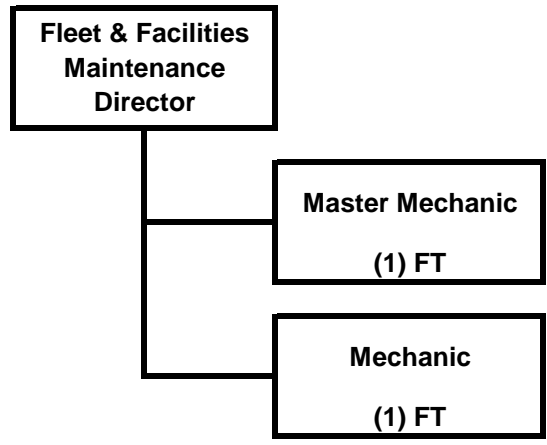


*Internal Service Funds
(500's)*

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Organization Chart
Garage



Central Garage Department

Full-Time: 3

Part-Time: 0

Seasonal: 0

Position Control Summary
Central Garage

Position/Title		2015-2016 Budget
Full-Time		
Maintenance Director	1	60,526
Master Mechanic	1	54,059
Mechanic	1	32,344
Merit Pool		5,143
Total FT	3	152,072
Total Budgeted Positions	3	152,072

Garage Fund

FUND TITLE/DEPARTMENT TITLE:# <i>Garage: 510</i>	SOURCES <i>All Garage Fund Revenues & Cash Balances</i>					
REVENUE OBJECT #/TITLE	ACTUAL 2013	ACTUAL 2014	BUDGET 2014	BUDGET 2015	BUDGET 2016	INCREASE/ DECREASE
OTHER REVENUES						
331.2000 FEMA Grant	-	-	-	-	-	0.0%
360.1000 Loan Proceeds	-	-	-	-	130,000	0.0%
361.1000 Interest	-	-	-	-	-	0.0%
362.0000 Loss	-	-	-	-	-	0.0%
369.5000 Recycling Services - Sanitation	13,500	13,500	13,500	13,500	13,500	0.0%
369.7000 Humane Society - Parts	1,460	320	1,500	1,000	1,000	0.0%
369.7010 Humane Society - Labor	649	322	750	1,000	1,000	0.0%
369.7053 Humane Society - Fuel	5,958	4,420	7,500	6,000	3,500	-41.7%
369.8000 Mosquito Control - Parts	-	-	-	-	-	0.0%
369.8010 Mosquito Control - Labor	-	-	-	-	-	0.0%
369.8053 Mosquito Control - Fuel	-	-	-	-	-	0.0%
369.9000 Other Revenue	15,297	21,641	10,000	15,000	12,000	-20.0%
369.9100 Loaner Vehicle Revenue	5,009	4,784	5,000	7,000	6,500	-7.1%
369.9200 Gain on Sale of Assets	56,441	52,667	45,000	35,000	50,000	42.9%
Total	98,314	97,654	83,250	78,500	217,500	177.1%
INTERFUND REIMBURSEMENTS						
381.1000 General/Parts	208,738	266,193	218,000	223,250	239,250	7.2%
381.1010 General/Labor	122,300	122,500	122,500	123,500	146,250	18.4%
381.4000 Golf Course/Parts	-	-	-	-	-	0.0%
381.4110 Golf Course Labor	-	-	-	-	-	0.0%
381.4200 Airport Parts	3,332	3,363	3,000	3,000	3,000	0.0%
381.4210 Airport Labor	2,177	2,579	2,500	2,500	2,500	0.0%
381.4400 Sanitation/Parts	-	-	-	-	-	0.0%
381.4410 Sanitation/Labor	-	-	-	-	-	0.0%
381.4500 Wastewater Operations/Parts	41,739	29,377	40,000	35,000	30,000	-14.3%
381.4510 Wastewater Operations/Labor	15,189	17,567	25,000	22,000	20,000	-9.1%
381.4600 Water Operations/Parts	16,476	18,632	20,000	25,000	25,000	0.0%
381.4610 Water Operations/Labor	7,886	7,797	12,000	10,000	15,000	50.0%
381.4700 Storm Water Mgmt Parts	-	-	5,000	-	-	0.0%
381.4710 Storm Water Mgmt Labor	-	-	5,000	-	-	0.0%
381.4800 Marina Parts	-	-	-	-	-	0.0%
381.4810 Marina Labor	-	154	-	-	-	0.0%
381.4900 Cemetery/Parts	297	1,290	800	1,250	1,000	-20.0%
381.4910 Cemetery/Labor	353	817	750	1,500	750	-50.0%
381.5000 Wastewater O & M/Parts	-	-	-	-	-	0.0%
381.5300 Gas/Oil	400,219	373,695	464,000	429,500	370,750	-13.7%
Total	818,706	843,964	918,550	876,500	853,500	-2.6%
TOTAL REVENUES	917,020	941,618	1,001,800	955,000	1,071,000	12.1%
TRANSFERS IN						
381.800 From General Fund	-	-	-	-	50,000	0.0%
Total	-	-	-	-	50,000	0.0%
CASH BALANCE FORWARD						
389.1000 Cash Balance Forward	(14,573)	(13,718)	31,200	(6,800)	(71,000)	944.1%
Total	(14,573)	(13,718)	31,200	(6,800)	(71,000)	944.1%
TOTAL REVENUE & CASH BALANCES	902,447	927,900	1,033,000	948,200	1,050,000	10.7%

