

Annual Budget

Fiscal Year 2003-04



City of Leesburg, Florida

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CITY OFFICIALS FISCAL YEAR BEGINNING OCTOBER 1, 2003

CITY COMMISSION

David L. Connelly	Seat Two, District Two	Mayor
David Knowles	Seat Five, At-Large	Mayor, Pro-Tem
C. Robert Lovell	Seat Four, At-Large	Commissioner
Ben Perry	Seat One, District One	Commissioner
Lewis Puckett	Seat Three, District Three	Commissioner

Ron Stock
City Manager

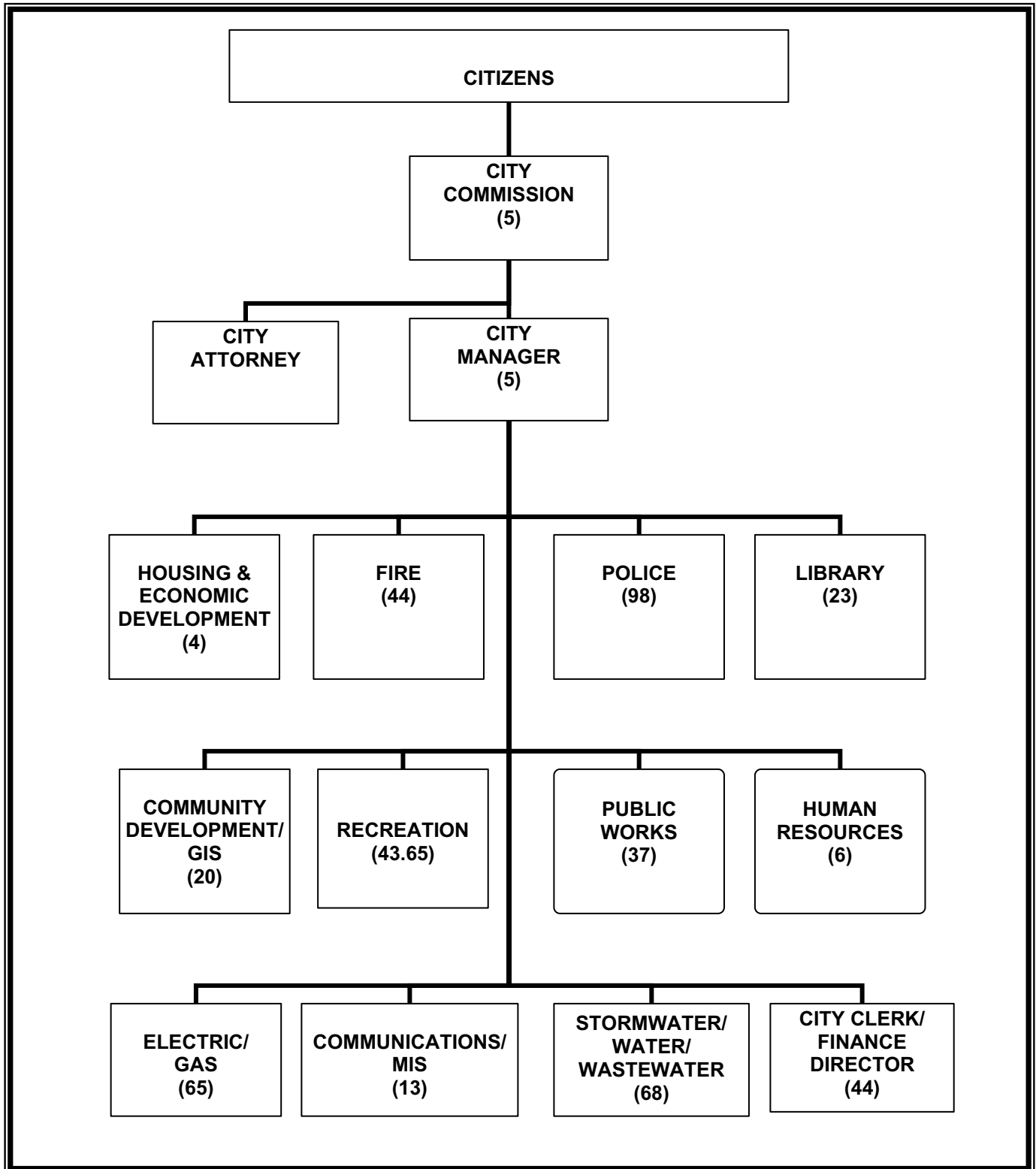
William Pfeilsticker
City Clerk/Finance Director

Fred A. Morrison
McLin & Burnsed P.A.
City Attorney

Robert Johnson	Deputy City Manager
Jakki Cunningham Perry	Human Resources/Safety Director
Stan Carter	Management Information Systems Director
H. Charles Idell, Jr.	Police Chief
Dennis M. Sargent	Fire Chief
Jim Richards	Director of Public Works
Laura McElhanon	Community Development Director
Ken Thomas	Housing & Economic Development Director
Barbara J. Morse	Library Director
Yvette E. Hartsfield	Recreation & Parks Director
Lloyd Shank	Director of Electric and Gas
Ray Sharp	Director of Environmental Services
Diane Reichard, CPA, CGFO	Deputy Finance Director

FISCAL YEAR 2003-04 BUDGET

Organizational Chart



- **NUMBERS REFLECT FULL TIME EQUIVALENT EMPLOYEES IN RESPECTIVE DEPARTMENTS**

FISCAL YEAR 2003-04 BUDGET

MISSION STATEMENT

“COMMITTED TO PUTTING CITIZENS FIRST WITH SERVICE EXCELLENCE”

July 11, 2003

Honorable Mayor and City Commissioners
City of Leesburg, Florida

Dear Mayor and Commissioners:

The proposed fiscal year 2003-04 budget for the City of Leesburg in the amount of \$126,846,873 is hereby submitted to the City Commission for review. The priorities for the current budget year may be summarized as follows:

- Maintain Millage rate at 4.50 mills for the 14th consecutive year
- Generally budget grant revenues only upon receipt of executed grant agreements
- No new utility fee or rate increases that had not been previously approved

The significant features of the fiscal year 2003-04 budget may be summarized as follows:

- The combined utility bill and real estate taxes for a residential customer is the lowest in Lake County
- Commercial roll off service and cardboard recycling programs were implemented
- Building permit fees are projected to increase
- Investment earnings are significantly lower
- Retained earnings are appropriated in the electric and gas funds
- No fund balance was appropriated in the general fund
- Operating transfers from the enterprise funds to the general fund were maintained at 8%
- Special projects transfers totaled \$2,400,724 from the electric and water funds to the capital projects fund
- The number of approved full time equivalent positions increased by 15.9, although 15 of those positions were actually approved during fiscal year 2002-03
- Pay grades were modified to reduce the span from 50% to 48%, which increased the minimum by 2% and maintained the same maximum in each grade
- Reduction to the maximum vacation leave hours accrual (360 hours)
- Reduction in the cost of employer provided health care coverage to employees, dependents and retirees
- An increase in the cost of self insured workers' compensation coverage from 37.5% to 48% of the manual premium rates established by the State
- A 10% increase in the cost of obtaining property/casualty/liability insurance
- A 2% increase in the contribution to the defined contribution pension plan for all employees

FISCAL YEAR 2003-04 BUDGET

A detailed discussion of the proposed budget follows:

Millage Rate – For the fourteenth consecutive year, the proposed property tax rate is 4.50 mills. Although the property tax rate remains unchanged, the City will realize an increase of \$567,167 in property tax revenue in fiscal year 2003-04 over fiscal year 2002-03. Although an increase of \$303,038 (taxable value of \$70,886,000) is associated with the mall annexation, the remainder of the increase is a result of increases in the taxable value of real property on a citywide basis. For the purposes of calculating property tax revenues, citywide taxable value totaled \$684,773,445 in fiscal year 2002-03 and increased by \$133,148,114 to \$817,921,559 in fiscal year 2003-04.

Similarly, the taxable value of property located within the boundaries of the two (2) CRA districts increased and resulted in an increase of the transfer of tax increment financing revenues from the general fund to the Greater Leesburg Community Redevelopment Agency (GLCRA) and the Carver Heights and Vicinity Community Redevelopment Agency (CHCRA) as follows:

Fiscal Year 2002-03

<u>Fund</u>	<u>Taxable Value</u>	<u>Amount</u>
GLCRA	\$107,761,251	\$88,398
CHCRA	\$ 58,538,018	\$ 2,384

Fiscal Year 2003-04

<u>Fund</u>	<u>Taxable Value</u>	<u>Amount</u>
GLCRA	\$111,761,251	\$107,826
CHCRA	\$ 60,538,018	\$ 10,633

Utility Services Tax - As included in the proposed fiscal year 2003-04 budget, revenues from the public service tax are expected to total \$2,368,743. This represents an increase of \$128,463 over the \$2,240,280 included in the adopted fiscal year 2002-03 budget.

Communications Service Tax – The Florida Legislature enacted the "Communications Services Tax Simplification Law", effective on October 1, 2001, to replace revenues collected from public service tax on telecommunications, as well as telecommunications and cable

television franchise fees. 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. Based on estimated taxable sales of \$18,708,291, the City expects to realize \$927,744 during fiscal year 2003-04.

License and Permit Revenues – As presented in the proposed fiscal year 2003-04 budget, license and permit revenues are expected to increase by \$158,700. These revenues are generated from two sources, namely occupational licenses and building permits. Occupational license revenues are projecting a modest increase related to the businesses in the mall that was annexed on December 31, 2003. On May 12, 2003, the City Commission adopted Resolution Number 6792, approving a new building permit fee schedule to be effective September 1, 2003. Building permit fees are heavily dependent on the economy and market fluctuations related to interest rates.

Intergovernmental Revenues – As included in the proposed fiscal year 2003-04 budget, total intergovernmental revenues fell by \$293,540 or 4.33%. The majority of the change occurred in the general fund due to a funding source of \$350,000 from Lake County Water Authority for costs associated with dredging the Venetian Gardens canals, which was received in fiscal year 2002-03. Revenues projected to be received from joint participation agreements between the City of Leesburg and the State of Florida, Department of Transportation for improvements at the Leesburg Regional Airport total \$2,985,100. As included in the proposed fiscal year 2003-04 budget, grant revenues are budgeted for those projects for which executed grant agreements have been received. For the projects the City anticipates receiving an executed grant agreement at some point in the future, only the amount of local revenues required to provide any required local match have been budgeted. Once an executed grant agreement is received for these projects, it will be necessary to amend the budget to include the amount of the approved grant; however the source of the required local match will have already been identified and appropriated.

FISCAL YEAR 2003-04 BUDGET

Although the total amount of intergovernmental revenues included in the overall budget decreased, the amount of projected revenue from the local government $\frac{1}{2}\%$ sales tax programs are expected to increase by \$27,866 or 3.82% from \$730,269 to \$758,135. Since approximately \$500,000 of this revenue source must be budgeted each year in the debt service fund for the purpose of making payments on the outstanding amount of the City's \$7,345,000 Refunding and Capital Improvement Revenue Bonds, Series 1999, virtually 100% of the total increase is recorded in the general fund where revenues from this source are projected to rise from \$228,905 to \$246,805. Other estimated revenues include: funding from Lake County to operate the Leesburg Library as part of the county library system (\$263,580), and funding from the Lake Sumter EMS for costs associated with Advanced Life Support (ALS) service provided by the fire department (\$69,000).

Charges for Services Revenues – Charges for services revenue in the general and stormwater utility funds had minimal increases of \$119,234 and \$10,000 respectively. As included in the adopted fiscal year 2002-03 budget for the general fund, estimated charges for services revenue totaled \$1,076,140, which increased to \$1,195,374 in the proposed fiscal year 2003-04 budget.

Collectively, the amount of estimated charges for services revenue included in the proposed fiscal year 2003-04 budget of the enterprise funds are experiencing increases from the amounts included in the adopted fiscal year 2002-03 budget. The adopted fiscal year 2002-03 budget of the six enterprise funds included estimated revenue totaling \$56,837,826, which is expected to increase by \$6,811,291 to \$63,649,117 in fiscal year 2003-04. This increase is caused by increases in the cost of purchased energy in both the electric and natural gas funds compared to the prior year. Since it is the City's policy to pass along these cost increases to customers, an increase in cost results in an increase in operating revenues. In the electric fund, the cost of purchased energy is expected to rise by \$3,890,649 or 15.46%, from \$25,164,305 in fiscal year 2002-03 to

\$29,054,954 in fiscal year 2003-04. In the natural gas fund, the increase in cost of purchased natural gas is projected to rise by \$2,099,898 or 76.27% from \$2,753,200 in fiscal year 2002-03 to \$4,853,098 in fiscal year 2003-04. The water and wastewater study was completed during fiscal year 2002-03 and the new rates were included in the proposed budget. The City Commission approved ordinance Number 03-03 amending the water rates on January 13, 2003, and Ordinance Number 03-07 amending the wastewater rates, with 3 different effective dates on January 27, 2003.

Miscellaneous Revenues – Three significant sources of revenue are accounted for in the miscellaneous revenue category. Two of these three sources are expected to increase considerably, while the third is expected to decline.

First, reimbursement revenue from five (5) of the six (6) utility funds and from the stormwater utility fund for services provided by general fund departments are recorded in this category. As general fund expenditures in these divisions increase, the amount of revenue generated from the contributing funds must increase. Revenues from this source are projected to increase by \$1,319,998 or 27.37% from \$4,823,365 included in the adopted fiscal year 2002-03 budget to \$6,143,363 included in the proposed fiscal year 2003-04 budget.

Secondly, for fiscal year 2003-04, rental and lease revenues, primarily associated with the operation of the Leesburg Regional Airport, are expected to increase by \$58,781 from \$603,879 in fiscal year 2002-03 to \$662,660 in fiscal year 2003-04. This increase can be attributed to the rental income from 20 additional hangars.

Revenues received from interest earned on investments are projected to fall significantly. Estimated investment earnings included in the proposed fiscal year 2003-04 budget total \$1,529,513 which represents a decrease of \$575,905 or 27.35% from the \$2,105,418 included in the adopted fiscal year 2002-03 budget. The amount of funds available for investment decreased from \$67,053,769 to \$55,918,482. In addition, a decline in the rate of

FISCAL YEAR 2003-04 BUDGET

return the City is able to obtain on invested funds resulted in a decline of \$1,583,848 from investment earnings over a four (4) year period from fiscal year 2000-01 to proposed fiscal year 2003-04.

General Fund Balance Appropriated – Based on the adopted Fund Balance/Retained Earnings Reserve Policy, the minimum reserve requirement of 20% of the 2002-03 budget was sufficient as seen in the following table:

September 30, 2002	\$6,284,109
Operating Reserve	(4,499,562)
Other reserves	<u>(436,482)</u>
Unreserved undesignated fund balance	<u>\$1,348,065</u>

Based on the proposed general fund budget of \$25,411,813, the operating reserve will increase by \$582,801 to \$5,082,363 by September 30, 2003. The table below depicts the projected fund balance by September 30, 2003:

September 30, 2002	\$6,284,109
Operating Reserve	(5,082,363)
Projected other reserves	<u>(436,482)</u>
Unreserved undesignated fund balance	<u>\$765,264</u>

It is possible that the \$1,233,865 projected use of fund balance during fiscal year 2002-03 will reduce this amount to a negative amount. Under the current policy, if a deficit in the required amount in the operating reserve occurs, that amount must be restored during the 2004-05 budget.

The fiscal year 2003-04 budget does not include an appropriation of fund balance and the reserve/cash carried forward is projected to increase by \$19,892.

Interfund Transfers – Interfund transfers represents a major source of funding in the general fund. On August 14, 2000, the City Commission adopted Ordinance Number 00-35, establishing a utility fund transfer policy, limiting these transfers to 10% of enterprise fund operating revenues in the proposed budget. The interfund transfers to the general fund from

each of the six enterprise funds represent 8% of budgeted operating revenues. This will generate \$5,091,930 in fiscal year 2003-04, which is an increase of \$544,824 or 11.98% from the \$4,547,106 budgeted in fiscal year 2002-03, which was based on 8% of budgeted operating revenues. Changes to the cost of purchased energy in the electric and natural gas funds result in a change in operating revenues in these funds, which causes the amount transferred to the general fund to fluctuate from year to year.

Although the proceeds of the public service tax are remitted directly to the general fund upon collection, the proceeds of the utility surcharge (which is collected at essentially the same rates from residents outside the corporate limits as the public service tax is collected from residents inside the corporate limits) are first deposited as revenue to the appropriate utility fund and then transferred to the general fund based on actual collections. Cumulatively, as included in the proposed fiscal year 2003-04 budget as presented, the surcharge transfers from the electric, natural gas, and water funds total \$1,814,451. Once again, because of increases in the cost of purchased energy in the electric and natural gas funds, this represents a cumulative increase of \$148,181 from the \$1,666,270 included in the adopted fiscal year 2002-03 budget.

Finally, the proposed fiscal year 2003-04 budget includes an interfund transfer totaling \$90,783 from the Greater Leesburg Community Redevelopment Agency fund to the general fund which represents partial repayment of the interfund loan incurred for the purpose of funding the Main Street Streetscape improvements. This amount is calculated as 50% of the tax increment financing revenues generated from the district less total expenditures for the Main Street area (including repayment of the mortgage obligation incurred for the purchase of the Christley property). Projected tax increment financing revenues are sufficient to comply with the provisions of the amended promissory note (\$86,945.61) executed by the City Commission on May 13, 2002 (Resolution Number 6487).

FISCAL YEAR 2003-04 BUDGET

Special Project Transfers – On August 14, 2000, the City Commission adopted Ordinance Number 00-36, establishing a utility fund special projects transfer policy, which provides for nonrecurring transfers to fund the costs associated with non-enterprise fund capital improvements, subject to certain limitations. As presented, the proposed fiscal year 2003-04 budget includes a total of \$2,400,724 in transfers for the following items which are budgeted in the capital projects fund:

Transfer from Electric Fund:	
<u>Description</u>	<u>Amount</u>
Airport Fire Rescue Vehicle	110,000
Police vehicle acquisition	225,734
Sidewalks	50,000
Overlay streets	100,000
Rebuild 11th Street	40,000
Road resurfacing	150,000
Public Works facility	100,000
Library roof	150,000
Library air conditioning	150,000
Library building	500,000
Community/Recreation Center	75,000
Total	1,650,734

Transfer from Water Fund:

Airport Fire Station	750,000
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New Positions – Overall, the proposed fiscal year 2003-04 budget includes a net increase in the number of full time equivalent positions of 15.9, which includes a total of 14 positions added during fiscal year 2002-03 to accommodate the mall annexation and one (1) position to hire an airport manager rather than use contract services.

It should be pointed out that the increase in approved full time equivalent positions totals 10.4 over a 2 year period, which is less than the increase associated with the mall annexation.

The proposed fiscal year 2003-04 budget adds new positions, eliminates positions, and restructures many departments.

The 15 new positions included in the proposed budget document that were previously approved are as follows:

<u>Position Title</u>	<u>Fund</u>	<u>Department</u>
Police Officer/ Detective (8)	General	Police
Firefighters (6)	General	Fire
Airport Manager	General	Airport

The 10 new positions included in the proposed budget document are as follows:

<u>Position Title</u>	<u>Fund</u>	<u>Department</u>
Maintenance Worker I	General	Finance
Office Specialist	General	Human Resources
Database Administrator	General	MIS
Website Administrator	General	MIS
Code Enforcement Officer	General	Police
Clerical Assistant	General	Fleet
Special Projects Coordinator	General	Recreation
Maintenance Worker II	General	Recreation
Gas Engineer Technician	Gas	Distribution
Telecommunications Manager	Communication	Communication

The 9.1 positions that were eliminated in the proposed budget are as follows:

<u>Position Title</u>	<u>Fund</u>	<u>Department</u>
Pool Staff (1.1 FTE)	General	Recreation
Police Officer/ Detective (2)	General	Police
Mechanic I	General	Recreation
Tree Trimming Crew Leader	Electric	Distribution
Tree Trimmer	Electric	Distribution
Maintenance Worker I	Electric	Distribution
Sr. Electric Technician	Electric	Traffic Lights
Electric Technician	Electric	Traffic Lights

The positions that were transferred within the City organization and included in the proposed budget are:

<u>Position Title</u>	<u>Transfer From</u>	<u>Transfer To</u>
Custodian	Police	Public Works
Senior Systems Analyst (.25)	MIS	Communication
Network Technician II (.75)	MIS	Communication

FISCAL YEAR 2003-04 BUDGET

<u>Position Title</u>	<u>Transfer From</u>	<u>Transfer To</u>
Maintenance Manager (.33)	Stormwater	Water/ Wastewater
Project Engineer (.5)	Stormwater	Water/ Wastewater
Continued		
Operations Supervisor (.33)	Stormwater	Water/ Wastewater
Construction Crew Leader (.34)	Stormwater	Water/ Wastewater
Engineering Specialist II	Electric	GIS

Salaries – Effective October 1, 2003, an across the board increase of 2% to the minimum of the pay grades was included in the approved compensation plan, while the maximum remained the same. The budget includes a 4% pool for each department to provide an anniversary merit increase ranging from 3-6% to all eligible employees. Overall, salaries decreased by \$233,644 from \$17,088,604 in fiscal year 2002-03 to \$16,854,960 in fiscal year 2003-04.

Fringe Benefits – In large part because of an increase in workers' compensation rates and a 2% increase in the contribution to the defined contribution pension plan for all employees, fringe benefits are projected to experience an increase of \$703,818 from \$5,527,066 in fiscal year 2002-03 to \$6,230,884 in fiscal year 2003-04. In addition, as part of the proposed budget, the City intends to review the possibility of creating a cafeteria plan for city employees. A good benefits package will allow the City to compete for productive, dedicated employees. Contingent upon approval by the City Commission, a modified flex plan would be implemented on October 1, 2003, and the full cafeteria plan would be implemented October 1, 2004. The current fringe benefits package provided to employees is included in the tentative budget as presented. A more detailed discussion of items included in the current fringe benefits package follows:

- Retirement contributions to the City of Leesburg General Employees Retirement Plan (and to the Municipal Firemen's Retirement Plan as well) have been set at 8.5% of covered payroll. At this level, contributions will

be sufficient to adequately fund the plan based on current actuarial projections.

- A self-insured health care program provides for the payment of employee health and medical claims and is managed by the City and a third party administrator. Key components of the program include a prescription medication plan, and a Preferred Provider Organization (PPO). When an employee selects a physician or hospital in the network, 80% of the allowable charges are paid by the plan even if the employee has not yet met the required deductible. The plan also provides for a co-payment for doctor visits without meeting the required deductible. 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 over the past 18 months and the projected cost to provide health care coverage, the proposed fiscal year 2003-04 budget contemplates reducing the employer rates paid by the City by 1.75% and the employee paid rate by an average of 5%. Since this fund is operated on a cost reimbursement or break even basis, the rates charged to the City and employees for dependent coverage as included in the proposed budget were set to ensure sufficient revenues are generated at the maximum liability to the City.

By September 30, 2002, the retained earnings in the health insurance fund were restored to \$313,745. During fiscal year 2002-03, the City recovered from the Well America crisis in fiscal year 2000-01. The following table reflects projected fund balance for this fund:

September 30, 2002	\$ 313,745
Recovery of claim	328,077
Additions in 2002-03	44,152
Additions in 2003-04	607,101
September 30, 2004	<u>\$1,293,075</u>

FISCAL YEAR 2003-04 BUDGET

- A policy that allows employees to sell their unused accrued vacation time back to the City. The proposed fiscal year 2003-04 budget includes a general fund appropriation of \$150,000 for this purpose (in line item account number 001-1295-589-1249). This program was initiated in part in an attempt to reduce the maximum vacation leave accrual from a generous maximum of 720 hours to a more reasonable maximum of 360 hours. On September 23, 2002, the City Commission approved a change, which reduces the maximum accrual to 360 hours effective October 1, 2003. Employees were allowed one full year to cash in excess vacation time, use the available hours, or risk losing them. In addition, modifications were made to the vacation buy back program to require an employee to use at least one week's vacation time before they can cash in any time.

Operating Expenditures – Other than personal services, the most significant change in individual line items occurred in the cost of purchased power and natural gas purchases, which rose by \$5,990,547. Overall, this category rose from \$59,481,126 in fiscal year 2002-03, to \$65,667,993 in fiscal year 2003-04, an increase of \$6,186,867 or \$10.56%.

The estimated cost of property/casualty/liability insurance rose by \$42,476 or 9.7% from \$437,969 in fiscal year 2002-03 to \$480,445 in fiscal year 2003-04. The remainder of the increase is a minimal 0.26% increase over the adjusted 2002-03 budget.

Capital Projects – As presented, the proposed fiscal year 2003-04 budget includes the following major capital projects:

Description	Amount
Stormwater drainage improvements	504,636
Street and sidewalk improvements	1,740,000
Airport Fire Station	2,047,000
Airport fire rescue vehicle	550,000
Air traffic control tower	800,000
Library	800,000
Gas mains for subdivisions	693,501
Water mains	834,821

Capital Projects con't.

Construction of reuse system	3,637,000
Extend fiber to Clermont	600,171

The 10-year capital plan, approved in March of 2003, was used to prepare the capital budget for fiscal year 2003-04. All items were included with the exception of the 75 foot Quint (pumper-ladder) fire apparatus (\$525,000), which will be included in the 2004-05 budget since the City will take delivery after October 2004.

There is a significant reduction in this category of \$9,984,469 as a result of the completion of a number of multi-year capital improvements in fiscal year 2002-03 budget.

It must be pointed out that the local government infrastructure sales surtax represents a significant source of revenue which is utilized by the City to fund capital improvement needs. As included in the proposed fiscal year 2003-04 budget, revenues from this source are projected to total \$1,261,752. In November 2001, the voters opted to renew this revenue source, which will be utilized to finance capital improvement needs of the general government activities for an additional fifteen (15) years.

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 19.27% or \$509,801 from \$2,644,946 in fiscal year 2002-03 to \$3,154,747 in fiscal year 2003-04.

The total amount budgeted in the proposed fiscal year 2003-04 debt service fund for the repayment of the \$7,345,000 City of Leesburg, Florida Refunding and Capital Improvement Bonds, Series 1999 increased by \$15,000 from \$629,330 in fiscal year 2002-03 to \$644,330 in fiscal year 2003-04.

In the enterprise funds, total debt service requirements associated with the repayment of the \$15,705,000 Utilities System Refunding Revenue Bonds, Series 1999A and the \$12,145,000 Utilities System Revenue Bonds, Series 1999B is projected to fall by \$48,835 from

FISCAL YEAR 2003-04 BUDGET

\$1,991,568 in fiscal year 2002-03 to \$1,942,733 in fiscal year 2003-04.

In addition, three (3) enterprise funds have new debt service requirements. Included in the proposed budget is \$3,637,000 of debt proceeds in the water fund to construct a reuse system, which will increase the annual debt service payments by \$232,400. The wastewater fund includes debt proceeds of \$1,325,000 for Canal Street Plant upgrades and results in an increase of \$141,175. On November 12, 2002 the Commission approved establishing debt in the communications fund to repay the electric fund for funds to construct fiber optic lines, which resulted in an increase of \$129,686 in debt service.

Finally, the proposed budget for the Greater Leesburg Community Redevelopment Agency (GLCRA) fund includes debt service expenditures totaling \$24,048. These expenditures relate exclusively to the repayment of a mortgage obligation executed on May 3, 1999, in the total amount of \$249,284, which represents the financed portion of the purchase price of the Christley property (which is now a part of Towne Square). The final payment on these obligations will occur on May 3, 2014.

Format of Budget Document – The following schedules have been incorporated in the current budget document:

- Summary Schedule: This schedule shows the revenues, expenditures, transfers, and fund balance appropriated in each fund.
 - Schedule of Appropriations by Funding Source: This schedule reports the departmental appropriations in the General Fund contrasted with the revenues directly attributable to that department. As indicated, any shortfall is funded from revenues not directly attributable to a specific department.
 - Organizational Chart: Presented for each department.
 - Goals and Objectives: Each division establishes goals and objectives with performance measures that coincide with the City goals. Goals and objectives are quantifiable and relevant to the operation of the division.
- On March 25, 2002, the City Commission approved 10 goals which departments utilized to develop their goals. The consensus of the commission on March 10, 2003 was to continue to use these goals in developing the budget for fiscal year 2003-04.
- Customer Service – Respond courteously and efficiently to all customer needs.
 - Economic Development - Create a favorable business climate for new and existing business that will provide high skill and high wage jobs.
 - Environment - Create and preserve an environmentally healthy, clean and beautiful community.
 - Culture/Leisure/Recreation - Provide cultural and recreational activities and facilities that meet the diverse needs of our community.
 - Infrastructure - Plan, build and maintain a system of community infrastructure assets sufficient to meet the needs of the community.
 - Safe Community - Create an atmosphere of safety throughout the community.
 - Housing & Neighborhood Revitalization – Create an environment which provides for the diverse housing needs of the community.
 - Education - Create and participate in resource partnering opportunities to enhance educational opportunities for all citizens.
 - Financial Stability - Develop and implement policies which ensure the City's long term financial stability.
 - General Management - Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

FISCAL YEAR 2003-04 BUDGET

Budget Review Calendar – City Commission Budget Workshops are scheduled for Monday, July 21st, July 28th, and August 11th in the City Commission Room. The first public hearing to consider adoption of the budget is scheduled on **Thursday**, September 11th. The public hearing to consider final adoption of the budget is tentatively scheduled for Monday, September 22nd at the regular City Commission meeting.

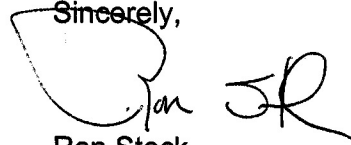
Distinguished Budget Presentation Award – The Government Finance Officers Association of the United States and Canada (GFOA) established the Distinguished Budget Presentation Awards Program in 1984 to recognize exemplary budget documentation by state, provincial and local governments, as well as public universities and colleges. Entities submit copies of their operating budget for review. Each budget document is evaluated using a comprehensive evaluation checklist and those judged proficient receive the Award. On April 3, 2003, GFOA awarded the City of Leesburg the Distinguished Budget Presentation Award for the fiscal year 2002-03 budget. The City of Leesburg has received the Distinguished Budget Presentation Award for the last five (5) consecutive years (fiscal years 1999-2003). We believe that our current budget document

continues to conform to the Distinguished Budget Presentation Award program requirements, and we will submit it 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 give special recognition for the outstanding efforts of Diane Reichard who prepared the document, with assistance from the entire Accounting Division staff.

We look forward to another year of significant progress for the City of Leesburg!

Sincerely,



Ron Stock
City Manager



William Pfeilsticker
City Clerk/Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Leesburg
Florida**

For the Fiscal Year Beginning
October 1, 2002

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, 2002. 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 five consecutive years (fiscal years 1999-2003). 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.

FISCAL YEAR 2003-04 BUDGET

COMMUNITY PROFILE

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 when the Florida Legislature created Lake County. The City has been a part of Lake County since then and is the oldest and highest populated of the fourteen (14) incorporated municipalities in Lake County.

The estimated April 1, 2003 population of 16,290 residents ranks the City of Leesburg as the 106th largest of Florida's 405 municipalities (the incorporated cities, towns and villages). In addition to Leesburg, the other thirteen incorporated municipalities located within Lake County are Astatula, Clermont, Eustis, Fruitland Park, Groveland, Howey-in-the-Hills, Lady Lake, Mascotte, Minneola, Montverde, Mount Dora, Tavares and Umatilla.

The City of Leesburg is located in the center of Florida. The City is conveniently located to US Highway 441-27, Interstate 75, and the Florida Turnpike. The turnpike provides quick access to Orlando (40 miles) and I-4, while I-75 provides access to Tampa (71 miles) and North Florida. Leesburg's location is depicted on the map below.



Leesburg is one of the easiest and most convenient locations to reach by land, air, or water. By 2005, the Florida Department of

Transportation will improve access to Leesburg by constructing a new interchange at the Florida Turnpike and CR 470, which is located approximately 7.2 miles north of the US 27 interchange and 9.1 miles south of the US 301 interchange. In addition, CR 470 will be widened to four lanes between the Sumter/Lake County line and US 27. The area surrounding the proposed interchange is within the corporate limits of the City, and is prime for future commercial and industrial development.

Leesburg Regional Airport spans approximately 750 acres and is located on the eastern side of the City of Leesburg and 30.5 nautical miles northwest of Orlando between Lake Harris Chain of Lakes and Lake Griffin. Leesburg Regional Airport is a general aviation airport that is home to approximately 225 fixed wing aircraft including 6 corporate jet-type aircraft and 12 helicopters, including those used by the Lake County Sheriff's Department. The airport is experiencing significant growth in use by corporate type aircraft. It is estimated that in 2003 over 2,000 corporate type aircraft will visit the Leesburg area. The airport employs between 75-100 part and full-time employees, and businesses located on airport property employ over 350 people. The airport features a 5,000 foot main runway and a 4,950 foot secondary runway, 3 non-precision instrument approaches for landing, tie downs, hangar facilities, 4 flight schools (three fixed wing and one helicopter) and 3 maintenance shops that provide major engine and airframe repair, numerous restaurants, and a motel within ½ mile. The Fixed Base Operator offers fuel sales of Jet A and 100LL AVGAS, car rental, and a courtesy vehicle to the Lake Square Mall and nearby restaurants. The airport is rapidly becoming an air commerce center, and the goal is to make Leesburg Regional the airport of choice for visitors to Central Florida.

The City of Leesburg is known for its scenic beauty, relaxed lifestyle, recreational facilities, low crime rates, temperate climate, extensive waterways, and affordable housing. Waterfront living is a way of life with 1,400 beautiful lakes located in Lake County. Leesburg, the largest city in Lake County, dominates the numerous

FISCAL YEAR 2003-04 BUDGET

waterways that run throughout the county, for which the county is named and known. Lake Harris, with an average depth of 14 feet, is the largest, and provides good bass fishing as well as recreational boating. 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 Korner playground, and the Venetian Cove Marina. Park visitors can enjoy a stroll across pedestrian bridges to pristine islands that offer scenic views of Lake Harris and canals in the park. Special events draw approximately 40,000 people annually to the park, which has served as a tranquil location for individuals and their families to enjoy for over 75 years. Venetian Gardens and several other City parks provide places for citizens to gather and enjoy the outdoors.

ECONOMY

Prime commercial and industrial real estate is currently available within the City of Leesburg for retail and manufacturing/distribution uses. In 2001, the City annexed land located adjacent to the planned Florida Turnpike interchange at CR 470, which will allow the development of industrial and commercial uses, as well as future residential developments.

The City continues to provide incentives which encourage economic development which are competitive with regional jurisdictions. In March 1994, Leesburg won the Florida Chamber of Commerce "Pro-Biz" award for government agencies that streamline operations and regulations. Leesburg demonstrated 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 on approved improvements and tangible personal property for new businesses and existing businesses that expand. The exemption is allowable until 2006 for a period of 1 to 10 years up to 100% of the improvements only.

In May 2002, the City received statewide recognition from ICMA for innovation in technology and communications. The City has

expanded fiber optic cable and internet services by marketing customers.

Leesburg's economy is service and retail-based with a skilled labor force to meet the demands of new and expanding commercial and residential developments. Agriculture continues to decline due to the reduction in farms and farmland in the county.

The City supports Lake County in the Job Growth Incentive Program to promote high-paying jobs in targeted industries. Businesses that expand or relocate projects in Lake County are eligible for \$2,500 per job created, provided they meet specific program requirements, such as the jobs created that earn 115% of the average median wage of \$12.57. In addition, the City offers a \$500 incentive for jobs created that earn an average of 110% of the average median wage.

According to the 2000 decennial census, Leesburg's population totals 15,956, with a median age of 41.5. In 2003, the following information is available:

Lake County unemployment rate	4.9%
State unemployment rate	5.5%
Median age (Lake County)	46
Average income	\$36,903
Median home value	\$54,600

Leesburg's public schools include 4 elementary schools, 2 middle schools, 1 high school, and 1 adult education facility. The student-teacher ratio in Leesburg averages 23.3:1 according to the Lake District Schools office. 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 WorldClass 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 in the Leesburg area includes Lake-Sumter Community College, a two year branch of University of Central Florida

FISCAL YEAR 2003-04 BUDGET

system offering associates degrees. Through cooperative agreements, a limited number of course concentrations are now offered on the Lake Sumter Community College campus through 3 accredited universities, including the University of Central Florida, Troy State University, and St. Leo University. 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 necessary 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, retired residential 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, and covers approximately 20,000 acres that house more than 30,000 residents. Retirement communities in the Leesburg area include Scottish Highlands, Highland Lakes, Royal Highlands, Pennbrooke Fairways, Hawthorne, Spanish Village, Royal Oak Estates, and Legacy, Crossings at Leesburg (multi-family), and Arlington Ridge (coming).

Many social and cultural events are held in Leesburg throughout the year, attracting tens of thousands of people to our area. 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, Lights of Lake, Bass Tournament, and the Christmas Parade.

Below is a list of the principal employers with more than 100 employees in the City of Leesburg:

MAJOR EMPLOYERS

Name of Employer	Number of Employees	Type of Business
Leesburg Regional Medical Center	1,800	Hospital
Sprint-Florida Incorporated	850	Telecommunications
Lake County School Board	538	Educational institution
City of Leesburg	477	City governmental services
Lifestream Behaviorial Center	450	Mental health services provider
Wal-Mart Stores, Inc.	424	Retail sales
Lake Port Properties	400	Retirement community
Dura-Stress, Inc.	300	Concrete fabrication
Hewitt Contracting	300	General contractor
Avante Group, Inc.	180	Nursing rehabilitation
Lake Sumter Community College	180	Two year state community college
Lake-Sumter EMS, Inc.	175	Emergency medical transport
Cutrale Citrus Juices USA Inc.	163	Citrus processing
Home Depot USA, Inc.	136	Retail sales
Leware Construction Company	134	General contractor
Sears, Roebuck and Company, Inc.	124	Retail sales
Leesburg Daily Commercial, Inc.	112	Newspaper
Pringle Development, Inc.	110	Residential communities builder
First Baptist Church of Leesburg	105	Church ministry services

City of Leesburg, Florida

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GOVERNMENT STRUCTURE

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 operates under a commission/manager form of government, with a governing board 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.

FUND TYPES AND DESCRIPTION

The City of Leesburg uses funds and account groups to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. The City of Leesburg has three types of funds: Governmental, Proprietary, and Fiduciary.

GOVERNMENTAL FUND TYPES

General Fund - The general fund is used to account for all revenues and expenses of the City which are not more properly accounted for in other funds. It receives a greater variety and number of taxes and other general revenues than any other fund.

Special Revenue Funds - Special revenue funds are used to account for proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Community Development Fund – Used to account for grants received by the City as a subgrantee under the Small Cities Community Development Block Grant Program, which is administered by the State of Florida Department of Community Affairs. Grant proceeds were utilized to improve substandard housing in Leesburg.

Stormwater Fund – Used to account for revenues and expenditures related to stormwater management (i.e., the collection, storage and dispersal of rainwater).

Greater Leesburg Community Redevelopment Fund – This fund was created pursuant to Section 163, Florida Statutes, to account for income generated from tax increment revenues generated by the Community Redevelopment District. Revenues generated are divided between the Downtown and Pine Street areas. Expenditures related to redevelopment activities must be approved by the Greater Leesburg Community Redevelopment Agency, a component unit of the City.

Carver Heights Community Redevelopment Fund - This fund was created pursuant to Section 163, Florida Statutes, to account for income generated from tax increment revenues generated by the Carver Heights Community Redevelopment District. Expenditures related to redevelopment activities must be approved by the Carver Heights Community Redevelopment Agency, a component unit of the City.

Debt Service Fund - The debt service fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Capital Projects Fund - The capital projects fund is used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by proprietary and fiduciary funds).

PROPRIETARY FUND TYPES

Enterprise Funds - The enterprise funds are used to account for operations that are similar to private business enterprises with the intent to recover costs to provide goods through user charges. Revenues are derived primarily from user charges imposed on residential and commercial customers. Expenses include, but are not limited to, administration, operations, maintenance, financing and related debt service, and billing and collection.

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Electric Utility Fund – Used to account for the purchase and distribution of electric services within the City's service area.

Gas Utility Fund – Used to account for the purchase and distribution of gas services within the City's service area.

Water Utility Fund – Used to account for the costs of water collection, treatment and distribution services within the City's service area.

Wastewater Utility Fund – Used to account for costs to provide wastewater and sanitary sewer services within the City's service area.

Solid Waste Fund – Used to account for the collection, transportation, and disposal of solid waste (garbage) within the City limits of Leesburg.

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

Internal Service Funds - Internal service funds are used to account for the financing of goods or services provided by one department to other departments of the governmental unit on a cost-reimbursement basis.

Health Insurance Fund – Used to account for the costs of providing major medical coverage to all eligible City employees and retirees.

Workers' Compensation Insurance Fund – Used to account for the costs of providing workers' compensation coverage to all eligible City employees.

FIDUCIARY FUNDS

Pension Trust Fund - Pension trust funds are used to account for assets held by the City in a trustee capacity for public employee retirement systems.

Police Pension Trust Fund - Used to account for activities related to the Municipal Police Pension Trust, which provides pension benefits

to eligible municipal police officers. 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 - Used to account for activities related to the Municipal Firemen's Retirement Trust, which provides pension benefits to eligible firefighters. 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 – Used to account for activities related to the City of Leesburg General Employees Pension Plan, which provides pension benefits to eligible full time employees, except commissioners and firefighters. Resources are contributed by the City to this defined benefit plan.

MUNICIPAL SERVICES

The City of Leesburg provides the following general government services: public safety, law enforcement, fire protection, library, recreation, street maintenance, planning, zoning, housing, and administrative services.

In addition to the general government services provided, the 7 utility systems are an integral part of the City. 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, solid waste, communications, and stormwater systems are established by ordinance of the City Commission and are not regulated by any other agency.

The City of Leesburg also serves residents and many customers outside the incorporated limits. The City has an active maintenance program and considers all systems to be in good condition.

FISCAL YEAR 2003-04 BUDGET

ELECTRIC SYSTEM

The electric system, includes 5 substations, distribution facilities and 375.42 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.

NATURAL GAS SYSTEM

The natural gas system is composed of 202 miles of steel gas mains and 9,510 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.

In October 1999, the City implemented the Leesburg Gas Marketing Plan, which includes an energy conservation incentive program. The objective of the energy conservation incentive program is to increase the conservation of energy resources, and minimize the customer's total energy cost. A maximum rebate of \$700 per household is available upon the installation of 2 or more of 4 choices of gas appliances. The City implemented an energy conservation adjustment rate on all gas sold to fund the program.

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WATER SYSTEM

The water distribution system is primarily composed of 332 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. In addition, there are 10,000 gallon hydropneumatic tanks at the Leesburg Regional Airport and the Legacy Development. Water is obtained from 15 Floridian aquifer wells. The City has a consumptive use permit from St. Johns River Water Management District to withdraw 2,897.9 million gallons in 2003 which is an average daily flow of 7.94 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 will renew its consumptive use permit in 2004. 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 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.

WASTEWATER SYSTEM

The wastewater collection system consists of 100 pumping lift stations and 103 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 plants and land disposal sites maintained and in service, the City anticipates having sufficient wastewater treatment/disposal capacity through the year 2015.

COMMUNICATION SYSTEM

The communication utility 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. Internet services were first offered in November 1998 and currently serve 336 customers.

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 has seven outside commercial customers. The City began the year with 80 miles of fiber optic cable. During the year over 20 miles of additional fiber was installed to twelve new customers. Six miles of fiber was used in fiber maintenance replacement. The City has embarked on a goal

FISCAL YEAR 2003-04 BUDGET

to encourage high speed telecommunications throughout Lake County. The budget includes funds to install 160,000 feet 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 2001-02, the City began offering a 10 mb ethernet service to provide service for easy connectivity and extensions for computer networks that are cost effective.

SOLID WASTE SYSTEM

The solid waste system provides 90 gallon garbage cans for all residential and small commercial customers. Large commercial customers are now provided commercial dumpsters in various sizes from 2 cubic yards up to 10 cubic yards, which the City leases. The departmentt instituted roll off service for construction and demolition debris. Presently, the following City owned commercial dumpsters are in service: 92 - 2 cubic yard, 113 - 4 cubic yard, 41 – 6 cubic yard, and 52 - 8 cubic yard, which totals 298 or 60% of the total.

The City instituted automated cardboard collection and converted hand commercial accounts into dumpster accounts.

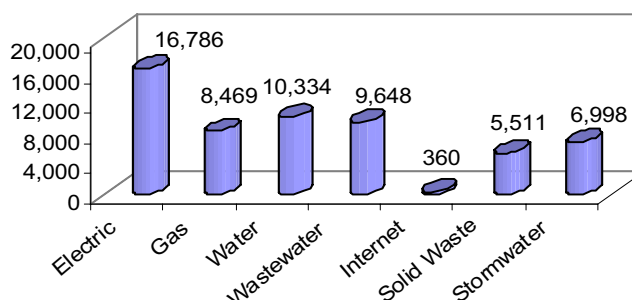
STORMWATER SYSTEM

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 and Denham and the Palatlahaha 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.

The following table shows the impact the utility systems have on the budget for the City of Leesburg:

System	Established	Residential Customers	Area Sq Miles
Electric	1921	16,786	48.1
Gas	1959	8,469	36.7
Water	1903	10,334	29.5
Wastewater	1929	9,648	29.5
Internet	1993	360	Unlimited
Solid Waste	1925	5,511	29.5
Stormwater	1991	6,998	29.5
City of Leesburg	1875	16,290	29.5

Residential Customers by System



FISCAL YEAR 2003-04 BUDGET

BUDGET PREPARATION PROCESS

CITY COMMISSION VISIONING GOALS

The fiscal year 2003-04 budget adoption process began at the March 10, 2003, regular City Commission meeting when the Commission adopted, approved and reestablished the 10-year capital improvement plan and goals that departments could utilize to develop their goals for the upcoming fiscal year budget.

The City Commission approved the following 10 goals on March 25, 2002:

1. Customer Service – Respond courteously and efficiently to all customer needs.
2. Economic Development - Create a favorable business climate for new and existing business that will provide high skill and high wage jobs.
3. Environment - Create and preserve an environmentally healthy, clean and beautiful community.
4. Culture/Leisure/Recreation - Provide cultural and recreational activities and facilities that meet the diverse needs of our community.
5. Infrastructure - Plan, build and maintain a system of community infrastructure assets sufficient to meet the needs of the community.
6. Safe Community - Create an atmosphere of safety throughout the community.
7. Housing & Neighborhood Revitalization – Create an environment which provides for the diverse housing needs of the community.
8. Education - Create and participate in resource partnering opportunities to enhance educational opportunities for all citizens.
9. Financial Stability - Develop and implement policies which ensure the City's long term financial stability.

10. General Management - Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

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 unmatured interest on general long-term debt, which is recognized when due). While budgets for the proprietary fund types (i.e. enterprise funds and internal service funds) are not required by generally accepted accounting principles (GAAP) or by state or local law, they too are adopted using the modified accrual basis of accounting to provide for comparability with the other funds.

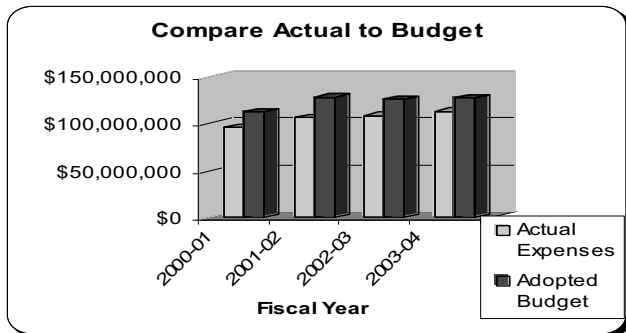
Actual expenses for the utility funds are recorded on the full accrual basis, while other funds are reported on the modified accrual basis. Comparing a budget prepared on the cash basis, to actual expenses recorded on the accrual basis can be misleading in a budget document. When comparing fiscal year 2001-02 actual expense to fiscal year 2003-04 adopted budget, the following four (4) items are presented on a different basis:

- Depreciation expense: Depreciation expense for the utility funds is a non-cash expense and not budgeted, but the actual column reflects expenses.
- Capital project expenses: Capital projects in the enterprise funds are budgeted on a cash basis, but the actual expenses recorded are zero because they are closed out to an asset account 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, and not recorded as an expense.

FISCAL YEAR 2003-04 BUDGET

- Reserve for future capital: Reserves are budgeted and may not be expended in that fiscal year but are simply used to appropriate or set aside funds for future capital improvements.

If the proposed budget were adopted on the accrual basis, the proposed budget would total \$113,252,313 rather than \$126,846,873 as reflected on page 57. This would result in an increase to the budget of 13.85% as opposed to the 27.69% increase reported.



DEPARTMENTAL BUDGET MEETING

During the preliminary budget meeting on April 8, 2003, all department directors and their budget staff were challenged to develop measurable goals that follow the 10 City goals and focus on outcome rather than output. Performance measures will continue to be tracked through the monthly reports. In addition, there was discussion about how good goals will improve performance measures and will assist staff in delivering outstanding service that is effective and efficient. Based on the consumer price index, operating expense increases should not exceed 3% over their adopted budget for fiscal year 2002-03.

Several issues were addressed during the course of the meeting with emphasis on the following:

- following instructions,
- using formats that are provided,
- submitting requests in a timely manner,
- consistency with capital project titles, and
- accurately documenting needs.

The MIS department will continue to own and lease all computer equipment, including desktop computers, laptops, and all printers. Requests for computer equipment were submitted through the MIS department and departments will be charged for equipment based on a 3-year

payback period. As of October 2003, all software purchases will be recorded in the MIS budget.

In an effort to standardize vehicles and heavy equipment and reduce maintenance costs throughout the City, the fleet maintenance division will be responsible for all vehicle repairs and purchases. Projected purchases were submitted to the Fleet Maintenance division for review prior to inclusion in the budget.

The utility departments are working on a 20-year business plan and the 10-year capital improvement plan was the first step to a city-wide work plan. A major part of the city-wide work plan will depend on the street paving work plan. Utility improvements and replacements can be scheduled and completed prior to street paving without the additional expense to patch a street. The plan will address the expected growth rate of certain areas to meet customer demands. The City typically extends services beyond the current available infrastructure based on a calculation to recoup the initial investment over a 5-7 year period. Each year the short-term and long-term goals are evaluated to ensure the long range plan is as accurate as possible.

Department directors were required to include detailed description in 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, and
- direct or indirect effect on revenue.

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 personal services category. Departments provided justification for capital projects included in the proposed fiscal year budget and the 5- year capital improvement plan. Other information is transmitted to the budget

FISCAL YEAR 2003-04 BUDGET

office via computer using a common directory in Microsoft Word or Excel that will be merged into one document. Following the submission deadlines, departments were prevented from making any changes to the proposed budget. Goals and objectives including performance measures were due by April 21, 2003.

REVIEW

The Deputy Finance Director compiled all the budget information, assisted each department in completing the goals, objectives, and utilized information from the MIS, fleet maintenance and accounting divisions to formulate accurate budget requests and capital project detail expenditures. The City Manager, Deputy City Manager, 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 on July 11th. The City Commission met on July 21st to hear an overall budget presentation. The millage rate was set on July 28th.

APPROVAL

Pursuant to Florida law, two (2) public hearings are required prior to the adoption of a millage

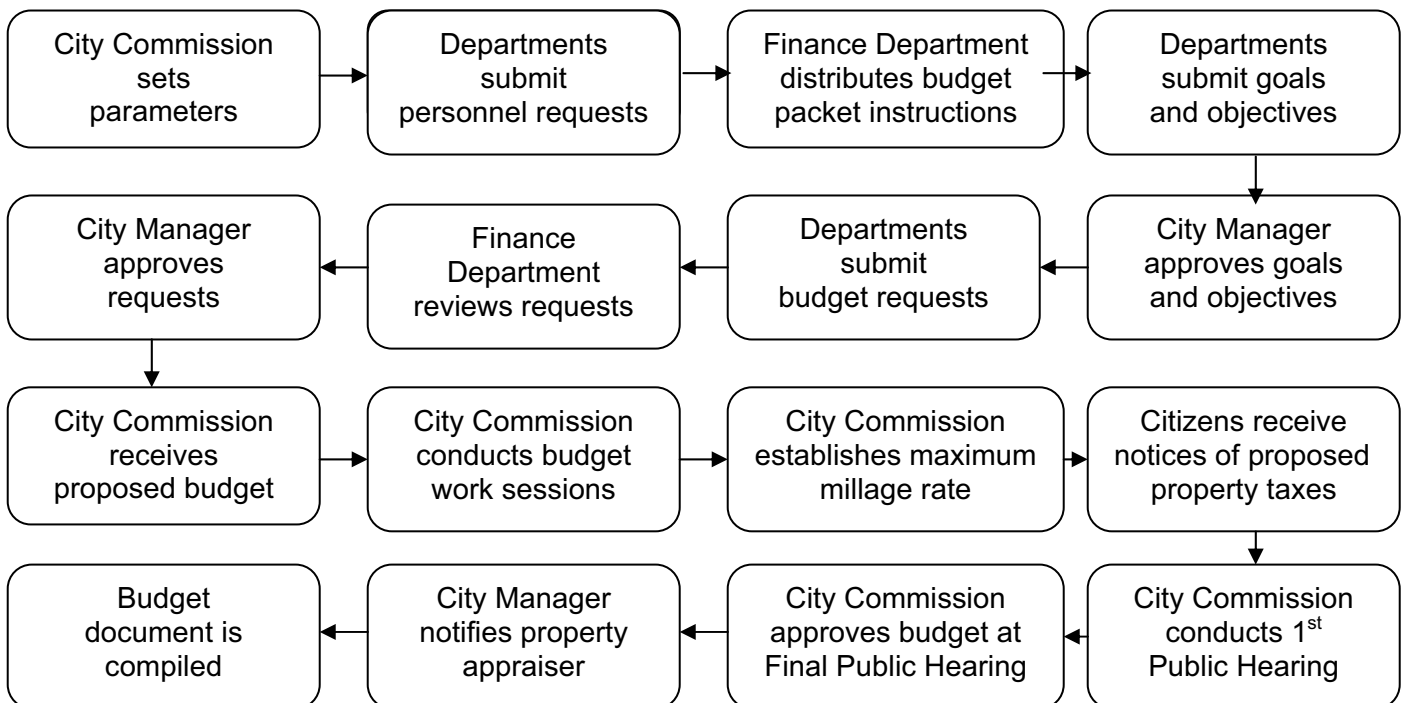
rate and budget. At the conclusion of the first public hearing held on Thursday, September 11, 2003, the City Commission adopted a resolution to tentatively adopt the millage rate, and another resolution to tentatively adopt the budget. At the final hearing on September 22, 2003, the City Commission adopted a resolution to adopt the final millage rate and an ordinance to adopt the 2003-04 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 capital improvement plan was available on the intranet for departments. The chart below summarizes the budget process.



FISCAL YEAR 2003-04 BUDGET

BUDGET CALENDAR AT A GLANCE

Phase I – Planning

March

- City Commission reviews progress and accomplishments.
- City Commission establishes citywide goals as part of a visioning process with specific guidelines regarding preparation of the upcoming budget.

Phase II – Department Preparation

March

- Departments submit requests for additional personnel, reclassifications, and promotions.
- Human Resources Department evaluates job descriptions, pay grades, and salary ranges.

April

- Departments review performance measures and update accordingly.
- Departments submit goals and objectives for the upcoming year.
- Budget Manager distributes forms and information to departments regarding budget requests.
- Accounting Department provides financial information for six (6) months.

Phase III – City Manager Budget Review

May

- Budget Manager and City Manager begin review sessions with governmental fund departments to discuss goals, objectives, work plans, performance measures, financial budget requests, and make recommendations.

June

- Budget Manager and City Manager conclude review sessions with governmental fund departments to discuss goals, objectives, work plans, performance measures, financial budget requests, and make recommendations.
- Under the direction of the City Manager, the Budget Manager balances the budget that will be presented to the City Commission in July.
- Property Appraiser submits estimate of current year total assessed values.

Phase IV – City Commission Budget Review

July

- 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.

August

- City notifies Property Appraiser of proposed millage rate and date, time and place of the first budget adoption hearing.
- Budget Manager finalizes budget document and prepares for budget adoption.

Phase V – Final Review and Budget Adoption

September

- 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.

FISCAL YEAR 2003-04 BUDGET

BUDGET CALENDAR

2003 DATE DAY	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
February 21, Friday	City Commission	Establish parameters for fiscal year 2003-04 and review capital improvement plan.	
March 6, Thursday	Department Heads	Submit updated organizational charts and requests for additions to or reclassifications of existing personnel to the City Clerk/Finance Director.	
March 10, Monday	City Commission	Adopt budget calendar, 10 year capital plan and goals for the fiscal year 2003-04 budget.	
April 8, Tuesday	City Manager	Distribute forms and instructions for use in preparation of the fiscal year 2003-04 budget requests to all departments and agencies funded by the City.	
April 21, Monday	Department Heads	Deadline for submission to the City Clerk/Finance Director of departmental goals and objectives statements and performance indicators for fiscal year 2003-04.	
May 2, Friday	Civic Organizations	Deadline for submission to the City Clerk/Finance Director of budget requests for fiscal year 2003-04.	
May 14, Wednesday	Governmental Fund Department Heads	Deadline for submission to the City Clerk/Finance Director of budget requests for fiscal year 2003-04.	
May 20-30 Tuesday-Friday	City Manager	Meet with governmental fund department heads to discuss fiscal year 2003-04 budget requests, including goals and objectives.	
On or before June 1, Sunday	Property Appraiser	Provide an estimate of 2003 total assessed values of nonexempt property for budget planning purposes.	Section 200.065(7), Florida Statutes,
June 6, Friday	Proprietary Fund Department Heads	Deadline for submission to the City Clerk/Finance Director of budget requests for fiscal year 2003-04.	
June 16-20, Monday-Friday	City Manager	Meet with proprietary fund department heads to discuss fiscal year 2003-04 budget requests, including goals and objectives.	
June 30, Monday	Budget Manager	Present complete budget to City Manager for review and analysis.	
On or before July 1, Tuesday	Property Appraiser	Submit 2003 certified taxable values to the City Commission.	Section 193.023(1), Florida Statutes, Section 200.065 (1), Florida Statutes

FISCAL YEAR 2003-04 BUDGET

2003 DATE DAY	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
July 11, Friday	City Manager	Present the tentative citywide and Community Redevelopment Agency budgets for fiscal year 2003-04 to the City Commission.	Section 200.065(2)(a)2, Florida Statutes, Section 28 (g), Leesburg City Charter
July 21, 28 Monday	City Commission	Conduct budget work sessions to consider the proposed fiscal year 2003-04 budget.	
July 28, Monday	City Commission	Establish the maximum millage rate for fiscal year 2003-04.	
No later than August 4, Monday	City Commission	Notify the Property Appraiser of: 1. The Proposed millage rates for 2003; 2. The rolled back millage rates for 2003; 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 11, Monday	City Commission	Adopt pay classification plan for fiscal year 2003-04.	
August 11, Monday	City Commission	Conduct budget work sessions to discuss capital projects in the proposed fiscal year 2003-04 budget.	
No later than August 24, Sunday	Property Appraiser	Mail notices of proposed property taxes for 2003 to each taxpayer listed on the current year assessment roll.	Section 200.065(2)(b), Florida Statutes, Section 200.069, Florida Statutes
September 5, Friday	City Clerk/ Finance Director	Advertise public hearings to consider the tentative budgets and proposed millage rate for fiscal year 2003-04.	NOT REQUIRED – Done as a public service.
September 8, Monday	CRA Board	Establish budget for Community Redevelopment Agencies.	
September 11, Thursday	City Commission	Conduct public hearings to consider adoption of the tentative budgets and proposed millage rate for fiscal year 2003-04. 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 19, Friday	City Clerk/ 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 2003-04.	Section 200.065(2)(d), Florida Statutes, Sections 200.065(3),(a),(b), and (h)-(l), Florida Statutes
September 22, Monday	City Commission	Conduct public hearings to consider final adoption of the budgets and millage rate for fiscal year 2003-04. 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 31, Friday	City Clerk/ Finance Director	Begin distribution of final budget documents.	

FISCAL YEAR 2003-04 BUDGET

SIGNIFICANT POLICIES

BUDGET POLICY

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 fiscal year commencing October 1.
- 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 throughout the year to reflect changes in available resources and transfer of appropriations between departments and programs.
- 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 vested with the authority to amend the budget for any governmental department, as long as 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 the action taken by the City Manager and approved by the City Commission will be processed as necessary.
- Unexpended balances of appropriations lapse at year-end unless funds are encumbered.

BUDGET ADJUSTMENT PROCESS

Upon the occurrence of a change in funding needs as a result of changing circumstances;

such as the acquisition or loss of a revenue source or the unanticipated increase of providing a service, the respective department head will formally request that the budget be amended.

The department head is authorized to approve changes of expenditures between line items within a category from one division to another within the respective department.

The City Manager may amend appropriations in any fund, provided the total appropriation of the fund is not changed and the transfer does not alter or amend a department's or division'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 that were not approved in the adopted budget,
- capital substitution or changes with no fiscal impact, and
- appropriations from the reserve for contingencies to increase the appropriation for any particular expense in the same fund or to create an appropriation in the fund for any lawful purpose.

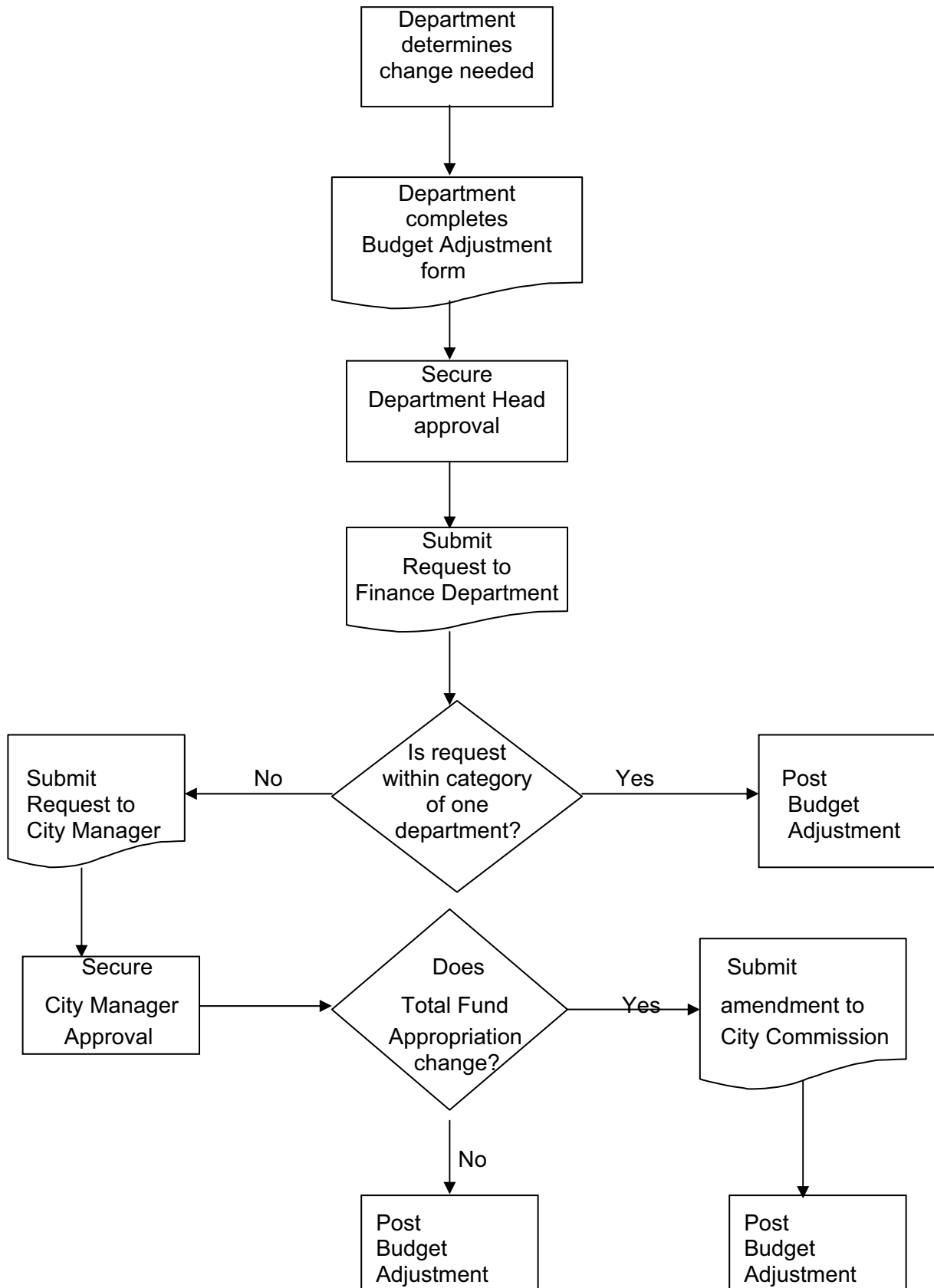
The Finance Department can adjust a line item that is approved within the budget, if money is appropriated to the incorrect classification of accounts established under the State Uniform Chart of Accounts.

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

FISCAL YEAR 2003-04 BUDGET

BUDGET ADJUSTMENT PROCESS



FISCAL YEAR 2003-04 BUDGET

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 cashiers daily. Receipts are validated and returned for verification.
- 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, described the Investment Policy, which 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 City Clerk/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 study trends to enable them to make wise 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.

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, and
- 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 operating revenues
Internal Service Funds – greater than or equal to zero (break even).

FISCAL YEAR 2003-04 BUDGET

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 2003-04 adopted budget, the minimum level of fund balance in the general fund is \$5,082,363 (20%

of \$25,411,813). The fiscal year 2003-04 budget does not appropriate fund balance, but if the ending fund balance falls below the target, the deficit must be restored in the 2004-05 budget. Since the implementation of the public service tax and telecommunications services tax, the general fund was able to reduce its dependence on the utility funds by maintaining an operating transfer of 8% rather than deplete all of fund balance reserves available for appropriation.

In fiscal year 2003-04, fund balance reserves have been appropriated in the special revenue, debt service, and capital projects funds in the amounts sufficient to balance those budgets.

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

<u>GENERAL FUND</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Total Adopted Budget	\$17,943,919	\$19,780,064	\$22,497,810	\$25,411,813
Beginning Fund Balance	4,427,173	5,592,507	6,284,109	5,050,244
Ending Fund Balance *	5,592,507	6,284,109	5,050,244	5,070,136
Percentage of Ending Fund				
Balance to Total Budget	31.17%	31.77%	22.45%	19.95%
Fund Balance Appropriated	0	0	324,724	0

* The ending fund balance for fiscal years 2002-03 and 2003-04 are projected based on estimated revenues and may 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 14, 2000, the City Commission adopted ordinance 00-35 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 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.

FISCAL YEAR 2003-04 BUDGET

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 a percentage of the low quote:

\$ 0.01 – 9,999	5% greater
\$10,000 – 24,999	2% greater

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:

FISCAL YEAR 2003-04 BUDGET

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, and
 - 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

Although the policy has not been formally approved, below are the past practices for the City of Leesburg. During fiscal year 2003-04, a policy will be presented to the City Commission for approval.

Responsibility

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

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 property with a cost greater than \$1,000 and a useful life greater than 1 year. Certain capital assets of the enterprise funds are recorded as a group utilizing average unit costing. Although not budgeted, 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.

Annual Review

The 5-year capital improvement plan provides a summary and a detailed description of all capital purchases for fiscal year 2003-04. Capital items are described in this document in the appropriate division of the general fund, and solid waste fund. Capital purchases for the utility funds can be found on the project schedule at the end of each fund. Below is a summary of all capital purchases by fund as compared to fiscal year 2002-03:

Fund	Amended 2002-03	Adopted 2003-04
General	709,701	1,194,894
Stormwater	680,370	519,483
Capital Projects	16,123,076	8,993,405
Electric	6,361,683	4,632,041
Gas	1,458,618	1,268,282
Water	5,428,674	5,055,250
Wastewater	4,786,968	2,377,896
Communications	927,867	1,184,975
Solid Waste	174,455	315,520
Total	36,651,412	25,541,746

On March 10, 2003, the City Commission adopted a 10-year capital improvement plan. The plan not only included capital projects, but some vehicles and equipment. The 5-year capital improvement plan was expanded and approved by the City Commission on August 11, 2003. This plan discusses the impact each purchase will have on the operating budget. Capital purchases impact the operating budget in the following three (3) areas:

- Increases in operating expenses – 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

FISCAL YEAR 2003-04 BUDGET

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 could decrease maintenance costs and provide an indirect savings that 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 police station will increase operating expenses to maintain a larger facility. The maintenance costs associated with the new Sleepy Hollow Recreation Complex also impacted the operating expense budget for the recreation department.

DEBT POLICY

Although the policy has not been formally approved, below are the past practices for the City of Leesburg. During fiscal year 2003-04, a policy will be presented to the City Commission for approval.

Purpose

- Assure adequate funds are available to make timely payments on all debt obligations
- Maintain the highest possible credit rating
- Define the level of debt to be included in rates to customers

Authority

The City Commission

Legal Debt Limits

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

Types of Debt

Short term debt can include commercial paper, lease-backed debt, and anticipation notes.

Long term debt can include certificates of obligation, special obligation, conduit, general obligation, revenue, and private activity bonds.

Structure

- Maturity – shall not exceed 30 years
- Payments – seek level debt service payments
- Type – serial, term or a combination
- Redemption provision – allowable
- Credit enhancement – utilized to reduce costs, since credit rating has not been received

Credit Objectives

Commission may seek credit ratings from one of the major rating agencies. Since a rating of “A” or higher has not been secured, the City utilized credit enhancement to sell bonds that carry a AAA rating.

Methods of Sale

Negotiated sales have provided significant benefits to the City for bond issues.

Outside Financial Professionals

- Bond Counsel – provide written opinion to affirm that the debt was issued in accordance with State statutory requirements and the federal income tax status
- Underwriters – only necessary in a negotiated sale based on experience and philosophy
- Financial Advisor – provide information on pricing and underwriting fees
- Paying agent – pay from debt service reserve to perform agreed upon services

Refunding

Periodic review will determine refunding opportunities. Advance refunding should provide a net present value savings. Current refundings are considered on a case by case basis.

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 maintain a system to ensure arbitrage rebate compliance of federal tax code.

FISCAL YEAR 2003-04 BUDGET

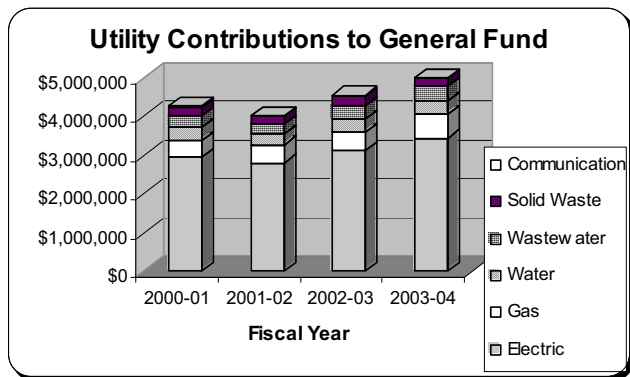
BUDGET SUMMARY

The major issues addressed in the adopted budget for fiscal year 2003-04 by fund are as follows:

GENERAL FUND

For 4 of the last 5 years, the City adopted a balanced budget for the general fund without appropriating any fund balance. Implementation of the public service tax in fiscal year 1999-2000 allowed the City to restore the general fund to a strong fiscal foundation. The public service tax revenue rose as well as the transfer from utility funds to the general fund. Although state shared revenues and other tax revenues have remained relatively the same over the past 2 years, there was no appropriation of fund balance in the proposed budget.

Although the percentage of transfer was maintained at 8% of utility operating revenues, the transfer amount is \$544,824 greater in fiscal year 2003-04 than the amount transferred in fiscal year 2002-03, as presented in the graph below.



During the past year, the City continued its active annexation program resulting in 11 annexations with a total of 1,025.40 acres. On September 23, 2002, the City Commission approved the annexation, effective December 31, 2002, of .436 square miles or 278.76 acres, located along US Highway 441 from College Drive to just east of CR 473. The area annexed includes the Lake Square Mall and Lake Sumter Community College. In the past 5 years, the City's boundaries increased by more than 30% from 14,322 to 18,882.51 acres.

Any annexation is viewed in part by contrasting potential revenues to be generated by the annexed property with the additional demand for services created thereby. 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 some properties will require utility extensions. In fiscal year 2001-02, the City Commission approved a joint planning area map for the City which depicts the 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, and reflects not only the proposed boundaries for the City, but also for adjacent incorporated areas. Future annexations will be encouraged continuing "infill" strategies to square up the outer boundaries and take advantage of the economies of scale provided by the increased density.

STORMWATER

During fiscal year 1992-93, CH2M Hill prepared a Stormwater Master Plan for the City which identified 10 major basins that should be constructed to improve drainage in the City. The City began to collect revenue and work on smaller projects. The following chart represents the total estimated costs to improve 1 basin:

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

The total estimated cost of each improvement exceeds current resources; therefore, the City may be able to reduce expenditures in this fund by obtaining required properties and right-of-way by donation, or secure other funding sources.

Since the Carver Heights basin was funded partially from grant revenues and resulted in a cost to the City of \$634,441, funds are available for construction of the Tally Basin, which should be completed during fiscal year 2002-03. Improvements to each basin are expected to take

FISCAL YEAR 2003-04 BUDGET

3 years from preliminary design phase through completion of construction. The 4 phases of the 10 basins are staggered. Pursuant to the current schedule, all basins will be completed by the year 2020. In order of the priority established by the City Commission, the next 5 basins included in the long-range plan are:

- Whispering Pines
- Lake Hollywood
- Lake Bentley
- Venetian Gardens
- Montclair

COMMUNITY REDEVELOPMENT AGENCY

The City Commission created the Greater Leesburg Community Redevelopment Agency on May 28, 1996 (Resolution 6994), pursuant to Section 163.512, Florida Statutes. 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. The principal amount of \$1,116,760, plus 6% interest is paid annually from the Main Street portion of revenues generated after the mortgage payment on the Christley property (which total \$24,048 annually for the next 11 years). In order to liquidate the loan within the remaining 22-year life of the GLCRA, the annual payment would be \$86,945.61, with an average principal payment of \$43,134. As of September 30, 2003, the balance of the note is \$948,938. Based on the Main Street's portion of the projected revenue, the principal will be reduced by \$33,847 in fiscal year 2003-04.

The Community Development Corporation (CDC) was formed to assist development in the Pine Street area and expanded their services to the Carver Heights area. The unreserved undesignated fund balance associated with the Pine Street area as of September 30, 2003 (\$182,796) plus the revenue generated in this area during fiscal year 2002-03 will be used to design electrical undergrounding of Heritage Estates and to leverage against grant funding of utility replacements for Heritage Estates.

On December 10, 2001, the City Commission created the Carver Heights and Vicinity Redevelopment Agency (Ordinance 01-61), and tax increment financing in this area will be used to make improvements with assistance from the CDC. The work plan for this area could include undergrounding of electric service, beautification of McCormick Street retention pond, and will be approved by the CRA. Revenue is projected to increase from \$6,356 (first year after creation) to \$27,002.

CAPITAL PROJECTS FUND

The one-cent local option infrastructure surtax will generate \$1,261,852 in revenue in fiscal year 2003-04, which the City will utilize to fund non-utility capital improvements including public safety equipment, sidewalks, improvements to the Leesburg Regional Airport, recreational facilities, and building improvements. This funding source, approved by voter referendum, on November 6, 2001, will continue through December 31, 2017.

The Capital Projects Fund budget fell by \$7,129,671 from \$16,123,076 in fiscal year 2002-03 to \$8,993,405 in fiscal year 2003-04. The majority of this decrease is a result of substantial completion of the new police department (\$5,334,444), and the recreation complex at Sleepy Hollow (\$2,400,000).

Improvements to the Leesburg Regional Airport, budgeted at an estimated cost of \$3,697,000, will be funded mostly from federal and state grants. The City has an agreement with the Federal Aviation Authority to extend Runway 13/31 and Taxiway K for total projected revenue of \$495,000. In addition, the City has entered into joint participation agreements with the State of Florida, Department of Transportation totaling \$2,545,100, which provides for the following airport capital improvements: air traffic control tower, modular operations building, line operations building, instrument landing system, and construction of a fire station at the airport.

Over the past 6 years, the City acquired property adjacent to the airport to control growth around the airport and to secure prime land for future expansion. In the interim, rent revenue will offset the local matching funds necessary to secure

FISCAL YEAR 2003-04 BUDGET

grants from the Florida Department of Transportation. These properties generated revenue totaling \$283,630 in fiscal year 2002-03. During the past fiscal year, the City purchased the Service Merchandise building, which may generate lease revenues of \$15,000 per month by August 2004. The amount of fiscal year 2002-03 lease revenue from all airport properties is projected to total \$316,460.

The use of the one-cent local infrastructure sales surtax revenue has been very beneficial to the general government of the City. Some of the major improvements planned for this year include:

- Police vehicle acquisition – The “Indianapolis plan”, which provides take home vehicles for all police officers will be complete by September 30, 2004 by purchasing 24 vehicles, which include 11 vehicles to replace the 100,000-mile vehicles. The department will continue to purchase additional vehicles at the same rate as past years, with the intent that the life of the vehicle will extend beyond its normal useful life.
- Fire truck and accessories at a projected total cost of \$875,000.
- Street construction for 11th Street and improvements to 15 streets is included in the public works department at a total cost of \$290,000.
- Plans in the streets division include widening Canal Street with a bike trail at a total cost of \$1,200,000, which will require debt proceeds or grant revenue.
- Design and construction of roads in a 3-block area in Heritage Estates is projected to cost \$200,000.
- Improvements to the existing Library building (\$300,000) and preliminary design of a new facility (\$500,000) are included in the budget.
- A total of \$150,000 has been appropriated for a recreation complex at Sleepy Hollow, and \$150,000 for continued development of Rails to Trails.

ELECTRIC

Fiscal year 2002-03 was highlighted by the commencement of work on a city-wide project to convert all of the overhead utility lines within the City to underground. This budget represents installation of underground in 3 subdivisions to avoid future safety code compliance issues associated with poles and provide other savings associated with this project as presented in the capital improvement plan.

Funds were set aside to acquire the old railroad rights-of-way for use as utility easements and recreational trails. The first project was the construction of underground lines along 6th Street from Meadow to the new Magnolia trail and turning east to extend to Canal Street. The second highlight was the commencement of installation of decorative street lighting along US Highway 441 from College Drive to CR 473. The other major accomplishment was the completion of wiring and installation of seventy light poles and fixtures at the Sleepy Hollow Recreation Complex. Growth in electric customers set a record year with over four hundred new customers.

The Electric Department continues to evaluate the costs of outsourcing specific activities, which is reflected in the fiscal year 2003-04 budget. During fiscal year 2002-03, costs were reduced by eliminating 3 positions for tree trimming. This reduction continued in fiscal year 2003-04 and another 2 positions were eliminated for traffic signal maintenance.

GAS

Growth in gas customers continued during fiscal year 2002-03 with the addition of over 350 customers. The Gas Department renovated and moved into a dedicated gas operations center on 6th Street. Although the increasing cost of gas remains a global concern, the City has taken steps to initiate pre-purchases of its winter natural gas supply to hedge price spikes that were seen the previous two winters.

The City continues an Energy Conservation Program, which allows customers to recoup part of their cost to install a gas appliance. With this program, the maximum rebate of \$700 per household is provided for installation of 2 or more

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of 4 approved gas appliances. The program provides the City with an opportunity to increase gas sales. During fiscal year 2002-03, \$69,900 was rebated to 127 customers who met the specified criteria. The energy conservation adjustment (ECA) rate provides funding for the energy conservation programs undertaken by the gas system pursuant to the gas marketing plan.

WATER

The water fund has included funding for 2 new wells and 2 pump station improvement projects to be completed during fiscal year 2003-04. These capital improvements are part of the ultimate goal of the water department to interconnect all water systems thereby providing backup water supply to the area from the plants and well fields and serve its customers with a better water supply. Currently the Royal Highlands plant is self-supporting. Operating expenses as well revenue will increase as the area expands and the new water plant is completed. Revenues were projected based on water rates approved by the City Commission on January 13, 2003 per Ordinance 03-03.

