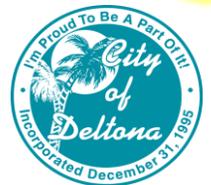
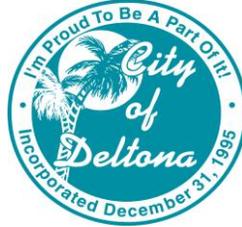


City of Deltona, Florida Annual Budget Fiscal Year 2012/2013



“Building Deltona’s Future Through Continued Efficiencies and Effectiveness”

City of Deltona, Florida



Annual Budget FY 2012 / 2013 **October 1, 2012 through September 30, 2013**

MAYOR

John C. Masiarczyk, Sr.

CITY COMMISSION

Vice Mayor, Paul Treusch, Commission Member, District 4
Zenaida Denizac, Commission Member, District 1
Herb Zischkau, Commission Member, District 2
Heidi Herzberg, Commission Member, District 3
Fred Lowry, Jr., Commission Member, District 5
Michael Carmolingo, Commission Member, District 6

CITY MANAGER

Faith G. Miller

DEPUTY CITY MANAGER

Dave Denny

CITY ATTORNEY

Gretchen "Becky" Vose

CITY DEPARTMENT DIRECTORS

Joyce Kent, City Clerk's Office
Robert Clinger, Finance Department
Thomas Acquaro, Human Resources
Chris Bowley, Planning and Development Services
Dale Baker, Building and Enforcement Services
Robert Staples, Fire Chief, Fire/Rescue Department
Glenn Whitcomb, Public Works and Utilities
Steve Moore, Parks & Recreation

Prepared by:

Finance Department Staff



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Deltona
Florida**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Davison Jeffrey R. Emer

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Deltona for its annual budget for the fiscal year beginning, October 1, 2011.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

HOW TO USE THE BUDGET DOCUMENT

This section assists readers in understanding how the budget document is organized and what information is presented. The City of Deltona budget is divided into the following major sections:

BUDGET OVERVIEW

The tabbed section labeled **Budget Overview** contains the City Manager's Budget Message. This message covers budgetary highlights, critical issues facing the City, challenges and successes, changes in Departmental operations, and the direction the current budget will take. It is most important in understanding what the City government is doing and why.

Following the Budget Message is an overview of the City of Deltona and the budget. General information consists of population, location, area industry, etc. This section contains the City's vision statement, changes in personnel, description of the funds, City-wide organization chart, description of the budget process and numerous charts and graphs that show where the money comes from (source of funds or revenues) and where the money goes (uses of funds or expenditures). Information regarding millage rates, taxes and property values is also included.

The Budget Overview Section comprises the "Budget in Brief" and is the most important section in the document. All budgeted dollars for all City funds are summarized and provided in easy to understand charts and graphs. The Budget in Brief provides an overview of the entire City budget in summary form.

DEPARTMENT SUMMARIES

Although the general set-up of the City government and overall budget is provided in the introduction as described in this summary, details are included in the sections entitled **General Fund, Special Revenue Funds, Enterprise Fund, and Capital Project Funds**.

The detail information included in each fund section is broken down by Department budgets and includes: organization charts with division descriptions, goals, objectives, and performance measures, current programs, prior year highlights, personnel counts and changes to staffing, expenditures by type and division for three fiscal years, and budgeted capital outlay.

OTHER INFORMATION

The last sections of this document contain miscellaneous data which support other budgetary areas and/or provide additional assistance.

Five-Year Capital Plan: This section contains an overview of the City's plans for formalizing long-term capital planning as part of the FY 12/13 budgeting process.

Debt Management: Contained in this section is information relating to City debt: explanation of how the City administers its debt, legal debt margin, outstanding bond issues, and long-term bond payment schedules.

Schedules/Glossary: Schedules contained in this section include the personnel pay grade listing and the Chart of Accounts for Operating Expenses. The **Glossary** provides a list of terms which are commonly used in governmental budgeting, but may not be familiar to the lay person. These terms have been defined as they specifically relate to the City of Deltona whenever possible.

Acronyms: Acronyms used throughout this budget instrument are provided directly following the glossary. The acronyms are provided, along with their meaning, as a quick reference.

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Budget Overview



"Building Deltona's Future Through Continued Efficiencies and Effectiveness"

September 4, 2012

CITY MANAGER'S BUDGET MESSAGE

Honorable Mayor and Commissioners:

I am pleased to present the Fiscal Year 12/13 Annual Budget for your consideration. The budget document is the comprehensive expression of policy set by the Commission and is prepared based on staff's understanding of the Commission's goals and direction for the community. The Deltona City Commission has continued to support the development of quality municipal services for City residents; these services make Deltona a great place in which to live, work and raise families. Our responsibility is to provide a balanced budget that helps to achieve the Commission's goals. Even though we continue to deal with difficult economic challenges, I am confident this budget will move the City forward pursuant to the Commission's direction, while improving strict adherence to stewardship of public funds and the City's long-term financial health.

This year, City staff held one General Fund and Capital Funds workshop on July 6th and one workshop on August 13th for Special Revenue and Enterprise funds in order to more extensively involve the Commission in the budget process. Staff initially prepared a balanced General Fund budget with a proposed millage rate of 8.2995, the same rate as the previous year. However, based on Commission input and a desire for reduced taxes and a decreased millage rate, staff ultimately prepared a revised budget with a millage rate of 7.99 which is 4.42% less than the roll-back rate of 8.3591. While continuing to respond to these difficult economic times, staff was able to reduce expenditures enough so that the City was able to include two (2) additional Code Enforcement officers in the FY 12/13 budget as well as provide a small amount of funding towards the City's on-going sidewalks program. Furthermore, the Commission approved an additional \$400,100 in sidewalks funding to be taken from the City's reserve funds, for a total of \$613,000 in funding for the City's sidewalk program. Throughout the budget process, as well as all year long, staff continues to work diligently toward overcoming the concerns regarding ever increasing costs, reduced ad valorem revenues and an overall reduction in City-wide revenues. In presenting a balanced budget with a reduced millage rate of 7.99, we believe staff has adequately addressed all these concerns.

The budget theme for this year remains *"Building Deltona's Future Through Continued Efficiencies and Effectiveness"*. This reflects our on-going goal of doing more with less given the distressed economic times which are anticipated to continue into the foreseeable future. Staff has prepared and is presenting a balanced budget which will allow us to continue to provide quality services to all of our residents while managing our resources in the most efficient manner possible.

OVERVIEW

Staff was directed to continue reducing costs wherever possible. While total General Fund operating expenditures decreased by \$26,200, the City was able to add two (2) additional Code Enforcement officers as well as provide \$613,000 for funding of City sidewalks which continues to be a Commission priority.

In FY 08/09, 55% of the operating budget was devoted to public safety. At the time that was the highest percentage in the history of the City. The subsequent three budgets broke that record with 58% in FY 09/10, 61% in FY 10/11 and 59.5% in FY 11/12. The FY 12/13 budget dedicates 59.5% of the General Fund operating expenditures to public safety which clearly demonstrates the City’s on-going commitment to public safety.

The FY 12/13 proposed spending on General Government, meaning everything other than Public Safety, is lower than any of the previous seven years and is more than \$7.9 million below the peak year reached in better economic times. These spending reductions matter because the savings amount to nearly \$80 million per decade and will better position the City to survive bad economic times while maintaining healthy reserves and essential services. It should also be noted that this was accomplished with minimal change in levels of service. All of this clearly reflects the City’s continued success at doing more with less.

Another noteworthy statistic is the average City of Deltona property taxes per household. The chart below depicts the average Deltona property taxes per household, which has steadily decreased over the past several years.

Average Property Taxes per <u>Deltona Household</u>		
FY 06/07	\$	333.47
FY 07/08		314.34
FY 08/09		308.39
FY 09/10		308.65
FY 10/11		291.85
FY 11/12		281.79
FY 12/13		270.73

For FY 12/13 the average household will pay nearly \$63 less city property taxes, or 18.8% **less**, than **six** years earlier. Deltona residents actually pay among the lowest city property taxes in the county.

During FY 11/12, staff put life insurance, short term disability and long term disability benefits out to bid. As a result, the cost of those employee benefits has been successfully reduced in FY 12/13. The City’s health insurance costs also experienced a slight decrease in cost in the FY 12/13 budget even though that benefit was not put out to bid. The City’s general insurance package cost however, did increase, mostly attributable to an increase in workers’ compensation costs. Given the all-around diligence of staff to either cut or maintain overall operating costs, the City was able to provide for a modest merit increase for all non-bargaining City employees.

Budget Message

Even with the addition of two Code Enforcement officers, non-public safety spending still decreased by \$22,900 resulting in a net decrease in total General Fund operating expenditures of \$26,200. As a whole, all General Fund departments held the line on their expenditures with only slight increases or decreases across the board for an overall reduction in expenditures.

The FY 12/13 budget provides for no General Fund inter-fund transfers, as compared to \$365,800 in FY 11/12. The FY 12/13 budget does however, provide for \$613,000 in sidewalks funding, of which \$400,100 will be funded by using some of the City's reserves.

The City Manager's office, with direction from the City Commission and the technical support of the Finance Department, followed a number of sound fiscal and financial principles in the preparation of the budget and developed this budget to be sustainable and affordable within the present environment and under prudent business practices.

The two most important principles that were emphasized are that the budget balances – and it does – and that we do not use one-time funds (reserves) for recurring expenses. This last principle is important to avoid incurring future recurring expenses for which there is no funding source. While we did not use reserves for any recurring expenses, this budget does use \$400,100 of reserve funds to restart the City's sidewalk program.

In FY 10/11, the Commission established, by resolution, two General Fund reserves: a Natural Disaster Reserve of \$6 million and an Operating Reserve equal to two months of average annual operating expenditures. Additionally, in FY 11/12, at staff's recommendation, the Commission expressed a desire to set aside two additional General Fund reserves – one for Economic Development Incentives in the amount of \$1,000,000 and one for City Infrastructure Incentives in the amount of \$1,000,000. Staff is currently working on preparing resolutions for these additional reserves and they are reflected in this budget document pending approval by the Commission. If they are not approved they will be removed from the final budget document.

At the beginning of the budget process, Department Directors were instructed to develop their budgets using either the prior year's actual expenses, or the current year's estimated expenses, whichever was lower. While this goal was not attainable in all departments, all Directors diligently worked toward preparing a sound budget reflecting only necessary expenditures. Each department has played a critical role in presenting you with a balanced budget today. The proposed revenue and spending plan shows the City continuing to be in good financial standing throughout the upcoming year, and our hope is that this resource plan addresses the major issues identified in Commission discussions.

BUDGET HIGHLIGHTS

Deltona is a full-service city and, as such, draws from a number of revenue sources and funds a variety of services.

Revenue Sources:

	General Fund	Special Revenue Funds	Enterprise Fund	Capital Project Funds	Total
Taxes	\$ 22,543,000	\$ -	\$ -	\$ -	\$ 22,543,000
Licenses/Permits	267,100	-	-	-	267,100
Special Assessments	-	8,678,200	-	-	8,678,200
Impact Fees	-	63,860	30,500	-	94,360
Intergovernmental	6,172,000	2,112,000	-	-	8,284,000
Charges for Services	140,000	-	20,910,500	-	21,050,500
Fines & Forfeits	177,000	-	-	-	177,000
Grants	-	2,816,019	-	-	2,816,019
Miscellaneous	1,065,000	1,256,270	96,900	15,700	2,433,870
Debt Proceeds	-	-	9,700,000	-	9,700,000
Total	\$ 30,364,100	\$ 14,926,349	\$ 30,737,900	\$ 15,700	\$ 76,044,049

Appropriated Expenditures:

	General Fund	Special Revenue Funds	Enterprise Fund	Capital Project Funds	Total
Operating (1)	\$ 29,101,200	\$ 11,840,756	\$ 8,658,500	\$ -	\$ 49,600,456
Capital Outlay	613,000	8,177,271	23,533,000	1,923,100	34,246,371
Debt Service	-	1,985,300	5,574,700	-	7,560,000
Total Appropriations	\$ 29,714,200	\$ 22,003,327	\$ 37,766,200	\$ 1,923,100	\$ 91,406,827

Transfers In (Out):

	General Fund	Special Revenue Funds	Enterprise Fund	Capital Project Funds	Total
Transfers In	\$ -	\$ 45,000	\$ -	\$ 1,050,000	\$ 1,095,000
Transfers Out	(1,050,000)	(45,000)	-	-	(1,095,000)
Net Transfers	\$ (1,050,000)	\$ -	\$ -	\$ 1,050,000	\$ -

(1) For purposes of this schedule the term "Operating" does not include \$1,050,000 of recurring transfers to the Replacement Equipment Fund which instead is included in "Transfers Out".

Property Taxes

For FY 12/13, the City experienced a very modest (less than 1%) decline in property values. As such, the Commission decided that it was in the City's best interest to adopt a millage rate of 7.99 which is below the "roll-back" rate of 8.3591. This is a 3.7% decrease from the prior millage rate of 8.2995 and is 4.42% below the rolled-back rate. It is also a tax decrease since it will generate less revenue for the City than it did in the prior year. Even though this represents a tax decrease, some

residents - those with sufficiently large accumulated “Save Our Homes” benefits as well as those without the homestead exemption - could see an increase in their Deltona property tax. Some residents will see little or no change in their property taxes while many City residents will see decreases. The net result will be \$377,100 less total property tax revenue for the City than in the prior year, even when including new construction. This is a savings that will be passed on to residents that cannot be recaptured unless the City implements a tax increase in the future.

The fact that millage rates can go up but result in reduced property tax revenue, or that in better economic times millage rates can go down but result in increased revenues, and that under both scenarios some residents saw increases while others saw decreases illustrates the counter intuitive nature of the ad-valorem system combined with the unintended consequences caused by “Save Our Homes” in a declining real estate market. It also illustrates the lack of correlation between property values and the need for services. This lack of correlation is further borne out by the fact that even with additional declines in property values over the past several years the Commission has increased level of service in both law enforcement and code enforcement.

The reality, at least for now, is the General Fund continues to have little or no ability to add to reserves or cover any debt service. In addition, it will only be able to fund pay as you go capital projects out of reserves, as exemplified by providing for sidewalks funding from reserves in FY 12/13. Every indication points toward property values remaining essentially flat in the upcoming year given the current economic outlook, and the fact that the assessment date for the FY 13/14 year is about four months away. Due to the restrictions imposed by “Save Our Homes”, as well as the absence of major commercial development in the City, it will likely be many years before we reach ad-valorem revenue levels comparable to FY 06/07 which was the year of the highest ad-valorem revenues in the City’s history.

Revenues Increase and Decrease

The City relies on a wide variety of revenue sources. General Fund operating revenues for FY 12/13 decreased by \$224,100 over the prior year budget. For FY 12/13 the following changes in revenues are anticipated when compared to the FY 11/12 budget:

General Fund:

- Taxes overall, which include ad-valorem, as well as various franchise fees and service taxes, which include electric, gas, and telecommunications, are expected to decrease in the aggregate by \$585,700. This decrease was mainly driven by the reduced millage rate which equated to a loss of \$377,100 of property tax revenue. Electric utility Franchise Fees and Service Tax are budgeted to decrease somewhat based on historical projections.
- Licenses/permits are budgeted to decrease by \$21,900 due to an anticipated lower number of permits issued to new residential and commercial construction.
- Intergovernmental revenues are budgeted to increase by \$462,500 mostly attributable to an increase in the Half-Cent Sales Tax figures provided by the State. Both State Revenue Sharing and 8th Cent Motor Fuel Use Tax are budgeted to increase over the FY 11/12 budget.
- Charges for Services are budgeted to decrease by \$19,000 based on current year projections of actual. Both Service Contracts and Parks/Recreation Fees are budgeted to decrease based on historical trending data.

Budget Message

- Fines and Forfeits are budgeted to decrease by \$120,000 based on current projections of actual.
- Miscellaneous revenues are expected to increase by \$28,500 based on current projections of actual.

Other Funds:

- Impact fees are expected to decrease by \$67,490 due to continuing the moratorium placed on commercial impact fees until April, 2013.
- Water and sewer charges for services are budgeted to increase by \$3,371,500 as the utility finally realizes the revenue increases that were anticipated with the rate increases adopted four years ago. Over the first three years, customers significantly reduced their water usage in response to the water conservation rates imposed in 2008 by the St. Johns River Water Management District and the City did not experience as great an increase in charges for services as anticipated from the utility's annual rate increases. It is anticipated that the increased revenues will finally be realized in FY 11/12 and they were, therefore, budgeted in FY 12/13.
- Revenues in the Solid Waste Fund are expected to increase by more than \$1.2 million of which all is attributable to an increase in the Solid Waste Special Assessment. The City's seven year contract with the current provider expired on December 31, 2011. A new contract was negotiated and, as a result, the City experienced a significant cost increase attributable mostly to increased fuel costs and the addition of disposal fees which were included in the previous contract.

Expenditures Increase and Decrease

1. General Government – a decrease of \$88,400.
2. Public Safety – a decrease of \$3,300.
3. Physical Environment – an increase of \$907,183.
4. Transportation – a decrease of \$29,700.
5. Economic Environment – a decrease of \$1,378,278.
6. Culture/Recreation – an increase of \$50,500.

To be considered with any new budget is not just the change in dollar amount, but also the change in function within the operations of the City. Significant functional or service changes include the following compared to the FY 11/12 budget:

City Attorney: The City agreed to a monthly set fee with an outside law firm to provide legal services. As a result, two City positions were eliminated (City Attorney and Law Clerk) and one position (Administrative Assistant) was transferred to the City's Housing and Grants division.

Enforcement Services: Two additional code enforcement officers have been added.

Law Enforcement: One additional K-9 unit (dog only) was added.

Fire/Rescue Services: The Fire fleet mechanic position was moved to Public Works.

Other Items:

Non-recurring expenditures included in this budget are \$613,000 for sidewalks.

Once again, appropriations for training, travel, memberships and publications were approved for only critical training and memberships. VCOG membership was excluded from this budget.

This budget does not include any funding for increases or enhanced benefits as a result of the on-going firefighter contract negotiations.

Other Funds

- Stormwater operating expenses increased by \$5,800, or a mere .3%, as staff strived to hold the line on spending.
- Solid Waste total operating expenses increased by \$1,364,300 attributable primarily to the increase in the contract with the solid waste provider which now requires the City to pay disposal fees.
- Transportation Fund operating expenses increased by \$1,600 or less than 1.3% as staff continues to control spending.
- Deltona Water overall operating expenses increased by a modest \$57,500, or .7%, spread over multiple line items, as the Water/Wastewater utility continues to hold the line on spending.

CONCLUSION

This budget message and subsequent document highlights the operation and management of the City of Deltona in difficult times. Since we have relentlessly pursued cost savings and efficiencies wherever we could find them, contrary to the “government stereotype”, in each of the last five years the City has actually saved money in the area of non-public safety by spending LESS than budgeted. In turn all of those “operational surpluses” were then incorporated into the budget of the following year with the result that in this budget non-public safety spending is nearly \$8 million less than the City’s peak year, a 39.5% reduction that could save our residents about \$79.8 million every ten years and provide funding for other vital City priorities. In Deltona, actual City property taxes paid by our residents per household continue to be next to the lowest in the County. We have been the lowest or next to the lowest for many years. Per-capita General Fund spending continues to be the lowest in the County. Staffing levels also indicate that the ratio of employees to residents is by far the lowest in the County. To sum up, we have indeed done more with less and continue to do more with less.

As the City’s single most important policy document, the annual budget serves as the Commission’s ultimate planning tool to serve the needs of the community and to continue to provide quality services to more than 85,000 residents. We sincerely appreciate the support of a dedicated City Commission, involved residents, and our committed City staff.

It continues to be a pleasure to serve as the City Manager in our evolving community.

Respectfully submitted,



Faith G. Miller
Deltona City Manager

GENERAL INFORMATION

The City of Deltona is approximately 42 square miles in size and is located in the southwest corner of Volusia County, in the east central part of the Florida Peninsula. Deltona is situated along the Interstate 4 corridor approximately 25 miles northeast of Orlando and approximately 25 miles southwest of Daytona Beach. The City of Deltona is adjacent to the Cities of DeBary, Orange City and Lake Helen, and is in close proximity to the City of DeLand. The City of Deltona also abuts the rural communities of Cassadaga, Enterprise and Osteen.

Since its creation, Deltona has been a haven for young and old alike relocating from many areas of the Country and other more congested areas of Florida. The unhurried lifestyle combined with its location has made the City an ideal choice for living the affordable Florida lifestyle. In general, the population of the City is becoming younger and more diversified in ethnicity.

CITY GOVERNMENT

The City started as a planned community by the Deltona Corporation in 1962, with 36,000 building sites targeted at retirees. It remained unincorporated until 1995 when, through a referendum election, residents chose to organize as a City. The City’s operation began on December 31, 1995, and over 85,000 residents of all ages now call Deltona home.

The City operates under a Commission-Manager form of government consisting of a seven member Commission. Residents select, through non-partisan elections, a Mayor who represents the City at large and six Commissioners who each represent a specific district of the community. The City is governed by its Charter and by state and local laws and regulations. The Commission is responsible for the establishment and adoption of City policy and appointing a City Manager. The City Manager serves as the Chief Executive Officer of the City and is responsible for the execution of City policy and oversight of the day-to-day operations of the City.

The term of office for each member of the City Commission, including the Mayor’s position, shall be four (4) years. Neither the Mayor nor any other Commissioner may serve more than two successive four (4) year terms of office. The following are the current members of the City Commission listed with their respective term expiration years.

John Masiarczyk, Sr., Mayor	2014
Paul Treusch, Vice Mayor	2012
Zenaida Denizac, Commissioner	2014
Herb Zischkau, Commissioner	2012
Heidi Herzberg, Commissioner	2014
Fred Lowry, Jr., Commissioner	2014
Michael Carmolingo, Commissioner	2012

GENERAL INFORMATION (Continued)

EXISTING LAND USES AND CONDITIONS

The land area of the City is dominated by the Deltona Lakes Planned Unit Development (PUD). The Deltona Lakes PUD is mainly comprised of single family residential parcels with approximately 36,700 platted single family residential lots.

With over 33,700 developed residential units, residential land use dominates the City's development pattern. The development pattern has been on a first come first serve basis with the remaining residential lots.

Barring environmental or required service(s) constraints, residential construction will occur on a scattered-lot basis, unless within an approved subdivision.

Commercial land uses currently total less than 2.5% of all developed land in Deltona. Commercial uses are located along main thoroughfares such as Deltona Blvd., Providence Blvd., Saxon Blvd. and Howland Blvd. Presently, there are less than three acres of commercial property servicing every 1,000 persons in Deltona. The regional commercial average is approximately six acres of commercial property servicing every 1,000 persons.

Existing industrial land uses as identified by the Property Appraiser's tax rolls totals 17.4 acres. This equates to less than a quarter acre of industrial use per 1,000 persons. The regional average is approximately four (4) acres per 1,000 persons. The Deltona Activity Center (approximately 900 acres) includes land zoned for industrial use and the Property Appraiser's tax rolls identify an additional 61 acres of vacant industrial property. The Deltona Activity Center is located in the northwestern portion of the City, east of Interstate-4 and north and south of Howland Boulevard.

EDUCATION

The City has nine elementary schools, three middle, and two high schools operated by the Volusia County School System with a total enrollment of approximately 14,482 students. Some Deltona elementary and high school students attend three other schools that are located outside of City limits. Deltona's first high school, Deltona High, opened in 1989. Deltona High has an enrollment rate of 1,669 students for the 2012/13 school year. In 1994, a second high school was built, Pine Ridge High, which has an enrollment rate of 1,765 students for the 2012/13 school year. Daytona State College (DSC), Deltona Center Campus, is located at the City of Deltona's Municipal Complex. City Hall is located on 10 acres of a 100-acre State educational site upon which the separate DSC Deltona Center Campus was opened on August 2004. The City previously provided 4,000 sq. ft. of space in the City Hall facility to DSC. The lease term expired in March 2012 and DSC space is now utilized by the City.

GENERAL INFORMATION (Continued)

FIRE SERVICES

The Fire Department operates five stations, each with fire protection and Paramedic level Emergency Medical Services capabilities. Staffing includes fully trained professional firefighters whose training, certification, and credentialing requirements surpass many of our neighboring communities. The citizens of Deltona benefit from minimum staffing level of 18 personnel on duty 24/7/365 with 3 firefighters each on our engines and ladder truck, 2 firefighters on a rescue ambulance and a Battalion officer overseeing the shift. These staffing levels and rapid response times are critical elements to quickly assembling an effective firefighting force and reducing the damage caused by fire. The same is also true in saving the lives of critically ill or injured victims.

FIRE STATION FACILITIES AND LOCATIONS

Station 61- Located at 1685 Providence Boulevard and was built in 1973. An addition was constructed in 1979 for administration. The original portion of the facility was renovated in 2008. This location serves as the administration building.

Station 62- Located at 320 Diamond Street and was built in 2005. The station is located in the part of Deltona often referred to as the “first area” and is situated in a quiet residential community.

Station 63- Located at 2147 Howland Boulevard and was built in 1977. This facility underwent minor remodeling when it was converted to a full-time, staffed station and an addition was added in 2007.

Station 64- Located at 236 Fort Smith Boulevard. Originally opened in 1989 as a temporary facility, the permanent facility was built in 1996 and was the last facility constructed by the former Deltona Fire District.

Station 65- Located at 2983 Howland Blvd. opened in August of 2011. This much needed facility serves the north-western portion of the City and is perfectly positioned and constructed for future residential and commercial growth slated for this area of the City.

Lombardy Logistics Facility- In 2009 the Fire Department renovated Deltona’s original volunteer fire station to serve as a Logistics Facility. The former station 62 now houses the equipment and supplies to maintain the readiness and operational effectiveness of a department responsible for mitigating more than 8,500 calls for service annually.

GENERAL INFORMATION (Continued)

LAW ENFORCEMENT

The City of Deltona continues to contract law enforcement services with the County of Volusia. This contractual relationship has been in place since the City's incorporation in 1995.

We are committed to remaining aggressive in dealing with crime in a proactive way and offering varied tools to our officers to accomplish those ends. During FY 10/11, the City approved the addition of three (3) Sergeants and one (1) Deputy to Law Enforcement. In FY 11/12 the public safety level of service was again expanded with the addition of three (3) additional deputies as directed by Commission for a total of 79 deputies. FY 12/13 includes the addition of a K-9 unit dog.

PARKS AND RECREATION

The City of Deltona Parks & Recreation Department operates twenty developed neighborhood and community parks, providing a variety of recreation facilities for all ages.

In March 2009, the City of Deltona and Volusia County became co-owners of the future home of Thornby Park. The City contributed half of the \$3,000,000 purchase price. Volusia County, through the Volusia Forever program, paid the remaining cost. The site is almost 40 acres of pristine wooded property including 1,000 feet of shoreline on the scenic St. Johns River.

Additionally, the City was awarded a Volusia County ECHO grant of \$393,750 to assist in the construction of an all-inclusive playground at the newly acquired Thornby Park. The all-inclusive playground project is now completed and is a valuable asset for Volusia County and the City of Deltona.

The City hopes to pursue and secure other grant opportunities in the future that will enable us to continue various park improvements including the new 122-acre sports complex in the Alexander/Providence area. We are very aware of the need for safe areas for our citizens to enjoy the nature trails in our parks. To this end we are working with Volusia and Seminole Counties as well as the entire St. Johns River Trail system to tie our trails into the Seminole County Lake Monroe Loop and the East/West trail.

Previous, current, and planned park improvements have significantly enhanced our natural environment in the City. We will continue to make every effort to avail ourselves of opportunities to promote recreation and environmental opportunities to the citizens of the City of Deltona.

RIVERS AND LAKES

The City includes more than 50 lakes, totaling over eight square miles. One of the unique features of the lakes of Deltona is that the lake levels are subject to substantial fluctuations based upon rainfall and drought periods. Information compiled by the St. Johns River Water Management District and the City, from 1991 to July 2011, shows that some of the lake elevations have changed by as much as eight to ten feet. Another major factor is that very few of the lakes are spring fed and are fairly shallow.

GENERAL INFORMATION (Continued)

RIVERS AND LAKES (Continued)

The City’s completion of the McGarity-Kirkhill Stormwater Retrofit Drainage Project, the Lake Windsor project and other Stormwater projects have significantly improved the City’s ability to manage and control the wide-spread flooding that has occurred within the City in past years. In June 2010, the City was awarded a \$937,500 grant from the State of Florida, Department of Community Affairs and the County of Volusia. The monies will provide financial assistance in the completion of three stormwater projects at Lake Tivoli, Piedmont, and Tivoli/Wheeling. The projects will increase the capacity of the existing stormwater transfer systems to prevent local area flooding during times of excessive rainfall. In 2012, the City completed the Lake Tivoli and Piedmont projects. The Tivoli/Wheeling and additional stormwater projects are in various stages of design / permitting, bidding or actual construction.

ECONOMIC ENVIRONMENT

The City continues to experience an economic downturn due to the local housing market and fluctuating energy costs. The City’s economic outlook is also largely impacted by the state and regional economy with a great deal of reliance placed on surrounding communities for work, shopping, and entertainment. Area employment consists predominately of service related activities, retail trade, manufacturing, government and construction. The regional economy has suffered economic losses and with it the City has experienced lower levels of building activity and population growth. The City’s land use is almost entirely residential and is approximately 92% built out. New construction of single-family residential housing had the following number of permits issued:

<u>Fiscal Year</u>	<u># of Permits</u>
04/05	1,128
05/06	699
06/07	371
07/08	106
08/09	63
09/10	39
10/11	15

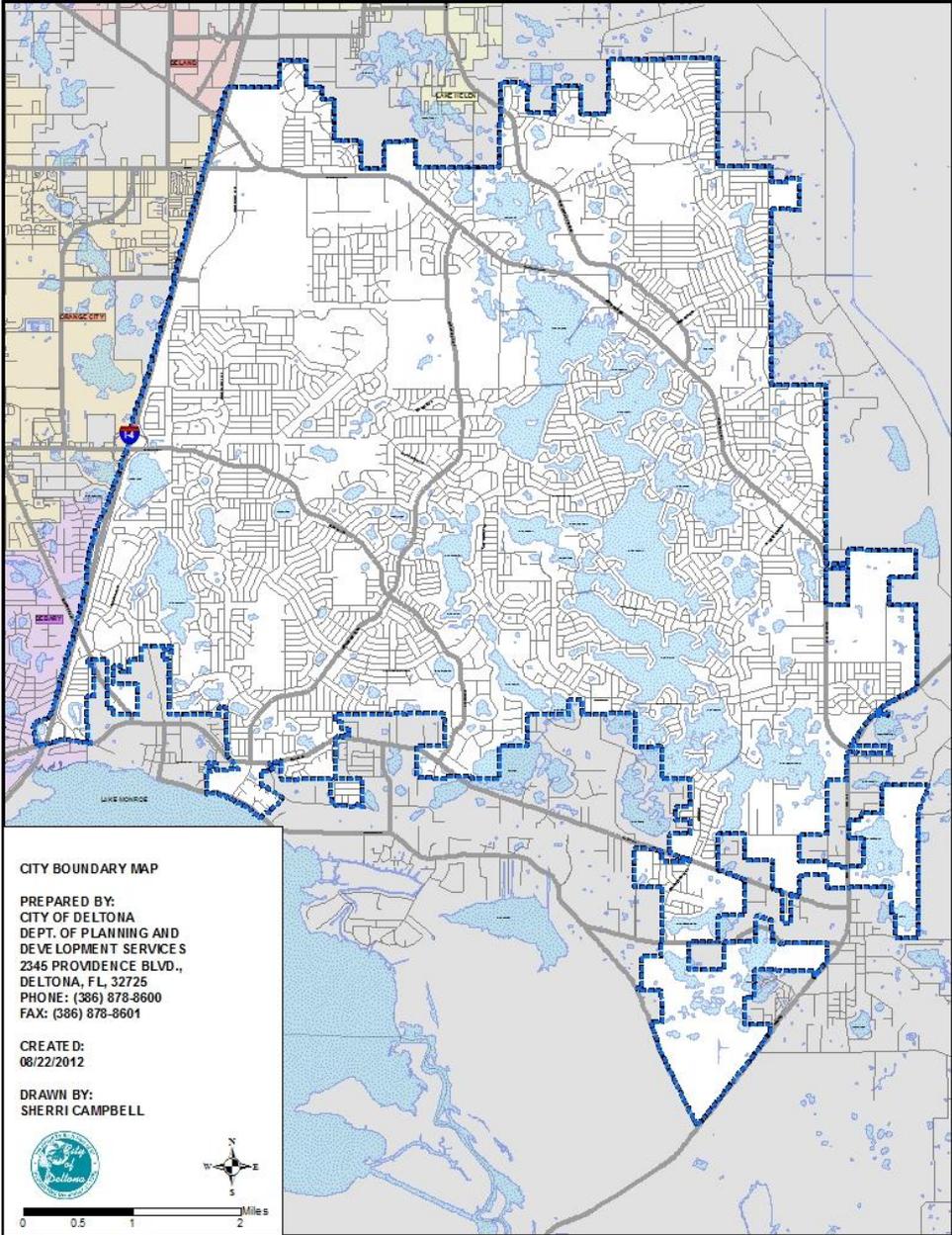
The City of Deltona has experienced a 23% increase in population over the last twelve years, since 2000. The City is faced with the need to accommodate growth, as well as establish the means necessary to manage it.

While residents enjoy the quiet suburban lifestyle of this community and public sentiment is to maintain and preserve its residential character, the City’s largely residential make-up and continued growth presents a significant challenge for the City government, with respect to all aspects of service delivery and diversity in the upcoming years. The City recognizes that the residents need basic commercial amenities (food services, medical services, higher educational, etc.) and is moving forward with a dedicated program to establish these commercial entities and the jobs they create within the City.

Location Map



The City of Deltona is approximately 42 square miles in size and is located in the southwest corner of Volusia County along the Interstate 4 corridor. The city is approximately 25 miles northeast of Orlando and approximately 25 miles southwest of Daytona Beach.



Demographics

DEMOGRAPHICS

POPULATION - 2011	85,233	100.0	AREA	42	sq. miles
As of August 18, 2012	85,281				
HOUSEHOLDS			HOUSING UNITS-OCCUPIED	30,223	100.0
Total households	30,223	100.0	Owner-occupied housing units	24,623	81.5
Family households (families)	23,046	76.3	Renter-occupied housing units	5,600	18.5
With own children under 18 years	9,928	32.8	HOUSEHOLD INCOME		
Married-couple family	16,612	55.0	Less than \$10,000	1,477	5.3
With own children under 18 years	6,594	21.8	\$10,000 to \$14,999	1,560	5.6
Female householder	4,633	15.3	\$15,000 to \$24,999	3,162	11.3
With own children under 18 years	2,429	8.0	\$25,000 to \$34,999	2,412	8.6
Non-family households	7,177	23.7	\$35,000 to \$49,999	5,129	18.3
Householder living alone	5,458	18.1	\$50,000 to \$74,999	6,510	23.2
Householder 65 years and over	2,216	7.3	\$75,000 to \$99,999	2,992	10.7
Households with dwellers age 18 or less	11,571	38.3	\$100,000 to \$149,999	3,152	11.2
Households with dwellers age 65+	8,048	26.6	\$150,000 to \$199,999	962	3.4
			\$200,000 or more	693	2.5
AGE			Median household income (dollars)	50,682	(X)
Under 5 years	5,295	6.2	OCCUPATION		
5 to 9 years	5,890	6.9	Management, professional	8,443	23.1
10 to 14 years	6,254	7.3	Service occupations	8,094	22.2
15 to 19 years	6,471	7.6	Sales and office occupations	11,244	30.8
20 to 24 years	4,857	5.7	Construction, extraction, maint.	5,235	14.3
25 to 34 years	10,583	12.5	Production, transportation, & moving materials	3,491	9.6
35 to 44 years	11,861	13.9	VEHICLES / HOUSEHOLD		
45 to 54 years	13,072	15.3	None	691	2.5
55 to 59 years	5,173	6.1	1	9,230	32.9
60 to 64 years	4,610	5.4	2	14,258	50.8
65 to 74 years	6,056	7.1	3 or more	3,870	13.8
75 to 84 years	3,680	4.3	SCHOOL YEARS COMPLETED		
85 years and over	1,380	1.6	Population 25 years and over	56,624	100.0
SEX			Less than 9 th grade	1,983	3.5
Male	41,497	48.7	9 th to 12 th grade, no diploma	6,564	11.6
Female	43,685	51.3	High school graduate or GED	19,682	34.8
RACE			Some college, no degree	14,026	24.8
One race	82,104	96.4	Associate's degree	5,173	9.1
White	65,348	76.7	Bachelor's degree	5,970	10.5
Black or African American	9,271	10.9	Graduate or professional degree	3,226	5.7
American Indian & Alaskan Native	414	0.5	Percent high school graduate or higher	(X)	84.9
Asian	1,074	1.3	Percent bachelor's degree or higher	(X)	16.2
Hispanic or Latino (of any race)	25,734	30.2	AGE OF HOUSING		
Native Hawaiian & Pacific Islander	49	0.1	1939 or earlier	54	0.2
Some other race	5,948	7.0	1940 to 1959	284	0.9
Two or more races	3,078	3.6	1960 to 1969	1,748	5.3
HOUSING VALUE <i>Specified owner-occupied units</i>			1970 to 1979	3,921	12.0
Less than \$50,000	600	2.6	1980 to 1989	12,282	37.5
\$50,000 to \$99,999	4,750	20.3	1990 to 1999	7,559	23.1
\$100,000 to \$149,999	8,891	37.9	2000 to 2004	4,990	15.2
\$150,000 to \$199,999	5,943	25.4	2005 or later	1,897	5.8
\$200,000 to \$299,999	2,677	11.4	(X) = Not Applicable		
\$300,000 to \$499,999	517	2.2	Information taken from 2010 Census of Population & Housing Summary Report		
\$500,000 to \$999,999	0	0.0			
\$1,000,000 or more	52	.2			

Demographics

EXISTING POPULATION DISTRIBUTION

	<i>Deltona</i>		<i>Volusia County</i>		<i>Florida</i>	
	Number	Percent	Number	Percent	Number	Percent
All Persons	85,182	100	494,593	100.0	18,801,310	100
Under 5 years	5,295	6.2	24,337	4.9	1,073,506	5.7
5 to 9 years	5,890	6.9	24,819	5.0	1,080,255	5.7
10 to 14 years	6,254	7.3	26,923	5.4	1,130,847	6.0
15 to 19 years	6,471	7.6	31,095	6.3	1,228,382	6.5
20 to 24 years	4,857	5.7	30,798	6.2	1,228,758	6.5
25 to 34 years	10,583	12.5	50,842	10.2	2,289,545	12.2
35 to 44 years	11,861	13.9	56,611	11.4	2,431,254	13.0
45 to 54 years	13,072	15.3	74,193	15.0	2,741,493	14.6
55 to 59 years	5,173	6.1	35,429	7.2	1,202,418	6.4
60 to 64 years	4,610	5.4	35,257	7.1	1,135,250	6.0
65 to 74 years	6,056	7.1	53,767	10.9	1,727,940	9.2
75 to 84 years	3,680	4.3	35,872	7.2	1,097,537	5.9
85 years and over	1,380	1.6	14,650	3.0	434,125	2.3

EXISTING POPULATION: RACE AND ETHNICITY

	<i>Deltona</i>		<i>Volusia County</i>		<i>Florida</i>	
	Number	Percent	Number	Percent	Number	Percent
One race	82,104	96.4	484,083	97.9	18,328,733	97.5
White	65,348	76.7	408,256	82.5	14,109,162	75.0
Black or African American	9,271	10.9	51,791	10.5	2,999,862	16.0
Am. Indian & Alaska Native	414	0.5	1,778	0.4	71,458	0.4
Asian	1,074	1.3	7,567	1.5	454,821	2.4
Asian Indian	202	0.2	2,200	0.4	128,735	0.7
Chinese	148	0.2	1,105	0.2	72,248	0.4
Filipino	295	0.3	1,479	0.3	90,223	0.5
Japanese	33	0.0	264	0.1	13,224	0.1
Korean	46	0.1	543	0.1	26,205	0.1
Vietnamese	111	0.1	822	0.2	58,470	0.3
Other Asian ¹	239	0.3	1,154	0.2	65,716	0.3
Native Hawaiian & Pacific Islander	49	0.1	204	0.0	12,286	0.1
Native Hawaiian	6	0.0	54	0.0	2,809	0.0
Guamanian or Chamorro	15	0.0	40	0.0	3,747	0.0
Samoan	5	0.0	35	0.0	1,153	0.0
Other Pacific Islander ²	23	0.0	75	0.0	4,577	0.0
Some other race	5,948	7.0	14,487	2.9	681,144	3.6
Two or more races	3,078	3.6	10,510	2.1	472,577	2.5
<i>Race alone with one or more races³</i>						
White	67,871	79.7	417,344	84.4	14,488,435	77.1
Black or African American	10,744	12.6	56,417	11.4	3,200,663	17.0
American Indian and Alaska Native	1,044	1.2	4,640	0.9	162,562	0.9
Asian	1,586	1.9	9,750	2.0	573,083	3.0
Native Hawaiian and Other Pacific Islander	163	0.2	612	0.1	39,914	0.2
Some other race	7,090	8.3	17,079	3.5	844,318	4.5

Information from 2010 U.S. Census (X)= Not applicable; ¹Other Asian alone, or two or more Asian categories; ² Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories; ³ In combination with one or more of the other races listed. The six numbers may add to more than the total population and the six percentages may add to more than 100 percent because individuals may report more than one race.

Demographics

HISPANIC OR LATINO RACE – TOTAL POPULATION

Hispanic or Latino Race Total Population	85,182	100.0	494,593	100.0	18,801,310	100.0
Hispanic or Latino (of any race)	25,734	30.2	55,217	11.2	4,223,806	22.5
Mexican	1,340	1.6	11,757	2.4	629,718	3.3
Puerto Rican	17,661	20.7	27,679	5.6	847,550	4.5
Cuban	1,548	1.8	3,617	0.7	1,213,438	6.5
Other Hispanic or Latino	5,185	6.1	12,164	2.5	1,533,100	8.2
Not Hispanic or Latino	59,448	69.8	439,376	88.8	14,577,504	77.5
White alone	48,502	56.9	372,982	75.4	10,884,722	57.9

Information from 2010 U.S. Census of Population and Housing

EXISTING POPULATION: EDUCATIONAL ATTAINMENT

	Deltona		Volusia County		Florida	
All Persons 25 years and over	56,624	Percent	355,183	Percent	13,077,179	Percent
Less than 9th grade	1,983	3.5	12,332	3.5	751,011	5.7
9th to 12th grade, no diploma	6,564	11.6	33,567	9.5	1,148,040	8.8
High school graduate (includes equivalency)	19,682	34.8	113,359	31.9	3,916,584	29.9
Some college, no degree	14,026	24.8	86,589	24.4	2,768,783	21.2
Associate degree	5,173	9.1	35,120	9.9	1,121,500	8.6
Bachelor's degree	5,970	10.5	46,627	13.1	2,171,876	16.6
Graduate or professional degree	3,226	5.7	27,589	7.8	1,199,375	9.2
Percent high school graduate or higher	(X)	84.9	(X)	87.1	(X)	85.5
Percent bachelor's degree or higher	(X)	16.2	(X)	20.9	(X)	25.8

Information from 2010 U.S. Census of Population and Housing

EXISTING POPULATION: INCOME BY HOUSEHOLDS IN 2009

	Deltona		Volusia County		Florida	
	Number	Percent	Number	Percent	Number	Percent
Less than \$10,000	1,477	5.3	16,796	8.8	587,347	8.3
\$10,000 to \$14,999	1,560	5.6	14,273	7.5	442,863	6.3
\$15,000 to \$24,999	3,162	11.3	23,642	12.4	889,272	12.6
\$25,000 to \$34,999	2,412	8.6	24,379	12.8	859,410	12.2
\$35,000 to \$49,999	5,129	18.3	32,512	17.0	1,107,501	15.7
\$50,000 to \$74,999	6,510	23.2	36,012	18.9	1,284,928	18.3
\$75,000 to \$99,999	2,992	10.7	18,772	9.8	750,571	10.7
\$100,000 to \$149,999	3,152	11.2	16,548	8.7	678,016	9.6
\$150,000 to \$199,999	962	3.4	4,084	2.1	215,741	3.1
\$200,000 or more	693	2.5	3,739	2.0	219,419	3.1
Median household income	\$50,682	(X)	\$41,556	(X)	\$44,409	(X)

Information from 2010 U.S. Census of Population and Housing

EXISTING HOUSEHOLDS: NUMBER AND AVERAGE SIZE

	Deltona	Volusia County	Florida
Number of Housing Units	24,623	150,443	4,998,979
Average Size	2.72	2.31	2.47

Information from 2010 U.S. Census of Population and Housing

Demographics

EXISTING HOUSEHOLDS BY TYPE

	Deltona		Volusia County		Florida	
	Number	Percent	Number	Percent	Number	Percent
Total households	30,223	100.0	208,236	100.0	7,420,802	100.0
Family households (families)	23,046	76.3	130,386	62.6	4,835,475	65.2
With own children under age 18	9,928	32.8	45,099	21.7	1,932,725	26.0
Married-couple family	16,612	55.00	95,398	45.8	3,457,149	46.6
With own children under age 18	6,594	21.8	27,875	13.4	1,230,374	16.6
Female householder	4,633	15.3	25,160	12.1	1,005,042	13.5
With own children under age 18	2,429	8.0	12,517	6.0	530,343	7.1
Non-family households	7,177	23.7	77,850	37.4	2,585,327	34.8
Householder living alone	5,458	18.1	61,439	29.5	2,021,781	27.2
Householder 65 years and over	2,216	7.3	28,164	13.6	824,389	11.1

Information from 2010 U.S. Census of Population and Housing

**PRINCIPAL TAXPAYERS
FISCAL YEAR ENDED SEPTEMBER 30, 2011**

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Taxable Assessed Value</u>	<u>Percentage of Total Taxable Assessed Value</u>
Florida Power Corporation	Utility	\$ 22,941,841	1.6%
Florida Power & Light Company	Utility	15,848,458	1.1%
Wal-Mart Stores East LP	Discount Dept. Store	13,457,678	0.9%
Publix Super Markets, Inc.	Grocery Store	10,248,297	0.7%
Lowe's Home Centers, Inc.	Home Improvement Store	9,407,168	0.6%
Bright House Networks LLC	Utility	8,047,579	0.5%
D O T Properties N V	Real Estate	6,940,500	0.5%
Deltona Partners LLC	Real Estate	5,942,515	0.4%
Bellsouth Telecommunication, Inc.	Utility	5,599,696	0.4%
Embarq Florida, Inc.	Utility	5,488,696	0.3%
All Other		<u>1,371,224,826</u>	<u>93.0%</u>
	Total	\$1,475,147,254	100.0%

Source: County of Volusia Property Appraiser

MISCELLANEOUS STATISTICS

General City Information

Date of incorporation.....	December 31, 1995
Form of Government.....	Commission – City Manager
Area in square miles.....	42
Number of paved streets.....	1,640
Miles of maintained streets.....	423.54
Developed lots.....	33,700
Platted single-family residential lots.....	36,700

Fire Protection

Number of stations.....	5
Number of Firefighters and Officers (Fire Operations).....	69
Number of Administrative Staff and Communications.....	10
Number of calls (alarms) answered.....	8,351
Number of inspections conducted.....	3,459

Law Enforcement Protection (Contracted services through County of Volusia Sheriff's Office)

Number of Stations.....	1
Number of Sworn Officers.....	76
Number of Clerical Staff.....	3

Parks and Recreation

Number of Community Parks.....	11
Number of Neighborhood Parks.....	7
Number of Urban Open Spaces.....	1
Number of Tot Lots.....	1
Developed Park Area.....	303.53 Acres
Undeveloped Park Area.....	284 Acres
Baseball Fields (Dewey-4; Vann-4; Wes Crile-2; Timber Ridge-1; Dwight Hawkins-2; Manny-2).....	15
Basketball Courts.....	11
Football Fields.....	1
Multi-Purpose Fields (Festival; Campbell; Wes Crile; Harris Saxon; Keysville; Hoffman; Dwight Hawkins; Manny; Dewey-2).....	10
Playgrounds.....	18
Racquetball Courts.....	3
Shuffleboard Courts.....	28
Soccer Fields.....	10
Tennis Courts (Campbell-1; Wes Crile-4; Harris Saxon-2).....	6
Volleyball Courts (Outdoors-Campbell & Lake Gleason; Indoor-Wes Crile).....	3
Softball Fields (Dupont Lakes-2; Vann-1).....	3
Gymnasium (Wes Crile).....	1

Public Schools

Number of Elementary Schools.....	9
Number of Middle Schools.....	3
Number of High Schools.....	2

Sewage System

Miles of sanitary sewers.....	93
Number of treatment plants.....	1
Number of service connections.....	6,378
Daily average treatment in gallons.....	0.785 mgd
Maximum daily capacity of treatment plant in gallons.....	1.40 mgd

Water System

Miles of water mains.....	503
Number of services connections (as of 8/18/11).....	31,193
Number of fire hydrants.....	1,330
Daily average consumption in gallons.....	9.919 mgd
Maximum daily capacity of plant in gallons.....	27.9 mgd
Number of Water Treatment Plants.....	16

ORGANIZATIONAL CHART



Citizens of Deltona

Elected Officials
 John C. Masiarczyk, Sr., Mayor
 Zenaida Denizac, District 1 Herb Zischkau, District 2
 Heidi Herzberg, District 3 Paul Treusch, District 4, Vice Mayor
 Fred Lowry, Jr., District 5 Michael Carmolingo, District 6

Various Appointed Boards & Committees

City Clerk's Office
 Joyce Kent, CMC, City Clerk

Building & Enforcement Services Department
 Dale Baker, Director

- Enforcement Services Division
- Solid Waste Division
- Construction Services Division

Finance
 Robert "Bob" Clinger, CPA
 Director

- Accounting/Payroll
- Budget & Operational Services
- Fiscal Services
- Purchasing

Human Resources
 Tom Acquaro, MPA,
 IPMA-CP, Director

- Human Resources
- Risk management

City Manager
 Faith G. Miller, MMC, MPA

Deputy City Manager
 William "Dave" Denny

Information Technology
 Steve Narvaez, IT Manager

Parks & Recreation
 William "Steve" Moore, Director

- Facilities Maintenance
- LEC/Amphitheatre Scheduling
- Community/Special Events

Public Works
 Glenn Whitcomb, Director

- Utilities
- Engineering
- Field Operations
- Fleet Maintenance
- Stormwater
- Traffic Operations
- Water & Wastewater Operations

City Attorney
 Gretchen "Becky" Vose

Fire / Rescue Department
 Robert "Bob" Staples, CMO
 Fire Chief

- Operations/Combat
- Emergency Management/ Administration
- Fire Loss Management

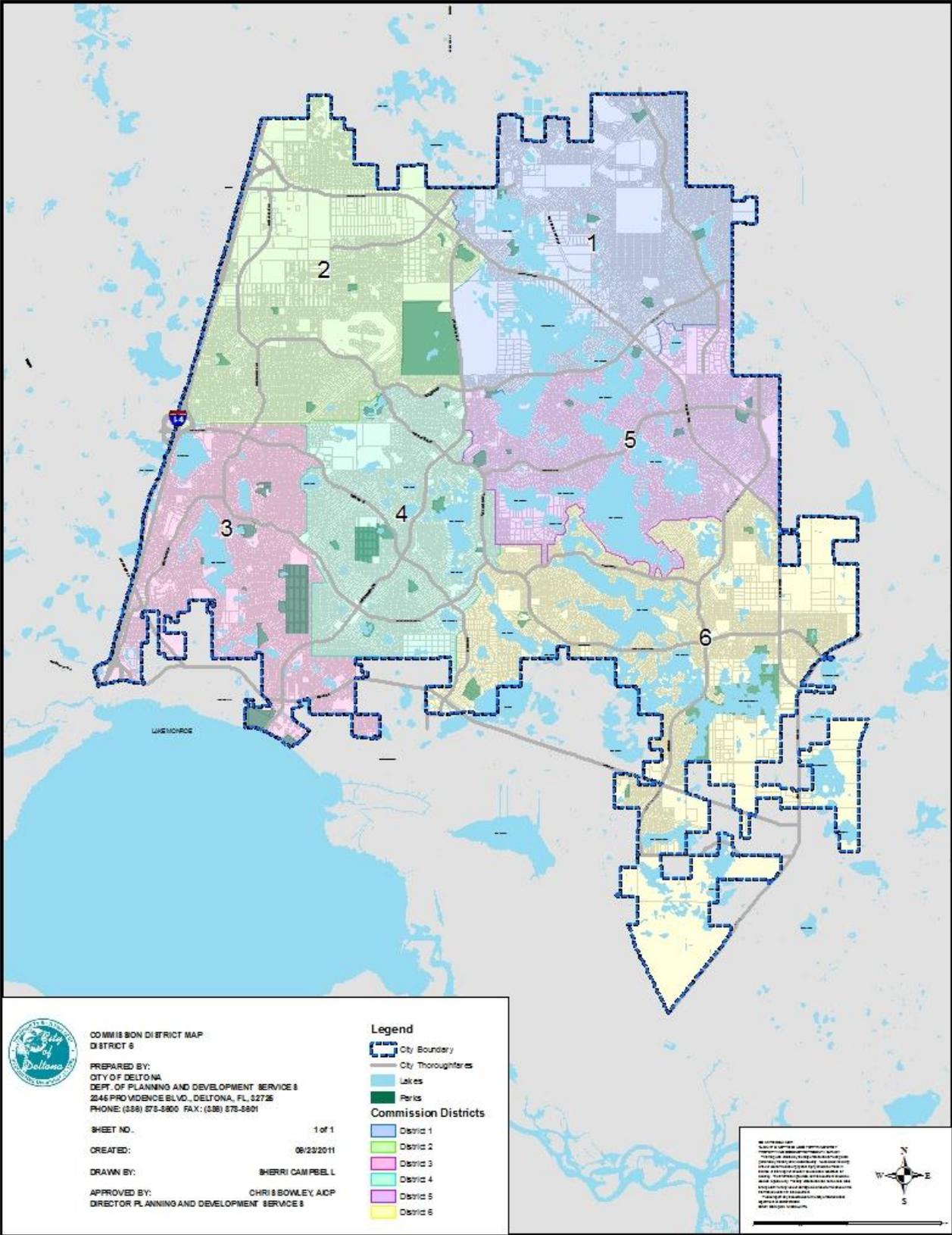
Law Enforcement
 Captain David "Dave" Brannon
 District Commander

Contracted services with Volusia County Sheriff's Office

Planning & Development Services
 Chris Bowley, Director

- Economic Development
- Short Range Planning
- Long Range Planning
- Community Development

COMMISSION DISTRICT MAP



BUDGET SUMMARY - FULL TIME EQUIVALENT HISTORICAL STAFFING SUMMARY

			Estimated Actual		
	FY10	FY11	FY12	Change	FY13
GENERAL FUND:					
City Commission	1.0	0.5	1.0	0.0	1.0
City Manager	4.0	6.5	6.5	0.0	6.5
City Clerk	5.0	5.5	5.5	0.0	5.5
Finance Department	11.0	11.0	11.0	0.0	11.0
Information Technology Services	5.0	5.0	5.0	0.5	5.5
City Attorney	4.0	5.0	2.0	0.0	2.0
Planning & Development Services	7.0	8.0	8.0	0.0	8.0
Building & Enforcement Services					
Construction Services	9.0	8.0	10.5	0.0	10.5
Enforcement Services	15.0	13.0	14.0	2.0	16.0
	<u>24.0</u>	<u>21.0</u>	<u>24.5</u>	<u>2.0</u>	<u>26.5</u>
Human Resources	4.5	4.5	4.5	0.0	4.5
General Government	1.0	0.0	0.0	0.0	0.0
Fire/Rescue					
Administration Division	94.0	93.0	9.5	(1.5)	8.0
Operations Division	0.0	0.0	69.0	0.0	69.0
	<u>94.0</u>	<u>93.0</u>	<u>78.5</u>	<u>(1.5)</u>	<u>77.0</u>
Public Works					
Traffic Operations	6.0	5.0	5.0	0.0	5.0
Engineering Division	7.0	5.0	5.0	0.0	5.0
Field Operations	11.0	11.0	11.0	0.0	11.0
Administration Division	3.0	2.0	2.0	0.0	2.0
Fleet Maintenance	4.0	4.0	4.0	1.0	5.0
	<u>31.0</u>	<u>27.0</u>	<u>27.0</u>	<u>1.0</u>	<u>28.0</u>
Parks & Recreation	30.0	26.0	25.0	0.0	25.0
TOTAL GENERAL FUND	<u>221.5</u>	<u>213.0</u>	<u>198.5</u>	<u>2.0</u>	<u>200.5</u>
SPECIAL REVENUE FUNDS:					
Stormwater Fund	26.0	26.0	26.0	0.0	26.0
Solid Waste Fund	2.0	2.0	2.0	0.0	2.0
State Housing Initiatives (SHIP)	1.0	1.0	0.0	0.0	0.0
Neighborhood Stabilization (NSP 1)	1.0	0.5	1.5	0.0	1.5
Neighborhood Stabilization (NSP 3)	0.0	0.0	1.0	0.0	1.0
TOTAL SPECIAL REVENUE FUNDS	<u>30.0</u>	<u>29.5</u>	<u>30.5</u>	<u>0.0</u>	<u>30.5</u>
ENTERPRISE FUND:					
Water Utility Services					
Administration	5.0	5.0	6.0	0.0	6.0
Water Plant Operations	10.0	10.0	11.0	0.0	11.0
Wastewater Plant Operations	9.0	9.0	9.0	0.0	9.0
Customer Service/Billing	16.0	16.0	16.0	0.0	16.0
Water/WW Field Operations	25.0	24.0	22.0	1.0	23.0
TOTAL ENTERPRISE FUND	<u>65.0</u>	<u>64.0</u>	<u>64.0</u>	<u>1.0</u>	<u>65.0</u>
TOTAL ALL FUNDS	<u>316.5</u>	<u>306.5</u>	<u>293.0</u>	<u>3.0</u>	<u>296.0</u>

BUDGET SUMMARY - STAFFING CHANGES

	Number of Postions (full & part-time) by Department									Budgeted		
	FY12			Change			FY13			Full-time Equivalents		
	FT	PT	Total	FT	PT	Total	FT	PT	Total	FY12	Change	FY13
GENERAL FUND												
City Commission	1.0	-	1.0	-	-	-	1.0	-	1.0	1.0	-	1.0
City Manager	6.0	1.0	7.0	-	-	-	6.0	1.0	7.0	6.5	-	6.5
City Clerk	5.0	1.0	6.0	-	-	-	5.0	1.0	6.0	5.5	-	5.5
Finance Department	11.0	-	11.0	-	-	-	11.0	-	11.0	11.0	-	11.0
Inf. Technology Services	5.0	-	5.0	-	1.0	1.0	5.0	1.0	6.0	5.0	0.5	5.5
City Attorney	2.0	-	2.0	-	-	-	2.0	-	2.0	2.0	-	2.0
Planning & Development Svcs.	8.0	-	8.0	-	-	-	8.0	-	8.0	8.0	-	8.0
Building & Enforcement Services												
Construction Services	10.0	1.0	11.0	-	-	-	10.0	1.0	11.0	10.5	-	10.5
Enforcement Services	14.0	-	14.0	2.0	-	2.0	16.0	-	16.0	14.0	2.0	16.0
	<u>24.0</u>	<u>1.0</u>	<u>25.0</u>	<u>2.0</u>	<u>-</u>	<u>2.0</u>	<u>26.0</u>	<u>1.0</u>	<u>27.0</u>	<u>24.5</u>	<u>2.0</u>	<u>26.5</u>
Human Resources	4.0	1.0	5.0	-	-	-	4.0	1.0	5.0	4.5	-	4.5
General Government	-	-	-	-	-	-	-	-	-	-	-	-
Fire/Rescue												
Administration Division	9.0	1.0	10.0	(1.0)	(1.0)	(2.0)	8.0	-	8.0	9.5	(1.5)	8.0
Operations Division	69.0	-	69.0	-	-	-	69.0	-	69.0	69.0	-	69.0
	<u>78.0</u>	<u>1.0</u>	<u>79.0</u>	<u>(1.0)</u>	<u>(1.0)</u>	<u>(2.0)</u>	<u>77.0</u>	<u>-</u>	<u>77.0</u>	<u>78.5</u>	<u>(1.5)</u>	<u>77.0</u>
Public Works												
Traffic Operations	5.0	-	5.0	-	-	-	5.0	-	5.0	5.0	-	5.0
Engineering Division	5.0	-	5.0	-	-	-	5.0	-	5.0	5.0	-	5.0
Field Operations	11.0	-	11.0	-	-	-	11.0	-	11.0	11.0	-	11.0
Administration	2.0	-	2.0	-	-	-	2.0	-	2.0	2.0	-	2.0
Fleet Maintenance	4.0	-	4.0	1.0	-	1.0	5.0	-	5.0	4.0	1.0	5.0
	<u>27.0</u>	<u>-</u>	<u>27.0</u>	<u>1.0</u>	<u>-</u>	<u>1.0</u>	<u>28.0</u>	<u>-</u>	<u>28.0</u>	<u>27.0</u>	<u>1.0</u>	<u>28.0</u>
Parks & Recreation	19.0	12.0	31.0	-	-	-	19.0	12.0	31.0	25.0	-	25.0
SPECIAL REVENUE FUNDS												
Stormwater Fund	26.0	-	26.0	-	-	-	26.0	-	26.0	26.0	-	26.0
Solid Waste Fund	2.0	-	2.0	-	-	-	2.0	-	2.0	2.0	-	2.0
State Housing Init. (SHIP)	-	-	-	-	-	-	-	-	-	-	-	-
Neighborhood Stab. (NSP 1)	1.0	1.0	2.0	-	-	-	1.0	1.0	2.0	1.5	-	1.5
Neighborhood Stab. (NSP 3)	1.0	-	1.0	-	-	-	1.0	-	1.0	1.0	-	1.0
ENTERPRISE FUND												
Water Utility Services												
Administration	6.0	-	6.0	-	-	-	6.0	-	6.0	6.0	-	6.0
Water Plant Operations	11.0	-	11.0	-	-	-	11.0	-	11.0	11.0	-	11.0
Wastewater Plant Operations	9.0	-	9.0	-	-	-	9.0	-	9.0	9.0	-	9.0
Customer Service/Billing	16.0	-	16.0	-	-	-	16.0	-	16.0	16.0	-	16.0
Water/WW Field Operations	22.0	-	22.0	1.0	-	1.0	23.0	-	23.0	22.0	1.0	23.0
	<u>64.0</u>	<u>-</u>	<u>64.0</u>	<u>1.0</u>	<u>-</u>	<u>1.0</u>	<u>65.0</u>	<u>-</u>	<u>65.0</u>	<u>64.0</u>	<u>1.0</u>	<u>65.0</u>
Total City Staff	284.0	18.0	302.0	3.0	-	3.0	287.0	18.0	305.0	293.0	3.0	296.0
Full Time Equivalent	284.0	9.0	293.0	3.0	-	3.0	287.0	9.0	296.0			

VISION 2026

VISION STATEMENT

Deltona is a premiere City that takes pride in our neighborhoods and embraces the diversity of our residents. This caring community provides a high quality of life where people live, work and play in a safe and secure environment. With an appreciation for our history, and our location along the St. John’s River, we ensure a sustainable future through the careful stewardship of our resources.

MISSION STATEMENT

It is the mission of the Deltona City Government to anticipate and provide for the needs of its residents with quality service, innovation and leadership for today and in the future.

GOALS & OBJECTIVES

1. Overall Development

- a. Assure a variety of housing options in the city
- b. Create an overall development plan for the city, including a strategic plan with citizen input
- c. Develop financially feasible strategic capital projects list

2. Infrastructure

- a. Develop plans for city-wide expansion of the sewer system
- b. Build sewer treatment plant
- c. Continue road program improvements, new roads

3. Financial Sustainability

- a. Develop strategies to kick-start development of activity centers
- b. Review budget process for possible improvements

4. Internal and External Communication

- a. Protect home rule powers
- b. Improve proactive efforts to get information to all the public, media, etc.

