIATIONS	406,497	531,908	342,718	682,756	928,708

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	611,466	719,749	108,283	17.71%
Operating Expenses	71,290	208,959	137,669	193.11%
Capital Outlay	0	0	0	0.00%
TOTALS	682,756	928,708	245,952	36.02%

Significant Budget Changes:

The increase in operating expenditures is primarily attributable to rental expenditures for the new Community Development offices.

Community Development Department

Building Division

Appropriations Summary

Community Development Department

Planning & Zoning Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Process Comprehensive Plan amendments to comply with all applicable state regulations
- ◆ Continue to implement new land development code within statutory time frame
- ◆ Refine the utilization of the planning and zoning application in HTE Naviline by December 2007
- ◆ Provide reviews for building permits, Development Review Committee (DRC) and Planning and Zoning Commission items within prescribed timeframe: Building permits (10 days), DRC (8-12 days), P & Z Commission (7-10 days)
- ◆ Implement digital DRC process by July 2007

Value: A spirit of professionalism, open, accessible government

Goals:

- ◆ Assist public with zoning, land use, impact fees, historic preservation, traffic counts, flood zones and development process
- ◆ In order to continue to emphasize customer service, phone calls will be answered by the end of two rings and minor requests will be addressed within 24 hours

Major Accomplishments:

- Completed Phase II of Historic Structure Survey
- Continued implementation of the unified Land Development Code
- Continued reviewing projects in the Downtown Historic District
- Coordinated with the Department of Community Affairs on Comprehensive Plan amendments
- Improved tracking system for DRC and Planning and Zoning Commission projects
- Improved access and service by moving to a new office space

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Variance cases	3	1	1
Rezoning cases	27	20	25
Planned unit development cases	13	18	25
Comprehensive plan amendments			
Small scale	16	10	15
Large scale	3	25	10
Annexation cases	14	30	15
Plat approval cases	3	12	10
Ordinance amendments	1	3	5
Conditional use permits	14	14	10
Impact fees - Wastewater	\$1,744,103	\$1,800,000	\$6,100,000
Water	\$838,555	\$850,000	\$2,600,000

Personnel Schedule

Classification	Current	New	Total	Amount
Community Development Director	0.50	0.00	0.50	38,498
Assistant Director Community Development	1.00	0.00	1.00	67,421
Planning Supervisor	0.00	1.00	1.00	54,446
Senior Planner	2.00	-1.00	1.00	51,863
Planner	2.00	1.00	3.00	121,745
Administrative Assistant I	1.00	0.00	1.00	29,582
Administrative Assistant II	1.00	0.00	1.00	29,538
Total	7.50	1.00	8.50	393,093

**Community
Development
Department**

**Planning &
Zoning
Division**

**Personnel &
Capital Outlay
Schedules**

Capital Outlay Schedule

Description	Amount
None	
Total	

Community
Development
Department

Planning &
Zoning Division

Appropriations
Detail

Appropriations Detail

Account # 001-6151-515

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	247,532	277,775	164,473	332,891	393,093
1310 Temporary Labor	3,521	4,027	1,942	4,800	5,000
1410 Overtime	1,995	1,329	108	2,000	2,080
1530 Bonuses	791	812	703	938	1,062
2110 FICA	18,280	20,406	12,159	24,368	28,848
2210 Retirement	19,122	23,291	17,214	35,751	42,552
23xx Insurance	38,579	40,514	19,432	46,719	50,411
2410 Workers' Compensation	884	1,248	578	1,169	1,376
262x Other Payroll Benefits	2,747	4,113	2,802	4,969	5,790
TOTAL PERSONAL SERVICES	333,451	373,515	219,411	453,605	530,212
<u>OPERATING EXPENSES</u>					
31xx Professional Services	76,211	59,052	33,119	20,200	120,000
4010 Travel	3,561	5,112	1,407	8,400	8,628
4110 Communication	2,393	4,485	2,635	1,500	1,560
4210 Postage	4,000	7,089	1,673	7,000	7,280
4410 Rentals	0	0	0	0	24,974
4415 Internal Fleet Lease	0	1,236	1,258	2,156	1,783
4510 Insurance	1,447	970	594	1,019	1,172
461x Repairs & Maintenance- Vehicles	900	0	1,010	1,320	1,320
4620 Repairs & Maintenance- Building	35	60	35	240	10,000
463x Repairs & Maintenance- Equipment	5,137	5,960	3,027	5,450	10,272
4710 Printing & Binding	541	100	0	4,000	4,160
4810 Promotional Activities	0	811	2,049	3,000	4,600
4911 Advertising	23,467	30,763	10,916	40,000	41,600
4920 Other Current Charges	275	391	1,312	400	416
4930 Recognitions & Awards	0	0	0	1,500	1,560
5110 Office Supplies	3,540	2,767	584	3,000	3,120
5180 Minor Furniture/Equipment	213	1,465	104	2,000	10,000
5210 Operating Supplies	1,459	6,785	3,884	3,000	3,120
5215 Uniforms	0	27	0	50	100
5230 Fuel Purchases	263	37	296	500	520
5410 Publications & Memberships	2,815	2,585	1,526	3,000	3,120
5450 Training	4,194	2,878	2,301	5,000	5,200
TOTAL OPERATING EXPENSES	130,451	132,573	67,730	112,735	264,505
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	5,119	0	0	0	0
TOTAL CAPITAL OUTLAY	5,119	0	0	0	0
<u>OTHER USES</u>					
9941 Utilities Allocation	(304,858)	(302,957)	(182,143)	(312,245)	(437,094)
TOTAL OTHER USES	(304,858)	(302,957)	(182,143)	(312,245)	(437,094)
TOTAL APPROPRIATIONS	164,163	203,131	104,998	254,095	357,623

Appropriations Detail

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	453,605	530,212	76,607	16.89%
Operating Expenses	112,735	264,505	151,770	134.63%
Capital Outlay	0	0	0	0.00%
Other Uses	(312,245)	(437,094)	(124,849)	39.98%
TOTALS	254,095	357,623	103,528	40.74%

Significant Budget Changes:

The increase in Operating Expenses is primarily attributable to rental expenses for the new Community Development offices.

Community Development Department

Planning & Zoning Division

Appropriations Detail



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Kenneth L. Thomas, Housing & Economic Development Director

The Housing & Economic Development Department serves to assist, stimulate and facilitate public and private development resulting in creation of new value-added jobs, increase in per-capita income, improvements in the tax base, preservation of the economic value of property, the quality of life, increase home ownership, rehabilitate existing housing stock, and provide better services to residents and investors in the City. The department's strategies include economic diversification, business attraction and retention, community economic development business assistance, and creating economic development partnerships. The housing office will coordinate with the Community Redevelopment Agencies to increase the viability of existing neighborhoods and promote infill housing.

Responsibilities:

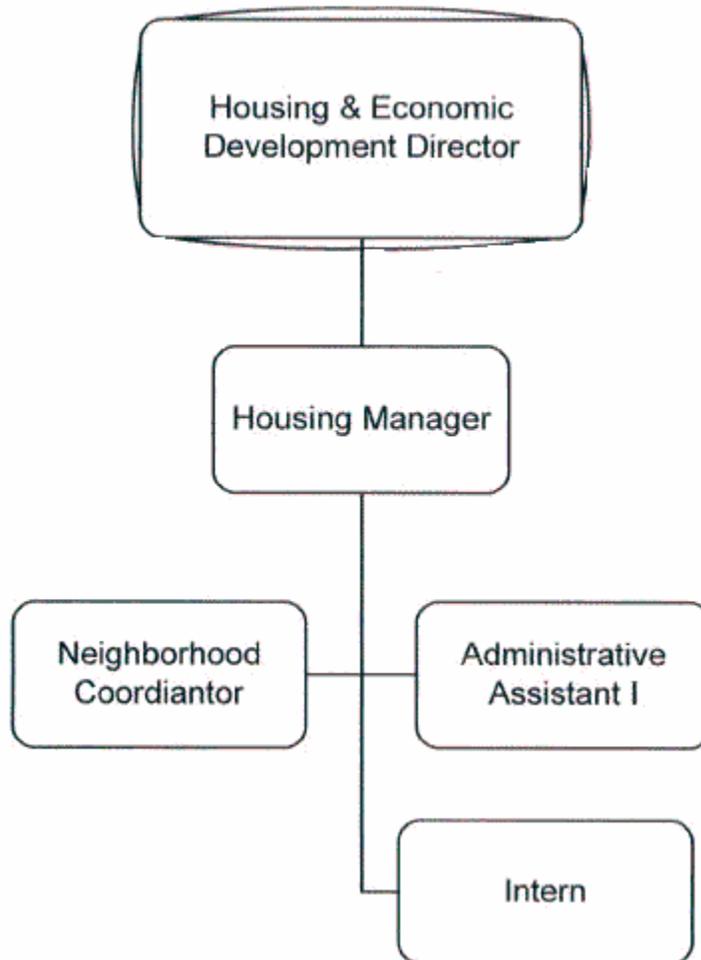
Housing

- 1st Time Homebuyers Program
- Coordinate housing subsidies
- Technical assistance on grant applications
- Leverage partnership dollars
- Affordable housing programs

Economic Development

- Technical assistance to businesses
- Listing of available properties
- Demographic information
- Advertising program
- Committee participation

Organizational Chart



Housing & Economic Development Department

Organization

Total
Department
Budget
\$508,582

Housing & Economic Development Department

Administration Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Facilitate “One Room To Go” and “No Saint Left Behind” programs
- ◆ Implement a post homebuyer’s retreat
- ◆ Facilitate the City-wide Housing & Economic Empowerment Rally
- ◆ Assist Code Enforcement to increase code compliance in the target areas
- ◆ Facilitate the annual neighborhood leaders workshop, and training program
- ◆ Create a commercial beautification program (incentives for façade improvements)
- ◆ Facilitate the operation of the business incubator
- ◆ Assist in various economic development related committees such as Chamber of Commerce Economic Development Committee, Downtown Partnership Restructuring Committee, Business Assistance Center, and the Workforce Development Board

Value: Open, accessible government

Goals:

- ◆ Develop a Housing Information Center
- ◆ Develop a Neighborhood Information Center with documents and reports for elected officials, senior staff and neighborhood leaders
- ◆ Create an Economic Development Center to assist businesses with relocation and expansion efforts and marketing available commercial properties

Value: Fiscal responsibility

Goals:

- ◆ Implement a Housing Rehabilitation Program for the GLCRA area
- ◆ Facilitate the City’s 1st Time Homebuyer’s Program
- ◆ Create a City foreclosure purchase program
- ◆ Promote the City’s Neighborhood Outreach Program
- ◆ Implement the Targeted Neighborhood Initiative (TNI) Plan
- ◆ Implement City’s demolition program
- ◆ Implement the Lake Denham Commerce Park plan (CR 470)
- ◆ Facilitate remodeling of the business incubator

Major Accomplishments:

- Approved over \$2,000,000 of mortgages to assist low income buyers
- Successfully implemented the “One Room To Go” Program
- Approved over \$200,000 of down payment assistance
- Counseled approximately 290 residents for home ownership
- Created a forum for dialogue between rental property owners and City staff
- Decreased trash and hazardous waste in the community through clean-ups
- Developed a towing company program for use by residents and code enforcement staff
- Had a major impact in bringing code enforcement cases into compliance
- Assisted several businesses with relocation
- Planned and marketed available properties

Housing & Economic Development Department

Administration Division

Performance Measures, Personnel & Capital Outlay

Performance Measures

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
New jobs created	175	200	205
Jobs retained	100	150	171
New businesses created	10	15	18
Businesses retained	15	10	5
Number of businesses assisted	200	180	225
Community & neighborhood associations assisted	25	25	28
Neighborhood associations created	3	3	3
Clients approved for down payment assistance	26	50	15
Housing education seminars & workshops	12	15	12
Home buyers counseled	290	30	115
City-wide clean-ups	4	4	4
Neighborhood community meetings	12	25	20
Neighborhood activities & events	2	4	10

Personnel Schedule

Classification	Current	New	Total	Amount
Housing & Economic Development Director	1.00	0.00	1.00	81,596
Housing Manager	1.00	0.00	1.00	50,754
Administrative Assistant I	1.00	0.00	1.00	38,418
Neighborhood Coordinator	1.00	0.00	1.00	32,806
Intern	0.00	1.00	1.00	13,312
Total	4.00	1.00	5.00	216,886

Capital Outlay Schedule

Description	Amount
None	
Total	

Housing & Economic Development Department

Administration Division

Appropriations Detail

Appropriations Detail

Account # 001-6254-554

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	140,221	191,419	103,230	187,958	216,886
1410 Overtime	0	105	268	0	0
1530 Bonuses	396	386	500	500	625
2110 FICA	10,409	14,440	7,797	13,370	15,171
2210 Retirement	5,631	10,162	7,430	13,415	14,637
23xx Insurance	19,075	22,778	12,844	23,381	23,857
2410 Workers' Compensation	497	856	364	660	759
262x Other Payroll Benefits	6,535	7,693	5,360	9,536	10,560
TOTAL PERSONAL SERVICES	182,764	247,839	137,793	248,820	282,495
<u>OPERATING EXPENSES</u>					
31xx Professional Services	1,360	8,795	26,951	0	200,000
3410 Contract Services	31,589	46,472	26,899	60,000	62,400
4010 Travel	6,048	9,057	5,082	6,700	12,368
4110 Communication	2,725	4,610	1,895	2,700	2,808
4210 Postage	3,600	1,875	3,364	5,500	5,720
4310 Utilities	1,982	1,168	532	2,178	2,265
4415 Fleet Lease	0	0	0	0	1,749
4510 Insurance	643	689	422	724	1,950
461x Repairs & Maintenance- Vehicles	0	0	220	0	1,320
4625 Repairs & Maintenance- Non-Build	53	0	3,290	4,500	4,680
463x Repairs & Maintenance- Equipment	6,189	2,105	1,144	3,350	5,480
4710 Printing & Binding	13,071	10,746	2,091	5,000	5,200
48xx Promotional Activities	29,913	24,248	3,941	31,500	32,760
49xx Advertising	7,286	7,291	4,313	11,550	12,012
492x Other Current Charges	256	3,109	223	25,556	26,578
4980 Taxes	0	0	1,970	0	0
5110 Office Supplies	3,697	1,890	2,829	3,421	3,558
5180 Minor Furniture/Equipment	733	1,270	0	500	520
52xx Operating Supplies	585	1,700	653	653	679
5215 Uniforms	171	0	0	0	0
5230 Fuel Purchases	0	0	0	1,000	1,040
5410 Publications & Memberships	5,482	8,862	3,904	6,200	6,448
5440 Education	0	0	305		4,000
5450 Training	3,172	3,106	265	2,000	2,080
TOTAL OPERATING EXPENSES	118,555	136,993	90,293	173,032	395,615
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0
<u>OTHER USES</u>					
9941 Utilities Allocation	(307,188)	(125,925)	(61,520)	(105,463)	(169,528)
TOTAL OTHER USES	(307,188)	(125,925)	(61,520)	(105,463)	(169,528)
TOTAL APPROPRIATIONS	(5,869)	258,907	166,566	316,389	508,582

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	248,820	282,495	33,675	13.53%
Operating Expenses	173,032	395,615	222,583	128.64%
Capital Outlay	0	0	0	0.00%
Other Uses	(105,463)	(169,528)	(64,065)	60.75%
TOTALS	316,389	508,582	192,193	60.75%

Significant Budget Changes:

The increase in operating expenditures is directly attributable to Lake Denham Commerce.

Housing & Economic Development Department

Administration Division

Appropriations Summary



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Barbara J. Morse, Library Director

The Library serves as the primary source of all types of information for both city and county residents, provides access to a wide range of informational and recreational materials in a variety of print, non-print, and electronic formats, supports both the formal and informal educational needs of patrons, and encourages children and adults to develop an interest in reading and learning.

Responsibilities:

Adult Services

- Material selection
- Research
- Information
- Reference
- Inter Library loan
- Reader's advisory

Technical Services

- Cataloging
- Repair
- Order/receiving
- Material processing

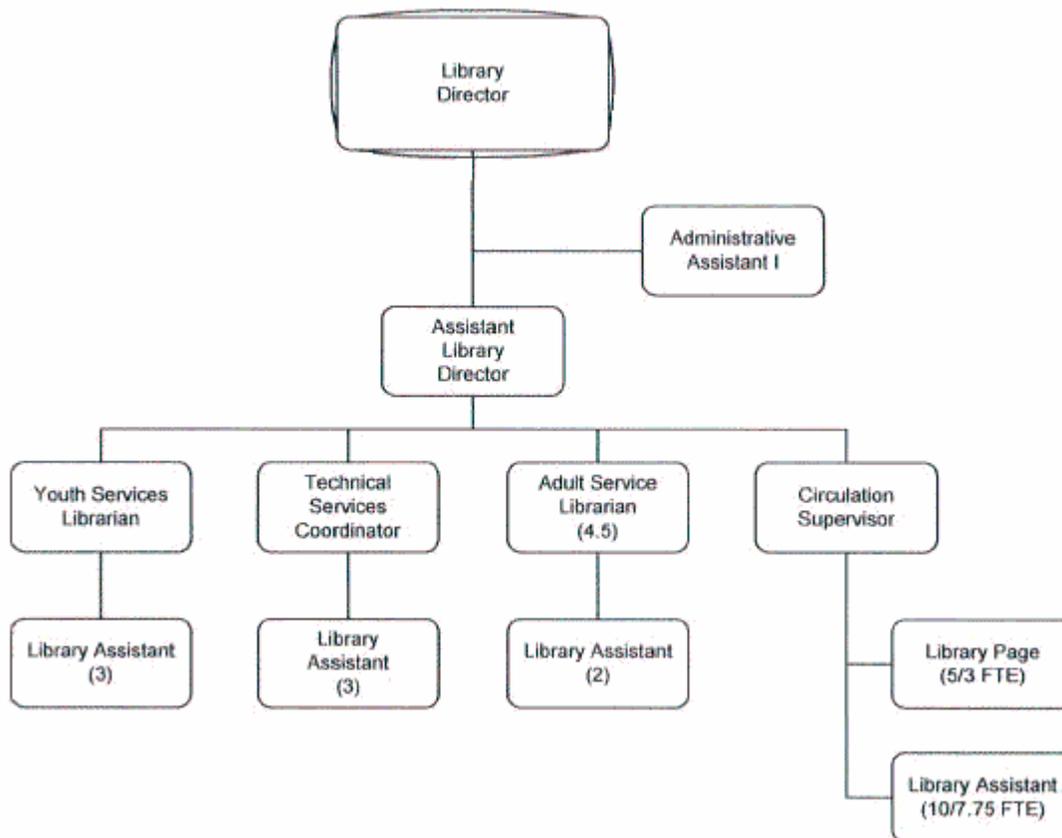
Youth Services

- Programs
- Reference
- Material selection
- Reader's advisory

Circulation Services

- Check in/out material
- Shelving
- Overdue notices
- Patron registration

Organizational Chart



Library Department

Organization

Total Department Budget \$2,175,955

Library Department

Library Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Provide service 69 hours per week including evenings and weekends
- ◆ Provide patrons an average of four computer and research instruction classes per month
- ◆ Provide a new library that is modern and welcoming for the patrons
- ◆ Provide training for all staff in first-class customer service procedures

Value: Open, accessible government

Goals:

- ◆ Provide daily access to library databases, catalog and programs through the webpage
- ◆ Provide virtual reference through librarian@leesburgflorida.gov
- ◆ Continue to participate with the County in the Florida "Ask A Librarian" program
- ◆ Provide monthly notice of programming events to Lakefront TV
- ◆ Provide information for the Friend's newsletter, distributed to over 836 households
- ◆ Update the policies and procedures manuals and make available on the webpage

Value: Fiscal responsibility

Goals:

- ◆ Seek and apply for library grants as appropriate
- ◆ Maintain or increase our level of service for county reimbursement
- ◆ Assist the Friends of the Library in their fund-raising efforts to enhance the library and its programs

Value: A spirit of professionalism

Goals:

- ◆ Support three employees to train and advance in the library profession
- ◆ Provide staff with at least twenty opportunities for continuing education through the City, County, Library Consortium, and in-service training
- ◆ Increase employee empowerment for a minimum of two staff members in decision making and accountability through cross-training

Value: A caring organization

Goals:

- ◆ Partner with the County Library System to provide at least two English As A Second Language (ESL) and Basic Literacy tutor sessions
- ◆ Partner with local agencies to present at least two out-reach programs for at-risk families
- ◆ Develop and promote at least six cultural programs of interest to adults
- ◆ Develop and promote a minimum of 20 cultural and recreational youth programs

Major Accomplishments:

- Filed for and received e-rate reimbursement for communication costs
- Continued construction of the new library and planned for furnishings and equipment
- Held over 40 computer workshops on a variety of topics for the patrons
- Provided 300 cultural/educational programs for children and adults onsite and outreach to health fair, schools, and agencies
- Provided staff training on changing library trends, customer service, and professional growth
- Applied for a County impact fee grant for computer equipment in the new library
- Increased circulation by 5% over 12 months and 13% over the previous year, resulting in an increase of \$6,630 in County reimbursement for library services
- Participated in the City's Customer Service Center at the Lake Square Mall with partial library service
- Increased use of youth materials from an average of 12% of the total circulation to 20%

Performance Measures

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Public service hours	3,346	3,138	3,203
Total number of registered borrows	15,627	16,514	16,900
Total holdings (volumes)	139,393	134,500	145,000
Circulation			
Adult	258,695	295,900	300,000
Juvenile	59,367	50,736	65,000
Total circulation	318,062	346,636	365,000
Circulation per hour	95.92	98.93	113.00
Circulation per borrower	20.35	20.99	21.60
Internet use	34,985	33,000	40,000
Use per hour	10.55	9.42	12.38
Reference transactions	33,958	72,359	38,000
Queries per hour	10.24	20.65	11.76
Interlibrary loan transactions	564	466	480
System loans (County transactions)			
Received from other libraries	39,230	36,000	45,000
Sent to other libraries	55,083	44,000	70,000
Programming			
Adult programs	119	100	125
Adult program attendance	2,939	2,000	3,000
Young adult programs	30	35	35
Young adult program attendance	179	400	400
Juvenile programs	274	200	250
Juvenile program attendance	5,087	5,500	5,500
Total programs	423	335	410
Total program attendance	8,205	7,900	8,900

Personnel Schedule

Classification	Current	New	Total	Amount
Library Director	1.00	0.00	1.00	70,560
Assistant Library Director	1.00	0.00	1.00	47,195
Technical Services Coordinator	1.00	0.00	1.00	50,285
Librarian	5.50	0.00	5.50	194,510
Circulation Supervisor	1.00	0.00	1.00	32,275
Library Assistant (18)	14.75	0.50	15.25	333,183
Library Page (5)	3.00	0.00	3.00	67,987
Administrative Assistant I	1.00	0.00	1.00	34,331
Total	28.25	0.50	28.75	830,326

Capital Outlay Schedule

Description	Amount
Disk check	9,000
Furniture- new Library	600,000
Book binding machine	4,000
Paper Cutter	1,000
Microfilm/ Microfiche Reader	18,722
Print Management System	20,308
Heavy duty Paper Shredder	1,100
Portable Digital Projector	1,250
Books/ Microform/ Non-print Media	147,460
Total	802,840

Library Department

Library Division

Performance Measures, Personnel & Capital Outlay Schedules

**Library
Department**

Library Division

**Appropriations
Detail**

Appropriations Detail

Account # 001-7111-571

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	621,333	702,230	390,831	776,067	830,326
1310 Temporary Labor	2,440	0	75	5,600	5,600
1410 Overtime	8,910	691	133	0	0
1530 Bonuses	2,723	2,782	3,073	3,821	4,250
2110 FICA	47,081	52,488	29,130	56,791	60,737
2210 Retirement	40,624	53,039	36,414	69,894	75,975
23xx Insurance	92,442	99,886	54,805	115,896	148,235
2410 Workers' Compensation	2,660	3,148	1,379	2,675	2,872
262x Other Employee Benefits	5,872	6,778	4,921	8,313	9,509
TOTAL PERSONAL SERVICES	824,085	921,042	520,761	1,039,057	1,137,504
OPERATING EXPENSES					
31xx Professional Services	7,983	0	0	0	0
3410 Contract Services	0	0	1,057	2,000	2,080
4010 Travel	6,632	7,985	4,319	9,800	6,800
4110 Communication	10,699	7,686	3,834	7,500	6,661
4210 Postage	4,517	4,522	2,397	4,200	4,800
4310 Utilities	37,410	36,204	22,849	59,200	79,283
4410 Rentals	0	7,286	9,294	10,000	10,500
4510 Insurance	6,391	7,286	4,463	7,650	9,366
4620 Repairs & Maintenance- Building	4,523	1,179	221	4,480	1,480
463x Repairs & Maintenance- Equipment	5,548	3,523	6,271	6,625	16,513
4710 Printing & Binding	1,543	953	1,670	3,000	3,000
4810 Promotional Activities	2,343	1,624	976	1,600	1,700
4911 Advertising	63	119	49	200	100
4920 Other Current Charges	4,948	3,318	2,701	5,850	6,650
5180 Minor Furniture/Equipment	3,476	2,379	5	500	0
5210 Operating Supplies	33,606	24,504	14,648	37,000	37,000
5410 Publications & Memberships	31,045	34,404	26,908	44,800	45,608
5440 Education	1,358	2,891	437	8,700	2,520
5450 Training	1,806	2,076	1,113	3,125	1,550
TOTAL OPERATING EXPENSES	163,891	147,939	103,212	216,230	235,611
CAPITAL OUTLAY					
6110 Land Costs	0	0	207	0	0
6210 Buildings	0	0	0	0	0
6410 Machinery & Equipment	2,895	133,684	0	0	655,380
6610 Books	104,020	106,849	63,877	107,151	113,580
6620 Microforms	1,292	1,887	0	1,815	1,815
6630 Non-Print Media	21,922	34,672	14,781	30,250	32,065
TOTAL CAPITAL OUTLAY	130,129	277,092	78,865	139,216	802,840
TOTAL APPROPRIATIONS	1,118,105	1,346,073	702,838	1,394,503	2,175,955

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	1,039,057	1,137,504	98,447	9.47%
Operating Expenses	216,230	235,611	19,381	8.96%
Capital Outlay	139,216	802,840	663,624	476.69%
TOTALS	1,394,503	2,175,955	781,452	56.04%

Significant Budget Changes:

Capital Outlay increased as a result of the purchasing of furniture and equipment for the new library.

Library Department

Library Division

Appropriations Summary



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Bruce Ericson, CPRP, Director of Recreation and Parks

The Recreation & Parks Department provides citizens a wide variety of activities through athletic, cultural and leisure programming; pools; playgrounds; active and passive parks. The department coordinates maintenance of facilities and Museum tours. The rental facilities are rented on a first come first serve bases which includes the Community Building, Cultural Arts Building and Mote-Morris House. City right-of-ways and code enforcement properties are maintained by this department. The Marina provides excellent services to the boating public.

Responsibilities

Parks & Facilities

- Landscaping
- Irrigation
- Construction Admin.
- Rentals
- Maintenance
- Janitorial Services

Programs

- Provides athletic, cultural, and leisure programs
- Staffing: contractual and part time

Athletic Fields

- Maintenance
- Construction Admin.

Museum

- Cataloging
- Tours
- Research

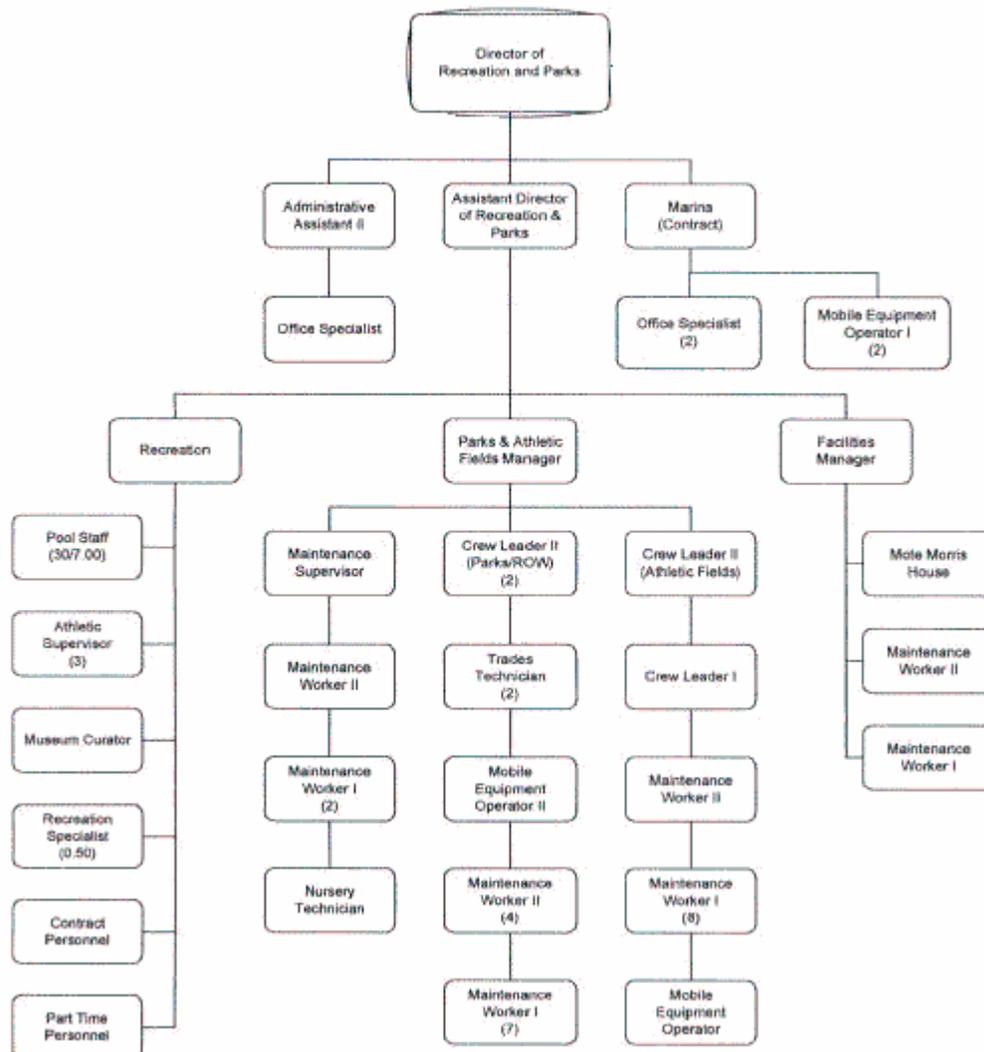
Pools

- Operation
- Aquatic programs
- Staffing: contractual and part time

Recreation Department

Organization

Organizational Chart



**Total
Department
Budget
\$4,828,211**

Recreation Department

Administration Division

Values & Goals

Values & Goals

Value: A caring organization

Goals:

- ◆ Continue certification process for parents (PAYS) and volunteer coaches (NYSCA)
- ◆ Continue to work closely and communicate effectively with parents, clubs, schools, and organizations
- ◆ Continue to host tournaments such as Sun Rec, USSSA softball & baseball, baseball and or fast pitch softball, and Hap Dumont World Series which brings many people to our city
- ◆ Implement on-line registration for all programs
- ◆ Continue program evaluation process in all programs
- ◆ Introduce at least 2 new programs/ activities
- ◆ Use the Rec Trac to improve all aspects of our programs (data base for mailing, increase ease of participant registering, etc.)
- ◆ Provide a safe recreational environment for all participants to the extent the department has control over the facilities

Value: Excellence in all we do

Goals:

- ◆ Provide high quality camps and clinics including Summer Day Camp, British Soccer Camp, Tennis Camp and Baseball/ Softball Camps and winter Soccer Clinic
- ◆ Increase participation in all athletic and passive programs
- ◆ Continue to work to make the Sports Corner a success
- ◆ Maximize the use of all fields through existing or new programs and or rentals
- ◆ Open and begin programming out of the City of Leesburg's Gymnasium

Major Accomplishments:

- Increased number and variety of programs offered
- Partnered with the Daily Commercial to start Sports Corner and the first installment of Seasons
- Began the first of a series of Start Smart Programs
- Began a Mommy & Me class
- Began a new season for girls fast pitch softball (Fall League)
- Hosted the Cal Ripken 12 & U and 11 & U District Tournament
- Partnered with the Pop Warner Football/ Cheerleading program and the Leesburg Sting Softball program
- Hosted the Hap Dumont World Series

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Youth programs (teams)			
Soccer	21	24	28
Football	7	12	12
Baseball	36	30	32
Softball	10	8	12
Basketball	11	16	16
Adult programs (teams)			
Softball	63	70	78
Volleyball	15	10	12
Register online	0	0	0
Active/Passive classes	271	300	350
Summer program participants	100	100	100
Spring break participants	30	75	60

Personnel Schedule

Classification	Current	New	Total	Amount
Director of Recreation & Parks	1.00	0.00	1.00	72,460
Assistant Director of Recreation & Parks	1.00	0.00	1.00	59,782
Administrative Assistant II	1.00	0.00	1.00	42,099
Office Specialist	1.00	0.00	1.00	26,079
Museum Curator	1.00	0.00	1.00	40,419
Athletic Supervisor (Recreation Supervisor)	3.00	0.00	3.00	112,468
Recreation Specialist	0.00	0.50	0.50	12,293
Part-Time Wages:				
Umpires				41,953
Scorekeepers				9,243
Day Camp Staff				
Day Camp Director				4,050
Counselors				50,600
Assistant Director				4,000
Total	8.00	0.50	8.50	475,446

Capital Outlay Schedule

Description	Amount
Carpet in Activity room	5,500
Tennis Court Resurfacing	40,000
Total	45,500

Recreation Department

Administration Division

Personnel & Capital Outlay Schedules

Recreation Department

Administration Division

Appropriations Detail

Appropriations Detail

Account # 001-8121-572

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	413,990	425,504	210,429	472,000	475,446
1310 Temporary Labor	9,372	10,238	3,257	18,500	18,500
1410 Overtime	3,091	2,967	449	1,872	4,000
1530 Bonuses	750	750	875	1,059	1,125
2110 FICA	31,500	32,584	16,304	33,986	35,081
2210 Retirement	18,102	23,427	20,773	33,380	42,720
23xx Insurance	41,006	40,435	20,269	48,871	49,266
2410 Workers' Compensation	11,658	12,243	4,300	9,870	10,406
261x Other Payroll Benefits	6,797	7,375	893	10,961	2,053
TOTAL PERSONAL SERVICES	536,266	555,523	277,549	630,499	638,597
OPERATING EXPENSES					
31xx Professional Services	8,849	1,802	0	0	0
4010 Travel	13,012	15,351	5,894	14,400	15,000
4110 Communication	12,477	16,661	6,707	13,000	14,500
4210 Postage	2,107	2,331	1,968	3,500	3,640
4310 Utilities	18,209	18,700	21,449	21,000	39,840
4410 Rentals	14,400	9,070	233	18,900	18,900
4415 Internal Fleet Lease	0	4,995	3,443	5,902	4,996
4510 Insurance	14,817	16,120	4,900	8,400	16,600
461x Repairs & Maintenance- Vehicles	4,097	4,090	1,830	4,460	4,480
4620 Repairs & Maintenance- Building	786	16,127	209	2,500	2,600
4625 Repairs & Maintenance- Non-Build	1,174	1,594	668	2,000	2,080
463x Repairs & Maintenance- Equipment	6,613	5,263	4,433	7,600	6,350
4710 Printing & Binding	6,998	11,003	6,139	11,000	20,000
4810 Promotional Activities	1,608	8,041	6,733	9,000	12,000
4911 Advertising	1,505	376	480	1,500	1,500
4920 Other Current Charges	12,336	12,998	9,657	10,000	15,000
4930 Recognitions & Awards	10,366	13,036	4,856	23,000	31,000
4945 Injury/Damage to Others	6,602	288	0	2,500	2,600
5110 Office Supplies	3,959	4,636	2,356	3,500	4,500
5180 Minor Furniture/Equipment	3,640	1,146	1,473	9,700	13,500
5210 Operating Supplies	74,361	70,044	41,889	81,350	91,120
52xx Uniforms	23,651	27,587	12,012	25,200	37,206
5230 Fuel Purchases	3,534	4,552	2,457	3,000	3,120
5410 Publications & Memberships	3,580	5,179	2,612	5,700	7,488
5440 Education	0	0	0	1,000	1,040
545x Training	3,128	4,107	1,692	4,900	5,096
TOTAL OPERATING EXPENSES	251,809	275,097	144,090	293,012	374,156
CAPITAL OUTLAY					
6210 Buildings	0	0	0	0	5,500
6310 Improvements other than Bldgs	0	24,819	11,191	0	40,000
6410 Machinery & Equipment	25,828	0	4,796	5,000	0
TOTAL CAPITAL OUTLAY	25,828	24,819	15,987	5,000	45,500
TOTAL APPROPRIATIONS	813,903	855,439	437,626	928,511	1,058,253

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	630,499	638,597	8,098	1.28%
Operating Expenses	293,012	374,156	81,144	27.69%
Capital Outlay	5,000	45,500	40,500	810.00%
TOTALS	928,511	1,058,253	129,742	13.97%

Significant Budget Changes:

The increase in Capital Outlay is directly associated with the cost of tennis court resurfacing.

Recreation Department

Administration Division

Appropriations Summary

Recreation Department

Pool Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Recruit and train lifeguards and water safety instructors, which are more reflective of the population's racial diversity
- ◆ Increase programming for adults- aquacising, lap swim, water basketball, water volleyball, water polo, etc.
- ◆ Continue to provide open swim time at 2 locations from Memorial Day weekend to Labor Day
- ◆ Continue to offer off-season programs to various groups, which include lap swim, scuba classes, aerobics, and pool parties
- ◆ Provide an outstanding aquatics program including swimming instruction, Swim Team, Red Cross training for certification of lifeguards, adult aquatic programs, healthy activities and private parties
- ◆ Continue to provide a safe and clean aquatic environment
- ◆ Continue to upgrade department facilities

Value: Open, Accessible Government

Goals:

- ◆ Improve communication with the public regarding pool programs and hours of operation
- ◆ Communicate effectively with other organizations that use our facilities
- ◆ Offer supervised birthday party packages
- ◆ Cosmetic improvement at pools, furniture and painting

Value: Professionalism

Goals:

- ◆ Work closely with American Red Cross on certifications and safety guidelines
- ◆ Continue to provide a secure environment in which the public and staff are free from any form of abuse and are treated with professionalism and respect

Major Accomplishments:

- ❑ Expanded the H. O. Dabney water show to include a variety of events, contest prizes, etc.
- ❑ Continued to rent the pool out to various day camps and day cares
- ❑ Continued to offer morning and evening swim lessons at both pools
- ❑ Pursued diversification of the aquatic staff through community leaders
- ❑ Completed chlorine gas to liquid bleach conversion at both pools
- ❑ Organized swim team

Performance Measures:

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
Swimming lessons			
Dabney	10	100	150
Venetian Gardens	250	500	550
Participants using pools			
Dabney	3,885	6,100	6,500
Venetian Gardens	4,949	6,000	7,000
Lap swim – Venetian Gardens	1,019	1,800	2,600
Groups visits	75	100	150
Training classes			
Lifeguard	5	5	6
Water safety instructor	3	2	4
Community water safety	8	6	12
CPR	3	3	12
Other	3	3	12
Swim Team	0	0	2,400
Aquacising	0	0	600
Canoe Rental	0	0	100
Fishing	0	0	100

Recreation Department

Pools Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Pool Manager (2)	0.15	0.00	.15	3,496
Head Lifeguard (3)	2.05	0.00	2.05	34,666
Water Safety Instructor (10)	4.00	0.00	4.00	55,001
Lifeguard (5)	0.80	0.00	0.80	9,789

NOTE: All positions are temporary and recorded on the basis of full time equivalency. The number of water safety instructors and lifeguards vary from year to year.

Total	7.00	0.00	7.00	102,952
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Capital Outlay Schedule

Description	Amount
BESC system 3 chemical controller	3,800
Total	3,800

**Recreation
Department**

Pools Division

**Appropriations
Detail**

Appropriations Detail

Account # 001-8122-572

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	56,972	130,614	30,156	96,450	102,952
1310 Temporary Labor	2,446	0	2,218	1,500	5,000
1410 Overtime	1,046	4,031	568	400	6,000
2110 FICA	4,438	10,201	2,373	8,841	7,875
2410 Workers' Compensation	3,287	9,480	1,578	5,957	4,807
TOTAL PERSONAL SERVICES	68,189	154,326	36,893	113,148	126,634
<u>OPERATING EXPENSES</u>					
31xx Professional Services	0	0	0	0	0
4110 Communication	1,146	1,114	633	1,200	0
4210 Postage	0	275	0	300	0
4310 Utilities	41,491	43,492	46,374	41,500	84,000
4410 Rentals	0	150	0	0	2,500
4510 Insurance	644	786	482	825	1,262
461x Repairs & Maintenance- Vehicles	2,751	2,859	135	2,500	5,000
4620 Repairs & Maintenance- Building	3,384	595	875	1,500	1,560
4625 Repairs & Maintenance- Non-Build	10,091	9,081	7,114	10,000	10,400
463x Repairs & Maintenance- Equipment	0	0	0	250	260
4710 Printing & Binding	60	220	59	1,100	1,144
4920 Other Current Charges	400	732	0	500	520
5180 Minor Furniture/Equipment	1,111	3,030	791	1,500	31,573
5210 Operating Supplies	6,552	6,605	4,047	3,700	14,068
5215 Uniforms	2,788	2,301	1,104	3,000	3,120
5280 Chemicals	4,638	4,428	2,437	4,000	38,132
5410 Publications & Memberships	0	176	0	0	0
5450 Training	3,648	700	797	3,500	8,995
TOTAL OPERATING EXPENSES	78,704	76,544	64,848	75,375	202,534
<u>CAPITAL OUTLAY</u>					
6310 Improvements other than Bldgs	0	0	0	2,500	0
6410 Machinery & Equipment	1,480	30,795	0	0	3,800
TOTAL CAPITAL OUTLAY	1,480	30,795	0	2,500	3,800
TOTAL APPROPRIATIONS	148,373	261,665	101,741	191,023	332,968

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	113,148	126,634	13,486	11.92%
Operating Expenses	75,375	202,534	127,159	168.70%
Capital Outlay	2,500	3,800	1,300	52.00%
TOTALS	191,023	332,968	141,945	74.31%

Significant Budget Changes:

The Recreation department assumed the maintenance of the swimming pools which increased the operating expenses due to chemical costs. Utility expenses have risen significantly resulting in a 100% increase.

Recreation Department

Pools Division

Appropriations Summary

Recreation Department

Community Facilities Division

Values & Goals

Values & Goals

Value: A spirit of professionalism

Goals:

- ◆ Provide prompt and professional service to the community
- ◆ Provide the best quality service and the cleanest facilities of this type in the City of Leesburg
- ◆ Provide quality equipment and furnishings for users of the facility
- ◆ Serve the users of the facility in a prompt and professional manner to encourage continued use
- ◆ Provide a well maintained facility for the use of clubs, community organizations, City of Leesburg programs and general public
- ◆ Maintain and purchase equipment to better serve our users
- ◆ Continue to provide excellent food service to the various users through the caterer

Value: Fiscal responsibility

Goals:

- ◆ Develop a new marketing plan to advertise to the community
- ◆ Encourage increased demand for rental of the facility by utilizing newspaper advertisements
- ◆ Provide the public support service with the assistance of one of the best caterers in Lake County
- ◆ Purchase round tables, padded chairs and light weight tables for usage at Community Building and Cultural Arts Building
- ◆ Replace carpet with a more durable material in the Main Room of the Community Building

Value: A caring organization

Goals:

- ◆ Develop new programs to increase use of the facility

Major Accomplishments:

- Made use of the Cultural Arts Center, Boat Club, and Women's Club as backup locations for events that could not be accommodated at the Community Building
- Replaced P.A. System
- Painted outside of Community and Cultural Arts Building
- Made credit card transactions available for Community Building users
- Implemented a new rental contract policy for Community Building users

Performance Measure:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Community Building (Number of bookings)			
Main Room	58	62	109
with meal	103	105	66
East Room	71	73	139
with meal	157	159	93
West room	134	135	102
with meal	30	32	22
Total service hours	1,400	1,450	1,295
Types of bookings			
Private (paying)	528	526	507
Public (non-paying)	25	40	24
Rental revenue per year	\$29,040	\$32,000	\$32,000
Cultural Arts Facility (Number of bookings)			
Service hours	790	668	670
Types of bookings:			
Private (paying)	NA	18	20
Public (non-paying)	NA	8	10
Rental revenue per booking	\$1,326	\$1,537	\$1,537

Recreation Department

Community Facilities Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Facilities Manager	1.00	0.00	1.00	39,466
Maintenance Worker I	1.00	0.00	1.00	24,679
Maintenance Worker II	1.00	0.00	1.00	32,298
Total	3.00	0.00	3.00	96,443

Capital Outlay Schedule

Description	Amount
Electronic Sign	30,000
Meat Slicer	3,000
A/C Unit	4,500
Total	37,500

Recreation
Department

Community
Facilities
Division

Appropriations
Detail

Appropriations Detail

Account # 001-8123-572

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	96,670	92,292	50,991	95,411	96,443
1410 Overtime	8,870	7,076	3,517	8,360	9,000
1530 Bonuses	375	375	375	375	375
2110 FICA	7,529	7,050	3,903	6,775	6,861
2210 Retirement	8,142	8,411	6,112	11,449	11,573
23xx Insurance	20,587	17,203	10,416	22,096	19,346
2410 Workers' Compensation	5,971	7,054	2,780	4,811	4,329
26xx Other Payroll Benefits	0	0	0	0	156
TOTAL PERSONAL SERVICES	148,144	139,461	78,094	149,277	148,083
OPERATING EXPENSES					
3110 Professional Services	0	0	0	30,000	0
3410 Contract Services	700	829	557	1,000	1,000
41xx Communication	132	276	0	0	0
4210 Postage	0	0	0	100	104
4310 Utilities	22,356	24,686	20,588	22,300	36,160
4415 Internal Fleet Lease	0	0	1,238	1,847	1,545
4510 Insurance	865	1,077	660	1,131	1,451
461x Repairs & Maintenance- Vehicles	1,274	1,380	1,479	3,520	3,520
4620 Repairs & Maintenance- Building	5,983	2,944	3,814	3,100	8,100
4625 Repairs & Maintenance- Non-Build	9	647	493	1,000	3,500
463x Repairs & Maintenance- Equipment	824	775	393	700	1,470
4710 Printing & Binding	0	332	174	500	520
5110 Office Supplies	210	37	0	250	260
5180 Minor Furniture/Equipment	1,976	457	0	6,500	48,528
5210 Operating Supplies	4,040	3,472	3,128	4,000	5,000
5215 Uniforms	382	414	327	350	500
5230 Fuel Purchases	0	22	246	0	0
5440 Education	0	0	0	0	0
TOTAL OPERATING EXPENSES	38,751	37,348	33,097	76,298	111,658
CAPITAL OUTLAY					
6210 Buildings	0	0	0	0	0
6410 Machinery & Equipment	24,029	0	3,856	0	37,500
TOTAL CAPITAL OUTLAY	24,029	0	3,856	0	37,500
TOTAL APPROPRIATIONS	210,924	176,809	115,047	225,575	297,241

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	149,277	148,083	(1,194)	-0.80%
Operating Expenses	76,298	111,658	35,360	46.34%
Capital Outlay	0	37,500	37,500	100.00%
TOTALS	225,575	297,241	71,666	31.77%

Significant Budget Changes:

Please see the Capital Outlay schedule for changes.

