

The City of Altamonte Springs

# Annual Budget

Fiscal Year 2014





## *Section 1*

# *Transmittal Letter*



To the Mayor, City Commission and  
Citizens of Altamonte Springs, Florida

September 17, 2013

In accordance with Florida Law and our own City Charter, it is our pleasure to present the City Annual Budget for the Fiscal Year which begins on October 1, 2013 and ends on September 30, 2014. The budget is balanced. Projected revenues and other available resources equal or exceed expenditures and other uses. The budget is complete, covering all departments, operations and funds of the City.

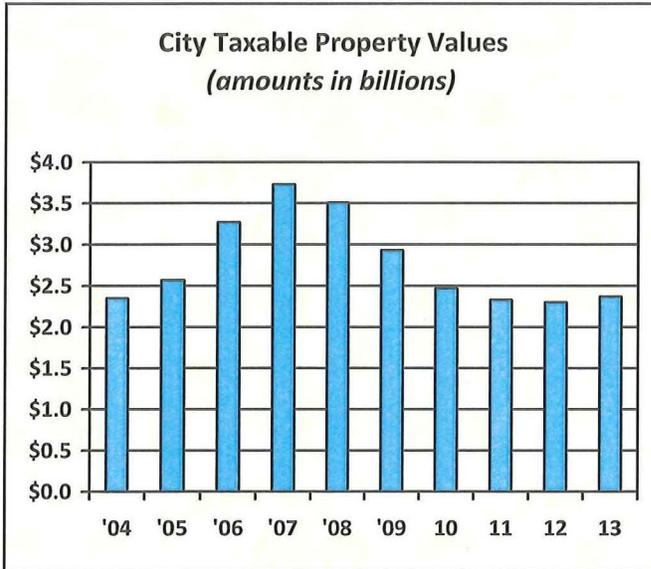
For the coming year we anticipate almost \$60 million in revenues. We anticipate \$76 million in expenses and appropriated reserves. The budget relies on \$16 million in funding from fund balances, money we have saved for this purpose. The budget includes \$29 million in various capital outlay projects and acquisitions, most of which are funded from our pay as you go

<i>Total City Budget</i>				
<i>All Funds Combined - Net of Interfund Transactions</i>				
<i>(all dollar amounts are times 1,000,000)</i>				
	2013	2014	<u>Increase (decrease)</u>	
			Amount	Percent
<b>Revenues</b>				
Property taxes	\$ 6.4	\$ 6.6	\$ 0.2	-
Utility charges	20.3	20.8	0.5	2%
Franchise fees & utility taxes	10.5	10.7	0.2	2%
Federal/state shared revenues	13.7	13.6	(0.1)	-1%
Other revenues	8.9	8.2	(0.7)	-8%
Total revenues	<u>\$ 59.8</u>	<u>\$ 59.9</u>	<u>\$ 0.1</u>	<u>0%</u>
<b>Expenses</b>				
Operating	\$ 42.1	\$ 43.3	\$ 1.2	3%
Capital	44.9	28.7	(16.2)	-36%
Reserves	4.0	4.0	-	-
Total expenses	<u>\$ 91.0</u>	<u>\$ 76.0</u>	<u>\$ (15.0)</u>	<u>-16%</u>
<b>Revenues over (under) expenses</b>	<u>\$ (31.2)</u>	<u>\$ (16.1)</u>	<u>\$ 15.1</u>	<u>48%</u>
<b>Fund balance</b>				
Beginning of year	<u>116.5</u>	<u>111.3</u>	<u>(5.2)</u>	<u>-4%</u>
End of year	<u>\$ 85.3</u>	<u>\$ 95.2</u>	<u>\$ 9.9</u>	<u>12%</u>

funds. To pay for these projects we saved up money over time. We believe this to be a fiscally conservative and prudent approach that leaves the City debt free. We project ending the next

fiscal year, fiscal year 2014, with fund balances totaling more than \$95 million.

We are confident the budget provides adequate funding for the coming year as well as providing a sound basis for the future financial security of the City.



The value of taxable property rose 59% in the course of three years from 2004 to 2007. In the following years from 2007 to 2012 values retreated 36%, a wild ride by any definition. However, this year there is good news. For the first time since 2007 the value of taxable property values rose. Values for 2013 are 3.1% (\$71 million) higher than the prior year. We believe an economic recovery is underway though still

fragile and subject to various starts and stops. Unemployment remains stubbornly high and until this rate drops not everyone will be able to participate in the recovery. But we're moving in the right direction and we are optimistic about the future

With all the potential exemptions and caps that now exist, it is increasingly difficult to determine how any given property tax scenario will affect a broad spectrum of taxpayers, as these answers become more and more fact specific. However, we do know that the rolled-back millage rate, the rate which would generate the same amount of tax revenues for the City in 2014 as in 2012, is 2.83 mills.

Property Tax Millage Rates	
2013 Current	2.89
2014 Rolled-back	2.83
2014 Recommended	2.89

We are ***maintaining the existing rate of 2.89 mills*** for 2014, which is slightly more than the rolled-back rate. How this affects individual homes depends on how "save our homes" affected the appraised value of the individual property, but for most non-homesteaded properties there will be a small increase in the dollar amount of property taxes.

In 2012 we completed our regular tri-annual study of all of our utility funds, rates and operations. After reviewing this study the City Commission adopted a multi-year rate plan. In conformance with this plan the budget for the coming year includes a 2% increase in

	<u>2013</u>	<u>2014</u>	<u>Increase</u>	
			<u>Dollars</u>	<u>Percent</u>
Potable water	\$ 25.69	\$ 26.20	\$ 0.51	2.0%
Sewer	46.15	47.10	0.95	2.1%
Reclaimed water	14.00	14.00	-	0.0%
Refuse disposal	20.25	20.50	0.25	1.2%
Stormwater	6.75	6.75	-	-
Utility tax	<u>2.06</u>	<u>2.10</u>	<u>0.04</u>	<u>1.9%</u>
Total	<u>\$ 114.90</u>	<u>\$ 116.65</u>	<u>\$ 1.75</u>	<u>1.5%</u>

potable water and sewer rates and a twenty-five cent per month increase in the residential refuse rate. These rate changes, effective October 1, 2013, will increase the average total residential monthly utility bill by \$1.75 a month or 1.5%.

The City is well positioned to take full advantage of the improving economy. We believe our community is on the cusp of another economic expansion. We are delighted with all that is planned and going on in and around our City. We are working hard to be sure we are properly positioned to help make it happen and take full advantage of the results. Our budget includes nearly \$29 million in capital projects of one sort or another. These include:

1. The construction of the A-First Project, a wonderfully innovative project diverting stormwater discharge from the Little Wekiva River and treating for reuse.
2. The construction of the new SunRail station and, working with the County and State, we are preparing the way for development within and around this new asset.
3. The completion of Gateway Drive, the catalyst for future development in the Gateway area.
4. Maintenance, repairs and replacements to Cranes Roost Park.
5. Numerous improvements to our various regional parks.
6. Significant upgrades and improvements to the Regional Wastewater Treatment Plant.

We believe our budget meets the test of these challenging times and is in keeping with our

conservative history. Slowly we see economic progress which we believe will allow the City to help improve the lives of our citizens. We are dedicated to using the resources provided to us wisely and guarding the fiscal well-being of the City. The budget meets this test, and does so at an affordable price.

As always, we commend our City Commission for their continued commitment to the citizens we all serve. Our budget is a testament to the commitment to excellence constantly displayed by our Commission, Staff, and, most importantly, our citizens. This budget continues the City's long legacy of excellence.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Franklin W. Martz, II', with a long horizontal stroke extending to the left.

Franklin W. Martz, II  
City Manager



# *Section 2*

# *Overview*

## Overview

---

On the following pages we present the Annual City Budget for fiscal year 2014. The budget is divided into ten sections including: an overview section, the operating departments, the Community Redevelopment Agency and, finally, a section devoted to capital projects. This presentation is representative of how the City is organized and administered and provides a clear picture, for each department, of where the money comes from and where it goes. With the exception of the General Fund, all other funds are presented within the department section responsible for that fund. The General Fund is presented in this, the overview section.

Each departmental section begins with a written overview, followed by a summary of the annual budget by fund (where there is more than one division and/or fund), then the detailed budget for each fund and/or division. The departmental overview portion provides a discussion of expenditures which we will not repeat here. Within the budget for each department we provide the annual budget, the current budget and the actual expenditures for the prior two fiscal years. Presented in this overview section is a discussion of the annual budget in total, including anticipated revenues and expenditures on a City-wide basis.

On the following two pages we present a schedule where we have combined all funds and departments into a single Statement of Revenues, Expenditures and Changes in Fund Balance.

**City of Altamonte Springs, Florida  
Fiscal Year 2014 Annual Budget**

**Overview**

**ALL FUNDS COMBINED  
Statement of Revenues, Expenditures  
and Changes in Fund Balance**

	General Fund	Utility Funds			Community Redev. Agency
		Water & Sewer	Refuse Disposal	Storm Water	
<b>Revenues</b>					
Property taxes	\$ 6,571,761	\$ -	\$ -	\$ -	\$ -
Tax increments	-	-	-	-	1,960,222
Utility charges	-	17,123,580	1,727,035	1,953,000	-
Franchise fees & utility taxes	10,742,900	-	-	-	-
Local business tax	833,000	-	-	-	-
Building permit, inspections and impact fees	-	45,000	-	10,000	-
Local option gas tax	700,000	-	-	-	-
Intergovernmental revenues	3,732,000	9,500,000	-	-	-
Reimbursements from Other Funds	4,793,000	-	-	-	-
Recreation charges for services	662,700	-	-	-	240,000
Other charges for services	563,350	-	-	-	-
Fines & forfeitures	405,000	-	-	-	-
Miscellaneous revenues	919,450	435,702	21,425	141,406	200,000
Operating transfers from other funds	-	3,775,000	-	-	1,312,036
<b>Total Revenues</b>	<b>29,923,161</b>	<b>30,879,282</b>	<b>1,748,460</b>	<b>2,104,406</b>	<b>3,712,258</b>
Less: Interfund Transactions	-	-	-	-	-
<b>Net Total Revenues</b>	<b>29,923,161</b>	<b>30,879,282</b>	<b>1,748,460</b>	<b>2,104,406</b>	<b>3,712,258</b>
<b>Expenditures</b>					
<b>Operating Expenses</b>					
Administration	6,273,400	-	-	-	-
Police	10,171,620	-	-	-	-
Growth management	1,122,629	-	-	-	-
Community redevelopment agency	-	-	-	-	1,878,822
Public works	740,612	13,379,992	1,625,437	1,223,645	-
Leisure services	3,983,934	-	-	-	-
Maintenance services	5,958,255	-	-	-	-
Workers' compensation	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>28,250,450</b>	<b>13,379,992</b>	<b>1,625,437</b>	<b>1,223,645</b>	<b>1,878,822</b>
<b>Non-Operating Expenses</b>					
Capital outlay	220,605	17,399,500	135,000	685,000	3,750,000
Appropriated reserves	250,000	2,000,000	25,000	100,000	100,000
Transfers to other funds	3,562,036	3,775,000	-	-	-
<b>Total Non-Operating Expenses</b>	<b>4,032,641</b>	<b>23,174,500</b>	<b>160,000</b>	<b>785,000</b>	<b>3,850,000</b>
<b>Total Expenditures</b>	<b>32,283,091</b>	<b>36,554,492</b>	<b>1,785,437</b>	<b>2,008,645</b>	<b>5,728,822</b>
Less: Interfund transactions	-	-	-	-	-
<b>Net Total Expenditures</b>	<b>32,283,091</b>	<b>36,554,492</b>	<b>1,785,437</b>	<b>2,008,645</b>	<b>5,728,822</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(2,359,930)</b>	<b>(5,675,210)</b>	<b>(36,977)</b>	<b>95,761</b>	<b>(2,016,564)</b>
<b>Fund Balances</b>					
Beginning of Year	27,569,512	29,865,400	1,428,342	9,427,120	17,391,772
End of Year	\$ 25,209,582	\$ 24,190,190	\$ 1,391,365	\$ 9,522,881	\$ 15,375,208

Overview

ALL FUNDS COMBINED  
Statement of Revenues, Expenditures  
and Changes in Fund Balance

Building Inspections Fund	Capital Projects Fund	Impact Fee Funds	Trans. Sales Tax	Law Enforcemnt Trust	Internal Service Fund	TOTAL	
						Manager Recmnd	Current Budget
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,571,761	\$ 6,407,934
-	-	-	-	-	-	1,960,222	1,853,679
-	-	-	-	-	-	20,803,615	20,296,727
-	-	-	-	-	-	10,742,900	10,542,800
-	-	-	-	-	-	833,000	826,000
696,000	-	23,000	-	-	-	774,000	991,200
-	-	-	-	-	-	700,000	740,000
-	400,000	-	-	-	-	13,632,000	13,650,800
-	-	-	-	-	240,000	5,033,000	4,988,901
-	-	-	-	-	-	902,700	933,550
-	-	-	-	-	-	563,350	563,000
-	-	-	-	-	-	405,000	323,500
15,000	100,000	72,061	65,000	4,377	17,256	1,991,677	2,685,907
-	2,250,000	-	-	-	-	7,337,036	10,023,876
<u>711,000</u>	<u>2,750,000</u>	<u>95,061</u>	<u>65,000</u>	<u>4,377</u>	<u>257,256</u>	<u>72,250,261</u>	<u>74,827,874</u>
-	-	-	-	-	-	(12,370,036)	(15,012,777)
<u>711,000</u>	<u>2,750,000</u>	<u>95,061</u>	<u>65,000</u>	<u>4,377</u>	<u>257,256</u>	<u>59,880,225</u>	<u>59,815,097</u>
-	-	-	-	-	-	6,273,400	5,931,196
-	-	-	-	119,933	-	10,291,553	10,255,782
1,185,885	-	-	-	-	-	2,308,514	2,148,110
-	-	-	-	-	-	1,878,822	1,819,200
-	-	-	-	-	-	16,969,686	16,901,732
-	-	-	-	-	-	3,983,934	3,748,842
-	-	-	-	-	-	5,958,255	5,627,241
-	-	-	-	-	621,000	621,000	661,000
<u>1,185,885</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>119,933</u>	<u>621,000</u>	<u>48,285,164</u>	<u>47,093,103</u>
23,400	4,308,750	175,000	2,160,000	-	-	28,857,255	44,852,456
25,000	250,000	1,200,000	500,000	50,000	-	4,500,000	4,000,000
-	-	-	-	-	-	7,337,036	10,023,876
<u>48,400</u>	<u>4,558,750</u>	<u>1,375,000</u>	<u>2,660,000</u>	<u>50,000</u>	<u>-</u>	<u>40,694,291</u>	<u>58,876,332</u>
1,234,285	4,558,750	1,375,000	2,660,000	169,933	621,000	88,979,455	105,969,435
-	-	-	-	-	-	(12,370,036)	(15,012,777)
<u>1,234,285</u>	<u>4,558,750</u>	<u>1,375,000</u>	<u>2,660,000</u>	<u>169,933</u>	<u>621,000</u>	<u>76,609,419</u>	<u>90,956,658</u>
(523,285)	(1,808,750)	(1,279,939)	(2,595,000)	(165,556)	(363,744)	(16,729,194)	(31,141,561)
<u>1,456,418</u>	<u>9,346,430</u>	<u>7,321,165</u>	<u>8,877,937</u>	<u>374,283</u>	<u>483,705</u>	<u>113,542,084</u>	<u>116,544,423</u>
<u>\$ 933,133</u>	<u>\$ 7,537,680</u>	<u>\$ 6,041,226</u>	<u>\$ 6,282,937</u>	<u>\$ 208,727</u>	<u>\$ 119,961</u>	<u>\$ 96,812,890</u>	<u>\$ 85,402,862</u>

**City of Altamonte Springs, Florida  
Fiscal Year 2014 Annual Budget**

## Overview

The preceding schedule is useful in showing the budget for each fund and the relationship between the various funds and departments. Table 1 provides a condensed version of this schedule.

When we speak of “the budget” we are generally referring to the expenditure or expense budget. However, the total budget includes not only expenses, but also estimated revenues and fund balances. Under Florida law, the City must adopt a budget that is balanced. This means budgeted annual expenses cannot exceed anticipated revenues plus the monies available in fund balance.

As shown in Table 1, the fund balance at the beginning of next fiscal year (2014) is projected to

**Table 1: Total City Budget  
All Funds Combined - Net of Interfund Transactions  
(dollar amounts are in millions)**

	2013	2014	Increase (Decrease)	
			Amount	%
<b>Revenues</b>				
Property taxes	\$ 6.4	\$ 6.6	\$ 0.2	-
Utility charges	20.3	20.8	0.5	2.5%
Franchise fees and utility taxes	10.5	10.7	0.2	1.9%
Federal and state shared revenues	13.7	13.6	(0.1)	-0.7%
Other revenues	8.9	8.2	(0.7)	-7.9%
<b>Total revenues</b>	<b>\$ 59.8</b>	<b>\$ 59.9</b>	<b>\$ 0.1</b>	<b>0.2%</b>
<b>Expenses</b>				
Operating	\$ 42.1	\$ 43.3	\$ 1.2	2.9%
Capital	44.9	28.7	(16.2)	-36.1%
Reserves	4.0	4.0	-	-
<b>Total expenses</b>	<b>\$ 91.0</b>	<b>\$ 76.0</b>	<b>\$ (15.0)</b>	<b>-16.5%</b>
Revenues over or (under) expenses	\$ (31.2)	\$ (16.1)	\$ 15.1	48.4%
<b>Fund balance</b>				
Beginning of year	116.5	111.3	(5.2)	-4.5%
End of year	\$ 85.3	\$ 95.2	\$ 9.9	11.6%

be about \$111 million, which when added to the estimated revenues of \$60 million provides the City with a total of \$171 million in estimated available funding for the coming fiscal year.

Annual expenditures total \$76 million, which when subtracted from the total available funding, leaves a fund balance at year end of \$95 million. Thus the annual budget meets the legal requirement for a balanced budget. In the following pages we present an analysis of anticipated revenues, fund balances and expenditures.

## Overview

### Revenues

The City's annually recurring revenues come from a variety of sources as shown in Table 2.

At 35% the largest share of the City's revenues comes from utility charges: fees paid by customers for potable water, reclaimed water, sewer treatment services, refuse and stormwater services. We expect intergovernmental revenues, mostly revenues collected by the State and shared with the City, to account for 23% of total revenues. Another 18% comes from franchise fees and utility taxes established and imposed by the City. Property taxes, though widely discussed, provide the City with just 11% of total revenues.

**Table 2: Projected City Revenues 2014**  
(dollar amounts are in millions)

Utility charges	\$ 20.8	34.7%
Intergovernmental revenues	13.6	22.7%
Franchise fees & utility taxes	10.7	17.9%
Property taxes	6.6	11.0%
Tax increments	2.0	3.3%
Recreation charges for services	0.9	1.5%
Local business tax	0.8	1.3%
Building permits, inspection fees & impact fees	0.8	1.3%
Local option gas tax	0.7	1.2%
Other charges for services	0.6	1.0%
Fines & forfeitures	0.4	0.7%
Miscellaneous revenues	2.0	3.3%
	<u>\$ 59.9</u>	<u>100%</u>

Those four sources mentioned above provide over 75% of the City's revenues. The rest comes from a variety of sources including the tax increment from the County paid into the CRA which accounts for another 3%. Recreation fees account for 1.4%. The local business tax (formerly occupational licenses fees) gives the City another 1.3%. Revenues from building permits, plans inspections, impact fees and similar activities provide 1.3%. The local option gas tax provides another 1.2%. Other charges for services add 1%. Fines and forfeitures (largely traffic fines) provide 0.7%. The balance of revenues comes from various miscellaneous sources including investment income, sale of surplus property and other items.

## Overview

As noted, the lion's share of revenues comes from taxes, charges and fees imposed by the City. These include property taxes, utility charges, franchise fees and utility taxes. Utility charges are the rates charged by the City to customers for potable water, reclaimed water, sewer services, storm water management and residential refuse service. Franchise fees and

**Table 3: Tax & Fee Rate Changes**

Tax or fee	Changes for 2014
Property tax rate	No increase from the existing rate of 2.89 mills.
Utility rates:	
Residential refuse	Increase from \$20.25 to \$20.50 monthly
Water and sewer	2% increase
Reclaimed water	No change
Stormwater	No change
Franchise fees:	
Electricity	No change
Natural gas	No change
Commercial refuse	No change
Utility Taxes:	
Electricity	No change
Potable water	No change
Natural & bottled gas	No change
Communications svcs	No change

utility taxes are imposed on the sale of utility services in the City including electricity, communications services, cable television services, natural and bottled gas, water and commercial refuse services. This year's annual budget includes the changes in rates as shown in Table 3.

### 1. Property Taxes

Not the largest, but usually the most controversial source of revenues for Florida's local governments is property taxes. Property taxes are a function of both the *taxable value* and the *property tax rate*. The City Commission is empowered with establishing the property tax rate. The taxable value is determined by the County Property Appraiser.

From our good news department the Property Appraiser reports the taxable value of all property within the City rose 3% (the first increase in six years) to \$2.37 billion.

**City of Altamonte Springs, Florida  
Fiscal Year 2014 Annual Budget**

## Overview

Table 4 provides information on taxable values for the past few years. Keep in mind the valuations are as of January 1<sup>st</sup> of the beginning of the fiscal year. For example, the

Fiscal Year	Calendar Year	Taxable Value of Existing Properties		New Construction & Annexations	Total Taxable Value	
		Amount	Inc (Dec)		Amount	Inc (Dec)
2007	2005	\$ 3,227	26%	\$ 40	\$ 3,267	27%
2008	2006	3,635	11%	94	3,729	14%
2009	2007	3,488	-6%	24	3,512	-6%
2010	2008	2,921	-17%	4	2,925	-17%
2011	2009	2,462	-16%	11	2,473	-15%
2012	2010	2,322	-6%	10	2,332	-6%
2013	2011	2,301	-1.3%	2	2,303	-1.2%
2014	2012	2,371	3.0%	3	2,374	3.1%

value shown for fiscal year 2014 is the value of all property as of January 1, 2013, reflecting activity for calendar year 2012.

### **The Millage Rate**

Legislative changes of 2007 and 2008, as well as the 2009 enactment of Amendment 1 to the Florida Constitution, significantly changed the way taxable property values are determined and property tax rates are calculated. The “**rolled-back**” rate has been around for 30 plus years and continues to be a measure of the rate at which there would theoretically be no increase in property taxes on individual properties. This basic calculation remains largely unchanged but now includes an adjustment for payments to the tax increment district. The rolled-back rate for 2014 is about 2.83 mills. The actual amount will be calculated after final figures from the Property Appraiser’s office are completed.

In 2008 the Legislature brought us the “**maximum millage rate**”. This introduced the concept of dignity of the vote by which varying property tax rates may be levied. A simple majority of the City Commission (3 votes) can levy the maximum millage rate. A super majority (two-thirds or 4 votes) can levy a millage rate not more than 10% above

## Overview

---

the maximum millage rate. To levy a rate above 110% of the maximum millage rate requires a unanimous vote of the City Commission. The maximum millage rate for 2014 is 4.84 mills.

After having performed all of the requisite calculations, we recommend the City Commission maintain the existing millage rate of 2.89 for 2014, the same as the current rate. This is slightly more (about 2.2%) than the rolled-back rate but 40% less than the maximum millage rate.

**Table 5: Historical Property Tax Rates**

Fiscal Year	Millage Rate
2006	2.90
2007	2.65
2008	2.43
2009	2.64
2010	2.64
2011	2.89
2012	2.89
2013	2.89
2014	2.89

At the approved millage rate property tax revenues to the City will be \$6.6 million, \$164,000 more than 2013. The millage rate of 2.89 is slightly less than the rate levied in 2006. As seen in Table 5 the City's tax rate has been and continues to be very low.

For the average homeowner receiving the full \$50,000 homestead exemption, this means property taxes will be slightly more in 2014 than in 2013. Table 6 shows the

**Table 6: Actual Property Taxes on Residential Property**

Property Values		City Property Taxes			
Last Year	This Year	Last Year	This Year	Increase	
\$ 50,000	\$ 51,500	\$ 72.25	\$ 72.83	\$ 0.58	0.8%
100,000	103,000	144.50	153.17	8.67	6.0%
150,000	154,500	289.00	302.01	13.01	4.5%
200,000	206,000	433.50	450.84	17.34	4.0%

effect of the change in tax rate at various dollar valuations.

## Overview

### 2. Utility Charges

Revenues from utility charges are derived from fees imposed upon users of the City's various utility systems. These charges include potable water, sewer, reclaimed water,

stormwater and refuse collection. During the first quarter of 2012 the City completed three-year rate studies for all City utilities. As a result of these studies, the City

**Table 7: Utility Rate Changes**  
(effective October 1, 2013)

<u>Service provided</u>	<u>Rate change</u>
Potable & waste water	Up 2%
Reclaimed water	No change
Stormwater management	No change
Residential refuse	Increase from \$20.25 to \$20.50 monthly

Commission adopted a multi-year rate plan covering rates for the next three years. The changes for 2014 are shown in Table 7.

**Table 8: Typical Monthly Residential Utility Bill**

	<u>2013</u>	<u>2014</u>	<u>Increase</u>	
Potable water	\$ 25.69	\$ 26.20	\$ 0.51	2.0%
Sewer	46.15	47.10	0.95	2.1%
Reclaimed water	14.00	14.00	-	-
Refuse disposal	20.25	20.50	0.25	1.2%
Stormwater	6.75	6.75	-	-
Utility tax	2.06	2.10	0.04	1.9%
	<u>\$ 114.90</u>	<u>\$ 116.65</u>	<u>\$ 1.75</u>	<u>1.5%</u>

The monthly utility bill for a typical homeowner located in the City using 10,000 gallons of potable water monthly

and connected to the reclaimed water system is shown in Table 8. With the rate changes, the monthly bill for the typical homeowner will increase \$1.75 monthly or about 1.5%.

**Table 9: City Utility Revenues**  
(dollar amounts are in millions)

	<u>2013</u>	<u>2014</u>	<u>Increase</u>	
Potable water	\$ 4.92	\$ 5.05	\$ 0.13	3%
Sewer	8.69	8.85	0.16	2%
Reclaimed water	3.05	3.23	0.18	6%
Refuse disposal	1.69	1.73	0.04	2%
Stormwater	1.95	1.95	-	0%
	<u>\$ 20.30</u>	<u>\$ 20.81</u>	<u>\$ 0.51</u>	<u>3%</u>

For the coming year we project revenues from utility charges will be \$20.8 million, up

about 3% from the current year's projected revenues. This includes potable water, reclaimed water, sewer, residential refuse disposal and stormwater fees and reflects all

## Overview

---

recent rate adjustments. Table 9 shows the current year's and next year's anticipated revenues.

### 3. Franchise Fees and Utility Taxes

The City imposes franchise fees on the providers, and utility taxes on the users, of public utilities throughout the City. Revenues from these fees and taxes, all of which flow into the General Fund, generate about 18% of the City's total annual revenues. For the coming year, we anticipate these revenues will total just over \$10.7 million. This is 2% or \$200,000 more than the amount we budgeted

**Table 10: Franchise Fees & Utility Taxes**  
(dollar amounts in millions)

Year	Amt	Increase (Decrease)
2008	\$ 11.11	\$ 0.20 2%
2009	11.01	(0.10) -1%
2010	11.26	0.25 2%
2011	10.73	(0.53) -5%
2012	11.04	0.31 3%
2013	10.54	(0.50) -5%
2014	10.74	0.20 2%

for 2013. The projection is based on the assumption that weather patterns will be slightly more extreme (hotter in the summer, colder in the winter), driving revenues up as more electricity is required to heat and cool homes and commercial properties.

## Overview

### 4. Impact Fees & Other Growth Related Revenues

This category includes revenues from impact fees, utility connection fees, business (occupational) licenses and building permits. All of these revenue sources are grouped together because all of them are dependent upon ongoing and new business and/or construction activity in the City. Thus, they are subject to the volatility of the business cycle. A history of revenue collections from these sources is shown in table 11.

**Table 11: Impact Fees & Other Growth Related Revenues**  
(dollar amounts are in millions)

	Connection & Impact fees		Business Licenses		Building Permits & Fees	
	Amt	Increase (Decrease)	Amt	Increase (Decrease)	Amt	Increase (Decrease)
2008	\$ 0.36	-27%	\$ 0.89	1%	\$ 1.33	7%
2009	0.19	-47%	0.91	2%	0.71	-47%
2010	0.52	174%	0.88	-3%	1.26	77%
2011	0.21	-60%	0.86	-2%	0.69	-45%
2012	0.13	-38%	0.86	-	0.62	-10%
2013	0.20	54%	0.83	-3%	0.83	34%
2014	0.07	-65%	0.83	-	0.75	-10%

### 5. Intergovernmental Revenues

Intergovernmental revenues are taxes and fees collected by the state and county and returned or shared with the City plus any state or federal grants received by the City.

**Table 12: Intergovernmental Revenues**  
(dollar amounts are in millions)

	2013	2014	Increase (Decrease)	
Sales tax	\$ 2.36	\$ 2.44	\$ 0.08	3%
State revenue sharing	1.15	1.15	-	0%
Grants and other	10.14	10.04	(0.10)	-1%
	<u>\$ 13.65</u>	<u>\$ 13.63</u>	<u>\$ (0.02)</u>	<u>0%</u>

For the coming year revenues from this source are projected to reach \$13.6 million, roughly the same as 2013. These numbers are very skewed by the A-First Project. We expect to

receive \$9.5 million in State grants for this project. Proper budgeting required us to include the entire estimate in the 2013 budget. However, in reality we don't expect to actually receive the money until 2014 thus we carried over this estimate into the 2014

## Overview

---

budget. Absent the A-First project intergovernmental revenues would total about \$4 million.

### 6. **Recreation Fees and Related Revenues**

These are revenues from recreation programs, event sponsorships and donations, rental of the civic centers, library fees, and concession fees. For the coming year we project revenues of about \$900,000.

### 7. **Reimbursements from Other Funds.**

These revenues result from interfund transactions; that is when one fund pays another fund for services received. For example, fuel and maintenance of the City's fleet of vehicles is paid entirely from the General Fund. The General Fund charges other funds (the Water and Sewer Fund, Refuse Disposal Fund, etc.) the cost of fuel and maintenance for vehicles owned by each fund. The Workers' Compensation Fund charges other funds for the cost of operating the workers' compensation program. For the coming year revenues from this source are estimated at \$5 million.

### 8. **Fines and Forfeitures**

As the name implies, revenues from fines and forfeitures are generated from traffic tickets, false alarms, parking fines and the like. For the coming year we project revenues will be \$405,000.

### 9. **Miscellaneous Revenues**

Miscellaneous revenues consists of any and all revenue sources not otherwise classified under another heading and includes investment income, insurance reimbursements, sales of surplus properties and about a dozen minor categories. For the coming year we project miscellaneous revenues will total just under \$2 million, considerably less (\$700,000) than the current budget. Most miscellaneous revenue

## Overview

---

comes from investment income which we project will total about \$1.4 million for 2014, \$710,000 less than we originally projected for 2013. When the value of the stock market rises more money leaves the bond market for the higher stock market returns. When this happens, the value of the safer bond holdings (like the City's investments) fall reducing returns on bond portfolios. The stock market, as measured by the Dow Jones Industrial Average, has risen more than 12% in 2013, a remarkable increase. The City's bond holdings returned a paltry 0.23% for the year. The Barclays Index returned only 0.18%, so we beat the index. Based on these latest figures we project investment earnings of \$1.3 million for 2013 and a return of 0.75% or \$1.4 million for 2014.

**10. Transfers Between Funds** Transfers between funds are monies moved from one fund to another, most typically to finance capital improvements. Transfers in the annual budget total \$7.3 million, about \$2.7million less than the 2013 level of \$10 million. These transfers include the following:

- a) The annual transfer from the Water and Sewer Operating Fund to the Water and Sewer Capital Projects Fund in the budget is \$3.775 million, an increase of \$250,000 as we work to strengthen the capital projects fund. These funds are used to pay the cost of capital replacements and improvements to the water and sewer utility system.
- b) Several years ago the City began a program to spread the costs of major capital improvements over several years by transferring a recurring amount of money from the General Fund to the Capital Projects Fund. To continue and expand funding for this program, the budget includes a transfer of \$2.25 million, same as the current year's budget.

## Overview

---

- c) The City transfers money from the General Fund to the CRA Tax Increment Fund to pay the City's tax increment share. At the millage rate of 2.89, the City's share for the coming fiscal year is estimated to be \$1.16 million, \$63,000 more than the current amount of \$1.01 million. This reflects rising property values within the tax increment district. As always, these amounts are subject to change, pending the final tax roll numbers from the County Property Appraiser after finalization of the tax roll and adjustments from the Property Appraisal Adjustment Board.
  
- d) Events at Uptown Altamonte are financed with direct charges and contributions from vendors and the City. The City pays its share with a transfer from the General Fund to the Community Redevelopment Agency Fund. For the coming year we recommend maintaining the current amount of \$150,000.
  
- e) In 2013 as part of the A-First project we transferred \$3 million into the new A-First Construction Fund to help finance this project. This included \$2 million transferred from the Water & Sewer Capital Projects Fund and \$1 million transferred from the Stormwater Management Fund. These were one-time transfers not repeated in 2014.

Having covered each major category this concludes our discussion on revenues.

### **Appropriated Reserves**

Finally, the discussion comes to appropriated reserves. These are the amounts included in the budgets of the City's various funds and departments to provide (a) contingency funds for both unforeseen and unforeseeable events in the coming year, and (b) to set aside or earmark money for future projects. This year's budget includes \$4 million in appropriated reserves.

## Overview

### The General Fund

In the General Fund, the only fund that includes property tax revenues, the current budget is \$31.2 million. The budget totals \$32.2 million, a 3.4% increase over the current budget. This one million dollar increase is the net result of budget reductions totaling \$664,000 and additions to the budget totaling \$1.75 million.

The notable budget reductions include a decrease of \$473,000 in contributions to City

<b>Table 13: Recommended Expenditure Budget for the General Fund</b>	
Current budget for 2013	<u>\$ 31,196,325</u>
Deletions -	
Reduced rates for City sponsored pensions	\$ (473,169)
Reduced payments for phone equipment	(81,800)
Reduced workers compensation premiums	(41,835)
Reduced general fund funded capital outlays	(38,110)
Other reduced operating expenditures (net)	<u>(29,332)</u>
	<u>\$ (664,246)</u>
Additions -	
Merit pay for staff	\$ 468,185
Increase in health insurance rates	334,280
Purchase of Microsoft software	210,000
New positions (5)	180,596
Increase in FRS rates	166,791
East Town Center / Train Station Design Study	140,000
Increased fuel costs	78,000
Facilities maintenance architectural services	65,000
Additional TIF payment	63,160
Gateway design criteria study	45,000
	<u>\$ 1,751,012</u>
Recommended budget for 2014	<b>\$ 32,283,091</b>

sponsored employee retirement systems. This was made possible by a wide swing in pension asset investment returns. In 2011 investments lost 1.6% in value. As a result the contribution rates went up to ensure full funding of the pension plan. In 2012 investments gained 17.9% in value. This extraordinary gain, coupled with new methods of valuing extra benefits, resulted in significant reductions in

required City contributions to the pension plan.

We've been able to reduce the budget for phone equipment by over \$81,000. This is due to the elimination of the lease on phone equipment which is now paid in full. We also eliminated more phone lines (analog lines for alarms, faxes, paging) and reduced our local

## Overview

---

and long distance carrier service costs.

The City operates a partially self-insured workers compensation program. This program continues to keep costs under control but does subject the City to the risk of fluctuating claims from year to year. For the General Fund we lowered the premium by \$42,000 (21%).

Capital outlays paid by the General Fund are slightly less in the budget (\$38,000) than in the current budget. Finally there are numerous other increases and decreases which collectively net to a budget decrease of about \$29,000.

Increases to the General Fund budget include a number of items. First, is \$468,000 for employee merit increases. This covers an average increase of 3%. This pay increase is subject to employee performance. Outstanding performers will get slightly more than 3%. Some employees will get less, and some will get nothing. No employee will receive an automatic raise.

Final figures are not available yet but Aetna, our existing insurance carrier, has asked for a 20% increase in premiums for 2014. We are in the midst of bids for this service so this figure may come down. But the reality is our claims continue to be high, with a number of employees, dependents, and retirees suffering from grave and sometimes fatal illnesses. It's at these times we are reminded how important it is to have good health insurance, but we are also reminded that it's not free. So far in 2013 we have 21 individual claimants who have incurred paid claims in excess of \$25,000 each. Total to date claims cost for these claims totals just shy of one million dollars or more than 44% of all claims. This reflects both the rising cost of medical care and the rising demand for medical care coming from our aging population. Yes we are living longer, more productive, and healthier lives, but it's costing us to do so.

## Overview

---

We have and continue to examine alternatives to providing access to health care for our employee population. The menu of options we look at includes not only the fully-insured model, but also self-insured, partially self-insured, and all three with a clinic option included.

It is all a matter of sharing or not sharing the risk of high claims cost. Fully-insured means the City incurs no risk. We pay our premiums and the insurance company pays the claims regardless of how high they may be. Self-insured means the City incurs all risk. Stop gap coverage is available but can be more expensive than the fully-insured model. The self-insured model (unlike the fully-insured model) also puts the City in the business of determining which medical procedures are appropriate and on some occasions in the very uncomfortable position of having to deny coverage to sometimes very ill claimants. In a bad year the cost of claims (all paid by the City) can be extreme.

Some local governments have adopted the clinic model coupled with self-insurance. In at least some of those instances this approach makes sense. In examples we reviewed the per employee annual premiums were for some approaching \$10,000. Our current annual premium is \$6,300. Even with a 20% increase ours will only be \$7,250. At \$10,000 dollars almost anything you do will lower cost and seem like a good idea.

Our best estimates put the annual operating cost of an on-site clinic at about \$400,000. Such a clinic would provide primary care, pre-employment screenings, and workers compensation care. Unfortunately, the cost of the clinic exceeds the current cost of the services it would replace with no guarantee that insurance premiums would fall. In fact the only way it makes any real sense is through a self-insured model. We believe this approach is fraught with too many unknowns, too much risk, and too many opportunities for large cost overruns.

## Overview

---

Our license for Microsoft software (Word, Excel, Power Point, etc.) has expired. In order to continue using these products we must purchase a new license at a cost of \$210,000. Since it is hard to imagine running a business today without these products we have included this expenditure in the budget.

We have included five new positions in our General Fund budget. These include:

- A Park ranger for Lake Lotus Park. With the addition of the Science Incubator and greater activity in all our parks a new Ranger has become a priority.
- A Turf Specialist in the Parks and Land Management Division to help keep our many sprinkler systems working and not wasting water.
- An additional Purchasing Agent in the Finance Department to help meet the growing demand for purchasing services brought on by the accelerated pace of capital improvement projects.
- A limited term Records Clerk in the Police Department to pursue monetary judgments awarded to the City. We believe by more aggressively pursuing these judgments the City can collect more than enough to pay for this position. We are creating a limited term (one year) position to determine if our assumption is correct.
- A part-time Library Assistant to meet growing demand for library services.

Together these positions add \$180,000 to the budget.

Increases in required contributions to the Florida Retirement System (FRS) add \$167,000 to the budget. Unfortunately, for the past two years the Florida Legislature failed to adopt the total rates necessary to fully fund the FRS unfunded actuarial liability. They finally have done so effective July 2, 2013. This results in significant changes in employer contribution rates including increases of 28% for special risk class (police officers), 34% for regular

## Overview

---

employees, 136% for DROP participants, and a whopping 191% for senior managers. The good news for the City is only about 25% of our workforce remains in the FRS.

Our annual budget includes \$140,000 for the East Town Center/Train Station Design Study necessary to address current and future development in and around the new Sunrail station.

We are also concerned about volatility in the cost of gas, diesel and fuel oils. We have included an additional \$78,000 in the budget to cover likely increases.

We have added \$65,000 to the budget for general architectural services. This is an ad hoc item to provide our building maintenance staff access to professional design services to aid in several remodeling and reconstruction projects on the horizon, like the public safety building, the post office site, and others.

The required TIF payment to the CRA is \$63,000 more in 2014 because taxable values within the taxing district rose over 4% in the past year, which is good news for us all.

Finally, we have included \$45,000 to pay the cost of development of design criteria in the Gateway area on the west side of town. We want to standardize these criteria and make them relevant to the development of this important gateway district.

All facets of the General Fund are explained in detail in other sections of the annual budget. However, we have not presented the budget for the fund as a whole elsewhere. Thus on the following pages we present three schedules relating to the General Fund. First is a Statement of Revenues and Expenditures which provides an overview, on a total fund basis, of historical data, the current year's budget and next year's annual budget. Second is a schedule providing figures for each revenue item in the General Fund. And third is a

## Overview

---

summary schedule of expenditures. These schedules are for informational purposes and further explanations are not warranted.

### **Conclusion**

This completes the general overview of the annual budget. The budget is complete in all respects and provides sufficient information upon which to draw conclusions and make decisions. The budget is balanced, is adequate to meet the financial needs of the City for the coming year and protects the City's financial integrity for the future.



*Section 3*  
*Administration*

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Administration  
Table of Contents**

---

Overview .....	3-2
Summary Budget by Fund.....	3-6
City Manager's Office .....	3-7
City Clerk's Office.....	3-9
Human Resources Department.....	3-12
Finance Department:	
Accounting Division .....	3-15
Procurement Division .....	3-17
Utility Billing Division.....	3-19
Risk Management Division .....	3-21
Information Services Department.....	3-23
Central Lines .....	3-28
Reserves and Contingencies (General Fund) .....	3-31
Workers' Compensation Internal Service Fund .....	3-32

## Administration Overview

---

For budget presentation purposes we group a number of departments and divisions under the single category "Administration". These departments and divisions serve the City as a whole or serve support functions for the City's other departments or both. With certain exceptions, namely the City Manager's Office, the City Clerk's Office and the Utility Billing Division of the Finance Department, these departments and divisions do not offer direct services to the public at large. Thus their functions are largely administrative in nature and we feel comfortable in presenting them all under one title. The departments and divisions included in this section are shown in the box above.

- | <b>The Administrative Section</b> |                            |
|-----------------------------------|----------------------------|
| ▶                                 | City Manager's Office      |
| ▶                                 | City Clerk's Office        |
| ▶                                 | Human Resources Department |
| ▶                                 | Finance Department         |
| ▶                                 | Information Services       |
| ▶                                 | Central Lines              |
| ▶                                 | General Fund Reserves and  |
| ▶                                 | Contingencies              |
| ▶                                 | Workers' Compensation Fund |

The budget is \$10.70 million, an increase of \$354,000 from the current budget of \$10.35 million. In the following passages we present a discussion on the budget for each element of Administration.

### **City Manager's Office**

In addition to the salaries and other costs associated with operating the City Manager's Office, the budget includes the salaries and other costs of the City Commission. For the coming year the total budget is \$935,000, up \$44,000 from the current amount of \$891,000. The increase is the result of rises in the cost of employee benefits including pension contributions to the Florida Retirement System and health insurance premiums.

### **City Clerk's Office**

The City Clerk's budget of \$415,000 reflects an increase of \$2,000 from the current budget. The increase is the result of rises in the cost of employee benefits, primarily health insurance premiums.

## Administration Overview

---

### **Human Resources Department**

The budget for the Human Resources Department reflects the introduction of an expanded and improved employee wellness program. The program will feature a combined health fair/open enrollment event, biometric screenings, exercise classes, nutrition and cooking classes, smoking cessation, workplace treadmill stations in common areas and employee fitness challenges. Employees are expected to increase overall health awareness, fitness and productivity.

City training programs will continue for employees and supervisors through the existing contractual agreement with the City's Employee Assistance Program provider and by HR staff members. Remaining funds will be used to support EPIQ teams and on-going programs such as Open Enrollment, Shining Star, Cityscape/Superscoop publication, Employee Assistance and Employee Recognition.

### **Finance Department**

The budget for the Finance Department is \$1.51 million, up about \$140,000 from the current budget of \$1.37 million. This increase includes \$53,000 (salary, benefits, and office furniture) for an additional Purchasing Agent to help meet the demand for procurement services generated by our accelerated capital improvements program. Like all departments, the cost of employee benefits are up and include increases of \$33,000 in additional health insurance premiums and an additional \$21,000 in additional retirement contributions.

### **Information Services**

The budget for the Information Services Department is \$1.88 million, up \$310,000 from the current budget of \$1.57 million. The lion's share of this increase is the licensing cost for Microsoft software (Word, Excel, Power Point, etc.). Our current license has expired. In order to continue using these products we must purchase a new license at a cost of

## Administration Overview

---

\$210,000. Since it is hard to imagine running a business today without these products we have included this expenditure in the budget. Other increases include \$36,000 in additional salaries to reorganize the Department. This will allow us to pay more for certain specialties.

The rapidly expanding field of information technology has created great demand for people with these technical skills. More and more we find ourselves in a bidding war with both public and private sectors for these employees. We recently lost two of our nine technicians, a noticeable loss. We are hopeful a bump in salaries will both stem this tide and allow us to compete with other employers for these highly skilled workers. Again like all departments, the costs of employee benefits are up and include an increase of \$19,000 in additional health insurance premiums.

### **Central Lines**

For accounting purposes the City maintains a cost center within the General Fund called "Central Lines." Within this cost center is budgeted and recorded General Fund expenses which are non-departmental in nature such as telephone service, insurance, donations to other agencies, and similar items. Similar expenses in other funds are charged directly to those funds. The budget for Central Lines is \$4.6 million, \$100,000 less than the current budget of \$4.7 million.

Fortunately we are finally recovering from significant workers compensation claims experienced in prior years. This has allowed us to reduce workers compensation insurance premiums for the coming year. For the General Fund this results in a premium reduction of \$42,000 for the coming year. In other good news we have been able to reduce projected unemployment compensation payments from \$50,000 in 2013 to \$30,000 in the budget, saving \$20,000.

Likewise lower than expected insurance claims allow us to lower projected premiums for general liability insurance by \$74,000. Bank fees are up again adding \$15,000 to the

## Administration Overview

---

budget. These fees continue to climb as all banks look for new ways to generate revenues, one of which is to charge commercial customers more. We hope to re-examine our banking contracts and relationships during the coming year.

We've been able to reduce the budget for phone equipment by over \$81,000. This is due to the elimination of the lease on phone equipment which is now paid in full. We also eliminated more phone lines (analog lines for alarms, faxes, paging) and reduced our local and long distance carrier

Finally in Central Lines we have increased the budget for tax increment payment to the Community Redevelopment Agency by \$63,000. This is actually good news as it reflects the increasing values of property within the taxing district. The values have increased by over 4% from last year

### **Reserves and Contingencies**

The budget includes an appropriation of \$250,000 in reserves for contingencies in the General Fund. This money is available for unforeseen items arising throughout the year.

