

# TABLE OF CONTENTS

|  | <u>Page</u> |
|--|-------------|
| <b>EXECUTIVE SUMMARY</b>                         |             |
| Introduction . . . . .                           | A-1         |
| Organizational Chart . . . . .                   | A-2         |
| Transmittal Letter . . . . .                     | A-3         |
| City Council Goals and Objectives . . . . .      | A-8         |
| Budget Process . . . . .                         | A-9         |
| Budget Calendars . . . . .                       | A-10        |
| Budget Amendment Process . . . . .               | A-12        |
| Fund Description . . . . .                       | A-13        |
| Fund Balances . . . . .                          | A-14        |
| Computation of Estimated Fund Balances . . . . . | A-15        |
| Budget Summary . . . . .                         | A-15        |
| Revenue Explanations . . . . .                   | A-18        |
| Revenue Forecast Methodology . . . . .           | A-19        |
| Major Revenue Trends . . . . .                   | A-20        |
| Major Revenue Sources . . . . .                  | A-21        |
| Revenues by Source . . . . .                     | A-22        |
| Property Information . . . . .                   | A-24        |
| Expenditures by Category . . . . .               | A-26        |
| Expenditures by Function . . . . .               | A-28        |
| Personnel Information. . . . .                   | A-30        |
| Glossary . . . . .                               | A-33        |
| Acronyms . . . . .                               | A-38        |
| Statistical Information . . . . .                | A-39        |

**BUDGET DETAIL**

|   |    |
|---|----|
| Budget Detail . . . . .                         | 1  |
| General Fund Revenues by Source . . . . .       | 2  |
| General Fund Expenditures by Category . . . . . | 4  |
| General Fund Expenditures by Function . . . . . | 6  |
| Mayor and Council . . . . .                     | 8  |
| City Manager . . . . .                          | 11 |
| City Attorney . . . . .                         | 14 |
| City Clerk . . . . .                            | 16 |
| Administrative Services . . . . .               | 19 |
| Financial Services . . . . .                    | 23 |
| Development Services . . . . .                  | 26 |
| Fire . . . . .                                  | 32 |
| Law Enforcement . . . . .                       | 35 |
| Public Works . . . . .                          | 38 |
| Recreation and Parks . . . . .                  | 45 |
| Engineering . . . . .                           | 49 |
| General Fund Non-Departmental . . . . .         | 52 |
| Police Education Fund . . . . .                 | 54 |
| Police Automation Fund . . . . .                | 56 |
| Disaster Reserve Fund . . . . .                 | 58 |
| Streets Improvement Fund . . . . .              | 60 |
| Park Impact Fee Fund . . . . .                  | 62 |
| Public Works Impact Fee Fund . . . . .          | 64 |
| Capital Projects Fund . . . . .                 | 66 |
| Fleet Management Fund . . . . .                 | 68 |

**CAPITAL IMPROVEMENT PROGRAM**

|   |    |
|---|----|
| Capital Improvement Program . . . . .             | 71 |
| Summary by Funding Source . . . . .               | 72 |
| Summary by Department . . . . .                   | 73 |
| Revenue and Expense Projections by Fund . . . . . | 74 |
| Project Detail Sheets . . . . .                   | 77 |

# Introduction

For easy use, this budget has been divided into separate functional areas for review as follows:

**Executive Summary:** This section is designed as a “liftable summary” of the budget that can be copied and distributed as necessary to persons who wish to review the budget, but who do not need the entire document. It is also designed to present an overview of the budget, provide an explanation of common terminology, and identify the forecasting methodology of all revenue sources.

**Budget Detail:** Individual sections are provided for each fund category as follows:

**General Fund**

**Special Revenue Funds**

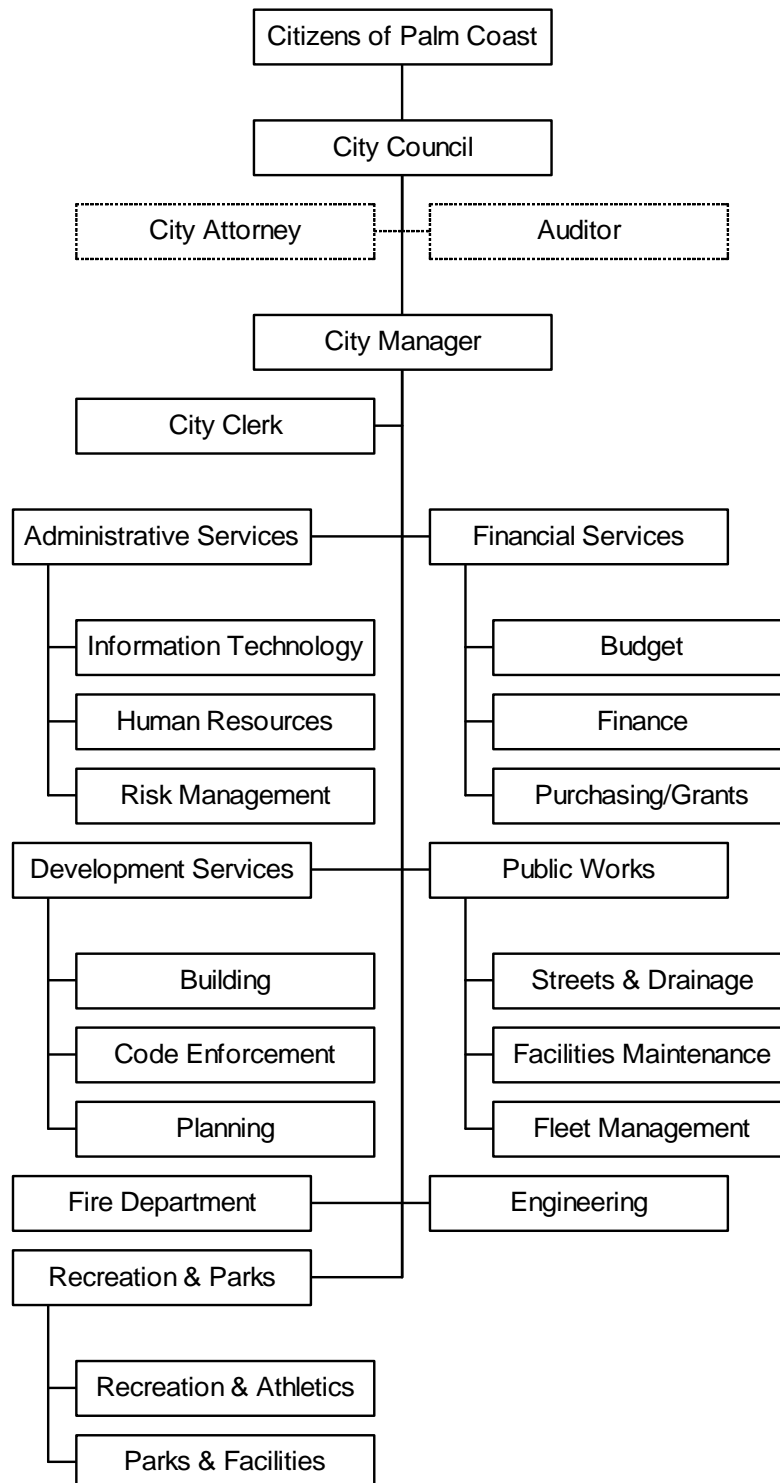
- Police Education
- Police Automation
- Disaster Reserve
- Streets Improvement
- Park Impact Fee
- Public Works Impact Fee
- Capital Projects

**Internal Service Funds**

- Fleet Management

**Capital Improvement Program:** This section contains summaries of the City's Capital Improvement Program, the effect of the Program on each fund and a detail page for each capital project in the program, including projects that are currently unfunded.

# Organizational Chart



August 27, 2002

Honorable Mayor James Canfield and Members of the City Council  
City of Palm Coast  
264 Palm Coast Parkway, N.E.  
Palm Coast, Florida 32137-8217

Dear Mayor and Council Members:

In accordance with the City Charter, I am submitting to the City Council the proposed Annual Operating and Capital Improvements Budget for the City of Palm Coast for the fiscal year beginning October 1, 2002, and ending September 30, 2003 (FY03). The proposed budget was prepared in accordance with all applicable City, State, and Federal requirements.

### **REPORT FORMAT**

This is the first year that the budget document is being presented in a "program/performance measurement" format. While line items emphasize the cost of different expenditure categories, program budgeting focuses on the programs or services provided and the total cost of each of these services. Performance measurement, in conjunction with program budgeting, emphasizes measuring the quality, efficiency, and effectiveness of the services and induces a degree of responsibility and a means of measuring the degree to which that responsibility is discharged.

Program/performance budgeting gives management the tools necessary to analyze and diagnose how well dollars are being converted to services; to measure the success rates to established objectives; to make better budget decisions; to educate the public; and to enhance employee motivation and performance evaluation. Although program/performance budgeting takes time to evolve and to recognize trends, over time this format should provide the citizens, the City Council, and the administration an invaluable tool with which to better identify the costs and value of government services and to make future decisions in these times of limited resources.

Designed to meet the needs of a broad spectrum of readers, this budget document is divided into three major sections:

- Executive Summary – This section introduces the reader to the budget document and includes this transmittal letter, the City's organizational chart, consolidated information on the budget and City operations, and other miscellaneous information.
- Budget Detail – This section includes the detailed revenue budget for each individual fund and expenditure/expense detail for every department/program within each fund. A typical departmental budget will begin with information about the department. This is followed by an expenditure summary by classification, a capital outlay schedule for the year, and a department personnel roster.
- Capital Improvement Program – This final section reflects the City's Six-Year Capital Improvement Program and summaries of its effect on the various funds. This program is unique in its presentation of all projects, including those funded through current revenue sources and those that are planned but currently have no funds available.

### **CITY REVIEW**

Palm Coast was developed by ITT Corporation in 1969 and was incorporated December 31, 1999. The City operates under the Council/Manager form of government. The City Council consists of the Mayor and four Council Members and is responsible for enacting ordinances, resolutions, and regulations governing the City, as well as appointing the City Manager and members of various statutory and advisory boards. The City Manager is responsible for enforcement of laws and ordinances, and appoints and supervises the City's Department Directors.

The City, with a population of approximately 38,348, provides a full range of municipal services including fire and rescue, street and stormwater maintenance, planning and zoning, permitting, code enforcement, recreation and parks, and general administrative services. In addition the City contracts with the Flagler County Sheriff for law enforcement services and Waste Management for solid waste collection. The solid waste collection is provided under an Enterprise Fund with user charges, in the form of a non-advalorem assessment, established by the City Council to ensure adequate coverage of operating expenses. Vehicle maintenance and replacement is provided through an Internal Service Fund.

### **CURRENT YEAR REVIEW**

During the current fiscal year, the acquisition of the environmental land originally identified for purchase was completed. An additional parcel has become available and the purchase should be completed soon. During the year, the County has also completed more land transfers to the City.

Some improvements have been completed at Holland Park and others are underway or will soon be underway. Design work continues on Bird of Paradise Park and North Belle Terre Park. A grant application was completed but failed to receive funding for this year. At least two more grant applications should be completed, before the end of the year, for funding assistance for next year. The space and needs analysis for cultural arts facilities is in progress.

Design of a new fire station prototype is still under development. Construction of the Indian Trails station should begin later this year and be completed about mid-year next year. This prototype can then be used for future stations. Bids are being evaluated for a new pumper and delivery should occur about the same time that the Indian Trails station opens.

The I-95 overpass lighting project is still progressing and should be completed before the end of the fiscal year. The beautification on Belle Terre Parkway is complete. The sidewalk on Clubhouse Drive is complete and the sidewalks on Florida Park Drive and at the schools are currently out for bid. The application for Local Agency Program (LAP) certification has been completed and we are waiting for a response. The street resurfacing program for FY2002 is underway and is currently 90% complete. Several stormwater structures have failed this year and have had to be replaced. An analysis of the system is being done to locate and correct problem areas before failures occur.

The City began its own contract for solid waste collection in January and has hired an inspector to monitor the contractor's performance. Finally, a space and needs analysis is being prepared for City Hall.

### **BUDGET SUMMARY**

This budget is based upon direction developed from goals that the City Council has adopted. The purpose of this transmittal message is to outline major policy that is part of the budget for FY03. These issues include the following:

- The advalorem tax rate is proposed to be reduced to 3.40000 mills for the General Fund, an increase of 1.464% above the rollback rate. The rollback rate is designed to maintain a "0" tax increase over the prior year.
- This budget contains the following personnel and compensation plan items:
  - a. A 2% cost of living increase.
  - b. An average 4% merit increase.
  - c. An 18% increase in health insurance costs.
  - d. Reclassify Deputy City Clerk to City Clerk.
  - e. Change one part-time Senior Staff Assistant to full-time.
  - f. Add one Code Enforcement Inspector.
  - g. Add one Construction Inspector.
  - h. Add one Engineer.
  - i. Add three Firefighter / Paramedics (6 months beginning April 1, 2003).
  - j. Upgrade five Firefighter / EMT positions to Firefighter / Paramedics (6 months beginning April 1, 2003).
  - k. Upgrade nine Fire Lieutenant positions.
  - l. Upgrade Fire Inspector position.
  - m. Downgrade Assistant Public Works Director to Administrative Assistant.
  - n. Add one Streets Superintendent.
  - o. Add one Trades Worker I.
  - p. Add one Maintenance Technician II.
  - q. Add one Grounds Maintenance Supervisor.
  - r. Add one Recreation Technician.

- The budget continues the contract with the Flagler County Sheriff for law enforcement services. Funding for the current level of service is included at a cost of \$789,125. Funding has also been added for two additional officers to provide traffic enforcement. The cost of these additional officers has been estimated at \$137,238.
- Funding for several major projects has been included in the 2003 budget. These include the following:

|                        |              |
|------------------------|--------------|
| Sidewalks              | \$ 150,000   |
| Streetlights           | \$ 250,000   |
| Parkway beautification | \$ 150,000   |
| Street resurfacing     | \$ 2,000,000 |
| North Belle Terre Park | \$ 1,500,000 |

- Funding has been provided for the following agencies:

|                                   |            |
|-----------------------------------|------------|
| Enterprise Flagler                | \$ 100,000 |
| RSVP (Flagler Volunteer Services) | \$ 7,500   |
| Humane Society                    | \$ 56,200  |
| Historical Society                | \$ 3,000   |
| Family Matters (Teen Center)      | \$ 100,000 |
| Cultural Arts (various groups)    | \$ 25,000  |

### **SYNOPSIS OF MAJOR FUNDS**

#### **General Fund**

The General Fund budget of \$13,943,300 is a 1.8% or \$251,936 increase over the 2001-2002 amended budget. Property tax revenues, which make up 46% of General Fund revenue, are increasing 9.3% due to new construction added to the tax roll and reappraisals.

Personal services costs are increasing by \$794,840 or 16.4%. This is made up of pay adjustments, health insurance increases, and the addition of ten employees. Operating expenses are increasing by \$131,886 or 2.7%. Capital outlay is decreasing by \$601,859 or 27.5%.

#### **Capital Projects Fund**

The Capital Projects Fund budget is \$1,714,330. Revenues in this fund come from the One-Cent Local Government Infrastructure Surtax, investment earnings, and transfers from the General Fund. The surtax expires on December 31, 2002, therefore, only three months of revenue from this source is included.

Prior year equity is being appropriated in FY03 to complete the funding of the street resurfacing program for the year. The fire station budget is being increased by \$100,000 and \$700,000 is being added to the budget for City Hall.



**Fleet Management Fund**

This fund is used to provide maintenance of City equipment and vehicles and to accumulate reserves to replace vehicles and heavy equipment when necessary. Revenue in this fund comes primarily from transfers from other funds. The budget for FY03 is \$519,259. Capital outlay is \$329,209 or 63.4% of the budget. The remainder is personal services, operating expenses, and contingency.

**CONCLUSION**

Overall, this budget addresses both short-term and long-term goals of the City Council. Personnel are being added to improve services, such as staffing a third fire station and extra code enforcement. Funding has been included for streetlights, parkway beautification, sidewalks, street resurfacing, and parks. These are ongoing long-term projects. Money has also been set aside for future capital projects, such as the construction of City Hall.

Preparation of this budget would not be possible without the commitment of personnel throughout the City organization. I wish to acknowledge the contribution of our department heads and their staffs, and especially that of Finance Director, Ray Britt, and his staff.

Respectfully submitted,

Richard M. Kelton  
City Manager

# **CITY COUNCIL GOALS AND OBJECTIVES**

## **Short-Term**

Continue to identify and seek funds to obtain additional environmental lands.  
Build soccer and ball fields at North Belle Terre Park.  
Evaluate City participation in teen activities.  
Complete the design of Indian Trails Park.  
Annex parcels deeded to the City from the County.  
Initiate an Advanced Life Support (ALS) program.  
Consider a fire impact fee.  
Complete the sidewalk on Pine Cone Drive.  
Update sidewalk plan.  
Provide contingency funding for street maintenance.  
Continue with median beautification.

## **Long-Term**

Identify future projects for environmental land acquisition.  
Examine public/private partnership model for recreation programs and facilities.  
Pursue outside funding for parks.  
Construct cultural arts facilities.  
Construct Indian Trails Park.  
Maintain readiness for annexation.  
Complete the annexation of Graham Swamp.  
Promote the annexation of additional commercial and industrial parcels as opportunities arise.  
Expand street lighting at the minimum rate of 7 miles per year along parkways and at intersections.  
Complete a minimum of one sidewalk project per year.  
Pursue the purchase of the water and sewer utility system.  
Construct a city hall facility.  
Resurface 50 miles of streets per year.  
Enhance City gateways and overall City appearance.  
Identify funding sources to improve the City stormwater drainage system.

# **BUDGET PROCESS**

## **Methodology**

The preparation and adoption of the Annual Budget is one of the most important actions carried out by the City Council, citizens and staff of Palm Coast. To achieve the best results in the planning and delivery of community services, key financial decisions must be made. The budget process provides a forum to accumulate financial and performance information concerning local services into a common format; analyze and debate the merits of each service; and makes decisions about the level and cost of service which will be provided. The budget is designed to provide the citizens of Palm Coast with the full compliment of municipal services. This budget aims at providing the highest quality municipal service to the community in an efficient and effective manner.

## **Review**

Early in the budget process, each department outlines functions and goals to accomplish in the coming fiscal year. They then prepare a detailed estimate of monies and personnel required to provide these services. These requests are reviewed by the City Manager and the Finance Director. Upon completion of this review and matching with the projected revenues available, the budget is compiled by the Finance Department. During the month of July of each year, the City Manager submits the proposed budget to the City Council. The City Council reviews the proposed budget and conducts public workshops to obtain preliminary direction as to the probable approval levels of the budget.

## **Adoption**

During the month of September, in accordance with the timing specified in State Law (F.S. 200.065), two public hearings are held. The time of the first hearing is advertised on the "Notice of Proposed Property Taxes" sent to property owners and by the usual procedure for advertising a public hearing. The first meeting is to tentatively adopt the budget and millage rate. For the second hearing, in addition to normal advertising procedure, a general summary of the proposed budget is advertised in the newspaper along with a date for the statutory public hearing to adopt the budget and millage rate. The City's fiscal year is October 1 through September 30.

## **Public Participation**

The public is invited and encouraged to attend and participate in all work sessions and public hearings.

## **Budgetary Basis**

Governmental funds are budgeted using a modified accrual basis, with certain intergovernmental revenues being accrued. Compensated absences are not budgeted in governmental funds. Proprietary funds use an accrual basis for budgeting, with the exception of depreciation, which is not budgeted.

## **OPERATING BUDGET CALENDAR**

|                |  |
|----------------|--|
| March 21, 2002 | Budget packets distributed to Departments by Financial Services.   |
| March 29       | FY 2003 Revenue Estimates prepared by Financial Services.  |
| April 1        | MUNIS budget system opened for Department line-item entries.   |
| April 12       | Departments submit additional personnel/program requests for FY 2003.  |
| April 26       | MUNIS budget system closed for Department line-item entries. Note: Personal services/internal transfers will be projected by Financial Services.                                       |
| April 29       | Departments submit goals and objectives and written justification for line-item budget increases.  |
| May 20 - 24    | Finance Director reviews budget requests with department heads.  |
| June 10        | Financial Services submits the preliminary budget to the City Manager and department heads.  |
| June 17 - 21   | City Manager and Finance Director meet with department heads to discuss departmental needs and requests.   |
| July 16        | Proposed Budget and Budget Message presented to Council by City Manager.   |
| July 30        | Budget workshop.<br><br>City Council establishes proposed Millage Rate at Budget Workshop. (MUST BE DONE PRIOR TO AUGUST 4).   |
| August 1 – 31  | City Council Budget Workshops as needed.   |
| August 23      | Property Appraiser distributes "Trim Notices" with date and time of first Public Hearing on Millage Rate.  |
| September 3    | Public Hearing to tentatively adopt Millage Rate and Budget. (FINAL ADOPTION MUST BE ADVERTISED WITHIN 15 DAYS).   |
| September 13   | Place meeting notice and budget summary advertisements. (PUBLIC HEARING MUST BE NO LESS THAN 2 DAYS OR MORE THAN 5 DAYS AFTER ADVERTISEMENT OR MORE THAN 20 DAYS AFTER FIRST HEARING). |
| September 17   | Public Hearing to adopt final Millage Rate Resolution and Budget Resolution.   |

## **OPERATING BUDGET CALENDAR**

|                        |  |
|------------------------|--|
| September 19           | Forward a copy of the Millage Rate Resolution to the Property Appraiser and the Tax Collector. |
| October 16<br>Last Day | Certificate of Conformance sent to State.<br>(MUST BE DONE WITHIN 30 DAYS OF FINAL ADOPTION).  |

## **CAPITAL IMPROVEMENT BUDGET CALENDAR**

|               |   |
|---------------|---|
| March 6, 2002 | Budget packets distributed to Departments by Financial Services.                                    |
| April 29      | CIP Project requests submitted to Finance Director.<br>(MUST BE IN CONFORMANCE WITH COMP PLAN)      |
| May 20 - 24   | Reviews of Capital Improvement Program.<br>(COPY SENT TO DEVELOPMENT SERVICES FOR COMP PLAN REVIEW) |
| July 16       | City Manager distributes CIP to Council.  |
| September 17  | City Council adopts CIP Program as part of the annual budget.                                       |

## **BUDGET AMENDMENT PROCESS**

### **Supplemental Appropriation Amendments After Adoption**

If during the fiscal year the City Manager certifies that there are available for appropriation, revenues in excess of those estimated in the budget, the City Council by resolution may make supplemental appropriations for the year up to the amount of such excess.

### **Emergency Appropriations**

To meet a public emergency affecting, life, health, property, or the public peace, the City Council may make emergency appropriations. Such appropriations may be made by emergency ordinance to the extent that there are no available unappropriated revenues to meet such appropriations.

### **Reduction Of Appropriations**

If at any time during the fiscal year it appears probable to the City Manager that the revenues available will be insufficient to meet the amount appropriated, he shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken by him, and his recommendations as to any other steps to be taken. The City Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by resolution reduce one or more appropriations.

### **Transfer Of Appropriations**

At any time during the fiscal year the City Manager or his designee may transfer part or all of any unencumbered appropriations balance among programs within a department. The City Council may by resolution transfer part or all of any unencumbered appropriation balance from one department to another.

### **Limitations: Effective Date**

No appropriation may be reduced below that amount required by law to be appropriated, if any. No appropriation may be reduced below the amount of the encumbered balance. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized may be made effective immediately upon adoption.

### **Lapse Of An Appropriation**

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned.

# FUND DESCRIPTION

The City of Palm Coast utilizes a fund structure as outlined in the accounting regulations that governs units of local government. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and change therein, which are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Funds are divided into various types according to the legal restrictions imposed upon them or by their uses. Following is the fund structure contained in the fiscal year 2003 budget for the City of Palm Coast:

## I. Governmental Funds

Accounted for on a “spending” or “financial flow” measurement focus. Accordingly, the budgeted fund balances provide an indicator of available, spendable, or appropriate resources.

### A. General Fund

The general fund of a government unit serves as the primary reporting vehicle for current government operations. The general fund is used to account for all current financial resources, with the exception of those required to be accounted for in another fund.

### B. Special Revenue Funds

The special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. These include Police Education Fund, Police Automation Fund, Parks Impact Fee Fund, Public Works Impact Fee Fund, and various capital project funds.

## II. Proprietary Funds

Proprietary funds are accounted for on a cost of services or “capital maintenance” measurement focus. Accordingly, all assets and liabilities are included on their balance sheets and the reported fund equity provides an indication of the economic net worth of the fund. Operating statements for proprietary fund types report increases and decreases in total economic net worth.

### A. Enterprise Funds

The enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. There are no enterprise funds included in this budget.

### B. Internal Service Funds

The internal service funds account for financing goods or services provided by one department to other City departments or to other governments on a cost-reimbursement basis. The internal service fund in this budget is the Fleet Management Fund.

## **FUND BALANCES**

Fund balances/retained earnings referred to on the following page of this document do not necessarily represent cash and investment balances in the respective funds. It does, however, represent the net of the total fund assets, less total fund liabilities and contributed capital in the respective fund types.

### **GENERAL FUND:**

In the General Fund, the primary purpose of reserve retention is to fund unforeseen occurrences. These unforeseen occurrences are funded only upon specific appropriation by the City Council. It is generally recommended that a City have reserves of 10% to 20% of the annual budget. The estimated unreserved-undesignated fund equity for the beginning of fiscal year 2003 will be 15.7%.

### **ENTERPRISE FUNDS:**

In the Enterprise Funds, reserves are planned to meet operating expenses and future capital needs. Each enterprise fund has a separate rate structure. These rates are reviewed annually to insure that adequate funding will be available to meet the needs of the individual enterprise's budgetary requirements.

### **INTERNAL SERVICE FUNDS:**

Internal Service Funds differ from other fund types, in that funds remaining at year-end are normally redistributed back to the originating funds. An exception to this rule is made when timing differences exist and/or reserves for capital purchases are maintained.

### **SPECIAL REVENUE FUNDS:**

There are no fund equity reserve requirements for Special Revenue Funds. The purpose of these funds is to fund specific programs and capital improvement projects included in the City's budget. Funding sources include fines and forfeitures, impact fees, interest earnings, and fund equity.

### **CHANGES IN FUND BALANCES:**

There is an overall decrease during the two-year period of approximately \$3.0 million dollars. The \$1.4 million decrease in the fund balance in the General Fund between September 30, 2001 and September 30, 2003 is the result of capital expenditures such as street resurfacing, sidewalk construction, and parkway beautification. The decrease in the Capital Projects Fund is the result of environmental land purchases and capital expenditures.