There is funding for 2 reuse transmission lines to position our facilities for delivery of public access reuse water to existing customers. A total of \$3,657,000 is included in the adopted budget for fiscal year 2003-04 to complete the reuse plant at Canal Street, construct transmission lines on Highway 441, and extend lines to customers. Of that amount, \$1,050,000 will be used to construct a reuse line from the Turnpike plant to US Hwy 27.

WASTEWATER

The fiscal year 2003-04 budget provides funding for improvements at the Canal Street wastewater treatment plant, which includes replacing the clarifier equipment. The budget also provides funding for design and permitting of improvements to rehabilitate and modernize equipment and processes, and to make improvements for production of public access reuse water from this facility. Revenues were projected based upon the rate Ordinance 03-07 approved by the City Commission on January 27, 2003.

COMMUNICATIONS

During the past year, the City obtained a new internet provider which allowed the City to substantially reduce the internet costs to customers. Because of lower internet rates and the offering of broadband telecommunications services, the City continued to extend fiber optic connections to more than 14 new customers.

SOLID WASTE

The Florida Legislature enacted legislation during the 1988 session, which requires mandatory resource recovery by operators of solid waste disposal facilities. The legislation requires a continuous reduction of 30% (through recycling) to the waste stream going into landfills. For the last annual reporting period, the County has achieved a recycling rate of 35%, which proves that their rigorous effort to comply with the waste reduction thresholds required by the legislation has paid off. Although the City continues recycling efforts, there have been no grant revenues available from the State of Florida, passed through Lake County for the last 3 fiscal years.

The City maintains a closed landfill, which is an 84-acre site that is mowed 8 times per year. Water 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 15 more years and is budgeted accordingly as required by law.

During fiscal year 2002-03, 9,979 tons of solid waste was transported to the incinerator and 7,500 cubic yards of construction and demolition class 3 solid waste and yard trash were disposed of at alternative disposal sites, which provided a savings to the City. Amending the hand commercial rates resulted in converting 150 accounts to commercial dumpsters, which eliminated one hand commercial route. Another 500 hand commercial accounts reduced their weekly pickup to once a week collection. A new commercial route was implemented to accommodate collection of 45 accounts that were serviced by private haulers. The department will place a city owned dumpster at all commercial accounts within 6 months and could generate \$120,000 annually from lease fees. The newly

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created roll-off service and franchise fee for all roll-off containers and compactors serviced by private haulers could produce additional revenue of \$100,000 annually. The City also established a pay-as-you-go commercial cardboard recycling program which eliminated a \$20,000 a year loss.

During fiscal year 2002-03, 6,400 tons of garbage, 2,500 tons of yard trash, and 730 tons of recyclables were collected from residential customers. As a result of increased efficiencies, a litter patrol, dumpsite cleanup, and lot cleaning operation, as well as an annual City-wide cleanup were added to improve the appearance of the City.

OVERALL

Finally, 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 with a brief description of the department and the responsibilities and function of each division within the department. 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 amended fiscal year 2002-03 budget to the adopted fiscal year 2003-04 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.

FISCAL YEAR 2003-04 BUDGET

BUDGET REVIEW

REVENUE OVERVIEW

A balanced budget is presented for each of the City's nineteen 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) taxes, local option gas taxes, public service taxes, communications services tax, other local taxes, and franchise fees. 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%. Franchise fees from electric and gas utilities are included in this category and are estimated based on projections. A public service tax was budgeted based on eligible estimated revenues in electric, gas and water funds multiplied by 10%. Under the provisions of a new law, projected revenues for the communications services tax were calculated by using 5.22% of the state projected revenues from telecommunications services (\$18,709,291). In conjunction with the decision to levy this tax, the Commission elected not to collect right-of-way permit fees.

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.

Since the construction industry continues to prosper, and the building permit fees have increased, this category is projected to double in fiscal year 2003-04 over the amount collected in fiscal year 2002-03. The business license revenue remained the same for both fiscal years.

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's portion of revenue generated from state taxes is based on the state forecasts as reported in the Local Government Financial Information Handbook. The airport projects are good examples of how the City utilizes grant revenues for planned projects rather than allowing grant approval to skew priorities.

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. Electric, gas, and water trends are analyzed based on actual consumption for each customer category from 1994 forward. 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 48% of the state established manual premium rates (by standard industry code).

Fines and Forfeitures - Includes court fines and fees (including police officers educational funding),

FISCAL YEAR 2003-04 BUDGET

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, sales of surplus property, insurance proceeds from lost or destroyed property, street paving assessments, refunds, contributions, reimbursements, and revenues not more properly recorded in other classifications. This category uses a variety of methods to develop a good estimate. Each revenue is examined based on economic conditions. 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. Reimbursement revenue discussed in the appropriations overview increases as the costs in the related activity increases. The employee and employer contributions to the pension plans are actuarially determined.

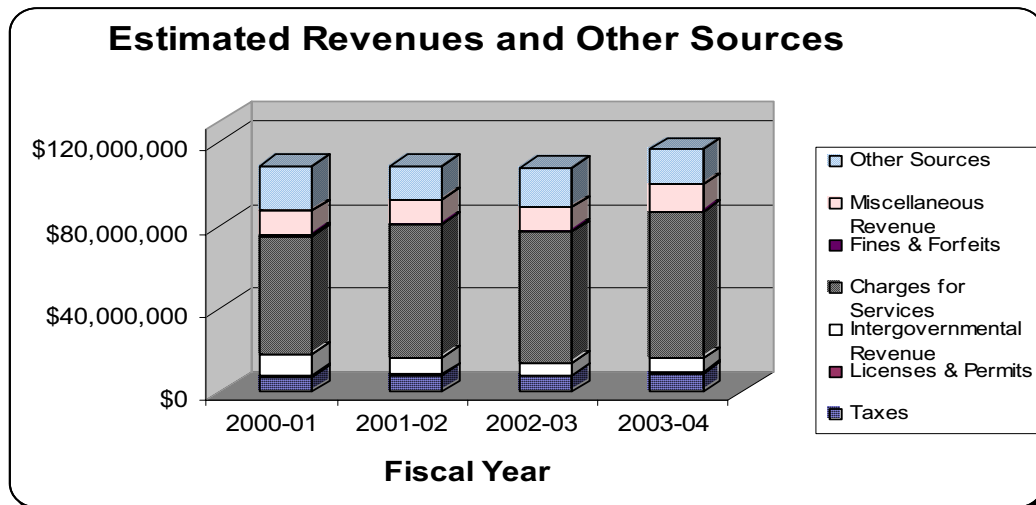
Other Revenue Sources - Includes operating transfers and other funding sources for capital purchases. Operating transfers from the enterprise funds are calculated as 8% of estimated operating revenues of each fund.

Cash Balance Brought Forward - Includes fund balance/retained earnings appropriated for operating or capital expenditures.

Based on the preceding classifications, the estimated revenue sources for the last four (4) fiscal years can be viewed in the following table and graph:

SUMMARY OF ESTIMATED REVENUES BY CATEGORY

	2000-01	2001-02	2002-03	2003-04
Taxes	\$ 7,378,368	\$ 8,135,051	\$ 7,911,192	\$ 9,089,643
Licenses & Permits	362,200	377,000	417,500	576,200
Intergovernmental Revenue	10,363,504	8,181,139	5,718,037	6,493,011
Charges for Services	56,838,718	63,927,211	62,820,984	70,169,651
Fines & Forfeits	311,900	286,000	283,700	267,300
Miscellaneous Revenue	11,721,785	11,591,315	11,512,060	13,062,538
Other Sources	21,179,402	15,905,654	19,104,975	16,729,003
Cash Balance Brought Forward	3,889,131	19,508,576	18,199,283	10,459,527
TOTAL REVENUES SOURCES	\$ 112,045,008	\$ 127,911,946	\$ 125,967,731	\$ 126,846,873



FISCAL YEAR 2003-04 BUDGET

Several categories were responsible for the total \$879,142 budget increase from \$125,967,731 in fiscal year 2002-03 to \$126,846,873 in fiscal year 2003-04.

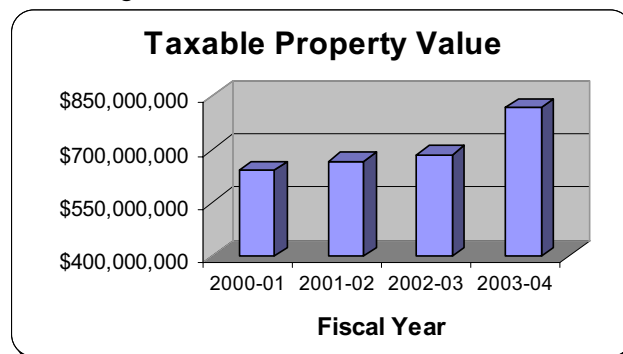
Taxes

The taxes category rose from \$7,911,192 in fiscal year 2002-03 to \$9,089,634 in fiscal year 2003-04, which is an increase of \$1,178,442. The increase in communications services tax (\$275,264) and ad valorem taxes (\$567,167) combined account for over 70% of the increase in this category.

Ad Valorem Taxes

The current millage rate of 4.500 represents a 6.99% increase over the rolled-back rate of 4.209 mills. The City Commission has maintained the same millage rate for the past fourteen years.

Over the past 4 years, taxable property value has increased by a total of \$176,047,876. As noted in the graph below, the increase in property tax value of \$132,670,561 over fiscal year 2002-03 generates a total of \$567,166 in additional projected revenue over the prior year, which will offset a portion of the additional services funded from the general fund.



	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04*</u>
Millage Rate (per \$1,000)	4.500 Mills	4.500 Mills	4.500 Mills	4.500 Mills
Taxable Property Value	\$641,873,683	\$666,450,698	\$685,250,998	\$817,921,559
Total Taxes Levied	2,888,432	2,999,028	3,083,629	3,680,647
Amount Collected	2,789,242	2,834,532	2,995,148	3,496,615
Percentage Collected	96.57%	94.52%	97.13%	95.00%

* For fiscal year 2003-04, 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.

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. The revenue collected from this source is deposited directly into the general fund.

Communication Services Tax - 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. Revenues were calculated based on the State's estimated taxable sales of \$18,708,291.

Intergovernmental Revenue

During fiscal year 2003-04, the intergovernmental revenue category increased significantly due to increased grant activity for airport improvements

(\$2,985,100). Revenues are budgeted for those projects for which executed grant agreements have been received. For the projects the City anticipates receiving an executed grant agreement at some point in the future, only the amount of local revenues required to provide any required local match have been budgeted. Once an executed grant agreement is received for these projects, it will be necessary to amend the budget to include the amount of the approved grant; however the source of the required local match will have already been identified and appropriated.

The decreases in this category are in part offset by a \$350,000 grant from Lake County Water Authority for costs associated with dredging the Venetian Gardens canals and a CDBG grant (\$750,000) for construction of a parking garage, which were received in fiscal year 2002-03.

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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. Total estimated revenues from this source are \$758,135, of which \$511,330 is budgeted in the debt service fund with the remainder (\$246,805) included as estimated revenues in the general fund.

In addition, the City of Leesburg receives a portion of the personal services costs from grant funds for the actual time 4 police officers worked. The level of activity in this area decreased from \$232,317 in fiscal year 2002-03 to a projected total of \$152,590. The City will receive funding from the following agencies:

Type	Agency	Number
Local Law Enforcement Block Grant	Federal	1
SRO/DARE	Lake County School Board	3

Charges for Services

Charges for services rose 11.7% or \$7,348,667, primarily due to fuel price increases. This increase is caused by increases in the cost of purchased energy in both the electric and natural gas funds compared to the prior year. Since it is the City's policy to pass along these cost increases to customers, an increase in cost results in an increase in operating revenues. In the electric fund, this category is expected to rise by \$4,214,721 or 10.86%, from \$38,797,529 in fiscal year 2002-03 to \$43,012,250 in fiscal year 2003-04. In the natural gas fund, revenues are projected to rise by \$1,456,600 or 24.04% from \$6,060,225 in fiscal year 2002-03 to \$7,516,825 in fiscal year 2003-04.

Water and wastewater rate increases were implemented effective February 1, 2003. Water and wastewater revenue are projected to increase by a combined total of \$802,442, which is a 9.27% increase over fiscal year 2002-03.

Increases in service demands or changes in rate structures caused increases in the following funds:

General Fund	\$ 119,234
Stormwater Fund	24,700
Communications Fund	135,938

Solid Waste Fund	83,390
Health Insurance Fund	330,440
Workers' Compensation Fund	181,202
Total	\$874,904

Cash Balance Brought Forward

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 for the following funds to appropriate fund balance:

General Fund	\$ 85,000
Special Revenue Funds	365,664
Debt Service Fund	130,000
Enterprise Funds	2,627,220
Total Fund Equity Appropriated	\$3,207,884

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, fleet maintenance, public buildings, 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: 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

FISCAL YEAR 2003-04 BUDGET

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

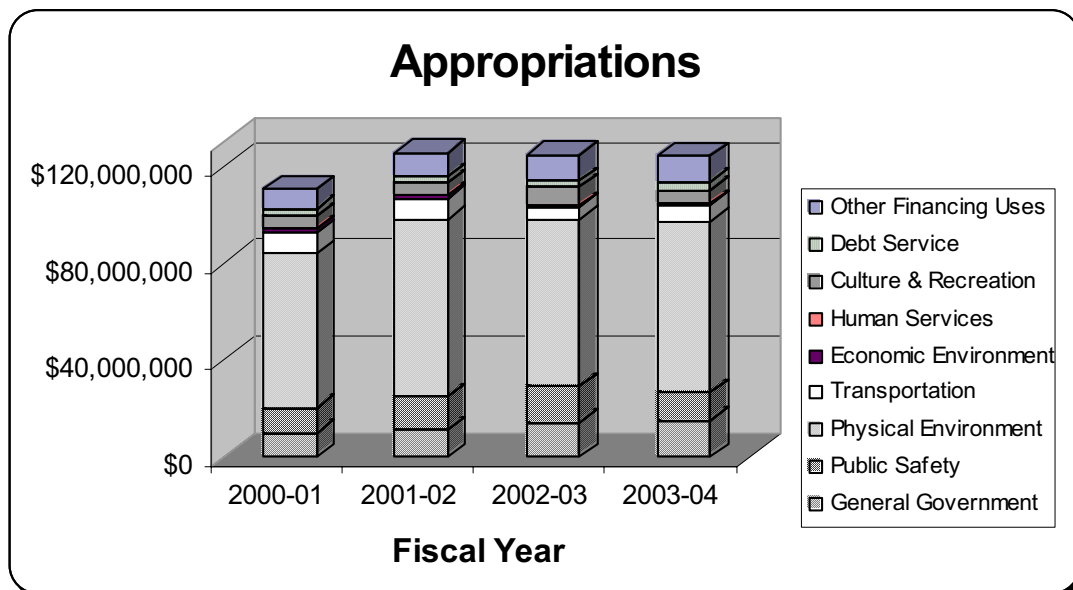
and activities for the benefit of citizens and visitors, which is provided by the library and recreation departments.

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

	2000-01	2001-02	2002-03	2003-04
General Government	\$ 9,751,265	\$ 10,879,410	\$ 14,052,370	\$ 14,742,229
Public Safety	10,198,874	13,831,304	15,035,603	11,586,673
Physical Environment	63,840,663	73,291,255	69,137,992	70,724,803
Transportation	8,803,297	8,681,260	4,844,797	6,802,635
Economic Environment	1,603,573	1,045,221	606,512	550,388
Human Services	44,389	46,178	50,438	51,909
Culture & Recreation	4,973,093	5,304,976	7,489,433	5,622,755
Debt Service	3,119,313	2,627,092	2,644,946	3,154,747
Other Financing Uses	8,232,017	9,889,959	10,835,186	11,096,280
Reserves	1,478,524	2,315,291	1,270,454	2,514,454
TOTAL APPROPRIATIONS	\$ 112,045,008	\$ 127,911,946	\$ 125,967,731	\$ 126,846,873



FISCAL YEAR 2003-04 BUDGET

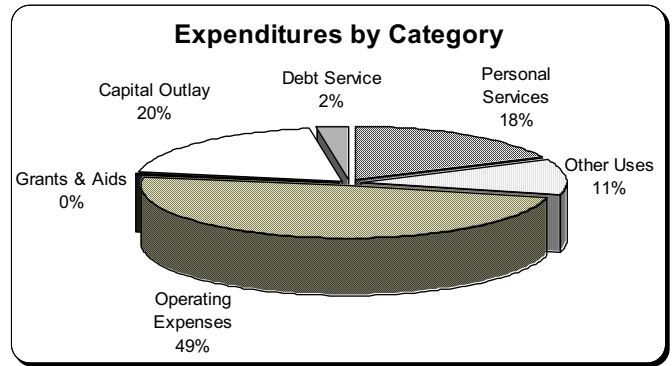
The activity with the largest decrease is public safety (\$3,448,930), which is directly related to the decrease in the cost of construction of the new police facility, which was substantially complete in fiscal year 2002-03. This decrease is offset by the increased costs associated with the annexation of the Lake Square Mall in December 2002. Culture & recreation experienced a decrease of \$1,866,678, which is directly related to improvements at the Sleepy Hollow recreation complex included in the capital projects fund budget for fiscal year 2002-03.

Transportation expenditures had a significant increase of \$1,957,838, due to the increase in capital expenditures for the airport (which are grant related) and \$1,200,000 to widen Canal Street (which is debt and grant related). The second largest increase was in physical environment (\$1,586,811), which is attributed to the power cost increases in electric and gas as previously discussed.

The general government category had several increases and decreases, but the most substantial increase of \$1,150,587 in the MIS Department of the General Fund is a result of consolidating all software and hardware maintenance and purchases through this department. Since the budget for fiscal year 2002-03 included \$1,125,000 to construct a parking garage with federal grant funds, the capital projects fund decreased in this category.

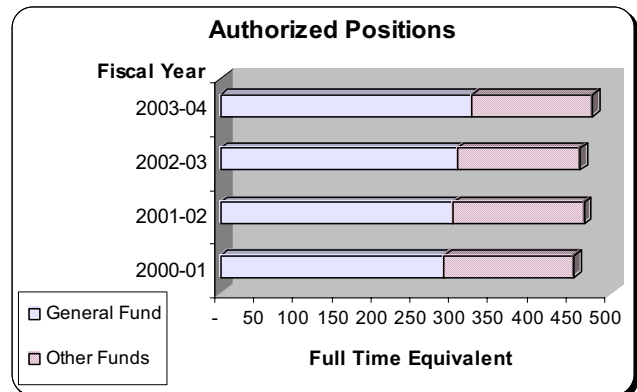
In fiscal year 2002-03, the budgets for the majority of funds were balanced by appropriating fund balance/reserve and could not project an increase to reserves. Since revenue exceeded appropriations in the majority of funds in the budget for fiscal year 2003-04, reserves for future capital increased by \$1,244,000.

As presented in the following graph, nearly 50% of the appropriations are for operating expenses associated with day-to-day activities to provide services to the citizens. Capital outlay comprises 20% of the overall budget and can vary from year to year. The third largest component is the personal services category, which is a vital part of a municipal government, especially one that supports 6 utility funds.



Personal Services

Total personal services costs rose from \$23,175,123 in fiscal year 2002-03 to \$24,659,521 in fiscal year 2003-04, an increase of \$1,484,398 or 6.41%. These increases were caused by the increase in the employer cost of providing workers' compensation coverage, a 2% increase to the pension plan, and a 4% pool for each department to provide an anniversary merit increase ranging from 3-6% to all eligible employees.

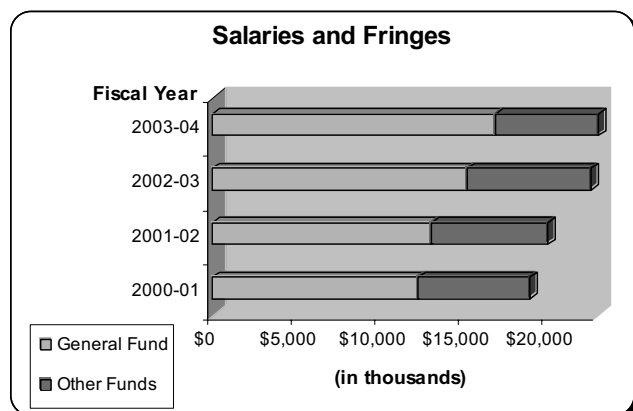


As seen in the previous graph, the fiscal year 2003-04 budget includes a net increase of 15.9 full time equivalent positions of which 14 positions were added during the fiscal year to accommodate the mall annexation and a position for an airport manager rather than use contract services. Therefore, the number of approved positions increased from 460.75 in fiscal year 2002-03 to 476.65 in fiscal year 2003-04.

It should be pointed out that the increase in approved full time equivalent positions totals 10.4 over a 2 year period, which is less than the increase associated with the mall annexation.

FISCAL YEAR 2003-04 BUDGET

Salaries and fringes increased in the general fund from to \$15,697,415 in fiscal year 2002-03, \$16,854,084 in fiscal year 2003-04 reflecting an increase of \$1,156,669 or nearly 78% of the overall increase in this category. The other funds also experienced an increase in appropriations for salaries and fringes totaling \$327,729, which is an increase of 4% over fiscal year 2002-03. These increases may be shown graphically as follows:



The City made a conscious effort to use a portion of the accumulated surplus in the workers' compensation fund by setting the premium rates charged to user departments at artificially low percentages for fiscal year 2002-03. It was necessary for the City to adjust the workers' compensation rates charged for workers' compensation coverage for City employees to 48% of the manual workers' compensation premium rates established by the State. The revenue recorded in the internal service funds (health insurance and workers' compensation) is offset by premium charges recorded in the personal services section of the affected departments. This increase accounts for \$181,202 or 12% of the impact on this category.

The market declines over the past 3 years have affected interest earnings in the pension funds. Therefore, the amount of employer contribution required to maintain an actuarially sound General Employees Pension Plan and to improve future benefits for employees was increased from 6.5% to 8.5% of covered payroll for fiscal year 2003-04. 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 8.5%.

Therefore, the City paid pension contributions increased by \$474,721 or 32% of the overall increase based on salary and wage increases.

Operating Expenses

Operating expenses increased by \$5,622,256 or 9.37% from \$60,026,210 to \$65,648,466. Departments were encouraged to limit normal operating expenses to a 3% increase. Once again, the increase in costs associated with the purchase of electricity and gas account for \$5,990,547. Therefore, the appropriations for all other operating expenses experienced an overall decrease in fiscal year 2003-04.

A percentage of the operating budget is allocated directly to the appropriate utility operating expense budget. Several different cost drivers were used to determine the percentage applicable to the operation of the 6 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 2003. The total percentage of services provided by the department/division indicated which was allocated to the various utilities is listed below:

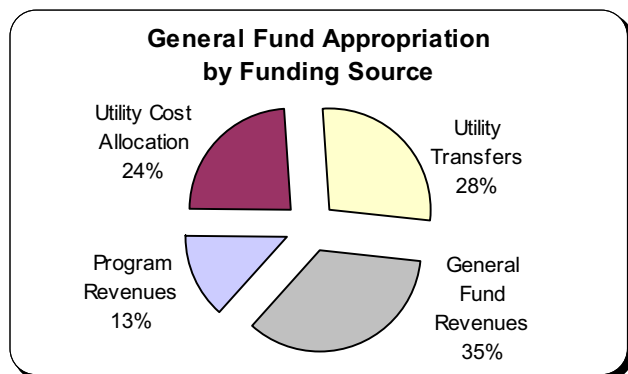
<u>Department</u>	<u>Percentage</u>
City Commission	50%
Executive - Administration	65%
Finance - City Clerk	30%
Accounting	50%
Collections	95%
Customer Service	100%
Meter Readers	100%
Purchasing	75%
Warehouse	95%
Human Resources	35%
Management Information Services	90%
Engineering	90%
Public Works – Public Buildings & Parking	30%
Administration	35%
Development - Planning and Zoning	65%
Housing & Economic Development	67%

The general fund provides a variety of services that are consumed by the enterprise funds. Expenses in the utilities related to costs for services provided by the general fund are reflected as reimbursement revenue to the general fund. The total of these operating expenses in the utility funds increased \$1,319,998 or 27.37% from \$4,823,365 to

FISCAL YEAR 2003-04 BUDGET

\$6,143,363, which can be directly attributed to the increase in operating expenditures in the general fund. An increase in operational demands affected several administrative departments, such as executive, finance, human resources, MIS, housing and economic development.

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 52% 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

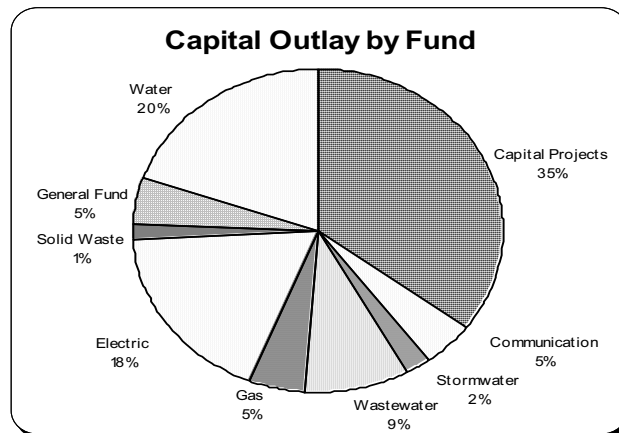
As included in the adopted fiscal year 2003-04 budget, capital projects in all funds decreased from \$29,366,983 in fiscal year 2002-03 to \$24,990,440. The decrease in capital outlay can be directly attributed to the several major capital projects that were completed in fiscal year 2002-03.

Expansion – Expansion of the City limits of Leesburg results in increased capital purchases necessary to provide services. The electric department plans to convert 3 subdivisions to underground utility service. The gas department plans to extend services to new developments, and the water and wastewater system 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 when customers secure a building permit to prepare for expanding capacity.

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 repair than to replace.

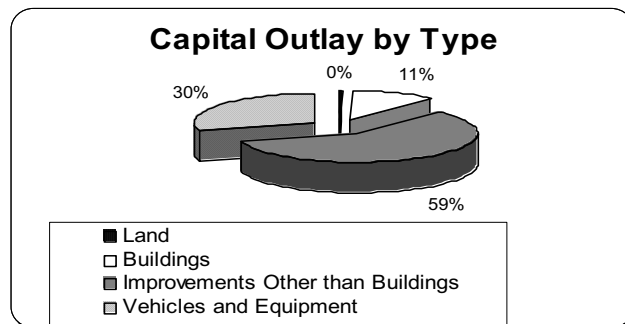
The following graph represents the total capital improvements by fund:



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

<u>Category</u>	<u>Amount</u>
Land	\$ 65,000
Buildings	2,831,582
Improvements other than buildings	14,683,432
Vehicles and equipment	7,410,426
TOTAL	\$24,990,440

The largest capital outlay category is for improvements other than buildings, which is mainly for utility system capital assets necessary to provide service to customers. Typically, vehicles and equipment exceed buildings, as reflected in the chart above. The majority of the buildings category (\$1,912,582) is for construction of the airport fire station.



Debt Service

The debt service category increased by \$509,801 from to \$2,644,946 in fiscal year 2002-03 \$3,154,747 in fiscal year 2003-04. The increases are summarized below:

FISCAL YEAR 2003-04 BUDGET

<u>Description</u>	<u>Amount</u>
Fiber optic cable installations	\$ 129,686
Reuse water system	231,543
Canal Street treatment plant	146,819
TOTAL	\$508,048

Other Uses

The operating transfer to the general fund of profits generated from the various enterprise funds to the general fund for the fiscal year 2003-04 represents an increase of \$544,824 or 11.98% from \$4,547,106 to \$5,091,930. As noted earlier, transfers were maintained at 8% of estimated operating revenues for all 6 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. The City of Leesburg has no underlying bond rating, but all the bonds are insured and therefore carry a AAA rating with both Standard and Poors and Fitch IBCA.

Bonded debt for the City of Leesburg is minimal in comparison to assets. As of September 30, 2002, the debt coverage ratio and debt per capita based on the estimated April 1, 2003 population of 16,290 is as follows:

<u>Type</u>	<u>Debt Coverage</u>	<u>Debt per Capita</u>
Public Improvement Bonds	2.22	\$ 801.80
Utility Revenue Bonds	6.92	\$2,888.65

Below is a summary table of debt service for the next 5 years in all funds:

Issue	2004	2005	2006	2007	2008
1999 Capital Improvement Bonds	\$ 503,420	\$ 502,615	\$ 501,315	\$ 504,645	\$ 502,476
1999A Utility Revenue Bonds	1,150,551	1,152,281	1,152,375	1,151,000	1,148,230
1999B Utility Revenue Bonds	734,380	729,550	729,519	729,119	733,369
2003 FMPA Loan (Utilities)	184,000	193,000	203,000	213,000	223,000
TOTAL	\$2,574,355	\$1,427,171	\$2,588,215	\$2,599,771	\$2,609,083

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 is being used to partially offset the cost of

constructing a new police department building at a total estimated cost of \$5,562,800. The 1999 bonds are fully registered bonds in denominations of \$5,000 and are collateralized by a pledge of the local government half-cent sales tax and a guaranteed portion of the state revenue sharing (\$309,234). Debt service requirements associated with the 1999 bonds are as follows:

FISCAL YEAR 2003-04 BUDGET

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%	2004	135,000	368,420	503,420
	2005	140,000	362,615	502,615
	2006	145,000	356,315	501,315
	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	\$6,915,000	\$6,146,296	\$13,061,296

The funds from the Utilities System Refunding Revenue Bonds, Series 1999A were used to refund the Utilities System Refunding Utilities Revenue Bonds, Series 1989, which were originally issued to expand the utility systems. The proceeds from the Utilities System Revenue Bonds, Series 1999B were issued to fund the costs of acquiring, constructing, and equipping a new wastewater treatment plant and other capital improvements to the wastewater facilities. Both issues are fully registered bonds

in denominations of \$5,000 and are collateralized by a pledge of net utilities system revenues. As of September 30, 2002, the debt coverage ratio is 6.42. Debt per capita based on the estimated April 1, 2003 population of 16,290 is \$2,888.65. Debt service requirements to maturity and other pertinent details associated with the Utilities System Refunding Revenue Bonds, Series 1999A, and the Utilities System Revenue Bonds, Series 1999B are separately stated as follows:

FISCAL YEAR 2003-04 BUDGET

Issue	Year	Principal	Interest	Total
Utilities System Refunding Revenue Bonds, Series 1999A Original Issue Amount: \$15,705,000 Original Issue Date: June 15, 1999 Final Maturity: October 1, 2023 Interest Rate: 3.6% - 5.25%	2004	\$ 435,000	715,551	1,150,551
	2005	455,000	697,281	1,152,281
	2006	475,000	677,375	1,152,375
	2007	495,000	656,000	1,151,000
	2008	515,000	633,230	1,148,230
	2009	540,000	609,025	1,149,025
	2010	565,000	583,105	1,148,105
	2011	595,000	554,855	1,149,855
	2012	625,000	525,105	1,150,105
	2013	655,000	493,230	1,148,230
	2014	690,000	459,825	1,149,825
	2015	725,000	424,463	1,149,463
	2016	765,000	386,400	1,151,400
	2017	805,000	346,238	1,151,238
	2018	845,000	303,975	1,148,975
	2019	890,000	259,613	1,149,613
	2020	935,000	212,888	1,147,888
	2021	985,000	163,800	1,148,800
	2022	1,040,000	112,088	1,152,088
	2023	1,095,000	57,488	1,152,488
TOTAL		\$14,130,000	\$8,871,535	\$23,001,535

Issue	Year	Principal	Interest	Total
Utilities System Revenue Bonds Series 1999B Original Issue Amount: \$12,145,000 Original Issue Date: June 15, 1999 Final Maturity: October 1, 2028 Interest Rate: 3.6% - 5.375%	2004	\$ 115,000	619,380	734,380
	2005	115,000	614,550	729,550
	2006	120,000	609,519	729,519
	2007	125,000	604,119	729,119
	2008	135,000	598,369	733,369
	2009	140,000	590,024	730,024
	2010	150,000	585,304	735,304
	2011	155,000	577,804	732,804
	2012	160,000	570,054	730,054
	2013	175,000	561,894	736,894
	2014	180,000	552,969	732,969
	2015	190,000	543,744	733,744
	2016	195,000	533,769	728,769
	2017	210,000	523,531	733,531
	2018	220,000	512,506	732,506
	2019	230,000	500,956	730,956
	2020	245,000	488,881	733,881
	2021	260,000	476,019	736,019
	2022	270,000	462,369	732,369
	2023	280,000	448,194	728,194
	2024	1,450,000	433,494	1,883,494
	2025	1,525,000	355,556	1,880,556
	2026	1,610,000	273,588	1,883,588
	2027	1,695,000	187,050	1,882,050
	2028	1,785,000	95,944	1,880,944
TOTAL		\$11,735,000	\$12,319,587	\$24,054,587

FISCAL YEAR 2003-04 BUDGET

The funds from the FMPA Loan will be used to finance the cost of acquiring, constructing and equipping infrastructure improvements. The projects scheduled with the loan issued by FMPA are for the reuse water system including, pumping and storage facilities and transmission mains reconstructions and/or rehabilitation of the Canal Street Wastewater treatment plant and other capital improvements to the wastewater facilities. Proceeds from the loan were also

allocated as a pass thru loan to Lake Sumter Community College for energy saving enhancements. The principal and interest shall be payable solely from Net Revenues as defined on Ordinance 84-17. The pledge of and lien on the Net Revenues securing the city obligations of the City under the Loan Agreement shall be junior and subordinate in all respects to the obligation of the City under the Loan Agreement.

Issue	Year	Electric	Water	Wastewater	Total
FMPA Loan Original Loan Amount: \$6,077,000 Original Issue Date: Sept 23, 2003 Final Maturity: October 1, 2024 Interest Rate: Variable	2005	\$ 15,563	\$ 91,122	\$ 77,315	\$ 184,000
	2006	16,324	95,579	81,097	193,000
	2007	17,170	100,531	85,299	203,000
	2008	18,015	105,484	89,501	213,000
	2009	18,862	110,435	93,703	223,000
	2010	19,876	116,379	98,745	235,000
	2011	20,807	121,826	103,367	246,000
	2012	21,907	128,264	108,829	259,000
	2013	23,006	134,702	114,292	272,000
	2014	24,106	141,140	119,754	285,000
	2015	25,290	148,073	125,637	299,000
	2016	26,558	155,502	131,940	314,000
	2017	27,912	163,425	138,663	330,000
	2018	29,350	171,844	145,806	347,000
	2019	30,788	180,263	152,949	364,000
	2020	32,310	189,177	160,513	382,000
	2021	33,917	198,586	168,497	401,000
	2022	35,609	208,491	176,900	421,000
	2023	37,385	218,891	185,724	442,000
	2024	39,245	229,786	194,969	464,000
TOTAL		\$514,000	\$3,009,500	\$2,553,500	\$6,077,000

FISCAL YEAR 2003-04 BUDGET

BUDGET SUMMARY City of Leesburg - Fiscal Year 2003-04

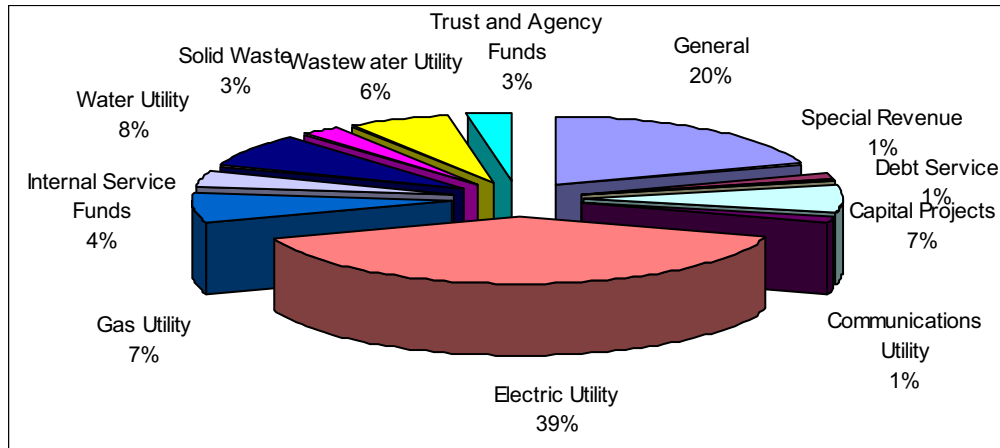
**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF LEESBURG, FLORIDA
ARE 1.61% LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.**

		GENERAL	SPECIAL	DEBT	CAPITAL		TRUST &	INTERNAL	
		FUND	REVENUE	SERVICE	PROJECTS	ENTERPRISE	AGENCY	SERVICE	TOTAL
		FUND	FUNDS	FUND	FUND	FUNDS	FUNDS	FUNDS	BUDGET
<u>ESTIMATED REVENUES</u>									
Taxes	Millage per \$1,000								
Current Ad Valorem Taxes	4.500	3,496,615	0	0	0	0	0	0	3,496,615
Sales & Use Taxes		724,789	0	0	1,261,752	0	250,000	0	2,236,541
Franchise Fees		60,000	0	0	0	0	0	0	60,000
Utility Taxes		3,296,487	0	0	0	0	0	0	3,296,487
Licenses & Permits		576,200	0	0	0	0	0	0	576,200
Intergovernmental Revenue		1,250,719	263,362	511,330	4,467,600	0	0	0	6,493,011
Charges for Services		1,195,374	645,700	0	0	63,649,117	0	4,679,460	70,169,651
Fines & Forfeitures		267,300	0	0	0	0	0	0	267,300
Miscellaneous Revenue		7,462,165	20,308	3,000	63,319	2,242,844	3,212,387	58,515	13,062,538
Other Financing Sources		0	0	0	800,000	5,228,723	0	0	6,028,723
TOTAL SOURCES		18,329,649	929,370	514,330	6,592,671	71,120,684	3,462,387	4,737,975	105,687,066
Transfers In		6,997,164	118,459	0	2,400,734	1,183,923	0	0	10,700,280
Fund Balances/Reserves/Net Assets		85,000	365,664	130,000	0	9,878,863	0	0	10,459,527
TOTAL REVENUES, TRANSFERS & BALANCES		25,411,813	1,413,493	644,330	8,993,405	82,183,470	3,462,387	4,737,975	126,846,873

EXPENDITURES

General Government	7,989,385	0	0	360,000	0	2,289,000	4,103,844	14,742,229
Public Safety	9,577,254	0	0	2,009,419	0	0	0	11,586,673
Physical Environment	813,312	917,333	0	0	68,994,158	0	0	70,724,803
Transportation	1,365,635	0	0	5,437,000	0	0	0	6,802,635
Economic Environment	550,212	176	0	0	0	0	0	550,388
Human Services	51,909	0	0	0	0	0	0	51,909
Culture & Recreation	4,447,755	0	0	1,175,000	0	0	0	5,622,755
Debt Service	0	24,048	504,330	0	2,486,369	0	0	3,014,747
Other Financing Uses	311,000	0	0	0	0	0	0	311,000
TOTAL EXPENDITURES	25,106,462	941,557	504,330	8,981,419	71,480,527	2,289,000	4,103,844	113,407,139
Transfers Out	200,459	90,783	0	0	10,409,038	0	0	10,700,280
Fund Balances/Reserves/Net Assets	104,892	381,153	140,000	11,986	293,905	1,173,387	634,131	2,739,454
TOTAL APPROPRIATED EXPENDITURES	25,411,813	1,413,493	644,330	8,993,405	82,183,470	3,462,387	4,737,975	126,846,873
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.



FISCAL YEAR 2003-04 BUDGET

Governmental Funds 2002-2004 Summary of Estimated Financial Sources and Uses

	General Fund			Special Revenue Funds		
	Actual 2001-02	Amended 2002-03	Adopted 2003-04	Actual 2001-02	Amended 2002-03	Adopted 2003-04
Financial Sources	13,880,188	17,189,153	18,414,649	1,900,310	16,369	1,295,034
Financial Uses	(18,681,409)	(23,086,411)	(25,211,354)	(1,981,742)	(1,631,731)	(1,413,493)
Sources over (under) Uses	(4,801,221)	(5,897,258)	(6,796,705)	(81,432)	(1,615,362)	(118,459)
Operating Transfers In (Out)	5,492,823	5,897,258	6,796,705	8,332	90,880	118,459
Debt Proceeds	0	0	0		0	0
Net Change in Fund Balance	691,602	0	0	(73,100)	(1,524,482)	0
Fund Balance-October 1	5,592,507	6,284,109	6,284,109	870,320	797,220	(727,262)
Fund Balance-September 30	6,284,109	6,284,109	6,284,109	797,220	(727,262)	(727,262)

	Debt Service Fund			Capital Projects Fund		
	Actual 2001-02	Amended 2002-03	Adopted 2003-04	Actual 2001-02	Amended 2002-03	Adopted 2003-04
Financial Sources	504,430	629,330	644,330	4,016,451	12,419,204	5,792,671
Financial Uses	(499,430)	(629,330)	(644,330)	(4,719,851)	(16,123,076)	(8,993,405)
Sources over (under) Uses	5,000	0	0	(703,400)	(3,703,872)	(3,200,734)
Operating Transfers In (Out)	0	0	0	900,227	3,703,872	2,400,734
Debt Proceeds	0	0	0	0	0	800,000
Net Change in Fund Balance	5,000	0	0	196,827	0	0
Fund Balance-October 1	120,000	125,000	125,000	6,228,279	6,425,106	6,425,106
Fund Balance-September 30	125,000	125,000	125,000	6,425,106	6,425,106	6,425,106

FISCAL YEAR 2003-04 BUDGET

Enterprise Funds

2002-2004 Summary of Revenues, Expenses and Changes in Retained Earnings

(\$ in Thousands)	Electric Utility Fund			Gas Utility Fund		
	Actual 2001-02	Amended 2002-03	Adopted 2003-04	Actual 2001-02	Amended 2002-03	Adopted 2003-04
Operating Revenues	36,997	38,798	43,012	5,576	6,060	7,517
Operating Expenses	(32,924)	(32,745)	(37,059)	(4,798)	(4,547)	(6,851)
Operating Income (Loss)	4,073	6,053	5,953	777	1,513	666
Nonoperating Revenues (Expenses)	691	(2,583)	74	96	(989)	(877)
Income Before Operating Transfers	4,763	3,470	6,027	874	524	(211)
Operating Transfers In (Out)	(4,447)	(7,522)	(7,676)	(591)	(626)	(767)
Net Income (Loss)	317	(4,053)	(1,650)	282	(102)	(978)
Retained Earnings-October 1	48,122	48,439	44,386	10,375	10,657	10,555
Retained Earnings-September 30	48,439	44,386	42,737	10,657	10,555	9,578

(\$ in Thousands)	Water Utility Fund			Wastewater Utility Fund		
	Actual 2001-02	Amended 2002-03	Adopted 2003-04	Actual 2001-02	Amended 2002-03	Adopted 2003-04
Operating Revenues	3,805	4,535	4,410	3,815	4,282	5,047
Operating Expenses	(2,872)	(2,625)	(3,041)	(4,754)	(4,009)	(4,069)
Operating Income (Loss)	933	1,910	1,369	(939)	273	978
Nonoperating Revenues (Expenses)	523	(1,525)	(71)	(180)	(1,220)	(468)
Income Before Operating Transfers	1,456	385	1,298	(1,119)	(947)	510
Operating Transfers In (Out)	(1,007)	(1,746)	(1,269)	(257)	(331)	(404)
Net Income (Loss)	449	(1,361)	29	(1,376)	(1,278)	106
Retained Earnings-October 1	13,307	13,756	12,395	7,248	5,872	4,594
Retained Earnings-September 30	13,756	12,395	12,424	5,872	4,594	4,700

(\$ in Thousands)	Communications Fund			Solid Waste Fund		
	Actual 2001-02	Amended 2002-03	Adopted 2003-04	Actual 2001-02	Amended 2002-03	Adopted 2003-04
Operating Revenues	316	437	573	2,726	3,007	3,091
Operating Expenses	(361)	(310)	(510)	(2,837)	(2,762)	(2,574)
Operating Income (Loss)	(45)	127	63	(112)	245	517
Nonoperating Revenues (Expenses)	38	(962)	(1,200)	63	6	(124)
Income Before Operating Transfers	(7)	(835)	(1,137)	(48)	252	393
Operating Transfers In (Out)	90	856	1,138	(183)	(241)	(247)
Net Income (Loss)	83	21	1	(232)	11	146
Retained Earnings-October 1	601	684	705	856	625	636
Retained Earnings-September 30	684	705	707	625	636	782

FISCAL YEAR 2003-04 BUDGET

Internal Service Funds

2002-2004 Summary of Revenues, Expenses and Changes in Retained Earnings

	Health Insurance		
	Actual 2001-02	Amended 2002-03	Adopted 2003-04
Operating Revenues	3,011,969	3,818,118	4,148,558
Operating Expenses	(2,363,006)	(3,864,982)	(4,770,859)
Operating Income (Loss)	648,963	(46,864)	(622,301)
Nonoperating Revenues (Expenses)	(32,389)	2,712	15,200
Income Before Operating Transfers	616,574	(44,152)	(607,101)
Operating Transfers In (Out)	0	0	0
Net Income (Loss)	616,574	(44,152)	(607,101)
Retained Earnings-October 1	(302,829)	313,745	269,593
Retained Earnings-September 30	313,745	269,593	(337,508)

	Workers' Compensation		
(\$ in Thousands)	Actual 2001-02	Amended 2002-03	Adopted 2003-04
Operating Revenues	220,073	349,700	530,902
Operating Expenses	(511,229)	(413,655)	(574,217)
Operating Income (Loss)	(291,156)	(63,955)	(43,315)
Nonoperating Revenues (Expenses)	104,992	63,955	43,315
Income Before Operating Transfers	(186,164)	0	0
Operating Transfers In (Out)	0	0	0
Net Income (Loss)	(186,164)	0	0
Retained Earnings-October 1	1,289,994	1,103,830	1,103,830
Retained Earnings-September 30	1,103,830	1,103,830	1,103,830

FISCAL YEAR 2003-04 BUDGET

ALL FUNDS

ALL FUNDS SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
001 <u>GENERAL FUND</u>					
Personal Services	12,081,240	13,536,768	9,552,164	15,697,415	16,854,084
Operating Expenses	4,113,899	4,831,266	3,899,219	6,369,653	6,566,884
Capital Outlay	927,397	681,937	447,792	709,701	1,194,894
Grants and Aids	155,283	107,936	103,504	140,857	280,600
Other Uses	429,671	146,412	150,880	562,067	515,351
TOTAL GENERAL FUND	17,707,490	19,304,319	14,153,559	23,479,693	25,411,813
012 <u>CDBG</u>					
Operating Expenses	837,136	7,500	0	0	0
Capital Outlay	36,297	0	0	0	0
Other Uses	10,000	0	0	0	0
TOTAL CDBG	883,433	7,500	0	0	0
013 <u>HOUSING</u>					
Personal Services	108,927	129,401	0	0	0
Operating Expenses	619,535	635,217	0	0	0
TOTAL HOUSING	728,462	764,618	0	0	0
014 <u>STORMWATER</u>					
Personal Services	159,013	152,076	87,268	170,129	140,952
Operating Expenses	382,020	346,711	210,039	406,471	394,888
Capital Outlay	2,006,137	686,569	441,629	633,370	381,493
Other Uses	0	0	0	19,309	0
TOTAL STORMWATER	2,547,171	1,185,356	738,936	1,229,279	917,333
016 <u>GREATER LEESBURG CRA</u>					
Operating Expenses	197	225	22,878	100,157	176
Debt Service	24,047	24,047	16,032	24,048	24,048
Other Uses	160,215	78,080	88,108	271,943	438,578
TOTAL GLCRA	184,458	102,352	127,018	396,148	462,802
017 <u>CARVER HEIGHTS CRA</u>					
Other Uses	0	0	0	6,304	33,358
TOTAL CHCRA	0	0	0	6,304	33,358
021 <u>DEBT SERVICE</u>					
Debt Service	439,255	499,430	186,940	629,330	644,330
TOTAL DEBT SERVICE	439,255	499,430	186,940	629,330	644,330

FISCAL YEAR 2003-04 BUDGET

ALL FUNDS (CONTINUED)

ALL FUNDS SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
031 CAPITAL PROJECTS					
Personal Services	12,191	4,628	0	0	0
Operating Expenses	397,177	699,767	445,986	1,775,316	1,322,725
Capital Outlay	1,111,264	4,015,455	7,357,571	14,305,494	7,658,694
Other Uses	0	0	0	42,266	11,986
TOTAL CAPITAL PROJECTS	1,520,632	4,719,850	7,803,557	16,123,076	8,993,405
041 ELECTRIC					
Personal Services	2,378,732	2,820,960	1,757,900	2,795,003	2,563,852
Operating Expenses	31,371,248	31,419,343	21,522,352	31,327,055	35,960,299
Capital Outlay	1,558,426	2,055,952	1,555,391	4,984,175	3,166,884
Debt Service	521,807	511,884	480,296	770,186	757,247
Other Uses	2,094,825	1,172,580	522,621	7,768,708	7,843,377
TOTAL ELECTRIC	37,925,038	37,980,719	25,838,560	47,645,127	50,291,659
042 GAS					
Personal Services	675,349	714,666	505,290	781,493	868,695
Operating Expenses	6,271,026	4,389,204	4,714,329	4,681,008	7,030,870
Capital Outlay	166,403	498,788	363,938	543,343	219,295
Debt Service	63,882	62,668	57,976	93,067	92,759
Other Uses	199,211	(216,021)	(162,141)	630,962	768,946
TOTAL GAS	7,375,872	5,449,305	5,479,392	6,729,873	8,980,565
043 WATER					
Personal Services	675,183	817,810	592,280	1,015,384	1,181,150
Operating Expenses	2,138,792	2,514,624	1,940,197	3,180,475	3,644,271
Capital Outlay	548,010	1,034,342	697,251	3,857,407	3,270,922
Debt Service	152,661	149,757	138,560	222,400	453,943
Other Uses	(315,811)	(499,801)	(238,122)	1,773,901	1,311,656
TOTAL WATER	3,198,834	4,016,732	3,130,166	10,049,567	9,861,942
044 WASTEWATER					
Personal Services	1,103,129	1,349,373	840,062	1,597,350	1,644,336
Operating Expenses	3,173,092	3,750,977	2,296,731	3,713,389	3,356,396
Capital Outlay	1,006,932	3,571,394	(65,154)	3,485,252	1,446,066
Debt Service	762,944	754,508	584,096	905,915	1,052,734
Other Uses	(752,617)	(3,689,979)	236,823	332,321	510,479
TOTAL WASTEWATER	5,293,480	5,736,273	3,892,558	10,034,227	8,010,011
045 COMMUNICATIONS					
Personal Services	54,275	54,874	45,284	138,956	277,582
Operating Expenses	259,190	399,808	301,630	459,072	317,509
Capital Outlay	362,786	725,411	177,442	673,786	984,632
Debt Service	4,185	625	11,965	0	129,686
Other Uses	(547,444)	(801,481)	(285,667)	56,269	47,436
TOTAL COMMUNICATIONS	132,991	379,237	250,654	1,328,083	1,756,845

FISCAL YEAR 2003-04 BUDGET

ALL FUNDS (CONTINUED)

ALL FUNDS SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
046 SOLID WASTE					
Personal Services	602,544	732,712	467,778	760,928	797,910
Operating Expenses	1,910,418	1,932,652	1,132,733	2,001,001	1,775,969
Capital Outlay	221,108	494,059	18,810	174,455	315,520
Other Uses	(56,832)	(140,755)	103,419	251,702	393,049
TOTAL SOLID WASTE	2,677,239	3,018,668	1,722,740	3,188,086	3,282,448
054 HEALTH INSURANCE					
Personal Services	127,464	189,681	161,122	218,465	330,960
Operating Expenses	2,860,957	2,173,325	1,530,488	3,558,213	3,225,697
Other Uses	0	0	0	44,152	607,101
TOTAL HEALTH INSURANCE	2,988,421	2,363,006	1,691,610	3,820,830	4,163,758
055 WORKERS' COMPENSATION					
Personal Services	16,992	0	0	0	0
Operating Expenses	611,000	511,229	377,567	404,000	547,187
Other Uses	0	0	0	9,655	27,030
TOTAL WORKERS' COMP	627,992	511,229	377,567	413,655	574,217
061 POLICE PENSION					
Operating Expenses	386,257	460,017	268,835	445,400	509,000
Other Uses	0	0	0	159,600	161,000
TOTAL POLICE PENSION	386,257	460,017	268,835	605,000	670,000
062 FIRE PENSION					
Operating Expenses	323,384	951,992	176,034	330,000	380,000
Other Uses	0	0	0	224,000	312,430
TOTAL FIRE PENSION	323,384	951,992	176,034	554,000	692,430
063 GENERAL EMPLOYEES PENSION					
Operating Expenses	1,155,815	1,241,327	905,042	1,275,000	1,400,000
Other Uses	0	0	0	418,047	699,957
TOTAL GENERAL EMPLOYEE	1,155,815	1,241,327	905,042	1,693,047	2,099,957
ALL FUNDS					
Personal Services	17,995,038	20,502,949	14,009,148	23,175,123	24,659,521
Operating Expenses	56,811,142	56,265,184	39,744,060	60,026,210	66,431,871
Capital Outlay	7,944,761	13,763,907	10,994,670	29,366,983	18,638,400
Debt Service	1,968,780	2,002,919	1,475,865	2,644,946	3,154,747
Grants and Aids	155,283	107,936	103,504	140,857	280,600
Other Uses	1,221,218	(3,950,965)	415,921	12,571,206	13,681,734
TOTAL APPROPRIATIONS	86,096,223	88,691,930	66,743,168	127,925,325	126,846,873

FISCAL YEAR 2003-04 BUDGET

PERSONAL SERVICES

Change in Authorized Positions by Fund/Department

<u>DEPARTMENT/DIVISION</u>	<u>2002-03</u>	<u>2003-04</u>	<u>NET</u>	<u>REASON FOR CHANGE</u>
GENERAL FUND				
Legislative	5.00	5.00	0.00	
Executive	5.00	5.00	0.00	
Finance	43.00	44.00	1.00	Maintenance Worker I
Human Resources	5.00	6.00	1.00	Office Specialist
MIS	10.00	11.00	1.00	Database Administrator and Website Administrator Transfer 1 FTE to Communications
GIS	7.34	8.34	1.00	Transfer GIS Specialist II from electric
Airport	0.00	1.00	1.00	Airport Manager
Police	92.00	98.00	6.00	Police Officers (6), Code Enforcement Officer, and transfer Custodian to Public Works
Fire	38.00	44.00	6.00	Firefighters (6)
Public Works	16.00	18.00	2.00	Clerical Assistant, Transfer Custodian from Police
Community Development	11.66	11.66	0.00	
Housing & Economic Development	4.00	4.00	0.00	
Library	23.00	23.00	0.00	
Recreation	43.75	43.65	-0.10	Special Projects Coordinator, Maintenance Worker II, reduce 1.1 FTE for Pool staff & Mechanic I
GENERAL FUND TOTAL	<u>303.75</u>	<u>322.65</u>	<u>18.90</u>	
Stormwater	5.50	4.00	-1.50	Transfer Manager, Supervisor & Project Engineer to water
Electric	53.50	47.50	-6.00	Transfer Engineering Technician II to GIS, delete Tree Trimming (3) and Traffic Signals (2)
Gas	16.50	17.50	1.00	Gas Engineer Technician
Water	23.59	27.00	3.41	Reorganize with Wastewater
Wastewater	38.91	37.00	-1.91	Reorganize with Water
Communications	0.00	2.00	2.00	Telecommunications Manager, Transfer 1 FTE from MIS
Solid Waste	19.00	19.00	0.00	
ALL FUNDS TOTAL	<u>460.75</u>	<u>476.65</u>	<u>15.90</u>	

The school crossing guards at the police department and the pool staff at the recreation department are temporary staff and some library pages and aides are part time staff and included in the totals as full time equivalents.

FISCAL YEAR 2003-04 BUDGET

PERSONAL SERVICES

Authorized Positions by Fund/Department/Division

<u>DEPARTMENT/DIVISION</u>	2000-01	2001-02	2002-03	2003-04
GENERAL FUND				
Legislative	5.00	5.00	5.00	5.00
Executive	5.00	5.00	5.00	5.00
Finance	41.00	41.00	43.00	44.00
Human Resources	5.00	5.00	5.00	6.00
MIS	8.00	10.00	10.00	11.00
GIS	7.00	7.34	7.34	8.34
Airport	0.00	0.00	0.00	1.00
Police	86.85	90.00	92.00	98.00
Fire	37.00	37.00	38.00	44.00
Public Works	20.50	28.50	16.00	18.00
Community Development	12.00	12.00	11.66	11.66
Housing & Economic Development	0.00	2.00	4.00	4.00
Library	22.30	23.00	23.00	23.00
Recreation	39.75	40.25	43.75	43.65
GENERAL FUND TOTAL	289.40	306.09	303.75	322.65
Housing	3.00	3.00	0.00	0.00
Stormwater	6.50	6.50	5.50	4.00
Electric	55.00	53.00	53.50	47.50
Gas	16.00	16.66	16.50	17.50
Water	22.50	22.50	23.59	27.00
Wastewater	37.50	39.50	38.91	37.00
Communications	0.00	0.00	0.00	2.00
Solid Waste	19.00	19.00	19.00	19.00
ALL FUNDS TOTAL	448.90	466.25	460.75	476.65

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

FISCAL YEAR 2003-04 BUDGET

PERSONAL SERVICES COST

Authorized Positions by Fund/Department/Division

<u>DEPARTMENT/DIVISION</u>		AUTH			
GENERAL FUND		POS	SALARIES	FRINGES	TOTAL
1100	Legislative	5.00	42,602	30,500	73,102
1200	Executive	5.00	486,822	93,286	580,108
1300	Finance	44.00	1,543,406	531,511	2,074,917
1400	Human Resources	6.00	246,520	72,028	318,548
1600	MIS	11.00	545,770	155,693	701,463
1700	GIS	8.34	360,011	115,665	475,676
1800	Airport	1.00	45,427	10,238	55,665
2100	Police	98.00	3,914,365	1,281,735	5,196,100
2200	Fire	44.00	2,190,034	730,165	2,920,199
5100	Public Works	18.00	624,706	228,584	853,290
6100	Community Development	11.66	477,740	161,094	638,834
6200	Housing & Economic Development	4.00	180,158	51,705	231,863
7100	Library	23.00	603,372	180,959	784,331
8100	Recreation	43.65	1,423,732	526,256	1,949,988
GENERAL FUND TOTAL		322.65	12,684,665	4,169,419	16,854,084
5171	Stormwater Fund	4.00	93,004	47,948	140,952
1000	Electric Fund	47.50	1,944,577	619,275	2,563,852
2000	Gas Fund	17.50	639,153	229,542	868,695
3000	Water Fund	27.00	866,034	315,116	1,181,150
4000	Wastewater Fund	37.00	1,162,050	482,286	1,644,336
5000	Communications Fund	2.00	192,635	84,947	277,582
5100	Solid Waste Fund	19.00	538,061	259,849	797,910
ALL FUNDS TOTAL		476.65	18,120,179	6,208,382	24,328,561

This schedule does not include temporary employees.

FISCAL YEAR 2003-04 BUDGET

GENERAL FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Taxes	5,394,644	6,345,325	5,166,087	6,493,122	7,577,891
Licenses and Permits	379,376	432,906	276,909	417,500	576,200
Intergovernmental	1,086,687	1,295,582	701,830	1,430,219	1,250,719
Charges for Services	468,684	197,956	741,158	1,076,140	1,195,374
Fines and Forfeitures	283,690	260,587	175,287	283,700	267,300
Miscellaneous	5,248,886	5,337,837	3,947,148	6,164,607	7,462,165
Other Sources	5,766,111	5,579,235	4,050,049	7,614,405	7,082,164
TOTAL REVENUE SOURCES	18,628,078	19,449,428	15,058,468	23,479,693	25,411,813

<u>APPROPRIATIONS</u>					
City Commission	217,883	203,562	148,003	180,624	189,888
Executive	980,936	744,225	518,462	1,323,830	1,315,841
Finance	1,937,893	2,244,897	1,559,074	2,516,554	2,576,544
Human Resources	365,081	361,545	249,659	379,176	454,045
MIS	1,133,754	1,076,926	884,206	1,363,733	2,455,481
Engineering	384,546	562,321	315,393	526,968	567,256
Airport	249,752	230,285	186,177	361,705	523,184
Police	4,653,292	5,106,064	3,728,184	5,908,773	6,103,877
Fire	2,206,253	2,437,564	1,871,480	2,950,947	3,151,216
Public Works	2,143,104	2,252,005	1,400,974	2,285,630	2,292,772
Community Development	490,587	680,658	409,907	912,865	783,742
Housing & Economic Developmnt	114,155	161,010	242,206	382,676	550,212
Library	888,336	990,868	689,786	1,140,663	1,102,024
Recreation	1,941,919	2,252,389	1,950,048	3,245,549	3,345,731
TOTAL APPROPRIATIONS	17,707,490	19,304,319	14,153,559	23,479,693	25,411,813

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT 001-0000	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>TAXES</u>					
31101 Curr-Real & Personal Prop	2,772,878	2,791,790	2,804,935	2,929,448	3,496,615
31102 Delinquent-Real/Personal	16,364	42,742	29,724	0	0
31240 Local Option Gas Tax	515,749	542,064	327,214	499,914	556,657
31241 One Cent Fuel Tax	152,608	160,740	81,345	171,000	168,132
31302 Telephone Franchise Fees	43,354	0	0	0	0
31305 CATV Franchise Fees	79,761	38,072	0	0	0
31370 Solid Waste - Franchise Fees	0	11,935	35,867	0	60,000
31410 Electric - Utility Services Tax	1,484,635	1,528,283	1,089,598	1,872,379	1,982,555
31430 Water - Utility Services Tax	189,024	181,580	127,620	236,148	247,006
31440 Gas - Utility Services Tax	139,597	147,805	107,049	129,753	137,682
31490 Reuse Water - Service Tax	674	955	1,007	2,000	1,500
31500 Communication Services Tax	0	899,359	561,728	652,480	927,744
TOTAL TAXES	5,394,644	6,345,325	5,166,087	6,493,122	7,577,891
<u>LICENSES AND PERMITS</u>					
32101 Occupational Licenses	182,343	177,101	132,627	130,000	135,000
32201 Building Permits	111,617	146,268	79,752	175,000	300,000
32202 Plans Review-Building	28,847	42,065	19,547	45,000	68,000
32203 Site Plan-Zoning	4,350	6,984	2,700	7,500	5,000
32901 Plumbing Permits	14,092	14,469	9,950	15,000	16,000
32902 Electric Permits	21,952	24,724	16,929	25,000	27,000
32903 Gas Permits	761	1,313	1,454	1,000	2,000
32905 Mechanical Permits	10,499	14,298	10,442	13,000	17,000
32907 Mobile Home Permits	300	925	1,650	1,000	1,500
32908 Sign Permits (General)	3,572	3,752	1,384	4,000	3,700
32909 Taxi Cab Permits	1,043	1,007	474	1,000	1,000
TOTAL LICENSES & PERMITS	379,376	432,906	276,909	417,500	576,200
<u>INTERGOVERNMENTAL REVENUES</u>					
33121 Public Safety - Police (Federal)	236,858	144,605	4,121	119,817	52,590
33491 Emergency Management	8,139	0	0	0	0
33512 Revenue Sharing-Cigarette	248,358	256,132	168,843	241,468	255,772
33512 Revenue Sharing - Gas Tax	138,590	140,809	94,563	130,995	143,872
33514 Mobile Home Licenses	40,536	41,934	34,754	45,000	42,000
33515 Alcoholic Beverage Lic.	13,189	13,847	11,279	13,500	14,000
33518 Half Cent Sales Tax	240,835	297,336	70,495	228,905	246,805
33522 Fire Supplemental Comp	3,120	3,610	2,350	3,100	3,100
33541 Rebate/Vehicles - Gas	21,268	24,007	6,003	20,000	24,000
33721 Public Safety Police-County	34,263	64,180	71,221	112,500	100,000
33741 Transportation - Streets	64,408	203,190	0	22,835	0
33772 Venetian Gardens Dredging	0	0	173,677	350,000	0
33803 ALS-Lake County	5,276	66,880	51,358	65,099	69,000
33807 Library-Lake County	0	0	0	40,000	263,580
33811 County Licenses	18,793	18,491	4,578	20,000	19,000
33844 Impact Collect Fee/County	13,054	20,561	8,588	17,000	17,000
TOTAL INTERGOVERNMENTAL	1,086,687	1,295,582	701,830	1,430,219	1,250,719

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL (CONTINUED)

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
001-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>CHARGES FOR SERVICES</u>					
34191 Zoning Fees	24,039	12,950	20,080	10,000	20,000
34193 Sale/Maps & Publications	545	82	126	500	500
34194 Qualifying Fees-Elections	1,404	1,085	0	1,000	1,000
34195 Certification & Copying	3,985	5,280	3,057	5,000	5,000
34209 Other Public Safety	23,124	25,701	35,689	32,000	44,300
34210 ACTS Program	13,261	2,000	0	0	0
34240 Extrication Fee - Fire	0	0	800	0	2,000
34711 Library Card Fees	12,544	10,013	2,559	0	5,000
34721 Activities Fees	84,873	76,069	57,675	90,000	85,000
34723 Swimming Pool #1	18,865	14,320	3,138	18,000	18,000
34724 Swimming Pool #2	3,619	6,405	241	4,000	6,400
34726 PAYS-Parent Education	0	2,686	1,342	1,000	1,500
34729 Other Recreation Fees	2,411	2,813	2,661	3,000	3,000
34755 Marina/Sale - Merchandise	2,174	1,979	1,610	3,000	2,500
34756 Marina Fuel Sales	38,135	36,573	25,343	45,000	40,000
34931 Fleet Charges - Non-contract	0	0	18,442	0	69,700
34934 Fleet Charges - Contract	239,705	0	568,395	863,640	891,474
TOTAL CHARGES FOR SERVICES	468,684	197,956	741,158	1,076,140	1,195,374
<u>FINES AND FORFEITURES</u>					
35101 Court Fines (Traffic)	124,124	138,582	84,693	150,000	140,000
35102 Investigative Fees	5,511	4,852	2,513	4,500	4,700
35103 Police Education - 2nd \$	10,191	10,697	6,861	10,000	10,000
35104 Auto.Radio Commun.Program	39,006	37,835	23,083	45,000	35,000
35105 Criminal Fines & Forfeits	49,519	32,936	29,008	45,000	42,000
35106 Sale Forfeited Property	31,607	14,997	14,125	5,000	10,000
35201 Library Fines	17,028	14,621	9,323	18,000	16,000
35401 Code Enforcement Fines	3,220	3,957	3,862	3,000	7,000
35402 Peddlers/Solicitor Admin	25	25	75	0	100
35403 Other Fine/Parking Ticket	3,459	2,085	1,744	3,200	2,500
TOTAL FINES AND FORFEITURES	283,690	260,587	175,287	283,700	267,300
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	271,572	224,069	108,245	234,548	169,452
36103 Interest-Police Forfeits	3,467	1,199	558	1,200	822
36111 Miscellaneous Interest	7,073	3,272	4,823	3,000	4,821
36130 Gain/Loss Investments	84,008	-16,392	-19,732	0	0
36201 Rents and Royalties	114,257	19,989	11,959	417,772	422,660
36202 Airport Rentals & Fuel Sales	136,302	354,449	311,433	191,107	243,400
36204 Police Comm.Tower Rental	9,055	7,546	4,863	10,000	8,000
36205 Cultural Arts Bldg. Fees	1,186	301	1,008	1,000	1,200

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL (CONTINUED)

ACCOUNT 001-0000	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>MISCELLANEOUS REVENUE (CONT)</u>					
36310 Special Assessments	96	96	0	200	100
36322 Impact Fee Public Safety	3,380	5,070	4,810	3,500	6,700
36403 Sale-Furniture/Equipment	5,029	12,322	2,614	5,000	5,000
36404 Insurance from Losses	58,036	930	1,061	10,000	10,000
36406 Library Book Sales	2,368	1,583	978	0	1,500
36429 Sale of Real Estate	303,219	765	0	0	0
36609 Contributions/Donations	36,598	8,735	1,600	11,000	11,500
36694 Contributions-C.U.R.E.	9,009	9,366	8,438	12,000	14,000
36902 Discount-Accounts Payable	405	70	0	200	0
36906 Misc. Reimbursement	9,105	11,036	8,340	15,000	12,000
36906 Computer Maintenance	115,433	135,184	119,675	175,315	143,827
36908 Cash Over and Short	-3,170	93	43	0	0
36909 Other Income	7,559	626	5,011	6,000	7,000
36911 Electric Reimbursement	1,176,116	1,271,481	942,093	1,413,139	2,541,577
36912 Gas Reimbursement	633,176	734,243	546,625	819,938	991,301
36913 Water Reimbursement	868,125	970,305	720,079	1,080,119	1,249,314
36914 WWT Reimbursement	797,695	915,450	705,489	1,058,233	1,135,636
36916 Sanitation Reimbursement	202,671	241,794	179,862	269,793	203,018
36917 Stormwater Reimbursement	158,211	186,178	121,429	182,143	22,517
36925 Misc Jobbing Revenue	0	16,455	13,436	0	19,700
TOTAL MISCELLANEOUS	5,248,886	5,337,837	3,947,148	6,164,607	7,462,165
<u>OTHER SOURCES</u>					
38112 Transfer from CDBG	10,000	0	0	0	0
38120 Transfer from CRA (016)	85,215	83,782	83,108	77,164	90,783
38201 Electric Utility Contribution	2,958,250	2,800,002	2,069,248	3,103,882	3,440,980
38201 Electric - Surcharge	1,067,360	1,206,746	720,234	1,340,695	1,482,740
38202 Gas Utility Contribution	430,616	469,511	316,904	475,362	601,346
38202 Gas - Surcharge	192,659	121,960	120,963	150,600	165,600
38203 Water Utility Contribution	326,079	290,240	241,000	361,502	352,781
38203 Water - Surcharge	154,023	149,684	94,360	174,975	166,111
38204 Wastewater Utility Contribution	313,016	256,846	220,544	330,822	403,738
38205 Solid Waste Contribution	210,304	183,274	160,384	240,579	247,251
38206 Communication Contribution	18,589	17,190	23,304	34,959	45,834
38810 Fund Balance Approp-Forfeiture	0	0	0	70,000	40,000
38820 Fund Balance Approp-Tower	0	0	0	20,000	45,000
38891 Fund Balance Appropriated	0	0	0	1,233,865	0
TOTAL OTHER SOURCES	5,766,111	5,579,235	4,050,049	7,614,405	7,082,164
TOTAL REVENUES	18,628,078	19,449,428	15,058,468	23,479,693	25,411,813

FISCAL YEAR 2003-04 BUDGET

GENERAL FUND

DEPARTMENTAL SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
1100 CITY COMMISSION					
Personal Services	63,679	68,548	45,876	74,094	73,102
Operating Expenses	33,845	43,861	42,127	46,530	56,786
Capital Outlay	0	31,153	0	0	0
Other Uses	120,359	60,000	60,000	60,000	60,000
TOTAL CITY COMMISSION	217,883	203,562	148,003	180,624	189,888
1200 EXECUTIVE					
Personal Services	422,078	420,711	268,729	561,053	580,108
Operating Expenses	217,090	231,938	150,777	251,531	254,182
Capital Outlay	0	2,434	6,678	6,679	24,000
Grants and Aid	32,455	2,730	1,398	2,500	2,200
Other Uses	309,313	86,412	90,880	502,067	455,351
TOTAL EXECUTIVE	980,936	744,225	518,462	1,323,830	1,315,841
1300 FINANCE					
Personal Services	1,560,633	1,813,840	1,233,303	2,004,056	2,074,917
Operating Expenses	350,742	390,437	285,349	464,113	475,627
Capital Outlay	26,517	40,620	40,422	48,385	26,000
TOTAL FINANCE	1,937,893	2,244,897	1,559,074	2,516,554	2,576,544
1400 HUMAN RESOURCES					
Personal Services	232,075	263,781	178,302	274,934	318,548
Operating Expenses	125,951	86,216	71,357	104,242	135,497
Capital Outlay	7,055	11,548	0	0	0
TOTAL HUMAN RESOURCES	365,081	361,545	249,659	379,176	454,045
1600 MIS					
Personal Services	375,995	536,000	374,781	610,170	701,463
Operating Expenses	346,476	377,703	376,378	533,999	1,167,618
Capital Outlay	411,283	163,223	133,047	219,564	586,400
TOTAL MIS	1,133,754	1,076,926	884,206	1,363,733	2,455,481

FISCAL YEAR 2003-04 BUDGET

GENERAL FUND (CONTINUED)

DEPARTMENTAL SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
1700 <u>ENGINEERING</u>					
Personal Services	342,645	389,249	260,912	391,744	475,676
Operating Expenses	40,120	84,265	54,481	130,224	91,580
Capital Outlay	1,781	88,807	0	5,000	0
TOTAL ENGINEERING	384,546	562,321	315,393	526,968	567,256
1800 <u>AIRPORT</u>					
Personal Services	18,440	3,445	29,830	63,846	55,665
Operating Expenses	162,837	221,486	135,018	239,127	365,519
Capital Outlay	68,475	5,354	21,329	58,732	102,000
TOTAL AIRPORT	249,752	230,285	186,177	361,705	523,184
2100 <u>POLICE</u>					
Personal Services	3,937,411	4,408,978	3,109,617	4,964,734	5,196,100
Operating Expenses	580,683	684,885	528,617	822,320	817,908
Capital Outlay	135,199	12,201	89,950	121,719	89,869
TOTAL POLICE	4,653,292	5,106,064	3,728,184	5,908,773	6,103,877
2200 <u>FIRE</u>					
Personal Services	2,037,348	2,245,323	1,688,958	2,670,870	2,920,199
Operating Expenses	167,716	183,000	182,429	280,077	231,017
Capital Outlay	1,189	9,241	93	0	0
TOTAL FIRE	2,206,253	2,437,564	1,871,480	2,950,947	3,151,216
5100 <u>PUBLIC WORKS</u>					
Personal Services	827,799	780,407	440,132	722,911	853,290
Operating Expenses	1,167,453	1,348,918	900,675	1,480,631	1,336,382
Capital Outlay	85,626	60,083	12,111	14,031	23,500
Grants and Aids	62,225	62,597	48,056	68,057	79,600
TOTAL PUBLIC WORKS	2,143,104	2,252,005	1,400,974	2,285,630	2,292,772
6100 <u>COMMUNITY DEVELOPMENT</u>					
Personal Services	394,386	446,608	351,481	604,552	638,834
Operating Expenses	96,201	233,463	58,426	298,313	126,908
Capital Outlay	0	587	0	10,000	18,000
TOTAL COMMUNITY DEVELOP	490,587	680,658	409,907	912,865	783,742

FISCAL YEAR 2003-04 BUDGET

GENERAL FUND (CONTINUED) DEPARTMENTAL SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
6200 HOUSING & ECONOMIC DEVELOPMENT					
Personal Services	29,575	62,223	130,845	220,115	231,863
Operating Expenses	43,756	54,936	72,611	107,561	160,849
Capital Outlay	0	1,242	0	0	0
Grants and Aids	40,824	42,609	38,750	55,000	157,500
TOTAL HOUSING & ECONOMIC	114,155	161,010	242,206	382,676	550,212
7100 LIBRARY					
Personal Services	618,042	631,746	447,628	780,811	784,331
Operating Expenses	153,362	204,496	153,854	228,952	179,893
Capital Outlay	116,931	154,626	88,304	130,900	137,800
TOTAL LIBRARY	888,336	990,868	689,786	1,140,663	1,102,024
8100 RECREATION					
Personal Services	1,221,133	1,465,909	991,770	1,753,525	1,949,988
Operating Expenses	627,667	685,662	887,120	1,382,033	1,167,118
Capital Outlay	73,341	100,818	55,858	94,691	187,325
Grants and Aids	19,779	0	15,300	15,300	41,300
TOTAL RECREATION	1,941,919	2,252,389	1,950,048	3,245,549	3,345,731
GRAND TOTAL					
Personal Services	12,081,240	13,536,768	9,552,164	15,697,415	16,854,084
Operating Expenses	4,113,899	4,831,266	3,899,219	6,369,653	6,566,884
Capital Outlay	927,397	681,937	447,792	709,701	1,194,894
Grants and Aids	155,283	107,936	103,504	140,857	280,600
Other Uses	429,671	146,412	150,880	562,067	515,351
TOTAL APPROPRIATIONS	17,707,490	19,304,319	14,153,559	23,479,693	25,411,813

FISCAL YEAR 2003-04 BUDGET

City of Leesburg Schedule of General Fund Appropriations by Funding Source Fiscal Year 2003 - 04 Annual Budget

Functions/Programs	Appropriations	Program Revenues				Utility Allocation	Total
		Licenses and Permits	Intergovernmental Revenues	Charges for Services	Fines and Forfeitures	Miscellaneous Revenue	
General fund activities:							
City Commission	\$ 189,888					94,944	\$ (94,944)
Executive (net - reserves)	1,315,841					702,411	(599,430)
Reserve for cash carried forward	0						0
Finance	2,576,544			1,000		2,103,584	(471,960)
Human Resources	454,045					158,916	(295,129)
MIS	2,455,481					2,099,576	(212,078)
Engineering	567,256					502,490	(64,766)
Airport	523,184						142,876
Police	6,103,877	4,700	52,590	49,300	251,300	8,000	(5,737,987)
Fire	3,151,216		24,000	2,000			(3,125,216)
Public Works	2,292,772		42,000	961,174		207,225	(1,082,373)
Community Development	783,742	436,500		20,500		274,218	(52,524)
Housing and Economic Development	550,212						(550,212)
Library	1,102,024		263,580	5,000	16,000	1,500	(815,944)
Recreation	3,149,821		69,000	113,900		44,900	(2,922,021)
Marina	195,910			42,500		193,420	40,010
Total general fund activities	\$ 25,411,813	\$ 441,200	\$ 451,170	\$ 1,195,374	\$ 267,300	\$ 1,071,707	\$ (15,841,699)

General fund revenues not attributable to specific programs:

Taxes	\$	3,496,615
Property taxes, levied for general purposes		784,789
Other taxes and franchise fees		3,296,487
Utility services taxes		154,000
Occupational & county licenses		780,549
Intergovernmental revenues		175,095
Interest and investment earnings		72,000
Miscellaneous revenue		8,759,535
Subtotal, general fund revenues before transfers		7,082,164
Transfers		
Total general fund revenues not attributable to specific programs	\$	15,841,699

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

CITY COMMISSION

David Connelly, Mayor
David Knowles, Mayor Pro-tem/Commissioner
Bob Lovell, Commissioner
Ben Perry, Commissioner
Lewis Puckett, Commissioner

The City Commission, composed of five residents, is the legislative and policy-making body of the City. In November 2002, by referendum, the citizens of Leesburg voted to extend the term of Commission seats from three to four years. 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.

Election for one City Commission seat will be held on November 4, 2003. This will be the last stand alone election. Future elections will be held in conjunction with county state, and federal elections.