### **Workers' Compensation Internal Service Fund**

The budget for the Workers' Compensation Internal Service Fund is \$621,000, down \$40,000 from the current budget. Fortunately we are finally recovering from significant workers' compensation claims from prior years. This has allowed us to lower our projections for workers' compensation cost and consequentially premiums charged to our various funds.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Administration  
Summary Budget by Fund**

	<u>2014 Commission Approved Budget</u>			<u>2013 Budget</u>
	<u>General Fund</u>	<u>Workers' Compensation Fund</u>	<u>Total</u>	
<b><u>Operating Expenses</u></b>				
City Manager's Office	\$ 935,407	\$ -	\$ 935,407	\$ 891,478
City Clerk's Office	415,465	-	415,465	412,995
Human Resources Department	483,607	-	483,607	454,218
Finance Department	1,517,675	-	1,517,675	1,378,103
Information Services	1,876,088	-	1,876,088	1,565,573
Central Lines	1,045,158	-	1,045,158	1,228,829
Workers' Compensation	<u>-</u>	<u>621,000</u>	<u>621,000</u>	<u>661,000</u>
Total Operating Expenses	<u>\$ 6,273,400</u>	<u>\$ 621,000</u>	<u>\$ 6,894,400</u>	<u>\$ 6,592,196</u>
<b><u>Non-Operating Expenses</u></b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ 11,000
Appropriated Reserves	250,000	-	250,000	250,000
Transfers to Other Funds	<u>3,562,036</u>	<u>-</u>	<u>3,562,036</u>	<u>3,498,876</u>
Total Non-Operating Expenses	<u>\$ 3,812,036</u>	<u>\$ -</u>	<u>\$ 3,812,036</u>	<u>\$ 3,759,876</u>
<b>Total Expenses</b>	<u>\$ 10,085,436</u>	<u>\$ 621,000</u>	<u>\$ 10,706,436</u>	<u>\$ 10,352,072</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**City Manager's Office  
General Fund (001-101-512)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
11	<b>Executive Salaries</b> Mayor and Four Commissioners	\$ 31,320	\$ 31,200	\$ 31,200	\$ 31,200	\$ 31,200
12	<b>Regular Salaries &amp; Wages</b> Base: 2 Positions	242,136	251,160	240,032	243,331	243,331
17 - 01	<b>Auto/Travel Allowance</b> City Manager @ \$400/mo. Mayor @ \$300/mo. Commissioners @ \$250/mo.	20,478	22,809	23,880	23,880	23,880
- 02	<b>Cell Phone Allowance</b>	2,400	2,400	2,400	2,400	2,400
21	<b>FICA Taxes</b>	17,178	17,710	22,759	23,014	23,014
22	<b>Retirement Contributions</b> FL Retirement System ICMA Retirement for City Mgr	46,160	34,919	41,612	59,305	59,305
23	<b>Health Insurance</b>	24,132	26,585	42,490	50,750	50,750
24	<b>Life Insurance</b>	<u>870</u>	<u>866</u>	<u>544</u>	<u>552</u>	<u>552</u>
	<b>Total Personal Services</b>	\$ <u>384,674</u>	\$ <u>387,649</u>	\$ <u>404,917</u>	\$ <u>434,432</u>	\$ <u>434,432</u>

**POSITION ROSTER**

Mayor		1	1	1	1	1
City Commissioner		4	4	4	4	4
City Manager	1E	1	1	1	1	1
Assistant to City Manager	3B	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Positions</b>		<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**City Manager's Office  
General Fund (001-101-512)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>31</b>	<b>Professional Services</b>					
- 20	Legislative Consultant	\$ 58,673	\$ 59,143	\$ 60,000	\$ 62,000	\$ 62,000
- 60	City Physician	1,457	1,853	2,000	4,000	4,000
- 70	City Attorney	557,640	529,402	400,000	400,000	400,000
- 71	Labor Attorney	15,020	21,106	15,000	25,000	25,000
<b>40</b>	<b>Travel and Training</b>					
- 30	FL League of Cities Commissioners City Manager FCCMA, ICMA	412	-	2,000	2,000	2,000
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	488	907	200	600	600
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Business Cards	-	160	-	-	-
	Framing/Artwork/Plaques	397	229	-	-	-
	Embroidery	34	-	100	100	100
	Flowers, Photos, Gifts	-	120	100	100	100
	City Manager Meetings	-	216	-	-	-
	CALNO meeting	63	-	150	150	150
	PD Chief Interviews	413	-	-	-	-
	Incubator Program	-	195	-	-	-
<b>51 - 01</b>	<b>Office Supplies</b>	273	51	300	300	300
<b>52 - 01</b>	<b>Operating Supplies</b>	355	39	500	500	500
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 40	Subscriptions	-	-	200	200	200
	Miscellaneous	162	15	100	100	100
- 60	Memberships					
	FL League of Cities	4,149	4,038	4,787	4,800	4,800
	Tri-County League of Cities	807	804	809	810	810
	FL League of Mayors	830	-	-	-	-
	FL City/County Mgrs Assoc	-	-	200	200	200
	Sem Cty Chamber of Comm	-	-	90	90	90
	Council of Local Governments	-	-	25	25	25
	<b>Total Operating Expenditures</b>	<u>\$ 641,173</u>	<u>\$ 618,278</u>	<u>\$ 486,561</u>	<u>\$ 500,975</u>	<u>\$ 500,975</u>
<b>TOTAL BUDGET</b>		<u><u>\$ 1,025,847</u></u>	<u><u>\$ 1,005,927</u></u>	<u><u>\$ 891,478</u></u>	<u><u>\$ 935,407</u></u>	<u><u>\$ 935,407</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**City Clerk's Office  
General Fund (001-201-512)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 5 Positions	\$ 213,335	\$ 256,805	\$ 208,376	\$ 211,312	\$ 211,312
<b>14</b>	<b>Overtime</b>	363	390	503	300	300
<b>17 - 02</b>	<b>Cell Phone Allowance</b>	-	-	1,800	-	-
<b>21</b>	<b>FICA Taxes</b>	15,978	19,414	16,117	16,187	16,187
<b>22</b>	<b>Retirement Contributions</b>	25,056	28,644	26,710	26,043	26,043
<b>23</b>	<b>Health Insurance</b>	24,132	27,397	30,350	36,250	36,250
<b>24</b>	<b>Life Insurance</b>	627	662	586	600	600
	<b>Total Personal Services</b>	<u>\$ 279,491</u>	<u>\$ 333,312</u>	<u>\$ 284,442</u>	<u>\$ 290,692</u>	<u>\$ 290,692</u>

**POSITION ROSTER**

**Full Time Employees -**

City Clerk	1A	1	1	1	1	1
Deputy City Clerk	2A	-	1	1	1	1
Office Coordinator	3A	1	1	-	-	-
Staff Assistant	4C	-	-	1	1	1
Business Tax Administrator	4B	1	1	-	-	-
Senior Business Tax Spec	4C	-	-	1	1	1
Business Tax Specialist	4C	2	2	1	1	1
		<u>5</u>	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>
Total Full Time Employees						

**Part Time Employees -**

Public Records Administrator	4C	1	-	-	-	-
		<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Part Time Employees						
		<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Positions</b>		<u>6</u>	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**City Clerk's Office  
General Fund (001-201-512)**

			2014				
			2011	2012	2013	Manager	Commission
			Actual	Actual	Budget	Recmnd	Approved
<b><u>OPERATING EXPENDITURES</u></b>							
<b>34</b>	<b>Other Contractual Services</b>						
- 15	Bank/Service Fees	\$ 207	\$ 207	\$ 207	\$ 207	\$ 207	\$ 207
- 30	Microfilming	498	202	1,000	1,000	1,000	1,000
- 50	Outside Services						
	OL Renewals	3,053	6,033	3,400	3,400	3,400	3,400
	Election Workers	-	-	8,000	8,000	8,000	8,000
- 51	Videography/Meetings	4,275	4,500	4,500	4,500	4,500	4,500
- 99	Other Contractual Services	75	-	750	-	-	-
	Interpreter/Election Doc	-	-	-	300	300	300
	Shred Truck	-	-	-	1,000	1,000	1,000
<b>40</b>	<b>Travel and Training</b>						
- 05	Staff Training & Development	665	40	1,700	2,000	2,000	2,000
- 30	Conference/Seminars	-	26	-	-	-	-
	FACC State Conference	190	1,741	1,500	2,000	2,000	2,000
	FABTO	-	470	-	250	250	250
<b>42</b>	<b>Postage &amp; Transportation</b>						
- 01	Postage, FedEx, etc.	511	516	630	640	640	640
- 10	OL Renewals	3,010	1,873	2,500	3,850	3,850	3,850
- 11	Election Notices	-	6,718	8,775	6,750	6,750	6,750
- 99	Other Postage & Transportation	996	1,022	1,150	1,150	1,150	1,150
<b>44</b>	<b>Rentals and Leases</b>						
- 30	Equipment						
	Mail Meter	973	973	1,025	1,000	1,000	1,000
<b>46</b>	<b>Repair &amp; Maintenance</b>						
- 20	Equipment	333	197	1,000	1,000	1,000	1,000
- 80	Maintenance Contracts	-	-	500	500	500	500
- 81	Mail Machine & Letter Opener	1,807	2,147	1,901	1,936	1,936	1,936
- 82	Chambers Audio/Visual Maint	1,140	933	5,000	5,000	5,000	5,000
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies	8,767	7,726	9,250	9,250	9,250	9,250
- 50	Outside Printing	240	306	600	600	600	600
- 51	Occupational Lic Forms	706	624	700	700	700	700
- 52	Election Notices	-	1,090	1,000	1,000	1,000	1,000
<b>48</b>	<b>Promotional Activities</b>						
- 10	Board Appreciation	8,319	7,824	9,250	8,250	8,250	8,250
<b>49</b>	<b>Other Current Charges</b>						
- 20	Legal & Classified Ads	20,579	21,418	47,600	43,600	43,600	43,600
- 25	Codification	-	1,995	4,000	4,000	4,000	4,000
- 30	Recording Fees	896	752	3,000	3,000	3,000	3,000
- 99	Other Current Charges						
	Election Expenses	1,145	7,144	6,400	6,400	6,400	6,400

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**City Clerk's Office  
General Fund (001-201-512)**

	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2014	
				<u>Manager Recmnd</u>	<u>Commission Approved</u>
51 - 01 Office Supplies	1,036	1,257	1,000	1,000	1,000
52 - 01 Operating Supplies	752	-	1,000	1,200	1,200
54 - 01 Books/Pubs/Subscrs/Membs	1,139	717	915	990	990
57 <b>Small Tools &amp; Equipment</b>					
- 10 Office Furniture/Fixtures	-	-	300	300	300
<b>Total Operating Expenditures</b>	\$ 61,312	\$ 78,451	\$ 128,553	\$ 124,773	\$ 124,773
<b><u>CAPITAL OUTLAY</u></b>					
67 <b>Computer Software</b>					
- 01 Records Management Program	-	-	-	-	-
<b>Total Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET</b>	<b>\$ 340,803</b>	<b>\$ 411,763</b>	<b>\$ 412,995</b>	<b>\$ 415,465</b>	<b>\$ 415,465</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Human Resources Department  
General Fund (001-104-512)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 6 Positions	\$ 289,899	\$ 302,947	\$ 296,730	\$ 298,034	\$ 298,034
<b>14</b>	<b>Overtime</b>	-	-	100	100	100
<b>16</b>	<b>Add Pay</b>	653	650	650	650	650
<b>17</b>	<b>Allowances</b>					
	- 01 Car Allowance	1,477	2,400	2,400	2,400	2,400
	- 02 Cell Phone Allowance	1,200	1,200	1,200	1,200	1,200
<b>21</b>	<b>FICA Taxes</b>	21,505	22,690	23,185	23,132	23,132
<b>22</b>	<b>Retirement Contributions</b>	39,029	34,750	38,364	42,531	42,531
<b>23</b>	<b>Health Insurance</b>	28,940	29,992	36,420	43,500	43,500
<b>24</b>	<b>Life Insurance</b>	902	878	839	845	845
	<b>Total Personal Services</b>	<u>\$ 383,605</u>	<u>\$ 395,507</u>	<u>\$ 399,888</u>	<u>\$ 412,392</u>	<u>\$ 412,392</u>

**POSITION ROSTER**

**Full Time Employees -**

Human Res Director	1B	1	1	1	1	1
HR Administrator	3B	1	1	1	1	1
Senior Hum Resource Analyst	3B	2	2	-	-	-
Senior HR Administrator	3C	-	-	1	1	1
Staff Assistant	4C	1	1	2	2	2
HR Records Specialist	3A	1	1	1	1	1
		<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
	<b>Total Positions</b>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Human Resources Department  
General Fund (001-104-512)**

						2014	
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved	
<b><u>OPERATING EXPENDITURES</u></b>							
<b>31</b>	<b>Professional Services</b>						
- 60	Employee Services	\$ 6,164	\$ 6,062	\$ 7,225	\$ 6,425	\$ 6,425	
- 99	Other Professional Services	60	-	-	-	-	
<b>34</b>	<b>Other Contractual Services</b>						
- 55	Speakers/Trainers						
	Supervisor Training	1,259	536	1,500	1,500	1,500	
	PRIME	-	10,001	16,000	-	-	
	Wellness	-	-	-	35,000	35,000	
	Fit for Duty	-	-	-	800	800	
<b>39 - 01</b>	<b>Educational Incentive</b>	-	-	2,600	600	600	
<b>40</b>	<b>Travel and Training</b>						
- 05	Staff Training	-	-	100	-	-	
- 30	Training Seminars	689	1,132	2,700	1,000	1,000	
<b>42 - 01</b>	<b>Postage &amp; Transportation</b>	12	-	200	100	100	
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies	8,051	10,522	8,000	9,000	9,000	
<b>48</b>	<b>Promotional Activities</b>						
- 50	Employee Programs						
	Holiday Celebration	82	100	125	125	125	
- 51	Shining Star Program	728	917	1,300	1,300	1,300	
- 52	Years of Service Recognition	3,415	3,686	3,700	3,700	3,700	
- 53	Wellness Promotion						
	Flu Shots	660	493	3,000	4,200	4,200	
	7 Pkg Health Screen	1,328	2,813	2,700	2,700	2,700	
<b>51</b>	<b>Office Supplies</b>						
- 10	Computer/Printer Supplies						
	Laser Printer Toner Cartridges	-	-	150	150	150	
- 90	General Office Supplies	1,480	1,338	2,000	2,000	2,000	
<b>52</b>	<b>Operating Supplies</b>						
- 50	Program Supplies						
	Training Items	396	1,114	350	350	350	
- 90	General Operating Supplies	832	849	1,000	1,000	1,000	
	ID Cards Supplies	-	-	700	-	-	

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Human Resources Department  
General Fund (001-104-512)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014</u>	
				<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>54 Books/Pubs/Subscrs/Membs</b>					
- 60 Memberships					
FPRHA	125	125	220	220	220
IPMA Memberships	145	149	175	175	175
SHRM Memberships	160	180	185	370	370
HR Sentry	99	-	200	200	200
SHRM Recertification	-	-	200	200	200
NNA National Notary	-	212	-	100	100
<b>57 - 30 Small Tools &amp; Equipment</b>	<u>1,436</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Operating Expenditures</b>	<u>\$ 27,121</u>	<u>\$ 40,229</u>	<u>\$ 54,330</u>	<u>\$ 71,215</u>	<u>\$ 71,215</u>
<b>TOTAL BUDGET</b>	<u><u>\$ 410,726</u></u>	<u><u>\$ 435,736</u></u>	<u><u>\$ 454,218</u></u>	<u><u>\$ 483,607</u></u>	<u><u>\$ 483,607</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Finance Department - Accounting Division  
General Fund (001-301-513)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 7 Positions	\$ 433,680	\$ 443,561	\$ 453,687	\$ 475,801	\$ 475,801
<b>14</b>	<b>Overtime</b>	148	17	200	250	250
<b>21</b>	<b>FICA Taxes</b>	30,648	31,032	34,723	36,418	36,418
<b>22</b>	<b>Retirement Contributions</b>	52,220	44,884	49,493	65,139	65,139
<b>23</b>	<b>Health Insurance</b>	24,105	25,840	30,350	43,500	43,500
<b>24</b>	<b>Life Insurance</b>	<u>1,162</u>	<u>1,160</u>	<u>1,179</u>	<u>1,224</u>	<u>1,224</u>
	<b>Total Personal Services</b>	<b>\$ <u>541,963</u></b>	<b>\$ <u>546,494</u></b>	<b>\$ <u>569,632</u></b>	<b>\$ <u>622,332</u></b>	<b>\$ <u>622,332</u></b>

**POSITION ROSTER**

**Full Time Employees -**

Finance Director	1C	1	1	1	1	1
Deputy Finance Director	2C	1	1	1	1	1
Finance Administrator	3B	1	1	1	1	1
Capital Projects Manager	3B	1	1	1	1	1
Accountant	3A	1	1	2	2	2
Staff Assistant	4C	<u>1</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Full Time Employees</b>	<b><u>6</u></b>	<b><u>6</u></b>	<b><u>6</u></b>	<b><u>6</u></b>	<b><u>6</u></b>

**Part Time Employees -**

Accountant	3A	1	1	-	-	-
Senior Accounts Clerk	4C	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	<b>Total Part Time Employees</b>	<b><u>2</u></b>	<b><u>2</u></b>	<b><u>1</u></b>	<b><u>1</u></b>	<b><u>1</u></b>
	<b>Total Positions</b>	<b><u><u>8</u></u></b>	<b><u><u>8</u></u></b>	<b><u><u>7</u></u></b>	<b><u><u>7</u></u></b>	<b><u><u>7</u></u></b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Finance Department - Accounting Division  
General Fund (001-301-513)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>						
<b>32</b>	<b>Accounting &amp; Auditing</b>					
- 01	Annual Audit	\$ 53,250	\$ 48,000	\$ 52,500	\$ 54,000	\$ 54,000
<b>34</b>	<b>Other Contractual Services</b>					
- 15	Bank/Service Fees					
	Armored Car Service	4,752	4,572	6,000	5,000	5,000
	Bank Charges	-	-	1,000	1,000	1,000
<b>40</b>	<b>Travel and Training</b>					
- 05	Professional Training	324	637	1,500	1,000	1,000
- 10	Other Training	135	-	150	150	150
<b>42 - 01</b>	<b>Postage &amp; Transportation</b>	13	-	200	100	100
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 20	Equipment Repair	1,725	47	300	300	300
- 80	Maintenance Contracts					
	Xerox Hardware Maint	-	-	500	500	500
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	6,293	7,985	4,000	6,500	6,500
- 50	Annual Budget & Audit	624	875	1,500	1,200	1,200
<b>51</b>	<b>Office Supplies</b>					
- 10	Computer/Printer Supplies	701	-	2,000	1,800	1,800
- 90	General Office Supplies	1,099	1,410	1,000	1,300	1,300
<b>52</b>	<b>Operating Supplies</b>					
- 90	General Operating Supplies	3,446	4,431	2,000	2,300	2,300
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 10	Technical References	825	426	600	600	600
- 20	Professional Publications	50	50	-	-	-
- 60	State & Natl GFOA Membership	1,550	2,004	1,000	1,000	1,000
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 20	Office Equipment	138	-	500	500	500
- 30	Computer Equipment <1000	-	658	-	-	-
<b>58 - 01</b>	<b>Computer Software &lt;1,000</b>	464	-	-	-	-
	<b>Total Operating Expenditures</b>	\$ 75,389	\$ 71,095	\$ 74,750	\$ 77,250	\$ 77,250
<b>TOTAL BUDGET</b>		\$ 617,352	\$ 617,589	\$ 644,382	\$ 699,582	\$ 699,582

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Finance Department - Procurement Division  
General Fund (001-303-513)**

						<u>2014</u>	
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>	
<b><u>PERSONAL SERVICES</u></b>							
<b>12</b>	<b>Regular Salaries &amp; Wages</b>						
	Base: 3 Positions	\$ 130,601	\$ 133,718	\$ 133,663	\$ 137,873	\$ 137,873	
	<b>Position Added:</b>						
	Purchasing Agent (3A)	-	-	-	36,031	36,031	
	<b>Total Salaries &amp; Wages</b>	\$ 130,601	\$ 133,718	\$ 133,663	\$ 173,904	\$ 173,904	
<b>14</b>	<b>Overtime</b>	-	193	304	300	300	
<b>21</b>	<b>FICA Taxes</b>	9,468	9,727	10,249	13,327	13,327	
<b>22</b>	<b>Retirement Contributions</b>	14,993	12,496	13,306	17,697	17,697	
<b>23</b>	<b>Health Insurance</b>	14,461	15,951	18,210	29,000	29,000	
<b>24</b>	<b>Life Insurance</b>	413	412	375	495	495	
	<b>Total Personal Services</b>	\$ 169,936	\$ 172,497	\$ 176,107	\$ 234,723	\$ 234,723	

**POSITION ROSTER**

**Full Time Employees -**

Procurement Manager	3C	1	1	1	1	1
Purchasing Agent	3A	1	1	1	2	2
Administrative Assistant	4B	1	1	1	1	1
<b>Total Positions</b>		<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Finance Department - Procurement Division  
General Fund (001-303-513)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>					
<b>40 Travel and Training</b>					
- 15 Certifications					
NIGP Cert. Classes	\$ 375	\$ 999	\$ 2,000	\$ 2,000	\$ 2,000
FAPPO	-	50	-	750	750
- 30 Conferences/Seminars					
FAPPO	125	129	500	500	500
<b>42 Postage &amp; Transportation</b>					
- 01 Postage, FedEx, etc	-	-	25	25	25
<b>47 Printing &amp; Binding</b>					
- 10 In-house Copies	5,185	5,396	5,000	5,000	5,000
- 50 Outside Printing	495	562	600	650	650
<b>51 Office Supplies</b>					
- 01 General Office Supplies	117	512	500	600	600
- 10 Computer/Printer Supplies	166	686	650	700	700
- 90 General Office Supplies	-	325	-	-	-
<b>52 Operating Supplies</b>					
- 01 General Operating Supplies	-	1,353	125	100	100
<b>54 Books/Pubs/Subscrs/Membs</b>					
- 10 Books	-	-	50	50	50
- 40 Subscriptions	-	26	45	45	45
- 60 Memberships					
Wholesale Clubs (Sam's/Costco)	135	145	150	150	150
Professional (NIGP/FAPPO)	530	340	500	600	600
<b>57 Small Tools &amp; Equipment</b>					
- 01 Office Equip-Bid Time Clock	99	60	-	100	100
- 10 Office Furn/Fixt	-	-	-	1,350	1,350
- 30 Computer Equipment <1,000	718	-	200	1,200	1,200
<b>58 - 01 Computer Software</b>	<u>408</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Operating Expenditures</b>	<u>\$ 8,353</u>	<u>\$ 10,583</u>	<u>\$ 10,345</u>	<u>\$ 13,820</u>	<u>\$ 13,820</u>
<b>TOTAL BUDGET</b>	<u>\$ 178,289</u>	<u>\$ 183,080</u>	<u>\$ 186,452</u>	<u>\$ 248,543</u>	<u>\$ 248,543</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Finance Department - Utility Billing Division  
General Fund (001-304-513)**

		<b>2014</b>				
		<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Budget</u>	<u>Manager</u> <u>Recmnd</u>	<u>Commission</u> <u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 8 Positions	\$ 257,681	\$ 271,093	\$ 266,234	\$ 274,250	\$ 274,250
<b>14</b>	<b>Overtime</b>	681	1,391	2,528	3,000	3,000
<b>16</b>	<b>Add Pay</b>	653	650	650	650	650
<b>18</b>	<b>Uniform Allowance</b>	-	-	132	200	200
<b>21</b>	<b>FICA Taxes</b>	19,084	19,789	20,620	21,274	21,274
<b>22</b>	<b>Retirement Contributions</b>	27,605	23,123	24,544	24,587	24,587
<b>23</b>	<b>Health Insurance</b>	33,785	37,219	42,490	50,750	50,750
<b>24</b>	<b>Life Insurance</b>	<u>758</u>	<u>755</u>	<u>742</u>	<u>779</u>	<u>779</u>
	<b>Total Personal Services</b>	<u>\$ 340,247</u>	<u>\$ 354,020</u>	<u>\$ 357,940</u>	<u>\$ 375,490</u>	<u>\$ 375,490</u>

**POSITION ROSTER**

**Full Time Employees -**

Utility Billing Manager	3A	1	1	1	1	1
Customer Svc Sprvsn	4C	1	1	1	1	1
Senior Cust Svc Rep	4B	1	1	1	1	1
Customer Svc Rep	4B	1	1	1	1	1
Meter Reader	4B	1	1	-	-	-
Senior Meter Reader	4B	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>
<b>Total Full Time Employees</b>		<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**Part Time Employees -**

Customer Svc Rep	4B	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Positions</b>		<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Finance Department - Utility Billing Division  
General Fund (001-304-513)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>42</b>	<b>Postage &amp; Transportation</b>					
- 01	Postage, FedEx, etc	\$ 99	\$ 5	\$ 100	\$ 100	\$ 100
- 12	Utility Bills/Delinquent Notices	54,277	54,190	54,000	54,500	54,500
	Shipping Charge/Mail Drop	-	-	2,800	2,000	2,000
	Return Postage Due/Renewals	-	-	800	800	800
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 20	Equipment Repair	-	-	2,700	1,000	1,000
- 80	Maintenance Contract					
	Itron Support	3,231	3,004	2,385	3,050	3,050
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	1,202	1,194	1,300	1,400	1,400
- 50	Outside Printing					
	Stuffers & Hangers	-	298	600	400	400
- 60	Utility Bills/Delinquency Notices	29,916	30,215	34,650	36,000	36,000
	Set Up Fee/Misc. Bill Inserts	-	-	1,000	800	800
<b>51 - 01</b>	<b>Office Supplies</b>	878	700	700	700	700
<b>52</b>	<b>Operating Supplies</b>					
- 90	General Operating Supplies	1,796	1,392	1,400	1,700	1,700
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	70	12	100	100	100
- 05	Rental Uniforms	987	1,195	1,487	1,100	1,100
- 32	Shoes/Workboots	179	702	480	480	480
- 40	Safety	36	97	100	100	100
- 50	Purchased	-	-	724	1,200	1,200
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 20	Screwdrivers, Flashlights, etc	35	87	100	100	100
- 30	Computer Equipment	-	2,131	-	1,100	1,100
	<b>Total Operating Expenditures</b>	<u>\$ 92,706</u>	<u>\$ 95,222</u>	<u>\$ 105,426</u>	<u>\$ 106,630</u>	<u>\$ 106,630</u>
<b><u>CAPITAL OUTLAY</u></b>						
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 50	Hand Held Meter					
	Reading Units (3) FC300	\$ -	\$ -	\$ 11,000	\$ -	\$ -
	<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>		<u>\$ 432,953</u>	<u>\$ 449,242</u>	<u>\$ 474,366</u>	<u>\$ 482,120</u>	<u>\$ 482,120</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Finance Department - Risk Management Division  
General Fund (001-305-513)**

						<u>2014</u>	
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>	
<b><u>PERSONAL SERVICES</u></b>							
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 1 Position	\$ 55,869	\$ 57,014	\$ 56,773	\$ 58,536	\$ 58,536	
<b>21</b>	<b>FICA Taxes</b>	4,122	4,216	4,343	4,478	4,478	
<b>22</b>	<b>Retirement Contributions</b>	5,139	2,784	3,158	4,098	4,098	
<b>23</b>	<b>Health Insurance</b>	4,826	5,317	6,070	7,250	7,250	
<b>24</b>	<b>Life Insurance</b>	<u>175</u>	<u>175</u>	<u>159</u>	<u>168</u>	<u>168</u>	
	<b>Total Personal Services</b>	<u>\$ 70,131</u>	<u>\$ 69,506</u>	<u>\$ 70,503</u>	<u>\$ 74,530</u>	<u>\$ 74,530</u>	
<b><u>POSITION ROSTER</u></b>							
	<b>Full Time Employees -</b> Risk Manager	3C	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	<b>Total Positions</b>		<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Finance Department - Risk Management Division  
General Fund (001-305-513)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>31</b>	<b>Professional Services</b>					
- 60	Employee Testing/Screen					
	Pre-employment Screening	\$ 2,833	\$ 3,820	\$ 5,000	\$ 4,000	\$ 4,000
	Driver History Records	-	3,248	3,500	3,500	3,500
<b>40</b>	<b>Travel and Training</b>					
- 20	Meetings	50	35	-	-	-
	PRIMA Qtrly Luncheons	-	-	100	100	100
	RIMS Monthly Meetings	-	-	150	150	150
- 30	Misc Educational Seminars	-	25	-	-	-
- 50	Monthly Mileage	242	273	500	500	500
<b>42 - 01</b>	<b>Postage &amp; Transportation</b>	87	66	200	200	200
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	494	463	1,100	1,100	1,100
- 50	Other Printing and Binding	802	-	-	-	-
<b>48</b>	<b>Promotional Activities</b>					
- 50	Employee Programs					
	Employee Safety Training Films	870	-	700	700	700
	Safety Incentive Programs	-	923	-	-	-
	In-house Training Seminars	785	28	-	-	-
- 54	EPIQ Program	-	370	-	500	500
<b>51 - 01</b>	<b>Office Supplies</b>	47	98	50	50	50
<b>52 - 01</b>	<b>Operating Supplies</b>	207	776	900	900	900
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 40	Publications & Subscriptions	98	98	200	200	200
- 60	Memberships	25	70	500	500	500
<b>57 - 01</b>	<b>Small Tools &amp; Equipment</b>	-	475	500	500	500
	<b>Total Operating Expenditures</b>	<u>\$ 6,540</u>	<u>\$ 10,768</u>	<u>\$ 13,400</u>	<u>\$ 12,900</u>	<u>\$ 12,900</u>
<b>TOTAL BUDGET</b>		<u><u>\$ 76,671</u></u>	<u><u>\$ 80,274</u></u>	<u><u>\$ 83,903</u></u>	<u><u>\$ 87,430</u></u>	<u><u>\$ 87,430</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Information Services Department  
General Fund (001-1001-513)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 11 Positions	\$ 484,660	\$ 512,894	\$ 521,343	\$ 610,850	\$ 610,850
<b>14</b>	<b>Overtime</b>	21,994	22,711	30,306	30,000	30,000
	On Call	5,633	7,837	7,826	7,826	7,826
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	-	-	2,400	2,400	2,400
- 02	Cell Phone Allowance	10,795	11,125	11,400	12,600	12,600
<b>21</b>	<b>FICA Taxes</b>	38,551	40,753	43,855	50,589	50,589
<b>22</b>	<b>Retirement Contributions</b>	67,240	68,320	73,528	72,563	72,563
<b>23</b>	<b>Health Insurance</b>	44,156	49,517	60,700	79,750	79,750
<b>24</b>	<b>Life Insurance</b>	1,488	1,526	1,465	1,730	1,730
	<b>Total Personal Services</b>	<u>\$ 674,517</u>	<u>\$ 714,683</u>	<u>\$ 752,823</u>	<u>\$ 868,308</u>	<u>\$ 868,308</u>

**POSITION ROSTER**

**Full Time Employees -**

Director Information Systems	1C	1	1	1	1	1
Deputy Dir. Information System	2A	-	1	1	1	1
Senior Network Engineer	3C	1	1	1	1	1
Network Engineer	3C	3	2	2	2	2
Network Administrator	3C	1	1	1	2	2
Technical Support Specialist	3A	3	3	3	2	2
GIS Support Specialist	3A	-	-	1	1	1
Administrative Assistant	4B	1	1	1	1	1
	<b>Total Positions</b>	<u>10</u>	<u>10</u>	<u>11</u>	<u>11</u>	<u>11</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Information Services Department  
General Fund (001-1001-513)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>34</b>	<b>Other Contractual Services</b>					
- 50	Temporary Services/Labor					
	AS400 Software Modifications	\$ 4,000	\$ 3,800	\$ 5,000	\$ 5,000	\$ 5,000
	IS Out-source System Support	29,091	5,509	35,000	35,000	35,000
<b>40</b>	<b>Travel and Training</b>					
- 10	Technical Training					
	PC & Network Training	3,064	9,175	-	-	-
	Systems/Applications Training	5,990	6,976	20,000	10,000	10,000
	Cisco Router & Switch Training	5,881	3,320	10,000	10,000	10,000
	City Phone System Training	-	-	2,000	-	-
	PW/GIS Training	-	990	10,000	10,000	10,000
- 30	Technical Conferences/Seminars	258	39	4,000	4,000	4,000
	PW/GIS Conferences	1,507	375	6,000	6,000	6,000
	FLGISA	-	887	-	-	-
	Southeast Volusia Chamber	-	750	-	-	-
	ACT Symposium	-	595	-	-	-
	Meetingtrack	-	695	-	-	-
<b>41</b>	<b>Communications</b>					
- 20	Cellular Phones	31,408	31,916	-	-	-
	Leisure Services (8)	-	-	3,264	4,500	4,500
	Finance Department (2)	-	-	228	230	230
- 21	Air Cards					
	Police Department	-	-	45,988	50,000	50,000
	Building & Fire Inspection Svcs	-	-	1,008	3,500	3,500
	Info Systems Department	-	-	1,512	1,600	1,600
<b>42 - 01</b>	<b>Postage &amp; Transportation</b>	35	24	150	150	150
<b>44</b>	<b>Rentals &amp; Leases</b>					
- 40	Network Connections					
	County Fiber	35,178	36,882	45,000	45,000	45,000
	Internet Service Provider	23,717	23,792	30,000	30,000	30,000
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 20	Equipment Repair					
	Optical Library	4,500	-	-	-	-
- 83 / 84	Maintenance Contracts					
	<u>City-wide system</u>					
	Software					
	AS400 Software Modifications	4,000	325	-	-	-
	Security System Softwre Maint	6,484	6,484	-	6,500	6,500
	Acronis Maintenance	-	1,242	1,600	1,800	1,800
	Adobe Acrobat Maint	-	-	-	5,000	5,000
	Com-Vault Backup	15,999	16,875	21,000	21,000	21,000
	Crystal Reports Maint	1,428	1,467	1,600	1,800	1,800

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Information Services Department  
General Fund (001-1001-513)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b>46 Repair &amp; Maintenance (continued)</b>					
- <b>83 / 84 Maintenance Contracts (continued)</b>					
<u>City-wide system (continued)</u>					
<u>Software (continued)</u>					
Disk Keeper Software Maint	2,615	3,299	8,200	9,000	9,000
ESRI Software Maint	4,400	8,952	14,000	16,000	16,000
Faronice	-	-	-	1,000	1,000
HTE/Sunguard ASP	170,164	175,260	176,000	176,000	176,000
KIWI CAT Tools	-	-	500	500	500
Mail Marshal SMTP Filter Main	5,305	4,695	6,500	6,500	6,500
Microsoft Annual Maintenance	-	-	-	210,000	210,000
Misc. Software Maint	11,411	4,576	3,500	3,500	3,500
Mobile Device Software	-	-	-	1,000	1,000
Netmotion Maint	-	-	-	2,500	2,500
NewGov Software Maint	-	-	2,500	-	-
Pictometry Software	-	-	-	3,000	3,000
Qualys	-	-	-	15,000	15,000
Quest Software Maint	-	-	-	2,000	2,000
Red Hat Software	3,381	-	3,000	3,000	3,000
Script Logic Maint	27,517	21,562	25,000	20,000	20,000
Trend Micro AntiVirus Maint	2,699	-	10,000	8,000	8,000
VMWare	19,869	13,558	17,500	19,000	19,000
Web Site Maintenance	-	-	2,500	8,000	8,000
WebSence Maintenance	6,500	6,788	7,000	10,000	10,000
<u>Hardware</u>					
Cisco SmartNet Maint	31,633	16,811	40,000	40,000	40,000
City PC Maintenance	-	16,031	30,000	10,000	10,000
Fluke Network Device	6,619	6,628	7,500	7,500	7,500
Misc. Hardware Maint	7,335	7,471	5,000	5,000	5,000
Network Maint/Modifications	5,205	24,065	25,000	25,000	25,000
Tech Hero Printer Maint	2,683	-	4,000	4,000	4,000
Workstation UPS Maint	-	-	3,000	3,000	3,000
Xiotech Maintenance	20,686	13,855	30,000	30,000	30,000
<u>Building &amp; Fire Safety</u>					
<u>Software</u>					
Accella Maint	32,731	36,005	37,000	44,000	44,000
<u>City Clerk's Department</u>					
<u>Software</u>					
Clerks Index Maint	-	-	600	600	600
<u>Leisure &amp; Maintenance Services</u>					
<u>Software</u>					
Davey Tree Software Maint	-	-	1,000	1,000	1,000
Fleet Car Whisperer	-	-	300	300	300
Facilities Main-Trac Maint	-	-	5,500	-	-
Fleet Cummins Power South	-	-	700	700	700
Fleet Ring Power Corp	-	-	200	200	200

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Information Services Department  
General Fund (001-1001-513)**

				2014		
				Manager	Commission	
				Recmnd	Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b>46</b>	<b>Repair &amp; Maintenance (continued)</b>					
	- 83 / 84 Maintenance Contracts (continued)					
	<u>Leisure &amp; Maintenance Services (continued)</u>					
	Software (continued)					
	Fuel Master	-	2,300	4,000	4,000	4,000
	KMCA A/C Control Software	-	-	2,000	2,000	2,000
	Rec Trac Software Maint	4,900	4,900	7,000	10,000	10,000
	Surpass Library Software	-	-	2,500	2,500	2,500
	Hardware					
	Fiber Installation - Lake Lotus	-	34,373	-	-	-
	<u>Police Department</u>					
	Software					
	APS Pocket Citation Maint	1,606	-	-	-	-
	APS AVL Maintenance	-	-	2,200	2,200	2,200
	ASPD Alarm Software Maint	-	-	500	500	500
	ASPD In-Car Vid. Softwre Mair	-	-	15,000	20,000	20,000
	IYETek PD Software	-	1,343	2,000	2,000	2,000
	Live Scan - ASPD Finger Print	-	-	2,250	2,250	2,250
	Power DMS/Power Detail Main	3,920	4,010	5,000	5,000	5,000
	ASPD Skyview	-	1,620	-	-	-
	Hardware					
	ASPD Car Camera System	-	-	35,000	-	-
	<u>Public Works</u>					
	Software					
	Sperian IQ Gas Monitor Softwr	-	-	1,000	1,000	1,000
<b>47</b>	<b>Printing &amp; Binding</b>					
	- 10 In-house Copies	1,335	1,717	1,500	1,500	1,500
<b>51</b>	<b>- 90 Office Supplies</b>	965	1,214	1,200	1,200	1,200
<b>52</b>	<b>- 90 Operating Supplies</b>	4,074	13,496	10,000	5,000	5,000
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
	- 10 Books	313	973	750	750	750
	- 40 Subscriptions	134	328	-	-	-
	Microsoft Tech Net	-	-	500	500	500
	- 60 Memberships	290	-	3,000	3,000	3,000
	Rockhurst Universe	299	-	-	-	-
	Meeting Track	695	-	-	-	-
	IAUG	400	400	-	-	-
	ISACA	-	225	-	-	-
	S.I.M	-	165	-	-	-
	FLGISA	-	375	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Information Services Department  
General Fund (001-1001-513)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 10	Office Furniture/Fixtures	1,309	1,146	1,000	1,000	1,000
- 30	Computer Equipment <\$1,000	7,825	6,609	7,000	7,000	7,000
	(2) Cisco Memory Cards	806	-	-	-	-
	(2) GIS System	24,127	-	-	-	-
	(13) PD in Car Laptops	30,216	-	-	-	-
	(1) LCD TV	1,152	-	-	-	-
	(39) Dell Desktops & Licence	-	48,716	-	-	-
	(2) Apple Thunderbolt	-	1,870	-	-	-
<b>58</b>	<b>Computer Software</b>					
- 01	Computer Software					
	Computer Software <\$1,000	2,010	4,238	-	-	-
	PD Ticket Writing	7,464	-	-	-	-
	(25) License	1,848	-	-	-	-
	Foglight Network	-	3,096	-	-	-
	Adobe Captivate	-	790	-	-	-
	Mobile Web Trac	-	3,695	-	-	-
	(40) Acrobat Pro	-	5,753	-	-	-
	(501) Enterprise Security	-	7,513	-	-	-
	<b>Total Operating Expenditures</b>	<b>\$ 628,981</b>	<b>\$ 662,539</b>	<b>\$ 812,750</b>	<b>\$ 1,007,780</b>	<b>\$ 1,007,780</b>
<b><u>CAPITAL OUTLAY</u></b>						
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 15	Computer Equipment					
	CISCO Security Upgrade	\$ -	\$ 33,126	\$ -	\$ -	\$ -
	Information Services					
	New Apple Desktops	-	6,713	-	-	-
<b>67 - 01</b>	<b>Computer Software</b>					
	Upgrades					
	Vmware Software	10,900	-	-	-	-
	Timesheet Server	1,918	-	-	-	-
	Camera Security	-	7,679	-	-	-
	Network Control Security	-	4,868	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 12,818</b>	<b>\$ 52,386</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>		<b>\$ 1,316,316</b>	<b>\$ 1,429,608</b>	<b>\$ 1,565,573</b>	<b>\$ 1,876,088</b>	<b>\$ 1,876,088</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Central Lines  
General Fund (001-103-512)**

						2014	
		2011	2012	2013	Manager	Commission	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>	
<b><u>OPERATING EXPENDITURES</u></b>							
<b>25 - 01</b>	<b>Unemployment Compensation</b>	\$ 32,624	\$ 9,199	\$ 50,000	\$ 30,000	\$ 30,000	
<b>31</b>	<b>Professional Services</b>						
- 17	Actuarial Services	2,625	2,374	-	2,375	2,375	
- 20	Consulting Services						
	Legal Consulting	29,157	20,200	-	-	-	
- 60	Employee Screening/Testing						
	DOT Req'd Employee Drug Test	3,085	3,425	6,000	6,000	6,000	
<b>34</b>	<b>Other Contractual Services</b>						
- 15	Banking/Service Fees						
	Monthly Banking Services-BOA	25,027	24,005	30,000	35,000	35,000	
	U.T. Lock Box Fees	19,494	18,881	19,900	25,000	25,000	
	Credit Card Fees	71,427	75,747	75,000	80,000	80,000	
	Flex Plan Fees	6,596	6,010	5,640	5,640	5,640	
- 60	Trash Disposal/Dumpster Fees	22,207	20,510	30,000	35,000	35,000	
- 99	Other Contractual Services	1,376	5,500	-	-	-	
	Property Appraisals	-	-	-	-	-	
	Insurance Consultant	-	-	-	5,000	5,000	
<b>36 - 03</b>	<b>Pension Benefits</b>	296	-	-	-	-	
<b>40 - 01</b>	<b>Travel and Training</b>	-	-	100	100	100	
	City Wide MS Office Training	-	-	50,000	50,000	50,000	
	RVI Project Analysis	-	1,500	-	-	-	
<b>41</b>	<b>Communications</b>						
- 10	Telephone Service:						
	City-wide Phone System	110,265	87,260	128,800	47,000	47,000	
	New Equipment	-	-	5,500	-	-	
	Cable/Labor/Parts	3,153	4,388	-	5,800	5,800	
	Software Upgrade	23,424	18,185	-	-	-	
	Maintenance Agreement	32,874	17,577	40,700	38,200	38,200	
<b>42</b>	<b>Postage &amp; Transportation</b>						
- 15	City-wide Mailings						
	City-wide Mailings	25,999	21,007	32,000	32,000	32,000	
	Mailing of Property Tax Bills	-	-	1,500	1,500	1,500	
<b>44</b>	<b>Rentals &amp; Leases</b>						
- 10	Off-site Storage	497	-	1,000	1,000	1,000	
<b>45</b>	<b>Insurance</b>						
- 10	General Liability & Property	404,049	350,856	373,704	300,393	300,393	
- 40	Workers' Compensation	144,508	386,799	198,835	157,000	157,000	
<b>46</b>	<b>Repair &amp; Maintenance</b>						
- 20	Equipment Repair	-	-	500	500	500	

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Central Lines  
General Fund (001-103-512)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies from PC's	-	522	-	8,000	8,000
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Life in Altamonte Springs	110,490	48,797	110,000	110,000	110,000
- 54	Clever Ideas in Action	5,069	4,731	6,000	6,000	6,000
<b>52 - 01</b>	<b>Operating Supplies</b>					
	Copy Machine Supplies	122	-	1,000	1,000	1,000
	Operating Supplies	1,741	175	200	200	200
	Auto Tags & Titles	3,084	3,325	3,000	3,000	3,000
	Emergency Supplies	460	-	1,500	1,500	1,500
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 30	Safety Equipment	1,171	-	-	-	-
	<b>Total Operating Expenditures</b>	<u>\$ 1,080,820</u>	<u>\$ 1,130,973</u>	<u>\$ 1,170,879</u>	<u>\$ 987,208</u>	<u>\$ 987,208</u>
<b><u>GRANTS AND AID</u></b>						
<b>81</b>	<b>Aid to Other Organizations</b>					
- 07	Neighborhood Improvement Grant Program	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
- 00	Charitable Organizations:					
	Meals on Wheels	\$ 5,878	\$ 5,600	\$ -	\$ -	\$ -
	Coalition for the Homeless	4,063	4,160	-	-	-
	United Arts of Central Florida	583	580	-	-	-
	Center for Independent Living	1,941	1,540	-	-	-
	Seminole County Bar Assn - Aid	676	640	-	-	-
	BETA Center (Parent Res)	1,352	1,380	-	-	-
	Kids House of Seminole	2,687	2,480	-	-	-
	Christian Sharing Center	3,217	2,780	-	-	-
	Dawn's Heartfelt Corner	517	400	-	-	-
	Early Learning Coalition	2,833	3,240	-	-	-
	Hospice of the Comforter	4,036	4,530	-	-	-
	Boys & Girls Clubs	1,772	2,430	-	-	-
	A.S. Chapter of the Links	812	820	-	-	-
	Reserved for Distribution	-	-	30,000	30,000	30,000
	<b>Total Charitable Contributions</b>	<u>\$ 30,367</u>	<u>\$ 30,580</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>
<b>82</b>	<b>Aid to Governmental Organizations</b>					
- 04	Metropolitan Planning Council	\$ 22,950	\$ 22,950	\$ 22,950	\$ 22,950	\$ 22,950
	<b>Total Aid to Other Gov'ts</b>	<u>\$ 22,950</u>	<u>\$ 22,950</u>	<u>\$ 22,950</u>	<u>\$ 22,950</u>	<u>\$ 22,950</u>
	<b>Total Grants and Aid</b>	<u>\$ 53,317</u>	<u>\$ 53,530</u>	<u>\$ 57,950</u>	<u>\$ 57,950</u>	<u>\$ 57,950</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Central Lines  
General Fund (001-103-512)**

					<u>2014</u>	
					<u>Manager</u>	<u>Commission</u>
					<u>Recmnd</u>	<u>Approved</u>
					<u>2011</u>	<u>2012</u>
					<u>Actual</u>	<u>Actual</u>
					<u>2013</u>	<u>2014</u>
					<u>Budget</u>	<u>Manager</u>
					<u>2014</u>	<u>Commission</u>
					<u>2014</u>	<u>Approved</u>
<b><u>NON-DEPARTMENTAL EXPENDITURES</u></b>						
<b>91</b>	<b>Transfers to Other Funds</b>					
- 01	Incremental Tax Pmt - CRA	\$ 1,221,900	\$ 1,099,470	\$ 1,098,876	\$ 1,162,036	\$ 1,162,036
- 02	CRA Events Subsidy	183,422	200,000	150,000	150,000	150,000
- 03	Capital Projects Fund	2,250,000	2,250,000	2,250,000	2,250,000	2,250,000
- 05	Building Inspection Fund	400,000	-	-	-	-
	<b>Total Transfers</b>	<u>\$ 4,055,322</u>	<u>\$ 3,549,470</u>	<u>\$ 3,498,876</u>	<u>\$ 3,562,036</u>	<u>\$ 3,562,036</u>
<b>TOTAL BUDGET</b>		<u><u>\$ 5,189,459</u></u>	<u><u>\$ 4,733,973</u></u>	<u><u>\$ 4,727,705</u></u>	<u><u>\$ 4,607,194</u></u>	<u><u>\$ 4,607,194</u></u>

City of Altamonte Springs, Florida  
 Fiscal Year 2013 / 2014 Annual Budget

**Reserves and Contingencies  
 General Fund (001-102-512)**

---

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014</u>	
				<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>RESERVES</u></b>					
<b>93-01 Reserved for Contingencies</b>	\$ <u>          -</u>	\$ <u>          -</u>	\$ <u>      250,000</u>	\$ <u>      250,000</u>	\$ <u>      250,000</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Workers' Compensation  
Internal Service Fund**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Premiums:					
General Fund	\$ 144,508	\$ 386,799	\$ 198,835	\$ 198,835	\$ 157,000
Water & Sewer Operating Fund	54,310	101,690	54,060	54,060	39,000
Refuse Disposal Operating Fund	22,673	66,074	28,821	28,821	21,000
Stormwater Management Fund	11,115	36,546	16,183	16,183	12,000
Building Inspections Fund	6,260	15,968	7,756	7,756	6,000
Community Redevelopment Agency	3,854	9,762	5,246	5,246	5,000
Total Premiums	<u>242,720</u>	<u>616,839</u>	<u>310,901</u>	<u>310,901</u>	<u>240,000</u>
Other Revenues:					
Investment Income	19,616	47,723	30,000	24,932	7,256
Reimbursements	261,675	16,297	10,000	6,924	10,000
Total Other Revenues	<u>281,291</u>	<u>64,020</u>	<u>40,000</u>	<u>31,856</u>	<u>17,256</u>
Total Revenues	<u>524,011</u>	<u>680,859</u>	<u>350,901</u>	<u>342,757</u>	<u>257,256</u>
<b><u>EXPENSES</u></b>					
Claims Expenses					
Claims Paid	404,484	183,966	350,000	350,698	325,000
Claims Reserve	-	-	100,000	-	100,000
Total Claims Expenses	<u>404,484</u>	<u>183,966</u>	<u>450,000</u>	<u>350,698</u>	<u>425,000</u>
Other Expenses					
Claims Administration	20,200	20,200	21,000	20,200	21,000
Actuarial Services	2,500	2,500	3,000	2,500	3,000
Excess Coverage Premiums	170,861	173,912	175,000	146,295	154,000
State Assessments	10,946	13,202	12,000	17,715	18,000
Total Other Expenses	<u>204,507</u>	<u>209,814</u>	<u>211,000</u>	<u>186,710</u>	<u>196,000</u>
Total Expenses	<u>608,991</u>	<u>393,780</u>	<u>661,000</u>	<u>537,408</u>	<u>621,000</u>
<b><u>REVENUES OVER (UNDER) EXPENSES</u></b>	(84,980)	287,079	(310,099)	(194,651)	(363,744)
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>476,257</u>	<u>391,277</u>	<u>678,356</u>	<u>678,356</u>	<u>483,705</u>
End of Year	<u>\$ 391,277</u>	<u>\$ 678,356</u>	<u>\$ 368,257</u>	<u>\$ 483,705</u>	<u>\$ 119,961</u>



*Section 4*  
*Police Department*

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department  
Table of Contents**

---

Overview .....	4-2
Summary Budget by Fund.....	4-6
General Fund:	
Administrative Division .....	4-7
Services Division .....	4-9
Investigations Division .....	4-11
Special Operations Division.....	4-13
Operations Division .....	4-16
Management Support Division.....	4-19
2 <sup>nd</sup> Dollar Training Fund .....	4-23
Special Projects.....	4-24
Law Enforcement Trust Fund.....	4-26
Federal Trust Fund.....	4-27
Police Impact Fee Fund .....	4-28

**City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget**

**Police Department  
Overview**

---

The Police Department is recognized as an Excelsior Agency, achieving its 5<sup>th</sup> Re-accreditation through the Commission for Florida Law Enforcement Accreditation (CFA). By all measureable standards, the Police Department is an outstanding police service agency with highly dedicated personnel who are committed to serving the citizens of Altamonte Springs in the most effective and cost-efficient manner, while at the same time, providing the highest level of quality community-oriented service. The department is comprised of five (5) divisions with an authorized manpower of (103) sworn officers and (19) civilian employees in various support functions.

The budget for the Police Department totals \$10.7 million. This includes personnel costs of \$9.8 million, operating expenditures of \$477,000, and capital outlay of \$230,500. The budget for 2014 represents a decrease of \$27,000 from the 2013 budget.

The operation of the Police Department is funded almost exclusively from the City's General Fund. Funding for capital expenditures and improvements are derived from the General Fund, the Law Enforcement Trust Fund, the Federal Trust Fund and the Police Impact Fee Fund.

Overall, this budget provides sufficient funding to perform the day-to-day operations of the Department and will continue the process of addressing future needs in the area of digital radio communications.

A new civilian clerk position will be added to our Records Section. This position is needed to provide adequate coverage for walk in customers during normal business hours while addressing data entry and other records activity. This new position will increase the Records staff to four (4) civilian employees.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department  
Overview**

---

Under general fund capital expenditures we have included the purchase of an automatic license plate reader at a cost of \$17,000. This technology provides seamless checks of vehicle registrations during routine patrolling of an area. This piece of equipment is considered a valuable tool used to identify suspects and solve crimes.

The budget also includes \$10,000 for the purchase of five wireless fingerprint scanners. These instruments will enable our officers to quickly identify persons on the street who either refuse to identify themselves or provide false identification. Other capital expenditures include five Folding Ballistic Shields at a total cost of \$8,500, two Replacement Speed Enforcement Radars at \$5,000 total, and an enclosed Motorcycle Trailer at \$5,000.

This budget also includes the purchase of an additional thirty Tasers to outfit the rest of our sworn police officers. When we first purchased Tasers several years ago, we purchased enough Tasers for our first responders (patrol, traffic, street crimes). All of our police officers regardless of their current assignment are required to respond to situations that require the use of force and any one of them could be placed in this situation at any time while on duty. This purchase will outfit all sworn officers with a less than lethal impact weapon (Taser). The total cost of the Tasers which include warranties and accessories is \$35,400.

A portion of the Police Department budget is reserved in special funds, which are used for special projects and programs. These include:

**Law Enforcement Trust Fund**

The Law Enforcement Trust Fund is funded from cash and other assets confiscated by the Department and turned over to the City by the State courts. The governing

**City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget**

**Police Department  
Overview**

---

legislation does not allow revenues to be appropriated before being received, nor can expenditures be used to augment the Department's existing operations. The entire projected fund balance has been appropriated into a reserve account. In support of the Florida Contraband Forfeiture Act, a minimum of fifteen percent must be used for crime prevention or drug education programs. In compliance with this legislation, funds are earmarked for the Narcotics Overdose Prevention Education (NOPE), Crimeline, and MADD. We have also earmarked funds for Altamonte Baseball, Safe House, Kids House of Seminole, and the Seminole County Youth Commission. In addition to these important programs, we have allocated funds for replacement gym equipment and local law enforcement training conferences. Collectively, we anticipate spending a total of \$29,000 in 2014.

The budget includes funding the salary and benefits of our DARE Officer from the Federal Trust Fund. Federal guidelines indicate that these funds can be utilized to pay for drug and gang education and awareness programs to include the salaries for officers working in a drug education program such as DARE. We project a balance of about \$247,000 in this fund by the end of the current fiscal year. The cost of funding the DARE officer for 2014 is projected to be \$90,933.

**Police Impact Fee Fund**

Revenues for the Police Impact Fee Fund come from one-time charges on new growth within the City. These funds are used to help offset the capital costs associated with expanding the Police Department to meet the new demands for services.

We are now in the 3rd phase of our five-year plan to upgrade all of our mobile and portable radios to the P25 digital platform. This budget includes the purchase of additional mobile and portable radios in the amount of \$172,000 from the Police Impact

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department  
Overview**

---

Fee Fund. This will give us a total of 137 radios that will operate under the new P25 digital platform. We still need to purchase 83 radios over the next two years.

**Special Projects**

The Special Projects account includes 2<sup>nd</sup> Dollar Training monies and other funds earmarked for annual City events. The 2<sup>nd</sup> Dollar Training Fund comes from a \$2 fee received by the City for each traffic citation, parking ticket, tobacco citation, and seatbelt citation issued by our police officers. The 2<sup>nd</sup> Dollar Training Fund is restricted for use in providing additional training designed to create more knowledgeable police officers and to augment training systems. We estimate collecting \$43,000 in 2<sup>nd</sup> Dollar revenues in Fiscal Year 2014.