## COMPUTATION OF ESTIMATED FUND BALANCES

| Fund Title                             | Available<br>Fund<br>Balance<br>09/30/2001 | Estimated<br>Fund<br>Balance<br>09/30/2002 | Contingency<br>(Appropriated<br>Fund Equity)<br>10/01/2002 | Estimated<br>Fund<br>Balance<br>09/30/2003 |
|--|--|--|--|--|
| General Fund                           | \$ 2,949,816                               | \$ 2,088,066                               | \$ (599,621)   | \$ 1,488,445                               |
| Community Development Block Grant Fund | 4,195                                      | -  | -  | -  |
| Police Education Fund                  | 5,347                                      | 9,440                                      | 5,100  | 14,540                                     |
| Police Automation Fund                 | 17,796                                     | 28,601                                     | 20,300   | 48,901                                     |
| Storm Reserve Fund                     | 310,240                                    | 620,240                                    | 321,000  | 941,240                                    |
| Streets Improvement Fund               | -  | -  | 132,400  | 132,400                                    |
| Park Impact Fee Fund                   | -  | 988,292                                    | (957,600)  | 30,692                                     |
| Public Works Impact Fee Fund           | -  | 71,553                                     | 1,000  | 72,553                                     |
| Capital Projects Fund                  | 4,246,865                                  | 1,470,592                                  | 224,730  | 1,695,322                                  |
| Fleet Management Fund                  | 227,673                                    | 227,673                                    | 82,292   | 309,965                                    |
| Total                                  | \$ 7,761,932                               | \$ 5,504,457                               | \$ (770,399)   | \$ 4,734,058                               |

## BUDGET SUMMARY

| Fund Type                    | Estimated<br>Revenue | Operating<br>Expenditures | Capital<br>Expenditures | Operating<br>Transfers | Total<br>Expenditures |
|------------------------------|----------------------|---------------------------|-------------------------|------------------------|-----------------------|
| General Fund                 | \$ 13,943,300        | \$ 11,380,011             | \$ 1,588,959            | \$ 974,330             | \$ 13,943,300         |
| Special Revenue Funds        |                      |                           |                         |                        |                       |
| Police Education Fund        | 5,100                | 5,100                     | -                       | -                      | 5,100                 |
| Police Automation Fund       | 20,300               | 20,300                    | -                       | -                      | 20,300                |
| Storm Reserve Fund           | 321,000              | 321,000                   | -                       | -                      | 321,000               |
| Streets Improvement Fund     | 882,400              | 132,400                   | 750,000                 | -                      | 882,400               |
| Park Impact Fee Fund         | -                    | -                         | 1,500,000               | -                      | 1,500,000             |
| Public Works Impact Fee Fund | 882,400              | 1,000                     | -                       | -                      | 1,000                 |
| Capital Projects Fund        | 1,500,000            | 664,330                   | 1,050,000               | -                      | 1,714,330             |
| Sub-Total                    | 3,611,200            | 1,144,130                 | 3,300,000               | -                      | 4,444,130             |
| Internal Service Funds       |                      |                           |                         |                        |                       |
| Fleet Management Fund        | 519,259              | 190,050                   | 329,209                 | -                      | 519,259               |
| Total All Funds              | \$ 18,073,759        | \$ 12,714,191             | \$ 5,218,168            | \$ 974,330             | \$ 18,906,689         |



## BUDGET SUMMARY

|   | General<br>Fund       | Special<br>Revenue<br>Funds | Internal<br>Service<br>Funds | Total<br>Funds          |
|---|-----------------------|-----------------------------|------------------------------|-------------------------|
| CASH BALANCES BROUGHT FORWARD                   | \$ 1,100,000          | \$ 1,397,200                | \$ -                         | \$ 2,497,200            |
| ESTIMATED REVENUES                              |                       |                             |                              |                         |
| TAXES: Millage Per \$1,000                      |                       |                             |                              |                         |
| Advalorem Taxes: 3.40000                        | 6,453,500             | -                           | -                            | 6,453,500               |
| Sales, Use, and Fuel Taxes                      | 1,000,000             | 1,462,800                   | -                            | 2,462,800               |
| Franchise Fees                                  | 78,000                | -                           | -                            | 78,000                  |
| Telecommunication Service Tax                   | 900,000               | -                           | -                            | 900,000                 |
| Licenses & Permits                              | 1,439,600             | -                           | -                            | 1,439,600               |
| Intergovernmental Revenue                       | 1,840,000             | -                           | -                            | 1,840,000               |
| Charges for Services                            | 923,600               | 532,400                     | -                            | 1,456,000               |
| Fines & Forfeitures                             | 94,200                | 25,000                      | -                            | 119,200                 |
| Interest Revenue                                | 109,500               | 52,400                      | 3,000                        | 164,900                 |
| Miscellaneous Revenues                          | 4,900                 | -                           | -                            | 4,900                   |
| Non Revenues                                    | -                     | -                           | 516,259                      | 516,259                 |
| Transfers from Other Funds                      | -                     | 974,330                     | -                            | 974,330                 |
| Other Financing Sources                         | -                     | -                           | -                            | -                       |
| Total Revenues and<br>Other Financing Sources   | 12,843,300            | 3,046,930                   | 519,259                      | 16,409,489              |
| Total Estimated Revenues<br>and Balances        | \$ 13,943,300         | \$ 4,444,130                | \$ 519,259                   | \$ 18,906,689           |
| EXPENDITURES/EXPENSES                           |                       |                             |                              |                         |
| General Government                              | \$ 5,455,179          | \$ 700,000                  | \$ -                         | \$ 6,155,179            |
| Public Safety                                   | 2,921,651             | 100,000                     | -                            | 3,021,651               |
| Physical Environment                            | 77,982                | -                           | -                            | 77,982                  |
| Transportation                                  | 3,347,846             | 1,000,000                   | -                            | 4,347,846               |
| Culture/Recreation                              | 665,933               | 1,500,000                   | -                            | 2,165,933               |
| Internal Service                                | -                     | -                           | 436,967                      | 436,967                 |
| Debt Service                                    | -                     | -                           | -                            | -                       |
| Other Financing Uses                            | 974,330               | -                           | -                            | 974,330                 |
| Total Expenditures/Expenses<br>Reserves         | 13,442,921<br>500,379 | 3,300,000<br>1,144,130      | 436,967<br>82,292            | 17,179,888<br>1,726,801 |
| Total Appropriated Expenditures<br>and Reserves | \$ 13,943,300         | \$ 4,444,130                | \$ 519,259                   | \$ 18,906,689           |

## REVENUE EXPLANATIONS

**ADVALOREM TAXES:** The property tax is based on the value of real and personal property. Each year the county property appraiser determines the total assessed value of each parcel of property in Palm Coast. After subtracting all lawful exemptions, the remaining value is the taxable value. Advalorem property taxes are based on the taxable value. The property tax is calculated by multiplying the taxable value by .001 and then multiplying this number by the rate of taxation, or the millage rate.

**SALES, USE, AND FUEL TAXES:** These are local option taxes, including gas tax and the Local Government Infrastructure Surtax. The proceeds are distributed based on a State mandated formula or an interlocal agreement between the cities and the county.

**TELECOMMUNICATION SERVICE TAX:** This is a new tax that will be collected and distributed by the State. It replaces the franchise tax and utility tax that were charged for telephone and cable television services.

**LICENSES AND PERMITS:** According to Section 205.042, Florida Statutes, a municipality may levy an occupational license tax for the privilege of engaging in or managing any business, profession, or occupation within its jurisdiction. This revenue also includes building permits and animal licenses.

**INTERGOVERNMENTAL REVENUE:** These revenues are collected by one government and shared with other governmental units. This includes state sales tax, revenue sharing, grants, and various other state taxes and licenses.

**CHARGES FOR SERVICES:** These are also called "user fees." They are defined as "voluntary payments based on direct, measurable consumption of publicly provided goods and services." User fees are derived from charges for solid waste collection, recreation and athletic activities, and various other City services.

**FINES & FORFEITURES:** This revenue comes from code enforcement fines and settlement of criminal cases taken to court. It includes a portion of monetary penalties and recovery of court costs incurred by the City.

**INTEREST REVENUE:** Revenue derived from the investment of cash receipts and idle funds are an important source of revenue. The City of Palm Coast recognizes the importance of establishing effective cash management and restructuring their government operations to accelerate revenues, promote aggressive collections, and maximize cash flow.

**MISCELLANEOUS REVENUES:** These are revenues that do not fit into one of the other revenue categories.

**NON REVENUES:** These are Internal Service Fund revenues that are derived from other City funds where they are shown as operating expenditures. They include fleet leases and vehicle maintenance.

**TRANSFERS FROM OTHER FUNDS:** Transfers are made from one fund to another for various reasons. Some transfers are simply contributions and some are based on services provided by another fund. Still others are based on need, such as transfers to a capital fund.

**OTHER FINANCING SOURCES:** This is most often an appropriation of previous surplus.

## REVENUE FORECAST METHODOLOGY

The purpose of detailing forecast methodologies for revenues is to determine the validity of the forecast over time and to utilize the information in making future forecasts. The following are assumptions concerning revenues, covering all funds.

| <b><u>Revenue Source</u></b>    | <b><u>Forecast Methodology</u></b>   |
|---------------------------------|--|
| Advalorem Taxes                 | Approved millage multiplied by tax roll, less 4.31% for assumed non-collection and/or discounts taken for early payment. |
| Sales, Use, and Fuel Taxes      | State's forecast (based on city and county population and lane miles), adjusted for historical trend analysis.           |
| Telecommunication Service Tax   | State's forecast adjusted for historical trend analysis.   |
| Licenses & Permits              | Historical trend analysis.   |
| State Revenue Sharing           | State's forecast (based on city and state population), adjusted for historical trend analysis.                           |
| Half-Cent Sales Tax             | State forecast (based on city population), adjusted for historical trend analysis.                                       |
| Grants                          | Amount on application approved by granting agency.   |
| Other Intergovernmental Revenue | Historical trend analysis.   |
| Solid Waste Fees                | Historical trend analysis.   |
| Other Charges for Services      | Historical trend analysis.   |
| Fines & Forfeitures             | Historical trend analysis.   |
| Interest Revenue                | Historical trend analysis.   |
| Miscellaneous Revenues          | Historical trend analysis.   |
| Non Revenues                    | Amounts billed to departments for usage.   |
| Transfers from Other Funds      | Capital needs and allocation of common costs.  |

## MAJOR REVENUE TRENDS

With just two full years of City operations, no long-term revenue trends have been established. Being in one of the top ten highest growth areas in the nation, overall revenue increases should continue for at least the next several years. There are 6 major revenue sources that account for almost 70 percent of the City's estimated revenues for fiscal year 2003. These are listed and shown graphically on the following page. The following is a more detailed analysis of the trends for these 6 major revenue sources.

**ADVALOREM TAXES:** There has been an average increase in property values of over 11% for the past two years. The increases have been a combination of property value increases, new construction, and annexations. Population has been increasing at about 8%. Future increases of 8% to 10% are expected.

**FUEL TAXES:** This revenue source increased about 20% from FY2001 to FY2002. This will only be the third year of receipts by the City. A 6% to 8% annual increase is expected for future years.

**LOCAL GOVERNMENT INFRASTRUCTURE SURTAX:** FY2003 will be the first year that the new half-cent surtax will be collected. No trends have been established, but it should closely parallel the growth of the half-cent sales tax.

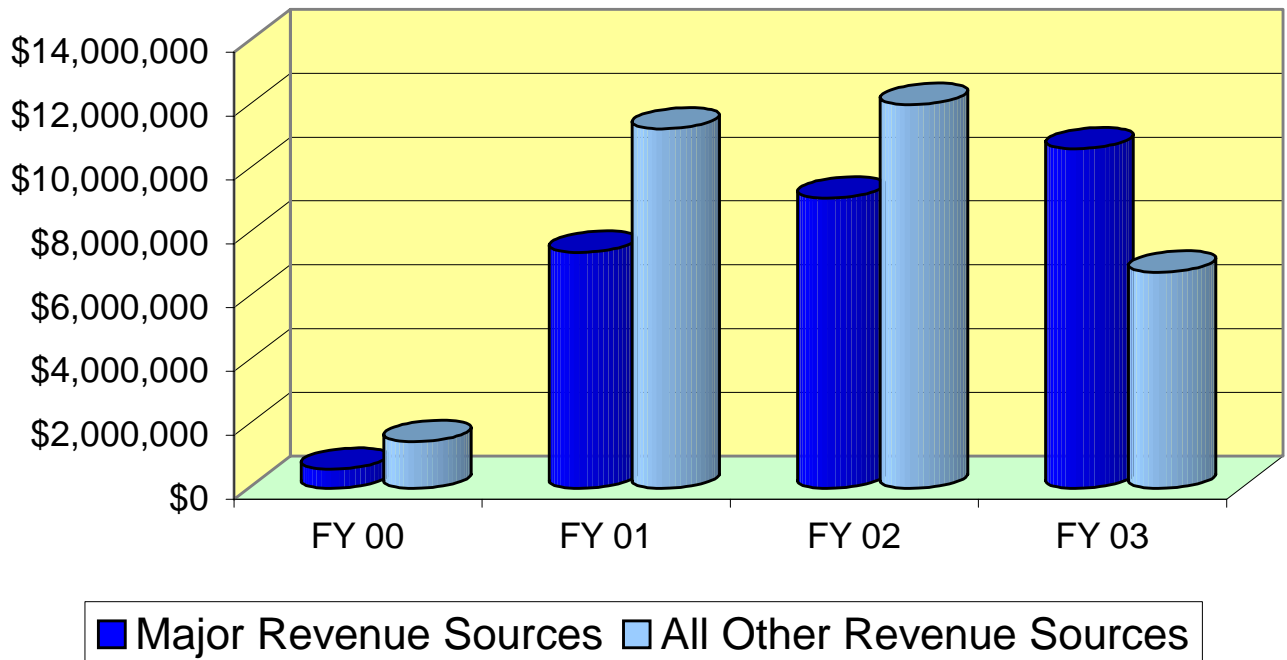
**TELECOMMUNICATION SERVICE TAX:** FY2002 was the first year that this revenue source has been received. Collections have been erratic during the year and as a result the expectations for FY2003 have been lowered. When this revenue becomes more stable we should see an increase of about 7% per year.

**BUILDING PERMITS:** With the phenomenal growth of the area, we have seen large increases in permit revenue. The growth rate should level off which will result in a flat growth trend for permits. Eventually, we expect this revenue source to begin to decline.

**HALF-CENT SALES TAX:** This revenue source has grown at about a 3% rate over the past 3 years. It is affected by the economy and distributed based on population. As the economy picks up, the revenue from this source should increase at a 5% to 6% rate.

## MAJOR REVENUE SOURCES

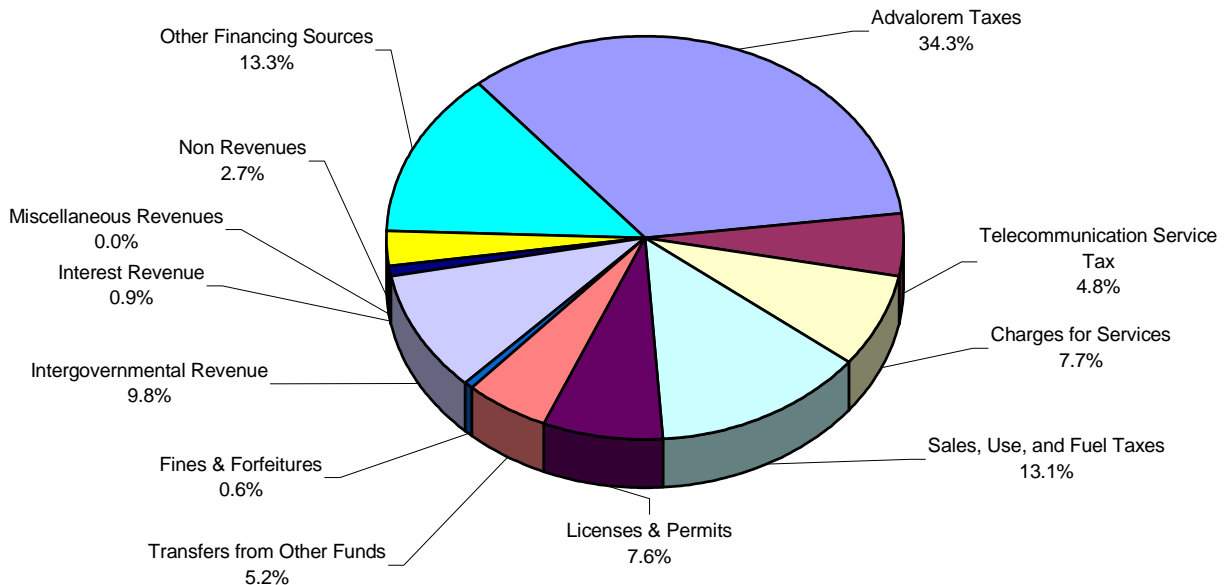
| SOURCE                        | Actual<br>FY 00     | Actual<br>FY 01      | Revised<br>FY 02     | Budgeted<br>FY 03    |
|-------------------------------|---------------------|----------------------|----------------------|----------------------|
| Advalorem Taxes               | \$ -                | \$4,882,939          | \$5,902,156          | \$6,453,500          |
| Fuel Taxes                    | -                   | 846,867              | 940,000              | 1,000,000            |
| Local Infrastructure Surtax   | -                   | -                    | -                    | 1,462,800            |
| Telecommunication Service Tax | -                   | -                    | 1,000,000            | 900,000              |
| Building Permits              | -                   | 983,890              | 1,245,000            | 1,167,500            |
| Half-Cent Sales Tax           | 600,983             | 681,619              | 1,007,523            | 1,120,700            |
| All Other Sources             | 1,463,447           | 12,081,968           | 12,626,861           | 6,802,189            |
| <b>TOTAL</b>                  | <b>2,064,430</b>    | <b>19,477,283</b>    | <b>22,721,540</b>    | <b>18,906,689</b>    |
| Less: Interfund Transfers     | -                   | 816,144              | 1,600,325            | 1,490,589            |
| <b>TOTAL NET REVENUE</b>      | <b>\$ 2,064,430</b> | <b>\$ 18,661,139</b> | <b>\$ 21,121,215</b> | <b>\$ 17,416,100</b> |



## REVENUES BY SOURCE

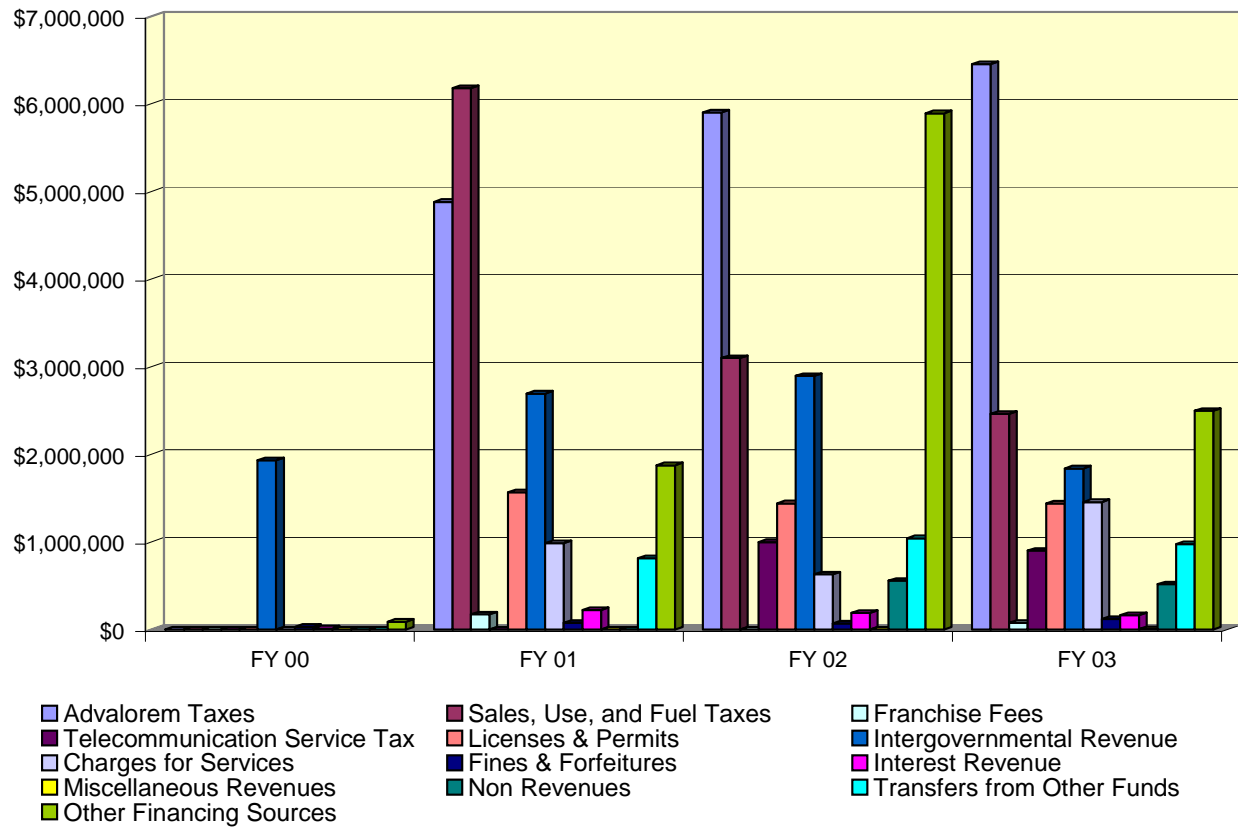
| SOURCE                        | Actual<br>FY 00     | Actual<br>FY 01      | Revised<br>FY 02     | Budgeted<br>FY 03    |
|-------------------------------|---------------------|----------------------|----------------------|----------------------|
| Advalorem Taxes               | \$ -                | \$ 4,882,939         | \$ 5,902,156         | \$ 6,453,500         |
| Sales, Use, and Fuel Taxes    | -                   | 6,179,310            | 3,100,000            | 2,462,800            |
| Franchise Fees                | -                   | 174,310              | -                    | 78,000               |
| Telecommunication Service Tax | -                   | -                    | 1,000,000            | 900,000              |
| Licenses & Permits            | -                   | 1,566,110            | 1,440,900            | 1,439,600            |
| Intergovernmental Revenue     | 1,932,326           | 2,694,492            | 2,895,108            | 1,840,000            |
| Charges for Services          | -                   | 987,529              | 629,650              | 1,456,000            |
| Fines & Forfeitures           | 30,330              | 76,606               | 69,898               | 119,200              |
| Interest Revenue              | 13,096              | 224,085              | 190,000              | 164,900              |
| Miscellaneous Revenues        | 75                  | -                    | 800                  | 4,900                |
| Non Revenues                  | -                   | -                    | 557,140              | 516,259              |
| Transfers from Other Funds    | -                   | 816,144              | 1,043,185            | 974,330              |
| Other Financing Sources       | 88,603              | 1,875,758            | 5,892,703            | 2,497,200            |
| <b>TOTAL</b>                  | <b>2,064,430</b>    | <b>19,477,283</b>    | <b>22,721,540</b>    | <b>18,906,689</b>    |
| Less: Interfund Transfers     | -                   | 816,144              | 1,600,325            | 1,490,589            |
| <b>NET TOTAL REVENUE</b>      | <b>\$ 2,064,430</b> | <b>\$ 18,661,139</b> | <b>\$ 21,121,215</b> | <b>\$ 17,416,100</b> |

## FISCAL YEAR 2003





## REVENUES BY SOURCE



# PROPERTY INFORMATION

## PROPERTY VALUES, MILLAGE RATES, AND AD VALOREM RECEIPTS FISCAL YEAR 2001 THROUGH FISCAL YEAR 2003

| Fiscal Year | Assessed Valuations (1) | Change from Previous Year | % Change | Millage Levy | Change from Previous Year | % Change | Ad Valorem Tax Revenues | Change from Previous Year | % Change |
|-------------|-------------------------|---------------------------|----------|--------------|---------------------------|----------|-------------------------|---------------------------|----------|
| 2003        | \$ 1,983,740,628        | \$ 210,361,763            | 11.86%   | 3.40000      | -0.10000                  | -2.86%   | \$ 6,453,500            | \$ 551,344                | 9.34%    |
| 2002        | 1,773,378,865           | 179,164,662               | 11.24%   | 3.50000      | 0.35000                   | 11.11%   | 5,902,156               | 1,019,217                 | 20.87%   |
| 2001        | 1,594,214,203           | N/A                       | N/A      | 3.15000      | N/A                       | N/A      | 4,882,939               | N/A                       | N/A      |

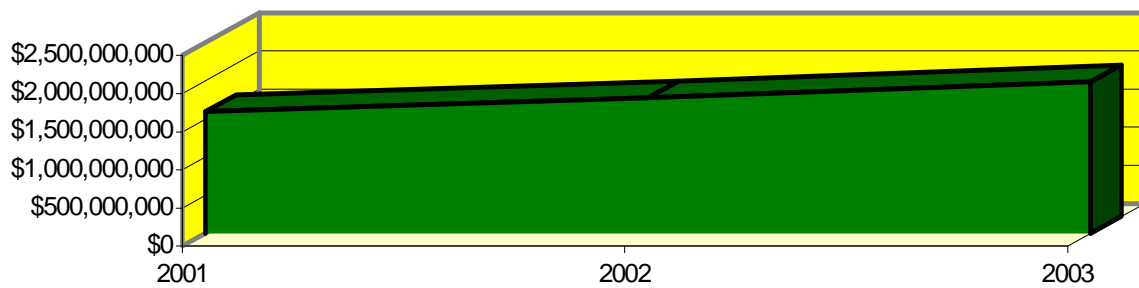
(1) From DR420 - Certificate of Taxable Value

## TAX ROLL RECAPITULATION JULY 1, 2002

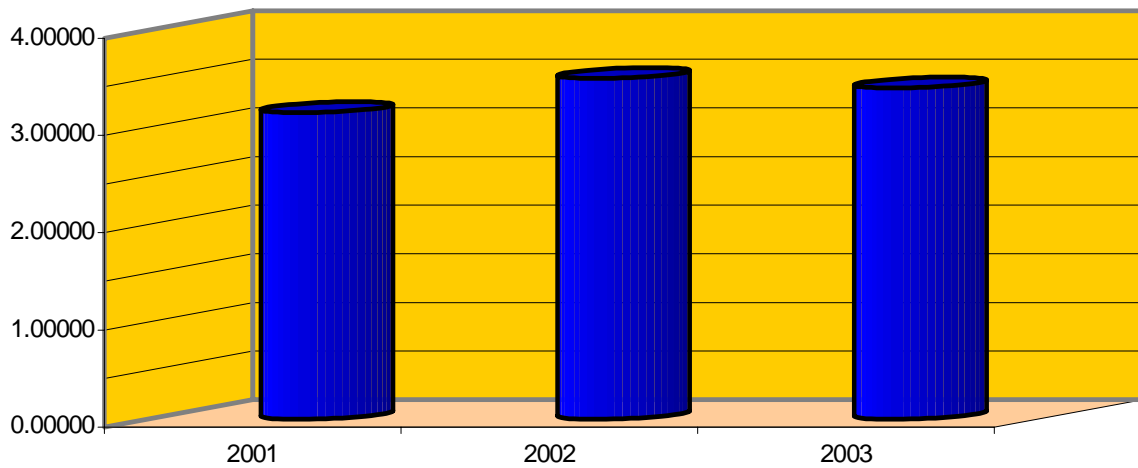
| Class of Property               | Number of Parcels | Just Value              | Taxable Value           |
|---------------------------------|-------------------|-------------------------|-------------------------|
| Residential Vacant Land         | 32,273            | \$ 284,282,930          | \$ 284,110,976          |
| Residential Single Family       | 16,099            | 1,651,404,949           | 1,236,755,543           |
| Residential Mobile Homes        | 23                | 648,336                 | 389,375                 |
| Residential Other               | 1,293             | 114,918,103             | 103,757,700             |
| Commercial Vacant Land          | 213               | 36,897,196              | 36,842,712              |
| Commercial Other                | 210               | 157,965,581             | 157,531,673             |
| Industrial Vacant Land          | 13                | 1,427,455               | 1,427,455               |
| Industrial Other                | 35                | 24,968,383              | 24,968,383              |
| Agriculture                     | 34                | 5,798,060               | 3,387,318               |
| Institutional                   | 26                | 39,438,049              | 3,327,495               |
| Government                      | 106               | 100,525,175             | 36,800                  |
| Other Real Property             | 656               | 32,114,603              | 29,470,900              |
| Personal Property               | -                 | 164,878,474             | 132,658,884             |
| Amendment 10 (Save Our Homes)   | -                 | (92,574,202)            | -                       |
| \$25,000 Homestead Exemption    | -                 | (321,753,386)           | -                       |
| Widow's and Widower's Exemption | -                 | (741,400)               | -                       |
| Disability Exemptions           | -                 | (10,933,872)            | -                       |
| Governmental Exemptions         | -                 | (133,812,092)           | -                       |
| Institutional Exemptions        | -                 | (38,376,386)            | -                       |
| Agricultural Exemptions         | -                 | (2,410,742)             | -                       |
| Senior Homestead Exemption      | -                 | (30,924,586)            | (30,924,586)            |
| <b>TOTAL</b>                    | <b>50,981</b>     | <b>\$ 1,983,740,628</b> | <b>\$ 1,983,740,628</b> |