5. Economic Development and Redevelopment

- a. Redevelopment plans for Deltona Blvd. and Saxon Blvd.

- b. Develop overall economic development plan
- c. Expansion of medical facilities on east side (SR 415)

6. Public Services

- a. Develop additional parks and recreational facilities
- b. Assess social service needs and appropriate role for the city in provision of them
- c. Build a public safety complex

7. Beautification

- a. Develop comprehensive, city-wide beautification plan



From left to right: Commissioners Fred Lowry, Jr., Zenaida Denizac, Vice Mayor Paul Treusch, Mayor John Masiarczyk, Sr., Commissioners Michael Carmolingo, Heidi Herzberg and Herb Zischkau

**CROSS-REFERENCE BETWEEN VISION 2026
AND DEPARTMENTAL GOALS AND OBJECTIVES**

Goals & Objectives	Overall Development	Infrastructure	Financial Sustainability	Internal and External Communication	Economic Development & Redevelopment	Public Services	Beautification
City Manager							
City Clerk							
Construction Services							
Planning and Development							
Enforcement Services							
Finance Department							
Inf. Technology							
Fire / Rescue Services							
Human Resources							
Parks & Recreation							
Public Works							
Water Utility							

CORE VALUES

Leadership and Learning

Our services and efforts are best when delivered with the creativity and innovation made possible through a team that is prepared to meet the challenges of this City. We fund and expect professional development and continuous learning at all levels in this organization. We develop leaders at every level of this organization, with the expectation that employees and team members will make informed and courageous decisions as leaders to the betterment of this community.



As a leader in the region on public issues and services, Deltona – through the city and through leaders in the community – will continue to exert strong leadership in local and regional affairs.

Human Compassion

We care for all people. We believe that our work is important and should be a source of enjoyment and satisfaction, with services targeted to those most in need. We place great emphasis on the personal qualities that contribute to that environment: informality, humility, energy, independence of thought, a ready sense of humor and a caring attitude.

Pride

We take pride in our City and community and are proud of the community’s values. The efforts and actions of Deltona reflect the community values of integrity, inclusion, compassion, respect, trust and commitment.



Honesty and Integrity

Our actions and relationship with the community are guided by an internal sense of honesty and integrity. We believe in honest and open government that accentuates best business practices. We are dedicated to the highest ideal of integrity, openness and fairness in dealing with Deltona’s residents and its employees. We are committed to the careful stewardship of our resources, including human, financial, and physical.

CORE VALUES – Continued

Inclusiveness and Diversity

We recognize and appreciate the uniqueness of each individual. We value the contribution made and the synergy created by different experiences and perspectives. We celebrate the diversity of our community by providing a wide array of specialized services to encourage inclusiveness. We are committed to actively seeking public participation, and we promote a public process whereby we can respond to the community's needs while balancing competing interests and diverse opinions.



Respect

We promote mutual respect, courtesy, inclusion and thoughtfulness in all interactions, and we provide a high level of customer service and responsiveness by City staff to residents. We treat all individuals with dignity, we respect every opinion, and we listen to all sides.

Commitment

We accept the challenge of change and are committed to the future of this City and this community. We are committed to continually enhancing the safety, environment, quality of life, and economic sustainability of our community. We are problem solvers, and we constantly look for new and better ways to deliver services. We seek to be innovative, take reasonable risks, learn from our mistakes and always strive for excellence.



Trust

We encourage and develop an atmosphere of mutual trust and appreciation among residents, employees, and policy-makers. We will ensure that communication constructively touches the lives of individuals in order to attract their participation in the democratic process. We will use clear, factual, timely communication and a variety of media to widely disseminate information in the community and to stimulate trust and understanding among all.



FIVE-YEAR STRATEGIC ECONOMIC DEVELOPMENT PLAN

The City Commission established economic development and redevelopment as one of their primary goals for Deltona. One of the objectives from the Two-Year Action Plan was the development of a five year strategic action plan.

Strategic Planning Group, Inc., (SPG) was retained by the City of Deltona to assist in the preparation of a five year strategic economic development plan for the City. As a part of the work program, SPG developed a socio-economic profile of the City, Volusia County, and similar cities and counties within the region for comparative purposes to gain an overview of the City. Workshops with the DEDAB were held on August 18 and September 10, 2007, to obtain input on community issues, goals, objectives, and strategies for the plan. This effort resulted in the formulation of objectives and strategies to achieve the goals of the Five-Year Strategic Economic Development Plan that will be managed by the City’s Planning & Development Services Department.

MISSION

The mission of the Five-Year Strategic Economic Development Plan is to shape the existing and future economic fabric of the City of Deltona by being proactive in business retention, expansion, and attraction.

STRENGTH AND WEAKNESSES

Deltona is well located to take advantage of growth within the region. The City is equidistant to Orlando and Daytona Beach and is an extension of the northern Orlando real estate market that includes Seminole County. The City’s major economic strengths and weaknesses are:

Strengths

- Redevelopment potential
- Land for non-residential development
- A large percentage of existing homes
- A young and diverse workforce
- Established neighborhoods
- Growth-oriented government
- Positive permitting cooperation
- Affordable Housing
- Proximity to I-4 with 3 interchanges
- First functional multi-commercial intersection on I-4 west of Daytona Beach
- Good transportation network
- Lower crime, taxes, and land costs
- Green infrastructure
- Good recreational facilities

Weaknesses

- Former anti-growth mentality
- Lack of central sanitary sewer to all areas of the City
- Perception of lack of commercial land
- Slowness of existing development in economic downturn
- Past competition with area cities
- No downtown core

GOAL

The City of Deltona must actively promote collaboration between public and private sectors to ensure the long-term economic health and well-being of the City. Thus public/private partnerships should be promoted. The preservation and expansion of the City's economic base should be a prime objective with local economic development efforts directed towards these objectives.

OBJECTIVES AND STRATEGIES

Objective 1.1: Work diligently to enhance the City’s reputation regarding its support of economic development.

Strategy:

- 1 Join a regional economic development effort, such as Team Volusia.
- 2 Develop an economic development “theme” or “brand” for the City, other than just Deltona Means Business.
- 3 Announce that the development review process will facilitate development, rather than hinder it.

Objective 1.2: Develop an overall economic development plan that will improve quality-of-life and increase opportunities of its residents. The City is investing greatly in its existing parks, recreational facilities, and civic space to provide for a stronger community.

Strategy: Develop an Economic Development Strategic Plan with the help of an outside consulting group. This has been accomplished with SPG.

Objective 1.3: Attract new businesses and develop procedures for ensuring cooperation from municipalities, state, and federal agencies for economic development projects in the City and the region.

Strategy:

- 1 Define appropriate “target industries or areas” for the City. These are defined at SR 472/I-4, Howland and Elkcam Boulevards, and along SR 415.
- 2 Continue membership in Team Volusia, VCARD, VHBA, and ICSC to assist in marketing efforts, which it is in the process of doing.
- 3 Utilize Volusia County Department of Economic Development in development strategies.
- 4 Develop a marketing program aimed at area real estate brokers, developers, and site selectors, and regional educational facilities such as UCF. The City has been hosting efforts with Bethune-Cookman Univ., Stetson Univ., Webster Univ., and ITT Technical Institute to increase this opportunity.

Objective 1.4: Explore economic incentives to assist in the recruitment of business and industry.

Strategy:

- 1 Review economic incentives currently being used by surrounding communities/counties.
- 2 Maintain a retention program for the City that includes a commitment to improve infrastructure and a business model to attract and retain businesses.
- 3 Maintain an inventory of currently developable parcels (with adequate infrastructure and zoning) by the three delineated activity centers (SR 472, Saxon Blvd., and Howland Blvd.).
- 4 Develop a list of prospective companies and/or developers by activity zone.
- 5 Update future land use and zoning on high ranked sites, if needed.
- 6 Look at replatting areas of the City to facilitate marketable sites.
- 7 Add façade treatments and beautification to attract businesses.
- 8 Create a computerized inventory and site selection criteria list using GIS.

Objective 1.5: Develop an office/light industrial park for business recruitment.

Strategy: Focus development in the 472 and 415 activity centers (see those activity centers for specific strategies).

BUDGET PROCESS

GENERAL DESCRIPTION

The budget is a document that communicates to the citizens of the City, the Mayor & City Commission's vision and priorities for the upcoming fiscal year. Preparing the budget document is a major effort that affects almost every City employee. Once the budget document is prepared and approved, much of the City's daily business is impacted by procedures related to securing approvals, documenting transactions and reporting on the results to ensure compliance with the budget documents used to demonstrate and carry out the Commission's plan. The following is an outline of the budget process.

PREPARATION

In April, each department receives a budget preparation package, which includes current year budget and actual data. Each department head then compiles budget requests for the new fiscal year including justifications.

The budget requests are given extensive review and revised as necessary by the City's Management staff. Upon completion of this review and matching with projected available revenues, the budget is compiled by the Finance Department and presented to the City Commission by the City Manager.

ADOPTION

Procedures and specific timetables for adoption of the budget are mandated by Florida State Statute and must be followed explicitly. The City must demonstrate compliance with State requirements and certify compliance to the State in the specified manner.

The recommended budget is distributed to the Mayor and City Commission in July. Copies are then made available to the public and press and summaries offered to all those interested. A workshop meeting, also open to the public, may be conducted to review the proposed budget's content. The purpose of the meeting is to establish a general consensus on any changes desired to be made and the establishment of a proposed millage rate to be utilized by the County Property Appraiser's Office in the mailing of the "Notice of Proposed Property Taxes" to City property owners.

In September, two public hearings are held, as required by Florida State Statute. At the first hearing, the Mayor and City Commission adopt a tentative millage rate for property taxes and a tentative budget. Within 15 days, a half-page advertisement summarizing the budget and inviting the public to the final budget hearing is publicized in a newspaper(s) of general paid circulation in the County. At the second hearing, the Mayor and City Commission adopt the final millage rate and budget.

AMENDMENTS AND TRANSFERS

The process of amending and modifying the budget is specified in the City's Charter. The City Manager has authority to transfer among line items within a department. City Commission approval is required for all budget amendments, which includes transfers among departments, transfers involving contingency, reserve allocations, or increases in the total budget.

Adjustments recommended by the City Manager throughout the fiscal year are usually prompted by significant changes in circumstances. These are documented and explained, as they occur, to the City Commission in an agenda item at a regularly scheduled City Commission meeting.

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FY 12/13 BUDGET CALENDAR

February 18, 2012 (9:00 a.m.)	<ul style="list-style-type: none"> • Citizen’s Budget Forum <ul style="list-style-type: none"> ○ Citizens Input on City Service Needs and Priorities
April 9, 2012 (4:30 p.m.)	<ul style="list-style-type: none"> • City Commission Economic/Budget Strategy Workshop
April 10, 2012	<ul style="list-style-type: none"> • Budget Preparation Begins – City Manager Provides Directors Guidance on Issues to be addressed, and Budget Workbooks Distributed to Departments
April 10 – May 10, 2012	<ul style="list-style-type: none"> • Departments complete Budget Submittal Packages • All requests for personnel changes to be submitted to HR by April 16th • Finance Department completes preliminary budget work
May 10, 2012	<ul style="list-style-type: none"> • Departments submit Budget Packages to Finance Director
May 10 – June 15, 2012	<ul style="list-style-type: none"> • Compilation of Budget data by Finance Department • Budget review by City Manager and Finance Director with Department Directors • Budget revisions by Departments, as needed
May 14, 2012 (4:30 p.m.)	<ul style="list-style-type: none"> • Proposed Solid Waste Assessment Rate Discussion Workshop
June 1, 2012	<ul style="list-style-type: none"> • Letter stating the Pre-Preliminary Estimate of Assessed Taxable Value received from the County Property Appraiser’s Office
June 18, 2012 (6:30 p.m.)	<ul style="list-style-type: none"> • Commission Meeting <ul style="list-style-type: none"> ○ Preliminary Rate Resolutions for Special Assessments <ul style="list-style-type: none"> ▪ Stormwater Utility Assessment ▪ Solid Waste Management Assessment ▪ Streetlighting Districts’ Assessment
June 19, 2012	<ul style="list-style-type: none"> • Send a notice of Solid Waste Public Hearing to the newspapers.
June 26, 2012	<ul style="list-style-type: none"> • Non-Ad-Valorem Assessment Mailing. At least 20 days prior to the public hearing, the local government shall notice the hearing by first-class mail and by publication in a newspaper generally circulated within each county contained in the boundaries of the local government.
July 1, 2012	<ul style="list-style-type: none"> • Form DR-420 Certification of Taxable Value received from the County Property Appraiser’s Office
July 2 – July 10, 2012	<ul style="list-style-type: none"> • Budget highlights for City Manager meeting with individual City Commission Members as requested (one on one discussion)

FY 12/13 BUDGET CALENDAR – Continued

July 6, 2012 (10:00 a.m.)	<ul style="list-style-type: none"> • Budget Workshop: Draft of Proposed Annual Budget presented to City Commission (General Fund and Capital Project Funds) <ul style="list-style-type: none"> ○ Budget Overview, Presentation and Discussion ○ Proposed Millage Rate Discussion
July 16, 2012 (6:00 p.m.)	<ul style="list-style-type: none"> • Special Commission Meeting <ul style="list-style-type: none"> ○ Tentative Proposed Millage Rate Resolution ○ Annual Rate Resolutions for Special Assessments <ul style="list-style-type: none"> ▪ Stormwater Utility Assessment ▪ Solid Waste Management Assessment ▪ Streetlighting Districts' Assessment
By August 6, 2012	<ul style="list-style-type: none"> • Form DR-420, stating the City proposed millage rate, Preliminary Rate Resolutions for Special Assessments, and Form DR-420 MMP submitted to the County Property Appraiser's Office
August 13, 2012	<ul style="list-style-type: none"> • Budget Workshop Draft of Proposed Annual Budget presented to City Commission (Special Revenue Funds and Enterprise Fund) <ul style="list-style-type: none"> ○ Budget Overview, Presentation and Discussion
August 17, 2012	<ul style="list-style-type: none"> • Notice of Proposed Property Taxes (TRIM Notice) mailed to residents by County Property Appraiser's Office
September 4, 2012 (6:30 p.m.)	<ul style="list-style-type: none"> • City Commission Meeting <ul style="list-style-type: none"> ○ First Public Hearing: Adoption of Tentative Budget & Millage Rate (Must be done between September 3rd and 18th)
September 13, 2012	<ul style="list-style-type: none"> • Publication of Budget in Newspaper
September 17, 2012 (6:30 p.m.)	<ul style="list-style-type: none"> • City Commission Meeting <ul style="list-style-type: none"> ○ Second Public Hearing: Adoption of Final Budget & Millage Rate (Must be done 2 to 5 days after publication)
September 19, 2012	<ul style="list-style-type: none"> • Certified Copy of Resolution adopting Final Millage Rate forwarded to County Property Appraiser's Office and Department of Revenue (Must be done within 3 days of final hearing)
Within 3 days of receipt	<ul style="list-style-type: none"> • Form DR-422 completed and certified to the County Property Appraiser's Office
By October 15, 2012	<ul style="list-style-type: none"> • Certification of Compliance Form DR-487 and Form DR-420-MM submitted to Property Tax Administration Program, Department of Revenue, State of Florida. (Must be done within 30 days of final hearing)

RESOLUTION NO. 2012-25

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA; ADOPTING AN AD VALOREM MILLAGE RATE FOR THE 2012-2013 FISCAL YEAR; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 4, 2012, City Commission adopted a tentative millage rate and a tentative budget, and established a date, time, and place for a public hearing to consider the final millage rate and the final budget for the 2012-2013 fiscal year; and

WHEREAS, the City Manager has delivered a recommended final budget for the 2012-2013 fiscal year; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, as follows:

Section 1. A final ad valorem millage rate of 7.9900 mills is hereby adopted and levied for the 2012-2013 fiscal year.

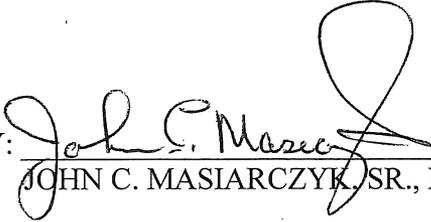
Section 2. The final ad valorem millage rate of 7.9900 mills is 4.4 percent less than the rolled-back rate of 8.3591.

Section 3. This resolution shall take effect immediately upon its final adoption by the City Commission.

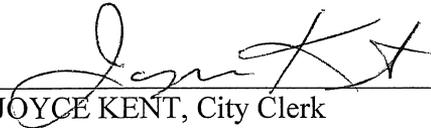
CERTIFIED

City of Deltona, Florida
Resolution No. 2012-25
Page 2 of 2

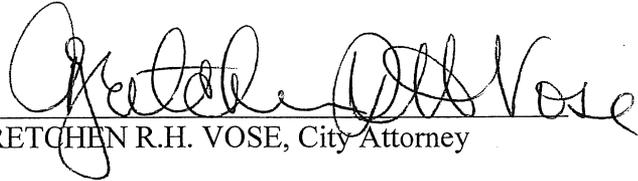
PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF
DELTONA, FLORIDA, THIS 17th DAY OF September, 2012.

BY: 
JOHN C. MASIARCZYK, SR., Mayor

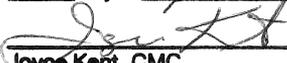
ATTEST:


JOYCE KENT, City Clerk

Approved as to form and legality for use
and reliance of the City of Deltona, Florida:


GRETCHEN R.H. VOSE, City Attorney

NAME	YES	NO
CARMOLINGO	✓	
DENIZAC	✓	
HERZBERG	✓	
LOWRY	✓	
MASIARCZYK	✓	
TREUSCH	✓	
ZISCHKAU		✓

STATE OF FLORIDA
COUNTY OF VOLUSIA
This is to certify that the
foregoing is a true and correct copy of
Resolution No 2012-25
witness my hand and official Seal this
18th day of September 20 12

Joyce Kent, CMC
City Clerk, City of Deltona, Florida

RESOLUTION NO. 2012-26

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA; ADOPTING THE FINAL ANNUAL GENERAL FUND, SPECIAL REVENUE FUNDS, ENTERPRISE FUND, AND CAPITAL PROJECT FUNDS BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012, AND ENDING SEPTEMBER 30, 2013; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 4, 2012, City Commission adopted a tentative millage rate and a tentative budget, and established a date, time, and place for a public hearing to consider the final millage rate and the final budget for the 2012-2013 fiscal year; and

WHEREAS, the City Manager has delivered a recommended final budget for the 2012-2013 fiscal year; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, as follows:

Section 1. The City Commission hereby adopts the final General Fund, Special Revenue Funds, Enterprise Fund, and Capital Project Funds budgets, which are attached hereto and by reference made a part hereof, of the City of Deltona, Florida, for the fiscal year beginning October 1, 2012, and ending September 30, 2013, said budgets showing combined sources and uses of \$125,521,157.

Section 2. This resolution shall take effect immediately upon its final adoption by the City Commission.

CERTIFIED

City of Deltona, Florida
Resolution No. 2012-26
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PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY
OF DELTONA, FLORIDA, THIS 17th DAY OF September, 2012.

BY: John C. Masiarczyk
JOHN C. MASIARCZYK, SR., Mayor

ATTEST:

Joyce Kent
JOYCE KENT, City Clerk

Approved as to form and legality for use
and reliance of the City of Deltona,
Florida:

NAME	YES	NO
CARMOLINGO	✓	
DENIZAC		✓
HERZBERG	✓	
LOWRY	✓	
MASIARCZYK	✓	
TREUSCH	✓	
ZISCHKAU		✓

Gretchen R.H. Vose
GRETCHEN R.H. VOSE, City Attorney

STATE OF FLORIDA
COUNTY OF VOLUSIA
This is to certify that the
foregoing is a true and correct copy of
Resolution No. 2012-26
witness my hand and official Seal this
18th day of September 20 12
Joyce Kent
Joyce Kent, CMC
City Clerk, City of Deltona, Florida

BASIS OF ACCOUNTING

The modified accrual basis of accounting is followed by the Governmental Funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long-term debt, are recorded when the liability is incurred, if measurable.

In applying the “susceptible to accrual” concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, revenues are recognized based on the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditures and are usually revocable only for failure to comply with the prescribed compliance requirements. These resources are reflected as revenues at the time of receipt, or earlier, if the susceptible to accrual criteria are met.

Property taxes are recognized when received. Licenses, permits, charges for service, fines, forfeitures and other miscellaneous revenues (except investment earnings) are recorded as revenues when received in cash since they cannot be measured until actually received. Investment earnings are recorded as earned since they are measurable and available.

The accrual basis of accounting is used for Proprietary Funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The government applies all applicable FASB pronouncements in accounting and reporting for its proprietary operations.

FINANCIAL POLICIES

I. Background and Purpose

The stewardship of public funds is one of the greatest responsibilities given to the officials and managers of the City of Deltona. Therefore, the establishment and maintenance of prudent fiscal policies enables City officials to protect public interests and ensure public trust.

This document incorporates past financial practices in defining the current policies to be used by the City to meet its obligations and operate in a financially prudent manner. These policies have been established to provide general fiscal guidelines and are intended to provide sound direction in the management of the City's financial affairs.

II. General Financial Philosophy

The financial policy of the City of Deltona is to provide a sufficient financial base and the resources necessary to sustain a high level of municipal services to ensure public safety, to maintain the physical infrastructure and surroundings of the City, and to promote the social well-being of the citizens of Deltona.

It shall be the goal of the City to achieve a strong financial condition with the ability to:

- Provide a high level of police, fire and other protective services to assure public health and safety;
- Effectively maintain and improve the City's infrastructure;
- Prudently plan, coordinate, review, and implement responsible community development and growth;
- Withstand local and regional economic impacts; and
- Adjust efficiently to the community's changing service requirements.

III. Accounting System, Auditing and Budgetary Control

The City utilizes a computerized financial accounting system, which incorporates a system of internal accounting controls. Such controls have been designed and are continually being reevaluated to provide reasonable, but not absolute, assurance regarding:

- The safeguarding of assets against loss from unauthorized use or disposition, and
- The reliability of financial records for preparing financial statements and monitoring accountability for assets.

The concept of reasonable assurance recognizes that:

- The cost of control should not exceed the benefits likely to be derived, and
- The evaluation of costs and benefits requires estimates and judgments by management.

All internal control evaluations occur within the above framework, and are believed to adequately safeguard and provide reasonable assurance of proper recording of financial transactions.

FINANCIAL POLICIES – Continued

Accounting and budgeting records for governmental fund types and similar trust and agency funds are maintained on a modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long-term debt, are recorded when the liability is incurred, if measurable.

Budgets for the governmental fund types are adopted on a modified accrual basis.

In all funds, encumbrances are treated as expenditures for purposes of calculating the balances carried forward by them.

In applying the “susceptible to accrual” concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, revenues are recognized based on the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditures and are usually revocable only for failure to comply with the prescribed compliance requirements. These resources are reflected as revenues at the time of receipt, or earlier, if the susceptible to accrual criteria are met.

Property taxes are recognized when received. Licenses, permits, charges for service, fines, forfeitures and other miscellaneous revenues (except investment earnings) are recorded as revenues when received in cash since they cannot be measured until actually received. Investment earnings are recorded as earned since they are measurable and available.

Accounting and budgeting records for proprietary fund types and similar trust funds are maintained on the accrual basis. Under the accrual basis, revenues are recognized when earned and expenses are recognized when incurred. The government applies all applicable FASB pronouncements in accounting and reporting for its proprietary operations.

For proprietary funds, accounting and budget records differ to the extent that depreciation, compensated absences, amortization of prepaid expenses, bad debt expenses and certain other items are not budgeted for but are a factor in determining fund balance revenues available for appropriation. Budgets for the Proprietary Funds are adopted on a basis consistent with generally accepted accounting principles (GAAP), except that debt service, capital acquisitions, capital leases, and water and sewer impact fees are included in budgetary revenue and expenditures.

The annual operating budget is proposed by the City Manager and enacted by the City Commission after public participation. The City Charter sets the lowest level of budgetary control at the Department level and management control of the operating budget is additionally maintained at the Division/Activity level.

The City Finance Department is solely responsible for the reporting of the financial affairs of the City, both internally and externally. The Finance Director is the City’s Chief Financial Officer and is responsible for establishing the Chart of Accounts and for properly recording financial transactions.

FINANCIAL POLICIES – Continued

The City will be audited annually by outside independent accountants (“auditor”). The auditor must be a CPA that can demonstrate that it has the breadth and depth of staff to conduct the City’s audit in accordance with generally accepted auditing standards and contractual requirements. The auditor’s report on the City’s financial statement should be completed within 120 days of the City’s fiscal year end, and the auditor will jointly review the management letter with the City Manager and Finance Director within 30 days of its receipt by City staff.

The auditor is retained by, and is accountable directly to, the City Commission and will have access to direct communication with the City Commission if City Staff is unresponsive to auditor recommendations or if the auditor considers such communication necessary to fulfill its legal and professional responsibilities.

IV. General Budget Policy**○ General Description**

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. It is the budget document that serves as the primary tool for communicating to the citizens of the City, the Mayor & City Commission’s vision and priorities for the upcoming fiscal year. Preparing the budget document is a major effort that affects almost every City employee. Once the budget document is prepared and approved, much of the City’s daily business is impacted by procedures related to securing approvals, documenting transactions and reporting on the results to ensure compliance with the budget document used to demonstrate and carry out the Commission’s plan.

○ Balanced Budget

The budget must be balanced for all funds. The operating budget will be balanced with current revenues, which may include beginning fund balances less required reserves as established by the City Commission, greater than or equal to current expenditures/expenses. (Section 166.241 of Florida Statutes requires that all budgets be balanced).

○ Planning

A calendar will be designed each year to provide the framework necessary to formulate a sound budget. At the same time, this calendar will ensure that the City complies with all applicable State and Federal legal mandates.

The budget process will be scheduled so as to identify major policy issues for City Commission consideration prior to the budget approval date to allow adequate time for appropriate decisions and analysis of financial impacts.

The City will coordinate development of the capital improvement budget with the development of the annual operating budget.

Each capital improvement project is reviewed for its impact on the operating budget in terms of revenue generation, additional personnel required and additional operating expenses.

FINANCIAL POLICIES – Continued○ Preparation

All operating funds are subject to the annual budget process and are reflected in the budget document.

The budget is prepared by the City Manager and Finance Director with the participation of all department directors, on a basis which is consistent with applicable generally accepted accounting principles (GAAP).

The City Manager presents the budget to the Mayor and City Commission at least sixty (60) days prior to the beginning of each budget year.

The budget shall be adopted annually no later September 30th and a copy filed in the City Clerk's Office.

○ Reporting

Expenditure reporting is available to all directors through the City's computerized financial accounting system. This system includes the approved annual operating budget and related transfers and/or amendments for all operating departments/divisions within the City.

○ Control and Accountability

Each department director shall be solely responsible to insure that their department budgets will not exceed budgeted amounts. Failure to achieve budgetary control of their individual expenditure and revenue budgets will be evaluated and investigated by the City Manager.

○ Amendments and Transfers

The process of amending and modifying the budget is specified in the City's Charter. The City Manager has authority to transfer among line items within a department. City Commission approval is required for all budget amendments, which includes transfers among departments, transfers involving contingency, reserve allocations, or increases in the total budget.

Adjustments recommended by the City Manager throughout the fiscal year are usually prompted by significant changes in circumstances. These are documented and explained, as they occur, to the City Commission in an agenda item at a regularly scheduled City Commission meeting.

○ Contingency

The City Manager should establish an adequate contingent appropriation in each of the operating funds for expenditures only in cases of emergency or an unforeseen need.

FINANCIAL POLICIES – Continued**V. Revenue Policies**○ Overview

In the City of Deltona's fiscal system, the monitoring and control of revenues is a primary concern. The City's primary revenue policy goal is to develop and maintain a diversified revenue system to protect it from possible short-term fluctuations in any of its various revenue sources. To accomplish this, revenues are monitored on a continuous basis to insure that receipts from each revenue source are at maximum levels. An understanding of the economic and legal factors which directly and indirectly affect the level of revenue collections is an important part of the City's revenue policy. To further reduce the impact of fluctuations in revenue sources, the City's revenue policies establish guidelines regarding the use of one-time and unpredictable revenue sources.

○ General Revenue Guidelines

The City shall be conservative in all revenue forecasts.

The City will budget a minimum of 95% of anticipated gross ad valorem proceeds to provide an allowance for discounts for early payment of taxes. Section 200.065 of Florida Statutes states that each taxing authority shall utilize not less than 95% of taxable value.

The City shall ensure that fees charged in enterprise operations are calculated at a level that will support all direct and indirect costs of the enterprise.

The City shall ensure that the basis for computing indirect cost allocations are reviewed periodically and are based on prudent and defensible assumptions.

Revenue projections for all major non-ad valorem revenue sources will be based on prudent trend analysis that considers current and projected economic conditions. Budget projections for State-shared revenues (Communications Services Tax, Sales and Half-cent Sales Tax, Revenue Sharing and Fuel Taxes) will consider State of Florida estimates that are contained in the State of Florida's Office of Economic and Demographic Research website as one of several factors for determining final revenue estimates.

The City will ensure that no revenue source whose terms of acceptance or collection may adversely affect the City will be accepted.

The use of revenues which have been pledged to bond holders will conform to bond covenants which commit those revenues.

○ Revenue Diversification

The City shall strive to diversify its revenues and create a stable revenue system to protect the City from possible short-term fluctuations in any of its revenue sources.

The City will, after having considered possible cost reduction alternatives, explore the possibility of obtaining new or expanded revenue sources as a way to help insure a balanced budget.

Cost recovery revenue sources will be analyzed on a regular basis and modified as necessary to insure that revenue collections reflect the cost of providing associated City services.

FINANCIAL POLICIES – Continued

The City will follow an aggressive policy of enforcement of revenue regulations and collection of revenues.

○ Fees and Charges

The City will maximize utilization of user charges for services that can be individually identified and where the costs are directly related to the level of service.

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

In setting user fees and cost recovery levels, the following factors will be considered: (1) community-wide versus special benefit; (2) service recipient versus service driver; (3) effect of pricing on the demand for services and (4) feasibility of collection and recovery.

The following general concepts will be used in developing and implementing service charges:

- Revenues should not exceed the reasonable cost of providing the service.
- Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance, insurance etc.
- The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
- Rate structures should be sensitive to the “market” for similar services as well as to smaller, infrequent users of the service.
- A unified approach should be used in determining cost recovery levels for various programs.

For enterprise funds, the City will set fees and rates at levels which fully cover the total direct and indirect costs of the fund, including operations, capital outlay and debt service.

○ Use of One-Time Revenues

To the extent feasible, one-time revenues will be applied toward one-time expenditures; the City will strive not to use one-time revenues to finance ongoing programs. Ongoing revenues should be equal to or exceed ongoing expenditures.

○ Discretionary Revenues

Unless otherwise stated explicitly by the Commission, the City will not earmark discretionary revenues for specific purposes. This will preserve the ability of the Commission to determine the best use of available revenues to meet changing service requirements.

FINANCIAL POLICIES – Continued**VI. Expenditure Policies**○ Appropriations

The point of budgetary control is at the department level budget for all funds. Fund appropriations by the City Commission will be allocated to departments, divisions and line item object codes as deemed appropriate by the Finance Director to facilitate managerial control and reporting of financial operations.

If the City Manager and Finance Director certify that there are available projected revenues for appropriation in excess of those estimated in the budget, the City Commission may authorize supplemental appropriations up to the amount of such excess. Every appropriation shall lapse at the close of the fiscal year.

○ Budgetary Requests

Departments must prepare their budget requests at the Department/Division and line item object level set forth by the Finance Director and City Manager. The budget request for City Departments/Divisions will include itemized lists of all desired capital equipment and replacement of capital equipment. When possible, program expansions should be offset by reductions in other programs that have proven marginal.

Emphasis in planning for the delivery of City services will center on the development of goals and performance objectives that lead to end results or service levels to be achieved. Divisions are asked to give careful attention to the identification of specific performance objectives and service levels and to relate budget requests to those objectives.

○ Central Control

No significant salary or capital budgetary savings in any department shall be spent by the department director without the prior authorization of the City Manager. The City Manager has authority to transfer among line items within a department. City Commission approval is required for all transfers among departments, transfers involving contingency, reserve allocations, or increases in the total budget.

○ Purchasing

All City purchases of goods or services will be made in accordance with applicable State statutes and the City's current Procurement Policies.

○ Prompt Payment

All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within forty-five (45) calendar days of receipt in accordance with the provisions of Florida Statutes 218.70.

FINANCIAL POLICIES – Continued○ Reporting

The Finance Director will prepare and provide to the City Commission a quarterly analysis of financial condition at the end of the second, third and fourth quarters describing the financial and budgetary conditions of the City. If any actions are required to bring the budget into balance, recommendations for such action will be included with the quarterly report.

VII. Debt Capacity, Issuance and Management○ Overview

The City of Deltona Debt Policy is intended to establish a framework for debt issuance and to provide general direction in the planning, implementation and maintenance of the City's debt program. This policy is set forth in the City Charter, Article IV. Financial Policies, Division 1. Debt Policy and was adopted by Ordinance Number 26-02, Section 1, 12-6-2002.

The following information has been extracted from the City Charter and is intended to highlight the major elements of the City of Deltona Debt Policy that are applicable to the budgeting process.

○ Purpose for Which Debt can be Issued

The City will consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets (including land) with a useful life of at least five years. The City normally will rely on internally generated funds and/or grants and contributions from other governments to finance its capital needs. Debt will be issued for a capital project only in the case of emergency or when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries. Debt shall not, in general, be used for projects solely because insufficient funds are budgeted at the time of acquisition or construction.

○ Debt Limitations

- *Self-supporting debt.* For the City to issue self-supporting governmental debt, revenues, as defined under the resolution authorizing the revenue bonds in question, shall be a minimum of 110 percent of the average annual debt service and 110 percent of the debt service for the year in which requirements are scheduled to be the greatest, but should be maintained at 125 percent of the maximum annual debt service for financial planning purposes. For proprietary debt, revenues shall be a minimum of 110 percent of the annual debt service in such fiscal year.
- *Non self-supporting debt.* The City shall conduct an objective analysis as to the community's ability to assume and support additional debt service payments before the issuance of non-self supported debt. The City shall use an analytical approach for its determination.

FINANCIAL POLICIES – Continued

- *Debt burden measures.* For the purposes of measuring the general government debt capacity, the City includes all non self-supporting debt under the definition of general government debt. Additionally, the City considers all tax-supported debt to include all non self-supporting debt, as well as the self-supporting governmental debt. This distinction recognizes that self-supporting proprietary programs should be measured by comparing the user rates of comparable governmental providers and that such programs do not directly or indirectly place a burden on taxpayers in the form of increased taxes. As long as each system's user rates meet the needs of both operations and debt service, the debt program is not considered part of either the general government or tax-supported debt of the City.
- *City Commission commitments.*
 - ◆ Act with regard to self-supporting proprietary operations, when necessary, to increase rates to ensure that each operation maintains rate coverage (revenue to debt service ratios) as required by the higher of either City policy or related debt covenants.
 - ◆ Limit with regard to self-supporting governmental revenues, the level of annual debt service as a percentage of available annual revenues to ensure a reasonable ability to address recurring operations and maintenance and/or capital requirement on a pay-as-you-go basis.
 - ◆ Establish with regard to all non self-supporting debt, debt limits to ensure current and future flexibility.
- Types of debt permitted and criteria for issuance
 - *Short term debt.* Short-term obligations may be issued to finance projects or portions of projects for which the City ultimately intends to issue long-term debt.
 - *Long term debt.* The City will consider the issuance of long-term debt under the following conditions:
 - ◆ One time capital project or capital improvement projects, when the project is included in the City's capital improvement program and appropriated in the budget.
 - ◆ An unusual equipment purchase for which it is determined to be economically beneficial for the City to purchase through financing.
 - ◆ When a project is not included in the City's capital improvement plan, but it is an emerging critical need whose timing was not anticipated or it is a project mandated immediately by State or Federal requirements.
 - ◆ To finance the acquisition or implementation of a self-supporting proprietary or governmental program/activity.
 - *General obligation bonds.* When determined to be the most appropriate method of debt issuance, the City will seek approval through a voter referendum to issue general obligation bonds.

FINANCIAL POLICIES – Continued

Revenue debt. As part of the City’s financing activities, specific general fund revenue sources may be identified to pledge for repayment of revenue debt.

- *Variable rate debt.* The City may choose to issue securities that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of the securities, consistent with State law and covenants of pre-existing bonds, and depending on market conditions.
- *Leasing.* When found to be advantageous, the City may lease equipment and facilities rather than purchase them outright.
- *Conduit debt.* Conduit debt are securities issued by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit debt for those activities that have a general public purpose and are consistent with the City’s overall service and policy objectives.
- *Taxable debt.* The City may issue taxable obligations when determined to be the best method for the intended purpose.
- *Bond anticipation notes.* Use of short-term borrowing, such as bond anticipation notes and tax-exempt commercial paper, will be undertaken only if the transaction costs plus interest of the debt are less than the cost of internal financing or available cash is insufficient to meet working capital requirements.
- *Interfund borrowing.* Interfund borrowing may be used when it would reduce costs of interest, debt issuance, and/or administration.
- *Other borrowing facilities.* The City may maintain or procure a special facility that will allow for borrowing on short notice, either in the form of short-term or long-term notes, for small amounts not economical to finance through a regular bond issuance.

○ Credit objectives

The City seeks to hold the highest possible credit ratings that can be achieved without compromising delivery of basic City services and achievement of City policy objectives. The City recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Nevertheless, the City is committed to ensuring that actions within its control are financially prudent.

Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of the City’s financial advisor, will prepare the necessary information for presentation to the rating agencies. Credit rating will be sought from Moody’s, Standard & Poor’s and/or Fitch, as recommended by the City’s financial advisor.

FINANCIAL POLICIES – Continued

- Integration of capital planning and debt financing activities
 - *Capital planning and financing system.* The City shall develop and maintain a capital planning and financing system for use in preparing a five-year capital improvement plan for consideration and adoption by the City Commission as part of the City's annual budget process. Individual departments shall prepare multi-year capital plans for coordination and integration into the preparation of the City-wide capital improvement plan.
 - *Funding of the capital improvement program.* Whenever possible, the City will first attempt to fund capital projects with grants or developer contributions. When such funds are insufficient, the City will use dedicated revenues such as impact fees or other restricted use revenues. If these are not available, the City will use general revenues, surplus and bond financing. The City is guided by three principles in selecting a funding source for capital improvements: equity, effectiveness and efficiency.
 - ◆ *Equity.* When appropriate, the beneficiaries of a project or service will pay for it. For example, if a project is a general function of government that benefits the entire community, the project could be funded from general tax revenues directly or through debt service. If the project benefits specific users, the source of funding will be derived through user fees/charges or targeted assessments.
 - ◆ *Effectiveness.* In selection of financing sources for projects, the City will select one or more that effectively fund the total cost of the project.
 - ◆ *Efficiency.* If grants or current revenues are not available to fund a project, the City will select a financing technique that provides for the lowest total cost consistent with acceptable risk factors and principles of equity and effectiveness.
 - *Maintenance, replacement and renewal.* Consistent with the City's philosophy of keeping its capital facilities and infrastructure systems in good repair and to maximize the useful life of its capital assets, the City intends to set aside current revenues to finance ongoing maintenance needs and to provide periodic replacement and renewal. Additionally, the City shall review any bond covenants related to maintenance, replacement and renewal in order to remain in compliance with bond requirements.
- Investment of Debt Proceeds

Debt proceeds will be invested primarily to assure the safety and liquidity of such investments, and secondarily, to maximize investment yield. The primary goal of liquidity is to ensure that proceeds will be available to fulfill the purposes of the issue on a timely basis. Debt covenants will specifically address investment guidelines for debt proceeds.

VIII. Reserve and Stabilization Accounts

Reserves for Encumbrances and Continuing Appropriations are established at the end of every fiscal year to reserve fund balance in the amount equal to the City's unpaid obligations and unfinished projects at year-end.

FINANCIAL POLICIES – Continued

The City will strive to establish and maintain minimum fund balance targets for Enterprise Funds, Capital Projects Funds (excluding bond proceeds) and Internal Service Funds (Special Purpose Funds).

Impact Fee Funds shall be excluded from this policy. Since impact fees are limited to fund capital projects, an operating reserve is not necessary. While anticipated projects may be reprioritized, the ultimate use must always comply with the special purpose restriction.

Other funds may be excluded from this policy because (1) there are already other legal restrictions that control the ability to maintain reserves, (2) the funds are to be used to fund future liabilities (pension funds), (3) the funds are small and have no material impact on City operations, or (4) other special circumstances exist.

IX. Cash Management and Investment Policies

- Cash Management Policies

The City's cash flow will be managed to maximize the cash available to invest. Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safe keeping and administration.

The City's cash management entails the centralization of cash collections, resulting in a limited number of cash collection points throughout the City. Investment of City funds emphasizes the preservation of principal, with liquidity and yield being secondary factors. Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury Bills.

- Investment Policies

The City's Investment Policy sets forth the investment objectives and parameters for the management of public funds of the City of Deltona, Florida, and was last updated through Resolution No. 2005-42. The Investment Policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed and an investment return competitive with comparable funds and financial market indices.

The investment program is operated in conformance with Federal, State and other legal requirements including Section 218.45, Florida Statutes, governing the investment of public funds.

The following information has been extracted from the City Investment Policy and is intended to highlight the major elements of the policy.

- The Investment Policy applies to all funds held by the City on behalf of the citizenship of the City of Deltona with the exception of: A) Pension fund assets, and B) Funds whose uses are restricted by debt covenants; prior contract; or legal, regulatory or other constraints.

FINANCIAL POLICIES – Continued

- Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield.
- The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Management responsibility for all City funds in the investment program and investment transactions is delegated to the Director of Finance, who shall act in accordance with established written procedures and internal controls for the operations of the investment program consistent with the Investment Policy. The City may employ an investment manager to assist in managing some of the City’s portfolios.
- A list shall be maintained of financial institutions, depositories and broker/dealers that are approved to provide investment services (“Qualified Institutions”).
- All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible institution prior to the release of funds. Securities will be held by a (centralized) independent third-party custodian selected by the City as evidenced by safekeeping receipts in the City’s name. The custodial relationship shall be governed by a written agreement properly executed by all parties. This City shall design and maintain a system of internal controls designed to prevent the loss of public funds arising from fraud, employee error, misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.
- Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the City’s needs change.
- The following investment types are permitted by the Investment Policy: Florida Local Government Surplus funds Trust Fund, United States Government Securities, United States Government Agencies, Federal Instrumentalities, Interest Bearing Time Deposit or Saving Accounts, Commercial Paper, Corporate Notes, Bankers’ Acceptances, State and/or Local Government Taxable and/or Tax-Exempt Debt, Repurchase Agreements, Registered Investment Companies (Money Market Mutual Funds) and Intergovernmental Investment Pool.
- Investments in any derivative products or the use of reverse repurchase agreements are not permitted.

FINANCIAL POLICIES – Continued

- It is the policy of the City to diversify its investment portfolios. To eliminate risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in all City funds shall be diversified by maturity, issuer, and class of security.
- To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase and in accordance with State and local statutes and ordinances. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio shall be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

X. Fraud Policy○ Overview

The City of Deltona (the City) recognizes the importance of protecting the organization, its operations, its employees and its assets against financial risks, operational breaches and unethical activities. It is the intent of the City to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

The City recognizes a zero tolerance policy regarding fraud and corruption. All matters raised by any source will be taken seriously and properly investigated.

This policy covers all the City's employees and officers. Additionally, this policy covers all the City's vendors, customers and partners to the extent that any the City's resources are involved or impacted.

Each department's manager/supervisor will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alerted for any indication of irregularities.

○ Fraud Identification Guidelines

Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include but not limited to:

- Falsification of expenses and invoices
- Theft of cash or fixed assets
- Alteration or falsification of records
- Failure to account for monies collected
- Knowingly providing false information on job applications and requests for funding

FINANCIAL POLICIES – Continued○ Corruption Detection Guidelines

Corruption is defined as the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity. Some examples of corruption include but not limited to:

- Bribery
- Conspiracy
- Extortion

○ Reporting of Fraud or Corruption

The public, employees and officers have a duty to report concerns they may have or any information provided to them about possible fraudulent or corrupt activity of any officer, employee, vendor or any other party with any association with the City. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.

All reported concerns of possible fraudulent or corrupt actions will be forwarded to City Manager. These reports will be taken seriously and the City Manager will designate appropriate personnel to do the investigation. If deemed necessary, the City Manager will notify and fully cooperate with the appropriate law enforcement agency. All findings of fraudulent or corrupt activities that result in disciplinary action will be reported to the Human Resources.

○ Deterring Fraud and Corruption

The City of Deltona has established internal controls, policies and procedures in an effort to deter, prevent, and detect fraud and corruption.

All new employees, plus temporary and contract employees, are subject to background investigations including a criminal background check. The City will also verify all applicants' employment history, education and personal references prior to making an offer of employment.

DemandStar maintains vendor listing for the City. All vendors, contractors and suppliers must be active, in good standing and authorized to transact business in the City. The City then checks for business licenses, insurance, etc.

All contractual agreements with the City will contain a provision prohibiting fraudulent or corruptive acts and will include information about reporting fraud and corruption. Bid packages have a statement requiring non-collusion.

New employees will receive a copy of the fraud policy as part of orientation at the commencement of employment. The policy is distributed to all City employees on an annual basis.

FINANCIAL POLICIES – Continued○ Corrective Action

Offenders at all levels of the Organization will be treated equally regardless of their years of service, or relationship with the City. Determinations will be made based on a finding of facts in each case, actual or potential damage to the City, cooperation by the offender and legal requirements.

Depending upon the seriousness of the offense and the facts of each individual case, action against an employee can range from written reprimand, up to and including termination, and/or legal action – either civil or criminal. In all cases involving monetary losses to the City, the City will pursue recovery of losses.

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from Human Resources and the Legal Department and, if necessary, by outside counsel, before any such action is taken. Final determination regarding action against an employee, vendor, recipient or other person found to have committed fraud or corruption will be reviewed by the City Manager.

The City Manager is responsible for the administration, revision, interpretation, and application of this policy.

XI. Approval of Financial Policies

The Financial Policies shall be approved by the City Manager as an administrative policy and reviewed by the City Manager during the annual budget process.

XII. Minimum Fund Balance Policy

In FY 10/11 the City Commission adopted Resolution No. 2011-31 creating a General Fund Minimum Fund Balance Policy. Under this policy two (2) reserves will be maintained a Natural Disaster Reserve equal to \$6,000,000, and a Minimum Operating Reserve equal to two (2) months of General Fund operating expenditures.

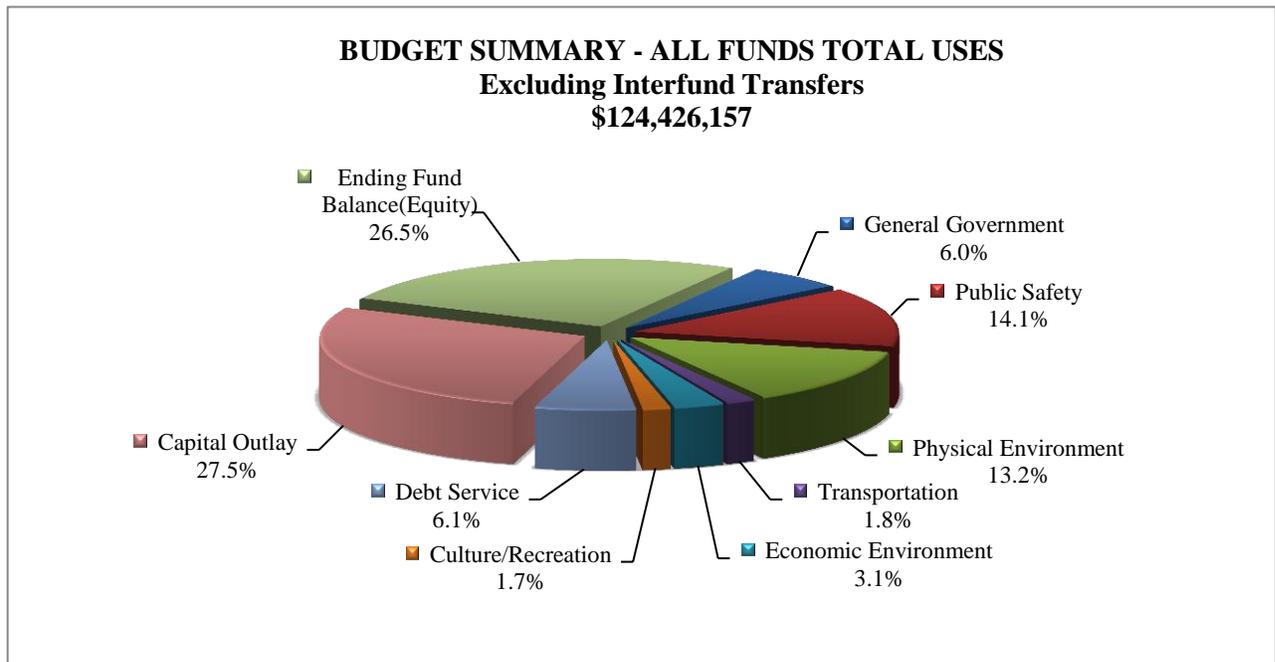
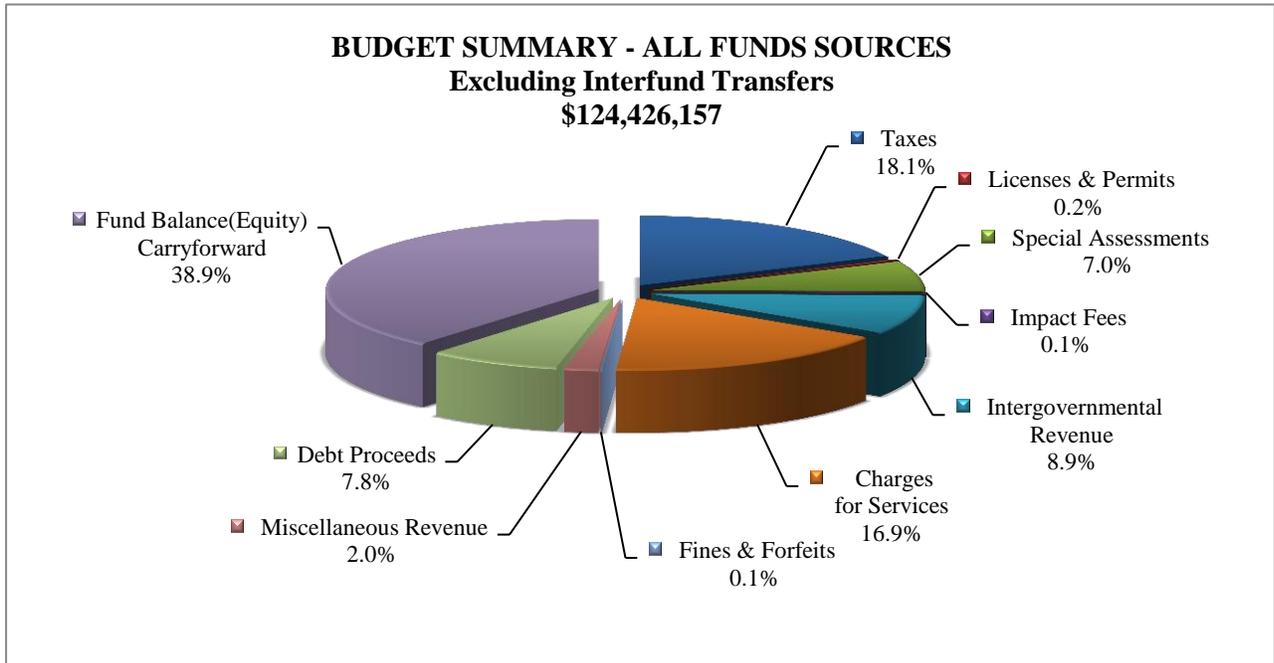
These reserves are not intended to function as a contingency fund to address unfunded expenditures or over-expenditures related to the normal provision of City services.

Additionally, in FY 11/12, at staff's recommendation, the Commission expressed a desire to set aside two additional General Fund reserves – one for Economic Development Incentives in the amount of \$1,000,000 and one for City Infrastructure Incentives in the amount of \$1,000,000. Those new reserves are presented in this budget document.

BUDGET SUMMARY - ALL FUNDS

	General Fund	Special Revenue Funds	Enterprise Fund	Capital Project Funds	Total
<u>SOURCES</u>					
Taxes	\$ 22,543,000	\$ -	\$ -	\$ -	\$ 22,543,000
Licenses & Permits	267,100	-	-	-	267,100
Special Assessments	-	8,678,200	-	-	8,678,200
Impact Fees	-	63,860	30,500	-	94,360
Intergovernmental Revenue	6,172,000	4,928,019	-	-	11,100,019
Charges for Services	140,000	-	20,910,500	-	21,050,500
Fines & Forfeits	177,000	-	-	-	177,000
Miscellaneous Revenue	<u>1,065,000</u>	<u>1,256,270</u>	<u>96,900</u>	<u>15,700</u>	<u>2,433,870</u>
<i>Revenues</i>	30,364,100	14,926,349	21,037,900	15,700	66,344,049
Transfers In	-	45,000	-	1,050,000	1,095,000
Debt Proceeds	-	-	9,700,000	-	9,700,000
Fund Balance(Equity) Carryforward	<u>16,075,716</u>	<u>12,041,886</u>	<u>15,569,412</u>	<u>4,695,093</u>	<u>48,382,108</u>
<i>TOTAL SOURCES</i>	<u>\$ 46,439,816</u>	<u>\$ 27,013,235</u>	<u>\$ 46,307,312</u>	<u>\$ 5,760,793</u>	<u>\$ 125,521,157</u>
<u>USES</u>					
General Government	\$ 7,470,700	\$ -	\$ -	\$ -	\$ 7,470,700
Public Safety	17,568,700	-	-	-	17,568,700
Physical Environment	-	7,744,400	8,658,500	-	16,402,900
Transportation	1,956,800	264,600	-	-	2,221,400
Economic Environment	-	3,831,756	-	-	3,831,756
Culture/Recreation	2,105,000	-	-	-	2,105,000
Debt Service:			-		
Principal	-	987,538	1,945,000	-	2,932,538
Interest	<u>-</u>	<u>997,762</u>	<u>3,629,700</u>	<u>-</u>	<u>4,627,462</u>
<i>Operating Appropriations</i>	29,101,200	13,826,056	14,233,200	-	57,160,456
Capital Outlay	<u>613,000</u>	<u>8,177,271</u>	<u>23,533,000</u>	<u>1,923,100</u>	<u>34,246,371</u>
<i>Total Appropriations</i>	29,714,200	22,003,327	37,766,200	1,923,100	91,406,827
Transfers Out	1,050,000	45,000	-	-	1,095,000
Ending Fund Balance (Equity)	<u>15,675,616</u>	<u>4,964,908</u>	<u>8,541,112</u>	<u>3,837,693</u>	<u>33,019,330</u>
<i>TOTAL USES</i>	<u>\$ 46,439,816</u>	<u>\$ 27,013,235</u>	<u>\$ 46,307,312</u>	<u>\$ 5,760,793</u>	<u>\$ 125,521,157</u>

Budget Summary - Sources and Uses



BUDGET SUMMARY - ALL FUNDS

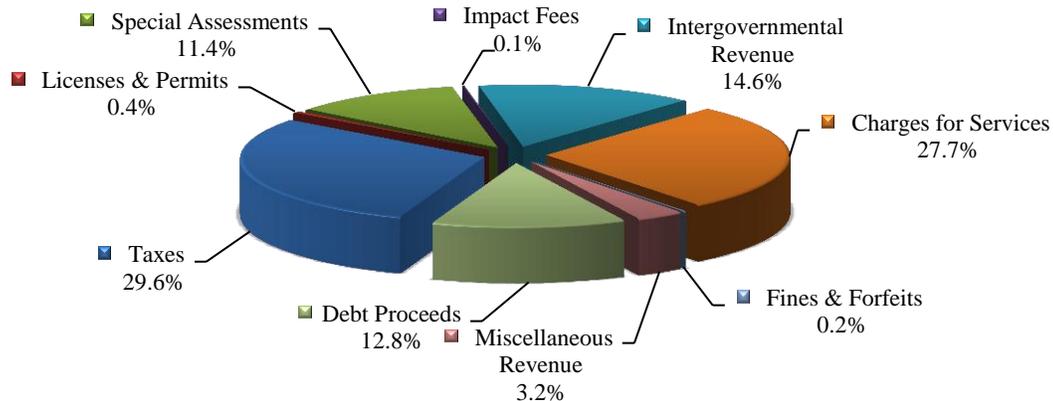
Trend Analysis - Revenues By Source

Description	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
<u>SOURCES</u>				
Taxes	\$ 25,454,484	\$ 23,901,428	\$ 23,046,338	\$ 22,543,000
Licenses & Permits	374,478	300,303	257,167	267,100
Special Assessments	7,370,770	7,349,597	7,352,500	8,678,200
Impact Fees	434,917	99,487	218,500	94,360
Intergovernmental Revenue	13,533,000	12,532,379	10,794,028	11,100,019
Charges for Services	15,349,547	17,329,448	19,235,214	21,050,500
Fines & Forfeits	231,039	295,667	175,551	177,000
Miscellaneous Revenue	2,317,219	1,166,580	2,123,491	2,433,870
<i>Revenues</i>	65,065,454	62,974,889	63,202,789	66,344,049
Debt Proceeds	-	-	672,952	9,700,000
Transfers In	4,042,756	2,867,385	1,565,800	1,095,000
Fund Balance(Equity) Carryforward	61,883,671	54,695,422	53,168,297	48,382,108
TOTAL RESOURCES	\$ 130,991,881	\$ 120,537,696	\$ 118,609,838	\$ 125,521,157

Budget FY 12/13 Compared to FY 11/12 Estimated Actual

<u>SOURCES</u>			
Taxes	-2.2%	Impact Fees	-56.8%
Licenses & Permits	3.9%	Charges for Services	9.4%
Special Assessments	18.0%	Fines & Forfeits	0.8%
Intergovernmental Revenue	<u>2.8%</u>	Miscellaneous Revenue	<u>14.6%</u>
<i>Revenues</i>	<u>5.0%</u>		

REVENUES BY SOURCE
TOTAL: \$76,044,049
(Excluding Interfund Transfers and Fund Balance Carryforward)



BUDGET SUMMARY - ALL FUNDS

Trend Analysis - Expenditures By Function

Description	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
<u>USES</u>				
General Government	\$ 7,079,776	\$ 6,709,345	\$ 7,122,438	\$ 7,470,700
Public Safety	17,605,770	18,234,723	17,354,032	17,568,700
Physical Environment	13,167,031	13,870,002	14,470,087	16,402,900
Transportation	2,211,194	2,222,226	2,031,207	2,221,400
Economic Environment	4,683,271	3,352,103	1,922,269	3,831,756
Culture/Recreation	1,879,483	1,942,277	2,063,748	2,105,000
Debt Service	6,935,141	7,167,914	7,381,431	7,560,000
Capital Outlay	18,692,037	11,003,424	16,316,719	34,246,371
<i>Appropriations</i>	72,253,703	64,502,014	68,661,930	91,406,827
Transfers Out	4,042,756	2,867,385	1,565,800	1,095,000
Ending Fund Balance(Equity)	54,695,422	53,168,297	48,382,108	33,019,330
TOTAL USES	\$ 130,991,881	\$ 120,537,696	\$ 118,609,838	\$ 125,521,157

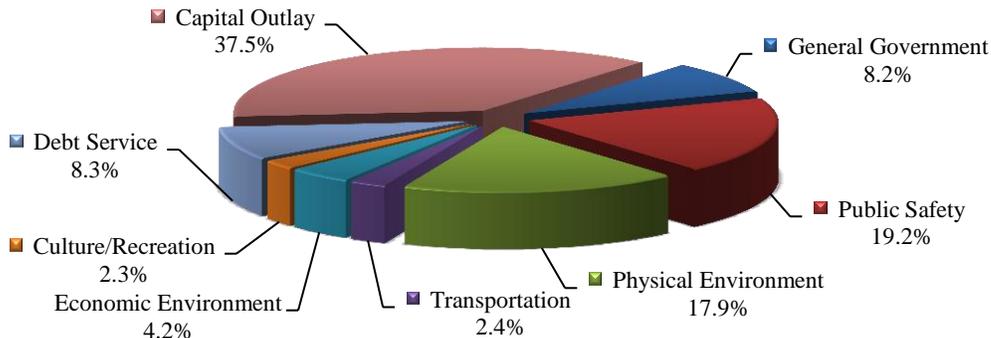
Budget FY 12/13 Compared to FY 11/12 Estimated Actual

<u>USES</u>			
General Government	4.9%	Economic Environment	99.3%
Public Safety	1.2%	Culture/Recreation	2.0%
Physical Environment	13.4%	Debt Service	2.4%
Transportation	9.4%	Capital Outlay	109.9%
<i>Appropriations</i>		33.1%	

EXPENDITURES BY FUNCTION

TOTAL: \$91,406,827

(Excluding Interfund Transfers and Ending Fund Balance)



CONSOLIDATED FINANCIAL OVERVIEW
CHANGES IN FUND BALANCE - ALL FUNDS

	General Fund Summary	Special Revenue Funds Summary	Enterprise Summary	Capital Projects Funds Summary	Total
<i>Actual Fund Balance(Equity) - 09/30/11</i>	\$ 15,342,419	\$ 16,231,372	\$ 16,820,495	\$ 4,774,011	\$ 53,168,297
<u>Estimated FY12:</u>					
Revenues	30,546,638	13,415,165	19,895,659	18,279	63,875,741
Expenditures	(28,397,541)	(17,970,451)	(21,146,742)	(1,147,197)	(68,661,930)
Transfers	(1,415,800)	365,800	-	1,050,000	-
Net Change	733,297	(4,189,486)	(1,251,083)	(78,918)	(4,786,189)
<i>Estimated Fund Balance(Equity) - 09/30/12</i>	<u>\$ 16,075,716</u>	<u>\$ 12,041,886</u>	<u>\$ 15,569,412</u>	<u>\$ 4,695,093</u>	<u>\$ 48,382,108</u>
<u>Budget FY13:</u>					
Revenues	30,364,100	14,982,313	30,737,900	15,700	76,100,013
Expenditures	(29,714,200)	(22,003,327)	(37,766,200)	(1,923,100)	(91,406,827)
Transfers	(1,050,000)	-	-	1,050,000	-
Net Change	(400,100)	(7,021,014)	(7,028,300)	(857,400)	(15,306,814)
<i>Budgeted Fund Balance(Equity) - 09/30/13</i>	<u>\$ 15,675,616</u>	<u>\$ 5,020,872</u>	<u>\$ 8,541,112</u>	<u>\$ 3,837,693</u>	<u>\$ 33,075,294</u>

**GENERAL FUND
CHANGES IN FUND BALANCE**

	<u>General Fund Summary</u>
<i>Actual Fund Balance - 09/30/11</i>	<u>15,342,419</u>
<u>Estimated FY12:</u>	
Revenues	30,546,638
Expenditures	(28,397,541)
Transfers	<u>(1,415,800)</u>
Net Change	<u>733,297</u>
<i>Estimated Fund Balance - 09/30/12</i>	<u>\$ 16,075,716</u>
<u>Budget FY13:</u>	
Revenues	30,364,100
Expenditures	(29,714,200)
Transfers	<u>(1,050,000)</u>
Net Change	<u>(400,100)</u>
<i>Budgeted Fund Balance - 09/30/13</i>	<u>\$ 15,675,616</u>

Changes in Fund Balance

**SPECIAL REVENUE FUNDS
CHANGES IN FUND BALANCE**

	Stormwater Utility	Solid Waste Management	Fire/Rescue Impact Fees	SHIP Fund	CDBG Fund	Streetlighting Districts	Park Impact Fees
Actual Fund Balance - 09/30/11	\$ 5,786,041	\$ 411,453	\$ -	\$ -	\$ 365,826	\$ 11,321	\$ 14,027
<u>Estimated FY12:</u>							
Revenues	4,092,722	4,325,300	6,500	251,499	449,996	117,700	32,075
Expenditures	(5,435,224)	(4,231,578)	-	(195,535)	(348,178)	(126,200)	-
Transfers	-	-	-	-	-	-	-
Net Change	(1,342,502)	93,722	6,500	55,964	101,818	(8,500)	32,075
Estimated Fund Balance - 09/30/12	\$ 4,443,539	\$ 505,175	\$ 6,500	\$ 55,964	\$ 467,644	\$ 2,821	\$ 46,102
<u>Budget FY13:</u>							
Revenues	3,070,100	5,630,000	2,140	55,964	441,819	135,200	15,780
Expenditures	(5,990,700)	(5,563,000)	-	(55,964)	(909,463)	(135,200)	-
Transfers	-	-	-	-	-	-	-
Net Change	(2,920,600)	67,000	2,140	-	(467,644)	-	15,780
Budgeted Fund Balance - 09/30/13	\$ 1,522,939	\$ 572,175	\$ 8,640	\$ 55,964	\$ -	\$ 2,821	\$ 61,882

	Transportation	Tree Replacement Fees	Environment Improvement Trust	Law Enforcement Impact Fees	NSP Fund	Transportation Impact Fees	Micellaneous Grants	Special Revenue Funds Summary
Actual Fund Balance - 09/30/11	\$ 9,091,331	\$ 502,754	\$ 37,884	\$ 7,757	\$ -	\$ -	\$ 2,978	\$ 16,231,372
<u>Estimated FY12:</u>								
Revenues	2,097,000	10,325	2,150	4,035	1,600,000	150,000	275,863	13,415,165
Expenditures	(5,706,495)	(48,400)	-	-	(1,600,000)	-	(278,841)	(17,970,451)
Transfers	515,800	-	-	-	-	(150,000)	-	365,800
Net Change	(3,093,695)	(38,075)	2,150	4,035	-	-	(2,978)	(4,189,486)
Estimated Fund Balance - 09/30/12	\$ 5,997,636	\$ 464,679	\$ 40,034	\$ 11,792	\$ -	\$ -	\$ -	\$ 12,041,886
<u>Budget FY13:</u>								
Revenues	2,116,100	7,900	1,100	1,210	3,393,900	45,000	66,100	14,982,313
Expenditures	(5,889,000)	-	-	-	(3,393,900)	-	(66,100)	(22,003,327)
Transfers	45,000	-	-	-	-	(45,000)	-	-
Net Change	(3,727,900)	7,900	1,100	1,210	-	-	-	(7,021,014)
Budgeted Fund Balance - 09/30/13	\$ 2,269,736	\$ 472,579	\$ 41,134	\$ 13,002	\$ -	\$ -	\$ -	\$ 5,020,872

**ENTERPRISE FUND
CHANGES IN FUND BALANCE**

	Water/Sewer Utility
<i>Actual Fund Equity - 09/30/11</i>	\$ 16,820,495
<u>Estimated FY12:</u>	
Revenues	19,895,659
Expenditures	(21,146,742)
Transfers	-
Net Change	(1,251,083)
<i>Estimated Fund Equity - 09/30/12</i>	<u>\$ 15,569,412</u>
<u>Budget FY13:</u>	
Revenues	21,037,900
Debt Proceeds	9,700,000
Expenditures	(37,766,200)
Transfers	-
Net Change	(7,028,300)
<i>Budgeted Fund Equity - 09/30/13</i>	<u>\$ 8,541,112</u>

**CAPITAL PROJECT FUNDS
CHANGES IN FUND BALANCE**

	Municipal Complex(es)	Park Projects	Replacement Equipment	Capital Project Funds Summary
<i>Actual Fund Balance - 09/30/11</i>	\$ 1,919,495	\$ 269,530	\$ 2,584,986	\$ 4,774,011
<u>Estimated FY12:</u>				
Revenues	10,000	779	7,500	18,279
Expenditures	(14,697)	(237,500)	(895,000)	(1,147,197)
Transfers	-	-	1,050,000	1,050,000
Net Change	(4,697)	(236,721)	162,500	(78,918)
<i>Estimated Fund Balance - 09/30/12</i>	<u>\$ 1,914,798</u>	<u>\$ 32,809</u>	<u>\$ 2,747,486</u>	<u>\$ 4,695,093</u>
<u>Budget FY13:</u>				
Revenues	6,000	100	9,600	15,700
Expenditures	(155,000)	(8,000)	(1,760,100)	(1,923,100)
Transfers	-	-	1,050,000	1,050,000
Net Change	(149,000)	(7,900)	(700,500)	(857,400)
<i>Budgeted Fund Balance - 09/30/13</i>	<u>\$ 1,765,798</u>	<u>\$ 24,909</u>	<u>\$ 2,046,986</u>	<u>\$ 3,837,693</u>

FUND STRUCTURE

GENERAL DESCRIPTION

The City utilizes a fund structure as outlined in the accounting regulations that govern units of local government. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Funds are divided into various types according to the legal restrictions imposed upon them or the uses to which the funds may be placed. The following is the fund structure contained in the budget.