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

Responsibilities:

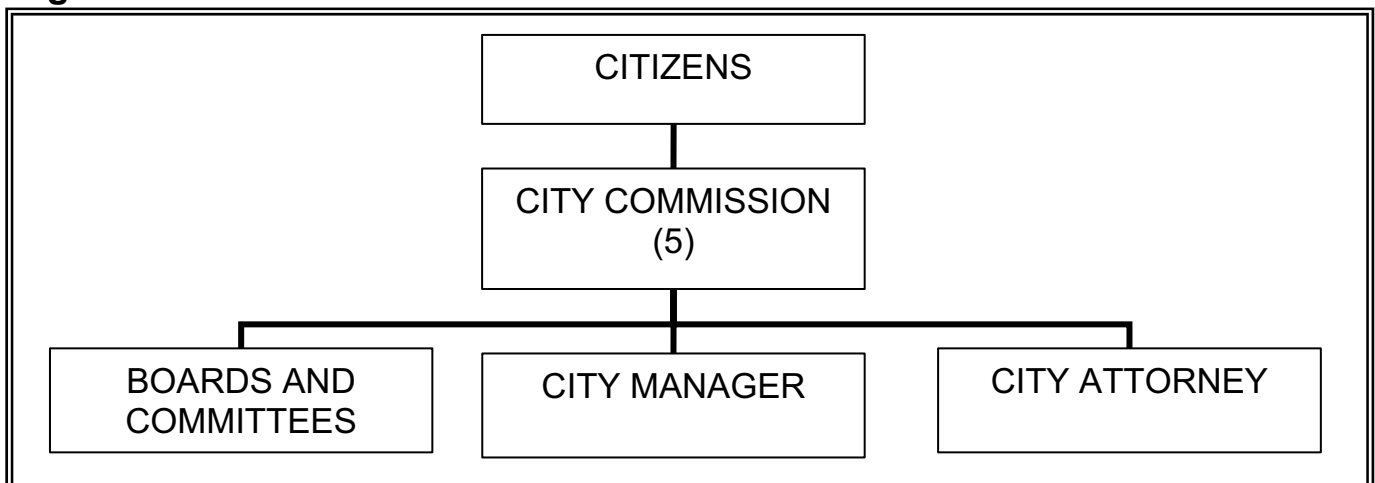
Boards & Committees

- Planning & Zoning Commission
- Recreation & Parks Advisory Board
- Leesburg Regional Airport Authority
- Library Advisory Board
- 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
- Historic Preservation Board
- Leesburg Telecommunications Committee

Members Of

- Personnel Committee
- Lake County League of Cities
- Tourist Development Council
- Florida Municipal Electric Association
- Florida League of Cities
- Leesburg Area Chamber of Commerce

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

LEGISLATIVE DEPARTMENT

City Commission Division

Goal: Expand partnerships with local agencies to further City goals.

Objectives:

- ◆ 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, such as Rails to Trails.
- ◆ Seek economic development opportunities that encourage business expansion within the City proper.
- ◆ Work with FDOT to identify and solve transportation problems.
- ◆ Create and participate in resource partnering opportunities to enhance educational opportunities for all citizens.

Goal: Oversee improving facility use and City streets.

Objectives:

- ◆ Continue to develop the Leesburg Regional Airport.
- ◆ Provide cultural/recreational activities and facilities that meet the diverse needs of our community.
- ◆ Continue the City's 5-year sidewalk plan.
- ◆ Install streetscape on 441.

Goal: Be informed of legislative activities.

Objectives:

- ◆ Attend at least two meetings of the Lake County League of Cities; one meeting of the Florida League of Cities; and one FMEA/FMPA meeting per year.
- ◆ Participate in Lake County Day sponsored by the Leesburg Chamber of Commerce.

Goal: Enhance the physical environment and improve the appearance of the City's neighborhoods.

Objectives:

- ◆ Create and preserve an environmentally healthy, clean and beautiful community.
- ◆ Create an atmosphere of safety throughout the community.
- ◆ Complete the development of Sleepy Hollow Recreational area.
- ◆ Complete the construction of the Downtown Parking Garage.
- ◆ Start the second phase of Rails to Trails project.
- ◆ Evaluate City ponds and natural drainage areas to identify needed improvements.
- ◆ Support an environment which provides for the diverse housing needs of the community.
- ◆ Create an economic incentive plan to aid in the rejuvenation of non-occupied commercial buildings.
- ◆ Create a grant-in-aid program to assist in the demolition of abandoned or substandard housing.

Major Accomplishments:

- Completed East Leesburg annexation.
- Completed canal dredging at Venetian Gardens.
- Proceeded with the East 441 Streetscape project.
- Approved the temporary Fire Station on Leesburg Regional Airport.
- Held 4th of July Ice Cream Social and first annual Community Picnic.

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Legislative

DIVISION

City Commission

CLASSIFICATION

Mayor

City Commissioner

CURRENT

1.00

4.00

NEW

0.00

0.00

TOTAL

1.00

4.00

AMOUNT

10,412

29,790

TOTAL**5.00****0.0****5.00****40,202**

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
City Commission		City Commission			001-1111-511	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1110	Salaries	35,437	37,899	24,620	39,031	40,202
1510	Special Pay	2,400	2,400	1,600	2,400	2,400
2110	FICA	2,361	2,569	1,700	2,580	2,813
23xx	Health & Life Insurance	23,428	25,606	17,820	29,997	27,427
2410	Workers' Compensation	53	58	59	86	140
262x	Other Payroll Benefits	0	16	77	0	120
TOTAL PERSONAL SERVICES		63,679	68,548	45,876	74,094	73,102
<u>OPERATING EXPENSES</u>						
4010	Travel	1,678	2,078	913	2,115	2,500
4210	Postage	0	67	2,551	280	1,500
4410	Rentals	1,750	1,113	0	750	500
4510	Insurance	224	1,236	1,150	1,535	1,686
4670	Rep/Maint-Equipment	688	425	663	800	500
4710	Printing & Binding	44	265	0	300	3,000
4810	Promotional Activities	0	9,839	11,216	12,300	16,900
4911	Advertising	15,901	11,588	16,357	10,000	16,000
4920	Other Current Charges	90	0	225	100	100
4930	Recognitions	5,944	4,943	1,512	4,450	4,400
51xx	Office Supplies	1,506	1,156	384	700	500
5210	Operating Supplies	43	0	0	0	0
5410	Publications & Membership	5,476	4,365	2,263	5,500	4,000
5450	Training	500	6,786	4,893	7,700	5,200
TOTAL OPERATING EXPENSES		33,845	43,861	42,127	46,530	56,786
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	0	31,153	0	0	0
TOTAL CAPITAL OUTLAY		0	31,153	0	0	0
<u>OTHER USES</u>						
9710	Claims & Judgements	90,359	30,000	30,000	30,000	30,000
9711	Claims CDC/Carver Heights	30,000	30,000	30,000	30,000	30,000
TOTAL OTHER USES		120,359	60,000	60,000	60,000	60,000
TOTAL APPROPRIATIONS		217,883	203,562	148,003	180,624	189,888

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

City Commission

DIVISION

City Commission

	AMENDED 2002-03	PROPOSED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	74,094	73,102	(992)	-1.34%
Operating Expenses	46,530	56,786	10,256	22.04%
Other Uses	60,000	60,000	0	0.00%
TOTALS	180,624	189,888	9,264	5.13%

Significant Budget Changes:

The other uses category includes payments to Community Development Corporation (CDC) of Leesburg and Vicinity pursuant to the settlement decree. Appropriations were included in this budget, which is the 7th of 10 required payments. The CDC also received the first payment for the Carver Heights redevelopment district on August 30, 2001. The City is obligated for 10 years @ \$30,000 per year. The 4th of 10 payments is included in the budget for fiscal year 2003-04. Operating expense increase due to promotion and advertising.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

EXECUTIVE OFFICES

Ron Stock, City Manager

The City Manager is the Chief Administrative Officer of the City. The responsibilities include planning, organizing, and directing the activities of all departments of the City 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. Other activities include providing funding for various organizations.

Responsibilities:

Administration

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

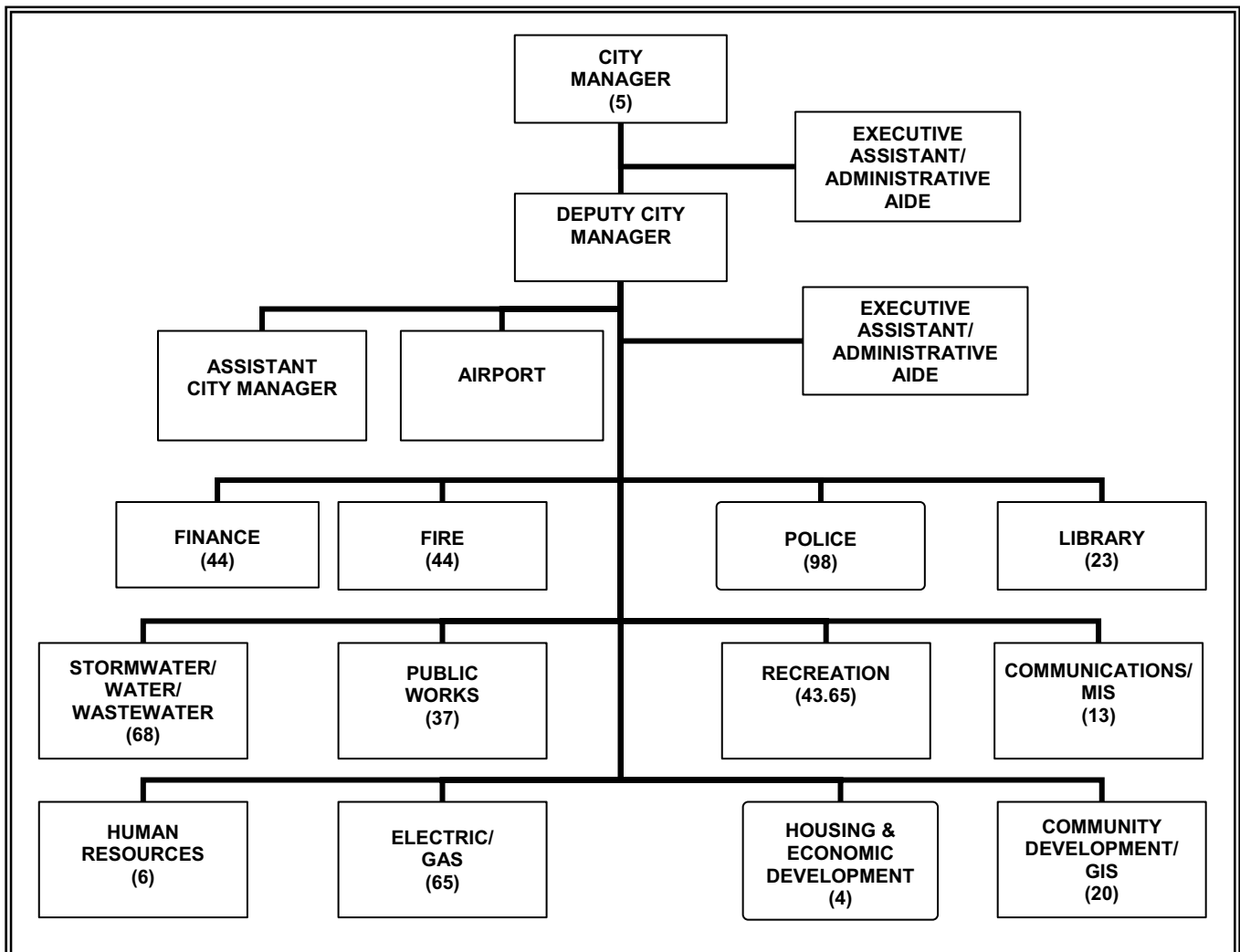
City Attorney

- Legal services
- Litigation
- Research cases
- Correspondence

Miscellaneous

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

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

EXECUTIVE DEPARTMENT

Administration Division

Goal: Increase the connections between city government and residents and business owners.

Objectives:

- ◆ Assist neighborhood organizations to develop and maintain physical and social infrastructure of the City's neighborhoods.
- ◆ 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
- ◆ Continue to assist with the development of the Community Development Corporation and both CRA's.
- ◆ Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Goal: Respond to Commissioners requests on a timely basis.

Objectives:

- ◆ 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.

Goal: Carry out the goals of the Commission.

Objectives:

- ◆ Seek opportunities to implement the visioning goals and objectives adopted by the City Commission.
- ◆ Carry out the duties prescribed in the City Manager's contract.
- ◆ Adhere to the Code of Ethics of the International City Management Association.
- ◆ 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.
- Continued work by the Telecommunications Advisory Board.
- Rewrote many Personnel policies and procedures.
- Continued a good working relationship with Airport Authority Board.
- Initiated the East Leesburg Annexation project.
- Defended City's growth position and promoted the need for more schools in our community.

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Executive

DIVISION

Administration

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
City Manager	1.00	0.00	1.00	100,984
Deputy City Manager	1.00	0.00	1.00	87,822
Assistant City Manager	1.00	0.00	1.00	77,256
Executive Assistant/Administrative Aide	2.00	0.00	2.00	69,385

TOTAL	5.00	0.0	5.00	335,447
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
Vehicle (City Manager)	24,000		24,000

TOTAL	24,000		24,000
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Executive		Administration			001-1221-512	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	344,805	328,942	210,902	323,615	335,447
1410	Overtime	396	179	150	2,000	750
1530	Bonuses	709	625	625	625	625
2110	FICA	24,970	25,555	15,338	21,824	20,893
2210	Retirement	5,476	10,876	3,017	7,290	12,792
2310	Health & Life Insurance	25,967	30,270	20,163	32,536	31,706
2410	Workers' Compensation	519	503	508	1,231	1,174
2610	Deferred Compensation	11,387	6,061	5,659	11,932	15,721
TOTAL PERSONAL SERVICES		414,229	403,011	256,362	401,053	419,108
<u>OPERATING EXPENSES</u>						
3110	Professional Services	50	220	91	0	0
3410	Contract Services	0	0	1,000	0	0
4010	Travel	15,556	12,220	9,449	10,000	10,000
4110	Communication	1,789	2,356	1,893	2,000	2,000
4150	Fiber Optic Communciation	504	456	624	936	876
4210	Postage	1,005	6,287	1,019	7,500	4,600
4510	Insurance	973	1,615	2,122	1,650	3,113
461x	Rep/Maint Vehicles & Hwy Equip.	0	25	1,350	1,080	1,080
463x	Rep/Maint-Comm Equip	3,189	4,400	2,879	4,500	4,713
4710	Printing & Binding	8,244	12,658	5,421	13,300	14,000
481x	Promotional Activities	1,025	6,712	7,049	5,500	7,900
4911	Advertising	196	1,691	1,685	300	100
4920	Other Charges	54	1,496	2,288	1,700	2,500
5110	Office Supplies	2,500	4,048	3,384	5,000	4,500
5180	Minor Furniture/Equipment	243	369	310	500	500
5210	Operating Supplies	223	537	50	2,000	2,000
5230	Fuel Purchases	0	450	954	0	1,000
5410	Publications & Membership	4,994	7,682	6,765	5,765	5,500
5440	Education	452	1,038	0	1,800	1,000
5450	Training	2,432	5,195	2,592	4,000	5,000
TOTAL OPERATING EXPENSES		43,428	69,455	50,925	67,531	70,382
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	0	2,434	6,678	6,679	24,000
TOTAL CAPITAL OUTLAY		0	2,434	6,678	6,679	24,000
TOTAL APPROPRIATIONS		457,657	474,900	313,965	475,263	513,490

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Executive

DIVISION

Administration

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	401,053	419,108	18,055	4.50%
Operating Expenses	67,531	70,382	2,851	4.22%
Capital Outlay	6,679	24,000	17,321	259.34%
TOTALS	475,263	513,490	38,227	8.04%

Significant Budget Changes:

The capital outlay category includes the purchase of a new vehicle.

FISCAL YEAR 2003-04 BUDGET

EXECUTIVE DEPARTMENT

City Attorney Division

Goal: Prepare and review, as needed, all ordinances, resolutions, contracts, agreements, and documents executed on behalf of the City. Provide legal advice and give counsel on personnel matters. Represent the City of Leesburg, its officers and public officials in litigation arising out of or connected with their official duties. Provide legal advice and counsel on other matters related to the operations of the City for which such advice and counsel is requested by the City Commission, the City Manager, the City Clerk/Finance Director, or others having authority to make such requests on behalf of the City.

Objectives:

- ◆ Review agendas for City Commission meetings, and provide necessary or requested legal information to the City Manager, 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 meetings, and 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.
- ◆ Provide legal advice and participate in formulation of personnel policies and procedures, such as, drug free work place policies, safety manuals and personnel policy manual revisions.
- ◆ Provide services for instructional seminars, as needed.
- ◆ 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 or required 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 or refinancing of bonds and other evidences or indebtedness.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Contracts prepared	200	200	240
Resolutions prepared	60	82	60
Ordinances prepared	30	93	35
Meetings attended:			
City Commission	24	24	24
Special City Commission	6	3	6
Planning & Zoning Commission	24	22	24
Code Enforcement Board	12	11	4
GLCRA	12	3	6
CHCRA	0	2	6
Personnel Committee	5	2	4
Hearings	0	10	2
Forefetur	6		
Euitim	1		
Adams Robinson	2		
Copy	1		

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Executive		City Attorney			001-1241-514	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
OPERATING EXPENSES						
3110	Professional Services	153,689	144,060	88,801	165,500	165,600
5410	Publications & Membership	1,852	2,171	882	1,500	1,200
TOTAL OPERATING EXPENSES		155,541	146,231	89,683	167,000	166,800
TOTAL APPROPRIATIONS		155,541	146,231	89,683	167,000	166,800

APPROPRIATIONS SUMMARY

DEPARTMENT		DIVISION			
Executive		City Attorney			
		AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses		167,000	166,800	(200)	-0.12%
TOTALS		167,000	166,800	(200)	-0.12%

FISCAL YEAR 2003-04 BUDGET

EXECUTIVE DEPARTMENT

Miscellaneous Division

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, which includes employee incentives, and civic functions as noted.

The Grants and Aids category reflects the monetary contributions the City makes to various organizations. A few other grants and aids are reflected in Economic Development, Public Works, and Recreation. Payments are made to the organizations upon receipt of a report to the City with detail regarding how the money was used. This category includes an amount sufficient to pay the utility bills for Senator Cowin.

The City tracks expenditures related to civic functions that are not reflected in revenue or expenses. Examples include, but are not limited to, Mardi Gras, Bikefest, Oktoberfest, Home & Garden Show, Car Show, and Arts & Crafts Festival.

The Ad Valorem Property Tax is budgeted in full in the tax category and the transfer to the GLCRA and CHCRA Fund 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.

The reserve for forfeiture proceeds and the radio tower are projected balances at September 30, 2003 that can be utilized for a specific purpose. Appropriation from this reserve can be used to increase the appropriate line item for unexpected expenditures as they become necessary.

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

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
CURE donations			
(including \$5,000 from Commission)	\$11,408	\$9,985	\$16,000
CURE vouchers issued	185	166	210
Non-profit groups assisted	4	3	5

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Executive		Miscellaneous			001-1295-xxx	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1249	Vacation Buy Back	0	0	0	150,000	150,000
2510	Unemployment Compensation	7,849	17,700	12,367	10,000	11,000
TOTAL PERSONAL SERVICES		7,849	17,700	12,367	160,000	161,000
<u>OPERATING EXPENSES</u>						
4990	C.U.R.E. Payments	17,963	16,024	9,717	17,000	17,000
4920	Other Current Charges	157	228	452	0	0
TOTAL OPERATING EXPENSES		18,120	16,252	10,169	17,000	17,000
<u>GRANTS AND AIDS</u>						
8270	Child Development Service	1,680	0	0	0	0
8280	Lake Comm. Action - Grant	2,240	0	0	0	0
8610	Sen.Cowin's Office - Utilities	0	1,059	1,398	2,500	2,200
8616	Angel Flight - Airport	0	1,671	0	0	0
8990	Miscellaneous	28,535	0	0	0	0
TOTAL GRANTS AND AIDS		32,455	2,730	1,398	2,500	2,200
<u>OTHER USES</u>						
9220	Transfer to GLCRA Fund	86,818	86,412	88,397	88,398	107,826
9221	Transfer to CHCRA Fund	0	0	2,483	2,384	10,633
9131	Transfer to Capital Projects Fund	0	0	0	268,700	0
9145	Transfer to Communication Fund	0	0	0	33,800	82,000
9161	Reserve/Cash Carried Forward	0	0	0	19,485	19,892
9171	Reserve/Forfeiture	0	0	0	69,300	40,000
9172	Reserve/Tower Fund	0	0	0	20,000	45,000
9990	Contingency Fund	222,495	0	0	0	150,000
TOTAL OTHER USES		309,313	86,412	90,880	502,067	455,351
TOTAL APPROPRIATIONS		367,737	123,094	114,814	681,567	635,551

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Executive

DIVISION

Miscellaneous

	AMENDED 2002-03	PROPOSED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	160,000	161,000	1,000	0.63%
Operating Expenses	17,000	17,000	0	0.00%
Grants and Aids	2,500	2,200	(300)	-12.00%
Other Uses	502,067	455,351	(46,716)	-9.30%
TOTALS	681,567	635,551	(46,016)	-6.75%

Significant Budget Changes:

The majority of the decrease in the other uses category is a result of the change in amount transferred to other funds. Also included in the other uses category is the CRA transfer amounts (\$118,459). All tax revenues are received into the general fund. The amount due to both CRA's will be transferred by December 31, 2003.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

William Pfeilsticker, City Clerk/Finance Director

The City Clerk is responsible for recording and maintaining the official records of the City, preparing agendas and transcribing minutes of City Commission meeting. The Finance Director 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 division maintains efficient storage and distribution of materials and supplies.

Responsibilities:

City Clerk

- Agendas
- Minutes
- Contracts
- Ordinances
- Resolutions
- Records
- Notary

Accounting

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

Collections

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

Procurement

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

Customer Service

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

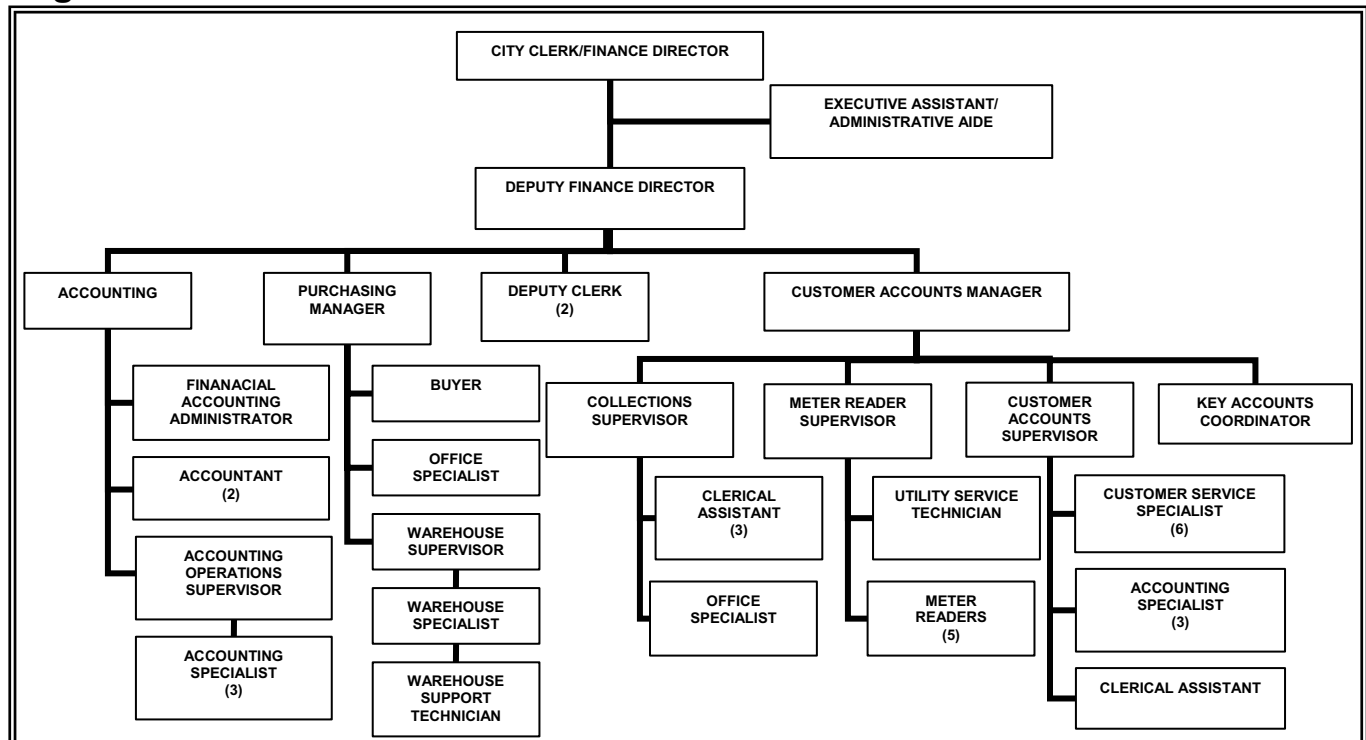
Meter Reading

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

Inventory & Materials Management

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

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

City Clerk Division

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ Prepare and review agenda with staff review team a minimum of twice per agenda 100% of the time.
- ◆ Copy and distribute agenda five days prior to the Commission meeting 100% of the time
- ◆ Prepare newspaper ads for ordinances and legal notices as required.
- ◆ Compose and distribute synopsis via computer by 1:00 p.m. day following commission meeting.
- ◆ Compose and distribute regular City Commission meeting minutes within two weeks.
- ◆ Distribute executed official documents from a commission meeting within one week 95% of the time.
- ◆ Inform agencies and departments of property annexations into the City.
- ◆ Research information and provide copies of documents for routine requests within seven days.
- ◆ Respond to assessment/lien inquiries within two days.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Update the City's record management policies and procedures to ensure compliance with state laws.
- ◆ Educate departments yearly on latest retention rules to make records retention process efficient and reduce storage space.
- ◆ Destroy records on a yearly basis in accordance with state and/or local policies.
- ◆ Provide organized, safe document storage with quarterly service.
- ◆ Notify departments on a monthly basis which contracts will expire within three months.
- ◆ Research and implement process for imaging records management.
- ◆ Provide on-line information regarding service contracts.

Major Accomplishments:

- Prepared agendas, recorded, and transcribed minutes for 33 City Commission, three Greater Leesburg Community Redevelopment Agency meetings, and one Personnel Committee meeting.
- Coordinated destruction of 1,000 boxes of obsolete records.
- Set up new Sixth Street records center and moved 850 boxes of records from Picciola records center and 400 boxes of records from City Hall Annex to new center.
- Distributed commission agendas as scheduled 100% of the time.
- Reviewed contract files and sent reminders to various departments of expiring contracts.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Ordinances adopted	88	110	120
Resolutions adopted	288	314	300
Contracts approved	151	183	170
Assessment/lien searches	289	376	320
Commission & other meeting minutes	38	38	40
Records storage and destruction	708	1681	600
Notary Public services	114	177	170
Indexing transactions processed	580	729	750
Prepared legal ads for newspaper	80	82	120
Public information requests processed	N/A	N/A	4,000

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Finance

DIVISION

City Clerk

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
City Clerk	0.00	1.00	1.00	41,693
Deputy City Clerk	2.00	-1.00	1.00	28,030
City Clerk/Finance Director	0.30	-0.30	0.00	

TOTAL	2.30	-0.30	2.00	69,723
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
Sorter for copier	1,000		1,000
Paperless agenda equipment		10,000	10,000

TOTAL	1,000	10,000	11,000
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION		ACCOUNT		
Finance		City Clerk		001-1322-512		
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	100,191	94,725	61,141	94,628	69,723
1310	Temporary Labor	0	0	0	1,000	0
1410	Overtime	4,138	1,822	853	8,000	4,500
1530	Bonuses	288	288	288	287	250
2110	FICA	7,902	7,055	4,426	7,058	4,945
2210	Retirement	4,437	2,659	2,774	4,402	5,926
23xx	Health & Life Insurance	10,733	12,959	10,022	15,881	13,910
2410	Workers' Compensation	155	144	148	227	244
26xx	Other Payroll Benefits	823	1,995	1,320	2,342	324
TOTAL PERSONAL SERVICES		128,665	121,647	80,972	133,825	99,822
OPERATING EXPENSES						
3110	Professional Services	92	0	0	0	0
3410	Contract Services	1,578	2,780	1,414	5,000	3,000
4010	Travel	4,943	6,105	2,939	7,245	3,000
4110	Communication	149	219	32	300	200
4150	Fiber Optic Communication	252	228	176	264	252
4210	Postage	341	422	220	600	500
4510	Insurance	721	842	766	635	70
463x	Rep/Maint-Comm. Equip	3,070	3,657	2,108	3,300	3,100
4710	Printing & Binding	88	0	44	100	100
4920	Other Current Charges	121	276	274	300	400
5110	Office Supplies	2,266	1,557	1,475	1,800	2,200
5180	Minor Furniture/Equipment	133	885	138	600	1,000
5210	Operating Supplies	50	0	50	0	100
5410	Publications & Membership	1,147	1,211	326	1,300	1,500
5440	Education	0	0	0	400	3,000
5450	Training	1,072	1,345	1,021	2,600	3,400
TOTAL OPERATING EXPENSES		16,022	19,527	10,983	24,444	21,822
CAPITAL OUTLAY						
6410	Machinery & Equipment	0	0	0	1,100	11,000
TOTAL CAPITAL OUTLAY		0	0	0	1,100	11,000
TOTAL APPROPRIATIONS		144,687	141,174	91,955	159,369	132,644

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Finance

DIVISION

City Clerk

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	133,825	99,822	(34,003)	-25.41%
Operating Expenses	24,444	21,822	(2,622)	-10.73%
Capital Outlay	1,100	11,000	9,900	900.00%
TOTALS	159,369	132,644	(26,725)	-16.77%

Significant Budget Changes:

The personal services category of this division no longer includes a portion of the salary for the City Clerk/Finance Director. Consequently, travel expenses for this position was transferred to the accounting division.

FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

Elections Division

Goal: Conduct elections in compliance with all laws, rules and regulations.

Objectives:

- ◆ Proclaim election at the June 9, 2003, City Commission meeting as required by the City of Leesburg Code of Ordinances.
- ◆ Prepare election calendar by May 30, 2003.
- ◆ Prepare candidates packets for distribution beginning June 9, 2003.
- ◆ Receive treasurer's reports from candidates in a manner prescribed by Florida Statutes beginning at end of qualifying period July 18, 2003, through Friday before Election October 31, 2003 with final report February 2004.
- ◆ Perform duties associated with election of the Commissioner for District 2, Seat 2, to be held November 4, 2003: such as keeping candidates aware of reporting deadlines, checking treasurer's reports, answering questions related to treasurer's reports, preparing Certificate of Election and administering Oath of Office to District 2, Seat 2 Commissioner at January 5, 2004, Commission meeting.

Major Accomplishments:

- Assisted the City Attorney in re-writing the ordinance changing the City of Leesburg's qualifying period to coincide with the County, State, and Federal qualifying periods.
- Proclaimed election at the City Commission meeting held June 10, 2002.
- Prepared election calendar for distribution beginning June 10, 2002.
- Prepared six candidates packets.
- Received treasurer's reports from one unopposed candidate and from two candidates from end of qualifying period in July 2002 to February 4, 2003.
- Presented Certificates of Election at City Commission meeting held January 6, 2003, and administered Oath of Office to Commissioner Bob Lovell, Seat 4, At-Large, and Commissioner David Knowles, Seat 5, At-Large, who ran unopposed.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Seats available	2	2	1
Number of candidates	4	3	2
Total votes cast	1,552	4,197	
Referendum 1	N/A	4,126	N/A
Referendum 2	N/A	4,197	N/A

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Finance		Elections			001-1327-513	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
OPERATING EXPENSES						
3110	Professional Services	0	0	0	0	0
4920	Other Current Charges	137	2,890	0	3,700	4,150
TOTAL OPERATING EXPENSES		137	2,890	0	3,700	4,150
TOTAL APPROPRIATIONS		137	2,890	0	3,700	4,150

APPROPRIATIONS SUMMARY

DEPARTMENT		DIVISION				
Finance		Elections				
		AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE	
Operating Expenses		3,700	4,150	450	12.16%	
TOTALS		3,700	4,150	450	12.16%	

Significant Budget Changes:

The City's election will not be held in conjunction with the federal, state and county election. Therefore, operating expenses will increase dramatically to hold a stand alone election.

FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

Accounting Division

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ Assist departments in understanding accounting procedures to improve paperwork flow.
- ◆ Coordinate with MIS and HR to provide training to employees for the changes and upgrades in HTE financial software applications.
- ◆ Perform revenue analysis by June 1st to assist departments and divisions in budget preparation.
- ◆ Provide accurate and timely reports to departments and City Commission.

Goal: Develop and implement policies which ensure the City's long term financial stability.

Objectives:

- ◆ Develop and implement capital asset policy.
- ◆ Develop debt policy by November 1, 2003.
- ◆ Provide investment results consistent with the investment policy and the best practices of the profession.

Goal: Establish organizational operating processes to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Pursue miscellaneous receivable customers past due accounts based on established procedures to reduce these items by 5% during the next fiscal year.
- ◆ Develop procedures to bar code tag all capital assets and tag 10% of items by September 30, 2003.
- ◆ Complete Wastewater inventory and implement work order system by December 31, 2003.

Major Accomplishments:

- Completed inventory of infrastructure assets in conjunction with consultant (PBS&J).
- Provided two extended training sessions for users of the HTE financial accounting and related software during the month of February 2003.
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending September 30, 2001.
- Received GFOA Distinguished Budget Presentation Award for fiscal year beginning September 30, 2002.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Turn around time for processing checks	30 days	26 days	25 days
Invoices returned for errors	3%	2.9%	2%
Payroll checks accurately issued	99.9%	100%	100%
Number of employees trained on HTE	23	30	60
Investment results compared to SBA	3.22%:2.09%	2.35%:1.38%	3.45%:1.75%
Past due accounts receivable collected	2.9%	6.4%	10%
Accounts receivable written off	5.7%	5.1%	5.0%
Number of fixed asset records	173,564	181,592	190,000
Fixed assets tagged	1%	1%	25%
GFOA award for financial reporting	13	14	15
GFOA budget award	4	5	6

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Finance

DIVISION

Accounting

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
City Clerk/Finance Director	0.40	0.00	0.40	37,304
Executive Assistant/Administrative Aide	1.00	0.00	1.00	40,726
Deputy Finance Director	1.00	-0.70	0.30	22,742
Financial Accounting Administrator	1.00	0.00	1.00	62,629
Accounting Operations Supervisor	1.00	0.00	1.00	36,005
Accountant	2.00	0.00	2.00	60,948
Accounting Specialist	3.00	0.00	3.00	88,988

TOTAL	9.40	-0.70	8.70	349,342
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
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TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Finance		Accounting			001-1331-513	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	294,701	368,584	254,597	403,165	349,342
1310	Temporary Labor	0	1,951	3,839	0	0
1410	Overtime	384	687	103	1,500	2,000
1530	Bonuses	800	1,050	1,127	1,173	1,088
2110	FICA	21,958	27,205	18,857	28,910	24,843
2210	Retirement	17,653	18,838	12,022	23,694	26,523
23xx	Health & Life Insurance	42,190	47,600	35,891	63,849	59,139
2410	Workers' Compensation	442	564	615	893	1,223
26xx	Other Payroll Benefits	1,125	2,401	1,540	2,840	3,171
TOTAL PERSONAL SERVICES		379,253	468,880	328,591	526,024	467,329
<u>OPERATING EXPENSES</u>						
3210	Auditing	50,980	53,099	42,924	62,000	74,900
4010	Travel	5,698	3,889	4,934	8,400	9,700
4110	Communication	284	174	138	100	200
4150	Fiber Optic Communication	1,128	1,152	888	1,332	1,260
4210	Postage	4,456	4,526	3,754	4,500	4,900
4510	Insurance	1,197	1,533	1,836	2,450	2,693
46xx	Rep/Maint-Comm Equip	4,633	6,805	4,425	6,950	5,538
4710	Printing & Binding	4,005	5,956	3,604	4,000	4,160
4911	Advertising	793	637	25	900	800
4920	Other Current Charges	1,421	1,181	1,311	1,500	1,550
5110	Office Supplies	3,757	2,870	3,111	5,800	5,000
5180	Minor Furniture/Equipment	677	2,825	401	1,200	1,200
52xx	Operating Supplies	1,313	1,834	1,220	1,300	1,350
5410	Publications & Membership	888	663	255	500	600
5440	Education	412	436	292	3,000	1,000
5450	Training	1,956	2,570	2,226	2,700	5,820
TOTAL OPERATING EXPENSES		83,596	90,150	71,344	106,632	120,671
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	0	0	0	6,863	0
TOTAL CAPITAL OUTLAY		0	0	0	6,863	0
TOTAL APPROPRIATIONS		462,849	559,030	399,935	639,519	588,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Finance

DIVISION

Accounting

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	526,024	467,329	(58,695)	-11.16%
Operating Expenses	106,632	120,671	14,039	13.17%
Capital Outlay	6,863	0	(6,863)	-100.00%
TOTALS	639,519	588,000	(51,519)	-8.06%

Significant Budget Changes:

The Deputy Finance Director position will be allocated among 3 divisions rather than totally in accounting, which results in a decrease in teh personal services category. Auditing services increased as a result of the requirement by GASB-Statement Number 34 to convert the comprehensive annual financial report to a new format, which will cost an additional \$14,000.

FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

Collections Division

Goal: Collect and account for all cash receipts in a safe environment.

Objectives:

- ◆ Provide continuous information to our customers via the internet.
- ◆ Maintain and update all cash transactions every day.
- ◆ Promote bank drafting and e-payments through bill inserts and daily correspondence.
- ◆ Provide accurate records on daily work.
- ◆ Train employees to be alert and limit amount of available cash in accordance with safety guidelines.
- ◆ Keep security system in proper working order.

Goal: Reduce the number of accounts that are sent to the Collection Agency by 10%.

Objectives:

- ◆ Provide a courtesy telephone call to customers when their final bill becomes due prior to sending the account to the Collection Agency.
- ◆ Recommend ordinance changes that will help decrease the number of write-offs and past due amounts placed for collection.
- ◆ Provide information to the collection agency on utility accounts within seven days after they become past-due.

Goal: Improve Occupational License record keeping and enforcement to develop a system that is consistent and enhances compliance.

Objectives:

- ◆ Compare all active licensing with utility connections to ensure that businesses within the City are licensed.
- ◆ Initiate a system to better ensure interdepartmental cooperation and coordination to investigate and enforce code compliance for our business clients.

Major Accomplishments:

- Occupational License Clerk became a Certified Occupational License Official.
- Installed five new security cameras and updated the entire security system.
- Coordinated implementation of the NaviLine upgrade to the HTE financial management system.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Occupational license transactions	2,732	3,033	3,300
Payments processed	281,478	287,439	286,000
Bank draft customers	3,412	3,638	4,000
Percent of total customers using bank drafting	14.54%	15.19%	16.78%
Mailed reminder notices	46,367	48,487	50,000
Disconnects processed	5,241	3,845	4,000
Telephone calls	23,300	20,200	25,000
Number of accounts to collection agency	1,231	1,248	1,800
Dollar value of accounts to collection	\$337,912	\$292,324	\$264,600
Dollar value collected	\$32,823	\$35,000	\$37,000

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Finance

DIVISION

Collections

CLASSIFICATION

Collections Supervisor

Clerical Assistant

Office Specialist

CURRENT

1.00

4.00

1.00

NEW

0.00

0.00

0.00

TOTAL

1.00

4.00

1.00

AMOUNT

44,033

84,766

23,565

TOTAL

6.00

0.00

6.00

152,364

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Finance		Collections			001-1332-513	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	127,286	147,922	94,979	151,735	152,364
1310	Temporary Labor	6,844	0	1,899	1,000	2,000
1410	Overtime	968	847	599	1,500	2,000
1530	Bonuses	738	735	750	750	750
2110	FICA	9,435	10,524	7,012	10,858	11,296
2210	Retirement	5,454	7,934	5,457	9,863	12,951
23xx	Health & Life Insurance	26,616	33,863	19,393	38,746	34,488
2410	Workers' Compensation	193	226	230	339	533
TOTAL PERSONAL SERVICES		177,532	202,051	130,319	214,791	216,382
<u>OPERATING EXPENSES</u>						
3110	Professional Services	13,884	16,487	13,439	22,200	19,000
4010	Travel	1,275	826	402	1,000	1,000
4110	Communication	20,376	23,204	14,817	23,000	23,500
4150	Fiber Optic Communication	372	684	528	792	492
4210	Postage	18,905	18,189	13,957	22,000	22,000
4410	Rentals	616	929	932	1,000	1,200
4510	Insurance	2,403	4,317	1,037	1,385	1,521
463x	Rep/Maint Comm Equip	4,642	5,632	4,791	6,300	4,650
4710	Printing & Binding	1,920	1,154	936	1,400	1,400
4911	Advertising	22	21	0	0	0
4920	Other Current Charges	4,329	5,213	4,550	8,000	12,000
5110	Office Supplies	3,184	2,280	1,062	3,100	2,600
5180	Minor Furniture/Equipment	222	376	410	600	1,200
52xx	Operating Supplies	1,672	3,358	5,514	5,600	5,000
5410	Publications & Memberships	354	315	35	300	350
5440	Education	(28)	1,171	523	1,200	1,200
5450	Training	716	945	450	1,100	2,000
TOTAL OPERATING EXPENSES		74,863	85,101	63,383	98,977	99,113
<u>CAPITAL OUTLAY</u>						
6210	Buildings	0	13,364	0	0	0
6410	Machinery & Equipment	0	7,261	0	0	0
TOTAL CAPITAL OUTLAY		0	20,625	0	0	0
TOTAL APPROPRIATIONS		252,395	307,777	193,702	313,768	315,495

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Finance

DIVISION

Collections

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	214,791	216,382	1,591	0.74%
Operating Expenses	98,977	99,113	136	0.14%
Capital Outlay	0	0	0	N/A
TOTALS	313,768	315,495	1,727	0.55%

FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

Customer Service Division

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ Maintain customer records and generate utility bills related to the seven utility services.
- ◆ Provide an organized structure and team that is knowledgeable in both billing and customer service.
- ◆ Provide continuous training to clerks in all areas of customer relations and telephone courtesy.
- ◆ Assist other city departments with knowledge and support to use the customer information system.
- ◆ Furnish employees with information and training relative to policy and ordinance changes.

Goal: Reduce paper use.

Objectives:

- ◆ Provide training to employees to view reports on the monitors instead of printing.
- ◆ Implement electronic signatures or other acceptable system for utility customers to replace the customer card system.
- ◆ Provide utility bills for review by the customers through the City's Internet Web Site.

Major Accomplishments:

- Implemented new rates and code structure for Water and Wastewater.
- Established a Key Accounts program to meet the needs of commercial accounts: review and analyze historical consumption data and provide value added services to these customers.
- Presented OUCH safety program to over 700 kindergarten students to educate them in indoor electrical safety.
- Implemented a courier position to facilitate the delivery of all interoffice deliveries of supplies and mail throughout the city.
- Contributed to the successful completion of the East Annexation project.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Telephone calls	59,100	60,200	60,000
Work orders	69,836	77,933	71,000
Walk-in customers served	10,450	12,300	13,000
New utility service			
Electric	371	496	500
Area lights	120	96	150
Meter treater	55	130	130
Gas	246	315	400
Water	324	314	380
Irrigation	30	23	40
Reuse water	91	64	50
Internet	265	303	400
Solid Waste	96	116	160
New customers contacted	423	520	500
Energy audits	49	53	80
Regular monthly utility bills-			
annual # periodic billings	134	185	150
Final bill for disconnected customers-			
annual # periodic billings	86	48	90
Corrected/adjusted bills processed	864	858	920

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Finance

DIVISION

Customer Service

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
City Clerk/Finance Director	0.30	0.00	0.30	27,978
Deputy Finance Director	0.00	0.40	0.40	30,323
Customer Accounts Manager	1.00	0.00	1.00	62,629
Customer Accounts Supervisor	1.00	0.00	1.00	29,349
Customer Service Specialist	6.00	0.00	6.00	181,888
Accounting Specialist	3.00	0.00	3.00	87,977
Key Accounts Coordinator	1.00	0.00	1.00	48,805
Clerical Assistant	1.00	0.00	1.00	19,458

TOTAL	13.30	0.40	13.70	488,407
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
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TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Finance		Customer Service			001-1334-513	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	331,262	378,930	260,393	443,280	488,407
1410	Overtime	1,836	1,138	896	2,000	2,000
1530	Bonuses	1,394	1,413	1,433	1,660	1,713
2110	FICA	24,406	27,598	18,914	32,191	34,727
2210	Retirement	19,373	22,573	14,902	23,903	39,137
23xx	Health & Life Insurance	52,913	64,886	48,583	87,275	89,713
2410	Workers' Compensation	500	578	629	983	1,709
2610	Other Payroll Benefits	823	2,369	1,618	2,675	3,188
TOTAL PERSONAL SERVICES		432,507	499,485	347,368	593,967	660,594
<u>OPERATING EXPENSES</u>						
4010	Travel	2,576	2,119	1,182	3,000	4,000
4110	Communication	297	534	374	1,000	1,200
4150	Fiber Optic Communication	504	1,260	1,144	1,716	1,980
4210	Postage	68,241	73,744	52,959	78,000	82,000
4410	Rentals	324	425	350	500	400
4510	Insurance	1,374	1,837	2,391	3,190	3,507
461x	Rep/Maint Vehicles & Hwy Equip	0	7,176	540	720	2,160
463x	Rep/Maint Comm Equip	3,232	2,890	7,489	10,400	9,700
4710	Printing & Binding	3,305	1,878	2,496	2,500	2,500
4810	Promotional Activities	2,214	325	1,874	2,500	7,500
49xx	Advertising-Other ads	0	82	0	0	100
5110	Office Supplies	3,064	1,820	2,168	4,000	3,000
5180	Minor Furniture/Equipment	404	3,082	1,419	3,700	1,000
521x	Operating Supplies	23,067	23,381	12,386	23,700	22,400
5230	Fuel Purchase	0	0	278	300	800
5410	Publications & Memberships	36	303	234	200	200
5450	Training	946	1,035	1,012	3,500	5,300
TOTAL OPERATING EXPENSES		109,584	121,891	88,296	138,926	147,747
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	8,156	19,995	0	0	0
TOTAL CAPITAL OUTLAY		8,156	19,995	0	0	0
TOTAL APPROPRIATIONS		550,248	641,371	435,664	732,893	808,341

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Finance

DIVISION

Customer Service

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	593,967	660,594	66,627	11.22%
Operating Expenses	138,926	147,747	8,821	6.35%
Capital Outlay	0	0	0	N/A
TOTALS	732,893	808,341	75,448	10.29%

FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

Meter Readers Division

Goal: Read electric, gas, water, and re-use water meters accurately and expeditiously, while showing the utmost respect for customers and property.

Objectives:

- ◆ Continue training employees in all areas of customer relations to continually improve necessary skills and abilities.
- ◆ Utilize the functions of the handheld meter reading devices to identify locked gates, safety issues, and security access sites to improve access time and reduce delays associated with these barriers.
- ◆ Update standards to more accurately reflect the improved capacity and capabilities of the modernized meter reading equipment.
- ◆ Reduce instances of meter rereads by 10% through additional training and coaching and monitor effectiveness through periodic reports.

Goal: Initiate conversion of electric, gas and water meters to the automated meter reading (AMR) system.

Objectives:

- ◆ Identify specific areas and locations within the current customer base for the implementation of AMR meter conversions.
- ◆ Coordinate the implementation and installation of remote metering devices to new developments and specific problem locations with each of the utility departments.

Major Accomplishments:

- Re-sequenced thirty meter routes.
- Identified meters with no main outside disconnect.
- Purchased and converted handheld meter reading hardware and software.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Meters read			
Electric	231,253	242,348	235,000
Gas	113,318	114,083	115,000
Water	137,875	142,045	140,000
Irrigation	5,765	5,751	6,000
Reuse water	188	1,475	1,100
Square miles of service area			
Electric	50	50	50
Gas	73	73	73
Water	26	26	26
Mailed access/high consumption letters	853	864	750
Rereads	5,279	6,463	5,000
AMR installed (% of total)			
Electric	N/A	5%	10%
Gas	N/A	5%	20%
Water	N/A	5%	2.5%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Finance

DIVISION

Meter Readers

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Meter Reader Supervisor

1.00

0.00

1.00

44,034

Meter Reader

5.00

0.00

5.00

115,025

Utility Service Technician

1.00

0.00

1.00

33,488

Standby

4,000

TOTAL

7.00

0.00

7.00

196,547

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT**

Economy Truck (Replace #196)

15,000

15,000

TOTAL

15,000

15,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT
Finance	Meter Readers	001-1338-513

		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	184,339	206,616	136,089	203,061	196,547
1410	Overtime	3,976	3,668	2,302	5,000	7,000
1530	Bonuses	625	875	875	875	875
2110	FICA	13,848	15,398	10,231	14,946	13,923
2210	Retirement	10,111	12,073	7,562	12,962	16,367
23xx	Health & Life Insurance	26,255	37,406	25,146	42,727	42,055
2410	Workers' Compensation	2,355	2,459	2,494	8,505	4,621
262x	Other Payroll Benefits	0	70	208	0	324
TOTAL PERSONAL SERVICES		241,510	278,565	184,907	288,076	281,712
OPERATING EXPENSES						
4010	Travel	0	0	0	500	500
4110	Communication	2,960	3,492	2,438	3,300	4,000
4150	Fiber Optic Communication	132	576	440	660	492
4210	Postage	0	11	0	0	500
4510	Insurance	2,626	3,246	2,862	3,820	4,198
461x	Rep/Maint Vehicles & Hwy Equip	13,517	13,572	5,040	7,560	7,560
423x	Rep/Maint Comm Equip	4,714	6,261	3,833	7,050	5,775
4911	Advertising-Other ads	0	0	31	0	100
4920	Other Current Charges	0	0	93	0	0
5110	Office Supplies	743	438	143	1,000	500
5180	Minor Furniture/Equipment	596	117	365	500	1,000
5210	Operating Supplies	3,060	3,926	12,026	14,000	3,000
5215	Uniforms	2,053	1,601	839	3,100	2,000
5230	Fuel Purchases	7,440	6,160	4,656	9,000	8,000
5450	Training	0	525	0	800	800
TOTAL OPERATING EXPENSES		37,842	39,925	32,766	51,290	38,425
CAPITAL OUTLAY						
6410	Machinery & Equipment	14,301	0	18,492	18,492	15,000
TOTAL CAPITAL OUTLAY		14,301	0	18,492	18,492	15,000
TOTAL APPROPRIATIONS		293,652	318,490	236,165	357,858	335,137

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Finance

DIVISION

Meter Readers

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	288,076	281,712	(6,364)	-2.21%
Operating Expenses	51,290	38,425	(12,865)	-25.08%
Capital Outlay	18,492	15,000	(3,492)	-18.88%
TOTALS	357,858	335,137	(22,721)	-6.35%

Significant Budget Changes:

Operating Expenses (5210) for fiscal year 2002-03 included \$10,000 to purchase software for new meter reading equipment and \$30,000 in the capital outlay category for the hardware. The purchase was complete by September 30, 2003, so the appropriation was not included in fiscal year 2003-04.

FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

Procurement Division

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner by procuring materials, supplies, equipment, and services at the lowest possible cost consistent with the quality needed to provide the very best service to the public.

Objectives:

- ◆ Promote an understanding of sound purchasing and materials management policy and procedure throughout all departments of the City. Exchange ideas and information with other public purchasing agencies in an effort to solve common problems.
- ◆ Determine the most efficient and cost-effective means of securing an item or service by acquiring needed goods and services of acceptable quality and providing them to the requisitioning unit when required.
- ◆ Develop and establish standards and specifications for supplies, equipment, and services by producing for approval amended and updated Purchasing Policies and Procedures and securing approval by the City Commission. Review sole source and proprietary requests and arrange for product tests and demonstrations to determine that specifications are met.
- ◆ Keep abreast of current developments in the field of purchasing, prices, market conditions, new products, and inventory control and to communicate with both vendors and the using agencies relative to these circumstances through periodic meetings with internal customers and attending frequent professional development conferences and workshops.
- ◆ Provide a means for the cost effective distribution of readily available, commonly used parts and supplies through a modified "Just In Time" system and the operation of the Central Stores Warehouse for specialty parts and supplies distribution.

Major Accomplishments:

- Established new purchasing dollar thresholds to allow for improved daily operations and increased efficiency.
- Obtained the lowest cost of goods and services that meet specifications from outside sources through an open, fair and competitive bid process, resulting in only two bid protests.
- Consolidated and contracted for similar products and services through term and requirement contracts.
- Enhanced a direct purchase order program for timely processing of procurements related to contract items requiring City Commission approval.
- Established on-line procurement services with more vendors to shorten delivery times and reduce inventory costs.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Sealed bids	84	65	95
Annual contracts	30	4	33
Purchase requisitions processed	1,134	421	687
Purchase orders processed	2,340	1,695	2,004
Request for proposals	14	14	20
Request for qualifications	4	1	5
Written request for quotations	584	1,306	1322
Auction proceeds	\$22,006	\$43,233	\$46,385

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Finance

DIVISION

Procurement

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

City Clerk/Finance Director

0.00

0.30

0.30

27,978

Deputy Finance Director

0.00

0.30

0.30

22,742

Purchasing Manager

1.00

0.00

1.00

49,967

Buyer

1.00

0.00

1.00

32,282

Office Specialist

1.00

0.00

1.00

33,154

TOTAL**3.00****0.60****3.60****166,123**

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Finance		Procurement			001-1366-513	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	97,087	105,951	71,881	110,830	166,123
1310	Temporary Labor	0	0	1,847	0	0
1410	Overtime	85	201	138	1,200	0
1530	Bonuses	375	375	375	375	450
2110	FICA	7,323	7,846	5,332	8,295	11,623
2210	Retirement	6,168	6,948	4,501	7,204	11,742
23xx	Health & Life Insurance	12,132	15,831	11,427	18,116	21,359
2410	Workers' Compensation	144	164	173	247	582
262x	Other Payroll Benefits	0	163	104	162	162
TOTAL PERSONAL SERVICES		123,313	137,479	95,778	146,429	212,041
OPERATING EXPENSES						
3110	Professional Services	0	0	0	0	2,500
4010	Travel	1,307	1,141	965	2,870	1,750
4110	Communication	2,194	1,078	621	2,200	1,200
4150	Fiber Optic Communication	504	576	264	396	384
4210	Postage	1,714	1,734	1,071	1,600	1,600
4310	Utilities	1,466	1,485	1,021	1,500	1,560
4510	Insurance	838	989	1,106	1,475	1,622
461x	Rep/Maint Vehicles & Hwy Equip	1,453	1,860	720	2,580	300
462x	Rep/Maint Build & Non-build	0	0	0	200	0
463x	Rep/Maint Comm Equip	5,304	6,489	3,374	5,350	5,213
4710	Printing & Binding	152	108	44	200	100
4911	Advertising	229	173	77	300	300
5110	Office Supplies	1,004	783	550	1,200	900
5180	Minor Furniture/Equipment	1,044	1,653	0	2,100	200
5210	Operating Supplies	1,516	1,127	515	1,800	1,000
5230	Fuel Purchases	228	176	98	200	200
5410	Publications & Membership	884	866	743	1,142	778
5450	Training	1,116	565	676	1,975	1,075
TOTAL OPERATING EXPENSES		20,953	20,803	11,845	27,088	20,682
TOTAL APPROPRIATIONS		144,265	158,282	107,623	173,517	232,723

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Finance

DIVISION

Procurement

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	146,429	212,041	65,612	44.81%
Operating Expenses	27,088	20,682	(6,406)	-23.65%
TOTALS	173,517	232,723	59,206	34.12%

Significant Budget Changes:

A portion of the salary for Deputy Finance Director was included in this budget for fiscal year 2003-04. The remainder of the increase in the personal services category is for merit increases.

FISCAL YEAR 2003-04 BUDGET

FINANCE DEPARTMENT

Warehouse Division

Goal: Provide cost effective materials management for efficient storage and handling of materials and supplies for redistribution to the operating departments of the City.

Objectives:

- ◆ Minimize inventory investment and operating costs while ensuring adequate supplies to meet the demands of the organization by deleting 50% of unused and slow moving stock within two years.
- ◆ 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.
- ◆ Ensure total value and quantity accountability through cyclic inventories.
- ◆ Maintain a salvage and reclamation program to dispose of scrap materials and generate revenue in order to ease the burden of taxpayers as a way of investment recovery.

Major Accomplishments:

- Continued to improve customer service by utilizing e-mail system and working directly with departments to better meet their needs.
- Implemented new operating hours to better serve customers.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Inventory receipts	2,736	3,540	3,661
Inventory dollar value received	\$1,645,422	\$2,121,095	\$1,466,623
Stock requisitions processed	1,696	1,496	1,729
Individual issues/returns	20,294	19,562	22,847
Average individual issues per requisition	12.0	13.1	13.2
Inventory dollar value issued	\$1,578,376	\$2,085,431	\$1,402,049
Revenue – sales of scrap	\$10,074	\$13,591	\$4,021

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Finance

DIVISION

Warehouse

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Warehouse Supervisor

1.00

0.00

1.00

40,550

Warehouse Specialist

1.00

0.00

1.00

34,726

Warehouse Support Technician

0.00

1.00

1.00

20,623

TOTAL**2.00****1.00****3.00****95,899**

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Finance		Warehouse			001-1369-513	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	57,824	77,711	48,281	72,700	95,899
1410	Overtime	1,998	8,324	995	3,000	0
1530	Bonuses	250	171	250	250	375
2110	FICA	4,376	6,475	3,606	6,184	7,076
2210	Retirement	2,786	3,240	2,946	4,726	8,152
23xx	Health & Life Insurance	9,201	9,113	8,338	13,218	21,143
2410	Workers' Compensation	1,417	699	952	866	4,392
TOTAL PERSONAL SERVICES		77,853	105,733	65,368	100,944	137,037
<u>OPERATING EXPENSES</u>						
3110	Professional Services	0	0	0	0	15,000
4010	Travel	0	0	0	500	0
4150	Fiber Optic Communication	504	120	264	396	384
4210	Postage	0	72	0	0	0
4510	Insurance	539	348	412	550	605
461x	Rep/Maint Vehicles & Hwy Equip	1,625	3,307	1,415	2,740	2,540
462x	Rep/Maint Build & Non-build	276	276	184	500	200
463x	Rep/Maint Comm Equip	1,340	475	833	1,250	938
4710	Printing & Binding	138	668	79	700	200
5110	Office Supplies	773	183	173	800	400
5180	Minor Furniture/Equipment	0	1,062	209	820	300
5210	Operating Supplies	1,895	2,804	2,458	3,500	1,700
5215	Uniforms	403	532	512	500	550
5230	Fuel Purchases	204	253	193	300	100
5440	Education	0	0	0	0	0
5450	Training	50	50	0	500	100
TOTAL OPERATING EXPENSES		7,746	10,150	6,732	13,056	23,017
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	4,060	0	21,930	21,930	0
TOTAL CAPITAL OUTLAY		4,060	0	21,930	21,930	0
TOTAL APPROPRIATIONS		89,659	115,883	94,030	135,930	160,054

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Finance

DIVISION

Warehouse

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	100,944	137,037	36,093	35.76%
Operating Expenses	13,056	23,017	9,961	76.29%
Capital Outlay	21,930	0	(21,930)	-100.00%
TOTALS	135,930	160,054	24,124	17.75%

Significant Budget Changes:

Personal Services increased as a result of one additional employee to improve the operation of the warehouse. The increase in the operating expense category is attributable to contract of a consultant planned for fiscal year 2003-04 to reorganize the warehouse.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

HUMAN RESOURCES DEPARTMENT

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:

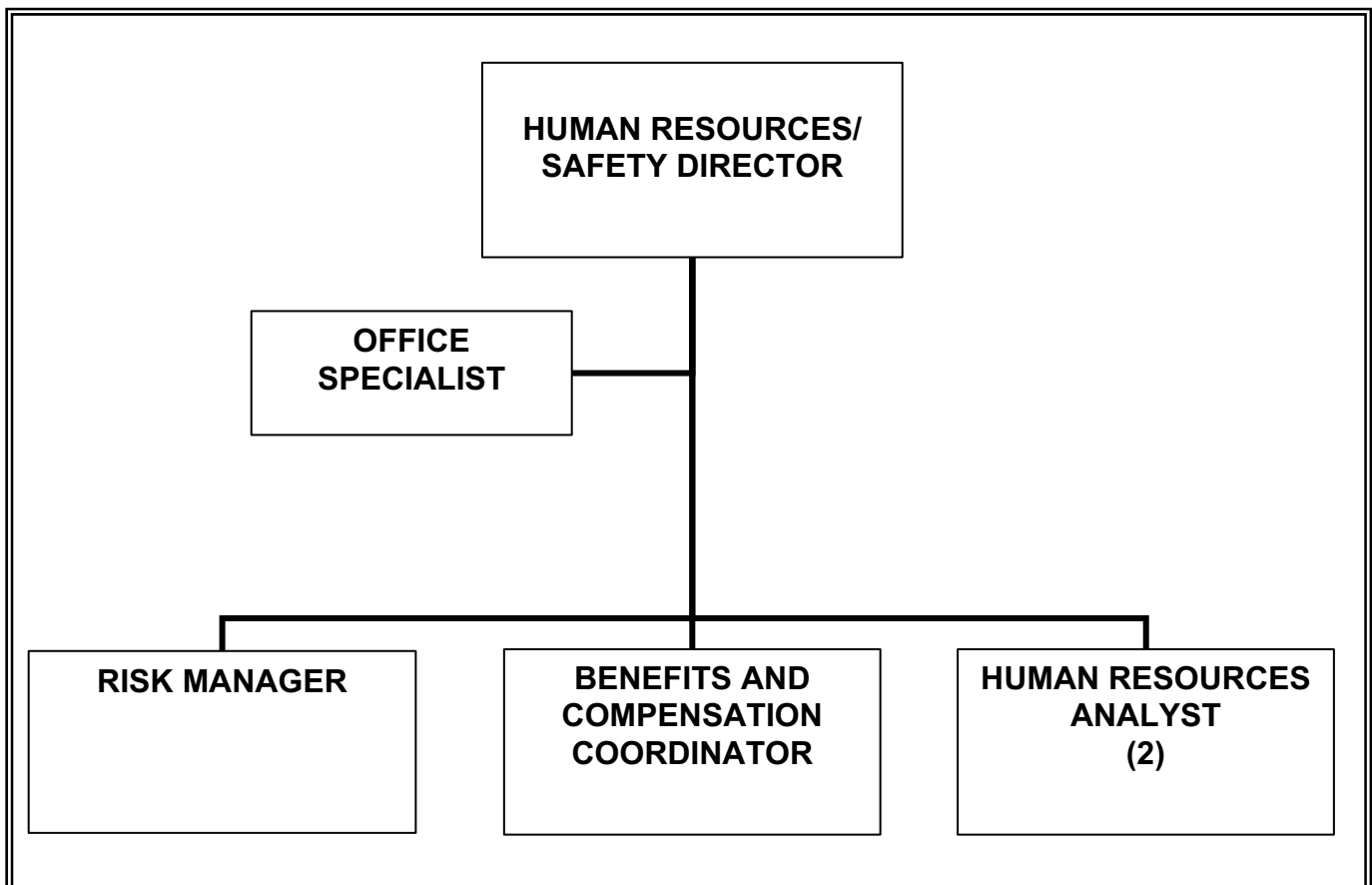
Management

- 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



FISCAL YEAR 2003-04 BUDGET

HUMAN RESOURCES DEPARTMENT

Human Resources Office

Goal: Administer quality leadership development training programs to executive and mid-level management staff on a semi-annual basis.

Objectives:

- ◆ Publish semi-annual training calendar prior to January and June of each calendar year.
- ◆ Continue on-going remedial training for supervisors regarding administering disciplinary action.
- ◆ Obtain facilitator certification for HR personnel in the areas of change and leadership development.
- ◆ Evaluate training program effectiveness on a continuous basis.

Goal: Rewrite, revise and re-format current Personnel Policies and Procedures .

Objectives:

- ◆ Rewrite and revise current personnel policies into desired format by September 30, 2004.
- ◆ Distribute new policies, upon adoption to employees.
- ◆ Redistribute, upon completion, complete policies to all current employees by September 30, 2004.

Goal: Establish organizational operating processes and support systems.

Objectives:

- ◆ Complete training process for all supervisors on the use of new appraisal by August 2004.
- ◆ Transfer all current employees from old appraisal system to adopted system by September 30, 2004.
- ◆ Research benefits to the City and employees regarding cafeteria plan options and present findings to administration, director, insurance task force and employees for discussion.

Major Accomplishments:

- Transferred all employees from old identification system to new computerized system.
- Graduated ten (10) employees from the Supervisory Development Training Program.
- Received letter of commendation from Worker's Comp provider regarding Return to Work Program and drastic decreases in loss time claims.
- Implemented Human Resources Department liaison program.
- Implemented Random Employee Satisfaction survey and Exit Interview Programs.
- Successfully completed wage re-opener with firefighters union.
- Conducted comprehensive New Hire Orientation program for 62 new employees.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Safety training	53	230	140
Supervisors trained	139	224	135
New employees – orientation	78	109	140
Employee injured on the job	74	51	60
Days missed	240	242	160
Employment verifications	120	130	150
Applications received	2,425	2,018	2,500
Payroll changes made	11,646	8,680	10,000

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Human Resources

DIVISION

Human Resources

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Human Resources/Safety Director

1.00

0.00

1.00

75,611

Risk Manager

1.00

0.00

1.00

36,677

Benefits and Compensation Coordinator

1.00

0.00

1.00

38,530

Human Resources Analyst

2.00

0.00

2.00

69,302

Office Specialist

0.00

1.00

1.00

23,650

TOTAL**5.00****1.00****6.00****243,770**

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Human Resources		Human Resources/Safety			001-1437-513	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	182,231	202,945	137,934	207,564	243,770
1310	Temporary Labor	3,997	7,565	3,247	5,000	1,000
1410	Overtime	1,498	1,104	954	3,000	1,000
1530	Bonuses	543	572	625	625	750
2110	FICA	13,767	15,263	10,722	15,650	17,853
2210	Retirement	9,351	11,128	8,565	13,524	20,720
23xx	Health Insurance	20,414	24,811	15,691	29,027	32,242
2410	Workers' Compensation	276	309	333	544	853
262x	Other Payroll Services	0	84	231	0	360
TOTAL PERSONAL SERVICES		232,075	263,781	178,302	274,934	318,548
<u>OPERATING EXPENSES</u>						
31xx	Professional/Medical Services	57,514	21,974	17,622	22,500	42,000
3410	Contract Services	575	0	0	300	300
4010	Travel	3,405	523	6,406	8,000	6,000
41xx	Communication	1,273	1,393	1,656	1,542	2,744
4210	Postage	2,209	2,466	1,702	1,500	3,000
4510	Insurance	1,087	1,501	1,200	1,601	1,760
461x	Rep/Maint-Vehicles & Hvy Equip	1,860	1,860	0	1,500	1,080
463x	Rep/Maint-Comm Equip	3,809	6,182	4,224	6,350	7,263
4710	Printing & Binding	1,499	4,803	2,963	2,000	9,000
4810	Promotional Activities	0	0	0	1,000	4,000
491x	Advertising	24,216	18,585	9,194	17,250	15,200
4920	Other Current Charges	4,019	5,072	5,124	7,500	7,500
5110	Office Supplies	6,267	5,229	3,945	6,449	4,500
5180	Minor Furniture/Equipment	1,967	1,201	733	1,500	250
52xx	Operating Supplies	386	30	71	1,000	1,300
5410	Publications & Membership	4,237	4,251	3,206	4,000	1,200
5440	Education	2,197	(587)	(254)	500	2,500
545x	Training	9,431	11,733	13,565	19,750	25,900
TOTAL OPERATING EXPENSES		125,951	86,216	71,357	104,242	135,497
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	7,055	11,548	0	0	0
TOTAL CAPITAL OUTLAY		7,055	11,548	0	0	0

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Human Resources

DIVISION

Human Resources/Safety

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	274,934	318,548	43,614	15.86%
Operating Expenses	104,242	135,497	31,255	29.98%
Capital Outlay	0	0	0	N/A
TOTALS	379,176	454,045	74,869	19.75%

Significant Budget Changes:

The personal services category increase is due to one additional staff member. Operating Expense increase is attributable to moving the expenses for random drug testing from individual departments and including the projected expense of \$20,000 in this division. Another major increase in this division is for training, which will benefit many City employees.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

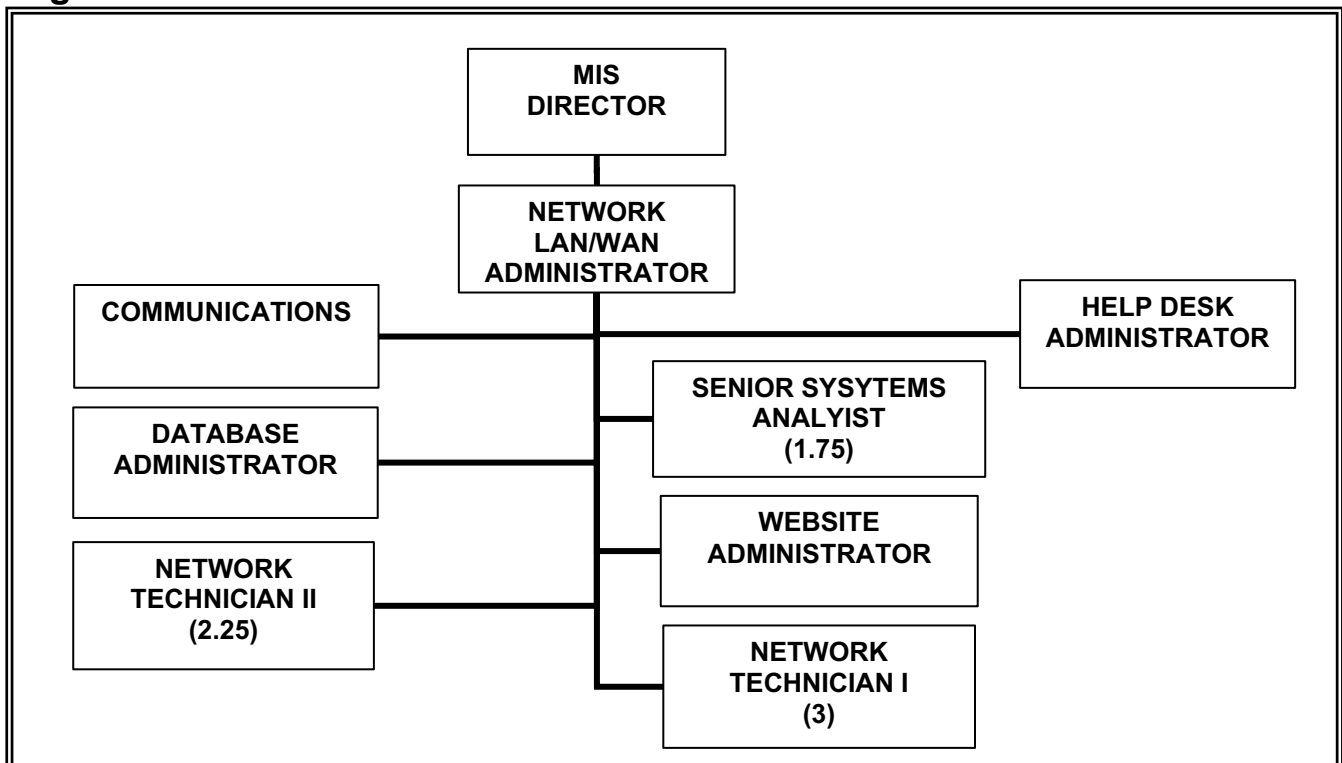
Stan Carter, MIS Director

The Management Information Systems 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



FISCAL YEAR 2003-04 BUDGET

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

Information Systems Division

Goal: Provide the City with 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.

Objectives:

- ◆ Ensure all mission-critical hardware and software systems continue to function throughout the year.
- ◆ Ensure the integrity of the City's relational data base management system.
- ◆ Begin implementation of redundant systems for all mission critical systems.
- ◆ Add redundant servers at redundant sites, beginning with Public Safety and City primary servers.
- ◆ Add fault tolerant switching hubs with redundant routes to servers.

Goal: Implement new Public Safety software, ensuring compatibility with GIS.

Objectives:

- ◆ Select new software and implement system by December 31, 2003.
- ◆ Interface to GIS.

Goal: Build a robust, full feature Geographic Information System.

Objectives:

- ◆ Convert existing information to a format readable by ESRI software by December 31, 2003.
- ◆ Provide data base management and integration.
- ◆ Provide the hardware and database infrastructure to support GIS.
- ◆ Provide GIS access to all departments by September 30, 2004.

Goal: Improve city services provided via the Internet, delivering new Online City Hall features.

Objectives:

- ◆ Expand and improve current city website.
- ◆ Continue web enablement of appropriate existing applications (Online City Hall).
- ◆ Implement new Parks and Recreation software and web enable registration for Recreation activities.

Major Accomplishments:

- Extended MIS data and Telco service to new Gas Department and Airport Fire Station facilities.
- Continued major website redesign.
- Implemented new Planning and Zoning software.
- Implemented NaviLine, enabling existing HTE applications as WEB-based applications.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
PC network systems availability	98.3%	98.6%	99.0%
AS/400 system availability	99.1%	98.5%	99.0%
Host computer applications supported	27	27	37
PC applications supported	85	92	115
System users supported	317	319	330
PC workstations supported	355	358	365
Printers supported	194	198	205
In-house training sessions	20	28	48
Equipment installations/relocations	402	4	200
Turn around response time expressed in hours			

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT		DIVISION		
Management Information Systems		Information Systems		
CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
MIS Director	1.00	0.00	1.00	80,375
Network LAN/WAN Administrator	1.00	0.00	1.00	58,786
Senior Systems Analyst	2.00	-0.25	1.75	102,967
Network Technician II	3.00	-1.75	1.25	48,422
Help Desk Administrator	1.00	0.00	1.00	50,731
Network Technician I	0.00	3.00	3.00	85,186
Database Administrator	0.00	1.00	1.00	44,262
Website Administrator	0.00	1.00	1.00	29,891
Help Desk Analyst	2.00	-2.00	0.00	
Standby				3,650
TOTAL	10.00	1.00	11.00	504,270

CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
Upgrade to gigabit	20,000		20,000
Upgrade electric to cat6	17,000		17,000
Rack mount storage systems		15,000	15,000
Upgrade fire, rec, pub, pw to 100mb	4,000		4,000
Servers (13)	60,000	244,000	304,000
14 drive u3 enclosures (3)		9,000	9,000
36gb hard drives (28)		28,000	28,000
Nas storage aerial photos (2)		20,000	20,000
SDLT 160/320 gb tape drive	4,000		4,000
Fluke network analyzer		20,000	20,000
Vesta telephone packages (2)	42,000		42,000
Autoloader tape backup for AS400	12,000		12,000
Computer maintenance program (6411)			
Computers (38)	20,000	18,000	38,000
Laptops (10)		21,200	21,200
Color laser printer (2)		7,300	7,300
Monitors (7)		8,400	8,400
Mobile computers (11)		16,500	16,500
TOTAL	179,000	407,400	586,400

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Management Information Systems		Information Systems			001-1633-513	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	290,803	423,055	287,897	457,181	504,270
1310	Temporary Labor	0	0	0	0	15,000
1410	Overtime	7,155	9,955	7,334	20,000	25,000
1530	Bonuses	750	875	1,125	1,250	1,500
2110	FICA	22,233	32,033	21,793	34,303	35,758
2210	Retirement	15,695	19,081	15,537	28,362	42,553
23xx	Health & Life Insurance	38,919	50,030	40,191	67,697	75,306
2410	Workers' Compensation	440	646	696	1,053	1,752
262x	Other Payroll Benefits	0	325	208	324	324
TOTAL PERSONAL SERVICES		375,995	536,000	374,781	610,170	701,463
<u>OPERATING EXPENSES</u>						
3110	Professional Services	58,285	94,091	73,614	136,200	546,110
3410	Contract Services	0	1,188	0	0	0
4010	Travel	4,983	3,468	6,521	9,250	8,600
41xx	Communication	6,769	8,517	7,196	9,844	10,988
4210	Postage	1,775	1,233	470	1,200	1,200
4410	Rentals	0	0	0	0	30,000
4411	Computer Program-Lease Eq	0	0	0	0	18,040
4510	Insurance	1,914	4,434	4,442	5,925	6,515
461x	Rep/Maint Vehicles & Hwy Equip	1,956	1,860	720	1,080	1,080
462x	Rep/Maint Build & Non-build	0	1,735	373	0	0
463x	Rep/Maint Comm Equip	81,465	39,174	87,325	93,800	94,715
4710	Printing & Binding	240	0	0	0	0
49xx	Advertising-Other Ads	88	110	44	0	0
5110	Office Supplies	2,716	2,429	3,077	1,500	3,000
5180	Minor Furniture/Equipment	1,401	6,536	2,150	700	950
52xx	Operating Supplies	168,932	201,634	176,718	234,400	417,470
5410	Publications & Membership	1,077	413	663	1,000	500
5440	Education	1,399	3,339	3,480	12,000	2,250
5450	Training	13,478	7,542	9,585	27,100	26,200
TOTAL OPERATING EXPENSES		346,476	377,703	376,378	533,999	1,167,618
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	241,241	81,819	12,352	96,864	495,000
6411	Computer Purchases	170,042	81,404	120,695	122,700	91,400
TOTAL CAPITAL OUTLAY		411,283	163,223	133,047	219,564	586,400

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Management Information Systems

DIVISION

Information Systems

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	610,170	701,463	91,293	14.96%
Operating Expenses	533,999	1,167,618	633,619	118.66%
Capital Outlay	219,564	586,400	366,836	167.07%
TOTALS	1,363,733	2,455,481	1,091,748	80.06%

Significant Budget Changes:

Personal services increased as a result of adding two new staff members to maintain GIS database and improve the website. Operating expenses rose dramatically due to an increase in professional services for maintenance attributable to HTE, AS400, Public Safety Software, Imaging Project and others. Operating supplies increase is attributable to upgrades, subscriptions, support and equipment replacement. All software purchases are recorded in this division. Capital Outlay increased as a result of the City keeping pace with new technology. The budget includes a program to replace PC's and monitors every four (4) years.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

GEOGRAPHIC INFORMATION SYSTEMS DIVISION

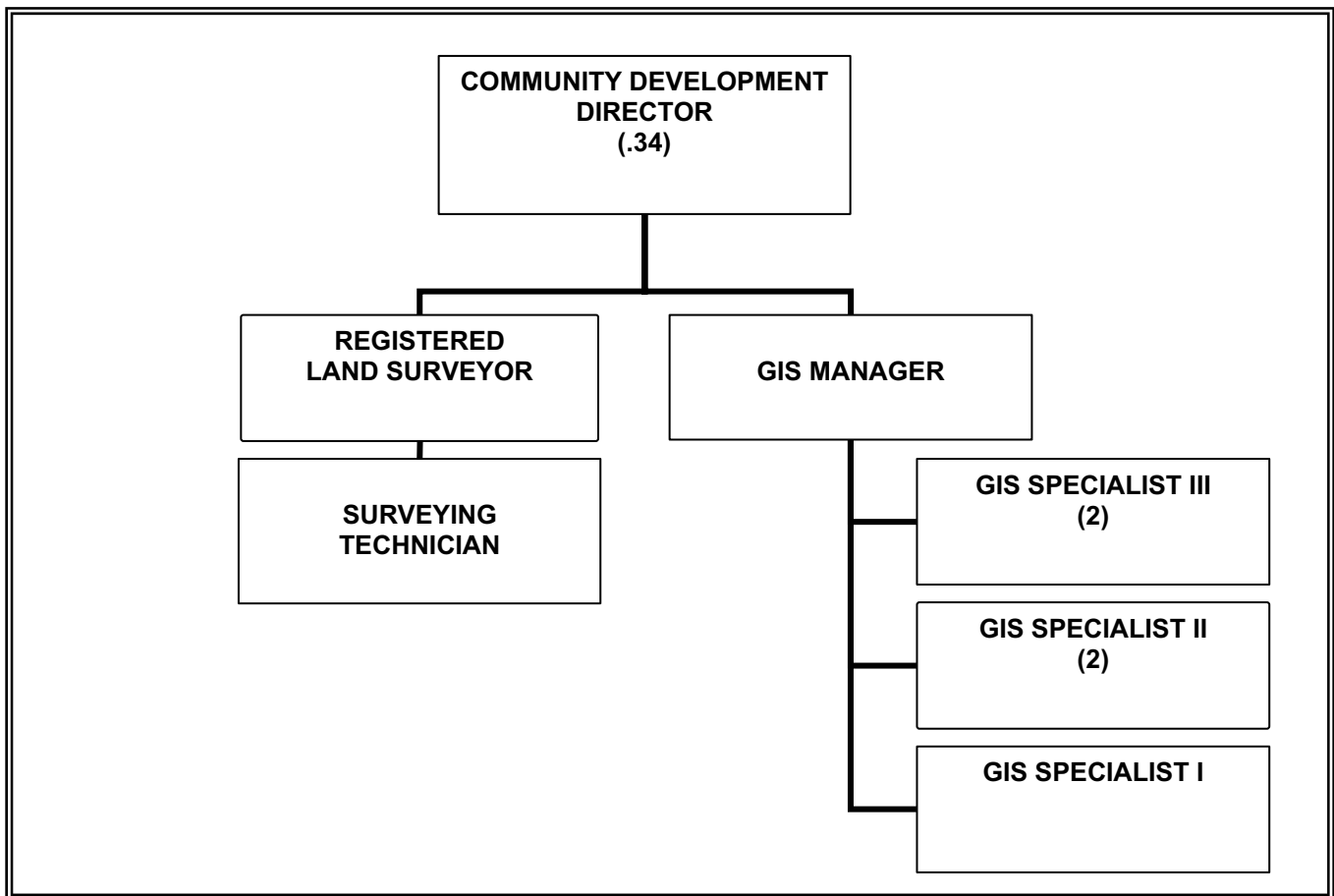
Laura McElhanon, Community Development Director

The GIS Division provides design, drafting, mapping, and technical support to the five city utility systems, which include gas, water, wastewater, stormwater, and electric. Field surveying and project stake out services are provided for the utilities as well as police, fire, customer service, planning and zoning, airport, economic development, public works, and recreation as dictated by the scope of the project.