# PROPERTY VALUE AND MILLAGE RATES

## ASSESSED VALUE



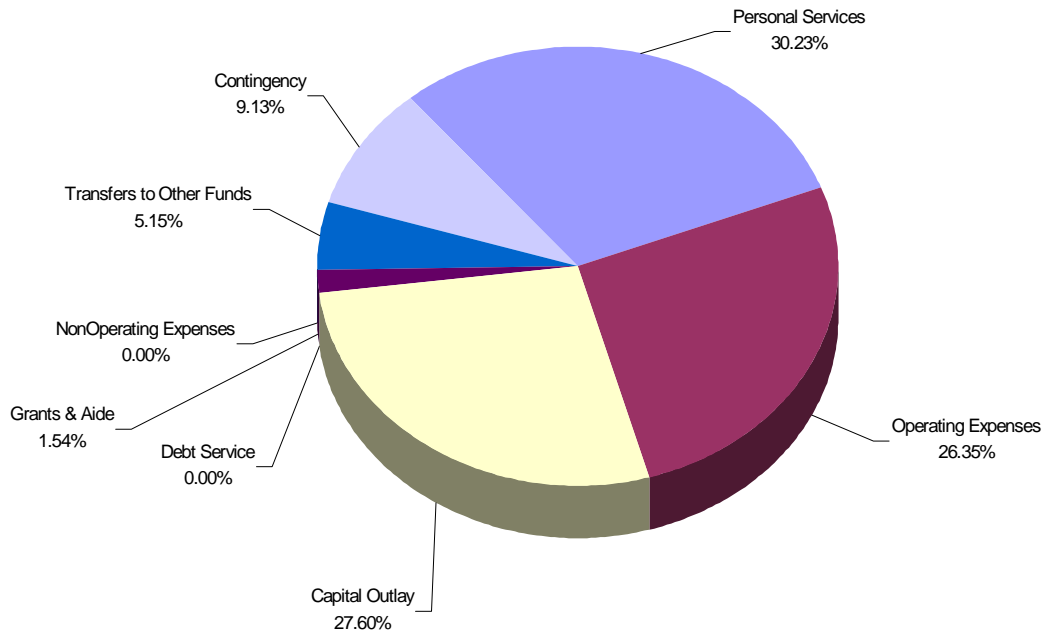
## MILLAGE RATES



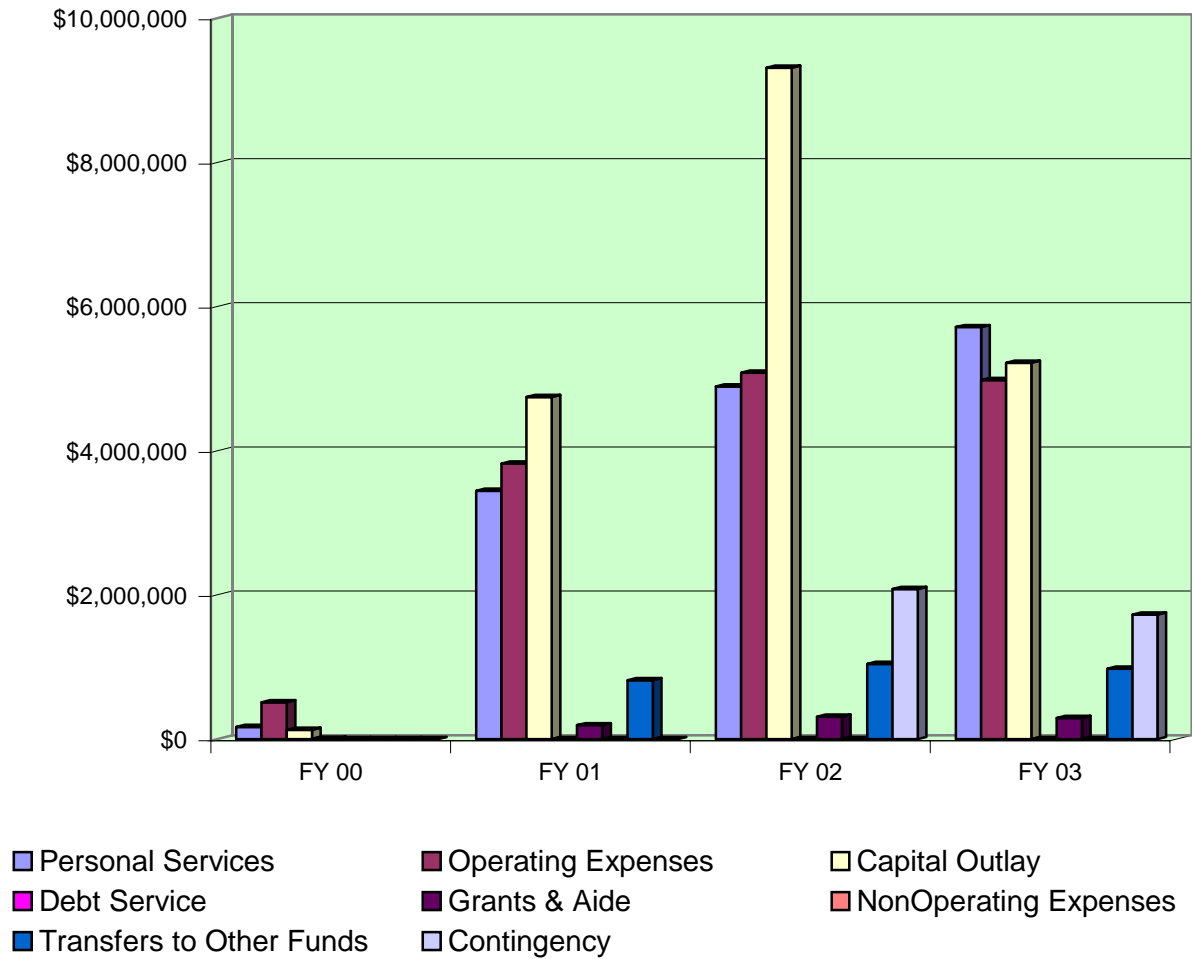
## EXPENDITURES BY CATEGORY

| CATEGORY                  | Actual<br>FY 00 | Actual<br>FY 01 | Revised<br>FY 02 | Budgeted<br>FY 03 |
|---------------------------|-----------------|-----------------|------------------|-------------------|
| Personal Services         | \$ 166,936      | \$ 3,442,299    | \$ 4,892,751     | \$ 5,714,597      |
| Operating Expenses        | 509,841         | 3,822,693       | 5,083,429        | 4,981,093         |
| Capital Outlay            | 129,826         | 4,744,098       | 9,311,407        | 5,218,168         |
| Debt Service              | 2,793           | -               | -                | -                 |
| Grants & Aide             | -               | 191,973         | 308,428          | 291,700           |
| NonOperating Expenses     | -               | -               | -                | -                 |
| Transfers to Other Funds  | -               | 816,144         | 1,043,185        | 974,330           |
| Contingency               | -               | -               | 2,082,340        | 1,726,801         |
| TOTAL                     | 809,396         | 13,017,207      | 22,721,540       | 18,906,689        |
| Less: Interfund Transfers | -               | 816,144         | 1,600,325        | 1,490,589         |
| NET TOTAL EXPENDITURES    | \$ 809,396      | \$ 12,201,063   | \$ 21,121,215    | \$ 17,416,100     |

## FISCAL YEAR 2003



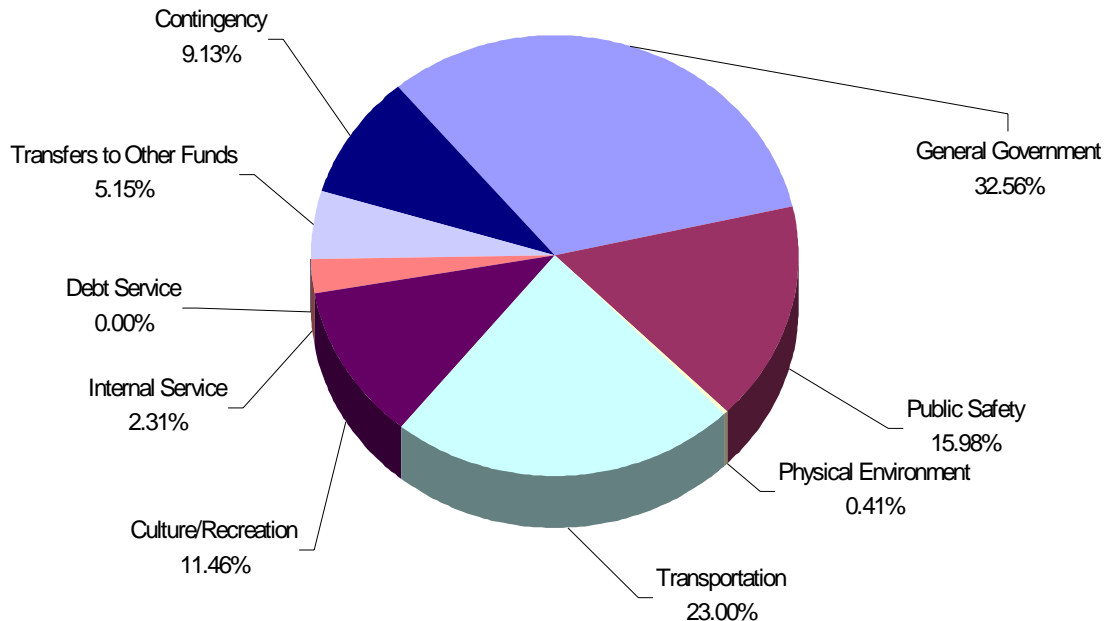
## EXPENDITURES BY CATEGORY



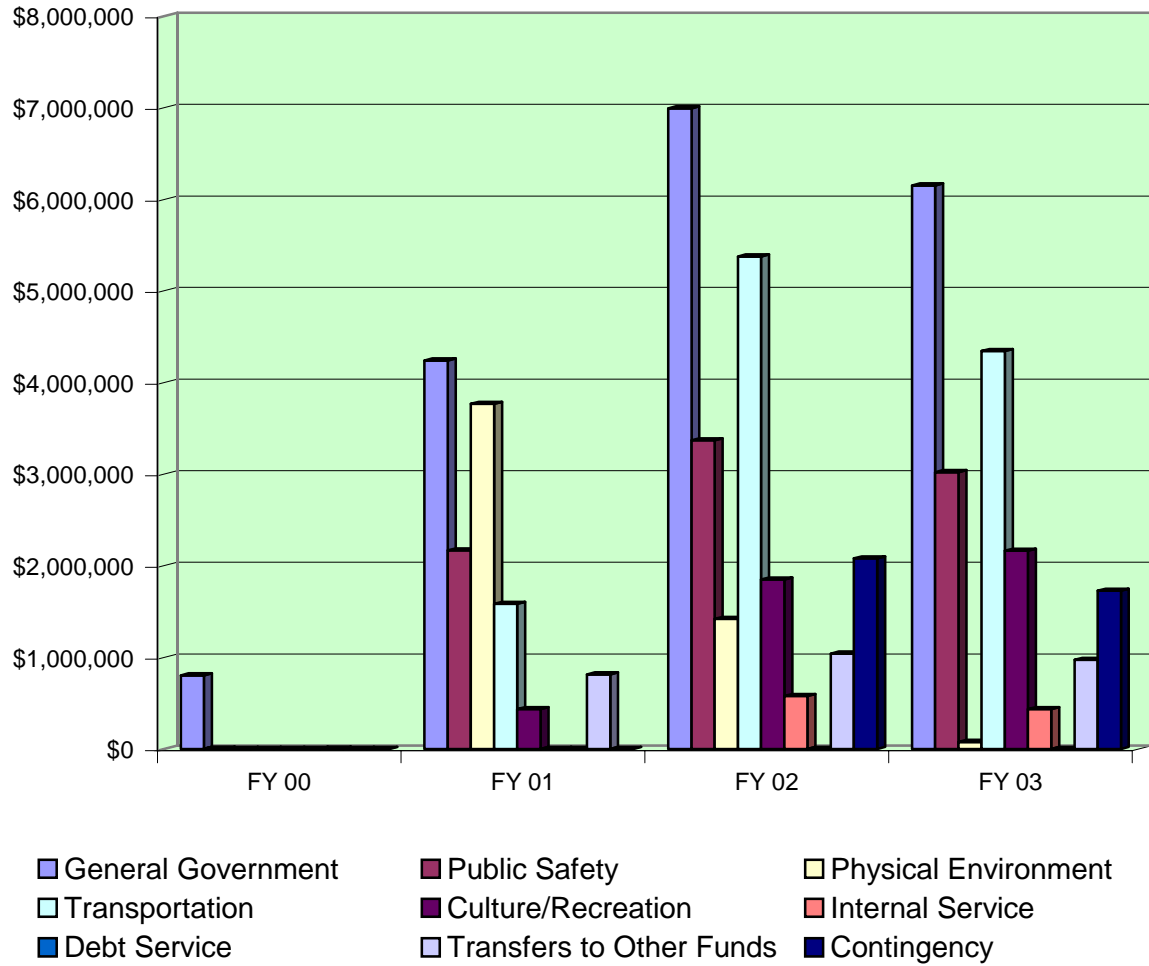
## EXPENDITURES BY FUNCTION

| FUNCTION                  | Actual<br>FY 00 | Actual<br>FY 01 | Revised<br>FY 02 | Budgeted<br>FY 03 |
|---------------------------|-----------------|-----------------|------------------|-------------------|
| General Government        | \$805,455       | \$4,243,616     | \$6,995,474      | \$6,155,179       |
| Public Safety             | 1,148           | 2,167,932       | 3,370,454        | 3,021,651         |
| Physical Environment      | -               | 3,770,164       | 1,420,816        | 77,982            |
| Transportation            | -               | 1,583,627       | 5,377,953        | 4,347,846         |
| Culture/Recreation        | -               | 435,724         | 1,850,439        | 2,165,933         |
| Internal Service          | -               | -               | 580,879          | 436,967           |
| Debt Service              | 2,793           | -               | -                | -                 |
| Transfers to Other Funds  | -               | 816,144         | 1,043,185        | 974,330           |
| Contingency               | -               | -               | 2,082,340        | 1,726,801         |
| TOTAL                     | 809,396         | 13,017,207      | 22,721,540       | 18,906,689        |
| Less: Interfund Transfers | -               | 816,144         | 1,600,325        | 1,490,589         |
| NET TOTAL EXPENDITURES    | \$ 809,396      | \$ 12,201,063   | \$ 21,121,215    | \$ 17,416,100     |

## FISCAL YEAR 2003



## EXPENDITURES BY FUNCTION



## PERSONNEL BY DEPARTMENT

| DEPARTMENT                            | ACTUAL<br>FY 00 | ACTUAL<br>FY 01 | APPROVED<br>FY 02 | PROPOSED<br>FY 03 | CHANGE       |
|---------------------------------------|-----------------|-----------------|-------------------|-------------------|--------------|
| <b>GENERAL FUND</b>                   |                 |                 |                   |                   |              |
| Mayor and Council                     | 0.00            | 0.00            | 0.00              | 0.00              | 0.00         |
| City Manager                          | 0.00            | 0.00            | 2.00              | 2.00              | 0.00         |
| City Attorney                         | 0.00            | 0.00            | 0.00              | 0.00              | 0.00         |
| City Clerk                            | 0.00            | 0.00            | 1.00              | 1.00              | 0.00         |
| Administrative Services               | 15.00           | 9.00            | 4.75              | 5.00              | 0.25         |
| Financial Services                    | 0.00            | 0.00            | 5.00              | 5.00              | 0.00         |
| Development Services                  | 0.00            | 13.00           | 29.15             | 22.95             | -6.20        |
| Engineering                           | 0.00            | 0.00            | 0.00              | 8.60              | 8.60         |
| Fire                                  | 0.00            | 25.00           | 30.00             | 33.00             | 3.00         |
| Law Enforcement                       | 0.00            | 0.00            | 0.00              | 0.00              | 0.00         |
| Public Works                          | 0.00            | 25.00           | 36.00             | 34.00             | -2.00        |
| Recreation & Parks                    | 0.00            | 3.00            | 10.13             | 15.13             | 5.00         |
| <b>TOTAL GENERAL FUND</b>             | <b>15.00</b>    | <b>75.00</b>    | <b>118.03</b>     | <b>126.68</b>     | <b>8.65</b>  |
| <b>FLEET MANAGEMENT FUND</b>          | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>       | <b>2.00</b>       | <b>2.00</b>  |
| <b>FULL-TIME EQUIVALENT POSITIONS</b> | <b>15.00</b>    | <b>75.00</b>    | <b>118.03</b>     | <b>128.68</b>     | <b>10.65</b> |

There are 120 full-time positions and 24 part-time positions proposed for FY2003.

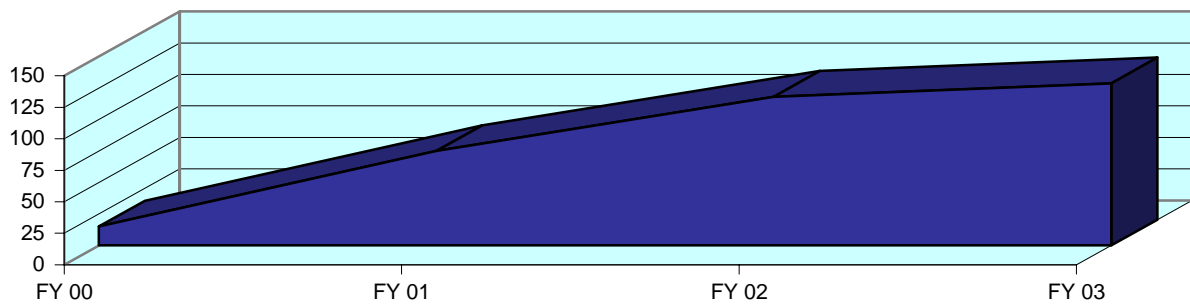
## PER 1,000 POPULATION

| DEPARTMENT                            | ACTUAL<br>FY 00 | ACTUAL<br>FY 01 | APPROVED<br>FY 02 | PROPOSED<br>FY 03 |
|---------------------------------------|-----------------|-----------------|-------------------|-------------------|
| Population                            | 30,767          | 32,732          | 35,443            | 38,348            |
| <b>GENERAL FUND</b>                   |                 |                 |                   |                   |
| Mayor and Council                     | 0.00            | 0.00            | 0.00              | 0.00              |
| City Manager                          | 0.00            | 0.00            | 0.06              | 0.05              |
| City Attorney                         | 0.00            | 0.00            | 0.00              | 0.00              |
| City Clerk                            | 0.00            | 0.00            | 0.03              | 0.03              |
| Administrative Services               | 0.49            | 0.27            | 0.13              | 0.13              |
| Financial Services                    | 0.00            | 0.00            | 0.14              | 0.13              |
| Development Services                  | 0.00            | 0.40            | 0.82              | 0.60              |
| Engineering                           | 0.00            | 0.00            | 0.00              | 0.22              |
| Fire                                  | 0.00            | 0.76            | 0.85              | 0.86              |
| Law Enforcement                       | 0.00            | 0.00            | 0.00              | 0.00              |
| Public Works                          | 0.00            | 0.76            | 1.02              | 0.89              |
| Recreation & Parks                    | 0.00            | 0.09            | 0.29              | 0.39              |
| <b>TOTAL GENERAL FUND</b>             | <b>0.49</b>     | <b>2.28</b>     | <b>3.34</b>       | <b>3.30</b>       |
| <b>FLEET MANAGEMENT FUND</b>          | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>       | <b>0.05</b>       |
| <b>FULL-TIME EQUIVALENT POSITIONS</b> | <b>0.49</b>     | <b>2.28</b>     | <b>3.34</b>       | <b>3.35</b>       |

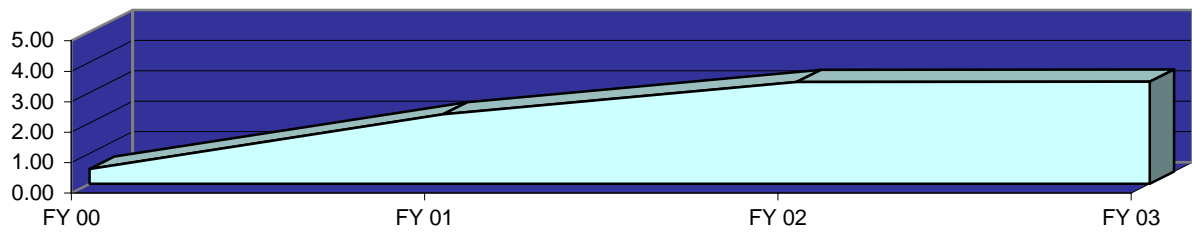


## PERSONNEL

### TOTAL



### PER 1,000 POPULATION



## PERSONNEL PAY PLAN

This plan has a salary range established for each position in the City with the exception of the City Manager. An annual adjustment will be made to the pay plan each year on January 1, based on the Consumer Price Index (CPI). This year's budget uses an estimated adjustment of 1.1% for the nine months from January 1 to September 30. It also uses an estimated average of 4% for merit increases.

Below is the pay scale for FY2002. The amounts shown are annual salaries. In the detail section of this budget there is a Personnel Roster for each department. The pay grade for each position is shown on this roster.

| Grade | Minimum   | Maximum   | Grade | Minimum   | Maximum   |
|-------|-----------|-----------|-------|-----------|-----------|
| 104   | \$ 15,819 | \$ 24,532 | 115   | \$ 27,049 | \$ 41,933 |
| 105   | 16,622    | 25,757    | 116   | 28,408    | 44,027    |
| 106   | 17,446    | 27,049    | 118   | 31,327    | 48,550    |
| 107   | 18,315    | 28,386    | 119   | 32,887    | 50,978    |
| 108   | 19,228    | 29,811    | 120   | 34,536    | 53,539    |
| 109   | 20,187    | 31,282    | 121   | 36,272    | 56,214    |
| 111   | 22,258    | 34,491    | 123   | 39,972    | 61,964    |
| 112   | 23,373    | 36,229    | 124   | 41,977    | 65,060    |
| 113   | 24,532    | 38,034    | 128   | 51,023    | 79,075    |
| 114   | 25,757    | 39,928    | 130   | 56,260    | 87,207    |

# **GLOSSARY**

**AD VALOREM** - "In proportion to the value".

**AD VALOREM PROPERTY TAX** - Real estate and personal property taxes. The taxes are assessed on a portion of the value of the property. Local governments set the levy.

**AGGREGATE MILLAGE RATE** - The sum of all property tax levies imposed by the governing body of a county. State law limits the aggregate rate for a county or municipality to \$10 per \$1,000 worth of assessed taxable value.

**APPROPRIATION** - An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited to the amount of time when it may be expended.

**ASSESSMENT (ASSESSED VALUE)** - The value for tax purposes determined by the property appraiser for a given piece of real or personal property.

**ASSET** - Property owned by the City, which has monetary value.

**BUDGET** - A statement of the financial position of a sovereign body for a definite period of time based on estimates of expenditures during this period and proposals to finance them. The amount of money that is available for, required for, or assigned to a particular purpose.

**BUDGET CALENDAR** - The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budgets.

**BUDGETARY CONTROL** - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**BUDGET DOCUMENT** - The official written statement prepared by the budget office and supporting staff, which presents the proposed budget to the City Council.

**CAPITAL BUDGET** - A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget, which includes both operating and capital outlays. The capital budget should be based on a capital improvement program (CIP).

**CAPITAL EQUIPMENT** - Equipment with a value in excess of \$500 and an expected life of more than 3 years such as automobiles, typewriters and furniture. This equipment is budgeted for in the Operating Budget.

**CAPITAL IMPROVEMENTS** - Physical assets, constructed or purchased, that have a minimum useful life of 3 years and a minimum cost of \$10,000.

**CAPITAL IMPROVEMENT FUND** - A budget fund providing for future improvements such as construction of new facilities, acquisition of new equipment, and expansion of services.

## **GLOSSARY**

**CAPITAL OUTLAY** - The cost of acquiring land, buildings, equipment, furnishings, etc.

**CAPITAL PROJECTS** - Have long range returns, useful life spans, are relatively expensive, and have physical presence such as buildings, roads, sewage systems, water systems, etc.

**CAPITAL IMPROVEMENT PROGRAM** - A comprehensive five (5) year plan of capital projects which identifies priorities as to need, method of financing and cost and revenue that will result during the five (5) years. The program is a guide for identifying current and future fiscal year requirements and becomes the basis for determining the Annual Capital Budget.

**CONSTRUCTION FUNDS** - Established to account for all resources, principally bond proceeds and construction grants, which are used for the acquisition of capital facilities and projects.

**CONTINGENCY** - An appropriation of funds to cover unforeseen events that occur during the fiscal year.

**DEBT SERVICE** - The expense of retiring such debts as loans and bond issues.

**DEBT SERVICE FUND** - The funds created to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**DEPARTMENT** - An organizational unit responsible for carrying out a major governmental function, such as Police or Public Works.

**DEPRECIATION** - The periodic expiration of an asset's useful life. Depreciation is a requirement in proprietary-type funds, such as enterprise and internal service funds. It is not used in any other fund. Depreciation is a non-cash expense and while it is recorded in the annual financial statements, it is not budgeted.

**ENTERPRISE FUND** - The funds established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**ESTIMATED REVENUES** - Projections of funds to be received during the fiscal year.

**EXEMPTION** - Amounts that state law determines should be deducted from the assessed value of property for tax purposes. Tax rates are applied to the balance, which is called the non-exempt portion of the assessment. Some of these exemptions include homestead, agricultural, widows, and disability.

**EXPENDITURES** - The cost of goods delivered or services rendered including operating expenses, capital outlays and debt service.

## **GLOSSARY**

**FINAL MILLAGE** - The tax rate adopted in the second public hearing of a taxing agency.

**FISCAL YEAR** - The twelve-month period to which the Annual Budget applies. The City's fiscal year begins October 1st and ends September 30th.

**FIXED ASSETS** - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**FRANCHISE FEES** - Fees levied on a corporation in return for granting privilege, sanctioning a monopoly, or permitting the use of public property, usually subject to regulation.

**FULL FAITH AND CREDIT** - A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**FUNCTION** - A major class or grouping of activities directed toward a common goal such as public safety. For the purposes utilized in budgetary analysis, the categories have been established by the State of Florida and financial reports must be grouped according to those established functions.

**FUND** - An accounting entity that has a set of self-balancing accounts and that records all financial transactions or specific activities or government functions. Eight commonly used funds in public accounting are: General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, Trust and Agency Funds, Internal Service Funds and Special Assessment Funds.

**FUND BALANCE (EQUITY)** - Fund equity for governmental funds and trust funds, which reflect the accumulated excess of revenues and other financing sources over expenditures and other uses for general governmental functions.

**GENERAL FUND** - The largest fund within the City, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, parks and recreation, public works and general administration.

**GENERAL OBLIGATIONS BONDS** - Bonds that finance a variety of public projects such as streets, buildings and improvements. The repayment of these bonds is usually made from the General Fund, and these bonds are backed by the full faith and credit of the issuing government.

**IMPACT FEES** - A connection's contribution toward its equitable share of the cost of capital improvements required to serve new customers.

**INDIRECT COSTS** - Costs associated with, but not directly attributable to, providing a product or service. These are usually costs incurred by other departments in the support of operating departments.

## **GLOSSARY**

**INFRASTRUCTURE** - Facilities on which the continuance and growth of a community depend on such as roads, waterlines, etc.

**INTERFUND TRANSFERS** - Transfers among funds. These are utilized to track items for management purposes. They represent a “double counting” and, therefore are subtracted when computing a “net” operating budget.

**INTERGOVERNMENTAL REVENUE** - Funds received from Federal, State and other Local Government sources in the form of grants, shared revenues and payments in lieu of taxes.

**INTERNAL SERVICE FUNDS** - The funds established for the financing of goods or services provided by one department to other departments within the City on a cost reimbursement basis. Examples are the Data Processing Fund and the Insurance Fund.

**JUST VALUE** - Value of a piece of property as determined by the property appraiser, before reductions for legislatively imposed restrictions on valuation increases or other limitations.

**MILL** - A ratio of one (1) to one thousand (1,000).

**MILLAGE RATE** - For property tax purposes, a rate established per \$1,000 of assessed taxable value. A property tax millage rate of 4.5 mills for example, would mean property with a taxable value of \$50,000 would pay \$225 in property taxes.

**OPERATING EXPENSES** - These are the expenses of day-to-day operations and exclude personal services and capital costs.

**PERSONAL PROPERTY** - Livestock, commercial equipment and furnishings, attachments to mobile homes, railroad cars, and similar possessions that are taxable under State law.

**PERSONAL SERVICES** - Costs related to compensating employees, including salaries, wages and benefit costs.

**PROPOSED MILLAGE** - The tax rate certified to the property appraiser by each taxing agency within a county. Proposed millage is to be sent to the appraiser within 30 days after a county's tax roll is certified by the State Department of Revenue and is listed on notices sent to property owners. No taxing agency may approve a levy that is larger than the one it originally proposed.

**REAL PROPERTY** - Land and the buildings and other structures attached to it that are taxable under state law.

**REVENUE** - Additions to assets which:

- a. Do not increase any liability.
- b. Do not represent the recovery of an expenditure.
- c. Do not represent the cancellation of certain liabilities or decrease assets.
- d. Do not represent contributions of fund capital in enterprise and internal service funds.

## **GLOSSARY**

**REVENUE ESTIMATE** - A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**ROLLBACK RATE** - The millage necessary to raise the same amount of Advalorem Tax Revenue as the previous year, excluding taxes from new construction.

**STATE REVENUE SHARING** - Allocations to municipalities from a trust fund primarily supported by State cigarette and motor fuel taxes.

**TAX INCREMENT DISTRICT** - An area that has been declared “blighted” and is eligible to use tax increment financing to aid in redevelopment.

**TAX INCREMENT FINANCING (TIF)** - Property tax revenue generated by the tax on increases in property value above the base value at the time a tax increment district is established. This revenue is used to fund projects in the district.

**TAX BASE** - The total property valuations on which each taxing agency levies its tax rates.

**TAX ROLL** - The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority by July 1 of each year.

**TENTATIVE MILLAGE** - The tax rate adopted at the first public hearing of a taxing agency. Under State law, the agency may reduce, but not increase, the tentative millage during the second budget hearing.

**TRUTH IN MILLAGE (TRIM)** - State law establishing mandatory procedures, including advertising requirements and the holding of public hearings, for adoption of budgets and tax rates.

**USER FEE** - Charges for specific services rendered only to those paying such charges as, for example, sewer service charges.

**UTILITY TAXES** - Municipal charges levied by the City in each and every purchase of a public service within the corporate limits of the City. Public service is electricity, gas, fuel oil, water, and telephone service.

**VOTED MILLAGE** - Property tax levies authorized by voters within a taxing agency. Bond issues that are backed by property taxes are a common form of voted millage in the State. Such issues are called general obligation bonds.

## **ACRONYMS**

CIP (Capital Improvement Program) - A comprehensive five (5) year plan of capital projects which identifies priorities as to need, method of financing and cost and revenue that will result during the five (5) years. The program is a guide for identifying current and future fiscal year requirements and becomes the basis for determining the Annual Capital Budget.

CPI (Consumer Price Index) - This is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.

FTE (Full-time equivalent employees) - This is calculated by taking the total number of man-hours divided by the standard workweek (usually 40 hours). It is used for ease of comparison; i.e. two part-time people working 20 hours per week equal one FTE.

ISO (Insurance Services Office, Inc.) – ISO is an independent statistical, rating, and advisory organization that serves the property and casualty insurance industry.

TRIM (Truth in Millage) - State law establishing mandatory procedures, including advertising requirements and the holding of public hearings, for adoption of budgets and tax rates.



