

City of  
**Atlantic Beach, Florida**



**Annual Budget**  
2020 – 2021

**City of Atlantic Beach, Florida**  
**Annual Budget**  
**2020 - 2021**

**City Commission**

Ellen Glasser, Mayor

Cindy Anderson

M. Blythe Waters

Candace Kelly

Brittany Norris

**City Attorney**

Brenna Durden

**City Manager**

Shane Corbin

**City Clerk**

Donna L. Bartle

**Deputy City Manager**

Kevin Hogencamp

**Director of Finance**

Melissa Burns



**City of Atlantic Beach**  
**Annual Budget**  
**Fiscal Year 2020-2021**

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# Introduction



## **Budget Calendar Fiscal Year 2020/2021**

March – May	Department prepare departmental budgets
June - July	City Manager meets with Departments to provide final direction and finalize department budgets
June 1	Receipt of early “Estimate of Taxable Values” from Duval County
July 1	Receipt of Preliminary Taxable Values from Duval County (these figures are used in budget). TRIM Calendar begins.
<b>July 23</b>	<b>First Budget Workshop held with City Commission</b>
<b>July 27</b>	<b>City Commission sets preliminary millage rate</b>
<b>July 30</b>	<b>Second Budget Workshop held with City Commission</b>
August 4	Certified forms DR420 and DR420 MMP which identifies preliminary millage rate, sent back to Property Appraiser
August 24	Last day Property Appraiser can send our TRIM notices to property owners
<b>August 6</b>	<b>Third Budget Workshop held with City Commission (if needed)</b>
<b>September 14</b>	<b>First public hearing on Operating Budget</b>
September 24	Required Advertisements prior to second public hearing
<b>September 28</b>	<b>Final public hearing on Annual Budget and Resolution to Millage Rate</b>
October 1	Fiscal Year 2021 begins
Prior to October 27	TRIM Compliance Package due to the Department of Revenue

**City of Atlantic Beach**

**Combined Summary of Revenues and Expenditures**

**Summary of all Funds**

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>Beginning Fund Balance</b>	<b>49,411,656</b>	<b>51,221,570</b>	<b>53,742,100</b>	<b>52,211,887</b>	<b>(1,530,213)</b>
<b>Revenues</b>					
General Fund	12,425,044	12,670,733	14,402,366	14,830,486	428,120
Special Revenue Funds	1,985,905	1,667,240	1,973,084	2,388,597	415,513
Debt Service Fund			118,458	120,884	2,426
Capital Project Fund	303,348	2,012	1,555,000	1,280,000	(275,000)
Enterprise Funds	12,953,572	13,915,768	16,928,094	16,808,578	(119,516)
Trust and Agency Funds	5,218,923	3,293,657	4,225,948	3,994,249	(231,699)
<b>Total Revenues</b>	<b>33,172,922</b>	<b>31,549,411</b>	<b>39,202,950</b>	<b>39,422,794</b>	<b>219,844</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>82,584,577</b>	<b>82,770,980</b>	<b>92,945,050</b>	<b>91,634,681</b>	<b>(1,310,369)</b>
<b>Expenditures</b>					
General Fund	13,252,862	14,047,846	14,822,559	15,254,162	431,603
Special Revenue Funds	1,545,049	1,480,500	2,563,181	2,618,727	55,546
Debt Service Fund		19,850	118,458	120,884	2,426
Capital Project Fund	1,010	4,500	1,755,752	1,446,500	(309,252)
Enterprise Funds	12,240,969	10,807,092	19,154,957	20,485,130	1,330,173
Trust and Agency Funds	3,698,254	2,669,092	2,318,256	2,259,703	(58,553)
<b>DIVISION TOTALS</b>	<b>31,363,007</b>	<b>29,028,880</b>	<b>40,733,163</b>	<b>42,185,107</b>	<b>1,451,944</b>
<b>Other Financing Uses</b>					
<b>Ending Fund Balance</b>	<b>51,221,570</b>	<b>53,742,100</b>	<b>52,211,887</b>	<b>49,449,574</b>	<b>(2,762,313)</b>
<b>Total Expenses and Fund Balance</b>	<b>82,584,577</b>	<b>82,770,980</b>	<b>92,945,050</b>	<b>91,634,681</b>	<b>(1,310,369)</b>
<b>Resource Allocation</b>					
Personnel Services	11,004,954	11,336,170	12,279,242	12,257,107	(22,135)
Operating Expenses	16,363,441	13,118,023	13,765,457	15,032,033	1,266,576
Capital Outlay	(492,554)	1,180,603	8,076,951	8,094,022	17,071
Debt Service	2,089,058	2,101,435	2,196,447	2,194,688	(1,759)
Transfers	1,723,245	1,292,648	4,415,066	4,607,257	192,191
<b>Total</b>	<b>31,363,007</b>	<b>29,028,880</b>	<b>40,733,163</b>	<b>42,185,107</b>	<b>1,451,944</b>

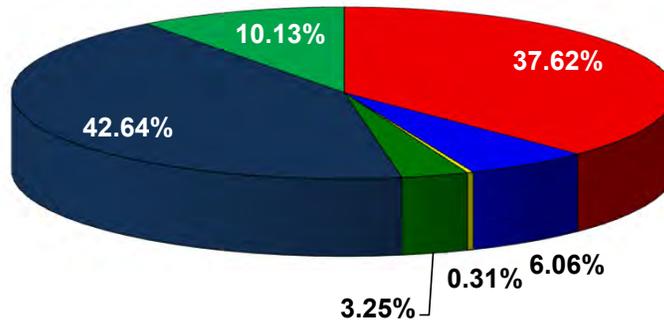
## Summary of All Departments

### Combined Summary of Expenses

	<u>Actual</u> <u>2017-2018</u>	<u>Actual</u> <u>2018-2019</u>	<u>Budget</u> <u>2019-2020</u>	<u>Budget</u> <u>2020-2021</u>	<u>Increase</u> <u>(Decrease)</u>
<b><u>Expenses:</u></b>					
Governing Body	43,466	40,194	55,876	51,707	(4,169)
City Administration	2,826,279	2,862,790	3,086,808	3,192,642	105,834
General Government	1,170,889	1,639,344	3,982,946	3,995,047	12,101
Planning	363,947	539,400	762,296	714,236	(48,060)
Public Safety	6,402,608	6,746,126	7,028,926	7,248,821	219,895
Cultural Arts & Recreation	461,528	477,386	484,333	545,936	61,603
Public Works	6,491,073	6,362,674	9,973,319	9,739,471	(233,848)
Public Utilities	8,936,670	8,337,729	12,244,572	13,854,627	1,510,056
Building	513,231	550,654	665,699	582,916	(82,783)
Pension	2,314,469	2,669,092	2,318,256	2,259,703	(58,553)
<b>Total Expenses</b>	<b><u>29,524,159</u></b>	<b><u>30,225,390</u></b>	<b><u>40,603,031</u></b>	<b><u>42,185,107</u></b>	<b><u>1,482,077</u></b>
<b><u>Resource Allocation:</u></b>					
Personnel Services	10,864,195	11,378,407	12,259,922	12,257,107	(2,815)
Operating Expenses	11,592,885	13,110,069	13,673,457	15,032,033	1,358,576
Capital Outlay	3,575,670	2,409,709	8,185,110	8,094,022	(91,088)
Debt Service	2,112,280	2,034,557	2,159,608	2,194,688	35,080
Transfers	1,379,129	1,292,648	4,324,934	4,607,257	282,323
<b>Total Resource Allocation:</b>	<b><u>29,524,159</u></b>	<b><u>30,225,390</u></b>	<b><u>40,603,031</u></b>	<b><u>42,185,107</u></b>	<b><u>1,582,076</u></b>
<b>Summary of Authorized Positions</b>					
			<u>2019-2020</u>	<u>2020-2021</u>	
<b>Department</b>					
Governing Body			5.00	5.00	
City Administration			23.00	23.00	
General Government			2.25	2.25	
Planning and Zoning			3.80	3.80	
Building and Code Enforcement			7.75	7.75	
Public Safety			83.00	83.00	
Parks and Recreation			5.00	5.00	
Public Works			26.80	26.80	
Public Utilities			22.20	22.20	
Pension			0.00	0.00	
			<b><u>178.80</u></b>	<b><u>178.80</u></b>	

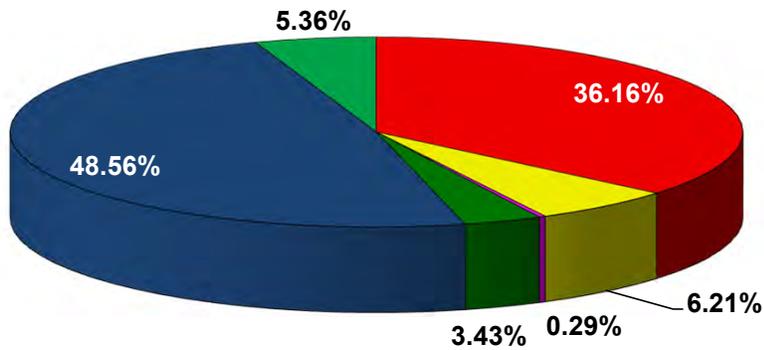
**CITY OF ATLANTIC BEACH**  
**TOTAL REVENUES AND EXPENDITURES**  
**BY FUND TYPE**

**Total 2021 Revenues**



- |   |   |
|---|---|
| <span style="color: red;">■</span> General Fund             | <span style="color: blue;">■</span> Special Revenue Funds |
| <span style="color: yellow;">■</span> Governmental Projects | <span style="color: green;">■</span> Debt Service Funds   |
| <span style="color: darkblue;">■</span> Enterprise Funds    | <span style="color: lightgreen;">■</span> Trust Funds     |

**Total 2021 Expenses**



- |   |   |
|---|---|
| <span style="color: red;">■</span> General Fund           | <span style="color: yellow;">■</span> Special Revenue Funds |
| <span style="color: magenta;">■</span> Debt Service Funds | <span style="color: green;">■</span> Gov. Capital Projects  |
| <span style="color: darkblue;">■</span> Enterprise Funds  | <span style="color: lightgreen;">■</span> Trust Funds       |

# City of Atlantic Beach

Citizens of Atlantic Beach

City Commission

City Clerk  
FTE: 3

City Manager  
FTE: 3

City Attorney

Finance  
FTE: 13

Information  
Technology  
FTE: 2

Recreation &  
Special Events  
FTE: 3

Human Resources  
FTE: 2

Planning & Zoning  
FTE: 3.10

General Gov't  
FTE: .25

Building Department  
FTE: 6.65

Police  
FTE: 43

Code Enforcement  
FTE: 1

Lifeguards

Public Works  
FTE: 17.80

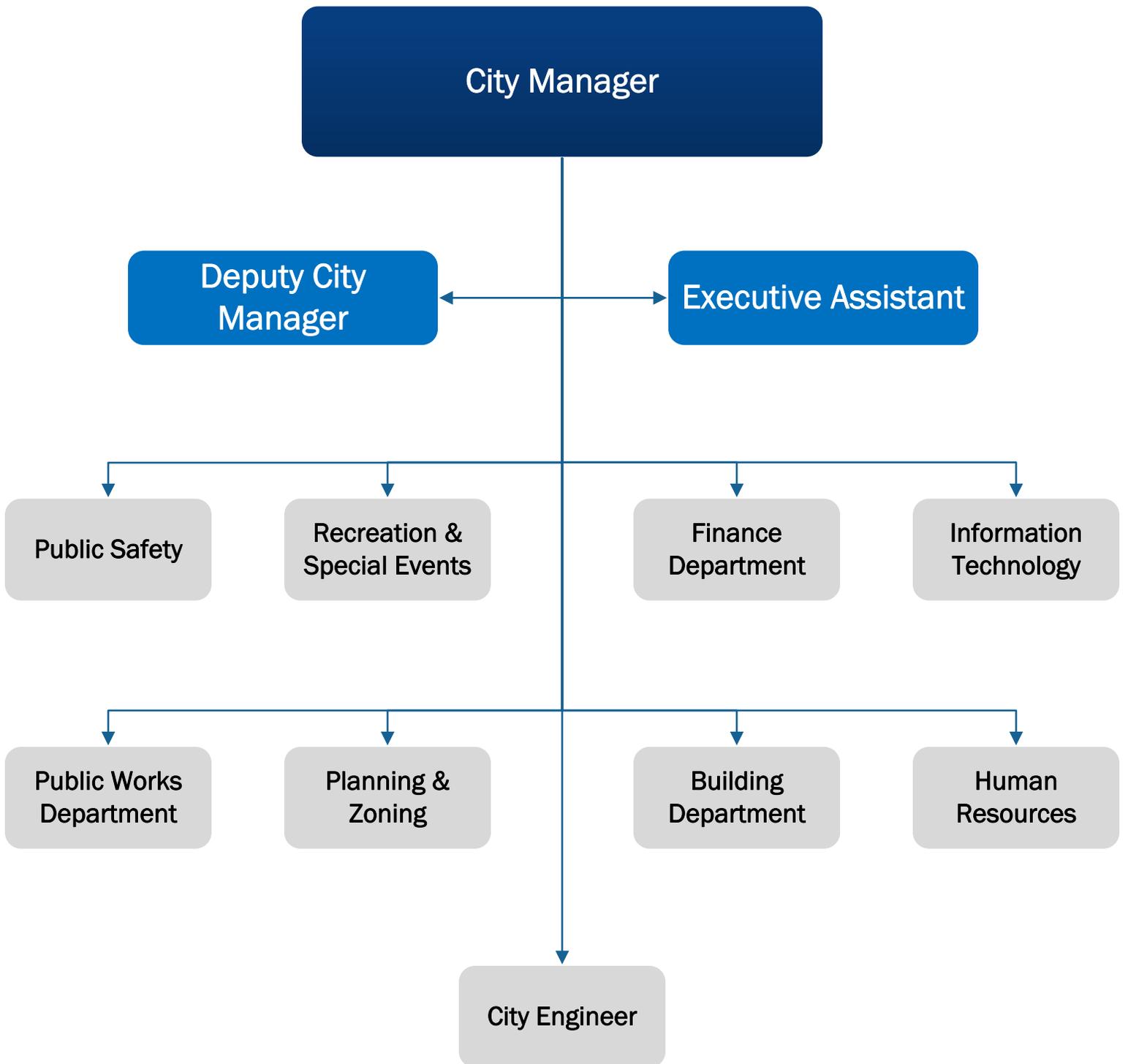
Public Utilities  
FTE: 22.20

Park Maintenance  
FTE: 7

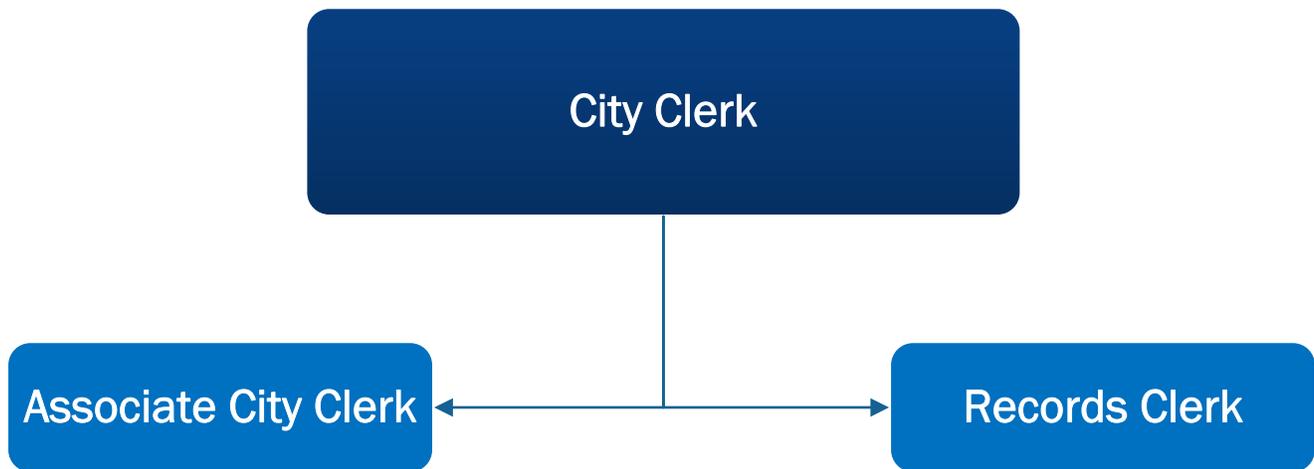
Beautification  
FTE: 1

Building  
Maintenance  
FTE: 2

# City Manager's Office



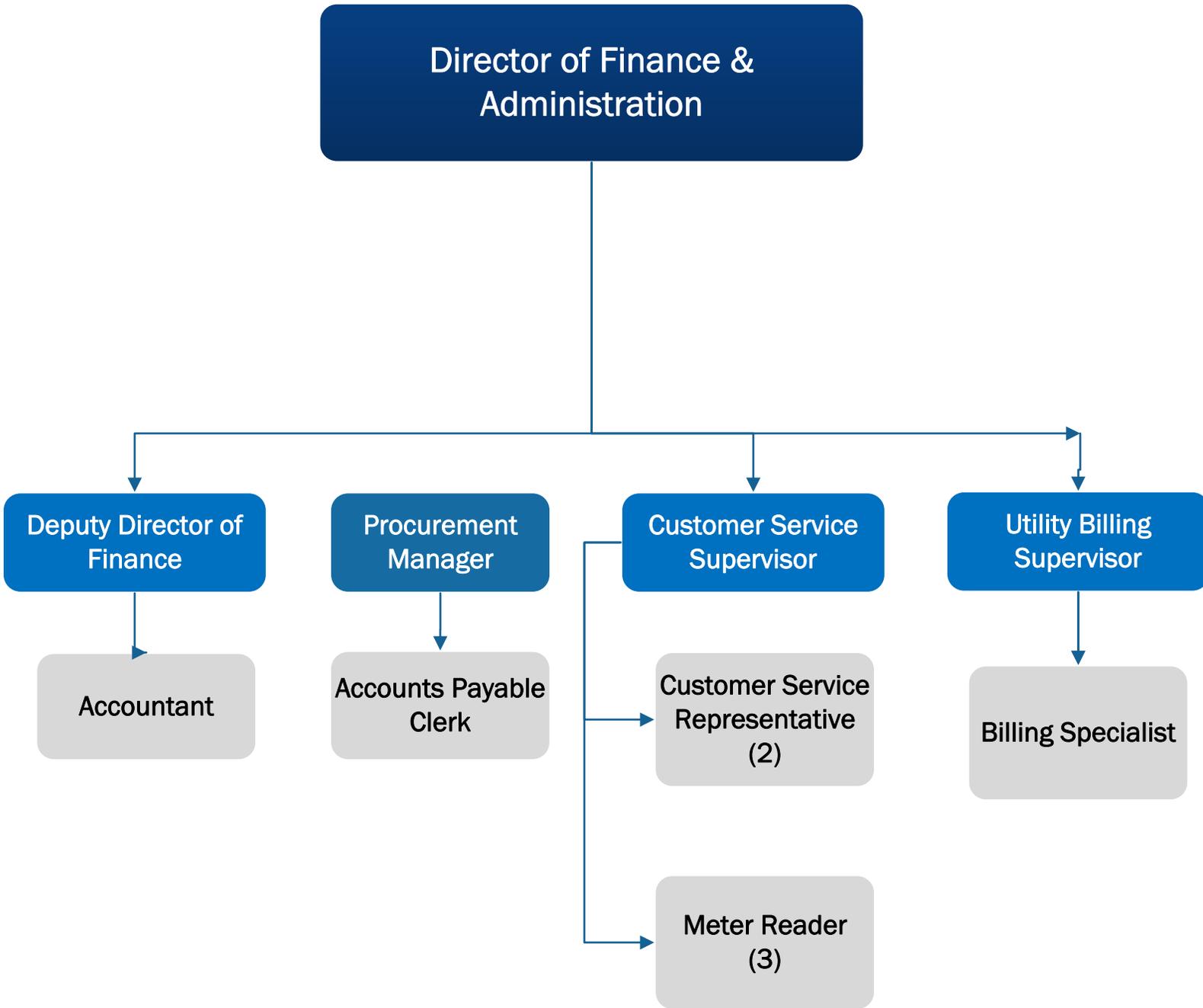
## City Clerk's Office



## City Attorney



# Finance & Administration Department



# Public Utilities

Director of Public Utilities

Administrative Assistant

Inventory/  
Procurement Specialist

Distribution Superintendent

Wastewater Superintendent

Chief Water Plant Operator

Inspector

Distribution/  
Collection Operator  
(5)

Locator

Water/Wastewater Superintendent

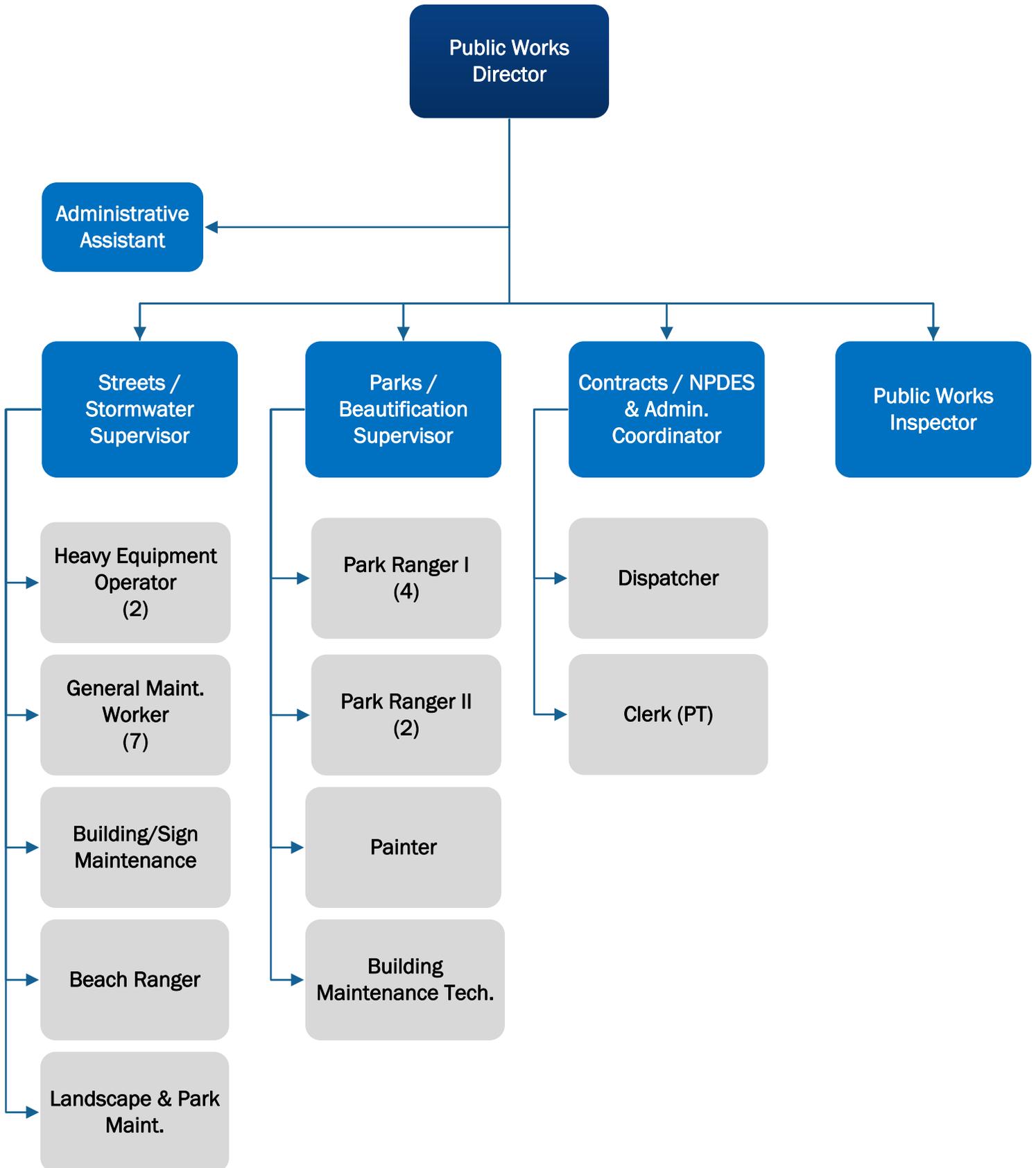
Heavy Equipment Operator

Water/Wastewater Plant Operator  
(6)

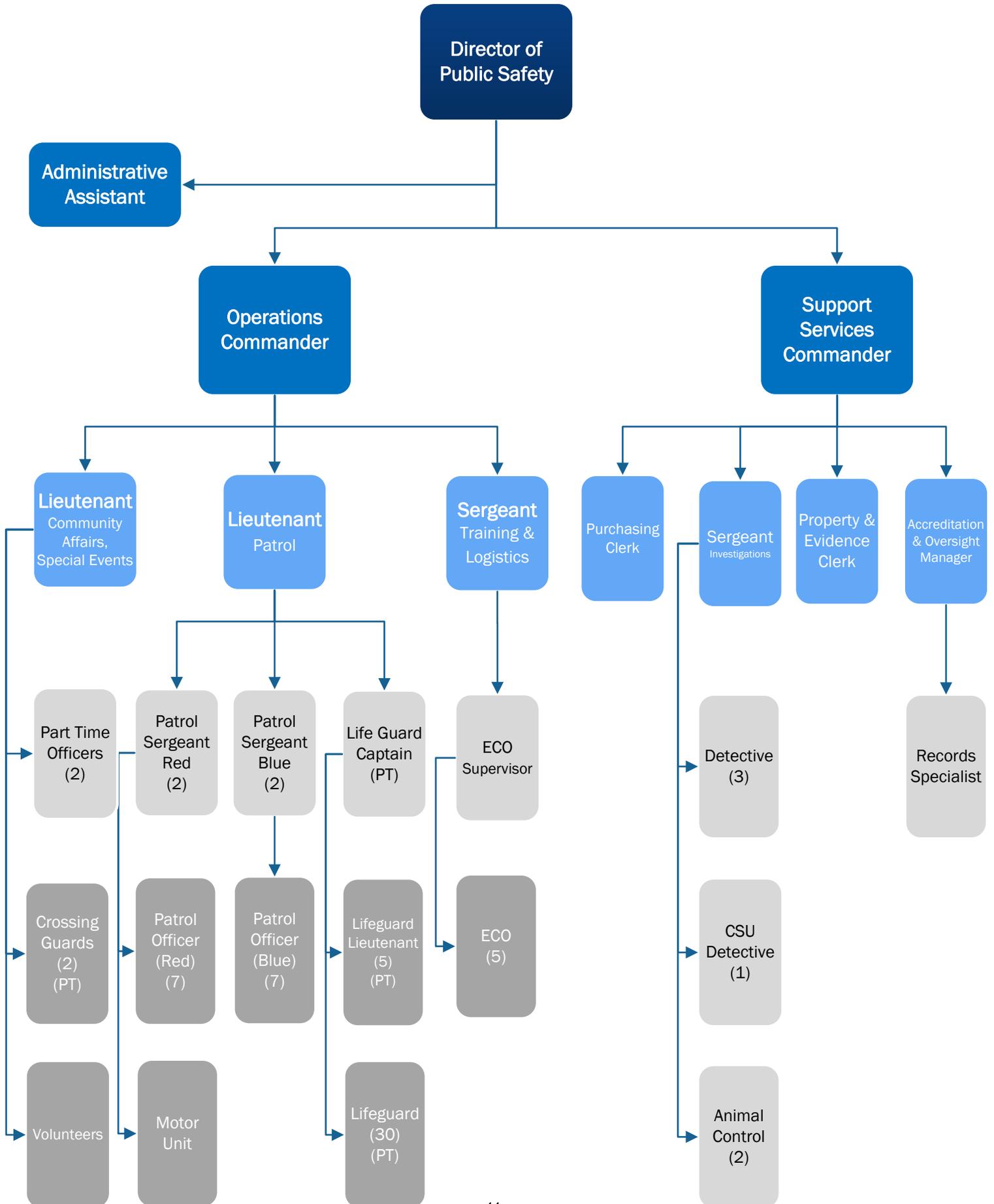
Lift Station Technician

Utility Mechanic

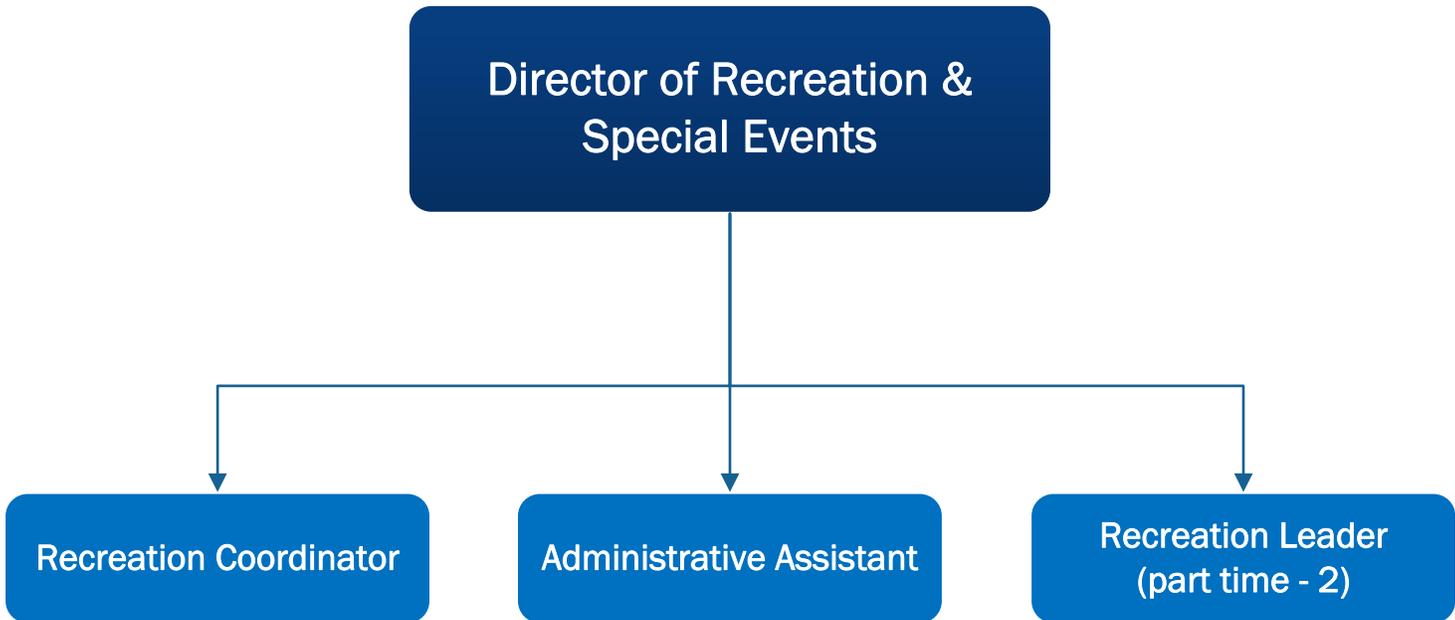
# Public Works



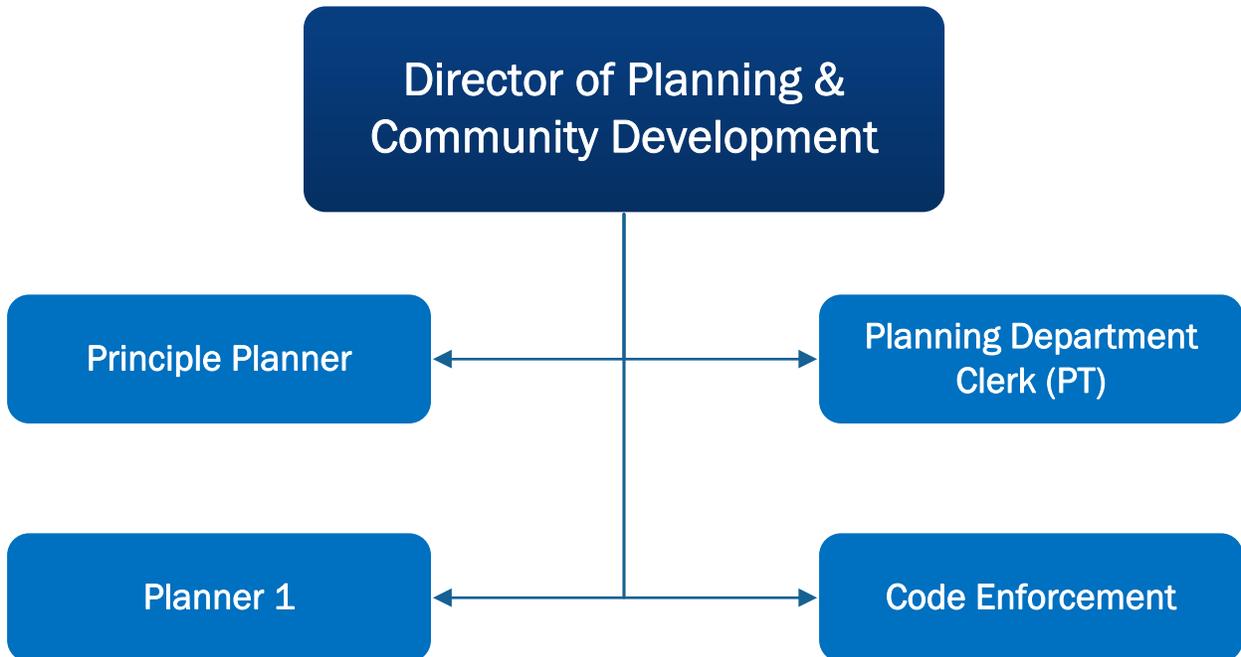
# Public Safety Department



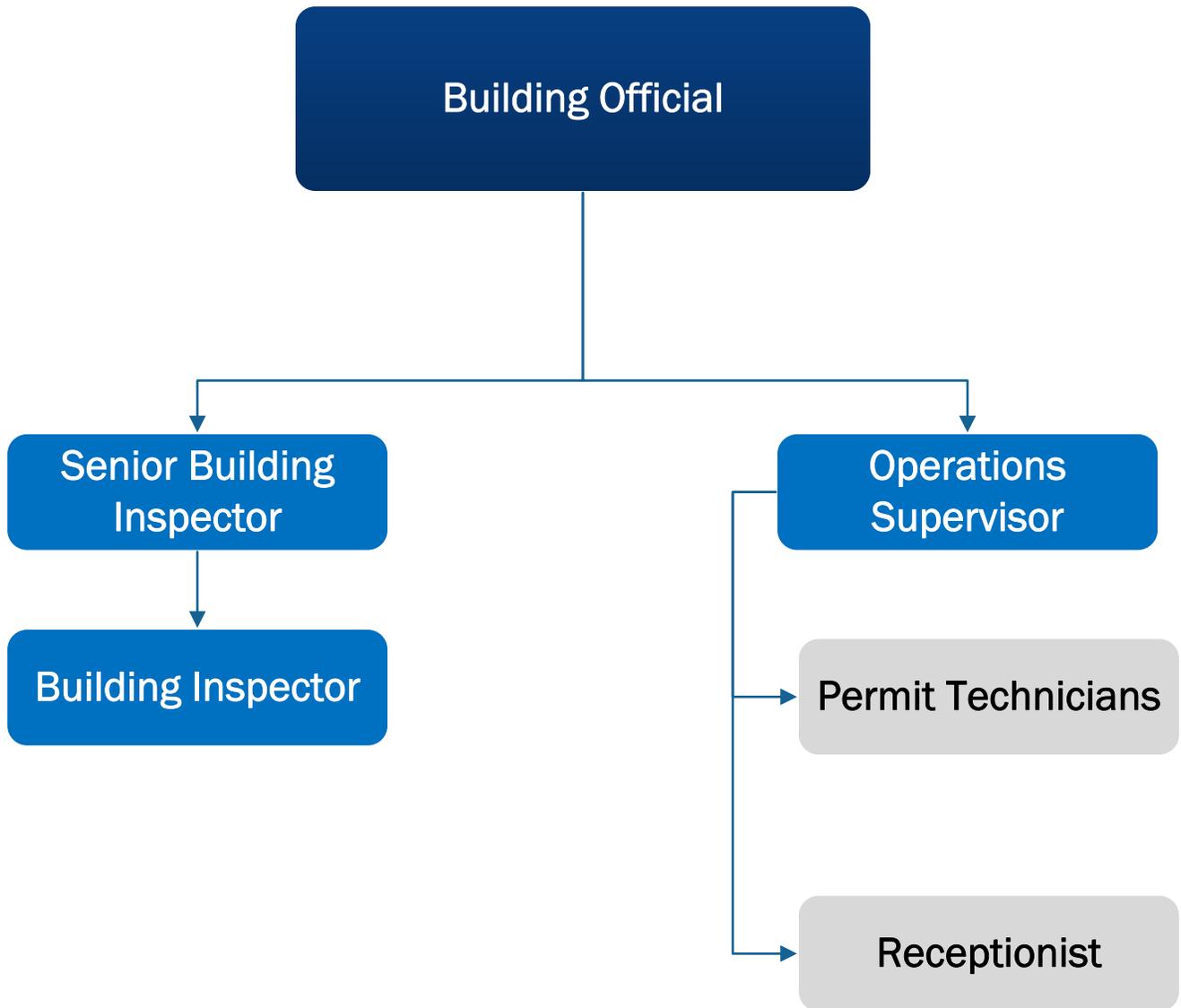
# Recreation & Special Events



# Community Development Department



# Building Department



# Human Resources

Director of Human Resources



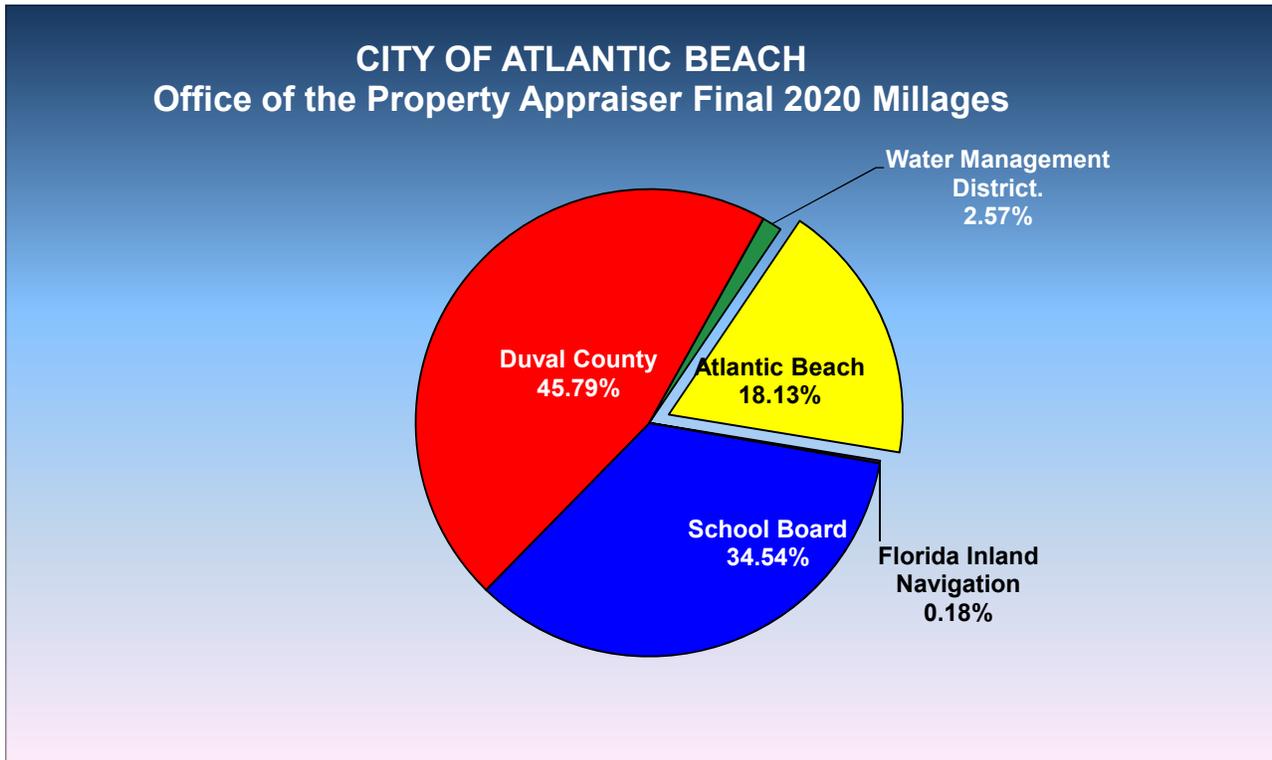
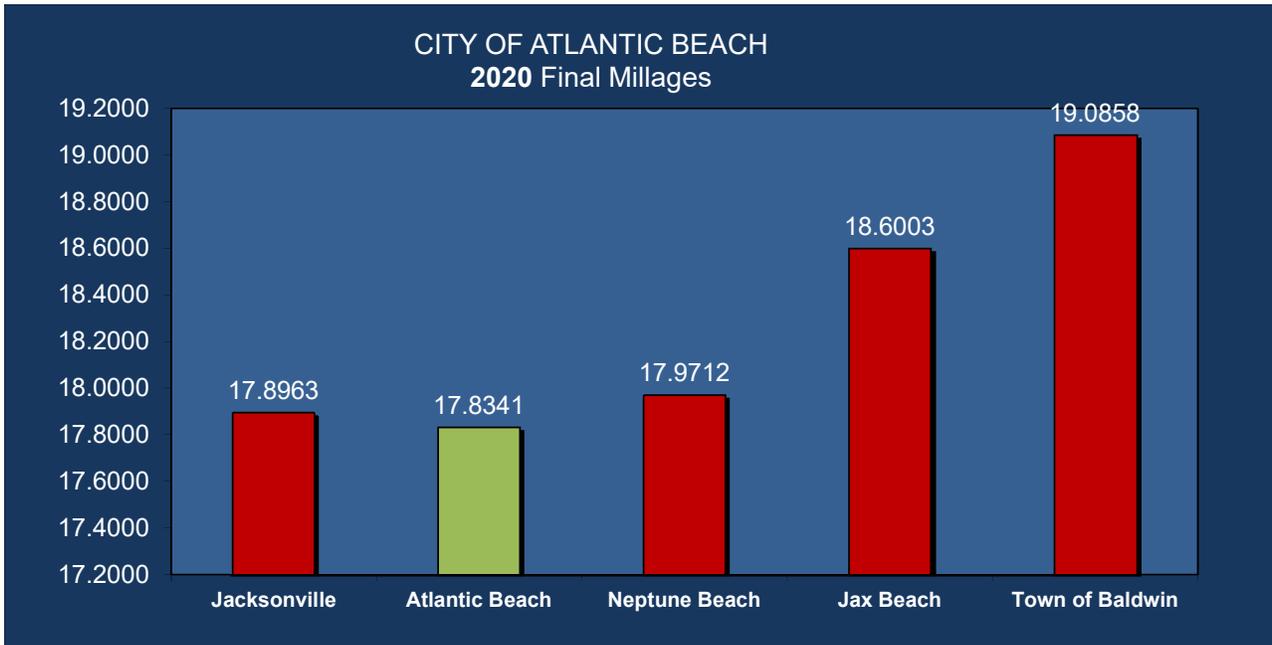
Human Resources  
Assistant

