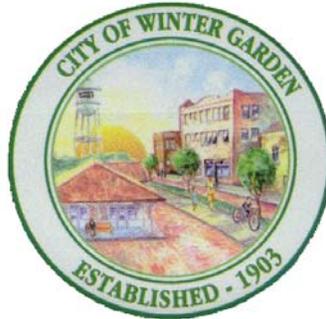




**Fiscal Year 2004/2005  
Adopted Budget**





**CITY OF WINTER GARDEN**  
**Fiscal Year 2004/2005**  
**Proposed Budget**

**JACK L. QUESINBERRY**  
Mayor

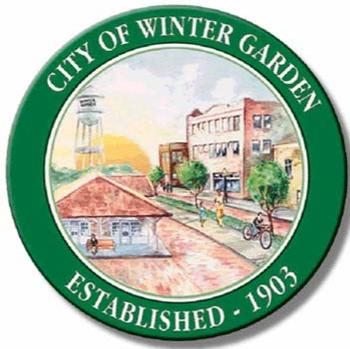
**WILLIAM A. THOMPSON**  
Commissioner, District 1

**THEO E. GRAHAM**  
Commissioner, District 2

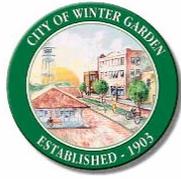
**MILDRED L. DIXON**  
Commissioner, District 3

**JOHN M. HARRIMAN**  
Commissioner, District 4  
Mayor Pro Tem

**HOLLIS W. HOLDEN**  
City Manager



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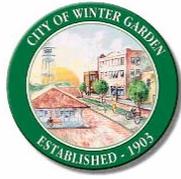


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# BUDGET MESSAGE







# CITY OF WINTER GARDEN

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OFFICE OF THE CITY MANAGER

251 W. PLANT STREET

WINTER GARDEN, FL 34787

TEL: (407) 656-4111 • FAX (407) 656-4952

August 18, 2004

Honorable Members of the City Commission of the City of Winter Garden:

In accordance with Article III of the City Charter, I am pleased to present for your consideration the City Manager's recommended budget for FY 2004/05. This document sets the City Manager's recommended expenditures for operations and for capital improvements for the upcoming fiscal year.

This Annual Budget document has been prepared in a format similar to that used last year. Actual expenditures for the past fiscal year, along with the original and amended budget for the current fiscal year, and a proposed budget for the upcoming fiscal year are listed for each department and division of the City. The amended budget column reflects all budget amendments approved by the City Manager or the City Commission through the end of July. The 2004/05 budget column includes recommendations for the upcoming fiscal year. These recommendations reflect expenditures proposed by the various City departments as modified by the City Manager. Detailed information on the proposed Capital Expenditures is illustrated in both the Annual Budget document and in the accompanying Five-Year Capital Improvement Program.

## BUDGET HIGHLIGHTS

**GENERAL FUND:** Projected Revenues for Fiscal Year 2004/05, after eliminating transfers from fund balance, the Weatherization Grant and management fees increased 16.5% from FY 2003/04 to FY 2004/05.

Ad Valorem taxes, which comprise 31.7% of the budget, are projected to increase 19% as a result of growth. The April 1, 2004 population estimate provided to us by the state is 22,242, a population growth of 9.1%. State Sales Tax and Municipal Revenue Sharing revenues represent 22.9% of the budget, with the Sales Tax Revenue projected to increase 5.2% and Shared Revenues projected to increase 43%. The significant increase in Shared Revenues is due to a change in the allocation formula used by the State. The Municipal Revenue Sharing revenue is used to finance the remaining revenue bond. Funds in excess of the debt service requirement are transferred to the General Fund. MIDWAY THROUGH THIS FISCAL YEAR THE CITY OF WINTER GARDEN GENERAL FUND WILL BE FREE OF BONDED DEBT FOR THE FIRST TIME IN OVER THIRTY YEARS!!

Electric Franchise Fees and Utility Tax Fees have been budgeted at a 9.7% increase over last year. These revenues comprise 14.6% of the budget. The Communications Service Tax, 6.5% of the budget, increased 7.8%. The Local Option Gas Tax Revenues, which

are recorded in the Special Revenue Fund, increased 12%. These revenues are to be used only for road-related expenses.

On the personnel side, the budget includes a 2.5% cost-of-living increase and a 2.5% merit raise for all employees for an overall increase of 5%. The City Manager's salary and the salary for a few Department Heads were further adjusted to bring them in line with the Florida League of Cities Salary Survey. This had a negligible effect on the overall salary increase. The budget includes a 5% increase for all police officers; however, the amount, if any, of the increase for the unionized officers will be determined as part of the union negotiations.

Health insurance costs increased 12.5%. This is good news, considering UnitedHealthCare, the City's provider, initially proposed a 19.5% increase. Staff took a firm stance and negotiated this initial offer down to the final 12.5% increase. The City will continue to use UnitedHealthCare as its insurance provider. The City will continue to pay 50% of the cost for family, spousal, and dependent insurance. Approximately 39% of our employees have some type of dependent coverage. The City will continue to pay 100% of the insurance for employees.

The City continues to participate in the pooled self-insured program administered by Public Risk Management. Premiums for worker's compensation, general liability, and automotive insurance decreased 11% this year. The decrease is due to the staff's proactive job safety position and staff's timely response in handling insurance claims, i.e., the City has done a great job in public risk management.

The City's Pension plan costs, after adjusting out new employees, increased only 7% this year. This is a significantly lower increase than last year's increase. This is primarily due to steps taken last year to control costs. If the stock market continues to improve, contribution rates should decrease in the near future.

Conservative fiscal management and continued efforts to control operational costs will serve the City well as we continue in these economically uncertain times. As other cities across the state are raising taxes and implementing drastic cuts in expenses, we continue to maintain and improve infrastructure, provide our employees with one of the best benefits packages in the State, and still manage to maintain our solid financial condition. The City will begin Fiscal Year 2004 in excellent shape.

Following are specific departmental highlights:

**LEGISLATION:** The Legislative budget is consistent with prior years.

**ADMINISTRATION:** The Administration budget is consistent with prior years. The City will begin a significant project this year with the design of the new City Hall. The need for the City Hall has been expedited by the City's continued growth and the effect it has had on the need for space for additional staff, especially within the Police Department. The expected cost including design will be \$6.8 million.

The Utilities Billing Division budget includes hardware and software that will allow customers to pay their bills online with a credit card. It also includes funds to set up a

kiosk in the lobby of Utility Billing that will allow customers to pay with a credit card. Based on projections on the number of customers who will take advantage of this payment option, it is anticipated that the yearly expenses (that is the discount fees) will be approximately \$30,000 each year. This option provides another convenient payment option for customers, provides an option for those customers who may be short of cash, and should delay the need to hire another person in the Billing Division due to the decrease in customers paying at the counter and by mail.

**INFORMATION TECHNOLOGY:** The City will continue to maintain and improve its information technology infrastructure. Two significant capital expenditures are planned this year. First, \$55,000 has been budgeted for the hardware and software for a document storage system. This is necessitated by the ever-increasing number of documents that are required to be stored and the need to manage these documents. The other major capital expense is the CISCO network backbone. This will enhance the performance and reliability of the City's communication system.

**PLANNING, BUILDING & ZONING:** The Planning Department budget is consistent with prior years. The Building Division will add two new positions, a plans examiner and another inspector. An administrative secretary, who works for both Planning and the Building Division, was added at interim budget. These positions are necessitated by growth within the City. The City expects to issue over a thousand permits for houses next year. Building permit fees will cover the costs of these new positions.

**POLICE:** The Police Department budget increases 24 % this year. The primary cause of this increase is the addition of two police officers and an administrative position at interim budget, and four new officers added in this budget. Also contributing to this increase is the \$266,712 budgeted for the new records management system. This new system is a turnkey package that includes computer-aided dispatching, records management, crime analysis, a GIS system, and other components. This system will assist with crime prevention and crime analysis, further boosting the City's focus on continually improving the safety of our residents; furthermore, it should reduce the number of police officers needed in the future, thus allowing us to provide better service at a lower cost. It should also be noted that the City did not qualify for the Block Grant this year because we are considered "too safe" by the Department of Justice's standards. This is a testament to the City's focus on public safety.

The communications function of the Department was separated from the Non-sworn Division. The Department is now divided into four divisions: Sworn Officers; Administration; Communications; and Code Enforcement. This structure will make it easier to manage the different functions within the Department.

**FIRE:** The Fire Department budget increases 25% over last year. The increase is primarily due to the three new firefighter positions, the new administrative secretary position, and the 5% salary increase. The new firefighters will be used to increase staffing on Engine 24 to four firefighters per shift, thus meeting current National Fire Protection Agency standards. The City plans to build Station 23 on Hennis Road for \$700,000. The construction will be funded with impact fees. The addition of the three firefighters and the new station are another testament of our concern for the welfare and safety of the City's residents.

**PUBLIC WORKS:** The Public Works budget is consistent with prior years. The only significant capital project in the General Fund is the continued paving of the Boyd Street parking lot. There are several projects in the Local Option Gas Tax Fund such as the installation of street lights on Crest Avenue (Boyd to Main Street), burying the utilities on Tremaine Street, and the design of three repaving projects: Main Street (Story to Vining); Tremaine Street (Main to Dillard); and South Main Street (Smith to Tremaine). The City also budgeted \$50,000 to finance the continuing sidewalk repair program and \$15,000 to resurface the courts at Chapin Station.

**RECREATION:** The Recreation budget increases 23% this year. The primary component of this increase is the new events coordinator position and the new passenger van. When the budget is adjusted for these two factors, the increase is only 7%. The primary cause of the 7% increase in the budget is the expansion of the seniors program and the addition of the teen program. The teen program will provide eight supervised dances for middle school students, two summer swim parties, a summer trips program, an Easter event, and a Christmas event. This program will provide activities for the eleven-to-fifteen year old age group that is truly needed. The seniors program and the teen program are just two of the services that the City provides that make this community a desirable place to live.

**ENGINEERING:** The Engineering Department will continue to utilize the services of an independent engineer consultant to serve as the City Engineer. The Department will add an additional inspector this year to operate with four inspectors. Two inspectors will focus on Public Works projects and the other three will focus on Utilities projects. The current arrangement using the independent engineer consultant remains cost effective and will be monitored on a monthly basis to ensure it continues to remain so.

**UTILITIES:** The Utilities Department continues its aggressive capital improvement plan this year. Significant projects this year are design of the reclaimed water system, construction of Trunk Line C phases one and two, the Burchshire water main, the CR 545 water main (Stoneybrook Parkway to Johns Lake Pointe), and Daniels Road North distribution system upgrade. Two major design projects are the design of Trunk Line C phases three thru five and design of the utility line relocation on SR 50. The annual contribution to the Renewal and Replacement Fund this year is \$200,000. This amount is less than previous years because the fund has built up sufficient equity to carryout all the planned projects.

Another significant project that will begin this year is the odor study being conducted at the Wastewater Treatment Plant. Once the study is completed, steps will be taken to reduce or possibly eliminate any odors emanating from the plant.

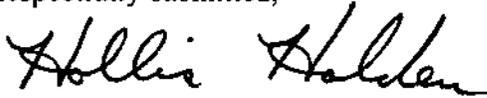
**STORMWATER:** The budget is consistent with prior years. A major project this year will be the Master Plan and Needs Study. This will assist the City in its ongoing endeavors to maintain and improve the stormwater system. Other major projects are Crown Point Cross Road and Trunk Line C phases one and two.

SOLID WASTE: This year's budget is 7% more than last year. This is due primarily to the purchase of a new garbage truck. This truck will be used as a backup. There are no new positions this year.

TRAILER CITY: Trailer City's budget is consistent with prior years. The only significant increase is the \$25,000 budgeted for additional liability insurance. This insurance is necessary in case the park were to face a natural disaster such as a hurricane or in the case of a conflagration.

In conclusion, the City is in sound financial condition. We continue to maintain both a low debt burden and large fund balances. This budget is a balanced budget in which current revenues finance current expenditures. It serves the citizens of the community well by providing the funds necessary to maintain and improve the City's infrastructure, ensure qualified and responsive fire and police protection, and provide those amenities that define our community.

Respectfully submitted,

A handwritten signature in cursive script that reads "Hollis W. Holden".

Hollis W. Holden  
City Manager

**SUMMARY OF ADOPTED BUDGETS  
FISCAL YEAR 2004/2005**

<u>CLASSIFICATION</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>DEBT SERVICE FUND</u>	<u>CAPITAL PROJECTS FUNDS</u>	<u>ENTERPRISE FUNDS</u>	<u>FIDUCIARY FUNDS</u>	<u>TOTAL</u>
CARRYFORWARD FUND BALANCE	7,925,411	6,585,240	76,703	482,280	24,053,394	22,305,633	61,428,661
<b>REVENUES</b>							
Ad Valorem Taxes	4,474,373	-	-	-	-	-	4,474,373
Ad Valorem Tax Penalties	5,000	-	-	-	-	-	5,000
Franchise Fees	950,000	-	-	-	-	-	950,000
Utility and Service Taxes	2,377,000	-	-	-	-	-	2,377,000
Licenses and Permits	2,308,000	-	-	-	-	-	2,308,000
Intergovernmental Revenue	2,845,885	1,710,656	-	-	120,000	165,000	4,841,541
Charges for Services	1,749,044	-	-	-	9,251,231	1,321,435	12,321,710
Fines and Forfeitures	195,310	10,000	-	-	-	-	205,310
Interest and Other Earnings	288,000	101,475	750	-	155,100	1,675,000	2,220,325
Miscellaneous Revenues	241,500	5,525,000	-	-	4,903,850	-	10,670,350
Total Revenues	15,434,112	7,347,131	750	-	14,430,181	3,161,435	40,373,609
<b>NON-REVENUES</b>							
Interfund Transfers	391,581	260,222	479,205	-	450,000	-	1,581,008
Other Non-Revenues	-	652,880	-	-	-	-	652,880
<b>TOTAL REVENUE &amp; OTHER FINANCING SOURCES</b>							
	15,825,693	8,260,233	479,955	-	14,880,181	3,161,435	42,607,497
<b>TOTAL ESTIMATED REVENUES &amp; BALANCES</b>							
	23,751,104	14,845,473	556,658	482,280	38,933,575	25,467,068	104,036,158
<b>EXPENDITURES/EXPENSES</b>							
General Government	3,873,863	-	-	-	-	943,000	4,816,863
Public Safety	8,490,630	910,610	-	-	-	-	9,401,240
Physical Environment	2,327,746	-	-	-	15,044,696	-	17,372,442
Transportation	901,332	2,259,741	-	-	-	-	3,161,073
Economic Environment	-	128,400	-	-	-	-	128,400
Human Services	80,000	-	-	-	-	-	80,000
Culture & Recreation	697,755	-	-	-	-	-	697,755
Total Expenditures/Expenses	16,371,326	3,298,751	-	-	15,044,696	943,000	35,657,773
<b>NON-EXPENSE DISBURSEMENTS</b>							
Debt Service	27,157	2,955,071	556,658	-	638,633	-	4,177,519
Interfund Transfers	260,222	856,700	-	-	453,520	-	1,570,442
<b>TOTALS EXPENDITURES/EXPENSES</b>							
	16,658,705	7,110,522	556,658	-	16,136,849	943,000	41,405,734
Reserves	7,092,399	7,734,951	-	482,280	22,796,726	24,524,068	62,630,424
<b>TOTAL APPROPRIATED EXPENDITURES &amp; RESERVES</b>							
	23,751,104	14,845,473	556,658	482,280	38,933,575	25,467,068	104,036,158



# BUDGET POLICY



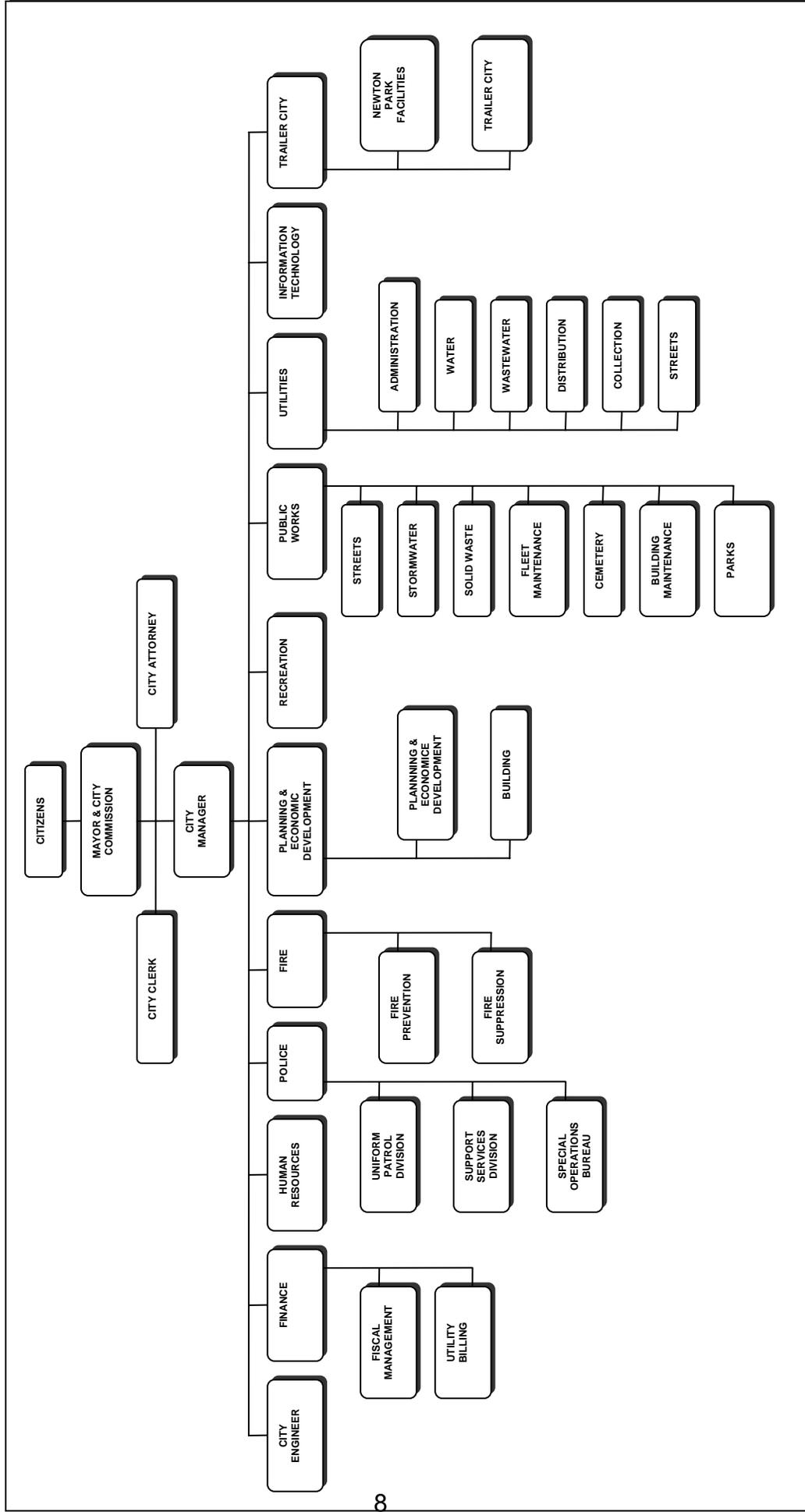


# THE CITY OF WINTER GARDEN OCTOBER 2004



The City of Winter Garden is a (17) square mile city located approximately 12 miles from Orlando in West Orange County. The City's population was 22,242 as of April, 2004.

# CITY OF WINTER GARDEN ORGANIZATION CHART



## **GENERAL INFORMATION**

### **Background**

The City of Winter Garden, Florida (the "City") was formed by Charter on November 10, 1903 and is located in Orange County, Florida. The City has a commission/manager form of government with a Mayor and four Commissioners elected as the governing body. The City provides the following services to its citizens: public safety, public works, cultural, recreation, community development, water, wastewater, stormwater and solid waste services.

### **Powers and Responsibilities of the City Commission**

#### Powers

Except as otherwise provided in the Charter, all powers of the City, and the determination of all matters of policy are vested in the City Commission.

Without limitation of the foregoing, the City Commission has the power to:

- Be the judge of the election and qualification of its own members;
- Authorize the issuance of bonds; revenue certificates, and other evidence of indebtedness;
- Adopt and modify the official map of the city;
- Provide for an independent audit;
- Pass ordinances and laws for the preservation of the public peace and order, and impose penalties for the violation thereof; provided that the maximum penalty to be imposed shall be a fine of not more than five hundred dollars (\$500.00) or imprisonment for a period of time not longer than sixty (60) days;
- Deal with any property of the city, both real or personal, or mixed in any manner the Commission may see fit to do in accordance with the general powers of the City;
- Provide rules and regulations for all purchases and sales made for and on behalf of the City;
- Appoint, remove, and fix the compensation of the City Manager, City Attorney, City Auditor, City Clerk, and a Certified Public Accountant to perform the annual audit;
- Appoint advisory boards to serve without compensation;

- Establish by ordinance, the conditions upon which subdivisions and other areas may be annexed by the City;
- Exercise any right of authority given or permitted by the Constitution and the laws of the State of Florida to city commissions consistent with or in addition to the provisions of the revised Charter;
- By order of the City Commission, those officers listed in paragraph (8) above who are indicted for a felony will be suspended from office, without pay, until acquitted and the office filled by appointment for the period of suspension. By order of the City Manager, any other municipal officer or employee indicted for a felony will be suspended from office, without pay, until acquitted and the office filled as hereinbefore provided for the period of suspension.

### Responsibilities

- To be responsive to and represent the wishes of the citizens
- To establish goals and priorities through approval of objectives, plans, and budgets
- To consider, evaluate and establish laws, policies, regulations and procedures

### **The Role of the Staff to the City Commission**

- To implement the goals of the City Commission
- To suggest objectives, plans, and budgets for approval by the City Commission consistent with approved goals
- To implement City Commission approved objectives, plans and budgets
- To provide the City Commission with adequate, competent information and professional recommendations upon which the Commission may rely in making decisions and to refrain from criticism of those decisions once made
- To manage the day-to-day affairs of City government
- To suggest to the Commission new laws, regulations, and policies or modifications to existing ones

## **Fiscal Policy Statement**

The City has an important responsibility to its citizens to correctly account for public funds, to manage municipal finances wisely, and to plan for adequate funding of services desired by the public. With the change in federal policies toward local government and the rapid rate of growth in our area, the City needs to ensure that it is capable of adequately funding and providing local government services needed by the community.

Sound fiscal policies that are realistic and consistent provide useful guidance for the long-term programming of services and facilities. They also provide a set of assumptions under which budget and tax decisions should be made. While established for the best management of governmental resources, generally accepted fiscal policy also helps set the parameters for government's role in the broader economy of the community.

## **Financial Structure**

To provide proper accountability for the different kinds of resources, "funds" are established. Each fund is a separate entity with its own resources, liabilities and residual balance. Funds with similar objectives, activities and legal restrictions are, for reporting purposes, placed in one of three groups:

Governmental Funds: Governmental Funds account for general governmental activities, such as law enforcement, which are largely supported by taxes and fees. They are accounted for on a "spending" or financial flow basis.

Governmental Funds include the following four fund types:

- a. The General Fund accounts for all resources not reported in other funds. Most citywide activities are accounted for in this fund.
- b. Special Revenue Funds account for resources received from special sources, dedicated or restricted to specific uses.
- c. Debt Service Funds account for the accumulation of resources for, and the payment of, interest, principal and other costs of long-term debt.
- d. Capital Projects Funds account for the accumulation and use of resources for the acquisition of major buildings and other capital facilities where a specific project is designated or required.

Proprietary Funds: Proprietary Funds account for those activities which are provided on a basis consistent with private enterprise. They are accounted for on a cost of service or "capital maintenance" basis.

Proprietary Funds include the following fund type:

Enterprise Funds account for activities, such as water and waste water service, which are similar to those provided by private enterprise and whose costs are paid from user charges or from revenue sources other than general governmental revenue.

Fiduciary Funds: Fiduciary Funds account for assets belonging to others which are under City control for administration, but are not available to support the City's own programs.

Fiduciary Funds include the following fund type:

Pension Trust Funds account for resources required to be held in trust for the members and beneficiaries of defined benefit pension plans.

### **Budgetary Basis**

The City adopts budgets for all Governmental Funds and Fiduciary Funds on a modified accrual basis. The budgets for Proprietary Funds are adopted on an accrual basis. Depreciation expense is not budgeted; however, expenditures for capital outlays are budgeted. These outlays are capitalized into fixed assets and eliminated from the results of operations on a Generally Accepted Accounting Principles (GAAP) basis.

Fund balance allocations (residual unappropriated liquid assets resulting from prior years' operations) are budgeted and included as revenue on a budgetary basis but are eliminated on a GAAP basis for financial reporting.

### **Capital Budgeting**

The City maintains a Capital Improvement Program (CIP), which covers a five-year period and is updated annually. The Finance Department determines the amount of funds available for capital projects. Proposed projects are prioritized and the available funds are allocated accordingly. The Capital Improvement Projects detail is included in the 5-Year Capital Improvement Plan section of this book, but the funding for these projects is included in the budget in each appropriate division.

## **Budget Process**

In February the Finance Department developed a fiscal model to project revenues and expenditures for the next fiscal year. This model provides the City with a clear vision of the level of financial control needed to develop upcoming fiscal year budgets. Based on the model's results, target expense levels for FY 2004-05 were provided to operating divisions. Those divisions were challenged to maximize services while maintaining a budget within the City's fiscal capacity.

During the FY 2004-05 budget cycle, the Finance Department made available to each department access to the financial accounting software so that each budget could be entered into the system to compare to last fiscal year actual and current fiscal year-to-date figures. This provided a helpful tool to the departments to determine a realistic budget.

Another effort to streamline the budget process included developing and presenting capital improvement budgets simultaneously with operating budgets. This provided a clear picture of the impact of capital improvements on operating budgets. It also allowed divisions to concentrate on putting a realistic business plan together for the upcoming fiscal year.

Expenditure levels to be recommended to the City Commission are determined in department meetings with the City Manager. These meetings provide each department director with the opportunity to discuss his or her budget and the programs it provides. Commission work sessions in August are a forum for finalizing spending plans, establishing proposed millage rates and formalizing policy issues. Copies of the proposed budget are distributed to department directors and made available for inspection by the general public prior to the final budget hearing in September.

Following Commission approval of the final spending plan, Finance Department staff will prepare the approved budget for distribution to departments and other interested parties. The budget for the upcoming year becomes effective October 1 and the spending plan, as authorized by the Commission, will be implemented throughout the fiscal year.

## **Budget Adoption and Modification**

The City Commission annually adopts the budget by ordinance for all funds of the City. Budgetary authority is legally maintained at the fund level; however, the City's computerized financial system imposes budget controls at the appropriation level, by department.

Amendments to the adopted budget can occur at any time during the fiscal year through action of the City Commission or the City Manager in the following manner:

1. Budget Amendments: Fund revenue and expenditure amounts may be increased or decreased by formal action of the City Commission following proper public notice as specified in Chapter 129.03(a) of the Florida Statutes. Amendments to adopted budgets normally result from either: (a) the desire to recognize an unanticipated excess amount of an anticipated revenue; or (b) the unanticipated decrease of an anticipated revenue. The purpose of the amendment process is to adjust fund amounts to reflect the level of revenues reasonably anticipated to be received and to balance expenditures to these revenues in accordance with state law and sound fiscal practices.
2. Budget Transfers: Operating unit budgets may be amended by formal transfer action. Budget transfers, which are intrafund in nature, may be approved by the City Manager or his designee. A list of such intrafund transfers is maintained by the Finance Department. Budget transfers, which are interfund or involve fund reserve distributions, must be reviewed and formally approved by the City Commission prior to execution.

Additions to approved positions during the budget year require City Commission review and approval. As previously delegated by the City Commission, personnel reclassifications may be approved by the City Manager.

At the end of the first six months, the Finance Department coordinates an interim budget review process. All departments review revenue and expenditures to-date. A budget amendment is prepared for the City Commission to formally adopt any mid-year corrections. The formal interim budget adjustment has proven to be an effective process for the City in ensuring needs are being continually met and the operational and capital improvement plans are adequate.

### **FY 2004-05 Budget Assumptions**

Based on available economic data and the City Manager's priorities, the FY 2004-05 Revenue and Expenditure/Expense budgets were prepared using the following:

#### Revenues:

- Ad valorem revenues were budgeted at 96%.
- There was no increase in the citywide millage rate.
- Interest income projections reflect maintenance of current interest rates.
- The budget for state-shared revenues, including sales tax revenue, was prepared based on year-to-date actual figures and various economic assumptions. These revenues may be revised during FY 2004-05 based on projections from the State or economic changes.

### Expenditures/Expenses:

- Personal Services: A total of 21.5 new positions have been recommended in the budget for FY 2004-05.

Budgeted figures for salaries include a 2.5% cost-of-living increase and a 2.5% merit increase for all employees.

Employee retirement contributions were budgeted at the following rates: 16.2% for regular employees, and 20.0% for firefighters and police officers which is based on the actuarially determined percentage less the offset from State Revenue Sharing on Insurance Premiums.

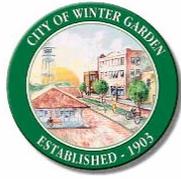
The rate for FICA (Social Security) contributions is based on a prorated amount due to the calendar year/fiscal year difference and is budgeted at 7.65% of total salaries and overtime.

The City's health insurance carrier is United HealthCare. The FY 2004-05 budgeted cost is approximately \$4,800 per employee for life and health insurance for single coverage and \$9,300 for single and family coverage.

- Operating Expenditures/Expenses: Departments were requested to submit a "status quo" or current service level budget after adjustments for salaries and capital expenditures in an effort to operate within revenues estimated to increase 16% on average.
- Capital Outlay: Departments were requested to provide thorough justifications for all capital equipment needs. Special attention was given to heavy equipment by looking at creative alternatives such as leasing, contract services, and equipment sharing.
- Capital Improvements: Projects were budgeted according to prioritized needs and funds availability. The detailed listing of projects by fund is located in the 5-Year Capital Improvement Plan.
- Reserves: Efforts have been made to maintain reserves at a healthy level while providing services to the citizens.



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# DEBT INFORMATION





CITY OF WINTER GARDEN, FLORIDA  
DEBT INFORMATION

Summary of Debt Outstanding

<u>Debt Outstanding—Governmental Fund Types:</u>	<u>Amount Expected at October 1, 2004</u>
Guaranteed Entitlement Revenue Bonds, Series 1999 (1) \$1,087,000 Note; remaining principal of \$200,000 due June 1, 2005; interest due in semi-annual installments of \$4,264; interest at 4.264%	\$ 200,000
Community Redevelopment Revenue Note, Series 2001 \$3,700,000 Note; principal due in annual installments of the greater of (1) \$325,000 or (2) \$325,000 plus half of the prior year Community Redevelopment Agency Tax Increment Revenues in excess of \$375,000 beginning October 1, 2004; interest due in semi-annual installments of \$4,351 to \$87,544; interest at 5.220%	3,551,479
Orlando-Orange County Expressway Authority Agreement, Series 2001 \$6,826,450 (estimated); due in semi-annual principal and interest installments estimated at \$212,747 through January 15, 2024; interest at 5.616%	5,003,596
GE Capital Capital Lease Agreement, Series 2004 \$118,531; due in monthly principal and interest installments of \$2,263 through October 9, 2008; Interest at 5.48%	99,154
Total Outstanding—Governmental Fund Types	<u>\$8,854,229</u>

CITY OF WINTER GARDEN, FLORIDA  
DEBT INFORMATION

Summary of Debt Outstanding

<u>Debt Outstanding and Available—Proprietary Fund Types</u>	<u>Amount Expected at October 1, 2004</u>
State Revolving Fund Loan, Series 2001 \$1,097,149; due in semi-annual principal and interest installments of \$37,205 beginning January 15, 2005 through July 15, 2024; Interest at 3.330%	\$1,097,149
State Revolving Fund Loan, Series 2003 \$11,552,800; due in semi-annual principal and interest installments of \$387,610 beginning January 15, 2005 through July 15, 2024; Interest at 2.820%	
-Received to-date	10,576,528
-Available on request	750,472
-Capitalized interest allowance	234,910
-Loan service fee	226,540
Total Outstanding and Available—Proprietary Fund Types	<u>\$12,885,599</u>

CITY OF WINTER GARDEN, FLORIDA  
DEBT INFORMATION

Annual Requirements to Amortize Long-Term Debt by Fund

DEBT OUTSTANDING—GOVERNMENTAL FUND TYPES:

General Fund

Debt service requirements of the Guaranteed Entitlement Revenue Note, Series 1999 are as follows:

Fiscal Year Ending	Principal	Interest	Total
2005	200,000	8,528	208,528

Debt service requirements of the GE Capital Capital Lease Agreement, Series 2004 are as follows:

Fiscal Year Ending	Principal	Interest	Total
2005	\$22,276	\$ 4,882	\$ 27,158
2006	23,528	3,630	27,158
2007	24,850	2,308	27,158
2008-2009	28,500	922	29,422
	<u>\$99,154</u>	<u>\$11,742</u>	<u>\$110,896</u>

Community Redevelopment Agency Fund

Debt service requirements of the Community Redevelopment Revenue Note, Series 2001 are the greater of (1) \$325,000 or (2) \$325,000 plus half of the prior year Community Redevelopment Agency Tax Increment Revenues in excess of \$375,000. Total debt service payments are estimated to be \$348,130 for Fiscal Year 2005 and are expected to increase in subsequent years until the Note is paid in full.

CITY OF WINTER GARDEN, FLORIDA  
DEBT INFORMATION

Annual Requirements to Amortize Long-Term Debt by Fund

DEBT OUTSTANDING AND AVAILABLE—PROPRIETARY FUND TYPES:

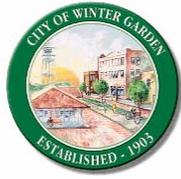
Utility Fund

Debt service requirements of the State Revolving Fund Series 2001 Loan are estimated as follows:

Fiscal Year Ending	Principal	Interest	Total
2005	\$ -	\$ 74,410	\$ 74,410
2006	7,190	67,220	74,410
2007	41,072	33,338	74,410
2008-2024	970,238	312,740	1,282,978
	<u>\$1,018,500</u>	<u>\$487,708</u>	<u>\$1,506,208</u>

Debt service requirements of the State Revolving Fund Series 2003 Loan are estimated as follows, assuming the total amount available is disbursed:

Fiscal Year Ending	Principal	Interest	Total
2005	\$ 210,997	\$ 564,223	\$ 775,220
2006	458,571	316,649	775,220
2007	471,593	303,627	775,220
2007-2024	10,412,379	2,766,365	13,178,744
	<u>\$11,553,540</u>	<u>\$3,950,864</u>	<u>\$15,504,404</u>

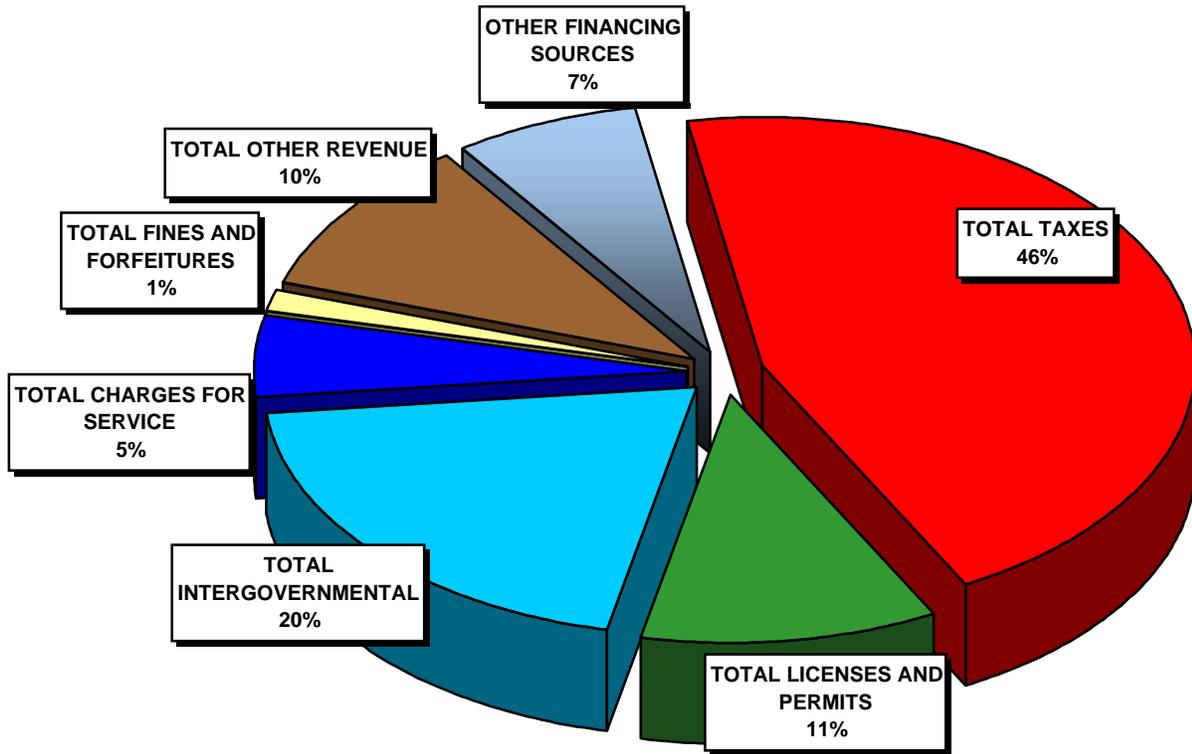


# GENERAL FUND





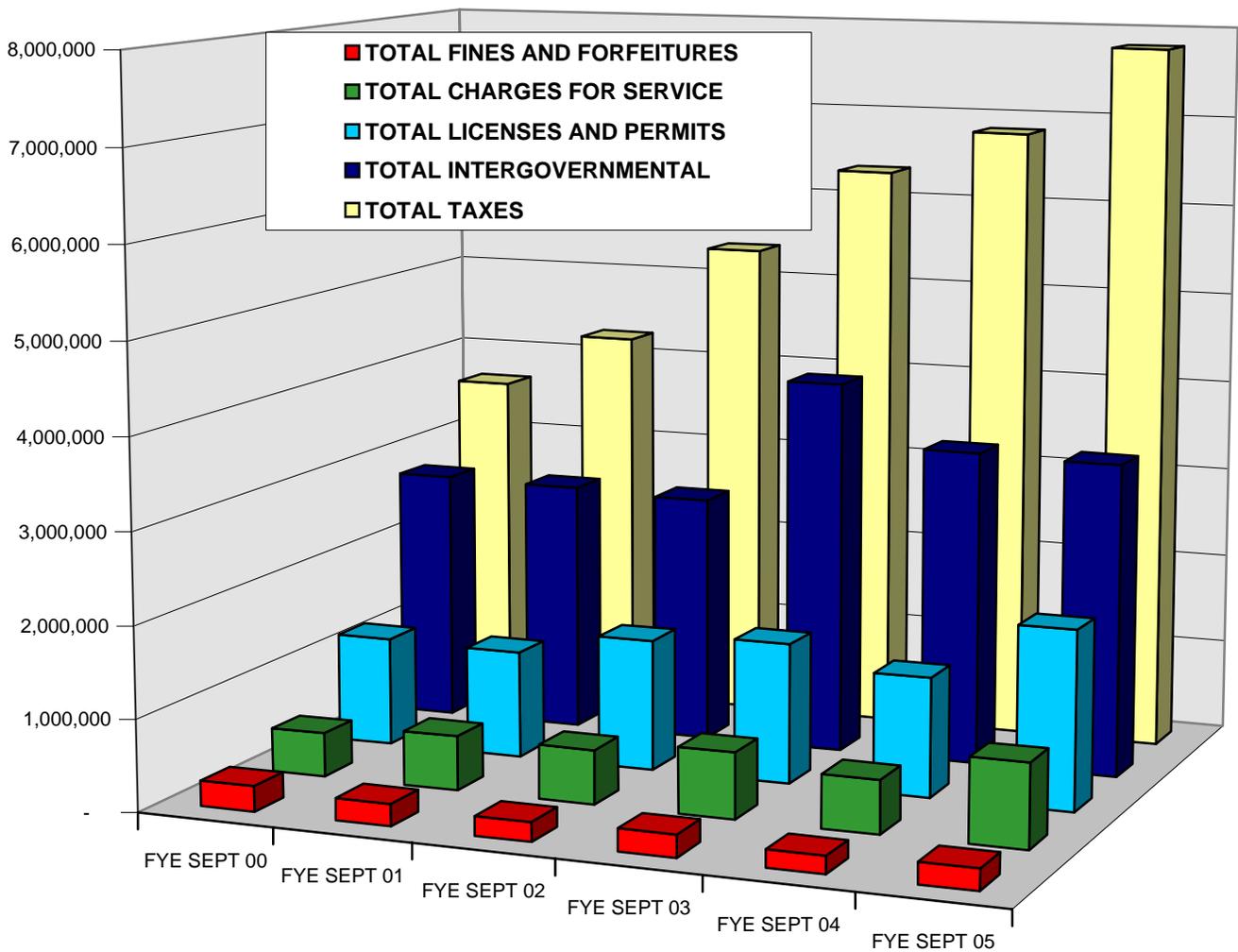
**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL FUND  
 REVENUES BY SOURCE**



Total Taxes	\$ 7,806,373
Licenses and Permits	
Intergovernmental	1,358,000
Charges for Services	3,446,824
Fines and Forfeitures	312,270
Other Revenues	230,310
Other Financing Sources	1,786,079
Total	<u>1,221,073</u>
Less Local Option Gas Tax	17,360,929
Grand Total	** (702,224)
	16,658,705

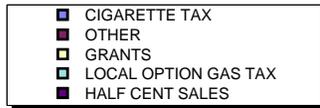
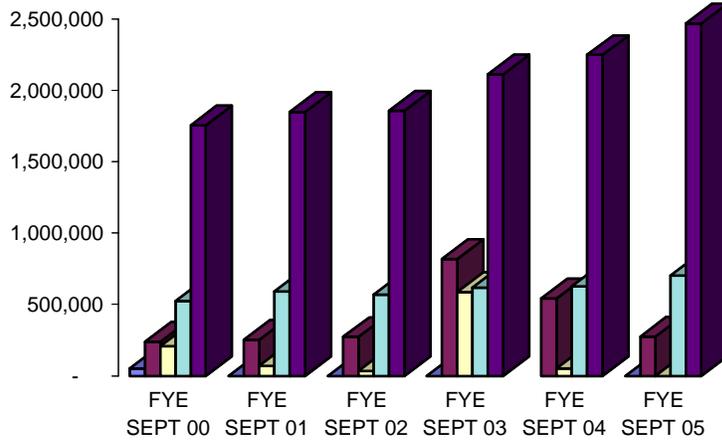
\*\*Local Option Gas Tax included in initial calculation for comparisons with prior years.