Garage Fund

FUND TITLE:/FUND # <i>Garage:510</i>	EXPENDITURES BY FUNCTION <i>Internal Service</i>					
FUND/DEPARTMENT # <i>510-1950-519</i>	ACTUAL 2013	ACTUAL 2014	BUDGET 2014	BUDGET 2015	BUDGET 2016	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME						
PERSONNEL						
1200 Salaries	140,682	144,001	140,227	147,590	152,072	3.0%
1210 Worker's Comp Reimbursement	-	-	-	-	-	0.0%
1300 Temporary	-	-	-	-	-	0.0%
1350 Part Time	-	-	-	-	-	0.0%
1400 Overtime	5,705	5,272	6,000	5,000	5,000	0.0%
1500 Incentive	-	-	-	-	-	0.0%
1600 Longevity	1,872	-	1,872	-	-	0.0%
2100 FICA	11,365	11,314	11,330	11,673	12,016	2.9%
2200 Retirement	20,557	26,521	26,521	29,889	32,409	8.4%
2300 Health	18,469	20,611	20,781	23,210	24,678	6.3%
2301 Life	733	745	747	770	784	1.8%
2400 Worker's Comp	4,139	3,934	5,106	4,359	3,039	-30.3%
2500 Unemployment	-	-	-	-	-	0.0%
Total	203,522	212,398	212,584	222,491	229,998	3.4%
OPERATING EXPENSES						
3100 Professional Services	117	-	100	-	-	0.0%
3200 Audit	2,394	2,085	2,085	2,205	2,265	2.7%
3400 Contractual	10,132	9,985	10,288	10,760	9,560	-11.2%
3900 Auto Allowance	-	-	-	-	-	0.0%
4000 Training/Travel	1,395	1,175	3,000	2,000	2,000	0.0%
4100 Communications	241	291	990	555	288	-48.1%
4101 Communications - Cell	1,475	1,443	1,320	1,500	1,200	-20.0%
4102 Communications - Pager	-	-	-	-	-	0.0%
4103 Communications - Internet	1,255	1,485	1,485	1,485	1,345	-9.4%
4200 Postage	81	80	200	200	100	-50.0%
4300 Utilities - Electric	5,347	5,325	6,500	3,600	3,000	-16.7%
4310 Utilities - Water & Sewer	-	-	-	1,900	1,500	-21.1%
4500 Insurance	19,831	20,244	20,244	18,614	19,194	3.1%
4610 R/M Buildings	3,156	510	5,000	2,300	2,000	-13.0%
4620 R/M Equipment	5,549	3,649	7,000	5,500	5,000	-9.1%
4630 R/M Vehicles-Labor	1,532	1,717	1,500	1,500	1,500	0.0%
4640 R/M Vehicles-Parts	1,976	2,524	2,500	2,500	2,500	0.0%
5100 Office Supplies	411	679	1,050	500	500	0.0%
5200 Operating Supplies	11,179	6,809	10,100	8,850	9,410	6.3%
5210 Uniforms	457	450	450	450	450	0.0%
5220 Household/Instnt	-	-	-	-	-	0.0%
5230 Gas/Oil	8,037	6,865	8,000	8,000	6,500	-18.8%
5240 Chemicals/Medical Supplies	453	52	500	500	500	0.0%
5400 Books/Subs/Dues	-	-	-	-	-	0.0%
Total	75,018	65,368	82,312	72,919	68,812	-5.6%
CAPITAL OUTLAY						
6200 Buildings	-	-	-	-	-	0.0%
6300 Improvements	-	-	-	-	-	0.0%
6400 Machinery/Equipment	-	-	-	20,000	137,500	587.5%
6401 Machinery/Equipment Non-CAP	1,395	4,584	7,500	-	-	0.0%
Total	1,395	4,584	7,500	20,000	137,500	587.5%
DEBT SERVICE						
7100 Principal	-	-	-	-	-	0.0%
7200 Interest	-	-	-	-	5,200	0.0%
Total	-	-	-	-	5,200	0.0%
FUEL & MERCHANDISE FOR RESALE						
8600 Gas/Oil	383,714	364,679	415,000	382,000	335,000	-12.3%
8700 Vehicle Parts /Services	265,337	303,665	283,000	260,000	275,000	5.8%
Total	649,051	668,344	698,000	642,000	610,000	-5.0%
TOTAL EXPENDITURES	928,986	950,694	1,000,396	957,410	1,051,510	9.8%
TRANSFERS, CONTINGENCIES, RESERVES						
9500 Transfer to General Fund	6,000	15,000	15,000	6,000	-	-100.0%
9900 Contingency	(32,539)	(37,794)	17,604	(15,210)	(1,510)	-90.1%
Total	(26,539)	(22,794)	32,604	(9,210)	(1,510)	-83.6%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	902,447	927,900	1,033,000	948,200	1,050,000	10.7%