Annual City events and programs funded by the Special Projects Fund include Red Hot and Boom, Halloween at Cranes Roost, DARE graduations, Law Enforcement Enhancement Program, Family Fest at Uptown Altamonte, Public Safety Academy, Volunteer Program, Explorers Program, and our Golf Tournament to benefit the Advisory Board for the Disabled. A total of \$43,020 has been budgeted for these special events. As in 2013, we anticipate receiving revenues through sponsorships and vendors which will offset our actual costs for special events such as Halloween, Family Fest, and the Golf Tournament.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department  
Summary Budget by Fund**

	<u>2014 Commission Approved Budget</u>					<u>2013 Budget</u>
	<u>General Fund</u>	<u>Law Enforcement Trust Fund</u>	<u>Federal Trust Fund</u>	<u>Police Impact Fee Fund</u>	<u>Total</u>	
<b><u>Operating Expenses</u></b>						
Administration Division	\$ 565,532	\$ -	\$ -	\$ -	\$ 565,532	\$ 630,394
Investigations Division	2,243,698	-	-	-	2,243,698	1,945,171
Special Operations Division	1,738,659	-	-	-	1,738,659	2,264,453
Operations Division	4,455,491	-	-	-	4,455,491	4,267,720
Management Support Division	1,082,220	-	-	-	1,082,220	942,108
2nd Dollar Training Fund	43,000	-	-	-	43,000	42,600
Special Projects	43,020	-	-	-	43,020	43,020
Law Enforcement Trust Fund	-	19,000	-	-	19,000	30,000
Federal Trust Fund	-	-	90,933	-	90,933	90,316
Total Operating Expenses	<u>\$ 10,171,620</u>	<u>\$ 19,000</u>	<u>\$ 90,933</u>	<u>\$ -</u>	<u>\$ 10,281,553</u>	<u>\$ 10,255,782</u>
<b><u>Non-Operating Expenses</u></b>						
Capital Outlay	\$ 45,500	\$ 10,000	\$ -	\$ 175,000	\$ 230,500	\$ 283,500
Appropriated Reserves	-	50,000	-	100,000	150,000	150,000
Total Non-Operating Expenses	<u>\$ 45,500</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 275,000</u>	<u>\$ 380,500</u>	<u>\$ 433,500</u>
<b>TOTAL BUDGET</b>	<u><u>\$ 10,217,120</u></u>	<u><u>\$ 79,000</u></u>	<u><u>\$ 90,933</u></u>	<u><u>\$ 275,000</u></u>	<u><u>\$ 10,662,053</u></u>	<u><u>\$ 10,689,282</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Administrative Division  
General Fund (001-501-521)**

					2014	
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>PERSONAL SERVICES</u></b>						
12	<b>Regular Salaries &amp; Wages</b> Base: 5 Positions	\$ 182,160	\$ 251,683	\$ 417,761	\$ 366,949	\$ 366,949
14	<b>Overtime</b>	-	873	2,431	2,400	2,400
15	<b>Special Detail</b>	-	931	-	4,050	4,050
16 - 00	<b>Add Pay</b>	-	-	-	650	650
- 01	<b>Special Pay Differential</b>	5,343	5,565	10,900	8,284	8,284
17	<b>Allowances</b>					
- 02	Cell Phone Allowance	602	1,893	4,200	3,000	3,000
21	<b>FICA Taxes</b>	12,091	18,581	33,300	29,479	29,479
22	<b>Retirement Contributions</b>	17,562	27,347	50,576	47,210	47,210
23	<b>Health Insurance</b>	9,450	18,669	36,420	36,250	36,250
24	<b>Life Insurance</b>	493	693	1,096	960	960
<b>Total Personal Services</b>		<u>\$ 227,701</u>	<u>\$ 326,235</u>	<u>\$ 556,684</u>	<u>\$ 499,232</u>	<u>\$ 499,232</u>
<b>POSITION ROSTER</b>						
<b>Sworn Officers -</b>						
	Police Chief	1D	1	1	1	1
	Deputy Chief		1	1	1	1
	Police Officer		-	-	1	1
	<b>Total Sworn Officers</b>		<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>
<b>Civilian Employees -</b>						
	Administrative Assistant	4B	1	1	1	1
	Administrative Coordinator	4C	1	1	-	-
	Office Coordinator	3A	-	-	1	1
	<b>Total Civilian Employees</b>		<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
	<b>Total Positions</b>		<u><u>4</u></u>	<u><u>4</u></u>	<u><u>5</u></u>	<u><u>5</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Administrative Division  
General Fund (001-501-521)**

				2014		
				Manager	Commission	
				Recmnd	Approved	
		2011	2012	2013		
		Actual	Actual	Budget		
<b><u>OPERATING EXPENDITURES</u></b>						
<b>39 - 01</b>	<b>Educational Incentive</b>	\$ 10,553	\$ 13,376	\$ 20,800	\$ 15,800	\$ 15,800
<b>40</b>	<b>Travel and Training</b>					
- 12	Civilian Seminars/Mtgs/Training	1,020	2,320	2,300	7,690	7,690
- 30	Conferences/Seminars					
	FL Chief of Police Conferences	548	1,457	2,000	2,000	2,000
	FL PAC & CFA	681	-	-	-	-
	FDLE Conference/Seminars	328	138	1,200	1,200	1,200
	CFLEA Meetings	-	-	1,200	1,200	1,200
	Senior Leadership	181	-	-	-	-
	FBINA	1,022	-	-	-	-
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	32,040	22,872	38,800	30,000	30,000
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Luncheon/Meetings/etc	-	-	360	360	360
	Miscellaneous Programs	95	-	1,200	1,200	1,200
	Retirement Program	1,220	-	-	-	-
	SCLEA	161	-	-	-	-
	Awards and Awards Ceremonies	-	215	3,500	2,500	2,500
<b>51</b>	<b>Office Supplies</b>					
- 90	General Office Supplies	-	-	900	900	900
- 99	Other Office Supplies	547	662	-	-	-
<b>52 - 01</b>	<b>Operating Supplies</b>	-	48	550	550	550
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 60	Memberships	242	390	900	2,900	2,900
<b>Total Operating Expenditures</b>		<u>\$ 48,638</u>	<u>\$ 41,478</u>	<u>\$ 73,710</u>	<u>\$ 66,300</u>	<u>\$ 66,300</u>
<b>TOTAL BUDGET</b>		<u>\$ 276,339</u>	<u>\$ 367,713</u>	<u>\$ 630,394</u>	<u>\$ 565,532</u>	<u>\$ 565,532</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Services Division  
General Fund (001-502-521)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 0 Positions	\$ 740,357	\$ 240,152	\$ -	\$ -	\$ -
<b>14</b>	<b>Overtime</b>	7,687	3,514	-	-	-
<b>15</b>	<b>Special Duty</b>	24,975	9,950	-	-	-
<b>16</b>	<b>Special Pay Differential</b>	15,431	3,955	-	-	-
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	6,901	1,939	-	-	-
<b>21</b>	<b>FICA Taxes</b>	58,968	19,156	-	-	-
<b>22</b>	<b>Retirement Contributions</b>	153,110	40,213	-	-	-
<b>23</b>	<b>Health Insurance</b>	65,645	19,829	-	-	-
<b>24</b>	<b>Life Insurance</b>	<u>2,319</u>	<u>639</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Personal Services</b>	<u>\$ 1,075,393</u>	<u>\$ 339,347</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**POSITION ROSTER**

**Sworn Officers -**

Police Commander		1	1	-	-	-
Watch Commander		2	2	-	-	-
Police Officer		<u>8</u>	<u>8</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Sworn Officers		<u>11</u>	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>

**Civilian Employees -**

Senior Records Clerk	4C	1	1	-	-	-
Records Clerk	4B	<u>2</u>	<u>2</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Civilian Employees		<u>3</u>	<u>3</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Positions</b>		<u><u>14</u></u>	<u><u>14</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Services Division  
General Fund (001-502-521)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>34</b>	<b>Contractual Services</b>					
- 10	Custodial Services					
	Mall Location	\$ 1,824	\$ 456	\$ -	\$ -	\$ -
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 01	Building/Facility Maintenance	-	110			
	Direct TV	281	-	-	-	-
	Camera System-COPS	961	-	-	-	-
	COPS Web Site Repair	231	-	-	-	-
- 80	Maintenance Contracts					
	800 MHZ Radio Maint	10,380	-	-	-	-
	Wireless Modem Trans Svc	11,357	-	-	-	-
- 90	Bicycle Maintenance	-	241	-	-	-
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Com Orient Police	-	45	-	-	-
	Bike Rodeos	221	-	-	-	-
	Neighborhood Watch	309	-	-	-	-
	Carseat Check Point	66	-	-	-	-
	Awards and Awards Ceremonies	3,313	-	-	-	-
	Retirement	278	-	-	-	-
<b>51 - 90</b>	<b>Office Supplies</b>	1,771	693	-	-	-
<b>52 -</b>	<b>Operating Supplies</b>	68	-	-	-	-
	EOC Supplies	1,172	-	-	-	-
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 60	Memberships	301	-	-	-	-
	Safe Kids Worldwide	325	-	-	-	-
<b>57</b>	<b>Small Tools/Equipment</b>					
- 30	Computer Equipment <1000	1,530	-	-	-	-
- 41	Bicycle Equipment	-	64	-	-	-
<b>58 - 01</b>	<b>Computer Software</b>					
	IDS (Power Detail/DMS)	338	-	-	-	-
	<b>Total Operating Expenditures</b>	<u>\$ 34,726</u>	<u>\$ 1,609</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>		<u>\$ 1,110,119</u>	<u>\$ 340,956</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Investigations Division  
General Fund (001-503-521)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 22 Positions	\$ 1,160,448	\$ 1,171,671	\$ 1,220,057	\$ 1,177,495	\$ 1,177,495
	<b>Reorganization:</b>					
	Transferred from Special Operations					
	5 Police Officers	-	-	-	253,962	253,962
	<b>Total Regular Salaries &amp; Wages</b>	\$ 1,160,448	\$ 1,171,671	\$ 1,220,057	\$ 1,431,457	\$ 1,431,457
<b>14 - 00</b>	<b>Overtime</b>	57,714	74,109	76,760	86,312	86,312
- 01	On Call	2,892	3,945	3,913	3,913	3,913
<b>15</b>	<b>Special Duty</b>	31,468	41,850	54,000	67,770	67,770
<b>16 - 00</b>	<b>Add Pay</b>	-	-	-	1,300	1,300
- 01	Special Pay Differential	22,522	23,991	24,666	23,082	23,082
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	9,832	9,924	10,200	12,900	12,900
<b>18</b>	<b>Uniform Allowance</b>	-	-	114	60	60
<b>21</b>	<b>FICA Taxes</b>	94,673	96,377	106,312	124,448	124,448
<b>22</b>	<b>Retirement Contributions</b>	229,245	212,315	234,346	210,719	210,719
<b>23</b>	<b>Health Insurance</b>	99,320	116,320	139,610	195,750	195,750
<b>24</b>	<b>Life Insurance</b>	3,544	3,594	3,433	4,232	4,232
	<b>Total Personal Services</b>	\$ 1,711,658	\$ 1,754,096	\$ 1,873,411	\$ 2,161,943	\$ 2,161,943
<b><u>POSITION ROSTER</u></b>						
<b>Sworn Officers -</b>						
	Police Commander	1	1	1	1	1
	Watch Commander	2	2	2	2	2
	Police Officer	14	14	15	20	20
	<b>Total Sworn Officers</b>	17	17	18	23	23
<b>Civilian Employees -</b>						
	Sr. Crime Scene Analyst	3B 1	1	1	1	1
	Crime/Data Systems Analyst	3A 1	1	1	1	1
	Property & Evidence Tech	4C 1	1	1	1	1
	Investigative Support Tech	4C 1	1	1	1	1
	<b>Total Civilian Employees</b>	4	4	4	4	4
	<b>Total Positions</b>	21	21	22	27	27

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Investigations Division  
General Fund (001-503-521)**

			<u>2014</u>				
			<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>							
<b>31</b>	<b>Professional Services</b>						
- 99	Other Professional Services						
		K-9 Medical Services	\$ 444	\$ 393	\$ 1,000	\$ 1,000	\$ 1,000
<b>34</b>	<b>Other Contractual Services</b>						
- 50	Temporary Labor/Services						
		Automated Info Searches	\$ 126	\$ -	\$ -	\$ 1,500	\$ 1,500
		Transcription Service	-	757	2,000	1,000	1,000
		Callyo Virtual Inv. Phone Service	-	-	-	1,900	1,900
<b>35 - 01</b>	<b>Investigative Fund</b>		4,000	4,000	7,000	7,000	7,000
<b>44</b>	<b>Rentals &amp; Leases</b>						
- 20	Vehicles						
		Cars (SIS)	38,564	39,293	43,200	48,600	48,600
- 99	Other Rental & Leases						
		SIS Vehicle Repairs/Tinting	283	1,595	1,780	1,780	1,780
<b>51 - 90</b>	<b>Office Supplies</b>		1,603	1,964	2,000	2,000	2,000
<b>52 - 90</b>	<b>Operating Supplies</b>						
		Film/Printer Cartridges	-	-	1,100	1,000	1,000
		Crime Scene Supplies	3,143	3,477	3,800	3,800	3,800
		K-9 Rations	688	652	1,250	1,250	1,250
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>						
- 60	Memberships		260	260	300	400	400
<b>55</b>	<b>Uniforms</b>						
- 10	Clothing Allowance		6,198	6,270	7,200	8,000	8,000
- 50	Purchased Uniforms		-	-	630	630	630
<b>56</b>	<b>Gas, Oil &amp; Lube</b>						
		(6) SIS Vehicles	191	500	500	500	500
		K-9 Vehicle	-	-	-	500	500
<b>58</b>	<b>Computer Software</b>						
- 01	Crime Zone - Forensic CS Diag		-	-	-	895	895
	<b>Total Operating Expenditures</b>		<u>\$ 55,500</u>	<u>\$ 59,161</u>	<u>\$ 71,760</u>	<u>\$ 81,755</u>	<u>\$ 81,755</u>
<b><u>CAPITAL OUTLAY</u></b>							
<b>64</b>	<b>Machinery &amp; Equipment</b>						
- 31	Police Equipment						
		5000XL/DVR/Monitor of Wireless	\$ -	\$ -	\$ 2,500	\$ -	\$ -
	<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>			<u>\$ 1,767,158</u>	<u>\$ 1,813,257</u>	<u>\$ 1,947,671</u>	<u>\$ 2,243,698</u>	<u>\$ 2,243,698</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Special Operations Division  
General Fund (001-504-521)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 26 Positions	\$ 889,657	\$ 1,272,948	\$ 1,472,800	\$ 1,480,357	\$ 1,480,357
	<b>Reorganization:</b>					
	Transferred to Special Operations					
	5 Police Officers	-	-	-	(253,962)	(253,962)
	Transferred to Mgmt Support					
	Watch Commander2	-	-	-	(68,518)	(68,518)
	<b>Total Regular Salaries &amp; Wages</b>	\$ 889,657	\$ 1,272,948	\$ 1,472,800	\$ 1,157,877	\$ 1,157,877
<b>14</b>	<b>Overtime</b>	39,393	34,813	40,411	31,688	31,688
<b>15</b>	<b>Special Duty</b>	69,390	79,900	75,600	55,026	55,026
<b>16 - 00</b>	<b>Add Pay</b>	-	-	650	1,300	1,300
	- 01 Special Pay Differential	31,352	38,691	41,261	35,943	35,943
<b>17</b>	<b>Allowances</b>					
	- 02 Cell Phone Allowance	2,862	6,255	7,200	9,600	9,600
<b>21</b>	<b>FICA Taxes</b>	77,394	106,797	125,301	98,793	98,793
<b>22</b>	<b>Retirement Contributions</b>	192,036	256,774	309,831	176,569	176,569
<b>23</b>	<b>Health Insurance</b>	77,995	114,269	163,890	145,000	145,000
<b>24</b>	<b>Life Insurance</b>	2,682	3,803	4,144	3,498	3,498
	<b>Total Personal Services</b>	\$ 1,382,761	\$ 1,914,250	\$ 2,241,088	\$ 1,715,294	\$ 1,715,294

**POSITION ROSTER**

**Sworn Officers -**

Police Commander	1	1	1	1	1
Watch Commander	2	2	3	2	2
Police Officer	14	15	22	17	17
<b>Total Sworn Officers</b>	<u>17</u>	<u>18</u>	<u>26</u>	<u>20</u>	<u>20</u>

**Civilian Employees -**

Court Liaison	4C	1	1	-	-	-
<b>Total Civilian Employees</b>		<u>1</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>

<b>Total Positions</b>		<u><u>18</u></u>	<u><u>19</u></u>	<u><u>26</u></u>	<u><u>20</u></u>	<u><u>20</u></u>
------------------------	--	------------------	------------------	------------------	------------------	------------------

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Special Operations Division  
General Fund (001-504-521)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>34</b>	<b>Contractual Services</b>					
- 10	Custodial Services					
	Mall Location	\$ 2,550	\$ 650	\$ 2,000	\$ 2,000	\$ 2,000
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 20	Equipment Repair	846	809	720	720	720
	Radar Calibration	-	2,470	4,000	4,000	4,000
	Motorcycle Radar Mounts	911	-	-	-	-
- 90	Vehicle Repair & Maintenance					
	Bicycle Maintenance	1,475	541	1,500	1,500	1,500
<b>47</b>	<b>Printing &amp; Binding</b>					
- 50	Outside Printing					
	Thermal Paper-APS Systems	1,964	965	3,400	3,400	3,400
- 55	Brochures/Pamphlets	-	-	1,000	1,000	1,000
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Com Orient Police	-	2,187	3,500	3,500	3,500
<b>51</b>	<b>Office Supplies</b>					
- 90	COPS	-	617	1,200	1,200	1,200
<b>52 - 90</b>	<b>Operating Supplies</b>	791	607	500	500	500
	Fingerprint Kits/Testing Kits	-	357	800	800	800
	EOC Supplies	-	36	1,000	1,000	1,000
	FDLE Caps	-	95	-	-	-
	E-Pass Transponders (25)	-	300	-	-	-
	Sage SL6 launcher ammo	-	318	-	-	-
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 60	Memberships	40	414	620	620	620
<b>55</b>	<b>Uniforms</b>					
- 31	Special Units Uniforms	4,679	9,874	-	-	-
- 32	Special Units Shoes	1,144	754	-	-	-
<b>57</b>	<b>Small Tools/Equipment</b>					
- 41	Police Equipment	2,015	1,837	1,325	1,325	1,325
	Bicycle Equipment	-	-	1,800	1,800	1,800
<b>58 - 01</b>	<b>Computer Software</b>	199	-	-	-	-
	<b>Total Operating Expenditures</b>	<u>\$ 16,614</u>	<u>\$ 22,831</u>	<u>\$ 23,365</u>	<u>\$ 23,365</u>	<u>\$ 23,365</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Special Operations Division  
General Fund (001-504-521)**

					<u>2014</u>	
					<u>Manager</u>	<u>Commission</u>
					<u>Recmnd</u>	<u>Approved</u>
					<u>2011</u>	<u>2012</u>
					<u>Actual</u>	<u>Actual</u>
					<u>2013</u>	<u>2013</u>
					<u>Budget</u>	<u>Budget</u>
<b><u>CAPITAL OUTLAY</u></b>						
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 31	Police Equipment					
	5000XL/DVR/Monitor of Wireless	\$ -	\$ -	\$ 2,500	\$ -	\$ -
	Motorcycle Enclosed Trailer	-	-	-	5,000	5,000
	Radar Replcmnt Plan 2 Per Yr	-	-	-	5,000	5,000
	<b>Total Capital Outlay</b>	\$ -	\$ -	\$ 2,500	\$ 10,000	\$ 10,000
<b>TOTAL BUDGET</b>		\$ <u>1,399,375</u>	\$ <u>1,937,081</u>	\$ <u>2,266,953</u>	\$ <u>1,748,659</u>	\$ <u>1,748,659</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Operations Division  
General Fund (001-505-521)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 55 Positions	\$ 2,770,446	\$ 2,709,825	\$ 2,682,829	\$ 2,849,016	\$ 2,849,016
<b>14</b>	<b>Overtime</b>	126,921	145,465	191,891	192,000	192,000
<b>15</b>	<b>Special Duty</b>	137,284	112,766	162,000	157,950	157,950
<b>16 - 00</b>	<b>Add Pay</b>	-	-	2,600	1,300	1,300
- 01	<b>Special Pay Differential</b>	52,333	50,490	46,305	59,235	59,235
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	7,035	7,132	7,200	19,200	19,200
<b>18</b>	<b>Uniform Allowance</b>	-	-	172	-	-
<b>21</b>	<b>FICA Taxes</b>	232,092	228,006	236,616	250,821	250,821
<b>22</b>	<b>Retirement Contributions</b>	593,473	526,515	570,109	447,383	447,383
<b>23</b>	<b>Health Insurance</b>	252,392	272,104	315,640	398,750	398,750
<b>24</b>	<b>Life Insurance</b>	8,349	8,204	7,536	8,384	8,384
	<b>Total Personal Services</b>	<u>\$ 4,180,325</u>	<u>\$ 4,060,507</u>	<u>\$ 4,222,898</u>	<u>\$ 4,384,039</u>	<u>\$ 4,384,039</u>

**POSITION ROSTER**

**Sworn Officers -**

Police Commander	1	1	1	1	1
Watch Commander	5	5	5	5	5
Police Officer	45	45	45	45	45
Total Sworn Officers	<u>51</u>	<u>51</u>	<u>51</u>	<u>51</u>	<u>51</u>

**Civilian Employees -**

Comm Svc Officer I	4C	4	4	4	4
Total Civilian Employees		<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

<b>Total Positions</b>		<u><u>55</u></u>	<u><u>55</u></u>	<u><u>55</u></u>	<u><u>55</u></u>
------------------------	--	------------------	------------------	------------------	------------------

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Operations Division  
General Fund (001-505-521)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>44</b>	<b>Rentals &amp; Leases</b>					
- 60	Pagers	\$ 989	\$ 589	\$ 1,080	\$ 810	\$ 810
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 20	Equipment Repair	-	-	1,000	1,000	1,000
	Taser Maintenance	7,828	3,198	7,500	7,500	7,500
	2nd Floor Classroom	-	1,114	-	-	-
<b>47</b>	<b>Printing &amp; Binding</b>					
- 50	Outside Printing	-	-	2,200	2,200	2,200
	Envelopes/Paper	78	-	-	-	-
	Business Cards	1,036	586	-	-	-
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Bike Rodeos	-	290	500	500	500
<b>51 - 90</b>	<b>Office Supplies</b>	1,223	1,277	2,500	2,500	2,500
<b>52 - 90</b>	<b>Operating Supplies</b>	332	429	7,000	6,000	6,000
	Crime Scene Supplies	1,832	948	-	-	-
	Batteries - Portable Radios	875	1,583	-	-	-
	Taser Supplies	3,022	1,395	-	-	-
	Badge History Box	327	-	-	-	-
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 10	Books					
	Drug ID & Statute Books	1,123	1,429	1,550	1,550	1,550
- 60	Memberships	122	40	200	200	200
<b>55</b>	<b>Uniforms</b>					
- 05	Rental Uniforms	2,670	2,463	3,632	3,632	3,632
- 31	Special Units Uniforms	3	62	-	-	-
- 50	Purchased Uniforms	-	-	960	960	960
<b>57</b>	<b>Small Tools/Equipment</b>					
- 41	Police Equipment	50	-	1,700	700	700
	Bicycle Equipment	179	-	-	-	-
	Digital Camera	863	261	-	-	-
	Car Wash Supplies	193	-	-	-	-
	Storage Shelving	-	117	-	-	-
	Radar Batteries	112	-	-	-	-
	Virtual Partner-talk Back (75)	-	-	15,000	-	-
	(26) Tasers & Warranty	-	-	-	33,000	33,000
	Taser Holsters	-	-	-	1,200	1,200
	Taser Batteries	-	-	-	1,200	1,200
	Emergency Lighting - Patrol Cars	-	-	-	2,750	2,750
	(5) Glock Model 17-Duty Weapon	-	-	-	2,000	2,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Operations Division  
General Fund (001-505-521)**

					2014	
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>57</b>	<b>Small Tools/Equipment (Cont.)</b>					
- 41	Police Equipment (Cont.)					
	(1) LED Traffic Wand	-	-	-	1,750	1,750
	Tactical Mic/Earpieces	-	-	-	2,000	2,000
	<b>Total Operating Expenditures</b>	<u>\$ 22,857</u>	<u>\$ 15,781</u>	<u>\$ 44,822</u>	<u>\$ 71,452</u>	<u>\$ 71,452</u>
<b><u>CAPITAL OUTLAY</u></b>						
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 31	Police Equipment					
	K-9 Cage - 2010 Chevy Tahoe	\$ 3,320	\$ -	\$ -	\$ -	\$ -
	Defibrillators (8)	-	10,200	-	-	-
	Folding Ballistic Shield	-	-	-	8,500	8,500
	Wireless Finger Print Scanner	-	-	-	10,000	10,000
	Auto Licence Plate Reader System	-	-	-	17,000	17,000
	<b>Total Capital Outlay</b>	<u>\$ 3,320</u>	<u>\$ 10,200</u>	<u>\$ -</u>	<u>\$ 35,500</u>	<u>\$ 35,500</u>
<b>TOTAL BUDGET</b>		<u><u>\$ 4,206,502</u></u>	<u><u>\$ 4,086,488</u></u>	<u><u>\$ 4,267,720</u></u>	<u><u>\$ 4,490,991</u></u>	<u><u>\$ 4,490,991</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Management Support Division  
General Fund (001-506-521)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 12 Positions	\$ 391,073	\$ 512,965	\$ 571,452	\$ 574,381	\$ 574,381
	<b>Reorganization:</b>					
	Transferred from Special Operations					
	Watch Commander	-	-	-	68,518	68,518
	<b>New Position Added:</b>					
	Records Clerk (4B) Limited Term	-	-	-	25,708	25,708
	<b>Total Salaries &amp; Wages</b>	\$ 391,073	\$ 512,965	\$ 571,452	\$ 668,607	\$ 668,607
<b>14</b>	<b>Overtime</b>	1,719	3,029	5,049	6,000	6,000
<b>15</b>	<b>Special Duty</b>	279	8,141	8,100	10,854	10,854
<b>16 - 00</b>	<b>Add Pay</b>	-	-	650	650	650
	- 01 Special Pay Differential	4,634	7,100	7,561	10,861	10,861
<b>17</b>	<b>Allowances</b>					
	- 02 Cell Phone Allowance	1,630	2,239	2,400	3,300	3,300
<b>21</b>	<b>FICA Taxes</b>	29,569	40,055	45,534	53,572	53,572
<b>22</b>	<b>Retirement Contributions</b>	59,705	72,883	89,827	103,283	103,283
<b>23</b>	<b>Health Insurance</b>	34,245	55,888	72,840	94,250	94,250
<b>24</b>	<b>Life Insurance</b>	1,223	1,581	1,607	1,854	1,854
	<b>Total Personal Services</b>	\$ 524,077	\$ 703,881	\$ 805,020	\$ 953,231	\$ 953,231

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Management Support Division  
General Fund (001-506-521)**

		2011	2012	2013	2014	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>POSITION ROSTER</u></b>						
<b>Sworn Officers -</b>						
	Police Commander	1	1	1	1	1
	Watch Commander	1	1	2	3	3
	Police Officer	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total Sworn Officers	<u>3</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>5</u>
<b>Civilian Employees -</b>						
	Accreditation Manager 3C	1	1	1	1	1
	Budget Manager 3A	1	1	1	1	1
	Alarm Coordinator 4C	1	1	1	1	1
	Court Liaison 4C	-	-	1	1	1
	Senior Records Clerk 4C	-	-	1	1	1
	Admin Assistant 4B	1	1	1	1	1
	Records Clerk 4B	-	-	2	2	2
	Records Clerk - Limited Term 4B	<u>-</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>1</u>
	Total Civilian Employees	<u>4</u>	<u>4</u>	<u>8</u>	<u>9</u>	<u>9</u>
	<b>Total Positions</b>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>12</u></u>	<u><u>14</u></u>	<u><u>14</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Management Support Division  
General Fund (001-506-521)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>						
<b>31</b>	<b>Professional Services</b>					
- 60	Employee Screening/Testing					
	Employment Physicals	\$ 3,670	\$ 2,106	\$ 2,657	\$ 2,657	\$ 2,657
	Psychological Screening	2,205	1,490	2,678	2,678	2,678
	Employee Drug Screening	3,998	4,678	5,450	5,450	5,450
	Pre-employment Written Test	818	637	1,000	1,000	1,000
	Hepatitis Testing	-	-	3,391	3,391	3,391
	Wellness Program Doctor Visits	-	-	120	120	120
	Fit for Duty Exams	-	-	468	468	468
	Medical Exam/Screening OSHA	-	-	1,300	1,300	1,300
	Medical Evaluations - 6 reservists	-	-	820	820	820
	Flu Shots	-	594	1,250	-	-
	Eye Exams for PPE (Eye Inserts)	-	-	150	150	150
<b>40</b>	<b>Travel and Training</b>					
- 99	Other					
	Accreditation Process	-	-	1,974	-	-
<b>42</b>	<b>Postage &amp; Transportation</b>					
- 01	FedEx/UPS	569	269	1,000	1,000	1,000
<b>44</b>	<b>Rentals &amp; Leases</b>					
- 50	Facilities					
	Gun Range Rental	-	-	1,030	1,030	1,030
	Driving & Gun Range Rental SCC	3,555	3,670	2,675	2,675	2,675
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 01	Building/Facility Maintenance	-	-	2,700	2,200	2,200
	Armory Operation	47	505	500	750	750
	EOC Cable TV	-	222	-	-	-
	Miscellaneous	-	419	-	-	-
- 20	Equipment Repair	-	163	-	-	-
- 80	Maintenance Contracts					
	800 Mhz Radio Maintenance	-	12,312	13,000	13,000	13,000
	Gym Equip Maintenance	5,227	3,933	5,000	5,000	5,000
<b>47</b>	<b>Printing &amp; Binding</b>					
- 50	Outside Printing					
	Business Cards/Misc Printing	187	138	500	500	500
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Recruitment Ads/Fairs/Promo	-	613	2,000	4,000	4,000
	Mock Assessment	-	100	-	-	-
<b>51 - 90</b>	<b>Office Supplies</b>	1,977	2,132	4,300	3,300	3,300

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Management Support Division  
General Fund (001-506-521)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b>52 - 90 Operating Supplies</b>	260	723	2,000	1,000	1,000
Ammunition/Simunitions	11,315	11,906	12,100	11,100	11,100
AED Batteries and Supplies	880	-	1,000	1,000	1,000
Biohazard Kits	-	-	1,200	1,200	1,200
Training Supplies/Targets	255	-	1,000	1,000	1,000
EOC Supplies	104	-	-	-	-
Taser Cartridge Replace	947	1,421	-	-	-
<b>54 Books/Pubs/Subscrs/Membs</b>					
- 60 Memberships	1,182	3,069	1,100	2,000	2,000
<b>55 Uniforms</b>					
- 10 Clothing Allowance	1,021	797	800	800	800
- 31 Uniforms	2,254	1,500	-	-	-
Alterations/Tailoring/Repair	2,068	3,302	2,800	2,800	2,800
Badges/Medals/Insignia/Access	9,178	9,074	2,500	2,500	2,500
Replacement Uniforms	11,117	10,213	22,685	20,000	20,000
Special Units Uniforms	-	-	11,015	9,525	9,525
Ballistic Vest Program	11,939	12,652	12,825	11,000	11,000
PPE Equip. Suits (5) Officers	-	-	2,000	2,000	2,000
- 32 Shoe Program	2,367	2,234	5,000	4,000	4,000
Special Units Shoes/Boots	-	-	2,400	2,400	2,400
<b>57 Small Tools/Equipment</b>					
- 10 Office Furniture	-	-	-	4,175	4,175
- 30 Computer Equipment <\$1000	-	151	-	-	-
- 40 Safety Equipment	-	-	2,000	1,000	1,000
Scanner	299	-	-	-	-
Sample Safe	99	-	-	-	-
Portable Projector	-	-	700	-	-
Projection Screen	-	250	-	-	-
Truck Bed Pullout Tray	-	1,000	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 77,538</b>	<b>\$ 92,273</b>	<b>\$ 137,088</b>	<b>\$ 128,989</b>	<b>\$ 128,989</b>
<b><u>CAPITAL OUTLAY</u></b>					
<b>64 Machinery &amp; Equipment</b>					
- 10 Shredder	\$ -	\$ -	\$ 2,500	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>	<b>\$ 601,615</b>	<b>\$ 796,154</b>	<b>\$ 944,608</b>	<b>\$ 1,082,220</b>	<b>\$ 1,082,220</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - 2<sup>nd</sup> Dollar Training Fund  
General Fund (019-507-521)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014</u>	
				<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>REVENUES</u></b>					
Police Training Revenues	\$ <u>42,576</u>	\$ <u>43,142</u>	\$ <u>36,000</u>	\$ <u>43,000</u>	\$ <u>43,000</u>
<b><u>EXPENDITURES</u></b>					
<b>40 Travel and Training</b>					
- 10 Technical Training					
Second Dollar Training	<u>28,119</u>	<u>18,432</u>	<u>42,600</u>	<u>43,000</u>	<u>43,000</u>
<b>Total Expenditures</b>	<u>28,119</u>	<u>18,432</u>	<u>42,600</u>	<u>43,000</u>	<u>43,000</u>
<b>Revenues Over (Under) Expenditures</b>	14,457	24,710	(6,600)	-	-
<b><u>Fund Balance</u></b>					
Beginning of Year	<u>187,350</u>	<u>201,807</u>	<u>226,517</u>	<u>226,517</u>	<u>226,517</u>
End of Year	\$ <u><u>201,807</u></u>	\$ <u><u>226,517</u></u>	\$ <u><u>219,917</u></u>	\$ <u><u>226,517</u></u>	\$ <u><u>226,517</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Special Projects  
General Fund (001-507-521)**

	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	2014	
				<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>REVENUES</u></b>					
Federal & State Grants					
ARRA	\$ 5,779	\$ 21,430	\$ -	\$ -	\$ -
Byrne/Jag	19,375	23,133	-	-	-
Sponsorships	5,350	15,500	10,000	12,000	12,000
Donations	16,145	14,521	5,000	5,000	5,000
Evidence Monies	2,583	32,989	-	-	-
<b>Total Revenues</b>	<b>\$ 49,232</b>	<b>\$ 107,573</b>	<b>\$ 15,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Operating Expenditures</u></b>					
<b>46 Repair &amp; Maintenance</b>					
- 20 Equipment Repair					
ARES-ARES/RACES Emerg	\$ 1,984	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
<b>48 Promotional Activities</b>					
- 10 Community Programs					
CERT - Emergency Mgmt Equip	842	967	1,000	1,000	1,000
COPPERS - Coppers & Choppers	5,175	1,963	-	-	-
DARE	4,658	4,668	4,800	4,800	4,800
E-FAMF - Family Fest	4,018	10,530	3,500	3,500	3,500
E-HALL - Halloween	8,499	15,352	11,500	11,500	11,500
E-RHB - Annual July 4th event	5,340	5,896	7,000	7,000	7,000
EXPLOR - Explorer Program	312	75	1,750	1,750	1,750
LEEP-Law Enf Enhance Prog	763	1,538	2,200	2,200	2,200
PSACA - Public Safety Academy	3,127	2,652	3,770	3,770	3,770
RELAY - Relay for Life	4,612	3,837	2,000	-	-
VOLUNT - Volunteer Program	3,330	3,445	3,500	3,500	3,500
ABFD-Adv Board for the Disabled	-	-	-	2,000	2,000
<b>57 Small Tools &amp; Equipment</b>					
- 30 Computer Equipment <\$1000.					
Zebra Port Thermal Printers	-	11,209	-	-	-
- 40 Safety Equipment	1,344	1,497	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 44,004</b>	<b>\$ 63,629</b>	<b>\$ 43,020</b>	<b>\$ 43,020</b>	<b>\$ 43,020</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department - Special Projects  
General Fund (001-507-521)**

			<u>2014</u>				
			<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>Capital Outlay</u></b>							
<b>64</b>	<b>Machinery &amp; Equipment</b>						
- 31	Police Equipment						
	Portable Radios	\$	18,031	\$	-	\$	-
	IP Cameras (4)		8,625		-		-
	Police Bike (4)		-		4,867		-
	Car Video Camera System		-		21,430		-
	LED TV & Stereo System (2)		-		5,560		-
	<b>Total Capital Outlay</b>	\$	<u>26,656</u>	\$	<u>31,857</u>	\$	<u>-</u>
	<b>Total Expenditures</b>	\$	<u>70,660</u>	\$	<u>95,486</u>	\$	<u>43,020</u>
<b><u>GENERAL FUND SUBSIDY</u></b>							
	Revenues Over (Under) Expenditures	\$	<u>(21,428)</u>	\$	<u>12,087</u>	\$	<u>(26,020)</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department  
Law Enforcement Trust Fund (102)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Trust Fund Receipts:					
State Receipts	\$ 14,205	\$ 13,387	\$ -	\$ 9,263	\$ -
Interest Income	2,152	4,499	2,500	1,522	1,902
Misc. Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 16,357</b>	<b>\$ 17,886</b>	<b>\$ 2,500</b>	<b>\$ 10,785</b>	<b>\$ 1,902</b>
<b><u>EXPENDITURES</u></b>					
<b>48 Promotional Activities</b>					
<b>- 10 Community Programs</b>					
Altamonte Baseball Club	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
CINS/FINS	-	-	3,000	3,000	-
Crimeline	-	5,000	3,000	3,000	3,000
Foundation-Sem Cty Pub Schools	1,350	-	-	-	-
Florida PDMP	-	1,000	1,000	1,000	-
Grove Counseling	-	-	1,000	1,000	-
Kid's House of Seminole	-	3,000	3,000	3,000	3,000
Kicks for Guns	-	1,000	-	-	-
Mothers Against Drunk Drivers	500	500	500	500	500
NOPE-Narc Ovrdsse Prevent Educ	267	4,085	3,000	3,000	3,000
Safe House	500	500	500	500	500
Seminole Youth Commission	-	5,000	3,000	3,000	3,000
Seminole Youth Network	-	-	3,000	3,000	-
St. Mary Magdalen-Running Track	5,000	-	-	-	-
Conference Donation/Contribution	-	-	-	-	5,000
<b>57 Small Tools &amp; Equip</b>					
<b>- 31 Police Equipment</b>	221	-	-	-	-
<b>- 40 Safety Equipment</b>					
Emergency Lighting for Patrol Car:	-	-	8,000	8,000	-
<b>64 Machinery &amp; Equipment</b>					
<b>- 31 Police Equipment</b>					
Projector for NOPE	1,565	-	-	-	-
IP Camera Install	10,028	-	-	-	-
Speaker System	5,855	-	-	-	-
Replace Gym Equipment	-	-	10,000	10,000	10,000
Trailer for NOPE	-	2,365	-	-	-
<b>93 - 01 Reserve for Contingencies</b>	-	-	50,000	-	50,000
<b>Total Expenditures</b>	<b>\$ 25,786</b>	<b>\$ 23,450</b>	<b>\$ 90,000</b>	<b>\$ 40,000</b>	<b>\$ 79,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(9,429)	(5,564)	(87,500)	(29,215)	(77,098)
<b><u>FUND BALANCE</u></b>					
Beginning of Year	170,999	161,570	156,006	156,006	126,791
End of Year	<u>\$ 161,570</u>	<u>\$ 156,006</u>	<u>\$ 68,506</u>	<u>\$ 126,791</u>	<u>\$ 49,693</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department  
Federal Trust Fund (112)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Trust Fund Receipts:					
Federal Receipts	\$ 32,685	\$ 77,015	\$ -	\$ 92,744	\$ -
Interest Income	2,672	7,425	2,500	2,335	2,475
Misc. Revenues	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 35,357</b>	<b>\$ 84,440</b>	<b>\$ 2,500</b>	<b>\$ 95,079</b>	<b>\$ 2,475</b>
<b><u>EXPENDITURES</u></b>					
<b><u>PERSONAL SERVICES</u></b>					
<b>12 Regular Salaries &amp; Wages</b>					
Base: 1 Positions	\$ -	\$ 53,165	\$ 59,941	\$ 59,787	\$ 61,870
<b>14 Overtime</b>	-	64	5,052	188	1,000
<b>16 Special Pay Differential</b>	-	2,209	2,498	2,498	2,498
<b>17 Allowances</b>					
- 02 Cell Phone Allowance	-	531	600	600	600
<b>21 FICA Taxes</b>	-	4,282	5,209	4,825	5,047
<b>22 Retirement Contributions</b>	-	7,782	10,778	9,308	12,492
<b>23 Health Insurance</b>	-	4,708	6,070	6,305	7,250
<b>24 Life Insurance</b>	-	163	168	189	176
<b>Total Personal Services</b>	<b>\$ -</b>	<b>\$ 72,904</b>	<b>\$ 90,316</b>	<b>\$ 83,700</b>	<b>\$ 90,933</b>
<b><u>POSITION ROSTER</u></b>					
<b>Sworn Officers -</b>					
Police Officer	-	1	1	1	1
Total Sworn Officers	-	1	1	1	1
<b>Total Positions</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Expenditures</b>	<b>-</b>	<b>72,904</b>	<b>90,316</b>	<b>83,700</b>	<b>90,933</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>35,357</b>	<b>11,536</b>	<b>(87,816)</b>	<b>11,379</b>	<b>(88,458)</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	189,220	224,577	236,113	236,113	247,492
End of Year	<b>\$ 224,577</b>	<b>\$ 236,113</b>	<b>\$ 148,297</b>	<b>\$ 247,492</b>	<b>\$ 159,034</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Police Department  
Police Impact Fee Fund (310)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Impact Fees					
Residential	\$ 12,218	\$ 371	\$ 250	\$ -	\$ -
Commercial	-	83,191	8,000	12,953	10,000
Interest Income	12,051	20,315	9,000	4,818	2,825
Sale of Surplus	-	4,277	-	264	-
Misc. Revenues	-	673	-	-	-
<b>Total Revenues</b>	<b>\$ 24,269</b>	<b>\$ 108,827</b>	<b>\$ 17,250</b>	<b>\$ 18,035</b>	<b>\$ 12,825</b>
<b><u>EXPENDITURES</u></b>					
Repair & Maintenance	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
<b><u>Capital Outlay</u></b>					
Digital Platform -					
Mobile Radios (21)	\$ -	\$ 86,000	\$ 86,000	\$ 79,085	\$ 86,000
Portable Radios (21)	-	86,000	86,000	92,915	86,000
Vehicle - DARE	-	-	24,500	24,500	-
Vehicle - PIO	-	-	24,500	24,500	-
Vehicle - SWAT (3-Tahoe Upgrades)	-	-	12,000	12,000	-
Motorcycles (6 BMW) Upgrades	-	-	30,000	30,000	-
<b>Total Capital Outlays</b>	<b>\$ -</b>	<b>\$ 172,000</b>	<b>\$ 263,000</b>	<b>\$ 263,000</b>	<b>\$ 172,000</b>
<b><u>Contingency Reserves</u></b>					
Reserved for Future Projects	-	-	100,000	-	100,000
<b>Total Expenditures &amp; Reserves</b>	<b>\$ -</b>	<b>\$ 172,000</b>	<b>\$ 366,000</b>	<b>\$ 266,000</b>	<b>\$ 275,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 24,269</b>	<b>\$ (63,173)</b>	<b>\$ (348,750)</b>	<b>\$ (247,965)</b>	<b>\$ (262,175)</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	663,596	687,865	624,692	624,692	376,727
End of Year	<u>\$ 687,865</u>	<u>\$ 624,692</u>	<u>\$ 275,942</u>	<u>\$ 376,727</u>	<u>\$ 114,552</u>



*Section 5*  
*Growth Management*  
*Department*

City of Altamonte Springs, Florida  
Fiscal Year 2013/ 2014 Annual Budget

**Growth Management Department  
Table of Contents**

---

Overview ..... 5-2

Summary Budget ..... 5-5

Administration Division & Planning Services ..... 5-6

Code Enforcement & Existing Fire Occupancy Inspections ..... 5-9

Building Inspection Fund

Revenues, Expenses and Changes in Fund Balance..... 5-12

Building / Fire & Safety Division ..... 5-13

## Growth Management Department Overview

---

The Growth Management Department is responsible for establishing the vision for future development in the City and regulation of the City's development codes. Organizationally, the department consists of two divisions: Planning and Development Services and Building/Fire Safety.

The Planning and Development Services Division develops and maintains City Plan 2030 (the Comprehensive Plan) through policies integrating transportation, land use, community design and capital improvements for private and public projects. The Division coordinates development review services and provides staff support to the City's Planning Board and Board of Zoning Appeals on land development and zoning related applications.

During 2014, Planning and Development Services Division will be involved in several important planning projects. The SunRail station area plan and the East Town Center Activity Center plan will be completed and the code standards will need to be prepared and adopted. In addition, the SunRail station construction will be completed with initial service scheduled to start by May 2014. We will also propose to adopt revised development standards in the Gateway District area to support the recently prepared updated design guidelines. Finally, the City will be determining the specifics for a local or sub-regional circulator that will connect major employment areas and other destinations with SunRail. The intent is for this service to be operational prior to the startup of SunRail.

The Building/Fire Safety Division provides permitting and inspection services, fire investigations, and code compliance. The Division provides code compliance services and support services to the Code Enforcement Board. A large portion of this Division's efforts are focused on regulatory oversight of private development projects within the City and residential and commercial code enforcement activities. Both Divisions play a

## Growth Management Department Overview

---

role in the review of development applications and building plans. We anticipate additional development in the coming year in the Gateway Activity Center area as a result of the recent Adventist Health Systems headquarters and the extension of Gateway Drive. Development opportunities exist in the Uptown Altamonte/Cranes Roost area as well. We will be working with the Public Works Department on the initial road, stormwater and open space projects that will create the catalyst for initial redevelopment in the East Town Center area with the startup of SunRail service

The Planning and Development Services Division is funded by the General Fund. The Building/Fire Safety Division is funded by both the Building Inspection Fund and, to a lesser extent, the General Fund for certain code compliance activities.

The budget for the Planning and Development Services Division is \$988,000 up \$129,438 or 15% from the current budget. Within the professional services line, there is an increase of \$65,000 primarily to pay for costs for creating code standards in the East Town Center and the Gateway District area.

The Building/Fire Safety Division budget totals just over \$1.363 million, a 2% increase from the current year. For 2014, \$1.228 million of the budget is funded through the Building Inspection Fund and \$ 134,710 through the General Fund. Our operations will be substantially the same, but we expect additional construction in the Gateway Activity Center to add to both workload and revenue. We will continue to perform inspections for the City of Casselberry that adds additional revenue to the Building Inspection Fund.

Revenues for the Building Inspection Fund come from charges for permits and fees along with a subsidy from the General Fund in those years when revenues are not sufficient to cover expenses. We anticipate our revenue projection for 2014 to be

City of Altamonte Springs, Florida  
Fiscal Year 2013/ 2014 Annual Budget

**Growth Management Department  
Overview**

---

\$711,000. For the upcoming year, we will need to use available fund balance to offset overall Building/Fire & Safety Division expenditures.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Summary Budget by Fund**

	<u>2014 Commission Approved Budget</u>			<u>2013 Budget</u>
	<u>General Fund</u>	<u>Building Inspections Fund</u>	<u>Total</u>	
<b><u>Operating Expenses</u></b>				
Administration & Planning Services	\$ 987,919	\$ -	\$ 987,919	\$ 858,481
Building / Fire & Safety Division	<u>134,710</u>	<u>1,185,885</u>	<u>1,320,595</u>	<u>1,317,129</u>
Total Operating Expenses	<u>\$ 1,122,629</u>	<u>\$ 1,185,885</u>	<u>\$ 2,308,514</u>	<u>\$ 2,175,610</u>
<b><u>Non-Operating Expenses</u></b>				
Capital Outlay	\$ -	\$ 23,400	\$ 23,400	\$ 27,500
Reserved for Contingencies	<u>-</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Non-Operating Expenses	<u>\$ -</u>	<u>\$ 48,400</u>	<u>\$ 48,400</u>	<u>\$ 52,500</u>
<b>Total Expenses</b>	<u><u>\$ 1,122,629</u></u>	<u><u>\$ 1,234,285</u></u>	<u><u>\$ 2,356,914</u></u>	<u><u>\$ 2,228,110</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Administration & Planning Services  
General Fund (001-701-515)**

				<u>2014</u>		
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 8 Positions	\$ 383,434	\$ 386,537	\$ 399,757	\$ 454,342	\$ 454,342
<b>13</b>	<b>Limited Term - Intern</b>	-	-	-	3,000	3,000
<b>14</b>	<b>Overtime</b>	-	-	1,010	1,000	1,000
<b>16</b>	<b>Special Pay Differential</b>	652	550	-	-	-
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	4,837	7,159	8,280	8,280	8,280
- 02	Cell Phone Allowance	1,214	2,031	2,400	2,400	2,400
<b>21</b>	<b>FICA Taxes</b>	29,364	29,765	31,476	35,879	35,879
<b>22</b>	<b>Retirement Contributions</b>	51,052	49,915	55,109	54,019	54,019
<b>23</b>	<b>Health Insurance</b>	28,968	29,259	36,420	50,750	50,750
<b>24</b>	<b>Life Insurance</b>	1,201	1,084	1,069	1,289	1,289
	<b>Total Personal Services</b>	<u>\$ 500,722</u>	<u>\$ 506,300</u>	<u>\$ 535,521</u>	<u>\$ 610,959</u>	<u>\$ 610,959</u>

**POSITION ROSTER**

**Full Time Employees -**

Director of Growth Mgmt	1C	1	1	1	1	1
Dir Planning & Development	2B	2	1	1	1	1
Principal Planner	3C	2	1	1	1	1
Senior Planner	3B	-	1	2	2	2
Planner	3A	2	-	1	1	1
Development Specialist	3A	1	2	1	1	1
		<u>8</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>7</u>
<b>Total Full Time</b>						

**Part Time Employees -**

Staff Assistant	4C	-	-	1	1	1
		<u>8</u>	<u>6</u>	<u>8</u>	<u>8</u>	<u>8</u>
<b>Total Positions</b>						

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Administration & Planning Services  
General Fund (001-701-515)**

			2014				
			2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>							
<b>31</b>	<b>Professional Services</b>						
- 10	Annual Reports						
	Annual CMS Update	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
- 15	Comprehensive Plan	-	-	25,000	25,000	25,000	25,000
	Mobility Plan	2,000	-	50,000	-	-	-
	Mobility Fee Implementation	-	-	-	15,000	15,000	15,000
	Update Activity Center						
	Design Standards	-	-	70,000	65,000	65,000	65,000
	SunRail Station Area Plan	-	-	60,000	-	-	-
- 16	Code Updates/Amendments						
	Municipal Code Website	400	550	600	750	750	750
	Update Landscape Policy for						
	Mature Developments	-	-	30,000	15,000	15,000	15,000
	Land Development Code Updates -						
	Comp. Plan Amendment	4,900	60,760	25,000	10,000	10,000	10,000
	East Town Center						
	and Sunrail Station	-	-	-	140,000	140,000	140,000
	Gateway Center						
	and Design Guidelines	-	-	-	45,000	45,000	45,000
- 25	Transportation Planning						
	Misc Transportation Assignments	7,103	4,914	5,000	5,000	5,000	5,000
- 50	Surveying	-	-	5,000	5,000	5,000	5,000
<b>34</b>	<b>Other Contractual Services</b>						
- 20	Landscape Site Plan						
	Review Consultant	-	-	5,000	2,500	2,500	2,500
- 30	Microfilm of Records	1,018	268	3,000	3,000	3,000	3,000
- 50	Temporary Labor/Services						
	Temp Services	-	-	5,000	-	-	-
	Database Consultant	-	-	10,000	10,000	10,000	10,000
<b>40</b>	<b>Travel and Training</b>						
- 20	Technical Training	2,100	20	1,000	1,500	1,500	1,500
- 30	Meetings						
	APA Conference	2,455	1,643	2,300	2,600	2,600	2,600
	Institute of Government Conf.	-	-	200	200	200	200
	AICP Certification	-	-	400	400	400	400
- 50	Mileage Reimbursement	-	-	100	250	250	250
<b>42 - 01</b>	<b>Postage &amp; Transportation</b>	-	-	200	200	200	200
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies	3,279	3,485	5,000	5,000	5,000	5,000
- 50	Outside Printing						
	Other Planning Documents	49	-	-	-	-	-
- 58	Municipal Code Updates	2,560	-	5,000	10,000	10,000	10,000
- 59	Comprehensive Plan Printing	786	-	-	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Administration & Planning Services  
General Fund (001-701-515)**

			2014				
			2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>48</b>	<b>Promotional Activities</b>						
- 50	Employee Programs						
	Miscellaneous		-	-	200	200	200
<b>51</b>	<b>Office Supplies</b>						
- 90	General Office Supplies		697	972	3,000	3,000	3,000
<b>52 - 01</b>	<b>Operating Supplies</b>		174	-	1,500	1,500	1,500
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>						
- 10	Books		294	304	400	400	400
- 40	Subscriptions		1,044	1,389	1,600	1,600	1,600
- 60	Memberships						
	APA Memberships		2,333	2,245	3,000	3,400	3,400
	ICMA		800	-	-	-	-
	Other Memberships		300	401	460	460	460
	<b>Total Operating Expenditures</b>		<u>\$ 32,292</u>	<u>\$ 76,951</u>	<u>\$ 322,960</u>	<u>\$ 376,960</u>	<u>\$ 376,960</u>
<b>TOTAL BUDGET</b>			<u><u>\$ 533,014</u></u>	<u><u>\$ 583,251</u></u>	<u><u>\$ 858,481</u></u>	<u><u>\$ 987,919</u></u>	<u><u>\$ 987,919</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Building / Fire & Safety Division  
Code Enforcement & Existing Fire Occupancy Inspections  
General Fund (001-704-524)**

						2014		
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved		
<b><u>PERSONAL SERVICES</u></b>								
<b>12</b>	<b>Regular Salaries &amp; Wages</b>							
	Base: 2 Positions	\$ 45,639	\$ 46,208	\$ 85,191	\$ 83,561	\$ 83,561		
<b>14</b>	<b>Overtime</b>	585	487	750	1,000	1,000		
<b>17</b>	<b>Allowances</b>							
- 02	Cell Phone Allowance	602	600	1,200	1,200	1,200		
<b>18</b>	<b>Uniform Allowance</b>	-	-	112	100	100		
<b>21</b>	<b>FICA Taxes</b>	3,595	3,535	6,675	6,568	6,568		
<b>22</b>	<b>Retirement Contributions</b>	6,240	6,505	12,469	10,407	10,407		
<b>23</b>	<b>Health Insurance</b>	4,826	5,317	12,140	14,500	14,500		
<b>24</b>	<b>Life Insurance</b>	144	144	239	239	239		
	<b>Total Personal Services</b>	\$ 61,631	\$ 62,796	\$ 118,776	\$ 117,575	\$ 117,575		
<b><u>POSITION ROSTER</u></b>								
<b>Full Time Employees -</b>								
	Code Compliance Officer	3A	1	1	2	2	2	2
	<b>Total Positions</b>		1	1	2	2	2	2

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Building / Fire & Safety Division  
Code Enforcement & Existing Fire Occupancy Inspections  
General Fund (001-704-524)**

		2011		2012		2013		2014	
		Actual	Actual	Budget	Manager Recmnd	Commission Approved			
<b><u>OPERATING EXPENDITURES</u></b>									
<b>34</b>	<b>Other Contractual Services</b>								
- 01	Other Contractual Services	\$ -	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Mow/Clean Vacant Lots	-	-	-	3,600	3,600			
- 16	Citation Court Cost (10)	430	820	750	1,000	1,000			
- 20	Landscape Maint-Code	-	-	1,000	1,000	1,000			
<b>40</b>	<b>Travel and Training</b>								
- 10	Technical Training								
	Code Compliance Training	914	30	1,000	1,000	1,000			
- 15	Mandatory Recertifications	35	70	500	500	500			
<b>42 - 01</b>	<b>Postage &amp; Transportation</b>	-	-	200	200	200			
<b>46</b>	<b>Repairs &amp; Maintenance</b>								
- 90	Vehicles	-	-	800	800	800			
<b>47</b>	<b>Printing &amp; Binding</b>								
- 10	In-house Copies	1,105	905	3,500	3,500	3,500			
- 55	Brochures/Pamphlets/Forms Five-part Computer Paper	250	-	250	250	250			
<b>51</b>	<b>Office Supplies</b>								
- 90	General Office Supplies	286	13	600	600	600			
<b>52</b>	<b>Operating Supplies</b>								
- 90	General Operating Supplies	40	-	500	500	500			
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>								
- 10	Books	-	669	1,000	1,000	1,000			
- 60	Memberships	285	-	250	250	250			
<b>55</b>	<b>Uniforms</b>								
- 01	Uniforms	-	39	250	250	250			
- 05	Rental Uniforms	354	314	565	565	565			
- 32	Boots/Shoes	125	-	250	250	250			
- 50	Purchased Uniforms	-	-	620	620	620			
<b>57</b>	<b>Small Tools &amp; Equipment</b>								
- 20	Hand Tools	-	-	250	250	250			
- 99	Other Small Tools & Equipment	262	92	1,000	1,000	1,000			
	<b>Total Operating Expenditures</b>	<b>\$ 4,086</b>	<b>\$ 2,969</b>	<b>\$ 13,285</b>	<b>\$ 17,135</b>	<b>\$ 17,135</b>			

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Building / Fire & Safety Division  
Code Enforcement & Existing Fire Occupancy Inspections  
General Fund (001-704-524)**