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL FUND  
 HISTORY OF REVENUES BY SOURCE**

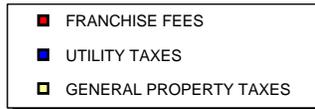
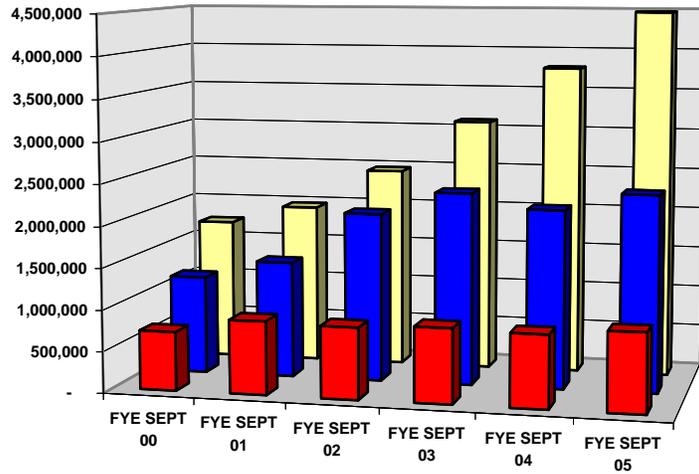


**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND**

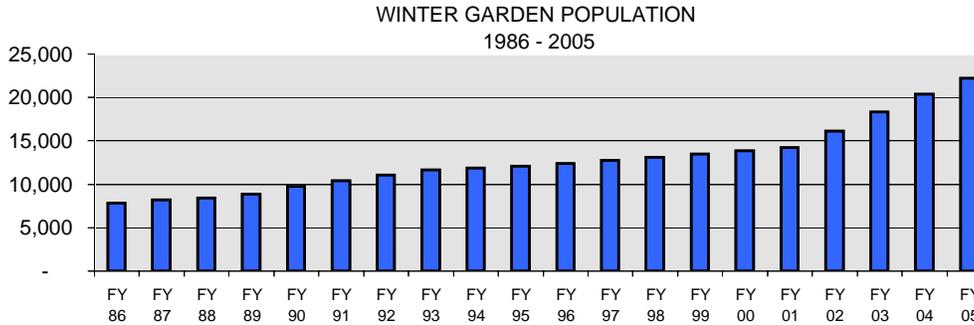
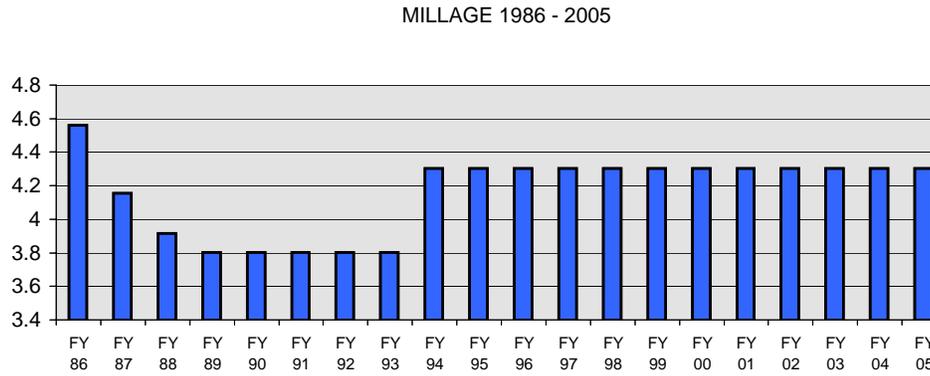
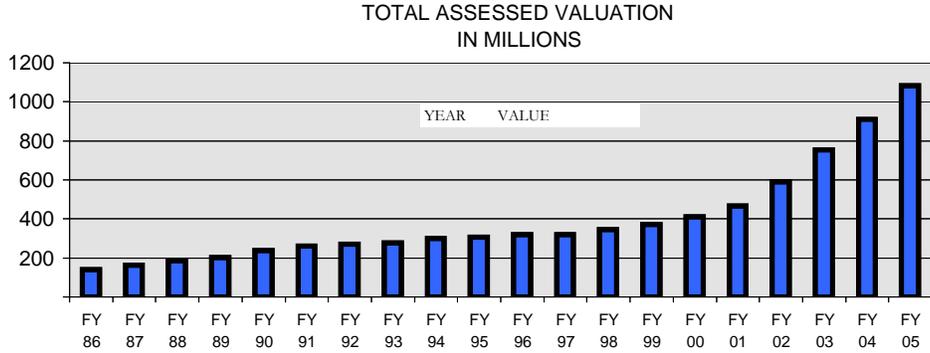
**INTERGOVERNMENTAL REVENUE**



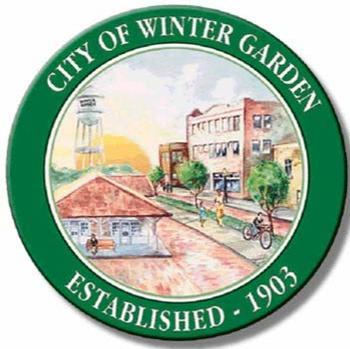
**TOTAL TAXES BREAKDOWN**



## CITY OF WINTER GARDEN AD VALOREM TAXES



**These charts depict important trends that impact the City of Winter Garden. Population has grown at an average rate of 5.6% a year since 1986. Development and property value have expanded the tax base. The millage has been at a constant rate of 4.304 since 1994.**



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**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND REVENUES  
GENERAL GOVERNMENT DEPARTMENT**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
<b><u>ADMINISTRATION DIVISION</u></b>				
001-0213-311.10-00	3,092,635	3,779,000	3,779,000	4,474,373
001-0213-311.90-00	5,514	5,000	5,000	5,000
TOTAL AD VALOREM	3,098,149	3,784,000	3,784,000	4,479,373
001-0213-313.10-00	851,373	828,000	828,000	890,000
001-0213-313.40-00	52,552	50,000	50,000	60,000
TOTAL FRANCHISE FEES	903,925	878,000	878,000	950,000
001-0213-314.10-00	1,175,069	1,050,000	1,050,000	1,170,000
001-0213-314.30-00	193,468	175,000	175,000	190,000
001-0213-314.40-00	86,146	70,000	70,000	81,000
001-0213-314.80-00	25,638	20,000	20,000	20,000
TOTAL UTILITY TAX	1,480,321	1,315,000	1,315,000	1,461,000
001-0213-315-00-00	855,324	850,000	850,000	916,000
TOTAL SERVICE TAX	855,324	850,000	850,000	916,000
001-0213-321.01-00	152,576	130,000	130,000	150,000
TOTAL LICENSES AND PERMITS	152,576	130,000	130,000	150,000
001-0213-334.62-00	574,072	300,000	325,000	-
TOTAL STATE GRANTS	574,072	300,000	325,000	-
001-0213-335-12-00	-	-	-	254,285
TOTAL STATE REVENUE PROCEEDS	-	-	-	254,285
001-0213-335.14-00	55,230	50,000	60,000	60,000
001-0213-335.15-00	6,406	5,000	5,000	7,600
001-0213-335.18-00	2,112,477	2,250,000	2,250,000	2,472,000
TOTAL STATE SHARED REVENUES	2,174,113	2,305,000	2,315,000	2,539,600
001-0213-338.20-00	20,540	15,000	15,000	15,000
TOTAL SHRD REVS-OTHER LOCAL UNITS	20,540	15,000	15,000	15,000
001-0213-341.90-01	282,410	263,691	263,691	261,822
001-0213-341.90-02	206,440	200,000	200,000	225,000
001-0213-341.90-03	60	-	-	-
TOTAL CHARGES FOR SERVICES	488,910	463,691	463,691	486,822
001-0213-361.10-00	283,584	241,606	241,606	288,000
001-0213-361.13-00	2,354	-	-	-
001-0213-361.30-00	(83,777)	-	-	-

	TOTAL INTEREST AND OTHER EARNINGS	202,161	241,606	241,606	288,000
001-0213-362.11-00	BUILDING LEASES	8,400	10,000	10,000	10,000
001-0213-362.19-00	OTHER	49,150	47,400	47,400	17,400
	TOTAL RENTS AND ROYALTIES	57,550	57,400	57,400	27,400
001-0213-364.00-00	DISPOSITION OF FIXED ASSETS	18,672	-	253,000	-
001-0213-366.00-00	CONTRIBUTIONS	30,000	-	-	-
001-0213-367.00-00	GAIN ON SALE OF INVESTMENTS	31,499	20,000	20,000	20,000
001-0213-369.90-00	OTHER MISCELLANEOUS REVENUES	27,282	10,000	35,000	37,000
001-0213-369.91-00	VENDING/COIN LAUNDRY	26	-	-	-
001-0213-369.93-00	CASH OVER OR SHORT	32	-	-	-
	TOTAL MISCELLANEOUS REVENUES	107,511	30,000	308,000	57,000
001-0213-381.00-00	INTERFUND TRANSFER IN	-	224,391	224,391	-
001-0213-381.12-00	XFER FROM COMMUNITY REDEV AGENCY	-	51,603	51,603	-
001-0213-381.15-00	XFER FROM STATE REV SHARING FUND	312,646	330,000	295,000	388,061
001-0213-381.99-99	CARRYFORWARD FUND BALANCE	-	-	543,900	800,000
001-0213-382.00-00	CONTRIBUTNS/ENTERPRSE OPERATIONS	64,310	60,000	40,000	3,520
	TOTAL OTHER SOURCES	376,956	665,994	1,154,894	1,191,581
	<b>TOTAL ADMINISTRATION DIVISION</b>	<b>10,492,108</b>	<b>11,035,691</b>	<b>11,837,591</b>	<b>12,816,061</b>
	<b>UTILITY BILLING DIVISION</b>				
001-0223-341.90-01	INTERFUND MANAGEMENT FEES	196,262	286,089	286,089	365,981
	<b>TOTAL UTILITY BILLING DIVISION</b>	<b>196,262</b>	<b>286,089</b>	<b>286,089</b>	<b>365,981</b>
	<b>INFORMATION SYSTEMS DIVISION</b>				
001-0225-341.90-01	INTERFUND MANAGEMENT FEES	45,267	52,604	52,604	63,316
001-0225-384.00-00	DEBT PROCEEDS	-	-	118,531	-
	<b>TOTAL INFORMATION SYSTEMS DIVISION</b>	<b>45,267</b>	<b>52,604</b>	<b>171,135</b>	<b>63,316</b>
	<b>TOTAL GENERAL GOVERNMENT DEPARTMENT</b>	<b>10,733,637</b>	<b>11,374,384</b>	<b>12,294,815</b>	<b>13,245,358</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND REVENUES  
PLANNING, ZONING, AND DEVELOPMENT DEPARTMENT**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
<b><u>PLANNING DIVISION</u></b>				
001-0315-329.02-00	25,979	25,625	50,625	70,000
001-0315-329.05-00	31,768	26,125	36,125	36,000
	57,747	51,750	86,750	106,000
001-0315-331.20-00	2,800	-	-	-
	2,800	-	-	-
001-0315-369.90-00	31,303	28,750	38,750	50,000
	<b>91,850</b>	<b>80,500</b>	<b>125,500</b>	<b>156,000</b>
<b><u>BUILDING AND CODE ENFORCEMENT DIVISION (1)</u></b>				
001-0324-322.02-00	1,158,567	975,000	1,225,000	1,500,000
001-0324-322.02-01	76,970	71,250	101,250	120,000
001-0324-322.02-02	22,140	19,000	19,000	30,000
001-0324-322.02-03	7,590	7,600	12,600	8,000
001-0324-322.02-04	65,316	56,375	66,375	90,000
	1,330,583	1,129,225	1,424,225	1,748,000
001-0324-354.20-00	43,623	1,400	1,400	-
	43,623	1,400	1,400	-
001-0324-369.90-00	523	500	500	600
	<b>1,374,729</b>	<b>1,131,125</b>	<b>1,426,125</b>	<b>1,748,600</b>
<b><u>TOTAL PLANNING, ZONING, AND DEVELOPMENT</u></b>				
	<b>1,466,579</b>	<b>1,211,625</b>	<b>1,551,625</b>	<b>1,904,600</b>

(1) CODE ENFORCEMENT WAS TRANSFERRED TO THE POLICE DEPARTMENT EFFECTIVE APRIL 1, 2004. THIS DATA INCLUDES CODE ENFORCEMENT ACTIVITY THROUGH MARCH 31, 2004.

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND REVENUES  
POLICE DEPARTMENT**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>	
<b><u>SWORN DIVISION</u></b>					
001-0521-331.20-02	PUBLIC SAFETY	30,296	51,570	51,570	-
001-0521-338.30-00	911 PSAP REIMBURSEMENT	7,381	20,000	20,000	20,000
	TOTAL INTERGOVERNMENTAL REVENUE	37,677	71,570	71,570	20,000
001-0521-342.10-01	SPECIAL DETAIL	2,112	2,000	2,000	2,000
001-0521-342.10-02	FALSE ALARMS	23,238	4,200	4,200	15,000
001-0521-342.10-03	LIAISON OFFICER	12,000	24,000	24,000	25,000
001-0521-342.90-00	ACCIDENT REPORTS	843	600	600	1,200
	TOTAL CHARGES FOR SERVICES	38,193	30,800	30,800	43,200
001-0521-351.10-00	COURT FINES	157,701	156,000	170,000	175,000
001-0521-351.30-00	POLICE TRAINING & EDUCATION FEES	8,774	5,000	5,000	8,560
001-0521-354.20-00	CODE VIOLATIONS	2,220	1,500	1,500	1,750
	TOTAL FINES AND FORFEITS	168,695	162,500	176,500	185,310
001-0521-366.00-00	CONTRIBUTIONS	-	-	-	2,000
001-0521-369.90-00	OTHER MISCELLANEOUS REVENUES	5,307	4,000	4,000	4,000
	TOTAL MISCELLANEOUS REVENUES	5,307	4,000	4,000	6,000
001-0521-389.99-99	CARRY FORWARD FUND BALANCE	-	10,000	10,000	33,012
	<b>TOTAL SWORN DIVISION</b>	<b><u>249,872</u></b>	<b><u>278,870</u></b>	<b><u>292,870</u></b>	<b><u>287,522</u></b>
<b><u>CODE ENFORCEMENT DIVISION (1)</u></b>					
001-0528-354.20-00	CODE VIOLATIONS	-	-	-	10,000
	<b>TOTAL CODE ENFORCEMENT DIVISION</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>10,000</u></b>
	<b>TOTAL POLICE DEPARTMENT</b>	<b><u>249,872</u></b>	<b><u>278,870</u></b>	<b><u>292,870</u></b>	<b><u>297,522</u></b>

(1) CODE ENFORCEMENT WAS TRANSFERRED TO THE POLICE DEPARTMENT EFFECTIVE APRIL 1, 2004. THIS DATA INCLUDES CODE ENFORCEMENT ACTIVITY FROM APRIL 1, 2004.

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND REVENUES  
FIRE DEPARTMENT**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
001-0622-342.20-02 PLAN REVIEW	64,280	60,000	70,000	70,000
001-0622-342.20-03 REINSPECTION	411	-	-	
001-0622-342.20-04 BURN PERMIT	2,400	-	-	1,000
001-0622-342.20-05 FALSE ALARMS	1,040	-	-	500
TOTAL CHARGES FOR SERVICES	68,131	60,000	70,000	71,500
001-0622-366.00-00 CONTRIBUTIONS	15,800	-	-	-
001-0622-369.90-00 OTHER MISCELLANEOUS REVENUES	838	-	-	-
TOTAL MISCELLANEOUS REVENUES	16,638	-	-	-
<b>TOTAL FIRE DEPARTMENT</b>	<b>84,769</b>	<b>60,000</b>	<b>70,000</b>	<b>71,500</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND REVENUES  
PUBLIC WORKS DEPARTMENT**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
<b><u>CEMETERY DIVISION</u></b>				
001-0739-343.80-01 SERVICE FEES	44,365	50,000	40,000	50,000
001-0739-343.80-02 CEMETERY FOUNDATION CHARGES	3,130	3,200	3,200	3,200
001-0739-343.80-04 OTHER	5,400	6,000	6,000	36,000
001-0739-343.80-05 CEMETERY LOTS	88,685	70,000	70,000	70,000
001-0739-343.80-06 MAUSOLEUM CRYPTS	4,400	3,000	3,000	3,000
TOTAL CHARGES FOR SERVICE	<u>145,980</u>	<u>132,200</u>	<u>122,200</u>	<u>162,200</u>
001-0739-364.03-00 COLUMBARIUMS	-	-	-	3,000
<b>TOTAL CEMETERY DIVISION</b>	<b><u>145,980</u></b>	<b><u>132,200</u></b>	<b><u>122,200</u></b>	<b><u>165,200</u></b>
<b><u>STREETS DIVISION</u></b>				
001-0741-334.49-00 OTHER TRANSPORTATION	558,475	-	710,000	-
001-0741-335.49-00 OTHER TRANSPORTATION	16,525	-	-	17,000
TOTAL INTERGOVERNMENTAL REVENUE	<u>575,000</u>	<u>-</u>	<u>710,000</u>	<u>17,000</u>
001-0741-369.90-00 OTHER MISCELLANEOUS REVENUES	2,792	-	-	-
<b>TOTAL STREETS DIVISION</b>	<b><u>577,792</u></b>	<b><u>-</u></b>	<b><u>710,000</u></b>	<b><u>17,000</u></b>
<b><u>BUILDING MAINTENANCE DIVISION</u></b>				
001-0746-341.90-01 INTERFUND MANAGEMENT FEES	49,721	70,256	70,256	123,755
<b>TOTAL BUILDING MAINTENANCE DIVISION</b>	<b><u>49,721</u></b>	<b><u>70,256</u></b>	<b><u>70,256</u></b>	<b><u>123,755</u></b>
<b><u>FLEET MAINTENANCE DIVISION</u></b>				
001-0747-341.90-01 INTERFUND MANAGEMENT FEES	98,430	114,098	114,098	139,986
<b>TOTAL FLEET MAINTENANCE DIVISION</b>	<b><u>98,430</u></b>	<b><u>114,098</u></b>	<b><u>114,098</u></b>	<b><u>139,986</u></b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b><u>871,923</u></b>	<b><u>316,554</u></b>	<b><u>1,016,554</u></b>	<b><u>445,941</u></b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND REVENUES  
PARKS AND RECREATION DEPARTMENT**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
<b><u>RECREATION DIVISION</u></b>				
001-0872-347.21-01 DAY CAMP	53,594	51,360	51,360	51,360
001-0872-347.21-02 FIELD RENTAL	558	1,000	1,000	1,000
001-0872-347.21-03 POOL	1,823	4,000	4,000	4,000
001-0872-347.21-05 SWIMMING LESSONS	4,305	5,500	5,500	5,500
001-0872-347.21-06 SOFTBALL LEAGUE	8,505	8,100	8,100	8,100
001-0872-347.21-07 OTHER PROGRAMS	15,992	15,000	15,000	32,300
001-0872-347.21-08 SPECIAL EVENTS	1,982	-	-	-
TOTAL CHARGES FOR SERVICES	86,759	84,960	84,960	102,260
001-0872-362.12-00 AUDITORIUM FACILITIES	72,515	72,000	72,000	-
001-0872-362.19-00 OTHER	3,410	8,000	8,000	-
001-0872-366.01-00 MISCELLANEOUS	280	3,200	3,200	-
001-0872-369.90-00 OTHER MISCELLANEOUS REVENUES	12,763	11,000	11,000	11,000
TOTAL MISCELLANEOUS REVENUES	88,968	94,200	94,200	11,000
<b>TOTAL RECREATION DIVISION</b>	<b>175,727</b>	<b>179,160</b>	<b>179,160</b>	<b>113,260</b>
<b><u>HERITAGE DEPOT MUSEUM DIVISION</u></b>				
001-0873-366.00-00 CONTRIBUTIONS	3,000	-	-	-
<b>TOTAL HERITAGE DEPOT MUSEUM DIVISION</b>	<b>3,000</b>	-	-	-
<b><u>SPECIAL EVENTS DIVISION</u></b>				
001-0874-362.00-00 RENTAL INCOME	498	-	-	-
001-0874-366.00-00 CONTRIBUTIONS	39,600	-	-	-
TOTAL MISCELLANEOUS REVENUES	40,098	-	-	-
001-0874-389.90-00 USE OF FUND BALANCE	-	476,815	476,815	-
<b>TOTAL SPECIAL EVENTS DIVISION</b>	<b>40,098</b>	<b>476,815</b>	<b>476,815</b>	-
<b>TOTAL RECREATION DEPARTMENT</b>	<b>218,825</b>	<b>655,975</b>	<b>655,975</b>	<b>113,260</b>

**CITY OF WINTER GARDEN**  
**FY 2004/2005 BUDGET**  
**GENERAL FUND REVENUES**  
**LEGAL DEPARTMENT**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0914-349.02-00    LEGAL FEES-REIMBURSEMENT	138,156	100,000	120,000	-
<b>TOTAL LEGAL DEPARTMENT</b>	<b>138,156</b>	<b>100,000</b>	<b>120,000</b>	<b>-</b>

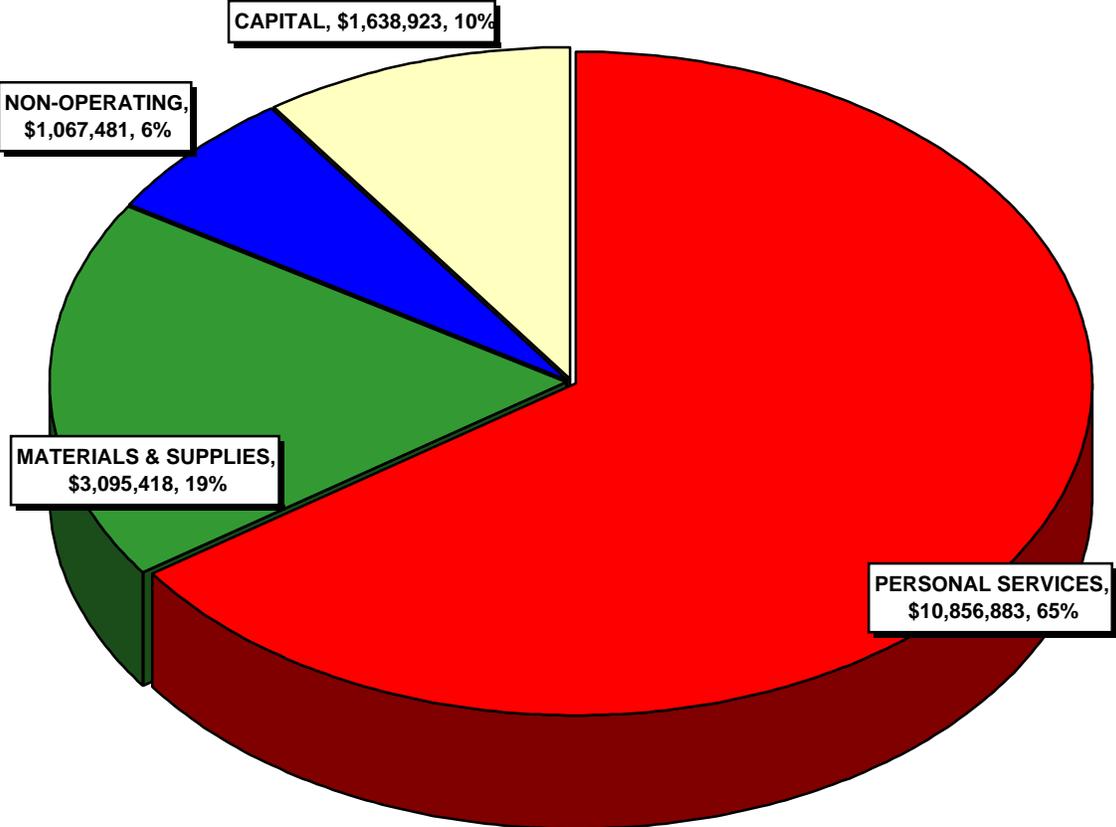
**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL FUND REVENUES  
 ENGINEERING DEPARTMENT**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
001-1016-329.03-00 ENGINEER INSPECTION FEES	266,674	140,000	180,000	225,000
001-1016-329.04-00 REVIEW FEES	63,182	50,000	50,000	55,000
001-1016-329.06-00 OVERTIME REIMBURSEMENT	<u>18,047</u>	<u>10,000</u>	<u>10,000</u>	<u>24,000</u>
TOTAL LICENSES AND PERMITS	347,903	200,000	240,000	304,000
001-1016-341.90-01 INTERFUND MANAGEMENT FEES	<u>58,000</u>	<u>58,000</u>	<u>58,000</u>	<u>190,024</u>
<b>TOTAL ENGINEERING DEPARTMENT</b>	<b><u>405,903</u></b>	<b><u>258,000</u></b>	<b><u>298,000</u></b>	<b><u>494,024</u></b>

**CITY OF WINTER GARDEN**  
**FY 2004/2005 BUDGET**  
**GENERAL FUND REVENUES**  
**TRAILER CITY/NEWTON PARK FACILITIES DEPARTMENT**  
**NEWTON PARK FACILITIES DIVISION**

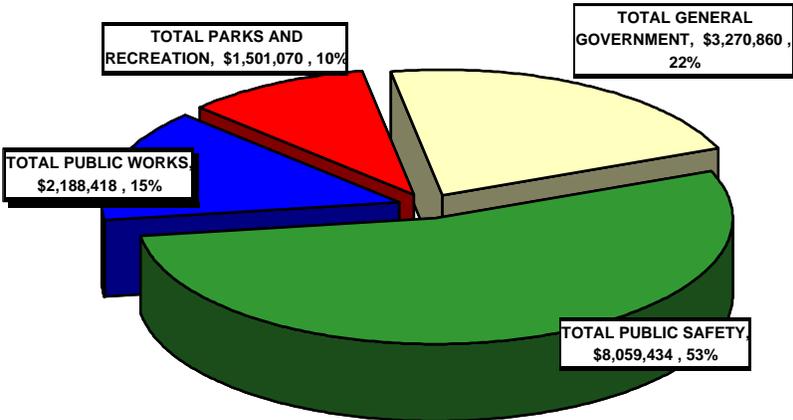
	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-3658-362.01-00 MISCELLANEOUS RENTALS	-	-	-	1,500
001-3658-362.02-00 AUDITORIUM FACILITIES RENTALS	-	-	-	70,000
001-3658-369.90-00 OTHER MISCELLANEOUS REVENUES	-	-	-	15,000
<b>TOTAL TRAILER CITY/NEWTON PARK FACILITIES DEPT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>86,500</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>14,169,664</b>	<b>14,255,408</b>	<b>16,299,839</b>	<b>16,658,705</b>

CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND  
USES BY CATEGORY

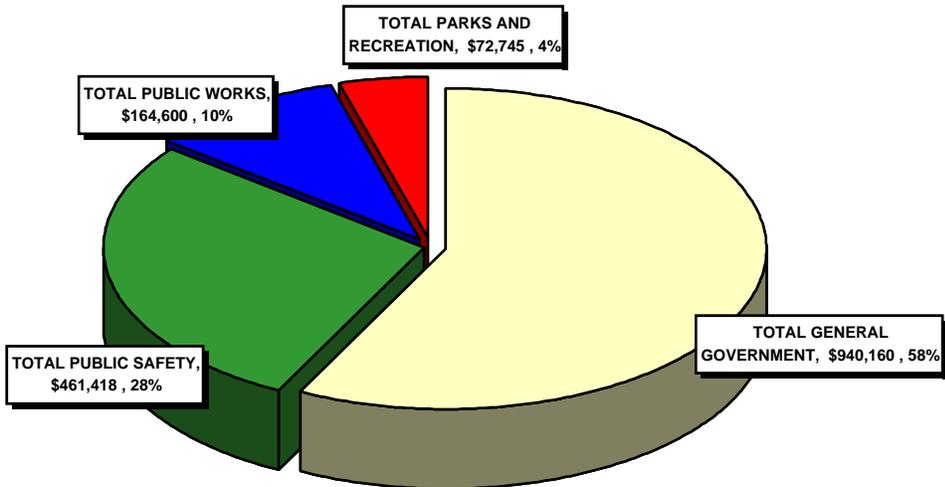


**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND**

**OPERATING EXPENDITURES BY DEPARTMENT**



**CAPITAL EXPENDITURES BY DEPARTMENT**

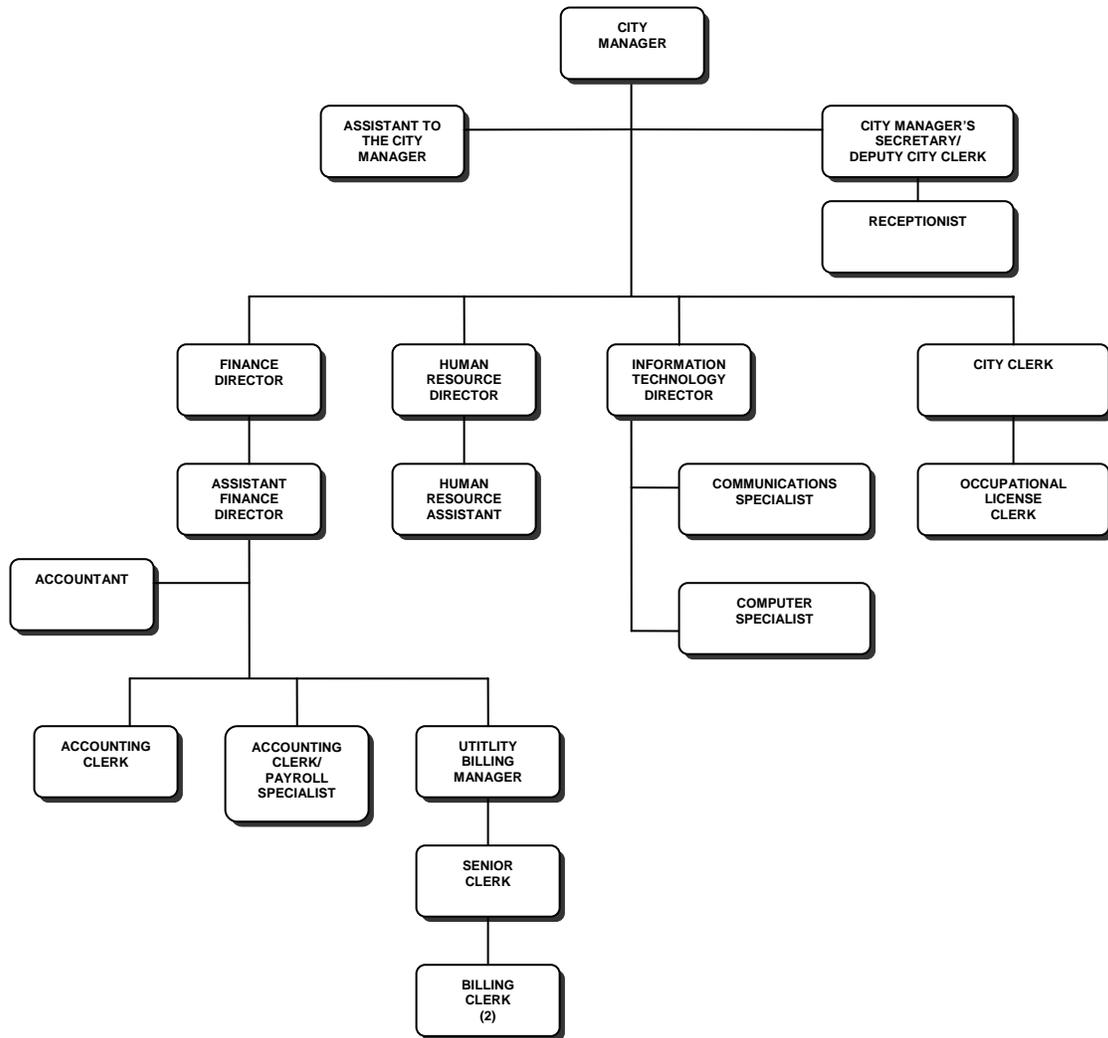


Operating Expenditures	\$	15,019,782
Capital Expenditures		<u>1,638,923</u>
	\$	<u>16,658,705</u>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
LEGISLATIVE DEPARTMENT**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0111-511.13-00 OTHER SALARIES AND WAGES	20,253	20,400	20,400	20,400
001-0111-511.21-00 FICA TAXES	1,643	1,685	1,685	1,681
001-0111-511.24-00 WORKERS' COMPENSATION	60	46	46	69
001-0111-511.28-00 EMPLOYEE ENTITLEMENT	1,224	1,709	1,709	1,583
TOTAL PERSONAL SERVICES	23,180	23,840	23,840	23,733
001-0111-511.34-01 MISC CONTRACTUAL SERVICES	-	12,500	15,500	15,000
001-0111-511.34-03 CODE OF ORDINANCES	6,213	12,000	12,000	6,000
001-0111-511.40-00 TRAVEL AND PER DIEM	271	1,500	1,500	750
001-0111-511.45-00 INSURANCE	806	586	586	3
001-0111-511.47-01 MISC PRINTING AND BINDING	33	1,000	1,000	500
001-0111-511.48-00 PROMOTIONAL ACTIVITIES	1,600	1,000	1,000	1,000
001-0111-511.49-01 MISC OTHR CUR CHGS & OBLIGATIONS	3,759	4,000	4,000	4,000
001-0111-511.49-12 DONATIONS	300	-	-	-
001-0111-511.52-04 UNIFORMS AND ACCESSORIES	-	800	800	800
001-0111-511.54-01 DUES AND SUBSCRIPTIONS	4,534	8,000	14,000	12,000
001-0111-511.54-02 SEMINARS AND COURSES	454	1,000	1,000	500
TOTAL OPERATING EXPENDITURES	17,970	42,386	51,386	40,553
001-0111-511.82-00 AIDS TO PRIVATE ORGANIZATIONS	4,634	8,000	8,000	8,000
001-0111-564.83-00 OTHER GRANTS AND AIDS	22,480	26,880	26,880	30,000
TOTAL GRANTS AND AIDS	27,114	34,880	34,880	38,000
<b>TOTAL LEGISLATIVE DEPARTMENT</b>	<b>68,264</b>	<b>101,106</b>	<b>110,106</b>	<b>102,286</b>

# ORGANIZATION CHART ADMINISTRATION DEPARTMENT



## **ADMINISTRATION GOALS AND OBJECTIVES**

### **FINANCE DEPARTMENT**

**MISSION STATEMENT:** To provide efficient administrative services to the City, to ensure compliance with all laws and regulations, to facilitate City operations and to protect the City's assets.

### **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1: IMPROVE INFORMATION SYSTEMS AND SERVICES**

- Objective 1: Continue the interconnectivity rollout of all City Departments in order to improve communications and rein in phone line costs
- Objective 2: Rebuild and update website to be more of an information tool for City residents and add more interactive features for residents, business owners, and contractors
- Objective 3: Develop RFP for city-wide imaging solution to preserve important city records and make all records more easily accessible
- Objective 4: Integrate current phone network into our data network to leverage the cost of supporting one network as opposed to supporting separate networks
- Objective 5: Continue updating our Police Department with the latest technology including new laptops for cars and expanding the tools they need to do the job more efficiently

*Status 1: Ongoing – blank departments were connected and phone line costs have decreased significantly.*

*Status 2: Objective accomplished – web page completely redesigned.*

*Status 3: Projected moved to FY 2004/05*

*Status 4: Objective accomplished.*

*Status 5: Ongoing – new laptops were purchased and several new tools were added. Next year a major overhaul to the entire system is planned*

#### **GOAL 2: ENHANCE CITY'S REPORTING CAPABILITIES**

- Objective 1: Send staff member to Cognos training
- Objective 2: Create internal management reports using Cognos software
- Objective 3: Use Cognos to create monthly financial statements
- Objective 4: Continue to eliminate hard copy reports wherever possible

*Status 1: Objective not accomplished.*

*Status 2: Ongoing – new management reports were completed; however, more reports are planned for FY 2004/05.*

*Status 3: Objective not accomplished.*

Status 4: *Ongoing – several hard copy reports were eliminated and more are planned to be eliminated in FY 2004/05*

### **GOAL 3: IMPROVE THE BUDGETING PROCESS**

- Objective 1: Improve capital budgeting process
- Objective 2: Create quarterly budgeting reports
- Objective 3: Introduce performance-based budgeting
- Objective 4: Submit budget for Government Finance Officers Association Award

Status 1: *Ongoing – process will be completely redesigned in FY 2004/05.*

Status 2: *Objective accomplished – monthly budgeting reports were distributed to all departments*

Status 3: *Objective not accomplished – project will be implemented in FY 2004/05*

Status 4: *Objective not accomplished – will be submitted next year.*

### **GOAL 4: IMPROVE THE UTILITY BILLING SYSTEM**

- Objective 1: Write and implement policy and procedure manual
- Objective 2: Adopt customer service-based philosophy
- Objective 3: Implement debit card and credit card payments
- Objective 4: Outsource bill mailing process
- Objective 5: Improve security system
- Objective 6: Increase software training for all employees

Status 1: *Ongoing – several policies were written and implemented; a procedure manual will be completed in FY 2004/05.*

Status 2: *Objective accomplished – customer service has been made a top priority.*

Status 3: *Objective not accomplished – project will be completed in FY 2004/05*

Status 4: *Objective accomplished – process was completely outsourced.*

Status 5: *Objective accomplished – security system was installed.*

Status 6: *Ongoing – some classes were offered; however, employees did not take advantage of the opportunity. Next year employees will be required to attend classes.*

## **PERFORMANCE - FY 2004/05 GOALS AND OBJECTIVES**

### **GOAL 1: IMPROVE THE BUDGETING PROCESS**

- Objective 1: Implement a performance based budgeting system
- Objective 2: Improve the capital budgeting process
- Objective 3: Work with all Department Heads to improve their budgeting skills
- Objective 4: Ensure that approved budget books are distributed within two weeks of the approval of the budget
- Objective 5: Submit budget for Government Finance Officers Association Award

**GOAL 2: FORMALIZE AND IMPROVE THE PURCHASING PROCESS**

- Objective 1: Implement a written purchasing manual
- Objective 2: Implement a formalized purchasing process
- Objective 3: Provide purchasing training for at least one employee

**GOAL 3: IMPROVE THE UTILITY BILLING SYSTEM**

- Objective 1: Create a written policy manual detailing all procedures
- Objective 2: Provide all employees with at one HTE Training session
- Objective 3: Send all employees to one Microsoft Office training class
- Objective 4: Send Utility Billing Manager to UCF Supervisor Training Class
- Objective 5: Create a pamphlet detailing utility billing policies and distribute to all customers

**GOAL 5: IMPROVE THE ACCOUNTS RECEIVABLE COLLECTION PROCESS**

- Objective 1: Ensure that all utility customers whose bill exceeds \$300 have liens placed on their property
- Objective 2: Begin the collection process on all Trailer City residents whose outstanding balance reaches two months rent
- Objective 3: Turn all miscellaneous accounts receivable accounts over 90 days old over to collections

**GOAL 6: REQUIRE TRAINING FOR ALL FINANCE DEPARTMENT EMPLOYEES**

- Objective 1: Send Assistant Finance Director to UCF Supervisor Training Class
- Objective 2: Provide staff with training for Microsoft Outlook
- Objective 3: Send Accountant to Cognos training
- Objective 4: Require all staff to take at least two HTE online training classes

**GOAL 7: IMPROVE THE CASH MANAGEMENT SYSTEM**

- Objective 1: Ensure that the balance in the operating account does not exceed 1.5 million dollars
- Objective 2: Reduce the balance in the SBA account to three million dollars
- Objective 3: Hold a monthly meeting with the Assistant Finance Director and the Accountant to review investment portfolio

**INFORMATION TECHNOLOGY DEPARTMENT**

**MISSION STATEMENT:** To deliver secure, responsive, high-quality, customer-oriented services and support that foster a productive environment for both City staff and residents of the City of Winter Garden.

## **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

### **GOAL 1: IMPROVE INFORMATION SYSTEMS AND SERVICES**

- Objective 1: Continue the interconnectivity rollout of all City Departments in order to improve communications and rein in phone line costs
- Objective 2: Rebuild and update website to be more of an information tool for City residents and add more interactive features for residents, business owners, and contractors
- Objective 3: Develop RFP for city-wide imaging solution to preserve important city records and make all records more easily accessible
- Objective 4: Integrate current phone network into our data network to leverage the cost of supporting one network as opposed to supporting separate networks
- Objective 5: Continue updating our Police Department with the latest technology including new laptops for cars and expanding the tools they need to do the job more efficiently

*Status 1: Wastewater Treatment Plant was brought onto the network providing cost savings by eliminating several phone lines and internet connectivity. It also allows IT Department to manage and secure their network from a central location..*

*Status 2: City website has been totally reworked to be a simpler, provide a cleaner interface and now allows residents to receive real time information. This interactivity will be enhanced in the near future.*

*Status 3: Has been budgeted in the FY 2004/05 budget.*

*Status 4: Converged both the phone and voice network together eliminating several points of hardware and eliminated the need to rent a phone system.*

*Status 5: IT department has almost completed giving every officer their own laptop in order to make them individually responsible. Also, the police connectivity to our systems was increased ten-fold by moving to a new wireless network.*

## **FY 2004/05 GOALS AND OBJECTIVES**

### **GOAL 1: ENHANCE ELECTRONIC INTERACTION**

- Objective 1: Create the ability for residents to pay water bills via the website with a credit/debit card in a secure environment.
- Objective 2: Install system for contractors and residents to schedule and obtain the status of building permits over the phone.
- Objective 3: Provide residents and potential residents with the ability to view up-to-date crime information and statistics on areas within the City with a Geographic Information System over the web.
- Objective 4: Create a fast, secure, reliable means for staff and Police to access information from the City's network and records management systems at anytime from anywhere.

## **GOAL 2: UPGRADE POLICE SYSTEMS**

- Objective 1: Install new Police Records Management system including computer aided dispatching, crime analysis, crime reporting, case management, and evidence tracking.
- Objective 2: Complete rollout of laptops to each officer with wireless access to all Police information both internally and externally.
- Objective 3: Complete integration into the UCF Data Sharing Consortium program to give all participating agencies access into our data and in turn give all our officers access to other agencies pawn, vehicle, and persons data.

## **GOAL 3: UPGRADE NETWORK INFRASTRUCTURE AND SECURITY**

- Objective 1: Install new centralized enhanced network switch to improve bandwidth up to gigabit speed to all our network servers and bring all our wan sites onto one shared backbone.
- Objective 2: Setup redundant call system for disaster recovery purposes and to give the IT department the ability to perform in-place upgrades on the system.
- Objective 3: Setup an internet filtering system to keep web traffic legitimate and to eliminate the ability of malicious code to get down to our PC's.
- Objective 4: Upgrade physical security system at Police and City Hall and expand to other City departments currently on the wide area network.

## **GOAL 4: REDUCE THE USE OF PAPER DOCUMENTS**

- Objective 1: Select document storage and retrieval partner to assist the City in reducing paper.
- Objective 2: Work with each department to come up with a plan on converting current back files and determine the best method for ongoing imaging procedures.

## **GOAL 5: PROMOTE PROFESSIONAL GROWTH**

- Objective 1: Continue IT development through training in Cisco communications technology and server systems.
- Objective 2: Require IT staff to attend classes on new Police records management system and how best to support it.
- Objective 3: Encourage other departments to attend training on HTE and Microsoft applications. Bring HTE training personnel on site to help with application usage and assist staff in best practice procedures.

## **HUMAN RESOURCES DEPARTMENT**

**MISSION STATEMENT:** Recruit and retain highly qualified and diverse organizational teams by providing exceptional benefits and a challenging work environment.

## **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: IMPLEMENT WELLNESS PROGRAM**

Objective 1: In partnership with Lassiter-Ware Insurance introduce wellness program during annual health fair

Objective 2: Conduct health assessments of at least 50% of the city's employees

Objective 3: Identify areas of health risks and provide education regarding those risks

*Status 1: Objective accomplished.*

*Status 2: Objective not accomplished.*

*Status 3: Objective not accomplished.*

**GOAL 2: STREAMLINE ORIENTATION**

Objective 1: Utilize Benergy and paperless enrollment system to reduce time devoted to enrollment

Objective 2: Provide Policy Manual to employees who acknowledge proficient use of computers on CD Rom

*Status 1: Objective accomplished – time needed to complete enrollment was significantly reduced.*

*Status 2: Objective not accomplished.*

**PERFORMANCE - FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: CONSOLIDATE THE EMPLOYMENT/RECRUITMENT FUNCTION IN ORDER TO REDUCE THE "TIME-TO-FILL" FOR A POSITION (CURRENTLY 120 DAYS)**

Objective 1: Meet with each department to review current process and determine best method for re-centralizing

Objective 2: Develop a list of Priority Positions needing to be filled ASAP

Objective 3: Develop procedures and flowchart for selection process

Objective 4: Develop a resource list of advertising (fee and non-fee) media

Objective 5: Establish an applicant logging and tracking system within HR

Objective 6: Establish benchmarks for recruiting timeframes/deadlines

Objective 7: Reduce time-to-fill metrics for service, maintenance and administrative support positions by 25%

Objective 8: Reduce time-to-fill metrics for service, maintenance and administrative support positions by an additional 25% to achieve optimum goal of 60 day timeframe to fill positions

**GOAL 2: EXAMINE FIRE DEPARTMENT PAY RATES TO DETERMINE POSITIONS AFFECTED BY "PAY COMPRESSION" AND RECOMMEND APPROPRIATE SOLUTIONS**

- Objective 1: Identify positions to be reviewed in collaboration with Fire Department
- Objective 2: Analyze individual pay actions leading to compression
- Objective 3: Identify priority positions needing correction
- Objective 4: Identify possible solutions
- Objective 5: Recommend and implement solutions

**GOAL 3: REVIEW AND REVISE EMPLOYEE HANDBOOK (PERSONNEL POLICY)**

- Objective 1: Solicit input from all department directors as to general issues
- Objective 2: Begin drafting policies for review by City Manager
- Objective 3: Distribute policies to department directors for review
- Objective 4: Obtain legal review
- Objective 5: Prepare implementing resolution for Commission approval

**GOAL 4: IDENTIFY, ASSESS AND ADDRESS EMPLOYEE DEVELOPMENT (ED) NEEDS THROUGH FY 2005/06**

- Objective 1: Meet with each department and its managers to identify ED needs (e.g., safety, supervisory, EEO, etc.) through FY 2005/06 where feasible
- Objective 2: Develop priority ED lists for each department
- Objective 3: Identify sources, costs and resources for ED needs
- Objective 4: Establish ED Plan for each department

**CITY CLERK**

**MISSION STATEMENT:** Provide the public with the highest level of service with both professional commitment and dedication, while maintaining the integrity of the city government operations.

**STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: SCANNING OLDER PERMANENT DOCUMENTS**

Objective 1: Preserve the City's permanent documents in digital format

*Status 1: Ongoing – many of the Commission meeting minutes were scanned into digital format. In FY 2004-05 the goal is to continue the process.*

**PERFORMANCE – FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: IMPLEMENT A NEW RECORDS MANAGEMENT SYSTEM**

- Objective 1: Install new software and hardware for new records management system
- Objective 2: Preserve the City's permanent documents in digital format
- Objective 3: Redesign the records storage system in the safe



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**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
GENERAL GOVERNMENT DEPARTMENT  
ADMINISTRATION DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
001-0213-513.12-00	REGULAR SALARIES AND WAGES	465,774	465,323	474,641	556,120
001-0213-513.14-00	OVERTIME	56	-	-	-
001-0213-513.21-00	FICA TAXES	33,966	35,724	36,437	43,131
001-0213-513.22-00	RETIREMENT CONTRIBUTIONS	37,924	53,522	54,659	75,641
001-0213-513.23-00	LIFE AND HEALTH INSURANCE	47,196	54,196	56,596	66,079
001-0213-513.24-00	WORKERS' COMPENSATION	1,321	958	958	1,393
001-0213-513.25-00	UNEMPLOYMENT COMPENSATION	-	461	461	563
001-0213-513.28-00	EMPLOYEE ENTITLEMENT	2,017	2,059	2,059	2,214
	<b>TOTAL PERSONAL SERVICES</b>	<b>588,254</b>	<b>612,243</b>	<b>625,811</b>	<b>745,141</b>
001-0213-513.31-01	MISC PROFESSIONAL SERVICES	13,165	14,700	14,700	14,700
001-0213-513.31-02	LEGAL SERVICES	1,514	2,100	2,100	2,100
001-0213-513.31-03	INVESTMENT COUNSEL	10,767	10,200	10,200	12,000
001-0213-513.31-06	MEDICAL SERVICES	3,060	4,300	4,300	4,500
001-0213-513.32-00	ACCOUNTING AND AUDITING	15,079	12,000	12,000	17,850
001-0213-513.34-01	MISC OTHER CONTRACTUAL SERVICES	19,453	15,015	27,015	11,435
001-0213-513.34-04	BANKING SERVICES	28,530	22,000	22,000	26,650
001-0213-513.34-06	JANITORIAL SERVICES	4,964	4,980	4,980	4,980
001-0213-513.34-08	PERSONNEL SERVICES	1,040	-	-	-
001-0213-513.40-00	TRAVEL AND PER DIEM	4,640	6,000	6,000	7,000
001-0213-513.41-01	MISC COMMUNITION & FREIGHT SVCS	110	-	-	-
001-0213-513.41-02	TELEPHONE SERVICES	18,493	17,725	17,725	15,200
001-0213-513.41-03	RADIO SERVICES	73	84	84	84
001-0213-513.41-04	INTERNET SERVICES	703	780	780	1,025
001-0213-513.41-05	POSTAGE	5,646	7,000	7,000	7,000
001-0213-513.43-00	UTILITY SERVICES	10,128	9,500	9,500	9,000
001-0213-513.44-00	RENTALS AND LEASES	32,676	11,500	11,500	19,150
001-0213-513.45-00	INSURANCE	37,051	28,693	28,693	32,996
001-0213-513.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	808	1,100	1,100	2,200
001-0213-513.46-03	REPAIR AND MAINT SVCS-VEHICLES	927	1,000	1,000	1,000
001-0213-513.46-05	REPAIR AND MAINT SVCS-SOFTWARE	20,648	21,670	21,670	22,825
001-0213-513.46-06	REPAIR AND MAINT SVCS-HARDWARE	718	-	-	1,500
001-0213-513.46-10	REPAIR AND MAINT SVCS-BUILDING	200	-	-	-
001-0213-513.47-01	MISC PRINTING AND BINDING	3,994	3,500	3,500	5,775
001-0213-513.48-00	PROMOTIONAL ACTIVITIES	9,609	7,500	7,500	7,500
001-0213-513.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	307	500	500	500
001-0213-513.49-03	ELECTION FEES	2,234	10,000	10,000	5,000
001-0213-513.49-05	LICENSES, TAXES, AND CERTIFICATIONS	1,865	1,800	1,800	500
001-0213-513.51-00	OFFICE SUPPLIES	17,957	10,000	10,000	10,000
001-0213-513.52-01	MISCELLANEOUS OPERATING SUPPLIES	7,600	8,600	8,600	9,450
001-0213-513.52-03	GASOLINE AND OIL	783	525	525	1,440
001-0213-513.52-04	UNIFORMS AND ACCESSORIES	1,857	2,400	2,400	2,600
001-0213-513.54-01	DUES AND SUBSCRIPTIONS	7,622	8,000	8,000	5,545
001-0213-513.54-02	SEMINARS AND COURSES	8,343	8,000	8,000	7,330

001-0213-513.54-03	EDUCATIONAL ASSISTANCE PROGRAM	7,178	3,565	3,565	6,812
	TOTAL OPERATING EXPENDITURES	299,742	254,737	266,737	275,647
001-0213-513.61-00	LAND	731,864	-	39,000	-
001-0213-513.62-00	BUILDINGS	466,216	-	443,000	800,000
001-0213-513.63-00	IMPROVEMENT OTHER THAN BUILDINGS	28,668	-	-	-
001-0213-513.64-00	MACHINERY AND EQUIPMENT	9,531	5,500	9,000	1,500
	TOTAL CAPITAL OUTLAY	1,236,279	5,500	491,000	801,500
001-0213-564.83-00	OTHER GRANTS AND AIDS	606,382	300,000	314,000	-
001-0213-564.84-00	HERITAGE FOUNDATION	-	50,000	50,000	50,000
001-0213-571.81-00	AIDS TO GOVERNMENT AGENCIES	57,000	-	-	-
	TOTAL GRANTS AND AIDS	663,382	350,000	364,000	50,000
001-0213-581.90-00	OPERATING TRANSFER	174,052	191,446	191,446	230,000
001-0213-581.91-01	CONTINGENT EXPENSE	-	678,061	916,931	687,102
001-0213-581.91-03	FISCAL YEAR 2000 LOAN	107,027	107,036	107,036	-
	TOTAL OTHER USES	281,079	976,543	1,215,413	917,102
	<b>TOTAL ADMINISTRATION DIVISION</b>	<b>3,068,736</b>	<b>2,199,023</b>	<b>2,962,961</b>	<b>2,789,390</b>

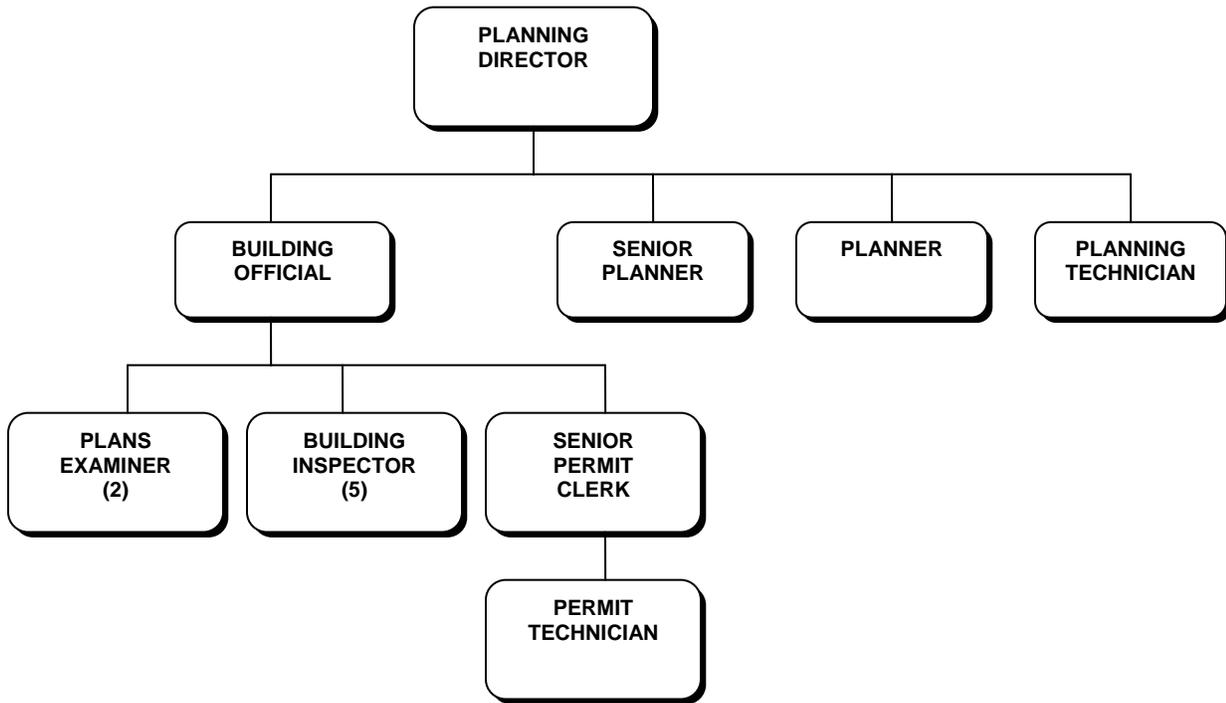
**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
GENERAL GOVERNMENT DEPARTMENT  
UTILITY BILLING DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
001-0223-513.12-00	REGULAR SALARIES AND WAGES	111,802	116,539	124,539	124,194
001-0223-513.14-00	OVERTIME	3,932	-	-	
001-0223-513.21-00	FICA TAXES	8,405	8,972	8,972	9,557
001-0223-513.22-00	RETIREMENT CONTRIBUTIONS	10,641	18,930	18,930	20,202
001-0223-513.23-00	LIFE AND HEALTH INSURANCE	19,832	17,221	17,221	24,028
001-0223-513.24-00	WORKERS' COMPENSATION	337	296	296	314
001-0223-513.25-00	UNEMPLOYMENT COMPENSATION	-	117	117	124
001-0223-513.28-00	EMPLOYEE ENTITLEMENT	612	746	746	745
	TOTAL PERSONAL SERVICES	155,561	162,821	170,821	179,164
001-0223-513.31-06	MEDICAL SERVICES	-	200	200	200
001-0223-513.34-01	MISC OTHER CONTRACTUAL SERVICES	9	200	200	27,600
001-0223-513.34-04	BANKING SERVICES	-	-	-	31,781
001-0223-513.34-05	COMPUTER TRAINING	-	500	500	500
001-0223-513.34-08	PERSONNEL SERVICES	1,363	1,500	1,500	-
001-0223-513.40-00	TRAVEL AND PER DIEM	33	100	100	100
001-0223-513.41-02	TELEPHONE SERVICES	2,422	2,250	2,250	1,750
001-0223-513.41-05	POSTAGE	45,838	46,600	46,600	33,600
001-0223-513.44-00	RENTALS AND LEASES	29,362	33,180	33,180	17,428
001-0223-513.45-00	INSURANCE	27	160	160	95
001-0223-513.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	1,654	2,000	2,000	2,000
001-0223-513.46-05	REPAIR AND MAINT SVCS-SOFTWARE	7,483	7,858	7,858	17,160
001-0223-513.46-06	REPAIR AND MAINT SVCS-HARDWARE	2,272	1,800	1,800	2,150
001-0223-513.47-01	MISC PRINTING AND BINDING	19,662	7,500	15,500	20,000
001-0223-513.48-00	PROMOTIONAL ACTIVITIES	-	-	-	1,000
001-0223-513.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	25	500	500	500
001-0223-513.49-05	LICENSES/TAXES/CERTIFICATIONS	-	-	-	100
001-0223-513.51-00	OFFICE SUPPLIES	7,984	10,000	10,000	4,310
001-0223-513.52-01	MISCELLANEOUS OPERATING SUPPLIES	2,744	1,000	1,000	1,000
001-0223-513.52-04	UNIFORMS AND ACCESSORIES	749	800	800	800
001-0223-513.54-01	DUES AND SUBSCRIPTIONS	-	-	-	-
001-0223-513.54-02	SEMINARS AND COURSES	700	700	700	1,000
	TOTAL OPERATING EXPENDITURES	122,327	116,848	124,848	163,074
001-0223-513.64-00	MACHINERY AND EQUIPMENT	-	3,500	8,200	15,360
	TOTAL CAPITAL OUTLAY	-	3,500	8,200	15,360
	<b>TOTAL UTILITY BILLING DIVISION</b>	<b>277,888</b>	<b>283,169</b>	<b>303,869</b>	<b>357,598</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
GENERAL GOVERNMENT DEPARTMENT  
INFORMATION SYSTEMS DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
001-0225-513.12-00	REGULAR SALARIES AND WAGES	150,673	166,700	166,700	177,423
001-0225-513.21-00	FICA TAXES	11,278	12,788	12,788	13,608
001-0225-513.22-00	RETIREMENT CONTRIBUTIONS	12,040	26,491	26,491	28,765
001-0225-513.23-00	LIFE AND HEALTH INSURANCE	10,348	13,190	13,190	14,892
001-0225-513.24-00	WORKERS' COMPENSATION	446	407	407	434
001-0225-513.25-00	UNEMPLOYMENT COMPENSATION	-	167	167	178
001-0225-513.28-00	EMPLOYEE ENTITLEMENT	306	468	468	468
	<b>TOTAL PERSONAL SERVICES</b>	<b>185,091</b>	<b>220,211</b>	<b>220,211</b>	<b>235,768</b>
001-0225-513.31-06	MEDICAL SERVICES	36	-	-	
001-0225-513.34-01	MISC OTHER CONTRACTUAL SERVICES	2,863	4,900	4,900	3,900
001-0225-513.34-06	JANITORIAL SERVICES	3,245	3,000	3,000	3,600
001-0225-513.34-08	PERSONNEL SERVICES	12,640	1,500	1,500	-
001-0225-513.40-00	TRAVEL AND PER DIEM	1,703	1,500	1,500	4,300
001-0225-513.41-02	TELEPHONE SERVICES	4,003	4,500	4,500	6,700
001-0225-513.41-04	INTERNET SERVICES	14,874	15,000	15,000	16,750
001-0225-513.41-05	POSTAGE	356	500	500	200
001-0225-513.44-00	RENTALS AND LEASES	526	34,500	9,606	7,343
001-0225-513.45-00	INSURANCE	-	603	603	334
001-0225-513.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	-	16,000	16,000	17,500
001-0225-513.46-03	REPAIR AND MAINT SVCS-VEHICLES	-	500	500	500
001-0225-513.46-05	REPAIR AND MAINT SVCS-SOFTWARE	11,129	15,250	15,250	25,250
001-0225-513.46-06	REPAIR AND MAINT SVCS-HARDWARE	7,753	9,100	9,100	9,200
001-0225-513.47-01	MISC PRINTING AND BINDING	42	-	-	80
001-0225-513.51-00	OFFICE SUPPLIES	2,469	3,000	3,000	2,500
001-0225-513.52-01	MISCELLANEOUS OPERATING SUPPLIES	25,056	14,400	29,900	8,500
001-0225-513.52-03	GASOLINE AND OIL	-	500	500	600
001-0225-513.52-04	UNIFORMS AND ACCESSORIES	600	600	600	600
001-0225-513.52-01	DUES AND SUBSCRIPTIONS	640	600	600	1,090
001-0225-513.54-02	SEMINARS AND COURSES	2,041	5,800	5,800	7,750
001-0225-513.54-03	EDUC ASSIST PROG REIMBURSEMENT	-	-	-	495
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>89,976</b>	<b>131,753</b>	<b>122,359</b>	<b>117,192</b>
001-0225-513.64-00	MACHINERY AND EQUIPMENT	46,790	18,500	160,531	119,300
	<b>TOTAL CAPITAL OUTLAY</b>	<b>46,790</b>	<b>18,500</b>	<b>160,531</b>	<b>119,300</b>
001-0225-517.71-00	PRINCIPAL	-	-	19,376	22,377
001-0225-517.72-00	INTEREST	-	-	5,518	4,780
	<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>24,894</b>	<b>27,157</b>
	<b>TOTAL INFORMATION SYSTEMS DIVISION</b>	<b>321,857</b>	<b>370,464</b>	<b>527,995</b>	<b>499,417</b>
	<b>TOTAL GENERAL GOVERNMENT DEPARTMENT</b>	<b>3,668,481</b>	<b>2,852,656</b>	<b>3,794,825</b>	<b>3,646,405</b>

**ORGANIZATION CHART  
PLANNING, ZONING AND ECONOMIC  
DEVELOPMENT DEPARTMENT**



**PLANNING, BUILDING AND CODE ENFORCEMENT DEPARTMENT  
GOALS AND OBJECTIVES**

**MISSION STATEMENT:** To ensure the health, safety and welfare of the citizens of Winter Garden by providing prompt and professional services for all aspects of land development, and the construction and inspection of buildings through the consistent implementation of the City's zoning laws, building codes and code enforcement procedures.

**BUILDING DIVISION**

**STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: EFFICIENTLY ADMINISTER THE APPROVAL AND INSPECTION OF DEVELOPMENTS FROM INCEPTION TO FINAL CERTIFICATE OF OCCUPANCY**

Objective 1: Issue 600 Certificates of Occupancy in the next fiscal year.

*Status 1: Objective accomplished - Issued over 1,000 Residential Building Permits in 03/04.*

**GOAL 2: STREAMLINE AND ENHANCE THE EFFICIENCY OF THE INSPECTION PROCESS AND ELIMINATE PAPERWORK**

Objective 1: Implement automated on-line inspection tracking system that allows contractors to request an inspection and view the status of an inspection

*Status 2: The automated on-line inspection tracking system has been implemented. We are still working on the call in inspection requests.*

**PERFORMANCE – FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: EFFICIENTLY ADMINISTER THE APPROVAL AND INSPECTION OF DEVELOPMENTS FROM INCEPTION TO FINAL CERTIFICATE OF OCCUPANCY**

Objective 1: Issue 900 Residential Building Permits in the next fiscal year.

**GOAL 2: STREAMLINE AND ENHANCE THE EFFICIENCY OF THE INSPECTION PROCESS AND ELIMINATE PAPERWORK**

Objective 1: Implement the call-in inspection system that allows contractors to call in an inspection and have that inspection automated on the H.T.E. system.

### **PLANNING DIVISION**

#### **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: DEVELOP SR50 AS A MAIN GATEWAY BY DEVELOPING A STRATEGIC PLAN THAT IMPROVES, RENOVATES, AND PROVIDES AESTHETIC ENRICHMENT OF THE ROAD AND ADJACENT PROPERTIES**

Objective 1: Implement the SR50 Overlay and make suggestions for improvements

Objective 2: Investigate funding options for beautifying and widening SR50

*Status 1: Objective accomplished.*

*Status 2: Objective not accomplished - when funding for the construction of SR50 is provided, the City will apply for a beautification grant for landscaping.*

**GOAL 2: DEVELOP EASTERN PLANT STREET AS A MAIN GATEWAY BY DEVELOPING A STRATEGIC PLAN THAT IMPROVES, RENOVATES, AND PROVIDES AESTHETIC ENRICHMENT OF THE ROAD AND ADJACENT PROPERTIES**

Objective 1: Develop a strategic plan for the Downtown Industrial Area

*Status 1: Objective not accomplished - the CRA Master Plan—the first step in creating a strategic plan—is approximately 75% completed.*

#### **FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: EVALUATE AND REVIEW NEW DEVELOPMENTS**

Objective 1: Administrate the petitions for 10 new residential developments and 3 new commercial developments

**GOAL 2: DEVELOP EASTERN PLANT STREET AS A MAIN GATEWAY BY DEVELOPING A STRATEGIC PLAN THAT IMPROVES, RENOVATES, AND PROVIDES AESTHETIC ENRICHMENT OF THE ROAD AND ADJACENT PROPERTIES**

Objective 2: Implement the CRA Plan



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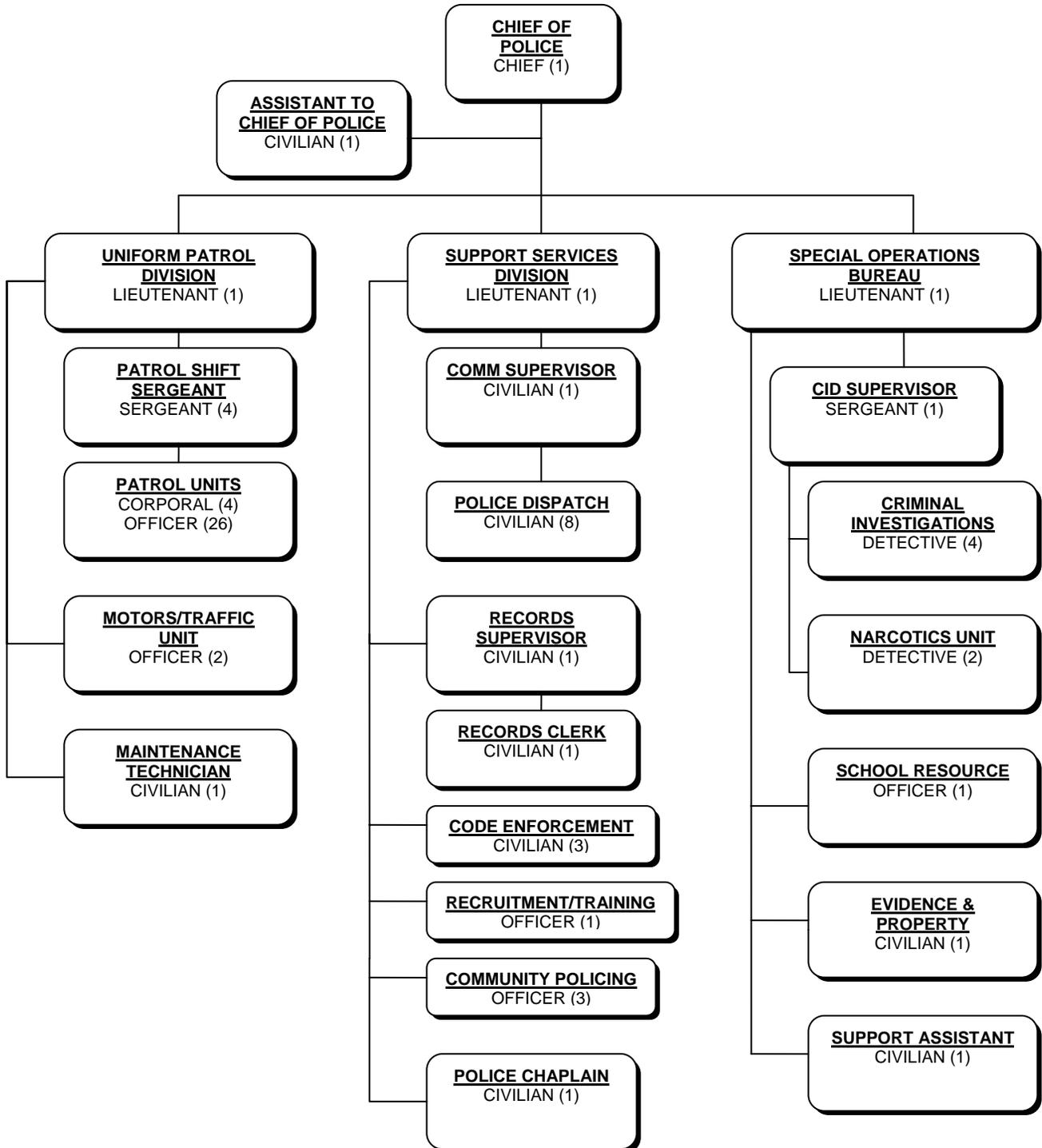
**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
PLANNING, ZONING, AND DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>	
001-0315-515.12-00	REGULAR SALARIES AND WAGES	155,109	162,711	164,520	174,428
001-0315-515.13-00	OTHER SALARIES AND WAGES	153	-	-	
001-0315-515.14-00	OVERTIME	1,031	1,759	2,759	1,325
001-0315-515.21-00	FICA TAXES	11,965	12,647	13,047	13,508
001-0315-515.22-00	RETIREMENT CONTRIBUTIONS	13,083	26,684	27,329	28,553
001-0315-515.23-00	LIFE AND HEALTH INSURANCE	17,547	19,237	19,237	21,723
001-0315-515.24-00	WORKERS' COMPENSATION	5,467	413	413	441
001-0315-515.25-00	UNEMPLOYMENT COMPENSATION	-	165	165	176
001-0315-515.28-00	EMPLOYEE ENTITLEMENT	765	778	778	778
	TOTAL PERSONAL SERVICES	205,120	224,394	228,248	240,932
001-0315-515.31-01	MISC PROFESSIONAL SERVICES	41,081	10,000	10,000	10,000
001-0315-515.31-06	MEDICAL SERVICES	198	200	200	200
001-0315-515.34-01	MISC OTHER CONTRACTUAL SERVICES	387	336	336	336
001-0315-515.34-06	JANITORIAL SERVICES	3,410	4,000	4,000	3,800
001-0315-515.34-08	PERSONNEL SERVICES	29,828	2,000	2,000	1,000
001-0315-515.40-00	TRAVEL AND PER DIEM	1,134	1,000	1,000	1,400
001-0315-515.41-02	TELEPHONE SERVICES	5,337	5,610	5,610	5,610
001-0315-515.41-04	INTERNET SERVICES	127	300	300	300
001-0315-515.41-05	POSTAGE	1,410	1,758	1,758	2,000
001-0315-515.43-00	UTILITY SERVICES	3,587	3,500	3,500	3,500
001-0315-515.44-00	RENTALS AND LEASES	3,829	4,200	4,200	5,700
001-0315-515.45-00	INSURANCE	332	375	375	169
001-0315-515.46-01	REPAIR AND MAINT SVCS-MISC	-	300	300	300
001-0315-515.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	776	500	500	500
001-0315-515.46-03	REPAIR AND MAINT SVCS-VEHICLES	4	-	-	150
001-0315-515.46-05	REPAIR AND MAINT SVCS-SOFTWARE	750	1,500	1,500	1,750
001-0315-515.46-06	REPAIR AND MAINT SVCS-HARDWARE	1,688	300	300	300
001-0315-515.46-10	REPAIR AND MAINT SVCS-BUILDING	6,528	1,000	1,000	500
001-0315-515.47-01	MISC PRINTING AND BINDING	590	1,337	1,337	1,000
001-0315-515.48-00	PROMOTIONAL ACTIVITIES	3,752	4,500	4,500	4,500
001-0315-515.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	-	100	100	100
001-0315-515.51-00	OFFICE SUPPLIES	4,442	4,532	4,532	4,532
001-0315-515.52-01	MISCELLANEOUS OPERATING SUPPLIES	2,648	2,100	5,350	2,100
001-0315-515.52-03	GASOLINE AND OIL	-	-	-	300
001-0315-515.52-04	UNIFORMS AND ACCESSORIES	800	800	800	800
001-0315-515.54-01	DUES AND SUBSCRIPTIONS	1,032	1,500	1,500	1,850
001-0315-515.54-02	SEMINARS AND COURSES	3,366	4,100	4,100	3,500
001-0315-515.54-03	EDUCATIONAL ASSISTANCE PROGRAM	-	900	900	1,200
	TOTAL OPERATING EXPENDITURES	117,036	56,748	59,998	57,397
001-0315-515.64-00	MACHINERY AND EQUIPMENT	11,090	17,574	17,574	4,000
	TOTAL CAPITAL OUTLAY	11,090	17,574	17,574	4,000
	<b>TOTAL PLANNING DIVISION</b>	<b>333,246</b>	<b>298,716</b>	<b>305,820</b>	<b>302,329</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
PLANNING, ZONING, AND DEVELOPMENT DEPARTMENT  
BUILDING AND CODE ENFORCEMENT DIVISION**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>	
001-0324-524.12-00	REGULAR SALARIES AND WAGES	313,223	363,894	363,894	439,443
001-0324-524.14-00	OVERTIME	30,612	10,755	40,755	13,954
001-0324-524.21-00	FICA TAXES	25,487	28,791	28,791	34,816
001-0324-524.22-00	RETIREMENT CONTRIBUTIONS	31,738	60,744	65,744	73,591
001-0324-524.23-00	LIFE AND HEALTH INSURANCE	47,828	51,817	56,817	62,031
001-0324-524.24-00	WORKERS' COMPENSATION	21,472	23,390	23,390	19,000
001-0324-524.25-00	UNEMPLOYMENT COMPENSATION	-	376	376	455
001-0324-524.28-00	EMPLOYEE ENTITLEMENT	1,224	1,713	1,713	1,714
	<b>TOTAL PERSONAL SERVICES</b>	<b>471,584</b>	<b>541,480</b>	<b>581,480</b>	<b>645,004</b>
001-0324-524.31-04	ENGINEERING SERVICES	-	2,000	2,000	2,000
001-0324-524.31-06	MEDICAL SERVICES	232	300	300	300
001-0324-524.34-01	MISC OTHER CONTRACTUAL SERVICES	5,452	6,000	6,000	-
001-0324-524.34-02	LAWN MAINTENANCE SERVICES	585	2,000	4,000	-
001-0324-524.34-05	COMPUTER TRAINING	-	1,000	1,000	700
001-0324-524.34-08	PERSONNEL SERVICES	58,971	26,000	26,000	-
001-0324-524.40-00	TRAVEL AND PER DIEM	3,556	4,000	4,000	4,000
001-0324-524.41-01	MISC COMMUNICATION & FREIGHT SVCS	27	-	-	100
001-0324-524.41-02	TELEPHONE SERVICES	10,088	11,220	11,220	9,000
001-0324-524.41-03	RADIO SERVICES	73	-	-	100
001-0324-524.41-04	INTERNET SERVICES	-	-	-	4,680
001-0324-524.41-05	POSTAGE	1,107	2,000	2,000	1,200
001-0324-524.44-00	RENTALS AND LEASES	10,800	10,800	10,800	10,800
001-0324-524.45-00	INSURANCE	2,295	2,295	2,295	677
001-0324-524.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	119	600	600	500
001-0324-524.46-03	REPAIR AND MAINT SVCS-VEHICLES	3,043	2,000	2,000	2,000
001-0324-524.46-05	REPAIR AND MAINT SVCS-SOFTWARE	6,500	15,920	15,920	10,150
001-0324-524.46-06	REPAIR AND MAINT SVCS-HARDWARE	2,465	1,400	1,400	3,000
001-0324-524.46-10	REPAIR AND MAINT SVCS-BUILDING	150	-	-	100
001-0324-524.47-01	MISC PRINTING AND BINDING	1,705	700	700	2,000
001-0324-524.48-00	PROMOTIONAL ACTIVITIES	292	1,000	1,000	-
001-0324-524.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	946	500	500	300
001-0324-524.49-05	LICENSES, TAXES, AND CERTIFICATIONS	62	-	-	200
001-0324-524.51-00	OFFICE SUPPLIES	5,658	6,000	6,000	6,000
001-0324-524.52-01	MISCELLANEOUS OPERATING SUPPLIES	5,844	2,500	2,500	3,400
001-0324-524.52-03	GASOLINE AND OIL	5,649	4,500	6,500	6,500
001-0324-524.52-04	UNIFORMS AND ACCESSORIES	1,946	2,200	2,200	2,200
001-0324-524.54-01	DUES AND SUBSCRIPTIONS	550	800	800	3,800
001-0324-524.54-02	SEMINARS AND COURSES	2,325	7,400	7,400	5,000
001-0324-524.54-03	EDUCATIONAL ASSISTANCE PROGRAM	-	1,000	1,000	-
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>130,440</b>	<b>114,135</b>	<b>118,135</b>	<b>78,707</b>
001-0324-524.64-00	MACHINERY AND EQUIPMENT	53,675	42,560	77,060	32,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>53,675</b>	<b>42,560</b>	<b>77,060</b>	<b>32,000</b>
	<b>TOTAL BUILDING AND CODE ENFORCEMENT DIVISION</b>	<b>655,699</b>	<b>698,175</b>	<b>776,675</b>	<b>755,711</b>
	<b>TOTAL PLANNING, ZONING, AND DEVELOPMENT DEPARTMENT</b>	<b>988,945</b>	<b>996,891</b>	<b>1,082,495</b>	<b>1,058,040</b>

# ORGANIZATION CHART POLICE DEPARTMENT



## **POLICE DEPARTMENT GOALS AND OBJECTIVES**

**MISSION STATEMENT:** To create safe communities by building partnerships that work to prevent crime and utilizing advanced techniques to target criminal activities.

### **STATUS REPORT – FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1:     **COMPILE POLICY AND PROCEDURES FOR RECORDS MANAGEMENT MANUAL****

- Objective 1: Contact three accredited agencies and CALEA to collect data
- Objective 2: Establish written protocol on the collection of funds
- Objective 3: Develop written guidelines for security
- Objective 4: Audit in-house network system to ensure accountability

*Status 1:     Objective accomplished – required agencies contacted and data collected.*

*Status 2:     Objective accomplished – protocol established for the handling of monetary funds by Records personnel.*

*Status 3:     Objective accomplished – guidelines established and disseminated via policy memo.*

*Status 4:     Objective accomplished – system audited for Major Cases, FCIC and NCIC via teletype system.*

#### **GOAL 2:     **ENHANCE PROFESSIONAL STANDARDS THROUGH APPLIED TRAINING FOR ALL DEPARTMENT PERSONNEL****

- Objective 1: Provide sworn Officers a minimum of 32 hours of training (increase of 16 hours over previous year)
- Objective 2: Provide non-sworn personnel a minimum of 16 hours of training
- Objective 3: Provide at least two firearms qualifications for all officers, one to include shotgun proficiency
- Objective 4: Provide sworn officers a minimum of four job-related agency in-service training sessions
- Objective 5: Initiate a career track program for sworn police officers
- Objective 6: Host a specialized in-service training session to reinforce police ethics awareness

*Status 1:     Objective accomplished – for those officers who were hired prior to beginning of budget year 03/04.*

*Status 2:     Objective accomplished – see Goal #3 for specifics on Communication Personnel.*

*Status 3:     Objective not accomplished – only one qualification was completed in 2004 and it included shotgun proficiency.*

*Status 4:     Objective accomplished – a total of 11 training classes were offered and a majority of officers attended them all (Fire Extinguisher Use, Safe and Legal*

*Traffic Stops, Sustained and Impaired Driving Enforcement, Narcotics Investigation, Safe and Legal Traffic Stops, Unusual Weapons and Concealment Methods, Building Searches, AED Training, Fire Scene Response, and Evidence and Forfeiture Procedures).*

Status 5: *Objective not accomplished – various programs were obtained but never initiated.*

Status 6: *Objective not accomplished – although some officers received individual training in this area, a specific class was not held to facilitate meeting this goal.*

**GOAL 3: ENHANCE MORALE, TRAINING OPPORTUNITIES, AND JOB SATISFACTION IN THE COMMUNICATIONS DIVISION**

Objective 1: Provide 8 hours job specific training

Objective 2: Provide 8 hours of stress management training

Objective 3: Establish monthly meetings with managerial personnel to discuss communication center issues

Status 1: *Objective accomplished – training was FCIC Re-certification Training for those hired prior to FY 03/04.*

Status 2: *Objective accomplished – training was “Stress Awareness” Training for those hired prior to FY 03/04.*

Status 3: *Objective accomplished – changed to weekly meetings to facilitate weekly Command Staff Meeting.*

**GOAL 4: ESTABLISH EVIDENCE / PROPERTY SECTION**

Objective 1: Provide one trained non-sworn custodian

Objective 2: Decrease sworn officer work hours managing evidence

Objective 3: Establish written protocol for the timely handling of evidence submission to State Attorney’s Office (SAO) and Crime Lab

Objective 4: Re-assign management of Evidence from Sworn to Non-Sworn personnel

Status 1: *Objective accomplished – added non-sworn position in FY 03/04.*

Status 2: *Objective accomplished – reassigned those duties from sworn to non-sworn personnel.*

Status 3: *Objective accomplished – procedure established through hand-to-hand drop off of evidence to SAO and Crime Lab.*

Status 4: *Objective accomplished – non-sworn position added FY 03/04.*

**GOAL 5: PROMOTE CRIME PREVENTION AND PUBLIC SAFETY WITHIN THE CITY OF WINTER GARDEN THROUGH PRO-ACTIVE EFFORTS**

Objective 1: Attend 36 homeowner association meetings

Objective 2: Attend 24 Crime Prevention training seminars targeting financial institutions and other commercial establishments

- Objective 3: Conduct 34 Crime Prevention programs in local schools
- Objective 4: Conduct 20 undercover operations focused on narcotics and vice crimes
- Objective 5: Conduct 5 undercover operations focused on sale of alcohol / tobacco products to minors

- Status 1: *Objective accomplished – attended at least 41 HOA meetings during FY 03/04.*
- Status 2: *Objective not accomplished – only 11 Crime Prevention Meetings were held at financial institutions.*
- Status 3: *Objective accomplished – 57 conducted.*
- Status 4: *Objective accomplished – 288 conducted.*
- Status 5: *Objective not accomplished – 1 conducted.*

**PERFORMANCE – FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: TO BUILD COMMUNITY PARTNERSHIPS THAT WILL ALLOW THE COMMUNITY/BUSINESS GROUPS TO PARTICIPATE IN DECISIONS THAT EFFECT THEIR NEIGHBORHOOD/GROUP**

- Objective 1: Assign an officer to the Community Redevelopment Area to combat the quality of life issues within it
- Objective 2: Assign an officer to provide crime prevention and awareness presentations to the groups
- Objective 3: Give at least thirty-six (36) crime prevention and awareness presentations
- Objective 4: Attend Sixty (60) neighborhood/group meetings
- Objective 5: Conduct fifty (50) crime prevention programs in local schools

**GOAL 2: TO UTILIZE ADVANCED TECHNIQUES THAT TARGET CRIMINAL ACTIVITIES**

- Objective 1: Upgrade or replace the Records Management System to track criminal offenses
- Objective 2: Identify crime trends/patterns by location and time, and develop strategies to combat them
- Objective 3: Identify repeat offenders and develop strategies to target them
- Objective 4: Utilize the Code Enforcement Unit to attack code violations that contribute to criminal activities
- Objective 5: Target narcotic/vice areas and suspects and provide on-going narcotic/vice related enforcement, performing at least one-hundred (100) undercover operations in the city
- Objective 6: Conduct three (3) undercover operations focused on sale of alcohol / tobacco products to minors

**GOAL 3: TO IMPROVE THE EFFICIENCY OF THE CRIMINAL INVESTIGATIONS UNIT**

- Objective 1: Develop a case management system to track the cases assigned to a detective
- Objective 2: Assign another detective to the unit to reduce the backlog of outstanding cases

Objective 3: Provide each detective with three (3) training classes directed at investigative procedures

Objective 4: Conduct in-depth debriefing sessions with all involved components after high profile investigations

**GOAL 4: TO MAINTAIN A PROFESSIONAL POLICE DEPARTMENT**

Objective 1: Revise the Policy and Procedures Manual and use policies that comply with accredited standards

Objective 2: Send all officers to the Orange County Sheriff's Office in-service training

Objective 3: Provide each officer with two (2) additional career related training classes

Objective 4: Provide each detective with three (3) training classes directed at investigative procedures

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
POLICE DEPARTMENT  
NONSWORN-MISCELLANEOUS DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0520-521.12-00 REGULAR SALARIES AND WAGES	338,513	393,666	362,666	175,536
001-0520-521.13-00 OTHER SALARIES AND WAGES	547	-	-	15,262
001-0520-521.14-00 OVERTIME	13,942	10,051	41,051	2,841
001-0520-521.21-00 FICA TAXES	26,438	31,051	31,051	14,884
001-0520-521.22-00 RETIREMENT CONTRIBUTIONS	31,890	63,000	63,000	31,462
001-0520-521.23-00 LIFE AND HEALTH INSURANCE	56,810	65,000	65,000	47,807
001-0520-521.24-00 WORKERS' COMPENSATION	2,747	2,558	2,558	2,000
001-0520-521.25-00 UNEMPLOYMENT COMPENSATION	-	406	406	194
001-0520-521.28-00 EMPLOYEE ENTITLEMENT	2,419	2,177	2,177	932
TOTAL PERSONAL SERVICES	<u>473,306</u>	<u>567,909</u>	<u>567,909</u>	<u>290,918</u>
001-0520-521.31-06 MEDICAL	624	1,000	1,000	-
001-0520-521.34-01 MEDICAL SERVICES	16	500	500	-
001-0520-521.40-00 TRAVEL AND PER DIEM	889	1,500	1,500	200
001-0520-521.41-02 TELEPHONE SERVICES	793	1,000	1,000	533
001-0520-521.44-00 RENTALS AND LEASES	722	-	-	-
001-0520-521.47-01 MISC PRINTING AND BINDING	67	100	100	60
001-0520-521.48-00 PROMOTIONAL ACTIVITIES	146	250	250	-
001-0520-521.51-00 OFFICE SUPPLIES	38	-	1,477	-
001-0520-521.52-01 MISCELLANEOUS OPERATING SUPPLIES	3,227	3,600	3,600	2,200
001-0520-521.52-04 UNIFORMS AND ACCESSORIES	2,006	1,200	1,200	1,400
001-0520-521.54-01 DUES AND SUBSCRIPTIONS	-	200	200	-
001-0520-521.54-02 SEMINARS AND COURSES	972	1,500	1,500	1,000
TOTAL OPERATING EXPENDITURES	<u>9,500</u>	<u>10,850</u>	<u>12,327</u>	<u>5,393</u>
<b>TOTAL NONSWORN-MISCELLANEOUS DIVISION</b>	<b><u>482,806</u></b>	<b><u>578,759</u></b>	<b><u>580,236</u></b>	<b><u>296,311</u></b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
POLICE DEPARTMENT  
SWORN DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0521-521.12-00	1,571,080	1,820,861	1,835,861	2,133,588
001-0521-521.13-00	450	-	-	-
001-0521-521.14-00	44,949	55,000	55,000	55,000
001-0521-521.15-00	23,156	20,580	20,580	27,350
001-0521-521.16-00	5,845	4,000	4,000	2,924
001-0521-521.21-00	122,196	151,019	152,219	176,369
001-0521-521.22-00	245,528	405,323	406,723	442,725
001-0521-521.23-00	208,204	240,000	242,400	354,940
001-0521-521.24-00	62,819	70,231	70,631	80,000
001-0521-521.25-00	(1)	1,963	1,963	2,323
001-0521-521.28-00	5,968	7,323	7,323	8,083
TOTAL PERSONAL SERVICES	2,290,194	2,776,300	2,796,700	3,283,302
001-0521-521.31-01	3,029	2,000	2,000	933
001-0521-521.31-02	10,118	10,000	10,000	13,736
001-0521-521.31-06	4,633	5,000	5,000	4,450
001-0521-521.34-01	5,262	9,000	9,000	10,565
001-0521-521.40-00	5,362	3,000	3,000	2,500
001-0521-521.41-02	26,474	28,000	28,000	31,523
001-0521-521.41-03	18,168	2,400	2,400	2,664
001-0521-521.41-04	31,304	28,000	28,000	47,848
001-0521-521.41-05	1,236	1,500	1,500	1,497
001-0521-521.43-00	20,643	16,000	16,000	34,896
001-0521-521.44-00	16,858	23,000	29,080	23,826
001-0521-521.45-00	25,595	20,922	20,922	7,839
001-0521-521.46-02	6,957	24,800	43,720	22,407
001-0521-521.46-03	35,447	37,000	37,000	36,375
001-0521-521.46-05	12,763	25,000	25,000	8,814
001-0521-521.46-06	976	2,000	2,000	1,500
001-0521-521.46-10	2,956	9,000	9,000	8,560
001-0521-521.47-01	1,525	2,000	2,000	3,750
001-0521-521.48-00	190	500	500	100
001-0521-521.49-01	10	-	-	-
001-0521-521.49-05	400	500	500	300
001-0521-521.49-13	780	3,000	3,000	3,000
001-0521-521.51-00	14,401	13,000	11,523	13,766
001-0521-521.52-01	40,133	46,191	46,191	42,140
001-0521-521.52-03	44,336	36,000	56,000	57,032
001-0521-521.52-04	30,402	32,800	32,800	47,351
001-0521-521.54-01	1,595	2,500	2,500	2,686
001-0521-521.54-02	7,566	7,000	7,000	12,000
001-0521-521.54-03	4,485	7,000	7,000	7,000
001-0521-521.54-04	12,526	10,000	10,000	33,012

	TOTAL OPERATING EXPENDITURES	386,130	407,113	450,636	482,070
001-0521-521.62-00	BUILDINGS	-	38,000	38,000	-
001-0521-521.63-00	IMPROVEMENT OTHER THAN BUILDINGS	2,650	-	-	-
001-0521-521.64-00	MACHINERY AND EQUIPMENT	178,130	101,300	101,300	375,018
	TOTAL CAPITAL OUTLAY	180,780	139,300	139,300	375,018
001-0521-521.82-00	AIDS TO PRIVATE ORGANIZATIONS	3,000	3,000	3,000	5,000
	TOTAL GRANTS AND AIDS	3,000	3,000	3,000	5,000
001-0521-581.91-02	GRANTS-CITY MATCH	2,627	1,804	1,804	30,222
001-0521-581.91-03	FISCAL YEAR 2000 LOAN	34,210	34,232	34,232	-
	TOTAL OTHER USES	36,837	36,036	36,036	30,222
	<b>TOTAL SWORN DIVISION</b>	<b>2,896,941</b>	<b>3,361,749</b>	<b>3,425,672</b>	<b>4,175,612</b>

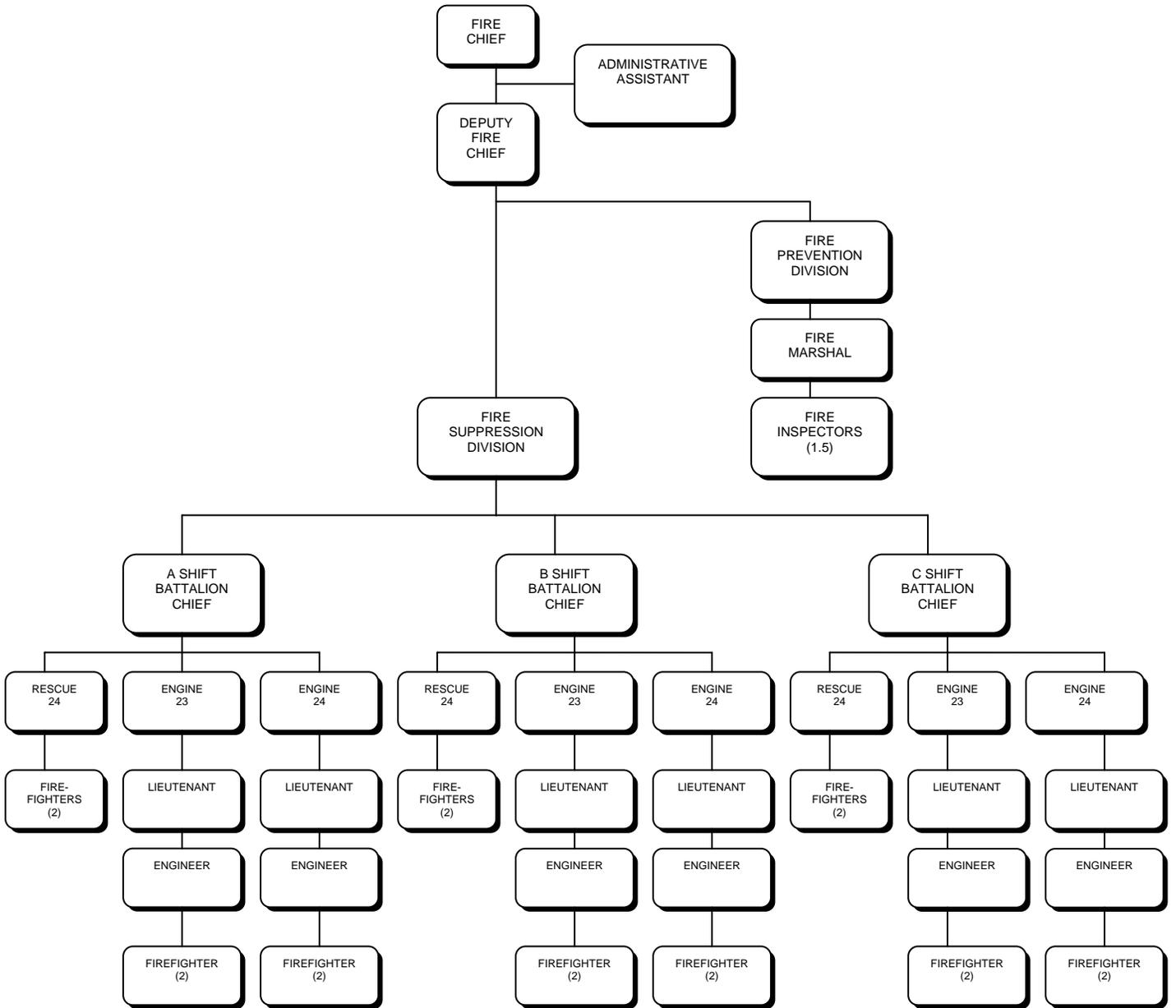
**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
POLICE DEPARTMENT  
NONSWORN-CODE ENFORCEMENT DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0528-521.12-00 REGULAR SALARIES AND WAGES	-	-	8,613	89,063
001-0528-521.14-00 OVERTIME	-	-	-	2,292
001-0528-521.21-00 FICA TAXES	-	-	659	7,024
001-0528-521.22-00 RETIREMENT CONTRIBUTIONS	-	-	1,051	14,847
001-0528-521.23-00 LIFE AND HEALTH INSURANCE	-	-	2,400	14,586
001-0528-521.24-00 WORKERS' COMPENSATION	-	-	30	5,626
001-0528-521.25-00 UNEMPLOYMENT COMPENSATION	-	-	-	91
001-0528-521.28-00 EMPLOYEE ENTITLEMENT	-	-	-	466
TOTAL PERSONAL SERVICES	-	-	12,753	133,995
001-0528-521.31-06 MEDICAL SERVICES	-	-	-	-
001-0528-521.34-01 MISC OTHER CONTRACTUAL SERVICES	-	-	-	2,000
001-0528-521.34-05 COMPUTER TRAINING	-	-	-	2,400
001-0528-521.40-00 TRAVEL AND PER DIEM	-	-	-	200
001-0528-521.41-02 TELEPHONE SERVICES	-	-	-	3,625
001-0528-521.45-00 INSURANCE	-	-	-	72
001-0528-521.46-03 REPAIR AND MAINT SVCS-VEHICLES	-	-	1,000	1,975
001-0528-521.46-05 REPAIR AND MAINT SVCS-SOFTWARE	-	-	-	3,400
001-0528-521.47-01 MISC PRINTING AND BINDING	-	-	-	1,000
001-0528-521.52-01 MISCELLANEOUS OPERATING SUPPLIES	-	-	-	4,400
001-0528-521.52-03 GASOLINE AND OIL	-	-	-	2,040
001-0528-521.52-04 UNIFORMS AND ACCESSORIES	-	-	-	400
001-0528-521.54-01 DUES AND SUBSCRIPTIONS	-	-	-	-
001-0528-521.54-02 SEMINARS AND COURSES	-	-	-	1,000
TOTAL OPERATING EXPENDITURES	-	-	1,000	22,512
001-0528-521.64-00 MACHINERY AND EQUIPMENT	-	-	-	22,100
TOTAL CAPITAL OUTLAY	-	-	-	22,100
<b>TOTAL NONSWORN-CODE ENFORCEMENT DIVISION</b>	-	-	<b>13,753</b>	<b>178,607</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL FUND EXPENDITURES  
 POLICE DEPARTMENT  
 NONSWORN-COMMUNICATIONS DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0530-521.12-00 REGULAR SALARIES AND WAGES	-	-	-	241,325
001-0530-521.14-00 OVERTIME	-	-	-	7,752
001-0530-521.21-00 FICA TAXES	-	-	-	19,161
001-0530-521.22-00 RETIREMENT CONTRIBUTIONS	-	-	-	40,502
001-0530-521.23-00 LIFE AND HEALTH INSURANCE	-	-	-	54,038
001-0530-521.24-00 WORKERS' COMPENSATION	-	-	-	631
001-0530-521.25-00 UNEMPLOYMENT COMPENSATION	-	-	-	250
001-0530-521.28-00 EMPLOYEE ENTITLEMENT	-	-	-	1,398
TOTAL PERSONAL SERVICES	-	-	-	365,057
001-0530-521.31-01 MISC PROFESSIONAL SERVICES	-	-	-	200
001-0530-521.31-06 MEDICAL SERVICES	-	-	-	2,260
001-0530-521.40-00 TRAVEL AND PER DIEM	-	-	-	200
001-0530-521.41-02 TELEPHONE SERVICES	-	-	-	1,286
001-0530-521.44-00 RENTALS AND LEASES	-	-	-	756
001-0530-521.46-05 REPAIR AND MAINT SVCS-SOFTWARE	-	-	-	7,148
001-0530-521.47-01 MISC PRINTING AND BINDING	-	-	-	60
001-0530-521.48-00 PROMOTIONAL ACTIVITIES	-	-	-	2,100
001-0530-521.52-01 MISCELLANEOUS OPERATING SUPPLIES	-	-	-	2,378
001-0530-521.52-04 UNIFORMS AND ACCESSORIES	-	-	-	600
001-0530-521.54-01 DUES AND SUBSCRIPTIONS	-	-	-	140
001-0530-521.54-02 SEMINARS AND COURSES	-	-	-	500
TOTAL OPERATING EXPENDITURES	-	-	-	17,628
001-0530-521.64-00 MACHINERY AND EQUIPMENT	-	-	-	1,800
TOTAL CAPITAL OUTLAY	-	-	-	1,800
<b>TOTAL NONSWORN-COMMUNICATIONS DIVISION</b>	-	-	-	<b>384,485</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b><u>3,379,747</u></b>	<b><u>3,940,508</u></b>	<b><u>4,019,661</u></b>	<b><u>5,035,015</u></b>

# ORGANIZATION CHART FIRE DEPARTMENT



## **FIRE DEPARTMENT GOALS & OBJECTIVES**

**MISSION STATEMENT:** To protect life and property from fire and other emergencies within our community through public safety education, fire code management, and a timely response to incidents.