## MISCELLANEOUS STATISTICAL INFORMATION

|                                    |                   |
|------------------------------------|-------------------|
| INITIAL INCORPORATION:             | December 31, 1999 |
| FORM OF GOVERNMENT:                | Council/Manager   |
| CITY POPULATION:                   | 35,443            |
| AREA: Square Miles                 | 50                |
| LEISURE SERVICE FACILITIES:        |                   |
| Baseball / Softball Fields         | 6                 |
| Basketball Courts                  | 3                 |
| Bocce Ball Courts                  | 5                 |
| Community Centers                  | 1                 |
| Handball / Racquetball Courts      | 7                 |
| Horseshoe Pits                     | 2                 |
| Playgrounds                        | 2                 |
| Shuffleboard Courts                | 2                 |
| Tennis Courts                      | 6                 |
| Volleyball Courts                  | 1                 |
| PUBLIC SAFETY:                     |                   |
| Fire Stations                      | 2                 |
| Firefighters / Volunteers          | 29 / 20           |
| Police Stations (Contract Service) | 1                 |
| Police Officers (FTE)              | 16.0              |
| FACILITIES:                        |                   |
| Miles of Paved Streets             | 528               |
| Miles of Unpaved Streets           | 0.5               |
| Street Lights                      | 717               |
| CITY UTILITIES:                    |                   |
| Solid Waste Accounts               | 15,475            |
| SCHOOL ENROLLMENT: K - 12          | 7,200             |

## POPULATION STATISTICS

| Fiscal<br>Year<br>Ended | Palm<br>Coast<br>Population | % Change<br>During the<br>Period | Flagler<br>County<br>Population | % Change<br>During the<br>Period |
|-------------------------|-----------------------------|----------------------------------|---------------------------------|----------------------------------|
| 1999                    | 30,767                      |                                  | 45,818                          |                                  |
| 2000                    | 32,732                      | 6.39%                            | 49,832                          | 8.76%                            |
| 2001                    | 35,443                      | 8.28%                            | 53,061                          | 6.48%                            |
| 2002                    | 38,348                      | 8.20%                            | 57,709                          | 8.76%                            |
| 2005                    | 45,403                      | 18.40%                           | 74,244                          | 28.65%                           |
| 2010                    | 61,876                      | 36.28%                           | 112,985                         | 52.18%                           |

## MILLAGE RATE COMPARISON

| Jurisdiction      | 2002<br>Operating<br>Millage | Rank<br>(Low to<br>High) | 2003<br>Proposed<br>Millage | Rank<br>(Low to<br>High) |
|-------------------|------------------------------|--------------------------|-----------------------------|--------------------------|
| Beverly Beach     | 2.31980                      | 2                        | 2.31980                     | 2                        |
| Bunnell           | 5.90000                      | 7                        | 5.90000                     | 7                        |
| Flagler Beach     | 2.67780                      | 3                        | 2.67780                     | 3                        |
| Flagler County *  | 5.29120                      | 6                        | 5.32800                     | 6                        |
| Marineland        | 0.00000                      | 1                        | 0.00000                     | 1                        |
| Ormond Beach **   | 3.33842                      | 4                        | 3.33842                     | 4                        |
| <b>Palm Coast</b> | 3.50000                      | 5                        | 3.40000                     | 5                        |
| St. Augustine     | 6.80000                      | 8                        | 6.80000                     | 8                        |

\* The millage rate for Flagler County is the General Fund millage, which is paid by all residents in Flagler County.

\*\* Includes debt service millage.

## UTILITY RATE COMPARISON

| Jurisdiction          | Water Charge<br>Residential<br>(5,000 gallons) | Rank<br>(Low to High) | Wastewater Charge<br>Residential<br>(5,000 gallons) | Rank<br>(Low to High) |
|-----------------------|--|-----------------------|---|-----------------------|
| Beverly Beach (1)     | \$63.40  | 6                     | \$38.17   | 6                     |
| Bunnell               | \$25.75  | 4                     | \$25.75   | 4                     |
| Flagler Beach         | \$18.00  | 2                     | \$22.50   | 2                     |
| Flagler County        | N/A  | -                     | N/A   | -                     |
| Marineland            | N/A  | -                     | N/A   | -                     |
| Ormond Beach          | \$14.15  | 1                     | \$19.04   | 1                     |
| <b>Palm Coast (2)</b> | \$28.65  | 5                     | \$24.02   | 3                     |
| St. Augustine         | \$20.98  | 3                     | \$28.33   | 5                     |

| Jurisdiction      | Solid Waste<br>Charge<br>(Residential) | Rank<br>(Low to High) | Stormwater<br>Charge<br>(Residential) | Rank<br>(Low to High) |
|-------------------|--|-----------------------|---------------------------------------|-----------------------|
| Beverly Beach (1) | \$0.00                                 | 1                     | \$0.00                                | 1                     |
| Bunnell           | \$11.50                                | 2                     | \$0.00                                | 1                     |
| Flagler Beach     | \$14.57                                | 6                     | \$0.00                                | 1                     |
| Flagler County    | \$16.49                                | 7                     | \$0.00                                | 1                     |
| Marineland        | N/A                                    | -                     | N/A                                   | -                     |
| Ormond Beach      | \$12.15                                | 4                     | \$6.00                                | 7                     |
| <b>Palm Coast</b> | \$11.98                                | 3                     | \$2.25                                | 5                     |
| St. Augustine     | \$13.34                                | 5                     | \$5.00                                | 6                     |

N/A = "Not Applicable" or "Not Available"

- (1) Water and wastewater service is provided by Ocean Cities Utility. Solid waste is included in the millage rate.  
 (2) Water and wastewater service is provided by Florida Water Service.



**This page intentionally left blank.**

## BUDGET DETAIL

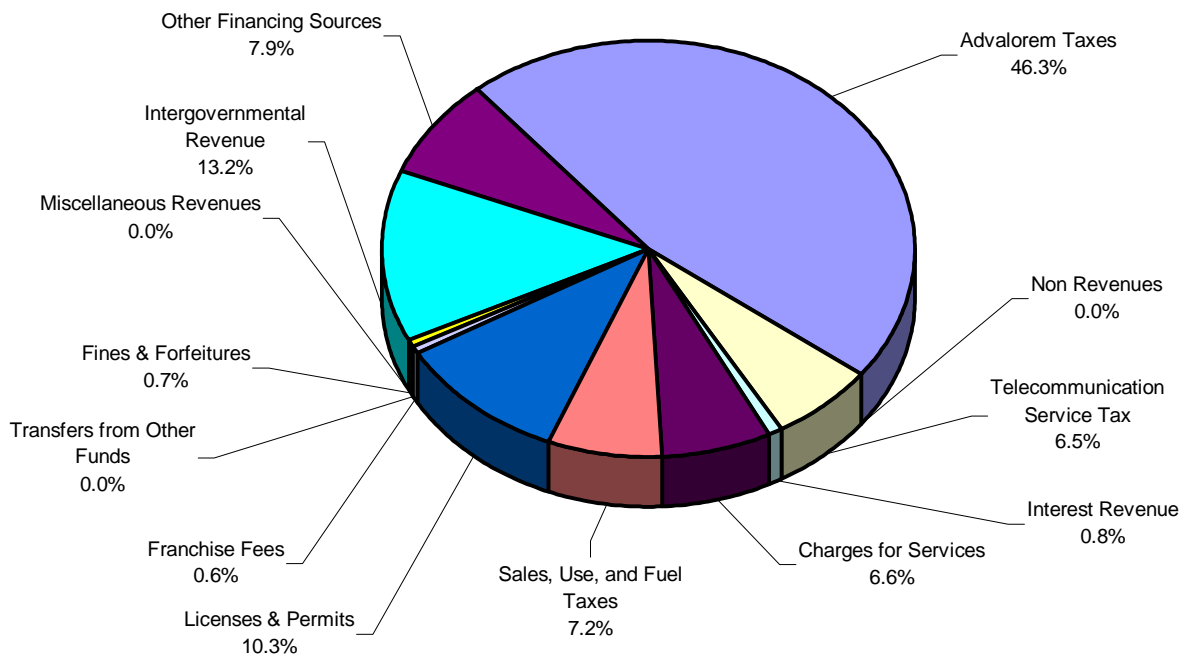
The Budget Detail gives more information on the budget, than is shown in the Executive Summary. Detail information is provided on the General Fund, Special Revenue Funds, and Internal Service Funds.

| Fund   | Budget        |
|--|---------------|
| <u>General Fund</u> (includes City Council, City Manager, City Attorney,<br>City Clerk, Administrative Services, Financial Services,<br>Development Services, Fire, Law Enforcement, Public Works,<br>Recreation and Parks, and Non-Departmental | \$ 13,943,300 |
| <u>Special Revenue Funds</u>   |               |
| Police Education Fund  | 5,100         |
| Police Automation Fund   | 20,300        |
| Storm Reserve Fund   | 321,000       |
| Streets Improvement Fund   | 882,400       |
| Park Impact Fee Fund   | 1,500,000     |
| Public Works Impact Fee Fund   | 1,000         |
| Capital Projects Fund  | 1,714,330     |
| <u>Internal Service Funds</u>  |               |
| Fleet Management Fund  | 519,259       |
| Total Budget   | \$ 18,906,689 |

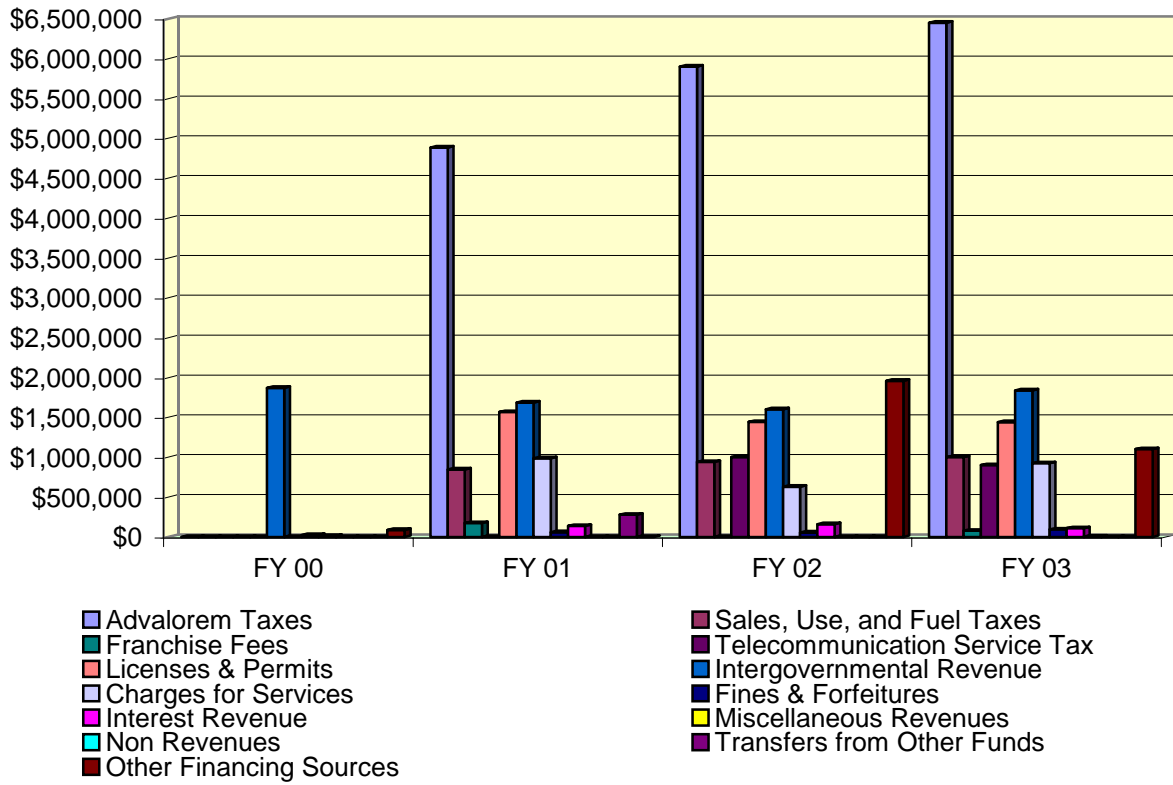
## GENERAL FUND REVENUES BY SOURCE

| SOURCE                        | Actual<br>FY 00     | Actual<br>FY 01      | Revised<br>FY 02     | Budgeted<br>FY 03    |
|-------------------------------|---------------------|----------------------|----------------------|----------------------|
| Advalorem Taxes               | \$ -                | \$ 4,882,939         | \$ 5,902,156         | \$ 6,453,500         |
| Sales, Use, and Fuel Taxes    | -                   | 846,867              | 940,000              | 1,000,000            |
| Franchise Fees                | -                   | 174,310              | -                    | 78,000               |
| Telecommunication Service Tax | -                   | -                    | 1,000,000            | 900,000              |
| Licenses & Permits            | -                   | 1,566,110            | 1,440,900            | 1,439,600            |
| Intergovernmental Revenue     | 1,872,119           | 1,688,832            | 1,601,108            | 1,840,000            |
| Charges for Services          | -                   | 987,529              | 629,650              | 923,600              |
| Fines & Forfeitures           | 22,872              | 60,920               | 55,000               | 94,200               |
| Interest Revenue              | 13,096              | 138,026              | 160,000              | 109,500              |
| Miscellaneous Revenues        | 75                  | -                    | 800                  | 4,900                |
| Non Revenues                  | -                   | -                    | -                    | -                    |
| Transfers from Other Funds    | -                   | 278,231              | -                    | -                    |
| Other Financing Sources       | 88,603              | -                    | 1,961,750            | 1,100,000            |
| <b>TOTAL</b>                  | <b>\$ 1,996,765</b> | <b>\$ 10,623,764</b> | <b>\$ 13,691,364</b> | <b>\$ 13,943,300</b> |

## FISCAL YEAR 2003



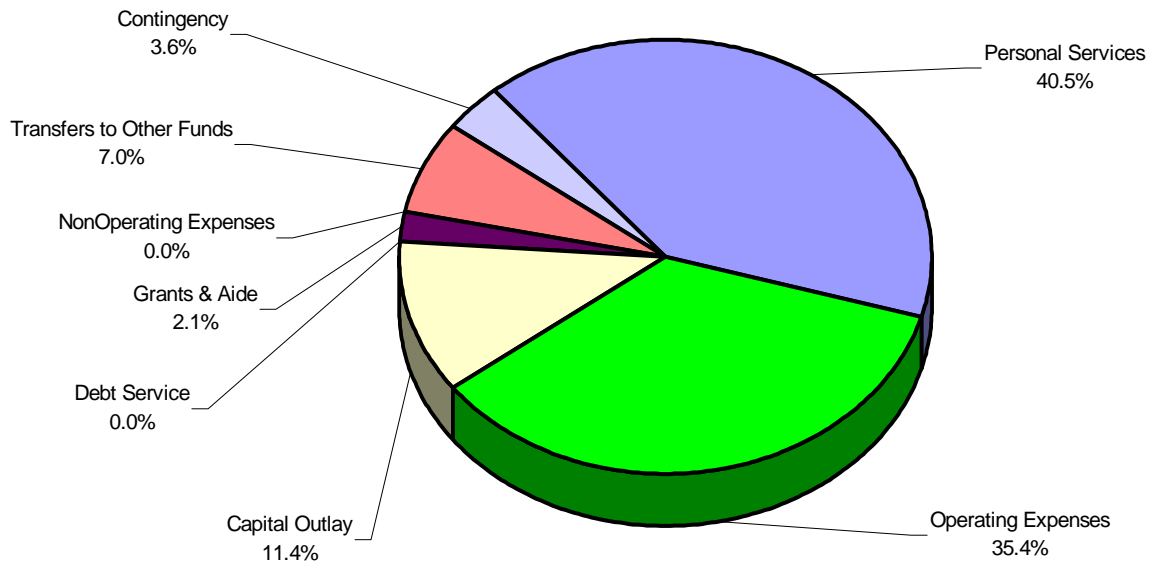
## GENERAL FUND REVENUES BY SOURCE



## GENERAL FUND EXPENDITURES BY CATEGORY

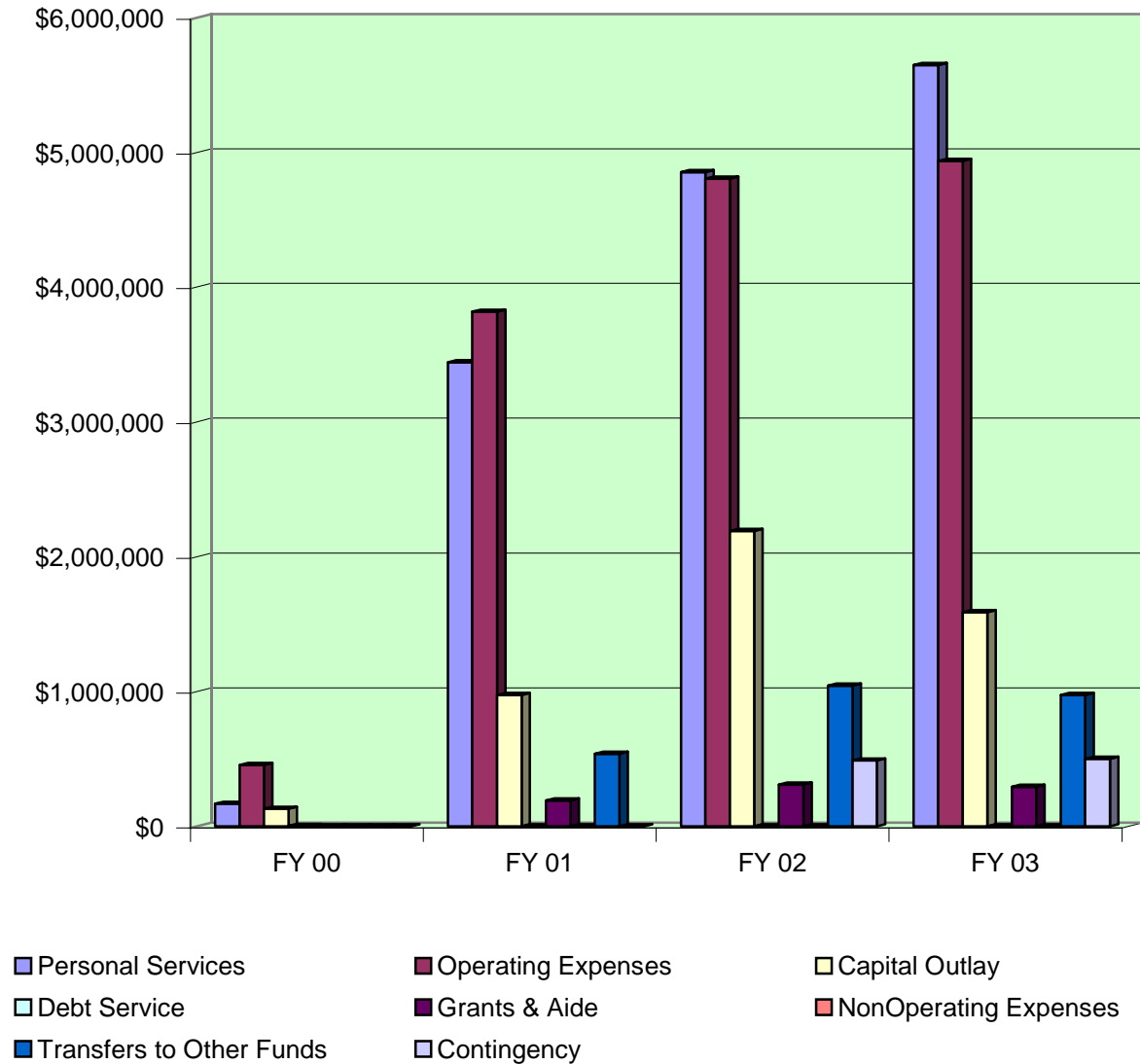
| CATEGORY                 | Actual<br>FY 00   | Actual<br>FY 01     | Revised<br>FY 02     | Budgeted<br>FY 03    |
|--------------------------|-------------------|---------------------|----------------------|----------------------|
| Personal Services        | \$ 166,936        | \$ 3,442,299        | \$ 4,854,724         | \$ 5,649,564         |
| Operating Expenses       | 454,261           | 3,817,601           | 4,806,482            | 4,938,368            |
| Capital Outlay           | 129,826           | 973,934             | 2,190,818            | 1,588,959            |
| Debt Service             | 2,793             | -                   | -                    | -                    |
| Grants & Aide            | -                 | 191,973             | 308,428              | 291,700              |
| NonOperating Expenses    | -                 | -                   | -                    | -                    |
| Transfers to Other Funds | -                 | 537,913             | 1,043,185            | 974,330              |
| Contingency              | -                 | -                   | 487,727              | 500,379              |
| <b>TOTAL</b>             | <b>\$ 753,816</b> | <b>\$ 8,963,720</b> | <b>\$ 13,691,364</b> | <b>\$ 13,943,300</b> |

## FISCAL YEAR 2003





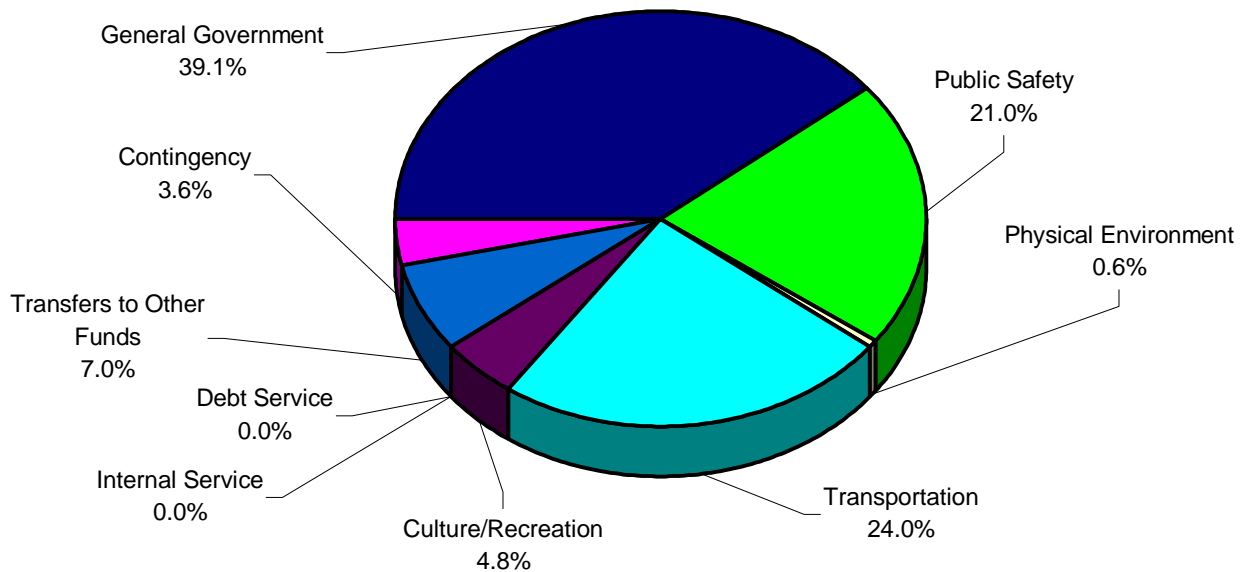
## GENERAL FUND EXPENDITURES BY CATEGORY



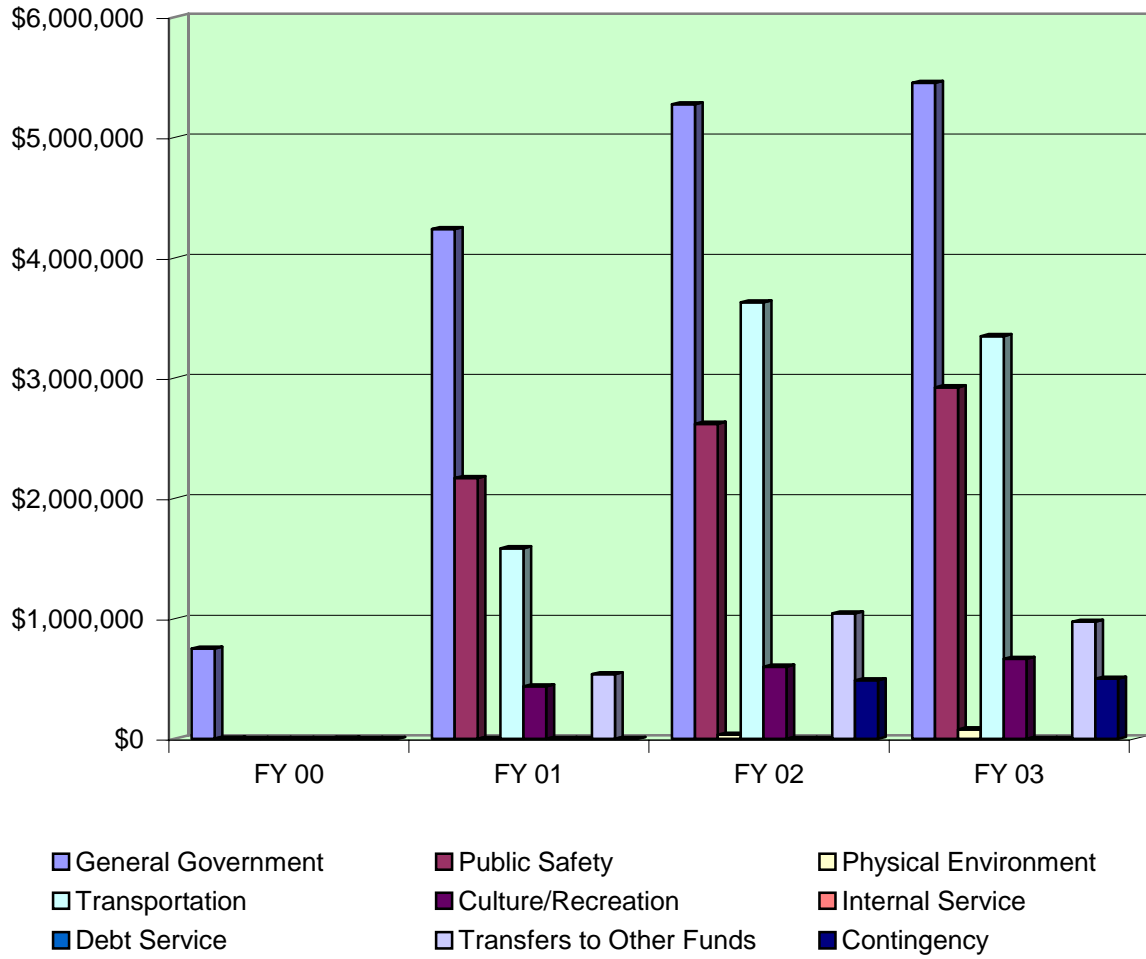
## GENERAL FUND EXPENDITURES BY FUNCTION

| FUNCTION                 | Actual<br>FY 00   | Actual<br>FY 01     | Revised<br>FY 02     | Budgeted<br>FY 03    |
|--------------------------|-------------------|---------------------|----------------------|----------------------|
| General Government       | \$ 749,875        | \$ 4,238,524        | \$ 5,276,927         | \$ 5,455,179         |
| Public Safety            | 1,148             | 2,167,932           | 2,620,454            | 2,921,651            |
| Physical Environment     | -                 | -                   | 34,679               | 77,982               |
| Transportation           | -                 | 1,583,627           | 3,627,953            | 3,347,846            |
| Culture/Recreation       | -                 | 435,724             | 600,439              | 665,933              |
| Internal Service         | -                 | -                   | -                    | -                    |
| Debt Service             | 2,793             | -                   | -                    | -                    |
| Transfers to Other Funds | -                 | 537,913             | 1,043,185            | 974,330              |
| Contingency              | -                 | -                   | 487,727              | 500,379              |
| <b>TOTAL</b>             | <b>\$ 753,816</b> | <b>\$ 8,963,720</b> | <b>\$ 13,691,364</b> | <b>\$ 13,943,300</b> |

## FISCAL YEAR 2003



## GENERAL FUND EXPENDITURES BY FUNCTION



## CITY COUNCIL

The City Council are the elected legislative and policy body for the City of Palm Coast. As the City Council, they establish policies that will provide for the protection, safety, and general welfare of the citizens of Palm Coast. These policies help create a quality environment, insure that municipal services are provided at an economic cost, and that future needs of the City can be met. The City Council appoints the City Manager, City Attorney, and the external auditors who perform the annual audit of the City finances.

There are no major changes to this departmental budget for FY2003.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00 | Actual<br>FY 01  | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|-----------------|------------------|-------------------|-------------------|
| Personal Services         | \$ 4,050        | \$ 6,429         | \$ 5,839          | \$ 7,144          |
| Operating Expenditures    | -               | 14,003           | 23,750            | 25,200            |
| Capital Outlay            | -               | -                | -                 | -                 |
| Debt Service              | -               | -                | -                 | -                 |
| NonOperating Expenditures | -               | -                | -                 | -                 |
| Grants and Aide           | -               | -                | -                 | -                 |
| Transfers                 | -               | -                | -                 | -                 |
| Contingency               | -               | -                | -                 | -                 |
| Total Expenditures        | <u>\$ 4,050</u> | <u>\$ 20,432</u> | <u>\$ 29,589</u>  | <u>\$ 32,344</u>  |

# CITY COUNCIL

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| Mayor *                    |           | 1.00              | 1.00              | 1.00              |
| Vice - Mayor **            |           | 1.00              | 1.00              | 1.00              |
| Council Member **          |           | 3.00              | 3.00              | 3.00              |
| Total Part-time/Temporary  |           | 5.00              | 5.00              | 5.00              |
| Total Personnel            |           | 5.00              | 5.00              | 5.00              |

\* Budgeted at \$1,800 per year.