		2011	2012	2013	2014	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 60	Vehicles					
	Chevy Silverado (1)	\$ -	\$ -	\$ 27,500	\$ -	\$ -
	<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,500</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>		<u>\$ 65,717</u>	<u>\$ 65,765</u>	<u>\$ 159,561</u>	<u>\$ 134,710</u>	<u>\$ 134,710</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Building / Fire & Safety Division  
Building Inspection Fund (121)  
Statement of Revenues, Expenditures,  
and Changes in Fund Balance**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Permits:					
Building	\$ 32,104	\$ 213,984	\$ 32,000	\$ 78,165	\$ 51,000
Electrical	17,934	19,526	18,000	21,177	14,000
Plumbing	9,240	10,752	9,000	12,953	8,000
Mechanical	21,901	23,501	22,000	23,024	15,000
Signs	9,587	6,190	10,000	6,668	4,000
Miscellaneous	17,625	9,147	18,000	11,342	7,000
Roofing	24,706	31,403	25,000	24,660	16,000
Res/Com Alter, Ext/Int	94,029	117,080	94,000	145,521	95,000
Early Start	2,500	2,200	3,000	3,450	2,000
Fence/Wall	3,283	3,305	3,000	2,504	2,000
Swimming Pool	1,504	663	2,000	1,242	1,000
Fire System	10,611	14,396	11,000	9,155	6,000
	<u>245,024</u>	<u>452,147</u>	<u>247,000</u>	<u>339,858</u>	<u>221,000</u>
Fees:					
Inspection Fees - Altamonte	306,390	702,739	306,000	476,789	310,000
Inspection Fees - Casselberry	88,192	89,314	88,000	83,201	54,000
Inspection Fees - Longwood	-	9,834	-	18,129	-
Site Improvement Fees	39,684	81,931	40,000	30,570	20,000
Education Training Fee	12,251	26,035	12,000	19,281	12,000
Plans Review	92,517	169,690	93,000	121,287	79,000
	<u>539,034</u>	<u>1,079,543</u>	<u>539,000</u>	<u>749,256</u>	<u>475,000</u>
Total Permits & Fees	784,058	1,531,690	786,000	1,089,114	696,000
Interest Income	13,074	37,311	3,500	16,836	15,000
Miscellaneous Income	1,120	4,454	-	1,075	-
Transfer from General Fund	400,000	-	-	-	-
	<u>1,198,252</u>	<u>1,573,455</u>	<u>789,500</u>	<u>1,107,025</u>	<u>711,000</u>
<b><u>EXPENDITURES</u></b>					
Personal Services	844,666	836,488	852,482	834,560	881,257
Operating Expenditures	264,719	283,014	305,086	252,261	304,628
Capital Outlay	-	-	-	-	23,400
Reserved for Contingencies	-	-	25,000	-	25,000
	<u>1,109,385</u>	<u>1,119,502</u>	<u>1,182,568</u>	<u>1,086,821</u>	<u>1,234,285</u>
<b>Total Expenditures</b>	<u>1,109,385</u>	<u>1,119,502</u>	<u>1,182,568</u>	<u>1,086,821</u>	<u>1,234,285</u>
<b>REVENUES OVER (UNDER) EXPENSES</b>	88,867	453,953	(393,068)	20,204	(523,285)
<b><u>FUND BALANCE</u></b>					
Beginning of Year	893,394	982,261	1,436,214	1,436,214	1,456,418
End of Year	<u>\$ 982,261</u>	<u>\$ 1,436,214</u>	<u>\$ 1,043,146</u>	<u>\$ 1,456,418</u>	<u>\$ 933,133</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Building / Fire & Safety Division  
Building Inspection Fund (121-704-524)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 11 Positions	\$ 640,549	\$ 642,626	\$ 640,950	\$ 649,890	\$ 649,890
<b>12 - 90</b>	<b>Sign Incentive Award</b>	357	580	-	-	-
<b>14 - 00</b>	<b>Overtime</b>	7,273	6,572	6,060	6,000	6,000
- 01	On Call	2,924	3,849	3,913	3,913	3,913
<b>16</b>	<b>Special Pay Differential</b>	652	650	650	650	650
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	5,903	5,880	5,880	5,880	5,880
- 02	Cell Phone Allowance	6,024	5,932	6,000	6,000	6,000
<b>18</b>	<b>Uniform Allowance</b>	-	-	280	250	250
<b>21</b>	<b>FICA Taxes</b>	48,960	49,895	50,776	51,452	51,452
<b>22</b>	<b>Retirement Contributions</b>	76,984	62,083	69,400	75,615	75,615
<b>23</b>	<b>Health Insurance</b>	53,063	56,485	66,770	79,750	79,750
<b>24</b>	<b>Life Insurance</b>	1,977	1,936	1,803	1,857	1,857
	<b>Total Personal Services</b>	\$ 844,666	\$ 836,488	\$ 852,482	\$ 881,257	\$ 881,257

**POSITION ROSTER**

**Full Time Employees -**

Fire Marshall/Bldg Officer	2B	1	1	1	1	1
Deputy Fire Marshall	3C	1	1	1	1	1
Deputy Bldg Official	3C	1	1	1	1	1
Code Compliance Inspector	3B	5	5	4	4	4
Code Compliance Inspector	3A	-	-	1	1	1
Office Manager	3A	1	1	1	1	1
Administrative Assistant	4B	2	-	-	-	-
Staff Assistant	4C	-	2	2	2	2
<b>Total Positions</b>		<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Building / Fire & Safety Division  
Building Inspection Fund (121-704-524)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>					
25 - 01 Unemployment Comp	\$ 2,475	\$ 3,025	\$ -	\$ -	\$ -
31 - 17 Actuarial Services	120	117	-	-	-
<b>34 Other Contractual Services</b>					
- 15 Bank/Service Fees					
Merchant Card Fee (Vhall)	1,757	2,013	3,000	3,000	3,000
- 30 Microfilm of Records	7,246	6,632	15,000	12,000	12,000
- 50 Temporary Help	1,328	9,366	6,000	9,000	9,000
- 99 Misc. Contractual Services	-	250	-	-	5,997
<b>40 Travel and Training</b>					
- 10 Technical Training					
Misc Inspector Exams	395	100	1,100	1,100	1,100
- 15 Mandatory Recertifications	4,325	4,612	6,600	6,600	6,600
Educational Degree	-	-	1,300	2,600	2,600
<b>45 Insurance</b>					
- 10 General Liability & Property	9,814	11,248	10,375	10,376	10,376
- 40 Workers' Compensation	6,260	9,762	7,756	6,000	6,000
<b>46 Repairs &amp; Maintenance</b>					
- 20 Equipment Repair					
800 MHZ Radio Maintenance	816	756	1,000	1,000	1,000
800 MHZ Radio Reprograming	-	-	7,000	-	-
- 98 Vehicle Repair / Maintenance	2,681	4,041	5,000	5,000	5,000
<b>47 Printing &amp; Binding</b>					
- 10 In-house Copies	6,830	8,212	7,000	8,000	8,000
- 55 Brochures/Pamphlets/Forms	1,737	1,475	4,500	3,500	3,500
<b>48 Promotional Activities</b>					
- 10 Community Programs					
Public Education Brochure	-	-	500	500	500
<b>51 Office Supplies</b>					
- 90 General Office Supplies	2,082	1,709	3,000	2,500	2,500
<b>52 Operating Supplies</b>					
- 90 General Operating Supplies	80	80	1,500	1,500	1,500
<b>54 Books/Pubs/Subscrs/Membs</b>					
- 10 Books	1,157	4,497	4,600	4,600	4,600
- 40 Subscriptions	183	183	300	300	300
- 60 Memberships	1,144	1,109	1,200	1,400	1,400

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Growth Management Department  
Building / Fire & Safety Division  
Building Inspection Fund (121-704-524)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b>55 Uniforms</b>					
- 01 Uniforms	-	250	250	250	250
- 05 Rental Uniforms	1,937	1,639	1,405	1,405	1,405
- 32 Shoes/Workboots	117	479	1,400	1,400	1,400
- 50 Purchased Uniforms	-	-	1,550	1,550	1,550
<b>56 - 01 Gas, Oil &amp; Lube</b>	9,711	8,961	10,000	10,000	10,000
<b>57 Small Tools &amp; Equipment</b>					
- 10 Office Furniture/Fixtures	500	500	500	500	500
- 15 Office Equipment	111	163	500	500	500
- 20 Hand Tools	423	403	750	750	750
- 40 Safety Equipment					
Vehicle Safety Equipment	-	-	500	-	-
Vehicle Stripping 4 @ 450 ea	-	-	-	1,800	1,800
- 99 Other Small Tools & Equipment	1,490	1,432	1,500	1,500	1,500
<b>59 - 01 Administrative Overhead</b>	200,000	200,000	200,000	200,000	200,000
<b>Total Operating Expenditures</b>	\$ 264,719	\$ 283,014	\$ 305,086	\$ 298,631	\$ 304,628
<b>64 Machinery &amp; Equipment</b>					
- 03 Radios					
2 Portable Radios	\$ -	\$ -	\$ -	\$ 8,400	\$ 8,400
- 15 Computer Equipment					
Laptops	-	-	-	11,000	11,000
Zebra Printers	-	-	-	4,000	4,000
<b>Total Capital Outlay</b>	\$ -	\$ -	\$ -	\$ 23,400	\$ 23,400
<b><u>NON-OPERATING EXPENSES</u></b>					
<b>93 - 01 Reserve for Contingency</b>	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
<b>TOTAL BUDGET</b>	\$ 1,109,385	\$ 1,119,502	\$ 1,182,568	\$ 1,228,288	\$ 1,234,285

*This page intentionally left blank.*



*Section 6*  
*Public Works*  
*Department*

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

Department of Public Works  
Table of Contents

---

Overview .....	6-3
Summary Budget by Fund.....	6-10
<u>General Fund</u>	
Streets Division.....	6-12
<u>Water and Sewer Funds</u>	
Operating Fund:	
Statement of Revenues and Expenses .....	6-15
Detailed Revenues .....	6-16
Collection System Division .....	6-17
Resource Management Division.....	6-20
Utilities Operations Division .....	6-23
Plant Operations Division .....	6-27
Water Distribution Division.....	6-31
Utilities Maintenance Division .....	6-34
Laboratory Division.....	6-39
Water and Sewer Capital Projects Fund .....	6-42
Wastewater Treatment Facility Fee Fund .....	6-49
A-First Project Construction.....	6-50
Water and Sewer Connection Fee Fund.....	6-51

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

Department of Public Works  
Table of Contents

---

Refuse Disposal Fund

Statement of Revenues and Expenses .....	6-52
Refuse Disposal Division .....	6-53

Stormwater Management Funds

Operating Fund:

Revenues, Expenditures and Changes in Fund Balance.....	6-56
Stormwater Management Division.....	6-57
Stormwater Management Connection Fee Fund .....	6-61

## Public Works Department Overview

---

The Department of Public Works provides a full range of utility services to the City's residents and customers which include drinking water treatment and distribution, sanitary sewer collection and treatment, reclaimed water production and distribution, and solid waste disposal and recycling. The Department is also responsible for the City's transportation infrastructure and stormwater management.

For budget and accounting purposes the Department's activities receive funding from the eight separate funds shown in Table 1. Funding for the operation of the Department comes primarily from charges to users of the Department's utility services. The General Fund,

**Table 1: Department Funding Sources**

- ▶ General Fund
- ▶ Water and Sewer Operating Fund
- ▶ Water and Sewer Capital Projects Fund
- ▶ Wastewater Treatment Facility Fund
- ▶ Water and Sewer Connection Fee Fund
- ▶ A-First Construction Fund
- ▶ Refuse Disposal Operating Fund
- ▶ Stormwater Management Operating Fund
- ▶ Stormwater Connection Fee Fund

to a lesser extent, also provides funding. Funding for capital improvements is provided from a variety of sources including charges to users, impact and connection fees, and the General Fund, to a minor degree. Implementation of transportation improvement projects is funded from the Transportation Impact Fee Fund and from the Transportation Sales Tax Fund. These transportation improvement projects are shown in the Capital Projects section of the budget.

For 2014 substantial funding has been committed by several State agencies for the *Altamonte-FDOT Integrated Reuse and Stormwater Treatment (A-FIRST)* project, a cutting-edge water resources project. For this project we have established a separate construction fund which includes funding committed by the Florida Department of Transportation (FDOT), St. John's River Water Management District (SJRWMD) and the Florida Department of Environmental Protection (FDEP).

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Overview**

**The Budget**

The budget for the Department totals \$41.1 million, a decrease of \$3.2 million or 7.2%, under the current budget of \$44.3 million. Most of this decrease comes in the form of capital outlays as major projects are completed. Operating costs are up about 0.5% or \$80,000. Table 2 provides a summary of the budget. A more detailed summary of the budget follows at the end of this

**Table 2: Budget Summary and Comparison**  
*(dollar amounts are in millions)*

	<u>2013</u>	<u>2014</u>	<u>Increase/Decrease</u>	
			<u>Dollars</u>	<u>Percent</u>
Operating expenses	\$ 16.9	\$ 17.0	\$ 0.1	0.7%
Capital outlay	21.8	18.2	-3.6	-16.5%
	<u>38.7</u>	<u>35.2</u>	<u>-3.5</u>	<u>-9.0%</u>
Transfers to other funds	3.5	3.8	0.3	8.6%
Appropriated reserves	<u>2.1</u>	<u>2.1</u>	<u>-</u>	<u>-</u>
Total Budget	<u>\$ 44.3</u>	<u>\$ 41.1</u>	<u>\$ -3.2</u>	<u>-7.2%</u>

discussion. Based on comparisons with other utility providers and on customer feedback, the Public Works Department provides exceptional services that are both are effective and efficient. We are proud to provide utility services often for fewer dollars than our competitors. The Public Works Department continually strives to maintain this competitive position in the public/private marketplace.

**Operating Expenses**

The ongoing daily costs of operating the Department of Public Works are classified as operating expenses. These costs include employee salaries and benefits, the cost of materials and supplies, utility costs, maintenance costs, and similar expenses. Throughout the Department, we ensure that recurring expenses remain as low as possible by identifying and implementing operational efficiencies. The budget includes \$17 million for operating expenses, an increase of approximately \$80,000 or about 0.5% from the current budget. This increase is the net effect of several budget increases and decreases.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Overview**

---

In order to improve service delivery, a minor reorganization is proposed for the Streets and Stormwater Division. The reorganization creates two (2) *construction worker* positions and eliminates a vacant *construction specialist* position. Training and development continues to be given more attention in order to expand the staff's operational and technical knowledge to ensure maximum efficiency as we move forward. Funding for a variety of worker safety equipment has been included. The cost of chemicals, a major staple in the operation of our water and water reclamation plants, continues to be reduced through the implementation of treatment improvements. We expect this cost to reach \$468,000 in 2014, down \$130,000 from the current budget. The cost of contracted sludge hauling, \$370,000, has been stabilized for 2014 when compared to 2013. We have included funding for a variety of repairs and maintenance items at the water plants and at the water reclamation plant. Also offsetting some of these operating costs are reductions in professional services and other efficiencies in plant operations.

Finally, our staff along with the Leisure Services Department has been actively involved in developing the Altamonte Springs Science Incubator and ensuring its success during implementation. This project will actively engage students and introduce them to STEM (science, technology, engineering, and math) careers via live experiences. The operating budget reflects funding for miscellaneous supplies and equipment necessary for the Altamonte Springs Science Incubator.

**Capital Outlay**

The capital budget totals \$18.2 million and includes some re-allocation for multi-year projects previously funded, but not yet completed. Most of these capital expenditures are related to upgrades to our existing water and wastewater operations to achieve greater

**Public Works Department  
Overview**

---

reliability. Also, the deferral and re-allocation of several capital projects was necessary in order to accommodate the workload associated with the *Altamonte-FDOT Integrated Reuse and Stormwater Treatment* (A-FIRST) project. Finally, \$3.2 million is budgeted for transportation improvement projects throughout the City.

*Buildings* Several buildings at the RWRf (Keller Rd.) were built in the 80's and are in need of repairs and/or replacement. The budget includes funding for the most pressing needs: design of improvements to the Sludge Conveyor Press building (\$50,000) and construction of improvements to the Mechanical Maintenance building (\$250,000).

*Regional Wastewater Reclamation Facility* The budget includes \$100,000 for the design improvements to the aeration system, anoxic and nitrification, including new blowers, air diffusers, and repairs. Also, included is the reallocation of \$1.44 million for the construction of the aeration system improvements. An additional \$25,000 has been included for the replacement of two (2) chemical storage tanks.

*Utility Relocation Projects* The budget includes a re-allocation (\$600,000) for the multi-year utility relocations required as part of the SunRail project. Most of these utility relocations are at railroad crossings and include any necessary improvements to serve future redevelopment around the SunRail station area. Also included in the budget is funding (\$200,000) for the design utility relocations required along Wymore Road as part of both Seminole County's Wymore Road and off-system improvements by the FDOT related to the widening of I-4.

**Public Works Department  
Overview**

---

Potable Water Projects The budget includes \$500,000 and \$200,000 for the rehabilitation of the Fire Station No. 12 Water Tower (I-4 water tower) and the Southwest Water Tower (near Keller Road, now directly adjacent to the new Gateway Drive).

Sewer Projects The budget includes \$1.2 million for the rehabilitation and upgrade of two major lift stations. Additionally, we anticipate the implementation of several inflow and infiltration projects at a cost of \$500,000. Finally, the condition of our sewage force mains is currently being assessed and a replacement and/or rehabilitation program will be developed at an anticipated cost of \$500,000.

Reclaimed Water Projects The budget includes \$5,000 for design of additional motorized reclaimed water valves at key locations throughout the system.

Solid Waste In 2014 a “clam shell” truck is scheduled for replacement at a cost of \$135,000. These trucks are on a staggered, multi-year replacement cycle which means about every fifth year we do not purchase a vehicle.

Stormwater Management/ A-FIRST We continue to modernize the stormwater management program to include technological tools for flood attenuation and pollution abatement. Design of the *Altamonte-FDOT Integrated Reuse and Stormwater Treatment* (A-FIRST) project will continue in 2014 followed by construction of its multiple components. Due to the innovative nature of this project as well as the multitude of resulting environmental benefits, substantial funding (\$9.5M) has been committed to the project by FDOT, SJRWMD, and FDEP.

## Public Works Department Overview

---

Additionally, a comprehensive lake management program addressing both water quality and aquatic weed control is being implemented, with a corresponding budget of approximately \$70,000. The modernization of this program will result in improved decision making tools for flood control and surface water quality improvements throughout the City.

Transportation Projects The 2014 budget includes \$600,000 for the asphalt milling and resurfacing program (to be used in part with the neighborhood enhancement program). Major transportation projects include the design, permitting, and construction of drainage and pedestrian improvements along Orienta Ave. at a cost of \$1.165 million. Several intersection and traffic signal improvements are scheduled for design and construction. Some of these projects include improvements to the traffic signals along SR 436 (at Montgomery, at Essex, and at Hattaway). Finally, re-allocation of funding for traffic calming measures at Spring Oaks Blvd. (\$75,000), among other minor projects, are included in the budget.

### **Interfund Transfers**

There is one interfund transfer within the Department included in the budget. This is \$3.775 million transferred from the Water and Sewer Operating Fund to the Water and Sewer Capital Projects Fund to continue annual funding of the depreciation and replacement of utility assets.

### **Appropriated Reserves**

Finally, we have included \$1.325 million as appropriated reserves in the budget. This includes reserves for both operating expenses and capital outlays. It does not include the

**City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget**

**Public Works Department  
Overview**

---

projected fund balances of the various funds.

**Public Works Department  
 Summary Budget by Fund**

<b>2014 Commission Approved Budget</b>					
<b>Water and Sewer Utility Funds</b>					
<b>General Fund</b>	<b>Operating Fund</b>	<b>Capital Projects Fund</b>	<b>Wastewater Treatment Facility</b>	<b>Connection Fee Fund</b>	
<b><u>Operating Expenses</u></b>					
Streets	\$ 740,612	\$ -	\$ -	\$ -	\$ -
Collection System	-	913,808	-	-	-
Resource Management	-	334,779	-	-	-
Utilities Operations	-	5,574,762	350,000	20,000	-
Plant Operations	-	3,337,273	-	-	-
Water Distribution	-	1,159,271	-	-	-
Utilities Maintenance	-	1,172,554	-	-	-
Laboratory	-	517,545	-	-	-
Solid Waste	-	-	-	-	-
Stormwater Management	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 740,612</b>	<b>\$ 13,009,992</b>	<b>\$ 350,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b><u>Non-Operating Expenses</u></b>					
Capital Outlay	\$ -	\$ 45,000	\$ 5,944,500	\$ 350,000	\$ -
Transfers to Other Funds	-	3,775,000	-	-	-
Appropriated Reserves	-	100,000	200,000	400,000	500,000
<b>Total Non-Operating Expenses</b>	<b>\$ -</b>	<b>\$ 3,920,000</b>	<b>\$ 6,144,500</b>	<b>\$ 750,000</b>	<b>\$ 500,000</b>
<b>Total Expenses</b>	<b>\$ 740,612</b>	<b>\$ 16,929,992</b>	<b>\$ 6,494,500</b>	<b>\$ 770,000</b>	<b>\$ 500,000</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Summary Budget by Fund**

<u>2014 Commission Approved Budget</u>					
<u>Stormwater Management Funds</u>					
<u>A-First Construction Fund</u>	<u>Refuse Disposal Fund</u>	<u>Operating Fund</u>	<u>Connection Fee Fund</u>	<u>Total</u>	<u>2013 Budget</u>
\$ -	\$ -	\$ -	\$ -	\$ 740,612	\$ 763,497
-	-	-	-	913,808	921,738
-	-	-	-	334,779	318,923
-	-	-	-	5,944,762	5,734,103
-	-	-	-	3,337,273	3,539,870
-	-	-	-	1,159,271	1,116,495
-	-	-	-	1,172,554	1,158,623
-	-	-	-	517,545	500,464
-	1,625,437	-	-	1,625,437	1,592,724
-	-	1,223,645	-	1,223,645	1,243,345
<u>\$ -</u>	<u>\$ 1,625,437</u>	<u>\$ 1,223,645</u>	<u>\$ -</u>	<u>\$ 16,969,686</u>	<u>\$ 16,889,782</u>
\$ 11,060,000	\$ 135,000	\$ 585,000	\$ 100,000	\$ 18,219,500	\$ 21,779,050
-	-	-	-	3,775,000	3,525,000
<u>800,000</u>	<u>25,000</u>	<u>100,000</u>	<u>-</u>	<u>2,125,000</u>	<u>2,125,000</u>
<u>\$ 11,860,000</u>	<u>\$ 160,000</u>	<u>\$ 685,000</u>	<u>\$ 100,000</u>	<u>\$ 24,119,500</u>	<u>\$ 27,429,050</u>
<u><u>\$ 11,860,000</u></u>	<u><u>\$ 1,785,437</u></u>	<u><u>\$ 1,908,645</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 41,089,186</u></u>	<u><u>\$ 44,318,832</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Streets Division  
General Fund (001-804-541)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 7 Positions	\$ 243,154	\$ 229,754	\$ 260,407	\$ 257,383	\$ 257,383
<b>12 - 90</b>	<b>Sign Incentive</b>	-	456	500	1,200	1,200
<b>14 - 00</b>	<b>Overtime</b>	5,332	3,223	6,565	6,500	6,500
- 01	On Call	1,059	1,957	2,935	2,000	2,000
<b>18</b>	<b>Uniform Allowance</b>	-	-	259	350	350
<b>21</b>	<b>FICA Taxes</b>	18,294	17,724	20,706	20,458	20,458
<b>22</b>	<b>Retirement Contributions</b>	29,097	20,337	28,610	27,682	27,682
<b>23</b>	<b>Health Insurance</b>	34,190	34,744	42,490	50,750	50,750
<b>24</b>	<b>Life Insurance</b>	<u>757</u>	<u>707</u>	<u>731</u>	<u>739</u>	<u>739</u>
<b>Total Personal Services</b>		<u>\$ 331,883</u>	<u>\$ 308,902</u>	<u>\$ 363,203</u>	<u>\$ 367,062</u>	<u>\$ 367,062</u>

**POSITION ROSTER**

**Full Time Employees -**

Streets Supervisor	3A	1	1	1	1	1
Sign Shop Supervisor	3A	1	1	-	-	-
Asst Streets Supervisor	4C	1	1	1	1	1
Heavy Equipment Operator	4C	2	2	2	2	2
Roadway Technician	4B	1	1	1	1	1
Sign Shop Technician	4B	1	1	-	-	-
Sign Shop Specialist	4C	<u>-</u>	<u>-</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Positions</b>		<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Streets Division  
General Fund (001-804-541)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>34</b>	<b>Other Contractual Services</b>					
- 80	RR Signal Maintenance	\$ 3,199	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
- 81	Street Light Maint (SR 436)	17,977	13,472	25,000	25,000	25,000
- 82	Traffic Signal Maintenance	146,284	140,976	149,000	149,000	149,000
- 85	Spring Cleanup	37,783	35,878	40,000	44,000	44,000
- 99	Misc. Contractual Services	-	333	-	600	600
<b>40 - 01</b>	<b>Travel and Training</b>	1,813	467	2,000	2,000	2,000
<b>44 - 30</b>	<b>Rentals &amp; Leases</b>	2,047	-	3,000	3,000	3,000
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 02	Fencing/Security	6,160	-	-	-	-
- 75	Hardscaping					
	Sidewalk Replacement	15,250	23,018	50,000	40,000	40,000
	Neighborhood Enhancement	-	-	50,000	40,000	40,000
	Signs	2,051	8,358	10,000	10,000	10,000
	Refurbish Pavement Markings	19,040	7,984	20,000	15,000	15,000
- 99	Other Repair & Maintenance	2,727	622	500	500	500
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	1,118	1,239	1,000	1,000	1,000
<b>51</b>	<b>Office Supplies</b>					
- 90	General Office Supplies	689	243	500	500	500
<b>52</b>	<b>Operating Supplies</b>					
- 90	General Operating Supplies	9,906	9,041	10,000	10,000	10,000
<b>53</b>	<b>Road Materials &amp; Supplies</b>					
- 10	Asphalt, Clay, Limerock, etc	10,145	13,210	20,000	20,000	20,000
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>	880	-	-	-	-
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	24	27	750	100	100
- 05	Rental Uniforms	1,844	1,083	2,330	4,000	4,000
- 32	Shoes/Workboots	605	568	850	850	850
- 40	Safety	682	624	400	1,000	1,000
- 50	Purchased Uniforms	-	-	1,414	1,500	1,500
<b>57 - 01</b>	<b>Small Tools &amp; Equipment</b>	816	520	1,500	1,500	1,500
	<b>Total Operating Expenditures</b>	<u>\$ 281,040</u>	<u>\$ 257,663</u>	<u>\$ 392,244</u>	<u>\$ 373,550</u>	<u>\$ 373,550</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Streets Division  
General Fund (001-804-541)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014</u>	
				<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>64 - 01 Machinery &amp; Equipment</b>					
Replace Paint Sprayer (18433)	-	3,693	4,000	-	-
Replace Plate Compactor (20256)	-	-	2,300	-	-
Replace Walk Behind Saw (20736)	-	-	1,750	-	-
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 3,693</u>	<u>\$ 8,050</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>	<u>\$ 612,923</u>	<u>\$ 570,258</u>	<u>\$ 763,497</u>	<u>\$ 740,612</u>	<u>\$ 740,612</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water and Sewer Operating Fund  
Statement of Revenues and Expenses**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Potable Water	\$ 4,736,949	\$ 4,843,433	\$ 4,923,915	\$ 4,972,891	\$ 5,046,467
Sewer Services	8,234,333	8,469,613	8,686,370	8,709,280	8,849,860
Reclaimed Water	2,992,563	3,010,095	3,052,934	3,021,751	3,227,253
Other Operating Revenues	33,747	29,522	34,380	28,673	28,000
Non-Operating Revenues	<u>76,391</u>	<u>155,398</u>	<u>126,474</u>	<u>85,733</u>	<u>95,000</u>
<b>Total Revenues</b>	<u>16,073,983</u>	<u>16,508,061</u>	<u>16,824,073</u>	<u>16,818,328</u>	<u>17,246,580</u>
<b><u>EXPENSES</u></b>					
<b>Operating Expenses:</b>					
Collection System	859,518	759,593	921,738	835,410	913,808
Resource Management	359,271	327,535	318,923	301,482	334,779
Utilities Operations	5,132,769	5,364,342	5,454,103	5,330,667	5,574,762
Plant Operations	3,183,723	3,184,587	3,539,870	3,124,061	3,337,273
Water Distribution	1,063,113	1,037,603	1,116,495	1,044,459	1,159,271
Utilities Maintenance	1,007,269	889,018	1,158,623	998,911	1,172,554
Laboratory	<u>413,535</u>	<u>419,810</u>	<u>500,464</u>	<u>454,911</u>	<u>517,545</u>
<b>Total Operating Expenses</b>	<u>12,019,198</u>	<u>11,982,488</u>	<u>13,010,216</u>	<u>12,089,901</u>	<u>13,009,992</u>
<b>Non-Operating Expenses:</b>					
Capital Outlay	9,863	116,420	71,500	71,500	45,000
Transfers to Water & Sewer					
Capital Projects Fund	3,250,000	3,275,000	3,525,000	3,525,000	3,775,000
Reserve for Contingencies	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>
<b>Total Non-Operating Expenses</b>	<u>3,259,863</u>	<u>3,391,420</u>	<u>3,696,500</u>	<u>3,596,500</u>	<u>3,920,000</u>
<b>Total Expenses</b>	<u>15,279,061</u>	<u>15,373,908</u>	<u>16,706,716</u>	<u>15,686,401</u>	<u>16,929,992</u>
<b>REVENUES OVER (UNDER) EXPENSES</b>	794,922	1,134,153	117,357	1,131,927	316,588
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>3,597,606</u>	<u>4,392,528</u>	<u>5,526,681</u>	<u>5,526,681</u>	<u>6,658,608</u>
End of Year	<u>\$ 4,392,528</u>	<u>\$ 5,526,681</u>	<u>\$ 5,644,038</u>	<u>\$ 6,658,608</u>	<u>\$ 6,975,196</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water and Sewer Operating Fund  
Detailed Revenues**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>OPERATING REVENUES</u></b>					
<b>Potable Water:</b>					
Metered Water Sales	\$ 4,673,537	\$ 4,760,220	\$ 4,855,932	\$ 4,878,889	\$ 4,976,467
Water Penalties	63,412	83,213	67,983	94,002	70,000
Total Potable Water	<u>4,736,949</u>	<u>4,843,433</u>	<u>4,923,915</u>	<u>4,972,891</u>	<u>5,046,467</u>
<b>Sewer Services:</b>					
Sewer Services	6,915,053	7,153,687	7,279,137	7,336,174	7,482,898
Bulk Sewer	1,230,422	1,183,529	1,305,325	1,242,120	1,266,962
Sewer Penalties	88,858	132,397	101,908	130,986	100,000
Total Sewer Services	<u>8,234,333</u>	<u>8,469,613</u>	<u>8,686,370</u>	<u>8,709,280</u>	<u>8,849,860</u>
<b>Reclaimed Water:</b>					
Reclaimed Water Sales	1,588,348	1,604,814	1,620,274	1,685,264	1,803,232
Reclaimed Standby Charges	1,374,800	1,372,313	1,402,433	1,302,823	1,394,020
Reclaimed Penalties	29,415	32,968	30,227	33,664	30,000
Total Reclaimed Water	<u>2,992,563</u>	<u>3,010,095</u>	<u>3,052,934</u>	<u>3,021,751</u>	<u>3,227,253</u>
<b>Other Operating Revenues:</b>					
Reconnection Fees	14,800	15,800	14,878	12,863	12,000
Meter Fees	6,750	4,650	6,804	5,325	5,000
Other Service Charges	12,197	9,072	12,698	10,485	11,000
Total Other Operating Rev	<u>33,747</u>	<u>29,522</u>	<u>34,380</u>	<u>28,673</u>	<u>28,000</u>
Total Operating Revenues	15,997,592	16,352,663	16,697,599	16,732,595	17,151,580
<b><u>NON-OPERATING REVENUES</u></b>					
Interest Income	48,149	126,123	101,474	60,838	70,000
Sale of Surplus Assets	7,519	16,243	10,000	10,048	10,000
Training Center Revenue	12,000	12,500	10,000	10,000	10,000
Other Miscellaneous Revenues	8,723	532	5,000	4,847	5,000
Total Non-Operating Revenues	<u>76,391</u>	<u>155,398</u>	<u>126,474</u>	<u>85,733</u>	<u>95,000</u>
<b>Total Revenues</b>	<u>\$ 16,073,983</u>	<u>\$ 16,508,061</u>	<u>\$ 16,824,073</u>	<u>\$ 16,818,328</u>	<u>\$ 17,246,580</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Collection System Division  
Water and Sewer Operating Fund (401-806-536)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 9 Positions	\$ 300,991	\$ 295,661	\$ 321,258	\$ 320,717	\$ 320,717
<b>14 - 00</b>	<b>Overtime</b>	26,102	7,586	9,090	9,000	9,000
- 01	On Call	5,848	7,805	7,826	7,826	7,826
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	787	1,200	1,200	1,200	1,200
<b>18</b>	<b>Uniform Allowance</b>	-	-	333	450	450
<b>21</b>	<b>FICA Taxes</b>	25,192	23,538	25,988	25,949	25,949
<b>22</b>	<b>Retirement Contributions</b>	44,453	33,368	38,875	37,203	37,203
<b>23</b>	<b>Health Insurance</b>	38,418	41,842	54,630	65,250	65,250
<b>24</b>	<b>Life Insurance</b>	907	902	910	913	913
<b>Total Personal Services</b>		<u>\$ 442,698</u>	<u>\$ 411,902</u>	<u>\$ 460,110</u>	<u>\$ 468,508</u>	<u>\$ 468,508</u>

**POSITION ROSTER**

**Full Time Employees -**

Lift Station & Collect Sys Mgr	3B	1	1	1	1	1
Lead Lift Station/Collection Op	4C	3	3	3	3	3
Lift Station / Collection Op	4C	4	4	4	4	4
Vactor Truck Operator	4C	1	1	1	1	1
<b>Total Positions</b>		<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Collection System Division  
Water and Sewer Operating Fund (401-806-536)**

		2014				
		2011	2012	2013	Manager	Commission
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>OPERATING EXPENSES</u></b>						
<b>34</b>	<b>Other Contractual Services</b>					
- 20	Landscaping Services	\$ 7,363	\$ 7,111	\$ 10,000	\$ 8,000	\$ 8,000
- 99	Other					
	Pulmonary Function Test	-	715	-	-	-
<b>40</b>	<b>Travel and Training</b>					
- 10	Technical Training	23	-	-	-	-
	MOT Training	474	-	1,500	1,500	1,500
	FW & PCOA Region IV	1,187	1,417	1,250	1,250	1,250
	Trainco-Welding	-	990	-	-	-
- 30	Conferences/Seminars	-	286	-	-	-
<b>43</b>	<b>Utility Services</b>					
- 15	Electric Power / Lift Stations	8,483	14,901	9,000	9,000	9,000
- 50	Other Utility Services	154,526	162,629	170,000	168,000	168,000
<b>44</b>	<b>Rentals &amp; Leases</b>					
- 50	Facilities					
	Lift Stations	-	-	1,500	1,500	1,500
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 01	Building / Facility Maintenance					
	Collection System	3,187	2,947	10,000	5,000	5,000
	Lift Station	3,137	2,947	20,000	15,000	15,000
- 20	Equipment Repair					
	Refurbish Pumps & Motors	97,504	40,280	90,000	80,000	80,000
	Emergency Equipment	-	-	6,000	6,000	6,000
	Hose Fitting, Camlock, Parts etc.	13,483	10,149	3,000	3,000	3,000
	Vac-Con	6,615	4,210	-	-	-
	Camera	4,493	1,166	5,000	5,000	5,000
	Fall Arrest	1,630	-	1,000	1,000	1,000
- 80	Maintenance Contracts					
	Gas Monitor Maint. & Sensors	799	1,001	12,000	12,000	12,000
	Generator Maintenance	37,098	27,447	20,000	20,000	20,000
	Calgon Maintenance	-	-	15,000	15,000	15,000
	Fall Arrest Maintenance	-	-	3,000	3,000	3,000
- 90	Vehicle Repair					
	Vac-Con	-	597	-	-	-
- 99	Other Repairs & Maintenance	9,682	11,474	-	-	-
	Utility Access Cover Replacement	-	-	10,000	10,000	10,000
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	1,446	1,067	1,000	1,500	1,500
<b>51 - 90</b>	<b>Office Supplies</b>	208	406	500	500	500

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Collection System Division  
Water and Sewer Operating Fund (401-806-536)**

				2014		
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>52</b>	<b>Operating Supplies</b>					
- 20	Chemicals	8,725	4,116	9,000	9,000	9,000
- 40	Propane/Diesel	8,395	1,708	5,000	5,000	5,000
- 90	General Operating Supplies	39,045	44,472	-	-	-
	Collection System	-	-	10,000	10,000	10,000
	Lift Stations	-	-	17,000	17,000	17,000
	Safety Items	-	-	7,000	12,000	12,000
	Shop Supplies	-	-	12,000	12,000	12,000
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>	1,062	-	-	-	-
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	24	240	500	500	500
- 05	Rental Uniforms	2,968	2,883	4,260	5,500	5,500
- 32	Shoes/Workboots	1,991	829	1,800	2,500	2,500
- 40	Safety	852	1,057	500	600	600
- 50	Purchased Uniforms	-	-	1,818	1,950	1,950
<b>57 - 01</b>	<b>Small Tools &amp; Equipment</b>	<u>2,420</u>	<u>646</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	<b>Total Operating Expenses</b>	<u>\$ 416,820</u>	<u>\$ 347,691</u>	<u>\$ 461,628</u>	<u>\$ 445,300</u>	<u>\$ 445,300</u>
<b><u>CAPITAL OUTLAY</u></b>						
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 25	Lift Station Equipment					
	Vactor Nozzles (2)	\$ -	\$ 2,315	\$ -	\$ -	\$ -
	Replace Welder	-	2,391	-	-	-
	Replace Cues Camera	-	50,950	-	-	-
	Scraper	1,285	-	-	-	-
	Replace Shop Compressor (20180)	-	-	3,000	-	-
	Replace Gas Root Cutter	-	-	3,500	-	-
	Large Line Root Cutter	-	-	5,500	-	-
	Evaporator Cooling Fan for Shop	-	-	4,500	-	-
	UPS for TV truck	-	-	2,000	-	-
	Air Plasma Cutter	-	-	-	3,500	3,500
	Sewer Cleaning Nozzles (2)	-	-	-	5,000	5,000
	Sewer Cleaning Hose (2)	-	-	-	10,000	10,000
	<b>Total Capital Outlay</b>	<u>\$ 1,285</u>	<u>\$ 55,656</u>	<u>\$ 18,500</u>	<u>\$ 18,500</u>	<u>\$ 18,500</u>
<b>TOTAL BUDGET</b>		<u>\$ 860,803</u>	<u>\$ 815,249</u>	<u>\$ 940,238</u>	<u>\$ 932,308</u>	<u>\$ 932,308</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Resource Management  
Water and Sewer Operating Fund (401-807-536)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 5 Positions	\$ 260,885	\$ 243,822	\$ 218,881	\$ 225,918	\$ 225,918
<b>14</b>	<b>Overtime</b>	152	-	404	400	400
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	3,493	3,480	3,480	3,480	3,480
- 02	Cell Phone Allowance	602	600	600	600	600
<b>18</b>	<b>Uniform Allowance</b>	-	-	74	100	100
<b>21</b>	<b>FICA Taxes</b>	19,316	17,662	17,093	17,633	17,633
<b>22</b>	<b>Retirement Contributions</b>	26,452	14,785	15,826	19,875	19,875
<b>23</b>	<b>Health Insurance</b>	28,977	29,630	30,350	36,250	36,250
<b>24</b>	<b>Life Insurance</b>	796	745	611	643	643
	<b>Total Personal Services</b>	<u>\$ 340,673</u>	<u>\$ 310,724</u>	<u>\$ 287,319</u>	<u>\$ 304,899</u>	<u>\$ 304,899</u>

**POSITION ROSTER**

**Full Time Employees -**

Division Dir Resource Mgmt	2B	1	1	1	1	1
Inventory Control Supervisor	4C	1	1	1	1	1
Asset Mgmt System Spec	4B	1	1	1	1	1
Administrative Assistant	4B	1	1	1	1	1
Staff Assistant	4C	1	1	-	-	-
Warehouse Worker	4B	1	1	1	1	1
<b>Total Positions</b>		<u>6</u>	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Resource Management  
Water and Sewer Operating Fund (401-807-536)**

						2014	
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved	
<b><u>OPERATING EXPENSES</u></b>							
<b>34</b>	<b>Other Contractual Services</b>						
- 99	Other	\$ -	\$ 750	\$ -	\$ -	\$ -	
	Hepatitis Shots	800	460	3,000	3,000	3,000	
	Respirator/SCBA Fit Testing	1,273	182	5,000	5,000	5,000	
	Elevator Maintenance	1,800	1,575	1,800	1,800	1,800	
<b>40</b>	<b>Travel and Training</b>						
- 10	Technical Training						
	Certifications	225	-	500	500	500	
	Hurricane Conference	-	-	750	750	750	
- 30	Conferences/Seminars						
	Hurricane Conference	-	286	-	-	-	
<b>41 - 30</b>	<b>Communications</b>						
	Pagers	1,665	1,483	2,100	2,100	2,100	
<b>42 - 01</b>	<b>Postage and Shipping</b>						
	Conservation Fliers	-	-	100	100	100	
<b>46 - 01</b>	<b>Repair &amp; Maintenance</b>						
	Radio Maintenance	497	729	1,000	1,000	1,000	
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies	2,051	3,000	1,000	1,000	1,000	
- 99	Misc. Printing	-	-	200	200	200	
<b>48</b>	<b>Promotional Activities</b>						
- 10	Community Programs						
	FL Yards & Neighborhoods	3,000	3,000	3,000	4,000	4,000	
	Conservation Items	397	506	500	500	500	
	Miscellaneous Educational	-	106	200	200	200	
<b>51</b>	<b>Office Supplies</b>						
- 90	General Office Supplies	401	409	550	550	550	
<b>52</b>	<b>Operating Supplies</b>						
- 40	Propane/Diesel	-	-	50	50	50	
- 90	General Operating Supplies	5,088	2,782	-	-	-	
	General	-	-	5,000	3,500	3,500	
	Warehouse	-	-	5,000	3,500	3,500	
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>	82	183	100	100	100	

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Resource Management  
Water and Sewer Operating Fund (401-807-536)**

			<u>2014</u>				
			<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b>55</b>	<b>Uniforms</b>						
- 01	Uniforms		6	3	-	-	-
- 05	Rental Uniforms		546	460	700	850	850
- 32	Shoes/Workboots		-	207	300	300	300
- 40	Safety		43	67	100	200	200
- 50	Purchased Uniforms		-	-	404	430	430
<b>57</b>	<b>Small Tools &amp; Equipment</b>						
- 30	Computer Equipment <1000		724	623	250	250	250
	<b>Total Operating Expenses</b>		\$ 18,598	\$ 16,811	\$ 31,604	\$ 29,880	\$ 29,880
<b>TOTAL BUDGET</b>			<u>\$ 359,271</u>	<u>\$ 327,535</u>	<u>\$ 318,923</u>	<u>\$ 334,779</u>	<u>\$ 334,779</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Operations Division  
Water and Sewer Operating Fund (401-810-536)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 14 Positions	\$ 757,038	\$ 744,624	\$ 781,819	\$ 812,396	\$ 812,396
<b>13</b>	<b>Limited Term Employees</b>	-	32,074	-	18,000	18,000
<b>14</b>	<b>Overtime</b>	368	682	1,514	1,500	1,500
<b>16</b>	<b>Add Pay</b>	653	750	1,300	1,300	1,300
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	9,623	7,477	8,280	8,280	8,280
- 02	Cell Phone Allowance	4,097	4,939	5,400	5,400	5,400
<b>21</b>	<b>FICA Taxes</b>	57,010	57,966	61,071	64,786	64,786
<b>22</b>	<b>Retirement Contributions</b>	98,384	87,179	96,857	89,616	89,616
<b>23</b>	<b>Health Insurance</b>	49,932	55,955	84,980	101,500	101,500
<b>24</b>	<b>Life Insurance</b>	2,146	2,150	2,162	2,259	2,259
	<b>Total Personal Services</b>	<u>\$ 979,251</u>	<u>\$ 993,796</u>	<u>\$ 1,043,383</u>	<u>\$ 1,105,037</u>	<u>\$ 1,105,037</u>

**POSITION ROSTER**

**Full Time Employees -**

Public Works Director	1D	-	1	1	1	1
Div Director/City Engineer	2C	1	1	1	1	1
Construction Inspector I	3A	-	1	1	1	1
Utilities Coordinator	3C	1	1	1	1	1
CAD Technician	3A	1	1	1	1	1
Project Liaison	3A	-	-	1	1	1
Construction Project Manager	3C	1	1	1	1	1
Development Coordinator	3C	1	1	1	1	1
Engineering Technician I	3A	1	1	1	1	1
Engineering Technician II	3B	1	1	1	1	1
Senior GIS Specialist	3C	1	1	1	1	1
Compliance Coordinator	3B	1	1	1	1	1
Staff Assistant	4C	1	1	1	1	1
Office Assistant	4A	1	1	1	1	1
		<u>11</u>	<u>13</u>	<u>14</u>	<u>14</u>	<u>14</u>
	<b>Total Positions</b>	<u>11</u>	<u>13</u>	<u>14</u>	<u>14</u>	<u>14</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Operations Division  
Water and Sewer Operating Fund (401-810-536)**

		2014				
		2011	2012	2013	Manager	Commission
		Actual	Actual	Budget	Recmnd	Approved
<b><u>OPERATING EXPENSES</u></b>						
<b>25 - 01 Unemployment Comp</b>		\$ 23,576	\$ 7,548	\$ 7,000	\$ 7,000	\$ 7,000
<b>31 Professional Services</b>						
- 10	Annual Reports / Cranes Roost	-	-	15,000	10,000	10,000
- 17	Actuarial Services	658	650	-	-	-
- 40	Engineering & Design Svcs	1,905	-	15,000	7,000	7,000
- 50	Surveying					
	Surveyor Plat Rev Svcs (04-042)	-	-	11,000	11,000	11,000
	Lake Orienta Park Imp (11-028)	2,640	-	-	-	-
	Palm Springs Right Ln (11-008)	870	-	-	-	-
	Rolling Wood Trail (11-012)	3,999	-	-	-	-
	Commission Re-District	-	3,855	-	-	-
- 70	Legal Fees	51,126	47,937	48,000	48,000	48,000
- 99	Other	-	-	10,000	1,000	1,000
<b>34 Other Contractual Services</b>						
	Sunshine One-Call Fees	4,343	3,668	4,500	4,500	4,500
	RR ROW Pipeline Crossing	2,060	1,625	3,000	3,000	3,000
	Microfilm Dept Documents	1,410	1,414	7,000	7,000	7,000
	Security System Annual Maint	-	-	11,500	11,500	11,500
	Cable Instalation-West Altamonte	1,627	-	-	-	-
	Employee Testing	-	50	-	-	-
<b>40 Travel and Training</b>						
- 01	Professional Training	655	992	5,000	4,000	4,000
	FACE	755	-	750	-	-
	FL Lake Mgt Society	919	-	-	-	-
	Nat'l Flood Ins Program	485	-	-	-	-
	FSA	225	190	-	-	-
	Aquatic Weed Control	1,030	-	-	-	-
	PW&PCOA	300	-	-	-	-
	ESRI-ARCGID	1,575	-	-	-	-
	Hurrican Conference	-	322	-	-	-
	Potable Reuse Conference	-	1,823	-	-	-
	Annual Wateruse	-	2,251	-	-	-
	FL Stormwater	-	319	-	-	-
- 15	Certifications/Licences	-	-	-	1,000	1,000
<b>41 Communications</b>						
- 10	City-wide Phone System					
	Public Works Phone System	24,569	14,634	40,000	22,500	22,500
	Phone Maintenance	25,029	27,727	9,000	11,100	11,100
	Cable/Labor/Parts/Equip	2,284	1,361	2,000	1,600	1,600
- 20	Cellular Phones	3,344	6,131	1,300	1,200	1,200
	Air Cards	-	-	15,650	11,100	11,100
<b>42 - 01 Postage and Shipping</b>		14	6	25	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Operations Division  
Water and Sewer Operating Fund (401-810-536)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>44</b>	<b>Rentals &amp; Leases</b>					
- 40	Network Connections					
	Fiber Optic PW	4,718	6,166	6,200	8,100	8,100
	West Alt - Brighthouse	12,558	12,558	13,000	13,000	13,000
	Lift Station #38 & 51 (Brighthouse)	-	-	-	1,400	1,400
<b>45</b>	<b>Insurance</b>					
- 10	General Liability & Property	288,720	325,393	311,285	313,275	313,275
- 40	Workers' Compensation	54,310	101,690	54,060	39,000	39,000
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 80	Maintenance Contracts					
	Photocopier/Scanner	669	181	3,000	3,000	3,000
	Plotter Maintenance	-	-	500	500	500
	Office Equipment	-	-	500	500	500
- 98	Vehicle Repair / Maintenance	70,604	74,244	75,000	85,000	85,000
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	3,546	6,044	3,000	4,000	4,000
<b>49</b>	<b>Other Services &amp; Charges</b>					
- 01	Bad Debt Expenses	45,000	100,000	-	-	-
<b>51</b>	<b>Office Supplies</b>					
- 90	General Office Supplies	1,893	1,882	1,500	2,500	2,500
<b>52</b>	<b>Operating Supplies</b>					
- 10	Custodial Supplies	-	56	-	-	-
- 90	Computer / Printer Supplies					
	CAD Supplies	3,598	1,828	6,500	6,500	6,500
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 60	Memberships	260	205	-	-	-
	F.A.C.E.	170	-	-	-	-
	FSA	765	-	-	-	-
	AWWA Utility Membership	-	2,454	3,250	3,500	3,500
	FWEA Membership	-	2,907	2,700	3,000	3,000
	ASCE	367	776	-	300	300
- 99	Miscellaneous					
	FWEA Membership	1,300	94	-	-	-
<b>55</b>	<b>Uniforms</b>					
- 32	Shoes/Workboots	128	140	1,000	650	650
- 40	Safety	68	62	-	-	-
<b>56 - 01</b>	<b>Gas, Oil &amp; Lube</b>	106,851	108,566	120,000	120,000	120,000
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 15	Office Equipment	899	970	1,000	1,000	1,000
- 20	Hand Tools	22	148	-	-	-
	Survey Tools & Equipment	-	-	500	500	500
- 30	Computer Equipment <\$1000	-	448	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Operations Division  
Water and Sewer Operating Fund (401-810-536)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b>58 Computer Software</b>					
- 10 Upgrades	1,674	1,231	2,000	1,500	1,500
<b>59 - 01 Reimb to General Fund</b>	<u>3,400,000</u>	<u>3,500,000</u>	<u>3,600,000</u>	<u>3,700,000</u>	<u>3,700,000</u>
<b>Total Operating Expenses</b>	<u>\$ 4,153,518</u>	<u>\$ 4,370,546</u>	<u>\$ 4,410,720</u>	<u>\$ 4,469,725</u>	<u>\$ 4,469,725</u>
<b><u>CAPITAL OUTLAY</u></b>					
<b>64 - 15 Computer Software / Upgrades</b>					
Auto Cad	-	-	-	4,000	4,000
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>
<b><u>NON-OPERATING EXPENSES</u></b>					
<b>Transfers To Other Funds</b>					
Water & Sewer					
Capital Projects Fund	\$ 3,250,000	\$ 3,275,000	\$ 3,525,000	\$ 3,775,000	\$ 3,775,000
<b>Reserve For Contingencies</b>	-	-	100,000	100,000	100,000
<b>Total Non-Operating Expenses</b>	<u>\$ 3,250,000</u>	<u>\$ 3,275,000</u>	<u>\$ 3,625,000</u>	<u>\$ 3,875,000</u>	<u>\$ 3,875,000</u>
<b>TOTAL BUDGET</b>	<u><u>\$ 8,382,769</u></u>	<u><u>\$ 8,639,342</u></u>	<u><u>\$ 9,079,103</u></u>	<u><u>\$ 9,453,762</u></u>	<u><u>\$ 9,453,762</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Plant Operations Division  
Water and Sewer Operating Fund (401-811-536)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 20 Positions	\$ 935,568	\$ 934,669	\$ 942,668	\$ 953,023	\$ 953,023
<b>14 - 00</b>	<b>Overtime</b>	32,222	34,630	75,748	75,000	75,000
- 01	On Call	3,354	4,042	5,870	3,913	3,913
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	3,493	3,480	3,480	3,480	3,480
- 02	Cell Phone Allowance	972	1,754	1,800	1,800	1,800
<b>18</b>	<b>Uniform Allowance</b>	-	-	592	800	800
<b>21</b>	<b>FICA Taxes</b>	71,106	72,454	78,807	79,406	79,406
<b>22</b>	<b>Retirement Contributions</b>	101,532	81,321	95,823	99,688	99,688
<b>23</b>	<b>Health Insurance</b>	89,638	97,612	121,400	145,000	145,000
<b>24</b>	<b>Life Insurance</b>	2,894	2,727	2,650	2,713	2,713
	<b>Total Personal Services</b>	<u>\$ 1,240,779</u>	<u>\$ 1,232,689</u>	<u>\$ 1,328,838</u>	<u>\$ 1,364,823</u>	<u>\$ 1,364,823</u>

**POSITION ROSTER**

**Full Time Employees -**

Div Dir Water/WW/Reuse	2C	1	1	1	1	1
Utility Plant Ops & Maint Mgr	3C	1	1	1	1	1
Regulatory Compliance Mgr	3C	1	1	1	1	1
Lead Utility Operator Dual/AA	3B	1	1	1	1	1
Lead Utility Operator Dual/BA	3B	1	1	1	1	1
Lead Utility Operator Dual/CA	3B	1	1	-	-	-
Utility Operator Dual/CB	3A	7	7	7	4	4
Utility Operator Dual/CC	3A	3	3	3	6	6
Contract Utility Oper Trainee	4B	2	3	4	4	4
Staff Assistant	4C	1	1	1	1	1
<b>Total Positions</b>		<u>19</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Plant Operations Division  
Water and Sewer Operating Fund (401-811-536)**

						2014	
		2011	2012	2013	Manager	Commission	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>	
<b><u>OPERATING EXPENSES</u></b>							
<b>31</b>	<b>Professional Services</b>						
- 20	Consulting Services						
	General Consulting WRF	\$ -	\$ 7,536	\$ 20,000	\$ 5,000	\$ 5,000	
	General Water Consulting	3,704	-	10,000	5,000	5,000	
	Reg Compliance Mgmt Sys (Project 95-025)	7,273	1,384	2,500	-	-	
	FDEP Permit Renewal	22,583	20,406	-	-	-	
	WRF Administrative Order	-	-	10,000	10,000	10,000	
- 40	Engineering & Design Services						
	Industrial Pretreatment Program	22,048	25,000	-	-	-	
	State Emergency Response	1,000	-	-	-	-	
	RWRF Annual Eng Svcs	34,692	35,880	30,000	20,000	20,000	
	WTP Annual Eng Svcs	25,800	-	30,000	10,000	10,000	
- 45	Permitting and Fees						
	Annual FDEP Fees	6,750	6,750	7,000	7,000	7,000	
	Annual PWS License Fee	12,000	6,000	6,000	6,000	6,000	
	WRF FDEP Minor Permit Mod	-	-	500	-	-	
	WRF Permit Renewal Fee FDEP	-	5,000	-	-	-	
<b>34</b>	<b>Other Contractual Services</b>						
- 60	Trash Disposal / Dumpster Fees	18,293	22,358	26,000	26,000	26,000	
- 61	Sludge Hauling	362,281	319,251	375,000	370,000	370,000	
- 90	Laboratory Services						
	Water Reclamation Facility	10,708	12,514	12,000	12,500	12,500	
	Water Treatment Plants	5,358	1,350	2,400	5,500	5,500	
- 99	Other	280	100	-	-	-	
	DEP Tank Registration Renewal	575	525	150	150	150	
	Cathodic Protection Inspection	-	-	-	-	-	
	SCBA Fit Test/Pulmonary	-	520	-	-	-	
<b>39 - 01</b>	<b>Educational Incentive</b>	911	1,300	3,000	3,000	3,000	
<b>40</b>	<b>Travel and Training</b>						
- 10	Technical Training	5,266	4,130	8,000	6,000	6,000	
- 40	On-site Training/CEUs	939	2,295	3,000	2,000	2,000	
- 99	Other						
	License Exams & Renewals	2,830	768	3,250	1,000	1,000	
<b>43</b>	<b>Utility Services</b>						
- 30	Wastewater Treatment Plants	696,958	737,772	750,000	750,000	750,000	
- 40	Water Treatment Plants	252,812	275,907	270,000	270,000	270,000	
<b>44</b>	<b>Rentals &amp; Leases</b>						
- 30	Equipment	460	-	-	-	-	