### **STATUS REPORT – FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: FORMALIZE A RESPONSE AGREEMENT WITH THE CITY OF OCOEE**

Objective 1: Draft and execute a Mutual Aid and possibly an Automatic Aid agreement with the City of Ocoee

*Status 1: Objective not accomplished – no formal agreements were executed.*

**GOAL 2: PRODUCE NEW OPERATIONAL, ADMINISTRATIVE, PERSONNEL, AND FIRE PREVENTION GUIDELINES FOR DEPARTMENT PERSONNEL**

Objective 1: Revise current policies and procedures

Objective 2: Place updated versions on department server

*Status 1: Objective accomplished - updates have occurred on a regular basis.*

*Status 2: Objective accomplished - updates are placed on server.*

**GOAL 3: INCREASE TRAINING OPPORTUNITIES FOR EMPLOYEES**

Objective 1: Continue to provide quality in-house training and make outside training opportunities available to all personnel

*Status 1: Training opportunities are available and being used from multiple sources.*

**GOAL 4: CREATE AN UPDATED PRE-FIRE PLAN PROCESS**

Objective 1: Create a field use database of target and special fire hazards for large and then smaller businesses within the city; share the database information with operations and fire prevention to maximize data input and improve the ISO rating

*Status 1: Database has been created and training has occurred.*

## **PERFORMANCE – FY 2004/05 GOALS AND OBJECTIVES**

### **GOAL 1: FORMALIZE A RESPONSE AGREEMENT WITH THE CITY OF OCOEE**

Objective 1: Draft and execute a Mutual Aid and possibly an Automatic Aid agreement with the City of Ocoee's new Fire Chief

### **GOAL 2: PRODUCE NEW OPERATIONAL, ADMINISTRATIVE, PERSONNEL, AND FIRE PREVENTION GUIDELINES FOR DEPARTMENT PERSONNEL**

Objective 1: Continue revision of current policies and procedures

Objective 2: Place updated versions on department server

### **GOAL 3: INCREASE TRAINING OPPORTUNITIES FOR EMPLOYEES**

Objective 1: Continue to provide quality in-house training and make outside training opportunities available to all personnel

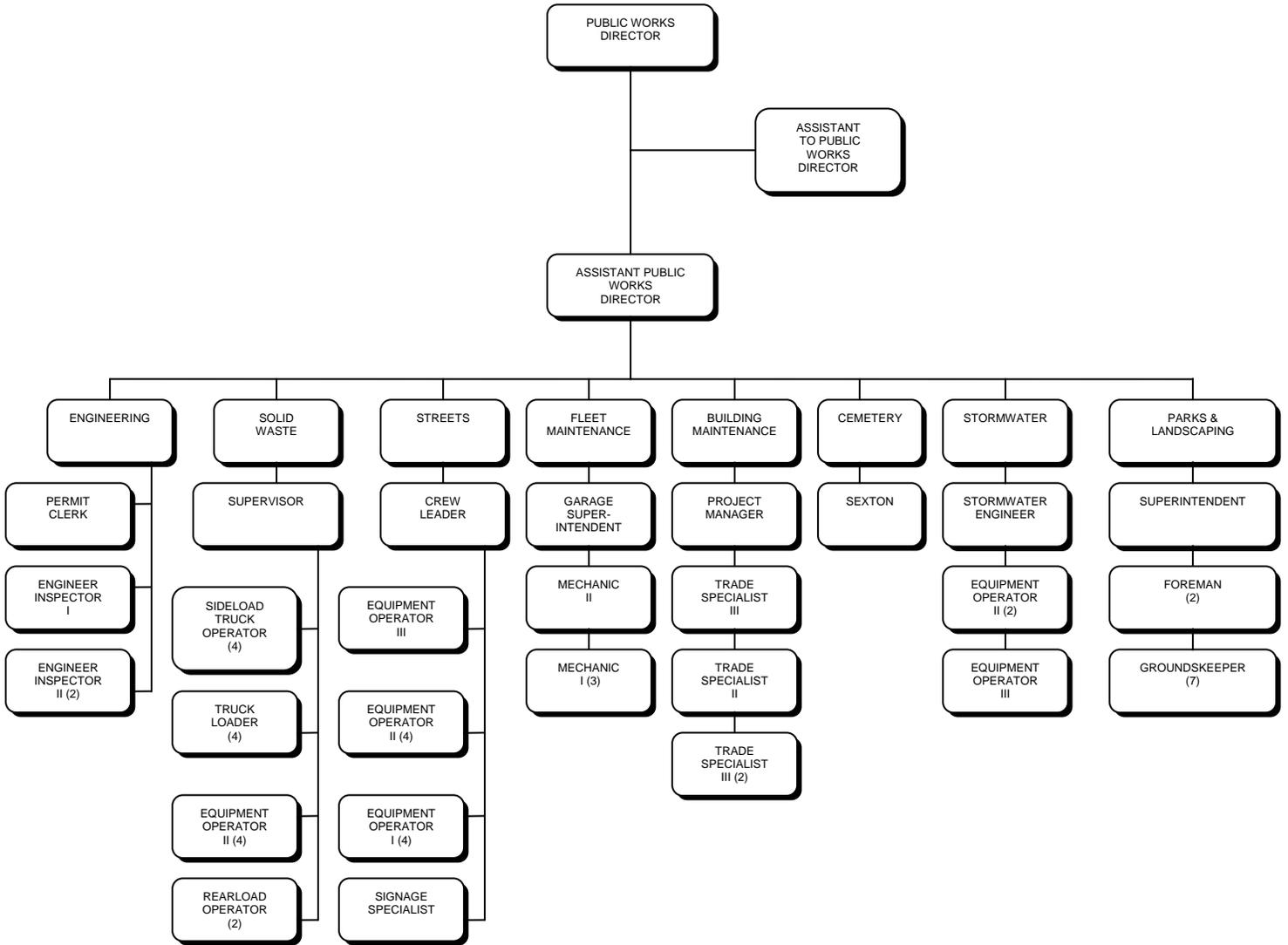
### **GOAL 4: CREATE A CAREER TRACK MODLE FOR FD PERSONNEL**

Objective 1: Create an educational based promotional system within the Fire Department

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
FIRE DEPARTMENT**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>	
001-0622-522.12-00	REGULAR SALARIES AND WAGES	900,853	1,050,000	1,050,000	1,355,733
001-0622-522.13-00	OTHER SALARIES AND WAGES	4,829	-	-	15,357
001-0622-522.14-00	OVERTIME	87,156	93,284	93,284	118,378
001-0622-522.15-00	SPECIAL PAY	3,320	-	-	5,000
001-0622-522.21-00	FICA TAXES	73,101	90,021	90,021	114,445
001-0622-522.22-00	RETIREMENT CONTRIBUTIONS	146,657	241,929	241,929	299,651
001-0622-522.23-00	LIFE AND HEALTH INSURANCE	145,333	199,091	199,091	271,764
001-0622-522.24-00	WORKERS' COMPENSATION	41,842	47,314	47,314	58,000
001-0622-522.28-00	EMPLOYEE ENTITLEMENT	3,367	5,195	5,195	6,545
	TOTAL PERSONAL SERVICES	1,406,458	1,726,834	1,726,834	2,244,873
001-0622-522.31-00	MISC PROFESSIONAL SERVICES	300	2,500	2,500	1,500
001-0622-522.31-06	MEDICAL SERVICES	12,523	20,700	20,700	18,700
001-0622-522.34-01	MISC OTHER CONTRACTUAL SERVICES	3,381	161,500	161,500	159,000
001-0622-522.40-00	TRAVEL AND PER DIEM	1,416	2,450	2,450	3,400
001-0622-522.41-01	MISC. COMMUNICATION/FRGHT SVS	-	-	-	500
001-0622-522.41-02	TELEPHONE SERVICES	12,708	9,000	9,000	12,000
001-0622-522.41-03	RADIO SERVICES	147	-	-	180
001-0622-522.41-04	INTERNET SERVICES	1,704	3,500	7,000	6,600
001-0622-522.41-05	POSTAGE	402	500	500	500
001-0622-522.43-00	UTILITY SERVICES	13,824	16,000	16,000	58,500
001-0622-522.44-00	RENTALS AND LEASES	4,635	45,460	45,460	4,500
001-0622-522.45-00	INSURANCE	17,408	16,263	16,263	7,023
001-0622-522.46-01	REPAIR AND MAINT SVCS-MISC	-	-	-	1,000
001-0622-522.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	5,198	8,000	8,000	6,000
001-0622-522.46-03	REPAIR AND MAINT SVCS-VEHICLES	18,843	25,000	25,000	25,000
001-0622-522.46-05	REPAIR AND MAINT SVCS-SOFTWARE	798	2,000	2,000	1,500
001-0622-522.46-06	REPAIR AND MAINT SVCS-HARDWARE	86	2,300	2,300	1,300
001-0622-522.46-10	REPAIR AND MAINT SVCS-BUILDING	21,692	6,500	6,500	4,000
001-0622-522.47-01	MISC PRINTING AND BINDING	854	1,200	1,200	1,000
001-0622-522.48-00	PROMOTIONAL ACTIVITIES	1,404	1,500	1,500	1,800
001-0622-522.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	-	750	750	750
001-0622-522.49-05	LICENSES, TAXES, AND CERTIFICATIONS	114	-	-	900
001-0622-522.51-00	OFFICE SUPPLIES	2,766	2,500	2,500	13,300
001-0622-522.52-01	MISCELLANEOUS OPERATING SUPPLIES	37,450	39,700	44,693	39,400
001-0622-522.52-03	GASOLINE AND OIL	7,394	15,000	15,000	18,000
001-0622-522.52-04	UNIFORMS AND ACCESSORIES	15,724	21,200	33,608	38,900
001-0622-522.54-01	DUES AND SUBSCRIPTIONS	3,176	4,000	4,000	6,200
001-0622-522.54-02	SEMINARS AND COURSES	7,974	12,350	12,350	11,300
001-0622-522.54-03	EDUCATIONAL ASSISTANCE PROGRAM	634	-	-	12,000
	TOTAL OPERATING EXPENDITURES	192,555	419,873	440,774	454,753
001-0622-522.62-00	BUILDINGS	-	-	10,244	-
001-0622-522.63-00	IMPROVEMENT OTHER THAN BUILDINGS	3,063	-	3,200	8,600
001-0622-522.64-00	MACHINERY AND EQUIPMENT	51,865	46,000	58,007	21,900
	TOTAL CAPITAL OUTLAY	54,928	46,000	71,451	30,500
	<b>TOTAL FIRE DEPARTMENT</b>	<b>1,653,941</b>	<b>2,192,707</b>	<b>2,239,059</b>	<b>2,730,126</b>

# ORGANIZATION CHART PUBLIC WORKS DEPARTMENT



## **PUBLIC WORKS DEPARTMENT GOALS AND OBJECTIVES**

### **MISSION STATEMENT:**

To provide our community with the highest quality public service that continually enhances the quality of life for our citizens. This commitment will be accomplished through proper utilization of all our resources.

We recognize that our employees are our most valued resource and are to be treated with respect and dignity. They will be properly trained to respond safely, with excellence, to any work task assigned and to any emergency that may develop. They will also be properly trained and oriented concerning their individual responsibilities as public servants.

We also recognize that our mission is to work in concert with all other City departments so that the overall mission of the City will be accomplished.

Public Works will strive to provide:

- An acceptable quality of life for the community
- Adequate and functional drainage
- Safe roads
- Maintenance and beautification of parks and parkways
- Safe sanitation services in a cost-effective manner
- An effective emergency management plan

The Public Works Department will provide superior service to the community that is responsive and cost-effective. This service shall be provided by dedicated, trained, and responsible employees who are committed to excellence.

## **CEMETERY DIVISION**

### **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1: PROVIDE THE CITIZENS WITH AN ATTRACTIVE LANDSCAPED FACILITY**

Objective 1: Monitor contractor and trim bushes and trees when needed

Objective 2: Renovate the pump houses and sprinkler system

Objective 3: Landscape the area where the niches are to be installed

*Status 1 Objective accomplished.*

*Status 2: Ongoing.*

*Status 3: To be completed in FY 2004/05.*

### **PERFORMANCE – FY 2004/05 GOALS AND OBJECTIVES**

#### **GOAL1: IMPROVE THE LANDSCAPING AND MAINTENANCE PROGRAM**

Objective 1: Finish landscaping the area around the columbarium

Objective 2: Renovate the pump house and sprinkler system in sections two and three

## **STREETS DIVISION**

### **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1: COMPLETE TRACKING SYSTEM TO BE USED FOR ALL PROJECTS**

Objective 1: Input data

Objective 2: Train staff on the uses of the tracking system

*Status 1: Objective not accomplished.*

*Status2: Objective not accomplished.*

#### **GOAL 2: COMPLETE CAPITAL PROJECTS ON TIME AND WITHIN BUDGET**

Objective 1: Work with contractors to coordinate all projects

Objective 2: Keep a file with all documentation for each project

Objective 3: Hold regular meetings and generate weekly updates

*Status 1: Ongoing.*

Status 2: Objective accomplished.  
Status 3: Working on holding regular weekly meetings for all projects.

**GOAL 3: IMPROVE MAINTENANCE OF STREETS, PARKWAYS, AND SIDEWALKS**

Objective 1: Train personnel to identify and report hazards  
Objective 2: Hold training classes in all areas of maintenance  
Objective 3: Continue sidewalk program replacement and repair

Status 1: Objective accomplished – provided in-house training to identify hazards.  
Status 2: Objective accomplished - held two Tech classes for roadside maintenance.  
Status 3: Objective accomplished.

**PERFORMANCE - FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: IMPROVE MAINTENANCE ON CLEANING AND MOWING RIGHT-OF WAYS**

Objective 1: Purchase necessary equipment  
Objective 2: Hold in-house training course for personnel.

**Goal 2: COMPLETE ALL PROJECTS ON TIME AND WITHIN BUDGET.**

Objective 1: Work with contractors on projects  
Objective 2: Hold meetings on a regular schedule with personnel and contractors  
Objective 3: Keep a file and chart for all projects and purchases

**BUILDING MAINTENANCE**

**STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: BUILD AND REMODEL ALL BUDGETED BUILDINGS**

Objective 1: Finish addition to garage at public works  
Objective 2: Install gravity sewer to Public Works facility  
Objective 3: Repair Railroad Museum sidewalk, parking lot, and roof  
Objective 4: Install pole barn for Solid Waste Department  
Objective 5: Design Public Works office complex

Status 1: Project ongoing, to be completed in FY 2004/05.  
Status 2: Objective accomplished.  
Status 3: Objective accomplished.

Status 4: Objective accomplished.  
Status 5: Ongoing.

## **PERFORMANCE - FY 2004/05 GOALS AND OBJECTIVES**

### **GOAL 1: REPAIR AND MAINTAIN EXISTING CITY BUILDINGS. CONSTRUCT PLANNED BUILDINGS.**

Objective 1: Build a work shop for Building Maintenance  
Objective 2: Make repairs that are needed to current buildings

## **FLEET MAINTENANCE DIVISION**

### **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1: KEEP THE CITY'S FLEET OF VEHICLES AND EQUIPMENT IN SAFE AND PROPER OPERATING CONDITION**

Objective 1: Train employees with current technical equipment  
Objective 2: Input data in the tracking system to speed up billing process  
Objective 3: Attend training classes on specialized equipment  
Objective 4: Evaluate the City's entire fleet for replacement and repairs

Status 1: Ongoing training in house.  
Status 2: Postponed until FY 2004/05.  
Status 3: Attended Heil hydraulic school and brake seminar at NAPA.  
Status 4: Objective accomplished.

## **PERFORMANCE - FY 2004/05 GOALS AND OBJECTIVES**

### **GOAL1: IMPROVE THE CITY'S FLEET OF VEHICLES AND EQUIPMENT**

Objective1: Complete new shop  
Objective2: Classes and seminars on new equipment purchased  
Objective 3: Purchase a vehicle maintenance tracking system  
Objective 4: Update software and diagnostic program to be compatible with new vehicles

## **PARKS AND LANDSCAPING DIVISION**

### **STATUS REPORT – FY 2003/2004 GOALS AND OBJECTIVES**

#### **GOAL 1: UPGRADE PARKS FACILITIES**

Objective 1: Replace picnic tables and benches where needed

- Objective 2: Replace broken fences and gates
- Objective 3: Upgrade entrance and driveway, add fencing at Veterans Park
- Objective 4: Mulch playgrounds
- Objective 5: Establish a spray program for the ball fields
- Objective 6: Upgrade restrooms
- Objective 7: Resurface tennis courts
- Objective 8: Level infields of softball fields
- Objective 9: New signage in all the parks
- Objective 10: Repair broken sidewalks at Newton Park, and connect existing ones
- Objective 11: Paint lampposts and benches at Newton Park

- Status 1: On going.*
- Status 2: On going.*
- Status 3: Objective accomplished.*
- Status 4: Objective accomplished.*
- Status 5: Objective accomplished.*
- Status 6: Facilities were painted; the program is still on going.*
- Status 7: Completed Chapin Station; other courts to be completed in 2005.*
- Status 8: Objective accomplished.*
- Status 9: On going.*
- Status 10: Sidewalks repaired; will be connected in FY2004/05.*
- Status 11: Objective accomplished.*

**GOAL 2: LANDSCAPE PROJECTS**

- Objective 1: Install poles to accommodate hanging baskets in the downtown area
- Objective 2: Plant trees at Bradford Park, Klondike Park, and Maple Street Park
- Objective 3: Design additional landscape beds at Newton Park
- Objective 4: Landscape and install irrigation at Public Works buffer wall

- Status 1 Objective not accomplished.*
- Status 2: Objective accomplished.*
- Status 3: On going.*
- Status 4: Objective not accomplished.*

**GOAL 3: PROVIDE JOB TRAINING**

- Objective 1: Set specific training goals for individual employees in the following areas:
  - Landscape operations
  - Playground inspection
  - Athletic field design and maintenance
  - Small engine repair
  - Electrician

- Computer training

Status 1: *On going.*

## **PERFORMANCE – FY 2004/2005 GOALS AND OBJECTIVES**

### **GOAL 1: UPGRADE PARKS FACILITIES**

- Objective 1: Replace picnic tables and benches where needed
- Objective 2: Replace broken fences and gates
- Objective 3: Upgrade restrooms
- Objective 4: Resurface tennis courts at Chapin Station
- Objective 5: New signage in all the parks
- Objective 6: Repair broken sidewalks at Newton Park, and connect existing sidewalks

### **GOAL 2: LANDSCAPE PROJECTS**

- Objective 1: Install poles to accommodate hanging baskets in the downtown area.
- Objective 2: Plant trees at Bradford Park, Klondike Park, And Maple Street Park
- Objective 3: Design additional landscape beds at Newton Park
- Objective 4: Landscape and install irrigation at the Public Works buffer wall

### **GOAL 3: PROVIDE JOB TRAINING**

- Objective 1: Set specific training goals for individual employees in the following areas
  - CDL
  - Playground inspection
  - Athletic field design and maintenance
  - Small engine repair

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
PUBLIC WORKS DEPARTMENT  
CEMETERY DIVISION**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>	
001-0739-539.12-00	REGULAR SALARIES AND WAGES	26,404	26,651	26,651	28,086
001-0739-539.14-00	OVERTIME	-	384	384	405
001-0739-539.16-00	SPECIAL DETAIL	3,336	2,000	2,000	2,000
001-0739-539.21-00	FICA TAXES	2,295	2,276	2,276	2,387
001-0739-539.22-00	RETIREMENT CONTRIBUTIONS	2,727	4,763	4,763	5,006
001-0739-539.23-00	LIFE AND HEALTH INSURANCE	3,848	4,305	4,305	7,777
001-0739-539.24-00	WORKERS' COMPENSATION	1,626	1,402	1,402	1,472
001-0739-539.25-00	UNEMPLOYMENT COMPENSATION	-	28	28	31
001-0739-539.28-00	EMPLOYEE ENTITLEMENT	153	155	155	155
	TOTAL PERSONAL SERVICES	40,389	41,964	41,964	47,319
001-0739-539.31-04	ENGINEERING SERVICES	-	500	500	500
001-0739-539.34-01	MISC OTHER CONTRACTUAL SERVICES	-	800	800	800
001-0739-539.34-02	LAWN MAINTENANCE SERVICES	26,721	30,000	30,000	31,000
001-0739-539.34-05	COMPUTER TRAINING	-	300	300	300
001-0739-539.41-02	TELEPHONE SERVICES	1,484	1,600	1,600	1,650
001-0739-539.41-03	RADIO SERVICES	177	300	300	300
001-0739-539.41-05	POSTAGE	-	10	10	10
001-0739-539.43-00	UTILITY SERVICES	2,767	2,700	2,700	2,950
001-0739-539.44-00	RENTALS AND LEASES	395	300	300	300
001-0739-539.45-00	INSURANCE	726	1,507	1,507	1,003
001-0739-539.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	62	800	800	4,300
001-0739-539.46-03	REPAIR AND MAINT SVCS-VEHICLES	283	400	400	400
001-0739-539.46-05	REPAIR AND MAINT SVCS-SOFTWARE	-	400	400	400
001-0739-539.46-06	REPAIR AND MAINT SVCS-HARDWARE	-	300	300	300
001-0739-539.46-10	REPAIR AND MAINT SVCS-BUILDING	2,884	3,000	3,000	3,000
001-0739-539.47-01	MISC PRINTING AND BINDING	12	50	50	75
001-0739-539.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	800	3,000	3,000	3,000
001-0739-539.49-05	LICENSES, TAXES, AND CERTIFICATIONS	1,036	2,800	2,800	3,000
001-0739-539.49-07	VAULT OPENINGS	24,933	32,000	32,000	32,000
001-0739-539.51-00	OFFICE SUPPLIES	247	250	250	250
001-0739-539.52-01	MISCELLANEOUS OPERATING SUPPLIES	2,787	2,950	2,950	3,000
001-0739-539.52-02	CHEMICALS	1,600	1,400	1,400	1,400
001-0739-539.52-03	GASOLINE AND OIL	575	600	600	600
001-0739-539.52-04	UNIFORMS AND ACCESSORIES	378	300	300	300
001-0739-539.54-02	SEMINARS AND COURSES	-	400	400	400
	TOTAL OPERATING EXPENDITURES	67,867	86,667	86,667	91,238
001-0739-539.62-00	BUILDINGS	-	3,500	3,500	-
001-0739-539.63-00	IMPROVEMENT OTHER THAN BUILDINGS	6,500	-	-	5,500
001-0739-539.64-00	MACHINERY AND EQUIPMENT	-	6,700	6,700	-
	TOTAL CAPITAL OUTLAY	6,500	10,200	10,200	5,500
	<b>TOTAL CEMETERY DIVISION</b>	<b>114,756</b>	<b>138,831</b>	<b>138,831</b>	<b>144,057</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
PUBLIC WORKS DEPARTMENT  
STREETS DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
001-0741-541.12-00	REGULAR SALARIES AND WAGES	354,735	356,322	356,322	354,196
001-0741-541.14-00	OVERTIME	21,919	15,105	15,105	15,248
001-0741-541.21-00	FICA TAXES	28,574	27,092	27,092	28,449
001-0741-541.22-00	RETIREMENT CONTRIBUTIONS	33,153	57,160	57,160	60,134
001-0741-541.23-00	LIFE AND HEALTH INSURANCE	45,868	61,674	61,674	55,782
001-0741-541.24-00	WORKERS' COMPENSATION	19,621	13,378	13,378	13,000
001-0741-541.25-00	UNEMPLOYMENT COMPENSATION	650	354	354	371
001-0741-541.28-00	EMPLOYEE ENTITLEMENT	1,760	1,793	1,793	1,793
	TOTAL PERSONAL SERVICES	506,280	532,878	532,878	528,973
001-0741-541.31-01	MISC PROFESSIONAL SERVICES	-	2,000	2,000	-
001-0741-541.31-02	LEGAL SERVICES	-	200	200	-
001-0741-541.31-04	ENGINEERING SERVICES	-	1,000	1,000	-
001-0741-541.31-06	MEDICAL SERVICES	1,235	700	700	1,000
001-0741-541.34-01	MISC OTHER CONTRACTUAL SERVICES	5,820	4,000	4,000	6,000
001-0741-541.34-05	COMPUTER TRAINING	-	1,000	1,000	1,000
001-0741-541.34-06	JANITORIAL SERVICES	1,320	1,500	1,500	1,500
001-0741-541.34-08	PERSONNEL SERVICES	60,834	9,000	9,000	9,000
001-0741-541.40-00	TRAVEL AND PER DIEM	112	200	200	1,000
001-0741-541.41-01	MISC COMMUNION & FREIGHT SVCS	-	200	200	200
001-0741-541.41-02	TELEPHONE SERVICES	9,159	9,000	9,000	9,000
001-0741-541.41-03	RADIO SERVICES	2,893	2,000	2,000	2,000
001-0741-541.41-04	INTERNET SERVICES	564	1,771	1,771	1,771
001-0741-541.41-05	POSTAGE	126	100	100	100
001-0741-541.43-00	UTILITY SERVICES	2,137	7,000	7,000	3,000
001-0741-541.44-00	RENTALS AND LEASES	14,166	13,000	13,000	13,000
001-0741-541.45-00	INSURANCE	13,564	29,721	29,721	72,098
001-0741-541.46-01	REPAIR AND MAINT SVCS-MISC	1,770	1,800	1,800	2,000
001-0741-541.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	22,975	16,500	23,500	23,500
001-0741-541.46-03	REPAIR AND MAINT SVCS-VEHICLES	12,016	13,000	13,000	14,000
001-0741-541.46-05	REPAIR AND MAINT SVCS-SOFTWARE	-	400	400	400
001-0741-541.46-06	REPAIR AND MAINT SVCS-HARDWARE	199	500	500	600
001-0741-541.46-09	REPAIR AND MAINT SVCS-SIDEWALKS	37,087	45,000	100,000	50,000
001-0741-541.46-10	REPAIR AND MAINT SVCS-BUILDING	1,114	-	-	3,000
001-0741-541.47-01	MISC PRINTING AND BINDING	394	100	100	100
001-0741-541.48-00	PROMOTIONAL ACTIVITIES	31	650	650	650
001-0741-541.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	-	500	500	500
001-0741-541.49-04	TRAFFIC SIGNALS AND SIGNS	18,295	25,000	25,000	-
001-0741-541.49-05	LICENSES, TAXES, AND CERTIFICATIONS	987	1,100	1,100	2,200
001-0741-541.49-08	STREET LIGHTS	641	-	-	-
001-0741-541.49-11	EMPLOYEE SOCIAL EVENTS	-	400	400	400
001-0741-541.51-00	OFFICE SUPPLIES	2,029	1,700	1,700	1,700
001-0741-541.52-01	MISCELLANEOUS OPERATING SUPPLIES	17,226	15,900	15,900	17,000

001-0741-541.52-02	CHEMICALS	3,766	3,640	3,640	3,640
001-0741-541.52-03	GASOLINE AND OIL	15,520	30,000	50,000	35,000
001-0741-541.52-04	UNIFORMS AND ACCESSORIES	3,580	3,900	3,900	3,900
001-0741-541.53-00	ROAD MATERIALS AND SUPPLIES	12,080	10,000	10,000	11,000
001-0741-541.54-01	DUES AND SUBSCRIPTIONS	40	100	100	100
001-0741-541.54-02	SEMINARS AND COURSES	<u>102</u>	<u>1,000</u>	<u>1,000</u>	<u>3,000</u>
	TOTAL OPERATING EXPENDITURES	261,782	253,582	335,582	293,359
001-0741-541.62-00	BUILDINGS	-	3,000	7,715	3,000
001-0741-541.63-00	IMPROVEMENT OTHER THAN BUILDINGS	539,077	50,000	788,000	25,000
001-0741-541.64-00	MACHINERY AND EQUIPMENT	<u>5,418</u>	<u>100,900</u>	<u>101,700</u>	<u>51,000</u>
	TOTAL CAPITAL OUTLAY	544,495	153,900	897,415	79,000
	<b>TOTAL STREETS DIVISION</b>	<b><u>1,312,557</u></b>	<b><u>940,360</u></b>	<b><u>1,765,875</u></b>	<b><u>901,332</u></b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
PUBLIC WORKS DEPARTMENT  
BUILDING MAINTENANCE DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
001-0746-539.12-00	REGULAR SALARIES AND WAGES	140,354	174,328	174,328	185,174
001-0746-539.14-00	OVERTIME	4,405	4,798	4,798	8,000
001-0746-539.21-00	FICA TAXES	10,863	13,785	13,785	14,528
001-0746-539.22-00	RETIREMENT CONTRIBUTIONS	13,277	29,085	29,085	30,709
001-0746-539.23-00	LIFE AND HEALTH INSURANCE	22,735	25,967	25,967	33,997
001-0746-539.24-00	WORKERS' COMPENSATION	6,578	7,097	7,097	7,487
001-0746-539.25-00	UNEMPLOYMENT COMPENSATION	-	180	180	189
001-0746-539.28-00	EMPLOYEE ENTITLEMENT	612	778	778	778
	TOTAL PERSONAL SERVICES	198,824	256,018	256,018	280,862
001-0746-539.31-01	MISC PROFESSIONAL SERVICES	-	200	200	200
001-0746-539.31-06	MEDICAL SERVICES	261	400	400	400
001-0746-539.34-01	MISC OTHER CONTRACTUAL SERVICES	529	200	200	16,800
001-0746-539.34-05	COMPUTER TRAINING	-	300	300	300
001-0746-539.40-00	TRAVEL AND PER DIEM	-	300	300	300
001-0746-539.41-02	TELEPHONE SERVICES	2,060	1,700	1,700	3,000
001-0746-539.41-03	RADIO SERVICES	532	526	526	526
001-0746-539.45-00	INSURANCE	1,089	951	951	352
001-0746-539.46-01	REPAIR AND MAINT SVCS-MISC	-	100	100	200
001-0746-539.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	15	400	400	750
001-0746-539.46-03	REPAIR AND MAINT SVCS-VEHICLES	2,909	2,500	2,500	3,000
001-0746-539.46-05	REPAIR AND MAINT SVCS-SOFTWARE	-	300	300	300
001-0746-539.46-06	REPAIR AND MAINT SVCS-HARDWARE	77	-	-	400
001-0746-539.46-10	REPAIR AND MAINT SVCS-BUILDING	38,995	30,000	38,000	5,000
001-0746-539.47-01	MISC PRINTING AND BINDING	46	-	-	-
001-0746-539.48-00	PROMOTIONAL ACTIVITIES	-	300	300	300
001-0746-539.49-05	LICENSES, TAXES, AND CERTIFICATIONS	59	500	500	500
001-0746-539.51-00	OFFICE SUPPLIES	-	400	400	400
001-0746-539.52-01	MISCELLANEOUS OPERATING SUPPLIES	2,528	4,350	4,350	14,700
001-0746-539.52-02	CHEMICALS	-	100	100	18,000
001-0746-539.52-03	GASOLINE AND OIL	2,405	2,100	2,100	2,600
001-0746-539.52-04	UNIFORMS AND ACCESSORIES	1,487	1,200	1,200	1,650
001-0746-539.54-01	DUES AND SUBSCRIPTIONS	-	100	100	300
001-0746-539.54-02	SEMINARS AND COURSES	-	500	500	750
001-0746-539.54-03	EDUCATIONAL ASSISTANCE PROGRAM	64	200	200	200
	TOTAL OPERATING EXPENDITURES	53,056	47,627	55,627	70,928
001-0746-539.62-00	BUILDINGS	-	-	35,000	-
001-0746-539.64-00	MACHINERY AND EQUIPMENT	4,034	4,900	4,900	27,500
	TOTAL CAPITAL OUTLAY	4,034	4,900	39,900	27,500
	<b>TOTAL BUILDING MAINTENANCE DIVISION</b>	<b>255,914</b>	<b>308,545</b>	<b>351,545</b>	<b>379,290</b>

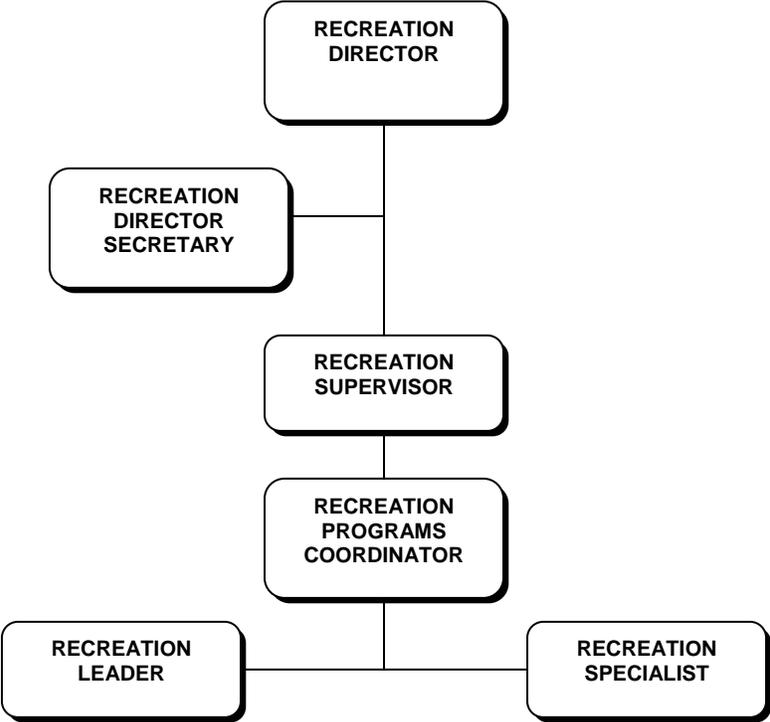
**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
PUBLIC WORKS DEPARTMENT  
FLEET MAINTENANCE DIVISION**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>	
001-0747-539.12-00	REGULAR SALARIES AND WAGES	108,351	111,690	112,790	146,175
001-0747-539.14-00	OVERTIME	7,241	6,583	6,783	4,350
001-0747-539.21-00	FICA TAXES	8,327	9,124	9,124	11,591
001-0747-539.22-00	RETIREMENT CONTRIBUTIONS	10,731	19,249	19,249	24,502
001-0747-539.23-00	LIFE AND HEALTH INSURANCE	26,884	23,399	23,399	33,444
001-0747-539.24-00	WORKERS' COMPENSATION	3,859	3,549	3,549	4,509
001-0747-539.25-00	UNEMPLOYMENT COMPENSATION	-	119	119	151
001-0747-539.28-00	EMPLOYEE ENTITLEMENT	612	623	623	783
	TOTAL PERSONAL SERVICES	<u>166,005</u>	<u>174,336</u>	<u>175,636</u>	<u>225,505</u>
001-0747-539.31-06	MEDICAL SERVICES	148	-	-	200
001-0747-539.34-01	MISC OTHER CONTRACTUAL SERVICES	-	200	200	200
001-0747-539.34-05	COMPUTER TRAINING	-	300	300	300
001-0747-539.34-06	JANITORIAL SERVICES	1,320	1,475	1,475	1,475
001-0747-539.40-00	TRAVEL AND PER DIEM	553	300	300	500
001-0747-539.41-01	MISC COMMUNIONION & FREIGHT SVCS	-	200	200	200
001-0747-539.41-02	TELEPHONE SERVICES	1,479	2,000	2,000	2,000
001-0747-539.41-03	RADIO SERVICES	746	700	700	700
001-0747-539.43-00	UTILITY SERVICES	9,097	7,800	7,800	8,000
001-0747-539.44-00	RENTALS AND LEASES	814	750	750	750
001-0747-539.45-00	INSURANCE	2,349	1,920	1,920	1,064
001-0747-539.46-01	REPAIR AND MAINT SVCS-MISC	405	200	200	200
001-0747-539.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	1,128	700	2,000	2,000
001-0747-539.46-03	REPAIR AND MAINT SVCS-VEHICLES	2,054	1,000	1,000	1,200
001-0747-539.46-05	REPAIR AND MAINT SVCS-SOFTWARE	-	400	400	400
001-0747-539.46-06	REPAIR AND MAINT SVCS-HARDWARE	15	1,000	1,000	1,000
001-0747-539.47-01	MISC PRINTING AND BINDING	196	200	200	200
001-0747-539.48-00	PROMOTIONAL ACTIVITIES	146	-	-	400
001-0747-539.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	-	200	200	200
001-0747-539.51-00	OFFICE SUPPLIES	53	200	200	500
001-0747-539.52-01	MISCELLANEOUS OPERATING SUPPLIES	22,947	20,000	20,000	23,000
001-0747-539.52-02	CHEMICALS	688	400	400	600
001-0747-539.52-03	GASOLINE AND OIL	10,048	5,000	5,000	6,000
001-0747-539.52-04	UNIFORMS AND ACCESSORIES	1,048	1,200	1,200	1,200
001-0747-539.54-01	DUES AND SUBSCRIPTIONS	-	100	100	2,200
001-0747-539.54-02	SEMINARS AND COURSES	400	1,750	1,750	1,750
001-0747-539.54-03	EDUCATIONAL ASSISTANCE PROGRAM	-	1,000	1,000	1,000
	TOTAL OPERATING EXPENDITURES	<u>55,634</u>	<u>48,995</u>	<u>50,295</u>	<u>57,239</u>
001-0747-539.62-00	BUILDINGS	-	22,000	22,000	-
001-0747-539.63-00	IMPROVEMENT OTHER THAN BUILDINGS	-	-	5,000	-
001-0747-539.64-00	MACHINERY AND EQUIPMENT	34,286	19,300	19,300	25,000
	TOTAL CAPITAL OUTLAY	<u>34,286</u>	<u>41,300</u>	<u>46,300</u>	<u>25,000</u>
	<b>TOTAL FLEET MAINTENANCE DIVISION</b>	<u><b>255,925</b></u>	<u><b>264,631</b></u>	<u><b>272,231</b></u>	<u><b>307,744</b></u>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
PUBLIC WORKS DEPARTMENT  
PARKS DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0775-572.12-00	-	231,565	231,565	270,039
001-0775-572.14-00	-	7,033	7,033	6,217
001-0775-572.21-00	-	18,234	18,234	21,265
001-0775-572.22-00	-	34,833	34,833	44,948
001-0775-572.23-00	-	49,633	49,633	51,661
001-0775-572.24-00	-	10,581	10,581	12,000
001-0775-572.25-00	-	237	237	278
001-0775-572.28-00	-	1,555	1,555	1,717
TOTAL PERSONAL SERVICES	-	353,671	353,671	408,125
001-0775-572.31-06	-	310	310	310
001-0775-572.34-01	-	25,500	28,000	48,000
001-0775-572.34-02	-	51,000	68,500	68,500
001-0775-572.34-05	-	300	300	300
001-0775-572.40-00	-	1,000	1,000	1,000
001-0775-572.41-02	-	3,400	3,400	4,120
001-0775-572.41-03	-	-	-	500
001-0775-572.41-04	-	2,100	2,100	800
001-0775-572.43-00	-	76,300	76,300	76,300
001-0775-572.44-00	-	1,500	1,500	1,500
001-0775-572.45-00	-	6,698	6,698	9,642
001-0775-572.46-01	-	5,500	9,100	12,100
001-0775-572.46-02	-	12,400	12,400	15,000
001-0775-572.46-03	-	2,500	2,500	2,500
001-0775-572.46-06	-	-	-	200
001-0775-572.46-10	-	5,240	5,240	5,500
001-0775-572.47-01	-	300	300	300
001-0775-572.48-00	-	300	300	300
001-0775-572.49-01	-	6,000	6,000	-
001-0775-572.52-01	-	40,500	55,500	59,000
001-0775-572.52-02	-	7,200	7,200	7,200
001-0775-572.52-03	-	7,000	7,000	7,000
001-0775-572.52-04	-	3,650	3,650	3,650
001-0775-572.54-01	-	1,300	1,300	1,300
001-0775-572.54-02	-	2,500	2,500	2,500
001-0775-572.54-03	-	1,500	1,500	1,500
TOTAL OPERATING EXPENDITURES	-	263,998	302,598	329,022
001-0775-572.63-00	-	35,000	35,000	25,000
001-0775-572.64-00	-	32,850	49,350	8,245
TOTAL CAPITAL OUTLAY	-	67,850	84,350	33,245
<b>TOTAL PARKS DIVISION</b>	-	<b>685,519</b>	<b>740,619</b>	<b>770,392</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>1,939,152</b>	<b>2,337,886</b>	<b>3,269,101</b>	<b>2,502,815</b>

**ORGANIZATION CHART  
RECREATION DEPARTMENT**



## **RECREATION GOALS & OBJECTIVES**

**MISSION STATEMENT:** Provide a wide variety of recreational programs and activities to satisfy the needs of every segment of the City's population and to maintain clean, safe and aesthetically pleasing facilities for our citizen's enjoyment.

### **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1: IMPROVE THE QUALITY OF SPECIAL EVENTS TO BETTER MEET THE NEEDS OF CITIZENS**

- Objective 1: Provide fewer activities for the "Light up Winter Garden" event and focus on a casual family atmosphere
- Objective 2: Eliminate poorly attended special events
- Objective 3: Continue annual golf tournament and the Evening at the Pops with the intention of establishing them as yearly events
- Objective 4: Secure outside funding sources for the golf tournament and the Evening at the Pops
- Objective 5: Evaluate all smaller events to determine if they should be continued

*Status 1: Objective accomplished – crowd estimated to be larger than previous year.*

*Status 2: Objective accomplished.*

*Status 3: Objective accomplished.*

*Status 4: Ongoing – working with Rotary Club to secure other funding sources.*

*Status 5: Ongoing.*

#### **GOAL 2: DETERMINE THE RECREATIONAL NEEDS AND DESIRES OF THE COMMUNITY**

- Objective 1: Create and distribute survey to determine needs
- Objective 2: Assess recreational facility needs
- Objective 3: Determine staff and equipment requirements to meet the needs of the community

*Status 1: Objective not accomplished.*

*Status 2: Ongoing.*

*Status 3: Ongoing.*

#### **GOAL 3: REVIEW REVENUE REQUIREMENTS FOR ALL PROGRAMS**

- Objective 1: Determine funding requirements for all programs
- Objective 2: Determine which programs are self-sufficient

Objective 3: Determine which programs should be supported with general tax revenues

Objective 4: Adjust fees where necessary to assure success of programs

*Status 1: Ongoing.*

*Status 2: Ongoing.*

*Status 3: Ongoing.*

*Status 4: Ongoing.*

## **PERFORMANCE - FY 2003/O4 GOALS AND OBJECTIVES**

### **GOAL 1: DEVELOP AND IMPLEMENT EXPANDED TEEN PROGRAMMING**

Objective 1: Recruit and hire a qualified and certified program coordinator

Objective 2: Develop a full line of programs, including dances, special events, etc.

