

City of Deltona

ANNUAL BUDGET FISCAL YEAR 2003/2004

LISTING OF CITY OFFICIALS

As of October 1, 2003

CITY COMMISSION

John Masiarczyk, Mayor

DISTRICT 1

Lucille Wheatley, Commissioner

DISTRICT 2

Ken Runge, Commissioner

DISTRICT 3

Michele A. McFall, Vice Mayor

DISTRICT 4

William S. Harvey, Commissioner

DISTRICT 5

Diane Obremski, Commissioner

DISTRICT 6

Doug Horn, Commissioner

CITY MANAGER

Fritz A. Behring

CITY ATTORNEY

L. Roland Blossom

DEPARTMENTAL OFFICIALS

City Clerk

Faith G. Miller, MMC

Finance Director

Lisa H. Spriggs, CPA

Human Resources Director

Maria Mejia

Development Services Director

Bob Nix

Construction Services Director

Cyrus Butts

Enforcement Services Director

Dale Baker

Fire Chief

Frank Ennist

Public Works Director

Glenn R. Kerns

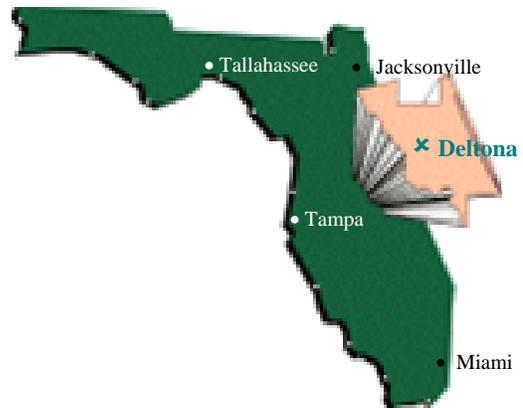
Parks & Recreation Director

John Buchanan

City of Deltona

CITY PROFILE

The City of Deltona is approximately 46 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 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 70,000 residents of all ages now call Deltona home.

Since its creation Deltona has been a haven for young and old alike relocating from colder states 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.

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 City currently enjoys a favorable economic environment and local indicators point to continued stability. The City's economic outlook is 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 flourished and with it the City has experienced high levels of building activity and increased population growth. The City's land use is almost entirely residential and over 2/3^{rds} built out. New construction of single-family residential housing has averaged 700 homes annually over the last three years, accompanied by a 23% increase in population since 1995. 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.

City of Deltona

Organizational Chart



Citizens of Deltona

City Commission

Boards & Committees

City Manager

City Attorney

City Clerk

Finance & Internal Services

Human Resources

Development Services

Enforcement Services

Law Enforcement

Fire / Rescue

Engineering Services

Public Works

Parks & Recreation

Construction Services

City of Deltona

BUDGET SUMMARY – NARRATIVE

Introduction, Presentation and Format

The budget summary has been prepared as a general overview of the annual budget for the City of Deltona. The summaries provide information on the City's financial condition and a global look at the City on a citywide basis, rather than fund by fund.

The budget document is presented on a fund by fund basis, which is the financial structure of the City of Deltona. Funds are the control structures that ensure that public moneys are spent only for those purposes authorized and within the amounts appropriated. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular government function. The use of funds and the budgeting, accounting, and auditing that are associated with this fund structure are governed by Florida law and generally accepted accounting principles, as determined by the Governmental Accounting Standards Board. See Fund Structure for a description of the City's funds.

The budget is divided into eight sections: budget message, budget overview, general fund, special revenue funds, other fund types, financial forecast, capital improvement plan, and schedules. This presentation is representative of the City's financial structure and provides a clear picture for each fund, where the money comes from, where it goes, what projects are planned and the forecasted financial condition of the City over the next five years.

The presentation format of the City's General Fund is essentially the same as last year's. Selected performance indicators, goals and objectives are presented following the narrative on each department's duties and functions in order to provide the reader with information that better illustrates each department's responsibilities and activities. Each department and division summary presents historical data on actual and budgeted expenditures, summarized by object code for comparison to the budget amount. This presentation provides a picture of the spending trends of each operation. Personnel positions approved in each division are presented in the personal services schedule. The capital outlay schedule details real property, improvements, buildings and the annualized transfer made to the equipment fund. A detailed schedule of capital equipment (purchase exceeding \$1,000 per item) can be found in the other fund types section of the budget within the Capital Equipment Fund. In addition, in the last section of the budget, there are schedules detailing the make-up of several operating accounts.

All other City funds are presented individually in a narrative and numerical summary format.

On the following pages entitled "Budget Summary" all City funds have been summarized and combined in schedule and chart format to provide an overview of sources, uses and trends on a citywide basis. The schedules and charts show that the largest source of revenues is from taxes and the largest expenditure on a functional basis is public safety, which includes law enforcement, fire/rescue, building inspections and code enforcement activities.

City of Deltona

BUDGET SUMMARY – NARRATIVE

Fund Structure

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 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.

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. Although a separate fund is established for budgetary purposes for the Capital Equipment Fund, it is combined with the General Fund for financial reporting purposes.

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
- Solid Waste Management
- Local Option Gas Tax
- Fire/Rescue Impact Fees
- Park Impact Fees
- Grant Funds
 - Community Development Block Grant (CDBG)
 - State Housing Initiatives Partnership Fund (SHIP)
- Streetlighting Districts

The *Capital Projects Funds* account for financial resources to be used for the acquisition of capital facilities. The following funds are included:

- Municipal Complex(s) Fund
- Park Projects Fund

The major City funds are budgeted and managed as combinations of 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.

City of Deltona

BUDGET SUMMARY – NARRATIVE

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 and 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.

Budgetary Basis

The City's budgetary basis is the same as its accounting basis following Generally Accepted Accounting Principles. The City's General, Special Revenue and Capital Project funds are budgeted on the modified accrual basis of accounting. Revenues are recognized when they become measurable and available to finance expenditures. Expenditures are generally recognized when incurred.

Revenues by Source

The level of services and the extent of public facilities that the City can provide are dependent upon the availability of financial resources. There is a legal foundation to the raising of revenue. Federal and State constitutions have provisions concerning municipal authority to raise revenues, as well as standards for equity and due process. State laws, statutes and court decisions govern the types and amounts of taxes that may be imposed and establish maximum rates, principles of uniform assessments and requirements for local ordinances or referendum. Parameters are established on what a community may borrow in terms of both purpose and amount. Revenue can be classified in terms of whether it is a tax, a user charge, an administrative fee, a license, a grant-in-aid or debt service. Some of the taxes and fees can be used for any lawful purpose and are accounted for in the General Fund. Other taxes or fees are earmarked and can only be spent on a particular project or program and are accounted for in a Special Revenue Fund.

The City's annual recurring revenues come from a variety of sources. Approximately 89% of the City's annual revenues come from a combination of taxes, intergovernmental revenues and special assessments. The balance of the revenue comes from a number of sources including licenses, permits, user fees, citations and interest income.

TAXES

Taxes account for 46% of the City's annual revenue. Taxes include property taxes, franchise fees and utility taxes. Budgeted taxes for fiscal year 03/04 reflect a modest 6% increase from the previous years estimated actual. Of the \$900,000 increase, \$740,000 is a result of a 10.86% overall increase in the assessed valuation of taxable property, with 49% coming from new construction and 51% from a 5.56% increase in valuation of existing property. The remaining \$160,000 is anticipated increases in utility taxes and franchise fees brought about by new growth and development.

City of Deltona

BUDGET SUMMARY – NARRATIVE

Ad valorem taxes (property taxes) comprise an important source of revenue for the City generating approximately 21% of City revenues annually. 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. 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 increased by approximately 5.56% in value. New construction and annexations have added another \$86.4 million to the tax role, bringing the total taxable value to \$1.808 billion.