# Information Technology Department

System Administrator  
(2)

### Summary of 2020 Millages

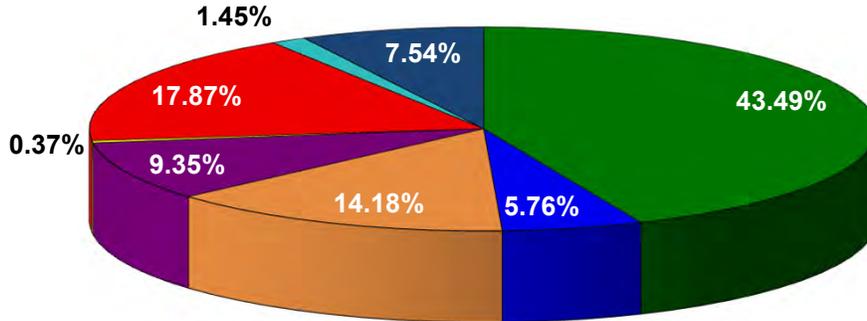
District	Urban Service District	School Board	Duval County	Water Management	Inland Navigation	Total
Jacksonville	0.0000	6.1500	11.4419	0.2724	0.0320	<b>17.8963</b>
Atlantic Beach	3.2285	6.1500	8.1512	0.2724	0.0320	<b>17.8341</b>
Neptune Beach	3.3656	6.1500	8.1512	0.2724	0.0320	<b>17.9712</b>
Jax Beach	3.9947	6.1500	8.1512	0.2724	0.0320	<b>18.6003</b>
Town of Baldwin	3.0002	6.1500	9.6312	0.2724	0.0320	<b>19.0858</b>



**CITY OF ATLANTIC BEACH**

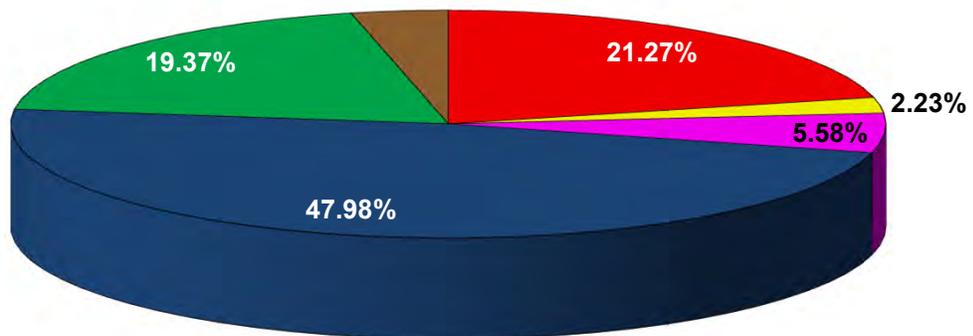
**TOTAL REVENUES AND EXPENDITURES  
GENERAL FUND**

**Total 2021 General Fund Revenues**



- |                         |                             |
|-------------------------|-----------------------------|
| ■ Ad Valorem Taxes      | ■ Licenses and Permits      |
| ■ Intergovernmental     | ■ Interfund Transfers       |
| ■ Fines and Forfeitures | ■ Charges for Services      |
| ■ Miscellaneous         | ■ Utility, & Business Taxes |

**Total 2021 General Fund Expenses**



- |                       |                            |
|-----------------------|----------------------------|
| ■ City Administration | ■ Planning and Development |
| ■ General Government  | ■ Public Safety            |
| ■ Public Works        | ■ Parks and Recreation     |

**City of Atlantic Beach**  
**Combined Summary of Revenues and Expenditures**  
**General Fund**

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>Beginning Fund Balance</b>	<b>7,054,223</b>	<b>7,077,821</b>	<b>5,701,293</b>	<b>5,709,018</b>	<b>7,725</b>
<b>Revenues</b>					
Taxes	5,848,296	6,163,947	7,049,715	7,568,185	518,470
Licenses and Permits	887,742	868,477	903,106	854,039	(49,067)
Intergovernmental Revenues	1,839,579	2,019,814	2,209,867	2,103,188	(106,679)
Charges for Services	2,297,627	2,374,573	2,544,823	2,649,495	104,672
Fines and Forfeitures	111,427	90,781	113,090	54,681	(58,409)
Miscellaneous	109,928	17,895	235,857	214,525	(21,332)
Interfund Transfers	1,330,445	1,135,245	1,345,908	1,386,373	40,465
<b>Total Revenues</b>	<b>12,425,044</b>	<b>12,670,733</b>	<b>14,402,366</b>	<b>14,830,486</b>	<b>428,120</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>19,479,267</b>	<b>19,748,554</b>	<b>20,103,659</b>	<b>20,539,504</b>	<b>435,845</b>
<b>Expenditures</b>					
City Administration	2,769,488	2,902,984	3,142,684	3,244,349	101,665
Planning and Community Development	154,168	444,701	374,764	339,700	(35,064)
General Government	601,148	723,354	770,410	851,779	81,369
Public Safety	5,919,798	6,743,471	7,026,358	7,318,357	291,999
Public Works	1,490,868	2,755,364	3,024,010	2,954,041	(69,969)
Recreation Programs and Events	1,285,292	477,386	484,333	545,936	61,603
<b>DIVISION TOTALS</b>	<b>12,220,762</b>	<b>14,047,261</b>	<b>14,822,559</b>	<b>15,254,162</b>	<b>431,603</b>
<b>Other Financing Uses</b>					
<b>Ending Fund Balance</b>	<b>7,077,821</b>	<b>5,701,293</b>	<b>5,281,100</b>	<b>5,285,341</b>	<b>4,241</b>
<b>Total Expenses and Fund Balance</b>	<b>19,479,267</b>	<b>19,748,554</b>	<b>20,103,659</b>	<b>20,539,504</b>	<b>435,845</b>
<b>Resource Allocation</b>					
Personnel Services	7,535,383	8,737,252	9,082,972	9,310,342	227,370
Operating Expenses	4,085,372	4,767,386	5,040,990	5,548,798	507,808
Capital Outlay	495,782	542,623	698,597	395,022	(303,575)
Debt Service					
Transfers	104,225				
<b>Total</b>	<b>12,220,762</b>	<b>14,047,261</b>	<b>14,822,559</b>	<b>15,254,162</b>	<b>431,603</b>

**City of Atlantic Beach**

**Summary of Revenues**

**General Fund**

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>Taxes</b>					
Ad Valorem Tax	4,730,476	5,063,409	5,950,351	6,450,028	499,677
Utility Service Tax					
Electricity	521,161	498,379	492,708	525,945	33,237
Propane, Natural Gas & Fuel Oil	15,229	16,262	15,470	12,445	(3,025)
Subtotal-Utility Service Tax	<u>536,390</u>	<u>514,641</u>	<u>508,178</u>	<u>538,390</u>	<u>30,212</u>
Communication Services Tax	479,551	497,133	478,640	463,767	(14,873)
Local Business Tax	<u>101,879</u>	<u>88,764</u>	<u>112,546</u>	<u>116,000</u>	<u>3,454</u>
<b>Total Taxes</b>	<b>5,848,296</b>	<b>6,163,947</b>	<b>7,049,715</b>	<b>7,568,185</b>	<b>518,470</b>
<b>Permits, Fees, &amp; Assessments</b>					
Building Permits					
Franchise Fees					
Electricity	843,560	797,940	842,299	783,339	(58,960)
Natural Gas	4,550	3,054		10,000	10,000
Subtotal-Franchise Fees	<u>848,110</u>	<u>800,994</u>	<u>842,299</u>	<u>793,339</u>	<u>(48,960)</u>
Impact Fees-Transportation					
Other Permits and Fees					
Plan Review & Other Fees	39,632	67,483	60,807	60,700	(107)
<b>Total Permits, Fees, &amp; Assessments</b>	<b>887,742</b>	<b>868,477</b>	<b>903,106</b>	<b>854,039</b>	<b>(49,067)</b>
<b>Intergovernmental Revenues</b>					
Federal Grants					
Economic Environment (FEMA)		62,595	157,312	150,000	(7,312)
Public Safety					
Subtotal-Federal Grants		<u>62,595</u>	<u>157,312</u>	<u>150,000</u>	<u>(7,312)</u>
State Grants					
Economic Environment (FEMA)		10,433			
State-Shared Revenues					
State Revenue Sharing Proceeds	452,384	468,330	500,077	463,113	(36,964)
Mobile Home License Tax	8,085	7,099	6,668	7,000	332
Alcoholic Beverage License Tax	11,414	15,208	17,186	15,500	(1,686)
Local Govt Half-Cent Sales Tax	1,366,992	1,456,150	1,526,774	1,465,725	(61,049)
Motor Fuel Tax Rebate	404		1,500	1,500	
Subtotal-State-Shared Revenues	<u>1,839,279</u>	<u>1,946,786</u>	<u>2,052,205</u>	<u>1,952,838</u>	<u>(99,367)</u>
Local Grants					
Misc. Local Grant					
Recreation	300		350	350	
Subtotal-Local Grants	<u>300</u>		<u>350</u>	<u>350</u>	
<b>Total Intergovernmental Revenues</b>	<b>1,839,579</b>	<b>2,019,814</b>	<b>2,209,867</b>	<b>2,103,188</b>	<b>(106,679)</b>

## City of Atlantic Beach

### Summary of Revenues

#### General Fund

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Charges for Services</b>					
Internal Service Fund Charges	1,522,863	1,581,091	1,701,852	1,799,637	97,785
Other Genl Govt Charges & Fees	6,192	5,196	5,595	4,200	(1,395)
Service Charges					
Public Safety	337,691	361,518	380,733	392,761	12,028
Parking Facilities	6,688	6,813	6,602	7,000	398
Other Transportation	118,151	107,269	120,550	121,328	778
Animal Control	10,196	7,153	8,819	6,900	(1,919)
Lifeguard & Beach Maintenance	231,583	238,260	253,057	259,519	6,462
Recreation & Cultural Events	9,868	12,490	11,420	7,150	(4,270)
Recreation Facilities	54,397	54,785	56,195	51,000	(5,195)
<b>Total Charges for Services</b>	<b>2,297,627</b>	<b>2,374,573</b>	<b>2,544,823</b>	<b>2,649,495</b>	<b>104,672</b>
<b>Judgments, Fines, &amp; Forfeits</b>					
Fines					
Traffic	32,740	39,501	43,510	34,481	(9,029)
Parking	25,830	23,900	24,380	10,000	(14,380)
Dog	100	230	100	100	
Other	52,757	27,150	45,100	10,100	(35,000)
Subtotal-Fines	111,427	90,781	113,090	54,681	(58,409)
<b>Total Judgments, Fines &amp; Forfeits</b>	<b>111,427</b>	<b>90,781</b>	<b>113,090</b>	<b>54,681</b>	<b>(58,409)</b>
<b>Miscellaneous Revenues</b>					
Interest	31,436	(18,294)	180,000	180,000	
Disposition of Fixed Assets	4,340	32,192	25,000	25,000	
Donations from Private Sources	22,838	1,808	21,382		(21,382)
Settlements & Insurance Reimburse	37,693				
Other	13,622	2,189	9,475	9,525	50
<b>Total Miscellaneous Revenues</b>	<b>109,928</b>	<b>17,895</b>	<b>235,857</b>	<b>214,525</b>	<b>(21,332)</b>
<b>Other Sources</b>					
Transfer from Capital Projects Fund	240,000		94,432		(94,432)
Transfer from Local Option Gas Tax Fund	230,000	232,300	234,623	212,843	(21,780)
Contribution from Water Fund	195,614	203,934	298,571	345,511	46,940
Contribution from Sewer Fund	428,205	440,286	441,495	488,435	46,940
Contribution from Sanitation Fund	236,626	258,725	276,787	339,584	62,797
Contribution from Building Fund					
Contribution from Storm Water Fund					
<b>Total Other Sources</b>	<b>1,330,445</b>	<b>1,135,245</b>	<b>1,345,908</b>	<b>1,386,373</b>	<b>40,465</b>
<b>Grand Total</b>	<b>12,425,044</b>	<b>12,670,733</b>	<b>14,402,366</b>	<b>14,830,486</b>	<b>428,120</b>

## City of Atlantic Beach

### Summary of Expenditures by Division

#### General Fund

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>City Administration</b>					
City Commission	38,722	40,194	55,876	51,707	(4,169)
City Manager	353,961	437,648	442,223	437,442	(4,781)
City Clerk	279,176	317,875	358,543	398,300	39,757
Finance	896,790	1,019,090	1,103,301	1,141,432	38,131
Information Technology	699,121	680,175	782,592	820,890	38,298
Human Resources	220,351	242,047	250,149	244,578	(5,571)
Legal Counsel	281,368	165,955	150,000	150,000	
<b>Total</b>	<b><u>2,769,488</u></b>	<b><u>2,902,984</u></b>	<b><u>3,142,684</u></b>	<b><u>3,244,349</u></b>	<b><u>101,665</u></b>
<b>Planning and Community Development</b>	<b><u>154,168</u></b>	<b><u>444,701</u></b>	<b><u>374,764</u></b>	<b><u>339,700</u></b>	<b><u>(35,064)</u></b>
<b>General Government</b>	<b><u>601,148</u></b>	<b><u>723,354</u></b>	<b><u>770,410</u></b>	<b><u>851,779</u></b>	<b><u>81,369</u></b>
<b>Police Department</b>					
Administration	788,973	1,062,488	1,236,709	1,154,591	(92,118)
Patrol	3,020,481	3,371,145	3,152,365	3,388,322	235,957
Detective	222,633	291,155	386,368	446,190	59,822
Dispatch	310,169	372,451	361,068	398,718	37,650
Animal Control	108,380	88,887	96,155	116,205	20,050
School Crossing Guards	10,122	10,929	16,694	15,207	(1,487)
<b>Total</b>	<b><u>4,460,758</u></b>	<b><u>5,197,054</u></b>	<b><u>5,249,359</u></b>	<b><u>5,519,233</u></b>	<b><u>259,874</u></b>
<b>Fire</b>					
Fire Control / Rescue	1,139,919	1,217,958	1,338,308	1,382,737	39,722
Lifeguards	248,642	257,791	332,259	321,851	(10,408)
<b>Total</b>	<b><u>1,388,562</u></b>	<b><u>1,475,750</u></b>	<b><u>1,670,567</u></b>	<b><u>1,704,588</u></b>	<b><u>29,314</u></b>
<b>Code Enforcement</b>	<b><u>70,478</u></b>	<b><u>70,667</u></b>	<b><u>106,432</u></b>	<b><u>94,536</u></b>	<b><u>(11,896)</u></b>
<b>Public Works</b>					
Administration	353,687	427,275	543,026	575,163	32,137
Fleet Maintenance	244,742	263,988	299,090	307,090	8,000
Streets and Road Maintenance	892,440	1,111,720	1,202,864	1,116,833	(86,031)
Landscape Improvements	14,867	55,236	51,307	85,158	33,851
Parks Maintenance	879,165	897,146	927,723	869,797	(57,926)
<b>Total</b>	<b><u>2,384,899</u></b>	<b><u>2,755,364</u></b>	<b><u>3,024,010</u></b>	<b><u>2,954,041</u></b>	<b><u>(69,969)</u></b>
<b>Recreation</b>					
Administration and Activities	391,261	477,386	484,333	545,936	61,603
<b>Total</b>	<b><u>391,261</u></b>	<b><u>477,386</u></b>	<b><u>484,333</u></b>	<b><u>545,936</u></b>	<b><u>61,603</u></b>
<b>Grand Total</b>	<b><u>12,220,762</u></b>	<b><u>14,047,261</u></b>	<b><u>14,822,559</u></b>	<b><u>15,254,162</u></b>	<b><u>416,896</u></b>

**City of Atlantic Beach**

**Combined Summary of Revenues and Expenditures**

**Special Revenue Funds**

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>Beginning Fund Balance</b>	<b>1,133,825</b>	<b>1,978,801</b>	<b>2,279,503</b>	<b>2,128,914</b>	<b>(150,589)</b>
<b>Revenues</b>					
Community Dev. Block Grant	266,317		200,000	97,000	(103,000)
Convention Dev. Tax Fund	115,291	127,935	139,563	88,409	(51,154)
Better Jax Half Cent Sales Tax	903,981	952,357	1,039,345	1,733,123	693,778
Local Option Gas Tax Fund	501,532	505,136	499,642	462,918	(36,724)
Police Grant Funds	77,110	42,000	59,000		(59,000)
Police Special Revenue Funds	29,089	24,991	35,534	7,147	(28,387)
Grant Funds - Miscellaneous					
Community Redevelopment Fund	50,000				
Tree Protection Fund	42,586	14,821			
<b>Total Revenues</b>	<b>1,985,905</b>	<b>1,667,240</b>	<b>1,973,084</b>	<b>2,388,597</b>	<b>415,513</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>3,119,730</b>	<b>3,646,041</b>	<b>4,252,587</b>	<b>4,517,511</b>	<b>264,924</b>
<b>Expenditures</b>					
Community Dev. Block Grant	318,916		200,000	200,000	
Convention Dev. Tax Fund		59,024	518,458	255,884	(262,574)
Better Jax Half Cent Sales Tax	662,220	834,116	910,000	1,320,000	410,000
Local Option Gas Tax Fund	230,000	448,010	704,623	737,843	33,220
Police Grant Funds	65,016	42,000	59,000		(59,000)
Police Special Revenue Funds	52,966	31,322	50,000	25,000	(25,000)
Grant Funds - Miscellaneous					
Community Redevelopment Fund		513	50,000	50,000	
Tree Protection Fund	18,766	23,519	31,100	30,000	(1,100)
<b>DIVISION TOTALS</b>	<b>1,347,883</b>	<b>1,438,504</b>	<b>2,523,181</b>	<b>2,618,727</b>	<b>95,546</b>
<b>Other Financing Uses</b>	<b>38,216</b>	<b>17,041</b>			
<b>Ending Fund Balance</b>	<b>1,733,631</b>	<b>2,190,496</b>	<b>1,729,406</b>	<b>1,898,784</b>	<b>169,378</b>
<b>Total Expenses and Fund Balance</b>	<b>3,119,730</b>	<b>3,646,041</b>	<b>4,252,587</b>	<b>4,517,511</b>	<b>264,924</b>
<b>Resource Allocation</b>					
Personnel Services	62,800	42,000			
Operating Expenses	43,546	293,343	611,100	555,000	(56,100)
Capital Outlay	411,537	668,161	704,000	865,000	161,000
Debt Service					
Transfers	830,000	435,000	1,208,081	1,198,727	(9,354)
<b>Total</b>	<b>1,347,883</b>	<b>1,438,504</b>	<b>2,523,181</b>	<b>2,618,727</b>	<b>95,546</b>

**City of Atlantic Beach**  
**Combined Summary of Revenues and Expenditures**  
**Enterprise Funds**

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>Beginning Fund Balance</b>	<b>12,428,680</b>	<b>12,834,136</b>	<b>14,702,222</b>	<b>12,475,359</b>	<b>(2,226,863)</b>
<b>Revenues</b>					
Water Utility	3,641,486	3,602,572	4,802,359	4,813,112	10,753
Sewer Utility	5,722,265	5,593,496	6,655,867	6,910,779	254,912
Sanitation	1,890,862	3,068,601	1,924,624	1,923,702	(922)
Storm Water Utility	1,192,226	1,123,439	2,992,326	2,681,469	(310,857)
Building Code Enforcement	506,734	527,661	552,918	479,516	(73,402)
<b>Total Revenues</b>	<b>12,953,572</b>	<b>13,915,768</b>	<b>16,928,094</b>	<b>16,808,578</b>	<b>(119,516)</b>
<b>Other Financing Sources</b>	<b>299,597</b>				
<b>Total Resources</b>	<b>25,681,850</b>	<b>26,749,904</b>	<b>31,630,316</b>	<b>29,283,937</b>	<b>(2,346,379)</b>
<b>Expenditures</b>					
Water Utility	2,784,148	2,913,798	5,417,140	5,333,757	(83,383)
Sewer Utility	6,152,523	5,423,931	6,827,432	8,520,870	1,693,438
Sanitation	2,213,671	1,708,523	1,931,668	2,089,254	157,586
Storm Water Utility	1,088,064	1,450,776	4,313,018	3,958,333	(354,685)
Building Code Enforcement	461,804	550,654	665,699	582,916	(82,783)
<b>DIVISION TOTALS</b>	<b>12,700,210</b>	<b>12,047,682</b>	<b>19,154,957</b>	<b>20,485,130</b>	<b>1,330,173</b>
<b>Other Financing Uses</b>					
<b>Ending Fund Balance</b>	<b>12,981,639</b>	<b>14,702,222</b>	<b>12,475,359</b>	<b>8,798,807</b>	<b>(3,676,552)</b>
<b>Total Expenses and Fund Balance</b>	<b>25,681,850</b>	<b>26,749,904</b>	<b>31,630,316</b>	<b>29,283,937</b>	<b>(2,346,379)</b>
<b>Resource Allocation</b>					
Personnel Services	2,657,474	2,599,155	3,176,950	2,946,765	(230,185)
Operating Expenses	5,151,389	5,380,247	5,703,111	6,668,531	965,420
Capital Outlay	1,914,770	1,195,925	5,316,893	5,587,500	270,607
Debt Service	2,116,132	2,014,707	2,041,150	2,073,804	32,654
Transfers	860,445	857,648	2,916,853	3,208,530	291,677
<b>Total</b>	<b>12,700,210</b>	<b>12,047,683</b>	<b>19,154,957</b>	<b>20,485,130</b>	<b>1,330,173</b>

**City of Atlantic Beach**

**Combined Summary of Revenues and Expenditures**

**Trust and Agency Funds**

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>Beginning Fund Balance</b>	<b>25,999,509</b>	<b>29,084,440</b>	<b>29,746,347</b>	<b>31,654,039</b>	<b>1,907,692</b>
<b>Revenues</b>					
General Employee Pension	3,158,476	2,225,129	2,314,519	2,338,639	24,120
Police Employee Pension	2,060,447	1,068,528	1,911,429	1,655,610	(255,819)
<b>Total Revenues</b>	<b>5,218,923</b>	<b>3,293,657</b>	<b>4,225,948</b>	<b>3,994,249</b>	<b>(231,699)</b>
<b>Other Financing Sources</b>	<b>37,342</b>	<b>37,342</b>			
<b>Total Resources</b>	<b>31,255,774</b>	<b>32,415,440</b>	<b>33,972,295</b>	<b>35,648,288</b>	<b>1,675,993</b>
<b>Expenditures</b>					
General Employee Pension	1,441,509	1,443,869	1,447,392	1,400,229	(47,163)
Police Employee Pension	729,825	1,225,223	870,864	859,475	(11,389)
<b>DIVISION TOTALS</b>	<b>2,171,334</b>	<b>2,669,092</b>	<b>2,318,256</b>	<b>2,259,703</b>	<b>(58,553)</b>
<b>Other Financing Uses</b>					
<b>Ending Fund Balance</b>	<b>29,084,440</b>	<b>29,746,347</b>	<b>31,654,039</b>	<b>33,388,585</b>	<b>1,734,546</b>
<b>Total Expenses and Fund Balance</b>	<b>31,255,774</b>	<b>32,415,440</b>	<b>33,972,295</b>	<b>35,648,288</b>	<b>1,675,993</b>
<b>Resource Allocation</b>					
Personnel Services					
Operating Expenses	2,171,334	2,669,092	2,318,256	2,259,703	(58,553)
Capital Outlay					
Debt Service					
Transfers					
<b>Total</b>	<b>2,171,334</b>	<b>2,669,092</b>	<b>2,318,256</b>	<b>2,259,703</b>	<b>(58,553)</b>

# Governing Body



# Governing Body

## Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
General Fund Resources	43,466	40,194	55,876	51,707	(4,169)
<b>Total Revenues</b>	<b>43,466</b>	<b>40,194</b>	<b>55,876</b>	<b>51,707</b>	<b>(4,169)</b>
<b>Expenses:</b>					
City Commission	43,466	40,194	55,876	51,707	(4,169)
<b>Total Expenses</b>	<b>43,466</b>	<b>40,194</b>	<b>55,876</b>	<b>51,707</b>	<b>(4,169)</b>
<b>Resource Allocation:</b>					
Personnel Services	36,484	37,263	38,226	38,607	381
Operating Expenses	6,982	2,931	17,650	13,100	(4,550)
Capital Outlay					
Debt Service					
Transfers					
<b>Total Resource Allocation:</b>	<b>43,466</b>	<b>40,194</b>	<b>55,876</b>	<b>51,707</b>	<b>(4,169)</b>
<b>Summary of Authorized Positions</b>					
				<b>2019-2020</b>	<b>2020-2021</b>
<b>City Commission</b>					
Mayor			1	1	
City Commissioner			4	4	
			5	5	
<b>Appointed Boards</b>					
Community Development Board					
Pension Board of Trustees (2)					

# City Commission

## **Purpose:**

The City Commission is the legislative and policy making body of the City. The City Commission is comprised of an elected Mayor/Commissioner, who serves two-year terms, and four City Commissioners who serve four-year terms. The City Commission is responsible for appointing the City Manager, City Clerk and City Attorney; adopting an operating budget for the City; establishing boards and committees as necessary and appointing the members thereof; passing ordinances and laws for the preservation of the public peace and order; and adopting zoning standards for the City.

## **Mission Statement:**

It is the intention of the City Commission to ensure that the City maintains and improves the residential quality of life now enjoyed by residents.

## **Issues, Trends and Highlights:**

- In order to ensure that the mission of the City is carried out, the City Commission holds annual budget workshops and solicits input from city boards, city staff, and citizens for Commission consideration.
- The City Commission conducts a priority-setting exercise each January.
- Four times a year, members of the City Commission hold Town Hall meetings to discuss matters of interest to the public.
- Included in the FY21 budget is a 1% raise for the Commission per the City code of ordinances to be based on the annual consumer price index.

**Governing Body  
City Commission**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	33,831	34,556	35,349	35,703	354
Overtime					
Special Pay					
<b>Sub-Total</b>	<b>33,831</b>	<b>34,556</b>	<b>35,349</b>	<b>35,703</b>	<b>354</b>
<b>Benefits</b>					
FICA	2,588	2,644	2,705	2,732	27
Pension					
Health and Life Insurance					
Worker and Unemploy Comp	66	64	172	172	
<b>Sub-Total</b>	<b>2,654</b>	<b>2,708</b>	<b>2,877</b>	<b>2,904</b>	<b>27</b>
<b>Total Wages and Benefits</b>	<b>36,484</b>	<b>37,263</b>	<b>38,226</b>	<b>38,607</b>	<b>381</b>
<b>OPERATING EXPENSES</b>					
Professional Services					
Contract Services					
Local Travel			4,000		(4,000)
Communications					
Postage					
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance					
Printing and Publishing	1,982	23	500	500	
Advertising and Promotions					
Aids to Government Agencies			6,200	6,000	(200)
Office Supplies					
Operating Supplies		25	150	150	
Books, Training, Memberships	4,999	2,883	6,800	6,450	(350)
Internal Service Charges					
<b>Total Operating Expenses</b>	<b>6,982</b>	<b>2,931</b>	<b>17,650</b>	<b>13,100</b>	<b>(4,550)</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>43,466</b>	<b>40,194</b>	<b>55,876</b>	<b>51,707</b>	<b>(4,169)</b>

# City Administration



## City Administration

### Combined Summary of Revenues and Expenses

	<u>Actual</u> <u>2017-2018</u>	<u>Actual</u> <u>2018-2019</u>	<u>Budget</u> <u>2019-2020</u>	<u>Budget</u> <u>2020-2021</u>	<u>Increase</u> <u>(Decrease)</u>
<b>Revenues:</b>					
General Fund Resources	2,826,279	2,862,790	3,086,808	3,192,642	105,834
<b>Total Revenues</b>	<u><b>2,826,279</b></u>	<u><b>2,862,790</b></u>	<u><b>3,086,808</b></u>	<u><b>3,192,642</b></u>	<u><b>105,834</b></u>
<b>Expenses:</b>					
City Clerk	290,160	317,875	358,543	398,300	39,757
City Manager	409,072	437,648	442,223	437,442	(4,781)
Finance and Accounting	928,173	1,019,090	1,103,301	1,141,432	38,131
Information Technology	770,920	680,175	782,592	820,890	38,298
Human Resources	228,343	242,047	250,149	244,578	(5,571)
Legal Counsel	199,611	165,955	150,000	150,000	
<b>Total Expenses</b>	<u><b>2,826,279</b></u>	<u><b>2,862,790</b></u>	<u><b>3,086,808</b></u>	<u><b>3,192,642</b></u>	<u><b>105,834</b></u>
<b>Resource Allocation:</b>					
Personal Services	1,934,506	2,092,331	2,103,017	2,226,524	123,507
Operating Expenses	820,079	741,936	919,748	905,296	(14,452)
Capital Outlay	71,694	28,522	64,043	60,822	(3,221)
Transfers					
<b>Total Resource Allocation:</b>	<u><b>2,826,279</b></u>	<u><b>2,862,790</b></u>	<u><b>3,086,808</b></u>	<u><b>3,192,642</b></u>	<u><b>105,834</b></u>
<b>Summary of Authorized Positions</b>					
			<u>2019-2020</u>	<u>2020-2021</u>	
<b>City Clerk</b>					
City Clerk			1.00	1.00	
Deputy City Clerk			1.00	1.00	
Records Clerk			1.00	1.00	
			<u><b>3.00</b></u>	<u><b>3.00</b></u>	
<b>City Manager</b>					
City Manager			1.00	1.00	
Deputy City Manager			1.00	1.00	
Executive Assistant			1.00	1.00	
			<u><b>3.00</b></u>	<u><b>3.00</b></u>	
<b>Finance</b>					
Finance Director			1.00	1.00	
Deputy Finance Director			1.00	1.00	
Accountant			1.00	1.00	
Purchasing Manager			1.00	1.00	
Utility Billing Supervisor			1.00	1.00	
Utility Specialist			1.00	1.00	
Meter Reader			3.00	3.00	
Finance Associate			1.00	1.00	
Customer Service Super.			1.00	1.00	
Customer Service Rep.			2.00	2.00	
			<u><b>13.00</b></u>	<u><b>13.00</b></u>	
<b>Information Technology</b>					
Senior Systems Engineer			2.00	2.00	
			<u><b>2.00</b></u>	<u><b>2.00</b></u>	
<b>Human Resources</b>					
Human Resources Director			1.00	1.00	
Human Resources Assistant			1.00	1.00	
			<u><b>2.00</b></u>	<u><b>2.00</b></u>	
<b>Total</b>			<u><b>23.00</b></u>	<u><b>23.00</b></u>	

## City Clerk

### Purpose:

The City Clerk Department is responsible for a variety of duties including, but not limited to the following:

- Performing administrative functions of the City Commission; preparing meeting notices, agendas and minutes for Commission meetings; setting up meeting room; recording and preserving the legislative actions of the Commission; advertising notices of public hearing for ordinances; receiving documents addressed to the Commission.
- Custodian of the City Seal.
- Administering oaths.
- Acting as the City's filing officer for municipal elections; providing election information and timelines to citizens and candidates, qualifying the candidates, monitoring required reports, advertising, and declaring the results.
- Custodian of official City records in accordance with State guidelines.
- Receiving, processing and coordinating records requests in accordance with F.S. 119 and City policies.
- Updating the City's Code of Ordinances and providing code supplements to City staff.
- Notarizing City documents.
- Preparing, maintaining, certifying and recording city liens with the County Clerk of the Courts.
- Researching property and preparing lien letters.
- Acting as liaison and performing all necessary administrative duties for the Board Member Review Committee and Code Enforcement Special Magistrate such as preparing/publishing notices and agendas, coordinating meeting schedules, setting up meeting room, attending meetings, and preparing minutes.
- Updating board and committee membership lists; monitoring terms and vacancies; accepting board and committee applications; and preparing required paperwork for appointments.
- Coordinating with appropriate board members and City officials regarding Financial Disclosure requirements and submitting the names and addresses to the State.
- Purchasing tags and titles for City vehicles.
- Attending bid openings
- City Website maintenance

### Key Objectives:

- To increase the amount of information made available electronically.
- To provide timely and efficient support to elected officials, staff and board/committee members.
- To provide excellent customer service to internal and external customers.
- To ensure that records are properly recorded and retained or destroyed.

### Issues, Trends and Highlights:

- New records request management and tracking software, *JustFOIA*, launched on July 10, 2020.
- Due to COVID-19, city hall closed, staff adapted to working from home, interactions with the public and coworkers were limited to email and phone, public meetings were held virtually, and operating procedures were amended in order to provide services through social distancing.
- The General Election will be held on November 3, 2020 – three AB offices and one AB referendum will be on the ballot.

Oct. 1, 2019, and Aug. 14, 2020:

- Attended and performed administrative duties such as preparing notices, agendas, and minutes for 54 public meetings which included 19 Regular City Commission, 13 Commission Workshops, 3 Budget Workshops, 1-Special-called Commission, 2 Town Hall, 7 Code Enforcement Special Magistrate, 6 Board Member Review Committee, 2 Board and Committee Member Training, and 1 Miscellaneous meetings.
- Scanned and/or added 3093 documents for electronic storage.
- Researched, processed, and prepared 439 lien letters.

**City Administration**  
**City Clerk**

	<u>Actual</u> <u>2017-2018</u>	<u>Actual</u> <u>2018-2019</u>	<u>Budget</u> <u>2019-2020</u>	<u>Budget</u> <u>2020-2021</u>	<u>Increase</u> <u>(Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	133,928	156,636	166,850	172,036	5,186
Overtime	2,632	743	4,526	4,000	(526)
Special Pay	2,586	1,027	2,664	27,744	25,080
<b>Sub-Total</b>	<b>139,146</b>	<b>158,406</b>	<b>174,040</b>	<b>203,780</b>	<b>29,740</b>
<b>Benefits</b>					
FICA	10,398	11,511	13,315	13,467	152
Pension	58,543	59,307	57,454	64,662	7,208
Health and Life Insurance	32,972	43,100	46,848	46,848	
Worker and Unemploy Comp	1,234	231	292	292	
<b>Sub-Total</b>	<b>103,147</b>	<b>114,149</b>	<b>117,909</b>	<b>125,269</b>	<b>7,360</b>
<b>Total Wages and Benefits</b>	<b>242,293</b>	<b>272,554</b>	<b>291,949</b>	<b>329,049</b>	<b>37,100</b>
<b>OPERATING EXPENSES</b>					
Professional Services	148		105		(105)
Contract Services	19,133	5,497	19,865	21,602	1,737
Local Travel	18	29	100	100	
Communications	210	211	300	300	
Postage	36	31	250	150	(100)
Rentals and Leases					
Insurance					
Repairs and Maintenance	6,375	17,499	11,858	12,608	750
Printing and Publishing	18,007	18,418	22,042	22,042	
Advertising and Promotions					
Other Current Charges	86	187	400	500	100
Office Supplies	1,432	861	1,095	1,300	205
Operating Supplies	1,109	1,948	4,950	5,020	70
Books, Training, Memberships	1,313	641	5,629	5,629	
Internal Service Charges					
<b>Total Operating Expenses</b>	<b>47,867</b>	<b>45,321</b>	<b>66,594</b>	<b>69,251</b>	<b>2,657</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Computer Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>290,160</b>	<b>317,875</b>	<b>358,543</b>	<b>398,300</b>	<b>39,757</b>

# City Manager

## **Purpose:**

To administer and enforce the enactments of the City Commission; to assist the Commission in making policy and program decisions; and, to otherwise administer the affairs of the City. The key component of administration of the City is the preparation and delivery of the annual operating budget.