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Plant Operations Division  
Water and Sewer Operating Fund (401-811-536)**

				2014		
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 01	Building / Facility Maintenance					
	Wastewater Treatment Plant	1,676	1,480	10,000	5,000	5,000
	Water Plants	-	429	5,000	3,000	3,000
- 20	Equipment Repair	1,339	3,193	-	-	-
	Chemical Feed System Repairs	-	-	6,500	4,000	4,000
	Water Quality Analyzer Repairs	3,080	-	2,000	2,000	2,000
- 99	Other Repair & Maintenance	-	17	-	-	-
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	1,648	2,030	1,250	1,250	1,250
- 55	Brochures / Pamphlets	117	-	-	-	-
	CCR Water Quality Report	402	845	500	500	500
<b>48</b>	<b>Promotional Activities</b>					
- 70	Marketing					
	Tour Handouts	244	-	500	500	500
<b>51</b>	<b>Office Supplies</b>					
- 90	General Office Supplies	716	331	800	800	800
<b>52</b>	<b>Operating Supplies</b>					
- 20	Chemicals					
	Fluoridation Program	9,253	16,758	18,000	18,000	18,000
	Corrosion Inhibitor	30,683	54,557	60,000	35,000	35,000
	Polymer Solvent	-	-	3,000	3,000	3,000
	H <sub>2</sub> S Control (hydrogen sulfide)	123,372	42,614	100,000	-	-
	De-chlorinate Effluent	-	6,121	-	-	-
	Phosphorus & Virus Removal	45,260	40,305	85,000	40,000	40,000
	Sludge De-watering	34,431	22,954	40,000	30,000	30,000
	WRF Dechlor Bisultite	-	-	15,000	15,000	15,000
	Sodium Hypochlorite	1,770	-	-	-	-
	Miscro Glycerin	-	17,445	-	-	-
- 21	Chlorine	17,391	-	-	-	-
- 22	Sodium Hypochlorite	130,091	201,632	225,000	225,000	225,000
- 40	Propane / Diesel	28,007	21,729	35,000	35,000	35,000
- 90	General Operating Supplies					
	Wastewater Treatment Plant	9,075	15,956	12,000	16,000	16,000
	Water Plants	586	5,871	5,000	6,000	6,000
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 01	Books/Pubs/Subscrs/Membs	43	-	-	-	-
- 99	Other Books/Pubs/Subscrs/Membs	953	1,293	1,000	1,000	1,000
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	148	76	500	-	-
- 05	Rental Uniforms	3,336	3,105	5,950	7,000	7,000
- 32	Shoes/Workboots	880	1,646	2,000	2,000	2,000
- 40	Safety	268	642	-	250	250
- 50	Purchased Uniforms	-	-	3,232	3,500	3,500

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Plant Operations Division  
Water and Sewer Operating Fund (401-811-536)**

				2014		
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 10	Office Furn / Fixtures	367	3,193	-	2,500	2,500
- 30	Computer Equipment <1000	1,056	-	-	-	-
- 40	Safety Equipment	635	-	1,000	5,000	5,000
- 99	Other	50	-	-	-	-
	Portable Meters/Test Kits	-	930	4,000	2,000	2,000
	Pole Saw	558	-	-	-	-
	Test Pump	160	-	-	-	-
	Pressure Washer	956	-	-	-	-
	DO Meter	872	-	-	-	-
	<b>Total Operating Expenses</b>	<b>\$ 1,942,944</b>	<b>\$ 1,951,898</b>	<b>\$ 2,211,032</b>	<b>\$ 1,972,450</b>	<b>\$ 1,972,450</b>
<b><u>CAPITAL OUTLAY</u></b>						
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 25	Plant / Lift Station Equipment					
	Spare Metering Pump NaOCI-2 \$	-	\$ 3,851	\$ -	\$ -	\$ -
	Replace Fluoride Metering Pipes	3,878	-	-	-	-
	Replace PH Meters (2)	-	2,268	-	2,000	2,000
	Sonic Algae Killer (2)	-	4,350	-	-	-
	Refrigerated Samplers	-	-	5,000	5,000	5,000
	<b>Total Capital Outlay</b>	<b>\$ 3,878</b>	<b>\$ 10,469</b>	<b>\$ 5,000</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
<b>TOTAL BUDGET</b>		<b>\$ 3,187,601</b>	<b>\$ 3,195,056</b>	<b>\$ 3,544,870</b>	<b>\$ 3,344,273</b>	<b>\$ 3,344,273</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Water Distribution Division  
Water and Sewer Operating Fund (401-814-536)**

						2014	
			2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>PERSONAL SERVICES</u></b>							
<b>12</b>	<b>Regular Salaries &amp; Wages</b>						
	Base: 20 Positions	\$	660,205	\$	661,791	\$	671,365
						\$	690,682
						\$	690,682
<b>14 - 00</b>	<b>Overtime</b>		23,448	20,015	20,190	20,000	20,000
- 01	On Call		5,418	7,923	7,826	7,826	7,826
<b>17</b>	<b>Allowances</b>						
- 02	Cell Phone Allowance		602	600	600	600	600
<b>18</b>	<b>Uniform Allowance</b>		-	-	665	950	950
<b>21</b>	<b>FICA Taxes</b>		51,981	51,950	53,600	55,086	55,086
<b>22</b>	<b>Retirement Contributions</b>		78,452	62,379	70,313	73,818	73,818
<b>23</b>	<b>Health Insurance</b>		91,499	98,306	121,400	145,000	145,000
<b>24</b>	<b>Life Insurance</b>		2,070	2,037	1,885	1,959	1,959
	<b>Total Personal Services</b>	\$	<u>913,675</u>	\$	<u>905,001</u>	\$	<u>947,844</u>
						\$	<u>995,921</u>
						\$	<u>995,921</u>

**POSITION ROSTER**

**Full Time Employees -**

Div Dir Water Dist/WW Coll	2B	1	1	1	1	1
Water Distribution Supervsr	3B	1	1	1	1	1
Asst Water Dist Supervsr	4C	1	1	1	1	1
Lead Utility Service Worker	4B	2	2	2	2	2
Utility Service Worker	4B	7	7	7	7	7
Utility Locator	4B	2	2	2	2	2
Fire Hydrant Technician	4B	1	1	1	1	1
Cross Conn Control Sprvsr	3A	1	1	1	1	1
Cross Conn Control Data	4C	1	1	1	1	1
Cross Connection Tech	4C	3	3	3	3	3
<b>Total Positions</b>		<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Water Distribution Division  
Water and Sewer Operating Fund (401-814-536)**

					2014		
			2011	2012	2013	Manager	Commission
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>OPERATING EXPENSES</u></b>							
<b>34</b>	<b>Other Contractual Services</b>						
- 99	Other						
	Hepatitis Shots/Fit Test/Pulmir	\$	-	\$	1,183	\$	-
	CCC Software Support		790		790	800	800
<b>40</b>	<b>Travel and Training</b>						
- 10	Technical Training						
	Regional Short School		1,000		1,512	-	-
	CEU's		-		-	1,500	2,500
- 30	Conferences / Seminars						
	Cross Connection Control		275		550	2,000	500
	Hurricane Conference		-		896	1,000	-
<b>42 - 01</b>	<b>Postage and Shipping</b>						
			355		151	500	500
<b>46</b>	<b>Repair &amp; Maintenance</b>						
- 01	Building / Facility Maintenance						
	Water Distribution		98,659		68,505	-	-
	Cross Connection		-		-	95,000	91,000
			-		-	10,000	10,000
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies						
			2,059		2,620	2,000	2,000
- 55	Brochures / Pamphlets						
	RW/CCC Newsletters		154		-	-	-
			1,040		1,031	1,500	1,500
- 99	Other						
			409		-	500	500
<b>51 - 90</b>	<b>General Office Supplies</b>						
			1,589		1,337	1,600	1,600
<b>52</b>	<b>Operating Supplies</b>						
- 90	General Operating Supplies						
	New Water Meters		13,796		20,164	-	-
	Water Distribution System		-		-	2,000	2,000
	Barricades & Cones		-		-	5,000	5,000
	Cross Conn (Backflow Prevntn)		4,445		-	2,500	2,500
	Warehouse Issued Supplies		-		2,411	5,000	5,000
			10,312		11,975	12,000	12,000
<b>54 - 01</b>	<b>Books Pubs/Subscript/Membs</b>						
			150		-	-	-
<b>55</b>	<b>Uniforms</b>						
- 01	Uniforms						
			296		399	500	500
- 05	Rental Uniforms						
			5,191		4,734	8,215	9,500
- 32	Shoes/Workboots						
			3,076		2,241	2,400	3,200
- 40	Safety						
			2,126		3,985	1,000	1,200
- 50	Purchased Uniforms						
			-		-	3,636	3,800

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Water Distribution Division  
Water and Sewer Operating Fund (401-814-536)**

			2014		
			Manager	Commission	
			Recmnd	Approved	
			2011	2012	
			Actual	Actual	
			2013	2013	
			Budget	Budget	
<b>57</b>	<b>Small Tools &amp; Equipment</b>				
- 20	Hand Tools	3,716	3,938	10,000	7,000
	Submersible Pumps (5)	-	4,180	-	-
	<b>Total Operating Expenses</b>	<b>\$ 149,438</b>	<b>\$ 132,602</b>	<b>\$ 168,651</b>	<b>\$ 163,350</b>
<b><u>CAPITAL OUTLAY</u></b>					
<b>64</b>	<b>Machinery &amp; Equipment</b>				
- 25	Plant / Lift Station Equipment				
	Replace Portable Compressor	\$ -	\$ 1,291	\$ -	\$ -
	GPR Locator (New)	-	-	20,000	-
	Replace Tracer Locator (15932 & 15933)	-	-	8,000	-
	(16480 & 16479)	-	-	-	10,000
	Replace Dump Trailer (16201)	-	-	4,000	-
	Sub-Surface Leak Locator	-	-	-	4,000
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 1,291</b>	<b>\$ 32,000</b>	<b>\$ 14,000</b>
<b>TOTAL BUDGET</b>		<b>\$ 1,063,113</b>	<b>\$ 1,038,894</b>	<b>\$ 1,148,495</b>	<b>\$ 1,173,271</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Maintenance Division  
Water and Sewer Operating Fund (401-818-536)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 11 Positions	\$ 390,431	\$ 382,202	\$ 405,584	\$ 417,734	\$ 417,734
<b>14 - 00</b>	<b>Overtime</b>	3,811	3,677	3,022	3,000	3,000
- 01	On Call	5,859	7,740	7,826	7,826	7,826
<b>17 - 01</b>	<b>Auto Allowance</b>	3,503	3,480	3,480	3,480	3,480
<b>18</b>	<b>Uniform Allowance</b>	-	-	407	550	550
<b>21</b>	<b>FICA Taxes</b>	29,962	29,561	32,155	33,092	33,092
<b>22</b>	<b>Retirement Contributions</b>	52,707	49,283	54,692	48,978	48,978
<b>23</b>	<b>Health Insurance</b>	50,705	53,491	66,770	79,750	79,750
<b>24</b>	<b>Life Insurance</b>	<u>1,212</u>	<u>1,163</u>	<u>1,140</u>	<u>1,194</u>	<u>1,194</u>
<b>Total Personal Services</b>		<u>\$ 538,190</u>	<u>\$ 530,597</u>	<u>\$ 575,076</u>	<u>\$ 595,604</u>	<u>\$ 595,604</u>

**POSITION ROSTER**

**Full Time Employees -**

Plant Maint. Supervisor	3A	1	1	1	1	1
Instrumentation Supervisor	3A	1	1	1	1	1
Instrumentation Technician	3A	2	2	2	2	2
Electrician	3A	1	1	1	1	1
Electrician Helper	4C	1	1	1	1	1
Senior Maint Mechanic	3A	-	-	1	1	1
Utility Maintenance Mechanic	4C	<u>5</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Positions</b>		<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Maintenance Division  
Water and Sewer Operating Fund (401-818-536)**

		2014				
		2011	2012	2013	Manager	Commission
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>OPERATING EXPENSES</u></b>						
<b>34</b>	<b>Other Contractual Services</b>					
- 20	Landscaping Services	\$ 38,195	\$ 38,871	\$ 40,000	\$ 35,000	\$ 35,000
- 50	Temporary Services / Labor	-	-	1,000	-	-
- 99	Other					
	Cathodic Protection Inspection	2,025	2,400	3,000	3,000	3,000
<b>40</b>	<b>Travel and Training</b>					
- 10	Technical Training	616	7,562	-	-	-
	VTS Interaters Course	-	1,000	2,500	2,500	2,500
	Maintenance:					
	Maintenance Courses	3,935	-	5,000	6,500	6,500
<b>42 - 01</b>	<b>Postage and Shipping</b>	206	238	500	500	500
<b>44</b>	<b>Rentals &amp; Leases</b>					
- 30	Equipment					
	Maintenance	6,806	6,445	6,000	10,000	10,000
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 01	Building / Facility Maintenance					
	Laboratory Landscaping	5,461	-	-	-	-
	Rolling Steel Service Door	3,217	-	-	-	-
	Repair Gate Opener	525	-	-	-	-
	Warehouse Issued Supplies	284	565	-	-	-
	Rubber Mats	900	-	-	-	-
	Hose Rack	350	-	-	-	-
	Office Renovation	1,523	-	-	-	-
- 20	Equipment Repair					
	Telemetry System Repairs:					
	Telemetry Monitor and Repair	4,787	-	3,000	3,000	3,000
	Lift Station Monitoring	-	-	3,000	3,000	3,000
	Water Plant Monitoring	1,325	-	3,000	5,000	5,000
	Reclaim Monitoring	4,673	-	1,000	1,000	1,000
	Wastewater Treatment Facility	-	-	4,000	4,000	4,000
	Telemetry Sys Computer Imp	-	-	1,000	1,000	1,000
	Battery RWRF Breaker	-	-	2,000	2,000	2,000
	Battery RWRF Gen Panel	-	-	1,500	1,500	1,500
	Transducers	-	-	4,000	4,000	4,000
	Maintenance:					
	Water Plant Generators	18,817	10,626	30,000	26,000	26,000
	WRF Auxiliary Generators	4,659	4,085	45,000	40,000	40,000
	Plant Equipment	20,656	39,850	80,000	65,000	65,000
	WTP Equipment	9,706	22,932	20,000	25,000	25,000
	Press Belt Replacements	12,188	-	8,000	8,000	8,000
	WTP GST Repairs	-	-	40,000	40,000	40,000
	Well Pump Maintenance	6,214	-	30,000	30,000	30,000
	Vertical Conveyor Repair Parts	1,390	-	5,000	5,000	5,000
	Belt Filter Press Roller	-	19,881	15,000	15,000	15,000
	Refurbish/Replace Pumps	10,223	-	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Maintenance Division  
Water and Sewer Operating Fund (401-818-536)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b>46</b>	<b>Repair &amp; Maintenance (cont'd)</b>					
- 20	Equipment Repair (cont'd)					
	Back Wash Pump #1	-	11,982	-	-	-
	Back Wash Pump #2	-	18,250	-	-	-
	HSP 1 WP5	-	6,089	-	-	-
	HSP 3 WP5	-	12,495	-	-	-
	Primary Screw Pump #2	-	1,356	-	-	-
	Blower Motor #6	-	2,456	-	-	-
	Pipe/Valve Repairs	2,247	-	-	-	-
	Electrical Repairs	-	-	10,000	10,000	10,000
	MLSS 1C Pump & Motor	-	18,434	15,000	15,000	15,000
	Biofilters - RWRF Blowers Repl	3,299	-	3,500	3,500	3,500
	Maintain Odor Control Disp	-	2,776	7,000	7,000	7,000
	PH Mixer Gear Box	-	-	12,000	12,000	12,000
	Tank Inspect/Clean	5,610	4,420	-	6,000	6,000
	Low Head Pump Maint.	20,350	-	-	-	-
	High Service Pump Maint.	23,922	-	30,000	30,000	30,000
	Course Bar Screen Repair	28,405	-	40,000	40,000	40,000
	Nitrification Tank	1,725	-	10,000	10,000	10,000
	Mixer #1	3,978	-	-	-	-
	Grit Pump Pully	1,230	-	-	-	-
	Grit Pump	13,902	9,388	-	-	-
	WTP #5:					
	Well #12	23,996	5,687	-	-	-
	Well #16	2,321	-	-	-	-
	Lift Station:					
	Well #11	42,122	-	-	-	-
	Well #15	-	9,388	-	-	-
	MLSS 2A & 2B Pump & Motor	46,300	-	-	-	-
	Gate Repairs	997	-	-	-	-
	Hycor Cylinder	10,038	-	-	-	-
	Flow System	2,634	-	-	-	-
	Actuator	5,975	-	-	-	-
	RWRF Light Replace (In-house)	-	-	15,000	15,000	15,000
	FLOCC Mixer	-	1,379	-	-	-
	Aerator Screening	-	6,423	-	-	-
	MLSS Return Trough Repair	-	4,540	-	-	-
	Scale Boxes	-	20,190	-	-	-
	J Box Relocate	-	1,925	-	-	-
<b>46</b>	<b>Repair &amp; Maintenance (cont'd)</b>					
- 80	Maintenance Contracts	-	156	-	-	-
	Forklift Maintenance	622	1,455	1,000	1,500	1,500
	Cranes Insp/Load Test	1,360	1,360	2,000	2,000	2,000
	VTS Trihedral	6,644	8,112	9,500	9,500	9,500
	WRF Elevator Inspection	2,050	1,619	2,200	2,200	2,200
	RWRF Air Compressor Maint	397	1,960	4,000	3,000	3,000
	RWRF ASCO Generator System	-	-	5,000	5,000	5,000
	Gate Repairs	596	-	-	-	-
- 99	Other Repair and Maintenance	1,253	4,076	4,000	6,000	6,000
	Truck Scale Maintenance	1,090	-	-	-	-
	Power Meter	748	-	-	-	-
	Weir	900	-	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Maintenance Division  
Water and Sewer Operating Fund (401-818-536)**

				2014				
				2011	2012	2013	Manager	Commission
				Actual	Actual	Budget	Recmnd	Approved
<b>46</b>	<b>Repair &amp; Maintenance (cont'd)</b>							
- 99	Other Repair and Maintenance (cont'd)							
			Press Room Floor Grate	-	1,758	-	-	-
			Alluminum Building Repairs	-	2,977	-	-	-
<b>47</b>	<b>Printing &amp; Binding</b>							
- 10	In-house Copies			1,230	836	600	600	600
- 50	Outside Printing			-	-	150	150	150
<b>51</b>	<b>Office Supplies</b>							
- 90	General Office Supplies			707	164	-	-	-
			Maintenance	-	-	350	350	350
			Telemetry	-	-	350	350	350
<b>52</b>	<b>Operating Supplies</b>							
- 20	Chemicals							
			Maintenance:					
			Odor Control	8,963	2,557	9,000	9,000	9,000
- 40	Propane / Diesel							
			Maintenance:					
			Lubrication, Oil & Sample Kits	4,987	1,114	10,000	15,000	15,000
- 90	General Operating Supplies							
			Warehouse Issued Supplies	624	169	-	-	-
			Wastewater	21,647	24,200	-	-	-
			Telemetry:					
			Wire/Label Cabinets	-	-	700	1,000	1,000
			Telemetry Equipment	-	-	700	700	700
			UPS's (Small)	-	-	4,000	4,000	4,000
			Camera Poles, Cabling	-	-	3,500	3,500	3,500
			SCADA Additional Monitoring	-	-	7,000	4,000	4,000
			Gas Detectors	1,132	-	-	-	-
			Electrical	-	-	1,500	1,500	1,500
			Maintenance:	-	-	3,000	3,000	3,000
			Misc Parts Fittings	1,177	-	-	-	-
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>			103	275	300	300	300
<b>55</b>	<b>Uniforms</b>							
- 01	Uniforms			138	222	300	300	300
- 05	Rental Uniforms			3,610	3,186	5,175	6,500	6,500
- 32	Shoes/Workboots			646	1,270	2,000	2,000	2,000
- 40	Safety			848	711	1,000	1,000	1,000
- 50	Purchased Uniforms			-	-	2,222	2,500	2,500
<b>57</b>	<b>Small Tools &amp; Equipment</b>							
- 10	Office Furn/Fixt			-	934	-	-	-
- 20	Hand Tools			5,578	5,584	3,500	5,000	5,000
- 30	Computer Equipment <\$1000			116	-	1,000	500	500
- 40	Safety Equipment			4,181	759	-	-	-
			Operations Protective Equipment	-	-	1,500	1,000	1,000
			Telemetry Safety Equipment	-	-	1,500	1,000	1,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Utilities Maintenance Division  
Water and Sewer Operating Fund (401-818-536)**

			2014		
			Manager Recmnd	Commission Approved	
			<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>
<b>58</b>	<b>Computer Software</b>				
- 10	Upgrades		-	1,334	500
	<b>Total Operating Expenses</b>		\$ 469,079	\$ 358,421	\$ 583,547
			\$ 576,950	\$ 576,950	
<b><u>CAPITAL OUTLAY</u></b>					
<b>64</b>	<b>Machinery &amp; Equipment</b>				
- 15	Computer Equipment				
	Replace SCADA Computers	\$	-	\$ 4,134	\$ -
- 16	SCADA Equipment				
	Pressure Calibration Tester		2,527	-	-
	Radio Spectrum Analyser		-	8,541	-
	Monitors (2)		2,173	1,292	-
- 70	Heavy Equipment				
	Power Analyser Data Logger		-	6,955	-
	Vibration Meter		-	-	10,000
	<b>Total Capital Outlay</b>		\$ 4,700	\$ 20,922	\$ 10,000
			\$ 1,500	\$ 1,500	
<b>TOTAL BUDGET</b>			<b>\$ 1,011,969</b>	<b>\$ 909,940</b>	<b>\$ 1,168,623</b>
			<b>\$ 1,174,054</b>	<b>\$ 1,174,054</b>	

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Laboratory Division  
Water and Sewer Operating Fund (401-819-536)**

						2014		
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved		
<b><u>PERSONAL SERVICES</u></b>								
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 6 Positions	\$ 243,883	\$ 249,757	\$ 264,839	\$ 273,067	\$ 273,067		
<b>13</b>	<b>Limited Term Employees</b>	-	-	-	14,000	14,000		
<b>14 - 00</b>	<b>Overtime</b>	12,742	13,905	10,100	10,000	10,000		
- 01	On Call	2,913	3,881	3,913	3,913	3,913		
<b>21</b>	<b>FICA Taxes</b>	19,107	20,043	21,332	23,025	23,025		
<b>22</b>	<b>Retirement Contributions</b>	28,761	24,743	29,868	28,716	28,716		
<b>23</b>	<b>Health Insurance</b>	24,123	26,337	36,420	43,500	43,500		
<b>24</b>	<b>Life Insurance</b>	727	725	742	774	774		
<b>Total Personal Services</b>		<u>\$ 332,256</u>	<u>\$ 339,391</u>	<u>\$ 367,214</u>	<u>\$ 396,995</u>	<u>\$ 396,995</u>		

**POSITION ROSTER**

**Full Time Employees -**

Laboratory Technical Director	3C	1	1	1	1	1
Laboratory Chemist	3A	4	4	4	4	4
Laboratory Technician	4C	-	-	1	1	1
<b>Total Full Time Employees</b>		<u>5</u>	<u>5</u>	<u>6</u>	<u>6</u>	<u>6</u>

**Part Time Employees -**

Laboratory Assistant	4A	1	1	-	-	-
<b>Total Positions</b>		<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Laboratory Division  
Water and Sewer Operating Fund (401-819-536)**

				2014		
				Manager	Commission	
				Recmnd	Approved	
		2011	2012	2013		
		Actual	Actual	Budget		
<b><u>OPERATING EXPENSES</u></b>						
<b>34 - 01</b>	<b>Other Contractual Services</b>					
	Laboratory Cert Environmental	\$ 3,000	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000
	Other Miscellaneous Services	-	1,007	-	-	-
	Supplemental Lab Services	975	855	5,000	5,000	5,000
	Hazardous Waste Disposal	-	-	2,000	2,000	2,000
	Lab Water Purification	3,086	2,774	3,500	3,000	3,000
	Lab Pure Gases	599	1,992	2,000	2,000	2,000
<b>39 - 01</b>	<b>Educational Incentive</b>	-	-	-	1,300	1,300
<b>40</b>	<b>Travel and Training</b>					
- 30	Conferences/Seminars	-	491	1,000	1,000	1,000
<b>42 - 01</b>	<b>Postage and Shipping</b>	134	110	350	350	350
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 20	Equipment Repair	29	1,158	-	-	-
	Lab Instrumentation	551	-	15,000	8,000	8,000
	Towels	-	398	-	-	-
	Precision Water Bath	1,864	-	-	-	-
	Safety Cabinets-Annual Inspect	630	630	-	-	-
	Analytical Balances	388	-	-	-	-
	Muffle Furnace	898	-	-	-	-
	DI Water System	-	568	-	-	-
	Titrator Probe	-	522	-	-	-
- 80	Maintenance Contracts					
	Atomic Absorption Unit	9,835	-	10,000	9,000	9,000
	Analytical Balances	-	-	2,000	1,500	1,500
	Test Equipment Calibrations	511	1,020	2,000	1,500	1,500
	Alpkem Analyzer	-	8,200	10,000	9,000	9,000
	Other Miscellaneous Services	-	1,348	-	-	-
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	1,279	1,299	900	900	900
<b>51</b>	<b>Office Supplies</b>					
- 90	General Office Supplies	1,563	848	2,000	2,000	2,000
<b>52</b>	<b>Operating Supplies</b>					
- 20	Chemicals	6,219	4,886	15,000	15,000	15,000
- 90	General Operating Supplies	370	1,619	-	-	-
	Glassware/Containers/Bottles	6,396	5,979	10,000	10,000	10,000
	Atomic Absorption Supplies	1,428	231	2,500	2,500	2,500
	Microbiology Supplies	8,062	16,528	10,000	10,000	10,000
	QA/QC Supplies	13,726	11,889	15,000	15,000	15,000
	General Analytical Supplies	14,668	7,019	10,000	10,000	10,000
	Alpkem Analyzer Supplies	-	327	2,500	2,500	2,500
	Shelving/Storage	2,474	-	-	-	-
	Picnic Tables & Umbrella	-	1,486	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Laboratory Division  
Water and Sewer Operating Fund (401-819-536)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b>54 - 01 Books/Pubs/Subscrs/Membs</b>	-	980	1,000	1,500	1,500
<b>55     Uniforms</b>					
- 05   Rental Uniforms	304	184	-	500	500
- 32   Shoes/Workboots	108	67	-	-	-
- 40   Safety	10	-	500	1,000	1,000
<b>57 - 01 Small Tools &amp; Equipment</b>	-	2,587	5,000	-	-
- 30   Computer Equipment <\$1,000 SCADA Monitors (2)	-	417	-	-	-
	2,172	-	-	-	-
<b>58     Computer Software</b>					
- 10   Upgrades	-	-	1,000	1,000	1,000
<b>      Total Operating Expenses</b>	<u>\$ 81,279</u>	<u>\$ 80,419</u>	<u>\$ 133,250</u>	<u>\$ 120,550</u>	<u>\$ 120,550</u>
<b><u>CAPITAL OUTLAY</u></b>					
<b>64 - 70   Heavy Equipment</b>					
Drying Oven (2)	\$ -	\$ 2,953	\$ -	\$ -	\$ -
Glassware Washer (4)	-	23,432	-	-	-
Chloriform Water Bath	-	1,697	-	-	-
Ampermetric Titration Unit (PC 19172)	-	-	4,000	-	-
Microscope (New)	-	-	2,000	-	-
<b>      Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 28,082</u>	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>	<u><u>\$ 413,535</u></u>	<u><u>\$ 447,892</u></u>	<u><u>\$ 506,464</u></u>	<u><u>\$ 517,545</u></u>	<u><u>\$ 517,545</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water & Sewer Capital Projects Fund (402)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b>REVENUES</b>					
Interest Income	\$ 243,135	\$ 463,763	\$ 264,778	\$ 165,358	\$ 230,625
JPA / FDOT Reimbursement	4,338	-	-	-	-
Other Miscellaneous Income	-	1,199	-	-	-
Transfer from Water & Sewer Operating Fund	<u>3,250,000</u>	<u>3,275,000</u>	<u>3,525,000</u>	<u>3,525,000</u>	<u>3,775,000</u>
<b>Total Revenues</b>	<b>\$ 3,497,473</b>	<b>\$ 3,739,962</b>	<b>\$ 3,789,778</b>	<b>\$ 3,690,358</b>	<b>\$ 4,005,625</b>

**EXPENSES**

**31 - 20 Professional Services**

Asset Management Software

Implementation Upgrade (12-004)	\$ 12,835	\$ 2,015	\$ 125,000	\$ 44,678	\$ 200,000
Elv Tank Evaluation Prgrm (10-007)	11,595	41,857	5,000	-	-
Update Water Master Plan	-	-	-	121,983	-
Architectural Needs Assessment and Design - Keller Road	-	-	100,000	-	100,000

**46 - 99 Repair & Maintenance**

Paint Misc Surfaces	-	-	50,000	-	50,000
Paint WTP #2 & 5 (11-002)	6,032	9,762	-	-	-
Truck Bed Lining (2)	790	-	-	-	-

**57 Small Tools & Equipment**

- 30 Computer Equipment <\$1,000	<u>289</u>	<u>2,468</u>	<u>-</u>	<u>99,983</u>	<u>-</u>
----------------------------------	------------	--------------	----------	---------------	----------

<b>Total Operating Expenses</b>	<b>\$ 31,541</b>	<b>\$ 56,102</b>	<b>\$ 280,000</b>	<b>\$ 266,644</b>	<b>\$ 350,000</b>
---------------------------------	------------------	------------------	-------------------	-------------------	-------------------

**CAPITAL OUTLAY**

**62 - 10 Buildings**

RWRF Lab Replacement (06-017):

Construction	\$ 931,434	\$ -	\$ -	\$ -	\$ -
Generator Storage Facility	-	10,470	-	-	-
Security System					
Water Reclamation Facility	-	97,678	-	-	-
Water Plant 2	-	56,032	-	-	-
Water Plant 3	-	36,440	-	-	-
Water Plant 5	-	56,445	-	-	-
PW Six Remote Sites	-	26,957	-	-	-
West Alta. Administration	-	37,726	-	-	-
West Alta. Warehouse	-	11,780	-	-	-
New/Upgraded Software/Hardware	-	27,820	-	-	-
Keller Road Ops Building Roof	-	68,184	-	-	-
Operations Bldg/Keller Rd HVAC	-	-	9,300	14,140	-
W. Alta. Ops Bldg - Paint Corridors	-	-	9,000	9,514	-
Energy Star White Roof Coating West Altamonte	-	-	40,000	29,676	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water & Sewer Capital Projects Fund (402)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b>62 - 10 Buildings (continued)</b>					
Roof Replacement/Repair:					
Building #16 / Keller Road	-	-	11,000	6,773	-
W. Alta. Bldg # 3 / Insulation	-	-	150,000	146,185	-
RWRF Sludge Conveyor Press Bldg					
Design (12-005)	-	-	100,000	-	50,000
RWRF Mechanical Maint Bldg (12-01	-	28,290	250,000	16,246	250,000
<b>63 - 50 Treatment Plant</b>					
<b>Process Renovations</b>					
RWRF Electr Eval/Impl (2002-24):					
Low Voltage Improvement II & III					
Construction	20,499	-	-	-	-
Sludge Conveyor Replacement					
Design	-	39,220	-	41,833	-
RWRF Aeration System Improvements:					
Design Report (11-029)	17,579	20,606	-	5,460	100,000
Tank Rehabilitation:					
Cleaning/Tanks Repair (10-025)	78,902	-	1,440,000	55,563	1,440,000
Membrane Diffuser Parts (12-002	29,997	57,050	-	-	-
Reroute Tank Drains	-	-	100,000	-	-
Actuators for Influent	-	-	50,000	-	-
Blower Replacement (12-026)					
Design	-	10,515	-	159,745	-
Conversion - CL2 & SO4					
to Alternative	127,661	-	-	-	-
RWRF Alternative Analysis (10-013)	5,776	6,027	-	-	-
Replace Acid Tanks WTP #2 & 5					
(12-001)	-	23,500	-	-	-
RWWTF GST Handrails (11-026)	-	19,860	-	-	-
Valve Removal & Replacement					
Primary Tanks (12-001)	-	28,923	-	-	-
RWRF Feasibility Study (08-010)	-	1,818	-	-	-
Upper Digester Lining	-	-	200,000	200,000	-
Actuators for Filter Valves	-	-	150,000	150,000	-
Alternative Reclaimed Water					
Discharge (12-010)					
Design	-	17,255	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water & Sewer Capital Projects Fund (402)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b>63 - 50 Treatment Plant (continued)</b>					
<b><u>Process Renovations (continued)</u></b>					
RWRf Sludge Tank Roof Remove (12-002)	-	14,344	-	-	-
MLSS Trough Lining (North Side)	-	-	-	54,850	-
Chemical Storage Tank Replace (2)	-	-	-	-	25,000
<b>63 - 70 Improvements Not Buildings</b>					
<b><u>Utility Relocations</u></b>					
Bunnell Road and Eden Park Utility Improvements (2001-38):					
Design	10,789	-	-	-	-
Construction	-	34,101	-	-	-
SR434 W Montgmy to I-4 (05-017)	12,993	-	-	-	-
Wymore Road Widening (Utilities)					
Design (94-023)	3,438	-	-	-	200,000
Constrctn-Quality Inn Wtr (11-020)	42,432	-	-	-	-
I-4 Widening (07-033)					
Design	4,585	-	-	-	-
Oakland Estates Wtr & Swr (03-019)					
Construction	889,210	606,821	-	-	-
Altamonte Commercial Ctr (11-031)	1,076	-	-	-	-
SunRail Corridor Utility Relocations (08-009)					
Design	-	48,534	115,000	72,238	-
Construction	-	-	1,200,000	600,000	600,000
<b><u>Potable Water Projects</u></b>					
Elevated Water Tower Rehab/Painting					
Fire Station 12 Rehab (13-024)					
Design	-	-	50,000	-	19,000
Construction	-	-	500,000	-	481,000
Southwest Tank (13-025)					
Design	-	-	-	-	10,000
Construction	-	-	-	-	190,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water & Sewer Capital Projects Fund (402)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b>63 - 70 Improvements Not Buildings (continued)</b>					
<b><u>Potable Water Projects (continued)</u></b>					
WTP #2 & #5 High Svc Pumps (09-014)					
Design	20,576	5,693	-	-	-
Construction	185,659	246,938	-	20,360	-
Rolling Wood Trail Wtr Line	400	35,576	-	-	-
Water Plant #2:					
Line Ground Storage Tanks	-	-	250,000	150,000	-
Remove Chlorine Scrubbers (08-036)	-	-	100,000	19,672	-
Chlorine Contact Tank Upgrades	-	-	20,000	-	-
WTP #4 Improvements (07-012)	-	3,867	-	-	-
Clean & Paint Southwest Tank	-	-	-	-	-
Hattaway Water Main Loop (07-024)	-	-	-	44,038	-
<b><u>Sewer Projects</u></b>					
City-wide Manhole Rehabilitation (2001-23, 05-011, 10-026, 12-032)					
	80,509	13,447	-	-	-
Orange Drive Sewer Line Replacement (07-009):					
Design & Construction	15,261	476,520	-	2,314	-
Spring Lake Road Force Main Replacement (09-015):					
Design	27,618	9,200	-	3,766	-
Construction	-	426,756	-	69,242	-
L/S 12 & Force Main Replacement (08-045)					
Design	6,082	-	-	-	-
Construction	19,311	-	-	-	-
LS 8 Rehabilitation (09-008)					
Design	9,883	574	-	-	-
Construction	1,981,294	103,720	-	-	-
LS 19 @ Metavante - Upgrade (09-021)					
Design	14,650	6,565	-	-	-
Construction	-	360,582	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water & Sewer Capital Projects Fund (402)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b>63 - 70 Improvements Not Buildings (continued)</b>					
<b><u>Sewer Projects (continued)</u></b>					
LS 1 @ Central Prkwy-Upgrade (09-020)					
Design	421	9,449	-	-	-
Construction	53,907	997,897	-	122,172	-
LS 23 @ Haines & Orange (08-043)					
Design	26,500	130	-	-	-
Construction	386,972	5,685	-	-	-
LS 7 - Spring Valley (10-018)					
Design	-	-	400,000	-	-
	-	-	-	110,013	50,000
LS 29 - Douglas Ave. (12-025)					
Design	-	21,733	50,000	1,903	50,000
Construction	-	-	1,000,000	-	1,000,000
LS 10 - Pershing (11-015)	24,914	60,139	-	-	-
LS 11 - Pennsylvania (11-016)	26,352	70,739	-	-	-
LS 51 - Montgomery (98-018)	-	-	200,000	-	-
LS 38 - SR 434 (N of W.Alt) (12-018)	-	-	175,000	-	-
LS 101 - EOC PSB (11-017)	-	15,370	-	-	-
Lift Station Pump Replacemnts (12-01)	-	33,905	30,000	-	50,000
Flush Valves for Flygt Pumps	-	-	-	-	20,000
Inflow & Infiltration Assessment and Rehabilitation (11-035)					
Assessment	-	37,908	-	41,835	50,000
Design	-	-	-	-	25,000
Construction	-	-	500,000	-	425,000
Forcemain Assess & Repl Program (12-019)					
Assessment	-	41,012	-	38,766	500,000
Design	-	-	-	-	-
Construction	-	-	-	-	-
SCADA Pack Replace Progm (13-008)	-	-	65,000	62,600	65,000
<b><u>Reclaimed Water</u></b>					
Keller Rd Storage Pond (10-021)					
Design	90,038	116,616	-	43,744	-
Merrill Park Reclaimed Line (10-023)	21,137	-	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water & Sewer Capital Projects Fund (402)**

		<u>2011</u>	<u>2012</u>	<u>2013</u>		<u>2014</u>
		Actual	Actual	Budget	Projected	Budget
<b>63 - 70</b>	<b>Improvements Not Buildings (continued)</b>					
	<b><u>Reclaimed Water (continued)</u></b>					
	Motorized Reclaimed Water Valves Design	-	-	400,000	-	-
		-	-	-	13,614	5,000
	Reconfigure Fuel Tank Sumps @ West Altamonte	-	-	12,500	11,133	-
	Sandlando Joint RWT (12-020)	-	5,250	-	-	-
<b>63 - 99</b>	<b>Other Improvements Non-Buildings</b>					
	Apricot Logo Tile Replacements	-	-	-	-	20,000
<b>64</b>	<b>Machinery &amp; Equipment</b>					
- 15	Computer Equipment					
	Monitor Upgrades	-	9,065	-	-	-
	SCADA /Security System Monitor	-	6,340	-	-	-
	PW/GIS Handheld GPS w/ESRI	-	20,512	-	-	-
	Plasma Mass Spectrophotometer	-	-	200,000	-	-
	Atomic Absorption Spectrophotometer (21400)	-	-	-	100,000	-
	Spectrophotometer (21400)	-	-	-	15,000	-
	Digestion Block (21349)	-	-	-	8,000	-
	Muffle Furnace (17810)	-	-	-	7,000	-
	Centrifuge (14252)	-	-	-	6,000	-
	Inorganic Titrator (14251, 17198, 1917)	-	-	-	25,000	-
	Information Services:					
	Computer Upgrades	-	-	100,000	100,000	-
	Keller Rd Infrastructure Upgrade	-	-	20,000	20,000	-
	GIS Hardware Upgrade	-	-	40,000	40,000	-
	Replace Monitor in West Altamonte Training Room	-	-	1,500	-	-
	In Car Video	-	9,915	-	-	-
- 60	Vehicle Replacements					
	F-250 (2432, 2434 & 2436)	45,444	-	-	-	-
	Toyota Prius (2138)	22,230	-	-	-	-
	Utility Truck (2441)	-	24,487	-	-	-
	Prius (2) (1001 & 1011)	-	46,990	-	-	-
	(3) S-10 Trucks (1505) (1605) (1010)	-	-	51,000	-	-
	(2) Chevy Silverado (1505 & 1010)	-	-	-	33,852	-
	Slider & Rack Accessories (1505)	-	-	2,500	1,843	-
	Utility Truck (2400)	-	-	30,000	26,175	-
	Utility Truck-New (Elect. Helper)	-	-	27,000	26,175	-
	Ford F-350 Crew Cab (2360)	-	-	-	-	51,000
	Crane Truck 1-Ton (2336)	-	-	-	-	75,000
	Chevy Silverado 1/2 Ton (2477)	-	-	-	-	19,000
	Ford F-350 1-Ton (2494)	-	-	-	-	27,500
	(2) S-10 Trucks (2130) (2128)	-	-	-	-	38,000
	Utility Bed for Truck 2130	-	-	-	-	10,000
	Replace Utility Vacuum (17499)	-	-	-	-	49,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water & Sewer Capital Projects Fund (402)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
- 70 Heavy Equipment					
Light Tower (15122)	-	6,820	-	-	-
Manlift (21557)	-	-	-	-	50,000
<b>67 - 01 Computer Software</b>					
Geographic Information System	-	-	16,000	-	-
<b>Total Capital Outlay</b>	<b>\$ 5,235,529</b>	<b>\$ 4,615,796</b>	<b>\$ 8,564,800</b>	<b>\$ 2,726,440</b>	<b>\$ 5,944,500</b>
<b><u>NON-OPERATING EXPENSES</u></b>					
<b>Transfers To Other Funds</b>					
A-First Construction Fund	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -
<b>Reserve for Contingency</b>	-	-	200,000	-	200,000
<b>Total Non-Operating Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,200,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>Total Expenditures</b>	<b>\$ 5,267,070</b>	<b>\$ 4,671,898</b>	<b>\$ 11,044,800</b>	<b>\$ 2,993,084</b>	<b>\$ 6,494,500</b>
<b><u>REVENUES OVER (UNDER) EXPENSES</u></b>	<b>\$ (1,769,597)</b>	<b>\$ (931,936)</b>	<b>\$ (7,255,022)</b>	<b>\$ 697,274</b>	<b>\$ (2,488,875)</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>17,379,292</u>	<u>15,609,695</u>	<u>14,677,759</u>	<u>14,677,759</u>	<u>15,375,033</u>
End of Year	<u>\$ 15,609,695</u>	<u>\$ 14,677,759</u>	<u>\$ 7,422,737</u>	<u>\$ 15,375,033</u>	<u>\$ 12,886,158</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Wastewater Treatment Facility Fee Fund (405)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			Budget	Projected	
<b><u>REVENUES</u></b>					
Wastewater Plant Expansion Fee	\$ 75,875	\$ 288,274	\$ 55,650	\$ 34,154	\$ 25,000
Investment Income	<u>37,962</u>	<u>89,088</u>	<u>58,278</u>	<u>36,213</u>	<u>48,175</u>
<b>Total Revenues</b>	<b>\$ <u>113,837</u></b>	<b>\$ <u>377,362</u></b>	<b>\$ <u>113,928</u></b>	<b>\$ <u>70,367</u></b>	<b>\$ <u>73,175</u></b>
<b><u>EXPENSES</u></b>					
<b>46 Repair and Maintenance</b>					
- 20 Equipment Repair					
Replace Motors	\$ -	\$ 28,614	\$ 10,000	\$ -	\$ 10,000
Replace Pumps	-	-	10,000	-	10,000
<b>63 - 50 Improvements Not Buildings</b>					
Process Equipment Upgrades	-	-	100,000	-	100,000
RWRF Grit Removal System	-	-	150,000	-	-
Headworks Rehabilitation Design	-	-	-	-	250,000
<b>93 - 01 Reserve for Contingency</b>	<u>-</u>	<u>-</u>	<u>400,000</u>	<u>-</u>	<u>400,000</u>
<b>Total Expenditures</b>	<b>\$ <u>-</u></b>	<b>\$ <u>28,614</u></b>	<b>\$ <u>670,000</u></b>	<b>\$ <u>-</u></b>	<b>\$ <u>770,000</u></b>
<b><u>REVENUES OVER (UNDER) EXPENSES</u></b>	<b>\$ 113,837</b>	<b>\$ 348,748</b>	<b>\$ (556,072)</b>	<b>\$ 70,367</b>	<b>\$ (696,825)</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>2,678,696</u>	<u>2,792,533</u>	<u>3,141,281</u>	<u>3,141,281</u>	<u>3,211,648</u>
End of Year	<u>\$ 2,792,533</u>	<u>\$ 3,141,281</u>	<u>\$ 2,585,209</u>	<u>\$ 3,211,648</u>	<u>\$ 2,514,823</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
A-First Project Construction Budget (406)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Florida Department of Transportation	\$ -	\$ -	\$ 4,500,000	\$ -	\$ 4,500,000
St. John's River Wtr Mgmt District	-	-	3,500,000	-	3,500,000
Florida Dept of Environmental Protection	-	-	1,500,000	-	1,500,000
Transfers from Other Funds:					
Water and Sewer Capital Improvements Func	-	-	2,000,000	2,000,000	-
Stormwater Management Fund	-	-	1,000,000	1,000,000	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,500,000</b>	<b>\$ 3,000,000</b>	<b>\$ 9,500,000</b>
<b><u>EXPENSES</u></b>					
<b>31 - 20 Professional Services</b>					
Design & Engineering (13-19,20,21)	-	-	\$ 1,100,000	\$ 640,000	\$ 460,000
<b>63 - 50 Improvements Not Buildings</b>					
Pipeline to Apopka (13-021)	-	-	6,000,000	-	6,000,000
Easement Acquisitions (13-021)	-	-	300,000	-	300,000
Improvements to Cranes Roost (13-01)	-	-	2,300,000	-	2,300,000
Water Plant # 4 Modifications (13-020)	-	-	2,000,000	-	2,000,000
<b>93 - 01 Reserve for Contingency</b>	<b>-</b>	<b>-</b>	<b>800,000</b>	<b>-</b>	<b>800,000</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,500,000</b>	<b>\$ 640,000</b>	<b>\$ 11,860,000</b>
<b><u>REVENUES OVER (UNDER) EXPENSES</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,360,000</b>	<b>\$ (2,360,000)</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	-	-	-	-	2,360,000
End of Year	-	-	-	\$ 2,360,000	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Water and Sewer Connection Fee Fund (417)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Sewer Connection Fees	\$ 16,460	\$ 60,961	\$ 12,000	\$ 7,727	\$ 8,000
Water Connection Fees	27,105	84,827	24,000	11,849	12,000
Interest Income	<u>29,303</u>	<u>67,162</u>	<u>44,133</u>	<u>32,828</u>	<u>33,902</u>
<b>Total Revenues</b>	<u>\$ 72,868</u>	<u>\$ 212,950</u>	<u>\$ 80,133</u>	<u>\$ 52,404</u>	<u>\$ 53,902</u>
<b><u>RESERVES</u></b>					
93 - 01 Reserve for Contingency	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<b>REVENUES OVER (UNDER) EXPENSES</b>	\$ 72,868	\$ 212,950	\$ (419,867)	\$ 52,404	\$ (446,098)
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>1,921,889</u>	<u>1,994,757</u>	<u>2,207,707</u>	<u>2,207,707</u>	<u>2,260,111</u>
End of Year	<u>\$ 1,994,757</u>	<u>\$ 2,207,707</u>	<u>\$ 1,787,840</u>	<u>\$ 2,260,111</u>	<u>\$ 1,814,013</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Refuse Disposal Operating Fund (404)  
Statement of Revenues and Expenses**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Garbage Service	\$ 1,537,549	\$ 1,610,230	\$ 1,617,422	\$ 1,638,305	\$ 1,657,965
Bulk Garbage Fees	4,850	4,315	4,050	5,136	4,500
Recycling Fees	84,809	68,401	32,500	31,196	31,570
Refuse Penalties	34,808	32,612	32,348	37,618	33,000
Interest Income	20,642	45,499	24,707	23,885	21,425
Sale of Surplus Equipment	-	-	-	10,000	-
Other Misc. Income	1,795	18,382	-	-	-
<b>Total Revenues</b>	<b>\$ 1,684,453</b>	<b>\$ 1,779,439</b>	<b>\$ 1,711,027</b>	<b>\$ 1,746,140</b>	<b>\$ 1,748,460</b>
<b><u>EXPENSES</u></b>					
Personal Services	\$ 769,570	\$ 789,900	\$ 857,783	\$ 811,212	\$ 901,986
Operating Expenses	655,902	684,832	734,941	629,200	723,451
Capital Outlay	208,044	419,758	258,500	258,500	135,000
Reserves	-	-	25,000	-	25,000
<b>Total Expenses</b>	<b>\$ 1,633,516</b>	<b>\$ 1,894,490</b>	<b>\$ 1,876,224</b>	<b>\$ 1,698,912</b>	<b>\$ 1,785,437</b>
<b><u>REVENUES OVER (UNDER) EXPENSES</u></b>	<b>\$ 50,937</b>	<b>\$ (115,051)</b>	<b>\$ (165,197)</b>	<b>\$ 47,228</b>	<b>\$ (36,977)</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	1,445,228	1,496,165	1,381,114	1,381,114	1,428,342
End of Year	<u>\$ 1,496,165</u>	<u>\$ 1,381,114</u>	<u>\$ 1,215,917</u>	<u>\$ 1,428,342</u>	<u>\$ 1,391,365</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Refuse Disposal Division  
Refuse Disposal Operating Fund (404-801-534)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b> Base: 20 Positions	\$ 556,986	\$ 570,375	\$ 595,910	\$ 619,753	\$ 619,753
<b>14</b>	<b>Overtime</b>	9,803	10,794	12,120	12,000	12,000
<b>18</b>	<b>Uniform Allowance</b>	-	-	551	950	950
<b>21</b>	<b>FICA Taxes</b>	42,455	44,088	46,555	48,404	48,404
<b>22</b>	<b>Retirement Contributions</b>	73,634	71,740	79,580	74,119	74,119
<b>23</b>	<b>Health Insurance</b>	84,988	91,196	121,400	145,000	145,000
<b>24</b>	<b>Life Insurance</b>	<u>1,704</u>	<u>1,707</u>	<u>1,667</u>	<u>1,760</u>	<u>1,760</u>
	<b>Total Personal Services</b>	<u>\$ 769,570</u>	<u>\$ 789,900</u>	<u>\$ 857,783</u>	<u>\$ 901,986</u>	<u>\$ 901,986</u>

**POSITION ROSTER**

**Full Time Employees -**

Solid Waste Coordinator	3A	1	1	1	1	1
Solid Waste Oper Supervisor	3A	1	1	1	1	1
Solid Waste Driver	4B	15	15	15	15	15
Solid Waste Worker	4A	2	2	2	2	2
Staff Assistant	4C	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Positions</b>		<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Refuse Disposal Division  
Refuse Disposal Operating Fund (404-801-534)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENSES</u></b>					
25 - 01 Unemployment Comp	\$ 12,377	\$ -	\$ -	\$ -	\$ -
31 - 17 Actuarial Services	105	100	-	-	-
34 <b>Other Contractual Services</b>					
- 50 Temporary Services / Labor	30,144	12,218	20,000	15,000	15,000
- 60 Trash Disposal / Dumpster Fees					
County Transfer Station	206,502	203,124	245,000	245,000	245,000
Yard Waste Disposal	74,624	74,561	75,000	75,000	75,000
C & D Disposal	29,253	30,353	25,000	25,000	25,000
40 - 01 Travel and Training	-	-	750	750	750
42 - 01 Postage & Shipping	1,242	1,272	1,500	1,500	1,500
45 <b>Insurance</b>					
- 10 General Liability & Property	15,776	17,866	31,740	32,201	32,201
- 40 Workers' Compensation	22,673	66,074	28,821	21,000	21,000
46 <b>Repair &amp; Maintenance</b>					
- 20 Equipment Repair/Maint.	-	4,151	20,000	15,000	15,000
- 90 Vehicle Repair/Maint.	-	200	-	-	-
- 98 Fleet Vehicle Repair / Maint.	73,267	75,400	80,000	80,000	80,000
47 <b>Printing &amp; Binding</b>					
- 10 In-House Printing	426	454	1,500	1,500	1,500
- 50 Outside Printing	1,566	1,779	2,000	2,000	2,000
48 <b>Promotional Activities</b>					
- 10 Community Programs	1,449	-	-	-	-
Recycle Bins	4,993	4,485	6,500	5,500	5,500
- 70 Marketing					
Paint Trucks	-	2,354	2,500	2,500	2,500
51 <b>Office Supplies</b>					
- 90 General Office Supplies	-	283	500	500	500
52 <b>Operating Supplies</b>					
- 90 General Operating Supplies	2,861	2,073	3,500	3,500	3,500
54 - 01 Books/Pubs/Subscrs/Membs	-	-	200	200	200
55 <b>Uniforms</b>					
- 01 Uniforms	1,662	458	2,000	3,000	3,000
- 05 Rental Uniforms	2,144	1,613	4,748	5,500	5,500
- 32 Shoes/Workboots	2,742	3,135	3,000	3,000	3,000
- 40 Safety	2,461	4,124	2,000	2,000	2,000
- 50 Purchased Uniforms	-	-	3,082	3,200	3,200
56 - 01 Gas, Oil & Lube	94,625	103,755	100,000	105,000	105,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Refuse Disposal Division  
Refuse Disposal Operating Fund (404-801-534)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
57 - 01 Small Tools & Equipment	10	-	600	600	600
59 - 01 Reimbursement to General Fund	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
<b>Total Operating Expenses</b>	<b>\$ <u>655,902</u></b>	<b>\$ <u>684,832</u></b>	<b>\$ <u>734,941</u></b>	<b>\$ <u>723,451</u></b>	<b>\$ <u>723,451</u></b>
<b><u>CAPITAL OUTLAY</u></b>					
<b>64 Machinery &amp; Equipment</b>					
- 01 Machinery & Equipment					
Recycling Containment Bins (3)	\$ -	\$ -	\$ 11,500	\$ -	\$ -
- 60 Vehicles					
Refuse Truck (1302)	208,044	-	-	-	-
Refuse Truck (1303)	-	212,265	-	-	-
Recycle Truck (1355)	-	207,493	-	-	-
Recycle Truck (1356)	-	-	230,000	-	-
Replacement Pick up (1605)	-	-	17,000	-	-
Clam Shell (1349)	-	-	-	135,000	135,000
<b>Total Capital Outlay</b>	<b>\$ <u>208,044</u></b>	<b>\$ <u>419,758</u></b>	<b>\$ <u>258,500</u></b>	<b>\$ <u>135,000</u></b>	<b>\$ <u>135,000</u></b>
<b><u>NON-OPERATING EXPENSES</u></b>					
93 - 01 Reserve for Contingency	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
<b>Total Non-Operating Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>TOTAL BUDGET</b>	<b>\$ <u><u>1,633,516</u></u></b>	<b>\$ <u><u>1,894,490</u></u></b>	<b>\$ <u><u>1,876,224</u></u></b>	<b>\$ <u><u>1,785,437</u></u></b>	<b>\$ <u><u>1,785,437</u></u></b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Stormwater Management Division  
Stormwater Management Fund (104)  
Statement of Revenues and Expenses**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Stormwater Management Fees	\$ 1,923,935	\$ 1,926,360	\$ 1,923,935	\$ 1,931,714	\$ 1,930,000
Penalties	18,117	20,682	23,253	23,820	23,000
Interest Income	114,953	270,475	177,629	110,236	138,423
Sale of Surplus Equipment	23,023	-	-	-	-
Other Misc. Revenues	1,039	-	-	-	-
<b>Total Revenues</b>	<b>\$ <u>2,081,067</u></b>	<b>\$ <u>2,217,517</u></b>	<b>\$ <u>2,124,817</u></b>	<b>\$ <u>2,065,770</u></b>	<b>\$ <u>2,091,423</u></b>
<b><u>EXPENDITURES</u></b>					
Personal Services	\$ 527,708	\$ 531,275	\$ 581,967	\$ 507,341	\$ 617,339
Operating Expenditures	510,321	588,874	661,378	330,233	606,306
Capital Outlay	109,617	125,379	814,250	585,000	585,000
Appropriated Reserves	-	-	100,000	-	100,000
Transfers to Other Funds	-	-	1,000,000	1,000,000	-
<b>Total Expenditures</b>	<b>\$ <u>1,147,646</u></b>	<b>\$ <u>1,245,528</u></b>	<b>\$ <u>3,157,595</u></b>	<b>\$ <u>2,422,574</u></b>	<b>\$ <u>1,908,645</u></b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ 933,421</b>	<b>\$ 971,989</b>	<b>\$ (1,032,778)</b>	<b>\$ (356,804)</b>	<b>\$ 182,778</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>7,679,622</u>	<u>8,613,043</u>	<u>9,585,032</u>	<u>9,585,032</u>	<u>9,228,228</u>
End of Year	<u><u>\$ 8,613,043</u></u>	<u><u>\$ 9,585,032</u></u>	<u><u>\$ 8,552,254</u></u>	<u><u>\$ 9,228,228</u></u>	<u><u>\$ 9,411,006</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Stormwater Management Division  
Stormwater Management Fund (104-830-538)**