Objective 3: Partner with local middle schools to develop a working relationship to effectively deliver programs

Objective 4: Secure other trained part-time staff or volunteers as necessary to effectively deliver programs

Objective 5: Develop an area in Maple St. Park to be utilized for skateboarding and bike riding

### **GOAL 2: ENHANCE AQUATICS PROGRAMS AND KNOWLEDGE OF AQUATIC STANDARDS**

Objective 1: Train and certify an additional staff in a lifeguard program

Objective 2: Evaluate swim lesson program effectiveness. Benchmark other swim programs

Objective 3: Evaluate offering in-house lessons vs. outsourcing

Objective 4: Evaluate additional exercise, therapeutic and swim-club programs

### **GOAL 3: CREATE MASTER PLAN ALL CITY PARKS & RECREATION FACILITIES**

Objective 1: Determine recreation needs and the types of facilities needed

Objective 2: Identify areas that lack facilities

Objective 3: Determine the best use of existing facilities

Objective 4: Create ten year plan for providing recreation structures and facilities

Objective 5: Provide a guide for cost effect budgeting

### **GOAL 4: DEVISE POLICIES AND PROCEDURES THAT CLEARLY DEFINE EACH DEPARTMENT'S RESPONSIBILITIES FOR SPECIAL EVENTS**

- Objective 1: Provide departments an opportunity to comment on every event
- Objective 2: Create a system for departments to assign fees and charges
- Objective 3: Create a system for departments to provide comments on events before they take place

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
RECREATION DEPARTMENT  
RECREATION DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
001-0872-572.12-00	REGULAR SALARIES AND WAGES	191,020	184,726	184,726	257,301
001-0872-572.13-00	OTHER SALARIES AND WAGES	71,902	65,414	65,414	65,414
001-0872-572.14-00	OVERTIME	5,693	7,924	7,924	8,057
001-0872-572.16-00	SPECIAL DETAIL	713	3,400	3,400	3,400
001-0872-572.18-00	CONTRACT LABOR	102	12,090	12,090	12,090
001-0872-572.21-00	FICA TAXES	19,767	20,887	20,887	26,473
001-0872-572.22-00	RETIREMENT CONTRIBUTIONS	14,651	31,559	31,559	43,424
001-0872-572.23-00	LIFE AND HEALTH INSURANCE	28,996	23,215	23,215	36,416
001-0872-572.24-00	WORKERS' COMPENSATION	10,184	6,703	6,703	8,225
001-0872-572.25-00	UNEMPLOYMENT COMPENSATION	35	191	191	246
001-0872-572.28-00	EMPLOYEE ENTITLEMENT	918	777	777	1,087
	TOTAL PERSONAL SERVICES	343,981	356,886	356,886	462,133
001-0872-572.31-01	MISC PROFESSIONAL SERVICES	1,446	3,000	3,000	-
001-0872-572.31-06	MEDICAL SERVICES	162	500	500	-
001-0872-572.34-01	MISC OTHER CONTRACTUAL SERVICES	8,286	2,000	4,350	8,000
001-0872-572.34-06	JANITORIAL SERVICES	-	1,500	1,500	6,500
001-0872-572.34-08	PERSONNEL SERVICES	12,653	6,000	6,000	8,000
001-0872-572.40-00	TRAVEL AND PER DIEM	622	400	400	800
001-0872-572.41-02	TELEPHONE SERVICES	7,866	7,200	7,200	8,200
001-0872-572.41-03	RADIO SERVICES	257	-	-	-
001-0872-572.41-04	INTERNET SERVICES	1,822	1,000	1,000	2,000
001-0872-572.41-05	POSTAGE	316	200	200	200
001-0872-572.43-00	UTILITY SERVICES	7,654	5,700	5,700	5,700
001-0872-572.44-00	RENTALS AND LEASES	6,858	8,700	8,700	8,000
001-0872-572.45-00	INSURANCE	21,920	20,373	20,373	2,843
001-0872-572.46-01	REPAIR AND MAINT SVCS-MISC	140	-	-	-
001-0872-572.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	5,207	3,166	3,166	-
001-0872-572.46-03	REPAIR AND MAINT SVCS-VEHICLES	1,874	1,800	1,800	3,000
001-0872-572.46-06	REPAIR AND MAINT SVCS-SOFTWARE	268	-	-	-
001-0872-572.46-10	REPAIR AND MAINT SVCS-BUILDING	65,062	25,000	5,000	-
001-0872-572.47-01	MISC PRINTING AND BINDING	1,559	1,550	1,550	3,000
001-0872-572.48-00	PROMOTIONAL ACTIVITIES	2,817	1,000	1,000	1,000
001-0872-572.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	8,193	1,000	1,000	1,000
001-0872-572.49-05	LICENSES, TAXES, AND CERTIFICATIONS	615	320	320	400
001-0872-572.49-11	EMPLOYEE SOCIAL EVENTS	1,763	2,000	2,000	-
001-0872-572.51-00	OFFICE SUPPLIES	3,809	3,978	3,978	3,978
001-0872-572.52-01	MISCELLANEOUS OPERATING SUPPLIES	33,036	33,000	33,000	35,000
001-0872-572.52-03	GASOLINE AND OIL	2,783	2,600	2,600	2,600
001-0872-572.52-04	UNIFORMS AND ACCESSORIES	1,560	1,100	1,100	1,300
001-0872-572.54-01	DUES AND SUBSCRIPTIONS	904	400	400	1,000
001-0872-572.54-02	SEMINARS AND COURSES	524	600	600	800
	TOTAL OPERATING EXPENDITURES	199,976	134,087	116,437	103,321
001-0872-572.63-00	IMPROVEMENT OTHER THAN BUILDINGS	2,831	-	30,000	-
001-0872-572.64-00	MACHINERY AND EQUIPMENT	16,666	-	7,000	39,500
	TOTAL CAPITAL OUTLAY	19,497	-	37,000	39,500
	<b>TOTAL RECREATION DIVISION</b>	<b>563,454</b>	<b>490,973</b>	<b>510,323</b>	<b>604,954</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL FUND EXPENDITURES  
 RECREATION DEPARTMENT  
 HERITAGE DEPOT MUSEUM DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0873-573.45-00 INSURANCE	1,665	1,661	1,661	1,712
001-0873-573.46-01 REPAIR AND MAINT SVCS-MISC	-	3,000	3,000	-
TOTAL OPERATING EXPENDITURES	1,665	4,661	4,661	1,712
001-0873-573.62-00 LAND	86,481	-	-	-
001-0873-573.62-00 BUILDINGS	192,000	60,000	60,000	-
001-0873-573.63-00 IMPROVEMENT OTHER THAN BUILDINGS	-	50,000	50,000	-
TOTAL CAPITAL OUTLAY	278,481	110,000	110,000	-
001-0873-564.83-00 OTHER GRANTS AND AIDS	25,000	-	-	-
TOTAL GRANTS AND AIDS	25,000	-	-	-
<b>TOTAL HERITAGE DEPOT MUSEUM DIVISION</b>	<b>305,146</b>	<b>114,661</b>	<b>114,661</b>	<b>1,712</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
RECREATION DEPARTMENT  
SPECIAL EVENTS DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
001-0874-574.12-00	REGULAR SALARIES AND WAGES	43,516	11,107	11,107	-
001-0874-574.21-00	FICA TAXES	3,357	850	850	-
001-0874-574.22-00	RETIREMENT CONTRIBUTIONS	(42)	-	-	-
001-0874-574.23-00	LIFE AND HEALTH INSURANCE	3,930	1,059	1,059	-
001-0874-574.24-00	WORKERS' COMPENSATION	173	369	369	-
001-0874-574.25-00	UNEMPLOYMENT COMPENSATION	-	11	11	-
001-0874-574.28-00	EMPLOYEE ENTITLEMENT	153	-	-	-
	<b>TOTAL PERSONAL SERVICES</b>	<b>51,087</b>	<b>13,396</b>	<b>13,396</b>	<b>-</b>
001-0874-574.31-01	MISC PROFESSIONAL SERVICES	2,300	-	-	-
001-0874-574.34-01	MISC OTHER CONTRACTUAL SERVICES	278,712	296,650	186,445	29,594
001-0874-574.34-08	PERSONNEL SERVICES	440	-	-	-
001-0874-574.34-10	INDEPENDENCE DAY	8,000	16,000	16,000	17,000
001-0874-574.34-11	CHRISTMAS PARADE	3,863	4,000	4,000	4,000
001-0874-574.34-13	SPRING FEVER	-	3,000	3,000	4,495
001-0874-574.34-14	EVENING AT THE POPS	-	20,000	20,000	5,000
001-0874-574.34-15	ANNUAL GOLF TOURNAMENT	-	15,000	15,000	15,000
001-0874-574.40-00	TRAVEL AND PER DIEM	641	525	525	-
001-0874-574.41-02	TELEPHONE SERVICES	1,006	-	-	-
001-0874-574.41-05	POSTAGE	48	-	-	-
001-0874-574.44-00	RENTALS AND LEASES	7,000	32,300	32,300	-
001-0874-574.47-01	MISC PRINTING AND BINDING	5,387	350	350	-
001-0874-574.48-00	PROMOTIONAL ACTIVITIES	51,346	45,315	45,315	-
001-0874-574.49-05	LICENSES, TAXES, AND CERTIFICATIONS	25	-	-	-
001-0874-574.49-11	EMPLOYEE SOCIAL EVENTS	14,002	13,000	13,000	16,000
001-0874-574.51-00	OFFICE SUPPLIES	79	250	250	-
001-0874-574.52-01	MISCELLANEOUS OPERATING SUPPLIES	65,773	21,050	21,050	-
001-0874-574.52-04	UNIFORMS AND ACCESSORIES	4,087	-	-	-
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>442,709</b>	<b>467,440</b>	<b>357,235</b>	<b>91,089</b>
001-0874-590.82-00	AIDS TO PRIVATE ORGANIZATIONS	599	-	-	-
	<b>TOTAL GRANTS AND AIDS</b>	<b>599</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL SPECIAL EVENTS DIVISION</b>	<b>494,395</b>	<b>480,836</b>	<b>370,631</b>	<b>91,089</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
RECREATION DEPARTMENT  
PARKS DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0875-572.12-00	REGULAR SALARIES AND WAGES	176,385	-	-
001-0875-572.13-00	OTHER SALARIES AND WAGES	29	-	-
001-0875-572.14-00	OVERTIME	18,595	-	-
001-0875-572.21-00	FICA TAXES	14,553	-	-
001-0875-572.22-00	RETIREMENT CONTRIBUTIONS	16,614	-	-
001-0875-572.23-00	LIFE AND HEALTH INSURANCE	33,642	-	-
001-0875-572.24-00	WORKERS' COMPENSATION	8,996	-	-
001-0875-572.28-00	EMPLOYEE ENTITLEMENT	1,224	-	-
	<b>TOTAL PERSONAL SERVICES</b>	<b>270,038</b>	-	-
001-0875-572.31-01	MISC PROFESSIONAL SERVICES	450	-	-
001-0875-572.34-01	MISC OTHER CONTRACTUAL SERVICES	24,085	-	-
001-0875-572.34-08	PERSONNEL SERVICES	518	-	-
001-0875-572.41-02	TELEPHONE SERVICES	1,527	-	-
001-0875-572.41-03	RADIO SERVICES	37	-	-
001-0875-572.41-04	INTERNET SERVICES	200	-	-
001-0875-572.43-00	UTILITY SERVICES	73,315	-	-
001-0875-572.44-00	RENTALS AND LEASES	2,103	-	-
001-0875-572.45-00	INSURANCE	6,173	-	-
001-0875-572.46-01	REPAIR AND MAINT SVCS-MISC	4,405	-	-
001-0875-572.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	11,998	-	-
001-0875-572.46-03	REPAIR AND MAINT SVCS-VEHICLES	2,545	-	-
001-0875-572.46-10	REPAIR AND MAINT SVCS-BUILDING	2,244	-	-
001-0875-572.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	(3)	-	-
001-0875-572.49-05	LICENSES, TAXES, AND CERTIFICATIONS	320	-	-
001-0875-572.52-01	MISCELLANEOUS OPERATING SUPPLIES	39,588	-	-
001-0875-572.52-02	CHEMICALS	915	-	-
001-0875-572.52-03	GASOLINE AND OIL	4,668	-	-
001-0875-572.52-04	UNIFORMS AND ACCESSORIES	1,497	-	-
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>176,585</b>	-	-
001-0875-572.64-00	MACHINERY AND EQUIPMENT	6,636	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>6,636</b>	-	-
	<b>TOTAL PARKS DIVISION</b>	<b>453,259</b>	-	-

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
RECREATION DEPARTMENT  
LANDSCAPING DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0876-572.12-00	REGULAR SALARIES AND WAGES	89,757	-	-
001-0876-572.14-00	OVERTIME	3,889	-	-
001-0876-572.21-00	FICA TAXES	7,294	-	-
001-0876-572.22-00	RETIREMENT CONTRIBUTIONS	8,717	-	-
001-0876-572.23-00	LIFE AND HEALTH INSURANCE	13,867	-	-
001-0876-572.24-00	WORKERS' COMPENSATION	4,709	-	-
001-0876-572.28-00	EMPLOYEE ENTITLEMENT	459	-	-
	TOTAL PERSONAL SERVICES	128,692	-	-
001-0876-572.31-06	MEDICAL SERVICES	10	-	-
001-0876-572.34-01	MISC OTHER CONTRACTUAL SERVICES	19,882	-	-
001-0876-572.34-02	LAWN MAINTENANCE SERVICES	51,850	-	-
001-0876-572.41-02	TELEPHONE SERVICES	1,892	-	-
001-0876-572.41-04	INTERNET SERVICES	1,611	-	-
001-0876-572.43-00	UTILITY SERVICES	7,136	-	-
001-0876-572.44-00	RENTALS AND LEASES	1,139	-	-
001-0876-572.45-00	INSURANCE	672	-	-
001-0876-572.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	1,642	-	-
001-0876-572.46-03	REPAIR AND MAINT SVCS-VEHICLES	1,101	-	-
001-0876-572.47-01	MISC PRINTING AND BINDING	17	-	-
001-0876-572.48-00	PROMOTIONAL ACTIVITIES	160	-	-
001-0876-572.52-01	MISCELLANEOUS OPERATING SUPPLIES	31,408	-	-
001-0876-572.52-02	CHEMICALS	3,881	-	-
001-0876-572.52-03	GASOLINE AND OIL	3,202	-	-
001-0876-572.52-04	UNIFORMS AND ACCESSORIES	1,098	-	-
001-0876-572.54-01	DUES AND SUBSCRIPTIONS	(1,130)	-	-
001-0876-572.54-02	SEMINARS AND COURSES	140	-	-
	TOTAL OPERATING EXPENDITURES	125,711	-	-
001-0876-572.64-00	MACHINERY AND EQUIPMENT	3,250	-	-
	TOTAL CAPITAL OUTLAY	3,250	-	-
	<b>TOTAL LANDSCAPING DIVISION</b>	<b>257,653</b>	<b>-</b>	<b>-</b>
	<b>TOTAL RECREATION DEPARTMENT</b>	<b>2,073,907</b>	<b>1,086,470</b>	<b>995,615</b>

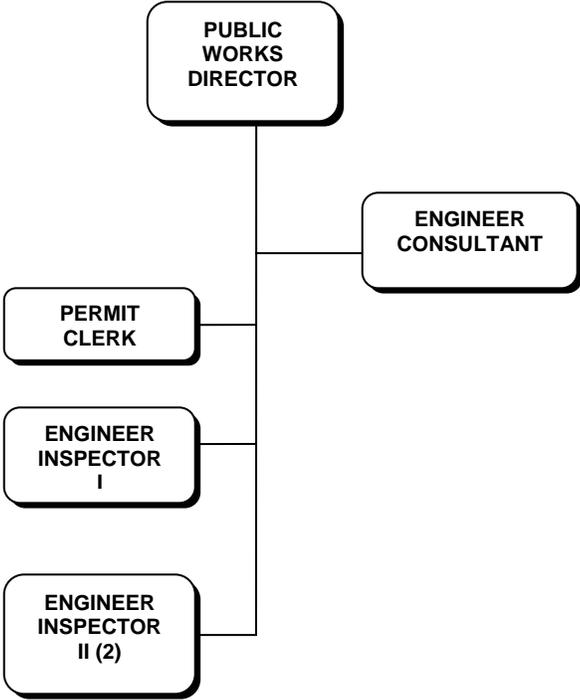
**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL FUND EXPENDITURES  
 LEGAL DEPARTMENT**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-0914-514.31-00    LEGAL SERVICES REIMBURSEMENT	-	-	-	(140,000)
001-0914-514.31-02    LEGAL SERVICES	298,922	200,000	200,000	300,000
<b>TOTAL LEGAL DEPARTMENT</b>	<b>298,922</b>	<b>200,000</b>	<b>200,000</b>	<b>160,000</b>



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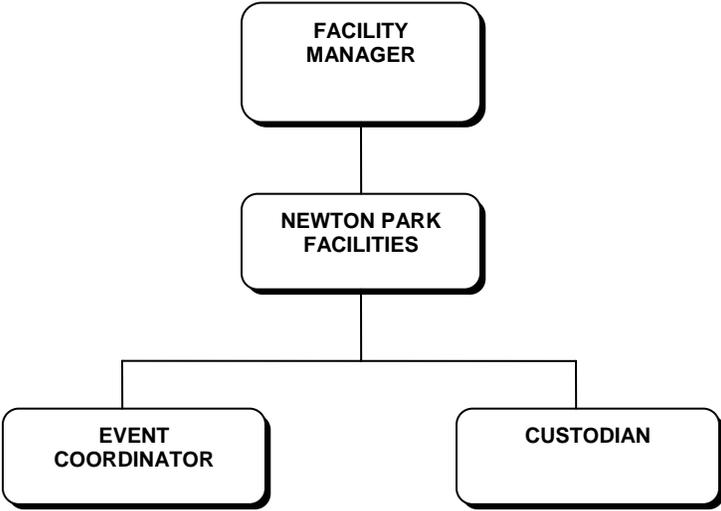
**ORGANIZATION CHART  
PUBLIC WORKS  
ENGINEERING DIVISION**



**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
ENGINEERING DEPARTMENT**

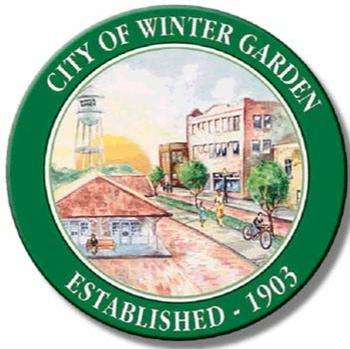
	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
001-1016-541.12-00	REGULAR SALARIES AND WAGES	130,310	158,786	162,786	261,718
001-1016-541.14-00	OVERTIME	56,393	50,000	50,000	42,556
001-1016-541.21-00	FICA TAXES	13,642	15,565	15,870	23,513
001-1016-541.22-00	RETIREMENT CONTRIBUTIONS	17,167	32,840	33,328	43,181
001-1016-541.23-00	LIFE AND HEALTH INSURANCE	23,965	47,581	47,581	59,692
001-1016-541.24-00	WORKERS' COMPENSATION	6,132	13,478	13,478	20,359
001-1016-541.25-00	UNEMPLOYMENT COMPENSATION	-	203	203	307
001-1016-541.28-00	EMPLOYEE ENTITLEMENT	459	778	778	1,090
	TOTAL PERSONAL SERVICES	<u>248,068</u>	<u>319,231</u>	<u>324,024</u>	<u>452,416</u>
001-1016-541.31-04	ENGINEERING SERVICES	122,650	110,000	110,000	110,000
001-1016-541.31-06	MEDICAL SERVICES	10	50	50	200
001-1016-541.34-05	COMPUTER TRAINING	-	300	300	300
001-1016-541.34-06	JANITORIAL SERVICES	480	-	-	-
001-1016-541.34-08	PERSONNEL SERVICES	-	1,000	1,000	1,000
001-1016-541.40-00	TRAVEL AND PER DIEM	198	500	500	2,000
001-1016-541.41-01	MISC COMMUNITION & FREIGHT SVCS	-	25	25	25
001-1016-541.41-02	TELEPHONE SERVICES	3,667	4,000	4,000	4,000
001-1016-541.41-05	POSTAGE	-	100	100	100
001-1016-541.43-00	UTILITY SERVICES	1,391	1,400	1,400	1,400
001-1016-541.44-00	RENTALS AND LEASES	1,326	1,200	1,200	1,200
001-1016-541.45-00	INSURANCE	1,064	938	938	454
001-1016-541.46-02	REPAIR AND MAINT SVCS-EQUIPMENT	-	1,300	1,300	1,300
001-1016-541.46-03	REPAIR AND MAINT SVCS-VEHICLES	4,377	1,500	1,500	1,500
001-1016-541.46-05	REPAIR AND MAINT SVCS-SOFTWARE	-	300	300	300
001-1016-541.47-01	MISC PRINTING AND BINDING	421	300	300	1,000
001-1016-541.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	-	800	800	800
001-1016-541.49-05	LICENSES, TAXES, AND CERTIFICATIONS	-	600	600	600
001-1016-541.51-00	OFFICE SUPPLIES	1,203	2,000	2,000	2,200
001-1016-541.52-01	MISCELLANEOUS OPERATING SUPPLIES	6,075	3,000	3,000	3,500
001-1016-541.52-03	GASOLINE AND OIL	5,138	4,500	4,500	4,500
001-1016-541.52-04	UNIFORMS AND ACCESSORIES	1,295	1,200	1,200	1,200
001-1016-541.54-01	DUES AND SUBSCRIPTIONS	233	500	500	1,000
001-1016-541.54-02	SEMINARS AND COURSES	532	1,000	1,000	2,000
	TOTAL OPERATING EXPENDITURES	<u>150,060</u>	<u>136,513</u>	<u>136,513</u>	<u>140,579</u>
001-1016-541.64-00	MACHINERY AND EQUIPMENT	<u>26,990</u>	<u>19,600</u>	<u>19,600</u>	<u>27,600</u>
	TOTAL CAPITAL OUTLAY	<u>26,990</u>	<u>19,600</u>	<u>19,600</u>	<u>27,600</u>
	<b>TOTAL ENGINEERING DEPARTMENT</b>	<b><u>425,118</u></b>	<b><u>475,344</u></b>	<b><u>480,137</u></b>	<b><u>620,595</u></b>

**ORGANIZATION CHART  
NEWTON PARK FACILITY  
DEPARTMENT**



**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL FUND EXPENDITURES  
NEWTON PARK FACILITIES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
001-3658-575.12-00	-	40,045	40,045	42,017
001-3658-575.21-00	-	3,087	3,087	3,237
001-3658-575.22-00	-	6,513	6,513	6,842
001-3658-575.23-00	-	12,225	12,225	9,652
001-3658-575.24-00	-	130	130	1,573
001-3658-575.25-00	-	40	40	42
001-3658-575.28-00	-	-	-	300
TOTAL PERSONAL SERVICES	-	62,040	62,040	63,663
001-3658-575.41-02	-	800	1,800	1,800
001-3658-575.41-04	-	-	-	1,000
001-3658-575.43-00	-	-	-	7,000
001-3658-575.44-00	-	1,500	1,500	1,500
001-3658-575.45-00	-	-	10,000	10,000
001-3658-575.46-02	-	-	3,000	2,000
001-3658-575.46-10	-	-	20,000	5,000
001-3658-575.47-01	-	-	-	100
001-3658-575.51-00	-	-	-	750
001-3658-575.52-01	-	4,500	7,500	12,455
001-3658-575.52-04	-	-	-	400
TOTAL OPERATING EXPENDITURES	-	6,800	43,800	42,005
001-3658-575.64-00	-	3,000	3,000	-
TOTAL CAPITAL OUTLAY	-	3,000	3,000	-
<b>TOTAL NEWTON PARK FACILITIES DIVISION</b>	<b>-</b>	<b>71,840</b>	<b>108,840</b>	<b>105,668</b>
<b>TOTAL GENERAL FUND</b>	<b>14,496,477</b>	<b>14,255,408</b>	<b>16,299,839</b>	<b>16,658,705</b>



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# SPECIAL REVENUE FUNDS





## **SPECIAL REVENUE FUNDS**

**Special Revenue Funds are funds that have a specific revenue source that are legally restricted for specific purposes. Following is a list of the City of Winter Garden Special Revenue Funds:**

**Community Redevelopment Agency Fund  
Law Enforcement Trust Fund  
Law Enforcement Grants Fund  
State Revenue Sharing Fund  
Local Option Gas Tax Fund  
General Impact Fee Fund  
Heritage Depot Museum Trust Fund**

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 COMMUNITY REDEVELOPMENT AGENCY FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
120-0213-338.00-00 SHARED REVENUES - OTHER LOCAL	212,810	229,695	229,695	273,721
120-0213-361.10-00 INVESTMENTS	15,586	15,000	15,000	10,000
120-0213-364.00-00 DISPOSITION OF FIXED ASSETS	1,087,408	-	-	-
120-0213-381.01-00 GENERAL FUND	174,052	191,446	191,446	230,000
120-0213-389.99-99 CARRYFORWARD FUND BAL	-	84,543	84,543	-
<b>TOTAL COMMUNITY REDEVELOPMENT AGENCY FUND</b>	<u><u>1,489,856</u></u>	<u><u>520,684</u></u>	<u><u>520,684</u></u>	<u><u>513,721</u></u>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
COMMUNITY REDEVELOPMENT AGENCY FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>	
120-0213-552.12-00	REGULAR SALARIES AND WAGES	69,983	30,045	30,045	-
120-0213-552.21-00	FICA TAXES	4,199	2,998	2,998	-
120-0213-552.22-00	RETIREMENT CONTRIBUTIONS	2,876	-	-	-
120-0213-552.23-00	LIFE AND HEALTH INSURANCE	3,338	39	39	-
120-0213-552.24-00	WORKERS' COMPENSATION	125	82	82	-
120-0213-552.28-00	EMPLOYEE ENTITLEMENT	153	155	155	-
	<b>TOTAL PERSONAL SERVICES</b>	<b>80,674</b>	<b>33,319</b>	<b>33,319</b>	<b>-</b>
					-
120-0213-552.31-02	LEGAL SERVICES	3,650	-	-	-
120-0213-552.31-04	ENGINEERING SERVICES	-	70,000	70,000	-
120-0213-552.34-01	MISC OTHER CONTRACTUAL SERVICES	2,063	-	-	90,000
120-0213-552.43-00	UTILITY SERVICES	816	-	-	-
120-0213-552.48-00	PROMOTIONAL ACTIVITIES	19	-	-	-
120-0213-552.49-01	MISC OTHR CUR CHGS & OBLIGATIONS	-	-	-	28,102
120-0213-552.49-02	INTERFUND MANAGEMENT FEES	-	-	-	10,298
120-0213-552.54-01	DUES AND SUBSCRIPTIONS	370	-	-	-
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>6,918</b>	<b>70,000</b>	<b>70,000</b>	<b>128,400</b>
120-0213-552.61-00	LAND	735	-	-	-
120-0213-552.63-00	IMPROVEMENT OTHER THAN BUILDINGS	5,369	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>6,104</b>	<b>-</b>	<b>-</b>	<b>-</b>
120-0213-552.72-00	INTEREST	24,836	35,668	35,668	37,191
	<b>TOTAL DEBT SERVICE</b>	<b>24,836</b>	<b>35,668</b>	<b>35,668</b>	<b>37,191</b>
120-0213-581.91-00	TRANSFERS	1,382,377	381,697	381,697	348,130
	<b>TOTAL OTHER USES</b>	<b>1,382,377</b>	<b>381,697</b>	<b>381,697</b>	<b>348,130</b>
	<b>TOTAL COMMUNITY REDEVELOPMENT AGENCY FUND</b>	<b>1,500,909</b>	<b>520,684</b>	<b>520,684</b>	<b>513,721</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 LAW ENFORCEMENT TRUST FUND REVENUES**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
121-1121-359.00-00 FORFEITURES	24,443	5,000	5,000	10,000
121-1121-361.10-00 INVESTMENTS	180	75	75	150
<b>TOTAL LAW ENFORCEMENT TRUST FUND</b>	<b>24,623</b>	<b>5,075</b>	<b>5,075</b>	<b>10,150</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 LAW ENFORCEMENT TRUST FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
<b><u>STATE-UNDESIGNATED</u></b>				
121-1121-590.90-00 TRANSFER TO FUND BALANCE	-	-	-	10,150
<b>TOTAL STATE-UNDESIGNATED</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,150</b>
<b><u>STATE-DESIGNATED</u></b>				
121-1221-521.31-02 LEGAL SERVICES	2,324	-	-	-
121-1221-521.52-01 MISCELLANEOUS OPERATING SUPPLIES	177	5,075	5,075	-
121-1221-521.52-04 UNIFORMS AND ACCESSORIES	300	-	-	-
<b>TOTAL STATE-DESIGNATED</b>	<b>2,801</b>	<b>5,075</b>	<b>5,075</b>	<b>-</b>
<b>TOTAL LAW ENFORCEMENT TRUST FUND</b>	<b>2,801</b>	<b>5,075</b>	<b>5,075</b>	<b>10,150</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 LAW ENFORCEMENT GRANTS FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
122-0021-331.21-00 LOCAL LAW ENFORCEMENT GRANT	23,645	16,243	16,243	46,141
122-0021-361.10-00 INVESTMENTS	195	-	-	25
122-0021-381.01-00 GENERAL FUND	2,627	1,804	1,804	30,222
<b>TOTAL LAW ENFORCEMENT GRANTS FUND</b>	<b><u>26,467</u></b>	<b><u>18,047</u></b>	<b><u>18,047</u></b>	<b><u>76,388</u></b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
LAW ENFORCEMENT GRANTS FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
122-0521-521.12-00 REGULAR SALARIES AND WAGES	-	-	-	35,883
122-0521-521.14-00 OVERTIME	-	-	-	2,520
122-0521-521.21-00 FICA TAXES	-	-	-	2,949
122-0521-521.22-00 RETIREMENT CONTRIBUTIONS	-	-	-	7,723
122-0521-521.23-00 LIFE AND HEALTH INSURANCE	-	-	-	1,329
122-0521-521.24-00 WORKERS' COMPENSATION	-	-	-	1,200
122-0521-521.25-00 UNEMPLOYMENT COMPENSATION	-	-	-	38
122-0521-521.28-00 EMPLOYEE ENTITLEMENT	-	-	-	155
TOTAL PERSONAL SERVICES	-	-	-	51,797
122-0521-521.52-01 MISCELLANEOUS OPERATING SUPPLIES	27,680	-	-	7,516
122-0521-521.52-04 UNIFORMS AND ACCESSORIES	-	-	-	6,575
TOTAL OPERATING EXPENDITURES	27,680	-	-	14,091
122-0521-521.64-00 MACHINERY AND EQUIPMENT	13,176	18,047	18,047	10,500
TOTAL CAPITAL OUTLAY	13,176	18,047	18,047	10,500
<b>TOTAL LAW ENFORCEMENT GRANTS FUND</b>	<b>40,856</b>	<b>18,047</b>	<b>18,047</b>	<b>76,388</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 REVENUE SHARING FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
150-0000-335.12-00 STATE REVENUE PROCEEDS	492,601	509,454	509,454	508,570
<b>TOTAL REVENUE SHARING FUND</b>	<b><u>492,601</u></b>	<b><u>509,454</u></b>	<b><u>509,454</u></b>	<b><u>508,570</u></b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 REVENUE SHARING SPECIAL REVENUE FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
150-0000-581.90-00 TRANSFERS	303,270	179,454	179,454	508,570
150-0000-581.91-00 TRANSFERS	189,331	330,000	330,000	-
TOTAL OTHER USES	492,601	509,454	509,454	508,570
<b>TOTAL REVENUE SHARING FUND</b>	<b>492,601</b>	<b>509,454</b>	<b>509,454</b>	<b>508,570</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 LOCAL OPTION GAS TAX FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
160-0741-361.10-00 INVESTMENTS	4,854	-	-	6,300
160-0741-312.41-00 LOCAL OPTION GAS TAX	618,490	627,000	687,000	702,224
160-0741-381.99-99 FUND BALANCE	-	242,918	341,918	-
<b>TOTAL LOCAL OPTION GAS TAX FUND</b>	<b><u>623,344</u></b>	<b><u>869,918</u></b>	<b><u>1,028,918</u></b>	<b><u>708,524</u></b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
LOCAL OPTION GAS TAX FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
160-0741-541.46-01 REPAIR AND MAINT SVCS-EQUIPMENT	3,450	-	-	-
160-0741-541.49-04 TRAFFIC SIGNALS AND SIGNS	380	-	-	25,000
160-0741-541.49-08 STREET LIGHTS	146,250	100,000	100,000	140,000
TOTAL OPERATING EXPENDITURES	150,080	100,000	100,000	165,000
160-0741-541.63-00 IMPROVEMENT OTHER THAN BUILDINGS	238,985	769,918	928,918	224,741
160-0741-541.64-00 MACHINERY AND EQUIPMENT	-	-	-	80,000
TOTAL CAPITAL OUTLAY	238,985	769,918	928,918	304,741
160-0741-590.90-00 TRANSFER TO FUND BALANCE	-	-	-	238,783
TOTAL OTHER USES	-	-	-	238,783
<b>TOTAL LOCAL OPTION GAS TAX FUND</b>	<b>389,065</b>	<b>869,918</b>	<b>1,028,918</b>	<b>708,524</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL IMPACT FEE FUND REVENUES**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
<b><u>ADMINISTRATION DIVISION</u></b>				
170-0213-361.10-00	159,014	120,000	120,000	65,000
170-0213-361.30-00	(51,320)	-	-	-
170-0213-367.00-00	20,749	20,000	20,000	-
<b>TOTAL ADMINISTRATION DIVISION</b>	<b>128,443</b>	<b>140,000</b>	<b>140,000</b>	<b>65,000</b>
<b><u>POLICE-SWORN DIVISION</u></b>				
170-0021-363.22-00	138,692	140,000	200,000	325,000
170-0021-389.99-99	-	-	60,000	-
<b>TOTAL POLICE-SWORN DIVISION</b>	<b>138,692</b>	<b>140,000</b>	<b>260,000</b>	<b>325,000</b>
<b><u>FIRE DEPARTMENT</u></b>				
170-0022-363.22-00	141,603	135,000	195,000	340,000
170-0022-389.99-99	-	-	-	380,651
<b>TOTAL FIRE DEPARTMENT</b>	<b>141,603</b>	<b>135,000</b>	<b>195,000</b>	<b>720,651</b>
<b><u>STREETS DIVISION</u></b>				
170-0741-337.30-00	-	-	-	180,000
170-0741-363.24-00	892,891	900,000	975,000	1,270,000
170-0741-389.99-99	-	-	2,392,500	-
<b>TOTAL STREETS DIVISION</b>	<b>892,891</b>	<b>900,000</b>	<b>3,367,500</b>	<b>1,450,000</b>
<b><u>RECREATION DIVISION</u></b>				
170-0072-363.27-00	235,000	200,000	300,000	545,000
<b>TOTAL RECREATION DIVISION</b>	<b>235,000</b>	<b>200,000</b>	<b>300,000</b>	<b>545,000</b>
<b>TOTAL GENERAL IMPACT FEES FUND</b>	<b><u>1,536,629</u></b>	<b><u>1,515,000</u></b>	<b><u>4,262,500</u></b>	<b><u>3,105,651</u></b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL IMPACT FEES SPECIAL REVENUE FUND EXPENDITURES  
 POLICE DEPARTMENT**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
170-0021-521.52.01 MISCELLANEOUS OPERATING SUPPLIES	2,559	-	-	-
TOTAL OPERATING EXPENDITURES	2,559	-	-	-
170-0021-521.62-00 BUILDINGS	-	-	120,000	-
170-0021-521.64-00 MACHINERY AND EQUIPMENT	24,558	42,500	42,500	108,022
TOTAL CAPITAL OUTLAY	24,558	42,500	162,500	108,022
170-0021-590.90-00 TRANSFER TO FUND BALANCE	-	114,287	114,287	226,817
TOTAL OTHER USES	-	114,287	114,287	226,817
<b>TOTAL POLICE DEPARTMENT</b>	<b>27,117</b>	<b>156,787</b>	<b>276,787</b>	<b>334,839</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL IMPACT FEES SPECIAL REVENUE FUND EXPENDITURES  
 FIRE DEPARTMENT**

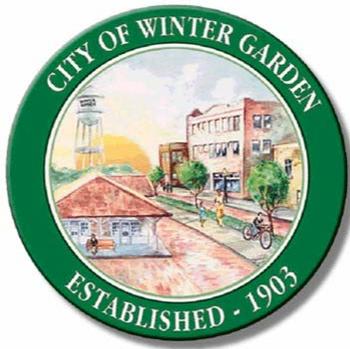
	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
170-0022-522.31-05 APPRAISAL SERVICES	1,250	-	-	-
170-0022-522.31-06 MEDICAL SERVICES	585	-	-	-
170-0022-522.34-01 MISC OTHER CONTRACTUAL SERVICES	90	-	-	-
170-0022-522.43.00 UTILITY SERVICES	469	-	-	-
170-0022-522.46-10 REPAIR AND MAINT SVCS-BUILDING	864	-	-	-
170-0022-522.49-01 MISC OTHR CUR CHGS & OBLIGATIONS	69	-	-	-
170-0022-522.51-00 OFFICE SUPPLIES	1,691	-	-	-
170-0022-522.52-01 MISCELLANEOUS OPERATING SUPPLIES	28,758	-	-	-
170-0022-522.52-04 UNIFORMS AND ACCESSORIES	4,952	-	-	-
TOTAL MATERIAL SERVICES	38,728	-	-	-
170-0022-522.61-00 LAND	135,490	-	-	-
170-0022-522.62-00 BUILDINGS	7,191	-	-	704,500
170-0022-522.63-00 IMPROVEMENT OTHER THAN BUILDINGS	7,012	-	-	-
170-0022-522.64-00 MACHINERY AND EQUIPMENT	267,654	-	-	21,700
TOTAL CAPITAL OUTLAY	417,347	-	-	726,200
170-0022-590.90-00 TRANSFER TO FUND BALANCE	-	148,933	208,933	-
TOTAL OTHER USES	-	148,933	208,933	-
<b>TOTAL FIRE DEPARTMENT</b>	<b>456,075</b>	<b>148,933</b>	<b>208,933</b>	<b>726,200</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL IMPACT FEES SPECIAL REVENUE FUND EXPENDITURES  
 STREETS DIVISION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
170-0741-541.61-00 LAND	596,703	500,000	2,066,000	500,000
170-0741-541.63-00 IMPROVEMENT OTHER THAN BUILDINGS	<u>835,180</u>	<u>95,000</u>	<u>996,500</u>	<u>490,000</u>
TOTAL CAPITAL OUTLAY	1,431,883	595,000	3,062,500	990,000
170-0042-590.90-00 TRANSFER TO FUND BALANCE	-	389,996	389,996	492,088
TOTAL OTHER USES	-	389,996	389,996	492,088
<b>TOTAL STREETS DIVISION</b>	<b><u>1,431,883</u></b>	<b><u>984,996</u></b>	<b><u>3,452,496</u></b>	<b><u>1,482,088</u></b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL IMPACT FEES SPECIAL REVENUE FUND EXPENDITURES  
 RECREATION DEPARTMENT**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
170-0072-590.90-00 TRANSFER TO FUND BALANCE	-	224,284	324,284	562,524
TOTAL OTHER USES	-	224,284	324,284	562,524
<b>TOTAL RECREATION DEPARTMENT</b>	<b>-</b>	<b>224,284</b>	<b>324,284</b>	<b>562,524</b>
<b>TOTAL GENERAL IMPACT FEES SPECIAL REVENUE FUND</b>	<b>1,915,075</b>	<b>1,515,000</b>	<b>4,262,500</b>	<b>3,105,651</b>



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**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 TRANSPORTATION IMPACT FEES SOUTH OF THE TURNPIKE FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
171-0000-361.10-00 INVESTMENTS	7,946	10,000	10,000	10,000
TOTAL INVESTMENTS	7,946	10,000	10,000	10,000
171-0741-363.24-00 TRANSPORTATION IMPACT FEES	410,929	300,000	300,000	790,000
TOTAL TRANSPORTATION DEPARTMENT	410,929	300,000	300,000	790,000
<b>TOTAL TRANSPORTATION IMPACT FEE SOUTH OF TURNPIKE</b>	<b><u>418,875</u></b>	<b><u>310,000</u></b>	<b><u>310,000</u></b>	<b><u>800,000</u></b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 TRANSPORTATION IMPACT FEES SOUTH OF TURNPIKE FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
171-0741-541.61-00 LAND	597	-	-	-
171-0741-541.63-00 IMPROVEMENT OTHER THAN BUILDINGS	285	-	-	150,000
TOTAL CAPITAL OUTLAY	882	-	-	150,000
171-0741-590.90-00 TRANSFER TO FUND BALANCE	-	310,000	310,000	650,000
TOTAL OTHER USES	-	310,000	310,000	650,000
<b>TOTAL TRANSPORTATION IMPACT FEES SOUTH OF TURNPIKE FUND</b>	<b>882</b>	<b>310,000</b>	<b>310,000</b>	<b>800,000</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 TRANSPORTATION IMPACT FEES OOCEA PLEDGE FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
172-0000-361.10-00 INVESTMENTS	24,416	18,000	18,000	10,000
172-0000-361.30-00 POOLED CASH	(5,330)	-	-	-
172-0000-367.00-00 GAIN ON SALE OF INVESTMENT	(817)	-	-	-
TOTAL INVESTMENTS	18,269	18,000	18,000	10,000
172-0741-363.24-00 TRANSPORTATION IMPACT FEE	1,231,933	1,000,000	1,000,000	2,255,000
172-0741-384.00-00 DEBT PROCEEDS	1,230,083	-	-	-
172-0741-389.99-99 CARRY FORWARD FUND BAL	-	1,982,000	1,982,000	652,880
TOTAL TRANSPORTATION DEPARTMENT	2,462,016	2,982,000	2,982,000	2,907,880
<b>TOTAL TRANSPORTATION IMPACT FEES OOCEA PLEDGE</b>	<b>2,480,285</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>2,917,880</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 TRANSPORTATION IMPACT FEES/OCEA PLEDGE FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
172-0741-541.63-00 IMPROVEMENT OTHER THAN BUILDINGS	1,231,980	-	-	-
TOTAL CAPITAL OUTLAY	1,231,980	-	-	-
172-0741-517.71-00 PRINCIPAL	-	2,725,643	2,725,643	2,638,907
172-0741-517.72-00 INTEREST	-	274,357	274,357	278,973
TOTAL DEBT SERVICE	-	3,000,000	3,000,000	2,917,880
<b>TOTAL TRANSPORTATION IMPACT FEES/OCEA    PLEDGE FUND</b>	<b>1,231,980</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>2,917,880</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 HERITAGE DEPOT MUSEUM TRUST FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
180-0000-361.10-00    INVESTMENTS	9	-	-	-
<b>TOTAL HERITAGE DEPOT MUSEUM TRUST FUND</b>	<b>9</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 HERITAGE DEPOT MUSEUM TRUST FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
180-0000-590.99-00 TRANSFER TO FUND BALANCE	-	-	-	-
<b>TOTAL HERITAGE DEPOT MUSEUM TRUST FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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# DEBT SERVICE FUND





## **DEBT SERVICE FUND**

**The Debt Service Fund is used for the accumulation of resources for the payment of the principal and interest on the following debt issues:**

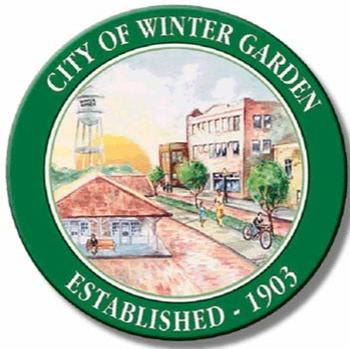
**Guaranteed Entitlement Revenue Bonds, Series 1999  
Community Redevelopment Agency Revenue Note, Series 2001**

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
DEBT SERVICE FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
230-0000-361.10-00 INVESTMENTS	1,331	1,500	1,500	750
TOTAL INVESTMENTS	1,331	1,500	1,500	750
230-0000-381.12-00 COMMUNITY REDEVELOPMENT	182,377	330,931	330,931	330,931
230-0000-381.15-00 STATE REV SHARING TRUST FUND	179,955	179,454	179,454	120,509
230-0000-381.41-00 UTIL OPERATING FUND	-	27,761	27,761	27,765
230-0000-381.91-03 FISCAL YR. 2000 LOAN	141,237	141,268	141,268	-
230-0000-389.99-00 NON OPERATING	-	-	-	76,703
TOTAL NON-OPERATING	503,569	679,414	679,414	555,908
<b>TOTAL DEBT SERVICE FUND</b>	<b>504,900</b>	<b>680,914</b>	<b>680,914</b>	<b>556,658</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 DEBT SERVICE FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
230-0000-517.71-00 PRINCIPAL	160,194	340,521	340,521	373,042
230-0000-517.71-01 PRINCIPAL-SERIES 1999 (2) LOAN	128,649	134,811	134,811	-
230-0000-517.72-00 INTEREST	203,731	199,125	199,125	183,616
230-0000-517.72-01 INTEREST-SERIES 1999 (2) LOAN	<u>12,588</u>	<u>6,457</u>	<u>6,457</u>	<u>-</u>
TOTAL DEBT SERVICE	505,162	680,914	680,914	556,658
<b>TOTAL DEBT SERVICE FUND</b>	<b><u>505,162</u></b>	<b><u>680,914</u></b>	<b><u>680,914</u></b>	<b><u>556,658</u></b>



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# CAPITAL PROJECTS FUNDS



Capital Projects  
Funds



## **CAPITAL PROJECTS FUNDS**

**Capital Projects Funds are funds used to account for financial resources to be used for the acquisition or construction of major capital facilities. The City has two Capital Projects Funds:**

**The Capital Projects Fund**

**The Capital Projects Fund – Downtown Renovations**

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 CAPITAL PROJECTS FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
330-0000-361.10-00 INVESTMENTS	13,939	-	-	-
330-0000-389.90-00 USE OF FUND BALANCE	-	224,391	224,391	-
TOTAL INVESTMENTS	13,939	224,391	224,391	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>13,939</b>	<b>224,391</b>	<b>224,391</b>	-

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 CAPITAL PROJECTS FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
330-0000-581.90-00 INTERFUND TRANSFER	-	224,391	224,391	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>-</b>	<b>224,391</b>	<b>224,391</b>	<b>-</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 CAPITAL PROJECTS FUNDS-DOWNTOWN RENOVATIONS REVENUES**

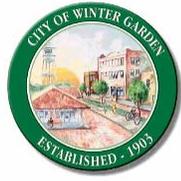
	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
332-0213-366.00-00 CONTRIBUTIONS	124,500	-	-	-
332-0213-389.99-99 CARRY FORAWRD FUND BALANCE	-	-	111,671	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>124,500</b>	<b>-</b>	<b>111,671</b>	<b>-</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 CAPITAL PROJECTS-DOWNTOWN RENOVATIONS FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
332-0213-522.61-00 LAND	10,078	-	-	-
332-0213-552.63-00 IMPROVEMENTS	2,725,163	-	111,671	-
TOTAL CAPITAL OUTLAY	2,735,241	-	111,671	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>2,735,241</b>	<b>-</b>	<b>111,671</b>	<b>-</b>



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# ENTERPRISE FUNDS



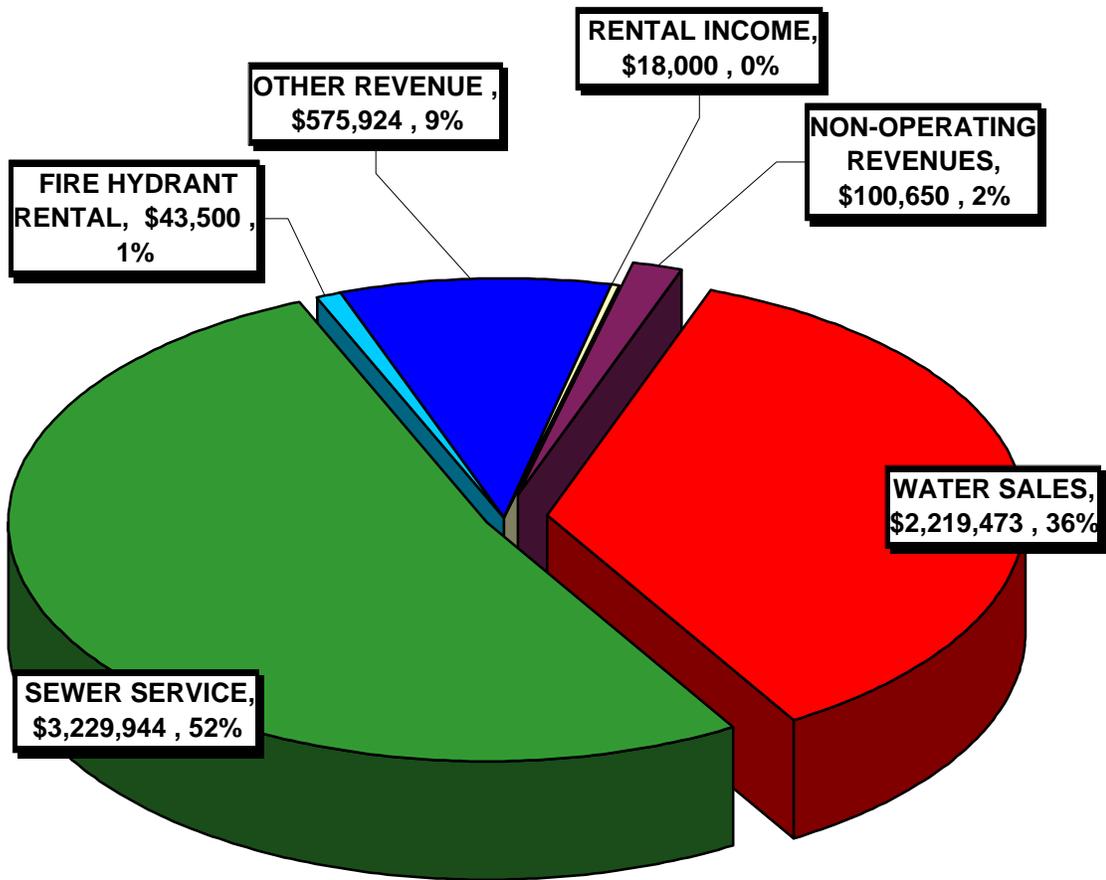


## **ENTERPRISE FUNDS**

**Enterprise Funds are types of funds used 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 cost of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges; or operations where the governing body has decided that income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Following is a list of the City of Winter Garden’s Enterprise Funds:**