Recreation Department

Community Facilities Division

Appropriations Summary

Recreation Department

Parks Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Continue to raise the level of landscape maintenance of our parks and other public areas
- ◆ Maintain quality attractive parks and facilities, including safe playgrounds, for the enjoyment and use of our citizens
- ◆ Ensure maintenance of rights-of-way and code enforcement properties in a timely manner
- ◆ Provide timely and quality maintenance of all Park and Recreation facilities and structures
- ◆ Convert fixed riser irrigation system in Venetian Gardens to an underground automated system

Value: A spirit of professionalism

Goals:

- ◆ Begin city wide removal/ replacement of park benches and waste receptacles
- ◆ Provide replacement picnic shelters in Venetian Gardens
- ◆ Begin replacing bridges over canals in Venetian Gardens
- ◆ Complete the development of the dog park

Major Accomplishments:

- ❑ Completed renovation of Corrine Williams Park
- ❑ Continue applying for grants to upgrade parks and trails
- ❑ Installed drinking fountain and picnic grills at Berry, Herlong, and Venetian Gardens Parks
- ❑ Initiated weekly playground safety inspection
- ❑ Upgraded boat launching areas and fishing docks at Herlong and Singletary Parks
- ❑ Replaced roof on two shelters in Venetian Gardens
- ❑ Obtained \$320,000 in additional JPA funds for S.R. 441 beautification
- ❑ Received FDOF grant to conduct city wide Arbor Survey – actual survey to begin in May
- ❑ Added replacement waste receptacles and park benches in several parks
- ❑ Upgraded / expanded irrigation systems along Main Street at new City Nursery, Airport, Sleepy Hollow and Community Building
- ❑ Landscaped area at Sleepy Hollow containing restroom, shelter, playground, and officials locker room
- ❑ Started City Nursery
- ❑ Assumed responsibility for ground maintenance of the new airport and Okahumpka fire stations
- ❑ Completed landscape/irrigation design for Phase I of S.R. 441 beautification

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Areas maintained (acres per employee)	29.2	23.5	25
Linear feet of R. O. W. Maintained	42,271	72,779	84,184
Trees planted	75	50	65
Trees removed	703*	75	41
Weddings in parks	23*	33	35
Rogers Park – rent	85*	115	100
Areas maintained per sq ft	4,365,552	5,748,392	6,231,512
Feet of City right-of-way mowed	49,000	72,028	77,308

*Due to hurricanes The City of Leesburg removed many damaged and fallen trees throughout the City and cancelled many events and reservations.

Recreation Department

Parks Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Parks & Athletic Fields Manager	0.50	0.00	.50	29,167
Crew Leader II	3.00	-1.00	2.00	86,502
Maintenance Supervisor	0.00	1.00	1.00	45,679
Trades Technician	2.00	0.00	2.00	56,374
Maintenance Worker II	5.00	0.00	5.00	138,367
Maintenance Worker I	8.00	1.00	9.00	217,275
Mobile Equipment Operator I	1.00	0.00	1.00	27,030
Nursery Tech	0.00	1.00	1.00	36,549
Standby				
Total	20.50	1.00	21.50	636,943

Capital Outlay Schedule

Description	Amount
Girl Scout Hut repair	15,000
Tree replacement	15,000
Playground renovations	75,000
Park lighting	20,000
Shade structures	15,000
Shelter replacements	25,000
Nursery shade house	1,500
Sesquicentennial banners	75,000
Signs	1,000
Tents	4,000
Total	246,500

Recreation
Department

Parks
Division

Appropriations
Detail

Appropriations Detail

Account # 001-8124-572

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	501,809	551,624	311,530	585,560	636,943
1310 Temporary Labor	2,561	10,721	5,834	19,000	19,000
1410 Overtime	52,057	24,085	12,894	34,320	35,000
1530 Bonuses	2,313	1,997	2,233	2,438	2,687
2110 FICA	40,297	42,256	24,013	42,862	47,099
2210 Retirement	41,322	49,510	35,281	69,895	76,194
23xx Insurance	110,512	100,650	56,448	122,561	135,298
2410 Workers' Compensation	28,939	38,512	14,185	26,065	25,063
262x Other Payroll Benefits	801	626	73	666	486
TOTAL PERSONAL SERVICES	780,611	819,981	462,491	903,367	977,770
OPERATING EXPENSES					
31xx Professional Services	6,235	2,517	0	1,000	5,000
3410 Contract Services	8,007	7,680	3,589	8,200	8,500
4010 Travel	841	330	759	1,100	2,000
41xx Communication	150	41	333	200	500
4210 Postage	0	5	25	0	100
4310 Utilities	55,620	56,716	36,993	54,000	65,000
4410 Rentals	6,169	8,309	5,470	16,000	20,000
4415 Internal Fleet Lease	0	56,861	37,929	65,020	59,003
4510 Insurance	12,515	13,091	8,018	13,746	15,720
461x Repairs & Maintenance- Vehicles	44,868	51,513	31,661	55,900	62,540
4620 Repairs & Maintenance- Building	4,798	5,882	4,547	13,000	13,520
4625 Repairs & Maintenance- Non-Build	58,307	39,553	27,841	55,000	80,000
463x Repairs & Maintenance- Equipment	1,059	147	148	1,500	1,560
4810 Promotional Activities	150	0	539	0	0
4911 Advertising-Other Ads	380	0	0	0	0
4920 Other Current Charges	2,010	1,221	300	2,500	1,500
4945 Injury/ Damage to Others	0	0	1,750	0	0
4980 Taxes	906	906	906	1,000	1,040
5180 Minor Furniture/Equipment	12,582	11,635	5,612	15,000	35,300
5210 Operating Supplies	42,945	42,218	18,645	50,000	52,000
5215 Uniforms	4,580	3,505	5,227	5,000	6,000
52xx Fuel Purchases	15,369	16,452	11,735	16,200	16,848
5410 Publications & Memberships	408	235	235	200	250
5440 Education	0	1,655	0	1,000	1,040
5450 Training	1,531	0	1,415	1,600	2,000
TOTAL OPERATING EXPENSES	279,430	320,472	203,677	377,166	449,421
CAPITAL OUTLAY					
6210 Buildings	0	300,010	5,890	108,000	15,000
6310 Improvements Other Than Bldgs	3,138	16,838	1,030	46,500	226,500
6410 Machinery & Equipment	68,744	27,000	0	4,500	5,000
TOTAL CAPITAL OUTLAY	71,882	343,848	6,920	159,000	246,500
TOTAL APPROPRIATIONS	1,131,923	1,484,301	673,088	1,439,533	1,673,691

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	903,367	977,770	74,403	8.24%
Operating Expenses	377,166	449,421	72,255	19.16%
Capital Outlay	159,000	246,500	87,500	55.03%
TOTALS	1,439,533	1,673,691	234,158	16.27%

Significant Budget Changes:

The increase in Capital Outlay expenditures is primarily attributable to the cost of banners associated with the Sesquicentennial celebration.

Recreation Department

Parks Division

Appropriations Summary

Recreation Department

Athletic Fields Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Correct drainage problems at Susan Street, especially by dugouts
- ◆ Maintain quality athletic fields in a safe, playable condition
- ◆ Install concrete pads under bleachers at Susan Street
- ◆ Upgrade bleachers and install shade covers at Susan Street
- ◆ Begin renovation of Pat Thomas Stadium

Value: A spirit of professionalism

Goals:

- ◆ Install well filter for Sleepy Hollow irrigation system
- ◆ Expand City Nursery to provide area for replacement sod when needed
- ◆ Construct small equipment storage facility at Susan Street
- ◆ Establish a storage area for stockpiling soil, ball field clay, sand, Seminole chips, mulch at Sleepy Hollow and Susan Street Complex

Major Accomplishments:

- Constructed replacement recreation storage bin at Susan Street
- Completed rehab/modification of irrigation at Susan Street
- Installed warning track at Pat Thomas Stadium
- Painted exterior of Pat Thomas Stadium and facilities at Susan Street
- Installed protective coverings on fence railings at Pat Thomas Stadium
- Renovated power supply hook-ups on athletic fields

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Areas maintained (no longer maintain Carver Heights school grounds)	6	5	5
Buildings maintained	25	29	29
Structures maintained	39	41	41
New equipment purchased	18	6	11
Training seminars	42	30	30

Recreation Department

Athletic Fields Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Parks & Athletic Fields Manager	0.50	0.00	0.50	29,169
Crew Leader II	1.00	0.00	1.00	45,677
Trades Technician	1.00	-1.00	0.00	0
Maintenance Worker II	1.00	0.00	1.00	31,398
Maintenance Worker I	8.00	0.00	8.00	160,801
Standby				
Mobile Equipment Operator II	1.00	0.00	1.00	32,843
Crew Leader I	0.00	1.00	1.00	40,352
Total	12.50	0.00	12.50	340,240

Capital Outlay Schedule

Description	Amount
Scoreboard (2)	20,000
Lightning predictor	10,000
Bleacher covers (5)	20,000
Batting cage (2)	10,000
Pitching machine (2)	5,000
Concrete material holding container (2)	6,000
Sand separator	5,000
Gymnasium equipment	10,000
Total	86,000

**Recreation
Department**

**Athletic Fields
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-8125-572

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	234,552	266531	161,897	306,733	343,240
1310 Temporary Labor	0	0	0	3,750	4,000
1410 Overtime	33,034	18103	11,535	23,920	35,000
1530 Bonuses	813	1131	1,099	1,313	1,125
2110 FICA	19,768	20986	12,744	22,596	24,960
2210 Retirement	18,962	23944	18,360	36,508	40,828
23xx Insurance	43,352	48823	29,055	58,239	76,627
2410 Workers' Compensation	13,706	18841	7,495	13,291	13,314
262x Other Payroll Benefits	140	189	445	138	606
TOTAL PERSONAL SERVICES	364,327	398,548	242,630	466,488	539,700
<u>OPERATING EXPENSES</u>					
31xx Professional Services	0	0	0	0	0
3410 Contract Services	773	1059	649	2,100	2,000
4010 Travel	0	3	105	500	500
41xx Communication	237	550	300	300	600
4210 Postage	6	0	0	0	0
4310 Utilities	190,771	242826	158,779	250,000	274,800
4410 Rentals	222	309	623	600	1,000
4415 Internal Fleet Lease	0	25548	18,466	31,656	40,419
4510 Insurance	4,694	5473	3,467	5,747	7,575
461x Repairs & Maintenance- Vehicles	19,845	23677	15,348	25,840	31,460
4620 Repairs & Maintenance- Building	3,849	5833	3,676	7,000	7,280
4625 Repairs & Maintenance- Non-Build	23,228	22623	6,954	16,000	16,640
463x Repairs & Maintenance- Equipment	20	0	50	0	0
4710 Printing & Binding	0	0	64	0	0
4910 Advertising	276	29	0	0	0
4920 Other Current Charges	210	0	0	500	520
5180 Minor Furniture/Equipment	6,479	6688	1,715	3,000	4,000
5210 Operating Supplies	19,232	25134	16,066	18,000	30,000
5215 Uniforms	2,008	2255	1,690	2,500	2,600
52xx Fuel Purchases	6,622	8891	7,643	7,200	7,488
5410 Publications & Memberships	0	0	0	0	0
5440 Education	0	0	0	1,000	1,040
5450 Training	486	450	167	800	832
TOTAL OPERATING EXPENSES	278,958	371,348	235,762	372,743	428,754
<u>CAPITAL OUTLAY</u>					
6310 Improvements Other Than Bldgs	3,448		0	0	0
6410 Machinery & Equipment	24,499		1,823	20,000	86,000
TOTAL CAPITAL OUTLAY	27,947	0	1,823	20,000	86,000
TOTAL APPROPRIATIONS	671,232	769,896	480,215	859,231	1,054,454

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	466,488	539,700	73,212	15.69%
Operating Expenses	372,743	428,754	56,011	15.03%
Capital Outlay	20,000	86,000	66,000	330.00%
TOTALS	859,231	1,054,454	195,223	22.72%

Significant Budget Changes:

Please see the Capital Outlay schedule for changes to Capital Outlay.

Recreation Department

Athletic Fields Division

Appropriations Summary

Recreation Department

Mote-Morris/ Museum Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Increase attendance at the Mote Morris House and the Leesburg Heritage Museum
- ◆ Provide new exhibits on a regular basis
- ◆ Continue to acquire additional artifacts and archival materials
- ◆ Enhance the appearance of the Mote Morris House interior by adding seasonal decorations
- ◆ Continue to maintain the beautiful appearance of grounds and gazebo at Mote Morris House
- ◆ Begin a series of "Fast Facts" about Leesburg history and make available to the public
- ◆ Paint Mote Morris House exterior
- ◆ Replace Mote Morris House roof

Value: A caring organization

Goals:

- ◆ Assist users in a prompt and professional manner to encourage continued use of the facility
- ◆ Assist the general public in their research efforts
- ◆ Work closely with member of the Leesburg Heritage Society and increase volunteer base

Value: Fiscal responsibility

Goals:

- ◆ Advertise more to increase rental revenues of the Mote Morris House

Major Accomplishments:

- Replaced porch at Mote Morris House
- Replaced ceilings in two rooms
- Added electric for outdoor usage
- Increased attendance at the Leesburg Heritage Museum from 829 in 2004-05 fiscal year to 1,736 in 2005-06
- Increased visitors at the Mote Morris House from 681 during 7 months of 2004-05 to 1,384 in 2005-2006
- Received microfilm collection of the Daily Commercial from 1927 to 2004
- Completed two displays for the customer service center at the Lake Square Mall
- Received an estimated 600 volunteer hours from 33 members of the Leesburg Heritage Society during Mote Morris house tours and Leesburg Historical Museum hours
- Hosted two television shows about Leesburg history for Lake TV
- Primary writer for the game of the week stories on the City of Leesburg Recreation & Parks page published Mondays in the Daily Commercial
- Acquired many items from the Sara Barcus estate
- Served three committees: Sesquicentennial Committee, Historic Structure Survey Evaluation, and Historic Preservation Walking Tour
- Helped develop a power point presentation on Leesburg history for fifth grade students and presented two programs
- Developed a tri-fold brochure for the Leesburg Historical Museum
- Museum was selected to participate in the next phase of the Central Florida Memory project contingent upon grant funding
- Completed on-line archiving course by AASLH

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Facility usage Mote Morris House	35	50	19
Private (paying)	15	35	15
Public (non-paying)	25	15	4
Rental revenue	\$5,400	\$8,000	\$3,082
Mote-Morris House visitors	1,384	1,800	1,500
Speaking engagements	18	20	20
Printed publications - Museum	0	1	1
Printed publications - Mote Morris House	1	2	0
Museum visitors	1,736	2,300	2,500

**Recreation
Department**

**Mote-Morris/
Museum
Division**

**Personnel &
Capital Outlay
Schedules**

Personnel Schedule

Classification	Current	New	Total	Amount
Total				

Capital Outlay Schedule

Description	Amount
None	
Total	

**Recreation
Department**

**Mote-Morris/
Museum
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 001-8132-573

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3410 Contract Services	1,158	1359	270	3,000	3,120
41xx Communication	1,949	2030	1,360	2,000	2,080
4210 Postage	0	1	125	0	250
4310 Utilities	15,654	18251	10,330	17,000	18,510
4510 Insurance	154	149	91	157	205
461x Repairs & Maintenance- Vehicles	0	0	0	1,000	1,040
4620 Repairs & Maintenance- Building	239	2788	3,654	5,000	6,000
4625 Repairs & Maintenance- Non-Build	0	3348	164	2,700	3,000
463x Repairs & Maintenance- Equipment	105	90	104	200	208
4710 Printing & Binding	275	630	0	600	1,000
4810 Promotional Activities	0	0	0	200	500
4911 Advertising	0	0	0	1,000	1,040
5110 Office Supplies	0	87	34	100	250
5180 Minor Furniture/Equipment	0	0	11	1,000	2,000
5210 Operating Supplies	2,159	2127	642	2,500	2,600
5410 Publications & Memberships	125	0	0	100	300
TOTAL OPERATING EXPENSES	21,818	30,860	16,785	36,557	42,103
<u>CAPITAL OUTLAY</u>					
6310 Improvements Other Than Bldgs	0	0	0	48,500	0
6410 Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	48,500	0
TOTAL APPROPRIATIONS	21,818	30,860	16,785	85,057	42,103

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	36,557	42,103	5,546	15.17%
Capital Outlay	48,500	0	(48,500)	-100.00%
TOTALS	85,057	42,103	(42,954)	-50.50%

Recreation Department

Mote-Morris/ Museum Division

Appropriations Summary

Recreation Department

Marina Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Increase level of service
- ◆ Facilitate US Coast Guard Auxiliary boat safety checks
- ◆ Become a leading resource in the area for boating information and activities
- ◆ Increase sales of fuel and oil by improving service and delivery
- ◆ Provide canoe trips and other activities
- ◆ Increase events such as the Christmas Boat Parade

Major Accomplishments:

- Provided an excellent facility that customers are proud to use
- Installed a floating dock
- Replaced worn out wood decking
- Replaced the fuel tank with a state of the art environmentally safe above-ground tank system
- Moved the existing fence line to provide additional boat storage

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Wet slips available	44	44	44
Occupancy	100%	100%	100%
Dry slips available	162	161	162
Occupancy	91%	95%	98%
Gallons sold-unleaded	19,950	22,000	25,000

Personnel Schedule

Classification	Current	New	Total	Amount
Office Specialist	2.00	0.00	2.00	57,619
Mobile Equip Operator I	2.00	0.00	2.00	57,053
Total	4.00	0.00	4.00	114,672

Capital Outlay Schedule

Description	Amount
Replace rotting wood	35,000
Sinking end dock (2)	4,000
Gas Dispenser	7,000
Total	46,000

Recreation Department

Marina Division

Personnel & Capital Outlay Schedules

Recreation
Department

Marina
Division

Appropriations
Detail

Appropriations Detail

Account # 001-8151-575

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	0	22,969	56,619	0	114,672
1410 Overtime	0	2,885	3,548	0	4,000
1530 Bonuses	0	0	250	0	625
2110 FICA	0	1,888	4,458	0	8,658
2210 Retirement	0	1,466	3,787	0	9,061
23xx Insurance	0	3,527	6,363	0	22,453
2410 Workers' Compensation	0	669	1,309	0	2,674
TOTAL PERSONAL SERVICES	0	33,404	76,334	0	162,143
OPERATING EXPENSES					
3130 Engineering Services	0	0	0	0	0
3410 Contract Services	107,895	83,334	459	108,534	4,000
41xx Communication	2,158	2,395	1,463	2,100	2,500
4210 Postage	674	578	338	1,000	1,040
4310 Utilities	13,070	14,707	8,293	13,000	19,800
4415 Internal Fleet Lease	0	13,047	7,611	13,047	16,652
4510 Insurance	11,054	11,426	15,522	15,989	7,696
461x Repairs & Maintenance- Vehicles	6,743	6,890	3,938	7,020	7,760
4620 Repairs & Maintenance- Building	1,319	9,375	357	9,000	14,860
4625 Repairs & Maintenance- Non-Build	4,410	5,459	2,788	7,000	7,280
463x Repairs & Maintenance- Equipment	130	513	224	0	1,610
4710 Printing & Binding	396	268	38	500	520
4810 Promotional Activities	2,541	2,798	2,717	3,000	5,000
4911 Advertising	1,154	311	0	1,000	1,040
4920 Other Current Charges	5,048	8,236	4,980	5,000	9,000
4980 Taxes	0	0	1,424	0	0
5110 Office Supplies	899	523	211	900	1,000
5180 Minor Furniture/Equipment	518	1,389	26	600	2,500
5210 Operating Supplies	1,509	4,603	4,122	1,600	6,500
5215 Uniforms	370	941	158	500	520
52xx Fuel Purchases	36,148	49,049	23,868	46,000	52,080
TOTAL OPERATING EXPENSES	196,036	215,842	78,537	235,790	161,358
CAPITAL OUTLAY					
6310 Improvements Other Than Bldgs	0	48,135	0	0	39,000
6410 Machinery & Equipment	0	0	1,090	0	7,000
TOTAL CAPITAL OUTLAY	0	48,135	1,090	0	46,000
TOTAL APPROPRIATIONS	196,036	297,381	155,961	235,790	369,501

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	0	162,143	162,143	0.00%
Operating Expenses	235,790	161,358	(74,432)	-31.57%
Capital Outlay	0	46,000	46,000	100.00%
TOTALS	235,790	369,501	133,711	56.71%

Significant Budget Changes:

Please see the Capital Outlay schedule for changes to Capital Outlay.

Recreation Department

Marina Division

Appropriations Summary



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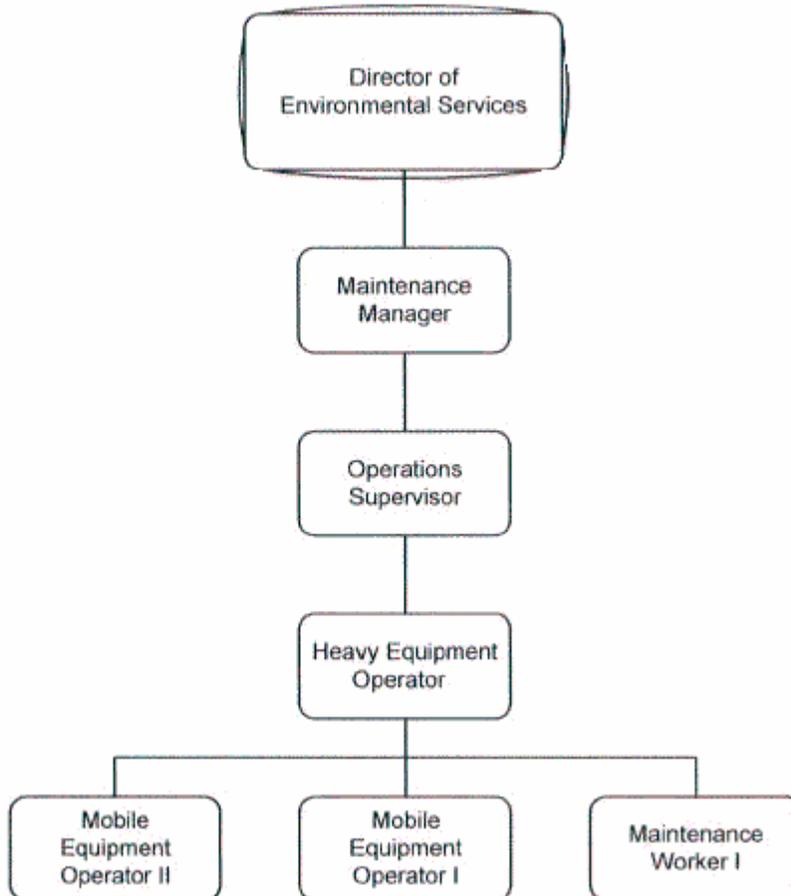
Ray Sharp, Director of Environmental Services

The Stormwater Fund is responsible for development of the stormwater management plan and improvement of stormwater drainage quality. The employees report to supervisors in the Environmental Services Department. Although the organization chart reflects four (4) additional employees, the work is actually performed by those reflected on the Personnel Schedule.

Responsibilities:

- Street sweeping
- Cleaning catch basins
- Drainage improvements
- Design

Organizational Chart



Stormwater Department

Organization

**Total
Department
Budget
\$2,369,591**

Stormwater Department

Description

Revenue Sources & Appropriations

Description

The Stormwater system is a combination of older manmade structures/depressions and natural terrain/depressions that have historically been used as stormwater facilities. All of the City's stormwater naturally flows to Lakes Griffin, Harris, Denham and the Palatka River, but is detained in several areas to enhance water quality. The City identified 10 sub basins with a total area of 14,977 acres for improvements. The City has completed stormwater collection and treatment improvements for the Carver Heights basin and will be working to design improvements for Tally and Whispering pines basins. The current budget provides funding for an update of the stormwater master plan, compliance with NPDES Phase II requirements, and to address TMDL requirements. The City's system is located in and regulated by the St. Johns River Water Management District. The stormwater impact fee is based on square footage of impervious area at a rate of \$3.00 per month per 1,000 square feet.

Revenue Sources & Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
REVENUE SOURCES					
Charges for Services	672,824	696,835	546,806	917,700	1,193,825
Other Operating Revenue	5,683	5,933	4,496	10,000	6,176
Non Operating Revenue	71,855	13,584	354,106	1,021,251	1,169,590
Other Sources	0	0	0	0	0
TOTAL REVENUE SOURCES	750,362	716,352	905,408	1,948,951	2,369,591
APPROPRIATIONS					
Stormwater	338,346	829,768	1,237,191	1,948,951	2,369,591
TOTAL APPROPRIATIONS	338,346	829,768	1,237,191	1,948,951	2,369,591

Revenue Detail

ACCOUNT 014-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>CHARGES FOR SERVICES</u>					
34306 Stormwater Utility Fees	672,824	696,835	546,806	917,700	1,193,825
TOTAL CHARGES FOR SERVICES	672,824	696,835	546,806	917,700	1,193,825
<u>OTHER OPERATING REVENUE</u>					
34401 Penalties	5,683	5,933	4,496	10,000	6,176
TOTAL OTHER OPERATING	5,683	5,933	4,496	10,000	6,176
<u>NON OPERATING REVENUE</u>					
33156 Federal Grant	0	73	342,081	0	
33436 State Grant	0	(939)	0	500,000	714,500
33737 Other Grants	57,585	0	0	500,000	433,090
36101 Interest on Investments	14,060	22,488	13,330	21,251	22,000
36130 Gain/Loss Investments	210	(8,038)	(1,305)	0	0
36403 Sale-Furniture/Equipment	0	0	0	0	0
TOTAL NON OPERATING	71,855	13,584	354,106	1,021,251	1,169,590
<u>OTHER SOURCES</u>					
38891 Fund Balance Appropriated	0	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0	0
TOTAL RESOURCES	750,362	716,352	905,408	1,948,951	2,369,591

Stormwater Department

Stormwater Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Maintain street sweeping program for 2,000 miles of streets annually
- ◆ Continue scheduled maintenance of main lines and ditch lines at 140 hours per year

Value: A spirit of professionalism

Goals:

- ◆ Identify stormwater projects to be implemented according to stormwater master plan
- ◆ Identify third-party funding opportunities to implement stormwater projects related to master plan improvements
- ◆ Identify the most critical equipment, input relevant data into Computerized Maintenance Management System, and establish preventive maintenance schedules
- ◆ Reduce localized flooding through increased preventive maintenance activities
- ◆ Clean 10,000 lineal feet of main stormwater lines
- ◆ Clean and restore 10,000 lineal feet of open ditch lines as ongoing maintenance

Value: Employee empowerment and fiscal responsibility

Goal:

- ◆ Initiate and complete a strategic planning process that documents present conditions, defines future needs consistent with City goals and growth patterns, and identifies intermediate steps necessary to meet future needs

Major Accomplishments:

- Accomplished C Stormwater certification of 2 personnel
- Cleaned and restored 10,000 lineal feet of open ditch lines as ongoing maintenance
- Cleaned and videoed 5,000 lineal feet of main stormwater lines
- Completed annual street sweeping program for 2,000 miles of city streets
- Completed NPDES phase II MS4 year 1 annual report
- Completed system improvement at Marshall Drive stormwater ditch
- Completed rehab of Lake Robinhood

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Streets swept (miles)	2,000	2,000	2,000
Man-hours mowing	140	140	140
Main lines cleaned (feet)	5,000	10,000	10,000
Main lines televised (feet)	5,000	10,000	10,000
Feet of ditch/swale restored/cleaned	10,000	10,000	10,000

Stormwater Department

Stormwater Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Heavy Equipment Operator	1.00	0.00	1.00	29,654
Mobile Equipment Operator II	1.00	0.00	1.00	26,283
Mobile Equipment Operator I	1.00	0.00	1.00	23,214
Maintenance Worker I	1.00	0.00	1.00	20,998
Standby				7,031
Total	4.00	0.00	4.00	107,180

Capital Outlay Schedule

Description	Amount
Engineering (3130)	
Lee Street Pond	50,000
Canal Street Pond	20,000
Subtotal	<u>70,000</u>
Capital Outlay	
Miscellaneous Drainage Improvements	25,000
Venetian Gardens Basin	75,000
Lee Street Pond	1,191,000
Canal Street Pond	109,000
Ponds	75,000
Curbs, Gutters and Inlets	75,000
Enclosed ditchlines	75,000
Conveyance systems	75,000
Subtotal	<u>1,700,000</u>
Total	1,770,000

Stormwater Department

Appropriations Detail

Appropriations Detail

Account # 014-5171-537

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	87,240	99,162	54,848	102,852	107,180
1410 Overtime	6,010	8,771	2,884	0	5,000
1530 Bonuses	457	500	625	500	500
2110 FICA	6,662	7,467	4,067	6,823	7,096
2210 Retirement	7,420	9,422	6,521	11,905	12,381
23xx Insurance	23,782	25,918	13,888	26,488	27,547
2410 Workers' Compensation	3,231	3,881	1,470	2,572	2,675
262x Other Payroll Benefits	152	178	135	282	156
TOTAL PERSONAL SERVICES	134,954	155,299	84,438	151,422	162,535
OPERATING EXPENSES					
31xx Professional Services	40,602	79,958	115,844	257,000	72,080
3410 Contract Services	31,770	71,286	91,806	75,000	97,800
4010 Travel	1,142	1,753	1,735	2,750	2,340
4110 Communication	280	278	119	250	1,350
4210 Postage	104	0	6	100	104
4410 Rentals	0	0	0	100	104
4415 Internal Fleet Lease	0	52,195	32,729	56,108	55,130
4510 Insurance	2,873	2,283	1,398	2,397	3,267
461x Repairs & Maintenance- Vehicles	41,693	38,093	22,176	31,420	32,300
462x Repairs & Maintenance- Non-Build	22,616	5,420	6,364	18,000	18,720
4920 Other Current Charges	5,734	500	278	0	0
4950 Uncollectible Accounts	2,892	5,688	3,635	6,232	6,481
496x Direct Transfer	24,306	25,713	15,416	26,428	34,877
5180 Minor Furniture/Equipment	888	1,966	90	500	520
5210 Operating Supplies	856	942	3,636	2,500	2,600
5215 Uniforms	1,478	1,104	1,172	2,680	3,184
5230 Fuel Purchases	4,971	9,158	5,447	10,400	10,816
5440 Education	0	743	280	0	0
5450 Training	1,095	1,024	1,577	1,935	1,493
TOTAL OPERATING EXPENSES	183,300	298,106	303,708	493,800	343,166
CAPITAL OUTLAY					
6110 Land Costs	5,245	0	0	0	0
6310 Improvements Other Than Bldgs	0	376,363	849,045	1,270,000	1,700,000
6410 Machinery & Equipment	14,847	0	0	0	0
TOTAL CAPITAL OUTLAY	20,092	376,363	849,045	1,270,000	1,700,000
OTHER USES					
9160 Reserve/Future Captial	0	0	0	33,729	161,890
9990 Contingency Fund	0	0	0	0	2,000
TOTAL OTHER USES	0	0	0	33,729	163,890
TOTAL APPROPRIATIONS	338,346	829,768	1,237,191	1,948,951	2,369,591

Summary of Appropriations

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	151,422	162,535	11,113	7.34%
Operating Expenses	493,800	343,166	(150,634)	-30.51%
Capital Outlay	1,270,000	1,700,000	430,000	33.86%
Other Uses	33,729	163,890	130,161	385.90%
TOTALS	1,948,951	2,369,591	420,640	21.58%

Significant Budget Changes:

The increase in Capital Outlay is primarily attributable to Lee Street and Canal Street Pond improvements.

Stormwater Department

Summary of Appropriations

Stormwater Department

Project Schedule

Project Schedule

2006-07 Proposed
Stormwater Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
140002	<u>Drainage Improvements</u>		
	Venetian Gardens Basin	Stormwater Fees	75,000
	Enclose Ditch Lines	Stormwater Fees	75,000
	Conveyance System	Stormwater Fees	75,000
	Curbs, Gutters, & Inlets	Stormwater Fees	75,000
	Miscellaneous Drainage Improvements	Stormwater Fees	25,000
		TOTAL	<u><u>325,000</u></u>
	<u>Stormwater Rehabs</u>		
	Lee Street Pond	Stormwater Fees	142,910
		State Grant	714,500
		Other Grant	<u>383,590</u>
			1,241,000
	Canal Street Pond	Stormwater Fees	79,500
		Other Grant	<u>49,500</u>
			129,000
	Ponds	Stormwater Fees	75,000
		TOTAL	<u><u>1,445,000</u></u>

Ron Stock, Director

The City of Leesburg created the Greater Leesburg Community Redevelopment Agency (GLCRA) on May 28, 1996 (Resolution 6994) pursuant to Section 163.512 Florida Statutes, and generates a majority of its annual income from tax increment revenues. The Trust Fund was created by Ordinance 96-30 on August 26, 1996 effective for 30 years expiring in 2026. The base year was established in 1995 with an assessed taxable value of \$86,757,505. The agency is part of the City's Comprehensive Plan to enhance the downtown district and surrounding areas. The agency determined the existence of blighted areas, noted the general decline of the downtown area, and will attempt to revitalize this special district with available funds.

The Leesburg Redevelopment Plan identified four major objectives:

- Establish the boundary of the redevelopment area and the creation of the redevelopment agency
- Assess the current status of the redevelopment area
- Establish goals and time frames for making necessary improvements within the redevelopment area
- Identify funding sources to fund necessary improvements

In addition to revitalizing the downtown area, housing is a major concern for the redevelopment area. New housing stock and rehabilitation of existing structures is also needed.

The Redevelopment Area was divided between downtown and the Pine Street Community. By action of the governing body, the funds were also evenly divided between the two areas. The two (2) agencies work under the umbrella of the CRA, with assistance from the Leesburg Partnership and the Community Development Corporation. All projects and fund disbursements must be in accordance with the Leesburg Redevelopment Plan and approved by the CRA.

MAJOR PROJECTS FOR 2006-07

New housing construction
New homebuyers counseling
Land acquisition
Home rehabilitation/repair
Weed and seed Community Policing Strategy
Building improvements

ACCOMPLISHMENTS FOR 2005-06

Building improvements
Assistance with construction financing
Housing rehabilitation/repair
Land acquisitions/demolitions
New housing construction
Mike Street parking lot
Mike Street Museum & Youth Center design & renovation

Greater Leesburg Community Redevelopment Agency

Description

**Total
Department
Budget
\$565,556**

Greater
Leesburg
CRA Fund

Revenue
Sources and
Appropriations

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
REVENUE SOURCES					
Intergovernmental Revenue	170,550	197,355	237,655	240,819	335,490
Miscellaneous Revenue	2,980	2,060	3,913	0	6,000
Other Sources	111,976	131,981	160,508	161,047	224,066
TOTAL REVENUE SOURCES	285,506	331,396	402,076	401,866	565,556
APPROPRIATIONS					
CRA	506,357	331,396	101,148	401,866	565,556
TOTAL APPROPRIATIONS	506,357	331,396	101,148	401,866	565,556

Revenue Detail

ACCOUNT 016-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>INTERGOVERNMENTAL REVENUES</u>					
33731 Lake County/Redevelopment	170,550	197,355	237,655	240,819	335,490
TOTAL INTERGOVERNMENTAL	170,550	197,355	237,655	240,819	335,490
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	5,781	2,897	4,101	0	6,000
36130 Gain/Loss Investments	(2,801)	(837)	(188)	0	0
TOTAL MISCELLANEOUS REVENUE	2,980	2,060	3,913	0	6,000
<u>OTHER SOURCES</u>					
38110 From Gen. Fund/Ad Valorem	111,976	131,981	160,508	161,047	224,066
38891 Fund Balance Appropriated	0	0	0	0	0
TOTAL OTHER SOURCES	111,976	131,981	160,508	161,047	224,066
TOTAL RESOURCES	285,506	331,396	402,076	401,866	565,556

Greater Leesburg CRA Fund

Revenue Detail

Greater
Leesburg
CRA Fund

Appropriations
Detail

Appropriations Detail

Account # 016-6190-5xx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3110 Professional Services	35,769	0	0	0	0
3410 Contract Services	0	0	0	0	0
4810 Promotional Activities	0	0	0	0	0
4911 Advertising	39	0	0	0	0
4920 Other Current Charges	327,983	165,424	175	176	200
5210 Operating Supplies	0	0	0	0	0
TOTAL OPERATING EXPENSES	363,791	165,424	175	176	200
<u>DEBT SERVICE</u>					
7110 Principal	14,089	14,846	9,026	15,645	16,486
7210 Interest	9,958	9,201	5,001	8,403	7,562
TOTAL DEBT SERVICE	24,047	24,047	14,027	24,048	24,048
<u>OTHER USES</u>					
9101 Transfer to General Fund	118,519	141,925	86,946	176,797	258,630
9112 Transfer to CDBG	0	0	0	0	0
9131 Transfer to Capital Projects	0	0	0	0	0
9910 Reserve for Future	0	0	0	200,845	282,678
TOTAL OTHER USES	118,519	141,925	86,946	377,642	541,308
TOTAL APPROPRIATIONS	506,357	331,396	101,148	401,866	565,556

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	176	200	24	13.64%
Debt Service	24,048	24,048	0	0.00%
Other Uses	377,642	541,308	163,666	43.34%
TOTALS	401,866	565,556	163,690	40.73%

Greater Leesburg CRA Fund

Appropriations Summary



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Ron Stock, Director

The City of Leesburg created the Carver Heights and Vicinity Community Redevelopment Agency (CHCRA) on December 10, 2001 (Ordinance 01-61). The trust fund is effective for 15 years and expiring on September 30, 2016 pursuant to Section 163.512 Florida Statutes, and generates a majority of its annual income from tax increment revenues. The base year was established in 2001 with an assessed taxable value of \$57,980,259. The agency is part of the City's Comprehensive Plan to enhance the area known as Carver Heights and its vicinity. The boundaries of the CHCRA are generally County Road 468 to the east, the former Seaboard Coast Line railroad right-of-way to the west, the Leesburg city limits to the north, and McCormack Street to the south. The agency determined the existence of blighted areas, noted the general decline of the area, and will make improvements utilizing available funds.

The Carver Heights Redevelopment Plan identified the following five (5) most crucial projects:

- Provide a Community Redevelopment Agency Program Coordinator and establish a Community Redevelopment Agency Office
- Develop infrastructure and pedestrian support (sidewalk) facilities
- Develop a comprehensive recreation program and facilities
- Develop a commercial and industrial improvement program
- Develop the gateways into the community

The Carver Heights Community Redevelopment Agency works with assistance from the Community Development Corporation. All projects/fund disbursements must be in accordance with the Carver Heights Redevelopment Plan and approved by the CRA.

MAJOR PROJECTS FOR 2006-07

Acquisition of land for senior and infill housing
Corridor beautification
Sidewalk improvements
Establish a CRA office
Park improvements at Berry Park
Creation of a CRA coordinator
Land acquisition for commercial development

ACCOMPLISHMENTS FOR 2005-06

Stormwater and water infrastructure improvements
Underground and streetlight improvements
Consultant services

It should be noted that the anticipated work plan of the Carver Heights and Vicinity Community Redevelopment Agency had to be accomplished without significant funding assistance. Since its inception in fiscal year 2002-03, the cash available in the CHCRA at September 30, 2006, totals \$76,736.

Carver Heights and Vicinity Community Redevelopment Agency

Description

Total
Department
Budget
\$211,727

Carver
Heights
CRA Fund

Revenue
Sources and
Appropriations

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	15,199	1,683	37,371	37,863	125,745
Miscellaneous Revenues	591	553	1,323	0	2,000
Other Sources	9,979	1,126	25,240	25,321	83,982
TOTAL REVENUE SOURCES	25,769	3,362	63,934	63,184	211,727
<u>APPROPRIATIONS</u>					
CRA	31,829	444	14,223	63,184	211,727
TOTAL APPROPRIATIONS	31,829	444	14,223	63,184	211,727

Revenue Detail

Carver Heights CRA Fund

ACCOUNT 017-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>INTERGOVERNMENTAL REVENUES</u>					
33731 Lake County/Redevelopment	15,199	1,683	37,371	37,863	125,745
TOTAL INTERGOVERNMENTAL	15,199	1,683	37,371	37,863	125,745
<u>MISCELLANEOUS REVENUES</u>					
36101 Interest on Investments	535	884	1,417	0	2,000
36130 Gain/Loss Investments	56	(331)	(94)	0	0
TOTAL MISCELLANEOUS REVENUES	591	553	1,323	0	2,000
<u>OTHER SOURCES</u>					
38110 From Gen. Fund/Ad Valorem	9,979	1,126	25,240	25,321	83,982
38891 Fund Balance Appropriated	0	0	0	0	0
TOTAL OTHER SOURCES	9,979	1,126	25,240	25,321	83,982
TOTAL RESOURCES	25,769	3,362	63,934	63,184	211,727

Revenue Detail

Carver
Heights
CRA Fund

Appropriations
Detail

Appropriations Detail

Account # 017-6190-559

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3110 Professional Services	0	444	9,048	0	0
4911 Advertising-Other Ads	0	0	0	0	0
4920 Other Current Charges	0	0	175	175	200
TOTAL OPERATING EXPENSES	0	444	9,223	175	200
<u>CAPITAL OUTLAY</u>					
6110 Land Costs	0	0	5,000	0	0
TOTAL CAPITAL OUTLAY	0	0	5,000	0	0
<u>OTHER USES</u>					
9910 Reserve for Future	31,829	0	0	63,009	211,527
TOTAL OTHER USES	31,829	0	0	63,009	211,527
TOTAL APPROPRIATIONS	31,829	444	14,223	63,184	211,727

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	175	200	25	14.29%
Capital Outlay	0	0	0	0.00%
Other Uses	63,009	211,527	148,518	235.71%
TOTALS	63,184	211,727	148,543	235.10%

Carver Heights CRA Fund

Appropriations Summary



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Ron Stock, Director

The City of Leesburg created the U.S. Highway 27/441 Redevelopment Agency on February 13, 2006 (Ordinance 06-13). A Trust Fund was created to receive CRA proceeds on May 22, 2006 (Ordinance 06-45) and is effective for 30 years. The fund generates a majority of its annual income from tax increment revenues. The base year was established as 2005 with an assessed taxable value of \$321,149,351. The CRA is part of the City's plan to improve conditions within the U.S. 27/441 corridor areas. The boundaries of the CRA are generally described as ½ mile on both sides of U.S. 27 from MLK Boulevard to C.R. 48, and U.S. 441 for C.R. 473 on the east to U.S. 27 on the west. The agency determined the existence of blighted areas, noted the infrastructure improvements that contributed to the decline, and will make improvements utilizing available fund.

The U.S. Highway 441/27 Redevelopment Plan identified the following 15 most crucial projects, all of which are eligible for 2006-2007 expenditures:

1. Creation of a CRA Transportation, Parcel, and Aesthetics Master Plan
2. Development of a Parking and Access Plan for the U.S. Highway 441/27 corridor
3. Provide Sidewalks/paths for residents without vehicular access
4. Install adequate and aesthetically pleasing streetlights along the highway
5. Underground utilities
6. Commercial building renovation and relocation program
7. Development of Landscape Architectural Design Guidelines
8. Creation of Commercial Development Incentive Program
9. Regulate Signage to be conducive for the City of Leesburg
10. Improve drainage systems
11. Create a zoning overlay district to address signage, building appearance, and maintenance
12. Improve the Stock Subdivision
13. Road resurfacing and paving
14. Road connections and lane additions
15. Intersection improvements

Major Projects for 2006-2007

Underground electric distribution lines
Stock Subdivision Traffic Improvements
Frontage Road Development
U.S. 441 Mast Arms (5 Intersections) from College to 473
Communications Improvements

US Hwy 441/27 Community Redevelopment Agency

Description

**Total
Department
Budget
\$647,987**

US Hwy
441 /27
CRA

Revenue Sources
& Appropriations

Revenue Sources & Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	PROPOSED 2006-07
6190 <u>ECONOMIC DEVELOPMENT</u>					
Operating Expenses	0	0	0	0	100,000
Capital Outlay	0	0	0	0	547,987
TOTAL	0	0	0	0	647,987
<u>GRAND TOTAL</u>					
Operating Expenses	0	0	0	0	100,000
Capital Outlay	0	0	0	0	547,987
TOTAL APPROPRIATIONS	0	0	0	0	647,987

US Hwy
441/27
CRA

Revenue
Detail

Revenue Detail

ACCOUNT 018-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>INTERGOVERNMENTAL REVENUES</u>					
33731 Lake County/Redevelopment	0	0	0	0	375,543
TOTAL INTERGOVERNMENTAL	0	0	0	0	375,543
<u>OTHER USES</u>					
38110 From Gen. Fund/Ad Valorem	0	0	0	0	272,444
TOTAL OTHER USES	0	0	0	0	272,444
TOTAL RESOURCES	0	0	0	0	647,987

US Hwy
441/27
CRA

Appropriations
Detail

Appropriations Detail

Account # 018-6190-559

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3110 Professional Services	0	0	0	0	100,000
TOTAL OPERATING EXPENSES	0	0	0	0	100,000
<u>CAPITAL OUTLAY</u>					
6110 Land Costs	0	0	0	0	547,987
TOTAL CAPITAL OUTLAY	0	0	0	0	547,987
TOTAL APPROPRIATIONS	0	0	0	0	647,987

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	0	100,000	100,000	100.00%
Capital Outlay	0	547,987	547,987	100.00%
TOTALS	0	647,987	647,987	100.00%

US Hwy
441 /27
CRA

Appropriations
Summary



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William Pfeilsticker, Finance Director

The Debt Service Fund is used to record debt service payments for general government (non-utility) debt. Those portions of the amount received by the City from the Local Government Half-Cent Sales Tax Program which is necessary to fund the amount of the periodic installments of principal and interest on the Refunding and Capital Improvement Bonds, Series 1999, which become due during a particular fiscal year, are deposited directly to the debt service fund.