## **Key objectives:**

- Prepare a long-range financial plan
- Assist the Commission annually to develop priorities and then to supervise the accomplishment of the established priorities.
- Continuously examine and monitor City departments to ensure that the City is operating in an effective and productive manner
- Provide the Commission with adequate, pertinent and clear information to allow them to make prudent decisions
- Ensure that the handling of citizen complaints is done in an efficient, timely and professional manner
- Communicate with citizens and the press to maintain an open and responsive atmosphere necessary in a democratic government
- Carry out the goals, objectives and policies established by the City Commission

**City Administration**  
**City Manager**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	294,065	304,422	309,935	304,243	(5,692)
Overtime					
Special Pay	6,220	18,368	6,000	6,000	
<b>Sub-Total</b>	<b>300,285</b>	<b>322,790</b>	<b>315,935</b>	<b>310,243</b>	<b>(5,692)</b>
<b>Benefits</b>					
FICA	23,618	23,992	24,235	23,734	(501)
Pension	49,151	53,981	60,521	61,138	617
Health and Life Insurance	26,661	26,518	27,887	27,887	
Worker and Unemploy Comp	1,995	2,034	1,442	1,442	
<b>Sub-Total</b>	<b>101,425</b>	<b>106,525</b>	<b>114,085</b>	<b>114,201</b>	<b>116</b>
<b>Total Wages and Benefits</b>	<b>401,710</b>	<b>429,315</b>	<b>430,020</b>	<b>424,444</b>	<b>(5,576)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	26		1,000	1,000	
Contract Services					
Local Travel			1,000	1,000	
Communications	1,651	2,223	1,000	1,728	728
Postage					
Utilities					
Rentals and Leases				220	
Insurance					
Repairs and Maintenance					
Printing and Publishing	23				
Advertising and Promotions					
Other Current Charges		219		100	100
Office Supplies	6	17	50	50	
Operating Supplies	992	2,436	1,600	2,000	400
Books, Training, Memberships	4,664	3,438	6,700	6,900	200
Internal Service Charges					
<b>Total Operating Expenses</b>	<b>7,362</b>	<b>8,333</b>	<b>11,350</b>	<b>12,998</b>	<b>1,428</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Vehicles					
Equipment			853		
<b>Total Capital Outlay</b>			<b>853</b>		
<b>DEBT SERVICE</b>					
Principal					
Interest					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>409,072</b>	<b>437,648</b>	<b>442,223</b>	<b>437,442</b>	<b>(4,148)</b>

# Finance

## Purpose

The City's Finance Department provides direct services to the Atlantic Beach community, which includes approximately 8,500 total residents and businesses. Comprised of four divisions (Accounting, Procurement, Customer Service and Utility Billing), the department is responsible for the following: ensuring effective and efficient management of citywide resources, supervision and direction annual budget preparation, investments, financial reporting, payroll taxes and reporting, grant and pension financial reporting, utility billing, purchasing, and accounts payable.

## Objectives

- To continue to provide citizens and management with unqualified audit opinions annually
- To prepare and monitor the annual operating budget and long term financial plan
- To provide customers with excellent customer service
- To provide timely and efficient procurement support for all departments
- To assist management with financial and performance analysis to aid in decision making
- To ensure that all customer demands can be met from the comfort of their home
- To increase the use of electronic documents versus hardcopies
- To focus on a higher level of health, sanitation, and safety for both customers and City employees

## Issues, Trends and Highlights

<b>Workload Data Measurement</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>FY 2018</b>	<b>FY 2017</b>
Utility Bills Generated	104,424	102,336	101,290	99,265
Service Orders Completed	10,507	12,722	15,247	11,670
Payroll Checks Processed	3,989	3,900	3,709	3,530
Accounts Payable Checks Processed	3,709	4,577	4,723	4,625
Purchase Orders Processed	1,552	1,932	2,041	2,140

## City Administration

### Finance Department

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	475,039	566,426	624,662	658,103	33,441
Overtime	15,316	13,650	10,000	10,000	
Special Pay	363	8,361			
<b>Sub-Total</b>	<b>490,719</b>	<b>588,437</b>	<b>634,662</b>	<b>668,103</b>	<b>33,441</b>
<b>Benefits</b>					
FICA	35,904	43,049	48,099	51,110	3,011
Pension	159,727	162,332	152,864	161,833	8,969
Health and Life Insurance	92,439	91,082	94,827	94,827	
Worker and Unemploy Comp	1,940	4,634	2,984	2,984	
<b>Sub-Total</b>	<b>290,009</b>	<b>301,097</b>	<b>298,774</b>	<b>310,754</b>	<b>11,980</b>
<b>Total Wages and Benefits</b>	<b>780,728</b>	<b>889,534</b>	<b>933,436</b>	<b>978,857</b>	<b>45,421</b>
<b>OPERATING EXPENSES</b>					
Professional Services	53,154	30,139	49,500	54,450	4,950
Contract Services	19,939	13,025	29,200	18,500	(10,700)
Local Travel	142		500	500	
Communications	1,309	1,394	3,500	3,500	
Postage	39,546	47,574	44,975	45,000	25
Utilities					
Rentals and Leases			500	180	(320)
Insurance					
Repairs and Maintenance			1,000	1,000	
Printing and Publishing	19,176	19,467	20,000	20,000	
Advertising and Promotions					
Other Current Charges					
Office Supplies	2,286	2,906	2,500	2,500	
Operating Supplies	9,324	7,743	7,150	8,000	850
Books, Training, Memberships	2,570	7,309	7,850	8,945	1,095
<b>Total Operating Expenses</b>	<b>147,445</b>	<b>129,556</b>	<b>166,675</b>	<b>162,575</b>	<b>(4,100)</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment			3,190		(3,190)
<b>Total Capital Outlay</b>			<b>3,190</b>		<b>(3,190)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To General Fund					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>928,173</b>	<b>1,019,090</b>	<b>1,103,301</b>	<b>1,141,432</b>	<b>38,131</b>

## Information Technology

**Purpose:** Information Technology, a component of the City Manager's Office, relies on its own internal staff, plus the assistance of external partners, to provide connected IT and cybersecurity continuity of all computer-, telephone-, and Wi-Fi-related systems and services for the City government.

More than 160 desktop and laptop computers utilize the data network comprised of underground fiber and wireless bridges, giving access to business applications such as email, document management systems, police record management systems, the City website, data file storage, and videoconferencing.

More than 120 City employees at 15 city locations are provided voice and data services.

Most business applications such as email, file and records management, utility security access control systems, network connectivity, and monitoring tools are run on in-house conventional and virtual server platforms. Information Technology provides planning, acquisition, installation configuration, installation and support for all computers, printers, copiers and telephone systems for City government.

Along with the day-to-day systems and desktop support, Information Technology carries responsibility for long-range information system planning and maintenance of services.

### Issues, Trends, Highlights:

Objectives for Fiscal Year 2021:

- Host server (for virtual-server program) replacement.
- Virtualize remaining conventional email, FTP, and police video evidence servers.
- Replace remaining end-of-life network connectivity equipment.
- Assist Police Department with body camera and security camera configuration and deployment.
- Implement Mobile device management and security software .
- City computer refresh.
- Assist City political and administrative teams with virtual meetings.

Highlights for Fiscal Year 2020:

- Assist City political and administrative teams with virtual meetings.
- Implement a secure work-from-home environment due to COVID-19
- Implementation of SharePoint documentation management system.
- New network security software/anti-ransomware
- Upgrade City Hall door access/security system.
- Upgrade all work stations from Windows 7 to Windows 10.
- Police laptop refresh.

**City Administration**  
**Information Technology**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	198,062	166,599	140,885	160,805	19,920
Overtime	11,580	10,563	8,000	8,000	
Special Pay	903	21,242	800	800	
<b>Sub-Total</b>	<b>210,545</b>	<b>198,404</b>	<b>149,685</b>	<b>169,605</b>	<b>19,920</b>
<b>Benefits</b>					
FICA	15,926	15,011	11,451	12,975	1,524
Pension	41,923	35,360	31,743	62,432	30,689
Health and Life Insurance	22,315	18,846	15,092	15,092	
Worker and Unemploy Comp	314	301	382	382	
<b>Sub-Total</b>	<b>80,478</b>	<b>69,518</b>	<b>58,668</b>	<b>90,881</b>	<b>32,213</b>
<b>Total Wages and Benefits</b>	<b>291,022</b>	<b>267,921</b>	<b>208,353</b>	<b>260,486</b>	<b>52,133</b>
<b>OPERATING EXPENSES</b>					
Professional Services					
Contract Services	23,059	13,336	31,710	13,727	(17,983)
Local Travel	265	237	600	571	(29)
Communications	63,873	64,221	75,500	77,254	1,754
Postage	64	94	250		(250)
Utilities					
Rentals and Leases	17,522	18,046	22,000	22,579	579
Insurance					
Repairs and Maintenance	242,491	257,355	332,790	323,951	(8,839)
Printing and Publishing			100		
Advertising and Promotions					
Other Current Charges					
Office Supplies	59	312	289		(289)
Operating Supplies	55,917	26,862	45,000	54,343	9,343
Books, Training, Memberships	4,953	3,266	6,000	7,157	1,157
<b>Total Operating Expenses</b>	<b>408,203</b>	<b>383,731</b>	<b>514,239</b>	<b>499,582</b>	<b>(14,557)</b>
<b>CAPITAL OUTLAY</b>					
Buildings					
Infrastructure Improvements					
Vehicles					
Computer Equipment	71,694	28,522	60,000	60,822	822
<b>Total Capital Outlay</b>	<b>71,694</b>	<b>28,522</b>	<b>60,000</b>	<b>60,822</b>	<b>822</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>770,920</b>	<b>680,175</b>	<b>782,592</b>	<b>820,890</b>	<b>38,398</b>

# Human Resources

## **Purpose:**

The Human Resource Department is responsible for providing programs and services designed to attract, retain and develop diverse employees committed to achieving City objectives and satisfying our customers, while promoting an atmosphere of employee engagement, inclusivity pride. Human Resources administers programs and activities related to recruitment and selection, equal employment opportunity, benefits administration, wellness initiatives, risk management, workers' compensation insurance and claims, commercial insurance and claims (property, liability, automobile, etc.), position classification, performance management, compensation, employee relations, training and development and personnel policies and procedures. HR has begun coordinating the City-wide Safety Program.

## **Key Objectives:**

- Recruit and hire the best possible applicants for employment.
- Ensure that our work environment is diverse, inclusive and free from harassment and discrimination.
- Maintain a positive working relationship with the City's two collective bargaining units.
- Ensure that the City's policies are updated and enforced consistently.
- Update and maintain the City's Personnel Policy and Procedures Manual.
- Maintain the City's Employee and Retiree payroll systems and HR files to ensure efficiency and security.
- Apply loss prevention and control methods through identification and analysis of loss exposure in the areas of liability, workers compensation and property loss.
- Identify and provide training opportunities for staff.
- Participate in the Incident Command structure for emergency preparedness and related incidents and events.

## **Issues, Trends, Highlights:**

- Due to the impact of the COVID-19 pandemic, the Human Resources Department has had to make significant changes in how it operates, but it has been able to accomplish all of its responsibilities while still providing opportunities for employee engagement.
- The events of 2020 have once again shone a light on race-related issues, so the Human Resources Department is reviewing and updating the City's policies and developing training opportunities for staff to ensure racial equity and inclusivity.
- We have continued to emphasize our wellness program, with substantial employee participation. This is the second year in a row that the City has earned a Silver Level Award from the First Coast Worksite Wellness Council.
- For the budget year 2019-2020, the cost of health insurance to the City increased slightly, while generally maintaining the same level of benefits. Due to increased utilization rates, we anticipate a significant increase in rates for the upcoming year, so we are going to market to ensure the best products and the best rates for the City and our employees.
- Insurance rate projections for liability and property loss are expected to remain the same (we are in year two of a two-year term). Workers compensation rates are expected to remain the same.
- The Human Resources Department has been successful in converting all of its paper files to Laserfiche.

## City Administration

### Human Resources

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	144,799	148,902	152,775	157,060	4,285
Overtime					
Special Pay	2,855	3,057	1,000	3,167	2,167
<b>Sub-Total</b>	<u>147,654</u>	<u>151,959</u>	<u>153,775</u>	<u>160,227</u>	<u>6,452</u>
<b>Benefits</b>					
FICA	10,658	11,064	11,764	11,975	211
Pension	47,725	45,404	42,847	30,613	(12,234)
Health and Life Insurance	12,495	24,363	30,609	30,609	
Worker and Unemploy Comp	221	217	264	264	
<b>Sub-Total</b>	<u>71,099</u>	<u>81,047</u>	<u>85,484</u>	<u>73,461</u>	<u>(12,023)</u>
<b>Total Wages and Benefits</b>	<b>218,753</b>	<b>233,007</b>	<b>239,259</b>	<b>233,688</b>	<b>(5,571)</b>
<b>OPERATING EXPENSES</b>					
Professional Services					
Contract Services	4,170	4,191	5,000	5,000	
Local Travel					
Communications	448	441	400	400	
Postage			100	100	
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance					
Printing and Publishing					
Advertising and Promotions					
Other Current Charges					
Office Supplies	1,253	981	1,800	1,300	(500)
Operating Supplies	1,676	1,647	2,000	1,500	(500)
Books, Training, Memberships	2,043	1,780	1,590	2,590	1,000
<b>Total Operating Expenses</b>	<u>9,590</u>	<u>9,041</u>	<u>10,890</u>	<u>10,890</u>	
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To General Fund					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<u>228,343</u>	<u>242,047</u>	<u>250,149</u>	<u>244,578</u>	<u>(5,571)</u>

## **Legal Counsel**

### **Purpose:**

The purpose of this program is to provide legal services, including ordinance interpretation, legal opinion, negotiation, litigation, etc., requested by the City Commission, City Manager or City staff.

### **Key Objectives:**

- The City Attorney is appointed by the City Commission and acts as the legal advisor for the municipality and all of its officers in matters relating to their official duties. The attorney prepares ordinances, contracts, bonds, and other instruments in which the City is concerned and endorses on each his approval of the form and correctness thereof. When required to do so by the City Commission, prosecutes and defends, for and on behalf of the City, complaints, suits and proceedings in which the City is a party. The attorney furnishes the City Commissioners, City Manager and department heads of the City opinions on questions of law relating to their respective powers and duties.

### **Issues, Trends and Highlights:**

- The City continues to contract with a legal firm with one point of contact for its legal counsel. Legal counsel for pension issues is funded and included in the pension program expenses. The Pension board retains its own counsel.

## City Administration

### Legal Counsel

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages					
Overtime					
Special Pay					
<b>Sub-Total</b>					
<b>Benefits</b>					
FICA					
Pension					
Health and Life Insurance					
Worker and Unemploy Comp					
<b>Sub-Total</b>					
<b>Total Wages and Benefits</b>					
<b>OPERATING EXPENSES</b>					
Professional Services	199,611	165,955	150,000	150,000	
Contract Services					
Local Travel					
Communications					
Postage					
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance					
Printing and Publishing					
Advertising and Promotions					
Other Current Charges					
Office Supplies					
Operating Supplies					
Books, Training, Memberships					
Internal Service Charges					
<b>Total Operating Expenses</b>	<b>199,611</b>	<b>165,955</b>	<b>150,000</b>	<b>150,000</b>	
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>199,611</b>	<b>165,955</b>	<b>150,000</b>	<b>150,000</b>	

# General Government



# General Government

## Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
General Fund Resources	574,783	723,354	770,410	851,779	81,449
Convention Development	137,892	127,935	139,563	88,409	(51,154)
Half Cent Sales Tax	900,831	952,357	1,039,345	1,733,123	693,778
Grant Funds - Miscellaneous					
Debt Service Fund			118,458	120,884	2,426
Capital Project Fund	303,348		1,555,000	1,280,000	(275,000)
<b>Total Revenues</b>	<b>1,916,854</b>	<b>1,803,647</b>	<b>3,622,776</b>	<b>4,074,195</b>	<b>451,499</b>
<b>Expenses:</b>					
General Government	361,389	450,230	517,024	519,158	2,214
Building Maintenance	213,394	273,124	253,386	332,621	79,235
Convention Development	102,847	59,024	518,458	255,884	(135,000)
Half Cent Sales Tax	492,250	834,116	910,000	1,320,000	374,000
Grant Funds - Miscellaneous					
Debt Service Fund		19,850	118,458	120,884	2,426
Capital Project Fund	1,010	3,000	1,665,620	1,446,500	(219,120)
<b>Total Expenses</b>	<b>1,170,889</b>	<b>1,639,344</b>	<b>3,982,946</b>	<b>3,995,047</b>	<b>103,755</b>
<b>Resource Allocation:</b>					
Personnel Services	159,474	173,094	192,325	158,432	(33,893)
Operating Expenses	497,443	549,385	917,975	793,347	(124,628)
Capital Outlay	513,973	697,015	2,250,730	2,261,500	10,770
Debt Service		19,850	118,458	120,884	2,426
Transfers		200,000	503,458	660,884	157,426
<b>Total Resource Allocation:</b>	<b>1,170,889</b>	<b>1,639,344</b>	<b>3,982,946</b>	<b>3,995,047</b>	<b>12,101</b>
<b>Summary of Authorized Positions</b>					
			<b>2019-2020</b>	<b>2020-2021</b>	
<b>General Government</b>					
Operations Supervisor			0.05	0.05	
Building Permit Clerk / Receptionist			0.20	0.20	
			<b>0.25</b>	<b>0.25</b>	
<b>Building Maintenance</b>					
Painter II			1.00	1.00	
Building Maintenance Technician			1.00	1.00	
			<b>2.00</b>	<b>2.00</b>	
<b>Total</b>			<b>2.25</b>	<b>2.25</b>	

**General Fund**  
**General Government**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	100,533	104,779	115,214	90,092	(25,122)
Overtime	301	1,609	200	200	
Special Pay	736	877			
<b>Sub-Total</b>	<b>101,571</b>	<b>107,265</b>	<b>115,414</b>	<b>90,292</b>	<b>(25,122)</b>
<b>Benefits</b>					
FICA	7,434	7,861	8,830	6,909	(1,921)
Pension	28,899	36,046	35,828	28,978	(6,850)
Health and Life Insurance	17,885	17,999	28,590	28,590	
Worker and Unemploy Comp	3,686	3,923	3,663	3,663	
<b>Sub-Total</b>	<b>57,903</b>	<b>65,829</b>	<b>76,911</b>	<b>68,140</b>	<b>(8,771)</b>
<b>Total Wages and Benefits</b>	<b>159,474</b>	<b>173,094</b>	<b>192,325</b>	<b>158,432</b>	<b>(33,893)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	19,013	85,829	70,000	45,500	(24,500)
Contract Services	140,278	167,932	111,250	240,500	129,250
Local Travel					
Communications	198	624	1,285	1,024	(261)
Postage	8,299	5,498	12,000	10,000	(2,000)
Utilities	24,226	24,850	24,000	24,000	
Rentals and Leases	2,120	3,404	4,134	4,133	(1)
Insurance	184,243	189,819	172,915	172,915	
Repairs and Maintenance	13,149	10,789	19,836	18,000	(1,836)
Printing and Publishing	733	9,176	750	750	
Other Current Charges	5,993	1,295	500	3,300	2,800
Office Supplies	2,116	2,403	3,000	3,000	
Operating Supplies	14,942	21,288	16,125	18,125	2,000
Books, Training, Memberships		1,500	2,180	2,100	(80)
Aid to other Gov Agency					
<b>Total Operating Expenses</b>	<b>415,309</b>	<b>524,406</b>	<b>437,975</b>	<b>543,347</b>	<b>105,372</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles		24,580			
Equipment		1,274	140,110	150,000	9,890
<b>Total Capital Outlay</b>		<b>25,854</b>	<b>140,110</b>	<b>150,000</b>	<b>9,890</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To Debt Service					
To Storm Water Utility					
To Sewer Utility Fund					
To Pension Funds					
To Sanitation Fund					
To Other Misc.					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>574,783</b>	<b>723,354</b>	<b>770,410</b>	<b>851,779</b>	<b>81,369</b>

## Convention Development Tax Fund

### **Purpose:**

This program is funded through the levy of the local tourist development tax. The City receives 2% of the collections on the rental of living quarters, net of a 1% administrative fee charged by the County, plus interest earnings on the funds received and invested.

These funds are restricted by Florida Statute 212.0305 for the extension, enlargement, improvement, or construction of a multipurpose convention center, coliseum, or exhibit center, or to acquire, construct, remodel, repair or maintain one or more convention centers, stadiums, exhibit halls, arenas, coliseums.

In addition to the uses described above, the City of Atlantic Beach, through Resolution 91-5, has authorized these funds to be used to acquire and develop municipal parks, lifeguard stations, and/ or athletic fields. Contributions to promote tourism in the beaches communities is also an approved use of these funds.

## Convention Development Tax Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Cash Forward</b>	<b>153,301</b>	<b>291,193</b>	<b>419,128</b>	<b>170,233</b>	<b>(248,895)</b>
<b>Revenues</b>					
Convention Development Tax	138,364	120,622	139,563	85,425	(54,138)
Interest Earnings	(472)	7,313		2,984	2,984
Donations & Grants					
Transfer General or Half Cent Tax					
<b>Total Revenues</b>	<b>137,892</b>	<b>127,935</b>	<b>139,563</b>	<b>88,409</b>	<b>(51,154)</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>291,193</b>	<b>419,128</b>	<b>558,691</b>	<b>258,642</b>	<b>(300,049)</b>
<b>OPERATING EXPENSES</b>					
Promotions					
Contract Services			130,000		(130,000)
<b>Total Operating Expenses</b>			<b>130,000</b>		<b>(130,000)</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings		6,841			
Infrastructure Improvements	102,847	26,941	135,000	135,000	
Equipment		25,243	135,000		(135,000)
<b>Total Capital Outlay</b>	<b>102,847</b>	<b>59,024</b>	<b>270,000</b>	<b>135,000</b>	<b>(135,000)</b>
<b>Transfers</b>					
Transfer			118,458	120,884	2,426
<b>Total Transfers</b>			<b>118,458</b>	<b>120,884</b>	<b>2,426</b>
<b>Other Financing Uses</b>					
<b>Ending Cash</b>	<b>291,193</b>	<b>419,128</b>	<b>170,233</b>	<b>2,758</b>	<b>(167,475)</b>
<b>Total Expenses and Cash</b>	<b>394,040</b>	<b>478,153</b>	<b>440,233</b>	<b>137,758</b>	<b>(302,475)</b>
<b>Resource Allocation</b>					
Operating Expenses			130,000		(130,000)
Capital Outlay	102,847	59,024	270,000	135,000	(135,000)
Transfers			118,458	120,884	2,426
<b>Total</b>	<b>102,847</b>	<b>59,024</b>	<b>518,458</b>	<b>255,884</b>	<b>(262,574)</b>

## Half-Cent Discretionary Sales Tax Fund

### Purpose:

This fund provides for the collection and spending of the additional half-cent sales tax. These funds are to be restricted for use for capital projects that are similar in nature to those of the Better Jacksonville Plan. These projects will typically include General Government projects such as streets, public facilities, parks or land acquisition.

### Issues, Trends and Highlights:

- Revenues are expected to increase 9% per State estimates.
- The FY 21 Budget includes funding for the following projects:
  - Construction of 8' Seminole Rd Bike Path \$110,000
  - Right of way Parking Pads using Turf Blocks 50,000
  - UTV for Park Ranger 24,000
  - Park improvements per Parks Master Plan 141,000
  - Road resurfacing 100,000
  - Drainage ditch rehabilitation on West side 40,000
  - Walking track around Dog Park 90,000

**Half Cent Discretionary Sales Tax Fund**  
**Combined Summary of Revenues and Expenditures**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted Restricted/Designated	861,524	1,040,697	1,158,939	1,288,284	129,345
<b>Beginning Fund Balance</b>	<b>861,524</b>	<b>1,040,697</b>	<b>1,158,939</b>	<b>1,288,284</b>	<b>129,345</b>
<b>Revenues</b>					
Local Discretionary Sales Surtax	901,165	924,384	1,039,345	1,721,652	682,307
Interest Earnings	(333)	27,973		11,471	11,471
F. R. DEP Grant					
Charges for Service - Permit					
<b>Total Revenues</b>	<b>900,831</b>	<b>952,357</b>	<b>1,039,345</b>	<b>1,733,123</b>	<b>693,778</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>1,532,946</b>	<b>1,993,054</b>	<b>2,198,284</b>	<b>3,021,407</b>	<b>823,123</b>
<b>Expenditures</b>					
<b>Operating Expenses</b>	82,133	24,979	350,000	250,000	(100,000)
<b>CAPITAL OUTLAY</b>					
Land					
Infrastructure Improvements	321,116	609,137	175,000	470,000	295,000
Building	89,000			36,000	
Motor Vehicle				24,000	24,000
Equipment					
<b>Total Capital Outlay</b>	<b>410,116</b>	<b>609,137</b>	<b>175,000</b>	<b>530,000</b>	<b>319,000</b>
<b>Transfers</b>					
To Storm Water Utility Fund		200,000	285,000	285,000	
To Capital Project Funds			100,000	255,000	155,000
<b>Total Transfers</b>		200,000	385,000	540,000	155,000
<b>DIVISION TOTALS</b>	<b>492,250</b>	<b>834,116</b>	<b>910,000</b>	<b>1,320,000</b>	<b>374,000</b>
<b>Other Financing Uses</b>					
Restricted Restricted/Designated	1,040,697	1,158,939	1,288,284	1,701,407	413,123
<b>Ending Fund Balance</b>	<b>1,040,697</b>	<b>1,158,939</b>	<b>1,288,284</b>	<b>1,701,407</b>	<b>413,123</b>
<b>Total Expenses and Fund Balance</b>	<b>1,532,946</b>	<b>1,993,054</b>	<b>2,198,284</b>	<b>3,021,407</b>	<b>823,123</b>
<b>Resource Allocation</b>					
Operating	82,133	24,979	350,000	250,000	(100,000)
Capital Outlay	410,116	609,137	175,000	530,000	355,000
Transfers		200,000	385,000	540,000	155,000
<b>Total Resources</b>	<b>492,250</b>	<b>834,116</b>	<b>910,000</b>	<b>1,320,000</b>	<b>410,000</b>

## **Governmental Capital Project Fund**

### **Purpose:**

- To build up cash reserve balances for future capital expenditures, including major purchases of equipment and vehicles, other than those recorded in the Enterprise (Proprietary) Funds
- To account for the spending of capital expenditure reserves, which include items that are not recurring or that will take more than one year to complete
- To account for the costs of projects in a separate fund from the associated activity, in order to separate the capital outlay expenditure from the operating budget
- To track funding sources specifically designated for capital projects

## Governmental Capital Project Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted	(117,861)	184,477	181,477	70,857	(110,620)
Restricted/Designated					
<b>Beginning Fund Balance</b>	<b>(117,861)</b>	<b>184,477</b>	<b>181,477</b>	<b>70,857</b>	<b>(110,620)</b>
<b>Revenues</b>					
Grant Proceeds - F.I.N.D.					
<b>Transfers - In</b>					
CDBG Fund			200,000	200,000	
Local Option Gas Tax			470,000	325,000	(145,000)
Half Cent Sales Tax			385,000	255,000	(130,000)
Utility Fund			100,000	100,000	
Stormwater Fund			400,000	400,000	
General Fund	303,000				
<b>Interest Earnings</b>	348				
<b>Total Revenues</b>	<b>303,348</b>		<b>1,555,000</b>	<b>1,280,000</b>	<b>(275,000)</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>185,487</b>	<b>184,477</b>	<b>1,736,477</b>	<b>1,350,857</b>	<b>(385,620)</b>
<b>Capital Outlay</b>					
<b>Public Safety</b>					
Public Safety Equipment	1,010			113,000	113,000
<b>Park Improvements</b>					
Marsh Overlook and Kayak Launch					
Dutton Rd. Ped / Bike Path					
<b>General Government</b>					
Donner Road Improvement Proj.			1,444,300	1,195,000	(249,300)
Stoarge Building for Police/Public Works			150,000	126,500	(23,500)
Grant Match for Waterproofing PD Bldg				12,000	12,000
Enterprise Resource Planning System		3,000	71,320		(71,320)
<b>Transfer to the General Fund</b>					
<b>DIVISION TOTALS</b>	<b>1,010</b>	<b>3,000</b>	<b>1,665,620</b>	<b>1,446,500</b>	<b>(219,120)</b>
<b>Other Financing Uses</b>					
Restricted	184,477	181,477	70,857	(95,643)	
Restricted/Designated					
<b>Ending Fund Balance</b>	<b>184,477</b>	<b>181,477</b>	<b>70,857</b>	<b>(95,643)</b>	<b>(166,500)</b>
<b>Total Expenses and Fund Balance</b>	<b>185,487</b>	<b>184,477</b>	<b>1,736,477</b>	<b>1,350,857</b>	<b>(385,620)</b>
<b>Resource Allocation</b>					
Capital Outlay	1,010	3,000	1,665,620	1,446,500	(219,120)
Transfers					
<b>Total Resources</b>	<b>1,010</b>	<b>3,000</b>	<b>1,665,620</b>	<b>1,446,500</b>	<b>(219,120)</b>

# Planning and Community Development



# Planning and Community Development

## Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
General Fund Resources	345,182	515,368	481,196	434,236	(46,960)
C.D.B.G.			200,000		(200,000)
Community Redevelopment					
Tree Protection	42,586	14,821			
<b>Total Revenues</b>	<b>387,768</b>	<b>530,189</b>	<b>681,196</b>	<b>434,236</b>	<b>(246,960)</b>
<b>Expenses:</b>					
Planning	274,618	444,701	374,764	339,700	(35,064)
C.D.B.G.			200,000	200,000	
Tree Protection	18,766	23,519	31,100	30,000	(1,100)
Community Redevelopment		513	50,000	50,000	
Code Enforcement	70,564	70,667	106,432	94,536	(11,896)
<b>Total Expenses</b>	<b>363,947</b>	<b>539,400</b>	<b>762,296</b>	<b>714,236</b>	<b>(48,060)</b>
<b>Resource Allocation:</b>					
Personnel Services	285,731	362,621	388,571	340,279	(48,292)
Operating Expenses	78,216	176,779	173,725	173,957	232
Capital Outlay					
Transfers			200,000	200,000	
<b>Total Resource Allocation:</b>	<b>363,947</b>	<b>539,400</b>	<b>762,296</b>	<b>714,236</b>	<b>(48,060)</b>
<b>Summary of Authorized Positions</b>					
			<b>2019-2020</b>	<b>2020-2021</b>	
<b>Planning and Community Development</b>					
Community Development Director			1.00	1.00	
Administrative Assistant - Planning & Community Development			0.80	0.80	
Planner			2.00	2.00	
			<b>3.80</b>	<b>3.80</b>	
<b>Code Enforcement</b>					
Code Enforcement Officer			1.00	1.00	
<b>Total</b>			<b>4.80</b>	<b>4.80</b>	

# Planning and Community Development

## Purpose:

The Planning and Community Development Department administers zoning and land use related functions of the City, including implementation and amendment of the Comprehensive Plan; review of applications for Development Permits to verify consistency with land development regulations and the Comprehensive Plan; compliance with sign code and tree code; proposes amendments to city land use regulations as appropriate; and implements studies, programs, and special projects as directed. The Department also serves as the City liaison to the Northeast Florida Regional Council, Florida Department of Community Affairs, and other local, state and federal agencies, and provides staff support to the Community Development Board and the Environmental Stewardship Committee.

## Key Objectives:

- Work with the City Commission and city staff to maintain and improve the quality of life of Atlantic Beach in terms of aesthetics of the built environment, bicycle and pedestrian planning, economic development, redevelopment, long range planning, marsh master planning, and public works projects.
- Mayport Road corridor revitalization efforts

## Issues, Trends and Highlights:

- Completed a major sign code update to be in compliance with federal regulations
- Updated the 2030 Comprehensive Plan
- Complete Street policy ready for approval
- Planted more than 200 new trees on public property
- Working on the resiliency plan
- Obtaining re-certification for Silver LEED certification
- Working on Chapter 23/tree code updates to make the ordinance easier to administer and understand
- Hosted the Arbor Day event
- Draft 2030 Parks Master Plan completed
- Code enforcement compliance for 196/198 Poinsettia St.

## Workload Data:

The Planning and Community Department is responsible for planning functions along with land use and zoning administration, including review of all building permit applications and new business tax receipts to verify consistency with the zoning and land development regulations and the Comprehensive Plan. The department also administers the City's tree ordinance, assists with the Community Development Block Grant program, and provides staff support to the Community Development Board and the Environmental Stewardship Committee.

**General Fund**  
**Planning and Community Development**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	158,635	212,741	249,035	230,180	(18,855)
Overtime	1,564	1,731	900	500	(400)
Special Pay	6,222	6,065	2,500	2,697	197
<b>Sub-Total</b>	<b>166,421</b>	<b>220,537</b>	<b>252,435</b>	<b>233,377</b>	<b>(19,058)</b>
<b>Benefits</b>					
FICA	12,532	16,566	19,312	17,854	(1,458)
Pension	14,597	18,616	21,394	5,846	(15,548)
Health and Life Insurance	22,836	26,486	16,173	16,173	
Worker and Unemploy Comp	2,493	14,149	1,700	1,700	
<b>Sub-Total</b>	<b>52,458</b>	<b>75,817</b>	<b>58,579</b>	<b>41,573</b>	<b>(17,006)</b>
<b>Total Wages and Benefits</b>	<b>218,879</b>	<b>296,354</b>	<b>311,014</b>	<b>274,950</b>	<b>(36,064)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	16,643	133,590			
Contract Services	26,247	3,808	30,000	30,000	
Local Travel					
Communications	186	543	800	1,800	1,000
Postage					
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance			7,650	7,650	
Printing and Publishing	8,216	5,500	15,000	15,000	
Advertising and Promotions					
Other Current Charges					
Office Supplies	363	216	350	350	
Operating Supplies	886	1,250	2,250	2,250	
Books, Training, Memberships	3,199	3,439	7,700	7,700	
<b>Total Operating Expenses</b>	<b>55,739</b>	<b>148,347</b>	<b>63,750</b>	<b>64,750</b>	<b>1,000</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>274,618</b>	<b>444,701</b>	<b>374,764</b>	<b>339,700</b>	<b>(35,064)</b>

## **Code Enforcement**

### **Purpose:**

The Code Enforcement Division provides the City of Atlantic Beach with certified professional services for the enforcement of adopted Ordinances and State of Florida regulations relating to the health, safety and welfare of its citizens. The department is created to enhance community revitalization through the enforcement of minimum property standards. The program also effectively protects the socio-economic and physical environment within well established neighborhoods through consistent enforcement.

### **Key Objectives:**

- To continue educating the public via the City website and brochures with information related to the code enforcement process.
- To provide enforcement process training for other City departments to allow expansion of code enforcement throughout the City workforce. This is in an effort to improve the ability of other departments to assist with the enforcement process.

**General Fund**  
**Code Enforcement**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	17,841	42,875	48,770	46,341	(2,429)
Overtime		224	500	500	
Special Pay		291		2,250	2,250
<b>Sub-Total</b>	<b>45,719</b>	<b>43,390</b>	<b>49,270</b>	<b>49,091</b>	<b>(179)</b>
<b>Benefits</b>					
FICA	1,330	3,193	3,770	3,756	(14)
Pension	9,050	13,392	15,580	3,545	(12,035)
Health and Life Insurance	2,499	5,634	8,068	8,068	
Worker and Unemploy Comp	277	659	869	869	
<b>Sub-Total</b>	<b>21,133</b>	<b>22,877</b>	<b>28,287</b>	<b>16,238</b>	<b>(12,049)</b>
<b>Total Wages and Benefits</b>	<b>66,853</b>	<b>66,267</b>	<b>77,557</b>	<b>65,329</b>	<b>(12,228)</b>
<b>OPERATING EXPENSES</b>					
Professional Services		105			
Contract Services	43		24,000	24,000	
Local Travel					
Communications	1,038	921	700	1,032	332
Postage					
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance		8			
Printing and Publishing	91				
Advertising and Promotions					
Other Current Charges					
Office Supplies	54		100	100	
Operating Supplies	2,431	1,512	1,000	1,000	
Books, Training, Memberships	55	1,854	3,075	3,075	
<b>Total Operating Expenses</b>	<b>3,711</b>	<b>4,400</b>	<b>28,875</b>	<b>29,207</b>	<b>332</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>70,564</b>	<b>70,667</b>	<b>106,432</b>	<b>94,536</b>	<b>(11,896)</b>

## **Community Development Block Grant Fund**

### **Purpose:**

To provide funding for eligible Community Development Block Grant (CDBG) projects and activities that serve low and moderate-income persons and neighborhoods within that area of the City designated as the CDBG Project Area.

### **Key Objectives:**

Continue to fund infrastructure and neighborhood improvements within the City's CDBG Project Area, with a focus on provision of sidewalks, parks and other neighborhood improvements that improve the physical character of neighborhoods and the quality of life within the overall CDBG project area.

## Community Development Block Grant

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Cash Forward</b>	(62,819)	(62,819)	(62,819)	137,181	200,000
<b>Revenues</b>					
Grant Proceeds			200,000		(200,000)
<b>Total Revenues</b>			200,000		(200,000)
<b>Other Financing Sources</b>					
<b>Total Resources</b>	(62,819)	(62,819)	137,181	137,181	
<b>Expenditures</b>					
<b>Salaries and Benefits</b>					
<b>Operating Expenses</b>					
Professional Services					
Operating Supplies					
Aid to Private Citizens					
<b>Capital Outlay</b>					
Infrastructure Improvements					
Buildings					
Equipment					
Land					
<b>DIVISION TOTALS</b>					
<b>Other Financing Uses</b>					
<b>Ending Cash</b>	(62,819)	(62,819)	137,181	137,181	
<b>Total Expenses and Cash</b>	(62,819)	(62,819)	137,181	137,181	
<b>Resource Allocation</b>					
Personnel Services					
Operating Expenses					
Capital Outlay					
Transfers			200,000	200,000	
			200,000	200,000	

## **Tree Protection Fund**

### **Purpose:**

To provide funding to ensure compliance with Chapter 23 of the Code of Ordinances governing protected trees and landscaping requirements. Funding sources will include contributions, donations, and mitigation proceeds for tree removal and site clearings. The funds generated are to be used for planting of trees within the City of Atlantic Beach.