\*\* Budgeted at \$1,200 per year.

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## CITY COUNCIL

The objectives of the City Council are:

- 1) To keep the cost to the citizens at a minimal level while providing needed services.
- 2) To adopt policies that will enhance the quality of life for Palm Coast residents, so that citizens surveyed are satisfied with the overall quality of City services.

| PERFORMANCE REVIEW   | FY 00   | FY 01        | FY 02        | FY 03        |
|--|---------|--------------|--------------|--------------|
| <b>DEMAND/WORKLOAD:</b>  |         |              |              |              |
| Population – City.   | 30,767  | 32,732       | 35,443       | 38,348       |
| City employees (FTE).  | 15.00   | 75.00        | 116.44       | 128.68       |
| Total original Citywide budget.  | N/A     | \$12,901,352 | \$20,736,442 | \$17,416,100 |
| <b>EFFICIENCY/EFFECTIVENESS:</b>   |         |              |              |              |
| <b>GOALS:</b>  |         |              |              |              |
| Non-discretionary revenue generated per citizen.                           | N/A     | N/A          | N/A          | \$306.00     |
| City Council cost per citizen.   | N/A     | N/A          | N/A          | \$0.84       |
| Citizen satisfaction with overall quality of life (rating good or better). | N/A     | N/A          | N/A          | 90%          |
| <b>RESULTS:</b>  |         |              |              |              |
| Non-discretionary revenue generated per citizen.                           | \$62.81 | \$327.27     | \$363.89     |              |
| City Council cost per citizen.   | \$0.13  | \$0.62       | \$0.83       |              |
| Citizen satisfaction with overall quality of life (rating good or better). | N/A     | 81%          | N/A          |              |

For this presentation, “Non-discretionary revenue” is considered revenue generated by taxes and fees that are mandatory. This would include advalorem taxes, all sales and use taxes, franchise fees, and intergovernmental revenue. It would not include licenses, permits, user fees, fines, or investment earnings.

## CITY MANAGER

The City Manager's office is responsible for executing all laws and provisions set by the City Council by providing guidance to all City departments and preparing an annual budget designed to achieve the goals of the Council. The City Manager prepares alternatives and makes recommendations that will assist the Council in achieving the goals that they have established. The office also provides clerical services for the Mayor and Council.

There are no major changes to this departmental budget for FY2003.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00  | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|------------------|-------------------|-------------------|-------------------|
| Personal Services         | \$ 50,257        | \$ 188,701        | \$ 180,840        | \$ 188,756        |
| Operating Expenditures    | -                | 11,515            | 11,140            | 12,411            |
| Capital Outlay            | -                | -                 | -                 | -                 |
| Debt Service              | -                | -                 | -                 | -                 |
| NonOperating Expenditures | -                | -                 | -                 | -                 |
| Grants and Aide           | -                | -                 | -                 | -                 |
| Transfers                 | -                | -                 | -                 | -                 |
| Contingency               | -                | -                 | -                 | -                 |
| Total Expenditures        | <u>\$ 50,257</u> | <u>\$ 200,216</u> | <u>\$ 191,980</u> | <u>\$ 201,167</u> |

# CITY MANAGER

## PERSONNEL ROSTER

| Classification Title                    | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|---|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>                        |           |                   |                   |                   |
| City Manager                            |           | 1.00              | 1.00              | 1.00              |
| Executive Assistant to the City Manager | 113       | 1.00              | 1.00              | 1.00              |
| Total Full-time                         |           | 2.00              | 2.00              | 2.00              |
| <u>Part-time/Temporary</u>              |           |                   |                   |                   |
| N/A                                     |           | -                 | -                 | -                 |
| Total Part-time/Temporary               |           | -                 | -                 | -                 |
| Total Personnel                         |           | 2.00              | 2.00              | 2.00              |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |



## CITY MANAGER

The objectives of the City Manager are:

- 1) To keep the operating cost per citizen at a minimal level while providing needed services.
- 2) To maintain a consistent number of employees per 1,000 citizens.
- 3) To administer policies and day-to-day operations so that, citizens surveyed are satisfied with the overall quality of City services.

| PERFORMANCE REVIEW   | FY 00   | FY 01        | FY 02        | FY 03        |
|--|---------|--------------|--------------|--------------|
| <b>DEMAND/WORKLOAD:</b>  |         |              |              |              |
| Population – City.   | 30,767  | 32,732       | 35,443       | 38,348       |
| City employees (FTE).  | 15.00   | 75.00        | 116.44       | 128.68       |
| Total original Citywide budget.  | N/A     | \$12,901,352 | \$20,736,442 | \$17,416,100 |
| <b>EFFICIENCY/EFFECTIVENESS:</b>   |         |              |              |              |
| <b>GOALS:</b>  |         |              |              |              |
| General Fund operating cost per citizen.                                 | N/A     | N/A          | N/A          | \$322.16     |
| Number of employees per 1,000 residents.                                 | N/A     | N/A          | N/A          | 3.35         |
| Department cost per resident.  | N/A     | N/A          | N/A          | \$5.25       |
| Citizen satisfaction with overall City services (rating good or better). | N/A     | N/A          | N/A          | 70%          |
| <b>RESULTS:</b>  |         |              |              |              |
| General Fund operating cost per citizen.                                 | \$20.28 | \$136.33     | \$324.48     |              |
| Number of employees per 1,000 residents.                                 | 0.49    | 2.28         | 3.34         |              |
| Department cost per resident.  | \$1.63  | \$6.12       | \$5.42       |              |
| Citizen satisfaction with overall City services (rating good or better). | N/A     | 55%          | N/A          |              |

For this presentation, “General Fund operating cost” is considered to be all General Fund costs excluding Capital Outlay.

## CITY ATTORNEY

The City Attorney advises the City Council and boards and commissions of the City on legal issues. The Attorney assists the City Manager, department heads, and staff on legal matters concerning the City of Palm Coast. The City Attorney attends City Council meetings and other public meetings as deemed advisable and represents the City in prosecuting and defending lawsuits.

This budget is being increased by \$10,000 based on expected service levels for the coming year.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00  | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|------------------|-------------------|-------------------|-------------------|
| Personal Services         | \$ -             | \$ -              | \$ -              | \$ -              |
| Operating Expenditures    | 93,384           | 153,807           | 150,000           | 160,000           |
| Capital Outlay            | -                | -                 | -                 | -                 |
| Debt Service              | -                | -                 | -                 | -                 |
| NonOperating Expenditures | -                | -                 | -                 | -                 |
| Grants and Aide           | -                | -                 | -                 | -                 |
| Transfers                 | -                | -                 | -                 | -                 |
| Contingency               | -                | -                 | -                 | -                 |
| Total Expenditures        | <u>\$ 93,384</u> | <u>\$ 153,807</u> | <u>\$ 150,000</u> | <u>\$ 160,000</u> |

# CITY ATTORNEY

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## CITY CLERK

The City Clerk's office is responsible for administering all municipal legislative processes. This office inventories, stores, and maintains all official City records, including minutes, ordinances, and resolutions. The City Clerk provides clerical support to the City Council and City Boards and Commissions and processes requests for information and copies of public documents to anyone requesting this service. The Clerk works with the Flagler County Supervisor of Elections to administer City elections and records specified City documents with the Clerk of the Circuit Court.

This budget includes an upgrade of the Deputy City Clerk position to City Clerk. The advertising budget is being increased to reflect the current allocation of expenditures.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00 | Actual<br>FY 01  | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|-----------------|------------------|-------------------|-------------------|
| Personal Services         | \$ -            | \$ 49,903        | \$ 50,296         | \$ 57,407         |
| Operating Expenditures    | -               | 31,049           | 25,554            | 37,098            |
| Capital Outlay            | -               | -                | -                 | -                 |
| Debt Service              | -               | -                | -                 | -                 |
| NonOperating Expenditures | -               | -                | -                 | -                 |
| Grants and Aide           | -               | -                | -                 | -                 |
| Transfers                 | -               | -                | -                 | -                 |
| Contingency               | -               | -                | -                 | -                 |
| Total Expenditures        | <u>\$ -</u>     | <u>\$ 80,952</u> | <u>\$ 75,850</u>  | <u>\$ 94,505</u>  |

# CITY CLERK

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| City Clerk                 | 124       | -                 | -                 | 1.00              |
| Deputy City Clerk          | 115       | 1.00              | 1.00              | -                 |
| Total Full-time            |           | 1.00              | 1.00              | 1.00              |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | 1.00              | 1.00              | 1.00              |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## CITY CLERK

The objectives of the City Clerk are:

- 1) To prepare City Council meeting agenda packets in a timely manner.
- 2) To complete minutes within one month of each Council meeting.
- 3) To prepare a supplement to the City's Code of Ordinances on a quarterly basis.

| PERFORMANCE REVIEW                          | FY 00  | FY 01  | FY 02  | FY 03  |
|---|--------|--------|--------|--------|
| <b>DEMAND/WORKLOAD:</b>                     |        |        |        |        |
| Population – City.                          | 30,767 | 32,732 | 35,443 | 38,348 |
| City departments.                           | 5      | 5      | 6      | 7      |
| City Council meetings.                      | N/A    | 28     | 24     | 30     |
| <b>EFFICIENCY/EFFECTIVENESS:</b>            |        |        |        |        |
| <b>GOALS:</b>                               |        |        |        |        |
| Agenda packets prepared in a timely manner. | N/A    | N/A    | N/A    | 30     |
| Meeting minutes completed within one month. | N/A    | N/A    | N/A    | 30     |
| Number of code supplements prepared.        | N/A    | N/A    | N/A    | 4      |
| Department cost per citizen.                | N/A    | N/A    | N/A    | \$2.46 |
| <b>RESULTS:</b>                             |        |        |        |        |
| Agenda packets prepared in a timely manner. | N/A    | N/A    | N/A    |        |
| Meeting minutes completed within one month. | N/A    | N/A    | N/A    |        |
| Number of code supplements prepared.        | N/A    | 0      | N/A    |        |
| Department cost per citizen.                | N/A    | \$2.47 | \$2.14 |        |

## ADMINISTRATIVE SERVICES

Administrative Services primarily provides services to other City departments. These services include human resources, telecommunications, risk management, and information technology. The department is also responsible for the City Hall switchboard and receptionist.

This budget contains one personnel change. The part-time Staff Assistant position is being upgraded to a full-time Senior Staff Assistant. In operating expenses, the major increase is funding to purchase three additional modules for the Perconti system. These modules are the inspections module, the automated touchtone call-in system, and the occupational license and e-permit system. Each module costs approximately \$30,000.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00   | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|
| Personal Services         | \$ 84,330         | \$ 354,000        | \$ 289,938        | \$ 331,424        |
| Operating Expenditures    | 359,729           | 429,342           | 324,912           | 435,600           |
| Capital Outlay            | 129,826           | 8,208             | 14,200            | -                 |
| Debt Service              | -                 | -                 | -                 | -                 |
| NonOperating Expenditures | -                 | -                 | -                 | -                 |
| Grants and Aide           | -                 | -                 | -                 | -                 |
| Transfers                 | -                 | -                 | -                 | -                 |
| Contingency               | -                 | -                 | -                 | -                 |
| Total Expenditures        | <u>\$ 573,885</u> | <u>\$ 791,550</u> | <u>\$ 629,050</u> | <u>\$ 767,024</u> |

# ADMINISTRATIVE SERVICES

## PERSONNEL ROSTER

| Classification Title               | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|------------------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>                   |           |                   |                   |                   |
| Assistant City Manager             | 130       | 1.00              | 1.00              | 1.00              |
| Information Technology Coordinator | 121       | -                 | 1.00              | 1.00              |
| Purchasing & Grants Coordinator    | 118       | 1.00              | -                 | -                 |
| Human Resource Analyst             | 116       | -                 | 1.00              | 1.00              |
| Occupational License Inspector     | 112       | 1.00              | -                 | -                 |
| Senior Staff Assistant             | 112       | 1.00              | -                 | 1.00              |
| Staff Assistant                    | 111       | 1.00              | -                 | -                 |
| Receptionist                       | 105       | 1.00              | 1.00              | 1.00              |
| Total Full-time                    |           | 6.00              | 4.00              | 5.00              |
| <u>Part-time/Temporary</u>         |           |                   |                   |                   |
| Staff Assistant *                  | 111       | -                 | 1.00              | -                 |
| Total Part-time/Temporary          |           | -                 | 1.00              | -                 |
| Total Personnel                    |           | 6.00              | 5.00              | 5.00              |

\* Budgeted at 30 hours per week.

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |



## ADMINISTRATIVE SERVICES

The objectives of Administrative Services are:

- 1) To provide assistance to the departments in the recruitment, selection, training, development, and retention of qualified employees.
- 2) To control the cost of providing services to the other City departments.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00   | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-------------------|-------------------|-------------------|-------------------|
| Personal Services      | \$ 84,330         | \$ 354,000        | \$ 234,430        | \$ 250,560        |
| Operating Expenditures | 359,729           | 429,342           | 145,107           | 139,700           |
| Capital Outlay         | 129,826           | 8,208             | 14,200            | -                 |
| Total Expenditures     | <u>\$ 573,885</u> | <u>\$ 791,550</u> | <u>\$ 393,737</u> | <u>\$ 390,260</u> |

| PERFORMANCE REVIEW               | FY 00   | FY 01   | FY 02   | FY 03   |
|----------------------------------|---------|---------|---------|---------|
| <b>DEMAND/WORKLOAD:</b>          |         |         |         |         |
| City departments.                | 5       | 5       | 6       | 7       |
| City employees (FTE).            | 15.00   | 75.00   | 116.44  | 128.68  |
| Budgeted positions - Citywide.   | N/A     | 79      | 127     | 145     |
| Applications processed.          | 294     | 1,373   | 1,250   | 1,250   |
| New hires.                       | 60      | 89      | N/A     | 30      |
| Terminations.                    | N/A     | 33      | 20      | 20      |
| <b>EFFICIENCY/EFFECTIVENESS:</b> |         |         |         |         |
| <b>GOALS:</b>                    |         |         |         |         |
| Percentage of applicants hired.  | N/A     | N/A     | N/A     | 2.4%    |
| Employee turnover ratio.         | N/A     | 20%     | 15.7%   | 16.3%   |
| Program cost per citizen.        | N/A     | N/A     | N/A     | \$10.18 |
| <b>RESULTS:</b>                  |         |         |         |         |
| Percentage of applicants hired.  | 20.4%   | 6.5%    | N/A     |         |
| Employee turnover ratio.         | N/A     | 27.6%   | N/A     |         |
| Program cost per citizen.        | \$18.65 | \$24.18 | \$11.11 |         |

## ADMINISTRATIVE SERVICES

The objectives of Information Technology are:

- 1) To improve the technology support system and better meet user defined needs.
- 2) Control the cost of providing technology support services.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ -            | \$ 55,508         | \$ 80,864         |
| Operating Expenditures | -               | -               | 179,805           | 295,900           |
| Capital Outlay         | -               | -               | -                 | -                 |
| Total Expenditures     | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ 235,313</u> | <u>\$ 376,764</u> |

| PERFORMANCE REVIEW                                   | FY 00 | FY 01 | FY 02  | FY 03  |
|--|-------|-------|--------|--------|
| <b>DEMAND/WORKLOAD:</b>                              |       |       |        |        |
| City departments.                                    | 5     | 5     | 6      | 7      |
| City employees (FTE).                                | 15.00 | 75.00 | 116.44 | 128.68 |
| Number of PCs in service.                            | N/A   | N/A   | 58     | 68     |
| <b>EFFICIENCY/EFFECTIVENESS:</b>                     |       |       |        |        |
| <b>GOALS:</b>  |       |       |        |        |
| Internal satisfaction level with technology support. | N/A   | N/A   | N/A    | 90%    |
| Program cost per citizen.                            | N/A   | N/A   | N/A    | \$9.82 |
| <b>RESULTS:</b>                                      |       |       |        |        |
| Internal satisfaction level with technology support. | N/A   | N/A   | N/A    |        |
| Program cost per citizen.                            | N/A   | N/A   | \$6.64 |        |

## FINANCIAL SERVICES

Financial Services is responsible for maintaining all financial records, preparing financial statements, assisting the external auditors with the annual audit. The department issues purchase orders and accounts payable checks and prepares payroll. Financial Services is responsible for the investment of City funds in accordance with investment policies, prepares revenue projections, compiles the annual budget, and monitors the budget throughout the year.

There are no major changes to this departmental budget for FY2003.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services         | \$ -            | \$ -            | \$ 244,831        | \$ 278,296        |
| Operating Expenditures    | -               | -               | 100,829           | 88,199            |
| Capital Outlay            | -               | -               | 2,995             | -                 |
| Debt Service              | -               | -               | -                 | -                 |
| NonOperating Expenditures | -               | -               | -                 | -                 |
| Grants and Aide           | -               | -               | -                 | -                 |
| Transfers                 | -               | -               | -                 | -                 |
| Contingency               | -               | -               | -                 | -                 |
| Total Expenditures        | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ 348,655</u> | <u>\$ 366,495</u> |

# FINANCIAL SERVICES

## PERSONNEL ROSTER

| Classification Title            | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|---------------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>                |           |                   |                   |                   |
| Financial Services Director     | 128       | -                 | 1.00              | 1.00              |
| Purchasing & Grants Coordinator | 118       | -                 | 1.00              | 1.00              |
| Accountant                      | 116       | -                 | 1.00              | 1.00              |
| Accounting Technician           | 115       | -                 | 2.00              | 2.00              |
| Total Full-time                 |           | -                 | 5.00              | 5.00              |
| <u>Part-time/Temporary</u>      |           |                   |                   |                   |
| N/A                             |           | -                 | -                 | -                 |
| Total Part-time/Temporary       |           | -                 | -                 | -                 |
| Total Personnel                 |           | -                 | 5.00              | 5.00              |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## FINANCIAL SERVICES

The objectives of Financial Services are:

- 1) To follow proper accounting procedures so that the City receives an unqualified audit opinion on its annual financial report.
- 2) To follow proper procedures in preparation of the annual budget so that the City receives a Certificate of Compliance from the State of Florida Department of Revenue.
- 3) To control the cost of department operations.

| PERFORMANCE REVIEW               | FY 00  | FY 01  | FY 02  | FY 03  |
|----------------------------------|--------|--------|--------|--------|
| <b>DEMAND/WORKLOAD:</b>          |        |        |        |        |
| Population – City.               | 30,767 | 32,732 | 35,443 | 38,348 |
| City departments.                | 5      | 5      | 6      | 7      |
| City employees (FTE).            | 15.00  | 75.00  | 116.44 | 128.68 |
| Invoices processed.              | N/A    | 3,581  | N/A    | 4,000  |
| Permits processed.               | N/A    | 3,382  | N/A    | 3,000  |
| Occupational licenses processed. | N/A    | 2,327  | N/A    | 2,400  |
| <b>EFFICIENCY/EFFECTIVENESS:</b> |        |        |        |        |
| <b>GOALS:</b>                    |        |        |        |        |
| Unqualified audit opinion.       | Yes    | Yes    | Yes    | Yes    |
| Certificate of Compliance.       | Yes    | Yes    | Yes    | Yes    |
| Department cost per citizen.     | N/A    | N/A    | N/A    | \$9.56 |
| <b>RESULTS:</b>                  |        |        |        |        |
| Unqualified audit opinion.       | Yes    | Yes    | N/A    |        |
| Certificate of Compliance.       | Yes    | Yes    | N/A    |        |
| Department cost per citizen.     | N/A    | N/A    | \$9.84 |        |

## DEVELOPMENT SERVICES

Development Services is responsible for all planning, building, and code enforcement functions. The department reviews development plans, provides assistance to developers, inspects improvements in residential and non-residential developments, issues building permits, and performs inspections during construction. Development Services is also responsible for issuing occupational licenses, investigating complaints of residential code violations, inspecting commercial property for code compliance, and providing support to the City Council and certain Boards and Commissions of the City.

This budget contains one additional Code Enforcement Inspector and an upgrade of a Staff Assistant position to a Senior Staff Assistant.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00  | Actual<br>FY 01     | Adjusted<br>FY 02   | Proposed<br>FY 03   |
|---------------------------|------------------|---------------------|---------------------|---------------------|
| Personal Services         | \$ 28,299        | \$ 668,279          | \$ 979,733          | \$ 1,166,011        |
| Operating Expenditures    | -                | 1,418,291           | 1,899,101           | 1,523,921           |
| Capital Outlay            | -                | 13,519              | 36,014              | -                   |
| Debt Service              | -                | -                   | -                   | -                   |
| NonOperating Expenditures | -                | -                   | -                   | -                   |
| Grants and Aide           | -                | -                   | -                   | -                   |
| Transfers                 | -                | -                   | -                   | -                   |
| Contingency               | -                | -                   | -                   | -                   |
| Total Expenditures        | <u>\$ 28,299</u> | <u>\$ 2,100,089</u> | <u>\$ 2,914,848</u> | <u>\$ 2,689,932</u> |

# DEVELOPMENT SERVICES

## PERSONNEL ROSTER

| Classification Title           | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|--------------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>               |           |                   |                   |                   |
| Development Services Director  | 128       | 1.00              | 1.00              | 1.00              |
| Planning Manager               | 124       | 1.00              | 1.00              | 1.00              |
| Senior Planner                 | 120       | -                 | 2.00              | 2.00              |
| Landscape Architect            | 118       | 1.00              | 1.00              | 1.00              |
| Planner                        | 118       | -                 | 1.00              | 1.00              |
| Code Enforcement Supervisor    | 116       | 1.00              | 1.00              | 1.00              |
| CAD Operator                   | 115       | -                 | 1.00              | 1.00              |
| Land Development Technician    | 114       | 2.00              | 3.00              | 3.00              |
| Code Enforcement Inspector     | 112       | 3.00              | 4.00              | 5.00              |
| Landscape Specialist           | 112       | -                 | 1.00              | 1.00              |
| Occupational License Inspector | 112       | -                 | 1.00              | 1.00              |
| Senior Staff Assistant         | 112       | 2.00              | 2.00              | 3.00              |
| Permit Technician              | 111       | -                 | 1.00              | 1.00              |
| Staff Assistant                | 111       | -                 | 1.00              | -                 |
| Total Full-time                |           | 11.00             | 21.00             | 22.00             |
| <u>Part-time/Temporary</u>     |           |                   |                   |                   |
| Code Enforcement Inspector     | 112       | 4.00              | 2.00              | 2.00              |
| Total Part-time/Temporary      |           | 4.00              | 2.00              | 2.00              |
| Total Personnel                |           | 15.00             | 23.00             | 24.00             |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## DEVELOPMENT SERVICES

The objectives of Development Services Administration are:

- 1) To manage all planning, building, code enforcement activities within the City.
- 2) To control the unrecovered cost of providing these services to the citizens of Palm Coast.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00  | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|------------------|-------------------|-------------------|-------------------|
| Personal Services      | \$ 28,299        | \$ 194,498        | \$ 144,420        | \$ 142,072        |
| Operating Expenditures | -                | 38,769            | 164,650           | 66,883            |
| Capital Outlay         | -                | 800               | -                 | -                 |
| Total Expenditures     | <u>\$ 28,299</u> | <u>\$ 234,067</u> | <u>\$ 309,070</u> | <u>\$ 208,955</u> |

| PERFORMANCE REVIEW                          | FY 00    | FY 01       | FY 02       | FY 03       |
|---|----------|-------------|-------------|-------------|
| <b>DEMAND/WORKLOAD:</b>                     |          |             |             |             |
| Population – City.                          | 30,767   | 32,732      | 35,443      | 38,348      |
| Number of Development Services divisions.   | 4        | 4           | 4           | 3           |
| <b>EFFICIENCY/EFFECTIVENESS:</b>            |          |             |             |             |
| <b>GOALS:</b>                               |          |             |             |             |
| Total original Development Services budget. | N/A      | \$1,832,356 | \$2,914,848 | \$2,689,932 |
| Total revenue generated.                    | N/A      | N/A         | \$1,812,650 | \$2,105,000 |
| Unrecovered costs.                          | N/A      | N/A         | \$1,102,198 | \$584,932   |
| Percentage of costs recovered.              | N/A      | N/A         | 62.2%       | 78.3%       |
| Unrecovered department cost per citizen.    | N/A      | N/A         | N/A         | \$15.25     |
| <b>RESULTS:</b>                             |          |             |             |             |
| Total Development Services cost.            | \$28,299 | \$1,119,720 | \$2,914,848 |             |
| Total revenue generated.                    | \$0.00   | \$1,339,098 | \$1,812,650 |             |
| Unrecovered costs.                          | \$28,299 | \$0.00      | \$1,102,198 |             |
| Percentage of costs recovered.              | 0%       | 100%        | 62.2%       |             |
| Unrecovered department cost per citizen.    | \$0.92   | \$0.00      | \$31.10     |             |



## DEVELOPMENT SERVICES

The objectives of the Building Permits and Inspection program are:

- 1) To issue permits and conduct all required inspections.
- 2) To recover the total cost of the program through fees.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ -            | \$ 10,540         | \$ -              |
| Operating Expenditures | -               | 1,353,586       | 1,277,758         | 1,167,500         |
| Capital Outlay         | -               | -               | -                 | -                 |
| Total Expenditures     | \$ -            | \$ 1,353,586    | \$ 1,288,298      | \$ 1,167,500      |

| PERFORMANCE REVIEW               | FY 00 | FY 01       | FY 02       | FY 03       |
|----------------------------------|-------|-------------|-------------|-------------|
| <b>DEMAND/WORKLOAD:</b>          |       |             |             |             |
| Total City area (square miles).  | 50    | 50          | 50          | 50          |
| Number of permits issued.        | N/A   | 3,382       | 3,400       | 3,000       |
| <b>EFFICIENCY/EFFECTIVENESS:</b> |       |             |             |             |
| <b>GOALS:</b>                    |       |             |             |             |
| Total revenue generated.         | N/A   | N/A         | \$1,370,650 | \$1,500,000 |
| Percentage of costs recovered.   | N/A   | N/A         | 106%        | 128%        |
| Cost per permit issued.          | N/A   | N/A         | \$378.91    | \$389.17    |
| <b>RESULTS:</b>                  |       |             |             |             |
| Total revenue generated.         | N/A   | \$1,050,579 | \$1,370,650 |             |
| Percentage of costs recovered.   | N/A   | 153%        | 106%        |             |
| Cost per permit issued.          | N/A   | \$400.23    | \$378.91    |             |

## DEVELOPMENT SERVICES

The objectives of the Planning program are:

- 1) To review permits and license applications to insure compliance with land development regulations.
- 2) To review site plan and subdivision applications and process through the Development Review Committee to insure compliance with the Comprehensive Plan.
- 3) To process all applications for rezonings, special exceptions, and variances.
- 4) To recover a portion of the program cost through fees.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ 242,021      | \$ 481,656        | \$ 598,557        |
| Operating Expenditures | -               | 9,125           | 372,099           | 181,095           |
| Capital Outlay         | -               | -               | 5,000             | -                 |
| Total Expenditures     | \$ -            | \$ 251,146      | \$ 858,755        | \$ 779,652        |

| PERFORMANCE REVIEW   | FY 00 | FY 01     | FY 02     | FY 03     |
|--|-------|-----------|-----------|-----------|
| <b>DEMAND/WORKLOAD:</b>  |       |           |           |           |
| Number of permit and license applications.                                 | N/A   | 3,870     | 3,600     | 5,400     |
| Number of site plan and subdivision applications.                          | N/A   | 70        | 70        | 50        |
| Number of rezoning, special exception, and variance applications.          | N/A   | 158       | 160       | 170       |
| <b>EFFICIENCY/EFFECTIVENESS: GOALS:</b>                                    |       |           |           |           |
| Total revenue generated.   | N/A   | N/A       | \$267,000 | \$349,400 |
| Percentage of costs recovered.   | N/A   | N/A       | 31.1%     | 44.8%     |
| Unrecovered cost per citizen.  | N/A   | N/A       | N/A       | \$11.22   |
| Citizen satisfaction with land use, planning, and zoning (good or better). | N/A   | N/A       | N/A       | 50%       |
| <b>RESULTS:</b>  |       |           |           |           |
| Total revenue generated.   | N/A   | \$128,401 | \$267,000 |           |
| Percentage of costs recovered.   | N/A   | 51.1%     | 31.1%     |           |
| Unrecovered cost per citizen.  | N/A   | \$3.75    | \$16.70   |           |
| Citizen satisfaction with land use, planning, and zoning (good or better). | N/A   | 28%       | N/A       |           |

## DEVELOPMENT SERVICES

The objectives of the Code Enforcement program are:

- 1) To process all occupational license applications.
- 2) To enforce compliance with all land use related ordinances.
- 3) To administer the Fire Hazard Mitigation Program.
- 4) To recover a portion of the program cost through fees.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ 231,760      | \$ 343,117        | \$ 425,382        |
| Operating Expenditures | -               | 16,811          | 84,594            | 108,443           |
| Capital Outlay         | -               | 12,719          | 31,014            | -                 |
| Total Expenditures     | \$ -            | \$ 261,290      | \$ 458,725        | \$ 533,825        |

| PERFORMANCE REVIEW   | FY 00 | FY 01     | FY 02     | FY 03     |
|--|-------|-----------|-----------|-----------|
| <b>DEMAND/WORKLOAD:</b>                                      |       |           |           |           |
| Number of occupational license applications.                 | N/A   | 2,327     | 1,850     | 2,400     |
| Number of Fire Hazard Mitigations conducted.                 | N/A   | 20        | 400       | 100       |
| Number of code violations.                                   | N/A   | 3,756     | 3,500     | 3,700     |
| <b>EFFICIENCY/EFFECTIVENESS:</b>                             |       |           |           |           |
| <b>GOALS:</b>  |       |           |           |           |
| Total revenue generated.                                     | N/A   | N/A       | \$175,000 | \$255,600 |
| Percentage of costs recovered.                               | N/A   | N/A       | 38.1%     | 47.9%     |
| Unrecovered cost per citizen.                                | N/A   | N/A       | N/A       | \$7.26    |
| Citizen satisfaction with code enforcement (good or better). | N/A   | N/A       | N/A       | 50%       |
| <b>RESULTS:</b>  |       |           |           |           |
| Total revenue generated.                                     | N/A   | \$160,118 | \$175,000 |           |
| Percentage of costs recovered.                               | N/A   | 61.3%     | 38.2%     |           |
| Unrecovered cost per citizen.                                | N/A   | \$3.09    | \$8.01    |           |
| Citizen satisfaction with code enforcement (good or better). | N/A   | 36%       | N/A       |           |

# FIRE

The Fire Department provides basic life support and fire suppression/prevention services. The service area includes the City, as well as mutual aid response, when needed, within the County and other municipalities. In addition, the department is responsible for enforcing City, State, and Federal Fire and Life Safety Codes. This is accomplished by performing building and site plan reviews, business inspections, and public education.