The chart "Historical Comparison of Taxable Property Value & Ad valorem Rates" summarizes the history of the City's taxable valuation of property since its incorporation on December 31, 1995 and applicable property tax rate. The net new value represents the valuation added in that year from new construction and is backed out of the current valuation to demonstrate the increase (decrease) in the valuation of existing property from year to year. The data is based on the final actual tax roll, except for fiscal year 03/04 which is based on the preliminary tax roll since the final tax roll is not available until October.

The City has maintained its property tax rate at 4.198 mills since its incorporation on December 31, 1995. This year's rolled-back rate totaled 3.97684 mills. This is the rate that would generate the same amount of revenue dollars if assessed on the previous year's property (which excludes new construction and annexations). The rolled-back rate represents the theoretical rate at which there is no tax increase per state law. However, the effect on individual property owners is dependent on the increase or decrease in valuation of their specific property.

The City has continued to provide for its qualified senior residents the additional \$25,000 senior tax exemption; in addition to the state mandated \$25,000 homestead exemption. The number of seniors who qualify is 2,191, which decreases the assessed property value by \$51 million, with the City forgiving \$214,000 in property taxes for seniors in need. Approximately 22,520 homeowners or 79% qualify for homestead exemption. This represents approximately \$563 million in taxable value or \$2.363 million in taxes exempted under Florida homestead exemption.

Historically, revenues actually received from property taxes have totaled approximately 96% of the actual levy. With this in mind, property tax revenues at the levied tax rate will generate approximately \$7.3 million for fiscal year 03/04. The chart "Historical Comparison of Taxable Property Value & Ad valorem Rates" shows the millage rates levied as compared to the statutory rolled back rate for that year since the City's incorporation.

Utility taxes and franchise fees generate approximately 25% of the City's annual revenues. This percentage has increased from 17% in previous years with the enactment of the City's utility franchise ordinance (January 2002) covering electric services provided by private companies within the City's jurisdictional boundaries. The City collected \$1.4 million in electric franchise fee revenues in fiscal year 01/02 with \$2.4 million now being collected annually. Other franchise agreements cover cable television, telecommunications and solid waste services.

City of Deltona

Historical Comparison of Taxable Property Value & Ad Valorem Rates

Valuation Date	January 1, 1996	January 1, 1997	January 1, 1998	January 1, 1999	January 1, 2000	January 1, 2001	January 1, 2002	January 1, 2003
Fiscal Year	FY96/97	FY97/98	FY98/99	FY99/00	FY00/01	FY01/02	FY02/03	FY03/04
Real Property	\$ 1,149,352,437	\$ 1,176,159,783	\$ 1,205,313,431	\$ 1,261,403,225	\$ 1,351,325,885	\$ 1,408,965,182	\$ 1,526,677,939	\$ 1,701,791,064
Personal Property	94,704,937	106,935,584	105,722,853	88,034,293	100,361,286	101,530,080	104,060,560	106,043,207
Estimated Gross Value	1,244,057,374	1,283,095,367	1,311,036,284	1,349,437,518	1,451,687,171	1,510,495,262	1,630,738,499	1,807,834,271
Less Net New Value	(27,796,184)	(32,017,359)	(32,097,829)	(35,511,199)	(42,119,885)	(52,270,368)	(63,267,583)	(86,405,529)
Current Year Adjusted	1,216,261,190	1,251,078,008	1,278,938,455	1,313,926,319	1,409,567,286	1,458,224,894	1,567,470,916	1,721,428,742
Prior Year Final	-	1,244,057,374	1,283,095,367	1,311,036,284	1,349,437,518	1,451,687,171	1,510,495,262	1,630,738,499
Inc(dec) in Prior Year	\$ 1,216,261,190	\$ 7,020,634	\$ (4,156,912)	\$ 2,890,035	\$ 60,129,768	\$ 6,537,723	\$ 56,975,654	\$ 90,690,243
% Change in Value of existing property		0.56%	-0.32%	0.22%	4.46%	0.45%	3.77%	5.56%
% Change Adjusted for Senior Exemption						3.55%		
<u>Overall Change from PY</u>								
Inc(dec) From Prior Year	\$ 1,244,057,374	\$ 39,037,993	\$ 27,940,917	\$ 38,401,234	\$ 102,249,653	\$ 58,808,091	\$ 120,243,237	\$ 177,095,772
Percentage	Incorporation	3.14%	2.18%	2.93%	7.58%	4.05%	7.96%	10.86%
<u>Ad valorem Tax Millage Rate</u>								
<i>Millage Rate</i>	4.1980	4.1980	4.1980	4.1980	4.1980	4.19800	4.19800	4.19800
<i>Rolled-Back Rate</i>	None	4.2190	4.2132	4.2006	4.0427	4.18205	4.05415	3.97684
<i>Difference</i>	4.1980	(0.0210)	(0.0152)	(0.0026)	0.1553	0.01595	0.14385	0.22116
Statutory Tax Increase (Decrease)	N/A	-0.50%	-0.36%	-0.06%	3.84%	0.38%	3.55%	5.56%
						Adjusted for implementation of Senior Exemption	3.48%	

City of Deltona

BUDGET SUMMARY – NARRATIVE

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 three years and accounts for approximately \$3.3 million annually.

The City has levied a public service tax on gross sales for applicable telecommunications services. Effective October 1, 2000, the levy for telecommunication services was switched from the statutory 10% option to the 7% broad based option that covers wireless as well as land line services. The switch resulted in an overall increase of 57%, with approximately 17% from growth and 40% from the new tax on wireless services. Effective October 1, 2001, the State of Florida began direct collection and remittance of all telecommunication tax revenue with the implementation of the Communications Services Tax Simplification Law. Under the new law the rate of taxation for all services (telecommunications and cable) is a state assigned conversion rate of 6.72% in the first year (fiscal year 01/02) and 6.22% thereafter (beginning fiscal year 02/03). This general revenue source now accounts for approximately \$2.7 million annually.

For Fiscal year 03/04, the City projects an increase in revenues derived from utility taxes and franchise fees of about 2% over fiscal year 02/03 estimated actual and 16% over fiscal year 02/03 budget. The slight increase from actual is a result of the continued new growth and development in the City. The change from budget is the result of a now two-year history of collection trend of the telecommunications tax. Budget projections for utility taxes and franchise fees are based on historical trend analysis taking into account any utility rate changes that would effect the calculation of these taxes and fees. Telecommunications Tax is projected by the State with the budgeted amount representing approximately 96% of state projections.

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 versus the contractor putting in a sidewalk for new residential construction; and a fee for the issuance of animal licenses. The City does not have an occupational licensing program; however per state statute, the City receives a portion of the revenue derived from the County's occupational licenses issued within the City.

For Fiscal year 03/04, the City projects an increase of approximately 70% from what was budgeted last year. The increase is based on historical experience for the past two fiscal years on continued growth and development within the City. The decrease from estimated actual is representative of the budgets conservatism due to the possible fluctuation in development from year to year.

INTERGOVERNMENTAL REVENUE

Intergovernmental revenues represent "shared revenues" from the Federal, State and local governments and account for 30% of the City's annual incoming revenues. Intergovernmental

City of Deltona

BUDGET SUMMARY – NARRATIVE

revenues include state revenue sharing, half-cent sales tax, local option gas tax, grants and other miscellaneous taxes and fees. These revenues have remained somewhat stable in total over the previous three years with fluctuations being brought about by grant revenues only.

