Since 1825 Quincy

...in the heart of Florida's Future

City of Quincy, Florida
Adopted Budget
2013 - 2014

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Quincy
Since 1825
...in the heart of Florida's Future

September 30, 2013

TO: Honorable Mayor, Members of the City Commission and Citizens of the City of Quincy

Introduction/Overview

We are pleased to submit a proposed balanced budget to the City Commission for the upcoming FY 2014 fiscal year. The proposed budget is balanced without a tax increase. The proposed General Fund Budget is $8,333,804.[1] The proposed budget is 4.1% more than FY 2013 budget of $7,999,533. The Enterprise Fund proposed budget is $22,731,063 and is 1.9% less than FY 2013 budget of $23,180,821. However, the total proposed budget for the City is $31,064,867, which is .37% less than FY 2013 budget of $31,180,354. The focus of this budget is growth and repairing or replacing the City's aging fleet and street infrastructure and sustainability of the pension funds. For the past two years, the City's population count has declined by 200 persons in each year. The decline, though small, means fewer revenue sharing dollars and fewer customers to purchase enterprise services. We have lost revenue customers, such as the Printing House[2] and Quincy Joist.

The proposed General Fund Budget includes significant items of concern:

[1] One hundred and fifty-two thousand dollars ($152,000) are TIF dollars that will be transferred to the CRA.

[2] We are working with County staff and the Chamber of Commerce to relocate an aerosol company in the Printing House location. The company would bring 40 jobs to the City.

and street drainage system (**$350,000**), and 3) the resurfacing of Martin Luther King (**$362,898**), King Street (**$342,202**), North Street (**$41,810**) , North Jackson Street (**$56,213**), Ward Street (**$40,000**), Cooper Street (**$13,503**), Valley Drive (**$36,434**[7]) and

- The defunding of the Human Resources Specialist position in the amount of (**$50,819**).

The following items of significant concern were not included in the proposed budget:

- Public Works' request to purchase 2 crew cabs totaling **$41,746** to transport equipment and personnel[8];
- Waterline Extension for Fire Protection to Sawano Heights Subdivision for $50,000.
- One hundred thousand dollars (**$100,000**) for matching funds for the installation of new Corry Field bleachers in the Parks and Recreation Department (Match not likely to occur until budget period);
- Resurfacing of Martin Luther King from South Adams to State Road 267 in the amount of **$339,217;**
- Paving of Fletcher Drive in an amount of **$446,000**;
- Extension of Sunnyvale Cemetery in an amount of **$54,000;**
- The Police Department's thirty-two thousand dollars (**$32,000**) for reserve officers to back fill when officers are out on leave.

In the Commission Budget, you will notice the inclusion of Main Street in the amount of **$19,365** and Quincy Fest in the amount of **$13,000**[9]. Main Street and Quincy Fest funding had been regularly included in the Commission Budget; however in FY

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[7] The original cost to resurface 860 linear feet of Valley Drive was **$122,876**, which was very high for a road resurfacing project. The $36,434 does not include major grading/drainage work.

[8] In the FY 2015 budget, Public Works loan for crew cab will be paid out in October 2015. The request will be considered then.

[9] Main Street expense will be offset by $1500 for Main Street membership dues, and $4000 for sponsorship. Quincy Fest expense will be offset by $29,000 in sponsorship.

The proposed Enterprise Fund budget includes:

- Thirty-seven thousand nine hundred sixty-two dollars (**$37,962**) to pay DEP **$258,089** loan for the Dewatering Equipment;
- Ten thousand dollars (**$10,000**) contribution to Economic Development Council in the Gas Division Marketing line item;
- Eighteen thousand dollars (**$18,000**) to reimburse OMI for the following: installation of clarifier walkway grading, grit screen defusier, and bar screen rebuilding and replacement of check value replacement on Circle Drive;
- Purchase of a $60,000 backhoe and $125,000 digger truck, which is financed at 5% for a term of five years. The annual cost is $31,427.

Below is a more detailed description of the changes in the FY 2014 budget, which contributes to making our community "The City of Choice."

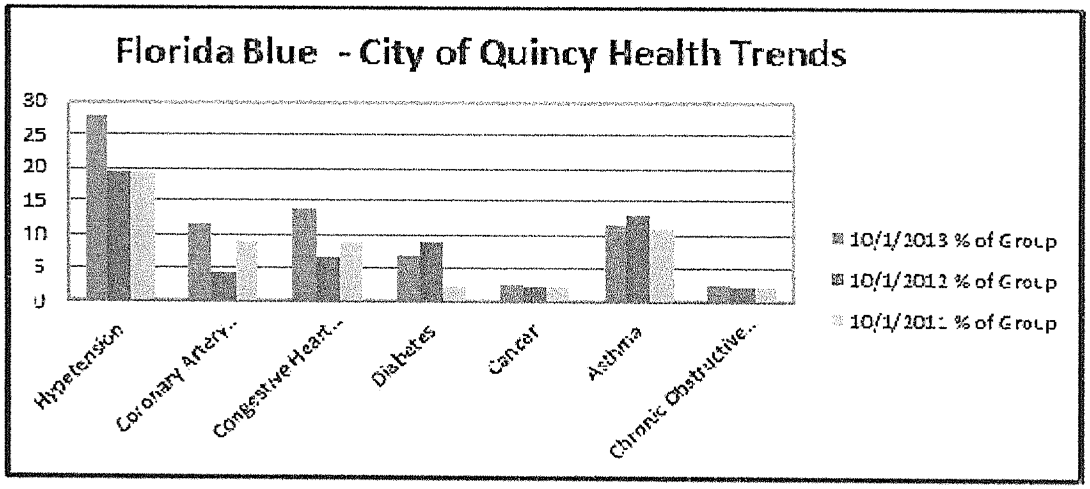
General Fund

Finance Department

Sixty-five percent (65%) of the changes in the budget occurs in the operating budget with the remaining related to personnel and the related benefits. Travel and training increased by **$5,500** combined. The increases will allow both accountants to continue to work on obtaining or retaining certification and ensuring the new Accountant III has additional training opportunities in the ADG utility module.

Other operating expense increased by $1,300 due to the additional expenses recorded to date in the group. The $1,000 increase in furniture and equipment reflects the need to replace/upgrade 2 computers in the department next year. The purchase of the

A major focus of the department is the development of the wellness program to reduce insurance cost. Although diabetes and asthma have decreased, the increase in hypertension, coronary artery disease, congestive heart failure and chronic obstructive pulmonary disease proves that there is a great need for the City of Quincy to have a wellness program. In FY 2013, the medical cost increase was 5.18%. In the upcoming FY 2014, the medical cost increase is 2.94%, which is lower than last year's increase. We think the past wellness program contributed to the decline in our group rates.



The proposed budget contains a 2% increase in wages for employees. In the previous two fiscal years, the employees received a 1.5% to 1.1% increase in pay. Over the past five years employees average annualize increase is 0.6%, which has been less than the cost of living.

fire is before it begins." Education is essential to the fire prevention. The proposed budget requests $4,000 to further step up Fire Prevention and Education Efforts in the following:

1. Smoke Detector Installation Program along with home fire safety inspections (free on request).
2. Continue Fire Safety demonstrations and education for school-aged children.
3. Step up Fire Prevention in Senior Citizen Centers, Assisted Living Facilities and other facilities housing or supporting Senior Services.

Another important responsibility of the department is rescue. The Howard Smith Fire Station (Engine 3) needs a set of rescue tools that are necessary. The proposed budget requests a set of used/refurbished set of rescue tools, which cost $10,000, a Genesis Rescue Air Chisel Kit for a cost of $2195; and a Thermal Imager at $6,000.

The proposed budget also includes funding for a burn training facility. Live fire training is essential to the health and safety of your department and your community. Live fire training has a number of benefits:

- Reduce the number of injuries and deaths of firefighters and civilians
- Reduce property damage
- Increase fire department efficiency and morale
- Improve training capability of fire department
- Improve public image of the fire department
- Improve volunteer department recruitment and retention

Total volunteer hours worked since February 7th: 998.5

Total overtime cost saved by volunteer (FFII) hours: $10,115.55

In the next 5 to 7 years, there will be a 40% turnover in the total county-wide compliment of 125 to 150 firefighters because of retirement, principally. Use of volunteers, who are experienced with the department's operations and practices, will be a valuable pool to recruit experienced applicants to fill full-time firefighter positions.

Overall, the Fire Department's proposed budget is $1,332,889, which is 6.3% less than the current year.

Police Department

The Quincy Police Department has worked hard during this past year to reduce crime and enhance the quality of life for all citizens through our cooperative partnerships with the people of this community. This proactive approach to community policing, coupled with the departments "Focus on People" philosophy, has achieved a higher degree of citizen satisfaction and the reduction of crime.

This "Focus on People" effort is comprised of four guiding components which targets repeat offenders who are, or have been, engaged in the four highest volume patterns of crime in our City. Crimes such as burglary, robbery, auto burglary and street level open air drug use and sale, are the crimes that make up our high volume crime focus. Our "Focus on People" plan revolves around monthly districts tactical meetings, quarterly tactical meetings, community outreach feedback meetings and on occasion, daily meetings are held, in our efforts to stay ahead of the crime trends in our City.

use of crime analysis as an effective tool to predict and allocate resources across the neighborhoods of our City in an effort to prevent crime. With the implementation of a well designed sustainable training program, we are able to provide a cohesive training environment for new recruits, as well as in-service training for everyone, that in the long term increases our bench strength if and when we do experience turnover. In fact, this past year, the return on investment in the training of our Officers has resulted in a higher clearance rate for cases assigned for investigation, greater deployment of traffic radar devices and helped improve the quality of our arrests for burglaries and robberies.

When the Department is able to function at our authorized staffing levels, all of our patrol, investigative and enforcement functions are carried out in a very effective and professional manner. However, because our staffing levels are structured to maximize the productivity of twenty – three Police Officers based on deployments in a static environment, without controlling for naturally occurring workplace staffing levels variables that will take place in a 24/7 deployment platform, there is a need to increase our overtime line item.

