



CITY OF  
**SANFORD**  
FLORIDA

*City of Sanford, Florida*

## **2022/2023 Budget**

*October 1, 2022 – September 30, 2023*

### **City Commission**

**Art Woodruff, Mayor**  
**Sheena Britton, District 1**  
**Kerry Wiggins, Sr., District 2, Vice Mayor**  
**Patrick Austin, District 3**  
**Patty Mahany, District 4**

### **City Manager**

**Norton N. Bonaparte, Jr.**

### **Assistant City Manager**

**Craig Radzak**

### **Finance Director**

**Cynthia Lindsay, CPA, CGFO**





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# Community Profile

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## **OUR VISION**

**Sanford is a significant cultural and business hub for the Central Florida region. With its showcase waterfront, extensive transportation network, distinctive cultural corridor and historic downtown, Sanford is a vibrant and safe City in which people choose to live, work, raise a family, attend school, shop, play and retire.**

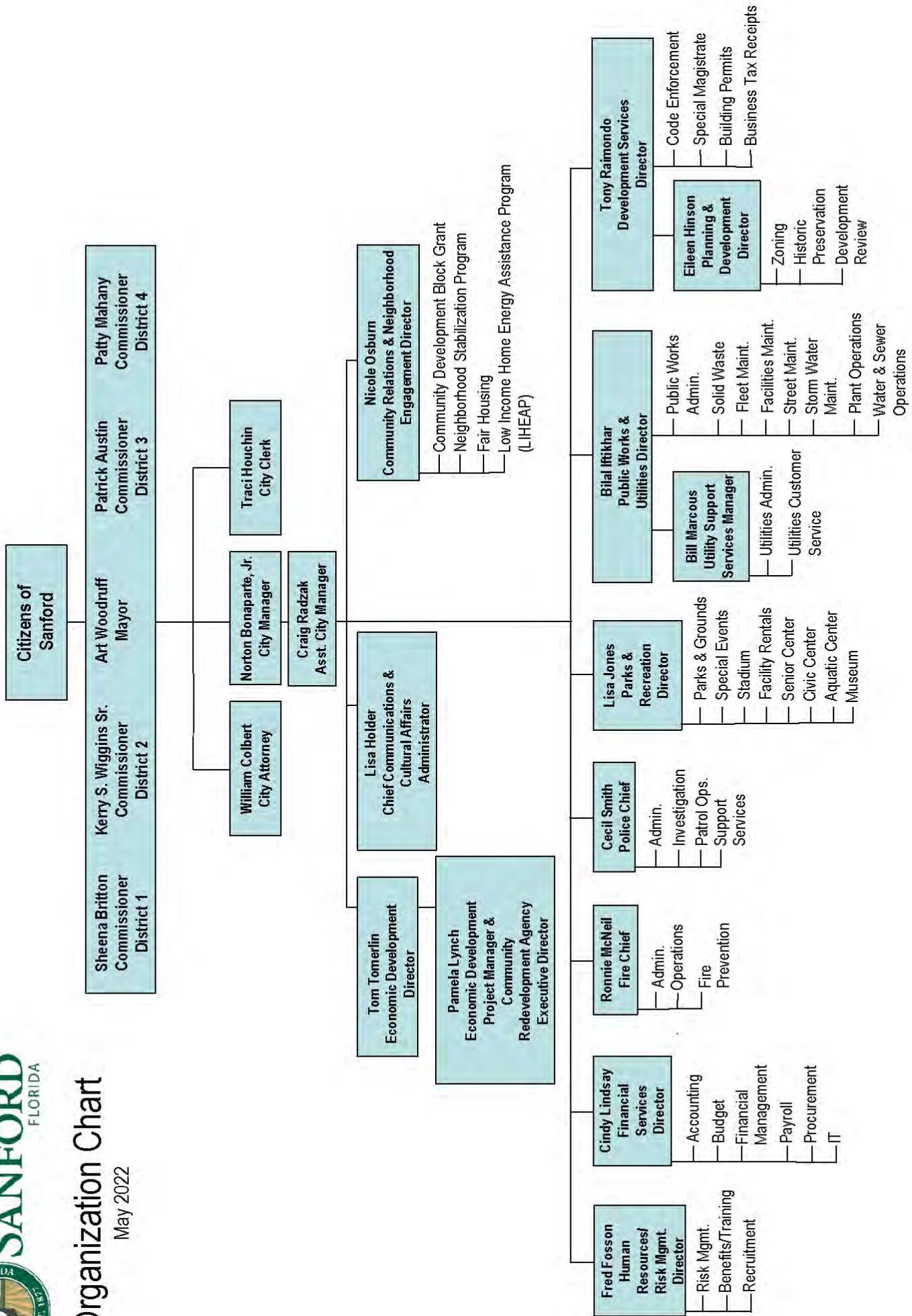
## **OUR MISSION**

**The City of Sanford is dedicated to the delivery of a high standard of service that cultivates a vibrant business and citizen partnership and fosters a well-connected, economically thriving community that celebrates its distinctive historical, natural, social and cultural character.**

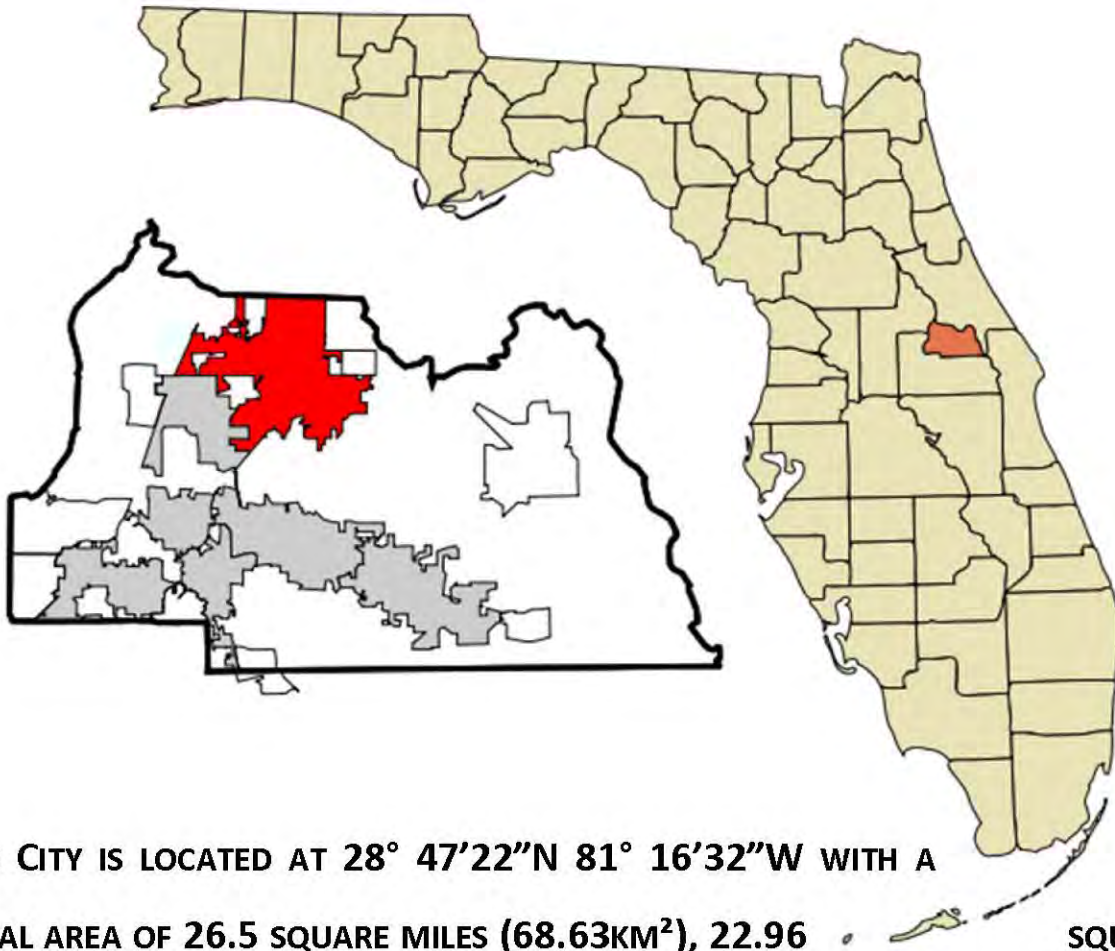


# Organization Chart

May 2022



# CITY OF SANFORD LOCATION



THE CITY IS LOCATED AT  $28^{\circ} 47'22''N$   $81^{\circ} 16'32''W$  WITH A  
TOTAL AREA OF 26.5 SQUARE MILES ( $68.63\text{KM}^2$ ), 22.96 SQUARE  
MILES ( $59.47\text{KM}^2$ ) OF LAND, AND 3.54 SQUARE MILES ( $9.17\text{KM}^2$ ) OF WATER.

SOURCE: WIKIPEDIA.ORG



# City of Sanford Profile

Sanford is located in Central Florida in Seminole County, one of the fastest growing counties in the nation and sits on the south shore of Lake Monroe at the head of the navigation on the St. John's River. During the Seminole Wars of the 1830's, the area was the site of an U.S. Army post named Fort Mellon. As settlers moved into the area, the town of Mellonville was established. With the advent of commercial steamboat service, the town became a distribution point for goods essential for the growth of Central Florida. When Orange County was created in 1845, Mellonville became the county seat.



In 1870, Henry Shelton Sanford purchased the land west of Mellonville. He planned a new city "the Gate City of South Florida," which he believed would become the transportation hub for all of southern Florida. In 1877, the City of Sanford was incorporated and Mellonville was annexed six years later. In 1880, Henry S. Sanford formed a land company in London to encourage investments in the new city. That same year construction began on the South Florida Railroad with a terminus in Sanford. By 1884, Sanford was a prosperous town with wharves, a railroad station and a large hotel.



Mr. Sanford's greatest interest in Florida was the development of Belair, a citrus grove and experimental garden near Sanford. More than 140 varieties of citrus, including the Valencia orange, were tested for adaptability to the Florida climate.

In September 1887, a bakery on First Street caught fire. The blaze spread rapidly through the wooden buildings on the east side of town until it was stopped by the volunteer fire department. When the town was rebuilt, the new structures were made of brick.

During the winter of 1894-95, the citrus industry received a serious blow when freezing temperatures destroyed the year's entire crop. Many citizens faced economic ruin and left the area. Those who stayed harnessed artesian wells and developed a sub-irrigation system that permitted commercial agriculture. By the first decade of the 20th century, Sanford was one of the largest vegetable shipping centers in the United States, and received the nickname "Celery City" for the most successful crop.



On April 25, 1913, Seminole County was officially established with Sanford as the county seat. In the boom and bust years that followed, Sanford shared in the growth of Central Florida.

From 1942 to 1968, the Sanford U.S. Naval Air Station drew many residents away from agriculture and brought new people to the city. Today the old station is Sanford's International Airport. The Sanford Commercial District was proclaimed a historic district and placed on the National Register in 1976.

Sanford, one of Central Florida's oldest incorporated cities, is home to brick lined streets, towering oaks, elegant store-fronts and large, nineteenth-century Victorian homes. The downtown, which once featured feed stores and dry good sellers, now showcases antique shops, restaurants and art galleries. Picturesque



First Street, the center of downtown Sanford, is a vibrant, enticing destination. Events, such as the Saturday morning Farmers Market and jazz concerts in Magnolia Square; theatrical productions at the newly renovated Wayne Densch Performing Arts Center; and the monthly Alive After 5 street parties attract visitors from all over Central Florida.

Sanford sits on the south shore of Lake Monroe, providing a waterfront backdrop for walking, jogging or just enjoying the natural beauty. Riverwalk, with its gazebos and swinging benches, has 1.2 miles of pedestrian walking paths. Along the way, you can visit Veterans Memorial Park, Marina Island, Ft. Mellon Park, and the Sanford Museum or have lunch at one of the lakeside restaurants.



The booming retail activity just west of downtown includes one of the largest malls in Central Florida, The Seminole Towne Center, as well as numerous retail enclaves surrounding it. One of the area's largest congregation of auto and motorcycle dealers is located in this vicinity, as well.

Restaurants, movie theaters, bookstores and other service facilities are readily available "close to home." And the marinas at the Port of Sanford, at the Osteen Bridge and in Downtown offer boaters of every level ready access to Lake Monroe and the beautiful St. John's River.

The City of Sanford is well protected by the authorized 141 sworn officers and 79 certified firefighters. The men and women of the Sanford Police Department are proud of the partnership they have created with our community. The Sanford Fire Department personnel are EMT trained and paramedic trained which allows the City to provide emergency medical service to its



residents. The fire protection service has an Insurance Services Office (ISO) rating of 2. The Sanford Police Department has many specialized units to better serve the citizens within our community. The units include: Traffic, K-9, Investigations, School

Resource Officers, Crime Prevention and Community Policing Officers.

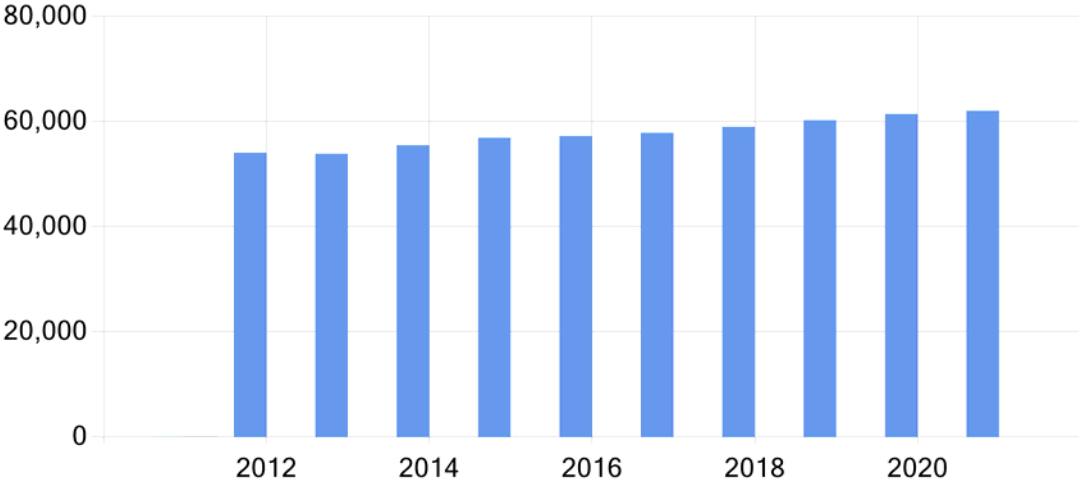
# Sanford Demographics

Employer Name	Business Type	Employees
Orlando Sanford International Airport	Airport	3,500
Central Florida Regional Hospital	Medical	2,865
Seminole County Public Schools	Public Schools	1,614
Seminole State College	College	1,588
Seminole County Sheriff	Government	1,459
Seminole County Government	Government	1,439
Walmart Stores - Sanford	Retail	786
City of Sanford	Government	503
Seminole Town Center	Retail	375
Waste Pro USA	Solidwaste	248

Unemployment Rate	FY 2018	FY 2019	FY 2020	FY 2021
City of Sanord	2.9%	2.6%	6.5%	3.3%

# Sanford Demographics

**City of Sanford Population by Fiscal Year**



Source Office of Economic and Demographic Research-Florida Population Estimates for Count...

# Largest Local Taxpayers

Taxpayer Name	Taxable Value	Total Taxes
Florida Power & Light Co.	72,866,714	533,749
Solstice Loop Holdings LLC	54,239,192	397,302
CRLP Twin Lakes LLC	50,780,263	371,965
SPU8 FB Seminole JV Prop LLC	47,621,120	348,825
Lakes Edge Apartments LLC	46,405,505	339,920
Seminole Mall Realty Holding LLC	45,915,167	336,329
Solara Holdings - CJ LLC	40,706,402	298,174
Bre Piper MF Westlake FL LLC	37,551,350	275,064
Wal-Mart Stores East LP	35,401,091	259,313
StoneBrook Orlando Apts LLC	28,125,858	206,022



# Sanford City Commission

The City of Sanford operates with a Commission-Manager form of government. The City Commission is comprised of a Mayor, who is elected at large, and four Commission Members, one elected from each district. The Commission appoints the City Manager, City Attorney, and City Clerk, who work with direction both from the City Commission and City Manager. All other staff members work under the direction of the City Manager.

**Mayor Art Woodruff**  
**Appointed to Mayor: 2020**  
**Current Term Expires: 2023**

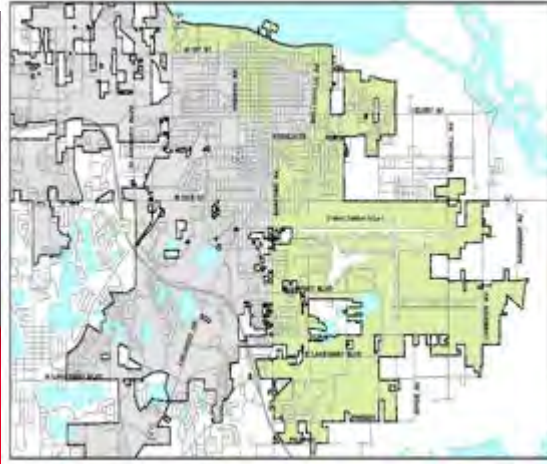


Art Woodruff was born and raised in Sanford as a sixth generation Sanfordite. Graduating from Seminole High School in 1980 he attended the University of North Carolina and returned to Sanford where he started teaching in Seminole County Public Schools. After fourteen years at Seminole High School as a science teacher and yearbook adviser, he transferred to Oviedo High School where he currently teaches science and computer science.

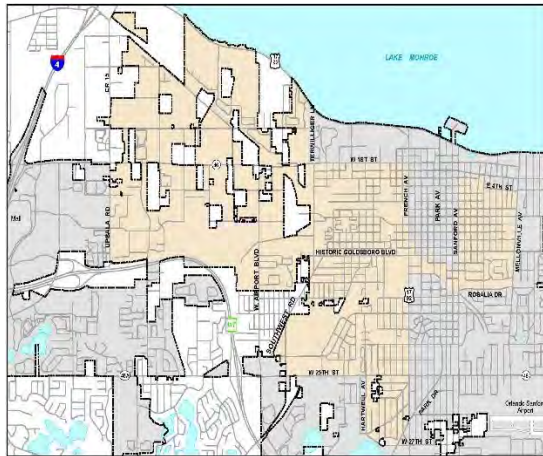
Art and his wife Patti have been married since 1995 and have two children, Daniel and Rachel. Patti is a health care coordinator for Kindred at Home. First elected as the District 1 Commissioner in 2001, he served through 2010. After one term off, he was again elected in November 2014. In July 2020 he was appointed Mayor following the resignation of Mayor Jeff Triplett.

Mayor Woodruff serves on the boards of the Community Improvement Association of Seminole County, the Wayne Densch Performing Arts Center, Run for God has been instrumental in the restoration of Historic, Hopper Academy. He also serves as a leader in Boy Scout Troop 787.

Art looks forward to building on the many positive improvements that have taken place while he has served on the City Commission and continuing to make Sanford a place where we want to live, work, and play.



**Sheena Britton District 1**  
**Appointed: 2020**  
**Current Term Expires: 2023**



**Kerry Wiggins, Sr., District 2**  
**Elected: 2019**  
**Current Term Expires: 2023**







**Norton N. Bonaparte, Jr.**  
**City Manager**  
**Since: 2011**



**Craig Radzak**  
**Assistant City Manager**  
**Since: 2022**

# Strategic plan

A core principle of the City of Sanford is to listen to its Citizens. By better understanding the priorities and needs of our customers we can better shape our service delivery and programs to meet those needs.

The City of Sanford strives to address community issues as they arise and anticipate the needs of the community by taking positive and proactive measures to address major issues and concerns of the Citizens. To achieve this end, the City Commission and City Manager initiated the Imagine Sanford Community Strategic Planning Initiative. This outreach to our community, our customers and all our stakeholders has resulted in the Sanford Vision and Strategic Plan document that will provide guidance for our budgeting process each year.



## *Strategic Planning*

Strategic planning is a group dynamic process, which enables an organization to address immediate issues, examine trends, assess capabilities, re-examine its reason for existence, define a new sense of direction, and develop an action plan to put the new direction into effect. The goal of strategic planning is to have the stakeholders work collectively to identify the purpose and direction for the organization, identify the issues and trends that may inhibit that vision, assess the resources and capabilities of the organization, and then develop an action plan to put the vision into effect.

At its foundation, strategic planning is about facing change, planning for it, and positioning the community to make the most of change. An organization and individuals must cope with change through communication and participation, these are core principles of this process. The primary objective of Strategic Planning is to focus on organizational direction or purpose. In strategic planning, the objective is to ensure that the organization’s direction guides the development of programs, the delivery of services and provides focus for our planning and budgeting efforts.

During the recent Imagine Sanford Community Strategic Planning Initiative the following Vision, Mission, Values and Initiatives were identified and adopted. These were the result of many hours of interaction and discussions between our citizens and communities, a very dedicated and representative Steering Committee and the Sanford City Commission.

### ***Vision***

Sanford is a significant cultural and business hub for the Central Florida Region. With its showcase waterfront, extensive transportation network, distinctive cultural corridor and historic downtown, Sanford is a vibrant and safe City in which people choose to live, work, raise a family, attend school, shop, play and retire.

### ***Mission***

The City of Sanford is dedicated to the delivery of a high standard of services that cultivates a vibrant business and citizen partnership and fosters a well-connected, economically thriving community that celebrates its distinctive historical, natural, social, and cultural character.

### ***Community Values***

The core values that stand at the center of Sanford's unique identity and vision:

#### ***Character***

We value Sanford's authenticity as a resilient, hardworking community that preserves its history.

#### ***Culture***

We enjoy a distinctive identity that reflects our diversity, friendliness and faith, each enriching our culture and history.

#### ***Connections***

Sanford is a well-connected regional hub that offers opportunity through accessibility and a collaborative spirit of problem solving.

## *Commerce*

Our growth depends on regional access, a thriving downtown, opportunities for personal growth and promotion of our cultural and economic assets.