State revenue sharing is budgeted at \$1.970 million for fiscal year 03/04, representing about 6% of the City's annual revenues. State revenue sharing was significantly restructured during the 2000 legislative session to substitute sales tax revenue for the two separate cigarette tax distributions previously allocated to municipalities. It has again been revisited in the 2003 legislative session under HB 113-A which effective July 1, 2004, changes the percentage of state sales tax transferred into the Revenue Sharing Trust Fund for municipalities from 1.0715% to 1.3409%. The revision will effectively increase the municipal state revenue sharing proceeds, while reducing half-cent sales tax. The budgeted revenue is reflective of these revisions. Approximately 36% of the distribution is derived from municipal fuel tax and must be utilized for transportation related expenditures (i.e. Public Works). An allocation formula, based on population, per capita spending and assessed value serves as the basis for the distribution of these revenues to each municipality that meets the eligibility requirements.

Half-cent sales tax accounts for approximately 11% of the City's annual revenues with collection budgeted at \$3.930 million for fiscal year 03/04. This program generates the largest amount of revenue for local governments among the state-shared revenue sources authorized by the legislature. The program distributes about 10% 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. As stated previously, HB 113-A became law as adopted by the 2003 legislature which effective July 1, 2004, will reduce the percentage of state sales tax transferred into the Local Governmental Half-cent Sales Tax Clearing Trust Fund from 9.653% to 8.814%. Additionally, the amount transferred into the trust fund and distributed pursuant to Florida statute 218.65 will increase from 0.065% to 0.095%. The budgeted revenue is reflective of these revisions.

Local option gas tax represents approximately 7% of the City's budgeted sources of funds. 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. The fund clearly demonstrates the City's compliance with the state laws governing the use of these taxes.

For Fiscal year 03/04, the City's budget for intergovernmental revenues is \$10.180 million. This represents a slight decrease at 1% of estimated actual and 6% of budget from the previous year. The slight decrease is a result of grant revenue fluctuations from year to year. While local option gas tax revenue has remained constant, revenue derived from state revenue sharing and half-cent sales tax have increased by 6.5% over previous years estimated actual. The City's budget reflects approximately 96% of the state's estimates on these revenue sources.

City of Deltona

BUDGET SUMMARY – NARRATIVE

CHARGES FOR SERVICES

The City collects park facility rental fees and registration fees for the various recreation programs offered. Revenue is anticipated to remain constant in this area due to the continued partnership with not-for-profit agencies to run recreation programs directly. The 47% increase from budget is a result of a contract for fire/rescue dispatch services provided to neighboring Orange City that was enacted during fiscal year 02/03.

FINES & FORFEITS

Fines & forfeits are revenues generated from traffic tickets, parking fines, code violations and the like. These revenues increased in fiscal year 00/01 due to the stepped up enforcement in the area of traffic control with the addition of a traffic motor unit during that year. As anticipated, the revenues have decreased as a result of successful calming measures and should remain stable in future years.

SPECIAL ASSESSMENTS

Special assessments account for 12% of the City's incoming sources of revenue down from 13% in the previous year. These revenues are restricted to use for their intended purpose (stormwater, solid waste & streetlighting).

The City charges a stormwater utility assessment on all assessed property located within the City. The City is proposed a rate increase for fiscal year 03/04 to generate an additional \$2.0 million annually for stormwater operations & maintenance. The current annual assessment rate is \$30 per ERU (Equivalent Residential Unit) for all developed parcels and \$17 for undeveloped parcels, which generated \$1.0 million annually. The cost to operate, maintain, and provide for renewal & replacement of the current system is estimated at approximately \$3.5 million annually for at least the next five years. The current assessment rate is under study and review for consideration by the City Commission during the budget process. The budget is based on generation of at least \$3.0 million annually. If the stormwater assessment is increased, it will be the first increase since the City's incorporation eight years ago. (Note: The assessment increase was deferred until fiscal year 04/05. The \$2.0 million short fall will be covered in fiscal year 03/04 by a transfer from General Fund).

Additionally, the City charges all residential properties \$108 for solid waste management services with an estimated budget of \$3.110 million in fiscal year 03/04. The City has maintained the same rate of assessment for solid waste since incorporation, but is cognizant of the fact that the fund is now operating at or below its breakeven point. The City's cost per resident is currently \$115 annually, \$7 below the assessment charged. The contract for hauling expires December 2004, and will be bid out to achieve the most competitive price over the next

City of Deltona

BUDGET SUMMARY – NARRATIVE

fiscal year. Once the new hauling price is determined, the assessment will be revised to reflect the required amount to be charged per resident. For fiscal year 03/04, fund balance carryforward will cover the cost in excess of revenue. The required adjustment to the assessment will be brought before the City Commission for consideration in fiscal year 04/05.

Overall, special assessments are up 54% from the previous year's budget and 50% from estimated actual. The increase is a result of the need for a \$2.0 million increase in revenue to be generated for Stormwater Utility operations. The actual increase is dependant on the City Commission's decision with regard to adjustment of the assessment and funding of the Stormwater Utility. If the assessment is not increased to cover the necessary funding the shortage would be funded through general fund carryforward. The result would be a decrease in ending fund balance of the City's General fund by \$2.0 million bringing it to \$6.0 million at the end of fiscal year 03/04.

IMPACT FEES

The City currently charges impact fees for growth-related capital improvements for fire protection/rescue and parks/recreation. The revenues budgeted for fiscal year 03/04, \$180,000 for Fire/Rescue Service Impact Fees and \$500,000 for Park Impact Fees, are somewhat conservative, but are based on continued growth and development. The fees are designed to cover the cost of capital improvements necessitated by the new development. Impact 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 the 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.

The City has conducted a study of the need and amount of a possible Transportation Impact Fee for consideration by the City Commission. Additionally, staff will review currently imposed impact fees for both park and fire/rescue for adequacy over the next fiscal year.

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. Cash temporarily idle during the year is invested in the State of Florida Local Government Investment Pool and other similar money market funds carrying the highest credit quality rating. An automatic sweep investment service is maintained on the City's operating account; which settles daily business transactions against an AAA rated institutional money market account so that excess funds held for operations are continually invested.

City of Deltona

BUDGET SUMMARY – NARRATIVE

Interest income is down 34% from budget and actual results are down from previous years. The decrease is a result of the continued uncertainty of the investment market and the decrease in fund balance anticipated over the next year. Staff will be placing emphasis on investment activity over the next fiscal year to ensure that the City's excess funds are invested in the most optimum fashion and within compliance with City investment policy.

MISCELLANEOUS REVENUES

Miscellaneous revenues consist of any and all revenue sources not otherwise classified under some other heading. Miscellaneous revenue includes a \$523,400 charge from the General fund to the Stormwater Utility, Solid Waste Management, Local Option Gas Tax and Streetlighting Districts' funds. The 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 Work Director and related support services such billing and procurement). Also included is \$150,000 in revenue from the City's recycling program and \$85,000 from rental & lease payments. Budgeted revenue is down 54% from previous years estimated actual and budget. This is because a \$1.0 million transaction for the sale for land owned by the City is included in fiscal year 02/03.

Expenditures by Function

Overall the City has been able to maintain a level operating budget over the past three years and there is no significant change other than those resulting from enhancements in service for various departments. As reflected in the trend analysis by function: 34% of the City's appropriated budget is spent on public safety; 22% on physical environment; 18% on transportation; 11% on other government services; 10% on culture & recreation; with the remainder on economic environmental activities and capital outlay for municipal facilities and operational equipment.

OPERATIONS

Enhancements have been made in the public safety area to include the addition of six deputies for Law Enforcement including supplemental patrol operations with two deputies that will work in conjunction with the dedicated canine deputies to proactively enforce criminal laws within the City, and with the addition of four officers, operations will be enhanced with the increase of one deputy per shift.