As we all know, the principal mission of the Police Department is to work in partnership with the community to protect life and property and solve neighborhood problems. The Police Department's FY 2014 budget request not only supports the mission statement, but it is also consistent with and supports the City's goal of "The City of Choice". When approved, this year's budget will effectively position the Police Department's staff to continue their efforts to improve the City's overall crime rate, reduce the number of vehicles exceeding the posted speeds, reduce the number of residential/commercial burglaries and go a long way towards preventing many of the crimes committed by our youth.

The proposed budget includes **$72,000** to acquire and demolish condemned and/or abandoned property. The properties will be offered to the public on an incentivized–purchase basis with a commitment to maintain the property in an esthetic and code compliance manner and/or to contractor/developer to develop the property.

The department will continue to contract administration of the intercity bus contract with Big Bend Transit. The cost of the contract is **$37,500.**

Overall, the Building and Planning Department's proposed budget is $438,215, which is 75.6% more than the current year.

Parks and Recreation Department

During the 2013 Budget year, the Parks and Recreation Department had a vision of being a national leader in promoting community health and well-being through sports and recreational activities. In one year at the department, we have definitely come a long way in accomplishing that goal.

- We greatly improved the way our customers perceived us as a Department;
- Our customer service has improved by leaps and bounds;
- All of our buildings and parks have received tremendous facelifts and we receive positive feedback on a daily basis;
- Our parks have become destinations in which the community is proud to attend, knowing that they look good and that the quality of the equipment is sound;
- Our participation numbers have improved tremendously, reaching across all ethnicities, understanding that a community that plays together, stays together;

Public Works Department has worked diligently in the past year to maintain the City of Quincy's Storm Water, Streets, Landfill, Public Buildings, Fleet Maintenance and Mosquito Control for the protection of the public and improvement of the quality of life for the citizens of the City of Quincy. Public Works Department's vision is to continue to provide quality community services to ensure the safety of our citizens and beautify our communities. We will continue to provide effective street maintenance by cutting the grass, edging, repairing potholes, resurfacing the streets and striping them. We will keep our drainage clean and clear of debris. We are responsible for Landfill Management. Public Works will continue to secure and properly maintain all City owned buildings and facilities. Our Fleet Maintenance Shop will continue to operate economically and professionally as a service center that ensures the safety of the citizens and employees. All 4 cemeteries will be properly maintained through cutting, edging, picking up limbs, dead flowers and removing debris.

The department has two top priorities in the next fiscal year: Resurface several streets that are in very bad condition and resolving the storm water flooding at Flagler and Hamilton Streets.

A number of the City streets require resurfacing. These streets have not been resurfaced in more than 10 years and the age, wear and tear is showing, in spite of the department's efforts to patch numerous and repeating potholes on these streets. The City has remaining dirt streets, one of which had become a busy cross street serving general public traffic and on occasion, school bus traffic between King Street and 14th St. (Solomon Dairy Road). Once a road has been resurfaced, the surface is expected to have a life expectancy of about twenty years. However, there are several variables that can affect the life expectancy of a road, including the amount of traffic that drives on it, the type of soil beneath the road and weather conditions. The cost to resurface these roads is

Street	*Limits*		*COSTS*
Street			
Ward Street	Washington Street	King Street	$40,000
Cooper Street	Martin Luther King	Station Street	$13,503
Valley Street	E. GF& A Drive	Duval Street	$36,434
Total			$1,243,060

Overall, the Public Works Department's proposed budget is $1,348,285, which is 1.5% more than the current year.

Enterprise Fund

Sewer Division

The proposed budget includes an annual appropriation of **$37,692** to pay the Department of Environmental Protection's (DEP) loan, which was used to purchase dewatering equipment (a screw press) to install at the wastewater treatment plant in order to dry waste sludge. The installation of the dewatering equipment eliminated the City's reliance, principally, on land application of waste sludge and brought the City into compliance with DEP regulations. The budget does not provide the $18,000 funding to haul waste

During the 1st quarter of FY 2014, the department will complete the installation of new water meters.

Overall, the Electric Division's proposed budget is $14,788,214, which is 2.5% less than the current year.

Water Division

The Water Division will continue to complete the meter change outs involved in our ongoing AMI Project which is associated with Smart Grid. At the onset of the FY 2014 Budget year, this portion of the AMI will be approximately 65% complete. Current City crews are completing these change outs with 95% of the meters needed are already purchased. By utilizing existing City manpower to perform this work, Quincy will realize a savings of nearly $200K although some day to day system maintenance will be delayed during this time. We are looking for this to be substantially complete by the end of calendar year 2013.

Equipment replacement within this budget is for a new backhoe for the combined Water and Sewer Divisions. The piece of equipment being replaced is a 1991 555C which has been out of service for almost two years awaiting an engine rebuild. The current existing backhoe which now is serving the Water, Sewer and Gas divisions is a 1997 555E.

Overall, the Water Division's proposed budget is $1,598,376, which is .24 % less than the current year.

Gas Division

The Smart Grid continues in this division as well. Meter change outs will again be done in house at a savings well above $200K. The budget provides $50K to market and promote the City's available gas supply and provide an incentive package to draw in businesses. Sales of natural gas continue to be slow during this past fiscal year. As part of the effort to increase gas sales, the Gas Division is funding a $10,000 contribution to the Economic Development Council. As noted earlier in this message, the Chamber of

Productivity will be our #1 focus in 2014. The department will continue to partner with the Police Department to provide video and wireless communication tools to decrease and deter crime. It will continue to partner with Public Works and WQTN to deliver to the citizens a better public information tool for communicating the needs of citizens.

Overall, the Telecommunication Department's proposed budget is $223,748, which is 4.9% more than the current year.

Community Redevelopment Agency

This year's budget represent the final year of the loan that CRA secured with Regions Bank. At the end of FY 2013/14, both loans will be paid in full which will free up $155,000 for projects in the FY 2015 budget. Included in this year's budget is $60,000 for plans and designs for Phase II of Tanyard Creek Park. The next grant cycle for CDBG funds will be November 2013. Without having shovel ready plans, it is not realistic that we will be ready to submit application for this cycle. However, with allocating funds for developing the plans and designs in this budget, CRA should be ready for application in the second cycle anticipated in Spring 2014.

Jack L. McLean Jr.

City Manager

General
Government

City of Quincy
Size of Government
Adopted Budget
FY 2013 – 2014

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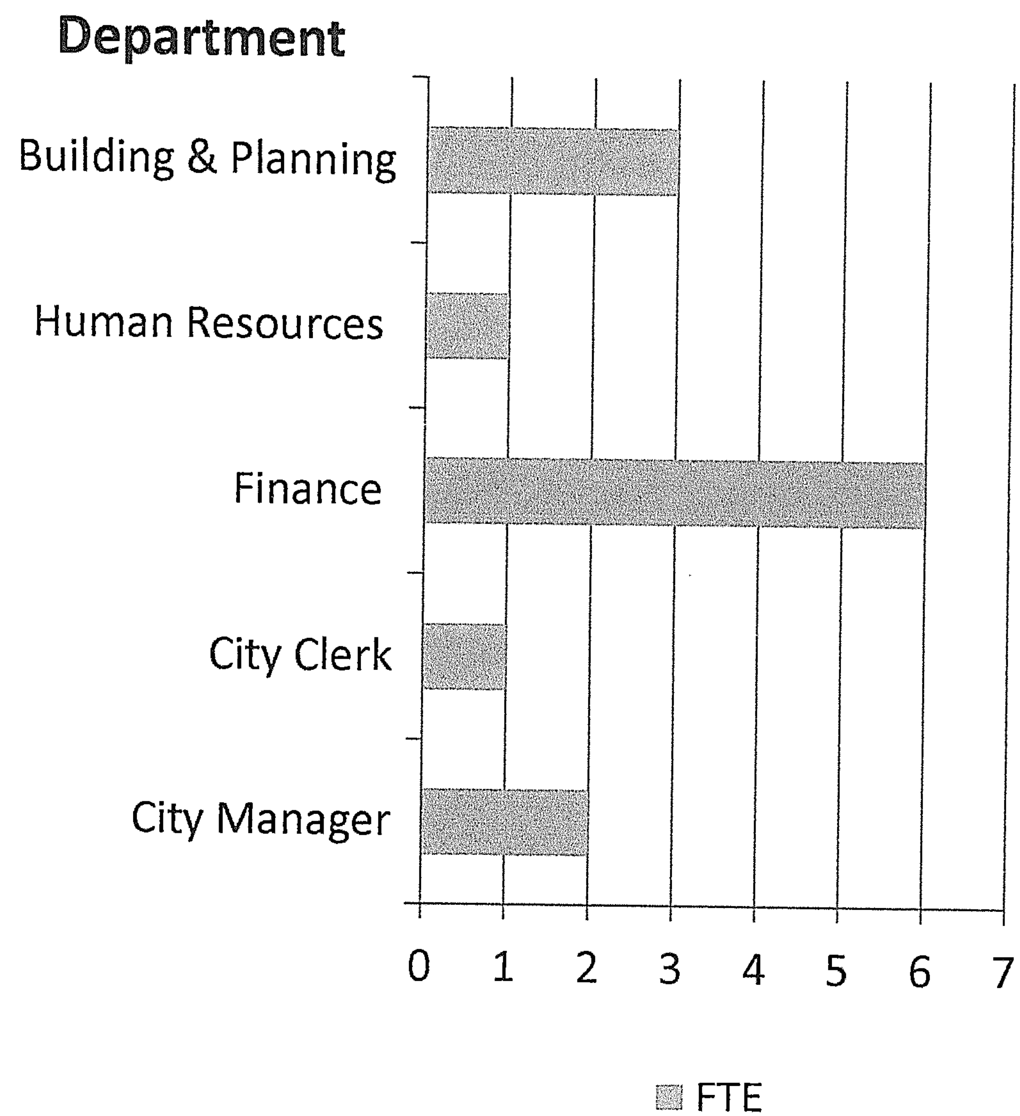
General Government