This budget contains three new Firefighter positions, associated with the new fire station that is scheduled to open about June 2003.

## EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00 | Actual<br>FY 01     | Adjusted<br>FY 02   | Proposed<br>FY 03   |
|---------------------------|-----------------|---------------------|---------------------|---------------------|
| Personal Services         | \$ -            | \$ 1,229,735        | \$ 1,434,636        | \$ 1,517,315        |
| Operating Expenditures    | -               | 125,569             | 433,167             | 445,089             |
| Capital Outlay            | -               | 74,349              | -                   | 32,884              |
| Debt Service              | -               | -                   | -                   | -                   |
| NonOperating Expenditures | -               | -                   | -                   | -                   |
| Grants and Aide           | -               | -                   | -                   | -                   |
| Transfers                 | -               | -                   | -                   | -                   |
| Contingency               | -               | -                   | -                   | -                   |
| Total Expenditures        | <u>\$ -</u>     | <u>\$ 1,429,653</u> | <u>\$ 1,867,803</u> | <u>\$ 1,995,288</u> |

# FIRE

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| Fire Chief                 | 124       | 1.00              | 1.00              | 1.00              |
| Fire Captain               | 119       | 3.00              | 3.00              | 3.00              |
| Fire Lieutenant *          | 115       | 6.00              | 6.00              | 9.00              |
| Fire Inspector             | 115       | 1.00              | 1.00              | 1.00              |
| Firefighter/Paramedic **   | 114       | 1.00              | 1.00              | 9.00              |
| Firefighter/EMT            | 112       | 12.00             | 17.00             | 9.00              |
| Senior Staff Assistant     | 112       | -                 | 1.00              | 1.00              |
| Staff Assistant            | 111       | 1.00              | -                 | -                 |
| Total Full-time            |           | 25.00             | 30.00             | 33.00             |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | 25.00             | 30.00             | 33.00             |

- \* Three positions budgeted for six months beginning April 1, 2003.  
 \*\* Six positions budgeted for six months beginning April 1, 2003.

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

# FIRE

The objectives of the Fire and Rescue program are:

- 1) To provide citywide fire and emergency and non-emergency service.
- 2) To provide fire prevention activities including inspections and public education programs.

| PERFORMANCE REVIEW  | FY 00  | FY 01    | FY 02    | FY 03    |
|---|--------|----------|----------|----------|
| <b>DEMAND/WORKLOAD:</b>   |        |          |          |          |
| Population – City.  | 30,767 | 32,732   | 35,443   | 38,348   |
| City area (square miles).   | 50     | 50       | 50       | 50       |
| Number of emergency responses.  | N/A    | 2,641    | 2,904    | 3,000    |
| Number of business inspections.   | N/A    | 300      | 520      | 550      |
| Number of plan reviews.   | N/A    | 308      | 340      | 300      |
| Number of new construction inspections.                                   | N/A    | 306      | 330      | 300      |
| Number of fire investigations.  | N/A    | 12       | 24       | 25       |
| <b>EFFICIENCY/EFFECTIVENESS:</b>  |        |          |          |          |
| <b>GOALS:</b>   |        |          |          |          |
| Permit and inspection revenue.  | N/A    | N/A      | \$12,400 | \$16,800 |
| Cost per emergency response.  | N/A    | N/A      | \$638.91 | \$659.50 |
| Unrecovered cost per citizen.   | N/A    | N/A      | N/A      | \$51.59  |
| Average emergency response time (minutes).                                | N/A    | N/A      | 6.00     | 6.00     |
| Citizen satisfaction with fire services (good or better).                 | N/A    | N/A      | N/A      | 92%      |
| Citizen satisfaction with fire prevention and education (good or better). | N/A    | N/A      | N/A      | 85%      |
| <b>RESULTS:</b>   |        |          |          |          |
| Permit and inspection revenue.  | \$0.00 | \$5,609  | \$12,400 |          |
| Cost per emergency response.  | N/A    | \$539.21 | \$638.91 |          |
| Unrecovered cost per citizen.   | \$0.00 | \$43.51  | \$52.35  |          |
| Average emergency response time (minutes).                                | N/A    | 6.61     | N/A      |          |
| Citizen satisfaction with fire services (good or better).                 | N/A    | 91%      | N/A      |          |
| Citizen satisfaction with fire prevention and education (good or better). | N/A    | 75%      | N/A      |          |

## LAW ENFORCEMENT

Law Enforcement services are contracted with the Flagler County Sheriff's Office. The Sheriff enforces City, County, State, and Federal statutes, ordinances, and laws. The Sheriff's Office investigates criminal activities, apprehends criminals, recovers stolen property, processes parking citations, and provides public education programs on crime prevention.

This budget contains funding to increase staffing levels in the City of Palm Coast by adding two patrol officers.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services         | \$ -            | \$ -            | \$ -              | \$ -              |
| Operating Expenditures    | 1,148           | 738,279         | 752,651           | 926,363           |
| Capital Outlay            | -               | -               | -                 | -                 |
| Debt Service              | -               | -               | -                 | -                 |
| NonOperating Expenditures | -               | -               | -                 | -                 |
| Grants and Aide           | -               | -               | -                 | -                 |
| Transfers                 | -               | -               | -                 | -                 |
| Contingency               | -               | -               | -                 | -                 |
| Total Expenditures        | \$ 1,148        | \$ 738,279      | \$ 752,651        | \$ 926,363        |

# LAW ENFORCEMENT

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |



## LAW ENFORCEMENT

The objective of the Law Enforcement program is:

- 1) To protect life and property of the citizens of the City of Palm Coast.

| PERFORMANCE REVIEW                             | FY 00    | FY 01    | FY 02    | FY 03    |
|--|----------|----------|----------|----------|
| <b>DEMAND/WORKLOAD:</b>                        |          |          |          |          |
| Population – City.                             | 30,767   | 32,732   | 35,443   | 38,348   |
| City area (square miles).                      | 50       | 50       | 50       | 50       |
| Number of citations issued.                    | N/A      | 3,000    | 3,000    | 3,500    |
| Number of arrests.                             | N/A      | 840      | 840      | 800      |
| Total number of incidents.                     | N/A      | 4,896    | 4,800    | 5,000    |
| <b>EFFICIENCY/EFFECTIVENESS:</b>               |          |          |          |          |
| <b>GOALS:</b>                                  |          |          |          |          |
| Fines and forfeitures revenue.                 | N/A      | \$75,000 | \$45,000 | \$58,000 |
| Cost per incident.                             | N/A      | N/A      | \$235.88 | \$248.10 |
| Unrecovered cost per citizen.                  | N/A      | N/A      | N/A      | \$22.64  |
| Average emergency response time (minutes).     | N/A      | N/A      | N/A      | 4.00     |
| Citizen satisfaction with police services.     | N/A      | N/A      | N/A      | 90%      |
| Citizen satisfaction with crime prevention.    | N/A      | N/A      | N/A      | 80%      |
| Citizen satisfaction with traffic enforcement. | N/A      | N/A      | N/A      | 70%      |
| <b>RESULTS:</b>                                |          |          |          |          |
| Fines and forfeitures revenue.                 | \$22,872 | \$36,799 | \$45,000 |          |
| Cost per incident.                             | N/A      | \$233.83 | \$235.88 |          |
| Unrecovered cost per citizen.                  | \$0.00   | \$21.43  | \$19.97  |          |
| Average emergency response time.               | N/A      | N/A      | N/A      |          |
| Citizen satisfaction with police services.     | N/A      | 81%      | N/A      |          |
| Citizen satisfaction with crime prevention.    | N/A      | 69%      | N/A      |          |
| Citizen satisfaction with traffic enforcement. | N/A      | 56%      | N/A      |          |

## PUBLIC WORKS

Public Works is responsible for maintenance and repairs to City streets, the drainage swales, and other rights-of-way, including striping, signage, litter collection, and mowing. The department also maintains certain City facilities, such as City Hall, monitors the solid waste collection contract, and manages the City's fleet of vehicles and large equipment.

This budget contains two new positions, a Streets Superintendent and a Tradesworker I. The Assistant Public Works Director position has been downgraded to an Administrative Assistant. Three positions that make up the parks maintenance crew have been moved to the Recreation and Parks budget and the Mechanic has been moved to the Fleet Management Fund.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00 | Actual<br>FY 01     | Adjusted<br>FY 02   | Proposed<br>FY 03   |
|---------------------------|-----------------|---------------------|---------------------|---------------------|
| Personal Services         | \$ -            | \$ 750,617          | \$ 1,157,382        | \$ 1,244,156        |
| Operating Expenditures    | -               | 432,082             | 513,923             | 745,448             |
| Capital Outlay            | -               | 506,049             | 2,083,826           | 1,556,075           |
| Debt Service              | -               | -                   | -                   | -                   |
| NonOperating Expenditures | -               | -                   | -                   | -                   |
| Grants and Aide           | -               | -                   | -                   | -                   |
| Transfers                 | -               | -                   | -                   | -                   |
| Contingency               | -               | -                   | -                   | -                   |
| Total Expenditures        | <u>\$ -</u>     | <u>\$ 1,688,748</u> | <u>\$ 3,755,131</u> | <u>\$ 3,545,679</u> |

# PUBLIC WORKS

## PERSONNEL ROSTER

| Classification Title            | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|---------------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>                |           |                   |                   |                   |
| Public Works Director           | 128       | 1.00              | 1.00              | 1.00              |
| Assistant Public Works Director | 124       | 1.00              | 1.00              | -                 |
| Streets Superintendent          | 123       | -                 | -                 | 1.00              |
| Administrative Assistant        | 116       | -                 | -                 | 1.00              |
| Crew Leader                     | 114       | 2.00              | 2.00              | 2.00              |
| Mechanic                        | 114       | 1.00              | 1.00              | -                 |
| Senior Staff Assistant          | 112       | 1.00              | 1.00              | 1.00              |
| Tradesworker II                 | 112       | 1.00              | 1.00              | 1.00              |
| Solid Waste Inspector           | 111       | -                 | 1.00              | 1.00              |
| Staff Assistant                 | 111       | 1.00              | 1.00              | 1.00              |
| Tradesworker I                  | 111       | -                 | -                 | 1.00              |
| Sign Technician                 | 109       | 1.00              | 1.00              | 1.00              |
| Customer Service Representative | 108       | -                 | 1.00              | 1.00              |
| Equipment Operator II           | 108       | 3.00              | 4.00              | 2.00              |
| Engineering Technician I        | 106       | 1.00              | -                 | -                 |
| Equipment Operator I            | 106       | 7.00              | 13.00             | 13.00             |
| Maintenance Technician II       | 105       | 1.00              | 6.00              | 5.00              |
| Maintenance Technician I        | 104       | 3.00              | 2.00              | 2.00              |
| Total Full-time                 |           | 24.00             | 36.00             | 34.00             |
| <u>Part-time/Temporary</u>      |           |                   |                   |                   |
| Maintenance Technician I        | 104       | 2.00              | -                 | -                 |
| Total Part-time/Temporary       |           | 2.00              | -                 | -                 |
| Total Personnel                 |           | 26.00             | 36.00             | 34.00             |

# PUBLIC WORKS

## CAPITAL OUTLAY SCHEDULE

| Description                      | Proposed<br>FY 03   |
|----------------------------------|---------------------|
| Sidewalks                        | \$ 150,000          |
| Parkway beautification           | 150,000             |
| Lighting                         | 250,000             |
| Street resurfacing               | 1,000,000           |
| Bomag roller and utility trailer | 4,075               |
| Generator for truck              | 2,000               |
| Total                            | <u>\$ 1,556,075</u> |

## PUBLIC WORKS

The objective of Public Works Administration is:

- 1) To manage all public works functions and control the cost of providing services to the citizens of Palm Coast.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ 195,385      | \$ 262,733        | \$ 223,657        |
| Operating Expenditures | -               | 79,676          | 70,748            | 91,054            |
| Capital Outlay         | -               | 6,955           | -                 | -                 |
| Total Expenditures     | \$ -            | \$ 282,016      | \$ 333,481        | \$ 314,711        |

| PERFORMANCE REVIEW                               | FY 00  | FY 01       | FY 02       | FY 03       |
|--|--------|-------------|-------------|-------------|
| <b>DEMAND/WORKLOAD:</b>                          |        |             |             |             |
| Population – City.                               | 30,767 | 32,732      | 35,443      | 38,348      |
| Public Works employees (FTE).                    | 0.00   | 26          | 36          | 36          |
| Streets (miles).                                 | 0      | 520         | 520         | 528         |
| City area (square miles).                        | 50     | 50          | 50          | 50          |
| <b>EFFICIENCY/EFFECTIVENESS:</b>                 |        |             |             |             |
| <b>GOALS:</b>                                    |        |             |             |             |
| Total original Public Works General Fund budget. | N/A    | \$2,258,394 | \$3,755,131 | \$3,545,679 |
| Program cost per citizen.                        | N/A    | N/A         | N/A         | \$8.21      |
| Unrecovered Public Works cost per citizen.       | N/A    | N/A         | N/A         | \$87.69     |
| <b>RESULTS:</b>                                  |        |             |             |             |
| Total Public Works General Fund cost.            | \$0.00 | \$1,688,748 | \$3,755,131 |             |
| Program cost per citizen.                        | \$0.00 | \$8.62      | \$9.41      |             |
| Unrecovered Public Works cost per citizen.       | \$0.00 | \$48.97     | \$102.76    |             |

## PUBLIC WORKS

The objective of the Solid Waste program is:

- 1) To recover 100% of the cost of monitoring the City's solid waste contract with Waste Management.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ -            | \$ 34,679         | \$ 70,841         |
| Operating Expenditures | -               | -               | -                 | 7,141             |
| Capital Outlay         | -               | -               | -                 | -                 |
| Total Expenditures     | \$ -            | \$ -            | \$ 34,679         | \$ 77,982         |

| PERFORMANCE REVIEW                                | FY 00  | FY 01  | FY 02  | FY 03    |
|---|--------|--------|--------|----------|
| <b>DEMAND/WORKLOAD:</b>                           |        |        |        |          |
| Population – City.                                | 30,767 | 32,732 | 35,443 | 38,348   |
| Number of solid waste customers.                  | N/A    | N/A    | 15,475 | 16,000   |
| Franchise fee revenue.                            | N/A    | N/A    | \$0    | \$78,000 |
| <b>EFFICIENCY/EFFECTIVENESS:</b>                  |        |        |        |          |
| <b>GOALS:</b>                                     |        |        |        |          |
| Unrecovered cost per citizen.                     | N/A    | N/A    | N/A    | \$0.00   |
| Citizen satisfaction with solid waste collection. | N/A    | N/A    | N/A    | 90%      |
| Citizen satisfaction with recycling.              | N/A    | N/A    | N/A    | 90%      |
| <b>RESULTS:</b>                                   |        |        |        |          |
| Unrecovered cost per citizen.                     | N/A    | N/A    | \$0.98 |          |
| Citizen satisfaction with solid waste collection. | N/A    | 83%    | N/A    |          |
| Citizen satisfaction with recycling.              | N/A    | 82%    | N/A    |          |

The objective of the Streets and Drainage Program are:

- 1) To maintain City streets, sidewalks, right-of-way, signs, streetlights, and the drainage swale system.
- 2) To expand the sidewalk and streetlight systems.

# PUBLIC WORKS

## EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ 474,757      | \$ 808,071        | \$ 875,677        |
| Operating Expenditures | -               | 150,964         | 402,575           | 603,383           |
| Capital Outlay         | -               | 499,094         | 2,083,826         | 1,554,075         |
| Total Expenditures     | \$ -            | \$ 1,124,815    | \$ 3,294,472      | \$ 3,033,135      |

| PERFORMANCE REVIEW   | FY 00  | FY 01    | FY 02     | FY 03     |
|--|--------|----------|-----------|-----------|
| <b>DEMAND/WORKLOAD:</b>  |        |          |           |           |
| Streets (miles).   | 0      | 520      | 520       | 528       |
| Streetlights.  | N/A    | N/A      | N/A       | 717       |
| City area (square miles).  | 50     | 50       | 50        | 50        |
| <b>EFFICIENCY/EFFECTIVENESS:</b>                                 |        |          |           |           |
| <b>GOALS:</b>  |        |          |           |           |
| Street damage fees collected.                                    | N/A    | N/A      | \$113,000 | \$105,400 |
| Miles of streets resurfaced.                                     | N/A    | N/A      | 50        | 50        |
| Sidewalk projects completed.                                     | N/A    | N/A      | N/A       | 1         |
| Miles of streetlights added.                                     | N/A    | N/A      | N/A       | 7         |
| Unrecovered cost per citizen.                                    | N/A    | N/A      | N/A       | \$76.35   |
| Citizen satisfaction with street repairs (good or better).       | N/A    | N/A      | N/A       | 30%       |
| Citizen satisfaction with street cleaning (good or better).      | N/A    | N/A      | N/A       | 40%       |
| Citizen satisfaction with sidewalk maintenance (good or better). | N/A    | N/A      | N/A       | 50%       |
| Citizen satisfaction with stormwater drainage (good or better).  | N/A    | N/A      | N/A       | 50%       |
| <b>RESULTS:</b>  |        |          |           |           |
| Street damage fees collected.                                    | \$0.00 | \$85,827 | \$113,000 |           |
| Miles of streets resurfaced.                                     | N/A    | 30       | 57        |           |
| Sidewalk projects completed.                                     | N/A    | N/A      | 1         |           |
| Miles of streetlights added.                                     | N/A    | N/A      | 0         |           |
| Unrecovered cost per citizen.                                    | N/A    | \$31.74  | \$89.76   |           |
| Citizen satisfaction with street repairs (good or better).       | N/A    | 16%      | N/A       |           |
| Citizen satisfaction with street cleaning (good or better).      | N/A    | 27%      | N/A       |           |
| Citizen satisfaction with sidewalk maintenance (good or better). | N/A    | 36%      | N/A       |           |
| Citizen satisfaction with stormwater drainage (good or better).  | N/A    | 40%      | N/A       |           |

## PUBLIC WORKS

The objective of the Facilities Maintenance program is:

- 1) To maintain current facilities and provide support to other City departments.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-------------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ 75,638         | \$ 51,899         | \$ 73,981         |
| Operating Expenditures | -               | 29,483            | 40,600            | 43,870            |
| Capital Outlay         | -               | -                 | -                 | 2,000             |
| Total Expenditures     | <u>\$ -</u>     | <u>\$ 105,121</u> | <u>\$ 92,499</u>  | <u>\$ 119,851</u> |

| PERFORMANCE REVIEW   | FY 00 | FY 01  | FY 02  | FY 03  |
|--|-------|--------|--------|--------|
| <b>DEMAND/WORKLOAD:</b><br>City facilities.                                    | N/A   | 7      | 7      | 8      |
| <b>EFFICIENCY/EFFECTIVENESS:</b><br><b>GOALS:</b><br>Program cost per citizen. | N/A   | N/A    | N/A    | \$3.13 |
| <b>RESULTS:</b><br>Program cost per citizen.                                   | N/A   | \$3.21 | \$2.61 |        |



## RECREATION AND PARKS

Recreation and Parks is responsible for designing, developing, operating, and maintaining parks and recreation facilities. The department provides a variety of recreation programs for the citizens of Palm Coast.

This budget contains two new positions, a Grounds Maintenance Supervisor and a Recreation Technician. In addition the parks maintenance crew that had been under Public Works has been moved to this budget.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00 | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|-----------------|-------------------|-------------------|-------------------|
| Personal Services         | \$ -            | \$ 194,635        | \$ 303,282        | \$ 464,796        |
| Operating Expenditures    | -               | 200,527           | 274,478           | 201,137           |
| Capital Outlay            | -               | 40,562            | 22,679            | -                 |
| Debt Service              | -               | -                 | -                 | -                 |
| NonOperating Expenditures | -               | -                 | -                 | -                 |
| Grants and Aide           | -               | -                 | -                 | -                 |
| Transfers                 | -               | -                 | -                 | -                 |
| Contingency               | -               | -                 | -                 | -                 |
| Total Expenditures        | <u>\$ -</u>     | <u>\$ 435,724</u> | <u>\$ 600,439</u> | <u>\$ 665,933</u> |

# RECREATION AND PARKS

## PERSONNEL ROSTER

| Classification Title           | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|--------------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>               |           |                   |                   |                   |
| Recreation and Parks Director  | 124       | 1.00              | 1.00              | 1.00              |
| Grounds Maintenance Supervisor | 114       | -                 | -                 | 1.00              |
| Recreation Coordinator         | 114       | -                 | 1.00              | 1.00              |
| Senior Staff Assistant         | 112       | -                 | 1.00              | 1.00              |
| Recreation Technician          | 111       | -                 | -                 | 1.00              |
| Equipment Operator I           | 106       | -                 | -                 | 2.00              |
| Facilities Clerk               | 105       | 1.00              | 1.00              | 1.00              |
| Maintenance Technician II      | 105       | -                 | -                 | 1.00              |
| Total Full-time                |           | 2.00              | 4.00              | 9.00              |
| <u>Part-time/Temporary</u>     |           |                   |                   |                   |
| Recreation Leader II           | 107       | -                 | 3.00              | 3.00              |
| Facilities Clerk               | 105       | 2.00              | 2.00              | 2.00              |
| Recreation Leader I            | 105       | -                 | 11.00             | 11.00             |
| Total Part-time/Temporary      |           | 2.00              | 16.00             | 16.00             |
| Total Personnel                |           | 4.00              | 20.00             | 25.00             |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## RECREATION AND PARKS

The objectives of the Parks/Facilities program are:

- 1) To provide areas for recreation activities for the citizens of Palm Coast.
- 2) To control the cost of providing parks and facilities.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ 49,937       | \$ 66,563         | \$ 192,304        |
| Operating Expenditures | -               | 48,329          | 141,334           | 68,708            |
| Capital Outlay         | -               | 40,562          | 22,679            | -                 |
| Total Expenditures     | \$ -            | \$ 138,828      | \$ 230,576        | \$ 261,012        |

| PERFORMANCE REVIEW  | FY 00  | FY 01    | FY 02    | FY 03    |
|---|--------|----------|----------|----------|
| <b>DEMAND/WORKLOAD:</b>   |        |          |          |          |
| Population – City.  | 30,767 | 32,732   | 35,443   | 38,348   |
| Facilities.   | N/A    | 1        | 1        | 1        |
| Parks.  | N/A    | 2        | 2        | 3        |
| <b>EFFICIENCY/EFFECTIVENESS:</b>  |        |          |          |          |
| <b>GOALS:</b>   |        |          |          |          |
| Parks and facilities fees collected.  | N/A    | N/A      | \$20,000 | \$18,800 |
| Unrecovered cost per citizen.   | N/A    | N/A      | N/A      | \$6.32   |
| Citizen satisfaction with city parks (good or better).                      | N/A    | N/A      | N/A      | 80%      |
| Citizen satisfaction with facilities (good or better).                      | N/A    | N/A      | N/A      | 70%      |
| Citizen satisfaction with park access (good or better).                     | N/A    | N/A      | N/A      | 80%      |
| Citizen satisfaction with maintenance/appearance of parks (good or better). | N/A    | N/A      | N/A      | 80%      |
| <b>RESULTS:</b>   |        |          |          |          |
| Parks and facilities fees collected.  | \$0.00 | \$20,519 | \$20,000 |          |
| Unrecovered cost per citizen.   | N/A    | \$3.61   | \$5.94   |          |
| Citizen satisfaction with city parks (good or better).                      | N/A    | 69%      | N/A      |          |
| Citizen satisfaction with facilities (good or better).                      | N/A    | 52%      | N/A      |          |
| Citizen satisfaction with park access (good or better).                     | N/A    | 66%      | N/A      |          |
| Citizen satisfaction with maintenance/appearance of parks (good or better). | N/A    | 64%      | N/A      |          |

## RECREATION AND PARKS

The objectives of the Recreation/Athletics program are:

- 1) To provide a variety of leisure activities for the citizens of Palm Coast.
- 2) To control the cost of providing recreation and athletic activities.

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ 144,698      | \$ 236,719        | \$ 272,492        |
| Operating Expenditures | -               | 152,198         | 133,144           | 132,429           |
| Capital Outlay         | -               | -               | -                 | -                 |
| Total Expenditures     | \$ -            | \$ 296,896      | \$ 369,863        | \$ 404,921        |

| PERFORMANCE REVIEW   | FY 00  | FY 01    | FY 02    | FY 03    |
|--|--------|----------|----------|----------|
| <b>DEMAND/WORKLOAD:</b>  |        |          |          |          |
| Population – City.   | 30,767 | 32,732   | 35,443   | 38,348   |
| <b>EFFICIENCY/EFFECTIVENESS:</b>   |        |          |          |          |
| <b>GOALS:</b>  |        |          |          |          |
| Recreation and athletic fees collected.                                    | N/A    | N/A      | \$67,000 | \$68,500 |
| Unrecovered cost per citizen.  | N/A    | N/A      | N/A      | \$8.77   |
| Citizen satisfaction with variety of recreation programs (good or better). | N/A    | N/A      | N/A      | 70%      |
| <b>RESULTS:</b>  |        |          |          |          |
| Recreation and athletic fees collected.                                    | N/A    | \$18,296 | \$67,000 |          |
| Unrecovered cost per citizen.  | N/A    | \$8.51   | \$8.55   |          |
| Citizen satisfaction with variety of recreation programs (good or better). | N/A    | 56%      | N/A      |          |

## ENGINEERING

The Engineering Department provides engineering reviews and inspections for new subdivisions and right-of-way utilization. The department also assesses for construction related road damage, performs driveway inspections, and works on various special studies and design projects for City activities.

This budget contains two additional positions, an Engineer and a Construction Inspector.

### EXPENDITURE SUMMARY

| Expenditures              | Actual<br>FY 00 | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|---------------------------|-----------------|-------------------|-------------------|-------------------|
| Personal Services         | \$ -            | \$ -              | \$ 207,947        | \$ 394,259        |
| Operating Expenditures    | -               | 234,475           | 296,977           | 322,902           |
| Capital Outlay            | -               | -                 | 31,104            | -                 |
| Debt Service              | -               | -                 | -                 | -                 |
| NonOperating Expenditures | -               | -                 | -                 | -                 |
| Grants and Aide           | -               | -                 | -                 | -                 |
| Transfers                 | -               | -                 | -                 | -                 |
| Contingency               | -               | -                 | -                 | -                 |
| Total Expenditures        | <u>\$ -</u>     | <u>\$ 234,475</u> | <u>\$ 536,028</u> | <u>\$ 717,161</u> |

# ENGINEERING

## PERSONNEL ROSTER

| Classification Title          | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|-------------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>              |           |                   |                   |                   |
| City Engineer                 | 128       | -                 | 1.00              | 1.00              |
| Engineer                      | 121       | -                 | -                 | 1.00              |
| Engineering Coordinator       | 116       | -                 | 1.00              | 1.00              |
| Construction Inspector        | 114       | -                 | -                 | 1.00              |
| Permit Technician             | 111       | -                 | 1.00              | 1.00              |
| Development Review Technician | 108       | -                 | 1.00              | 1.00              |
| Right-of-Way Technician       | 106       | -                 | 1.00              | 1.00              |
| Right-of-Way Inspector        | 104       | -                 | 1.00              | 1.00              |
| Total Full-time               |           | -                 | 6.00              | 8.00              |
| <u>Part-time/Temporary</u>    |           |                   |                   |                   |
| Right-of-Way Inspector *      | 104       | -                 | 1.00              | 1.00              |
| Total Part-time/Temporary     |           | -                 | 1.00              | 1.00              |
| Total Personnel               |           | -                 | 7.00              | 9.00              |

\* Budgeted at 24 hours per week.