### **Key Objectives:**

- To promote the health, safety, welfare and general well-being of the citizens of Atlantic Beach, through the preservation of natural plant communities, the installation of landscaping, and the protection of trees on public and private property
- To promote the conservation of energy and limited fresh water resources by encouraging the planting of natural or cultivated areas and planting trees
- To promote and improve the aesthetic integration of natural and man-made environments in order to reduce the harmful effects of development and use on vegetation; and, thereby, improve the quality of life through the abatement of noise, glare, dust, and air pollution

### **Workload Data:**

- These funds are requested through the City Commission as projects arise and meet the requirements of the ordinance. They are primarily expended under the recommendations of City staff and the City Manager.

## Tree Protection Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Beginning Fund Balance</b>	34,911	58,732	50,034	38,442	(11,592)
<b>Revenues</b>					
Tree Mitigation Proceeds					
Grant Proceeds	10,000				
Contributions/Donations	32,586	14,821			
	<b>42,586</b>	<b>14,821</b>			
<b>Total Revenues</b>					
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>77,498</b>	<b>73,553</b>	<b>50,034</b>	<b>38,442</b>	<b>(11,592)</b>
<b>Expenditures</b>					
Contract Services	18,766	23,519	31,100	30,000	(1,100)
Operating supplies					
	<b>18,766</b>	<b>23,519</b>	<b>31,100</b>	<b>30,000</b>	<b>(1,100)</b>
<b>DIVISION TOTALS</b>					
<b>Other Financing Uses</b>					
<b>Ending Fund Balance</b>	<b>58,732</b>	<b>50,034</b>	<b>18,934</b>	<b>8,442</b>	<b>(10,492)</b>
<b>Total Expenses and Fund Balance</b>	<b>77,498</b>	<b>73,553</b>	<b>50,034</b>	<b>38,442</b>	<b>(11,592)</b>
<b>Resource Allocation</b>					
Personnel Services					
Operating Expenses	18,766	23,519	31,100	30,000	(1,100)
Capital Outlay					
Debt Service					
Transfers					
	<b>18,766</b>	<b>23,519</b>	<b>31,100</b>	<b>30,000</b>	<b>(1,100)</b>

## Community Redevelopment Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Estimate 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Cash Forward</b>	<b>50,000</b>	<b>50,000</b>	<b>49,487</b>	<b>82,011</b>	<b>32,524</b>
<b>Revenues</b>					
Transfer from General Fund					
Grant Proceeds					
Contributions/Donations					
<b>Total Revenues</b>					
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>50,000</b>	<b>50,000</b>	<b>49,487</b>	<b>82,011</b>	<b>32,524</b>
<b>Expenditures</b>					
Contract Services		513	50,000	50,000	
Operating supplies					
<b>DIVISION TOTALS</b>		<b>513</b>	<b>50,000</b>	<b>50,000</b>	
<b>Other Financing Uses</b>					
<b>Ending Cash</b>	<b>50,000</b>	<b>49,487</b>	<b>(513)</b>	<b>32,011</b>	<b>32,524</b>
<b>Total Expenses and Cash</b>	<b>50,000</b>	<b>50,000</b>	<b>49,487</b>	<b>82,011</b>	<b>32,524</b>
<b>Resource Allocation</b>					
Personnel Services					
Operating Expenses		513	50,000	50,000	
Capital Outlay					
Debt Service					
Transfers					
		<b>513</b>	<b>50,000</b>	<b>50,000</b>	

# Building



# Building

## Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
Building Code Enforcement	589,190	527,661	552,918	479,516	(73,402)
<b>Total Revenues</b>	<b>589,190</b>	<b>527,661</b>	<b>552,918</b>	<b>479,516</b>	<b>(73,402)</b>
<b>Expenses:</b>					
Building Code Enforcement	513,231	550,654	665,699	582,916	(82,783)
<b>Total Expenses</b>	<b>513,231</b>	<b>550,654</b>	<b>665,699</b>	<b>582,916</b>	<b>(82,783)</b>
<b>Resource Allocation:</b>					
Personnel Services	410,753	410,947	448,174	455,039	6,865
Operating Expenses	102,478	131,581	119,600	118,877	(723)
Capital Outlay		8,126	97,925	9,000	(88,925)
Transfers					
<b>Total Resource Allocation:</b>	<b>513,231</b>	<b>550,654</b>	<b>665,699</b>	<b>582,916</b>	<b>(82,783)</b>
<b>Summary of Authorized Positions</b>					
			<b>2019-2020</b>	<b>2020-2021</b>	
<b>Building Code Enforcement</b>					
Building Official			1.00	1.00	
Building Inspector			2.00	2.00	
Operations Supervisor			0.95	0.95	
Building Permit Clerk			1.00	1.00	
Building Permit Clerk / Receptionist			1.80	1.80	
			<b>6.75</b>	<b>6.75</b>	
<b>Total</b>			<b>6.75</b>	<b>6.75</b>	

## Building Department Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted Fund Balance	106,625	109,722	135,632	141,944	6,312
Operating Fund Balance	398,376	440,209	391,306	272,213	(119,093)
<b>Beginning Fund Balance</b>	<b>505,001</b>	<b>549,930</b>	<b>526,937</b>	<b>414,156</b>	<b>(112,781)</b>
<b>Revenues</b>					
Building Permit Fees	443,715	363,119	389,773	344,415	(45,358)
Plan Check Fees	120,051	120,051	102,838	91,329	(11,509)
Re-inspection Fees	26,215	26,215	30,470	25,606	(4,864)
Radon Gas Fee					
Construction Surcharge					
Interest Earnings	(791)	(791)	10,889	450	(10,439)
Transfer from General Fund					
Miscellaneous Revenues		19,068	18,948	17,716	(1,232)
<b>Total Revenues</b>	<b>589,190</b>	<b>527,661</b>	<b>552,918</b>	<b>479,516</b>	<b>(73,402)</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>1,094,190</b>	<b>1,077,591</b>	<b>1,079,855</b>	<b>893,672</b>	<b>(186,183)</b>
<b>Expenditures</b>					
<b>Building Department</b>	461,804	550,654	665,699	582,916	(82,783)
<b>DIVISION TOTALS</b>	<b>461,804</b>	<b>550,654</b>	<b>665,699</b>	<b>582,916</b>	<b>(82,783)</b>
<b>Other Financing Uses</b>					
Restricted Fund Balance	109,722	135,632	141,944	143,479	1,535
Operating Fund Balance	440,209	391,306	272,213	167,278	(104,935)
<b>Ending Fund Balance</b>	<b>549,930</b>	<b>526,937</b>	<b>414,156</b>	<b>310,757</b>	<b>(103,400)</b>
<b>Total Expenses and Fund Balance</b>	<b>1,011,735</b>	<b>1,077,591</b>	<b>1,079,855</b>	<b>893,672</b>	<b>(186,183)</b>
<b>Resource Allocation</b>					
Personnel Services	360,811	410,947	448,174	455,039	6,865
Operating Expenses	78,076	131,581	119,600	118,877	(723)
Capital Outlay	22,917	8,126	97,925	9,000	(88,925)
Debt Service					
Transfers					
<b>Total Resources</b>	<b>461,804</b>	<b>550,654</b>	<b>665,699</b>	<b>582,916</b>	<b>(82,783)</b>

AUTHORIZED PERSONNEL		
Position	2019-2020	2020-2021
Building Official	1.00	1.00
Inspector	2.00	2.00
Operations Supervisor - Building and Zoning	0.85	0.85
Building Permit Technician	2.80	2.80
Planning Dept. Clerk (PT)	0.15	0.15
	<b>6.80</b>	<b>6.80</b>

# Building Department

## **Purpose:**

The Building Department is responsible for the administration and enforcement of the Florida Building Code and local regulations relating to building construction. The Building Department coordinates the permitting requirements of other departments and agencies; issues building permits and certificates of occupancy; and maintains records of building construction in the City, building codes, contractor licensing, and floodplain maintenance. The Building Official also serves as the Floodplain Manager and Community Rating System Coordinator.

## **Key Objectives:**

- To serve the public by ensuring that the health, safety, and welfare of citizens are protected by enforcing the provisions of the various codes adopted by the Federal, State, and City governments.
- To educate builders and property owners about building codes, the reasons for them, and their importance in maintaining public safety.

## **Workload Data:**

The Building Department is responsible for enforcing the provisions of federal, state, and City codes, including the Florida Building, Residential, Mechanical, Plumbing, Fuel gas, Existing Building, and Energy codes; National Electric Code; International Property Maintenance Code; Florida Fire Prevention Code; FEMA and National Flood Insurance Program regulations; and Atlantic Beach land development regulations.

- The Building Official has administrative duties and conducts plan reviews and building inspections, and holds the three State licenses required for those duties.
- The senior building inspector conducts plan reviews and building inspections, and holds the two state licenses required for those duties.
- The residential building inspector conducts building inspections, and holds that state license.
- The operations manager supervises the front counter and is a Certified Permit Technician.
- The senior Permit Technician receives, processes, and distributes permit documents, maintains records, and is a Certified Permit Technician.
- The Receptionist also serves as the City Receptionist and does other administrative duties in the Department.

## Building Department Fund

### Building Department

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	287,594	291,556	326,073	313,819	(12,254)
Overtime	1,177	199	2,500	2,000	(500)
Special Pay	14,415	9,455			
<b>Sub-Total</b>	<b>303,186</b>	<b>301,210</b>	<b>328,573</b>	<b>315,819</b>	<b>(12,754)</b>
<b>Benefits</b>					
FICA	21,943	21,923	22,017	24,160	2,143
Pension	40,932	45,046	47,500	64,750	17,250
Health and Life Insurance	41,324	39,488	47,000	47,226	226
Worker and Unemploy Comp	3,368	3,281	3,084	3,084	
<b>Sub-Total</b>	<b>107,567</b>	<b>109,737</b>	<b>119,601</b>	<b>139,220</b>	<b>19,619</b>
<b>Total Wages and Benefits</b>	<b>410,753</b>	<b>410,947</b>	<b>448,174</b>	<b>455,039</b>	<b>6,865</b>
<b>OPERATING EXPENSES</b>					
Professional Services		72			
Contract Services	28,347	37,229	25,855	20,000	(5,855)
Local Travel					
Communications	4,172	4,676	3,658	3,658	
Postage			1,600	1,600	
Utilities					
Rentals and Leases			4,800	4,800	
Insurance	1,813	2,019	1,586	1,586	
Repairs and Maintenance	4,194	29,888	10,354	10,354	
Printing and Publishing	772		1,000	1,000	
Advertising and Promotions					
Other Current Charges					
Office Supplies	164	128	500	500	
Operating Supplies	3,345	6,407	6,077	6,077	
Books, Training, Memberships	13,432	4,924	13,834	13,834	
Internal Service Charges	46,238	46,238	50,336	55,468	5,132
<b>Total Operating Expenses</b>	<b>102,478</b>	<b>131,581</b>	<b>119,600</b>	<b>118,877</b>	<b>(723)</b>
<b>CAPITAL OUTLAY</b>					
Equipment		3,767	10,000		(10,000)
Buildings					
Infrastructure Improvements					
Vehicles			78,925		(78,925)
Computer Equipment		4,359	9,000	9,000	
<b>Total Capital Outlay</b>		<b>8,126</b>	<b>97,925</b>	<b>9,000</b>	<b>(88,925)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>513,231</b>	<b>550,654</b>	<b>665,699</b>	<b>582,916</b>	<b>(82,783)</b>

# Public Safety



# Public Safety

## Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
General Fund Resources	6,349,641	6,672,804	6,919,926	7,223,821	303,895
Police Grants		42,000	59,000		(59,000)
Police Trust	29,089	24,991	35,534	7,147	(28,387)
<b>Total Revenues</b>	<b>6,378,730</b>	<b>6,739,794</b>	<b>7,014,460</b>	<b>7,230,968</b>	<b>216,508</b>
<b>Expenses:</b>					
Police Services	4,920,087	5,197,054	5,249,359	5,519,233	269,874
Police Grants		42,000	59,000		(59,000)
Police Trust	52,966	31,322	50,000	25,000	(25,000)
Rescue Services	1,429,555	1,475,750	1,670,567	1,704,588	34,021
<b>Total Expenses</b>	<b>6,402,608</b>	<b>6,746,126</b>	<b>7,028,926</b>	<b>7,248,821</b>	<b>219,895</b>
<b>Resource Allocation:</b>					
Personnel Services	4,415,158	4,558,889	4,634,110	4,941,053	306,943
Operating Expenses	1,656,171	1,850,702	2,030,082	2,158,568	128,486
Capital Outlay	326,279	336,535	364,734	149,200	(215,534)
Debt Service					
Transfers	5,000				
<b>Total Resource Allocation:</b>	<b>6,402,608</b>	<b>6,746,126</b>	<b>7,028,926</b>	<b>7,248,821</b>	<b>219,895</b>
<b>Summary of Authorized Positions</b>					
			<b>2019-2020</b>	<b>2020-2021</b>	
<b>Police</b>					
Public Safety Director			1.00	1.00	
Commander			2.00	2.00	
Lieutenant			2.00	2.00	
Sergeant			6.00	6.00	
Detective			4.00	4.00	
Patrol Officer			15.00	15.00	
Officer (Part Time)			2.00	2.00	
Administrative Assistant			1.00	1.00	
Communications Supervisor			1.00	1.00	
Emergency Communications Officer			5.00	5.00	
Police Records Specialist			1.00	1.00	
Police Records Clerk			1.00	1.00	
Support Services Manager			1.00	1.00	
Property Evidence Records Clerk			1.00	1.00	
Animal Control Officer			2.00	2.00	
School Crossing Guard - (Part Time)			2.00	2.00	
			<b>47.00</b>	<b>47.00</b>	
<b>Fire, Rescue and Lifeguard Operations</b>					
Life Guard Captain - (Part Time)			1.00	1.00	
Lifeguard Lieutenant - (Part Time)			5.00	5.00	
Lifeguards - (Part Time)			30.00	30.00	
			<b>36.00</b>	<b>36.00</b>	
<b>Total Public Safety</b>			<b>83.00</b>	<b>83.00</b>	

## **Police Department**

### **Purpose:**

The Atlantic Beach Police Department's Mission is to protect life and property, provide exceptional police service, and work in partnership with our community to improve the quality of life in the City of Atlantic Beach. The department will accomplish this by maintaining community partnerships that promote safe streets and neighborhoods.

The Police Department operates eight (8) divisions which include Administration, Patrol & Traffic Enforcement, Training & Logistics, Community Affairs, Purchasing, Accreditation and Oversight, Property / Evidence and Investigations. Each of these divisions engage in pro-active community service, law enforcement and safety efforts. The members of these divisions provide service through criminal investigations, community patrol, traffic enforcement, traffic crash investigations, records management, animal control, Ocean Rescue, accreditation management and a citizen volunteer program. The Communications Division answers all 911 calls for police, fire, and emergency medical responses within the City of Atlantic Beach.

### **Key Objectives 2020-21:**

The Priority Objective for Public Safety in 2020-21 is to promote and provide training on Racial Equity, Community Engagement, Officer Wellness and Leadership Development. Officers will be provided training that addresses the uniqueness that diverse cultures bring to our society and the challenges that can exist between citizens and law enforcement. The importance of community engagement in formal and informal settings will be a focus for programmatic planning and daily patrol operations. The holistic wellness of every police officer is a foundational element of a healthy relationship between the police department and the community. To that end the department will look for new ways to improve wellness throughout the career of our officers. We will continue to conduct in-service training for officers at every level within our department to help prepare them for a long and positive career in the City of Atlantic Beach.

### **2019-20 Highlights:**

The highlights of 2019-20 have been challenged to shine through a fog of COVID, national social unrest and delayed annual strategic plans. What these challenges have taught all of us is how to find resiliency in ourselves and when we could not, we learned how to find strength outside of ourselves from an overwhelming wave of support from the community near and far.

Our departments Incident Management Team was challenged on a new level when after months of COVID they were asked to plan for and manage civil protest responses, the RNC impact at the beaches, the start of hurricane season and an officer involved shooting with another officer severely injured. The department members rose to each occasion with positive attitudes dedicated to protect and serve the citizens of Atlantic Beach, our Constitution and their fellow officers.

All these events have taught us how to leverage the virtual meeting and communication platform as well as work remotely when needed. Because of multiple and long running incidents we have strengthened our working relationship with our Law Enforcement and Emergency Management partners at the beaches and from the City of Jacksonville.

Finally, we have learned that the many years of work we have done to create a strong relationship with our community has been successful. Amid national unrest that was spurred by negative police and citizen interaction,

our community has shown that they are confident the Atlantic Beach Police Department provides fair and equitable police service to all.

### **Workload Data**

<b>Activity</b>	<b>2018</b>	<b>2019</b>	<b>2020 (6 mo.)</b>
Average Emergency Response Time in minutes	2:30	2:37	N/A
Total Crime Rate Per 1,000 Population	20.33	16.89	N/A
Arrests	430	312	142
*Calls	21,226	20,995	15,222
Traffic citations	2311	2058	839
Index Crimes	276	233	140

**General Fund**  
**Police Administration**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	297,045	302,118	449,215	470,646	21,431
Overtime		459	200	650	450
Special Pay	15,122	9,787	18,000	2,580	(15,420)
<b>Sub-Total</b>	<b>312,168</b>	<b>312,364</b>	<b>467,415</b>	<b>473,876</b>	<b>6,461</b>
<b>Benefits</b>					
FICA	23,581	23,457	35,758	36,407	649
Pension	245,559	97,952	276,951	137,723	(139,228)
Health and Life Insurance	30,911	38,403	60,527	60,527	
Worker and Unemploy Comp	3,977	6,951	4,306	4,306	
<b>Sub-Total</b>	<b>304,029</b>	<b>166,763</b>	<b>377,542</b>	<b>238,963</b>	<b>(138,579)</b>
<b>Total Wages and Benefits</b>	<b>616,197</b>	<b>479,127</b>	<b>844,957</b>	<b>712,839</b>	<b>(132,118)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	5,637	20,943	37,052	51,052	14,000
Contract Services	13,804	6,797	17,600	14,500	(3,100)
Local Travel					
Communications	94,301	197,630	137,000	195,500	58,500
Postage	256	347	500	500	
Utilities	19,142	17,654	21,600	21,600	
Rentals and Leases	10,736	12,378	13,500	13,500	
Insurance					
Repairs and Maintenance	34,171	35,168	40,700	58,700	18,000
Printing and Publishing	7,328	2,030	10,500	10,500	
Advertising and Promotions	6,744	10,212	11,200	11,200	
Other Current Charges	9,675				
Office Supplies	11,750	10,864	11,000	11,000	
Operating Supplies	13,981	17,495	27,500	17,500	(10,000)
Books, Training, Memberships	1,335	1,649	4,000	4,000	
<b>Total Operating Expenses</b>	<b>228,859</b>	<b>333,169</b>	<b>332,152</b>	<b>409,552</b>	<b>77,400</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings	4,755	21,272			
Infrastructure Improvements					
Vehicles	48,930	195,319			
Machinery & Equipment				10,000	
Computer Equipment	407	33,601	59,600	22,200	(37,400)
<b>Total Capital Outlay</b>	<b>54,092</b>	<b>250,192</b>	<b>59,600</b>	<b>32,200</b>	<b>(37,400)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>899,148</b>	<b>1,062,488</b>	<b>1,236,709</b>	<b>1,154,591</b>	<b>(92,118)</b>

## Community Affairs Division

### Purpose:

The Atlantic Beach Department Community Affairs Division is tasked with establishing, maintaining, and strengthening the relationship between the Atlantic Beach Police Department and our community. The Police Department is focused on community involvement and values its citizens input, developing a strong open partnership through communication, services, and interaction. Working together to make Atlantic Beach a safe place to live, work, and play is our goal.

### Key Objectives:

- Establish and maintain effective relationships with the community.
- Collaborative problem solving through open dialogue with the community to promote meaningful discussion on topics relative to the community.
- Link the Police Department's mission with community participation through community events, programs, and officer interaction.
- Maintain and improve the Atlantic Beach Police Volunteer Program.
- Encourage Police Department personnel to participate and engage with the community at community events and through community programs.
- Maintain and enhance the cohesive and effective City All Hazards Emergency Management Plan through the use of the National Incident Management System.
- Collaborate and coordinate with the Parks and Recreations Department on special events.

### Volunteer Program:

- The Atlantic Beach Police Department Volunteer Program, which began in January 2018, consists of 41 individuals with 2-4 interested applicants awaiting instructions post-COVID.
- The volunteers logged 823 hours from Jan. 1-July 31, 2020. This is down from 1,014 this time last year due to the pandemic and subsequent restrictions.
  - The top 5 volunteer duties are clerical, patrol, special events, parking enforcement/traffic control and assisting with officer training.
  - The top 5 special events are Halloween, Cocoa & Caroling, Community Career Day, Atlantic Beach Elementary Walk & Roll and Surfing with a Cop.
- The Department has volunteers within a specialized group, VERT (Volunteer Emergency Response Team), which assists with natural disasters and police-related calls performing duties that relate to traffic control, resource distributors, scribes, and much more.

## General Fund

### Police Patrol

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	1,528,841	1,603,358	1,561,350	1,641,071	79,721
Overtime	70,705	77,319	105,000	105,000	
Special Pay	144,062	236,858	152,720	106,696	(46,024)
<b>Sub-Total</b>	<b>1,743,607</b>	<b>1,917,534</b>	<b>1,819,070</b>	<b>1,852,767</b>	<b>33,697</b>
<b>Benefits</b>					
FICA	127,482	139,503	128,241	142,120	13,879
Pension	774,878	690,196	455,014	713,274	258,260
Health and Life Insurance	240,554	279,241	272,927	272,927	
Worker and Unemploy Comp	47,524	49,521	49,679	49,679	
<b>Sub-Total</b>	<b>1,190,438</b>	<b>1,158,462</b>	<b>905,861</b>	<b>1,178,000</b>	<b>272,139</b>
<b>Total Wages and Benefits</b>	<b>2,934,045</b>	<b>3,075,997</b>	<b>2,724,931</b>	<b>3,030,767</b>	<b>305,836</b>
<b>OPERATING EXPENSES</b>					
Professional Services	1,231				
Contract Services	2,381	5,989	5,500	5,500	
Local Travel		123	500	500	
Communications					
Postage					
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance	23,262	24,618	39,300	46,955	7,655
Printing and Publishing					
Advertising and Promotions					
Office Supplies					
Operating Supplies	141,179	183,614	163,100	199,600	36,500
Books, Training, Memberships					
Internal Service Charges					
<b>Total Operating Expenses</b>	<b>168,054</b>	<b>214,344</b>	<b>208,400</b>	<b>252,555</b>	<b>44,155</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles	205,983	79,725	219,034	105,000	(114,034)
Computer Equipment	24,547	1,079			
Equipment					
<b>Total Capital Outlay</b>	<b>230,530</b>	<b>80,804</b>	<b>219,034</b>	<b>105,000</b>	<b>(114,034)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>3,332,629</b>	<b>3,371,145</b>	<b>3,152,365</b>	<b>3,388,322</b>	<b>235,957</b>

**General Fund**  
**Police Investigations**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	70,218	119,729	213,745	211,905	(1,840)
Overtime	6,223	6,091	20,000	20,000	
Special Pay	25,330	29,425	11,000	29,722	18,722
<b>Sub-Total</b>	<b>101,770</b>	<b>155,245</b>	<b>244,745</b>	<b>261,627</b>	<b>16,882</b>
<b>Benefits</b>					
FICA	11,078	11,565	18,188	18,734	546
Pension	121,349	84,887	55,962	113,329	57,367
Health and Life Insurance	19,730	19,790	34,612	22,139	(12,473)
Worker and Unemploy Comp	4,086	3,990	7,326	7,326	
<b>Sub-Total</b>	<b>156,243</b>	<b>120,233</b>	<b>116,088</b>	<b>161,528</b>	<b>45,440</b>
<b>Total Wages and Benefits</b>	<b>258,013</b>	<b>275,478</b>	<b>360,833</b>	<b>423,155</b>	<b>62,322</b>
<b>OPERATING EXPENSES</b>					
Professional Services					
Contract Services	1,498	1,250	1,535	1,535	
Local Travel					
Communications					
Postage					
Utilities					
Rentals and Leases	4,651	6,677	8,500	8,500	
Insurance					
Repairs and Maintenance	1,770		2,500	5,000	2,500
Printing and Publishing					
Advertising and Promotions					
Other Current Charges / Investigations					
Office Supplies					
Operating Supplies	3,198	2,207	7,000	2,000	(5,000)
Books, Training, Memberships					
Investigations	5,000	1,000	6,000	6,000	
<b>Total Operating Expenses</b>	<b>16,118</b>	<b>11,135</b>	<b>25,535</b>	<b>23,035</b>	<b>(2,500)</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment	6,538	4,543			
<b>Total Capital Outlay</b>	<b>6,538</b>	<b>4,543</b>			
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>274,131</b>	<b>291,155</b>	<b>386,368</b>	<b>446,190</b>	<b>59,822</b>

## General Fund

### Police Dispatch

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	186,002	216,350	191,187	281,258	90,071
Overtime	12,750	8,009	10,000		(10,000)
Special Pay	8,181	9,111		9,472	9,472
<b>Sub-Total</b>	<b>206,933</b>	<b>233,470</b>	<b>201,187</b>	<b>290,730</b>	<b>89,543</b>
<b>Benefits</b>					
FICA	15,591	17,218	15,391	19,405	4,014
Pension	58,647	77,839	81,933	31,526	(50,407)
Health and Life Insurance	29,509	40,917	53,359	53,359	
Worker and Unemploy Comp	299	321	698	698	
<b>Sub-Total</b>	<b>104,046</b>	<b>136,295</b>	<b>151,381</b>	<b>104,988</b>	<b>(46,393)</b>
<b>Total Wages and Benefits</b>	<b>310,979</b>	<b>369,765</b>	<b>352,568</b>	<b>395,718</b>	<b>43,150</b>
<b>OPERATING EXPENSES</b>					
Professional Services					
Contract Services					
Local Travel		125	2,000		(2,000)
Communications					
Postage					
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance					
Printing and Publishing	1,468				
Advertising and Promotions					
Other Current Charges					
Office Supplies					
Operating Supplies	1,956	2,561	4,500	3,000	(1,500)
Books, Training, Memberships					
Internal Service Charges					
<b>Total Operating Expenses</b>	<b>3,424</b>	<b>2,686</b>	<b>6,500</b>	<b>3,000</b>	<b>(3,500)</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Computer Equipment			2,000		(2,000)
Equipment					
<b>Total Capital Outlay</b>			<b>2,000</b>		<b>(2,000)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>314,402</b>	<b>372,451</b>	<b>361,068</b>	<b>398,718</b>	<b>37,650</b>

# Animal Control

## Purpose:

Atlantic Beach Animal Control's mission is to provide service to the public by enforcing local animal ordinances, capturing and impounding animals running at large, investigating reports of animal attacks, animal cruelty and neglect, issuing citations for animal control code violations, investigating animal bites, and coordinating handling and care of animals in the City kennel.

## Employees:

Animal Control officers operate under the Police Department. There are two full time Animal Control officers to provide coverage seven days per week.

## Training/certifications

Atlantic Beach Animal Control officers receive state certification through FACA (Florida Animal Control Association). After the initial 40 hours of training is received, each Officer must pass a state certification test. Annual continuing education is required to maintain certification.

## Education/community outreach

Atlantic Beach Animal Control officers emphasize community education and outreach. The officers attend the Citizens Police Academy and other events and activities to help keep the community informed about animal control issues.

Activity	2019	2020 (7 Months)
Phone Calls	1397	792
Cruelty Investigations	68	29
Animals Handled	293	159
Animals Returned to Owner	83	57
Citations Written	154	102
Warnings	238	142

## General Fund

### Police Animal Control

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	64,037	66,057	67,282	69,842	2,560
Overtime	995	579	1,500	1,500	
Special Pay	2,357	2,506	2,500	3,130	630
<b>Sub-Total</b>	<u>67,390</u>	<u>69,142</u>	<u>71,282</u>	<u>74,472</u>	<u>3,190</u>
<b>Benefits</b>					
FICA	5,093	5,224	5,454	5,621	167
Pension	9,736	8,320	7,584	25,223	17,639
Health and Life Insurance	148	164	174	165	(9)
Worker and Unemploy Comp	911	1,236	1,074	1,074	
<b>Sub-Total</b>	<u>15,888</u>	<u>14,944</u>	<u>14,286</u>	<u>32,083</u>	<u>17,797</u>
<b>Total Wages and Benefits</b>	<b>83,278</b>	<b>84,086</b>	<b>85,568</b>	<b>106,555</b>	<b>20,987</b>
<b>OPERATING EXPENSES</b>					
Professional Services	102		600	600	
Contract Services	610		750	750	
Local Travel					
Communications			937		(937)
Postage					
Utilities	208	212	250	250	
Rentals and Leases					
Insurance					
Repairs and Maintenance	4,064	228	1,500	1,500	
Printing and Publishing					
Advertising and Promotions					
Other Current Charges					
Office Supplies					
Operating Supplies	1,392	4,360	6,300	6,300	
Books, Training, Memberships			250	250	
<b>Total Operating Expenses</b>	<u>6,376</u>	<u>4,800</u>	<u>10,587</u>	<u>9,650</u>	<u>(937)</u>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<u><u>89,654</u></u>	<u><u>88,887</u></u>	<u><u>96,155</u></u>	<u><u>116,205</u></u>	<u><u>20,050</u></u>

## General Fund

### Police School Guards

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	9,595	9,772	14,869	13,476	(1,393)
Overtime					
Special Pay					
<b>Sub-Total</b>	<b>9,595</b>	<b>9,772</b>	<b>14,869</b>	<b>13,476</b>	<b>(1,393)</b>
<b>Benefits</b>					
FICA	734	748	1,137	1,031	(106)
Pension					
Health and Life Insurance					
Worker and Unemploy Comp	268	270	388	400	12
<b>Sub-Total</b>	<b>1,002</b>	<b>1,018</b>	<b>1,525</b>	<b>1,431</b>	<b>(94)</b>
<b>Total Wages and Benefits</b>	<b>10,597</b>	<b>10,789</b>	<b>16,394</b>	<b>14,907</b>	<b>(1,487)</b>
<b>OPERATING EXPENSES</b>					
Professional Services					
Contract Services					
Local Travel					
Communications					
Postage					
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance					
Printing and Publishing					
Advertising and Promotions					
Other Current Charges					
Office Supplies					
Operating Supplies	295	139	300	300	
Books, Training, Memberships					
Internal Service Charges					
<b>Total Operating Expenses</b>	<b>295</b>	<b>139</b>	<b>300</b>	<b>300</b>	
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>10,122</b>	<b>10,929</b>	<b>16,694</b>	<b>15,207</b>	<b>(1,487)</b>

## Police Grants

### Purpose:

The Police Grants are used to enhance Public Safety operations and utilize available grants to provide the funding for public safety initiatives.

### Issues, Trends and Highlights:

- For FY 2019, the Department received \$57,585 in Justice Assistance Grant County (JAGC) funds to be used to purchase the Computer Aided Dispatch system. The Department also received \$3,171 and \$2,644 in Justice Assistance Grant Direct (JAGD) funds used to purchase upgraded communications and safety equipment for the Traffic Motorcycle officer and protective helmets and communications headsets for the Special Response Team. The Department also received \$4,813 from the Department of Justice Bulletproof Best Partnership to purchase bulletproof vests for officers. Finally, the Department received \$31,760 in Department of Emergency Management Hazard Mitigation Grant Program funds used to purchase upgraded wind-rated fire bay doors and hurricane shutters for the Police Building.
- For FY 2020, the Department received \$57,002 in Justice Assistance Grant County-wide (JAGC) funds to be used to complete the purchase of the Computer Aided Dispatch system from FY2019. A portion will also be used to purchase upgraded dispatch consoles. The Department was also awarded \$64,241 from the Coronavirus Supplemental Funding Program to be used to purchase equipment to assist in community education and cleaning of city facilities. The Department also anticipates approval of the Department of Justice Bulletproof Vest Partnership Grant to purchase bulletproof vests for officers, the exact amount has not been confirmed but is expected to be about \$4,000.
- For FY 2021, the Department anticipates receiving Justice Assistance Grant County-wide (JAGC) funds and Department of Justice Bulletproof Vest Partnership funds, however the amounts are yet to be approved. The funding level is expected to be similar to amounts awarded in FY 2019 and FY 2020.

## Police Grant Funds

### Police Department

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Cash Forward</b>					
<b>Revenues</b>					
Grant Proceeds		42,000	59,000		(59,000)
Interest					
Transfer from General Fund					
<b>Total Revenues</b>		<b>42,000</b>	<b>59,000</b>		<b>(59,000)</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>		<b>42,000</b>	<b>59,000</b>		<b>(59,000)</b>
<b>Expenditures</b>					
<b>Salaries and Wages</b>		42,000			
<b>Operating Expenses</b>					
Professional Services					
Contract Services					
Communications					
Rentals and Leases					
Other Current Charges					
Operating Supplies					
Training					
<b>Total Operating Expenses</b>					
<b>Capital Outlay</b>					
Vehicles					
Equipment			59,000		(59,000)
<b>Total Capital Outlay</b>			<b>59,000</b>		<b>(59,000)</b>
<b>Transfers</b>					
To Police Trust fund					
To General Fund					
To Various Grant Funds					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>		<b>42,000</b>	<b>59,000</b>		<b>(59,000)</b>
<b>Other Financing Uses</b>					
<b>Ending Cash</b>					
<b>Total Expenses and Cash</b>		<b>42,000</b>	<b>59,000</b>		<b>(59,000)</b>
<b>Resource Allocation</b>					
Personnel Services		42,000			
Operating Expenses					
Capital Outlay			59,000		(59,000)
Debt Service					
Transfers					
<b>Total Resources</b>		<b>42,000</b>	<b>59,000</b>		<b>(59,000)</b>

## Police Special Revenue Funds

### Public Safety

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>Beginning Fund Balance</b>	<b>160,596</b>	<b>160,596</b>	<b>166,693</b>	<b>152,227</b>	<b>(14,466)</b>
<b>Revenues</b>					
State Forfeitures	6,273	3,340	2,000		(2,000)
Federal Forfeitures					
Clerk-Court Costs	4,427	3,596	4,808	1,331	(3,477)
Radio Communications Fees	17,830	18,656	27,813	7,147	(20,666)
Interest	559	(601)	913	(1,331)	(2,244)
Miscellaneous					
<b>Total Revenues</b>	<b>29,089</b>	<b>24,991</b>	<b>35,534</b>	<b>7,147</b>	<b>(28,387)</b>
<b>Other Financing Sources</b>	<b>12,429</b>	<b>12,429</b>			
<b>Total Resources</b>	<b>202,114</b>	<b>198,016</b>	<b>202,227</b>	<b>159,374</b>	<b>(42,853)</b>
<b>OPERATING EXPENSES</b>					
Contract Services					
Investigations	3,000				
Communications	5,440	7,843	25,000		(25,000)
Training					
Printing and Publishing					
Operating Supplies	459				
Other Current Charges					
Books, Training, Memberships	15,882	23,479	25,000	25,000	
<b>Total Operating Expenses</b>	<b>24,781</b>	<b>31,322</b>	<b>50,000</b>	<b>25,000</b>	<b>(25,000)</b>
<b>CAPITAL OUTLAY</b>					
Vehicles					
Equipment	23,186				
<b>Total Capital Outlay</b>	<b>23,186</b>				
<b>TRANSFERS</b>					
To General Fund	5,000				
<b>Total Transfers</b>	<b>5,000</b>				
<b>DIVISION TOTALS</b>	<b>52,966</b>	<b>31,322</b>	<b>50,000</b>	<b>25,000</b>	<b>(25,000)</b>
<b>Other Financing Uses</b>					
<b>Ending Fund Balance</b>	<b>160,596</b>	166,693	152,227	134,374	(17,853)
<b>Total Expenses and Fund Balance</b>	<b>213,562.27</b>	<b>198,015.57</b>	<b>202,227</b>	<b>159,374</b>	<b>(42,853)</b>

**Fire Division**  
**Divisional Summary**

	<u>Actual</u> <u>2017-2018</u>	<u>Actual</u> <u>2018-2019</u>	<u>Budget</u> <u>2019-2020</u>	<u>Budget</u> <u>2020-2021</u>	<u>Increase</u> <u>(Decrease)</u>
<b>Resource Allocation</b>					
Personnel Services	202,049	221,646	248,859	257,112	8,253
Operating Expenses	1,171,599	1,253,107	1,396,608	1,435,476	34,161
Capital Outlay	14,914	996	25,100	12,000	(13,100)
Debt Service					
Transfers					
<b>Total Resources</b>	<u><u>1,388,562</u></u>	<u><u>1,475,750</u></u>	<u><u>1,670,567</u></u>	<u><u>1,704,588</u></u>	<u><u>29,314</u></u>
<b>Expenses:</b>					
Fire Control / Rescue	1,139,919	1,217,958	1,338,308	1,382,737	39,722
Lifeguards	248,642	257,791	332,259	321,851	(10,408)
<b>Total Expenses</b>	<u><u>1,388,562</u></u>	<u><u>1,475,750</u></u>	<u><u>1,670,567</u></u>	<u><u>1,704,588</u></u>	<u><u>29,314</u></u>
<b>Summary of Authorized Positions</b>					
			<u>2019-2020</u>	<u>2020-2021</u>	
<b>Fire Department</b>					
Public Safety Director					
<b>Lifeguards</b>					
Lieutenant			2	2	
Captain			4	4	
Lifeguard			12	12	
			<u><u>18</u></u>	<u><u>18</u></u>	

**General Fund**  
**Fire Control / Rescue**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages					
Overtime					
Special Pay					
<b>Sub-Total</b>					
<b>Benefits</b>					
FICA					
Pension					
Health and Life Insurance					
Worker and Unemploy Comp					
<b>Sub-Total</b>					
<b>Total Wages and Benefits</b>					
<b>OPERATING EXPENSES</b>					
Professional Services					
Contract Services	1,165,455	1,200,419	1,324,063	1,363,785	39,722
Local Travel					
Communications					
Postage					
Utilities	17,869	17,540	14,245	18,952	
Rentals and Leases					
Insurance					
Repairs and Maintenance					
Printing and Publishing					
Advertising and Promotions					
Other Current Charges					
Office Supplies					
Operating Supplies					
Books, Training, Memberships					
Internal Service Charges					
<b>Total Operating Expenses</b>	<b>1,183,324</b>	<b>1,217,958</b>	<b>1,338,308</b>	<b>1,382,737</b>	<b>39,722</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DIVISION TOTALS</b>	<b>1,183,324</b>	<b>1,217,958</b>	<b>1,338,308</b>	<b>1,382,737</b>	<b>39,722</b>

# Lifeguards

## **Purpose:**

The Mission of the Atlantic Beach Ocean Lifeguards is to provide for the safety and protection of lives. An emphasis is placed on education and promoting awareness of the marine environment and identifying potential dangers associated with recreational activities in an open water environment. Ocean Lifeguards promote beach and ocean safety and provide efficient, effective water rescues and Basic Life Support (BLS) prior to ambulance arrival.