Operational changes have been proposed in Enforcement Services to fully implement the cross training of Animal Control Officers and Code Enforcement Officers to Enforcement Service Officers. With the addition of just one additional officer, the department will be able to provide 7 day per week coverage versus the current 5 day per week coverage. This will be achieved by dividing the City into four grids each covered by two officers. By staffing just one additional officer, coverage hours will increase from 36 hours to 80 hours per week across the entire City. Coverage hours will be 8:00a.m. to 6:30p.m.

City of Deltona

BUDGET SUMMARY – NARRATIVE

Staffing deficiencies have been addressed to ensure smooth operations with the addition of an Engineering Inspector, Building Inspector, Program Manager, and Park Custodian. Stormwater operations have been staffed with full crews with the addition of eight positions. Staffing needs have been addressed with the addition of a Law Clerk, PC Technician, Purchasing Assistant, Fire Training Officer, and Fire/Rescue Assistant to support the growing internal needs of City operations.

CAPITAL IMPROVEMENTS

Included in the fiscal year 03/04 budget is \$1.8 million for park facility development & improvements, \$1.5 million for stormwater drainage projects and \$3.5 million for road resurfacing and reconstruction projects. Additionally, \$600,000 is budgeted for municipal facility renovation and construction projects. Future operational expenses related to maintaining the park facilities have been addressed in future forecasts of general fund operating expenditures. The maintenance of stormwater projects have been addressed in a detailed study of stormwater operations and funding. Road resurfacing and reconstruction projects should result in future operational cost savings as a result of reduced maintenance activities currently high due to the condition of the City's road system.

Fund Balance

The City continues to maintain a healthy fund balance inclusive of reserves and funding for future projects already in progress such as road reconstruction projects. The budget includes an increase in the City's "Working Capital Reserves" from \$4.0 million to \$5.0 million. This represents 20% of the City's current general fund budget which can be utilized for emergency purposes, cash flowing projects before receipt of specific revenue streams and to smooth out possible unforeseen revenue or budget fluctuations.

As of September 30, 2003, the fund balance in the Stormwater Utility Fund is estimated to at a \$6.6 million deficit. The deficit is being eliminated through a transfer from the General Fund.

Debt

The City has no outstanding debt. The original Charter restricted the issuance of revenue bonds or lease purchase contracts for the purchase of real property or the construction of capital improvements to a term limit of 36 months and an amount not to exceed \$15 million, unless authorized by voter election. Through voter referendum, the City's Charter was amended in November 2001 concerning bonding and contracting authority. The revised Charter requires the City Commission adopt a formal debt policy by ordinance. On December 2, 2002, Ordinance 26-2002 providing a debt policy for the City was adopted. 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

City of Deltona

BUDGET SUMMARY – NARRATIVE

without jeopardizing essential public services. The 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.

At this time the City has no outstanding debt, nor any formal plans to issue debt. However there has been discussion of financing three road reconstruction projects currently in the design phase with a pledge of 5 cent local option gas tax revenue. The issue will likely be addressed during fiscal year 03/04.

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.