Responsibilities:

- GIS System
- Mapping
- Field surveys
- Easements
- AutoCAD
- Project manager
- Project cost

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

GIS Division

Goal: Continue implementing and expanding the City's geographic information system (GIS).

Objectives:

- ◆ Once completed by Lake County, begin using updated base map data for GIS system.
- ◆ Provide training for staff to convert data, including utility mapping, into ArcInfo format.
- ◆ Create ArcInfo computerized mapping for roads, sidewalks, and stormwater conveyance system.

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ Provide GIS and surveying support for city departments as needed.
- ◆ Provide reviews for building permits, DRC and Planning and Zoning Commission items within prescribed timeframe: building permits (5 days), DRC (8-12 days), Planning and Zoning Commission (7-10 days).
- ◆ Assist public with information regarding addressing, maps, utilities, subdivisions and survey controls.

Goal: Maintain the addressing database for the City.

Objectives:

- ◆ Review and maintain the addressing database within the City as needed.
- ◆ Coordinate with Lake County 911, Leesburg Post Office, and Sprint.

Major Accomplishments:

- Relocated division to better utilize equipment, space and personnel.
- Converted wastewater utility maps to ArcInfo format.
- Created 2020 JPA map with 5-year utility service areas.
- Oversaw completion and provided support for aerial project of a portion of Sumter County.
- Provided surveying and/or surveying support for Downtown Parking Garage, Sleepy Hollow Recreation Complex, 470/Turnpike Interchange gas line relocation, 470 Corridor Study, 441 utility relocation, Downtown Trail, and the new City of Leesburg Police Department.
- Prepared support documents and maps for East Leesburg Annexation.
- Prepared support documents and maps for Downtown Historic District.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Site and building plans reviewed	349	286	N/A
Design and construction plans completed	48	45	N/A
Inspections	45	1	N/A
Easements prepared	11	14	15
Surveying project	62	92	5
Plats reviewed & completed	7	41	10
Utility data conversion maps reviewed	N/A	N/A	5
Infrastructure maps created	N/A	N/A	5
Building permit reviews with in 5 days	N/A	N/A	85%
DRC reviews (8-12 days)	N/A	N/A	85%
Planning and Zoning reviews (7-10 days)	N/A	N/A	85%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

GIS

DIVISION

GIS

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Community Development Director	0.34	0.00	0.34	22,950
GIS Manager*	0.00	1.00	1.00	53,040
Registered Land Surveyor	1.00	0.00	1.00	51,480
Survey Technician	1.00	0.00	1.00	31,450
GIS Specialist III (Engineering Technician III)	2.00	0.00	2.00	86,517
GIS Specialist II (Engineering Technician II)**	2.00	0.00	2.00	73,685
GIS Specialist I (Engineering Technician I)	1.00	0.00	1.00	29,846

* GIS Specialist III promoted to GIS Manager

** Electric/Engineering Technician II
transferred to GIS Specialist II

TOTAL	7.34	1.00	8.34	348,968
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
--------------------	--------------------	--------------------	---------------

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT			
GIS	GIS	001-1731-539			
	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES					
12xx Regular Salaries & Wages	271,135	299,326	193,096	294,384	348,968
1410 Overtime	247	3,953	4,773	5,000	10,000
1530 Bonuses	875	882	916	917	1,043
2110 FICA	20,187	22,482	14,480	23,052	25,193
2210 Retirement	17,402	17,537	11,806	19,135	29,745
23xx Health & Life Insurance	30,920	39,475	32,031	43,649	53,217
2410 Workers' Compensation	1,879	5,574	3,741	5,607	7,400
262x Other Payroll Benefits	0	20	69	0	110
TOTAL PERSONAL SERVICES	342,645	389,249	260,912	391,744	475,676
OPERATING EXPENSES					
31xx Professional Services	1,635	6,630	12,260	38,100	43,000
3410 Contract Services	0	0	6,700	6,700	0
4010 Travel	48	1,688	682	3,020	3,000
4110 Communication	252	154	1,403	3,900	3,175
4150 Fiber Optic Communication	1,128	1,032	696	1,044	876
4210 Postage	25	268	34	250	100
4510 Insurance	1,740	2,152	2,481	3,310	3,639
4610 Rep/Maint-Vehicles & Hvy Equip	5,906	12,959	1,583	11,900	7,240
4630 Rep/Maint-Equipment	16,003	9,446	14,163	18,800	13,100
4710 Printing & Binding	0	0	0	400	400
4911 Advertising	42	21	60	0	0
4920 Other Current Charges	767	0	176	1,000	500
5110 Office Supplies	2,348	1,801	637	4,000	2,500
5180 Minor Furniture/Equipment	3,723	1,343	2,841	6,000	0
5210 Operating Supplies	1,951	41,252	3,668	19,800	6,000
5215 Uniforms	959	937	193	2,000	1,000
5230 Fuel Purchases	2,695	1,033	477	3,000	1,500
5410 Publications & Membership	635	1,053	937	2,000	550
5450 Training	263	2,496	5,490	5,000	5,000
TOTAL OPERATING EXPENSES	40,120	84,265	54,481	130,224	91,580
CAPITAL OUTLAY					
6410 Machinery & Equipment	1,781	88,807	0	5,000	0
TOTAL CAPITAL OUTLAY	1,781	88,807	0	5,000	0
TOTAL APPROPRIATIONS	384,546	562,321	315,393	526,968	567,256

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT
GIS

DIVISION
GIS

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	391,744	475,676	83,932	21.43%
Operating Expenses	130,224	91,580	(38,644)	-29.68%
Capital Outlay	5,000	0	(5,000)	-100.00%
TOTALS	526,968	567,256	40,288	7.65%

Significant Budget Changes:

As the City migrates to GIS, there was a need to promote one staff member to manage the division and transfer one Engineering Specialist II from the Electric Fund. Operating expenses decreased because the following items were transferred to MIS:

Purchase of software (5210)

Maintenance contracts for computer software (4633)

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

AIRPORT DEPARTMENT

Charlie Weller, Airport Manager

The Airport Department is responsible for management of the Leesburg Regional Airport as well as long and short-range planning. This department is supervised by the Deputy City Manager and works closely with the airport tenants, grant agencies and airport authority board to plan and develop an airport to meet the needs of the community.

Responsibilities:

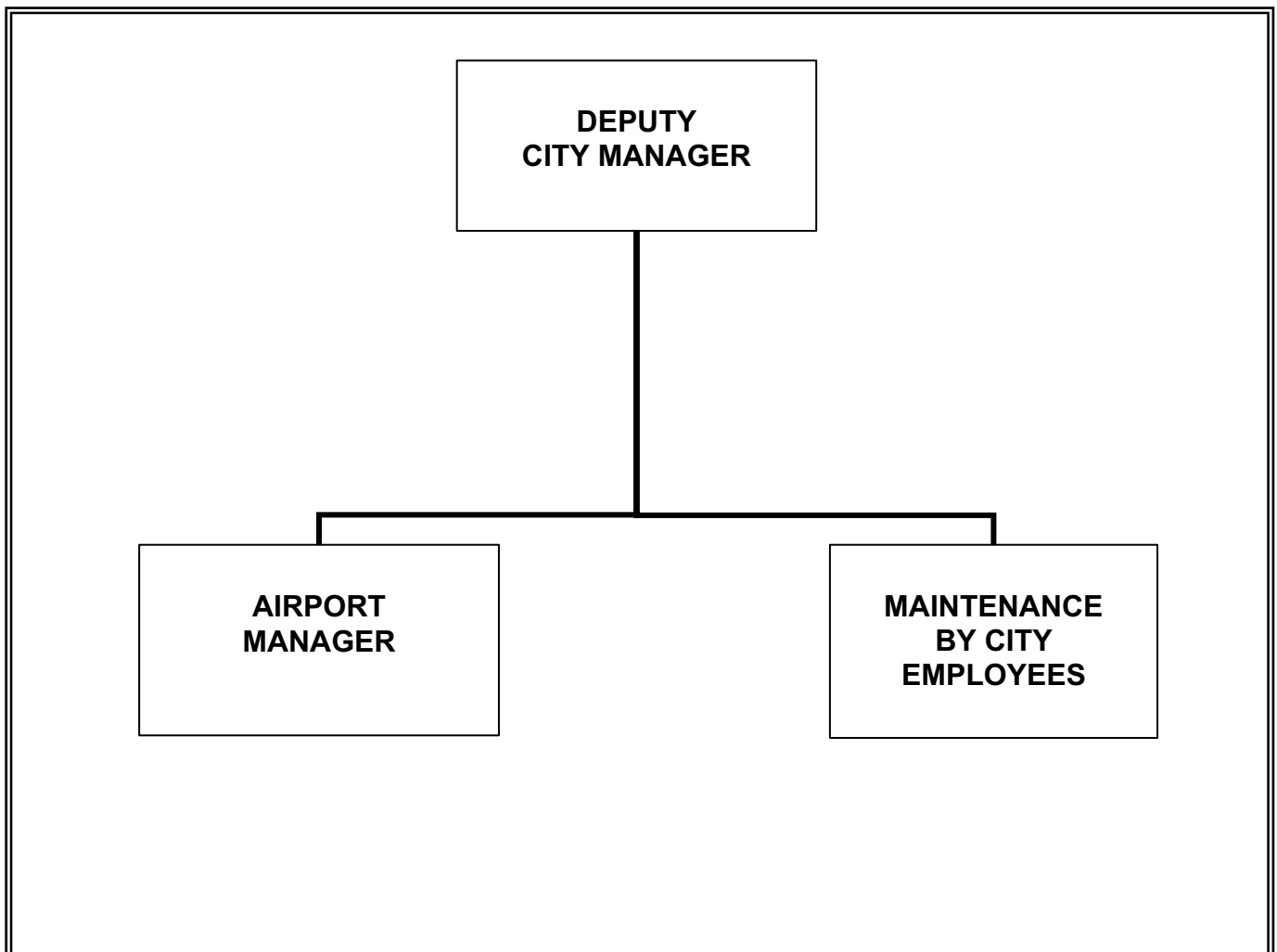
Operations

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

Maintenance

- Landscape
- Hangars
- Facilities
- Runways

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

AIRPORT DEPARTMENT

Operations Division

Goal: Promote the airport as an employment and recreational center for economic development growth within the City and Lake County.

Objectives:

- ♦ Market the merits of the airport and the availability of property and buildings at the Airport.
- ♦ Increase the number of jobs on airport property by 5%.

Goal: Continue to invest in airport infrastructure to meet the needs of the community and air traveler.

Objectives:

- ♦ Decrease safety incidents occurring at the Airport by 16%.
- ♦ Build an air traffic control tower, aircraft rescue/firefighting station, and line operations building.
- ♦ Install airport lighting, security gates, fencing and security cameras.

Goal: Expand the financial income generated annually by the airport.

Objectives:

- ♦ Maintain a 100% lease rate on all airport buildings and sites.
- ♦ Increase fuel sales by 7%.

Major Accomplishments:

- Completed Echo Drive Realignment Project.
- Completed R-13/31, Taxiway A, Taxiway B, and Taxiway D Overlay/Rehab Project.
- Completed T-hangar (20) Project.
- Completed installation of two fuel farm tanks.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Airport activity operations			
General aviation local	72,064	77,835	80,000
General aviation transit	65,395	44,177	68,000
Percentage of City hangars leased	100%	100%	100%
Percentage of hangar sites leased	N/A	96%	96%
Percentage of commercial property leased	N/A	66%	80%
Safety incidents	7	1	5
Fuel sales (AvGas & Jet A)	514,638	507,765	573,593
Airport employment	N/A	275	310
Construction projects completed	N/A	5	5

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Airport

DIVISION

Operations

CLASSIFICATION

Airport Manager

CURRENT

0.00

NEW

1.00

TOTAL

1.00

AMOUNT

42,432

This position was hired in place of contract services during fiscal year 2002-03.

Various maintenance tasks are performed by employees from the Public Works Department.

TOTAL

0.00

1.00

1.00

42,432

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT**

Hanger-Florida Aircraft

Instruments

62,000

62,000

Access road-Rix/Pringle

10,000

10,000

Drainage improvements-Phillips

Hanger

30,000

30,000

TOTAL

102,000

102,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Airport		Operations			001-1821-542	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	14,219	2,608	26,410	46,600	42,432
1310	Temporary Labor	0	0	0	0	1,870
1410	Overtime	0	0	0	1,500	1,000
1530	Bonuses	0	0	54	0	125
2110	FICA	1,042	191	2,024	3,782	3,246
2210	Retirement	550	169	11	3,029	3,607
23xx	Health & Life Insurance	2,288	435	57	8,662	88
2410	Workers' Compensation	341	42	1,274	273	3,297
TOTAL PERSONAL SERVICES		18,440	3,445	29,830	63,846	55,665
OPERATING EXPENSES						
31xx	Professional Services	18,550	23,738	9,523	13,400	22,400
3410	Contract Services	4,250	30	2,271	500	53,500
4010	Travel	0	296	111	1,000	1,000
4110	Communication	3,124	3,214	2,611	3,000	4,000
4150	Fiber Optic Communication	0	0	0	0	132
4210	Postage	433	420	218	500	500
4310	Utilities	10,749	11,819	11,559	9,650	16,800
4410	Rentals	11,681	0	0	0	0
4510	Insurance	5,777	6,785	7,779	10,375	11,409
461x	Rep/Maint-Vehicles & Hvy Equip	2,123	210	450	300	2,460
462x	Rep/Maint-Build & Non-build	48,465	110,743	27,318	95,893	160,000
463x	Rep/Maint-Comm Equip	5,454	10,540	6,662	23,779	6,338
4710	Printing & Binding	44	36	172	500	2,500
4810	Promotional Activities	1,248	1,744	4,495	4,000	4,000
4911	Advertising	560	1,405	145	1,000	750
492x	Other Current Charges & Skybolt	22,829	34,730	22,745	34,230	34,230
4980	Taxes	8,418	5,798	29,491	29,000	33,000
5110	Office Supplies	191	158	663	1,000	1,000
5180	Minor Furniture/Equipment	0	92	704	1,200	1,000
5210	Operating Supplies	13,860	6,852	7,430	5,400	7,000
5230	Fuel Purchases	1,255	0	11	0	1,000
5410	Publications & Memberships	3,820	2,876	660	3,400	1,500
5450	Training	7	0	0	1,000	1,000
TOTAL OPERATING EXPENSES		162,837	221,486	135,018	239,127	365,519
CAPITAL OUTLAY						
6110	Land Costs	0	5,354	0	0	0
6210	Buildings	15,300	0	21,329	41,032	62,000
6310	Improve Other Than Bldgs	53,175	0	0	17,700	40,000
TOTAL CAPITAL OUTLAY		68,475	5,354	21,329	58,732	102,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Airport

DIVISION

Operations

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	63,846	55,665	(8,181)	-12.81%
Operating Expenses	239,127	365,519	126,392	52.86%
Capital Outlay	58,732	102,000	43,268	73.67%
TOTALS	361,705	523,184	161,479	44.64%

Significant Budget Changes:

With the expansion of the Leesburg Regional Airport, maintenance costs have increased. The City purchased some parcels to lease and is liable for ad valorem taxes (4980) and major repairs (4620). Line item 4920 is appropriated for the payment due to Department of Community Affairs, which is the result of the grant (#99DB4Z064502E85) agreement signed October 12, 1998. Lease revenues from Skybolt are received and 71% is remitted to DCA for economic life of the building or 30 years whichever is longer. The City's obligation to Summit Realty was a result of the increase in line item 3110. Contract Services (3410) includes \$50,000 for air show.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

POLICE DEPARTMENT

H. Charles Idell, Jr., 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

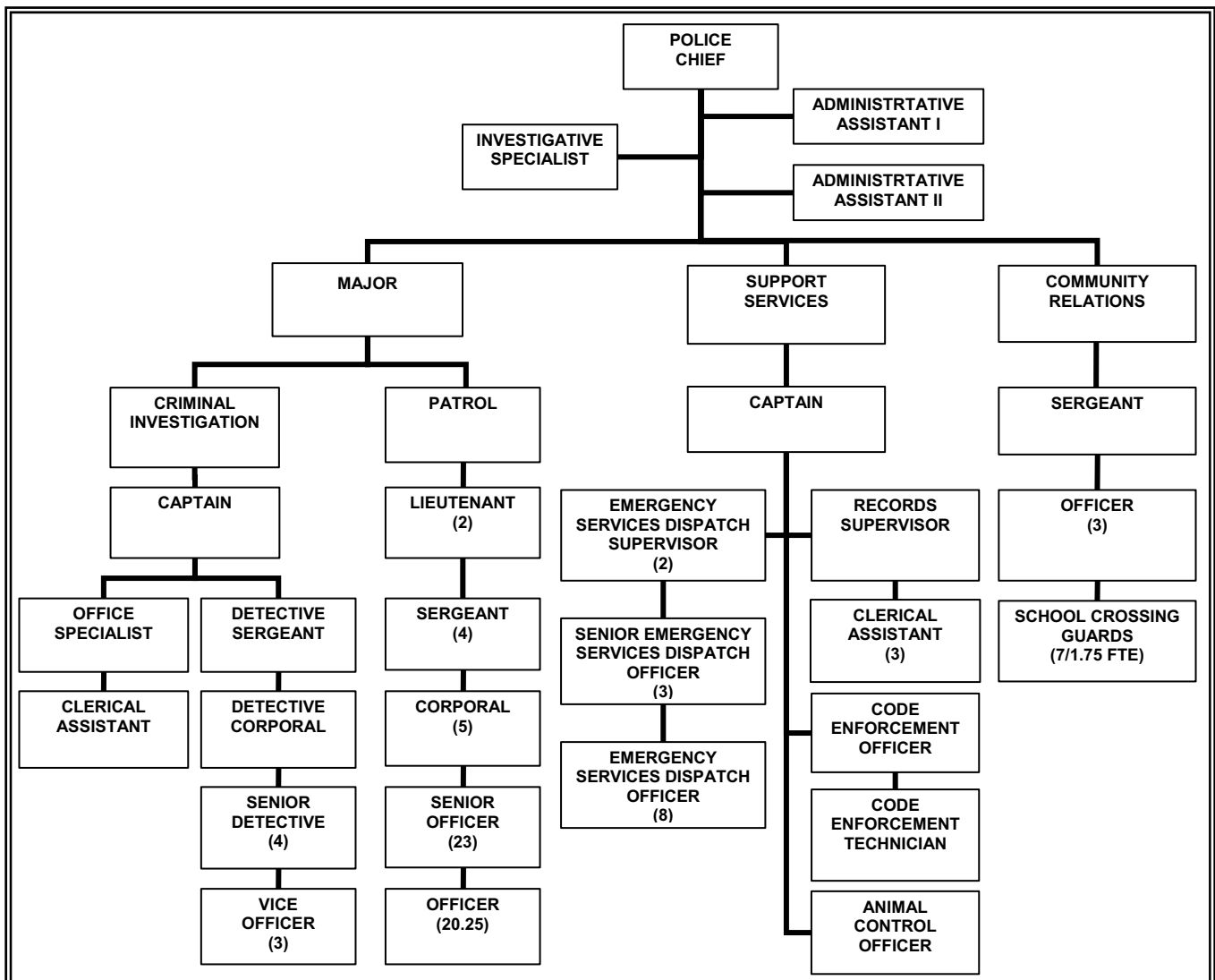
Criminal Investigation

- Investigate felony cases
- Collect information

Support Services

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

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

POLICE DEPARTMENT

Administration

Goal: Create an atmosphere of safety throughout the community.

Objectives:

- ◆ Reduce Part I Crimes through proactive law enforcement and patrol techniques.
- ◆ Continue and expand our "Neighborhood Watch" programs.
- ◆ Continue to provide a professional police response.
- ◆ Provide presentation to the community.
- ◆ Provide a customer service that is courteous and efficient.

Goal: Create and preserve an environmentally healthy, clean and beautiful community.

Objectives:

- ◆ Continue a proactive code enforcement program and enforce violations.
- ◆ Respond to code enforcement calls for service promptly with the appropriate code enforcement actions.

Goal: Provide cultural and recreational activities and facilities that will meet the diverse needs of our community.

Objectives:

- ◆ Provide a safe environment at our recreational facilities through proactive and visible patrol techniques.
- ◆ Enhance our recreational activities with community-oriented policing sponsored activities and events:
 - * Kritters For Kids * Cops & Kids Day * Red Ribbon Day * Junior Athletic Games
 - * MADDADS Liaison * Police Explorers * Special Olympics Torch Run

Goal: Create and participate in resource partnering opportunities to enhance educational opportunities for all citizens.

Objectives:

- ◆ Provide a safe learning environment for all of our local schools.
- ◆ Continue our partnerships with our local schools; i.e., SRO Program, D.A.R.E. Program, Career Day presentations, etc.; as well as the department's mission to educate and train our personnel.

Major Accomplishments:

- 9% reduction in Part I Crimes, maintained a three minute emergency response time.
- Second SRO Officer at Leesburg High School, continued partnerships.
- 46% of department employees have a college degree.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Police response calls for service	39,560	41,534	45,000
Part I Crimes	1,363	1,236	1,300
Traffic accidents	1,169	1,225	1,330
Traffic citations	5,721	6,905	7,000
Code enforcement calls for service	1,807	1,282	1,400
Code enforcement actions	1,094	731	820
Training hours	12,842	15,941	17,000
Community relations presentations	200	150	170
Code enforcement per capital expenses	N/A	\$6.08	\$11.00
Code enforcement cases closed	N/A	97%	95%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Police

DIVISION

Administration

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Police Chief	1.00	0.00	1.00	92,414
Major	0.00	1.00	1.00	66,631
Captain	3.00	-1.00	2.00	119,178
Lieutenant	2.00	0.00	2.00	116,382
Sergeant/Detective Sergeant	6.00	0.00	6.00	300,318
Corporal/Detective Corporal	6.00	0.00	6.00	269,174
Senior Officer/Senior Detective	23.00	4.00	27.00	1,083,542
Officer/Detective	24.25	3.00	27.25	898,831
Investigative Specialist	1.00	0.00	1.00	46,805
Administrative Assistant II	1.00	0.00	1.00	39,166
Administrative Assistant I	1.00	0.00	1.00	26,098
Emergency Services Dispatch Supervisor	2.00	0.00	2.00	67,346
Senior Emergency Services Dispatcher	2.00	1.00	3.00	82,958
Emergency Services Dispatcher	9.00	-1.00	8.00	195,054
Records Section Supervisor	1.00	0.00	1.00	35,620
Office Specialist	1.00	0.00	1.00	26,031
Clerical Assistant	4.00	0.00	4.00	87,328
Code Enforcement Technician	1.00	0.00	1.00	21,800
School Crossing Guards (7)	1.75	0.00	1.75	26,072
Custodian (transferred to Public Works)	1.00	-1.00	0.00	
Standby				4,000
TOTAL	91.00	6.00	97.00	3,604,748

CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
<u>Capital Outlay (6410)</u>			
Covert camera system		27,969	27,969
<u>Automation Capital Outlay (6418)</u>			
Communications console interface		2,500	2,500
Motor radio systems (4)	4,400		4,400
Portable radios (14)	17,500	17,500	35,000
<u>Forfeiture Proceeds (6480)</u>			
Joey-the transcoder		3,000	3,000
Fiber optic scope		3,000	3,000
Miscellaneous		14,000	14,000
TOTAL	21,900	67,144	89,869

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT
Police

DIVISION
Administration

ACCOUNT
001-2111-521

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	2,878,037	3,210,503	2,220,618	3,474,325	3,604,748
1310 Temporary Labor	0	931	0	0	0
1410 Overtime	139,954	169,745	118,000	200,000	200,000
15xx Special Pay	78,784	81,531	60,116	78,107	86,062
2110 FICA	230,176	256,001	176,904	268,017	269,485
2210 Retirement	155,495	168,603	118,290	223,368	303,195
23xx Health & Life Insurance	378,554	434,198	340,487	591,586	583,450
2410 Workers' Compensation	48,469	53,391	53,164	91,759	111,553
262x Other Payroll Benefits	469	4,246	2,461	5,034	3,726
TOTAL PERSONAL SERVICES	3,909,939	4,379,149	3,090,040	4,932,196	5,162,219

<u>OPERATING EXPENSES</u>					
3xxx Professional Services	4,570	5,862	3,178	6,300	5,800
4010 Travel	7,539	6,810	3,341	10,000	9,000
4110 Communication	20,005	47,832	40,996	50,000	102,300
4150 Fiber Optic Communication	3,624	4,824	3,792	5,688	5,364
4210 Postage	5,798	8,284	5,797	7,500	9,000
4310 Utilities	26,011	27,596	18,433	22,000	65,000
4410 Rentals	4,024	4,045	2,683	4,300	4,300
4510 Insurance	27,180	37,350	41,200	54,940	60,427
461x Rep/Maint-Vehicles & Hvy Equip	110,555	152,858	96,906	148,100	151,624
462x Rep/Maint-Build & Non-build	10,525	4,393	619	3,000	2,000
463x Rep/Maint.- Comm Equip	40,167	58,025	55,581	85,950	61,575
464x Rep/Maint- Comm Tower	3,031	17,477	1,528	10,400	10,500
4710 Printing & Binding	2,266	1,941	1,673	3,000	2,000
4810 Promotional Activities	0	0	0	400	400
4911 Advertising	538	2,005	1,718	1,000	2,500
4920 Other Current Charges	2,202	1,731	1,458	1,800	2,000
4930 DARE (other than forfeit)	2,875	1,622	1,483	500	500
4964 Drug Money	4,000	2,950	2,000	7,000	4,000
4981 Forfeiture costs	8,168	10,574	6,540	7,500	8,500
5110 Office Supplies	915	1,068	422	1,600	1,200
518x Minor Furniture/Equipment	19,901	17,121	23,199	101,515	25,390
5210 Operating Supplies	63,586	66,208	66,344	70,967	67,000
5215 Uniforms	76,120	82,335	57,363	83,880	82,000
5230 Fuel Purchases	67,744	65,804	55,264	65,000	73,000
5410 Publications & Membership	3,376	5,097	2,757	4,000	4,000
5440 Education	49,398	28,815	18,711	40,000	33,000
545x Training	15,847	21,560	15,271	25,000	24,500
TOTAL OPERATING EXPENSES	579,965	684,187	528,257	821,340	816,880

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Police

DIVISION

Administration

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	4,932,196	5,162,219	230,023	4.66%
Operating Expenses	821,340	816,880	(4,460)	-0.54%
Capital Outlay	121,719	89,869	(31,850)	-26.17%
TOTALS	5,875,255	6,068,968	193,713	3.30%

Significant Budget Changes:

The majority of capital outlay is recorded in the capital projects fund. Forfeiture proceeds is spent upon approval of the City Commission for each purchase. The balance of the forfeiture fund is in a reserve in the Executive/Miscellaneous division and can be transferred based on Commission approval. Purchases in automation capital outlay (6418) reduced from \$96,019 to \$41,900 because a previous balance from the automation funding source (351-04) was expended during fiscal year 2002-03.

FISCAL YEAR 2003-04 BUDGET

POLICE DEPARTMENT

Animal Control Division

Goal: Continue proactive animal control services.

Objectives:

- ◆ Respond to calls for animal captures.
- ◆ Record animal bites reported.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Animal captures	329	320	430
Animal bites reported	36	25	31
Calls for service	1,788	1,700	1,527

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Police

DIVISION

Animal Control

CLASSIFICATION

Animal Control Officer

CURRENT

1.00

NEW

0.00

TOTAL

1.00

AMOUNT

23,130

TOTAL

1.00

0.00

1.00

23,130

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Police		Animal Control			001-2121-562	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	20,500	21,335	13,645	22,467	23,130
1410	Overtime	113	31	9	250	300
1530	Bonuses	125	125	125	125	125
2110	FICA	1,578	1,643	1,041	1,748	1,747
2210	Retirement	1,318	1,384	886	1,460	1,966
23xx	Health & Life Insurance	3,491	4,257	3,089	4,898	4,816
2410	Workers' Compensation	348	902	775	1,428	1,797
262x	Other Payroll Benefits	0	152	7	162	0
TOTAL PERSONAL SERVICES		27,472	29,829	19,577	32,538	33,881
<u>OPERATING EXPENSES</u>						
4210	Postage	0	86	0	0	0
4510	Insurance	353	378	360	480	528
5180	Minor Furniture/Equipment	0	0	0	200	200
5210	Operating Supplies	365	234	0	300	300
TOTAL OPERATING EXPENSES		718	698	360	980	1,028
TOTAL APPROPRIATIONS		28,190	30,527	19,937	33,518	34,909

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Police

DIVISION

Animal Control

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	32,538	33,881	1,343	4.13%
Operating Expenses	980	1,028	48	4.90%
TOTALS	33,518	34,909	1,391	4.15%

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

FIRE DEPARTMENT

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:

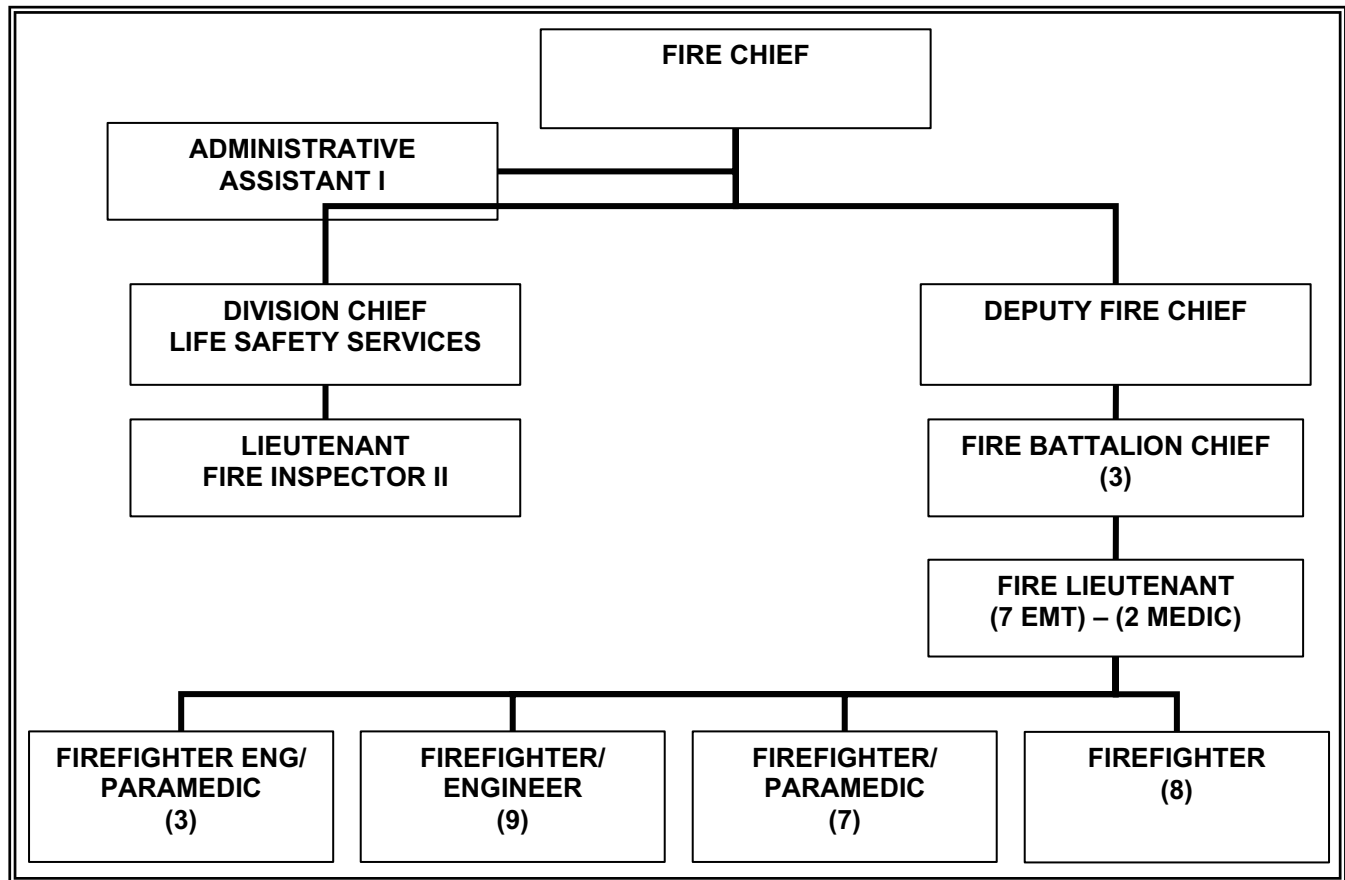
Life Safety Services

- Public education
- Inspections
- Arson investigation
- Safety classes
- Emergency Management

Fire – Rescue

- Training
- Public education
- Fire suppression
- Arson investigation
- CPR
- Water rescue
- Industrial accidents
- ALS First responder
- Extrication
- Hazardous materials

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

FIRE DEPARTMENT

Fire Rescue Division

Goal: Provide fire protection service to all developed areas at ISO Class IV or better.

Objectives:

- ◆ Improve communications and dispatch by establishing protocols and training for dispatchers.
- ◆ Establish a ladder company by adding a lieutenant on each shift to the crew on Tower 1.
- ◆ Establish a fourth engine company in southwest Leesburg (Okahumpka) when this item is approved by the commission.
- ◆ Continue to establish written Standard Operating Guidelines (SOGs) for the department.

Goal: Provide ALS first responder emergency medical service to all developed areas.

Objectives:

- ◆ Establish ALS service on Engine 3 (airport unit) in November 2003.
- ◆ Provide co-location opportunities for Lake Sumter EMS to house transport units in Station 3 (airport unit) in July 2004 and Station 4 (Okahumpka) as soon as the building is acquired and renovated.

Goal: Continue to implement programs and technologies that will enhance the safety, property values and quality of life of Leesburg's citizens.

Objectives:

- ◆ Enhance the effectiveness of our firefighters with thermal imaging technology.
- ◆ Enhance community education programs by conducting ongoing evaluations to reduce or prevent the most common or significant emergencies.
- ◆ Establish a vehicle replacement program to insure that critical fire apparatus is kept up-to-date and in a high state of readiness.

Goal: Continue to provide for the health, safety and welfare of our firefighters.

Objectives:

- ◆ Provide state-of-the-art firefighter protective clothing and equipment.
- ◆ Provide health and wellness initiatives for our employees.
- ◆ Enhance our ability to recruit and retain qualified employees.

Major Accomplishments:

- Established two (2) ALS engine companies.
- Increased engine company staffing from two to three.
- Established Tower-1 as a staffed ladder company with one full time driver engineer.
- Opened Station 3 at the Leesburg Airport with a fully staffed engine company.
- Purchased the Okahumpka Fire Station from Lake County.
- Established a 10 year strategic plan for the department.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Calls for service	5,182	4,959	4,600
Training hours	2,766	5,375	2,800
School fire safety program contacts	4,045	4,519	4,500
Inspections/reviews/meetings	1,822	1,805	1,900
Pre fire plans	311	254	350
Average response time	3:58	4:17	4:00

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Fire

DIVISION

Fire Control

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Fire Chief	1.00	0.00	1.00	71,496
Deputy Fire Chief	1.00	0.00	1.00	65,458
Division Chief	0.00	1.00	1.00	70,408
Fire Battalion Chief	3.00	0.00	3.00	185,634
Lieutenant	5.00	3.00	8.00	410,937
Lieutenant/Paramedic	1.00	0.00	1.00	55,220
Lieutenant/Fire Inspector II	1.00	0.00	1.00	45,810
Firefighter/Engineer	4.00	5.00	9.00	370,972
Firefighter Eng/Paramedic	2.00	1.00	3.00	190,685
Firefighter	14.00	-6.00	8.00	274,439
Firefighter/Paramedic	4.00	3.00	7.00	213,499
Administrative Assistant I	1.00	0.00	1.00	26,006
Fire Marshall	1.00	-1.00	0.00	
Incentive pay				3,720

TOTAL	3838.00	6.00	44.00	1,984,284
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
See Capital Projects Fund			

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Fire		Fire Control			001-2220-522	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	1,429,557	1,545,765	1,163,223	1,771,438	1,984,284
1410	Overtime	152,548	181,972	118,202	195,000	195,000
1510	EMT Pay	37,500	43,229	34,404	46,250	5,000
1530	Bonuses	4,319	4,375	4,642	4,750	5,750
2110	FICA	119,190	130,201	97,020	186,686	144,702
2210	Retirement	79,848	90,258	61,383	109,366	168,347
23xx	Health & Life Insurance	182,668	205,545	157,312	279,629	293,577
2410	Workers' Compensation	31,195	40,019	49,922	73,815	118,733
262x	Other Payroll Benefits	522	3,959	2,850	3,936	4,806
TOTAL PERSONAL SERVICES		2,037,348	2,245,323	1,688,958	2,670,870	2,920,199
OPERATING EXPENSES						
31xx	Professional Services	2,000	686	10,945	20,600	1,000
3410	Contract Services	8,242	7,723	5,718	9,500	10,000
4010	Travel	1,629	563	250	2,000	6,500
4110	Communication	5,408	7,858	5,602	9,820	9,800
4150	Fiber Optic Communication	876	1,152	976	1,464	1,500
4210	Postage	340	773	411	400	600
4310	Utilities	19,216	16,482	12,547	22,750	22,800
4410	Rentals	1,117	1,107	5,305	9,300	10,900
4510	Insurance	10,242	14,035	15,291	20,390	22,427
461x	Rep/Maint-Vehicles & Hwy Equip	22,987	50,815	27,708	43,510	37,450
462x	Rep/Maint-Build & Non-build	8,623	1,833	2,749	2,800	3,000
463x	Rep/Maint-Equipment	9,017	12,354	10,918	13,440	12,450
4710	Printing & Binding	437	416	145	400	400
4810	Promotional Activities	344	1,445	0	2,250	3,368
4911	Advertising-Other Ads	155	61	49	0	100
4920	Other Current Charges	27	197	9	200	200
4930	First Response	1,758	3,304	662	3,000	2,000
5110	Office Supplies	2,451	1,986	2,193	1,800	2,000
5180	Minor Furniture/Equipment	3,948	4,051	18,530	31,450	11,500
5210	Operating Supplies	18,453	13,190	9,813	18,500	16,000
5215	Uniforms	24,394	22,453	27,583	37,678	32,837
5230	Fuel Purchases	12,791	10,529	8,652	12,500	13,500
5410	Publications & Membership	1,540	2,540	2,325	2,500	2,685
5440	Education	5,052	2,369	11,520	4,500	5,000
5450	Training	6,669	5,078	2,528	9,325	3,000
TOTAL OPERATING EXPENSES		167,716	183,000	182,429	280,077	231,017
CAPITAL OUTLAY						
6410	Machinery & Equipment	0	8,597	0	0	0
6490	Trust funds	1,189	644	93	0	0
TOTAL CAPITAL OUTLAY		1,189	9,241	93	0	0

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Fire

DIVISION

Fire Control

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	2,670,870	2,920,199	249,329	9.34%
Operating Expenses	280,077	231,017	(49,060)	-17.52%
Capital Outlay	0	0	0	N/A
TOTALS	2,950,947	3,151,216	200,269	6.79%

Significant Budget Changes:

Operating expenses for this this department is lower when compared to the amended 2002-03 budget, but reflects a 26.24% increase (13.12% annual average) over the past two years from Actual 2001-02 to Budget 2003-04. Since all medical services (3111) were transferred to Human Resources, there was a huge reduction associated with the cost to comply with the OSHA requirement for firefighters to have special annual physical exams.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

PUBLIC WORKS DEPARTMENT

Jim Richards, Director of Public Works

The Public Works Department is responsible for maintaining and repairing city owned facilities, vehicles, equipment, streets, rights-of-way, and drainage. The Director supervises the following divisions: Building Maintenance, Streets, Solid Waste & Recycling, Landfill Long-term Care and Fleet Management.

Responsibilities:

Public Buildings

- City Hall and City Hall Annex
- Library
- Original Woman's Club building
- Old Elk's Club building
- Child's Street building
- Mechanical equipment
- Development Services building
- Electric and Gas Department
- Police Department
- Airport
- Other public buildings

Streets

- Street/parking striping
- Street signs/markers
- Sidewalks
- Signs for events

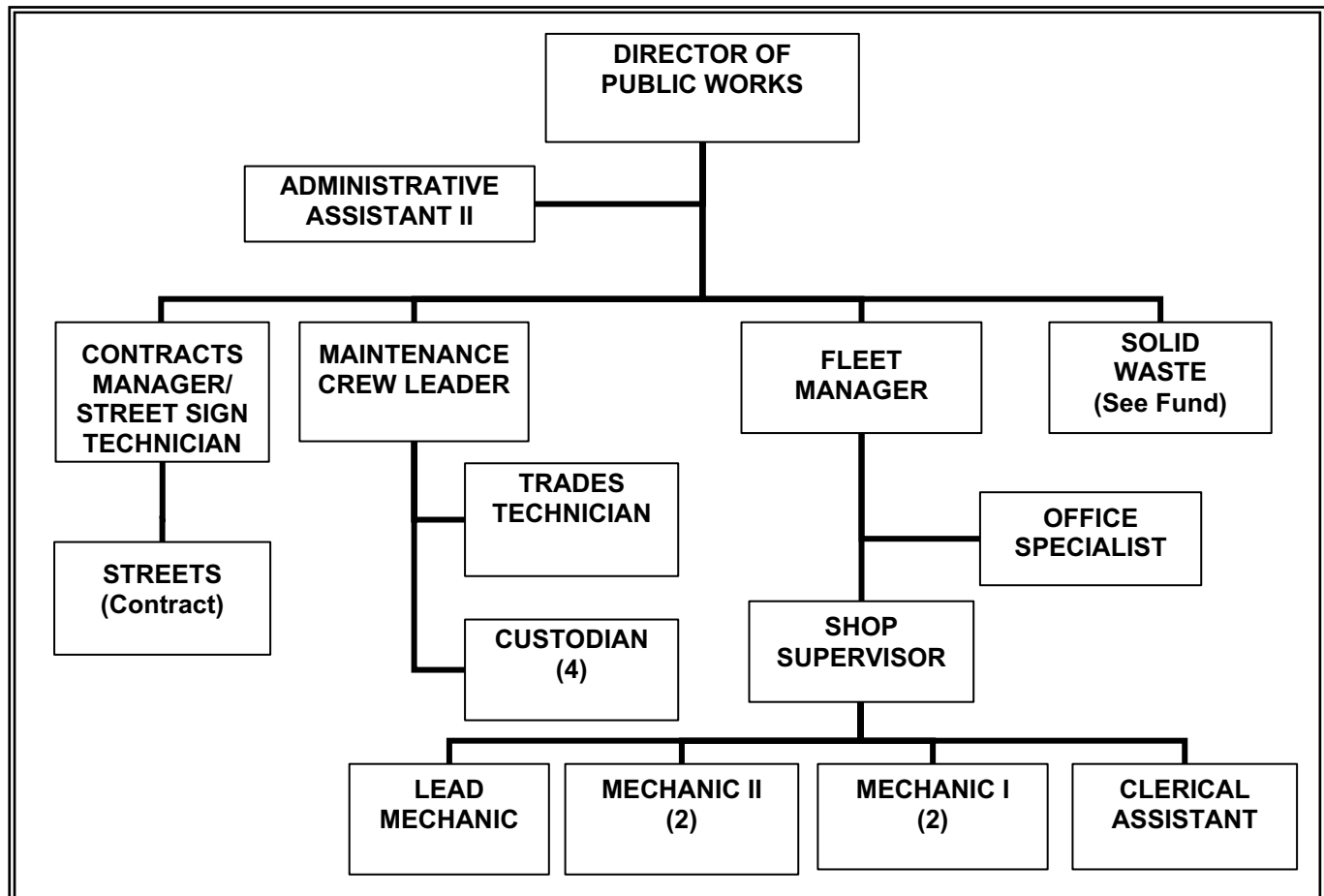
Fleet Management

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

Administration

- Clerical
- Work order
- Dispatch
- Reports
- Administration
- Contracts
- Scheduling
- Personnel activity
- Budget analysis

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

PUBLIC WORKS DEPARTMENT

Fleet Services Division

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ Implement fleet services department liaison program to increase focus on customer service.
- ◆ Develop a satisfaction survey program and place cards in each vehicle after work is complete by October 2003.

Goal: Develop a policy that will allow controlled financial disbursements on vehicle and equipment acquisitions.

Objectives:

- ◆ Utilize the vehicle maintenance software to capture the actual maintenance costs.
- ◆ Develop a vehicle life expectancy program by January 2004.
- ◆ Develop standards (age, cost history, expected expenditures, etc.) to identify the optimum time a vehicle can remain in the fleet.
- ◆ Contact other agencies to see what programs they are using for replacement/repair standards.

Major Accomplishments:

- Responsible for 90% of vehicle maintenance and repairs.
- Assisted various departments with bid specification preparation or component information on vehicles and equipment for 25 purchases.
- Operated and maintained fueling sites (Police and J.T. Municipal Operations Center), which dispensed 227,315 gallons of fuel.
- Completed 10 equipment installations on police cruisers.
- Maintained and operated the vehicle wash facility.
- Directed the (CDL) Commercial Drivers License testing program giving 15 tests.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
On road break downs	80	150	100
Preventive maintenance complete	302	600	675
Vehicle repairs	1347	1600	1626
Small engine repairs	385	65	150
Equipment repairs	113	85	100
Total vehicles/equipment owned by the City	610	644	625
Percent of vehicles/equipment maintained by			
Fleet services	53%	90%	100%
Average vehicle/equipment age	5.66 Years	7 Years	7 Years
Customer satisfaction	N/A	N/A	90%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Public Works

DIVISION

Fleet Services

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Fleet Manager	1.00	0.00	1.00	47,410
Shop Supervisor	1.00	0.00	1.00	32,082
Lead Mechanic	2.00	-1.00	1.00	38,103
Mechanic II	1.00	1.00	2.00	76,366
Mechanic I	2.00	0.00	2.00	51,938
Office Specialist	1.00	0.00	1.00	23,709
Clerical Assistant	0.00	1.00	1.00	19,448

TOTAL	8.00	1.00	9.00	289,056
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT**

Pickup truck (replace #670)	15,000		15,000
Storage trailer/shelving		3,000	3,000

TOTAL	15,000	3,000	18,000
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT
Public Works	Fleet Services	001-5110-519

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	173,482	169,811	156,991	260,788	289,056
1310 Temporary Labor	0	79	704	3,000	3,000
1410 Overtime	4,375	6,554	3,737	6,000	6,000
1530 Bonuses	750	750	875	1,000	1,125
2110 FICA	13,132	12,779	11,806	19,694	21,234
2210 Retirement	9,967	12,314	9,569	15,350	24,570
23xx Health & Life Insurance	32,239	35,427	27,838	48,834	58,807
2410 Workers' Compensation	2,901	3,623	4,149	6,642	10,852
262x Other Payroll Benefits	0	0	40	0	0
TOTAL PERSONAL SERVICES	236,845	241,337	215,709	361,308	414,644

<u>OPERATING EXPENSES</u>					
31xx Professional Services	85	489	499	500	0
4010 Travel	807	784	1,215	2,000	2,000
4110 Communication	927	1,807	1,134	2,000	2,000
4150 Fiber Optic Communication	252	228	176	264	384
4210 Postage	1,482	1,903	257	2,000	0
4410 Rental	0	1,332	260	4,000	2,000
4510 Insurance	5,079	4,188	4,820	6,315	8,000
461x Rep/Maint-Vehicles & Hwy Equip	7,969	7,527	173,241	13,000	312,000
462x Rep/Maint-Build & Non-build	5,942	5,266	1,122	5,000	3,500
463x Rep/Maint-Comm Equip	2,184	2,572	2,413	3,400	3,851
4710 Printing & Binding	165	120	44	500	300
4920 Other Current Charges	884	569	219	1,000	0
4932 FM Inventory Over/Short	0	0	(5,679)	0	0
5110 Office Supplies	601	1,233	1,083	2,000	2,000
5180 Minor Furniture/Equipment	2,739	6,215	3,507	11,000	7,000
5210 Operating Supplies	8,926	10,435	5,940	18,000	10,000
5215 Uniforms	3,367	3,670	2,133	5,000	4,000
5220 Oil & Lubricants	9,055	9,651	0	20,000	0
5230 Fuel Purchases	1,792	2,582	2,753	4,000	4,000
5240 Vehicle Parts	107,904	153,196	0	230,000	0
5260 Tire & Batteries	28,225	46,470	0	75,000	0
5410 Publications & Memberships	263	345	325	400	400
5440 Education	250	0	0	500	500
5450 Training	2,336	3,248	3,299	5,000	6,000
5910 Depreciation	16,138	21,015	0	0	0
TOTAL OPERATING EXPENSES	207,370	284,845	198,761	410,879	367,935

CAPITAL OUTLAY

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Public Works

DIVISION

Fleet Services

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	361,308	414,644	53,336	14.76%
Operating Expenses	410,879	367,935	(42,944)	-10.45%
Capital Outlay	10,081	18,000	7,919	78.55%
TOTALS	782,268	800,579	18,311	2.34%

Significant Budget Changes:

Personal services included wages and fringes for one (1) additional staff member necessary to properly maintain all city vehicles on a cycle. Currently, all parts are purchased through this division and charged back to the department. The division is totally responsible for maintaining all equipment and vehicles for all departments.

FISCAL YEAR 2003-04 BUDGET

PUBLIC WORKS DEPARTMENT

Street Maintenance Division

Goal: Provide safer sidewalks for citizens by adding handicap ramps and repairing damaged areas.

Objectives:

- ◆ Replace 8,000 feet of existing sidewalks.
- ◆ Install 40 new handicap ramps throughout the City on existing sidewalks.
- ◆ Install 3,000 feet of new sidewalks.

Goal: Make roadways more user friendly and safer with new signposts, curb painting of regular and handicap parking spaces.

Objectives:

- ◆ Upgrade 1,000 traffic signs throughout the City.
- ◆ Restripe 650 feet of roadways and paint 5,100 feet of curbing.
- ◆ Repave 12,000 feet of City streets.
- ◆ Pave with pervious pavement 5,300 linear feet of dirt streets.

Major Accomplishments:

- Constructed 6,400 feet of new sidewalks in accordance with year 4 of 5-year master plan.
- Repaired 9,000 feet of existing sidewalks throughout the City.
- Installed over 80 handicap ramps throughout the City.
- Re-striped over 9,000 feet of centerline and 5,100 feet of curbing.
- Participated in success of special events.
- Resurfaced 14,100 feet of streets.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Feet of dirt streets paved	317	0	0
Feet of streets re-paved	200	14,100	12,000
Feet of new sidewalk constructed	8,400	6,500	3,000
Feet of existing sidewalk replaced	6,323	8,826	8,000
Tons hot patch	350	300	250
Signs repaired/replaced	756	700	800
Road striping:			
Feet of double center line	3,460	8,599	9,000
New stop bars	70	21	100
Crosswalks	15	0	30
New arrows	28	0	15
Feet of curb painted	4,250	130	5,100
Sign posts replaced	164	120	200
New signs (regulatory)	160	85	200
New signs (non-regulatory)	620	400	300
Handicap ramps installed	112	80	40

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Public Works

DIVISION

Street Maintenance

CLASSIFICATION

Contracts Manager/Street Sign Technician

Standby

CURRENT

1.00

NEW

0.00

TOTAL

1.00

AMOUNT

35,946

4,000

TOTAL

1.00

0.00

1.00

39,946

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT
Public Works	Street Maintenance	001-5112-541

		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	210,828	129,956	24,265	31,131	39,946
1310	Temporary Labor	6,825	836	0	350	350
1410	Overtime	4,355	2,374	104	0	1,000
1530	Bonuses	590	955	125	125	125
2110	FICA	15,974	9,957	1,845	2,357	2,716
2210	Retirement	8,210	4,980	1,415	2,024	3,055
23xx	Health & Life Insurance	30,903	21,008	3,386	4,898	4,816
2410	Workers' Compensation	5,559	3,404	1,076	1,178	2,275
262x	Other Payroll Benefits	0	13	3	0	0

TOTAL PERSONAL SERVICES	283,244	173,483	32,219	42,063	54,283
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<u>OPERATING EXPENSES</u>						
31xx	Professional Services	67,157	24,226	16,783	10,000	15,000
3410	Contract Services	0	352,401	226,529	172,681	260,000
4010	Travel	21	0	351	40	3,250
4110	Communication	725	513	0	90	480
4150	Fiber Optic Communication	252	348	96	144	132
4210	Postage	170	324	114	300	300
4310	Utilities	212,782	237,724	183,050	210,700	320,000
4410	Rentals	104	57,821	57,750	125,000	60,000
4510	Insurance	7,091	8,703	4,921	6,560	7,218
461x	Rep/Maint-Vehicles & Hwy Equip	78,106	71,564	1,306	3,770	4,670
462x	Rep/Maint-Build & Non-build	311,957	10,173	212	48,602	40,000
463x	Rep/Maint-Comm Equip	1,594	1,647	304	650	538
4710	Printing & Binding	0	0	0	0	0
4911	Advertising	0	78	0	0	0
4920	Other Current Charges	2,594	3,441	30	50	50
5110	Office Supplies	1,147	115	33	1,530	1,530
5180	Minor Furniture/Equipment	7,302	2,463	0	750	750
5210	Operating Supplies	11,221	70,915	0	1,000	1,000
5215	Uniforms	4,278	1,653	120	400	400
5230	Fuel Purchases	10,723	6,747	994	1,000	2,000
5310	Materials & Supplies	30,529	18,519	113,617	225,000	60,000
5311	Materials - Street Signs	40,653	33,060	12,715	49,190	10,000
5410	Publications & Memberships	36	20	39	50	50
5440	Education	0	0	0	100	100
5450	Training	120	1,641	594	200	700

TOTAL OPERATING EXPENSES	788,563	904,096	619,558	857,807	788,168
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CAPITAL OUTLAY

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Public Works

DIVISION

Street Maintenance

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	42,063	54,283	12,220	29.05%
Operating Expenses	857,807	788,168	(69,639)	-8.12%
Capital Outlay	0	0	0	N/A
TOTALS	899,870	842,451	(57,419)	-6.38%

FISCAL YEAR 2003-04 BUDGET

PUBLIC WORKS DEPARTMENT

Public Buildings Division

Goal: Provide a comprehensive maintenance program to maximize building and system life expectancies, which includes preventive maintenance, janitorial services, normal maintenance, and the maintenance of heating and air condition systems in City owned buildings.

Objectives:

- ◆ Develop a preventive maintenance program for monitoring and scheduling maintenance of various building systems by December 2003.
- ◆ Develop and maintain a more efficient custodial program by implementing schedules, check lists, etc.
- ◆ Implement 2nd year of ADA transition plan.
- ◆ Institute citywide HVAC Preventative Maintenance/Repair Contract as soon as contract is awarded.

Major Accomplishments:

- Implemented ADA transition plan.
- Renovated spaces in Electric for the move of GIS division.
- Advertised for and implemented HVAC preventative maintenance scheduled contract.
- Renovated space and offices at the fleet services shop.
- Cleaned out the Community Development building.
- Added maintenance of the Gas Department and Airport buildings, which is a 10% increase in building space maintained.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Square footage of building space maintained	62,000	148,000	161,445
Square footage of building space cleaned	117,019	60,000	75,445
HVAC system breakdowns	31	26	20
Work orders processed	274	250	204
Maintenance service contracts awarded	1	0	6

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Public Works

DIVISION

Public Buildings

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Maintenance Crew Leader	0.00	1.00	1.00	38,078
Trades Technician	2.00	-1.00	1.00	34,786
Custodian *	3.00	1.00	4.00	95,494

* Custodian position was transferred from the
Police Department.

TOTAL	5.00	1.00	6.00	168,358
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
Carpet Cleaner	2,500		2,500
Commercial Vacuum		1,500	1,500
Hydraulic Lift		1,500	1,500

TOTAL	2,500	3,000	5,500
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Public Works		Public Buildings			001-5193-519	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	153,111	179,629	79,700	135,005	168,358
1310	Temporary Labor	0	4,055	6,196	0	6,000
1410	Overtime	1,810	3,053	1,174	4,000	6,000
1530	Bonuses	750	750	500	625	750
2110	FICA	11,237	13,549	5,989	10,297	12,220
2210	Retirement	9,372	9,429	4,724	8,776	14,310
23xx	Health & Life Insurance	25,095	30,705	15,811	28,266	36,734
2410	Workers' Compensation	3,451	3,811	2,815	4,747	8,723
262x	Other Payroll Benefits	0	0	62	0	120
			15			
TOTAL PERSONAL SERVICES		204,826	244,996	116,971	191,716	253,215
<u>OPERATING EXPENSES</u>						
31xx	Professional Services	139	10,013	136	22,200	0
3410	Contract Services	0	181	0	30,000	10,000
4010	Travel	82	0	0	400	150
4110	Communication	0	532	750	1,000	1,300
4150	Fiber Optic Communication	0	120	96	144	132
4310	Utilities	52,803	51,789	32,875	52,600	60,000
4410	Rental	74	38	26	100	100
4510	Insurance	2,175	3,687	3,512	4,685	5,151
461x	Rep/Maint-Vehicles & Hwy Equip	7,817	7,860	2,700	4,940	7,200
462x	Rep/Maint-Build & Non-build	61,884	37,405	11,990	33,000	33,500
463x	Rep/Maint-Comm Equip	1,551	907	446	2,950	1,938
4710	Printing & Binding	0	44	0	0	0
4920	Other Current Charges	61	74	128	100	200
5180	Minor Furniture/Equipment	960	2,289	403	2,500	2,500
5210	Operating Supplies	14,798	10,441	8,746	15,000	18,000
5215	Uniforms	485	839	418	1,500	1,500
5230	Fuel Purchases	2,019	942	1,044	2,100	2,200
5440	Education	0	0	0	100	100
5450	Training	499	0	395	500	1,000
TOTAL OPERATING EXPENSES		145,348	127,161	63,665	173,819	144,971
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	15,004	1,515	3,950	3,950	5,500
TOTAL CAPITAL OUTLAY		15,004	1,515	3,950	3,950	5,500
TOTAL APPROPRIATIONS		365,178	373,672	184,586	369,485	403,686

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Public Works

DIVISION

Public Buildings

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	191,716	253,215	61,499	32.08%
Operating Expenses	173,819	144,971	(28,848)	-16.60%
Capital Outlay	3,950	5,500	1,550	39.24%
TOTALS	369,485	403,686	34,201	9.26%

Significant Budget Changes:

This division is migrating toward maintenance of all City buildings and facilities. The position in the Police Department was transferred to this division. Operating expenses in fiscal year 2002-03 included an appropriation of \$20,000 for professional services to review the parking lot in front of City Hall (3110) and \$30,000 to secure a contract for HVAC preventive maintenance services (3410).

FISCAL YEAR 2003-04 BUDGET

PUBLIC WORKS DEPARTMENT

Administration Division

Goal: Provide better customer service and citizen interaction with the Public Works Department.

Objectives:

- ◆ Process citizen complaints on the HTE work order system within 24 hours.
- ◆ Research alternatives for a new location for the Public Works office.
- ◆ Enhance training for department's supervisors and general employees by training opportunities through APWA.
- ◆ Implement and streamline new public/private partnership with highway contractors.

Goal: Provide effective coordination with external organizations as it effects the department.

Objectives:

- ◆ Continue to coordinate transportation projects with the county and state.
- ◆ Continue to coordinate environmental issues with DEP and Lake Griffin Task Force.
- ◆ Create a 20 year growth plan for collector locations by December 2003.
- ◆ Survey road surface conditions for preventative maintenance by December 2003.

Major Accomplishments:

- Processed work orders in less time by handling requests within 24 hours.
- Completed all planned projects on time.
- Implemented Private Partnership and met 80% of maintenance goals for sidewalks and roads.
- Re-built Commerce and Industrial Streets.
- Constructed new Hood Street with curbs, sidewalks, and new utilities.
- Re-built Echo Drive for new Airport Entrance.
- Re-built Lakeshore Drive.
- Assisted with construction of Thomas Avenue.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Work orders processed	1,399	500	552
Adopt-a-street participants	2	1	4
Telephone calls received	3,812	4,000	4,200
Turn around time for work order hours	N/A	24	22

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Public Works

DIVISION

Administration

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Director of Public Works

1.00

0.00

1.00

71,602

Administrative Assistant II

1.00

0.00

1.00

29,644

TOTAL**2.00****0.00****2.00****101,246**

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Public Works		Administration			001-5197-539	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	87,128	97,199	58,576	99,978	101,246
1310	Temporary Labor	0	301	0	1,000	1,000
1410	Overtime	1,072	506	139	500	500
1530	Bonuses	250	287	250	250	250
2110	FICA	6,807	7,402	4,518	7,134	7,195
2210	Retirement	1,707	2,652	3,772	6,434	8,606
23xx	Health & Life Insurance	4,514	12,071	7,760	12,309	11,877
2410	Workers' Compensation	132	148	141	219	354
262x	Other Payroll Benefits	1,273	25	77	0	120
TOTAL PERSONAL SERVICES		102,884	120,591	75,233	127,824	131,148
<u>OPERATING EXPENSES</u>						
31xx	Professional Services	375	26	0	5,000	0
4010	Travel	72	1,861	2,218	4,000	4,200
4110	Communication	894	1,117	201	1,500	500
4150	Fiber Optic Communication	252	228	264	396	384
4210	Postage	74	466	93	200	200
4310	Utilities	12,645	15,413	10,974	12,500	19,000
4410	Rentals	0	0	0	0	300
4510	Insurance	1,014	972	860	1,150	1,261
461x	Rep/Maint-Vehicles & Hwy Equip	3,575	3,122	0	1,080	0
462x	Rep/Maint-Buildings	144	747	96	200	200
463x	Rep/Maint-Equipment	3,173	2,055	1,544	5,650	3,313
4710	Printing & Binding	44	69	0	500	500
4911	Advertising	0	415	0	0	0
4920	Other Current Charges	118	269	0	450	450
5110	Office Supplies	951	1,086	102	1,500	1,000
5180	Minor Furniture/Equipment	582	823	0	500	500
5210	Operating Supplies	26	1,410	411	700	700
5215	Uniforms	81	35	26	100	100
5230	Fuel Purchases	1,405	1,315	0	0	0
5410	Publications & Memberships	722	577	1,080	1,200	1,200
5440	Education	0	0	0	0	0
5450	Training	26	810	822	1,500	1,500
TOTAL OPERATING EXPENSES		26,173	32,816	18,691	38,126	35,308
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	0	28,599	0	0	0
TOTAL CAPITAL OUTLAY		0	28,599	0	0	0

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Public Works

DIVISION

Administration

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	127,824	131,148	3,324	2.60%
Operating Expenses	38,126	35,308	(2,818)	-7.39%
Capital Outlay	0	0	0	N/A
Grants and Aids	68,057	79,600	11,543	16.96%
TOTALS	234,007	246,056	12,049	5.15%

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

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, and GIS. The department provides courteous 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:

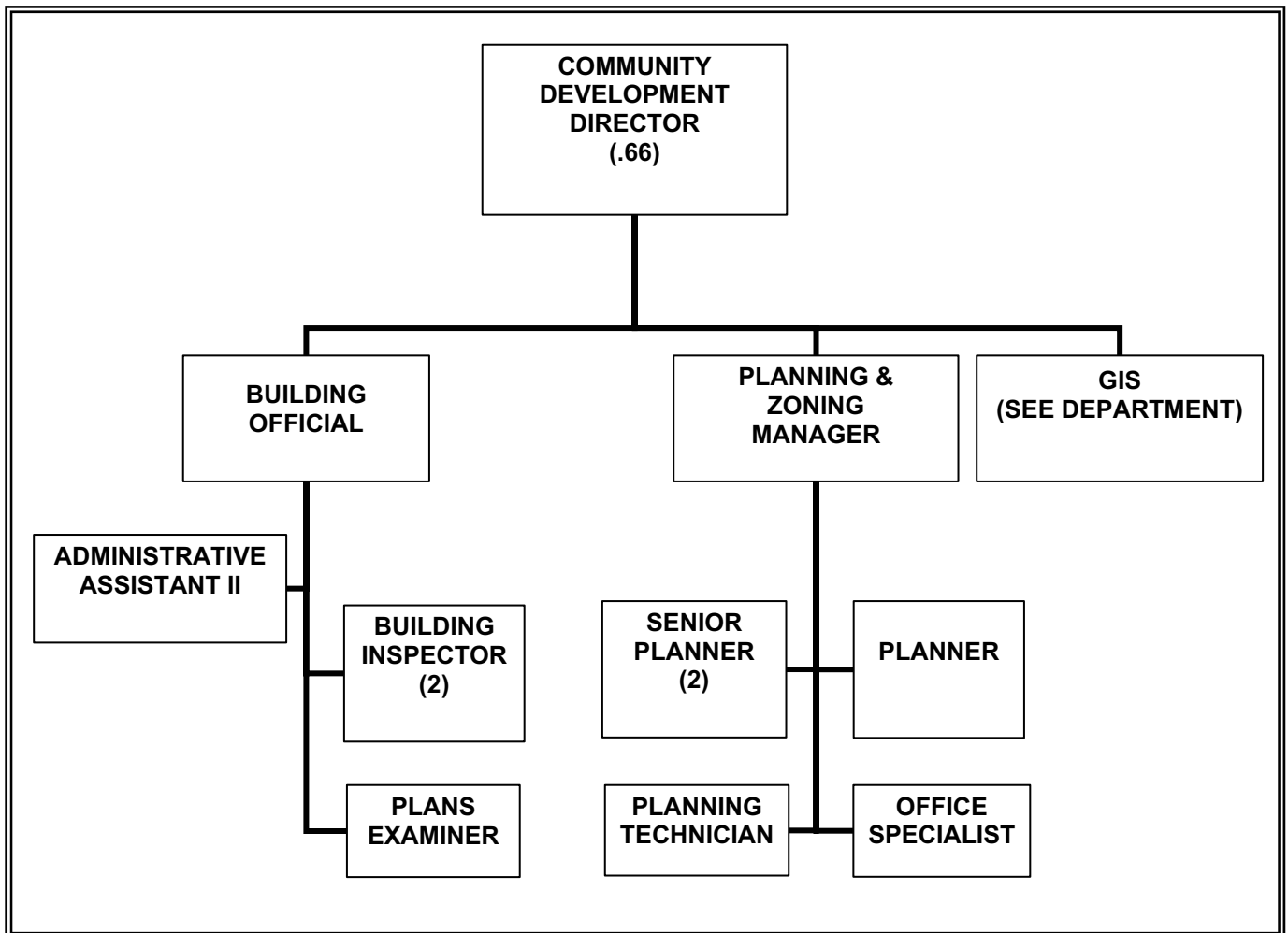
Building

- 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



FISCAL YEAR 2003-04 BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

Building Division

Goal: Provide efficient and cost effective procedures to regulate construction.

Objectives:

- ◆ Implement online permit tracking system, HTE NaviLine, by April 2004.
- ◆ Send inspection personnel to training provided throughout the year.
- ◆ Perform and monitor building permit reviews to ensure expeditious processing of permits, and initial reviews by all departments completed within five 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.

Goal: Ensure that all new and existing structures are safe and habitable.

Objectives:

- ◆ Promote demolition of unsafe structures by the City through publicity and file appropriate liens.
- ◆ Increase training of inspection personnel to improve the insurance service organization rating and reduce insurance premiums for residents

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ Assist public with information regarding the building code, building permits, and permitting 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).

Major Accomplishments:

- Educated and trained staff to enhance customer service and improve the building permit process.
- Improved distribution and tracking system for building permit applications.
- Increased activity for residential Safe Structure inspections.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Inspections	2,848	4,675	4,000
Permits issued:			
Commercial	103	104	100
Residential	208	277	200
Mobile home	14	3	5
Demolition:			
Residential	25	22	15
Commercial	14	12	4
Value of construction:			
Commercial	\$5,489,214	\$17,706,323	\$20,000,000
Residential	11,666,784	22,036,849	10,000,000
Total construction value	43,973,062	39,742,672	50,000,000
Total fees collected	179,904	239,694	150,000
Plans review	677	588	600
Initial plan review completed within 5 days	N/A	N/A	85%
DRC reviews (8-12 days)	N/A	N/A	85%
Planning & Zoning reviews (7-10 days)	N/A	N/A	85%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Community Development

DIVISION

Building

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Community Development Director

0.33

0.00

0.33

22,275

Building Official

1.00

0.00

1.00

54,122

Building Inspector

2.00

0.00

2.00

66,131

Plans Examiner

1.00

0.00

1.00

43,534

Administrative Assistant II

1.00

0.00

1.00

31,054

TOTAL**5.33****0.00****5.33****217,116**

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT**

Pickup truck (replace #0198)

18,000

18,000

TOTAL**18,000****18,000**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Community Development		Building			001-6131-524	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	170,169	179,501	116,840	211,244	217,116
1310	Temporary Labor	2,575	1,550	125	0	0
1410	Overtime	1,377	757	963	5,000	5,000
1530	Bonuses	500	399	541	665	792
2110	FICA	12,994	13,321	8,762	16,137	16,223
2210	Retirement	7,949	5,255	6,501	10,853	18,455
23xx	Health & Life Insurance	14,128	23,149	19,070	36,509	36,453
2410	Workers' Compensation	4,018	4,045	2,993	5,040	8,927
262x	Other Payroll Benefits	0	129	269	150	389
TOTAL PERSONAL SERVICES		213,710	228,106	156,064	285,598	303,355
<u>OPERATING EXPENSES</u>						
31xx	Professional Services	0	425	0	0	0
3410	Contract Services	0	27,595	4,765	60,000	0
4010	Travel	1,958	2,946	1,100	4,490	3,650
4110	Communication	411	716	1,962	3,660	4,735
4150	Fiber Optic Communication	624	576	528	786	618
4210	Postage	70	59	70	400	300
4410	Rentals	0	26	0	0	0
4510	Insurance	1,439	1,665	1,961	2,615	2,876
461x	Rep/Maint-Vehicles & Hwy Equip	5,583	5,623	3,420	4,320	5,400
462x	Rep/Maint-Build & Non-build	415	280	24	2,300	0
463x	Rep/Maint-Comm Equip	4,447	4,741	3,830	6,250	4,856
4710	Printing & Binding	88	635	0	1,100	1,000
4911	Advertising	0	0	0	300	0
4920	Other Current Charges	6,441	0	0	2,500	500
5110	Office Supplies	2,818	1,949	947	2,500	2,500
5180	Minor Furniture/Equipment	1,900	421	0	4,250	0
5210	Operating Supplies	584	563	708	1,500	500
5215	Uniforms	104	538	373	2,000	1,850
5230	Fuel Purchases	1,000	1,976	1,708	1,400	2,500
5410	Publications & Membership	2,159	469	998	3,500	2,430
5450	Training	1,581	1,530	610	3,500	2,000
TOTAL OPERATING EXPENSES		31,621	52,733	23,004	107,371	35,715
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	0	0	0	5,000	18,000
TOTAL CAPITAL OUTLAY		0	0	0	5,000	18,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Community Development

DIVISION

Building

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	285,598	303,355	17,757	6.22%
Operating Expenses	107,371	35,715	(71,656)	-66.74%
Capital Outlay	5,000	18,000	13,000	260.00%
TOTALS	397,969	357,070	(40,899)	-10.28%

Significant Budget Changes:

The decrease in operating expenses can be attributed to contract services for demolition of buildings, which was transferred to Housing and Economic Development Department.

FISCAL YEAR 2003-04 BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

Planning and Zoning Division

Goal: Coordinate land development activity in the City.

Objectives:

- ◆ Process Comprehensive Plan amendments to comply with all applicable state regulations.
- ◆ Complete rewrite of land development code.
- ◆ Develop zoning maps consistent with future land use map and comprehensive plan by July 2004.
- ◆ Implement new planning and zoning tracking system by December 2003.
- ◆ Provide reviews for building permits, Development Review Committee (DRC) and Planning and Zoning Commission items within prescribed timeframe: Building permits (5 days), DRC (8-12 days), P & Z Commission (7-10 days).
- ◆ Coordinate activity of the CRA's.

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ Assist public with zoning, land use, impact fees, historic preservation, traffic counts, flood zones and development process.

Major Accomplishments:

- Completed the EAR-based amendments and total re-write of the Comprehensive Plan.
- Selected a consultant and began the process of writing Land Development Codes.
- Assisted Downtown Historic Committee in establishing boundaries for the Downtown Historic District.
- Converted zoning maps to digital format (ArcInfo).
- Coordinated with the Department of Community Affairs on Comprehensive Plan amendments.
- Began amendments to land development regulations for parking, subdivision plats, and signs.
- Continued to improve the tracking system for DRC and Planning and Zoning Commission projects.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Variance cases	15	12	10
Rezoning cases	1	9	10
Planned unit development cases	1	4	4
Comprehensive plan amendments			
Small scale	6	11	10
Large scale	3	6	8
Annexation cases	7	14	10
Plat approval cases	2	6	8
Ordinance amendments	4	16	10
Conditional use permits	29	30	15
Plan reviews			
Residential	206	255	150
Commercial	78	106	60
Industrial	3	3	5
Signs	72	61	30
Vacations	4	3	5
Appeals	1	0	1
Impact fees - Wastewater	\$365,818	\$981,452	\$375,000
Water	\$110,141	\$447,776	\$100,000
Project related meeting	64	115	70
Building permit reviews within 5 days	N/A	N/A	85%
DRC reviews (8-12 days)	N/A	N/A	85%
Planning & Zoning reviews (7-10 days)	N/A	N/A	85%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Community Development

DIVISION

Planning & Zoning

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Community Development Director

0.33

0.00

0.33

22,275

Planning & Zoning Manager

1.00

0.00

1.00

55,189

Senior Planner

2.00

0.00

2.00

84,752

Planner

1.00

0.00

1.00

34,169

Planning Technician

1.00

0.00

1.00

27,123

Office Specialist

1.00

0.00

1.00

23,732

TOTAL**6.33****0.00****6.33****247,240**

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Community Development		Planning & Zoning			001-6151-515	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	134,963	175,470	149,659	234,966	247,240
1310	Temporary Labor	7,051	2,725	1,800	4,800	4,800
1410	Overtime	457	536	333	5,000	2,000
1530	Bonuses	491	425	786	793	792
2110	FICA	9,970	13,157	11,085	17,988	18,057
2210	Retirement	7,711	4,839	5,920	10,664	21,016
23xx	Health & Life Insurance	19,829	21,054	25,008	44,213	39,953
2410	Workers' Compensation	204	269	361	530	866
262x	Other Payroll Benefits	0	27	465	0	755
TOTAL PERSONAL SERVICES		180,676	218,502	195,417	318,954	335,479
<u>OPERATING EXPENSES</u>						
31xx	Professional Services	33,325	142,215	0	120,000	13,500
4010	Travel	406	4,746	1,784	3,565	4,000
4110	Communication	240	664	783	2,000	1,320
4150	Fiber Optic Communication	624	576	440	660	996
4210	Postage	2,391	2,482	2,493	4,000	6,000
4510	Insurance	808	1,101	1,575	2,105	2,310
461x	Rep/Maint-Vehicles & Hwy Equip	1,860	1,860	720	1,080	1,080
462x	Rep/Maint-Build & Non-build	0	185	79	1,000	0
463x	Rep/Maint-Comm Equip	3,994	4,583	3,385	5,350	7,255
4710	Printing & Binding	727	1,312	1,311	5,000	7,500
4810	Promotional Activities	0	0	0	3,000	3,000
4911	Advertising	6,105	8,884	13,423	26,782	30,000
4920	Other Current Charges	1,765	67	167	500	400
5110	Office Supplies	2,287	3,819	1,964	5,000	3,000
5180	Minor Furniture/Equipment	6,945	1,184	284	3,000	500
5210	Operating Supplies	1,737	2,445	1,636	1,200	2,400
5215	Uniforms	0	85	12	1,000	100
5230	Fuel Purchases	0	209	163	200	250
5410	Publications & Membership	900	1,571	744	2,500	2,582
5450	Training	466	2,742	4,459	3,000	5,000
TOTAL OPERATING EXPENSES		64,579	180,730	35,422	190,942	91,193
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	0	587	0	5,000	0
TOTAL CAPITAL OUTLAY		0	587	0	5,000	0
TOTAL APPROPRIATIONS		245,255	399,819	230,839	514,896	426,672

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Community Development

DIVISION

Planning & Zoning

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	318,954	335,479	16,525	5.18%
Operating Expenses	190,942	91,193	(99,749)	-52.24%
Capital Outlay	5,000	0	(5,000)	N/A
TOTALS	514,896	426,672	(88,224)	-17.13%

Significant Budget Changes:

The contract to update the Land Development Code was completed by September 30, 2003, which more than accounts for the decrease in operating expenses.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

HOUSING & ECONOMIC DEVELOPMENT DEPARTMENT

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:

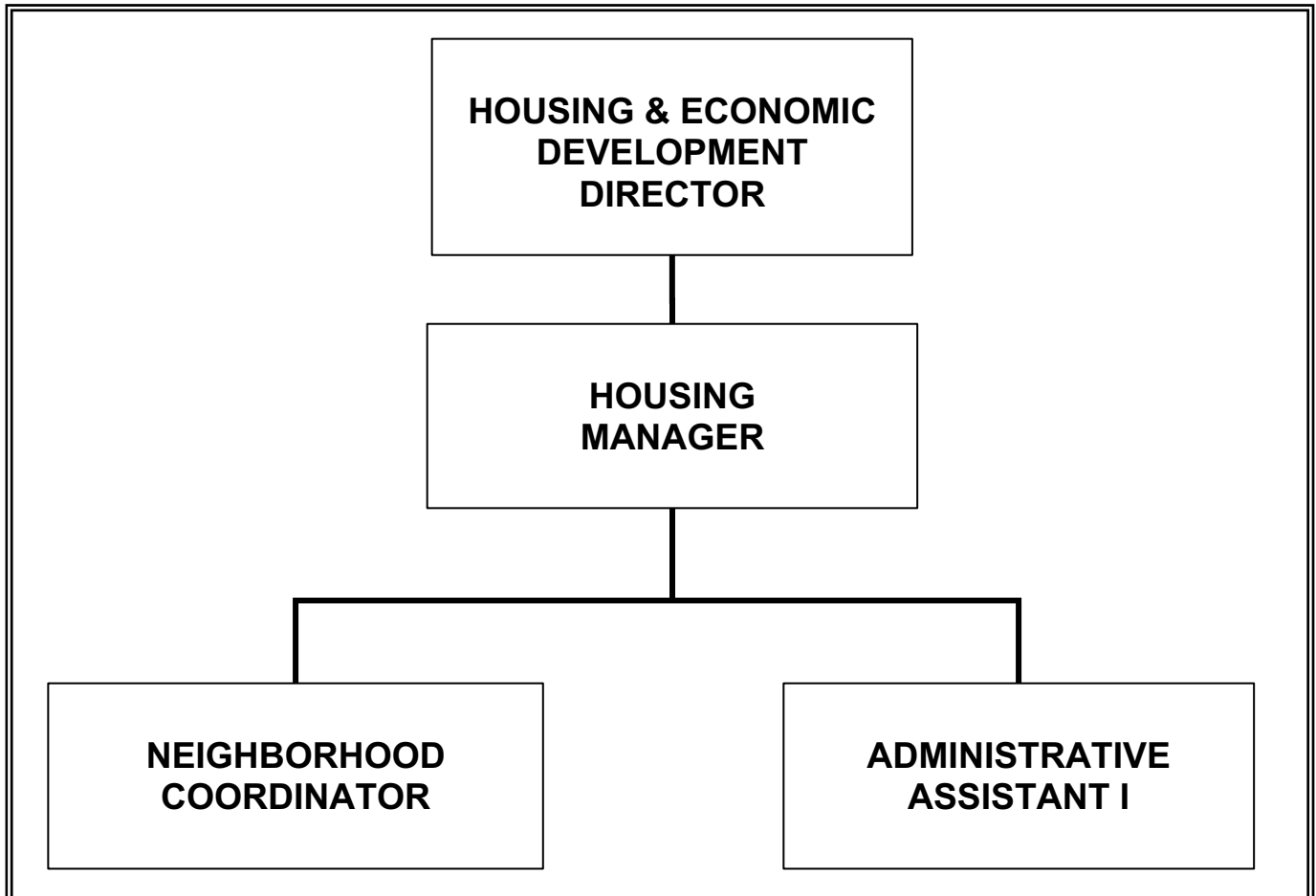
Housing

- 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



FISCAL YEAR 2003-04 BUDGET

HOUSING & ECONOMIC DEVELOPMENT DEPARTMENT

Housing & Economic Development Division

Goal: Generate a healthy business climate that enhances the quality of the City while producing tax revenues and jobs that provide goods and services to the community.