### *Six Vision Themes/Goals*

1. Unify Downtown and the Waterfront
2. Improve Connectivity
3. Promote Sanford's Distinct Culture
4. Build Capacity for Civic Leadership
5. Redevelop and Revitalize Disadvantaged Communities
6. Update the Regulatory & Policy Framework

### *Six Target Areas and Initiatives/Strategies to implement Goals*

#### *Downtown Area*

- Improve east/west connectivity across 17-92 and between neighborhoods
- Strengthen Sanford Avenue corridor with appropriate retail and civic uses at key intersections
- Relocate civic uses away from the waterfront to provide locations for mixed-use development and better waterfront access
- Improve connections to the water by strengthening north/south streets and establishing higher value uses along the waterfront
- Connect parks, open space and civic uses within the walkable downtown area
- Preserve the character of the historic neighborhoods south of 3rd Street

#### *Goldsboro Area*

- Strengthen connections across SR 46 to SunRail and the waterfront
- Enhance safety and the character of the SR 46 Corridor
- Focus on revitalization within the neighborhood through infill housing initiatives and a proposed civic hub along the 17-92 Corridor
- Re-stitch the fabric of the neighborhood by connecting streets and adding small neighborhood parks
- Strengthen north/south connectivity with proposed at-grade, street crossings across existing railroad tracks

- Improve east/west connectivity by extending the Goldsboro Trail and making both 4th & 7th Streets better for bicyclists and pedestrians
- Enhance and reinforce Historic Goldsboro Boulevard with neighborhood scale commercial infill

### *SunRail Station Area*

- Capitalize on the location of SunRail transit stop by improving connectivity east/west along SR 46, to the neighborhoods beyond the railroad track to the north, and south across SR 46
- Reinforce Transit Oriented Development (TOD) with higher density multi-family uses and mixed-use infill
- Strengthen the SR 46 corridor with infill office and retail opportunities, enhancing the future character along this entry into downtown Sanford
- Create a new mixed-use and residential community in the mid-point of Sanford that capitalizes on great highway and regional transit access, offering proximity to Seminole Towne Center and historic downtown Sanford
- Redesignate 17-92 along the SR 46 and Monroe Avenue corridors, providing better connectivity and strengthening the visibility of the industrial area on the western edge along Monroe Avenue



### *Seminole Towne Center/St. Johns Parkway Area*

- Orient land uses to regional highway access and improve connectivity to SR 46
- Improve north/south connectivity and general access through the area with more complete street network
- Improve walking and bicycling along St Johns Parkway
- Provide for both light and heavy industrial expansion as employment base for the city
- Create a "place" for residents in surrounding high-density communities by focusing on entertainment-based retail opportunities
- Infill with appropriate retail, mixed-use, and multi-family uses within the immediate vicinity of Seminole Towne Center



### *Seminole State College Area*

- Create gateway focal point at intersection of Airport Boulevard and 17-92 with service related retail and hotel uses
- Reinforce and enhance the character along 17-92 through streetscape improvements and appropriate infill projects
- Establish new mixed-use hub anchored by civic uses at the intersection of Lake Mary Boulevard and 17-92
- Strengthen Airport Boulevard connectivity from airport to planned SunRail stations
- Enhance connectivity across 17-92 for bicyclists and pedestrians

### *Airport Area*

- Create gateway focal point at intersection of Airport Boulevard and Sanford Avenue with service-related retail and hotel uses
- Improve connectivity eastward to 17-92 by reinforcing Lake Mary Boulevard and Airport Boulevard
- Prepare for future passenger transit along existing RR spur
- Increase residential densities around the proposed gateway with appropriate multi-family uses
- Improve directional signage and way finding along Sanford Avenue
- Expand airport-related services to the south with office and distribution uses

The above Vision, Mission, Values and Initiatives will guide and direct our budget process and annual allocation of funds. In order to remain current and relevant, the City will periodically revisit our initiatives and progress. We will continue to engage and interact with our citizens, our customers and our City Commission in order to update and, when necessary, revise our initiatives, goals and priorities.







CITY OF  
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# BUDGET MESSAGE

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- **CITY MANAGER'S MESSAGE**



CITY OF  
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FLORIDA

September 30, 2022

Mayor Art Woodruff and Members of the City Commission  
Sanford, Florida

In compliance with state law and the City Charter, we are submitting the 2022/2023 Budget. As required by Section 5.04 of the City Charter, the final budget for 2023 is balanced such that, “The total expenditures shall not exceed the total of estimated income and prior year surpluses, if any.”

### **Citywide Budget**

The City’s final 2022/2023 budget totals approximately \$174.1 million for all activities, including utility funds, capital projects, debt service and other special revenue funds. Total expenditures are increasing \$27,495,406, an increase of 19% from last year’s final budget. The increase is attributed to the General Fund increasing \$6,973,477, the Special Revenue Funds increasing \$2,818,135, Debt Service Fund increasing \$312,554, CRA Fund increasing \$174,919, the Enterprise Funds increasing \$15,883,551, and the Internal Service Funds increasing \$1,897,423 and offset decreases in the Capital Projects Funds of \$564,653.

### **General Fund**

By employing zero-based budgeting, the 2023 budget is balanced.

The final budget is composed with a millage rate at 7.325 mills, this millage rate has been in effect since FY 2016. This represents a 12.2% increase over the prior year when compared to the rollback rate. The budget is balanced at this millage rate.

### **Budget Highlights:**

- The final budget includes funds for a 5% raise (hired between 10/1/21 and 9/30/22 prorated based on days of service) a 7% pay scale adjustment, a 2% merit increase and funds to make sure employees are paid for their experience in their pay scale for non-union and USW employees.
- Capital – this proposal includes funding for various infrastructure and equipment needs of which funding from General Fund amounts to \$2,301,144. Please see the CIP plan under the Capital Improvement Plan Section for further details.
- The final budget includes 12 new Firefighter or Paramedic positions as well as a fire engine to start the process of staffing the new Fire Station 40 proposed to be open by October 1, 2024.

Future budgets will staff the proposed six Fire Lieutenants and 12 additional Firefighter/Paramedic positions as well as operational costs and remaining equipment at an additional cost estimate of \$5,500,000.

## Property Tax Rate and Revenues

On May 25, the Seminole County Property Appraiser provided the required Certification of Value with a total current year taxable value for property in Sanford of \$4.7 billion. This was a 15.18% increase from the prior year's valuation. For this reason, the rolled-back rate (that is the rate at which the prior year's tax amount can be raised from the new valuation) is 6.5284%, compared to the current year's rate of 7.325 mills. The current millage rate of 7.325 will increase revenues by 15.8%.

Under new laws adopted in 2008 to implement the provisions of Amendment 1, and to further restrict the ability of local government to make local funding decisions, the City Commission has the following options when considering the property tax rate for the City.

Millage Rate Options	Two-thirds 4-1 or 4-0	Majority 3-2	Majority 3-2
Taxable Value	4,698,364,586	4,698,364,586	4,698,364,586
Roll-back Rate	6.5284	6.5284	6.5284
Rate Options	10.0000	6.5284	7.325
Current Rate	7.325	7.325	7.325
Percent Increase (Decrease) over Rollback	53.1769%	-%	12.2021%
Property Tax Revenues at Rate Option	44,634,464	29,139,163	32,694,745
Property Tax Revenue at Roll-back Rate	30,672,803	30,672,803	30,672,803
Revenues at Rate Options vs. Roll-back Rate	13,961,660	(1,533,640)	2,021,941

At the final millage rate of 7.325, on average, the single family homeowner will pay \$891.78 a year or \$97.51 per month in taxes to the City of Sanford.

## **Special Revenue Funds**

The City receives revenues that are restricted to certain governmental purposes, such as fuel taxes dedicated to street projects (Local Option Gas Tax), the 3rd Generation Sales Tax which is dedicated to transportation infrastructure projects, as well as impact fees for expanding recreation, police and fire services, and confiscations and fine revenue dedicated to police training and equipment (2nd Dollar Fund and Police Trust Fund). The budget also includes the Building Inspection Fund, where new construction fees and service charges fund Florida Building Code compliance and adherence to City codes, as well as the Cemetery Fund, which receives revenues for plot sales and provides maintenance services. The City also maintains two separate special revenue funds for grants, the Low Income Home Energy Fund (LIHEAP) and the Community Development Block Grant Fund (CDBG). The LIHEAP grant is a program that provides energy assistance to help eligible low income households. The CDBG grant is a program that provides assistance to designated low income areas in the City for social programs and infrastructure improvements.

The Local Option Gas Tax Fund will provide about \$1.1 million for road work in 2022/2023. The Third Generation Sales Tax Fund will provide about \$3.9 million in new revenues for capital street projects.

## **Component Funds**

The budget includes a Community Redevelopment Agency, a funding mechanism for infrastructure improvements targeting redevelopment and economic development in Sanford, the Downtown Waterfront Agency. In 2022/2023 the City's obligation to this agency will exceed \$1.8 million.

## **Debt Service Fund**

The Debt Service Fund provides for the repayment of debt for general government obligations (debt payments for enterprise and redevelopment funds are shown in their respective funds). This fund pays for the City's fire truck leases, police vehicle leases, and the Public Safety Complex Bond – approximately \$1.9 million in annual payments.

## **Capital Projects Funds**

The Capital Projects Funds contain governmental capital projects, usually funded through a combination of transfers from the General Fund, Grants, Impact Fees, Donations and other funds as applicable. Capital funded from the General Fund in the 2023 budget is \$2,301,144 for various infrastructure and equipment replacement needs.

## **Enterprise Funds (Utilities)**

Enterprise services, such as solid waste collection, storm water management and water and wastewater treatment are funded through service charges; the only rate increases planned for 2023 are from the change in CPI index for water and sewer fees and solid waste.

## **Internal Service Funds**

The City has two insurance funds, the General Insurance Fund, which administers the City's liability and workers compensation insurance, and the Health Insurance Fund, which administers all employee and retiree health insurance costs. These are internal service funds, which means that the costs are charged back to the "client" funds based on an allocation related to the type of insurance. General Insurance Fund costs are managed by Risk Management staff in the Human Resources Department.

## **Guiding Principles for Budget Development**

As in prior years, certain principles were employed to develop the 2023 budget. They are:

The City's budget is synonymous with policy. The budget establishes what programs and activities are important to the community.

The City is a service organization. The most important asset of a service organization is trained, motivated, adequately compensated, and properly led employees. With the exception of most Police Department personnel, employees from 2008 through 2022 have gone through nine years without merit raises and six years without COLA's while having many benefits reduced or eliminated.

The City's current services are to be given priority. In line with Commission direction, we have focused on maintaining basic services especially in the areas of public safety.

All fee schedules and user charges are to be reviewed and adjusted to ensure that rates are equitable and cover the cost of the service deemed appropriate by the City Commission. Residents will experience an increase in solid waste collection fees and water fees.

The City will avoid budget and accounting procedures that balance the current budget at the expense of future budgets. With only enough funding for operating costs and limited capital replacement, the City risks more unanticipated costs as equipment and infrastructure age, which may also impact our ability to maintain a 14% operating reserve.

The City will maintain reserves adequate to ensure that resources are available annually for the replacement of vehicles and equipment. As noted above, this budget calls for very limited capital replacements.



The City will maintain reserves that are adequate to protect against unforeseen events. In 2018 the City Commission voted a minimum operating reserve for the General Fund of 14% of expenditures.

Local funds will be leveraged by aggressively seeking outside funding sources. The City continues to aggressively pursue both federal and state grants; however Federal and State agencies are also struggling to balance their budgets, so funds are severely limited.

High priority will be given to expenditures that will reduce future operating costs — such as better use of technology, equipment, and better business methods. Many improvements to the information technology “infrastructure” have been made in the last six years. However, in order to maintain this progress, we need to continue to fund capital replacements as well as investigate improved technology to aid in basic services.

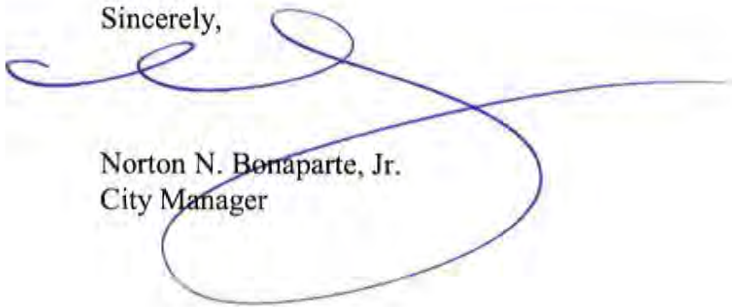
### Future Budget Impacts

The current forecast on general fund revenues is approximately 4.33 in FY 2024 for a total revenue increase of \$2,582,516 and the following increases in expenditures are expected:

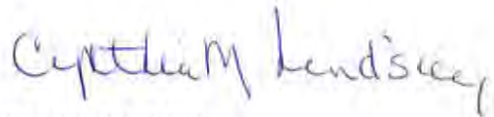
➤ Salary and Benefit Increases	\$ 2,511,427
➤ Operational costs	\$ 987,027
➤ Fire station personnel and operations	\$ 2,300,000

As noted earlier – the property tax values in the City have increased over prior years. The City has approximately \$51.7 million dollars worth of asset repairs and replacements that must be addressed on average every 23 years. The past ten years, these assets have been addressed on a limited to no basis. The amount of funds needed to address the assets neglected over the past several years is currently \$26 million dollars and going forward to address recurring repairs and replacements, the City is looking at needing a replacement plan that would allow for funding of \$6 million dollars per year. We continue to urge the City Commission to think strategically and long-term as it relates to budget development.

Sincerely,



Norton N. Bonaparte, Jr.  
City Manager



Cynthia M. Lindsay  
Director of Finance



CITY OF  
**SANFORD**  
FLORIDA

# BUDGET OVERVIEW

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- **BUDGET PROCESS**
- **BUDGET CALENDAR**
- **UNDERSTANDING THE BUDGET DOCUMENT**
- **MAJOR REVENUE SOURCES**
- **FINANCIAL STRUCTURE**
- **FINANCIAL POLICIES**

# Budget Process

The City's fiscal year runs from October 1st through September 30th. The annual budget process is approximately eight months starting in February and proceeding through the end of September.

## **Budget Guidelines (February)**

February is the beginning of the Budget process. Budget guidelines, information, training session, and forms to be used are provided to each department. Departments prepare their budget requests, which include operating, 5 year capital plan, equipment replacements, and personnel.

## **Budget Submission and Review (March/April)**

The Finance Department reviews and analyzes each Department's budget submission. Finance meets with Department Directors and Staff.

## **Budget Review (May)**

During the first two weeks of the month of May, the City Manager reviews the details of each proposed budget for efficiency and compliance with the Commission's direction, and make any necessary adjustments to the requested budget.

## **Budget Workshop (July)**

The City Commission holds a budget workshop to discuss the proposed budget and capital improvement program. Citizens are encouraged to attend.

## **1st and 2nd Public Hearings (September)**

The City Commissioners first public hearing date is normally set during the second Monday of September. During the first public hearing the budget is tentatively approved. The second hearing date is usually set for the fourth Monday of September. The final public hearing is when the millage rate and the approved budget are adopted. Citizen participation and attendance is encouraged during the public hearings for input.

## **Amending the Budget**

After the annual budget is adopted, any changes in appropriations that cause an increase or decrease to fund totals is considered a Budget Amendment. The budget can only be amended by Resolution by the City Commission.

## BUDGET CALENDAR

FY 2022-2023		
DATE	ACTIVITY	PARTICIPANTS
<b>February 14</b>	Distribute Budget Materials.Training Session	Department Directors Division Managers Finance Manager
<b>March 4</b>	Submit updated CIP Budgets & Finance	Department Directors Division Managers
<b>March 11</b>	Submit Budget Request to Finance	Department Directors Division Managers
<b>March 21</b>	Finance reviews Budget Requests and returns with questions to Departments	Finance Manager
<b>April 4</b>	Departments return Budget Requests with all questions answered to Finance	Department Directors Division Managers
<b>April 11</b>	Health, Liability, Property and Workers Compensation Insurance Cost Estimates Dues	Department Directors Division Managers
<b>April 18 - April 21</b>	Departments & Finance Budget Review Meetings	Finance Director Finance Manager Department Directors Division Managers
<b>May 2- May 12</b>	Budget Review Meetings	City Manager Deputy City Manager Finance Director Finance Manager Department Directors Division Managers
<b>June 1</b>	Preliminary estimate of taxable value submitted to City	Property Appraiser
<b>June 10</b>	Draft of Proposed Budget to City Manager	Finance City Manager
<b>June 24</b>	Proposed Budget submitted to Commission	City Manager
<b>July 1</b>	Certification of Taxable Value submitted to City	Property Appraiser

## BUDGET CALENDAR

FY 2021-2022		
DATE	ACTIVITY	PARTICIPANTS
<b>July 6</b>	Budget Workshop	City Commission City Manager Deputy City Manager Department Directors Division Managers
<b>July 13</b>	Budget Workshop (2nd Day)	City Commission City Manager Deputy City Manager Department Directors Division Managers
<b>July 11</b>	Last Regular Meeting to approve tentative millage rate and hearing schedule	City Commission City Manager
<b>Not Later than August 4</b>	Notification to Property Appraiser of proposed millage rate rolled back tax rate, and date, time and place of First Public hearing.	City Manager Finance Director
<b>August 5</b>	Final Changes to budget completed	City Manager Finance Director
<b>Not later than August 24</b>	Mailing of Notice of Proposed Property Taxes (TRIM notice)	Property Appraiser
<b>September 12</b>	First Public Hearing to adopt proposed millage rates and budget	City Commission City Manager Finance Director
<b>September 22</b>	Newspaper advertisement of Second Public Hearing and Budget Summary Statement	Finance Director
<b>September 26</b>	Second and Final Public Hearing to adopt final millage rates and budget	City Commission City Manager Finance Director
<b>Not Later Than September 29</b>	Submission of approved millage resolution and budget to Property Appraiser, Tax Collector and Florida Department of Revenue	Finance Director



# Understanding the Budget

The budget document is split into two main parts: the Operating Budget, and the Capital Budget.

**Operating Budget** - The Operating Budget provides quick access to general financial information for the City. It contains estimates of the total resources expected to come into the City and the total appropriations to fund City services. Each fund and anticipated revenue and expenditure budgets are described within the Operating Budget, including explanations of any major increases and decreases of budgeted amounts. Funds have been established to provide accountability for the different types of financial resources. Each fund is a separate entity with its own resources, liabilities, and fund balance. Some funds are consolidated for budget adoption and presentation. Funds with similar objectives, activities and legal restrictions are, for reporting purposes, placed in one of two groups: Governmental Funds and Proprietary Funds.

**Governmental Funds** - Governmental Funds account for general governmental activities which are largely supported by taxes and fees. They are accounted for on a “modified accrual basis” or current financial resources basis. They recognize revenue as income only when it becomes “measurable” and “available” to meet current liabilities and expenditures of the current period.

Governmental Funds include the following fund types:

**General Fund** accounts for all resources not reported in other funds. Most citywide activities are accounted for in this fund.

**Special Revenue Funds** account for resources received from special sources which are dedicated or restricted to specific uses.

**Debt Service Funds** account for the accumulation of resources for, and the payment of, interest, principal and other costs of debt.

**Capital Projects Funds** account for the accumulation and use of resources for the acquisition of major buildings and other capital facilities where a specific project is designated or required.

**Proprietary Funds** - Proprietary Funds account for those external and internal business-type activities that are provided on a basis consistent with private enterprise. They are accounted for on “accrual” basis of accounting, recognizing revenues when earned and expenditures as the liability is incurred.

Proprietary Funds include the following two fund types:

**Enterprise Funds** account for activities such as water and solid waste disposal services that are similar to those provided by private enterprise and whose costs are paid from user charges or from revenue sources other than general governmental revenue.

**Internal Service Fund** (“Insurance Fund”) accounts for all types of insurance utilized by the City, including the self-insurance programs for workers’ compensation, general and automotive liability, and property as well as employee group health and life insurance. These costs are allocated to departments.

# Major Revenue Sources

## General Fund

### Taxes

**Ad Valorem Taxes** – A tax on property paid by owners of real and personal property within the city limits. The tax is based on an assessment by the Seminole County Property Appraiser of the market value of property and improvements. A tax rate of one mill produces \$1 of tax revenue on each \$1,000 of taxable property value. The 2022-23 budget is based on an operating millage of 7.325. Anticipated collection of Ad Valorem Taxes (Property Taxes) revenues for the General Fund in FY22-23 is \$31,628,033, which represents approximately 51.87% of total General Fund revenues.

**Community Service Tax** - The Communications Services Tax took effect October 1, 2001, and represents a combination of the former Cable Television and Telecommunication Franchise Fees as well as the Public Service Tax on telecommunications services. Revenue estimates are based on expected growth, and historical trends. Collections from Communications Service Taxes are estimated at \$2,356,794 for fiscal year 2022-23, representing approximately 3.87% of total General Fund Revenues.

**Utility Taxes** - A tax levied on the purchase of electricity, natural gas, propane, and water. This revenue is based on a contracted percentage applied to the taxable amounts charged by the seller of the service. The City collects utility taxes for electric, water, and gas. Revenue estimates are based on expected growth and historical trends. Collections from utility taxes are estimated at \$5,979,746 for fiscal year 2022-23; \$4,920,408 for electricity, \$840,605 for water, \$148,959 for gas, and \$69,774 for propane. Utility Tax revenue represents approximately 9.81% total General Fund Revenues.

**Franchise Fees** - Franchise Fees are negotiated percentages of sales to a company or utility for the use of municipal right-of-ways (poles, lines, pipes, etc.) and may include the value of the right for the utility to be the exclusive provider of its services within the City. The City has franchise agreements for electricity, solid waste, and propane gas. Revenue estimates are based on rate increase information provided by the respective companies, expected growth and historical trends. Collections from franchise fees are estimated at

\$5,113,115 for fiscal year 2022-23; which represents approximately 8.39% of total General Fund revenues.

**Other Taxes** – Other taxes consists of Professional & Occupational Licenses, Permit Transfer Fees and Other Permits. Collections related to these other taxes are estimated at \$691,861 for fiscal year 22-23, which represents approximately 1.13% of total General Fund Revenues.

## **Intergovernmental**

**Intergovernmental Revenues** - Intergovernmental revenue consists of revenues that are received from other government agencies. The majority of these revenues consist of State Sales Tax, State Shared Revenue, Occupational and Mobile Home Licenses. Other revenues in this category consist of Federal, State and Local grants. Revenue estimates are based on expected growth and historical trends. Collections from Intergovernmental Revenues are estimated at \$7,865,614 for fiscal year 2022-23; this represents \$2,837,537 for State Revenue Sharing, \$12,491 for Mobile Home Licenses Tax, \$61,283 for Alcoholic Beverage License Tax, \$4,776,645 for Half-Cent Sales Tax, \$41,717 for Occupational Licenses, \$28,427 for Firefighters Supplemental Compensation Fund \$33,361 for Other Transportation, and \$74,153 in federal and state grants. Intergovernmental Revenues represent approximately 12.9% of total General Fund Revenues.

## **Charges for Services**

**Charges for Services** - Charges for Services represents fees charged as a result of direct benefit or in lieu of other charges. Charges for service revenue represents all fees collected by General Fund departments for services provided to residents and non-resident users. These charges include fees for building and planning services; public safety fees; fees for parks and recreation services such as pool fees, team sports activities, and admission charges; special events rentals, facilities usage fees (Civic Center, Stadium, Splash Pad, etc.). Other charges for services include miscellaneous protective inspection fees, EMS transport fees, and other miscellaneous fees. For fiscal year 2022-23, charges for service fees are estimated at \$3,906,948, which represents approximately 4.89% of General Fund revenues.

## **Administrative Reimbursement**

**Other Revenues** – Other revenues include various reimbursements to the General Fund from the City’s Building Fund and Enterprise Funds (Solid Waste, Stormwater and Water and Wastewater). This includes an administrative charge representing an annual allocation distributing the estimated costs for General Fund administrative support departments such as Information Technology, Engineering, Human Resources, Finance, Administration, Fleet, and Utilities. The Administrative Reimbursements (Other Revenues) are budgeted at \$2,984,796 for fiscal 22-23, which represents approximately 4.89% of General Fund revenues.

## **Miscellaneous Revenues**

**Fines & Forfeitures** - Includes revenues received from court fines and public safety ordinances. For fiscal year 2022-23, Fines and Forfeitures are estimated at \$202,169 which represents less than 1% of General Fund revenues.

**Rents and Royalties** – Marina Motel Lease Rent, Marina Docks Lease Rent, One Harbor LP Lease Rent and other leases. For fiscal year 2022-23, Rents and Royalties are estimated at \$39,309, which represents approximately less than 1% of General Fund revenues.

**Miscellaneous Revenues** – Includes revenues received from Disposition of Property, Contributions and Donations, and Interests. For fiscal year 2022-23, Miscellaneous Revenues are estimated at \$208,309, which represents less than 1% of General Fund revenues

# Enterprise Funds

**Water & Wastewater Charges** – Charges paid by residents and businesses for the use of water and sewer services. Water and sewer charges are billed monthly and include a monthly minimum charge to cover administrative costs and specified monthly minimum gallons. These revenues are accounted for in the Utility Fund. For fiscal year 2022-23, Water and Wastewater Revenues are estimated at \$28,022,412, which approximately 63.64% of Enterprise Funds revenues.