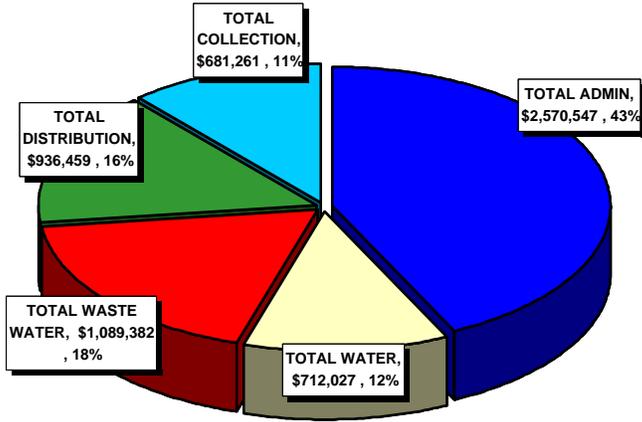
**Utilities Fund  
Stormwater Fund  
Solid Waste Fund  
Trailer City Fund**

CITY OF WINTER GARDEN  
FY 2004/2005  
UTILITIES OPERATING FUND  
REVENUES BY SOURCE



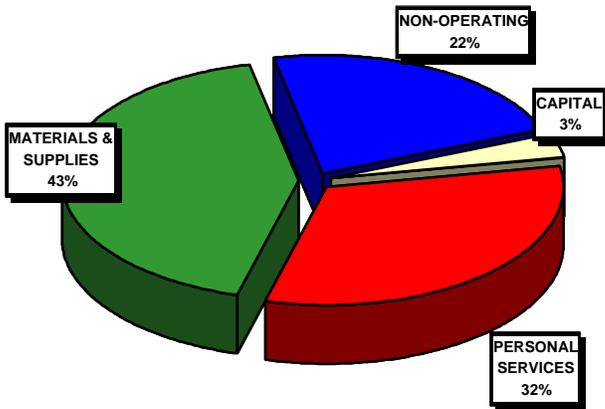
**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITY FUND**

**OPERATING USES BY DEPARTMENT**



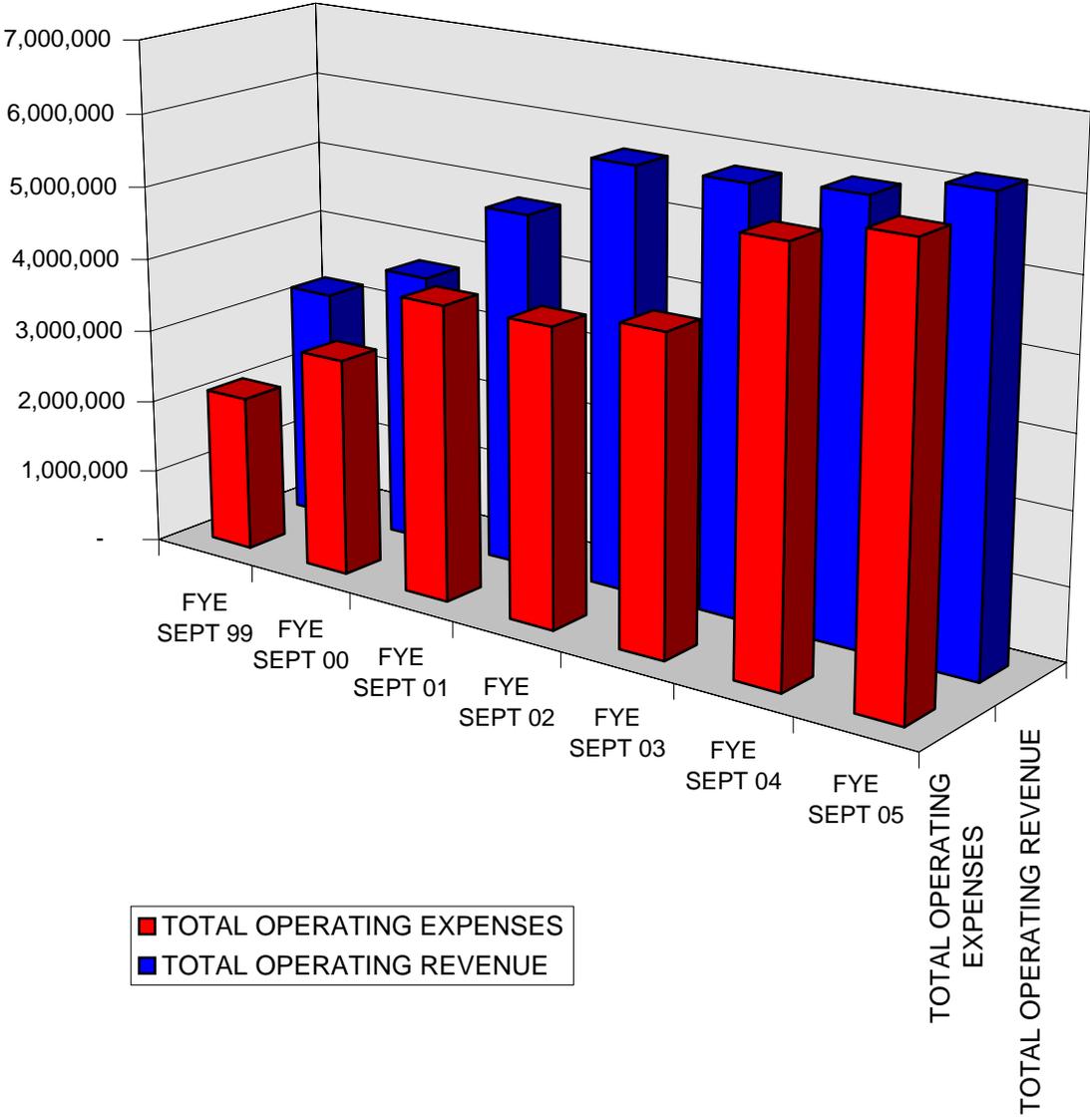
Administration	\$	2,570,547
Water		712,027
Wastewater		1,089,382
Distribution		936,459
Collection		<u>681,261</u>
Total		5,989,676
Capital		<u>197,815</u>
Grand Total	\$	<u>6,187,491</u>

**USES BY CATEGORY**



Personal Services	\$	1,978,465
Materials & Supplies		2,629,435
Non-Operating		1,381,776
Capital		<u>197,815</u>
	\$	<u>6,187,491</u>

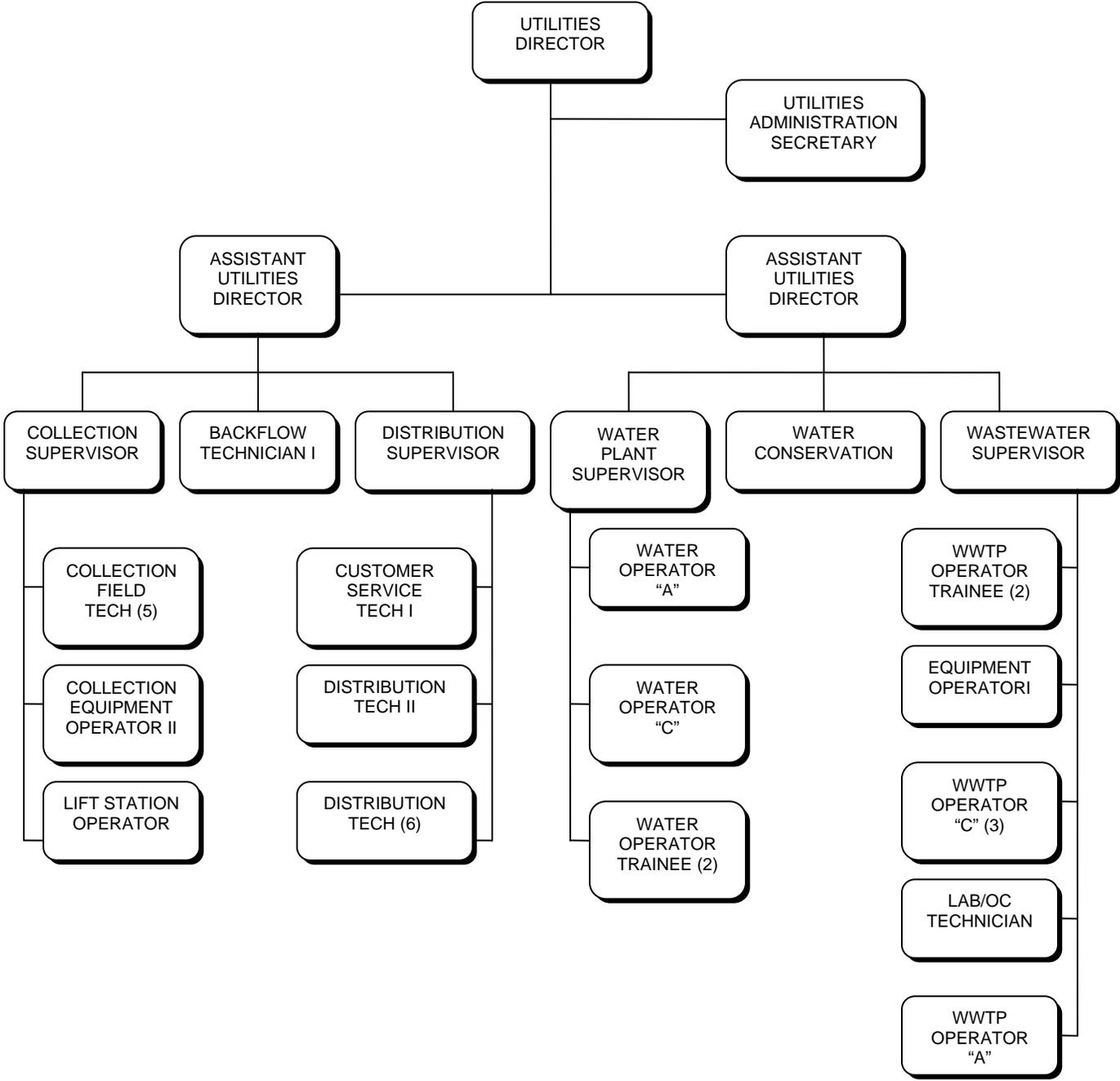
**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 UTILITIES OPERATING FUND  
 REVENUES AND OPERATING EXPENSES**



**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES OPERATING FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
410-2116-329.09-00	19,055	-	-	-
410-2116-343.30-00	2,008,742	2,124,857	2,224,857	2,262,973
410-2116-343.30-01	24,080	25,499	25,499	27,156
410-2116-343.31-01	377,663	350,465	350,465	385,512
410-2116-343.33-00	113,553	127,421	127,421	135,703
410-2116-343.50-00	2,989,597	3,032,811	3,132,811	3,229,944
410-2116-343.68-00	32,834	25,871	25,871	27,553
TOTAL SERVICE CHARGES	5,565,524	5,686,924	5,886,924	6,068,841
410-2116-361.10-00	162,520	140,000	140,000	85,000
410-2116-361.30-00	(46,158)	-	-	-
TOTAL INVESTMENTS	116,362	140,000	140,000	85,000
410-2116-362.11-00	25,800	18,000	18,000	18,000
410-2116-362.30-00	23,581	36,705	36,705	
410-2116-364.00-00	40,000	-	-	10,650
410-2116-367.00-00	14,934	10,000	10,000	5,000
410-2116-369.90-00	2,418	-	-	-
410-2116-369.93-00	(178)	-	-	-
TOTAL OTHER REVENUES	106,555	64,705	64,705	33,650
410-2116-389.99-99	-	-	24,000	-
TOTAL NON-OPERATING REVENUES	-	-	24,000	-
<b>TOTAL UTILITIES OPERATING FUND</b>	<b>5,788,441</b>	<b>5,891,629</b>	<b>6,115,629</b>	<b>6,187,491</b>

# ORGANIZATION CHART UTILITIES DEPARTMENT



**CITY OF WINTER GARDEN  
UTILITIES DEPARTMENT**

**MISSION STATEMENT:** To provide an effective and efficient level of service to our customers in the production of drinking water, treatment of wastewater, and maintenance of our utility systems, and to protect and educate the public on conservation measures, our natural resources and the environment.

**Administration Division**

**STATUS REPORT – FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: MAPPING OF UTILITY LINES, VALVES AND MANHOLES**

Objective 1: Convert AutoCAD water and sewer maps to GIS format  
Objective 2: Assign map numbers to all field appurtenances  
Objective 3: Assign State Plane coordinates to facilities in GIS database

*Status 1: Objective accomplished.*  
*Status 2: Ongoing.*  
*Status 3: Objective accomplished.*

**GOAL 2: AUTOMATION OF FIRE LINE BILLING**

Objective 1: Set up new rate codes for annual billing  
Objective 2: Enter fire protection information with each new commercial account

*Status 1: Objective not completed.*  
*Status 2: Objective not completed.*

**GOAL 3: USE LAPTOP PC FOR WATER CONSERVATION FIELD OPS**

Objective 1: Irrigation Field Inspections  
Objective 2: Voluntary Customer Irrigation Audits

*Status 1: Objective accomplished.*  
*Status 2: Objective accomplished.*

**FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: AUTOMATION OF FIRE LINE BILLING**

Objective 1: Set up new rate codes for annual billing  
Objective 2: Enter fire protection information with each new commercial account

**GOAL 2: TRACKING PRODUCTIVITY OF WORK FORCE**

Objective 1: Implement work order data base system for all divisions

**GOAL 3: IMPROVE ATTENDANCE AND EMPLOYEE RETAINAGE**

- Objective 1: Proceed with 10hr/4day work week
- Objective 2: Improve communication system between utility divisions
- Objective 3: Reorganize collection/distribution divisions into one single division with two crews
- Objective 4: Upgrade senior licensed plant operating personnel to lead operator positions

**GOAL 4: OBTAIN CONSUMPTIVE USE PERMIT**

- Objective 1: Narrow options for reclaimed water implementation
- Objective 2: Meet requirements and provide updated information to SJRWMD
- Objective 3: Bring negotiations with Dreyfus Citrus to a working plan that is mutually beneficial to both the City and Dreyfus

**GOAL 5: CREATE AND DISTRIBUTE A UTILITIES DEPARTMENT MANUAL**

- Objective 1: Create utilities department manual
- Objective 1: Distribute manual
- Objective 2: Over the course of the year, evaluate and revise manual as needed to be consistent with utilities department procedures

**Water Division**

**STATUS REPORT – FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: INCREASE WATER MONITORING CAPABILITY**

- Objective 1: Complete installation of SCADA at the new Southwest WTP
- Objective 2: Integrate SCADA at Southwest WWTP plant with other two water plants

*Status 1: Objective accomplished.*  
*Status 2: Objective accomplished.*

**GOAL 2: INCREASE WATER PLANT CAPACITY**

- Objective 1: Complete construction of new Southwest WTP
- Objective 2: Build new well house at Boyd well site

*Status 1: Objective accomplished.*  
*Status 2: Objective accomplished.*

**GOAL 3: CONVERT FROM CHLORINE GAS TO SODIUM HYPOCHLORITE**

- Objective 1: Modify Palmetto & Fullers WTP to sodium hypochlorite disinfection
- Objective 2: Construct new sodium hypochlorite feed system at Boyd well site

Status 1: Objective accomplished.

Status 2: Objective accomplished.

## **FY 2004/05 GOALS AND OBJECTIVES**

### **GOAL 1: UPGRADE SCADA SYSTEM**

Objective 1: Modify existing programming for greater consistency among plants

Objective 2: Connect SCADA to network for remote monitoring

### **GOAL 2: EQUALIZE WATER PRESSURE THROUGHOUT SYSTEM**

Objective 1: Add electronic pressure sensors in distribution system

Objective 2: Add pressure reducing valves at subdivisions

### **GOAL 3: CONSTRUCT CHLORINE BUILDING AT PALMETTO WTP**

Objective 1: Design and permit building

Objective 2: Select contractor and construct

## **Wastewater Division**

## **STATUS REPORT – FY 2003/04 GOALS AND OBJECTIVES**

### **GOAL 1: INCREASE WASTEWATER PLANT CAPACITY**

Objective 1: Complete construction of WWTP addition

Objective 2: Construct capacity improvements at Pond disposal site

Status 1: Objective to be completed in the beginning of FY 2004/05.

Status 2: Ongoing – design has been completed.

### **GOAL 2: INCREASE RE-USE WATER USE**

Objective 1: Begin construction of re-use line to Apopka

Objective 2: Complete Re-use Master Plan

Status 1: Objective not completed.

Status 2: Objective accomplished.

## **FY 2004/05 GOALS AND OBJECTIVES**

### **GOAL 1: COMPLETE CONSTRUCTION OF PLANT EXPANSION**

Objective 1: Complete mechanical equipment installation

Objective 2: Integrate existing electronic controls and alarms with new systems

**GOAL 2: REDUCE INTERNAL RECYCLE FLOWS**

Objective 1: Design improvements to existing yard piping and valves

Objective 2: Construct valve and gate improvements per design

**GOAL 3: IMPROVE EXISTING CHLORINE FEED SYSTEM**

Objective 1: Add electronic control module to feed system

Objective 2: Re-program SCADA for improved chlorine control and monitoring

**Distribution Division**

**STATUS REPORT – FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: REDUCE LABOR REQUIRED FOR METER READING**

Objective 1: Continue replacement of existing manual-read meters with new radio-read meters

Objective 2: Set all new meters with an automatic transponder

*Status 1: Replaced approximately 1000 old meters.*

*Status 2: All new meters are set with a transponder and all replaced meters have this capability.*

**GOAL 2: REDUCE UNACCOUNTED WATER**

Objective 1: Replace 1000 old ¾” and 1” meters with new automatic meters

Objective 2: Calibrate and repair all large meters annually

Objective 3: Do monthly inspection of zero-read meters for malfunctions

*Status 1: Objective accomplished.*

*Status 2: Objective accomplished.*

*Status 3: Objective accomplished.*

**FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: REDUCE LABOR REQUIRED FOR METER READING**

Objective 1: Continue replacement of existing manual-read meters with new radio-read meters

Objective 2: Set all new meters with an automatic transponder

**GOAL 2: REDUCE UNACCOUNTED WATER**

Objective 1: Replace 1000 old ¾" and 1" meters with new automatic meters

Objective 2: Calibrate and repair all large meters annually

Objective 3: Do monthly inspection of zero-read meters for malfunctions

**GOAL 3: HYDRANT MAINTENANCE PROGRAM**

Objective 1: Flush and flow test all hydrants

Objective 2: Initiate maintenance program to repair, paint and code hydrants

**GOAL 4: HYDRAULIC MODELING OF DISTRIBUTION/TRANSMISSION SYSTEM**

Objective 1: Model distribution/transmission mains for pressures and capabilities with the addition of water plant # 4

Objective 2: Maintain model to keep information current

**Collection Division**

**STATUS REPORT – FY 2003/04 GOALS AND OBJECTIVES**

**GOAL 1: REDUCE INFLOW AND INFILTRATION IN COLLECTION SYSTEM**

Objective 1: Reline at least 15 manholes to prevent groundwater inflow

Objective 2: Clean and inspect at least 40,000 feet of sanitary sewer mains annually to reduce inflow and infiltration

Objective 3: Smoke test at least 20,000 feet of sanitary sewer lines annually to reduce inflow and infiltration

*Status 1: Objective accomplished.*

*Status 2: Objective accomplished.*

*Status 3: Objective accomplished.*

**GOAL 2: UPGRADE LIFT STATION OPERATION**

Objective 1: Reline and rebuild at least one lift station

Objective 2: Enter maintenance records on computer

*Status 1: Objective accomplished.*

*Status 2: Objective accomplished.*

**FY 2004/05 GOALS AND OBJECTIVES**

**GOAL 1: REDUCE INFLOW AND INFILTRATION IN COLLECTION SYSTEM**

Objective 1: Reline at least 15 manholes to prevent groundwater inflow

Objective 2: Clean and inspect at least 40,000 feet of sanitary sewer mains annually to reduce inflow and infiltration

Objective 3: Smoke test at least 20,000 feet of sanitary sewer lines annually to reduce inflow and infiltration

**GOAL 2: UPGRADE LIFT STATION OPERATION**

Objective 1: Reline and rebuild at least one lift station

Objective 2: Enter maintenance records on computer

**GOAL 3: HYDRAULIC MODELING OF COLLECTION/TRANSMISSION SYSTEM**

Objective1: Model collection/transmission mains for pressures and capabilities

Objective 2: Maintain model to keep information current



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**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES OPERATING FUND  
ADMINISTRATIVE DIVISION EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
410-2113-536.12-00 SALARIES	318,586	297,072	318,322	428,672
410-2113-536.14-00 OVERTIME	775	-	-	-
410-2113-536.21-00 FICA TAXES	23,633	22,818	24,444	32,909
410-2113-536.22-00 RETIREMENT CONTRIBUTION	24,626	37,168	40,268	57,758
410-2113-536.23-00 EMPLOYEE GROUP INSURANCE	33,728	31,192	32,992	54,152
410-2113-536.24-00 WORKERS COMP INSURANCE	1,694	752	752	1,084
410-2113-536.25-00 UNEMPLOYMENT COMPENSATION	-	298	298	430
410-2113-536.28-00 EMPLOYEE ENTITLEMENT	1,170	1,204	1,204	1,518
TOTAL PERSONAL SERVICES	404,212	390,504	418,280	576,523
410-2113-536.31-01 PROFESSIONAL SERVICE MISC	1,325	1,766	1,766	1,819
410-2113-536.31-02 LEGAL	105	2,000	2,000	2,000
410-2113-536.31-03 INVESTMENT COUNSEL	16,391	12,000	12,000	13,792
410-2113-536.31-05 APPRAISAL	2,200	2,926	2,926	-
410-2113-536.31-06 MEDICAL	147	200	200	200
410-2113-536.32-00 ACCOUNTING AND AUDIT	13,530	13,500	13,500	20,394
410-2113-536.34-01 CONTRACTUAL SVCS MISC	4,077	3,500	11,315	9,479
410-2113-536.34-02 LAWN MAINTENANCE FEES	1,800	1,596	1,596	1,854
410-2113-536.34-05 COMPUTER TRAINING	-	2,000	2,000	2,000
410-2113-536.34-06 JANITORIAL	4,380	4,500	4,500	4,326
410-2113-536.34-08 PERSONNEL	61,367	-	-	-
410-2113-536.40-00 TRAVEL	125	500	500	515
410-2113-536.41-02 TELEPHONE	9,014	8,500	8,500	7,833
410-2113-536.41-03 RADIO	73	200	200	200
410-2113-536.41-04 INTERNET	143	-	-	1,153
410-2113-536.41-05 POSTAGE	2,415	1,600	1,600	4,500
410-2113-536.43-00 UTILITY SERVICES	7,609	6,900	6,900	6,857
410-2113-536.44-00 RENTALS AND LEASE	3,388	250	250	3,393
410-2113-536.45-00 GENERAL INSURANCE	23,871	4,925	4,925	2,424
410-2113-536.45-01 MISCELLANEOUS	96	-	-	-
410-2113-536.46-02 EQUIPMENT	414	250	250	3,500
410-2113-536.46-03 VEHICLES	6,334	3,238	3,238	5,285
410-2113-536.46-05 COMPUTER SOFTWARE	108	3,500	3,500	1,712
410-2113-536.46-06 COMPUTER HARDWARE	306	500	500	515
410-2113-536.46-10 BUILDING	1,534	2,000	2,000	5,422
410-2113-536.47-01 PRINTING & BINDING MISC	1,387	870	870	3,500
410-2113-536.47-02 RECORDS MANAGEMENT	5,191	6,900	6,900	6,900
410-2113-536.48-00 ADVERTISING	-	-	-	1,000
410-2113-536.49-01 OT CHARGES & PYMTS MISC	54	100	100	100
410-2113-536.49-02 MANAGEMENT FEES	381,850	470,083	429,155	514,173
410-2113-536.49-05 LICENSES & TAXES	560	1,000	1,000	1,000
410-2113-536.49-10 BAD DEBT EXPENSE	13,801	-	-	-
410-2113-536.51-00 OFFICE SUPPLIES	2,343	5,000	5,000	3,561
410-2113-536.52-01 OPERATING SUPPLIES MISC	18,197	14,500	14,500	10,850

410-2113-536.52-03	GASOLINE & OIL	1,435	730	730	1,360
410-2113-536.52-04	UNIFORMS & ACCESSORIES	1,153	1,425	1,425	1,468
410-2113-536.54-01	DUES & SUBSCRIPTIONS	1,207	442	442	500
410-2113-536.54-02	SEMINARS & COURSES	5,214	1,615	1,615	1,663
410-2113-536.54-03	EDUC ASSIST PROGRAMS REIMBURSE	1,760	2,000	2,000	2,000
	TOTAL MATERIAL SERVICES	594,904	581,016	547,903	647,248
410-2113-536.64-00	MACHINERY & EQUIPMENT	-	3,000	52,000	1,500
	TOTAL CAPITAL OUTLAY	-	3,000	52,000	1,500
410-2113-536.72-23	TRANSFER TO GEN FUND	2,929	1,861	1,861	-
410-2113-536.91-01	CONTINGENT EXPENSE		400,000	400,000	400,000
410-2113-590.90-00	TRANSFER TO FUND BALANCE	-	795,948	581,193	746,776
410-2113-581.91-00	TRANSFER TO R&R	450,000	607,051	607,051	200,000
410-2113-581.93-00	TRANSFER TO GEN FUND	-	25,900	25,900	-
	TOTAL NON-OPERATING EXPENSES	452,929	1,830,760	1,616,005	1,346,776
	<b>TOTAL ADMINISTRATIVE DIVISION</b>	<b>1,452,045</b>	<b>2,805,280</b>	<b>2,634,188</b>	<b>2,572,047</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES OPERATING FUND  
WATER DIVISION EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
410-2116-533.12-00 SALARIES REGULAR	161,699	186,971	196,971	188,732
410-2116-533.14-00 SALARIES OVERTIME 1.5	9,736	5,458	5,458	10,159
410-2116-533.21-00 FICA TAXES	12,566	14,813	14,813	15,321
410-2116-533.22-00 RETIREMENT CONTRIBUTION	15,364	31,252	31,252	32,384
410-2116-533.23-00 EMPLOYEE GROUP INSURANCE	23,412	28,486	28,486	40,043
410-2116-533.24-00 WORKERS COMP INSURANCE	5,028	4,742	4,742	4,500
410-2116-533.25-00 UNEMPLOYMENT COMPENSATION	-	194	194	200
410-2116-533.28-00 EMPLOYEE ENTITLEMENT	765	932	932	932
TOTAL PERSONAL SERVICES	228,570	272,848	282,848	292,271
410-2116-533.31-01 PROFESSIONAL SERVICE MISC.	-	3,000	3,000	2,569
410-2116-533.31-02 LEGAL	6,641	8,833	8,833	15,000
410-2116-533.31-04 ENGINEERING	8,416	9,538	9,538	36,250
410-2116-533.31-06 MEDICAL	46	200	200	220
410-2116-533.34-01 CONTRACTUAL SVCS MISC.	18,943	26,053	35,053	37,635
410-2116-533.34-02 LAWN MAINTENANCE	6,661	6,500	6,500	18,785
410-2116-533.34-05 COMPUTER TRAINING	-	1,000	1,000	1,000
410-2116-533.40-00 TRAVEL EXPENSE	36	1,000	1,000	1,000
410-2116-533.41-02 TELEPHONE	8,783	8,432	8,432	6,501
410-2116-533.41-03 RADIO	220	250	250	235
410-2116-533.41-04 INTERNET	1,536	1,500	1,500	2,000
410-2116-533.43-00 UTILITY SERVICES	118,934	118,566	118,566	138,500
410-2116-533.44-00 RENTALS AND LEASES	436	420	420	3,000
410-2116-533.45-00 GENERAL INSURANCE	14,533	61,224	61,224	40,228
410-2116-533.46-01 REPAIRS & MNTC MISC.	6,842	1,000	1,000	1,000
410-2116-533.46-02 EQUIPMENT	14,853	12,525	16,925	22,500
410-2116-533.46-03 VEHICLES	14,715	5,088	5,088	6,980
410-2116-533.46-05 COMPUTER SOFTWARE	380	1,800	1,800	731
410-2116-533.46-06 COMPUTER HARDWARE	31	1,000	1,000	500
410-2116-533.46-10 BUILDING	19,198	17,500	17,500	19,018
410-2116-533.47-01 PRINTING AND BINDING MISC.	2,736	2,600	2,600	2,600
410-2116-533.49-05 LICENSES & TAXES	2,426	2,500	2,500	2,679
410-2116-533.51-00 OFFICE SUPPLIES	1,367	2,537	2,537	1,827
410-2116-533.52-01 OPERATING SUPPLIES MISC.	7,789	6,500	6,500	-
410-2116-533.52-02 CHEMICALS	12,083	17,545	17,545	17,545
410-2116-533.52-03 GASOLINE & OIL	4,218	3,814	3,814	3,203
410-2116-533.52-04 UNIFORMS & ACCESSORIES	1,495	1,650	1,650	1,650
410-2116-533.54-01 DUES & SUBSCRIPTIONS	124	200	200	200
410-2116-533.54-02 SEMINARS & COURSES	640	851	851	1,000
410-2116-533.54-02 OTHER EDUCATIONAL SVCS	292	400	400	400
TOTAL MATERIAL SERVICES	274,374	324,026	337,426	384,756
410-2116-533.62-00 BUILDING	-	-	9,578	-
410-2116-533.63-00 IMPROVEMENTS OT BUILDING	-	2,000	2,000	31,000
410-2116-533.64-00 MACHINERY & EQUIPMENT	-	25,000	25,000	3,400

	TOTAL CAPITAL OUTLAY	-	27,000	36,578	34,400
410-2116-591.93-00	SERVICE DEPOSIT INTEREST	37,216	-	-	35,000
	TOTAL NON-OPERATING EXPENSES	37,216	-	-	35,000
	<b>TOTAL WATER DIVISION</b>	<b>540,160</b>	<b>623,874</b>	<b>656,852</b>	<b>746,427</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES OPERATING FUND  
WASTEWATER DIVISION EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
410-2117-535.12-00 SALARIES REGULAR	271,529	291,263	291,263	293,217
410-2117-535.14-00 SALARIES OVERTIME 1.5	38,374	7,329	17,329	17,289
410-2117-535.21-00 FICA TAXES	22,477	22,962	22,962	23,895
410-2117-535.22-00 RETIREMENT CONTRIBUTION	26,939	48,445	48,445	50,508
410-2117-535.23-00 EMPLOYEE GROUP INSURANCE	42,676	55,779	55,779	48,588
410-2117-535.24-00 WORKERS COMP INSURANCE	6,083	5,195	5,195	5,000
410-2117-535.25-00 UNEMPLOYMENT COMPENSATION	-	300	300	312
410-2117-535.28-00 EMPLOYMENT ENTITLEMENT	1,377	1,235	1,235	1,080
TOTAL PERSONAL SERVICES	409,455	432,508	442,508	439,889
410-2117-535.31-01 PROFESSIONAL SERVICE MISC.	-	52,000	52,000	3,998
410-2117-535.31-02 LEGAL	961	1,000	1,000	1,000
410-2117-535.31-04 ENGINEERING	8,188	8,979	8,979	34,417
410-2117-535.31-06 MEDICAL	236	341	341	408
410-2117-535.34-01 CONTRACTUAL SVCS MISC.	159,676	141,290	150,290	173,600
410-2117-535.34-02 LAWN MAINTENANCE	2,253	2,198	2,198	2,764
410-2117-535.34-05 COMPUTER TRAINING	-	1,000	1,000	1,000
410-2117-535.40-00 TRAVEL EXPENSES	1,758	1,500	1,500	1,500
410-2117-535.41-02 TELEPHONE	3,467	3,400	3,400	2,897
410-2117-535.41-03 RADIO	220	250	250	258
410-2117-535.41-04 INTERNET	1,526	1,632	1,632	3,600
410-2117-535.41-05 POSTAGE	38	100	100	100
410-2117-535.43-00 UTILITY SERVICES	169,835	147,484	147,484	187,200
410-2117-535.44-00 RENTALS & LEASES	-	500	500	4,200
410-2117-535.45-00 GENERAL INSURANCE	85,886	67,453	67,453	57,828
410-2117-535.46-01 REPAIRS & MNTC MISC.	995	1,323	1,323	5,140
410-2117-535.46-02 EQUIPMENT	33,582	26,786	47,231	15,000
410-2117-535.46-03 VEHICLES	10,087	2,718	2,718	5,649
410-2117-535.46-05 COMPUTER SOFTWARE	-	8,500	8,500	4,000
410-2117-535.46-06 COMPUTER HARDWARE	50	1,000	1,000	1,000
410-2117-535.46-10 BUILDING	-	2,000	2,000	2,000
410-2117-535.49-05 LICENSES & TAXES	2,500	3,000	3,000	3,000
410-2117-535.51-00 OFFICE SUPPLIES	363	600	600	3,000
410-2117-535.52-01 OPERATING SUPPLIES MISC.	14,678	11,173	11,173	20,650
410-2117-535.52-02 CHEMICALS	90,141	81,736	81,736	84,914
410-2117-535.52-03 GASOLINE & OIL	4,914	5,150	5,150	9,995
410-2117-535.52-04 UNIFORMS & ACCESSORIES	2,232	2,475	2,475	2,475
410-2117-535.52-05 LABORATORY SUPPLIES	15,454	11,000	11,000	15,000
410-2117-535.54-01 DUES & SUBSCRIPTIONS	220	300	300	300
410-2117-535.54-02 SEMINARS & COURSES	1,023	1,200	1,200	2,000
410-2117-535.54-03 EDUC ASSIST PROG REIMBURS	412	600	600	600
TOTAL MATERIAL SERVICES	610,695	588,688	618,133	649,493
410-2117-535.62-00 BUILDINGS	-	-	-	3,000
410-2117-535.64-00 MACHINERY & EQUIPMENT	-	34,000	66,000	54,900
TOTAL CAPITAL OUTLAY	-	34,000	66,000	57,900
<b>TOTAL WASTEWATER</b>	<b>1,020,150</b>	<b>1,055,196</b>	<b>1,126,641</b>	<b>1,147,282</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES OPERATING FUND  
DISTRIBUTION DIVISION EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
410-2126-533.12-00 SALARIES REGULAR	165,361	211,367	211,367	199,511
410-2126-533.14-00 SALARIES OVERTIME 1.5	18,765	8,516	8,516	8,504
410-2126-533.21-00 FICA TAXES	13,128	16,966	16,966	16,045
410-2126-533.22-00 RETIREMENT CONTRIBUTION	16,691	35,796	35,796	33,914
410-2126-533.23-00 EMPLOYEE GROUP INSURANCE	43,114	43,788	43,788	70,745
410-2126-533.24-00 WORKERS COMP INSURANCE	5,119	5,490	5,490	5,000
410-2126-533.25-00 UNEMPLOYMENT COMPENSATION	-	222	222	209
410-2126-533.28-00 EMPLOYEE ENTITLEMENT	918	1,399	1,399	1,243
TOTAL PERSONAL SERVICES	263,096	323,544	323,544	335,171
410-2126-533.31-01 PROFESSIONAL SERVICE MISC.	-	1,000	1,000	1,000
410-2126-533.31-02 LEGAL	1,275	1,000	1,000	1,000
410-2126-533.31-04 ENGINEERING	20,698	19,742	19,742	104,679
410-2126-533.31-06 MEDICAL	1,121	1,200	1,200	1,238
410-2126-533.34-01 CONTRACTUAL SVCS MISC.	11,698	11,088	145,088	5,000
410-2126-533.34-05 COMPUTER TRAINING	-	500	500	500
410-2126-533.40-00 TRAVEL EXPENSE	811	750	750	1,238
410-2126-533.41-02 TELEPHONE	2,686	2,400	2,400	4,508
410-2126-533.41-03 RADIO	220	250	250	250
410-2126-533.41-04 INTERNET	1,672	850	850	1,471
410-2126-533.43-00 UTILITY SERVICES	154	-	-	-
410-2126-533.44-00 RENTALS AND LEASES	936	600	600	618
410-2126-533.45-00 GENERAL INSURANCE	4,019	3,222	3,222	12,924
410-2126-533.46-01 REPAIRS & MNTC MISC.	141	250	250	250
410-2126-533.46-02 EQUIPMENT	1,119	2,000	2,000	3,282
410-2126-533.46-03 VEHICLES	20,782	6,489	11,049	10,404
410-2126-533.46-05 COMPUTER SOFTWARE	750	500	500	500
410-2126-533.46-06 COMPUTER HARDWARE	-	500	500	500
410-2126-533.46-07 UTILITY LINE	60,594	59,350	59,350	40,500
410-2126-533.46-10 BUILDING	135	1,000	1,000	1,000
410-2126-533.47-01 PRINTING & BINDING	271	-	-	-
410-2126-533.48-00 ADVERTISING	292	-	-	-
410-2126-533.49-05 LICENSES & TAXES	168	350	350	-
410-2126-533.51-00 OFFICE SUPPLIES	-	250	250	399
410-2126-533.52-01 OPERATING SUPPLIES MISC.	382,557	366,307	366,307	394,000
410-2126-533.52-03 GASOLINE & OIL	10,653	9,621	9,621	11,754
410-2126-533.52-04 UNIFORMS & ACCESSORIES	2,454	2,475	2,475	2,549
410-2126-533.54-01 DUES & SUBSCRIPTIONS	-	250	250	250
410-2126-533.54-02 SEMINARS & COURSES	930	500	500	1,474
TOTAL MATERIAL SERVICES	526,136	492,444	631,004	601,288
410-2126-533.64-00 MACHINERY & EQUIPMENT	-	32,650	32,650	62,250
TOTAL CAPITAL OUTLAY	-	32,650	32,650	62,250
<b>TOTAL DISTRIBUTION DIVISION</b>	<b>789,232</b>	<b>848,638</b>	<b>987,198</b>	<b>998,709</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES OPERATING FUND  
COLLECTION DIVISION EXPENSES**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
410-2127-535.12-00 SALARIES REGULAR	157,876	184,325	184,325	230,962
410-2127-535.14-00 SALARIES OVERTIME 1.5	27,172	9,330	9,330	9,797
410-2127-535.21-00 FICA TAXES	13,642	14,953	14,953	18,554
410-2127-535.22-00 RETIREMENT CONTRIBUTION	16,588	31,547	31,547	19,961
410-2127-535.23-00 EMPLOYEE GROUP INSURANCE	30,965	38,618	38,618	49,852
410-2127-535.24-00 WORKERS COMP INSURANCE	3,473	3,392	3,392	4,000
410-2127-535.25-00 UNEMPLOYMENT COMPENSATION	-	195	195	242
410-2127-535.28-00 EMPLOYMENT ENTITLEMENT	1,224	1,243	1,243	1,243
TOTAL PERSONAL SERVICES	250,940	283,603	283,603	334,611
410-2127-535.31-01 PROFESSIONAL SERVICE MISC.	-	3,489	3,489	3,594
410-2127-535.31-02 LEGAL	10,232	3,489	3,489	984
410-2127-535.31-04 ENGINEERING	20,698	19,742	19,742	104,679
410-2127-535.31-06 MEDICAL	824	822	822	915
410-2127-535.34-01 CONTRACTUAL SVCS MISC.	3,113	11,593	145,593	15,623
410-2127-535.34-02 LAWN MAINTENANCE	1,917	1,788	1,788	1,788
410-2127-535.34-05 COMPUTER TRAINING	-	300	300	300
410-2127-535.40-00 TRAVEL EXPENSES	1,099	1,300	1,300	1,300
410-2127-535.41-02 TELEPHONE	20,107	20,800	20,800	22,000
410-2127-535.41-03 RADIO	220	200	200	235
410-2127-535.41-05 POSTAGE	91	-	-	-
410-2127-535.43-00 UTILITY SERVICES	27,861	24,055	24,055	28,953
410-2127-535.44-00 RENTALS AND LEASES	371	333	333	16,779
410-2127-535.45-00 GENERAL INSURANCE	12,321	49,225	49,225	31,182
410-2127-535.46-01 REPAIRS & MNTC MISC.	2,711	3,571	3,571	1,046
410-2127-535.46-02 EQUIPMENT	11,418	5,000	5,000	5,653
410-2127-535.46-03 VEHICLES	34,247	23,395	41,504	40,133
410-2127-535.46-04 LIFT STATIONS	9,606	21,000	21,000	20,972
410-2127-535.46-05 COMPUTER SOFTWARE	-	500	500	500
410-2127-535.46-06 COMPUTER HARDWARE	-	500	500	500
410-2127-535.46-07 UTILITY LINE	34,535	8,900	8,900	8,900
410-2127-535.46-10 BUILDING	-	1,000	1,000	1,000
410-2127-535.47-01 PRINTING & BINDING	8	-	-	1,106
410-2127-535.48-00 ADVERTISING	146	-	-	-
410-2127-535.49-05 LICENSES & TAXES	68	100	100	349
410-2127-535.51-00 OFFICE SUPPLIES	117	500	500	284
410-2127-535.52-01 OPERATING SUPPLIES MISC.	11,401	9,117	9,117	17,985
410-2127-535.52-03 GASOLINE & OIL	12,035	10,919	10,919	17,690
410-2127-535.52-04 UNIFORMS & ACCESSORIES	2,322	2,200	2,200	2,200
410-2127-535.54-01 DUES & SUBSCRIPTIONS	-	200	200	-
410-2127-535.54-02 SEMINARS & COURSES	748	1,000	1,000	-
TOTAL MATERIAL SERVICES	218,216	225,038	377,147	346,650
410-2127-535.64-00 MACHINERY & EQUIPMENT	-	50,000	50,000	41,765
TOTAL CAPITAL OUTLAY	-	50,000	50,000	41,765
<b>TOTAL COLLECTION DIVISION</b>	<b>469,156</b>	<b>558,641</b>	<b>710,750</b>	<b>723,026</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 UTILITIES OPERATING FUND EXPENSES  
 DEPRECIATION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
410-2190-536.59-91 DEPRECIATION BUILDING	105,698	-	-	-
410-2190-536.59-92 DEPRECIATION IMPROVEMENTS	505,590	-	-	-
410-2190-536.59-93 DEPRECIATION EQUIPMENT	185,213	-	-	-
TOTAL MATERIAL SERVICES	796,501	-	-	-
<b>TOTAL DEPRECIATION</b>	<b>796,501</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL UTILITIES OPERATING FUND</b>	<b>5,067,244</b>	<b>5,891,629</b>	<b>6,115,629</b>	<b>6,187,491</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES IMPACT FEES FUND REVENUES**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
411-2116-361.10-00 INVESTMENTS	485,362	360,000	360,000	50,000
411-2116-361.30-00 POOLED CASH	(147,844)	-	-	-
TOTAL INVESTMENTS	337,518	360,000	360,000	50,000
411-2116-363.23-01 IMPACT FEES WATER SERVICE	2,157,369	2,230,848	2,130,848	2,265,000
411-2116-363.23-02 IMPACT FEES SEWER SERVICE	2,811,317	3,113,835	2,513,835	2,600,000
411-2116-367.00-00 GAIN ON SALE OF INVEST	47,863	40,000	40,000	-
TOTAL MISCELLANEOUS REVENUES	5,016,549	5,384,683	4,684,683	4,865,000
411-2116-381.00-00 INTERFUND TRANSFER IN	-	-	-	250,000
411-2116-384.00-00 LOAN PROCEEDS	-	-	4,731,088	-
411-2116-389.99-16 C/F FUND BALANCE WATER	-	-	250,000	-
411-2116-389.99-17 C/F FUND BALANCE WASTEWATER	-	443,201	1,238,251	402,556
411-2116-389.99-99 CARRY FORWARD FUND BAL	-	-	207,800	-
TOTAL NON-OPERATING REVENUES	-	443,201	6,427,139	652,556
<b>TOTAL UTILITIES IMPACT FEES FUND</b>	<b><u>5,354,067</u></b>	<b><u>6,187,884</u></b>	<b><u>11,471,822</u></b>	<b><u>5,567,556</u></b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES IMPACT FEE FUND EXPENSES**

		<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
<b><u>WATER DIVISION</u></b>					
411-2116-533.31-02	LEGAL	165	-	-	-
411-2116-533.31-04	ENGINEERING	11,925	90,000	90,000	-
	TOTAL MATERIAL SERVICES	12,090	90,000	90,000	-
411-2116-533.63-00	IMPROVEMENTS OT BUILDING	-	210,000	1,133,000	23,000
	TOTAL CAPITAL OUTLAY	-	210,000	1,133,000	23,000
411-2116-590.90-00	TRANSFER TO FUND BALANCE	-	851,304	851,304	950,793
	TOTAL NON-OPERATING EXPENSES	-	851,304	851,304	950,793
	<b>TOTAL WATER DIVISION</b>	<b>12,090</b>	<b>1,151,304</b>	<b>2,074,304</b>	<b>973,793</b>
<b><u>WASTEWATER DIVISION</u></b>					
411-2117-535.31-04	ENGINEERING	14,693	75,000	75,000	-
	TOTAL MATERIAL EXPENSES	14,693	75,000	75,000	-
411-2117-535.63-00	IMPROV OTHER THAN BUILDING	-	1,985,584	6,093,672	1,172,500
	TOTAL CAPITAL OUTLAY	-	1,985,584	6,093,672	1,172,500
411-2117-517.72-00	INTEREST	-	-	-	638,633
	TOTAL DEBT SERVICE	-	-	-	638,633
411-2117-590.90-00	TRANSFER TO FUND BALANCE	60,505	-	-	-
	TOTAL NON-OPERATING EXPENSE	60,505	-	-	-
	<b>TOTAL WASTEWATER DIVISION</b>	<b>75,198</b>	<b>2,060,584</b>	<b>6,168,672</b>	<b>1,811,133</b>
<b><u>DISTRIBUTION DIVISION</u></b>					
411-2126-533.63-00	IMPROVEMENTS OT BUILDING	-	1,311,287	1,479,087	1,332,020
	TOTAL CAPITAL OUTLAY	-	1,311,287	1,479,087	1,332,020
	<b>TOTAL DISTRIBUTION DIVISION</b>	<b>-</b>	<b>1,311,287</b>	<b>1,479,087</b>	<b>1,332,020</b>
<b><u>COLLECTION DIVISION</u></b>					
411-2127-533.31-02	LEGAL	1,691	-	-	-
	TOTAL MATERIAL SERVICES	1,691	-	-	-
411-2127-535.63-00	IMPROV OTHER THAN BUILDING	-	1,664,709	1,749,759	1,450,610
	TOTAL CAPITAL OUTLAY	-	1,664,709	1,749,759	1,450,610
	<b>TOTAL COLLECTION DIVISION</b>	<b>1,691</b>	<b>1,664,709</b>	<b>1,749,759</b>	<b>1,450,610</b>
	<b>TOTAL UTILITIES IMPACT FEES FUND</b>	<b>88,979</b>	<b>6,187,884</b>	<b>11,471,822</b>	<b>5,567,556</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 UTILITIES RENEWAL AND REPLACEMENT FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
412-2116-361.10-00 INVESTMENTS	10,685	-	-	10,000
412-2116-361.30-00 POOLED CASH	(1)	-	-	-
TOTAL INVESTMENTS	10,684	-	-	10,000
412-2116-381.41-00 UTIL OPERATING FUND	450,000	607,051	607,051	200,000
412-2116-389.99-99 CARRY FORWARD FUND BALANCE	-	209,354	229,354	939,079
TOTAL NON-OPERATING REVENUES	450,000	816,405	836,405	1,139,079
<b>TOTAL UTILITIES RENEWAL AND REPLACEMENT FUND</b>	<b><u>460,684</u></b>	<b><u>816,405</u></b>	<b><u>836,405</u></b>	<b><u>1,149,079</u></b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
UTILITIES RENEWAL AND REPLACEMENT FUND EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
<b><u>WATER DIVISION</u></b>				
412-2116-533.63-00 IMPROVEMENTS OT BUILDING	-	83,500	83,500	-
TOTAL CAPITAL OUTLAY	-	83,500	83,500	-
<b>TOTAL WATER DIVISION</b>	<b>-</b>	<b>83,500</b>	<b>83,500</b>	<b>-</b>
<b><u>WASTEWATER DIVISION</u></b>				
412-2117-535.63-00 IMPROVEMENTS OT BUILDING	-	50,000	50,000	50,000
TOTAL CAPITAL OUTLAY	-	50,000	50,000	50,000
<b>TOTAL WASTEWATER DIVISION</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b><u>DISTRIBUTION DIVISION</u></b>				
412-2126-533.63-00 IMPROVEMENTS OT BUILDING	-	321,281	331,281	177,888
TOTAL CAPITAL OUTLAY	-	321,281	331,281	177,888
<b>TOTAL DISTRIBUTION DIVISION</b>	<b>-</b>	<b>321,281</b>	<b>331,281</b>	<b>177,888</b>
<b><u>COLLECTION DIVISION</u></b>				
412-2127-535.63-00 IMPROVEMENTS OT BUILDING	-	361,624	371,624	921,191
TOTAL CAPITAL OUTLAY	-	361,624	371,624	921,191
<b>TOTAL COLLECTION DIVISION</b>	<b>-</b>	<b>361,624</b>	<b>371,624</b>	<b>921,191</b>
<b>TOTAL UTILITIES RENEWAL &amp; REPLACEMENT FUND</b>	<b>-</b>	<b>816,405</b>	<b>836,405</b>	<b>1,149,079</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 UTILITIES DEBT SERVICE FUND REVENUES**