## **Employees**

The lifeguards are a division of the Public Safety Department and report to the Chief of Police. Five lifeguards are employed year round in a part time capacity to provide seamless maintenance of the program, including applicant processing, training, equipment and supply inventory. An additional 40 lifeguards are hired annually to provide seasonal (6 months), part time service.

## **Training/Certifications**

Each year lifeguards begin training in January with formal testing and training in March. All lifeguards have current Emergency Medical Responders training and certification. All guards attend either new guard or returning guard training as well. Each guard has a minimum of 100 hours of training before working a tower alone. All mid-level supervisors and above have current EMT/Paramedic certifications. The Atlantic Beach Lifeguard Program has received USLA Advanced Certification, which means all lifeguards are certified Emergency Medical Responders or above. The lifeguards maintain a truck, ATV, and Jet Ski as part of their fleet.

## **Beach Staffing**

The beach is staffed by guards 7 days per week from 10AM – 5PM from Memorial Day through Labor Day; including 10 towers, truck and ATV patrols, station staffing and incident response. Additionally Lifeguards provide coverage on weekends from April through Memorial Day and Labor Day through September.

For the 2021 FY the City is budgeting for additional lifeguard coverage on the beach. Weekend-only staffing will be added in March and October. The coverage during the additional weekends will provide truck patrols, station coverage and incident response.

## **Additional Services for 2021**

A Junior Lifeguard Program was implemented in 2015 and is conducted each season. This program familiarizes youth with different aspects of lifeguarding, to include: first aid, lifesaving techniques, competition training, lifeguard training, marine life and safety, and physical fitness. The program is designed to run for one week, 4 hours per day, with 10 participants attending per session and is offered in 4 different sessions. It should be noted that during this time of pandemic, the program was modified for the safety of attendees and instructors with the intent to return the program to the original format when it is safe to do so. This program provides an opportunity for both a community outreach program and as a way to promote education with local youth who may have an interest in becoming an Atlantic Beach Lifeguard in the future.

## General Fund

### Lifeguards

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	212,592	201,448	225,000	231,750	6,750
Overtime					
Special Pay					
<b>Sub-Total</b>	<b>182,500</b>	<b>201,448</b>	<b>225,000</b>	<b>231,750</b>	<b>6,750</b>
<b>Benefits</b>					
FICA	16,342	15,411	16,448	17,729	1,281
Pension					
Health and Life Insurance					
Worker and Unemploy Comp	6,953	4,787	7,411	7,633	222
<b>Sub-Total</b>	<b>19,549</b>	<b>20,198</b>	<b>23,859</b>	<b>25,362</b>	<b>1,503</b>
<b>Total Wages and Benefits</b>	<b>202,049</b>	<b>221,646</b>	<b>248,859</b>	<b>257,112</b>	<b>8,253</b>
<b>OPERATING EXPENSES</b>					
Professional Services	2,640	5,895	12,000	12,000	
Contract Services	273	2,032	3,500	3,500	
Local Travel			3,000	3,000	
Communications	1,992	3,647	9,000	6,589	(2,411)
Postage					
Utilities	3,029	3,274	4,000	4,000	
Rentals and Leases					
Insurance					
Repairs and Maintenance	12,131	7,811	10,000	10,000	
Printing and Publishing			500		(500)
Advertising and Promotions					
Other Current Charges					
Office Supplies					
Operating Supplies	12,145	11,818	15,300	12,300	(3,000)
Books, Training, Memberships	40	672	1,000	1,350	350
<b>Total Operating Expenses</b>	<b>32,249</b>	<b>35,149</b>	<b>58,300</b>	<b>52,739</b>	<b>(5,561)</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings	11,933				
Infrastructure Improvements					
Vehicles					
Equipment		996	25,100	12,000	(13,100)
<b>Total Capital Outlay</b>	<b>11,933</b>	<b>996</b>	<b>25,100</b>	<b>12,000</b>	<b>(13,100)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>246,231</b>	<b>257,791</b>	<b>332,259</b>	<b>321,851</b>	<b>(10,408)</b>

# Recreation and Cultural Arts



# Cultural Arts and Recreation

## Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
General Fund Resources	461,528	477,386	484,333	545,936	61,603
<b>Total Revenues</b>	<b>461,528</b>	<b>477,386</b>	<b>484,333</b>	<b>545,936</b>	<b>61,603</b>
<b>Expenses:</b>					
Programs & Special Events	461,528	477,386	484,333	545,936	61,603
<b>Total Expenses</b>	<b>461,528</b>	<b>477,386</b>	<b>484,333</b>	<b>545,936</b>	<b>61,603</b>
<b>Resource Allocation:</b>					
Personnel Services	263,193	304,787	297,913	351,566	53,653
Operating Expenses	155,925	170,011	186,420	194,370	7,950
Capital Outlay	42,409	2,589			
Debt Service					
Transfers					
<b>Total Resource Allocation:</b>	<b>461,528</b>	<b>477,386</b>	<b>484,333</b>	<b>545,936</b>	<b>61,603</b>
<b>Summary of Authorized Positions</b>					
			<b>2019-2020</b>	<b>2020-2021</b>	
<b>Cultural Arts and Recreation</b>					
Director of Cultural Arts and Recreation			1.00	1.00	
Administrative Assistant			1.00	1.00	
Recreation Coordinator			1.00	1.00	
Recreation Leader			1.00	1.00	
Recreation Leader (Part Time)			1.00	1.00	
			<b>5.00</b>	<b>5.00</b>	
<b>Total Cultural Arts and Recreation</b>			<b>5.00</b>	<b>5.00</b>	

# Recreation

## **Purpose:**

The Recreation Department administers the recreational activities and special events throughout the city. The department sponsors such programs as spring and Fall Flag Football, summer camp, festivals, and senior and after-school programs through the community centers and parks, Campout Under the Stars, Wild Wonders, and monthly art shows. The Department also serves as City liaison to the Cultural Arts and Recreation Committee where, together, the following events are held: Jazz Festival, Arts in the Park, Dog Festival, the Cultural Arts and Recreation Advisory Committee grant program; Acoustic and Songwriters nights, and the Tour de Parks bicycle trek.

## **Key Objectives:**

- Work with the City Commission and City staff to maintain and improve the quality of life of Atlantic Beach residents through cultural arts and recreation.
- Maintain and enhance current programs and events.
- Work with the Atlantic Beach Youth Council on programs and projects.
- Administer facility rentals, permitting private special events and provide staff support to the Cultural Arts and Recreation Committee.

## **Issues, Trends and Highlights:**

- The Recreation Department works with the Cultural Arts and Recreation Committee in providing grant funding for non-profit organization programs and events for residents of Atlantic Beach.
- The Cultural Arts and Recreation Advisory Committee made recommendations on Mayport Road Corridor Improvements through the Façade and Art Program Grant applications.
- The Recreation Department created online virtual programs during the COVID-19 public health emergency.
- The department assisted Dutton Island Garden Local Network, Inc. (DIG Local) in providing meals to those in need during the public health emergency.
- The department continued to work with the teen groups and provided the internship program.

## General Fund

### Recreation Programs and Special Events

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	182,336	205,506	211,225	235,531	24,306
Overtime	5,419	5,206	7,000	7,000	
Special Pay	3,395	2,550	2,400		(2,400)
<b>Sub-Total</b>	<b>188,415</b>	<b>213,262</b>	<b>220,625</b>	<b>242,531</b>	<b>21,906</b>
<b>Benefits</b>					
FICA	14,063	15,761	16,878	18,554	1,676
Pension	47,950	34,904	33,606	63,677	30,071
Health and Life Insurance	22,407	21,714	20,727	20,727	
Worker and Unemploy Comp	5,001	19,146	6,077	6,077	
<b>Sub-Total</b>	<b>74,778</b>	<b>91,525</b>	<b>77,288</b>	<b>109,035</b>	<b>31,747</b>
<b>Total Wages and Benefits</b>	<b>263,193</b>	<b>304,787</b>	<b>297,913</b>	<b>351,566</b>	<b>53,653</b>
<b>OPERATING EXPENSES</b>					
Professional Services	105	315			
Contract Services	21,186	32,379	20,200	24,000	3,800
Local Travel	149	189	300	400	100
Communications	7,714	6,638	10,000	11,000	1,000
Postage	28		150	150	
Utilities	17,707	15,064	16,500	18,500	2,000
Rentals and Leases	3,492	5,776	9,000	9,000	
Insurance					
Repairs and Maintenance	10,265	5,332	4,650	3,500	(1,150)
Printing and Publishing	64				
Advertising and Promotions					
Other Current Charges	32,504	33,426	37,700	37,700	
Office Supplies	300	707	1,000	1,000	
Operating Supplies	18,440	26,025	29,300	31,500	2,200
Books, Training, Memberships	1,136	1,449	3,320	3,320	
Grants & Aid to Other Organizations	42,835	42,711	54,300	54,300	
<b>Total Operating Expenses</b>	<b>155,925</b>	<b>170,011</b>	<b>186,420</b>	<b>194,370</b>	<b>7,950</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings	42,409	2,589			
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>	<b>42,409</b>	<b>2,589</b>			
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>461,528</b>	<b>477,386</b>	<b>484,333</b>	<b>545,936</b>	<b>61,603</b>

# Public Works



# Public Works

## Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
General Fund Resources	1,500,601	1,802,983	2,044,980	1,999,086	(45,894)
Local Option Gas Taxes	474,419	505,136	499,642	462,918	(36,724)
Sanitation Utility	1,942,122	3,068,601	1,924,624	1,923,702	(922)
Storm Water Utility	1,168,665	1,123,439	2,992,326	2,681,469	(310,857)
<b>Total Revenues</b>	<b>5,085,806</b>	<b>6,500,159</b>	<b>7,461,572</b>	<b>7,067,175</b>	<b>(394,397)</b>
<b>Expenses:</b>					
Public Works Admin.	353,687	427,275	543,026	575,163	32,137
Street and Road Maint.	885,782	1,111,720	1,202,864	1,116,833	(86,031)
Local Option Gas Tax	513,684	448,010	704,623	737,843	33,220
Sanitation Utility	2,387,642	1,708,523	1,931,668	2,089,254	157,586
Storm Water Utility	1,334,588	1,450,776	4,313,018	3,958,333	(317,846)
Fleet Maintenance	261,132	263,988	299,090	307,090	8,000
Park Maintenance	726,648	897,146	927,723	869,797	(57,926)
Landscape Improvements	27,908	55,236	51,307	85,158	33,851
<b>Total Expenses</b>	<b>6,491,073</b>	<b>6,362,674</b>	<b>9,973,319</b>	<b>9,739,471</b>	<b>(197,009)</b>
<b>Resource Allocation:</b>					
Personnel Services	1,368,469	1,671,237	1,843,045	1,598,004	(245,041)
Operating Expenses	3,222,579	3,767,146	3,480,793	4,144,723	663,930
Capital Outlay	951,508	531,340	3,080,549	2,495,500	(585,049)
Debt Service	198,206	157,950	187,522	223,817	36,295
Transfers	750,310	235,000	1,381,410	1,277,427	(103,983)
<b>Total Resource Allocation:</b>	<b>6,491,073</b>	<b>6,362,674</b>	<b>9,973,319</b>	<b>9,739,471</b>	<b>(233,848)</b>
<b>Summary of Authorized Positions</b>					
			<b>2019-2020</b>	<b>2020-2021</b>	
<b>Public Works Administration</b>					
Public Works Director			1.00	1.00	
Engineer			0.50	0.50	
Public Works Inspector			1.00	1.00	
Contract, Permits & Admin Coordinator			1.00	1.00	
Administrative Assistant			1.00	1.00	
Dispatcher			1.00	1.00	
Clerk - ( Part Time )			1.00	1.00	
<b>Street and Road Maintenance</b>					
Crew Chief			0.50	0.50	
Building / Sign Maintenance Worker			1.00	1.00	
General Maintenance Worker			5.25	5.25	
<b>Landscape Improvements</b>					
Landscape and Park Maintenance Worker			1.00	1.00	
<b>Park Maintenance and Improvements</b>					
Park Maintenance Division Chief			1.00	1.00	
Park Ranger			6.00	6.00	
<b>Storm Water Maintenance</b>					
Crew Chief			0.50	0.50	
Heavy Equipment Operator			1.90	1.90	
General Maintenance Worker			2.75	2.75	
<b>Sanitation</b>					
Heavy Equipment Operator			0.40	0.40	
<b>Total Public Works</b>			<b>26.80</b>	<b>26.80</b>	

# Public Works Administration

## Purpose:

The Public Works Administration Division is responsible for the administration of design, construction, operation and maintenance activities for Streets, Stormwater, Buildings, Parks, Beautification, Sanitation, Fleet and Equipment Maintenance, as well as supporting annual contracts and customer requests related to Public Works functions.

## Key Objectives:

- Continue to complete new projects in synchronization with the City Commission's strategic planning priorities.
- Identify and implement efficiencies of joint operations between divisions.
- Streamline plan reviews and ensure building contractors understand submittal requirements for permit applications.
- Continue to administer the Capital Improvement Program by completing projects at minimum cost while assuring quality construction.
- Coordinate with Engineers in the preparation of Bidding Documents for Capital Improvement Projects.

## Issues, Trends, Highlights:

- Continue to provide design and construction administration and inspection for projects including water/sewer/stormwater/roadway/parks/building improvements.
- Provide engineering and administrative support for regulatory permits and permit renewals.
- Continue training of supervisory staff via professional seminars and in-house training.
- Continue contract administration for Public Works multi-year contracts, including Asphalt; Beach Cleaning; Concrete; Disaster Debris Removal; Ditch Spraying; Engineering Consulting; Fleet Maintenance; Janitorial Services; Landscape Maintenance (Parks, Medians, etc.); Palm Tree Trimming; Point Repairs; Sanitation; Stormwater Jetting; Street Sweeping; Surveying; and Uniforms.
- Continue contract administration for Public Utilities multi-year contracts, including Chlorine; Electrical Troubleshooting & Repair; Electrical Motor & Pump Repair; HTH (Calcium Hypochlorite); Laboratory Services; Landscaping Maintenance (PU locations); Orthophosphate; Polymer; Sulfur Dioxide; Utility Contractor and Welding.

## General Fund

### Public Works Administration

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	206,389	230,650	275,968	285,491	9,523
Overtime	530	1,962	500	500	
Special Pay	1,568	3,844	4,500	3,082	(1,418)
<b>Sub-Total</b>	<b>205,034</b>	<b>236,457</b>	<b>280,968</b>	<b>289,073</b>	<b>8,105</b>
<b>Benefits</b>					
FICA	15,599	17,656	21,495	23,166	1,671
Pension	80,400	96,419	98,609	38,670	(59,939)
Health and Life Insurance	30,811	33,084	65,243	65,243	
Worker and Unemploy Comp	(111)	1,760	4,331	4,331	
<b>Sub-Total</b>	<b>121,438</b>	<b>148,919</b>	<b>189,678</b>	<b>131,410</b>	<b>(58,268)</b>
<b>Total Wages and Benefits</b>	<b>326,472</b>	<b>385,375</b>	<b>470,646</b>	<b>420,483</b>	<b>(50,163)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	6,353	8,647	20,000	105,000	85,000
Contract Services	425	3,341	5,100	5,100	
Local Travel	211	244	700	1,000	300
Communications	9,639	10,072	11,280	11,780	500
Postage	5		100	100	
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance	1,175	2,005	6,700	2,700	(4,000)
Printing and Publishing	557	285	1,000	1,000	
Advertising and Promotions					
Other Current Charges					
Office Supplies	2,704	2,899	3,000	4,000	1,000
Operating Supplies	8,624	8,783	9,000	9,500	500
Books, Training, Memberships	692	1,186	4,500	4,500	
<b>Total Operating Expenses</b>	<b>27,215</b>	<b>37,461</b>	<b>61,380</b>	<b>144,680</b>	<b>83,300</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Computer Equipment		4,439	11,000	10,000	(1,000)
<b>Total Capital Outlay</b>		<b>4,439</b>	<b>11,000</b>	<b>10,000</b>	<b>(1,000)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>353,687</b>	<b>427,275</b>	<b>543,026</b>	<b>575,163</b>	<b>32,137</b>

# Streets and Maintenance

## **Purpose:**

The Streets and Maintenance Division of the Public Works Department is responsible for maintaining and improving the City's streets, rights-of-way, beach, beach accesses, stormwater conveyance and treatment systems, and signage and striping throughout the City.

## **Key Objectives:**

- Continue improvements of streets, sidewalks and rights-of way.
- Continue annual milling and paving projects and update roadway inventory and maintenance plan.
- Continue maintenance and replacement of street signs and inventory.
- Continue maintenance of Atlantic Blvd. and Mayport Road medians and the Mayport Flyover area.
- Continue coordination of improvements in the Beaches Town Center Area, such as installation of new light poles, benches, bike racks, and engraved pavers.
- Continue beautification and beach access maintenance and improvements.

## **Issues, Trends and Highlights:**

- Continue extending or creating new annual contracts at the best possible cost while getting effective work products.
- Continue repairs and construction of dune walkovers.
- Continue improvements and organization of the City Yard.

## General Fund

### Public Works Streets Division

	<u>Actual</u> <u>2017-2018</u>	<u>Actual</u> <u>2018-2019</u>	<u>Budget</u> <u>2019-2020</u>	<u>Budget</u> <u>2020-2021</u>	<u>Increase</u> <u>(Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	201,025	234,781	316,990	263,613	(53,377)
Overtime	712	8,293	1,000	5,000	4,000
Special Pay	4,227	4,062	1,500	1,500	
<b>Sub-Total</b>	<b>205,963</b>	<b>247,136</b>	<b>319,490</b>	<b>270,113</b>	<b>(49,377)</b>
<b>Benefits</b>					
FICA	14,612	17,954	24,441	20,664	(3,777)
Pension	78,069	95,271	82,469	67,432	(15,037)
Health and Life Insurance	59,854	57,029	72,936	72,936	
Worker and Unemploy Comp	14,020	16,883	17,998	17,998	
<b>Sub-Total</b>	<b>157,753</b>	<b>187,137</b>	<b>197,844</b>	<b>179,030</b>	<b>(18,814)</b>
<b>Total Wages and Benefits</b>	<b>363,716</b>	<b>434,272</b>	<b>517,334</b>	<b>449,143</b>	<b>(68,191)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	401	3,397	25,500	50,500	25,000
Contract Services	209,554	261,256	234,640	335,640	101,000
Local Travel	643	175			
Town Center Maintenance					
Transportation, Postage	14	56			
Communications	961	1,844	2,600	2,600	
Utilities	141,337	136,926	155,000	155,000	
Rentals and Leases	2,898	7,061	12,500	14,500	2,000
Insurance					
Repairs and Maintenance	475	78	1,500		(1,500)
Printing and Publishing	3,189	347	1,500	1,500	
Advertising and Promotions					
Other Current Charges					
Office Supplies			250	250	
Operating Supplies	100,271	120,845	91,400	104,200	12,800
Books, Training, Memberships		1,453	3,500	3,500	
Mosquito Control	225	3,025	6,000		(6,000)
<b>Total Operating Expenses</b>	<b>459,967</b>	<b>536,463</b>	<b>534,390</b>	<b>667,690</b>	<b>133,300</b>
<b>CAPITAL OUTLAY</b>					
Land					
Infrastructure Improvements	54,900	95,870	15,000		(15,000)
Vehicles		23,738	70,000		(70,000)
Computer Equipment					
Equipment	7,200	21,377	66,140		(66,140)
<b>Total Capital Outlay</b>	<b>62,100</b>	<b>140,985</b>	<b>151,140</b>		<b>(151,140)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>885,782</b>	<b>1,111,720</b>	<b>1,202,864</b>	<b>1,116,833</b>	<b>(86,031)</b>

# Parks

## Purpose:

The Parks Division of the Public Works Department manages the day-to-day maintenance and long term improvements of the parks throughout the City. Responsibilities include providing functional, safe recreational areas for the citizens and visitors who use the parks and keeping the parks aesthetically pleasing.

## Key Objectives:

- Continue to maintain and improve the quality of the parks and the beach.
- Ensure all City parks are a great place for residents and visitors to recreate.
- Participate in implementation and refinement of the AB Parks Master Plan.
- Replace and/or repair playground equipment, tennis courts, sport fields and park amenities, as needed and budgeted.
- Provide staffing and support for recreation events in City parks.

## Issues, Trends, Highlights:

- Continue implementation of the Parks Master Plan.
- Continue working on grant applications and project implementation.
- Continue overseeing and coordinating with the Building Maintenance Division of Public Works.

## Workload Data:

Acres of Park Land	516
Parks and Areas Maintained	18
Irrigation Systems	45
City Buildings Maintained	55

## General Fund

### Park Maintenance

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	229,277	255,511	277,754	244,098	(33,656)
Overtime	4,871	8,762	6,000	6,000	
Special Pay	2,184	4,451			
<b>Sub-Total</b>	<b>236,331</b>	<b>268,725</b>	<b>283,754</b>	<b>250,098</b>	<b>(33,656)</b>
<b>Benefits</b>					
FICA	17,465	19,833	21,708	19,133	(2,575)
Pension	61,867	56,329	54,430	1,235	(53,195)
Health and Life Insurance	51,154	50,615	56,925	56,925	
Worker and Unemploy Comp	8,131	10,189	8,056	8,056	
<b>Sub-Total</b>	<b>138,616</b>	<b>136,966</b>	<b>141,119</b>	<b>85,349</b>	<b>(55,770)</b>
<b>Total Wages and Benefits</b>	<b>374,947</b>	<b>405,690</b>	<b>424,873</b>	<b>335,447</b>	<b>(89,426)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	489	6,874	1,430	45,000	43,570
Contract Services	177,668	205,881	284,800	260,800	(24,000)
Local Travel	72		500	500	
Communications	2,086	2,121	3,500	3,500	
Postage		18	50	50	
Utilities	60,681	65,910	58,500	58,500	
Rentals and Leases	1,105	4,523	2,500	6,500	4,000
Insurance					
Repairs and Maintenance	464	17,650	25,000	17,000	(8,000)
Printing and Publishing	1,725	117	500	1,000	500
Advertising and Promotions					
Other Current Charges					
Office Supplies			200	200	
Operating Supplies	73,362	183,245	98,100	112,100	14,000
Books, Training, Memberships	1,116	1,417	1,200	4,200	3,000
<b>Total Operating Expenses</b>	<b>318,767</b>	<b>487,756</b>	<b>476,280</b>	<b>509,350</b>	<b>33,070</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles	25,466		26,570		(26,570)
Equipment	7,468	3,700		25,000	25,000
<b>Total Capital Outlay</b>	<b>32,934</b>	<b>3,700</b>	<b>26,570</b>	<b>25,000</b>	<b>(1,570)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>726,648</b>	<b>897,146</b>	<b>927,723</b>	<b>869,797</b>	<b>(57,926)</b>

# Fleet Maintenance

## Purpose:

The Fleet Maintenance Division of the Public Works Department is responsible for overseeing the fleet maintenance contractor's compliance with their contractual obligation to the City, including services and repairs on all City vehicles, and heavy and small equipment. The contract includes routine lubrication, oil change, mechanical repairs and other vehicle modifications as needed.

## Key Objectives:

- Ensure covered City vehicles and equipment are properly maintained for safety and efficiency.
- Continue to monitor contractor's performance, to ensure an efficient and effective service facility capable of handling a high volume of maintenance and repairs.
- Continue a strict policy for Department Head approval of non-contract work.
- Ensure City vehicles and equipment are properly inspected and maintained for safety and efficiency to reduce the amount of non-contract work by performing routine preventive maintenance.
- Continue to review corrective action in cases of vehicle or equipment abuse as reported by the contractor.
- Continue efforts to improve fleet fuel efficiency by monitoring mileage reports and researching alternative operating procedures and vehicles.

## Issues, Trends, Highlights:

The Fleet Maintenance current annual Target Price with Amendment Six to the Fleet Management and Vehicle Maintenance Contract between COAB and First Vehicle Services is \$249,330 per year. Historically, the actual annual expenses to the City have consistently come in under the Target Price. The non-contract labor rate remains \$32.26.

## Workload Data:

Under the contract, the average number of work orders completed annually is approximately 850.

## Fleet Maintenance

### Public Works Fleet Maintenance

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages					
Overtime					
Special Pay					
<b>Sub-Total</b>					
<b>Benefits</b>					
FICA					
Pension					
Health and Life Insurance					
Worker and Unemploy Comp					
<b>Sub-Total</b>					
<b>Total Wages and Benefits</b>					
<b>OPERATING EXPENSES</b>					
Professional Services					
Contract Services	258,272	262,840	295,500	303,500	8,000
Local Travel					
Communications	274	240	1,390	1,390	
Postage					
Utilities					
Rentals and Leases					
Insurance					
Repairs and Maintenance					
Printing and Publishing					
Advertising and Promotions					
Other Current Charges					
Office Supplies					
Operating Supplies	2,586	908	2,200	2,200	
Books, Training, Memberships					
<b>Total Operating Expenses</b>	<b>261,132</b>	<b>263,988</b>	<b>299,090</b>	<b>307,090</b>	<b>8,000</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To General Fund					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>261,132</b>	<b>263,988</b>	<b>299,090</b>	<b>307,090</b>	<b>8,000</b>

## **Local Option Gas Tax Fund**

**Purpose:**

This fund consists of the City's share of County Gas Tax revenues and related interest earnings, to be used in support of capital outlay and maintenance for local roads and drainage systems. This includes public transportation, maintenance of roadways, rights-of-way, and drainage systems, street lighting, bridge maintenance, traffic engineering, signs, and pavement markings, equipment and structures for storage of equipment, and to support personnel costs for maintenance of City streets and rights of way and debt service on projects related to the above programs.

## Local Option Gas Tax

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted	216,480	490,402	547,528	342,547	(204,981)
Restricted/Designated					
<b>Beginning Fund Balance</b>	<b>216,480</b>	<b>490,402</b>	<b>547,528</b>	<b>342,547</b>	<b>(204,981)</b>
<b>Revenues</b>					
Local Option Gas Taxes	474,930	486,678	499,642	447,056	(52,586)
Interest Earnings	(511)	18,458		15,862	15,862
<b>Total Revenues</b>	<b>474,419</b>	<b>505,136</b>	<b>499,642</b>	<b>462,918</b>	<b>(36,724)</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>690,899</b>	<b>995,538</b>	<b>1,047,170</b>	<b>805,465</b>	<b>(241,705)</b>
<b>Expenditures</b>					
<b>Operating Expenses</b>					
Professional Services					
Contract Services	281,384	213,010		200,000	200,000
Operating Supplies					
Repair and Maintenance					
<b>Capital Outlay</b>					
Street and Sidewalk Improvements					
Paving					
<b>Transfers Out</b>					
To Capital Project Fund			470,000	325,000	(145,000)
To General Fund	232,300	235,000	234,623	212,843	(21,780)
To Storm Water Utility Fund					
<b>DIVISION TOTALS</b>	<b>513,684</b>	<b>448,010</b>	<b>704,623</b>	<b>737,843</b>	<b>33,220</b>
<b>Other Financing Uses</b>					
Restricted	490,402	547,528	342,547	67,622	(274,925)
<b>Ending Fund Balance</b>	<b>490,402</b>	<b>547,528</b>	<b>342,547</b>	<b>67,622</b>	<b>(274,925)</b>
<b>Total Expenses and Fund Balance</b>	<b>1,004,086</b>	<b>995,538</b>	<b>1,047,170</b>	<b>805,465</b>	<b>(241,705)</b>
<b>Resource Allocation</b>					
Personnel Services					
Operating Expenses	281,384	213,010		200,000	200,000
Capital Outlay					
Debt Service					
Transfers	232,300	235,000	704,623	537,843	(166,780)
<b>Total Resources</b>	<b>513,684</b>	<b>448,010</b>	<b>704,623</b>	<b>737,843</b>	<b>33,220</b>

## Sanitation Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted	43,841	409,801	427,131	413,720	(13,411)
Operating		(63,043)	1,279,704	1,286,071	6,367
<b>Beginning Fund Balance</b>	<b>43,841</b>	<b>346,758</b>	<b>1,706,835</b>	<b>1,699,791</b>	<b>(7,044)</b>
<b>Revenues</b>					
Garbage Services	1,848,528	1,848,528	1,846,349	1,879,198	32,849
Interest Earnings	(269)	(269)			
Commercial Franchise Fees	71,566	71,566	78,275	44,504	(33,771)
Transfer from General Fund					
Disaster Relief Grants	22,297	1,148,776			
<b>Total Revenues</b>	<b>1,942,122</b>	<b>3,068,601</b>	<b>1,924,624</b>	<b>1,923,702</b>	<b>(922)</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>1,985,962</b>	<b>3,415,359</b>	<b>3,631,459</b>	<b>3,623,493</b>	<b>(7,966)</b>
<b>Expenditures</b>					
<b>Sanitation</b>	1,639,204	1,708,523	1,931,668	2,089,254	157,586
<b>DIVISION TOTALS</b>	<b>1,639,204</b>	<b>1,708,523</b>	<b>1,931,668</b>	<b>2,089,254</b>	<b>157,586</b>
<b>Other Financing Uses</b>					
Restricted	409,801	427,131	413,720	437,417	23,697
Operating	(63,043)	1,279,704	1,286,071	1,096,822	(189,249)
<b>Ending Fund Balance</b>	<b>346,758</b>	<b>1,706,835</b>	<b>1,699,791</b>	<b>1,534,239</b>	<b>(165,552)</b>
<b>Total Expenses and Fund Balance</b>	<b>1,985,963</b>	<b>3,415,359</b>	<b>3,631,459</b>	<b>3,623,493</b>	<b>(7,966)</b>
<b>Resource Allocation</b>					
Personnel Services	55,440	72,032	64,505	32,455	(32,050)
Operating Expenses	1,583,764	1,636,491	1,590,376	1,717,215	126,839
Capital Outlay					
Debt Service					
Transfers	258,725		276,787	339,584	62,797
<b>Total Resources</b>	<b>1,897,929</b>	<b>1,708,523</b>	<b>1,931,668</b>	<b>2,089,254</b>	<b>157,586</b>
<b>AUTHORIZED PERSONNEL</b>					
<b>Position</b>			<b>2019-2020</b>	<b>2020-2021</b>	
Heavy Equipment Operator			<b>0.40</b>	<b>0.40</b>	

# Sanitation Fund

## **Purpose:**

The Sanitation Department is responsible for overseeing the franchise refuse contractor's compliance with their contractual obligations to the City, including removal of garbage, yard waste, construction debris and recycling.

## **Key Objectives:**

- Continue to monitor the contractor's performance for strict contractual compliance, including use of liquidated damages, as necessary.
- Prepare for storm debris cleanup efforts by ensuring contracts are in place and vendors are prepared.

## **Issues, Trends, Highlights:**

- The City's franchise hauler is Advanced Disposal.
- The Sanitation Contract includes white goods, tire pickup and service at City facilities.
- All commercial accounts are serviced by the franchise hauler.

## Sanitation Fund

### Public Works Sanitation

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	16,042	16,522	16,590	21,277	4,687
Overtime	166	284			
Special Pay	789	566		624	624
<b>Sub-Total</b>	<b>16,997</b>	<b>17,372</b>	<b>16,590</b>	<b>21,901</b>	<b>5,311</b>
<b>Benefits</b>					
FICA	1,193	1,219	1,271	1,707	436
Pension	31,409	47,625	39,362	1,564	(37,798)
Health and Life Insurance	5,171	5,103	6,514	6,515	1
Worker and Unemploy Comp	670	714	768	768	
<b>Sub-Total</b>	<b>38,443</b>	<b>54,660</b>	<b>47,915</b>	<b>10,554</b>	<b>(37,361)</b>
<b>Total Wages and Benefits</b>	<b>55,440</b>	<b>72,032</b>	<b>64,505</b>	<b>32,455</b>	<b>(32,050)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	95	39			
Contract Services	1,423,355	1,476,090	1,429,800	1,545,000	115,200
Storm Debris Removal	511,812				
Local Travel					
Communications					
Postage					
Utilities					
Rentals and Leases					
Insurance	2,241	2,390	2,000	2,000	
Repairs and Maintenance	5,798	5,697	6,300	6,300	
Printing and Publishing					
Advertising and Promotions					
Other Current Charges					
Office Supplies					
Operating Supplies					
Books, Training, Memberships					
Internal Service Charges	152,276	152,276	152,276	163,915	11,639
<b>Total Operating Expenses</b>	<b>2,095,576</b>	<b>1,636,491</b>	<b>1,590,376</b>	<b>1,717,215</b>	<b>126,839</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements					
Vehicles					
Equipment					
<b>Total Capital Outlay</b>					
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To General Fund	258,725		276,787	339,584	62,797
To					
To					
<b>Total Transfers</b>	<b>236,626</b>		<b>276,787</b>	<b>339,584</b>	<b>62,797</b>
<b>DIVISION TOTALS</b>					
	<b>2,387,642</b>	<b>1,708,523</b>	<b>1,931,668</b>	<b>2,089,254</b>	<b>157,586</b>

## Storm Water Utility

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted	344,947	368,049	385,602	395,936	10,334
Operating	3,357,917	3,523,893	3,179,003	1,847,977	(1,331,026)
<b>Beginning Fund Balance</b>	<b>3,702,864</b>	<b>3,891,942</b>	<b>3,564,605</b>	<b>2,243,913</b>	<b>(1,320,692)</b>
<b>Revenues</b>					
Storm Water Fees	886,349	894,373	894,998	894,998	
Interest Earnings	(2,684)	29,066	12,328	1,471	(10,857)
Grant			1,500,000	1,500,000	
Other			300,000		(300,000)
<b>Transfers</b>					
From Half Cent Sales Tax Fund	285,000	200,000	285,000	285,000	
From Gas Tax Fund					
<b>Total Revenues</b>	<b>1,168,665</b>	<b>1,123,439</b>	<b>2,992,326</b>	<b>2,681,469</b>	<b>(310,857)</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>4,871,529</b>	<b>5,015,381</b>	<b>6,556,931</b>	<b>4,925,382</b>	<b>(1,631,549)</b>
<b>Expenditures</b>					
Storm Water Utility	1,334,588	1,450,776	4,313,018	3,958,333	(317,846)
<b>DIVISION TOTALS</b>	<b>1,334,588</b>	<b>1,450,776</b>	<b>4,313,018</b>	<b>3,958,333</b>	<b>(317,846)</b>
<b>Other Financing Uses</b>					
Restricted	368,049	385,602	395,936	442,321	46,385
Operating	3,523,893	3,179,003	1,847,977	524,728	(1,323,249)
<b>Ending Fund Balance</b>	<b>3,891,942</b>	<b>3,564,605</b>	<b>2,243,913</b>	<b>967,049</b>	<b>(1,276,864)</b>
<b>Total Expenses and Fund Balance</b>	<b>4,980,006</b>	<b>5,015,381</b>	<b>6,556,931</b>	<b>4,925,382</b>	<b>(1,594,710)</b>
<b>Resource Allocation</b>					
Personnel Services	237,115	348,939	349,730	311,668	(38,062)
Operating Expenses	395,268	561,670	483,927	562,348	78,421
Capital Outlay	654,659	382,217	2,891,839	2,460,500	(394,500)
Debt Service	47,547	157,950	187,522	223,817	36,295
Transfers			400,000	400,000	
<b>Total Resources</b>	<b>1,334,588</b>	<b>1,450,776</b>	<b>4,313,018</b>	<b>3,958,333</b>	<b>(317,846)</b>

# Stormwater Utility

## Purpose:

The Stormwater Utility is responsible for funding improvements and maintenance to reduce the impact of severe weather by providing effective treatment and conveyance of the City's stormwater.

## Key Objectives:

- Continue preventive maintenance of stormwater collection, conveyance, and treatment systems.
- Continue implementation of the updated Stormwater Master Plan.
- Enhance field data collection and reporting activities.
- Continue stormwater system maintenance activities and inspections, monitoring, and reporting required by FDEP under the National Pollutant Discharge Elimination System's (NPDES) Municipal Separate Storm Sewer System (MS4) Permit.

## Issues, Trends, Highlights:

- Monitoring compliance with the City's NPDES Stormwater Permit requirements and submittal of Annual MS4 Report and Permit Renewal to the Florida Department of Environmental Protection.
- Both of the NPDES MS4 Permit Audits performed by FDEP in 2015 and 2019 were successful with no significant issues presented.
- Performed preventive maintenance on storm drain lines and catch basins, including vacuuming and water jetting.
- Continued maintenance of ditches by reshaping, mowing, clearing and removal of debris.
- Continued ditch spraying for invasive aquatic weeds.
- Coordinated efforts with consultant to update the GIS MS4 Inventory of stormwater structures and implemented a program for tracking maintenance activities and inspections.