City of Deltona

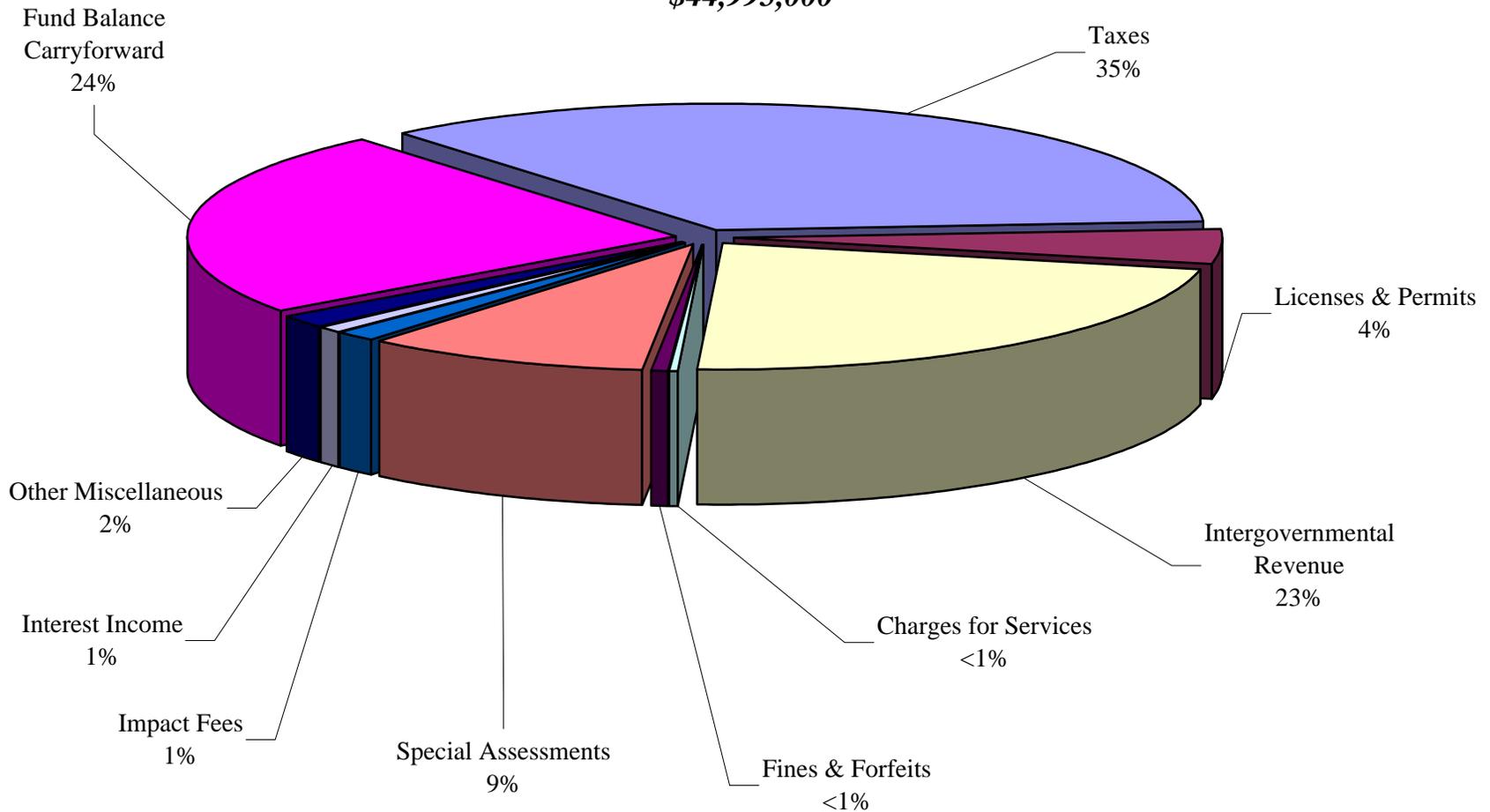
BUDGET SUMMARY - ALL FUNDS

Description	General Fund	Special Revenue Funds	Other Fund Types	Total
<u>SOURCES</u>				
Taxes	\$15,800,000	\$ -	\$ -	\$15,800,000
Licenses & Permits	1,930,000	-	-	1,930,000
Intergovernmental Revenue	5,920,000	3,486,000	774,000	10,180,000
Charges for Services	110,000	-	-	110,000
Fines & Forfeits	270,000	-	-	270,000
Miscellaneous Revenue				
Special Assessments	-	4,190,000	-	4,190,000
Impact Fees	-	680,000	-	680,000
Interest Income	200,000	54,000	31,000	285,000
Other Miscellaneous	670,000	150,000	-	820,000
<i>Revenues</i>	<u>24,900,000</u>	<u>8,560,000</u>	<u>805,000</u>	<u>34,265,000</u>
Transfers In	-	10,100,000	2,011,000	12,111,000
Fund Balance Carryforward	12,700,000	(3,512,000)	1,542,000	10,730,000
<i>TOTAL SOURCES</i>	<u>\$37,600,000</u>	<u>\$15,148,000</u>	<u>\$ 4,358,000</u>	<u>\$57,106,000</u>
 <u>USES</u>				
General Government	\$ 4,057,000	\$ -	\$ -	\$ 4,057,000
Public Safety	12,305,000	25,000	-	12,330,000
Physical Environment	-	7,926,000	-	7,926,000
Transportation	2,627,000	3,797,000	-	6,424,000
Economic Environment	-	615,000	-	615,000
Culture/Recreation	1,515,000	46,000	1,830,000	3,391,000
Operating Contingency	100,000	-	-	100,000
Capital Outlay	-	-	1,016,000	1,016,000
<i>Appropriations</i>	<u>20,604,000</u>	<u>12,409,000</u>	<u>2,846,000</u>	<u>35,859,000</u>
Transfers Out	10,996,000	1,115,000	-	12,111,000
Fund Balance	6,000,000	1,624,000	1,512,000	9,136,000
<i>TOTAL USES</i>	<u>\$37,600,000</u>	<u>\$15,148,000</u>	<u>\$ 4,358,000</u>	<u>\$57,106,000</u>

City of Deltona

BUDGET SUMMARY - ALL FUNDS

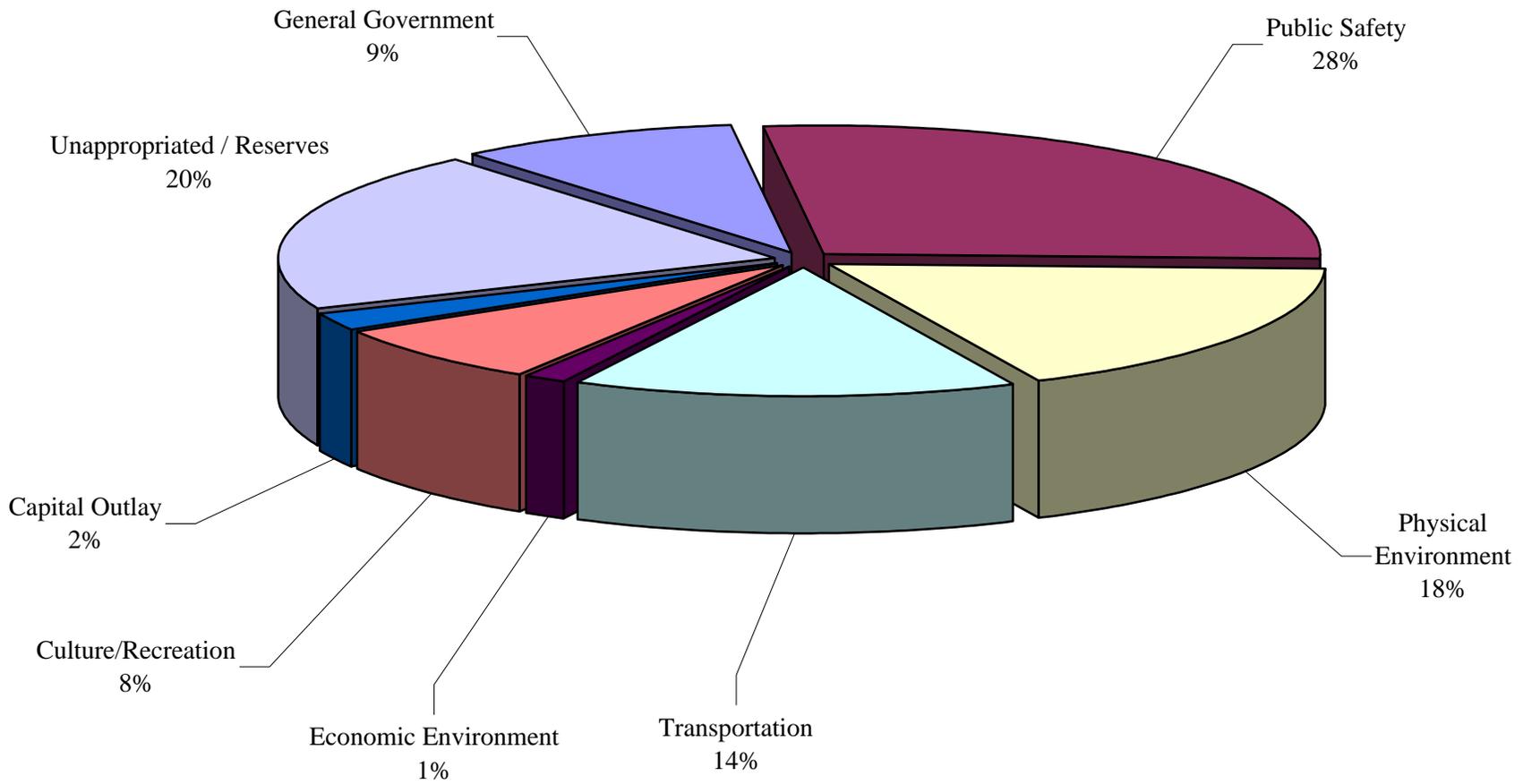
TOTAL SOURCES
Excluding Interfund Transfers
\$44,995,000



City of Deltona

BUDGET SUMMARY - ALL FUNDS

TOTAL USES
Excluding Interfund Transfers
\$44,995,000



City of Deltona

BUDGET SUMMARY - ALL FUNDS

TREND ANALYSIS - REVENUES BY SOURCE

Description	Actual FY01	Actual FY02	Estimated Actual FY03	Adjusted Budget FY03	Budget FY04	Budget FY03/04		
						Compared to FY02/03		
						Percent	Budget	Estimated
<u>SOURCES</u>								
Taxes	\$ 10,358,880	\$ 13,711,160	\$ 14,900,000	\$ 13,890,000	\$ 15,800,000	46%	14%	6%
Licenses & Permits	1,170,020	1,694,240	2,080,000	1,130,000	1,930,000	6%	71%	-7%
Intergovernmental Revenue	7,242,065	7,887,509	10,236,000	10,872,000	10,180,000	30%	-6%	-1%
Charges for Services	94,690	83,190	105,000	75,000	110,000	0%	47%	5%
Fines & Forfeits	394,550	289,330	285,000	285,000	270,000	1%	-5%	-5%
Miscellaneous Revenue								
Special Assessments	3,945,963	4,070,674	4,130,000	4,025,000	4,190,000	12%	4%	1%
Impact Fees	464,500	581,660	715,000	455,000	680,000	2%	49%	-5%
Interest Income	1,001,908	391,136	291,000	431,000	285,000	1%	-34%	-2%
Other Miscellaneous	1,097,800	937,500	1,794,000	1,780,000	820,000	2%	-54%	-54%
<i>Revenues</i>	<u>25,770,376</u>	<u>29,646,399</u>	<u>34,536,000</u>	<u>32,943,000</u>	<u>34,265,000</u>	<u>100%</u>	<u>4%</u>	<u>-1%</u>
Transfers In	3,052,500	2,728,000	4,525,000	6,525,000	12,111,000			
Fund Balance Carryforward	15,303,115	18,075,878	20,252,000	20,252,000	10,730,000			
TOTAL SOURCES	<u>\$ 44,125,991</u>	<u>\$ 50,450,277</u>	<u>\$ 59,313,000</u>	<u>\$ 59,720,000</u>	<u>\$ 57,106,000</u>			