Objectives:

- ◆ Market available airport property and expand marketing efforts by maintaining an accurate business inventory list.
- ◆ Establish a Leesburg Business Incubator Center.
- ◆ Enhance the tax base by placing the residents' and prospective developers' needs in the forefront.
- ◆ Finalize an economic development element for the City's Comprehensive Plan.
- ◆ Maintain and enhance the business retention and expansion program.
- ◆ Improve workforce development and education through a strong working relationship with Lake Sumter Community College, Lake Technical Center and Lake County School Board.
- ◆ Maintain an appropriate advertising program for the City as a whole.
- ◆ Assist with the marketing of fiber optics, Internet and utility conservation programs.
- ◆ Participate in various economic development related committees: Chamber of Commerce Economic Development Committee, Downtown Partnership Restructuring Committee, Development Review Committee, Business Assistance Center Committee, CDC Committee, and Lake County Workforce Development Committee.

Goal: Create an environment which provides for the diverse housing needs of the community, and increases the quality of life in the City's neighborhoods.

Objectives:

- ◆ Administer 1st Time Homebuyer's Program; act as a clearinghouse for all housing partners.
- ◆ Coordinate the approval and advance of subsidies for eligible homebuyers.
- ◆ Refer program applicants and interested persons to the non-profit partner.
- ◆ Coordinate cleanup of abandoned buildings and vacant properties.
- ◆ Create and administer the Home Buyers Club by November 2003.
- ◆ Demolish vacant substandard structures within 60 days of find.
- ◆ Form three new neighborhood associations; coordinate six neighborhood activities and events.
- ◆ Act as a city liaison to neighborhoods and citizens associations.
- ◆ Create a Neighborhood brochure and information packet by January 2004.

Major Accomplishments:

- Assisted with editing of "Living in Leesburg" publication.
- Assisted several businesses with relocation.
- Planned and marketed available airport property.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
New jobs created	17	150	150
Jobs retained	15	50	50
New businesses created	3	10	10
Businesses retained	3	10	10
Number of businesses assisted	74	200	200
Community & neighborhood associations assisted	N/A	N/A	25
Neighborhood associations created	N/A	N/A	3
New & existing homes developed	N/A	N/A	20
Housing education seminars & workshops	N/A	N/A	12
Home buyers counseled	N/A	N/A	200

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Housing & Economic Development

DIVISION

Housing & Economic Development

CLASSIFICATION

Housing & Economic Development Director
Housing Manager
Neighborhood Coordinator
Administrative Assistant I

CURRENT

1.00
1.00
1.00
1.00

NEW

0.00
0.00
0.00
0.00

TOTAL

1.00
1.00
1.00
1.00

AMOUNT

73,934
43,120
34,237
28,367

TOTAL

4.00

0.00

4.00

179,658

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION				ACCOUNT
Housing & Economic Development		Housing & Economic Development				001-6254-554
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	26,106	53,499	106,002	171,382	179,658
1530	Bonuses	125	125	393	500	500
2110	FICA	1,999	4,087	8,091	12,884	13,032
2210	Retirement	529	91	3,044	8,372	15,271
23xx	Health & Life Insurance	777	4,334	12,937	26,437	22,611
2410	Workers' Compensation	39	83	255	378	629
262x	Other Payroll Benefits	0	4	123	162	162
TOTAL PERSONAL SERVICES		29,575	62,223	130,845	220,115	231,863
OPERATING EXPENSES						
31xx	Professional Services	0	0	408	0	5,000
3410	Contract Services	0	0	90	0	60,000
4010	Travel	2,721	4,797	6,264	5,300	1,000
4110	Communication	707	809	1,037	2,700	2,700
4150	Fiber Optic Communication	132	120	352	646	492
4210	Postage	547	396	1,510	3,490	3,500
4310	Utilities	2,605	2,242	1,430	6,550	6,550
4410	Rentals	0	0	0	0	300
4510	Insurance	294	421	602	805	832
46xx	Repair and Maintenance	725	664	1,793	6,430	3,775
4710	Printing & Binding	108	216	1,654	3,095	3,000
48xx	Promotional Activities	26,685	34,564	47,297	57,745	55,000
49xx	Advertising	884	814	244	900	900
5110	Office Supplies	695	809	1,594	3,700	2,000
5180	Minor Furniture/Equipment	499	438	246	1,300	1,300
52xx	Operating Supplies	191	5	392	2,700	1,000
5410	Publications & Membership	4,490	7,051	4,392	8,100	7,500
5450	Training	2,475	1,590	3,306	4,100	6,000
TOTAL OPERATING EXPENSES		43,756	54,936	72,611	107,561	160,849
CAPITAL OUTLAY						
6410	Machinery & Equipment	0	1,242	0	0	0
TOTAL CAPITAL OUTLAY		0	1,242	0	0	0
GRANTS AND AIDS						
8210	Chamber of Commerce	8,000	10,000	5,000	10,000	40,000
8215	Neighborhood Grants	0	0	0	0	7,500
8680	Leesburg Partnership, Inc	32,824	32,609	33,750	45,000	70,000
8681	Center for the Arts	0	0	0	0	30,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Housing & Economic Development

DIVISION

Housing & Economic Development

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	220,115	231,863	11,748	5.34%
Operating Expenses	107,561	160,849	53,288	49.54%
Capital Outlay	0	0	0	N/A
Grants and Aids	55,000	157,500	102,500	186.36%
TOTALS	382,676	550,212	167,536	43.78%

Significant Budget Changes:

The increase in operating expenses can be attributed to contract services for demolition of buildings, which was transferred from the Building Division of Community Development. The Grants and Aids category increased significantly as seen in the detail on the previous page.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

LIBRARY

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

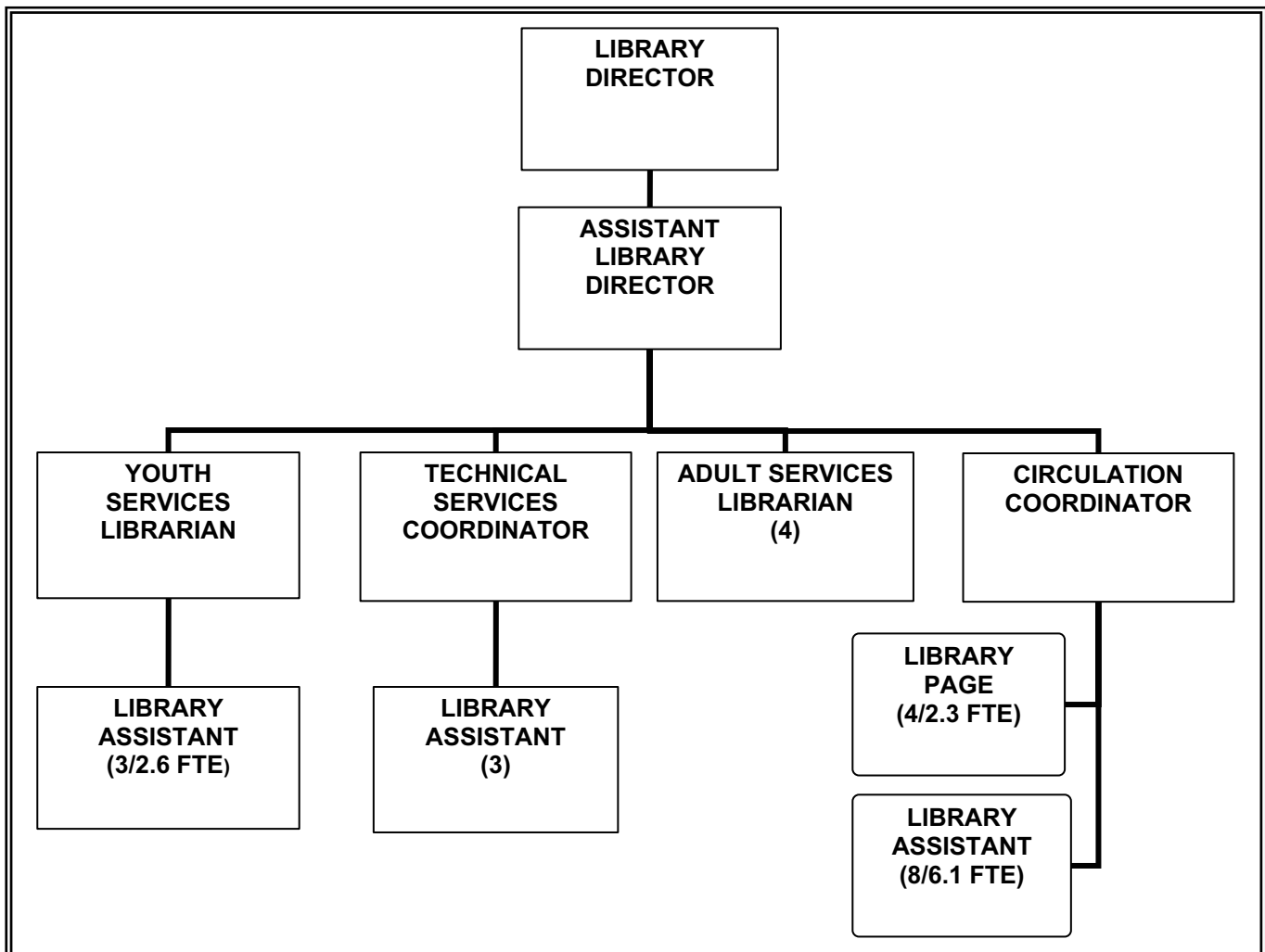
Youth Services

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

Circulation Services

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

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

LIBRARY DEPARTMENT

Main Library Division

Goal: Respond courteously and efficiently to all library patron (customer) needs for informational, educational, and recreational materials and data.

Objectives:

- ◆ Provide on-going instruction by trained professional staff on the use of the Library through one-on-one and group training.
- ◆ Maintain 67 open hours per week including evenings and weekends.
- ◆ Provide staff with at least twenty opportunities for continuing education through the City, County, and Library Consortium.
- ◆ Encourage and assist when possible the advancement of staff to train as library professionals.

Goal: Provide high-quality business materials in multiple formats and encourage use by patrons seeking to create or develop businesses that will provide high skill and high wage jobs.

Objectives:

- ◆ Analyze the Library's collection of business materials to provide current and up-to-date print materials in both periodicals and manuscripts.
- ◆ Maintain electronic databases with business and financial applications of value to business and individuals that will provide opportunity for improving skills and leading to better wages.
- ◆ Provide two group instructional programs in the use of business and employment databases through the Library's computer lab.
- ◆ Coordinate with business organizations and City departments to distribute at least fifty copies of revised bibliographies and promote instructional programs of interest to business groups.

Goal: Provide cultural and recreational activities that meet the diverse needs of our community.

Objectives:

- ◆ Develop and provide at least six cultural programs of interest to adults of all ages through the annual "Sampler" program on a variety of topics.
- ◆ Develop and provide a minimum of 20 cultural and recreational programs of interest to youth of all ages through the Youth Services' programs with an emphasis during the summer months.
- ◆ Promote cultural programs offered at the Library through library-produced flyers, the news media, and television announcements whenever possible.

Goal: Provide informational materials and guidance to assist patrons seeking to improve and invest in housing and neighborhood revitalization.

Objectives:

- ◆ Analyze and develop book collection related to the purchase, renovation and repair of homes.
- ◆ Partner with the Economic Development Department to provide information about the Library as a resource to homeowners.
- ◆ Produce four bibliographies on home-ownership and maintenance and distribute 30 copies of each bibliography within the community.

FISCAL YEAR 2003-04 BUDGET

LIBRARY DEPARTMENT

Main Library Division (continued)

Goal: Create and participate in resource partnering opportunities to enhance educational opportunities for all citizens.

Objectives:

- ◆ Promote and provide access for all members of the community to life-long learning resources available at the Library.
- ◆ Produce and promote at least six educational workshops on the use of electronic resources.
- ◆ Maintain a balanced collection of materials in a variety of formats and reading levels to meet individual needs for educational, informational and recreational reading for life-long learning.
- ◆ Promote both the inter- and intra- library loan program.
- ◆ Prepare 30 bibliographies, reading lists, and pathfinders to meet educational, informational and recreational reading for life-long learning.
- ◆ Promote the Library's collection and programs for educational support to students at the local public and private schools and academic institutions.
- ◆ Partner with the County Library System to provide (ESL) English as a second language and Basic Literacy tutors.
- ◆ Partner with the County Library System for the Born to Read programs.

Goal: Develop and implement policies to meet community needs in an efficient and cost effective manner providing financial stability.

Objectives:

- ◆ Develop a budget to ensure the community is getting the best library resources on their investment.
- ◆ Participate with the County Library System in evaluating the reimbursement formula.
- ◆ Provide five opportunities for the appropriate library supervisors to train on City budget and payroll processes and policies.
- ◆ Communicate with the appropriate departments to ensure that purchasing and accounts are handled appropriately.

Major Accomplishments:

- Reviewed and edited policies for unattended children and computer use.
- Evaluated 1/3 of collection and replaced out dated materials.
- Joined County System and merged electronic databases.
- Chose and contracted with an architect to complete space needs study for new library.

FISCAL YEAR 2003-04 BUDGET

LIBRARY DEPARTMENT

Main Library Division (continued)

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Public Service Hours	3,350	3,390	3,350
Total number of registered borrows	24,868	16,235	18,000
Total Holdings (Volumes)	150,494	130,238	130,500
Circulation			
Adult	216,761	224,067	221,000
Juvenile	32,840	31,222	39,000
Total Circulation	248,601	255,289	260,000
Circulation per hour	74.21	75.31	77.61
Circulation per borrower	10.00	15.72	14.44
Internet use	18,000	34,146	45,000
Use per hour	5.37	10.07	13.43
Reference Transactions	50,000	63,523	64,000
Queries per hour	14.93	18.74	19.10
Interlibrary Loan transactions	698	768	730
System loans (County transactions)			
Received from other libraries		**4,445	9,000
Sent to other libraries		**9,146	19,000
Programming			
Adult programs	17	25	25
Adult program attendance	333	797	825
Young Adult programs	135	139	100
Young Adult program attendance	*14,416	710	700
Juvenile programs	285	207	200
Juvenile program attendance	*11,637	5,463	5,000
Total Programs	437	371	325
Total Program Attendance	26,386	6,970	6,525

* 01/02 figures are skewed because staff used school attendance during school visits but did not continue the practice in the succeeding years.

** Figures in 02/03 are for 6 months following County data merge.

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Library

DIVISION

Main Library

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Library Director	1.00	0.00	1.00	52,847
Assistant Library Director	1.00	0.00	1.00	41,746
Technical Services Coordinator	1.00	0.00	1.00	47,611
Librarian	4.00	0.00	4.00	121,726
Circulation Coordinator	1.00	0.00	1.00	44,034
Library Assistant (14)	11.70	0.00	11.70	216,110
Library Page (4)	2.30	0.00	2.30	35,114
Librarian Youth Services	1.00	0.00	1.00	32,584

TOTAL	23.00	0.00	23.00	591,772
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
Books		101,000	101,000
Microfilm and Microfiche		1,500	1,500
Non-print (videos, audios, CDs)		25,000	25,000
Disk Check		1,300	1,300
Copier		9,000	9,000

TOTAL		137,800	137,800
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Library		Main Library			001-7111-571	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	PROPOSED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	494,227	492,569	350,597	605,216	591,772
1310	Temporary Labor	6,376	5,872	0	8,500	8,600
1410	Overtime	23	212	54	0	0
1530	Bonuses	2,362	2,302	2,340	3,375	3,000
2110	FICA	37,248	37,098	26,626	45,825	44,683
2210	Retirement	22,379	24,707	15,702	28,181	43,176
23xx	Health & Life Insurance	54,683	68,196	51,205	88,375	90,573
2410	Workers' Compensation	745	756	878	1,339	2,083
262x	Other Employee Benefits	0	34	226	0	444
TOTAL PERSONAL SERVICES		618,042	631,746	447,628	780,811	784,331
<u>OPERATING EXPENSES</u>						
31xx	Professional Services	335	144	0	0	0
3410	Contract Services	0	487	0	0	0
4010	Travel	2,011	3,987	3,167	7,000	8,200
4110	Communication	2,590	4,461	3,078	3,000	5,000
4150	Fiber Optic Communication	6,864	5,400	5,728	8,592	4,020
4210	Postage	2,185	3,613	3,465	3,000	3,750
4310	Utilities	24,533	28,006	19,826	29,000	35,000
4510	Insurance	2,946	4,020	4,829	6,440	7,083
461x	Rep/Maint-Vehicles & Hvy Equip	1,275	0	0	0	0
462x	Rep/Maint-Build & Non-build	8,504	26,562	2,852	25,000	10,000
463x	Rep/Maint-Comm Equip	39,456	44,571	34,951	49,650	10,500
4710	Printing & Binding	1,971	537	939	3,500	2,000
4810	Promotional Activities	832	1,098	1,377	1,000	1,375
4911	Advertising	56	66	107	200	200
4920	Other Current Charges	2,845	2,838	1,088	4,300	4,200
5110	Office Supplies	0	69	196	0	0
5180	Minor Furniture/Equipment	2,416	2,033	8,905	15,400	3,595
5210	Operating Supplies	16,299	37,909	31,102	22,000	42,500
5410	Publications & Membership	33,308	36,130	30,685	46,370	36,370
5440	Education	1,774	0	0	2,000	2,000
5450	Training	3,160	2,565	1,559	2,500	4,100
TOTAL OPERATING EXPENSES		153,362	204,496	153,854	228,952	179,893
<u>CAPITAL OUTLAY</u>						
6210	Buildings	5,797	12,253	0	0	0
6410	Machinery & Equipment	0	23,715	8,400	8,400	10,300
6610	Books	94,778	98,630	65,223	98,000	101,000
6620	Microforms	3,160	4,609	2,241	4,500	1,500
6630	Non-Print Media	13,196	15,419	12,440	20,000	25,000
TOTAL CAPITAL OUTLAY		116,931	154,626	88,304	130,900	137,800
TOTAL APPROPRIATIONS		888,336	990,868	689,786	1,140,663	1,102,024

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Library

DIVISION

Main Library

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	780,811	784,331	3,520	0.45%
Operating Expenses	228,952	179,893	(49,059)	-21.43%
Capital Outlay	130,900	137,800	6,900	5.27%
TOTALS	1,140,663	1,102,024	(38,639)	-3.39%

Significant Budget Changes:

The decrease in operating expenses resulted from an appropriation in line item 4631 for the City's MIS Department to maintain all computers. As part of the interlocal agreement with Lake County, the County Library is responsible to maintain computers and the expenditure is no longer recorded in the City's budget.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Yvette E. Hartsfield, Recreation and Parks Director

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 Recreation and Park facilities. 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 is operated by a management contract, which 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

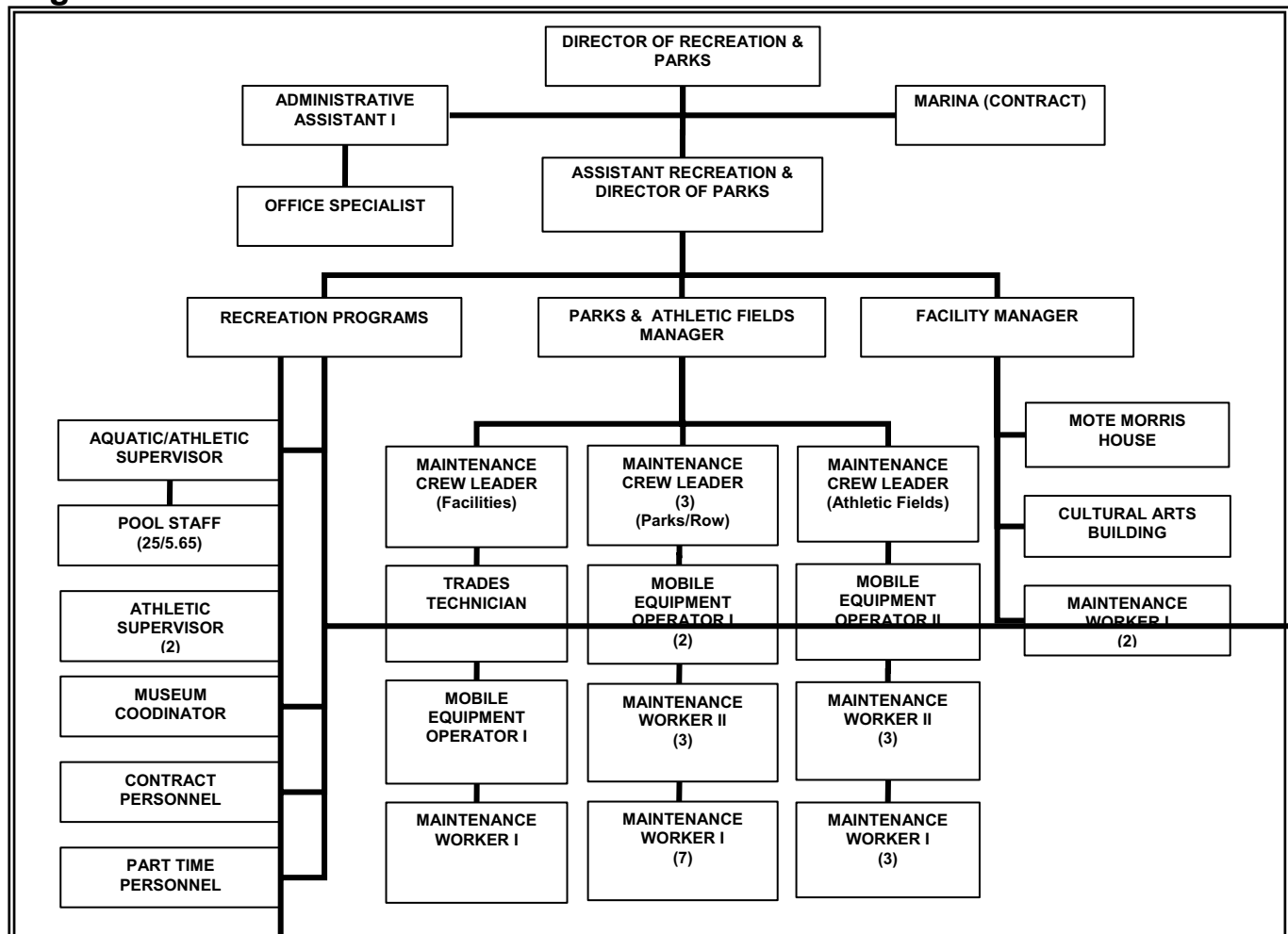
Athletic Fields

- Maintenance
- Construction Admin.

Pools

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

Organizational Chart



FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Administration Division

Goal: Provide a variety of quality programs to our citizens.

Objectives:

- ◆ Continue certification process for parents (PAYS) and volunteer coaches (NYSCA).
- ◆ Provide a quality up-to-date website, and strive for on-line registration of 10% of participants.
- ◆ Increase participation by 5% in all programs.
- ◆ Implement program evaluation process by fall 2003.
- ◆ Maximize use of all fields through existing and new programs.
- ◆ Provide a secure/safe environment for all participants, parents and staff.

Goal: Increase diversity among participants, volunteers and staff in order to represent the community.

Objectives:

- ◆ Offer a scholarship program for persons in need.
- ◆ Expand existing educational and non-profit partnerships to enhance recreational services for the community.

Major Accomplishments:

- Implemented a new receipt process for collecting fees.
- Expanded and improved working relationship with outside sports leagues, school groups, and other agencies, partnering with Jr. Jackets, Boys' & Girls' Club, and the Crusaders.
- Kept fields and facilities in safe condition with no major accidents reported.
- Established recreation calendar and registration dates and advertised in seasonal brochure, newspapers, home mailers, and school announcements.
- Improved website for Recreation and Parks Department.
- Hosted the 15 and under Babe Ruth Baseball District 7 Tournament and Sun Rec. Softball Tournament.
- Developed yearly special event calendar.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Youth programs (teams)			
Soccer	20	26	22
Football	5	4	5
Baseball	25	31	32
Softball	12	10	16
Basketball	10	12	10
Adult programs (teams)			
Softball	25	41	26
Volleyball	6	8	8
Register online	%	%	10%
Active/Passive classes	N/A	N/A	230
Summer program participants	N/A	N/A	100
Spring break participants	N/A	N/A	50

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Recreation

DIVISION

Administration

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Director of Recreation & Parks	1.00	0.00	1.00	76,676
Assistant Director of Recreation & Parks*	0.00	1.00	1.00	50,898
Administrative Assistant I	1.00	0.00	1.00	36,234
Office Specialist	1.00	0.00	1.00	28,980
Athletic Supervisor	2.00	0.00	2.00	71,828
Aquatic/Athletic Supervisor	1.00	0.00	1.00	39,814
Museum Curator	0.00	1.00	1.00	34,622
Part Time Wages:				
Referees				24,940
Umpires				28,440
Officials				364
Scorekeepers				11,590
Day Camp Staff				
Day Camp Director				3,240
Counselors				25,200
Summer Playground Leaders				5,760
Recreation Manager	1.00	-1.00	0.00	0

* This position was hired in place of Parks Manager during fiscal year 2002-03

TOTAL	7.00	1.00	8.00	438,586
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
Carpet in activity rooms		10,000	10,000
Pitching machines (3)		3,000	3,000
Safety fence capping		4,000	4,000
Overhead netting		5,000	5,000
Van (Multi Passenger)		21,000	21,000
TOTAL		43,000	43,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Recreation		Administration			001-8121-572	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	284,337	352,219	207,104	344,776	438,586
1310	Temporary Labor	12,256	14,485	6,070	18,200	18,000
1410	Overtime	0	164	232	0	500
1530	Bonuses	625	750	764	875	1,000
2110	FICA	21,373	26,205	15,436	25,776	31,920
2210	Retirement	12,036	14,871	8,547	16,182	28,820
23xx	Health & Life Insurance	27,729	35,322	27,463	48,775	55,094
2410	Workers' Compensation	5,591	6,359	5,146	8,378	12,932
261x	Other Payroll Benefits	0	434	194	486	162
TOTAL PERSONAL SERVICES		363,947	450,809	270,956	463,448	587,014
OPERATING EXPENSES						
31xx	Professional Services	1,200	13,839	0	25,000	0
4010	Travel	2,401	10,988	1,957	7,000	13,200
4110	Communication	3,286	2,375	3,103	2,800	4,000
4150	Fiber Optic Communication	756	684	624	936	1,380
4210	Postage	909	1,474	1,762	1,200	3,500
4310	Utilities	14,057	14,509	10,077	18,000	18,000
4410	Rentals	4,187	3,541	3,059	4,000	18,900
4510	Insurance	15,724	10,004	4,724	6,300	6,928
461x	Rep/Maint-Vehicles & Hwy Equip	909	515	2,174	4,040	4,040
462x	Rep/Maint-Build & Non-build	13,811	2,964	2,307	5,700	5,700
463x	Rep/Maint-Comm Equip	3,328	4,179	2,564	4,550	6,613
4710	Printing & Binding	7,317	7,503	5,957	10,000	12,000
4810	Promotional Activities	1,048	2,702	672	2,500	2,500
4911	Advertising	313	553	330	500	500
4920	Other Current Charges	13,301	11,626	7,442	18,000	12,000
4930	Recognitions & Awards	11,908	12,772	6,475	15,000	15,000
5110	Office Supplies	2,636	1,236	3,361	2,000	3,200
5180	Minor Furniture/Equipment	1,267	5,694	3,363	6,300	6,800
5210	Operating Supplies	42,400	41,842	24,880	50,000	73,750
52xx	Uniforms	18,520	27,346	17,890	23,700	23,700
5230	Fuel Purchases	1,278	1,539	797	1,100	1,400
5410	Publications & Membership	4,999	4,030	3,554	5,000	6,800
5440	Education	0	0	0	1,000	1,900
545x	Training	944	2,881	192	1,500	2,500
TOTAL OPERATING EXPENSES		166,500	184,796	107,264	216,126	244,311
CAPITAL OUTLAY						
6xxx	Buildings & Improvements OTB	0	0	3,997	10,000	10,000
6410	Machinery & Equipment	20,940	1,729	916	916	33,000
TOTAL CAPITAL OUTLAY		20,940	1,729	4,913	10,916	43,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Recreation

DIVISION

Administration

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	463,448	587,014	123,566	26.66%
Operating Expenses	216,126	244,311	28,185	13.04%
Capital Outlay	10,916	43,000	32,084	293.92%
Grants and Aids	15,300	41,300	26,000	169.93%
TOTALS	705,790	915,625	209,835	29.73%

Significant Budget Changes:

Increases in personal services includes wages and fringe benefits for two (2) additional staff members. Operating expenses increased in line item 5210 for Day Camp activities and the Bass Tournament. The van included in the capital outlay section will be used to transport children from activity to activity.

FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Pools Division

Goal: Provide an outstanding aquatics program including swimming instruction, Red Cross training for certification of lifeguards and adult aquatic programs.

Objectives:

- ◆ Recruit and train lifeguards and water safety instructors, which are more reflective of the population.
- ◆ Improve communication with the public regarding pool programs and hours of operation.
- ◆ Work closely with American Red Cross on certifications and safety guidelines.
- ◆ Communicate effectively with other organizations that use our facilities.
- ◆ Continue to provide a safe and clean aquatic environment, which includes water quality, decks and bathhouses.
- ◆ 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.
- ◆ Continue to provide lessons and aquatic activities for all ages.
 - Youth – swim lessons, open swim time, etc.
 - Adult – aquacising, lap swim, water basketball, water volleyball, etc.
- ◆ Continue to provide open swim time at two (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.
- ◆ Begin planning for construction of a new aquatic facility in 2006-2007.

Major Accomplishments:

- Added water volleyball and water basketball programs for adults.
- Continue to expand the H. O. Dabney water show to include a variety of events, contest prizes, etc.
- Continue to offer morning and evening swim lessons at both pools.
- Continue to pursue diversification of the aquatic staff through community leaders.
- Pool slide installed at Venetian Gardens Pool.
- Dive-in Movie implemented as a new program.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Swimming lessons			
Dabney	54	297	55
Venetian Gardens	350	445	420
Participants using pools			
Dabney	3,893	4,514	6010
Venetian Gardens	3,136	3,568	5350
Lap swim – Venetian Gardens	1,698	1,577	1750
Groups using pools	6	5	4
Training classes			
Lifeguard	5	2	3
Water safety instructor	2	2	2
Community water safety	2	2	3
CPR	3	2	3
Other	3	1	3

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Recreation

DIVISION

Pools

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Pool Manager (2)	0.60	-0.10	0.50	10,500
Head Lifeguard (5)	1.35	0.25	1.60	31,350
Water Safety Instructor (11)	2.40	0.10	2.50	43,313
Lifeguard (7)	2.40	-1.35	1.05	16,406

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	6.75	-1.10	5.65	101,569
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
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TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Recreation		Pools			001-8122-572	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	47,570	48,823	4,069	100,744	101,569
1310	Temporary Labor	405	0	0	2,500	2,500
1410	Overtime	31	235	0	50	100
2110	FICA	3,642	3,753	311	7,711	7,770
2410	Workers' Compensation	1,094	1,118	148	3,427	5,726
TOTAL PERSONAL SERVICES		52,742	53,929	4,528	114,432	117,665
<u>OPERATING EXPENSES</u>						
31xx	Professional Services	0	581	82	700	0
4110	Communication	0	1,047	659	1,200	1,200
4210	Postage	50	95	26	100	100
4310	Utilities	23,602	28,296	24,438	35,000	45,000
4410	Rentals	0	0	0	1,600	1,600
4510	Insurance	305	536	446	595	654
461x	Rep/Maint-Vehicles & Hwy Equip	1,477	2,832	309	2,500	2,500
462x	Rep/Maint-Build & Non-build	7,358	14,308	8,465	30,350	27,350
463x	Rep/Maint-Comm Equip	0	0	0	250	250
4710	Printing & Binding	125	125	143	125	125
4920	Other Current Charges	566	320	320	500	500
5180	Minor Furniture/Equipment	424	1,424	0	2,300	800
5210	Operating Supplies	3,918	2,865	3,177	5,806	3,000
5215	Uniforms	1,907	1,761	1,941	2,500	2,500
5280	Chemicals	1,829	2,888	918	7,250	7,250
5450	Training	1,551	2,576	335	3,500	3,500
TOTAL OPERATING EXPENSES		43,113	59,654	41,259	94,276	96,329
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	0	0	0	17,934	0
TOTAL CAPITAL OUTLAY		0	0	0	17,934	0
TOTAL APPROPRIATIONS		95,855	113,583	45,787	226,642	213,994

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Recreation

DIVISION

Pools

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	114,432	117,665	3,233	2.83%
Operating Expenses	94,276	96,329	2,053	2.18%
Capital Outlay	17,934	0	(17,934)	-100.00%
TOTALS	226,642	213,994	(12,648)	-5.58%

FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Community Building Division

Goal: Provide a well maintained facility for the use of clubs, various organizations and citizens.

Objectives:

- ◆ Serve the users of the facility in a prompt and professional manner to encourage continued use to the facility.
- ◆ Maintain and purchase equipment to better serve our users.
- ◆ Continue to provide excellent food service to the various users through the caterer.
- ◆ Increase the use of the facility by advertising our services to the community twice a year.
- ◆ Enhance the appearance of the Community Building meeting rooms. (Walls, floors, pictures, plants).
- ◆ Add more storage space to accommodate tables and chairs to seat 500 people.

Major Accomplishments:

- Increased demand for rental of facility due to half page newspaper advertisement.
- Provided the public support service with the assistance of one of the best caterers in Lake County.
- Implemented a new reservation system with no loss of revenue.
- Purchased floor extractor, sound system and cake mixer.

Performance Measure:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Number of bookings			
Main room	150	48	180
with meal	100	106	130
East room	200	50	230
with meal	175	156	210
West room	100	94	105
with meal	N/A	2	50
Total service hours	1,469	1,645	1785
Types of bookings			
Private (paying)	N/A	N/A	300
Public (non-paying)	N/A	N/A	30
Rental revenue per booking	\$7,546	\$25,065	\$26,000

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Recreation

DIVISION

Community Building

CLASSIFICATION

Facility Manager

Maintenance Worker I

CURRENT

1.00

2.00

NEW

0.00

0.00

TOTAL

1.00

2.00

AMOUNT

35,516

58,466

TOTAL

3.00

0.00

3.00

93,982

CAPITAL OUTLAY SCHEDULE

DESCRIPTION

Oven deck-type

Dishwasher, door type

Ice machine

REPLACEMENT

10,200

10,000

6,500

IMPROVEMENT**AMOUNT**

10,200

10,000

6,500

TOTAL

26,700

26,700

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Recreation		Community Building			001-8123-572	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
12xx	Regular Salaries & Wages	85,147	84,148	55,512	83,473	93,982
1310	Temporary Labor	239	0	0	0	0
1410	Overtime	1,305	1,004	1,050	2,000	3,000
1530	Bonuses	375	317	250	375	375
2110	FICA	6,305	6,221	4,020	6,250	6,540
2210	Retirement	4,416	4,245	3,367	5,426	7,989
23xx	Health & Life Insurance	14,643	15,831	12,015	18,116	21,143
2410	Workers' Compensation	2,032	2,005	2,062	3,006	5,381
TOTAL PERSONAL SERVICES		114,461	113,771	78,276	118,646	138,410
<u>OPERATING EXPENSES</u>						
3111	Medical Services	0	232	0	200	0
3410	Contract Services	647	820	510	700	700
4150	Fiber Optic Communication	132	120	96	144	0
4210	Postage	0	266	0	50	100
4310	Utilities	18,911	16,934	11,513	18,000	18,000
4510	Insurance	422	678	636	850	933
461x	Rep/Maint-Vehicles & Hvy Equip	2,133	1,524	704	2,200	3,280
462x	Rep/Maint-Build & Non-build	5,610	3,952	473	3,500	3,500
463x	Rep/Maint-Comm Equip	497	732	395	900	788
4710	Printing & Binding	0	434	0	250	250
5110	Office Supplies	11	16	159	150	150
5180	Minor Furniture/Equipment	627	2,770	160	1,000	1,800
5210	Operating Supplies	2,376	1,454	1,533	3,000	3,000
5215	Uniforms	240	238	108	300	300
5440	Education	0	0	0	500	1,000
TOTAL OPERATING EXPENSES		31,608	30,170	16,287	31,744	33,801
<u>CAPITAL OUTLAY</u>						
6210	Buildings	3,989	0	0	0	0
6410	Machinery & Equipment	0	1,007	0	8,346	26,700
TOTAL CAPITAL OUTLAY		3,989	1,007	0	8,346	26,700
TOTAL APPROPRIATIONS		150,058	144,948	94,563	158,736	198,911

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Recreation

DIVISION

Community Building

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	118,646	138,410	19,764	16.66%
Operating Expenses	31,744	33,801	2,057	6.48%
Capital Outlay	8,346	26,700	18,354	219.91%
TOTALS	158,736	198,911	40,175	25.31%

Significant Budget Changes:

The Facility Coordinator will be responsible to coordinate functions at the Community Building as well as the Mote-Morris house, which caused an increase in the personal services category above the annual projected merit increases. The detail of the capital outlay purchases can be seen on a previous page.

FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Public Parks Division

Goal: Maintain beautiful facilities, parks and safe playgrounds for the enjoyment of our citizens.

Objectives:

- ◆ Increase landscape maintenance at the various parks and mowing schedules.
- ◆ Increase training and educational seminars for parks and facility staff.
- ◆ Monitor the health of all trees, shrubs and landscaping and remove, if necessary.
- ◆ Replace gazebo and repair fountain at Fountain Island to increase bookings for weddings.
- ◆ Ensure right-of-ways and code enforcement properties are maintained.
- ◆ Promote and expand Rails-to-Trails projects.
- ◆ Apply for Rails-to-Trails grants to facilitate funding.
- ◆ Plan for open space parks in new areas of annexation.
- ◆ Work with contractors to ensure the successful completion of Sleepy Hollow Recreation Complex.
- ◆ Upgrade the Susan Street press box to include air conditioning, finished walls and ceilings.
- ◆ Purchase equipment to maintain various parks and facilities.

Major Accomplishments:

- Upgraded irrigation at several locations.
- Implemented a lawn spraying program with updated equipment.
- Assisted the Downtown Partnership with special events held throughout the year.
- Planted trees, shrubs, and flowering plants to improve aesthetics, enhance greater usage in order to continue to provide a great park and facility system.
- Completed the dredging and weed harvesting of the canals at Venetian Gardens.
- Began construction of the Downtown Rails-to-Trails project to be incorporated into the County master plan.
- Upgraded and maintained structures and buildings.
- Installed lights at Corrine William Park for security purposes.
- Installed two (2) new fountains at Lakes William and Mary in front of the High School.
- Built new storage and parking facility at Recreation Office.
- Completed the Carver Heights Stormwater Park including a walking path, fountain, parking, and a bridge.
- Upgraded the Rogers Park building by replacing old windows and installing an air conditioner.
- Installed flag pole lights, scoreboard, and upgraded fence at Pat Thomas Stadium.
- Completed renovations to Lake Shore Drive median landscaping and added parking and landscaping around the Women's Club.
- Installed new safety fencing at John L. Johnson Park.
- Held ground breaking ceremonies for Carver Heights Stormwater Park and the Rails-to-Trails project.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Trees planted	63	77	100
Trees removed	4	63	4
Weddings in parks	13	29	16
Rogers Park – rent	101	74	95
Areas maintained	26	26	26
Feet of City right-of-way mowed	36,072	39,954	40,000

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Recreation

DIVISION

Public Parks

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Parks & Athletic Fields Manager	0.50	0.00	0.50	22,277
Maintenance Crew Leader	3.00	0.00	3.00	104,416
Trades Technician	1.00	0.00	1.00	25,491
Maintenance Worker II	3.00	1.00	4.00	111,085
Maintenance Worker I	8.00	0.00	8.00	178,781
Mobile Equipment Operator I	3.00	0.00	3.00	66,285
Mechanic I	1.00	-1.00	0.00	
Standby				3,500

TOTAL**19.50****0.00****19.50****511,835**

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT**

Termite control for maintenance barn		15,000	15,000
Portable sprayer with hose and reel	2,000		2,000
Pressure washer	2,600		2,600
Electric pipe threader		1,400	1,400
Pipehorn locator		2,000	2,000
16' trailer		2,000	2,000
Dixie chopper 60" cut mower		7,800	7,800
Pick-up truck (replace #224)	14,500		14,500
Pick-up truck (replace #29)	14,500		14,500
Toro Z Master		7,000	7,000

TOTAL**33,600****35,200****68,800**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Recreation		Public Parks			001-8124-572	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	357,729	425,429	317,857	510,722	511,835
1310	Temporary Labor	20,134	6,603	0	10,000	10,000
1410	Overtime	812	2,361	2,090	2,500	5,000
1530	Bonuses	1,756	1,745	2,354	2,437	2,438
2110	FICA	25,877	30,294	22,941	36,429	36,518
2210	Retirement	18,484	21,780	17,146	31,727	43,208
23xx	Health & Life Insurance	73,284	100,407	77,303	131,523	128,931
2410	Workers' Compensation	8,861	10,473	10,917	18,876	28,416
262x	Other Payroll Benefits	0	831	530	810	891
TOTAL PERSONAL SERVICES		506,938	599,923	451,138	745,024	767,237
OPERATING EXPENSES						
31xx	Professional Services	9,460	21,125	11,713	5,200	1,000
3410	Contract Services	7,968	6,290	4,224	4,000	4,000
4010	Travel	76	5	0	200	200
4110	Communication	0	0	66	0	50
4210	Postage	0	58	75	0	100
4310	Utilities	31,398	32,333	29,588	34,400	45,000
4410	Rentals	0	0	5,070	5,250	5,250
4510	Insurance	5,511	6,200	7,715	10,290	11,315
461x	Rep/Maint-Vehicles & Hvy Equip	12,105	12,915	24,699	33,380	47,460
462x	Rep/Maint-Build & Non-build	11,209	5,346	416,946	565,202	69,000
463x	Rep/Maint-Comm Equip	727	686	185	1,500	1,500
4911	Advertising-Other Ads	45	626	0	0	500
4920	Other Current Charges	4,651	8,681	957	2,500	2,500
5110	Office Supplies	0	0	25	0	500
5180	Minor Furniture/Equipment	2,973	4,572	5,282	6,000	12,300
5210	Operating Supplies	10,146	8,991	10,441	20,000	30,000
5215	Uniforms	1,745	3,233	1,024	3,500	3,500
52xx	Fuel Purchases	8,476	7,624	6,857	9,600	9,600
5440	Education	583	(583)	0	1,000	1,000
5450	Training	495	326	300	1,000	1,000
TOTAL OPERATING EXPENSES		107,569	118,428	525,167	703,022	245,775
CAPITAL OUTLAY						
6310	Improvements Other Than Bldgs	367		0	0	15,000
6410	Machinery & Equipment	18,128	59,167	16,421	19,470	53,800
TOTAL CAPITAL OUTLAY		18,495	59,167	16,421	19,470	68,800
TOTAL APPROPRIATIONS		633,002	777,518	992,726	1,467,516	1,081,812

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Recreation

DIVISION

Public Parks

	AMENDED 2002-03	AMENDED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	745,024	767,237	22,213	2.98%
Operating Expenses	703,022	245,775	(457,247)	-65.04%
Capital Outlay	19,470	68,800	49,330	253.36%
TOTALS	1,467,516	1,081,812	(385,704)	-26.28%

Significant Budget Changes:

The amended budget for fiscal year 2002-03 includes \$550,000 to dredge the canals in Venetian Gardens (4625). This decrease is offset by increases of \$50,000 to perform weed harvesting for various lakes.

FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Athletic Fields Division

Goal: Continue to develop Sleepy Hollow Recreation Complex.

Objectives:

- ◆ Solicit private donations to further construction.
- ◆ Continue to work with the contractors in developing the various projects.
- ◆ Make available appropriate staff to develop and maintain all turf and landscaping.

Goal: Maintain quality athletic fields in a safe and playable condition.

Objectives:

- ◆ Increase training and education seminars for athletic field staff.
- ◆ Purchase new equipment, mower, and aerator to enhance the quality of turf for athletic fields.
- ◆ Continue to maintain existing structures around athletic fields.
- ◆ Replace concrete dugout at Susan Street #2, with same structure as others.
- ◆ Seek grant funding for development of new and existing facilities.

Major Accomplishments:

- Maintained a high quality of care on the athletic facilities.
- Held ground breaking ceremony for Sleepy Hollow Recreation Complex and began construction .
- Installed new scoreboard at Pat Thomas Stadium.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Areas maintained	7	7	8
Buildings maintained	15	15	18
Structures maintained	24	24	30
New equipment purchased	N/A	12	3
Training seminars	N/A	22	6

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Recreation

DIVISION

Athletic Fields

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Parks & Athletic Fields Manager	0.50	0.00	0.50	22,277
Maintenance Crew Leader	1.00	0.00	1.00	39,800
Mobile Equipment Operator II	1.00	0.00	1.00	31,190
Maintenance Worker II	2.00	0.00	2.00	58,897
Maintenance Worker I	3.00	0.00	3.00	71,933

Standby				1,000
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TOTAL	7.50	0.00	7.50	225,097
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
New dugouts (Susan street)		3,500	3,500
Diesel tractor		27,000	27,000

TOTAL		30,500	30,500
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION			ACCOUNT	
Recreation	Athletic Fields			001-8125-572	
	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>					
12xx Regular Salaries & Wages	132,361	181,064	135,870	220,367	225,097
1310 Temporary Labor	0	0	0	3,750	3,750
1410 Overtime	804	2,076	1,489	3,000	5,000
1530 Bonuses	625	699	813	938	1,000
2110 FICA	9,630	13,295	9,914	16,196	17,421
2210 Retirement	7,593	10,210	7,756	11,657	20,625
23xx Health & Life Insurance	28,637	35,568	26,509	47,801	52,635
2410 Workers' Compensation	3,395	4,565	4,511	8,266	14,053
262x Other Payroll Benefits	0	0	10	0	81
TOTAL PERSONAL SERVICES	183,045	247,477	186,872	311,975	339,662
<u>OPERATING EXPENSES</u>					
31xx Professional Services	0	0	0	1,200	1,000
3410 Contract Services	725	0	0	0	0
4010 Travel	0	0	0	100	500
4210 Postage	32	155	172	250	350
4310 Utilities	42,571	44,665	32,759	49,500	229,500
4410 Rentals	0	25	225	250	500
4510 Insurance	2,714	3,575	3,807	5,080	5,584
461x Rep/Maint-Vehicles & Hwy Equip	8,160	7,012	9,371	14,800	21,620
462x Rep/Maint-Build & Non-build	7,569	6,379	10,431	13,000	13,000
463x Rep/Maint-Comm Equip	457	367	0	800	800
4910 Advertising	20	0	0	0	0
5110 Office Supplies	0	0	0	0	200
5180 Minor Furniture/Equipment	6,663	1,876	2,127	3,000	3,000
5210 Operating Supplies	13,329	9,355	4,429	14,600	16,500
5215 Uniforms	798	1,586	304	2,200	2,200
52xx Fuel Purchases	6,090	6,784	3,638	6,600	6,600
5410 Publications & Memberships	0	0	17	0	0
5440 Education	0	0	0	1,000	1,000
5450 Training	114	350	40	600	600
TOTAL OPERATING EXPENSES	89,242	82,129	67,320	112,980	302,954
<u>CAPITAL OUTLAY</u>					
6310 Improve Other Than Bldgs	0	0	0	0	3,500
6410 Machinery & Equipment	28,767	35,248	34,524	34,525	27,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Recreation

DIVISION

Athletic Fields

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	311,975	339,662	27,687	8.87%
Operating Expenses	112,980	302,954	189,974	168.15%
Capital Outlay	34,525	30,500	(4,025)	-11.66%
TOTALS	459,480	673,116	213,636	46.50%

Significant Budget Changes:

The operating expense category increased dramatically to pay for utilities associated with the lights at the Sleepy Hollow Recreation Complex.

FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Cultural Arts Division

Goal: Continue to provide a safe and adequate facility for various cultural organizations.

Objectives:

- ◆ Maintain the grounds.
- ◆ Continue to maintain a clean and attractive facility.
- ◆ Continue to meet the needs of organizations utilizing the building.

Major Accomplishments:

- Replaced all of the tables and chairs.
- Utilized the Cultural Arts Building for various groups on a regular basis.
- Provided an excellent backup for meetings which could not be handled at the Community Building.
- Implemented the reservation system used by the Community Building to provide a more organized and cost efficient process.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Number of bookings	125	138	150
Service hours	476	578	600
Types of bookings:			
Private (paying)	N/A	N/A	60
Public (non-paying)	N/A	N/A	90
Rental revenue per booking	\$301	\$1,311	\$950

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT
Recreation

DIVISION
Cultural Arts

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
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TOTAL

CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
Replace carpet with vinyl tile	8,325		8,325

TOTAL	8,325		8,325
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT

Recreation

DIVISION

Cultural Arts

ACCOUNT

001-8131-573

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>					
4310 Utilities	1,663	1,688	1,059	2,000	2,000
4510 Insurance	6	83	10	15	14
4620 Rep/Maint-Buildings	495	129	56	3,000	3,000
4630 Rep/Maint-Equipment	36	30	0	0	200
5180 Minor Furniture/Equipment	0	0	0	2,000	2,000
5210 Operating Supplies	637	1,040	312	1,000	1,000
TOTAL OPERATING EXPENSES	2,837	2,970	1,437	8,015	8,214
<u>CAPITAL OUTLAY</u>					
6310 Improve Other Than Bldgs	0	0	0	0	8,325
TOTAL CAPTIAL OUTLAY	0	0	0	0	8,325
TOTAL APPROPRIATIONS	2,837	2,970	1,437	8,015	16,539

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Recreation

DIVISION

Cultural Arts

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	8,015	8,214	199	2.48%
Capital Outlay	0	8,325	8,325	N/A
TOTALS	8,015	16,539	8,524	106.35%

FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Mote-Morris House

Goal: Continue to maintain this historic facility in an excellent manner for tours, weddings and other special events.

Objectives:

- ◆ Continue to maintain the beautiful appearance of grounds and gazebo.
- ◆ Increase usage of the facility by advertising our services.
- ◆ Continue to advertise that this is a rental facility.
- ◆ Continue to improve on appearance and safety of the house by utilizing full time staff members.
- ◆ Assist the users in a prompt and professional manner to encourage continued use of the facility.

Major Accomplishments:

- Installed security system.
- Improved landscaping to enhance the grounds.
- Implemented reservation system used by Community Building Coordinator to simplify the process of all rental facilities.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Facility usage	33	25	30
Types of booking:			
Private (paying)	N/A	N/A	25
Public (non-paying)	N/A	N/A	15
Rental revenue	\$4,665	\$3,041	\$6,000

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT
Recreation

DIVISION
Mote-Morris

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
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TOTAL

CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
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TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Recreation		Mote-Morris			001-8132-573	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3410	Contract Services	246	391	1,030	2,500	14,500
4110	Communication	587	809	811	1,000	1,000
4210	Postage	0	66	12	50	50
4310	Utilities	9,092	9,997	10,195	9,000	17,000
4510	Insurance	18	99	118	160	174
4610	Rep/Maint-Vehicles & Hwy Equip	6	8	5	1,200	1,200
462x	Rep/Maint-Build & Non-build	747	9,903	531	13,000	13,000
4670	Rep/Maint-Equipment	30	30	60	300	300
4710	Printing & Binding	135	114	0	600	600
4911	Advertising	0	21	410	800	0
5110	Office Supplies	0	0	0	200	0
5180	Minor Furniture/Equipment	1,905	1,716	30	1,000	1,000
5210	Operating Supplies	584	416	160	1,000	1,000
TOTAL OPERATING EXPENSES		13,349	23,570	13,362	30,810	49,824
<u>CAPITAL OUTLAY</u>						
6310	Improvement Other Than Building	0	0	0	3,500	0
6410	Machinery & Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	3,500	0
TOTAL APPROPRIATIONS		13,349	23,570	13,362	34,310	49,824

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Recreation

DIVISION

Mote-Morris

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	30,810	49,824	19,014	61.71%
Capital Outlay	3,500	0	(3,500)	-100.00%
TOTALS	34,310	49,824	15,514	45.22%

Significant Budget Changes:

The utility expense account in the operating expenses category increase can be attributed to the cost of area lights on the property.

FISCAL YEAR 2003-04 BUDGET

RECREATION DEPARTMENT

Marina

Goal: Continue to provide the citizens of Leesburg with a boating facility and storage area.

Objectives:

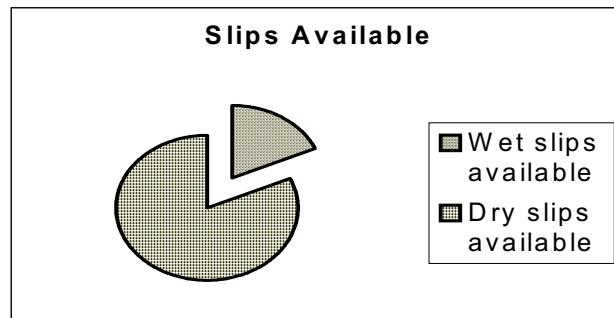
- ◆ Continue to maintain grounds and buildings in top notch condition.
- ◆ Provide a floating dock for public use.
- ◆ Renovate gas dock.
- ◆ Move back the fence line for more boat storage.
- ◆ Continue advertising with Sprint Yellow Pages.

Major Accomplishments:

- Advertised the marina in the Yellow Pages.
- Renovated existing wooden doors.
- Replaced hoses on fuel pumps.
- Provided an excellent facility that customers are proud to use.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Wet slips available	0	4	0
Occupancy	110%	90%	115%
Dry slips available	10	44	0
Occupancy	90%	72%	100%
Gallons sold-unleaded	18,106	19,390	19,600



FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT
Recreation

DIVISION
Marina

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
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TOTAL

CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
Floating dock (8'x20') with gangway (3'x10')		10,000	10,000

TOTAL		10,000	10,000
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Recreation		Marina			001-8151-575	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3130	Engineering Services	1,869	2,656	160	0	200
3410	Contract Services	97,858	103,692	69,645	100,360	104,360
4110	Communication	1,572	2,044	1,191	2,000	2,000
4210	Postage	1,161	1,057	555	800	1,000
4310	Utilities	8,981	9,203	5,560	9,500	9,500
4510	Insurance	6,768	9,716	6,730	12,000	10,900
461x	Rep/Maint-Vehicles & Hwy Equip	6,509	11,047	1,409	1,200	8,400
462x	Rep/Maint-Build & Non-build	3,049	4,437	1,595	4,500	4,500
463x	Rep/Maint-Comm Equip	1,192	0	348	800	800
4710	Printing & Binding	695	500	122	500	600
4810	Promotional Activities	4,740	4,458	1,660	3,000	3,000
4911	Advertising	290	0	169	1,000	1,000
4920	Other Current Charges	4,161	2,767	1,970	3,500	3,500
4980	Taxes	689	737	515	700	750
5110	Office Supplies	760	990	640	700	900
5180	Minor Furniture/Equipment	972	590	543	600	600
5210	Operating Supplies	1,632	1,949	897	1,500	1,500
5215	Uniforms	424	483	258	400	400
52xx	Fuel Purchases	30,048	27,619	21,057	42,000	32,000
5410	Publications & Memberships	80	0	0	0	0
TOTAL OPERATING EXPENSES		173,449	183,945	115,024	185,060	185,910
<u>CAPITAL OUTLAY</u>						
6310	Improvements Other Than Bldgs	0	490	0	0	10,000
6410	Machinery & Equipment	1,150	3,177	0	0	0
TOTAL CAPITAL OUTLAY		1,150	3,667	0	0	10,000
TOTAL APPROPRIATIONS		174,599	187,612	115,024	185,060	195,910

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Recreation

DIVISION

Marina

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	185,060	185,910	850	0.46%
Capital Outlay	0	10,000	10,000	N/A
TOTALS	185,060	195,910	10,850	5.86%

Significant Budget Changes:

Fuel purchased for resale decreased as well as the revenue from fuel sales.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

COMMUNITY DEVELOPMENT BLOCK GRANT

Kenneth L. Thomas, Housing & Economic Development Director

The Community Development Block Grant Fund is used to account for grant revenues, which are received for the limited legal purpose of financing grant eligible infrastructure, housing and commercial revitalization and economic development projects. The primary objective is to make improvements or create jobs that benefit low-to-moderate income residents of the City.

Goal: Improve the lives of low-to-moderate income residents through the improvement of housing conditions, neighborhood infrastructure commercial area infrastructure or creation of jobs through economic development projects.

Major Accomplishments:

- ☐ Successfully completed a parking garage in the Greater Leesburg Redevelopment Area.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Housing rehabilitation	25	0	0
Job creation	7	10	10
Neighborhood infrastructure project (households impacted)	N/A	N/A	50*

* The City proposes to apply for grant funding of this project in 2003-04. Completion of this project is subject to the project being selected by the City Commission during the public hearing process and to the availability of grant funds being made available to the City.

FISCAL YEAR 2003-04 BUDGET

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	736,598	9,321	0	0	0
Miscellaneous Revenue	0	0	371	0	0
Other Uses	75,000	0	0	0	0
TOTAL REVENUE SOURCES	811,598	9,321	371	0	0
<u>APPROPRIATIONS</u>					
Economic Development	40,933	0	0	0	0
Community Development	842,500	7,500	0	0	0
TOTAL APPROPRIATIONS	883,433	7,500	0	0	0

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
012-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>INTERGOVERNMENTAL REVENUES</u>					
33156 Federal Grant - CDBG	692,500	7,500	0	0	0
33157 HUD-CDGB Loan Program	3,166	1,821	0	0	0
33440 DCA (State) Grant-CDBG	40,933	0	0	0	0
TOTAL INTERGOVERNMENTAL	736,598	9,321	0	0	0
<u>MISCELLANEOUS REVENUES</u>					
36101 Interest on Investments	0	0	449	0	0
36130 Gain/Loss Investment	0	0	(78)	0	0
TOTAL MISCELLANEOUS	0	0	371	0	0
<u>OTHER USES</u>					
38120 From CRA Fund	75,000	0	0	0	0
TOTAL OTHER USES	75,000	0	0	0	0
TOTAL RESOURCES	811,598	9,321	371	0	0

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Community Development Block Grant		Economic Development			012-6111-552	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3410	Contract Services	4,636	0	0	0	0
TOTAL OPERATING EXPENSES		4,636	0	0	0	0
<u>CAPITAL OUTLAY</u>						
6210	Buildings	7,500	0	0	0	0
6310	Improvements Other Than Bldg	28,797	0	0	0	0
TOTAL CAPITAL OUTLAY		36,297	0	0	0	0
TOTAL APPROPRIATIONS		40,933	0	0	0	0

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Community Development Block Grant		Community Development			012-6146-554	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3110	Professional Services	45,000	7,022	0	0	0
3410	Contract Services	629,700	0	0	0	0
3411	Contract Services - CDC	150,000	0	0	0	0
3420	Temporary Relocation	7,800	0	0	0	0
4911	Advertising-Other Ads	0	478	0	0	0
TOTAL OPERATING EXPENSES		832,500	7,500	0	0	0
<u>OTHER USES</u>						
9101	Transfer to General Fund	10,000	0	0	0	0
TOTAL OTHER USES		10,000	0	0	0	0
TOTAL APPROPRIATIONS		842,500	7,500	0	0	0

FISCAL YEAR 2003-04 BUDGET

STORMWATER

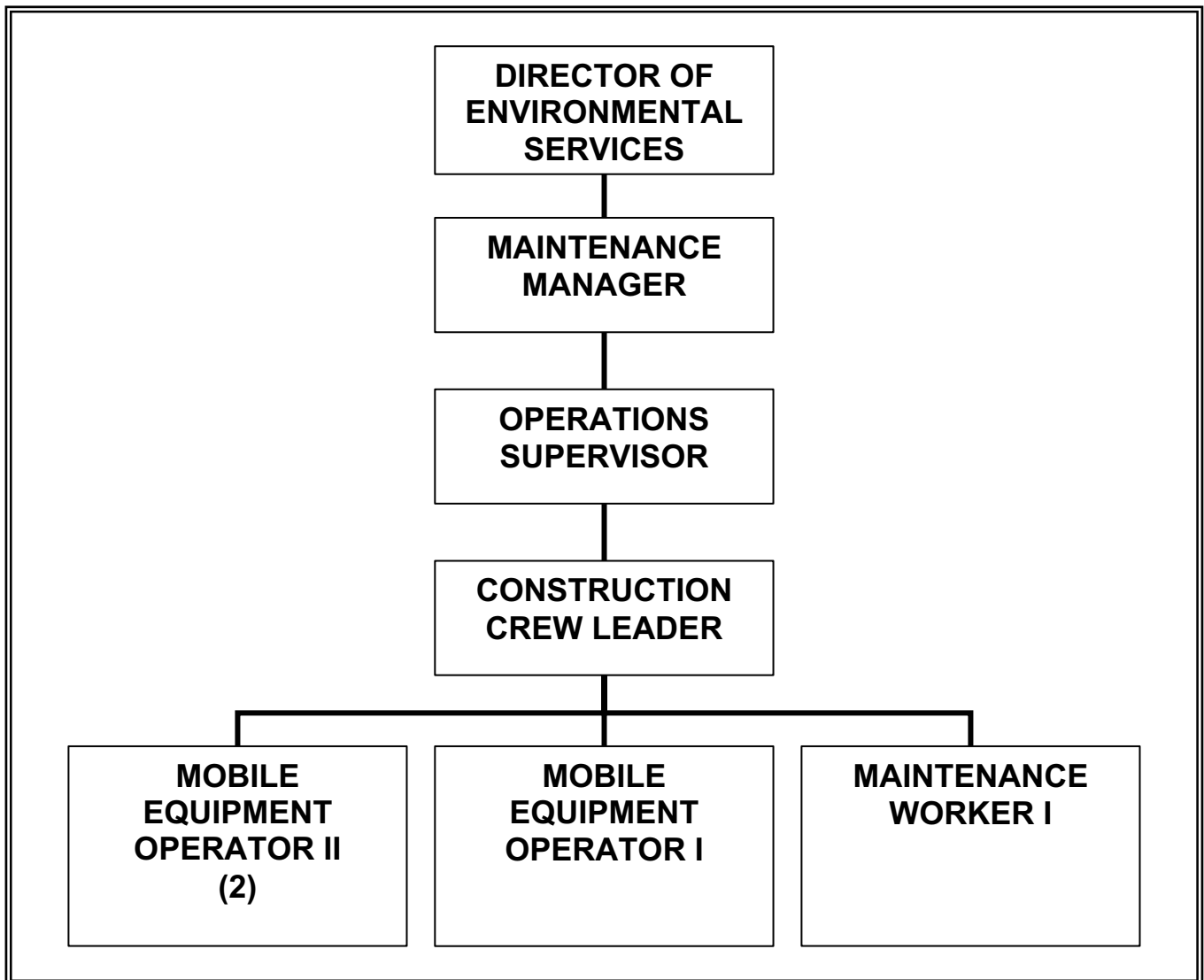
Ray Sharp, Director of Environmental Services

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



FISCAL YEAR 2003-04 BUDGET

STORMWATER FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Charges for Services	592,100	598,778	419,178	630,000	640,000
Other Operating Revenue	5,670	5,226	3,704	5,700	5,700
Non Operating Revenue	1,621,076	414,194	7,206	195,128	95,121
Other Sources	0	0	0	398,451	176,512
TOTAL REVENUE SOURCES	2,218,846	1,018,198	430,088	1,229,279	917,333
<u>APPROPRIATIONS</u>					
Stormwater	2,547,171	1,185,356	738,936	1,229,279	917,333
TOTAL APPROPRIATIONS	2,547,171	1,185,356	738,936	1,229,279	917,333

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT 014-0000	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>CHARGES FOR SERVICES</u>					
34306 Stormwater Utility Fees	592,100	598,778	419,178	630,000	640,000
TOTAL CHARGES FOR SERVICES	592,100	598,778	419,178	630,000	640,000
<u>OTHER OPERATING REVENUE</u>					
34401 Penalties	5,670	5,226	3,704	5,700	5,700
TOTAL OTHER OPERATING	5,670	5,226	3,704	5,700	5,700
<u>NON OPERATING REVENUE</u>					
33156 Federal Grant	1,408,176	237,662	0	0	0
33436 State Grant	161,505	37,789	0	0	0
33737 Other Grants	0	117,597	0	181,000	80,993
36101 Interest on Investments	40,536	16,465	8,588	14,128	14,128
36130 Gain/Loss Investments	10,858	(2,118)	(1,382)	0	0
36403 Sale-Furniture/Equipment	0	6,799	0	0	0
36902 Discount-Accounts Payable	1	0	0	0	0
TOTAL NON OPERATING	1,621,076	414,194	7,206	195,128	95,121
<u>OTHER SOURCES</u>					
38401 Debt Proceeds	0	0	0	0	0
38891 Fund Balance Appropriated	0	0	0	398,451	176,512
TOTAL OTHER SOURCES	0	0	0	398,451	176,512
TOTAL RESOURCES	2,218,846	1,018,198	430,088	1,229,279	917,333

FISCAL YEAR 2003-04 BUDGET

STORMWATER DEPARTMENT

Stormwater Division

Goal: Create and preserve an environmentally healthy, clean and beautiful community.

Objectives:

- ◆ Maintain street sweeping program for 2,000 lane miles of streets annually.
- ◆ Increase man-hours dedicated to mowing ponds and ditch lines to 140.

Goal: Plan, build and maintain a system of community infrastructure assets that meet the diverse needs of our community.

Objectives:

- ◆ 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 a stormwater master plan that defines improvements necessary to meet current needs and supports needs identified through the strategic planning process.
- ◆ 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 2,600 lineal feet of main stormwater lines.
- ◆ Televis 2,000 lineal feet of main stormwater lines.
- ◆ Clean and restore 8,000 lineal feet of open ditch lines.

Major Accomplishments:

- Continued street sweeping schedule to sweep every two (2) weeks during leaf dropping season.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Streets swept (miles)	762	933	2,000
Man-hours mowing	80	115	140
Main lines cleaned (feet)	0	654	2,600
Main lines televised (feet)	0	1,010	2,000
Feet of ditch/swale restored/cleaned	3,300	7,800	8,000

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Stormwater

DIVISION

Stormwater

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Mobile Equipment Operator II	2.00	0.00	2.00	49,705
Mobile Equipment Operator I	1.00	0.00	1.00	21,456
Maintenance Worker I	1.00	0.00	1.00	19,843
Maintenance Manager	0.33	-0.33	0.00	
Project Engineer	0.50	-0.50	0.00	
Operations Supervisor	0.33	-0.33	0.00	
Construction Crew Leader	0.34	-0.34	0.00	
TOTAL	5.50	-1.50	4.00	91,004

CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
<u>Engineering (3130)</u>			
Stormwater treatment study		72,990	72,990
Marshall Drive		5,000	5,000
Stormwater master plan		60,000	60,000
<u>Capital Outlay</u>			
Land-Marshall Drive		10,000	10,000
Heritage Estates drainage		204,050	204,050
North Shore Drive drainage		88,996	88,996
Marshall Drive drainage		63,600	63,600
<u>Equipment (6410)</u>			
Pipe ranger wheeled		14,847	14,847
TOTAL		519,483	519,483

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Stormwater		Stormwater			014-5171-537	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12xx	Regular Salaries & Wages	109,087	110,942	62,182	110,203	91,004
1310	Temporary Labor	4,014	0	0	0	0
1410	Overtime	3,488	1,509	1,012	0	1,500
1530	Bonuses	563	789	396	700	500
2110	FICA	8,323	8,254	4,477	11,121	6,362
2210	Retirement	4,973	5,811	3,671	7,540	7,735
23xx	Health & Life Insurance	25,617	22,251	14,313	36,718	29,307
2410	Workers' Compensation	2,949	2,494	1,217	3,847	4,544
262x	Other Payroll Benefits	0	26	0	0	0
TOTAL PERSONAL SERVICES		159,013	152,076	87,268	170,129	140,952
OPERATING EXPENSES						
31xx	Professional Services	71,024	25,572	10,350	47,100	198,990
3410	Contract Services	92,920	71,791	32,954	100,000	92,550
4010	Travel	0	0	0	400	2,840
4110	Communication	22	27	72	100	100
4150	Fiber Optic Communication	126	0	0	0	0
4210	Postage	65	92	0	100	0
4410	Rentals	0	0	0	500	500
4510	Insurance	3,099	10,279	2,222	2,965	3,258
461x	Rep/Maint Vehicles & Hwy Equip	34,983	31,790	25,073	37,100	36,720
462x	Rep/Maint Build & Non-build	537	5,916	9,201	11,000	15,000
463x	Rep/Maint Comm Equip	586	111	0	1,000	250
4710	Printing & Binding	0	0	0	100	0
4910	Advertising	165	690	0	100	0
4920	Other Current Charges	5,177	0	0	500	500
4950	Uncollectible Accounts	2,633	3,162	2,104	3,162	2,900
496x	Direct Transfer	158,211	186,178	121,428	182,144	24,180
5110	Office Supplies	238	97	0	100	50
5180	Minor Furniture/Equipment	1,441	915	62	300	500
5210	Operating Supplies	1,210	2,611	2,880	5,000	5,000
5215	Uniforms	930	1,177	86	4,000	1,970
5230	Fuel Purchases	8,113	6,128	3,372	8,300	8,300
5410	Publications & Membership	497	0	0	500	500
5440	Education	0	0	0	500	0
5450	Training	45	175	235	1,500	780
TOTAL OPERATING EXPENSES		382,020	346,711	210,039	406,471	394,888
CAPITAL OUTLAY						
6110	Land Costs	0	3,900	202,211	198,000	10,000
6310	Improvements Other Than Bldgs	1,884,048	537,795	239,418	435,370	356,646
6410	Machinery & Equipment	122,089	144,874	0	0	14,847
TOTAL CAPITAL OUTLAY		2,006,137	686,569	441,629	633,370	381,493

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Stormwater

DIVISION

Stormwater

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	170,129	140,952	(29,177)	-17.15%
Operating Expenses	406,471	394,888	(11,583)	-2.85%
Capital Outlay	633,370	381,493	(251,877)	-39.77%
Other Uses	19,309	0	(19,309)	-100.00%
TOTALS	1,229,279	917,333	(311,946)	-25.38%

Significant Budget Changes:

Capital Projects for fiscal year 2003-04 is lower than fiscal year 2002-03. The Carver Heights basin drainage improvements were completed and no funds were appropriated since there are no projected grant revenues at this time to fund capital improvement.

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Stormwater Division

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
140002	<u>Drainage Improvements</u>		
	Tally Basin	Current Revenue	150,000
	Heritage Estates	Current Revenue	20,000
	Graves property purchase (150,000)	Current Revenue	100,000
		Other Grant	50,000
	Owneby property purchase	Current Revenue	50,000
	Beacon College	Current Revenue	43,170
	Johns Avenue	Current Revenue	16,200
	Double Drive (231,000)	Other Grant	50,000
		Other Grant	131,000
	Miscellaneous improvements	Current Revenue	20,000
	TOTAL		<u><u>680,370</u></u>

Source of Funds

	Other Grant	181,000
	Current Revenue	499,370
TOTAL		<u><u>680,370</u></u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Stormwater Division

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
140002	<u>Drainage Improvements</u>		
	Heritage Estates	State Grant	204,050
	North Shore Drive (88,996)	Current Revenue	44,498
		State Grant	44,498
	Stormwater treatment study (72,900)	Current Revenue	36,495
		State Grant	36,495
	Marshall Drive	Current Revenue	78,600
	Stormwater Master Plan	Current Revenue	60,000
140004	<u>Equipment</u>		
	Pipe ranger wheeled	Current Revenue	14,847
TOTAL			<u>519,483</u>

Source of Funds

State Grant	285,043
Current Revenue	234,440
TOTAL	<u>519,483</u>

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY (GLCRA)

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 (4) 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 (2) 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 2003-04

Downtown Partnership

Design redevelopment of Main Street from 9th to U.S. 27

Community Development Corporation

Design electrical under-grounding of Heritage Estates
Seek grant funding of utility replacement for Heritage Estates

ACCOMPLISHMENTS FOR 2002-03

Downtown Partnership

Magnolia Street Improvements
Restroom Facilities

Community Development Corporation

Housing Redevelopment – Webster Properties
> Property replatted
> 10 new homes constructed in Phase 1
> Development of a community park

FISCAL YEAR 2003-04 BUDGET

GREATER LEESBURG CRA FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	118,980	118,018	136,089	136,888	166,000
Miscellaneous Revenue	4,584	5,033	3,424	3,500	6,180
Other Sources	86,818	86,412	88,397	256,559	290,622
TOTAL REVENUE SOURCES	210,381	209,463	227,910	396,947	462,802
<u>APPROPRIATIONS</u>					
CRA	184,458	102,352	127,018	396,148	462,802
TOTAL APPROPRIATIONS	184,458	102,352	127,018	396,148	462,802

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
016-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>INTERGOVERNMENTAL REVENUES</u>					
33731 Lake County/Redevelopment	118,980	118,018	136,089	136,888	166,000
TOTAL INTERGOVERNMENTAL	118,980	118,018	136,089	136,888	166,000
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	3,569	5,316	4,178	3,500	6,180
36130 Gain/Loss Investments	1,015	(283)	(754)	0	0
TOTAL MISCELLANEOUS REVENUE	4,584	5,033	3,424	3,500	6,180
<u>OTHER SOURCES</u>					
38110 From Gen. Fund/Ad Valorem	86,818	86,412	88,397	88,398	107,826
38891 Fund Balance Appropriated	0	0	0	168,161	182,796
TOTAL OTHER SOURCES	86,818	86,412	88,397	256,559	290,622
TOTAL RESOURCES	210,381	209,463	227,910	396,947	462,802

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Community Development		GLCRA			016-6190-5xx	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3110	Professional Services	0	0	22,612	99,890	0
3410	Contract Services	0	0	0	0	0
4810	Promotional Activities	0	0	0	0	0
4911	Advertising	22	50	91	91	0
4920	Other Current Charges	175	175	175	176	176
5210	Operating Supplies	0	0	0	0	0
TOTAL OPERATING EXPENSES		197	225	22,878	100,157	176
<u>DEBT SERVICE</u>						
7110	Principal	12,040	12,687	8,835	13,370	14,089
7210	Interest	12,008	11,360	7,197	10,678	9,959
TOTAL DEBT SERVICE		24,047	24,047	16,032	24,048	24,048
<u>OTHER USES</u>						
9101	Transfer to General Fund	85,215	78,080	83,108	83,108	90,783
9112	Transfer to CDBG	75,000	0	0	0	0
9131	Transfer to Capital Projects	0	0	5,000	5,000	0
9910	Reserve for Future	0	0	0	183,835	347,795
TOTAL OTHER USES		160,215	78,080	88,108	271,943	438,578
TOTAL APPROPRIATIONS		184,458	102,352	127,018	396,148	462,802

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Community Development

DIVISION

GLCRA

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	100,157	176	(99,981)	-99.82%
Debt Service	24,048	24,048	0	0.00%
Other Uses	271,943	438,578	166,635	61.28%
TOTALS	396,148	462,802	66,654	16.83%

Significant Budget Changes:

At the time the budget was prepared, no funds were specifically requested, so all available revenue was budgeted in reserve until plans are specifically identified.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

CARVER HEIGHTS AND VICINITY COMMUNITY REDEVELOPMENT AGENCY (CHCRA)

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 within the Community Development Corporation.
- 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 2003-04

1. Plan for the under-grounding of electric service.
2. Beautification of McCormick Street retention pond.
3. Create sidewalk needs analysis.

ACCOMPLISHMENTS FOR 2002-03

1. Provided funding for a CRA Program Coordinator.
2. Improved the appearance of John Street retention pond and created a park.
3. Installed new sidewalk.

It should be noted that during fiscal year 2002-03, much of the anticipated work plan of the Carver Heights and Vicinity Community Redevelopment Agency had to be accomplished without significant funding assistance, since revenues in the CHCRA only totaled \$6,305.

FISCAL YEAR 2003-04 BUDGET

CARVER HEIGHTS CRA FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	0	0	3,822	3,822	16,369
Other Sources	0	0	0	0	0
TOTAL REVENUE SOURCES	0	0	3,822	3,822	16,369
<u>APPROPRIATIONS</u>					
CRA	0	0	0	6,304	33,358
TOTAL APPROPRIATIONS	0	0	0	6,304	33,358

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT 017-0000	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>INTERGOVERNMENTAL REVENUES</u>					
33731 Lake County/Redevelopment	0	0	3,822	3,822	16,369
TOTAL INTERGOVERNMENTAL	0	0	3,822	3,822	16,369
<u>MISCELLANEOUS REVENUES</u>					
36101 Interest on Investments	0	0	55	0	0
36130 Gain/Loss Investments	0	0	(4)	0	0
TOTAL MISCELLANEOUS REVENUES	0	0	51	0	0
<u>OTHER SOURCES</u>					
38110 From Gen. Fund/Ad Valorem	0	0	2,483	2,482	10,633
38891 Fund Balance Appropriated	0	0	0	0	6,356
TOTAL OTHER SOURCES	0	0	2,483	2,482	16,989
TOTAL RESOURCES	0	0	6,356	6,304	33,358

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Community Development		CHCRA			017-6190-559	
		ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
		2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>OTHER USES</u>						
9910	Reserve for Future	0	0	0	6,304	33,358
TOTAL OTHER USES		0	0	0	6,304	33,358
TOTAL APPROPRIATIONS		0	0	0	6,304	33,358

FISCAL YEAR 2003-04 BUDGET

DEBT SERVICE FUND

William Pfeilsticker, City Clerk/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, 2003 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%	2004	135,000	368,420	503,420
	2005	140,000	362,615	502,615
	2006	145,000	356,315	501,315
	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	\$6,915,000	\$6,146,296	\$13,061,296

FISCAL YEAR 2003-04 BUDGET

DEBT SERVICE FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	496,708	500,419	334,240	501,364	511,330
Miscellaneous Revenue	7,547	4,011	1,094	2,966	3,000
Other Sources	0	0	0	125,000	130,000
TOTAL REVENUE SOURCES	504,255	504,430	335,334	629,330	644,330
<u>APPROPRIATIONS</u>					
Debt Service	439,255	499,430	186,940	629,330	644,330
TOTAL APPROPRIATIONS	439,255	499,430	186,940	629,330	644,330

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
021-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>INTERGOVERNMENTAL REVENUE</u>					
33518 Half Cent Sales Tax	496,708	500,419	334,240	501,364	511,330
TOTAL INTERGOVERNMENTAL	496,708	500,419	334,240	501,364	511,330
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	5,623	4,502	1,429	2,966	3,000
36130 Gain/Loss Investments	1,924	(491)	(335)	0	0
TOTAL MISCELLANEOUS REVENUE	7,547	4,011	1,094	2,966	3,000
<u>OTHER SOURCES</u>					
38891 Fund Balance Appropriated	0	0	0	125,000	130,000
TOTAL OTHER SOURCES	0	0	0	125,000	130,000
TOTAL RESOURCES	504,255	504,430	335,334	629,330	644,330

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Debt Service		Debt Service			021-1326-582	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>DEBT SERVICE</u>						
7110	Principal Payments	55,000	120,000	0	125,000	130,000
7210	Interest Payments	383,805	379,005	186,940	373,880	373,880
7310	Reserve Requirement	0	0	0	130,000	140,000
7311	Fees	450	425	0	450	450
TOTAL DEBT SERVICE		439,255	499,430	186,940	629,330	644,330
TOTAL APPROPRIATIONS		439,255	499,430	186,940	629,330	644,330

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Debt Service

DIVISION

Debt Service

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Debt Services	629,330	644,330	15,000	2.38%
TOTALS	629,330	644,330	15,000	2.38%

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

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 the one-cent local option infrastructure sales tax and federal and state grants. Capital Projects must be reviewed and approved by the City Commission prior to the expenditure of any funds. Many capital improvements have been completed or are scheduled to be funded from the proceeds from the one-cent local option infrastructure sales tax revenue, which was overwhelmingly renewed by a voter referendum on November 6, 2001. This revenue source represents a particularly valuable source to fund capital improvements. Without it, it would be necessary to fund future capital improvements from the General Fund or from debt proceeds.