## MS4 Inventory Data:

Major Outfalls	5
Weirs or other control structures	21
Pipes (assets/miles)	1,453 / 27.9
Culverts	363
Inlets/catch basins/grates	1,045
Ditches/conveyance swales (assets/miles)	208 / 13.5
Manholes	260

## Storm Water Utility

### Public Works Storm Water

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	140,052	194,672	212,026	149,068	(62,958)
Overtime	1,563	6,943	5,000	5,000	
Special Pay	12,973	11,257	2,600	5,934	3,334
<b>Sub-Total</b>	<b>154,589</b>	<b>212,872</b>	<b>219,626</b>	<b>160,002</b>	<b>(59,624)</b>
<b>Benefits</b>					
FICA	10,904	15,313	14,947	12,879	(2,068)
Pension	29,809	69,799	58,561	81,691	23,130
Health and Life Insurance	32,977	38,346	44,236	44,736	500
Worker and Unemploy Comp	9,076	12,610	12,360	12,360	
<b>Sub-Total</b>	<b>82,765</b>	<b>136,067</b>	<b>130,104</b>	<b>151,666</b>	<b>21,562</b>
<b>Total Wages and Benefits</b>	<b>237,354</b>	<b>348,939</b>	<b>349,730</b>	<b>311,668</b>	<b>(38,062)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	31,054	111,747	41,950	41,950	
Contract Services	134,970	207,304	187,610	187,610	
Local Travel					
Communications	1,890	1,602	2,000	2,000	
Postage					
Utilities					
Rentals and Leases	986		2,450	39,288	36,838
Insurance	24,982	16,904	16,183	16,183	
Repairs and Maintenance	3,580		3,689	3,689	
Printing and Publishing	595	363	1,500	1,500	
Advertising and Promotions					
Other Current Charges	7,859	570	600	600	
Office Supplies			300	300	
Operating Supplies	45,324	53,949	59,000	77,000	18,000
Books, Training, Memberships	1,440	6,487	5,900	5,900	
Internal Service Charges	162,745	162,745	162,745	186,328	23,583
<b>Total Operating Expenses</b>	<b>415,425</b>	<b>561,670</b>	<b>483,927</b>	<b>562,348</b>	<b>78,421</b>
<b>CAPITAL OUTLAY</b>					
Land			5,000	5,000	
Capital Lease			36,839		
Infrastructure Improvements	419,911	197,281	2,850,000	2,378,000	(472,000)
Vehicles	234,749	92,468			
Equipment	234,749	92,468		77,500	77,500
<b>Total Capital Outlay</b>	<b>889,408</b>	<b>382,217</b>	<b>2,891,839</b>	<b>2,460,500</b>	<b>(394,500)</b>
<b>DEBT SERVICE</b>					
Principal	154,050	157,950	161,200	198,531	37,331
Interest	30,124		26,322	25,286	(1,036)
Other	14,033				
<b>Total Debt Service</b>	<b>198,206</b>	<b>157,950</b>	<b>187,522</b>	<b>223,817</b>	<b>36,295</b>
<b>TRANSFERS</b>					
To General Fund					
To Capital Project Fund			400,000	400,000	
<b>Total Transfers</b>			<b>400,000</b>	<b>400,000</b>	
<b>DIVISION TOTALS</b>	<b>1,740,394</b>	<b>1,450,776</b>	<b>4,313,018</b>	<b>3,958,333</b>	<b>(317,846)</b>

# Public Utilities



# Public Utilities

## Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
Water Utility	3,641,486	3,602,572	4,802,359	4,813,112	10,753
Sewer Utility	5,722,265	5,593,496	6,655,867	6,910,779	254,912
<b>Total Revenues</b>	<b>9,363,751</b>	<b>9,196,067</b>	<b>11,458,226</b>	<b>11,723,891</b>	<b>265,665</b>
<b>Expenses:</b>					
<b>Water Utility</b>					
Water Plant	675,078	462,264	1,748,286	844,901	(903,385)
Water Distribution	756,928	976,987	1,217,841	2,044,601	826,760
Administrative / Non Div.	1,352,141	1,474,547	2,451,013	2,444,255	(6,758)
<b>Total</b>	<b>2,784,148</b>	<b>2,913,798</b>	<b>5,417,140</b>	<b>5,333,757</b>	<b>(83,383)</b>
<b>Sewer Utility</b>					
Sewer Collection	1,518,210	1,227,401	1,030,596	2,189,819	1,159,224
Sewer Treatment	2,145,706	1,669,387	2,686,088	3,007,615	321,527
Administrative / Non Div.	2,488,606	2,527,143	3,110,748	3,323,436	212,688
<b>Total</b>	<b>6,152,523</b>	<b>5,423,931</b>	<b>6,827,432</b>	<b>8,520,870</b>	<b>1,693,439</b>
<b>Total Expenses</b>	<b>8,936,670</b>	<b>8,337,729</b>	<b>12,244,572</b>	<b>13,854,627</b>	<b>1,610,056</b>
<b>Resource Allocation:</b>					
Personnel Services	1,990,426	1,767,237	2,314,541	2,147,603	(166,938)
Operating Expenses	2,738,545	3,050,505	3,509,208	4,270,091	760,883
Capital Outlay	1,669,807	805,582	2,327,129	3,118,000	790,871
Debt Service	1,914,073	1,856,757	1,853,628	1,849,987	(3,640)
Transfers	623,819	857,648	2,240,066	2,468,946	128,880
<b>Total Resource Allocation:</b>	<b>8,936,670</b>	<b>8,337,729</b>	<b>12,244,572</b>	<b>13,854,627</b>	<b>1,510,056</b>
<b>Summary of Authorized Positions</b>					
			<b>2019-2020</b>	<b>2020-2021</b>	
<b>Administration</b>					
Public Utilities Director			1.00	1.00	
Administrative Assistant			1.00	1.00	
Engineer			0.50	0.50	
Cross Connection Administrator / GIS Technician			1.00	1.00	
Data Management Specialist			1.00	1.00	
<b>Water Utility</b>					
Utility Plant Division Director			0.50	0.50	
Water Plant Superintendent			0.50	0.50	
Conveyance Division Director			0.50	0.50	
Utilities Collection / Distribution Operators			3.00	3.00	
Locator			0.00	1.00	
<b>Sewer Utility</b>					
Utility Plant Division Director			0.50	0.50	
Wastewater Plant Superintendent			0.50	0.50	
Conveyance Division Director			0.50	0.50	
Wastewater / Water Operators			8.00	8.00	
Lift Station Technician			1.00	1.00	
Utilities Collection / Distribution Operators			2.00	2.00	
Heavy Equipment Operator			0.70	0.70	
Heavy Equipment Operator (Part Time)			0.00	0.00	
			<b>22.20</b>	<b>23.20</b>	

## Public Utilities Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted	3,460,051	3,333,405	3,354,666	3,949,895	595,229
Operating	4,158,374	4,712,100	5,549,178	4,167,603	(1,381,575)
<b>Beginning Fund Balance</b>	<b>7,618,426</b>	<b>8,045,506</b>	<b>8,903,844</b>	<b>8,117,498</b>	<b>(786,346)</b>
<b>Revenues</b>					
<b>Grants</b>	353,245		176,897		(176,897)
<b>Inside City Charges</b>	5,044,444	5,133,213	5,368,946	5,637,393	268,447
<b>Outside City Charges</b>	3,046,608	3,076,662	3,339,182	3,537,539	198,357
<b>Cut-in-Fees</b>	31,265	53,160	28,695	34,180	5,485
<b>Service Charges</b>	89,778	87,038	87,379	77,442	(9,937)
<b>Delinquent Charges</b>	147,336	125,082	181,372	181,372	
<b>Water / Sewer Connection Charges</b>	12,100		5,800	5,800	
<b>Water Cross Connection</b>	5,800	8,300	5,200	5,200	
<b>Water Impact Fees</b>					
<b>Interest Earnings</b>	36,473	(14,863)	37,200	72,150	34,950
<b>Miscellaneous</b>	65,608	64,563	72,815	72,815	
<b>Assessments</b>					
<b>System Development Charges</b>	509,671	654,604	750,000	600,000	(150,000)
<b>Financed Charges</b>	21,422	8,309	4,740		(4,740)
<b>Loan Proceeds</b>					
<b>Transfers</b>			1,400,000	1,500,000	
<b>Total Revenues</b>	<b>9,363,751</b>	<b>9,196,067</b>	<b>11,458,226</b>	<b>11,723,891</b>	<b>165,665</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>16,982,176</b>	<b>17,241,573</b>	<b>20,362,070</b>	<b>19,841,389</b>	<b>(520,681)</b>
<b>Expenditures</b>					
Water Production	675,078	462,264	1,748,286	844,901	(903,385)
Sewer Treatment	2,145,706	1,669,387	2,686,088	3,007,615	321,527
Distribution and Collection	2,275,138	2,204,388	2,248,437	4,234,420	1,985,984
Non-Divisional	3,840,747	4,001,690	5,561,761	5,767,691	205,930
<b>DIVISION TOTALS</b>	<b>8,936,670</b>	<b>8,337,729</b>	<b>12,244,572</b>	<b>13,854,627</b>	<b>1,610,056</b>
<b>Other Financing Uses</b>					
Restricted	3,333,405	3,354,666	3,949,895	4,078,416	128,522
Operating	4,712,100	5,549,178	4,167,603	1,908,345	(2,259,258)
<b>Ending Fund Balance</b>	<b>8,045,506</b>	<b>8,903,844</b>	<b>8,117,498</b>	<b>5,986,762</b>	<b>(2,130,736)</b>
<b>Total Expenses and Fund Balance</b>	<b>16,982,176</b>	<b>17,241,573</b>	<b>20,362,070</b>	<b>19,841,389</b>	<b>(520,681)</b>
<b>Resource Allocation</b>					
<b>Personnel Services</b>	1,990,426	1,767,237	2,314,541	2,147,603	(166,938)
<b>Operating Expenses</b>	2,738,545	3,050,505	3,509,208	4,270,091	760,883
<b>Capital Outlay</b>	1,669,807	805,582	2,327,129	3,118,000	790,871
<b>Debt Service</b>	1,914,073	1,856,757	1,853,628	1,849,987	(3,640)
<b>Transfers</b>	623,819	857,648	2,240,066	2,468,946	128,880
<b>Totals</b>	<b>8,936,670</b>	<b>8,337,729</b>	<b>12,244,572</b>	<b>13,854,627</b>	<b>1,510,056</b>

# Public Utilities

## Responsibilities

The primary responsibility of Public Utilities is to protect the public health and the environment. This is accomplished by operating and maintaining the potable water and wastewater systems to meet or exceed local, state and federal regulations and standards.

## Staffing

Public Utilities is staffed by 22 employees with the responsibility to:

- Operate and maintain the
  - Potable water, wastewater and reclaimed water treatment plants
  - Potable water and reclaimed distribution system
  - Sewer collection system, including 33 lift stations
- Conduct regulatory compliance reporting and permitting
- Monitor the Cross-Connection Control Program
- Continually update the GIS mapping and data system
- Read and maintain meters
- Manage the Capital Improvements Program

## Public Utilities Fund

### Administrative and Non-Divisional

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b><u>OPERATING EXPENSES</u></b>					
Professional Services		2,620	2,000	2,000	
Contract Services	1,264				
Insurance	208,372	188,052	181,592	199,751	18,159
Other Current Charges					
Internal Service Charges	1,093,219	1,133,451	1,321,314	1,283,845	(37,469)
<b>Total Operating Expenses</b>	<b>1,302,855</b>	<b>1,324,122</b>	<b>1,504,906</b>	<b>1,485,596</b>	<b>(19,310)</b>
<b><u>DEBT SERVICE</u></b>					
<b>Utility Revenue Bonds - TD Bank 2014</b>					
Principal	1,009,200	1,057,050	1,078,800	1,100,550	21,750
Interest	249,131	201,038	176,155	150,766	(25,389)
Other	93,911				
<b>Utility Revenue Bonds - 1996/2010</b>					
Principal					
Interest					
<b>Utility Revenue Bonds - 2004</b>					
Principal					
Interest					
Other					
<b>State Revolving Fund Loan</b>					
Principal	347,412	369,444	380,980	392,875	11,895
Interest	214,419	192,388	180,854	168,958	(11,896)
<b>Utility Revenue 2010 new issues</b>					
Principal					
Interest					
<b>Suntrust - 1999 Revenue Refunding</b>					
Principal					
Interest					
<b>Total Debt Service</b>	<b>1,914,073</b>	<b>1,819,919</b>	<b>1,816,789</b>	<b>1,813,149</b>	<b>(3,640)</b>
<b><u>TRANSFERS</u></b>					
To General Fund	623,819	857,648	740,066	833,946	93,880
To Sewer Fund					
<b>Total Transfers</b>	<b>623,819</b>	<b>857,648</b>	<b>740,066</b>	<b>833,946</b>	<b>93,880</b>
<b>DIVISION TOTALS</b>	<b>3,840,747</b>	<b>4,001,690</b>	<b>4,061,761</b>	<b>4,132,691</b>	<b>70,930</b>

## Water Utility Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted	1,637,016	1,571,715	1,569,282	1,927,035	357,754
Operating Cash	2,803,867	3,726,506	4,417,713	3,445,178	(972,535)
<b>Cash Forward</b>	<b>4,440,883</b>	<b>5,298,221</b>	<b>5,986,995</b>	<b>5,372,214</b>	<b>(614,781)</b>
<b>Revenues</b>					
<b>Grants / Loan Proceeds</b>					
Inside City Charges	1,938,924	2,123,247	2,120,059	2,226,062	106,003
Outside City Charges	981,520	994,016	1,084,739	1,143,941	59,202
Cut-in-Fees	31,265	53,160	28,695	34,180	5,485
Service Charges	89,778	87,038	87,379	77,442	(9,937)
Delinquent Charges	147,336	125,082	181,372	181,372	
System Development Charges	293,176	154,653	300,000	150,000	(150,000)
Water Connection Charges					
Water Cross Connection	5,800	8,300	5,200	5,200	
Water Impact Fees					
Interest Earnings	20,798	(7,487)	22,100	22,100	
Miscellaneous	65,018	64,563	72,815	72,815	
Financed Charges					
Loan Proceeds					
Transfers			900,000	900,000	
<b>Total Revenues</b>	<b>3,641,486</b>	<b>3,602,572</b>	<b>4,802,359</b>	<b>4,813,112</b>	<b>10,753</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>8,082,369</b>	<b>8,900,793</b>	<b>10,789,354</b>	<b>10,185,326</b>	<b>(604,028)</b>
<b>Expenditures</b>					
Water Plant	675,078	462,264	1,748,286	844,901	(903,385)
Water Distribution	756,928	976,987	1,217,841	2,044,601	826,760
Non-Divisional	1,352,141	1,474,547	2,451,013	2,444,255	(6,758)
<b>DIVISION TOTALS</b>	<b>2,784,148</b>	<b>2,913,798</b>	<b>5,417,140</b>	<b>5,333,757</b>	<b>(83,383)</b>
<b>Other Financing Uses</b>					
Restricted	1,571,715	1,569,282	1,927,035	1,939,452	12,417
Operating Cash	3,726,506	4,417,713	3,445,178	2,912,116	(533,062)
<b>Ending Cash</b>	<b>5,298,221</b>	<b>5,986,995</b>	<b>5,372,214</b>	<b>4,851,568</b>	<b>(520,645)</b>
<b>Total Expenses and Cash</b>	<b>8,082,369</b>	<b>8,900,793</b>	<b>10,789,354</b>	<b>10,185,326</b>	<b>(604,028)</b>
<b>Resource Allocation</b>					
Personnel Services	656,095	497,523	758,860	830,727	71,867
Operating Expenses	1,122,773	1,300,772	1,632,262	1,566,637	(65,625)
Capital Outlay	215,781	202,136	1,272,700	1,137,600	(135,100)
Debt Service	593,884	556,006	554,747	553,282	(1,465)
Transfers	195,614	357,362	1,198,571	1,245,511	46,940
<b>Totals</b>	<b>2,784,148</b>	<b>2,913,798</b>	<b>5,417,140</b>	<b>5,333,757</b>	<b>(83,383)</b>

## Water Utility Fund

**Purpose:**

The Water Production and Water Distribution Divisions operate and maintain four water treatment plants, nine potable water wells, and the distribution system to supply potable water and fire protection.

**Key Objectives:**

- To protect the public health through compliance with local, state and federal regulatory requirements for drinking water standards
- To maintain water supply and facilities to provide fire protection
- To insure adequate quantity and quality of future water supplies throughout the service area through proper maintenance and planning
- To protect existing water facilities through accurate system mapping and data entry into the GIS system
- To operate and maintain the system as efficiently as possible to ensure the rates paid by our customers remain reasonable

**Issues, Trends and Highlights:**

- Over the last several years, water consumption dropped off fairly dramatically. A combination of factors, including conservation, the economic downturn, vacant apartments and mobile home parks, installation of private wells and retrofitting homes with water conserving plumbing fixtures may have accounted for the decreased water use. With the new planned subdivisions, consumption should begin to increase.
- The St. Johns River Water Management District (SJRWMD) continues to work on the Water Supply Plan and Minimum Flows and Levels (MFLs). The plan may show Northeast Florida area as a potential Priority Water Caution Area with possible limits on withdrawals from the Floridan Aquifer. In addition, the SJRWMD may require cost participation from all utilities to pay for regional projects that will meet the MFL requirements. The City will continue working with other utilities and the District to determine potential effects on water supply allocations and costs and protect the City’s interests.

Workload Data				
Activity	FY18	FY19	FY20 (est.)	FY21 (est.)
Million Gallons Treated	640	602	572	587
Miles of Distribution System Maintained	94.75	96	96	96
Number of Active Accounts	8300	8405	8496	8600

## Water Utility Fund

### Administrative and Non- Divisional

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b><u>OPERATING EXPENSES</u></b>					
Professional Services					
Contract Services	619	2,620	2,000	2,000	
Rentals and Leases					
Insurance	17,943	49,904	53,271	58,598	5,327
Other Current Charges					
Internal Service Charges	508,655	508,655	642,424	584,864	(57,560)
<b>Total Operating Expenses</b>	<b>527,217</b>	<b>561,179</b>	<b>697,695</b>	<b>645,462</b>	<b>(52,233)</b>
<b><u>DEBT SERVICE</u></b>					
<b>Utility Revenue Bonds - TD Bank 2014</b>					
Principal	414,750	425,250	434,000	442,750	8,750
Interest	81,102	80,877	70,867	60,653	(10,214)
Other	37,780				
<b>Utility Revenue Bonds - BBT 1996/2010</b>					
Principal					
Interest					
Other					
<b>Utility Revenue Bonds - 2004</b>					
Principal					
Interest					
Other					
<b>State Revolving Fund Loan</b>					
Principal	34,916	35,869	36,848	37,853	1,005
Interest	14,552	14,010	13,032	12,026	(1,006)
<b>Suntrust - 1999 Revenue Refunding</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>	<b>583,101</b>	<b>556,006</b>	<b>554,747</b>	<b>553,282</b>	<b>(1,465)</b>
<b><u>TRANSFERS</u></b>					
To General Fund	203,934	357,362	298,571	345,511	46,940
To Sewer Fund			900,000	900,000	
<b>Total Transfers</b>	<b>203,934</b>	<b>357,362</b>	<b>1,198,571</b>	<b>1,245,511</b>	<b>46,940</b>
<b>DIVISION TOTALS</b>	<b>1,314,252</b>	<b>1,474,547</b>	<b>2,451,013</b>	<b>2,444,255</b>	<b>(6,758)</b>

**Water Utility Fund**  
**Water Production Division**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	136,746	153,336	121,561	166,702	45,141
Overtime	3,247	9,550	10,000	10,000	
Special Pay	13,728	4,522	10,000	3,082	(6,918)
<b>Sub-Total</b>	<b>153,721</b>	<b>167,407</b>	<b>141,561</b>	<b>179,784</b>	<b>38,223</b>
<b>Benefits</b>					
FICA	11,248	12,276	3,832	9,959	6,127
Pension	3,060	(152,813)	49,398	49,513	115
Health and Life Insurance	20,372	20,002	29,111	29,111	
Worker and Unemploy Comp	597	2,455	4,459	4,459	
<b>Sub-Total</b>	<b>35,277</b>	<b>(118,080)</b>	<b>86,800</b>	<b>93,042</b>	<b>6,242</b>
<b>Total Wages and Benefits</b>	<b>188,998</b>	<b>49,328</b>	<b>228,361</b>	<b>272,826</b>	<b>44,465</b>
<b>OPERATING EXPENSES</b>					
Professional Services	7,439	38,796	35,000	81,000	46,000
Contract Services	100,394	114,859	126,500	138,500	12,000
Local Travel		429	3,000	3,000	
Communications	2,240	2,064	4,750	4,750	
Postage	38		200	200	
Utilities	100,854	106,918	109,000	109,000	
Rentals and Leases		42	400	400	
Insurance					
Repairs and Maintenance	15,136	42,612	37,600	85,500	47,900
Printing and Publishing		85	600	600	
Advertising and Promotions					
Other Current Charges	4,600	5,000	5,500	5,500	
Office Supplies	1,471	1,475	1,500	2,000	500
Operating Supplies	32,952	48,002	54,250	56,500	2,250
Books, Training, Memberships	4,999	6,366	8,925	10,925	2,000
<b>Total Operating Expenses</b>	<b>270,124</b>	<b>366,647</b>	<b>387,225</b>	<b>497,875</b>	<b>110,650</b>
<b>CAPITAL OUTLAY</b>					
Land					
Buildings					
Infrastructure Improvements	15,918	22,000	984,000		(984,000)
Vehicles					
Computer Equipment			1,200	1,700	500
Equipment	16,284	24,290	147,500	72,500	(75,000)
<b>Total Capital Outlay</b>	<b>32,202</b>	<b>46,290</b>	<b>1,132,700</b>	<b>74,200</b>	<b>(1,058,500)</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>491,324</b>	<b>462,264</b>	<b>1,748,286</b>	<b>844,901</b>	<b>(903,385)</b>

## Water Utility Fund

### Water Distribution Division

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	280,760	235,649	297,135	277,804	(19,331)
Overtime	22,922	30,394	40,000	30,000	(10,000)
Special Pay	12,559	12,744	6,000	9,752	3,752
<b>Sub-Total</b>	<b>316,242</b>	<b>278,787</b>	<b>343,135</b>	<b>317,556</b>	<b>(25,579)</b>
<b>Benefits</b>					
FICA	22,989	20,633	22,829	24,294	1,465
Pension	89,258	93,899	87,431	138,947	51,516
Health and Life Insurance	56,926	48,077	70,108	70,108	
Worker and Unemploy Comp	9,609	6,799	6,996	6,996	
<b>Sub-Total</b>	<b>178,781</b>	<b>169,408</b>	<b>187,364</b>	<b>240,345</b>	<b>52,981</b>
<b>Total Wages and Benefits</b>	<b>495,023</b>	<b>448,195</b>	<b>530,499</b>	<b>557,901</b>	<b>27,402</b>
<b>OPERATING EXPENSES</b>					
Professional Services	2,387	2,258	25,500	25,500	
Contract Services	147,061	102,295	215,500	197,500	(18,000)
Local Travel	280	1,456	3,200	1,200	(2,000)
Communications	4,171	4,170	5,200	3,400	(1,800)
Postage			20	100	80
Utilities	1,625	1,688	2,300	2,200	(100)
Rentals and Leases	2,316	1,656	2,000	2,000	
Insurance					
Repairs and Maintenance	39,242	32,136	44,872	42,150	(2,722)
Printing and Publishing	1,525	80	1,500	1,500	
Advertising and Promotions					
Other Current Charges					
Office Supplies	205	559	1,000	1,000	
Operating Supplies	176,657	225,726	241,250	141,750	(99,500)
Books, Training, Memberships	550	921	5,000	5,000	
<b>Total Operating Expenses</b>	<b>376,020</b>	<b>372,945</b>	<b>547,342</b>	<b>423,300</b>	<b>(124,042)</b>
<b>CAPITAL OUTLAY</b>					
Land					
Computer Equipment	1,478			3,400	3,400
Infrastructure Improvements	189,957	103,063	140,000	965,000	825,000
Vehicles		25,099		50,000	50,000
Equipment	44,954	27,685		45,000	45,000
<b>Total Capital Outlay</b>	<b>236,389</b>	<b>155,847</b>	<b>140,000</b>	<b>1,063,400</b>	<b>923,400</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>1,107,432</b>	<b>976,987</b>	<b>1,217,841</b>	<b>2,044,601</b>	<b>826,760</b>

## Sewer Utility Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
Restricted	1,823,035	1,761,691	1,785,384	2,022,859	237,475
Operating Cash	1,354,508	985,594	1,131,465	722,425	(409,040)
<b>Cash Forward</b>	<b>3,177,543</b>	<b>2,747,285</b>	<b>2,916,849</b>	<b>2,745,284</b>	<b>(171,565)</b>
<b>Revenues</b>					
Grant Proceeds	353,245		176,897		(176,897)
Inside City Charges	3,037,650	3,009,966	3,248,887	3,411,331	162,444
Outside City Charges	2,065,088	2,082,646	2,254,443	2,393,598	139,155
Sewer Connection Charges	12,100		5,800	5,800	
Sewer Assessments - Outfall					
Interest Earnings	15,675	(7,376)	15,100	50,050	34,950
Miscellaneous Revenues	590				
System Development Charges	216,495	499,951	450,000	450,000	
Septic Financing	21,422	8,309	4,740		(4,740)
Loan Proceeds					
Transfers in			500,000	600,000	100,000
<b>Total Revenues</b>	<b>5,722,265</b>	<b>5,593,496</b>	<b>6,655,867</b>	<b>6,910,779</b>	<b>254,912</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>8,899,807</b>	<b>8,340,780</b>	<b>9,572,716</b>	<b>9,656,063</b>	<b>83,347</b>
<b>Expenditures</b>					
Sewer Collection	1,518,210	1,227,401	1,030,596	2,189,819	1,159,224
Sewer Treatment	2,145,706	1,669,387	2,686,088	3,007,615	321,527
Non-Divisional	2,488,606	2,527,143	3,110,748	3,323,436	212,688
<b>DIVISION TOTALS</b>	<b>6,152,523</b>	<b>5,423,931</b>	<b>6,827,432</b>	<b>8,520,870</b>	<b>1,693,439</b>
<b>Other Financing Uses</b>					
Restricted	1,761,691	1,785,384	2,022,859	2,138,964	116,105
Operating Cash	985,594	1,131,465	722,425	(1,003,771)	(1,726,196)
<b>Ending Cash</b>	<b>2,747,285</b>	<b>2,916,849</b>	<b>2,745,284</b>	<b>1,135,193</b>	<b>(1,610,091)</b>
<b>Total Expenses and Cash</b>	<b>8,899,807</b>	<b>8,340,780</b>	<b>9,572,716</b>	<b>9,656,063</b>	<b>83,348</b>
<b>Resource Allocation</b>					
Personnel Services	1,334,331	1,269,714	1,555,681	1,316,876	(238,805)
Operating Expenses	1,615,771	1,749,733	1,876,946	2,703,454	826,508
Capital Outlay	1,454,026	603,446	1,054,429	1,980,400	925,971
Debt Service	1,320,189	1,300,751	1,298,881	1,296,705	(2,175)
Transfers	428,205	500,286	1,041,495	1,223,435	81,940
<b>Totals</b>	<b>6,152,523</b>	<b>5,423,931</b>	<b>6,827,432</b>	<b>8,520,870</b>	<b>1,593,439</b>

## Sewer Utility Fund

**Purpose:**

The Sewer Collection and Sewer Treatment Divisions operate and maintain wastewater collection, transmission and treatment facilities. These facilities include the treatment plant, reclaimed water facilities, lift stations, forcemains, gravity mains, services, and the effluent pumping system and outfall forcemains which discharge to the St. Johns River. Biosolids, the treated product of wastewater treatment, are disposed of at the Trail Ridge Landfill.

**Key Objectives:**

- To protect the environment and the public health by maintaining compliance with local, state and federal regulatory requirements and standards
- To maintain and improve facilities and equipment to extend the life expectancy of all systems as much as possible
- To rehabilitate the sewer collection system as recommended in the Capital Improvement Program
- To protect the system by continually updating sewer maps and data using the GIS system
- To operate and maintain the system as efficiently as possible to ensure the rates paid by our customers remain reasonable
- To beneficially reuse treated effluent by providing reclaimed water for irrigation

**Issues, Trends and Highlights:**

- Reclaimed water facilities provide up to 500,000 gallons per day of reclaimed water to the Atlantic Beach Country Club for residential and golf course irrigation
- The Wastewater Treatment Facility remains well within permit limits for phosphorus and nitrogen discharges to the St. Johns River

Workload Data				
Activity	FY18	FY19	FY20 (est.)	FY21 (est.)
Millions of Gallons Treated	847	866	862	858
Miles of Sewer Lines Maintained	68.75	70.50	70.50	70.50
Miles of Reclaimed Mains Maintained	3	3	3	3
Number of Lift Stations Maintained	32	33	33	33
Sewer Services Maintained	8283	8390	8480	8583

## Sewer Utility Fund

### Administrative and Non- Divisional

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b><u>OPERATING EXPENSES</u></b>					
Professional Services					
Insurance	67,990	138,148	128,321	141,153	12,832
Other Current Charges					
Internal Service Charges	624,796	624,796	678,890	698,981	20,091
<b>Total Operating Expenses</b>	<b>692,786</b>	<b>762,944</b>	<b>807,211</b>	<b>840,134</b>	<b>32,923</b>
<b><u>DEBT SERVICE</u></b>					
<b>Utility Revenue Bonds - TD Bank 2014</b>					
Principal	616,200	631,800	644,800	657,800	13,000
Interest	120,493	120,160	105,288	90,113	(15,175)
Other	56,130				
<b>Utility Revenue Bonds - SunTrust 2010A-1</b>					
Principal					
Interest					
Other					
<b>Utility Revenue Bonds - BBT 1996/2010B</b>					
Principal					
Interest					
Other					
<b>Utility Revenue Bonds - 2004</b>					
Principal					
Interest					
Other					
<b>State Revolving Fund Loan CW160700</b>					
Principal	323,342	333,575	344,132	355,022	10,890
Interest	184,803	178,378	167,822	156,932	(10,890)
Other					
<b>Suntrust - 1999 Revenue Refunding</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>	<b>1,300,969</b>	<b>1,263,913</b>	<b>1,262,042</b>	<b>1,259,867</b>	<b>(2,175)</b>
<b><u>TRANSFERS</u></b>					
To General Fund	440,286	500,286	441,495	488,435	46,940
From System Dev Fees			500,000	600,000	
To Other Miscellaneous Funds			100,000	135,000	35,000
<b>Total Transfers</b>	<b>440,286</b>	<b>500,286</b>	<b>1,041,495</b>	<b>1,223,435</b>	<b>81,940</b>
<b>DIVISION TOTALS</b>	<b>2,434,041</b>	<b>2,527,143</b>	<b>3,110,748</b>	<b>3,323,436</b>	<b>212,688</b>

**Sewer Utility Fund**  
**Sewer Collection Division**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	212,625	183,446	234,055	179,212	(54,843)
Overtime	7,899	9,609	10,000	10,000	
Special Pay	10,693	8,844	13,390	3,251	(10,139)
<b>Sub-Total</b>	<b>231,217</b>	<b>201,898</b>	<b>257,445</b>	<b>192,463</b>	<b>(64,982)</b>
<b>Benefits</b>					
FICA	16,923	14,620	14,582	13,959	(623)
Pension	70,479	57,898	52,873	85,956	33,083
Health and Life Insurance	40,222	32,571	23,692	23,692	
Worker and Unemploy Comp	5,470	4,265	5,611	5,611	
<b>Sub-Total</b>	<b>133,094</b>	<b>109,354</b>	<b>96,758</b>	<b>129,218</b>	<b>32,460</b>
<b>Total Wages and Benefits</b>	<b>364,311</b>	<b>311,252</b>	<b>354,203</b>	<b>321,681</b>	<b>(32,522)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	24,751	4,231	32,500	65,500	33,000
Contract Services	225,770	176,184	171,500	208,500	37,000
Local Travel	1,915	1,768	2,000	2,000	
Communications	3,203	3,871	4,100	2,500	(1,600)
Postage	17	75	45	50	5
Utilities	61,884	59,757	67,000	67,000	
Rentals and Leases	289	10,627	500	500	
Insurance					
Repairs and Maintenance	25,074	60,359	57,880	491,000	433,120
Printing and Publishing	23	177	800	800	
Advertising and Promotions					
Other Current Charges	500				
Office Supplies					
Operating Supplies	32,175	39,532	49,750	48,000	(1,750)
Books, Training, Memberships	416	175	2,750	2,750	
<b>Total Operating Expenses</b>	<b>376,017</b>	<b>356,758</b>	<b>388,825</b>	<b>888,600</b>	<b>499,775</b>
<b>CAPITAL OUTLAY</b>					
Land					
Computer Equipment			1,200	1,700	500
Infrastructure Improvements	348,486	400,249	191,000	841,000	650,000
Capital Lease					
Vehicles					
Equipment	167,272	122,304	58,529	100,000	41,471
<b>Total Capital Outlay</b>	<b>515,757</b>	<b>522,553</b>	<b>250,729</b>	<b>942,700</b>	<b>691,971</b>
<b>DEBT SERVICE</b>					
Principal		31,530	31,531	34,081	
Interest	3,391	5,307	5,308	2,757	
Other					
<b>Total Debt Service</b>	<b>3,391</b>	<b>36,838</b>	<b>36,839</b>	<b>36,838</b>	
<b>TRANSFERS</b>					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>1,259,477</b>	<b>1,227,401</b>	<b>1,030,596</b>	<b>2,189,819</b>	<b>1,159,224</b>

**Sewer Utility Fund**  
**Sewer Treatment Division**

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>PERSONNEL SERVICES</b>					
<b>Wages</b>					
Salaries and Wages	528,047	471,995	670,303	543,466	(126,837)
Overtime	16,242	23,213	23,000	18,000	(5,000)
Special Pay	17,713	1,265	18,055	9,835	(8,220)
<b>Sub-Total</b>	<b>562,002</b>	<b>496,472</b>	<b>711,358</b>	<b>571,301</b>	<b>(140,057)</b>
<b>Benefits</b>					
FICA	42,525	37,723	48,080	47,694	(386)
Pension	289,673	313,502	292,580	226,740	(65,840)
Health and Life Insurance	91,046	89,048	102,415	102,415	
Worker and Unemploy Comp	22,732	21,716	47,045	47,045	
<b>Sub-Total</b>	<b>393,285</b>	<b>461,990</b>	<b>490,120</b>	<b>423,894</b>	<b>(66,226)</b>
<b>Total Wages and Benefits</b>	<b>955,288</b>	<b>958,462</b>	<b>1,201,478</b>	<b>995,195</b>	<b>(206,283)</b>
<b>OPERATING EXPENSES</b>					
Professional Services	9,257	20,121	77,000	127,000	50,000
Contract Services	130,235	184,617	114,000	229,000	115,000
Local Travel	285	74	500	500	
Communications	5,236	4,148	5,560	3,320	(2,240)
Postage	181	196	1,500	500	(1,000)
Utilities	183,994	184,166	223,000	212,000	(11,000)
Rentals and Leases	1,305	906	1,750	1,000	(750)
Insurance					
Repairs and Maintenance	49,980	84,904	62,300	210,300	148,000
Printing and Publishing	386	746	1,200	500	(700)
Advertising and Promotions					
Other Current Charges	6,350	11,250	8,600	7,600	(1,000)
Office Supplies	1,203	477	1,500	1,000	(500)
Operating Supplies	157,019	134,538	174,500	173,500	(1,000)
Books, Training, Memberships	5,413	3,889	9,500	8,500	(1,000)
<b>Total Operating Expenses</b>	<b>550,845</b>	<b>630,032</b>	<b>680,910</b>	<b>974,720</b>	<b>293,810</b>
<b>CAPITAL OUTLAY</b>					
Land					
Computer Equipment			1,200	1,700	500
Infrastructure Improvements	366,008	21,362	775,000	1,000,000	225,000
Vehicles		18,570			
Equipment	21,845	40,961	27,500	36,000	8,500
<b>Total Capital Outlay</b>	<b>387,853</b>	<b>80,893</b>	<b>803,700</b>	<b>1,037,700</b>	<b>234,000</b>
<b>DEBT SERVICE</b>					
Principal					
Interest					
Other					
<b>Total Debt Service</b>					
<b>TRANSFERS</b>					
To					
To					
<b>Total Transfers</b>					
<b>DIVISION TOTALS</b>	<b>1,893,986</b>	<b>1,669,387</b>	<b>2,686,088</b>	<b>3,007,615</b>	<b>321,527</b>

# Pension



## Pension Funds

### Combined Summary of Revenues and Expenses

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Revenues:</b>					
General Pension	3,090,892	2,225,129	2,314,519	2,338,639	24,120
Police Pension	1,280,878	1,068,528	1,911,429	1,655,610	(255,819)
<b>Total Revenues</b>	<b>4,371,770</b>	<b>3,293,657</b>	<b>4,225,948</b>	<b>3,994,249</b>	<b>(231,699)</b>
<b>Expenses:</b>					
General Pension	1,608,681	1,443,869	1,447,392	1,400,229	(47,163)
Police Pension	705,788	1,225,223	870,864	859,475	(11,389)
<b>Total Expenses</b>	<b>2,314,469</b>	<b>2,669,092</b>	<b>2,318,256</b>	<b>2,259,703</b>	<b>(58,553)</b>
<b>Resource Allocation:</b>					
Personnel Services					
Operating Expenses	2,314,469	2,669,092	2,318,256	2,259,703	(58,553)
Capital Outlay					
Debt Service					
Transfers					
<b>Total Resource Allocation:</b>	<b>2,314,469</b>	<b>2,669,092</b>	<b>2,318,256</b>	<b>2,259,703</b>	<b>(58,553)</b>
<b>Summary of Authorized Positions</b>					
				<b>2019-2020</b>	<b>2020-2021</b>
<b>Pension</b>					
* Plan Administrator - Duties currently under Finance Department					

**General Employee Pension Fund**  
**Combined Summary of Revenues and Expenditures**

	<u>Actual 2017-2018</u>	<u>Actual 2018-2019</u>	<u>Budget 2019-2020</u>	<u>Budget 2020-2021</u>	<u>Increase (Decrease)</u>
<b>Cash Forward</b>	<b>16,526,155</b>	<b>18,008,366</b>	<b>18,789,626</b>	<b>19,656,753</b>	<b>867,127</b>
<b>Revenues</b>					
Earnings on Investments	1,641,237	692,905	767,807	991,491	223,684
Employer Contributions	1,332,119	1,424,479	1,424,479	1,248,604	(175,875)
Employee Contributions	117,536	107,745	122,233	98,544	(23,689)
Other					
<b>Total Revenues</b>	<b>3,090,892</b>	<b>2,225,129</b>	<b>2,314,519</b>	<b>2,338,639</b>	<b>24,120</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>19,617,047</b>	<b>20,233,495</b>	<b>21,104,145</b>	<b>21,995,392</b>	<b>891,247</b>
<b>Expenditures</b>					
<b>Benefits Paid</b>					
Retirement Benefits	1,481,923	1,327,161	1,311,645	1,261,081	(50,564)
Contribution Refunds	19,533		15,000	15,000	
<b>Subtotal</b>	<b>1,501,456</b>	<b>1,327,161</b>	<b>1,326,645</b>	<b>1,276,081</b>	<b>(50,564)</b>
<b>Operating Expenses</b>					
Professional Services	96,523	102,407	101,700	109,382	7,682
Contract Services					
Insurance	3,182	4,141	4,188	4,188	
Printing	48	50	50	50	
Office Supplies					
Books, Training		300	5,000	5,000	
Internal Service Charges	7,472	9,809	9,809	5,528	(4,281)
<b>Subtotal</b>	<b>107,225</b>	<b>116,708</b>	<b>120,747</b>	<b>124,148</b>	<b>3,401</b>
<b>DIVISION TOTALS</b>	<b>1,608,681</b>	<b>1,443,869</b>	<b>1,447,392</b>	<b>1,400,229</b>	<b>(47,163)</b>
<b>Other Financing Uses</b>					
<b>Ending Cash</b>	<b>18,008,366</b>	<b>18,789,626</b>	<b>19,656,753</b>	<b>20,595,163</b>	<b>938,410</b>
<b>Total Expenses and Cash</b>	<b>19,617,047</b>	<b>20,233,495</b>	<b>21,104,145</b>	<b>21,995,392</b>	<b>891,247</b>
<b>Resource Allocation</b>					
Personnel Services					
Operating Expenses	1,608,681	1,443,869	1,447,392	1,400,229	(47,163)
Capital Outlay					
Debt Service					
Transfers					
<b>Total Resources</b>	<b>1,608,681</b>	<b>1,443,869</b>	<b>1,447,392</b>	<b>1,400,229</b>	<b>(47,163)</b>