Department Description & Function

1. **Department:** Maintenance **Division:** Fleet

2. **Department/Division Function Summary:**

To provide preventative maintenance and repairs to all City vehicles, & equipment - the Fleet Maintenance Division purchases, maintains, and disposes of all City vehicles & equipment. This division assists contractors with outsourced repairs. This division purchases & distributes fuel by means of an on-site fuel station. Partial functions of the Sanitation Department also fall under the responsibility of the Fleet Division and include: annual recycling events, web updates, recycle station program, etc.

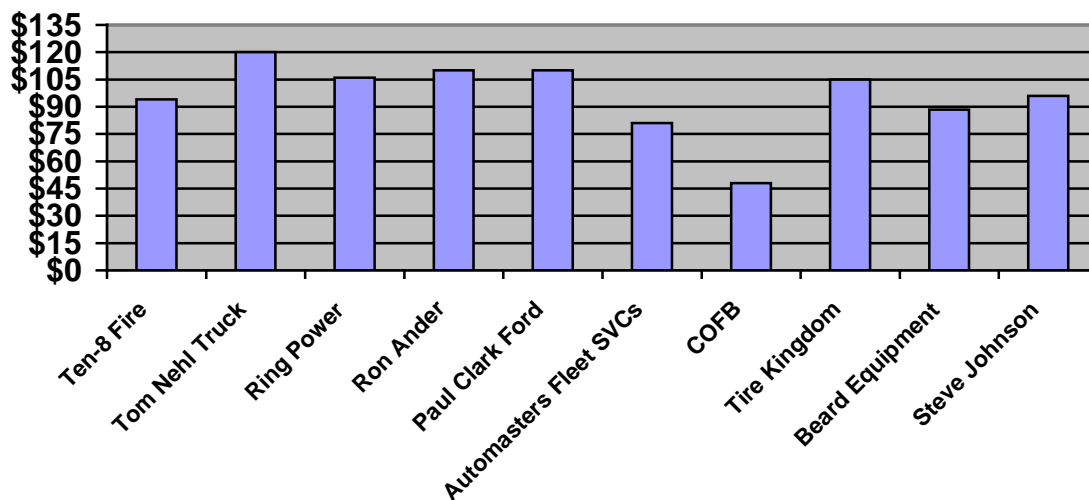
3. **Department Description:**

Number of Funded Employees	Actual 2013-14	Budget 2013-14	Budget 2014-15	Budget 2015-16
Maintenance Director	1 FT	1 FT	1 FT	1 FT
Maintenance Superintendent	0 FT	0 FT	0 FT	0 FT
Master Mechanic	1 FT	1 FT	1 FT	1 FT
Mechanic	1 FT	1 FT	1 FT	1 FT
Total	3 FT	3 FT	3 FT	3 FT

4. **Program Performance Indicators:**

Performance Indicators	Actual 2013-14	Budget 2013-14	Budget 2014-15	Budget 2015-16
Surplus Revenue	\$62,000	\$106,653	\$35,000	\$60,000
Fuel used (gallons)	101,237	101,237	92,000	92,000
Fleet Inventory	218	218	217	220

Hourly Rate



PROGRAM GOALS AND OBJECTIVES

1. **Department:** Maintenance **Division:** Fleet

2. **Principal Programs:**

- A. Rotor resurfacing
- B. Surplus program
- C. Annual recycle/cleanup events

3. **Programs Goals and Objectives:**

- A. Program: Rotor resurfacing
Goal: Resurface brake rotors on newer vehicles
Objective: Purchase new brake lathe in order to be able to resurface the larger brake rotors that come on new vehicles
Deadline: December
Measure: Reduce the number of new brake rotor purchases