Debt service associated with the Refunding and Capital Improvement Revenue Bonds, Series 1999, is funded by a pledge of the local government half cent sales tax and the guaranteed portion of state revenue sharing. Debt service payments are recorded as expenditures in the debt service fund. The 1999 bonds are fully registered bonds in denominations of \$5,000 each. Debt service requirements associated with the 1999 bonds as of September 30, 2006 are as follows:

Issue	Year	Principal	Interest	Total
Refunding and Capital Improvement Revenue Bonds, Series 1999 Original Issue Amount: \$7,345,000 Original Issue Date: August 1, 1999 Final Maturity: October 1, 2029 Interest Rate: 3.65% - 5.5%	2007	155,000	349,645	504,645
	2008	160,000	342,476	502,476
	2009	165,000	334,796	499,796
	2010	175,000	326,876	501,876
	2011	185,000	318,126	503,126
	2012	195,000	308,691	503,691
	2013	205,000	298,698	503,698
	2014	215,000	288,038	503,038
	2015	225,000	276,750	501,750
	2016	235,000	264,825	499,825
	2017	250,000	251,900	501,900
	2018	265,000	238,150	503,150
	2019	280,000	223,575	503,575
	2020	295,000	208,175	503,175
	2021	310,000	191,950	501,950
	2022	325,000	174,900	499,900
	2023	345,000	157,025	502,025
	2024	365,000	138,050	503,050
	2025	385,000	117,975	502,975
	2026	405,000	96,800	501,800
2027	430,000	74,525	504,525	
2028	450,000	50,875	500,875	
2029	475,000	26,125	501,125	
TOTAL		\$6,495,000	\$5,058,946	\$11,553,946

Debt Service Fund

Description

Total Department Budget \$1,626,115

Debt Service Fund

Description

Description

Debt service associated with the Capital Improvement Revenue Bonds, Series 2004, is funded by a pledge of sales tax, the guaranteed entitlement, the public service tax, and investment income. The lien on sales tax and guaranteed entitlement is subordinate to the series 1999 Bonds. Debt service payments are recorded as expenditures in the debt service fund. The 2004 bonds are fully registered bonds in denominations of \$5,000 each. Debt service requirements associated with the 2004 bonds as of September 30, 2006 are as follows:

Issue	Year	Principal	Interest	Total
Capital Improvement Revenue Bonds, Series 2004	2007	330,000	789,470	1,119,470
Original Issue Amount: \$17,110,000	2008	340,000	781,220	1,121,220
Original Issue Date: July 21, 2004	2009	350,000	771,020	1,121,020
Final Maturity: October 1, 2034	2010	360,000	759,645	1,119,645
Interest Rate: 2.5% - 5%	2011	370,000	748,485	1,118,485
	2012	385,000	736,460	1,121,460
	2013	400,000	723,370	1,123,370
	2014	415,000	708,370	1,123,370
	2015	430,000	692,808	1,122,808
	2016	445,000	675,607	1,120,607
	2017	465,000	657,808	1,122,808
	2018	480,000	638,743	1,118,742
	2019	505,000	617,142	1,122,142
	2020	525,000	595,175	1,120,175
	2021	555,000	567,613	1,122,612
	2022	580,000	538,475	1,118,475
	2023	615,000	508,025	1,123,025
	2024	645,000	475,737	1,120,738
	2025	680,000	441,875	1,121,875
	2026	715,000	406,175	1,121,175
	2027	750,000	368,637	1,118,637
	2028	790,000	329,262	1,119,263
	2029	830,000	291,737	1,121,737
	2030	870,000	252,313	1,122,313
	2031	915,000	206,638	1,121,638
	2032	960,000	158,600	1,118,600
	2033	1,015,000	108,200	1,123,200
	2034	1,065,000	54,913	1,119,913
	TOTAL	16,785,000	14,603,523	31,388,523

Revenue Sources and Appropriations

Debt Service Fund

Revenue Sources and Appropriations

Revenue Detail

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
REVENUE SOURCES					
Taxes	0	463,524	415,464	342,447	606,236
Intergovernmental Revenue	624,925	835,024	530,649	954,421	1,019,879
Miscellaneous Revenue	4,781	2,821	(31)	2,492	0
Other Sources	0	0	0	0	0
TOTAL REVENUE SOURCES	629,706	1,301,369	946,082	1,299,360	1,626,115

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
APPROPRIATIONS					
Debt Service	624,706	1,296,368	718,422	1,299,360	1,626,115
TOTAL APPROPRIATIONS	624,706	1,296,368	718,422	1,299,360	1,626,115

Revenue Detail

ACCOUNT	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
021-0000					
TAXES					
31261 Local Option Sales Tax	0	463,524	415,464	342,447	606,236
TOTAL TAXES	0	463,524	415,464	342,447	606,236
INTERGOVERNMENTAL REVENUE					
33518 Half Cent Sales Tax	624,925	835,024	530,649	954,421	1,019,879
TOTAL INTERGOVERNMENTAL	624,925	835,024	530,649	954,421	1,019,879
MISCELLANEOUS REVENUE					
36101 Interest on Investments	3,372	4,768	(32)	2,492	0
36130 Gain/Loss Investments	1,409	(1,947)	1	0	0
TOTAL MISCELLANEOUS REVENUE	4,781	2,821	(31)	2,492	0
OTHER SOURCES					
38891 Fund Balance Appropriated	0	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0	0
TOTAL RESOURCES	629,706	1,301,369	946,082	1,299,360	1,626,115

Debt Service Fund

Appropriations Detail & Summary

Appropriations Detail

Account # 021-1326-582

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
DEBT SERVICE					
7110 Principal Payments	130,000	135,000	140,000	140,000	145,000
7210 Interest Payments	368,420	362,615	178,158	356,315	330,000
7212 Interest-2004 Bonds	126,286	797,595	398,798	797,595	349,645
7310 Reserve Requirement	0	0	0	5,000	789,470
7311 Fees	0	1,158	1,466	450	2,000
7312 Reserve-2004 Bonds	0	0	0	0	10,000
TOTAL DEBT SERVICE	624,706	1,296,368	718,422	1,299,360	1,626,115
TOTAL APPROPRIATIONS	624,706	1,296,368	718,422	1,299,360	1,626,115

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Debt Services	1,299,360	1,626,115	326,755	25.15%
TOTALS	1,299,360	1,626,115	326,755	25.15%

Significant Budget Changes:

Principal and interest payments associated with the 2004 Capital Improvement Bond Issue will be reported in this fund.

CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for financial resources used for the acquisition or construction of major capital facilities. The primary sources of revenue in this fund are federal state grants, other grants and capital debt. Capital Projects must be reviewed and approved by the City Commission prior to the expenditure of any funds.

On February 16, 2004, the City Commission agreed to move forward with a \$17 million dollar bond issue to finance the following general government major capital projects over the next 3 years:

Library	\$6.0 million
Public Works facility	\$1.8 million
Rehab Old Library	\$1.0 million
Canal Street	\$1.3 million
Gymnasium & land	\$1.4 million
Community Center	\$5.0 million
Contingency	\$0.5 million

Included in the proposed budget are projects for \$3,715,000 of the debt service proceeds for design and construct the Swimming Pool \$770,588, new Library construction \$152,941, old Library renovations \$1,344,118, transportation improvements \$1,062,059 and other Public Works projects \$385,294.

The Local Option Sales Tax revenue source used in previous years to support the capital projects fund has been moved to general fund to fund capital purchases.

A detailed description of the current capital improvement projects, as well as a summary of future projects is contained in the capital improvement plan for fiscal years 2006-10.

Capital Projects Fund

Description

**Total
Department
Budget
\$13,442,669**

**Capital
Projects
Fund**

**Revenue
Sources and
Appropriations**

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>REVENUE SOURCES</u>					
Taxes	1,445,759	1,121,298	501,247	1,424,155	0
Intergovernmental Revenue	631,969	2,523,769	221,366	1,715,190	9,727,669
Miscellaneous Revenue	93,623	1,028,609	213,796	496,326	0
Other Sources	18,543,408	1,373,669	81,060	3,512,129	3,715,000
TOTAL REVENUE SOURCES	20,714,759	6,047,345	1,017,469	7,147,800	13,442,669
<u>APPROPRIATIONS</u>					
Finance	122,681	22,498	0	0	0
Airport	438,194	3,614,308	1,021,410	1,454,842	8,182,640
Police	855,902	381,694	181,537	283,037	0
Fire	619,758	7,800	89,963	779,000	0
Public Works	733,459	828,168	1,836,621	2,692,205	2,870,765
Library	333,579	647,834	1,150,975	600,000	152,941
Recreation	1,114,378	613,213	829,435	1,338,716	2,109,412
TOTAL APPROPRIATIONS	4,217,951	6,115,515	5,109,941	7,147,800	13,442,669

Revenue Detail

ACCOUNT 031-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
TAXES					
331261 Local Option Sales Tax	1,445,759	1,121,298	501,247	1,424,155	0
TOTAL TAXES	1,445,759	1,121,298	501,247	1,424,155	0
INTERGOVERNMENTAL REVENUE					
33111 General Government	0	0	0	0	0
33119 Federal Grant - CDBG	25,695	13,794	(13,794)	397,066	515,000
33122 Federal Grant - Fire	0	0	0	209,250	0
33142 Federal Grant - Airport	20,872	456,464	54,866	0	6,158,508
33442 State Grant - Airport	470,036	1,728,223	172,563	968,874	1,642,066
33451 State Grant - Canal Street	0	0	0	0	0
33471 New Library Facility	0	0	0	0	500,000
33472 State Grant - Parks	0	0	14,287	140,000	412,095
33771 New Library Facility	0	0	0	0	500,000
33772 Lake County - Parks	30,000	0	0	0	0
33772 Lake County - Sleepy Hollow	85,366	325,289	(6,556)	0	0
TOTAL INTERGOVERNMENTAL	631,969	2,523,769	221,366	1,715,190	9,727,669
MISCELLANEOUS REVENUE					
36101 Interest on Investments	(26,468)	(21,499)	(26,156)	0	0
36130 Gain/Loss Investments	3,361	(951)	(684)	0	0
36161 Int.-Local Opt.Sales Tax	15,630	25,077	17,185	24,455	0
36162 Bond Funds	75,619	470,982	223,360	471,871	0
36404 Recovery From Losses	0	0	0	0	0
36609 Contributions/Donations	19,159	555,000	0	0	0
36902 Discount-Accounts Payable	0	0	91	0	0
36906 Misc. Reimbursement	6,322	0	0	0	0
TOTAL MISCELLANEOUS	93,623	1,028,609	213,796	496,326	0
OTHER SOURCES					
38116 Transfer From GLCRA	0	0	0	0	0
38141 Transfer From Electric	1,094,015	309,824	57,196	0	0
38143 Transfer From Water	294,412	1,063,845	23,864	0	0
38412 Bond Proceeds	17,154,981	0	0	3,050,000	3,715,000
38891 Fund Balance Appropriated	0	0	0	462,129	0
TOTAL OTHER SOURCES	18,543,408	1,373,669	81,060	3,512,129	3,715,000
TOTAL RESOURCES	20,714,759	6,047,345	1,017,469	7,147,800	13,442,669

Capital Projects Fund

Revenue Detail

Capital
Projects
Fund

Appropriations
Detail

Appropriations Detail

Account # 031-xxxx-xxx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
Finance (1326)					
DEBT SERVICE					
7315 Issue Costs	122,681	22,498	0	0	0
TOTAL DEBT SERVICE	122,681	22,498	0	0	0
TOTAL FINANCE	122,681	22,498	0	0	0
Airport (1821-542)					
PERSONAL SERVICES					
12xx Regular Salaries & Wages	0	11,334	4,067	0	0
2xxx Fringe Benefits	0	4,195	1,738	0	0
TOTAL PERSONAL SERVICES	0	15,529	5,805	0	0
OPERATING EXPENSES					
31xx Professional Services	244,469	290,280	73,383	140,000	2,237,500
4010 Travel	0	15,552	0	0	0
4625 Repairs & Maintenance- Non-Build	0	0	1,485	0	0
49xx Other Current Charges	550	3,535	1,167	0	0
TOTAL OPERATING EXPENSES	245,019	309,367	76,035	140,000	2,237,500
CAPITAL OUTLAY					
6110 Land	0	0	0	0	0
6210 Buildings	115,000	1,958,041	667,392	854,842	0
6310 Improvements Other Than Bldgs	75,000	1,331,371	260,833	160,000	5,945,140
6410 Machinery & Equipment	3,175	0	11,345	300,000	0
TOTAL CAPITAL OUTLAY	193,175	3,289,412	939,570	1,314,842	5,945,140
TOTAL AIRPORT	438,194	3,614,308	1,021,410	1,454,842	8,182,640
Police Department (2111-521)					
OPERATING EXPENSES					
31xx Professional Expenses	379	65,408	0	0	0
49xx Other Current Charges	(350)	0	0	0	0
TOTAL OPERATING EXPENSES	29	65,408	0	0	0
CAPITAL OUTLAY					
6110 Land	400	21,137	0	0	0
6210 Buildings	580,774	0	0	0	0
6310 Improvements Other Than Bldgs	4,219	19,947	0	0	0
6410 Machinery & Equipment	270,480	275,202	181,537	283,037	0
TOTAL CAPITAL OUTLAY	855,873	316,287	181,537	283,037	0
TOTAL POLICE DEPARTMENT	855,902	381,694	181,537	283,037	0

Appropriations Detail (Continued)

Account # 031-xxxx-xxx

Capital
Projects
Fund

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>Fire Department (2220-522)</u>					
<u>OPERATING EXPENSES</u>					
31xx Professional Services	60	0	36	50,000	0
5450 Training	0	7,800	0	0	0
TOTAL OPERATING EXPENSES	60	7,800	36	50,000	0
<u>CAPITAL OUTLAY</u>					
6110 Land	0	0	4,250	450,000	0
6210 Buildings	0	0	79,372	279,000	0
6410 Machinery & Equipment	619,698	0	6,305	0	0
TOTAL CAPITAL OUTLAY	619,698	0	89,927	729,000	0
TOTAL FIRE DEPARTMENT	619,758	7,800	89,963	779,000	0
<u>Public Works Department (51xx-xxx)</u>					
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	1,356	997	1,574	0	0
2xxx Fringe Benefits	411	361	475	0	0
TOTAL PERSONAL SERVICES	1,767	1,358	2,049	0	0
<u>OPERATING EXPENSES</u>					
31xx Professional Services	211,946	142,436	116,589	300,000	0
49xx Other Current Charges	24,753	600	0	0	0
TOTAL OPERATING EXPENSES	236,699	143,036	116,589	300,000	0
<u>CAPITAL OUTLAY</u>					
6110 Land	0	0	10,000	400,000	0
6210 Buildings	414,634	254,883	815,902	592,205	1,394,118
6310 Improvements Other Than Bldgs	80,359	428,891	892,081	1,400,000	1,476,647
6410 Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY	494,993	683,774	1,717,983	2,392,205	2,870,765
TOTAL PUBLIC WORKS	733,459	828,168	1,836,621	2,692,205	2,870,765

Appropriations
Detail
(Continued)

Capital
Projects
Fund

Appropriations
Detail
(Continued)

Appropriations Detail (Continued)

Account # 031-xxxx-xxx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>Library (7111-571)</u>					
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	481	796	1,390	0	0
2xxx Fringe Benefits	123	292	497	0	0
TOTAL PERSONAL SERVICES	604	1,088	1,887	0	0
<u>OPERATING EXPENSES</u>					
3110 Professional Services	330,807	112,382	104,067	25,000	0
49xx Other Operating Expenses	0	37,365	356	0	0
TOTAL OPERATING EXPENSES	330,807	149,747	104,423	25,000	0
<u>CAPITAL OUTLAY</u>					
6210 Buildings	2,168	496,999	1,044,665	0	152,941
6410 Machinery & Equipment	0	0	0	575,000	0
TOTAL CAPITAL OUTLAY	2,168	496,999	1,044,665	575,000	152,941
TOTAL LIBRARY DEPARTMENT	333,579	647,834	1,150,975	600,000	152,941
<u>Recreation (81xx-57x)</u>					
<u>OPERATING EXPENSES</u>					
3110 Professional Services	136,637	41,929	171,550	450,000	0
49xx Other Current Charges	463	1,160	0	0	0
TOTAL OPERATING EXPENSES	137,100	43,089	171,550	450,000	0
<u>CAPITAL OUTLAY</u>					
6110 Land	0	11,600	617,041	250,000	0
6210 Buildings	493,254	425,689	0	45,000	142,353
6310 Improvements Other Than Bldgs	448,498	132,835	40,844	588,716	1,967,059
6410 Machinery & Equipment	35,526	0	0	5,000	0
TOTAL CAPITAL OUTLAY	977,278	570,124	657,885	888,716	2,109,412
TOTAL RECREATION DEPARTMENT	1,114,378	613,213	829,435	1,338,716	2,109,412
<u>Non-Departmental (9191-589)</u>					
<u>OTHER USES</u>					
9910 Reserve for Future Capital Outlay	0	0	0	0	126,911
TOTAL NON-DEPARTMENTAL	0	0	0	0	126,911
TOTAL CAPITAL PROJECTS	4,217,951	6,115,515	5,109,941	7,147,800	13,442,669

Project Schedule

Capital Projects Fund

Project Schedule

2006-07 Proposed Capital Projects Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
310018	<u>Airport</u>		
	Extend Runway 13/31 - Phase I	Federal Grant	5,944,758
		State Grant	156,441
		Governmental Revenue	156,441
	Taxiway & Runway Lights	State Grant	400,000
		Governmental Revenue	100,000
	Overlay Runway 3/21 - Design	Federal Grant	213,750
		State Grant	5,625
		Governmental Revenue	5,625
	Taxiway & Ramp to Cracker Barrel	State Grant	760,000
		Governmental Revenue	190,000
	Fuel Farm	State Grant	200,000
		Governmental Revenue	50,000
	Subtotal Airport		<u>8,182,640</u>
310051	<u>Public Works</u>		
	Sidewalks	Governmental Revenue	100,000
	Transportation	Debt Proceeds	1,062,059
	Community Development Parking Lot	Governmental Revenue	60,000
	Lake Pointe Circle	Governmental Revenue	34,000
	Renovate Old Library	Debt Proceeds	1,344,118
	City Hall parking lot	Debt Proceeds	220,588
	City Hall	Governmental Revenue	50,000
	Subtotal Public Works		<u>2,870,765</u>
310071	<u>Library</u>		
	New Library Building	Debt Proceeds	152,941
	Subtotal Library		<u>152,941</u>

**Capital
Projects
Fund**

**Project
Schedule**

Project Schedule

**2006-07 Proposed
Capital Projects Fund**

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
310081	<u>Recreation</u>		
	Swimming Pool	Debt Proceeds	770,588
	Gymnasium	Debt Proceeds	82,353
	Canal Street	Debt Proceeds	76,471
	Hwy 441 Landscaping	State Grant	130,000
	Performing Arts of Lake and Sumter Counties	Governmental Revenue	500,000
	Dog Park	Governmental Revenue	75,000
	Rails to Trails - Fountain Lake Trail Phase I	State Grant	200,000
	Turnpike/ 470 Interchange Landscaping	State Grant	200,000
	Herlong Park Dock Renovations	Governmental Revenue	15,000
	Mote-Morris Roof Replacement	Governmental Revenue	60,000
	Subtotal Recreation		<u>2,109,412</u>
		TOTAL	<u><u>13,315,758</u></u>
		Source of Funds	
		Federal Grant	6,158,508
		State Grant	2,052,066
		Debt Proceeds	3,709,118
		Governmental Revenue	1,396,066
		TOTAL	<u><u>13,315,758</u></u>

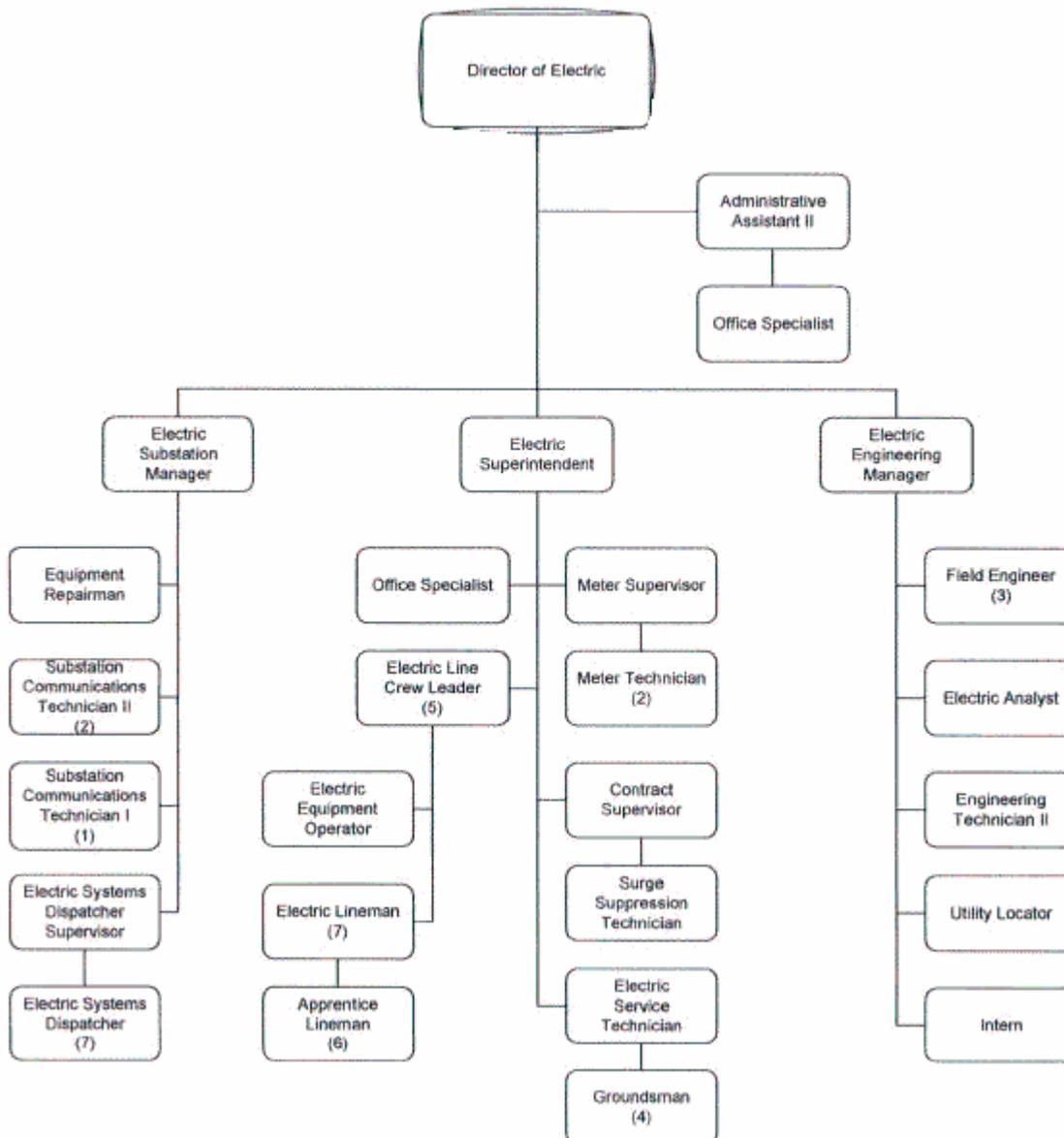
Paul Kalv, Director of Electric

The Electric Department maintains, operates and constructs electric distribution facilities within the service area. The department also performs activities related to transformer, and meter maintenance, engineering and construction of all additions and expansions of the electric system.

Responsibilities:

- Load management
- Monitor flow
- Provide service
- Maintenance
- Safety

Organizational Chart



Electric Department

Organization

**Total
Department
Budget
\$71,023,252**

Electric Department

Electric System Description

Electric System Description

The electric system includes 5 substations, distribution facilities and 389.12 miles of primary electric lines, of which 37% is provided in underground circuits. The City of Leesburg purchases power from the Florida Municipal Power Agency (FMPA) on an all-requirements basis. FMPA was created pursuant to Florida Statutes Chapter 163, Parts I and II ("The Interlocal Act": and "The Joint Power Act") which, among other things, provides a means for Florida municipal corporations to cooperate with each other to provide for their present and future energy needs. The agreement remains in effect until October 1, 2020, with two optional successive ten-year renewal periods. The power rates that FMPA charges the City are subject to a majority vote of the FMPA Board of Directors. The City has limited oversight authority.

The City operates no generation facilities, but owns an undivided 0.8244% interest in and generation entitlement share to Crystal River Number 3, a nuclear steam electric generating unit. Florida Progress (formerly known as Florida Power Corporation) owns 90% of the unit and is responsible for the operation of the plant. The City acquired its share of the facilities in 1975. Participants are entitled to energy output of the unit based upon their respective generation entitlement share. Operation costs are paid monthly in proportion to the entitlement share. Nuclear fuel payments are required of participants in advance.

The City, through FMPA, negotiated an agreement with Florida Power and Light Corporation guaranteeing the City the right to purchase up to 1.716 megawatts of generating capacity from the St. Lucie No. 2 nuclear generating plant. This plant became operational in 1984.

The Public Service Commission approved a territorial agreement with Florida Power Corporation in May 1982 and with Sumter Electric Cooperative in May 1991. The City of Leesburg entered into a franchise agreement, effective November 1, 1983, with the City of Fruitland Park to provide electric and gas services for 25 years and the right for the City of Fruitland Park to purchase the distribution system in 2008.

Budget Summary – Operating Statement

Electric Department

Budget Summary– Operating Statement

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING REVENUE</u>					
Charges For Services	44,352,666	48,966,151	30,120,080	53,231,568	69,508,490
Other Operating Revenue	646,384	749,540	500,689	688,494	878,563
TOTAL OPERATING REVENUE	44,999,050	49,715,691	30,620,769	53,920,062	70,387,053
<u>OPERATING APPROPRIATIONS</u>					
Generation	1,440,408	1,410,693	1,241,558	1,539,244	1,540,202
Administration	2,146,779	3,036,413	1,448,983	2,608,796	3,337,922
Distribution	33,085,550	36,440,598	25,433,433	37,414,098	46,571,830
Traffic Light Operations	47,952	141,367	76,060	198,328	162,672
Other Operating Expenses	4,192,400	4,104,037	2,604,821	4,998,326	6,192,480
TOTAL APPROPRIATIONS	(40,913,089)	(45,133,108)	(30,804,855)	(46,758,792)	(57,805,106)
NET INCOME FROM OPERATIONS	4,085,961	4,582,583	(184,086)	7,161,270	12,581,947
Non-Operating Revenue	1,375,579	2,878,447	450,796	1,581,691	636,199
Non-Operating Appropriations	(751,499)	(80,842)	(643,796)	(940,473)	(1,274,719)
NET OTHER INCOME	624,080	2,797,605	(193,000)	641,218	(638,520)
NET INCOME BEFORE TRANSFERS	4,710,041	7,380,188	(377,086)	7,802,488	11,943,427
Transfers to other funds	(8,856,364)	(5,784,750)	(3,055,417)	(5,262,206)	(6,546,775)
NET INCOME AFTER TRANSFERS	(4,146,323)	1,595,438	(3,432,503)	2,540,282	5,396,652
Other Sources	0	0	0	3,986,871	0
Capital Projects	0	0	10,568	(5,632,738)	(4,280,000)
NET OTHER SOURCES	0	0	10,568	(1,645,867)	(4,280,000)
UNAPPROPRIATED BALANCE	(4,146,323)	1,595,438	(3,421,935)	894,415	1,116,652

Electric Department

Revenue Detail

Revenue Detail

ACCOUNT	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
041-0000					
<u>CHARGES FOR SERVICES</u>					
34311 Residential	21,031,441	22,804,284	13,571,163	24,976,946	31,862,178
34312 Commercial Non Demand	5,821,611	6,180,475	3,672,476	6,936,394	8,575,852
34313 Commercial Demand	15,754,559	17,924,193	11,518,062	19,304,714	26,291,899
34314 Public Lighting	286,891	393,475	292,428	452,057	523,567
34315 Public Authority (Fruitland Park)	103,845	119,405	81,651	89,216	169,384
34316 Municipal Non Demand	476,533	560,465	394,020	452,864	768,738
34317 Municipal Demand	877,786	983,854	590,280	1,019,377	1,316,872
TOTAL CHARGES FOR SERVICES	44,352,666	48,966,151	30,120,080	53,231,568	69,508,490
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	402,945	477,204	313,273	452,852	552,696
34910 Misc Operating Revenue	9,145	10,264	7,288	10,300	10,000
36915 Pole Rentals	91,154	80,087	5,828	94,658	91,000
34918 Misc Service Revenue	142,160	183,196	174,932	130,684	224,867
34919 Area Lights - Initial Fee	0	324	0	0	0
34990 Cash Over & Short	980	(1,535)	(632)	0	0
TOTAL OTHER OPERATING REVENUE	646,384	749,540	500,689	688,494	878,563
<u>NON OPERATING REVENUE</u>					
33191 Emergency Management	348,238	206,580	2,580	0	0
33448 FL Community Trust	207,659	1,503,451	0	0	0
33460 FDOT- Hwy 441	0	0	0	930,000	0
36101 Interest on Investments	434,466	200,878	8,765	45,570	45,000
36111 Misc Interest Income	31,490	11,285	9,440	10,221	22,813
36130 Gain/Loss Investments	(111,485)	(43,533)	(1,413)	0	0
36162 Bond Funds	86,126	241,372	29,899	28,000	0
36402 Gain From Sale of Fixed Assets	2,154	0	0	0	0
36404 Recovery From Losses	2,398	31,557	32,049	20,000	29,017
36501 Sale of Surplus Materials	32,927	57,144	26,591	33,000	56,639
36920 Communication Allocation	139,928	30,457	0	0	0
36925 Misc Jobbing Revenue	111,080	264,862	106,501	70,500	292,522
36990 Misc Non-Operating Revenue	2,297	23,927	19,795	433,000	38,313
TOTAL NON OPERATING REVENUE	1,287,278	2,527,980	234,207	1,570,291	484,304
<u>OTHER SOURCES</u>					
38401 Debt Proceeds	0	0	0	3,705,901	0
38950 Contributions - Cust/Dev	88,301	350,467	216,589	11,400	151,895
38962 Appropriated Renewal & Replacement	0	0	0	280,970	0
TOTAL OTHER SOURCES	88,301	350,467	216,589	3,998,271	151,895
TOTAL RESOURCES	46,374,629	52,594,138	31,071,565	59,488,624	71,023,252

Division Summary of Appropriations

Electric Department

Division Summary of Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
1011 GENERATION					
Operating Expenses	1,440,408	1,410,693	1,241,558	1,539,244	1,540,202
TOTAL GENERATION	1,440,408	1,410,693	1,241,558	1,539,244	1,540,202
1021 ADMINISTRATION					
Personal Services	156,625	105,163	92,632	136,378	191,359
Operating Expenses	1,990,154	2,931,250	1,356,351	2,472,418	3,146,563
TOTAL ADMINISTRATION	2,146,779	3,036,413	1,448,983	2,608,796	3,337,922
1045 JOBGING					
Personal Services	127,824	92,923	35,051	61,690	64,157
Operating Expenses	144,929	85,276	99,312	93,970	100,549
TOTAL JOBBING	272,753	178,199	134,363	155,660	164,706
1062 DISTRIBUTION					
Personal Services	1,592,064	1,743,276	1,040,585	1,926,688	2,698,993
Operating Expenses	31,493,486	34,697,322	24,392,848	35,487,410	43,872,837
TOTAL DISTRIBUTION	33,085,550	36,440,598	25,433,433	37,414,098	46,571,830
1083 TRAFFIC LIGHT					
Personal Services	(2,868)	826	0	0	0
Operating Expenses	50,820	140,541	76,060	198,328	162,672
TOTAL TRAFFIC LIGHT	47,952	141,367	76,060	198,328	162,672
1088 OTHER					
Operating Expenses	3,944,974	3,690,028	2,484,912	4,711,792	5,898,386
Debt Service	513,515	(84,141)	455,239	861,387	1,185,749
Other Uses	9,069,021	7,265,868	3,229,520	6,366,581	7,881,785
TOTAL OTHER	13,527,510	10,871,755	6,169,671	11,939,760	14,965,920
1099 CAPITAL PROJECTS					
Personal Services	961,743	1,065,348	646,057	1,028,391	540,323
Operating Expenses	2,308,456	1,182,377	666,362	1,204,437	322,426
Capital Outlay	4,668,601	5,887,624	2,752,285	3,399,910	3,417,251
Debt Service	0	946,606	0	0	0
Other Uses	(7,938,800)	(9,081,955)	(4,075,272)	0	0
TOTAL CAPITAL PROJECTS	0	0	(10,568)	5,632,738	4,280,000
GRAND TOTAL					
Personal Services	2,835,388	3,007,536	1,814,325	3,153,147	3,494,832
Operating Expenses	41,373,227	44,137,487	30,317,403	45,707,599	55,043,635
Capital Outlay	4,668,601	5,887,624	2,752,285	3,399,910	3,417,251
Debt Service	513,515	862,465	455,239	861,387	1,185,749
Other Uses	1,130,221	(1,816,087)	(845,752)	6,366,581	7,881,785
TOTAL APPROPRIATIONS	50,520,952	52,079,025	34,493,500	59,488,624	71,023,252

**Electric
Department**

**Generation
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 041-1011-531

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3452 CR #3 Operations	724,865	827,408	555,832	668,176	535,316
3453 CR #3 Maintenance	494,550	367,822	563,748	711,481	845,299
3454 CR #3 Power Generation	220,993	215,463	121,978	159,587	159,587
TOTAL OPERATING EXPENSES	1,440,408	1,410,693	1,241,558	1,539,244	1,540,202
TOTAL APPROPRIATIONS	1,440,408	1,410,693	1,241,558	1,539,244	1,540,202

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	1,539,244	1,540,202	958	0.06%
TOTALS	1,539,244	1,540,202	958	0.06%

Electric
Department

Generation
Division

Appropriations
Summary

Electric Department

Administration Division

Values & Goals

Values & Goals

Value: Excellence in all we do, fiscal responsibility and a spirit of professionalism

Goals:

- ◆ Ensure service excellence by delivery of electric service, with constant improvement in reliability, productivity, and efficiency to satisfy the needs of our customers
- ◆ Demonstrate fiscal responsibility by seeking the most economical and stable power contracts through Florida Municipal Power Agency (FMPA), our power supplier and seek to maintain wholesale power costs below 0.07119 per kilowatt hour
- ◆ As a professional organization represent the City's interest in energy on the state and national levels

Value: A caring organization

Goals:

- ◆ Ensure routine inspections of employee performance of safety practices
- ◆ Perform regular review of safety certification of each employee, maintain OSHA incident rate of 1

Value: Open, accessible government

Goal:

- ◆ Participate in the creation of an annual city Utility report
- ◆ Lower administrative cost to off set high energy cost when possible

Major Accomplishments:

- New management team consisting of management and front line supervisors
 - Implementation of new ESRI mapping system

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
OSHA incident rate	6	5	2

Electric Department

Administration Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Director of Electric	1.00	0.00	1.00	100,168
Administrative Assistant II	1.00	0.00	1.00	41,725
Office Specialist	1.00	0.00	1.00	26,360
Standby				
Total	3.00	0.00	3.00	168,253

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

**Electric
Department**

**Administration
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 041-1021-531

		ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	135,710	143,382	88,454	146,061	179,253
1310	Temporary Labor	0	0	0	500	520
1410	Overtime	1,289	779	486	1,000	1,500
1530	Bonuses	313	312	313	313	375
2110	FICA	10,172	10,473	6,746	8,419	13,712
2210	Retirement	10,156	12,377	5,538	16,217	20,190
232x	Insurance	17,006	16,796	7,913	15,169	22,453
2410	Workers' Compensation	703	897	354	474	589
26xx	Other Payroll Benefits	559	485	3,704	473	522
2999	Allocated Labor Expense	(19,283)	(80,338)	(20,876)	(52,248)	(47,755)
TOTAL PERSONAL SERVICES		156,625	105,163	92,632	136,378	191,359
OPERATING EXPENSES						
311x	Professional Services	35,124	31,044	618	50,200	52,208
4010	Travel	14,325	15,354	5,518	12,950	12,950
41xx	Communication	18,869	19,983	11,403	26,420	18,000
421x	Postage	623	1,021	1,318	2,200	2,288
4310	Utilities	81,699	68,906	64,863	88,800	92,352
4510	Insurance	72,577	91,544	56,070	96,121	115,636
46xx	Repairs & Maintenance- Equipment	5,612	4,015	2,947	11,850	6,440
4710	Printing & Binding	440	3,235	1,120	1,000	1,040
4810	Promotional Activities	9,963	8,254	1,549	15,000	15,600
4911	Advertising	880	206	23,280	173,410	260,000
4920	Other Current Charges	705	961	949	1,500	1,560
4932	Over/Short-Warehouse	3,073	0	0	0	0
4945	Injury/Damage to Others	4,656	6,694	596	10,000	10,400
4961	General Administrative	525,057	1,286,870	269,222	461,523	970,086
4970	Regulatory Assessment	6,714	7,381	3,957	8,000	8,320
4980	Taxes	1,086,516	1,216,523	781,592	1,283,317	1,334,650
4982	Franchise Fees	196,714	213,848	130,478	243,289	253,021
5110	Office Supplies	6,709	6,571	3,721	6,325	6,578
5180	Minor Furniture/Equipment	905	2,549	1,219	1,500	1,560
5210	Operating Supplies	485	337	102	500	520
5299	Allocated Material Expense	(121,922)	(95,954)	(37,303)	(64,487)	(59,146)
5410	Publications & Memberships	33,739	36,549	33,392	36,000	37,300
5440	Education	439	554	(410)	2,000	0
5450	Training	6,252	4,805	150	5,000	5,200
TOTAL OPERATING EXPENSES		1,990,154	2,931,250	1,356,351	2,472,418	3,146,563
TOTAL APPROPRIATIONS		2,146,779	3,036,413	1,448,983	2,608,796	3,337,922

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	136,378	191,359	54,981	40.32%
Operating Expenses	2,472,418	3,146,563	674,145	27.27%
TOTALS	2,608,796	3,337,922	729,126	27.95%

Significant Budget Changes:

The increase in Operating Expenses is primarily attributed to the increase in taxes, which also directly effect revenues. Advertising costs will be distributed to civic organizations with City of Leesburg being recognized as a donor. General Administrative expenses reflect increased costs of providing services from the General Fund.

Electric Department

Administration Division

Appropriations Summary

Electric Department

Jobbing Division

Values & Goals

Values & Goals

Value: A spirit of professionalism

Goals:

- ◆ Provide helping hands to other City departments; such as, light repairs for recreational facilities and runways at the Leesburg International Airport
- ◆ Perform other miscellaneous tasks, including hanging banners over the highway
- ◆ Provide services to countywide public agencies on an expense plus profit basis
- ◆ Support the activities of the Downtown Partnership in continuing development of Downtown City properties and rights-of-way

Value: Excellence in all we do

Goals:

- ◆ Provide an installation plan for holiday decorations and lights along the streets and in Venetian Gardens that meet financial, infrastructure, and labor resources
- ◆ Continually renew the appearance of City's Christmas decorations, install and maintain decorations in a timely and efficient manner
- ◆ Maintain Lights of Lake project

Major Accomplishments:

- Replaced thirty Christmas decorations, replaced ribbons, garland, and lighting strings
- Completion of seven Downtown Partnership projects with electrical panels and speaker locations

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Banner jobs	33	17	25
Recreation light jobs	5	5	5
Tree trimming jobs	350	375	385
Christmas decorations (man hours)	585	460	475
Lights of Lake (man hours)	52	40	50
Miscellaneous jobs	0	0	0

Appropriations Detail

Account # 041-1045-531

Electric
Department

Jobbing
Division

Appropriations
Detail &
Summary

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1210 Regular Salaries & Wages	37,441	21,217	17,511	40,000	41,600
1410 Overtime	49,906	43,201	6,321	0	0
2110 FICA	6,484	4,795	1,759	3,060	3,182
2210 Retirement	3,183	2,028	2,102	2,600	2,704
23xx Insurance	8,940	5,632	3,141	4,700	4,888
2410 Workers' Compensation	2,164	1,711	438	700	728
26xx Other Payroll Benefits	58	89	34	0	0
2999 Allocated Labor Expense	19,648	14,250	3,745	10,630	11,055
TOTAL PERSONAL SERVICES	127,824	92,923	35,051	61,690	64,157
OPERATING EXPENSES					
3410 Contract Services	0	0	75	0	0
4499 Allocated Equip Rental	18,003	49,107	21,087	11,900	12,376
462x Repairs & Maintenance-Non Bldg	3,453	413	3,275	1,000	1,040
4920 Other Current Charges	152	28	0	0	0
5210 Operating Supplies	117,216	33,796	72,359	67,000	72,500
5299 Allocated Material Expense	6,105	1,932	2,516	14,070	14,633
TOTAL OPERATING EXPENSES	144,929	85,276	99,312	93,970	100,549
TOTAL APPROPRIATIONS	272,753	178,199	134,363	155,660	164,706

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	61,690	64,157	2,467	4.00%
Operating Expenses	93,970	100,549	6,579	7.00%
TOTALS	155,660	164,706	9,046	5.81%

Electric Department

Distribution Division

Values & Goals

Values & Goals

Value: Fiscal responsibility

Goals:

- ◆ Perform load growth, financial, workload planning, and monitor load forecasts
- ◆ Design the system to meet single contingency failure in serving electric load for 1, 5, and 20 years
- ◆ Implement a long range plan for underground electric service within the City
- ◆ Increase the installation of surge suppressor units in the field
- ◆ Keep the outage rate below sixty (60) minutes per customer

Value: Excellence in all we do

Goals:

- ◆ Change out transformers on all reconductoring jobs and overhead to underground conversions
- ◆ Replace all overhead copper conductors within fifteen (15) years to eliminate customer outage time
- ◆ Replace underground primary conductor cable to improve system reliability
- ◆ Change all decaying and faulty underground cable in twenty (20) years
- ◆ Osmose to do a system wide inspection on all wood poles in a three (3) year time frame to meet the new PSC standards of testing all poles on an eight (8) year cycle
- ◆ Change out Substation transformer number 1 at Airport Sub
- ◆ Paint existing Substation equipment to prevent rust damage
- ◆ Implement the coordination study on all feeders over the next five (5) years

Vision: A caring organization

Goal:

- ◆ Provide decorative street lighting in the area of Highway 441 widening project from Mills St. to College Drive

Major Accomplishments:

- Installed underground primary on Hwy 441 from Mills St. to College and remove all existing overhead power
- Replaced old poles and small copper conductor at Picciola Island to solve voltage problems
- Installed power to several new subdivisions and apartment complex's
- Change out all substations RTU's and upgraded Communication Protocol
- Change out 6 Feeder Breakers at two (2) substations and upgraded to Micro Processor controls

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Rental lights installed	173	120	175
Surge suppressors installed	330	250	150
Outage rate per customer in minutes	65	60	55
Meters changed out	1,154	1,200	1,250
CT/VT installations tested	27	30	35
Transformers changed out	236	500	600
Overhead conductor replaced (feet)	15,600	12,000	12,500
Underground primary conductor replaced	3,300	75,375	50,000
Decayed and overloaded poles replaced	135	125	130
Residential meters tested	3,045	2,500	3,000

Electric Department

Distribution Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Electric Superintendent	1.00	0.00	1.00	51,715
Electric Engineering Manager	1.00	0.00	1.00	77,338
Field Engineer	3.00	0.00	3.00	150,492
Contract Supervisor	1.00	0.00	1.00	63,973
Electric System Dispatch Supervisor	1.00	0.00	1.00	54,936
Electric Systems Dispatcher	7.00	0.00	7.00	283,406
Electric Line Crew Leader	5.00	0.00	5.00	317,081
Electric Lineman	7.00	0.00	7.00	313,352
Apprentice Lineman	6.00	0.00	6.00	213,579
Electric Equipment Operator	1.00	0.00	1.00	37,287
Groundsman	4.00	0.00	4.00	99,209
Electric Substation Manager	1.00	0.00	1.00	76,974
Substation Communications Technician II	2.00	0.00	2.00	109,819
Substation Communications Technician	1.00	0.00	1.00	36,330
Meter Supervisor	1.00	0.00	1.00	63,973
Meter Technician	2.00	0.00	2.00	70,250
Electric Analyst	1.00	0.00	1.00	53,064
Electric Service Technician	1.00	0.00	1.00	59,470
Equipment Repairman	1.00	0.00	1.00	29,846
Surge Suppression Technician	1.00	0.00	1.00	32,994
Engineering Technician II	0.00	1.00	1.00	34,310
Engineering Technician I	1.00	-1.00	0.00	0
Office Specialist	1.00	0.00	1.00	33,702
Utility Locator	0.00	1.00	1.00	24,118
Intern	0.00	1.00	1.00	13,312
Time charged directly to Jobbing Division				(41,600)
Time charged directly to Capital Projects				(223,231)
Total	50.00	2.00	52.00	2,035,699

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

Electric Department

Distribution Division

Appropriations Detail

Appropriations Detail

Account # 041-1062-531

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1210 Regular Salaries & Wages	1,235,833	1,330,570	880,075	1,412,171	2,041,699
1410 Overtime	280,384	167,966	102,402	150,000	184,000
15xx Bonuses	5,500	6,278	5,625	5,875	6,501
2110 FICA	112,436	110,502	73,106	101,179	148,681
2210 Retirement	101,955	122,529	102,319	180,816	248,323
23xx Insurance	188,301	188,959	111,022	182,437	291,728
2410 Workers' Compensation	28,593	34,903	14,584	21,756	22,486
26xx Other Payroll Benefits	1,832	2,020	1,077	3,919	3,565
2970 1st Installs	(250,275)	(157,328)	(229,568)	(90,414)	(202,108)
2999 Allocated Labor Expense	(112,495)	(63,123)	(20,057)	(41,051)	(45,882)
TOTAL PERSONAL SERVICES	1,592,064	1,743,276	1,040,585	1,926,688	2,698,993
OPERATING EXPENSES					
31xx Professional Services	270,212	179,854	58,692	280,000	300,000
3410 Contract Services	800	887	889	1,600	1,850
344x Purchased Power - FMPA	29,430,586	32,863,395	23,440,584	32,755,019	41,210,906
3451 Purchased Power - St Lucie	801,388	818,153	434,589	842,700	876,408
4010 Travel	4,928	6,424	10,053	18,600	5,200
41xx Communication	13,539	21,032	6,980	14,900	15,496
4210 Postage	397	29	36	500	520
4310 Utilities	82	83	50	100	104
4410 Rentals	717	886	1,047	1,251	1,301
4415 Internal Fleet Lease	0	296,413	192,092	329,300	316,283
4499 Allocated Equip Rental	(242,337)	(564,925)	(334,497)	(236,399)	(102,432)
4510 Insurance	22,845	21,595	13,812	22,675	18,206
461x Repairs & Maintenance- Vehicles	167,790	171,053	111,586	366,330	263,980
4620 Repairs & Maintenance- Buildings	5,753	7,759	1,609	6,000	6,240
4625 Repairs & Maintenance-Non Bldg	525,541	444,593	230,127	687,400	440,880
463x Repairs & Maintenance- Equipment	25,576	28,228	15,138	27,350	36,336
4710 Printing & Binding	1,416	844	88	1,000	1,040
4810 Promotional Activities	0	0	0	500	500
49xx Other Current Charges	67,031	76,889	(43,021)	16,700	17,368
5110 Office Supplies	5,077	2,619	2,756	2,300	2,400
5180 Minor Furniture/Equipment	28,330	28,797	15,129	37,500	43,864
5210 Operating Supplies	449,739	296,600	217,929	349,100	357,144
5215 Uniforms	18,698	31,235	11,230	46,500	35,000
5230 Fuel Purchase	39,920	43,485	29,463	40,000	50,000
5299 Allocated Material Expense	(116,591)	(85,092)	(38,758)	(57,186)	(61,561)
5350 Taxable Material	920	0	0	0	0
5440 Education	0	0	0	0	1,000
5450 Training	11,317	33,742	49,712	57,900	61,100
5999 Material - 1st Installs	(40,188)	(27,256)	(34,467)	(124,230)	(26,296)
TOTAL OPERATING EXPENSES	31,493,486	34,697,322	24,392,848	35,487,410	43,872,837
TOTAL APPROPRIATIONS	33,085,550	36,440,598	25,433,433	37,414,098	46,571,830

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	1,926,688	2,698,993	772,305	40.08%
Operating Expenses	35,487,410	43,872,837	8,385,427	23.63%
TOTALS	37,414,098	46,571,830	9,157,732	24.48%

Significant Budget Changes:

Operating Expenses reflect a significant increase of \$8,455,887 in purchased power costs, which is recovered by an increase in the bulk power cost adjustment. Line item 3130 includes \$210,000 for engineering services associated with growth.