GOVERNMENTAL FUNDS

Governmental funds are used to account for the City's general government activities. Governmental fund types use the flow of current financial resources measurement focus and modified accrual basis of accounting. Accordingly, the reported fund balances provide an indicator of available, spendable or appropriable resources but may be reserved or designated for specific purposes. Following are the City's governmental funds.

GENERAL FUND

The **General Fund** is the City's primary operating fund. This fund accounts for all financial resources, except those required to be accounted for in another fund.

SPECIAL REVENUE FUNDS

The **Special Revenue Funds** account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The following funds are included:

- **Stormwater Utility** – Accounts for the fiscal activity relating to the fees for stormwater utility operation and capital activities.
- **Solid Waste Management** – Accounts for the fiscal activities related to the provision of solid waste services to residential properties within the City.
- **Fire/Rescue Impact Fees** – Accounts for the fiscal activity relating to the City's fire/rescue impact fees charged for growth-related fire protection and rescue capital improvements.
- **State Housing Initiatives Partnership (SHIP)** – Accounts for the fiscal activities of all funds received by the City from its share of the State local housing distribution funds, all funds received or budgeted by the City to provide for the Local Housing Assistance Plan, and all funds generated from local housing assistance plan activities.
- **Community Development Block Grant (CDBG)** – Accounts for the fiscal activities of the CDBG Grant Program operated by the City of Deltona.
- **Streetlighting Districts** – Accounts for the fiscal activities relating to the provision of street lighting services within the defined areas of each district.

SPECIAL REVENUE FUNDS (Continued)

- **Park Impact Fees** – Accounts for the fiscal activity relating to the City's park impact fees assessed for growth-related parks and improvements.
- **Transportation** – Accounts for the proceeds from the City's share of the six-cent and five-cent local option tax on fuel and proceeds from the July 12, 2006 bond issue.
- **Tree Replacement Fund** – Accounts for the fiscal activity relating to the City's tree replacement fees charged for growth-related replenishment of trees, development of green spaces, and planting and maintaining trees along right-of-ways and City owned property.
- **Environmental Improvement Trust** – Accounts for the fiscal activity relating to the City's mitigation fees charged to compensate for unavoidable adverse environmental impacts upon wetlands.
- **Law Enforcement Impact Fees** – Accounts for the fiscal activity relating to the City's Law Enforcement impact fees charged for growth-related law enforcement capital improvements.
- **Neighborhood Stabilization Program 1 (NSP1)** – Accounts for the fiscal activity relating to the City's participation in the NSP1 Grant Program. The NSP is a special Community Development Block Grant (CDBG) allocation to fund the City's goal of purchasing and rehabilitating foreclosed and abandoned homes in the City of Deltona. Also includes program revenue generated as homes are sold.
- **Neighborhood Stabilization Program 3 (NSP3)** – Accounts for the fiscal activity relating to the City's participation in the NSP3 Grant Program. The NSP is a special Community Development Block Grant (CDBG) allocation to fund the City's goal of addressing the problems of abandoned and foreclosed homes.
- **Transportation Impact Fees** – Accounts for the fiscal activity relating to the City's transportation impact fees assessed for growth-related projects.
- **Miscellaneous Grants** – Accounts for the fiscal activity relating to the City's involvement in various grant programs. The current fund balance is for recording the Energy Efficiency & Conservation Block Grant Program activity. The EECBG Program was established as part of the American Recovery and Reinvestment Act of 2009 and funds are targeted to reduce energy use and fossil fuel emissions.

ENTERPRISE FUND

The **Enterprise Fund** is used to account for the fiscal activities of Deltona Water (water/sewer utility operations) that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Also accounts for the fiscal activities related to the funding for maintenance, improvements and construction of capital projects for Deltona Water.

CAPITAL PROJECT FUNDS

The **Capital Project Funds** account for financial resources to be used for the acquisition or construction of capital facilities and equipment. The following funds are included:

- **Municipal Complex(es) Fund** – Accounts for the fiscal activities related to the funding and construction of capital facilities for City operations.
- **Park Projects Fund** – Accounts for the fiscal activities related to the funding and construction of park and recreational facility development.
- **Replacement Equipment Fund** – Accounts for the fiscal activities related to funding of new and replacement vehicles and equipment necessary for the day to day operation of City departments.

DEPARTMENTS / DIVISIONS

The major City funds are budgeted and managed as combinations or organizational units known as Departments and Divisions. Departments consist of one or more Divisions and may include Divisions accounted for in more than one fund.

ACCOUNTS

For managerial control purposes, budgeted expenditures of each Fund/Department/ Division are further accounted for with the use of object codes (accounts). A list of object codes and sub-accounts is provided in the schedules section of this budget. The object codes and sub-accounts included on the listing used on each division summary of the budget are used only to illustrate the types of expenditures and facilitate reporting requirements and do not represent legally controlled budgetary accounts.

CHANGES FROM PRIOR YEAR

In the discussion that follows the term General Fund means only the City's General Fund, the term Governmental Funds means all City Funds except Enterprise Funds, and the term total City means all funds of the City including Enterprise Funds. All references using the term prior year's budget or FY 11/12 budget refer to the original FY 11/12 budget unless otherwise stated.

The total FY 12/13 Budget for all City funds is \$125.5 million, an increase of \$3.7 million compared to the prior year. The largest increase by far is in capital outlay in Deltona water for the budgeting of the City's new eastern wastewater treatment plant. The City has budgeted a \$255,600 decrease in General Fund revenues which reflects the on-going general state of the economy. Special Revenue Fund revenues are budgeted to decrease \$1.6 million, primarily attributable to grants in the Stormwater, SHIP, CDBG and NSP funds. The City anticipates about a \$3.4 million increase in Enterprise Fund (water utilities) operating revenues as the utility finally begins to realize revenue growth going into the fourth year of annual rate increases. Customers have significantly reduced their water usage in response to the water conservation rates imposed in 2008 by the St. Johns River Water Management District and, as a result, the City did not experience as great an increase in charges for services as anticipated. Revenue increases are anticipated to be materialized in the utility in FY 11/12, although it is highly unlikely that the full 17.25% increase will be realized. As such, the FY 12/13 budget includes only a portion of the revenues that were projected when the rate increases were discussed and approved. General Fund transfers out to capital project funds have been decreased to \$0 as no funding is provided for capital projects from the General Fund. However, this budget does include \$613,000 in funding for the City's sidewalk program, \$400,100 of which is to be funded by dipping into the City's reserve funds.

The Enterprise Funds Budget for FY 12/13 is \$46.3 million, an increase of \$7.6 million. The operating component of the budget is up a mere \$57,500, or less than 1%. The capital outlay component however, is up \$12.2 million for the funding and expenditures to construct the City's new eastern wastewater treatment plant. Excluding Deltona Water, the total capital outlay component of the budget is \$10.7, down by \$2.0 million. Capital outlay for the General Fund increased by \$536,500 and for the Capital Projects Funds increased by \$785,600 while capital outlay for Special Revenue Funds decreased by \$3.34 million. The capital outlay increase in the General Fund represents the City's funding of sidewalks and the increase in the Capital Projects is intentional as many of the City's fleet vehicles are past their useful life and in need of replacing. The capital outlay decrease in Special Revenue Funds is due to decreased activity in both the Stormwater and Transportation funds as funds borrowed through bonds and/or loans are depleted.

PROPERTY TAXES

Ad valorem taxes (property taxes) comprise an important source of revenue for the City generating approximately 37.3% of General Fund revenues, 25.0% of total Governmental Fund revenues, and 17.1% of total City revenues for all Funds.

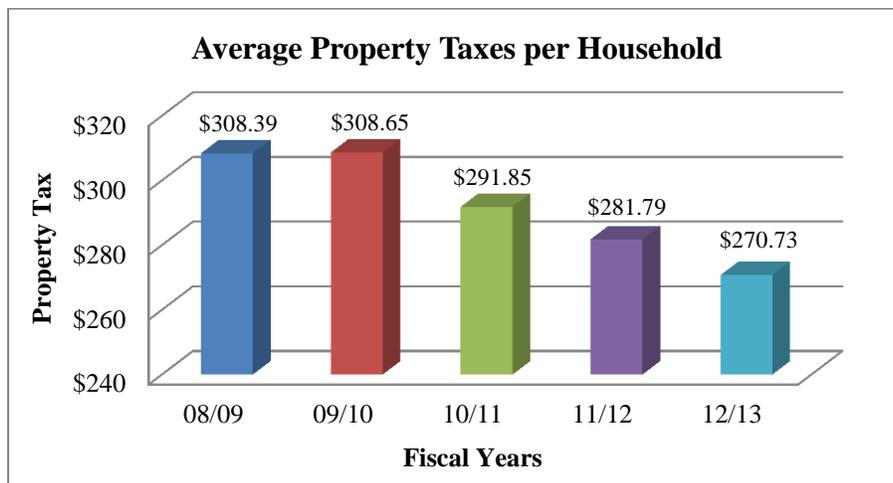
Revenues from property taxes are a function of both the property tax rate and the property's taxable value. The City Commission is empowered with establishing the property tax rate on an annual basis.

PROPERTY TAXES (Continued)

The County Property Appraiser establishes the value of property throughout the County. The Property Appraiser has determined that the taxable value of all property within the City during the past year has decreased by less than 1.0%. This was perceived as good news as the City experienced taxable value decreases of 22.1%, 20.6%, 22.4%, and 19.5% over the four previous years. The net result for FY 12/13 was to remove about \$10.5 million from the tax rolls although new construction mostly offset this by adding \$9.2 million, bringing the total taxable value to \$1.474 billion which is below what it was in 2001.

The chart below illustrates the average City of Deltona property taxes per household over the current and previous four years. It is important to note that while average property taxes have gone down, the levels of service have actually been increased with the addition of police officers and code enforcement officers.

Average Property Taxes Per Household by Fiscal Year				
<u>08/09</u>	<u>09/10</u>	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>
\$ 308.39	\$ 308.65	\$ 291.85	\$ 281.79	\$ 270.73



Historically, the City maintained its property tax rate at 4.198 mills, the rate set at incorporation on December 31, 1995, through and including FY 04/05. In FY 05/06 the City adopted a rate of 4.15 mills, in FY 06/07 4.01451 mills, and in FY 07/08 3.2837 mills. In FY 08/09 the City adopted the “rolled-back” rate of 4.15329 mills and again in FY 09/10 the City adopted the “rolled-back” rate of 5.43755. In FY 10/11 the City adopted a rate of 6.4464 which was below the “rolled-back” rate and later reduced it to 6.3776 mills after the final taxable value turned out to be higher than originally estimated, as allowed by Florida statute. In FY 11/12 the City adopted the “rolled-back” rate of 8.2995. For the current budget year of FY 12/13, the City adopted a millage rate of 7.99 which is 4.42% less than the “rolled-back” rate meaning the City adopted a tax decrease.

The “rolled-back” rate is the millage rate that would generate the same amount of revenue dollars as the previous year if applied to the current year’s taxable value (excluding new construction and annexations) and therefore is not a tax increase per State law since the City would receive the same amount of revenue as in the prior year. The City has adopted a millage rate of 7.99 for FY 12/13 which represents a tax decrease of \$377,100.

OTHER REVENUES

TAXES (Other Than Property)

Historically, revenues received from property taxes have totaled approximately 95% to 96% of the actual levy. The City has budgeted property tax revenue this year at 96% of the actual levy. Therefore property tax revenues are budgeted at approximately \$11.34 million for FY 12/13.

Since the enactment of the City's utility franchise ordinance in January 2002 covering electric services provided by private companies within the City's jurisdictional boundaries the City has realized, until recent years, a growth in revenue from this source both as a percent of revenue and in actual dollars collected. The City anticipates collecting \$3.5 million in electric franchise fee revenues in FY 12/13.

The City has levied a public service tax on the purchase of electricity and metered or bottled gas (liquefied petroleum, manufactured and natural) at a rate of 10% of gross sales. This general revenue source has remained a steady source of income over the past years and accounts for approximately \$4.0 million annually.

The City has levied a public service tax on gross sales for applicable telecommunications services. The rate of taxation for all services (telecommunications and cable) is a State assigned conversion rate of 6.22%. This general revenue source now accounts for approximately \$2.9 million annually.

LICENSES & PERMITS

The City collects permit and inspection fees on all construction; planning fees for site review and approvals; a sidewalk fee at the option of the contractor or prospective homeowner (fee versus the contractor putting in a sidewalk for new residential construction); and a fee for the issuance of animal licenses. The City has a business tax license program and per State statute, the City receives a portion of the revenue derived from the County's business tax licenses issued within the City.

For FY 12/13, the City budgeted a decrease in license and permit revenue of \$21,900 from the prior year due to the on-going poor economic conditions. Licenses and Permits revenue, budgeted at \$267,100, represents approximately .9% of General Fund revenues, .6% of total Governmental Fund revenues, and .4% of total City revenues for all Funds.

INTERGOVERNMENTAL REVENUE

Intergovernmental revenues represent "shared revenues" from Federal, State and Local governments and account for 20.3% of General Fund revenues, 24.5% of total Governmental Fund revenues, and 16.7% of total City revenues. Intergovernmental revenues include state revenue sharing, half-cent sales tax, local option gas tax, grants and other miscellaneous taxes and fees. This includes \$2.2 million in Neighborhood Stabilization Program (NSP) grant awards, \$441,819 in CDBG grant awards and \$147,100 in Stormwater grant awards.

State Revenue Sharing is budgeted at \$1.7 million for FY 12/13, representing about 5.6% of General Fund revenues, 3.7% of total Governmental Fund revenues, and 2.6% of total City revenues for all Funds. The FY 12/13 revenue estimate for State Revenue Sharing is 5.1% more than the FY 11/12 amount and is hopefully an indication that the economy may soon be turning upward.

INTERGOVERNMENTAL REVENUE (Continued)

Half-cent sales tax collections are budgeted at \$3.7 million for FY 12/13 and account for approximately 12.1% of General Fund revenues, 8.1% of total Governmental Fund revenues, and 5.5% of total City revenues. The FY 12/13 revenue estimate for half-cent sales tax is approximately 10% more than the FY 11/12 budget as a result of Department of Revenue estimates. Hopefully this is an indication that the economy may soon be turning upward. This program generates the largest amount of revenue for local governments among the state-shared revenue sources authorized by the legislature. The program distributes approximately 92% of the total sales tax proceeds to counties and municipalities that meet the eligibility requirements. Funds are distributed within the County per an allocation formula based on population, with the County receiving an extra 2/3rd share of incorporated area population. The City's budget reflects approximately 88% of the State's estimate for State Revenue Sharing and 95.5% for Half-Cent Sales Tax.

Local option gas tax revenues represent approximately 4.7% total Governmental Fund revenues, and 3.2% of total City revenues. This revenue source is 32% more than the FY 11/12 budget based on Department of Revenue estimates. Currently, in the FY 11/12 budget, local option gas tax revenues are trending significantly (20-25%) higher than budgeted. This too could be another indicator that the economy may finally be turning around. Local option gas tax revenues are derived from the levy of a 6-cent tax on every net gallon of motor and diesel fuel sold and a 5-cent tax on every net gallon of motor fuel sold within the County. The taxes are distributed based on an interlocal agreement with the County of Volusia. The City has established a special revenue fund to account for the proceeds of local option gas taxes budgeted at \$2.1 million for FY 12/13. The fund clearly demonstrates the City's compliance with the State laws governing the use of these taxes and these funds are used to make debt service payments on the transportation bond. It is important to note that the interlocal agreement with the County of Volusia expires September 30, 2013. Deltona, along with all the other cities in the county, and the county will have to renegotiate this agreement in the near future.

CHARGES FOR SERVICES

This revenue source currently accounts for a total of 31.7% of total City revenues. The water/sewer utility is accounted for in the Enterprise Funds and Charges for Services for that fund are budgeted in FY 12/13 at \$20.9 million or 31.5% of total City revenues. The remaining budget of \$140,000 for Charges for Services revenue is from the collection of park facility rental fees and registration fees for the various recreation programs offered.

FINES & FORFEITS

Fines & Forfeits are revenues generated from traffic tickets, parking fines, code violations and the like. Revenues are expected to decrease by \$120,000 from last year's budget based on projected amounts for FY 11/12 and comprise approximately 0.3% of total City revenue.

SPECIAL ASSESSMENTS

Special Assessments account for 19.2% of Governmental Fund revenues and 13.1% of total City revenues. These revenues are restricted to use for their intended purpose (stormwater, solid waste and street lighting) and may not be used for any other reason.

SPECIAL ASSESSMENTS (Continued)

The schedule of stormwater utility assessment rates is complex, but generally the annual assessment rate is \$76.11 per ERU (equivalent residential unit), which did not increase from the FY 11/12 rate. This is budgeted to generate \$2.9 million of revenue for FY 12/13.

The solid waste assessment rate on all residential properties located within the City experienced an increase for this budget year. The seven year contract expired on December 31, 2011 but it was extended until September 30, 2012 in order to coincide with the City's budget year. The new rate takes into account increased fuel costs and now includes disposal fees which were not charged to the City under the previous contract. Effective October 1, 2012, the assessment rate is \$173.96 annually for solid waste management services and is budgeted to generate \$5.6 million in FY 12/13.

The street lighting assessments continue to be charged as a pass-through for those communities within a street light district. Rates vary from district to district based on the type of light, placement of poles, ownership of poles and light illumination strength, among other things. The current year revenue of \$135,200 is expected to offset the actual expenditures charged by the electric companies in addition to a small administrative fee charged by the City.

IMPACT FEES

The City currently charges impact fees for growth-related capital improvements for fire protection/rescue, parks/recreation, law enforcement, transportation, and Enterprise Funds (utility). In an effort to promote commercial economic growth in the City, a moratorium was placed on fire protection/rescue and law enforcement commercial impact fees in April 2011. This moratorium was renewed in April 2012 and remains in effect until April 2013. FY 12/13 budgeted revenues for all impact fees are minimal (\$94,360, or 0.1% of total City revenues) as economic recovery has not yet begun in the City. Impact fees are designed to cover the cost of capital improvements necessitated by growth. The fees provide one way to ensure existing residents will not bear the cost of new facilities necessitated by the demand generated from new residents. Since existing residents have either paid for or committed themselves to pay for the capital facilities already in place, the logic of impact fees anticipates that each unit of new growth would pay its fair share of new infrastructure.

INTEREST INCOME

The City maintains a pooled cash and investment fund for substantially all City deposits and investments. This gives the City the ability to invest large amounts of idle cash for short periods of time and to maximize earnings potential. The City's investment policy places the highest priority on the safety of principal and maintenance of adequate liquidity to meet current needs, with the optimization of investment returns being secondary to the requirements for safety and liquidity. As cash is available during the year it is invested as appropriate in money market funds, longer term Federal Agency Coupon Securities, and Certificates of Deposit. In all cases only investments carrying the highest credit quality rating are used.

Interest income continues to be low due to the economy and Fed policy.

MISCELLANEOUS REVENUES

Miscellaneous revenues consist of any and all revenue sources not otherwise classified under some other heading. Miscellaneous revenue includes a \$469,000 charge from the General Fund to the Stormwater Utility, Solid Waste Management, Transportation, and Streetlighting Districts Funds for administrative charges. The administrative charge covers the expense of management and administration that is directly charged to the General fund (i.e. City Manager, City Attorney, City Engineer, Public Works Director and related support services such as payroll, billing and procurement). Also included is \$220,000 from rental & lease payments (primarily cell tower leases), a \$100,000 charge to Deltona Water “in lieu of property taxes”, approximately \$185,500 of interest income, \$1.2 million of NSP program income generated from the sale of rehabilitated housing, and approximately \$259,000 of various other miscellaneous revenues.

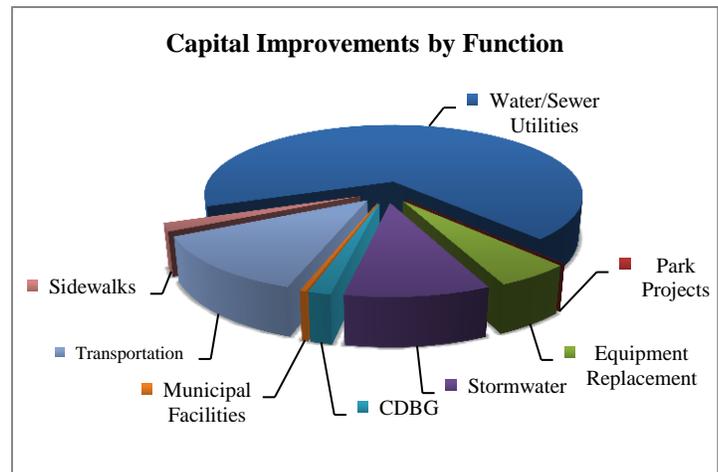
EXPENDITURES BY FUNCTION

Analysis of total budgeted expenditures for FY 12/13 by function shows appropriated expenditures as follows: 19.2% on Public Safety, 17.9% on Physical Environment, 2.4% on Transportation, 8.3% on Debt Service, 8.2% on General Government, 2.3% on Culture/Recreation, 4.2% on Economic Environment and 37.5% on Capital Outlay.

CAPITAL IMPROVEMENTS

Included in the FY 12/13 budget is \$34,246,371 for capital improvements relating to the following functions/services:

Municipal Facilities	\$	155,000
Sidewalks	\$	613,000
Equipment Replacement	\$	1,760,100
Park Projects	\$	8,000
CDBG	\$	527,571
Stormwater	\$	3,349,700
Transportation	\$	4,300,000
Water/Sewer Utilities	\$	23,533,000



Future operational expenses related to completed capital projects have been addressed in future forecasts of General Fund operating expenditures. The maintenance of stormwater projects has been addressed in a detailed study of stormwater operations and funding. Future operational expenses related to maintaining water/sewer projects have been addressed in future forecasts of Enterprise Funds operating expenditures. Road resurfacing funds have been reduced to minimal amounts.

OTHER ISSUES**FUND BALANCE**

The City continues to maintain a healthy fund balance, no small feat in these poor economic times. In FY 10/11 the City Commission formally adopted by resolution two reserves to be maintained in the General Fund. A Natural Disaster Reserve of \$6 million and an Operating Reserve equal to two months of average annual operating expenditures. Additionally, in FY 11/12, at staff's recommendation, the Commission formally adopted by resolution to set aside two additional General Fund reserves – one for Economic Development Incentives in the amount of \$1,000,000 and one for City Infrastructure Incentives in the amount of \$1,000,000. These additional reserves are reflected in this budget document.

Changes in Fund Balances:**General Fund – budgeted to decrease by 2.5%**

In the FY 12/13 budget current revenues are budgeted to be \$400,100 less than total expenditures. This budgeted decrease in fund balance is intentional as Commission has expressed the desire to use this amount of the City's reserves in order to resurrect the City's sidewalks program. No other reserves are planned to be used this year.

Special Revenue Funds – budgeted to decrease by 58.8%

Continued capital outlays for stormwater projects and road improvements are driving this decrease.

Enterprise Funds – budgeted to decrease by 45.1%

Continuing capital outlay is driving this decrease. The largest single impact in this fund is the construction of the City's new eastern wastewater treatment plant.

Capital Projects Fund – budgeted to decrease by 18.3%

The decrease in fund balance is primarily in the Capital Equipment Fund. This fund has been accumulating funding for the past several years. Many of the City's fleet vehicles are at or beyond their useful life and have become quite costly to repair and repairs have been needed with increasing frequency. This budget includes the purchase of several new City vehicles for various City operations.

DEBT

In February 2007, the Financial Planning Policies were approved. The policy provides a general framework of guidance for debt issuance and debt management, while providing flexibility to permit the City to take advantage of market opportunities and to respond to changing conditions without jeopardizing essential public services. The City Charter and State law require that general obligation debt or debt pledging property taxes (ad valorem revenue) will only be issued after an affirmative vote of the electors of the City. However, the City Commission can authorize and issue revenue bonds pledging non ad valorem revenues, consistent with the City's debt policy.

DEBT (Continued)

In November 2003, the City issued \$81,725,000 of Utility System Revenue Bonds, Series 2003, for the purpose of acquiring and making capital improvements to the City's Water and Wastewater system. The bonds are insured but due to downgrades of the insurer the bonds have been assigned the City's underlying credit rating instead. Accordingly they have been assigned an A rating from Standard and Poor's Corporation, a A1 from Moody's Investor Service, and a A+ from FITCH on each bond issue.

On July 12, 2006, the City issued \$18,240,000 of Transportation Capital Improvement Revenue Bonds, Series 2006 for the purpose of improving existing roads within the City. The bonds are insured but due to downgrades of the insurer the bonds have been assigned the City's underlying credit rating instead. Accordingly they have been assigned an A rating from Standard and Poor's Corporation, a A1 from Moody's Investor Service, and an A+ from FITCH on each bond issue.

In April of 2006, the City entered into an Option to enter into an interest rate swap (swaption). Put simply, an interest rate swap is the exchange of one set of cash flows for another set of cash flows over time based on interest rate specifications. The City approved and entered into a contract with a swap provider to grant an option to have the City issue variable rate bonds on or about October 1, 2013, at which time \$67.75 million of the 2003 Utility Bonds should be outstanding, to refund the 2003 Utility Bonds in exchange for an upfront payment of \$3,206,837 estimated to be equal to the estimated present value savings the City would achieve as a result of such a refunding. Should the swap option be exercised in 2013, the City would either: 1) issue the variable rate bonds at which time the swap provider would pay the City an agreed to variable interest rate, and the City would pay the swap provider an agreed to fixed interest rate or; 2) the City would have to pay the swap provider a termination payment to cancel the right. The City has assembled a team of professionals to keep the Commission fully informed of our options and to plan for and carry out any refunding of the 2003 Utility Bonds.

On April 8, 2009, the City issued a Stormwater Special Assessment Note, Series 2009. The amount of the issue was \$6,569,345.

On March 29, 2011, the City entered into a Clean Water State Revolving Fund loan agreement with Florida Water Pollution Control Financing Corporation, a division of the Florida Department of Environmental Protection Agency. This financial assistance is for the planning, design, and pre-construction activities of the treatment and reuse facilities. The City is considering entering into a second Revolving Fund loan agreement in order to fund the new eastern wastewater treatment plant.

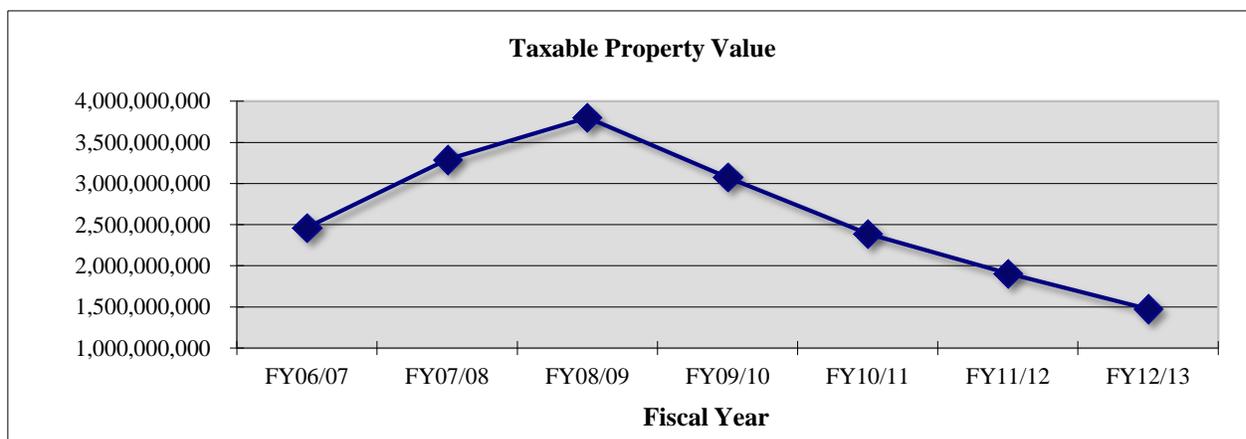
The City has no general obligation debt.

SOUND PUBLIC STEWARDSHIP

The preparation of the budget involves a variety of challenges and difficult decisions. Our efforts in preparing this budget were guided by a commitment to long-term, sound public stewardship practices. The City operates within a complex financial environment and is dedicated to strong financial management of the public's resources. This is especially critical when there is ever-increasing pressure to realize greater productivity with fewer dollars. The City's primary focus is current and future financial stability through projection of future impacts of current decisions.

HISTORICAL COMPARISON OF TAXABLE PROPERTY VALUE & AD VALOREM RATES

Valuation Date	January 1, 2006	January 1, 2007	January 1, 2008	January 1, 2009	January 1, 2010	January 1, 2011	January 1, 2012
Fiscal Year	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13
Real Property	\$ 3,207,250,948	\$ 3,717,845,831	\$ 2,992,388,966	\$ 2,303,909,937	\$ 1,825,113,157	\$ 1,383,512,790	\$ 1,383,770,719
Personal Property	84,822,623	85,743,512	84,666,847	85,134,985	83,427,970	91,634,464	90,080,380
Estimated Gross Value	3,292,073,571	3,803,589,343	3,077,055,813	2,389,044,922	1,908,541,127	1,475,147,254	1,473,851,099
Less Net New Value	(153,551,548)	(134,669,600)	(58,816,118)	(28,181,737)	(15,977,226)	(4,027,734)	(9,222,255)
Current Year Adjusted	3,138,522,023	3,668,919,743	3,018,239,695	2,360,863,185	1,892,563,901	1,471,119,520	1,464,628,844
Prior Year Final	2,465,161,626	3,292,073,571	3,803,589,343	3,077,055,813	2,389,044,922	1,908,541,127	1,475,147,254
Inc(dec) in Prior Year	\$ 673,360,397	\$ 376,846,172	\$ (785,349,648)	\$ (716,192,628)	\$ (496,481,021)	\$ (437,421,607)	\$ (10,518,410)
% Change in Value of Existing Property	27.32%	11.45%	-20.65%	-23.28%	-20.78%	-22.92%	-0.71%
% Change Adjusted for Senior Exemption							
Overall Change from PY							
Inc(dec) From Prior Year	\$ 826,911,945	\$ 511,515,772	\$ (726,533,530)	\$ (688,010,891)	\$ (480,503,795)	\$ (433,393,873)	\$ (1,296,155)
Percentage	33.54%	15.54%	-19.10%	-22.36%	-20.11%	-22.71%	-0.09%
Ad valorem Tax Millage Rate							
Millage Rate	4.01451	3.28370	4.15329	5.43755	6.37760	8.29950	7.99000
Rolled-Back Rate	3.25939	3.59740	4.15329	5.43755	6.93880	8.29950	8.35910
Difference	0.75512	(0.31370)	-	-	(0.56120)	-	(0.36910)
Statutory Tax Increase	23.17%	-8.72%	0.00%	0.00%	-8.09%	0.00%	-4.42%

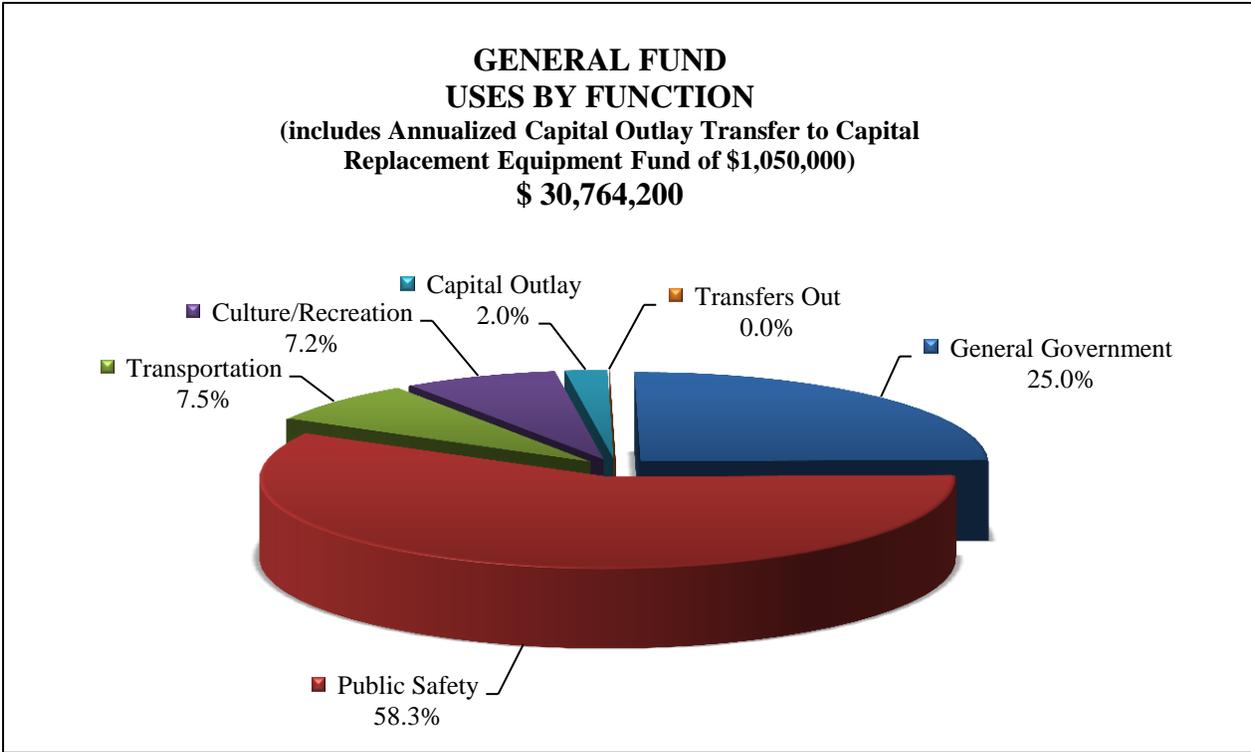
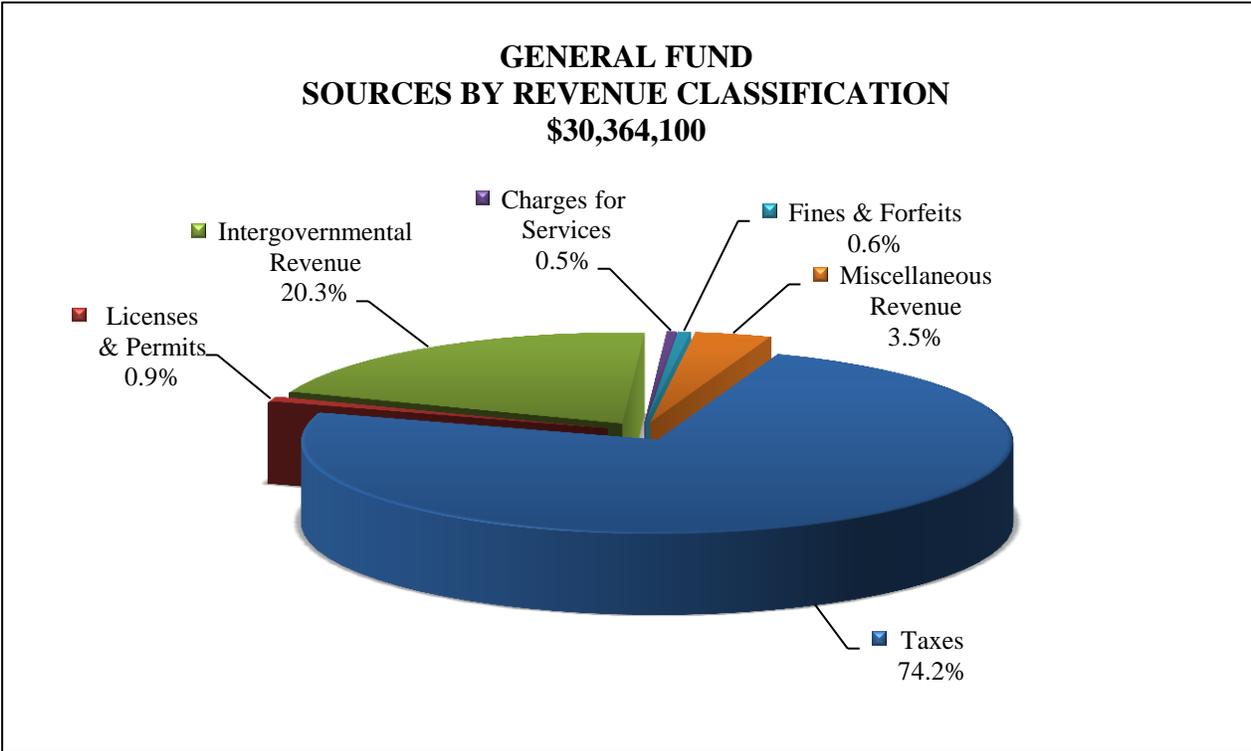


General Fund

GENERAL FUND SUMMARY

	General Fund
<u><i>SOURCES</i></u>	
Taxes	\$ 22,543,000
Licenses & Permits	267,100
Intergovernmental Revenue	6,172,000
Charges for Services	140,000
Fines & Forfeits	177,000
Miscellaneous Revenue	1,065,000
Total Operating Revenues	30,364,100
Transfers In	-
Total Revenues and Transfers In	30,364,100
Fund Balance Carryforward - 9/30/12	16,075,716
Total Source of Funds	<u>\$ 46,439,816</u>
<u><i>USES</i></u>	
General Government	\$ 7,685,700
Public Safety	17,947,700
Transportation	2,302,800
Culture/Recreation	2,215,000
Operating Expenditures	30,151,200
Capital Outlay	613,000
Transfers Out	-
Total Expenditures and Transfers Out	30,764,200
Ending Fund Balance - 9/30/13	15,675,616
Total Use of Funds	<u>\$ 46,439,816</u>

Sources and Uses of Funds



GENERAL FUND
SOURCES BY REVENUE CLASSIFICATION

<u>Description</u>	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
<u>SOURCES</u>				
<i>Taxes</i>				
Ad Valorem Taxes	\$ 12,568,945	\$ 11,673,440	\$ 11,845,800	\$ 11,340,000
Electric Utility Franchise	4,052,016	3,892,925	3,508,700	3,503,000
Gas Franchise Fees	54,065	31,806	48,300	54,000
Electric Utility Service Tax	4,556,219	4,324,002	3,884,000	3,922,000
Telecommunications Service Tax	3,381,829	3,121,809	3,009,000	2,942,000
Gas/Propane Service Tax	121,198	110,971	100,000	108,000
Local Business Tax	301,974	330,256	256,538	280,000
FF Pension Insurance Premium Tax	418,238	416,219	394,000	394,000
	<u>25,454,484</u>	<u>23,901,428</u>	<u>23,046,338</u>	<u>22,543,000</u>
<i>Licenses and Permits</i>				
Building Permits and Inspections	296,463	263,246	208,218	220,000
Sidewalk Fees	12,267	3,137	4,560	-
Other Fees and Permits	65,748	33,920	44,389	47,100
	<u>374,478</u>	<u>300,303</u>	<u>257,167</u>	<u>267,100</u>
<i>Intergovernmental Revenues</i>				
Grants	2,146	12,870	42,838	45,000
State Revenue Sharing	1,407,253	1,512,497	1,531,410	1,696,800
Alcoholic Beverage Licenses	8,436	10,156	10,487	10,000
Half-Cent Sales Tax	3,462,212	3,491,307	3,657,000	3,672,000
FF Supplemental Compensation	22,550	23,164	22,904	21,000
8th Cent Motor Fuel Use Tax	576,276	609,643	599,590	727,200
	<u>5,478,873</u>	<u>5,659,637</u>	<u>5,864,229</u>	<u>6,172,000</u>
<i>Charges For Services</i>				
Service Contracts	104,092	123,265	43,118	40,000
Parks/Recreation Fees	129,885	110,847	93,180	100,000
	<u>233,977</u>	<u>234,112</u>	<u>136,298</u>	<u>140,000</u>
<i>Fines and Forfeits</i>				
Law Enforcement Fines	105,208	102,005	75,477	75,000
Parking Violations/Fines	1,968	4,205	2,073	2,000
Code Enforcement Violations	123,863	189,457	98,001	100,000
	<u>231,039</u>	<u>295,667</u>	<u>175,551</u>	<u>177,000</u>
<i>Other</i>				
Interest Income	137,434	67,625	111,000	111,000
Rentals & Leases	220,636	197,539	224,399	220,000
Other	179,661	99,478	159,656	110,000
Administration/PILOT Charges	598,000	598,000	516,000	569,000
Recycling Proceeds	61,952	83,302	56,000	55,000
	<u>1,197,683</u>	<u>1,045,944</u>	<u>1,067,055</u>	<u>1,065,000</u>
<i>Total Revenues</i>	32,970,534	31,437,091	30,546,638	30,364,100
Transfers In	-	-	-	-
Fund Balance Carryforward	14,758,961	15,832,298	15,342,419	16,075,716
TOTAL SOURCES	\$ 47,729,495	\$ 47,269,389	\$ 45,889,057	\$ 46,439,816

**GENERAL FUND
USES BY FUNCTION SUMMARY**

<u>Description</u>	Actual	Actual	Estimated	Adopted
<u>USES</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>
<u>General Government</u>				
City Commission	\$ 523,183	\$ 521,082	\$ 349,442	\$ 273,800
Social Services	22,240	-	-	-
City Manager	497,867	562,711	725,829	723,200
City Clerk	384,675	421,346	435,880	449,300
Fiscal Services	981,324	946,020	976,421	1,036,400
Information Technology Services (1)	-	-	13,810	-
City Attorney	712,570	537,200	592,419	498,300
Planning & Development Services	769,057	742,200	699,108	768,300
Building & Zoning Services	660,903	684,817	700,930	756,600
Human Resources	373,424	376,514	424,487	475,900
General Government	961,247	819,050	1,071,753	1,180,500
Enforcement Services	<u>1,193,286</u>	<u>1,098,405</u>	<u>1,132,360</u>	<u>1,308,400</u>
Total General Government	<u>7,079,776</u>	<u>6,709,345</u>	<u>7,122,438</u>	<u>7,470,700</u>
<u>Public Safety:</u>				
Law Enforcement	<u>8,854,033</u>	<u>9,236,448</u>	<u>9,118,477</u>	<u>9,341,300</u>
Fire - Administration	8,751,737	8,998,275	1,286,850	1,107,700
Fire - Operations	-	-	6,948,705	7,119,700
Total Fire Services	<u>8,751,737</u>	<u>8,998,275</u>	<u>8,235,555</u>	<u>8,227,400</u>
Total Public Safety	<u>17,605,770</u>	<u>18,234,723</u>	<u>17,354,032</u>	<u>17,568,700</u>
<u>Transportation:</u>				
Public Works - Traffic Division	495,123	502,581	480,435	515,600
Public Works - Engineering	115,225	116,506	116,055	148,400
Public Works -Field Operations	597,505	671,290	697,461	727,300
Public Works - Administration	263,462	192,241	201,603	218,900
Fleet Maintenance	<u>225,609</u>	<u>250,402</u>	<u>285,269</u>	<u>346,600</u>
Total Transportation	<u>1,696,924</u>	<u>1,733,020</u>	<u>1,780,823</u>	<u>1,956,800</u>
<u>Culture & Recreation:</u>				
Parks & Recreation	<u>1,879,483</u>	<u>1,942,277</u>	<u>2,063,748</u>	<u>2,105,000</u>
Total Appropriations	28,261,953	28,619,365	28,321,041	29,101,200
Capital Outlay	<u>-</u>	<u>499,205</u>	<u>76,500</u>	<u>613,000</u>
<u>Transfers Out:</u>				
Stormwater Fund	-	-	-	-
Transportation Fund	-	1,750,000	365,800	-
Municipal Complex Fund	2,550,000	8,400	-	-
Park Projects Fund	35,244	-	-	-
Replacement Equipment Fund	<u>1,050,000</u>	<u>1,050,000</u>	<u>1,050,000</u>	<u>1,050,000</u>
Total Transfers	<u>3,635,244</u>	<u>2,808,400</u>	<u>1,415,800</u>	<u>1,050,000</u>
Total Appropriations, Capital Outlay and Transfers	<u>31,897,197</u>	<u>31,926,970</u>	<u>29,813,341</u>	<u>30,764,200</u>
Ending Fund Balance:				
Natural Disaster Reserve	6,000,000	6,000,000	6,000,000	6,000,000
Operating Reserve	-	-	4,895,000	5,025,000
Economic Development Incentive Reserve	-	-	1,000,000	1,000,000
City Infrastructure Reserve	-	-	1,000,000	1,000,000
Unreserved/Undesignated	<u>9,832,298</u>	<u>9,342,419</u>	<u>3,180,716</u>	<u>2,650,616</u>
Ending Fund Balance	<u>15,832,298</u>	<u>15,342,419</u>	<u>16,075,716</u>	<u>15,675,616</u>
TOTAL USES	<u>\$ 47,729,495</u>	<u>\$ 47,269,389</u>	<u>\$ 45,889,057</u>	<u>\$ 46,439,816</u>

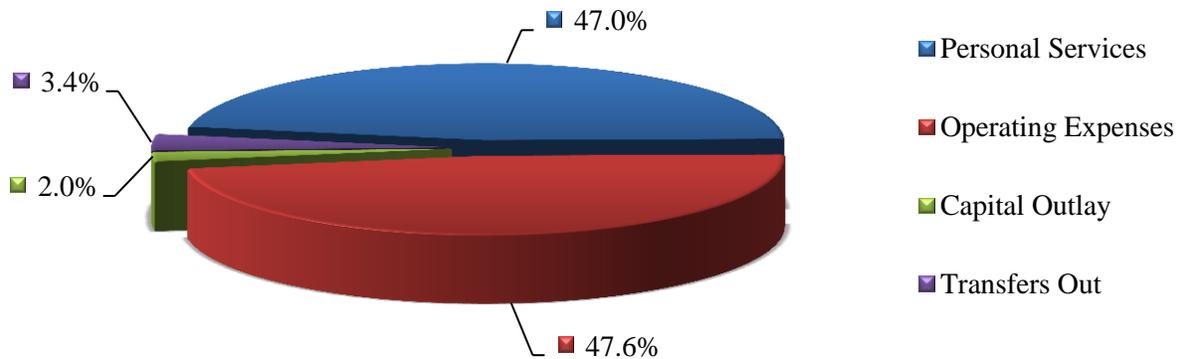
(1) Information Technology Services is fully allocated to all departments within the city.

Uses by Expenditure Classification

**GENERAL FUND
USES BY EXPENDITURE CLASSIFICATION**

Uses	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services	\$ 14,690,662	\$ 14,841,185	\$ 14,024,429	\$ 14,446,200
Operating Expenses	13,571,291	13,778,181	14,296,612	14,655,000
Capital Outlay	-	499,205	76,500	613,000
Transfers Out	<u>3,635,244</u>	<u>2,808,400</u>	<u>1,415,800</u>	<u>1,050,000</u>
TOTAL	<u><u>\$ 31,897,197</u></u>	<u><u>\$ 31,926,971</u></u>	<u><u>\$ 29,813,341</u></u>	<u><u>\$ 30,764,200</u></u>

**GENERAL FUND BUDGET
BY MAJOR OBJECT CLASSIFICATIONS**



**GENERAL FUND
DIVISIONS BY MAJOR OBJECT CLASSIFICATION**

<u>Division</u>	<u>Personal Services</u>	<u>Operating Expenses</u>	<u>Capital Outlay</u>	<u>Transfers Out-Capital Projects Funds</u>		<u>Total</u>
				<u>Replacement Equipment</u>	<u>Other</u>	
General Government:						
City Commission	\$ 111,900	\$ 161,900	\$ -	\$ 8,000	\$ -	\$ 281,800
Social Services	-	-	-	-	-	-
City Manager	585,800	137,400	-	6,000	-	729,200
City Clerk	307,900	141,400	-	11,000	-	460,300
Fiscal Services	821,800	214,600	-	10,000	-	1,046,400
Information Technology Services (1)	-	-	-	-	-	-
City Attorney	118,300	380,000	-	9,000	-	507,300
Human Resources	338,000	137,900	-	9,000	-	484,900
Planning & Development Services	601,400	166,900	-	38,000	-	806,300
Building & Zoning Services	652,000	104,600	-	62,000	-	818,600
General Government	100,000	1,080,500	-	-	-	1,180,500
Enforcement Services	970,000	338,400	-	62,000	-	1,370,400
Total General Government	4,607,100	2,863,600	-	215,000	-	7,685,700
Public Safety:						
Law Enforcement	-	9,341,300	-	-	-	9,341,300
Fire Administration	718,200	389,500	-	379,000	-	1,486,700
Fire Operations	6,223,400	896,300	-	-	-	7,119,700
Total Fire Services	6,941,600	1,285,800	-	379,000	-	8,606,400
Total Public Safety	6,941,600	10,627,100	-	379,000	-	17,947,700
Transportation:						
Traffic Division	201,100	314,500	613,000	26,000	-	1,154,600
Engineering	133,800	14,600	-	-	-	148,400
Field Operations	518,000	209,300	-	273,000	-	1,000,300
Administration	114,600	104,300	-	-	-	218,900
Fleet Maintenance	292,400	54,200	-	47,000	-	393,600
Total Transportation	1,259,900	696,900	613,000	346,000	-	2,915,800
Culture/Recreation:						
Parks & Recreation	1,218,900	886,100	-	110,000	-	2,215,000
Sub Total	\$ 14,027,500	\$ 15,073,700	\$ 613,000	\$ 1,050,000	\$ -	\$ 30,764,200
Personal Service Cost Included in Information Technology Services Allocation (1)	418,700	(418,700)	-	-	-	-
Total Appropriations	\$ 14,446,200	\$ 14,655,000	\$ 613,000	\$ 1,050,000	\$ -	\$ 30,764,200

(1) Information Technology Services is fully allocated to all departments within the city.

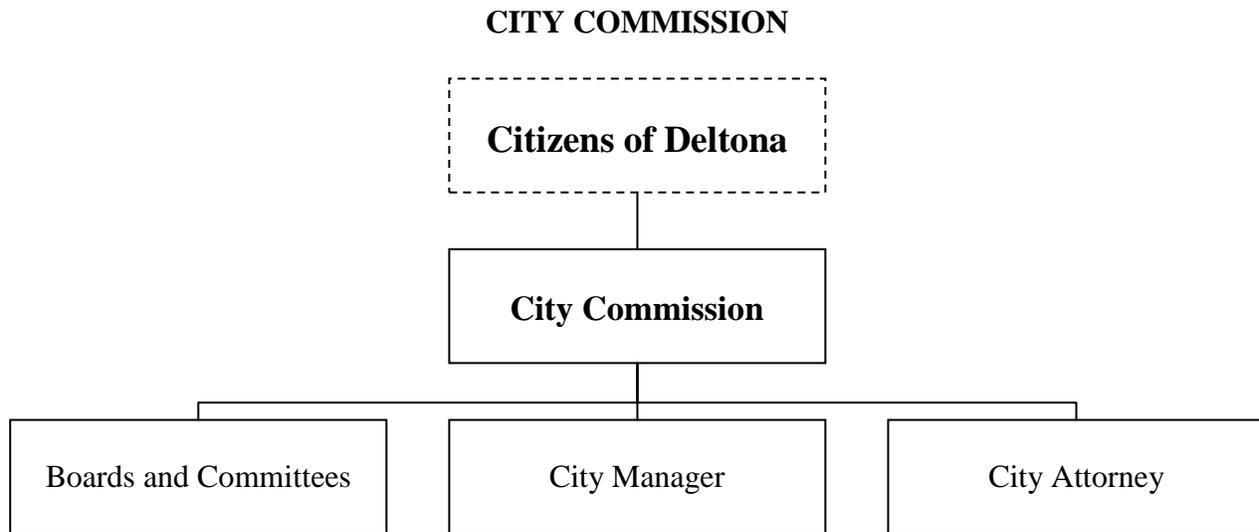
General Fund

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 10,023,917	\$ 9,952,732	\$ 9,375,792	\$ 9,662,900
Overtime	263,124	312,787	403,404	369,800
Other Pay	45,631	45,372	51,570	43,000
Benefits and Taxes	4,357,990	4,530,294	4,193,663	4,370,500
Total Personal Service Costs	14,690,662	14,841,185	14,024,429	14,446,200
Operating Expenditures	13,571,291	13,778,181	14,296,612	14,655,000
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	1,050,000	1,050,000	1,050,000	1,050,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	499,205	76,500	613,000
Debt Service	-	-	-	-
Other Transfers Out	2,585,244	1,758,400	365,800	-
Total Expenditures & Transfers Out	\$ 31,897,197	\$ 31,926,971	\$ 29,813,341	\$ 30,764,200
Staffing:				
Full-Time	212	203	190	192
Part-Time	15	20	17	17
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 450,787	\$ 195,005	\$ 551,841	\$ 532,300
5232 - Accounting and Auditing	47,425	53,500	57,000	57,000
5234 - Other Contractual Services	9,451,292	9,907,787	9,831,051	9,951,900
5240 - Travel and Per Diem	12,608	17,063	17,226	20,500
5241 - Communications and Freight Services	494,608	496,362	433,602	383,400
5243 - Utility Services	618,506	610,909	747,975	830,000
5244 - Rentals and Leases	488,416	317,477	268,228	255,500
5245 - Insurance	309,343	363,340	446,000	531,400
5246 - Repairs and Maintenance Services	779,860	824,750	864,828	1,052,500
5247 - Printing and Binding	28,557	23,817	29,890	29,900
5248 - Promotional Activities	83,343	78,671	98,884	98,300
5249 - Other Current Charges	218,389	187,376	197,350	216,800
5251 - Office Supplies	92,583	49,972	61,752	58,800
5252 - Operating Supplies	671,774	801,811	812,168	800,100
5253 - Road Materials & Supplies	71,945	66,998	93,000	83,000
5254 - Publications, Memberships & Training	118,915	167,113	182,991	161,700
9901 - IT Costs Allocated To Other Funds (1)	(239,474)	(260,638)	(280,310)	(299,100)
9904 - Fleet Maintenance Charge (2)	(168,586)	(175,132)	(167,864)	(175,000)
5882 - Aid To Private Organizations	41,000	52,000	51,000	66,000
Total	\$ 13,571,291	\$ 13,778,181	\$ 14,296,612	\$ 14,655,000

(1) Information Technology Services is fully allocated to all departments within the city. The negative balance represents amounts allocated outside the General Fund, i.e. to the Stormwater Fund, Solid Waste Fund, Deltona Water.

(2) Fleet maintenance is allocated to Stormwater Fund, Solid Waste Fund, and Deltona Water.



Division activities/programs shown with dotted lines reflect notable areas not identified as a separate budget page.

CITY COMMISSION							
PERSONAL SERVICES SCHEDULE:							
Personnel Roster	Number of Positions						
Position Title	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	Pay Grade
Mayor and Commission	-	-	-	-	-	-	Charter
Executive Assistant	1	-	-	-	-	-	12
Administrative Assistant I	-	-	1	1	-	1	6
Administrative Assistant I (PT)	-	1	-	-	-	-	6
TOTAL	1	1	1	1	-	1	

VISION STATEMENT: *Deltona is a premiere City that takes pride in our neighborhoods and embraces the diversity of our residents. This caring community provides a high quality of life where people live, work and play in a safe and secure environment. With an appreciation for our history, and our location along the St. John’s River, we ensure a sustainable future through the careful stewardship of our resources.*

MISSION STATEMENT: *It is the mission of the Deltona City Government to anticipate and provide for the needs of its residents with quality service, innovation and leadership for today and in the future.*

CITY ADVISORY BOARDS**QUALIFICATIONS**

To be qualified for appointment to a City Advisory board, a prospective appointee must reside within the City limits. All applicants for a City Advisory Board/Committee shall complete a Citizen Board/Committee application form, which will be kept on file by the City Clerk. Advisory Board members serve their appointed term without monetary compensation. Additional qualifications may be ordained or be otherwise applied to a particular board. Individual members of the City Commission appoint Board members, with the approval of the City Commission, or by the City Commission as an elected body.

STRUCTURE

The City Commission and staff, with the help of advisory boards/committees determine overall goals. Citizen members advise and assist the City Commission in areas of special concern, opening additional lines of communication between the general public and the City Commission. Such groups help assure that City government is responsive to its citizens.

Current City of Deltona Advisory Boards/Committees are listed as follows:

ECONOMIC DEVELOPMENT ADVISORY BOARD (7 MEMBERS)

This board is utilized to study economic issues and make recommendations to the City Commission on programs involving the economic development of the City. Meets on as needed basis, at least quarterly, at 6:30 p.m., at City Hall, 2nd Floor Conference Room, 2345 Providence Blvd.

FIREFIGHTERS' PENSION PLAN BOARD OF TRUSTEES (5 MEMBERS)

This Board of Trustees oversees the investments, distributions and management of the Firefighters' Pension Plan in conjunction with the City's Finance Director. Meets on an as needed basis, at least quarterly, at City Hall, 2nd Floor Conference Room, 2345 Providence Blvd.

PARKS & RECREATION ADVISORY COMMITTEE (7 MEMBERS)

Committee established to advise the City Commission on policies related to parks and recreation related projects, programs, facilities or activities. Meets 2nd Monday of each month, at 7:00 p.m., at City Hall, 2nd Floor Conference Room, 2345 Providence Blvd. Three Sub-Committees, one for Teens, one for Seniors, and one for Citizens Accessibility have also been established and these Committees meet on a monthly basis at various City locations.

PLANNING AND ZONING BOARD (7 MEMBERS)

Quasi-judicial board responsible for making recommendations to the City Commission on planning and zoning related matters. The Board meets on a monthly basis to review requests for special exceptions, conditional uses, site plan reviews, and rezoning requests. Meets 3rd Wednesday of each month, at 7:00 p.m., at the Deltona Commission Chambers, 2345 Providence Blvd.

CITY ADVISORY BOARDS (Continued)**SPECIAL MAGISTRATE**

The Deltona City Commission voted via the adoption of Ordinance No. 20-2004 on July 19, 2004, to dissolve the City's Code Enforcement Board and appoint a Special Magistrate to adjudicate any matter that could be brought before the Code Enforcement Board including matters regarding the City of Deltona codes, ordinances, and other violations. Meetings of the Special Magistrate are held on the 4th Wednesday of each month, at 6:00 p.m., at the Deltona Commission Chambers, 2345 Providence Blvd.

WILLIAM S. HARVEY SCHOLARSHIP SELECTION COMMITTEE (7 MEMBERS)

At its February 4, 2008 Regular Meeting, the City Commission approved the creation of a Scholarship Selection Committee which was renamed at the Regular City Commission Meeting on August 4, 2008 the William S. Harvey Scholarship Selection Committee after former Commissioner William S. Harvey. The Scholarship Program provides financial assistance for college/university related expenses to outstanding Deltona students. Funds to support this program come from the proceeds from the City's recycling program. The Committee is responsible for reviewing applications from area students and recommending scholarship awards to the City Commission. Meetings of the Scholarship Selection Committee vary throughout the year and are held most often during the spring. Meetings are held at City Hall, 2nd Floor Conference Room, 2345 Providence Blvd.