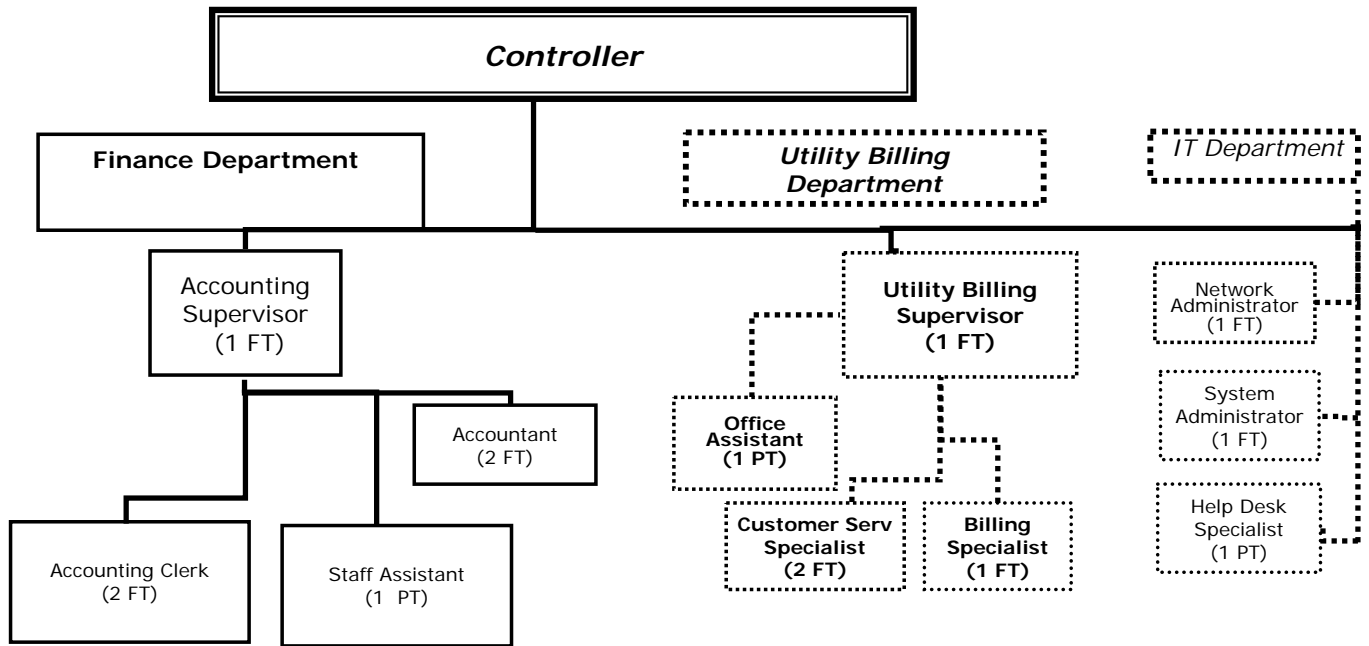
- B. Program: Surplus Program
Goal: Improve surplus process
Objective: Continue to research online surplus options and better promote surplus process
Deadline: Ongoing
Measure: Measure revenue on sale of assets

- C. Program: Annual recycle/cleanup events
Goal: Continue to streamline & improve biannual recycle/cleanup events
Objective: Use logistics and grant funding to improve events and reduce costs
Deadline: Ongoing
Measure: Compare with prior events

Utility Billing Mission Statement

The Utility Billing Department provides residential and commercial billing for water, sewer, sanitation, airport hangars and storage units, and other City property leases. We strive to render accurate billing on a timely basis to all of our customers and to provide excellent customer service in a professional and courteous manner.

Organization Chart
Utility Billing



<i>Finance Department:</i>	<i>Full-Time: 5.9</i>	<i>Part-Time: 1</i>	<i>Seasonal: 0</i>
<i>Utility Billing Department:</i>	<i>Full-Time: 4</i>	<i>Part-Time: 1</i>	<i>Seasonal: 0</i>
<i>IT Department:</i>	<i>Full-Time: 2.1</i>	<i>Part-Time: 1</i>	<i>Seasonal: 0</i>
Total:	Full-Time: 12	Part-Time: 3	Seasonal: 0

**Position Control Summary
Utility Billing**

Position/Title	2015-2016 Budget	
Full-Time		
Utility Billing Supervisor	1	54,977
Utility Billing Specialist	1	46,696
Customer Service Specialist	2	71,739
Merit Pool		6,013
Total FT	4	179,425
Part-Time		
Office Assistant	1	13,738
Merit Pool		481
Total PT	1	14,219
Total Budgeted Positions	5	193,644