Electric Department

Distribution Division

Appropriations Summary

Electric Department

Traffic Light Operations Division

Values & Goals

Values & Goals

Value: Excellence in all we do and fiscal responsibility

Goals:

- ◆ Replacement of obsolete traffic signal equipment
- ◆ Provide backup power for major intersections
- ◆ Continue LED change out of incandescent traffic signal bulbs provides both service excellence and fiscal responsibility
- ◆ Provide fiber optic connections for future television monitoring and computer synchronized lighting patterns for optimal traffic flow

Major Accomplishment:

- Continued a program of converting incandescent traffic signal bulbs with LED bulbs to lower both operating and maintenance costs

Performance Measures:

By contract, Lake County Public Works is responsible for continuing traffic signal maintenance.

Appropriations Detail

Account # 041-1083-531

Electric
Department

Traffic Light
Operations
Division

Appropriations
Detail &
Summary

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	(3,678)	586	0	0	0
1410 Overtime	142	47	0	0	0
1530 Bonuses	0	0	0	0	0
1990 Wages- Contra	0	0	0	0	0
2110 FICA	(281)	47	0	0	0
2210 Retirement	361	56	0	0	0
23xx Insurance	479	71	0	0	0
2410 Workers' Compensation	107	19	0	0	0
2990 Benefits - Contra	2	0	0	0	0
TOTAL PERSONAL SERVICES	(2,868)	826	0	0	0
OPERATING EXPENSES					
31xx Professional Services	0	0	0	0	0
4010 Travel	0	0	0	0	0
41xx Communication	132	276	0	0	0
4610 Repairs & Maintenance- Vehicles	1,548	0	8,536	47,600	50,000
4625 Repairs & Maintenance- Non-Build	32,601	140,265	67,203	65,178	69,812
4630 Repairs & Maintenance- Equipment	751	0	321	550	360
5180 Minor Furniture/Equipment	0	0	0	0	0
5210 Operating Supplies	15,788	0	0	85,000	42,500
5450 Training	0	0	0	0	0
TOTAL OPERATING EXPENSES	50,820	140,541	76,060	198,328	162,672
TOTAL APPROPRIATIONS	47,952	141,367	76,060	198,328	162,672

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	0	0	0	0.00%
Operating Expenses	198,328	162,672	(35,656)	-17.98%
TOTALS	198,328	162,672	(35,656)	-17.98%

Electric Department

Other

Appropriations Detail

Appropriations Detail

041-1088-5xx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
OPERATING EXPENSES					
4950 Uncollectible Accounts	120,000	198,096	125,442	215,043	223,645
4962 Customer Accounts	1,297,937	1,137,741	1,141,595	1,957,020	3,024,055
4963 Meter Reading	125,362	63,315	81,509	139,729	154,686
5910 Depreciation Expense	2,401,675	2,290,876	1,136,366	2,400,000	2,496,000
TOTAL OPERATING EXPENSES	3,944,974	3,690,028	2,484,912	4,711,792	5,898,386
DEBT SERVICE					
7110 Principal-Long Term Debt	0	0	0	0	325,000
7210 Interest-Long Term Debt	452,957	(166,793)	454,890	779,813	779,813
7311 Fees	5,134	3,884	349	3,400	3,400
7320 Amortize Debt Discount	1,738	8,128	0	8,128	8,128
7330 Amortize Debt Issue Cost	4,762	22,262	0	22,262	22,262
7340 Amortize Deferred Charges	48,924	48,378	0	47,784	47,146
TOTAL DEBT SERVICE	513,515	(84,141)	455,239	861,387	1,185,749
OTHER USES					
9101 Transfer to General Fund	3,440,976	3,956,928	2,472,938	4,231,087	5,551,329
9102 Surcharge Transfer	1,203,653	1,014,296	525,283	1,031,119	995,446
9131 Transfer to Capital Projects	1,094,015	309,824	57,196	0	0
9145 Transfer to Communications	3,117,720	503,702	0	0	0
9151 Transfer to Gen Fix Asset	0	1,080,325	0	0	0
9160 Reserve/Future Capital	0	0	0	894,415	1,096,652
9960 Interest-Customer Deposit	25,789	69,436	54,543	5,000	5,200
9980 CR #3 Decommission Trust	171,000	331,646	119,560	204,960	213,158
9981 CR#3 Special Assessment	15,868	(289)	0	0	0
9990 Contingency Fund	0	0	0	0	20,000
TOTAL OTHER USES	9,069,021	7,265,868	3,229,520	6,366,581	7,881,785
TOTAL APPROPRIATIONS	13,527,510	10,871,755	6,169,671	11,939,760	14,965,920

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	4,711,792	5,898,386	1,186,594	25.18%
Debt Services	861,387	1,185,749	324,362	37.66%
Other Uses	6,366,581	7,881,785	1,515,204	23.80%
TOTALS	11,939,760	14,965,920	3,026,160	25.35%

Significant Budget Changes:

The increase in Operating Expenses is directly relational to increases in the General Fund, specifically Accounting, Collections, Meter Readers and Information Technology. Debt Service increased due to the first payment on the 2004 Series Bonds. The increase in Other Uses is a direct result of increased revenues.

Electric
Department

Other

Appropriations
Summary

Electric Department

Capital Projects

Appropriations Detail

Appropriations Detail

Account # 041-1099-531

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	418,970	582,962	274,345	626,042	223,231
1410 Overtime	71,267	1,226	7,360	0	0
2110 FICA	36,148	42,864	20,657	47,894	17,080
2210 Retirement	35,761	55,832	32,919	65,736	23,440
23xx Insurance	60,892	76,820	37,937	103,615	36,948
2410 Workers' Compensation	12,310	17,927	5,484	12,021	8,036
26xx Other Payroll Benefits	444	1,380	599	0	0
2970 1st Installs	215,677	157,127	229,568	90,414	202,108
2999 Allocated Labor Expense	110,274	129,210	37,188	82,669	29,480
TOTAL PERSONAL SERVICES	961,743	1,065,348	646,057	1,028,391	540,323
<u>OPERATING EXPENSES</u>					
31xx Professional Services	249,414	20,847	4,558	0	0
4410 Rentals	0	0	0	0	0
4499 Allocated Equip Rental	224,334	515,818	313,410	224,499	90,056
49xx Advertising	338	0	0	0	0
5210 Operating Supplies	1,576,029	439,141	240,345	748,105	100,000
5299 Allocated Material Expense	234,263	179,114	73,582	107,603	106,074
5999 Material - 1st Installs	24,078	27,457	34,467	124,230	26,296
TOTAL OPERATING EXPENSES	2,308,456	1,182,377	666,362	1,204,437	322,426
<u>CAPITAL OUTLAY</u>					
6110 Land	0	770,000	123,378	0	0
6210 Buildings	95,115	3,961	1,915	0	0
6310 Improvements Other Than Bldgs	2,060,511	1,780,232	792,073	1,374,041	703,641
6410 Machinery & Equipment	114,378	182,746	232,940	78,125	113,700
6460 Taxable Material & Supply	2,243,926	2,945,607	1,498,483	1,837,158	2,429,822
647x Use Tax	154,671	205,078	103,496	110,586	170,088
TOTAL CAPITAL OUTLAY	4,668,601	5,887,624	2,752,285	3,399,910	3,417,251
<u>DEBT SERVICE</u>					
7210 Interest-Long Term Debt	0	946,606	0	0	0
TOTAL DEBT SERVICE	0	946,606	0	0	0
<u>OTHER USES</u>					
9999 WIP Contra	(7,938,800)	(9,081,955)	(4,075,272)	0	0
TOTAL OTHER USES	(7,938,800)	(9,081,955)	(4,075,272)	0	0
TOTAL APPROPRIATIONS	0	0	(10,568)	5,632,738	4,280,000

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	1,028,391	540,323	(488,068)	-47.46%
Operating Expenses	1,204,437	322,426	(882,011)	-73.23%
Capital Outlay	3,399,910	3,417,251	17,341	0.51%
Debt Service	0	0	0	0.00%
Other Uses	0	0	0	0.00%
TOTALS	5,632,738	4,280,000	(1,352,738)	-24.02%

Electric Department

Capital Projects

Appropriations Summary

Electric Department

Capital Projects

Project Schedule

Project Schedule

2006-07 Proposed
Electric Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
410001	<u>Meters (180,000)</u> Regular meters ERT meters	Current Revenue Current Revenue	155,000 25,000
410002	Transformers	Current Revenue Customer Contribution	600,000 200,000
410004	<u>Distribution lines (1,150,000)</u> Distribution Undergrounding	Current Revenue Current Revenue	650,000 500,000
410005	Sectionalizing equipment	Current Revenue	241,300
410006	Lights	Current Revenue	200,000
410008	<u>Other equipment (108,700)</u> Hydraulic Saws (3) Hydraulic Concrete Drill (3) SCADA Master Station Upgrade	Current Revenue Current Revenue Current Revenue	3,300 4,500 100,900
410010	<u>Subdivision (750,000)</u> Old Tavares Subdivision Hidden Lake Townhouses Spring Lake Pines Cauthen Circle Ashton Woods Park Hill II Park Hill III Sunnyside Landing	Current Revenue Customer Contribution Current Revenue Customer Contribution	64,931 21,647 29,736 9,913 108,698 21,800 49,327 49,328 49,327 49,328 49,327 49,328 49,327 49,328 49,327 49,328 49,327 49,328
410011	<u>Reconductoring</u> Sunnyside	Current Revenue	150,000
410012	Substation equipment	Current Revenue	700,000
TOTAL			4,280,000
Source of Funds		Customer Contribution Current Revenue	500,000 3,780,000
TOTAL			4,280,000

Jack Rogers, Director of Gas

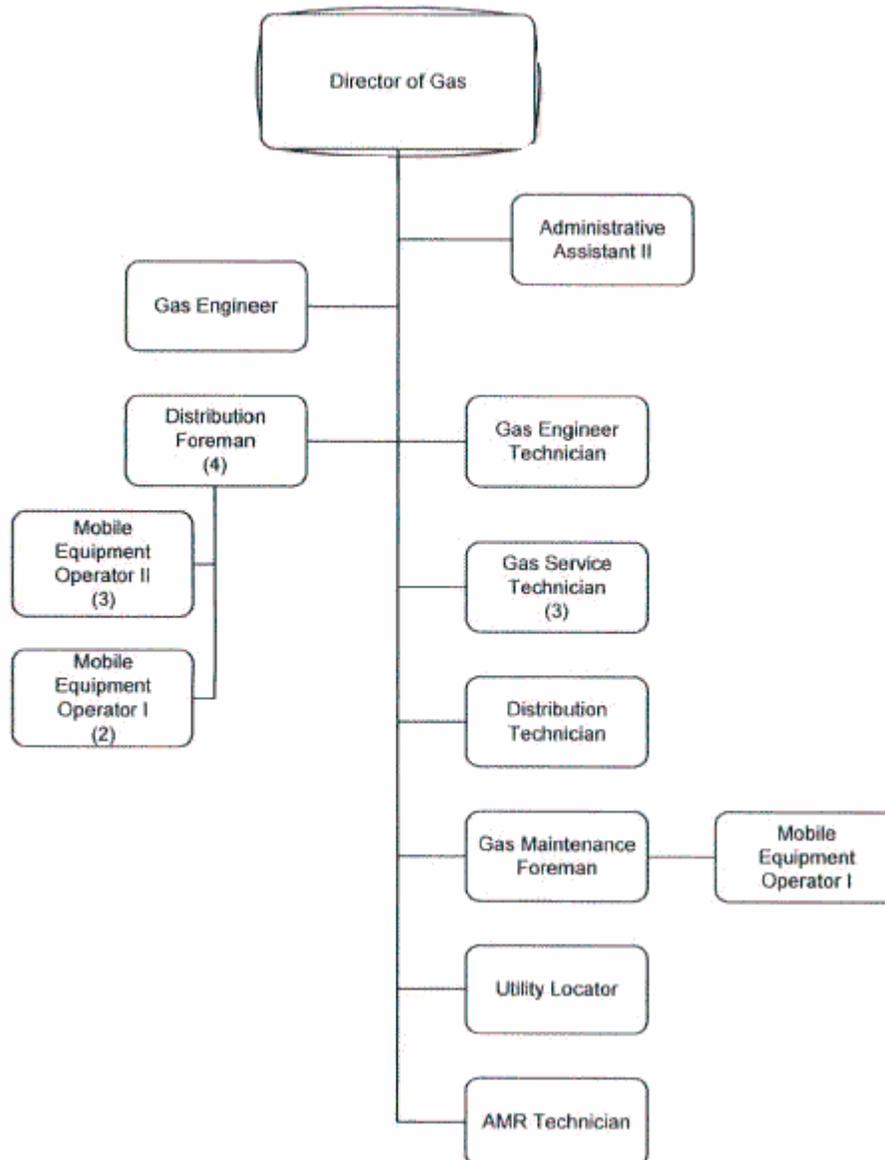
The Gas Department provides a safe, high quality product and professional service at a low cost. Monitoring gas pressure and responding to gas leaks are an important part of the day-to-day routine.

Responsibilities:

Distribution

- Install services and mains
- Monitor gate stations
- Monitor gas mains and services
- Remove meters and services
- Check/repair gas leaks
- Service calls – service and repair appliances, activate services
- Comply with Public Service Commission rules and regulations

Organizational Chart



Gas Department

Organization

**Total
Department
Budget
\$13,142,367**

Gas Department

Gas System Description

Gas System Description

The natural gas system is composed of 227 miles of steel gas mains and 11,300 steel services. The areas served include the City of Leesburg, the area west along SR 44 including the Municipal Industrial Park and Pennbrooke Fairways, the area east of the City which includes the Lake Square Mall and Bassville Park and is bounded by Dead River, the City of Fruitland Park to the north and the area west of US Highway 27, which includes Okahumpka and extends along CR 470 to the Coleman Federal Correction Facility to the west and the area along US Highway 27 South including Legacy, Highland Lakes, and ending at Royal Highlands just south of the Florida Turnpike to the south.

The City of Fruitland Park is served under the same franchise agreement as discussed in the electric system.

Installation and maintenance of all gas mains and service lines are the responsibility of the City Gas Department. Mains that are 4 inches in diameter and larger are installed by outside contractors.

The City of Leesburg is a member of the Florida Gas Utility (FGU) consortium. FGU purchases natural gas for its members from various suppliers and coordinates day-to-day nominations to Florida Gas Transmission Company (FGT, an interstate pipeline company) for delivery of natural gas to the City's 2 gate stations. The scheduled volumes are based on the weather forecast, daily consumption needs not related to weather, and FGT system constraints.

Budget Summary - Operating Statement

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING REVENUE</u>					
Charges For Services	7,481,266	8,374,094	7,843,855	9,002,787	11,923,555
Other Operating Revenue	100,579	130,983	113,176	121,590	187,137
TOTAL OPERATING REVENUE	7,581,845	8,505,077	7,957,031	9,124,377	12,110,692
<u>OPERATING APPROPRIATIONS</u>					
Administration	840,395	1,037,903	593,043	1,055,646	1,325,391
Distribution	5,733,064	6,046,722	5,859,343	6,210,502	7,775,030
Other Operating Expenses	992,770	790,426	497,363	870,495	1,165,725
TOTAL APPROPRIATIONS	(7,566,229)	(7,875,051)	(6,949,749)	(8,136,643)	(10,266,146)
NET INCOME FROM OPERATIONS	15,616	630,026	1,007,282	987,734	1,844,546
Non-Operating Revenue	97,106	104,728	59,759	178,716	243,374
Non-Operating Appropriations	(74,453)	34,338	(108,558)	(181,329)	(256,006)
NET OTHER INCOME	22,653	139,066	(48,799)	(2,613)	(12,632)
NET INCOME BEFORE TRANSFERS	38,269	769,092	958,483	985,121	1,831,914
Transfers to other funds	(767,090)	(834,742)	(490,068)	(899,132)	(1,109,275)
NET INCOME AFTER TRANSFERS	(728,821)	(65,650)	468,415	85,989	722,639
Other Sources	0	0	0	1,186,167	788,301
Capital Projects	0	0	(23,706)	(1,230,603)	(1,459,725)
NET OTHER SOURCES	0	0	(23,706)	(44,436)	(671,424)
UNAPPROPRIATED BALANCE	(728,821)	(65,650)	444,709	41,553	51,215

Gas Department

Revenue Detail

Revenue Detail

ACCOUNT 042-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>CHARGES FOR SERVICES</u>					
34320 Compressed Natural Gas	132	63	30	0	0
34321 Residential	2,586,117	3,173,400	3,281,966	4,187,785	4,868,939
34322 Residential Heat Only	148,853	164,692	174,064	260,505	226,342
34323 Small Commercial	2,966,176	4,019,482	3,682,712	3,708,299	5,550,572
34324 Commercial Heat Only	29,230	34,353	29,324	40,541	46,160
34325 Large Commercial	345,280	395,825	181,500	327,150	600,676
34326 Large Interruptible	1,381,946	555,652	451,330	418,603	591,682
34327 Public Authority	25	0	0	0	0
34328 Municipal	23,507	30,627	42,929	59,904	39,184
TOTAL CHARGES FOR SERVICES	7,481,266	8,374,094	7,843,855	9,002,787	11,923,555
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	48,997	61,088	41,358	71,590	73,959
34918 Misc Service Revenue	51,582	69,895	71,818	50,000	113,178
TOTAL OTHER OPERATING REVENUE	100,579	130,983	113,176	121,590	187,137
<u>NON OPERATING REVENUE</u>					
33191 Emergency Management	19,089	7	0	0	0
36101 Interest Income	76,413	23,850	29,116	48,716	40,000
36130 Gain/Loss Investments	(18,463)	(1,974)	(1,269)	0	0
36162 Bond Fund	19,879	64,343	23,846	0	67,347
36402 Gain from Sale of Fixed Assets	0	0	0	0	15,032
36609 Contributions/Donations	0	0	0	0	0
36925 Misc Jobbing Revenue	0	9,645	7,815	0	10,995
36990 Misc Non-Op Revenue	188	8,857	251	130,000	110,000
TOTAL NON OPERATING	97,106	104,728	59,759	178,716	243,374
<u>OTHER SOURCES</u>					
38401 Debt Proceeds	0	0	0	918,036	787,101
38893 Appropriated Retained Earnings	0	0	0	0	0
38950 Contributions- Cust/Dev	0	4,000	0	0	1,200
38962 Appropriated Renewal & Replacement	0	0	0	268,131	0
TOTAL OTHER SOURCES	0	4,000	0	1,186,167	788,301
TOTAL RESOURCES	7,678,951	8,613,805	8,016,790	10,489,260	13,142,367

Division Summary of Appropriations

Gas Department

Division Summary of Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
2021 ADMINISTRATION					
Personal Services	90,366	103,393	70,253	66,544	96,612
Operating Expenses	750,029	934,510	522,790	989,102	1,228,779
TOTAL ADMINISTRATION	840,395	1,037,903	593,043	1,055,646	1,325,391
2081 DISTRIBUTION					
Personal Services	689,130	768,485	372,854	646,309	460,215
Operating Expenses	5,043,934	5,278,237	5,486,489	5,564,193	7,314,815
TOTAL DISTRIBUTION	5,733,064	6,046,722	5,859,343	6,210,502	7,775,030
2088 OTHER					
Operating Expenses	984,730	777,309	497,282	857,501	1,152,809
Debt Service	80,953	(25,453)	105,273	193,323	267,882
Other Uses	768,630	1,141,806	493,434	941,685	1,161,530
TOTAL OTHER	1,834,313	1,893,662	1,095,989	1,992,509	2,582,221
2099 CAPITAL PROJECTS					
Personal Services	218,532	235,766	147,163	518,306	613,468
Operating Expenses	732,597	385,608	253,335	615,910	724,498
Capital Outlay	516,759	734,078	24,188	96,387	121,759
Debt Service	0	218,899	0	0	0
Other Uses	(1,467,888)	(1,574,351)	(400,980)	0	0
TOTAL CAPITAL PROJECTS	0	0	23,706	1,230,603	1,459,725
GRAND TOTAL					
Personal Services	998,028	1,107,644	590,270	1,231,159	1,170,295
Operating Expenses	7,511,290	7,375,664	6,759,896	8,026,706	10,420,901
Capital Outlay	516,759	734,078	24,188	96,387	121,759
Debt Service	80,953	(25,453)	105,273	193,323	267,882
Other Uses	(699,258)	(432,545)	92,454	941,685	1,161,530
TOTAL APPROPRIATIONS	8,407,772	8,759,388	7,572,081	10,489,260	13,142,367

Gas Department

Administration Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Continue to seek the most economical wholesale gas purchases for short and long term through Florida Gas Utility (FGU), our gas purchasing agent
- ◆ Coordinate with the Key Accounts Coordinator to ensure that the needs and concerns of large customers are considered
- ◆ Update gas consumption forecasts for a twenty year load growth as new information becomes available, and perform load growth planning, financial planning, and workload planning
- ◆ Design the gas system to meet single contingency failure in serving gas load for one (1) year, five (5) years, and twenty (20) years
- ◆ Maintain a replacement schedule for gas system infrastructure
- ◆ Promote effective communication within department and organization

Value: A caring organization

Goals:

- ◆ Respond as rapidly as possible to customer problems and complaints
- ◆ Be courteous, helpful, and polite to customers at all times
- ◆ Return all customer phone calls the day they are received

Value: A spirit of professionalism

Goals:

- ◆ Provide information for the Leesburg Service Line
- ◆ Advertise "Call Before Digging" in local newspapers
- ◆ Remind customers via their utility bill of what number to call if gas odor is detected
- ◆ Maintain an effective public awareness program which exceeds the Public Service Commission requirements
- ◆ Meet with customers and contractors to discuss availability and advantages of natural gas
- ◆ Advertise safety and Energy Conservation Program in Yellow Pages and City web site

Value: Organizational self sufficiency and employee empowerment

Goals:

- ◆ Provide continuing employee training
- ◆ Continue Operator Qualification Program
- ◆ Continue monthly safety meetings and daily tail gate meetings

Major Accomplishments:

- ❑ Participated in natural gas purchasing strategy meetings with FGU and the development of Public Gas Partners
- ❑ Coordinated with Key Accounts Manager to determine and address the concerns and needs of large gas customers
- ❑ Provided SCADA information to large customers to aid in their operations
- ❑ Determine feasibility of natural gas supplied power plant
- ❑ Instituted ordinance requiring developer funded natural gas infrastructure in all new subdivisions
- ❑ Develop pioneering agreement for main extensions
- ❑ Initiated separate management of Gas Department

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Accidents/personal injury	5	5	4
Accidents/vehicles	3	3	2
Employee training man hours	465	700	700

Gas Department

Administration Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Director	1.00	0.00	1.00	65,954
Gas Engineer	1.00	0.00	1.00	76,524
Total	1.50	0.50	2.00	142,478

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

**Gas
Department**

**Administration
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 042-2021-532

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	95,265	102,443	69,527	105,774	142,478
1410 Overtime	157	21	38	0	0
1530 Bonuses	187	188	188	188	250
2110 FICA	7,184	7,649	5,259	6,781	9,807
2210 Retirement	7,822	9,484	6,768	12,693	17,097
23xx Insurance	9,994	9,862	6,771	9,523	14,636
2410 Workers' Compensation	330	442	661	371	2,306
26xx Other Payroll Benefits	82	51	1,197	50	0
2999 Allocated Labor Expense	(30,655)	(26,747)	(20,156)	(68,836)	(89,962)
TOTAL PERSONAL SERVICES	90,366	103,393	70,253	66,544	96,612
<u>OPERATING EXPENSES</u>					
3110 Professional Services	15,406	20,402	7,229	24,000	24,960
3130 Engineering Services	3,626	0	0	10,000	10,400
3410 Contract Services	0	0	0	0	0
4010 Travel	5,974	5,007	819	4,000	4,160
41xx Communication	252	576	0	300	312
4210 Postage	60	96	78	300	312
4510 Insurance	15,796	20,123	12,325	21,129	23,405
4610 Repairs & Maintenance- Vehicles	0	0	0	300	312
4630 Repairs & Maintenance- Equipment	1,295	1,100	1,079	3,850	6,810
4710 Printing & Binding	312	0	0	100	104
48xx Promotional Activities	204,838	108,792	57,180	218,300	216,840
4911 Advertising	2,736	0	0	2,800	1,500
4920 Other Current Charges	0	0	0	400	416
4934 ZG Warehouse Over/Short	0	0	0	200	208
4945 Injury/Damage to Others	55	3,176	0	500	520
4961 General Administrative	308,890	524,117	262,360	449,760	513,350
4970 Regulatory Assessments	14,162	15,249	5,668	14,000	14,560
4980 Taxes	182,605	210,778	155,130	216,197	425,931
4982 Franchise Fees	20,381	24,406	22,934	29,671	2,783
5110 Office Supplies	124	0	66	700	728
5180 Minor Furniture & Equip	0	0	0	1,000	1,040
5210 Operating Supplies	344	34	0	200	208
5215 Uniforms	0	0	0	200	208
5230 Fuel Purchases	0	0	0	0	0
5299 Allocated Material Exp	(38,824)	(14,103)	(9,159)	(23,205)	(38,488)
5410 Publications & Memberships	11,415	12,047	7,081	9,400	13,000
5440 Education	0	0	0	1,000	1,040
5450 Training	582	2,710	0	4,000	4,160
TOTAL OPERATING EXPENSES	750,029	934,510	522,790	989,102	1,228,779
TOTAL APPROPRIATIONS	840,395	1,037,903	593,043	1,055,646	1,325,391

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	66,544	96,612	30,068	45.19%
Operating Expenses	989,102	1,228,779	239,677	24.23%
TOTALS	1,055,646	1,325,391	269,745	25.55%

Gas
Department

Administration
Division

Appropriations
Summary

Gas Department

Distribution Division

Values & Goals

Values & Goals

Value: Fiscal responsibility

Goals:

- ◆ Install approximately 15,000 feet of new mains in Legacy (Highway 27 S) and Arlington Ridge subdivisions
- ◆ Install miscellaneous mains according to code requirements
- ◆ Secure right-of-way acquisition for Highway 441 projects
- ◆ Install 700 new services to residential and commercial customers
- ◆ Continue to exchange 1,700 regulators to comply with maximum pressure rating on appliance valves
- ◆ Continue AMR exchange program for gas (1,400), electric (700) and water meters (700)

Value: Excellence in all we do

Goals:

- ◆ Perform a leak survey of 25% of the gas distribution system each year
- ◆ Provide service for non-emergency calls within 24 hours
- ◆ Continue to provide emergency service after hours and on weekends with standby personnel
- ◆ Provide continuing education for service personnel through seminars, operator qualification training, city education courses, and Central Florida area natural gas schools
- ◆ Continue to comply with all Public Service Commission rules and regulations including: odorization, valve maintenance, leaks survey, monthly cathodic protection and regulator station maintenance
- ◆ Respond to all after hour calls within 45 minutes

Major Accomplishments:

- Installed 800 new services
- Relocated and eliminated mains in Heritage Estates
- Installed distribution lines in Lakeside Pointe, Phase 6 and 7 of the Legacy, Arlington Ridge, The Arbors at Silver Lake, Heritage The Cottages of Sanders Grove
- Continue operator qualification hands on evaluations and record keeping program
- Completed leak survey of 25% of the system
- Continued joint service trenching and locating with Electric Department
- Provided maps that reflect Geographical Positioning System (GPS) coordinates on all gas meters, valves and stations
- Completed written plan and began implementation of a Public Awareness Program
- Separated management of Gas Department from Electric

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
New services installed	499	740	700
Service calls	4,952	5,400	6,200
Feet of 2" mains installed	11,246	25,000	20,000
Feet of other (1", 4", 6" & 8") mains installed	13,104	15,000	10,000
10-year old meters replaced	400	1,000	1,400
Regulators exchanged	400	900	1,700
Gas line locations	6,196	6,200	6,500

Gas Department

Distribution Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Gas Superintendent	1.00	-1.00	0	0
Distribution Foreman	4.00	0.00	4.00	174,896
Gas Compliance Technician	1.00	-1.00	0	0
Gas Engineer Technician	1.00	0.00	1.00	31,802
Gas Maintenance Foreman	1.00	0.00	1.00	40,398
Gas Service Technician	3.00	0.00	3.00	91,442
Mobile Equipment Operator II	2.00	1.00	3.00	86,813
Mobile Equipment Operator I	4.00	-1.00	3.00	71,664
Utility Locator	1.00	0.00	1.00	28,136
Administrative Assistant II	1.00	0.00	1.00	41,475
Automated Meter Reader Technician	2.00	-1.00	1.00	27,414
Distribution Technician	1.00	0.00	1.00	41,018
Standby				7,500
Time charged directly to Capital Projects				(367,300)
Total	22.00	-3.00	19.00	275,258

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

**Gas
Department**

**Distribution
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 042-2081-532

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1210 Regular Salaries & Wages	440,699	478,192	242,467	413,752	275,258
1310 Temporary Labor	16,435	0	0	0	0
1410 Overtime	90,279	102,028	28,480	85,000	85,000
1530 Bonuses	1,837	4,193	2,500	2,625	2,375
2110 FICA	39,920	43,271	20,199	29,319	18,825
2210 Retirement	35,266	44,242	28,604	53,539	44,986
23xx Insurance	71,020	82,367	41,934	70,345	50,581
2410 Workers' Compensation	15,427	22,421	7,986	12,299	6,465
26xx Other Payroll Benefits	785	902	684	1,200	2,285
2970 1st Installs	(22,538)	(9,131)	0	(21,770)	(25,560)
TOTAL PERSONAL SERVICES	689,130	768,485	372,854	646,309	460,215
OPERATING EXPENSES					
3110 Professional Services	54,417	43,648	14,407	30,000	31,200
3130 Engineering Services	17,827	7,999	0	15,000	15,600
3410 Contract Services	24,257	6,285	0	25,000	20,000
3470 Gas Purchases	4,799,349	4,920,604	5,338,914	5,245,651	6,978,199
4010 Travel	3,282	2,840	469	5,000	5,200
41xx Communication	8,835	10,466	6,375	13,000	13,520
4210 Postage	167	602	791	600	1,500
4310 Utilities	15,741	15,010	17,252	25,000	33,700
44xx Rentals	0	22	42	0	0
4415 Internal Fleet Lease	0	67,278	43,548	74,654	77,900
4499 Allocated Equip. Rental	(40,295)	(70,327)	(43,894)	(68,435)	(68,335)
4510 Insurance	9,006	9,564	5,858	10,043	6,408
461x Repairs & Maintenance- Vehicles	62,319	63,355	37,119	89,100	96,144
4620 Repairs & Maintenance- Buildings	113	263	70	5,000	1,000
4625 Repairs & Maintenance- Non-Build	669	95,739	0	800	832
463x Repairs & Maintenance- Equipment	2,956	4,517	2,611	5,950	4,504
4710 Printing & Binding	44	1,606	1,826	2,000	2,600
4911 Advertising	0	88	328	1,000	1,040
4920 Other Current Charges	6,163	14,252	2,474	6,500	5,500
5110 Office Supplies	2,066	2,425	1,336	3,000	3,120
5180 Minor Furniture & Equip	15,593	7,698	4,711	16,000	16,640
5210 Operating Supplies	34,938	40,349	23,570	37,000	38,480
5215 Uniforms	5,445	6,083	3,243	6,500	6,760
5230 Fuel Purchases	24,289	27,897	21,670	26,000	35,000
5410 Publications & Memberships	25	575	1,484	600	624
5440 Education	3,685	(1,244)	0	3,000	2,000
5450 Training	5,954	8,641	2,285	8,000	8,320
5999 Material - 1st Installs	(12,911)	(7,998)	0	(21,770)	(22,641)
TOTAL OPERATING EXPENSES	5,043,934	5,278,237	5,486,489	5,564,193	7,314,815
TOTAL APPROPRIATIONS	5,733,064	6,046,722	5,859,343	6,210,502	7,775,030

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	646,309	460,215	(186,094)	-28.79%
Operating Expenses	5,564,193	7,314,815	1,750,622	31.46%
TOTALS	6,210,502	7,775,030	1,564,528	25.19%

Significant Budget Changes:

The decrease in Personal Services is attributable to a reallocation of staff. Operating Expenses reflect a significant increase of \$1,732,548 in gas purchases due to the volatility of gas prices.

Gas
Department

Distribution
Division

Appropriations
Summary

**Gas
Department**

Other

**Appropriations
Detail**

Appropriations Detail

Account # 042-2088-5xx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
4950 Uncollectible Accounts	14,700	14,868	11,551	19,802	20,594
4962 Customer Accounts	585,816	459,978	323,968	555,374	820,144
4963 Meter Reading	56,582	21,105	33,440	57,325	78,071
5910 Depreciation Expense	327,632	281,358	128,323	225,000	234,000
TOTAL OPERATING EXPENSES	984,730	777,309	497,282	857,501	1,152,809
<u>DEBT SERVICE</u>					
7210 Principal-Long Term Debt	72,913	(38,570)	105,192	0	74,637
7230 Interest-Long Term Debt	0	0	0	180,329	180,329
7311 Fees	629	550	81	500	500
7320 Amortize Debt Discount	402	1,879	0	1,879	1,879
7330 Amortize Debt Issue Cost	1,019	4,765	0	4,765	4,765
7340 Amortize Deferred Charges	5,990	5,923	0	5,850	5,772
TOTAL DEBT SERVICE	80,953	(25,453)	105,273	193,323	267,882
<u>OTHER USES</u>					
9101 Transfers to General Fund	601,344	699,660	417,223	715,239	959,966
9102 Surcharge Transfer	165,746	135,082	72,845	183,893	149,309
9151 Transfer to Gen Fix Asset	0	302,832	0	0	0
9160 Reserve/Future Capital	0	0	0	41,553	43,215
9960 Interest-Customer Deposit	1,540	4,232	3,366	1,000	1,040
9990 Contingency Fund	0	0	0	0	8,000
TOTAL OTHER USES	768,630	1,141,806	493,434	941,685	1,161,530
TOTAL APPROPRIATIONS	1,834,313	1,893,662	1,095,989	1,992,509	2,582,221

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	857,501	1,152,809	295,308	34.44%
Debt Service	193,323	267,882	74,559	38.57%
Other Uses	941,685	1,161,530	219,845	23.35%
TOTALS	1,992,509	2,582,221	589,712	29.60%

Significant Budget Changes:

The increase in Operating Expenses is directly relational to increases in the General Fund, specifically Accounting, Collections, Meter Readers and Information Technology. Debt Service increased due to the first payment on the 2004 Series Bonds. The increase in Other Uses is a direct result of increased revenues.

Gas
Department

Other

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Gas
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Detail

Appropriations Detail

Account # 042-2099-532

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	122,648	142,068	90,014	311,300	367,300
1410 Overtime	1,833	2,089	1,137	0	0
2110 FICA	9,285	10,538	6,710	23,749	28,100
2210 Retirement	10,492	13,661	10,802	32,594	31,221
23xx Insurance	18,050	25,239	15,112	49,939	59,094
2410 Workers' Compensation	4,132	6,030	2,894	10,118	12,231
26xx Other Payroll Benefits	107	263	338	0	0
2970 1st Installs	21,330	9,131	0	21,770	25,560
2999 Allocated Labor Expense	30,655	26,747	20,156	68,836	89,962
TOTAL PERSONAL SERVICES	218,532	235,766	147,163	518,306	613,468
<u>OPERATING EXPENSES</u>					
31xx Professional Services	17,494	1,795	1,958	0	0
3410 Contract Services	0	0	0	0	0
4499 Allocated Equip Rental	40,295	70,327	43,894	68,435	68,335
4911 Advertising	23	0	0	0	0
5180 Minor Furniture/Equipment	0	0	0	0	0
5210 Operating Supplies	623,530	291,383	198,324	502,500	617,675
5299 Allocated Material Exp	38,824	14,103	9,159	23,205	38,488
5999 Material - 1st Installs	12,431	8,000	0	21,770	0
TOTAL OPERATING EXPENSES	732,597	385,608	253,335	615,910	724,498
<u>CAPITAL OUTLAY</u>					
6210 Buildings	50,560	0	0	0	0
6310 Improvements Other than Bldgs	384,578	709,643	15,020	75,387	59,859
6410 Machinery & Equipment	81,621	24,435	9,168	21,000	61,900
TOTAL CAPITAL OUTLAY	516,759	734,078	24,188	96,387	121,759
<u>DEBT SERVICE</u>					
7210 Interest-Long Term Debt	0	218,899	0	0	0
TOTAL DEBT SERVICE	0	218,899	0	0	0
<u>OTHER USES</u>					
9999 WIP Contra	(1,467,888)	(1,574,351)	(400,980)	0	0
TOTAL OTHER USES	(1,467,888)	(1,574,351)	(400,980)	0	0
TOTAL APPROPRIATIONS	0	0	23,706	1,230,603	1,459,725

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	518,306	613,468	95,162	18.36%
Operating Expenses	615,910	724,498	108,588	17.63%
Capital Outlay	96,387	121,759	25,372	26.32%
Debt Service	0	0	0	0.00%
Other Uses	0	0	0	0.00%
TOTALS	1,230,603	1,459,725	229,122	18.62%

Gas Department

Capital Projects

Appropriations Summary

**Gas
Department**

**Capital
Projects**

**Project
Schedule**

Project Schedule

**2006-07 Adopted
Gas Fund**

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
420001	<u>Meters (213,763)</u>		
	Regular meters	Current Revenue	85,298
	ERT meters	Current Revenue	128,485
420002	<u>Mains (678,914)</u>		
	Miscellaneous mains	Debt Proceeds	180,917
	Legacy	Debt Proceeds	56,388
	Arlington Ridge	Debt Proceeds	110,033
	Ashton Woods	Debt Proceeds	44,990
	Lake Denham Cove	Debt Proceeds	110,033
	Hwy 441 Perkins to Griffin	Debt Proceeds	125,155
	Lake Griffin Townhouses	Debt Proceeds	51,398
420003	Tools & Equipment	Current Revenue	52,612
420006	Gate Stations	Current Revenue	17,202
420008	<u>Regulators (101,494)</u>		
	Retire	Current Revenue	20,315
	Purchase	Current Revenue	81,179
420009	Farm Taps/Ind Equipment	Current Revenue	14,525
420010	<u>Services (381,195)</u>		
	New Services	Debt Proceeds	108,187
		Current Revenue	249,558
	Retires	Current Revenue	23,450
TOTAL			<u><u>1,459,725</u></u>
Source of Funds			
			Current Revenue 672,624
			Debt Proceeds 787,101
TOTAL			<u><u>1,459,725</u></u>

Ray Sharp, Director of Environmental Services

The Water Department provides a safe, high quality product with prompt, professional service at a low cost to the customer. Preventive maintenance is important to continue services.

Responsibilities:

Water Distribution

- Install service
- Install and maintain water mains
- Install and maintain water meters

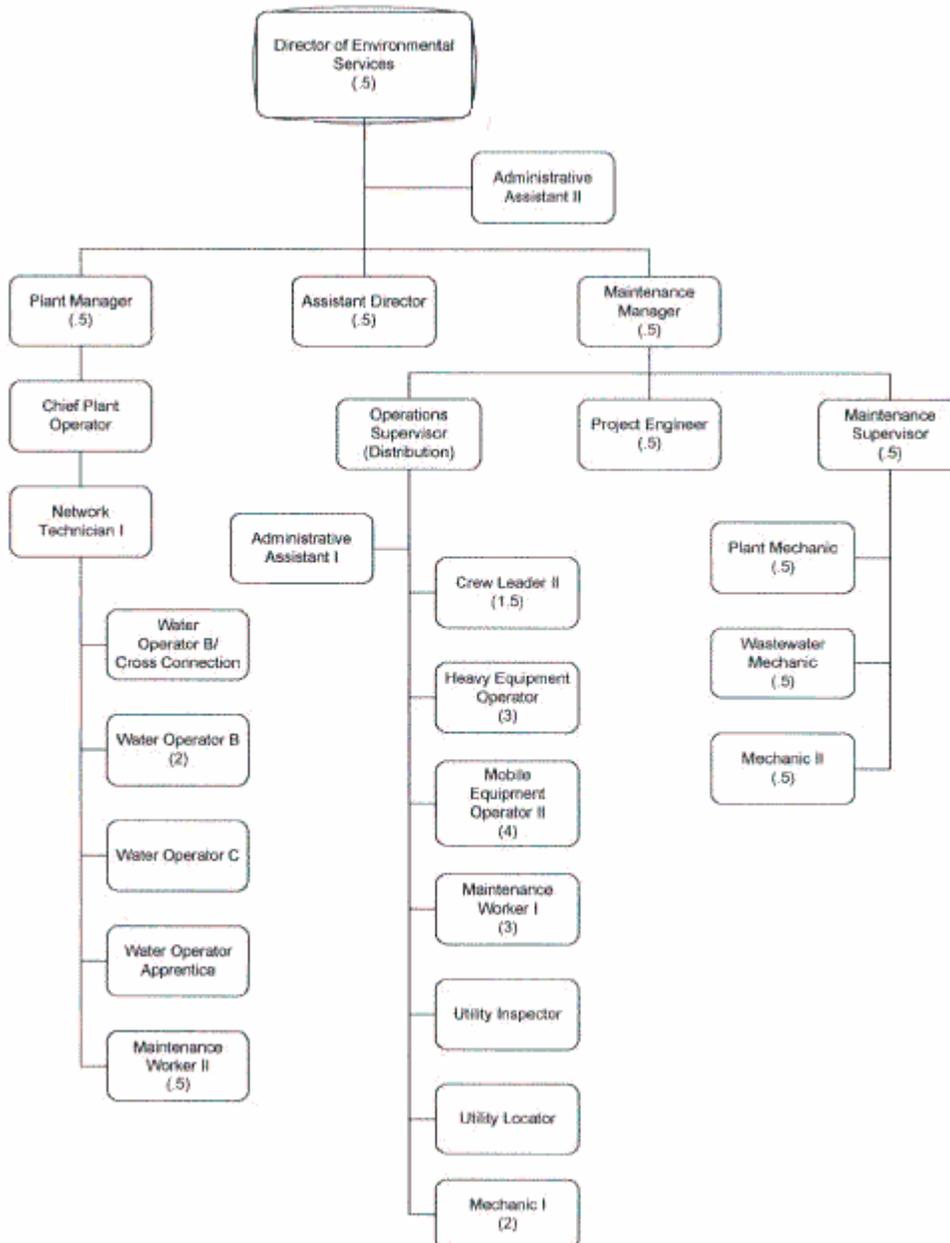
Water Treatment

- Monitor plants
- Water quality
- Preventive maintenance
- Monitor wells
- Oversee planning/design/construction of new water facilities

Water Department

Organization

Organizational Chart



**Total
Department
Budget
\$14,995,872**

Water Department

Water System Description

Water System Description

The water distribution system is primarily composed of 350 miles of water mains. The system includes four elevated storage tanks, (College Street 500,000 gallons, Newell Hill 200,000 gallons, Highland Lakes 200,000 gallons, and Lake Square Mall 150,000 gallons). There are three ground storage tanks within the system. Two of the ground storage tanks within the City limits are rated at 1.5 million gallons per day (MGD) and the one at Royal Highlands is a 500,000 MGD tank. Water is obtained from 17 Floridian aquifer wells. The City has a consumptive use permit from St. Johns River Water Management District to withdraw 333.4 million gallons in 2004 which is an average daily flow of 9.13 million gallons. Treatment of the raw water is accomplished through the main water treatment plant and four satellite plants.

The water system anticipates having the capacity to meet the needs of the existing customers of the City through the year 2020 and renewed its consumptive use permit. The City meets all federal and state drinking water standards.