Summary

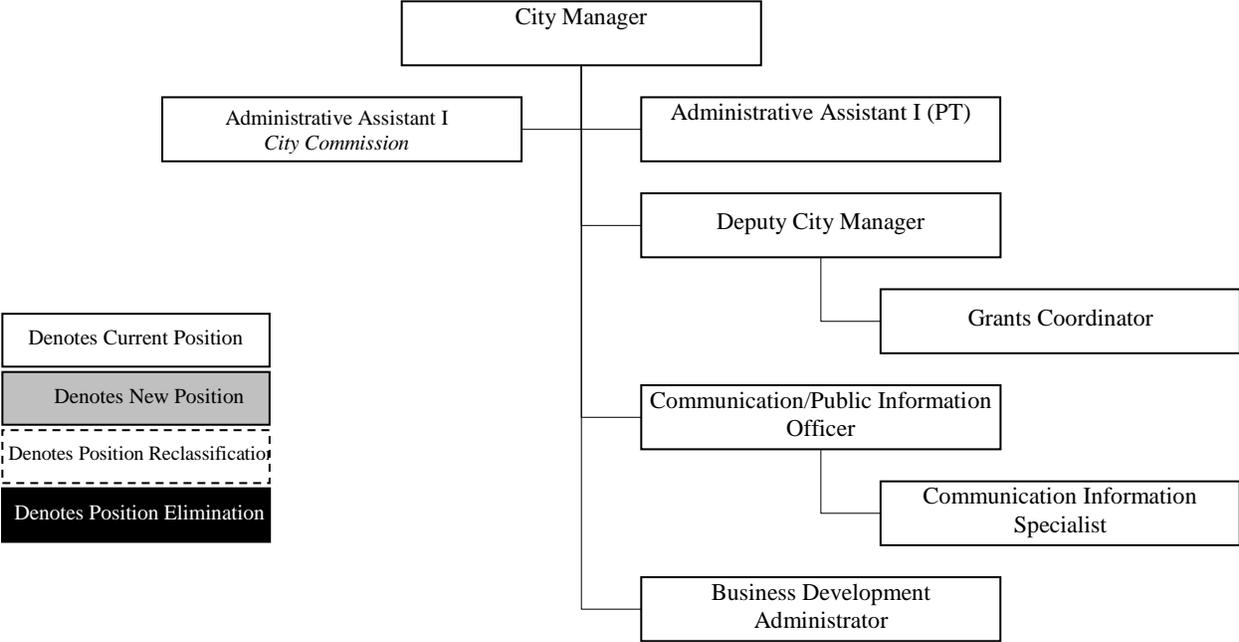
	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 124,589	\$ 85,003	\$ 93,588	\$ 94,900
Overtime	-	-	32	-
Other Pay	-	-	-	-
Benefits and Taxes	22,117	14,450	16,627	17,000
Total Personal Service Costs	146,706	99,453	110,247	111,900
Operating Expenditures	376,477	421,629	239,195	161,900
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	8,000	8,000	8,000	8,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 531,183	\$ 529,082	\$ 357,442	\$ 281,800
Staffing:				
Full-Time	1	-	1	1
Part-Time	-	1	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 11,784	\$ -	\$ 60,000	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	-	-	-	-
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	3,743	5,491	4,775	4,100
5241 - Communications and Freight Services	7,989	1,221	1,841	2,700
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	250,000	250,000	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	37	-	-	-
5247 - Printing and Binding	219	336	376	300
5248 - Promotional Activities	5,586	4,323	5,228	5,900
5249 - Other Current Charges	229	-	1,160	900
5251 - Office Supplies	1,238	951	655	800
5252 - Operating Supplies	44	735	460	1,100
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	39,799	88,966	95,100	63,100
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	14,809	17,606	18,600	17,000
5882 - Aid To Private Organizations	41,000	52,000	51,000	66,000
Total	\$ 376,477	\$ 421,629	\$ 239,195	\$ 161,900

Social Services

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Overtime	-	-	-	-
Other Pay	-	-	-	-
Benefits and Taxes	-	-	-	-
Total Personal Service Costs	-	-	-	-
Operating Expenditures	22,240	-	-	-
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 22,240	\$ -	\$ -	\$ -
Staffing:				
Full-Time	-	-	-	-
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	7,303	-	-	-
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	-	-	-	-
5241 - Communications and Freight Services	-	-	-	-
5243 - Utility Services	10,813	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	3,967	-	-	-
5247 - Printing and Binding	-	-	-	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	-	-	-	-
5251 - Office Supplies	-	-	-	-
5252 - Operating Supplies	157	-	-	-
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	-	-	-	-
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 22,240	\$ -	\$ -	\$ -

CITY MANAGER’S OFFICE



Denotes Current Position
Denotes New Position
Denotes Position Reclassification
Denotes Position Elimination

CITY MANAGER'S OFFICE							
PERSONAL SERVICES SCHEDULE:							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
City Manager	1	1	1	1	-	1	Contract
Deputy City Manager	1	1	1	1	-	1	EBB
Comm/Public Info Officer	1	1	1	1	-	1	18
Grants Coordinator	-	1	1	1	-	1	17
Business Dev. Administrator	-	1	1	1	-	1	17
Community Information Specialist	-	1	1	1	-	1	16
Executive Assist/Public Info Spec.	1	-	-	-	-	-	12
Administrative Assistant I (PT)	-	1	1	1	-	1	6
TOTAL	4	7	7	7	-	7	

Functional Duties: The City Manager as Chief Executive Administrative Officer of the City, plans, organizes and directs the activities of all Departments of the municipality. In carrying out these duties, the City Manager interprets and implements City Commission policies; coordinates departmental efforts; handles citizens’ inquiries, complaints and requests; prepares management reports that will assist in the decision making process; recommends legislation that appears necessary and desirable; represents the City in its relations with the public, the press and other governmental entities; submits the annual budget for approval; and executes policies and desires of the City Commission through administrative directives.

CITY MANAGER'S OFFICE

Mission Statement: *“The mission of the City Manager’s Office is to manage and direct all activities of the City government as outlined by the City Charter, Code of Ordinances and as directed by the City Commission. The City Manager’s Office strives to provide the residents of Deltona with services that are efficient, cost effective and meet their needs through customer service-based delivery.”*

GOALS, OBJECTIVES & PERFORMANCE MEASURES**Key Objectives:**

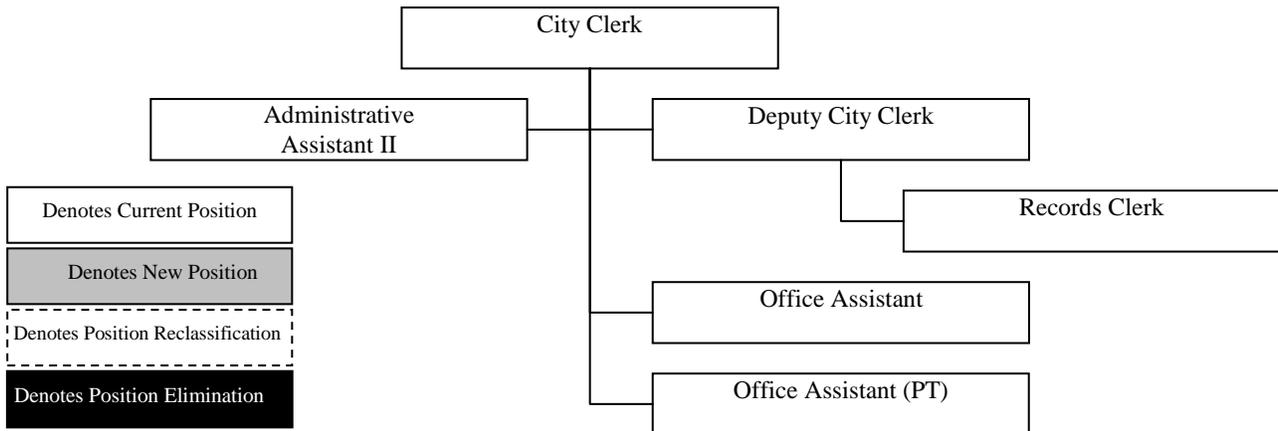
- Responsiveness
 - Ensure that the policies as established by the Mayor and City Commission are carried out as efficiently, effectively, and equitably as possible.
 - Ensure that the day-to-day operations of the City are managed by professionals who are educated and trained in current city management practices, state and federal laws and mandates, and cost-effective service delivery.
 - Oversee the preparation and management of a comprehensive annual budget and capital improvement program that ensures fiscal responsibility while meeting the needs of our citizenry.
 - Ensure Commission is provided with advice and options concerning emerging issues and policy to achieve the City’s overall mission.
- Service
 - Bring together the leadership, vision, and focus on results needed to maintain a quality lifestyle for our residents by managing financial and human resources, delivering services, and planning and preparing for community development and re-development.
 - Maintain commitment to high ethical standards by the City Manager and throughout the organization, and encourage continued professional development of City staff.
 - Ensure adequate resources to meet service levels.
 - Facilitate interdepartmental, as well as interagency, cooperation.
 - Continue to identify and implement best practices that will enhance, or at a minimum, maintain current levels of service given the difficulties of the present economic environment.

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 291,441	\$ 348,749	\$ 439,577	\$ 444,700
Overtime	85	858	368	500
Other Pay	-	-	-	-
Benefits and Taxes	114,362	126,190	142,775	140,600
Total Personal Service Costs	405,888	475,797	582,721	585,800
Operating Expenditures	91,979	86,914	143,108	137,400
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	6,000	6,000	6,000	6,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 503,867	\$ 568,711	\$ 731,829	\$ 729,200
Staffing:				
Full-Time	4	6	6	6
Part-Time	-	1	1	1
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 7,108	\$ 1,946	\$ 16,312	\$ 2,600
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	-	-	-	-
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	426	2,351	2,601	4,700
5241 - Communications and Freight Services	21,680	22,084	25,057	25,800
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	8,350	9,342	3,750	5,500
5247 - Printing and Binding	14,426	14,285	19,770	17,300
5248 - Promotional Activities	1,695	2,092	7,532	7,000
5249 - Other Current Charges	2,874	904	-	-
5251 - Office Supplies	5,608	2,741	4,868	8,100
5252 - Operating Supplies	3,922	1,258	4,099	5,000
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	5,723	5,912	9,319	10,000
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	20,167	23,999	49,800	51,400
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 91,979	\$ 86,914	\$ 143,108	\$ 137,400

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CITY CLERK'S OFFICE



CITY CLERK'S OFFICE							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
City Clerk	1	1	1	1	-	1	EBB
Deputy City Clerk	1	1	1	1	-	1	13
Administrative Assistant II	1	1	1	1	-	1	8
Records Clerk	1	1	1	1	-	1	2
Office Assistant	1	1	1	1	-	1	1
Office Assistant (PT)	-	1	1	1	-	1	1
TOTAL	5	6	6	6	-	6	

Functional Duties: The City Clerk’s Office is responsible for administering all municipal legislative processes; serving as custodian of City seal and all official City records; administering City-wide Records Management Program including optical imaging system for long-term storage; providing open access to public records; providing research support to the City Commission and staff; coordinating municipal elections’ administration; coordinating the Commission and City Advisory Boards’ agenda process; maintaining an accurate record of the proceedings of the City Commission and Advisory Board/Committee/Sub-Committee meetings; attesting to and maintaining custody of all official records; processing Board/Committee/Sub-Committee applications; preparing routine ordinances, resolutions, proclamations and certificates as needed; preparing all legal advertisements and recording official City documents with the Clerk of the Circuit Court; managing and maintaining City’s official website; providing notary services; overseeing codification of municipal ordinances; and administering the publication and supplementation of the City Code Book; managing the 2nd floor reception area and centralized mail processing; attending meetings, webinars and conferences for educational growth related to the position; learning new regulations and procedures, and networks with others in the same field; performing administrative functions as specified per the City Charter and Florida Statutes, along with other duties related to community relations, special projects/events, voter education and citizen needs.

CITY CLERK’S OFFICE

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Mission Statement: “The City Clerk’s Office is a courteous, service-oriented team of professionals working in partnership with the community, City Commission, City Manager and employees and is dedicated to preserving the integrity of the City’s official records, implementing the policies of the City of Deltona and the City Commission with the utmost professionalism, following core values that are reflected in our everyday activities with our pledge to be neutral and impartial. We are dedicated to service excellence and conduct ourselves ethically, honestly and with integrity.”

Key Objectives:

- Coordinate Commission/Board agenda process & document City Commission actions efficiently.
- Provide 1st response telephonic customer service.
- Provide public information on a timely basis.
- Preserve the integrity of official City records.
- Manage the City’s official website.
- Manage all legal/display advertising for the City.
- Provide internal support to City Departments.

Performance Measures:

- Number of Commission/advisory board meetings
- Number of pages of transcribed minutes
- Number of switchboard calls
- Number of public requests
- Number of imaged documents
- Number of hits/visits – City’s WebPage
- Hours of maintenance – City’s WebPage

Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
63	65	60
408	450	425
1,442	1,200	1,300
119	240	230
91,505	210,000	200,000
20,000	29,000	32,000
275	175	150

DEPARTMENTAL PERSPECTIVE, TRENDS & HIGHLIGHTS

- During FY 11/12, the City’s Website provided more accurate and timely information about all City departments which included new features, and it was more user friendly. Departmental staffs are managing their own portions of the Website through the implementation of the content management software. City Clerk’s office continues oversight of the entire Website as well as managing City Clerk and Advisory Board, Committee and Sub-Committee information and meeting calendars on the Website.

CITY CLERK’S OFFICE

DEPARTMENTAL PERSPECTIVE, TRENDS & HIGHLIGHTS – Continued

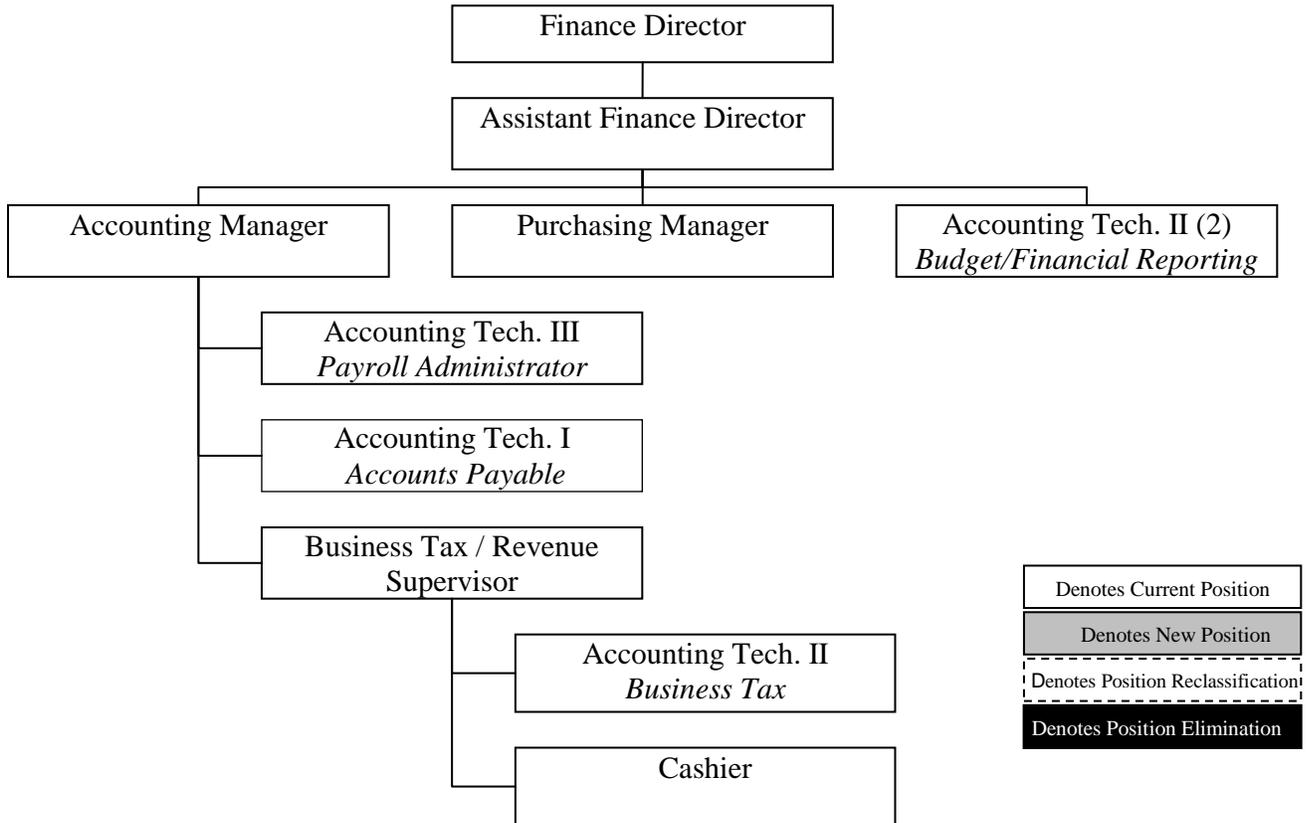
- The City Clerk’s Office continues to be responsible for the overall management of City records through use of on-site storage space and document imaging through the use of *Laserfiche United* optical imaging solution (software and scanners) providing long-term electronic storage of City documents thus reducing the amount of records stored in paper format. The Department has reduced its scanning stations to one work station including utilizing the 2nd floor receptionist position to scan from their workstation during slow times. The City Clerk’s Office continues to provide training to City staff to allow search and retrieval access and will continue rotational off-site storage of DVD’s containing imaged information as another means of securing vital City information.
- E-mail capture system to City’s Website continues to allow residents to register to receive periodic emails regarding City happenings, special events, press releases, etc. – over 2,200 citizens are currently registered on this system. It also allows residents to send an e-mail to the appropriate department regarding issues within the City, ask questions, provide comments, etc.
- Continue to provide “first” customer service response via 2nd floor receptionist at City Hall as well as answering overflow calls to the City’s main numbers for multiple City departments; and continue to provide accurate information re: the City and other governmental operations in response to citizen/visitor inquiries received in-person, via the Internet, and by phone. Volume of public records has been steady over the past year.
- The City Clerk’s Office continues to save both time and money on various time consuming administrative tasks such as Agenda Packets by utilizing Adobe Acrobat Pro to combine the Agenda Packets into a single PDF document which can be uploaded to any computer, laptop or iPad. Saving the City thousands on paper, copy and staff costs.

	Actual FY 10/11	Estimated FY 11/12	Projected FY 12/13
Agenda Packets (sets) – Commission/Board	54	80	86
Assist walk-in customers (2 reception areas)	3,782	4,200	4,000
Citizen board applications processed	16	30	30
City Website maintenance (# of hrs.)	275	175	150
City Website hits	20,000	29,000	32,000
Documents imaged (# of pages)	91,505	210,000	200,000
Documents notarized	15	10	12
Documents recorded with County Clerk	799	1500	1250
Legal/display advertisements	63	50	50
Minutes transcribed (pages)	408	450	425
Ordinances	16	19	20
Outgoing mail processed/posted	21,654	23,225	23,250
Public records requests	119	240	230
Resolutions	25	12	15

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 179,365	\$ 198,420	\$ 208,152	\$ 219,400
Overtime	504	528	423	1,200
Other Pay	-	-	-	-
Benefits and Taxes	80,189	85,683	84,615	87,300
Total Personal Service Costs	260,058	284,631	293,190	307,900
Operating Expenditures	124,617	136,715	142,690	141,400
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	11,000	11,000	11,000	11,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 395,675	\$ 432,346	\$ 446,880	\$ 460,300
Staffing:				
Full-Time	5	5	5	5
Part-Time	-	1	1	1
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	10,463	37,897	20,112	24,800
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	1,553	147	1,829	-
5241 - Communications and Freight Services	360	368	370	400
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	2,811	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	28	1,178	756	700
5247 - Printing and Binding	-	24	-	-
5248 - Promotional Activities	34,797	34,723	39,076	33,800
5249 - Other Current Charges	35,526	24,297	31,400	34,000
5251 - Office Supplies	6,201	3,229	3,772	4,000
5252 - Operating Supplies	353	147	107	100
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	2,016	2,322	1,557	1,300
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	33,320	32,383	40,900	42,300
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 124,617	\$ 136,715	\$ 142,690	\$ 141,400

FINANCE DEPARTMENT



FINANCE DEPARTMENT							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Finance Director	1	1	1	1	-	1	EBB
Assistant Finance Director	1	1	1	1	-	1	23
Accounting Manager	1	1	1	1	-	1	20
Purchasing Manager	1	1	1	1	-	1	19
Payroll Administrator	1	1	1	1	-	1	13
Business Tax/Revenue Supervisor	1	1	1	1	-	1	13
Accounting Technician II	2	3	3	3	-	3	11
Accounting Technician I	3	1	1	1	-	1	9
Cashier	-	1	1	1	-	1	3
TOTAL	11	11	11	11	-	11	

FINANCE DEPARTMENT

Functional Duties: The Finance Department manages the financial affairs of the City, including budget development and management, cash management, investments, debt, payroll, procurement, revenue, disbursements, fixed assets, and accounting and financial reporting for all City operations. This Department is responsible for developing and maintaining a balanced budget, monitoring and analyzing ongoing fiscal activity, and producing documents and reports to assist management in financial planning and maximizing the allocation of resources.

Mission Statement: *“The mission of the Finance Department is to use an innovative and technologically oriented approach to responsibly manage the financial affairs of the City by providing efficient internal services, careful investment and debt management, sound financial leadership, and professional and courteous support services to other City Departments.”*

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Key Objectives:

- Produce the City’s Comprehensive Annual Financial Report.
- Maintain and produce monthly financial and investment reports.
- Reconcile and track 24 different funds.
- Perform internal monitoring procedures.
 - Cash Receipts
 - Credit Card Audits
 - Payroll Audits
- Timely and accurate preparation of a quality annual budget document.
- Continue improvement of financial record keeping of the City by employing technology solutions to increase efficiency and accuracy.
- Provide training throughout the year related to budget, fixed assets, and procurement services.

Performance Measures:

- Number of monthly financial and investment reports.
- Receipt of GFOA Certificate of Achievement for Excellence in Financial Reporting. (10th consecutive year)
- Reconcile and track transactions in 24 funds.
- Internal transaction audit: (240) accounts payable, (780) purchasing cards, (520) payroll items, (240) cash receipt transactions, (100) local business tax

Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
12	12	12
Awarded	Awarded	Expected
25	24	24
1,256	1,256	1,256

**FINANCE DEPARTMENT
GOALS, OBJECTIVES & PERFORMANCE MEASURES – Continued**

Performance Measures:	Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
• Receipt of GFOA Distinguished Budget Presentation Award (10 th consecutive year)	Received	Received	Expected
• Number of accounts payable invoices processed	15,714	15,142	15,300
• Number of purchasing card transactions reviewed	7,274	7,464	7,654
• Number of payroll checks processed	9,332	8,689	8,700
• Number of cash receipt transactions processed	9,963	10,037	10,100
• Number of local business tax billings	5,023	3,800	4,476
• Number of purchase orders issued	673	700	750
• Number of formal solicitations (bids, RFPs, etc.) processed	29	30	35

DEPARTMENTAL PERSPECTIVE, TRENDS & HIGHLIGHTS

The Department has and will continue to strive for excellence in financial reporting and budget preparation. The City has received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the FY 10/11 CAFR and has received the GFOA Distinguished Budget Presentation Award for FY 11/12. The Department will continue to meet or exceed the high professional standards required in order to receive these awards.

The City has continued to maintain compliance with all financial requirements of the revenue bond issues related to the acquisition of the water/sewer utility and to the improving of existing roads within the City. Established a new policy and procedure for tax exempt debt post issuance compliance policies and procedures.

The Department continues to further utilize the City’s ERP software. Moving forward with the City’s paperless filing and records retention and has begun to electronically store accounts payable and purchasing records.

In a continuing effort to improve the City’s fixed assets inventory process, the Department implemented a software system to electronically scan and reconcile City’s Fixed Assets

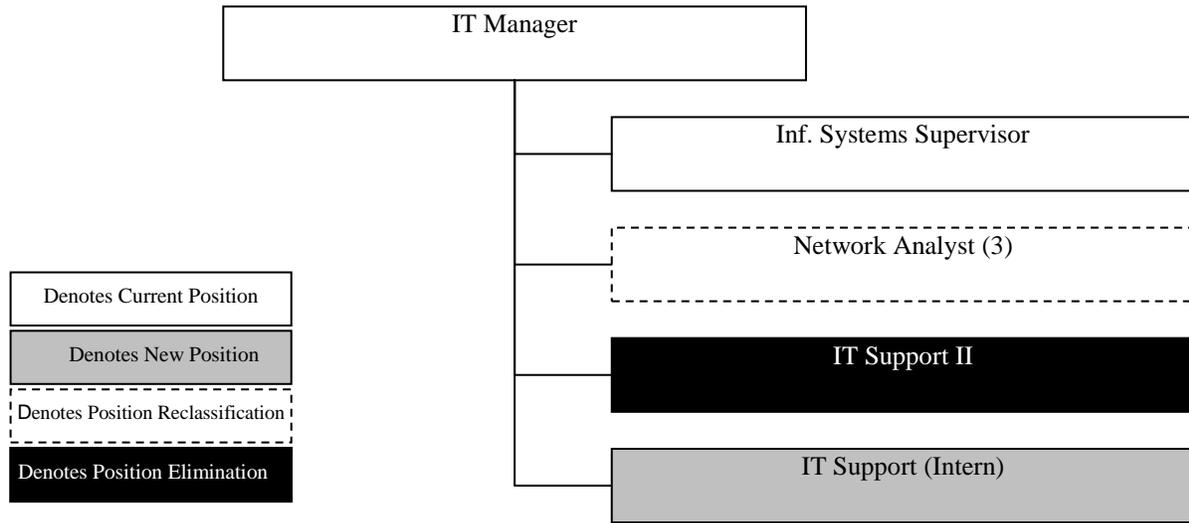
The Department has and will continue to play an integral role in cost control and budget reductions during what has been and continues to be very challenging times.

The Department implemented “Positive Pay” for fraud control with the City’s bank.

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 607,098	\$ 582,647	\$ 604,670	\$ 616,400
Overtime	1,146	2,383	2,171	3,000
Other Pay	-	-	-	-
Benefits and Taxes	212,690	203,189	196,007	202,400
Total Personal Service Costs	820,934	788,219	802,847	821,800
Operating Expenditures	160,390	157,801	173,574	214,600
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	10,000	10,000	10,000	10,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 991,324	\$ 956,020	\$ 986,421	\$ 1,046,400
Staffing:				
Full-Time	11	11	11	11
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 88	\$ 2,029	\$ 25	\$ 100
5232 - Accounting and Auditing	47,425	53,500	57,000	57,000
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	38,088	22,976	17,781	58,200
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	411	2,441	355	1,300
5241 - Communications and Freight Services	645	600	600	600
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	335	1,892	2,220	2,200
5247 - Printing and Binding	4,007	2,701	3,500	3,600
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	-	-	13	-
5251 - Office Supplies	6,525	7,320	6,134	7,000
5252 - Operating Supplies	429	18	239	300
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	4,176	5,112	5,707	5,300
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	58,261	59,212	80,000	79,000
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 160,390	\$ 157,801	\$ 173,574	\$ 214,600

INFORMATION TECHNOLOGY SERVICES DIVISION



INFORMATION TECHNOLOGY SERVICES DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
IT Manager	1	1	1	1	-	1	EBB
Inf. Systems Supervisor	1	1	1	1	-	1	19
Network Analyst	2	2	2	2	1	3	16
IT Support II	1	1	1	1	(1)	-	11
IT Support (Intern)	-	-	-	-	1	1	Intern
TOTAL	5	5	5	5	1	6	

Functional Duties: The Information Technology Services Division (ITSD) provides information technology services to all City departments and other agencies in accordance with City policies and through information and technology sharing agreements. ITSD is organized as a strongly centralized IT function that provides leadership, vision and support for all technology functions and builds information systems around good business practices that reflect the mission, goals and policies of the City of Deltona and the departments, employees and citizens it serves. The focus of ITSD’s mission includes: Information Management, Technology Management, Enterprise Resource Management (ERM), Geographic Information Systems (GIS), Network Computing Platforms, Communications Networks and Business Applications. The Information Technology Services division is responsible for the creation, security, development and implementation of the City’s Wide Area Network and Computer Hardware and software systems including Telecommunications, Government Business Applications, and Geographical Information Systems. This division analyzes, implements, and manages new technologies and maintains the security required to protect the city’s data and information base.

INFORMATION TECHNOLOGY SERVICES DIVISION

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Mission Statement: *“The mission of the Information Technology Services is to use an innovative and technologically oriented approach to responsibly manage the communications of the City by providing efficient, professional and courteous support services to other City Departments.”*

Key Objectives:

- To significantly improve physical IT infrastructure for Resiliency, Capacity and Security
- Plan and implement conversion of CRW platform data into applicable Munis Modules
- Continue to expand Parks Department’s deployment of security cameras
- Deploy Write-Fax desktop faxing solution to all departments
- Improve City Hall wireless network
- Deploy wireless networks at additional City facilities.
- Continue to virtualize platforms and applications
- Expand network storage
- Install new network firewall

Performance Measures:

- Number of personnel using wireless technology
- Number of network accounts
 - Network moves/additions/changes
- Number of voice extensions supported
 - Voice extensions moves/additions/changes
- Number of help desk calls received
 - Calls resolved by Help Desk
 - Calls resolved by other IT Staff
- Number of major infrastructure projects
- Average number request per staff member
- Major project implementation rating (avg.)
- Percentage of local area network availability
- Percentage of phone system availability
- Percentage of internet availability
- Percentage of e-mail system availability

	Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
	52	52	70
	300	320	350
	380	250	150
	300	450	300
	80	95	50
	17,000	20,000	30,000
	8,000	11,000	15,000
	9,000	9,000	12,000
	65	88	70
	3,778	4,445	6,667
	89%	96%	95%
	95%	98%	99%
	98%	98%	99%
	99%	99%	99%
	99%	99%	99%

DEPARTMENTAL PERSPECTIVE, TRENDS & HIGHLIGHTS

Information Technology Services Division (ITSD) 2011/2012 accomplishments:

- Standardized all network equipment programming improving service level and network speed.
- Assisted Parks in the installation of security cameras at several park’s facilities.
- Completed computer equipment refresh city wide ahead of schedule.
- Working with vendors to evaluate and where possible improve DTV’s production environment.

DEPARTMENTAL PERSPECTIVE, TRENDS & HIGHLIGHTS – Continued

- Upgraded out all fleet vehicles with new wireless devices improving connectivity and reducing staff frustration with dropped connections.
- Handled an average of 220 service calls per month
- Responded over 200 times for after hour's service / support.
- Upgraded Virtual Server Farm
- Upgraded network storage platform increasing storage capacity to handle increased demand.
- Upgraded E-Mail platform increasing service delivery and search capabilities
- Developed an internal document database for trouble ticket resolution.
- Developed a knowledge base by collating all notes from service tickets into a searchable format allowing ITSD staff to look up solutions to common and at times uncommon problems.
- Upgraded City Hall Cisco VOIP platform in advance of Deltona Water new Cisco product install so that once completed the systems will interact and redundancy and failover can now be achieved.
- Negotiated new PRI (Primary Rate Interface) Telco service for the city reducing costs in that area by 50%.
- Currently negotiating new communication contract for our city wide network. Projected savings could be up to 20 % depending on enhancements to existing bandwidth rates.
- Regularly upgraded our internet security platform's software to stay current with industry threat trends.
- Installed TV in downstairs conference room with network and internet access to allow staff to access plans and participate in web enabled conferences and other events.
- Built mobile interactive platform to allow presentations to be views in just about any setting.
- Assisting PIO's office in supervising the building of Deltona's first mobile application for both Apple and Droid platforms.
- Facilitated the installation of new badge access system
- Upgraded HR's ID badge printing software and system.
- Assist Clerk's office with both Muni-Agenda and Laserfiche platforms.
- Moved over 250 items from storage to auction.
- Assisted Finance Dept. with annual inventory.
- Installed and activated Finance Department new bar coding equipment and tags.
- Spearheaded Deltona Fire Department's dispatch merger with VCSO dispatch.
- Installed all computer equipment in new Fire Station 65.
- Continually upgrading / replacing phones according to pre-established schedule.
- Upgraded all EOC phones and connection.
- Upgraded Commission chamber deliberator platform.

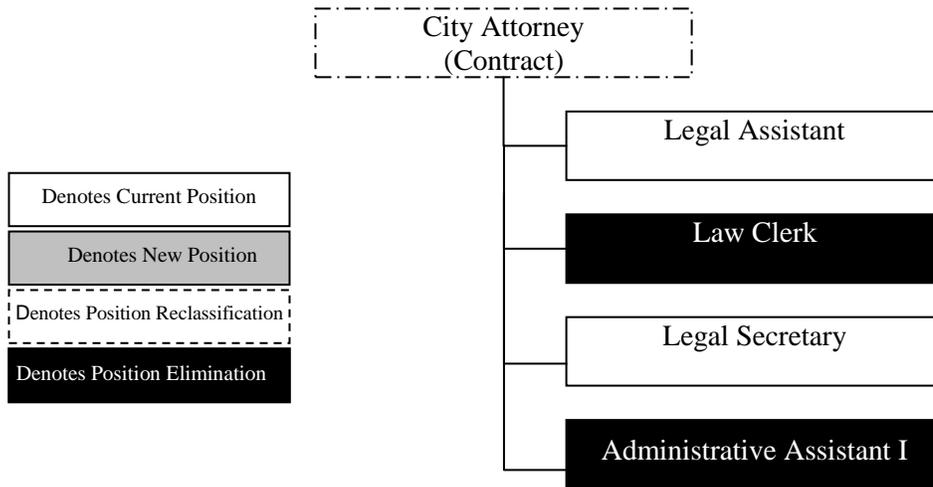
The Information Technology Services division has made significant progress over the last year with many infrastructure changes, replacing equipment and applications especially in the area of security. Key priorities moving forward include completion of ongoing and new major projects and continued improvement in routine responses to requests.

Information Technology Services

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 201,414	\$ 244,775	\$ 258,603	\$ 286,000
Overtime	15,372	38,360	45,261	28,500
Other Pay	3,444	3,724	4,336	3,700
Benefits and Taxes	71,538	92,314	95,169	100,500
Total Personal Service Costs	291,768	379,173	403,369	418,700
Operating Expenditures	777,391	894,252	953,551	896,000
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	(1,069,159)	(1,273,424)	(1,343,110)	(1,314,700)
Total Expenditures & Transfers Out	\$ -	\$ 1	\$ 13,810	\$ -
Staffing:				
Full-Time	5	5	5	5
Part-Time	-	-	-	1
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 5,159	\$ 14,478	\$ 12,250	\$ 38,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	259,414	364,840	479,662	321,400
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	1,131	3,093	3,151	5,000
5241 - Communications and Freight Services	410,755	415,972	357,200	296,400
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	82,084	78,264	69,098	208,200
5247 - Printing and Binding	36	-	-	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	-	-	875	3,500
5251 - Office Supplies	1,459	5,055	10,685	1,700
5252 - Operating Supplies	9,938	7,673	7,343	6,800
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	7,415	4,877	13,287	15,000
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 777,391	\$ 894,252	\$ 953,551	\$ 896,000

CITY ATTORNEY'S OFFICE



CITY ATTORNEY'S OFFICE							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
City Attorney	1	1	1	-	-	-	Contract
Law Office Manager	1	1	-	-	-	-	12
Legal Assistant	-	-	1	1	-	1	12
Law Clerk	1	1	1	-	-	-	12
Legal Secretary	1	1	1	1	-	1	10
Administrative Assistant I	-	1	1	-	-	-	6
TOTAL	4	5	5	2	-	2	

Functional Duties: The City Attorney serves as general counsel to the City and handles most of its legal matters. The City Attorney defends and prosecutes for the City in civil litigation and administrative proceedings, and prosecutes ordinance violations. Litigation and appeals in State and Federal courts includes, but is not limited to, eminent domain; civil rights actions; inverse condemnation; mortgage and lien foreclosures; zoning challenges; property assessment disputes; challenges to City codes and ordinances; and appeals of City Commission decisions and elections dispute cases. Administrative proceedings include, but are not limited to, internal hearings of the Firefighter's Pension Fund Board; Planning and Zoning Board hearings; employee disciplinary hearings, and State administrative hearings in labor and environmental cases. The City Attorney's office is responsible for providing legal advice and opinions to the City Commission and City departments; conducting legal research; municipal lien processing; and drafting, reviewing and revising ordinances, resolutions, leases, contracts, real property instruments, and proposed legislation. The City Attorney's office collects code enforcement fines; and files claims when necessary.

CITY ATTORNEY'S OFFICE

Mission Statement: *“The mission of the City Attorney’s Office is to assure representation to the City government, the City Commission, the City Manager and all appointed Department Heads as City officers, all other Departments and Divisions of the City government and all adjustment, regulatory and advisory boards in all legal matters affecting the City government. It provides exemplary legal services by addressing the legal challenges facing the City of Deltona in a professional, ethical, and cost effective manner.”*

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Key Objectives:

- Provide high quality legal services to the Mayor, City Commissioners, City Manager, and all Departments of the City in an effective and efficient manner, in a prompt time frame.
- Streamline and organize the legal department to provide better legal services at a lower cost.
- Provide legal representation to the City Commission at its regular and special meetings and its workshops, and to city boards upon request.
- Draft ordinances, resolutions, and various agreements as requested and as deemed necessary.
- Represent the City in state, federal, and appellate court litigation, and in administrative hearings.
- Work with the City Manager and city staff to minimize the risk of unnecessary litigation, and ensure that City activities and programs comply with applicable law.
- Provide legal advice and services that facilitate, and not delay, City objectives and projects.

DEPARTMENTAL PERSPECTIVE, TRENDS & HIGHLIGHTS

The City Attorney’s Office is a small and efficiently staffed component of City government. The department has experienced a dramatic increase in the kind and quantity of legal issues and is efficiently and effectively addressing those issues with a greatly reduced staff. This office continues in its efforts to provide high quality, timely, professional, cost effective legal representation to the City Commission, the City Manager, and the Directors and other staff of the City of Deltona.

During FY 11/12:

- Since October 1, 2011, the Office of the City Attorney has opened 1,167 files concerning distinct legal issues that have arisen.
- This office has worked on:
 - 42 ordinances, including sign ordinance
 - 46 resolutions
 - 1 inverse condemnation lawsuit with successful trial
 - 3 civil cases
 - 1 successful appeal to the 5th DCA
 - 11 land acquisitions for various road widening projects and stormwater management ponds
 - 30 contracts/agreements
 - 597 municipal liens and 94 municipal lien satisfactions

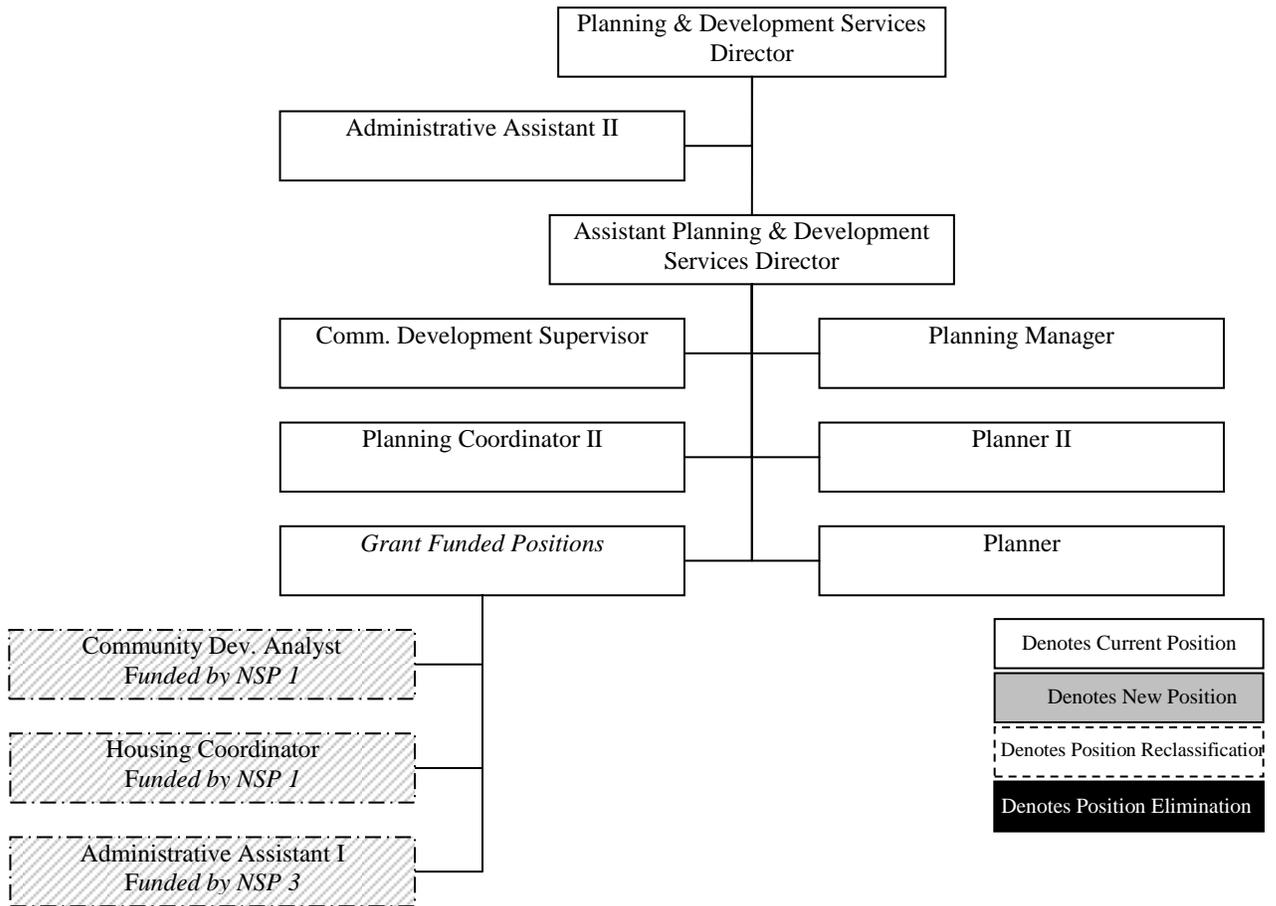
DEPARTMENTAL PERSPECTIVE, TRENDS & HIGHLIGHTS – Continued

- Innumerable legal opinions rendered to various staff members regarding City actions
- 16 land acquisition offers for the Neighborhood Stabilization Program 3
- Numerous plats and site plans
- Numerous code enforcement cases including Dare Wear and Snoopy
- 31 foreclosure lawsuits
- Numerous alleged discrimination and employment complaints
- 1 bankruptcy action
- 1 probate case
- The City Attorney successfully defended the City in both *Zuher Manji, et al vs. City of Deltona*, an inverse condemnation case, and *Sand Dollar v. City of Deltona*, a 5th DCA petition for certiorari.
- The City Attorney is currently defending the City in *Biddle & Associates, Inc. vs. City of Deltona* and *Heren v. City of Deltona*.
- The City Attorney is currently involved in property acquisitions for stormwater management ponds for various road widening projects, and is completing matters relating to the plat of Deltona Village.
- This office is always reviewing the City Charter and Code of Ordinances, and working to reduce legal costs for the City.

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 270,612	\$ 263,489	\$ 114,716	\$ 88,500
Overtime	3,274	1,114	1,218	900
Other Pay	-	-	-	-
Benefits and Taxes	81,006	100,115	43,561	28,900
Total Personal Service Costs	354,892	364,718	159,496	118,300
Operating Expenditures	357,678	172,482	432,923	380,000
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	9,000	9,000	9,000	9,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 721,570	\$ 546,200	\$ 601,419	\$ 507,300
Staffing:				
Full-Time	4	5	2	2
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 327,066	\$ 142,132	\$ 402,517	\$ 360,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	-	580	-	-
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	521	-	-	-
5241 - Communications and Freight Services	600	900	-	-
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	-	312	568	800
5247 - Printing and Binding	22	-	81	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	-	-	-	-
5251 - Office Supplies	2,429	1,612	1,540	3,200
5252 - Operating Supplies	-	-	-	-
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	10,477	8,920	817	-
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	16,563	18,026	27,400	16,000
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 357,678	\$ 172,482	\$ 432,923	\$ 380,000

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT



PLANNING & DEVELOPMENT SERVICES DEPARTMENT							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Position Title	FY09/10	FY10/11	FY 11/12	FY 11/12	FY 12/13	FY 12/13	Pay Grade
Planning & Dev. Services Director	1	1	1	1	-	1	EBB
Assist. Plan. & Dev. Svcs Director	-	1	1	1	-	1	23
Planning Manager	1	1	1	1	-	1	21
Planner II	2	1	1	1	-	1	19
Community Development Supervisor	-	1	1	1	-	1	16
Community Development Specialist	1	-	-	-	-	-	15
Planner I	1	1	1	1	-	1	14
Planning Coordinator II	1	1	1	1	-	1	12
Administrative Assistant II	-	1	1	1	-	1	8
TOTAL	7	8	8	8	-	8	

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

Functional Duties: The Planning and Development Services Department provides efficient and effective services by integrating related municipal land use and design functions into a one internal agency. This allows the Department to actively manage all elements of the planning, design, and development review to include Comprehensive Planning; Special Area Plans, Zoning Amendments, Land Subdivision, Site Design, Concurrency Management Systems, Transportation Analysis, Environmental Review, Building Plan Review; Landscape Architectural Review, and Building/Architectural Review. The Planning and Development Services Department is also responsible for overseeing all the Housing and Community Development activities.

Mission Statement: *“The Department of Planning and Development Services is committed to serving the citizens of the City of Deltona by striving to enhance the highest quality-of-life for all residents, visitors, and commercial industry. The Department exists for the purpose of effectively planning for the future of the City of Deltona and is committed to providing excellence in customer service and consistent policy advice that guides the physical, economic, and social growth of the City of Deltona. Through effective communication, progressive development, redevelopment, equal partnerships, and customer satisfaction, we will lead by example to set a high standard for planning and development throughout the City.”*

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Key Objectives:

- Promote Economic Development for the City through Development Review.
 - Facilitate and administer the most streamlined development review possible.
 - Ensure that the Land Development Code is efficient and allows for a streamlined development review.
 - Ensure that the Land Development Code is clear, concise, and internally consistent.
 - Assist the Business Development Administrator with business retention.
 - Assist the Grants Coordinator with research for grants opportunities at all levels of government.
 - Use existing grant awards to the maximum potential to leverage future grants.
 - Expand automation capabilities of the development review process.
- Provide for Active Public Participation and an Open Government.
 - Provide the opportunity for an open development review process to the public.
 - Continue to provide information on the City’s website and D-TV for public accessibility.
 - Use the Department’s GIS data to the maximum potential and public benefit.
 - Be a customer service-oriented Department at all times.
 - Ensure that the Land Development Code is a user-friendly document.
- Effectively Plan for Redevelopment throughout the City and the creation of Core Urban Areas.
 - Continue to encourage non-residential development to support residential uses.
 - Provide for more pedestrian-oriented facilities and mass transit opportunities.
 - Encourage more urbanism in specific areas of the City that can support it.
 - Seek to improve utilities and the transportation network to allow for more urban development.
 - Focus on redevelopment of existing impacted sites to reduce or eliminate blight, upgrade utilities, and provide environmental remediation.

**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
GOALS, OBJECTIVES & PERFORMANCE MEASURES - Continued**

- Continue to Implement the City’s Comprehensive Plan and work with Area Governments on Intergovernmental Coordination.
 - Provide a high-level of planning to implement the City’s Comprehensive Plan.
 - Ensure that the Land Development Code is consistent with the Comprehensive Plan.
 - Continue to attend as active members of the School Board’s Interlocal Agreement Committee, the Transportation Planning Organization (TPO), the Volusia Growth Management Commission (VGMC), and various other boards and committees.
- Promote Environmental Awareness and Beautification throughout the City.
 - Provide information resources to citizens and organizations on environmental protection and beautification.
 - Promote Green Building Standards and LEED Certification for Public Buildings.
 - Coordinate with permitting agencies, local jurisdictions, and the agencies that support environmental protection and beautification.
- Be the Affordable Housing Department for the City.
 - Continue to operate the Neighborhood Stabilization Program(s) per contract with HUD.
 - Continue to properly manage the CDBG program.
 - Continue to provide assistance to the community by using the SHIP program.
 - Make the public more aware of existing housing programs.

Performance Measures:

- Number of major projects
- Number of inquiries
- Number of visits
- Present Annual Report
- Number of grants
- Number of press releases
- Number of meetings

Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
20	20	30
2,000	3,000	3,500
500	1,500	1,500
1	1	1
20	20	25
10	20	20
100	100	150

DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS

The Planning and Development Services Department operates with a very senior staff that is capable and competent of performing all planning and development duties in-house. The result has been a focus on providing a high-quality work product, establishing predictable internal consistencies for a systematic process, and to administer excellent customer service. The efficiencies in work effort have allowed staff to achieve the equivalent work load of comparably larger planning departments.

Within the past year, the Planning Section was able to reorganize the Land Development Code (Code), provide administrative amendments to the Code to eliminate redundancies, provide for a more functional City, and to effectuate requests from the City Commission. Staff processed development review applications in a more streamlined manner by reducing the number of Development Review

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT**DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS - Continued**

Committee meetings, strengthening the scheduling and tracking process, and allowing for the co-location of applications, where allowed by the Code, to expedite the process. Also, the Capital Improvement Element was updated, outstanding escrow fees were addressed, and a third Impact Fee Moratorium was enacted that promotes economic development.

An improvement in this area has been a strict adherence to the due public notice process, that Agenda Memorandums and packages are thorough and clear, and that properties are properly posted. The result has been a level of information provided to the City Commissioners that allows the City Commission the ability to provide the most educated vote possible.

The Department's staff has been instrumental in working closely with other City departments in the use of Community Development Block Grant (CDBG) for stormwater management and parks projects, such as Thornby Park and Harris Saxon Park; working with the Business Development Administrator to market the City, such as Small Scale Future Land Use Map Amendments and Community Redevelopment Area (CRA) establishment; and working with the Legal Department to implement the Sign Ordinance.

Planning and Development Services has worked to see many projects through to construction, including the Lohman's Funeral Home, the Family Dollars along Doyle Road and Howland Boulevard, the Shops of DuPont Lakes, and the EPIC Movie Theater within the Deltona Village project. The theater represents the first development within the Activity Center at any quadrant of the interchange and is leading to more real estate investment along the Howland Boulevard corridor.

The Department was able to operate a very efficient Housing and Community Development Section that is responsible for a level of grant monies typically found in much larger cities. This includes the aforementioned CDBG funds, which met the target spending deadline in compliance with the U.S. Department of Housing and Urban Development (HUD). The SHIP program provided owner-occupied home repair to many individuals needing basic maintenance that would otherwise not be able to afford the repair. The Neighborhood Stabilization Programs (NSP) were an achievement with the operation of the NSP 1 program that completed rehabilitation on the homes purchased in 2009-2010 and worked with Habitat for Humanity for the construction of two new homes. The City has sold over 40 homes and is on schedule to complete the required deadline for NSP 1 by the middle of 2013. The NSP 3 program is also on schedule with the acquisition of several units and rehabilitation of a few of those homes.

Looking towards FY 2012/2013, the Department will be spending the majority of its time on the rewrite of the Land Development Code, processing development review applications, the establishment of the Community Redevelopment Area, and the operation of the Housing and Community Development grants. The Department will also be performing the Findings of Necessity that is a comprehensive document following State Statutes that is the justification statement for the creation of the CRA.

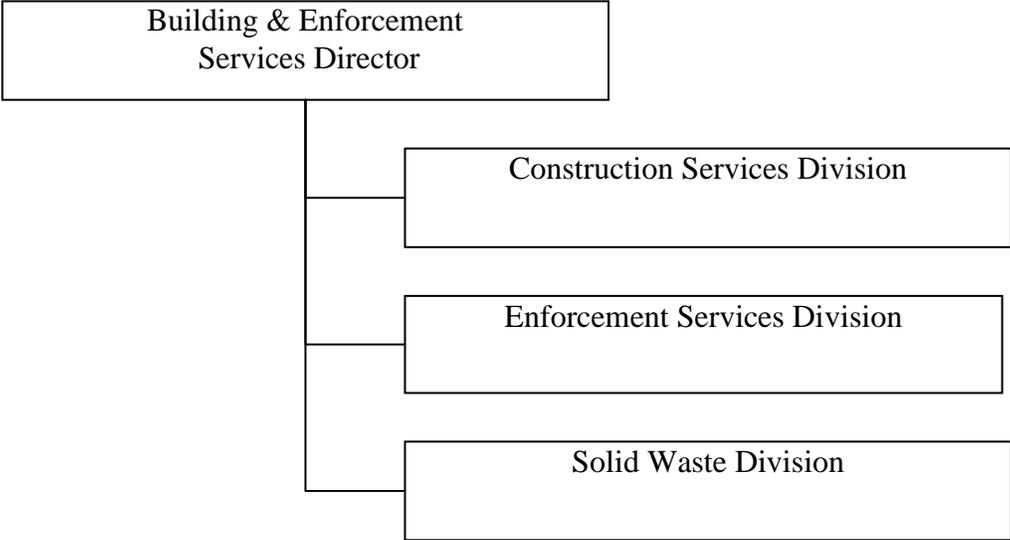
Planning & Development Services

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 477,428	\$ 433,852	\$ 407,748	\$ 453,700
Overtime	2,833	-	569	300
Other Pay	-	-	-	-
Benefits and Taxes	166,437	171,585	152,432	147,400
Total Personal Service Costs	646,698	605,437	560,749	601,400
Operating Expenditures	122,359	136,763	138,359	166,900
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	38,000	38,000	38,000	38,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 807,057	\$ 780,200	\$ 737,108	\$ 806,300
Staffing:				
Full-Time	7	8	8	8
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 42,664	\$ 21,291	\$ 10,903	\$ 25,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	300	-	-	-
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	1,020	654	843	1,000
5241 - Communications and Freight Services	873	1,014	865	600
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	53	2,494	2,415	800
5247 - Printing and Binding	110	882	221	1,200
5248 - Promotional Activities	784	24	-	-
5249 - Other Current Charges	-	(622)	-	-
5251 - Office Supplies	8,888	4,546	6,358	7,000
5252 - Operating Supplies	1,080	172	229	100
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	1,798	1,927	1,925	1,900
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	64,789	104,381	114,600	129,300
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 122,359	\$ 136,763	\$ 138,359	\$ 166,900

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BUILDING AND ENFORCEMENT SERVICES DEPARTMENT



Functional Duties: The Building and Enforcement Services Department is responsible for enforcing all regulatory chapters of the Florida Building Code along with City Codes enacted by the City Commission to protect health, safety and welfare of the citizens of Deltona. This is accomplished through the implementation of building, plumbing, mechanical and electrical codes along with various State and local codes and standards. We assist citizens in understanding and complying with all ordinances related to the development process in the City. Also, staff provides clerical support in the operational structure of Enforcement Services and Solid Waste Compliance. The Enforcement Services Section performs inspections and enforcement of applicable codes along with protecting citizens by controlling the City’s animal population. Staff investigates complaints, enforces codes, documents violations, captures stray or unwanted animals, and educates the public in responsible pet and home ownership. The Solid Waste Section is funded by the Solid Waste Fund (see Special Revenue Funds section of this budget document).

Mission Statement: *“To provide the most professional Permitting, Code, Animal Control, and Solid Waste Services to the Citizens of Deltona by the most effective and efficient means possible. Building and Enforcement Services will endeavor to provide the highest level of Customer Service to the public by continuing to train and educate the staff. Office response to public needs will be addressed through improvements in office automation and the introduction of new policies to streamline and simplify procedures.”*

**BUILDING AND ENFORCEMENT SERVICES DEPARTMENT
GOALS, OBJECTIVES & PERFORMANCE MEASURES**

Key Objectives:

- Increase the Department’s efficiency and the City’s appearance by reviewing and making recommendations for changes to the current Code of Ordinances.
- Provide the public with a timely response to complaints and adequate follow-up to ensure complaint resolution.
- Increase the effectiveness of the office and field staff through education and cross training.
- Increase the financial efficiency of the department by performing more duties with less staff.

Performance Measures:

- Average number of request for service per officer
- Number of Special Magistrate cases
- Perform all Building Inspections on the next business day
- Issue “Walk Through” Permits on the same day applications is received.

Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
1,200	1,361	1,361
180	180	190
On Going	On Going	On Going
On Going	On Going	On Going

DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS

The Department has and will continue to strive for excellence obtaining in our goals of:

- Increased effectiveness of office and field staff through education and cross training.
- Increased financial efficiency by performing more duties with less staff.

We are continuing to maintaining next day inspections by utilizing a multi-licensed plan review and inspection staff. We continue to provide 30 different types of permits as walk thru permits allowing the customer to complete the permitting process and receive a building permit in one visit to the department, saving the customer time and money.

During the past year, the building inspectors have received training in playground equipment inspections to help maintain our playground equipment in a safe condition for all.

We have made recommendations for a complete re-write of the Sigh Ordinance.

Our Animal Control Officers are continuing visiting all of the elementary schools in Deltona providing information to the students on our function and service within our communities.

We continue to track and abate nuisances at foreclosed homes. The foreclosure rate is still at an all-time high.

We continue to work with the preservation companies that perform maintenance for banks with foreclosed homes.

BUILDING AND ENFORCEMENT SERVICES DEPARTMENT**DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS – Continued**

A summary of the type of permits issued by the Construction Services Division is featured in the table below:

Permit Type	FY 09/10	FY 10/11	FY 11/12 (October – April)
Building Commercial	113	28	12
Building Residential	46	15	15
Residential Modifications	702	668	324
Sheds	154	136	76
Reroof	401	361	250
Right-of-Way	105	81	81
Garage Related	116	57	42
Fence	498	466	260
Fire Related	18	34	16
Utilities Related	1,312	1,182	569
Pool Related	54	71	27
Signs	33	44	22
TOTAL	3,552	3,143	1,694

A summary of the type of calls for service by the Enforcement Services Division is featured in the table below:

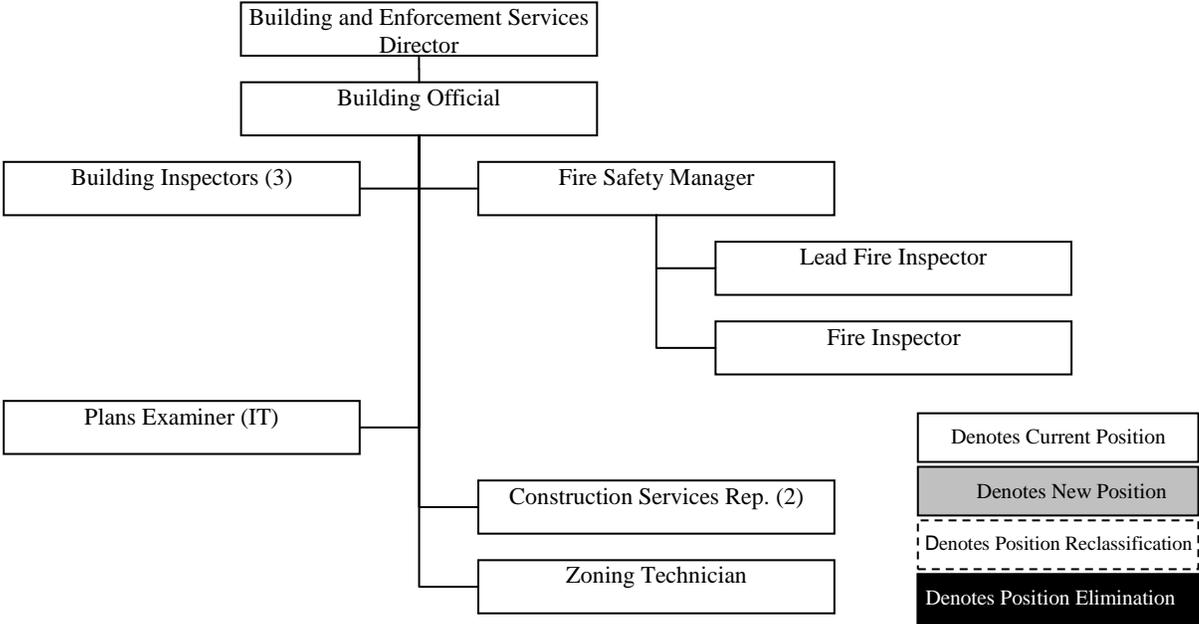
Type	FY 09/10	FY 10/11	FY 11/12 (October – April)
Animal Control Related	4,715	4,769	2,711
Dumping	113	79	43
Garage Sales	43	192	229
Home Business	91	142	75
Housing Code Violation	337	343	179
Improper Parking	1,769	1,939	1,524
Inoperable Vehicles	891	942	584
Lot Maintenance	3,357	3,780	1,113
Misc. Property Related	292	184	207
No Permit as required	230	340	145
Pools	111	118	85
Signs	67	64	116
Solid Waste Issues	673	705	482
Zoning	15	16	10
TOTAL	12,704	13,613	7,503
Number of Animals Impounded	2,133	2,251	1,024

Building & Enforcement Services

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$1,051,831	\$ 993,401	\$1,019,691	\$1,168,200
Overtime	7,945	12,413	25,792	28,600
Other Pay	3,614	3,634	3,616	3,700
Benefits and Taxes	386,222	358,276	360,494	421,500
Total Personal Service Costs	1,449,612	1,367,724	1,409,593	1,622,000
Operating Expenditures	404,577	415,498	423,697	443,000
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	124,000	124,000	124,000	124,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$1,978,189	\$1,907,222	\$1,957,290	\$2,189,000
Staffing:				
Full-Time	24	20	24	26
Part-Time	-	2	1	1
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 6,760	\$ 9,812	\$ 9,390	\$ 10,600
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	183,908	194,672	161,932	172,000
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	372	194	303	500
5241 - Communications and Freight Services	6,384	7,284	8,042	9,000
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	1,170	2,092	12,586	10,700
5247 - Printing and Binding	661	1,317	575	1,700
5248 - Promotional Activities	386	-	-	5,000
5249 - Other Current Charges	1,360	2,242	2,298	2,000
5251 - Office Supplies	9,012	6,101	6,914	8,500
5252 - Operating Supplies	52,300	57,885	74,483	69,600
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	16,779	8,558	6,374	9,800
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	125,485	125,341	140,800	143,600
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 404,577	\$ 415,498	\$ 423,697	\$ 443,000

**BUILDING AND ENFORCEMENT SERVICES DEPARTMENT
CONSTRUCTION SERVICES DIVISION**



CONSTRUCTION SERVICES DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Building Official	1	-	-	-	-	-	EBB
Building Official	-	1	1	1	-	1	22
Assistant Building Official	1	-	-	-	-	-	21
Fire Safety Manager	-	-	1	1	-	1	19
Plans Examiner (IT)	-	-	1	1	-	1	16
Lead Fire Inspector	-	-	1	1	(1)	-	15
Building & Fire Safety Inspector	1	1	-	-	-	-	15
Building Inspector	3	3	3	3	-	3	13
Fire Inspector	-	-	1	1	1	2	9
Zoning Technician	1	1	1	1	-	1	7
Construction Services Rep.	2	2	2	2	-	2	5
TOTAL	9	8	11	11	-	11	

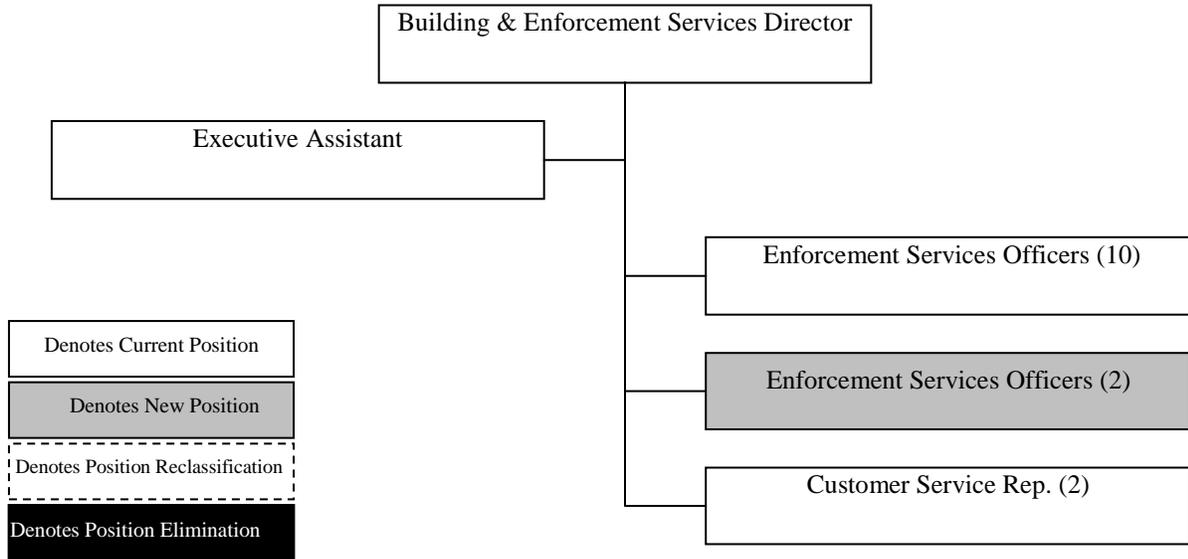
Functional Duties: The Construction Services Division provides building plan review, permitting, and inspections for the built environment of citizens of Deltona complying with the Florida Building Code, State Statutes, and City Ordinances.