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## ENGINEERING

The objectives of the Engineering program are:

- 1) To review all subdivision and commercial site plan applications and perform inspections.
- 2) To review right-of-way utilization permits and perform inspections of the work.
- 3) To inspect for right-of-way damage.

| PERFORMANCE REVIEW                             | FY 00 | FY 01   | FY 02    | FY 03    |
|--|-------|---------|----------|----------|
| <b>DEMAND/WORKLOAD:</b>                        |       |         |          |          |
| Number of subdivision and commercial projects. | N/A   | 25      | 30       | 30       |
| Number of right-of-way applications.           | N/A   | 1,630   | 1,600    | 1,600    |
| <b>EFFICIENCY/EFFECTIVENESS:</b>               |       |         |          |          |
| <b>GOALS:</b>                                  |       |         |          |          |
| Permit fees collected.                         | N/A   | N/A     | \$13,500 | \$32,800 |
| Unrecovered cost per citizen.                  | N/A   | N/A     | N/A      | \$17.85  |
| <b>RESULTS:</b>                                |       |         |          |          |
| Permit fees collected.                         | N/A   | \$4,815 | \$13,500 |          |
| Unrecovered cost per citizen.                  | N/A   | \$7.02  | \$14.74  |          |

## NON-DEPARTMENTAL

The purpose of this budget is to provide for expenditures that are not related to a specific City department. These include community grants, transfers to other funds, reserves, and other types of expenditures.

Grants and Aide are made up of the following:

|                                   |            |
|-----------------------------------|------------|
| Enterprise Flagler                | \$ 100,000 |
| RSVP (Flagler Volunteer Services) | \$ 7,500   |
| Flagler Senior Services           | \$ 70,600  |
| Humane Society                    | \$ 56,200  |
| Historical Society                | \$ 3,000   |
| Family Matters (Teen Center) *    | \$ 100,000 |
| Cultural Arts (various groups)    | \$ 25,000  |

- This was a pass through grant from the Department of Juvenile Justice.

Transfers to Other Funds are made up of the following:

|                       |            |
|-----------------------|------------|
| Storm Reserve Fund    | \$ 310,000 |
| Capital Projects Fund | \$ 664,330 |

### EXPENDITURE SUMMARY

| Expenditures             | Actual<br>FY 00 | Actual<br>FY 01     | Adjusted<br>FY 02   | Proposed<br>FY 03   |
|--------------------------|-----------------|---------------------|---------------------|---------------------|
| Personal Services        | \$ -            | \$ -                | \$ -                | \$ -                |
| Operating Expenses       | -               | 28,662              | -                   | 15,000              |
| Capital Outlay           | -               | 331,247             | -                   | -                   |
| Debt Service             | 2,793           | -                   | -                   | -                   |
| Grants & Aide            | -               | 191,973             | 308,428             | 291,700             |
| NonOperating Expenses    | -               | -                   | -                   | -                   |
| Transfers to Other Funds | -               | 537,913             | 1,043,185           | 974,330             |
| Contingency              | -               | -                   | 487,727             | 500,379             |
| Total Expenditures       | <u>\$ 2,793</u> | <u>\$ 1,089,795</u> | <u>\$ 1,839,340</u> | <u>\$ 1,781,409</u> |



# NON-DEPARTMENTAL

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## POLICE EDUCATION FUND

The purpose of this fund is to account for the revenue and expenditures associated with police officer education. Revenues represent a portion of the collections from fines and forfeitures.

### REVENUE SUMMARY

| Revenues                | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|-------------------------|-----------------|-----------------|-------------------|-------------------|
| Fines & Forfeitures     | \$ 1,358        | \$ 3,989        | \$ 4,093          | \$ 5,000          |
| Interest Revenue        | -               | -               | -                 | 100               |
| Other Financing Sources | -               | -               | 5,451             | -                 |
| Total Revenues          | <u>\$ 1,358</u> | <u>\$ 3,989</u> | <u>\$ 9,544</u>   | <u>\$ 5,100</u>   |

### EXPENDITURE SUMMARY

| Expenditures             | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|--------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services        | \$ -            | \$ -            | \$ -              | \$ -              |
| Operating Expenses       | -               | -               | -                 | -                 |
| Capital Outlay           | -               | -               | -                 | -                 |
| Debt Service             | -               | -               | -                 | -                 |
| Grants & Aide            | -               | -               | -                 | -                 |
| NonOperating Expenses    | -               | -               | -                 | -                 |
| Transfers to Other Funds | -               | -               | -                 | -                 |
| Contingency              | -               | -               | 9,544             | 5,100             |
| Total Expenditures       | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ 9,544</u>   | <u>\$ 5,100</u>   |

# POLICE EDUCATION FUND

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## POLICE AUTOMATION FUND

The purpose of this fund is to account for the revenue and expenditures associated with the acquisition of equipment to upgrade the technology of existing police equipment. Revenues represent a portion of the collections from fines and forfeitures.

### REVENUE SUMMARY

| Revenues                | Actual<br>FY 00 | Actual<br>FY 01  | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|-------------------------|-----------------|------------------|-------------------|-------------------|
| Fines & Forfeitures     | \$ 6,100        | \$ 11,697        | \$ 10,805         | \$ 20,000         |
| Interest Revenue        | -               | -                | -                 | 300               |
| Other Financing Sources | -               | -                | 16,905            | -                 |
| Total Revenues          | <u>\$ 6,100</u> | <u>\$ 11,697</u> | <u>\$ 27,710</u>  | <u>\$ 20,300</u>  |

### EXPENDITURE SUMMARY

| Expenditures             | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|--------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services        | \$ -            | \$ -            | \$ -              | \$ -              |
| Operating Expenses       | -               | -               | -                 | -                 |
| Capital Outlay           | -               | -               | -                 | -                 |
| Debt Service             | -               | -               | -                 | -                 |
| Grants & Aide            | -               | -               | -                 | -                 |
| NonOperating Expenses    | -               | -               | -                 | -                 |
| Transfers to Other Funds | -               | -               | -                 | -                 |
| Contingency              | -               | -               | 27,710            | 20,300            |
| Total Expenditures       | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ 27,710</u>  | <u>\$ 20,300</u>  |

# POLICE AUTOMATION FUND

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## DISASTER RESERVE FUND

The purpose of this fund is to establish a reserve to cover the potential costs of a hurricane or other disaster.

### REVENUE SUMMARY

| Revenues                   | Actual<br>FY 00 | Actual<br>FY 01   | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------------|-------------------|-------------------|-------------------|
| Interest Revenue           | \$ -            | \$ -              | \$ -              | \$ 11,000         |
| Transfers from Other Funds | -               | 310,240           | 310,000           | 310,000           |
| Other Financing Sources    | -               | -                 | 310,240           | -                 |
| Total Revenues             | <u>\$ -</u>     | <u>\$ 310,240</u> | <u>\$ 620,240</u> | <u>\$ 321,000</u> |

### EXPENDITURE SUMMARY

| Expenditures             | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|--------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services        | \$ -            | \$ -            | \$ -              | \$ -              |
| Operating Expenses       | -               | -               | -                 | -                 |
| Capital Outlay           | -               | -               | -                 | -                 |
| Debt Service             | -               | -               | -                 | -                 |
| Grants & Aide            | -               | -               | -                 | -                 |
| NonOperating Expenses    | -               | -               | -                 | -                 |
| Transfers to Other Funds | -               | -               | -                 | -                 |
| Contingency              | -               | -               | 620,240           | 321,000           |
| Total Expenditures       | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ 620,240</u> | <u>\$ 321,000</u> |

# DISASTER RESERVE FUND

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## STREETS IMPROVEMENT FUND

The Streets Improvement Fund is used to track revenue associated with the half-cent Local Government Infrastructure Surtax and the expenditure of those funds on the street resurfacing program. This is the first year that this fund has been used. The surtax is effective beginning January 1, 2003 and the City will receive its first payment in March 2003.

### REVENUE SUMMARY

| Revenues                   | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------------|-----------------|-------------------|-------------------|
| Sales, Use, and Fuel Taxes | \$ -            | \$ -            | \$ -              | \$ 882,400        |
| Interest Revenue           | -               | -               | -                 | -                 |
| Other Financing Sources    | -               | -               | -                 | -                 |
| Total Revenues             | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ -</u>       | <u>\$ 882,400</u> |

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ -            | \$ -              | \$ -              |
| Operating Expenditures | -               | -               | -                 | -                 |
| Capital Outlay         | -               | -               | -                 | 750,000           |
| Debt Service           | -               | -               | -                 | -                 |
| NonOperating Expenses  | -               | -               | -                 | -                 |
| Grants and Aide        | -               | -               | -                 | -                 |
| Transfers              | -               | -               | -                 | -                 |
| Contingency            | -               | -               | -                 | 132,400           |
| Total Expenditures     | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ -</u>       | <u>\$ 882,400</u> |



# STREETS IMPROVEMENT FUND

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description        | Proposed<br>FY 03 |
|--------------------|-------------------|
| Street resurfacing | 750,000           |
| Total              | 750,000           |

## PARK IMPACT FEE FUND

The purpose of this fund is to account for revenues from park impact fees and the expenditures of those funds. Park impact fees may be used to acquire land for parks and to construct parks. It may not be used for the operation of the parks.

### REVENUE SUMMARY

| Revenues                | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03   |
|-------------------------|-----------------|-----------------|-------------------|---------------------|
| Charges for Services    | \$ -            | \$ -            | \$ -              | \$ 532,400          |
| Interest Revenue        | -               | -               | -                 | 10,000              |
| Other Financing Sources | -               | -               | -                 | 957,600             |
| Total Revenues          | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ -</u>       | <u>\$ 1,500,000</u> |

### EXPENDITURE SUMMARY

| Expenditures             | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03   |
|--------------------------|-----------------|-----------------|-------------------|---------------------|
| Personal Services        | \$ -            | \$ -            | \$ -              | \$ -                |
| Operating Expenses       | -               | -               | -                 | -                   |
| Capital Outlay           | -               | -               | -                 | 1,500,000           |
| Debt Service             | -               | -               | -                 | -                   |
| Grants & Aide            | -               | -               | -                 | -                   |
| NonOperating Expenses    | -               | -               | -                 | -                   |
| Transfers to Other Funds | -               | -               | -                 | -                   |
| Contingency              | -               | -               | -                 | -                   |
| Total Expenditures       | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ -</u>       | <u>\$ 1,500,000</u> |

# PARK IMPACT FEE FUND

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description            | Proposed<br>FY 03 |
|------------------------|-------------------|
| North Belle Terre Park | 1,500,000         |
| Total                  | 1,500,000         |

## PUBLIC WORKS IMPACT FEE FUND

The purpose of this fund is to account for revenues from developer contributions and the expenditures of those funds. Developer contributions are for specific purposes such as street lighting or sidewalks, and may not be used to cover other expenditures.

### REVENUE SUMMARY

| Revenues                | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|-------------------------|-----------------|-----------------|-------------------|-------------------|
| Charges for Services    | \$ -            | \$ -            | \$ -              | \$ -              |
| Interest Revenue        | -               | -               | -                 | 1,000             |
| Other Financing Sources | -               | -               | -                 | -                 |
| Total Revenues          | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ -</u>       | <u>\$ 1,000</u>   |

### EXPENDITURE SUMMARY

| Expenditures             | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|--------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services        | \$ -            | \$ -            | \$ -              | \$ -              |
| Operating Expenses       | -               | -               | -                 | -                 |
| Capital Outlay           | -               | -               | -                 | -                 |
| Debt Service             | -               | -               | -                 | -                 |
| Grants & Aide            | -               | -               | -                 | -                 |
| NonOperating Expenses    | -               | -               | -                 | -                 |
| Transfers to Other Funds | -               | -               | -                 | -                 |
| Contingency              | -               | -               | -                 | 1,000             |
| Total Expenditures       | <u>\$ -</u>     | <u>\$ -</u>     | <u>\$ -</u>       | <u>\$ 1,000</u>   |

# PUBLIC WORKS IMPACT FEE FUND

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description | Proposed<br>FY 03 |
|-------------|-------------------|
| N/A         | -                 |
| Total       | -                 |

## CAPITAL PROJECTS FUND

The purpose of this fund is to account for revenues provided for major capital projects and to track the expenditures of those funds. Revenues currently come from the One-Cent Local Government Infrastructure Surtax and transfers from the General Fund.

### REVENUE SUMMARY

| Revenues                   | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------------|-----------------|-------------------|-------------------|
| Sales, Use, and Fuel Taxes | \$ -            | \$ 5,332,443    | \$ 2,160,000      | \$ 580,400        |
| Intergovernmental Revenue  | -               | 1,001,000       | 1,294,000         | -                 |
| Interest Revenue           | -               | 86,059          | 30,000            | 30,000            |
| Transfers from Other Funds | -               | -               | 590,216           | 664,330           |
| Other Financing Sources    | -               | 1,597,527       | 3,366,489         | 439,600           |
| Total Revenues             | \$ -            | \$ 8,017,029    | \$ 7,440,705      | \$ 1,714,330      |

### EXPENDITURE SUMMARY

| Expenditures             | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|--------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services        | \$ -            | \$ -            | \$ -              | \$ -              |
| Operating Expenses       | -               | -               | -                 | -                 |
| Capital Outlay           | -               | 3,770,164       | 6,850,489         | 1,050,000         |
| Debt Service             | -               | -               | -                 | -                 |
| Grants & Aide            | -               | -               | -                 | -                 |
| NonOperating Expenses    | -               | -               | -                 | -                 |
| Transfers to Other Funds | -               | -               | -                 | -                 |
| Contingency              | -               | -               | 590,216           | 664,330           |
| Total Expenditures       | \$ -            | \$ 3,770,164    | \$ 7,440,705      | \$ 1,714,330      |

# CAPITAL PROJECTS FUND

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Full-time            |           | -                 | -                 | -                 |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | -                 |

## CAPITAL OUTLAY SCHEDULE

| Description        | Proposed<br>FY 03 |
|--------------------|-------------------|
| City hall          | 700,000           |
| Fire station       | 100,000           |
| Street resurfacing | 250,000           |
| Total              | 1,050,000         |

## FLEET MANAGEMENT FUND

The Fleet Management Fund is an Internal Service Fund that is designed to maintain the City's fleet of vehicles and equipment and to accumulate reserves for the acquisition of replacements for the fleet when the useful life has expired. Transfers from the user departments provide the revenues, necessary to accomplish this task.

One employee has been transferred from the General Fund to the Fleet Management Fund. A Maintenance Technician II position is being added for FY2003.

### REVENUE SUMMARY

| Revenues                   | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------------|-----------------|-------------------|-------------------|
| Interest Revenue           | \$ -            | \$ -            | \$ -              | \$ 3,000          |
| Non Revenues               | -               | -               | 557,140           | 516,259           |
| Transfers from Other Funds | -               | 227,673         | 142,969           | -                 |
| Other Financing Sources    | -               | -               | 227,673           | -                 |
| Total Revenues             | \$ -            | \$ 227,673      | \$ 927,782        | \$ 519,259        |

### EXPENDITURE SUMMARY

| Expenditures           | Actual<br>FY 00 | Actual<br>FY 01 | Adjusted<br>FY 02 | Proposed<br>FY 03 |
|------------------------|-----------------|-----------------|-------------------|-------------------|
| Personal Services      | \$ -            | \$ -            | \$ 38,027         | \$ 65,033         |
| Operating Expenditures | -               | -               | 272,752           | 42,725            |
| Capital Outlay         | -               | -               | 270,100           | 329,209           |
| Debt Service           | -               | -               | -                 | -                 |
| NonOperating Expenses  | -               | -               | -                 | -                 |
| Grants and Aide        | -               | -               | -                 | -                 |
| Transfers              | -               | -               | -                 | -                 |
| Contingency            | -               | -               | 346,903           | 82,292            |
| Total Expenditures     | \$ -            | \$ -            | \$ 927,782        | \$ 519,259        |



# FLEET MANAGEMENT FUND

## PERSONNEL ROSTER

| Classification Title       | Pay Grade | Approved<br>FY 01 | Approved<br>FY 02 | Proposed<br>FY 03 |
|----------------------------|-----------|-------------------|-------------------|-------------------|
| <u>Full-time</u>           |           |                   |                   |                   |
| Mechanic                   | 114       | -                 | -                 | 1.00              |
| Maintenance Technician II  | 105       | -                 | -                 | 1.00              |
| Total Full-time            |           | -                 | -                 | 2.00              |
| <u>Part-time/Temporary</u> |           |                   |                   |                   |
| N/A                        |           | -                 | -                 | -                 |
| Total Part-time/Temporary  |           | -                 | -                 | -                 |
| Total Personnel            |           | -                 | -                 | 2.00              |

## CAPITAL OUTLAY SCHEDULE

| Description                                 | Proposed<br>FY 03 |
|---|-------------------|
| New pickup truck (Planning)                 | 16,024            |
| New pickup truck (Code Enforcement)         | 16,024            |
| Replacement cargo van (Engineering)         | 15,640            |
| New cargo van (Engineering)                 | 19,067            |
| New pickup truck (Engineering)              | 16,024            |
| Replacement van (Fire)                      | 14,550            |
| Replacement auto (Fire)                     | 22,120            |
| Used Class A pumper                         | 30,000            |
| Replacement pickup truck (Public Works)     | 19,310            |
| Replacement pickup truck (Public Works)     | 19,310            |
| Replacement dump truck (Public Works)       | 53,350            |
| Replacement tractor (Public Works)          | 36,920            |
| Replacement rear flail mower (Public Works) | 3,910             |
| Replacement side flail mower (Public Works) | 16,960            |
| Shop equipment                              | 30,000            |
| Total                                       | 329,209           |

# SUMMARY BY FUNDING SOURCE

| PROJECT                        | DEPARTMENT         | PROJECT# | FY 03     | FY 04     | FY 05     | FY 06     | FY 07     | FY 08     | TOTAL      |
|--------------------------------|--------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Street Paving and Resurfacing  | Public Works       | 500301   | 1,000,000 | 1,000,000 | 1,100,000 | 1,100,000 | 1,200,000 | 1,200,000 | 6,600,000  |
| Street Lighting                | Public Works       | 500302   | 250,000   | 250,000   | 250,000   | 250,000   | 250,000   | 250,000   | 1,500,000  |
| Sidewalks                      | Public Works       | 500303   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 900,000    |
| Parkway Beautification         | Public Works       | 500304   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   |           | 750,000    |
| North Belle Terre Park         | Recreation & Parks | 600301   |           | 75,000    | 79,000    | 83,000    | 88,000    | 93,000    | 418,000    |
| Total General Fund             |                    |          | 1,550,000 | 1,625,000 | 1,729,000 | 1,733,000 | 1,838,000 | 1,693,000 | 10,168,000 |
| Street Paving and Resurfacing  | Public Works       | 500301   | 750,000   | 1,100,000 | 1,105,000 | 1,215,000 | 1,230,000 | 1,350,000 | 6,750,000  |
| Total Streets Improvement Fund |                    |          | 750,000   | 1,100,000 | 1,105,000 | 1,215,000 | 1,230,000 | 1,350,000 | 6,750,000  |
| North Belle Terre Park         | Recreation & Parks | 600301   | 1,500,000 |           |           |           |           |           | 1,500,000  |
| Bird of Paradise Park          | Recreation & Parks | 600303   |           | 150,000   |           |           |           |           | 150,000    |
| Total Park Impact Fee Fund     |                    |          | 1,500,000 | 150,000   |           |           |           |           | 1,650,000  |
| Fire Station #3                | Fire               | 400301   | 100,000   |           |           |           |           |           | 100,000    |
| Street Paving and Resurfacing  | Public Works       | 500301   | 250,000   |           |           |           |           |           | 250,000    |
| City Hall                      | Non-Departmental   | 800301   | 700,000   |           |           |           |           |           | 700,000    |
| Total Capital Projects Fund    |                    |          | 1,050,000 |           |           |           |           |           | 1,050,000  |

|                                   |                    |        |           |            |           |           |           |           |            |
|-----------------------------------|--------------------|--------|-----------|------------|-----------|-----------|-----------|-----------|------------|
| Vehicle Repl - Planning           | Fleet Finance      | Fleet  | 16,024    |            |           |           |           |           | 16,024     |
| Vehicle Repl - Code Enforcement   | Fleet Finance      | Fleet  | 16,024    | 45,000     |           |           | 31,000    |           | 92,024     |
| Vehicle Repl - Engineering        | Fleet Finance      | Fleet  | 50,731    |            |           |           | 32,000    |           | 82,731     |
| Vehicle Repl - Fire               | Fleet Finance      | Fleet  | 66,670    | 48,019     |           | 19,000    | 21,000    |           | 154,689    |
| Vehicle Repl - Public Works       | Fleet Finance      | Fleet  | 149,760   | 421,100    | 38,450    | 83,500    | 127,500   | 11,500    | 831,810    |
| Vehicle Repl - Recreation & Parks | Fleet Finance      | Fleet  |           |            |           |           | 15,000    |           | 15,000     |
|                                   |                    |        |           |            |           |           |           |           |            |
| Total Fleet Management Fund       |                    |        | 299,209   | 514,119    | 38,450    | 102,500   | 226,500   | 11,500    | 1,192,278  |
|                                   |                    |        |           |            |           |           |           |           |            |
| Total Funded                      |                    |        | 5,149,209 | 3,389,119  | 2,872,450 | 3,050,500 | 3,294,500 | 3,054,500 | 20,810,278 |
|                                   |                    |        |           |            |           |           |           |           |            |
| Fire Station #4                   | Fire               | 400302 |           |            |           |           | 2,000,000 | 475,000   | 2,475,000  |
| Parkway Beautification            | Public Works       | 500304 |           |            |           |           |           | 150,000   | 150,000    |
| North Belle Terre Park            | Recreation & Parks | 600301 | 1,250,000 |            |           |           |           |           | 1,250,000  |
| Indian Trails Park                | Recreation & Parks | 600302 |           |            |           |           |           |           |            |
| City Hall                         | Non-Departmental   | 800301 | (475,000) | 7,350,000  |           |           |           |           | 6,875,000  |
|                                   |                    |        |           |            |           |           |           |           |            |
| Total Unfunded                    |                    |        | 775,000   | 7,350,000  |           |           | 2,000,000 | 625,000   | 10,750,000 |
|                                   |                    |        |           |            |           |           |           |           |            |
| Grand Total                       |                    |        | 5,924,209 | 10,739,119 | 2,872,450 | 3,050,500 | 5,294,500 | 3,679,500 | 31,560,278 |

## SUMMARY BY DEPARTMENT

[illegible]

|                                   |                    |        |           |            |           |           |           |           |            |
|-----------------------------------|--------------------|--------|-----------|------------|-----------|-----------|-----------|-----------|------------|
| Parkway Beautification            | Public Works       | 500304 | 150,000   | 150,000    | 150,000   | 150,000   | 150,000   | 150,000   | 900,000    |
| Vehicle Repl - Public Works       | Public Works       | Fleet  | 149,760   | 421,100    | 38,450    | 83,500    | 127,500   | 11,500    | 831,810    |
| Total Public Works                |                    |        | 2,699,760 | 3,071,100  | 2,793,450 | 2,948,500 | 3,107,500 | 3,111,500 | 17,731,810 |
|                                   |                    |        |           |            |           |           |           |           |            |
| North Belle Terre Park            | Recreation & Parks | 600301 | 2,750,000 | 75,000     | 79,000    | 83,000    | 88,000    | 93,000    | 3,168,000  |
| Indian Trails Park                | Recreation & Parks | 600302 |           |            |           |           |           |           |            |
| Bird of Paradise Park             | Recreation & Parks | 600303 |           | 150,000    |           |           |           |           | 150,000    |
| Vehicle Repl - Recreation & Parks | Parks              | Fleet  |           |            |           |           | 15,000    |           | 15,000     |
| Total Recreation and Parks        |                    |        | 2,750,000 | 225,000    | 79,000    | 83,000    | 103,000   | 93,000    | 3,333,000  |
|                                   |                    |        |           |            |           |           |           |           |            |
| City Hall                         | Non-Departmental   | 800301 | 225,000   | 7,350,000  |           |           |           |           | 7,575,000  |
| Total Non-Departmental            |                    |        | 225,000   | 7,350,000  |           |           |           |           | 7,575,000  |
|                                   |                    |        |           |            |           |           |           |           |            |
| Grand Total                       |                    |        | 5,924,209 | 10,739,119 | 2,872,450 | 3,050,500 | 5,294,500 | 3,679,500 | 31,560,278 |

# REVENUE AND EXPENSE PROJECTIONS BY FUND

| GENERAL FUND              | FY 03      | FY 04      | FY 05      | FY 06      | FY 07      | FY 08      |
|---------------------------|------------|------------|------------|------------|------------|------------|
| Prior Year Carry-over     | 2,088,066  | 1,488,445  | 1,174,645  | 840,445    | 563,745    | 218,945    |
| Revenues                  |            |            |            |            |            |            |
| Taxes                     | 8,431,500  | 9,106,000  | 9,743,400  | 10,328,000 | 10,844,400 | 11,386,600 |
| Licenses & Permits        | 1,439,600  | 1,446,800  | 1,452,600  | 1,457,000  | 1,459,900  | 1,461,400  |
| Intergovernmental Revenue | 1,840,000  | 1,895,200  | 1,952,100  | 2,010,700  | 2,071,000  | 2,133,100  |
| Charges for Services      | 923,600    | 951,300    | 979,800    | 1,009,200  | 1,039,500  | 1,070,700  |
| Miscellaneous Revenues    | 208,600    | 214,900    | 221,300    | 227,900    | 234,700    | 241,700    |
| Total Revenues            | 12,843,300 | 13,614,200 | 14,349,200 | 15,032,800 | 15,649,500 | 16,293,500 |
| Total Available Funds     | 14,931,366 | 15,102,645 | 15,523,845 | 15,873,245 | 16,213,245 | 16,512,445 |
| Expenditures              |            |            |            |            |            |            |
| Personal Services         | 5,649,564  | 6,214,500  | 6,711,700  | 7,181,500  | 7,612,400  | 8,069,100  |
| Operating Expenditures    | 4,938,368  | 5,037,100  | 5,137,800  | 5,240,600  | 5,345,400  | 5,452,300  |
| Capital Outlay            | 38,959     | 39,300     | 39,700     | 40,100     | 40,500     | 40,900     |

|                             |            |            |            |            |            |            |
|-----------------------------|------------|------------|------------|------------|------------|------------|
| Grants & Aide               | 291,700    | 294,600    | 297,500    | 300,500    | 303,500    | 306,500    |
| Transfers to Other Funds    | 974,330    | 717,500    | 767,700    | 813,800    | 854,500    | 897,200    |
| Capital Improvement Program | 1,550,000  | 1,625,000  | 1,729,000  | 1,733,000  | 1,838,000  | 1,693,000  |
| Total Expenditures          | 13,442,921 | 13,928,000 | 14,683,400 | 15,309,500 | 15,994,300 | 16,459,000 |
| Available Funds End of Year | 1,488,445  | 1,174,645  | 840,445    | 563,745    | 218,945    | 53,445     |

| STREETS IMPROVEMENT FUND    | FY 03   | FY 04     | FY 05     | FY 06     | FY 07     | FY 08     |
|-----------------------------|---------|-----------|-----------|-----------|-----------|-----------|
| Prior Year Carry-over       |         | 132,400   | 237,400   | 360,400   | 396,900   | 442,300   |
| Revenues                    |         |           |           |           |           |           |
| Infrastructure Surtax       | 882,400 | 1,200,000 | 1,224,000 | 1,248,500 | 1,273,400 | 1,298,900 |
| Interest on Investments     |         | 5,000     | 4,000     | 3,000     | 2,000     | 1,000     |
| Total Revenues              | 882,400 | 1,205,000 | 1,228,000 | 1,251,500 | 1,275,400 | 1,299,900 |
| Total Available Funds       | 882,400 | 1,337,400 | 1,465,400 | 1,611,900 | 1,672,300 | 1,742,200 |
| Capital Improvement Program | 750,000 | 1,100,000 | 1,105,000 | 1,215,000 | 1,230,000 | 1,350,000 |
| Total Expenditures          | 750,000 | 1,100,000 | 1,105,000 | 1,215,000 | 1,230,000 | 1,350,000 |
| Available Funds End of Year | 132,400 | 237,400   | 360,400   | 396,900   | 442,300   | 392,200   |

| PARK IMPACT FEE FUND        | FY 03     | FY 04   | FY 05   | FY 06     | FY 07     | FY 08     |
|-----------------------------|-----------|---------|---------|-----------|-----------|-----------|
| Prior Year Carry-over       | 988,292   | 30,692  | 422,092 | 963,892   | 1,505,992 | 2,048,692 |
| Revenues                    |           |         |         |           |           |           |
| Park Impact Fees            | 532,400   | 535,100 | 537,200 | 538,800   | 539,900   | 540,400   |
| Interest on Investments     | 10,000    | 6,300   | 4,600   | 3,300     | 2,800     | 2,100     |
| Total Revenues              | 542,400   | 541,400 | 541,800 | 542,100   | 542,700   | 542,500   |
| Total Available Funds       | 1,530,692 | 572,092 | 963,892 | 1,505,992 | 2,048,692 | 2,591,192 |
| Expenditures                |           |         |         |           |           |           |
| Capital Improvement Program | 1,500,000 | 150,000 |         |           |           |           |
| Total Expenditures          | 1,500,000 | 150,000 |         |           |           |           |
| Available Funds End of Year | 30,692    | 422,092 | 963,892 | 1,505,992 | 2,048,692 | 2,591,192 |



| CAPITAL PROJECTS FUND       | FY 03     | FY 04     | FY 05     | FY 06     | FY 07     | FY 08     |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Prior Year Carry-over       | 1,470,592 | 1,695,322 | 2,443,722 | 3,243,222 | 4,089,822 | 4,978,122 |
| Revenues                    |           |           |           |           |           |           |
| Taxes                       | 580,400   |           |           |           |           |           |
| Interest on Investments     | 30,000    | 30,900    | 31,800    | 32,800    | 33,800    | 34,800    |
| Transfers from Other Funds  | 664,330   | 717,500   | 767,700   | 813,800   | 854,500   | 897,200   |
| Total Revenues              | 1,274,730 | 748,400   | 799,500   | 846,600   | 888,300   | 932,000   |
| Total Available Funds       | 2,745,322 | 2,443,722 | 3,243,222 | 4,089,822 | 4,978,122 | 5,910,122 |
| Expenditures                |           |           |           |           |           |           |
| Capital Improvement Program | 1,050,000 |           |           |           |           |           |
| Total Expenditures          | 1,050,000 |           |           |           |           |           |
| Available Funds End of Year | 1,695,322 | 2,443,722 | 3,243,222 | 4,089,822 | 4,978,122 | 5,910,122 |

| FLEET MANAGEMENT FUND       | FY 03   | FY 04   | FY 05   | FY 06   | FY 07   | FY 08   |
|-----------------------------|---------|---------|---------|---------|---------|---------|
| Prior Year Carry-over       | 227,673 | 305,218 | 115,203 | 371,336 | 542,913 | 552,348 |
| Revenues                    |         |         |         |         |         |         |
| Fleet Lease Charges         | 397,755 | 297,204 | 273,283 | 257,777 | 223,435 | 199,361 |
| Fleet Maintenance Charges   | 118,504 | 122,100 | 125,800 | 129,600 | 133,500 | 137,500 |
| Interest on Investments     | 3,000   | 25,200  | 22,900  | 20,800  | 19,300  | 17,900  |
| Total Revenues              | 519,259 | 444,504 | 421,983 | 408,177 | 376,235 | 354,761 |
| Total Available Funds       | 746,932 | 749,722 | 537,186 | 779,513 | 919,148 | 907,109 |
| Expenditures                |         |         |         |         |         |         |
| Personal Services           | 69,781  | 76,800  | 82,900  | 88,700  | 94,000  | 99,600  |
| Operating Expenses          | 42,724  | 43,600  | 44,500  | 45,400  | 46,300  | 47,200  |
| Capital Outlay              | 30,000  |         |         |         |         |         |
| Capital Improvement Program | 299,209 | 514,119 | 38,450  | 102,500 | 226,500 | 11,500  |
| Total Expenditures          | 441,714 | 634,519 | 165,850 | 236,600 | 366,800 | 158,300 |
| Available Funds End of Year | 305,218 | 115,203 | 371,336 | 542,913 | 552,348 | 748,809 |

# CAPITAL IMPROVEMENT PROGRAM

PROJECT  
#: 400301

PROJECT NAME: Fire Station #3

DATE: July 14,  
2002

DEPARTMENT: Fire

PROJECT  
MANAGER: Mike Beadle  
ORIGINAL  
PLAN DATE: July 14,  
2002

LOCATION: Indian Trails

## JUSTIFICATION/DESCRIPTION:

There is a station planned for Indian Trails, to be constructed in FY2003.