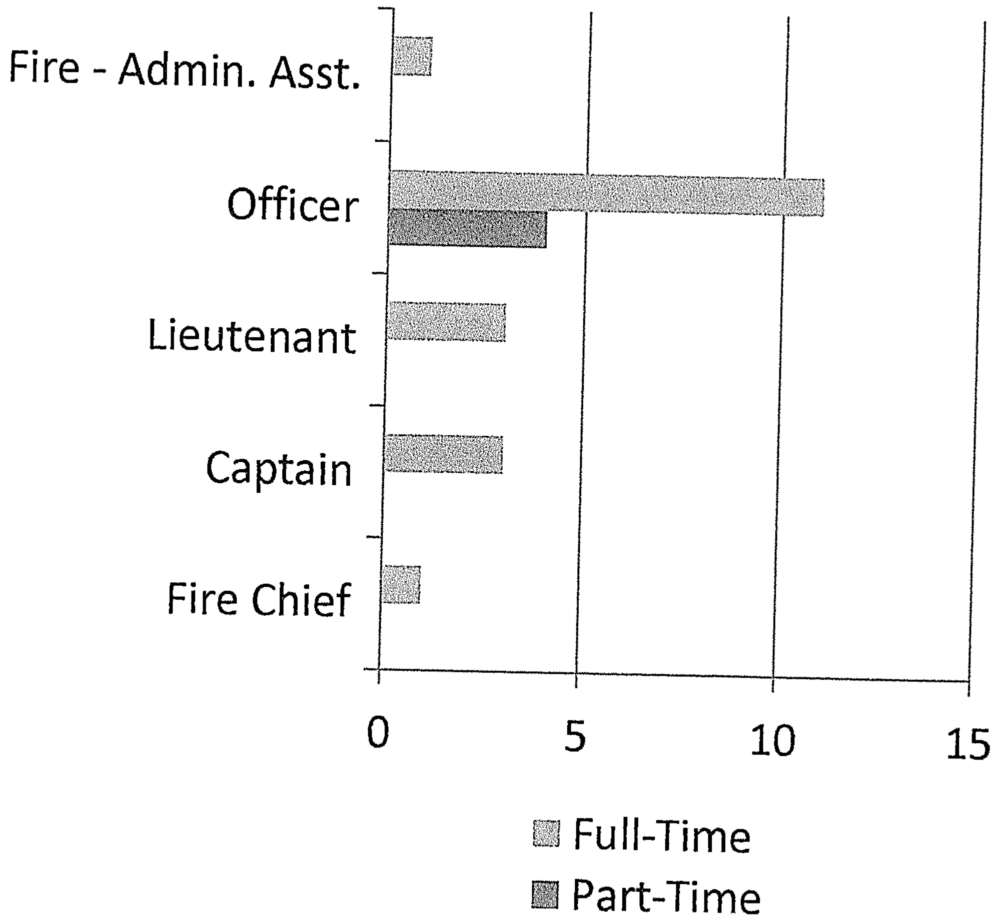


City Manager	2
City Clerk	1
Finance	6
Human Resources	1
Building & Planning	3
Total	**13**

Size of Government

...in the heart of Florida's Future

Fire



Admin	
Chief	1
Captain	1
Admin. Asst.	1
Total	**3**
Operations	
Captain	2
Lieutenant	3
Officer	12
Total	**17**
Grand Total	**20**

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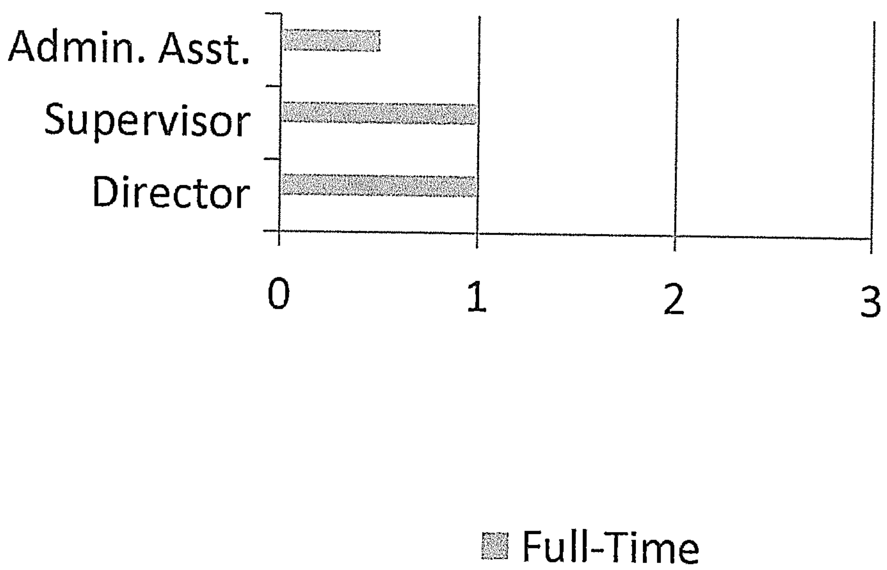
Parks & Recreation



Admin	
Director	1.00
Supervisor	1.00
Admin. Asst.	.05
Total	**2.50**

General Fund
Adopted Budget
FY 2013 – 2014
Expense Summary

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City of Quincy
Taxable Property Value

Fiscal Year	Taxable Property Value	% Change	Millage Rate
2006	218,028,691	-0.539%	2.7500
2007	243,774,847	-0.125%	2.7500
2008	234,243,897	-0.933%	2.7500
2009	230,457,671	-0.086%	3.6345
2010	224,568,925	-0.753%	4.5269
2011	223,796,946	-0.753%	4.0000
2012	211,787,449	-0.192%	4.6561
2013	209,514,145	-0.017%	4.6561

General Government – Revenue Sources: Misc / Other

Description	FY 2012 Actual	FY 2013 Projected	FY 2014 Adopted
Insurance Premium Refund	$ 14,060	$ 13,562	$ 13,000
Sale of Timber	-	52,753	75,000
Quincyfest Sponsorship	18,750	8,400	29,000
Mainstreet Membership & Sponsorship	3,135	-	5,000
Other Msc (credit card fee, lien search, insur claim, etc)	-	213,467	5,000
Total	$ 35,945	$ 288,182	$ 127,000

City
Commission

CITY COMMISSION
Adopted Budget
FY 2013 – 2014

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CITY COMMISSIONERS

- Keith Dowdell – Mayor (District 1)
- Larry Edwards– Mayor Pro Tem (District 5)
- Micah Brown – Commissioner (District 2)
- Derrick Elias – Commissioner (District 3)
- Andy Gay – Commissioner (District 4)

Mission Statement

To carry out the responsibilities given to cities by state law, and to improve the safety, health, prosperity and general welfare of the residents of the City of Quincy.

City Commission
FY2013 - 2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 77,134	$ 77,134	$ 77,134
Benefits	5,901	5,901	5,901
Operating	40,300	41,015	75,665
Total	**$ 123,335**	**$ 124,050**	**$ 158,700**

City Commission – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30402 - Travel	$ 4,000	$ 846	$ 4,000
30491 - Other Expenses	8,000	9,169	8,000
31000 - IT Support	4,000	4,000	4,000
Subtotal	**$ 16,000**	**$ 14,015**	**$ 16,000**
Aid to Gov't Agency			
- GC Senior Citizens Council	$ 3,800	$ 5,000	$ 3,800
- GC Chamber of Commerce	1,500	3,000	1,500
80810 - Aid to Gov't Agency - Total	**$ 5,300**	**$ 8,000**	**$ 5,300**

City Attorney

City Attorney
Adopted Budget
FY2013 - 2014

Since 1825 Quincy

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City Attorney
Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ -	$ 103,525	$ 103,525
Actual FY 2010	$ -	$ 250,641	$ 250,641
Actual FY 2011	$ -	$ 177,000	$ 177,000
Actual FY 2012	$ -	$ 175,400	$ 175,400
Adopted FY 2013	$ -	$ 135,400	$ 135,400
Adopted FY 2014	**$ -**	**$ 135,400**	**$ 135,400**

City Attorney – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30341 - Contractual Services	$ 115,000	$ 112,941	$ 115,000
30343 - Professional Services	900	28,513	900
30402 - Travel	500	-	500
30491 - Other Expenses	1,500	1,066	1,500
30500 - Filing Fee	3,500	900	3,500
30501 - Online Library Services	5,000	4,360	5,000
30540 - Dues, Publications, Memberships	1,000	-	1,000
31000 - IT Support	8,000	8,000	8,000
Total Operating Expenses	**$ 135,400**	**$ 155,780**	**$ 135,400**

City
Manager

CITY MANAGER
Adopted Budget
FY 2013 - 2014

Since 1825 Quincy

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City Manager

Program Objectives & Performance Criteria

- Provide leadership in the development and implementation of economic development strategies that provide economic growth and create an entrepreneurial business environment while promoting employment opportunities for the citizens of Quincy.
  - Economic Development projects completed

- Expand the real and property tax base of the City of Quincy through smart growth including residential and non-residential properties land uses and the redevelopment of property.
  - Acres annexed
  - Ad Valorem Tax Base Growth:
    - Annexation
    - Economic Development

City Manager Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 249,245	$ 27,409	$ 276,654
Actual FY 2010	$ 216,364	$ 43,246	$ 259,610
Actual FY 2011	$ 200,631	$ 51,140	$ 251,771
Actual FY 2012	$ 250,944	$ 53,640	$ 304,584
Adopted FY 2013	$ 234,437	$ 34,640	$ 269,077
Adopted FY 2014	**$ 243,238**	**$ 34,640**	**$ 277,878**

City Manager – Personnel & Benefits

	Current Salary	Increase	Adjusted Salary	Allocation %	Allocation Total
City Manager	$ 140,111	$ 2,802	$ 142,913	100%	$ 142,913
Executive Asst.	$ 40,092	$ 802	$ 40,894	75%	$ 30,670
Total	**$ 180,203**	**$ 3,604**	**$ 183,807**		**$ 173,584**

Benefits	
FICA	$ 13,279
Retirement	$ 32,124
Health	$ 14,595
Dental	$ 575
Life & LTD	$ 9,081
Total	**$ 69,654**
Total Personnel & Benefits	**$ 243,238**

Purchasing

PURCHASING
Adopted Budget
FY 2013 - 2014

Since 1825 Quincy

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Purchasing
Program Objectives

- Assist all departments and staff with the following: adding vendors to ADG for payment and bidding; approve, return, void, and modify requisitions; modify and liquidate purchase orders; set-up blanket purchase orders for all vendors with recurring monthly cost for leases, services, equipment, and vehicle purchases.

- Set-up requisition module in ADG for employees to create requisitions and purchase orders.