Construction Services

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 416,110	\$ 439,852	\$ 431,124	\$ 483,900
Overtime	154	140	2,620	1,000
Other Pay	-	-	-	-
Benefits and Taxes	145,859	150,951	154,768	167,100
Total Personal Service Costs	562,123	590,943	588,512	652,000
Operating Expenditures	98,780	93,874	112,418	104,600
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	62,000	62,000	62,000	62,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 722,903	\$ 746,817	\$ 762,930	\$ 818,600
Staffing:				
Full-Time	9	8	10	10
Part-Time	-	-	1	1
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	-	-	-	-
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	272	194	303	500
5241 - Communications and Freight Services	1,898	2,520	3,186	2,600
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	950	703	886	1,000
5247 - Printing and Binding	72	61	200	700
5248 - Promotional Activities	386	-	-	-
5249 - Other Current Charges	-	-	-	-
5251 - Office Supplies	4,523	2,120	4,154	5,000
5252 - Operating Supplies	10,993	13,347	24,967	17,400
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	13,923	4,084	2,522	2,200
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	65,763	70,845	76,200	75,200
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 98,780	\$ 93,874	\$ 112,418	\$ 104,600

BUILDING AND ENFORCEMENT SERVICES DEPARTMENT
ENFORCEMENT SERVICES DIVISION



ENFORCEMENT SERVICES DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Building & Enf. Services Director	-	1	1	1	-	1	EBB
Enforcement Services Director	1	-	-	-	-	-	EBB
Enforcement Services Manager	1	-	-	-	-	-	18
Executive Assistant	1	1	1	1	-	1	12
Enforcement Services Officer	10	10	10	10	2	12	12
Administrative Assistant I	2	-	-	-	-	-	6
Customer Service Rep.	-	-	2	2	-	2	5
Office Assistant (PT)	-	2	-	-	-	-	1
TOTAL	15	14	14	14	2	16	

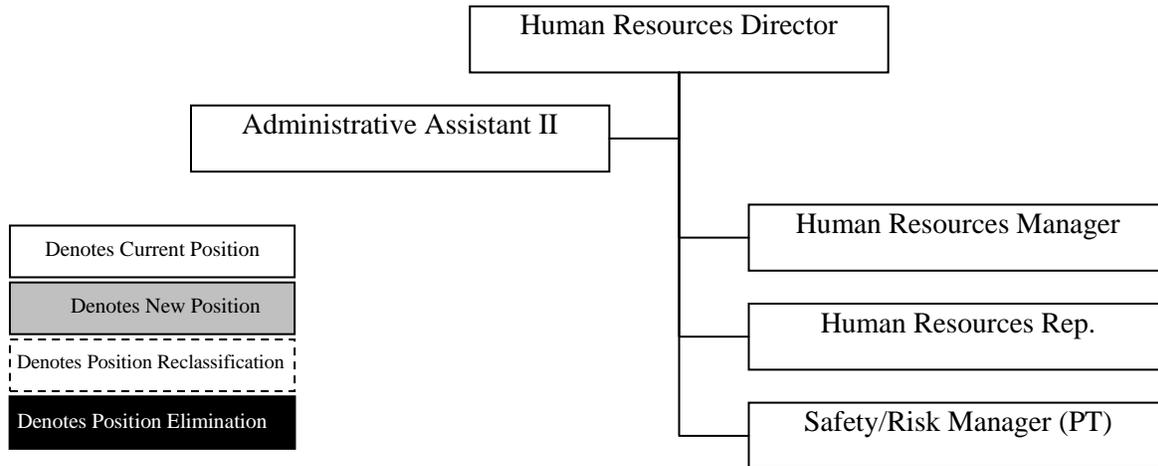
Functional Duties: The Enforcement Services Division performs inspections and enforcement of applicable codes along with protecting citizens by controlling the City’s animal population.

Enforcement Services

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 635,721	\$ 553,549	\$ 588,566	\$ 684,300
Overtime	7,791	12,273	23,172	27,600
Other Pay	3,614	3,634	3,616	3,700
Benefits and Taxes	240,363	207,325	205,726	254,400
Total Personal Service Costs	887,489	776,781	821,081	970,000
Operating Expenditures	305,797	321,624	311,279	338,400
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	62,000	62,000	62,000	62,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$1,255,286	\$1,160,405	\$1,194,360	\$1,370,400
Staffing:				
Full-Time	15	12	14	16
Part-Time	-	2	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 6,760	\$ 9,812	\$ 9,390	\$ 10,600
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	183,908	194,672	161,932	172,000
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	100	-	-	-
5241 - Communications and Freight Services	4,486	4,764	4,856	6,400
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	220	1,389	11,700	9,700
5247 - Printing and Binding	589	1,256	375	1,000
5248 - Promotional Activities	-	-	-	5,000
5249 - Other Current Charges	1,360	2,242	2,298	2,000
5251 - Office Supplies	4,489	3,981	2,760	3,500
5252 - Operating Supplies	41,307	44,538	49,516	52,200
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	2,856	4,474	3,852	7,600
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	59,722	54,496	64,600	68,400
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 305,797	\$ 321,624	\$ 311,279	\$ 338,400

HUMAN RESOURCES DEPARTMENT



HUMAN RESOURCES DEPARTMENT							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Human Resources Director	1	1	1	1	-	1	EBB
Human Resources Manager	1	1	1	1	-	1	19
Safety/Risk Manager (PT)	1	1	1	1	-	1	19
Human Resources Representative	1	1	1	1	-	1	13
Administrative Assistant II	1	1	1	1	-	1	8
TOTAL	5	5	5	5	-	5	

Functional Duties: The Human Resources Department is responsible for recruitment, training and development of City staff, administration of health, dental, vision and life insurance programs as well as short term disability insurance. The department administers employee recognition programs, performance evaluations, the City’s job classification and compensation program, safety, security and risk management programs including property, liability, auto and workers compensation insurance programs, and is responsible for labor relations including administration of the IAFF Local 2913 collective bargaining agreement. The department is also responsible for employee physicals and certifications and for the administration of legally mandated programs such as COBRA and the Family Medical Leave Act. The Human Resources Department maintains all employee official personnel files and is responsible for maintaining the City’s Personnel Policies & Procedures Manual, the Employee Handbook, and the Employee Safety Handbook. The Human Resources Department functions in an advisory capacity to all City Departments relating to employee relations, investigations, and the resolution of employee or citizen complaints. The department also processes all insurance claims against and on behalf of the City as well as managing the annual insurance renewal process.

HUMAN RESOURCES DEPARTMENT

Mission Statement: *“The mission of Human Resources Department is to provide high quality personnel and labor relations services to the City by recruiting, developing and maintaining an effective, competent work force able to deliver timely, responsive and cost-effective services to the community.”*

GOALS, OBJECTIVES & PERFORMANCE MEASURES**Key Objectives:**

- Update/maintain the City’s Personnel Policies & Procedures Manual.
- Work with department directors in promoting and supporting the Leadership Academy-- Supervisory Development Program.
- Review/maintain City job descriptions and prepare revisions as necessary.
- Work with a selected vendor to implement the findings of the City’s Classification/Compensation Plan review as directed by the City Manager.
- Review and renew City property/casualty/auto insurance and Worker’s Comp insurance (Package Policies) and target a renewal rate under 15%, if possible.
- Review and renew employee health/dental insurance and work with the City’s Broker of Record to target a renewal rate of under 10% while maintaining same/current benefit levels, if possible.
- Work with senior management in negotiating the IAFF Local 2913 contract and/or administering it.
- Provide on-going training City-wide in anti-harassment, customer service, supervision, safety and health related topics.
- Implement the developed and completed City-wide vehicle accident review program.
- Continue to implement/monitor the City-wide drug and alcohol field screening program.
- Implement several OSHA-standard health and safety programs as identified by the Risk/Safety Manager and provide appropriate training.

HUMAN RESOURCES DEPARTMENT

GOALS, OBJECTIVES & PERFORMANCE MEASURES - Continued

Performance Measures:	Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
• Number of job applications processed	750	800	800
• Number of position recruitments completed	25	28	28
• Number of Screenings completed:			
○ Employment Physicals	25	28	28
○ Level I/II Background Screenings	25	250	250
• Number of separations processed:			
○ Voluntary	15	15	15
○ Dismissals	30	30	30
○ Retirements	4	4	4
○ Other	1	1	1
• Turnover rate	4%	4%	4%
• Union Grievances Processed	5	18	6
• Workers Comp Claims	40	40	40
• Approved FMLA Requests	35	35	35
• Formal Discrimination Claims (State/Federal)	0	1	0

Human Resources

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 221,839	\$ 230,853	\$ 244,691	\$ 254,800
Overtime	314	46	690	800
Other Pay	-	-	-	-
Benefits and Taxes	78,669	80,417	80,113	82,400
Total Personal Service Costs	300,822	311,316	325,493	338,000
Operating Expenditures	72,602	65,198	98,994	137,900
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	9,000	9,000	9,000	9,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 382,424	\$ 385,514	\$ 433,487	\$ 484,900
Staffing:				
Full-Time	4	4	4	4
Part-Time	1	1	1	1
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 13,733	\$ -	\$ 13,312	\$ 40,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	-	-	10,215	-
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	81	132	161	400
5241 - Communications and Freight Services	652	1,043	936	1,200
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	-	1,290	1,260	6,000
5247 - Printing and Binding	995	1,048	1,034	1,000
5248 - Promotional Activities	144	-	-	-
5249 - Other Current Charges	23,197	31,119	33,054	43,400
5251 - Office Supplies	3,414	1,780	1,569	1,300
5252 - Operating Supplies	4,932	3,025	5,819	3,100
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	4,605	4,487	3,734	8,900
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	20,849	21,274	27,900	32,600
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 72,602	\$ 65,198	\$ 98,994	\$ 137,900

GENERAL GOVERNMENT

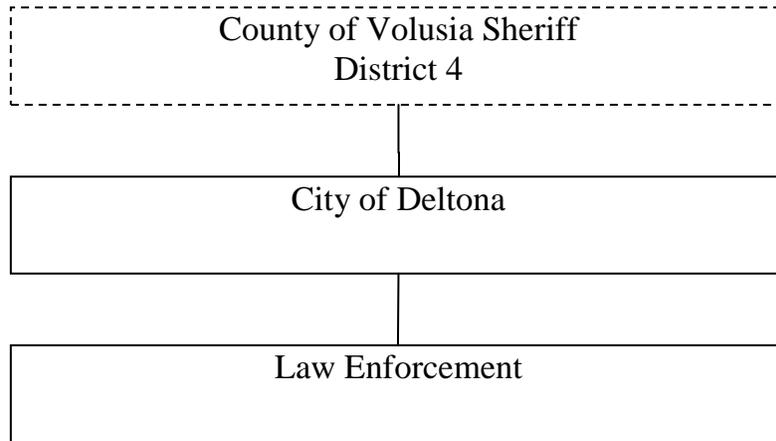
Functional Duties: General Government contains appropriations for general administrative services not specifically assigned to operating departments. The purpose of the General Government budget is to provide means for allocating resources for specific items that are of benefit to multiple departments. Funds transfers to other funds, reserves and costs not directly associated with just one department. Funds are budgeted for such items as transfers to other funds, liability insurance, citywide postage, Amphitheatre operations and maintenance, and maintenance and repair of city hall building.

General Government

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Overtime	-	-	-	-
Other Pay	-	-	-	-
Benefits and Taxes	104,643	111,772	83,049	100,000
Total Personal Service Costs	104,643	111,772	83,049	100,000
Operating Expenditures	856,604	707,278	988,704	1,080,500
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	2,585,244	1,758,400	365,800	-
Total Expenditures & Transfers Out	\$3,546,491	\$2,577,450	\$1,437,553	\$1,180,500
Staffing:				
Full-Time	1	-	-	-
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ 595	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	95,063	35,975	31,036	7,600
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	-	-	-	-
5241 - Communications and Freight Services	31,918	33,941	27,403	35,800
5243 - Utility Services	181,096	152,117	150,000	186,000
5244 - Rentals and Leases	155,425	8,920	259,000	251,500
5245 - Insurance	309,343	363,181	446,000	531,400
5246 - Repairs and Maintenance Services	48,396	100,330	50,597	58,500
5247 - Printing and Binding	2,354	1,879	2,583	3,000
5248 - Promotional Activities	1,914	-	-	-
5249 - Other Current Charges	21,718	6,218	12,500	-
5251 - Office Supplies	1,734	-	-	-
5252 - Operating Supplies	7,643	4,122	9,585	6,700
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	-	-	-	-
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 856,604	\$ 707,278	\$ 988,704	\$1,080,500

LAW ENFORCEMENT SERVICES



LAW ENFORCEMENT							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						
Position Title	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	Pay Grade
Officers provided through contract with County of Volusia.	72	76	79	79	-	79	Contract
TOTAL	72	76	79	79	-	79	

Mission Statement: *“The primary mission of the Volusia County Sheriff’s Office is providing a safe and secure environment for the residents and visitors of Volusia County. This is accomplished through programs, plans and community policing efforts. The Volusia County Sheriff’s Office, District 4, provides law enforcement services to the City of Deltona and unincorporated areas of Southwest Volusia County including the communities of Enterprise, Osteen and Stone Island.”*

LAW ENFORCEMENT SERVICES

GOALS, OBJECTIVES, & PERFORMANCE MEASURES

Key Objectives:

- Reduce incidents of residential burglaries by 5% from reported 2011.
- Reduce incidents of commercial burglaries by 5% from reported 2011.
- Reduce incidents of conveyance burglaries by 5% from 2011.
- Reduce incidents of commercial robbery by 5% from 2011.
- Reduce incidents of vandalism to City of Deltona parks by 5% from 2011.
- Reduce incidents of traffic crashes by 5% from 2011.
- Increase arrest warrant service by 10% from 2011.

Performance Measures:

- Number of reported residential burglaries
- Number of reported commercial burglaries
- Number of reported conveyance burglaries
- Number of reported commercial robberies
- Number of reported vandalism in City of Deltona parks
- Number of reported traffic crashes
- Number of reported arrest warrant service

	Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
	564	536	509
	47	45	44
	458	435	413
	18	17	16
	13	12	11
	974	925	879
	576	637	701

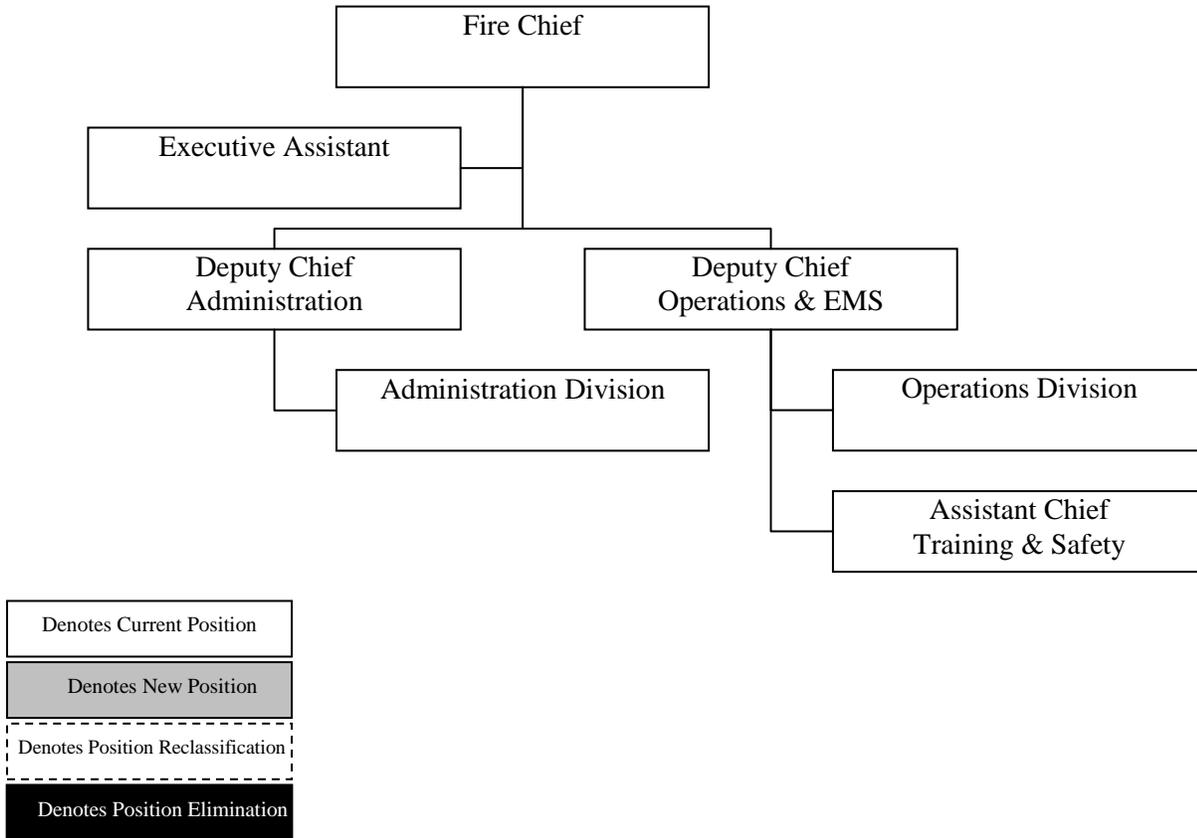
Law Enforcement

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ -	\$ -	\$ -	\$ -
Overtime	-	-	-	-
Other Pay	-	-	-	-
Benefits and Taxes	-	-	-	-
Total Personal Service Costs	-	-	-	-
Operating Expenditures	8,854,033	9,236,448	9,118,477	9,341,300
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$8,854,033	\$9,236,448	\$9,118,477	\$9,341,300
Staffing:				
Full-Time	-	-	-	-
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	8,729,986	9,131,616	9,046,615	9,271,800
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	-	-	-	-
5241 - Communications and Freight Services	-	-	-	-
5243 - Utility Services	18,727	24,401	24,016	25,500
5244 - Rentals and Leases	77,903	46,036	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	6,409	5,756	12,821	7,500
5247 - Printing and Binding	-	-	-	-
5248 - Promotional Activities	20,888	28,360	34,950	36,500
5249 - Other Current Charges	-	-	-	-
5251 - Office Supplies	-	279	75	-
5252 - Operating Supplies	120	-	-	-
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	-	-	-	-
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$8,854,033	\$9,236,448	\$9,118,477	\$9,341,300

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FIRE / RESCUE DEPARTMENT OVERVIEW



Functional Duties: The City of Deltona Fire/Rescue Services Department is organized into two major divisions: Administration and Operations and is responsible for mitigation of all natural and man-made emergencies. Our priority is (1) life safety, (2) incident stabilization, and (3) property conservation.

Mission Statement: *“The mission of the Deltona Fire / Rescue Services Department is to continually strive to improve the quality of life of the community and the citizens we serve. This shall be accomplished through our professional and highly trained personnel coupled with technology and equipment to provide proactive community education and preventative measures, all-hazard mitigation, communications, fire protection and emergency medical services. To ensure our readiness to respond, it is also our duty to protect and promote the health, safety, education and overall well being of our members”.*

**FIRE / RESCUE SERVICES DEPARTMENT
GOALS, OBJECTIVES & PERFORMANCE MEASURES**

Key Objectives:

- Maintain the City’s ISO rating for fire suppression.
- Maintain the NFPA response time to Structural fires and immediately mitigate these events to reduce the loss of life and property.
- Refine the closest unit response program with our neighboring departments.
 - Volusia County, Orange City, DeBary and DeLand
- Maintain the minimum ISO training requirements for certified personnel.
- Ensure personnel are highly trained to provide Emergency Medical Care and mitigate fire emergencies.

Performance Measures:

- Maintain the City’s ISO rating
- Maintain response time to structural fires (1st Unit on Scene)
- Refine closest unit response programs
- Maintain minimum ISO training requirements
- Continue to refine and integrate fire department-based EMS transport units into the overall EMS system in Volusia County.

Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
4	4	4
<7:00 Min.	<7:00 Min.	<7:00 Min.
3	3	3
20 Hours Per Month	20 Hours Per Month	20 Hours Per Month
N/A	N/A	Increase transports to 3-4 per month

DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS

The 2011/2012 budget year was a transitional year for the fire department. In late September of 2011 911 communications was consolidated into a centralized, countywide communications center under the Volusia County Sheriff’s Office (VCSO). October 2011 brought an end to the fire department performing plans review, inspections and arson investigations as the Fire Loss Management division was dissolved and plans review and inspections were consolidated under Building and Enforcement Services and the investigation of fires was transitioned to the State Fire Marshal’s office. Below is a brief review of other milestones, changes and progress made by the department during the fiscal year:

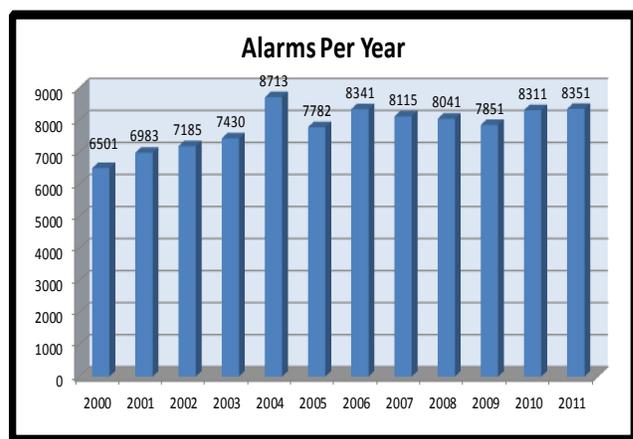
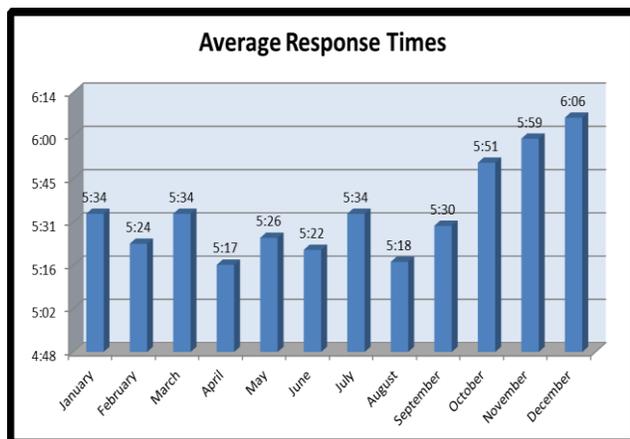
- The ability to transport critical patients in emergencies when the county-wide ambulance service, EVAC fails to respond within 10 minutes has continued to develop. The Contingency Transport program is designed to transport only critically ill, unstable patients when EVAC cannot respond in a timely fashion. With the consolidation of EVAC Ambulance under Volusia County Public Protection and the consolidation of communications under the Volusia County Sheriff’s Office, our personnel are more aware of the status of the in-bound ambulance and attuned to transport of patients to the local emergency departments.

FIRE / RESCUE SERVICES DEPARTMENT

DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS - Continued

- Station 65 continues to fulfill the role it was constructed for in 2011. Response times in the Station 65 response area have been greatly reduced and the placement of the station provides a better distribution of our resources throughout the city.
- Operations and Emergency Medical Services administration were combined under a newly created position of Deputy Chief of Operations and EMS Administration. This new position is responsible for the oversight of daily operations, the three Operations Division Chiefs, the Training and Safety Division, and Emergency Medical Services Division.
- The fire department continues to develop its personnel and the ability to mitigate emergencies. Through a Homeland Security grant, personnel were trained or retrained in Special Operations topics such as Hazardous Materials, Urban Search and Rescue, Trench Rescue and High-angle and Rope Rescue. This grant was renewed in FY 2011-12 and we anticipate funding in the 2012-13 fiscal year.
- The ongoing “Command School” program enhances our personnel’s ability to function as Incident Commanders. The role of Incident Commander (IC) is paramount in high hazard situations where Personnel Accountability, Strategy and Tactics and Command and Control may mean the difference between life and death for our citizens and fire department personnel. Additionally, this training aids the department in meeting the Presidential directive compelling emergency services personnel to participate in the National Incident Management System (NIMS). This computer simulation training sharpens these skills that our company and staff officers already possess and aides in developing junior personnel for advancement within the organization and is part of our program to mentor our personnel within the organization for leadership positions.

Requests for service slightly increased for Deltona even with the fluctuations in population. Requests for service in 2011 totaled 8,351 incidents which represents a .48% increase. The overwhelming majority of requests for service are for medical emergencies. The department has been able to maintain excellent average response times and the opening of Station 65 has improved our response times in the northwestern portions of the City. Our average response time for 2011 was 5:39.

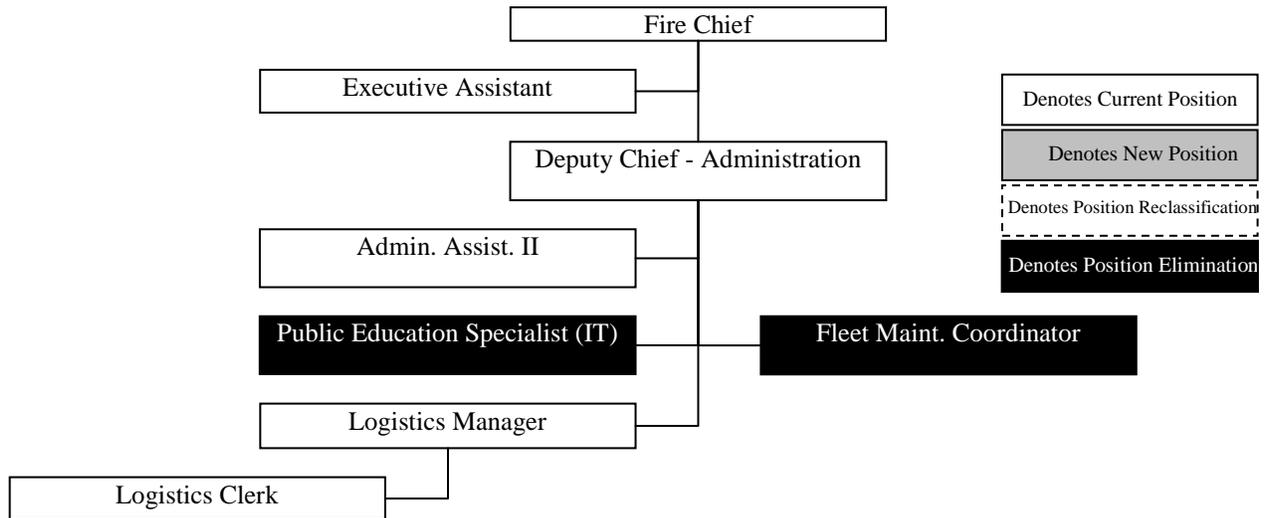


Fire / Rescue Services

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$4,971,767	\$5,027,836	\$4,397,687	\$4,329,000
Overtime	213,512	226,260	287,785	253,700
Other Pay	25,454	24,710	29,610	20,900
Benefits and Taxes	2,378,692	2,544,066	2,298,515	2,338,000
Total Personal Service Costs	7,589,425	7,822,872	7,013,598	6,941,600
Operating Expenditures	1,162,312	1,175,403	1,221,957	1,285,800
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	379,000	379,000	379,000	379,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$9,130,737	\$9,377,275	\$8,614,555	\$8,606,400
Staffing:				
Full-Time	94	93	78	77
Part-Time	-	-	1	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 13,900	\$ -	\$ 21,948	\$ 55,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	18,641	7,415	16,772	20,500
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	1,112	1,494	1,769	2,700
5241 - Communications and Freight Services	7,971	6,266	4,789	3,900
5243 - Utility Services	49,962	52,129	76,264	77,000
5244 - Rentals and Leases	313	268	625	-
5245 - Insurance	-	159	-	-
5246 - Repairs and Maintenance Services	360,175	288,272	357,108	382,000
5247 - Printing and Binding	965	1,245	1,343	1,600
5248 - Promotional Activities	10,581	7,420	6,730	9,500
5249 - Other Current Charges	39,804	39,502	44,567	57,700
5251 - Office Supplies	19,082	11,180	13,180	11,100
5252 - Operating Supplies	271,052	313,795	292,577	345,300
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	18,798	32,508	38,985	40,500
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	349,956	413,750	345,300	279,000
5882 - Aid To Private Organizations	-	-	-	-
Total	\$1,162,312	\$1,175,403	\$1,221,957	\$1,285,800

**FIRE / RESCUE SERVICES DEPARTMENT
ADMINISTRATION DIVISION**



ADMINISTRATION DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Fire Chief	1	1	1	1	-	1	EBB
Deputy Fire Chief	2	2	2	2	-	2	23
EMS Officer	1	1	-	-	-	-	21
Fire Training Officer	1	1	1	1	-	1	21
Communications Manager	1	1	-	-	-	-	20
Fire Inspector	1	1	-	-	-	-	17
Fleet Maintenance Coordinator	1	1	1	1	(1)	-	16
PIO/Public Safety Educator (IT)	-	-	1	1	(1)	-	15
Lead Telecommunicator	3	3	-	-	-	-	13
Executive Assistant	1	1	1	1	-	1	12
Logistics Manager	1	1	1	1	-	1	12
Fire Inspector-Civilian	2	1	-	-	-	-	9
Telecommunicator	8	8	-	-	-	-	8
Administrative Assistant II	1	1	1	1	-	1	8
Logistics Clerk	1	1	1	1	-	1	2
TOTAL	25	24	10	10	(2)	8	

Functional Duties: The Administrative division is separated into Emergency Management and Logistics. Additionally, this branch is responsible for contract administration, interagency and intergovernmental agreements, administrative services, facilities maintenance, and marketing (public affairs and education) for the entire Department. This division also coordinates all repair and maintenance to the City’s 800 MhZ radio system.

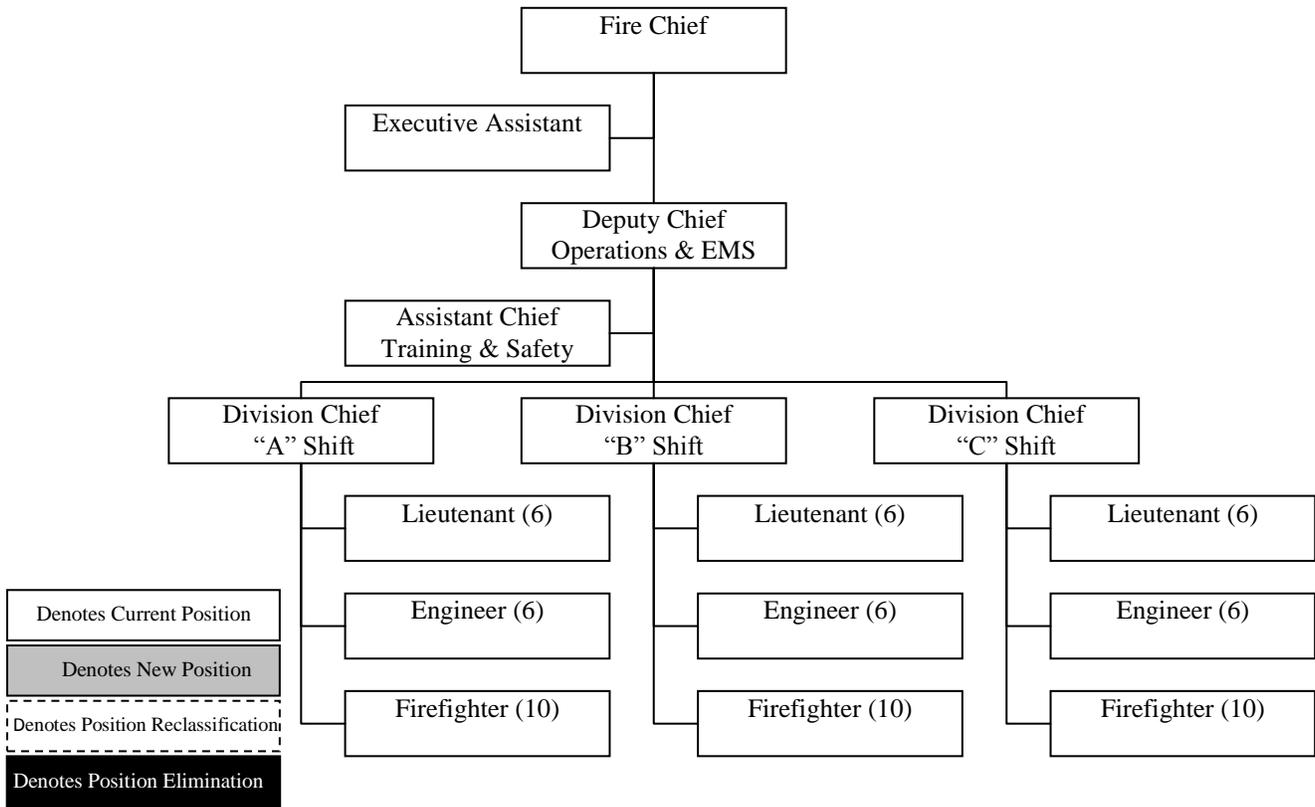
Fire Administration

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$4,971,767	\$5,027,836	\$ 604,964	\$ 511,400
Overtime	213,512	226,260	9,833	1,500
Other Pay	25,454	24,710	3,700	3,300
Benefits and Taxes	2,378,692	2,544,066	231,638	202,000
Total Personal Service Costs	7,589,425	7,822,872	850,134	718,200
Operating Expenditures	1,162,312	1,175,403	436,716	389,500
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	379,000	379,000	379,000	379,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$9,130,737	\$9,377,275	\$1,665,850	\$1,486,700
Staffing:				
Full-Time	25	24	9	8
Part-Time	-	-	1	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 13,900	\$ -	\$ -	\$ 15,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	18,641	7,415	9,622	2,400
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	1,112	1,494	858	1,400
5241 - Communications and Freight Services	7,971	6,266	3,850	3,000
5243 - Utility Services	49,962	52,129	3,764	4,500
5244 - Rentals and Leases	313	268	-	-
5245 - Insurance	-	159	-	-
5246 - Repairs and Maintenance Services	360,175	288,272	30,769	34,800
5247 - Printing and Binding	965	1,245	383	600
5248 - Promotional Activities	10,581	7,420	1,857	2,000
5249 - Other Current Charges	39,804	39,502	6,567	10,800
5251 - Office Supplies	19,082	11,180	6,206	4,100
5252 - Operating Supplies	271,052	313,795	21,684	25,000
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	18,798	32,508	5,856	6,900
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	349,956	413,750	345,300	279,000
5882 - Aid To Private Organizations	-	-	-	-
Total	\$1,162,312	\$1,175,403	\$ 436,716	\$ 389,500

FIRE / RESCUE SERVICES DEPARTMENT

OPERATIONS DIVISION



OPERATIONS DIVISION							
PERSONAL SERVICES SCHEDULE:							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Position Title							
Division Commander	3	3	3	3	-	3	Union
Lieutenant	18	18	18	18	-	18	Union
Engineer	15	18	18	18	-	18	Union
Firefighter	33	30	30	30	-	30	Union
TOTAL	69	69	69	69	-	69	

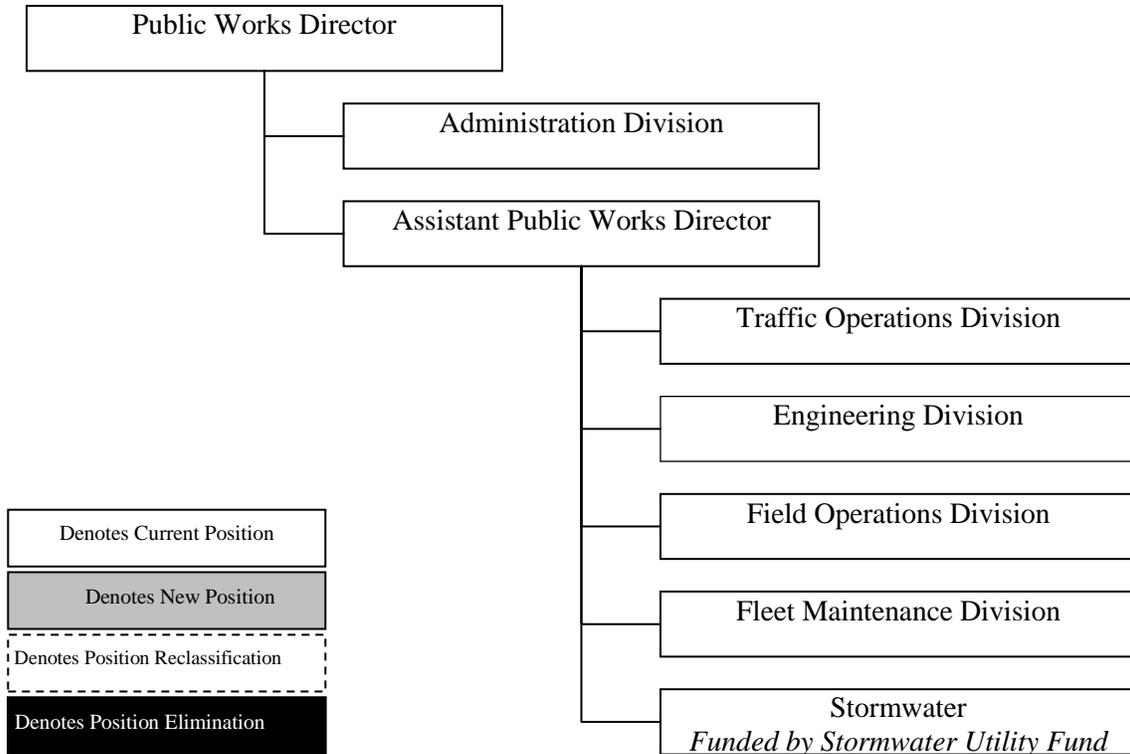
Functional Duties: The Operations division is composed of the “Combat” division of the Fire Department and includes Training, Safety and EMS management functions via the Administrative division. The department provides Emergency Medical Services (EMS) at the Advanced Life Support (ALS) level, firefighting, hazardous materials as well as other specialized response. As an all-hazards department, our dual trained personnel can rapidly mitigate any emergency presented to them.

Fire Operations

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ -	\$ -	\$3,792,724	\$3,817,600
Overtime	-	-	277,952	252,200
Other Pay	-	-	25,910	17,600
Benefits and Taxes	-	-	2,066,878	2,136,000
Total Personal Service Costs	-	-	6,163,464	6,223,400
Operating Expenditures	-	-	785,241	896,300
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ -	\$ -	\$6,948,705	\$7,119,700
Staffing:				
Full-Time	69	69	69	69
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ 21,948	\$ 40,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	-	-	7,150	18,100
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	-	-	911	1,300
5241 - Communications and Freight Services	-	-	939	900
5243 - Utility Services	-	-	72,500	72,500
5244 - Rentals and Leases	-	-	625	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	-	-	326,339	347,200
5247 - Printing and Binding	-	-	960	1,000
5248 - Promotional Activities	-	-	4,873	7,500
5249 - Other Current Charges	-	-	38,000	46,900
5251 - Office Supplies	-	-	6,974	7,000
5252 - Operating Supplies	-	-	270,893	320,300
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	-	-	33,129	33,600
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ -	\$ -	\$ 785,241	\$ 896,300

PUBLIC WORKS DEPARTMENT OVERVIEW



Functional Duties: The Public Works Department is responsible for the design, construction, and maintenance of the City’s road and stormwater drainage systems. The Department also handles fleet and equipment maintenance, sidewalk construction, vegetation control, road paving, and maintenance. Public Works also assumes the responsibility of Project Manager via the Public Works Director and the Engineering Division on all department Capital Improvement Projects. The Department’s work program is supported by the County of Volusia which provides mosquito control. The City’s Consulting Engineer provides services in the preparation of specifications and the design of projects supported by the Department. The Department provides a comprehensive vehicle maintenance program for City vehicles and equipment thru the Fleet Maintenance Division. In addition to the funding provided through the General Fund, Public Works operations are funded by the Stormwater Utility Fund, Enterprise Fund, Transportation Fund and CDBG Fund (see Special Revenue Funds section of this budget document).

PUBLIC WORKS DEPARTMENT

Mission Statement: *“To provide quality, innovative, visually appealing and cost efficient maintenance of vehicles and equipment, public rights-of-way, stormwater drainage infrastructure and retention areas. Furthermore to perform complex professional analytical office and engineering support in plan review and field engineering support for environmental, water, wastewater, stormwater, roads and drainage and other projects with the City; and to provide the residents of Deltona with exceptional customer service and respond to the needs of the community.”*

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Key Objectives:

- Proactively perform maintenance service in all sectors within the City limits making the City street system safe and convenient to use.
- To provide and maintain a functional network of sidewalks throughout the City.
- Maintain a safe, reliable and economical fleet through preventative maintenance and enhanced education and training programs for our mechanics.
- Enhance City’s traffic control and street signs in the interest of safety and appearance.
- Respond to all inquiries for Streetlighting districts.
- Respond to all inquiries for traffic calming.
- To review, make recommendations and assist in the bid process and job completion for capital projects and contracted service in accordance with approved laws and specifications.
- Actively participate in DRC reviews and approvals for construction projects City wide as well as act as a liaison for contractors, engineers, owners and developers during the construction process.
- Provide in-house road striping and crosswalks within the City.
- Process all invoices, contracts, bid requests, agenda memos, supply orders, and financials in a timely manner.
- Provide high level of customer service and response to inquiries on a timely basis

Performance Measures:

- Street Name Signs Fabricated/Installed/Replaced.
- Completed vehicle service requests
- Streets Resurfaced (miles)
- Average number of Purchase Orders Processed

Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
700	1320	1400
1230	1250	1275
5.4	5.8	5.0
81	90	95

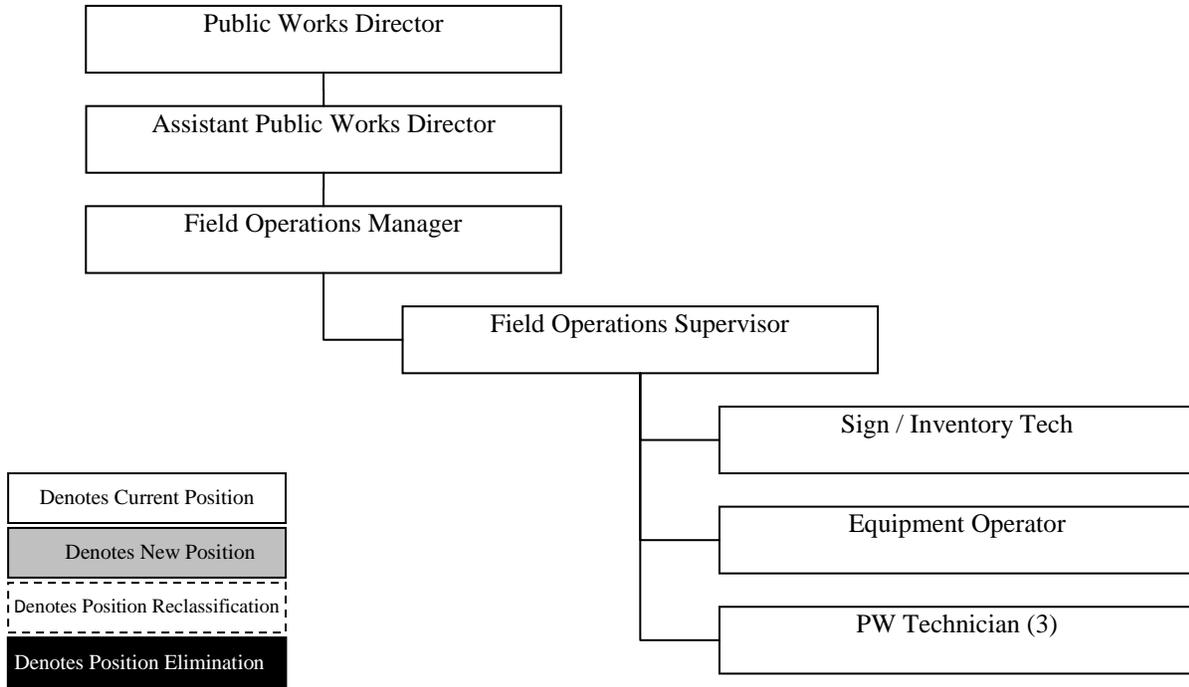
Public Works

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 773,268	\$ 740,070	\$ 761,140	\$ 844,200
Overtime	7,433	9,942	9,162	25,900
Other Pay	5,831	6,423	6,944	7,400
Benefits and Taxes	335,537	332,845	330,514	382,400
Total Personal Service Costs	1,122,069	1,089,280	1,107,760	1,259,900
Operating Expenditures	574,855	643,740	673,063	696,900
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	346,000	346,000	346,000	346,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	499,205	76,500	613,000
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$2,042,924	\$2,578,225	\$2,203,323	\$2,915,800
Staffing:				
Full-Time	29	27	27	28
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 16,367	\$ 505	\$ 500	\$ 1,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	58,435	95,245	42,098	57,600
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	2,138	1,023	934	700
5241 - Communications and Freight Services	2,190	2,457	3,031	3,600
5243 - Utility Services	215,483	241,514	248,557	264,500
5244 - Rentals and Leases	-	1,607	1,991	3,000
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	181,617	202,921	232,215	228,400
5247 - Printing and Binding	99	64	148	200
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	9,497	6,955	11,745	10,000
5251 - Office Supplies	4,310	1,169	2,587	2,000
5252 - Operating Supplies	120,078	135,379	137,715	146,400
5253 - Road Materials & Supplies	71,945	66,998	93,000	83,000
5254 - Publications, Memberships & Training	5,651	2,461	3,506	3,100
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	55,631	60,574	62,900	68,400
9904 - Fleet Maintenance Allocation	(168,586)	(175,132)	(167,864)	(175,000)
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 574,855	\$ 643,740	\$ 673,063	\$ 696,900

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**PUBLIC WORKS DEPARTMENT
TRAFFIC OPERATIONS DIVISION**



TRAFFIC OPERATIONS DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Sign/Inventory Technician	1	1	1	1	-	1	7
Equipment Operator	1	1	1	1	-	1	6
Public Works Technician	4	3	3	3	-	3	4
TOTAL	6	5	5	5	-	5	

Functional Duties: The Traffic Operations Division provides the City with road resurfacing and repairs, responsible for the fabrication, installation and maintenance of all signs on City roads. In addition, the Traffic Division monitors contracts and agreements for striping and signalization.

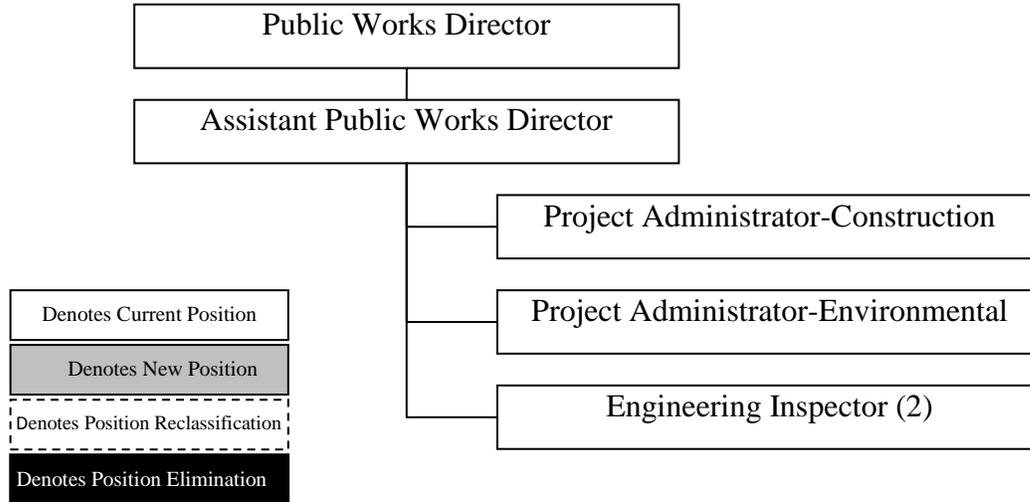
PW-Traffic Operations

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 134,824	\$ 122,253	\$ 120,322	\$ 127,800
Overtime	1,186	1,114	1,613	1,300
Other Pay	735	525	1,112	-
Benefits and Taxes	66,835	64,920	65,882	72,000
Total Personal Service Costs	203,580	188,812	188,929	201,100
Operating Expenditures	291,543	313,769	291,506	314,500
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	26,000	26,000	26,000	26,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	499,205	76,500	613,000
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 521,123	\$1,027,786	\$ 582,935	\$1,154,600
Staffing:				
Full-Time	6	5	5	5
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 800	\$ -	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	50,069	46,080	35,000	45,000
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	22	7	15	-
5241 - Communications and Freight Services	-	-	-	-
5243 - Utility Services	172,494	193,871	165,696	185,500
5244 - Rentals and Leases	-	-	125	500
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	4,668	3,038	6,542	6,000
5247 - Printing and Binding	-	-	-	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	-	-	125	-
5251 - Office Supplies	-	-	-	-
5252 - Operating Supplies	30,637	33,086	30,164	34,000
5253 - Road Materials & Supplies	32,374	37,567	53,000	43,000
5254 - Publications, Memberships & Training	479	120	839	500
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 291,543	\$ 313,769	\$ 291,506	\$ 314,500

PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION



ENGINEERING DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Assistant Public Works Director	1	1	1	1	-	1	25
Project Admin.-Construction	1	1	1	1	-	1	13
Project Admin.-Environmental	1	1	1	1	-	1	13
Utility Inspector	1	-	-	-	-	-	12
Engineering Inspector	3	2	2	2	-	2	7
TOTAL	7	5	5	5	-	5	

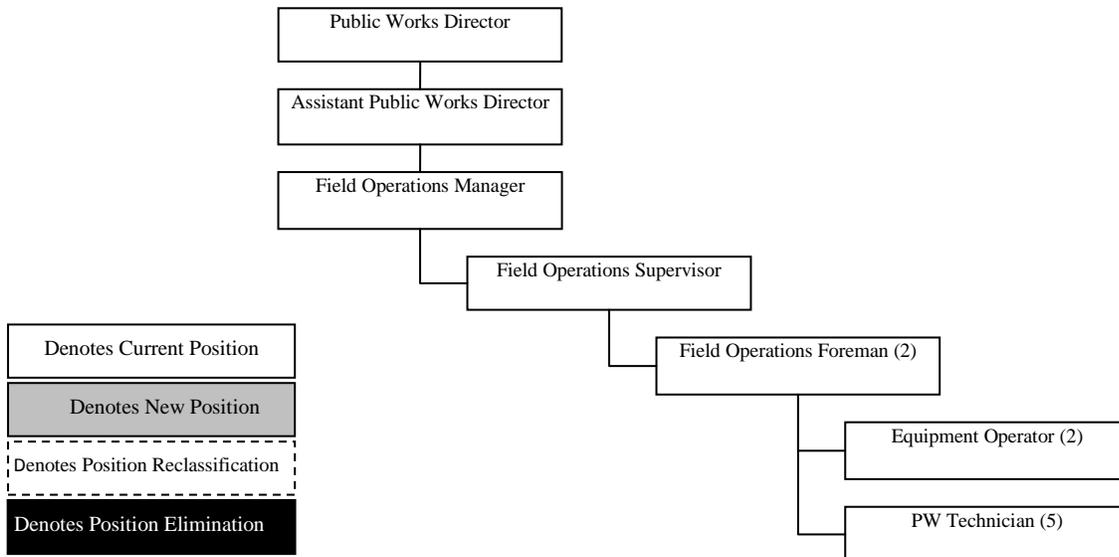
Functional Duties: The Engineering Division performs complex professional, analytical work providing office and field engineering support in plan review, project construction and field engineering support for environmental, water, wastewater, stormwater, roads and drainage and other projects ensuring technical competence and compliance with all current codes and criteria. Plans, directs and coordinates the design and inspection of construction projects.

PW-Engineering

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 75,313	\$ 76,573	\$ 77,666	\$ 97,800
Overtime	32	-	-	200
Other Pay	-	-	-	-
Benefits and Taxes	25,618	26,397	25,258	35,800
Total Personal Service Costs	100,963	102,970	102,924	133,800
Operating Expenditures	14,262	13,536	13,131	14,600
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 115,225	\$ 116,506	\$ 116,055	\$ 148,400
Staffing:				
Full-Time	7	5	5	5
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	-	-	-	-
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	92	144	50	200
5241 - Communications and Freight Services	921	806	1,004	1,200
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	-	-	-	-
5247 - Printing and Binding	-	-	25	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	-	-	-	-
5251 - Office Supplies	1,517	258	-	-
5252 - Operating Supplies	9,097	11,037	10,805	12,000
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	2,635	1,291	1,247	1,200
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 14,262	\$ 13,536	\$ 13,131	\$ 14,600

**PUBLIC WORKS DEPARTMENT
FIELD OPERATIONS DIVISION**



FIELD OPERATIONS DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Field Operations Manager	1	1	1	1	-	1	18
Field Operations Supervisor	1	1	1	1	-	1	13
Field Operations Foreman	2	2	2	2	-	2	9
Equipment Operator	2	2	2	2	-	2	6
Public Works Technician	5	5	5	5	-	5	4
	11	11	11	11	-	11	

Functional Duties: The Field Operations Division is responsible for the maintenance of the City’s roads and right of ways. The Division also handles the maintenance and installation of sidewalks. In addition, Field Operations is responsible for mowing of medians and tree trimming.

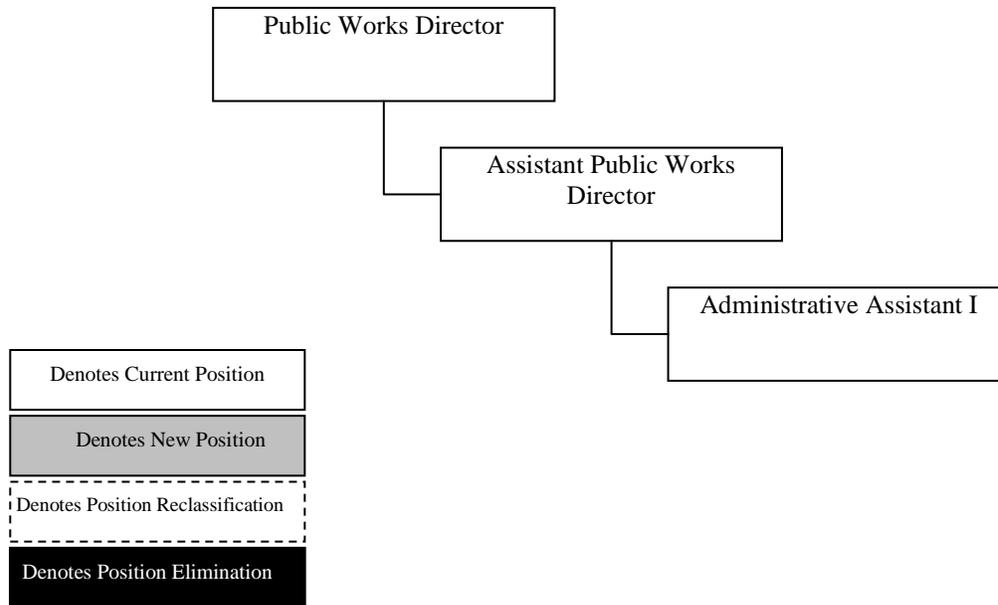
PW-Field Operations

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 295,637	\$ 315,176	\$ 329,659	\$ 343,700
Overtime	3,162	6,493	5,222	10,500
Other Pay	1,582	2,314	2,176	3,700
Benefits and Taxes	136,578	146,764	148,358	160,100
Total Personal Service Costs	436,959	470,747	485,414	518,000
Operating Expenditures	160,546	200,543	212,047	209,300
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	273,000	273,000	273,000	273,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 870,505	\$ 944,290	\$ 970,461	\$1,000,300
Staffing:				
Full-Time	11	11	11	11
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 1,515	\$ 505	\$ 250	\$ 1,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	6,418	47,199	5,920	7,000
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	72	53	-	-
5241 - Communications and Freight Services	1,051	871	1,138	1,500
5243 - Utility Services	33,076	36,465	70,000	65,000
5244 - Rentals and Leases	-	-	250	1,000
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	-	-	-	1,000
5247 - Printing and Binding	-	-	-	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	9,497	6,955	11,495	10,000
5251 - Office Supplies	337	-	-	-
5252 - Operating Supplies	68,821	79,064	82,574	82,000
5253 - Road Materials & Supplies	39,571	29,431	40,000	40,000
5254 - Publications, Memberships & Training	188	-	420	800
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 160,546	\$ 200,543	\$ 212,047	\$ 209,300

PUBLIC WORKS DEPARTMENT

ADMINISTRATION DIVISION



ADMINISTRATION DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Public Works Director	1	1	1	1	-	1	EBB
Administrative Assistant II	1	-	-	-	-	-	8
Administrative Assistant I	1	1	1	1	-	1	6
TOTAL	3	2	2	2	-	2	

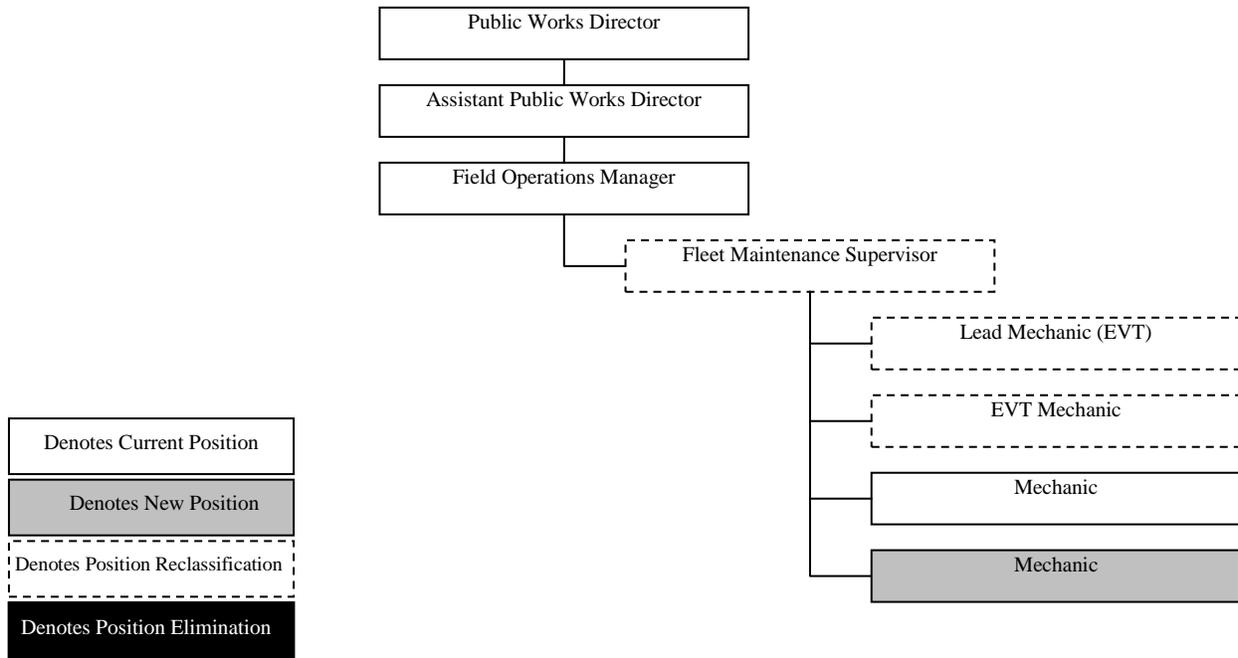
Functional Duties: The Administration Division of the Public Works Department is responsible for the managing the administrative duties of the department. This includes financial and budget management, procurement of goods and services, contracts and agreements, project management, engineering services, payroll and personnel services, information technology requests, and to provide the highest level of customer service to internal and external customers. Additionally the administrative division oversees the N.P.D.E.S. Ms-4 permit through the Stormwater Division.

PW-Administration

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 132,395	\$ 83,327	\$ 85,161	\$ 87,100
Overtime	881	753	376	700
Other Pay	-	-	-	-
Benefits and Taxes	46,352	29,555	26,273	26,800
Total Personal Service Costs	179,628	113,635	111,810	114,600
Operating Expenditures	83,834	78,606	89,793	104,300
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 263,462	\$ 192,241	\$ 201,603	\$ 218,900
Staffing:				
Full-Time	3	2	2	2
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 14,052	\$ -	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	-	-	-	3,100
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	-	-	-	-
5241 - Communications and Freight Services	-	350	333	300
5243 - Utility Services	9,913	11,178	12,861	14,000
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	798	2,823	6,860	10,400
5247 - Printing and Binding	99	64	123	200
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	-	-	-	-
5251 - Office Supplies	2,360	905	2,587	2,000
5252 - Operating Supplies	981	2,712	4,129	5,900
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	-	-	-	-
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	55,631	60,574	62,900	68,400
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 83,834	\$ 78,606	\$ 89,793	\$ 104,300

**PUBLIC WORKS DEPARTMENT
FLEET MAINTENANCE DIVISION**



FLEET MAINTENANCE DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Fleet Maintenance Supervisor	-	-	-	-	1	1	11
Lead Mechanic	1	1	1	1	-	1	11
EVT Mechanic	-	1	1	2	(1)	1	10
Mechanic	3	2	1	1	1	2	9
TOTAL	4	4	3	4	1	5	

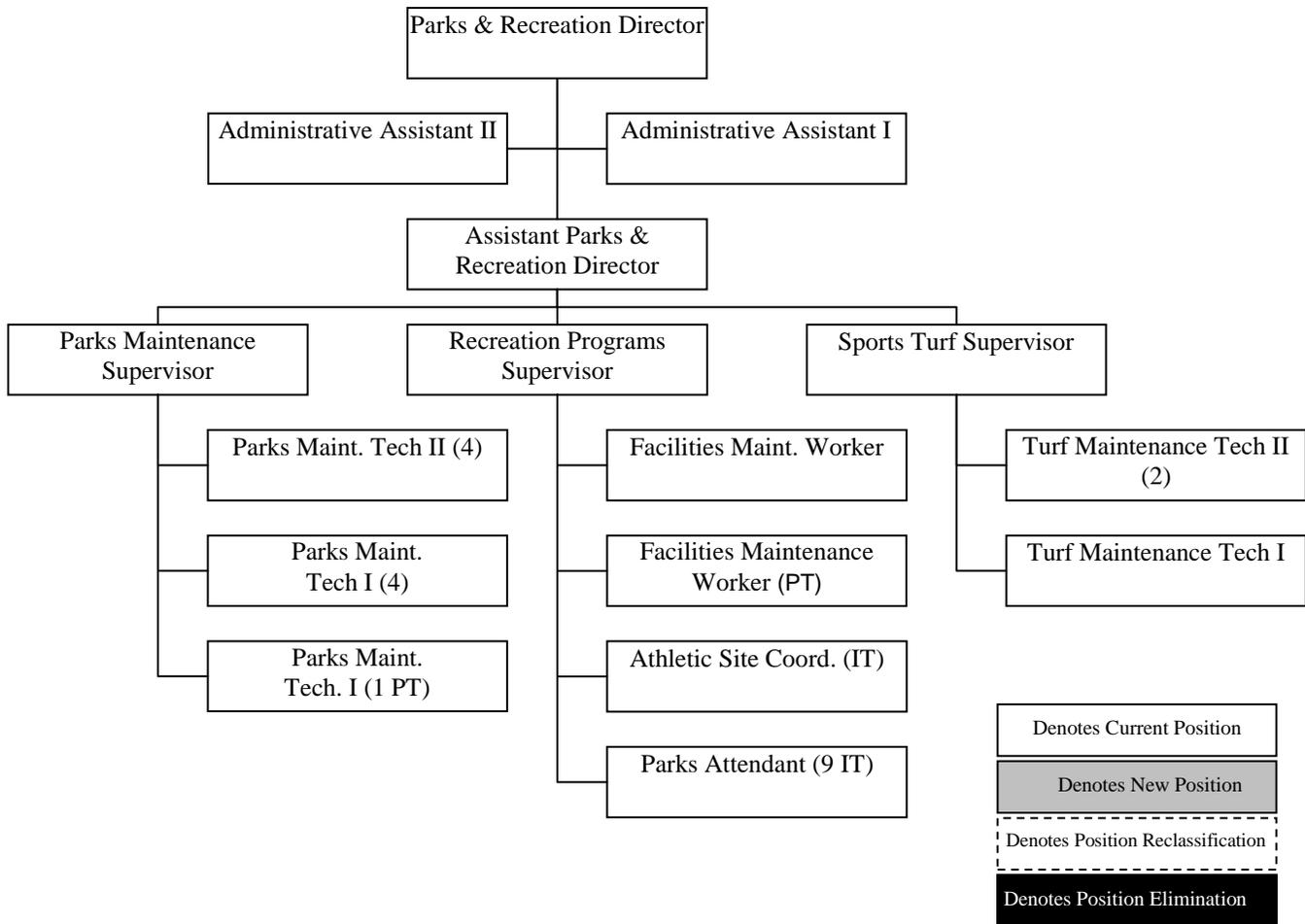
Functional Duties: The Fleet Maintenance Division provides routine maintenance and emergency repairs to all City vehicles and equipment. The Maintenance Division assists with the purchase and acquisition of new vehicles as well as the disposal of equipment and vehicles no longer cost effective.