The activity in this fund has grown from \$1,520,632 in fiscal year 2000-01 to \$8,993,405 in fiscal year 2003-04. More than 45% of the increase is associated with the capital improvements at the Leesburg Regional Airport. The City has capitalized on available grant revenues, especially from the State of Florida, and the improvements at the airport have provided an economic boost to the City. The area in the vicinity of the airport is expanding, and the property purchased in the area will generate additional revenue.

Capital improvements in the Police Department remain relatively constant. The budget also contains significant capital improvements in the Fire, Public Works and Recreation Departments. The Fire Department expenditures include construction of a fire station at the airport and purchase of two (2) additional vehicles. Capital improvements in the Public Works Department include a number of road and/or sidewalk improvements more specifically reconstruction of Canal Street for \$1,200,000. Proposed capital expenditures for the Library consist of professional services related to the development of plans for the construction of a new facility and improvements to the existing facility that can be used for another government purpose when the library relocates.

A detailed discussion of the current capital improvement projects, as well as a summary of future projects, is contained in the capital improvement plan for fiscal years 2004-08.

FISCAL YEAR 2003-04 BUDGET

CAPITAL PROJECTS FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Taxes	1,210,133	1,266,879	606,726	1,193,070	1,261,752
Intergovernmental Revenue	317,063	2,483,320	910,820	4,548,078	4,467,600
Miscellaneous Revenue	1,140,343	266,252	124,486	119,626	63,319
Other Sources	39,490	900,227	893,326	10,262,302	3,200,734
TOTAL REVENUE SOURCES	2,707,029	4,916,678	2,535,358	16,123,076	8,993,405

<u>APPROPRIATIONS</u>					
Economic Development	156,246	(5,000)	0	0	0
Airport	281,039	3,216,241	3,550,580	4,545,842	3,697,000
Police	335,235	802,422	2,249,666	5,886,324	344,419
Fire	99,581	98,066	282,757	494,860	1,665,000
Public Works	191,031	303,346	769,358	2,105,154	2,100,000
Library	122,140	1,105	10,000	100,000	800,000
Recreation	335,360	303,670	941,196	2,948,630	375,000
Non- Departmental	0	0	0	42,266	11,986
TOTAL APPROPRIATIONS	1,520,632	4,719,850	7,803,557	16,123,076	8,993,405

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
031-0000					
<u>TAXES</u>					
31261 Local Option Sales Tax	1,210,133	1,266,879	606,726	1,193,070	1,261,752
TOTAL TAXES	1,210,133	1,266,879	606,726	1,193,070	1,261,752
<u>INTERGOVERNMENTAL REVENUE</u>					
33119 Federal Grant - CDBG	0	0	0	750,000	250,000
33122 Federal Grant - Fire	0	0	0	0	337,500
33142 Federal Grant - Airport	144,711	13,094	641,384	912,384	495,000
33422 State Grant - Fire	0	0	0	0	440,000
33442 State Grant - Airport	106,534	2,391,202	269,436	2,576,644	2,545,100
33451 State Grant - Canal Street	0	0	0	0	400,000
33472 State Grant - Parks	50,000	66,524	0	134,050	0
33742 Lake County - Airport	0	0	0	0	0
33772 Lake County - Parks	818	12,500	0	0	0
33772 Lake County - Venetian Gardens	15,000	0	0	0	0
33772 Lake County - Sleepy Hollow	0	0	0	175,000	0
TOTAL INTERGOVERNMENTAL	317,063	2,483,320	910,820	4,548,078	4,467,600
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	22,527	4,992	(9,824)	16,467	0
36130 Gain/Loss Investments	31,483	(6,711)	(3,822)	0	0
36161 Int.-Local Opt.Sales Tax	78,188	74,391	35,472	38,044	58,319
36162 Bond Funds	187,818	124,336	50,008	62,463	5,000
36404 Recovery From Losses	0	19,244	0	0	0
36429 Sale of Real Estate	820,310	0	0	0	0
36609 Contributions/Donations	0	50,000	52,652	2,652	0
36902 Discount-Accounts Payable	17	0	0	0	0
TOTAL MISCELLANEOUS	1,140,343	266,252	124,486	119,626	63,319
<u>OTHER SOURCES</u>					
38111 Transfer From General Fund	0	0	0	302,500	0
38116 Transfer From GLCRA	0	0	5,000	5,000	0
38141 Transfer From Electric	29,490	333,084	328,681	2,186,532	1,650,734
38142 Transfer From Gas	4,000	0	0	0	0
38143 Transfer From Water	4,000	567,143	559,645	1,209,840	750,000
38144 Transfer From Wastewater	2,000	0	0	0	0
38412 Bond Proceeds	0	0	0	0	800,000
38890 Fund Bal Appr - Bond Proceeds	0	0	0	3,461,373	0
38891 Fund Balance Appropriated	0	0	0	3,097,057	0

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT
Capital Projects	Various	031-xxxx.xxx

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
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Economic Development (1231-552)

CAPITAL OUTLAY

6210 Buildings	138,866	0	0	0	0
6310 Improvements Other Than Bldgs	17,380	(5,000)	0	0	0

TOTAL CAPITAL OUTLAY	156,246	(5,000)	0	0	0
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TOTAL EXECUTIVE OFFICE	156,246	(5,000)	0	0	0
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Airport (1821-542)

OPERATING EXPENSES

31xx Professional Services	281,039	192,336	233,239	988,730	697,725
4410 Rentals	0	6,831	5,810	0	0
49xx Other Operating Expenses	0	3,000	2,114	0	0

TOTAL OPERATING EXPENSES	281,039	202,167	241,163	988,730	697,725
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CAPITAL OUTLAY

6110 Land	0	2,880,496	1,720,630	1,491,248	0
6210 Buildings	0	0	397,843	0	1,164,582
6310 Improvements Other Than Bldgs	0	133,578	1,190,944	2,065,864	755,010
6410 Machinery & Equipment	0	0	0	0	1,079,683

TOTAL CAPITAL OUTLAY	0	3,014,074	3,309,417	3,557,112	2,999,275
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TOTAL AIRPORT	281,039	3,216,241	3,550,580	4,545,842	3,697,000
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Police Department (2111-521)

OPERATING EXPENSES

31xx Professional Expenses	17,503	293,642	5,889	90,286	0
3410 Contract Services	0	0	0	8,000	0
4410 Rentals	0	0	1,500	0	0
49xx Other Operating Expenses	0	4,062	0	0	0
5180 Minor Furniture/Equipment	0	0	350	62,700	0

TOTAL OPERATING EXPENSES	17,503	297,704	7,739	160,986	0
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL (CONTINUED)

DEPARTMENT	DIVISION	ACCOUNT
Capital Projects	Various	031-xxxx.xxx

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
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Fire Department (2220-522)

OPERATING EXPENSES

31xx Professional Services	0	60	264	35,000	0
3410 Contract Services		0	0	15,000	0
4630 Rep/Maint Comm Equip	0	0	567	0	0
5180 Minor Furniture/Equipment	420	0	0	11,000	0

TOTAL OPERATING EXPENSES	420	60	831	61,000	0
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CAPITAL OUTLAY

6110 Land	0	0	0	(10,000)	0
6210 Buildings	3,334	0	1,000	101,000	750,000
6410 Machinery & Equipment	95,827	98,006	280,926	342,860	915,000

TOTAL CAPITAL OUTLAY	99,161	98,006	281,926	433,860	1,665,000
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TOTAL FIRE DEPARTMENT	99,581	98,066	282,757	494,860	1,665,000
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Public Works Department (51xx-xxx)

PERSONAL SERVICES

12xx Regular Salaries & Wages	2,179	0	0	0	0
2110 FICA	152	0	0	0	0
2210 Retirement	126	0	0	0	0
23xx Health & Life Insurance	258	0	0	0	0
2410 Workers' Compensation	47	0	0	0	0

TOTAL PERSONAL SERVICES	2,762	0	0	0	0
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OPERATING EXPENSES

31xx Professional Services	56,082	103,635	102,010	337,000	50,000
49xx Other Operating Expenses	1,702	322	0	0	0

TOTAL OPERATING EXPENSES	57,784	103,957	102,010	337,000	50,000
---------------------------------	--------	---------	---------	---------	--------

CAPITAL OUTLAY

6110 Land	0	43	0	10,000	110,000
6210 Buildings	84,328	67,060	0	100,000	200,000
6310 Improvements Other Than Bldgs	46,157	132,286	667,348	1,658,154	1,740,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL (CONTINUED)

DEPARTMENT		DIVISION		ACCOUNT		
Capital Projects		Various		031-xxxx.xxx		
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>Library (7111-571)</u>						
<u>OPERATING EXPENSES</u>						
3110	Professional Services	0	1,105	10,000	80,000	500,000
TOTAL OPERATING EXPENSES		0	1,105	10,000	80,000	500,000
<u>CAPITAL OUTLAY</u>						
6210	Buildings	122,140	0	0	20,000	300,000
TOTAL CAPITAL OUTLAY		122,140	0	0	20,000	300,000
TOTAL LIBRARY DEPARTMENT		122,140	1,105	10,000	100,000	800,000
<u>Recreation (81xx-57x)</u>						
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	6,774	3,190	0	0	0
2xxx	Benefits	2,655	1,438	0	0	0
TOTAL PERSONAL SERVICES		9,429	4,628	0	0	0
<u>OPERATING EXPENSES</u>						
3110	Professional Services	40,294	93,211	81,671	147,600	75,000
49xx	Other Operating Expenses	137	1,563	2,572	0	0
TOTAL OPERATING EXPENSES		40,431	94,774	84,243	147,600	75,000
<u>CAPITAL OUTLAY</u>						
6110	Land	0	51,323	0	0	0
6210	Buildings	9,240	11,020	17,979	255,437	150,000
6310	Improvements Other Than Bldgs	276,260	124,545	836,562	2,520,128	150,000
6410	Machinery & Equipment	0	17,380	2,412	25,465	0
TOTAL CAPITAL OUTLAY		285,500	204,268	856,953	2,801,030	300,000
TOTAL RECREATION DEPARTMENT		335,360	303,670	941,196	2,948,630	375,000
<u>Non-Departmental (9191-589)</u>						
<u>OTHER USES</u>						
9920	Res/Local Option Sales	0	0	0	42,266	11,986
TOTAL NON-DEPARTMENTAL		0	0	0	42,266	11,986
TOTAL CAPITAL PROJECTS		1,520,632	4,719,850	7,803,557	16,123,076	8,993,405

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Capital Projects Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
310018	<u>Airport</u>		
	Environmental Study - 13/31(50,000)	State Grant	40,000
		Sales Tax	10,000
	Overlay 13/31 & Taxiways-A,B,D (956,270)	Federal Grant	860,643
		State Grant	47,813
		Contribution	2,652
		Sales Tax	45,162
	Taxiway to Hangars (325,157)	State Grant	260,126
		Sales Tax	65,031
	Fire Station - airport (ARFF) (272,500)	State Grant	218,000
		Sales Tax	54,500
	Air traffic control tower (385,500)	State Grant	308,400
		Sales Tax	77,100
	Corporate hangars & T-hangars (575,000)	State Grant	287,500
		General Revenue	287,500
	Fuel Farm (100,000)	State Grant	50,000
		Sales Tax	50,000
	Taxiway K (71,095)	Federal Grant	51,741
		State Grant	3,555
		Sales Tax	15,799
	Land Acquisition (1,735,320)	State Grant	1,301,250
		Electric Revenue	144,099
		Sales Tax	289,971
	Airport entrance (75,000)	State Grant	60,000
		General Revenue	15,000
	Subtotal Airport		<u>4,545,842</u>
310021	<u>Police</u>		
	Police Station (5,334,444)	Debt Proceeds	3,461,373
		Sales Tax	1,873,071
	Radio System (185,000)	Sales Tax	55,020
		Water Revenue	129,980
	Furniture and Equipment	Sales Tax	151,515
	Vehicle acquisition	Sales Tax	272,785
	Subtotal Police		<u>5,943,744</u>
310022	<u>Fire</u>		
	Vehicle aquisition	Water Revenue	272,140
	Special operations equipment	Water Revenue	35,700
	Fire rescue equipment	Water Revenue	10,320
	Roof station #1	Water Revenue	25,000
	Fire station - south	Water Revenue	125,400
	Furniture and Equipment	Water Revenue	11,700
	Temporary fire station	Water Revenue	24,600
	Subtotal Fire		<u>504,860</u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Capital Projects Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
310051	<u>Public Works</u>		
	Sidewalks	Sales Tax	80,000
	Commerce and Industrial	Electric Revenue	360,000
	Canal Street	Sales Tax	75,000
	3rd Street parking lot restrooms	Water Revenue	150,000
	Hood Street	Sales Tax	65,000
	Hwy 441 Corridor	Sales Tax	75,000
	Double Drive	Sales Tax	150,000
	Parking garage (1,125,000)	Federal Grant	750,000
		Water Revenue	375,000
	Customer service counters	Sales Tax	10,000
	Subtotal Public Works		<u>2,090,000</u>
310071	<u>Library</u>		
	Roof	Water Revenue	25,000
	Air Conditioning	Water Revenue	25,000
	Building	Sales Tax	50,000
	Subtotal Library		<u>100,000</u>
310081	<u>Recreation</u>		
	Kid's Korner	Sales Tax	58,089
	Boat Ramp	Sales Tax	17,021
	Rails to Trails	Electric Revenue	275,000
	Sleepy Hollow Recreation Complex (2,400,000)	County Grant	175,000
		Current Revenue	817,567
		Electric Revenue	1,407,433
	Johns Avenue Park (139,820)	State Grant	134,050
		Sales Tax	5,770
	Rogers Park pavillion	Sales Tax	18,700
	Dixie Lake Park	Sales Tax	30,000
	Subtotal Recreation		<u>2,938,630</u>
	<u>Reserve</u>	Current Revenue	0
	TOTAL		<u><u>16,123,076</u></u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended
Capital Projects Fund

Source of Funds

Sales Tax	3,594,534
Federal Grant	1,662,384
State Grant	2,710,694
County Grant	175,000
Contribution	2,652
Electric Revenue	2,186,532
Water Revenue	1,209,840
General Revenue	302,500
Debt Proceeds	3,461,373
Current Revenue	817,567
TOTAL	<u>16,123,076</u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Capital Projects Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
310018	<u>Airport</u>		
	Fire station - airport (ARFF) (1,347,000)	State Grant	1,077,600
		Sales Tax	269,400
	Air traffic control tower (800,000)	State Grant	640,000
		Sales Tax	160,000
	Taxiway K (350,000)	Federal Grant	315,000
		State Grant	17,500
		Sales Tax	17,500
	Line operations building (275,000)	State Grant	220,000
		Sales Tax	55,000
	GA Ramp area (375,000)	State Grant	300,000
		Sales Tax	75,000
	Instrument landing system (350,000)	State Grant	280,000
		Sales Tax	70,000
	Extend runway 13/31 (200,000)	Federal Grant	180,000
		State Grant	10,000
		Sales Tax	10,000
	Subtotal Airport		<u>3,697,000</u>
310021	<u>Police</u>		
	Vehicle acquisition	Electric Revenue	225,734
	Land acquisition	Sales Tax	55,000
	Equipment	Sales Tax	63,685
	Subtotal Police		<u>344,419</u>
310022	<u>Fire</u>		
	Airport Fire Rescue Vehicle (550,000)	State Grant	440,000
		Electric Revenue	110,000
	Airport fire station	Water Revenue	750,000
	Mobile SCBA air supply vehicle (275,000)	Federal Grant	247,500
		Sales Tax	27,500
	Breathing apparatus	Federal Grant	90,000
	Subtotal Fire		<u>1,665,000</u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Capital Projects Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
310051	<u>Public Works</u>		
	Sidewalks	Electric Revenue	50,000
	Canal Street	Debt Proceeds	800,000
		State Grant	400,000
	Heritage Estates	Sales Tax	200,000
	Overlay	Electric Revenue	100,000
	Rebuild 11th Street	Electric Revenue	40,000
	Road Resurfacing & Crack Sealing	Electric Revenue	150,000
	City Hall Annex	Federal Grant	250,000
	Historic Society	Sales Tax	10,000
	Public Work Facility	Electric Revenue	100,000
	Subtotal Public Works		<u>2,100,000</u>
310071	<u>Library</u>		
	Roof	Electric Revenue	150,000
	Air Conditioning	Electric Revenue	150,000
	Building	Electric Revenue	500,000
	Subtotal Library		<u>800,000</u>
310081	<u>Recreation</u>		
	Rails to Trails	Sales Tax	150,000
	Sleepy Hollow Recreation Complex	Sales Tax	150,000
	Community/recreation center	Electric Revenue	75,000
	Subtotal Recreation		<u>375,000</u>
	Reserves	Reserves	11,986
TOTAL			<u><u>8,993,405</u></u>
Source of Funds			
		Sales Tax	1,313,085
		Federal Grant	1,082,500
		State Grant	3,385,100
		Electric Revenue	1,650,734
		Water Revenue	750,000
		Debt Proceeds	800,000
		Reserves	11,986
TOTAL			<u><u>8,993,405</u></u>

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

ELECTRIC DEPARTMENT

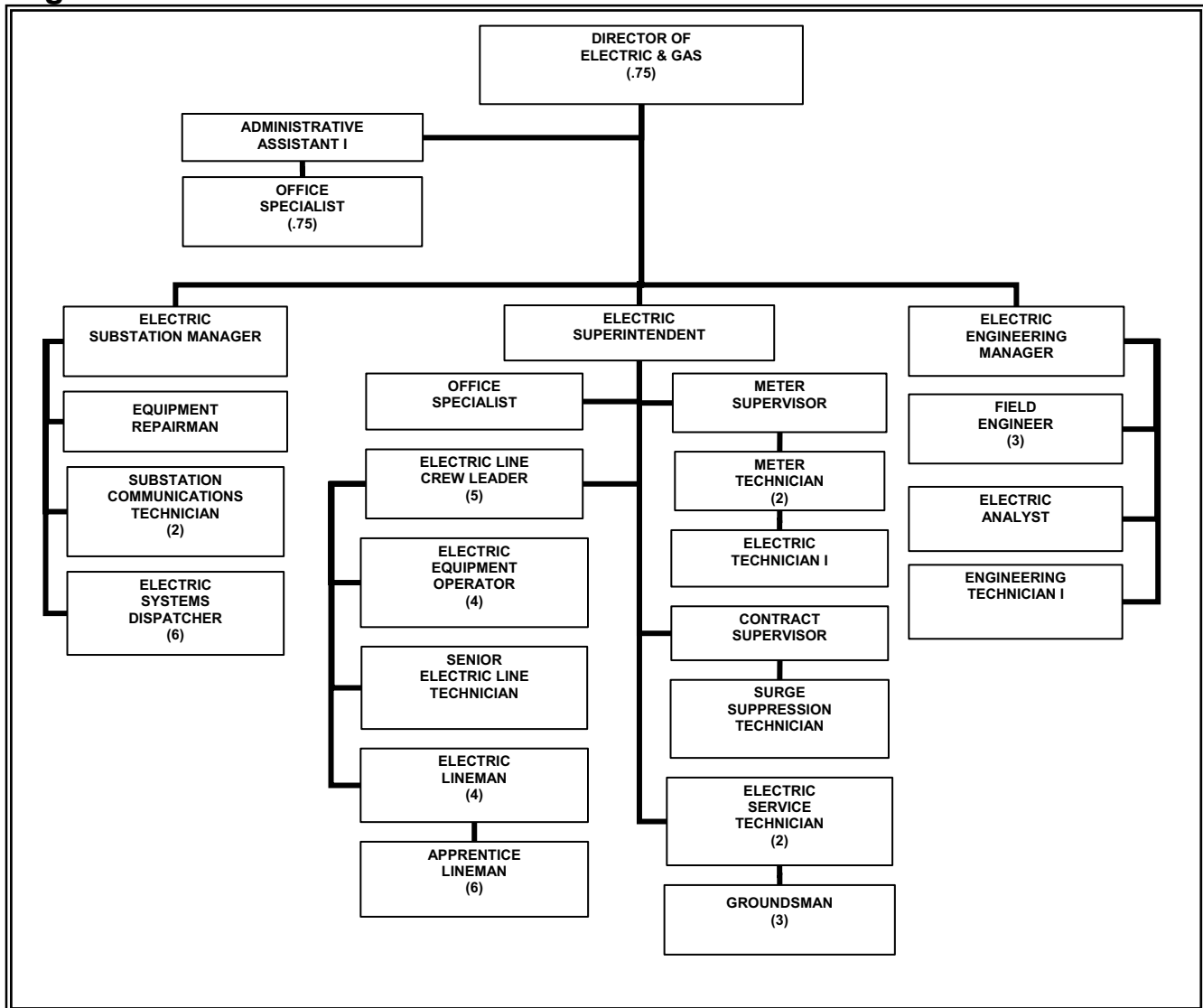
Lloyd Shank, Director of Electric and Gas

The Electric Department maintains, operates and constructs electric distribution facilities within the service area. The department also performs activities related to transformer, meter and vehicle maintenance, and engineers and constructs all additions and expansions of the electric system.

Responsibilities:

- Load management
- Monitor flow
- Provide service
- Maintenance
- Safety

Organizational Chart



FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

ELECTRIC FUND

BUDGET SUMMARY - OPERATING STATEMENT

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING REVENUE</u>					
Charges For Services	36,915,167	36,442,515	23,975,841	38,281,429	42,368,828
Other Operating Revenue	518,530	554,569	335,560	516,100	643,422
TOTAL OPERATING REVENUE	37,433,697	36,997,084	24,311,401	38,797,529	43,012,250
<u>OPERATING APPROPRIATIONS</u>					
Generation	1,171,459	1,322,803	1,103,600	1,240,334	1,158,299
Administration	1,760,054	1,814,971	1,278,004	1,989,732	2,152,535
Jobbing	104,929	104,237	86,566	224,404	138,972
Distribution	26,763,011	26,257,015	17,360,956	28,167,855	31,438,937
Traffic Light Operations	101,231	118,500	75,216	84,730	146,883
Other Operating Expenses	2,905,303	3,139,084	1,944,426	1,037,495	2,023,368
TOTAL APPROPRIATIONS	(32,805,988)	(32,756,610)	(21,848,768)	(32,744,550)	(37,058,994)
NET INCOME FROM OPERATIONS	4,627,710	4,240,474	2,462,633	6,052,979	5,953,256
Non-Operating Revenue	2,320,137	1,087,086	452,859	1,173,988	997,759
Non-Operating Appropriations	(949,255)	(777,326)	(627,339)	(1,016,686)	(924,247)
NET OTHER INCOME	1,370,882	309,760	(174,480)	157,302	73,512
NET INCOME BEFORE TRANSFERS	5,998,592	4,550,234	2,288,153	6,210,281	6,026,768
Transfers to other funds	(4,169,795)	(4,446,783)	(3,118,163)	(7,522,208)	(7,676,377)
NET INCOME AFTER TRANSFERS	1,828,796	103,451	(830,010)	(1,311,927)	(1,649,609)
Other Sources	0	213,086	123,875	3,621,016	4,632,041
Capital Projects	0	0	(244,290)	(6,361,683)	(4,632,041)
NET OTHER SOURCES	0	213,086	(120,415)	(2,740,667)	0
UNAPPROPRIATED BALANCE	1,828,796	316,537	(950,425)	(4,052,594)	(1,649,609)

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT 041-0000	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>CHARGES FOR SERVICES</u>					
34311 Residential	17,170,237	17,273,910	11,592,623	17,842,556	19,596,367
34312 Commercial Non Demand	5,377,075	5,167,335	3,264,108	5,357,359	5,984,941
34313 Commercial Demand	13,108,030	12,771,811	8,274,686	13,732,879	15,291,279
34314 Public Lighting	194,727	205,694	152,135	197,918	223,604
34315 Public Authority (Fruitland Park)	82,524	79,309	53,850	90,526	101,006
34316 Municipal Non Demand	300,751	276,057	189,555	294,245	320,420
34317 Municipal Demand	681,823	668,399	448,884	765,946	851,211
TOTAL CHARGES FOR SERVICES	36,915,167	36,442,515	23,975,841	38,281,429	42,368,828
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	324,906	314,347	253,024	288,800	379,536
34910 Misc Operating Revenue	9,249	12,783	5,809	10,000	10,000
36915 Pole Rentals	67,473	107,089	0	67,700	103,386
34918 Misc Service Revenue	103,164	110,000	76,087	149,600	150,500
34919 Area Lights - Initial Fee	14,186	11,436	840	0	0
34990 Cash Over & Short	(446)	(1,086)	(200)	0	0
TOTAL OTHER OPERATING REVENUE	518,530	554,569	335,560	516,100	643,422
<u>NON OPERATING REVENUE</u>					
36101 Interest on Investments	1,403,748	1,105,303	408,680	901,985	720,097
36111 Misc Interest Income	4,860	7,414	15,068	8,300	18,000
36130 Gain/Loss Investments	541,014	(70,411)	(71,721)	0	0
36402 Gain From Sale of Fixed Assets	133,162	(28,958)	3,272	0	0
36404 Recovery From Losses	25,462	1,733	8,217	0	0
36501 Sale of Surplus Materials	14,844	13,498	10,885	0	0
36902 Discount-Accounts Payable	339	1,557	0	0	0
36920 Communication Allocation	35,677	33,019	30,373	100,103	89,376
36925 Misc Jobbing Revenue	104,161	39,337	46,195	161,100	50,000
36990 Misc Non-Operating Revenue	56,871	(15,406)	1,890	2,500	120,286
TOTAL NON OPERATING REVENUE	2,320,137	1,087,086	452,859	1,173,988	997,759
<u>OTHER SOURCES</u>					
38893 Appropriated Ret Earnings	0	0	0	4,052,594	1,649,609
38950 Contributions - Cust/Dev	0	213,086	123,875	168,934	127,656
38961 Approp R/E - Depreciation	0	0	0	3,452,082	4,504,385
TOTAL OTHER SOURCES	0	213,086	123,875	7,673,610	6,281,650
TOTAL RESOURCES	39,753,834	38,297,256	24,888,135	47,645,127	50,291,659

FISCAL YEAR 2003-04 BUDGET

ELECTRIC FUND

DIVISION SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
1011 <u>GENERATION</u>					
Operating Expenses	1,171,459	1,322,803	1,103,600	1,240,334	1,158,299
TOTAL GENERATION	1,171,459	1,322,803	1,103,600	1,240,334	1,158,299
1021 <u>ADMINISTRATION</u>					
Personal Services	153,546	133,966	83,257	127,634	150,920
Operating Expenses	1,606,508	1,681,005	1,194,747	1,862,098	2,001,615
TOTAL ADMINISTRATION	1,760,054	1,814,971	1,278,004	1,989,732	2,152,535
1045 <u>JOBGING</u>					
Personal Services	51,170	38,909	29,877	131,394	62,090
Operating Expenses	53,759	65,328	56,689	93,010	76,882
TOTAL JOBBING	104,929	104,237	86,566	224,404	138,972
1062 <u>DISTRIBUTION</u>					
Personal Services	1,517,427	1,788,614	1,083,136	1,737,854	1,509,811
Operating Expenses	25,245,584	24,468,401	16,277,820	26,430,001	29,929,126
TOTAL DISTRIBUTION	26,763,011	26,257,015	17,360,956	28,167,855	31,438,937
1083 <u>TRAFFIC LIGHT</u>					
Personal Services	96,193	102,879	70,177	64,979	0
Operating Expenses	5,038	15,621	5,039	19,751	146,883
TOTAL TRAFFIC LIGHT	101,231	118,500	75,216	84,730	146,883
1088 <u>OTHER</u>					
Operating Expenses	2,905,303	3,139,084	1,944,426	1,037,495	2,023,368
Debt Service	521,807	511,884	480,296	770,186	757,247
Other Uses	4,597,243	4,712,225	3,265,206	7,768,708	7,843,377
TOTAL OTHER	8,024,353	8,363,193	5,689,928	9,576,389	10,623,992
1099 <u>CAPITAL PROJECTS</u>					
Personal Services	560,396	756,592	491,453	733,142	841,031
Operating Expenses	383,597	727,101	940,031	644,366	624,126
Capital Outlay	1,558,426	2,055,952	1,555,391	4,984,175	3,166,884
Other Uses	(2,502,418)	(3,539,645)	(2,742,585)	0	0
TOTAL CAPITAL PROJECTS	0	0	244,290	6,361,683	4,632,041
GRAND TOTAL					
Personal Services	2,378,732	2,820,960	1,757,900	2,795,003	2,563,852
Operating Expenses	31,371,248	31,419,343	21,522,352	31,327,055	35,960,299
Capital Outlay	1,558,426	2,055,952	1,555,391	4,984,175	3,166,884
Debt Service	521,807	511,884	480,296	770,186	757,247
Other Uses	2,094,825	1,172,580	522,621	7,768,708	7,843,377
TOTAL APPROPRIATIONS	37,925,038	37,980,719	25,838,560	47,645,127	50,291,659

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Electric		Generation			041-1011-531	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3452	CR #3 Operations	924,535	690,211	699,570	807,664	611,681
3453	CR #3 Maintenance	322,004	487,812	276,767	320,791	414,813
3454	CR #3 Power Generation	(75,080)	144,780	127,263	111,879	131,805
TOTAL OPERATING EXPENSES		<u>1,171,459</u>	<u>1,322,803</u>	<u>1,103,600</u>	<u>1,240,334</u>	<u>1,158,299</u>
TOTAL APPROPRIATIONS		<u>1,171,459</u>	<u>1,322,803</u>	<u>1,103,600</u>	<u>1,240,334</u>	<u>1,158,299</u>

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT
Electric

DIVISION
Generation

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	1,240,334	1,158,299	(82,035)	-6.61%
TOTALS	1,240,334	1,158,299	(82,035)	-6.61%

FISCAL YEAR 2003-04 BUDGET

ELECTRIC DEPARTMENT

Administration Division

Goal: Become the most hardworking and dedicated utility by putting citizens first with excellent service.

Objective:

- ◆ Ensure the successful delivery of electric service, with constant improvement in reliability, productivity, and efficiency to satisfy the needs of our customers.
- ◆ Seek the most economical and stable power contracts through Florida Municipal Power Agency (FMPA), our power supplier.
- ◆ Represent the City's interest in energy on the state and national levels.

Goal: Establish safety as a mindset for every activity of the department.

Objective:

- ◆ Ensure routine inspections of employee performance of safety practices.
- ◆ Perform regular review of safety certification of each employee.

Major Accomplishments:

- Initiated evaluation of traffic signal repair service to improve productivity and lower costs.
- Place traffic signal personnel under the meter shop.
- Completed the deregulation committee review of recommendations from Purvis Gray study.
- Reorganized and reduced costs of the City's tree trimming efforts to one (1) contractor.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
OSHA incident rate	18	5	0

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Electric

DIVISION

Administration

CLASSIFICATION

Director of Electric and Gas

Administrative Assistant I

Office Specialist

Standby

CURRENT

0.75

1.00

0.75

NEW

0.00

0.00

0.00

TOTAL

0.75

1.00

0.75

AMOUNT

66,215

36,234

18,491

10,920

TOTAL

2.50

0.00

2.50

131,860

CAPITAL OUTLAY SCHEDULE

DESCRIPTION

See project schedule

REPLACEMENT**IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Electric		Administration			041-1021-531	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12XX	Regular Salaries & Wages	148,793	136,614	80,809	128,959	131,860
1310	Temporary Labor	3,669	0	0	1,000	500
1410	Overtime	674	706	174	2,000	1,000
1530	Bonuses	375	375	313	325	313
2110	FICA	10,994	10,136	5,936	7,795	7,747
2210	Retirement	4,727	8,460	4,785	7,673	10,280
232X	Health & Life Insurance	16,819	16,959	11,422	16,644	15,969
2410	Workers' Compensation	262	261	299	263	423
262X	Other Payroll Benefits	0	515	367	446	567
2999	Allocated Labor Expense	(32,767)	(40,060)	(20,848)	(37,471)	(17,739)
TOTAL PERSONAL SERVICES		153,546	133,966	83,257	127,634	150,920
OPERATING EXPENSES						
311X	Professional Services	18,830	13,184	4,206	10,200	10,200
4010	Travel	6,851	3,597	1,849	11,000	11,000
4110	Communications	9,875	20,057	10,986	21,500	21,500
4150	Fiber Optic Communication	372	336	352	524	492
421X	Postage	1,909	6,015	1,410	4,100	4,200
4310	Utilities	53,090	48,381	37,758	50,100	50,100
4510	Insurance	30,983	40,877	55,525	73,900	81,280
46XX	Rep/Maint-Communication Equip.	8,215	6,780	9,176	11,800	12,450
4710	Printing & Binding	1,029	236	506	1,000	1,000
4810	Promotional Activities	8,936	15,875	6,828	15,000	15,000
4911	Advertising	1,633	681	1,171	1,500	1,500
4920	Other Current Charges	795	0	525	1,500	1,500
4945	Injury/Damage to Others	8,343	11,303	2,290	10,000	10,000
4961	General Administrative	397,760	456,729	355,393	533,090	638,209
4970	Regulatory Assessment	5,309	6,043	3,102	6,000	6,200
4980	Taxes	904,684	915,435	609,115	960,000	987,549
4982	Franchise Fees	157,281	160,701	107,188	180,000	176,315
5110	Office Supplies	9,343	6,154	3,864	6,200	6,325
5180	Minor Furniture/Equipment	8,478	6,481	5,635	6,100	1,500
5210	Operating Supplies	0	557	52	1,000	500
5299	Allocated Material Expense	(63,480)	(75,244)	(58,869)	(84,416)	(77,205)
5410	Publications & Membership	32,916	32,781	31,913	35,000	35,000
5440	Education	322	0	481	2,000	2,000
5450	Training	3,035	4,046	4,291	5,000	5,000
TOTAL OPERATING EXPENSES		1,606,508	1,681,005	1,194,747	1,862,098	2,001,615

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Electric

DIVISION

Administration

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	127,634	150,920	23,286	18.24%
Operating Expenses	1,862,098	2,001,615	139,517	7.49%
TOTALS	1,989,732	2,152,535	162,803	8.18%

Significant Budget Changes:

The increases in personal services can be attributed to the decrease in allocated labor expense, which is directly related to labor in the capital projects division.

FISCAL YEAR 2003-04 BUDGET

ELECTRIC DEPARTMENT

Jobbing Division

Goal: Provide assistance to other City departments and outside public agencies as expeditiously as possible while meeting customer demands and electric system responsibilities.

Objectives:

- ◆ Provide helping hands to other City departments; such as, light repairs for recreational facilities and runways at the Leesburg Regional 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.

Goal: Provide Christmas decorations along the streets and in Venetian Gardens that promote the City of Leesburg.

Objectives:

- ◆ Provide an installation plan for holiday decorations and lights 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.
- Supported seven (7) Downtown Partnership projects with electrical panels and speaker locations.
- Revised traffic lighting maintenance agreement with the City of Tavares.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Banner jobs	14	14	12
Recreation light jobs	8	15	10
Tree trimming jobs	11	250	100
Christmas decorations (man hours)	631	425	450
Lights of Lake (man hours)	114	80	125
Miscellaneous jobs	0	25	25
City of Fruitland Park traffic lights	2	2	2
Normal maintenance jobs	2	10	24
Normal repair jobs	0	2	3
Major repair jobs	0	0	0
City of Tavares traffic lights	15	15	15
Normal maintenance jobs	17	23	80
Normal repair jobs	2	10	20
Major repair jobs	0	0	0
Airport lighting jobs	13	2	10

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Electric

DIVISION

Jobbing

CLASSIFICATIONEmployees from the distribution division
perform these tasks**CURRENT****NEW****TOTAL****AMOUNT**Time charged directly to this
department/division

40,000

TOTAL

40,000

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Electric		Jobbing Expense			041-1045-531	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	34,758	26,613	20,021	82,500	40,000
1410	Overtime	198	61	135	200	400
2110	FICA	2,577	1,960	1,484	6,311	3,060
2210	Retirement	2,191	1,651	1,260	5,362	2,600
23XX	Health & Life Insurance	3,860	3,452	2,784	13,654	4,700
2410	Workers' Compensation	456	302	358	1,444	700
262X	Other Payroll Benefits	0	20	9	0	0
2999	Allocated Labor Expense	7,130	4,850	3,826	21,923	10,630
TOTAL PERSONAL SERVICES		51,170	38,909	29,877	131,394	62,090
<u>OPERATING EXPENSES</u>						
3410	Contract Services	1,134	0	0	0	0
4499	Allocated Equip Rental	8,652	2,799	5,186	23,752	11,900
462X	Rep & Maint/Build & Non-Build	7,500	0	0	12,000	1,000
5210	Operating Supplies	33,196	58,340	47,871	45,000	52,500
5299	Allocated Material Expense	3,278	4,189	3,632	12,258	11,482
TOTAL OPERATING EXPENSES		53,759	65,328	56,689	93,010	76,882
TOTAL APPROPRIATIONS		104,929	104,237	86,566	224,404	138,972

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Electric

DIVISION

Jobbing Expense

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	131,394	62,090	(69,304)	-52.75%
Operating Expenses	93,010	76,882	(16,128)	-17.34%
TOTALS	224,404	138,972	(85,432)	-38.07%

Significant Budget Changes:

Operating expenses include appropriation for the Lights of Lake project and funds to replace other decorations. The decrease is associated with an appropriation of \$85,000 in fiscal year 2002-03 to change fluorescent bulbs throughout City buildings from T-12 to T-8 with electronic ballast, which should yield utility cost savings payback within 4 years.

FISCAL YEAR 2003-04 BUDGET

ELECTRIC DEPARTMENT

Distribution Division

Goal: Provide a plan to meet the needs of new customers.

Objectives:

- ◆ Perform load growth, financial, and workload planning, and monitor load forecasts which indicate a twenty (20) year load growth from 100 MW to 166 MW.
- ◆ 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 by 15%.
- ◆ Keep the outage rate below sixty (60) minutes per customer.

Goal: Replace deteriorating infrastructure in the electric system.

Objectives:

- ◆ Execute transformer change out program to reduce customer outage time.
- ◆ 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 ten (10) years.
- ◆ Eliminate dangerous situations by replacing decaying and overloaded poles on a regular basis.

Goal: Support all City departments and Commission goals.

Objectives:

- ◆ Reduce operating costs by changing T-12 fluorescents to T-8 with electronic ballasts.
- ◆ Provide decorative street lighting at the Turnpike Interchange under a rental lighting agreement.
- ◆ Provide decorative street lighting in the area of Lake Square Mall and U.S. Highway 441 widening project.

Major Accomplishments:

- Replaced 50 gray poles that were in a deteriorated condition.
- Overhauled the tree trimming practices and trimmed 42 miles of trees.
- Replaced old poles and small copper conductor at Picciola Road to solve voltage problems.
- Painted padmount transformers at their locations at Lakes of Leesburg.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Rental lights installed	1,158	338	600
Surge suppressors installed	227	105	207
Outage rate per customer in minutes	6.50	7.01	5.75
Meters changed out	216	353	1,300
CT/VT installations tested	77	30	150
Transformers changed out	N/A	257	150
Overhead conductor replaced (feet)	N/A	35,000	35,000
Underground primary conductor replaced	22,000	33,000	40,000
Decayed and overloaded poles replaced	N/A	200	100
Residential meters tested	1,500	1,914	3,500

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Electric

DIVISION

Distribution

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Electric Superintendent	1.00	0.00	1.00	65,504
Electric Engineering Manager	1.00	0.00	1.00	60,216
Field Engineer	3.00	0.00	3.00	133,080
Contract Supervisor	1.00	0.00	1.00	55,693
Electric Systems Dispatcher	6.00	0.00	6.00	223,749
Electric Line Crew Leader	4.00	0.00	4.00	222,547
Senior Electric Line Technician	1.00	0.00	1.00	53,539
Electric Lineman	4.00	0.00	4.00	161,403
Apprentice Lineman	5.00	1.00	6.00	171,288
Electric Equipment Operator	2.00	0.00	2.00	59,343
Groundsman	4.00	-1.00	3.00	73,434
Electric Substation Manager	1.00	0.00	1.00	63,954
Substation Communications Technician	2.00	0.00	2.00	92,938
Meter Supervisor	1.00	0.00	1.00	55,693
Meter Technician	2.00	0.00	2.00	56,334
Electric Analyst	1.00	0.00	1.00	51,480
Electric Service Technician	2.00	0.00	2.00	96,585
Equipment Repairman	1.00	0.00	1.00	28,205
Surge Suppression Technician	1.00	0.00	1.00	27,976
Engineering Technician I	1.00	0.00	1.00	28,474
Office Specialist	1.00	0.00	1.00	29,660
Engineering Technician II *	1.00	-1.00	0.00	
Tree Trimming Crew Leader	1.00	-1.00	0.00	
Tree Trimmer	1.00	-1.00	0.00	
Maintenance Worker I	1.00	-1.00	0.00	
Time charged directly to Jobbing Division				-40,000
Time charged directly to Capital Projects				-459,799
Time charged directly to Communications				-86,236

* Engineering Technician II transferred to
GIS Specialist II

TOTAL	49.00	-4.00	45.00	1,225,060
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
See project schedule			

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION			ACCOUNT	
Electric	Distribution			041-1062-531	
	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES					
1210 Regular Salaries & Wages	1,361,946	1,463,191	926,038	1,379,802	1,225,060
1310 Temporary Labor	14,076	0	0	0	0
1410 Overtime	66,728	76,042	50,647	77,856	80,020
1530 Bonuses	5,362	6,625	5,588	6,365	5,625
2110 FICA	106,314	114,128	72,524	110,244	91,535
2210 Retirement	77,318	79,162	48,606	89,010	107,530
23XX Health & Life Insurance	204,591	193,317	131,474	259,038	184,827
2410 Workers' Compensation	17,598	13,400	13,727	20,718	26,855
262X Other Payroll Benefits	0	839	438	0	1,092
2970 1st Installs	(293,224)	(116,402)	(109,914)	(117,923)	(116,414)
2999 Allocated Labor Expense	(43,282)	(41,688)	(55,992)	(87,256)	(96,319)
TOTAL PERSONAL SERVICES	1,517,427	1,788,614	1,083,136	1,737,854	1,509,811
OPERATING EXPENSES					
31XX Professional Services	3,517	32,728	1,478	87,500	160,000
3410 Contract Services	345,290	636	1,019	1,000	1,100
344X Purchased Power - FMPA	23,648,369	22,725,017	15,349,052	24,392,477	28,046,559
3451 Purchased Power - St Lucie	913,527	874,083	440,890	771,828	922,003
4010 Travel	4,602	7,551	4,069	13,500	13,500
4110 Communication	334	12,879	7,471	14,700	14,900
4150 Fiber Optic Communication	2,412	2,064	1,688	2,532	2,376
4210 Postage	6	357	0	500	500
4310 Utilities	81	82	54	100	100
4410 Rentals	3,979	751	751	2,251	1,251
4499 Allocated Equip Rental	(158,751)	(171,912)	(105,953)	(181,884)	(231,707)
4510 Insurance	15,496	16,906	17,148	22,875	25,151
461X Rep/Maint-Vehicles & Hwy Equ	122,667	123,479	97,388	289,465	266,008
462X Rep/Maint-Build & Non-Build	11,058	378,941	244,790	411,180	356,500
463X Rep/Maint-Comm Equip	19,764	44,272	18,582	18,950	20,489
4710 Printing & Binding	279	0	5,828	5,000	1,500
4810 Promotional Activities	0	0	885	500	500
49XX Other Current Charges	11,539	18,881	10,308	8,900	17,800
5110 Office Supplies	1,340	1,100	1,304	2,000	2,100
5180 Minor Furniture/Equipment	29,783	20,871	11,955	33,425	30,067
5210 Operating Supplies	186,481	372,935	203,763	602,162	363,269
5215 Uniforms	19,992	22,652	20,774	30,500	36,500
5230 Fuel Purchase	39,387	33,188	21,821	50,000	35,000
5299 Allocated Material Expense	(37,284)	(30,935)	(52,206)	(74,867)	(76,160)
5350 Taxable Material	110,942	605	596	0	0
5360 Use Tax	7,728	0	0	0	0
5450 Training	14,839	16,217	13,368	42,355	42,356
5999 Material - 1st Installs	(71,794)	(34,947)	(39,003)	(116,948)	(122,536)

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Electric

DIVISION

Distribution

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	1,737,854	1,509,811	(228,043)	-13.12%
Operating Expenses	26,430,001	29,929,126	3,499,125	13.24%
TOTALS	28,167,855	31,438,937	3,271,082	11.61%

Significant Budget Changes:

The decrease in personal services is directly related to time charged to the capital projects division and communications fund. Operating expenses reflect a significant increase of \$3,890,649 in Purchased Power costs, which is recovered by an increase in the bulk power cost adjustment.

FISCAL YEAR 2003-04 BUDGET

ELECTRIC DEPARTMENT

Traffic Light Operations Division

Goal: Evaluate the most cost effective way of maintaining the City's traffic signals.

Objectives:

- ◆ Evaluate an agreement to have Lake County maintain the City's traffic signals.

Goal: Continue expansion and maintenance of system.

Objectives:

- ◆ Develop plan to test system on a cycle to reduce emergency calls.
- ◆ Provide routine group replacement of traffic signal bulbs.
- ◆ Provide for replacement of incandescent traffic signal bulbs with LED bulbs to lower both operating and maintenance costs.

Major Accomplishments:

- Maintained 61 traffic lights and flashers at schools and intersections in Leesburg service area.
- Transferred traffic signal personnel to the meter shop to improve productivity.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Preventive maintenance	12	0	25
Trouble calls	204	183	90
Traffic and school zone lights maintained	62	62	62
Routine maintenance	130	8	5

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Electric

DIVISION

Traffic Light Operations

CLASSIFICATION

Electric Technician I

Electric Technician II

CURRENT

1.00

1.00

NEW

-1.00

-1.00

TOTAL

0.00

0.00

AMOUNT

0

0

TOTAL

2.00

-2.00

0.00

0

CAPITAL OUTLAY SCHEDULE

DESCRIPTION

See project schedule

REPLACEMENT**IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Electric		Traffic Light Operations			041-1083-531	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
12XX	Regular Salaries & Wages	76,021	80,233	56,140	52,300	0
1410	Overtime	587	892	1,260	1,200	0
1530	Bonuses	250	250	250	250	0
1990	Wages- Contra	0	0	0	(9,893)	0
2110	FICA	5,541	5,898	4,270	6,431	0
2210	Retirement	4,672	5,044	2,273	5,650	0
23XX	Health & Life Insurance	8,188	9,618	4,951	11,906	0
2410	Workers' Compensation	935	944	1,033	1,546	0
2990	Benefits - Contra	0	0	0	(4,411)	0
TOTAL PERSONAL SERVICES		96,193	102,879	70,177	64,979	0
OPERATING EXPENSES						
31XX	Professional Services	132	6,420	76	0	0
4010	Travel	0	288	0	1,200	0
4150	Fiber Optic Communication	132	120	96	131	132
4610	Rep/Maint-Vehicles & Hwy Equip	0	1,059	2,782	10,000	42,000
4625	Rep/Maint-Non-buildings	0	0	0	0	59,000
4630	Rep/Maint-Equipment	350	3,775	667	1,000	751
5180	Minor Furniture/Equipment	0	15	989	1,850	0
5210	Operating Supplies	4,424	3,194	429	4,570	45,000
5450	Training	0	750	0	1,000	0
TOTAL OPERATING EXPENSES		5,038	15,621	5,039	19,751	146,883
TOTAL APPROPRIATIONS		101,231	118,500	75,216	84,730	146,883

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Electric

DIVISION

Traffic Light Operations

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	64,979	0	(64,979)	-100.00%
Operating Expenses	19,751	146,883	127,132	643.67%
TOTALS	84,730	146,883	62,153	73.35%

Significant Budget Changes:

Due to a change in operational requirements for this division, it was necessary to eliminate the two (2) positions that were included in the fiscal year 2002-03 budget. Operating expenses include \$40,000 to change traffic signals to light emitting diode (LED), which will provide energy savings and reduce the frequency to change the bulbs from 6 months to 10 years. This project will take 3 years to complete.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Electric		Other			041-1088-5xx	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
4950	Uncollectible Accounts	88,008	157,446	104,962	157,446	120,000
4962	Customer Accounts	670,602	697,170	508,354	762,531	1,778,476
4963	Meter Reading	107,754	117,582	78,345	117,518	124,892
5910	Depreciation Expense	2,038,939	2,166,886	1,252,765	0	0
TOTAL OPERATING EXPENSES		2,905,303	3,139,084	1,944,426	1,037,495	2,023,368
<u>DEBT SERVICE</u>						
7110	Principal-Long Term Debt	0	0	172,560	258,849	268,094
7210	Interest-Long Term Debt	471,211	461,720	307,736	461,613	441,000
7311	Fees	1,683	1,683	0	1,700	610
7320	Amortize Debt Discount	10,576	10,363	0	10,137	9,898
7330	Amortize Debt Issue Cost	10,777	10,560	0	10,329	10,087
7340	Amortize Deferred Charges	27,558	27,558	0	27,558	27,558
TOTAL DEBT SERVICE		521,807	511,884	480,296	770,186	757,247
<u>OTHER USES</u>						
9101	Transfer to General Fund	2,958,250	2,800,002	2,069,248	3,103,882	3,440,980
9102	Surcharge Transfer	1,067,360	1,206,746	720,234	1,340,695	1,482,740
9131	Transfer to Capital Projects	29,490	333,084	328,681	2,186,532	1,650,734
9145	Transfer to Communications	114,696	106,951	0	891,099	1,101,923
9160	Reserve/Future Capital	0	0	0	0	0
9960	Interest-Customer Deposit	99,814	41,984	20,606	44,500	30,000
9970	Amortize Nuclear Fuel	0	0	0	0	0
9980	CR #3 Decommission Trust	312,780	208,200	114,000	202,000	117,000
9981	CR#3 Special Assessment	14,854	15,258	12,437	0	20,000
TOTAL OTHER USES		4,597,243	4,712,225	3,265,206	7,768,708	7,843,377
TOTAL APPROPRIATIONS		8,024,353	8,363,193	5,689,928	9,576,389	10,623,992

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Electric

DIVISION

Other

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	1,037,495	2,023,368	985,873	95.02%
Debt Services	770,186	757,247	(12,939)	-1.68%
Other Uses	7,768,708	7,843,377	74,669	0.96%
TOTALS	9,576,389	10,623,992	1,047,603	10.94%

Significant Budget Changes:

The operating expense increase is solely attributable to the customer accounts line item (4962) based on cost allocation method, which was determined by using number of customers in fiscal year 2002-03. In fiscal year 2003-04, this amount was based on revenue generated by the various funds.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Electric		Capital Projects			041-1099-531	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	342,093	417,506	273,560	386,873	459,799
1410	Overtime	0	0	831	0	0
2110	FICA	25,387	30,818	20,076	29,597	35,175
2210	Retirement	21,752	25,910	17,557	25,147	39,082
23XX	Health & Life Insurance	37,866	54,653	41,144	62,094	76,098
2410	Workers' Compensation	4,163	4,767	5,233	8,704	11,035
262X	Other Payroll Benefits	0	344	226	0	0
2970	1st Installs	60,215	145,700	59,812	117,923	116,414
2999	Allocated Labor Expense	68,920	76,894	73,014	102,804	103,428
TOTAL PERSONAL SERVICES		560,396	756,592	491,453	733,142	841,031
<u>OPERATING EXPENSES</u>						
3130	Engineering Services	910	128	6,957	0	0
3410	Contract Services	11,245	0	0	0	0
4410	Rentals	1,398	65	26,729	0	0
4499	Allocated Equip Rental	150,131	169,113	100,767	158,132	219,807
5210	Operating Supplies	88,328	408,870	676,569	222,252	139,900
5299	Allocated Material Expense	97,486	101,992	107,444	147,034	141,883
5999	Material - 1st Installs	34,099	46,933	21,565	116,948	122,536
TOTAL OPERATING EXPENSES		383,597	727,101	940,031	644,366	624,126
<u>CAPITAL OUTLAY</u>						
6110	Land	0	0	28,000	430,000	0
6210	Buildings	44,304	19,569	0	104,508	30,000
6310	Improvements Other Than Bldgs	265,554	412,549	228,691	2,180,406	562,830
6410	Machinery & Equipment	285,452	543,623	366,637	581,029	248,083
6460	Taxable Material & Supply	902,974	1,011,570	873,076	1,574,580	2,173,803
647X	Use Tax	60,143	68,641	58,987	113,652	152,168
TOTAL CAPITAL OUTLAY		1,558,426	2,055,952	1,555,391	4,984,175	3,166,884
<u>OTHER USES</u>						
9999	WIP Contra	(2,502,418)	(3,539,645)	(2,742,585)	0	0
TOTAL OTHER USES		(2,502,418)	(3,539,645)	(2,742,585)	0	0
TOTAL APPROPRIATIONS		0	0	244,290	6,361,683	4,632,041

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Electric

DIVISION

Capital Projects

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	733,142	841,031	107,889	14.72%
Operating Expenses	644,366	624,126	(20,240)	-3.14%
Capital Outlay	4,984,175	3,166,884	(1,817,291)	-36.46%
Other Uses	0	0	0	N/A
TOTALS	6,361,683	4,632,041	(1,729,642)	-27.19%

Significant Budget Changes:

The decrease in capital outlay is a direct result of \$1,000,000 in the special underground project that was not complete by September 30, 2003. This amount will be included in the carry forward amount after the close of the fiscal year.

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Electric Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
410001	Meters	Current Revenue	249,811
410002	Transformers (841,442)	Customer Contribution	25,243
		Current Revenue	816,199
410003	Capacitors	Depreciation	35,719
410004	Distribution lines (1,336,434)	Customer Contribution	47,554
		Current Revenue	1,315,235
410005	Reclosers	Depreciation	179,062
410006	Lights	Depreciation	2,113,682
410007	<u>Transportation equipment (463,000)</u>		
	Digger Truck	Depreciation	175,000
	Pickup truck	Depreciation	20,000
	Pickup truck	Depreciation	20,000
	Pickup truck	Depreciation	20,000
	Broom truck-replace #433	Depreciation	25,000
	Truck-replace #483	Depreciation	28,000
	Truck-replace #484	Depreciation	24,000
	Chipper-replace #457	Depreciation	37,000
	All terrain fork lift	Depreciation	44,000
	Underground puller	Depreciation	70,000
410008	<u>Other equipment (134,574)</u>		
	Mega Beast Conductor Tester	Depreciation	1,850
	Tx turn ratio tester	Depreciation	9,995
	Miscellaneous	Depreciation	2,000
	Kellum grips	Depreciation	1,500
	Miscellaneous	Depreciation	2,000
	Copier (engineering)	Depreciation	1,500
	Bar code printer	Depreciation	3,500
	Furniture (training room)	Depreciation	20,000
	Mobile radios - seven (7)	Depreciation	9,400
	Remote SCADA radios	Depreciation	74,829
	Microphone system (cordless)	Depreciation	2,000
	Miscellaneous	Depreciation	2,000
	Ice machine head	Depreciation	4,000

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Electric Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
410010	Subdivision (291,324)	Customer Contribution	96,137
		Current Revenue	195,187
410011	Reconductoring	Depreciation	425,433
410012	Substation	Depreciation	160,339
410013	<u>Structures (104,508)</u>		
	Material storage building	Depreciation	28,003
	Equipment storage building	Depreciation	56,505
	Improvement to training room	Depreciation	20,000
TOTAL			<u><u>6,361,683</u></u>
Source of Funds			
		Depreciation	3,616,317
		Customer Contribution	168,934
		Current Revenue	2,576,432
TOTAL			<u><u>6,361,683</u></u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Electric Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
410001	<u>Meters (501,963)</u>		
	Regular meters	Depreciation	219,050
	ERT meters	Depreciation	282,913
410002	Transformers (953,746)	Customer Contribution	28,612
		Depreciation	925,134
410004	Distribution lines (1,020,297)	Depreciation	942,267
		Customer Contribution	78,030
410005	Sectionalizing equipment	Depreciation	179,937
410006	<u>Lights (304,240)</u>		
	Lighting project - US 441 Phase I	Depreciation	200,000
	Lighting project - Turnpike	Depreciation	104,240
410007	<u>Transportation equipment (220,000)</u>		
	Digger derrick	Depreciation	180,000
	20,000 GVW trailer	Depreciation	18,000
	3/4 ton pick-up truck	Depreciation	22,000
410008	<u>Other equipment (28,083)</u>		
	950R locator	Depreciation	2,883
	VS-2SX-2 Channel metersocket	Depreciation	2,900
	VS-3S Three phase channel	Depreciation	5,000
	Yale cordage 3/8"x6000' (4)	Depreciation	6,000
	Air compressor	Depreciation	3,800
	Winch line rope (2)	Depreciation	2,000
	Copier	Depreciation	3,500
	Outside camera	Depreciation	2,000
410010	<u>Subdivision (210,136)</u>	Depreciation	189,122
	Majestic Oaks Landing (22,715)	Customer Contribution	21,014
	Majestic Oaks (53,356)		
	Silver Pointe (29,007)		
	Regency Spring Trace (48,040)		
	Monclair Oaks (19,006)		
	Sunnyside One (19,006)		
	Sunyside Two (19,006)		

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Electric Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
410011	<u>Reconductoring</u> Hwy 27 N to Spring Lake area	Depreciation	536,391
410012	Substation equipment	Depreciation	647,248
410013	<u>Structures</u> New Fire hydrant	Depreciation	30,000
TOTAL			<u><u>4,632,041</u></u>
Source of Funds			
Depreciation			4,504,385
Customer Contribution			127,656
TOTAL			<u><u>4,632,041</u></u>

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

GAS DEPARTMENT

Lloyd Shank, Director of Electric and Gas

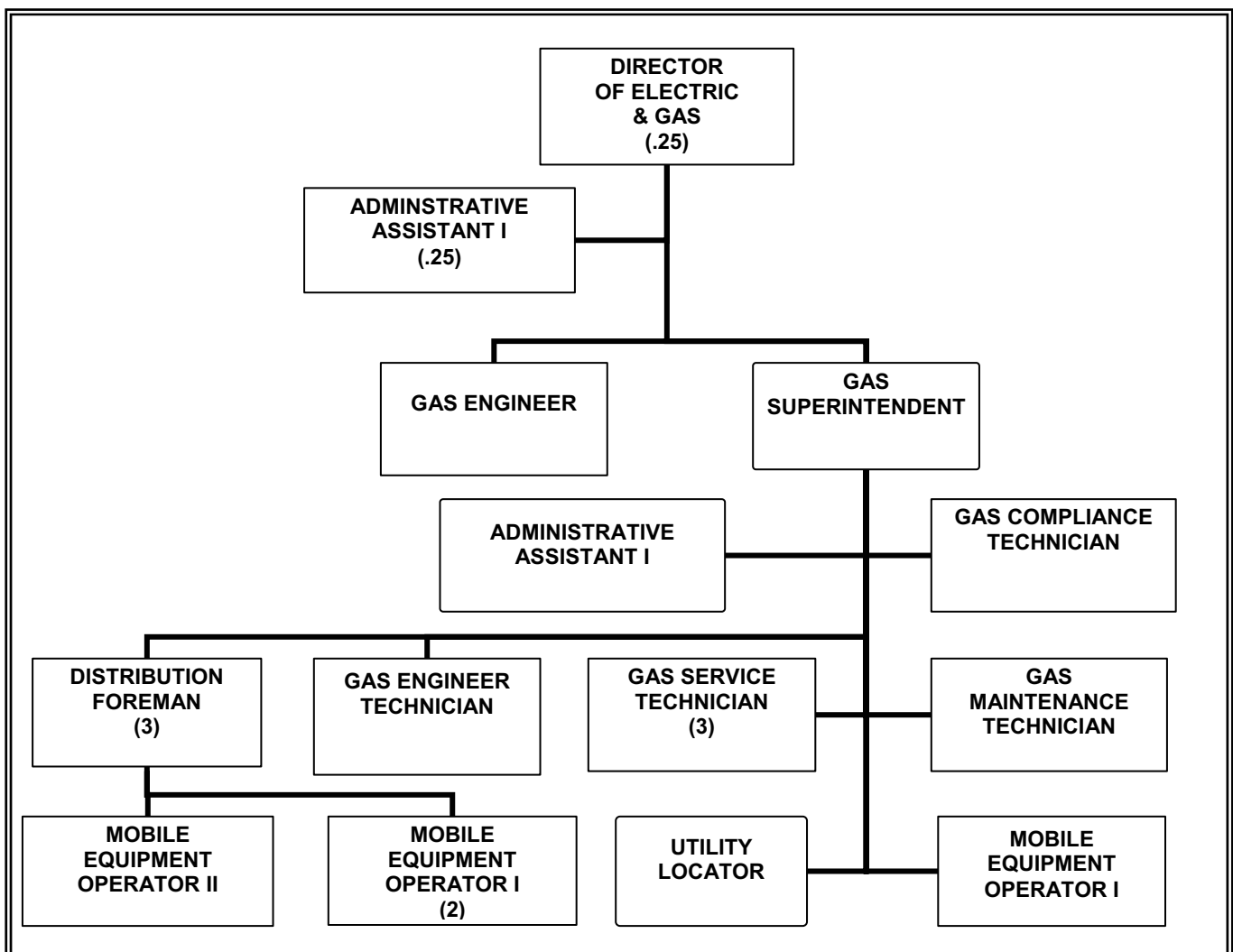
The Gas Department provides a safe, high quality product and professional service at a low cost. Monitoring gas pressure and responding to gas leaks are an important part of day-to-day routine.

Responsibilities:

Distribution

- Install service
- Monitor gate stations
- Monitor gas mains
- Remove meters and service
- Check/repair gas leaks
- Service calls – service and repair appliances
- Comply with Public Service Commission rules and regulations

Organizational Chart



FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

GAS FUND

BUDGET SUMMARY - OPERATING STATEMENT

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING REVENUE</u>					
Charges For Services	7,656,724	5,510,062	4,986,841	5,989,625	7,446,025
Other Operating Revenue	87,207	65,847	54,467	70,600	70,800
TOTAL OPERATING REVENUE	7,743,931	5,575,909	5,041,308	6,060,225	7,516,825
<u>OPERATING APPROPRIATIONS</u>					
Administration	762,650	733,867	551,683	760,658	832,108
Distribution	5,275,870	3,372,153	3,975,622	3,340,356	5,443,377
Other Operating Expenses	628,297	686,453	454,927	446,212	575,093
TOTAL APPROPRIATIONS	(6,666,818)	(4,792,473)	(4,982,232)	(4,547,226)	(6,850,578)
NET INCOME FROM OPERATIONS	1,077,114	783,436	59,076	1,512,999	666,247
Non-Operating Revenue	339,190	153,749	63,983	194,958	133,950
Non-Operating Appropriations	(70,342)	(65,361)	(59,269)	(98,067)	(94,759)
NET OTHER INCOME	268,848	88,388	4,714	96,891	39,191
NET INCOME BEFORE TRANSFERS	1,345,962	871,824	63,790	1,609,890	705,438
Transfers to other funds	(617,995)	(591,471)	(437,867)	(625,962)	(766,946)
NET INCOME AFTER TRANSFERS	727,967	280,353	(374,077)	983,928	(61,508)
Other Sources	0	2,000	0	372,642	352,179
Capital Projects	(2,158)	0	(24)	(1,458,618)	(1,268,282)
NET OTHER SOURCES	(2,158)	2,000	(24)	(1,085,976)	(916,103)
UNAPPROPRIATED BALANCE	725,809	282,353	(374,101)	(102,048)	(977,611)

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
042-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>CHARGES FOR SERVICES</u>					
34320 Compressed Natural Gas	977	722	880	1,025	825
34321 Residential	2,869,455	1,740,925	1,907,863	2,218,500	2,717,700
34322 Residential Heat Only	216,709	114,300	133,349	132,800	164,200
34323 Small Commercial	2,379,834	1,817,139	1,784,962	1,932,600	2,190,700
34324 Commercial Heat Only	59,030	20,460	26,150	22,700	34,100
34325 Large Commercial	414,200	207,903	181,223	235,300	244,400
34326 Large Interruptible	1,698,800	1,596,536	936,574	1,429,300	2,072,900
34328 Municipal	17,721	12,077	15,840	17,400	21,200
TOTAL CHARGES FOR SERVICES	7,656,724	5,510,062	4,986,841	5,989,625	7,446,025
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	46,555	25,524	24,821	30,600	30,800
34918 Misc Service Revenue	40,652	40,323	29,646	40,000	40,000
TOTAL OTHER OPERATING REV	87,207	65,847	54,467	70,600	70,800
<u>NON OPERATING REVENUE</u>					
36101 Interest Income	266,003	195,362	86,441	194,958	133,950
36130 Gain/Loss Investments	80,340	(18,013)	(14,861)	0	0
36402 Gain from Sale of Fixed Assets	(7,738)	(35,565)	(8,333)	0	0
36609 Contributions/Donations	0	0	600	0	0
36902 Discount-Accounts Payable	11	1	0	0	0
36990 Misc Non-Op Revenue	576	11,964	136	0	0
TOTAL NON OPERATING	339,190	153,749	63,983	194,958	133,950
<u>OTHER SOURCES</u>					
38893 Appropriated Retained Earnings	0	0	0	102,048	977,611
38950 Contribution/Customer Dev	0	2,000	0	0	0
38961 Approp R/E -Depreciation	0	0	0	372,642	352,179
TOTAL OTHER SOURCES	0	2,000	0	474,690	1,329,790
TOTAL RESOURCES	8,083,122	5,731,658	5,105,291	6,729,873	8,980,565

FISCAL YEAR 2003-04 BUDGET

GAS FUND

DIVISION SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
2021 <u>ADMINISTRATION</u>					
Personal Services	147,358	126,905	54,615	44,886	53,650
Operating Expenses	615,293	606,962	497,068	715,772	778,458
TOTAL ADMINISTRATION	<u>762,650</u>	<u>733,867</u>	<u>551,683</u>	<u>760,658</u>	<u>832,108</u>
2081 <u>DISTRIBUTION</u>					
Personal Services	399,503	431,507	353,955	320,249	361,797
Operating Expenses	4,876,367	2,940,646	3,621,667	3,020,107	5,081,580
TOTAL DISTRIBUTION	<u>5,275,870</u>	<u>3,372,153</u>	<u>3,975,622</u>	<u>3,340,356</u>	<u>5,443,377</u>
2088 <u>OTHER</u>					
Operating Expenses	628,297	686,453	454,927	446,212	575,093
Debt Service	63,882	62,668	57,976	93,067	92,759
Other Uses	643,015	594,164	439,160	630,962	768,946
TOTAL OTHER	<u>1,335,194</u>	<u>1,343,285</u>	<u>952,063</u>	<u>1,170,241</u>	<u>1,436,798</u>
2099 <u>CAPITAL PROJECTS</u>					
Personal Services	128,488	156,254	96,720	416,358	453,248
Operating Expenses	151,070	155,143	140,667	498,917	595,739
Capital Outlay	166,403	498,788	363,938	543,343	219,295
Other Uses	(443,803)	(810,185)	(601,301)	0	0
TOTAL CAPITAL PROJECTS	<u>2,158</u>	<u>0</u>	<u>24</u>	<u>1,458,618</u>	<u>1,268,282</u>
<u>GRAND TOTAL</u>					
Personal Services	675,349	714,666	505,290	781,493	868,695
Operating Expenses	6,271,026	4,389,204	4,714,329	4,681,008	7,030,870
Capital Outlay	166,403	498,788	363,938	543,343	219,295
Debt Service	63,882	62,668	57,976	93,067	92,759
Other Uses	199,211	(216,021)	(162,141)	630,962	768,946
TOTAL APPROPRIATIONS	<u>7,375,872</u>	<u>5,449,305</u>	<u>5,479,392</u>	<u>6,729,873</u>	<u>8,980,565</u>

FISCAL YEAR 2003-04 BUDGET

GAS DEPARTMENT

Administration Division

Goal: Provide a safe, economical, and alternative fuel source for the benefit of the local community; provide the necessary services to meet the needs of the citizens we serve; and most important, ensure a safe environment for the public and our customers.

Objectives:

- ◆ 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 Manager 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 model of the gas system under the loads listed in the forecast to determine the infrastructure for the future.
- ◆ Maintain a replacement schedule for gas system infrastructure.

Goal: Provide efficient and cost effective service to customers with minimal interruptions to service and improving response time.

Objectives:

- ◆ Respond as rapidly as possible to customer problems and complaints.
- ◆ Respond to all after hour calls within 45 minutes.
- ◆ Be courteous, helpful and polite to customers at all times.
- ◆ Return all customer phone calls the day they are received.

Goal: Educate customers on natural gas safety and the cost advantages of gas as an energy source through the gas-marketing program.

Objectives:

- ◆ Provide information for the Leesburg Service Line.
- ◆ Advertise "Call Before Digging" in local newspapers.
- ◆ Remind customers through utility bill of what number to call if gas odor is detected.
- ◆ 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.

Goal: Educate department employees to enhance personnel and customer safety.

Objectives:

- ◆ Provide training at Florida Gas Training Center.
- ◆ Continue Operator Qualification Program.
- ◆ Continue monthly safety meetings and daily tail gate meetings.

Major Accomplishments:

- Purchased all budgeted tools and equipment.
- Held an open house to display the new gas building and promote natural gas.
- Participated in natural gas purchasing strategy meetings with FGU.
- Completed a long range gas plan (20 years) which included load growth forecasts, infrastructure modeling, financial planning and workload planning
- 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

FISCAL YEAR 2003-04 BUDGET

- ❑ Continued promoting gas marketing program.
- ❑ Monitored energy conservation program for increased participation.
- ❑ Installed new measurement instruments at gate stations and selected large customers.
- ❑ Completed a transmission pipeline loop with FGT to increase gas supply capability.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Accidents/personal injury	7	3	3
Accidents/vehicles	1	1	0
Employee training man hours	1,000	200	700

PERSONNEL SCHEDULE

DEPARTMENT

Gas

DIVISION

Administration

CLASSIFICATION

CURRENT

NEW

TOTAL

AMOUNT

Director	0.25	0.00	0.25	22,072
Gas Engineer	1.00	0.00	1.00	64,912
Administrative Assistant I	0.25	0.00	0.25	6,163

TOTAL	1.50	0.00	1.50	93,147
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION

REPLACEMENT

IMPROVEMENT

AMOUNT

See project schedule

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT

Gas

DIVISION

Administration

ACCOUNT

042-2021-532

		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	131,672	121,077	56,999	91,018	93,147
1410	Overtime	2,751	1,880	43	3,000	0
1530	Bonuses	375	250	188	187	188
2110	FICA	10,238	9,273	4,265	6,725	6,556
2210	Retirement	6,626	7,577	3,700	5,916	7,917
2310	Health & Life Insurance	11,568	13,117	6,707	10,490	10,031
2410	Workers' Compensation	185	183	137	207	326
2610	Deferred Compensation	857	0	0	0	0
2620	Other Payroll Benefits	0	318	57	40	81
2999	Allocated Labor Expense	(16,913)	(26,770)	(17,481)	(72,697)	(64,596)
TOTAL PERSONAL SERVICES		147,358	126,905	54,615	44,886	53,650
<u>OPERATING EXPENSES</u>						
3110	Professional Services	14,544	25,418	4,654	47,100	24,000
3130	Engineering Services	31,908	0	0	10,000	10,000
3410	Contract Services	0	0	0	0	500
4010	Travel	2,361	1,986	30	4,000	4,000
4110	Communication	317	453	127	300	300
4150	Fiber Optic Communication	252	348	176	264	252
4210	Postage	72	238	59	300	300
4510	Insurance	6,020	9,187	11,559	15,425	16,952
4610	Rep/Maint-Vehicles & Hwy Equip	271	542	0	600	300
4630	Rep/Maint-Equipment	3,036	2,994	1,718	3,450	3,088
4710	Printing & Binding	407	0	0	200	100
4810	Promotional Activities	43,513	33,992	69,443	65,000	75,300
4911	Advertising	0	0	1,440	860	2,800
4920	Other Current Charges	146	2,517	130	1,000	400
4934	ZG Warehouse Over/Short	0	0	0	1,000	200
4945	Injury/Damage to Others	504	0	533	0	500
4961	General Administrative	278,159	360,551	265,071	397,607	430,908
4970	Regulatory Assessments	15,060	11,042	4,827	15,000	13,000
4980	Taxes	193,669	138,912	120,704	147,000	191,325
4982	Franchise Fees	23,921	14,575	14,843	26,000	20,500
5110	Office Supplies	1,450	634	569	1,200	1,200
5180	Minor Furniture & Equip	435	2,735	0	500	300
5210	Operating Supplies	410	241	0	200	200
5215	Uniforms	172	0	0	200	200
5230	Fuel Purchases	0	0	0	0	0
5299	Allocated Material Exp	(10,455)	(8,318)	(8,626)	(35,434)	(32,567)
5410	Publications & Membership	6,981	7,345	9,361	9,000	9,400
5440	Education	235	0	0	1,000	1,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Gas

DIVISION

Administration

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	44,886	53,650	8,764	19.53%
Operating Expenses	715,772	778,458	62,686	8.76%
TOTALS	760,658	832,108	71,450	9.39%

FISCAL YEAR 2003-04 BUDGET

GAS DEPARTMENT

Distribution Division

Goal: Continue cost effective operation and maintenance of distribution system. Explore expansion opportunities where economically feasible.

Objectives:

- ◆ Install new mains in Legacy (Hwy 27 S), Silver Point (Thomas Ave. Ext.) and Wind-Song (Hwy 27 S).
- ◆ Install miscellaneous mains where a seven (7) year pay-back criteria is met.
- ◆ Begin installation of mains on twenty (20) year expansion plan.
- ◆ Relocate mains on Hwy 441 project from LSCC to Mills Avenue.
- ◆ Install 350 new services to residential and commercial customers.
- ◆ Begin GPS and mapping of 10,000 gas services.
- ◆ Perform leak survey of 25% of distribution system.
- ◆ Replace ten (10) year old or older meters to maintain accuracy.
- ◆ Continue regulator exchange program to comply with maximum pressure rating on appliance valves.
- ◆ Continue to comply with all Public Service Commission rules and regulations including: odorization, valve maintenance, leaks surveys, monthly cathodic protection and regulator station maintenance.

Goal: Provide quality and timely service to all natural gas customers.

Objectives:

- ◆ Provide service for non-emergency calls within 24 hours.
- ◆ Continue to provide emergency service after hours and on weekends through standby personnel.
- ◆ Provide continuing education for service personnel through seminars, operator qualification training and Florida Gas Training Center.