Purchasing
FY2013 - 2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 10,023	$ 10,023	$ 10,223
Benefits	3,371	3,371	4,792
Operating	-	-	-
Total	**$ 13,394**	**$ 13,394**	**$ 15,015**

City Clerk

CITY
CLERK
Adopted Budget
FY 2013 - 2014

Since 1825 Quincy
...in the heart of Florida's Future

City Clerk
Departmental Goals

- Enhancing the City's economic position.
  - Operate and provide quality service to the customers in a expediently manner while maintaining compliance with applicable laws.
- Strengthening partnerships.
  - Cooperate with other local and national governmental agencies to obtain and maintain a cohesive relationship to develop a tunnel for required and necessary resources.
- Maximizing productivity through integrated technology.
  - Utilize the City's website for the posting of City Council approved Ordinances, Resolutions, Minutes, and Agendas for regular city council meetings for retrieval by internal and external customers.

City Clerk
FY2013 - 2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	57,754	57,754	58,909
Benefits	16,940	16,940	17,521
Operating	19,130	12,875	19,130
Total	**$ 93,824**	**$ 87,569**	**$ 95,560**

City Clerk – Operating Expenses

Operating	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30343 - Professional Services	$ 4,600	$ 1,155	$ 2,300
30402 - Travel	-	-	2,300
30410 - Telephone	2,300	1,122	2,300
30461 - Repair & Maint. - Office Equ	500	20	500
30491 - Other Operating Expenses	200	781	200
30493 - Training	255	133	255
30500 - Legal Ads	2,525	947	2,525
30511 - Office Supplies	750	719	750
31000 - IT Support	8,000	8,000	8,000
Total Operating Expenses	**$ 19,130**	**$ 12,876**	**$ 19,130**

Finance

FINANCE DEPARTMENT Adopted BUDGET FY 2013 – 2014

Since 1825 Quincy
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Mission Statement

To provide timely and accurate financial information to all reporting entities, both internal and external.

Finance Department Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 78,685	$ 39,607	$ 118,292
Actual FY 2010	$ 70,639	$ 42,302	$ 112,941
Actual FY 2011	$ 74,862	$ 56,479	$ 131,341
Actual FY2012	$ 72,430	$ 36,471	$ 108,901
Adopted FY2013	$ 71,986	$ 65,650	$ 137,636
Adopted FY2014	**$ 75,973**	**$ 74,200**	**$ 150,173**

Finance – Personnel & Benefits

	Current Salary	Increase	Adjusted Salary	Budget Allocated at 25%
Director	$ 78,149	$ 1,563	$ 79,712	$ 19,928
Accounting Clerk	$ 32,212	$ 644	$ 32,856	$ 8,214
Accts Payable & Payroll Clerk	$ 34,002	$ 680	$ 34,682	$ 8,671
Utility Billing Clerk	$ 28,275	$ 566	$ 28,841	$ 7,210
Acctg Control Specialist	$ 42,879	$ 858	$ 43,737	$ 10,934
Total	**$ 215,517**	**$ 4,310**	**$ 219,827**	**$ 54,957**
Benefits				
FICA			$ 16,817	$ 4,204
Retirement			$ 26,379	$ 6,595
Health			$ 37,547	$ 9,387
Dental			$ 836	$ 209
Life & LTD			$ 2,485	$ 621
Total			**$ 84,064**	**$ 21,016**
Total Personnel & Benefits			**$ 303,891**	**$ 75,973**

Human

HUMAN RESOURCES
Adopted Budget
FY 2013 - 2014

Since 1825 Quincy
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Mission Statement

- Create, encourage and implement wellness program that reduces city cost and afford cost-savings.
- Provide an array of diverse skill-based training opportunities for all employees.
- Create departmental skill-based volunteer program.
- Develop an effective, recognizable and understandable safety and risk management program to reduce cost and preserve and protect the organization's human capital.

Human Resources
FY2013 -2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 100,165	$ 62,911	$ 71,770
Benefits	35,853	19,852	18,832
Operating	29,675	37,479	57,599
Total	**$ 165,692**	**$ 120,242**	**$ 148,201**

Human Resources – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30314 - Psychiatric Evaluations	$ 875	$ 700	$ 875
30315 - Emp Quality of Life	2,000	525	2,000
30341 - Contractual Service	3,000	16,247	19,404
30343 - Professional Service	4,930	7,120	6,000
30402 - Travel Expense	1,000	433	1,000
30410 - Telephone	2,280	2,181	2,280
30461 - Repair & Maint. - Office Equip	250	495	500
30491 - Other Operating Expenses	800	1,181	12,000
30493 - Training	3,300	475	2,300
30511 - Office Supplies	2,740	816	2,740
31000 - IT Support	8,000	8,000	8,000
60641 - Office Furniture & Equip	500	-	500
Total Operating Expenses	**$ 29,675**	**$ 38,173**	**$57,599**

Fire

FIRE DEPARTMENT
Adopted Budget
FY 2013 – 2014

Since 1825 Quincy

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Fire Administration
Program Objectives

- Protection of life and property
  - Through fire prevention education, fire code enforcement and aggressive rescue and fire suppression efforts
- Maintain Professionalism, efficiency and competence
  - By continually training in modern fire and rescue techniques and maintaining all equipment in a constant state of readiness. With a demonstrated attitude towards excellence in the community
  - Improve the current OS Rating

Fire Operations
Program Objectives

- Community Involvement
  - Educate the public or community in fire prevention and safety
  - Development of education programs in schools or other community base organizations for children
  - Implement programs for seniors to make them more aware of causes of fires around the home
  - Installation of smoke detectors and home safety inspections
  - Increase number of volunteer firefighters

Fire Department
FY2013 -2014
Adopted Budget - Summary

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Administration			
Personnel	155,386	120,136	127,547
Benefits	60,349	44,045	54,068
Operating	88,327	51,729	73,327
Total	**$ 304,062**	**$ 215,910**	**$ 254,942**
Operations			
Personnel	740,468	695,834	704,272
Benefits	303,583	245,350	268,100
Operating	75,374	44,096	105,574
Total	**$ 1,119,425**	**$ 985,280**	**$ 1,077,946**
Total Fire Department			
Personnel	895,854	815,970	831,819
Benefits	363,932	289,395	322,168
Operating	163,701	95,825	178,901
Total	**$ 1,423,487**	**$ 1,201,191**	**$ 1,332,888**

Fire Department
FY2013 -2014
Adopted Budget - Administration

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	155,386	120,136	127,547
Benefits	60,349	44,045	54,068
Operating	88,327	51,729	73,327
Total	**$304,062**	**$215,911**	**$254,942**

Fire Administration – Operating Expenses

Operating	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30410 - Telephone	8,085	2,726	8,085
30430 - Utilities	32,550	25,167	17,550
30461 - Repair & Maint. - Office Equip	2,260	597	2,260
30463 - Repair & Maint. - Bldg & Grounds	3,000	2,897	3,000
30464 - Repair & Maint. - Radio	18,000	1,745	18,000
30465 - Copier Payment	1,350	1,100	1,350
30491 - Other Operating Expenses	1,145	1,831	1,145
30494 - Fire Prevention Education	2,550	1,144	2,550
30511 - Office Supplies	967	607	967
30521 - Operating Material	655	148	655
30522 - Operating Supplu- Uniforms	1,150	21	1,150
31000 - IT Support	8,000	8,000	8,000
60641 - Office Furniture & Equip	2,500	980	2,500
70711 - Vehicle Loan CCBG - Principal	5,490	4,280	5,490
70721 - Vehicle Loan CCBG - Interest	625	485	625
Total Operating Expenses	**$ 88,327**	**$ 51,728**	**$73,327**

Fire Department
FY2013 -2014
Adopted Budget - Operations

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	740,468	695,834	704,272
Benefits	303,583	245,350	268,100
Operating	75,374	44,097	105,574
Total	**$1,119,425**	**$985,281**	**$1,077,946**

Fire Operations – Operating Expenses

Operating	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30402 - Travel	1,650	-	1,650
30403 - Gasoline & Diesel	16,135	13,733	16,135
30403 - Oil & Grease	550	-	550
30405 - Tires	1,000	-	1,000
30406 - Vehicle Parts Only	1,500	250	1,500
30462 - Repair & Maint. - Equip	4,165	4,471	4,165
30491 - Other Operating Expenses	1,327	1,536	1,327
30493 - Training	5,800	3,480	10,800
30511 - Office Supplies	640	559	640
30521 - Operating Material	909	1,264	909
30522 - Operating Supplu- Uniforms	33,068	12,423	33,068
60644 - Equipment	8,630	6,381	33,830
Total Operating Expenses	**$ 75,374**	**$ 44,097**	**$ 105,574**

Police

POLICE
DEPARTMENT
Adopted Budget
FY 2013 – 2014

Since 1825 Quincy

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Goals and Objectives

- Partnership in the community to enhance the quality of life of our citizens
  - Create 20 Neighborhood Crime Watch Programs
  - Create a department wide mentoring program (mandatory) for 25 middle and high school students
  - Six (6) or more officers will participate/coach youth activities such as football, baseball, as well programs such as scouting and Boys and Girls Clubs.
  - Require all officers to exit vehicles and interact with children daily

Goals and Objectives (Continued)

- Annually conduct mock bank robberies, general holdups and active shooter training for all officers
- Establish a drug and property crimes taskforces to interdict crime at both the street and upper levels
- Annually conduct a comprehensive staffing study analysis for all CID case follow-up. The study is to be based on the number of cases assigned, number of cases cleared, and type of cases assigned.