City of Deltona

BUDGET SUMMARY - ALL FUNDS

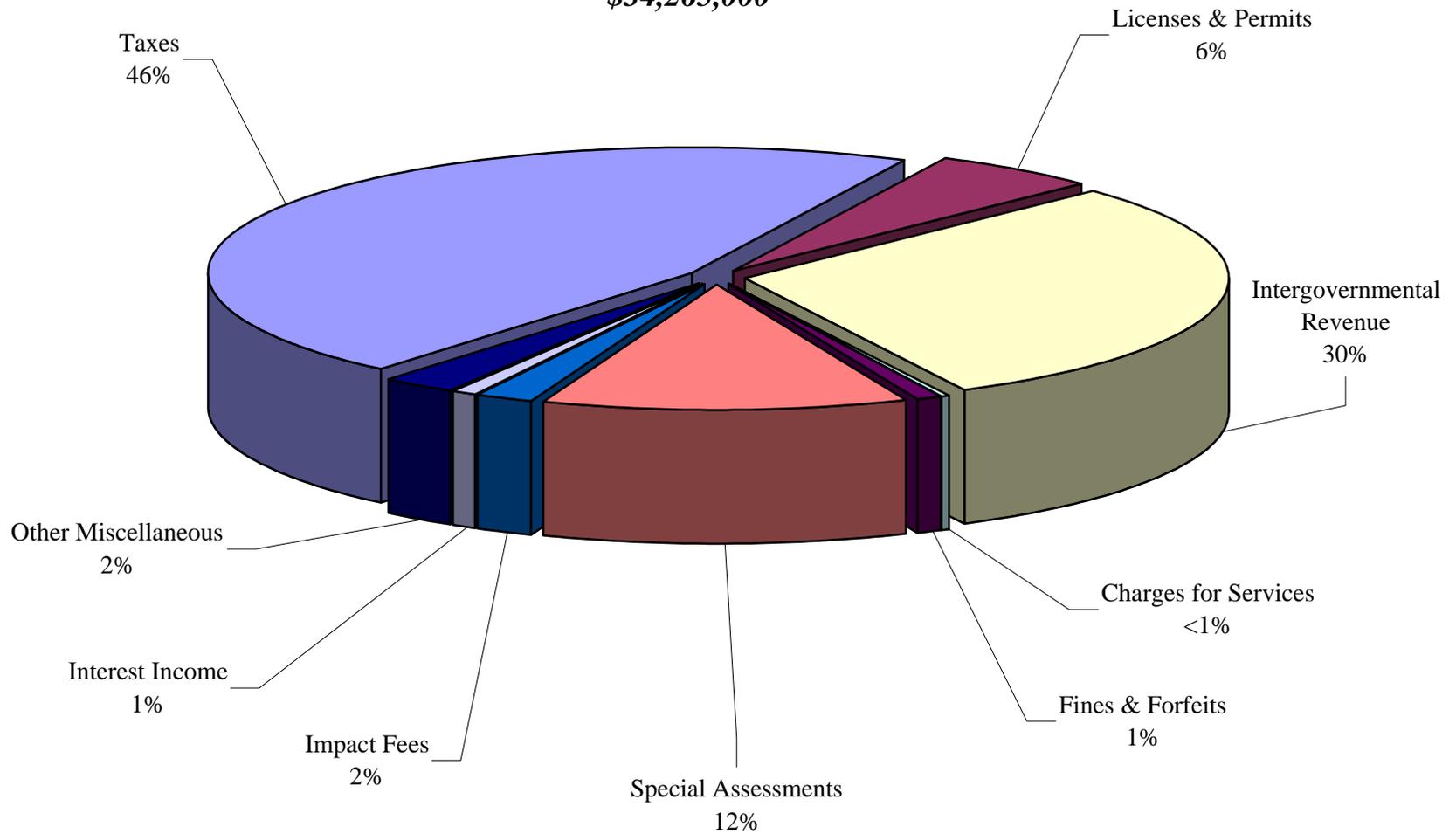
TREND ANALYSIS - EXPENDITURES BY FUNCTION

Description	Actual FY 00/01	Actual FY 01/02	Estimated Actual FY 02/03	Adjusted Budget FY 02/03	Budget FY 03/04	Budget FY03/04		
						Percent	Compared to FY02/03	
						Budget	Estimated	
<u>USES</u>								
General Government	\$ 2,214,190	\$ 2,590,490	\$ 3,339,000	\$ 3,540,000	\$ 4,057,000	11%	15%	22%
Public Safety	8,815,250	9,301,330	10,851,000	10,751,000	12,330,000	34%	15%	14%
Physical Environment	3,760,340	4,855,640	12,983,000	6,309,000	7,926,000	22%	26%	-39%
Transportation	2,207,253	2,939,693	8,518,000	8,689,000	6,424,000	18%	-26%	-25%
Economic Environment	-	233,196	1,058,000	1,058,000	615,000	2%	-42%	-42%
Culture/Recreation	2,009,710	2,025,110	5,227,000	5,252,000	3,391,000	10%	-35%	-35%
Operating Contingency	-	-	69,000	100,000	100,000	0%	0%	0%
Debt Service	-	-	-	-	-	0%	0%	0%
Capital Outlay	3,991,700	5,525,310	2,013,000	1,710,000	1,016,000	3%	-41%	-50%
<i>Appropriations</i>	22,998,443	27,470,769	44,058,000	37,409,000	35,859,000	100%	-4%	-19%
Transfers Out	3,052,500	2,728,000	4,525,000	6,525,000	12,111,000			
Unappropriated / Reserves	18,075,048	20,251,508	10,730,000	15,786,000	9,136,000			
<i>TOTAL USES</i>	\$ 44,125,991	\$ 50,450,277	\$ 59,313,000	\$ 59,720,000	\$ 57,106,000			