Major Accomplishments:

- Completed remodel of ESI building for new gas operations center.
- Installed 300 new services.
- Relocated 6" main at CR 470 turnpike interchange.
- Relocated mains on Hwy 441 DOT Project.
- Installed distribution lines in Phase 2B of Royal Highlands, Phase P Pennbrooke Fairways, Phase 4 of the Legacy, Griffin Park, Silver Lake Meadow, Majestic Oak Shores and Majestic Oak Landing.
- Purchased all vehicles and budgeted equipment.
- Completed installation of SCADA system.
- Completed operator qualification hands on evaluations and record keeping program.
- Completed leak survey of 25% of the system.
- Updated gas maps for new distribution projects.
- Continued joint service trenching and locating with Electric Department.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
New services installed	265	309	350
Meters removed	175	180	120
Services removed	98	76	100
Service calls	3,628	4,085	3,900
Feet of 2" mains installed	15,052	11,821	25,000
Feet of other (1", 4" & 6") mains installed	5,538	9828	6,000
10-year old meters replaced	26	30	100
Regulators exchanged	53	46	100
Gas line locations	2,994	3,765	3,200

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Gas

DIVISION

Distribution

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Gas Superintendent	1.00	0.00	1.00	51,421
Distribution Foreman	3.00	0.00	3.00	116,273
Gas Compliance Technician	1.00	0.00	1.00	40,142
Gas Engineer Technician	0.00	1.00	1.00	29,890
Gas Maintenance Technician	1.00	0.00	1.00	27,771
Gas Service Technician	3.00	0.00	3.00	85,619
Mobile Equipment Operator II	1.00	0.00	1.00	25,906
Mobile Equipment Operator I	3.00	0.00	3.00	69,511
Utility Locator	1.00	0.00	1.00	26,131
Administrative Assistant I	1.00	0.00	1.00	36,234
Standby				7,280
Time charged directly to Capital Projects				-262,300

TOTAL	15.00	1.00	16.00	253,878
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
See project schedule			

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Gas		Distribution			042-2081-532	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
1210	Regular Salaries & Wages	291,001	327,318	258,520	230,902	253,878
1310	Temporary Labor	0	0	556	0	2,640
1410	Overtime	9,461	11,133	14,271	17,000	25,000
1530	Bonuses	1,308	1,500	1,750	1,913	2,000
2110	FICA	22,697	25,717	20,732	17,913	16,007
2210	Retirement	15,577	17,112	14,037	13,674	43,257
2310	Health & Life Insurance	52,744	47,394	39,761	42,309	44,893
2410	Workers' Compensation	8,290	4,588	5,315	4,466	6,044
2620	Other Payroll Benefits	0	636	632	1,122	1,128
2970	1st Installs	(1,574)	(3,891)	(1,619)	(9,050)	(33,050)
TOTAL PERSONAL SERVICES		399,503	431,507	353,955	320,249	361,797
OPERATING EXPENSES						
3110	Professional Services	463	1,719	248	61,000	75,000
3130	Engineering Services	1,500	0	0	60,000	10,000
3410	Contract Services	2,940	2,695	0	22,000	12,000
3470	Gas Purchases	4,803,130	2,864,100	3,552,132	2,753,200	4,853,098
4010	Travel	1,028	2,406	906	2,500	2,500
4110	Communication	4,887	8,567	6,247	7,500	8,800
4150	Fiber Optic Communication	372	576	624	924	744
4210	Postage	416	679	300	600	600
4310	Utilities	7,638	9,239	10,696	14,000	16,500
4499	Allocated Equip Rental	(29,325)	(38,091)	(30,935)	(46,143)	(46,432)
4510	Insurance	4,545	7,116	6,236	8,315	9,146
4610	Rep/Maint-Vehicles & Hwy Equip	23,998	16,888	26,985	54,500	59,100
4620	Rep/Maint-Buildings	161	1,078	0	2,300	2,300
4630	Rep/Maint-Equipment	1,833	3,081	2,601	4,950	3,813
4710	Printing & Binding	364	357	44	600	300
4911	Advertising	33	355	28	1,000	1,000
4920	Other Current Charges	2,061	1,284	1,992	2,500	3,000
5110	Office Supplies	771	806	1,947	1,000	3,000
5180	Minor Furniture & Equip	6,519	7,130	7,986	11,500	11,500
5210	Operating Supplies	17,992	28,290	16,456	24,000	27,000
5215	Uniforms	4,321	3,588	2,983	4,000	4,000
5230	Fuel Purchases	15,818	16,383	12,636	16,000	18,000
5410	Publications & Membership	0	0	0	500	250
5440	Education	0	0	0	500	500
5450	Training	5,718	3,591	2,496	15,000	8,000
5999	Material - 1st Install	(815)	(1,191)	(941)	(2,139)	(2,139)
TOTAL OPERATING EXPENSES		4,876,367	2,940,646	3,621,667	3,020,107	5,081,580

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Gas

DIVISION

Distribution

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	320,249	361,797	41,548	12.97%
Operating Expenses	3,020,107	5,081,580	2,061,473	68.26%
TOTALS	3,340,356	5,443,377	2,103,021	62.96%

Significant Budget Changes:

The personal services category includes wages and fringe benefits for one (1) additional employee. The change in operating expenses category is because of an increase in "gas purchases" due to increase in demand and cost. Revenues also increased at the same ratio to cover the cost of purchases.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Gas		Other			042-2088-5xx	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
4950	Uncollectible Accounts	6,215	23,880	15,920	23,880	14,700
4962	Customer Accounts	304,967	318,759	243,268	364,902	503,510
4963	Meter Reading	50,050	54,933	38,287	57,430	56,883
5910	Depreciation Expense	267,065	288,881	157,452	0	0
TOTAL OPERATING EXPENSES		628,297	686,453	454,927	446,212	575,093
<u>DEBT SERVICE</u>						
7210	Principal-Long Term Debt	0	0	21,120	31,689	32,821
7230	Interest-Long Term Debt	57,688	56,526	36,856	55,288	53,989
7311	Fees	206	206	0	210	75
7320	Amort. Debt Discount	1,295	1,269	0	1,241	1,265
7330	Amort. Debt Issue Costs	1,320	1,293	0	1,265	1,235
7340	Amort Def Charges	3,374	3,374	0	3,374	3,374
TOTAL DEBT SERVICE		63,882	62,668	57,976	93,067	92,759
<u>OTHER USES</u>						
9101	Transfers to General Fund	430,616	469,511	316,904	475,362	601,346
9102	Surcharge Transfer	192,659	121,960	120,963	150,600	165,600
9131	Transfer to Capital Project	4,000	0	0	0	0
9145	Transfer to Communication	9,280	0	0	0	0
9160	Reserve/Future Capital	0	0	0	0	0
9960	Interest-Customer Deposit	6,460	2,693	1,293	5,000	2,000
TOTAL OTHER USES		643,015	594,164	439,160	630,962	768,946
TOTAL APPROPRIATIONS		1,335,194	1,343,285	952,063	1,170,241	1,436,798

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Gas

DIVISION

Other

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	446,212	575,093	128,881	28.88%
Debt Service	93,067	92,759	(308)	-0.33%
Other Uses	630,962	768,946	137,984	21.87%
TOTALS	1,170,241	1,436,798	266,557	22.78%

Significant Budget Changes:

The operating expense increase is solely attributable to the customer accounts line item (4962) based on cost allocation method, which was determined by using number of customers in fiscal year 2002-03. In fiscal year 2003-04, this amount was based on revenue generated by the various funds. The increase in the other uses category is solely attributable to the transfer which is based on 8% of revenues.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Gas		Capital Projects			042-2099-532	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	83,535	96,293	60,245	253,259	262,300
1410	Overtime	1,074	249	674	0	0
2110	FICA	6,365	7,252	4,572	19,376	20,068
2210	Retirement	4,239	6,000	3,457	16,465	22,297
2310	Health & Life Insurance	10,064	14,099	9,001	40,749	42,204
2410	Workers' Compensation	4,519	1,138	1,248	4,762	8,733
2610	Other Payroll Benefits	0	55	42	0	0
2970	1st Installs	1,778	4,398	0	9,050	33,050
2999	Allocated Labor Expense	16,913	26,770	17,481	72,697	64,596
TOTAL PERSONAL SERVICES		128,488	156,254	96,720	416,358	453,248
<u>OPERATING EXPENSES</u>						
3110	Professional Services	2,158	219	0	0	0
3130	Engineering Services	2,158	7,815	0	0	0
4499	Allocated Equip Rental	29,325	38,091	30,935	46,143	46,432
4911	Advertising	11	0	27	0	0
5180	Minor Furniture/Equipment	439	(272)	0	0	0
5210	Operating Supplies	105,770	99,528	101,079	415,201	514,601
5299	Allocated Material Exp	10,455	8,318	8,626	35,434	32,567
5999	Material - 1st Install	754	1,444	0	2,139	2,139
TOTAL OPERATING EXPENSES		151,070	155,143	140,667	498,917	595,739
<u>CAPITAL OUTLAY</u>						
6210	Buildings	0	205,167	119,051	120,000	0
6310	Improvements Other than Bldgs	58,235	204,483	166,355	292,841	117,500
6410	Machinery & Equipment	108,168	89,138	78,532	130,502	101,795
TOTAL CAPITAL OUTLAY		166,403	498,788	363,938	543,343	219,295
<u>OTHER USES</u>						
9999	WIP Contra	(443,803)	(810,185)	(601,301)	0	0
TOTAL OTHER USES		(443,803)	(810,185)	(601,301)	0	0
TOTAL APPROPRIATIONS		2,158	0	24	1,458,618	1,268,282

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Gas

DIVISION

Capital Projects

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	416,358	453,248	36,890	8.86%
Operating Expenses	498,917	595,739	96,822	19.41%
Capital Outlay	543,343	219,295	(324,048)	-59.64%
Other Uses	0	0	0	N/A
TOTALS	1,458,618	1,268,282	(190,336)	-13.05%

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Gas Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
420001	Meters	Depreciation	60,846
420002	<u>Mains (816,811)</u>		
	Miscellaneous mains 2001-2002	Current Revenue	240,450
	Pennbrooke phase P	Current Revenue	48,528
	Royal highlands phase 2B	Current Revenue	97,162
	Legacy phase 4	Current Revenue	97,162
	Griffin park	Current Revenue	97,162
	Turnpike 470 retire	Current Revenue	45,000
	Turnpike 470 install	Current Revenue	191,347
420003	<u>Tools & Equipment (35,348)</u>		
	Other equipment	Depreciation	17,800
	Electronic instruments	Depreciation	17,548
420004	Vehicles & Equipment	Depreciation	6,400
420006	<u>Gate Stations (41,308)</u>		
	Instruments	Current Revenue	16,896
	Haines Creek	Current Revenue	24,412
420007	<u>General Plant (231,249)</u>		
	ESI fence (16,000)(6,000)	Depreciation	22,000
	Automatic gate	Depreciation	7,000
	Improvements to ESI	Depreciation	202,249
420008	Regulators	Depreciation	38,799
420009	Farm Taps/Ind Equipment	Current Revenue	12,985
420009	Services	Current Revenue	214,872
TOTAL			<u><u>1,458,618</u></u>
Source of Funds			
		Depreciation	372,642
		Current Revenue	1,085,976
TOTAL			<u><u>1,458,618</u></u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Gas Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
420001	<u>Meters (199,693)</u>		
	Regular meters	Depreciation	58,839
	ERT meters	Depreciation	140,854
420002	<u>Mains (693,501)</u>		
	Miscellaneous mains	Current Revenue	314,745
	Windsong	Current Revenue	98,962
	Silver pointe	Current Revenue	48,959
	Legacy phase 5	Current Revenue	48,959
	Picciola property	Current Revenue	98,962
	Sleepy hollow property	Current Revenue	49,959
	Pennbrooke phase I	Current Revenue	32,955
420003	Tools & Equipment	Depreciation	14,570
420004	<u>Vehicles & Equipment (87,225)</u>		
	Trencher	Depreciation	50,000
	Trencher trailer	Depreciation	5,225
	1 Ton truck	Depreciation	32,000
420006	<u>Gate Stations</u>		
	Newell Hill valves	Current Revenue	25,530
420007	<u>General Plant</u>		
	Security Fence	Depreciation	12,500
420008	Regulators	Depreciation	38,191
420010	Services	Current Revenue	197,072
TOTAL			<u><u>1,268,282</u></u>
Source of Funds			
		Depreciation	352,179
		Current Revenue	916,103
TOTAL			<u><u>1,268,282</u></u>

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

WATER DEPARTMENT

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:

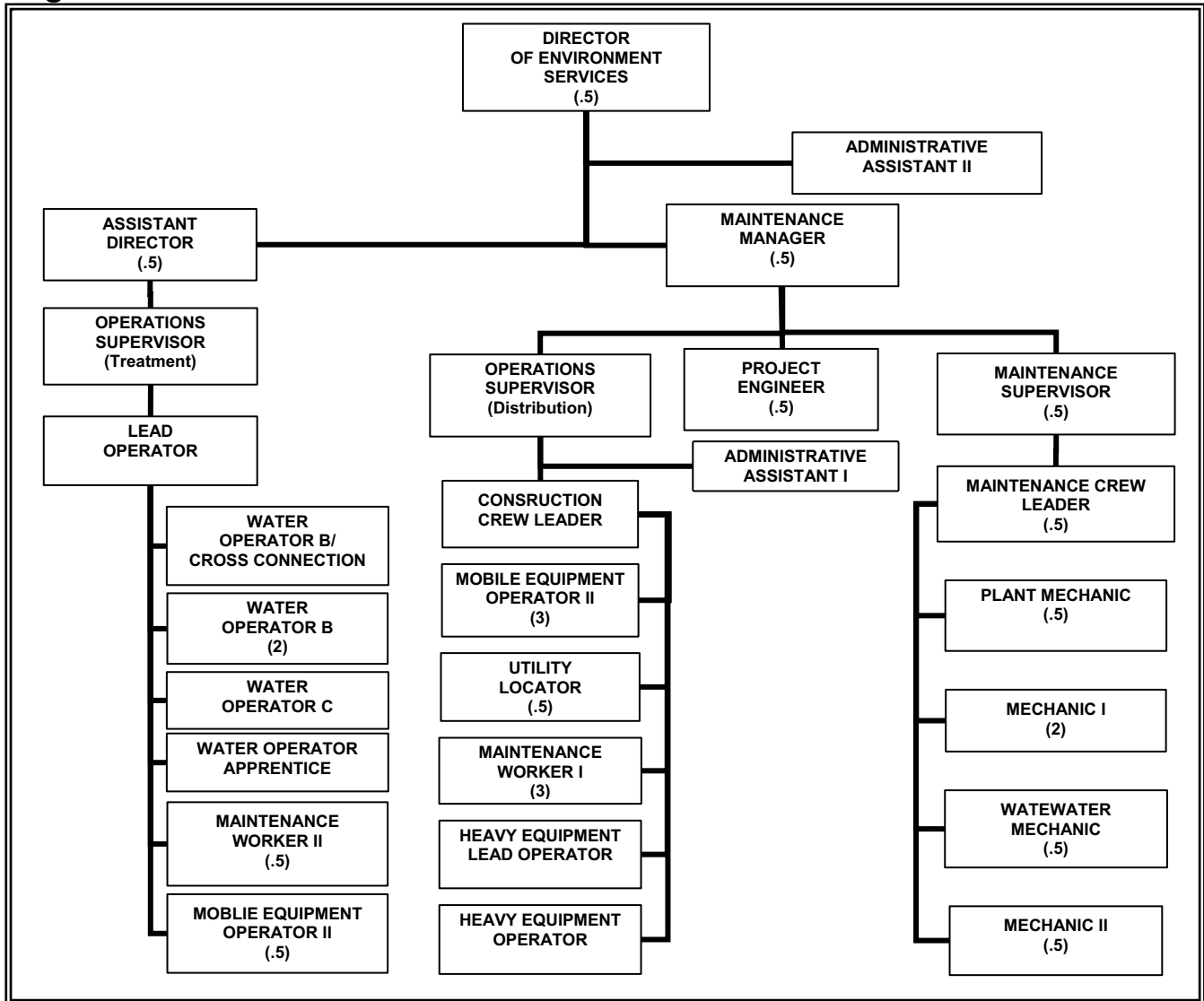
Water Distribution

- 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

Organizational Chart



FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

WATER FUND

BUDGET SUMMARY - OPERATING STATEMENT

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING REVENUE</u>					
Charges for Services	3,841,977	3,759,877	2,521,249	4,489,271	4,368,957
Other Operating Revenue	41,116	44,980	25,928	45,500	40,800
TOTAL REVENUE SOURCES	3,883,093	3,804,857	2,547,177	4,534,771	4,409,757
<u>OPERATING APPROPRIATIONS</u>					
Administration	421,108	566,663	462,697	614,122	718,005
Treatment	699,714	783,562	462,093	780,634	938,156
Reuse	0	0	4,772	4,689	0
Distribution	331,124	407,261	392,472	622,141	646,377
Other Operating Expenses	1,094,365	1,100,047	735,462	603,006	738,555
TOTAL APPROPRIATIONS	(2,546,311)	(2,857,533)	(2,057,496)	(2,624,592)	(3,041,093)
NET INCOME FROM OPERATIONS	1,336,781	947,324	489,681	1,910,179	1,368,664
Non-Operating Revenue	812,771	563,689	274,072	563,554	483,935
Non-Operating Appropriations	(158,236)	(152,132)	(147,770)	(236,900)	(467,943)
NET OTHER INCOME	654,535	411,557	126,302	326,654	15,992
NET INCOME BEFORE TRANSFERS	1,991,317	1,358,881	615,983	2,236,833	1,384,656
Transfers to other funds	(473,916)	(1,007,067)	(895,006)	(1,746,317)	(1,268,892)
NET INCOME AFTER TRANSFERS	1,517,401	351,814	(279,023)	490,516	115,764
Other Sources	0	96,869	49,569	3,577,217	4,968,250
Capital Projects	0	0	(29,894)	(5,428,674)	(5,055,250)
NET OTHER SOURCES	0	96,869	19,675	(1,851,457)	(87,000)
UNAPPROPRIATED BALANCE	1,517,401	448,683	(259,348)	(1,360,941)	28,764

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
043-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>CHARGES FOR SERVICES</u>					
34331 Residential Sales	2,519,713	2,468,112	1,608,256	2,882,021	2,654,172
34332 Commercial Sales	1,258,299	1,227,416	866,432	1,538,910	1,643,632
34336 Municipal Sales	48,533	48,233	38,522	51,806	56,179
34338 Private Fire Protection Sales	15,432	16,116	8,039	16,534	14,974
TOTAL CHARGES FOR SERVICES	3,841,977	3,759,877	2,521,249	4,489,271	4,368,957
<u>OTHER OPERATING REVENUES</u>					
34905 Penalties	32,011	28,167	18,536	33,500	27,800
24905 Reuse Water	0	0	10	0	0
34918 Misc Service Revenue	9,105	16,813	7,382	12,000	13,000
TOTAL OPERATING REVENUE	41,116	44,980	25,928	45,500	40,800
<u>NON OPERATING REVENUE</u>					
36101 Interest on Investments	608,813	436,959	200,572	438,669	299,601
36111 Misc Interest Income	1,276	159	15	185	0
36130 Gain/Loss Investments	181,990	(36,198)	(35,700)	0	0
36323 Impact Fees - Residential	0	69,662	91,823	62,000	137,734
36323 Impact Fees-Commercial	0	40,479	18,415	45,200	27,600
36402 Gain From Sale of Fixed Assets	7,893	38,835	(20,957)	0	0
36404 Recovery From Losses	0	1,063	7,152	0	0
36501 Sale of Surplus Materials	75	225	0	0	0
36902 Discount - Accounts Payable	11	1	0	0	0
36925 Misc Jobbing Revenue	12,085	12,493	12,702	17,500	19,000
36990 Misc Non-Operating Revenue	627	11	50	0	0
TOTAL NON OPERATING REVENUE	812,771	563,689	274,072	563,554	483,935
<u>OTHER SOURCES</u>					
38401 Debt Proceeds	0	0	0	1,700,000	3,637,000
38893 Appropriated Ret Earnings	0	0	0	1,374,025	0
38940 Grants/Donations-Other	0	0	0	200,000	0
38950 Contributions - Cust & Dev	0	96,869	49,569	150,170	139,067
38961 Approp R/E - Depreciation	0	0	0	769,614	1,012,183
38963 Approp R/E - Impact Fees	0	0	0	707,433	180,000
38967 Approp R/E - Potable Water	0	0	0	50,000	0
TOTAL OTHER SOURCES	0	96,869	49,569	4,951,242	4,968,250
TOTAL RESOURCES	4,695,864	4,465,415	2,870,818	10,049,567	9,861,942

FISCAL YEAR 2003-04 BUDGET

WATER FUND

DIVISION SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
3021 <u>ADMINISTRATION</u>					
Personal Services	57,104	85,813	50,306	82,270	94,503
Operating Expenses	364,005	480,850	412,391	531,852	623,502
TOTAL ADMINISTRATION	421,108	566,663	462,697	614,122	718,005
3051 <u>TREATMENT</u>					
Personal Services	329,158	365,284	210,757	321,107	363,287
Operating Expenses	370,556	418,278	251,336	459,527	574,869
TOTAL TREATMENT	699,714	783,562	462,093	780,634	938,156
3072 <u>REUSE</u>					
Personal Services	0	0	709	1,389	0
Operating Expenses	0	0	4,063	3,300	0
TOTAL REUSE	0	0	4,772	4,689	0
3081 <u>DISTRIBUTION</u>					
Personal Services	258,716	317,154	286,687	477,167	467,182
Operating Expenses	72,408	90,107	105,785	144,974	179,195
TOTAL DISTRIBUTION	331,124	407,261	392,472	622,141	646,377
3088 <u>OTHER</u>					
Operating Expenses	1,094,365	1,100,047	735,462	603,006	738,555
Debt Service	152,661	149,757	138,560	222,400	453,943
Other Uses	499,862	1,009,442	904,216	1,773,901	1,311,656
TOTAL OTHER	1,746,887	2,259,246	1,778,238	2,599,307	2,504,154
3099 <u>CAPITAL PROJECTS</u>					
Personal Services	30,205	49,559	43,821	133,451	256,178
Operating Expenses	237,458	425,342	431,160	1,437,816	1,528,150
Capital Outlay	548,010	1,034,342	697,251	3,857,407	3,270,922
Other Uses	(815,673)	(1,509,243)	(1,142,338)	0	0
TOTAL CAPITAL PROJECTS	0	0	29,894	5,428,674	5,055,250
<u>GRAND TOTAL</u>					
Personal Services	675,183	817,810	592,280	1,015,384	1,181,150
Operating Expenses	2,138,792	2,514,624	1,940,197	3,180,475	3,644,271
Capital Outlay	548,010	1,034,342	697,251	3,857,407	3,270,922
Debt Service	152,661	149,757	138,560	222,400	453,943
Other Uses	(315,811)	(499,801)	(238,122)	1,773,901	1,311,656

FISCAL YEAR 2003-04 BUDGET

WATER DEPARTMENT

Administration Division

Goal: Plan, build and maintain a system of community infrastructure assets that meet the diverse needs of our community.

Objectives:

- ◆ 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.
- ◆ Identify the most critical equipment, input relevant data into Computerized Maintenance Management System, and establish preventive maintenance schedules.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Develop a defined training program for each division to meet current and future needs identified through the strategic planning process for implementation in fiscal year 2004-05.
- ◆ Improve reliability and efficiency through a program of cross training to develop a depth of knowledge throughout the Department.
- ◆ Develop a series of relevant dashboard indicators for each division to track performance by the end of this first quarter.

Accomplishments:

- Completed cost-of-service and impact fee rate study.
- Completed SCADA system implementation and placed all water plant facilities on-line.
- Completed well field modeling for 20-year water supply plan.
- Restructured job descriptions to better match descriptions with job functions and required proficiencies.
- Completed restructuring to conform to organizational chart.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Complete Strategic Plan	N/A	N/A	100%
Water Treatment Master Plan	N/A	N/A	100%
Water Distribution Master Plan	N/A	N/A	100%
Establish CMMS for most critical equipment	N/A	N/A	100%
Develop Defined Training Program	N/A	N/A	100%
Implement Cross Training Program	N/A	N/A	100%
Develop dashboard performance indicators	N/A	N/A	100%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Water

DIVISION

Administration

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Director	0.50	0.00	0.50	36,377
Assistant Director	0.50	0.00	0.50	27,111
Administrative Assistant II	0.50	0.50	1.00	26,104

TOTAL	1.50	0.50	2.00	89,592
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
See project schedule			

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Water		Administration			043-3021-533	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
1210	Regular Salaries & Wages	47,734	71,380	45,346	74,688	89,592
1410	Overtime	148	2,038	129	1,000	1,000
1530	Bonuses	0	361	118	200	250
2110	FICA	3,683	5,564	3,479	5,612	6,381
2210	Retirement	684	2,262	1,554	4,855	7,615
2310	Health & Life Insurance	7,091	7,958	3,385	9,059	11,877
2410	Workers' Compensation	83	108	109	167	313
2610	Deferred Compensation	840	0	0	0	0
2999	Allocated Labor Expense	(3,161)	(3,858)	(3,814)	(13,311)	(22,525)
TOTAL PERSONAL SERVICES		57,104	85,813	50,306	82,270	94,503
OPERATING EXPENSES						
3110	Professional Services	987	16,841	159	9,050	53,500
3410	Contract Services	2,503	0	0	1,000	1,000
4010	Travel	177	890	1,943	2,000	2,500
4110	Communication	1,196	2,581	2,403	2,000	3,500
4150	Fiber Optic Communication	624	228	176	528	252
4210	Postage	435	614	839	400	1,400
4410	Rentals	0	0	1,500	0	0
4510	Insurance	10,722	14,534	18,512	24,685	27,151
4610	Rep/Maint-Vehicles & Hwy Equip	412	84	90	0	0
4620	Rep/Maint-Buildings	0	43	0	0	0
4630	Rep/Maint-Equipment	3,763	2,339	1,303	2,100	2,288
4710	Printing & Binding	104	221	95	200	200
4810	Promotional Activities	238	343	701	1,000	1,000
4821	Rebates	0	0	55,413	0	0
4911	Advertising-Other Ads	0	423	83	0	12,750
4920	Other Current Charges	0	1,561	758	1,200	1,200
4934	ZW Warehouse Over/Short	0	669	0	0	0
4945	Injury/Damage to Others	1,571	1,079	0	1,500	1,500
4961	General Administrative	348,141	441,994	330,249	495,373	535,159
5110	Office Supplies	1,191	2,122	2,213	2,000	2,500
5180	Minor Furniture & Equip	543	1,118	623	1,500	7,500
5210	Operating Supplies	147	522	111	600	500
5230	Fuel Purchases	0	0	43	0	0
5299	Allocated Material Expense	(13,450)	(12,266)	(6,990)	(18,584)	(31,298)
5410	Publications & Membership	3,221	4,127	1,252	2,800	0
5440	Education	0	0	0	1,000	0
5450	Training	1,480	783	915	1,500	900
TOTAL OPERATING EXPENSES		364,005	480,850	412,391	531,852	623,502

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Water

DIVISION

Administration

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	82,270	94,503	12,233	14.87%
Operating Expenses	531,852	623,502	91,650	17.23%
TOTALS	614,122	718,005	103,883	16.92%

FISCAL YEAR 2003-04 BUDGET

WATER DEPARTMENT

Treatment Division

Goal: Create and preserve an environmentally healthy, clean and beautiful community.

Objectives:

- ◆ Reduce per-capita water consumption by 5% per year through conservation, with a goal of reducing consumption to 150 gallons per day, per person. Conduct annual water audit to evaluate per-capita water consumption.
- ◆ Perform monthly evaluations of unaccounted-for water, with an annual goal of less than 7% water loss due to unaccounted-for water usage.

Goal: Plan, build and maintain a system of infrastructure assets sufficient to meet the needs of the community.

Objectives:

- ◆ 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.
- ◆ Replace or rehabilitate all substandard pump control facilities during fiscal year 2003-04.

Goal: Create and participate in resource partnering opportunities to enhance educational opportunities for all citizens.

Objectives:

- ◆ Conduct five community water conservation workshops through partnering with University of Florida, Lake County Water Authority and St. Johns River Water Management District outreach programs during fiscal year 2003-04.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Reduce electric usage by 5% annually. Evaluate overall energy usage against best management practices.
- ◆ Develop cross training program focused on achieving dual licensing for all operators.
- ◆ Develop written training program to ensure that all operators obtain necessary CEU's for recertification.
- ◆ Develop and implement written operating procedures for all aspects of plant operations by the end of fiscal year 2003-04.
- ◆ Track and report performance on a monthly basis through relevant dashboard indicators.

Major Accomplishments:

- Completed SCADA system implementation and placed all water plant facilities on-line.
- Constructed two (2) new production wells to enhance system reliability high demand.
- Completed rehab of College Street elevated storage tower.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Annual unaccounted-for water loss	N/A	N/A	7%
Unscheduled down time for critical systems	N/A	N/A	0
Reduce electric usage	N/A	N/A	5%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Water

DIVISION

Treatment

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Operations Supervisor	1.00	0.00	1.00	41,142
Lead Operator	1.00	0.00	1.00	36,935
Class B/Cross Connection	1.00	0.00	1.00	38,574
Class B Operator	2.00	0.00	2.00	58,802
Class C Operator	1.00	0.00	1.00	24,843
Water Operator Apprentice	1.00	0.00	1.00	23,817
Maintenance Worker II	0.00	0.50	0.50	11,149
Mobile Equipment Operator II	0.00	0.50	0.50	11,159
Standby				3,650

TOTAL	7.00	1.00	8.00	250,071
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
See project schedule			

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Water		Treatment			043-3051-533	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
1210	Regular Salaries & Wages	236,638	266,764	150,736	226,081	250,071
1410	Overtime	17,731	20,629	7,901	11,700	15,000
1530	Bonuses	875	800	875	900	1,000
2110	FICA	18,987	21,370	11,828	17,471	18,401
2210	Retirement	12,111	10,911	8,729	14,628	20,946
2310	Health & Life Insurance	39,314	40,418	26,994	44,553	51,918
2410	Workers' Compensation	3,503	4,392	3,603	5,774	5,831
2622	Bodies-N-Motion	0	0	91	0	120
TOTAL PERSONAL SERVICES		329,158	365,284	210,757	321,107	363,287
OPERATING EXPENSES						
3110	Professional Services	36,552	50,199	2,000	45,600	76,000
3410	Contract Services	300	3,856	3,298	25,000	29,500
4010	Travel	2,014	3,864	2,637	2,000	4,690
4110	Communication	3,665	5,832	2,721	2,600	7,000
4150	Fiber Optic Communication	252	348	264	792	384
4210	Postage	2,718	2,955	6,371	1,000	10,000
4310	Utilities	215,011	202,039	128,390	200,000	215,000
4410	Rentals	645	0	0	0	1,000
4510	Insurance	2,273	7,385	9,153	12,205	13,425
4610	Rep/Maint-Vehicles & Hwy Equip	22,619	42,129	37,262	37,280	63,420
4620	Rep/Maint-Buildings	5,941	15,489	6,453	53,000	25,000
4630	Rep/Maint-Equipment	2,128	1,931	934	1,550	1,938
4710	Printing & Binding	3,608	2,346	0	500	5,500
4810	Promotional Activites	3,562	0	1,768	4,000	4,000
4911	Advertising	188	64	0	1,000	2,550
4920	Other Current Charges	9,141	18,567	6,858	8,000	8,000
5110	Office Supplies	769	1,724	1,077	1,000	1,000
5180	Minor Furniture & Equip	4,473	4,499	2,147	4,000	12,200
5210	Operating Supplies	42,028	43,483	29,351	45,000	75,000
5215	Uniforms	1,794	1,992	123	3,000	4,812
5230	Fuel Purchases	4,096	3,351	3,356	4,000	4,000
5410	Publications & Membership	478	744	2,255	500	4,000
5440	Education	4,922	3,083	552	4,000	1,050
5450	Training	1,379	2,398	4,366	3,500	5,400
TOTAL OPERATING EXPENSES		370,556	418,278	251,336	459,527	574,869
TOTAL APPROPRIATIONS		699,714	783,562	462,093	780,634	938,156

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Water

DIVISION

Treatment

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	321,107	363,287	42,180	13.14%
Operating Expenses	459,527	574,869	115,342	25.10%
TOTALS	780,634	938,156	157,522	20.18%

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Water		Reuse			043-3072-533	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	0	0	942	2,000	0
2110	FICA	0	0	71	153	0
2210	Retirement	0	0	45	130	0
2310	Health & Life Insurance	0	0	186	260	0
2410	Workers Compensation	0	0	22	0	0
2624	LRMC Wellness Center	0	0	0	0	0
2970	1st Installs	0	0	(557)	(1,154)	0
TOTAL PERSONAL SERVICES		0	0	709	1,389	0
<u>OPERATING EXPENSES</u>						
3110	Professional Services	0	0	571	1,000	0
3410	Contract Services	0	0	0	0	0
4210	Postage	0	0	0	300	0
4310	Utilities	0	0	0	0	0
4499	Allocated Equip Rental	0	0	(75)	(500)	0
4510	Insurance	0	0	0	0	0
4612	Rep/Main-Machinery&Equipment	0	0	1,844	0	0
4620	Rep/Main- 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	50	0	0
5180	Minor Furniture/Equipment	0	0	0	2,500	0
5210	Operating Supplies	0	0	1,711	0	0
5999	Materials - 1ST Install	0	0	(38)	0	0
TOTAL OPERATING EXPENSES		0	0	4,063	3,300	0
TOTAL APPROPRIATIONS		0	0	4,772	4,689	0

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Water

DIVISION

Reuse

	AMENDED 2002-03	PROPOSED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	1,389	0	(1,389)	-100.00%
Operating Expenses	3,300	0	(3,300)	-100.00%
TOTALS	4,689	0	(4,689)	-100.00%

Significant Budget Changes:

During fiscal year 2002-03 this division was transferred from Wastewater (044-4072-535). Total annual expenses for previous years are:

Fiscal year 2000-01 5,945

Fiscal year 2001-02 4,714

Since the system is not operational, there are no expenses included in the proposed fiscal year 2003-04 budget.

FISCAL YEAR 2003-04 BUDGET

WATER DEPARTMENT

Distribution Division

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ 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.

Goal: Plan, build and maintain a system of community infrastructure assets sufficient to meet the needs of the community.

Objectives:

- ◆ Participate in the Administration Division's strategic planning process and complete a water distribution master plan by the end of fiscal year 2003-04.
- ◆ 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.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Develop cross 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 12 inch water main construction at Airport.
- Completed water main construction on Mound Avenue, Industrial Park, Thomas Avenue, Phase I, and Hwy. 441 widening.
- Four employees received Water Distribution Certification, including one (1) Reclaimed Distribution Certification.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Respond time in minutes	N/A	N/A	30
Call-backs	N/A	N/A	0
Feet of water main upgrades	N/A	N/A	1,000
Feet of water main looping	N/A	N/A	1,000
Feet of water main replacement	N/A	N/A	1,000

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Water

DIVISION

Distribution

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Maintenance Manager	0.34	0.16	0.50	26,400
Maintenance Supervisor	0.50	0.00	0.50	18,564
Operations Supervisor	1.00	0.00	1.00	43,629
Construction Crew Leader	1.00	0.00	1.00	28,787
Heavy Equipment Operator	1.00	0.00	1.00	31,469
Heavy Equipment Lead Operator	1.00	0.00	1.00	36,438
Mobile Equipment Operator II	3.00	0.00	3.00	78,192
Maintenance Worker I	3.00	0.00	3.00	58,767
Utility Locator	0.50	0.00	0.50	11,897
Project Engineer	0.25	0.25	0.50	24,674
Administrative Assistant I	1.00	0.00	1.00	25,259
Mechanic I	2.00	0.00	2.00	49,756
Plant Mechanic	0.50	0.00	0.50	12,433
Maintenance Crew Leader	0.00	0.50	0.50	16,237
Mechanic II	0.00	0.50	0.50	13,291
Wastewater Mechanic	0.00	0.50	0.50	12,553
Stand by				3,650
Time charged directly to Capital Projects				-166,224

TOTAL	15.09	1.91	17.00	325,762
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
See project schedule			

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Water		Distribution			043-3081-533	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	187,882	239,195	211,013	346,592	325,762
1410	Overtime	7,490	6,977	7,097	6,300	10,000
1530	Bonuses	712	1,000	1,497	1,925	2,125
2110	FICA	14,655	18,369	16,406	25,597	23,759
2210	Retirement	8,015	11,196	9,933	15,691	30,704
2310	Health & Life Insurance	39,610	39,339	38,184	78,536	73,592
2410	Workers' Compensation	2,767	3,807	4,476	7,105	5,216
2622	Bodies-n-Motion	28	173	138	150	222
2970	1st Install	(2,443)	(2,902)	(2,057)	(4,729)	(4,198)
TOTAL PERSONAL SERVICES		258,716	317,154	286,687	477,167	467,182
<u>OPERATING EXPENSES</u>						
3110	Professional Services	7,768	4,086	12,378	3,900	11,500
3410	Contract Services	0	8,414	931	20,000	10,000
4010	Travel	2,172	2,033	1,193	1,000	9,360
4110	Communication	0	1,710	1,361	1,200	1,500
4150	Fiber Optic Communication	132	228	96	288	744
4210	Postage	67	646	86	600	300
4410	Rentals	0	109	0	500	500
4499	Allocated Equip Rental	(9,116)	(19,415)	(9,640)	(39,314)	(29,009)
4510	Insurance	2,273	4,554	4,937	6,585	7,241
4610	Rep/Maint-Vehicles & Hvy Equip	10,836	9,382	26,415	86,940	45,680
4620	Rep/Maint-Buildings	2,309	501	3,851	7,000	11,000
4630	Rep/Maint-Equipment	2,071	2,510	1,293	2,600	2,988
4710	Printing & Binding	205	138	152	200	200
4810	Promotional Activities	0	0	0	100	0
4911	Advertising	0	88	0	100	100
4920	Other Current Charges	1,691	3,402	1,082	1,500	1,500
5110	Office Supplies	161	1,114	879	500	1,000
5180	Minor Furniture & Equip	4,648	2,325	3,555	3,125	19,173
5210	Operating Supplies	32,254	49,721	43,682	30,000	60,000
5215	Uniforms	2,660	3,149	1,042	3,100	8,818
5230	Fuel Purchases	9,824	11,904	8,386	10,000	10,000
5410	Publications & Membership	40	0	77	50	100
5440	Education	0	0	0	2,000	500
5450	Training	2,414	3,508	4,029	3,000	6,000
TOTAL OPERATING EXPENSES		72,408	90,107	105,785	144,974	179,195

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Water

DIVISION

Distribution

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	477,167	467,182	(9,985)	-2.09%
Operating Expenses	144,974	179,195	34,221	23.60%
TOTALS	622,141	646,377	24,236	3.90%

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Water		Other			043-3088-5xx	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
4950	Uncollectible Accounts	17,071	18,257	12,168	18,260	24,400
4962	Customer Accounts	446,486	450,476	336,708	505,062	629,620
4963	Meter Reading	73,498	77,836	53,123	79,684	84,535
5910	Depreciation Expense	557,310	553,478	333,463	0	0
TOTAL OPERATING EXPENSES		1,094,365	1,100,047	735,462	603,006	738,555
<u>DEBT SERVICE</u>						
7110	Principal-Long Term Debt	0	0	50,480	75,729	247,234
7230	Interest-Long Term Debt	137,858	135,082	88,080	132,125	192,620
7311	Fees	492	492	0	495	179
7320	Amort.Debt Discount	3,094	3,032	0	2,966	2,896
7330	Amort.Debt Issue Costs	3,153	3,089	0	3,022	2,951
7340	Amort Def Charges	8,063	8,062	0	8,063	8,063
TOTAL DEBT SERVICE		152,661	149,757	138,560	222,400	453,943
<u>OTHER USES</u>						
9101	Transfer to General Fund	326,079	290,240	241,000	361,502	352,781
9102	Surcharge Transfer	154,023	149,684	94,360	174,975	166,111
9131	Transfer to Capital Projects	4,000	567,143	559,646	1,209,840	750,000
9145	Transfer to Communication	10,186	0	0	0	0
9160	Reserve/Future Capital	0	0	0	13,084	28,764
9180	Reserve - Potable Water	0	0	8,000	12,000	12,000
9960	Interest-Customer Deposit	5,575	2,375	1,210	2,500	2,000
TOTAL OTHER USES		499,862	1,009,442	904,216	1,773,901	1,311,656
TOTAL APPROPRIATIONS		1,746,887	2,259,246	1,778,238	2,599,307	2,504,154

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Water

DIVISION

Other

	AMENDED 2002-03	PROPOSED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	603,006	738,555	135,549	22.48%
Debt Services	222,400	453,943	231,543	104.11%
Other Uses	1,773,901	1,311,656	(462,245)	-26.06%
TOTALS	2,599,307	2,504,154	(95,153)	-3.66%

Significant Budget Changes:

The operating expense increase is solely attributable to the customer accounts line item (4962) based on cost allocation method, which was determined by using number of customers in fiscal year 2002-03. In fiscal year 2003-04, this amount was based on revenue generated by the various funds. Debt services increase is for the principal and interest payment associated with the debt to construct the reuse system. Other uses decreased as a result of a reduction in the transfer to the capital projects fund.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Water		Capital Projects			043-3099-533	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	19,011	32,247	28,252	86,869	171,234
2110	FICA	1,392	2,336	2,065	6,645	13,101
2210	Retirement	914	1,366	1,332	5,646	11,131
2310	Health & Life Insurance	2,837	5,921	5,473	14,225	28,342
2410	Workers' Compensation	263	522	644	2,026	5,647
2622	Bodies-N-Motion	0	21	7	0	0
2970	1st Installs	2,626	3,287	1,578	4,729	4,198
2999	Allocated Labor Expense	3,161	3,859	4,470	13,311	22,525
TOTAL PERSONAL SERVICES		30,205	49,559	43,821	133,451	256,178
<u>OPERATING EXPENSES</u>						
3110	Professional Services	24,712	85,284	201,322	656,870	958,600
3410	Contract Services	0	0	111,733	0	0
4210	Postage	0	0	12	0	0
4499	Allocated Equip Rental	9,116	19,415	9,940	39,314	29,009
4911	Advertising-Other Ads	0	0	45	0	0
4920	Other Current Charges	1,064	500	5,820	0	0
5180	Minor Furniture/Equipment	659	0	0	0	0
5210	Operating Supplies	188,458	307,878	95,298	723,048	509,243
5299	Allocated Material Expense	13,450	12,265	6,990	18,584	31,298
TOTAL OPERATING EXPENSES		237,458	425,342	431,160	1,437,816	1,528,150
<u>CAPITAL OUTLAY</u>						
6210	Buildings	1,800	164,111	0	18,900	0
6310	Improvements Other Than Bldgs	326,829	679,364	577,009	3,045,121	3,108,360
6410	Machinery & Equipment	219,381	190,867	120,242	793,386	162,562
TOTAL CAPITAL OUTLAY		548,010	1,034,342	697,251	3,857,407	3,270,922
<u>OTHER USES</u>						
9999	WIP- Contra	(815,673)	(1,509,243)	(1,142,338)	0	0
TOTAL OTHER USES		(815,673)	(1,509,243)	(1,142,338)	0	0
TOTAL APPROPRIATIONS		0	0	29,894	5,428,674	5,055,250

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Water

DIVISION

Capital Projects

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	133,451	256,178	122,727	91.96%
Operating Expenses	1,437,816	1,528,150	90,334	6.28%
Capital Outlay	3,857,407	3,270,922	(586,485)	-15.20%
Other Uses	0	0	0	N/A
TOTALS	5,428,674	5,055,250	(373,424)	-6.88%

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Water Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
430001	<u>Meters (186,389)</u>		
	Meters	Customer Contribution	27,783
	Meters	Depreciation	8,606
	Automated meter reading equipment	Depreciation	150,000
430002	<u>Mains (1,423,751)</u>		
	Miscellaneous	Current Revenue	158,661
	Lone Oak Phase I	Depreciation	22,668
	Lone Oak Phase II	Depreciation	22,668
	CR 473 loop Phase I	Current Revenue	141,702
	US Hwy 27 Southwest Plant	Current Revenue	600,000
	Sunnyside	Depreciation	129,488
	Thomas Avenue Extension	Depreciation	39,966
	Thomas Avenue Phase II	Current Revenue	78,094
	Treadway/Tarawood/Emerald Green loop	Current Revenue	24,000
	Airport loop Phase I	Depreciation	49,682
	Casteen/Flatwoods Road loop	Customer Contribution	37,000
	Stagparkway/Flatwoods Road loop	Customer Contribution	37,000
	Heritage Estates	Current Revenue	10,000
	CR470/Turnpike	Current Revenue	50,000
	Montclair Road loop	Depreciation	22,822
430003	<u>Tools & Equipment (103,472)</u>		
	Utility forks for Backhoe	Depreciation	5,040
	Forklift	Depreciation	15,800
	Walk behind street saw	Depreciation	1,950
	Pipe threader	Depreciation	4,000
	950R locator	Depreciation	4,100
	4" Double diaphragm pump	Depreciation	9,300
	Sodium Hypochlorite Conversion	Depreciation	52,016
	Copier	Depreciation	5,200
	125ph motor	Depreciation	6,066
430004	<u>Vehicles & Equipment (79,500)</u>		
	Lawn Tractor	Current Revenue	4,000
		Depreciation	4,000
	Ford F250	Depreciation	28,000
	Ford F250 (Replace #56)	Depreciation	28,000
	GMC Sonoma	Depreciation	15,500

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Water Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
430006	<u>Plants & Storage (1,561,333)</u>		
	Southwest Regional Water Plant (757,433)	Potable Fees	50,000
		Impact Fees	707,433
	Windsong Water Plant	Current Revenue	290,000
	Pump house for airport plant	Depreciation	15,000
	Pumping station	Current Revenue	60,000
	Well - Royal Highlands	Current Revenue	300,000
	A/C - Royal Highlands Plant	Depreciation	3,900
	Paint water tanks	Current Revenue	135,000
430007	<u>Reuse Plant (2,008,808)</u>		
	Reuse System (1,500,000)	Grant	200,000
		Debt Proceeds	1,300,000
	Reuse line extension-Legacy to plant	Debt Proceeds	300,000
	Canal Street connection	Depreciation	108,808
	Reuse pipe for Hwy 441	Depreciation	100,000
430010	New Services	Customer Contribution	48,387
430011	Reuse Meters	Depreciation	17,034
TOTAL			<u><u>5,428,674</u></u>
Source of Funds			
		Depreciation	869,614
		Customer Contribution	150,170
		Current Revenue	1,851,457
		Potable Fees	50,000
		Impact Fees	707,433
		Grant	200,000
		Debt Proceeds	1,600,000
TOTAL			<u><u>5,428,674</u></u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Water Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
430001	<u>Meters (162,000)</u>		
	Meters	Customer Contribution	81,000
		Depreciation	81,000
430002	<u>Mains (834,821)</u>		
	Miscellaneous	Depreciation	169,231
	Sumter/Lyncy/Hood Loop	Depreciation	55,381
	Dixie/N Blvd Hydrant	Depreciation	13,284
	SR 500 - Newell Hill to Lake	Depreciation	89,500
	SR 500 - Mills to Faulkner	Depreciation	54,985
	SR 500 - Michigan to Mt Vernon	Depreciation	36,650
	Sr 500 - Main to Hwy 441	Depreciation	31,094
	Sr 500 - Mills to Newell Hill	Depreciation	93,750
	Heritage Estates	Depreciation	45,000
	Leesburg Airport, Phase II	Depreciation	179,423
	Stock Subdivision	Depreciation	66,523
430003	<u>Tools & Equipment</u>		
	Trailer Mounted Air Compressor	Depreciation	15,000
430004	<u>Vehicles & Equipment (60,562)</u>		
	F350 2x4 (gas or diesel)	Depreciation	26,560
	Ford F550 Diesel 4x4	Depreciation	34,002
430006	<u>Plant & Storage (277,800)</u>		
	South Pumping Station	Impact Fees	90,000
	Booster Pump - East	Impact Fees	90,000
	GTS	Depreciation	10,800
	Control Cabinet-Wells	Current Revenue	58,000
	Control Cabinet-Mall	Current Revenue	14,500
	Control Cabinet-Highland Lakes	Current Revenue	14,500
430007	<u>Reuse (3,637,000)</u>		
	Plant Construction (Canal Street)	Debt Proceeds	1,000,000
	Local Lines	Debt Proceeds	287,000
	Transmission Main	Debt Proceeds	1,300,000
	Turnpike to US 27	Debt Proceeds	1,050,000

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Water Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
430010	New Services	Customer Contribution	48,067
430011	Reuse Meters (20,000)	Depreciation	10,000
		Customer Contribution	10,000
		TOTAL	<u><u>5,055,250</u></u>

Source of Funds

Depreciation	1,012,183
Customer Contribution	139,067
Impact Fees	180,000
Current Revenue	87,000
Debt Proceeds	3,637,000
TOTAL	<u><u>5,055,250</u></u>

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

WASTEWATER DEPARTMENT

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

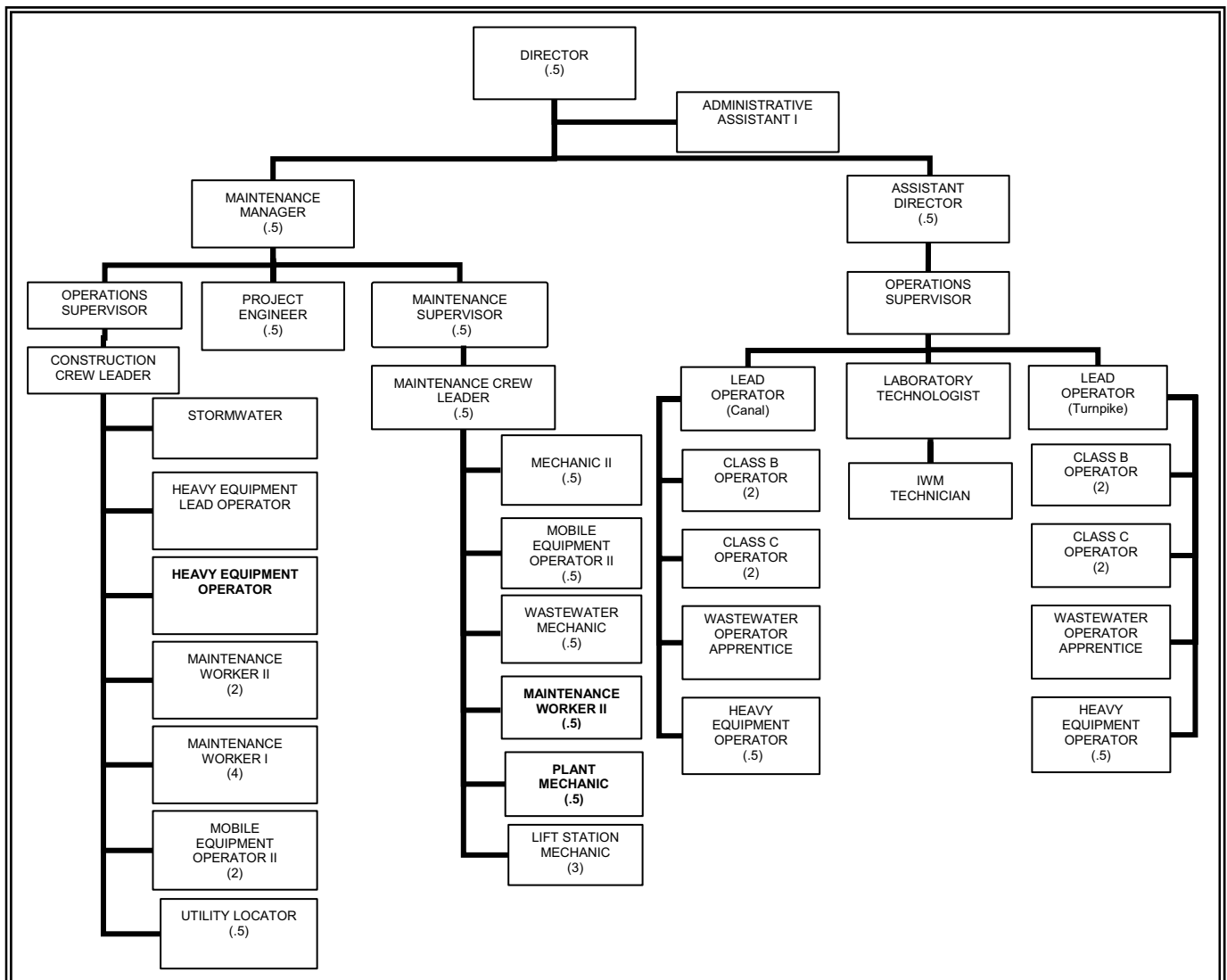
Collection

- 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



FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

WASTEWATER FUND

BUDGET SUMMARY - OPERATING STATEMENT

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING REVENUE</u>					
Charges for Services	3,746,644	3,744,953	2,727,256	4,208,540	4,959,882
Other Operating Revenue	73,281	70,186	55,910	73,585	86,849
TOTAL REVENUE SOURCES	3,819,925	3,815,139	2,783,166	4,282,125	5,046,731
<u>OPERATING APPROPRIATIONS</u>					
Administration	498,983	597,585	501,556	850,278	744,421
Treatment	1,083,080	1,310,755	792,575	1,349,857	1,395,934
Sprayfield	193,360	284,089	104,205	253,741	193,152
Reuse (Transferred to Water)	5,945	4,714	0	0	0
Collections	604,534	715,219	556,657	977,493	1,089,432
Other	1,809,703	1,811,584	1,132,466	577,654	645,963
TOTAL APPROPRIATIONS	(4,195,605)	(4,723,946)	(3,087,459)	(4,009,023)	(4,068,902)
NET INCOME FROM OPERATIONS	(375,680)	(908,807)	(304,293)	273,102	977,829
Non-Operating Revenue	483,901	525,981	346,009	507,377	585,384
Non-Operating Appropriations	(765,237)	(755,481)	(584,555)	(907,414)	(1,053,534)
NET OTHER INCOME	(281,336)	(229,500)	(238,546)	(400,037)	(468,150)
NET INCOME BEFORE TRANSFERS	(657,015)	(1,138,307)	(542,839)	(126,935)	509,679
Transfers to other funds	(332,638)	(256,846)	(220,544)	(330,822)	(403,738)
NET INCOME AFTER TRANSFERS	(989,654)	(1,395,153)	(763,383)	(457,757)	105,941
Other Sources	113,264	19,594	0	3,967,043	2,377,896
Capital Projects	0	0	0	(4,786,968)	(2,377,896)
NET OTHER SOURCES	113,264	19,594	0	(819,925)	0
UNAPPROPRIATED BALANCE	(876,389)	(1,375,559)	(763,383)	(1,277,682)	105,941

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT 044-0000	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>CHARGES FOR SERVICES</u>					
34351 Residential	2,160,721	2,208,554	1,620,708	2,485,920	2,994,513
34352 Commercial Class 1	247,163	240,330	183,584	281,985	325,443
34352 Commercial Class 2	81,909	78,189	56,900	85,560	98,252
34352 Commercial Class 3	455,599	439,073	335,074	505,225	600,178
34352 Commercial Class 4	0	0	15,553	28,000	23,300
34352 Commercial Class 6	4,210	4,333	1,597	1,125	0
34352 Commercial Class 7	138	262	95	100	0
34352 Commercial Class 8	423	573	58	100	0
34352 Industrial	16,847	16,753	11,200	16,890	16,800
34352 Commercial Reuse	8,437	7,522	0	0	0
34353 Misc Bill - Combined Rate	732,712	707,763	464,335	745,000	843,156
34354 Multi-Family	27,427	30,028	29,076	44,350	39,888
34356 Municipal	11,060	11,573	9,076	14,285	18,352
TOTAL CHARGES FOR SERVICES	3,746,644	3,744,953	2,727,256	4,208,540	4,959,882
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	30,755	29,240	20,886	30,100	31,300
34918 Misc Service Revenue	23,207	16,391	14,856	20,485	26,549
34921 Front Footage Fees	3,586	4,925	3,328	5,000	4,000
34922 Tap In Fees	15,732	19,630	16,840	18,000	25,000
TOTAL OTHER OPERATING REVENUE	73,281	70,186	55,910	73,585	86,849
<u>NON OPERATING REVENUE</u>					
33400 State Grants	0	3,074	0	0	0
36101 Interest on Investments	352,754	214,117	71,727	187,017	105,584
36111 Misc Interest Income	550	323	30	360	0
36130 Gain/Loss Investments	135,847	(27,054)	(12,260)	0	0
36201 Rents and Royalties	2,500	1,600	3,200	0	4,800
36323 Impact Fees-Residential	0	252,588	280,340	200,000	375,000
36323 Impact Fees-Commercial	0	113,230	26,275	120,000	100,000
36402 Gain From Sale of Fixed Assets	(183)	(32,996)	(24,303)	0	0
36404 Recovery From Losses	5,222	668	0	0	0
36902 Discount - Accounts Payable	69	28	0	0	0
36925 Misc Jobbing Revenue	390	0	1,000	0	0
36990 Misc Non-Operating Revenue	(13,248)	403	0	0	0
TOTAL NON OPERATING REVENUE	483,901	525,981	346,009	507,377	585,384
<u>OTHER SOURCES</u>					
38401 Debt Proceeds	0	0	0	2,499,000	1,325,000
38893 Appropriated Retained Earnings	0	0	0	1,277,682	0
38911 Interest - Bond Proceeds	113,264	10,472	0	0	0
38950 Contributions - Cust & Dev	0	9,122	0	0	0

FISCAL YEAR 2003-04 BUDGET

WASTEWATER FUND

DIVISION SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
4021 ADMINISTRATION					
Personal Services	110,979	96,973	80,911	135,902	118,572
Operating Expenses	388,004	500,612	420,645	714,376	625,849
TOTAL ADMINISTRATION	498,983	597,585	501,556	850,278	744,421
4051 CANAL ST. TREATMENT					
Personal Services	335,341	381,990	200,723	339,366	369,921
Operating Expenses	317,909	338,152	214,248	357,196	368,029
TOTAL CANAL ST. PLANT	653,250	720,142	414,971	696,562	737,950
4052 TURNPIKE TREATMENT					
Personal Services	233,535	296,347	193,464	354,341	357,534
Operating Expenses	196,295	294,266	184,140	298,954	300,450
TOTAL TURNPIKE PLANT	429,830	590,613	377,604	653,295	657,984
4071 SPRAYFIELD					
Personal Services	69,150	94,099	28,235	106,632	39,927
Operating Expenses	124,210	189,990	75,970	147,109	153,225
TOTAL SPRAYFIELD	193,360	284,089	104,205	253,741	193,152
4072 REUSE					
Personal Services	124	1,468	0	0	0
Operating Expenses	5,821	3,246	0	0	0
TOTAL REUSE	5,945	4,714	0	0	0
4081 COLLECTIONS					
Personal Services	351,811	469,833	332,568	631,270	675,166
Operating Expenses	252,723	245,386	224,089	346,223	414,266
TOTAL COLLECTIONS	604,534	715,219	556,657	977,493	1,089,432
4088 OTHER					
Operating Expenses	1,809,703	1,811,584	1,132,466	577,654	645,963
Debt Service	762,944	754,508	584,096	905,915	1,052,734
Other Uses	334,931	257,819	221,003	332,321	510,479
TOTAL OTHER	2,907,578	2,823,911	1,937,565	1,815,890	2,209,176
4099 CAPITAL PROJECTS					
Personal Services	2,189	8,663	4,161	29,839	83,216
Operating Expenses	78,427	367,741	45,173	1,271,877	848,614
Capital Outlay	1,006,932	3,571,394	(65,154)	3,485,252	1,446,066
Other Uses	(1,087,548)	(3,947,798)	15,820	0	0
TOTAL CAPITAL PROJECTS	0	0	0	4,786,968	2,377,896
GRAND TOTAL					
Personal Services	1,103,129	1,349,373	840,062	1,597,350	1,644,336
Operating Expenses	3,173,092	3,750,977	2,296,731	3,713,389	3,356,396
Capital Outlay	1,006,932	3,571,394	(65,154)	3,485,252	1,446,066
Debt Service	762,944	754,508	584,096	905,915	1,052,734
Other Uses	(752,617)	(3,689,979)	236,823	332,321	510,479
TOTAL APPROPRIATIONS	5,293,480	5,736,273	3,892,558	10,034,227	8,010,011

FISCAL YEAR 2003-04 BUDGET

WASTEWATER DEPARTMENT

Administration Division

Goal: Plan, build and maintain a system of community infrastructure assets that meet the diverse needs of our community.

Objectives:

- ◆ 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 2004.
- ◆ Identify the most critical equipment, input relevant data into Computerized Maintenance Management System, and establish preventive maintenance schedules.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Develop a defined training program for each division to meet current and future needs identified through the strategic planning process for implementation in fiscal year 2004-05.
- ◆ Improve reliability and efficiency through a program of cross training to develop a depth of knowledge throughout the Department.
- ◆ Develop a series of relevant dashboard indicators for each division to track performance by the end of the first quarter.

Accomplishments:

- Completed cost-of-service and impact fee rate study.
- Completed SCADA system implementation and placed all wastewater treatment plant facilities and one-fourth of lift stations on-line.
- Restructured job descriptions to better match descriptions with job functions and required proficiencies.
- Completed restructuring to conform to organizational chart.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Strategic Plan	N/A	N/A	100%
Wastewater Treatment Master Plan	N/A	N/A	100%
Wastewater Collection Master Plan	N/A	N/A	100%
Establish CMMS for most critical equipment	N/A	N/A	100%
Develop Defined Training Program	N/A	N/A	100%
Implement Cross Training Program	N/A	N/A	100%
Develop dashboard performance indicators	N/A	N/A	100%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Wastewater

DIVISION

Administration

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Director	0.50	0.00	0.50	36,377
Assistant Director	0.50	0.00	0.50	27,111
Administrative Assistant I	1.00	0.00	1.00	30,956
Administrative Assistant II	0.50	-0.50	0.00	0

TOTAL	2.50	-0.50	2.00	94,444
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT**

See project schedule

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Wastewater		Administration			044-4021-535	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
1210	Regular Salaries & Wages	86,446	76,082	64,839	105,373	94,444
1410	Overtime	301	1,447	695	500	1,500
1530	Bonuses	250	125	243	325	250
2110	FICA	6,533	5,682	4,866	7,699	6,682
2210	Retirement	2,427	3,564	2,815	6,849	8,028
2310	Health & Life Insurance	13,111	10,733	8,352	17,379	12,979
2410	Workers' Compensation	289	116	156	233	331
2610	Deferred Compensation	1,862	0	0	0	0
2999	Allocated Labor Expense	(240)	(776)	(1,055)	(2,456)	(5,642)
TOTAL PERSONAL SERVICES		110,979	96,973	80,911	135,902	118,572
OPERATING EXPENSES						
3110	Professional Services	11,735	19,961	1,347	133,825	37,500
3410	Contract Services	0	281	0	5,000	500
4010	Travel	437	265	2	3,000	3,000
4110	Communication	2,208	2,507	2,025	2,000	2,000
4150	Fiber Optic Communication	132	228	264	396	252
4210	Postage	353	197	127	400	400
4510	Insurance	14,090	25,460	33,656	44,875	49,362
4610	Rep/Maint-Vehicles & Hwy Equip	0	0	90	2,660	2,080
4620	Rep/Maint-Buildings	240	739	160	500	250
4630	Rep/Maint-Equipment	1,800	1,028	833	2,450	1,300
4710	Printing & Binding	128	139	0	100	100
4810	Promotional Activities	0	0	1,315	5,000	1,250
4821	Rebates	0	0	16,913	0	500
4911	Advertising	11	660	22,911	500	12,750
4920	Other Current Charges	105	1,411	1,089	1,000	500
4945	Injury/Damage to Others	4,995	1,344	2,447	2,000	2,000
4961	General Administrative	347,464	444,122	336,120	504,180	527,372
5110	Office Supplies	1,764	901	135	2,000	1,000
5180	Minor Furniture & Equip	1,234	1,182	253	1,000	500
5210	Operating Supplies	187	8	0	500	500
5215	Uniforms	0	0	0	500	250
5230	Fuel Purchases	0	0	100	500	500
5299	Allocated Material Expense	(95)	(799)	649	(10)	(20,417)
5410	Publications & Membership	370	555	168	500	500
5440	Education	0	0	0	1,000	500
5450	Training	849	423	41	500	1,400
TOTAL OPERATING EXPENSES		388,004	500,612	420,645	714,376	625,849

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Wastewater

DIVISION

Administration

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	135,902	118,572	(17,330)	-12.75%
Operating Expenses	714,376	625,849	(88,527)	-12.39%
TOTALS	850,278	744,421	(105,857)	-12.45%

Significant Budget Changes:

Change in operating expenses due to a decrease of professional services, related to the Wastewater Master Plan.

FISCAL YEAR 2003-04 BUDGET

WASTEWATER DEPARTMENT

Canal Street Treatment Plant Division

Goal: Create and preserve an environmentally healthy, clean and beautiful community.

Objectives:

- ◆ 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.

Goal: Plan, build and maintain a system of infrastructure assets sufficient to meet the needs of the community.

Objectives:

- ◆ 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.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Reduce electric usage by 5% annually. Evaluate overall energy usage against best management practices.
- ◆ Develop cross training program focused on achieving dual licensing for all operators. Develop written training program to ensure that all operators obtain necessary CEU's for recertification.
- ◆ Develop and implement written operating procedures for all aspects of plant operations by the end of fiscal year 2003-04.
- ◆ Track and report performance on a monthly basis through relevant dashboard indicators.

Major Accomplishments:

- Coordinated upgrade to Canal Street plant as scheduled with Boyle Engineering.
- Trained operations staff to provide after-hours monitoring of SCADA, which reduced staffing at the Turnpike plant and water plants, while maintaining full 24/7 monitoring.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Deficiencies for regulatory compliance	N/A	N/A	0
Unscheduled down time for critical systems	N/A	N/A	0 hours
Reduce electric usage	N/A	N/A	5%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Wastewater

DIVISION

Canal Street Plant

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Operations Supervisor	0.50	0.00	0.50	19,930
Laboratory Technologist	0.50	0.00	0.50	24,762
Lead Operator	1.00	0.00	1.00	32,562
Class B Operator	2.00	0.00	2.00	52,648
Class C Operator	2.00	0.00	2.00	52,854
Wastewater Operator Apprentice	1.00	0.00	1.00	23,537
IWM Technician	0.50	0.00	0.50	12,074
Heavy Equipment Operator	0.50	0.00	0.50	17,933

TOTAL	8.00	0.00	8.00	236,300
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
See project schedule			

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT
Wastewater	Canal St Treatment Plant	044-4051-535

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	246,324	275,988	143,854	231,779	236,300
1310 Temporary Labor	0	2,283	321	0	0
1410 Overtime	13,802	24,412	6,925	12,000	10,000
1530 Bonuses	948	1,125	875	1,000	1,000
2110 FICA	18,763	22,077	11,032	18,003	17,240
2210 Retirement	10,244	12,062	7,557	11,709	20,086
2310 Health & Life Insurance	41,923	40,799	27,636	61,040	77,272
2410 Workers' Compensation	3,337	2,983	2,509	3,835	7,699
2624 LRMC Wellness Center	0	261	14	0	324
TOTAL PERSONAL SERVICES	335,341	381,990	200,723	339,366	369,921
<u>OPERATING EXPENSES</u>					
3110 Professional Services	13,978	23,803	10,912	27,250	25,000
3410 Contract Services	1,588	298	1,206	5,000	38,149
4010 Travel	713	2,983	2,394	1,000	3,100
4110 Communication	44	450	435	400	1,000
4150 Fiber Optic Communication	132	228	264	396	252
4210 Postage	401	1,125	686	300	500
4310 Utilities	208,917	207,472	128,740	200,000	200,000
4410 Rentals	0	1,755	0	500	250
4510 Insurance	1,534	4,737	4,221	4,800	6,148
4610 Rep/Maint-Vehicles & Hwy Equip	34,751	28,918	22,355	50,200	37,060
4620 Rep/Maint-Buildings	3,472	3,332	864	4,000	10,500
4630 Rep/Maint-Equipment	1,789	2,087	2,307	3,350	2,675
4710 Printing & Binding	44	0	0	100	100
4911 Advertising	59	235	2,141	100	100
4920 Other Current Charges	11,104	10,847	6,981	5,000	2,500
5110 Office Supplies	1,444	460	118	800	500
5180 Minor Furniture & Equip	5,420	10,954	7,755	10,000	3,000
5210 Operating Supplies	15,247	23,655	12,200	18,000	16,680
5215 Uniforms	1,677	1,082	1,145	4,000	4,068
5230 Fuel Purchases	13,171	9,579	5,705	15,000	10,000
5410 Publications & Membership	396	450	375	1,000	500
5440 Education	0	0	0	1,000	500
5450 Training	2,027	3,702	3,444	5,000	5,447
TOTAL OPERATING EXPENSES	317,909	338,152	214,248	357,196	368,029

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Wastewater

DIVISION

Canal St Treatment Plant

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	339,366	369,921	30,555	9.00%
Operating Expenses	357,196	368,029	10,833	3.03%
TOTALS	696,562	737,950	41,388	5.94%

FISCAL YEAR 2003-04 BUDGET

WASTEWATER DEPARTMENT

Turnpike Treatment Plant Division

Goal: Create and preserve an environmentally healthy, clean and beautiful community.

Objectives:

- ◆ 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.

Goal: Plan, build and maintain a system of infrastructure assets sufficient to meet the needs of the community.

Objectives:

- ◆ 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.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Reduce electric usage by 5% annually. Evaluate overall energy usage against best management practices.
- ◆ Develop cross training program focused on achieving dual licensing for all operators. Develop written training program to ensure that all operators obtain necessary CEU's for recertification.
- ◆ Develop and implement written operating procedures for all aspects of plant operations by the end of fiscal year 2003-04.
- ◆ Track and report performance on a monthly basis through relevant dashboard indicators.

Major Accomplishments:

- Trained operations staff to provide after-hours monitoring of SCADA, which reduced staffing at the Turnpike plant and water plants, while maintaining full 24/7 monitoring.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Deficiencies for regulatory compliance	N/A	N/A	0
Unscheduled down time for critical systems	N/A	N/A	0
Reduce electric usage	N/A	N/A	5%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Wastewater

DIVISION

Turnpike Plant

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Operations Supervisor	0.50	0.00	0.50	19,930
Laboratory Technologist	0.50	0.00	0.50	24,762
Lead Operator	1.00	0.00	1.00	28,226
Class B Operator	2.00	0.00	2.00	55,234
Class C Operator	2.00	0.00	2.00	64,553
Heavy Equipment Operator	0.50	0.00	0.50	17,933
Wastewater Operator Apprentice	1.00	0.00	1.00	23,773
IWM Technician	0.50	0.00	0.50	12,074
Stand by				3,640

TOTAL	8.00	0.00	8.00	250,125
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
See project schedule			

TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT
Wastewater	Turnpike Treatment Plant	044-4052-535

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	164,357	215,676	137,672	245,948	250,125
1310 Temporary Labor	3,529	0	0	0	0
1410 Overtime	12,726	17,832	7,564	7,000	7,000
1530 Bonuses	422	500	875	1,000	1,000
2110 FICA	13,332	17,379	10,633	18,521	18,003
2210 Retirement	4,265	10,991	7,683	15,987	20,951
2310 Health & Life Insurance	33,146	31,345	26,275	61,040	53,972
2410 Workers' Compensation	1,759	2,560	2,566	4,521	6,483
2624 LRMC Wellness Center	0	64	196	324	0
TOTAL PERSONAL SERVICES	233,535	296,347	193,464	354,341	357,534
<u>OPERATING EXPENSES</u>					
3110 Professional Services	1,350	24,280	10,315	42,500	12,000
3410 Contract Services	0	70	1,050	1,000	17,720
4010 Travel	2,302	792	1,361	1,000	4,450
4110 Communication	615	1,485	832	500	1,000
4150 Fiber Optic Communication	504	0	176	264	492
4210 Postage	40	1,382	670	500	500
4310 Utilities	146,123	169,536	114,657	190,000	190,000
4410 Rentals	0	380	32	250	100
4510 Insurance	1,286	3,292	3,190	3,350	4,537
4610 Rep/Maint-Vehicles&Hwy Equip	3,326	26,291	12,614	9,240	19,400
4620 Rep/Maint-Buildings	5,653	2,608	873	5,000	2,000
4630 Rep/Maint-Equipment	2,812	933	1,394	3,150	1,900
4710 Printing & Binding	0	0	44	200	100
4911 Advertising - Other Ads	0	0	0	200	100
4920 Other Current Charges	4,357	18,739	14,153	3,000	3,000
5110 Office Supplies	3,342	2,262	527	2,000	1,000
5180 Minor Furniture & Equip	4,691	5,757	3,416	2,500	3,500
5210 Operating Supplies	14,912	29,489	13,359	20,000	20,680
5215 Uniforms	1,115	2,096	290	3,500	6,102
5230 Fuel Purchases	1,009	2,702	2,333	5,000	5,000
5410 Publications & Membership	194	297	726	800	1,000
5440 Education	0	0	0	1,000	500
5450 Training	2,664	1,875	2,128	4,000	5,369
TOTAL OPERATING EXPENSES	196,295	294,266	184,140	298,954	300,450

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Wastewater

DIVISION

Turnpike Treatment Plant

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	354,341	357,534	3,193	0.90%
Operating Expenses	298,954	300,450	1,496	0.50%
TOTALS	653,295	657,984	4,689	0.72%

FISCAL YEAR 2003-04 BUDGET

WASTEWATER DEPARTMENT

Sprayfield Division

Goal: Create and preserve an environmentally healthy, clean and beautiful community.

Objectives:

- ◆ 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.

Goal: Plan, build and maintain a system of infrastructure assets sufficient to meet the needs of the community.

Objectives:

- ◆ Establish a goal of zero hours of unscheduled downtime for critical pumping systems. Monitor malfunction reports and implement preventive and predictive maintenance procedures.
- ◆ Identify the most critical equipment, input relevant data into Computerized Maintenance Management System, and establish preventive maintenance schedules.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Reduce electric usage by 5% annually. Evaluate overall energy usage against best management practices.
- ◆ Evaluate true costs of in-house field maintenance vs. contracting. Develop and analyze alternatives to ensure lowest-cost option; complete by March 2004.

Major Accomplishments:

- Purchased additional farm tractor.
- Replaced 150 2" spray gun heads on south sprayfield site.
- Repaired underdrain system on north sprayfield site.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Deficiencies for regulatory compliance	N/A	N/A	0
Unscheduled down time for critical systems	N/A	N/A	0
Establish CMMS for most critical equipment	N/A	N/A	100%
Reduce electric usage	N/A	N/A	5%

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Wastewater

DIVISION

Sprayfield

CLASSIFICATION

	CURRENT	NEW	TOTAL	AMOUNT
Maintenance Worker II	1.00	-0.50	0.50	11,149
Mobile Equipment Operator II	1.00	-0.50	0.50	11,159
Mechanic II	1.00	-1.00	0.00	0
Maintenance Worker I	0.00	0.00	0.00	0
Stand by				3,640

TOTAL	3.00	-2.00	1.00	25,948
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION

See project schedule

REPLACEMENT**IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT
Wastewater	Sprayfield	044-4071-535

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>					
1210 Regular Salaries & Wages	46,756	66,059	18,749	73,514	25,948
1410 Overtime	2,972	6,342	1,570	2,500	1,500
1530 Bonuses	250	250	250	250	125
2110 FICA	3,577	5,329	1,440	5,637	1,707
2210 Retirement	2,955	3,197	1,015	3,299	1,896
2310 Health & Life Insurance	11,518	12,213	4,884	20,227	8,164
2410 Workers' Compensation	1,121	709	327	1,205	587
TOTAL PERSONAL SERVICES	69,150	94,099	28,235	106,632	39,927
<u>OPERATING EXPENSES</u>					
3110 Professional Services	47	216	76	100	7,500
3410 Contract Services	0	0	395	3,000	3,000
4010 Travel	0	402	0	200	950
4110 Communication	406	722	836	1,000	202
4150 Fiber Optic Communication	0	0	96	144	132
4210 Postage	0	410	35	500	100
4310 Utilities	93,215	85,395	54,533	100,000	100,000
4410 Rentals	323	980	79	0	500
4510 Insurance	1,779	1,828	780	1,295	1,421
4610 Rep/Maint-Vehicles & Hvy Equip	15,478	14,241	14,435	17,220	21,760
4620 Rep/Maint-Buildings	2,567	21,621	297	5,000	5,000
4630 Rep/Maint-Equipment	343	647	394	1,250	938
4911 Advertising-Other Ads	0	28	0	100	100
4920 Other Current Charges	397	1,134	594	1,000	1,000
5110 Office Supplies	55	44	0	100	100
5180 Minor Furniture/Equipment	1,811	47,422	25	4,000	500
5210 Operating Supplies	4,826	11,233	1,711	5,000	5,000
5215 Uniforms	666	1,040	0	1,200	722
5230 Fuel Purchases	2,212	2,627	1,684	5,000	3,000
5354 Publications & Membership	0	0	0	0	100
5450 Training	85	0	0	1,000	1,200
TOTAL OPERATING EXPENSES	124,210	189,990	75,970	147,109	153,225
TOTAL APPROPRIATIONS	193,360	284,089	104,205	253,741	193,152

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Wastewater

DIVISION

Sprayfield

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	106,632	39,927	(66,705)	-62.56%
Operating Expenses	147,109	153,225	6,116	4.16%
TOTALS	253,741	193,152	(60,589)	-23.88%

Significant Budget Changes:

Decrease in personal services is attributable to less staff, who were moved to appropriate divisions where the work was being performed.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Wastewater		Reuse			044-4072-535	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	0	1,272	0	0	0
2110	FICA	0	93	0	0	0
2210	Retirement	0	47	0	0	0
2310	Health & Life Insurance	124	251	0	0	0
2410	Workers Compensation	0	20	0	0	0
2624	LRMC Wellness Center	0	1	0	0	0
2970	1st Installs	0	(216)	0	0	0
TOTAL PERSONAL SERVICES		124	1,468	0	0	0
<u>OPERATING EXPENSES</u>						
3110	Professional Services	0	60	0	0	0
3410	Contract Services	0	0	0	0	0
4210	Postage	78	66	0	0	0
4310	Utilities	0	0	0	0	0
4499	Allocated Equip Rental	(94)	(408)	0	0	0
4510	Insurance	948	0	0	0	0
4620	Rep/Main- Buildings	1,813	0	0	0	0
4810	Promotional Activities	0	0	0	0	0
4911	Advertising	22	155	0	0	0
5180	Minor Furniture/Equipment	304	0	0	0	0
5210	Operating Supplies	2,750	3,373	0	0	0
5450	Training	0	0	0	0	0
TOTAL OPERATING EXPENSES		5,821	3,246	0	0	0
TOTAL APPROPRIATIONS		5,945	4,714	0	0	0

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Wastewater

DIVISION

Reuse

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	0	0	0	N/A
Operating Expenses	0	0	0	N/A
TOTALS	0	0	0	N/A

Significant Budget Changes:

During fiscal year 2002-03 this division was transferred to Water (043-3072-533).

FISCAL YEAR 2003-04 BUDGET

WASTEWATER DEPARTMENT

Collection Division

Goal: Respond courteously and efficiently to all customer needs.

Objectives:

- ◆ 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.

Goal: Create and preserve an environmentally healthy, clean and beautiful community.

Objectives:

- ◆ 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. Establish a dashboard monitor to evaluate number and cause of overflows.
- ◆ Reduce overflows due to lift station malfunction. Establish a goal of zero overflows related to lift station malfunctions. Establish a dashboard monitor to evaluate number and cause of overflows.

Goal: Plan, build and maintain a system of community infrastructure assets that meet the diverse needs of our community.

Objectives:

- ◆ Complete four lift station rehabs.
- ◆ Complete installation of SCADA system in additional one-fourth of lift stations.

Goal: Establish organizational operating processes and support systems to meet the needs of the community in an efficient and cost effective manner.

Objectives:

- ◆ Develop cross training program focused on requirements of pay for performance concepts.
- ◆ Track and report performance on a monthly basis through relevant dashboard indicators.