## Police Employee Pension Fund

### Combined Summary of Revenues and Expenditures

	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	Increase (Decrease)
<b>Cash Forward</b>	<b>9,473,354</b>	<b>10,048,444</b>	<b>9,891,749</b>	<b>10,932,314</b>	<b>1,040,565</b>
<b>Revenues</b>					
Insurance Premium Tax Sec 185	236,772		132,844	136,427	3,583
Earnings on Investments	57,829	99,799	732,749	499,156	(233,593)
Employer Contributions	854,780	826,705	913,002	871,750	(41,252)
Employee Contributions	131,498	142,024	132,834	148,277	15,443
Other					
<b>Total Revenues</b>	<b>1,280,878</b>	<b>1,068,528</b>	<b>1,911,429</b>	<b>1,655,610</b>	<b>(255,819)</b>
<b>Other Financing Sources</b>					
<b>Total Resources</b>	<b>10,754,232</b>	<b>11,116,972</b>	<b>11,803,178</b>	<b>12,587,924</b>	<b>784,746</b>
<b>Expenditures</b>					
<b>Benefits Paid</b>					
Retirement Benefits	675,968	1,098,843	762,003	762,003	
Contribution Refunds	14,720	44,934	15,000	15,000	
<b>Subtotal</b>	<b>643,872</b>	<b>1,143,777</b>	<b>777,003</b>	<b>777,003</b>	
<b>Operating Expenses</b>					
Professional Services	56,010	71,650	81,500	65,000	(16,500)
Contractual Services					
Insurance	2,642	3,439	3,477	3,477	
Printing	16	17	12	12	
Office Supplies					
Books, Training		970	3,500	3,500	
Internal Service Charges	3,248	5,372	5,372	10,483	5,111
<b>Subtotal</b>	<b>61,916</b>	<b>81,447</b>	<b>93,861</b>	<b>82,472</b>	<b>(11,389)</b>
<b>Transfers</b>					
<b>DIVISION TOTALS</b>	<b>705,788</b>	<b>1,225,223</b>	<b>870,864</b>	<b>859,475</b>	<b>(11,389)</b>
<b>Other Financing Uses</b>					
<b>Ending Cash</b>	<b>10,048,444</b>	<b>9,891,749</b>	<b>10,932,314</b>	<b>11,728,450</b>	<b>796,135</b>
<b>Total Expenses and Cash</b>	<b>10,754,232</b>	<b>11,116,972</b>	<b>11,803,178</b>	<b>12,587,924</b>	<b>784,746</b>
<b>Resource Allocation</b>					
Personnel Services					
Operating Expenses	705,788	1,225,223	870,864	859,475	(11,389)
Capital Outlay					
Debt Service					
Transfers					
<b>Total Resources</b>	<b>705,788</b>	<b>1,225,223</b>	<b>870,864</b>	<b>859,475</b>	<b>(11,389)</b>

# Supplemental Information





**City of Atlantic Beach, Florida**  
Schedule of Capital Outlay  
Fiscal Year 2020/2021

	Land, Buildings & Infrastructure	Equipment, Computers & Software	Vehicles	Total
<b>City Administration</b>				
<b>Information Technology</b>				
Virtual Server Replacement		35,000		35,000
Replace End Of Life Network Switches		21,000		21,000
Replacement KVM - City Hall and PD		4,822		4,822
<b>Total City Administration</b>	-	<b>60,822</b>	-	<b>60,822</b>
<b>General Government</b>				
Purchase and Install Generators (HMGP Grant)		150,000		
<b>Public Safety</b>				
<b>Police Administration</b>				
New Copy Machine		10,000		10,000
8 Laptop Computers		19,200		19,200
7 Mobile Printers with Accessories		3,000		3,000
<b>Police Patrol</b>				
Detective Vehicle			40,000	40,000
<b>Animal Control</b>				
Truck			30,000	30,000
<b>Life Guards</b>				
Truck			35,000	35,000
Automatic Electronic Defibrillator (2)		4,000		4,000
Dry Suit (2)		2,000		2,000
Radio Replacements for those Reaching End of Life		6,000		6,000
<b>Capital Improvement Fund</b>				
Grant Match for CDBG - Waterproofing PD Bldg.	12,000			12,000
2 Sets of Speed Notification Signs	15,000			15,000
On Officer Camera Program	55,000			55,000
Community Security Cameras x 3 Locations	43,000			43,000
<b>Total Public Safety</b>	<b>125,000</b>	<b>44,200</b>	<b>105,000</b>	<b>274,200</b>
<b>Public Works</b>				
<b>Administration</b>				
Laptops and Other Misc. Remote Location Equipment		5,000		5,000
Large Format Scanner		5,000		5,000
<b>Parks Maintenance</b>				
Wood Chipper		25,000		25,000
<b>Convention Development Tax Fund</b>				
Dune Walkover	135,000			135,000
<b>Half Cent Sales Tax Fund</b>				
Construction for 8' Seminole Road Bike path	110,000			110,000
Right of Way Parking Pads with Turf Block Pavers	50,000			50,000
UTV for Beach Ranger		24,000		24,000
Park Improvements per Parks Master Plan	141,000			141,000
Road Resurfacing	100,000			100,000
Drainage Ditch Rehab on West Side	40,000			40,000
Walking Track Around Dog Park	90,000			90,000

**City of Atlantic Beach, Florida**  
Schedule of Capital Outlay  
Fiscal Year 2020/2021

	Land, Buildings & Infrastructure	Equipment, Computers & Software	Vehicles	Total
<b>Capital Improvements Fund</b>				
Donner Rd Improvements	1,195,000			1,195,000
Public Works/Public Safety Storage Building	126,500			126,500
<b>Stormwater</b>				
Land - Easements	5,000			5,000
Skid Steer For Multiple Uses		40,000		40,000
Mulcher Attachment for Track Cat Skid Steer		37,500		37,500
Aquatic Gardens Stormwater Project	2,378,000			2,378,000
<b>Total Public Works</b>	<b>4,370,500</b>	<b>136,500</b>	<b>-</b>	<b>4,507,000</b>
<b>Public Utility Fund</b>				
<b>Water System</b>				
Replace Flow Meters		60,000		60,000
Replace Ton Scales and load Cells on Set at WTP 1		12,500		12,500
Computer Replacement		1,700		1,700
Dutton Island Rd to Cove 8" Water Main	200,000			200,000
Mayport Rd Crossing @ A1A - 12" Water Main	150,000			150,000
Cavalla Install I Long Side New Service Connections	40,000			40,000
Construct 470 LF of 12" PVC WM Btwn Old Mayport Rd @ Middle School	175,000			175,000
Construct 110 LF of 12" PVC WM From the Cove to 16" WM on Mayport Rd	100,000			100,000
Construct 110 LF of 12" PVC WM From the Mariner's Village to 16" WM on Mayport Rd	100,000			100,000
Construct 2,200 LF of 6" WM in Marsh Oaks Plus Services	200,000			200,000
GPR Utility Locator		35,000		35,000
4" Double Diaphragm Pump		10,000		10,000
Truck			50,000	50,000
2 Laptops		3,400		3,400
<b>Sewer Utility</b>				
Replace Two Wetwell Tops with Open Hatches	24,000			24,000
Repl Pucket Creed FM Crossing @ Oak Harbor Baptist	110,000			110,000
Selva Marina FM Extension	170,000			170,000
Septic-to-Sewer in March Oaks	350,000			350,000
Donner Rd Force Main-Replace 8" Effluent FM	187,000			187,000
Buccaneer LS Odor Control	60,000			60,000
Selva Marina LS Order Control	40,000			40,000
Computer for LS Technician		1,700		1,700
Upsize Headworks Line to Influent Basin	350,000			350,000
Rehabilitation old Aeration Basins/Digester/Clarifiers	300,000			300,000
Outfall D-002 Replace/Repair WWTF to Outfall	350,000			350,000
CL-17 Chlorine Analyzer		10,000		10,000
Spare Chlorine Inductor Pump		9,000		9,000
Hypochlorite Tank		5,000		5,000
RO Sludge Container (2)		12,000		12,000
Wireless Laptop		1,700		1,700
<b>Total Public Utility</b>	<b>2,906,000</b>	<b>162,000</b>	<b>50,000</b>	<b>3,118,000</b>

City of Atlantic Beach, Florida  
 Schedule of Capital Outlay  
 Fiscal Year 2020/2021

	Land, Buildings & Infrastructure	Equipment, Computers & Software	Vehicles	Total
<b>Building Code Enforcement Fund</b>				
<b>Building Code Enforcement</b>				
Computer Equipment	-	9,000		9,000
<b>Total Building Code Enforcement</b>	-	9,000	-	9,000
<b>Grand Total</b>	<b>7,401,500</b>	<b>412,522</b>	<b>155,000</b>	<b>7,969,022</b>

City of Atlantic Beach  
**Element-Object Classifications**

**12-00 Salaries and Wages**

Full-time, part-time and elected official's base salary and/or wages.

**14-00 Overtime**

Payment in addition to regular salaries and wages for services performed in excess of the regular work hour requirement. This classification code includes overtime hours paid at straight-time, as well as time-and-a-half. Comp time payout at fiscal-year-end or upon service termination is considered payment of overtime.

**15-00 Special Pay**

Additional pays, such as longevity pay, car allowance, phone allowance, education incentive, clothing allowance, out-of-position pay, personal leave cash-ins and payouts, etc.

**21-00 FICA Taxes**

Social Security matching / Medicare matching by the City.

**22-01 City Contribution to 401**

Amounts contributed by City to City Manager's retirement fund in lieu of defined benefit retirement plan.

**22-02 City Contribution to 457**

Amounts contributed by City to employees' 457 plan in lieu of defined benefit retirement plan, per individual employment contract.

**22-03 City Contribution – Benefit Group – General**

Amounts contributed by City to defined benefit retirement plan for general employees.

**22-04 City Contribution – Benefit Group – Police**

Amounts contributed by City to defined benefit retirement plan for sworn police officers.

**23-01 Health Insurance**

Health insurance premiums and benefits paid for employees and others by contract.

City of Atlantic Beach  
**Element-Object Classifications**

**23-02 Life Insurance**

Life insurance premiums and benefits paid for employees.

**24-00 Workers' Compensation**

Premiums and benefits paid for Workers' Compensation insurance.

**25-00 Unemployment Compensation**

Direct bill, reimbursable amounts charged by the State for unemployment compensation.

**31-00 Professional Services**

Legal, medical (including employee physicals, drug screenings, hepatitis/flu shots, and medical laboratory tests), engineering, architectural, and the City Attorney's litigation expenses.

**31-02 City Attorney Retainer**

Monthly retainer paid to the City Attorney.

**32-00 Accounting and Auditing**

Services received from independent certified public accountants.

**34-00 Other Contractual Services**

Janitorial and other services procured by contract or agreement with persons, firms, corporations, or other governmental units, for example:

Lawn service	Tree removal
Pest Control	Asphalt work
Ditch spraying	Concrete sidewalk pouring
Polygraph testing	Street sweeping
Uniform cleaning	Water and soil laboratory testing
Beach cleaning	Sludge hauling
Security system monitoring	Towing
Permits from governmental agencies (unless related to a capital project)	Employee assistance program fees
	Vehicle tags/titles/registration (see <b>64-01</b> )
	Customized printing (embroidering, decals, signs, plaques, etc.)

City of Atlantic Beach  
**Element-Object Classifications**

**34-00 Other Contractual Services (cont.)**

Infrastructure repairs also included in this classification are, for example:

Point repairs to lines	Electrical troubleshooting
Pump and motor repairs	Tower or lift station repairs
Chlorinator replacement parts	Irrigation system repairs
Fence repairs	

**34-0X Specific Contracts**

Contract expenses for fire services provided by the City of Jacksonville, sanitation services provided by Advanced Disposal Services, fleet and equipment maintenance services provided by First Vehicle Services, Town Center maintenance, Mayport Flyover maintenance, etc.

**35-00 Investigations**

Confidential expenditures handled pursuant to criminal investigations.

**36-00 Pension Benefits**

Benefits paid to participants in the pension plans.

**40-00 Travel and Per Diem**

Public transportation or mileage per diem reimbursement for use of private vehicles while conducting City business.

**Note:** All costs incurred for seminars or conferences, including mileage per diem reimbursement, will be charged to **55-00 Training**.

**41-00 Communications**

Periodic service charges for land telephone lines, cellular telephones, modem lines, cable television connections, pagers, Internet user charges, radio airtime, etc.

**Note:** Purchase of a telephone handset or replacement pager would be charged to **52-00 Operating Supplies**. Installation of a new phone line or charges for switching a user on the existing phone tree would be charged to **46-00 Repair and Maintenance**, as it represents a repair or maintenance to a piece of equipment.

City of Atlantic Beach  
**Element-Object Classifications**

**42-00 Transportation, Postage, Messenger**

Outgoing freight and express mail charges, such as Federal Express, postage, messenger and courier services.

**Note:** Freight on items purchased is charged to the same element-object classification as the items acquired.

**43-00 Utilities**

Electricity provided by an outside vendor and used for City operations.

**43-01 Utilities – City Provided**

Water, sewer, storm water and garbage disposal services provided by the City of Atlantic Beach for City facilities.

**44-00 Rentals and Leases**

Amounts paid for the lease or rent of land, buildings, or equipment, including vehicles.

**Note:** Not to be used for copier maintenance charges use **46-00** Repair and Maintenance.

**45-00 Insurance**

Insurance, other than workers' compensation, carried for the protection of the local government, such as fire, theft, casualty, general and professional liability (including notary services), auto coverage, surety bonds, etc.

**46-00 Repair and Maintenance**

Costs incurred for the repair and maintenance of buildings or equipment (other than fleet vehicles and equipment maintained by First Vehicles Services – see **46-01** below).

**Note:** Equipment is described as any movable, stand-alone item, versus something that is permanently affixed to a structure or infrastructure. A submersible pump repair would be charged to this classification.

**46-01 Fleet and Equipment Maintenance – First Vehicles Services**

Contract and non-contract costs incurred through First Vehicles Services for repairs and maintenance to fleet vehicles and small equipment.

**Note:** Maintenance of fleet vehicles not performed by or through First Vehicles Services, such as car washes, should be charged to **46-00** Repair and Maintenance.

City of Atlantic Beach  
**Element-Object Classifications**

**47-00 Printing and Publishing**

Cost of printing, including advertisements in newspapers and periodicals, binding, and other reproduction services which are contracted for or purchased from outside vendors. This includes printing of stationery and envelopes with the City logo, business cards, other forms, microfilming and film developing.

**Note:** Help wanted advertisements, bids and request for proposals advertisements, ordinance notices and meeting notices placed in newspapers or periodicals will be charged to the requesting department and/or project.

**48-00 Promotional Activities**

Any type of promotional advertising.

**49-00 Other Current Charges**

Includes current charges not otherwise classified – could include a contingency amount for unanticipated, emergency needs.

**51-00 Office Supplies**

Materials and supplies, such as preprinted forms, paper, maps, pens, plain stationery or envelopes without the City logo, that are used in an office environment. The general rule for office supplies includes those items that are consumable within a one year operating cycle and that have to be reordered on a frequent basis, such as staples, computer paper, calculator paper and ribbons, etc.

**Note:** Office equipment with a longer life and a cost of < \$1,000, such as calculators, staplers, hole punches, file cabinets, printers, desks, shelving, etc., would be charged to **52-00 Operating Supplies**.

**52-00 Operating Supplies**

Supplies consumed in the conduct of operations – may include food, coffee, road and other signs, lubricants, chemicals, laboratory supplies, raincoats, boots, uniforms (purchased, not rentals), recording tapes, film, transcript supplies, toilet paper, paper towels, soap and other non-capital office equipment individually < \$1,000, for example: computer printers, file cabinets, desks, weed eaters, etc. (see element-object **64-02** for additional information on computer equipment).

**Note:** Computer software < \$5,000 would be charged to **52-00 Operating Supplies**. If the software cost is > or = \$5,000, it would be capitalized in element-object **64-02**.

City of Atlantic Beach  
**Element-Object Classifications**

**52-01 Gasoline**

Monthly allocation based on usage from pump at 1200 Sandpiper Lane.

**52-02 Diesel**

Monthly allocation based on usage from pump at 1200 Sandpiper Lane and charges incurred for direct purchase of diesel for emergency generators.

**53-00 Road and Material Supplies**

Those materials and supplies used exclusively in the repair or reconstruction of roads, such as lime rock and cold patch.

**Note:** Road signs should be charged to **52-00** Operating Supplies. Asphalt and concrete repairs should be charged to **34-00** Other Contractual Services.

**54-00 Books, Subscriptions, and Memberships**

Books, subscriptions, memberships, licenses not related to specific training.

**55-00 Training**

All costs associated with training, including travel, books, registration, etc.

**59-00 Depreciation**

Non-cash charge that represents the systematic allocation of the capital asset's historical cost over its estimated useful service life.

**71-00 Principal**

Principal paid related to debt issues.

**72-00 Interest**

Interest paid related to debt issues.

**73-00 Other Debt Service Costs**

Debt service-related expenses, e.g, bond administration costs.

City of Atlantic Beach  
**Element-Object Classifications**

**81-00 Aid to Government Agencies**

Assistance in funding for the: Jacksonville Beach fireworks, City of Jacksonville Sea & Sky Show, enrichment programs at Atlantic Beach Elementary & Mayport Middle School, and recreation facility maintenance.

**83-00 Grants and Aid to Citizens**

All grants, subsidies, and contributions to individuals, such as improvements to privately owned homes through CDBG grant funding.

**91-00 Interfund Transfers**

Transfer between funds that do not represent operating expenditures.

City of Atlantic Beach  
**Element-Object Classifications**  
**Capital Assets**

Expenditures charged to element classifications **61, 62, or 63** will be assigned unique project numbers by the Finance Department for cost capitalization tracking purposes. Project costs to be capitalized will include permits, surveys, appraisals, taxes, design, architectural, construction and construction engineering, and administration costs.

**61-00 Land**

Land acquisition cost.

**61-02 Easements**

Costs associated with acquiring utility easements/right-of-ways.

**62-00 Buildings**

Office buildings, garages, park and recreational buildings, and building improvements.

**63-XX Infrastructure**

Structures, and facilities other than buildings, such as: roads, curbs, gutters, docks, fences, landscaping, lighting systems, parking areas, drainage systems, athletic fields, land improvements, pipes, lift stations, etc.

**64-00 Machinery and Equipment**

Equipment purchased that meets the capitalization policy, e.g., individual item  $>$  or  $=$  \$1,000 with an estimated useful life of greater than one year following the date of acquisition. These items will be tagged and monitored through the Sunguard Public Sector fixed asset application.

**64-01 Motor Vehicles**

Vehicles, trailers, boats, etc., that require registration with the Division of Motor Vehicles or other state agency. **Note:** Vehicle registration renewals and replacement titles should be charged to **34-00 Other Contractual Services**. If the registration or title charge is for a new vehicle and the expense is incurred in a fiscal year other than the year of vehicle acquisition, the charge would be coded to **34-00**.

**64-02 Computer Equipment**

Computer equipment purchased that meets the capitalization policy (see **64-00** above). **Note:** If the cost of computer equipment is bundled, e.g., monitor, tower, software, etc., is quoted as one price, the total cost would be capitalized, if it meets the capitalization policy. Capitalization policy for computer software is cost must be  $>$  or  $=$  \$5,000.

**City of Atlantic Beach**  
**Long-Term Financial Plan**



**City of Atlantic Beach**  
**Long Term Financial Plan Projection Summary**

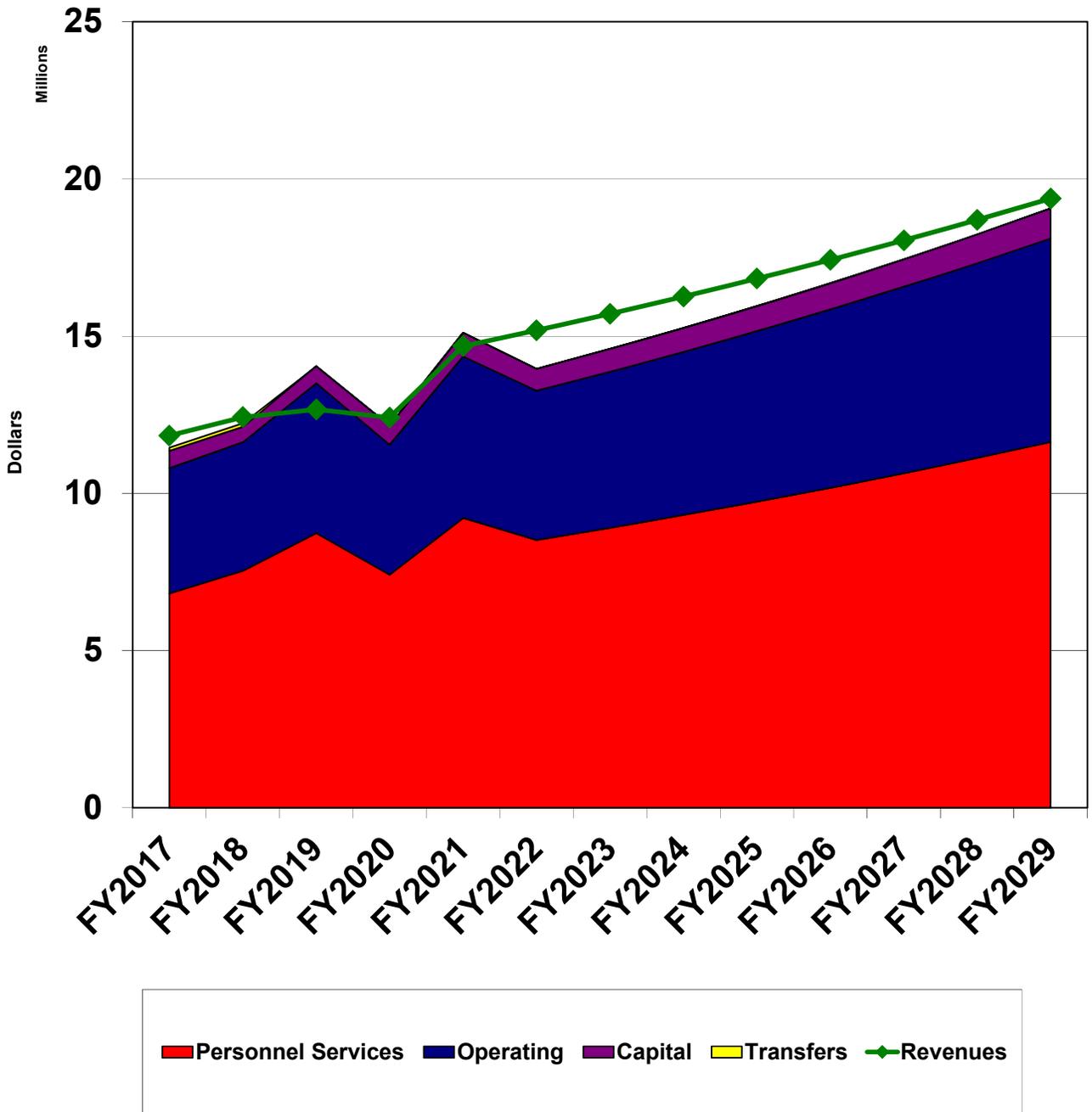
**General Fund**

	<b>Actual FY-17</b>	<b>Actual FY-18</b>	<b>Actual FY-19</b>	<b>Estimate FY-20</b>	<b>Proj FY-21</b>	<b>Proj FY-22</b>	<b>Proj FY-23</b>	<b>Proj FY-24</b>	<b>Proj FY-25</b>	<b>Proj FY-26</b>	<b>Proj FY-27</b>
<b>Cash Balance Forward</b>	<b>7,139,191</b>	<b>7,547,235</b>	<b>7,751,517</b>	<b>6,374,988</b>	<b>6,635,320</b>	<b>6,209,614</b>	<b>7,436,057</b>	<b>8,552,814</b>	<b>9,553,456</b>	<b>10,431,284</b>	<b>11,179,312</b>
<b>Revenues</b>											
Taxes	5,621,625	5,848,296	6,163,947	6,770,085	7,568,185	7,946,594	8,343,924	8,761,120	9,199,176	9,659,135	10,142,092
Licenses and Permits	851,935	887,742	868,477	464,748	854,039	871,120	888,542	906,313	924,439	942,928	961,787
Intergovernmental Revenues	1,570,477	1,839,579	2,019,814	1,895,567	1,953,188	1,989,592	2,026,674	2,064,448	2,102,926	2,142,120	2,182,046
Charges for Services	2,240,639	2,297,627	2,374,573	1,747,907	2,652,805	2,707,659	2,763,647	2,820,793	2,879,120	2,938,653	2,999,418
Fines and Forfeitures	99,030	111,427	90,781	4,574	54,681	55,501	56,334	57,179	58,036	58,907	59,791
Miscellaneous Revenues	123,550	109,928	17,895	311,535	214,525	210,235	206,030	201,909	197,871	193,914	190,035
Interfund Transfers	1,330,449	1,330,445	1,135,245	1,219,644	1,386,373	1,407,169	1,428,276	1,449,700	1,471,446	1,493,517	1,515,920
<b>Total Revenues</b>	<b>11,837,705</b>	<b>12,425,044</b>	<b>12,670,732</b>	<b>12,414,061</b>	<b>14,683,796</b>	<b>15,187,869</b>	<b>15,713,427</b>	<b>16,261,462</b>	<b>16,833,014</b>	<b>17,429,175</b>	<b>18,051,088</b>
<b>Other Financing Sources</b>											
<b>Total Resources</b>	<b>18,976,896</b>	<b>19,972,279</b>	<b>20,422,249</b>	<b>18,789,049</b>	<b>21,319,116</b>	<b>21,397,483</b>	<b>23,149,484</b>	<b>24,814,275</b>	<b>26,386,471</b>	<b>27,860,459</b>	<b>29,230,400</b>
<b>Expenditures by Department</b>											
City Administration	2,666,397	2,769,488	2,902,984	2,713,316	3,244,349	3,391,967	3,546,301	3,707,658	3,876,357	4,052,731	4,237,130
Planning and Zoning	129,824	154,168	444,701	305,806	339,700	355,156	371,316	388,211	405,874	424,342	443,649
General Government	490,025	601,148	723,354	609,366	701,779	733,710	767,094	801,997	838,487	876,639	916,526
Public Safety	5,152,126	5,919,798	6,743,471	6,097,559	7,318,357	7,651,342	7,999,478	8,363,455	8,743,992	9,141,843	9,557,797
Public Works	1,710,276	1,490,868	2,755,364	1,203,706	2,959,381	1,258,474	1,315,735	1,375,601	1,438,191	1,503,628	1,572,043
Recreation	1,281,013	1,285,292	477,386	1,223,977	545,936	570,776	596,746	623,898	652,286	681,965	712,994
<b>Total Expenditures</b>	<b>11,429,661</b>	<b>12,220,762</b>	<b>14,047,261</b>	<b>12,153,729</b>	<b>15,109,502</b>	<b>13,961,426</b>	<b>14,596,671</b>	<b>15,260,819</b>	<b>15,955,186</b>	<b>16,681,147</b>	<b>17,440,140</b>
<b>Revenues Less Expenditures</b>	<b>408,044</b>	<b>204,282</b>	<b>(1,376,529)</b>	<b>260,332</b>	<b>(425,706)</b>	<b>1,226,443</b>	<b>1,116,756</b>	<b>1,000,643</b>	<b>877,828</b>	<b>748,027</b>	<b>610,948</b>
<b>Other Financing Uses</b>											
<b>Total Cash Reserves</b>	<b>7,547,235</b>	<b>7,751,517</b>	<b>6,374,988</b>	<b>6,635,320</b>	<b>6,209,614</b>	<b>7,436,057</b>	<b>8,552,814</b>	<b>9,553,456</b>	<b>10,431,284</b>	<b>11,179,312</b>	<b>11,790,260</b>
Restricted Cash	2,700,212	2,905,189	3,376,160	2,886,511	3,588,507	3,315,839	3,466,709	3,624,445	3,789,357	3,961,773	4,142,033
Unrestricted Cash	4,847,023	4,846,328	2,998,828	3,748,809	2,621,107	4,120,218	5,086,104	5,929,012	6,641,927	7,217,539	7,648,227
<b>Total Exp. &amp; Cash Reserves</b>	<b>18,976,896</b>	<b>19,972,279</b>	<b>20,422,249</b>	<b>18,789,049</b>	<b>21,319,116</b>	<b>21,397,483</b>	<b>23,149,484</b>	<b>24,814,275</b>	<b>26,386,471</b>	<b>27,860,459</b>	<b>29,230,400</b>
<b>Resource Allocation</b>											
<b>Personnel Services</b>	6,812,578	7,535,383	8,737,252	7,413,775	9,216,796	8,516,470	8,903,969	9,309,100	9,732,664	10,175,500	10,638,485
<b>Operating</b>	3,988,269	4,085,372	4,767,386	4,132,268	5,137,231	4,746,885	4,962,868	5,188,679	5,424,763	5,671,590	5,929,647
<b>Capital Outlay</b>	549,168	495,782	542,623	607,686	755,475	698,071	729,834	763,041	797,759	834,057	872,007
<b>Transfers Out</b>	104,225	104,225	0	0	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>11,454,240</b>	<b>12,220,762</b>	<b>14,047,261</b>	<b>12,153,729</b>	<b>15,109,502</b>	<b>13,961,426</b>	<b>14,596,671</b>	<b>15,260,819</b>	<b>15,955,186</b>	<b>16,681,147</b>	<b>17,440,140</b>

# City of Atlantic Beach

## Total Revenues and Expenditures

### General Fund

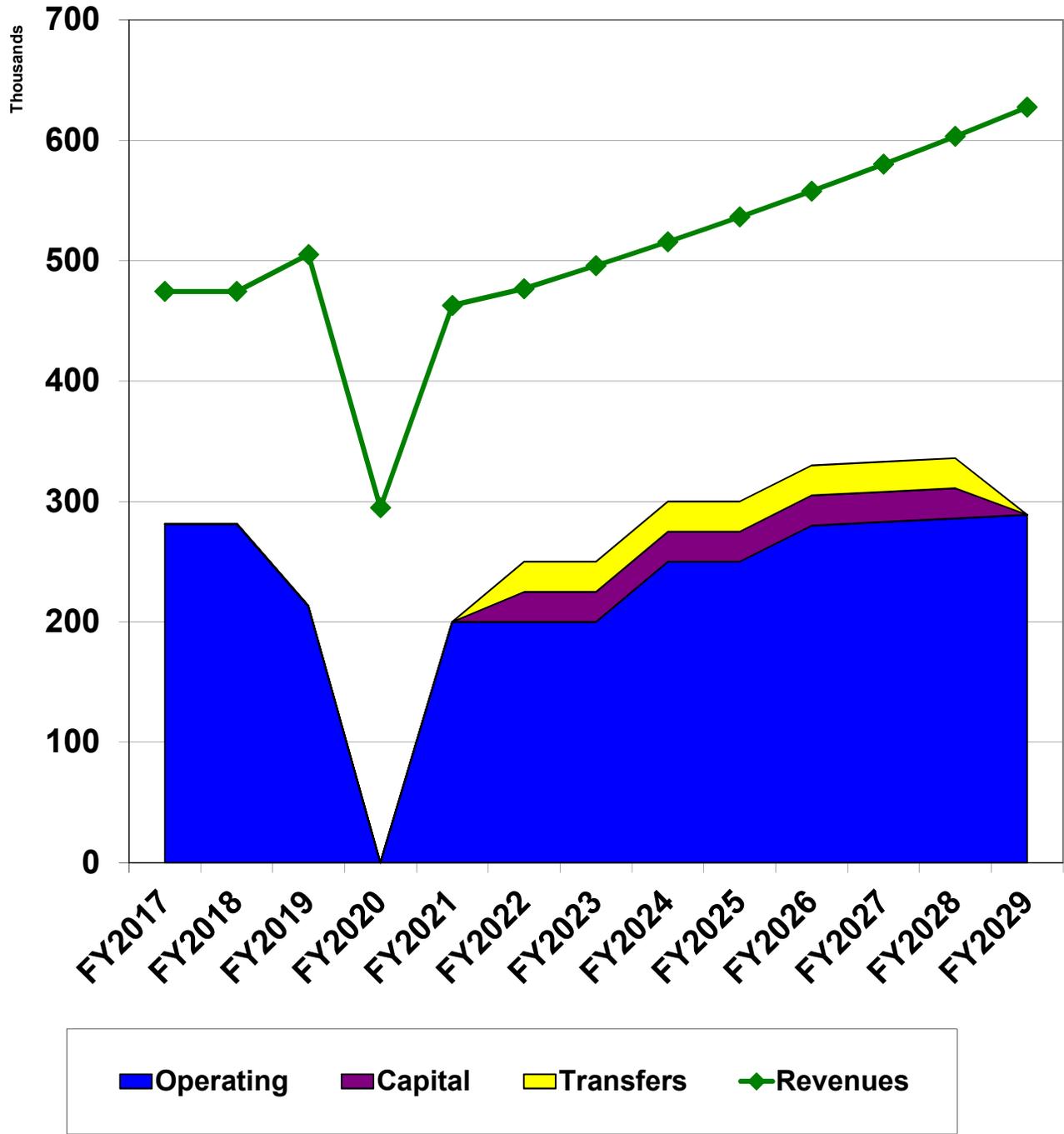


**CITY OF ATLANTIC BEACH**  
**Long Term Financial Plan Financial Projection Summary**  
**Gas Tax Fund**

	Proposed											
	Actual	Actual	Estimate	Budget	Proj							
	FY-18	FY-19	FY-20	FY-21	FY-22	FY-23	FY-24	FY-25	FY-26	FY-27	FY-28	FY-29
<b>Cash Balance Forward</b>	<b>158,910</b>	<b>119,644</b>	<b>176,770</b>	<b>236,987</b>	<b>287,062</b>	<b>303,868</b>	<b>337,396</b>	<b>338,385</b>	<b>357,606</b>	<b>365,859</b>	<b>391,010</b>	433,897
<b>Revenues</b>												
Local Option Gas Taxes	474,930	486,678	319,543	447,056	460,468	478,886	498,042	517,964	538,682	560,229	582,639	605,944
Interest Earnings	(511)	18,458	(24,703)	15,862	16,338	16,991	17,671	18,378	19,113	19,878	20,673	21,500
Other Revenues												
<b>Total Revenue</b>	<b>474,419</b>	<b>505,136</b>	<b>294,840</b>	<b>462,918</b>	<b>476,806</b>	<b>495,878</b>	<b>515,713</b>	<b>536,341</b>	<b>557,795</b>	<b>580,107</b>	<b>603,311</b>	<b>627,444</b>
<b>Expenses</b>												
Operating	281,384	213,010	0	200,000	200,000	200,000	250,000	250,000	280,000	282,968	285,967	288,999
Capital	0	0	0	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0
Transfers	232,300	235,000	234,623	212,843	235,000	237,350	239,724	242,121	244,542	246,987	249,457	251,952
<b>Total Expenses</b>	<b>513,684</b>	<b>448,010</b>	<b>234,623</b>	<b>412,843</b>	<b>460,000</b>	<b>462,350</b>	<b>514,724</b>	<b>517,121</b>	<b>549,542</b>	<b>554,955</b>	<b>560,425</b>	<b>540,951</b>
<b>Net Change in Cash Balance</b>	<b>(39,265)</b>	<b>57,126</b>	<b>60,217</b>	<b>50,075</b>	<b>16,806</b>	<b>33,528</b>	<b>989</b>	<b>19,221</b>	<b>8,253</b>	<b>25,151</b>	<b>42,886</b>	<b>86,493</b>
<b>Net Change in Working Capital</b>												
<b>Ending Cash Balance</b>	<b>119,644</b>	<b>176,770</b>	<b>236,987</b>	<b>287,062</b>	<b>303,868</b>	<b>337,396</b>	<b>338,385</b>	<b>357,606</b>	<b>365,859</b>	<b>391,010</b>	<b>433,897</b>	<b>520,390</b>
<b>Restricted</b>	119,644	176,770	236,987	287,062	303,868	337,396	338,385	357,606	365,859	391,010	433,897	520,390
<b>Designated</b>												
<b>Unrestricted</b>	-	-	-	-	-	-	-	-	-	-	-	-