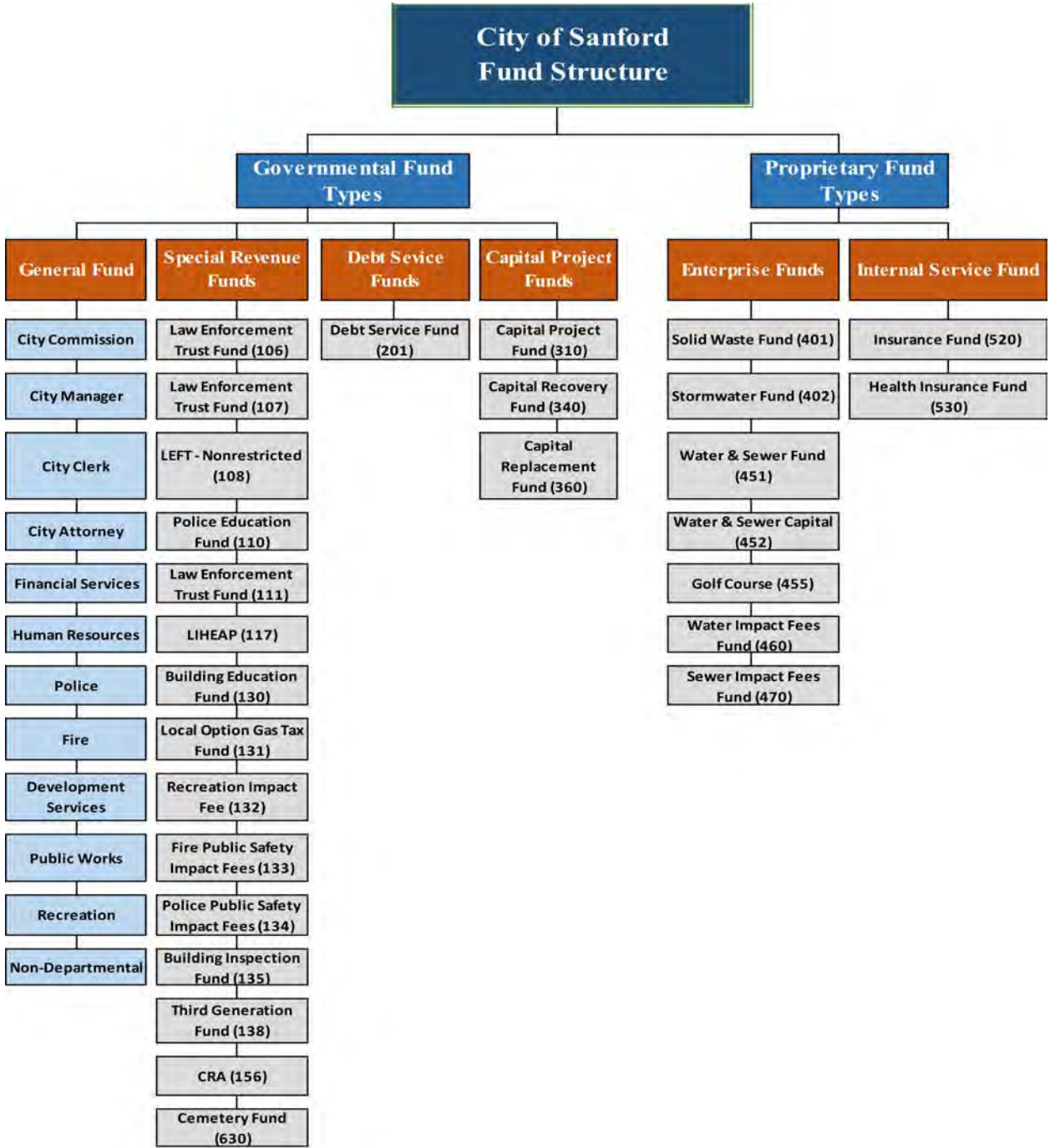
**Water and Wastewater Impact Fees** – Impact Fees are collected for commercial and residential developments. For fiscal year 2022-23, Water Impact Fee Revenues are estimated at \$831,007, and Wastewater Impact Fee Revenues are estimated at \$2,000,000. Both represents approximately 6.43% of the total Enterprise Fund revenues.

**Stormwater Fees** – Stormwater activities are derived from fees through Stormwater Utility fees. For fiscal year 2022-23, Stormwater fees are estimated at \$6,005,321, which represents approximately 13.64% of Enterprise Fund revenues.

**Solid Waste Fees** – The operating revenue of the Solid Waste Fund are derived from services provided for the commercial and residential collection of garbage and yard waste; and a residential, multi-family and commercial recycling operation through a franchise agreement. For fiscal year 2022-23, Solid Waste fees are estimated at \$7,175,960, which represents approximately 16.3% of Enterprise Fund revenues.



# Financial Structure



# Financial Structure

## **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting also relates to the timing of the measurements made regardless of the measurement focus. The term measurement in this definition relates to the accounting of revenues and expenditures and how they are grouped for reporting in the City's financial statements.

The City of Sanford maintains accounting records on a budget basis as well as a GAAP (Generally Accepted Accounting Principles) basis. For financial reporting purposes (not budgeting itself), governmental funds rely on the modified accrual basis of accounting whereas proprietary funds use full accrual. Under the modified accrual basis revenues are recognized when they are both measurable and available and expenditures are recognized when incurred. Under full accrual method, revenues are recorded when earned and expenses are recorded when the liability is incurred.

## **Basis of Budgeting**

Annual budgets are adopted on a basis consistent with U.S. generally accepted accounting principles, and the City uses a cash basis for budgeting governmental funds. The revenues projected are expected to be received within the budget year presented. Likewise the expenditures projected are expected to be paid out during the budget year. Using this assumption, the current year revenues are compared to the expenditures to ensure that each fund has sufficient revenues to cover expenditures during the budget year or that there are sufficient cash reserves in the fund to cover a revenue shortfall. Annual appropriated budgets are adopted for the General, Special Revenue, Debt Service, Capital Projects, Enterprise, and Internal Service Funds. All operating and capital expenditures and revenues are identified in the budgeting process because of the need for appropriation authority.

The accounts of the City are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts which comprise its assets, liabilities, fund balances, revenues and expenditures. The City prepares its budget on a fund accounting basis, which segregates funds according to their intended purpose and it is used to aid management in demonstrating compliance with financial related legal and contractual provisions. The City maintains the minimum number of funds consistent with legal and managerial requirements. The Funds that are not budgeted for but are included in the City's ACFR are indicated in each Fund description. The City reports the following funds in its annual budget.

## **General Fund**

This is the general operating fund of the City. General tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges, and capital improvement costs not paid through other funds are paid from this fund.

**Special Revenue Funds** – are used to account for and report revenues from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions or activities of government. The City has the following Special Revenue Funds:

**CDBG Fund** – To account for grants received by the City; grant proceeds are utilized to provide economic and infrastructure improvement grants to citizens in designated areas.

**LIHEAP Fund** – To account for grants received by the City as a sub grantee; grant proceeds are utilized to provide home energy assistance to qualifying Seminole County residents.

**Building Inspection Fund** – To account for the activities related to administering and enforcing building regulations in the City.

**Local Option Gas Tax Fund** – To account for the City’s allocation of the 6-cent local option gas tax collected in Seminole County and the expenditures used for the additions to or maintenance of the City’s transportation system.

**Local Option Sales Tax Fund** – To account for the City’s share of distributions related to the local government infrastructure surtax. Monies are used to fund transportation projects.

**Law Enforcement Trust Fund** – To account for proceeds obtained through forfeiture of confiscated and unclaimed property through court judgment. The proceeds are to be used solely for law enforcement purposes, with emphasis given to community policing activities, training & law enforcement operations.

**Police Education Fund** – To account for the portion of fines on certain violations, per statute, to fund continuing education for police officers.

**Cemetery Fund** – To account for certain funds set aside to be used for capital improvements and perpetual care of a local cemetery.

**Recreation Facilities Impact Fees Fund, Fire Public Safety Facilities Impact Fees Fund, and Police Public Safety Facilities Impact Fees Funds** – To account for impact fees collected by the City to be used solely for the expansion or acquisition of capital facilities or equipment made necessary by the new construction from which the fees were collected or for principal payments (including sinking fund payments) on bonds to expand or acquire such facilities or equipment.

**CRA Fund** – To account for ad valorem revenues associated with the community development area in the city's downtown to be used solely for revitalization.

**State Pension Contribution Fund** – To account for revenue received from the state collected from insurance policies for the fire and pension fiduciary funds. These funds are not budgeted.

### **Debt Service Fund**

The Debt Service Fund is used to account for the accumulation of resources and for payment of principal, interest and related costs on Special Facilities Revenue Bonds and capital leases.

### **Capital Projects Funds**

The Capital Projects Funds are used to account for and report financial resources earmarked for the replacement of capital equipment, acquisition or construction of major capital facilities, and other project-oriented activities (other than those financed by proprietary funds):

**Capital Project Fund** – To account for funds set aside for capital projects.

**Capital Recovery Fee Fund** – To account for funds collected as a surcharge on recreation fees for the maintenance and improvement of recreation facilities.

**Capital Replacement Fund** – To account for funds set aside for replacement of equipment and vehicles.

## **Enterprise Funds**

The Enterprise Funds are used to account for and report financial resources for self-supporting goods and services sold to the public.

**Water & Wastewater Charges** - Charges paid by residents and businesses for the use of water and sewer services. Water and sewer charges are billed monthly and include a monthly minimum charge to cover administrative costs and specified monthly minimum gallons. These revenue are accounted for in the Utility Fund. For fiscal year 2022-23, Water and Wastewater Revenues are estimated at \$28,104,826, which represents approximately 64% of Enterprise Funds revenues.

**Water and Wastewater Impact Fees** – Impact Fees are collected for commercial and residential developments. For fiscal year 2022-23, Water Impact Fees Revenues are estimated at \$831,007, and Wastewater Impact Fees Revenues are estimated at \$2,000,000. Both represents approximately 7% of the total Enterprise Funds revenues.

**Stormwater Fees** - Stormwater activities are derived from fees through Stormwater Utility fees. For fiscal year 2022-23, Stormwater Fees are estimated at \$6,005,321, which represents approximately 14% of Enterprise funds revenues.

**Solid Waste Fees** - The operating revenue of the Solid Waste Fund are derived from services provided for the commercial and residential collection of garbage and yard waste; and a residential, multi-family and commercial recycling operation through a franchise agreement. For fiscal year 2022-23, Solid Waste Fees are estimated at \$7,175,960, which represents approximately 16% of Enterprise funds revenues.

**Mayfair Golf Course** - To account for the operations of the city's municipal golf course. The City does not budget for this facility ran by a contracted management company.

## **Internal Service Funds**

The Internal Service Funds are used to account for and report financial resources charged to City departments. The City uses Internal Service Funds to account for our self insurances.

**Insurance Fund** - To account for the charges paid by city departments for the cost of operating, liability, and workers compensation insurance.

**Health Insurance Fund** – To account for the charges and expenditures paid by city departments and employees for the cost of the city's self insurance health fund.

## **Fiduciary Funds**

The Fiduciary Funds are used to account for and report financial resources held in trust

for others. The city does not budget for the two fiduciary funds.

**Police Pension Fund** - To account for the assets held in trust for the police pension defined benefit plan.

**Fire Pension Fund** - To account for the assets held in trust for the fire pension defined benefit plan.



# Financial Policies

This section describes the major financial policies that affect the City's long term financial planning and budgeting processes. The City's financial policies serve to match fluctuating spending needs with available resources. The annual budget is prepared as a balanced budget, with total revenues and other financing sources equaling total expenditures/expenses and other financing uses for each fund. Any shortfalls of current revenue sources matched against anticipated expenditures are supplemented with a reduction in existing fund balance.

The use of fund balance to balance a fund's budget makes a fund balance reserve policy an important planning and budget tool. Large scale capital project spending needs and fluctuating interest rates make debt management a closely watched financial policy issue. Investing the City's financial resources so that the fund's values keep pace with rising costs is aggressively administered.

**Operating Policies** - To adequately safeguard the assets held in public trust, the City will develop and maintain accounting and budgetary control systems.

The City will limit current expenditures to match against current anticipated revenues. The City will avoid balancing current operating expenditures with borrowed revenues.

The City will provide for adequate maintenance of capital, plant and equipment and for their orderly replacement.

The City will balance its budget year so that each fund's anticipated revenues equal the anticipated expenditures. Utilization of existing fund balance as a revenue source to meet current needs will be monitored.

The City will monitor budget to actual activity to ensure compliance with budgetary policy.

The City will annually prepare a Five-year Forecast for the General Fund. The forecast will include estimated operating costs, revenues, and future capital improvements. The City uses trend analysis for all revenues and expenditures in forecasting and allows for adjustments due to expected increases in services.

The Water and Sewer Fund will cause a Utility Rate Study to be performed every three to five years in which estimated operating costs will be identified.

**Revenue Policies** - The City shall maintain, as permitted by State law, a diversified revenue base to offset the effects of short-term fluctuations in any one revenue source and reduce reliance on any one revenue source.

The City shall estimate its annual revenues as part of the budgetary process through a conservative, objective and analytical process.

It will review and evaluate new revenue sources to fund operating expenditures consistent with City Commission goals and objectives.

The City shall establish all user charges and fees to recover all or a portion of the cost of providing a service.

The City shall review user fees/charges periodically to ensure they are fair and equitable to all users.

Annual transfers from the Water and Sewer Utility Fund, Stormwater Fund, Building Safety Fund, and Solid Waste Fund to the General Fund are based on FTE's, budgeted expenditures, fleet value, and building value as appropriate.

The Water and Sewer Fund shall establish utility rates sufficient to support the revenue requirements of the short and long-term anticipated operating and renewal and replacement costs of the utility system, consistent with the goals and objectives of the City.

The Water and Sewer Fund will transfer to the Renewal and Replacement Fund an amount equal to the anticipated capital expenditures for renewal and replacement each year.

The Water and Sewer Capital Improvement Fund shall capture impact fees charged to developers for funding infrastructure expansion and related expenditure in accordance with Florida Statutes Sec. 163.31801.

**Fund Balance Policy** - The City has established a Fund Balance Policy in accordance with Governmental Accounting Standards Board Statement No. 54. Fund Balances have been designated as non-spendable, restricted, committed, assigned and unassigned fund amounts. Actual fund balances and classifications are determined annually in the preparation of the Annual Comprehensive Financial Report (ACFR).

A 14% reserve balance in General Fund will be calculated as a percentage of total expenditures. This reserve will be used to cover short-term cash flow variations, economic downturns, and emergencies.

Fund balance reserves for the Water & Sewer Utility Fund are calculated as 25% (approximately 3 months) of the operating budget or 90 days of cash reserves. This reserve will be used to cover short-term cash flow variations, economic downturns, and emergencies.

**Investment Policy** - The City has established an investment policy as adopted in Resolution 2907. The City will comply with all applicable Florida Statutes guiding investment policies of local governments and the current Investment Policy of the City of Sanford.

The City's investment policy applies to all of the City's funds except deferred compensation and other employee benefit plans, which have other existing policies or indentures in effect.

The investment objectives are: 1) protection of investment principal, 2) liquidity to meet anticipated cash flows, 3) attainment of a market rate of return 4) diversification to avoid incurring unreasonable market risks, and 5) conformance with all applicable City policies and State and Federal regulations.

The City will utilize an investment manager and investment advisor in order to diversify the City's investment options while minimizing the cost of administering such a program.

Authorized investment instruments are detailed in the policy document and consist of an array of conservative instruments including U.S. Treasuries, Federal Agencies, Federal Instrumentality Securities, Repurchase Agreements, Commercial Paper, Corporate Securities, Intergovernmental Investment Pools under Chapter 163.01, Florida Local Government Surplus Funds, Money Market Mutual Funds, Time Certificate of Deposit, and Guaranteed Investment Contracts.

**Debt Management Policy** - The City will issue debt only in cases where it is a practical method for financing large capital projects. Debt may not be issued to cover operating expenditures.

The City will match the length of financing with the useful life of the asset being financed, wherever practical. The City will utilize the services of an outside financial advisor in the debt decision-making process. Refunding of existing debt is periodically analyzed to take advantage of lower interest rates where possible. The City will adhere to the bond covenants of each debt issue.

**Legal Debt Limits** - The City of Sanford currently has no legal debt limitations imposed on its ability to borrow funds.

**Capital Improvement Policy** - The City will develop multi-year business plans every three to five years for capital improvements. These plans will be updated as necessary and used for future annual and five-year capital budgets.

The five-year Capital Improvement Plan will be incorporated into the City's Comprehensive Plan.

In the development of capital improvement Projects, the City will review the operational impact of each project.

**Capital Asset Policy** - The City will comply with the standards established by the Governmental Accounting Standards Board Statement (GASB) 34 and all subsequent pronouncements set forth by the GASB regarding Capital Asset Accounting.

The City has adopted a Capital Asset Policy Number 2.2.

The City will capitalize all property, plant and equipment with a cost of \$5,000 or more with an estimated useful life of at least two years. Short-lived assets which do not meet the capital asset threshold will be budgeted as operational materials and supplies.

Roads, bridges, water/sewer/stormwater lines and sidewalks will be capitalized when initial costs equal or exceed \$20,000 and have an estimated useful life of more than ten years. Short-lived assets which do not meet the capital asset threshold will be budgeted as operational materials and supplies.

Capital assets will be depreciated utilizing a straight-line method of depreciation.



CITY OF  
**SANFORD**  
FLORIDA



# Citywide Budget

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- **Citywide Budget**
- **Fund Balance Analysis**
- **Budget Summaries**
- **FTE's Citywide**

# 2023 Citywide Budget

	<i>General Fund</i>	<i>Special Revenue</i>	<i>Debt Service</i>	<i>Capital Projects</i>
<b>Use of Fund Balance</b>	\$ -	\$ 3,768,907	\$ -	\$ -
<b>Estimated Revenues</b>				
Taxes				
Property (Ad Valorem)	\$ 31,628,033	\$ -	\$ -	\$ -
Utility and Other Taxes	13,449,655	4,987,384	-	-
Business Tax	581,431	-	-	-
Other General Tax	95,362	-	-	-
Permits and Special Assessments	15,068	4,821,277	-	-
Intergovernmental	7,865,614	2,201,578	-	-
Charges for Services	3,906,948	74,670	-	6,437
Fines and Forfeitures	202,169	10,000	-	-
Other Revenues	3,232,414	71,300	-	22,000
<b>Total Revenues</b>	<b>60,976,694</b>	<b>12,166,209</b>	<b>-</b>	<b>28,437</b>
Transfers In	-	174,000	1,993,966	2,301,144
Debt Proceeds	-	-	-	947,441
<b>Total Revenues and Other Sources</b>	<b>60,976,694</b>	<b>12,340,209</b>	<b>1,993,966</b>	<b>3,277,022</b>
<b>Total Revenues, Transfers, and Balances</b>	<b>\$ 60,976,694</b>	<b>\$ 16,109,116</b>	<b>\$ 1,993,966</b>	<b>\$ 3,277,022</b>
<b>Expenditures</b>				
General Government	\$ 10,103,446	\$ 2,022,958	\$ -	\$ 810,600
Public Safety	32,894,332	1,135,848	1,993,966	1,565,512
Physical Environment	2,407,750	136,670	-	34,000
Transportation	1,694,567	6,480,860	-	185,000
Economic Environment	601,751	766,370	-	-
Human Services	144,423	1,430,208	-	-
Culture and Recreation	7,625,650	20,000	-	675,473
<b>Total Expenditures/Expenses</b>	<b>55,471,919</b>	<b>11,992,914</b>	<b>1,993,966</b>	<b>3,270,585</b>
Transfers Out	4,604,110	-	-	-
Other Uses	315,000	-	-	-
<b>Total Expenditures and Other Uses</b>	<b>60,391,029</b>	<b>11,992,914</b>	<b>1,993,966</b>	<b>3,270,585</b>
Addition to Reserve (Fund Balance)	585,665	4,116,202	-	6,437
<b>Total Appropriations and Reserves</b>	<b>\$ 60,976,694</b>	<b>\$ 16,109,116</b>	<b>\$ 1,993,966</b>	<b>\$ 3,277,022</b>

The tentative, adopted, and/or final budgets are on file in the office of the above mentioned taxing authority as a public record.

# 2023 Citywide Budget

	<i>Enterprise Fund</i>	<i>CRA Component</i>	<i>Internal Service</i>	<i>Total</i>
<b>Use of Fund Balance</b>	\$ 31,295,257	\$ 57,000	\$ 25,947	\$ 35,147,111
<b>Estimated Revenues</b>				
Taxes				
Property (Ad Valorem)	\$ -	\$ 1,129,622	\$ -	\$ 32,757,655
Utility and Other Taxes	-	-	-	18,437,039
Business Tax	-	-	-	581,431
Other General Tax	-	-	-	95,362
Permits and Special Assessments	2,831,007	-	-	7,667,352
Intergovernmental	10,400	751,812	-	10,829,404
Charges for Services	40,982,641	-	13,183,413	58,154,109
Fines and Forfeitures	-	-	-	212,169
Other Revenues	210,652	-	135,352	3,671,718
<b>Total Revenues</b>	<b>44,034,700</b>	<b>1,881,434</b>	<b>13,318,765</b>	<b>132,406,239</b>
Transfers In	1,100,000	-	-	5,569,110
Debt Proceeds	-	-	-	947,441
<b>Total Revenues and Other Sources</b>	<b>45,134,700</b>	<b>1,881,434</b>	<b>13,318,765</b>	<b>138,922,790</b>
<b>Total Revenues, Transfers, and Balances</b>	<b>\$ 76,429,957</b>	<b>\$ 1,938,434</b>	<b>\$ 13,344,712</b>	<b>\$ 174,069,901</b>
<b>Expenditures</b>				
General Government	\$ -	\$ -	\$ -	\$ 12,937,004
Public Safety	-	-	-	37,589,658
Physical Environment	76,246,349	-	-	78,824,769
Transportation	-	-	-	8,360,427
Economic Environment	-	1,212,907	-	2,581,028
Human Services	-	-	-	1,574,631
Culture and Recreation	-	-	-	8,321,123
<b>Total Expenditures/Expenses</b>	<b>76,246,349</b>	<b>1,212,907</b>	<b>-</b>	<b>150,188,640</b>
Transfers Out	1,100,000	725,527	-	6,429,637
Other Uses	-	-	13,344,712	13,659,712
<b>Total Expenditures and Other Uses</b>	<b>77,346,349</b>	<b>1,938,434</b>	<b>13,344,712</b>	<b>170,277,989</b>
Addition to Reserve (Fund Balance)	83,608	-	-	4,791,912
<b>Total Appropriations and Reserves</b>	<b>\$ 77,429,957</b>	<b>\$ 1,938,434</b>	<b>\$ 13,344,712</b>	<b>\$ 175,069,901</b>

The tentative, adopted, and/or final budgets are on file in the office of the above mentioned taxing authority as a public record.