Utility Billing Fund

FUND TITLE/DEPARTMENT TITLE:# <i>Utility Billing: 520</i>	SOURCES <i>All Utility Billing Fund Revenues & Cash Balances</i>					
REVENUE OBJECT #/TITLE	ACTUAL 2013	ACTUAL 2014	BUDGET 2014	BUDGET 2015	BUDGET 2016	INCREASE/ DECREASE
OTHER REVENUES						
331.2000 FEMA Grant	-	-	-	-	-	0.0%
343.0000 Admin Fees	31,928	20,401	32,000	32,000	32,000	0.0%
360.1000 Loan Proceeds	-	-	-	-	75,000	0.0%
361.1000 Interest	-	-	-	-	-	0.0%
369.4100 Airport Revenue for UB	5,000	5,000	5,000	6,000	7,700	28.3%
369.4400 Sanitation Revenue for UB	75,000	75,000	75,000	80,000	100,000	25.0%
369.4500 Wastewater Revenue for UB	120,000	120,000	120,000	130,000	167,500	28.8%
369.4600 Water Revenue for UB	120,000	120,000	120,000	130,000	167,500	28.8%
369.4700 Storm Water Revenue for UB	15,400	18,000	18,000	26,000	33,500	28.8%
369.4800 Marina Revenue for UB	-	-	-	-	-	0.0%
369.9000 Other Revenue	348	348	-	-	-	0.0%
369.9200 Gain on Sale of Assets	-	-	-	-	-	0.0%
Total	367,676	358,749	370,000	404,000	583,200	44.4%
TOTAL REVENUES	367,676	358,749	370,000	404,000	583,200	44.4%
TRANSFERS IN & CASH BALANCE FORWARD						
382.4600 Transfer IN Water	-	-	-	-	-	0.0%
389.1000 Cash Balance Forward	81,003	67,917	69,300	30,500	31,300	2.6%
Total	81,003	67,917	69,300	30,500	31,300	2.6%
TOTAL REVENUES & CASH BALANCES	448,679	426,666	439,300	434,500	614,500	41.4%
FUND TITLE:/FUND # <i>Utility Billing: 520</i>	EXPENDITURES BY FUNCTION <i>Internal Service</i>					
FUND/DEPARTMENT # <i>520-1320-513.</i>	ACTUAL 2013	ACTUAL 2014	BUDGET 2014	BUDGET 2015	BUDGET 2016	INCREASE/ DECREASE
PERSONNEL						
1200 Salaries	173,352	169,498	174,391	178,577	179,425	0.5%
1300 Temporary	-	6,531	-	-	-	0.0%
1350 Part Time	15,423	16,293	13,345	13,812	14,219	2.9%
1400 Overtime	1,391	1,636	1,000	1,000	1,000	0.0%
2100 FICA	14,127	14,536	14,438	14,794	14,890	0.6%
2200 Retirement	41,551	52,018	52,018	56,252	60,515	7.6%
2300 Health	25,796	30,179	29,063	34,848	33,040	-5.2%
2301 Life	893	893	911	916	921	0.5%
2400 Worker's Comp	458	407	529	431	270	-37.4%
2500 Unemployment	-	-	-	-	-	0.0%
Total	275,903	291,991	285,695	300,630	304,280	1.2%
OPERATING EXPENSES						
3100 Professional Services	-	-	-	-	-	0.0%
3400 Contractual	12,063	11,179	13,055	14,738	15,475	5.0%
4000 Training/Travel	1,036	1,187	2,120	2,295	2,295	0.0%
4100 Communications	2,569	822	990	1,331	432	-67.5%
4103 Communications - Internet	1,255	1,485	1,485	1,485	1,345	-9.4%
4200 Postage	40,348	40,208	45,000	45,000	45,000	0.0%
4300 Utilities - Electric	3,612	3,438	4,050	3,000	3,000	0.0%
4310 Utilities - Water & Sewer	-	-	-	875	875	0.0%
4610 R/M Buildings	239	550	5,200	5,200	5,200	0.0%
4620 R/M Equipment	-	-	700	700	700	0.0%
4700 Printing	5,099	5,857	7,500	7,300	6,300	-13.7%
4902 Bad Debt Expense	1,093	945	5,000	5,000	5,000	0.0%
5100 Office Supplies	2,842	3,467	3,540	2,900	2,900	0.0%
5200 Operating Supplies	34,178	32,426	35,950	35,030	35,820	2.3%
5210 Uniforms	-	-	-	-	-	0.0%
5220 Household/Instit	420	350	400	400	400	0.0%
5400 Books/Subs/Dues	105	-	150	150	150	0.0%
Total	104,859	101,914	125,140	125,404	124,892	-0.4%
CAPITAL OUTLAY						
6200 Buildings	-	-	-	-	-	0.0%
6300 Improvements	-	-	-	-	-	0.0%
6400 Machinery/Equipment	-	-	-	-	150,000	0.0%
6401 Machinery/Equipment Non CAP	-	-	-	-	-	0.0%
Total	-	-	-	-	150,000	0.0%
DEBT SERVICE						
7100 Principal	-	-	-	-	5,110	0.0%
7200 Interest	-	-	-	-	4,540	0.0%
Total	-	-	-	-	9,650	0.0%
TOTAL EXPENDITURES	380,762	393,905	410,835	426,034	588,822	38.2%
CONTINGENCIES/RESERVES						
9900 Contingency/Reserve	67,917	32,761	28,465	8,466	25,678	203.3%
Total	67,917	32,761	28,465	8,466	25,678	203.3%
TOTAL EXPENDITURES, CONTINGENCIES, TRANSFERS & RESERVES	448,679	426,666	439,300	434,500	614,500	41.4%

Department Description & Function

1. **Department:** Utility Billing **Division:** Finance

2. **Department/Division Function Summary:**

To provide excellent customer service to all internal & external customers. To assist customers by phone or in person with their water, sewer & garbage billing questions, new or disconnection of service, change in customer account information, complaints, adjustments, etc. To post all payments delivered by mail or in person to customers' accounts as received daily. Balance all revenue received daily to the cash receipts report. Compute, audit, print, and mail bills by cycles weekly. Audit delinquent accounts weekly by cycle and mail the customers disconnect notices if applicable. If delinquent balance is not paid within 10 days of notice, meter is disconnected for nonpayment.