**City of Atlantic Beach**  
**Total Revenues and Expenditures**

**Gas Tax Fund**

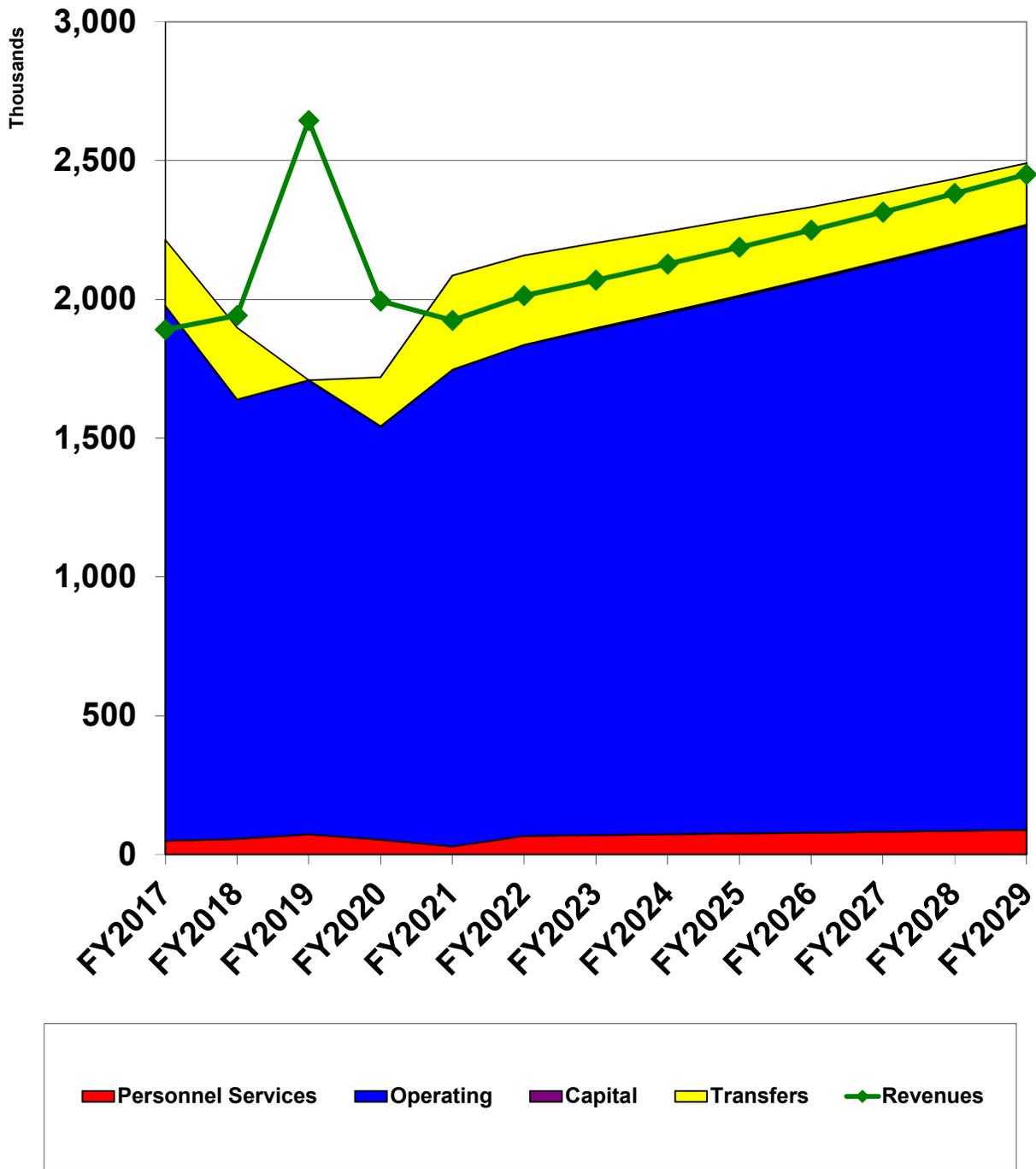


**CITY OF ATLANTIC BEACH**  
**Long Term Financial Plan Financial Projection Summary**  
**Sanitation Utility**

	Actual FY-17	Actual FY-18	Actual FY-19	Estimate FY-20	Budget FY-21	Proj FY-22	Proj FY-23	Proj FY-24	Proj FY-25	Proj FY-26	Proj FY-27	Proj FY-28	Proj FY-29
<b>Cash Balance Forward</b>	<b>602,390</b>	<b>494,262</b>	<b>538,546</b>	<b>1,474,531</b>	<b>1,748,793</b>	<b>1,586,288</b>	<b>1,435,357</b>	<b>1,300,839</b>	<b>1,182,295</b>	<b>1,079,320</b>	<b>996,537</b>	<b>928,450</b>	<b>874,747</b>
<b>Revenues</b>													
Charges For Services	1,824,594	1,848,528	1,800,000	1,918,330	1,879,198	1,935,574	1,993,641	2,053,450	2,115,054	2,178,506	2,243,861	2,311,177	2,380,512
Commercial Franchise Fees	64,233	71,657	87,464	62,326	44,504	44,504	44,504	44,504	44,504	44,504	44,504	44,504	44,504
Construction Debris / Misc	-	-	-	-	-	-	-	-	-	-	-	-	-
Recycle Rebate	-	-	-	-	-	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000
Interest Earnings	2,035	(269)	25,299	13,008	-	31,726	28,707	26,017	23,646	21,586	19,931	18,569	17,495
Disastare Relief Grants	-	22,297	731,746	-	-	-	-	-	-	-	-	-	-
Transfer from General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,890,862</b>	<b>1,942,213</b>	<b>2,644,509</b>	<b>1,993,664</b>	<b>1,923,702</b>	<b>2,012,804</b>	<b>2,068,852</b>	<b>2,126,971</b>	<b>2,187,204</b>	<b>2,249,596</b>	<b>2,314,295</b>	<b>2,381,250</b>	<b>2,450,511</b>
<b>Expenses</b>													
Personnel Services	49,202	55,440	72,032	52,665	29,142	66,925	69,621	72,426	75,345	78,383	81,543	84,832	88,254
Operating	1,927,847	1,583,764	1,636,491	1,489,950	1,717,481	1,769,005	1,822,076	1,876,738	1,933,040	1,991,031	2,050,762	2,112,285	2,175,654
Capital	-	-	-	-	-	5,200	5,200	5,200	5,200	5,201	5,202	5,203	5,203
Debt	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	236,626	258,725	-	176,787	339,584	322,605	306,475	291,151	276,593	257,764	244,875	232,632	221,000
<b>Total Expenses</b>	<b>2,213,675</b>	<b>1,897,929</b>	<b>1,708,523</b>	<b>1,719,402</b>	<b>2,086,207</b>	<b>2,163,735</b>	<b>2,203,371</b>	<b>2,245,515</b>	<b>2,290,179</b>	<b>2,332,379</b>	<b>2,382,383</b>	<b>2,434,952</b>	<b>2,490,111</b>
<b>Net Change in Cash Balance</b>	<b>(322,813)</b>	<b>44,283</b>	<b>935,985</b>	<b>274,262</b>	<b>(162,505)</b>	<b>(150,931)</b>	<b>(134,519)</b>	<b>(118,544)</b>	<b>(102,975)</b>	<b>(82,783)</b>	<b>(68,088)</b>	<b>(53,702)</b>	<b>(39,600)</b>
<b>Net Change in Working Capital</b>	<b>214,685</b>												
<b>Ending Cash Balance</b>	<b>494,262</b>	<b>538,546</b>	<b>1,474,531</b>	<b>1,748,793</b>	<b>1,586,288</b>	<b>1,435,357</b>	<b>1,300,839</b>	<b>1,182,295</b>	<b>1,079,320</b>	<b>996,537</b>	<b>928,450</b>	<b>874,747</b>	<b>835,147</b>
<b>Restricted</b>	494,262	409,801	427,131	385,654	436,656	458,982	472,924	487,291	502,096	517,354	533,076	549,279	565,977
<b>Unrestricted</b>	(0)	128,745	1,047,400	1,363,139	1,149,632	976,375	827,914	695,004	577,224	479,184	395,373	325,468	269,170

**City of Atlantic Beach**  
**Total Revenues and Expenses**

**Sanitation Fund**

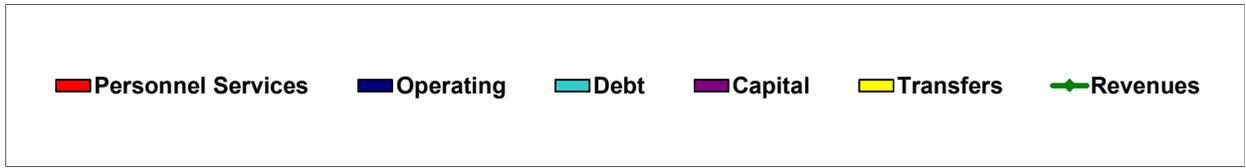
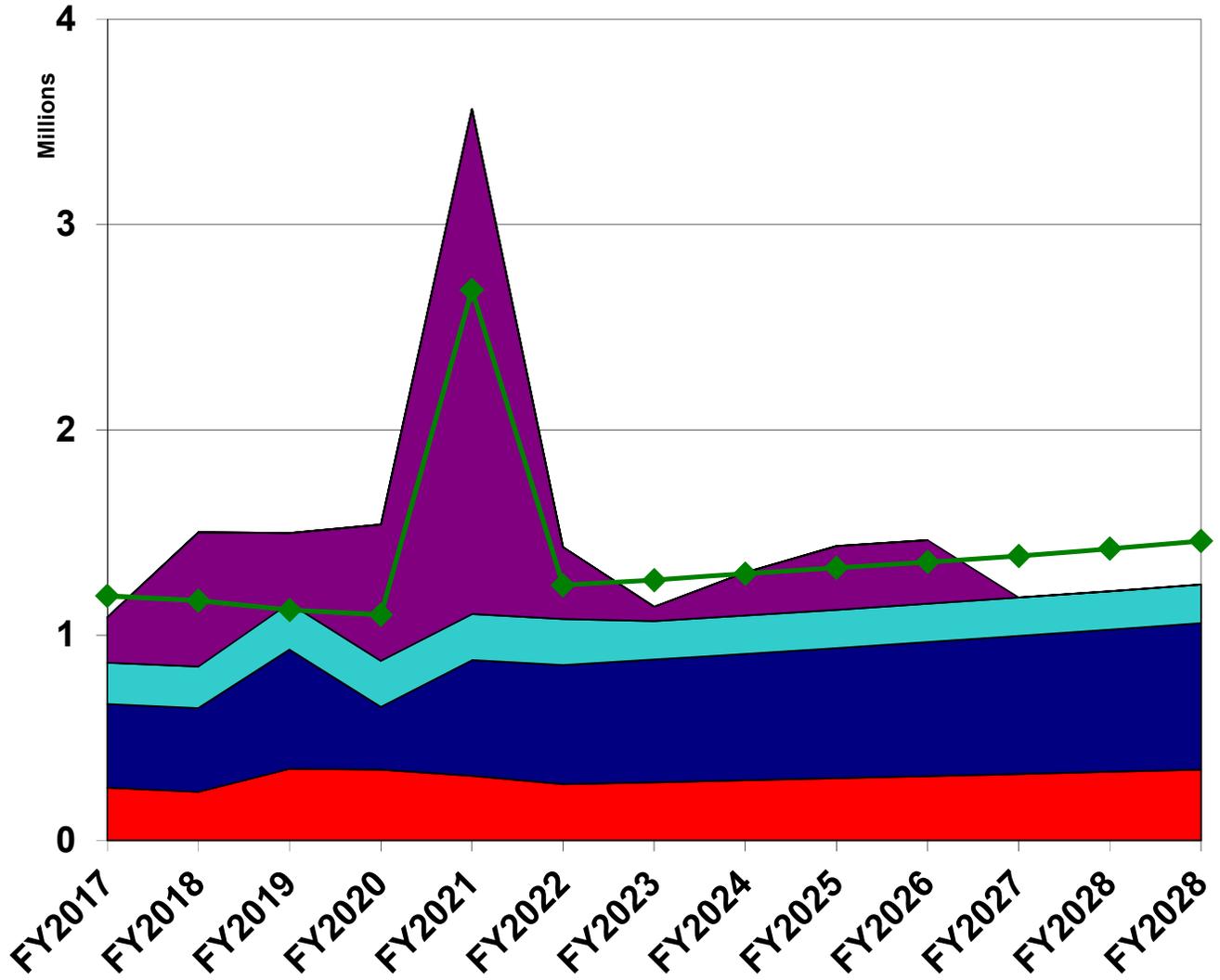


**CITY OF ATLANTIC BEACH**  
**Long Term Financial Plan Financial Projection Summary**  
**Storm Water Utility**

	Actual FY-17	Actual FY-18	Actual FY-19	Estimate FY-20	Budget FY-21	Proj FY-22	Proj FY-23	Proj FY-24	Proj FY-25	Proj FY-26	Proj FY-27	Proj FY-28
<b>Cash Balance Forward</b>	<b>3,702,863</b>	<b>3,891,942</b>	<b>3,558,819</b>	<b>3,185,196</b>	<b>2,746,639</b>	<b>1,865,135</b>	<b>1,680,376</b>	<b>1,809,927</b>	<b>1,803,312</b>	<b>1,697,881</b>	<b>1,591,085</b>	<b>1,793,161</b>
<b>Revenues</b>												
Charges for Services												
Storm Water Fees	883,473	886,349	894,373	894,690	894,998	921,848	949,503	977,988	1,007,328	1,037,548	1,068,674	1,100,735
Total Charges for Services	883,473	886,349	894,373	894,690	894,998	921,848	949,503	977,988	1,007,328	1,037,548	1,068,674	1,100,735
Grant Proceeds					1,500,000							
Interest Earnings	8,753	(2,684)	29,066	(32,160)	1,471	37,303	33,608	36,199	36,066	33,958	31,822	35,863
Transfer In - Gas Tax												
Transfer In - 1/2 Cent Tax	300,000	285,000	200,000	237,500	285,000	285,000	285,000	285,000	285,000	285,000	285,000	285,000
Transfer In - General Fund												
Other Revenues												
<b>Total Revenue</b>	<b>1,192,226</b>	<b>1,168,665</b>	<b>1,123,439</b>	<b>1,100,030</b>	<b>2,681,469</b>	<b>1,244,151</b>	<b>1,268,111</b>	<b>1,299,187</b>	<b>1,328,394</b>	<b>1,356,506</b>	<b>1,385,496</b>	<b>1,421,598</b>
<b>Expenses</b>												
Personnel Services	257,037	237,115	349,178	345,085	315,508	274,385	283,556	293,049	302,877	313,050	323,584	334,490
Operating	406,923	408,417	581,668	306,695	563,148	580,042	597,444	615,367	633,828	652,843	672,428	692,601
Capital	222,046	654,659	341,389	662,447	2,460,500	350,000	70,000	210,000	310,000	310,000	-	-
Debt	202,059	201,597	224,828	224,360	223,817	224,482	187,560	187,386	187,121	187,408	187,408	187,408
Transfers												
<b>Total Expenses</b>	<b>1,088,065</b>	<b>1,501,788</b>	<b>1,497,062</b>	<b>1,538,587</b>	<b>3,562,973</b>	<b>1,428,909</b>	<b>1,138,560</b>	<b>1,305,802</b>	<b>1,433,826</b>	<b>1,463,301</b>	<b>1,183,420</b>	<b>1,214,499</b>
<b>Net Change in Cash Balance</b>	<b>104,161</b>	<b>(333,123)</b>	<b>(373,623)</b>	<b>(438,557)</b>	<b>(881,504)</b>	<b>(184,759)</b>	<b>129,551</b>	<b>(6,615)</b>	<b>(105,431)</b>	<b>(106,796)</b>	<b>202,076</b>	<b>207,099</b>
<b>Net Change in Working Capital</b>	<b>(84,918)</b>											
<b>Ending Cash Balance</b>	<b>3,891,942</b>	<b>3,558,819</b>	<b>3,185,196</b>	<b>2,746,639</b>	<b>1,865,135</b>	<b>1,680,376</b>	<b>1,809,927</b>	<b>1,803,312</b>	<b>1,697,881</b>	<b>1,591,085</b>	<b>1,793,161</b>	<b>2,000,260</b>
<b>Restricted</b>	368,049	362,980	457,539	387,305	443,481	438,089	407,810	414,490	421,297	428,881	436,411	444,181
<b>Designated</b>												
<b>Unrestricted</b>	<b>3,523,893</b>	<b>3,195,839</b>	<b>2,727,657</b>	<b>2,359,334</b>	<b>1,421,654</b>	<b>1,242,287</b>	<b>1,402,117</b>	<b>1,388,822</b>	<b>1,276,583</b>	<b>1,162,204</b>	<b>1,356,750</b>	<b>1,556,079</b>

**City of Atlantic Beach**  
**Total Revenues and Expenditures**

**Storm Water Utility**



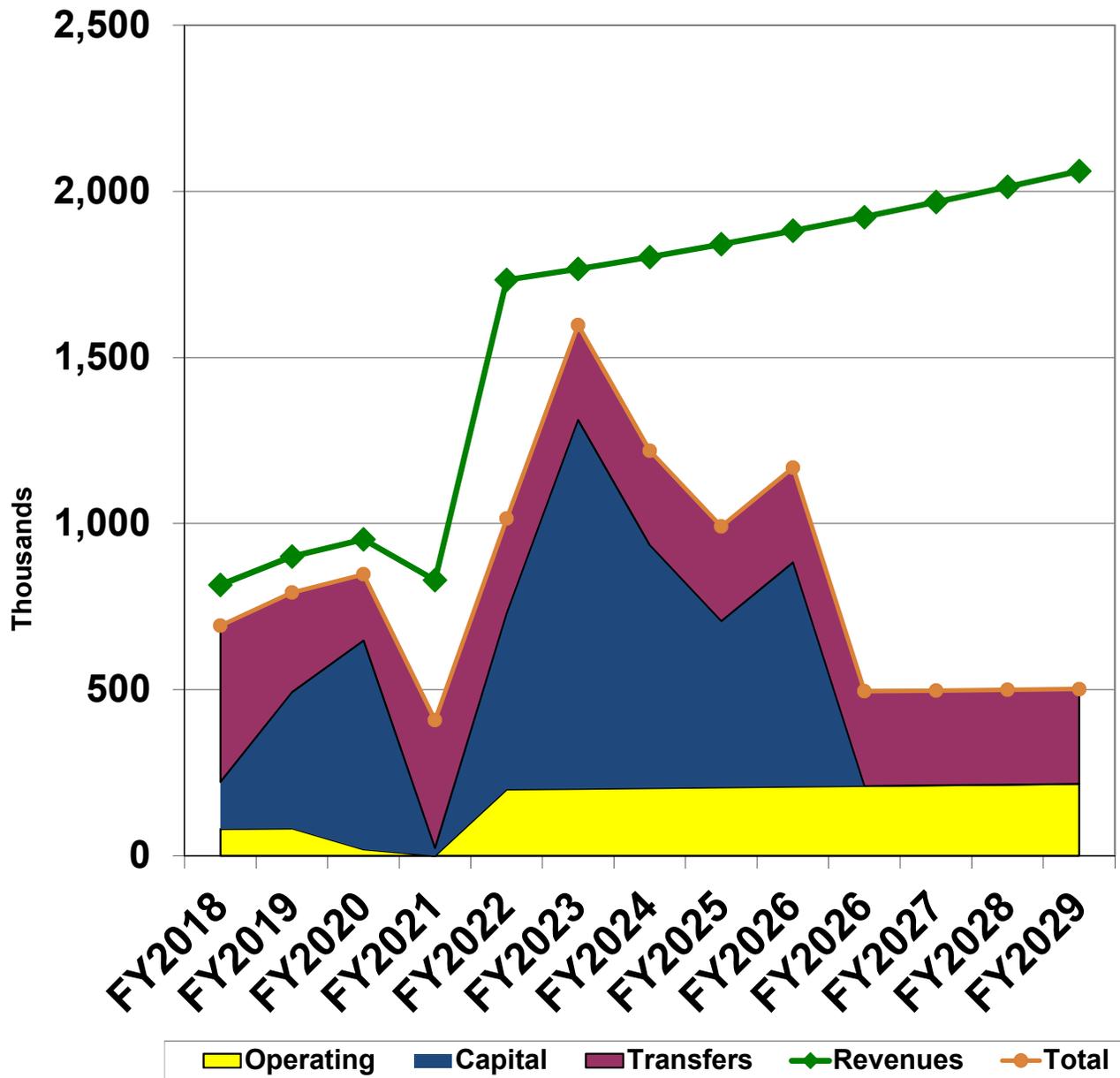
**CITY OF ATLANTIC BEACH**  
**Long Term Financial Plan Financial Projection Summary**  
**1/2 Cent Discretionary Sales Tax Fund**

	Actual FY-18	Actual FY-19	Estimate FY-20	Budget FY-21	Proj FY-22	Proj FY-23	Proj FY-24	Proj FY-25	Proj FY-26	Proj FY-27	Proj FY-28	Proj FY-29
<b>Cash Balance Forward</b>	<b>628,986</b>	<b>737,569</b>	<b>842,496</b>	<b>1,263,520</b>	<b>1,981,643</b>	<b>2,150,636</b>	<b>2,733,576</b>	<b>3,583,215</b>	<b>4,296,582</b>	<b>5,723,705</b>	<b>7,193,880</b>	<b>8,708,058</b>
<b>Revenues</b>												
Tax Proceeds	901,165	924,384	822,436	1,721,652	1,756,085	1,791,207	1,827,031	1,863,571	1,900,843	1,938,860	1,977,637	2,017,190
Interest	(333)	27,973	7,153	11,471	9,908	10,753	13,668	17,916	21,483	28,619	35,969	43,540
Grant Proceeds / Other Misc.												
<b>Total Revenue</b>	<b>900,831</b>	<b>952,357</b>	<b>829,589</b>	<b>1,733,123</b>	<b>1,765,993</b>	<b>1,801,960</b>	<b>1,840,699</b>	<b>1,881,488</b>	<b>1,922,326</b>	<b>1,967,478</b>	<b>2,013,606</b>	<b>2,060,730</b>
<b>Expenses</b>												
Operating Expenses	82,133	19,117	-	200,000	202,000	204,020	206,060	208,121	210,202	212,304	214,427	216,571
Capital - Other	89,000	243,277	-	414,000	105,000	225,000	125,000	45,000				
Capital Parks	321,116	385,037	23,565	116,000	1,005,000	505,000	375,000	630,000	-	-	-	
Transfer to Capital Projects	-											
Transfer to Stormwater Util	300,000	200,000	385,000	285,000	285,000	285,000	285,000	285,000	285,000	285,000	285,001	285,000
Transfer to Debt Service												
<b>Total Expenses</b>	<b>792,249</b>	<b>847,431</b>	<b>408,565</b>	<b>1,015,000</b>	<b>1,597,000</b>	<b>1,219,020</b>	<b>991,060</b>	<b>1,168,121</b>	<b>495,202</b>	<b>497,304</b>	<b>499,428</b>	<b>501,571</b>
<b>Net Change in Cash Balance</b>	<b>108,582</b>	<b>104,927</b>	<b>421,024</b>	<b>718,123</b>	<b>168,993</b>	<b>582,940</b>	<b>849,639</b>	<b>713,367</b>	<b>1,427,124</b>	<b>1,470,174</b>	<b>1,514,178</b>	<b>1,559,159</b>
<b>Net Change in Working Capital</b>												
<b>Ending Cash Balance</b>	<b>737,569</b>	<b>842,496</b>	<b>1,263,520</b>	<b>1,981,643</b>	<b>2,150,636</b>	<b>2,733,576</b>	<b>3,583,215</b>	<b>4,296,582</b>	<b>5,723,705</b>	<b>7,193,880</b>	<b>8,708,058</b>	<b>10,267,217</b>
<b>Restricted</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>Designated</b>												
<b>Unrestricted</b>	<b>737,569</b>	<b>842,496</b>	<b>1,263,520</b>	<b>1,981,643</b>	<b>2,150,636</b>	<b>2,733,576</b>	<b>3,583,215</b>	<b>4,296,582</b>	<b>5,723,705</b>	<b>7,193,880</b>	<b>8,708,058</b>	<b>10,267,217</b>

# City of Atlantic Beach

## Total Revenues and Expenditures

### Half Cent Sales Tax

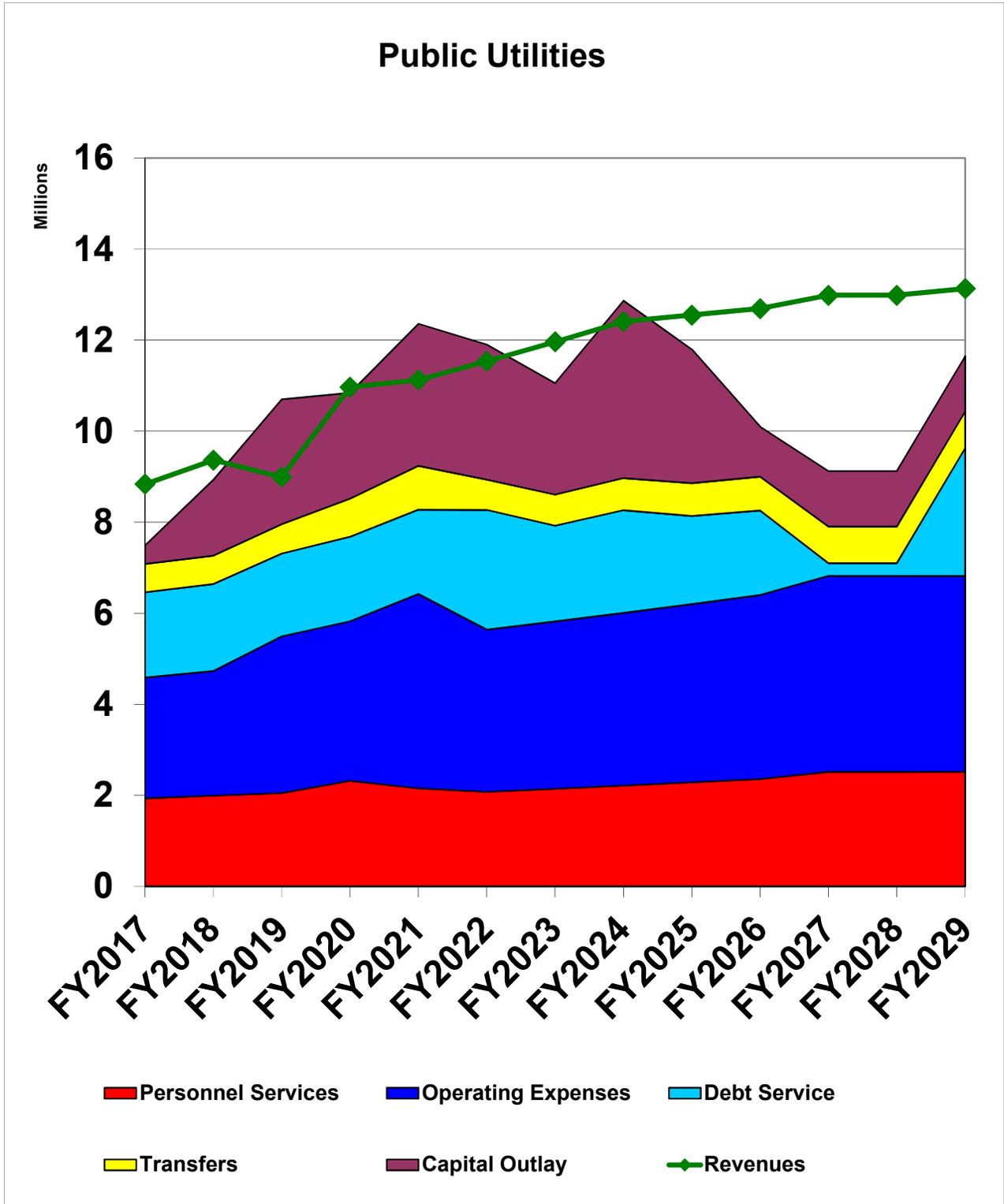


**CITY OF ATLANTIC BEACH**  
**Long Term Financial Plan Financial Projection Summary**  
**Water and Sewer Utility Combined Summary**

	Actual FY-17	Actual FY-18	Actual FY-19	Estimate FY-20	Budget FY-21	Proj FY-22	Proj FY-23	Proj FY-24	Proj FY-25	Proj FY-26	Proj FY-27	Proj FY-28	Proj FY29
<b>Cash Balance Forward</b>	<b>7,618,426</b>	<b>7,618,426</b>	<b>5,910,946</b>	<b>6,020,410</b>	<b>6,141,322</b>	<b>4,905,723</b>	<b>4,537,982</b>	<b>5,451,048</b>	<b>4,990,888</b>	<b>5,745,020</b>	<b>8,341,287</b>	<b>11,750,782</b>	<b>15,615,083</b>
<b>Revenues</b>													
Charges For Services	8,887,003	9,363,751	9,196,067	9,297,248	9,478,926	9,858,083	10,252,406	10,662,503	10,769,128	10,876,819	10,985,587	11,095,443	11,206,397
Assessments / Impact Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenues	476,748	(370,349)	316,621	1,668,936	1,644,965	1,677,864	1,711,422	1,745,650	1,780,563	1,816,174	1,852,498	1,889,548	1,927,339
<b>Total Revenue</b>	<b>9,363,751</b>	<b>8,993,402</b>	<b>9,512,688</b>	<b>10,966,184</b>	<b>11,123,891</b>	<b>11,535,947</b>	<b>11,963,828</b>	<b>12,408,153</b>	<b>12,549,691</b>	<b>12,692,993</b>	<b>12,838,085</b>	<b>12,984,991</b>	<b>13,133,736</b>
<b>Expenses</b>													
Personnel Services	1,990,426	2,045,555	2,164,458	2,314,541	2,150,223	2,072,628	2,140,203	2,210,075	2,282,327	2,357,043	2,489,359	2,514,230	2,514,229
Operating	2,738,545	3,447,570	3,392,099	3,509,908	4,272,334	3,567,605	3,681,084	3,798,254	3,919,240	4,044,172	4,244,201	4,306,410	4,306,409
Capital	1,669,807	2,745,394	1,169,100	2,327,129	3,118,000	2,966,000	2,445,000	3,900,000	2,935,000	1,095,000	1,615,000	1,215,000	1,214,999
Debt	1,914,073	1,818,143	1,819,919	1,853,628	1,849,987	2,630,000	2,099,000	2,256,000	1,936,000	1,858,000	280,916	280,916	2,809,160
Transfers	623,819	644,220	857,648	840,066	968,946	667,455	685,475	703,984	722,991	742,511	799,114	804,134	804,133
<b>Total Expenses</b>	<b>8,936,670</b>	<b>10,700,882</b>	<b>9,403,224</b>	<b>10,845,272</b>	<b>12,359,490</b>	<b>11,903,688</b>	<b>11,050,762</b>	<b>12,868,313</b>	<b>11,795,558</b>	<b>10,096,726</b>	<b>9,428,590</b>	<b>9,120,690</b>	<b>11,648,930</b>
<b>Net Change in Cash Balance</b>	<b>427,081</b>	<b>(1,707,480)</b>	<b>109,464</b>	<b>120,912</b>	<b>(1,235,599)</b>	<b>(367,741)</b>	<b>913,066</b>	<b>(460,161)</b>	<b>754,133</b>	<b>2,596,267</b>	<b>3,409,495</b>	<b>3,864,301</b>	<b>1,484,806</b>
<b>Net Change Working Capital</b>		-		-	-	-	-	-	-	-	-	-	-
<b>Ending Cash Balance</b>	<b>8,045,507</b>	<b>5,910,946</b>	<b>6,020,410</b>	<b>6,141,322</b>	<b>4,905,723</b>	<b>4,537,982</b>	<b>5,451,048</b>	<b>4,990,888</b>	<b>5,745,020</b>	<b>8,341,287</b>	<b>11,750,782</b>	<b>15,615,083</b>	<b>17,099,889</b>
<b>Restricted</b>	3,112,269	5,625,295	3,305,946	3,279,885	3,327,639	3,373,962	3,421,548	3,475,606	3,528,334	3,582,427	3,342,195	3,365,682	3,399,339
<b>Designated</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Unrestricted</b>	<b>4,933,238</b>	<b>285,651</b>	<b>2,714,464</b>	<b>2,861,437</b>	<b>1,578,084</b>	<b>1,164,020</b>	<b>2,029,500</b>	<b>1,515,282</b>	<b>2,216,687</b>	<b>4,758,860</b>	<b>8,408,587</b>	<b>12,249,401</b>	<b>13,700,550</b>

# City of Atlantic Beach

## Total Revenues and Expenses



# Glossary



## GLOSSARY

**Ad valorem Tax** - a tax levied on the assessed value, net of any exemptions, of real or personal property. This is commonly referred to as “property tax”.

**Adopted Budget** - The financial plan of revenues and expenditures for a fiscal year ( October 1 - September 30 ) as approved by the City Commission.

**Amendment** - A change to the adopted budget which may increase or decrease a fund total.

**Appropriation** - A specific amount of funds authorized by the City Commission to which financial obligations and expenditures may be made.

**Assessed Value** - A value established by the property appraiser for all real or personal property for use as the base for levying property taxes.

**Bond** - A written promise to pay a sum of money on a specific date at a specific interest rate as detailed in a bond ordinance.

**Bond Covenants** - An agreement between the City and lenders which specifies a payment schedule, terms, security, pledges, use of funds and reserves to be held.

**Budget Calendar** - The schedule of key dates for the process of adopting and executing an adopted budget.

**Budget Document** - The official written statement of the annual fiscal year financial plan for the City as presented by the City Manager.

**Budget Hearing** - The public hearing conducted by the City Commissioners to consider and adopt the annual budget.

**Budget Message** - A brief written statement presented by the City Manager to explain the principal budget issues and to provide policy recommendations to the City Commissioners.

**Capital Improvement Plan** - A plan for capital expenditures to be incurred each year over a fixed number of years. The plan sets forth each capital project and identifies the expected beginning and ending year for each project and the amount to be expended in each year and a method of funding for those projects.

**Capital Needs** - The identification of public facilities needed within the community.

**Capital Outlay** - Expenditures that result in the addition of a capital asset ( fixed asset costing \$1,000 or more with useful life of greater than one year).

**Capital Projects** - The acquisition, construction or improvement of designated fixed assets such as land and buildings.

**Cash Reserves** - Moneys either restricted or designated which are set aside in a fund and which are appropriated to ensure sufficient cash is available for the following fiscal year.

**City Commissioner** - The governing body of the City of Atlantic Beach composed of five elected officials. The duties and responsibilities of the Commission are established by Florida Statutes and the City's Code of Ordinances.

**City Manager** - The chief administrative officer of the City appointed by the City Commission.

**Contingency** - A budgetary reserve to provide for emergency or unanticipated expenditures during the fiscal year.

**Contracting Out** - Legal agreement whereby the City pays a private business or individual to provide the public with a service or product.

**Credit Ratings** - An independent rating service's evaluation of the credit worthiness of notes and bonds. Ratings influence the cost of borrowing funds.

**Debt** - Funds owed as a result of borrowing.

**Debt Service** - The expense of retiring such debt as loans and bond issues. It includes principal and interest payments, and payment for the paying agents, registrars and escrow agents.

**Debt Service Reserve** - Moneys set aside to ensure that funds will be available in the event that pledged revenues fall short of expectations.

**Deficit** - The excess of expenditures over revenues during a fiscal year.

**Department** - A basic organizational unit of the City which is functionally unique in its service delivery.

**Depreciation** - The periodic expiration of an asset's useful life. Depreciation is a requirement in the proprietary fund types including the Enterprise and Internal Service Funds.

**Encumbrance** - The commitment of appropriated funds to purchase an item or service.

**Enterprise Fund** - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business enterprise, i.e., to be self supporting through

user charges or other fees.

**Expenditure** - Decrease in fund financial resources for the procurement of assets or the cost of goods and / or services received.

**Final Millage** - The tax rate adopted in the final public hearing of a taxing authority.

**Fiscal Year** - The annual budget year for the City which runs from October 1 through September 30. The abbreviation to designate fiscal year is "FY".

**Franchise Agreement** - Agreement between the City and a provider of public services, such as cable television or garbage collection, which imparts certain standards on the company and provides for the payment of franchise fees to the City.

**Fund** - 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.

**Fund Balance** - The excess of fund assets over fund liabilities. These unspent funds can be included as revenues in the following year's budget. A negative fund balance is sometimes referred to as a deficit.

**General Fund** - The governmental accounting fund supported by ad valorem property taxes, licenses and permits, service charges, and other general revenues to provide city-wide operating services. This may be referred to as the Operating Fund.

**General Obligation Bond** - A bond secured by the pledge of the issuing jurisdiction's full faith, credit and taxing authority and is voter approved.

**Grant** - A contribution of assets ( usually cash ) by one governmental unit or other organization to another made for a specific purpose.

**Impact Fee** - Monetary payments made by builders or developers to defray the public cost of providing infrastructure capital to a development.

**Infrastructure** - Public support structures such as roads, street lighting, water and sewer lines and storm drainage.

**Intergovernmental Revenue** - Revenue received from another governmental unit for a specific purpose.

**Levy** - To impose taxes, special assessments, or service charges. Another term for a millage rate.

**License or Permit Fee** - A charge for specific items as required or approved by local and state regulations for example, building permits and mobile home licenses.

**Line - Item Budget** - A budget that lists each account category separately along with the dollar amount budgeted for each account, such as office supplies, overtime or buildings.

**Long Term Debt.** - Debt with the maturity date being more than one year after issuance.

**Mandate** - Any responsibility, action or procedure that is imposed by one government entity on another through constitutional, legislative, administrative, executive or judicial action as a direct order or that is required as a condition of aid.

**Matching Requirement** - A jurisdictions contribution to a project or function required by a grantor. Matching requirements are frequently imposed as a proportionate share of the overall contribution.

**Mill or Millage Rate** - ( 1 / 1,000 ) of one dollar, used in computing taxes by multiplying the rate times the taxable value divided by 1,000. Example: millage rate of 3.71 per thousand; taxable value of \$50,000 = \$50,000 divided by 1,000 = \$50 multiplied by 3.71 = 185.5.

**Non-Departmental Expenditures** - Expenditures which benefit all or a portion of City departments, such as property and liability insurance.

**Object Code** - An account to which an expenditure or expense is recorded in order to accumulate and categorize the various types of payments that are made by governments. Certain object codes are mandated by the Uniform Accounting System chart of accounts.

**Operating Expenditures** - Also known as Operating and Maintenance Costs, these are the expenses of the day to day operations which exclude capital costs, such as office supplies, maintenance of equipment and utilities.

**Personal Services** - Also known as Salary , Wages and Benefits related to the compensation of employees.

**Privatization** - The government policy of allowing or contracting with the private sector for the provision of public services.

**Property Tax** - Same as definition for ad valorem tax.

**Proposed Millage** - The tax rate certified to the property appraiser by each taxing authority.

**Real Property** - Land and the buildings and other structures attached to it that are taxable under state law.

**Reserve** - An account used to indicate that a portion of a fund's balance is restricted for a specific purpose and is therefore, not available for general appropriation.

**Revenue** - Funds that a government receives as income. These receipts may include tax payments, interest earnings, service charges, grants and intergovernmental receipts.

**Revenue Bonds** - Bonds usually sold for the construction of a capital project that will produce revenue for the governmental unit issuing the bonds. The revenue is pledged and used for the payment of principal and interest on the bonds.

**Special Assessment** - A compulsory levy imposed on certain properties to defray part or all of the costs of a specific improvement or service deemed to primarily benefit those properties.

**Tax Base** - The total property valuation on which each taxing authority levies its tax rates.

**Tax roll** - The certificate of assessed taxable value prepared by the property appraiser and presented to the taxing authority by July 1, or later if an extension is granted by the State, each year.

**Tax Year** - The calendar year in which ad valorem property taxes are levied to finance the ending fiscal year budget. For example, the tax roll for the 1998 calendar year would be used to calculate the ad valorem taxes levied for the FY 1998-99 budget.

**Tentative Millage** - The tax rate adopted in the first public hearing of a taxing authority. Under state law, the authority may reduce, but not increase without individual notification, the tentative millage during the final budget hearing.

**Truth In Millage Law** - also known as the TRIM Bill. A 1980 law enacted by the Florida Legislature which changed the budget process for local taxing authorities. It was designed to keep the public informed about the taxing intentions of the various authorities.

**Uniform Accounting System** - The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparisons and evaluation of reports.

**User Fees** - The charges for direct receipt of public services.

**Unencumbered Balance** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of funds still available for future needs.

**Voted Millage** - Property tax levies authorized by voters within a taxing authority. Bond issues that are backed by property taxes are a common reason for a voted millage in the State of Florida. A bond issue of this type is called a General Obligation Bond.