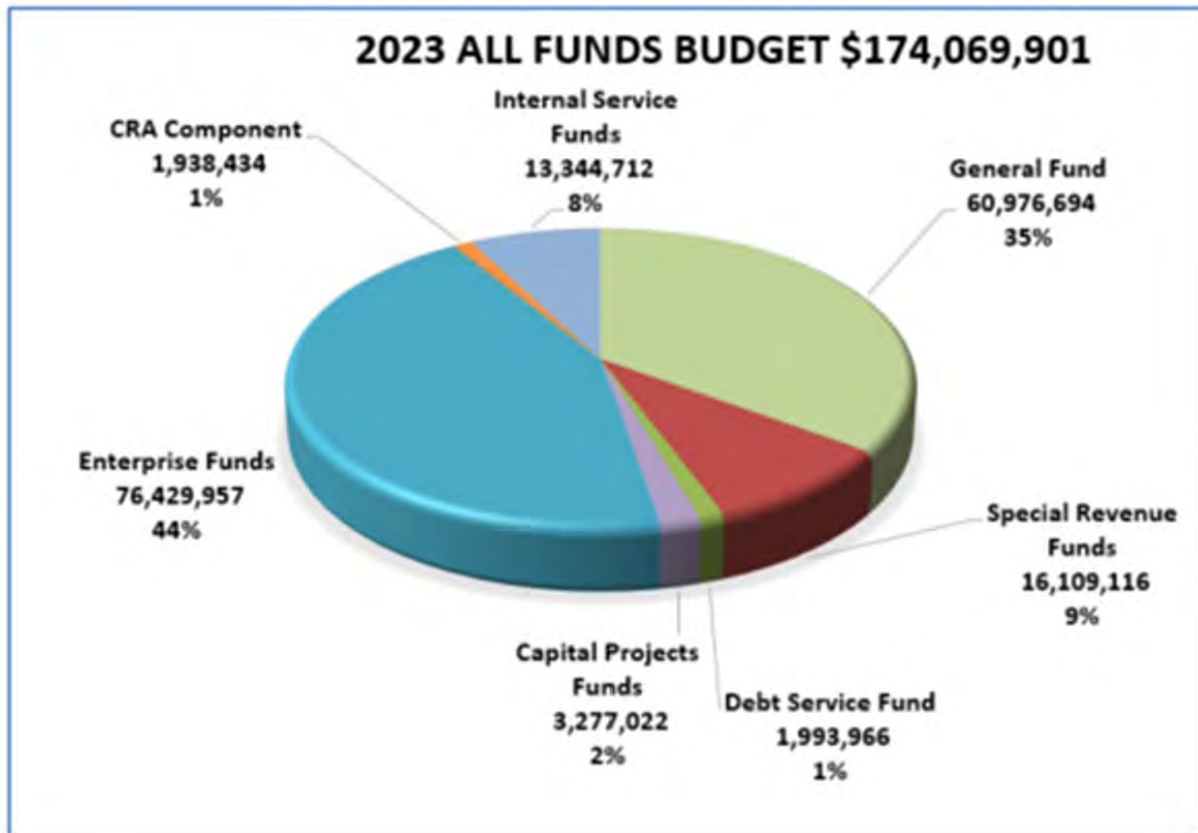
## Changes in Fund Balance Analysis

	Actual Balance as of 9/30/21	Estimated Revenues 2021-22	Estimated Expenditures 2021-22	Net Change	Estimated Balance 9/30/22	Budgeted Revenues 2022-23	Budgeted Expenditures 2022-23	Net Change	Estimated Balance 9/30/23	
<b>General Fund</b>	34,389,046	54,003,217	(53,580,561)	422,656	34,811,702	59,494,635	(59,459,187)	35,448	34,847,150	0%
<b>2nd Dollar Fund</b>	85,154	9,860	(45,000)	(35,140)	50,014	10,000	(45,000)	(35,000)	15,014	-70%
<b>Law Enforcement Trust Fund</b>	177,761	7,496	(29,500)	(22,004)	155,757	6,300	(29,500)	(23,200)	132,557	-15%
<b>LIHEAP</b>	(41,214)	1,209,590	(1,209,590)	0	(41,214)	1,430,208	(1,430,208)	0	(41,214)	0%
<b>Local Option Gas Tax Fund</b>	2,103,043	1,111,756	(1,796,930)	(685,174)	1,417,869	1,088,126	(1,513,860)	(425,734)	992,135	-30%
<b>Impact Fee Funds</b>	3,589,013	1,402,234	(446,868)	955,366	4,544,379	1,300,000	(1,004,048)	295,952	4,840,331	7%
<b>Building Fund</b>	8,637,340	4,116,298	(2,120,359)	1,995,939	10,633,279	3,580,498	(1,868,512)	1,711,986	12,345,265	16%
<b>CRA Fund</b>	567,843	1,653,515	(1,873,515)	(220,000)	347,843	1,876,949	(1,990,949)	(114,000)	233,843	-33%
<b>3rd Generation Fund</b>	10,970,371	3,920,903	(2,860,500)	1,060,403	12,030,774	3,880,004	(4,967,000)	(1,086,996)	10,943,778	-9%
<b>Cemetery Fund</b>	65,885	133,215	(133,215)	0	65,885	136,670	(136,670)	0	65,885	0%
<b>Solid Waste Fund</b>	498,188	6,857,962	(6,842,382)	15,580	513,768	7,175,960	(7,118,696)	57,264	571,032	11%
<b>Stormwater Fund</b>	40,902,761	6,106,321	(9,624,505)	(3,518,184)	37,384,577	6,005,321	(15,869,506)	(9,864,185)	27,520,392	-26%
<b>Water and Wastewater Fund</b>	191,273,353	32,057,431	(43,391,239)	(11,333,808)	179,939,545	30,935,833	(49,251,061)	(18,315,228)	161,624,317	-10%

Fund balance is the excess of assets over liabilities. Fund Balance does not necessarily mean funds available for expenditure. Fund Balance can be restricted, committed, or assigned. Only the unassigned balance over the minimum fund balance policy, which for City of Sanford is 14% and is available for allocation for future year budgets. A negative fund balance is often referred to as a deficit.

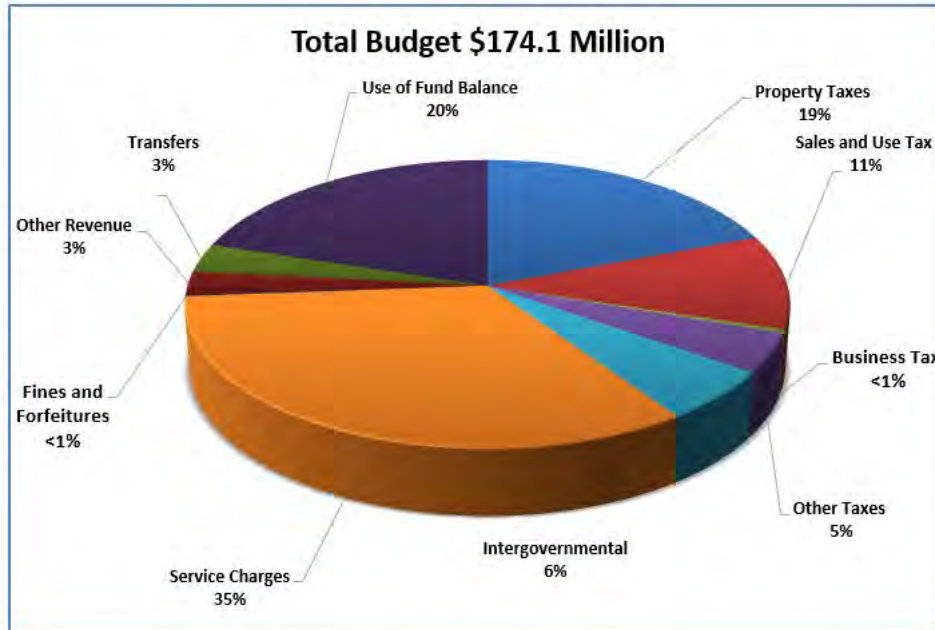
The 2nd Dollar Fund and the Law Enforcement Trust Funds are decreasing more than 10% due to a decline in anticipated revenues and thus the use of fund balance to cover expenditures and does not have an anticipated impact on future budgets. The Local Option Gas Tax Fund and 3rd Generation Sales Tax Funds are a planned use of reserves for ongoing capital projects. The Impact Fee Funds, and Building Funds, are planned savings for future projects. The CRA fund is aging out. The Solidwaste Fund is replenishing reserves and savings for future capital project, and the Stormwater, and Water and Wastewater Funds are planned uses for capital projects.

# Citywide Budget

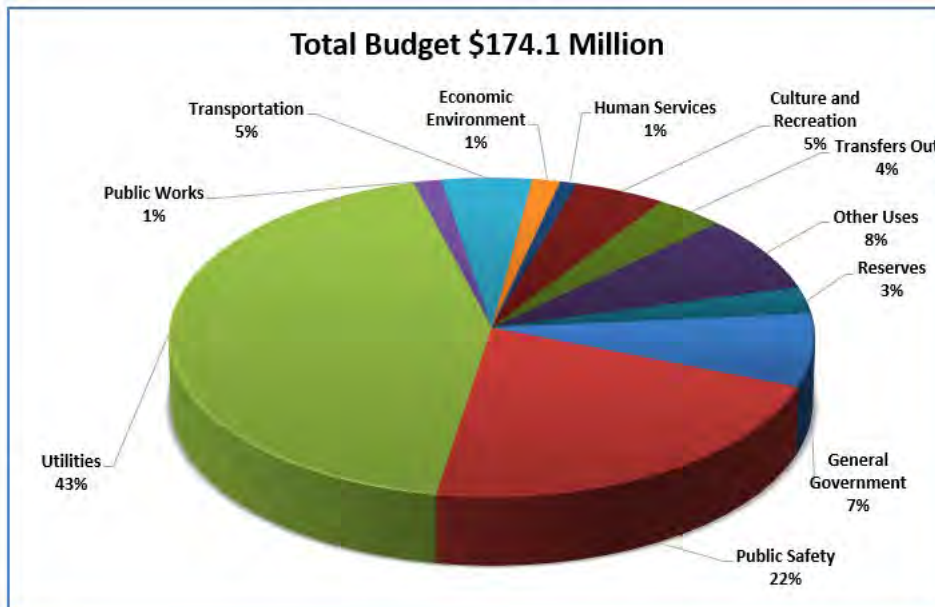


# Citywide Budget Summaries

## Revenues

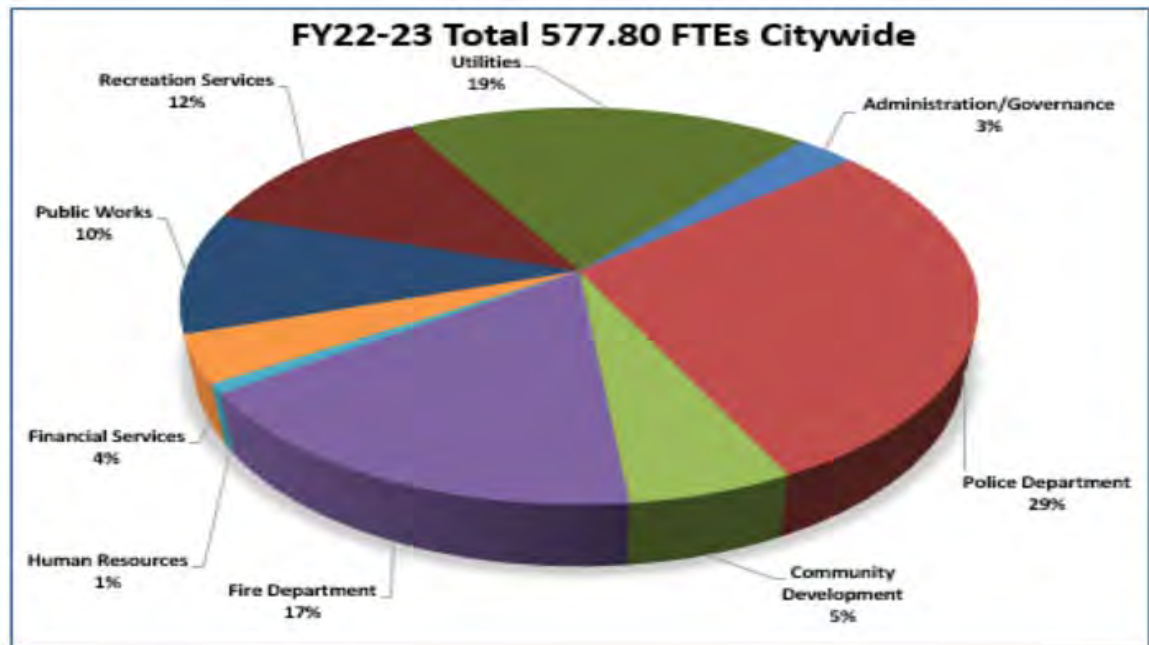
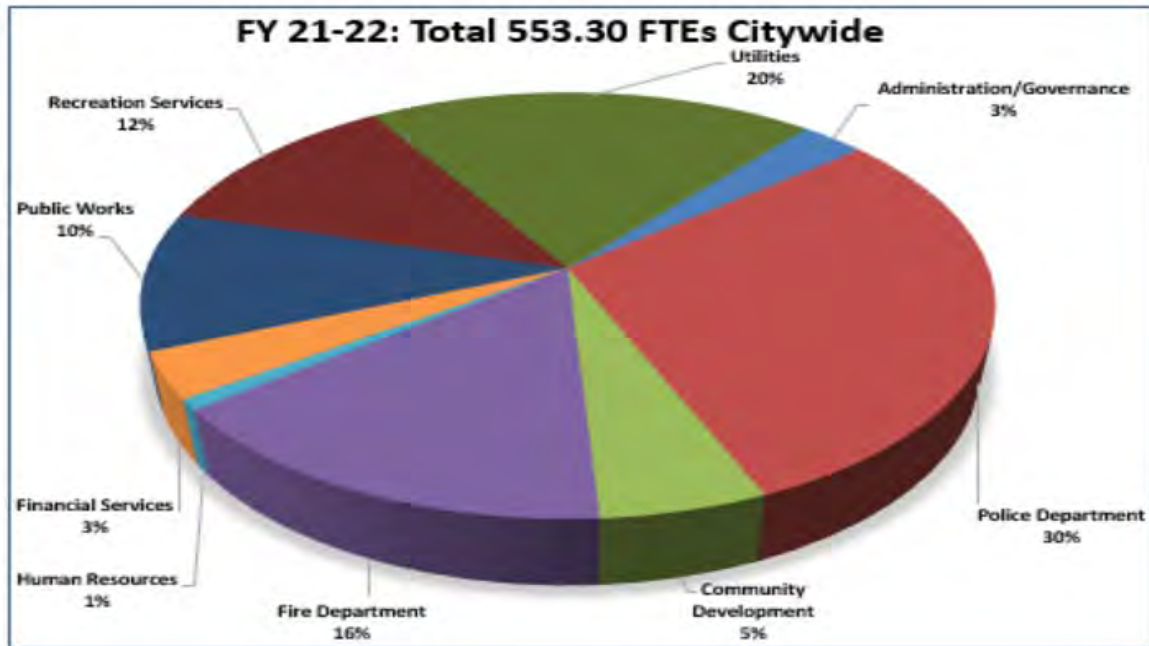


## Expenses





# Authorized Positions by Service Area





CITY OF  
**SANFORD**  
FLORIDA

# GENERAL FUND BUDGET

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- **GENERAL FUND BUDGET SUMMARIES**
- **GENERAL FUND FUNDING SOURCES**
- **GENERAL FUND EXPENDITURES**
- **GENERAL FUND FIVE YEAR FORECAST**



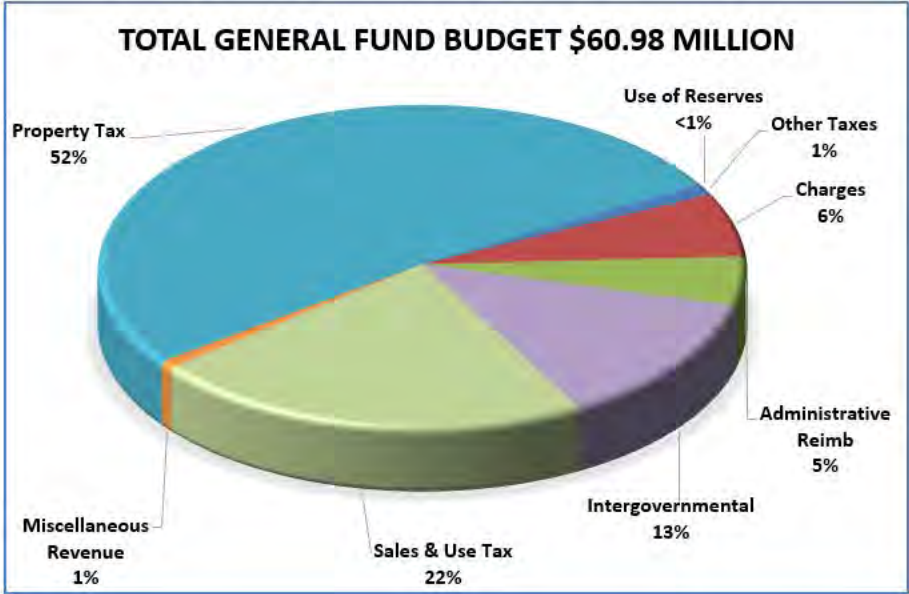
CITY OF  
**SANFORD**  
FLORIDA

# General Fund Budget Summary

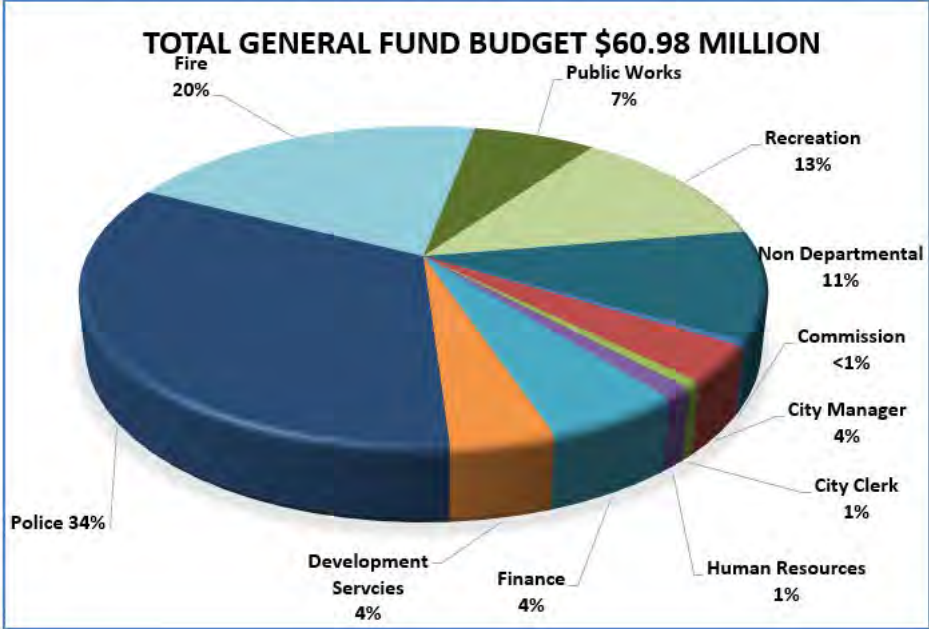
General Government Fund	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Revenues</b>					
Taxes	35,101,230	37,148,048	39,840,739	40,696,415	45,769,549
Intergovernmental	6,273,774	7,194,985	8,123,998	6,835,964	7,865,614
Charges for Services	3,296,055	3,791,988	4,392,419	3,222,396	3,906,948
Fines and Forfeitures	187,842	390,078	313,388	193,730	202,169
Interest	1,017,103	1,279,691	57,780	87,918	67,921
Rents and Royalties	62,641	64,376	65,874	64,279	39,309
Disposition of Property	17,684	-	502	14,000	-
Contributions and Donations	6,500	5,604	22,078	3,263	996
Other	2,517,488	2,581,618	2,528,596	2,885,252	3,124,188
Transfers	84,000	-	91,368	-	-
<b>Total Revenues</b>	<b>\$ 48,564,317</b>	<b>\$ 52,456,388</b>	<b>\$ 55,436,742</b>	<b>\$ 54,003,217</b>	<b>\$ 60,976,694</b>
<b>Expenditures</b>					
Commission	232,581	438,633	425,093	210,056	275,775
City Manager	1,677,425	1,675,662	1,686,059	2,070,008	2,247,678
City Clerk	308,811	328,584	318,497	361,562	405,339
Human Resources	448,981	516,664	484,596	672,323	722,514
Finance	2,522,886	2,614,652	2,771,242	3,109,810	3,355,453
Development Services	1,586,986	1,684,537	1,761,661	2,012,934	2,531,318
Police	16,087,654	17,288,760	17,241,723	17,990,767	20,409,562
Fire	9,314,426	9,560,997	9,783,366	10,695,709	12,484,770
Public Works	3,132,650	3,195,889	3,325,383	3,638,147	4,224,940
Recreation	5,351,477	5,061,317	5,459,544	6,884,125	7,625,650
Non Departmental	6,230,544	7,469,158	6,524,580	6,357,776	6,693,695
<b>Total Expenditures</b>	<b>\$ 46,894,421</b>	<b>\$ 49,834,853</b>	<b>\$ 49,781,744</b>	<b>\$ 54,003,217</b>	<b>\$ 60,976,694</b>
<b>Surplus/(Deficit)</b>	<b>\$ 1,669,896</b>	<b>\$ 2,621,535</b>	<b>\$ 5,654,998</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Appropriation and Reserves</b>	<b>\$ 48,564,317</b>	<b>\$ 52,456,388</b>	<b>\$ 55,436,742</b>	<b>\$ 54,003,217</b>	<b>\$ 60,976,694</b>