PW-Fleet Maintenance

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 135,099	\$ 142,741	\$ 148,333	\$ 187,800
Overtime	2,172	1,582	1,951	13,200
Other Pay	3,514	3,584	3,656	3,700
Benefits and Taxes	60,154	65,209	64,743	87,700
Total Personal Service Costs	200,939	213,116	218,683	292,400
Operating Expenditures	24,670	37,286	66,586	54,200
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	47,000	47,000	47,000	47,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$ 272,609	\$ 297,402	\$ 332,269	\$ 393,600
Staffing:				
Full-Time	4	4	4	5
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ 250	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	1,948	1,966	1,178	2,500
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	1,952	819	869	500
5241 - Communications and Freight Services	218	430	556	600
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	1,607	1,616	1,500
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	176,151	197,060	218,813	211,000
5247 - Printing and Binding	-	-	-	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	-	-	125	-
5251 - Office Supplies	96	6	-	-
5252 - Operating Supplies	10,542	9,480	10,043	12,500
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	2,349	1,050	1,000	600
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
9904 - Fleet Maint Allocation	(168,586)	(175,132)	(167,864)	(175,000)
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 24,670	\$ 37,286	\$ 66,586	\$ 54,200

PARKS AND RECREATION DEPARTMENT



Functional Duties: The City of Deltona’s Parks & Recreation Department’s mission is to “create community and enhance the quality of life in Deltona through people, places, programs, and partnerships”. We desire to optimize the use of our municipal facilities for public purposes, and to increase the opportunities for adult and youth recreational programs in the City. Our department oversees 303 acres which includes 20 developed parks, and several facilities. Our staff members are responsible for: coordination of City sponsored athletic leagues, recreation programs, special events, building and ball field maintenance, turf and landscape maintenance, custodial upkeep, and establishing partnerships with over 22 local associations. All lands and improvements thereon dedicated and provided, along with related City services, are for the purpose of advancing these public recreational opportunities. All parks, facilities and recreation programs are utilized in a fiscally responsible manner.

PARKS AND RECREATION DEPARTMENT

Mission Statement: *To provide a variety of active and passive recreation opportunities for persons of all ages and abilities; to provide quality and visually appealing maintenance of parks, buildings and athletic facilities; to work in unison with private, public, youth and adult sports organizations, community groups and others to ensure service provision; and to identify trends and opportunities, as well as concerns and issues, and initiate actions to address each.*

PARKS AND RECREATION DEPARTMENT							
PERSONAL SERVICES SCHEDULE:							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Position Title	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	Pay Grade
Parks & Recreation Director	1	1	1	1	-	1	EBB
Assist. Parks & Rec. Director	-	1	1	1	-	1	19
Recreation Program Manager	1	-	-	-	-	-	17
Sports Turf Supervisor	1	1	1	1	-	1	13
Parks Maintenance Supervisor	-	1	1	1	-	1	13
Lead Parks Maintenance Tech	1	-	-	-	-	-	12
Recreation Programs Supervisor	-	1	1	1	-	1	12
Lead Recreation Programs	1	-	-	-	-	-	11
Administrative Assistant II	2	1	1	1	-	1	8
Administrative Assistant I	-	1	1	1	-	1	6
Facilities Coordinator	1	-	-	-	-	-	5
Turf Maintenance Tech II	2	2	2	2	-	2	4
Parks Maint. Tech II	4	4	4	4	-	4	4
Turf Maintenance Tech I	1	1	1	1	-	1	2
Parks Maint. Tech. I	4	4	4	4	-	4	2
Parks Maint. Tech. I (PT)	2	1	1	1	-	1	2
Recreation Coordinator	2	-	-	-	-	-	2
Athletic Site Coordinator (IT)	2	1	1	1	-	1	2
Facilities Maintenance Worker	2	1	1	1	-	1	1
Facilities Maintenance Worker (PT)	-	-	-	1	-	1	1
Parks Attendant I (IT)	10	12	10	9	-	9	1
TOTAL	37	33	31	31	-	31	

PARKS AND RECREATION DEPARTMENT

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Key Objectives:

- Build internal partnerships with the essential service providers to meet community needs.
 - Continue to manage facility use agreements (new/renewed/revised).
 - Ensure all maintenance/service contracts meet performance standards.
- Aggressively market department and programming services.
 - Continue to improve programming name recognition utilizing the City email and website pages.
 - Update advisory and sub-committee members monthly at publicly scheduled meetings.
 - Update, on City web page, meeting minutes within seven (7) days after a public meeting.
- Continue to seek leaders and leadership development opportunities (i.e. fiscal management, strategic modeling, metric analysis) from the business community and other areas outside traditional parks and recreation.
 - Utilize available grant funding opportunities to enhance facilities and program services.

Performance Measures:

- Agreements and contracts currently underway.
- Increase eye-appeal and cleanliness of department maintained facilities.
- Identify financial and programmatic partners to offset expenses department-wide.
- Advisory and sub-committees monthly meetings.
- Grant Applications

	Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
	53	48	42
	7	5	5
	3	3	3
	48	30	29
	2	2	2

DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS

The City of Deltona Parks & Recreation Department desires to optimize the use of its municipal facilities for public purposes and to increase the opportunities for adult and youth recreational programs in the City. As part of our continued effort in achieving our goal, the City of Deltona has continued to make recreation programs an important component for the citizens. In FY 11/12, we were able to renovate several facilities which were in need of enhancement to serve the citizens of Deltona of all ages. Additionally, we have an extensive wish list of projects/enhancements that we would like to continue pursuing.

Recreation enhancements during FY 11/12 year included:

- Continue to provide “Concerts at the Amphitheater” – Relocating this popular community program to the Deltona Amphitheater while continuing to offer a series of concerts offering a vast array of entertainers, increasing from eight to nine concerts per year.

PARKS AND RECREATION DEPARTMENT

DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS- Continued

- Easter Eggextravaganza” event with over 2,500 community children in attendance.
- Halloween “Spooktacular” community event continues to grow each year with over 11,000 in attendance.
- Wags & Whiskers Pet Festival has increased in popularity with over 150 dogs and 18 cats at the Keysville Dog Park.
- Partnered with several not-for-profit organizations providing logistical support in hosting community events at Dewey Boster, offering a cultural environment in the Deltona community.
- For the second year the Community Expo and our annual Ability Fair continue to outpace our City Hall events.
- Hosted a major soccer tournament with the Seminole Soccer Association with a record number of soccer teams participating at Dewey Boster Soccer Complex on Memorial Day weekend. Continuing to promote sports tourism and economic development.
- Provided hosting opportunities for the Philadelphia Union Major League Soccer Team Spring Training.

During FY 11/12 we were able to continue to provide our very successful Adult/Youth Athletic Leagues. Additionally, we partnered with several youth not-for-profit sports organization to provide opportunities for our citizenry to participate in T-ball, little league baseball, softball, soccer, flag and tackle football and basketball.

Receiving community feedback is very essential to the success of the Parks & Recreation Department and the City of Deltona. Our Community Feedback Questionnaire provides residents with an opportunity to express their opinions and make suggestions in a formal manner either online or by paper. Additionally, we continue to receive community feedback from our residents at our monthly Parks & Recreation Advisory Committee (7 members) meeting on the 2nd Monday of every month in City Hall at 7:00 pm. Minutes of our meetings can be located on our Parks and Recreation Department website. Finally, residents are also able to email us as we have several community feedback questions identified on the City’s website.

Completed Park Projects for FY 11/12

Harris Saxon Park: Upgraded the landscaping, adding new irrigation and trees, completed the installation of a new playground element increasing the size of the playground area.

Wes Crile Park: Replaced the (4) Tennis Courts and Basketball Courts.

Thornby Park: Completed the construction of the Gazebo, enhancing the All-Inclusive/Inspiration Playground.

Veterans Park: Completed the installation of irrigation well.

Campbell Park: Completed the installation of irrigation well.

PARKS AND RECREATION DEPARTMENT

DEPARTMENT PERSPECTIVE, TRENDS & HIGHLIGHTS- Continued

Completed Park Projects for FY 11/12 – Continued

Vann Park: Completed the installation of irrigation well.

Dewey Boster: Completed the construction of a metal building to add additional storage space.

Park Projects Scheduled for FY 12/13

Dwight Hawkins Park: Replace the Basketball courts.

Firefighters Park: Replace the Basketball courts.

Thornby Park: Continue to develop the Thornby Loop/trail and partnering with Volusia County.

Dewey Boster: Relocate our maintenance staff/employees from the Parks Depot to Dewey Boster.

Parks & Recreation

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 853,265	\$ 803,637	\$ 825,529	\$ 863,100
Overtime	10,706	20,883	29,933	26,400
Other Pay	7,288	6,881	7,064	7,300
Benefits and Taxes	325,888	309,392	309,792	322,100
Total Personal Service Costs	1,197,147	1,140,793	1,172,318	1,218,900
Operating Expenditures	682,336	801,484	891,430	886,100
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	110,000	110,000	110,000	110,000
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$1,989,483	\$2,052,277	\$2,173,748	\$2,215,000
Staffing:				
Full-Time	23	19	19	19
Part-Time	14	14	12	12
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 6,158	\$ 2,217	\$ 4,684	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	49,691	16,571	4,828	18,000
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	100	43	505	100
5241 - Communications and Freight Services	2,591	3,212	3,468	3,400
5243 - Utility Services	142,425	140,748	249,138	277,000
5244 - Rentals and Leases	4,775	10,646	3,801	1,000
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	87,239	130,607	119,434	141,200
5247 - Printing and Binding	4,663	36	259	-
5248 - Promotional Activities	6,568	1,729	5,368	600
5249 - Other Current Charges	84,184	76,761	59,738	65,300
5251 - Office Supplies	22,683	4,009	3,415	4,100
5252 - Operating Supplies	199,726	277,602	279,512	215,600
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	1,678	1,063	2,680	2,800
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	69,855	136,240	154,600	157,000
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 682,336	\$ 801,484	\$ 891,430	\$ 886,100

Special Revenue Funds

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SPECIAL REVENUE FUNDS SUMMARY

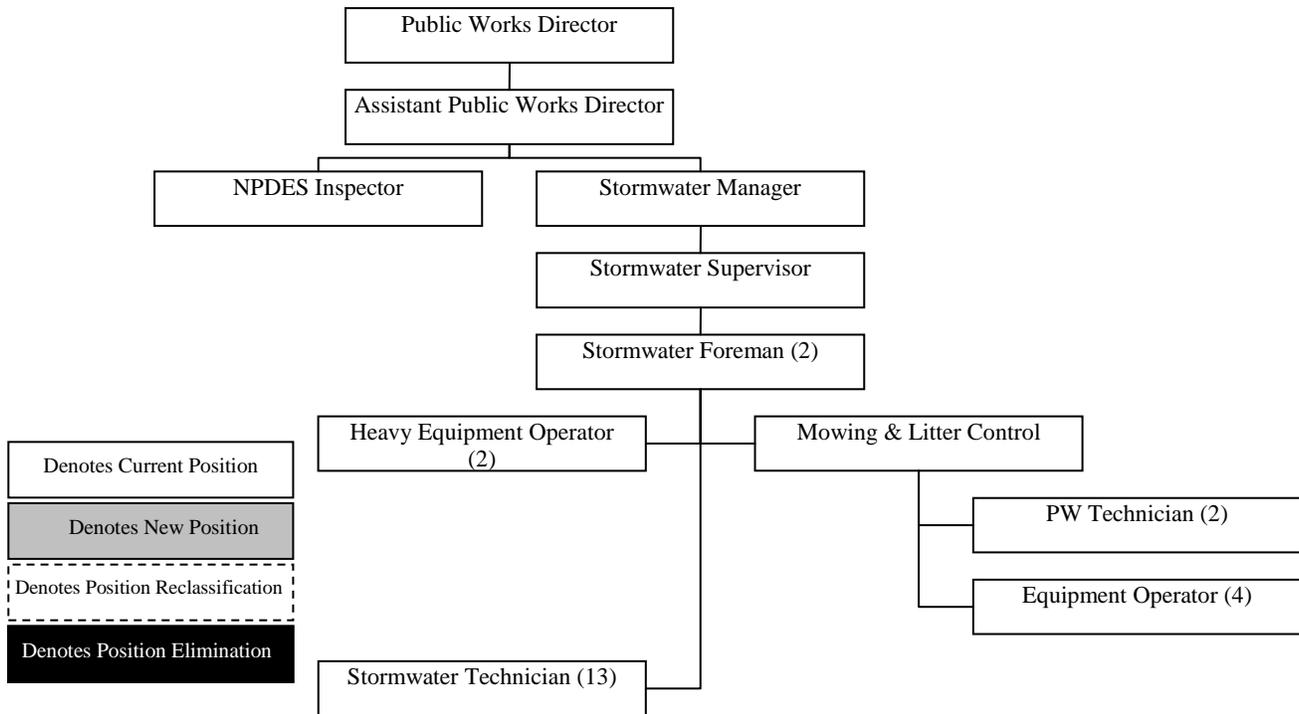
	Stormwater Utility	Solid Waste Management	Fire/Rescue Impact Fees	SHIP Grant	CDBG Grant	Streetlighting Districts
SOURCES						
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assessments	2,915,000	5,628,200	-	-	-	135,000
Impact Fees	-	-	2,140	-	-	-
Other Fees	-	-	-	-	-	-
Grant Funding	147,100	-	-	-	441,819	-
Miscellaneous Revenue	5,000	-	-	-	-	-
Interest Income	3,000	1,800	-	-	-	200
Total Revenues	3,070,100	5,630,000	2,140	-	441,819	135,200
Transfers In	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-
Total Revenues, Debt Proceeds, and Transfers In	3,070,100	5,630,000	2,140	-	441,819	135,200
Fund Balance Carryforward	4,443,539	505,175	6,500	55,964	467,644	2,821
Total Sources	<u>\$ 7,513,639</u>	<u>\$ 6,135,175</u>	<u>\$ 8,640</u>	<u>\$ 55,964</u>	<u>\$ 909,463</u>	<u>\$ 138,021</u>
USES						
Public Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Physical Environment	2,115,300	5,563,000	-	-	-	-
Transportation	-	-	-	-	-	135,200
Economic Environment	-	-	-	55,964	381,892	-
Culture/Recreation	-	-	-	-	-	-
Debt Service:						
Principal	227,538	-	-	-	-	-
Interest	298,162	-	-	-	-	-
Capital Outlay	3,349,700	-	-	-	527,571	-
Total Expenditures	5,990,700	5,563,000	-	55,964	909,463	135,200
Transfers Out	-	-	-	-	-	-
Total Expenditures and Transfers Out	5,990,700	5,563,000	-	55,964	909,463	135,200
Ending Fund Balance	1,522,939	572,175	8,640	-	-	2,821
Total Uses	<u>\$ 7,513,639</u>	<u>\$ 6,135,175</u>	<u>\$ 8,640</u>	<u>\$ 55,964</u>	<u>\$ 909,463</u>	<u>\$ 138,021</u>

Note 1: Includes NSP 1 and NSP 3

Special Revenue Funds

<u>Park Impact Fees</u>	<u>Transportation</u>	<u>Tree Replacement Fees</u>	<u>Environmental Improvement Trust</u>	<u>Law Enforcement Impact Fees</u>	<u>NSP Grants (Note 1)</u>	<u>Transportation Impact Fees</u>	<u>Misc. Grants</u>	<u>Total</u>
\$ -	\$ 2,112,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,112,000
-	-	-	-	-	-	-	-	8,678,200
15,560	-	-	-	1,160	-	45,000	-	63,860
-	-	6,000	1,000	-	1,232,900	-	-	1,239,900
-	-	-	-	-	2,161,000	-	66,100	2,816,019
-	-	-	-	-	-	-	-	5,000
<u>220</u>	<u>4,100</u>	<u>1,900</u>	<u>100</u>	<u>50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,370</u>
15,780	2,116,100	7,900	1,100	1,210	3,393,900	45,000	66,100	14,926,349
-	45,000	-	-	-	-	-	-	45,000
-	-	-	-	-	-	-	-	-
15,780	2,161,100	7,900	1,100	1,210	3,393,900	45,000	66,100	14,971,349
46,102	5,997,636	464,679	40,034	11,792	-	-	-	12,041,886
<u>\$ 61,882</u>	<u>\$ 8,158,736</u>	<u>\$ 472,579</u>	<u>\$ 41,134</u>	<u>\$ 13,002</u>	<u>\$ 3,393,900</u>	<u>\$ 45,000</u>	<u>\$ 66,100</u>	<u>\$ 27,013,235</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	66,100	7,744,400
-	129,400	-	-	-	-	-	-	264,600
-	-	-	-	-	3,393,900	-	-	3,831,756
-	-	-	-	-	-	-	-	-
-	760,000	-	-	-	-	-	-	987,538
-	699,600	-	-	-	-	-	-	997,762
-	4,300,000	-	-	-	-	-	-	8,177,271
-	5,889,000	-	-	-	3,393,900	-	66,100	22,003,327
-	-	-	-	-	-	45,000	-	45,000
-	5,889,000	-	-	-	3,393,900	45,000	66,100	22,048,327
<u>61,882</u>	<u>2,269,736</u>	<u>472,579</u>	<u>41,134</u>	<u>13,002</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,964,908</u>
<u>\$ 61,882</u>	<u>\$ 8,158,736</u>	<u>\$ 472,579</u>	<u>\$ 41,134</u>	<u>\$ 13,002</u>	<u>\$ 3,393,900</u>	<u>\$ 45,000</u>	<u>\$ 66,100</u>	<u>\$ 27,013,235</u>

**PUBLIC WORKS DEPARTMENT
STORMWATER UTILITY**



STORMWATER UTILITY FUND							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Stormwater Manager	1	1	1	1	-	1	18
Stormwater Supervisor	1	1	1	1	-	1	13
NPDES Inspector	1	1	1	1	-	1	11
Foreman-Storm	2	2	2	2	-	2	10
Heavy Equipment Operator-Storm	2	2	2	2	-	2	8
Equipment Operator-Swales	4	4	4	4	-	4	6
Stormwater Technician	13	13	13	13	-	13	5
Public Works Technician	2	2	2	2	-	2	4
TOTAL	26	26	26	26	-	26	

Functional Duties: The Public Works Department Stormwater Division, provides ongoing stormwater system construction, roadside surface drainage network maintenance, removal of obstructive vegetation from the open ditches in the City, cleaning of the underground drainage storm sewer network, and provides responsive emergency stormwater services. Performs litter control and mowing of City right of ways. Monitor the agreement with Volusia County for mosquito control.

PUBLIC WORKS DEPARTMENT

STORMWATER UTILITY

Mission Statement: *“To provide quality, innovative, visually appealing and cost efficient maintenance of Stormwater drainage infrastructure and retention areas and to provide the residents of Deltona with customer service and respond to the needs of the community.”*

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Key Objectives:

- To help maintain the aesthetics of the community by proper maintenance of the rights-of-ways by mowing and conducting litter control on Deltona’s collector roads and 31 residential sectors.
- Provide high level of customer service and response to inquiries on a timely basis.
- Provide ongoing Stormwater System construction and emergency stormwater management services before, during and after major storm events.
- To operate and maintain all Stormwater collection systems and structural controls.
- Continue with in-house construction and improvements of the stormwater system.
- Enhance the flow characteristics of Deltona’s roadside surface drainage network to eliminate nuisance flooding.
- Involve the community in retention pond, and lakes clean-up and provide the community with awareness of water bodies and pollutants.
- To ensure compliance with National Pollution Discharge Elimination System (NPDES) requirements.
- Involve community in reporting of illegal dumping in drainage retention areas.

Performance Measures:

- Number of annual mowing / litter control cycles.
- Number of lake visits per year for level purposes.
- Provide ditch/swale maintenance service in all City sectors on a 13 week rotation.
- Clean and remove obstructive vegetation from open ditches.
- Coordinate construction projects with Volusia County for CDBG and other grant funded projects.
- Hold community meetings to seek participation in Adopt a Pond, Adopt a Lake and provide awareness.

Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
10/8	10/8	10/8
52	52	52
4 times per year	4 times per year	4 times per year
25 locations	50 locations	50 locations
\$250,000	\$1,249,707	\$230,000
2	2	2

**STORMWATER UTILITY FUND
SOURCES & USES**

The Stormwater Utility Fund accounts for the fiscal activity relating to the fees for stormwater utility operation and capital activities. The annual assessment rate is \$76.11 per ERU (Equivalent Residential Unit). Stormwater is managed as a division of the City's Public Works Department. The funding program includes, but is not limited to, maintenance of the existing stormwater catch basins and swales; construction of stormwater handling infrastructure; replacement of deteriorating infrastructure, master planning to solve local flooding and water quality problems and capital improvement projects.

	Actual <u>FY 09/10</u>	Actual <u>FY 10/11</u>	Estimated Actual <u>FY 11/12</u>	Adopted Budget <u>FY 12/13</u>
Stormwater Assessments	\$ 2,933,339	\$ 2,931,142	\$ 2,915,000	\$ 2,915,000
Grant Funding	705,591	323,034	1,162,112	147,100
Interest Income	33,818	11,912	4,500	3,000
Miscellaneous Income	<u>6,013</u>	<u>16,222</u>	<u>11,110</u>	<u>5,000</u>
Total Revenues	3,678,761	3,282,310	4,092,722	3,070,100
Transfers In	-	-	-	-
Debt Proceeds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues, Debt proceeds, and Transfers In	3,678,761	3,282,310	4,092,722	3,070,100
Fund Balance Carryforward	<u>7,908,457</u>	<u>7,353,559</u>	<u>5,786,041</u>	<u>4,443,539</u>
Total Sources	<u>\$ 11,587,218</u>	<u>\$ 10,635,869</u>	<u>\$ 9,878,763</u>	<u>\$ 7,513,639</u>
Personal Services	\$ 1,099,151	\$ 1,138,648	\$ 1,167,292	\$ 1,265,800
Operating Expenses	821,683	798,338	801,576	849,500
Debt Service:				
Principal	195,779	205,839	216,417	227,538
Interest	350,152	319,316	309,003	298,162
Capital Outlay	<u>1,766,894</u>	<u>2,387,687</u>	<u>2,940,936</u>	<u>3,349,700</u>
Total Expenditures	4,233,659	4,849,828	5,435,224	5,990,700
Ending Fund Balance	<u>7,353,559</u>	<u>5,786,041</u>	<u>4,443,539</u>	<u>1,522,939</u>
Total Uses	<u>\$ 11,587,218</u>	<u>\$ 10,635,869</u>	<u>\$ 9,878,763</u>	<u>\$ 7,513,639</u>

Stormwater Utility Fund

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 726,381	\$ 738,733	\$ 795,620	\$ 845,500
Overtime	23,483	28,757	-	31,600
Other Pay	5,001	4,469	4,716	3,700
Benefits and Taxes	344,286	366,689	366,955	385,000
Total Personal Service Costs	1,099,151	1,138,648	1,167,292	1,265,800
Operating Expenditures	821,683	798,338	801,576	849,500
Capital Transfers/Outlay:	-	-	-	-
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	1,766,894	2,387,687	2,940,936	3,349,700
Debt Service	545,931	525,155	525,420	525,700
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	4,233,659	4,849,828	5,435,224	5,990,700
Staffing:				
Full-Time	26	26	26	26
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 7,778	\$ 15,496	\$ 11,996	\$ 9,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	52,513	59,143	72,294	78,000
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	41	34	-	-
5241 - Communications and Freight Services	1,002	1,083	1,142	1,000
5243 - Utility Services	11,662	3,549	18,165	15,000
5244 - Rentals and Leases	14,518	2,388	5,964	5,000
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	166,713	174,581	221,553	252,500
5247 - Printing and Binding	-	-	500	1,000
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	206,263	209,148	213,757	212,700
5251 - Office Supplies	116	18	750	1,000
5252 - Operating Supplies	187,176	185,266	177,195	192,000
5253 - Road Materials & Supplies	155,948	132,031	59,758	50,000
5254 - Publications, Memberships & Training	3,631	300	4,002	17,000
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	14,322	15,301	14,500	15,300
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 821,683	\$ 798,338	\$ 801,576	\$ 849,500

**STORMWATER UTILITY FUND
CAPITAL OUTLAY BUDGET DETAIL**

	<u>Capital Budget</u>
<u>Vehicles & Equipment:</u>	
Trailer Mounted 4" Double Diaphragm Pump	\$ 14,800
Reversible Vibratory Plate Compactor	8,000
Water Tanker Truck	<u>67,000</u>
	<u>89,800</u>
 <u>Projects:</u>	
Blackburn / Eldridge Drainage Improvements	30,000
Brickell Drive Drainage Improvements	75,000
Courtland / Skate Park Drainage Improvements	35,000
Stormwater Master Force Main	275,000
3180 Tunisa Drive Drainage Improvements	5,200
Abby Terrace (Phase 3) Drainage Improvements	9,000
Amboy Dr. / Conyers Ct. Drainage Improvements	15,000
Azora Drive Drainage Improvements	12,000
Citation Ave. Drainage Improvements	8,000
Courtland / Haulover Drainage Improvements	50,000
Dewberry Dr. Drainage Improvements	20,000
Drainage Pipe Rehab	200,000
E. Normandy Blvd. (960) Drainage Improv.	6,000
Elkcam Blvd. (2381) Drainage Improvements	9,000
Elkcam Blvd. / Nemo Dr. Drainage Improvements	18,000
Holston Drainage Improvements	75,000
Ireland Dr. / Urbana Drainage Improvements	9,500
Kraft / Bluefield Drainage Improvements	78,000
Leland Drainage Improvements	475,000
Matheson St. Drainage Improvements	17,000
Rosedale Drive Drainage Improvements	16,000
Seahorse Street Drainage Improvements	5,000
Seybold Terrace Drainage Improvements	5,200
Stormwater Master Regional System	800,000
Taylorville St. / Jeffers St. Drainage Improvements	17,000
Tipton Dr. Improvements - Gravity System	275,000
Tivoli / Wheeling Pump Station (TS) - City	572,887
Tivoli / Wheeling Pump Station (TS) - Grant	147,113
	<u>3,259,900</u>
	<u>\$ 3,349,700</u>

Stormwater Capital Equipment – Budget FY 12/13**Trailer Mounted 4” Double Diaphragm Pump FY 12/13: \$14,800**

The Stormwater Division is in need of this trailer mounted double diaphragm pump in order to do projects and make repairs more efficiently and effectively. This type of pump is capable of pumping muddy water which allows the Division to work in the wet areas of the City during and after storm events and on a regular basis. Other pumps are not designed to pump muddy water which is something the Stormwater Division encounters on a regular basis.

Reversible Vibratory Plate Compactor FY 12/13: \$8,000

The Stormwater Division currently makes repairs and does in-house projects that often require road crossings. When completing a road crossing along with other tasks during a repair or project, the ground is required to be compacted. Currently, the Stormwater Division does not have a large capacity compactor to properly compact the fill for a road crossing. It is imperative that the Division have one of these compactors so that staff does not have to rent or borrow this type of equipment in order to do repairs or complete in-house projects.

Water Tanker Truck FY 12/13: \$67,000

The Stormwater Division conducts many in-house projects and repairs that require the area to be re-sodded afterwards. The Division currently has to use the Aqua Tech truck whose primary function is to be used as a vacuum for cleaning purposes but is also used to water the newly sodded areas. This use puts an additional strain on the equipment as it was not designed to be used frequently in that type of capacity. New sod needs to be watered regularly until it is established or we run the risk of losing it and having to re-sod an area again.

Stormwater Capital Projects – Budget FY 12/13**Blackburn / Eldridge Drainage Improvements FY 12/13: \$30,000**

The scope of this project covers engineering, design and permitting for a drainage improvement project for the Blackburn and Eldridge area. This area has experienced flooding in past years and an improved system should help reduce the flooding and manage the current stormwater in the area.

Brickell Drive Drainage Improvements FY 12/13: \$75,000

The scope of this project covers engineering, design and permitting for a drainage improvement project for Brickell Drive. This project will assist in reducing the TMDL levels while improving the lake quality of Lake Monroe. This project will treat the stormwater prior to it being discharged into downstream waters. Grant money may be a possibility for this project.

Courtland - Skate Park Drainage Improv. FY 12/13: \$35,000

This project includes engineering, design and permitting for a drainage improvement project for the Courtland Skate Park area. This area has experienced flooding in past years and an improved system should help reduce the flooding and manage the current stormwater in the area.

Stormwater Utility Fund

Stormwater Master Force Main**FY 12/13:** \$275,000

This new stormwater force main will connect the Tivoli / Wheeling pump station and pond with the new Master Regional Stormwater pond system. In doing so, this will relieve the Tivoli area and assist with preventing future flooding to the area.

3180 Tunisa Dr. Drainage Improvements**FY 12/13:** \$5,200

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The scope of this project includes installation of a stormwater system in this area which should help reduce the flooding in the area.

Abby Terrace (Ph. 3) Drainage Improv.**FY 12/13:** \$9,000

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The scope of this project includes expanding the current system in the area. By adding additional structures and pipe, the water will be dispersed over a larger area rather than concentrated in a small area.

Amboy Dr. / Conyers Ct. Drainage Improv.**FY 12/13:** \$15,000

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The scope of this project consists of installing approx. 640' of HDPE pipe and associated structures to improve the area. The existing swales in the area will also be reshaped to better the flow of stormwater. This project is intended to reduce the flooding of the roadway in this area, therefore providing better travel conditions for Deltona residents as well as emergency services.

Azora Drive Drainage Improvements**FY 12/13:** \$12,000

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The scope of this project includes tying into the existing system as well as the installation of percolation pipes. The additional pipes will assist with relieving the current structures which are often overwhelmed during storm events. This project is intended to reduce flooding of the roadway in this area, thereby providing better travel conditions for Deltona residents as well as emergency services.

Citation Ave. Drainage Improvements**FY 12/13:** \$8,000

The roadway in this area floods during and after storm events. The standing floodwaters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. There is an existing stormwater system in this area that will be tied into and expanded to better alleviate the flooding in this area. This project is intended to reduce flooding of the roadway in this area, thereby providing better travel conditions for Deltona residents as well as emergency services.

Courtland / Haulover Drainage Improvements FY 12/13: \$50,000

This project includes engineering, design and permitting for a drainage project for the Courtland and Haulover area. This area has experienced flooding in past years and an improved system should help to reduce the flooding and manage the current stormwater in that area.

Dewberry Dr. Drainage Improvements FY 12/13: \$20,000

The residents of Dewberry Dr. currently have standing water in the swale area in front of their homes. This project will greatly improve the drainage in this area. Stormwater has received numerous complaints from our customers that live in this area. This project will eliminate the standing water and some of the mosquito concerns in this area.

Drainage Pipe Rehab FY 12/13: \$200,000

The City of Deltona has several stormwater pipe runs that require lining. These runs are in areas where digging them up would jeopardize structures on private property. If we do not address these failures, there will be severe consequences when the rainy season begins.

E. Normandy Blvd. (960) Drainage Improv. FY 12/13: \$6,000

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. Currently, there is not an improved stormwater system in the area. The scope of this project consists of the installation of a sock pipe and structures which will allow for the storm water to percolate into the ground more efficiently. This project should reduce the flooding of the roadway in this area, thereby providing better travel conditions for Deltona residents as well as emergency services.

Elkcam Blvd. (2381) Drainage Improvements FY 12/13: \$9,000

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The scope of this project includes expanding the current system in the area. By adding additional structures and pipe, the water will be dispersed over a larger area rather than concentrated in a small area. This project is intended to reduce the flooding of the roadway in this area, thereby providing better travel conditions for Deltona residents as well as emergency services.

Elkcam Blvd. / Nemo Dr. Drainage Improv. FY 12/13: \$18,000

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The scope of this project consists of the installation of approx. 640' of HDPE pipe and associated structures to improve the area. The existing swales in the area will also be reshaped to better the flow of stormwater.

Holston Drainage Improvements**FY 12/13: \$75,000**

The intersection at Holston and Bannock Terrace has severe flooding during and after major storm events leaving the road under water for long periods of time. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. Improvements are needed to reduce the flooding in this area.

Ireland Dr. / Urbana Drainage Improvements**FY 12/13: \$9,500**

The roadway in this area floods during and after storm events. The standing floodwaters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. Currently, there is not a stormwater system in this area. The scope of this project includes the installation of stormwater pipe and associated structures which should alleviate flooding in this intersection. This project is intended to reduce the flooding of the roadway in this area, thereby providing better travel conditions for Deltona residents as well as emergency services.

Kraft/Bluefield Drainage Improvements**FY 12/13: \$78,000**

The large drainage retention area bordering Kraft Drive and Bluefield Avenue floods and adversely affects several properties when the drainage reaches its peak level. FY 12/13 covers the majority of construction and CEI services. This project is a continuation from FY 11/12.

Leland Drainage Improvements**FY 12/13: \$475,000**

The drainage retention area on Leland Dr. adversely affects numerous residents in the Leland and Oslo area, during and after prolonged stormwater events. The drainage area receives water from several inlets. Improvements are needed to handle the flow in the area. Not funding this project would greatly decrease the level of flood protection for the residents in this area. This project has several benefits that cause it to exceed the cost of its funding. The area currently requires the use of emergency rental pumps to control flooding issues in this area after major storm events. This project would help to eliminate these costs as well as provide a higher level of protection for the area residents. FY12/13 covers construction and CEI services.

Matheson St. Drainage Improvements**FY 12/13: \$17,000**

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The current stormwater infrastructure in this area is old and failing. This project will replace a large portion of the old system with new HDPE piping that will be better suited for the area.

Rosedale Dr. Drainage Improvements**FY 12/13: \$16,000**

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The scope of this project includes improving and expanding the existing stormwater infrastructure in the area. This project is intended to reduce flooding of the roadway in this area, thereby providing better travel conditions for Deltona residents as well as emergency services.

Stormwater Utility Fund

Seahorse St. Drainage Improvements **FY 12/13: \$5,000**

The roadway in this area floods during and after storm events. The standing flood waters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. Currently, there is not an improved system in the area. The scope of this project consists of the installation of a sock pipe and structures which will allow for the water to percolate into the ground more efficiently. This project is intended to reduce the flooding of the roadway in this area, thereby providing better travel conditions for Deltona residents as well as emergency services.

Seybold Terr. Drainage Improvements **FY 12/13: \$5,200**

The roadway in this area floods during and after storm events. The standing floodwaters severely impact travel in the area, including the ability of emergency vehicles to travel safely through the area. The scope of this project includes extending the existing stormwater system in this area. By expanding the current system, the area should see a reduced amount of flooding. This project is intended to reduce flooding of the roadway in this area, thereby providing better travel conditions for Deltona residents as well as emergency services.

Stormwater Master Regional System **FY 12/13: \$800,000**

This system will serve as a multi-function system allowing for storage of stormwater for the 122 acre site and also serve as a means for augmenting effluent water.

Taylorville St. / Jeffers St. Drainage Improv. **FY 12/13: \$17,000**

This project was identified as part of the City's Stormwater Master Plan. This area currently has some stormwater infrastructure but this project will add to it, allowing it to connect to the larger system which in turn will alleviate more flooding in this area. This project should reduce the flooding of the roadway in this area thereby providing better travel conditions for Deltona residents as well as emergency services.

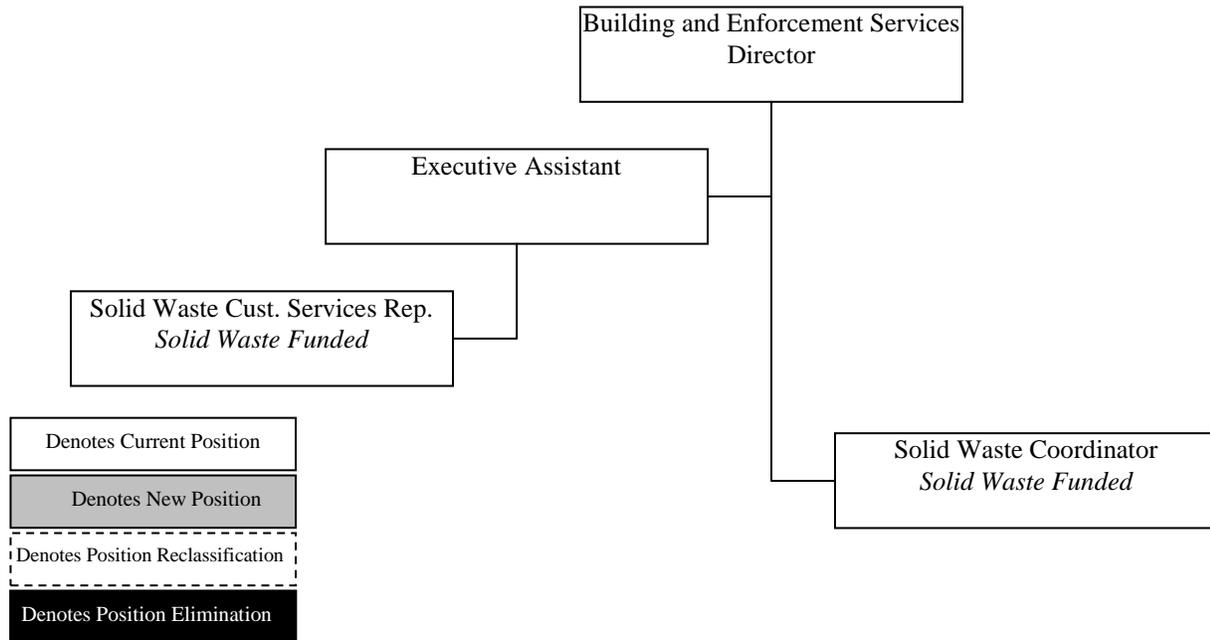
Tipton Dr. Improvements – Gravity System **FY 12/13: \$275,000**

The retention pond at Tipton Dr. currently floods the area during and after major storm events. The retention pond cannot keep up with the capacity that is needed by the surrounding area. This project would improve the capacity of this pond and decrease the flooding in the surrounding area. This project would also eliminate the need for emergency pumps as well as the cost of labor and equipment that is needed to set up and maintain emergency pumps.

Tivoli/Wheeling Pump Station **FY 12/13: City \$572,887 / Grant \$147,113**

A study was conducted in FY 09/10 to provide critical information for this area. The study identified solutions for stormwater improvements. In order for residents to benefit from the study, the recommendations should be implemented. The Wheeling/Tivoli area intersection experienced flooding during Tropical Storm Fay in residences and adjacent properties. An existing stormwater pump station was overwhelmed by the quantity of stormwater, resulting in flooding of the immediate areas. This area currently sees a severe amount of flooding which presents a danger to traffic as well as residential homes. The replacement of this pump station and the construction of a new force main would resolve the flooding in this area and would eliminate the threat of flooding on private property in this area. This project is a continuation from FY 11/12.

**BUILDING AND ENFORCEMENT SERVICES DEPARTMENT
SOLID WASTE DIVISION**



SOLID WASTE MANAGEMENT FUND							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Solid Waste Coordinator	1	1	1	1	-	1	13
Administrative Assistant I	1	-	-	-	-	-	6
Solid Waste Customer Srvc. Rep.	-	1	1	1	-	1	4
TOTAL	2	2	2	2	-	2	

Functional Duties: The Solid Waste Division is funded from the Solid Waste Fund. These positions ensure that all solid waste generated and accumulated within the City is collected, removed and disposed of properly. Additionally, these positions investigate complaints; enforce codes, and document violations along with monitoring the solid Waste Collection Contract.

Mission Statement: *“To provide the most professional Animal Control, Code, and Solid Waste Compliance Services to the Citizens of Deltona by the most effective and efficient means possible.”*

**SOLID WASTE MANAGEMENT FUND
SOURCES & USES**

The Solid Waste Management Fund accounts for the fiscal activities related to the provision of solid waste services to residential properties within the City. The annual assessment for services is \$173.96 per residence. Services include weekly residential garbage and yard waste pick-up and curbside recycling provided through a contract between the City and the private solid waste collection provider. A Solid Waste Coordinator under the direction of the Building and Enforcement Services Department is designated to handle solid waste management issues.

<u>Description</u>	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Residential Assessments	\$ 4,288,816	\$ 4,292,893	\$ 4,315,000	\$ 5,627,200
New Homes	8,710	1,310	5,000	1,000
Recycling Proceeds	-	-	-	-
Interest Income	14,923	2,113	5,300	1,800
Total Revenues	4,312,449	4,296,316	4,325,300	5,630,000
Transfers In	-	-	-	-
	4,312,449	4,296,316	4,325,300	5,630,000
Fund Balance Carryforward	106,571	295,146	411,453	505,175
Total Sources	\$ 4,419,020	\$ 4,591,462	\$ 4,736,753	\$ 6,135,175
Personal Services	\$ 99,929	\$ 100,934	\$ 105,528	\$ 108,100
Operating Expenses	4,023,945	4,079,075	4,126,050	5,454,900
Capital Outlay	-	-	-	-
	4,123,874	4,180,009	4,231,578	5,563,000
Ending Fund Balance	295,146	411,453	505,175	572,175
<i>Total Uses:</i>	\$ 4,419,020	\$ 4,591,462	\$ 4,736,753	\$ 6,135,175

Solid Waste Management Fund

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 71,587	\$ 72,210	\$ 75,916	\$ 77,700
Overtime	108	68	-	300
Other Pay	-	-	-	-
Benefits and Taxes	28,234	28,656	29,612	30,100
Total Personal Service Costs	99,929	100,934	105,528	108,100
Operating Expenditures	4,023,945	4,079,075	4,126,050	5,454,900
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$4,123,874	\$4,180,009	\$4,231,578	\$5,563,000
Staffing:				
Full-Time	2	2	2	2
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ -	\$ -
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	3,944,759	3,976,773	3,991,500	5,349,900
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	22	-	300	500
5241 - Communications and Freight Services	600	600	13,600	600
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	-	-	-	-
5247 - Printing and Binding	-	32	15,500	600
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	70,000	91,731	91,750	91,800
5251 - Office Supplies	-	78	-	-
5252 - Operating Supplies	1,725	2,977	2,700	2,700
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	604	491	900	700
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	6,235	6,393	9,800	8,100
5882 - Aid To Private Organizations	-	-	-	-
Total	\$4,023,945	\$4,079,075	\$4,126,050	\$5,454,900

FIRE/RESCUE SERVICE IMPACT FEES FUND

SOURCES & USES

The Fire/Rescue Service Impact Fees Fund accounts for the fiscal activity relating to the City's fire/rescue impact fees charged for growth-related fire protection and rescue capital improvements. Activities subject to fees include any improvement to land which requires the issuance of a building permit or any changes in the use of a structure which generates additional fire/rescue demands. Fees may be appropriated for capital improvements including: construction of fire stations; acquisition of firefighting and protection equipment; acquisition, construction and equipping of training facilities; and acquisition and equipping of rescue vehicles and other emergency equipment.

<u>Description</u>	<u>Actual</u> <u>FY 09/10</u>	<u>Actual</u> <u>FY 10/11</u>	<u>Estimated</u> <u>Actual</u> <u>FY 11/12</u>	<u>Adopted</u> <u>Budget</u> <u>FY 12/13</u>
Impact Fees - Residential	\$ 45,704	\$ 1,930	\$ 924	\$ 2,140
Impact Fees - Commercial	-	3,914	5,576	-
Interest Income	-	-	-	-
<i>Total Revenues:</i>	<u>45,704</u>	<u>5,844</u>	<u>6,500</u>	<u>2,140</u>
Transfer In	-	-	-	-
Fund Balance Carryforward	-	-	-	6,500
<i>Total Sources:</i>	<u>\$ 45,704</u>	<u>\$ 5,844</u>	<u>\$ 6,500</u>	<u>\$ 8,640</u>
Transfers Out	45,704	5,844	-	-
Ending Fund Balance	-	-	6,500	8,640
<i>Total Uses:</i>	<u>\$ 45,704</u>	<u>\$ 5,844</u>	<u>\$ 6,500</u>	<u>\$ 8,640</u>

**STATE HOUSING INITIATIVES PARTNERSHIP FUND (SHIP)
SOURCES & USES**

The State Housing Initiatives Partnership Fund (SHIP) accounts for the fiscal activities of all funds received by the City from its share of the State local housing distribution funds, all funds received or budgeted by the City to provide for the Local Housing Assistance Plan, and all funds generated from local housing assistance plan activities.

<u>Description</u>	<u>Actual</u> <u>FY 09/10</u>	<u>Actual</u> <u>FY 10/11</u>	<u>Estimated</u> <u>Actual</u> <u>FY 11/12</u>	<u>Adopted</u> <u>Budget</u> <u>FY 12/13</u>
SHIP Funds-Current Year Program Award	\$ 787,552	\$ 495,791	\$ 90,989	\$ -
SHIP Funds-Prior Year Program Award	-	-	160,510	55,964
Interest Income	10,430	1,630	-	-
<i>Total Revenues:</i>	<u>797,982</u>	<u>497,421</u>	<u>251,499</u>	<u>55,964</u>
Fund Balance Carryforward	-	-	-	-
<i>Total Sources:</i>	<u>\$ 797,982</u>	<u>\$ 497,421</u>	<u>\$ 251,499</u>	<u>\$ 55,964</u>
 Operating Expenditures:				
Grant Administration	\$ 58,592	\$ 41,830	\$ 16,523	\$ -
Purchase Assistance Program	223,307	208,197	-	-
Owner Occupied Rehabilitation Program	194,301	187,802	178,887	55,764
Acquisitions and Rehabilitation Program	-	-	-	-
Homeowner Counseling Program	200	450	125	200
Foreclosure Prevention Program	-	-	-	-
Disaster Mitigation/Recovery Program	313,842	59,142	-	-
Multi-Family Rental	-	-	-	-
Housing Opp Program	7,740	-	-	-
Ending Fund Balance	-	-	55,964	-
<i>Total Uses:</i>	<u>\$ 797,982</u>	<u>\$ 497,421</u>	<u>\$ 251,499</u>	<u>\$ 55,964</u>

SHIP							
PERSONAL SERVICES SCHEDULE:							
Personnel Roster	Number of Positions						
Position Title	FY 09/10	FY 10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	Pay Grade
Housing Coordinator	1	1	1	-	-	-	Grant
TOTAL	1	1	1	-	-	-	

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG)
SOURCES & USES**

The Community Development Block Grant Fund (CDBG) accounts for the fiscal activities of the CDBG Grant Program operated by the City of Deltona. CDBG funds are Federal funds and must be utilized for specific purposes within areas of the City that are defined by the Federal program guidelines as eligible to receive CDBG funds.

<u>Description</u>	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
CDBG Funds-Current Year Program Award	\$ 640,594	\$ 543,184	\$ 449,996	\$ 441,819
CDBG Funds-Prior Year Program Award	558,491	349,599	365,826	467,644
<i>Total Revenues:</i>	1,199,085	892,783	815,822	909,463
Transfer In	-	-	-	-
<i>Total Sources:</i>	<u>\$ 1,199,085</u>	<u>\$ 892,783</u>	<u>\$ 815,822</u>	<u>\$ 909,463</u>
Operating Expenditures:				
Grant Administration	\$ 46,098	\$ 55,866	\$ 61,292	\$ 88,364
Housing Rehabilitation Program	19,599	11,838	13,787	207,255
Infrastructure Improvement Program	344,987	312,788	191,444	472,571
Public Services	129,277	48,660	51,655	66,273
Economic Development	-	13,967	-	20,000
Public Facilities	309,525	83,838	30,000	55,000
<i>Total Uses:</i>	<u>\$ 849,486</u>	<u>\$ 526,957</u>	<u>\$ 348,178</u>	<u>\$ 909,463</u>

CDBG FUND
CAPITAL OUTLAY BUDGET DETAIL

	<u>Capital Budget</u>
<u>Stormwater Projects:</u>	
Maple Shade St. Drainage Retention Pond	\$ 180,000
Keyes Lane Drainage Improvements - Phase 2	165,000
Piedmont Drainage Area Swale Improvements	15,000
Danforth Ave. Drainage - Phase 1	30,000
Stillwater Ave. / Radcliff St. / Horizon St.	25,500
Keyes Lane / Canal Rd. Drainage Pipe Rehab	32,571
1120 / 1128 Elgrove Dr. Drainage	12,500
Tulsa Dr. / Dorchester Dr. - Phase 2	12,000
	<u>472,571</u>
<u>Parks Projects:</u>	
Reconstruction of Basketball Court @ Dwight Hawkins	30,000
Replace Basketball Court @ Firefighter's Park	25,000
	<u>55,000</u>
	 <u><u>\$ 527,571</u></u>

CDBG Fund Stormwater Capital Projects – Budget FY 12/13
Maple Shade St. Drainage Retention Pond FY 12/13: \$180,000

The drainage retention pond next to 3154 Maple Shade Street needs an outfall. During major storm events this pond overflows and floods the streets. This poses a safety hazard for local residents and for the response of emergency services. Improvements are needed to reduce flooding in this area. This project is being continued from FY 11/12 and will be fully funded by CDBG funds.

Keyes Lane Drainage Improvements – Ph. 2 FY 12/13: \$165,000

This area of Keyes Lane floods after major storm events. The area needs drainage improvements in order to better service residents as well as emergency responders. FY 11/12 includes engineering design and permitting for Phase I of this project. The construction of this project would occur in FY 12/13 and is expected to be fully funded by CDBG funds.

Piedmont Drainage Area Swale Improvements FY 12/13: \$15,000

The swales in the Piedmont drainage area flow too rapidly during storm events and are in need of improvements. This project is being continued from FY 11/12 with the design taking place during FY 12/13.

Danforth Ave. Drainage – Ph. 1 FY 12/13: \$30,000

The Danforth Avenue area gets overwhelmed during heavy and prolonged periods of rain. The area needs drainage improvements in order to better serve residents and emergency responders. FY 12/13 includes engineering, design and permitting for Phase I of this project. The construction will tentatively take place during FY13/14.

Stillwater Ave. / Radcliff St. / Horizon St. FY 12/13: \$25,500

The current Stormwater system is outdated. This project will consist of removing and replacing 230' of 24" SQ CMP with HDPE. Structures in the area will also be upgraded to grated inlets. The construction of this project will be conducted in-house.

Keyes Lane / Canal Road Drainage Pipe Rehab. FY 12/13: \$32,571

This project consists of the installation of 200' of Stormwater pipe liner in old 18" CMP. This liner will extend the life of the CMP as well as provide a more reliable drainage system.

1120 / 1128 Elgrove Dr. Drainage FY 12/13: \$12,500

The current Stormwater system is outdated. This project will consist of removing and replacing 40' of 15" ERCP and 145' of 18" aluminum with HDPE. The structure in this area will also be upgraded to a grated inlet. The construction of this project will be conducted in-house.

CDBG Fund

Tulsa Dr. / Dorchester Dr. – Ph. 2 **FY 12/13: \$12,000**

The drainage retention pond at Tulsa Dr. and Dorchester Dr. needs a fence installed around the perimeter of the property. The installation of the fencing would eliminate any safety hazard that currently exists. This project would be completed in FY12/13.

CDBG Fund Parks Capital Projects – Budget FY 12/13

Reconstruction of Basketball Courts **FY 12/13: \$30,000**
Dwight Hawkins Park

The basketball court at Dwight Hawkins Park was constructed in excess of over 20 years ago and is in need of replacement. The playing surface is deteriorating, rendering it hazardous to play on. Replacement of court would reduce the ever increasing liability exposure.

Reconstruction of Basketball Courts **FY 12/13: \$25,000**
Firefighter’s Park

The basketball court at Firefighter’s Park was constructed in excess of over 20 years ago and is in need of replacement. The playing surface is deteriorating, rendering it hazardous to play on. Replacement of court would reduce the ever increasing liability exposure.

STREETLIGHTING DISTRICTS FUND
SOURCES & USES

The Streetlighting Districts Fund accounts for the fiscal activities relating to the provision of street lighting services within the defined areas of each district. Assessments collected are established by individual districts at the time of creation. Creation of a streetlighting district requires a positive vote of at least 51% of the benefited property owners.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
Assessments	\$ 139,905	\$ 124,252	\$ 117,500	\$ 135,000
Interest Income	686	236	200	200
<i>Total Revenues:</i>	<u>140,591</u>	<u>124,488</u>	<u>117,700</u>	<u>135,200</u>
Transfer In	-	-	-	-
Fund Balance Carryforward	23,723	28,000	11,321	2,821
<i>Total Sources:</i>	<u>\$ 164,314</u>	<u>\$ 152,488</u>	<u>\$ 129,021</u>	<u>\$ 138,021</u>
Administration Charge	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Operating Expenditures	127,314	132,167	117,200	126,200
Ending Fund Balance	<u>28,000</u>	<u>11,321</u>	<u>2,821</u>	<u>2,821</u>
<i>Total Uses:</i>	<u>\$ 164,314</u>	<u>\$ 152,488</u>	<u>\$ 129,021</u>	<u>\$ 138,021</u>

PARK IMPACT FEES FUND
SOURCES & USES

The Park Impact Fees Fund accounts for the fiscal activity relating to the City's park impact fees assessed for growth-related parks and improvements. Activities subject to fees include any improvement to land which requires the issuance of a building permit. Fees may be appropriated for land and/or capital improvements including: layout of walking paths; construction of ball fields; picnic pavilions; installation of equipment for children's play areas; irrigation systems; lighting systems; fencing; bleachers; roads; parking facilities; restrooms; concession and community buildings; manager quarters; and storage units.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
Impact Fees - Residential	\$ 90,260	\$ 14,006	\$ 32,000	\$ 15,560
Interest Income	-	21	75	220
<i>Total Revenues:</i>	<u>90,260</u>	<u>14,027</u>	<u>32,075</u>	<u>15,780</u>
Transfer In	-	-	-	-
Fund Balance Carryforward	-	-	14,027	46,102
<i>Total Sources:</i>	<u>\$ 90,260</u>	<u>\$ 14,027</u>	<u>\$ 46,102</u>	<u>\$ 61,882</u>
Transfers Out	90,260	-	-	-
Ending Fund Balance	-	14,027	46,102	61,882
<i>Total Uses:</i>	<u>\$ 90,260</u>	<u>\$ 14,027</u>	<u>\$ 46,102</u>	<u>\$ 61,882</u>

**TRANSPORTATION FUND
SOURCES & USES**

The Transportation Fund accounts for the proceeds from the City's share of the six-cent and five-cent local option tax on fuel and proceeds from the July 12, 2006 bond issue. The City's allocation of the tax is based on an interlocal agreement with the County of Volusia. The proceeds from the six-cent tax can be utilized for general transportation expenditures as defined by Section 336.025(7), *Florida Statutes*. The proceeds from the five-cents must be used for only those transportation expenditures needed to meet the requirements of the Capital Improvements Element of the City's Comprehensive Plan.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
1-6 Cent Gas Tax	\$ 1,200,306	\$ 1,184,296	\$ 1,190,000	\$ 1,208,000
1-5 Cent Gas Tax	889,269	880,021	900,000	904,000
Grant Funding	-	-	-	-
Interest Income	19,603	11,580	7,000	4,100
Total Revenues	2,109,178	2,075,897	2,097,000	2,116,100
Transfers In	251,334	1,803,141	515,800	45,000
Bond Proceeds	-	-	-	-
Total Revenues, Bond Proceeds, and Transfers In	2,360,512	3,879,038	2,612,800	2,161,100
Fund Balance Carryforward	12,752,245	8,917,686	9,091,331	5,997,636
Total Sources	<u>\$ 15,112,757</u>	<u>\$ 12,796,724</u>	<u>\$ 11,704,131</u>	<u>\$ 8,158,736</u>
Personal Services	\$ 132,831	\$ 107,992	\$ 105,684	\$ 109,900
Operating Expenses	245,125	240,047	18,500	19,500
Debt Service:				
Principal	660,000	690,000	720,000	760,000
Interest	799,325	768,375	735,575	699,600
Capital Outlay	4,357,790	1,898,979	4,126,736	4,300,000
Total Expenditures	6,195,071	3,705,393	5,706,495	5,889,000
Ending Fund Balance	8,917,686	9,091,331	5,997,636	2,269,736
Total Uses	<u>\$ 15,112,757</u>	<u>\$ 12,796,724</u>	<u>\$ 11,704,131</u>	<u>\$ 8,158,736</u>

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Transportation Fund

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 95,149	\$ 77,723	\$ 78,136	\$ 80,400
Overtime	438	162	-	500
Other Pay	-	-	-	-
Benefits and Taxes	37,244	30,107	27,548	29,000
Total Personal Service Costs	132,831	107,992	105,684	109,900
Operating Expenditures	245,125	240,047	18,500	19,500
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	4,357,785	1,898,979	4,126,736	4,300,000
Debt Service	1,459,325	1,458,375	1,455,575	1,459,600
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	6,195,066	3,705,393	5,706,495	5,889,000
Staffing:				
Full-Time	-	-	-	-
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 5,875	\$ 797	\$ 1,000	\$ 2,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	250	250	500	500
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	-	-	-	-
5241 - Communications and Freight Services	-	-	-	-
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	-	-	-	-
5247 - Printing and Binding	-	-	-	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	239,000	239,000	17,000	17,000
5251 - Office Supplies	-	-	-	-
5252 - Operating Supplies	-	-	-	-
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	-	-	-	-
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 245,125	\$ 240,047	\$ 18,500	\$ 19,500

**TRANSPORTATION FUND
CAPITAL OUTLAY BUDGET DETAIL**

	<u>Capital Budget</u>
Road Resurfacing	<u>\$ 630,000</u>
 <u>Projects:</u>	
Ft. Smith Road Widening - Sec. 2 (Providence to Primrose)	1,745,000
Normandy Road Widening - Sec. B (Ft. Smith to Saxon)	1,300,000
Howland Blvd. / Ft. Smith Blvd. Intersection Improvements	<u>625,000</u>
	<u>3,670,000</u>
	<u><u>\$ 4,300,000</u></u>

Transportation Fund Capital Projects – Budget FY 12/13

Road Resurfacing & Striping **FY 12/13: \$630,000**

The consequences resulting from not funding road resurfacing would include undue wear and deterioration on the roadway infrastructure, a tremendous safety and liability issue from increased accidents and a cost increase in repairs and/or complete reconstruction of the roadway at a later date. Resurfacing greatly reduces the hazards and threats to public safety. By restoring rough, damaged and deteriorating roadways to a like-new condition allows the general public to travel more comfortably, safely and confidently. Road resurfacing includes putting thermoplastic striping to replace the temporary paint that is initially laid down when a road is resurfaced.

Ft. Smith (Sec. 2-Providence to Primrose) **FY 12/13: \$1,745,000**
Road Widening

This project is part of the City’s overall road widening plan that has been scheduled for several years. As the City has grown the streets have become more congested and this project is intended to alleviate some of that congestion. This project will conclude in FY 12/13.

Normandy Blvd. (Sec. B-Ft. Smith to Saxon) **FY 12/13: \$1,300,000**
Road Widening

This project is part of the City’s overall road widening plan and has been scheduled for a couple of years. As the City has grown, traffic congestion has also increased. This project is intended to alleviate some of that congestion. This project will conclude in FY 12/13.

Howland Blvd./Ft. Smith Intersection **FY 12/13: \$625,000**
Improvements

The project will be constructed as a part of the Volusia County Howland Phase 3 roadway project which includes the reconstruction of the Howland and Ft. Smith intersection. The work will include rural to urban cross section, curb and gutter, bicycle lanes and 5 foot sidewalks. New turn lanes will be added to Ft. Smith Blvd at the intersection of Howland Blvd.

TREE REPLACEMENT FEES FUND
SOURCES & USES

The Tree Replacement Fees Fund accounts for the fiscal activity relating to the City's tree replacement fees charged for growth-related destruction of trees and green spaces. Activities subject to fees include any improvement to land which requires the issuance of a building permit or any changes in the use of a structure which generates destruction of trees and green spaces. Fees are charged at a rate per square inch based on the area of the tree's cross section and are payable when a tree removal permit is applied for. Fees may be appropriated for replacement of downed or damaged trees, installation of new trees or development of green spaces. On August 16, 2010 a revision to the Tree Fund was adopted. The revision includes an option to pay a fee for not meeting on site tree replacement requirements. Also, collected funds can be used for the "planting and maintenance" of trees along rights-of-ways and on City owned property.

<u>Description</u>	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Fees	\$ 229	\$ 887	\$ 8,500	\$ 6,000
Interest Income	4,164	1,108	1,825	1,900
<i>Total Revenues:</i>	4,393	1,995	10,325	7,900
Transfer In	-	-	-	-
Fund Balance Carryforward	515,186	504,261	502,754	464,679
<i>Total Sources:</i>	<u>\$ 519,579</u>	<u>\$ 506,256</u>	<u>\$ 513,079</u>	<u>\$ 472,579</u>
Tree Replacement Expenditures	\$ 15,318	\$ 3,502	\$ 48,400	\$ -
Ending Fund Balance	504,261	502,754	464,679	472,579
<i>Total Uses:</i>	<u>\$ 519,579</u>	<u>\$ 506,256</u>	<u>\$ 513,079</u>	<u>\$ 472,579</u>

**ENVIRONMENTAL IMPROVEMENT TRUST FUND
SOURCES & USES**

The Environmental Improvement Trust Fund accounts for the fiscal activity relating to the City's mitigation fees charged to compensate for unavoidable adverse environmental impacts upon wetlands. Activities subject to fees include any activity which remove, fill, drain, dredge, clear, destroy, or alter any wetland or wetland buffer on any lot or portion of a lot. Fees may be appropriated for the purchase, improvement, creation, restoration, management and replacement of natural habitat within the City. The fees may be used for the creation of new wetlands, enhancement of existing wetlands, or reestablishment of wetlands which are no longer functioning due to significant alteration in the past.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
Fees	\$ 475	\$ -	\$ 2,000	\$ 1,000
Interest Income	<u>306</u>	<u>134</u>	<u>150</u>	<u>100</u>
<i>Total Revenues:</i>	781	134	2,150	1,100
Transfer In	-	-	-	-
Fund Balance Carryforward	<u>36,969</u>	<u>37,750</u>	<u>37,884</u>	<u>40,034</u>
<i>Total Sources:</i>	<u>\$ 37,750</u>	<u>\$ 37,884</u>	<u>\$ 40,034</u>	<u>\$ 41,134</u>
Mitigation Expenditures	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	<u>37,750</u>	<u>37,884</u>	<u>40,034</u>	<u>41,134</u>
<i>Total Uses:</i>	<u>\$ 37,750</u>	<u>\$ 37,884</u>	<u>\$ 40,034</u>	<u>\$ 41,134</u>

LAW ENFORCEMENT IMPACT FEES FUND
SOURCES & USES

The Law Enforcement Impact Fees Fund accounts for the fiscal activity relating to the City's Law Enforcement impact fees charged for growth-related law enforcement capital improvements. Activities subject to fees include any improvement to land which requires the issuance of a building permit or any changes in the use of a structure which generates additional law enforcement demands. Fees may be appropriated for capital improvements including: construction of law enforcement facilities; acquisition of law enforcement and protection equipment; acquisition, construction and equipping of training facilities; and acquisition and equipping of vehicles and other equipment.