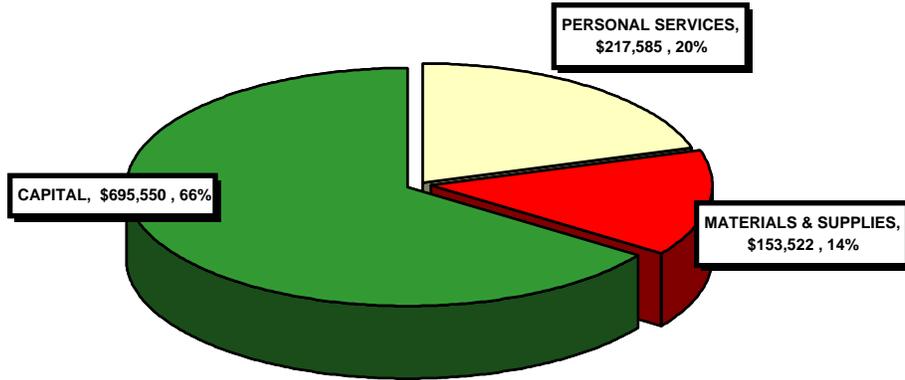
	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
413-0000-361.10-00 INVESTMENTS	247	500	500	-
TOTAL INVESTMENTS	247	500	500	-
413-2113-381.00-00 INTERFUND TRANSFER	60,505	318,925	318,925	-
413-2113-389.99-99 CARRY FORWARD FUND BAL	-	-	-	250,000
TOTAL NON-OPERATING REVENUES	60,505	318,925	318,925	250,000
<b>TOTAL UTILITIES DEBT SERVICE FUND</b>	<b>60,752</b>	<b>319,425</b>	<b>319,425</b>	<b>250,000</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 UTILITIES DEBT SERVICE FUND EXPENSES**

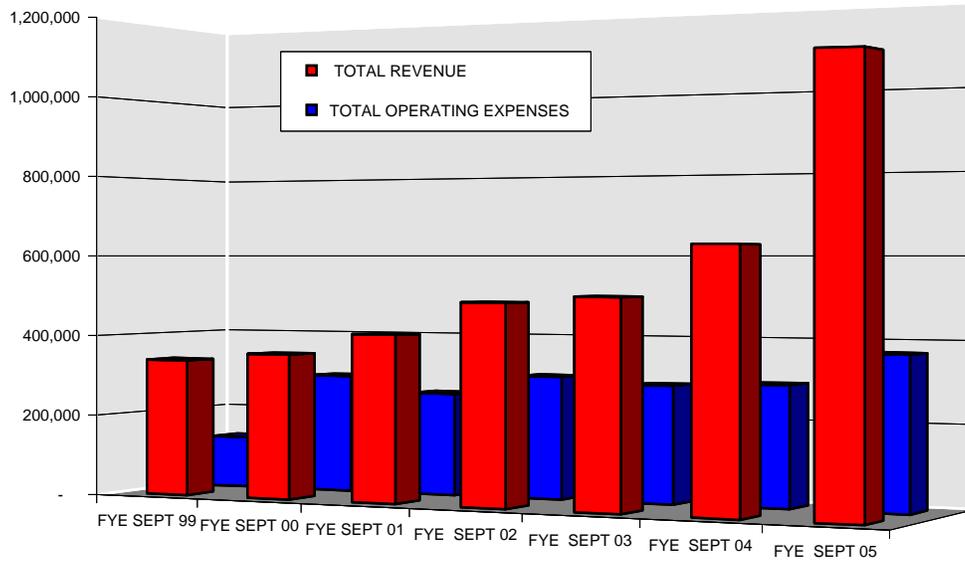
	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
413-2113-536.71-00 D/S PRINCIPAL PAYMENT	-	59,155	59,155	-
413-2113-536.72-00 D/S INTEREST PAYMENT	-	66,465	66,465	-
413-2113-581.90-00 OPERATING TRANSFER	-	-	-	250,000
413-2113-590.90-00 TRANSFER TO FUND BALANCE	-	193,805	193,805	-
TOTAL NON-OPERATING EXPENSES	-	319,425	319,425	250,000
<b>TOTAL UTILITIES DEBT SERVICE FUND</b>	<b>-</b>	<b>319,425</b>	<b>319,425</b>	<b>250,000</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
STORMWATER OPERATING FUND**

**USES BY CATEGORY**



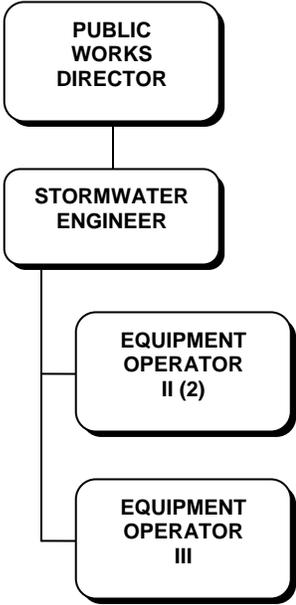
**REVENUES AND EXPENSES**



**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
STORMWATER OPERATING FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
420-2618-337.30-00    PHYSICAL ENVIRONMENT	-	-	-	120,000
TOTAL INTERGOVERNMENTAL	-	-	-	120,000
420-2618-343.90-01    STORMWATER	497,345	500,000	520,000	584,290
TOTAL SERVICE CHARGE	497,345	500,000	520,000	584,290
420-2618-361.10-00    INVESTMENTS	7,160	5,000	5,000	5,000
TOTAL INVESTMENTS	7,160	5,000	5,000	5,000
420-2618-389.99-99    CARRY FORWARD FUND BALANCE	-	122,192	209,241	357,367
TOTAL NON-OPERATING REVENUES	-	122,192	209,241	357,367
<b>TOTAL STORMWATER OPERATING FUND</b>	<b><u>504,505</u></b>	<b><u>627,192</u></b>	<b><u>734,241</u></b>	<b><u>1,066,657</u></b>

**ORGANIZATION CHART  
PUBLIC WORKS  
STORMWATER DIVISION**



## **STORMWATER DIVISION GOALS AND OBJECTIVES**

**Mission Statement:** To provide residents with the best possible stormwater systems

### **STATUS REPORT- FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1: TO INCREASE PUBLIC AWARENESS OF THE NPDES RULES AND REGULATIONS**

Objective 1: Have a pamphlet printed and distribute to the public

Objective 2: Hold training classes for contractors and engineering firms

*Status 1: Objective accomplished – pamphlet distributed in the rack at City Hall, Utilities, and Public Works.*

*Status 2: Objective accomplished - held a State Certified class.*

#### **GOAL 2: IMPROVE CITATION PROGRAM**

Objective 1: Train personnel on the proper technique for writing warnings and citations

Objective 2: Continue staff education through the Florida stormwater, erosion and sedimentation control training and certification course

*Status 1: Ongoing - eight employees trained.*

*Status 2: Ongoing - held a State course for staff, contractors, engineers, and other cities.*

#### **GOAL 3: CONTINUE TO REHAB AND REPLACE OLDER STORM WATER LINES**

Objective 1: Replace North Lakeview storm lines

Objective 2: Continue to TV lines and make necessary repairs

*Status 1: Project postponed until FY 2004/05.*

*Status 2: Ongoing work on Fuller Cross Road and in the Teacup Springs neighborhood.*

### **PERFORMANCE – FY 2004/05 GOALS AND OBJECTIVES**

#### **GOAL 1: IMPROVED MAINTENANCE SCHEDULE FOR MAINTAINING THE CITY'S SWALES AND STORMWATER PIPES.**

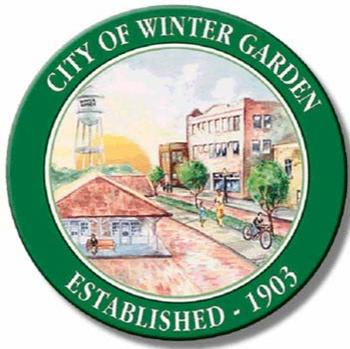
Objective 1: Establish timetable for routine maintenance of the city's infrastructure

Objective 2: Create an inspection form for the City's drainage structures and control structures

**GOAL 2: IDENTIFY AND CORRECT BILLING DISCREPANCIES.**

Objective 1: Create a spreadsheet to improve the accuracy of the stormwater charges

Objective 2: Review the properties currently paying commercial stormwater fees and check for new development; re-measure all existing commercial properties and check for accuracy and update as needed



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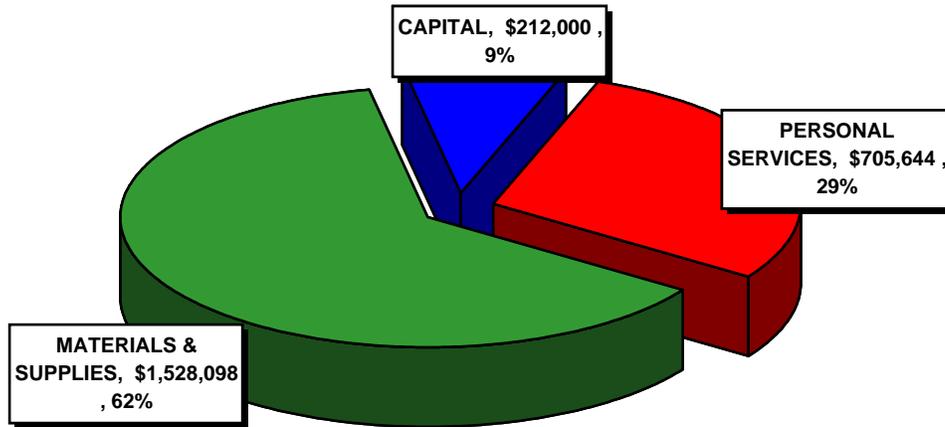
**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
STORMWATER OPERATING FUND EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
420-2618-538.12-00 SALARIES REGULAR	60,182	60,696	77,396	142,176
420-2618-538.14-00 SALARIES OVERTIME 1.5	4,888	2,704	2,704	2,899
420-2618-538.21-00 FICA TAXES	4,536	4,910	6,185	11,181
420-2618-538.22-00 RETIREMENT CONTRIBUTION	5,436	9,071	11,104	23,615
420-2618-538.23-00 EMPLOYEE GROUP INSURANCE	11,663	12,313	14,713	27,775
420-2618-538.24-00 WORKERS COMP INSURANCE	4,252	4,007	4,007	9,172
420-2618-538.25-00 UNEMPLOYMENT COMPENSATION	-	64	64	146
420-2618-538.28-00 EMPLOYEE ENTITLEMENT	306	311	311	621
TOTAL PERSONAL SERVICES	91,263	94,076	116,484	217,585
420-2618-538.31-02 LEGAL	3,733	2,000	2,000	2,200
420-2618-538.31-04 ENGINEERING	70,768	50,000	50,000	15,000
420-2618-538.31-06 MEDICAL	150	100	100	100
420-2618-538.32-00 ACCOUNTING AND AUDIT	2,201	-	-	2,200
420-2618-538.34-01 CONTRACTUAL SVCS MISC.	15,415	12,000	22,000	10,000
420-2618-538.34-08 PERSONNEL	87	-	-	-
420-2618-538.34-12 TIPPING FEES	3,040	20,000	20,000	20,000
420-2618-538.40-00 TRAVEL	223	300	300	400
420-2618-538.41-01 COMMUNICATE/POSTAGE MISC.	-	200	200	200
420-2618-538.41-03 RADIO	465	225	225	225
420-2618-538.43-00 WATER/SEWER UTILITIES	1,440	700	700	2,100
420-2618-538.44-00 RENTAL AND LEASES	19	-	-	-
420-2618-538.45-00 GENERAL INSURANCE	3,658	13,989	13,989	10,651
420-2618-538.46-01 REPAIRS & MAINTENANCE MISC.	13,335	12,000	12,000	8,000
420-2618-538.46-02 EQUIPMENT	15,215	20,000	20,000	15,000
420-2618-538.46-03 VEHICLES	15,211	7,889	15,889	9,431
420-2618-538.46-05 COMPUTER SOFTWARE	-	1,000	1,000	-
420-2618-538.46-10 BUILDING	286	-	-	-
420-2618-538.47-01 MISCELLANEOUS	142	200	200	200
420-2618-538.48-00 ADVERTISING	-	100	100	1,000
420-2618-538.49-01 OT CHARGES & PAYMENTS MISC.	39	200	200	200
420-2618-538.49-02 MANAGEMENT FEES	38,787	47,786	39,897	44,315
420-2618-538.49-05 LICENSES & TAXES	462	2,000	2,000	2,000
420-2618-538.49-10 BAD DEBT EXPENSE	1,597	-	-	-
420-2618-538.51-00 OFFICE SUPPLIES	355	-	-	200
420-2618-538.52-01 OPERATING SUPPLIES MISC.	2,419	1,600	1,600	1,600
420-2618-538.52-02 CHEMICALS	1,100	1,000	1,000	1,100
420-2618-538.52-03 GASOLINE & OIL	3,122	4,500	4,500	4,600
420-2618-538.52-04 UNIFORMS	662	600	600	900
420-2618-538.54-01 MEMBERSHIP DUES	410	400	400	500
420-2618-538.54-02 SEMINARS AND COURSES	855	300	300	1,000
420-2618-538.54-03 OTHER EDUCATIONAL SERVIES	-	400	400	400
TOTAL MATERIAL SERVICES	195,196	199,489	209,600	153,522

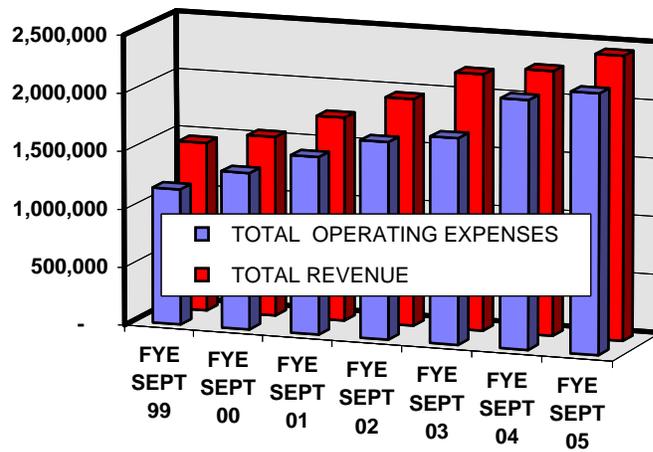
420-2618-538.63-00	CAPITAL IMPROVEMENTS	-	333,627	378,957	690,550
420-2618-538.64-00	MACHINERY AND EQUIPMENT	-	-	29,200	5,000
	TOTAL CAPITAL OUTLAY	-	333,627	408,157	695,550
420-2690-538.59-02	DEPRECIATION IMPROVEMENTS	85,465	-	-	-
420-2690-538.59-03	DEPRECIATION EQUIPMENT	7,823	-	-	-
	TOTAL DEPRECIATION	93,288	-	-	-
	<b>TOTAL STORMWATER OPERATING FUND</b>	<b>379,747</b>	<b>627,192</b>	<b>734,241</b>	<b>1,066,657</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
SOLID WASTE OPERATING FUND**

**USES BY CATEGORY**



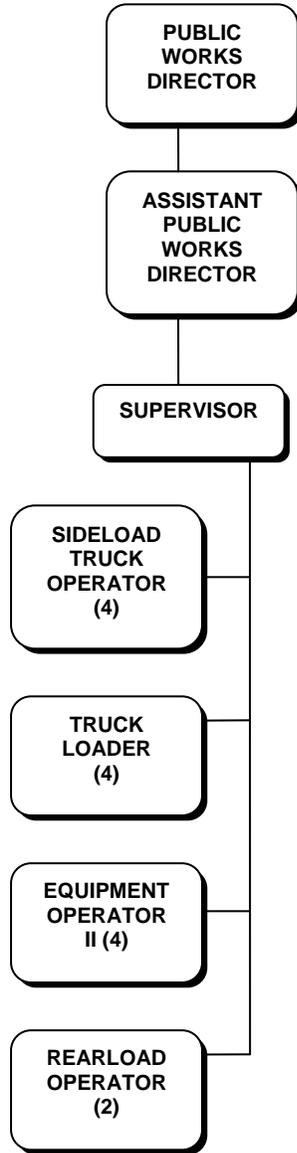
**REVENUES AND OPERATING EXPENSES**



**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
SOLID WASTE OPERATING FUND REVENUES**

	<u>2003 ACTUAL</u>	<u>2004 ORIGINAL BUDGET</u>	<u>2004 REVISED BUDGET</u>	<u>2005 ADOPTED BUDGET</u>
430-3134-343.41-01 RESIDENTIAL	1,466,831	1,498,688	1,498,688	1,650,000
430-3134-343.41-02 COMMERCIAL	723,105	710,000	710,000	730,000
430-3134-343.41-03 COMMERCIAL RECYCLING	5,621	-	-	-
430-3134-343.41-04 EXTRA CHARGES	1,727	2,500	2,500	2,500
430-3134-343.42-01 RESIDENTIAL	62	-	-	-
430-3134-343.42-02 COMMERCIAL	3	-	-	-
430-3134-343.42-03 YARD TRASH	2,965	3,600	3,600	3,600
TOTAL SERVICE CHARGES	<u>2,200,314</u>	<u>2,214,788</u>	<u>2,214,788</u>	<u>2,386,100</u>
430-3134-361.10-00 INVESTMENTS	9,181	15,000	15,000	5,000
TOTAL INVESTMENTS	<u>9,181</u>	<u>15,000</u>	<u>15,000</u>	<u>5,000</u>
430-3134-369.90-00 OTHER	230	-	-	200
TOTAL OTHER REVENUES	<u>230</u>	<u>-</u>	<u>-</u>	<u>200</u>
430-3134-381.99-99 FUND BALANCE	-	46,551	94,392	54,442
TOTAL NON-OPERATING REVENUES	<u>-</u>	<u>46,551</u>	<u>94,392</u>	<u>54,442</u>
<b>TOTAL SOLID WASTE OPERATING FUND</b>	<b><u>2,209,725</u></b>	<b><u>2,276,339</u></b>	<b><u>2,324,180</u></b>	<b><u>2,445,742</u></b>

**ORGANIZATION CHART  
SOLID WASTE DEPARTMENT**



## **SOLID WASTE DIVISION GOALS AND OBJECTIVES**

**MISSION STATEMENT:** Provide the highest level of services possible to our residents and businesses.

### **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1: INFORM THE CITIZENS OF RULES AND REGULATIONS; ENFORCE RULES AND REGULATIONS**

Objective 1: Inform citizens of the single-stream recycling program that will take effect in FY 2004/05.

Objective 2: Enforce existing rules removing polycarts from curbside

Objective 3: Enforce yard trash rules and regulations to improve service

*Status 1: Program on hold.*

*Status 2: Ongoing.*

*Status 3: Objective accomplished - documents detailing rules and regulations mailed to all customers.*

#### **GOAL 2: INCREASE REVENUES BY EXPANDING ROLL-OFF SERVICES**

Objective 1: Purchase more roll-off containers for possible distribution

Objective 2: Market roll-off services to contractors and citizens

*Status 1: Project postponed.*

*Status 2: Objective accomplished - documents detailing services mailed to all customers.*

### **PERFORMANCE - FY 2004/05 GOALS AND OBJECTIVES**

#### **GOAL 1: INCREASE REVENUES**

Objective 1: Work with Finance Department to implement roll-off inclusive franchise fee

Objective 2: Implement a roll back service on polycarts

#### **GOAL 2: PROVIDE INFORMATION PACKETS ALL CUSTOMERS**

Objective 1: Disburse Solid Waste information packet when deposit is paid

Objective 2: Provide Information when accounts are transferred

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
SOLID WASTE OPERATING FUND  
SANITATION DIVISION EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
430-3134-534.12-00 SALARIES REGULAR	341,350	430,064	430,064	457,286
430-3134-534.14-00 SALARIES OVERTIME 1.5	27,374	17,125	17,125	17,653
430-3134-534.21-00 FICA TAXES	27,891	34,477	34,477	34,905
430-3134-534.22-00 RETIREMENT CONTRIBUTION	33,511	72,741	72,741	73,779
430-3134-534.23-00 EMPLOYEE GROUP INSURANCE	53,908	73,467	73,467	85,154
430-3134-534.24-00 WORKERS COMP INSURANCE	33,805	36,739	36,739	34,000
430-3134-534.25-00 UNEMPLOYMENT COMPENSATION	1,898	451	451	456
430-3134-534.28-00 EMPLOYEE ENTITLEMENT	1,913	2,567	2,567	2,411
TOTAL PERSONAL SERVICES	521,650	667,631	667,631	705,644
430-3134-534.31-01 PROFESSIONAL SERVICE MISC.	-	200	200	200
430-3134-534.31-02 LEGAL	-	200	200	-
430-3134-534.31-04 ENGINEERING	-	1,000	1,000	-
430-3134-534.31-06 MEDICAL	1,714	1,500	1,500	-
430-3134-534.32-00 ACCOUNTING AND AUDIT	3,114	3,235	3,235	3,235
430-3134-534.34-01 CONTRACTUAL SVCS MISC.	4,560	1,150	1,150	1,250
430-3134-534.34-05 COMPUTER TRAINING	-	400	400	400
430-3134-534.34-06 JANITORIAL	1,320	2,000	2,000	2,000
430-3134-534.34-08 PERSONNEL	54,786	22,000	22,000	22,000
430-3134-534.34-09 SOLID WASTE COLLECTION	451,331	500,000	500,000	500,000
430-3134-534.34-12 TIPPING FEES	356,764	300,000	300,000	320,000
430-3134-534.40-00 TRAVEL EXPENSES	-	300	300	300
430-3134-534.41-01 COMMUNICATE/POSTAGE MISC.	-	200	200	200
430-3134-534.41-02 TELEPHONE	2,990	3,800	3,800	3,800
430-3134-534.41-03 RADIO	2,870	3,000	3,000	200
430-3134-534.41-04 INTERNET	1,108	1,000	1,000	-
430-3134-534.43-00 UTILITIES	1,906	3,000	3,000	3,000
430-3134-534.44-00 RENTALS & LEASES	4,426	150	3,650	4,000
430-3134-534.45-00 GENERAL INSURANCE	31,041	20,619	20,619	9,653
430-3134-534.46-02 EQUIPMENT	8,208	15,000	15,000	15,000
430-3134-534.46-03 VEHICLES	86,491	63,885	113,885	113,885
430-3134-534.46-05 COMPUTER SOFTWARE	-	500	500	500
430-3134-534.46-06 COMPUTER HARDWARE	-	300	300	300
430-3134-534.46-10 BUILDING	4,270	3,000	3,000	3,500
430-3134-534.47-01 PRINTING & BINDING MISC.	1,253	500	500	500
430-3134-534.47-02 RECORDS MANAGEMENT	-	350	350	350
430-3134-534.48-00 ADVERTISING	290	1,000	1,000	1,000
430-3134-534.49-01 OT CHARGES & PYMTS MISC.	-	350	350	350
430-3134-534.49-02 MANAGEMENT FEES	136,527	255,538	191,029	234,863
430-3134-534.49-05 LICENSES & TAXES	102	200	200	200
430-3134-534.49-10 BAD DEBT EXPENSE	8,893	-	-	-
430-3134-534.51-00 OFFICE SUPPLIES	2,555	3,500	3,500	3,500
430-3134-534.52-01 OPERATING SUPPLIES MISC.	50,721	50,000	70,000	64,000
430-3134-534.52-02 CHEMICALS	1,791	3,000	3,000	3,500

430-3134-534.52-03	GAS & OIL	25,151	40,000	40,000	42,000
430-3134-534.52-04	UNIFORMS AND ACCESSORIES	5,790	4,500	4,500	4,500
430-3134-534.54-01	DUES & SUBSCRIPTIONS	-	50	50	50
430-3134-534.54-02	SEMINARS AND COURSES	15	600	600	600
	TOTAL MATERIAL SERVICES	<u>1,249,987</u>	<u>1,306,027</u>	<u>1,315,018</u>	<u>1,358,836</u>
430-3134-534.62-00	BUILDINGS	-	73,500	73,500	70,000
430-3134-534.63-00	IMPROVEMENTS OT BLDG.	-	35,000	73,850	-
430-3134-534.64-00	MACHINERY & EQUIPMENT	-	30,000	30,000	142,000
	TOTAL CAPITAL OUTLAY	<u>-</u>	<u>138,500</u>	<u>177,350</u>	<u>212,000</u>
	<b>TOTAL SANITATION DIVISION</b>	<b><u>1,771,637</u></b>	<b><u>2,112,158</u></b>	<b><u>2,159,999</u></b>	<b><u>2,276,480</u></b>

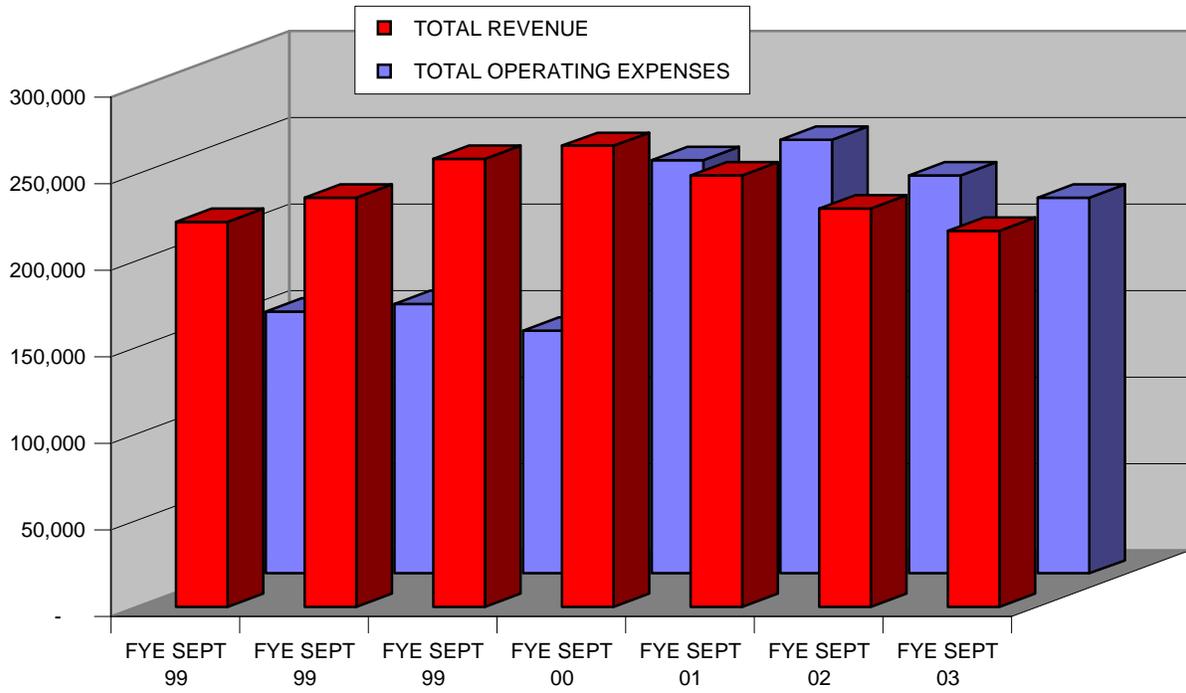
**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 SOLID WASTE OPERATING FUND  
 RECYCLING DIVISION EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
430-3136-534.34-12 TIPPING FEES	934	3,000	3,000	3,000
430-3136-534.34-13 CURB-SIDE RECYCLE	148,857	150,000	150,000	155,000
430-3136-534.45-00 GENERAL INSURANCE	931	357	357	116
430-3136-534.46-03 VEHICLES	3,088	624	624	746
430-3136-534.47-01 PRINTING & BINDING	-	200	200	200
430-3136-534.49-01 OT CHARGES & PYMTS MISC.	-	200	200	200
430-3136-534.52-01 OPERATING SUPPLIES MISC.	7,286	8,000	8,000	10,000
430-3136-534.52-03 GAS & OIL	-	1,800	1,800	-
TOTAL MATERIAL SERVICES	161,096	164,181	164,181	169,262
<b>TOTAL RECYCLING DIVISION</b>	<b>161,096</b>	<b>164,181</b>	<b>164,181</b>	<b>169,262</b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 SOLID WASTE OPERATING FUND EXPENSES  
 DEPRECIATION**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
430-3190-534.59-91 DEPRECIATION BUILDING	18,847	-	-	-
430-3190-534.59-92 DEPRECIATION IMPROVEMENTS	5,244	-	-	-
430-3190-534.59-93 DEPRECIATION EQUIPMENT	165,614	-	-	-
TOTAL MATERIAL SERVICES	189,705	-	-	-
<b>TOTAL DEPRECIATION</b>	<b>189,705</b>	-	-	-
<b>TOTAL SOLID WASTE OPERATING FUND</b>	<b>2,122,438</b>	<b>2,276,339</b>	<b>2,324,180</b>	<b>2,445,742</b>

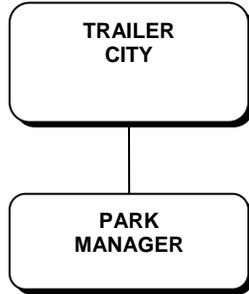
**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 TRAILER CITY OPERATING FUND  
 REVENUES AND OPERATING EXPENSES**



CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 TRAILER CITY FUND REVENUES

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
450-3657-361.10-00 INVESTMENTS	520	-	-	100
TOTAL INVESTMENTS	520	-	-	100
450-3657-362.45-00 RENTALS	243,833	225,000	225,000	212,000
TOTAL SERVICE CHARGES	243,833	225,000	225,000	212,000
450-3657-369.10-00 COIN LAUNDRY SERVICE	4,590	5,000	5,000	5,000
OTHER REVENUES	4,590	5,000	5,000	5,000
<b>TOTAL TRAILER CITY FUND</b>	<b><u>248,943</u></b>	<b><u>230,000</u></b>	<b><u>230,000</u></b>	<b><u>217,100</u></b>

**ORGANIZATION CHART  
TRAILER CITY  
DEPARTMENT**



## **TRAILER CITY GOALS AND OBJECTIVES**

**MISSION STATEMENT:** Provide and maintain an affordable and sanitary housing community for the residents of Trailer City. Maintain Tanner Hall and Little Hall in the professional manner that the citizens of Central Florida have come to expect.

### **STATUS REPORT - FY 2003/04 GOALS AND OBJECTIVES**

#### **GOAL 1: PROVIDE A HIGH-QUALITY RESIDENCY COMMUNITY**

- Objective 1: Determine feasibility of a new laundry facility for Trailer City
- Objective 2: Remove older and dilapidated mobile homes when possible

*Status 1: The Purchase of new laundry facility for Trailer City has been temporarily put on hold*

*Status 2: Currently in the process of removing older and dilapidated mobile homes*

### **PERFORMANCE - FY 2004/05 GOALS AND OBJECTIVES**

#### **GOAL 1: IMPROVE THE MANAGEMENT OF THE PARK**

- Objective 1: Implement a formal complaint system for residents of the Park
- Objective 2: Ensure that the Park is in compliance with all State and Federal rules
- Objective 3: Implement a background check system for all prospective residents
- Objective 4: Implement a system that ensures all new residents are provided with a prospectus and that new residents provide proof of being 55 or older when they occupy their mobile home

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
TRAILER CITY FUND EXPENSES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
450-3657-539.12-00 SALARIES REGULAR	41,820	41,305	41,305	53,155
450-3657-539.21-00 FICA TAXES	3,030	3,184	3,184	4,090
450-3657-539.22-00 RETIREMENT CONTRIBUTION	3,511	6,716	6,716	8,645
450-3657-539.23-00 EMPLOYEE GROUP INSURANCE	6,471	4,312	4,312	7,655
450-3657-539.24-00 WORKERS COMP INSURANCE	1,905	1,394	1,394	2,000
450-3657-539.25-00 UNEMPLOYMENT COMPENSATION	-	42	42	53
450-3657-539.28-00 EMPLOYEE ENTITLEMENT	306	311	311	310
TOTAL PERSONAL EXPENSES	<u>57,043</u>	<u>57,264</u>	<u>57,264</u>	<u>75,908</u>
450-3657-539.31-01 PROFESSIONAL SERVICE MISC.	-	3,000	3,000	1,000
450-3657-539.31-02 LEGAL	7,819	3,000	3,000	4,000
450-3657-539.31-06 MEDICAL	155	-	-	-
450-3657-539.32-00 ACCOUNTING AND AUDIT	1,826	1,900	1,900	1,700
450-3657-539.34-01 CONTRACTUAL SVCS MISC.	7,732	4,000	4,000	4,000
450-3657-539.34-02 LAWN MAINTENANCE	27,455	33,000	33,000	33,000
450-3657-539.41-02 TELEPHONE	1,406	1,500	1,500	1,500
450-3657-539.43-00 UTILITY SERVICES	20,590	7,500	7,500	7,500
450-3657-539.44-00 RENTALS AND LEASES	436	-	-	-
450-3657-539.45-00 GENERAL INSURANCE	866	-	-	26,023
450-3657-539.46-02 EQUIPMENT	653	3,500	3,500	1,000
450-3657-539.46-03 VEHICLES	2,052	773	773	924
450-3657-539.46-10 BUILDING	3,086	6,000	6,000	6,000
450-3657-539.49-01 OT CHARGES & PAYMENTS MISC.	500	3,000	3,000	3,000
450-3657-539.49-02 MANAGEMENT FEES	16,496	13,332	13,332	11,225
450-3657-539.49-05 LICENSES & TAXES	26,484	26,000	26,000	33,000
450-3657-539.49-10 BAD DEBT EXPENSE	8,446	-	-	-
450-3657-539.51-00 OFFICE SUPPLIES	4	-	-	-
450-3657-539.52-01 OPERATING SUPPLIES MISC.	2,109	3,000	3,000	3,000
450-3657-539.52-02 CHEMICALS	97	200	200	200
450-3657-539.52-03 GASOLINE & OIL	823	850	850	400
450-3657-539.52-04 UNIFORMS & ACCESSORIES	183	200	200	200
TOTAL MATERIAL EXPENSES	<u>129,218</u>	<u>110,755</u>	<u>110,755</u>	<u>137,672</u>
450-3657-581.91-00 TRANSFERS	64,310	61,981	61,981	3,520
TOTAL NON-OPERATING EXPENSES	<u>64,310</u>	<u>61,981</u>	<u>61,981</u>	<u>3,520</u>
450-3690-539.59-91 DEPRECIATION BUILDING	1,319	-	-	-
450-3690-539.59-92 DEPRECIATION IMPROVEMENTS	5,777	-	-	-
450-3690-539.59-93 DEPRECIATION EQUIPMENT	1,043	-	-	-
450-3690-539.59-94 AMORTIZATION	4,725	-	-	-
TOTAL DEPRECIATION AND AMORTIZATION	<u>12,864</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL TRAILER CITY FUND</b>	<b><u>263,435</u></b>	<b><u>230,000</u></b>	<b><u>230,000</u></b>	<b><u>217,100</u></b>



# FIDUCIARY FUNDS





## **FIDUCIARY FUNDS**

**Fiduciary Funds are types of funds that the government acts as a trustee or agent on behalf of another party. Following is a list of the City of Winter Garden Fiduciary Funds:**

**General Employee Pension Fund  
Firefighter and Police Officer Pension Fund**

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 GENERAL EMPLOYEE PENSION FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
610-0000-361.10-00 INVESTMENTS	234,177	200,000	200,000	115,000
610-0000-361.20-00 DIVIDENDS	65,126	50,000	50,000	85,000
610-0000-361.30-00 INCR ON FV ON INV	659,617	600,000	600,000	590,000
610-0000-367.00-00 GAIN ON THE SALE OF INVESTMENTS	4,658	-	-	-
610-0000-368.00-00 RETIREMENT CONTRIBUTIONS	<u>374,006</u>	<u>250,000</u>	<u>250,000</u>	<u>709,594</u>
<b>TOTAL GENERAL EMPLOYEE PENSION FUND</b>	<b><u>1,337,584</u></b>	<b><u>1,100,000</u></b>	<b><u>1,100,000</u></b>	<b><u>1,499,594</u></b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
GENERAL EMPLOYEE PENSION FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
610-0000-513.31-01 PROF SVCS MISC.	17,684	20,000	20,000	17,000
610-0000-513.31-02 LEGAL	7,113	5,000	5,000	3,000
610-0000-513.31-03 INVESTMENT COUNSEL	45,321	45,000	45,000	51,000
610-0000-513.34-01 CONTRACT SVCS MISC	6,106	7,500	7,500	7,000
610-0000-513.45-01 INSURANCE	4,142	5,000	5,000	5,000
610-0000-518.36-00 PENSION BENEFITS	<u>321,388</u>	<u>380,000</u>	<u>380,000</u>	<u>345,000</u>
TOTAL MATERIAL SERVICES	401,754	462,500	462,500	428,000
610-0000-590.90-00 TRANSFER TO FUND BALANCE	-	<u>637,500</u>	<u>637,500</u>	<u>1,071,594</u>
TOTAL NON-OPERATING EXPENSES	-	637,500	637,500	1,071,594
<b>TOTAL GENERAL EMPLOYEE PENSION FUND</b>	<b><u>401,754</u></b>	<b><u>1,100,000</u></b>	<b><u>1,100,000</u></b>	<b><u>1,499,594</u></b>

**CITY OF WINTER GARDEN  
 FY 2004/2005 BUDGET  
 FIREFIGHTER'S AND POLICE OFFICER'S PENSION FUND REVENUES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
620-0000-312.51-00 FIRE INSURANCE PREMIUM	57,962	60,000	60,000	60,000
620-0000-312.52-00 CASUALTY INS PREMIUM TAX	109,533	100,000	100,000	105,000
TOTAL INTERGOVERNMENTAL	167,495	160,000	160,000	165,000
620-0000-361.10-00 INVESTMENTS	210,693	180,000	180,000	135,000
620-0000-361.20-00 DIVIDENDS	91,675	70,000	70,000	185,000
620-0000-361.30-00 INCR ON FV OF INV	1,480,845	1,000,000	1,000,000	565,000
TOTAL INVESTMENTS	1,783,213	1,250,000	1,250,000	885,000
620-0000-367.00-00 GAIN ON SALE OF INVESTMENTS	(148,927)	-	-	-
620-0000-368.01-00 EMPLOYER CONTRIBUTIONS	392,824	250,000	250,000	576,841
620-0000-368.02-00 EMPLOYEE CONTRIBUTIONS	25,324	20,000	20,000	35,000
620-0000-369.90-00 OTHER	5,735	-	-	-
TOTAL CONTRIBUTIONS	274,956	270,000	270,000	611,841
<b>TOTAL FIREFIGHTER'S AND POLICE OFFICER'S PENSION FUND</b>	<b>2,225,664</b>	<b>1,680,000</b>	<b>1,680,000</b>	<b>1,661,841</b>

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
FIREFIGHTER'S AND POLICE OFFICER'S PENSION FUND EXPENDITURES**

	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>2004</u> <u>REVISED</u> <u>BUDGET</u>	<u>2005</u> <u>ADOPTED</u> <u>BUDGET</u>
620-0000-513.31-01 PROF SVCS MISC.	9,714	10,000	10,000	10,000
620-0000-513.31-02 LEGAL	3,982	5,000	5,000	5,000
620-0000-513.31-03 INVESTMENT COUNSEL	42,904	45,000	45,000	50,000
620-0000-513.34-01 CONTRACT SVCS MISC	6,672	6,000	6,000	5,000
620-0000-513.40-00 TRAVEL AND PER DIEM	28	-	-	-
620-0000-513.45-00 GENERAL INSURANCE	-	5,000	5,000	5,000
620-0000-513.49-06 RTRMT CONTRB REFUNDED	1,225	-	-	-
620-0000-513.51-00 OFFICE SUPPLIES	62	200	200	-
620-0000-513.52-01 OPERATING SUPPLIES MISC.	-	100	100	-
620-0000-518.36-00 PENSION BENEFITS	<u>295,190</u>	<u>270,000</u>	<u>270,000</u>	<u>440,000</u>
TOTAL MATERIAL SERVICES	359,777	341,300	341,300	515,000
620-0000-590.90-00 TRANSFER TO FUND BALANCE	-	<u>1,338,700</u>	<u>1,338,700</u>	<u>1,146,841</u>
TOTAL NON-OPERATING EXPENSES	-	1,338,700	1,338,700	1,146,841
<b>TOTAL FIREFIGHTER'S &amp; POLICE OFFICER'S PENSION FUND</b>	<b><u>359,777</u></b>	<b><u>1,680,000</u></b>	<b><u>1,680,000</u></b>	<b><u>1,661,841</u></b>



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# CAPITAL OUTLAY





**FY 2004/05 BUDGET  
ADOPTED CAPITAL EXPENDITURES**

		<b>CATEGORY</b>			
		LAND 61	BUILDING 62	BUILDING 63	IMPROVEMENTS OTHER THAN BUILDING CAPITAL 64
<b>GENERAL FUND</b>					
Administration	New City Hall Design	\$ -	\$ 800,000	\$ -	\$ -
	Large Capacity Safe	-	-	-	1,500
Utility Billing	Click2Gov Online Payment Access	-	-	-	10,360
	Lobby Kiosk for Credit Card Payments	-	-	-	5,000
Information Systems	Document Storage Software	-	-	-	35,000
	Document Storage Hardware	-	-	-	20,000
	Server Rack	-	-	-	3,000
	Websense Internet Protection Software	-	-	-	5,300
	Cisco Network	-	-	-	26,000
	Cisco Redundant Call Manager	-	-	-	8,000
	Microsoft Enterprise Agreement	-	-	-	22,000
Planning	Front Desk Counter	-	-	-	4,000
Building	Truck for New Inspector	-	-	-	25,000
	Laptop Computers (2)	-	-	-	4,000
	Desk Phones	-	-	-	2,000
	Computer	-	-	-	1,000
Police - Sworn	Records Management System	-	-	-	266,712
	Laptop Computers (4) for Officers	-	-	-	11,200
	Laptop Computers (4) for Detectives	-	-	-	17,604
	Cars (2)	-	-	-	50,000
	Server - Remote	-	-	-	18,000
	Bicycles (2)	-	-	-	2,400
	Packetcluster Software Licenses (4)	-	-	-	8,202
	DVD Recorder	-	-	-	900
Police - Non-sworn	Laptop Computers (2)	-	-	-	5,600
Code Enforcement	Truck	-	-	-	16,500
Police - Non-sworn	Shredder - High Capacity	-	-	-	1,800
Communications					

**FY 2004/05 BUDGET  
ADOPTED CAPITAL EXPENDITURES**

		<b>CATEGORY</b>			
		IMPROVEMENTS OTHER THAN			
		LAND 61	BUILDING 62	BUILDING 63	CAPITAL 64
Fire	Carport	-	-	5,600	-
	Asphalt Maintenance	-	-	3,000	-
	Mobile Radios (3)	-	-	-	8,400
	Server	-	-	-	4,000
	Firecom Systems (2)	-	-	-	4,100
	Laptop Computers (2)	-	-	-	3,000
	Ventilation Fan	-	-	-	1,500
	Smoke Generator for Training	-	-	-	900
	Cemetery	Irrigation	-	-	4,000
Landscape at Columbarium		-	-	1,500	-
Streets	Building - Maintenance	-	3,000	-	-
	Boyd Street Parking Lot	-	-	25,000	-
	Tractor Mower	-	-	-	30,000
	Riding Mower	-	-	-	9,000
	Plotter	-	-	-	7,000
	Mower Head	-	-	-	5,000
Building Maintenance	Truck	-	-	-	22,000
	Floor Hoist	-	-	-	2,500
	Storage Shelves	-	-	-	2,000
	Table Saw	-	-	-	1,000
Fleet Maintenance	Floor Lifts (2)	-	-	-	14,800
	Oil System	-	-	-	4,500
	Diagnostics Scanner and Software	-	-	-	3,000
	Mig Welder	-	-	-	1,800
	Transmission Jack	-	-	-	900
Parks Division	Resurface Tennis/Basketball Courts	-	-	15,000	-
	Park Restroom Partition Maintenance	-	-	5,000	-
	Downtown Hardscape Enhancement	-	-	5,000	-
	Toro Workman	-	-	-	8,245
Recreation	Passenger Van	-	-	-	30,000
	Skateboard Ramps	-	-	-	8,000
	Computer	-	-	-	1,500

**FY 2004/05 BUDGET  
ADOPTED CAPITAL EXPENDITURES**

		<b>CATEGORY</b>			
		LAND 61	BUILDING 62	BUILDING OTHER THAN 63	CAPITAL 64
Engineering	Truck	-	-	-	22,000
	Locators	-	-	-	2,300
	Computer	-	-	-	1,700
	Laser Level	-	-	-	1,600
<b>TOTAL - GENERAL FUND</b>		-	803,000	64,100	771,823
<b>COMMUNITY REDEVELOPMENT AGENCY FUND</b>		-	-	-	-
<b>LAW ENFORCEMENT TRUST SPECIAL REVENUE FUND</b>		-	-	-	-
<b>LAW ENFORCEMENT GRANTS FUND</b>					
	Portable Radio	-	-	-	5,500
	Laptop Computer	-	-	-	5,000
<b>TOTAL - LAW ENFORCEMENT GRANTS FUND</b>		-	-	-	10,500
<b>LOCAL OPTION GAS TAX FUND</b>					
	Street Resurface	-	-	100,000	-
	Tremaine Underground Utilities	-	-	60,000	-
	South Main Street Design (Smith to Tremaine)	-	-	20,526	-
	Main Street Design (Story to Vining)	-	-	19,607	-
	Tremaine Sreet Design (Main to Dillard)	-	-	18,608	-
	Crest Avenue Street Lights (Boyd to Palm)	-	-	6,000	-
	Dump Truck - 18YD	-	-	-	80,000
<b>TOTAL - LOCAL OPTION GAS TAX FUND</b>		-	-	224,741	80,000
<b>IMPACT FEE FUND</b>					
Police - Sworn	Cars (2)	-	-	-	59,892
	Portable Radios (4)	-	-	-	20,660
	Laptop Computers (4)	-	-	-	18,470
	Servers (2)	-	-	-	9,000