# General Fund Budget Summaries

## Revenues



## Expenditures

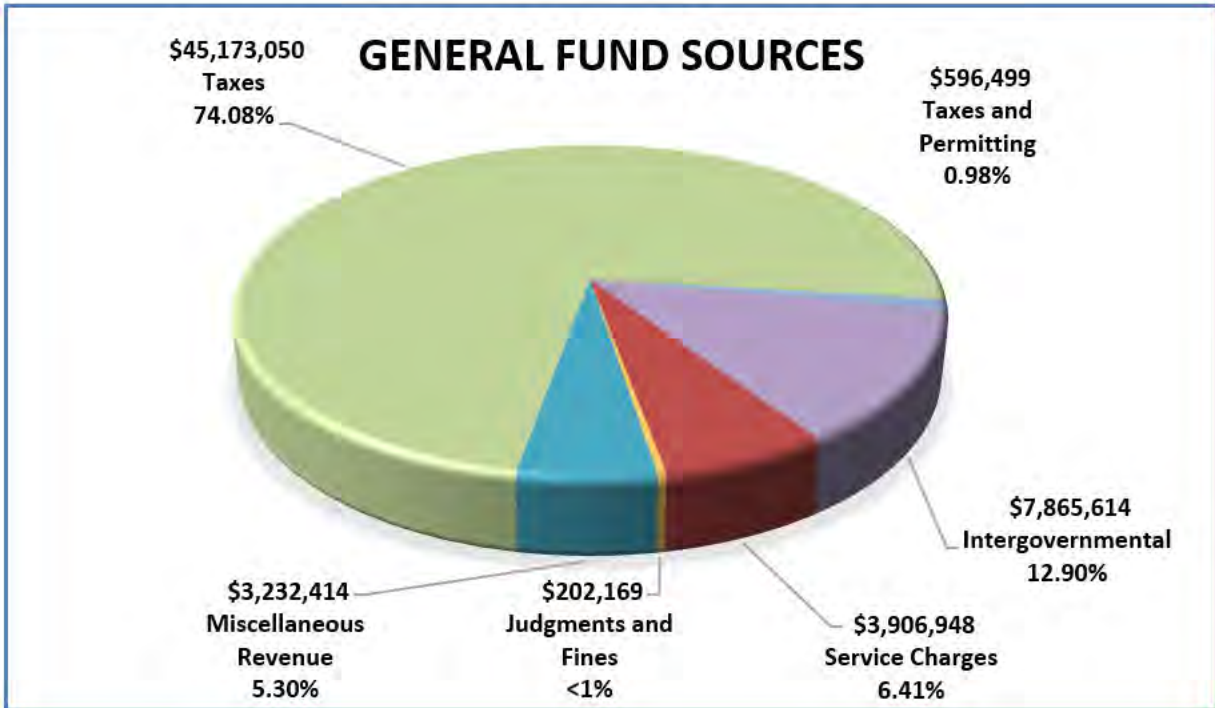


## General Fund Sources

<i>Sources</i>	<i>2019 Actual</i>	<i>2020 Actual</i>	<i>2021 Actual</i>	<i>2022 Budget</i>	<i>2023 Budget</i>
Property Taxes	\$ 21,234,990	\$ 23,535,658	\$ 25,706,262	\$ 27,322,414	\$ 31,628,033
Franchise Fees	5,116,536	4,849,679	5,185,468	4,760,227	5,113,115
Utility Service Tax	5,911,765	5,863,127	6,047,333	5,772,655	5,979,746
Communication Service Tax	1,980,006	2,092,025	2,177,860	2,176,262	2,356,794
Other General Tax	111,472	64,177	75,416	32,383	95,362
<b>Total Taxes</b>	<b>\$ 34,354,769</b>	<b>\$ 36,404,666</b>	<b>\$ 39,192,339</b>	<b>\$ 40,063,941</b>	<b>\$ 45,173,050</b>
Business Tax Receipts	\$ 627,958	\$ 687,048	\$ 636,130	\$ 617,302	\$ 581,431
Building Permits	118,503	56,334	12,271	15,172	15,068
<b>Total Taxes and Permits</b>	<b>\$ 746,461</b>	<b>\$ 743,382</b>	<b>\$ 648,401</b>	<b>\$ 632,474</b>	<b>\$ 596,499</b>
Federal Grants	\$ 24,832	\$ 1,032,939	\$ 1,046,345	\$ -	\$ 67,513
State Grants	18,567	47,351	32,726	-	-
State Shared Revenue	6,177,275	6,074,194	6,984,317	6,788,098	7,749,744
Local Grants	8,785	7,183	12,111	6,640	6,640
County Shared Revenue	44,315	33,491	48,499	41,226	41,717
<b>Total Intergovernmental</b>	<b>\$ 6,273,774</b>	<b>\$ 7,195,158</b>	<b>\$ 8,123,998</b>	<b>\$ 6,835,964</b>	<b>\$ 7,865,614</b>
Payment in Lieu of Taxes	\$ 4,375	\$ 5,407	\$ 5,527	\$ 5,527	\$ 5,300
General Government	544,412	492,613	828,191	473,564	519,929
Public Safety	2,307,861	2,939,863	2,786,718	2,493,524	3,021,872
Physical Environment	58,394	130,039	444,712	13,855	56,033
Transportation	-	-	-	-	-
Culture and Recreation	381,013	224,066	327,271	235,926	303,814
<b>Total Service Charges</b>	<b>\$ 3,296,055</b>	<b>\$ 3,791,988</b>	<b>\$ 4,392,419</b>	<b>\$ 3,222,396</b>	<b>\$ 3,906,948</b>
Fines and Forfeitures	\$ 101,519	\$ 67,744	\$ 83,853	\$ 67,719	\$ 76,663
Violations of Local Ordinances	86,323	322,334	229,534	126,011	125,506
<b>Total Judgments and Fines</b>	<b>\$ 187,842</b>	<b>\$ 390,078</b>	<b>\$ 313,387</b>	<b>\$ 193,730</b>	<b>\$ 202,169</b>
Interest	\$ 1,017,103	\$ 1,279,691	\$ 57,780	\$ 87,918	\$ 67,921
Rents and Royalties	62,641	64,376	65,874	64,279	39,309
Disposition of Property	17,684	-	502	14,000	-
Contributions and Donations	6,500	5,604	22,078	3,263	996
Other Miscellaneous Revenues	2,517,488	2,581,618	2,528,596	2,885,252	3,124,188
Interfund Transfers	84,000	-	91,368	-	-
Use of Reserves (Fund Balances)	-	-	-	-	-
<b>Total Other Revenues</b>	<b>\$ 3,705,416</b>	<b>\$ 3,931,289</b>	<b>\$ 2,766,198</b>	<b>\$ 3,054,712</b>	<b>\$ 3,232,414</b>
<b>Total Sources</b>	<b>\$ 48,564,317</b>	<b>\$ 52,456,561</b>	<b>\$ 55,436,742</b>	<b>\$ 54,003,217</b>	<b>\$ 60,976,694</b>

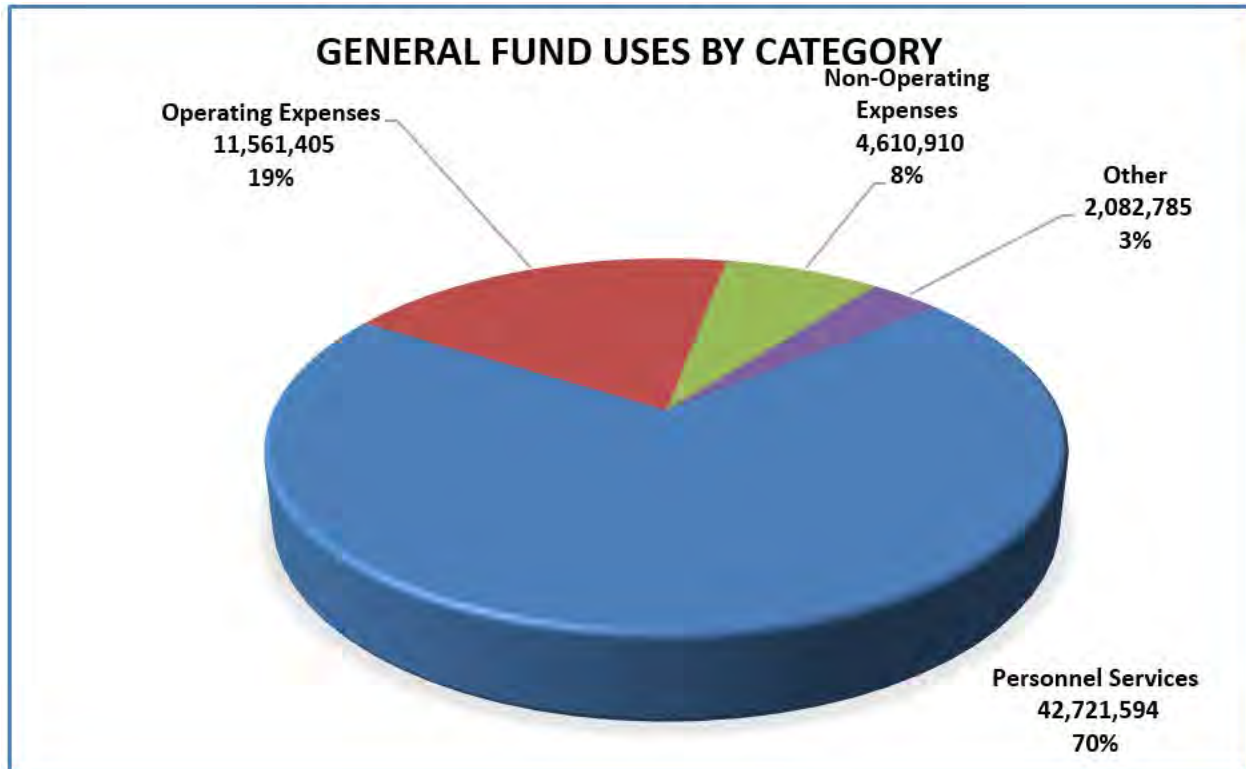


## General Fund Sources



## General Fund Uses

Uses	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salary	\$ 21,068,199	\$ 22,426,320	\$ 22,664,724	\$ 24,903,023	\$ 27,832,164
Benefits	10,325,505	10,697,446	10,471,088	12,145,803	14,889,430
Operating	7,286,108	7,296,976	8,075,041	8,358,032	9,049,241
Supplies	1,929,218	1,668,372	1,900,145	2,238,583	2,512,164
Capital	-	10,380	-	-	-
Transfers	5,557,982	6,685,573	5,789,959	4,814,393	4,604,110
Insurance	-	-	-	-	-
CRA Payment	-	-	-	-	-
Grants-in-Aid	58,244	272,548	152,695	6,800	6,800
Retiree Obligations	654,713	675,095	604,505	783,927	1,167,120
Other	14,454	102,141	123,588	752,656	915,665
<i>Total Revenue Over/(Under) Expenditures</i>	-	-	-	-	-
<b>Total Uses</b>	<b>\$ 46,894,423</b>	<b>\$ 49,834,851</b>	<b>\$ 49,781,745</b>	<b>\$ 54,003,217</b>	<b>\$ 60,976,694</b>



## General Fund Five Year Forecast

	<b>2023</b> <i>Budget</i>	<b>2024</b> <i>Projected</i>	<b>2025</b> <i>Projected</i>	<b>2026</b> <i>Projected</i>	<b>2027</b> <i>Projected</i>
Taxes	\$ 45,769,549	\$ 48,158,440	\$ 50,941,713	\$ 53,764,670	\$ 58,109,364
Intergovernmental	7,865,614	7,694,953	7,917,255	8,143,729	8,390,958
Charges for Services	3,906,948	3,932,555	4,002,732	3,995,366	4,050,026
Fines and Forfeitures	202,169	281,526	259,563	239,308	244,798
Interest	67,921	75,000	75,000	75,000	75,000
Rents and Royalties	39,309	58,726	57,549	55,708	53,763
Contributions and Donations	996	1,886	1,449	1,269	1,193
Other	3,124,188	3,198,413	3,183,605	3,187,376	3,187,733
Transfers	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 60,976,694</b>	<b>\$ 63,401,499</b>	<b>\$ 66,438,866</b>	<b>\$ 69,462,426</b>	<b>\$ 74,112,835</b>
Personnel Services	\$ 42,721,594	\$ 47,026,867	\$ 49,437,903	\$ 51,221,364	\$ 53,514,204
Operating	11,561,405	12,539,989	12,916,188	13,303,674	14,083,329
Capital Outlay	-	-	-	-	-
Non-Operating Expenses	6,693,695	6,431,851	6,468,588	6,506,428	6,545,403
<b>Total Expenditures</b>	<b>\$ 60,976,694</b>	<b>\$ 65,998,707</b>	<b>\$ 68,822,679</b>	<b>\$ 71,031,466</b>	<b>\$ 74,142,936</b>
Surplus/(Deficit)	\$ -	\$ (2,597,208)	\$ (2,383,813)	\$ (1,569,040)	\$ (30,101)
Surplus/(Deficit) as % of Operating Budget	0.0%	-3.9%	-3.5%	-2.2%	0.0%

# Departments

---

- **Administration and Governance**
- **Human Resources**
- **Financial Services**
- **Non-Departmental**
- **Community Development**
- **Police Department**
- **Fire Services**
- **Public Works**
- **Recreation**
- **Water and Wastewater**



CITY OF  
**SANFORD**  
FLORIDA

# Administration and Governance



Administration and Governance includes the City Commission, City Manager's Department, City Attorney, Economic Development, Community Relations, and City Clerk functions. The City Commission is responsible for making policy, passing ordinances and adopting the annual budget and tax rates. The Commission works directly with the City Manager, who is responsible for supervising government operations and implementing the policies adopted by the Commission. The City Clerk is the official keeper of the City's records, and documenting the decisions of the Commission for publication and compliance with Florida's stringent public records laws.

## Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 1,045,320	\$ 1,036,897	\$ 1,131,502	\$ 1,224,626
Benefits	428,320	422,102	493,349	599,653
Operating	661,021	771,275	957,078	1,017,531
Supplies	42,015	53,205	59,697	86,982
Other	266,200	146,167	-	-
<b>Total</b>	<b>\$ 2,442,876</b>	<b>\$ 2,429,646</b>	<b>\$ 2,641,626</b>	<b>\$ 2,928,792</b>

Funding Source				
Total	2,442,876	2,429,646	2,641,626	2,928,792
<b>Total</b>	<b>\$ 2,442,876</b>	<b>\$ 2,429,646</b>	<b>\$ 2,641,626</b>	<b>\$ 2,928,792</b>

### Administration and Governance as a percentage of General Fund

**4.8%**



# CITY COMMISSION





## Role of City Commission

The legislative branch of the City is composed of a five-member elected Commission, including a citywide elected Mayor. The City Commission is governed by the City Charter and by State and Local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is delegated by the Commission to their appointed City Manager.

The City Manager, City Clerk, and City Attorney serve at the pleasure of the City Commission. As the elected representatives for the citizens of Sanford, the City Commission is dedicated to a high level of communication with citizens. Individually and collectively, Commission members interact continually with citizens, community groups, business owners, as well as working together with other governmental agencies and jurisdictions. These relationships inform the policy-making decisions that the Commission undertakes in their bimonthly Workshops and Regular public meetings, which are held "in the Sunshine". These meetings provide opportunities for citizen input and published minutes are available on the City's web site.

### Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 107,536	\$ 109,803	\$ 109,920	\$ 115,313
Benefits	42,348	42,054	50,534	60,809
Operating	20,561	113,235	41,762	81,813
Supplies	1,986	13,832	7,840	17,840
Other	266,200	146,167	-	-
<b>Total \$</b>	<b>438,631</b>	<b>\$ 425,091</b>	<b>\$ 210,056</b>	<b>\$ 275,775</b>

<b>Funding Source</b>				
Total	438,631	425,091	210,056	275,775
<b>Total \$</b>	<b>438,631</b>	<b>\$ 425,091</b>	<b>\$ 210,056</b>	<b>\$ 275,775</b>

## ***Our Accomplishments for 2021-22***

- ❖ Adopted 80 ordinances and 80 resolutions in order to improve the quality of life of the residents.

## ***Goals and Objectives for 2022-23***

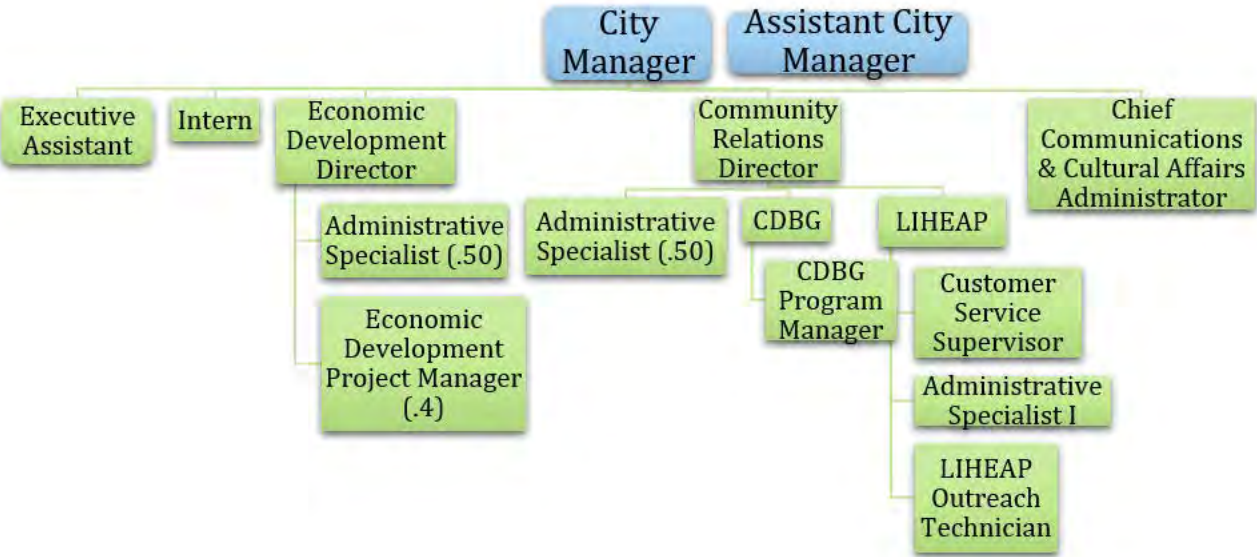
- ❖ To meet the needs and concerns of the residents and businesses of the City of Sanford with effective representation and legislation.

<b>City Commission Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Ordinances Adopted	51	80	90	60
Resolutions Approved	94	80	90	90

## City Commission

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0101-511.11-00	Executive Salaries	102,638	103,936	106,203	106,320	111,713
001-0101-511.12-06	Reg Salaries - Opt Out Health Insurance	4,000	3,600	3,600	3,600	3,600
001-0101-511.21-00	FICA/Medicare Taxes	7,379	7,522	8,053	8,441	8,855
001-0101-511.22-01	Retirement Contributions - FRS	8,541	9,294	10,832	11,995	13,500
001-0101-511.23-00	Medical Insurance	18,252	24,907	22,511	29,152	37,572
001-0101-511.23-02	Medical Insurance - Life & ST Disability	439	430	422	707	742
001-0101-511.24-00	Worker's Compensation	208	195	236	239	140
	<b>Subtotal Personnel Services</b>	<b>\$ 141,457</b>	<b>\$ 149,884</b>	<b>\$ 151,857</b>	<b>\$ 160,454</b>	<b>\$ 176,122</b>
<b>Operating</b>						
001-0101-511.34-00	Contractual Services	-	5,188	50,488	24,000	8,633
001-0101-511.40-00	Travel & Per Diem	3,563	240	-	6,500	6,500
001-0101-511.41-00	Communications Services	2,486	3,301	2,272	1,074	1,971
001-0101-511.44-00	Rentals & Leases	-	-	272	-	-
001-0101-511.45-01	Insurance - Operating Liability	1,253	1,373	668	668	868
001-0101-511.47-00	Printing & Binding	374	569	204	200	421
001-0101-511.48-00	Promotional Activities	236	44	790	900	1,100
001-0101-511.49-00	Other Charges/Obligations	21,779	9,846	58,541	8,420	62,320
001-0101-511.51-00	Office Supplies	133	503	-	-	200
001-0101-511.52-00	Operating Supplies	3,242	105	13,832	2,000	2,000
001-0101-511.52-05	Operating Supplies - Uniforms	235	28	-	-	600
001-0101-511.54-01	Books/Pubs/Subsc/Memb - Prof Dues	1,375	1,350	-	1,565	215
001-0101-511.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	1,600	-	-	3,700	14,250
001-0101-511.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	-	575	575
	<b>Subtotal Operating</b>	<b>\$ 36,276</b>	<b>\$ 22,547</b>	<b>\$ 127,067</b>	<b>\$ 49,602</b>	<b>\$ 99,653</b>
<b>Other</b>						
001-0101-511.81-00	Grants	54,848	266,200	146,167	-	-
	<b>Subtotal Other</b>	<b>\$ 54,848</b>	<b>\$ 266,200</b>	<b>\$ 146,167</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 232,581</b>	<b>\$ 438,631</b>	<b>\$ 425,091</b>	<b>\$ 210,056</b>	<b>\$ 275,775</b>

# CITY MANAGER'S OFFICE





The purpose of the Office of the City Manager is to oversee the implementation of the City Commission policy directives and to oversee all City operations. The City Manager's Office includes the Chief Communications & Cultural Affairs Administrator, Community Relations Director, Economic Development, and the City Attorney.

**Mission Statement**

To provide the citizens of Sanford with efficient and effective services that meet their needs and to deliver them in a friendly and courteous manner. To manage and direct all activities of City government in a manner consistent with the City Charter, Code of Ordinances, and as directed by the City Commission.

**Role of City Manager**

The City Manager is the Chief Administrative Officer of the City. While the Commission sets the policies of the City, the City Manager is responsible for the operational management of all day-to-day City activities, the direct supervision and administration of all departments, offices and agencies of the City, the enforcement of the City's laws and policies, preparation and the presentation of annual financial reports and the annual budget.

**Summary**

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 449,395	\$ 467,386	\$ 460,069	\$ 509,938
Benefits	184,030	190,849	197,297	238,699
Operating	156,713	160,281	72,360	60,589
Supplies	23,136	23,877	28,815	31,368
<b>Total</b>	<b>\$ 813,274</b>	<b>\$ 842,393</b>	<b>\$ 758,541</b>	<b>\$ 840,594</b>

<b>Funding Source</b>				
<b>Total</b>	<b>813,274</b>	<b>842,393</b>	<b>758,541</b>	<b>840,594</b>
<b>Total</b>	<b>\$ 813,274</b>	<b>\$ 842,393</b>	<b>\$ 758,541</b>	<b>\$ 840,594</b>

## ***Our Accomplishments for 2021-22***

- ❖ Executed a managerial contract for Marina operations and maintenance.
- ❖ Procured a consultant to perform master planning services for the Marina
- ❖ Renewed a golf cart lease for new golf carts at Mayfair.

## ***Goals and Objectives for 2022-23***

- ❖ Support the development of Heritage Park as directed by the City Commission.
- ❖ Begin construction on the Mayfair Golf Course clubhouse.
- ❖ Explore parking lot leases/structure locations in the downtown area.

<b>City Manager Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
% of complaints responded to or actioned within two business days	99%	99%	99%	99%
Unassigned Fund Balance as a % of annual General Fund expenditures	14%	14%	14%	14%
% of Residents who are satisfied or highly satisfied with the quality of City Services	N/A	N/A	98%	99%
% of Citizens who agree or strongly agree that City staff meet or exceed customer service expectations	N/A	N/A	98%	99%
Number of Economic Development Advisory Board recommendations adopted and implemented	-	-	3	3

## **Authorized Positions**

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>City Manager</b>						
City Manager	439	1.00	1.00	-	1.00	-
Assistant City Manager	436	-	-	1.00	1.00	-
Deputy City Manager	436	1.00	1.00	(1.00)	-	-
Chief Communications & Cultural Affairs Admin.	422	1.00	-	-	-	-
Executive Assistant to the City Manager	418	1.00	1.00	-	1.00	-
Administrative Coordinator **	413	-	-	-	-	0.50
Intern		-	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>4.00</b>	<b>4.00</b>	<b>-</b>	<b>4.00</b>	<b>0.50</b>

## City Manager

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0102-512.11-00	Executive Salaries	-	-	-	195,607	221,187
001-0102-512.12-00	Regular Salaries & Wages	424,516	430,834	444,929	221,298	238,914
001-0102-512.12-02	Regular Salaries - Additional Pays	14,463	18,561	15,723	15,042	14,893
001-0102-512.12-06	Reg Salaries - Opt Out Health Insurance	1,200	-	-	-	-
001-0102-512.13-00	Part Time Wages	-	-	6,734	28,122	34,944
001-0102-512.21-00	FICA/Medicare Taxes	28,892	29,963	31,477	28,538	31,777
001-0102-512.22-01	Retirement Contributions - FRS	84,414	92,670	103,534	111,177	134,737
001-0102-512.22-06	Retirement Contributions - City Cont 457	6,818	6,968	7,042	10,092	11,903
001-0102-512.23-00	Medical Insurance	34,681	50,896	45,016	43,728	56,358
001-0102-512.23-02	Medical Insurance - Life & ST Disability	2,531	2,701	2,754	2,792	3,291
001-0102-512.24-00	Worker's Compensation	839	832	1,026	970	633
	<b>Subtotal Personnel Services</b>	<b>\$ 598,354</b>	<b>\$ 633,425</b>	<b>\$ 658,235</b>	<b>\$ 657,366</b>	<b>\$ 748,637</b>
<b>Operating</b>						
001-0102-512.31-00	Professional Services	12,500	5,300	-	10,000	-
001-0102-512.34-00	Other Contractual Services	-	-	17,337	800	1,600
001-0102-512.34-21	Other Contractual Services-Lobbying Activity	20,000	30,000	30,000	30,000	30,000
001-0102-512.40-00	Travel & Per Diem	6,929	10,091	2,549	11,887	6,106
001-0102-512.41-00	Communications Services	2,855	2,757	3,460	2,064	3,198
001-0102-512.42-00	Postage & Transportation	5,267	5,378	45	295	250
001-0102-512.44-00	Rentals & Leases	2,005	1,384	1,493	1,500	1,500
001-0102-512.45-01	Insurance - Operating Liability	9,874	9,983	7,746	6,551	7,137
001-0102-512.46-00	Repair & Maintenance Services	20,462	1,062	2,115	1,196	1,000
001-0102-512.47-00	Printing & Binding	927	10,450	1,244	1,380	1,430
001-0102-512.48-00	Promotional Activities	11,369	7,225	5,281	5,000	5,000
001-0102-512.48-01	Promotional Activities-Marketing	68,324	71,031	85,928	-	-
001-0102-512.49-00	Other Charges/Obligations	2,952	2,052	3,083	1,687	3,368
001-0102-512.51-00	Office Supplies	1,186	211	518	2,320	2,100
001-0102-512.52-00	Operating Supplies	3,613	5,715	1,868	2,000	2,000
001-0102-512.52-05	Operating Supplies - Uniforms	479	-	170	500	500
001-0102-512.54-01	Books/Pubs/Subsc/Memb - Prof Dues	11,904	12,132	12,704	11,730	13,453
001-0102-512.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	10,347	5,078	8,617	12,065	13,315
001-0102-512.54-03	Books/Pubs/Subsc/Memb - Subscriptions	199	-	-	200	-
001-0102-512.55-00	Books/Pubs/Subsc/Memb - Subscriptions	50	-	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 191,242</b>	<b>\$ 179,849</b>	<b>\$ 184,158</b>	<b>\$ 101,175</b>	<b>\$ 91,957</b>
	<b>Total</b>	<b>\$ 789,596</b>	<b>\$ 813,274</b>	<b>\$ 842,393</b>	<b>\$ 758,541</b>	<b>\$ 840,594</b>



# Communications Office

## Role of Communications Office

The Communication Office serves to keep the public and stakeholders informed of city services, programs, and events through effective marketing, communications, media relations and promotional strategies, both digital and print, at the same time managing the City of Sanford's brand. The Communications Office is responsible for all communication and marketing efforts for the City including the creation, publication, and distribution of materials across all platforms, including social media, the City's website and the City's Podcast, Sanford Says. The City's Public Art program also falls under the responsibility of the Communications Office, helping to enhance our community through public art. The Communications Office also helps foster citizen engagement, overseeing the Citizens Academy and the Mayor's Youth Council. The Communications Office utilizes a variety of tools to achieve its goals, including advertising, digital and direct marketing, and public relations.

### Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ -	\$ -	\$ 78,633	\$ 83,147
Benefits	-	-	27,340	35,789
Operating	-	377	129,948	81,464
Supplies	-	-	3,000	2,254
Total \$	\$ -	\$ 377	\$ 238,921	\$ 202,654

<b>Funding Source</b>				
Total	-	377	238,921	202,654
Total \$	\$ -	\$ 377	\$ 238,921	\$ 202,654

## *Our Accomplishments in 2021-22*

- ❖ Increased video production across all departments and created, produced and launched multiple videos including Night Shift, Storm Debris Cleanup, and HR Recruitment.
- ❖ Streamed multiple events and projects including: Jeff Triplett Community Center dedication, virtual art events, and biweekly City Commission meetings on Youtube.
- ❖ Grew social media presence across all platforms.
- ❖ Officer designated as City of Sanford Public Art Commission staff liaison working on projects such as Seagulls on the RiverWalk sculpture, utility box art wrap project, San Lanta neighborhood gateway painting project, and multiple virtual art events.

## *Goals and Objectives for 2022-23*

- ❖ Continue to grow the City of Sanford Communications Office, with new ideas, new projects and new initiatives.
- ❖ Develop key communications strategies for each city department at City Hall.
- ❖ Promote city services/programs through mission-driven messaging and design.
- ❖ Increase video production across all departments at City Hall.
- ❖ Support Sanford's diverse community by depicting the City's demographics in our marketing and advertising/continue to communicate with diverse audiences regarding city services/programs.
- ❖ Proactively communicate relative information with stakeholders, our customers, and residents.
- ❖ Manage and protect the City of Sanford brand, understanding perception, value, relevance, and impact.
- ❖ Increase citizen engagement of the city and its services to the public.
- ❖ Continue to increase downloads to city podcast, Sanford Says.
- ❖ Increase City presence on all social media.

## Communications Office Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Social media audience growth	257	1,131	1,939	2,100
Social media messages sent	429	632	1,083	1,150
Social media messages received	714	1,673	2,868	3,150
Social media impressions	676,240	205,326	351,987	387,000
Social media engagements	16,667	13,709	23,501	25,500
Social media post link clicks	49	817	1,400	1,525
Social media video views	984	1,951	3,345	3,650
Nextdoor posts	149	168	85	95
Nextdoor replies	314	107	57	65
YouTube new subscribers	76	198	170	185
YouTube videos	112	196	410	450
YouTube views	67,300	241,715	14,050	15,500
Podcast downloads	N/A	2,040	2,223	2,335
Media inquiries	N/A	N/A	57	50
Citizen Academy graduates	N/A	N/A	34	70
Mayor's Youth Council members	N/A	N/A	8	8

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>City Manager-Communications Office</b>						
Public Information Officer	422	-	1	-	1.00	-
<b>Total Full Time Equivalents</b>		-	1.00	-	1.00	-

## Communications Office

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0102-515.12-00	Regular Salaries & Wages	-	-	-	78,033	82,547
001-0102-515.12-02	Regular Salaries - Additional Pays	-	-	-	600	600
001-0102-515.21-00	FICA/Medicare Taxes	-	-	-	5,009	6,384
001-0102-515.22-01	Retirement Contributions - FRS	-	-	-	7,184	9,975
001-0102-515.23-00	Medical Insurance	-	-	-	14,576	18,786
001-0102-515.23-02	Medical Insurance - Life & ST Disability	-	-	-	424	540
001-0102-515.24-00	Worker's Compensation	-	-	-	147	104
	<b>Subtotal Personnel Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>105,973</b>	<b>\$ 118,936</b>
<b>Operating</b>						
001-0102-515.31-00	Professional Services	-	-	250	15,000	15,000
001-0102-515.40-00	Travel & Per Diem	-	-	-	6,458	6,458
001-0102-515.41-00	Communications Services	-	-	127	180	-
001-0102-515.45-01	Insurance - Operating Liability	-	-	-	2,185	2,381
001-0102-515.46-00	Repair & Maintenance Services	-	-	-	18,000	-
001-0102-515.47-00	Printing & Binding	-	-	-	1,225	1,225
001-0102-515.48-00	Promotional Activities	-	-	-	86,900	56,200
001-0102-515.49-00	Other Charges/Obligations	-	-	-	-	200
001-0102-515.51-00	Office Supplies	-	-	-	500	1,000
001-0102-515.54-01	Books/Pubs/Subsc/Memb - Prof Dues	-	-	-	525	254
001-0102-515.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	-	-	-	1,975	1,000
	<b>Subtotal Operating</b>	<b>\$ -</b>	<b>\$ -</b>	<b>377</b>	<b>\$ 132,948</b>	<b>\$ 83,718</b>
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>377</b>	<b>\$ 238,921</b>	<b>\$ 202,654</b>

# Economic Development

## *Role of Economic Development*

The Economic Development Department serves as the Ombudsman to the business community. More specifically, the department strives to retain, expand, and attract business throughout the city. Understanding the trends and conditions of the market helps the economic development team respond to various business assistance needs. Although the department offers incentives for businesses that meet strict criteria, the daily role of the department is to directly assist businesses with opening and operations. Another critical department responsibility is to communicate the benefits of investing in the City; through strategic marketing efforts, the department communicates to both business and potential customers. Longer term, the department intends to establish the city as an economic hub of statewide importance.

### Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 172,924	\$ 155,839	\$ 164,112	\$ 173,485
Benefits	73,984	68,358	77,635	92,195
Operating	125,288	70,865	290,038	314,471
Supplies	13,367	10,039	10,115	21,600
<b>Total</b>	<b>\$ 385,563</b>	<b>\$ 305,101</b>	<b>\$ 541,900</b>	<b>\$ 601,751</b>

<b>Funding Source</b>				
<b>Total</b>	<b>385,563</b>	<b>305,101</b>	<b>541,900</b>	<b>601,751</b>
<b>Total</b>	<b>\$ 385,563</b>	<b>\$ 305,101</b>	<b>\$ 541,900</b>	<b>\$ 601,751</b>

### *Our Accomplishments in 2021-22*

- ❖ Visited over 145 businesses in Sanford.
- ❖ Provided assistance to 8 businesses in Sanford.
- ❖ Collaborated with over 15 business partners.
- ❖ Attended over 32 public meetings and generated 40 plus prospective development opportunities.

## Goals and Objectives for 2022-23

- ❖ Increase and support overall economic development for Sanford through business assistance, partner collaboration, outreach, additional active projects, and a prospective development by 10%.

<b>City Manager - Economic Development Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Existing Business Assistance	N/A	N/A	40	30
Existing Business Outreach	N/A	N/A	380	250
Partner Collaboration	N/A	N/A	37	20
Public or other Group Meeting	N/A	N/A	84	60
Business Data/Analysis Request	N/A	N/A	32	45
New Active Projects	N/A	N/A	13	15
Prospective Development	N/A	N/A	145	90

## Authorized Positions

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>City Manager-Economic Development</b>						
Economic Development and Promotions Director	427	1.00	1.00	-	1.00	-
Administrative Coordinator **	413	-	-	-	-	0.50
Economic Development Project Manager **	424	0.40	0.40	-	0.40	-
Farmers Market Coordinator (Part-Time)	412	-	-	-	-	0.15
Administrative Specialist III **	412	0.50	0.50	-	0.50	-
<b>Total Full Time Equivalents</b>		<b>1.90</b>	<b>1.90</b>	<b>-</b>	<b>1.90</b>	<b>0.65</b>

\*\*Split between funds or departments/divisions

## Economic Development

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0102-559.12-00	Regular Salaries & Wages	174,690	168,686	153,433	151,405	161,378
001-0102-559.12-02	Regular Salaries - Additional Pays	4,219	4,238	2,319	11,107	11,107
001-0102-559.12-06	Reg Salaries - Opt Out Health Insurance	150	-	-	-	-
001-0102-559.14-00	Overtime	52	-	87	1,600	1,000
001-0102-559.21-00	FICA/Medicare Taxes	13,469	13,034	11,357	12,350	13,319
001-0102-559.22-01	Retirement Contributions - FRS	29,790	31,643	33,576	36,217	41,884
001-0102-559.23-00	Medical Insurance	27,761	27,724	22,035	27,695	35,694
001-0102-559.23-02	Medical Insurance - Life & ST Disability	1,252	1,260	1,079	974	1,068
001-0102-559.24-00	Worker's Compensation	360	323	311	399	230
	<b>Subtotal Personnel Services</b>	<b>\$ 251,743</b>	<b>\$ 246,908</b>	<b>\$ 224,197</b>	<b>\$ 241,747</b>	<b>\$ 265,680</b>
<b>Operating</b>						
001-0102-559.31-00	Professional Services	25,100	23,156	5,574	37,237	24,000
001-0102-559.34-00	Other Contractual Services	23,705	10,661	2,031	24,000	45,000
001-0102-559.40-00	Travel & Per Diem	3,397	121	-	4,538	8,000
001-0102-559.41-00	Communications Services	1,501	1,390	1,744	1,511	1,413
001-0102-559.42-00	Postage & Transportation	157	13	17	200	200
001-0102-559.43-00	Utility Services	-	-	-	139	-
001-0102-559.45-01	Insurance - Operating Liability	3,992	4,236	1,809	3,278	6,031
001-0102-559.46-00	Repair & Maintenance Services	7,350	15,857	7,718	2,000	500
001-0102-559.47-00	Printing & Binding	1,375	564	1,096	5,000	1,567
001-0102-559.48-00	Promotional Activities	98,171	68,315	50,393	210,635	226,260
001-0102-559.49-00	Other Charges/Obligations	1,465	975	483	1,500	1,500
001-0102-559.51-00	Office Supplies	345	112	366	400	500
001-0102-559.52-00	Operating Supplies	16,171	-	406	-	-
001-0102-559.52-05	Operating Supplies - Uniforms	73	-	217	250	250
001-0102-559.54-01	Books/Pubs/Subsc/Memb - Prof Dues	8,595	11,230	8,450	7,375	14,750
001-0102-559.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	4,405	2,025	600	1,990	6,000
001-0102-559.54-03	Books/Pubs/Subsc/Memb - Subscriptions	3,300	-	-	100	100
	<b>Subtotal Operating</b>	<b>\$ 199,102</b>	<b>\$ 138,655</b>	<b>\$ 80,904</b>	<b>\$ 300,153</b>	<b>\$ 336,071</b>
	<b>Total</b>	<b>\$ 450,845</b>	<b>\$ 385,563</b>	<b>\$ 305,101</b>	<b>\$ 541,900</b>	<b>\$ 601,751</b>



## CRA Fund

The Economic Development division manages the Sanford Community Redevelopment (CRA). The CRA manages tax increment funding with a goal of multiplying the TIF by managing grants and other programs. The CRA district is comprised of the historic downtown, and as such, represents the center of what is commonly known as "Sanford". Secondary efforts pursued by the CRA are special event promotion, public art, and the trolley system connecting downtown with SunRail and Amtrak. The CRA budget for 2023 is \$1,938,434.

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>CRA</b>						
Police Officer	205	2.00	2.00	-	2.00	-
Purchasing Manager **	425	0.03	0.03	-	0.03	-
Economic Development Project Manager **	424	0.60	0.60	-	0.60	-
Project Manager **	423	0.15	0.15	-	0.15	-
Maintenance Worker, Lead	307	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>3.78</b>	<b>3.78</b>	<b>-</b>	<b>3.78</b>	<b>-</b>

\*\*Split between funds or departments/divisions

The budget for this program is located in the Special Revenue Fund section of this budget document.

# Community Relations

## *Role of Community Relations*

To ensure the City of Sanford embraces diversity and inclusion and promotes equality, justice and equal protection under the law for all its citizens. Also, to ensure that all residents in the City of Sanford are treated fairly and have equal access to opportunities in education, employment, housing, and certain public accommodations regardless of race, color, religion, sex (gender) or national origin. The Community Relations & Neighborhood Engagement Department supports the City of Sanford in its promotion of equality, inclusion, equity, and protection of its citizens throughout the community along with supporting equal access to opportunities for all residents in Sanford.

### Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 108,387	\$ 106,616	\$ 101,540	\$ 108,245
Benefits	36,347	34,246	38,119	46,217
Operating	19,166	66,405	64,647	98,627
Supplies	1,099	1,265	4,090	7,230
Total	\$ 164,999	\$ 208,532	\$ 208,396	\$ 260,319

<b>Funding Source</b>				
Total	164,999	208,532	208,396	260,319
Total	\$ 164,999	\$ 208,532	\$ 208,396	\$ 260,319

## *Our Accomplishments in 2021-22*

- ❖ Implementation of a Race, Equity, Equality, & Inclusion committee.
- ❖ Continued support for low-income affordable housing initiatives.
- ❖ Continued support for Goldsboro.
- ❖ Continued support of community partners to address homelessness and current needs.
- ❖ Transformation plan with the creation of Front Porch for community.
- ❖ Continued support for MBK initiatives to support young men in the community through mentoring.

## Goals and Objectives for 2022-23

- ❖ Increase awareness of available grants.
- ❖ Improve community conversations utilizing current community meetings and local support agencies programs, and support available to community residents.
- ❖ Continue collaboration with other agencies to provide services needed within the community.
- ❖ Implementation of a CV-e Economic.
- ❖ Increase the number of recipients for grant funds through technical assistance meetings.
- ❖ Development Job Creation Grant.

### City Manager - Community Relations Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
MBK 100 Mentors Lunch & Learns	0	0	3	N/A
MBK 100 Mentors sessions	0	0	3	N/A
YELDA Summer Employment Program	0	17	20	22
Support Habitat for Humanity home builds	N/A	N/A	N/A	10
Assist in the building of habitat houses	1	0	0	1

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>City Manager-Community Relations</b>						
Community Relations and Neighborhood Engagement Director **	427	0.78	0.78	-	0.78	-
Administrative Specialist III **	412	0.50	0.50	-	0.50	-
<b>Total Full Time Equivalents</b>		<b>1.28</b>	<b>1.28</b>	<b>-</b>	<b>1.28</b>	<b>-</b>

\*\*Split between funds or departments/divisions

## Community Relations

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0102-569.12-00	Regular Salaries & Wages	93,421	107,787	105,929	99,472	106,777
001-0102-569.12-02	Regular Salaries - Additional Pays	600	600	600	468	468
001-0102-569.12-06	Reg Salaries - Opt Out Health Insurance	150	-	-	-	-
001-0102-569.14-00	Overtime	52	-	87	1,600	1,000
001-0102-569.21-00	FICA/Medicare Taxes	7,065	8,150	7,941	7,557	8,312
001-0102-569.22-01	Retirement Contributions - FRS	7,779	9,559	10,893	11,052	13,024
001-0102-569.23-00	Medical Insurance	14,944	17,665	14,480	18,658	24,047
001-0102-569.23-02	Medical Insurance - Life & ST Disability	629	722	699	630	698
001-0102-569.24-00	Worker's Compensation	190	251	233	222	136
	<b>Subtotal Personnel Services</b>	<b>\$ 124,830</b>	<b>\$ 144,734</b>	<b>\$ 140,862</b>	<b>\$ 139,659</b>	<b>\$ 154,462</b>
<b>Operating</b>						
001-0102-569.31-00	Professional Services	-	11,113	11,468	-	11,468
001-0102-569.34-00	Other Contractual Services	62,099	-	41,168	46,700	67,500
001-0102-569.40-00	Travel & Per Diem	6,431	3,450	592	5,232	6,000
001-0102-569.41-00	Communications Services	958	1,385	2,193	1,477	2,428
001-0102-569.42-00	Postage & Transportation	42	151	19	160	160
001-0102-569.45-01	Insurance - Operating Liability	-	-	1,809	3,278	3,571
001-0102-569.46-00	Repair & Maintenance Services	-	-	216	800	300
001-0102-569.47-00	Printing & Binding	-	-	50	-	200
001-0102-569.48-00	Promotional Activities	447	1,542	7,380	500	500
001-0102-569.49-00	Other Charges/Obligations	591	1,525	1,510	6,500	6,500
001-0102-569.51-00	Office Supplies	354	321	739	250	750
001-0102-569.52-00	Operating Supplies	-	-	203	-	500
001-0102-569.52-05	Operating Supplies	151	-	56	150	150
001-0102-569.54-01	Books/Pubs/Subsc/Memb - Prof Dues	-	-	-	1,665	1,665
001-0102-569.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	1,125	778	115	2,025	4,165
001-0102-569.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	152	-	-
	<b>Subtotal Operating</b>	<b>\$ 72,198</b>	<b>\$ 20,265</b>	<b>\$ 67,670</b>	<b>\$ 68,737</b>	<b>\$ 105,857</b>
	<b>Total</b>	<b>\$ 197,028</b>	<b>\$ 164,999</b>	<b>\$ 208,532</b>	<b>\$ 208,396</b>	<b>\$ 260,319</b>

The Community Relations Director also oversees two grant funded programs: the Community Development Block Grant (CDBG) and the Neighborhood Stabilization Program (NSP). CDBG provides grants to entitled cities, urban counties and states to develop viable urban communities by providing decent housing and a suitable living environment. The NSP is currently spent down but there is still necessary monitoring going forward.

## CDBG Fund

The Community Relations division also oversees the Community Development Block Grant (CDBG). CDBG will help to ensure the sustaining of viable communities within the City by helping to support decent housing initiatives and living environments, through expansion of economic opportunities for low to moderate income families.

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Community Relations - CDBG (Grant Funded)</b>						
CDBG Program Manager	422	-	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		-	<b>1.00</b>	-	<b>1.00</b>	-

The budget for this program is located in the Special Revenue Fund section of this budget document.

### *Our Accomplishments in 2021-22*

- ❖ Completed 11 minor home repair units.
- ❖ Initiated and completed the opening of a Mortgage Assistance & Foreclosure Prevention program.
- ❖ Expanded the Public Services program to include funding of a mobile shower trailer.
- ❖ Implementation of District 2 Special Economic Grant.
- ❖ Hired a business consultant to support local businesses in obtaining a license.

### *Goals and objectives for 2022-23*

- ❖ Complete 6 minor home repair units.
- ❖ Complete 2 home reconstructions.
- ❖ Complete 1 major rehab of a house.
- ❖ Continue to fund public services and other grant programs.
- ❖ Continue to provide support for Goldsboro Front Porch and its community initiatives.

**City Manager - CDBG**  
**Performance Measures**

<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Minor home repairs program	N/A	4	5	6
Mortgage assistance & foreclosure prevention	N/A	4	4	4
Approve job creation grant	N/A	N/A	0	2
Major Rehab(s)	0	0	1	1
Home Reconstruction	0	0	2	2

## LIHEAP Division & LIHEAP Fund

The Community Relations division also oversees the Low Income Home Energy Assistance Program (LIHEAP) grant program. LIHEAP provides grants to local governments to assist eligible low-income households in meeting the cost of home heating and cooling.

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Community Relations - LIHEAP (Grant Funded)</b>						
Community Relations and Neighborhood Engagement Director **	427	0.22	0.22	-	0.22	-
Customer Service Supervisor	412	1.00	1.00	-	1.00	-
Administrative Specialist I	406	1.00	1.00	-	1.00	-
LIHEAP Outreach Technician	403	1.00	1.00	-	1.00	1.00
<b>Total Full Time Equivalents</b>		<b>3.22</b>	<b>3.22</b>	<b>-</b>	<b>3.22</b>	<b>1.00</b>

\*\*Split between funds or departments/divisions

The budget for this program is located in the Special Revenue Fund section of this budget document.

### *Our Accomplishments in 2021-22*

- ❖ Customer feedback survey implementations.
- ❖ Additional employee training was offered to enhance customer service satisfaction.
- ❖ Implementing a new software program in order to streamline the application submittal process and enable better tracking of cases with faster employee response times.
- ❖ Casselberry satellite office opened.

### *Goals and objectives for 2022-23*

- ❖ Complete the new online scheduling software.
- ❖ Increase the outreach and promotion of the LIHEAP program using flyers and community presentations.
- ❖ Decrease application processing time and begin tracking clients by jurisdiction
- ❖ Continue additional employee training and utilization of feedback surveys.



- ❖ Expand the number of eligible clients that will qualify and receive funds through the LIHEAP program.

<b>City Manager - LIHEAP Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Number of clients served	2,118	2,368	4,045	4,500
Percentage of funding expended for services	95%	100%	100%	100%

## City Attorney

Representing the interests of the City and its Commission, the law firm of Stenstrom, McIntosh, Colbert & Whigham, P.A., provides legal advice to the City covering municipal law, liability issues, and contractual reviews, as well as recommending additional legal expertise when needed.