Police Dept. - Administration Expenditure Summary

	Personnel	Operating	Total
Actual FY 2010	$ 393,758	$ 102,615	$ 496,373
Actual FY 2011	$ 287,387	$ 137,280	$ 424,667
Actual FY 2012	$ 407,615	$ 131,720	$ 539,335
Adopted FY 2013	$ 352,576	$ 120,420	$ 472,996
Adopted FY 2014	**$ 420,744**	**$ 160,920**	**$ 581,664**

Police Administration – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30341 CONTRACTUAL SERVICES	31,420	47,850	71,420
30403 GAS & DIESEL	6,000	2,875	6,000
30410 TELEPHONE	22,000	40,478	22,000
30430 UTILITIES	24,000	17,490	24,000
30461 REPAIR & MAINTENANCE-OFFICE EQ	500	-	500
30464 REPAIRS & MAINTENANCE-RADIO	4,500	1,971	4,500
30491 OTHER OPERATING EXPENSE	4,600	4,328	4,600
30492 INVESTIGATIVE FUNDS	3,000	-	3,000
30493 TRAINING	0	20	0
30511 OFFICE SUPPLIES-GENERAL	2,000	1,617	2,000
30521 OPERATING MATERIALS & SUPPLIES	1,500	1,132	1,500
30522 OPERATING SUPPLIES-UNIFORMS	1,000	-	1,000
30540 PUBLICATIONS, SUBSCRIP. & MEMB	1,000	423	1,000
31000 OTHER OPERATING EXP - IT SUPPO	8,000	8,000	8,000
60620 BUILDINGS	3,800	-	3,800
60641 OFFICE FURNITURE & EQUIPMENT	3,800	323	3,800
60644 EQUIPMENT	3,800	409	3,800
Total Operating Expenses	**$ 120,920**	**$ 126,916**	**$ 160,920**

Police Operations – Personnel & Benefits

	Current Base Salary	Increase @ 2%	Incentives	Total Salary (Including Incentives & Increase of 2%)
Lieutenants	$ 100,930	$ 2,019	$ 1,920	$ 104,869
Sergeants	$ 155,817	$ 3,116	$ 3,120	$ 162,053
Officers	$ 424,109	$ 8,482	$ 5,640	$ 438,231
Communication Officers	$ 163,608	$ 3,272	$ -	$ 166,880
Overtime	$ 42,150	$ -	$ -	$ 42,150
Part-time	$ 38,000	$ -	$ -	$ 38,000
Total	**$ 924,614**	**$ 16,889**	**$ 10,680**	**$ 952,183**
Benefits				
FICA				$ 69,618
Retirement				$ 104,644
Health				$ 151,660
Dental				$ 3,554
Life & LTD				$ 11,151
Total				**$ 340,627**
Total Personnel & Benefits				**$ 1,292,810**

Building & Planning

Building & Planning Adopted Budget FY 2013 – 2014

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Programmatic Objectives

- Engage in strategic annexation of properties that will extend the City's southern boundary to included the interstate 10 intersection with Pat Thomas Parkway in order to provide the City with greater development potentials on the south.

- Engage in strategic annexation of properties that will extend the City's eastern limit to include Magnolia Forest Subdivision and the adjoining properties in order to provide the City with greater development potentials on the east.

- Aggressively market the Quincy Business Park and recruit businesses to locate in the park and elsewhere in the City.

Building & Planning FY2013 -2014 Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 117,515	$ 117,514	$ 145,648
Benefits	53,720	51,392	56,817
Operating	78,250	48,473	235,750
Total	**$ 249,485**	**$ 217,379**	**$ 438,215**

Building & Planning – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30341 - Contractual Services	$ 40,025	$ 27,480	$ 13,025
30343 - Professional Services	14,025	1,600	134,025
30402 - Travel	2,000	89	2,000
30403 - Gas & Diesel	2,500	3,843	2,500
30410 - Telephone	2,500	1,911	2,500
30461 - Repair & Maint. - Office Equip	500	225	500
30491 - Other Operating Expenses	2,200	1,119	66,700
30493 - Training	-	1,124	-
30500 - Advertisements	2,500	866	2,500
30511 - Office Supplies	3,000	1,199	3,000
31000 - IT Support	8,000	8,000	8,000
60641 - Office Furniture & Equip	1,000	1,016	1,000
Total Operating Expenses	**$ 78,250**	**$ 48,473**	**$ 235,750**

Parks & Recreation

Parks & Recreation
Adopted Budget
FY 2013 - 2014

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Recreational Activities – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30343 - Professional Services	12,000	9,354	12,000
30390 - Contingency	2,000	-	2,000
30402 - Travel	2,000	-	2,000
30403 - Gas & Diesel	2,000	3,729	2,000
30410 - Telephone	5,100	4,467	5,100
30440 - Rentals & Leases	3,000	50	3,000
30462 - Repair & Maintenance	45,000	9,985	35,000
30491 - Other Operating Expenses	34,000	24,554	34,000
30493 - Training	2,000	252	2,000
30511 - Office Supplies	1,500	1,517	1,500
30521 - Operating Supplies	2,000	1,781	2,000
30523 - Pool Chemicals	2,000	1,624	2,000
30524 - Pool Supplies	6,807	1,005	6,807
30525 - A/E - Football	15,000	4,545	15,000
30526 - A/E - Baseball/Soft	1,000	100	1,000
30528 - A/E - Basketball	2,000	1,139	2,000
30529 - A/E - Other	5,500	4,179	5,500
30540 - Other Rec. Activities	31,000	30,978	31,000
31000 - IT Support	8,000	8,000	8,000
Total Operating Expenses	**$ 181,907**	**$ 107,259**	**$ 171,907**

Parks
FY2013 -2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 63,311	$ 87,498	$ 64,767
Benefits	14,229	19,612	16,005
Operating	57,000	45,736	85,000
Total	**$ 134,540**	**$ 152,846**	**$ 165,772**

Parks – Operating Expenses

	FY 2013 Adopted Budget	FY 2013 Projected YTD	FY 2014 Adopted Budget
Operating			
30391 - Parks & Facility	10,000	4,058	10,000
30430 - Utilities	38,000	34,216	38,000
30440 - Rental Equipment & Building	3,000	761	3,000
30463 - R/M Buildings & Grounds	6,000	6,701	34,000
Total Operating Expenses	**$ 57,000**	**$ 45,736**	**$85,000**

Public Works

Public Works
FY 2013 - 2014
Adopted Budget

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Public Works - Administration
Program Objectives & Performance Criteria

- Respond to citizens complaints pertaining to the responsibilities of the Parks & Public Works Division.
  - Number of complaints responded to within 24 hours

- Complete work orders within a timely manner.
  - Number of work orders completed each quarter

- Create a proactive plan to redefine capacity of ditches and streams throughout the City.
  - Program will be broken up in quadrants in the City to help alleviate storm water problems

Public Works
Expense Summary

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Administration			
Personnel	$ 49,986	$ 50,544	$ 50,837
Benefits	$ 22,596	$ 22,164	$ 24,553
Operating	$ 131,569	$ 122,956	$ 122,069
Subtotal	**$ 204,151**	**$ 195,664**	**$ 197,459**
Roads & Streets			
Personnel	$ 128,446	$ 179,179	$ 87,011
Benefits	$ 56,234	$ 43,746	$ 33,019
Operating	$ 399,566	$ 342,744	$ 453,020
Subtotal	**$ 584,246**	**$ 565,669**	**$ 573,050**
Cemeteries & Grounds			
Personnel	$ 9,584	$ 11,311	$ 10,816
Benefits	$ 4,689	$ 4,626	$ 4,936
Operating	$ 5,000	$ -	$ 5,000
Subtotal	**$ 19,273**	**$ 15,937**	**$ 20,752**

Public Works - Administration Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 67,367	$ 16,220	$ 83,587
Actual FY 2010	$ 85,596	$ 117,951	$ 203,546
Actual FY 2011	$ 108,906	$ 104,200	$ 213,106
Actual FY 2012	$ 71,838	$ 109,200	$ 181,038
Adopted FY 2013	$ 72,582	$ 131,569	$ 204,151
Adopted FY 2014	**$ 75,390**	**$ 122,069**	**$ 197,459**

Public Works - Administration – Personnel & Benefits

	Current Salary	Increase @ 2%	Adjusted Salary	Allocation %	Allocation Total
Director	$ 58,653	$ 1,173	$ 59,826	70%	$ 41,878
Administrative Assistant	$ 29,279	$ 586	$ 29,864	30%	$ 8,959
Total	**$ 87,932**	**$ 1,759**	**$ 89,690**		**$ 50,837**
Benefits					
FICA					$ 3,889
Retirement					$ 6,100
Health					$ 13,300
Dental					$ 209
Life & LTD					$ 1,054
Total					**$ 24,553**
Total Personnel & Benefits			**$ 114,243**		**$ 75,390**

Public Works
Roads & Streets

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Public Works - Roads & Streets

Program Objectives & Performance Criteria

- Proactive approach to repairing potholes in the City.
  - Number of potholes repaired

- Repair pavement cuts made by the City Utility Department throughout the City within 72 hours of receiving work order.
  - Number of Utility street cuts repaired

- Complete all work orders within 48 hours.
  - Number of work orders completed

Public Works - Roads & Streets

Program Objectives & Performance Criteria

- Repair more broken sidewalk and curb sections in the City.
  - Number of linear feet of sidewalk and curb repaired
- Repair the broken catch basins (concrete and metal) throughout the City to help with storm water runoff.
  - Number of catch basins repaired in each quarter
- Replace broken storm lines with new pipe instead of patching the old lines to increase longevity of the pipe.
  - Make repairs as needed throughout the City

Public Works – Road & Streets
FY 2013 -2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$128,446	$ 179,179	$ 87,011
Benefits	56,234	43,746	33,019
Operating	399,566	342,744	453,020
Total	**$584,246**	**$ 565,669**	**$573,050**

Public Works – Road & Streets – Operating Expenses

Operating	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30341 - Contractual Services	$ 35,600	$ 6,967	$ 30,600
30403 - Gas & Diesel	75,000	95,389	75,000
30491 - Other Operating Expense	-	360	-
30524 - Operating Supply - Tools	1,000	303	1,000
30530 - Road & Materials	25,000	24,071	85,000
60632 - Resurf & Sidewalks	168,100	157,582	192,554
60634 - Storm Water Fac	5,000	140	2,000
60643 - Heavy Equipment	47,876	21,487	47,876
70710 - CCB Loan Principal	29,488	24,493	6,488
70711 - CCB Loan Principal	9,100	9,083	9,100
70720 - CCB Loan Interest	1,602	1,342	1,602
70720 - CCB Loan Interest	1,800	1,528	1,800
Total Operating Expenses	**$ 399,566**	**$ 342,745**	**$ 453,020**