Major Accomplishments:

- Completed six lift station rehabs.
- Completed rehab of 33 sanitary manholes.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Response time in minutes	N/A	N/A	30
Call-backs	N/A	N/A	0
Overflows	N/A	N/A	0
Lift station rehabs	N/A	6	4
SCADA in lift stations	N/A	N/A	25
Install sanitary manhole rehabs	N/A	33	30

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Wastewater

DIVISION

Collection

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Maintenance Manager	0.33	0.17	0.50	26,400
Project Engineer	0.25	0.25	0.50	24,674
Operations Supervisor	0.67	0.33	1.00	42,669
Construction Crew Leader	0.66	0.34	1.00	30,021
Heavy Equipment Operator	1.00	0.00	1.00	25,528
Mobile Equipment Operator II	2.00	0.00	2.00	50,369
Maintenance Worker II	2.00	0.00	2.00	45,500
Lift Station Mechanic	3.00	0.00	3.00	74,124
Heavy Equipment Lead Operator	1.00	0.00	1.00	26,802
Utility Locator	0.50	0.00	0.50	11,897
Maintenance Supervisor	0.50	0.00	0.50	18,564
Maintenance Crew Leader	1.00	-0.50	0.50	16,237
Maintenance Worker I	3.00	0.00	3.00	80,922
Plant Mechanic	0.50	0.00	0.50	12,433
Mechanic II	0.00	0.50	0.50	13,290
Wastewater Mechanic	1.00	-0.50	0.50	12,553
Standby				7,500
Employee time directly charged to Capital Projects				-58,180

TOTAL	17.41	0.59	18.00	461,303
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION

See project schedule

REPLACEMENT**IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Wastewater		Collections			044-4081-535	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	244,633	354,374	238,753	438,390	461,303
1310	Temporary Labor	2,930	0	0	0	0
1410	Overtime	11,241	9,702	6,716	11,000	11,000
1510	Suggestion Program	1,170	0	0	0	0
1530	Bonuses	1,371	957	1,717	2,350	2,375
1990	Wages - Contra	0	0	0	0	0
2110	FICA	18,926	26,794	18,022	34,784	33,028
2210	Retirement	12,821	11,464	10,982	27,128	39,737
2310	Health & Life Insurance	50,907	62,503	52,111	109,602	116,361
2410	Workers' Compensation	7,812	3,936	4,174	7,866	11,302
2622	Bodies-N-Motion	0	103	93	150	60
2990	Benefits - Contra	0	0	0	0	0
TOTAL PERSONAL SERVICES		351,811	469,833	332,568	631,270	675,166
<u>OPERATING EXPENSES</u>						
3110	Professional Services	19,856	(11,434)	801	21,800	31,000
3410	Contract Services	0	779	4,763	20,000	10,000
4010	Travel	2,263	5,023	3,303	8,000	6,680
4110	Communication	1,911	6,028	5,720	2,200	5,672
4150	Fiber Optic Communication	624	240	192	288	744
4210	Postage	593	1,202	831	500	1,000
4310	Utilities	72,592	77,710	57,909	75,000	86,000
4410	Rentals	115	387	668	1,200	1,000
4510	Insurance	4,261	5,123	7,535	10,050	11,052
4610	Rep/Maint-Vehicles & Hvy Equip	75,167	59,297	68,096	116,835	125,580
4620	Rep/Maint-Buildings	7,360	18,778	13,329	8,000	20,000
4630	Rep/Maint-Equipment	2,021	1,236	1,575	1,450	2,950
4710	Printing & Binding	231	132	44	500	200
4920	Other Current Charges	3,404	2,785	690	3,000	1,500
5110	Office Supplies	72	637	111	500	500
5180	Minor Furniture & Equip	8,183	12,007	6,921	7,000	5,000
5210	Operating Supplies	30,577	37,268	28,876	40,000	67,834
5215	Uniforms	2,433	4,877	1,606	7,000	12,794
5230	Fuel Purchases	14,787	15,739	12,292	15,500	15,500
5410	Publications & Membership	20	465	20	400	200
5440	Education	148	0	0	1,000	1,000
5450	Training	6,105	7,107	8,807	6,000	8,060

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Wastewater

DIVISION

Collections

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	631,270	675,166	43,896	6.95%
Operating Expenses	346,223	414,266	68,043	19.65%
TOTALS	977,493	1,089,432	111,939	11.45%

Significant Budget Changes:

Operating expenses include a significant increase for the fleet maintenance division to maintain all city vehicles, and some special chemicals and supplies for the collection system in line item 5210.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT			
Wastewater	Other	044-4088-5xx			
	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>					
4950 Uncollectible Accounts	18,291	23,600	15,728	23,600	37,700
4962 Customer Accounts	387,882	403,187	319,927	479,890	539,436
4963 Meter Reading	62,349	68,140	49,443	74,164	68,827
5910 Depreciation Expense	1,341,181	1,316,657	747,368	0	0
TOTAL OPERATING EXPENSES	1,809,703	1,811,584	1,132,466	577,654	645,963
<u>DEBT SERVICE</u>					
7110 Principal-Long Term Debt	0	0	105,816	158,732	271,451
7111 FMPA Loan - Principal	0	0	0	0	0
7210 Interest-Long Term Debt	729,804	723,834	478,280	717,431	751,298
7211 FMPA Loan - Interest	1,691	0	0	0	0
7311 Fees	828	828	0	0	605
7320 Amort.Debt Discount	10,361	10,265	0	10,218	10,057
7330 Amort.Debt Issue Costs	14,540	13,861	0	13,813	13,603
7340 Amort Def Charges	5,721	5,720	0	5,721	5,720
TOTAL DEBT SERVICE	762,944	754,508	584,096	905,915	1,052,734
<u>OTHER USES</u>					
9101 Transfer to General Fund	313,016	256,846	220,544	330,822	403,738
9131 Transfer to Capital Projects	2,000	0	0	0	0
9145 Transfer to Communication	17,622	0	0	0	0
9160 Reserve/Future Capital	0	0	0	0	105,941
9960 Interest-Customer Deposit	2,293	973	459	1,499	800
TOTAL OTHER USES	334,931	257,819	221,003	332,321	510,479
TOTAL APPROPRIATIONS	2,907,578	2,823,911	1,937,565	1,815,890	2,209,176

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Wastewater

DIVISION

Other

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	577,654	645,963	68,309	11.83%
Debt Services	905,915	1,052,734	146,819	16.21%
Other Uses	332,321	510,479	178,158	53.61%
TOTALS	1,815,890	2,209,176	393,286	21.66%

Significant Budget Changes:

Debt service includes principal and interest repayment associated with the new money to make improvements to Canal Street Plant. The other uses category reflects an amount of \$85,524 reserved for future capital, which has not been possible over the past three (3) years.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Wastewater		Capital Projects			044-4099-535	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	1,329	5,846	2,711	20,885	58,180
2110	FICA	98	439	208	1,523	4,452
2210	Retirement	79	229	122	1,553	3,782
2310	Health & Life Insurance	189	1,004	491	3,123	9,630
2410	Workers' Compensation	37	81	50	298	1,530
2622	Bodies-N-Motion	0	1	(1)	0	0
2970	1st Installs	217	287	180	0	0
2999	Allocated Labor Expense	240	776	400	2,457	5,642
TOTAL PERSONAL SERVICES		2,189	8,663	4,161	29,839	83,216
<u>OPERATING EXPENSES</u>						
3110	Professional Services	55,552	297,110	(23,848)	697,467	24,500
3410	Contract Services	21,950	7,754	113,969	572,393	0
4010	Travel	0	0	2,839	0	0
4210	Postage	299	284	279	0	0
4410	Rentals	0	10,201	0	0	0
4499	Allocated Equipemnt Rental	94	584	(188)	0	0
4911	Advertising	142	193	7	0	0
4920	Other Current Charges	(3,000)	1,000	(3,500)	0	0
5210	Operating Supplies	3,296	49,816	(43,736)	2,007	803,697
5299	Allocated Material Expense	95	799	(649)	10	20,417
TOTAL OPERATING EXPENSES		78,427	367,741	45,173	1,271,877	848,614
<u>CAPITAL OUTLAY</u>						
6110	Land	228,506	2,351,584	66,511	68,000	0
6210	Buildings	0	3,043	0	0	25,000
6310	Improvements Other than Bldgs	493,439	923,125	(237,442)	2,952,865	1,102,221
6410	Machinery & Equipment	284,987	293,642	105,777	464,387	318,845
TOTAL CAPITAL OUTLAY		1,006,932	3,571,394	(65,154)	3,485,252	1,446,066
<u>OTHER USES</u>						
9999	WIP Contra	(1,087,548)	(3,947,798)	15,820	0	0
TOTAL OTHER USES		(1,087,548)	(3,947,798)	15,820	0	0
TOTAL APPROPRIATIONS		0	0	0	4,786,968	2,377,896

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Wastewater

DIVISION

Capital Projects

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	29,839	83,216	53,377	178.88%
Operating Expenses	1,271,877	848,614	(423,263)	-33.28%
Capital Outlay	3,485,252	1,446,066	(2,039,186)	-58.51%
Other Uses	0	0	0	N/A
TOTALS	4,786,968	2,377,896	(2,409,072)	-50.33%

Significant Budget Changes:

Operating expense increase is attributable to the installation of New SCADA Panels and miscellaneous sewer line extensions. Capital outlay decrease is a result of no acquisition and transfer \$3,637,000 of reuse improvements to the water fund.

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Wastewater Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
440002	<u>Collecting Sewers (3,109,081)</u>		
	Lift station rehab 5,6B,7,9,11,16,28,29,32,70	Impact Fees	486,448
	Lift Station control panels (440,000)	Depreciation	240,000
		Loan	200,000
	L/S for FM diversion	Loan	300,000
	FM Pipeline diversion	Loan	750,000
	North Lake to Canal	Depreciation	55,000
	Float System	Depreciation	2,010
	Sleepy Hollow sewer system	Depreciation	60,000
	Spanish Village FM bypass	Depreciation	167,000
	Heritage Estates	Impact Fees	75,000
	Sewer line extension & rehab	Depreciation	200,000
	Inflow & infiltration	Depreciation	222,384
	Manhole rehab	Depreciation	79,755
	Odor control	Depreciation	9,800
	Lift station pumps	Depreciation	58,100
	CR 470 Turnpike	Depreciation	50,000
	Thomas Avenue extension	Depreciation	153,584
440003	<u>Tools and Equipment (239,388)</u>		
	Telemetry (SCADA)	Loan	199,000
	Splice kit for shoring system	Depreciation	1,590
	Automatic field sampler Turnpike	Depreciation	3,265
	Hot water pressure washer	Depreciation	5,085
	Farm tractor	Depreciation	30,448
440004	<u>Vehicles and Equipment (166,899)</u>		
	Dodge Durango	Depreciation	19,581
	Chevy S-10 (2)	Depreciation	28,318
	Stainless stell tanker (sludge)	Depreciation	59,000
	Emergency generators for L/S (2)	Depreciation	60,000

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Wastewater Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
440006	<u>Treatment and Disposal Plants (1,202,600)</u>		
	Chain link fence & landscaping L/S	Depreciation	30,000
	Turnpike upgrades	Depreciation	100,000
	Canal St fencing	Depreciation	22,600
	General Plant Canal St	Loan	1,050,000
440014	<u>Land Purchase</u>		
	Herlong property	Current Revenue	69,000
TOTAL			<u><u>4,786,968</u></u>
Source of Funds			
		Depreciation	1,657,520
		Impact Fees	561,448
		Current Revenue	69,000
		Loan	<u>2,499,000</u>
TOTAL			<u><u>4,786,968</u></u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Wastewater Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
440002	<u>Collecting Sewers (1,614,823)</u>		
	Rehab lift stations	Loan	575,942
	Lift Station Pumps	Depreciation	63,950
	SCADA panels (439,861)	Impact Fees	40,803
		Loan	399,058
	Manhole rehab	Depreciation	80,000
	Misc sewer line	Depreciation	375,070
	Heritage Estates	Depreciation	80,000
440003	<u>Tools and Equipment (94,765)</u>		
	Database system	Depreciation	22,600
	Self propelled probe	Depreciation	45,500
	TV inspection system	Depreciation	21,775
	Video inspection system	Depreciation	4,890
440004	<u>Vehicles and Equipment (224,080)</u>		
	Pick-up truck (3/4 Ton)	Depreciation	24,080
	Vactor	Depreciation	200,000
440006	<u>Treatment and Disposal Plants (444,228)</u>		
	Roof-Canal Street Plant	Depreciation	25,000
	Access Road South	Depreciation	69,228
	Canal Street Plant	Loan	350,000
TOTAL			<u><u>2,377,896</u></u>
Source of Funds			
		Depreciation	1,012,093
		Impact Fees	40,803
		Loan	1,325,000
TOTAL			<u><u>2,377,896</u></u>

FISCAL YEAR 2003-04 BUDGET

COMMUNICATIONS DEPARTMENT

Stan Carter, MIS Director

The Communications Department is responsible for providing fiber optic connections among 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:

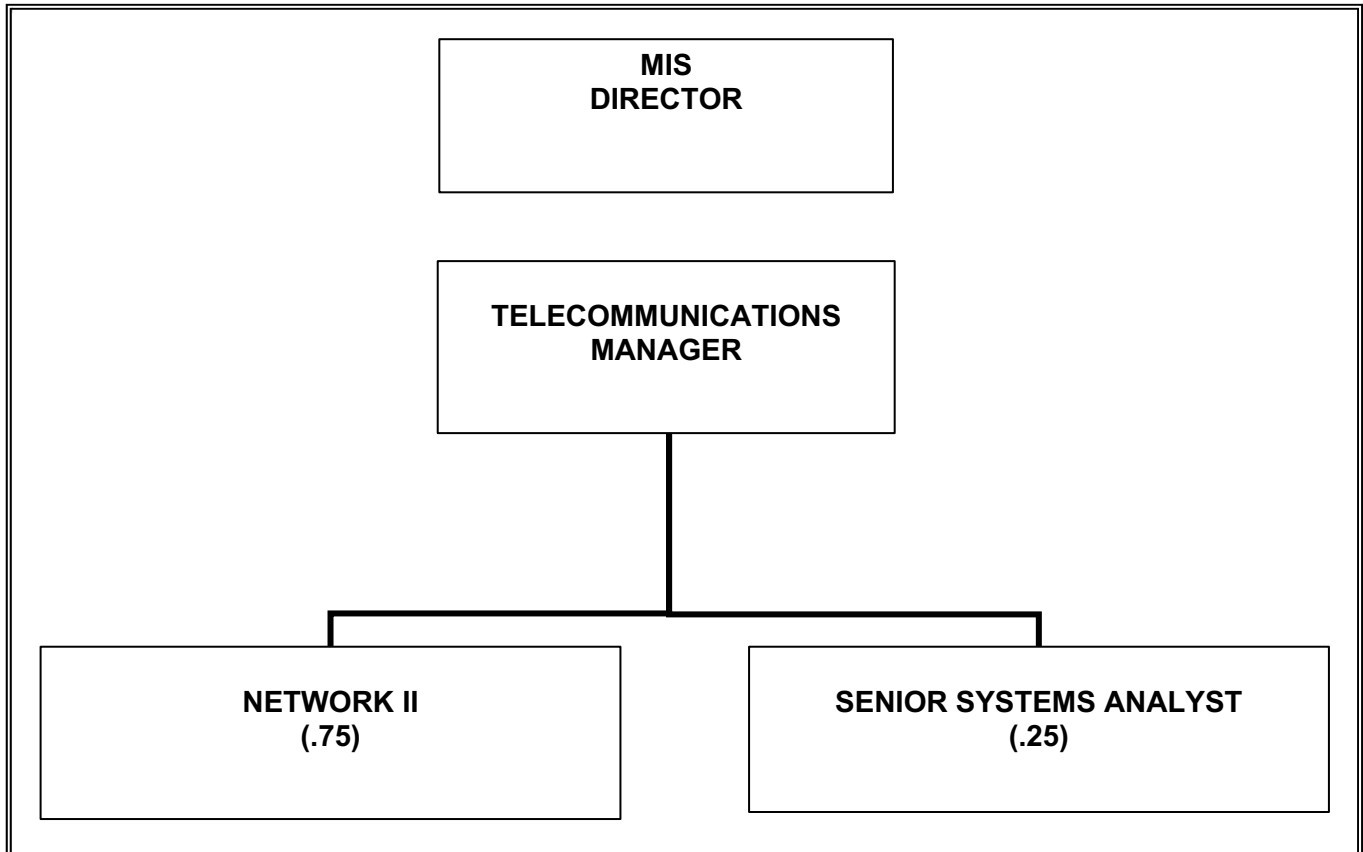
Internet

- Administer 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 and hybrid fiber cable
- Maintain fiber network

Organizational Chart



FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

COMMUNICATIONS FUND

BUDGET SUMMARY - OPERATING STATEMENT

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING REVENUE</u>					
Charges for Services	244,644	314,817	255,733	435,984	571,422
Other Operating Revenue	1,145	1,501	957	1,000	1,500
TOTAL OPERATING REVENUE	245,789	316,318	256,690	436,984	572,922
<u>OPERATING APPROPRIATIONS</u>					
Communications	53,984	282,157	145,678	111,747	331,534
Internet Service Provider	56,033	79,182	69,659	198,400	178,500
TOTAL APPROPRIATIONS	(110,017)	(361,339)	(215,337)	(310,147)	(510,034)
NET INCOME FROM OPERATIONS	135,772	(45,021)	41,353	126,837	62,888
Non-Operating Revenue	(21,730)	39,178	4,323	0	0
Non-Operating Appropriations	(4,385)	(717)	(12,013)	(100)	(14,600)
NET OTHER INCOME	(26,115)	38,461	(7,690)	(100)	(14,600)
NET INCOME BEFORE TRANSFERS	109,657	(6,560)	33,663	126,737	48,288
Transfers from other funds	377,996	106,951	0	891,099	1,183,923
Transfers to other funds	(18,589)	(17,190)	(23,304)	(34,959)	(45,834)
NET INCOME AFTER TRANSFERS	469,064	83,201	10,359	982,877	1,186,377
Other Sources	0	0	0	0	0
Capital Projects	0	9	0	(961,667)	(1,184,975)
NET OTHER SOURCES	0	9	0	(961,667)	(1,184,975)
UNAPPROPRIATED BALANCE	469,064	83,210	10,359	21,210	1,402

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
045-0000					
<u>CHARGES FOR SERVICES</u>					
34390 Internet	67,702	91,461	64,180	100,000	160,000
34392 Commercial - Fiber	50,820	89,184	103,042	200,000	280,000
34392 Commercial - Tower	97,375	105,432	62,159	96,450	95,950
34396 Municipal - Fiber	28,746	28,740	26,352	39,534	35,472
TOTAL CHARGES FOR SERVICES	244,644	314,817	255,733	435,984	571,422
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	1,145	1,501	957	1,000	1,500
TOTAL OTHER OPERATING REVENUE	1,145	1,501	957	1,000	1,500
<u>NON OPERATING REVENUE</u>					
36101 Interest on Investments	(16,585)	(15,974)	4,505	0	0
36130 Gain/Loss Investment	(5,145)	(1,927)	(182)	0	0
36402 Gain/Sale of Fixed Assets	0	57,079	0	0	0
TOTAL NON OPERATING REVENUE	(21,730)	39,178	4,323	0	0
<u>OTHER SOURCES</u>					
38111 Interfund Transfer - General	222,495	0	0	0	82,000
38141 Interfund Transfer - Electric	114,696	106,951	0	891,099	1,101,923
38142 Interfund Transfer - Gas	9,280	0	0	0	0
38143 Interfund Transfer - Water	10,186	0	0	0	0
38144 Interfund Transfer - Wastewater	17,622	0	0	0	0
38146 Interfund Transfer - Sanitation	3,718	0	0	0	0
38893 Appropriated Retained Earnings	0	0	0	0	0
TOTAL OTHER SOURCES	377,996	106,951	0	891,099	1,183,923
TOTAL RESOURCES	602,055	462,447	261,013	1,328,083	1,756,845

FISCAL YEAR 2003-04 BUDGET

COMMUNICATIONS FUND

DIVISION SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
5023 COMMUNICATIONS					
Personal Services	4,688	4,030	2,244	7,947	140,018
Operating Expenses	49,296	278,127	143,434	103,800	76,230
Debt Service	4,185	625	11,965	0	129,686
Other Uses	18,589	17,190	23,304	34,959	45,834
TOTAL COMMUNICATIONS	76,757	299,972	180,947	146,706	391,768
5026 INTERNET SERVICE PROVIDER					
Operating Expenses	56,033	79,182	69,659	198,400	178,500
Other Uses	200	92	48	21,310	1,602
TOTAL INTERNET SERVICE	56,234	79,274	69,707	219,710	180,102
5099 CAPITAL PROJECTS					
Personal Services	49,586	50,844	43,040	131,009	137,564
Operating Expenses	153,861	42,499	88,537	156,872	62,779
Capital Outlay	362,786	725,411	177,442	673,786	984,632
Other Uses	(566,233)	(818,763)	(309,019)	0	0
TOTAL CAPITAL PROJECTS	0	(9)	0	961,667	1,184,975
GRAND TOTAL					
Personal Services	54,275	54,874	45,284	138,956	277,582
Operating Expenses	259,190	399,808	301,630	459,072	317,509
Debt Service	4,185	625	11,965	0	129,686
Capital Outlay	362,786	725,411	177,442	673,786	984,632
Other Uses	(547,444)	(801,481)	(285,667)	56,269	47,436
TOTAL APPROPRIATIONS	132,991	379,237	250,654	1,328,083	1,756,845

FISCAL YEAR 2003-04 BUDGET

COMMUNICATIONS DEPARTMENT

Communications Division

Goal: Install and maintain fiber optic based, high-capacity communications system, communications towers and antenna mount locations.

Objectives:

- ◆ Provide additional services to existing customers at the most competitive prices.
- ◆ Attract customers with capabilities of fiber based services.
- ◆ Expand internet customer base by 200% to increase revenue sources.

Goal: Create unique telecommunication partnerships to advance customer service applications.

Objectives:

- ◆ Advance internet services.
- ◆ Expand current customer use of internet and fiber connections.

Major Accomplishments:

- Created the Lake County Technology Council.
- Prepared one (1) map of the entire fiber optic system.
- Replaced the “red” fiber between substations.
- Provided high speed internet service to four (4) customers.
- Added six (6) fiber lease customers.
- Reviewed and lowered internet service rates.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Dialup internet customers	322	474	1,025
High speed internet customers	1	4	10
Fiber miles	6	26	16

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT
Communications

DIVISION
Communications

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Telecommunications Manager	0.00	1.00	1.00	62,514
Senior Systems Analyst	0.00	0.25	0.25	11,754
Network Technician II	0.00	0.75	0.75	32,131

TOTAL	0.00	2.00	2.00	106,399
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
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TOTAL

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT	DIVISION	ACCOUNT
Communications	Communications	045-5023-5xx

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES					
1210 Regular Salaries & Wages	3,725	3,168	1,761	6,000	106,399
2110 FICA	278	235	131	459	7,875
2210 Retirement	237	198	115	390	9,044
23xx Health & Life Insurance	402	391	209	993	16,327
2410 Workers' Compensation	46	36	28	105	373
262x Other Payroll Benefits	0	2	0	0	0
TOTAL PERSONAL SERVICES	4,688	4,030	2,244	7,947	140,018

OPERATING EXPENSES					
31xx Professional Services	6,106	68,262	42,568	75,500	25,500
4010 Travel	11	0	192	1,000	1,000
4150 Fiber Optic Communication	0	0	0	0	144
4210 Postage	25	189	33	100	100
4410 Rentals	1,039	1,122	8,289	7,732	8,000
4499 Allocated Equip. Rental	0	0	315	0	0
4510 Insurance	546	858	2,334	3,125	3,423
461x Rep/Maint Vehicles & Hwy Equip	295	3,690	350	1,500	1,000
462x Rep/Maint Build & Non-Build	0	0	4,542	0	5,000
463x Rep/Maint Comm Equip	0	0	0	0	263
4810 Promotional Activities	0	5,600	0	2,000	2,000
4920 Other Current Charges	650	650	668	700	1,000
4950 Uncollectible Accounts	0	343	224	343	1,500
4970 Regulatory Assessment Fees	50	50	50	100	100
4980 Taxes	2,040	0	0	0	0
5180 Minor Furniture/Equipment	0	474	978	3,500	1,200
5210 Operating Supplies	2,085	7,730	17,652	7,200	25,000
5450 Training	895	0	990	1,000	1,000
5910 Depreciation Expense	35,554	189,159	64,249	0	0
TOTAL OPERATING EXPENSES	49,296	278,127	143,434	103,800	76,230

DEBT SERVICE					
7110 Principal Payment	0	0	0	0	115,286
7210 Interest Payments	4,185	625	11,965	0	14,400
TOTAL DEBT SERVICE	4,185	625	11,965	0	129,686

OTHER USES

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT
Communications

DIVISION
Communications

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	7,947	140,018	132,071	1661.90%
Operating Expenses	103,800	76,230	(27,570)	-26.56%
Debt Services	0	129,686	129,686	N/A
Other Uses	34,959	45,834	10,875	31.11%
TOTALS	146,706	391,768	245,062	167.04%

Significant Budget Changes:

As the fund grows, the budget includes wages and fringes for two (2) full time equivalent positions, one of which is a manager of the divisions primarily responsible for increasing sales. Debt service includes principal and interest payments to the electric fund for a loan of \$1,152,860 schedule to be repaid over 10 years at the SBA interest rate. The loan was approved on November 12, 2002 and payments began October 1, 2002.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Communications		Internet Service Provider			045-5026-539	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3110	Professional Services	47,813	75,093	61,940	178,000	158,000
4210	Postage	0	1	20	100	100
4710	Printing & Binding	0	0	0	900	900
4810	Promotional Activities	8,220	0	2,160	4,400	4,500
4911	Advertising	0	4,088	1,440	10,000	10,000
5210	Operating Supplies	0	0	3,964	5,000	5,000
5410	Publications & Membership	0	0	135	0	0
TOTAL OPERATING EXPENSES		56,033	79,182	69,659	198,400	178,500
<u>OTHER USES</u>						
9160	Reserve/Future Capital	0	0	0	21,210	1,402
9960	Interest - Customer Deposit	200	92	48	100	200
TOTAL OTHER USES		200	92	48	21,310	1,602
TOTAL APPROPRIATIONS		56,234	79,274	69,707	219,710	180,102

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT
Communications

DIVISION
Internet Service Provider

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Operating Expenses	198,400	178,500	(19,900)	-10.03%
Other Uses	21,310	1,602	(19,708)	-92.48%
TOTALS	219,710	180,102	(39,608)	-18.03%

Significant Budget Changes:

The operating expenses category includes funds to purchase equipment for DS3. Currently, the City uses T-1 level service, which is 1.5 megabits per second. The City provides high speed internet services to all City offices and a few outside customers, and will soon run out of capacity from broad band internet sales. DS3 capacity is approximately 48 megabits per second, and will provide sufficient capacity to serve the high speed business market in the local community and allow sales of dial up. There is a small planned reserve for future capital in this year's budget as compared to fiscal year 2002-03, which reduced from \$55,010 to \$1,402.

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Communications		Capital Projects			045-5099-539	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	30,396	35,128	26,862	80,465	86,236
2110	FICA	2,251	2,601	1,979	6,156	6,597
2210	Retirement	1,944	2,233	1,746	5,231	7,331
23xx	Health & Life Insurance	3,505	4,142	3,709	13,318	14,273
2410	Workers' Compensation	370	391	508	1,408	2,070
262x	Other Payroll Benefits	0	17	28	0	0
2999	Allocated Personal Expense	11,122	6,332	8,208	24,431	21,057
TOTAL PERSONAL SERVICES		49,586	50,844	43,040	131,009	137,564
<u>OPERATING EXPENSES</u>						
31xx	Professional Services	3,444	7,592	0	0	0
3410	Contract Services	43,757	2,790	0	0	0
4210	Postage	0	30	8	0	0
4410	Rentals	0	3,900	0	0	0
4499	Allocated Equip Rental	11,732	8,751	10,686	48,400	39,902
5210	Operating Supplies	81,962	0	66,678	81,200	0
5299	Allocated Material Expense	12,966	19,436	11,165	27,272	22,877
TOTAL OPERATING EXPENSES		153,861	42,499	88,537	156,872	62,779
<u>CAPITAL OUTLAY</u>						
6310	Improvements Other Than Bldgs	10,355	406,444	80,924	230,038	377,000
6410	Machinery & Equipment	246,950	91,703	47,258	194,736	293,052
6460	Taxable Materials	98,580	212,396	46,038	229,832	294,000
6470	Use Tax	6,901	14,868	3,222	19,180	20,580
TOTAL CAPITAL OUTLAY		362,786	725,411	177,442	673,786	984,632
<u>OTHER USES</u>						
9999	WIP Contra	(566,233)	(818,763)	(309,019)	0	0
TOTAL OTHER USES		(566,233)	(818,763)	(309,019)	0	0
TOTAL APPROPRIATIONS		0	(9)	0	961,667	1,184,975

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT
Communications

DIVISION
Capital Projects

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	131,009	137,564	6,555	5.00%
Operating Expenses	156,872	62,779	(94,093)	-59.98%
Capital Outlay	673,786	984,632	310,846	46.13%
Other Uses	0	0	0	N/A
TOTALS	961,667	1,184,975	223,308	23.22%

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2002-03 Amended

Communications Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
450001	Line extension - other	Utility Revenue	325,386
450002	Line extension - indepartmental	Utility Revenue	558,981
450008	<u>Other equipment (43,500)</u>		
	Fiber optic line tester	Current Revenue	14,900
	Replace fusion splicer	Current Revenue	28,600
	TOTAL		<u><u>927,867</u></u>
	Source of Funds		
		Current Revenue	43,500
		Utility Revenue	884,367
	TOTAL		<u><u>927,867</u></u>

FISCAL YEAR 2003-04 BUDGET

PROJECT SCHEDULE

2003-04 Adopted

Communications Fund

<u>Number</u>	<u>Title</u>	<u>Funding Source</u>	<u>Amount</u>
450001	Line extension - other (876,736)	Electric Revenue	276,565
	Clermont Fiber	Electric Revenue	600,171
450002	Line extension - indepartmental	Electric Revenue	75,187
450008	<u>Other equipment (233,052)</u>		
	Fiber optic cleaver	Current Revenue	1,052
	Telephone system for City Hall, MOC & Police	General Revenue	82,000
	Miscellaneous equipment	Current Revenue	150,000
	TOTAL		<u><u>1,184,975</u></u>
	Source of Funds		
		Current Revenue	151,052
		Electric Revenue	951,923
		General Revenue	82,000
	TOTAL		<u><u>1,184,975</u></u>

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

SOLID WASTE DEPARTMENT

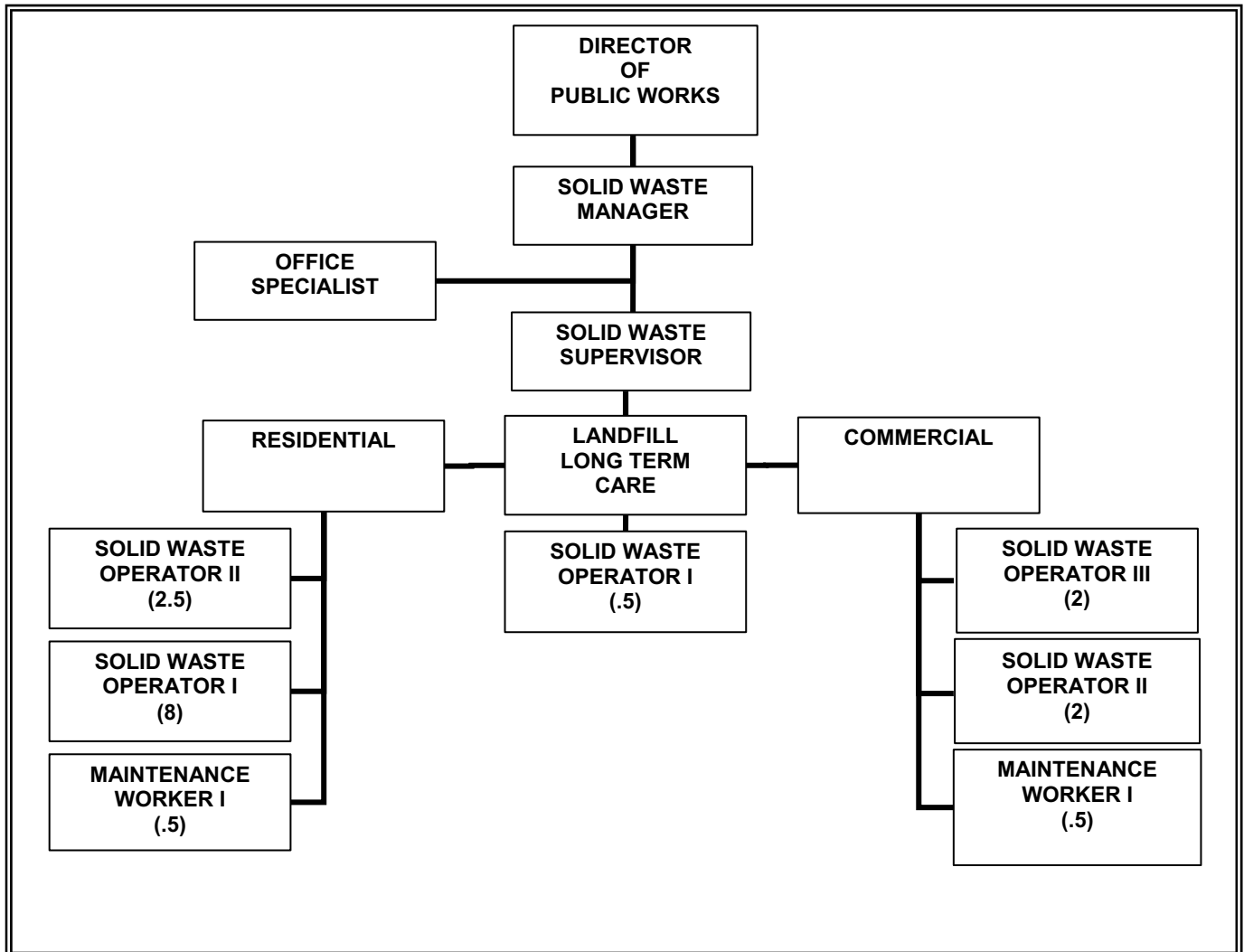
Jim Richards, Director of Public Works

The Solid Waste Department is responsible for collecting and transporting all refuse generated by residential, commercial, public and municipal structures within the City limits. This department also handles recycling, bulk pickup, roll-off service for construction and debris. Residential garbage is collected weekly, while commercial garbage is collected based on the customer's needs and billed accordingly. The landfill is maintained as required by the Florida Department of Environmental Protection Closure Permit.

Responsibilities:

- Refuse collection
- Mowing at landfill
- Washout repairs
- Monitoring
- Perform NPDES sampling and reporting requirements
- Recycle collection

Organizational Chart



FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

SOLID WASTE FUND

BUDGET SUMMARY - OPERATING STATEMENT

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING REVENUE</u>					
Charges for Services	2,539,326	2,671,698	1,913,224	2,978,742	3,057,832
Other Operating Revenues	27,562	54,042	22,328	28,500	32,800
TOTAL OPERATING REVENUE	2,566,888	2,725,740	1,935,552	3,007,242	3,090,632
<u>OPERATING APPROPRIATIONS</u>					
Long-Term Care	54,801	51,741	38,167	66,621	63,375
Residential	1,377,702	1,393,171	842,901	1,453,981	1,295,475
Commercial	1,080,460	1,213,530	719,443	1,241,327	1,215,029
TOTAL APPROPRIATIONS	(2,512,962)	(2,658,442)	(1,600,511)	(2,761,929)	(2,573,879)
NET INCOME FROM OPERATIONS	53,925	67,298	335,041	245,313	516,753
Non-Operating Revenue	112,157	63,330	36,797	55,844	41,816
Non-Operating Appropriations	270,854	317,107	56,965	0	0
NET OTHER INCOME	383,011	380,437	93,762	55,844	41,816
NET INCOME BEFORE TRANSFERS	436,937	447,735	428,803	301,157	558,569
Transfers to other funds	(214,022)	(183,274)	(160,384)	(240,579)	(247,251)
NET INCOME AFTER TRANSFERS	222,914	264,461	268,419	60,578	311,318
Other Sources	0	0	0	125,000	150,000
Capital Projects	(221,108)	(494,059)	(18,810)	(174,455)	(315,520)
NET OTHER SOURCES	(221,108)	(494,059)	(18,810)	(49,455)	(165,520)
UNAPPROPRIATED BALANCE	1,806	(229,598)	249,609	11,123	145,798

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT 046-0000	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>CHARGES FOR SERVICES</u>					
34341 Residential Refuse	1,230,564	1,236,001	822,658	1,245,502	1,257,500
34342 Commercial Dumpster	1,061,506	1,159,286	846,293	1,398,140	1,402,332
34343 Commercial Manual Refuse	221,039	236,286	181,362	255,000	277,000
34344 Roll-Off	0	5,561	35,698	50,000	81,000
34346 Interdept/Refuse	26,217	34,564	27,213	30,100	40,000
TOTAL CHARGES FOR SERVICES	2,539,326	2,671,698	1,913,224	2,978,742	3,057,832
<u>OTHER OPERATING REVENUE</u>					
34905 Penalties	27,562	27,561	19,868	28,500	29,800
34910 Misc Operating Revenue	0	26,481	2,460	0	3,000
TOTAL OTHER OPERATING REVENUE	27,562	54,042	22,328	28,500	32,800
<u>NON OPERATING REVENUE</u>					
33434 Recycle Pass Thru Lake Cty	3,253	0	0	0	0
36101 Interest on Investments	61,923	38,556	12,912	41,677	19,006
36102 Interest - Long Term Care	5,448	2,640	1,309	2,667	1,810
36130 Gain/Loss Investments	18,869	(3,206)	(2,460)	0	0
36402 Gain - Sale of Fixed Assets	0	6,331	10,650	0	0
36505 Sale of Surplus Materials	219	3,848	2,266	0	3,000
36902 Discounts - Accounts Payable	1	0	0	0	0
36945 Recyclables - County	22,445	12,978	12,120	11,500	18,000
36990 Misc Non-Operating Rev	0	2,183	0	0	0
TOTAL NON OPERATING REVENUE	112,157	63,330	36,797	55,844	41,816
<u>OTHER SOURCES</u>					
38893 Appropriated Retained Earnings	0	0	0	0	0
38961 App Ret Earnings - Depreciation	0	0	0	125,000	150,000
TOTAL OTHER SOURCES	0	0	0	125,000	150,000
TOTAL RESOURCES	2,679,045	2,789,070	1,972,349	3,188,086	3,282,448

FISCAL YEAR 2003-04 BUDGET

SOLID WASTE FUND

DIVISION SUMMARY OF APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
5142 LONG-TERM CARE					
Personal Services	17,666	19,749	11,316	20,521	18,271
Operating Expenses	37,135	38,914	26,851	46,100	45,104
Capital Outlay	0	6,922	0	0	0
Other Uses	(49,787)	163,088	(38,167)	0	0
TOTAL LONG-TERM CARE	5,013	228,673	0	66,621	63,375
5143 RESIDENTIAL					
Personal Services	392,196	457,719	293,118	485,553	510,659
Operating Expenses	985,506	935,452	549,783	968,428	784,816
Capital Outlay	179,558	276,401	0	0	15,000
Other Uses	(70,688)	(184,764)	80,192	125,850	196,525
TOTAL RESIDENTIAL	1,486,572	1,484,808	923,093	1,579,831	1,507,000
5144 COMMERCIAL					
Personal Services	192,683	255,244	163,344	254,854	268,980
Operating Expenses	887,777	958,286	556,099	986,473	946,049
Capital Outlay	41,550	210,736	18,810	174,455	300,520
Other Uses	63,644	(119,079)	61,394	125,852	196,524
TOTAL COMMERCIAL	1,185,654	1,305,187	799,647	1,541,634	1,712,073
GRAND TOTAL					
Personal Services	602,544	732,712	467,778	760,928	797,910
Operating Expenses	1,910,418	1,932,652	1,132,733	2,001,001	1,775,969
Capital Outlay	221,108	494,059	18,810	174,455	315,520
Other Uses	(56,832)	(140,755)	103,419	251,702	393,049
TOTAL APPROPRIATIONS	2,677,239	3,018,668	1,722,740	3,188,086	3,282,448

FISCAL YEAR 2003-04 BUDGET

SOLID WASTE DEPARTMENT

Landfill-Long Term Care Division

Goal: Continue to maintain the landfill in accordance with Florida Department of Environmental Protection standards, until August 30, 2018.

Objectives:

- ◆ Maintain the integrity of the landfill fencing and ground cover.

Major Accomplishments:

- Cleaned up debris piles and hauled excess mulch to Eustis Treatment Plant saving disposal costs.
- Worked with the state to close out the surface water runoff testing and reporting.
- Department of Environmental Protection Agency approved "Declaration to the Public", establishing the official closing date as September 1, 1998, and the City's liability for 20 years.

Performance Measures:

	<u>2000-01</u>	<u>2002-03</u>	<u>2003-04</u>
Mow landfill	6	7	4
Clean underdrain of all debris	3	3	3
Inspect fence line for necessary repairs	12	11	12
Report leachate reading to the State	12	11	12
Water samples	4	3	4

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Solid Waste

DIVISION

Landfill-Long Term Care

CLASSIFICATION

Solid Waste Operator I

CURRENT

0.50

NEW

0.00

TOTAL

0.50

AMOUNT

11,804

TOTAL

0.50

0.00

0.50

11,804

CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT****TOTAL**

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Solid Waste		Long-Term Care			046-5142-534	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
1210	Regular Salaries & Wages	12,350	13,332	7,661	13,444	11,804
1410	Overtime	356	475	268	0	500
1530	Bonuses	28	63	63	100	63
2110	FICA	902	952	611	917	903
2210	Retirement	535	798	474	874	1,003
2310	Health & Life Insurance	2,875	3,443	1,567	4,161	2,408
2410	Workers' Compensation	621	687	672	1,025	1,590
2624	LRMC Wellness Center	0	(1)	0	0	0
TOTAL PERSONAL SERVICES		17,666	19,749	11,316	20,521	18,271
<u>OPERATING EXPENSES</u>						
3110	Professional Services	11,807	13,215	6,563	20,250	20,250
3410	Contract Services	0	265	0	0	0
4110	Communication	478	3	0	550	550
4210	Postage	13	0	0	0	0
4310	Utilities	5,193	5,162	3,303	6,500	5,200
4625	R&M/Non-Building (OTB)	0	29	0	0	0
4920	Other Current Charges	19,229	19,498	16,400	18,300	18,300
5180	Minor Furniture/Equipment	226	105	0	300	300
5210	Operating Supplies	190	637	585	200	504
TOTAL OPERATING EXPENSES		37,135	38,914	26,851	46,100	45,104
<u>CAPITAL OUTLAY</u>						
6410	Machinery & Equipment	0	6,922	0	0	0
TOTAL CAPITAL OUTLAY		0	6,922	0	0	0
<u>OTHER USES</u>						
9920	Contra-Curr Cost Long Term Care	(49,787)	170,010	(38,167)	0	0
9999	WIP Contra	0	(6,922)	0	0	0
TOTAL OTHER USES		(49,787)	163,088	(38,167)	0	0
TOTAL APPROPRIATIONS		5,013	228,673	0	66,621	63,375

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Solid Waste

DIVISION

Long-Term Care

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	20,521	18,271	(2,250)	-10.96%
Operating Expenses	46,100	45,104	(996)	-2.16%
Capital Outlay	0	0	0	N/A
Other Uses	0	0	0	N/A
TOTALS	66,621	63,375	(3,246)	-4.87%

FISCAL YEAR 2003-04 BUDGET

SOLID WASTE DEPARTMENT

Residential Division

Goal: Bring the City of Leesburg ordinance up to industry standards utilizing the best practices and methods, and seek ways to provide the citizens of Leesburg with the most cost effective, efficient, user friendly, solid waste collection system.

Objectives:

- ◆ Conduct a route audit to evaluate how effective the solid waste routes are being serviced.
- ◆ Establish and codify standard operating procedures.
- ◆ Seek to increase recycling participation citywide.
- ◆ Implement programs to clean up illegal dumpsites in a timely manner weekly, instead of monthly.
- ◆ Maintain customer satisfaction by reducing complaints from approximately 7,000 in 1999-2000 to a projection of 1,500 in fiscal year 2003-04.
- ◆ Utilize City personnel to develop information stickers for cans about City solid waste services for residents.
- ◆ Repair or replace all damaged supercans and recycle bins within 48 hours.

Major Accomplishments:

- Decreased customer complaints by 70% over four (4) years.
- Established basis for good customer satisfaction and good customer services, by continuously improving employee training.
- By adding the second container option, cut down on loose garbage and decreased tonnage of waste.
- Participated in several neighborhood clean-ups, and helped institute a city-wide neighborhood cleanup program.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Number of residential accounts	5,432	5,494	5,661
Tons of solid waste taken to incinerator	5,672	6,000	6,108
Tons of household recycle items diverted	416	400	486
Tons of scrap metal recycled	98	100	198
Tons of yard waste diverted to mulch	1,679	1,000	903
Tons of tires collected	23	21	21
Number of complaint calls	1,323	2,523	1,543

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Solid Waste

DIVISION

Residential

CLASSIFICATION**CURRENT****NEW****TOTAL****AMOUNT**

Solid Waste Manager	0.50	0.00	0.50	21,509
Solid Waste Supervisor (Maintenance Crew Leader)	0.50	0.00	0.50	15,943
Solid Waste Operator II	2.50	-0.50	2.00	54,159
Solid Waste Operator I	8.00	0.50	8.50	201,208
Office Specialist	0.50	0.00	0.50	11,818
Maintenance Worker I	0.50	0.00	0.50	12,161

TOTAL	12.50	0.00	12.50	316,798
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION**REPLACEMENT****IMPROVEMENT****AMOUNT**

Locker rooms and bathrooms	15,000		15,000
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TOTAL	15,000		15,000
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Solid Waste		Residential			046-5143-5xx	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
1210	Regular Salaries & Wages	276,681	318,400	193,931	313,749	316,798
1310	Temporary Labor	12,924	6,179	6,367	8,000	10,000
1410	Overtime	7,080	10,303	7,285	15,000	15,000
1530	Bonuses	865	1,285	1,438	1,600	1,563
2110	FICA	20,995	24,065	14,643	23,754	23,002
2210	Retirement	10,164	13,653	10,310	20,394	26,928
23xx	Health & Life Insurance	50,307	67,637	42,611	79,139	75,598
2410	Workers' Compensation	13,179	15,588	16,071	23,269	41,122
262x	Other Payroll Benefits	0	609	462	648	648
TOTAL PERSONAL SERVICES		392,196	457,719	293,118	485,553	510,659
OPERATING EXPENSES						
3410	Contract Services	535,187	463,086	215,809	513,203	420,000
4010	Travel	580	986	0	1,500	1,500
4110	Communication	935	1,557	478	1,500	1,500
4150	Fiber Optic Communication	72	120	176	264	252
4210	Postage	102	97	78	200	125
4510	Insurance	10,242	9,652	9,840	9,700	15,500
461x	Rep/Maint-Vehicles & Hvy Equip	117,283	114,344	112,803	179,180	151,280
463x	Rep/Maint-Comm Equip	1,271	1,263	698	2,200	2,000
4710	Printing & Binding	326	747	0	2,000	0
4810	Promotional Activities	549	791	1,618	1,000	1,500
49xx	Advertising/Other Current Charge	40,985	942	122	41,000	1,250
4950	Uncollectible Accounts	7,344	11,734	7,816	11,734	12,000
4961	General Administrative	48,554	58,096	38,376	57,565	65,303
4962	Customer Accounts	52,782	62,801	51,555	77,332	36,206
5110	Office Supplies	820	710	836	550	900
5180	Minor Furniture/Equipment	2,408	1,271	214	500	500
5210	Operating Supplies	29,020	53,130	5,019	30,000	30,000
5215	Uniforms	5,517	4,290	3,396	4,500	4,500
5230	Fuel Purchases	35,910	37,464	24,593	32,000	38,000
5410	Publications & Memberships	317	242	321	500	500
5450	Training	125	2,235	320	2,000	2,000
5910	Depreciation Expense	95,176	109,894	75,715	0	0
TOTAL OPERATING EXPENSES		985,506	935,452	549,783	968,428	784,816
CAPITAL OUTLAY						
6310	Improvements Other Than Bldgs	4,665	0	0	0	15,000
6410	Machinery & Equipment	174,893	276,401	0	0	0
TOTAL CAPITAL OUTLAY		179,558	276,401	0	0	15,000
OTHER USES						
9100	Transfer to General Fund	108,870	91,637	80,192	120,289	123,626
9161	Reserve/Cash Carried Forward	0	0	0	5,561	72,899
9999	WIP - Contra	(179,558)	(276,401)	0	0	0

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Solid Waste

DIVISION

Residential

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	485,553	510,659	25,106	5.17%
Operating Expenses	968,428	784,816	(183,612)	-18.96%
Capital Outlay	0	15,000	15,000	N/A
Other Uses	125,850	196,525	70,675	56.16%
TOTALS	1,579,831	1,507,000	(72,831)	-4.61%

Significant Budget Changes:

Reserve/cash carried forward in the other uses category increased from \$5,561 to \$72,899.

FISCAL YEAR 2003-04 BUDGET

SOLID WASTE DEPARTMENT

Commercial Division

Goal: Bring the City of Leesburg ordinance up to industry standards utilizing the best practices and methods, and continue to provide the business owners of Leesburg with the most cost effective, efficient, user friendly, solid waste collection.

Objectives:

- ◆ Replace all commercial dumpsters with new City-owned dumpsters to eliminate old, rusted, leaking ones, and provide a more sanitary and aesthetic collection system.
- ◆ Supplement commercial service on open top roll-off containers with City-owned and serviced roll-off containers.
- ◆ Conduct hand commercial route audits to balance daily routes and identify accounts that can be converted to dumpster services.
- ◆ Establish and codify standard operating procedures.

Major Accomplishments:

- Performed route audit of commercial routes and changed schedules to increase efficiencies.
- Purchased roll-off dumpsters to increase collection.
- Converted 10% of hand commercial accounts to more efficient dumpster service.
- Provided service for demolition projects.
- Instituted new fee system and through customer interaction achieved satisfaction.

Performance Measures:

	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Hand commercial accounts	647	603	633
Dumpster accounts	512	552	550
Commercial recycle accounts	58	61	61
Hand commercial solid waste collected	1,126	608	786
Commercial dumpster solid waste collected	9,540	7,693	9,840
Commercial recycling collected	160	99	123
Construction & demolition debris (cu. yd.)	3,788	3,935	2,280

FISCAL YEAR 2003-04 BUDGET

PERSONNEL SCHEDULE

DEPARTMENT

Solid Waste

DIVISION

Commercial

CLASSIFICATION	CURRENT	NEW	TOTAL	AMOUNT
Solid Waste Manager	0.50	0.00	0.50	21,509
Solid Waste Supervisor (Maintenance Crew Leader)	0.50	0.00	0.50	15,943
Solid Waste Operator III	2.00	0.00	2.00	55,110
Solid Waste Operator II	1.00	1.00	2.00	52,042
Office Specialist	0.50	0.00	0.50	11,818
Maintenance Worker I	0.50	0.00	0.50	12,161
Solid Waste Operator I	1.00	-1.00	0.00	

TOTAL	6.00	0.00	6.00	168,583
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CAPITAL OUTLAY SCHEDULE

DESCRIPTION	REPLACEMENT	IMPROVEMENT	AMOUNT
20 cubic yard roll-off (6)		10,440	10,440
30 cubic yard roll-off (2)		4,080	4,080
Lodal (replace #900)	150,000		150,000
Recycling truck (replace #992)	136,000		136,000

TOTAL	286,000	14,520	300,520
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FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Solid Waste		Commercial			046-5144-5xx	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
1210	Regular Salaries & Wages	139,861	180,266	107,588	165,218	168,583
1410	Overtime	7,933	8,464	6,004	13,000	13,000
1530	Bonuses	563	750	750	750	750
2110	FICA	10,839	13,739	8,201	13,053	12,019
2210	Retirement	5,663	8,991	6,563	10,739	14,330
2310	Health & Life Insurance	20,637	33,935	25,193	39,039	38,979
2410	Workers' Compensation	7,186	8,898	8,941	12,893	21,157
2624	LRMC Wellness Center	0	201	104	162	162
TOTAL PERSONAL SERVICES		192,683	255,244	163,344	254,854	268,980
OPERATING EXPENSES						
31xx	Professional Services	644,753	661,837	295,750	588,720	540,000
4010	Travel	0	100	0	1,500	1,500
4150	Fiber Optic Communication	72	221	453	144	132
4210	Postage	0	63	100	0	100
4510	Insurance	1,422	5,094	5,758	7,680	8,445
4610	Rep/Maint-Vehicles & Hwy Equip	55,459	69,977	73,452	111,000	114,050
4620	Rep/Maint-Buildings	0	937	550	1,000	1,000
4630	Rep/Maint-Equipment	354	606	297	850	613
4911	Advertising - Other Ads	0	0	35	0	0
4920	Other Current Charges	233	1,102	0	2,204	0
4950	Uncollectible Accounts	7,344	11,734	7,816	11,734	12,000
4961	General Administrative	48,554	58,096	38,376	57,564	65,303
4962	Customer Accounts	52,781	62,801	51,555	77,332	36,206
5180	Minor Furniture/equipment	0	831	856	500	500
5210	Operating Supplies	18,597	37,045	35,328	101,045	141,000
5215	Uniforms	915	854	949	1,200	1,200
5230	Fuel Purchases	24,662	16,556	12,241	22,000	22,000
5440	Education	0	0	0	0	0
5450	Training	45	0	238	2,000	2,000
5910	Depreciation Expense	32,587	30,432	32,345	0	0
TOTAL OPERATING EXPENSES		887,777	958,286	556,099	986,473	946,049
CAPITAL OUTLAY						
6410	Machinery & Equipment	41,550	210,736	18,810	174,455	300,520
TOTAL CAPITAL OUTLAY		41,550	210,736	18,810	174,455	300,520
OTHER USES						
9101	Transfer To General Fund	105,152	91,637	80,192	120,290	123,625
9161	Reserve/Cash Carried Forward	0	0	0	5,562	72,899
9960	Interest- Cust Deposits	42	20	12	0	0
9999	WIP - Contra	(41,550)	(210,736)	(18,810)	0	0
TOTAL OTHER USES		63,644	(119,079)	61,394	125,852	196,524

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS SUMMARY

DEPARTMENT

Solid Waste

DIVISION

Commercial

	AMENDED 2002-03	ADOPTED 2003-04	INCREASE/ (DECREASE)	PERCENTAGE
Personal Services	254,854	268,980	14,126	5.54%
Operating Expenses	986,473	946,049	(40,424)	-4.10%
Capital Outlay	174,455	300,520	126,065	72.26%
Other Uses	125,852	196,524	70,672	56.15%
TOTALS	1,541,634	1,712,073	170,439	11.06%

Significant Budget Changes:

Although capital outlay increased the funds are available in a depreciation account to prepare for planned capital expenses. Cash carried forward, increased from \$5,562 to \$72,899.

FISCAL YEAR 2003-04 BUDGET



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FISCAL YEAR 2003-04 BUDGET

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 City's specific stop loss coverage provides that claims in excess of \$75,000, up to a maximum of \$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 2003-04 is approximately \$2,410,934, which is 125% of annual expected claims of \$1,928,747. Monthly rates for the period beginning October 1, 2003 and ending September 30, 2004 reflect a reduction over the rates established for fiscal year 2002-03 and are proposed as follows:

<u>Type of Coverage</u>	<u>City Contribution</u>	<u>Employee Deduction</u>	<u>Total Monthly Cost</u>
Employee Only	\$394.00		\$394.00
Employee and Children	\$563.42	\$169.42	\$732.84
Employee and Spouse	\$581.15	\$187.15	\$768.30
Employee and Family	\$672.99	\$278.99	\$951.98

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 and supplemental coverage is offered at the following rate, effective October 1, 2003 and will be reviewed after the actuarial study is complete in December.

<u>Type of Coverage</u>	<u>Monthly Cost</u>
Retiree Supplemental	\$240.60
Spouse Supplemental	\$251.40

FISCAL YEAR 2003-04 BUDGET

HEALTH INSURANCE FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Charges for Services	2,535,543	3,011,968	2,239,982	3,818,118	4,148,558
Miscellaneous Revenue	282,497	(32,390)	345,403	2,712	15,200
TOTAL REVENUE SOURCES	2,818,040	2,979,578	2,585,385	3,820,830	4,163,758
<u>APPROPRIATIONS</u>					
Health Insurance Administration	2,988,421	2,363,006	1,691,610	3,820,830	4,163,758
TOTAL APPROPRIATIONS	2,988,421	2,363,006	1,691,610	3,820,830	4,163,758

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
054-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>CHARGES FOR SERVICES (343)</u>					
2010 Employee Contributions	388,163	489,013	371,109	512,131	699,893
2020 Employer Contributions	1,868,784	2,154,679	1,598,464	2,853,440	2,900,760
2030 Retiree's Contribution	140,727	159,961	103,343	209,082	206,945
2040 Retiree's Employer Contribution	127,464	189,681	161,122	218,465	330,960
2050 Continuation Coverage	10,406	18,634	5,944	25,000	10,000
TOTAL CHARGES FOR SERVICES	2,535,543	3,011,968	2,239,982	3,818,118	4,148,558
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	(134)	(389)	11,926	2,712	15,200
36130 Gain/Loss Investments	(1,815)	1,413	(2,170)	0	0
36909 Other Income	2,072	0	335,647	0	0
36918 Reinsurance Payments	277,668	(33,414)	0	0	0
36919 Subrogation Payments	4,706	0	0	0	0
TOTAL MISCELLANEOUS REVENUE	282,497	(32,390)	345,403	2,712	15,200
TOTAL RESOURCES	2,818,040	2,979,578	2,585,385	3,820,830	4,163,758

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Health Insurance		Administration			054-1340-519	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
PERSONAL SERVICES						
2310	Health Insurance	127,464	189,681	161,122	218,465	330,960
TOTAL PERSONAL EXPENSES		127,464	189,681	161,122	218,465	330,960
OPERATING EXPENSES						
3110	Professional Services	173,342	349,196	303,300	422,000	438,149
4540	Insurance Premiums	249,863	293,961	235,704	350,365	376,614
4570	Insurance Claims	2,069,985	1,251,258	805,985	2,521,848	2,100,934
4572	Prescription Claims	367,768	278,910	185,499	264,000	310,000
TOTAL OPERATING EXPENSES		2,860,957	2,173,325	1,530,488	3,558,213	3,225,697
OTHER USES						
9940	Reserve for Employee Bene	0	0	0	44,152	607,101
TOTAL OTHER USES		0	0	0	44,152	607,101
TOTAL APPROPRIATIONS		2,988,421	2,363,006	1,691,610	3,820,830	4,163,758

FISCAL YEAR 2003-04 BUDGET

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 \$400,000 per occurrence are paid from the assets of the self-insurance fund. Amounts in excess of \$400,000 per occurrence are paid from a reinsurance policy purchased by the City.

Participation by City employees in a wellness program was previously paid from this fund. There are currently two (2) approved wellness center program options. The City's contribution to this program consists of payment for an initial wellness profile for new employees and 50% of the monthly membership fee for employees and spouses. The participating employees, through payroll deduction, pay the remaining 50%. During fiscal year 2001-02, the City revised the process for paying for participation in an approved wellness program so that these costs are now charged directly to the participant's department.

On March 17, 2003, the State established the experience modification factor for entities similar to the City of Leesburg at 99% of the manual premium rates. Based on the cost to the City of providing workers' compensation coverage for the three (3) most recently completed fiscal years (i.e. 1999-2000, 2000-01 and 2001-02), the average actual experience factor of the City of Leesburg is 50.81%. Given the existence of a significant surplus of \$1,103,830 in the workers' compensation fund as of September 30, 2002, the rates charged for workers' compensation coverage for city employees were set at 37.5% of the state established rates for fiscal year 2002-03. 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 2003-04, the projected September 30, 2003 surplus of \$1,002,175 will increase by approximately \$49,609. Therefore the workers' compensation rates included in the proposed fiscal year 2003-04 budget have been increased from 37.5% to 48% of the state established rates.

FISCAL YEAR 2003-04 BUDGET

WORKERS' COMPENSATION INSURANCE FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Charges for Services	218,463	220,073	224,590	349,700	530,902
Miscellaneous Revenue	228,220	104,992	24,064	63,955	43,315
Other Sources	0	0	0	0	0
TOTAL REVENUE SOURCES	446,683	325,065	248,654	413,655	574,217
<u>APPROPRIATIONS</u>					
Workers' Compensation Administration	627,992	511,229	377,567	413,655	574,217
TOTAL APPROPRIATIONS	627,992	511,229	377,567	413,655	574,217

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
055-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>CHARGES FOR SERVICES</u>					
2011 Employee Contribution - Wellness	9,645	0	0	0	0
2020 Employer Contributions	208,818	220,073	224,590	349,700	530,902
TOTAL CHARGES FOR SERVICES	218,463	220,073	224,590	349,700	530,902
<u>MISCELLANEOUS REVENUE</u>					
36101 Interest on Investments	93,012	63,174	29,174	63,955	43,315
36130 Gain/Loss Investments	27,151	(5,116)	(5,110)	0	0
36909 Other Income	670	0	0	0	0
36918 Reinsurance Payments	107,387	46,934	0	0	0
TOTAL MISCELLANEOUS REVENUE	228,220	104,992	24,064	63,955	43,315
<u>OTHER SOURCES</u>					
38891 Fund Balance Appropriated	0	0	0	0	0
TOTAL OTHER SOURCES	0	0	0	0	0
TOTAL RESOURCES	446,683	325,065	248,654	413,655	574,217

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Workers' Compensation Insurance		Administration			055-1350-519	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>PERSONAL SERVICES</u>						
2610	Wellness Program - Employer	16,992	0	0	0	0
TOTAL PERSONAL SERVICES		16,992	0	0	0	0
<u>OPERATING EXPENSES</u>						
3110	Professional Services	35,139	24,707	15,610	37,000	40,000
4540	Insurance Premiums	49,776	31,498	45,338	55,000	55,000
4570	Insurance Claims	490,027	421,040	294,396	275,000	400,000
4580	Self Insurance Assessment	36,058	33,984	22,223	37,000	52,187
TOTAL OPERATING EXPENSES		611,000	511,229	377,567	404,000	547,187
<u>OTHER USES</u>						
9940	Reserve For Employee Benefits	0	0	0	9,655	27,030
TOTAL OTHER USES		0	0	0	9,655	27,030
TOTAL APPROPRIATIONS		627,992	511,229	377,567	413,655	574,217

FISCAL YEAR 2003-04 BUDGET

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 (10) 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 (10) 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 (10) 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, 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.

FISCAL YEAR 2003-04 BUDGET

POLICE PENSION FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	120,045	137,613	0	120,000	140,000
Miscellaneous Revenue	(577,604)	(164,631)	(11,629)	485,000	530,000
TOTAL REVENUE SOURCES	(457,559)	(27,018)	(11,629)	605,000	670,000
<u>APPROPRIATIONS</u>					
Police Pension Trust	386,257	460,017	268,835	605,000	670,000
TOTAL APPROPRIATIONS	386,257	460,017	268,835	605,000	670,000

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
061-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>TAXES</u>					
31252 Insurance Premium Tax (State)	120,045	137,613	0	120,000	140,000
TOTAL TAXES	120,045	137,613	0	120,000	140,000
<u>MISCELLANEOUS REVENUE</u>					
36111 Miscellaneous Interest	305,838	293,794	173,550	305,000	300,000
36710 Gain/Loss Sale Investment	(59,040)	(480,493)	(326,247)	0	0
36711 Unrealized Gain-Security	(997,135)	(180,657)	0	0	0
36801 Employee Contributions	172,733	202,700	132,878	180,000	230,000
36909 Other Income	0	25	8,190	0	0
TOTAL MISCELLANEOUS REVENUE	(577,604)	(164,631)	(11,629)	485,000	530,000
TOTAL RESOURCES	(457,559)	(27,018)	(11,629)	605,000	670,000

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Police Pension		Police Pension Trust			061-1310-51x	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3110	Professional Services	67,470	88,116	53,641	110,400	114,000
3610	Retirement Benefit Payment	318,787	371,901	215,194	335,000	395,000
TOTAL OPERATING EXPENSES		386,257	460,017	268,835	445,400	509,000
<u>OTHER USES</u>						
9940	Reserve For Employee Benefits	0	0	0	159,600	161,000
TOTAL OTHER USES		0	0	0	159,600	161,000
TOTAL APPROPRIATIONS		386,257	460,017	268,835	605,000	670,000

FISCAL YEAR 2003-04 BUDGET

FIREFIGHTER'S PENSION TRUST

The Municipal Firefighter's Retirement Trust Fund covers firefighters who have completed one (1) 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 (10) years of credited service are 100% vested in their accrued retirement benefits. Participants whose service is terminated prior to completing ten (10) 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 (10) 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 2003-04. This amount is established as 8.5% of the covered payroll. When combined with the other sources noted above, this percentage is expected to adequately fund this pension plan.

FISCAL YEAR 2003-04 BUDGET

FIRFIGHTER'S PENSION TRUST FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Intergovernmental Revenue	94,572	107,295	0	105,000	110,000
Miscellaneous Revenue	(531,982)	(401,666)	225,801	449,000	582,430
TOTAL REVENUE SOURCES	(437,411)	(294,371)	225,801	554,000	692,430
<u>APPROPRIATIONS</u>					
Fire Pension Trust	323,384	951,992	176,034	554,000	692,430
TOTAL APPROPRIATIONS	323,384	951,992	176,034	554,000	692,430

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
062-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>TAXES</u>					
31251 Insurance Premium Tax (State)	94,572	107,295	0	105,000	110,000
TOTAL TAXES	94,572	107,295	0	105,000	110,000
<u>MISCELLANEOUS REVENUE</u>					
36111 Miscellaneous Interest	262,228	250,422	154,323	236,996	250,000
36710 Gain/Loss Sale Investment	27,193	(981,718)	(60,572)	0	0
36711 Unrealized Gain-Security	(981,335)	147,890	0	0	0
36801 Employee Contributions	77,784	90,763	66,025	113,600	166,215
36802 Employer Contributions	82,147	90,763	66,025	98,404	166,215
36909 Other Income	0	214	0	0	0
TOTAL MISCELLANEOUS REVENUE	(531,982)	(401,666)	225,801	449,000	582,430
TOTAL RESOURCES	(437,411)	(294,371)	225,801	554,000	692,430

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
Firfighter's Pension		Firefighters' Pension Trust			062-1320-51x	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3110	Professional Services	84,695	67,472	30,575	80,000	80,000
3610	Retirement Benefit Payment	238,689	884,520	145,459	250,000	300,000
TOTAL OPERATING EXPENSES		323,384	951,992	176,034	330,000	380,000
<u>OTHER USES</u>						
9940	Reserve For Employee Benefits	0	0	0	224,000	312,430
TOTAL OTHER USES		0	0	0	224,000	312,430
TOTAL APPROPRIATIONS		323,384	951,992	176,034	554,000	692,430

FISCAL YEAR 2003-04 BUDGET

GENERAL EMPLOYEES PENSION TRUST FUND

The City of Leesburg General Employees Pension Trust Fund, a 100% employer contributory defined benefit plan, covers all full time employees except firefighters.

On September 13, 1999, the City Commission adopted ordinance 99-59, which established the period required for full vesting at ten (10) years. Participants who have completed five (5) years of credited service are vested in the plan based on the following schedule:

<u>Credited Service Years</u>	<u>Vesting Percent</u>
5	50
6	60
7	70
8	80
9	90
10	100

The plan does not provide for a cost of living increase annually, but retirees in the plan as of September 30, 1999, received a 5% benefit payment increase effective October 1, 1999. Those retirees in the plan on September 30, 1991 received an increase of 5% on October 1, 1991.

Normal retirement benefits are paid to participants who have reached age 65. Benefits are payable at the rate of 2.0% 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 City has been contributing in excess of the annual required contributions for the past 5 fiscal years. As of September 30, 2002, based on an actuarial valuation, the net pension obligation in the general employees' pension plan exceeds cost by \$734,760. Rather than reduce contributions, the City Commission established a Pension Advisory Committee to evaluate benefit improvements to the plan.

The City accrues and contributes an amount, as determined by an actuary, to fund the annual, normal cost and prior service cost amortized over forty years. The City's contribution for fiscal year 2003-04 is 8.5% of covered payroll. This figure is expected to adequately fund the plan based on current actuarial projections.

FISCAL YEAR 2003-04 BUDGET

GENERAL EMPLOYEES PENSION TRUST FUND

REVENUE SOURCES AND APPROPRIATIONS

	ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>REVENUE SOURCES</u>					
Miscellaneous Revenue	(88,654)	(90,960)	997,566	1,693,047	2,099,957
TOTAL REVENUE SOURCES	(88,654)	(90,960)	997,566	1,693,047	2,099,957
<u>APPROPRIATIONS</u>					
General Employees Pension Trust	1,155,815	1,241,327	905,042	1,693,047	2,099,957
TOTAL APPROPRIATIONS	1,155,815	1,241,327	905,042	1,693,047	2,099,957

FISCAL YEAR 2003-04 BUDGET

REVENUE DETAIL

ACCOUNT	ACTUAL	ACTUAL	ACTUAL	AMENDED	ADOPTED
063-0000	2000-01	2001-02	10/02-05/03	2002-03	2003-04
<u>MISCELLANEOUS REVENUE</u>					
36111 Miscellaneous Interest	886,291	776,834	479,662	850,000	850,000
36710 Gain/Loss Sale Investment	183,745	(965,015)	32,940	0	0
36711 Unrealized Gain-Security	(1,799,628)	(602,393)	0	0	0
36802 Employer Contributions	636,244	691,830	484,964	843,047	1,249,957
36902 Other Income	4,693	7,784	0	0	0
TOTAL MISCELLANEOUS REVENUE	(88,654)	(90,960)	997,566	1,693,047	2,099,957
TOTAL RESOURCES	(88,654)	(90,960)	997,566	1,693,047	2,099,957

FISCAL YEAR 2003-04 BUDGET

APPROPRIATIONS DETAIL

DEPARTMENT		DIVISION			ACCOUNT	
General Employees		General Employees Pension Trust			063-1330-51x	
		ACTUAL 2000-01	ACTUAL 2001-02	ACTUAL 10/02-05/03	AMENDED 2002-03	ADOPTED 2003-04
<u>OPERATING EXPENSES</u>						
3110	Professional Services	192,382	198,014	143,157	195,000	200,000
3610	Retirement Benefit Payment	963,434	1,043,313	761,885	1,080,000	1,200,000
TOTAL OPERATING EXPENSES		1,155,815	1,241,327	905,042	1,275,000	1,400,000
<u>OTHER USES</u>						
9940	Reserve For Employee Benefits	0	0	0	418,047	699,957
TOTAL OTHER USES		0	0	0	418,047	699,957
TOTAL APPROPRIATIONS		1,155,815	1,241,327	905,042	1,693,047	2,099,957

FISCAL YEAR 2003-04 BUDGET

ORDINANCE NO. 03-78

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA ADOPTING THE FISCAL YEAR 2003-04 BUDGET FOR THE CITY OF LEESBURG, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the of the City of Leesburg, Florida, has held numerous budget work sessions for the purpose of reviewing, and, where appropriate, revising the Fiscal Year 2003-04 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 2003-04; 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 2003-04;

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 the Fiscal Year 2003-04 as reflected below, including all modifications or amendments made during this meeting, are hereby adopted as the budget for Fiscal Year 2003-04 for the City of Leesburg, Florida:

GENERAL FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Current Ad Valorem Taxes (Based on an assessed value of \$817,921,559)	
4.500 Mills	3,496,615
Other Taxes	4,081,276
Licenses and Permits	576,200
Intergovernmental Revenues	1,250,719
Charges for Services	1,195,374
Fines and Forfeitures	267,300
Miscellaneous Revenues	7,462,165
Total Estimated Revenues	18,329,649
Other Financing Sources:	
Interfund Transfers (In)	6,997,164
Balance Brought Forward	85,000
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	25,411,813

PROPOSED APPROPRIATIONS

General Government	7,989,385
Public Safety	9,577,254
Physical Environment	813,312
Transportation	1,365,635
Economic Environment	550,212
Human Services	51,909

FISCAL YEAR 2003-04 BUDGET

GENERAL FUND (continued)

Culture/Recreation	4,447,755
Other Uses	311,000
Non Expenditures:	
Interfund Transfers (Out)	200,459
Reserves	104,892
TOTAL PROPOSED APPROPRIATIONS	<u>25,411,813</u>

STORMWATER FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenues	80,993
Charges for Services	645,700
Miscellaneous Revenues	14,128
Total Estimated Revenues	<u>740,821</u>
Other Financing Sources:	
Balance Brought Forward	176,512
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>917,333</u>

PROPOSED APPROPRIATIONS

Physical Environment	917,333
TOTAL PROPOSED APPROPRIATIONS	<u>917,333</u>

GREATER LEESBURG COMMUNITY REDEVELOPMENT AGENCY

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenues	166,000
Miscellaneous Revenues	6,180
Total Estimated Revenues	<u>172,180</u>
Other Financing Sources:	
Interfund Transfers (In)	107,826
Balance Brought Forward	182,796
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>462,802</u>

PROPOSED APPROPRIATIONS

Economic Environment	176
Non Expenditures:	
Interfund Transfer (Out)	90,783
Debt Service	24,048
Reserves	347,795
TOTAL PROPOSED APPROPRIATIONS	<u>462,802</u>

FISCAL YEAR 2003-04 BUDGET

CARVER HEIGHTS COMMUNITY REDEVELOPMENT AGENCY

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenues	16,369
Other Financing Sources:	
Interfund Transfers (In)	10,633
Balance Brought Forward	6,356
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>33,358</u>

PROPOSED APPROPRIATIONS

Non Expenditures:	
Reserves	33,358
TOTAL PROPOSED APPROPRIATIONS	<u>33,358</u>

DEBT SERVICE FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenues	511,330
Miscellaneous Revenues	3,000
Total Estimated Revenues	<u>514,330</u>
Other Financing Sources:	
Balance Brought Forward	130,000
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>644,330</u>

PROPOSED APPROPRIATIONS

Non Expenditures:	
Debt Service	504,330
Reserves	140,000
TOTAL PROPOSED APPROPRIATIONS	<u>644,330</u>

CAPITAL PROJECTS FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Taxes	1,261,752
Intergovernmental Revenues	4,467,600
Miscellaneous Revenues	63,319
Total Estimated Revenues	<u>5,792,671</u>
Other Financing Sources:	
Interfund Transfers (In)	2,400,734
Debt Proceeds	800,000
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>8,993,405</u>

FISCAL YEAR 2003-04 BUDGET

PROPOSED APPROPRIATIONS

General Government	360,000
Public Safety	2,009,419
Transportation	5,437,000
Culture/Recreation	1,175,000
Non Expenditures:	
Reserve	11,986
TOTAL PROPOSED APPROPRIATIONS	<u>8,993,405</u>

ELECTRIC FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	43,012,250
Miscellaneous Revenues	997,759
Total Estimated Revenues	<u>44,010,009</u>
Other Financing Sources:	
Customer Contributions	127,656
Balance Brought Forward	6,153,994
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>50,291,659</u>

PROPOSED APPROPRIATIONS

Physical Environment	41,858,035
Non Expenditures:	
Interfund Transfers (Out)	7,676,377
Debt Service	757,247
TOTAL PROPOSED APPROPRIATIONS	<u>50,291,659</u>

GAS FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	7,516,825
Miscellaneous Revenues	133,950
Total Estimated Revenues	<u>7,650,775</u>
Other Financing Sources:	
Balance Brought Forward	1,329,790
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>8,980,565</u>

PROPOSED APPROPRIATIONS

Physical Environment	8,120,860
Non Expenditures:	
Interfund Transfers (Out)	766,946
Debt Service	92,759
TOTAL PROPOSED APPROPRIATIONS	<u>8,980,565</u>

FISCAL YEAR 2003-04 BUDGET

WATER FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	4,409,757
Miscellaneous Revenues	483,935
Total Estimated Revenues	<u>4,893,692</u>
Other Financing Sources:	
Debt Proceeds	3,637,000
Customer Contributions	139,067
Balance Brought Forward	<u>1,192,183</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u><u>9,861,942</u></u>

PROPOSED APPROPRIATIONS

Physical Environment	8,098,343
Non Expenditures:	
Interfund Transfers (Out)	1,268,892
Debt Service	453,943
Reserves	<u>40,764</u>
TOTAL PROPOSED APPROPRIATIONS	<u><u>9,861,942</u></u>

WASTEWATER FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Intergovernmental Revenue	
Charges for Services	5,046,731
Miscellaneous Revenues	585,384
Total Estimated Revenues	<u>5,632,115</u>
Other Financing Sources:	
Debt Proceeds	1,325,000
Balance Brought Forward	<u>1,052,896</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u><u>8,010,011</u></u>

PROPOSED APPROPRIATIONS

Physical Environment	6,447,598
Non Expenditures:	
Interfund Transfers (Out)	403,738
Debt Service	1,052,734
Reserves	<u>105,941</u>
TOTAL PROPOSED APPROPRIATIONS	<u><u>8,010,011</u></u>

FISCAL YEAR 2003-04 BUDGET

COMMUNICATIONS FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	572,922
Total Estimated Revenues	<u>572,922</u>
Other Financing Sources:	
Interfund Transfers (In)	1,183,923
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>1,756,845</u>

PROPOSED APPROPRIATIONS

Physical Environment	1,579,923
Non Expenditures:	
Interfund Transfers (Out)	45,834
Debt Service	129,686
Reserves	1,402
TOTAL PROPOSED APPROPRIATIONS	<u>1,756,845</u>

SOLID WASTE FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	3,090,632
Miscellaneous Revenues	41,816
Total Estimated Revenues	<u>3,132,448</u>
Other Financing Sources:	
Balance Brought Forward	150,000
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>3,282,448</u>

PROPOSED APPROPRIATIONS

Physical Environment	2,889,399
Non Expenditures:	
Interfund Transfers (Out)	247,251
Reserves	145,798
TOTAL PROPOSED APPROPRIATIONS	<u>3,282,448</u>

HEALTH INSURANCE FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	4,148,558
Miscellaneous Revenues	15,200
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>4,163,758</u>

FISCAL YEAR 2003-04 BUDGET

PROPOSED APPROPRIATIONS

General Government	3,556,657
Non Expenditures:	
Reserves	<u>607,101</u>
TOTAL PROPOSED APPROPRIATIONS	<u>4,163,758</u>

WORKERS' COMPENSATION FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Charges for Services	530,902
Miscellaneous Revenues	<u>43,315</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>574,217</u>

PROPOSED APPROPRIATIONS

General Government	547,187
Non Expenditures:	
Reserves	<u>27,030</u>
TOTAL PROPOSED APPROPRIATIONS	<u>574,217</u>

POLICE PENSION FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Taxes	140,000
Miscellaneous Revenues	<u>530,000</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>670,000</u>

PROPOSED APPROPRIATIONS

General Government	509,000
Non Expenditures:	
Reserves	<u>161,000</u>
TOTAL PROPOSED APPROPRIATIONS	<u>670,000</u>

FIRE PENSION FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Taxes	110,000
Miscellaneous Revenues	<u>582,430</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>692,430</u>

FISCAL YEAR 2003-04 BUDGET

PROPOSED APPROPRIATIONS

General Government	380,000
Non Expenditures:	
Reserves	<u>312,430</u>
TOTAL PROPOSED APPROPRIATIONS	<u>692,430</u>

GENERAL EMPLOYEES' PENSION FUND

ESTIMATED REVENUES AND OTHER RECEIPTS

Miscellaneous Revenues	<u>2,099,957</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>2,099,957</u>

PROPOSED APPROPRIATIONS

General Government	1,400,000
Non Expenditures:	
Reserves	<u>699,957</u>
TOTAL PROPOSED APPROPRIATIONS	<u>2,099,957</u>

ALL FUNDS

ESTIMATED REVENUES AND OTHER RECEIPTS

Ad Valorem Taxes	3,496,615
Other Taxes	5,593,028
Licenses and Permits	576,200
Intergovernmental Revenues	6,493,011
Charges for Services	70,169,651
Fines and Forfeitures	267,300
Miscellaneous Revenues	<u>13,062,538</u>
Total Estimated Revenues	99,658,343

ALL FUNDS (continued)

Other Financing Sources:	
Interfund Transfers (In)	10,700,280
Debt Proceeds	5,762,000
Customer Contributions	266,723
Balance Brought Forward	<u>10,459,527</u>
TOTAL ESTIMATED REVENUES AND OTHER RECEIPTS	<u>126,846,873</u>

PROPOSED APPROPRIATIONS

General Government Services	14,742,229
Public Safety	11,586,673
Physical Environment	70,724,803
Transportation	6,802,635
Economic Environment	550,388
Human Services	51,909
Culture/Recreation	5,622,755

FISCAL YEAR 2003-04 BUDGET

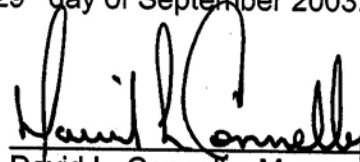
Other Uses	311,000
Non Expenditures:	
Interfund Transfers (Out)	10,700,280
Debt Service	3,014,747
Reserves	2,739,454
TOTAL PROPOSED APPROPRIATIONS	<u>126,846,873</u>

SECTION II.

This ordinance shall become effective upon its passage and adoption by the Leesburg City Commission in the manner provided by law.

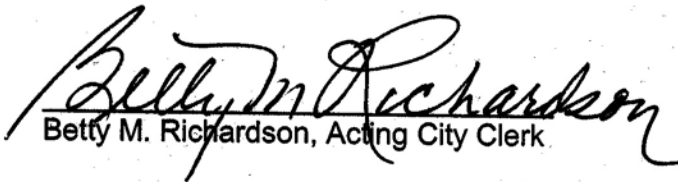
PASSED AND ADOPTED at a regular meeting of the City Commission of the City of Leesburg, Florida held on the 22nd day of September 2003, and

READOPTED at a special meeting held on the 29th day of September 2003.



David L. Connelly, Mayor

ATTEST:



Betty M. Richardson, Acting City Clerk

FISCAL YEAR 2003-04 BUDGET

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

FISCAL YEAR 2003-04 BUDGET

- 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)

FISCAL YEAR 2003-04 BUDGET

GLOSSARY OF ACRONYMS

ALS	Advanced Life Support
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
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
NYSOA	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
SSS	Sewer System Evaluation Study
T.A.C.C.	Targeting Areas of Citizens' Concerns

FISCAL YEAR 2003-04 BUDGET

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.

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 and Statement of Net Asset on the governmental side. Presentation of City Financial and Capital Assets which equals current and long-term liabilities plus equity.

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.

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.

FISCAL YEAR 2003-04 BUDGET

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.

FISCAL YEAR 2003-04 BUDGET

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.

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.

FISCAL YEAR 2003-04 BUDGET

NON-OPERATING REVENUES - Financial support for funds that are classified separately from revenues; include transfers in and internal service fund receipts.

OBJECTIVE - A statement or method to accomplish an established goal within the fiscal year. A good statement of objectives should imply a specific standard of performance for a given program:

- (a) An operational objective focuses on service delivery.
- (b) A managerial objective focuses on those aspects of management that helps staff achieve operational objectives.

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.