						2014		
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved		
<b><u>PERSONAL SERVICES</u></b>								
<b>12</b>	<b>Regular Salaries &amp; Wages</b>							
	Base: 11 Positions	\$ 387,681	\$ 393,956	\$ 412,923	\$ 418,087	\$ 418,087		
	Positions Deleted							
	Construction Specialist 4B (2)	-	-	-	(54,212)	(54,212)		
	Positions Added							
	Construction Worker 4A (3)	-	-	-	67,485	67,485		
	<b>Total Salaries &amp; Wages</b>	\$ 387,681	\$ 393,956	\$ 412,923	\$ 431,360	\$ 431,360		
<b>14 - 00</b>	<b>Overtime</b>	7,828	7,401	10,100	10,000	10,000		
- 01	On Call	1,881	1,956	2,935	2,000	2,000		
<b>17</b>	<b>Allowances</b>							
- 02	Cell Phone Allowance	1,341	1,800	1,800	1,800	1,800		
<b>18</b>	<b>Uniform Allowance</b>	-	-	370	550	550		
<b>21</b>	<b>FICA Taxes</b>	29,425	29,727	32,752	34,096	34,096		
<b>22</b>	<b>Retirement Contributions</b>	49,283	45,743	53,157	49,307	49,307		
<b>23</b>	<b>Health Insurance</b>	49,167	49,477	66,770	87,000	87,000		
<b>24</b>	<b>Life Insurance</b>	1,102	1,215	1,160	1,226	1,226		
	<b>Total Personal Services</b>	\$ 527,708	\$ 531,275	\$ 581,967	\$ 617,339	\$ 617,339		

**POSITION ROSTER**

**Full Time Employees -**

Trans & Storm Division Dir	2C	1	1	1	1	1
Stormwater Supervisor	3A	1	1	1	1	1
Asst Stormwater Supervisor	4C	1	1	1	1	1
Asst Construction Supervisor	4C	1	1	1	1	1
Heavy Equipment Operator	4C	3	3	3	3	3
Construction Specialist	4B	4	4	4	2	2
Construction Worker	4A	-	-	-	3	3
<b>Total Positions</b>		<u>11</u>	<u>11</u>	<u>11</u>	<u>12</u>	<u>12</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Stormwater Management Division  
Stormwater Management Fund (104-830-538)**

					2014						
			2011	2012	2013	Manager	Commission				
			Actual	Actual	Budget	Recmnd	Approved				
<b><u>OPERATING EXPENDITURES</u></b>											
<b>25 - 01</b>	<b>Unemployment Comp</b>	\$	-	\$	-	\$	5,000	\$	5,000	\$	5,000
<b>31</b>	<b>Professional Services</b>										
- 10	Annual Reports										
	NPDES Annual Reports		-	3,989	10,000	5,000	5,000	5,000	-	-	-
- 17	Actuarial Services		58	70	-	-	-	-	-	-	-
- 21	Environmental Analysis										
	Stormwater Hydrology/Hydraulic										
	Monitoring & Pollutant Modeling		-	151,932	-	500	500	500	-	-	500
- 40	Engineering & Design Services		-	-	10,000	10,000	10,000	10,000	-	-	10,000
- 45	Permits and Fees										
	FDEP Annual Reg Program										
	Surveillance Fee		2,411	2,411	2,500	2,500	2,500	2,500	-	-	2,500
- 70	Legal Fees		41,445	4,869	20,000	10,000	10,000	10,000	-	-	10,000
- 99	Other Professional Fees		162	-	500	500	500	500	-	-	500
<b>34</b>	<b>Other Contractual Services</b>										
- 20	Landscaping Services		73,155	65,005	80,000	80,000	80,000	80,000	-	-	80,000
- 50	Temporary Services/Labor										
	GIS Out-Source System Support		-	-	30,000	-	-	-	-	-	-
- 60	Trash Disposal / Dumpster Fees										
	Street Sweepings Disposal		24,751	25,873	35,000	35,000	35,000	35,000	-	-	35,000
	Storm Cleanup		26,035	-	-	-	-	-	-	-	-
- 99	Other										
	Pond Maintenance		-	-	10,000	10,000	10,000	10,000	-	-	10,000
	Lake Treatments		8,344	2,402	15,000	10,000	10,000	10,000	-	-	10,000
	Lake Lotus Hydrilla		26,792	-	-	-	-	-	-	-	-
	Tree Removal/Trimming		4,400	-	5,000	5,000	5,000	5,000	-	-	5,000
	Lake Orienta Drainwells		-	-	2,000	2,000	2,000	2,000	-	-	2,000
	Lake Sampling (TMDL)		-	-	5,000	5,000	5,000	5,000	-	-	5,000
<b>40</b>	<b>Travel and Training</b>										
- 10	Technical Training										
	UFLEF Conference		240	-	-	-	-	-	-	-	-
	FSA		219	190	-	-	-	-	-	-	-
- 30	Conferences / Seminars		30	20	4,000	4,000	4,000	4,000	-	-	4,000
	Florida Stormwater Conf		1,255	1,106	-	-	-	-	-	-	-
	Treco		335	-	-	-	-	-	-	-	-
	MOT Training		632	695	-	-	-	-	-	-	-
	Aquatic Weed Control Train		395	-	-	-	-	-	-	-	-
	FSA		-	318	-	-	-	-	-	-	-
	ASCE Water Resources		-	150	-	-	-	-	-	-	-
	American Society Civil Eng		-	249	-	-	-	-	-	-	-
<b>43</b>	<b>Utility Services</b>										
- 10	Electric Power		2,150	6,729	13,000	15,000	15,000	15,000	-	-	15,000
<b>44</b>	<b>Rentals &amp; Leases</b>										
- 30	Equipment Rentals		-	4,848	15,000	15,000	15,000	15,000	-	-	15,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Stormwater Management Division  
Stormwater Management Fund (104-830-538)**

				2014		
				Manager	Commission	
				Recmnd	Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b>45</b>	<b>Insurance</b>					
- 10	General Liability & Property	7,466	8,933	12,620	14,856	14,856
- 40	Workers' Compensation	11,115	36,546	16,183	12,000	12,000
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 90	Vehicle Repair / Maintenance	-	14,770	25,000	25,000	25,000
- 98	Fleet Vehicle Repair / Maintenance	54,910	43,773	50,000	50,000	50,000
- 99	Other Repair and Maintenance					
	Drainage System Repairs	3,877	5,942	40,000	25,000	25,000
	Lake Maltbie Pump	2,823	-	-	-	-
	Lake Maltbie & Ruby Aerator	-	4,501	-	-	-
	Monticello Dr.	3,556	-	-	-	-
	Sod	2,162	-	-	-	-
<b>47</b>	<b>Printing &amp; Binding</b>					
10	In-house Copies	192	252	500	500	500
- 50	Outside Printing					
	NPDES & CRS Requirements	-	-	-	5,800	5,800
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Watershed Atlas	5,000	5,000	5,000	5,000	5,000
<b>51</b>	<b>Office Supplies</b>					
- 90	General Office Supplies	131	195	500	500	500
<b>52</b>	<b>Operating Supplies</b>					
- 20	Chemicals					
	Lake Treatment Chemicals	7,354	25,526	55,000	55,000	55,000
	Cranes Roost Treatment	18,960	-	-	-	-
- 90	General Operating Supplies	8,553	7,635	7,000	7,000	7,000
	Lake Sampling Supplies	-	-	8,500	8,500	8,500
	Hydroseed Tank	1,432	-	-	-	-
	Warehouse Issued Supplies	1,006	1,251	1,000	1,000	1,000
<b>54 - 01</b>	<b>Books/Pubs/Subscript/Membs</b>	-	-	-	800	800
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	84	123	150	150	150
- 05	Rental Uniforms	2,309	2,120	3,705	5,000	5,000
- 32	Shoes/Workboots	1,371	1,674	1,500	1,500	1,500
- 40	Safety	1,241	1,164	700	2,000	2,000
- 50	Purchased Uniforms	-	-	2,020	2,200	2,200
<b>56 - 01</b>	<b>Gas, Oil &amp; Lube</b>	43,037	36,936	45,000	45,000	45,000
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 01	Small Tools & Equipment	356	1,296	5,000	5,000	5,000
- 20	Hand Tools & Equipment	577	230	-	-	-
- 30	Computer Equipment	-	151	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department - Stormwater Management Division  
Stormwater Management Fund (104-830-538)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b>59 - 01 Administrative Overhead</b>	120,000	120,000	120,000	120,000	120,000
<b>Total Operating Expenditures</b>	\$ 510,321	\$ 588,874	\$ 661,378	\$ 606,306	\$ 606,306
<b><u>CAPITAL OUTLAY</u></b>					
<b>63 Improvements Not Buildings</b>					
- 70 City Utility System					
TMDL Reduction -	\$ -	\$ 21,602	\$ 200,000	\$ 200,000	\$ 200,000
Roy Blvd Drainage Improvements	-	4,043	-	-	-
Calabria Outfall Repair					
Design	-	-	20,000	-	-
Construction	-	-	100,000	100,000	100,000
Montgomery Road Bridge Rehab	-	-	100,000	100,000	100,000
Florida Blvd. Wall Improve (12-031)	-	8,959	-	-	-
Oakland Estates Drainage	-	780	-	-	-
East Town Center					
Stormwater Master Plan	-	-	163,000	-	-
<b>64 Machinery &amp; Equipment</b>					
- 60 Vehicle Replacements					
Bobcat (1595)	34,053	-	-	-	-
Loader (1581)	72,996	-	-	-	-
Dump Truck (1564)	-	89,995	-	-	-
Street Sweeper (1601)	-	-	214,000	-	-
Clam Shell (1594)	-	-	-	135,000	135,000
- 70 Heavy Equipment					
Replace Cement Mixer	2,568	-	-	-	-
Concrete Saw (18427)	-	-	1,750	-	-
Dump Trailer (15049)	-	-	4,000	-	-
Scag 36" Mower (19221)	-	-	7,500	-	-
New Concrete Scarifier	-	-	4,000	-	-
New Mini Excavator	-	-	-	50,000	50,000
<b>Total Capital Outlay</b>	\$ 109,617	\$ 125,379	\$ 814,250	\$ 585,000	\$ 585,000
<b><u>NON-OPERATING EXPENSES</u></b>					
<b>Transfers To Other Funds</b>					
A-First Construction Fund	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -
<b>Reserve for Contingency</b>	-	-	100,000	100,000	100,000
<b>Total Non-Operating Expenses</b>	\$ -	\$ -	\$ 1,100,000	\$ 100,000	\$ 100,000
<b>TOTAL BUDGET</b>	\$ 1,147,646	\$ 1,245,528	\$ 3,157,595	\$ 1,908,645	\$ 1,908,645

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Public Works Department  
Stormwater Connection Fee Fund (317)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Drainage Connection Fees	\$ 14,439	\$ 51,977	\$ 18,250	\$ 15,828	\$ 10,000
Interest Income	<u>1,873</u>	<u>5,086</u>	<u>3,967</u>	<u>2,005</u>	<u>2,983</u>
<b>Total Revenues</b>	<u>\$ 16,312</u>	<u>\$ 57,063</u>	<u>\$ 22,217</u>	<u>\$ 17,833</u>	<u>\$ 12,983</u>
<b><u>EXPENDITURES</u></b>					
<b><u>Capital Outlay</u></b>					
<b>63 Improvements Not Buildings</b>					
General Large Projects	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Cranes Roost Algae Control	2,520	-	-	-	-
Lake Maltbie Clean Out (09-007)	79,428	-	-	-	-
Riviera Drive	<u>-</u>	<u>13,340</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>	<u>\$ 81,948</u>	<u>\$ 13,340</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>REVENUES OVER (UNDER) EXPENSES</b>	\$ (65,636)	\$ 43,723	\$ (77,783)	\$ 17,833	\$ (87,017)
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>202,972</u>	<u>137,336</u>	<u>181,059</u>	<u>181,059</u>	<u>198,892</u>
End of Year	<u>\$ 137,336</u>	<u>\$ 181,059</u>	<u>\$ 103,276</u>	<u>\$ 198,892</u>	<u>\$ 111,875</u>

*This page intentionally left blank.*



*Section 7*  
*Leisure and*  
*Maintenance Services*  
*Department*

*Leisure Services*

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department  
Leisure Services Section  
Table of Contents**

---

Overview .....	7-2
Summary Budget by Fund.....	7-4
<u>General Fund</u>	
Administration.....	7-5
Eastmonte Park.....	7-7
Merrill Park .....	7-10
Westmonte Park.....	7-13
Altamonte Recreation .....	7-16
Lake Brantley Sports Complex .....	7-21
Lake Lotus Park.....	7-24
Events Management.....	7-27
Library .....	7-29
Science Incubator Program .....	7-31
Recreational Facilities Impact Fee Fund .....	7-33

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department  
Leisure Services Section  
Overview**

The City's Leisure and Maintenance Services Department provides recreational facilities and programs to our citizens as well as maintenance and similar support services to the City's operating departments. The budget for 2014 is 5% greater than the current budget. Operating expenditures in the budget are up 6% due largely to day to day operational costs, increased recreational programming, critical rehabilitations and replacements for various facilities and equipment.

For budget presentation purposes, we have divided the Department into the two major functional sections: Leisure Services and Maintenance Services. In this section we present the budget for the Leisure Services Section. The budget for Maintenance Services is presented in the following section of the budget.

<b>Leisure and Maintenance Services Department Annual Budget Comparison (amounts in millions)</b>				
	<u>2013</u>	<u>2014</u>	<u>Variance</u>	
<b><u>Operating</u></b>				
Leisure	\$ 3.76	\$ 3.98	\$ 0.22	6%
Maintenance	5.63	5.96	0.33	6%
	<u>\$ 9.39</u>	<u>\$ 9.94</u>	<u>\$ 0.55</u>	<u>6%</u>
<b><u>Capital</u></b>				
Leisure	\$ 0.09	\$ 0.06	\$ (0.03)	-33%
Maintenance	0.12	0.11	(0.01)	-8%
	<u>\$ 0.21</u>	<u>\$ 0.17</u>	<u>\$ (0.04)</u>	<u>-19%</u>
<b>Reserves</b>	<u>\$ 0.10</u>	<u>\$ 0.10</u>	<u>\$ -</u>	<u>0%</u>
<b>Total</b>	<u><u>\$ 9.70</u></u>	<u><u>\$ 10.21</u></u>	<u><u>\$ 0.51</u></u>	<u><u>5%</u></u>

The Leisure Services Section consists of nine operating divisions: Administration, Eastmonte Park, Merrill Park, Westmonte Park, Recreation Programming, Lake Brantley Sports Complex, Lake Lotus Park, Events Management, Library and the Altamonte Science Incubator Program. Funding for the operation of Leisure Services is provided primarily from the General Fund along with support from Service Organizations and Corporate Partners. The Recreational Facilities Impact Fee Fund provides limited funding for facility expansions needed to maintain service demands.

**Leisure and Maintenance Services Department  
Leisure Services Section  
Overview**

---

These nine divisions provide a wide variety of leisure, cultural and educational programming in parks and recreational facilities that are safe, accessible and well maintained. These divisions also schedule the use of park areas and recreational facilities and work closely with Maintenance Services divisions to manage the day to day operation of the City's recreational facilities. You will find a slight increase in operating expenses across the board due mostly to critical maintenance and equipment needs. The largest increase among these divisions is found in the Recreational Programming division. The \$111,000 increase is the result of the City undertaking the management of our youth softball and volleyball programs and additional cost associated with projected growth in our youth baseball and basketball programs. These costs are totally offset by registration fees and program sponsors.

In keeping with the new standards in library services, we are continuing to transcend our inventory and programming to meet the needs of our tech-savvy population. Our Surpass Support allows Library Trek for iPhone, iPad and iPod touch and lets our patrons search the library collection, read reviews, place holds, check their accounts, renew checked out items and even scan barcodes at stores to see whether a book they are considering is available at the library.

The Altamonte Springs Science Incubator (AS2I) program exceeded all expectations with more than 3000 students participating in the first year. AS2I is conducted by the Leisure Services and Public Works Departments, with support largely from our Park Rangers, Laboratory and Waste Water Distribution Divisions. The \$158,000 budget is totally offset by private dollars.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department  
Leisure Services Section  
Summary Budget by Fund**

	<u>2014 Commission Approved Budget</u>			<u>2013 Budget</u>
	<u>General Fund</u>	<u>Recreational Facilities Impact Fee Fund</u>	<u>Total</u>	
<b><u>Operating Expenses</u></b>				
Leisure Services Administration	\$ 480,765	\$ -	\$ 480,765	\$ 448,653
Eastmonte Park	140,850	-	140,850	138,715
Merrill Park	108,490	-	108,490	107,235
Westmonte Park	260,936	-	260,936	266,436
Recreation Programming	1,553,638	-	1,553,638	1,442,233
Lake Brantley Sports Complex	74,975	-	74,975	71,378
Lake Lotus Park	514,394	-	514,394	463,835
Events Management	350,417	-	350,417	341,338
Library	341,469	-	341,469	317,519
Science Incubator Program	<u>158,000</u>	<u>-</u>	<u>158,000</u>	<u>158,000</u>
Total Operating Expenses	<u>\$ 3,983,934</u>	<u>\$ -</u>	<u>\$ 3,983,934</u>	<u>\$ 3,755,342</u>
<b><u>Non-Operating Expenses</u></b>				
Capital Outlay	\$ 64,105	\$ -	\$ 64,105	\$ 85,605
Appropriated Reserves	<u>-</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Total Non-Operating Expenses	<u>\$ 64,105</u>	<u>\$ 100,000</u>	<u>\$ 164,105</u>	<u>\$ 185,605</u>
<b>Total Expenses</b>	<u><u>\$ 4,048,039</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 4,148,039</u></u>	<u><u>\$ 3,940,947</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Administration Division  
General Fund (001-911-572)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 5 Positions	\$ 322,795	\$ 331,016	\$ 330,157	\$ 342,883	\$ 342,883
<b>14</b>	<b>Overtime</b>	668	-	758	700	700
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	4,819	4,800	4,800	4,800	4,800
- 02	Cell Phone Allowance	2,409	2,400	2,400	2,400	2,400
<b>18</b>	<b>Uniform Allowance</b>	-	-	52	80	80
<b>21</b>	<b>FICA Taxes</b>	23,906	24,450	25,869	26,842	26,842
<b>22</b>	<b>Retirement Contributions</b>	34,705	21,041	25,562	38,580	38,580
<b>23</b>	<b>Health Insurance</b>	24,123	26,337	30,350	36,250	36,250
<b>24</b>	<b>Life Insurance</b>	<u>1,015</u>	<u>1,020</u>	<u>925</u>	<u>950</u>	<u>950</u>
	<b>Total Personal Services</b>	<u>\$ 414,440</u>	<u>\$ 411,064</u>	<u>\$ 420,873</u>	<u>\$ 453,485</u>	<u>\$ 453,485</u>

**POSITION ROSTER**

**Full Time Employees -**

Leisure Services Director	1D	1	1	1	1	1
Deputy Director - Rec, Fac, Fleet	2B	1	1	1	1	1
Fiscal Manager	3B	1	1	1	1	1
Office Manager	3A	1	1	1	1	1
Program Specialist	3A	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Positions</b>		<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Administration Division  
General Fund (001-911-572)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>						
<b>34</b>	<b>Other Contractual Services</b>					
- 70	Background Checks	\$ 13,996	\$ 15,143	\$ 20,000	\$ 20,000	\$ 20,000
<b>40</b>	<b>Travel and Training</b>					
- 30	FRPA Meetings & Seminars	69	-	500	-	-
<b>41</b>	<b>Communications</b>					
- 20	Radio Accessories	-	-	1,000	1,000	1,000
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	1,623	2,269	1,600	1,600	1,600
<b>51 - 01</b>	<b>Office Supplies</b>	2,718	2,762	3,000	3,000	3,000
<b>52 - 01</b>	<b>Operating Supplies</b>	-	560	1,000	1,000	1,000
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>	261	359	400	400	400
<b>55</b>	<b>Uniforms</b>					
- 50	Purchased Uniforms	-	-	280	280	280
<b>55 - 99</b>	<b>Computer Software Expense</b>	-	289	-	-	-
	<b>Total Operating Expenditures</b>	<u>\$ 18,667</u>	<u>\$ 21,382</u>	<u>\$ 27,780</u>	<u>\$ 27,280</u>	<u>\$ 27,280</u>
<b>TOTAL BUDGET</b>		<u><u>\$ 433,107</u></u>	<u><u>\$ 432,446</u></u>	<u><u>\$ 448,653</u></u>	<u><u>\$ 480,765</u></u>	<u><u>\$ 480,765</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Eastmonte Park  
General Fund (001-912-572)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 2 Positions	\$ 104,922	\$ 54,538	\$ 54,460	\$ 57,959	\$ 57,959
<b>13</b>	<b>Limited Term Employees</b>					
	Civic Center Workers (1,000 hrs)	<u>3,883</u>	<u>810</u>	<u>11,000</u>	<u>14,000</u>	<u>14,000</u>
	<b>Total Salaries &amp; Wages</b>	\$ 108,805	\$ 55,348	\$ 65,460	\$ 71,959	\$ 71,959
<b>14</b>	<b>Overtime</b>	2,943	2,404	3,030	3,000	3,000
<b>16</b>	<b>Special Pay Differential</b>	653	650	650	650	650
<b>18</b>	<b>Uniform Allowance</b>	-	-	150	210	210
<b>21</b>	<b>FICA Taxes</b>	8,382	4,468	5,301	5,800	5,800
<b>22</b>	<b>Retirement Contributions</b>	14,927	8,069	8,446	7,582	7,582
<b>23</b>	<b>Health Insurance</b>	16,376	10,634	12,140	14,500	14,500
<b>24</b>	<b>Life Insurance</b>	<u>314</u>	<u>169</u>	<u>154</u>	<u>165</u>	<u>165</u>
	<b>Total Personal Services</b>	\$ <u>152,400</u>	\$ <u>81,742</u>	\$ <u>95,331</u>	\$ <u>103,866</u>	\$ <u>103,866</u>

**POSITION ROSTER**

**Full Time Employees -**

Sr Operations Supervisor	3A	1	-	-	-	-
Turf/Irrigation Specialist	3A	1	-	-	-	-
Lead Groundskeeper	4B	2	-	-	-	-
Groundskeeper	4B	2	-	-	-	-
Park Ranger	4B	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Full Time Employees</b>		<u>8</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**Part Time Employees -**

Special Worker		<u>1</u>	-	-	-	-
<b>Total Positions</b>		<u>9</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Eastmonte Park  
General Fund (001-912-572)**

						2014		
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>		
<b><u>OPERATING EXPENDITURES</u></b>								
<b>34</b>	<b>Contractual Services</b>							
- 15	Bank/Service Fees	\$ -	\$ 798	\$ -	\$ -	\$ -		
<b>40</b>	<b>Travel and Training</b>							
- 30	Conferences/Seminars							
	FRPA Meetings & Seminars	180	-	-	-	-		
<b>46</b>	<b>Repair &amp; Maintenance</b>							
- 01	Building/Facilities Maintenance	806	2,299	-	-	-		
	Add'l Park Banners	740	1,357	-	-	-		
	Security Camera Repair	1,868	-	-	-	-		
	Replace Restroom Partitions	-	-	-	5,000	5,000		
- 02	Fencing							
	Windscreens	503	219	-	-	-		
	Windscreens/flds 1,3,4,5	-	-	5,000	-	-		
	Repl Fencing/Fields & Bull Pen	-	-	12,000	10,000	10,000		
- 05	Civic Center Repair	223	206	-	-	-		
	Auditorium Tables/Chairs	1,130	-	800	800	800		
	Refinish Stage Floor	-	-	3,500	-	-		
	Replace Stage Curtain	3,359	-	-	-	-		
	Replace Sound System	-	-	600	-	-		
- 10	Ballfield Maintenance							
	Crimson Stone/Fields 1,2,5	1,943	-	-	-	-		
	Field Markings	1,398	-	-	-	-		
- 15	Landscape Maintenance							
	Sod, grass, trees, shrubs, irrigation supplies, ballfield clay, general supplies, etc	2,094	-	-	-	-		
- 20	Equipment Repair	686	1,654	1,000	1,000	1,000		
	Scoreboard Signage	-	-	1,000	1,000	1,000		
	Lightning Detector	-	-	-	500	500		
- 75	Hardscape	-	883	-	-	-		
	Concrete/Fields 2 & 3	-	-	3,000	3,000	3,000		
	Sidewalk/Bull Pens	-	-	3,000	-	-		
- 99	Other Repair & Maintenance	554	2,901	2,000	2,000	2,000		
<b>47</b>	<b>Printing &amp; Binding</b>							
- 10	In-house Copies	921	1,278	1,000	700	700		
<b>48</b>	<b>Promotional Activities</b>							
- 10	Community Programs	-	96	-	-	-		
	Youth Baseball Opening Day	449	-	-	-	-		

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Eastmonte Park  
General Fund (001-912-572)**

					2014	
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>52</b>	<b>Operating Supplies</b>					
- 10	Custodial Supplies	1,159	-	-	-	-
- 40	Propane/Diesel	932	1,203	2,500	2,500	2,500
- 85	Landscaping Supplies	2,496	-	-	-	-
- 90	General Supplies	970	65	-	-	-
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 60	Memberships	100	-	-	-	-
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	90	-	-	-	-
- 05	Rental Uniforms	1,796	316	660	660	660
- 32	Shoes/Workboots	326	-	600	600	600
- 40	Safety	169	-	100	100	100
- 50	Purchased Uniforms	-	-	824	824	824
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 10	Office Furn/Fixt	2,742	-	-	-	-
- 20	Hand Tools/Equipment	150	-	-	-	-
- 50	Park Equipment	-	-	1,300	1,300	1,300
	Field Bases	3,777	-	-	1,500	1,500
	Picnic Tables, Benches & Grills	-	-	-	1,000	1,000
	Repl Benches (2)	-	-	2,000	2,000	2,000
	Repl Trash receptacles	-	-	2,500	2,500	2,500
	Baseball Equipment	-	3,438	-	-	-
	Repl Speakers Field 2	-	-	-	-	-
	<b>Total Operating Expenditures</b>	<u>\$ 31,561</u>	<u>\$ 16,713</u>	<u>\$ 43,384</u>	<u>\$ 36,984</u>	<u>\$ 36,984</u>
<b><u>CAPITAL OUTLAY</u></b>						
<b>63</b>	<b>Improvements Not Buildings</b>					
- 33	Baseball Improvements					
	Turf Carpet	\$ -	\$ 15,247	\$ -	\$ -	\$ -
	Bleacher	-	5,674	-	-	-
	<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 20,921</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>		<u><u>\$ 183,961</u></u>	<u><u>\$ 119,376</u></u>	<u><u>\$ 138,715</u></u>	<u><u>\$ 140,850</u></u>	<u><u>\$ 140,850</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Merrill Park  
General Fund (001-913-572)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 2 Positions	\$ 105,339	\$ 45,444	\$ 58,877	\$ 53,712	\$ 53,712
<b>14</b>	<b>Overtime</b>	2,398	3,005	3,030	3,000	3,000
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	646	-	-	-	-
- 02	Cell Phone Allowance	162	-	-	-	-
<b>18</b>	<b>Uniform Allowance</b>	-	-	150	160	160
<b>21</b>	<b>FICA Taxes</b>	8,114	3,656	4,747	4,351	4,351
<b>22</b>	<b>Retirement Contributions</b>	14,040	6,735	8,992	6,979	6,979
<b>23</b>	<b>Health Insurance</b>	14,866	9,213	12,140	14,500	14,500
<b>24</b>	<b>Life Insurance</b>	<u>327</u>	<u>149</u>	<u>165</u>	<u>154</u>	<u>154</u>
	<b>Total Personal Services</b>	<u>\$ 145,892</u>	<u>\$ 68,202</u>	<u>\$ 88,101</u>	<u>\$ 82,856</u>	<u>\$ 82,856</u>

**POSITION ROSTER**

**Full Time Employees -**

Program Supervisor	3A	1	-	-	-	-
Operations Supervisor	4C	1	-	-	-	-
Park Ranger	4B	2	2	2	2	2
Lead Groundskeeper	4B	1	-	-	-	-
Groundskeeper	4B	1	-	-	-	-
Office Assistant	4A	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Full Time Employees</b>		<u>7</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**Part Time Employees -**

Special Worker		<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Positions</b>		<u>8</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Merrill Park  
General Fund (001-913-572)**

						2014		
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>		
<b><u>OPERATING EXPENDITURES</u></b>								
<b>40</b>	<b>Travel and Training</b>							
- 30	Conferences/Seminars	\$ 46	\$ -	\$ -	\$ -	\$ -		
<b>46</b>	<b>Repair &amp; Maintenance</b>							
- 01	Building/Facilities Maintenance	342	1,656	-	-	-		
	Camera Repair	150	-	-	-	-		
	Replace Park Signs	-	-	1,000	1,000	1,000		
	Fencing/Security	999	-	-	-	-		
	Base Covers	-	285	-	-	-		
	Concession Stand	-	2,415	-	-	-		
	Repair Bulletin Board	-	-	-	-	-		
	Renovate Park Entrance Sign	-	-	-	3,500	3,500		
- 02	Fencing/Security							
	Assorted Fencing	4,084	-	-	5,000	5,000		
	Repl Fencing/Fields B,C	-	-	5,000	-	-		
	Repl Temp Fence	-	-	-	5,000	5,000		
- 10	Ballfield Maintenance	114	-	-	-	-		
- 15	Landscape Maintenance							
	Sod, grass, trees, shrubs, irrigation supplies, ballfield clay, general supplies, etc	2,994	-	-	-	-		
- 20	Equipment Repair	22	-	500	500	500		
- 75	Hardscape							
	Concrete Repair	-	-	2,000	2,000	2,000		
	Sidewalk/Mech Bldg	-	-	3,000	-	-		
- 99	Other Repair & Maintenance	51	492	1,000	500	500		
<b>47</b>	<b>Printing &amp; Binding</b>							
- 10	In-house Copies	139	149	150	150	150		
<b>52</b>	<b>Operating Supplies</b>							
- 10	Janitorial Supplies	490	-	-	-	-		
- 90	General Supplies	175	65	-	-	-		
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>							
- 60	Memberships	190	-	-	-	-		
<b>55</b>	<b>Uniforms</b>							
- 01	Uniforms	24	-	-	-	-		
- 05	Rental Uniforms	1,275	617	660	660	660		
- 32	Shoes/Workboots	290	257	600	600	600		
- 40	Safety	73	-	100	100	100		
- 50	Purchased Uniforms	-	-	824	824	824		

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Merrill Park  
General Fund (001-913-572)**

				2014		
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 20	Hand Tools/Equipment	11	-	-	-	-
- 50	Park Equipment	1,874	1,489	1,300	1,300	1,300
	Field Bases	-	-	-	1,500	1,500
	Picnic Tables, Benches, Grills	-	-	2,000	2,000	2,000
	Volleyball Nets	-	-	1,000	1,000	1,000
	<b>Total Operating Expenditures</b>	<b>\$ 13,343</b>	<b>\$ 7,425</b>	<b>\$ 19,134</b>	<b>\$ 25,634</b>	<b>\$ 25,634</b>
<b>TOTAL BUDGET</b>		<b>\$ 159,235</b>	<b>\$ 75,627</b>	<b>\$ 107,235</b>	<b>\$ 108,490</b>	<b>\$ 108,490</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Westmonte Park  
General Fund (001-914-572)**

					2014	
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 4 Positions	\$ 134,016	\$ 111,496	\$ 112,793	\$ 121,258	\$ 121,258
<b>13</b>	<b>Limited Term Employees</b>					
	Civic Center Wrks (700 hrs)	-	-	5,000	6,000	6,000
	<b>Total Salaries &amp; Wages</b>	\$ 134,016	\$ 111,496	\$ 117,793	\$ 127,258	\$ 127,258
<b>14</b>	<b>Overtime</b>	2,831	3,309	3,032	3,000	3,000
<b>16</b>	<b>Special Pay Differential</b>	830	650	650	650	650
<b>18</b>	<b>Uniform Allowance</b>	-	-	176	250	250
<b>21</b>	<b>FICA Taxes</b>	10,274	8,561	9,307	10,034	10,034
<b>22</b>	<b>Retirement Contributions</b>	19,165	16,172	16,903	15,373	15,373
<b>23</b>	<b>Health Insurance</b>	21,940	21,268	24,280	29,000	29,000
<b>24</b>	<b>Life Insurance</b>	407	356	321	347	347
	<b>Total Personal Services</b>	\$ 189,463	\$ 161,812	\$ 172,462	\$ 185,912	\$ 185,912
<b><u>POSITION ROSTER</u></b>						
<b>Full Time Employees -</b>						
	Lead Groundskeeper	4B	1	-	-	-
	Groundskeeper	4B	1	-	-	-
	Staff Assistant	4C	2	2	2	2
	Operations Supervisor	4C	1	-	-	-
	Park Ranger	4B	2	2	2	2
	<b>Total Full Time Employees</b>	7	4	4	4	4
<b>Part Time Employees -</b>						
	Special Worker	1	-	-	-	-
	<b>Total Part Time Employees</b>	1	-	-	-	-
	<b>Total Positions</b>	8	4	4	4	4

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Westmonte Park  
General Fund (001-914-572)**

			2014				
			2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>							
<b>34</b>	<b>Other Contractual Services</b>						
- 50	Temporary Services						
	Temporary Services	\$ 1,458	\$ -	\$ -	\$ -	\$ -	\$ -
	Outdoor Pool Assessment	-	-	25,000	-	-	-
<b>40</b>	<b>Travel and Training</b>						
- 30	Conferences/Seminars	175	-	-	-	-	-
<b>44</b>	<b>Rentals &amp; Leases</b>						
- 99	Miscellaneous	256	-	-	-	-	-
	Portable Restrooms	-	4,700	-	-	-	-
<b>46</b>	<b>Repair &amp; Maintenance</b>						
- 01	Building/Facilities Maintenance	2,909	2,122	-	-	-	-
	Pool Repairs						
	Therapeutic & Outdoor	7,051	151	5,000	6,000	6,000	6,000
	Repair Groundcover	-	-	-	5,000	5,000	5,000
	Replace Park Signs	-	-	1,000	1,000	1,000	1,000
	Camera Monitoring System	574	50	-	-	-	-
	Repl Flush Valves/Thera Pool	-	-	1,800	-	-	-
	Fencing	-	365	-	-	-	-
	Striping / Basketball Courts	-	-	-	-	-	-
- 02	Fencing	-	-	-	5,000	5,000	5,000
- 05	Civic Center	-	178	-	-	-	-
	Auditorium Tables/Chairs	929	-	1,200	1,200	1,200	1,200
	Curtains/Rods	19	-	-	-	-	-
	Replace Wallpaper	-	1,137	-	-	-	-
	Lights	677	-	-	-	-	-
	Repair Sound System	-	-	500	600	600	600
- 10	Ballfield Maintenance						
	Repair Tennis Courts (cracks)	111	1,597	4,000	2,000	2,000	2,000
	Dugout Shades	1,000	-	-	-	-	-
- 15	Landscape Maintenance						
	Sod, grass, trees, shrubs, irrigation supplies, ballfield clay, general supplies, etc	371	-	-	-	-	-
- 20	Equipment Repair	1,434	1,885	-	-	-	-
	Lightning Detectors	-	-	500	500	500	500
	Pool Vacuums	-	-	2,500	2,500	2,500	2,500
- 75	Hardscape Maintenance						
	Sidewalk Repairs	-	-	2,000	2,000	2,000	2,000
- 99	Other	568	1,099	1,000	1,000	1,000	1,000
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies	4,563	3,671	4,500	2,000	2,000	2,000
<b>48</b>	<b>Promotional Activities</b>						
- 10	Community Programs	37	81	-	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Westmonte Park  
General Fund (001-914-572)**

					2014	
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>52</b>	<b>Operating Supplies</b>					
- 10	Custodial Supplies	943	-	-	-	-
- 20	Chemicals					
	Pool Chemicals	10,107	8,852	14,000	14,000	14,000
	Thera Pool Cleaning Supplies	-	-	500	500	500
- 40	Propane Gas	23,583	18,302	20,000	20,000	20,000
- 50	Programming Equip/Supplies:	15	20	-	-	-
- 60	Safety Supplies					
	AED Batteries & Supplies	-	-	500	500	500
- 90	General Supplies	1,706	372	-	-	-
<b>55</b>	<b>Uniforms</b>					
- 05	Rental Uniforms	1,378	669	660	660	660
- 32	Shoes/Workboots	262	-	600	600	600
- 40	Safety	83	-	100	100	100
- 50	Purchased Uniforms	-	-	964	964	964
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 20	Hand Tools	24	-	-	-	-
- 50	Park Equipment	2,801	4,341	1,300	1,300	1,300
	Picnic Tables, Benches & Grills	-	-	5,000	5,000	5,000
	Camera & Tripod	-	-	600	-	-
	Outdoor Pool Chairs	-	-	750	750	750
	Repl Tennis Court Ct Divd Net	-	-	-	1,000	1,000
	Radio Receiver/Pools	-	-	-	850	850
	<b>Total Operating Expenditures</b>	<u>\$ 63,034</u>	<u>\$ 49,592</u>	<u>\$ 93,974</u>	<u>\$ 75,024</u>	<u>\$ 75,024</u>
<b><u>CAPITAL OUTLAY</u></b>						
<b>67</b>	<b>Computer Software</b>					
- 01	Computer Software	<u>\$ 1,767</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>Total Capital Outlay</b>	<u>\$ 1,767</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>		<u><u>\$ 254,264</u></u>	<u><u>\$ 211,404</u></u>	<u><u>\$ 266,436</u></u>	<u><u>\$ 260,936</u></u>	<u><u>\$ 260,936</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Altamonte Recreation  
General Fund (001-916-572)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b>PERSONAL SERVICES</b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 14 Positions	\$ 535,071	\$ 604,715	\$ 569,710	\$ 589,965	\$ 589,965
<b>13</b>	<b>Limited Term Employees</b>					
01	Playground Leaders (1440 Hrs)	-	-	15,840	15,840	15,840
01	Playground Aides (7200 Hrs)	80,530	81,517	64,800	64,800	64,800
01	Teen leaders (720 hrs)	-	-	7,920	7,920	7,920
01	Teen Aides (720 hrs)	-	-	6,480	6,480	6,480
12	Lifeguards (5500 Hrs)	47,209	52,823	55,000	55,000	55,000
13	Adapted Aquatics Instr (1800 Hrs)	15,794	15,251	15,000	18,000	18,000
20	Bus Driver (1000 Hrs)	-	-	11,000	11,000	11,000
20	Recreation Workers	8,175	6,110	12,000	47,000	47,000
	<b>Total Salaries &amp; Wages</b>	\$ 686,779	\$ 760,416	\$ 757,750	\$ 816,005	\$ 816,005
<b>14</b>	<b>Overtime</b>	2,601	1,044	3,036	3,000	3,000
<b>16</b>	<b>Special Pay Differential</b>	300	650	650	650	650
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	6,706	8,280	5,670	4,800	4,800
- 02	Cell Phone Allowance	1,479	3,600	3,150	3,600	3,600
<b>18</b>	<b>Uniform Allowance</b>	-	-	208	300	300
<b>21</b>	<b>FICA Taxes</b>	52,764	58,437	58,943	63,371	63,371
<b>22</b>	<b>Retirement Contributions</b>	63,184	62,047	64,385	60,781	60,781
<b>23</b>	<b>Health Insurance</b>	54,159	69,121	80,840	94,250	94,250
<b>24</b>	<b>Life Insurance</b>	1,549	1,828	1,601	1,681	1,681
	<b>Total Personal Services</b>	\$ 869,521	\$ 965,423	\$ 976,233	\$ 1,048,438	\$ 1,048,438

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Altamonte Recreation  
General Fund (001-916-572)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b><u>POSITION ROSTER</u></b>						
<b>Contract/Full Time Employees -</b>						
Operations Division Mgr	3C	-	1	1	1	1
Recreation Division Manager	3C	1	1	1	1	1
Recreation Manager	3B	4	3	3	3	3
Program Specialist	3A	1	-	-	-	-
Spec Comm Svcs Spvsr	3A	-	1	-	-	-
Recreation Leader Aide	4A	-	1	-	-	-
Program Coordinator	4C	-	1	1	1	1
Recreation Supervisor	3A	1	2	2	2	2
Recreation Leader	4C	1	3	4	4	4
Spec Comm Svcs Coord	4C	-	1	1	1	1
Office Assistant-Contract	4A	-	-	1	1	1
Total Full Time Employees		<u>8</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>
<b>Part Time Employees -</b>						
Adapted Aquatics Instr	4B	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Part Time Employees		<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Positions</b>		<u><u>9</u></u>	<u><u>15</u></u>	<u><u>15</u></u>	<u><u>15</u></u>	<u><u>15</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Altamonte Recreation  
General Fund (001-916-572)**

				2014		
				Manager	Commission	
				Recmnd	Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b><u>OPERATING EXPENDITURES</u></b>						
<b>34</b>	<b>Other Contractual Services</b>					
- 01	Temporary Services/Labor					
	Marketing Services /					
	Constant Contact	\$ 917	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
	Web Site Services	180	-	1,000	-	-
- 15	Bank Service Fees					
	Website/Rec-Trac Processing	-	-	-	4,000	4,000
- 50	Buses:					
	Summer Camp (R-1101)	17,112	18,117	15,750	15,750	15,750
	Teen Camp (R-1004)	-	2,871	3,000	3,000	3,000
	Spring Break (R-1100)	2,109	1,823	2,000	2,000	2,000
	Winter Break (R-1102)	-	1,472	2,000	2,000	2,000
	Senior Trips (SP-010)	-	-	3,000	3,000	3,000
	Special Needs (SP-015)	-	1,602	-	2,000	2,000
	Sports Officials:					
	Softball (R-1200)	15,304	20,471	30,000	30,000	30,000
	Flag Football (R-0700)	-	-	3,000	3,000	3,000
	Basketball (R-0402)	-	-	28,000	28,000	28,000
	Baseball (R-0300)	-	11,000	20,000	20,000	20,000
	Youth Softball (R-1201)	-	-	-	14,000	14,000
	Scorekeepers:					
	Softball (R-1200)	-	6,570	7,500	7,500	7,500
	Basketball (R-0402)	-	-	6,500	-	-
	USSSA (R-1200)	1,020	1,095	2,000	2,000	2,000
	Web Site Services	-	700	-	-	-
	Baseball Insurance (R-0300)	-	1,728	-	2,000	2,000
	Softball Insurance (R-1201)	-	-	-	1,500	1,500
	Istock Photo	-	59	-	-	-
- 55	Field Trips					
	Summer Camp (R-1101)	26,185	28,097	27,000	27,000	27,000
	Teen Camp (R-1004)	-	2,267	3,000	3,000	3,000
	Spring Break (R-1100)	-	7,159	4,000	4,000	4,000
	Winter Break (R-1102)	-	-	4,000	4,000	4,000
	Senior Trips (SP-010)	-	648	50,000	50,000	50,000
	Special Needs (SP-015)	-	-	-	3,250	3,250
- 83	Certifications					
	NYSCA Coach Certifications:					
	Baseball (R-0300)	-	970	-	-	-
	Basketball (R-0402)	-	-	750	1,000	1,000
	Flag Football (R-0700)	-	-	750	1,000	1,000
	Cheerleading (R-0600)	307	-	600	600	600
	Softball (R-1201)	308	-	400	400	400
	Swim Lessons (R-0202)	-	-	-	700	700
	Wrestling (R-1700)	-	-	3,200	3,200	3,200
	Wrestling (R-1700)	-	-	300	300	300
	Splash Ball (R-0201)	-	-	100	100	100
<b>39 - 01</b>	<b>Educational Incentive</b>	-	-	-	1,500	1,500

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Altamonte Recreation  
General Fund (001-916-572)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b>40</b>	<b>Travel and Training</b>					
- 10	Technical Training					
	FRPA	510	-	-	-	-
- 30	Conferences/Seminars	510	676	-	-	-
	FRPA Meetings & Seminars	-	-	750	750	750
<b>42 - 01</b>	<b>Postage &amp; Transportation</b>	47	267	200	200	200
<b>44</b>	<b>Rentals &amp; Leases</b>					
- 10	Off-site Storage	-	1,062	1,200	1,200	1,200
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 83	Software Maint Contracts	-	2,952	-	2,000	2,000
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	2,037	4,800	2,000	4,000	4,000
- 55	Brochures/Pamphlets	-	6,181	-	-	-
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs					
	Youth Baseball Open Day (R-0300)	1,400	2,114	2,000	2,000	2,000
- 70	Marketing					
	Recreation Program Marketing (brochures, school newsletters & recreation magazine)	8,212	2,886	12,500	10,000	10,000
	Banners/Signs	1,271	1,924	2,000	2,000	2,000
	Paint/Wrap City Bus	-	-	5,000	-	-
<b>49</b>	<b>Other Current Charges</b>					
- 10	Program Awards-Division Wide	4,418	4,690	5,600	7,600	7,600
<b>51</b>	<b>Office Supplies</b>					
- 01	General Office Supplies	146	-	-	-	-
<b>52</b>	<b>Operating Supplies</b>					
- 50	Program Equipment/Supplies	913	101,007	-	-	-
	Aquatic Program	1,399	-	-	-	-
	Swim Lessons (R-0202)	-	-	2,500	2,500	2,500
	Swim Team (R-0203)	-	-	1,500	1,500	1,500
	Splash Ball (R-0201)	-	-	1,500	1,500	1,500
	Cheerleading (R-0600)	9,210	-	10,000	10,000	10,000
	Flag Football (R-0700)	12,325	-	15,000	15,000	15,000
	Racquetball (R-0900)	75	-	2,750	2,750	2,750
	Softball Program (R-1200)	-	-	3,000	3,000	3,000
	Softball Girls Program (R-1201)	-	-	500	20,000	20,000
	Spring Break (R-1005)	246	-	350	350	350
	Winter Break R-1006)	-	-	350	350	350
	Summer Program (R-1000)	18,235	-	20,300	21,800	21,800
	Teen Program (R-1004)	1,818	-	2,000	2,000	2,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Altamonte Recreation  
General Fund (001-916-572)**

				2014		
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>52</b>	<b>Operating Supplies (continued)</b>					
- 50	Program Equipment/Supplies (continued)					
	Therapeutic Pool (R-0204)	-	-	1,000	1,000	1,000
	Wrestling (R-1700)	291	-	1,000	1,000	1,000
	5k Road Race (R-0100)	184	-	500	500	500
	Baseball (R-0300)	226	-	54,000	52,000	52,000
	Basketball (R-0402)	-	-	52,000	52,000	52,000
	Boxing (R-0500)	750	-	250	250	250
	Gymnastics (R-0800)	42	-	1,000	1,000	1,000
	Sftbll Tour-Patriot Games (R-1400)	2,716	-	3,000	3,000	3,000
	Tennis (R-1300)	-	-	500	500	500
	Volleyball (R-1500)	-	-	1,500	2,500	2,500
	Weightlifting (R-1600)	-	-	250	-	-
	Family Fest	537	-	-	-	-
	Track & Field	1,495	-	-	-	-
	Special Community Services:					
	Winter Camp (SP-003)	-	-	2,000	2,500	2,500
	Summer Camp (SP-003)	-	-	3,000	4,500	4,500
	Cheerleading (SP-001)	-	-	4,000	4,000	4,000
	Thursday Night Out (SP-002)	-	-	500	500	500
	Ball Room Dancing (SP-009)	-	-	500	1,200	1,200
	Belly Dancing (SP-004)	-	-	1,000	500	500
	Senior Bocce Ball (SP-011)	-	-	500	500	500
	Senior Cards (SP-008)	-	-	500	500	500
	Senior Bowling (SP-007)	-	-	500	500	500
	Senior Health Fair (SP-013)	-	-	500	500	500
	Senior Luncheon (SP-012)	-	-	-	1,400	1,400
	Holiday Crafts (SP-014)	-	-	-	250	250
<b>52 - 90</b>	<b>General Supplies</b>	-	13,312	21,600	16,350	16,350
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 60	Memberships	90	210	-	-	-
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	-	3,277	-	-	-
	Summer Program Staff	2,021	-	1,600	1,800	1,800
	Teen Program Staff	-	-	300	300	300
	Summer Pool Staff	-	-	1,800	2,000	2,000
	Therapeutic Pool	-	-	800	800	800
- 50	Purchased Uniforms	-	-	1,050	1,050	1,050
	<b>Total Operating Expenditures</b>	<u>\$ 134,566</u>	<u>\$ 252,007</u>	<u>\$ 466,000</u>	<u>\$ 505,200</u>	<u>\$ 505,200</u>
<b>TOTAL BUDGET</b>		<u><u>\$ 1,004,087</u></u>	<u><u>\$ 1,217,430</u></u>	<u><u>\$ 1,442,233</u></u>	<u><u>\$ 1,553,638</u></u>	<u><u>\$ 1,553,638</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Lake Brantley Sports Complex  
General Fund (001-908-572)**

		2014				
		2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
12	<b>Regular Salaries &amp; Wages</b> Base: 0 Positions	\$ 23,735	\$ -	\$ -	\$ -	\$ -
13	<b>Limited Term Employees</b> Recreation Workers	<u>36,952</u>	<u>36,117</u>	<u>41,500</u>	<u>41,500</u>	<u>41,500</u>
	<b>Total Salaries &amp; Wages</b>	\$ 60,687	\$ 36,117	\$ 41,500	\$ 41,500	\$ 41,500
21	<b>FICA Taxes</b>	4,651	2,763	2,678	3,175	3,175
22	<b>Retirement Contributions</b>	3,399	-	-	-	-
23	<b>Health Insurance</b>	3,942	-	-	-	-
24	<b>Life Insurance</b>	<u>75</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Personal Services</b>	\$ <u>72,754</u>	\$ <u>38,880</u>	\$ <u>44,178</u>	\$ <u>44,675</u>	\$ <u>44,675</u>

**POSITION ROSTER**

**Full Time Employees -**

Operations Division Manager	3C	-	-	-	-	-
Operations Supervisor	4C	1	-	-	-	-
Site Supervisor	4B	-	-	-	-	-
Lead Groundskeeper	4B	1	-	-	-	-
Groundskeeper	4B	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Positions</b>		<u><u>3</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