Public Works - Fleet Maintenance Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 132,323	$ 81,870	$ 214,193
Actual FY 2010	$ 125,343	$ 104,669	$ 230,011
Actual FY 2011	$ 125,159	$ 89,000	$ 214,159
Actual FY 2012	$ 139,225	$ 99,000	$ 238,225
Adopted FY 2013	$ 116,341	$ 86,484	$ 202,825
Adopted FY 2014	**$ 134,728**	**$ 86,484**	**$ 221,212**

Public Works – Fleet Maintenance – Personnel & Benefits

	Current Salary	Increase @ 2%	Adjusted Salary	Allocation %	Allocation Total
Foreman Mechanic	$ 44,288	$ 886	$ 45,173	80%	$ 36,139
Mechanic II	$ 39,042	$ 781	$ 39,822	80%	$ 31,858
Mechanic Small Engines	$ 29,120	$ 582	$ 29,702	80%	$ 23,762
Overtime	$ 2,900	$ 58	$ 2,958	100%	$ 2,958
Total	**$ 115,349**	**$ 2,307**	**$ 117,656**		**$ 94,717**
Benefits					
FICA					$ 7,246
Retirement					$ 11,011
Health					$ 20,729
Dental					$ 167
Life & LTD					$ 857
Total					**$ 40,010**
Total Personnel & Benefits					**$ 134,726**

Non-Departmental

Non-departmental
Adopted Budget
FY 2013 - 2014

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Non-departmental
FY2013 -2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ -	$ -	$ -
Benefits	-	-	-
Operating	1,607,856	1,496,540	1,702,098
Total	**$1,607,856**	**$1,496,540**	**$1,702,098**

Total Enterprise Fund

Enterprise Fund Revenue Sources Adopted Budget FY 2013 - 2014

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Electric Fund
Revenue Summary

ACCOUNT DESCRIPTION	FY 2013 ADOPTED BUDGET	FY 2013 PROJECTED YTD	FY 2014 ADOPTED BUDGET
RESIDENTIAL SALES	5,855,463	5,295,213	5,470,466
COMMERCIAL SALES	6,685,382	5,967,762	6,618,662
INDUSTRIAL SALES	1,774,379	1,516,753	1,819,048
STREET LIGHTING SALES	241,167	196,368	220,652
INTERDEPARTMENTAL SALES	430,759	380,515	435,724
CONNECTIONS	1,452	6,549	6,222
FORFEITED DISCOUNTS - PENALTIES	115,741	181,844	160,063
SPECIAL PROJECT - MATERIAL SALES	511	50	60
CUT ON/OFF FEES	27,199	30,500	27,199
TRANSFORMER RENT	8,627	8,905	8,627
MISCELLANEOUS CHARGES	2,112	44,164	2,112
POLE RENT - CABLE TELEVISION	11,546	-	11,546
MISCELLANEOUS REVENUES	2,712	204	2,712
INTEREST REVENUE	-	-	2,712
UNREALIZED GAIN - PRUDENTIAL BAC	14,395	-	1,000
MISCELLANEOUS REVENUES	1,410	12,028	1,410
TOTAL ELECTRIC REVENUE	**$ 15,172,855**	**$ 13,640,855**	**$ 14,788,215**

Gas Fund
Revenue Summary

ACCOUNT DESCRIPTION	FY 2013 ADOPTED BUDGET	FY 2013 PROJECTED YTD	FY 2014 ADOPTED BUDGET
GAS SALES	1,814,205	1,615,606	1,642,809
GAS INTERDEPARTMENTAL	9,854	9,768	10,921
GAS CONNECTIONS	419	1,108	991
GAS FORFEITED DISCOUNTS - PENALTIES	18,609	23,083	23,402
GAS CUT ON/OFF FEES	132	22	157
GAS OTHER CHARGES	-	(1,333)	6,348
INTERFUND TRANSFER	183,120	-	183,120
TOTAL GAS REVENUE	**$ 2,026,339**	**$ 1,648,254**	**$ 1,867,748**

Landfill Fund
Revenue Summary

ACCOUNT DESCRIPTION	FY 2013 ADOPTED BUDGET	FY 2013 PROJECTED YTD	FY 2014 ADOPTED BUDGET
GARBAGE TIPPING FEES	$ 252,445	$ 215,711	$ 259,784
INTEREST INCOME	60	52	60
TOTAL LANDFILL REVENUE	**$ 252,505**	**$ 215,763**	**$ 259,844**

Business
Activity

BUSINESS ACTIVITY - CUSTOMER SERVICE & FINANCE

Adopted Budget FY 2013 - 2014

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BUSINESS ACTIVITY - CUSTOMER SERVICE
Adopted Budget
FY 2013 - 2014

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Business Activity
Customer Service – Personnel & Benefits

	Current Salary	Increase	Adjusted Salary
Director	$ 64,225	$ 1,284	$ 65,509
CS Specialist	$ 32,011	$ 640	$ 32,651
Cashier	$ 23,400	$ 468	$ 23,868
CS Point N Pay Tech	$ 28,500	$ 570	$ 29,070
CS Rep	$ 26,518	$ 530	$ 27,049
Meter Reader	$ 26,100	$ 522	$ 26,622
Meter Reader	$ 21,750	$ 435	$ 22,185
Part-Time/ Contractual	$ -	$ -	$ 20,800
Overtime	$ 8,400	$ 168	$ 8,526
Total	**$ 222,504**	**$ 4,450**	**$ 256,281**
Benefits			
FICA			$ 19,605
Retirement			$ 28,258
Health			$ 36,147
Dental			$ 1,224
Life & LTD			$ 2,998
Total			**$ 88,232**
Total Personnel & Benefits			**$ 344,513**

Business Activity - Finance
Adopted Budget
FY 2013 - 2014

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 202,110	$ 162,557	$ 217,911
Benefits	62,264	54,439	79,266
Operating	-		-
Total	**$ 264,374**	**$ 216,996**	**$ 297,177**

Sewer

SEWER
Adopted Budget
FY 2013 – 2014

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Mission Statement

To protect the public health and the environment through cost-effective management, operations and maintenance of our infrastructure; and to have effective equipment, upgrades to existing infrastructure and adoption of initiative to ensure that the facilities are energy-efficient for sustaining sewer services.

Sewer Fund
FY 2013- 2014
Budget Summary

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Sewer Administration			
Personnel	45,489	42,420	46,263
Benefits	18,913	15,828	19,026
Operating	754,689	724,628	780,190
Total	**$ 819,091**	**$ 782,876**	**$ 845,479**
Sewer Treatment			
Operating	1,072,784	830,982	1,024,376
Total	**$ 1,072,784**	**$ 830,982**	**$ 1,024,376**
Sewer Distribution			
Personnel	73,495	70,716	79,602
Benefits	30,572	30,460	31,724
Operating	31,330	12,328	36,358
Total	**$ 135,397**	**$ 113,504**	**$ 147,684**
Total Sewer			
Personnel	118,984	113,136	125,865
Benefits	49,485	46,288	50,750
Operating	1,858,803	1,567,938	1,840,924
Total Sewer Fund	**$ 2,027,272**	**$ 1,727,362**	**$ 2,017,539**

Sewer Administration - Summary
FY 2013 - 2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 45,489	$ 42,420	$ 46,263
Benefits	18,913	15,828	19,026
Operating	754,689	724,628	780,190
Total	**$819,091**	**$782,876**	**$845,479**

Sewer Administration – Operating Expenses

Operating	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30341 - Contractual Services	$ 23,500	$ 5,837	$ 7,300
30343 - Professional Services	81,189	71,459	71,189
30402 - Travel	-	-	200
30403 - Gas & Diesel	-	-	200
30404 - Oil & Grease	-	-	50
30405 - Tires	-	100	-
30410 - Telephone	6,340	5,820	6,340
30440 - Rentals & Leases	2,100	2,205	2,350
30491 - Other Operating Expenses	6,257	4,346	8,000
30511 - Office Supplies	125	146	125
30521 - Operating Supplies	128	145	175
30522 - Operating Supply - Uniforms	89	110	89
31000 - IT Support	8,000	8,000	8,000
60644 - Equipment	-	-	10,000
70710 - Principal 2003 Bond	82,500	82,500	82,500
70711 - Interest 2003 Bond	115,533	115,533	115,533
70720 - Principal State Revolving	182,741	182,741	182,741
70721 - Interest State Revolving	39,818	39,318	39,818
70730 - Principal CCBG Equip Loan	16,212	16,212	16,212
70731 - Interest CCBG Equip Loan	716	716	716
- DEP Loan	-	-	37,962
90990 - Transfer Profit	135,271	135,271	136,520
91000 - Business Activity	54,170	54,170	54,170
Total Operating Expenses	**$754,689**	**$ 724,629**	**$780,190**

Sewer Treatment - Summary
FY 2013 - 2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ -	$ -	$ -
Benefits	-	-	-
Operating	1,072,784	830,982	1,024,376
Total	**$ 1,072,784**	**$ 830,982**	**$ 1,024,376**

Sewer Distribution Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 95,111	$ 13,195	$ 108,306
Actual FY 2010	$ 107,674	$ 40,293	$ 147,967
Actual FY 2011	$ 102,766	$ 42,939	$ 145,705
Actual FY 2012	$ 109,857	$ 31,330	$ 141,187
Adopted FY 2013	$ 104,067	$ 31,330	$ 135,397
Adopted FY 2014	**$ 111,326**	**$ 36,358**	**$ 147,684**

Sewer Distribution – Personnel & Benefits

	Current Salary	Increase @ 2%	Adjusted Salary	Allocated at 50%
Water & Sewer Supervisor	$ 41,177	$ 824	$ 42,000	$ 21,000
Senior Utility Service Tech (2)	$ 60,029	$ 1,201	$ 61,229	$ 30,615
Utility Service Tech (2)	$ 50,378	$ 1,008	$ 51,385	$ 25,693
Overtime	$ 4,500	$ 90	$ 4,590	$ 2,295
Total	**$ 156,083**	**$ 3,122**	**$ 159,205**	**$ 79,602**
Benefits				
FICA			$ 12,179	$ 6,090
Retirement			$ 19,105	$ 9,552
Health			$ 30,689	$ 15,296
Dental			$ 357	$ 179
Life & LTD			$ 1,215	$ 608
Total			**$ 63,545**	**$ 31,724**
Total Personnel & Benefits			**$ 222,750**	**$ 111,327**

Electric

ELECTRIC
Adopted Budget
FY 2013 - 2014

Since 1825 Quincy

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Mission Statement

To provide continuous reliable, high utility services with a well-trained certified professional utility staff, who are customer friendly and comply with regulatory standards; To work towards the establishment of a dedicated restrictive reserve for capital improvements and ongoing maintenance of substations, lines, transformers, and poles for electric distribution and to promote system growth leveraging of the smart grid technologies and the use of incentives to attract businesses and customers.