Water reuse is a commodity that will help the City maximize the life of the drinking water aquifer available for customers. Reuse is a valuable resource for not only residential customers, but for commercial customers that require high volumes of water at reasonable rates. The availability of reuse water in industrial and residential applications will be utilized to provide a means of reducing the City's use of potable water. Construction of a reuse facility and reuse line extensions began in fiscal year 1999-2000. The City will construct two new reuse transmission lines to provide reuse water to new customers when it is available. The City will design and permit modifications to the Canal Street treatment plant to upgrade it and convert to public access reuse. New reuse rates have been adopted to provide an adequate revenue stream for these improvements. This new service will allow certain users to purchase irrigation water at a lower rate than the potable water rate, as well as meet the St. Johns River Water Management District water consumption requirement.

Budget Summary – Operating Statement

Water Department

Budget Summary – Operating Statement

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING REVENUE</u>					
Charges for Services	4,400,282	4,316,440	2,750,503	4,431,495	5,391,134
Other Operating Revenue	43,991	85,094	83,629	65,500	141,569
TOTAL REVENUE SOURCES	4,444,273	4,401,534	2,834,132	4,496,995	5,532,703
<u>OPERATING APPROPRIATIONS</u>					
Administration	681,402	1,069,631	463,693	952,114	1,087,161
Treatment	811,098	911,497	536,367	1,014,603	1,165,505
Reuse	2,892	0	0	0	0
Distribution	917,343	970,180	604,465	1,092,340	1,010,691
Other Operating Expenses	1,463,449	946,800	679,723	1,331,201	1,045,251
TOTAL APPROPRIATIONS	(3,876,184)	(3,898,108)	(2,284,248)	(4,390,258)	(4,308,608)
NET INCOME FROM OPERATIONS	568,089	503,426	549,884	106,737	1,224,095
Non-Operating Revenue	1,033,185	1,358,654	850,441	1,498,748	3,743,782
Non-Operating Appropriations	(175,970)	75,509	(229,820)	(388,099)	(543,871)
NET OTHER INCOME	857,215	1,434,163	620,621	1,110,649	3,199,911
NET INCOME BEFORE TRANSFERS	1,425,304	1,937,589	1,170,505	1,217,386	4,424,006
Transfers to other funds	(810,783)	(1,566,239)	(324,674)	(499,657)	(591,846)
NET INCOME AFTER TRANSFERS	614,521	371,350	845,831	717,729	3,832,160
Other Sources	0	0	0	2,726,013	5,719,387
Capital Projects	0	1	(7,480)	(2,951,013)	(8,605,313)
NET OTHER SOURCES	0	1	(7,480)	(225,000)	(2,885,926)
UNAPPROPRIATED BALANCE	614,521	371,351	838,351	492,729	946,234

Water Department

Revenue Detail

Revenue Detail

ACCOUNT 043-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>CHARGES FOR SERVICES</u>					
34331 Residential Sales	2,805,842	2,765,641	1,723,832	2,915,010	3,230,337
34332 Commercial Sales	1,492,779	1,464,037	964,281	1,428,696	2,047,903
34336 Municipal Sales	81,543	66,826	50,282	62,155	90,321
34338 Private Fire Protection Sales	20,118	19,936	12,108	25,634	22,573
TOTAL CHARGES FOR SERVICES	4,400,282	4,316,440	2,750,503	4,431,495	5,391,134
<u>OTHER OPERATING REVENUES</u>					
34905 Penalties	34,546	36,272	22,204	40,000	40,044
34905 Reuse Water	30	0	23	0	72
34910 Sale of Bottled Water	4,205	3,957	275	2,000	5,616
34918 Misc Service Revenue	5,210	44,865	61,127	23,500	95,837
TOTAL OPERATING REVENUE	43,991	85,094	83,629	65,500	141,569
<u>NON OPERATING REVENUE</u>					
33191 Emergency Management	45,359	0	0	0	0
36101 Interest on Investments	182,766	54,090	55,556	50,129	75,000
36111 Misc Interest Income	0	0	303	0	0
36130 Gain/Loss Investments	(70,189)	(18,829)	(4,159)	0	0
36162 Bond Funds	44,410	165,452	63,004	140,150	179,608
36323 Impact Fees - Residential	471,088	653,566	507,328	447,497	2,084,741
36323 Impact Fees-Commercial	151,834	184,988	16,816	310,972	521,185
36402 Gain From Sale of Fixed Assets	203	0	0	0	0
36404 Recovery From Losses	0	27,922	0	0	12,821
36925 Misc Jobbing Revenue	19,170	32,109	4,422	50,000	2,101
36990 Misc Non-Operating Revenue	17	701	765	500,000	501,945
TOTAL NON OPERATING REVENUE	844,658	1,099,999	644,035	1,498,748	3,377,401
<u>OTHER SOURCES</u>					
38401 Debt Proceeds	0	0	0	1,200,000	4,709,387
38940 Grants/Donations-Other	0	0	0	0	1,010,000
38950 Contributions - Cust/Dev	188,527	258,655	206,406	0	366,381
38961 Appropriated Renewal & Replacement	0	0	0	526,013	0
38963 Appropriated Impact Fees	0	0	0	1,000,000	0
TOTAL OTHER SOURCES	188,527	258,655	206,406	2,726,013	6,085,768
TOTAL RESOURCES	5,477,458	5,760,188	3,684,573	8,721,756	14,995,872

Division Summary of Appropriations

Water Department

Division Summary of Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
3021 ADMINISTRATION					
Personal Services	139,548	127,270	72,971	107,049	123,092
Operating Expenses	541,854	942,361	390,722	845,065	964,069
TOTAL ADMINISTRATION	681,402	1,069,631	463,693	952,114	1,087,161
3051 TREATMENT					
Personal Services	294,809	368,857	188,497	414,798	425,095
Operating Expenses	516,289	542,640	347,870	599,805	740,410
TOTAL TREATMENT	811,098	911,497	536,367	1,014,603	1,165,505
3072 REUSE					
Personal Services	1,164	0	0	0	0
Operating Expenses	1,728	0	0	0	0
TOTAL REUSE	2,892	0	0	0	0
3081 DISTRIBUTION					
Personal Services	665,995	725,793	410,928	752,095	621,958
Operating Expenses	251,348	244,387	193,537	340,245	388,733
TOTAL DISTRIBUTION	917,343	970,180	604,465	1,092,340	1,010,691
3088 OTHER					
Operating Expenses	1,444,677	917,603	679,555	1,302,400	1,016,637
Debt Service	181,072	(51,032)	218,976	403,900	558,965
Other Uses	824,453	1,789,896	335,686	1,005,386	1,551,600
TOTAL OTHER	2,450,202	2,656,467	1,234,217	2,711,686	3,127,202
3099 CAPITAL PROJECTS					
Personal Services	73,576	98,995	33,336	266,430	254,393
Operating Expenses	1,012,072	360,700	275,134	706,870	2,015,921
Capital Outlay	2,528,325	2,326,763	2,304,914	1,977,713	6,334,999
Debt Service	0	455,328	0	0	0
Other Uses	(3,613,973)	(3,241,787)	(2,605,904)	0	0
TOTAL CAPITAL PROJECTS	0	(1)	7,480	2,951,013	8,605,313
GRAND TOTAL					
Personal Services	1,175,092	1,320,915	705,732	1,540,372	1,424,538
Operating Expenses	3,767,968	3,007,691	1,886,818	3,794,385	5,125,770
Capital Outlay	2,528,325	2,326,763	2,304,914	1,977,713	6,334,999
Debt Service	181,072	404,296	218,976	403,900	558,965
Other Uses	(2,789,520)	(1,451,891)	(2,270,218)	1,005,386	1,551,600
TOTAL APPROPRIATIONS	4,862,937	5,607,774	2,846,222	8,721,756	14,995,872

Water Department

Administration Division

Values & Goals

Values & Goals

Value: A spirit of professionalism and fiscal responsibility

Goals:

- ◆ Initiate and complete a strategic planning process that documents present conditions, defines future needs consistent with City goals and growth patterns, and identifies intermediate steps necessary to meet future needs
- ◆ Complete master plans for water treatment facilities and for water distribution facilities that define improvements necessary to meet current need and supports needs identified through the strategic planning process

Value: Organizational development and self sufficiency

Goals:

- ◆ Implement a defined training program for each division to prepare employees for advancement as the basis for succession planning
- ◆ Improve reliability and efficiency through a program of cross training to develop a depth of knowledge throughout the department

Accomplishments:

- Completed additional SCADA system improvements, which are 90% complete
- Initiated master planning for southern water service areas
- Continue to negotiate a 20 year CUP permit with SJRWMD

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Complete strategic plan	100%	100%	100%
Water treatment master plan	100%	100%	100%
Water distribution master plan	100%	100%	100%
Establish CMMS for most critical equipment	100%	100%	100%
Cross training program	20%	50%	100%
Defined training program	25%	50%	75%

Water Department

Administration Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Director of Environmental Services	0.50	0.00	0.50	45,663
Assistant Director	0.50	0.00	0.50	33,803
Administrative Assistant II	1.00	0.00	1.00	32,888
Total	2.00	0.00	2.00	112,354

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

**Water
Department**

**Administration
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 043-3021-533

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1210 Regular Salaries & Wages	115,597	104,804	58,412	106,567	112,354
1410 Overtime	313	624	821	1,000	1,040
1530 Bonuses	188	250	250	250	250
2110 FICA	8,628	8,021	4,561	7,279	7,579
2210 Retirement	4,437	5,663	4,109	7,518	8,003
23xx Insurance	11,728	9,583	5,071	9,182	9,420
2410 Workers' Compensation	1,130	1,690	785	1,368	1,492
26xx Employee Benefits	3,274	4,113	2,822	5,443	5,558
2999 Allocated Labor Expense	(5,747)	(7,478)	(3,860)	(31,558)	(22,604)
TOTAL PERSONAL SERVICES	139,548	127,270	72,971	107,049	123,092
OPERATING EXPENSES					
31xx Professional Services	16,398	43,456	54,287	208,000	260,320
3410 Contract Services	0	0	0	1,000	10,000
4010 Travel	95	48	690	2,500	2,600
41xx Communication	3,934	6,719	1,886	3,500	3,640
4210 Postage	191	505	167	1,400	1,456
4410 Rentals	0	0	2,100	0	0
4415 Internal Fleet Lease	0	2,266	1,498	2,568	2,266
4510 Insurance	25,150	30,536	18,703	32,063	35,359
4610 Repairs & Maintenance- Vehicles	1,080	1,080	610	1,320	1,320
4620 Repairs & Maintenance- Buildings	70	120	262	0	0
463x Repairs & Maintenance- Equipment	1,477	4,050	6,038	11,550	10,273
4710 Printing & Binding	316	82	64	200	208
4810 Promotional Activities	1,910	4,279	3,401	1,000	20,000
4821 Rebates	4,411	0	0	0	0
4911 Advertising-Other Ads	12,545	12,852	16,257	96,455	155,000
4920 Other Current Charges	0	30	253	1,000	1,040
4934 ZW Warehouse Over/Short	0	0	0	0	0
4945 Injury/Damage to Others	0	3,366	0	1,000	1,040
4961 General Administrative	510,038	833,902	289,058	495,528	470,975
5110 Office Supplies	1,074	1,782	461	2,500	2,600
5180 Minor Furniture & Equip	313	1,289	270	2,000	2,080
5210 Operating Supplies	1,043	132	261	500	520
5230 Fuel Purchases	(36)	126	518	500	1,100
5299 Allocated Material Expense	(40,717)	(9,099)	(8,366)	(24,319)	(22,720)
5410 Publications & Memberships	1,627	3,341	1,016	3,000	3,120
5440 Education	78	0	0	0	0
5450 Training	857	1,499	1,288	1,800	1,872
TOTAL OPERATING EXPENSES	541,854	942,361	390,722	845,065	964,069
TOTAL APPROPRIATIONS	681,402	1,069,631	463,693	952,114	1,087,161

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	107,049	123,092	16,043	14.99%
Operating Expenses	845,065	964,069	119,004	14.08%
TOTALS	952,114	1,087,161	135,047	14.18%

Significant Budget Changes:

Operating Expenses increased as a result of including \$90,000 in line item 3130 to conduct a potable water system master plan and \$19,000 in line item 4810 for production of bottled water. Advertising costs will be distributed to civic organizations with City of Leesburg being recognized as a donor.

Water Department

Administration Division

Appropriations Summary

**Water
Department**

**Treatment
Division**

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Maintain per-capita water consumption at 150 gallons per day, per person through conservation, conduct annual water audit to evaluate per-capita water consumption
- ◆ Perform monthly evaluations of unaccounted-for water, with an annual target of less than 7% water loss due to unaccounted-for water usage

Value: A spirit of professionalism

Goals:

- ◆ Establish zero hours of unscheduled downtime for critical pumping systems and critical disinfection systems
- ◆ Monitor malfunction reports and implement preventive and predictive maintenance procedures

Value: A caring organization

Goal:

- ◆ Continuation of community water conservation workshops through partnerships with the University of Florida, Lake County Water Authority and St. Johns River Water Management District outreach programs

Value: Open, accessible government and fiscal responsibility

Goals:

- ◆ Reduce electric usage by 5% annually, evaluate overall energy usage against best management practices
- ◆ Aid in planning and controlling of corresponding construction projects, for each treatment facility, to insure compliance with capacity and all regulatory standards
- ◆ Monitor training programs to ensure that all operators obtain necessary CEU's for recertification
- ◆ Monthly persistence of tracking production volumes, unaccounted-for water loss, and water production costs

Major Accomplishments:

- Reduced per capita water consumption to less than 150 gpcd
- Unaccounted-for water at or below 7%
- Sponsored water conservation workshops
- Constructed two new production wells to enhance system reliability high demand
- Operator cross training program was implemented
- Replaced substandard pump control panels
- Conservation workshops were conducted in conjunction with organizational partnerships
- Operational procedures have been composed and implemented

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Annual unaccounted-for water loss	7%	7%	7%
Reduce electric usage	N/A	5%	5%
Unscheduled down time for critical system	0	0	0

Personnel Schedule

Classification	Current	New	Total	Amount
Plant Manager	0.50	0.00	0.50	33,177
Chief Plant Operator	1.00	0.00	1.00	47,526
Water Operator B/Cross Connection	1.00	0.00	1.00	43,191
Water Operator B Operator	2.00	0.00	2.00	56,366
Water Operator C Operator	1.00	0.00	1.00	30,755
Water Operator Apprentice	1.00	0.00	1.00	25,184
Maintenance Worker II	0.50	0.00	0.50	12,508
Network Technician I	0.00	1.00	1.00	32,968
Standby				4,000
Total	7.00	1.00	8.00	285,675

Water Department

Treatment Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

**Water
Department**

**Treatment
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 043-3051-533

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	186,527	257,681	132,297	287,023	285,675
1410 Overtime	28,735	14,130	4,136	15,000	28,225
1530 Bonuses	841	875	1,000	1,000	875
2110 FICA	15,778	20,233	10,252	21,173	21,112
2210 Retirement	16,851	23,213	15,331	33,992	33,801
23xx Insurance	38,307	41,737	20,981	47,006	46,758
2410 Workers' Compensation	7,697	10,994	4,500	9,442	8,649
26xx Other Payroll Benefits	73	(6)	0	162	0
TOTAL PERSONAL SERVICES	294,809	368,857	188,497	414,798	425,095
<u>OPERATING EXPENSES</u>					
3110 Professional Services	109,309	29,638	5,366	22,200	71,700
3410 Contract Services	14,548	19,922	9,475	5,000	53,750
4010 Travel	615	854	810	5,250	8,350
41xx Communication	4,392	6,229	2,577	5,000	5,200
4210 Postage	4,219	3,884	345	2,100	1,000
4310 Utilities	238,389	255,204	199,082	260,257	376,745
4410 Rentals	477	0	0	1,000	1,000
4415 Internal Fleet Lease	0	18,051	16,183	27,742	17,109
4510 Insurance	7,214	14,122	18,687	14,828	12,440
461x Repairs & Maintenance- Vehicles	45,244	80,626	29,636	48,400	48,180
4620 Repairs & Maintenance- Buildings	13,128	14,048	4,303	5,000	5,000
4625 Repairs & Maintenance- Non-Build	2,993	16,461	1,295	14,500	12,400
4630 Repairs & Maintenance- Equipment	7,375	2,482	2,946	5,800	4,850
4710 Printing & Binding	1,977	1,588	4,179	17,000	2,000
4810 Promotional Activites	11,864	12,589	15,701	29,000	0
4911 Advertising	177	0	26	2,500	1,500
4920 Other Current Charges	2,285	1,600	1,000	21,000	3,000
5110 Office Supplies	2,676	1,090	638	1,200	1,400
5180 Minor Furniture & Equip	4,880	2,112	260	10,000	20,000
5210 Operating Supplies	29,695	48,647	27,225	78,000	62,350
5215 Uniforms	2,700	2,547	1,796	5,228	6,368
5230 Fuel Purchases	4,351	5,910	3,638	7,200	7,800
5410 Publications & Memberships	1,613	2,092	845	3,600	4,300
5440 Education	1,653	895	851	2,000	9,068
5450 Training	4,515	2,049	1,006	6,000	4,900
TOTAL OPERATING EXPENSES	516,289	542,640	347,870	599,805	740,410
TOTAL APPROPRIATIONS	811,098	911,497	536,367	1,014,603	1,165,505

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	414,798	425,095	10,297	2.48%
Operating Expenses	599,805	740,410	140,605	23.44%
TOTALS	1,014,603	1,165,505	150,902	14.87%

Significant Budget Changes:

Increase from prior year budget is directly related to Professional Services and utilities.

Water
Department

Treatment
Division

Appropriations
Summary

**Water
Department**

**Reuse
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 043-3072-533

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	1,647	0	0	0	0
2110 FICA	120	0	0	0	0
2210 Retirement	136	0	0	0	0
23xx Insurance	325	0	0	0	0
2410 Workers' Compensation	57	0	0	0	0
26xx Other Payroll Benefits	0	0	0	0	0
2970 1st Installs	(1,121)	0	0	0	0
TOTAL PERSONAL SERVICES	1,164	0	0	0	0
<u>OPERATING EXPENSES</u>					
3110 Professional Services	0	0	0	0	0
3410 Contract Services	0	0	0	0	0
4210 Postage	0	0	0	0	0
4310 Utilities	0	0	0	0	0
4499 Allocated Equip Rental	0	0	0	0	0
4510 Insurance	0	0	0	0	0
4612 Repairs & Maintenance-Vehicles	0	0	0	0	0
4620 Repairs & Maintenance-Buildings	0	0	0	0	0
4810 Promotional Activities	0	0	0	0	0
4911 Advertising	0	0	0	0	0
4920 Other Current Charges	0	0	0	0	0
5180 Minor Furniture/Equipment	0	0	0	0	0
5210 Operating Supplies	1,728	0	0	0	0
5999 Materials - 1st Installs	0	0	0	0	0
TOTAL OPERATING EXPENSES	1,728	0	0	0	0
TOTAL APPROPRIATIONS	2,892	0	0	0	0

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
TOTALS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

Significant Budget Changes:

Since the system is not operational, there are no expenses included in the proposed fiscal year budget.

Water
Department

Reuse
Division

Appropriations
Summary

**Water
Department**

**Distribution
Division**

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Train all personnel to develop necessary customer service skills
- ◆ Respond to all customer calls within 30 minutes
- ◆ Establish zero call-backs (“right the first time”) for all customer service calls

Value: A spirit of professionalism

Goals:

- ◆ Participate in the Administration Division’s strategic planning process and complete a water distribution master plan by September 30, 2007
- ◆ Plan and construct upgrades to conform to the master plan
- ◆ Construct 1,000 feet of water main upgrades targeted at undersized water mains and improved fire protection on an annual basis
- ◆ Construct 1,000 feet of new water main targeted at converting dead-end lines to looped systems
- ◆ Construct 1,000 feet of new or replacement water main targeted at improving water quality
- ◆ Implement system-wide hydrant maintenance program into data stream

Value: Organizational self sufficiency

Goals:

- ◆ Continue implementation of training program focused on requirements of pay for performance concepts, this will include certification as C Distribution (Potable and Reclaimed)
- ◆ Track and report performance on a monthly basis through relevant dashboard indicators

Major Accomplishments:

- ❑ Completed utility relocation for next phase of US 441 widening – Perkins to Griffin
- ❑ Implemented routine hydrant maintenance and flushing program
- ❑ One employee received Distribution Class B certification, one employee received Class C Distribution certification, 3 employees obtained welding certification, 14 employees received MOT and Confined Space Entry Training and 2 have obtained class A CDL license
- ❑ Supported contractor on upgrades of Heritage Estates project

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Respond time in minutes	30	30	30
Call-backs	0	0	0
Feet of water main upgrades	1,000	1,000	1,000
Feet of water main looping	1,000	1,000	1,000
Feet of water main replacement	1,000	1,000	1,000

**Water
Department**

**Distribution
Division**

**Personnel &
Capital Outlay
Schedules**

Personnel Schedule

Classification	Current	New	Total	Amount
Maintenance Manger	0.50	0.00	0.50	32,295
Maintenance Supervisor	0.50	0.00	0.50	25,809
Operations Supervisor	1.00	0.00	1.00	56,427
Crew Leader II	1.50	0.00	1.50	64,089
Heavy Equipment Operator	3.00	0.00	3.00	105,738
Mobile Equipment Operator II	4.00	0.00	4.00	102,332
Maintenance Worker I	3.00	0.00	3.00	73,353
Utility Locator	1.00	0.00	1.00	29,365
Project Engineer	0.50	0.00	0.50	30,448
Administrative Assistant I	1.00	0.00	1.00	32,223
Mechanic I	2.00	0.00	2.00	56,180
Plant Mechanic	0.50	0.00	0.50	13,991
Mechanic II	0.50	0.00	0.50	15,901
Wastewater Mechanic	0.50	0.00	0.50	16,671
Utility Inspector	1.00	0.00	1.00	39,886
Standby				4,100
Time charged directly to Capital Projects				(150,000)
Total	20.50	0.00	20.50	548,807

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

**Water
Department**

**Distribution
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 043-3081-533

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	456,988	500,589	278,127	501,402	548,807
1410 Overtime	45,900	40,739	18,915	34,000	35,360
1530 Bonuses	1,979	2,812	2,188	2,563	2,312
2110 FICA	37,515	39,995	22,018	36,663	38,147
2210 Retirement	37,359	44,930	32,699	62,226	(99,115)
23xx Insurance	81,445	84,378	47,361	98,765	82,340
2410 Workers' Compensation	14,509	19,798	8,756	14,578	12,149
26xx Employee Benefits	306	1,277	864	1,898	1,958
2970 1st Install	(10,006)	(8,725)	0	0	0
TOTAL PERSONAL SERVICES	665,995	725,793	410,928	752,095	621,958
<u>OPERATING EXPENSES</u>					
31xx Professional Services	43,533	25,247	1,687	55,000	45,000
3410 Contract Services	876	0	4,243	5,000	5,000
4010 Travel	784	547	2,054	11,250	10,890
4110 Communication	1,871	3,003	3,898	6,000	6,240
4150 Fiber Optic Communication	744	1,968	0	0	0
4210 Postage	10	25	9	200	200
4410 Rentals	302	144	37	500	500
4415 Internal Fleet Lease	0	66,835	43,775	75,042	64,702
4499 Allocated Equip Rental	(28,165)	(54,535)	0	(41,420)	(15,225)
4510 Insurance	6,678	6,490	3,975	6,815	5,207
461x Repairs & Maintenance- Vehicles	60,169	50,049	26,207	52,500	52,940
4620 Repairs & Maintenance- Buildings	360	447	394	1,000	1,000
4625 Repairs & Maintenance- Non-Build	14,013	4,582	1,913	15,000	5,000
463x Repairs & Maintenance- Equipment	3,576	3,573	3,319	6,500	7,815
4710 Printing & Binding	423	0	44	0	0
4920 Other Current Charges	6,874	1,471	1,071	3,000	1,800
5110 Office Supplies	1,826	1,426	1,809	2,000	2,000
5180 Minor Furniture & Equip	8,484	10,866	10,953	20,000	20,000
5210 Operating Supplies	99,783	101,319	70,225	80,000	130,000
5215 Uniforms	7,300	5,478	3,348	10,968	14,328
5230 Fuel Purchases	16,311	12,842	9,504	18,000	18,720
5410 Publications & Memberships	801	864	0	1,000	1,040
5440 Education	0	0	114	960	500
5450 Training	4,795	1,746	4,958	10,930	11,076
TOTAL OPERATING EXPENSES	251,348	244,387	193,537	340,245	388,733
TOTAL APPROPRIATIONS	917,343	970,180	604,465	1,092,340	1,010,691

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	752,095	621,958	(130,137)	-17.30%
Operating Expenses	340,245	388,733	48,488	14.25%
TOTALS	1,092,340	1,010,691	(81,649)	-7.47%

Water Department

Distribution Division

Appropriations Summary

Water Department

Other

Appropriations Detail

Appropriations Detail

Account # 043-3088-5xx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
4950 Uncollectible Accounts	24,396	24,564	22,717	38,944	40,502
4962 Customer Accounts	880,446	453,875	424,309	727,386	413,721
4963 Meter Reading	85,039	21,105	52,249	89,570	98,054
5910 Depreciation Expense	454,796	418,059	180,280	446,500	464,360
TOTAL OPERATING EXPENSES	1,444,677	917,603	679,555	1,302,400	1,016,637
<u>DEBT SERVICE</u>					
7110 Principal-Long Term Debt	0	0	0	0	155,252
7210 Interest-Long Term Debt	162,300	(80,229)	218,808	375,099	375,099
7311 Fees	1,502	1,222	168	1,000	1,000
7320 Amortize Debt Discount	836	3,909	0	3,909	3,909
7330 Amortize Debt Issue Cost	2,121	9,912	0	9,912	9,912
7340 Amortize Deferred Charges	14,313	14,154	0	13,980	13,793
TOTAL DEBT SERVICE	181,072	(51,032)	218,976	403,900	558,965
<u>OTHER USES</u>					
9101 Transfer to General Fund	352,776	349,656	202,906	347,838	429,640
9102 Surcharge Transfer	163,595	152,738	97,904	151,819	162,206
9131 Transfer to Capital Projects	294,412	1,063,845	23,864	0	0
9151 Transfer to Gen Fix Asset	0	218,937	0	0	0
9160 Reserve/Future Capital	0	0	0	492,729	935,234
9180 Reserve - Potable Water	12,000	0	7,000	12,000	12,480
9960 Interest-Customer Deposit	1,670	4,720	4,012	1,000	1,040
9990 Contingency Fund	0	0	0	0	11,000
TOTAL OTHER USES	824,453	1,789,896	335,686	1,005,386	1,551,600
TOTAL APPROPRIATIONS	2,450,202	2,656,467	1,234,217	2,711,686	3,127,202

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	1,302,400	1,016,637	(285,763)	-21.94%
Debt Services	403,900	558,965	155,065	38.39%
Other Uses	1,005,386	1,551,600	546,214	54.33%
TOTALS	2,711,686	3,127,202	415,516	15.32%

Significant Budget Changes:

Debt Service increased due to the first payment on the 2004 Series Bonds. The increase in Other Uses is a direct result of increased revenues. The remainder of the increase is in the Reserve for Future Capital which is necessary to restore fund balance for future needs.

Water
Department

Other

Appropriations
Summary

Water Department

Capital Projects

Appropriations Detail

Appropriations Detail

Account # 043-3099-533

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	41,396	59,811	20,792	170,000	150,000
2110 FICA	3,111	4,418	1,517	13,005	13,329
2210 Retirement	3,475	5,735	2,471	17,850	15,750
23xx Insurance	7,179	9,791	3,870	28,135	27,719
2410 Workers' Compensation	1,762	2,880	705	5,882	9,766
26xx Other Payroll Benefits	8	157	121	0	0
2970 1st Installs	10,898	8,725	0	0	15,225
2999 Allocated Labor Expense	5,747	7,478	3,860	31,558	22,604
TOTAL PERSONAL SERVICES	73,576	98,995	33,336	266,430	254,393
<u>OPERATING EXPENSES</u>					
3110 Professional Services	272,066	68,366	4,818	49,396	1,258,500
3410 Contract Services	8,850	0	56,799	0	0
44xx Rentals	28,370	54,535	0	41,420	15,225
4710 Printing & Binding	312	0	0	0	0
4920 Other Current Charges	(750)	1,750	(500)	0	0
5210 Operating Supplies	662,506	226,950	205,651	591,735	719,476
5299 Allocated Material Expense	40,718	9,099	8,366	24,319	22,720
TOTAL OPERATING EXPENSES	1,012,072	360,700	275,134	706,870	2,015,921
<u>CAPITAL OUTLAY</u>					
6110 Land Costs	0	0	0	0	0
6210 Buildings	106,043	215,472	341,977	0	4,132,000
6310 Improvements Other Than Bldgs	1,631,868	2,042,032	1,955,792	1,917,713	2,099,199
6410 Machinery & Equipment	790,414	69,259	7,145	60,000	103,800
TOTAL CAPITAL OUTLAY	2,528,325	2,326,763	2,304,914	1,977,713	6,334,999
<u>DEBT SERVICE</u>					
7210 Interest-Long Term Debt	0	455,328	0	0	0
TOTAL DEBT SERVICE	0	455,328	0	0	0
<u>OTHER USES</u>					
9999 WIP- Contra	(3,613,973)	(3,241,787)	(2,605,904)	0	0
TOTAL OTHER USES	(3,613,973)	(3,241,787)	(2,605,904)	0	0
TOTAL APPROPRIATIONS	0	(1)	7,480	2,951,013	8,605,313

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	266,430	254,393	(12,037)	-4.52%
Operating Expenses	706,870	2,015,921	1,309,051	185.19%
Capital Outlay	1,977,713	6,334,999	4,357,286	220.32%
Debt Service	0	0	0	0.00%
Other Uses	0	0	0	0.00%
TOTALS	2,951,013	8,605,313	5,654,300	191.61%

Water Department

Capital Projects

Appropriations Summary

Water Department

Project Schedule

2006-07 Adopted
Water Fund

Project Schedule

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
430001	<u>Meters (327,200)</u> Meters Meters (ARM replacement)	Customer Contribution Impact Fees	80,000 247,200
430002	<u>Mains (1,525,000)</u> Construct & Relocate Hwy 441- Perkins to Griffin Stock Subdivision Hydrant Replacement Program	Impact Fees Impact Fees Impact Fees Impact Fees	450,000 750,000 250,000 75,000
430004	<u>Tools & Equipment (103,800)</u> Vibratory Plate Compactor Street Saw Hydraulic Thumb Pneumatic Saw Hot Tapping Kit Miscellaneous Equipment Emergency Generator System (Mall WTP)	Current Revenue Current Revenue Current Revenue Current Revenue Current Revenue Current Revenue Current Revenue	8,500 2,800 2,500 2,500 2,500 25,000 60,000
430006	<u>Plant & Storage (1,540,500)</u> System Wide Improvements Well #15 Inspection & Rehab Highland Lakes Upgrades Abandon Well #8 Plant Pumping Rehab Mall Elevated Tank Convert Main WTP Chlorine to Hypochlorite Lake Square Mall WTP	Impact Fees Debt Proceeds Debt Proceeds Current Revenue Current Revenue Impact Fees Impact Fees Impact Fees	100,000 60,500 1,000,000 75,000 10,000 90,000 130,000 75,000
430007	<u>Reuse (1,750,000)</u>	Debt Proceeds Impact Fees Grant	1,187,926 57,074 505,000
430010	<u>New Services (58,813)</u>	Current Revenue Impact Fees	11,200 47,613
430012	<u>Reuse Mains (3,300,000)</u>	Debt Proceeds Impact Fees Grant	2,460,961 334,039 505,000
TOTAL			<u><u>8,605,313</u></u>
Source of Funds			
		Current Revenue Debt Proceeds Impact Fees Grant Customer Contribution	200,000 4,709,387 2,605,926 1,010,000 80,000
TOTAL			<u><u>8,605,313</u></u>

Ray Sharp, Director of Environmental Services

The Wastewater Division is responsible for providing the proper conveyance, treatment, and reclamation of wastewater within the City's service area, and meeting all regulatory agency requirements and protecting the environment from all pathogenic bacterial infections.

Responsibilities:

Treatment Plant

- Maintain proper treatment
- Preventive maintenance
- Monitor/operate/maintains reclamation sites

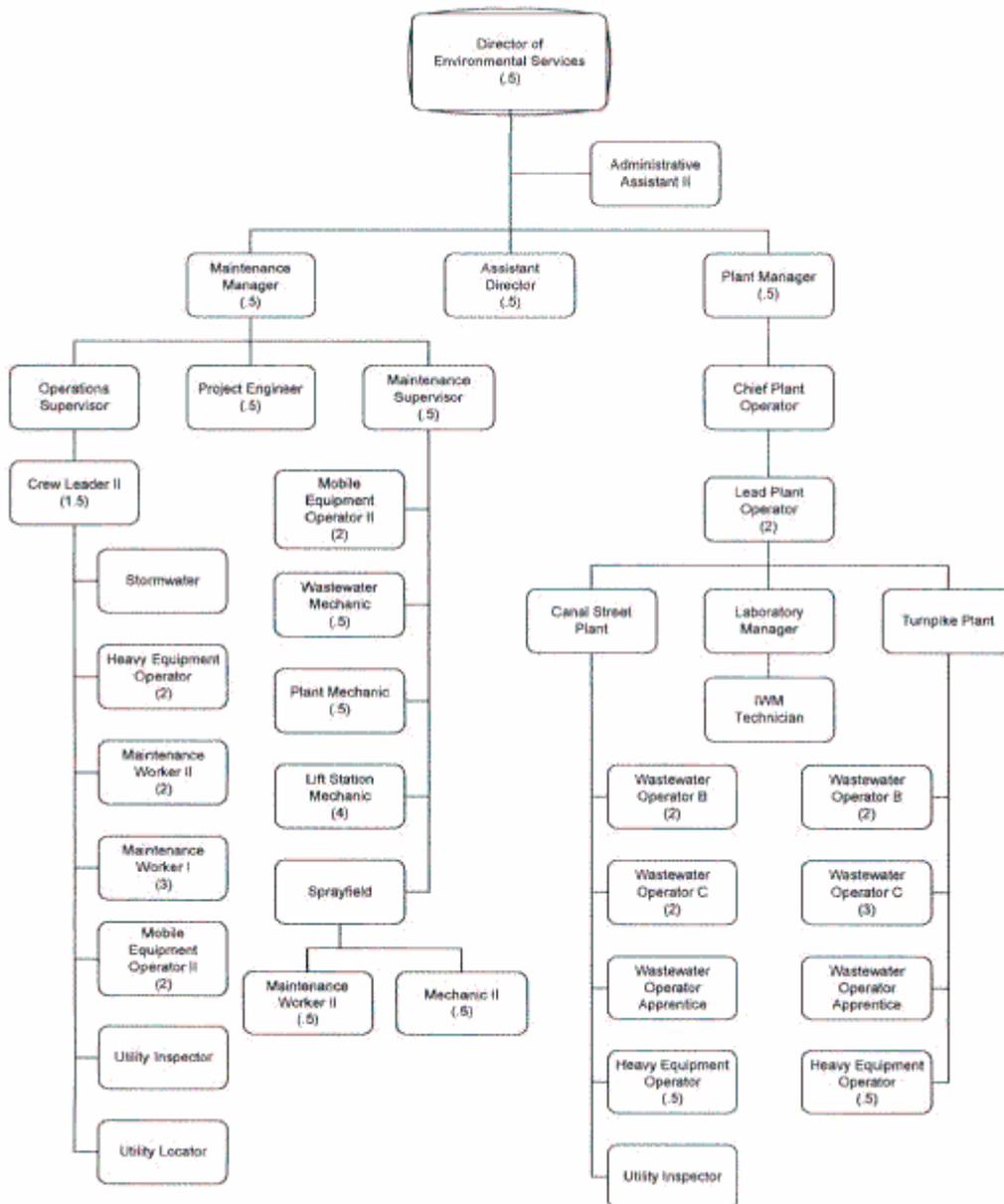
Collection

- Maintain lift stations
- Repair system infrastructure
- Maintain collection system

Construction

- Install new wastewater conveyance lines
- Repair/replace lift stations
- Repair/replace collection system infrastructure
- Repair/replace/maintain gravity collection system

Organizational Chart



**Total
Department
Budget
\$14,642,056**

Wastewater Department

Wastewater System Description

Wastewater System Description

The wastewater collection system consists of 114 pumping lift stations, 61 miles of sewer force mains, and 70 miles of sewer gravity lines. Gravity sewer lines range from 4 to 24 inches in diameter and force mains range from 4 to 20 inches in diameter. The City has an operating permit from the Florida Department of Environmental Protection to operate two wastewater treatment plants, the Canal Street Plant, which is rated at 3.5 MGD, and the new Turnpike Plant, which is rated at 3.0 MGD. The system is in compliance with all state and federal regulations. The City treats its effluent water to an advance secondary standard and irrigates 675 acres of City owned property of which 365 acres are utilized for the hay operation. The resulting sludge waste generated from the wastewater treatment process is disposed of on 340 acres of City-owned hay fields. With both the Turnpike and Canal Street Wastewater Treatment Facilities and land disposal sites maintained and in service, the City anticipates having sufficient wastewater treatment/disposal capacity through the year 2015. The City projects unrestricted public reuse capacity of approximately 6.0 MGD available in 2007.

Budget Summary – Operating Statement

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
OPERATING REVENUE					
Charges for Services	5,685,372	5,857,260	4,003,613	6,655,245	7,038,798
Other Operating Revenue	150,265	264,451	212,638	198,549	322,361
TOTAL REVENUE SOURCES	5,835,637	6,121,711	4,216,251	6,853,794	7,361,159
OPERATING APPROPRIATIONS					
Administration	782,689	985,010	82,437	935,750	817,896
Treatment	1,316,379	1,508,171	976,395	1,843,736	2,119,105
Sprayfield	199,771	235,609	135,727	230,565	238,574
Collections	1,180,626	1,514,961	904,052	1,588,973	1,763,710
Other Operating Expenses	2,126,993	1,729,262	980,645	1,221,532	1,215,617
TOTAL APPROPRIATIONS	(5,606,458)	(5,973,013)	(3,079,256)	(5,820,556)	(6,154,902)
NET INCOME FROM OPERATIONS	229,179	148,698	1,136,995	1,033,238	1,206,257
Non-Operating Revenue	1,395,818	1,795,859	1,414,231	1,963,886	6,317,988
Non-Operating Appropriations	(563,638)	110,555	(303,484)	(1,550,224)	(750,355)
NET OTHER INCOME	832,180	1,906,414	1,110,747	413,662	5,567,633
NET INCOME BEFORE TRANSFERS	1,061,359	2,055,112	2,247,742	1,446,900	6,773,890
Transfers to other funds	(403,728)	(474,348)	(289,858)	(496,900)	(533,684)
NET INCOME AFTER TRANSFERS	657,631	1,580,764	1,957,884	950,000	6,240,206
Other Sources	0	0	0	7,035,000	962,909
Capital Projects	0	0	0	(7,985,000)	(4,317,200)
NET OTHER SOURCES	0	0	0	(950,000)	(3,354,291)
UNAPPROPRIATED BALANCE	657,631	1,580,764	1,957,884	0	2,885,915

Wastewater Department

Budget Summary – Operating Statement

Wastewater Department

Revenue Detail

Revenue Detail

ACCOUNT 044-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>CHARGES FOR SERVICES</u>					
34351 Residential	3,319,814	3,637,624	2,510,090	3,823,661	4,538,329
34352 Commercial Class 1	379,805	390,308	272,456	438,348	363,760
34352 Commercial Class 2	112,943	108,207	73,197	132,033	151,763
34352 Commercial Class 3	689,479	669,351	470,445	795,198	729,495
34352 Commercial Class 4	65,094	62,140	43,542	73,938	102,898
34352 Industrial	16,847	14,000	9,800	21,125	16,782
34352 Commercial Reuse	432	0	0	0	0
34353 Misc Bill - Combined Rate	1,015,030	817,489	519,959	1,260,581	962,552
34354 Multi-Family	68,008	140,713	92,264	87,344	150,377
34356 Municipal	17,920	17,428	11,860	23,017	22,842
TOTAL CHARGES FOR SERVICES	5,685,372	5,857,260	4,003,613	6,655,245	7,038,798
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	43,402	47,708	33,254	55,300	66,920
34918 Misc Service Revenue	45,268	108,741	90,647	54,249	107,414
34921 Front Footage Fees	3,275	7,391	5,576	4,000	5,764
34922 Tap In Fees	58,320	100,611	83,161	85,000	142,263
TOTAL OTHER OPERATING REVENUE	150,265	264,451	212,638	198,549	322,361
<u>NON OPERATING REVENUE</u>					
33191 Emergency Management	31,872	0	0	0	0
36101 Interest on Investments	86,983	145,067	104,885	72,780	125,000
36130 Gain/Loss Investments	(20,074)	(10,428)	(7,923)	0	0
36162 Bond Funds	63,024	129,656	111,901	182,964	0
36201 Rents and Royalties	400	0	0	0	0
36323 Impact Fees-Residential	870,167	1,451,022	1,170,336	1,077,454	4,934,419
36323 Impact Fees-Commercial	312,574	78,392	32,882	615,688	1,233,605
36402 Gain From Sale of Fixed Assets	9,994	0	0	0	17,256
36404 Recovery From Losses	0	0	0	0	812
36501 Sale of Surplus Materials	1,160	0	0	0	0
36925 Misc Jobbing Revenue	3,735	0	0	15,000	5,050
36990 Misc Non-Operating Revenue	0	2,150	2,150	0	1,846
TOTAL NON OPERATING REVENUE	1,359,835	1,795,859	1,414,231	1,963,886	6,317,988
<u>OTHER SOURCES</u>					
38401 Debt Proceeds	0	0	0	5,400,000	962,909
38950 Contributions - Cust/Dev	35,983	0	0	0	0
38961 Appropriated Depreciation	0	0	0	0	0
38962 Appropriated Renewal & Replacement	0	0	0	485,000	0
38963 Appropriated Impact Fees	0	0	0	1,150,000	0
TOTAL OTHER SOURCES	35,983	0	0	7,035,000	962,909
TOTAL RESOURCES	7,231,455	7,917,570	5,630,482	15,852,680	14,642,056

Division Summary of Appropriations

Wastewater Department

Division Summary of Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
4021 ADMINISTRATION					
Personal Services	124,867	144,682	82,437	136,792	143,545
Operating Expenses	657,822	840,328	0	798,958	674,351
TOTAL ADMINISTRATION	782,689	985,010	82,437	935,750	817,896
4051 CANAL ST. TREATMENT					
Personal Services	292,167	314,367	211,441	422,630	496,746
Operating Expenses	411,822	523,589	368,106	625,187	723,002
TOTAL CANAL ST. PLANT	703,989	837,956	579,547	1,047,817	1,219,748
4052 TURNPIKE TREATMENT					
Personal Services	310,963	350,638	197,845	381,431	420,768
Operating Expenses	301,427	319,577	199,003	414,488	478,589
TOTAL TURNPIKE PLANT	612,390	670,215	396,848	795,919	899,357
4071 SPRAYFIELD					
Personal Services	40,504	47,457	21,651	41,079	43,117
Operating Expenses	159,267	188,152	114,076	189,486	195,457
TOTAL SPRAYFIELD	199,771	235,609	135,727	230,565	238,574
4081 COLLECTIONS					
Personal Services	746,329	794,428	474,668	871,047	909,142
Operating Expenses	434,297	720,533	429,384	717,926	854,568
TOTAL COLLECTIONS	1,180,626	1,514,961	904,052	1,588,973	1,763,710
4088 OTHER					
Operating Expenses	2,103,639	1,690,927	980,412	1,184,031	1,178,314
Debt Service	586,743	(72,828)	303,405	1,587,225	772,138
Other Uses	403,977	1,045,904	290,170	497,400	3,435,119
TOTAL OTHER	3,094,359	2,664,003	1,573,987	3,268,656	5,385,571
4099 CAPITAL PROJECTS					
Personal Services	0	131	0	130,561	0
Operating Expenses	761,785	797,923	94,093	1,318,317	715,000
Capital Outlay	1,692,160	1,265,761	4,637,916	6,536,122	3,602,200
Debt Service	0	630,887	0	0	0
Other Uses	(2,453,945)	(2,694,702)	(4,732,009)	0	0
TOTAL CAPITAL PROJECTS	0	0	0	7,985,000	4,317,200
GRAND TOTAL					
Personal Services	1,514,830	1,651,703	988,042	1,983,540	2,013,318
Operating Expenses	4,830,059	5,081,029	2,185,074	5,248,393	4,819,281
Capital Outlay	1,692,160	1,265,761	4,637,916	6,536,122	3,602,200
Debt Service	586,743	558,059	303,405	1,587,225	772,138
Other Uses	(2,049,968)	(1,648,798)	(4,441,839)	497,400	3,435,119
TOTAL APPROPRIATIONS	6,573,824	6,907,754	3,672,598	15,852,680	14,642,056

Wastewater Department

Administration Division

Values & Goals

Values & Goals

Value: A spirit of professionalism and fiscal responsibility

Goals:

- ◆ Initiate and complete a strategic planning process that documents present conditions, defines future needs consistent with City goals and growth patterns, and identifies intermediate steps necessary to meet future needs
- ◆ Complete master plans for wastewater treatment facilities and wastewater collection facilities that define improvements necessary to meet current needs and support needs identified through the strategic planning process by September 2006

Value: Organizational self sufficiency

Goals:

- ◆ Manage training program for each division to meet current and future needs for all personnel
- ◆ Improve reliability and efficiency through a program of cross training to develop a depth of knowledge throughout the Department

Major Accomplishments:

- Implemented Industrial Pretreatment Program, including oil and grease program
- Completed next phase of SCADA system implementation, which is 75% complete
- Implemented Computerized Maintenance Management System (CMMS) and established preventive maintenance schedules
- Implemented cross training program, one employee has obtained dual certification

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Strategic plan	100%	100%	100%
Wastewater treatment master plan	100%	100%	100%
Wastewater collection master plan	100%	30%	100%
Establish CMMS for most critical equipment	100%	100%	100%
Cross training program	20%	50%	100%
Defined training program	25%	50%	75%

Wastewater Department

Administration Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Director of Environmental Services	0.50	0.00	0.50	45,664
Assistant Director	0.50	0.00	0.50	33,803
Administrative Assistant II	1.00	0.00	1.00	40,715
Total	2.00	0.00	2.00	120,182