### Summary

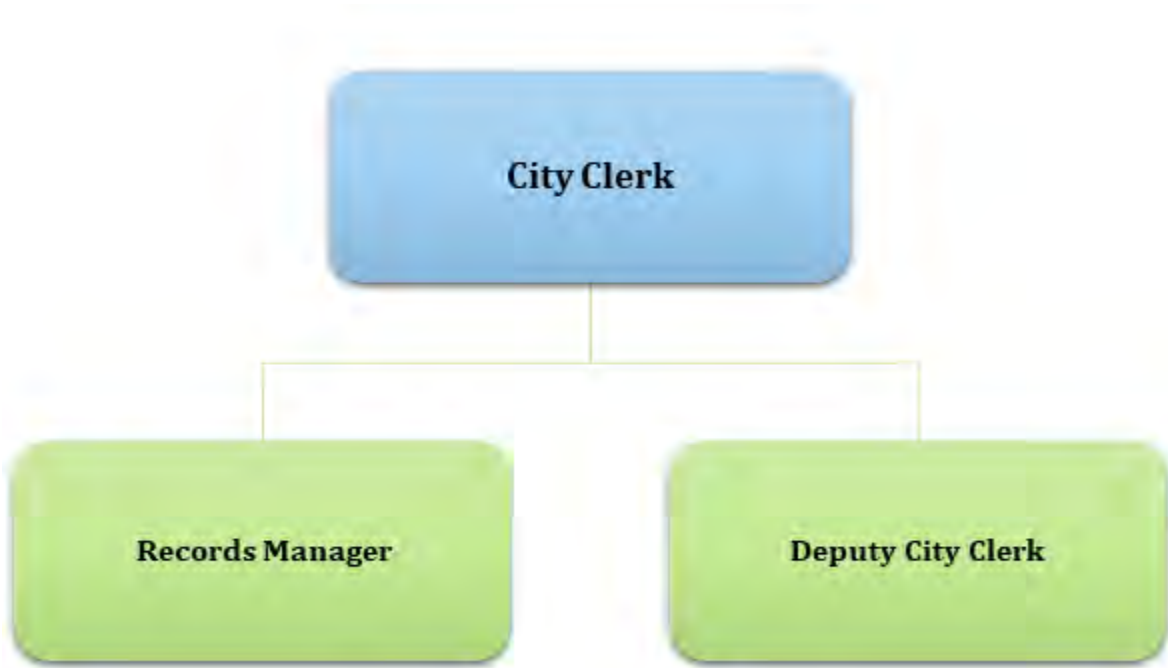
Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Operating	\$ 311,824	\$ 329,305	\$ 320,700	\$ 341,310
Supplies	-	350	1,550	1,050
Total	\$ 311,824	\$ 329,655	\$ 322,250	\$ 342,360

Funding Source				
Total	311,824	329,655	322,250	342,360
Total	\$ 311,824	\$ 329,655	\$ 322,250	\$ 342,360

### City Attorney

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
001-0103-514.31-00	Professional Services	238,832	311,824	328,498	320,000	340,500
001-0103-514.40-00	Travel & Per Diem	780	-	807	700	810
001-0103-514.54-01	Books/Pubs/Subsc/Memb - Prof Dues	-	-	-	700	700
001-0103-514.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	350	-	350	850	350
	<b>Subtotal Operating</b>	<b>\$ 239,962</b>	<b>\$ 311,824</b>	<b>\$ 329,655</b>	<b>\$ 322,250</b>	<b>\$ 342,360</b>
	<b>Total</b>	<b>\$ 239,962</b>	<b>\$ 311,824</b>	<b>\$ 329,655</b>	<b>\$ 322,250</b>	<b>\$ 342,360</b>

# CITY CLERK



### Mission Statement

The City Clerk's mission is to provide effective and efficient administrative support to the City Commission in accordance with Statutes, Charter, Code and City Commission directives. It is also to provide information to the public in a fair, impartial and efficient manner.

### Role of City Clerk

The City Clerk serves as the official record-keeper for the City, perpetuating the minutes of all City Commission meetings and recording all ordinances, resolutions and other actions of the City Commission. The City Clerk is responsible for publishing the agenda and supplemental information for all City Commission meetings. In addition, the Clerk must ensure that all meetings are held "in the Sunshine" with legal notice and in compliance with public records laws.

### Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 207,078	\$ 197,253	\$ 217,228	\$ 234,498
Benefits	91,611	86,595	102,424	125,944
Operating	27,469	30,807	37,623	39,257
Supplies	2,427	3,842	4,287	5,640
<b>Total</b>	<b>\$ 328,585</b>	<b>\$ 318,497</b>	<b>\$ 361,562</b>	<b>\$ 405,339</b>

<b>Funding Source</b>				
Total	328,585	318,497	361,562	405,339
<b>Total</b>	<b>\$ 328,585</b>	<b>\$ 318,497</b>	<b>\$ 361,562</b>	<b>\$ 405,339</b>

### Authorized Positions

	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
City Clerk	427	1.00	1.00	-	1.00	-
Records Manager	420	1.00	1.00	-	1.00	-
Deputy City Clerk	415	1.00	1.00	-	1.00	-
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>-</b>	<b>3.00</b>	<b>-</b>

## *Our Accomplishments in 2021-22*

- ❖ Attended annual conferences and trainings towards obtaining certifications.
- ❖ Scanned documents from storage into laserfiche.
- ❖ Introduced the GovQA to the Police department.
- ❖ Began redistricting process based on the 2020 Census.

## *Goals and Objectives for 2022-23*

- ❖ Implement agenda management software.
- ❖ Recodify Ordinances.
- ❖ Continue to scan old documents from storage onto laserfische.

<b>City Clerk Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Commission Agendas Prepared	50	50	50	51
Minutes Prepared	50	50	50	51
Ordinances Prepared for Adoption	50	72	80	80
Resolutions Prepared for Approval	70	79	80	80
Laserfische Documents Scanned	18,000	19,035	20,000	25,000
Documents Disposed (cubic feet)	500	525	550	600
Public Records Requests Processed	250	275	300	300

## City Clerk

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0104-512.12-00	Regular Salaries & Wages	185,084	204,486	194,230	213,388	230,658
001-0104-512.12-02	Regular Salaries - Additional Pays	2,787	1,100	1,080	840	840
001-0104-512.14-00	Overtime	2,801	1,492	1,943	3,000	3,000
001-0104-512.21-00	FICA/Medicare Taxes	14,148	15,368	14,783	15,758	18,005
001-0104-512.22-01	Retirement Contributions - FRS	32,786	35,445	36,293	41,165	49,786
001-0104-512.23-00	Medical Insurance	34,531	39,107	33,755	43,728	56,358
001-0104-512.23-02	Medical Insurance - Life & ST Disability	1,233	1,320	1,326	1,314	1,504
001-0104-512.24-00	Worker's Compensation	378	371	438	459	291
	<b>Subtotal Personnel Services</b>	<b>\$ 273,748</b>	<b>\$ 298,689</b>	<b>\$ 283,848</b>	<b>\$ 319,652</b>	<b>\$ 360,442</b>
<b>Operating</b>						
001-0104-512.31-00	Professional Services	1,252	3,270	-	-	-
001-0104-512.34-00	Other Contractual Services	-	104	1,136	3,300	3,000
001-0104-512.40-00	Travel & Per Diem	2,174	899	2,922	2,828	3,628
001-0104-512.41-00	Communications Services	2,004	2,133	2,075	1,757	1,156
001-0104-512.42-00	Postage & Transportation	382	164	150	250	250
001-0104-512.44-00	Rentals & Leases	2,483	1,499	1,608	1,500	1,500
001-0104-512.45-01	Insurance - Operating Liability	1,157	1,248	686	4,048	4,583
001-0104-512.46-00	Repair & Maintenance Services	-	-	-	600	-
001-0104-512.47-00	Printing & Binding	3,074	5,069	4,589	5,150	5,150
001-0104-512.49-00	Other Charges/Obligations	19,680	13,083	17,641	18,190	19,990
001-0104-512.51-00	Office Supplies	769	546	764	600	750
001-0104-512.52-00	Operating Supplies	191	356	101	400	400
001-0104-512.52-05	Operating Supplies - Uniforms	-	-	155	300	300
001-0104-512.54-01	Books/Pubs/Subsc/Memb - Prof Dues	784	830	960	1,536	1,450
001-0104-512.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	1,115	695	1,825	1,430	2,700
001-0104-512.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	37	21	40
	<b>Subtotal Operating</b>	<b>\$ 35,065</b>	<b>\$ 29,896</b>	<b>\$ 34,649</b>	<b>\$ 41,910</b>	<b>\$ 44,897</b>
<b>Total</b>		<b>\$ 308,813</b>	<b>\$ 328,585</b>	<b>\$ 318,497</b>	<b>\$ 361,562</b>	<b>\$ 405,339</b>

# HUMAN RESOURCES DEPARTMENT





## Mission Statement

To administer a personnel system, which shall provide for an equitable system of operating procedures designed to ensure uniform, fair and effective treatment of all personnel in accordance with Federal and/or State laws relating to the functions of personnel administration. Also, to administer risk management services to identify insurance needs and risk potential and mitigate claim costs. As well as identify property and liability exposures, insure and mitigate accordingly. And to administer a quality benefits and wellness program to the benefit of employees and eligible dependents. Provide a level of customer service where all employees and citizens are treated as guests of honor.

## Role of Human Resources

The Human Resources/Risk Management Department exists to provide an organizational frame work to recruit, select, classify, compensate, develop, and reward the City's diverse workforce, while ensuring an environment that optimizes safety, productivity, efficiency and effectiveness. Human Resources/Risk Management is also responsible for risk management which oversees more than \$12.4 million in liability, property, casualty, workers compensation and employee health insurance. The City administers liability, property, casualty, workers compensation and employee health insurance with a combination of self-insurance and risk outsourcing. The overall cost of insurance to the City is budgeted in an internal service fund which charges all funds for a share of the cost. The Department of Human Resources/Risk Management provides administrative support to all departments for the management of the City's workforce.

## Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 279,494	\$ 287,062	\$ 372,413	\$ 376,064
Benefits	115,470	115,578	149,990	189,001
Operating	116,293	75,195	136,885	138,539
Supplies	5,406	6,760	13,035	18,910
<b>Total</b>	<b>\$ 516,663</b>	<b>\$ 484,595</b>	<b>\$ 672,323</b>	<b>\$ 722,514</b>

<b>Funding Source</b>				
<b>Total</b>	<b>516,663</b>	<b>484,595</b>	<b>672,323</b>	<b>722,514</b>
<b>Total</b>	<b>\$ 516,663</b>	<b>\$ 484,595</b>	<b>\$ 672,323</b>	<b>\$ 722,514</b>

## Human Resources as a percentage of General Fund

1.2%



The functions of the department are as follows:

- Recruitment and Selection - Provide a quality pool of applicants to fill departmental vacancies through the proper mechanisms in determining relative ability, knowledge, and skills to meet the City's overall goals and objectives.
- Classification and Compensation - Assure both internal and external equities in pay and classification of City employees.
- Employee Relations - These functions revolve around customer service to the employees of the City with the goal of retaining top performers.
- Training - Provide an internal training program for employee training and development.
- Compliance - Endeavors that employee activities are conducted with the highest ethical standards and in compliance with all applicable State and Federal statutes, laws, and regulations.
- Benefits, Wellness and Records Administration - Coordinates the various benefits provided to employees, including, but not exclusive to, health, dental, life, vision, and short term disability insurance, general employee retirement, Family Medical Leave and Health Reimbursement Account reimbursement. This division develops and coordinates various wellness programs and initiatives in order to encourage employee healthy life styles and to mitigate health insurance costs. Also, this division administers the department's public records requests, document retention, as well as maintenance of department files in order to properly maintain personnel, medical, recruitment and claim files in accordance

with State and Federal laws as well as abide by State of Florida public records and retention statutes.

- Risk Management - Ensures proper property and casualty insurance coverages, as well as assist in mitigating claims exposure by reviewing language in Certificates of Insurance and City contracts with vendors. Risk Management is the first contact for all tort and professional liability claims and lawsuits made against the City, as well as workers compensation injuries, for administration, processing and defense. Ensures proper property and casualty insurance coverages, as well as assist in mitigating claims exposure by reviewing language in Certificates of Insurance and City contracts with vendors. Risk Management is the first contact for all tort and professional liability claims and lawsuits made against the City, as well as workers compensation injuries, for administration, processing and defense.

### ***Our Accomplishments in 2021-22***

- ❖ Posted 152 vacancy announcements in FY21, on-boarded 93 new employees.
- ❖ Processed 93 new employees during the monthly new hire orientation sessions.
- ❖ Completed affordable care act form for 600+ individuals.
- ❖ Passed benefits non-discrimination testing.
- ❖ Coordinated the annual safety incentive and service awards luncheons and several other events.

### ***Goals and Objectives for 2022-23***

- ❖ Review recruitment strategies.
- ❖ Pay and classification study completed.
- ❖ Timely vacancy announcements, application referrals, offers, and on-boarding.
- ❖ Explore options to mitigate health insurance costs, including possible audit by a third party.
- ❖ Complete integration between payroll and electronic benefits enrollment provider.

## Human Resources Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Number of days from final approval on requisition to job posting	5	3.9	4	4
Number of days from job posting closing to referrals to respective department	3	2.02	3	3
Number of workers compensation Lost Time Claims; bring employees back to work in restricted duty capacity.	6	9	21*	6

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Human Resources</b>						
Human Resources Director	431	1.00	1.00	-	1.00	-
Risk Manager		-	-	-	-	1.00
Senior HR Analyst-Recruit & Employee Relations	419	1.00	1.00	-	1.00	-
Senior HR Analyst-Benefits, Wellness	418	1.00	1.00	-	1.00	-
Risk Management Administrator	422	1.00	1.00	-	1.00	-
Administrative Specialist III	412	-	0.50	-	0.50	0.50
<b>Total Full Time Equivalents</b>		<b>4.00</b>	<b>4.50</b>	<b>-</b>	<b>4.50</b>	<b>1.50</b>

## Human Resources

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0105-513.12-00	Regular Salaries & Wages	252,963	269,137	278,573	276,990	273,016
001-0105-513.12-02	Regular Salaries - Additional Pays	7,160	9,157	7,289	6,676	7,000
001-0105-513.12-06	Reg Salaries - Opt Out Health Insurance	1,200	1,200	1,200	1,200	1,200
001-0105-513.13-00	Part Time Wages	-	-	-	84,547	93,848
001-0105-513.14-00	Overtime	-	-	-	3,000	1,000
001-0105-513.21-00	FICA/Medicare Taxes	18,322	19,559	19,977	24,505	28,806
001-0105-513.22-01	Retirement Contributions - FRS	38,277	42,783	48,323	57,080	72,698
001-0105-513.23-00	Medical Insurance	46,370	50,887	45,022	65,592	84,537
001-0105-513.23-02	Medical Insurance - Life & ST Disability	1,638	1,722	1,625	2,106	2,498
001-0105-513.24-00	Worker's Compensation	521	519	631	707	462
	<b>Subtotal Personnel Services</b>	<b>\$ 366,451</b>	<b>\$ 394,964</b>	<b>\$ 402,640</b>	<b>\$ 522,403</b>	<b>\$ 565,065</b>
<b>Operating</b>						
001-0105-513.31-00	Professional Services	52,816	74,576	46,614	80,773	77,005
001-0105-513.34-00	Other Contractual Services	6,828	5,926	5,885	9,331	11,750
001-0105-513.40-00	Travel & Per Diem	426	-	1,114	7,800	8,100
001-0105-513.41-00	Communications Services	1,861	1,975	2,916	1,646	3,073
001-0105-513.42-00	Postage & Transportation	1,170	1,129	1,511	1,560	1,560
001-0105-513.44-00	Rentals & Leases	1,875	1,262	1,371	1,998	1,454
001-0105-513.45-01	Insurance - Operating Liability	1,265	1,347	1,050	2,154	2,637
001-0105-513.45-02	Insurance - Auto Liability	109	138	184	238	203
001-0105-513.46-00	Repair & Maintenance Services	1,139	1,701	-	1,500	-
001-0105-513.47-00	Printing & Binding	1,428	2,869	4,903	3,365	3,917
001-0105-513.48-00	Promotional Activities	4,569	4,938	1,816	8,850	12,070
001-0105-513.49-00	Other Charges/Obligations	3,259	20,432	7,831	17,670	16,770
001-0105-513.51-00	Office Supplies	2,917	3,006	4,068	3,650	4,825
001-0105-513.52-00	Operating Supplies	116	964	896	600	5,200
001-0105-513.52-01	Operating Supplies - Gasoline/Diesel/Lubric	-	-	-	200	-
001-0105-513.54-01	Books/Pubs/Subsc/Memb - Prof Dues	210	1,018	867	1,235	1,335
001-0105-513.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	2,442	318	829	4,750	4,950
001-0105-513.54-03	Books/Pubs/Subsc/Memb - Subscriptions	100	100	100	100	100
001-0105-513.55-00	Training	-	-	-	2,500	2,500
	<b>Subtotal Operating</b>	<b>\$ 82,530</b>	<b>\$ 121,699</b>	<b>\$ 81,955</b>	<b>\$ 149,920</b>	<b>\$ 157,449</b>
<b>Total</b>		<b>\$ 448,981</b>	<b>\$ 516,663</b>	<b>\$ 484,595</b>	<b>\$ 672,323</b>	<b>\$ 722,514</b>

# FINANCIAL SERVICES DEPARTMENT



## Mission Statement

To demonstrate excellence in the level of financial services provided to our public customers, elected officials, and the City of Sanford and its departments, while maintaining prudent use of financial resources in compliance with all associated laws, regulation and policies. To support the mission and goals of the City and its departments with timely, reliable, cost-effective technology services and to provide assistance and advice in its use.

## Role of Financial Services Department

The Financial Services Department administers Accounting and Treasury functions, Debt Management, as well as Grant Compliance, Budgeting, Financial Management, Purchasing, and Information Technology Services for all City departments.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 1,061,224	\$ 1,075,007	\$ 1,310,360	\$ 1,546,028
Benefits	401,238	389,926	519,885	728,802
Operating	1,124,037	1,282,176	1,225,746	1,028,082
Supplies	28,153	24,133	53,819	52,541
Total	\$ 2,614,652	\$ 2,771,242	\$ 3,109,810	\$ 3,355,453

Funding Source	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Total	2,614,652	2,771,242	3,109,810	3,355,453
Total	\$ 2,614,652	\$ 2,771,242	\$ 3,109,810	\$ 3,355,453

### Financial Services as a percentage of General Fund

5.5%





## ***Accounting Division***

In its accounting, treasury, debt management, budgeting and financial and grant compliance capacities the Finance Department must ensure complete and accurate accounting of all transactions, and to report all financial information in accordance with professional accounting standards and federal, state, and local laws. This division handles the payroll for all City employees, pays all invoices for goods and services used by City departments, records and tracks fixed assets, monitors grant funding and manages the City's investing and borrowing activities. Finance also coordinates the Annual Comprehensive Financial Report, which is part of the City's annual, independent audit process. The Finance department also assumed the duties of the Budget Department starting with fiscal year 2011 and as such administers the City's budget process as well.

### ***Our accomplishments for 2021-22***

- ❖ Completed the ACFR without audit comments and received the Certificate of Achievement for Excellence in Financial Reporting.
- ❖ Received the Distinguished Budget Award for the 2022 budget.
- ❖ Completion of the budget process.

### ***Goals and objectives for 2022-23***

- ❖ Obtain the Certificate of Excellence in Financial Reporting award.
- ❖ Performance Measurement enhancement Citywide.
- ❖ Coordinate the preparation of the budget document and publish the adopted budget by October 1st.
- ❖ Update accounting policies and procedures.
- ❖ Coordinate with the City's external auditors and provide account analysis, reconciliations, and audit schedules to expedite the audit process and reduce the time needed to complete the Annual Comprehensive Financial Report (ACFR).

## Finance - Accounting Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
# A/P Transaction	5,447	24,123	19,400	19,400
# Purchase Card Transactions	6,072	6,066	7,600	7,600
# Payroll Transaction	14,402	14,817	14,440	14,440
# Budget Adjustments Updated	105	107	90	90
# of Grants Managed	35	40	35	37
# of A/R Invoices Processed	239,492	237,013	238,000	238,000
Cost of Fixed Assets (Citywide Inventory)	\$ 526,000,000	\$ 539,000,000	\$ 521,000,000	\$ 521,000,000
# of Journal Entries Updated	637	739	670	640
# of Grant Compliance Findings	0	0	0	0
# of Audit Adjustments	0	0	0	0
# ACFR Comments	0	0	0	0
# of Adverse Comments on TRIM from DOR	0	0	0	0

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 555,640	\$ 584,603	\$ 732,016	\$ 779,953
Benefits	231,350	230,991	319,153	393,720
Operating	251,095	316,359	192,141	187,762
Supplies	12,506	10,402	23,259	23,319
Total	\$ 1,050,591	\$ 1,142,355	\$ 1,266,569	\$ 1,384,754

Funding Source				
Total	1,050,591	1,142,355	1,266,569	1,384,754
Total	\$ 1,050,591	\$ 1,142,355	\$ 1,266,569	\$ 1,384,754

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Finance - Accounting and Finance</b>						
Finance Director	431	1.00	1.00	-	1.00	-
Finance Manager	426	1.00	1.00	-	1.00	-
Chief Accountant	420	1.00	1.00	-	1.00	-
Performance Management Coordinator	418	1.00	1.00	-	1.00	-
Accountant	417	2.00	2.00	-	2.00	1.00
Payroll Analyst	414	1.00	1.00	-	1.00	-
Fiscal Specialist	412	1.00	1.00	-	1.00	-
Administrative Specialist III	412	1.00	1.00	-	1.00	-
Property/Fixed Assets Technician	410	1.00	1.00	-	1.00	-
Capital Asset Budget and Management Administrator	420	-	1.00	-	1.00	-
Budget Manager		-	-	-	-	1.00
Senior Accountant		-	-	-	-	1.00
Resource Specialist		-	-	-	-	1.00
Fiscal Technician		-	-	-	-	2.00
<b>Total Full Time Equivalents</b>		<b>10.00</b>	<b>11.00</b>	<b>-</b>	<b>11.00</b>	<b>6.00</b>

## Finance/Accounting

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0401-513.12-00	Regular Salaries & Wages	525,996	552,234	582,694	729,296	775,733
001-0401-513.12-02	Regular Salaries - Additional Pays	3,509	1,725	1,303	2,320	1,720
001-0401-513.12-06	Reg Salaries - Opt Out Health Insurance	2,200	100	-	-	-
001-0401-513.14-00	Overtime	1,445	1,581	606	400	2,500
001-0401-513.21-00	FICA/Medicare Taxes	38,219	39,109	41,497	53,334	59,888
001-0401-513.22-01	Retirement Contributions - FRS	61,363	67,107	77,852	99,423	121,168
001-0401-513.23-00	Medical Insurance	86,759	120,440	106,568	160,336	206,646
001-0401-513.23-02	Medical Insurance - Life & ST Disability	3,444	3,669	3,787	4,508	5,050
001-0401-513.24-00	Worker's Compensation	1,059	1,025	1,287	1,552	968
	<b>Subtotal Personnel Services</b>	<b>\$ 723,994</b>	<b>\$ 786,990</b>	<b>\$ 815,594</b>	<b>\$ 1,051,169</b>	<b>\$ 1,173,673</b>
<b>Operating</b>						
001-0401-513.31-00	Professional Services	35,755	93,101	83,346	41,000	38,250
001-0401-513.32-00	Accounting & Auditing	90,000	70,000	70,000	72,100	74,263
001-0401-513.34-00	Other Contractual Services	-	-	105,439	-	-
001-0401-513.40-00	Travel & Per Diem	3,293	3,111	163	9,023	6,423
001-0401-513.41-00	Communications Services	3,148	3,119	3,675	2,899	3,559
001-0401-513.42-00	Postage & Transportation	3,250	3,040	2,666	6,170	6,180
001-0401-513.44-00	Rentals & Leases	6,343	6,445	6,554	6,446	6,554
001-0401-513.45-01	Insurance - Operating Liability	4,636	4,983	2,958	6,964	8,383
001-0401-513.46-00	Repair & Maintenance Services	384	25,840	1,761	5,284	2,450
001-0401-513.47-00	Printing & Binding	1,832	3,209	2,850	3,300	3,200
001-0401-513.49-00	Other Charges/Obligations	42,699	38,247	36,947	38,955	38,500
001-0401-513.51-00	Office Supplies	4,397	3,248	2,126	4,030	3,600
001-0401-513.52-00	Operating Supplies	4,288	1,261	3,217	1,100	1,200
001-0401-513.54-01	Books/Pubs/Subsc/Memb - Prof Dues	3,880	4,604	4,000	4,010	4,200
001-0401-513.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	1,912	3,393	835	14,019	14,219
001-0401-513.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	224	100	100
	<b>Subtotal Operating</b>	<b>\$ 205,817</b>	<b>\$ 263,601</b>	<b>\$ 326,761</b>	<b>\$ 215,400</b>	<b>\$ 211,081</b>
	<b>Total</b>	<b>\$ 929,811</b>	<b>\$ 1,050,591</b>	<b>\$ 1,142,355</b>	<b>\$ 1,266,569</b>	<b>\$ 1,384,754</b>

## Information Technology Services

### Mission Statement

Our mission as the City of Sanford's Information Technology Services Division is to support the mission and goals of the City and its internal departments with timely, reliable, cost-effective technology services and to provide assistance and advice on its use.