The Lake Brantley Sports complex includes Lake Brantley High School and Field House, Brantley South gym and ballfields, and ballfields at Forest City Elementary and Teague Middle School.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Lake Brantley Sports Complex  
General Fund (001-908-572)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>						
<b>41</b>	<b>Communication Services</b>					
- 99	Misc Communication Services	\$ 4,300	\$ 3,225	\$ -	\$ -	\$ -
<b>44</b>	<b>Rentals &amp; Leases</b>					
- 50	Facility Use Fees	10,000	2,421	2,500	2,500	2,500
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 01	Building/Facilities Maintenance	285	479	-	-	-
	Field House Gym:					
	Resurface Gym Floors	7,425	7,425	8,000	8,000	8,000
	Floor Cleaning	750	-	-	-	-
	Basketball Goals	3,021	-	-	-	-
	Chairs	455	-	-	-	-
	Brantley South Gym:					
	Electric Utility Service	6,800	6,800	6,800	6,800	6,800
	Teague Middle School:					
	Floor Cleaning	249	-	-	-	-
- 02	Fencing/Security					
	Fencing	3,146	-	-	-	-
- 10	Ballfield Maintenance					
	Infield Clay/Fill/Sod	524	-	-	-	-
	Ballfield Improve/Lk Brantley	-	-	5,000	5,000	5,000
- 20	Equipment Repair	244	-	-	-	-
- 99	Other	-	818	1,000	1,000	1,000
	Carpet/Floor Cleaning	-	625	-	-	-
<b>47 - 10</b>	<b>Printing &amp; Binding</b>	84	207	100	200	200
<b>52</b>	<b>Operating Supplies</b>					
- 10	Janitorial Supplies	117	-	-	-	-
- 90	General Operating Supplies	-	-	-	1,000	1,000
<b>55</b>	<b>Uniforms</b>					
- 05	Rental Uniforms	722	307	800	800	800
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 20	Hand Tools	89	-	-	-	-
- 50	Park Equipment	-	879	500	500	500
	Volleyball Nets	200	-	1,000	-	-
	Basketball Back Boards	358	-	-	-	-
	Scorebord Module	-	-	1,500	1,500	1,500
	Trash Recepticals	-	1,500	-	-	-
	Basketball Goals	-	-	-	3,000	3,000
	Replace Chairs	-	-	-	-	-
<b>Total Operating Expenditures</b>		<b>\$ 38,769</b>	<b>\$ 24,686</b>	<b>\$ 27,200</b>	<b>\$ 30,300</b>	<b>\$ 30,300</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Lake Brantley Sports Complex  
General Fund (001-908-572)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014</u>	
				<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>CAPITAL OUTLAY</u></b>					
<b>63 Improvements Not Buildings</b>					
- 10 City Buildings					
Field House Gym:					
Numeric Key Pad/BB Goals	\$ -	\$ -	\$ 4,000	\$ -	\$ -
<b>Total Capital Outlay</b>	\$ -	\$ -	\$ 4,000	\$ -	\$ -
<b>TOTAL BUDGET</b>	<u>\$ 111,523</u>	<u>\$ 63,566</u>	<u>\$ 75,378</u>	<u>\$ 74,975</u>	<u>\$ 74,975</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Lake Lotus Park  
General Fund (001-909-572)**

		<u>2014</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Manager</u>	<u>Commission</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 8 Positions	\$ 288,727	\$ 294,146	\$ 311,532	\$ 321,405	\$ 321,405
	<b>Position Added:</b>					
	Park Ranger 4B	-	-	-	25,709	25,709
	<b>Total Salaries &amp; Wages</b>	\$ 288,727	\$ 294,146	\$ 311,532	\$ 347,114	\$ 347,114
<b>14</b>	<b>Overtime</b>	4,834	3,258	4,042	4,000	4,000
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	2,409	2,400	2,400	2,400	2,400
<b>18</b>	<b>Uniform Allowance</b>	-	-	525	640	640
<b>21</b>	<b>FICA Taxes</b>	20,947	21,367	24,367	27,091	27,091
<b>22</b>	<b>Retirement Contributions</b>	36,992	34,088	35,668	36,312	36,312
<b>23</b>	<b>Health Insurance</b>	33,776	36,994	42,490	58,000	58,000
<b>24</b>	<b>Life Insurance</b>	911	905	879	987	987
	<b>Total Personal Services</b>	\$ 388,596	\$ 393,158	\$ 421,903	\$ 476,544	\$ 476,544

**POSITION ROSTER**

**Full Time Employees -**

Chief Ranger	2B	1	1	1	1	1
Deputy Chief Ranger	3A	2	2	2	2	2
Staff Assistant	4C	1	1	1	1	1
Park Ranger	4B	3	3	3	4	4
<b>Total Full Time Employees</b>		<u>7</u>	<u>7</u>	<u>7</u>	<u>8</u>	<u>8</u>

**Part Time Employees -**

Park Ranger	4B	-	-	1	1	1
<b>Total Part Time Employees</b>		<u>-</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Positions</b>		<u>7</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>9</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Lake Lotus Park  
General Fund (001-909-572)**

		2014				
		2011	2012	2013	Manager	Commission
		Actual	Actual	Budget	Recmnd	Approved
<b><u>OPERATING EXPENDITURES</u></b>						
<b>34</b>	<b>Other Contractual Services</b>					
- 50	Temporary Services/Labor					
	Temporary Labor	\$ 971	\$ -	\$ 2,000	\$ 1,000	\$ 1,000
- 60	Trash Disposal	1,824	1,773	2,000	3,000	3,000
<b>40</b>	<b>Travel and Training</b>					
- 10	Technical Training	125	335	500	500	500
	Ranger Academy	-	959	-	-	-
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 01	Building/Facilities Maintenance	13,595	6,810	5,500	5,500	5,500
- 15	Landscape Maintenance	571	1,045	1,000	1,000	1,000
- 20	Equipment Repair	602	4,782	600	600	600
	Boat Hull Renovation	-	5,228	-	-	-
- 75	Hardscape Maintenance	3,130	972	3,000	3,000	3,000
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	840	1,498	1,200	1,200	1,200
<b>48</b>	<b>Promotional Activities</b>					
- 10	Community Programs	-	221	-	-	-
	Jr. Rangers	258	-	-	-	-
	Earth Day	-	226	500	500	500
<b>51 - 90</b>	<b>Office Supplies</b>	799	558	1,200	1,200	1,200
<b>52</b>	<b>Operating Supplies</b>					
- 10	Custodial Supplies	-	89	1,000	1,000	1,000
- 85	Landscaping Supplies	-	-	1,000	1,000	1,000
- 90	General Operating Supplies	6,724	11,850	7,000	7,000	7,000
	Reptile Food	2,984	2,294	3,000	3,000	3,000
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 60	Memberships	13	-	200	200	200
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	62	570	500	500	500
- 05	Rental Uniforms	1,849	1,590	1,970	2,200	2,200
- 32	Shoes/Workboots	314	732	1,000	1,000	1,000
- 40	Safety	383	258	400	400	400
- 50	Purchased Uniforms	-	-	2,472	1,900	1,900
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 15	Office Equipment	-	153	150	150	150
	Hole Punch	63	-	-	-	-
	Heater	46	-	-	-	-
	Net Books	-	-	2,000	-	-
	Power Point Projector	-	-	330	-	-
	Refrigerator	-	168	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Lake Lotus Park  
General Fund (001-909-572)**

			2014				
			2011	2012	2013	Manager	Commission
			Actual	Actual	Budget	Recmnd	Approved
<b>57</b>	<b>Small Tools &amp; Equipment (continued)</b>						
- 20	Hand Tools		-	606	600	600	600
	Pressure Washer Parts		129	-	-	-	-
	Banner Installation Tools		72	-	-	-	-
	Drill Batteries		111	-	-	-	-
	Jig Saw		69	-	-	-	-
	Color Meter		140	-	-	-	-
	Utility Tub		78	-	-	-	-
	Hand Counters		-	211	-	-	-
	Dado Blade		-	100	-	-	-
	Rigid Portable Combo Set		-	-	-	500	500
- 30	Computer Equipment <1,000						
	Tremble Unit		-	-	600	-	-
	MS Publisher License		-	-	500	-	-
	Thayer Birding Software-State		-	-	50	-	-
	Thayer Birding Software-N Amer.		-	-	100	-	-
- 50	Park Equipment						
	Radio		-	809	-	-	-
	Recycle Bins		595	-	1,200	-	-
	Video Cameras		-	-	360	-	-
	Flow Meter		-	254	-	-	-
	Repl hand Blower (2)		-	-	-	400	400
	Repl Stihl Saw		-	-	-	500	500
			-	-	-	-	-
			-	-	-	500	500
	<b>Total Operating Expenditures</b>		<b>\$ 36,347</b>	<b>\$ 44,091</b>	<b>\$ 41,932</b>	<b>\$ 37,850</b>	<b>\$ 37,850</b>
<b><u>CAPITAL OUTLAY</u></b>							
<b>62</b>	<b>Buildings</b>						
- 30	City Parks						
	Pavilion Repairs		\$ -	\$ 6,677	\$ -	\$ -	\$ -
<b>63</b>	<b>Improvements Not Buildings</b>						
- 30	City Parks						
	Tram Road Fencing		1,580	-	-	-	-
<b>64</b>	<b>Machinery &amp; Equipment</b>						
- 45	Park Equipment						
	Outboard Motor for Work Boat		-	5,253	-	-	-
			-	-	-	-	-
	<b>Total Capital Outlay</b>		<b>\$ 1,580</b>	<b>\$ 11,930</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BUDGET</b>			<b>\$ 426,523</b>	<b>\$ 449,179</b>	<b>\$ 463,835</b>	<b>\$ 514,394</b>	<b>\$ 514,394</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Events Management Division  
General Fund (001-910-574)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 4 Positions	\$ 243,890	\$ 220,300	\$ 219,000	\$ 226,255	\$ 226,255
<b>14</b>	<b>Overtime</b>	1,529	1,067	2,020	2,000	2,000
<b>17</b>	<b>Allowances</b>					
- 01	Car Allowance	6,853	5,880	5,880	5,880	5,880
- 02	Cell Phone Allowance	2,573	2,400	2,400	2,400	2,400
<b>21</b>	<b>FICA Taxes</b>	18,354	16,093	17,540	18,095	18,095
<b>22</b>	<b>Retirement Contributions</b>	31,338	25,751	26,901	24,944	24,944
<b>23</b>	<b>Health Insurance</b>	23,229	21,268	24,280	29,000	29,000
<b>24</b>	<b>Life Insurance</b>	768	677	617	643	643
	<b>Total Personal Services</b>	<u>\$ 328,534</u>	<u>\$ 293,436</u>	<u>\$ 298,638</u>	<u>\$ 309,217</u>	<u>\$ 309,217</u>

**POSITION ROSTER**

**Full Time Employees -**

Dep Dir Events, PLM&O, Lib, Rn	2B	1	1	1	1	1
Community Events Manager	3C	1	1	1	1	1
Events Production Manager	3B	1	1	1	1	1
Spec Comm Svcs Spvsr	3A	1	-	-	-	-
Spec Comm Svcs Coord	4C	1	-	-	-	-
Recreation Leader Aide	4A	1	-	-	-	-
Event Production Assistant	3A	1	1	1	1	1
	<b>Total Positions</b>	<u>7</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Events Management Division  
General Fund (001-910-574)**

			2014				
			2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>							
<b>31</b>	<b>Professional Services</b>						
- 40	Engineering & Design Services						
	Graphic Design	\$ -	\$ -	\$ 500	\$ 500	\$ 500	
<b>40</b>	<b>Travel and Training</b>						
- 05	Professional Training	-	-	200	200	200	
- 10	Technical Training						
	IFA/FFEA	-	-	1,000	1,000	1,000	
- 50	Mileage Reimbursement	-	-	200	200	200	
<b>42 - 01</b>	<b>Postage &amp; Transportation</b>						
	Event Mailouts	342	568	1,000	1,000	1,000	
<b>44</b>	<b>Rentals &amp; Leases</b>						
- 10	Off-site Storage						
	Storage Space Lease	3,966	1,740	2,000	2,000	2,000	
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies	3,645	1,895	1,300	1,300	1,300	
- 55	Brochures/Pamphlets						
	Volunteer Banquet	-	-	1,000	1,000	1,000	
	Various Event Brochures	855	518	1,000	500	500	
<b>48</b>	<b>Promotional Activities</b>						
- 10	Community Programs						
	Small Fireworks Display	-	-	3,000	3,000	3,000	
	Youth Baseball Opening Day	250	3,000	-	-	-	
	Volunteer Awards Banquet	11,138	12,260	15,000	15,000	15,000	
	Seasonal Entertainment	-	-	4,000	4,000	4,000	
	Jazz	2,000	-	-	-	-	
	Streetmosphere	1,300	-	-	-	-	
	Miscellaneous Events	-	3,688	-	-	-	
- 70	Marketing						
	Photographer/Videographer	-	998	1,500	1,000	1,000	
<b>51 - 90</b>	<b>Office Supplies</b>						
		1,409	621	1,000	500	500	
<b>52 - 90</b>	<b>Operating Supplies</b>						
		11,131	7,465	5,000	5,000	5,000	
<b>55</b>	<b>Uniforms</b>						
- 40	Safety	202	50	-	-	-	
<b>57</b>	<b>Small Tools &amp; Equipment</b>						
- 50	Park Equipment	-	3,465	5,000	5,000	5,000	
<b>Total Operating Expenditures</b>		<b>\$ 36,238</b>	<b>\$ 36,268</b>	<b>\$ 42,700</b>	<b>\$ 41,200</b>	<b>\$ 41,200</b>	
<b>TOTAL BUDGET</b>		<b>\$ 364,772</b>	<b>\$ 329,704</b>	<b>\$ 341,338</b>	<b>\$ 350,417</b>	<b>\$ 350,417</b>	

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Library  
General Fund (001-902-571)**

					2014	
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 8 Positions	\$ 203,726	\$ 207,742	\$ 207,740	\$ 214,463	\$ 214,463
	<b>Position Added</b>					
	Library Asst - Part Time 4A	-	-	-	10,950	10,950
<b>13</b>	<b>Limited Term Employees</b>					
	Library Assistants (870 hrs)	5,971	7,356	7,700	7,700	7,700
	<b>Total Salaries &amp; Wages</b>	\$ 209,697	\$ 215,098	\$ 215,440	\$ 233,113	\$ 233,113
<b>16</b>	<b>Add Pay</b>	653	650	650	650	650
<b>18</b>	<b>Uniform Allowance</b>	-	-	48	45	45
<b>21</b>	<b>FICA Taxes</b>	15,676	16,056	16,535	17,887	17,887
<b>22</b>	<b>Retirement Contributions</b>	26,280	26,639	27,633	24,434	24,434
<b>23</b>	<b>Health Insurance</b>	28,958	31,902	36,420	43,500	43,500
<b>24</b>	<b>Life Insurance</b>	576	580	583	640	640
	<b>Total Personal Services</b>	\$ 281,840	\$ 290,925	\$ 297,309	\$ 320,269	\$ 320,269

**POSITION ROSTER**

**Full Time Employees -**

Library Director	3B	1	1	1	1	1
Technical Svc Librarian	4C	1	1	1	1	1
Children's Librarian	4C	1	1	1	1	1
Library Assistant	4A	2	2	2	2	2
Comm Information Coord	4C	1	1	1	1	1
<b>Total Full Time Employees</b>		<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

**Part Time Employees -**

Library Assistant	4A	1	1	1	2	2
Special Worker		1	1	1	1	1
<b>Total Part Time Employees</b>		<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>
<b>Total Positions</b>		<u><u>8</u></u>	<u><u>8</u></u>	<u><u>8</u></u>	<u><u>9</u></u>	<u><u>9</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Library  
General Fund (001-902-571)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>					
<b>34 - 99 Other Contractual Services</b>					
Lyrasis	\$ 1,906	\$ -	\$ -	\$ -	\$ -
CFLC:DLLI (Interlibrary Loan)	1,800	600	-	-	-
OCLC Online Service	575	788	750	750	750
Surpass	-	1,721	2,430	4,400	4,400
Acteva	450	-	600	600	600
<b>39 - 01 Educational Incentive</b>	-	-	250	-	-
<b>40 Travel and Training</b>					
- 30 Conferences	-	-	150	150	150
- 50 Monthly Mileage Reimb	745	734	750	750	750
<b>42 - 01 Postage &amp; Transportation</b>	18	-	200	200	200
<b>47 Printing &amp; Binding</b>					
- 10 In-house Copies	2,421	2,768	2,400	2,400	2,400
<b>48 Promotional Activities</b>					
- 10 Community Programs	3,462	3,465	4,200	4,200	4,200
<b>51 - 01 Office Supplies</b>	1,438	1,502	2,000	1,500	1,500
<b>52 - 01 Operating Supplies</b>	4,825	4,644	5,000	5,000	5,000
<b>54 Books/Pubs/Subscrs/Membs</b>					
- 99 Miscellaneous	325	1,075	1,200	1,000	1,000
<b>55 Uniforms</b>					
- 50 Purchased Uniforms	-	-	280	250	250
<b>Total Operating Expenditures</b>	<u>\$ 17,965</u>	<u>\$ 17,297</u>	<u>\$ 20,210</u>	<u>\$ 21,200</u>	<u>\$ 21,200</u>
<b><u>CAPITAL OUTLAY</u></b>					
<b>66 - 01 Books &amp; Other Library Material</b>					
Inventory & Replacement Books	\$ 46,317	\$ 56,341	\$ 42,250	\$ 47,250	\$ 47,250
Reference Books	1,020	-	12,000	12,000	12,000
Misc Mags/News Subs	1,611	-	2,000	2,000	2,000
<b>67 - 01 Computer Software</b>					
Software for Network	-	-	355	355	355
<b>Total Capital Outlay</b>	<u>\$ 48,948</u>	<u>\$ 56,341</u>	<u>\$ 56,605</u>	<u>\$ 61,605</u>	<u>\$ 61,605</u>
<b>TOTAL BUDGET</b>	<u><u>\$ 348,753</u></u>	<u><u>\$ 364,563</u></u>	<u><u>\$ 374,124</u></u>	<u><u>\$ 403,074</u></u>	<u><u>\$ 403,074</u></u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Altamonte Springs Science Incubator Program  
Incubator Fund (025-1101-551)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Duke Energy	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000
Adventist Health Systems	-	25,000	25,000	-	25,000
Bright House Networks	-	2,500	3,000	-	3,000
Other	-	-	5,000	-	5,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 27,500</b>	<b>\$ 183,000</b>	<b>\$ 150,000</b>	<b>\$ 183,000</b>
<b><u>OPERATING EXPENDITURES</u></b>					
<b>34 Other Contractual Services</b>					
- 99 Misc Professional Services	\$ -	\$ -	\$ 7,500	\$ 500	\$ 2,500
<b>40 Travel and Training</b>					
- 10 Technical Training	-	-	250	-	250
<b>44 Rentals &amp; Leases</b>					
- 30 Equipment	-	-	5,000	1,097	5,000
<b>45 Insurance</b>					
- 50 Program Coverage	-	-	2,500	-	2,500
<b>46 Repair &amp; Maintenance</b>					
- 75 Hardscape	-	873	1,500	-	1,500
<b>48 - 70 Promotional Activities</b>					
Student Collaterals	-	8,754	75,000	54,404	80,000
Interpretive Sign/Banners	-	-	25,000	-	25,000
<b>51 Office Supplies</b>					
- 90 General Supplies	-	1,701	6,000	367	6,000
<b>52 Operating Supplies</b>					
- 20 Chemicals	-	103	500	-	500
- 90 General Operating Supplies	-	9,975	15,000	13,037	15,000
<b>55 - 40 Uniforms</b>					
Safety	-	1,404	1,500	5,041	1,500
Lab Coat Cleaning	-	-	5,000	-	5,000
<b>57 Small Tools &amp; Equipment</b>					
- 20 Hand Tools	-	1,297	500	2,381	500
- 30 Computer Equipment	-	1,057	10,750	8,069	10,750
- 99 Other Small Tools	-	1,870	2,000	383	2,000
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 27,034</b>	<b>\$ 158,000</b>	<b>\$ 85,279</b>	<b>\$ 158,000</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Altamonte Springs Science Incubator Program  
Incubator Fund (025-1101-551)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>CAPITAL OUTLAY</u></b>					
<b>63 Improvements</b>					
- 70 Lab equipment	\$ -	\$ 25,391	\$ 25,000	\$ -	\$ 2,500
<b>Total Expenditures</b>	\$ -	\$ 52,425	\$ 183,000	\$ 85,279	\$ 160,500
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$ -	\$ (24,925)	\$ -	\$ 64,721	\$ 22,500
<b><u>FUND BALANCE</u></b>					
Beginning of Year	-	-	(24,925)	(24,925)	39,796
End of Year	\$ -	\$ (24,925)	\$ (24,925)	\$ 39,796	\$ 62,296

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department  
Recreational Facilities Impact Fee Fund (315)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Impact Fees	\$ 4,146	\$ 4,232	\$ 2,500	\$ -	\$ 500
Interest Income	<u>5,479</u>	<u>12,142</u>	<u>8,055</u>	<u>4,490</u>	<u>4,236</u>
<b>Total Revenues</b>	<b>\$ <u>9,625</u></b>	<b>\$ <u>16,374</u></b>	<b>\$ <u>10,555</u></b>	<b>\$ <u>4,490</u></b>	<b>\$ <u>4,736</u></b>
<b><u>EXPENDITURES</u></b>					
Reserve for Future Projects	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 9,625</b>	<b>\$ 16,374</b>	<b>\$ (89,445)</b>	<b>\$ 4,490</b>	<b>\$ (95,264)</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>393,106</u>	<u>402,731</u>	<u>419,105</u>	<u>419,105</u>	<u>423,595</u>
End of Year	<b>\$ <u><u>402,731</u></u></b>	<b>\$ <u><u>419,105</u></u></b>	<b>\$ <u><u>329,660</u></u></b>	<b>\$ <u><u>423,595</u></u></b>	<b>\$ <u><u>328,331</u></u></b>

*This page intentionally left blank.*



*Section 8*  
*Leisure and*  
*Maintenance Services*  
*Department*

*Maintenance Services*

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department  
Maintenance Services Section  
Table of Contents**

---

Overview ..... 8-2

Summary Budget ..... 8-4

Park Landscape Management and Operations Division..... 8-5

Fleet Maintenance Division ..... 8-10

Facilities Maintenance Division ..... 8-13

**Leisure and Maintenance Services Department  
Maintenance Services Section  
Overview**

---

The City's Leisure and Maintenance Services Department provides both recreational facilities and programs to our citizens as well as maintenance and similar support services to the City's operating departments. For budget presentation purposes, we have divided the Department into the two major functional sections; Leisure Services and Maintenance Services. In this section we present the budget for Maintenance Services. The budget for Leisure Services is presented in the previous section of the budget.

The Maintenance Services section consists of three operating divisions; Park Landscape Management and Operations (PLMO), Fleet Maintenance, and Facilities Maintenance. Funding for these divisions is provided exclusively by the General Fund. Operating budgets for both the Fleet Maintenance Division and Facility Maintenance Division show slight increases largely due to preventative maintenance routines required to support the City's operation in an efficient manner. The PLMO operating budget reflects the most sizable increase due to an increase in roadway maintenance and contractual maintenance agreements with FDOT and Seminole County-Sun Rail property.

**Park Landscape Management and Operations (PLMO)**

PLMO is responsible for the beautification of all City parks and properties, making sure the gateways within the City of Altamonte Springs are attractive and well maintained. They also assist in the removal of trash in the Uptown area during special events and assist other divisions in trash removal throughout the City as needed. This Division is responsible for the City's tree inventory, irrigation, sports turf, greenhouses and fertilization/insecticide maintenance program. This year we are gaining 1.33 miles of new roadway with the addition of Gateway Drive and the West Town Parkway extension, with much of the PLMO work being in the median and both sides of the roadway, tripling the linear distance for maintenance.

**Leisure and Maintenance Services Department  
Maintenance Services Section  
Overview**

---

**Fleet Maintenance Division**

Fleet is responsible for the general maintenance of the City's rolling stock, field repairs to City equipment, fuel, and development and fabrication of new project elements. The budget remains consistent. Increases are due to projected increased fuel consumption by the City and Seminole County (who purchases some fuel from the City), and operating supplies required to ensure that each department has the resources necessary to meet the needs of the citizens of Altamonte Springs.

**Facility Maintenance Division**

Facility Maintenance is responsible for repair and maintenance of City owned properties, custodial support, skilled trade services and management of the security system at all City owned and leased facilities. The Division also prepares for and supports special events as needed. With more than 120 structures both big and small to manage, this Division stays busy keeping the doors open and buildings safe for employees and visitors. The operating expenses have increased slightly due to the increase in custodial needs and the addition of architectural services needed to support City-wide facility improvements. Continued roof and AC replacements/restorations, along with building improvements necessary for the recently purchased post office, account for much of the division's capital expenses.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department  
Maintenance Services Section  
Summary Budget by Fund**

---

	<b>2014 Commission Approved Budget</b>	<b>2013 Budget</b>
	<u>                    </u>	<u>                    </u>
<b><u>Operating Expenses</u></b>		
Park Land Management/Operations	\$ 1,990,261	\$ 1,869,964
Fleet Maintenance	1,927,664	1,820,725
Facilities Maintenance	<u>2,040,330</u>	<u>1,941,762</u>
 Total Operating Expenses	 \$ <u>5,958,255</u>	 \$ <u>5,632,451</u>
 <b><u>Non-Operating Expenses</u></b>		
Capital Outlay	\$ <u>111,000</u>	\$ <u>116,350</u>
 <b>Total Expenses</b>	 \$ <u><u>6,069,255</u></u>	 \$ <u><u>5,748,801</u></u>

---

Note: These divisions are funded entirely from the General Fund.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Park Land Mgmt/Operations  
General Fund (001-903-519)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 29 Positions	\$ 810,640	\$ 936,558	\$ 933,631	\$ 967,519	\$ 967,519
	<b>Positions Added:</b>					
	Turf Specialist 3A	-	-	-	36,033	36,033
	Groundskeeper/Landscaper 4B	-	-	-	-	-
	<b>Positon Upgrade:</b>					
	Groundskeeper/Landscaper 4B	-	-	-	624	624
<b>13</b>	<b>Limited Term Employees:</b>					
	On Call Ground/Land (3800 hrs)	-	485	30,000	38,000	38,000
	<b>Total Salaries &amp; Wages</b>	\$ 810,640	\$ 937,043	\$ 963,631	\$ 1,042,176	\$ 1,042,176
<b>14</b>	<b>Overtime</b>	9,119	7,559	3,016	3,000	3,000
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	602	2,262	2,400	2,400	2,400
<b>18</b>	<b>Uniform Allowance</b>	-	-	810	2,050	2,050
<b>21</b>	<b>FICA Taxes</b>	61,451	70,996	74,196	80,298	80,298
<b>22</b>	<b>Retirement Contributions</b>	102,313	110,414	116,806	112,106	112,106
<b>23</b>	<b>Health Insurance</b>	116,637	144,309	169,960	210,250	210,250
<b>24</b>	<b>Life Insurance</b>	2,486	2,767	2,622	2,858	2,858
	<b>Total Personal Services</b>	\$ 1,103,248	\$ 1,275,350	\$ 1,333,441	\$ 1,455,138	\$ 1,455,138

**POSITION ROSTER**

**Full Time Employees -**

Parks Land Mgmt&Oper Super	2A	1	1	1	1	1
Arborist	3A	1	1	1	1	1
Senior Operations Supervisor	3A	-	2	2	2	2
Turf Specialist	3A	-	1	1	2	2
Crew Leader	4C	5	5	7	7	7
Heavy Equipment Operator	4C	1	1	1	1	1
Operations Supervisor	4C	-	1	-	-	-
Groundskeeper/Landscapers	4B	5	13	12	12	12
Irrigation Technician	4B	1	1	1	1	1
Tree Maint Workers	4B	2	2	2	2	2
<b>Total Full Time Employees</b>		<u>16</u>	<u>28</u>	<u>28</u>	<u>29</u>	<u>29</u>

**Part Time Employees -**

Special Worker		-	2	2	2	2
----------------	--	---	---	---	---	---

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Park Land Mgmt/Operations  
General Fund (001-903-519)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b>Total Positions</b>	16	30	30	31	31
<b><u>OPERATING EXPENDITURES</u></b>					
<b>34 Other Contractual Services</b>					
- 20 Landscaping Services					
Major Tree Removal	\$ 41,100	\$ 45,090	\$ 53,000	\$ 38,000	\$ 38,000
Landscape Maintenance	160,758	122,969	175,000	175,000	175,000
Cholinesterase Testing	700	-	500	500	500
Licenses (Pest Ctrl, Mosquitos, Herbicides)	451	550	2,000	2,000	2,000
Respirator/Pulmonary Tests	-	1,170	-	-	-
CDL Training	-	-	800	800	800
- 50 Temporary Labor	3,408	11,254	3,000	3,000	3,000
- 60 Trash Disposal	-	-	1,500	1,500	1,500
<b>39 - 01 Educational Incentive</b>	-	-	500	500	500
<b>40 Travel and Training</b>					
- 20 Visit Cities/Observations/Train	-	-	300	300	300
- 30 Conferences/Seminars					
Tech Seminars & Certifications	230	2,000	2,400	2,400	2,400
Arbor Culture Conference (2)	-	-	1,000	1,000	1,000
DODD Mosquito Short Course	-	-	1,500	1,500	1,500
International Society Arborculture	110	-	-	-	-
Pesticide Licence Renew	-	-	1,000	1,000	1,000
STMA & FRPA Seminars	-	-	750	750	750
<b>44 Rentals &amp; Leases</b>					
- 30 Parks	-	109	1,000	1,000	1,000
<b>46 Repair &amp; Maintenance</b>					
- 02 Fencing/Security					
Repl Windscreens (EM, WM, MP)	-	6,790	5,000	5,000	5,000
Temporary Fencing (all Parks)	-	-	3,000	3,000	3,000
- 10 Ballfield Maintenance					
General Maintenance (all Parks)	13,530	7,080	17,500	17,500	17,500
Crimson Stone	-	16,699	8,000	8,000	8,000
Diamond Pro Infield Cond (EM)	-	-	1,500	1,500	1,500
Guard Rail-Eastmonte	7,070	1,790	-	-	-
Clay	-	12,051	2,000	2,000	2,000
Field Paint	-	-	3,000	3,000	3,000
Westmonte Plantings	-	2,035	-	-	-
- 15 Landscape Maintenance					
Lawn Maintenance	-	-	7,500	7,500	7,500
General Lndscpng/Pub Buildings	2,253	-	9,000	9,000	9,000
General Landscaping/All Parks	17,669	68,335	28,500	28,500	28,500
Homeowner Asst/Trees E/M	-	-	5,000	5,000	5,000
Irrigation Parts/Repair/City-wide	20,490	18,882	15,000	15,000	15,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Park Land Mgmt/Operations  
General Fund (001-903-519)**

			2014				
			2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b>46</b>	<b>Repair &amp; Maintenance (cont'd)</b>						
- 15	Landscape Maintenance (cont'd)						
		Hermits Tr Hardscape Maint Play	-	-	1,250	1,250	1,250
		Tree Work - Westmonte Park	-	-	4,000	-	-
		Median Plantings - Trees (SR436, Central Parkway)	-	3,017	-	-	-
		Repl Plants/Right of Way	-	-	10,000	15,000	15,000
		Repl Turf/Common Areas/Parks	-	-	15,000	15,000	15,000
		Mulch (all Parks)	5,665	-	4,000	4,000	4,000
		Forestry (Trees)	-	-	18,000	18,000	18,000
		Well Maintenance	-	-	500	500	500
		Crimson Stone	4,295	-	-	-	-
		Diamond Pro Infield Cond	3,222	-	-	-	-
		Clay	524	-	-	-	-
		Field Paint	3,019	-	-	-	-
		Concrete-Drive/Sidewalk (EM/WM)	3,904	-	-	-	-
		Bases	2,030	-	-	-	-
		Greenhouse Plants	6,603	-	-	-	-
- 20	Equipment Repair		-	1,409	2,000	5,000	5,000
		Mower Repair	258	262	4,000	4,000	4,000
		Floor Jack	129	-	-	-	-
		Radio Repair	359	50	-	-	-
		Trailer Accessories/Repairs	-	707	4,000	4,000	4,000
		Top Dresser	-	800	-	-	-
		Sand Pro	-	542	-	-	-
- 75	Hardscape Maintenance						
		Repairs/Turnbull & Sunshine	-	-	5,000	5,000	5,000
		Repairs/Hermits Trail	-	-	1,250	1,250	1,250
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies		797	837	700	700	700
- 55	Brochures/Pamphlets		-	190	-	-	-
		FAST Program	-	-	350	350	350
		Tree Giveaway Program	-	-	350	350	350
<b>51 - 01</b>	<b>Office Supplies</b>		602	639	2,000	2,000	2,000
<b>52</b>	<b>Operating Supplies</b>						
- 20	Chemicals		18,425	40,998	-	-	-
		Fertilizer	-	-	15,000	20,000	20,000
		Mosquito Control Chem	-	-	5,000	5,000	5,000
		Insecticides/Pesticides (all Parks)	-	-	25,000	25,000	25,000
- 40	Propane/Diesel		2,470	1,211	5,000	5,000	5,000
- 85	Landscaping Supplies						
		Nursery Operating Supplies	36,408	14,781	6,000	6,000	6,000
- 90	General Operating Supplies		5,622	4,620	4,500	4,500	4,500
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>		355	387	800	800	800

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Park Land Mgmt/Operations  
General Fund (001-903-519)**

			2014				
			2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b>55</b>	<b>Uniforms</b>						
- 01	Uniforms		1,724	800	4,000	4,000	4,000
- 05	Rental Uniforms		6,130	7,544	14,590	14,590	14,590
- 32	Shoes/Workboots		2,541	3,766	11,000	11,000	11,000
- 40	Safety		2,769	3,297	1,000	4,000	4,000
- 50	Purchased Uniforms		-	-	4,983	5,583	5,583
<b>57</b>	<b>Small Tools &amp; Equipment</b>						
- 20	Hand Tools		1,472	4,830	7,500	10,000	10,000
	Warehouse Issues		331	-	-	-	-
	Chain Saw (2)		944	-	-	-	-
	Chain Saw (1)		488	-	-	-	-
	Weedeaters (4)		1,280	-	-	-	-
	Edger (3)		1,104	-	-	-	-
	Blowers (7)		-	2,700	-	-	-
	Blowers (1)		344	-	-	-	-
	Pole Saw (1)		520	-	-	-	-
	Trash Sticks		474	264	300	300	300
	Auger (1)		472	-	-	-	-
	Auger (1)		677	-	-	-	-
	Blade Grinder		789	-	-	-	-
	Hose Reel & Hose for Water Tnkr		649	-	-	-	-
	Trailer Accessories		700	-	-	-	-
	Bob Cat Accessories		179	-	-	-	-
	Gas Cans (2)		112	-	-	-	-
	Chain Saws		-	-	1,500	1,500	1,500
	Weedeaters		-	-	3,500	1,000	1,000
	Hedge Trimmers (2)		-	1,306	1,500	1,500	1,500
	Edgers (3)		-	1,215	500	500	500
	Blowers		-	-	500	500	500
	Weedeaters (2)		-	880	-	-	-
	Hydro Scrubber		-	600	-	-	-
	Chalker (1)		-	265	-	-	-
	Sprayer		-	176	-	-	-
	Backpack Blower (2)		-	-	-	1,200	1,200
	Weedeater (1)		-	-	-	600	600
	Pole Saw (1)		-	-	-	600	600
	Hedge Trimmer (1)		-	-	-	600	600
	Chain Saw (1)		-	-	-	700	700
- 50	Park Equipment		-	697	-	-	-
	Radios (6)		-	4,728	-	-	-
	Radios (3) (10-400)		-	-	2,700	-	-
<b>Total Operating Expenditures</b>			<b>\$ 386,155</b>	<b>\$ 420,322</b>	<b>\$ 536,523</b>	<b>\$ 535,123</b>	<b>\$ 535,123</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Park Land Mgmt/Operations  
General Fund (001-903-519)**

			2014				
			2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>CAPITAL OUTLAY</u></b>							
<b>62</b>	<b>Buildings</b>						
- 10	City Buildings						
	Green House - Repairs	\$	-	\$	-	\$	5,000 \$ 5,000
<b>63</b>	<b>Improvements/Not Buildings</b>						
- 30	City Parks						
	Merrill Park:						
	Repair Boardwalk	-		5,535	-	-	-
	Retaining Wall	-		13,952	-	-	-
	Eastmonte Park:						
	Soil Bins Temporary	-		-	-	2,500	2,500
<b>64</b>	<b>Machinery &amp; Equipment</b>						
- 20	Lawn Equipment						
	Replace Bush Hog Mower	-		2,550	-	-	-
	Grapple Rake	-		2,664	-	-	-
	Tiller (New)	3,384		-	-	-	-
	Repl Tiller (22489)	-		-	3,000	-	-
	Repl Mosquito Sprayer (15214)	-		-	9,300	-	-
	21" Honda Mower (2) (New)	-		-	2,600	-	-
	Repl Dingo Loader (20285)	-		-	22,000	-	-
	New:						
	Bobcat Root Grapple	-		-	-	2,500	2,500
	Verticut Mower	-		-	-	10,000	10,000
	Replace:						
	Sand Pro Tractor	-		-	-	20,000	20,000
	Gator ATV	-		-	-	16,000	16,000
	Snapper Mower	-		-	-	2,000	2,000
	Sod Cutter	-		-	-	6,000	6,000
	Carry All Cart	-		-	-	16,000	16,000
	New Kabota 56HP Tractor	-		-	-	22,000	22,000
- 45	Park Equipment						
	Eastmonte Park:						
	Replace 48" Scagg Mower	-		8,288	-	-	-
	Replace Turf Sweeper	-		25,520	-	-	-
	Westmonte Park:						
	Aerator/Fields/Common Areas	-		24,492	-	-	-
	Repl Turf Sprayer	-		-	35,000	-	-
- 60	Vehicles						
	Replace Utility Vehicles	10,565		-	-	-	-
- 99	Other Machinery & Equipment						
	Cart Path Edger	2,995		-	-	-	-
<b>Total Capital Outlay</b>		\$	<u>16,944</u>	\$	<u>83,001</u>	\$	<u>71,900</u> \$ <u>102,000</u> \$ <u>102,000</u>
<b>TOTAL BUDGET</b>		\$	<u>1,506,347</u>	\$	<u>1,778,673</u>	\$	<u>1,941,864</u> \$ <u>2,092,261</u> \$ <u>2,092,261</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Fleet Maintenance Division  
General Fund (001-904-519)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 11 Positions	\$ 410,460	\$ 417,413	\$ 423,304	\$ 439,369	\$ 439,369
<b>14</b>	<b>Overtime</b>	1,023	-	909	1,500	1,500
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	1,205	1,200	1,200	1,200	1,200
<b>18</b>	<b>Uniform Allowance</b>	-	-	303	500	500
<b>21</b>	<b>FICA Taxes</b>	31,516	31,815	32,568	33,857	33,857
<b>22</b>	<b>Retirement Contributions</b>	51,874	47,509	51,189	47,200	47,200
<b>23</b>	<b>Health Insurance</b>	50,493	55,646	66,770	79,750	79,750
<b>24</b>	<b>Life Insurance</b>	1,272	1,260	1,192	1,248	1,248
	<b>Total Personal Services</b>	\$ <u>547,843</u>	\$ <u>554,843</u>	\$ <u>577,435</u>	\$ <u>604,624</u>	\$ <u>604,624</u>

**POSITION ROSTER**

**Full Time Employees -**

Fleet Division Manager	3C	1	1	1	1	1
Office Manager	3A	1	1	1	1	1
Automotive Technician	4C	4	4	4	4	4
Preventive Maint Mechanic	4B	1	1	1	1	1
Small Engine Mechanic	4C	2	2	2	2	2
Auto Parts Specialist	4B	1	1	1	1	1
Equip Maint Supervisor	3B	1	1	1	1	1
<b>Total Positions</b>		<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Fleet Maintenance Division  
General Fund (001-904-519)**

			2014				
			2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b><u>OPERATING EXPENDITURES</u></b>							
<b>34</b>	<b>Other Contractual Services</b>						
- 50	Outside Repairs	\$	562	\$	-	\$	-
- 60	Trash Disposal		-	413	-		-
<b>40</b>	<b>Travel and Training</b>						
- 15	Certifications (ASE)		594	282	750	750	750
- 20	Meetings		275	300	500	500	500
- 30	Conferences/Seminars		50	-	1,500	500	500
<b>46</b>	<b>Repair &amp; Maintenance</b>						
- 20	Computer Repair		-	-	600	600	600
- 90	Vehicle Repair/Maint		-	-	20,000	20,000	20,000
	Outside Repairs		36,539	45,023	60,000	50,000	50,000
<b>47 - 10</b>	<b>Printing &amp; Binding</b>		1,564	1,425	1,350	1,350	1,350
<b>51 - 01</b>	<b>Office Supplies</b>		1,452	1,569	2,000	2,000	2,000
<b>52 - 90</b>	<b>Operating Supplies</b>		221,767	240,011	180,000	193,000	193,000
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>		910	860	1,500	1,000	1,000
<b>55</b>	<b>Uniforms</b>						
- 01	Uniforms		42	-	-	-	-
- 05	Rental Uniforms		2,165	1,922	3,490	3,490	3,490
- 32	Shoes/Workboots		978	1,407	2,000	2,000	2,000
- 50	Purchased Uniforms		-	-	1,650	1,650	1,650
<b>56 - 01</b>	<b>Gas, Oil &amp; Lube</b>		817,182	820,653	958,750	1,037,000	1,037,000
<b>57 - 01</b>	<b>Small Tools &amp; Equipment</b>		7,901	8,208	8,100	8,100	8,100
<b>58 - 01</b>	<b>Computer Software</b>		-	-	1,100	1,100	1,100
	<b>Total Operating Expenditures</b>	\$	<u>1,091,981</u>	\$	<u>1,122,073</u>	\$	<u>1,243,290</u>
		\$		\$		\$	<u>1,323,040</u>
		\$		\$		\$	<u>1,323,040</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Fleet Maintenance Division  
General Fund (001-904-519)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b><u>CAPITAL OUTLAY</u></b>					
<b>64 Machinery &amp; Equipment</b>					
- 50 Shop Equipment					
Upgrade AIMS (Auto Fuel Sys) \$	58,433	\$ -	\$ -	\$ -	\$ -
Replace Truck Jaws	-	26,814	-	-	-
Replace Fuel Dispenser/W Alt Defibrillator	-	4,621	-	-	-
Wheel Alignment Machine (14699)	-	1,008	-	-	-
A/C Recovery Unit (16704)	-	-	23,000	-	-
Truck Jack (New) (2)	-	-	3,200	-	-
Small Engine Shop Lift (16951)	-	-	9,000	-	-
Replace Brake Lathe	-	-	9,250	-	-
	-	-	-	9,000	9,000
<b>Total Capital Outlay</b>	<b>\$ 58,433</b>	<b>\$ 32,443</b>	<b>\$ 44,450</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,698,257</b>	<b>\$ 1,709,359</b>	<b>\$ 1,865,175</b>	<b>\$ 1,936,664</b>	<b>\$ 1,936,664</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Facilities Maintenance Division  
General Fund (001-907-519)**

		2014				
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 15 Positions	\$ 406,708	\$ 406,433	\$ 446,392	\$ 457,870	\$ 457,870
<b>13</b>	<b>Limited Term Employees</b>					
	Custodian (2,320 Hrs)	2,922	3,027	12,800	12,800	12,800
	<b>Total Salaries &amp; Wages</b>	\$ 409,630	\$ 409,460	\$ 459,192	\$ 470,670	\$ 470,670
<b>14 - 00</b>	<b>Overtime</b>	3,207	7,295	3,033	3,000	3,000
- 01	On Call Pay	-	2,989	3,913	3,913	3,913
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	6,029	6,001	7,200	8,400	8,400
<b>18</b>	<b>Uniform Allowance</b>	-	-	143	850	850
<b>21</b>	<b>FICA Taxes</b>	31,066	31,280	36,220	37,243	37,243
<b>22</b>	<b>Retirement Contributions</b>	38,507	31,374	40,110	44,887	44,887
<b>23</b>	<b>Health Insurance</b>	37,313	42,311	52,700	65,250	65,250
<b>24</b>	<b>Life Insurance</b>	969	993	1,251	1,302	1,302
	<b>Total Personal Services</b>	\$ 526,721	\$ 531,703	\$ 603,762	\$ 635,515	\$ 635,515

**POSITION ROSTER**

**Full Time Employees -**

Facilities Maintenance and

Development Supt.

HVAC/Project Manager

HVAC Technician

Plumber

Maintenance Specialist

Custodial Supervisor

Staff Assistant

Electrician

Total Full Time Employees

**Part Time Employees -**

Custodian

Total Positions

2A	1	1	1	1	1
3B	-	-	1	1	1
3A	1	1	1	1	1
3A	-	-	1	1	1
4C	2	2	1	1	1
4B	1	1	2	2	2
4C	1	1	1	1	1
3A	1	1	1	1	1
	7	7	9	9	9
4A	6	6	6	6	6
	13	13	15	15	15

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Facilities Maintenance Division  
General Fund (001-907-519)**

			2014				
			2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>							
<b>31 - 40 Professional Services</b>							
	Architectural Services	\$	-	\$	-	\$	65,000
						\$	65,000
<b>34 Other Contractual Services</b>							
- 10	Custodial Services						
	Carpet Cleaning		6,284	8,553	18,500	18,500	18,500
- 40	Pest Control Service		5,040	5,515	6,800	6,800	6,800
- 50	Temporary Labor		-	1,896	3,000	1,000	1,000
<b>39 - 01 Educational Incentive</b>			-	-	500	500	500
<b>40 Travel and Training</b>							
- 05	Professional Training		-	-	600	600	600
	Bldg Control System Training		-	-	800	800	800
	IFMA Conference		-	760	-	-	-
- 10	Computer Training		-	-	500	500	500
- 30	Conferences/Seminars		-	42	-	-	-
	Refrigeration Seminars		-	-	650	650	650
	IFMA Conference		1,102	-	1,000	1,000	1,000
<b>43 Utility Services</b>							
- 10	Electric Power		750,207	746,311	825,000	825,000	825,000
- 15	Other Utilities		164,813	168,371	170,000	170,000	170,000
<b>46 Repair &amp; Maintenance</b>							
- 01	Building/Facilities Maintenance		17,056	141,614	-	-	-
	Electrical Repair/Parts		22,566	-	19,500	19,500	19,500
	Plumbing Repair/Parts		13,115	-	9,500	9,500	9,500
	HVAC		22,829	-	18,750	18,750	18,750
	Light Bulb Disposal		-	-	2,000	2,000	2,000
	Painting City-wide		775	-	15,000	15,000	15,000
	Electrical Door Maintenance		5,005	-	-	-	-
	Roofing City-wide		-	-	19,000	-	-
	Roofing Repairs		-	-	33,000	33,000	33,000
	Carpet Maintenance		1,759	-	7,500	7,500	7,500
	Outdoor Lighting Upgrades		10,531	-	-	-	-
	Outdoor Clean & Paint EM & WM		22,209	-	-	-	-
	Window Blinds		518	-	-	-	-
	City Parks:						
	Ballfield Lighting		-	-	7,500	7,500	7,500
	Scoreboard Modules		-	-	2,100	2,100	2,100
	Gym Maintenance		-	-	4,000	4,000	4,000
	Westmonte Park:						
	Therapeutic Pool Repairs		2,081	-	5,000	5,000	5,000
	Paint Interior / Thera Pool		-	-	10,000	-	-
	Lake Lotus Pavilion		1,250	-	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Facilities Maintenance Division  
General Fund (001-907-519)**

			2014				
			2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b>46</b>	<b>Repair &amp; Maintenance (cont'd)</b>						
- 01	Building/Facilities Maintenance (cont'd)						
	Fire Station #11 Door Repair	3,693	-	-	-	-	-
	West Altamonte Bldg #6 Door	4,154	-	-	-	-	-
	Keller Road Duct Clean	5,806	-	-	-	-	-
- 20	Equipment Repair	1,024	918	-	-	-	-
- 80	Maintenance Contracts						
	Handicap Chair Maint TH/Pool	-	-	975	975	975	975
	Fire Burglar Alarm Monitoring	8,300	10,034	14,735	23,000	23,000	23,000
	Fire Burglar Alarm Repair	409	-	-	-	-	-
	Security System Monitoring	6,575	-	-	-	-	-
	Security System Repair	7,712	-	-	-	-	-
	Elevator Monitoring	3,950	-	600	600	600	600
	Generator Maintenance	4,812	10,708	13,000	13,000	13,000	13,000
	Generator Repair	3,990	-	-	-	-	-
	Fire Sprinkler Maintenance	2,814	22,635	15,000	15,000	15,000	15,000
	Fire Supression/Chem/Halon	-	-	2,000	2,000	2,000	2,000
	Low Voltage Sys Maint/PSB	-	-	3,000	3,000	3,000	3,000
	Fire Extinguisher Maint/City-wide	-	3,793	4,000	4,000	4,000	4,000
	Elevator Maint/Inspection	-	8,414	7,500	7,500	7,500	7,500
- 84	Hardware Maintenance Contracts						
	Leibert UPS Maintenance	9,300	-	7,500	7,500	7,500	7,500
	Security Hardware Maintenance	-	-	10,000	-	-	-
	VRLA Battery Maintenance	10,128	-	13,000	13,000	13,000	13,000
	Security Camera Hardware Maint	-	-	500	34,500	34,500	34,500
<b>47</b>	<b>Printing &amp; Binding</b>						
- 10	In-house Copies	928	558	775	775	775	775
<b>48</b>	<b>Promotional Activities</b>						
- 10	Holiday Decorations & Lights	621	1,215	1,500	1,500	1,500	1,500
<b>51 - 01</b>	<b>Office Supplies</b>	658	676	1,000	1,000	1,000	1,000
<b>52</b>	<b>Operating Supplies</b>						
- 10	Custodial Supplies	30,981	37,571	28,500	28,500	28,500	28,500
	Hand Sanitizer	-	-	1,000	1,000	1,000	1,000
	Janitorial Supplies	-	-	-	3,000	3,000	3,000
- 40	Propane for Generators	-	-	1,200	1,200	1,200	1,200
- 90	General Operating Supplies	13,546	20,553	1,500	1,500	1,500	1,500
	HVAC Filters/Health	-	-	3,000	3,000	3,000	3,000
	Lighting (Bulb Replacement)	4,653	-	7,500	7,500	7,500	7,500
	Batteries	910	-	2,000	2,000	2,000	2,000
	Warehouse Shelving & Bins	-	-	2,000	-	-	-
	Warehouse Issued Supplies	926	-	-	-	-	-
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>	876	971	850	850	850	850

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Facilities Maintenance Division  
General Fund (001-907-519)**

			2014				
			2011	2012	2013	Manager	Commission
			Actual	Actual	Budget	Recmnd	Approved
<b>55</b>	<b>Uniforms</b>						
- 01	Uniforms		48	124	750	-	-
- 05	Rental Uniforms		2,839	3,219	4,835	4,835	4,835
- 32	Shoes/Workboots		859	1,257	2,400	2,700	2,700
- 40	Safety		249	321	1,000	1,000	1,000
- 50	Purchased Uniforms		-	-	780	780	780
<b>57</b>	<b>Small Tools &amp; Equipment</b>						
- 10	Appliances As Needed		89	936	2,700	2,700	2,700
- 20	Hand Tools		2,535	1,133	2,700	2,700	2,700
<b>Total Operating Expenditures</b>			<b>\$ 1,180,525</b>	<b>\$ 1,198,098</b>	<b>\$ 1,338,000</b>	<b>\$ 1,404,815</b>	<b>\$ 1,404,815</b>

**CAPITAL OUTLAY**

<b>62</b>	<b>Buildings</b>						
- 10	City Buildings						
	City Hall:						
	West End Remodel	\$ -	\$ 10,193	\$ -	\$ -	\$ -	\$ -
	City Clerk - Glass Enclosure	4,008	-	-	-	-	-
	Building Automation Controls:						
	Keller Road Ops	5,697	-	-	-	-	-
	Keller Road Lab	6,597	-	-	-	-	-
	Keller Road Mech Maint	5,154	-	-	-	-	-
	Keller Road Neut Bldg	3,991	-	-	-	-	-
	Keller Road Blower Bldg	4,040	-	-	-	-	-
	Keller Road Press Bldg	4,560	-	-	-	-	-
	Keller Road Plant Maint	5,043	-	-	-	-	-
	Keller Road Generator Bldg	4,040	-	-	-	-	-
	Keller Road Low Head & Turbic	3,559	-	-	-	-	-
	WTP #5	4,704	-	-	-	-	-
	WTP #2	6,498	-	-	-	-	-
	Eastmonte Civic Center	5,906	-	-	-	-	-
	Power Conditioning Equipment:						
	13 Vac Power						
	Conditioning Devices	24,050	74,340	-	-	-	-
	Repl Burglar/Fire Systems	-	42,214	-	-	-	-
	Public Safety Bldg:						
	First Floor Hall Remodel	-	9,284	-	-	-	-
	Energy Star White Roof Coat	-	42,882	-	-	-	-
	Roof Replacement & Repairs:						
	City Clerk Building	-	17,211	-	-	-	-
	Therapeutic Pool	-	59,705	-	-	-	-
	Maintenance Bldg (Lk Lotus)	-	17,456	-	-	-	-
	Restrooms (Lk Lotus)	-	12,524	-	-	-	-
	Install Hand Dryer/City-wide	6,502	-	-	-	-	-
- 30	City Parks						
	Westmonte Park Civic Center:						
	Customer Service Counter	9,150	-	-	-	-	-
	Remodel Restrooms	-	24,999	-	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Leisure and Maintenance Services Department - Facilities Maintenance Division  
General Fund (001-907-519)**

			2014				
			2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Budget</u>	<u>Manager Recmnd</u>	<u>Commission Approved</u>
<b>63</b>	<b>Improvements Not Buildings</b>						
- 10	City Buildings						
	Relocate Generator from Keller Road to Eastmonte Park		31,554	-	-	-	-
	Security Upgrade Dome		-	8,119	-	-	-
<b>64</b>	<b>Machinery &amp; Equipment</b>						
- 55	Building Equipment						
	Power Conditioning Equipment:						
	Electrical Circuit/Wire Tracer		1,000	-	-	-	-
	3 Phase Power Logger		1,665	-	-	-	-
<b>67 - 01</b>	<b>Computer Software</b>						
	Main Trac Workgroup		-	25,226	-	-	-
	<b>Total Capital Outlay</b>		<u>\$ 137,718</u>	<u>\$ 344,153</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL BUDGET</b>			<u><u>\$ 1,844,964</u></u>	<u><u>\$ 2,073,954</u></u>	<u><u>\$ 1,941,762</u></u>	<u><u>\$ 2,040,330</u></u>	<u><u>\$ 2,040,330</u></u>

*This page intentionally left blank.*



*Section 9*  
*Community*  
*Redevelopment Agency*

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency  
Table of Contents**

---

Overview ..... 9-2

Tax Increment Fund

Statement of Revenues and Expenses ..... 9-5  
Administration Division ..... 9-6  
Maintenance / Operations Division ..... 9-9  
Events Operations ..... 9-13  
Capital Projects ..... 9-14

**City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget**

**Community Redevelopment Agency  
Overview**

The City created the Community Redevelopment Agency (CRA) in the mid 1980's with the mission of addressing the blighted conditions in and around the center of the City. This mission includes the encouragement of development of vacant parcels and re-development of underutilized parcels and, to the extent possible, alleviating traffic problems primarily in and around the I-4/SR 436 intersection, the City's Central Business District (CBD). To alleviate traffic crowding, the CRA has sought to encourage or redirect commercial growth from the City's main thoroughfares to sites within the CBD. The CRA has made extensive infrastructure improvements, including new and expanded roadways, and the construction of a pedestrian park and sidewalk system featuring Cranes Roost Lake, a center of attraction in this area. The CRA continues to make additional infrastructure improvements as well as to ensure the maintenance of the existing improvements.