3. **Department Description:**

This department provides monthly billing to approximately 8,500 accounts for water, sewer, garbage, airport hanger and storage unit rent, and city property leases consisting of residential, commercial and industrial customers. We maintain billing by auditing each designated area after the water meters have been read by the meter reader and imported into our billing system via Invensys Metering Systems. In order to provide professional customer service, the following employees are listed:

Number of Funded Employees	Actual 2012-13	Actual 2013-14	Budget 2014-15	Budget 2015-16
Utility Billing Supervisor	1 FT	1 FT	1 FT	1 FT
Utility Billing Specialist	1 FT	1 FT	1 FT	1 FT
Customer Service Specialist	2 FT	2 FT	2 FT	2 FT
Office Assistant	1 PT	1 PT	1 PT	1 PT
Total	4 FT 1 PT	4 FT 1 PT	4 FT 1 PT	4 FT 1 PT

4. Performance Indicators

Performance Indicators	Actual 2012-13	Actual 2013-14	Budget 2014-15	Budget 2015-16
New Service Connections (new meter sets & daily turn on's)	1,421	1,385	1,425	1,410
Service Disconnects (daily turn offs, turn off & remove meter, & disconnects for nonpay)	2,437	2,610	2,225	2,450
All Other Service Orders	3,163	2,616	3,100	2,800
Active Account Bills Mailed and Emailed (Including Disconnect For Nonpayment Notices)	111,960	109,589	111,005	110,200
Final Account Bills Mailed and Emailed	1,459	1,320	1,435	1,400
Payments Received & Posted to Customer Accounts (Including cash, check, credit cards, electronic (non-direct debit))	84,355	84,168	81,800	83,200
Accounts With Adjustments (Including transfers of unpaid account balances)	1,145	2,402 (includes initial charge offs)	975	1,450
Number of Complaints Handled	1,805	1,900	1,750	1,650
Deposit and Credit Balance Refunds	845	710	995	850
NSF Returns - Checks & Direct Debit (auto electronic)	118	84	110	95
Direct Debit Accounts	15,084	17,328	16,500	17,300
Number of training hours completed by staff	8	32	30	30

Program Goals and Objectives

1. Department: Utility Billing **Division:** Finance

2. Principal Programs:

- A. Customer Service
- B. Billing
- C. Collection of Delinquent Balances

3. Program Goals and Objectives:

A. Enhance Customer Service

Goal: To provide excellent customer service to our citizens in a timely and professional manner.
Objective: Increase customer satisfaction by decreasing response time from CSR's through education and training.
Deadline: Ongoing
Measure: The number of customer requests, inquires, suggestions, and complaints made on a weekly basis verses average response time.

B. Billing Procedures

Goal: Improve billing procedures and resolve issues with the IMS program.
Objective: Revise old procedures according to improved methods and corrected program issues.
Deadline: Ongoing and long term goal
Measure: Number of external and internal customer complaints and enhancement suggestions.

C. Collection of Delinquent Balances

Goal: Report 90 day delinquent accounts to our contracted collection agency quarterly.
Objective: Decrease aged accounts and increase revenue.
Deadline: Ongoing and long term goal
Measure: The number and amount of aged accounts.