**FY 2004/05 BUDGET  
ADOPTED CAPITAL EXPENDITURES**

		<b>CATEGORY</b>			
		LAND 61	BUILDING 62	BUILDING 63	OTHER THAN CAPITAL 64
Fire	Fire Station 23	-	700,000	-	
	Loft at Station 24	-	4,500	-	
	Portable Radios (3)	-	-	-	14,500
	Bunker Gear	-	-	-	7,200
Streets	Story Road-Ninth Street Intersection-R.O.W.	500,000	-	-	-
	Crown Point Cross Road	-	-	425,000	-
	Story Road-Ninth Street Intersection-Design	-	-	65,000	-
Recreation	-	-	-	-	
<b>TOTAL - IMPACT FEE FUND</b>		500,000	704,500	490,000	129,722
<b>TRANSPORTATION IMPACT FEES SOUTH OF TURNPIKE FUND</b>					
	Signalization	-	-	150,000	-
<b>TOTAL - TRANSPORTATION IMPACT FEES S OF TURNPIKE FUND</b>		-	-	150,000	-
<b>TRANSPORTATION IMPACT FEES OOCEA PLEDGE FUND</b>		-	-	-	-
<b>DOWNTOWN RENOVATION PROJECT FUND</b>		-	-	-	-
<b>UTILITIES FUND</b>					
Administration	Laptop Computer	-	-	-	1,500
Water	Landscaping at Emerald Ridge	-	-	23,000	-
	Fence at Palmetto	-	-	5,000	-
	Gate at Palmetto	-	-	3,000	-
	Portable Radio	-	-	-	1,900
	Laptop Computer	-	-	-	1,500

**FY 2004/05 BUDGET  
ADOPTED CAPITAL EXPENDITURES**

		<b>CATEGORY</b>			
		IMPROVEMENTS OTHER THAN			
		LAND	BUILDING	BUILDING	CAPITAL
		61	62	63	64
Wastewater	Sheds (2)	-	3,000	-	-
	Hydraulic Mower	-	-	-	26,000
	Flow Meter	-	-	-	10,000
	Utility Cart - Motorized	-	-	-	8,900
	Toxicity Test Instrument	-	-	-	8,000
	Alarm Software	-	-	-	2,000
Distribution	Truck	-	-	-	34,000
	Portable Power Vac Trailer	-	-	-	24,000
	Pipe Locators (2)	-	-	-	1,800
	Laptop Computer	-	-	-	1,500
	Saw	-	-	-	950
Collection	Generator on Trailer	-	-	-	31,815
	Pressure Washer	-	-	-	3,950
	Portable Radio	-	-	-	1,900
	Smoke Tester	-	-	-	1,650
	Laptop Computer	-	-	-	1,500
	Saw	-	-	-	950
<b>TOTAL - UTILITIES FUND</b>		-	3,000	31,000	163,815
<b>UTILITIES IMPACT FEE FUND</b>					
Water	Landscaping at WTP #4	-	-	23,000	-
Wastewater	Effluent Disposal - Design	-	-	500,000	-
	Pond Level Monitoring & Flow Controls	-	-	230,000	-
	Trunkline "C" Phase 1	-	-	167,500	-
	Trunkline "C" Phase 2	-	-	225,000	-
	Odor Control Study	-	-	50,000	-
Distribution	Trunkline "C" Phase 1	-	-	308,900	-
	Trunkline "C" Phase 2	-	-	265,600	-
	Daniels Road North	-	-	270,000	-
	Developer Cost Share	-	-	200,000	-
	Burchshire Water Main	-	-	187,000	-
	CR 545 - Water Main SBW to Johns Lake Pt	-	-	80,000	-
	Utility Relocate SR 50 Design	-	-	9,473	-
	Tremaine Sreet Design (Main to Dillard)	-	-	3,710	-
	South Main Street Design (Smith to Tremaine)	-	-	3,707	-
	Main Street Design (Story to Vining)	-	-	3,630	-

**FY 2004/05 BUDGET  
ADOPTED CAPITAL EXPENDITURES**

		<b>CATEGORY</b>			
		LAND 61	BUILDING 62	BUILDING 63	CAPITAL 64
Collection	Trunkline "C" Phase 1	-	-	330,400	-
	Trunkline "C" Phase 2	-	-	315,000	-
	Daniels Road North	-	-	270,000	-
	Trunk Line "C" Design Phases 3-5	-	-	264,000	-
	Developer Cost Share	-	-	225,000	-
	W Crown Point Road Force Main	-	-	32,000	-
	Utility Relocate SR 50 Design	-	-	14,210	-
	<b>TOTAL - UTILITIES IMPACT FEE FUND</b>	-	-	3,978,130	-
<b>UTILITIES RENEWAL &amp; REPLACEMENT FUND</b>					
Water		-	-	-	-
Wastewater	Pond Underdrain Repairs	-	-	50,000	-
Distribution	Utility Relocate SR 50 Design	-	-	127,888	-
	Distribution Line Relocates	-	-	50,000	-
Collection	Trunkline "C" Phase 1	-	-	347,850	-
	Trunkline "C" Phase 2	-	-	283,900	-
	Utility Relocate SR 50 Design	-	-	85,259	-
	Lift Station Rebuilds	-	-	75,000	-
	Inflow/Infiltration Abatement	-	-	50,000	-
	W Crown Point Road Force Main	-	-	32,000	-
	Manhole/Lift Station Relining	-	-	25,000	-
	South Main Street Design (Smith to Tremaine)	-	-	6,825	-
	Main Street Design (Story to Vining)	-	-	5,635	-
	Manhole Risers	-	-	5,000	-
	Tremaine Sreet Design (Main to Dillard)	-	-	4,722	-
<b>TOTAL - UTILITIES RENEWAL &amp; REPLACEMENT FUND</b>	-	-	1,149,079	-	

**FY 2004/05 BUDGET  
ADOPTED CAPITAL EXPENDITURES**

	<b>CATEGORY</b>			
	<b>LAND 61</b>	<b>BUILDING 62</b>	<b>BUILDING 63</b>	<b>IMPROVEMENTS OTHER THAN BUILDING CAPITAL 64</b>
<b>STORMWATER FUND</b>				
Crown Point Cross Road	-	-	283,500	-
Trunkline "C" Phase 1	-	-	215,150	-
Trunkline "C" Phase 2	-	-	126,500	-
Stormwater Master Plan	-	-	50,000	-
South Main Street Design (Smith to Tremaine)	-	-	5,500	-
Main Street Design (Story to Vining)	-	-	5,100	-
Tremaine Sreet Design (Main to Dillard)	-	-	4,800	-
Boat	-	-	-	5,000
<b>TOTAL - STORMWATER FUND</b>	-	-	690,550	5,000
<b>SOLID WASTE FUND</b>				
Pole Barn	-	70,000	-	-
Sideload Truck	-	-	-	142,000
<b>TOTAL - SOLID WASTE FUND</b>	-	70,000	-	142,000
<b>TRAILER CITY FUND</b>	-	-	-	-
<b>TOTAL - TRAILER CITY FUND</b>	-	-	-	-
<b>TOTAL ADOPTED CAPITAL EXPENDITURES</b>	500,000	1,580,500	6,777,600	1,302,860



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# FIVE-YEAR CAPITAL IMPROVEMENT PLAN





**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
PROGRAM SUMMARY FOR RECOMMENDED MAJOR CAPITAL EXPENDITURES**

<b>PROJECT NAME</b>	<b>SOURCE FUND</b>		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>Totals</b>
<b>GENERAL FUND</b>								
New City Hall Design	GF	ADMINISTRATION	800,000	-	-	-	-	800,000
City Hall Construction	GF	ADMINISTRATION	-	3,000,000	3,000,000	-	-	6,000,000
Document Imaging System	GF	INFORMATION TECHNOLOGY	55,000	-	-	-	-	55,000
Network Infrastructure Upgrade	GF	INFORMATION TECHNOLOGY	26,000	-	-	-	-	26,000
Records Management System	GF	POLICE	266,711	266,711	-	-	-	533,422
Boyd Street Parking Lot	GF	STREETS	25,000	275,000	-	-	-	300,000
Resurface Tennis/Basketball Courts	GF	PARKS	15,000	-	-	-	-	15,000
Parks Equipment Pole Barn	GF	PARKS	-	75,000	-	-	-	75,000
Senior Field Fence Replacement	GF	PARKS	25,000	-	-	-	-	25,000
Maple Street Restrooms	GF	PARKS	-	85,000	-	-	-	85,000
Walker Field Restrooms	GF	PARKS	-	85,000	-	-	-	85,000
Klondike Restrooms	GF	PARKS	-	-	85,000	-	-	85,000
Senior Field Lights	GF	PARKS	-	-	100,000	-	-	100,000
Klondike Lighting	GF	PARKS	-	-	12,000	-	-	12,000
Veterans Park-Tennis Court Fence Replacement	GF	PARKS	-	-	18,000	-	-	18,000
Maple Street Fence Replacement	GF	PARKS	-	-	-	18,000	-	18,000
Veterans Park Playground Upgrade	GF	PARKS	-	-	-	60,000	-	60,000
Bradford Park Bridge Replacement	GF	PARKS	-	-	-	-	25,000	25,000
Newton Park Boat Ramp Replacement	GF	PARKS	-	-	-	-	30,000	30,000
Passenger Van	GF	RECREATION	30,000	-	-	-	-	30,000
Street Resurface	LOGT	STREETS	100,000	100,000	100,000	100,000	100,000	500,000
Tremaine Street - Main to Dillard (Design & Construction)	LOGT	STREETS	18,608	93,042	-	-	-	111,650
Tremaine Underground Utilities	LOGT	STREETS	60,000	-	-	-	-	60,000
SR 50 Mast Arm Signals (see note 1 below)	LOGT	STREETS	-	-	-	-	325,000	325,000
Division Street - Dillard to Lakeview (Design & Construction)	LOGT	STREETS	-	62,741	313,707	-	-	376,448
Dillard Street - Plant Street north to Tilden Street (Design & Construction)	LOGT	STREETS	-	45,576	232,880	-	-	278,456
Dillard Street - Tilden Street north to Verna Street (Design & Construction)	LOGT	STREETS	-	25,229	-	126,143	-	151,372
Dillard Street - Verna Street north to Division (Design & Construction)	LOGT	STREETS	-	25,229	-	-	126,143	151,372
Vineland Rd - S.R. 50 to Palmetto Ave (Design & Construction)	LOGT	STREETS	-	50,977	254,887	-	-	305,864
North Lakeview - Henderson to Newell (Design & Construction)	LOGT	STREETS	-	-	19,386	96,928	-	116,314
North Lakeview - Newell to Tilden (Design & Construction)	LOGT	STREETS	-	-	-	25,489	127,443	152,932
North Highland - Henderson to Newell (Design & Construction)	LOGT	STREETS	-	-	19,386	96,928	-	116,314
Newell Street - Highland to Dillard (Design & Construction)	LOGT	STREETS	-	-	57,343	286,713	-	344,056

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
PROGRAM SUMMARY FOR RECOMMENDED MAJOR CAPITAL EXPENDITURES**

<b>PROJECT NAME</b>	<b>SOURCE FUND</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>Totals</b>
South Highland - Smith to R/R track (Design & Construction)	LOGT STREETS	-	-	-	20,526	102,630	123,156
South Lakeview - Smith to R/R tracks (Design & Construction)	LOGT STREETS	-	-	-	20,526	102,630	123,156
South Main Street - Smith to Tremaine (Design & Construction)	LOGT STREETS	20,526	102,630	-	-	-	123,156
South Woodland Street - Smith to Tremaine (Design & Construction)	LOGT STREETS	-	-	-	20,526	102,630	123,156
Main Street - Story to Vining (Design & Construction)	LOGT STREETS	19,607	98,033	-	-	-	117,640
Avalon Road - SR 50 to Plant Street (Design & Construction)	LOGT STREETS	-	59,850	299,250	-	-	359,100
Tremaine Street - Lakeview to Boyd (Design & Construction)	LOGT STREETS	-	10,981	54,903	-	-	65,884
Ladder Truck (Quint)	GIF FIRE	-	650,000	-	-	-	650,000
Fire Station-Hennis Road	GIF FIRE	700,000	-	-	-	-	700,000
Story Road-Ninth Street Intersection Improv.	GIF STREETS	65,000	425,000	-	-	-	490,000
Wallick Demolition	GIF STREETS	-	100,000	-	-	-	100,000
Crown Point Cross Road	GIF STREETS	425,000	-	-	-	-	425,000
Story Road-Ninth Street Intersection R.O.W.	GIF STREETS	500,000	-	-	-	-	500,000
Tildenville School Rd - Plant to Trail (Design & Construction)	GIF STREETS	-	71,841	478,940	-	-	550,781
Large Capacity Passenger Van	GIF RECREATION	-	65,000	-	-	-	65,000
Community Park - Facilities & Equipment (see note 2 below)	GIF PARKS	-	-	1,106,330	-	1,106,330	2,212,660
Community Park - Land Acquisition (see note 2 below)	GIF PARKS	-	-	951,300	-	951,300	1,902,600
<b>Total Governmental Funds</b>		<b>3,151,452</b>	<b>5,772,840</b>	<b>7,103,312</b>	<b>871,779</b>	<b>3,099,106</b>	<b>19,998,489</b>

**UTILITIES**

WTP #4 Landscaping	UIF-W WATER	23,000	-	-	-	-	23,000
Palmetto Well #2	UIF-W WATER	-	65,000	-	-	-	65,000
Fullers Cross Well Study, Upgrade and 2nd Well	UIF-W WATER	-	-	15,000	300,000	-	315,000
Trunk Line "C" Phase 1	UIF-W DISTRIBUTION	308,900	-	-	-	-	308,900
Trunk Line "C" Phase 2	UIF-W DISTRIBUTION	265,600	-	-	-	-	265,600
Main Street - Story to Vining (Design & Construction)	UIF-W DISTRIBUTION	3,630	18,150	-	-	-	21,780
Burchshire Water Main	UIF-W DISTRIBUTION	187,000	-	-	-	-	187,000
CR 545 - Water Main SBW to Johns Lake Pointe	UIF-W DISTRIBUTION	80,000	-	-	-	-	80,000
Developer Cost Share - Distribution System	UIF-W DISTRIBUTION	200,000	200,000	200,000	200,000	200,000	1,000,000
Daniels Road North	UIF-W DISTRIBUTION	270,000	-	-	-	-	270,000
Tremaine Street - Main to Dillard (Design & Construction)	UIF-W DISTRIBUTION	3,710	18,550	-	-	-	22,260
Dillard Street - Plant Street north to Tilden Street (Design & Construction)	UIF-W DISTRIBUTION	-	8,836	44,180	-	-	53,016
Dillard Street - Tilden Street north to Verna Street (Design & Construction)	UIF-W DISTRIBUTION	-	4,706	-	23,531	-	28,237

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
PROGRAM SUMMARY FOR RECOMMENDED MAJOR CAPITAL EXPENDITURES**

<b>PROJECT NAME</b>	<b>SOURCE FUND</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>Totals</b>	
Dillard Street - Verna Street north to Division (Design & Construction)	UIF-W	DISTRIBUTION	-	4,620	-	-	23,098	27,718
Vineland Rd - S.R. 50 to Palmetto Ave (Design & Construction)	UIF-W	DISTRIBUTION	-	10,339	51,697	-	-	62,036
North Lakeview - Henderson to Newell (Design & Construction)	UIF-W	DISTRIBUTION	-	-	3,932	19,661	-	23,593
North Lakeview - Newell to Tilden (Design & Construction)	UIF-W	DISTRIBUTION	-	-	-	5,506	27,528	33,034
North Highland - Henderson to Newell (Design & Construction)	UIF-W	DISTRIBUTION	-	-	3,932	19,661	-	23,593
South Highland - Smith to R/R track (Design & Construction)	UIF-W	DISTRIBUTION	-	-	-	3,554	17,768	21,322
South Lakeview - Smith to R/R tracks (Design & Construction)	UIF-W	DISTRIBUTION	-	-	-	3,554	17,768	21,322
Newell Street - Highland to Dillard (Design & Construction)	UIF-W	DISTRIBUTION	-	-	12,927	64,633	-	77,560
South Main Street - Smith to Tremaine (Design & Construction)	UIF-W	DISTRIBUTION	3,707	18,535	-	-	-	22,242
South Woodland Street - Smith to Tremaine (Design & Construction)	UIF-W	DISTRIBUTION	-	-	-	3,707	18,535	22,242
Tildenville School Rd - Plant to Trail (Design & Construction)	UIF-W	DISTRIBUTION	-	-	-	10,974	73,158	84,132
Utility Line Relocation SR 50 (Design)	UIF-W	DISTRIBUTION	9,473	-	-	-	-	9,473
Utility Line Relocation SR 50 (Construction)	UIF-W	DISTRIBUTION	-	38,741	38,741	38,741	38,741	154,964
Avalon Road - SR 50 to Plant Street (Design & Construction)	UIF-W	DISTRIBUTION	-	11,450	57,251	-	-	68,701
Tremain Street - Lakeview to Boyd (Design & Construction)	UIF-W	DISTRIBUTION	-	2,900	14,483	-	-	17,383
Effluent Disposal (Design)	UIF-WW	WASTEWATER	500,000	-	-	-	-	500,000
Effluent Disposal	UIF-WW	WASTEWATER	-	1,301,032	1,301,032	1,301,032	1,301,032	5,204,128
Pond Level Monitoring & Flow Controls	UIF-WW	WASTEWATER	230,000	-	-	-	-	230,000
Odor Control Study	UIF-WW	WASTEWATER	50,000	-	-	-	-	50,000
Trunk Line "C" Phase 1	UIF-WW	WASTEWATER	167,500	-	-	-	-	167,500
Trunk Line "C" Phase 2	UIF-WW	WASTEWATER	225,000	-	-	-	-	225,000
Developer Cost Share - Collection System	UIF-WW	COLLECTION	225,000	225,000	225,000	225,000	225,000	1,125,000
Daniels Road North	UIF-WW	COLLECTION	270,000	-	-	-	-	270,000
Story Road-Ninth Street Intersection Improv.	UIF-WW	COLLECTION	-	20,000	-	-	-	20,000
Trunk Line "C" Phase 1	UIF-WW	COLLECTION	330,400	-	-	-	-	330,400
Trunk Line "C" Phase 2	UIF-WW	COLLECTION	315,000	-	-	-	-	315,000
Trunk Line "C" Phases 3, 4, 5 (Design & Construction)	UIF-WW	COLLECTION	264,000	2,650,000	-	-	-	2,914,000
W. Crown Point Road Force Main (Design & Construction)	UIF-WW	COLLECTION	32,000	160,000	-	-	-	192,000
CR 545 SBW to Johns Lake Pointe	UIF-WW	COLLECTION	-	650,000	-	-	-	650,000
Vineland Rd - S.R. 50 to Palmetto Ave (Design & Construction)	UIF-WW	COLLECTION	-	14,651	73,254	-	-	87,905

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
PROGRAM SUMMARY FOR RECOMMENDED MAJOR CAPITAL EXPENDITURES**

<b>PROJECT NAME</b>	<b>SOURCE FUND</b>		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>Totals</b>
Utility Line Relocation SR 50 (Design)	UIF-WW	COLLECTION	14,210	-	-	-	-	14,210
Utility Line Relocation SR 50 (Construction)	UIF-WW	COLLECTION	-	58,113	58,113	58,113	58,113	232,452
Pond Underdrain Repairs	URR-WW	WASTEWATER	50,000	50,000	50,000	50,000	50,000	250,000
Distribution Line Relocates	URR-W	DISTRIBUTION	50,000	50,000	50,000	50,000	50,000	250,000
South Park Avenue	URR-W	DISTRIBUTION	Carryover	-	-	-	-	-
Story Road-Ninth Street Intersection Improv.	URR-W	DISTRIBUTION	-	28,000	-	-	-	28,000
Division Street - Dillard to Lakeview (Design & Construction)	URR-W	DISTRIBUTION	-	12,885	64,427	-	-	77,312
Utility Line Relocation SR 50 (Design)	URR-W	DISTRIBUTION	127,888	-	-	-	-	127,888
Utility Line Relocation SR 50 (Construction)	URR-W	DISTRIBUTION	-	348,670	348,670	348,670	348,670	1,394,680
James, Virginia, Gary Water Upgrade	URR-W	DISTRIBUTION	22,123	88,492	-	-	-	110,615
Trunk Line "C" Phase 1	URR-WW	COLLECTION	347,850	-	-	-	-	347,850
Trunk Line "C" Phase 2	URR-WW	COLLECTION	283,900	-	-	-	-	283,900
Inflow/Infiltration Abatement	URR-WW	COLLECTION	50,000	50,000	50,000	50,000	50,000	250,000
Manhole/Lift Station Relining	URR-WW	COLLECTION	25,000	25,000	25,000	25,000	25,000	125,000
Lift Station Rebuilds	URR-WW	COLLECTION	75,000	75,000	75,000	75,000	75,000	375,000
Manhole Risers	URR-WW	COLLECTION	5,000	5,000	5,000	5,000	5,000	25,000
Main Street - Story to Vining (Design & Construction)	URR-WW	COLLECTION	5,635	28,175	-	-	-	33,810
Tremaine Street - Main to Dillard (Design & Construction)	URR-WW	COLLECTION	4,722	23,611	-	-	-	28,333
Division Street - Dillard to Lakeview (Design & Construction)	URR-WW	COLLECTION	-	18,575	92,873	-	-	111,448
Utility Line Relocation SR 50 (Design)	URR-WW	COLLECTION	85,259	-	-	-	-	85,259
Utility Line Relocation SR 50 (Construction)	URR-WW	COLLECTION	-	523,014	523,014	523,014	523,014	2,092,056
Dillard Street - Plant Street north to Tilden Street (Design & Construction)	URR-WW	COLLECTION	-	11,767	58,833	-	-	70,600
Dillard Street - Tilden Street north to Verna Street (Design & Construction)	URR-WW	COLLECTION	-	6,374	-	31,868	-	38,242
Dillard Street - Verna Street north to Division (Design & Construction)	URR-WW	COLLECTION	-	6,374	-	-	31,868	38,242
North Lakeview - Henderson to Newell (Design & Construction)	URR-WW	COLLECTION	-	-	5,061	25,306	-	30,367
North Lakeview - Newell to Tilden (Design & Construction)	URR-WW	COLLECTION	-	-	-	7,211	36,056	43,267
North Highland - Henderson to Newell (Design & Construction)	URR-WW	COLLECTION	-	-	5,061	25,306	-	30,367
Newell Street - Highland to Dillard (Design & Construction)	URR-WW	COLLECTION	-	-	16,969	84,847	-	101,816
South Highland - Smith to R/R track (Design & Construction)	URR-WW	COLLECTION	-	-	-	4,850	24,250	29,100
South Lakeview - Smith to R/R tracks (Design & Construction)	URR-WW	COLLECTION	-	-	-	4,850	24,250	29,100

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
PROGRAM SUMMARY FOR RECOMMENDED MAJOR CAPITAL EXPENDITURES**

<b>PROJECT NAME</b>	<b>SOURCE FUND</b>		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>Totals</b>
South Main Street - Smith to Tremaine (Design & Construction)	URR-WW	COLLECTION	6,825	34,125	-	-	-	40,950
Tremaine Street - Lakeview to Boyd (Design & Construction)	URR-WW	COLLECTION	-	4,244	21,222	-	-	25,466
South Woodland Street - Smith to Tremaine (Design & Construction)	URR-WW	COLLECTION	-	-	-	4,800	24,000	28,800
<b>Total Utility Department</b>			<b>5,117,332</b>	<b>6,869,929</b>	<b>3,490,672</b>	<b>3,593,389</b>	<b>3,267,849</b>	<b>22,339,171</b>

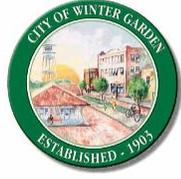
**STORMWATER**

Trunk Line "C" Phase 1	S	STORMWATER	215,150	-	-	-	-	215,150
Trunk Line "C" Phase 2	S	STORMWATER	126,500	-	-	-	-	126,500
Main Street - Story to Vining (Design & Construction)	S	STORMWATER	5,100	25,500	-	-	-	30,600
Tremaine Street - Main to Dillard (Design & Construction)	S	STORMWATER	4,800	24,000	-	-	-	28,800
Crown Point Cross Road	S	STORMWATER	283,500	-	-	-	-	283,500
Stormwater Master Plan	S	STORMWATER	50,000	50,000	-	-	-	100,000
Division Street - Dillard to Lakeview (Design & Construction)	S	STORMWATER	-	10,724	53,620	-	-	64,344
Story Road-Ninth Street Intersection Improv.	S	STORMWATER	-	82,800	-	-	-	82,800
Dillard Street - Plant Street north to Tilden Street (Design & Construction)	S	STORMWATER	-	16,900	84,500	-	-	101,400
Dillard Street - Tilden Street north to Verna Street (Design & Construction)	S	STORMWATER	-	10,800	-	54,000	-	64,800
Dillard Street - Verna Street north to Division (Design & Construction)	S	STORMWATER	-	10,800	-	-	54,000	64,800
Vineland Rd - S.R. 50 to Palmetto Ave (Design & Construction)	S	STORMWATER	-	8,332	41,660	-	-	49,992
Lulu Creek	S	STORMWATER	-	550,000	-	-	-	550,000
North Lakeview - Henderson to Newell (Design & Construction)	S	STORMWATER	-	-	4,450	22,250	-	26,700
North Lakeview - Newell to Tilden (Design & Construction)	S	STORMWATER	-	-	-	5,100	25,500	30,600
North Highland - Henderson to Newell (Design & Construction)	S	STORMWATER	-	-	6,250	31,250	-	37,500
Newell Street - Highland to Dillard (Design & Construction)	S	STORMWATER	-	-	20,800	104,000	-	124,800
South Highland - Smith to R/R track (Design & Construction)	S	STORMWATER	-	-	-	4,200	21,000	25,200
South Lakeview - Smith to R/R tracks (Design & Construction)	S	STORMWATER	-	-	-	4,200	21,000	25,200
South Main Street - Smith to Tremaine (Design & Construction)	S	STORMWATER	5,500	27,500	-	-	-	33,000
South Woodland Street - Smith to Tremaine (Design & Construction)	S	STORMWATER	-	-	-	4,200	21,000	25,200
Tildenville School Rd - Plant to Trail (Design & Construction)	S	STORMWATER	-	-	-	5,850	39,000	44,850
Avalon Road - SR 50 to Plant Street (Design & Construction)	S	STORMWATER	-	9,600	48,000	-	-	57,600
Tremaine Street - Lakeview to Boyd (Design & Construction)	S	STORMWATER	-	23,025	115,108	-	-	138,133
Truck Sweeper	S	STORMWATER	-	140,000	-	-	-	140,000

**CITY OF WINTER GARDEN  
FY 2004/2005 BUDGET  
PROGRAM SUMMARY FOR RECOMMENDED MAJOR CAPITAL EXPENDITURES**

<b>PROJECT NAME</b>	<b>SOURCE FUND</b>		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>Totals</b>
Dump Truck	S	STORMWATER	-	80,000	-	-	-	80,000
3 yd Vactor	S	STORMWATER	-	-	130,000	-	-	130,000
<b>Total Stormwater</b>			690,550	1,069,981	504,388	235,050	181,500	2,681,469
<b>SOLID WASTE</b>								
Pole Barn	SW	SOLID WASTE	70,000	-	-	-	-	70,000
Pole Barn #1 Replacement	SW	SOLID WASTE	-	-	60,000	-	-	60,000
Sideloat Truck	SW	SOLID WASTE	142,000	-	144,000	-	-	286,000
Claw Truck	SW	SOLID WASTE	-	-	100,000	-	-	100,000
Total Solid Waste			212,000	-	304,000	-	-	516,000
<b>Total</b>			<b><u>9,171,334</u></b>	<b><u>13,712,750</u></b>	<b><u>11,402,372</u></b>	<b><u>4,700,218</u></b>	<b><u>6,548,455</u></b>	<b><u>45,535,129</u></b>

- Notes**
- 1 \$65,000 of Local Option Gas Tax funds will be reserved each year from FY 2005 to 2009 to pay for the mast arm signals in 2009.
  - 2 There are no specific park sites selected at this time; however, it is estimated based on a population growth of 5% per year over 5 years that a maximum of 31.71 acres of park land will be purchased at an estimated cost of \$60,000 per acre. The cost of facilities and equipment was based on an average cost of \$69,778 per acre for building facilities and equipping parks. The actual acreage needed and costs are likely to differ from the estimates.



# EMPLOYEE POSITIONS



Employee Positions



**CITY OF WINTER GARDEN  
FULL TIME EMPLOYEES**

<b>DEPARTMENT</b>	<b>FY97-98 # of emp</b>	<b>FY98-99 # of emp</b>	<b>FY99-00 # of emp</b>	<b>FY00-01 # of emp</b>	<b>FY01-02 # of emp</b>	<b>FY02-03 # of emp</b>	<b>FY03-04 # of emp</b>	<b>FY04-05 # of emp</b>
City Commission	5	5	5	5	5	5	5	5
Administration	7	8	9	10	16	19	19	20
Planning	3	3	3	3	3	4	4	5
Engineering	2	2	2	1	1	2.5	3	4
<b>TOTAL GENERAL GOVERNMENT</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>25</b>	<b>30.5</b>	<b>31</b>	<b>34</b>
Police - sworn	34	34	35	36	39	43	46	52
Police - non-sworn	10	11	12	13	14	15	16	18
Fire	17	17.5	20.5	20.5	24.5	31	34	38.5
Code Enforcement	5	5	7	9	9	10.5	10	12
<b>TOTAL PUBLIC SAFETY</b>	<b>66</b>	<b>67.5</b>	<b>74.5</b>	<b>78.5</b>	<b>86.5</b>	<b>99.5</b>	<b>106</b>	<b>120.5</b>
Streets	8.5	8.5	8.5	10.5	10.5	11.5	11.5	11.5
Building Maintenance	3	3	4	4	4	4	5	5
Shop	3	3	3	3	4	4	4	5
Cemetery	1	1	1	1	1	1	1	1
Parks							10	10
<b>TOTAL PUBLIC WORKS</b>	<b>15.5</b>	<b>15.5</b>	<b>16.5</b>	<b>18.5</b>	<b>19.5</b>	<b>20.5</b>	<b>31.5</b>	<b>32.5</b>
Recreation	9	4	4	4.5	4.5	6.5	6	6
Parks	4	9	10	7	8	8	0	
<b>TOTAL PARKS/RECREATION</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>11.5</b>	<b>12.5</b>	<b>14.5</b>	<b>6</b>	<b>6</b>
Utility Administration	6	6	6	8	5	6	6	7
Water	9	9	9	10	11	13	15	15
Wastewater	13	15	15	15	17	17	17	17
<b>TOTAL UTILITIES</b>	<b>28</b>	<b>30</b>	<b>30</b>	<b>33</b>	<b>33</b>	<b>36</b>	<b>38</b>	<b>39</b>
Sanitation	12	15	16	15.5	14.5	15.5	15.5	15.5
<b>TOTAL SANITATION</b>	<b>12</b>	<b>15</b>	<b>16</b>	<b>15.5</b>	<b>14.5</b>	<b>15.5</b>	<b>15.5</b>	<b>15.5</b>
<b>TRAILER CITY</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>3</b>
<b>STORMWATER</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>
<b>TOTALS (less Commission)</b>	<b>149</b>	<b>156.5</b>	<b>167.5</b>	<b>177</b>	<b>192</b>	<b>218.5</b>	<b>228</b>	<b>249.5</b>

**STAFFING TABLE  
CITY OF WINTER GARDEN  
FY 2004/05**

	Approved Budget FY 2002/03	Approved Budget FY 2003/04	Proposed Budget FY 2004/05
<b>ADMINISTRATION DEPARTMENT</b>			
City Manager (100)	1	1	1
City Clerk (101)	1	1	1
Executive Secretary/Deputy City Clerk (104)	1	1	1
Occupational License Clerk (103)	1	1	1
Human Resources Director (120)	1	1	1
Human Resource Support Specialist (123)	0	0	1
Receptionist (105)	1	1	1
Assistant to the City Manager (110)	1	1	1
	<u>7</u>	<u>7</u>	<u>8</u>
<b>Total, Administration Department</b>			
<b>FINANCE DEPARTMENT</b>			
Finance Director (600)	1	1	1
Assistant Finance Director (601)	1	1	1
Accountant (602)	1	1	1
Account Clerk/Payroll Specialist (603)	1	1	1
Account Clerk (604)	1	1	1
Utility Billing Manager (610)	1	1	1
Senior Utility Clerk (611)	1	1	1
Utility Clerk (612)	2	2	2
	<u>9</u>	<u>9</u>	<u>9</u>
<b>Total, Finance Department</b>			
<b>IT DEPARTMENT</b>			
IT Director (620)	1	1	1
Network Specialist (621)	1	1	1
Communication Specialist (622)	1	1	1
	<u>3</u>	<u>3</u>	<u>3</u>
<b>Total, IT Department</b>			
<b>ENGINEERING DEPARTMENT</b>			
City Engineer (890)	0	0	0
Engineering Permit Clerk (893)	0.5	1	1
Engineering Inspector I (891)	1	1	1
Engineering Inspector II (892)	1	1	2
	<u>2.5</u>	<u>3</u>	<u>4</u>
<b>Total, Engineering Department</b>			
<b>PLANNING DEPARTMENT</b>			
Planning Director (200)	1	1	1
Senior Planner (201)	1	1	1
Planner I (202)	1	1	1
Building Official (210)	1	1	1
Chief Building Inspector (211)	1	1	1
Building Inspector I (212)	3	3	4
Building Inspector/Plans Examiner (214)	1	0	1
Planning Administrative Secretary (206)	0	0	1
Permit Clerk (216)	1.5	1	1
Building Inspector II (213)	1	1	1
Senior Permit Clerk (215)	1	1	1
Planning Technician (205)	1	1	1
	<u>13.5</u>	<u>12</u>	<u>15</u>
<b>Total, Planning Department</b>			

**STAFFING TABLE  
CITY OF WINTER GARDEN  
FY 2004/05**

	Approved Budget FY 2002/03	Approved Budget FY 2003/04	Proposed Budget FY 2004/05
<b>FIRE DEPARTMENT</b>			
Fire Chief (300)	1	1	1
Assistant Fire Chief (301)	1	1	1
Fire Marshall (310)	1	1	1
Fire Inspector (311)	1	1	1.5
Battalion Chief (302)	3	3	3
Fire Lieutenant (303)	3	6	6
Fire Engineer (304)	6	6	6
Firefighter/EMT (305)	14	15	18
Firefighter/Paramedic (306)	1	0	0
Fire Administrative Secretary (312)	0	0	1
<b>Total, Fire Department</b>	<b>31</b>	<b>34</b>	<b>38.5</b>
<b>POLICE DEPARTMENT</b>			
Police Chief (400)	1	1	1
Assistant Police Chief (401)	1	0	0
Police Captain (402)	0	0	0
Police Lieutenant (403)	2	3	3
Police Sergeant (404)	5	5	5
Police Corporal (405)	5	5	5
Police Officer (406)	29	32	38
Executive Assistant to the Chief (430)	1	1	1
Police Communications Technician (410)	0	0	0
Senior Dispatcher (410)	1	1	1
Police Dispatcher (411)	10	10	10
Records Supervisor (420)	1	1	1
Records Clerk (421)	1	1	1
Custodian (431)	1	1	1
Police Evidence Technician (440)	0	1	1
Criminal Investigation Administrative Secretary (425)	0	0	1
Code Enforcement Administrative Secretary (426)	0	0	1
Code Enforcement Manager (450)	1	1	1
Code Enforcement Officer (451)	1	1	1
<b>Total, Police Department</b>	<b>60</b>	<b>64</b>	<b>72</b>
<b>RECREATION DEPARTMENT</b>			
Recreation Director (700)	1	1	1
Recreation Supervisor (701)	1	1	1
Recreation Leader (702)	1	1	1
Secretary (703)	1	1	1
Event Coordinator (704)	0.5	0	1
Recreation Specialist (705)	1	1	1
Centennial Coordinator (706)	1	1	0
Parks Foreman (720)	1	0	0
Grounds Keeper (721)	5	0	0
Maintenance Supervisor (710)	1	0	0
Custodian (711)	1	0	0
<b>Total, Recreation</b>	<b>14.5</b>	<b>6</b>	<b>6</b>

**STAFFING TABLE  
CITY OF WINTER GARDEN  
FY 2004/05**

<u>PUBLIC WORKS DEPARTMENT</u>		<u>Approved Budget FY 2002/03</u>	<u>Approved Budget FY 2003/04</u>	<u>Proposed Budget FY 2004/05</u>
Director (800)		1	1	1
Assistant Director (801)	Streets	1	1	1
Crew Leader (810)	Streets	1	1	1
Equipment Operator III (813)	Streets	1	1	1
Equipment Operator II (812)	Streets	4	4	4
Equipment Operator I (811)	Streets	2	2	2
Administrative Assistant (802)	Streets	0.5	0.5	0.5
Signage Specialist (815)	Streets	1	1	1
Garage Superintendent (840)	Shop	1	1	1
Mechanic I (843)	Shop	2	2	2
Mechanic II (842)	Shop	1	1	2
Project Manager (850)	Bldg Maint	1	1	1
Trades Specialist III (853)	Bldg Maint	1	1	1
Trades Specialist II (852)	Bldg Maint	0	1	1
Trades Specialist I (851)	Bldg Maint	2	2	2
Sexton (860)	Cemetery	1	1	1
Administrative Assistant (802)	Solid Waste	0.5	0.5	0.5
Sanitation Supervisor (820)	Solid Waste	1	1	1
Solid Waste Side-Load Operator (821)	Solid Waste	4	4	4
Solid Waste Truck Operator (822)	Solid Waste	2	2	2
Solid Waste Truck Loader (823)	Solid Waste	4	4	4
Equipment Operator II (825)	Solid Waste	4	4	4
Equipment Operator II (831)	Stormwater	1	1	2
Equipment Operator III (832)	Stormwater	1	1	1
Stormwater Engineer (830)	Stormwater	0	0	1
Parks Superintendent (870)	Landscp	0	1	1
Parks Foreman (871)	Landscp	0	2	2
Groundskeeper (872)	Landscp	0	7	7
<b>Total, Public Works</b>		<b><u>38</u></b>	<b><u>49</u></b>	<b><u>52</u></b>

**STAFFING TABLE  
CITY OF WINTER GARDEN  
FY 2004/05**

	Approved Budget FY 2002/03	Approved Budget FY 2003/04	Proposed Budget FY 2004/05
<b>UTILITIES DEPARTMENT</b>			
Utilities Director (500)	1	1	1
Assistant Utilities Director (501)	1	1	2
Field Operators Supervisor (505)	0	0	0
Utilities Inspector I (504)	1	1	1
Utilities Inspector II (505)	1	1	1
Customer Service Technician I (506)	0	1	1
Water Conservation Officer (503)	1	1	1
Administrative Secretary (502)	1	1	1
Water Plant Supervisor (510)	1	1	1
Water Plant Operator Class A (511)	1	1	1
Water Plant Operator Class B ((512)	0	0	0
Water Plant Operator Class C (513)	1	1	1
Water Plant Operator Trainee (514)	2	2	2
Backflow Technician (515)	0	1	1
Wastewater Plant Supervisor (520)	1	1	1
Wastewater Operator Class A (521)	1	1	1
Wastewater Operator Class B (522)	0	0	0
Wastewater Operator Class C (523)	3	3	3
Wastewater Operator Trainee (524)	2	2	2
Lab Tech/QA Officer (525)	1	1	1
Disposal Equipment Operator (526)	0	0	0
Utilities Equipment Operator (536)	2	2	2
Collection Division Supervisor (530)	1	1	1
Equipment Operator III (533)	0	0	0
Collection Field Tech II (532)	0	0	0
Collection Field Tech I (531)	5	5	5
Collection Division Lift Station Operator (538)	1	1	1
Distribution Division Supervisor (540)	1	1	1
Distribution Field Tech II (542)	1	1	1
Distribution Field Tech I (541)	6	6	6
<b>Total, Utilities</b>	<b>36</b>	<b>38</b>	<b>39</b>
<b>TRAILER CITY/NEWTON PARK FACILITIES</b>			
Facilities Manager (900)	1	1	1
Event Coordinator (901)	0	1	1
Custodian (902)	0	1	1
Parks/Ground Supervisor (910)	1	0	0
Groundskeeper (911)	3	0	0
<b>Total, Trailer City/Newton Park Facilities</b>	<b>5</b>	<b>3</b>	<b>3</b>
	<b>Approved Budget FY 2002/03</b>	<b>Approved Budget FY 2003/04</b>	<b>Proposed Budget FY 2004/05</b>
<b>TOTAL NUMBER OF EMPLOYEES:</b>	<b>210.5</b>	<b>228</b>	<b>249.5</b>



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# GLOSSARY OF TERMS





## GLOSSARY

**ACTIVITY:** A significant element of a department's programmatic responsibilities performed for the purpose of accomplishing a function for which a department is responsible.

**AD VALOREM TAX:** A tax levied on the assessed value of real and personal property (also known as "property tax").

**APPROPRIATION:** An amount of money set apart by the City Commission for a specific purpose; authority to incur obligations or make expenditures.

**ASSESSED VALUE:** A valuation set upon real estate or personal property by the County Property Appraiser as a basis for levying taxes.

**BALANCED BUDGET:** A budget in which budgeted revenues equal budgeted appropriations.

**BOND:** A written promise to pay a specified sum of money (face value or principal), at a specified date in the future (maturity date), together with interest at a specified rate.

**BUDGET:** A comprehensive financial plan of operations which attempts to rationalize the allocation of limited revenues among competing expenditure requirements for a given time period. Most local governments have two types of budgets: the "Operating" budget and the "Capital Improvement" budget.

**BUDGETARY ACCOUNTS:** Accounts used to record the formally adopted annual operating budget in the general ledger. This budgetary integration is the basis of the City's management control process. Also referred to as line items, budgetary accounts are grouped by similar items for uniformity of purchasing decisions.

**CAPITAL EQUIPMENT:** Equipment with a value in excess of \$750 and an expected life of more than two years such as automobiles, computers, and furniture.

**CAPITAL IMPROVEMENT:** Physical asset, constructed or purchased, that has a minimum cost of \$10,000 and a minimum useful life of three years.

**CAPITAL IMPROVEMENT BUDGET:** A budget including those approved capital improvement projects contained in the first year of the five-year Capital Improvement Program.

**CAPITAL IMPROVEMENTS ELEMENT:** That portion of the Capital Improvement Program which is necessary to meet the requirements of the Growth Management Act.

**CAPITAL IMPROVEMENT PROGRAM (CIP):** A comprehensive long-range schedule of approved capital improvements indicating priority in terms of need and ability to finance. The program covers a five-year period, the first year of which is adopted as the Capital Improvement Budget.

**CONTINGENCY:** Money that has been set aside to cover unplanned expenditures.

**DEBT SERVICE:** The expenditure of principal and interest on borrowed funds.

**DEBT SERVICE FUND:** Used to account for the accumulation of resources for, and the payment of, debt service.

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

**ENTERPRISE FUND:** A type of fund used to account for operations that are financed and operated in a manner similar to private business enterprises; i.e., where charges for services are intended to cover the cost of providing the service.

**FIDUCIARY FUND:** A type of fund in which the government acts as a trustee or agent on behalf of another party. An example is pension funds.

**FISCAL YEAR (FY):** Any consecutive 12-month period designated as a budget year. The City's budget year begins October 1, and ends September 30 of the following calendar year.

**FRANCHISE FEE:** A fee paid by public service businesses for use of City streets, rights-of-way, and property in providing their services. Services requiring franchises include electric, telephone, natural gas, water, cable television, and roll-off service.

**FUND:** An accounting structure which isolates specific revenues and appropriations for a designated purpose, such as the General Fund or the Capital Project Fund.

**GENERAL FUND:** The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

**GRANT:** Contributions of cash or other assets to be used for a specified purpose, activity, or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

**HOMESTEAD EXEMPTION:** A statewide exemption which is a deduction from the total taxable assessed value of owner occupied property. The current exemption is \$25,000.

**IMPACT FEE:** A charge for infrastructure improvements that must be provided to the local government.

**INTERFUND TRANSFER:** Payment from one fund to another fund primarily for services provided.

**INTERGOVERNMENTAL REVENUE:** Revenue from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**LINE ITEM:** A specific item or group of similar items defined in a unique account in the financial records. Revenues and expenditures are anticipated and appropriated at this level. This is the lowest level of detail at which justification is reviewed and decisions are made.

**LOCAL OPTION:** Voted by local referendum, e.g., Local Option Sales Tax.

**MILL:** A value equal to \$.001 or \$1.00 per \$1,000. The mill is used to determine property taxes by multiplying the mill rate times the assessed property value.

**MILLAGE RATE:** The rate established each year by City Commission action which is used in the calculation of property taxes.

**MISSION STATEMENT:** This statement establishes the basis for the goals of the department by describing in broad terms what the department intends to accomplish during the budget year.

**MODIFIED ACCRUAL ACCOUNTING:** A basis of accounting in which revenues are recorded when collectable within the current period, and expenditures are recognized when the related liability is incurred.

**NON-OPERATING EXPENDITURE:** The cost of government services not directly attributable to a specific City program or operation, i.e., debt service obligations and contributions to human service organizations.

**NON-OPERATING REVENUE:** The income received by the government not directly attributable to providing a service, e.g., interest on cash in banks or investments.

**OBJECT CODE:** A numerical suffix to an account number which represents a defined object or item within an account group, i.e., the use of an Object Code to differentiate between office supplies and contractual services.

**OPERATING BUDGET:** A financial plan which presents proposed expenditures for the fiscal year and estimates of revenue to finance them.

**OPERATING EXPENSE:** Expenses which are directly related to service activities.

**OPERATING REVENUES:** Revenues which are directly related to service activities, e.g., user charges, fees, or taxes.

**PROPERTY TAX:** A tax levied on the assessed value of real property, i.e., ad valorem tax.

**PROPRIETARY ACCOUNT:** An account that shows actual financial position and results of operations, such as actual assets, liabilities, fund equity balances, revenues and expenses.

**PROPRIETARY FUND:** A type of fund which often emulates the private sector and focuses on the measurement of net income.

**REVENUE:** Money received by the City from external sources; income.

**REVENUE BOND:** A bond whose principal and interest are payable exclusively from a specific revenue source.

**ROLLED-BACK MILLAGE RATE:** The millage rate that would generate the same dollar amount of ad valorem tax revenue as was generated in the previous year, exclusive of new construction.

**SPECIAL REVENUE FUND:** A type of fund used to account for the proceeds of a specified revenue source (other than special assessments or major capital projects) that are legally restricted to expenditures for specified purposes. An example is revenue from the Community Development Block Grant.

**TAX INCREMENT FINANCING:** A method for providing money to pay for infrastructure related to development in a designated district. The money comes from the increase in property tax above the redevelopment level, and can be used for a predetermined time period.

**TRANSPORTATION IMPACT FEE:** A charge based on projected trips that will be generated by development or redevelopment of a property.

**TRUST AND AGENCY FUND:** A type of fund used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

**UTILITY TAX:** A tax levied by the City on the customers of various utilities such as electric, telephone, gas and water. The average rate is 10.0 percent of the sales price of such utility service or commodity.



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