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

Wastewater Department

Administration Division

Appropriations Detail

Appropriations Detail

Account #044-4021-535

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1210 Regular Salaries & Wages	92,908	111,115	62,112	113,782	120,182
1310 Temporary Labor	1,965	0	0	0	0
1410 Overtime	1,350	0	373	1,500	1,000
1530 Bonuses	187	250	250	250	125
2110 FICA	7,020	8,288	4,689	7,659	7,945
2210 Retirement	4,759	6,475	4,553	8,384	8,942
23xx Insurance	12,340	12,751	6,745	12,289	12,527
2410 Workers' Compensation	1,069	1,733	796	1,393	1,519
26xx Other Payroll Benefits	3,269	4,080	2,919	5,407	5,732
2999 Allocated Labor Expense	0	(10)	0	(13,872)	(14,427)
TOTAL PERSONAL SERVICES	124,867	144,682	82,437	136,792	143,545
OPERATING EXPENSES					
3110 Professional Services	648	26,836	28,731	150,000	50,000
3410 Contract Services	0	852	0	500	500
4010 Travel	0	19	0	3,000	1,500
41xx Communication	2,624	2,524	1,184	3,200	3,328
4210 Postage	95	308	93	400	400
4415 Internal Fleet Lease	0	2,060	1,378	2,362	2,060
4510 Insurance	44,774	53,108	32,529	55,763	62,695
461x Repairs & Maintenance- Vehicles	1,080	1,080	672	1,820	1,470
4620 Repairs & Maintenance- Buildings	240	240	140	1,000	1,000
4630 Repairs & Maintenance- Equipment	600	1,000	1,021	1,750	2,300
4710 Printing & Binding	0	82	0	0	0
4810 Promotional Activities	835	3,330	3,290	1,250	5,000
4821 Rebates	55,669	15,151	0	5,000	5,000
4911 Advertising	12,648	12,500	8,750	23,000	23,000
4920 Other Current Charges	4,409	3,638	3,485	5,000	5,000
4945 Injury/Damage to Others	2,683	15,053	7,530	2,000	7,500
4961 General Administrative	528,009	698,678	311,634	534,229	495,465
5110 Office Supplies	1,369	1,132	349	1,500	1,500
5180 Minor Furniture & Equip	91	476	223	800	500
5210 Operating Supplies	145	9	0	500	500
5215 Uniforms	0	13	0	0	0
5230 Fuel Purchases	1,233	857	188	1,000	750
5299 Allocated Material Expense	(12)	(1)	0	(16)	(17)
5410 Publications & Memberships	209	858	35	3,000	3,000
5440 Education	0	0	354	500	500
5450 Training	473	525	0	1,400	1,400
TOTAL OPERATING EXPENSES	657,822	840,328	401,586	798,958	674,351
TOTAL APPROPRIATIONS	782,689	985,010	484,023	935,750	817,896

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	136,792	143,545	6,753	4.94%
Operating Expenses	798,958	674,351	(124,607)	-15.60%
TOTALS	935,750	817,896	(117,854)	-12.59%

Wastewater Department

Administration Division

Appropriations Summary

Wastewater Department

Canal Street Treatment Plant Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Operate and maintain the plant in compliance with all permitting and regulatory requirements
- ◆ Establish a goal of zero deficiencies for regulatory compliance and inspection
- ◆ Maintain facility grounds through Phase II Construction Project to promote a good aesthetic appearance and provide safe egress/regress

Value: A spirit of professionalism

Goals:

- ◆ Establish a goal of zero hours of unscheduled downtime for critical pumping systems and critical disinfection systems
- ◆ Monitor malfunction reports and implement preventive and predictive maintenance procedures
- ◆ Ensure compliance with all corresponding regulations during the course of Phase II construction

Value: Open accessible government and fiscal responsibility

Goals:

- ◆ Reduce electric usage by 5% annually, evaluate overall energy usage against best management practices
- ◆ Continuation of monitoring of training program to ensure that all operators obtain necessary CEU's for recertification

Major Accomplishments:

- Completed Phase I Canal Street WWTP rehab
- Electrical consumption data for all facilities has been implemented to monitor monthly usage
- Operator cross training program has been implemented
- Regulator compliance has become the norm and is being accomplished through teamwork
- Corresponding operational procedures have been composed and implemented
- Implementation of monthly performance and production costs has taken place

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Deficiencies for regulatory compliance	0	0	0
Unscheduled down time for critical systems	0	0	0
Reduce electric usage	5%	5%	5%

Personnel Schedule

Classification	Current	New	Total	Amount
Plant Manager	0.25	0.00	0.25	16,588
Chief Plant Operator	0.50	0.00	0.50	22,822
Laboratory Technologist	0.50	0.00	0.50	23,390
Lead Plant Operator	1.50	0.00	1.50	55,152
Wastewater Operator B	2.00	0.00	2.00	68,420
Wastewater Operator C	2.00	0.00	2.00	55,204
Wastewater Operator Apprentice	1.00	0.00	1.00	24,999
IWM Technician	0.50	0.00	0.50	14,537
Heavy Equipment Operator	0.50	0.00	0.50	14,267
Utility Inspector	1.00	0.00	1.00	27,602
Standby				4,000
Total	9.75	0.00	9.75	326,981

Wastewater Department

Canal Street Treatment Plant Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

Wastewater Department

Canal Street
Treatment Plant
Division

Appropriations Detail

Appropriations Detail

Account #044-4051-535

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1210 Regular Salaries & Wages	188,207	206,193	141,200	284,614	326,981
1410 Overtime	32,994	27,126	13,663	20,000	29,000
1530 Bonuses	476	843	631	1,094	1,031
2110 FICA	16,467	17,145	11,243	20,152	23,566
2210 Retirement	15,600	18,617	16,714	33,068	38,757
23xx Insurance	32,119	36,407	23,827	56,042	68,008
2410 Workers' Compensation	6,090	7,726	4,054	7,138	9,211
26xx Other Payroll Benefits	214	310	109	522	192
TOTAL PERSONAL SERVICES	292,167	314,367	211,441	422,630	496,746
OPERATING EXPENSES					
3110 Professional Services	1,968	23,605	340	40,100	25,250
3410 Contract Services	41,263	2,322	2,848	10,000	23,870
4010 Travel	2,063	258	1,113	4,500	7,800
41xx Communication	301	904	20	1,000	2,500
4210 Postage	128	275	134	500	500
4310 Utilities	243,750	285,504	213,694	280,386	400,953
4410 Rentals	1,332	6,134	184	1,000	1,000
4415 Internal Fleet Lease	0	52,195	46,803	80,234	42,408
4510 Insurance	4,438	8,397	12,687	10,739	10,027
46xx Repairs & Maintenance- Vehicles	42,965	46,202	33,611	53,500	56,140
4620 Repairs & Maintenance- Buildings	3,611	9,214	664	5,000	1,500
4625 Repairs & Maintenance- Non-Build	6,972	2,941	4,975	3,000	15,000
4630 Repairs & Maintenance- Equipment	2,436	1,319	1,464	3,100	2,880
4710 Printing & Binding	22	64	85	500	2,500
4810 Promotion Activities	0	324	1,347	12,500	0
4911 Advertising	68	0	0	100	150
4920 Other Current Charges	2,368	5,847	3,647	40,000	3,500
5110 Office Supplies	2,801	532	393	1,500	1,600
5180 Minor Furniture & Equip	3,352	2,571	937	3,000	20,000
5210 Operating Supplies	26,389	47,590	24,702	41,500	48,200
5215 Uniforms	2,448	3,699	2,336	5,428	8,756
5230 Fuel Purchases	18,406	21,000	14,702	21,000	27,000
5410 Publications & Memberships	463	1,466	454	3,100	5,000
5440 Education	0	0	0	0	7,068
5450 Training	4,278	1,226	966	3,500	9,400
TOTAL OPERATING EXPENSES	411,822	523,589	368,106	625,187	723,002
TOTAL APPROPRIATIONS	703,989	837,956	579,547	1,047,817	1,219,748

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	422,630	496,746	74,116	17.54%
Operating Expenses	625,187	723,002	97,815	15.65%
TOTALS	1,047,817	1,219,748	171,931	16.41%

Significant Budget Changes:

The increase in Operating Expenses is directly applicable to utilities

Wastewater Department

Canal Street Treatment Plant Division

Appropriations Summary

Wastewater Department

Turnpike Treatment Plant Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Operate and maintain the plant in compliance with all permitting and regulatory requirements. Establish a goal of zero deficiencies for regulatory compliance and inspection
- ◆ Perform grounds maintenance to establish and maintain a good aesthetic appearance

Value: A spirit of professionalism

Goal:

- ◆ Establish a goal of zero hours of unscheduled downtime for critical pumping systems and critical disinfection systems, monitor malfunction reports and work with Maintenance Manager to implement preventive and predictive maintenance procedures

Value: Open, accessible government and fiscal responsibility

Goals:

- ◆ Reduce electric usage by 5% annually, evaluate overall energy usage against best management practices
- ◆ Implement cross training program focused on achieving dual licensing for all operators
- ◆ Implement written training program to ensure that all operators obtain necessary CEU's for recertification
- ◆ Increase laboratory certifications to encompass newly acquired Discreet Analyzer

Major Accomplishments:

- Significantly improved regulatory compliance for sprayfield operations
- Operator cross training program has been implemented
- Hired new laboratory staff and recertified laboratory
- Utility Laboratory has received Total Solids/ Total Dissolved Solids certification from DOH
- Developed and implemented operating procedures for major plant process
- Electrical consumption data for all facilities has been implemented to monitor monthly usage
- Implementation of monthly performance and production costs has been initiated

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Deficiencies for regulatory compliance	N/A	0	0
Unscheduled down time for critical systems	N/A	0	0
Reduce electric usage	5%	5%	5%

Personnel Schedule

Classification	Current	New	Total	Amount
Plant Manager	0.25	0.00	0.25	16,589
Chief Plant Operator	0.50	0.00	0.50	22,821
Lead Plant Operator	0.50	0.00	0.50	17,627
Laboratory Technologist	0.50	0.00	0.50	23,390
Wastewater Operator B	2.00	0.00	2.00	60,016
Wastewater Operator C	2.00	1.00	3.00	81,828
Heavy Equipment Operator	0.50	0.00	0.50	14,266
Wastewater Operator Apprentice	1.00	0.00	1.00	25,184
IWM Technician	0.50	0.00	0.50	14,537
Standby				4,000
Total	7.75	1.00	8.75	280,258

Wastewater Department

Turnpike Treatment Plant Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

Wastewater Department

Turnpike Treatment Plant Division

Appropriations Detail

Appropriations Detail

Account # 044-4052-535

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	211,573	236,220	135,007	256,636	280,258
1310 Temporary Labor	1,596	0	0	0	0
1410 Overtime	23,606	22,171	11,826	15,000	19,700
1530 Bonuses	639	843	719	969	937
2110 FICA	17,454	18,755	10,908	19,206	20,462
2210 Retirement	16,674	21,451	15,180	31,008	33,151
23xx Insurance	33,143	42,211	20,081	51,451	58,281
2410 Workers' Compensation	6,106	8,798	3,838	7,083	7,613
26xx Other Payroll Benefits	172	189	286	78	366
TOTAL PERSONAL SERVICES	310,963	350,638	197,845	381,431	420,768
<u>OPERATING EXPENSES</u>					
3110 Professional Services	1,337	0	0	45,000	28,000
3410 Contract Services	21,110	300	2,902	0	23,590
4010 Travel	3,379	2,188	1,151	7,350	7,250
41xx Communication	2,017	3,358	928	4,200	3,744
4210 Postage	249	557	470	1,500	750
4310 Utilities	177,816	193,938	129,748	200,087	246,645
4410 Rentals	0	0	0	0	1,000
4415 Internal Fleet Lease	0	0	0	0	24,971
4510 Insurance	2,648	2,980	899	1,207	1,397
461x Repairs & Maintenance- Vehicles	17,613	31,479	9,826	25,240	24,240
4620 Repairs & Maintenance- Buildings	1,825	3,552	1,987	2,000	2,500
4625 Repairs & Maintenance- Non-Build	2,657	2,631	5,820	3,000	10,000
463x Repairs & Maintenance- Equipment	2,849	3,019	2,179	6,050	6,440
4710 Printing & Binding	214	128	255	500	500
4810 Promotional Activities	0	324	88	15,000	2,600
4911 Advertising - Other Ads	68	339	0	0	100
4920 Other Current Charges	15,793	20,649	8,087	35,000	10,000
5110 Office Supplies	2,696	1,894	1,315	2,000	2,200
5180 Minor Furniture & Equip	7,253	5,890	4,553	3,500	4,000
5210 Operating Supplies	30,076	35,967	22,172	42,000	45,462
5215 Uniforms	3,744	2,701	1,582	5,904	7,164
5230 Fuel Purchases	3,224	5,039	2,289	6,000	7,500
5410 Publications & Memberships	1,355	959	541	3,700	3,848
5440 Education	0	0	0	0	7,068
5450 Training	3,504	1,685	2,211	5,250	7,620
TOTAL OPERATING EXPENSES	301,427	319,577	199,003	414,488	478,589
TOTAL APPROPRIATIONS	612,390	670,215	396,848	795,919	899,357

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	381,431	420,768	39,337	10.31%
Operating Expenses	414,488	478,589	64,101	15.47%
TOTALS	795,919	899,357	103,438	13.00%

Significant Budget Changes:

The increase in Operating Expenses is directly attributable to utility costs and an additional vehicle.

Wastewater Department

Turnpike Treatment Plant Division

Appropriations Summary

Wastewater Department

Sprayfield Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Operate and maintain the plant in compliance with all permitting and regulatory requirements, establish a sprayfield goal of zero deficiencies for regulatory compliance and inspection
- ◆ Perform grounds maintenance to establish and maintain a good aesthetic appearance

Value: A spirit of professionalism

Goals:

- ◆ Establish a goal of zero hours of unscheduled downtime for critical pumping systems, monitor malfunction reports and implement preventive and predictive maintenance procedures
- ◆ Maintain established preventive maintenance schedules through Data Stream 7I

Value: Fiscal responsibility

Goals:

- ◆ Reduce electric usage by upgrading motors to premium or high efficiency type motors through attrition/depreciation
- ◆ Evaluate over all energy usage against best management practices

Major Accomplishments:

- Abandoned and relocated under drain system
- Implemented repairs to both digester aeration systems
- Removed and repaired 300 HP pump and motor
- Reconditioned irrigation guns and gun sets
- One employee certified in welding

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Deficiencies for regulatory compliance	0	0	0
Unscheduled down time for critical systems	0	0	0
Establish CMMS for most critical equipment	100%	100%	100%
Reduce electric usage	5%	5%	5%

Personnel Schedule

Classification	Current	New	Total	Amount
Maintenance Worker II	0.50	0.00	0.50	12,507
Mechanic II	0.50	0.00	0.50	15,902
Standby				2,000
Total	1.00	0.00	1.00	30,409

Wastewater Department

Sprayfield Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

**Wastewater
Department**

**Sprayfield
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 044-4071-535

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1210 Regular Salaries & Wages	28,704	34,414	14,654	28,877	30,409
1410 Overtime	913	1,828	1,009	1,500	1,560
1530 Bonuses	91	125	125	125	125
2110 FICA	2,118	2,737	1,184	2,039	2,143
2210 Retirement	2,146	2,470	1,750	3,246	3,409
23xx Insurance	5,829	4,762	2,531	4,591	4,710
2410 Workers' Compensation	699	1,121	398	701	761
26xx Employee Benefits	4	0	0	0	0
TOTAL PERSONAL SERVICES	40,504	47,457	21,651	41,079	43,117
OPERATING EXPENSES					
3110 Professional Services	3,147	3,094	0	5,500	5,500
3410 Contract Services	1,477	627	287	2,000	2,000
4010 Travel	390	1,061	0	1,200	1,560
41xx Communication	1,899	1,922	1,071	2,000	2,080
4210 Postage	0	0	0	0	0
4310 Utilities	99,350	106,682	65,292	111,464	115,923
4410 Rentals	1,894	0	0	500	500
4415 Internal Fleet Lease	0	20,827	12,149	19,140	21,273
4510 Insurance	1,660	1,503	2,483	1,579	2,764
461X Repairs & Maintenance- Vehicles	19,819	21,381	13,908	20,240	20,480
4620 Repairs & Maintenance- Buildings	4,413	1,560	0	4,000	2,500
4625 Repairs & Maintenance- Non-Build	2,462	7,870	155	1,000	1,040
463x Repairs & Maintenance- Equipment	914	519	831	2,200	1,380
4710 Printing & Binding	0	64	0	0	0
4920 Other Current Charges	3,529	1,484	147	1,500	600
5110 Office Supplies	54	102	132	200	200
5180 Minor Furniture/Equipment	5,841	171	2,084	1,500	1,500
5210 Operating Supplies	3,604	6,559	7,048	8,000	8,000
5215 Uniforms	681	1,103	573	1,418	1,592
5230 Fuel Purchases	7,803	11,268	7,916	4,500	4,680
5410 Publications & Memberships	0	35	0	50	50
5450 Training	330	320	0	1,495	1,835
TOTAL OPERATING EXPENSES	159,267	188,152	114,076	189,486	195,457
TOTAL APPROPRIATIONS	199,771	235,609	135,727	230,565	238,574

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	41,079	43,117	2,038	4.96%
Operating Expenses	189,486	195,457	5,971	3.15%
TOTALS	230,565	238,574	8,009	3.47%

Wastewater Department

Sprayfield Division

Appropriations Summary

Wastewater Department

Collection Division

Values & Goals

Values & Goals

Value: A spirit of professionalism and employee empowerment

Goals:

- ◆ Train all personnel to develop necessary customer service skills
- ◆ Respond to all customer calls within 30 minutes
- ◆ Establish a goal of zero call-backs (“right the first time”) for all customer service calls
- ◆ Continue formal training and empowerment of personnel to better structure the department and provide customer service

Value: Excellence in all we do

Goals:

- ◆ Reduce sanitary sewer blockages and overflows by increased main line cleaning and maintenance activities, establish a goal of zero overflows related to main line blockages
- ◆ Continue to maintain current level of reductions of over flows due to lift station malfunction

Value: Fiscal responsibility

Goals:

- ◆ Install combo panels on 20 lift stations
- ◆ Implement inflow/infiltration smoke testing project
- ◆ Complete wastewater master plan
- ◆ Complete engineering study relating to conversion and elimination of private lift stations
- ◆ Complete two lift station rehabs

Value: Organizational self sufficiency

Goals:

- ◆ Continue cross training program
- ◆ Continue training program targeted at certification and relevant technical training
- ◆ Continue growth in tracking and reporting performance on a monthly basis through dashboard indicators utilizing Data Stream 71

Major Accomplishments:

- ❑ Completed cured in place and slip lining of Crest Drive Woodlyn Avenue
- ❑ Completed SCADA panels installations
- ❑ Completed 90 plus manhole rehabilitations
- ❑ Completed 4 lift station rehabs
- ❑ One employee obtained a collection Class C license, one employee became back flow inspector certified, 7 employees obtained welding certification

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Response time in minutes	15	30	30
Call-backs	5	0	0
Overflows	14	0	0
Lift station rehabs	4	4	2
SCADA in lift stations	25	25	20
Install sanitary manhole rehabs	31	30	80

Wastewater Department

Collection Division

Personnel & Capital Outlay Schedules

Personnel Schedule

Classification	Current	New	Total	Amount
Maintenance Manager	0.50	0.00	0.50	32,295
Project Engineer	0.50	0.00	0.50	30,448
Operations Supervisor	1.00	0.00	1.00	56,216
Maintenance Supervisor	0.50	0.00	0.50	25,809
Heavy Equipment Operator	2.00	0.00	2.00	61,783
Mobile Equipment Operator II	4.00	0.00	4.00	102,333
Maintenance Worker II	2.00	0.00	2.00	47,336
Lift Station Mechanic	4.00	0.00	4.00	115,687
Utility Inspector	1.00	0.00	1.00	33,894
Utility Locator	1.00	0.00	1.00	25,570
Maintenance Worker I	3.00	0.00	3.00	68,735
Plant Mechanic	0.50	0.00	0.50	13,991
Wastewater Mechanic	0.50	0.00	0.50	16,670
Crew Leader II	1.50	0.00	1.50	65,335
Standby				6,000
Employee time directly charged to Capital Projects				(88,400)
Total	22.00	0.00	22.00	613,702

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

Wastewater Department

Collection Division

Appropriations Detail

Appropriations Detail

Account # 044-4081-535

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
1210 Regular Salaries & Wages	475,206	549,872	322,701	590,329	613,702
1410 Overtime	68,916	26,930	20,818	25,000	30,000
1530 Bonuses	1,922	2,000	2,104	2,750	2,562
2110 FICA	39,511	42,027	25,415	42,647	44,353
2210 Retirement	38,967	50,023	37,885	71,395	74,251
23xx Insurance	107,545	104,375	56,520	123,401	128,558
2410 Workers' Compensation	13,539	18,115	8,586	13,701	14,249
26xx Other Payroll Benefits	723	1,086	639	1,824	1,467
TOTAL PERSONAL SERVICES	746,329	794,428	474,668	871,047	909,142
OPERATING EXPENSES					
3110 Professional Services	30,704	34,972	2,770	50,000	50,000
3410 Contract Services	9,489	4,998	12,686	5,000	31,750
4010 Travel	4,713	7,792	4,666	14,800	19,140
41xx Communication	12,725	18,650	11,730	16,900	13,700
4210 Postage	11	83	61	200	200
4310 Utilities	92,168	109,165	72,385	104,930	151,467
4410 Rentals	483	1,132	351	1,000	1,000
4415 Internal Fleet Lease	0	196,357	113,695	194,906	186,422
4499 Allocated Equip Rental	0	(88)	0	0	0
4510 Insurance	10,003	9,564	5,858	10,043	9,612
461x Repairs & Maintenance- Vehicles	126,858	166,392	72,331	143,420	146,240
4620 Repairs & Maintenance- Buildings	971	4,245	200	4,000	3,000
4625 Repairs & Maintenance- Non-Build	19,932	31,647	24,303	20,000	25,000
4630 Repairs & Maintenance- Equipment	2,628	2,450	3,676	6,550	7,130
4710 Printing & Binding	85	64	0	0	0
4920 Other Current Charges	4,966	1,980	1,756	3,000	53,000
5110 Office Supplies	1,552	3,867	1,117	1,000	1,040
5180 Minor Furniture & Equip	10,899	18,287	13,911	17,000	17,000
5210 Operating Supplies	63,395	57,292	53,390	60,000	71,000
5215 Uniforms	12,127	11,996	8,328	13,272	19,900
5230 Fuel Purchases	24,637	29,073	18,580	25,235	26,244
5410 Publications & Memberships	340	2,208	506	1,000	1,040
5440 Education	15	682	167	9,220	10,428
5450 Training	5,596	7,725	6,917	16,450	10,255
TOTAL OPERATING EXPENSES	434,297	720,533	429,384	717,926	854,568
TOTAL APPROPRIATIONS	1,180,626	1,514,961	904,052	1,588,973	1,763,710

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	871,047	909,142	38,095	4.37%
Operating Expenses	717,926	854,568	136,642	19.03%
TOTALS	1,588,973	1,763,710	174,737	11.00%

Significant Budget Changes:

Operating Expenses increased due to utilities and upgrades to the mapping system.

Wastewater Department

Collection Division

Appropriations Summary

Wastewater Department

Other

Appropriations Detail

Appropriations Detail

Account # 044-4088-5xx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
OPERATING EXPENSES					
4950 Uncollectible Accounts	37,692	32,736	27,564	47,252	49,142
4962 Customer Accounts	695,151	450,409	366,549	628,370	576,895
4963 Meter Reading	67,142	52,763	41,799	71,656	98,054
5910 Depreciation Expense	1,303,654	1,155,019	544,500	436,753	454,223
TOTAL OPERATING EXPENSES	2,103,639	1,690,927	980,412	1,184,031	1,178,314
DEBT SERVICE					
7110 Principal-Long Term Debt	0	0	0	1,030,000	215,111
7210 Interest-Long Term Debt	563,389	(111,163)	303,172	519,724	519,724
7311 Fees	1,551	1,649	233	1,000	1,000
7320 Amortize Debt Discount	1,159	5,417	0	5,417	5,417
7330 Amortize Debt Issue Cost	2,938	13,734	0	13,734	13,734
7340 Amortize Deferred Charges	17,706	17,535	0	17,350	17,152
TOTAL DEBT SERVICE	586,743	(72,828)	303,405	1,587,225	772,138
OTHER USES					
9101 Transfer to General Fund	403,728	474,348	289,858	496,900	533,684
9151 Transfer to Gen Fix Asset	0	570,948	0	0	0
9160 Reserve/Future Capital	0	0	0	0	2,885,915
9960 Interest-Customer Deposit	249	608	312	500	520
9990 Contingency Fund	0	0	0	0	15,000
TOTAL OTHER USES	403,977	1,045,904	290,170	497,400	3,435,119
TOTAL APPROPRIATIONS	3,094,359	2,664,003	1,573,987	3,268,656	5,385,571

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	1,184,031	1,178,314	(5,717)	-0.48%
Debt Services	1,587,225	772,138	(815,087)	-51.35%
Other Uses	497,400	3,435,119	2,937,719	590.61%
TOTALS	3,268,656	5,385,571	2,116,915	64.76%

Significant Budget Changes:

The increase in Other Uses is in the Reserve for Future Capital which is necessary to restore the fund balance.

Wastewater Department

Other

Appropriations Summary

Wastewater Department

Capital Projects

Appropriations Detail

Appropriations Detail

Account # 044-4099-535

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	0	85	0	85,000	0
2110 FICA	0	6	0	6,503	0
2210 Retirement	0	8	0	8,925	0
231X Insurance	0	18	0	14,068	0
2410 Workers' Compensation	0	4	0	2,193	0
26xx Other Payroll Benefits	0	0	0	0	0
2970 1st Installs	0	0	0	0	0
2999 Allocated Labor Expense	0	10	0	13,872	0
TOTAL PERSONAL SERVICES	0	131	0	130,561	0
<u>OPERATING EXPENSES</u>					
3110 Professional Services	728,634	330,511	74,051	99,807	665,000
3410 Contract Services	20,311	458,333	692	0	0
4010 Travel	0	0	0	0	0
4210 Postage	19	0	0	0	0
4410 Rentals	8,825	894	0	0	0
4499 Allocated Equipemnt Rental	0	89	0	0	0
4625 Repairs & Maintenance- Non-build	0	3,905	0	0	0
4710 Printing & Binding	918	0	0	0	0
4911 Advertising	106	560	0	0	0
4920 Other Current Charges	2,500	3,350	19,350	0	0
5210 Operating Supplies	460	280	0	1,218,494	50,000
5299 Allocated Material Expense	12	1	0	16	0
TOTAL OPERATING EXPENSES	761,785	797,923	94,093	1,318,317	715,000
<u>CAPITAL OUTLAY</u>					
6110 Land	0	0	3,000	0	0
6210 Buildings	1,825	0	0	500,000	0
6310 Improvements Other than Bldgs	1,081,961	783,432	4,263,672	5,651,122	3,535,000
6410 Machinery & Equipment	608,374	482,329	371,244	385,000	67,200
TOTAL CAPITAL OUTLAY	1,692,160	1,265,761	4,637,916	6,536,122	3,602,200
<u>DEBT SERVICE</u>					
7210 Interest-Long Term Debt	0	630,887	0	0	0
TOTAL DEBT SERVICE	0	630,887	0	0	0
<u>OTHER USES</u>					
9999 WIP Contra	(2,453,945)	(2,694,702)	(4,732,009)	0	0
TOTAL OTHER USES	(2,453,945)	(2,694,702)	(4,732,009)	0	0
TOTAL APPROPRIATIONS	0	0	0	7,985,000	4,317,200

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	130,561	0	(130,561)	-100.00%
Operating Expenses	1,318,317	715,000	(603,317)	-45.76%
Capital Outlay	6,536,122	3,602,200	(2,933,922)	-44.89%
Debt Service	0	0	0	0.00%
Other Uses	0	0	0	0.00%
TOTALS	7,985,000	4,317,200	(3,667,800)	-45.93%

Wastewater Department

Capital Projects

Appropriations Summary

Wastewater Department

Project Schedule

Project Schedule

2006-07 Adopted
Wastewater Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
440002	<u>Collecting Sewers (3,100,000)</u>		
	Lift Station 12	Current Revenue	150,000
	Lift Station 16A	Current Revenue	150,000
	Lift Station Control Panel	Current Revenue	50,000
	Manhole Rehab	Current Revenue	200,000
	Line Extension/ New services	Current Revenue	100,000
	Inflow & Infiltration	Impact Fees	250,000
	Hwy 441- Perkins to Griffin	Impact Fees	750,000
	Miscellaneous Mains (300,000)	Current Revenue	50,000
		Impact Fees	250,000
	SW Area - Design & Permitting (250,000)	Current Revenue	200,000
		Impact Fees	27,091
		Debt Proceeds	22,909
	Turnpike Facility	Debt Proceeds	650,000
	Sanitary Force Main - Design & Permitting	Impact Fees	250,000
440003	<u>Tools and Equipment (67,200)</u>		
	Other Equipment	Current Revenue	25,000
	Cues Transporter Pan & Tilt	Current Revenue	30,000
	Level Transducer	Current Revenue	7,000
	Dissolved Oxygen Meters	Current Revenue	2,200
	Abrasive Blast Cabinet	Current Revenue	3,000
440006	<u>Treatment and Disposal Plants (1,150,000)</u>		
	Effluent Line Rehab	Impact Fees	500,000
	Turnpike Plant Permit Renewal	Debt Proceeds	100,000
	Headworks Rehabilitation	Debt Proceeds	190,000
	Digesters	Impact Fees	115,000
	Grit Classifier	Impact Fees	25,000
	Filter Effluent Meter Upgrades	Current Revenue	220,000
		TOTAL	<u>4,317,200</u>
		Source of Funds	
		Current Revenue	1,187,200
		Impact Fees	2,167,091
		Debt Proceeds	962,909
		TOTAL	<u>4,317,200</u>

Stan Carter, Information Technology Director

The Communications Department is responsible for providing fiber optic connections between City departments, and to other customers. Internet connections and service are available to anyone. Tower rental to cellular phone providers is another function of this department.

Responsibilities:

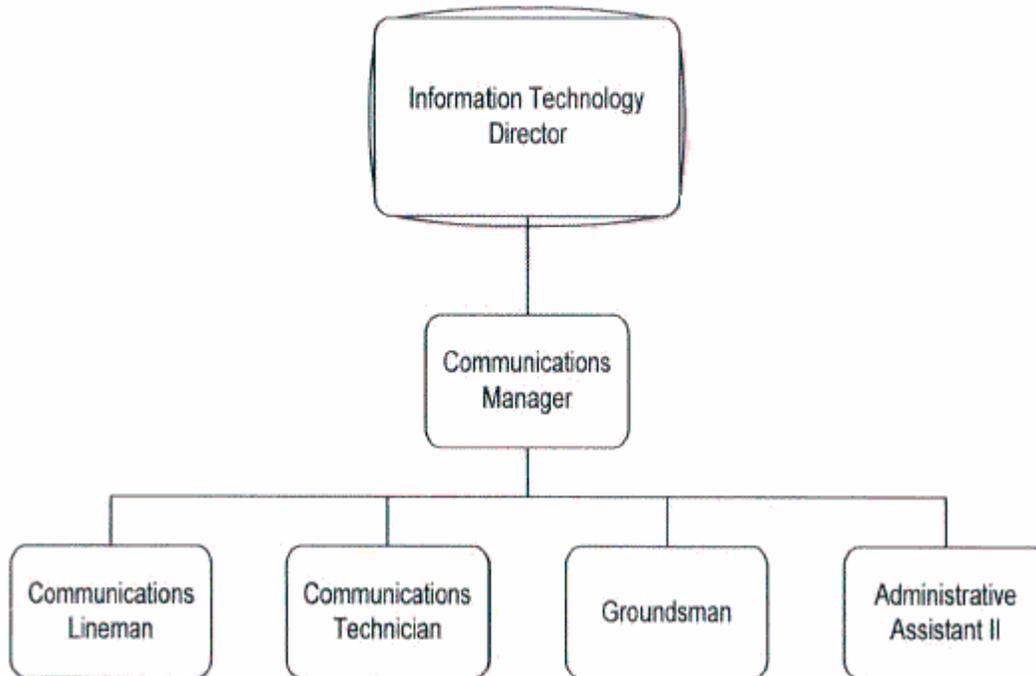
Internet

- Administer e-mail service
- Administer user accounts
- Perform back-ups
- Maintain system software
- Monitor system logs
- Maintain DNS servers
- Coordinate broadband customers
- Coordinate customer support

Communications

- Specify service offerings
- Preventive maintenance
- Provide communication links over fiber cable
- Maintain fiber network

Organizational Chart



Communication Department

Organization

**Total
Department
Budget
\$1,445,812**

Communication Department

Communications System Description

Communications System Description

The communications system has a variety of customers: cellular telephone tower rental, internet services, and fiber optic communications. A monopole tower, located at the wastewater system spraysite on CR 470, was constructed in fiscal year 1998 and currently has 2 cellular tower rental customers. The water towers serve 4 customers for cellular telephone tower rental space. The City added two additional building rental sites at the City water towers. Internet services were first offered in November 1998 and currently serve 500+ customers, offering both dial up and broadband service.

The fiber optic extensions serve 26 municipal facilities and five substations that interconnect all City offices to the IBM AS/400 computer located in the City Hall building. The City currently provides service to over 105 outside commercial customer locations, including the Lake County School System, which has more than 45 locations connected on the City's fiber optic network. The City began the year with 140 miles of fiber optic cable. During the year over 18 miles of additional fiber was installed to support new customers. The City continues its efforts to provide and support a high speed fiber optic telecommunications network throughout Lake County. The budget includes funds to install an additional 7 to 10 miles of new fiber optic lines to customers for high speed internet access, video conferencing, and to secure data transfer between multiple business sites.

In fiscal year 2005-06, the City began offering a 100Mbps Ethernet service to provide easy connectivity and extensions for computer networks. This wide area network connects all of our broadband internet customers, in addition to our multiple facility customers who require substantial bandwidth to run their organizations. During FY 2005, the City began offering a new internet product; 3Mbps broadband internet service. This service supports customers who require guaranteed, dedicated, high speed internet service. This service supports customers whose imaging or graphics requirements are such that a shared broadband connection, or dedicated internet T1 connection, will not suffice.

Budget Summary – Operating Statement

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
OPERATING REVENUE					
Charges for Services	522,831	858,595	662,790	1,122,098	1,222,635
Other Operating Revenue	2,483	2,173	1,343	1,250	2,729
TOTAL OPERATING REVENUE	525,314	860,769	664,133	1,123,348	1,225,364
OPERATING APPROPRIATIONS					
Communications	411,932	707,748	337,730	511,099	634,887
Internet Service Provider	128,990	111,497	49,557	142,870	121,367
TOTAL APPROPRIATIONS	(540,922)	(819,245)	(387,287)	(653,969)	(756,254)
NET INCOME FROM OPERATIONS	(15,608)	41,524	276,846	469,379	469,110
Non-Operating Revenue	(9,478)	72,987	9,879	10,000	15,248
Non-Operating Appropriations	(24,088)	(32,657)	(25,991)	(101,200)	(117,908)
NET OTHER INCOME	(33,566)	40,330	(16,112)	(91,200)	(102,660)
NET INCOME BEFORE TRANSFERS	(49,174)	81,854	260,734	378,179	366,450
Transfers from other funds	3,634,741	700,202	0	0	200,000
Transfers to other funds	(45,828)	(120,977)	(48,016)	(82,313)	0
NET INCOME AFTER TRANSFERS	3,539,739	661,079	212,718	295,866	566,450
Other Sources	0	0	0	118,000	5,200
Capital Projects	0	2	(120)	(333,000)	(415,050)
NET OTHER SOURCES	0	2	(120)	(215,000)	(409,850)
UNAPPROPRIATED BALANCE	3,539,739	661,081	212,598	80,866	156,600

Communication Department

Budget Summary – Operating Statement

Communication
Department

Revenue Detail

Revenue Detail

ACCOUNT 045-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>CHARGES FOR SERVICES</u>					
34390 Internet	113,314	132,927	86,853	195,600	208,422
34392 Commercial - Fiber	149,001	484,901	346,719	400,098	604,848
34392 Commercial - Tower	224,480	118,051	0	212,500	0
34396 Municipal - Fiber	36,036	122,717	156,240	155,400	259,725
34397 Municipal- Tower	0	0	72,978	158,500	149,640
TOTAL CHARGES FOR SERVICES	522,831	858,595	662,790	1,122,098	1,222,635
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	2,483	2,173	1,343	1,250	2,729
TOTAL OTHER OPERATING REVENUE	2,483	2,173	1,343	1,250	2,729
<u>NON OPERATING REVENUE</u>					
33191 Emergency Management	2,044	9	0	0	0
36101 Interest on Investments	(27,960)	(25,696)	(7,424)	0	0
36130 Gain/Loss Investment	(7,771)	9,738	172	0	4,161
36909 Other Income	24,209	116	68	0	0
36925 Misc Jobbing Revenue	0	88,820	17,063	10,000	11,087
TOTAL NON OPERATING REVENUE	(9,478)	72,987	9,879	10,000	15,248
<u>OTHER SOURCES</u>					
38111 Transfer from General Fund	517,021	196,501	0	0	200,000
38141 Transfer from Electric Fund	3,117,720	503,702	0	0	0
38950 Contributions - Cust/Dev	0	0	0	5,000	5,200
38962 Appropriated Renewal & Replacement	0	0	0	113,000	0
TOTAL OTHER SOURCES	3,634,741	700,202	0	118,000	205,200
TOTAL RESOURCES	4,150,577	1,633,958	674,012	1,251,348	1,445,812

Division Summary of Appropriations

Communication Department

Division Summary of Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
5023 COMMUNICATIONS					
Personal Services	135,865	194,001	111,389	266,821	318,027
Operating Expenses	276,067	513,747	226,341	244,278	316,860
Capital Outlay	0	0	140	0	0
Debt Service	24,059	32,554	25,875	101,000	116,000
Other Uses	45,828	120,977	48,016	82,313	0
TOTAL COMMUNICATIONS	481,819	861,279	411,761	694,412	750,887
5026 INTERNET SERVICE PROVIDER					
Operating Expenses	128,990	111,497	49,557	142,870	121,367
Other Uses	29	103	116	81,066	158,508
TOTAL INTERNET SERVICE	129,019	111,600	49,673	223,936	279,875
5099 CAPITAL PROJECTS					
Personal Services	149,582	24,997	9,759	39,922	0
Operating Expenses	337,463	19,169	14,096	31,595	0
Capital Outlay	2,835,254	1,121,264	218,718	261,483	415,050
Other Uses	(3,322,299)	(1,165,432)	(242,453)	0	0
TOTAL CAPITAL PROJECTS	0	(2)	120	333,000	415,050
GRAND TOTAL					
Personal Services	285,447	218,998	121,148	306,743	318,027
Operating Expenses	742,520	644,413	289,994	418,743	438,227
Capital Outlay	2,835,254	1,121,264	218,718	261,483	415,050
Debt Service	24,059	32,554	25,875	101,000	116,000
Other Uses	(3,276,442)	(1,044,352)	(194,321)	163,379	158,508
TOTAL APPROPRIATIONS	610,838	972,877	461,414	1,251,348	1,445,812

**Communication
Department**

**Communications
Division**

Values & Goals

Values & Goals

Value: Fiscal responsibility

Goal:

- ◆ Create a vision that highlights growth and financial stability
- ◆ Seek new ways to leverage the fiber network to expand DS-3 broadband internet offerings
- ◆ Utilize weekly team meetings and encourage team members to identify cost savings while delivering best in class service
- ◆ Ensure fiber optic network expansions to facilitate value for customer additions
- ◆ Identify best practices to create additional cost effective customers
- ◆ Focus on adding customers (minimum of five) who are located within 1000 feet of existing fiber network

Value: Excellence in all we do

Goals:

- ◆ Identify new service offerings that enhance the existing network investment and diversify products and services
- ◆ Expand broadband internet services to 15% of total communications utility revenue
- ◆ Create wireless point-to-point backhaul solution to reduce last mile costs when adding new customers to the network

Value: Employee empowerment, organizational development and self sufficiency

Goals:

- ◆ Encourage growth, promote ownership, and support independent decision making
- ◆ Create a team that empowers and encourages all members to make independent decisions
- ◆ Make one “special assignment” task requirement for each team member per week
- ◆ Utilize each member’s talents and recognize individual skills to encourage empowerment and entrepreneurship
- ◆ Utilize the internal and external training programs to instill confidence, and challenge members to learn better ways to accomplish a goal
- ◆ Ensure that all team members attend three leadership and professional growth classes

Major Accomplishments:

- Expanded fiber optic Ethernet and internet broadband customer revenue sites
- Installed fractional DS3 service and upgraded three existing customers to higher bandwidth
- Took responsibility for fiber splicing diagrams, network design, and state, county, city, and external power company utility permits

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Dialup internet customers	497	468	450
Fiber miles	140	143	165
Revenue	\$897,634	\$1,050,000	\$1,250,000
Fiber optic sites	105	151	155
Broadband service [annual billing]	\$19,000	\$85,000	\$120,000

**Communication
Department**

**Communications
Division**

**Personnel &
Capital Outlay
Schedule**

Personnel Schedule

Classification	Current	New	Total	Amount
Communications Manager	1.00	0.00	1.00	65,012
Communications Lineman	1.00	0.00	1.00	47,996
Communications Technician	1.00	0.00	1.00	50,089
Communication Specialist (Administrative Assistant II)	1.00	0.00	1.00	39,570
Groundsman	1.00	0.00	1.00	23,614
Standby				4,000
Time charged directly to Capital Projects				0
Total	5.00	0.00	5.00	230,281

Capital Outlay Schedule

Description	Amount
See project schedule	
Total	

**Communication
Department**

Appropriations Detail

Account # 045-5023-5xx

**Communication
Division**

**Appropriations
Detail**

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	103,312	146,050	82,202	187,842	230,281
1310 Temporary Labor	0	0	0	7,500	7,500
1410 Overtime	6,571	4,823	3,013	11,250	6,000
1530 Bonuses	125	360	375	625	625
2110 FICA	8,168	11,364	6,310	13,966	16,639
2210 Retirement	8,425	13,617	9,859	22,479	27,154
23xx Insurance	8,544	13,507	9,675	24,108	33,783
2410 Workers' Compensation	583	763	345	1,270	1,694
262x Other Payroll Benefits	137	3,555	1,062	3,547	348
2999 Allocated Labor Expense	0	(38)	(1,452)	(5,766)	(5,997)
TOTAL PERSONAL SERVICES	135,865	194,001	111,389	266,821	318,027
<u>OPERATING EXPENSES</u>					
31xx Professional Services	51,969	38,461	8,903	7,000	8,210
4010 Travel	1,262	0	708	6,000	3,000
41XX Communcation	144	4,873	18	0	0
4210 Postage	91	99	189	105	109
4310 Utilities	219	1,446	6,034	0	5,100
4410 Rentals	10,669	23,151	40,035	28,421	58,875
4499 Allocated Equip. Rental	2,722	3,269	(5,652)	(30,624)	0
4510 Insurance	3,009	5,912	3,621	6,207	12,960
461x Repairs & Maintenance- Vehicles	109	423	713	1,835	3,476
462x Repairs & Maintenance- Non-Build	12,107	15,602	13,140	27,500	23,560
463x Repairs & Maintenance- Equipment	263	450	1,027	1,700	3,500
4810 Promotional Activities	2,179	1,000	0	2,601	1,020
4920 Other Current Charges	915	1,462	915	1,050	1,092
4945 Injury/ Damage to Others	0	0	2,500	0	0
4950 Uncollectible Accounts	1,500	564	816	1,399	1,455
4970 Regulatory Aesessment Fees	50	50	50	105	109
5110 Office Supplies	0	0	12	0	0
5180 Minor Furniture/Equipment	96	1,583	3,295	6,000	4,000
521x Operating Supplies	30,123	11,856	12,807	5,500	6,784
5215 Uniforms	0	21	0	0	520
5230 Fuel Purchases	0	55	0	0	3,000
5299 Allocated Material Expense	0	0	(3,389)	(971)	(1,010)
5410 Publications & MembershipS	250	280	0	450	300
5450 Training	1,165	1,210	823	10,000	4,000
5910 Depreciation Expense	157,225	401,980	139,776	170,000	176,800
TOTAL OPERATING EXPENSES	276,067	513,747	226,341	244,278	316,860
<u>CAPITAL OUTLAY</u>					
6310 Improve Other Than Bldgs	0	0	140	0	0
TOTAL CAPITAL OUTLAY	0	0	140	0	0
<u>DEBT SERVICE</u>					
7110 Principal Payment	0	0	0	65,000	66,000
7210 Interest Payments	24,059	32,554	25,875	36,000	50,000
TOTAL DEBT SERVICE	24,059	32,554	25,875	101,000	116,000
<u>OTHER USES</u>					
9101 Transfer to General Fund	45,828	73,944	48,016	82,313	0
9151 Transfer to Gen Fix Asset	0	47,033	0	0	0
TOTAL OTHER USES	45,828	120,977	48,016	82,313	0
TOTAL APPROPRIATIONS	481,819	861,279	411,761	694,412	750,887

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	266,821	318,027	51,206	19.19%
Operating Expenses	244,278	316,860	72,582	29.71%
Debt Services	101,000	116,000	15,000	14.85%
Other Uses	82,313	0	(82,313)	-100.00%
TOTALS	694,412	750,887	56,475	8.13%

Significant Budget Changes:

The increase in Operating Expenses is primarily attributable to utilities and rentals.