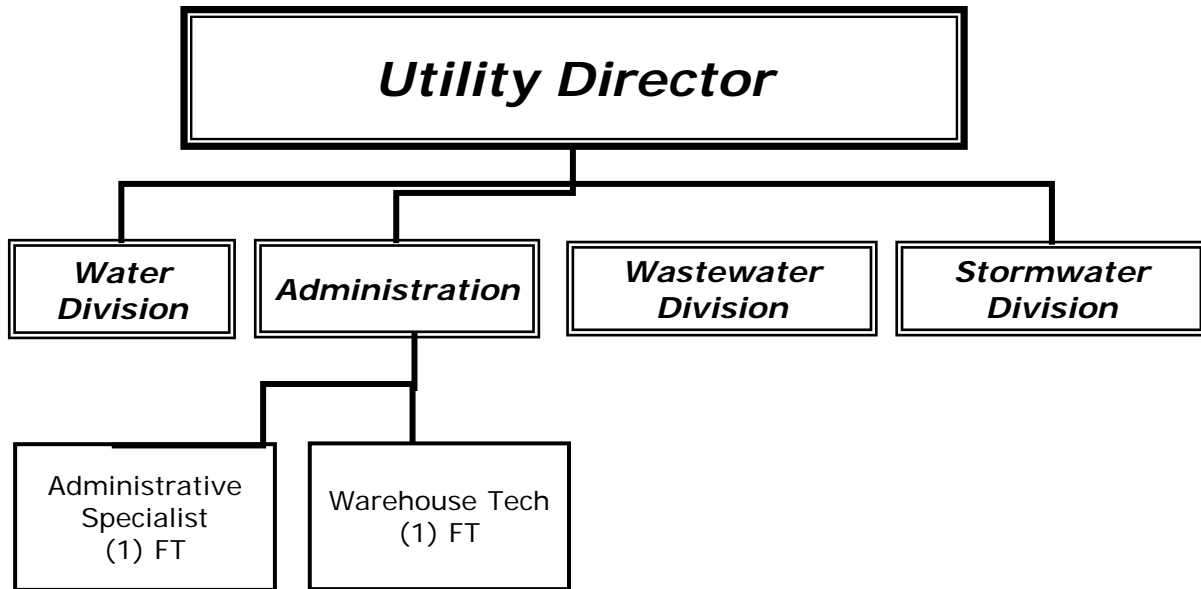
D. Upgrade Computer Software

Goal: Assist the project team by identifying requirements and needs.
Objective: Increase productivity, customer service, improve program security and communication.
Deadline: January 2016
Measure: Full examination of current procedures to determine needed improvements to replace current system.

Utility Administration Mission Statement

The Utility Administration Division is a professional, community organization serving the needs of residents, businesses and visitors by providing management support to the Water and Wastewater Divisions in the areas of material supply, record keeping, engineering, budget preparation, and long term planning.

Organization Chart
Utility Administration



Full-Time: 3

Part-Time: 0

Seasonal: 0

**Position Control Summary
Utilities Administration**

	2015-2016	
Position/Title	Budget	
Full-Time		
Utilities Director	1	102,086
Warehouse Tech	1	47,653
Administrative Specialist	1	38,938
Merit Pool		6,604
<hr/>		
Total FT	3	195,281
<hr/>		
Total Budgeted Positions	3	195,281

Utilities Administration Fund

FUND TITLE/DEPARTMENT TITLE:# <i>Utilities Administration Fund:530</i>	SOURCES <i>All Utilities Administration Revenues & Cash Balances</i>					
REVENUE OBJECT #/TITLE	ACTUAL 2013	ACTUAL 2014	BUDGET 2014	BUDGET 2015	BUDGET 2016	INCREASE/ DECREASE
OTHER REVENUE						
331.2000 FEMA Grant	-	-	-	-	-	0.0%
361.1000 Interest	-	-	-	-	-	0.0%
362.1000 Rents	-	-	-	-	-	0.0%
369.4500 Wastewater Revenue for UA	175,000	175,000	175,000	130,000	130,000	0.0%
369.4600 Water Revenue for UA	175,000	175,000	175,000	130,000	130,000	0.0%
369.4700 Stormwater Revenue for UA	6,300	13,000	13,000	53,000	53,000	0.0%
369.9000 Other Revenue	-	-	-	-	-	0.0%
Total	356,300	363,000	363,000	313,000	313,000	0.0%
INTERFUND REIMBURSEMENTS						
381.1000 General / Streets	-	-	-	-	-	0.0%
Total	-	-	-	-	-	0.0%
TOTAL REVENUES	356,300	363,000	363,000	313,000	313,000	0.0%
CASH BALANCE FORWARD						
389.1000 Cash Balance Forward	45,164	76,174	70,800	94,400	122,200	29.4%
Total	45,164	76,174	70,800	94,400	122,200	29.4%
TOTAL REVENUE AND CASH BALANCES	401,464	439,174	433,800	407,400	435,200	6.8%