<b>Tax Increment Calculations</b>				
	<b>2013</b>	<b>2014</b>		
	<b>Actual</b>	<b>Projected</b>	<b>Decrease</b>	
<b>1. Incremental Increase in Values</b>				
Total Taxable Value	\$ 679,622,558	\$ 707,273,851	\$ 27,651,293	4.1%
Less: Base Year Value	(284,022,707)	(284,022,707)	-	-
Incremental Value at 100%	<u>\$ 395,599,851</u>	<u>\$ 423,251,144</u>	<u>\$ 27,651,293</u>	<u>7.0%</u>
Incremental Value at 95%	\$ 375,819,858	\$ 402,088,587	\$ 26,268,728	7.0%
<b>2. Tax Rates</b>				
City of Altamonte Springs	2.8900	2.8900	-	-
Seminole County	4.8751	4.8751	-	-
<b>3. Incremental Share (1 x 2)</b>				
City of Altamonte Springs	\$ 1,086,119	\$ 1,162,036	\$ 75,917	7.0%
Seminole County	<u>1,832,159</u>	<u>1,960,222</u>	<u>128,063</u>	<u>7.0%</u>
Total Tax Increment Revenues	<u><u>\$ 2,918,278</u></u>	<u><u>\$ 3,122,258</u></u>	<u><u>\$ 203,980</u></u>	<u><u>7.0%</u></u>

To provide the CRA with financial resources to accomplish its mission, the City created, at the same time as the CRA, the Altamonte Springs Tax Increment District. These tax increment revenues are expected to provide the CRA with over \$3.1 million in new resources for the coming year as shown in the chart.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency  
Overview**

---

The fiscal year 2014 figures are estimates subject to change pursuant to the finalization of the tax roll by the Seminole County Property Appraiser and subsequent actions of the Seminole County Property Appraisal Adjustment Board. The budget provides funding to continue the CRA's capital improvements and maintenance programs.

**Administration and Marketing**

The CRA Administration is responsible for the overall economic development, redevelopment, planning and construction program within the CBD. Today virtually every square inch of undeveloped property within the CRA is either under development or planned for development. The CRA's marketing efforts during the upcoming year will continue to focus on promoting Uptown Altamonte and the Altamonte Town Center.

**Maintenance / Operations**

The CRA Maintenance/Operations budget totals \$802,000 which reflects a 2.4% increase from the 2013 budget. This division is responsible for the operation of Cranes Roost Park, as well as the maintenance of the boardwalks, sidewalks, landscaping and all of the new public improvements in the park and surrounding areas. We have included funding in the budget to continue the on-call park ranger program to provide additional coverage in the expanded park. We continue to closely monitor the workload of our park staff to ensure that there are sufficient resources available to adequately maintain all of the new facilities.

**Events Management**

Events are funded by private sponsorships and a direct subsidy from the General Fund. No tax increment money is used to fund events. Our events budget of \$370,400 is 2.8% lower in 2014 than in 2013, reflecting the fiscal realities of our changing economy. The budget is funded with \$240,000 in sponsorships, vendor and park rentals and a subsidy from the General Fund of \$150,000. Even though we have re-tooled, our events

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

Community Redevelopment Agency  
Overview

---

program remains the finest in the region and continues to provide outstanding return for the City and our funding partners.

**Capital Projects**

The budget includes \$3.75 million in capital projects spending. During the upcoming year, we anticipate spending \$2.9 million to replace/repair the boardwalk handrails and \$850,000 to begin replacing lights and poles.

**Debt Service**

During 2011 the City paid off the existing CRA bank note two years early. This action eliminated nearly \$470,000 in annual debt service payments. The budget is free from these payments.

**Summary**

We are confident we have a budget which provides adequate funding to meet the goals of the CRA for the coming year, including anticipated new and continued development activity, construction of new infrastructure facilities and continued maintenance of existing facilities.

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency  
Tax Increment Fund (103)  
Statement of Revenues and Expenses**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Tax Increments					
Seminole County	\$ 2,061,206	\$ 1,854,681	\$ 1,853,679	\$ 1,832,159	\$ 1,960,222
City of Altamonte Springs	1,221,900	1,099,470	1,098,876	1,086,119	1,162,036
Total Tax Increments	<u>\$ 3,283,106</u>	<u>\$ 2,954,151</u>	<u>\$ 2,952,555</u>	<u>\$ 2,918,278</u>	<u>\$ 3,122,258</u>
Investment Income	230,000	465,330	265,000	178,226	200,000
Events:					
Sponsorships	254,361	244,854	242,750	247,358	240,000
General Fund Subsidy	183,422	200,000	150,000	150,000	150,000
Miscellaneous Revenues	<u>996</u>	<u>941</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenues</b>	<u>\$ 3,951,885</u>	<u>\$ 3,865,276</u>	<u>\$ 3,610,305</u>	<u>\$ 3,493,862</u>	<u>\$ 3,712,258</u>
<b><u>EXPENDITURES</u></b>					
Operating Expenses:					
Administration	\$ 657,310	\$ 597,242	\$ 655,098	\$ 657,048	\$ 705,908
Maintenance Operations	743,912	673,515	782,852	660,715	802,014
Events	339,697	323,133	381,250	344,093	370,900
Debt Service Fund	1,154,786	-	-	-	-
Total Operating Expenses	<u>\$ 2,895,705</u>	<u>\$ 1,593,890</u>	<u>\$ 1,819,200</u>	<u>\$ 1,661,855</u>	<u>\$ 1,878,822</u>
Capital Projects:					
Land Purchase	\$ 4,485,512	\$ 50,368	-	-	-
Cranes Roost Blvd - Reseal	173,633	274	-	-	-
Cranes Roost Park -					
Handrail & Lighting Storm Repair	-	-	2,900,000	-	2,900,000
Replace Phase 1 Lightpoles	-	-	850,000	-	850,000
Total Capital Projects	<u>\$ 4,659,145</u>	<u>\$ 50,642</u>	<u>\$ 3,750,000</u>	<u>\$ -</u>	<u>\$ 3,750,000</u>
Reserves:					
Contingencies	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>Total Expenditures</b>	<u>\$ 7,554,850</u>	<u>\$ 1,644,532</u>	<u>\$ 5,669,200</u>	<u>\$ 1,661,855</u>	<u>\$ 5,728,822</u>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<u>\$ (3,602,965)</u>	<u>\$ 2,220,744</u>	<u>\$ (2,058,895)</u>	<u>\$ 1,832,007</u>	<u>\$ (2,016,564)</u>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>16,941,986</u>	<u>13,339,021</u>	<u>15,559,765</u>	<u>15,559,765</u>	<u>17,391,772</u>
End of Year	<u>\$ 13,339,021</u>	<u>\$ 15,559,765</u>	<u>\$ 13,500,870</u>	<u>\$ 17,391,772</u>	<u>\$ 15,375,208</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Administration Division  
Tax Increment Fund (103-703-515)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b><u>PERSONAL SERVICES</u></b>						
<b>12</b>	<b>Regular Salaries &amp; Wages</b>					
	Base: 2 Positions	\$ 67,704	\$ 73,924	\$ 79,818	\$ 105,241	\$ 105,241
	Position Added: CRA Staff 3A	-	-	-	35,947	35,947
	<b>Total Salaries &amp; Wages</b>	\$ 67,704	\$ 73,924	\$ 79,818	\$ 141,188	\$ 141,188
<b>14</b>	<b>Overtime</b>	318	329	300	300	300
<b>17</b>	<b>Allowances</b>					
- 02	Cell Phone Allowance	1,205	1,200	1,200	1,200	1,200
<b>21</b>	<b>FICA Taxes</b>	5,225	5,690	6,221	10,915	10,915
<b>22</b>	<b>Retirement Contributions</b>	9,444	10,467	11,609	17,413	17,413
<b>23</b>	<b>Health Insurance</b>	8,179	8,198	12,140	21,750	21,750
<b>24</b>	<b>Life Insurance</b>	198	208	228	401	401
	<b>Total Personal Services</b>	\$ 92,273	\$ 100,016	\$ 111,516	\$ 193,167	\$ 193,167

**POSITION ROSTER**

CRA Director	2B	1	1	-	-	-
Director of Economic Develop	2B	-	-	1	1	1
Communication Coordinator	3A	-	-	1	1	1
CRA Staff	3A	-	-	-	1	1
Communications Assistant	4C	1	1	-	-	-
<b>Total Positions</b>		<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Administration Division  
Tax Increment Fund (103-703-515)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
<b><u>OPERATING EXPENDITURES</u></b>						
<b>31</b>	<b>Professional Services</b>					
- 17	Actuarial Services	\$ 74	\$ 65	\$ -	\$ -	\$ -
- 20	Consulting Services					
	TCEA Monitoring Program	-	-	5,000	-	-
	Transportation Level of Service Standards (part of TCEA)	-	-	15,000	-	-
	Park Boundary Survey	16,544	850	-	-	-
- 70	Legal Fees	67,500	36,473	50,000	50,000	50,000
- 80	Marketing/Promotional Services					
	Downtown Altamonte & Economic Development, Marketing and Promotions	3,500	7,688	9,000	9,000	9,000
<b>34</b>	<b>Other Contractual Services</b>					
- 99	Other Contractual Services	277	-	-	-	-
<b>40</b>	<b>Travel and Training</b>					
- 50	Mileage	407	388	500	500	500
<b>42 - 01</b>	<b>Postage</b>	-	58	250	250	250
<b>44</b>	<b>Rentals and Leases</b>					
- 10	Storage Space Lease	1,444	1,752	1,800	1,800	1,800
- 50	Office Lease (04-023)	95,785	54,789	60,000	61,200	61,200
<b>45</b>	<b>Insurance</b>					
- 10	General Liability & Property	40,584	44,712	42,576	46,481	46,481
- 40	Workers' Compensation	3,854	15,968	5,246	5,000	5,000
<b>46</b>	<b>Repair &amp; Maintenance</b>					
- 80	Maintenance Agreements Website Maintenance	4,875	4,500	4,800	-	-
<b>47</b>	<b>Printing &amp; Binding</b>					
- 10	In-house Copies	884	494	2,000	2,000	2,000
<b>48</b>	<b>Promotional Activities</b>					
- 70	Marketing	-	877	-	-	-
	Constant Contact	645	1,539	1,000	1,000	1,000
	RHB Lunch & Supplies	133	-	250	250	250
	Seminole County Workshop	-	451	-	-	-
<b>51</b>	<b>Office Supplies</b>					
- 01	General Office Supplies	785	1,082	2,500	2,000	2,000
- 10	Color Printer Cartridges	-	-	1,000	800	800
<b>52 - 01</b>	<b>Operating Supplies</b>	735	2,667	3,000	2,800	2,800
<b>54</b>	<b>Books/Pubs/Subscrs/Membs</b>					
- 40	Subscriptions	-	-	200	200	200

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Administration Division  
Tax Increment Fund (103-703-515)**

				2014		
				Manager Recmnd	Commission Approved	
		2011 Actual	2012 Actual	2013 Budget		
- 60	Memberships					
	BMI	305	309	-	-	-
	Special Districts (DCA)	-	200	175	175	175
	FL Redevelopment Assoc	195	-	200	200	200
	SESAC	591	621	560	560	560
	Seminole County Chamber	-	204	195	195	195
	Department of Community Affairs	175	-	-	-	-
	ASCAP	305	312	330	330	330
<b>57</b>	<b>Small Tools &amp; Equipment</b>					
- 10	Office Furniture/Fixt	3,384	-	-	-	-
<b>58 - 01</b>	<b>Computer Software</b>	1,389	-	-	-	-
<b>59</b>	<b>Reimbursement to General Fund</b>					
- 01	For Administrative Services	198,000	198,000	198,000	198,000	198,000
	<b>Total Operating Expenditures</b>	\$ 442,370	\$ 373,999	\$ 403,582	\$ 382,741	\$ 382,741
<b><u>CAPITAL OUTLAY</u></b>						
<b>63</b>	<b>Improvements Not Buildings</b>					
- 30	Relocate Offices:					
	Computer Wiring & Relocation	\$ -	\$ 838	\$ -	\$ -	\$ -
<b>64</b>	<b>Machinery and Equipment</b>					
- 45	Uptown Tent	-	1,489	-	-	-
<b>67 - 01</b>	<b>Computer Software</b>	1,767	-	-	-	-
	<b>Total Capital Outlay</b>	\$ 1,767	\$ 2,327	\$ -	\$ -	\$ -
<b><u>GRANTS AND AID</u></b>						
<b>80 - 82</b>	<b>Aid to Other Organizations</b>					
	LYNX Operating Subsidy	\$ 120,900	\$ 120,900	\$ 140,000	\$ 130,000	\$ 130,000
<b><u>OPERATING TRANSFERS OUT</u></b>						
<b>90 - 91</b>	<b>Transfers to Other Funds</b>					
	To Debt Service Fund	1,150,096	-	-	-	-
<b><u>RESERVES</u></b>						
<b>93 - 01</b>	<b>Reserve for Contingencies</b>	-	-	100,000	100,000	100,000
<b>TOTAL BUDGET</b>		\$ 1,807,406	\$ 597,242	\$ 755,098	\$ 805,908	\$ 805,908

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Maintenance/Operations Division  
Tax Increment Fund (103-930-519)**

						2014	
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved	
<b><u>PERSONAL SERVICES</u></b>							
<b>12</b>	<b>Regular Salaries &amp; Wages</b>						
	Base: 8 Positions	\$ 238,878	\$ 239,710	\$ 246,257	\$ 253,676	\$ 253,676	
<b>13</b>	<b>Limited Term Employees:</b>						
	On Call Park Rangers (12 @ 315 hours each)	54,089	70,958	55,000	55,000	55,000	
	<b>Total Salaries &amp; Wages</b>	\$ 292,967	\$ 310,668	\$ 301,257	\$ 308,676	\$ 308,676	
<b>14 - 00</b>	<b>Overtime</b>	6,215	6,926	13,132	13,000	13,000	
- 01	On Call	-	763	1,957	1,957	1,957	
<b>16</b>	<b>Special Pay Differential</b>	652	500	-	-	-	
<b>17</b>	<b>Allowances</b>						
	Cell Phone Allowance	1,041	1,200	1,200	1,200	1,200	
<b>18</b>	<b>Uniform Allowance</b>	-	-	1,044	1,840	1,840	
<b>21</b>	<b>FICA Taxes</b>	22,562	24,260	24,372	24,991	24,991	
<b>22</b>	<b>Retirement Contributions</b>	28,663	23,898	26,711	26,225	26,225	
<b>23</b>	<b>Health Insurance</b>	36,032	41,279	48,560	58,000	58,000	
<b>24</b>	<b>Life Insurance</b>	719	734	688	720	720	
	<b>Total Personal Services</b>	\$ 388,851	\$ 410,228	\$ 418,921	\$ 436,609	\$ 436,609	

**POSITION ROSTER**

Venue Maintenance Specialist	3A	1	1	1	1	1
Senior Park Ranger	4C	1	1	1	1	1
Crew Leader	4C	1	1	1	1	1
Park Ranger	4B	4	4	3	3	3
Groundskeeper/Landscaper	4B	1	1	2	2	2
<b>Total Positions</b>		<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Maintenance/Operations Division  
Tax Increment Fund (103-930-519)**

	2011 Actual	2012 Actual	2013 Budget	2014	
				Manager Recmnd	Commission Approved
<b><u>OPERATING EXPENDITURES</u></b>					
<b>25 - 01 Unemployment Comp</b>	\$ 1,385	\$ 361	\$ 2,500	\$ 2,500	\$ 2,500
<b>34 Contractual Services</b>					
- 20 Landscape Maintenance	29,642	25,205	25,000	25,000	25,000
- 50 Temporary Labor/Services					
Security	1,779	1,272	3,500	3,500	3,500
- 60 Trash Disposal	249	361	1,000	1,000	1,000
- 61 Sludge Hauling	-	-	350	350	350
- 81 Street Light Maintenance	7,696	3,536	10,000	10,000	10,000
- 99 Other Contractual Services					
Road Reseal / Repairs	-	-	30,000	30,000	30,000
AV System Maintenance	11,138	9,912	12,000	10,000	10,000
Fountain Repairs	-	1,762	10,000	12,000	12,000
Floating Stage Analysis	680	-	-	-	-
Employee Testing	-	235	-	-	-
<b>40 Travel and Training</b>					
- 10 Technical Training	-	120	-	-	-
Ranger Academy	-	490	-	-	-
- 15 Certifications	-	75	1,000	1,000	1,000
<b>43 - Utility Services</b>					
- 10 Electric Power	45,628	45,743	60,000	60,000	60,000
- 15 Other Utilities	12,975	9,801	13,250	13,250	13,250
<b>44 Rentals and Leases</b>					
- 30 Equipment					
Lift Rental	649	1,610	1,000	1,000	1,000
On-Site Storage Unit	1,469	1,469	1,500	1,500	1,500
- 50 Office Lease-Rangers (04-022)	22,472	22,787	25,000	25,000	25,000
- 99 Other Rentals & Leases					
DMX License Rental	1,836	1,404	2,000	2,000	2,000
<b>46 Repair &amp; Maintenance</b>					
- 01 Building/Facilities					
Electrical System	5,955	6,523	6,000	6,000	6,000
Boardwalk Repairs	2,920	963	3,000	3,000	3,000
Landscape Repairs	-	-	1,000	1,000	1,000
Lights/Ballasts/Bulbs	-	-	1,000	1,000	1,000
Security/Cameras	10,324	17,662	-	-	-
Boat Motor	300	783	1,000	1,000	1,000
Unanticipated Repairs	-	-	1,000	1,000	1,000
Painting	-	2,732	10,000	10,000	10,000
Lift Repair	4,616	3,193	3,000	3,000	3,000
Sweeper Gas	1,480	-	-	-	-
Pet Care	363	-	-	-	-
Drinking Fountain	1,159	2,493	1,500	1,500	1,500
RHB Boardwalk Fencing	-	882	-	-	-
Stage	-	603	-	-	-
Irrigation System	-	1,510	-	-	-
- 15 Landscape Maintenance					
Irrigation System	285	-	500	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Maintenance/Operations Division  
Tax Increment Fund (103-930-519)**

				2014		
		2011 Actual	2012 Actual	2013 Budget	Manager Recmnd	Commission Approved
<b>46</b>	<b>Repair &amp; Maintenance (cont'd)</b>					
- 15	Landscape Maintenance (cont't)					
	Fencing	-	9,518	1,000	1,000	1,000
	In-ground Light Lens Covers	-	-	-	3,850	3,850
	Herbicides/Pest Control	2,019	-	-	-	-
	Rodeo	-	442	-	-	-
	Mulch	-	45	-	-	-
- 20	Equipment Repair	1,375	2,065	2,000	2,000	2,000
	Stage Operations	1,750	2,250	1,000	1,000	1,000
	Boat Hull Renovation	-	2,269	-	-	-
	Upholstery Cart Seat	950	-	-	-	-
	Upholstery Pontoon Boats	-	-	3,000	-	-
	Bimini Top	-	-	-	400	400
	Boat Covers	-	-	-	800	800
- 75	Hardscaping					
	Columns & Sealer	2,399	2,023	2,500	-	-
	Barricades	220	-	1,000	500	500
	Pressure Washer	913	-	-	-	-
	Handrail Repair	676	-	1,000	1,000	1,000
	Tools/parts	269	-	300	300	300
	Painting	-	4,046	-	-	-
	Paint & Sealer for Columns	-	-	-	2,500	2,500
- 82	A/V System Maintenance					
	Fountain	-	-	-	-	-
	iPad	-	598	-	-	-
<b>47 - 10</b>	<b>In-House Copies</b>	108	154	175	175	175
<b>51 - 01</b>	<b>Office Supplies</b>	400	128	300	300	300
<b>52</b>	<b>Operating Supplies</b>					
- 10	Janitorial Supplies	4,386	3,398	-	-	-
- 60	Safety/CPR/AED Training Supplies	1,075	264	500	500	500
- 85	Plant & Shrubbery Replacement	7,356	2,394	-	-	-
	Replace Sod & Trees	22,225	-	30,000	20,000	20,000
- 90	General Operating Supplies	17,107	13,560	22,000	22,000	22,000
	Liights/Ballasts/Bulbs	-	-	11,000	11,000	11,000
<b>54 - 01</b>	<b>Books/Pubs/Subscrs/Membs</b>	-	42	100	100	100
<b>55</b>	<b>Uniforms</b>					
- 01	Uniforms	24	127	500	500	500
- 05	Rental Uniforms	3,901	2,713	3,280	3,280	3,280
- 32	Shoes/Workboots	1,187	521	2,500	2,500	2,500
- 40	Safety	379	140	500	500	500
- 50	Purchased Uniforms	-	-	5,776	6,200	6,200
<b>56</b>	<b>Gas, Oil &amp; Lube</b>					
- 01	Sweeper Gas	-	-	500	750	750

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Maintenance/Operations Division  
Tax Increment Fund (103-930-519)**

						2014	
		2011	2012	2013	Manager	Commission	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>	
<b>57</b>	<b>Small Tools &amp; Equipment</b>						
- 10	Office Furn/fixt						
	Break Room Chairs	-	-	-	750	750	
- 15	Office Equipment	491	949	500	500	500	
	(3) Radios	-	2,428	-	2,650	2,650	
- 20	Hand Tools	682	203	700	700	700	
- 50	Park Equipment						
	Lockers (8)	-	-	1,200	-	-	
	Back Pack Blowers	-	-	-	600	600	
	Large Tool Box	-	-	-	800	800	
	Handheld Vacuum/Blower	-	-	-	250	250	
	Railing, Bimini Top & Towing Bitt	-	-	-	2,100	2,100	
	<b>Total Operating Expenditures</b>	<b>\$ 234,892</b>	<b>\$ 213,764</b>	<b>\$ 316,431</b>	<b>\$ 314,105</b>	<b>\$ 314,105</b>	
<b><u>CAPITAL OUTLAY</u></b>							
<b>63</b>	<b>Improvements Not Buildings</b>						
- 30	Cranes Roost Park						
	Replace Banner Poles	\$ 4,961	\$ -	\$ -	\$ -	\$ -	
	Stain Sidewalks	52,418	-	10,000	-	-	
	Replace Banners	-	11,819	7,500	10,000	10,000	
	Paint Lightpoles	-	13,550	10,000	-	-	
	Rocks for Shoreline	-	19,250	-	-	-	
	Replace A/C Nodes	-	-	20,000	-	-	
	Repl Park Benches	-	-	-	17,500	17,500	
	Repl Trash Cans	-	-	-	6,500	6,500	
	Repair & Paint Holiday Packages	-	-	-	1,500	1,500	
	Repl Mushroom Speakers (11)	-	-	-	3,300	3,300	
<b>64</b>	<b>Machinery &amp; Equipment</b>						
- 45	Park Equipment						
	Trailer for Scissor Lift	6,600	-	-	-	-	
	Replace Stage Motors	12,838	-	-	-	-	
	Turf Tiger Mower	13,947	-	-	-	-	
	Street Sweeper	29,405	-	-	-	-	
	Enclosed Trailer	-	4,904	-	-	-	
	Repl Pressure Washer	-	-	-	3,500	3,500	
	Repl Cushman Cart	-	-	-	9,000	9,000	
	<b>Total Capital Outlay</b>	<b>\$ 120,169</b>	<b>\$ 49,523</b>	<b>\$ 47,500</b>	<b>\$ 51,300</b>	<b>\$ 51,300</b>	
<b>TOTAL BUDGET</b>		<b>\$ 743,912</b>	<b>\$ 673,515</b>	<b>\$ 782,852</b>	<b>\$ 802,014</b>	<b>\$ 802,014</b>	

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Events Operations Division  
Tax Increment Fund (103-935-574)**

						2014	
		2011	2012	2013	Manager	Commission	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Recmnd</u>	<u>Approved</u>	
<b><u>OPERATING EXPENDITURES</u></b>							
<b>31</b>	<b>Professional Services</b>						
- 81	Entertainment	\$ 23,300	\$ 21,800	\$ 25,000	\$ 25,000	\$ 25,000	
- 82	Electrical Distribution	2,400	3,400	4,000	4,000	4,000	
- 83	Pyrotechnics	7,500	7,539	7,500	7,500	7,500	
- 84	Event Labor/Misc.	-	-	750	750	750	
- 85	AV, Photographer, Security	1,885	935	2,500	2,000	2,000	
<b>34</b>	<b>Other Contractual Services</b>						
- 53	Production Services						
	Red, Hot & Boom Production	8,000	8,000	8,000	8,000	8,000	
<b>44</b>	<b>Rentals and Leases</b>						
- 51	Tents and Other Shelters	1,297	765	3,500	3,500	3,500	
- 52	Portable Restrooms	1,603	1,272	2,500	3,150	3,150	
- 53	Tree and Light Displays	86,390	88,840	90,000	90,000	90,000	
- 99	Miscellaneous	-	-	500	500	500	
<b>45</b>	<b>Insurance</b>						
- 50	Special Events Coverage	9,050	5,354	6,000	3,000	3,000	
<b>47</b>	<b>Printing and Binding</b>						
- 55	Promotional Brochures, Etc.	2,222	5,640	10,000	7,500	7,500	
<b>48</b>	<b>Promotional Activities</b>						
- 10	Unscheduled Events	1,850	-	2,500	2,500	2,500	
- 15	Red, Hot & Boom	135,100	138,224	150,000	150,000	150,000	
- 20	Ongoing Events Production	23,548	19,319	25,000	25,000	25,000	
- 25	Festival of the Arts						
	Winestock	10,414	3,924	15,000	15,000	15,000	
- 70	Signs / Advertising	12,965	11,059	20,000	15,000	15,000	
- 71	Flags and Banners	12,173	7,062	1,000	1,000	1,000	
	100 Pole Banners	-	-	5,000	5,000	5,000	
	Overhead Banners	-	-	2,500	2,500	2,500	
		<u>-</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	
	<b>Total Operating Expenditures</b>	<u>\$ 339,697</u>	<u>\$ 323,133</u>	<u>\$ 381,250</u>	<u>\$ 370,900</u>	<u>\$ 370,900</u>	

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Community Redevelopment Agency - Capital Projects  
Tax Increment Fund (103-0479)**

---

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>Projected</u>	<u>2014 Budget</u>
<b>Land Purchase</b>	\$ 4,485,512	\$ 50,368	\$ -	\$ -	\$ -
<b>Cranes Roost Park:</b>					
Handrail & Lighting Storm Repair (13-014)	-	-	2,900,000	-	2,900,000
Replace Phase 1 Lightpoles	-	-	850,000	-	850,000
Cranes Roost Blvd - Reseal & Refurbish	<u>173,633</u>	<u>274</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>	<u>\$ 4,659,145</u>	<u>\$ 50,642</u>	<u>\$ 3,750,000</u>	<u>\$ -</u>	<u>\$ 3,750,000</u>



*Section 10*  
*Capital Projects Funds*

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Capital Projects  
Table of Contents**

---

Overview ..... 10-2

Capital Projects Fund ..... 10-5

Transportation Impact Fee Fund ..... 10-11

Transportation Sales Tax Fund ..... 10-12

## Capital Projects Funds Overview

---

This final section of the budget, Capital Projects, covers three funds which are not readily ascribed to one of the City's operating departments. These are the Capital Projects Fund, the Transportation Impact Fee Fund, and the Transportation Sales Tax Fund. The Capital Projects Fund is used to account for revenues and expenditures for major capital acquisitions and improvements not attributable to the City's utilities (water, sewer, reclaimed water, refuse, and stormwater management). The Transportation Impact Fee Fund is used to account for receipt and disbursement of Transportation Impact Fees. These fees are used exclusively to enhance or expand the City's transportation network. The Transportation Sales Tax Fund is used to account for receipt and disbursement of the local transportation sales tax passed by the voters in 2002.

### **Capital Projects Fund**

In fiscal year 1994 the City established a separate Capital Projects Fund to provide funding for acquisition and/or construction of major capital items such as roads, buildings, building improvements and heavy or expensive equipment. This fund is financed primarily through annual transfers from the General Fund and, to a lesser extent, interest earned on idle monies. Like a savings account, this method allows the City to spread the costs of large purchases over several years, thus reducing the effect of these purchases on any one year. The budget includes a transfer of \$2.25 million to finance the completion of several ongoing projects, begin some new projects, and continue to build our capital savings account.

For fiscal year 2014 expenditures total \$4.4 million to fund a number of capital items. These include the following:

- An appropriation of \$1.5 million for the purchase of a new Enterprise Resource Planning (ERP) solution. This is primarily new software to replace our existing systems which have reached the end of their useful lives.
- An appropriation of \$1 million for road projects to improve and enhance our streets

## Capital Projects Funds Overview

---

and highways.

- An appropriation of \$400,000 to replace the operations building at Eastmonte Park.
- An appropriation of \$386,000 to replace aging vehicles.
- An appropriation of \$443,000 to fund repairs and replacements at various City buildings and facilities.
- An appropriation of \$402,000 to fund repairs and replacements at various City parks.

We have included a reserve for contingencies of \$250,000, which leaves an estimated \$7.7 million in fund balance. This amount will be held in reserve for future capital projects.

### **Transportation Impact Fee Fund**

The Transportation Impact Fee Fund is supported by impact fees charged to new growth. These fees are used to enhance or expand the City's transportation network. We anticipate ending the current year with a fund balance of \$6.5 million. For fiscal year 2014 we anticipate revenues will total \$77,000 which, when added to the anticipated fund balance, yields \$6.6 million in total available resources.

For fiscal year 2014 we have no budgeted expenditures. We are waiting for transportation projects, like the widening of I-4 and commuter rail, to progress. Our future expenditures will be driven, in large measure, by these projects. These projects, in turn, are subject to availability of funds, particularly at the State level. For the moment we think it prudent to take a wait and see approach.

### **Transportation Sales Tax Fund**

In 2002, County voters approved extending the transportation and school infrastructure local sales tax for 10 more years. A substantial amount of the money collected from this tax goes directly to the Seminole County School Board for school construction. Seminole

## Capital Projects Funds Overview

---

County Government and the seven cities within the County share the balance. The legislation authorizing the collection of this fee expired in 2012 thus we have no anticipated tax revenues going forward. Nevertheless we have a substantial accumulated balance of funds we expect to use to further the various transportation projects within the City.

For fiscal year 2014 we have total expenditures of \$2.16 million to fund a number of transportation items. These include the following:

- An appropriation of \$1.16 million for design, engineering, right of way acquisition, and construction of roadway and drainage improvements to Orienta Avenue.
- An appropriation of \$300,000 for design, engineering and construction of the realignment of Galloway Drive.
- An appropriation of \$620,000 for traffic signal improvements along State Road 436.

We have included a reserve for contingencies of \$500,000, which leaves an estimated \$12 million in fund balance. This amount will be held in reserve for future capital projects.

**City of Altamonte Springs, Florida**  
**Fiscal Year 2013 / 2014 Annual Budget**

**Capital Projects Fund (301)**

	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u>		<u>2014</u> <u>Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Interest Income	\$ 94,523	\$ 250,064	\$ 150,000	\$ 72,142	\$ 100,000
Sale of Surplus Equipment	111,589	37,214	-	5,385	-
FDOT Grant - SR 434 Median Landscaping	-	-	500,000	100,000	400,000
Miscellaneous Revenues	-	-	-	50,000	-
Transfer from the General Fund	<u>2,250,000</u>	<u>2,250,000</u>	<u>2,250,000</u>	<u>2,250,000</u>	<u>2,250,000</u>
<b>Total Revenues</b>	<b>\$ 2,456,112</b>	<b>\$ 2,537,278</b>	<b>\$ 2,900,000</b>	<b>\$ 2,477,527</b>	<b>\$ 2,750,000</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Road Projects</u></b>					
Roadway Rehabilitation	\$ 363,162	\$ 324,363	\$ 400,000	\$ 280,266	\$ 150,000
Neighborhood Roadway Enhancement	-	-	-	-	450,000
SR 434 Median Landscaping (FDOT)	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>100,000</u>	<u>400,000</u>
<b>Total Road Projects</b>	<b>\$ 363,162</b>	<b>\$ 324,363</b>	<b>\$ 900,000</b>	<b>\$ 380,266</b>	<b>\$ 1,000,000</b>
<b><u>Land Expenditures</u></b>					
Post Office Property	<u>\$ -</u>	<u>\$ 406,586</u>	<u>\$ -</u>	<u>\$ 12,485</u>	<u>\$ -</u>
<b><u>Capital Expense</u></b>					
Administration	\$ -	\$ -	\$ -	\$ 20,922	\$ -
Information Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>210,623</u>	<u>-</u>
<b>Total Capital Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 231,545</b>	<b>\$ -</b>
<b><u>Information Services</u></b>					
Xiotech Storage Upgrade	\$ 100,000	\$ -	\$ -	\$ -	\$ -
GIS Solution (11-500)	31,813	-	-	-	-
UPS Replacement	7,492	7,591	-	-	-
CISCO Security Upgrade	-	-	35,000	-	-
Network Assessment Tool Replacement	-	-	25,000	-	-
Phone Server Upgrade	-	-	125,000	-	-
Website Upgrade	-	-	-	-	-
PC Upgrades	-	-	190,000	-	65,000
UPS Upgrades	-	-	35,000	-	-
Server Upgrades	-	176,426	150,000	-	-
Computer Storage Capacity Upgrade	-	-	200,000	-	30,000
Infrastructure Upgrade	-	-	275,000	-	-
ERP System (new)	-	-	-	-	1,500,000
Disaster Recovery	-	-	-	-	20,000
Computer Software Upgrades:					
Microsoft Software	-	-	200,000	-	-
Vmware Software	-	-	5,000	-	-
Adobe Acrobat Pro	<u>-</u>	<u>-</u>	<u>4,500</u>	<u>-</u>	<u>-</u>
<b>Total Information Systems</b>	<b>\$ 139,305</b>	<b>\$ 184,017</b>	<b>\$ 1,244,500</b>	<b>\$ -</b>	<b>\$ 1,615,000</b>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Capital Projects Fund (301)**

	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u>		<u>2014</u> <u>Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>Police Department</u></b>					
Replace Computers/Printers/Scanners	\$ 24,982	\$ 8,683	\$ -	\$ -	\$ -
In-Car Video Upgrade Phase 2	-	-	150,000	-	-
Security Compliance Upgrades	-	-	140,000	-	-
FDLE Fingerprint Scanner	-	-	10,000	-	-
Laptop Replacements for Cars	-	399,478	50,000	-	-
Scanners for Records	-	-	2,000	-	-
Special Investigations Bureau - Camera System Replacement	-	-	2,500	-	-
PD Classroom Upgrade	-	-	6,000	-	-
Zebra Printer Replacement	-	-	12,000	-	17,000
Power Inverters	-	-	1,500	-	-
GPS Antennas	-	-	1,500	-	-
Property & Evidence Barcode Reader Replacement	-	-	12,000	-	-
Recruitment Replacement Video Cam	-	-	1,000	-	-
Surveillance Mobile Camera Replacement	-	-	7,000	-	-
Computer Storage Capacity Upgrade	-	-	-	-	30,000
<b>Total Police Department</b>	<b>\$ 24,982</b>	<b>\$ 408,161</b>	<b>\$ 395,500</b>	<b>\$ -</b>	<b>\$ 47,000</b>
<b><u>Building / Fire &amp; Safety Division</u></b>					
Mobile Citation Solution (Laptop & Print)	\$ -	\$ -	\$ 6,000	\$ -	\$ 15,000
Microfilm printer/Reader Replacement	-	-	10,500	-	-
Mobile Citation Solution	-	-	12,000	-	-
<b>Total Building/Fire &amp; Safety Division</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,500</b>	<b>\$ -</b>	<b>\$ 15,000</b>
<b><u>Finance Department</u></b>					
Desktop Scanners	\$ -	\$ -	\$ 1,500	\$ -	\$ -
Credit Card Scanner Upgrade	-	-	5,000	-	-
Contract Management	-	-	10,000	-	-
DMS Upgrade	-	-	2,000	-	-
RVI Upgrade	-	-	5,000	-	-
<b>Total Finance Department</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Leisure Services</u></b>					
Library Scanner Replacement	\$ -	\$ -	\$ 1,400	\$ -	\$ -
Pro Landscape Upgrade	-	-	3,000	-	-
Fuel Master Upgrade	-	-	6,500	-	-
<b>Total Leisure Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,900</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Human Resources</u></b>					
On-Line Applicant Tracking	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -
<b><u>Public Works</u></b>					
Replace Computers/Printers/Scanners	\$ 8,395	\$ -	\$ -	\$ -	\$ -

**City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget**

**Capital Projects Fund (301)**

	<u>2011</u>		<u>2012</u>		<u>2013</u>			<u>2014</u>
	<u>Actual</u>		<u>Actual</u>		<u>Budget</u>	<u>Projected</u>		<u>Budget</u>
<b><u>City Buildings / Facilities</u></b>								
City Hall:								
Portico Replacement & Improvements	\$ 102,123	\$	-	\$	-	\$	-	\$
Replace HVAC on West End	-		-		150,000	-	-	-
Repl Burglar/Fire Systems City-wide	-		-		40,000	-	-	-
Public Safety Bldg:								
Paint Evidence Room	-		-		4,500	5,189	-	-
Elevator Modernization/PSB (13-601)	-		-		100,000	16,934	85,000	-
Remodel Police Chief's Conf Room	-		-		-	-	15,000	-
I.S Dome - Paint Interior (14-603)	-		-		-	-	5,000	-
Fleet Maintenance Building (14-602):								
Office Renovation - 1st Floor	-		-		-	-	9,000	-
Drainage Improvements	-		-		-	-	10,000	-
Energy Star White Roof Coating:								
City Hall	-		-		54,000	45,325	-	-
Annex	-		-		28,000	30,904	-	-
Roof Replacement & Repairs:								
Press Boxes @ Field 3/EM PK	-		-		15,000	-	-	-
Pavilions & Chem Bldg/Merrill	-		-		20,000	-	-	-
Fleet Maintenance /Insulation	-		-		165,000	-	-	-
Security System Phase II:								
City Hall & City Clerk	-		-		50,000	-	-	-
Police Department	-		-		30,000	-	-	-
Eastmonte Park	-		-		50,000	-	-	-
Westmonte Park	-		-		60,000	-	-	-
Merrill Park	-		-		65,000	-	-	-
Cranes Roost	-		-		58,000	-	-	-
Library	-		-		25,000	-	-	-
Fleet Maintenance	-		-		43,000	-	-	-
Fuel System Repairs	-		-		-	11,642	-	-
Building Equipment								
Power Conditioning Equipment (12-602):								
Fire Security Upgrades	-		-		-	-	44,000	-
Security Team Proposal	-		-		-	-	15,000	-
Replace Air Conditioning Units:								
Therapeutic Pool (11-202)	-		-		-	-	110,000	-
City Hall West End (Rebudget) (14-601)	-		-		-	-	150,000	-
<b>Total City Bldgs/Facilities</b>	<b>\$ 102,123</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>\$ 957,500</b>	<b>\$ 109,994</b>	<b>\$</b>	<b>\$ 443,000</b>

**Park Improvements**

Lake Orienta:

Replace -

Dock	\$ 11,375	\$	-	\$	-	\$	-	\$
Rocks - Driveway	2,472		-		-		-	-

Lake Lotus Park (13-200):

Education Building - Enclose Pavillion	-		-		20,000	12,663	-	-
Plastic Lumber / Handrails	-		-		7,500	2,875	-	-
Geosync GIS	-		-		3,000	-	-	-
Replace -								
Bulletin Board (3)	-		-		-	-	12,000	-
Club Car	-		-		-	-	9,000	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Capital Projects Fund (301)**

	2011 <u>Actual</u>	2012 <u>Actual</u>	<u>2013</u>		2014 <u>Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>Park Improvements (continued)</u></b>					
Eastmonte Park (11-201):					
Replace -					
Fencing	-	6,449	-	-	-
Outfield Fence/Field 2	10,166	-	-	-	-
Groundcover	-	5,981	-	-	5,000
Operations Building	-	-	300,000	-	400,000
Sound System/Field 2	-	-	2,500	-	-
Scoreboard/Field 2	-	-	25,000	-	-
Bleachers/Bat Cage	-	-	6,000	1,373	-
Water Fountains (3-2013; 2-2014)	-	-	9,000	5,965	6,000
Roof - Ranger Bldg	-	-	-	-	33,000
Roof - Pavilions	-	-	-	-	20,000
Baseball Improvements	-	46,439	-	-	-
Lighting Bat Cage/Bull Pen	-	-	18,000	-	-
Basketball Court	-	-	35,000	-	-
Shade Structure/Field 4	-	-	14,000	-	-
Fields Press Box	-	-	-	11,176	-
Lighting Pitching Area	-	-	-	-	23,000
Playground Equipment	-	-	-	83	-
Racquet Ball Court Improvements	-	-	-	-	25,000
Wall Repair - Civic Center	-	-	-	-	25,000
Additional Lighting - Civic Center	-	-	-	-	1,000
Westmonte Park (11-202):					
Replace -					
Toro Mower	26,599	-	-	-	-
Pavilion	20,067	-	-	-	-
Picnic Pavilion	11,780	-	-	-	-
Outdoor Pool Vacuum	3,407	-	-	-	-
Sound System/Thera Pool	2,001	-	-	-	-
Groundcover	-	3,336	-	-	-
Shower Tile/Thera Pool	-	-	6,000	-	-
Bleachers	-	-	7,000	-	-
Suit Dryer/Thera Pool	-	-	1,500	-	-
Water Fountain	-	-	3,500	-	-
Vacuum/Thera Pool	-	-	3,500	-	-
Land Lines-Outdoor Pool	-	-	2,500	-	-
Toilets Thera Pool Restroom	-	-	-	-	1,000
Parking Lot Lights	-	-	-	-	10,000
Drinking Fountain (2)	-	-	-	-	6,000
Thera Pool Vacuum	-	-	-	-	5,000
Trailer Sign	-	-	-	-	3,000
Replace Benches:					
Outdoor Pool Restroom	-	-	-	-	1,500
Thera Pool Restroom	-	-	-	-	2,500
Pool Repairs	-	13,680	-	-	-
Chemical Storage Building	-	500	-	-	-
Resurface Bocce Court	-	-	5,500	-	-
Repair Playground Equip	-	-	5,000	-	-
Repair Groundcover	-	-	10,000	-	-
Drain Improv/Multi-Purp Field	-	-	15,000	-	-
Parking Lot Seal Coat	-	-	-	-	6,000
Architectural Svcs - Outdoor Pool Assmni	-	-	-	-	50,000

**City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget**

**Capital Projects Fund (301)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>Park Improvements (continued)</u></b>					
Merrill Park (11-203):					
Replace -					
Groundcover	8,209	-	2,000	-	5,000
Bleachers	2,995	-	-	-	-
Playground Equipment	-	1,633	-	-	-
Mechanical Building	-	-	30,000	-	-
Water Fountain & Electric	-	-	5,000	-	-
Drinking Fountain (2)	-	-	-	-	6,000
Renovate Concession Stand	-	-	5,000	-	-
Operations Bldg:					
Renovate Interior	-	-	-	-	10,000
Repair Stucco - Exterior	-	-	-	-	20,000
Brantley South Gym (11-204):					
Pool Resurface	-	123,470	-	-	-
Backboard Adjusters	-	-	7,500	-	-
Basketball Court Padding	-	-	6,000	-	-
Replace -					
Gym Lighting	-	-	15,000	-	-
Scoreboards/South	-	-	12,000	-	-
Gym Floor - Field House	-	-	-	-	105,000
Lighting - Field House	-	-	-	-	12,500
<b>Total Park Improvements</b>	<b>\$ 99,071</b>	<b>\$ 201,488</b>	<b>\$ 582,000</b>	<b>\$ 34,135</b>	<b>\$ 802,500</b>
<b><u>New Vehicles</u></b>					
Facilities Maintenance:					
Step Van & Cabinets	\$ -	\$ -	\$ 46,500	\$ 34,337	\$ -
Information Services					
(1) Prius	-	23,495	-	-	-
Police Department:					
(2) Chevy Impala	-	-	-	40,428	-
<b><u>Vehicle Replacements</u></b>					
Police Department:					
(10) Chevy Impala (425, 427, 430, 431, 874, 1872, 1873, 1874, 1884, 1892)	196,938	-	-	-	-
(9) Impala (411, 412, 415, 423, 425, 431, 432, 1889, 1899)	-	204,235	-	-	-
(1) Impala Replacing Prius	-	22,693	-	-	-
(10) Chevy Impala (410, 428, 433, 868, 869, 873, 899, 1826, 1887, 1888)	-	-	243,500	141,453	-
(3) Chevy Tahoe (414, 428, 433)	-	-	-	67,032	-
(1) Prius (803)	-	-	23,750	-	-
(2) Toyota Camry (465, 803)	-	-	-	48,948	-
(2) Prius (810, 1804)	24,602	-	-	-	-
(6) Harley Davidsons	99,000	-	102,000	96,000	-
(2) Chevy Astro Van (CSO) (407, 847)	21,485	-	-	-	-
(1) Chevy Astro Van (829)	-	-	24,500	19,505	-
(1) Chevy Tahoe (K-P) (1818)	26,665	27,767	-	-	-
Vehicles Totaled in Accidents:					
(1) Chevy Impala (873)	-	22,693	-	-	-
(1) Chevy Silverado Pickup (3255)	-	26,547	-	-	-

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Capital Projects Fund (301)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>Vehicle Replacements (continued)</u></b>					
Police Department (continued):					
(7) Chevy Impala (404, 428, 421, 429, 434, 451.	-	-	-	-	175,000
(6) Harley Davidsons (436, 437, 438,, 439, 440	-	-	-	-	126,000
Leisure & Maintenance Services:					
Loader-Bobcat (3204)	32,722	-	-	-	-
(1) Prius to replace Impala (588)	-	23,495	-	-	-
Step Van (1402)	-	36,362	-	-	-
Chevy Silverado Crew Cab (3262)	-	23,769	-	-	-
(1) Chevy Silverado Pickup (20029)	-	16,524	-	-	-
(1) Recreation Bus (555)	-	-	124,500	122,957	-
(1) Prius (1108)	-	-	23,750	-	-
(1) Toyota Camry (1108)	-	-	-	24,474	-
(1) F-150 Truck (3253)	-	-	17,000	16,926	-
(1) Step Van (1403)	-	-	-	-	42,000
(1) F-150 Truck (3254)	-	-	-	-	18,250
City Clerk:					
(1) Impala	-	-	-	-	25,000
Total Vehicles	\$ 401,412	\$ 427,580	\$ 605,500	\$ 612,060	\$ 386,250
<b>Total Capital Outlay</b>	<b>\$ 1,138,450</b>	<b>\$ 1,952,195</b>	<b>\$ 4,762,900</b>	<b>\$ 1,395,485</b>	<b>\$ 4,308,750</b>
<b><u>Reserves</u></b>					
Reserve for Contingencies	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
<b>Total Expenditures and Other</b>	<b>\$ 1,138,450</b>	<b>\$ 1,952,195</b>	<b>\$ 5,012,900</b>	<b>\$ 1,395,485</b>	<b>\$ 4,558,750</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ 1,317,662</b>	<b>\$ 585,083</b>	<b>\$ (2,112,900)</b>	<b>\$ 1,082,042</b>	<b>\$ (1,808,750)</b>
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>6,361,643</u>	<u>7,679,305</u>	<u>8,264,388</u>	<u>8,264,388</u>	<u>9,346,430</u>
End of Year	<u>\$ 7,679,305</u>	<u>\$ 8,264,388</u>	<u>\$ 6,151,488</u>	<u>\$ 9,346,430</u>	<u>\$ 7,537,680</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Transportation Impact Fee Fund (303)**

	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u>		<u>2014</u> <u>Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b><u>REVENUES</u></b>					
Impact Fees					
Commercial	\$ 118,904	\$ 305,172	\$ 75,000	\$ 18,956	\$ 5,000
Residential	-	1,992	1,000	-	-
Interest Income	85,019	192,347	133,406	67,375	65,000
TCEA - Transportation Concurrency Exception Fees	3,228	13,671	-	8,132	7,500
<b>Total Revenues</b>	<u>\$ 207,151</u>	<u>\$ 513,182</u>	<u>\$ 209,406</u>	<u>\$ 94,463</u>	<u>\$ 77,500</u>
<b><u>EXPENDITURES</u></b>					
<b>SR 434 Improvements (south of 436)</b> (Project Number 05-017)	\$ 10,146	\$ 33,271	-	-	-
<b>Gateway Drive</b> Right of Way (Church Property)	-	-	-	300,164	-
<b>Reserved for Future Projects</b>	-	-	500,000	-	1,000,000
<b>Total Expenditures</b>	<u>\$ 10,146</u>	<u>\$ 33,271</u>	<u>\$ 500,000</u>	<u>\$ 300,164</u>	<u>\$ 1,000,000</u>
<b>REVENUES OVER (UNDER) EXPENSES</b>	\$ 197,005	\$ 479,911	\$ (290,594)	\$ (205,701)	\$ (922,500)
<b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>6,049,628</u>	<u>6,246,633</u>	<u>6,726,544</u>	<u>6,726,544</u>	<u>6,520,843</u>
End of Year	<u>\$ 6,246,633</u>	<u>\$ 6,726,544</u>	<u>\$ 6,435,950</u>	<u>\$ 6,520,843</u>	<u>\$ 5,598,343</u>

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Transportation Sales Tax Fund (323)**

	2011	2012	2013		2014
	Actual	Actual	Budget	Projected	Budget
<b>REVENUES</b>					
Sales Tax - Infrastructure	\$ 1,704,408	\$ 478,642	\$ -	\$ 14,120	\$ -
Interest Income	250,911	565,014	240,000	184,713	65,000
<b>Total Revenues</b>	<b>\$ 1,955,319</b>	<b>\$ 1,043,656</b>	<b>\$ 240,000</b>	<b>\$ 198,833</b>	<b>\$ 65,000</b>

**EXPENDITURES**

**Gateway Drive (Eastern Segment) (04-040)**

Construct new 4-lane, divided road  
between Albermarle Road and Keller

Design & Engineering	\$ 97,889	\$ -	\$ 300,000	\$ 232,019	\$ -
Right of Way Acquisition	-	-	200,000	-	-
Construction	-	595,527	9,900,000	8,127,300	-

**West Town Parkway Extension (10-12)**

Extend West Town Parkway north  
easterly from the intersection of Laurel  
Street and Orange Avenue.

Construction	71,392	818,037	1,281,000	1,094,011	-
--------------	--------	---------	-----------	-----------	---

**Intersection Improvements:**

SR 436 @ Boston Ave. (add turn lanes)

Design & Engineering (04-016)	43,414	-	-	-	-
Construction (04-016)	-	99,369	-	-	-

SR 436 @ Hattaway Dr. (add turn lanes)

Design & Engineering	-	-	100,000	-	-
Construction	-	-	200,000	-	-

West Town Parkway

Traffic Signal Improvements	-	19,933	-	-	-
-----------------------------	---	--------	---	---	---

SR 436 @ Palm Springs

Traffic Signal Improve (Sem Cty)	-	-	150,000	149,934	-
----------------------------------	---	---	---------	---------	---

Traffic Signal Improvement

(FDOT & County Participation)

SR 436 @ Montgomery (13-007)	-	-	206,668	-	206,668
SR 436 @ Essex (13-007)	-	-	206,668	-	206,668
SR 436 @ Hattaway (13-007)	-	-	206,664	-	206,664

**Roadway Improvements:**

Monticello Drainage Improvements (11-032)

Design	-	-	50,000	27,429	-
Construction	-	-	200,000	-	-

Orienta Ave.- Drainage and

Pedestrian Improvements (12-029)

Right of Way Acquisition	-	-	-	-	200,000
Design	-	22,492	-	-	65,000
Construction	-	-	900,000	149,387	900,000

City of Altamonte Springs, Florida  
Fiscal Year 2013 / 2014 Annual Budget

**Transportation Sales Tax Fund (323)**

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013</u>		<u>2014 Budget</u>
			<u>Budget</u>	<u>Projected</u>	
<b>Roadway Improvements (continued):</b>					
Galloway Dr. - Realignment (12-009)					
Right of Way Acquisition	-	-	-	-	100,000
Design	-	-	-	-	50,000
Construction	-	-	-	-	150,000
 Oranole Rd - Bank Stabilization					
Construction	-	-	100,000	-	-
 Spring Oaks Blvd.					
Traffic Calming-Construction	-	-	75,000	-	75,000
 East Town Center					
Preliminary Design	-	-	-	150,000	-
 <b>Multi-modal Improvements</b>					
Design & Engineering	63,734	-	-	-	-
 <b>Reserved for Future Projects</b>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>500,000</u>
 <b>Total Expenditures</b>	<u>\$ 276,429</u>	<u>\$ 1,555,358</u>	<u>\$ 14,576,000</u>	<u>\$ 9,930,080</u>	<u>\$ 2,660,000</u>
 <b>REVENUES OVER (UNDER) EXPENSES</b>	<u>\$ 1,678,890</u>	<u>\$ (511,702)</u>	<u>\$ (14,336,000)</u>	<u>\$ (9,731,247)</u>	<u>\$ (2,595,000)</u>
 <b><u>FUND BALANCE</u></b>					
Beginning of Year	<u>17,441,996</u>	<u>19,120,886</u>	<u>18,609,184</u>	<u>18,609,184</u>	<u>8,877,937</u>
End of Year	<u>\$ 19,120,886</u>	<u>\$ 18,609,184</u>	<u>\$ 4,273,184</u>	<u>\$ 8,877,937</u>	<u>\$ 6,282,937</u>

*This page intentionally left blank.*