Electric Administration Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 68,801	$ 14,257,845	$ 14,326,646
Actual FY 2010	$ 96,996	$ 17,162,071	$ 17,259,067
Actual FY 2011	$ 120,856	$ 16,079,826	$ 16,200,682
Actual FY 2012	$ 122,255	$ 14,661,530	$ 14,783,785
Adopted FY 2013	$ 128,818	$ 13,992,254	$ 14,121,072
Adopted FY 2014	**$ 130,631**	**$ 13,603,373**	**$ 13,734,004**

Electric Administration – Personnel & Benefits

	Current Salary	Increase	Adjusted Salary	Allocated at 40%
Director	$ 65,447	$ 1,309	$ 66,756	$ 26,702
Assistant Director	$ 44,200	$ 884	$ 45,084	$ 18,034
Admin Asst	$ 30,450	$ 609	$ 31,059	$ 12,424
Engineer	$ 48,264	$ 965	$ 49,229	$ 19,692
Engineer Survey Tech	$ 38,320	$ 766	$ 39,087	$ 15,635
Overtime	$ 100	$ 2	$ 102	$ 41
Total	**$ 226,781**	**$ 4,536**	**$ 231,317**	**$ 92,527**
Benefits				
FICA			$ 17,696	$ 7,078
Retirement			$ 27,758	$ 10,903
Health			$ 46,499	$ 18,600
Dental			$ 1,263	$ 501
Life & LTD			$ 2,577	$ 1,021
Total			**$ 95,794**	**$ 38,104**
Total Personnel & Benefits			**$ 327,110**	**$ 130,630**

Electric Administration – Operating Expenses (continued)

Operating	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30580 - ST Assmt Taxes	$ 2,976	$ 1,944	$ 2,976
30591 - Unclaim Prop	3,783	1,842	3,783
31000 - IT Support	8,000	8,000	8,000
70000- 2003 Bond Pymt	100,000	100,000	100,000
90990 - Transfer Profit	3,845,121	3,812,379	3,858,481
90995 - Interfund Transfer - Telecom	131,839	131,839	131,839
91000 - Business Activity	238,138	238,138	238,138
Operating Expenses (above)	**$ 4,329,857**	**$ 4,294,142**	**$ 4,343,217**
Operating Expenses (from page 8)	**$ 9,662,397**	**$ 8,069,357**	**$ 9,260,156**
Total Operating Expenses	**$13,992,254**	**$12,363,499**	**$13,603,373**

Electric Distribution - Summary
Adopted Budget
FY 2013 -2014

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 299,362	$289,971	$ 302,922
Benefits	$ 109,283	$ 93,939	$ 109,004
Operating	$ 611,324	$501,980	$ 615,207
Total	**$1,019,969**	**$885,890**	**$1,027,133**

Electric Distribution – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30341 - Contractual Services	$ 2,000	$ 710	$ 2,000
30403 - Gas & Diesel	16,455	17,318	20,000
30404 - Oil & Grease	750	149	750
30405 - Tires	55	-	55
30406 - Vehicle Parts Only	150	106	150
30407 - Vehicle Repairs	15,304	5,619	15,304
30430 - Utilities	432,110	373,123	390,000
30440 - Rentals/Leases	305	381	305
30461 - Repair & Maintenance	-	-	5,000
30462 - R/M Equipment & Tools	5,623	8,474	6,700
30467 - R/M Mains & Lines	71,819	66,880	71,819
30468 - R/M Sevices	18,475	19,359	18,475
30469 - Line Clearing Crew	30,000	-	30,000
30491 - Other Operating Expenses	800	530	800
30521 - Operating Supplies	761	627	761
30522 - Operating Supply - Uniforms	10,072	7,580	10,072
60635 - Street Lights	3,645	1,123	3,645
60636 - Signalization	3,000	-	3,000
60644 - Equipment	-	-	36,371
Total Operating Expenses	**$ 611,324**	**$ 501,979**	**$ 615,207**

Electric Warehouse - Summary
Adopted Budget
FY 2013 -2014

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 16,342	$ -	$ 16,422
Benefits	8,462	-	7,968
Operating	7,011	7,200	7,807
Total	**$ 31,815**	**$ 7,200**	**$ 32,197**

Electric Warehouse – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30430 - Utilities	$ 4,657	$ 4,600	$ 4,657
30461 - R/M Office Eqipment	-	213	-
30462 - R/M Equipment & Tools	30	-	500
30463 - R/M Buildings	468	384	500
30491 - Other Operating Expenses	907	823	1,000
30521 - Operating Supplies	680	763	850
30522 - Operating Supply - Uniforms	269	418	300
Total Operating Expenses	**$ 7,011**	**$ 7,201**	**$ 7,807**

Water

Water Fund
Adopted Budget
FY 2013 - 2014

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Mission Statement

To provide continuous, reliable, high quality water utility services through customer driven services at the metering point in the distribution system, repair and maintain well fields, water treatment facilities, water storage facilities, main lines and fire hydrants and appurtenances.

Water Fund
FY 2013 - 2014
Budget Summary

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Water Administration			
Personnel	$ 45,489	$ 42,420	$ 46,263
Benefits	18,913	15,828	19,026
Operating	726,838	720,953	733,007
Total	**$ 791,240**	**$ 779,201**	**$ 798,296**
Water Treatment			
Operating	$ 655,752	$ 521,704	$ 645,280
Total	**$ 655,752**	**$ 521,704**	**$ 645,280**
Water Distribution			
Personnel	$ 73,495	$ 70,718	$ 79,602
Benefits	30,419	12,362	31,571
Operating	43,627	22,807	43,627
Total	**$ 147,541**	**$ 105,887**	**$ 154,800**
Total Water			
Personnel	$ 118,984	$ 113,138	$ 125,865
Benefits	49,332	28,190	50,597
Operating	1,426,217	1,265,464	1,421,914
Total Water Fund	**$ 1,594,533**	**$ 1,406,792**	**$ 1,598,376**

Water Administration Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 54,776	989,667	$ 1,044,443
Actual FY 2010	$ 49,208	1,039,153	$ 1,088,361
Actual FY 2011	$ 60,428	871,281	$ 931,709
Actual FY 2012	$ 59,442	726,838	$ 786,280
Adopted FY 2013	$ 64,402	$ 726,838	$ 791,240
Adopted FY 2014	**$ 65,289**	**$ 733,007**	**$ 798,296**

Water Administration – Personnel & Benefits

	Current Salary	Increase @ 2%	Adjusted Salary	Allocated at 20%
Director	$ 65,447	$ 1,309	$ 66,756	$ 13,351
Assistant Director	$ 44,200	$ 884	$ 45,084	$ 9,017
Admin Asst	$ 30,450	$ 609	$ 31,059	$ 6,212
Engineer	$ 48,264	$ 965	$ 49,229	$ 9,846
Engineer Survey Tech	$ 38,320	$ 766	$ 39,086	$ 7,817
Overtime	$ 100	$ 2	$ 102	$ 20
Total	**$ 226,781**	**$ 4,536**	**$ 231,317**	**$ 46,263**
Benefits				
FICA			$ 17,696	$ 3,539
Retirement			$ 27,758	$ 5,552
Health			$ 46,499	$ 9,167
Dental			$ 1,263	$ 253
Life & LTD			$ 2,577	$ 515
Total			**$ 95,793**	**$ 19,025**
Total Personnel & Benefits			**$ 327,110**	**$ 65,289**

Water Treatment Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ -	$480,358	$480,358
Actual FY 2010	$ -	$526,137	$526,137
Actual FY 2011	$ -	$675,549	$675,549
Actual FY 2012	$ -	$655,752	$655,752
Adopted FY 2013	$ -	$655,752	$655,752
Adopted FY 2014	**$ -**	**$645,280**	**$645,280**

Water Treatment – Operating Expenses

Operating Expenses	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30341 - Contractual Services	$328,909	$307,853	$328,909
30391 - Reserves	75,000	-	75,000
30430 - Utilities	219,851	139,927	196,851
30466 - R/M - Plant	4,492	1,241	4,492
30469 - Repair & Maint Reservoirs	7,500	7,777	15,000
60644 - Equipment	20,000	64,907	25,028
Total Operating Expenses	**$655,752**	**$521,705**	**$645,280**

Water Distribution Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 68,457	$ 61,774	$ 130,230
Actual FY 2010	$ 108,201	$ 52,052	$ 160,253
Actual FY 2011	$ 102,220	$ 36,235	$ 138,455
Actual FY 2012	$ 109,857	$ 43,627	$ 153,484
Adopted FY 2013	$ 103,914	$ 43,627	$ 147,541
Adopted FY 2014	**$ 111,173**	**$ 43,627**	**$ 154,800**

Water Distribution – Personnel & Benefits

	Current Salary	Increase @ 2%	Adjusted Salary	Allocated at 50%
Water & Sewer Supervisor	$ 41,177	$ 824	$ 42,000	$ 21,000
Senior Utility Service Tech (2)	$ 60,029	$ 1,201	$ 61,230	$ 30,615
Utility Service Tech (2)	$ 50,378	$ 1,008	$ 51,386	$ 25,693
Overtime	$ 4,500	$ 90	$ 4,590	$ 2,295
Total	**$ 156,084**	**$ 3,122**	**$ 159,205**	**$ 79,602**
Benefits				
FICA			$ 12,179	$ 6,090
Retirement			$ 19,105	$ 9,552
Health			$ 30,689	$ 15,143
Dental			$ 357	$ 179
Life & LTD			$ 1,215	$ 608
Total			**$ 63,545**	**$ 31,571**
Total Personnel & Benefits			**$ 222,749**	**$ 111,174**

Gas

Gas Fund
Adopted Budget
FY 2013 – 2014

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Gas Administration

Program Objectives & Performance Criteria

- Prioritize daily operations, in order to provide dependable service to our 2200 customers, while providing time to allow maintenance to occur on system and prompt construction scheduling for new projects.
  - Work to increase overall load factor by 2% within fiscal year
  - Maintain response time of less than 45 minutes after notification for all emergencies

- Schedule and provide training for all personnel within Department in an effort to elevate ability of the entire workforce and provide avenues for promotion.
  - Provide training as required for completion of Operator Qualification Plan
  - Schedule training in other areas as it becomes available through private vendors

Gas Distribution Mission Statement

To manage and operate gas distribution system, including gate station and cathodic system.