FUND TITLE:/FUND # <i>Utilities Administration Fund:530</i>	EXPENDITURES BY FUNCTION <i>Internal Service</i>					
FUND/DEPARTMENT # <i>530-1921-519</i>	ACTUAL 2013	ACTUAL 2014	BUDGET 2014	BUDGET 2015	BUDGET 2016	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME						
PERSONNEL						
1200 Salaries	184,362	184,497	183,248	190,863	195,281	2.3%
1210 Worker's Comp Reimbursement	-	-	-	-	-	0.0%
1300 Temporary	-	-	-	-	-	0.0%
1350 Part Time	25,427	4,895	31,713	31,713	-	-100.0%
1400 Overtime	1,459	85	1,500	1,000	1,000	0.0%
1500 Incentive	-	-	-	-	-	0.0%
1600 Longevity	2,496	-	2,704	-	-	0.0%
2100 FICA	16,091	14,261	16,766	17,104	15,015	-12.2%
2200 Retirement	44,780	55,589	55,589	60,086	65,844	9.6%
2300 Health	19,783	20,975	21,220	23,498	34,337	46.1%
2301 Life	955	965	974	979	979	0.0%
2400 Worker's Comp	7,263	6,731	8,737	5,998	4,225	-29.6%
2500 Unemployment	-	-	-	-	-	0.0%
Total	302,616	287,998	322,451	331,241	316,681	-4.4%
OPERATING EXPENSES						
3100 Professional Services	-	-	-	-	-	0.0%
3400 Contractual	8,112	4,504	4,323	3,972	3,536	-11.0%
4000 Training/Travel	1,147	889	11,250	5,250	5,250	0.0%
4100 Communications	1,226	627	990	910	932	2.4%
4101 Communications - Cell	1,646	1,405	2,750	1,640	1,640	0.0%
4103 Communications - Internet	1,281	1,516	1,485	1,485	1,345	-9.4%
4200 Postage	-	7	1,000	1,500	1,500	0.0%
4300 Utilities - Electric	3,612	3,438	3,664	2,300	3,000	30.4%
4310 Utilities - Water & Sewer	-	-	-	700	600	-14.3%
4500 Insurance	-	-	-	-	-	0.0%
4610 R/M Building	446	527	6,600	4,200	2,000	-52.4%
4620 R/M Equipment	195	397	2,500	2,500	2,500	0.0%
4800 Promotional	-	-	-	-	-	0.0%
5100 Office Supplies	2,906	2,954	7,000	4,000	4,000	0.0%
5200 Operating Supplies	2,324	2,181	5,400	6,020	6,620	10.0%
5210 Uniforms	1,098	739	975	975	800	-17.9%
5220 Household/Insttit	574	693	6,000	6,000	6,000	0.0%
5230 Gas/Oil	-	-	-	-	-	0.0%
5400 Books/Subs/Dues	1,046	795	3,000	3,000	3,000	0.0%
Total	25,613	20,672	56,937	44,452	42,723	-3.9%
CAPITAL OUTLAY						
6200 Buildings	-	-	10,000	-	-	0.0%
6300 Improvements	-	-	-	-	-	0.0%
6400 Machinery/Equipment	-	-	-	-	-	0.0%
6401 Machinery/Equipment Non-CAP	-	2,635	3,000	-	-	0.0%
Total	-	2,635	13,000	-	-	0.0%
TOTAL EXPENDITURES	328,229	311,305	392,388	375,693	359,404	-4.3%
TRANSFERS, CONTINGENCIES, RESERVES						
9900 Contingency	73,235	127,869	41,412	31,707	75,796	139.1%
Total	73,235	127,869	41,412	31,707	75,796	139.1%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	401,464	439,174	433,800	407,400	435,200	6.8%

Department Description & Function

1. Department: Utilities Division: **Administration**

2. Department/Division Function Summary:

Performs administrative, budgeting, planning, engineering, purchasing, and inventory control for the Water and Wastewater divisions within the Utilities Department; file permits with various federal, state and county agencies for projects; file monthly operating reports to state agencies; functions as support staff for City Hall; provides courteous service in response to citizen requests/complaints.

3. Department Description:

Number of Funded Employees	Actual 2012-13	Actual 2013-14	Budget 2014-15	Budget 2015-16
Utilities Director	1 FT	1 FT	1 FT	1 FT
Administrative Specialist	1 FT	1 FT	1 FT	1 FT
Warehouse Tech	1 FT	1 FT	1 FT	1 FT
Intern I	0 PT	1 PT	1 PT	0 PT
Intern II	1 PT	1 PT	1 PT	0 PT
Total	3 FT 1 PT	3 FT 2 PT	3 FT 2 PT	3 FT 0 PT

4. Program Performance Indicators:

Performance Indicators	Actual 2012-13	Actual 2013-14	Budget 2014-15	Budget 2015-16
Water O&M/Customer	256.13	275.49	324.08	259.33
Wastewater O&M Exp/customer	415.13	369.41	358.53	329.90

Program Goals & Objectives

1. **Department:** Utility Administration

2. **Principal Programs:**

Principal Programs:

- 1.) Administration
- 2.) Inventory Control
- 3.) Plan Review
- 4.) Long term planning of facilities.
- 5.) Engineering Services
- 6.) Budget preparation
- 7.) Fiscal review of Water and Wastewater budgets.

Short Term Goals:

Goal: Provide effective and efficient management of the Water and Wastewater Divisions.

Objective: Ensure that safety, quality of service, and maximum returns by the Department are achieved through proper management of personnel, projects, and equipment.

Measure: The Utilities Director will evaluate all lost time incidents, equipment damage reports, and projects to determine if they are meeting industry standards.

Goal: Keep expenses for the operation and maintenance of the Wastewater Division to a minimum so that the highest margin is achieved.

Objective: Monthly budget reports will be reviewed with monthly operating reports so that any activities that are outside the norm are flagged for further analysis.

Measure: The Utilities Director will evaluate the O & M expenses per customer and compare it to the average monthly revenues collected per customer.

Goal: Keep expenses for the operation and maintenance of the Water Division to a minimum so that the highest margin is achieved.

Objective: Monthly budget reports will be reviewed with monthly operating reports so that any activities that are outside the norm are flagged for further analysis.

Measure: The Utilities Director will evaluate the O & M expenses per customer and compare it to the average monthly revenues collected per customer.