Communication
Department

Communication
Division

Appropriations
Summary

**Communication
Department**

**Internet Service
Provider**

**Appropriations
Detail**

Appropriations Detail

Account # 045-5026-539

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3110 Professional Services	117,354	108,146	49,016	128,292	119,096
4110 Communication	0	0	0	350	364
4210 Postage	0	0	0	103	107
4710 Printing & Binding	0	176	0	900	200
4810 Promotional Activities	4,585	1,447	541	5,150	500
4911 Advertising	5,381	0	0	5,000	500
5210 Operating Supplies	1,670	1,728	0	2,575	500
5410 Publications & Membership	0	0	0	500	100
TOTAL OPERATING EXPENSES	128,990	111,497	49,557	142,870	121,367
<u>OTHER USES</u>					
9160 Reserve/Future Capital	0	0	0	80,866	156,600
9960 Interest - Customer Deposit	29	103	116	200	208
9990 Contingency Fund	0	0	0	0	1,700
TOTAL OTHER USES	29	103	116	81,066	158,508
TOTAL APPROPRIATIONS	129,019	111,600	49,673	223,936	279,875

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	142,870	121,367	(21,503)	-15.05%
Other Uses	81,066	158,508	77,442	95.53%
TOTALS	223,936	279,875	55,939	24.98%

Significant Budget Changes:

The increase in Other Uses is in Reserve for Future Capital which is necessary to restore fund balance for future needs.

Communication
Department

Internet Service
Provider

Appropriations
Summary

Communication
Department

Appropriations Detail

Account #045-5099-539

Capital
Projects

Appropriations
Detail

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	96,429	16,229	6,297	25,000	0
2110 FICA	7,164	1,189	465	1,913	0
2210 Retirement	8,119	1,542	757	2,625	0
23xx Insurance	11,910	2,078	669	4,138	0
2410 Workers' Compensation	2,377	507	112	480	0
262x Other Payroll Benefits	38	27	7	0	0
2999 Allocated Personal Expense	23,545	3,425	1,452	5,766	0
TOTAL PERSONAL SERVICES	149,582	24,997	9,759	39,922	0
<u>OPERATING EXPENSES</u>					
31xx Professional Services	23,843	0	4,347	0	0
3410 Contract Services	0	0	0	0	0
4210 Postage	0	0	0	0	0
4410 Rentals	0	0	0	0	0
4499 Allocated Equip Rental	29,334	15,777	5,652	30,624	0
4920 Other Current Charges	200	0	0	0	0
5180 Minor Furniture/Equipment	0	122	0	0	0
5210 Operating Supplies	198,964	0	708	0	0
5299 Allocated Material Expense	85,122	3,270	3,389	971	0
TOTAL OPERATING EXPENSES	337,463	19,169	14,096	31,595	0
<u>CAPITAL OUTLAY</u>					
6310 Improvements Other Than Bldgs	1,704,794	690,126	126,036	125,984	219,915
6410 Machinery & Equipment	165,979	255,747	0	130,500	66,200
6460 Taxable Materials	901,384	164,084	86,619	4,672	120,500
6470 Use Tax	63,097	11,307	6,063	327	8,435
TOTAL CAPITAL OUTLAY	2,835,254	1,121,264	218,718	261,483	415,050
<u>OTHER USES</u>					
9999 WIP Contra	(3,322,299)	(1,165,432)	(242,453)	0	0
TOTAL OTHER USES	(3,322,299)	(1,165,432)	(242,453)	0	0
TOTAL APPROPRIATIONS	0	(2)	120	333,000	415,050

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	39,922	0	(39,922)	-100.00%
Operating Expenses	31,595	0	(31,595)	-100.00%
Capital Outlay	261,483	415,050	153,567	58.73%
TOTALS	333,000	415,050	82,050	24.64%

Significant Budget Changes:

Capital installations are projected based on funds available within the fund.

Communication Department

Capital Projects

Appropriations Summary

Communication Department **Project Schedule**

Department

Project Schedule

2006-07 Adopted
Communications Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
450001	Line Installation	Current Revenue	218,750
450002	Line extension - indepartmental	Current Revenue	95,000
450003	Wireless Network Test System	Current Revenue	35,100
450008	<u>Other equipment (66,200)</u>		
	Wireless back-up links	Current Revenue	35,000
	Splice Case Upgrades	Current Revenue	20,700
	Miscellaneous Service Equipment	Current Revenue	10,500
TOTAL			415,050
Source of Funds			
		Current Revenue	415,050
TOTAL			415,050

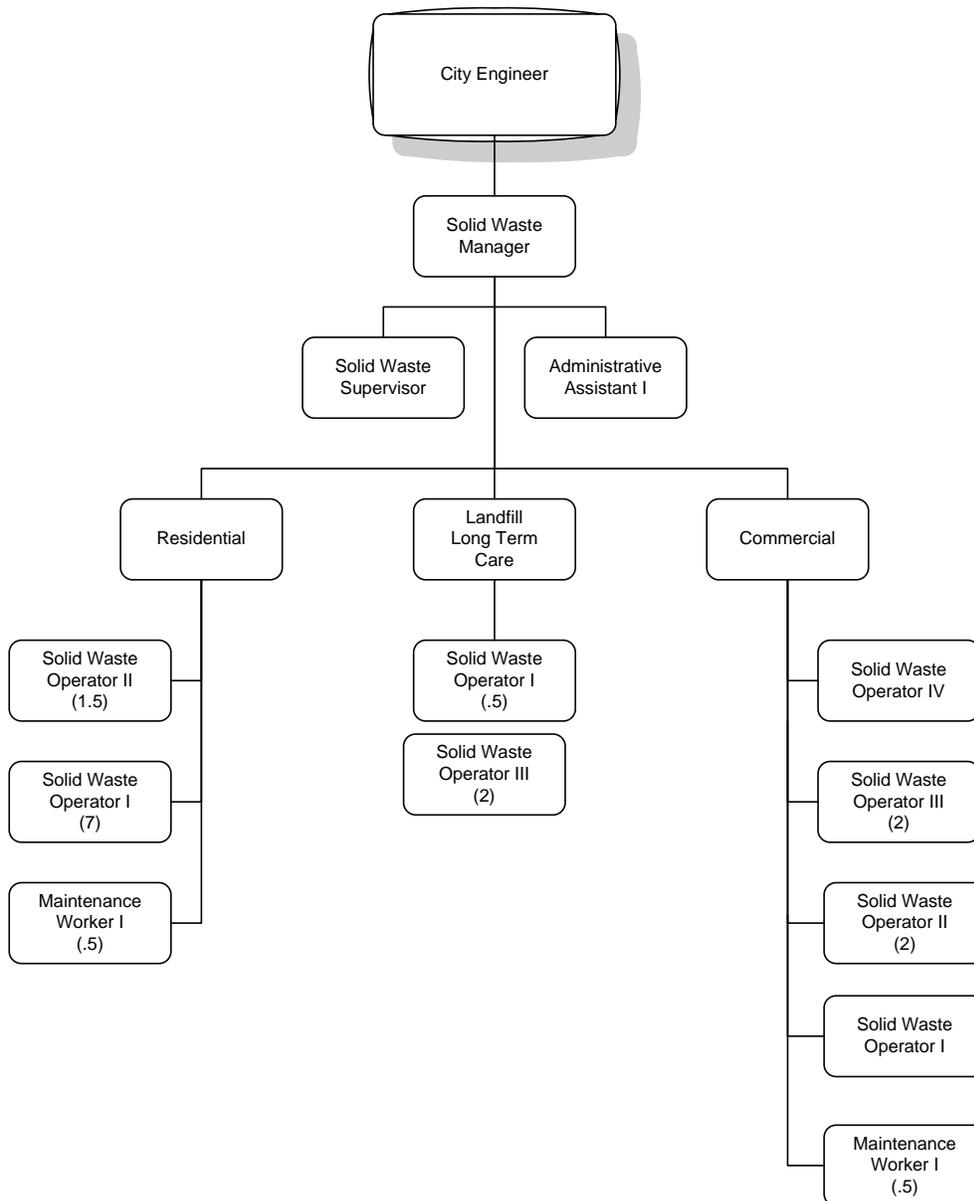
Lora L. Hollingsworth, P.E., City Engineer

The Solid Waste Department is responsible for collecting and transporting refuse generated by residential, commercial, public and municipal structures within the City limits. This department also handles recycling, bulk pickup, and roll-off service for construction and demolition debris. Residential garbage is collected weekly, while commercial garbage is collected based on the customer's needs and billed accordingly. A closed landfill is maintained by the City as required by the Florida Department of Environmental Protection Closure Permit.

Responsibilities:

- Refuse collection
- Recycle collection
- Mowing at landfill
- Perform gas and groundwater sampling and reporting requirements

Organizational Chart



Solid Waste Department

Organization

Total
Department
Budget
\$3,284,707

Solid Waste Department

Solid Waste System Description

Solid Waste System Description

The Solid Waste department serves residential and commercial customers in the City of Leesburg. These services include regular refuse pick-up and disposal as well as recycling and support of special events and neighborhood clean ups. Residential customers use 90-gallon roll-out containers for automated pick-up with side-load trucks. Some commercial customers that generate small quantities of solid waste are serviced by roll-outs also, but the majority of commercial accounts use dumpsters. Commercial dumpsters are available in various sizes, from two cubic yards to 10 cubic yards. The department also offers roll-off service for construction and demolition debris with containers that range from 10 cubic yards to 30 cubic yards. Leesburg currently has approximately 6,000 residential accounts and approximately 1,200 commercial accounts.

The Solid Waste division maintains a permitted, closed landfill that requires on-going maintenance. The permit is administered through the State of Florida Department of Environmental Protection.

Budget Summary – Operating Statement

Solid Waste Department

Budget Summary – Operating Statement

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
OPERATING REVENUE					
Charges for Services	2,890,614	2,958,314	1,774,259	3,167,380	3,213,332
Other Operating Revenues	35,144	32,191	18,370	37,300	32,772
TOTAL OPERATING REVENUE	2,925,758	2,990,505	1,792,629	3,204,680	3,246,104
OPERATING APPROPRIATIONS					
Long-Term Care	116,301	7,596	(1)	56,762	208,013
Residential	1,986,805	1,959,968	828,994	1,433,368	1,551,215
Commercial	1,337,544	1,311,424	690,834	1,423,091	1,287,934
TOTAL APPROPRIATIONS	(3,440,650)	(3,278,988)	(1,519,827)	(2,913,221)	(3,047,162)
NET INCOME FROM OPERATIONS	(514,892)	(288,483)	272,802	291,459	198,942
Non-Operating Revenue	571,561	299,056	2,002	20,880	38,603
Non-Operating Appropriations	(243)	(44)	(35)	0	0
NET OTHER INCOME	571,318	299,012	1,967	20,880	38,603
NET INCOME BEFORE TRANSFERS	56,426	10,529	274,769	312,339	237,545
Transfers to other funds	(247,248)	(250,956)	(135,531)	(232,339)	(228,093)
NET INCOME AFTER TRANSFERS	(190,822)	(240,427)	139,238	80,000	9,452
Other Sources	0	0	0	0	0
Capital Projects	(165,280)	(134,253)	(2,711)	(80,000)	(9,452)
NET OTHER SOURCES	(165,280)	(134,253)	(2,711)	(80,000)	(9,452)
UNAPPROPRIATED BALANCE	(356,102)	(374,680)	136,527	0	0

Solid Waste Department

Revenue Detail

Revenue Detail

ACCOUNT 046-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>CHARGES FOR SERVICES</u>					
34341 Residential Refuse	1,184,221	1,224,776	739,133	1,265,480	1,315,492
34342 Commercial Dumpster	1,315,766	1,342,320	815,901	1,431,100	1,454,451
34343 Commercial Manual Refuse	261,153	238,966	140,847	264,100	257,454
34344 Roll-Off	90,493	115,970	55,020	166,500	143,806
34346 Interdept/Refuse	38,981	36,282	23,358	40,200	42,129
TOTAL CHARGES FOR SERVICES	2,890,614	2,958,314	1,774,259	3,167,380	3,213,332
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	30,261	30,616	17,366	32,000	32,772
34910 Misc Operating Revenue	4,883	1,575	1,004	5,300	0
TOTAL OTHER OPERATING REVENUE	35,144	32,191	18,370	37,300	32,772
<u>NON OPERATING REVENUE</u>					
33191 Emergency Management	527,499	266,403	(19,393)	0	0
36101 Interest on Investments	17,754	13,768	15,266	2,761	25,000
36102 Interest - Long Term Care	1,846	2,031	1,606	1,919	2,249
36130 Gain/Loss Investments	(1,174)	(2,003)	(1,829)	(400)	0
36402 Gain - Sale of Fixed Assets	630	0	0	0	0
36404 Recovery From Losses	0	0	0	0	0
36505 Sale of Surplus Materials	7,101	0	0	5,400	0
36902 Discounts - Accounts Payable	0	0	0	0	0
36925 Misc Jobbing Revenue	0	2,708	1,026	0	1,354
36945 Recyclables - County	17,905	16,149	5,326	11,200	10,000
TOTAL NON OPERATING REVENUE	571,561	299,056	2,002	20,880	38,603
TOTAL RESOURCES	3,497,319	3,289,561	1,794,631	3,225,560	3,284,707

Division Summary of Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
5142 LONG-TERM CARE					
Personal Services	16,572	21,249	20,599	20,412	21,936
Operating Expenses	31,015	21,800	32,209	36,350	186,077
Capital Outlay	0	0	0	0	0
Other Uses	68,714	(35,453)	(52,809)	0	0
TOTAL LONG-TERM CARE	116,301	7,596	(1)	56,762	208,013
5143 RESIDENTIAL					
Personal Services	576,592	454,669	231,341	488,532	492,052
Operating Expenses	1,410,213	1,505,299	597,653	944,836	1,059,163
Capital Outlay	6,175	0	0	0	0
Other Uses	117,449	1,140,111	53,519	91,747	91,237
TOTAL RESIDENTIAL	2,110,429	3,100,079	882,513	1,525,115	1,642,452
5144 COMMERCIAL					
Personal Services	285,571	308,970	177,061	339,237	394,712
Operating Expenses	1,051,973	1,002,454	513,773	1,083,854	893,222
Capital Outlay	165,280	134,253	2,711	80,000	0
Other Uses	(41,413)	21,859	82,047	140,592	146,308
TOTAL COMMERCIAL	1,461,411	1,467,536	775,592	1,643,683	1,434,242
GRAND TOTAL					
Personal Services	878,735	784,888	429,001	848,181	908,700
Operating Expenses	2,493,201	2,529,553	1,143,635	2,065,040	2,138,462
Capital Outlay	171,455	134,253	2,711	80,000	0
Other Uses	144,750	1,126,517	82,757	232,339	237,545
TOTAL APPROPRIATIONS	3,688,141	4,575,211	1,658,104	3,225,560	3,284,707

Solid Waste Department

Division Summary of Appropriations

Solid Waste Department

Landfill Long- Term Care Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Maintain the City's closed landfill in accordance with Florida Department of Environmental Protection (DEP) standards monitoring through August 30, 2018
- ◆ Monitor landfill activities, progress, and reporting as required by permit
- ◆ Maintain the integrity of the landfill fencing and ground cover
- ◆ Provide routine and general maintenance to all areas of this facility to minimize or eliminate complaints from citizens in the adjacent neighborhoods

Performance Measures:

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Mow landfill	5	6	4
Clean under-drain of all debris	3	3	0
Inspect fence line for necessary repairs	12	12	12
Water samples	2	2	2

Personnel Schedule

Classification	Current	New	Total	Amount
Solid Waste Operator II	0.50	0.00	0.50	13,915
Total	0.50	0.00	0.50	13,915

Capital Outlay Schedule

Description	Amount
None	
Total	

Solid Waste Department

Landfill Long- Term Care Division

Personnel & Capital Outlay Schedules

**Solid Waste
Department**

**Long-Term Care
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 046-5142-534

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	10,504	12,649	12,882	13,030	14,415
1410 Overtime	604	621	666	0	0
1530 Bonuses	63	62	76	63	0
2110 FICA	855	937	1,002	918	984
2210 Retirement	893	1,204	1,546	1,564	1,670
2310 Insurance	2,176	3,448	2,951	3,350	3,409
2410 Workers' Compensation	1,477	2,248	1,440	1,406	1,458
26xx Other Payroll Benefits	0	80	36	81	0
TOTAL PERSONAL SERVICES	16,572	21,249	20,599	20,412	21,936
<u>OPERATING EXPENSES</u>					
3110 Professional Services	24,931	15,569	27,582	28,000	175,600
4310 Utilities	4,945	5,235	4,007	5,200	7,200
4625 R&M/Non-Building (OTB)	13	0	123	250	300
4920 Other Current Charges	215	781	497	900	877
52xx Operating Supplies	911	215	0	2,000	2,100
TOTAL OPERATING EXPENSES	31,015	21,800	32,209	36,350	186,077
<u>CAPITAL OUTLAY</u>					
6410 Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0
<u>OTHER USES</u>					
9920 Contra-Curr Cost Long Term Care	68,714	(35,453)	(52,809)	0	0
9999 WIP Contra	0	0	0	0	0
TOTAL OTHER USES	68,714	(35,453)	(52,809)	0	0
TOTAL APPROPRIATIONS	116,301	7,596	(1)	56,762	208,013

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	20,412	21,936	1,524	7.47%
Operating Expenses	36,350	186,077	149,727	411.90%
Capital Outlay	0	0	0	0.00%
Other Uses	0	0	0	0.00%
TOTALS	56,762	208,013	151,251	266.47%

Significant Budget Changes:

The increase in Operating Expenses is directly attributable to professional services which includes debris disposal for the lower 40 acres and additional leachate and gas monitoring.

Solid Waste Department

Long-Term Care Division

Appropriations Summary

Solid Waste Department

Residential Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Continue an on-going program of customer service training to improve the levels of service provided to residential customers
- ◆ Respond to customer calls within 24 hours
- ◆ Accommodate "special needs" pick up within 48 hours
- ◆ Actively campaign to increase recycling by 3%
- ◆ Continue to work with Code Enforcement and Neighborhood Coordinator to increase code compliance

Value: Employee empowerment

Goals:

- ◆ Continue to expand the role of the Solid Waste Action Team (SWAT) to resolve issues within the division and formulate active solutions to improve customer satisfaction and more effectively manage operations
- ◆ Develop informational literature to educate the customers in proper protection of the environment and the methods for bulk item disposal; distribute in various mediums (e.g. door hangars, flyers, website)

Major Accomplishments:

- ◆ Established a basis for good customer satisfaction by improving employee training
- ◆ Participated in several neighborhood clean-ups, and helped institute a City-wide neighborhood cleanup program
- ◆ Supported several City events including Bassmasters Tournament, Bikefest, Mardi Gras, and the Fine Art Festival

Performance Measures

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Number of residential accounts	5,871	6,000	6,221
Tons of solid waste taken to incinerator	8,141	8,088	7,206
Tons of scrap metal recycled	28	25	25
Tons of tires collected	11	30	10
Tons of household items recycled	486	321	410

Personnel Schedule

Classification	Current	New	Total	Amount
Solid Waste Manager	0.50	0.00	0.50	29,691
Solid Waste Supervisor	0.50	0.00	0.50	18,749
Solid Waste Operator II	1.50	0.00	1.50	47,779
Solid Waste Operator I	7.00	0.00	7.00	178,891
Administrative Assistant I	0.50	0.00	0.50	14,822
Maintenance Worker I	0.50	0.00	0.50	13,404
Lead Operator	0.00			
Total	10.50	0.00	10.50	303,336

Solid Waste Department

Residential Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
None	
Total	

**Solid Waste
Department**

**Residential
Division**

**Appropriations
Detail**

Appropriations Detail

Account # 046-5143-5xx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	335,613	253,306	136,559	298,789	303,336
1310 Temporary Labor	10,368	26,938	15,940	7,800	8,000
1410 Overtime	51,898	23,613	10,017	25,200	25,000
1530 Bonuses	1,375	1,250	1,072	1,313	1,312
2110 FICA	28,166	20,024	10,754	21,638	22,159
2210 Retirement	27,209	24,438	16,221	35,856	36,401
23xx Insurance	74,899	58,876	26,543	68,781	68,354
2410 Workers' Compensation	45,980	45,554	14,181	28,552	27,280
262x Other Payroll Benefits	1,084	670	54	603	210
TOTAL PERSONAL SERVICES	576,592	454,669	231,341	488,532	492,052
<u>OPERATING EXPENSES</u>					
3410 Contract Services	930,016	800,016	189,248	270,000	350,000
4010 Travel	579	139	1,614	1,500	1,000
41xx Communication	959	869	883	1,000	1,040
4210 Postage	0	0	0	0	125
4415 Internal Fleet Lease	0	234,782	150,743	258,416	255,472
4510 Insurance	13,025	14,469	8,862	15,193	13,773
461x Repairs & Maintenance- Vehicles	150,824	163,082	93,939	137,600	137,120
463x Repairs & Maintenance- Equipment	672	534	420	1,450	1,120
4710 Printing & Binding	412	0	248	750	1,300
4810 Promotional Activities	2,710	2,866	1,721	1,500	3,000
49xx Advertising/Other Current Charge	2,438	25,650	206	700	200
4950 Uncollectible Accounts	12,000	12,732	6,467	11,086	11,086
4961 General Administrative	57,008	75,281	43,513	74,593	88,624
4962 Customer Accounts	63,026	32,924	20,092	34,444	34,223
5110 Office Supplies	404	109	9	300	200
5180 Minor Furniture/Equipment	640	424	0	2,000	2,000
5210 Operating Supplies	11,060	15,002	25,492	50,162	50,162
5215 Uniforms	2,654	1,718	85	3,000	4,410
5230 Fuel Purchases	43,614	57,696	42,837	49,500	72,000
5410 Publications & Memberships	266	148	44	0	500
5450 Training	1,121	340	624	2,500	1,500
5910 Depreciation Expense	116,785	66,518	10,606	29,142	30,308
TOTAL OPERATING EXPENSES	1,410,213	1,505,299	597,653	944,836	1,059,163
<u>CAPITAL OUTLAY</u>					
6210 Buildings	6,175	0	0	0	0
TOTAL CAPITAL OUTLAY	6,175	0	0	0	0
<u>OTHER USES</u>					
9101 Transfer to General Fund	123,624	100,380	53,519	91,747	91,237
9151 Transfer to Gen Fix Asset	0	1,039,731	0	0	0
9161 Reserve/Cash Carried Forward	0	0	0	0	0
9999 WIP - Contra	(6,175)	0	0	0	0
TOTAL OTHER USES	117,449	1,140,111	53,519	91,747	91,237
TOTAL APPROPRIATIONS	2,110,429	3,100,079	882,513	1,525,115	1,642,452

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	488,532	492,052	3,520	0.72%
Operating Expenses	944,836	1,059,163	114,327	12.10%
Capital Outlay	0	0	0	0.00%
Other Uses	91,747	91,237	(510)	-0.56%
TOTALS	1,525,115	1,642,452	117,337	7.69%

Significant Budget Changes:

The increase in operational expenses is directly attributable to costs associated with contract services, general administrative and fuel purchases.

Solid Waste Department

Residential Division

Appropriations Summary

Solid Waste Department

Commercial Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Convert hand commercial route accounts to existing residential routes
- ◆ Develop a budget and plan to initiate a compactor service to expand commercial waste collection and provide an improved level of customer service to the City's business customers
- ◆ Establish an on-going program of customer service training to improve the levels of service provided to residential customers
- ◆ Develop a plan to service new annexed areas so customers can received the best service possible

Value: Employee empowerment

Goals:

- ◆ Expand the role of the Solid Waste Action Team (SWAT) to resolve issues within the division and formulate active solutions to improve customer satisfaction and more effectively manage operations
- ◆ Monitor the policies and procedures of the division to ensure that our customers receive high quality service and recommend modifications or changes that will improve customer service
- ◆ Develop informational literature to educate the customers in proper protection of the environment, and the methods for bulk item disposal
- ◆ Develop a process to generate and manage input from both team members and customers that will help to enhance working conditions and service to the customers

Major Accomplishments

- ◆ Support downtown events with dumpster service for events to reduce overtime and transportation costs
- ◆ Increased commercial accounts by approximately 5% with no increase in staff

Performance Measures

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Hand commercial accounts	597	400	581
Dumpster accounts	619	600	625
Hand commercial solid waste collected (tons)	598	600	750
Commercial dumpster solid waste collected (tons)	12,123	12,000	11,670
Commercial construction and demo	9,840	12,123	12,000
Commercial recycling collected (tons)	7,082	7,316	7,036

Personnel Schedule

Classification	Current	New	Total	Amount
Solid Waste Manager	0.50	0.00	0.50	29,692
Solid Waste Supervisor	0.50	0.00	0.50	18,749
Solid Waste Operator III	2.00	0.00	2.00	62,094
Solid Waste Operator II	1.00	1.00	2.00	51,220
Solid Waste Operator I	1.00	0.00	1.00	26,000
Administrative Assistant I	0.50	0.00	0.50	14,822
Maintenance Worker I	0.50	0.00	0.50	13,403
Solid Waste Operator IV	1.00	0.00	1.00	36,294
Lead Operator	0.00			
Total	7.00	1.00	8.00	252,274

Solid Waste Department

Commercial Division

Personnel & Capital Outlay Schedules

Capital Outlay Schedule

Description	Amount
Total	

Solid Waste Department

Commercial Division

Appropriations Detail

Appropriations Detail

Account # 046-5144-5xx

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
PERSONAL SERVICES					
12xx Regular Salaries & Wages	170,592	187,300	107,688	218,246	253,274
1410 Overtime	23,145	17,532	13,848	15,000	18,032
1530 Bonuses	687	812	813	875	1,000
2110 FICA	13,998	14,748	8,821	15,840	18,311
2210 Retirement	14,050	17,154	12,866	26,190	30,273
231X Insurance	39,036	40,059	21,674	43,070	51,719
2410 Workers' Compensation	23,995	31,352	11,264	19,854	21,929
26xx Other Payroll Benefits	68	13	87	162	174
TOTAL PERSONAL SERVICES	285,571	308,970	177,061	339,237	394,712
OPERATING EXPENSES					
31xx Professional Services	568,607	519,626	221,893	560,000	400,000
4010 Travel	579	88	1,613	0	1,500
41xx Communication	613	276	398	950	0
4210 Postage	33	10	1	100	100
4415 Internal Fleet Lease	0	125,395	74,587	127,863	126,232
4510 Insurance	7,110	7,803	4,780	8,193	8,261
4610 Repairs & Maintenance- Vehicles	116,537	111,243	72,040	57,940	57,940
4620 Repairs & Maintenance- Buildings	0	0	0	0	0
4625 Repairs & Maintenance- Non-Build	3,000	0	0	1,000	0
4630 Repairs & Maintenance- Equipment	380	374	945	1,650	1,050
4710 Printing & Binding	900	0	64	500	1,000
4911 Advertising - Other Ads	23	182	191	500	500
4920 Other Current Charges	0	0	470	0	0
4950 Uncollectible Accounts	12,000	12,732	9,700	16,629	16,629
4961 General Administrative	85,513	112,922	65,269	111,890	132,935
4962 Customer Accounts	94,540	49,386	30,139	51,667	51,335
51xx Office Supplies	170	103	9	2,600	1,700
5210 Operating Supplies	77,157	15,714	11,406	84,657	54,600
5215 Uniforms	2,118	692	32	2,715	2,940
5230 Fuel Purchases	21,608	25,380	19,568	27,500	33,000
5410 Publications & Memberships	298	148	44	0	500
5450 Training	667	340	624	2,500	3,000
5910 Depreciation Expense	60,120	20,040	0	25,000	0
TOTAL OPERATING EXPENSES	1,051,973	1,002,454	513,773	1,083,854	893,222
CAPITAL OUTLAY					
6210 Buildings	0	0	2,711	80,000	0
6410 Machinery & Equipment	165,280	134,253	0	0	0
TOTAL CAPITAL OUTLAY	165,280	134,253	2,711	80,000	0
OTHER USES					
9101 Transfer to General Fund	123,624	150,576	82,012	140,592	136,856
9161 Reserve/Cash Carried Forward		0	0	0	0
9960 Interest- Customer Deposits	243	44	35	0	0
9990 Contingency Fund	0	0	0	0	9,452
9999 WIP - Contra	(165,280)	(128,761)	0	0	0
TOTAL OTHER USES	(41,413)	21,859	82,047	140,592	146,308
TOTAL APPROPRIATIONS	1,461,411	1,467,536	775,592	1,643,683	1,434,242

Appropriations Summary

	ADOPTED 2005-06	ADOPTED 2006-07	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	339,237	394,712	55,475	16.35%
Operating Expenses	1,083,854	893,222	(190,632)	-17.59%
Capital Outlay	80,000	0	(80,000)	-100.00%
Other Uses	140,592	146,308	5,716	4.07%
TOTALS	1,643,683	1,434,242	(209,441)	-12.74%

Solid Waste Department

Commercial Division

Appropriations Summary



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POLICE PENSION TRUST

The Municipal Police Pension Trust covers police officers (other police department employees are covered in the General Employee Pension Fund). Employees contribute 7.65% of their annual compensation, including overtime and educational incentive pay. The State of Florida collects and remits a 1% excise tax on gross premiums from casualty insurance policies covering property within the corporate limits to the fund pursuant to the provisions of Chapter 185, Florida Statutes.

Participants who have completed ten years of credited service are 100% vested in plan benefits at age 45 or later, reduced by 3% per year for each year they retire before normal retirement date. Participants whose service is terminated prior to completing ten years of credited service are entitled to the return of their employee contributions without interest. Normal retirement benefits are payable to participants who have reached the earlier of age 50 with 25 years of credited service, or age 55 with ten years of credited service. Such benefits are payable at a rate of 2% of average final monthly compensation times the number of years of credited service. The plan also provides for early retirement, disability retirement and death benefits at rates defined in the plan document.

Since the members of this plan are also members of the General Employees Pension Plan, which is fully funded through City contributions, the City does not contribute to this fund. The benefits from this plan supplement the benefits paid by the general employee retirement plan.

For the past two years, the City had to make contributions from the general fund to maintain the actuarial soundness of this fund. Employer contributions totaled \$124,164 in fiscal year 2003-04 and up to \$204,581 in fiscal year 2004-05. There are no plans to make that contribution this fiscal year.

**Police
Pension
Fund**

**Revenue Sources
and
Appropriations**

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	166,625	184,093	0	160,000	185,000
Miscellaneous Revenue	1,178,826	1,383,968	444,117	471,470	491,135
TOTAL REVENUE SOURCES	1,345,451	1,568,061	444,117	631,470	676,135
<u>APPROPRIATIONS</u>					
Police Pension Trust	435,247	583,986	757,220	631,470	676,135
TOTAL APPROPRIATIONS	435,247	583,986	757,220	631,470	676,135

**Police
Pension
Fund**

**Revenue
Detail**

Revenue Detail

ACCOUNT 061-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>TAXES</u>					
31252 Insurance Premium Tax (State)	166,625	184,093	0	160,000	185,000
TOTAL TAXES	166,625	184,093	0	160,000	185,000
<u>MISCELLANEOUS REVENUE</u>					
36111 Miscellaneous Interest	248,724	323,748	168,812	200,000	250,000
36710 Gain/Loss Sale Investment	327,943	876,158	150,949	0	0
36711 Unrealized Gain-Security	254,846	(257,407)	0	0	0
36801 Employee Contributions	346,615	439,065	123,989	271,470	241,135
36909 Other Income	698	2,404	367	0	0
TOTAL MISCELLANEOUS REVENUE	1,178,826	1,383,968	444,117	471,470	491,135
TOTAL RESOURCES	1,345,451	1,568,061	444,117	631,470	676,135

**Police
Pension
Fund**

**Appropriations
Detail**

Appropriations Detail

Account # 061-1310-51x

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3110 Professional Services	79,915	111,498	59,156	100,000	104,000
3610 Retirement Benefit Payment	355,332	472,488	204,244	400,000	416,000
3611 Refund of Contributions	0	0	493,820	0	0
TOTAL OPERATING EXPENSES	435,247	583,986	757,220	500,000	520,000
<u>OTHER USES</u>					
9940 Reserve For Employee Benefits	0	0		131,470	156,135
TOTAL OTHER USES	0	0	0	131,470	156,135
TOTAL APPROPRIATIONS	435,247	583,986	757,220	631,470	676,135

FIREFIGHTER'S PENSION TRUST

The Municipal Firefighter's Retirement Trust Fund covers firefighters who have completed one year of employment. Firefighters contribute 6.5% of their annual compensation to the plan. The State of Florida remits a 1% excise tax on fire insurance premiums sold within the corporate limits of the City to the fund pursuant to the provisions of Chapter 175, Florida Statutes.

Participants who have completed ten years of credited service are 100% vested in their accrued retirement benefits. Participants whose service is terminated prior to completing ten years of credited service are entitled to the return of their contributions plus interest at the rate of 5% compounded annually. Normal retirement benefits are payable to participants who have reached the earlier of age 52 with 25 years of credited service, or age 55 with ten years of credited service. Such benefits are payable at a rate of 3% of average final monthly compensation times the number of years of credited service. The plan also provides for early retirement, deferred retirement, disability retirement, and death benefits at rates defined in the plan document.

Pursuant to the plan document, the City accrues and contributes an additional amount, determined by an actuary, to fund the annual normal cost and prior service cost amortized over forty years. The City's contribution is limited to the rate of covered payroll contributed by the City to the General Employees Pension Plan for fiscal year 2006-07. This amount is established as 12% of the covered payroll. When combined with the other sources noted above, this percentage is expected to adequately fund this pension plan.

Firefighter's Pension Fund

Revenue Sources and Appropriations

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	119,789	123,857	0	120,000	127,000
Miscellaneous Revenue	886,740	1,113,379	2,199,826	598,309	351,932
TOTAL REVENUE SOURCES	1,006,529	1,237,236	2,199,826	718,309	478,932
<u>APPROPRIATIONS</u>					
Fire Pension Trust	885,441	315,607	394,767	718,309	478,932
TOTAL APPROPRIATIONS	885,441	315,607	394,767	718,309	478,932

Firefighter's Pension Fund

Revenue Detail

Revenue Detail

ACCOUNT 062-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
TAXES					
31251 Insurance Premium Tax (State)	119,789	123,857	0	120,000	127,000
TOTAL TAXES	119,789	123,857	0	120,000	127,000
MISCELLANEOUS REVENUE					
36111 Miscellaneous Interest	207,044	226,463	110,321	175,000	200,000
36710 Gain/Loss Sale Investment	116,338	206,576	7,973	0	0
36711 Unrealized Gain-Security	295,503	367,314	1,878,706	0	0
36801 Employee Contributions	115,969	127,167	90,570	148,730	151,932
36802 Employer Contributions	151,886	185,859	88,975	274,579	0
36820 Salem Trust	0	0	22,953	0	0
36909 Other Income	0		328	0	0
TOTAL MISCELLANEOUS REVENUE	886,740	1,113,379	2,199,826	598,309	351,932
TOTAL RESOURCES	1,006,529	1,237,236	2,199,826	718,309	478,932

Firefighter's Pension Fund

Appropriations Detail

Appropriations Detail

Account # 062-1320-51X

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3110 Professional Services	62,841	57,753	23,461	75,000	75,000
3610 Retirement Benefit Payment	822,600	257,853	371,306	350,000	364,000
TOTAL OPERATING EXPENSES	885,441	315,607	394,767	425,000	439,000
<u>OTHER USES</u>					
9940 Reserve For Employee Benefits	0	0	0	293,309	39,932
TOTAL OTHER USES	0	0	0	293,309	39,932
TOTAL APPROPRIATIONS	885,441	315,607	394,767	718,309	478,932

GENERAL EMPLOYEES PENSION TRUST FUND

The City of Leesburg Retirement Plan for General Employees is a 100% employer contributory defined benefit plan. It covers all full time permanent employees as a condition of employment except firefighters.

Participants in the plan who have completed five years of credited service are 100% vested in the plan.

Normal retirement benefits are paid to participants who have reached age 65 and who have completed five years of credited service. Benefits are payable at the rate of 2% of average monthly compensation times the number of years of credited service up to a maximum of 45 years. The plan also provides for early retirement, late retirement, disability retirement, and death benefits at rates defined in the plan document. The plan also provides for an annual 2% COLA beginning three years after normal retirement age.

The City accrues and contributes an amount, as determined by the plan actuary, to fund the annual, normal cost and prior service cost amortized over forty years. The City's contribution for fiscal year 2006-07 is 12% of covered payroll. This amount is expected to adequately fund the plan based on current actuarial projections.

General Employees Pension Trust Fund

General
Employees
Pension
Fund

Revenue Sources
and
Appropriations

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
REVENUE SOURCES					
Miscellaneous Revenue	3,159,954	4,276,609	2,250,285	2,654,128	3,007,632
TOTAL REVENUE SOURCES	3,159,954	4,276,609	2,250,285	2,654,128	3,007,632
APPROPRIATIONS					
General Employees Pension Trust	1,398,707	1,601,853	764,245	2,654,128	3,007,632
TOTAL APPROPRIATIONS	1,398,707	1,601,853	764,245	2,654,128	3,007,632

Revenue Detail

ACCOUNT 063-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>MISCELLANEOUS REVENUE</u>					
36111 Miscellaneous Interest	593,231	645,440	479,555	600,000	800,000
36710 Gain/Loss Sale Investment	(125,645)	129,934	824,235	0	0
36711 Unrealized Gain-Security	1,523,799	2,098,901	0	0	0
36802 Employer Contributions	1,162,978	1,394,333	946,277	2,054,128	2,207,632
36902 Other Income	5,591	8,001	218	0	0
TOTAL MISCELLANEOUS REVENUE	3,159,954	4,276,609	2,250,285	2,654,128	3,007,632
TOTAL RESOURCES	3,159,954	4,276,609	2,250,285	2,654,128	3,007,632

General Employees Pension Fund

Revenue Detail

General
Employees
Pension
Fund

Appropriations
Detail

Appropriations Detail

Account # 063-1330-51x

	ACTUAL 2001-02	ACTUAL 2002-03	ACTUAL 10/05-04/06	ADOPTED 2003-04	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3110 Professional Services	228,229	243,330	26,421	300,000	300,000
3610 Retirement Benefit Payment	1,170,478	1,358,523	737,824	2,000,000	2,000,000
TOTAL OPERATING EXPENSES	1,398,707	1,601,853	764,245	2,300,000	2,300,000
<u>OTHER USES</u>					
9940 Reserve For Employee Benefits	0	0	0	354,128	707,632
TOTAL OTHER USES	0	0	0	354,128	707,632
TOTAL APPROPRIATIONS	1,398,707	1,601,853	764,245	2,654,128	3,007,632

HEALTH INSURANCE FUND

Effective October 1, 1984, the City established a self-insurance program for the payment of employee health and medical claims. For a period from October 1, 1999 through May 31, 2000 the City elected to change to a fully insured program. Effective June 1, 2000, the City returned to a self-insurance program that provides for the payment of City and employee contributions into a self-insurance fund, which is managed by the City and a third party administrator, and a local insurance agent. The fund is operated on a cost reimbursement or break even basis.

The City's specific stop loss coverage provides that claims in excess of \$75,000, up to a maximum of \$1,925,000 per covered individual per year, are paid by the reinsure. The aggregate stop loss reinsurance policy indemnifies the City if total claims paid during the year exceed the aggregate attachment point, which is calculated as a moving monthly average (to compensate for the number of covered individuals in the program). The estimated aggregate attachment point for fiscal year 2006-07 approximately \$3,450,120, which is 110% of annual expected claims of \$3,130,443. Monthly rates for the period beginning October 1, 2006 and ending September 30, 2007 remain unchanged over the rates established for fiscal year 2005-06 and are proposed as follows:

Type of Coverage	City Contribution	Employee Deduction	Total Monthly Cost
Employee Only	\$370.00		\$370.00
Employee and Children	\$529.10	\$159.10	\$688.20
Employee and Spouse	\$545.75	\$175.75	\$721.50
Employee and Family	\$628.95	\$258.95	\$887.90

It is the policy of the City to pay 100% of the cost of providing health care coverage for the employee plus 50% of the additional cost of dependent health care coverage. Employee deductions for health care coverage are paid on a pre-tax basis unless the employee elects not to have the benefit deducted pre-tax. Retirees pay the same rate as employees, supplemental coverage is offered to participants over age 65 at the following rate, effective October 1, 2006, which has remained unchanged for 5 fiscal years.

Type of Coverage	Monthly Cost
Retiree Supplemental	\$240.60
Spouse Supplemental	\$251.40
Family Supplemental	\$402.88

On August 9, 2004, the Commission approved a cafeteria plan which allowed employees to select from two other health insurance plans and use the savings from the reduced premiums on other eligible pre-tax benefits. The rates for the other programs are not published in this document but are calculated at 9% and 24% less than the basic plan. The cafeteria plan currently offers the following options for employees:

- Dental
- Vision
- Flexible Spending Account
- Other Ancillary Products

Health Insurance Fund

Revenue Sources and Appropriations

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>REVENUE SOURCES</u>					
Charges for Services	3,602,848	3,546,304	2,003,969	4,354,268	3,843,267
Miscellaneous Revenue	136,777	114,708	95,649	66,184	225,000
TOTAL REVENUE SOURCES	3,739,625	3,661,012	2,099,618	4,420,452	4,068,267
<u>APPROPRIATIONS</u>					
Health Insurance Administration	3,008,227	3,490,611	1,881,525	4,420,452	4,068,267
TOTAL APPROPRIATIONS	3,008,227	3,490,611	1,881,525	4,420,452	4,068,267

Revenue Detail

ACCOUNT 064-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>CHARGES FOR SERVICES (343)</u>					
2010 Employee Contributions	582,056	587,735	336,107	801,563	624,017
2020 Employer Contributions	2,626,110	2,617,456	1,406,743	3,150,496	2,774,709
2030 Retiree's Contribution	143,490	76,024	95,430	148,315	148,315
2040 Retiree's Employer Contribution	242,708	258,928	155,159	246,394	276,226
2050 Continuation Coverage	8,484	6,161	10,529	7,500	20,000
TOTAL CHARGES FOR SERVICES	3,602,848	3,546,304	2,003,969	4,354,268	3,843,267
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	45,985	72,205	61,603	66,184	125,000
36130 Gain/Loss Investments	(343)	(27,315)	(5,467)	0	0
36909 Other Income	91,135	69,818	39,513	0	100,000
36918 Reinsurance Payments	0	0	0	0	0
36919 Subrogation Payments	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE	136,777	114,708	95,649	66,184	225,000
TOTAL RESOURCES	3,739,625	3,661,012	2,099,618	4,420,452	4,068,267

Health Insurance Fund

Revenue Detail

Health
Insurance
Fund

Appropriations
Detail

Appropriations Detail

Account # 064-1340-519

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>PERSONAL SERVICES</u>					
2310 Health Insurance	242,708	258,928	155,159	246,394	276,226
TOTAL PERSONAL SERVICES	242,708	258,928	155,159	246,394	276,226
<u>OPERATING EXPENSES</u>					
3110 Professional Services	473,275	491,384	301,096	490,045	372,800
4540 Insurance Premiums	402,028	446,992	136,643	491,497	288,798
4570 Insurance Claims	1,495,250	1,813,121	992,163	2,677,516	2,603,149
4572 Prescription Claims	394,966	480,186	296,464	515,000	527,294
TOTAL OPERATING EXPENSES	2,765,519	3,231,684	1,726,366	4,174,058	3,792,041
<u>OTHER USES</u>					
9940 Reserve for Employee Benefits	0	0	0	0	0
TOTAL OTHER USES	0	0	0	0	0
TOTAL APPROPRIATIONS	3,008,227	3,490,611	1,881,525	4,420,452	4,068,267

WORKERS' COMPENSATION INSURANCE FUND

Effective January 1, 1986, the City established a self-insurance program for the purpose of funding employee Workers' Compensation coverage. This program provides for City contributions into a self-insurance fund, which is managed by the City and an independent third party administrator.

Employee claims up to \$500,000 per occurrence are paid from the assets of the self-insurance fund. Amounts in excess of \$500,000 per occurrence are paid from a reinsurance policy purchased by the City.

Based on the cost to the City of providing workers' compensation coverage the average actual experience factor of the City of Leesburg is 60.83%. The City implemented a policy, in fiscal year 1997-98, to equitably distribute the accumulated surplus to participating departments by reducing the State established manual premium rates. By continuing with this same practice in fiscal year 2006-07, the surplus in this fund is projected to be \$1,097,600 by September 30, 2007. Therefore the workers' compensation rates included in the proposed fiscal year 2006-07 budget have been reduced to 61% of the state established rates.

Workers' Compensation Insurance Fund

**Workers'
Compensation
Insurance
Fund**

**Revenue Sources
and
Appropriations**

Revenue Sources and Appropriations

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>REVENUE SOURCES</u>					
Charges for Services	591,617	787,088	314,628	556,831	514,400
Miscellaneous Revenue	34,304	68,659	54,215	40,792	60,000
Other Sources	0	0	0	0	0
TOTAL REVENUE SOURCES	625,921	855,746	368,843	597,623	574,400
<u>APPROPRIATIONS</u>					
Workers' Compensation Administration	205,524	785,919	265,374	597,623	574,400
TOTAL APPROPRIATIONS	205,524	785,919	265,374	597,623	574,400

Revenue Detail

ACCOUNT 065-0000	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
CHARGES FOR SERVICES					
2020 Employer Contributions	591,617	787,088	314,628	556,831	514,400
TOTAL CHARGES FOR SERVICES	591,617	787,088	314,628	556,831	514,400
MISCELLANEOUS REVENUE					
36101 Interest on Investments	36,672	45,322	41,418	40,792	60,000
36130 Gain/Loss Investments	(2,368)	(16,807)	(3,643)	0	0
36909 Other Income	0	0	0	0	0
36918 Reinsurance Payments	0	38,231	16,439	0	0
36919 Subrogation Payments	0	1,913	0	0	0
TOTAL MISCELLANEOUS REVENUE	34,304	68,659	54,215	40,792	60,000
OTHER SOURCES					
38891 Fund Balance Appropriated	0	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0	0
TOTAL RESOURCES	625,921	855,746	368,843	597,623	574,400

Workers' Compensation Insurance Fund

Revenue Detail

**Workers'
Compensation
Insurance
Fund**

Appropriations Detail

Account # 065-1350-519

	ACTUAL 2003-04	ACTUAL 2004-05	ACTUAL 10/05-04/06	ADOPTED 2005-06	ADOPTED 2006-07
<u>OPERATING EXPENSES</u>					
3110 Professional Services	63,785	36,340	33,389	42,240	41,310
4540 Insurance Premiums	52,821	75,245	76,975	80,000	80,000
4570 Insurance Claims	24,293	615,237	130,863	400,000	414,212
4580 Self Insurance Assessment	64,625	59,097	24,147	73,740	38,878
TOTAL OPERATING EXPENSES	205,524	785,919	265,374	595,980	574,400
<u>OTHER USES</u>					
9940 Reserve For Employee Benefits	0	0	0	1,643	0
TOTAL OTHER USES	0	0	0	1,643	0
TOTAL APPROPRIATIONS	205,524	785,919	265,374	597,623	574,400

**Appropriations
Detail**

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA ADOPTING THE FISCAL YEAR 2006-07 BUDGET FOR THE CITY OF LEESBURG, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Leesburg, Florida, has held numerous budget work sessions for the purpose of reviewing, and, where appropriate, revising the Fiscal Year 2006-07 Budget, and

WHEREAS, the provisions of Section 200.065(2)(c), Florida Statutes, commonly known as the Truth in Millage or TRIM Bill, require that the City Commission hold a public hearing and adopt a tentative budget and millage rate for Fiscal Year 2006-07; and,

WHEREAS, the City Commission has tentatively adopted a budget which they feel is in the best interest of the citizens of the City of Leesburg, and desires by means of this ordinance to finally adopt said budget for Fiscal Year 2006-07;

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA:

SECTION I.