<u>Description</u>	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Impact Fees - Residential	\$ 24,780	\$ 1,047	\$ -	\$ 1,160
Impact Fees - Commercial	-	2,122	4,000	-
Interest Income	1	21	35	50
<i>Total Revenues:</i>	24,781	3,190	4,035	1,210
Transfer In	-	-	-	-
Fund Balance Carryforward	-	4,567	7,757	11,792
<i>Total Sources:</i>	\$ 24,781	\$ 7,757	\$ 11,792	\$ 13,002
Transfers Out	\$ 20,214	\$ -	\$ -	\$ -
Ending Fund Balance	4,567	7,757	11,792	13,002
<i>Total Uses:</i>	\$ 24,781	\$ 7,757	\$ 11,792	\$ 13,002

**NEIGHBORHOOD STABILIZATION PROGRAM 1 (NSP 1)
SOURCES & USES**

The Neighborhood Stabilization Fund accounts for the fiscal activities of the Neighborhood Stabilization Program (NSP) grant funded through the Housing and Recovery Act (HERA) of 2008. The NSP is a special Community Development Block Grant (CDBG) allocated to address the problems of abandoned and foreclosed homes. In FY 08/09 the City was awarded \$6,635,909 in NSP funding and spent \$6,405,225 by the end of FY 10/11 and will spend the remainder throughout FY 11/12 - FY 12/13.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
NSP Funds	\$ 3,690,315	\$ 2,714,910	\$ -	\$ 910,500
Program Income	-	-	650,000	932,900
<i>Total Revenues:</i>	<u>3,690,315</u>	<u>2,714,910</u>	<u>650,000</u>	<u>1,843,400</u>
Transfer In	-	-	-	-
Fund Balance Carryforward	-	-	-	-
<i>Total Sources:</i>	<u>\$ 3,690,315</u>	<u>\$ 2,714,910</u>	<u>\$ 650,000</u>	<u>\$ 1,843,400</u>
Operating Expenditures				
Grant Administration	\$ 103,035	\$ 76,501	\$ 90,125	\$ 120,000
Purchase Rehabilitation	3,557,535	2,588,044	428,900	1,634,500
Demolition	-	-	-	-
Redevelopment	29,745	50,365	130,975	88,900
Land Bank	-	-	-	-
Homeownership Activities	-	-	-	-
Ending Fund Balance	-	-	-	-
<i>Total Uses:</i>	<u>\$ 3,690,315</u>	<u>\$ 2,714,910</u>	<u>\$ 650,000</u>	<u>\$ 1,843,400</u>

NEIGHBORHOOD STABILIZATION PROGRAM 1 (NSP 1)							
PERSONAL SERVICES SCHEDULE:							
Personnel Roster	Number of Positions						
Position Title	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	Pay Grade
Community Dev. Financial Analyst (PT)	1	1	1	1	-	1	Grant
Housing Coordinator	-	-	-	1	-	1	Grant
TOTAL	1	1	1	2	-	2	

**NEIGHBORHOOD STABILIZATION PROGRAM 3 (NSP 3)
SOURCES & USES**

The Neighborhood Stabilization Fund accounts for the fiscal activities of the Neighborhood Stabilization Program (NSP) grant funded through Section 1497 of the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 (Dodd-Frank). The City was awarded \$1,964,066 under the third cycle of the Neighborhood Stabilization Program (NSP3). The NSP3 Fund accounts for the fiscal activities of the NSP3 program grant which is intended to address the problems of abandoned and foreclosed homes. The area of greatest need, determined by the Department of Housing and Urban Development, is defined as Census Tract 091006 Blocks 5 and 2.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
NSP3 Funds	\$ -	\$ 9,441	\$ 700,000	\$ 1,250,500
Program Income	-	-	250,000	300,000
<i>Total Revenues:</i>	-	9,441	950,000	1,550,500
Transfer In	-	-	-	-
Fund Balance Carryforward	-	-	-	-
<i>Total Sources:</i>	<u>\$ -</u>	<u>\$ 9,441</u>	<u>\$ 950,000</u>	<u>\$ 1,550,500</u>
Operating Expenditures				
Grant Administration	\$ -	\$ 9,141	\$ 52,200	\$ 70,000
Purchase Rehabilitation	-	300	897,800	1,480,500
Demolition	-	-	-	-
Redevelopment	-	-	-	-
Land Bank	-	-	-	-
Homeownership Activities	-	-	-	-
Ending Fund Balance	-	-	-	-
<i>Total Uses:</i>	<u>\$ -</u>	<u>\$ 9,441</u>	<u>\$ 950,000</u>	<u>\$ 1,550,500</u>

NEIGHBORHOOD STABILIZATION PROGRAM 3 (NSP 3)

PERSONAL SERVICES SCHEDULE:

Personnel Roster	Number of Positions						Pay Grade
	FY 09/10	FY 10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Administrative Assistant I	-	-	-	1	-	1	Grant
TOTAL	-	-	-	1	-	1	

**TRANSPORTATION IMPACT FEES FUND
SOURCES & USES**

The Transportation Impact Fees Fund accounts for the fiscal activity relating to the City's transportation impact fees assessed for growth-related road projects.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
Impact Fees - Residential	\$ 251,334	\$ 10,476	\$ 20,000	\$ 15,000
Impact Fees - Commercial	-	42,665	130,000	30,000
Interest Income	-	-	-	-
<i>Total Revenues:</i>	<u>251,334</u>	<u>53,141</u>	<u>150,000</u>	<u>45,000</u>
Transfer In	-	-	-	-
Fund Balance Carryforward	-	-	-	-
<i>Total Sources:</i>	<u><u>\$ 251,334</u></u>	<u><u>\$ 53,141</u></u>	<u><u>\$ 150,000</u></u>	<u><u>\$ 45,000</u></u>
Transfers Out	251,334	53,141	150,000	45,000
Ending Fund Balance	-	-	-	-
<i>Total Uses:</i>	<u><u>\$ 251,334</u></u>	<u><u>\$ 53,141</u></u>	<u><u>\$ 150,000</u></u>	<u><u>\$ 45,000</u></u>

**MISCELLANEOUS GRANTS
SOURCES & USES**

This Fund was established to account for the fiscal activities of miscellaneous grants the City receives that do not benefit any single Fund or function. The fund currently accounts for the fiscal activities of the Energy Efficiency and Conservation Block Grant (EECBG) that was awarded to the City in FY 09/10 in the amount of \$730,200. Most of this funding has been spent on a variety of energy related projects to include installation of a solar electric and water heating system at Fire Station 65, installation of alternative energy solutions for municipal streets, parks and security parking lot lighting, and a residential solar hot water heater rebate program, LED traffic signals, occupancy sensor lighting at City Hall, education workshops and coupon program and solar water heaters at City facilities. Only the Citywide Energy Efficient Lighting Project will be carried over to FY 12/13.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
EECBG Funds	\$ 27,705	\$ 11,389	\$ 275,863	\$ 66,100
Interest Income	-	-	-	-
<i>Total Revenues:</i>	<u>27,705</u>	<u>11,389</u>	<u>275,863</u>	<u>66,100</u>
Transfer In	-	-	-	-
Fund Balance Carryforward	-	1,270	2,978	-
<i>Total Sources:</i>	<u>\$ 27,705</u>	<u>\$ 12,659</u>	<u>\$ 278,841</u>	<u>\$ 66,100</u>
Operating Expenditures				
Grant Administration	\$ -	\$ 471	\$ 11,329	\$ 2,000
Solar Rebate Program	26,435	9,210	1,200	-
Fire Station 65	-	-	-	-
Citywide Energy Efficient Lighting	-	-	23,965	64,100
LED Traffic Signals	-	-	112,250	-
Occupancy Sensors	-	-	9,876	-
Educational Workshops	-	-	84,431	-
Solar Water Heater at City facilities	-	-	35,790	-
Ending Fund Balance	1,270	2,978	-	-
<i>Total Uses:</i>	<u>\$ 27,705</u>	<u>\$ 12,659</u>	<u>\$ 278,841</u>	<u>\$ 66,100</u>

Enterprise Fund

**WATER/SEWER UTILITY FUND
SOURCES & USES**

The Water/Sewer Utility Fund accounts for the fiscal activities related to operations, capital improvements and construction of capital projects for Deltona Water and is financed and operated in a manner similar to private business enterprises. It is the intent of the City that the costs of providing water and sewer services to the general public on a continuing basis be financed or recovered primarily through user charges for those services. This fund was established in November 2003, with the acquisition of the water/sewer utility from Florida Water Service and was financed through a Revenue Bond Issue. Bond proceeds intended for construction projects have been fully expended and all accounting is provided for in the Water/Sewer Utility Fund and follows guidelines set forth in the Bond Covenants.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
Charges for Services	\$ 15,115,570	\$ 17,095,336	\$ 19,098,916	\$ 20,910,500
Assessment Fees - Water & Wastewater	22,839	23,327	26,000	30,500
Other Revenue	(76,690)	10,106	33,791	33,800
Interest Income	963,815	49,377	64,000	63,100
Grant Funding	-	133,826	-	-
Debt Proceeds	-	-	672,952	9,700,000
<i>Total Revenues:</i>	<u>16,025,534</u>	<u>17,311,972</u>	<u>19,895,659</u>	<u>30,737,900</u>
Fund Equity Carryforward	<u>16,246,321</u>	<u>15,224,208</u>	<u>16,820,495</u>	<u>15,569,412</u>
<i>Total Sources:</i>	<u>\$ 32,271,855</u>	<u>\$ 32,536,180</u>	<u>\$ 36,716,154</u>	<u>\$ 46,307,312</u>
Personal Services	\$ 3,011,767	\$ 3,413,642	\$ 3,742,400	\$ 4,008,600
Operating Expenses	4,068,803	4,326,182	4,200,000	4,649,900
Debt Service:				
Principal	1,100,000	1,400,000	1,700,000	1,945,000
Interest	3,829,885	3,784,384	3,700,436	3,629,700
Capital Outlay	<u>5,037,192</u>	<u>2,791,477</u>	<u>7,803,906</u>	<u>23,533,000</u>
<i>Uses</i>	<u>17,047,647</u>	<u>15,715,685</u>	<u>21,146,742</u>	<u>37,766,200</u>
Ending Fund Equity	<u>15,224,208</u>	<u>16,820,495</u>	<u>15,569,412</u>	<u>8,541,112</u>
<i>Total Uses:</i>	<u>\$ 32,271,855</u>	<u>\$ 32,536,180</u>	<u>\$ 36,716,154</u>	<u>\$ 46,307,312</u>

Revenues by Source

ENTERPRISE FUNDS

Trend Analysis - Revenues By Source

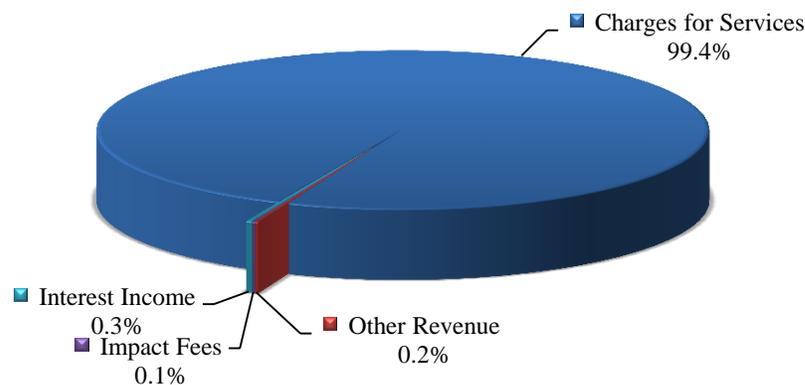
<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
<u>SOURCES</u>				
Charges for Services	\$ 15,115,570	\$ 17,095,336	\$ 19,098,916	\$ 20,910,500
Other Revenue	(76,690)	10,106	33,791	33,800
Grant Funding	-	133,826	-	-
Impact Fees	22,839	23,327	26,000	30,500
Interest Income	963,815	49,377	64,000	63,100
<i>Revenues</i>	<u>16,025,534</u>	<u>17,311,972</u>	<u>19,222,707</u>	<u>21,037,900</u>
Debt Proceeds	-	-	672,952	9,700,000
Fund Balance Carryforward	16,246,321	15,224,208	16,820,495	15,569,412
TOTAL SOURCES:	<u>\$ 32,271,855</u>	<u>\$ 32,536,180</u>	<u>\$ 36,716,154</u>	<u>\$ 46,307,312</u>

<u>SOURCES</u>	<u>Budget FY 12/13 Compared to FY 11/12 Estimated Actual</u>
Charges for Services	9.49%
Other Revenue	0.03%
Grant Funding	0.00%
Impact Fees	17.31%
Interest Income	-1.41%
<i>Revenues</i>	<u>9.44%</u>

REVENUES BY SOURCE

TOTAL: \$21,037,900

(Excluding Debt Proceeds and Fund Balance Carryforward)



Expenses by Function

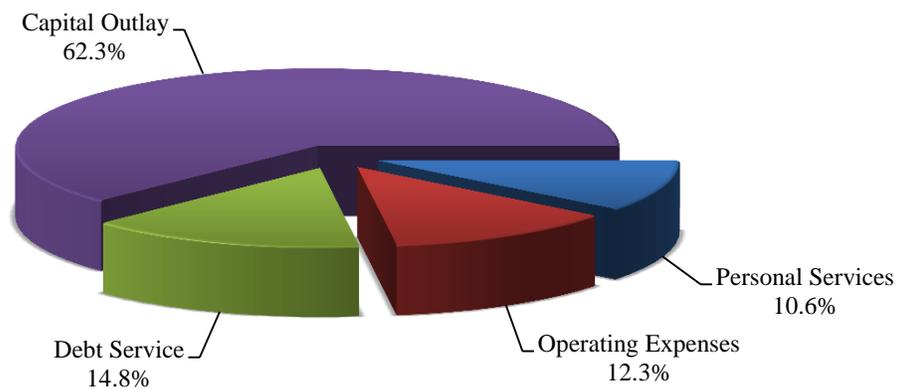
ENTERPRISE FUNDS

Trend Analysis - Expenses By Function

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
USES				
Personal Services	\$ 3,011,767	\$ 3,413,642	\$ 3,742,400	\$ 4,008,600
Operating Expenses	4,068,803	4,326,182	4,200,000	4,649,900
Debt Service	4,929,885	5,184,384	5,400,436	5,574,700
Capital Outlay	5,037,192	2,791,477	7,803,906	23,533,000
<i>Appropriations</i>	17,047,647	15,715,685	21,146,742	37,766,200
Ending Fund Equity	15,224,208	16,820,495	15,569,412	8,541,112
TOTAL USES:	\$ 32,271,855	\$ 32,536,180	\$ 36,716,154	\$ 46,307,312

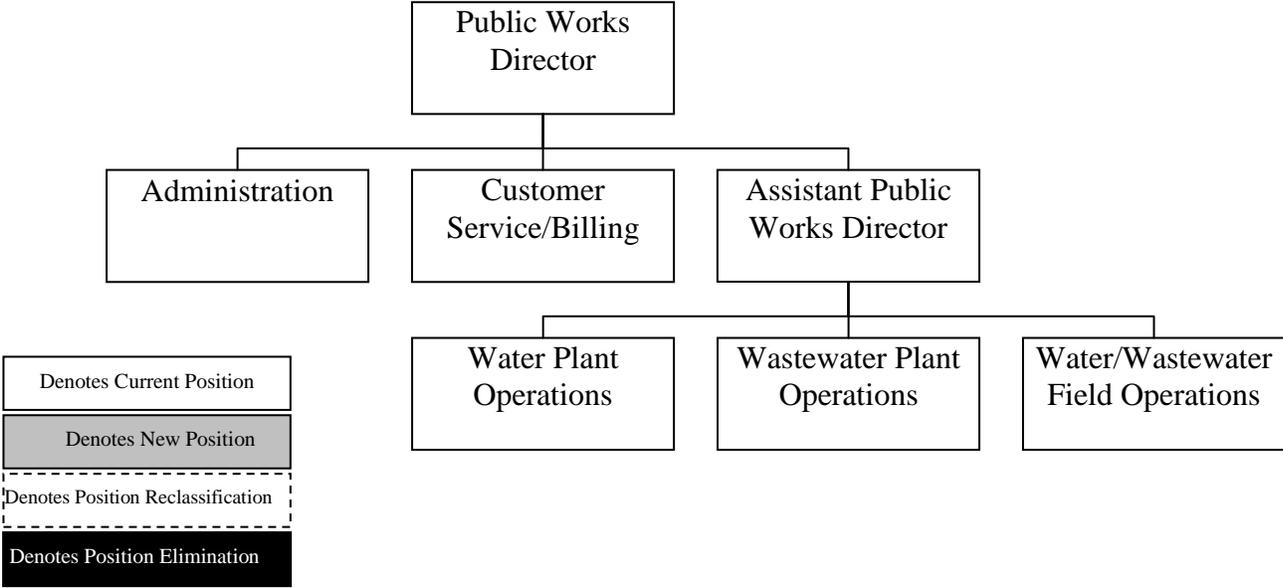
<u>USES</u>	<u>Budget FY 12/13 Compared to FY 11/12 Estimated Actual</u>
Personal Services	7.11%
Other Operating Costs	10.71%
Debt Service	3.23%
Capital Projects	201.55%
<i>Appropriations</i>	<u>78.59%</u>

**EXPENSES BY FUNCTION
TOTAL: \$37,766,200**



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WATER/SEWER UTILITY FUND



Functional Duties: The Water Utility Services Department is comprised of five divisions; Administration, Customer Service and Billing, Water Plant Operations, Wastewater Plant Operations and Water/Wastewater Field Operations. The Administration Division oversees the overall operations of the department. Procurement of services and bid solicitations for the department are also handled under the Administration Division. The Customer Service and Billing Division provides customer service and billing services to Deltona Water Customers. The Water and Wastewater sections provide operation and maintenance of the City’s water and wastewater facilities.

Mission Statement: *“The mission of the Deltona Water Department is to provide our customers with a safe, affordable, and sufficient supply of quality water and treated wastewater that is economically viable and environmentally sound.”*

WATER/SEWER UTILITY FUND

GOALS, OBJECTIVES & PERFORMANCE MEASURES

Key Objectives:

- To ensure compliance with all health and safety requirements as prescribed by regulatory agencies.
- To achieve a degree of treatment that will promote the health of the community by maintaining the highest level of water quality in accordance with the standards set by regulatory agencies and the Clean Water Act.
- To maintain good community relations through courteous customer service.
- To issue accurate and timely utility bills to all customers of the City system on a monthly basis.
- To ensure adequate supplies of quality potable water for domestic and commercial use.
- To perform testing of water quality within the established parameters required by law.
- To ensure the distribution and collection systems, treatment plant and wells are properly maintained to minimize the chances of service interruptions.
- To administer the in-house meter reading and assure accurate reading and recording of consumption for each water meter in the City system on a monthly basis.

Performance Measures:

- Millions of gallons of water treated
- Millions of gallons of wastewater treated
- Average number of meter retirements per year.
- Average monthly number of service orders responded to for customers
- Average monthly line locations provided
- Emergency equipment serviced and tested. (i.e. emergency power supplies)
- Average monthly number of payments processed
- Number of departmental safety training events.
- Ensure a variety of water conservation informational brochures are available for customers.

Actual FY 2010/11	Estimated FY 2011/12	Budget FY 2012/13
12.470	11.790	12.125
.864	.904	.952
1,936	1,658	1,800
501	497	500
83	82	82
Monthly	Monthly	Monthly
7,445	7,495	7,475
24	24	24
6	6	6

Water/Sewer Utility Fund

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 1,938,244	\$ 2,247,904	\$ 2,549,000	\$ 2,628,300
Overtime	114,442	138,814	-	170,500
Other Pay	15,980	15,766	18,300	18,300
Benefits and Taxes	943,101	1,011,158	1,175,100	1,191,500
Total Personal Service Costs	3,011,767	3,413,642	3,742,400	4,008,600
Operating Expenditures	4,068,803	4,326,182	4,200,000	4,649,900
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	5,037,192	2,791,477	7,803,906	23,533,000
Debt Service	4,929,885	5,184,384	5,400,436	5,574,700
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$17,047,647	\$15,715,685	\$21,146,742	\$37,766,200
Staffing:				
Full-Time	65	64	64	65
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 153,722	\$ 146,102	\$ 145,700	\$ 167,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	124,917	135,222	111,700	151,000
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	1,063	746	1,300	2,500
5241 - Communications and Freight Services	176,159	190,673	166,600	209,700
5243 - Utility Services	1,318,124	1,435,531	1,226,400	1,384,600
5244 - Rentals and Leases	7,660	6,005	7,000	8,000
5245 - Insurance	175,458	133,395	120,000	188,000
5246 - Repairs and Maintenance Services	630,565	817,089	824,800	844,300
5247 - Printing and Binding	29,243	28,553	28,800	39,800
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	167,619	168,375	246,300	311,900
5251 - Office Supplies	28,999	18,589	25,200	27,000
5252 - Operating Supplies	927,663	871,354	916,000	890,900
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	6,382	6,878	32,300	49,500
5255 - Bank Charges	102,312	128,726	92,000	100,000
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	218,917	238,944	255,900	275,700
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 4,068,803	\$ 4,326,182	\$ 4,200,000	\$ 4,649,900

**WATER/SEWER UTILITY FUND
CAPITAL OUTLAY BUDGET DETAIL**

	<u>Capital Budget</u>
<u>Water and Wastewater Projects:</u>	
Hydrogeological Services	150,000
Water CUP Renewal	25,000
Enterprise Road Parking Improvement	50,000
Alternative Water Supply	500,000
Magdalena WTP 1 MG Tank	1,100,000
Ft. Smith Utility Relocate, Sec. 2	200,000
Elkcam Lift Station Upgrade	550,000
Howland Blvd, Utility Relocate, Phase 3	1,500,000
RIB Site for New WWTP (122 Acre)	950,000
Courtland Filter System	300,000
Doyle Road Rib Site	1,500,000
Doyle Road (415-Courtland) 16" Water Main Improvements	150,000
Master Lift Station - Doyle Road	700,000
Doyle Road Reclaimed Main	250,000
Eastern Wastewater Treatment Plant (EWWTP)	10,000,000
Saxon / Providence Intersection Utility Relocates	250,000
Normandy Section B Utility Relocate	250,000
11th Ave Roadway to New WWTP	1,900,000
Well Rehabs	150,000
Rehab Sewer Collection System	250,000
Lift Station Rehabs	150,000
Chemial Feed Pumps	30,000
Lift Station Panels	10,000
Main Electrical Panel @ Fisher Road	110,000
Drainfield Rehab	200,000
Water Main Replacements	500,000
GST Aerators	800,000
CL2 Tanks	25,000
Auma Motor Valves	25,000
RAS Pumps for Clarifiers	35,000
Water Meters & Related Materials	50,000
Retirement Meters	60,000
	<u>22,720,000</u>

	<u>Capital Budget</u>
<u>Computer Software and Equipment:</u>	
Storage Upgrade Replacements	30,000
Upgrade Call Center Phone System	25,000
Virtualization Solution	5,000
Server Replacement Blades	15,000
Infrastructure & Switch Replacements	10,000
	<u>85,000</u>
<u>Other Equipment:</u>	
RTU Cabinets & Zetron Panels	15,000
Lake Monitoring Equipment Upgrade	40,000
Fisher WWTP Screw Press	625,000
Security Cameras	20,000
Ford F-250 Truck	28,000
	<u>728,000</u>
	<u><u>\$ 23,533,000</u></u>

Water/Sewer Utility Fund

Water Utility Capital Projects – Budget FY 12/13**Capital Improvement Projects****Hydrogeological Services** **FY 12/13: \$150,000**

Hydrogeological services are needed to address issues related to the SJRWMD and our supply wells. Having a hydrogeological services provider on retainer allows for a quick and immediate response to any condition that may arise.

Water CUP Renewal **FY 12/13: \$25,000**

The CUP permit is the operating permit for the public water supply for the City and is in accordance with the Water Resources Act of 1972. Operating a public water system without this permit would result in the City being in violation of Chapter 40C-2 as authorized under F.S. 373.113. Renewing this permit will allow the City to legally supply potable water to the citizens of Deltona. The costs to renew the permit are less than the associated fees that would result from non-renewal in the form of administrative fines and legal fees.

Enterprise Road Parking Improvement **FY 12/13: \$50,000**

The parking area at 255 Enterprise Road currently does not support Deltona Water's customer and employee base. Making improvements to this parking area will allow a safer establishment for parking for our customers as well as staff.

Alternative Water Supply **FY 12/13: \$500,000**

There is not enough water availability for current or future demands. Reductions in groundwater allocations by the Water Management District are forcing this capital expense. This is an on-going project with potential costs of a very large magnitude.

Expansion Projects**Magdalena WTP 1 mg Tank** **FY 12/13: \$1,100,000**

This area of the City is experiencing water pressure problems due to the small capacity well at this site. This affects the level of service provided as well as the ability to provide fire protection in this area. Water quality at this well is also poor and the requested facilities would improve overall quality of water as well as allow for more adequate fire protection.

Ft. Smith Utility Relocate, Sec. 2 **FY 12/13: \$200,000**

Relocating utilities is required as part of the overall City-wide road widening plan. As part of the City-wide road widening project, the City is concurrently relocating the utilities located in the area while expanding the system at the same time.

Water/Sewer Utility Fund

Elkcam Lift Station Upgrade

FY 12/13: \$550,000

The current lift station is in desperate need of an upgrade. In its current state, the lift station would not be able to handle the flows for the future Eastern Wastewater Treatment facility. The upgrade of the current station will be a portion of what will be necessary to handle the flows to the Eastern Wastewater Treatment facility while ensuring that the station can adequately function in the interim. This renovation to the current lift station will continue to pump to the Fisher Wastewater plant until the Eastern Wastewater Treatment facility comes on line.

Howland Blvd. Utility Relocate, Phase 3

FY 12/13: \$1,500,000

Relocating utilities is required as part of the overall City-wide road widening plan. As part of the City-wide road widening project, the City is concurrently relocating the utilities located in the area while expanding the system at the same time.

RIB Site for EWWTP (122 Acre)

FY 12/13: \$950,000

This rib site will physically be located on the southern portion of the 122 acre site. The design and completion of the Eastern Wastewater Treatment facility relies on this project. The FDEP permit for the Eastern Waste Water Treatment facility will not be issued without completion of this project. Development in the City's growth areas and the SR 415 corridor depends upon the provision of sewer service and the success of this project.

Courtland Filter System

FY 12/13: \$300,000

The Courtland Water Treatment Plant is in need of a filter system upgrade. The current filter system is not large enough to properly handle the production rate at this plant. This upgrade will allow the City to maintain a high level of quality water and will also increase the availability of flow and pressure for fire safety.

Doyle Road Rib Site

FY 12/13: \$1,500,000

This project includes the acquisition of approx. 70 acres of land, design, permitting and construction of rapid infiltration basins for disposal of reclaimed water during wet weather periods. This facility will be used in conjunction with the new Eastern Wastewater Treatment Facility.

Doyle Road 16" Water Main Improvements

FY 12/13: \$150,000

This is for the design, permitting and preparation of bid documents for the 16" water main from approximately the Doyle Road intersection to the Courtland and Doyle Road intersection. It is about 1.5 miles in length and will provide a connection between the existing water mains in order to "loop" the distribution system. This looping will allow enhanced water circulation and provide fire protection in this development corridor.

Water/Sewer Utility Fund

Master Lift Station – Doyle Road **FY 12/13: \$700,000**

This lift station will serve as the wastewater master pump station for future development of the Doyle Road and SR415 area. The scope of this project consists of the pump station, related equipment and a generator for emergency power.

Doyle Road Reclaimed Main **FY 12/13: \$250,000**

This line will connect the reclaimed lines recently constructed on SR415 to the existing lines on Doyle Road. These lines will also connect to the proposed Doyle Road rib site.

Eastern Wastewater Treatment Plant **FY 12/13: \$10,000,000**

The City is currently in the process of having a second wastewater treatment facility designed and permitted. This process will carry over into FY 13/14 and beyond. This plant will support the development on the east side of the City and help alleviate some of the flows that go through the current wastewater treatment plant.

**Saxon / Providence Intersection
Utility Relocates** **FY 12/13: \$250,000**

This project is a joint project with Volusia County. It is necessary to relocate the utility lines in order for the County’s project to move forward.

Normandy Section B Utility Relocate **FY 12/13: \$250,000**

If the City does not move forward with the widening of Normandy Blvd. Section B, the utilities will need to be relocated as part of the roadway construction. Failure to move the utilities in conjunction with the roadway construction can lead to significantly higher repair costs in the future.

11th Avenue Roadway to WWTP **FY 12/13: \$1,900,000**

Without this roadway, the Eastern Water Reclamation facility would not have an entrance road or underground utilities and therefore, would not be ready for construction in future years. Future development in the City’s growth areas and the SR 415 corridor depend upon utility service being available.

Renewal & Replacement Projects

RTU Cabinets & Zetron Panels **FY 12/13: \$15,000**

These Zetron Panels will be installed at water plants and lift stations to monitor their status from a remote location. These panels allow us to view whether or not all components are working properly.

Water/Sewer Utility Fund

Well Rehabs

FY 12/13: \$150,000

The public supply wells produce drinking water for the City. Failure to rehab and maintain operational continuity would affect public health. Providing maintenance also allows the utility to maintain production levels from the wells. Inspection and maintenance of existing wells is cost effective compared to the costs of relocating or requesting a replacement well through the water management district.

Rehab Sewer Collection System

FY 12/13: \$250,000

Not addressing the aging sewer collection system will result in failures. A failure will cause a loss in sewer service to the residents and an environmental release of raw sewage to the surrounding communities and environment. Repairing the collection system not only avoids costs associated with emergency repairs but also reduces the amount of ground water leaking into the system that is then treated at the wastewater facility. This reduces the direct costs on chemicals used to treat ground water and could also offset the need for capital expansion due to capacity at the wastewater facility.

Lift Station Rehabs

FY 12/13: \$150,000

Lift station failures result in loss of sewer service to customers as well as sanitary sewer overflows (SSO's) to the environment. SSO's can result in administrative fines from the DEP or EPA. A proactive approach would be less costly than costs associated with emergency repair, clean up and fines.

Chemical Feed Pumps

FY 12/13: \$30,000

The City currently treats drinking water using a manual chemical feed system which results in varying chlorine residuals and inefficient chemical dosages. The proposed loop controller system would dose the drinking water with the required chemical as a function of flow and chemical residual. Currently, FAC 62-555 requires "loop control" for chlorine at all drinking water facilities under applicable criteria. These units will bring the current facilities up to current code and improve water quality as well as reduce chemical costs by eliminating over-feeding the chemical.

Lift Station Panels

FY 12/13: \$10,000

We would not be able to monitor our lift stations remotely if this project was not funded, meaning in the event of an issue such as a power outage, we would not be aware of it. This type of occurrence can lead to a spill of sewage which could have impacts on the local environment as well as possible health issues and resulting fines from regulatory agencies.

Water/Sewer Utility Fund

Main Electrical Panel @ Fisher Road **FY 12/13: \$110,000**

The existing Fisher Wastewater Treatment facility electrical panel is aged and outdated. The existing panel is becoming obsolete and parts are becoming harder and harder to get resulting in the need for an upgrade. A new panel would ensure safety and provide a reliable source of operation for the wastewater treatment facility.

Drainfield Rehab **FY 12/13: \$200,000**

Failure to rehab this drainfield will likely result in a system failure. System failure is in violation of operating permit FLA 111724 issued by 71 DEP. This is a regulatory mandate under FAC 62-610. The City's liability exposure due to non-compliance can result in flooded homes adjacent to these facilities, litigation and remediation costs. This could also ultimately lead to a consent order from DEP and result in administrative fines of \$10,000/day per occurrence.

Water Main Replacements **FY 12/13: \$500,000**

Water main failures can result in an interruption in service, impact public health as well as have detrimental effects on fire protection. In some instances, the mains are increased in size to accommodate the installation of fire hydrants in the surrounding areas. Improving the loss of service, reliability and fire protection to residents should exceed anticipated costs.

GST Aerators **FY 12/13: \$800,000**

There are currently two locations in need of an upgrade of the ground storage tank aerator systems. These systems were originally designed for the wells to pump directly into the distribution system. The City has since upgraded the plants to include ground storage tanks which increase the amount of water stored on site and significantly increases the treatment levels of the water. The new aerator systems will work more effectively with the existing setup and will be able to handle the higher capacity.

CL2 Tanks **FY 12/13: \$25,000**

There are currently 4 locations where the chlorine storage tanks are in need of replacement. The existing tanks are close to or have exceeded their life expectancy. In an effort to reduce the possibility of a tank cracking and spilling chemicals we need to replace these tanks with new ones. New tanks will help ensure that there is no interruption in water service due to tanks breaking.

Auma Motor Valves **FY 12/13: \$25,000**

These actuated valves located at the wastewater treatment facility are nearing their life expectancy. These valves are a critical part of the wastewater treatment facility infrastructure. It is necessary to ensure that they operate properly and can be monitored remotely. A failure of these valves could result in the plant being non-compliant with FDEP.

Water/Sewer Utility Fund

Lake Equipment Monitoring Upgrade **FY 12/13: \$40,000**

As a requirement of the City’s consumptive use permit, the City is required to monitor identified lake levels. The existing equipment is antiquated and is not compatible with other monitoring equipment. In an effort to standardize and to make for more efficient monitoring, the existing equipment needs to be brought up-to-date with standardized equipment.

RAS Pumps for Clarifiers – 3 **FY 12/13: \$35,000**

The existing RAS pumps for the clarifiers at the wastewater treatment facility are in need of an upgrade. They do not operate at full capacity due to their age and have to be manually assisted by staff to keep up with the current flow at the wastewater facility. These pumps have to be cleaned several times throughout the day in order to keep the system from getting clogged. This presents a safety hazard for staff who have to unclog the pumps which may contain hazardous objects such as razors, needles, etc. New pumps will be better able to handle the existing flow and will allow for increased flow in the future.

Water Meters & Related Materials **FY 12/13: \$50,000**

All potable water must be registered and accounted for in order to be in compliance with FAC 62-555. In order to register all potable water, all service lines must be metered. Additionally, this will ensure that all water usage is being accounted for and that revenue is being properly billed and monitored.

Retirement Meters **FY 12/13: \$60,000**

The City is required to retire meters after a specified period of time in order to remain in compliance. Retiring meters ensures proper accountability of consumption and ensures that the flow is registered accurately.

Fisher WWTP Screw Press **FY 12/13: \$625,000**

Without funding for this project, adequate treatment of the waste sludge from the treatment plant will not be possible in the future. By funding the project, the Fisher WWTP will be able to maintain compliance with FDEP regulations. The costs associated with non-compliance could be substantial.

Water Utility Capital Equipment – Budget FY 12/13

Storage Upgrade Replacements **FY 12/13: \$30,000**

All of the City’s communications tools (email, phone system) rely on network storage. We won’t be able to run those systems any more if we run out of storage. All of our critical applications such as Munis, Firehouse and CRW run on network storage as well therefore services such as utility billing, Finance and permitting would no longer function if we were to run out of storage space.

Water/Sewer Utility Fund

Security Cameras **FY 12/13: \$20,000**

A security camera system provides security for the public drinking water system. Without video documentation, a minor act of vandalism could necessitate a costly response from the City in the form of lab testing, hazmat response and investigative costs. Such costs were evidenced several years ago when an unknown person dropped salt bags at several water plants.

Upgrade Call Center Phone System **FY 12/13: \$25,000**

The funding of the completion of this project is an absolute necessity. The product support for the current call center phone system has expired. In order to continue operating the call center, the current software and hardware must be upgraded. The level of service we provide to our customers would diminish drastically without the automatic routing of incoming calls and the other features the phone system provides. This project was approved and started in FY 11/12 and includes upgrading the call manager servers and IPCC servers and licenses. This upgrade also includes quality assurance features such as recording conversations, Scorecard, listening in and drop of service level notifications. Annual maintenance costs are estimated to be \$12,000.

Ford F-250 Truck **FY 12/13: \$28,000**

Deltona Water has a vehicle that is in need of replacement (DW0587). DW0587 is over 7 years old and has over 105,000 miles on it. In the past three years, the City has spent over \$5,000 in maintenance and this amount is expected to increase if not replaced.

Virtualization Solution **FY 12/13: \$5,000**

Virtualization software is maturing and allowing us to provide virtual desktops that eliminate the cost of desktop replacements. Other costs such as software and server hardware will also be significantly less. In addition, staff time required to deploy new desktops would be reduced.

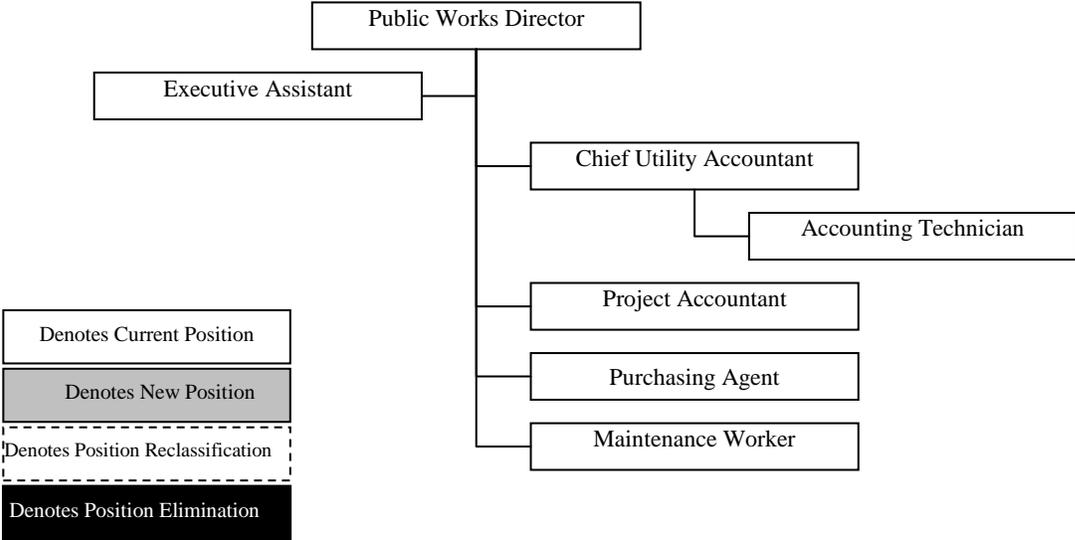
Server Replacements **FY 12/13: \$15,000**

All of the City's critical applications that provide critical services run on Dell server blades that are running out of warranty. These devices cannot be extended and need to be replaced so we can ensure hardware support from Dell when issues arise. New server blades also ensure that we have the latest software patches to ensure optimization and improve performance City-wide. Replacement server blades ensure that hardware outages are addressed the same day, thereby reducing staff downtime.

Switch Replacements **FY 12/13: \$10,000**

There are some switches that are not under warranty and if they fail, they will need to be replaced. Failure to replace bad switches will result in a loss of service in particular areas on the City's network. Also, some network equipment is out of life cycle and is causing service interruptions such as call delays and other network issues.

**WATER/SEWER UTILITY FUND
ADMINISTRATION DIVISION**



ADMINISTRATION DIVISION							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Chief Utility Accountant	1	1	1	1	-	1	18
Project Accountant	-	-	-	1	-	1	18
Purchasing Agent	1	1	1	1	-	1	13
Executive Assistant	-	1	1	1	-	1	12
Accounting Technician	1	1	1	1	-	1	9
Administrative Assistant II	1	-	-	-	-	-	8
Maintenance Worker	1	1	1	1	-	1	2
TOTAL	5	5	5	6	-	6	

Functional Duties: The Administration Division of Deltona Water sets department goals and objectives, and oversees department budget and capital improvement projects. The Administration Division provides administrative and technical support to all divisions within Deltona Water including Water Plant Operations, Wastewater Plant Operations, Customer Service and Billing, and Water/Wastewater Field Operations Divisions.

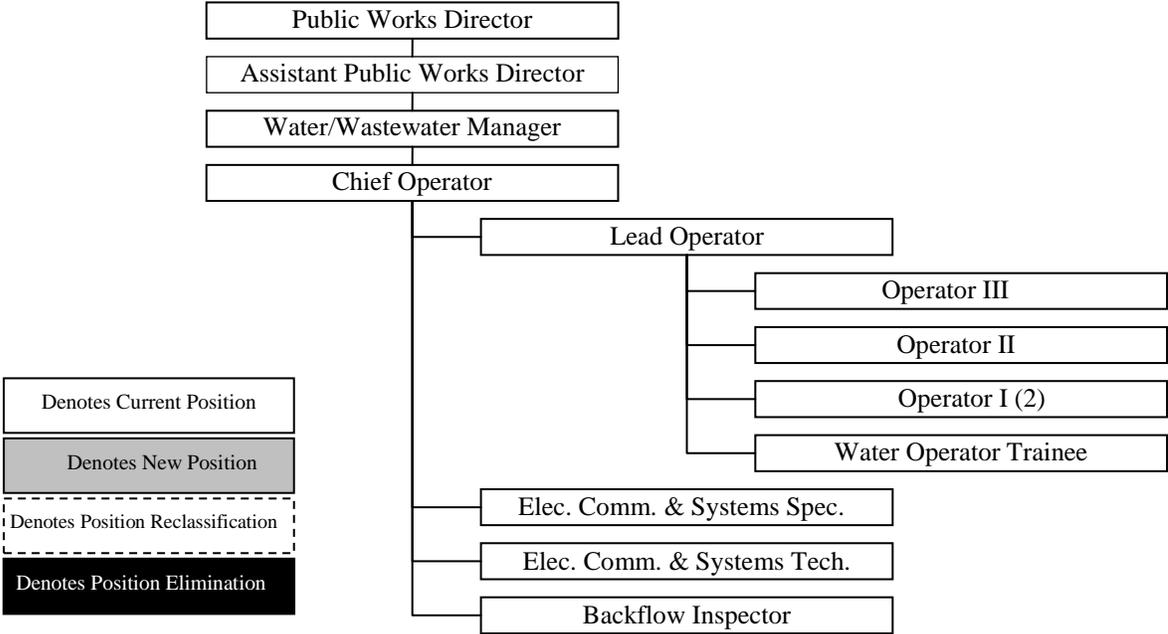
Water/Sewer Utility Fund - Administration

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 262,977	\$ 322,584	\$ 330,100	\$ 393,600
Overtime	1,182	932	-	8,200
Other Pay	-	-	-	-
Benefits and Taxes	111,044	145,454	144,500	162,300
Total Personal Service Costs	375,203	468,970	474,600	564,100
Operating Expenditures	637,888	595,696	755,200	850,000
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	-	76,150	332,774	110,000
Debt Service	4,929,885	5,184,384	5,400,436	5,574,700
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$5,942,976	\$6,325,200	\$6,963,010	\$ 7,098,800
Staffing:				
Full-Time	5	5	6	6
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 15,321	\$ 7,424	\$ 13,000	\$ 25,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	11,991	4,622	2,800	5,100
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	638	188	600	500
5241 - Communications and Freight Services	2,206	1,430	1,300	700
5243 - Utility Services	21,475	20,490	21,000	22,000
5244 - Rentals and Leases	-	-	-	-
5245 - Insurance	175,458	133,395	120,000	188,000
5246 - Repairs and Maintenance Services	10,263	11,081	84,300	12,600
5247 - Printing and Binding	2,236	310	300	300
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	158,017	160,833	236,700	293,000
5251 - Office Supplies	8,939	4,306	6,800	9,500
5252 - Operating Supplies	10,852	11,031	11,000	16,100
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	1,575	1,642	1,500	1,500
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	218,917	238,944	255,900	275,700
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 637,888	\$ 595,696	\$ 755,200	\$ 850,000

WATER/SEWER UTILITY FUND

WATER PLANT OPERATIONS DIVISION



WATER PLANT OPERATIONS DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Water/Wastewater Manager	1	1	1	1	-	1	19
Chief Operator	1	1	1	1	-	1	18
Lead Operator	1	1	1	1	-	1	15
Operator III	1	1	1	1	-	1	13
Electronic Comm & Systems Spec.	1	1	1	1	-	1	12
Operator II	1	1	1	1	-	1	11
Elect Comm & Systems Technician	-	1	1	1	-	1	9
Operator I	2	2	2	2	-	2	9
Utility Systems Tech III	1	-	-	-	-	-	9
Backflow Inspector	-	-	1	1	-	1	4
Water Operator Trainee	1	1	1	1	-	1	1
TOTAL	10	10	11	11	-	11	

Functional Duties: The responsibilities of the Water Plant Operations Division are to provide quality water to the citizens of Deltona and to operate and maintain the City’s water system in a safe, economical and environmentally sound manner.

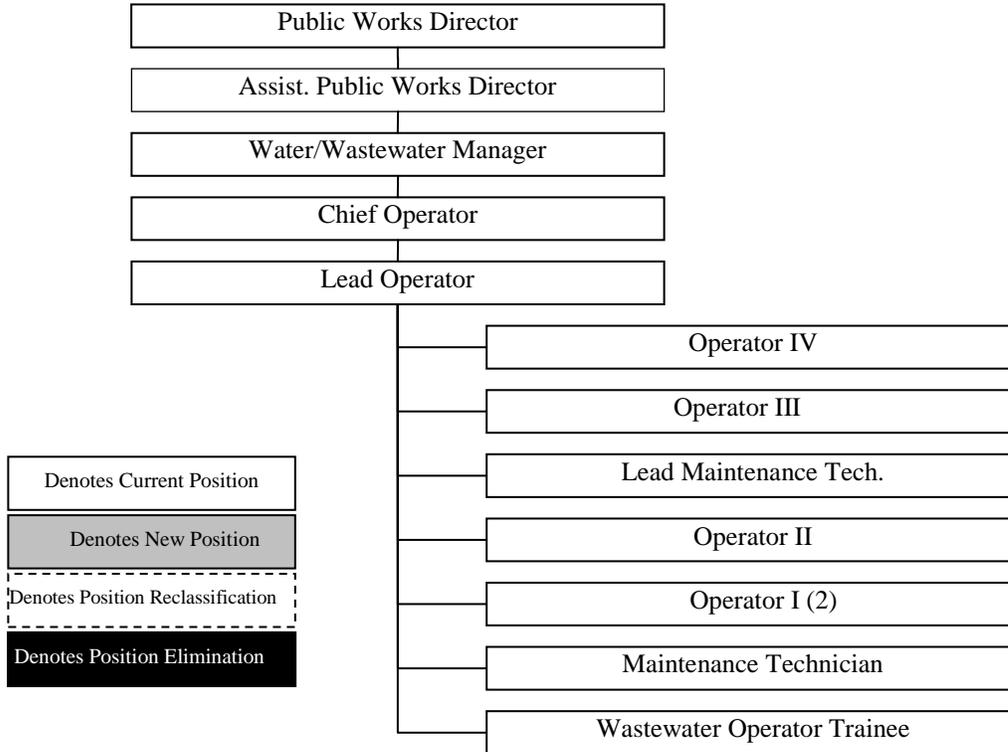
Water Plant Operations

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 366,100	\$ 373,705	\$ 427,100	\$ 428,300
Overtime	21,534	28,292	-	51,800
Other Pay	4,274	3,518	7,300	7,300
Benefits and Taxes	140,686	145,107	189,200	181,800
Total Personal Service Costs	532,594	550,622	623,600	669,200
Operating Expenditures	1,401,696	1,366,530	1,371,300	1,435,900
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	257,211	337,254	202,099	940,000
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$2,191,501	\$2,254,406	\$2,196,999	\$3,045,100
Staffing:				
Full-Time	10	10	11	11
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 96,381	\$ 102,976	\$ 90,000	\$ 79,800
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	28,073	16,372	14,000	26,300
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	17	442	500	1,000
5241 - Communications and Freight Services	6,497	7,163	7,500	10,400
5243 - Utility Services	567,465	537,827	500,000	540,000
5244 - Rentals and Leases	2,085	152	200	900
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	150,171	179,300	195,500	223,100
5247 - Printing and Binding	860	1,890	1,500	2,000
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	912	309	1,200	3,300
5251 - Office Supplies	3,406	3,243	3,300	4,000
5252 - Operating Supplies	544,565	515,121	531,600	514,100
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	1,264	1,735	26,000	31,000
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$1,401,696	\$1,366,530	\$1,371,300	\$1,435,900

WATER/SEWER UTILITY FUND

WASTEWATER PLANT OPERATIONS DIVISION



WASTEWATER PLANT OPERATIONS DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Lead Operator	1	1	1	1	-	1	15
Operator IV	1	1	1	1	-	1	15
Operator III	1	1	1	1	-	1	13
Lead Maintenance Tech.	1	1	1	1	-	1	12
Operator II	1	1	1	1	-	1	11
Operator I	2	2	2	2	-	2	9
Maintenance Tech.	1	1	1	1	-	1	8
Wastewater Operator Trainee	1	1	1	1	-	1	1
TOTAL	9	9	9	9	-	9	

Functional Duties: The duties of the Wastewater Plant Operations Division are to provide sound treatment and the safe disposal of wastewater while protecting property and the environment.

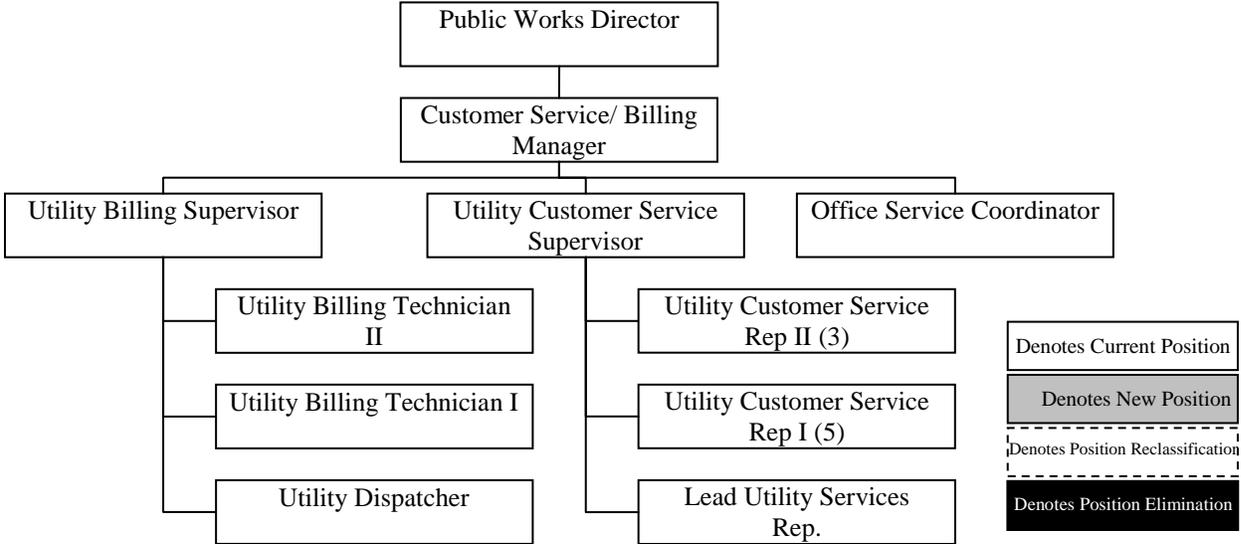
Wastewater Plant Operations

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 329,982	\$ 365,949	\$ 429,000	\$ 436,400
Overtime	17,272	22,682	-	25,300
Other Pay	3,147	3,448	3,700	3,700
Benefits and Taxes	127,617	144,055	180,800	189,000
Total Personal Service Costs	478,018	536,134	613,500	654,400
Operating Expenditures	1,163,578	1,306,337	1,186,000	1,325,000
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	93,849	24,737	92,900	820,000
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$1,735,445	\$1,867,208	\$1,892,400	\$2,799,400
Staffing:				
Full-Time	9	9	9	9
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 40,220	\$ 31,171	\$ 32,000	\$ 32,200
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	11,550	12,776	9,300	19,400
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	17	82	200	500
5241 - Communications and Freight Services	6,020	4,622	1,000	1,500
5243 - Utility Services	723,524	871,989	700,000	817,000
5244 - Rentals and Leases	-	77	1,000	1,000
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	164,676	200,737	221,200	258,000
5247 - Printing and Binding	-	-	-	-
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	358	519	800	2,000
5251 - Office Supplies	1,760	818	1,400	1,600
5252 - Operating Supplies	213,871	182,607	217,800	189,200
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	1,582	939	1,300	2,600
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$1,163,578	\$1,306,337	\$1,186,000	\$1,325,000

WATER/SEWER UTILITY FUND

CUSTOMER SERVICE AND BILLING DIVISION



CUSTOMER SERVICE & BILLING DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Customer Service/Billing Manager	1	1	1	1	-	1	19
Utility Customer Service Supervisor	1	1	1	1	-	1	13
Utility Billing Supervisor	1	1	1	1	-	1	13
Lead Utility Services Rep.	-	-	1	1	-	1	9
Office Service Coordinator	1	1	1	1	-	1	7
Utility Billing Tech. III	1	-	-	-	-	-	7
Utility Customer Srv. Rep. III	3	-	-	-	-	-	7
Utility Billing Tech. II	-	1	1	1	-	1	7
Utility Customer Srv. Rep. II	-	3	3	3	-	3	7
Utility Dispatcher	1	1	1	1	-	1	5
Utility Billing Tech. I	1	1	1	1	-	1	4
Utility Customer Srv. Rep. I	5	5	5	5	-	5	4
Data Entry Clerk	1	1	-	-	-	-	2
TOTAL	16	16	16	16	-	16	

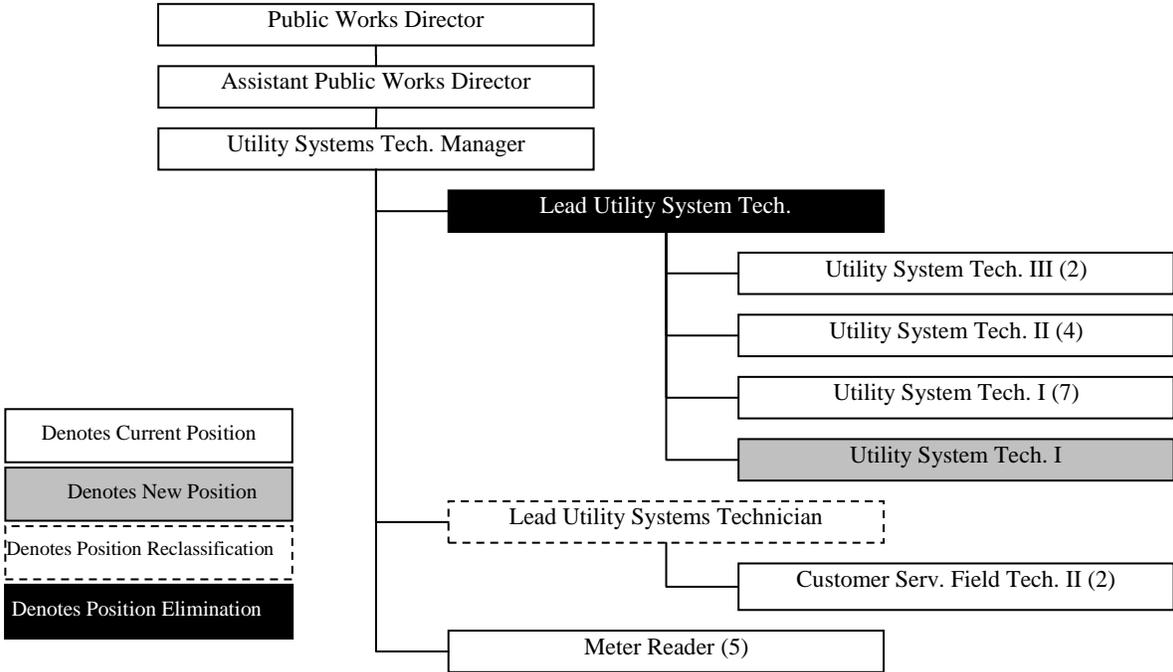
Functional Duties: The duties of the Customer Service and Billing Divisions are to supply the customers of Deltona Water with accurate and timely utility bills while providing courteous and efficient customer service.

Customer Service & Billing

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 432,634	\$ 440,610	\$ 510,400	\$ 522,900
Overtime	4,129	9,039	-	9,200
Other Pay	-	-	-	-
Benefits and Taxes	204,474	208,316	252,700	249,300
Total Personal Service Costs	641,237	657,965	763,100	781,400
Operating Expenditures	387,852	456,601	390,800	467,100
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	40,036	9,462	155,087	25,000
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$1,069,125	\$1,124,028	\$1,308,987	\$1,273,500
Staffing:				
Full-Time	16	16	16	16
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ -	\$ -	\$ 10,000	\$ 15,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	73,091	100,736	77,600	89,700
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	234	-	-	-
5241 - Communications and Freight Services	160,032	175,995	155,000	195,000
5243 - Utility Services	-	-	-	-
5244 - Rentals and Leases	5,455	5,551	5,800	5,800
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	537	3,864	4,800	6,100
5247 - Printing and Binding	26,147	26,353	26,000	35,000
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	903	35	-	-
5251 - Office Supplies	13,833	8,354	12,500	10,600
5252 - Operating Supplies	5,286	6,987	7,100	5,500
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	22	-	-	4,400
5255 - Bank Charges	102,312	128,726	92,000	100,000
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 387,852	\$ 456,601	\$ 390,800	\$ 467,100

**WATER/SEWER UTILITY FUND
WATER/WASTEWATER FIELD OPERATIONS DIVISION**



WATER/WASTEWATER FIELD OPERATIONS DIVISION							
<i>PERSONAL SERVICES SCHEDULE:</i>							
Personnel Roster	Number of Positions						Pay Grade
	FY09/10	FY10/11	Budget FY 11/12	Adjusted FY 11/12	Change FY 12/13	FY 12/13	
Utility Systems Tech Manager	-	1	1	1	-	1	19
Utility Systems Manager	1	-	-	-	-	-	15
Utility Systems Supervisor	-	-	-	-	1	1	15
Lead Utility Systems Tech	1	1	1	-	-	-	13
Lead Utility Technician	1	1	1	1	(1)	-	13
Utility Systems Tech III	2	2	2	2	-	2	9
Utility Systems Tech II	5	4	4	4	-	4	7
Customer Service Field Tech II	1	2	2	2	-	2	7
Meter Reader	5	5	5	5	-	5	6
Utility Systems Tech I	8	7	7	7	1	8	5
Backflow Inspector	1	1	-	-	-	-	4
TOTAL	25	24	23	22	1	23	

Functional Duties: The responsibility of the Water/Wastewater Field Operations Division is to operate and maintain the City’s water distribution and wastewater collection systems in a safe, economical and environmentally sound manner.

Water/Wastewater Field Operations

Summary

	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Personal Services:				
Salaries & Wages	\$ 546,551	\$ 745,056	\$ 852,400	\$ 847,100
Overtime	70,325	77,869	-	76,000
Other Pay	8,559	8,800	7,300	7,300
Benefits and Taxes	359,280	368,226	407,900	409,100
Total Personal Service Costs	984,715	1,199,951	1,267,600	1,339,500
Operating Expenditures	477,789	601,018	496,700	571,900
Capital Transfers/Outlay:				
Transfers to Replacement Equipment Fund	-	-	-	-
Transfers to New Equipment Fund	-	-	-	-
Capital Outlay	4,646,096	2,343,874	7,021,046	21,638,000
Debt Service	-	-	-	-
Other Transfers Out	-	-	-	-
Total Expenditures & Transfers Out	\$6,108,600	\$4,144,843	\$8,785,346	\$23,549,400
Staffing:				
Full-Time	25	24	22	23
Part-Time	-	-	-	-
Operating Expenditure Detail:				
5231 - Professional Fees	\$ 1,800	\$ 4,531	\$ 700	\$ 15,000
5232 - Accounting and Auditing	-	-	-	-
5233 - Court Reporter Services	-	-	-	-
5234 - Other Contractual Services	212	716	8,000	10,500
5235 - Investigations	-	-	-	-
5236 - Forfeitures	-	-	-	-
5237 - Interest - Customer Deposits	-	-	-	-
5240 - Travel and Per Diem	157	34	-	500
5241 - Communications and Freight Services	1,404	1,463	1,800	2,100
5243 - Utility Services	5,660	5,225	5,400	5,600
5244 - Rentals and Leases	120	225	-	300
5245 - Insurance	-	-	-	-
5246 - Repairs and Maintenance Services	304,918	422,107	319,000	344,500
5247 - Printing and Binding	-	-	1,000	2,500
5248 - Promotional Activities	-	-	-	-
5249 - Other Current Charges	7,429	6,679	7,600	13,600
5251 - Office Supplies	1,061	1,868	1,200	1,300
5252 - Operating Supplies	153,089	155,608	148,500	166,000
5253 - Road Materials & Supplies	-	-	-	-
5254 - Publications, Memberships & Training	1,939	2,562	3,500	10,000
5255 - Bank Charges	-	-	-	-
5259 - Depreciation	-	-	-	-
5299 - Prior Period Adjustment	-	-	-	-
9901 - IT - Allocated Costs	-	-	-	-
5882 - Aid To Private Organizations	-	-	-	-
Total	\$ 477,789	\$ 601,018	\$ 496,700	\$ 571,900

Capital Project Funds

CAPITAL PROJECT FUNDS SUMMARY

	<u>Municipal Complex</u>	<u>Park Projects</u>	<u>Replacement Equipment</u>	<u>Total</u>
<u>SOURCES</u>				
Grant Funding	\$ -	\$ -	\$ -	\$ -
Special Assessments	-	-	-	-
Interest Income	6,000	100	9,600	15,700
Miscellaneous Revenue	-	-	-	-
	<u>6,000</u>	<u>100</u>	<u>9,600</u>	<u>15,700</u>
<i>Revenues</i>				
Transfers In	-	-	1,050,000	1,050,000
Debt Proceeds	-	-	-	-
Fund Balance Carryforward	<u>1,914,798</u>	<u>32,809</u>	<u>2,747,486</u>	<u>4,695,093</u>
<i>TOTAL SOURCES</i>	<u>\$ 1,920,798</u>	<u>\$ 32,909</u>	<u>\$ 3,807,086</u>	<u>\$ 5,760,793</u>
 <u>USES</u>				
Capital Outlay	<u>\$ 155,000</u>	<u>\$ 8,000</u>	<u>\$ 1,760,100</u>	<u>\$ 1,923,100</u>
	<i>Uses</i> 155,000	8,000	1,760,100	1,923,100
Ending Fund Balance	<u>1,765,798</u>	<u>24,909</u>	<u>2,046,986</u>	<u>3,837,693</u>
<i>TOTAL USES</i>	<u>\$ 1,920,798</u>	<u>\$ 32,909</u>	<u>\$ 3,807,086</u>	<u>\$ 5,760,793</u>

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**MUNICIPAL COMPLEX FUND
SOURCES & USES**

The Municipal Complex Fund is used to account for the fiscal activities related to the funding and construction of capital facilities for City operations.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
Grant Funding	\$ -	\$ 121,235	\$ -	\$ -
Interest Income	<u>46,189</u>	<u>10,351</u>	<u>10,000</u>	<u>6,000</u>
<i>Total Revenues:</i>	46,189	131,586	10,000	6,000
Transfer In - General Fund	2,550,000	8,400	-	-
Transfer In - Fire Impact Fees Fund	45,704	5,844	-	-
Transfer In - Law Enforcement Impact Fees Fund	20,214	-	-	-
Fund Balance Carryforward	<u>6,839,919</u>	<u>3,902,406</u>	<u>1,919,495</u>	<u>1,914,798</u>
<i>Total Sources:</i>	<u>\$ 9,502,026</u>	<u>\$ 4,048,236</u>	<u>\$ 1,929,495</u>	<u>\$ 1,920,798</u>
Capital Outlay	\$ 5,599,620	\$ 2,128,741	\$ 14,697	\$ 155,000
Ending Fund Balance	<u>3,902,406</u>	<u>1,919,495</u>	<u>1,914,798</u>	<u>1,765,798</u>
<i>Total Uses:</i>	<u>\$ 9,502,026</u>	<u>\$ 4,048,236</u>	<u>\$ 1,929,495</u>	<u>\$ 1,920,798</u>

**MUNICIPAL COMPLEX FUND
CAPITAL OUTLAY BUDGET DETAIL**

	Capital Budget	Department
<u>Projects:</u>		
Modular building for Sign Shop	\$ 70,000	Public Works
Addition to Fire Station 64	85,000	Fire Department
	\$ 155,000	

Municipal Complex Fund

Municipal Complex Fund – Budget FY 12/13**Modular Building for Sign Shop – FY 12/13: \$70,000**
Public Works

The current sign shop trailer was purchased in 2002 but was manufactured in 1989 making it 23 years old. It was originally purchased to act as an office for the traffic employees but in 2009 the City was able to purchase equipment to allow us to operate our own sign shop. Not only is the current sign shop in very poor shape with leaks, mold and separating walls, it is also too small to properly house the equipment and supplies. Replacing the trailer with a building would allow the City to properly protect the expensive sign shop equipment as well as provide adequate space for the shop to operate.