City of Deltona

BUDGET SUMMARY - ALL FUNDS

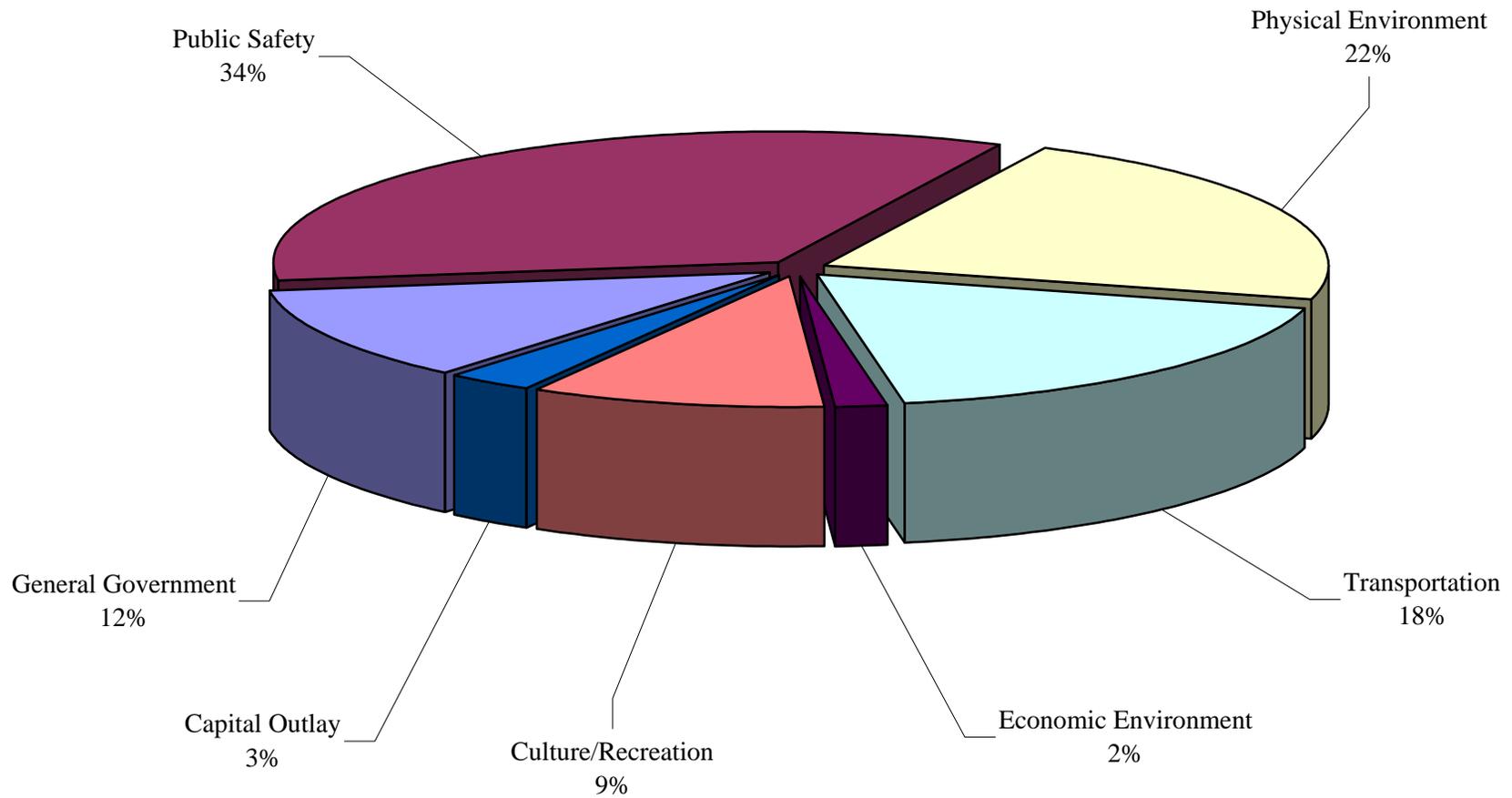
REVENUES BY TYPE \$34,265,000



City of Deltona

BUDGET SUMMARY - ALL FUNDS

APPROPRIATIONS BY FUNCTION \$35,859,000



City of Deltona

BUDGET SUMMARY - ALL FUNDS

Fund Balance Reconciliation

	General Fund	Stormwater Utility	Solid Waste Management	Local Option Gas Tax	Fire/Rescue Impact Fees	Park Impact Fees
<i>Actual As of September 30, 2002</i>	\$ 10,909,000	\$ 379,000	\$ 700,000	\$ 3,987,000	\$ 696,000	\$ (52,000)
<u>Estimated Actuals FY03:</u>						
Revenues	23,800,000	1,055,000	3,175,000	2,322,000	187,000	537,000
Expenditures	(17,984,000)	(9,034,000)	(3,361,000)	(5,980,000)	(125,000)	-
Transfers	(4,025,000)	1,000,000	-	1,500,000	(500,000)	-
Net Change	1,791,000	(6,979,000)	(186,000)	(2,158,000)	(438,000)	537,000
<i>Estimated As of September 30, 2003</i>	\$ 12,700,000	\$ (6,600,000)	\$ 514,000	\$ 1,829,000	\$ 258,000	\$ 485,000
<u>Budget FY04:</u>						
Revenues	24,900,000	1,000,000	3,276,000	2,350,000	187,000	505,000
Expenditures	(20,604,000)	(3,920,000)	(3,506,000)	(3,710,000)	(25,000)	-
Transfers	(10,996,000)	10,100,000	-	-	(200,000)	(915,000)
Net Change	(6,700,000)	7,180,000	(230,000)	(1,360,000)	(38,000)	(410,000)
<i>Estimated As of September 30, 2004</i>	<u>\$ 6,000,000</u>	<u>\$ 580,000</u>	<u>\$ 284,000</u>	<u>\$ 469,000</u>	<u>\$ 220,000</u>	<u>\$ 75,000</u>

City of Deltona

BUDGET SUMMARY - ALL FUNDS

Fund Balance Reconciliation

	Grant Funds	Streetlighting Districts	Municipal Complex(s)	Capital Equipment	Park Projects	Total Fund Balance
<i>Actual As of September 30, 2002</i>	\$ -	\$ 16,000	\$ 1,082,000	\$ 1,095,000	\$ 1,440,000	\$ 20,252,000
<u>Estimated Actuals FY03:</u>						
Revenues	1,991,000	71,000	15,000	18,000	1,365,000	34,536,000
Expenditures	(1,991,000)	(85,000)	(982,000)	(1,031,000)	(3,485,000)	(44,058,000)
Transfers	-	-	500,000	725,000	800,000	-
Net Change	-	(14,000)	(467,000)	(288,000)	(1,320,000)	(9,522,000)
<i>Estimated As of September 30, 2003</i>	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 615,000</u>	<u>\$ 807,000</u>	<u>\$ 120,000</u>	<u>\$ 10,730,000</u>
<u>Budget FY04:</u>						
Revenues	1,161,000	81,000	10,000	20,000	775,000	34,265,000
Expenditures	(1,161,000)	(87,000)	(600,000)	(416,000)	(1,830,000)	(35,859,000)
Transfers	-	-	200,000	896,000	915,000	-
Net Change	-	(6,000)	(390,000)	500,000	(140,000)	(1,594,000)
<i>Estimated As of September 30, 2004</i>	<u>\$ -</u>	<u>\$ (4,000)</u>	<u>\$ 225,000</u>	<u>\$ 1,307,000</u>	<u>\$ (20,000)</u>	<u>\$ 9,136,000</u>

City of Deltona

BUDGET SUMMARY - ALL FUNDS

Fund	Actual FY01	Actual FY02	Estimated Actual FY03	Adjusted Budget FY03	Budget FY04
General Fund	\$ 22,330,740	\$ 28,229,440	\$ 34,709,000	\$ 32,909,000	\$ 37,600,000
Stormwater Utility	1,854,200	2,176,990	2,434,000	2,434,000	4,500,000
Solid Waste Management	3,607,940	3,757,410	3,875,000	3,830,000	3,790,000
Local Option Gas Tax	3,036,430	4,899,550	7,809,000	10,199,000	4,179,000
Fire/Rescue Service Impact Fees	556,690	721,940	883,000	846,000	445,000
Park Impact Fees	1,529,270	723,280	485,000	278,000	990,000
Grant Funds	177,000	520,036	1,991,000	1,991,000	1,161,000
Streetlighting Districts	65,911	80,181	87,000	87,000	83,000
Municipal Complex(s)	7,974,730	5,741,990	1,597,000	1,607,000	825,000
Capital Equipment	1,568,000	1,960,170	1,838,000	1,845,000	1,723,000
Park Projects	1,426,080	1,639,290	3,605,000	3,694,000	1,810,000
<i>Total Budget All Funds:</i>	<u>\$ 44,126,991</u>	<u>\$ 50,450,277</u>	<u>\$ 59,313,000</u>	<u>\$ 59,720,000</u>	<u>\$ 57,106,000</u>

The budget summary reflects total sources including fund balance carryforward. Interfund transfers have not been eliminated.