Pursuant to Section 200.065, Florida Statutes, and all other applicable laws, the following amounts for use by the various funds during Fiscal Year 2006-07 as reflected below, including all modifications or amendments made during this meeting, are hereby adopted as the budget for Fiscal Year 2006-07 for the City of Leesburg, Florida:

GENERAL FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Current Ad Valorem Taxes (Based on an assessed value of \$1,302,032,879)	
4.500 Mills	5,566,190
Other Taxes	6,922,155
Licenses and Permits	1,356,030
Intergovernmental Revenue	2,051,313
Charges for Services	336,861
Fines and Forfeits	384,145
Miscellaneous Revenues	<u>2,772,903</u>
Total Estimated Revenues	19,389,597
Other Financing Sources:	
Transfers from other Funds	9,268,303
Fund Balance Appropriated	<u>382,154</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u><u>29,040,054</u></u>

GENERAL FUND (Continued)

PROPOSED APPROPRIATIONS

General Government	2,750,393
Public Safety	14,134,056
Physical Environment	377,466
Transportation	2,878,154
Economic Environment	508,582
Human Services	56,749
Culture/Recreation	7,004,166
Other Uses	460,400
Non Expenditures:	
Transfers to other Funds	780,492
Reserves	89,596
TOTAL PROPOSED APPROPRIATIONS	<u><u>29,040,054</u></u>

STORMWATER FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenue	1,147,590
Charges for Services	1,200,001
Miscellaneous Revenues	22,000
TOTAL ESTIMATED REVENUES AND OTHER	<u><u>29,040,054</u></u>

PROPOSED APPROPRIATIONS

Physical Environment	<u>2,369,591</u>
TOTAL PROPOSED APPROPRIATIONS	<u><u>2,369,591</u></u>

GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenue	335,490
Miscellaneous Revenues	6,000
Total Estimated Revenues	<u>341,490</u>
Other Financing Sources:	
Transfers from other Funds	<u>224,066</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u><u>565,556</u></u>

PROPOSED APPROPRIATIONS

Economic Environment	200
Non Expenditures:	
Transfers to other Funds	258,630
Debt Service	24,048
Reserves	282,678
TOTAL PROPOSED APPROPRIATIONS	<u><u>565,556</u></u>

CARVER HEIGHTS COMMUNITY REDEVELOPMENT AGENCY

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenue	125,745
Miscellaneous Revenues	2,000
Total Estimated Revenues	<u>127,745</u>
Other Financing Sources:	
Transfers from other Funds	83,982
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>211,727</u>

PROPOSED APPROPRIATIONS

Economic Environment	200
Reserves	211,527
TOTAL PROPOSED APPROPRIATIONS	<u>211,727</u>

US HWY 441/27 COMMUNITY REDEVELOPMENT AGENCY

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenue	375,543
Other Financing Sources:	
Transfers from other Funds	272,444
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>647,987</u>

PROPOSED APPROPRIATIONS

Economic Environment	647,987
TOTAL PROPOSED APPROPRIATIONS	<u>647,987</u>

DEBT SERVICE FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Other Taxes	606,236
Intergovernmental Revenue	1,019,879
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>1,626,115</u>

PROPOSED APPROPRIATIONS

Non Expenditures:	
Debt Service	1,626,115
TOTAL PROPOSED APPROPRIATIONS	<u>1,626,115</u>

CAPITAL PROJECTS FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenue	9,727,669
Other Financing Sources:	
Debt Proceeds	<u>3,715,000</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u><u>13,442,669</u></u>

PROPOSED APPROPRIATIONS

General Government	280,588
Transportation	10,772,817
Culture/Recreation	2,262,353
Other Uses	<u>126,911</u>
TOTAL PROPOSED APPROPRIATIONS	<u><u>13,442,669</u></u>

ELECTRIC FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	70,387,053
Miscellaneous Revenues	484,304
Other Sources	<u>151,895</u>
Total Estimated Revenues	<u><u>71,023,252</u></u>
Other Financing Sources:	
Debt Proceeds	-
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u><u>71,023,252</u></u>

PROPOSED APPROPRIATIONS

Physical Environment	62,194,076
Non Expenditures:	
Transfers to other Funds	6,546,775
Debt Service	1,185,749
Reserves	<u>1,096,652</u>
TOTAL PROPOSED APPROPRIATIONS	<u><u>71,023,252</u></u>

GAS FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	12,110,692
Miscellaneous Revenues	243,374
Other Sources	<u>1,200</u>
Total Estimated Revenues	<u><u>12,355,266</u></u>
Other Financing Sources:	
Debt Proceeds	<u>787,101</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u><u>13,142,367</u></u>

GAS FUND (Continued)

PROPOSED APPROPRIATIONS

Physical Environment	11,839,528
Non Expenditures:	
Transfers to other Funds	1,109,275
Debt Service	150,349
Reserves	43,215
TOTAL PROPOSED APPROPRIATIONS	<u>13,142,367</u>

WATER FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	5,532,703
Miscellaneous Revenues	3,377,401
Other Sources	1,376,381
Total Estimated Revenues	<u>10,286,485</u>
Other Financing Sources:	
Debt Proceeds	4,709,387
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>14,995,872</u>

PROPOSED APPROPRIATIONS

Physical Environment	12,909,827
Non Expenditures:	
Transfers to other Funds	591,846
Debt Service	558,965
Reserves	935,234
TOTAL PROPOSED APPROPRIATIONS	<u>14,995,872</u>

WASTEWATER FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	7,361,159
Miscellaneous Revenues	6,317,988
Total Estimated Revenues	<u>13,679,147</u>
Other Financing Sources:	
Debt Proceeds	962,909
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>14,642,056</u>

WASTEWATER FUND (Continued)**PROPOSED APPROPRIATIONS**

Physical Environment	10,450,319
Non Expenditures:	
Transfers to other Funds	533,684
Debt Service	772,138
Reserves	2,885,915
TOTAL PROPOSED APPROPRIATIONS	<u>14,642,056</u>

COMMUNICATIONS FUND**ESTIMATED REVENUES AND OTHER RECEIPTS**

Charges for Services	1,225,364
Miscellaneous Revenue	15,248
Other Sources	205,200
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>1,445,812</u>

PROPOSED APPROPRIATIONS

Physical Environment	1,173,212
Non Expenditures:	
Debt Service	116,000
Reserves	156,600
TOTAL PROPOSED APPROPRIATIONS	<u>1,445,812</u>

SOLID WASTE FUND**ESTIMATED REVENUES AND OTHER RECEIPTS**

Charges for Services	3,246,104
Miscellaneous Revenues	38,603
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>3,284,707</u>

PROPOSED APPROPRIATIONS

Physical Environment	3,056,614
Non Expenditures:	
Transfers to other Funds	228,093
TOTAL PROPOSED APPROPRIATIONS	<u>3,284,707</u>

POLICE PENSION FUND**ESTIMATED REVENUES AND OTHER RECEIPTS**

Other Taxes	185,000
Miscellaneous Revenues	491,135
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>676,135</u>

POLICE PENSION FUND (Continued)

PROPOSED APPROPRIATIONS

General Government	520,000
Reserves	156,135
TOTAL PROPOSED APPROPRIATIONS	<u>676,135</u>

FIRE PENSION FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Other Taxes	127,000
Miscellaneous Revenues	351,932
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>478,932</u>

PROPOSED APPROPRIATIONS

General Government	439,000
Reserves	39,932
TOTAL PROPOSED APPROPRIATIONS	<u>478,932</u>

GENERAL EMPLOYEE'S PENSION FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Miscellaneous Revenues	3,007,632
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>3,007,632</u>

PROPOSED APPROPRIATIONS

General Government	2,300,000
Reserves	707,632
TOTAL PROPOSED APPROPRIATIONS	<u>3,007,632</u>

HEALTH INSURANCE FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	3,843,267
Miscellaneous Revenues	225,000
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>4,068,267</u>

PROPOSED APPROPRIATIONS

General Government	4,068,267
TOTAL PROPOSED APPROPRIATIONS	<u>4,068,267</u>

WORKERS' COMPENSATION FUND**ESTIMATED REVENUES AND OTHER RECEIPTS**

Charges for Services	514,400
Miscellaneous Revenues	60,000
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>574,400</u>

PROPOSED APPROPRIATIONS

General Government	574,400
TOTAL PROPOSED APPROPRIATIONS	<u>574,400</u>

ALL FUNDS**ESTIMATED REVENUES AND OTHER RECEIPTS**

Ad Valorem Taxes	5,566,190
Other Taxes	7,840,391
Licenses and Permits	1,356,030
Intergovernmental Revenue	14,783,229
Charges for Services	105,757,604
Fines and Forfeits	384,145
Miscellaneous Revenues	17,415,520
Other Sources	1,734,676
Total Estimated Revenues	<u>154,837,785</u>
Other Financing Sources:	
Transfers from other Funds	9,848,795
Debt Proceeds	10,174,397
Fund Balance/Net Assets Appropriated	382,154
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>175,243,131</u>

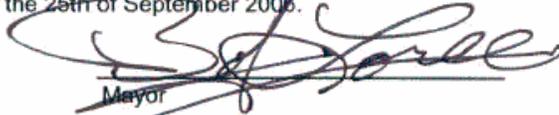
PROPOSED APPROPRIATIONS

General Government	10,932,648
Safety	14,134,056
Environment	104,370,633
Transportation	13,650,971
Economic Environment	1,156,969
Human Services	56,749
Culture/Recreation	9,266,519
Other Uses	587,311
Non Expenditures:	
Transfers to other Funds	10,048,795
Debt Service	4,433,364
Reserves	6,605,116
TOTAL PROPOSED APPROPRIATIONS	<u>175,243,131</u>

SECTION II.

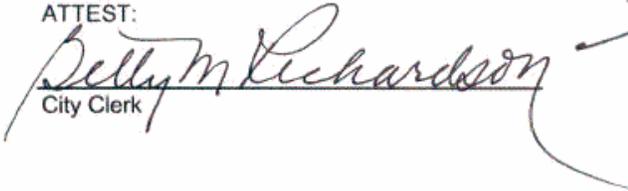
This ordinance shall become effective October 1, 2007.

PASSED AND ADOPTED at a regular meeting of the City Commission of the
City of Leesburg, Florida held the 25th of September 2006.



Mayor

ATTEST:



City Clerk

Capital Improvement Program

This capital improvement program includes the purchase of all capital items as well as major capital projects for all funds as approved in the budget for fiscal year 2006-2007. The funding sources are identified by line and recaped at the end of the fund.

General Government

These items are included in general fund and the capital projects fund. Governmental Revenue is the funding source for general fund and the capital projects fund includes grants, bond proceeds and sales tax.

EXECUTIVE

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		Desks	Governmental Revenue	8,000	0
		Chairs	Governmental Revenue	3,000	0
Total Executive Department				11,000	0

FINANCE

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		Miscellaneous office equipment	Governmental Revenue	2,000	0
		Tele-Check system	Governmental Revenue	5,000	0
		Warehouse shelving	Governmental Revenue	58,000	0
		Mail opener	Governmental Revenue	2,500	0
Total Finance Department				67,500	0

INFORMATION TECHNOLOGY

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
Information Technology Equipment (277,500)					
		Iseries Server replacement (2)	Governmental Revenue	150,000	0
		Miscellaneous electrical wiring	Governmental Revenue	30,000	0
		Data storage	Governmental Revenue	40,000	0
		Offline storage	Governmental Revenue	35,000	0
		PBX's	Governmental Revenue	7,500	0
		Vehicle dispatch and location device (7)	Governmental Revenue	12,000	0
		Portable projector	Governmental Revenue	3,000	0
Computer Maintenance Program (265,000)					
		Plotters	Governmental Revenue	15,000	0
		PC's and monitors	Governmental Revenue	100,000	0
		Laptops	Governmental Revenue	60,000	0
		Printers	Governmental Revenue	20,000	0
		Scanners	Governmental Revenue	20,000	0
		Copiers	Governmental Revenue	50,000	0
Total Information Technology Department				542,500	0

Capital Improvement Program (Continued)

GIS/ENGINEERING

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		Robotic survey equipment	Governmental Revenue	40,000	0
Total GIS/Engineering Department				<u>40,000</u>	<u>0</u>

AIRPORT

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		CAP building renovation	Governmental Revenue	100,000	0
		EPA hangar cleanup	Governmental Revenue	50,000	0
		Windsock on Runway 13/31 (8)	Governmental Revenue	10,000	0
310018		Extend Runway 13/31 - Phase 1	State Grant	156,441	0
			Governmental Revenue	156,441	0
			Federal Grant	5,944,759	0
310018		Fuel Farm	Governmental Revenue	50,000	0
			State Grant	200,000	1,200
310018		Ramp area to Cracker Barrel	Governmental Revenue	190,000	0
			State Grant	760,000	1,000
310018		New taxiway and runway lights	Governmental Revenue	100,000	0
			State Grant	400,000	2,000
310018		Overlay Runway 3/21	Governmental Revenue	5,625	0
			State Grant	5,625	0
			Federal Grant	213,750	0
Total Airport Department				<u>8,342,641</u>	<u>4,200</u>

POLICE

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		Radio system	Governmental Revenue	101,500	0
Total Police Department				<u>101,500</u>	<u>0</u>

FIRE

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		Bunk and locker room addition - Station 4	Governmental Revenue	50,000	0
		Pumper equipment	Governmental Revenue	25,000	0
		Breathing apparatus - Engine 4	Governmental Revenue	16,000	0
		ALS equipment - Engine 4	Governmental Revenue	25,000	0
		Thermal imaging camera	Governmental Revenue	12,000	0
Total Fire Department				<u>128,000</u>	<u>0</u>

Capital Improvement Program (Continued)

PUBLIC WORKS

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		FDOT style - Information sign	Governmental Revenue	25,000	0
		Replacement Vehicles (1,268,330)			
		Pick up truck (11)	Sales Tax	234,000	0
		Pumper truck	Sales Tax	250,000	0
		Bucket truck	Sales Tax	152,000	0
		Sport utility vehicle (4)	Sales Tax	101,300	0
		Car mid size (4)	Sales Tax	69,800	0
		Lodal side load	Sales Tax	200,000	0
		Rear loader	Sales Tax	160,000	0
		Tractor (2)	Sales Tax	55,000	0
		Mower	Sales Tax	9,600	0
		Trailer (2)	Sales Tax	15,000	0
		Welder (2)	Sales Tax	10,300	0
		Air compressor	Sales Tax	2,669	0
			Governmental Revenue	8,661	0
		New Vehicles (862,500)			
		Pick up truck (15)	Governmental Revenue	305,240	0
		Pumper truck	Governmental Revenue	250,000	0
		Car mid-size (4)	Governmental Revenue	66,760	0
		Sport utility vehicle (2)	Governmental Revenue	58,000	0
		Skid steer	Governmental Revenue	50,000	0
		Trailer	Governmental Revenue	7,500	0
		Showmobile	Governmental Revenue	125,000	0
		Curbs	Governmental Revenue	50,000	0
		Road resurfacing	Governmental Revenue	400,000	0
		Miscellaneous facility maintenance	Governmental Revenue	269,000	0
		Fencing	Governmental Revenue	25,000	0
310051		Renovate old library	Debt Proceeds	1,344,118	0
310051		City Hall parking lot	Debt Proceeds	220,588	0
310051		Magnolia Street	Debt Proceeds	1,062,059	0
310051		Lake Pointe Circle	Governmental Revenue	34,000	0
310051		Sidewalks	Governmental Revenue	100,000	0
310051		Canal Street upgrades	Governmental Revenue	50,000	0
310051		City Hall	Governmental Revenue	50,000	0
310051		Community Development parking lot	Governmental Revenue	60,000	0
		Total Public Works Department		5,820,595	0

Capital Improvement Program (Continued)

COMMUNITY DEVELOPMENT

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		Total Community Development Department		<u>0</u>	<u>0</u>

LIBRARY

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		Books	County Grant	113,580	0
		Microforms	County Grant	1,815	0
		Non-print media	County Grant	32,065	0
		Furniture and equipment	County Grant	108,160	0
			Governmental Revenue	491,840	0
		Disk check	County Grant	9,000	0
		Book binding machine	County Grant	4,000	0
		Paper cutter	County Grant	1,000	0
		Microfilm/ microfiche reader	County Grant	18,722	0
		Print management system	County Grant	20,308	0
		Heavy-duty paper shredder	County Grant	1,100	0
		Portable digital projector	County Grant	1,250	0
310071		New Library construction	Debt Proceeds	152,941	0
		Total Library Department		<u>955,781</u>	<u>0</u>

Capital Improvement Program (Continued)

RECREATION

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		Carpet in activity rooms	Governmental Revenue	5,500	0
		Tennis court resurfacing	Governmental Revenue	40,000	0
		BESC system 3 chemical controller	Governmental Revenue	3,800	0
		Electronic sign	Governmental Revenue	30,000	0
		Meat slicer	Governmental Revenue	3,000	0
		Replace A/C unit	Governmental Revenue	4,500	0
		Replace and add trees	Governmental Revenue	15,000	0
		Playground renovations	Governmental Revenue	75,000	0
		Park lighting	Governmental Revenue	20,000	0
		Shade structures	Governmental Revenue	15,000	0
		Shelter replacements	Governmental Revenue	25,000	0
		Nursery shade house	Governmental Revenue	1,500	0
		Sesquicentennial banners	Governmental Revenue	75,000	0
		Signs	Governmental Revenue	1,000	0
		Tents	Governmental Revenue	4,000	0
		Thor Guard lightning predictor	Governmental Revenue	10,000	0
		Scoreboard (2)	Governmental Revenue	20,000	0
		Bleacher cover (5)	Governmental Revenue	20,000	0
		Batting cage (2)	Governmental Revenue	10,000	0
		Pitching machine (2)	Governmental Revenue	5,000	0
		Concrete material holding container (2)	Governmental Revenue	6,000	0
		Sand separator	Governmental Revenue	5,000	0
		Gymnasium equipment	Governmental Revenue	10,000	0
		Replace rotting wood	Governmental Revenue	35,000	0
		Sinking end dock (2)	Governmental Revenue	4,000	0
		Gas dispenser	Governmental Revenue	7,000	0
310081		Swimming pool	Debt Proceeds	770,588	0
310081		Dog Park	Governmental Revenue	75,000	0
310081		Rails to Trails	Governmental Revenue	200,000	0
310081		Highway 441 - Landscape	State Grant	130,000	0
310081		Canal Street	Debt Proceeds	76,471	0
310081		Herlong Park dock renovations	Governmental Revenue	15,000	0
310081		CR 470/ Turnpike interchange landscaping	State Grant	200,000	0
310081		Gymnasium	Debt Proceeds	82,353	0
310081		Rrplace Mote-Morris roof	Governmental Revenue	60,000	0
310081		Performing Arts of Lake and Sumter Counties	Governmental Revenue	500,000	0
Total Recreation Department				2,559,712	0
<u>Funding Source</u>					
Governmental Revenue				5,278,867	
Sales Tax				1,259,669	
Federal Grant				6,158,509	
State Grant				1,852,066	
Debt Proceeds				3,709,118	
County Grant				311,000	
Total General Government Funding Sources				18,569,229	

Capital Improvement Program (Continued)

Utilities

Many of the capital projects for all the utilities are to maintain a reliable system that will provide customer satisfaction. Such as stormwater projects will reduce localized flooding in the area. Accurate meters record accurate consumption which generates the revenue necessary to offset the expense. Maintenance reduces the necessity for trouble calls associated with routine failures, which is a savings and difficult to quantify. In order for the city to comply with regulatory agencies, proper maintenance is vital. New installations and service will increase operating costs over time and a portion of that cost, is included in the operating impact, and is offset by an increase in revenue.

STORMWATER

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
		<u>Drainage Improvements</u>			
140002		Venetian Gardens Basin	Governmental Revenue	75,000	0
140002		Lee Street Pond	Governmental Revenue	142,910	0
			State Grant	714,500	0
			Other Grant	383,590	0
140002		Canal Street Pond	Governmental Revenue	79,500	0
			Other Grant	49,500	0
140002		Ponds	Governmental Revenue	75,000	0
140002		Curbs, Gutters, & Inlets	Governmental Revenue	75,000	0
140002		Miscellaneous Improvements	Governmental Revenue	25,000	0
140002		Enclosed ditch lines	Governmental Revenue	75,000	0
140002		Conveyance system	Governmental Revenue	75,000	0
Total Stormwater Department				<u>1,770,000</u>	<u>0</u>
 <u>Funding Source</u>					
Governmental Revenue				622,410	
State Grant				714,500	
Other Grant				433,090	
Total Stormwater Funding Sources				<u>1,770,000</u>	

Capital Improvement Program (Continued)

ELECTRIC

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
410001	Various	<u>Meters (209,200)</u> Regular meters ERT meters	Current Revenue Current Revenue	155,000 25,000	0 0
410002	Various	Transformers	Current Revenue Customer Contribution	600,000 200,000	0 0
410004	Various	<u>Distribution Lines (1,399,430)</u> Distribution Undergrounding	Current Revenue Current Revenue	650,000 500,000	0 0
410005	Various	Sectionalizing equipment	Current Revenue	241,300	0
410006	Various	Lights	Current Revenue	200,000	
410008	Various	<u>Other equipment (108,700)</u> Hydraulic Saws (3) Hydraulic Concrete Drill (3) SCADA Master Station Upgrade	Current Revenue Current Revenue Current Revenue	3,300 4,500 100,900	0 0 0
410010	Various	<u>Subdivisions (750,000)</u> Old Tavares Subdivision Hidden Lake Townhouses Spring Lake Pines Cauthen Circle Ashton Woods Park Hill II Park Hill III Sunnyside Landing	Current Revenue Customer Contribution Current Revenue Customer Contribution Current Revenue Customer Contribution Current Revenue Customer Contribution Current Revenue Customer Contribution Current Revenue Customer Contribution Current Revenue Customer Contribution	64,931 21,647 29,736 9,913 108,698 21,800 49,327 49,328 49,327 49,328 49,327 49,328 49,327 49,328 49,327	0 0 0 0 0 0 0 0 0 0 0 0 0 0
410011	Various	<u>Reconductoring</u> <u>Sunnyside</u>	Current Revenue	150,000	0
410012	Various	Substation Equipment	Current Revenue	700,000	0
Total Electric Department				<u>4,280,000</u>	<u>0</u>
<u>Funding Source</u>					
Current Revenue				3,780,000	
Customer Contribution				500,000	
Renewal & Replacement				0	
Debt Proceeds				0	
Total Electric Funding Sources				<u>4,280,000</u>	

Capital Improvement Program (Continued)

GAS

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
420001	Various	<u>Meters (213,763)</u>			
		Regular meters	Current Revenue	85,298	0
		ERT meters	Current Revenue	128,485	(5,000)
420002		<u>Mains (678,914)</u>			
		Miscellaneous mains	Debt Proceeds	180,917	8,000
		Legacy	Debt Proceeds	56,388	2,000
		Arlington Ridge	Debt Proceeds	110,033	2,000
		Ashton Woods	Debt Proceeds	44,990	1,000
		Lake Denham Cove	Debt Proceeds	110,033	1,000
		Hwy 441 Perkins to Griffin	Debt Proceeds	125,155	500
		Lake Griffin Townhouses	Debt Proceeds	51,398	0
420003	Various	Tools & Equipment	Current Revenue	52,612	0
420006		Gate Stations	Current Revenue	17,202	
420008	Various	<u>Regulators (101,494)</u>			
		Retire	Current Revenue	20,315	0
		Purchase	Current Revenue	81,179	0
420009	Various	Farm Taps/Ind equipment	Current Revenue	14,525	0
420010	Various	<u>Services (381,195)</u>			
		New Services	Debt Proceeds	108,187	40,000
			Current Revenue	249,558	0
		Retires	Current Revenue	23,450	
Total Gas Department				<u>1,459,725</u>	<u>49,500</u>
<u>Funding Source</u>					
Current Revenue				672,624	
Debt Proceeds				787,101	
Total Gas Funding Sources				<u>1,459,725</u>	

Capital Improvement Program (Continued)

WATER

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
430001	Various	<u>Meters (327,200)</u>			
		Meters	Customer Contribution	80,000	0
		Meters (ARM replacement)	Impact Fees	247,200	0
430002		<u>Mains (1,525,000)</u>			
		Construct and Relocate	Impact Fees	450,000	0
		Stock Subdivision	Impact Fees	250,000	
		Hwy 441- Perkins to Griffin	Impact Fees	750,000	0
		Hydrant Replacement Program	Impact Fees	75,000	0
430003		<u>Tools & Equipment (103,800)</u>			0
		Vibratory Plate Compactor	Current Revenue	8,500	
		Street Saw	Current Revenue	2,800	
		Hydraulic Thumb	Current Revenue	2,500	
		Pneumatic Saw	Current Revenue	2,500	
		Hot Tapping Kit	Current Revenue	2,500	
		Miscellaneous Equipment	Current Revenue	25,000	
		Emergency Generator System (Mall WTP)	Current Revenue	60,000	
430006		<u>Plant & Storage (1,540,500)</u>			
		System Wide Improvements	Impact Fees	100,000	0
		Well #15 Inspection and & Rehab	Debt Proceeds	60,500	0
		Highland Lakes Upgrades	Debt Proceeds	1,000,000	0
		Abandon Well #8	Current Revenue	75,000	0
		Plant Pumping Rehab	Current Revenue	10,000	0
		Mall Elevated Tank	Impact Fees	90,000	
		Convert Main WTP Chlorine to Hypochlorite	Impact Fees	130,000	
		Lake Square Mall WTP	Impact Fees	75,000	
430007		<u>Reuse (1,750,000)</u>			
			Debt Proceeds	1,187,926	0
			Impact Fees	57,074	
			Grant	505,000	
430010		<u>New Services (58,813)</u>			
			Current Revenue	11,200	0
			Impact Fees	47,613	
430012		<u>Reuse Mains (3,300,000)</u>			
			Debt Proceeds	2,460,961	0
			Impact Fees	334,039	
			Grant	505,000	
Total Water Department				8,605,313	0
<u>Funding Source</u>					
Current Revenue				200,000	
Impact Fees				2,605,926	
Debt Proceeds				4,709,387	
Grant				1,010,000	
Customer Contribution				80,000	
Total Water Funding Sources				8,605,313	

Capital Improvement Program (Continued)

WASTEWATER

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
440002	Various	Collecting Sewers (3,100,000)			
		Lift Station 12	Current Revenue	150,000	0
		Lift Station 16A	Current Revenue	150,000	0
		Lift Station Control Panel	Current Revenue	50,000	0
		Manhole Rehab	Current Revenue	200,000	0
		Line extension/ New services	Current Revenue	100,000	0
		Inflow & Infiltration	Impact Fees	250,000	0
		Hwy 441 - Perkins to Griffin	Impact Fees	750,000	0
		Miscellaneous Mains (300,000)	Current Revenue	50,000	0
			Impact Fees	250,000	
		SW Area- Design & Permitting (250,000)	Current Revenue	200,000	
			Impact Fees	27,091	
			Debt Proceeds	22,909	
		Turnpike Facility	Debt Proceeds	650,000	
		Sanitary Force Main- Design & Permitting	Impact Fees	250,000	
440003	Various	<u>Tools and Equipment (67,200)</u>			
		Other Equipment	Current Revenue	25,000	0
		Cues Transporter Pan & Tilt	Current Revenue	30,000	0
		Level Transducer	Current Revenue	7,000	
		Dissolved Oxygen Meters	Current Revenue	2,200	
		Abrasive Blast Cabinet	Current Revenue	3,000	
440006		<u>Treatment and Disposal Plants (1,150,000)</u>			
		Effluent Line Rehab	Impact Fees	500,000	0
		Turnpike Plant Permit Renewal	Debt Proceeds	100,000	
		Headworks Rehabilitation	Debt Proceeds	190,000	
		Digesters	Impact Fees	115,000	
		Grit Classifiers	Impact Fees	25,000	
		Filter Effluent Meter Upgrades	Current Revenue	220,000	
Total Wastewater Department				4,317,200	0
<u>Funding Source</u>					
Current Revenue				1,187,200	
Impact Fees				2,167,091	
Debt Proceeds				962,909	
Total Wastewater Funding Sources				4,317,200	

Capital Improvement Program (Continued)

COMMUNICATIONS

<u>Project #</u>	<u>W F #</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Operating Impact</u>
450001	Various	Line Installation	Current Revenue	218,750	0
450002	Various	Line extension - interdepartmental	Current Revenue	95,000	0
450003	Various	Wireless Network Test System	Current Revenue	35,100	
450008	Various	<u>Other equipment (66,200)</u>			
		Wireless back-up links	Current Revenue	35,000	0
		Splice Case Upgrades	Current Revenue	20,700	2,450
		Miscellaneous Service Equipment	Current Revenue	10,500	0
Total Communications Department				<u>415,050</u>	<u>2,450</u>
<u>Funding Source</u>					
Current Revenue				415,050	
Total Communications Funding Sources				<u>415,050</u>	



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ELEMENT/OBJECT CODES

PERSONAL SERVICES

Salaries and Wages (1XXX)

- 1210 Salaries - posted directly from payroll
- 1230 Sick pay - wages paid for employee using sick time, final pay of accumulated sick time
- 1240 Vacation pay - wages paid for employee using vacation time, includes buy back and final pay out
- 1260 Stand by pay - the extra amount paid to employees on call
- 1280 Comp time pay - wages paid when employee uses comp time
- 1310 Temporary help - Norrell, Interim, tennis and swimming instructors
- 1410 Overtime pay - wages paid for overtime worked
- 1510 Special pay - incentive pay, retired commissioner
- 1530 Bonuses - Christmas bonus pay

Fringes (2XXX)

- 2110 FICA - employer portion of social security and Medicare taxes
- 2210 Retirement - City's contribution to the appropriate pension plan
- 2310 Health insurance - City's portion of health insurance premium
- 2320 Life insurance - premiums the City pays for employee life insurance policy
- 2410 Workers' compensation - payments to workers' compensation fund

OPERATING EXPENSES

Professional and Contractual Services (3XXX)

- 3110 Professional services - architects, appraisals, attorneys, bond rating companies, veterinarians
- 3111 Medical services - Hepatitis B shots, random drug testing.
- 3112 Pre-employment physical and psychological testing.
- 3130 Engineering services
- 3410 Contract services - custodial, janitorial, cleaning contracts with outside agents, not maintenance contracts or vehicle and equipment repairs

Other Operating Expenses (4XXX)

- 4010 Travel - hotel, meals, tolls, parking, and incidental travel expenses
- 4110 Communication - only telephone, cellular and mobile phones, pagers
- 4150 Fiber optic communication - charges for using the fiber - communications fund
- 4210 Postage - freight, postage
- 4310 Utilities - electric, gas, water, wastewater, Solid Waste, stormwater expenses
- 4410 Rentals - lease or rent equipment or vehicles
- 4510 Insurance

All service contracts are included in this area:

- 4610 Repairs/Maintenance-vehicles and heavy equipment - trucks, cars, big tractors, pay loaders, backhoes, parts purchased to do repairs or maintenance later
- 4611 Repairs/Maintenance-fleet services charges
- 4612 Repairs/Maintenance-machinery and equipment - pumps, generators, saws, mowers, trailers, cameras, radar equipment, calibration of scales, video equipment
- 4620 Repairs/Maintenance-buildings - air conditioners, roof repairs, automatic doors, paint, carpet cleaning, pest control
- 4625 Repairs/Maintenance-other than buildings (OTB) - fences, sprinklers (irrigation), parking lots, landscaping, sidewalks, curbs, docks, athletic fields, lighting systems, storm drains

- 4630 Repairs/Maintenance-communication equipment - radio, phones, pagers
- 4631 Repairs/Maintenance-paid to MIS department for computer equipment - lap tops, printers, monitors, CPU's, CD towers, UPS (uninterrupted power sources)
- 4633 Repairs/Maintenance-outside software maintenance contracts
- 4670 Repairs/Maintenance-office equipment - copiers, fax, inspection of fire extinguishers
- 4710 Printing and binding - services contracted with outside vendor, such as Ford Press and PRIDE
- 4810 Promotional activities - do not include legal ads
- 4911 Advertising - other ads for City business, meetings, bids, legal ads
- 4920 Other current charges - permits to outside agencies, any other obligation not otherwise classified

Material and Supplies (5XXX)

- 5110 Office supplies - paper, forms, charts, maps, etc.
- 5180 Minor furniture and equipment - items less than \$1,000 (over \$1,000-see 6410), tools, sirens, strobe lights, fire extinguishers, storage cabinets, lockers, chairs, tables
- 5210 Operating supplies - consumed in the conduct of operations, computer software, construction materials and supplies, saw blades, chemicals, oxygen, oil, lubricants, and film development
- 5215 Uniforms and shoes - for employees, City's portion of shoe allowance, personal OSHA safety equipment
- 5230 Fuel purchases - diesel, unleaded, compressed natural gas for vehicles
- 5410 Publications and membership
- 5440 Education - expenses exclusively related to education funding agreement, must be approved by Human Resources
- 5450 Training - seminar and registration expense, video and audio training tapes
- 5910 Depreciation expense

CAPITAL OUTLAY

Capital (6XXX)

- 6110 Land - acquisition cost, easement, right-of-way
- 6210 Building - purchase or construction of office or storage building, including improvements and upgrades to the structure or building
- 6310 Improvements other than buildings - curbs, docks, fences, landscape, parking lots, athletic field
- 6410 Machinery and equipment - purchase of an item over \$1,000 (parts under \$1,000-see 5180), vehicles, office furniture and equipment, transportation equipment, other machinery and equipment

OTHER EXPENSES

Debt Service (7XXX)

Grants and Aids (8XXX)

Other Uses (9XXX)

GLOSSARY OF ACRONYMS

ALS	Advanced Life Support
AMR	Automated T-Meter Reader
AutoCAD	Computer Aided Drafting
AWWA	American Water Works Association
CDBG	Community Development Block Grant
CDC	Community Development Corporation
CHCRA	Carver Heights Community Redevelopment Agency
CRA	Community Redevelopment Agency
C.U.R.E.	Citizens Utility Relief Effort
D.A.R.E.	Drug Abuse Resistance Education
DCA	Department of Community Affairs
DRC	Department Review Committee
ESL	English as a Second Language
EPA	Environmental Protection Agency
ERP	Enforcement Response Plan
FAA	Federal Aviation Administration
FCCMA	Florida City/County Managers Association
FDEP	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FGT	Florida Gas Transmission
FGU	Florida Gas Utility
FMPA	Florida Municipal Power Agency
FSAWWA	Florida Section American Water Works Association
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographical Information System
GLCRA	Greater Leesburg Community Redevelopment Agency
GPS	Global Positioning Satellite
ICMA	International City Management Association
ILS	Instrument Landing System
ISO	Insurance Services Office
IU	Industrial User
IPP	Industrial Pretreatment Program
JAD	Joint Application Development
MADDADS	Men Against Destruction-Defending Against Drugs and Social-disorder
MGD	Million Gallons per Day
NFPA	National Fire Protection Association
NPDES	National Pollution Discharge Elimination System
NYSCA	National Youth Sports Coaches Association
PAYS	Parents Association for Youth Sports
PSC	Public Service Commission
SCADA	Supervisory Control and Data Acquisition
SERT	Special Emergency Operations Team
SRO	School Resource Officer
SSES	Sewer System Evaluation Study
T.A.C.C.	Targeting Areas of Citizens' Concerns

GLOSSARY OF BUDGETARY TERMS

ACCRUAL BASIS - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

AD VALOREM TAXES - Taxes based on value. A tax levied by local government on the assessed value of real property. This tax is commonly referred to as "property tax."

AMENDMENT - A change to an adopted budget that has been approved by the Leesburg City Commission which may increase or decrease a fund total.

AMORTIZATION - (1) Gradual reduction or liquidation of the balance of an intangible asset or liability according to specified times and amounts. (2) Provision for the extinguishment of a debt by means of periodic payments.

APPROPRIATION - A specific amount of money authorized by the City Commission for the purchase of goods and services or incurs obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUATION - A valuation established by the Lake County Property Appraiser for real estate or other property to establish a basis for levying property taxes.

AVAILABLE - Revenue that is collectible within current period, or soon after, to pay liabilities of the current period.

BALANCE SHEET - Basic financial statement, usually accompanied by disclosures that describe the basis of accounting used in its preparation and presentation of a specified date the entity's assets, liabilities and the equity of its owners. Also known as a "Statement of Financial Condition" or a "Statement of Net Asset" (on the governmental side). Presentation of City Financial and Capital Assets which equals current and long-term liabilities plus equity.

BOND - A written promise to pay a sum of money on a specific date at a specific interest rate as detailed in a bond ordinance.

BUDGET - A financial plan for the operation of a program or organization for a specified period of time (fiscal year) that matches anticipated revenues with proposed expenditures.

BUDGET ADJUSTMENT - A revision to the adopted budget occurring during the affected fiscal year as approved by the City Commission via an amendment or a transfer.

BUDGETARY CONTROL - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CAPITAL OUTLAY - The cost of acquiring land, buildings, equipment, machinery, furnishings, etc. with a unit cost in excess of \$500 and a useful life greater than one (1) year.

CAPITAL PROJECTS FUND - Account for acquisition or construction of major capital facilities which are not funded from proprietary funds, but rather financed by bonds, intergovernmental revenues, donations or other restricted revenues.

CASH BASIS - A method of determining if a budget is balanced. The cash basis of accounting is not in conformance with the accrual and modified accrual bases prescribed by the Governmental Accounting Standards Board.

CHART OF ACCOUNTS - A way of recording revenues and expenditures, using a unique number, which includes all types of transactions within the organizational structure.

COMMUNICATIONS SERVICE TAX - A tax levied by cities on the customers industry, including cable television and telephone.

CONTINGENCY - A budgetary reserve to provide for emergency or unanticipated expenditures during the fiscal year.

COST ALLOCATION - The method used to charge Enterprise Funds for their share of central administration costs.

DEBT SERVICE - The City's obligation of principal and interest payments required to retire bonds and other instruments used as a financing source.

DEPARTMENT - A major organizational unit of the city, which indicates overall management responsibility for related activities.

DEPRECIATION - The non-cash expense related to the periodic expiration of an asset's useful life. Depreciation is a requirement in proprietary-type

funds, such as enterprises and internal service funds. Depreciation is a non-cash expense; however, it should be budgeted in proprietary funds to ensure that there is sufficient revenue being collected from rates to cover this expense. Most bond rate covenants require that all operating and maintenance expenses including depreciation be covered by revenue from rates.

DIVISION - A sub-unit of a department, which is a basic organizational unit of the city that uniquely functions in its service delivery.

ENCUMBRANCES - Commitments of funds for contracts and services to be performed. When encumbrances are recorded, available appropriations are correspondingly reduced.

ENTERPRISE FUND - A self-supporting fund designed to account for activities supported by user charges similar to business-like enterprise.

EXPENDITURE - Decreases in (uses of) financial resources other than through interfund transfers.

EXPENSE - A use of financial resources to obtain goods and services in the proprietary funds, which are accounted for on the full accrual basis, which is consistent with the business accounting model.

FIDUCIARY FUND - A fund used to account for activity of the city as a trustee over funds allotted to meet a current or future financial obligation, usually on an actuarially sound basis. Example: Pension funds.

FISCAL YEAR - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For the City of Leesburg, the fiscal year begins October 1 and ends September 30.

FIXED ASSETS - Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, and improvements other than buildings, machinery and equipment.

FRANCHISE - A special privilege granted by a government permitting the continuing use of public property, such as city streets and usually involving the elements of monopoly and regulation.

FRANCHISE FEES - A fee assessed on a business, usually a public utility, in return for its exclusive right to operate inside the city limits. The City of Leesburg has granted franchises for electric, gas and Solid Waste services. An agreement between the city and a provider of public services imparts certain

standards on the provider and is a contract which requires payments to the City.

FRINGE BENEFITS - These employee benefits include social security, retirement, group health, dental and life insurance.

FTE - Full-time equivalent. The hourly equivalent of a full-time employee. An FTE can be made up of either a full-time employee or two (2) or more part-time employees whose total hours equal 40 per week.

FUNCTION - A major class or grouping of activities established by the State of Florida, whereby the financial reports must be grouped according to those established functions. These categories describe groups of tasks directed toward a common goal, such as executive, financial and administrative, to use in budgetary analysis.

FUND - A fiscal and accounting entity with a self balancing set of accounts to record and segregate specific activities or objectives.

FUND BALANCE - The fund equity (excess of assets over liabilities) of government funds and trust funds.

GFOA - Government Finance Officer's Association, a professional association of state and local finance officers in the United States who are dedicated to the sound management of government financial resources. The association sets program standards for the GFOA's Certificate of Achievement for Excellence in Financial Reporting and Budgeting.

GENERAL FUND - A fund supported by revenues, such as property taxes, not designed by law for a special purpose. If there are no legal or sound financial reasons to classify an activity within another fund, use the General Fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum standards for financial recording and reporting established by the accounting profession through such independent entities as the Governmental Accounting Standards Board.

GENERAL OBLIGATION BONDS - Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GOALS - A statement of direction, purpose or intent based on the needs of the community.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) - The body that sets accounting standards specifically for governmental entities at the state and local level.

GOVERNMENTAL FUNDS - Governmental funds are used to account for all or most of a government's general activities not accounted for in some other fund and use the modified accrual basis of accounting.

GRANT - A contribution of assets (usually cash) by a governmental unit or other organization to another made for a specific purpose.

IMPACT FEES - Fees charged to developers and individuals to cover, in whole or part, the anticipated cost of improvements that will be necessary as a result of the development.

INDIRECT COSTS - Costs associated with, but not directly attributed to, providing a product or service, which are usually incurred by another department to support the operating department.

INFRASTRUCTURE - Public support structures such as roads, street lighting, and water and sewer lines.

INTERFUND TRANSFERS - All interfund transactions, except loans, quasi-external transactions and reimbursements. Budgeted amounts transferred from one governmental accounting fund to another for work or services provided. These represent a "double counting" of expenditures. Therefore, these amounts are deducted from the total operating budget to calculate the "net" budget.

INTERNAL SERVICE FUNDS - Funds established for the financing of goods or service provided by one department to other departments within the City on a cost-reimbursement basis.

MAJOR FUND – The general fund is always a major fund. Any governmental fund that meets both of the following criteria:

- 1) An individual fund that reports at least 10% of the total governmental funds in any of the following categories: assets, liabilities, revenues, and expenditures, and
- 2) 5% of the total for both governmental and enterprise funds in any one of the categories that met the 10% test

Enterprise funds apply the same criteria compared to governmental funds, but do not include extraordinary items in revenues and expenses. Internal service funds are never major. A government may elect to always report a fund as major to enhance consistency.

MEASURABLE - The amount of a transaction or event that can be determined.

MILL - 1/1000 of one (1) dollar used in computing taxes by multiplying the rate times the taxable value divided by 1,000.

$$\frac{\text{taxable value}}{\$1,000} \times \text{millage rate} = \text{taxes}$$

$$\frac{\$50,000}{\$1,000} \times \$4.500 = \$225.00$$

MILLAGE - Rate used in calculating taxes based upon the value of property expressed in mills per dollar of property value.

MODIFIED ACCRUAL - Revenues are recorded when both measurable and available (within 60 days of year end) to pay current liabilities. Expenditures are recognized when a transaction draws upon current spend able resources.

NON-OPERATING EXPENDITURES – Types of expenditures that do not represent direct operating costs to the fund; include transfers out, transfers to Constitutional Officers, and reserves for contingency.

NON-OPERATING REVENUES - Financial support for funds that are classified separately from revenues; include transfers in and internal service fund receipts.

OPERATING COSTS - Operating and maintenance expenses of day-to-day operations excluding personal services and capital outlay.

PERFORMANCE MEASURES - Specific qualitative and/or quantitative measures of work performed as an objective of service divisions within the departments includes performance measures to identify the planned target levels for services in the fiscal year. Performance measures include workload indicators, effectiveness and efficiency standards.

PERSONAL SERVICES - Costs related to compensating employees including salaries, wages, and fringe benefits.

PROPERTY TAX - Refer to definition for ad valorem tax.

PROPRIETARY FUNDS - Used to account for a government's business-type activities on the full accrual basis. The two (2) fund types in this category are the enterprise funds and internal service funds.

RESERVE - Funds that have been identified for a particular purpose or a portion of fund equity legally segregated for a specific future use. Reserve for

working capital is a budgetary reserve appropriated to meet unexpected cash flow needs, emergencies, or revenue shortfalls.

RETAINED EARNINGS - An equity account reflecting the accumulated net earnings of a proprietary fund.

REVENUE BONDS - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. Bonds payable from a specific revenue source and do not pledge the full faith and credit of the issuer.

REVENUE SHARING - State money allocated to local governments.

ROLLBACK RATE - The millage necessary to raise the same amount of ad valorem tax revenue as the previous year, excluding taxes from new construction.

SPECIAL REVENUE FUND - A governmental accounting fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

TAX BASE - The total property valuations on which each taxing agency levies its tax rates.

TAX ROLL - The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority by July 1 of each year.

TRANSFERS IN/OUT - Amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute revenues or expenditures of the fund and are budgeted separately from other revenues and expenditures.

TRUTH IN MILLAGE LAW - Also called the "TRIM BILL", refers to a 1980 law that changed the budget process of local taxing agencies. It was designed to keep the public informed about the taxing intentions of the agencies.

UNIFORM ACCOUNTING - The chart of accounts prescribed by the Office of the State Comptroller System designed to standardize financial information to facilitate comparison and evaluation of reports.

USES - OTHER - Total expenditures and transfers to other funds that decrease net financial resources.

UTILITY SERVICES TAX - A tax levied by cities on the consumers of various utilities such as electricity, gas, or water.



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