Addition to Fire Station 64 - Fire Dept. FY 12/13: \$85,000

FS64 is a 17+ year old facility that was constructed under the former Deltona Fire District. Many changes have occurred since then, necessitating increased space needs for the handling of bunker gear, uniforms and protective equipment, bio-hazardous materials, etc. This facility has limited space for storage. Currently this facility does not allow for the storage of bunker gear except in the apparatus bay area which is against all recommendations for firefighter health and safety. Additionally, there is nowhere to store bio-hazardous waste until an authorized pick-up is made and there is nowhere to decontaminate uniforms when they become soiled from bio-hazardous waste such as blood and other bodily fluids. The addition will be a stop-gap in lieu of replacing the existing facility which could easily exceed \$1 million and would require a larger commercial lot. The addition would extend the life of this facility for at least ten years.

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PARK PROJECTS FUND
SOURCES & USES

The Park Projects Fund is used to account for the fiscal activities related to the funding and construction of park and recreational facility development. The funding for park projects is derived from a variety of sources including park impact fees, grants, general revenues and donations. The goal is to provide the citizens of Deltona with a parks and recreation system which includes a comprehensive range of recreation and cultural facilities, programs and activities, including informal recreation as well as the provision of excellent facilities and a supportive environment for organized sports programs.

<u>Description</u>	Actual FY 09/10	Actual FY 10/11	Estimated Actual FY 11/12	Adopted Budget FY 12/13
Grant Funding	\$ -	\$ 455,615	\$ 329	\$ -
Interest Income	2,532	1,097	450	100
Other Income	-	-	-	-
<i>Total Revenues</i>	<u>2,532</u>	<u>456,712</u>	<u>779</u>	<u>100</u>
Transfers In - General Fund	-	-	-	-
Transfers In - Impact Fee Fund	125,504	-	-	-
Fund Balance Carryforward	<u>316,853</u>	<u>377,195</u>	<u>269,530</u>	<u>32,809</u>
<i>Total Sources</i>	<u>\$ 444,889</u>	<u>\$ 833,907</u>	<u>\$ 270,309</u>	<u>\$ 32,909</u>
Capital Outlay	\$ 67,694	\$ 564,377	\$ 237,500	\$ 8,000
Ending Fund Balance	<u>377,195</u>	<u>269,530</u>	<u>32,809</u>	<u>24,909</u>
<i>Total Uses</i>	<u>\$ 444,889</u>	<u>\$ 833,907</u>	<u>\$ 270,309</u>	<u>\$ 32,909</u>

**PARK PROJECT FUND
CAPITAL OUTLAY BUDGET DETAIL**

	<u>Capital Budget</u>
<u>Projects:</u>	
Install Well - Dwight Hawkins Park	\$ 8,000
	<u>\$ 8,000</u>

Parks Projects Fund

Parks Projects – Budget FY 12/13

Install Well – Dwight Hawkins Park **FY 12/13: \$8,000**

Increases in participant counts at this park have made it more cost effective to install a well instead of using City provided water from Deltona Water.

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**REPLACEMENT EQUIPMENT FUND
SOURCES & USES**

The Replacement Equipment Fund (formerly known as the Capital Equipment Fund) was established to account for the fiscal activities related to funding of replacement vehicles and equipment necessary for the day to day operation of City departments. Funding is provided by annualized capital equipment charges to each department within the City. The intent is to insure adequate funds are accumulated to allow for replacement of assets. The annual funding is calculated by estimating replacement cost and the expected useful lives of assets and is designed to provide level annual funding. The fund is utilized to accumulate resources for the purchase and replacement of City vehicles and equipment by effectively leasing the vehicles and equipment back to the individual user departments within the General Fund in the form of an annualized charge for capital equipment.

<u>Description</u>	<u>Actual FY 09/10</u>	<u>Actual FY 10/11</u>	<u>Estimated Actual FY 11/12</u>	<u>Adopted Budget FY 12/13</u>
Grant Funding	\$ 112,795	\$ -	\$ -	\$ -
Interest Income	13,042	3,841	7,500	9,600
Sale of Equipment	-	-	-	-
Other Income	80,000	-	-	-
<i>Total Revenues</i>	<u>205,837</u>	<u>3,841</u>	<u>7,500</u>	<u>9,600</u>
Transfers In	1,050,000	1,050,000	1,050,000	1,050,000
Fund Balance Carryforward	1,819,975	1,867,477	2,584,986	2,747,486
<i>Total Sources</i>	<u>\$ 3,075,812</u>	<u>\$ 2,921,318</u>	<u>\$ 3,642,486</u>	<u>\$ 3,807,086</u>
Capital Outlay	\$ 1,208,335	\$ 336,332	\$ 895,000	\$ 1,760,100
Ending Fund Balance	1,867,477	2,584,986	2,747,486	2,046,986
<i>Total Uses</i>	<u>\$ 3,075,812</u>	<u>\$ 2,921,318</u>	<u>\$ 3,642,486</u>	<u>\$ 3,807,086</u>

**REPLACEMENT EQUIPMENT FUND
CAPITAL OUTLAY BUDGET DETAIL**

	Capital Budget	Department
<u>Computer Software and Equipment:</u>		
RFID Asset Tracking System	\$ 4,000	Fire Department
Server Blade Replacements	40,000	IT Department
Network Storage	80,000	IT Department
Infrastructure Switches, Router & Peripheral Replacements	45,000	IT Department
Mobile Device Management	50,000	IT Department
Desktop Replacements	15,000	IT Department
Network Router Replacements	15,000	IT Department
IP Phone Refresh	10,000	IT Department
Conversion to Munis - Code, Business Tax, and Permits	105,000	Finance, Code, Construction Services
Multi-purpose Edgeline Printer	19,000	Planning & Development
Replacement Broadcast Equipment	28,600	Commission Chambers
	<u>411,600</u>	
<u>Vehicles</u>		
Replacement Vehicles	25,000	IT Department
Replacement Van	25,000	IT Department
Vehicle Replacements (3)	70,000	Public Works
F-250 Trucks (2)	43,000	Parks & Recreation
Replacement Vehicles (2)	56,000	Enforcement Services
Replacement Vehicle (1)	27,000	City Hall - Pool car
Replacement Vehicles (4)	108,000	Construction Services
	<u>354,000</u>	
<u>Equipment & Machinery</u>		
Replacement Emergency Generator - Fire Station 64	30,000	Fire Department
Emergency Signal Device - Fire Station 64	38,000	Fire Department
Replace Medical Emergency Response Vehicle (MERV)	19,500	Fire Department
Human Simulator Training Mannequin Replacement	59,000	Fire Department
Bunker Gear Dryer	9,000	Fire Department
Fire Statio 65 Fuel Management System	23,000	Fire Department
Hydraulic Truck Conveyor	13,000	Public Works
1,000 Gallon Fuel Tanks (2)	100,000	Public Works
Reelmaster 6500 D Mower	40,000	Parks & Recreation
Groundmaster Mower 360 Quad Steer	26,000	Parks & Recreation
Toro Workman/Spray Unit Combined	37,000	Parks & Recreation
	<u>394,500</u>	
<u>Radios</u>		
Radio Replacements	200,000	City-wide
	<u>200,000</u>	
<u>Heavy Equipment</u>		
Replacement Aerial Truck	400,000	Fire Department
	<u>400,000</u>	
	<u>\$ 1,760,100</u>	

Replacement Equipment Fund

Capital Equipment Replacement – Budget FY 12/13**FIRE DEPARTEMENT****RFID Asset Tracking System** **FY 12/13: \$4,000**

Staff is working toward implementing the inventory module of Munis, the City's ERP system, and a scanner will be needed in order to properly scan items as they are added and removed from inventory.

FS64 Replacement Emergency Generator **FY 12/13: \$30,000**

The emergency generator at FS64 failed in 2010. A back-up generator from Deltona Water was put into place to ensure the station had an uninterrupted power supply during times when the commercial system failed. The existing, failed generator, which is more than 15 years old can be repaired however, we would be repairing an old unit and the cost to repair would not outweigh the benefit of replacing the unit. A new generator, with installation, would cost between \$5,000 - \$8,000 more than repairing the existing unit. In FY 10/11 the City received approximately \$9,600 in insurance money from the old unit. Replacing a fifteen year old unit with a new generator will greatly exceed the benefit of repairing the existing unit.

FS64 Emergency Signal Device **FY 12/13: \$38,000**

With the road widening and improvements made to Ft. Smith Blvd, traffic flows at a great volume and speed past FS64. This makes exiting the fire station during response increasingly dangerous for City personnel as well as the public. This light would be activated anytime an apparatus exits the facility, shopping traffic to allow safe passage of vehicles. In the event of an accident while entering the roadway, the cost of an accident and / or injuries to persons would greatly outweigh the cost of the installation of the traffic signal.

Replacement of Medical Emergency Response Vehicle (MERV) **FY 12/13: \$19,500**

The Fire Department currently utilizes an old Gator 4x4 utility vehicle that was passed down from Public Works and was modified for immediate patient transport at special events and local high school football games. This unit is now experiencing frequent break-downs including transmission problems, electrical problems and rust. This would be a replacement unit. An EMS Trust Fund Grant has been applied for to replace this unit; however, in the event the grant is not received, a replacement is still necessary.

Replacement Equipment Fund

Human Simulator Training Mannequin Replacement
FY 12/13: \$59,000

This project replaces our current Human Patient Simulator purchased in 2004. As technology has changed in these hi-fidelity simulators the current unit is no longer fully functional due to the manufacturer no longer supporting the older technology. The old unit needs to be hard-wired to a laptop or PC while the newer units are self-contained and use blue tooth technology and a tablet PC to simulate the conditions of the “patient” for training. Training on this type of simulator provides a fully interactive, hands-on training experience for personnel. Personnel need to be as sharp as possible in handling routine and rare medical emergencies as 78 percent of calls are medically related. While the current mannequin can be updated, the cost of doing so will be nearly the cost of purchasing a new unit. The current unit still has some trade-in value.

Bunker Gear Dryer
FY 12/13: \$9,000

As per NFPA guidelines and Florida Statute and Administrative Rule, firefighting bunker gear is cleaned on a biannual basis as well as whenever it becomes soiled, exposed to fire conditions or comes within the proximity of hazardous materials. The department has only one commercial bunker gear extractor to fulfill this mandate. When gear is decontaminated, it takes up to 48 hours to air dry. Gear cannot be dried in heated temperatures as it degrades the protective coating and vapor barrier. This specialized bunker gear dryer utilizes forced air circulating around gear and can dry the gear in less than two hours versus the current 36-48 hours. In the long run, properly washing and drying bunker gear will improve its performance and extends its service life.

FS65 Fuel Management System
FY 12/13: \$23,000

As part of construction of FS65, two 2,000 gallon fuel tanks were installed to provide fuel from a source other than commercial businesses in order to support the Fire Department as well as other City departments. This was intended to insure City vehicles will have a steady stream of fuel during emergencies and to decrease overall costs associated with purchasing fuel commercially by buying fuel in bulk via contracted pricing. This request is to install an automated fuel dispensing system to provide better accountability and to reduce the possibility of theft. The purchase of fuel in bulk should save the City anywhere between \$0.50 - \$1.00 per gallon over the pump price.

Replacement Aerial Device
FY 12/13: \$400,000 / FY 13/14: \$300,000

The current aerial device (ladder) is rapidly approaching its 10 year life span as a frontline piece of emergency equipment. As this unit was purchased as a demonstration unit, it had a number of miles and engine hours on it prior to its purchase by Deltona in early 2003. This unit has been experiencing increasing problems and the cost to maintain it is becoming a burden compared to replacing it with a new aerial with lower operational costs. In this past year, this unit has experienced over \$37,000 in repairs and is no longer being run as a front line unit. As part of this expenditure we would trade-in our current aerial device with an approximate trade-in value of \$200,000.

Replacement Equipment Fund

INFORMATION TECHNOLOGY SERVICES DEPARTMENT**Server Blade Replacements****FY 12/13: \$40,000**

All of the City's critical applications that provide critical services run on Dell server blades that are running out of warranty. These devices cannot be extended and need to be replaced so we can ensure hardware support from Dell when issues arise. New server blades also ensure that we have the latest software patches to ensure optimization and improve performance city-wide. Replacement server blades ensure that hardware outages are addressed the same day, thereby reducing staff downtime.

Network Storage**FY 12/13: \$80,000**

All of the City's communications tools (email, phone system) rely on network storage. We won't be able to run those systems any more if we run out of storage. All of our critical applications such as Munis, Firehouse and CRW run on network storage as well therefore services such as utility billing, Finance and permitting would no longer function if we were to run out of storage space.

Infrastructure Switches, Router & Peripheral Replacements**FY 12/13: \$45,000**

There are some switches that are no longer under warranty and if they fail, they will need to be replaced. If they are not replaced then the City faces a loss of service in some areas on the City network. Additionally, some network equipment is currently out of life cycle and is causing some service interruptions such as call delays and network issues. They replacements are needed so that City departments and personnel can continue to perform the job functions without interruption.

Mobile Device Management**FY 12/13: \$50,000**

ITSD has seen a sharp increase in the number of mobile devices that connect to the City's network for services. Every mobile phone, tablet, laptop and PC constitutes a potential security risk. Risk can bring down critical services with the introduction of viruses, malware or malicious intent resulting in data loss. A mobile device manager will enact policies that enforce security rules on devices and limit the risk present. This project would allow us to control devices in our environment as well as to set standards that must be adhered to in order to connect to City resources.

Desktop Replacements**FY 12/13: \$15,000**

The ITSD staff is trying to space out the desktop replacements so that the City does not again incur a large expense in any given year for desktop replacements, or a decrease in productivity by interrupting staff with such a large deployment in one year. This will also allow the ITSD staff to better management the desktop environment with different models as well as allowing for testing of newer models.

Replacement Equipment Fund

Network Router Replacements

FY 12/13: \$15,000

This funding is requested to replace network routers and begin a City-wide schedule of replacing them. Replacing them within a set schedule reduces the risk of outages and/or performance issues with aging equipment and ensures that equipment in use does not extend beyond its life cycle.

IP Phone Refresh

FY 12/13: \$10,000

The City currently has phones that are over seven years old and, as a result, we experience continual issues throughout the City. Some of these phones are not completely compatible with our current phone system, are out of their lifecycle and no longer supported.

Replacement Vehicle (1)

FY 12/13: \$ 25,000

The truck currently being used by the ITSD staff has reached its life cycle limit per the Public Works life cycle schedule. It has on-going issues with brakes and the air bag light indicator. ITSD is requesting that a Ford Explorer be purchased for use in the day-to-day activities of the ITSD department. This would also allow for equipment to be carried safely inside a vehicle instead of the existing flatbed truck where it is exposed to the elements.

Replacement Van (1)

FY 12/13: \$25,000

A van would allow the ITSD staff to transport larger equipment and allow for staff to be deployed to multiple sites without returning to City Hall for additional equipment. The benefits of purchasing a van include a safer journey to all sites City-wide, reduction in fuel consumption and more efficiency in carrying staff and equipment compared to the current ITSD truck. This would also allow for equipment to be carried safely inside a vehicle instead of the existing flatbed truck where it is exposed to the elements.

PUBLIC WORKS

Vehicle Replacements (3)

FY 12/13: \$70,000

This request is to replace a total of 3 vehicles- 2 for Engineering and 1 for Public Works Field Operations. All three vehicles are used on a daily basis throughout the City. The Field Operations replacement will be for a F-250 4x2. The current vehicle has in excess of 90,000 miles and an extensive maintenance history. One of the Engineering vehicles is currently a utility vehicle that is excess of 75,000 and has been in service since 2002. This utility vehicle is used by the Assistant Public Works Director / City Engineer. The enclosed vehicle is being requested to better accommodate tools and supplies and plan reviews on job sites in inclement weather. The second vehicle for the Engineering Division will replace an F-250 with an F-150. The current vehicle is used by the Engineering Inspector and has over 76,000 miles on it. All three vehicles have reached the end of their life cycle.

Replacement Equipment Fund

Hydraulic Truck Conveyor **FY 12/13: \$13,000**

The City currently has over 420 miles of streets and this is a critical piece of equipment to repair drop-offs and washouts that occur along all City roads. This piece of equipment is also used during storm events to fill sand bags and washed-out areas. This machine will help reduce the amount of time it takes to make repairs and/or fill sandbags in the event of an emergency.

Two 1,000 Gallon Fuel Tanks **FY 12/13: \$100,000**

With the implementation of the fuel tank at FS65, staff has recognized the many benefits of providing on-site fuel for City vehicles. These tanks would insure City vehicles have a steady stream of fuel during emergencies and to decrease overall costs associated with purchasing fuel commercially by buying fuel in bulk via contracted pricing. This request is to install one 1,000 gas tank and one 1,000 diesel fuel tank to allow the City to take further advantage of buying fuel in bulk and saving the City anywhere between \$0.50 - \$1.00 per gallon over the pump price.

PARKS AND RECREATION

F-250 Truck 4 x 4 **FY 12/13: \$20,000**

This vehicle is used to transport mowers and other equipment to park facilities throughout the City. Fleet Maintenance is recommending that this vehicle be replaced as there have been failures with main components and it is not financially prudent to continue to repair this vehicle. The current vehicle is a 2002 model with 118,000 miles and has been in Fleet Maintenance three times in the past year.

F-250 Truck 4 x 2 **FY 12/13: \$23,000**

This vehicle is used as the on-call vehicle as well as for nights and weekends. The current vehicle is a 2006 model with over 98,000 miles. Fleet Maintenance recommends replacement of this vehicle as there have been failures with main components and it is not financially prudent to continue to repair this vehicle.

Toro Reelmaster 6500- D Mower **FY 12/13: \$40,000**

This mower will be used to mow all nine athletic fields at Dewey Boster Soccer Complex.

Toro Groundsmaster Mower 360 Quad **FY 12/13: \$26,000**

The old mower was purchased in 2003 and currently has 2600 hours on it and is in need of replacing. This mower will be used to cut outlying areas of Dewey Boster, Wes Crile and Dupont Lakes ball fields. This mower is a key element to keeping with the mission of the Parks and Recreation Department.

Replacement Equipment Fund

Toro Workman/Spray Unit Combined **FY 12/13: \$37,000**

The current spray unit is past its useful life and currently has 998 hours. The typical life span is 700 hours. The pump and belts have already been replaced and other seals are starting to break down. This piece of equipment is needed for turf maintenance and agronomy.

CITY HALL DEPARTMENTS

Conversion to Munis for Code, Business Tax & Permits **FY 12/13: \$105,000**

The City has been using CRW for several years for Permitting, Code Enforcement and Business Tax. There have been an increasing number of issues with the software to which support has not been to the City's satisfaction. Additionally, staff must access two separate applications (Munis and CRW) to input much information leading to reduced productivity as well as an increased potential for errors due to the duplication of input. Staff would like to convert these processes to Munis in order to provide for better service delivery and customer support. Conversion to a single system would address the audit comment regarding the lack of integration between the two systems.

Multi-purpose Edgeline Printer **FY 12/13: \$19,000**
Planning & Development

This machine is needed for producing the documentation required for grant applications, City events and other City printing needs. This printer is used by Planning, Code Enforcement, Pubic Works, Parks, Economic Development and Fire for events and reports. Outsourcing that type of work to a reprographics firm would incur costs that far exceed the cost of the proposed equipment over the life of the equipment, not to mention that producing reprographics of that nature in-house will be much more timely and avoid delays in printing. The proposed equipment will replace the existing Edgeline multi-purpose printer which is broken.

Broadcast Equipment Replacement **FY 12/13: \$28,600**
Commission Chambers

The Tight Rope equipment has reached its end of life and the manufacturer no longer provides tech support for the software and hardware. Should we experience another system failure (two in 2011) we would need to purchase the equipment piecemeal and would lose broadcast capabilities for an indefinite period until replaced or repaired. The projected reach to the current cable audience is estimated by Brighthouse to be one half of Deltona households or 17,500 households. To provide City information to these same residents through radio and newspaper, with the frequency as provided by the cable channel, would exceed \$100,000 per year based on historical expenditures of this nature.

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Five-Year Capital Plan

GENERAL DESCRIPTION

The Five-Year CIP is a systematically developed plan for the identification of the financing and acquisition of various public improvements over a period of five years. It is predicated on an in-depth understanding of community needs and financial resources available. The basic source data used in the development of CIP, in terms of selecting projects and establishing priorities, is the Comprehensive Plan, City Commission's Vision Planning, and other identified departmental requirements. In this regard, the CIP must complement and support the capital improvement element of the Comprehensive Plan. However, unlike the capital improvement element, the CIP includes various other capital projects and equipment acquisition.

RELATIONSHIP TO THE OPERATING BUDGET

The capital improvements budget, unlike the operating budget, is a five-year plan which is updated annually. Only those projects scheduled during the first year of the plan will be funded and adopted as part of the City's Annual Budget.

PURPOSE

The purpose of the CIP is primarily as a planning document to alert the City of upcoming large financing requirements for needed public improvements and to develop financing strategies for their accomplishment. The impact on operations is also an important factor in that any increases to operating costs must be covered by that fiscal year's anticipated operating revenues.

PROCESS

The compilation stage of the CIP is targeted to be completed during the FY 12/13 budget process to begin the discussion stage of the CIP process. The length of the process is designed to allow time to draft the CIP so that operating impacts are known and included in the proposed operating budget, but allows time to be able to review the operating budget priorities and weigh those against the funding needs of the projects prior to making the final decisions on the CIP.

**GOVERNMENTAL FUNDS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
SUMMARY BY FUNDING SOURCE**

Funding Source	Budget	Planned				Total
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	
Gas Tax Revenue (1)	\$ 523,000	\$ 575,925	\$ 626,075	\$ 679,575	\$ 728,925	\$ 3,133,500
General Fund	1,217,900	1,050,000	1,050,000	1,050,000	1,050,000	5,417,900
Grants	252,027	-	-	-	-	252,027
Impact Fees - Fire	2,140	2,140	2,140	2,140	2,140	10,700
Impact Fees - Law Enforcement	1,160	1,160	1,160	1,160	1,160	5,800
Impact Fees - Parks and Recreation	15,560	15,560	15,560	15,560	15,560	77,800
Impact Fees - Transportation	45,000	45,000	45,000	45,000	45,000	225,000
Interest Income	23,070	20,710	20,630	18,910	17,790	101,110
Stormwater Special Assessments (2)	279,000	225,000	174,700	129,350	82,000	890,050
Draw from (transfer) to CIP Fund Balance	8,354,514	1,638,405	974,735	7,305	346,925	11,321,884
	<u>\$ 10,713,371</u>	<u>\$ 3,573,900</u>	<u>\$ 2,910,000</u>	<u>\$ 1,949,000</u>	<u>\$ 2,289,500</u>	<u>\$ 21,435,771</u>

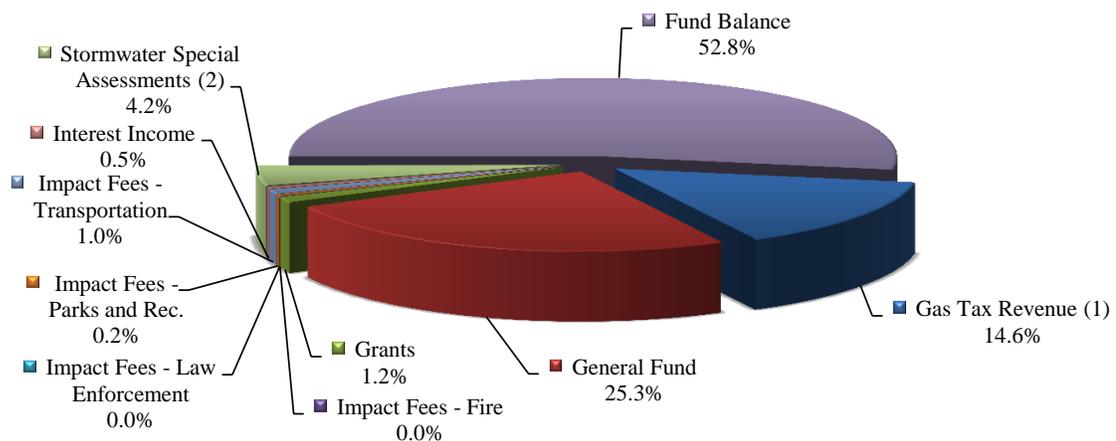
(1) Tax revenues in excess of related operating expenditures and debt service.

(2) Assessment revenue in excess of related operating expenditures and debt service

CIP Fund Balance:

Beginning CIP reserve	\$ 16,068,406	\$ 7,713,892	\$ 6,075,487	\$ 5,100,752	\$ 5,093,447
Draw (from) addition to reserve	<u>(8,354,514)</u>	<u>(1,638,405)</u>	<u>(974,735)</u>	<u>(7,305)</u>	<u>(346,925)</u>
Ending CIP reserve	<u>\$ 7,713,892</u>	<u>\$ 6,075,487</u>	<u>\$ 5,100,752</u>	<u>\$ 5,093,447</u>	<u>\$ 4,746,522</u>

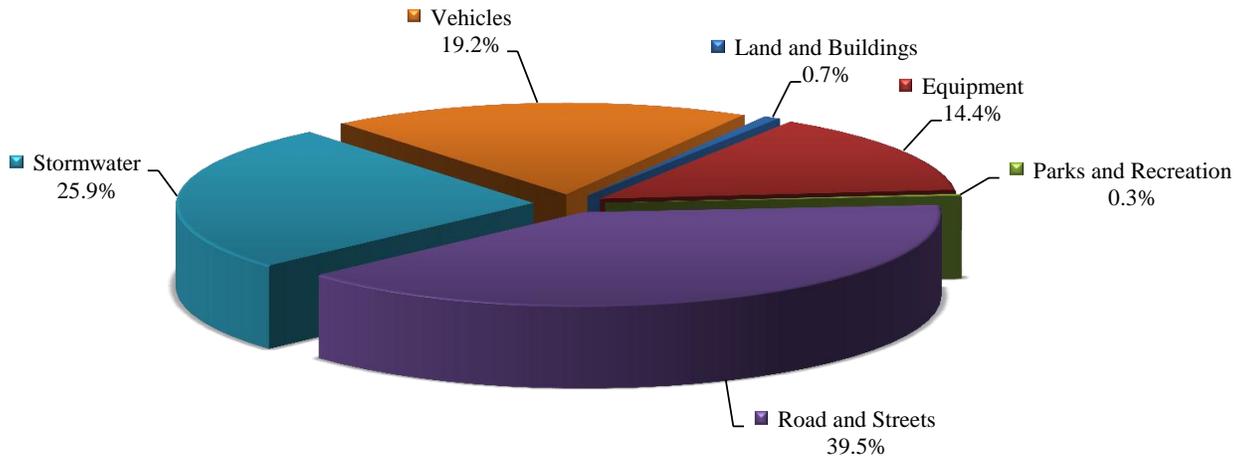
Total 5-Year CIP By Funding Source



**GOVERNMENTAL FUNDS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
SUMMARY BY PROJECT TYPE**

Project	Budget	Planned				Total
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	
Land and Buildings - Fire Station	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Land and Buildings - Parks & Recreation	70,000	-	-	-	-	70,000
Equipment	996,400	664,500	578,000	425,000	420,500	3,084,400
Road Construction	3,670,000	700,000	1,300,000	-	-	5,670,000
Park Projects	63,000	-	-	-	-	63,000
Road Resurfacing	630,000	-	-	750,000	800,000	2,180,000
Sidewalks	613,000	-	-	-	-	613,000
Stormwater - Capital Improvement	3,042,900	189,000	-	-	-	3,231,900
Stormwater - Renewal and Replacement	689,571	901,400	240,000	287,000	200,000	2,317,971
Vehicles	853,500	1,119,000	792,000	487,000	869,000	4,120,500
	<u>\$10,713,371</u>	<u>\$ 3,573,900</u>	<u>\$ 2,910,000</u>	<u>\$ 1,949,000</u>	<u>\$ 2,289,500</u>	<u>\$ 21,435,771</u>

Total 5-Year CIP By Project Type



**ENTERPRISE FUND
FIVE YEAR CAPITAL IMPROVEMENT PLAN
SUMMARY BY FUNDING SOURCE**

Funding Source	Budget	Planned				Total
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	
Interest Income	\$ 63,100	\$ 57,300	\$ 69,700	\$ 75,900	\$ 88,900	\$ 354,900
Utility Assessment Fees	30,500	30,000	30,000	30,000	30,000	150,500
Utility Operating Fund (1)	6,711,100	6,114,225	6,199,181	6,296,006	6,370,737	31,691,249
Issuance of debt - State Revolving Fund	9,700,000	11,100,000	-	-	-	20,800,000
Draw from (transfer) to reserves	<u>7,028,300</u>	<u>(1,656,525)</u>	<u>(763,881)</u>	<u>(1,716,906)</u>	<u>(3,504,637)</u>	<u>(613,649)</u>
	<u>\$23,533,000</u>	<u>\$15,645,000</u>	<u>\$ 5,535,000</u>	<u>\$ 4,685,000</u>	<u>\$ 2,985,000</u>	<u>\$52,383,000</u>

- (1) Operating revenues in excess of related expenditures and debt service.
- (2) Restricted per bond covenants and/or State Law: Customer Deposits and Debt Service Reserve Fund.
- (3) Restricted by State Law but available for qualifying capital outlay.
- (4) Restricted by bond covenants for renewal & replacement. Available for R & R capital outlay.
- (5) Benchmark is six months of operating expenses.

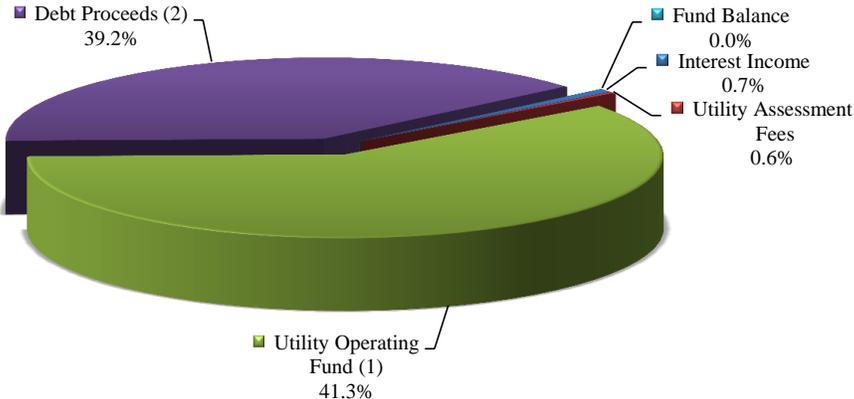
Reserves:

Reserve	\$ 15,569,412	\$ 8,541,112	\$ 10,197,637	\$ 10,961,518	\$ 12,678,424
Draw (from) addition to reserve	<u>(7,028,300)</u>	<u>1,656,525</u>	<u>763,881</u>	<u>1,716,906</u>	<u>3,504,637</u>
Ending Reserves	<u>\$ 8,541,112</u>	<u>\$ 10,197,637</u>	<u>\$ 10,961,518</u>	<u>\$ 12,678,424</u>	<u>\$ 16,183,061</u>

Reserve Components:

Restricted (2)	\$ 7,394,000	\$ 7,528,000	\$ 7,567,000	\$ 7,606,000	\$ 7,646,000
Restricted - Impact Fees (3)	30,500	30,000	30,000	30,000	30,000
Restricted - Renewal & Replacement (4)	1,112,000	1,134,000	1,157,000	1,180,000	1,204,000
Operating Reserve (5)	-	-	905,000	2,153,000	5,901,000
Unassigned	<u>4,612</u>	<u>1,505,637</u>	<u>1,302,518</u>	<u>1,709,424</u>	<u>1,402,061</u>
Total Reserves	<u>\$ 8,541,112</u>	<u>\$ 10,197,637</u>	<u>\$ 10,961,518</u>	<u>\$ 12,678,424</u>	<u>\$ 16,183,061</u>

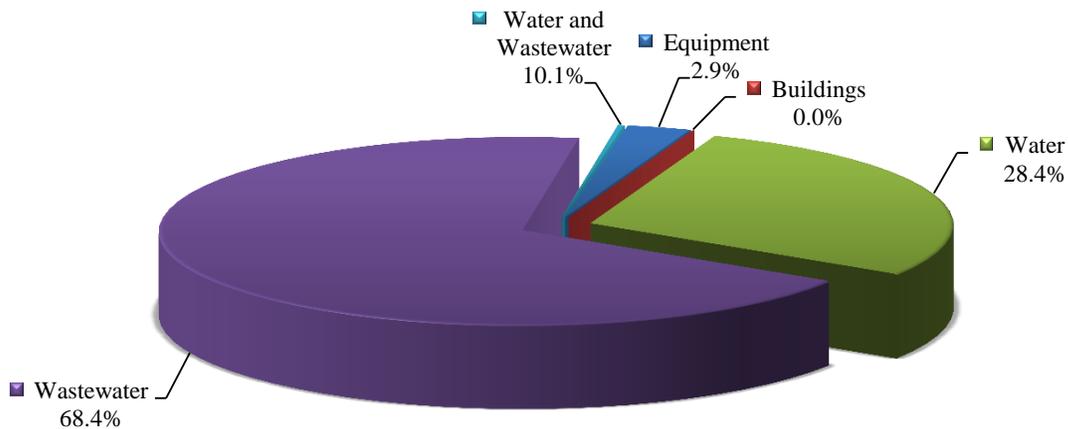
Total 5-Year CIP By Funding Source



**ENTERPRISE FUND
FIVE YEAR CAPITAL IMPROVEMENT PLAN
SUMMARY BY PROJECT TYPE**

Project	Budget	Planned				Total
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	
Equipment	\$ 813,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 1,493,000
Buildings	-	-	-	-	-	-
Water	6,040,000	2,965,000	1,465,000	2,015,000	2,415,000	14,900,000
Wastewater	16,630,000	12,410,000	3,900,000	2,500,000	400,000	35,840,000
Water and Wastewater	50,000	100,000	-	-	-	150,000
	<u>\$ 23,533,000</u>	<u>\$ 15,645,000</u>	<u>\$ 5,535,000</u>	<u>\$ 4,685,000</u>	<u>\$ 2,985,000</u>	<u>\$ 52,383,000</u>

Total 5-Year CIP By Project Type



**ESTIMATED OPERATING
BUDGET IMPACTS OF SELECTED
CAPITAL IMPROVEMENT PROJECTS**

The following projects are expected to generate incremental operating costs and therefore impact future operating budgets. This list is not all inclusive but does include the most significant projects whose operating budget impacts have been quantified.

	Estimated Additional Personnel	Estimated Annual Personnel Cost	Estimated Annual Operating Costs	Total Estimated Annual Costs
<u>Public Safety:</u>				
No major projects (1)	-	\$ -	\$ -	\$ -
<u>Transportation:</u>				
New road projects are expected to decrease annual operating costs but the amount of the decrease has not yet been determined.				
<u>Culture & Recreation:</u>				
No major projects (1)		\$ -	\$ -	\$ -
Total - Governmental Funds	-	\$ -	\$ -	\$ -
<u>Wastewater:</u>				
New Wastewater Treatment Plant	10	\$ 582,400	\$ 1,040,000	\$ 1,622,400
Total - Enterprise Funds	10	\$ 582,400	\$ 1,040,000	\$ 1,622,400

(1) That are expected to have a material impact on operating costs.

Debt Management

DEBT MANAGEMENT**DEBT ADMINISTRATION**

On November 6, 2003, the City issued Utility System Revenue Bonds, Series 2003. The original amount of this issue was \$81,725,000. The bonds are insured and have been assigned an A rating from Standard and Poor's Corporation, a A1 from Moody's Investor Service, and a A+ from FITCH on each bond issue.

On July 12, 2006 the City issued Transportation Capital Improvement Revenue Bonds, Series 2006. The amount of the issue was \$18,240,000. The bonds are insured and have been assigned a A rating from Standard and Poor's Corporation, a A1 from Moody's Investor Service, and an A+ from FITCH on each bond issue.

On April 8, 2009, the City issued a Stormwater Special Assessment Note, Series 2009. The amount of the issue was \$6,569,345.

On March 29, 2011, the City entered into a Clean Water State Revolving Fund loan agreement with Florida Water Pollution Control Financing Corporation, a division of the Florida Department of Environmental Protection Agency. This financial assistance is for the planning, design, and pre-construction activities of the treatment and reuse facility. The funding amount of \$1,445,904 will be disbursed at 3 different milestone events. Repayment will be in the form of 80 semiannual payments with the first beginning in February 2014. The City has since obtained conditional approval from the Department of Environmental Protection for an additional \$20,000,000 for the construction of the treatment and reuse facility.

The City has no general obligation debt.

LEGAL DEBT MARGIN

The City is not required by law to set a legal debt margin. However, the City complies with all bond covenants as well as the City's Debt Policies.

UTILITY SYSTEM REVENUE BONDS, SERIES 2003

In November 2003, the City of Deltona issued Utility System Revenue Bonds, Series 2003, in the amount of \$81,725,000 for the purpose of acquiring and making capital improvements to the City's Water and Wastewater System. The system was acquired from Florida Water Services Corporation. \$17,500,000 of the original bond issue was set aside for capital improvements to the acquired system and these funds have since been completely expended on utility improvement projects. Debt service payments for these bonds appear in the Water/Sewer Utility Fund under the Enterprise Fund section of this Budget Document.

TRANSPORTATION CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2006

On July 12, 2006, the City of Deltona issued Transportation Capital Improvement Revenue Bonds, Series 2006, in the amount of \$18,240,000 for the purpose of improving existing roads within the City. Revenues pledged for payment of the bonds are the five-cent local option gas tax, the six-cent local option gas tax and transportation impact fees.

DEBT MANAGEMENT – Continued**STORMWATER SPECIAL ASSESSMENT NOTE, SERIES 2009**

On April 8, 2009, the City of Deltona issued a Stormwater Special Assessment Note, Series 2009 in the amount of \$6,569,345 for the purpose of financing certain costs of the capital improvements included in the City's adopted Stormwater Master Plan. The Stormwater Master Plan consists of capital improvements and maintenance of the stormwater system which provides stormwater utility services, facilities and programs throughout the City.

BOND COVENANTS

Debt Service coverage and requirements on all outstanding bonds have been met or exceeded, in accordance with the bond resolutions.

Utility Revenue Bonds

BOND INDEBTEDNESS

Outstanding Bonds as of 10/1/12	Principal	Interest	TOTAL
Utility System Revenue Bonds, Series 2003	\$ 73,825,000	\$ 47,889,181	\$ 121,714,181

DEBT SERVICE PAYMENT SCHEDULE

Utility System Revenue Bonds, Series 2003

Payment Date	Principal Due	Interest Due	Payment Due	Fiscal Year Total
4/1/2004	\$ -	\$ 1,622,969	\$ 1,622,969	\$ 1,622,969
10/1/2004	500,000	1,947,563	2,447,563	
4/1/2005	-	1,942,563	1,942,563	4,390,125
10/1/2005	650,000	1,942,563	2,592,563	
4/1/2006	-	1,936,063	1,936,063	4,528,625
10/1/2006	750,000	1,936,063	2,686,063	
4/1/2007	-	1,928,563	1,928,563	4,614,625
10/1/2007	850,000	1,928,563	2,778,563	
4/1/2008	-	1,918,469	1,918,469	4,697,031
10/1/2008	950,000	1,918,469	2,868,469	
4/1/2009	-	1,905,406	1,905,406	4,773,875
10/1/2009	1,100,000	1,905,406	3,005,406	
4/1/2010	-	1,888,906	1,888,906	4,894,313
10/1/2010	1,400,000	1,888,906	3,288,906	
4/1/2011	-	1,866,156	1,866,156	5,155,063
10/1/2011	1,700,000	1,866,156	3,566,156	
4/1/2012	-	1,834,281	1,834,281	5,400,438
10/1/2012	1,945,000	1,834,281	3,779,281	
4/1/2013	-	1,795,381	1,795,381	5,574,663
10/1/2013	2,025,000	1,795,381	3,820,381	
4/1/2014	-	1,755,894	1,755,894	5,576,275
10/1/2014	2,105,000	1,755,894	3,860,894	
4/1/2015	-	1,716,425	1,716,425	5,577,319
10/1/2015	2,185,000	1,716,425	3,901,425	
4/1/2016	-	1,659,069	1,659,069	5,560,494
10/1/2016	2,300,000	1,659,069	3,959,069	
4/1/2017	-	1,598,694	1,598,694	5,557,763
10/1/2017	2,420,000	1,598,694	4,018,694	
4/1/2018	-	1,535,169	1,535,169	5,553,863

Utility Revenue Bonds

DEBT SERVICE PAYMENT SCHEDULE**Utility System Revenue Bonds, Series 2003 - Continued**

<u>Payment Date</u>	<u>Principal Due</u>	<u>Interest Due</u>	<u>Payment Due</u>	<u>Fiscal Year Total</u>
10/1/2018	\$ 2,545,000	\$ 1,535,169	\$ 4,080,169	
4/1/2019	-	1,468,363	1,468,363	5,548,531
10/1/2019	2,680,000	1,468,363	4,148,363	
4/1/2020	-	1,398,013	1,398,013	5,546,375
10/1/2020	2,820,000	1,398,013	4,218,013	
4/1/2021	-	1,323,988	1,323,988	5,542,000
10/1/2021	2,965,000	1,323,988	4,288,988	
4/1/2022	-	1,246,156	1,246,156	5,535,144
10/1/2022	3,125,000	1,246,156	4,371,156	
4/1/2023	-	1,164,125	1,164,125	5,535,281
10/1/2023	3,285,000	1,164,125	4,449,125	
4/1/2024	-	1,082,000	1,082,000	5,531,125
10/1/2024	3,450,000	1,082,000	4,532,000	
4/1/2025	-	995,750	995,750	5,527,750
10/1/2025	3,625,000	995,750	4,620,750	
4/1/2026	-	902,859	902,859	5,523,609
10/1/2026	3,810,000	902,859	4,712,859	
4/1/2027	-	805,228	805,228	5,518,088
10/1/2027	4,005,000	805,228	4,810,228	
4/1/2028	-	702,600	702,600	5,512,828
10/1/2028	4,210,000	702,600	4,912,600	
4/1/2029	-	602,613	602,613	5,515,213
10/1/2029	4,410,000	602,613	5,012,613	
4/1/2030	-	497,875	497,875	5,510,488
10/1/2030	4,620,000	497,875	5,117,875	
4/1/2031	-	382,375	382,375	5,500,250
10/1/2031	4,850,000	382,375	5,232,375	
4/1/2032	-	261,125	261,125	5,493,500
10/1/2032	5,095,000	261,125	5,356,125	
4/1/2033	-	133,750	133,750	5,489,875
10/1/2033	5,350,000	133,750	5,483,750	5,483,750
TOTAL	\$ 81,725,000	\$ 80,066,244	\$ 161,791,244	\$ 161,791,244

Transportation Revenue Bonds

BOND INDEBTEDNESS

<u>Outstanding Bonds as of</u>	<u>Principal</u>	<u>Interest</u>	<u>TOTAL</u>
Transportation Capital Improvement Revenue Bonds, Series	\$ 14,535,000	\$ 5,874,676	\$ 20,409,676

DEBT SERVICE PAYMENT SCHEDULE

Transportation Capital Improvement Revenue Bonds, Series 2006

Maturity <u>Fiscal Year Ended</u>	<u>Principal</u>	<u>Interest</u>	<u>TOTAL</u>
2007	400,000	1,056,976	1,456,976
2008	605,000	850,269	1,455,269
2009	630,000	825,312	1,455,312
2010	660,000	799,325	1,459,325
2011	690,000	768,375	1,458,375
2012	720,000	735,575	1,455,575
2013	760,000	699,575	1,459,575
2014	795,000	661,575	1,456,575
2015	830,000	627,425	1,457,425
2016	870,000	585,925	1,455,925
2017	915,000	544,575	1,459,575
2018	955,000	504,544	1,459,544
2019	995,000	462,762	1,457,762
2020	1,040,000	417,988	1,457,988
2021	1,085,000	371,188	1,456,188
2022	1,135,000	322,363	1,457,363
2023	1,195,000	264,194	1,459,194
2024	1,255,000	202,950	1,457,950
2025	1,320,000	138,631	1,458,631
2026	1,385,000	70,981	1,455,981
TOTAL	\$ 18,240,000	\$ 10,910,508	\$ 29,150,508

Stormwater Special Assessment Note

BANK NOTE

Outstanding Bonds as of	Principal	Interest	TOTAL
Stormwater Special Assessment Note, Series 2009	\$ 5,951,310	\$ 3,037,750	\$ 9,514,480

DEBT SERVICE PAYMENT SCHEDULE

Stormwater Special Assessment Note Series 2009

Maturity Fiscal Year Ended	Principal	Interest	TOTAL
2010	195,779	350,152	545,931
2011	205,839	319,316	525,155
2012	216,417	309,003	525,420
2013	227,538	298,161	525,699
2014	239,231	286,761	525,992
2015	251,524	274,775	526,299
2016	264,449	262,174	526,623
2017	278,038	248,925	526,963
2018	292,326	234,996	527,322
2019	307,348	220,350	527,698
2020	323,142	204,952	528,094
2021	339,747	188,762	528,509
2022	357,206	171,741	528,947
2023	375,561	153,845	529,406
2024	394,861	135,030	529,891
2025	415,151	115,247	530,398
2026	436,485	94,448	530,933
2027	458,915	72,580	531,495
2028	482,497	49,588	532,085
2029	507,291	25,415	532,706
TOTAL	\$ 6,569,345	\$ 4,016,221	\$ 10,585,566

Schedules/Glossary

PAY GRADE LISTING

Annual Salary Range
Revised September 21, 2012

Pay Grade	Minimum	Mid-point	Maximum
1	19,756.28	25,827.38	31,898.49
2	20,796.08	27,186.72	33,577.35
3	21,890.61	28,617.60	35,344.58
4	23,042.75	30,123.79	37,204.82
5	24,255.53	31,709.25	39,162.97
6	25,532.13	33,378.16	41,224.18
7	26,875.93	35,134.90	43,393.88
8	28,290.45	36,984.11	45,677.76
9	29,779.42	38,930.64	48,081.86
10	31,346.76	40,979.62	50,612.48
11	32,996.59	43,136.44	53,276.30
12	34,733.25	45,406.78	56,080.31
13	36,561.32	47,796.61	59,031.91
14	38,485.60	50,312.22	62,138.85
15	40,409.88	52,827.84	65,245.79
16	42,430.37	55,469.23	68,508.08
17	44,551.89	58,242.69	71,933.49
18	46,779.49	61,154.82	75,530.16
19	49,118.46	64,212.56	79,306.67
20	51,574.38	67,423.19	83,272.00
21	54,153.10	70,794.35	87,435.60
22	56,860.76	74,334.07	91,807.38
23	59,703.80	78,050.77	96,397.75
24	62,688.99	81,953.31	101,217.64
25	65,823.44	86,050.98	106,278.52
EBB	70,000.00	103,250.00	136,500.00

CHART OF ACCOUNTS OPERATING EXPENSES

The following is a listing of sub-account codes used to track City activity on a day-to-day basis. The main level, the level in which the budget has been presented, represents the Uniform Accounting Code mandated by the State of Florida. To allow for better information and cost control on a City-wide basis, the sub-account codes listed below are used to account for the day-to-day activities of the City.

5231 Professional Services:

Professional Services - Other; General Legal; Comprehensive Plan & Land Development Regulations; Code Enforcement Support; Special Assessments; Litigation; Associated Legal Costs; Labor Attorney; Code Enforcement Attorney; Development Review - Transportation; Development Review - Environmental; Consulting Engineer

5232 Accounting & Auditing

Procedure Implementation; Audit Services; Special Projects

5233 Court Reporter Services

Costs of appearance fees and transcript fees for in-court proceedings; appeals; and depositions

5234 Other Contractual Services

Contractual Services - Other; Ordinance Codification/Minute Indexing; Records Management Program; Software Maintenance Agreement; Computer Network Support; Mowing & Litter Control; Public Works Services; Comprehensive Plan; Building/Permitting Inspections; Lot Maintenance Enforcement; Janitorial Services; Animal Kennel Fees; Law Enforcement Services

5235 Investigations

Fire Marshal Investigations

5240 Travel and Per Diem

Travel / Per Diems; Mileage - Local

5241 Communications & Freight Services

Communications; Postage & Shipping

5243 Utility Services

Utility Services - General; Lighting/Electric; Water/Sewer; Waste Management; Streetlighting; Pump & Lift Stations

5244 Rentals & Leases

Land; Buildings; Vehicles; or Equipment Rental & Leases

CHART OF ACCOUNTS OPERATING EXPENSES - Continued**5245 Insurance****5246 Repair & Maintenance Services**

R&M - Vehicles; R&M - Equipment; R&M Building; R&M - Hydrants; R&M - Parks

5247 Printing & Binding

Printing & Binding - General; Printing - Newsletter

5248 Promotional Activities

Promotional Activities - General; City Appreciation Events

5249 Other Current Charges

Recognition's / Sympathies; Reimbursable Expenses; Legal & Classified Ads; Personnel Advertising; Dumping Fees; Economic Development Efforts; Sheriff's Service of Notices; Emergency Management; Employee Physicals & Exams; Assessment Billings/Fees; Advisory Boards Support; Feasibility Studies & Research; Employee Recognition/Benefits; Recording Fees; Unsafe Conditions Abatement; Temporary Staffing; Licenses Renewal Fees; Legislative Actions; Commission Initiatives

5251 Office Supplies

Office Supplies - General; Furniture & Equipment (Non-Capital)

5252 Operating Supplies

Fuel & Oil; Small Tools & Equipment (Non-Capital); Janitorial Supplies; Bunker Gear; Chemicals; Laboratory Supplies; Meters Supplies; Medical Supplies; Uniforms; Safety and Traffic Control; Computer Software; Park Furnishings and Equipment; Operating Supplies - Other

5253 Road Materials & Supplies

Road Materials and Supplies; Drainage Materials and Supplies; Sidewalk Materials and Supplies

5254 Publications / Memberships / Training

Books / Publications; Memberships/Licenses; Conferences/Meetings; Training/Seminar

5995 IT - Allocated Costs

Allocation of Citywide Information Technology Costs

GLOSSARY

Accrual - To increase or accumulate by regular growth, as interest on capital.

Activity - A specific and distinguishable unit of work or service performed.

Ad Valorem Taxes - Real estate and personal property taxes. Ad Valorem is defined by *Webster's New World Dictionary* as "in proportion to the value". The taxes are assessed on a portion of the value of the property. Local governments set the levy.

Adjusted Final Millage - The actual tax rate, under Florida law, levied by a local government when tax bills are issued. The rate is adjusted for corrected errors in property assessments for tax purposes and for changes in assessments made by property appraisal adjustment boards in each county. Usually, such changes are very slight and the adjusted millage sometimes does not change from the levy set by the taxing agency.

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

Assessment - The value for tax purposes determined by the property appraiser for a given piece of real or personal property.

Assets - Property that has monetary value.

Audit - A review of the City's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including State law and City Ordinance. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position and results of operations,
- Test whether transactions have been legally performed,
- Identify areas for possible improvements in accounting practices and procedures,
- Ascertain whether transactions have been recorded accurately and consistently, and
- Ascertain the stewardship of officials responsible for governmental resources.

Balanced Budget - According to Florida Statute, the amount available from taxation and other revenues, plus amounts carried over from prior fiscal years, must equal the total appropriations for expenditures plus ending reserves.

Beginning Balance - The residual non-restricted funds brought forward from the previous fiscal year (ending balance).

Bond - A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds typically are used for long-term debt.

Budget - (Operating) A plan of financial operating embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.

GLOSSARY – Continued

Budget Calendar - The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Budget Document - The official written statement prepared by the Finance Department and supporting staff which presents the proposed budget to the legislative body.

Budget Message - A general discussion of the proposed budget presented in writing as a part of, or supplement to, the budget document as presented in writing by the City Manager to the City Commission. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the Finance Director.

Budgetary Control - The management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

Budgetary Expenditures - Decreases in net assets. In contrast to conventional expenditures, budgetary expenditures exclude amounts represented by noncurrent liabilities.

Capital Assets - Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.

Capital Budget - A plan of proposed capital expenditures and the means of financing them, usually based on the first year of the capital improvement program (CIP) and typically enacted as part of the complete annual budget which includes both operating and capital outlays.

Capital Improvement - Additions, replacements or improvements to facilities with a unit cost in excess of \$5,000 and a useful life of more than one year. Items with a unit cost of less than \$5,000 will be charged to operating expenditures.

Capital Improvement Program - A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Outlay - The cost of acquiring or improving land, buildings, equipment, furnishings, etc. with a unit cost in excess of \$5,000 and a useful life of one year or more. (See Capital Improvement)

Capital Projects - Projects that purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Contingency - Funds that are not earmarked for a specific purpose and may be used for emergency or unforeseen expenses or to make up cost overruns during a budget year.

Contractual Service - (Also called User Charges or Fees) The charge for goods or services provided by local government to those private individuals who receive the service. Such charges reduce the reliance on property tax funding.

Cost - The amount of money or other consideration exchanged for property, services and/or expense.

GLOSSARY – Continued

Current - A term denoting the operation of the present fiscal period, as opposed to past or future periods. It often is used to refer to items likely to be used up or converted into cash within one year.

Debt Service - The expense of retiring debts such as loans and bond issues, it includes principal and interest payments, and administrative costs for paying agents, registrars, and escrow agents.

Debt Service Reserve - A fund used to pay debt service of revenue bonds if the sources of the pledged revenues do not generate sufficient funds to satisfy the debt service requirements; it is funded in whole or in part from the proceeds of the bonds or is allowed to gradually accumulate over a period of years through required payments from the pledged revenues.

Department - A basic organizational unity which is functionally unique in its service delivery established to efficiently meet the needs of the citizens.

Depreciation - 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. 2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Encumbrance - A commitment of funds against an appropriation (in the form of a purchase order or contract) until such time as the goods or services are received, the commitment is referred to as an encumbrance.

Enterprise Fund - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the full cost of providing the goods or services is to be financed primarily through user charges and fees, thus removing the expense from the tax rate.

Expenditures - For accounts kept on the accrual or modified accrual basis of accounting it is the cost of goods received or services rendered, whether cash payments have been made or not. For accounts kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

Expenses - Decreases in net total assets. Expenses represent the total cost of operations during a period, regardless of the timing of related expenses.

Fees - Charges for services that are based upon the cost of providing the service.

Final Millage - The tax rate adopted in the final public budget hearing of a taxing authority.

Fiscal Year - The twelve month financial period used by the City that begins October 1 and ends September 30 of the following calendar year. The year is represented by the date on which it ends. Example: October 1, 2011 – September 30, 2012 would be fiscal year 2012.

Full-Time Equivalent (FTE) - A measure of an effective authorized position, indicating the percentage of time a position or group of positions is funded. It is calculated by equating 2,080 hours per year with the full-time equivalent of one position; thus one position would have an FTE of 1.0, or 100 percent.

Function - A major class or grouping of tasks directed toward a common goal, such as improvements to public safety, improvement of the physical environment, etc.

GLOSSARY – Continued

Fund - A set of interrelated accounts that records assets and liabilities related to a specific purpose. Also, a sum of money available for specified purposes.

Fund Balance - The amount available within a fund at the close of the fiscal year that can be carried over as a revenue for the upcoming fiscal year.

General Fund - The governmental accounting fund supported by ad Valorem (property) taxes, licenses and permits, service charges, and other general revenues to provide for operating services.

Goal - A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

Governmental Funds - Funds generally used to account for tax-supported activities.

Grant - A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments for specific purposes.

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

Internal Control - A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that:

- The duties of employees are subdivided so that no single employee handles a financial action from beginning to end,
- Proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed, and
- Records and procedures are arranged appropriately to facilitate effective control.

Investment Securities - Any real estate purchased and held for the production of income in the form of interest, dividends, rentals, or base payments.

Levy - The total amount of taxes, special assessments, or charges imposed by a government.

Liability - Debt or other legal obligations, arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. Note: The term does not include encumbrances.

Local Option Gas Tax - An ordinance of the County Council of Volusia County, Florida pursuant to section 336.025(1) (b), F.S. levying and imposing a local option fuel tax of 6 cents upon every gallon of motor fuel sold in the County of Volusia with the proceeds from said tax being distributed as provided by law. Beginning January 1, 2000 an additional 5 cent was levied and imposed upon every gallon of motor fuel oil, excluding diesel.

Mandate - Any responsibility, action, or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive, or judicial action, as a direct order or that is required as a condition of aid.

Maturities - The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

GLOSSARY – Continued

Mill - 1/1000 of one dollar; used in computing taxes by multiplying the rate times the taxable value divided by 1,000. Example: Millage rate of \$4.198 per thousand, taxable value of \$50,000/1,000=50 x \$4.198=\$209.90.

Modified Accrual Basis - The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

Modified Accrual Basis of Accounting - The basis a government uses to account for its governmental funds; it records expenditures rather than expenses, and requires that payment on revenues be received during the year or soon enough thereafter to be used to liquidate the current year's liabilities.

Object Code - An account to which an expenditure is recorded in order to accumulate and categorize the various types of payments that are made by government. These are normally grouped into personal services, operating, capital and other categories for budgetary analysis and financial reporting purposes. Certain object codes are mandated by the State of Florida Uniform Accounting System.

Objective - Something toward which effort is directed; a strategic position to be attained or purpose to be achieved.

Operating Costs - Also known as Operating and Maintenance costs, these are the expenses of day-to-day operations and exclude personal services and capital costs.

Operating Expenditures - Expenditures of day-to-day operations, such as office supplies, maintenance of equipment, and travel; they exclude capital costs. Also known as operating and maintenance costs.

Other Expenditures - These include items of a non-expense or expenditure nature such as reserves, transfers to other funds and debt service.

Performance Measures - Specific, quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

Personal Services - Costs related to compensating employees including salaries, wages, taxes and benefit costs.

Property Appraiser - Elected County official responsible for setting property valuations for tax purposes and preparing the annual tax roll.

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

Purchase Order - A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated price. Outstanding purchase orders are called encumbrances.

GLOSSARY – Continued

Real Property - Land and buildings and other structures attached to it that are taxable under state law.

Reserve - An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

Revenue - Funds that a government receives as income. These may include tax payments, interest earnings, service charges, grants, and intergovernmental payments. The term designates an increase to a fund's assets which does not increase a liability (e.g., proceeds from a loan), does not represent a repayment of an expenditure already made, does not represent a cancellation of certain liabilities, and does not represent an increase in contributed capital.

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

Revenue Sharing - Federal and State money allocated to local governments.

Roll Back Rate - That millage rate which, when multiplied times the tax roll, would yield the same amount of revenue for the taxing authority as was yielded by the millage rate levied in the previous year. In normal circumstances, as the tax roll rises by virtue of reassessment, the rolled back rate will be slightly lower than the previous year's millage levy. This reduced rate multiplied by the value of the new construction/annexations added to the roll during the year provided the only source of additional tax revenue if the rolled back rate is levied.

Sales Tax - This is a half-cent tax collected by the State on taxable sales within the County. Collections are allocated to the County and cities within the County through a formula based on population.

Source of Revenue - The point of origin of a particular revenue or group of revenues.

Special Assessment - A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund - A governmental accounting fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Street Lighting District - A revenue source derived from funds received by the City from residents of a special district established to finance street lighting.

Tax Base - The total property valuations on which each taxing agency levies its tax rates.

Tax Roll - The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority by July 1 (or later if an extension is granted by the State of Florida) of each year.

Tax Year - A calendar year. The tax roll valued as of January 1 is used in figuring the tax revenue for the annual budget. The tax bills to be mailed by November 1 represent the property taxes due for the current calendar year.

Tentative Millage - The tax rate adopted in the first public budget hearing of a taxing agency. Under state law, the agency may reduce, but not increase, the tentative millage during the second budget hearing.

GLOSSARY – Continued

Uniform Accounting System - The chart of accounts prescribed by the Office of the State Comptroller is designed to standardize financial information to facilitate comparison and evaluation of reports.

Unit Cost - The cost required to produce a specific product or unit of service (e.g., the cost to purify one thousand gallons of water).

User (Fees) Charges - The payment of a fee for direct receipt of a public service by those individuals benefiting from the service.

Vision - Most desirable future state.

Yield - The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

ACRONYMS

ACH Automated Clearing House	ISO Insurance Services Office
ADA American's with Disabilities Act	IT Intermittent
CADD Computer Aided Draft Design	MPO Metropolitan Planning Organization
CAFR Comprehensive Annual Financial Report	LOGT Local Option Gas Tax
CDBG Community Development Block Grant	MUTCD Manual of Uniform Traffic Control Devices
CERT Community Emergency Response Team	NFPA National Fire Protection Association
CIP Capital Improvement Program	NOAA National Oceanic and Atmospheric Administration
CO Certificate of Occupancy	NPDES National Pollutant Discharge Elimination System
COBRA Consolidated Omnibus Reconciliation Act	NSP Neighborhood Stabilization Program
CPR Cardiopulmonary Resuscitation	PC Personal Computer
DCA Department of Community Affairs	PODs Personal On-Demand Storage Unit
EBB Executive Broad Band	PUD Planned Unit Development
ECHO Ecological, Cultural, Heritage and Outdoor Tourism	RV Recreational Vehicle
EKG Electrocardiogram	S.W.A.T. Student's Working Against Tobacco
EMS Emergency Medical Services	VGMC Volusia Growth Management Commission
ERP Enterprise Resource Planning (Software)	SHIP State Housing Initiatives Partnership Fund
ERU Equivalent Residential Unit	SJRWMD St. John's River Water Management District
FDOT Florida Department of Transportation	TOP Transportation Outreach Program
FRDAP Florida Recreation Development Assistance Program	TRIM -Truth in Millage Law
FWS Florida Water Services	UCF University of Central Florida
FY Fiscal Year	USAR Urban Search and Rescue
GASB Government Accounting Standards Board	
GFOA Government Finance Officers Association	
GIS Geographic Information System	
HBA Home Builder's Association	
HTML - HyperText Markup Language	

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