There is \$750,000 budgeted in prior years for this project.

| PROJECT COSTS:             | FY 03   | FY 04 | FY 05 | FY 06 | FY 07 | FY 08 | TOTAL   |
|----------------------------|---------|-------|-------|-------|-------|-------|---------|
| Engineering & Planning     |         |       |       |       |       |       |         |
| Land                       |         |       |       |       |       |       |         |
| Construction               | 100,000 |       |       |       |       |       | 100,000 |
| Equipment                  |         |       |       |       |       |       |         |
| Effect on Operating Budget |         |       |       |       |       |       |         |
| Materials and Supplies     |         |       |       |       |       |       |         |
| TOTAL COSTS:               | 100,000 |       |       |       |       |       | 100,000 |

| SOURCE OF FUNDS:             | FY 03   | FY 04 | FY 05 | FY 06 | FY 07 | FY 08 | TOTAL   |
|------------------------------|---------|-------|-------|-------|-------|-------|---------|
| General Fund                 |         |       |       |       |       |       |         |
| Park Impact Fee Fund         |         |       |       |       |       |       |         |
| Public Works Impact Fee Fund |         |       |       |       |       |       |         |
| Capital Projects Fund        | 100,000 |       |       |       |       |       | 100,000 |
| Fleet Management Fund        |         |       |       |       |       |       |         |
| Amount Unfunded              |         |       |       |       |       |       |         |
| TOTAL REVENUE:               | 100,000 |       |       |       |       |       | 100,000 |

# CAPITAL IMPROVEMENT PROGRAM

PROJECT #: 400302

PROJECT NAME: Fire Station #4

DATE: July 14, 2002

DEPARTMENT: Fire

PROJECT MANAGER: Mike Beadle

LOCATION:

ORIGINAL PLAN DATE: July 14, 2002

## JUSTIFICATION/DESCRIPTION:

The City of Palm Coast will have to consider adding an additional fire station within five years. The location of that station is not known at this time. Development patterns will dictate the best location for the station.

| PROJECT COSTS:               | FY 03 | FY 04 | FY 05 | FY 06 | FY 07     | FY 08   | TOTAL     |
|------------------------------|-------|-------|-------|-------|-----------|---------|-----------|
| Engineering & Planning       |       |       |       |       | 50,000    |         | 50,000    |
| Land                         |       |       |       |       |           |         |           |
| Construction                 |       |       |       |       | 1,100,000 |         | 1,100,000 |
| Equipment                    |       |       |       |       | 400,000   |         | 400,000   |
| Effect on Operating Budget   |       |       |       |       | 450,000   | 475,000 | 925,000   |
| Materials and Supplies       |       |       |       |       |           |         |           |
| TOTAL COSTS:                 |       |       |       |       | 2,000,000 | 475,000 | 2,475,000 |
| SOURCE OF FUNDS:             | FY 03 | FY 04 | FY 05 | FY 06 | FY 07     | FY 08   | TOTAL     |
| General Fund                 |       |       |       |       |           |         |           |
| Park Impact Fee Fund         |       |       |       |       |           |         |           |
| Public Works Impact Fee Fund |       |       |       |       |           |         |           |
| Capital Projects Fund        |       |       |       |       |           |         |           |
| Fleet Management Fund        |       |       |       |       |           |         |           |
| Amount Unfunded              |       |       |       |       | 2,000,000 | 475,000 | 2,475,000 |
| TOTAL REVENUE:               |       |       |       |       | 2,000,000 | 475,000 | 2,475,000 |

# CAPITAL IMPROVEMENT PROGRAM

PROJECT #: 500301

PROJECT NAME: Street Paving and Resurfacing

DATE: July 14, 2002

DEPARTMENT: Public Works

PROJECT MANAGER: Bill Gilley

LOCATION: Various Locations

ORIGINAL PLAN DATE: July 14, 2002

## JUSTIFICATION/DESCRIPTION:

The City of Palm Coast has 528 miles of streets which it maintains. Because of neglected maintenance for several years, there is a need to resurface 50 miles of streets each year for the next 10 years. A detailed schedule of the streets to be resurfaced each year is currently being prepared.

| PROJECT COSTS:               | FY 03     | FY 04     | FY 05     | FY 06     | FY 07     | FY 08     | TOTAL      |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Engineering & Planning       | 95,000    | 100,000   | 105,000   | 110,000   | 115,000   | 120,000   | 645,000    |
| Land                         |           |           |           |           |           |           |            |
| Construction                 | 1,905,000 | 2,000,000 | 2,100,000 | 2,205,000 | 2,315,000 | 2,430,000 | 12,955,000 |
| Equipment                    |           |           |           |           |           |           |            |
| Effect on Operating Budget   |           |           |           |           |           |           |            |
| Materials and Supplies       |           |           |           |           |           |           |            |
| TOTAL COSTS:                 | 2,000,000 | 2,100,000 | 2,205,000 | 2,315,000 | 2,430,000 | 2,550,000 | 13,600,000 |
| SOURCE OF FUNDS:             | FY 03     | FY 04     | FY 05     | FY 06     | FY 07     | FY 08     | TOTAL      |
| General Fund                 | 1,000,000 | 1,000,000 | 1,100,000 | 1,100,000 | 1,200,000 | 1,200,000 | 6,600,000  |
| Streets Improvement Fund     | 750,000   | 1,100,000 | 1,105,000 | 1,215,000 | 1,230,000 | 1,350,000 | 6,750,000  |
| Park Impact Fee Fund         |           |           |           |           |           |           |            |
| Public Works Impact Fee Fund |           |           |           |           |           |           |            |
| Capital Projects Fund        | 250,000   |           |           |           |           |           | 250,000    |
| Fleet Management Fund        |           |           |           |           |           |           |            |
| Amount Unfunded              |           |           |           |           |           |           |            |
| TOTAL REVENUE:               | 2,000,000 | 2,100,000 | 2,205,000 | 2,315,000 | 2,430,000 | 2,550,000 | 13,600,000 |

# CAPITAL IMPROVEMENT PROGRAM

|               |                   |                        |               |
|---------------|-------------------|------------------------|---------------|
|               |                   | PROJECT #:             | 500302        |
| PROJECT NAME: | Street Lighting   | DATE:                  | July 14, 2002 |
| DEPARTMENT:   | Public Works      | PROJECT<br>MANAGER:    | Bill Gilley   |
| LOCATION:     | Various Locations | ORIGINAL PLAN<br>DATE: | July 14, 2002 |

JUSTIFICATION/DESCRIPTION:

The City of Palm Coast has a goal of installing 7 miles of street lights per year.

[illegible][illegible]

## CAPITAL IMPROVEMENT PROGRAM

PROJECT #: 500303

PROJECT NAME: Sidewalks

DATE: July 14, 2002

DEPARTMENT: Public Works

PROJECT MANAGER: Bill Gilley

LOCATION: Various Locations

ORIGINAL PLAN DATE: July 14, 2002

JUSTIFICATION/DESCRIPTION:

The City of Palm Coast has a goal of completing one sidewalk per year.

[illegible][illegible]

# CAPITAL IMPROVEMENT PROGRAM

PROJECT #: 500304

PROJECT NAME: Parkway Beautification

DEPARTMENT: Public Works

LOCATION: Various Locations

JUSTIFICATION/DESCRIPTION:

The City of Palm Coast has an ongoing parkway beautification program.

[illegible]



# CAPITAL IMPROVEMENT PROGRAM

PROJECT #: 600301

PROJECT NAME: North Belle Terre Park

DATE: July 14, 2002

DEPARTMENT: Recreation & Parks

PROJECT MANAGER: Yvette Hartsfield

LOCATION: North Belle Terre Parkway

ORIGINAL PLAN DATE: July 14, 2002

## JUSTIFICATION/DESCRIPTION:

Construct soccer fields, baseball fields, and softball fields.

| PROJECT COSTS:             | FY 03     | FY 04  | FY 05  | FY 06  | FY 07  | FY 08  | TOTAL     |
|----------------------------|-----------|--------|--------|--------|--------|--------|-----------|
| Engineering & Planning     | 250,000   |        |        |        |        |        | 250,000   |
| Land                       |           |        |        |        |        |        |           |
| Construction               | 2,500,000 |        |        |        |        |        | 2,500,000 |
| Equipment                  |           |        |        |        |        |        |           |
| Effect on Operating Budget |           | 75,000 | 79,000 | 83,000 | 88,000 | 93,000 | 418,000   |
| Materials and Supplies     |           |        |        |        |        |        |           |
| TOTAL COSTS:               | 2,750,000 | 75,000 | 79,000 | 83,000 | 88,000 | 93,000 | 3,168,000 |

| SOURCE OF FUNDS:             | FY 03     | FY 04  | FY 05  | FY 06  | FY 07  | FY 08  | TOTAL     |
|------------------------------|-----------|--------|--------|--------|--------|--------|-----------|
| General Fund                 |           | 75,000 | 79,000 | 83,000 | 88,000 | 93,000 | 418,000   |
| Park Impact Fee Fund         | 1,500,000 |        |        |        |        |        | 1,500,000 |
| Public Works Impact Fee Fund |           |        |        |        |        |        |           |
| Capital Projects Fund        |           |        |        |        |        |        |           |
| Fleet Management Fund        |           |        |        |        |        |        |           |
| Amount Unfunded              | 1,250,000 |        |        |        |        |        | 1,250,000 |

|                |           |        |        |        |        |        |           |
|----------------|-----------|--------|--------|--------|--------|--------|-----------|
| TOTAL REVENUE: | 2,750,000 | 75,000 | 79,000 | 83,000 | 88,000 | 93,000 | 3,168,000 |
|----------------|-----------|--------|--------|--------|--------|--------|-----------|

# CAPITAL IMPROVEMENT PROGRAM

PROJECT #: 600302

PROJECT NAME: Indian Trails Park

DATE: July 14, 2002

DEPARTMENT: Recreation & Parks

PROJECT MANAGER: Yvette Hartsfield

LOCATION: Indian Trails

ORIGINAL PLAN DATE: July 14, 2002

## JUSTIFICATION/DESCRIPTION:

Construction of park and facilities.

| PROJECT COSTS:             | FY 03 | FY 04 | FY 05 | FY 06 | FY 07 | FY 08 | TOTAL |
|----------------------------|-------|-------|-------|-------|-------|-------|-------|
| Engineering & Planning     |       |       |       |       |       |       |       |
| Land                       |       |       |       |       |       |       |       |
| Construction               |       |       |       |       |       |       |       |
| Equipment                  |       |       |       |       |       |       |       |
| Effect on Operating Budget |       |       |       |       |       |       |       |
| Materials and Supplies     |       |       |       |       |       |       |       |
| TOTAL COSTS:               |       |       |       |       |       |       |       |

| SOURCE OF FUNDS:             | FY 03 | FY 04 | FY 05 | FY 06 | FY 07 | FY 08 | TOTAL |
|------------------------------|-------|-------|-------|-------|-------|-------|-------|
| General Fund                 |       |       |       |       |       |       |       |
| Park Impact Fee Fund         |       |       |       |       |       |       |       |
| Public Works Impact Fee Fund |       |       |       |       |       |       |       |
| Capital Projects Fund        |       |       |       |       |       |       |       |
| Fleet Management Fund        |       |       |       |       |       |       |       |
| Amount Unfunded              |       |       |       |       |       |       |       |
| TOTAL REVENUE:               |       |       |       |       |       |       |       |

# CAPITAL IMPROVEMENT PROGRAM

|               |  |  |                     |                   |
|---------------|--|--|---------------------|-------------------|
|               |  |  | PROJECT #:          | 600303            |
| PROJECT NAME: |  |  | DATE:               | September 3, 2002 |
| DEPARTMENT:   |  |  | PROJECT MANAGER:    | Yvette Hartsfield |
| LOCATION:     |  |  | ORIGINAL PLAN DATE: | September 3, 2002 |

JUSTIFICATION/DESCRIPTION:  
Construction of park and facilities.

| PROJECT COSTS:             | FY 03 | FY 04   | FY 05 | FY 06 | FY 07 | FY 08 | TOTAL   |
|----------------------------|-------|---------|-------|-------|-------|-------|---------|
| Engineering & Planning     |       |         |       |       |       |       |         |
| Land                       |       |         |       |       |       |       |         |
| Construction               |       | 150,000 |       |       |       |       | 150,000 |
| Equipment                  |       |         |       |       |       |       |         |
| Effect on Operating Budget |       |         |       |       |       |       |         |
| Materials and Supplies     |       |         |       |       |       |       |         |
| TOTAL COSTS:               |       | 150,000 |       |       |       |       | 150,000 |

| SOURCE OF FUNDS:             | FY 03 | FY 04   | FY 05 | FY 06 | FY 07 | FY 08 | TOTAL   |
|------------------------------|-------|---------|-------|-------|-------|-------|---------|
| General Fund                 |       |         |       |       |       |       |         |
| Park Impact Fee Fund         |       | 150,000 |       |       |       |       | 150,000 |
| Public Works Impact Fee Fund |       |         |       |       |       |       |         |
| Capital Projects Fund        |       |         |       |       |       |       |         |
| Fleet Management Fund        |       |         |       |       |       |       |         |
| Amount Unfunded              |       |         |       |       |       |       |         |
| TOTAL REVENUE:               |       | 150,000 |       |       |       |       | 150,000 |

# CAPITAL IMPROVEMENT PROGRAM

PROJECT #: 800301

PROJECT NAME: City Hall

DATE: July 14, 2002

DEPARTMENT: Non-Departmental

PROJECT MANAGER: Oel Wingo

LOCATION:

ORIGINAL PLAN DATE: July 14, 2002

## JUSTIFICATION/DESCRIPTION:

There is a space and needs analysis currently in process. When that is completed cost estimates can be done.

There is currently \$1,000,000 budgeted for this project.

| PROJECT COSTS:             | FY 03   | FY 04     | FY 05 | FY 06 | FY 07 | FY 08 | TOTAL     |
|----------------------------|---------|-----------|-------|-------|-------|-------|-----------|
| Engineering & Planning     | 225,000 |           |       |       |       |       | 225,000   |
| Land                       |         |           |       |       |       |       |           |
| Construction               |         | 7,350,000 |       |       |       |       | 7,350,000 |
| Equipment                  |         |           |       |       |       |       |           |
| Effect on Operating Budget |         |           |       |       |       |       |           |
| Materials and Supplies     |         |           |       |       |       |       |           |
| TOTAL COSTS:               | 225,000 | 7,350,000 |       |       |       |       | 7,575,000 |

| SOURCE OF FUNDS:             | FY 03     | FY 04     | FY 05 | FY 06 | FY 07 | FY 08 | TOTAL     |
|------------------------------|-----------|-----------|-------|-------|-------|-------|-----------|
| General Fund                 |           |           |       |       |       |       |           |
| Park Impact Fee Fund         |           |           |       |       |       |       |           |
| Public Works Impact Fee Fund |           |           |       |       |       |       |           |
| Capital Projects Fund        | 700,000   |           |       |       |       |       | 700,000   |
| Fleet Management Fund        |           |           |       |       |       |       |           |
| Amount Unfunded              | (475,000) | 7,350,000 |       |       |       |       | 6,875,000 |
| TOTAL REVENUE:               | 225,000   | 7,350,000 |       |       |       |       | 7,575,000 |

# FLEET MANAGEMENT FUND

## FLEET REPLACEMENT SCHEDULE

| VEH #     | MAKE             | DESCRIPTION  | YEAR | FY03   | FY04   | FY05 | FY06 | FY07   | FY08 |
|-----------|------------------|--------------|------|--------|--------|------|------|--------|------|
| 3007      | Planning         |              |      |        |        |      |      |        |      |
|           | New              | Pickup Truck | 2003 | 16,024 |        |      |      |        |      |
| SUB TOTAL |                  |              |      | 16,024 |        |      |      |        |      |
| 3008      | Code Enforcement |              |      |        |        |      |      |        |      |
| 2024      | GMC              | Pickup Truck | 1999 |        | 16,500 |      |      |        |      |
| 2025      | GMC              | Pickup Truck | 1999 |        | 16,500 |      |      |        |      |
| 2026      | GMC              | Pickup Truck | 2002 |        |        |      |      | 15,000 |      |
| 2027      | Chevy            | Pickup Truck | 1999 |        | 12,000 |      |      |        |      |
| 2028      | Ford             | Pickup Truck | 2002 |        |        |      |      | 16,000 |      |
|           | New              | Pickup Truck | 2003 | 16,024 |        |      |      |        |      |
| SUB TOTAL |                  |              |      | 16,024 | 45,000 |      |      | 31,000 |      |
| 3009      | Engineering      |              |      |        |        |      |      |        |      |
| 2029      | Ford             | Pickup Truck | 2002 |        |        |      |      | 16,000 |      |
| 20210     | Ford             | Pickup Truck | 2002 |        |        |      |      | 16,000 |      |
| 2961      | Chevy            | Cargo Van    | 1996 | 15,640 |        |      |      |        |      |
|           | New              | Cargo Van    | 2003 | 19,067 |        |      |      |        |      |
|           | New              | Pickup Truck | 2003 | 16,024 |        |      |      |        |      |
| SUB TOTAL |                  |              |      | 50,731 |        |      |      | 32,000 |      |
| 4000      | Fire             |              |      |        |        |      |      |        |      |

|        |               |                |      |        |        |        |        |
|--------|---------------|----------------|------|--------|--------|--------|--------|
| 20211  | Ford          | Van            | 1988 | 14,550 |        |        |        |
| 20212  | Dodge         | Pickup Truck   | 1992 |        | 26,000 |        |        |
| 20213  | Jeep          | Cherokee       | 1999 |        | 22,019 |        |        |
| 20214  | GMC           | Pickup Truck   | 2001 |        |        | 19,000 |        |
| 20215  | Chevy         | Sedan          | 2002 |        |        |        | 21,000 |
| 20216  | Chevy         | Sedan          | 1993 | 22,120 |        |        |        |
| 000062 | Ward/LaFrance | Pumper         | 2001 |        |        |        |        |
| 000064 | KME           | Tanker/Pumper  | 2000 |        |        |        |        |
| 000076 | Seagrave      | Tanker/Pumper  | 2000 |        |        |        |        |
| 000114 | Pierce        | Tanker/Pumper  | 2000 |        |        |        |        |
|        | Used          | Class A Pumper | 2003 | 30,000 |        |        |        |

SUB TOTAL

---

|        |        |        |        |
|--------|--------|--------|--------|
| 66,670 | 48,019 | 19,000 | 21,000 |
|--------|--------|--------|--------|

5011 Public Works

|       |            |               |      |        |        |        |        |
|-------|------------|---------------|------|--------|--------|--------|--------|
| 9026  | Morbark    | Brush Chipper | 2002 |        |        |        | 33,000 |
| 3021  | Anderson   | Trailer       | 2002 |        |        |        |        |
| 3022  | Anderson   | Trailer       | 2002 |        |        |        |        |
| 2001  | Dodge      | Pickup Truck  | 2000 |        | 15,000 |        |        |
| 2011  | Dodge      | Pickup Truck  | 2001 |        |        | 15,000 |        |
| 2012  | Ford       | Pickup Truck  | 2001 |        |        | 25,000 |        |
| 2014  | Ford       | Pickup Truck  | 2001 |        |        | 21,500 |        |
| 2021  | Chevy      | Pickup Truck  | 2002 |        |        |        | 14,000 |
| 20214 | GMC        | Pickup Truck  | 2002 |        |        |        | 18,000 |
| 2023  | Chevy      | Pickup Truck  | 2002 |        |        |        | 19,500 |
| 2901  | Chevy      | Pickup Truck  | 1990 | 19,310 |        |        |        |
| 2911  | Ford       | Pickup Truck  | 1991 |        | 16,000 |        |        |
| 2971  | Ford       | Pickup Truck  | 1997 | 19,310 |        |        |        |
| 3001  | Interstate | Trailer       | 2000 |        |        |        |        |
| 4001  | GMC        | Dump Truck    | 2000 |        |        |        |        |
| 4021  | GMC        | Flatbed Truck | 2002 |        |        |        | 26,500 |

|      |             |                         |      |                          |       |
|------|-------------|-------------------------|------|--------------------------|-------|
| 4022 | Chevy       | Dump Truck              | 2002 |                          |       |
| 4023 | Chevy       | Dump Truck              | 2002 |                          |       |
| 4901 | Ford        | Flatbed Truck           | 1990 | 23,000                   |       |
| 4911 | Ford        | Flatbed Truck           | 1991 | 23,000                   |       |
| 5011 | Elgin       | Sweeper, Street         | 2001 |                          |       |
| 5021 | Ford        | Dump Truck              | 2002 |                          |       |
| 5901 | Ford        | Dump Truck              | 1989 | 53,350                   |       |
| 6001 | John Deere  | Tractor, 5410           | 2000 |                          |       |
| 6002 | John Deere  | Tractor, 5410           | 2000 |                          |       |
| 6003 | John Deere  | Tractor, 5410           | 2000 |                          |       |
| 6004 | John Deere  | Tractor                 | 2000 |                          |       |
| 6021 | John Deere  | Tractor, Utility, 6405  | 2002 |                          |       |
| 6022 | John Deere  | Tractor, Utility, 6405  | 2002 |                          |       |
| 6023 | John Deere  | Tractor, Utility, 6405  | 2002 |                          |       |
| 6024 | John Deere  | Tractor, Utility, 5420  | 2002 |                          |       |
| 6025 | John Deere  | Tractor, Utility, 5420  | 2002 |                          |       |
| 6026 | John Deere  | Tractor, Utility, 5420  | 2002 |                          |       |
| 6027 | John Deere  | Tractor, Utility, 5420  | 2002 |                          |       |
| 6881 | Ford        | Tractor, Hedge Cutter   | 1988 | 30,000                   |       |
| 6892 | Ford        | Tractor                 | 1989 | 36,920                   |       |
| 6981 | New Holland | Tractor, 6610-R2        | 1998 |                          |       |
| 6991 | John Deere  | Tractor, 5410           | 1999 |                          |       |
| 7012 | John Deere  | Skid Loader             | 2001 |                          |       |
| 7014 | Snapper     | Grounds Cruiser         | 2001 |                          | 5,500 |
| 7015 | Snapper     | Grounds Cruiser         | 2001 |                          | 5,500 |
| 7016 | Snapper     | Grounds Cruiser         | 2001 |                          | 5,500 |
| 7022 | Toro        | Utility Vehicle         | 2002 |                          |       |
| 7871 | John Deere  | Grader, Motor           | 1988 | Will be surplusd FY02-03 |       |
| 7872 | John Deere  | Loader                  | 1988 | 125,000                  |       |
| 7912 | Bomag       | Roller, Vibratory       | 1991 | 5,000                    |       |
| 7981 | Bomag       | Roller, Vibratory, 4 HP | 1999 |                          | 5,200 |

|      |            |                         |      |        |  |        |        |  |        |
|------|------------|-------------------------|------|--------|--|--------|--------|--|--------|
| 8901 | Ford 8000  | Ditchmaster             | 1991 | 35,000 |  |        |        |  |        |
| 8991 | John Deere | Backhoe, Model 410E     | 1999 |        |  |        |        |  |        |
| 9001 | John Deere | Mower, 15" Batwing      | 2000 | 9,500  |  |        |        |  |        |
| 9002 | John Deere | Mower, 15" Batwing      | 2000 | 9,500  |  |        |        |  |        |
| 9003 | John Deere | Mower, 15" Batwing      | 2000 | 9,500  |  |        |        |  |        |
| 9004 | John Deere | Mower, 15" Batwing      | 2000 | 9,500  |  |        |        |  |        |
| 9005 | Snapper    | Mower                   | 2000 | 9,000  |  |        |        |  |        |
| 9011 | Kubota     | Mower RC60-F19          | 2001 |        |  |        | 11,000 |  |        |
| 9012 | Kubota     | Mower RC60-F19          | 2001 |        |  |        | 11,000 |  |        |
| 9013 | Kubota     | Mower RC60-F19          | 2001 |        |  |        |        |  |        |
| 9014 | John Deere | Mower, Boom Arm, JD6405 | 2001 |        |  |        |        |  |        |
| 9015 | Alamo      | Mower, AG15             | 2001 | 15,000 |  |        |        |  |        |
| 9016 | Alamo      | Mower, AG15             | 2001 | 15,000 |  |        |        |  |        |
| 9017 | Alamo      | Mower, AG15             | 2001 | 15,000 |  |        |        |  |        |
| 9021 | Kubota     | Mower                   | 2002 |        |  | 10,500 |        |  |        |
| 9022 | Sweepster  | Broom, Sweepster        | 2002 |        |  | 7,750  |        |  |        |
| 9023 | John Deere | Cutter, Rotary          | 2002 |        |  |        |        |  |        |
| 9024 | John Deere | Cutter, Rotary          | 2002 |        |  |        |        |  |        |
| 9025 | John Deere | Cutter, Rotary          | 2002 |        |  |        |        |  |        |
| 9892 | Tiger      | Mower, 90.5 Rear Flail  | 1989 | 3,910  |  |        |        |  | 11,500 |
| 9941 | Tiger      | Mower, 75" Side Flail   | 1994 | 16,960 |  |        |        |  |        |
| 9942 | Mott       | Mower, 88" Rear Flail   | 1994 | 4,000  |  |        |        |  |        |
| 9971 | Hi-Way     | Tailgate Conveyor       | 1997 | 5,600  |  |        |        |  |        |
| 9981 | Tiger      | Mower, 75" Side Flail   | 1998 | 10,000 |  |        |        |  |        |
| 9982 | Tiger      | Mower, 90.5 Rear Flail  | 1998 | 6,000  |  |        |        |  |        |
| 9991 | John Deere | Mower, 15" Batwing      | 1999 | 8,000  |  |        |        |  |        |
| 9992 | Pounds     | Hedge Cutter            | 1999 | 38,500 |  |        |        |  |        |
| 8901 | Ford 8000  | Ditchmaster             | 2002 |        |  |        |        |  |        |

SUB TOTAL

---

|         |         |        |        |         |        |
|---------|---------|--------|--------|---------|--------|
| 149,760 | 421,100 | 38,450 | 83,500 | 127,500 | 11,500 |
|---------|---------|--------|--------|---------|--------|