Gas Fund
FY 2013- 2014
Budget Summary

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Gas Administration			
Personnel	$ 45,489	$ 42,420	$ 46,263
Benefits	18,913	15,828	19,026
Operating	1,846,921	1,607,267	1,684,327
Total	**$1,911,323**	**$1,665,515**	**$1,749,616**
Gas Distribution			
Personnel	$ 56,681	$ 24,641	$ 59,325
Benefits	21,723	10,044	22,195
Operating	36,612	42,530	36,612
Total	**$ 115,016**	**$ 77,215**	**$ 118,132**
Total Gas			
Personnel	$ 102,170	$ 67,061	$ 105,588
Benefits	40,636	25,872	41,221
Operating	1,883,533	1,649,797	1,720,939
Total Gas Fund	**$2,026,339**	**$1,742,730**	**$1,867,748**

Gas Administration - Summary
FY 2013 -2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 45,489	$ 42,420	$ 46,263
Benefits	18,913	15,828	19,026
Operating	1,846,921	1,607,267	1,684,327
Total	**1,911,323**	**1,665,515**	**1,749,616**

Gas Administration – Operating Expenses

Operating	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30341 - Contractual Services	$ 53,501	$ 7,001	$ 66,301
30380 - Purchased Gas	1,105,378	917,864	929,130
30402 - Travel	200	-	200
30403 - Gas & Diesel	750	-	750
30404 - Oil & Grease	50	-	50
30405 - Tires	100	100	100
30410 - Telephone	1,000	1,840	1,000
30440 - Rentals & Leases	2,250	2,205	2,250
30491 - Other Operating Expenses	9,700	6,510	9,700
30493 - Training	1,527	1,200	1,527
30511 - Office Supplies	175	144	175
30521 - Operating Supplies	150	145	150
30522 - Operating Supply - Uniforn	135	110	135
31000 - IT Support	8,000	8,000	8,000
30580 - Taxes State Assessment	-	3,060	-
90990 - Transfer Profit	577,537	572,619	578,391
91000 - Business Activity	86,468	86,468	86,468
Total Operating Expenses	**$ 1,846,921**	**$ 1,607,266**	**$ 1,684,327**

Gas Distribution - Summary
FY 2013 -2014
Adopted Budget

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	$ 56,681	$ 24,641	$ 59,325
Benefits	21,723	10,044	22,195
Operating	36,612	42,530	36,612
Total	**$115,016**	**$ 77,215**	**$118,132**

Gas Distribution – Operating Expenses

Operating	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
30403 - Gas & Diesel	$ 3,500	$ 3,799	$ 3,500
30404 - Oil & Grease	300	149	300
30405 - Tires	150	72	150
30406 - Vehicle Parts Only	150	-	150
30407 - Vehicle Repairs	200	-	200
30430 - Utilities	2,450	2,596	2,450
30440 - Rentals/Leases	328	-	328
30462 - R/M Equipment & Tools	927	548	927
30467 - R/M Mains & Lines	18,585	33,888	18,585
30468 - R/M Services	6,120	233	6,120
30491 - Other Operating Expenses	200	60	200
30520 - Oper Supp - Water Heaters	2,000	-	2,000
30521 - Operating Supplies	200	-	200
30522 - Operating Supply - Uniforms	1,502	1,186	1,502
Total Operating Expenses	**$ 36,612**	**$ 42,531**	**$ 36,612**

Refuse

Public Works – Refuse
Adopted Budget
FY 2013 – 2014

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Refuse Fund
Adopted Budget Summary
FY 2013- 2014

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Personnel	-	-	-
Benefits	-	-	-
Operating	$ 1,240,897	$ 1,259,951	$ 1,240,897
Total Refuse Fund	**$ 1,240,897**	**$ 1,259,951**	**$ 1,240,897**

Landfill

Public Works - Landfill
Adopted Budget
FY 2013- 2014

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Public Works - Landfill

Program Objectives & Performance Criteria

- Monitor yard trash disposal in cells.
  - Daily spotting activities log
- Disposal of leachate from cells.
  - Number of time leachate is disposed
- Pick-up and transport to transfer station household goods and appliances.
  - Number of times household goods and appliances are picked-up and transported to transfer station

Public Works - Landfill Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 44,706	$ 1,349,361	$ 1,394,067
Actual FY 2010	$ 99,050	$ 328,811	$ 427,862
Actual FY 2011	$ 93,163	$ 439,789	$ 532,953
Actual FY 2012	$ 104,780	$ 191,920	$ 296,700
Adopted FY 2013	$ 69,172	$ 183,333	$ 252,505
Adopted FY 2014	**$ 85,317**	**$ 174,527**	**$ 259,844**

Landfill Fund – Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30312 - Engineering Fees	$ 20,973	$ (3,000)	$ 8,173
30346 - Monitoring Fees	49,950	44,302	49,450
30430 - Utilities	1,104	1,402	1,354
30462 - R/M Equipment & Tools	1,234	375	434
30463 - R/M Building	1,002	-	502
30491 - Other Operating Expenses	6,680	2,246	6,680
30493 - Training	1,000	-	1,000
30501 - Permits	200	50	200
31000 - IT Support	8,000	8,000	8,000
90990 - Transfer Profit	43,515	43,144	49,059
91000 - Business Activity Shared	49,675	49,675	49,675
Total Operating Expenses	**$183,333**	**$ 146,194**	**$174,527**

Telecommunications

Telecommunications
Adopted Budget
FY 2013 – 2014

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Telecommunications
Program Objectives

- Access and Technology: Provide effective technology support for audio/visual, computer, multimedia, voice, video and web based applications and services to all areas of the city government.

- Create and enable online services through modern and pervasive means, including Internet, Intranet, Cloud, and Mobile.

- Establish and maintain public access computing areas sufficient to meet the growing population.

Telecommunications Expenditures Summary

	Personnel	Operating	Total
Actual FY 2009	$ 97,293	$ 648,390	$ 745,682
Actual FY 2010	$ 85,998	$ 698,966	$ 784,964
Actual FY 2011	$ 67,108	$ 366,247	$ 433,355
Actual FY 2012	$ 59,233	$ 99,514	$ 158,747
Adopted FY 2013	$ 60,619	$ 152,661	$ 213,280
Adopted FY 2014	**$ 66,648**	**$ 157,100**	**$ 223,748**

Telecommunications–Personnel & Benefits

	Current Salary	Increase	Adjusted Salary	Allocation %	Allocation Amount
Director	$ 56,267	$ 1,125	$ 57,393	40%	$ 22,957
Systems Analyst	$ 43,768	$ 875	$ 44,643	50%	$ 22,322
Total	**$ 100,035**	**$ 2,001**	**$ 102,036**		**$ 45,279**
Benefits					
FICA					$ 3,464
Retirement					$ 5,433
Health					$ 11,739
Dental					$ 188
Life & LTD					$ 545
Total					**$ 21,369**
Total Personnel & Benefits					**$ 66,648**

CRA

Community Redevelopment Agency Adopted Budget FY 2013 – 2014

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CRA
Adopted Budget Summary
FY 2013 - 2014

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
CRA			
Personnel	78,621	76,884	85,610
Benefits	38,381	29,555	30,245
Operating	309,806	251,879	323,335
Total	**$426,808**	**$358,318**	**$439,190**

CRA
Adopted Budget
Operating Expenses

	FY2013 Adopted Budget	FY2013 Projected YTD	FY2014 Adopted Budget
Operating			
30343 - Professional Services	15,500	10,813	15,500
30345 - MainStreet Support	18,365	13,213	-
30390 - Contingency (Tanyard Creek)	10,000	4,255	77,295
30402 - Travel	5,000	2,648	5,000
30403 - Gas & Diesel	1,000	2,565	2,400
30410 - Telephone	5,500	4,565	5,500
30420 - Special Events	19,000	20,556	19,000
30430 - Utilities	-	-	4,000
30491 - Other Operating Expenses	5,000	6,384	5,000
30493 - Training	3,000	890	3,000
30500 - Legal Ads	-	-	1,000
30511 - Office Supplies	2,500	2,498	2,700
30512 - Postage	40	-	40
30521 - Operating Supplies	4,500	1,405	4,500
31000 - IT Support	8,000	8,000	8,000
32000 - Reimbursement to City	50,000	50,000	-
60641 - Office Furniture & Equip	2,400	435	2,400
70710 - CRA Loan - Principal	155,001	118,652	155,000
70711 - CRA Loan - Interest	5,000	5,000	13,000
Total Operating Expenses	**$309,806**	**$251,879**	**$323,335**

Internal Services

Internal Services Adopted Budget FY 2013 – 2014

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Internal Services
Adopted Budget Summary

	Personnel	Operating	Total
Actual FY 2011	$ 63,322	$ 171,268	$ 234,590
Adopted FY 2012	$ 131,902	$ 200,268	$ 332,170
Adopted FY 2013	$ 145,543	$ 210,020	$ 355,563
Adopted FY 2014	**$ 78,191**	**$ 189,575**	**$ 267,766**

Internal Services – Personnel & Benefits

	Current Salary	Increase	Adjusted Salary	Allocation Amount
Director	$ 56,264	$ 1,125	$ 57,389	$ 32,203
Senior Analyst	$ 43,768	$ 875	$ 44,643	$ 20,091
Total	$ 100,032	$ 2,001	$ 102,033	$ 52,293
Benefits				
FICA			$ 7,805	$ 4,342
Retirement			$ 12,244	$ 6,811
Health			$ 21,558	$ 13,840
Dental			$ 357	$ 230
Life & LTD			$ 1,764	$ 675
Total			**$ 43,729**	**$ 25,898**
Total Personnel & Benefits			**$ 145,761**	**$ 78,191**