City of Deltona

BUDGET SUMMARY - STAFFING CHANGES

	Number of Postions (full & part-time) by Department									Budgeted		
	FY03			Change			FY04			Full-time Equivalents		
	FT	PT	Total	FT	PT	Total	FT	PT	Total	FY03	Change	FY04
City Commission												
City Commission	1	-	1	-	-	-	1	-	1	1.0	-	1.0
City Manager												
City Manager	3	-	3	-	-	-	3	-	3	3.0	-	3.0
City Clerk												
City Clerk	4	-	4	-	1	1	4	1	5	4.0	0.5	4.5
Finance & Internal Services												
Fiscal Services	8	-	8	-	-	-	8	-	8	8.0	-	8.0
Network Services	2	-	2	1	-	1	3	-	3	2.0	1.0	3.0
Purchasing & Facilities Serv.	4	-	4	1	-	1	5	-	5	4.0	1.0	5.0
	<u>14</u>	<u>-</u>	<u>14</u>	<u>2</u>	<u>-</u>	<u>2</u>	<u>16</u>	<u>-</u>	<u>16</u>	<u>14.0</u>	<u>2.0</u>	<u>16.0</u>
Human Resources												
Human Resources	3	-	3	-	-	-	3	-	3	3.0	-	3.0
City Attorney												
City Attorney	3	-	3	1	-	1	4	-	4	3.0	1.0	4.0
Development Services												
Development Services	11	-	11	1	-	1	12	-	12	11.0	1.0	12.0
Construction Services												
Construction Services	15	-	15	1	-	1	16	-	16	15.0	1.0	16.0
Enforcement Services												
Enforcement Services	11	-	11	1	-	1	12	-	12	11.0	1.0	12.0
Solid Waste	1	-	1	-	-	-	1	-	1	1.0	-	1.0
	<u>12</u>	<u>-</u>	<u>12</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>13</u>	<u>-</u>	<u>13</u>	<u>12.0</u>	<u>1.0</u>	<u>13.0</u>
Fire/Rescue												
Administration	8	-	8	2	-	2	10	-	10	8.0	2.0	10.0
Operations	51	-	51	-	-	-	51	-	51	51.0	-	51.0
Communications	8	1	9	1	(1)	-	9	-	9	8.5	0.5	9.0
	<u>67</u>	<u>1</u>	<u>68</u>	<u>3</u>	<u>(1)</u>	<u>2</u>	<u>70</u>	<u>-</u>	<u>70</u>	<u>67.5</u>	<u>2.5</u>	<u>70.0</u>
Engineering												
Engineering	-	-	-	-	-	-	-	-	-	-	-	-
Public Works												
Field Operations	19	-	19	-	-	-	19	-	19	19.0	-	19.0
Fleet Maintenance	4	-	4	-	-	-	4	-	4	4.0	-	4.0
Storm Water	18	-	18	8	-	8	26	-	26	18.0	8.0	26.0
	<u>41</u>	<u>-</u>	<u>41</u>	<u>8</u>	<u>-</u>	<u>8</u>	<u>49</u>	<u>-</u>	<u>49</u>	<u>41.0</u>	<u>8.0</u>	<u>49.0</u>
Parks & Recreation												
Parks & Recreation	18	14	32	2	(5)	(3)	20	9	29	25.0	(0.5)	24.5
Total City Staff	<u>192.0</u>	<u>15</u>	<u>207.0</u>	<u>19.0</u>	<u>(5.0)</u>	<u>14.0</u>	<u>211.0</u>	<u>10.0</u>	<u>221.0</u>	<u>199.5</u>	<u>16.5</u>	<u>216.0</u>

City of Deltona

BUDGET SUMMARY - HISTORICAL STAFFING SUMMARY

	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>Change</u>	<u>FY04</u>
City Commission					
City Commission	1	1	1	-	1
City Manager					
City Manager	3	3	3	-	3
City Clerk					
City Clerk	4	4	4	1	5
Finance & Internal Services					
Fiscal Services	6	7	8	-	8
Network Services	1	1	2	1	3
Purchasing & Facilities Services	-	-	4	1	5
	<u>7</u>	<u>8</u>	<u>14</u>	<u>2</u>	<u>16</u>
Human Resources					
Human Resources	2	2	3	-	3
City Attorney					
City Attorney	1	1	3	1	4
Development Services					
Development Services	9	9	11	1	12
Construction Services					
Construction Services	4	11	15	1	16
Enforcement Services					
Enforcement Services	9	11	11	1	12
Solid Waste	1	1	1	-	1
	<u>10</u>	<u>12</u>	<u>12</u>	<u>1</u>	<u>13</u>
Fire/Rescue					
Administration	8	8	8	2	10
Operations	45	45	51	-	51
Communications	10	9	9	-	9
	<u>63</u>	<u>62</u>	<u>68</u>	<u>2</u>	<u>70</u>
Engineering					
Engineering	5.5	4	-	-	-
Public Works					
Field Operations	18	17	19	-	19
Fleet Maintenance	3	7	4	-	4
Stormwater	8	14	18	8	26
	<u>29</u>	<u>38</u>	<u>41</u>	<u>8</u>	<u>49</u>
Parks & Recreation					
Parks & Recreation	24	29	32	(3)	29
	<u>163</u>	<u>184</u>	<u>207</u>	<u>14</u>	<u>221</u>
Total Positions					
Full-time Positions	<u>150</u>	<u>168</u>	<u>192</u>	<u>19</u>	<u>211</u>
Part-time Positions	<u>13</u>	<u>16</u>	<u>15</u>	<u>(5)</u>	<u>10</u>

City of Deltona

BUDGET ADOPTION SCHEDULE

June 30, 2003 (2:00 P.M.)	Preliminary Budget Workshop <ul style="list-style-type: none">◆ Financial Overview◆ Discussion of Issues◆ Discussion of Commission Objectives
July 1, 2003	Form DR-420 Certification of Taxable Value received from the County Property Appraiser's Office
July 28, 2003	City Commission <ul style="list-style-type: none">◆ Proposed Annual Budget Document distributed to City Commission
July 31, 2003 (4:30 P.M. Following Workshop)	Special Meeting of the City Commission <ul style="list-style-type: none">◆ Tentative Proposed Millage Rate Resolution◆ Preliminary Rate Resolutions for Special Assessments:<ul style="list-style-type: none">◆ Stormwater Utility Assessment◆ Solid Waste Management Assessment◆ Streetlighting Districts' Assessment
August 1, 2003	Form DR-420, stating the City's proposed millage rate, submitted to the County Property Appraiser's Office. (Must be done prior to August 4th)
August 13, 2003	Assessment Notices Mailed (Must be done at least 20 days prior to Adoption of the Annual Rate Resolution)
August 18, 2003	Commission Workshop - City's Five-Year Plan
August 23, 2003	Notice of Proposed Property Taxes (TRIM Notice) mailed to residents by County Property Appraiser's Office.
September 3, 2003 (7:00 P.M.)	City Commission Meeting <ul style="list-style-type: none">◆ First Public Hearing; Adoption of Tentative Budget and Millage Rate. (Must be done between September 2nd and 22nd)◆ Annual Rate Resolution on Special Assessments:<ul style="list-style-type: none">◆ Stormwater Utility Assessment◆ Solid Waste Management Assessment◆ Streetlighting Districts' Assessment
September 13, 2003	Publication of Budget in Newspaper

City of Deltona

BUDGET ADOPTION SCHEDULE

September 15, 2003 (7:00 P.M.)	City Commission Meeting ◆ Second Public Hearing; Adoption of Final Budget and Millage Rate (Must be done 2 to 5 days after publication)
September 18, 2003	Certified Copy of Resolution adopting Final Millage Rate forwarded to County Property Appraiser's Office. (Must be done within 3 days of final hearing)
Within 3 days	Form DR-422 completed and certified to the County Property Appraiser's Office. (Must be done within 3 days of receipt)
October 15, 2003	Certification of compliance Form DR-487 submitted to Property Tax Administration Program, Department of Revenue, State of Florida. (Must be done within 30 days of final Hearing)

City of Deltona

BUDGET PROCESS

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 document. Throughout the year the budget is referred to and revised, if necessary, it is a dynamic, breathing, moving document used to demonstrate and carry out the Commission's plan. The following is an outline of the budget process:

Preparation

In May, 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 & Internal Services 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 Commissioners 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 is 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 Commissioners 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 Commissioners adopt the final budget and millage rate.

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.