### Role of Information Technology

The Information Technology Division is responsible for installing and maintaining all of the City's computers and the supporting infrastructure to include: Desktops, Laptops, Servers, Routers, Switches, Cell Phones, Desk Phones, Software Applications and more. The department suggests and pioneers new technology implementations that meet the goals and needs of the city, develops policies and procedures relating to technology, and trains employees on its use. The IT department also services the city's GIS needs, maintaining and working with GPS related data in order for city employees to understand this information as it relates to a location on a map.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 390,721	\$ 395,815	\$ 452,784	\$ 622,490
Benefits	125,111	124,958	147,176	287,589
Operating	869,501	962,633	1,028,904	833,692
Supplies	14,153	12,333	25,875	24,580
Total	\$ 1,399,486	\$ 1,495,739	\$ 1,654,739	\$ 1,768,351

Funding Source				
Total	1,399,486	1,495,739	1,654,739	1,768,351
Total	\$ 1,399,486	\$ 1,495,739	\$ 1,654,739	\$ 1,768,351

## Our Accomplishments in 2021-22

- ❖ Participated in utilities EPA and DHS technical readiness audits.
- ❖ Developed and implemented new City website.
- ❖ Upgraded email system to latest Microsoft exchange virtual server environment.
- ❖ Migrated to VMware platform redistricting software solution.
- ❖ Integrated with GIS to implement cloud ecosystem in secure government data center.

## Goals and Objectives for 2022-23

- ❖ Implement development tools to adopt modern ways of working.
- ❖ Reorganize IT to support service management methodology.
- ❖ Implement new work order and asset management system.
- ❖ Implement new city mobile application for improved customer experience.

<b>Finance - Information Services Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
% of Requests Completed	97%	91%	91%	96%
% of time with No Significant Outage	95%	96%	95%	95%
% of Projects Completed	50%	40%	40%	75%
Customer Satisfaction	Satisfied	Satisfied	Satisfied	Satisfied

## Authorized Positions

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>Finance - Information Systems</b>						
Communications Manager		-	-	-	-	1.00
Computer Support Technician		-	-	-	-	1.00
Network/Operations Administrator	426	1.00	1.00	-	1.00	-
Network Engineer	422	1.00	1.00	-	1.00	-
System Analyst	420	1.00	1.00	-	1.00	-
Systems Engineer	422	1.00	1.00	-	1.00	-
System Security Administrator	420	1.00	1.00	-	1.00	-
Service Delivery Coordinator	422	-	-	1.00	1.00	-
Technician Level I	413	-	-	2.00	2.00	-
Technician Level II	416	-	-	1.00	1.00	-
GIS Analyst **	416	0.50	0.50	-	0.50	-
Help Desk Technician	413	-	-	-	-	1.00
		<b>5.50</b>	<b>5.50</b>	<b>4.00</b>	<b>9.50</b>	<b>3.00</b>

\*\*Split between funds or departments/divisions

## Information Technology

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0402-513.12-00	Regular Salaries & Wages	352,163	364,499	375,144	432,142	597,684
001-0402-513.12-02	Regular Salaries - Additional Pays	10,258	10,661	10,900	11,442	14,606
001-0402-513.12-06	Reg Salaries - Opt Out Health Insurance	1,200	1,200	1,200	1,200	1,200
001-0402-513.14-00	Overtime	11,858	14,361	8,571	8,000	9,000
001-0402-513.21-00	FICA/Medicare Taxes	27,744	28,949	29,380	31,296	47,795
001-0402-513.22-01	Retirement Contributions - FRS	31,097	34,747	40,350	45,715	74,640
001-0402-513.23-00	Medical Insurance	52,290	57,233	50,650	65,592	159,681
001-0402-513.23-02	Medical Insurance - Life & ST Disability	2,372	2,519	2,592	2,562	3,924
001-0402-513.24-00	Worker's Compensation	1,692	1,663	1,986	2,011	1,549
	<b>Subtotal Personnel Services</b>	<b>\$ 490,674</b>	<b>\$ 515,832</b>	<b>\$ 520,773</b>	<b>\$ 599,960</b>	<b>\$ 910,079</b>
<b>Operating</b>						
001-0402-513.31-00	Professional Services	271,550	246,588	234,499	303,000	68,500
001-0402-513.40-00	Travel & Per Diem	3	15	-	1,000	1,000
001-0402-513.41-00	Communications Services	11,092	8,787	18,716	36,850	29,920
001-0402-513.42-00	Postage & Transportation	13	-	122	300	300
001-0402-513.44-00	Rentals & Leases	121	90	424	128	424
001-0402-513.45-01	Insurance - Operating Liability	11,496	12,476	10,939	12,974	17,531
001-0402-513.45-02	Insurance - Auto Liability	154	196	260	337	288
001-0402-513.46-00	Repair & Maintenance Services	639,739	540,895	679,941	664,175	701,919
001-0402-513.46-04	Repair & Maintenance Services	622	10,631	2,164	9,400	13,040
001-0402-513.47-00	Printing & Binding	319	335	261	340	270
001-0402-513.49-00	Other Charges/Obligations	519	49,488	15,307	400	500
001-0402-513.51-00	Office Supplies	36	181	866	800	1,000
001-0402-513.52-00	Operating Supplies	16,488	12,671	10,888	15,000	15,000
001-0402-513.52-01	Operating Supplies - Gasoline/Diesel/Lubric	1,598	1,301	579	1,500	1,500
001-0402-513.54-01	Books/Pubs/Subsc/Memb - Prof Dues	-	-	-	395	200
001-0402-513.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	-	-	-	7,580	6,880
001-0402-513.54-03	Books/Pubs/Subsc/Memb - Subscriptions	112	-	-	600	-
	<b>Subtotal Operating</b>	<b>\$ 953,862</b>	<b>\$ 883,654</b>	<b>\$ 974,966</b>	<b>\$ 1,054,779</b>	<b>\$ 858,272</b>
<b>Total</b>		<b>\$ 1,444,536</b>	<b>\$ 1,399,486</b>	<b>\$ 1,495,739</b>	<b>\$ 1,654,739</b>	<b>\$ 1,768,351</b>

## ***Purchasing Division***

The Finance Department, also includes the Purchasing Division, which is responsible to manage the citywide procurement process to provide a highly cost-effective acquisition process that delivers innovative, effective, and timely contracting solutions in concert with the highest standards of ethics and professionalism.

### **Summary**

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 114,863	\$ 94,589	\$ 125,560	\$ 143,585
Benefits	44,777	33,977	53,556	47,493
Operating	3,441	3,184	4,701	6,628
Supplies	1,494	1,398	4,685	4,642
<b>Total</b>	<b>\$ 164,575</b>	<b>\$ 133,148</b>	<b>\$ 188,502</b>	<b>\$ 202,348</b>

<b>Funding Source</b>				
Total	164,575	133,148	188,502	202,348
<b>Total</b>	<b>\$ 164,575</b>	<b>\$ 133,148</b>	<b>\$ 188,502</b>	<b>\$ 202,348</b>

### ***Our Accomplishments in 2021-22***

- ❖ Processed 2 CCNA solicitations to update contracts.
- ❖ ODP purchases saved the City \$51,070.
- ❖ Implemented electronic processing of purchase orders, renewal agreements, and contracts.
- ❖ Established a fuel policy procedure.

### ***Goals and Objectives for 2022-23***

- ❖ Implement a contract management software.
- ❖ Implement videos for training purposes.
- ❖ Finalize the purchasing policy.
- ❖ Find an alternative software system for electronic signatures.
- ❖ Implement a blanket purchase order procedure.

## **Finance - Purchasing Performance Measures**

<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Purchase orders processed	1,255	739	997	1,200
RFP's, RFQ's, and bids processed	157	121	139	160



## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Finance - Purchasing</b>						
Purchasing Manager **	425	0.97	0.97	-	0.97	-
Purchasing Coordinator	423	-	1.00	-	1.00	-
Purchasing Analyst	414	1.00	-	-	-	-
<b>Total Full Time Equivalents</b>		<b>1.97</b>	<b>1.97</b>	<b>-</b>	<b>1.97</b>	<b>-</b>

\*\*Split between funds or departments/divisions

### Purchasing

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-0403-513.12-00	Regular Salaries & Wages	102,847	112,809	92,841	124,458	141,283
001-0403-513.12-02	Regular Salaries - Additional Pays	913	1,125	1,103	1,102	1,102
001-0403-513.12-06	Reg Salaries - Opt Out Health Insurance	-	-	-	-	1,200
001-0403-513.14-00	Overtime	421	929	645	-	-
001-0403-513.21-00	FICA/Medicare Taxes	7,532	8,154	6,899	9,642	11,026
001-0403-513.22-01	Retirement Contributions - FRS	8,624	10,209	9,566	14,100	17,136
001-0403-513.23-00	Medical Insurance	20,719	25,423	16,653	28,715	18,223
001-0403-513.23-02	Medical Insurance - Life & ST Disability	675	775	649	816	930
001-0403-513.24-00	Worker's Compensation	210	216	210	283	178
	<b>Subtotal Personnel Services</b>	<b>\$ 141,941</b>	<b>\$ 159,640</b>	<b>\$ 128,566</b>	<b>\$ 179,116</b>	<b>\$ 191,078</b>
<b>Operating</b>						
001-0403-513.34-00	Other Contractual Services	-	-	186	-	-
001-0403-513.40-00	Travel & Per Diem	917	-	-	1,600	1,600
001-0403-513.41-00	Communications Services	393	658	1,009	321	1,041
001-0403-513.42-00	Postage & Transportation	436	327	10	320	320
001-0403-513.44-00	Rentals & Leases	364	270	379	383	383
001-0403-513.45-01	Insurance - Operating Liability	760	792	686	660	893
001-0403-513.46-00	Repairs and Maintenance	-	74	-	-	-
001-0403-513.47-00	Printing & Binding	564	780	655	692	692
001-0403-513.49-00	Other Charges/Obligations	592	540	259	725	1,699
001-0403-513.51-00	Office Supplies	996	760	635	800	800
001-0403-513.52-00	Operating Supplies	20	-	57	10	10
001-0403-513.52-05	Operating Supplies - Uniforms	-	69	-	250	250
001-0403-513.54-01	Books/Pubs/Subsc/Memb - Prof Dues	769	555	706	380	390
001-0403-513.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	789	110	-	2,945	3,192
001-0403-513.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	-	300	-
	<b>Subtotal Operating</b>	<b>\$ 6,600</b>	<b>\$ 4,935</b>	<b>\$ 4,582</b>	<b>\$ 9,386</b>	<b>\$ 11,270</b>
<b>Total</b>		<b>\$ 148,541</b>	<b>\$ 164,575</b>	<b>\$ 133,148</b>	<b>\$ 188,502</b>	<b>\$ 202,348</b>

**Mission Statement**

The non-departmental program includes all costs and activities not allocated to one specific department. Expenditures are managed by the Finance Director, including: amortization expense and any related debt expense; retiree payments and insurance; aid to private organizations and transfers.

**Summary**

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 8,400	\$ 9,300	\$ 10,100	\$ 9,600
Benefits	666,695	595,205	773,827	1,157,520
Operating	1,717	5,596	15,000	15,000
Other	6,348	6,528	6,800	6,800
Transfers	6,785,997	5,907,951	5,552,049	5,504,775
<b>Total</b>	<b>\$ 7,469,157</b>	<b>\$ 6,524,580</b>	<b>\$ 6,357,776</b>	<b>\$ 6,693,695</b>

<b>Funding Source</b>				
Total	7,469,157	6,524,580	6,357,776	6,693,695
<b>Total</b>	<b>\$ 7,469,157</b>	<b>\$ 6,524,580</b>	<b>\$ 6,357,776</b>	<b>\$ 6,693,695</b>

**Non-Departmental as a percentage of General Fund**

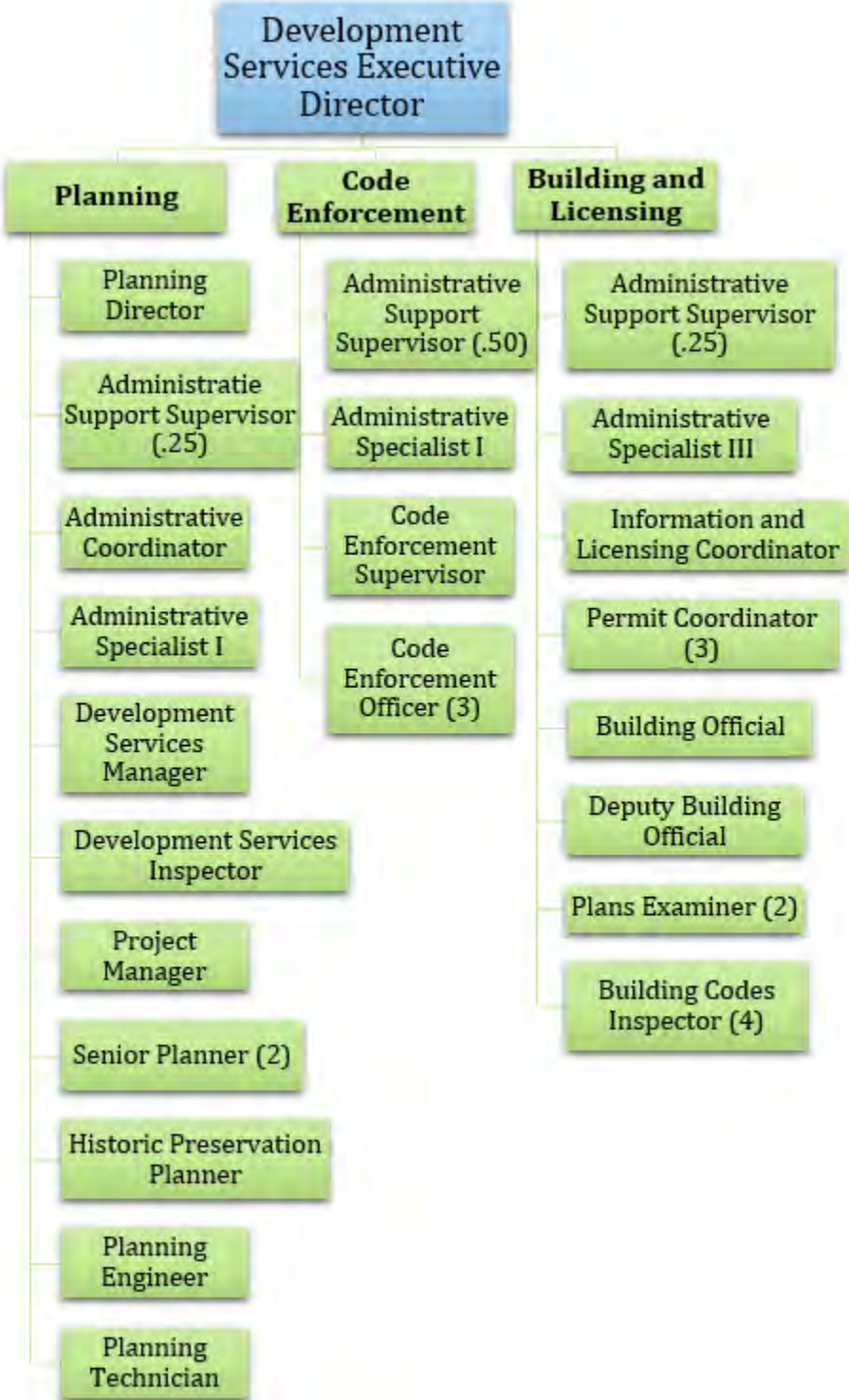
**11.0%**



## Non-Departmental

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-7979-518.12-06	Retiree Payments	9,600	8,400	9,300	10,100	9,600
001-7979-518.23-03	Medical/Life Insurance	645,113	666,695	595,205	773,827	1,157,520
	<b>Subtotal Personnel Services</b>	<b>\$ 654,713</b>	<b>\$ 675,095</b>	<b>\$ 604,505</b>	<b>\$ 783,927</b>	<b>\$ 1,167,120</b>
<b>Operating</b>						
001-7979-539.31-00	Professional Services	14,454	1,717	5,596	15,000	15,000
	<b>Subtotal Operating</b>	<b>\$ 14,454</b>	<b>\$ 1,717</b>	<b>\$ 5,596</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>Other</b>						
001-7979-569.82-06	Aid to Private Organization	3,396	6,348	6,528	6,800	6,800
	<b>Subtotal Other</b>	<b>\$ 3,396</b>	<b>\$ 6,348</b>	<b>\$ 6,528</b>	<b>\$ 6,800</b>	<b>\$ 6,800</b>
<b>Transfers</b>						
001-7979-581.91-08	Transfers	9,045	-	-	-	-
001-7979-581.91-20	Transfers-Debt	1,781,714	1,731,941	1,612,000	1,681,412	1,993,966
001-7979-581.91-22	Transfers	152,294	-	168,478	-	-
001-7979-581.91-28	Transfers-Capital Equipment	2,339,629	3,948,135	3,762,619	3,011,122	2,301,144
001-7979-581.91-31	Transfers	-	663,072	160,489	-	-
001-7979-581.91-36	Transfers	164,689	-	-	-	-
001-7979-581.91-37	Transfer-Cemetery	-	7,425	-	61,859	62,000
001-7979-581.91-63	Transfers	-	25,000	26,373	-	-
001-7979-581.91-74	PAC Transfer	-	-	-	-	112,000
001-7979-581.91-79	Transfers-Mayfair	1,110,611	310,000	60,000	60,000	135,000
001-7979-590.99-01	Other Uses	-	100,424	117,992	315,000	315,000
001-7979-590.99-70	Other Uses	-	-	-	422,656	585,665
	<b>Subtotal Transfers</b>	<b>\$ 5,557,982</b>	<b>\$ 6,785,997</b>	<b>\$ 5,907,951</b>	<b>\$ 5,552,049</b>	<b>\$ 5,504,775</b>
<b>Total</b>		<b>\$ 6,230,545</b>	<b>\$ 7,469,157</b>	<b>\$ 6,524,580</b>	<b>\$ 6,357,776</b>	<b>\$ 6,693,695</b>

# DEVELOPMENT SERVICES DEPARTMENT



**Mission Statement**

To make Sanford a place where people want to be by providing a safe, clean, healthy, and sustainable environment that exceeds expectations.

**Vision**

To make Sanford a premier City in which to live, work and play by embracing our diversity, celebrating our past and planning for our future.

**Role of Planning & Development Services**

The Planning and Development department is responsible for the administration of the City's Comprehensive Plan and Land Development Regulations.

**Summary**

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 1,040,121	\$ 995,400	\$ 1,156,029	\$ 1,388,904
Benefits	405,455	388,734	517,938	674,289
Operating	195,456	326,106	266,989	375,154
Supplies	43,506	51,426	71,978	92,971
<b>Total</b>	<b>\$ 1,684,538</b>	<b>\$ 1,761,666</b>	<b>\$ 2,012,934</b>	<b>\$ 2,531,318</b>

<b>Funding Source</b>				
Total	1,684,538	1,761,666	2,012,934	2,531,318
<b>Total</b>	<b>\$ 1,684,538</b>	<b>\$ 1,761,666</b>	<b>\$ 2,012,934</b>	<b>\$ 2,531,318</b>

**Development Services as a percentage of General Fund**

**4.2%**



## Planning Division

Planning activities include but are not limited to the following:

- Addressing
- Annexations
- Building Plans Review
- Certificates of Appropriateness
- Concurrency
- Conditional Uses
- Development Agreements
- Future Land Use Amendments
- Historic Preservation
- Master Plans
- Public Art
- Rezoning
- ROW Use Permits
- Site and Engineering Plans
- Site Development Inspections
- Street Vacates and Easements
- Subdivision Plats
- Variances
- Vested Rights

The division also issues site development permits and development orders. In addition to working with the business and development community on the items listed, Planning's staff also coordinates the activities of the Planning and Zoning Commission, Historic Preservation Board, Public Art Commission and the Development Review Team as well as development approvals before the City Commission.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 659,771	\$ 555,715	\$ 756,625	\$ 848,976
Benefits	252,131	223,407	343,740	400,375
Operating	77,220	192,168	50,041	143,307
Supplies	35,252	38,013	56,392	54,638
Total	\$ 1,024,374	\$ 1,009,303	\$ 1,206,798	\$ 1,447,296

Funding Source				
Total	1,024,374	1,009,303	1,206,798	1,447,296
Total	\$ 1,024,374	\$ 1,009,303	\$ 1,206,798	\$ 1,447,296

## *Our Accomplishments in 2021-22*

- ❖ Development of a resiliency element to the Comprehensive Plan.

## *Goals and Objectives for 2022-23*

- ❖ Complete RFP for Illustrated Design.
- ❖ Begin the update of Land Development Regulations.

<b>Development Services - Planning Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Development Applications Processed	691	675	806	839
Total Permits Reviewed	3,506	6,802	6,813	9,014
Development Permits Issued	373	448	409	446
Development Fees	\$ 364,422	\$ 652,120	\$ 1,111,042	\$ 1,455,815

## **Authorized Positions**

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>Development Services-Planning</b>						
Executive Director of Development Services**	433	0.50	0.50	-	0.50	-
Planning Director	431	1.00	1.00	-	1.00	-
Planning Manager	424	1.00	1.00	-	1.00	-
Project Engineer	423	1.00	1.00	-	1.00	-
Planning Engineer	421	1.00	1.00	-	1.00	-
Senior Planner	419	2.00	2.00	-	2.00	-
Historic Preservation Planner	418	1.00	1.00	-	1.00	-
Planning Technician	413	1.00	1.00	-	1.00	-
Administrative Specialist I	406	-	1.00	-	1.00	-
Administrative Support Supervisor **	415	-	-	0.25	0.25	-
Administrative Coordinator	413	1.00	1.00	-	1.00	-
Development Services Inspector		-	-	1.00	1.00	-
Principal Planner		-	-	-	-	1.00
Intern		-	-	-	-	0.50
<b>Total Full Time Equivalents</b>		<b>9.50</b>	<b>10.50</b>	<b>1.25</b>	<b>11.75</b>	<b>1.50</b>

\*\*Split between funds or departments/divisions



## Planning

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-1110-515.12-00	Regular Salaries & Wages	554,658	653,382	549,807	743,994	835,586
001-1110-515.12-02	Regular Salaries - Additional Pays	9,171	6,096	5,796	11,910	11,390
001-1110-515.12-06	Reg Salaries - Opt Out Health Insurance	-	-	-	-	1,500
001-1110-515.14-00	Overtime	54	293	112	721	500
001-1110-515.21-00	FICA/Medicare Taxes	40,808	44,593	39,968	55,519	65,189
001-1110-515.22-01	Retirement Contributions - FRS	66,612	76,923	83,565	117,964	129,227
001-1110-515.23-00	Medical Insurance	101,568	111,862	84,815	150,312	190,307
001-1110-515.23-02	Medical Insurance - Life & ST Disability	3,728	3,861	3,438	4,614	5,475
001-1110-515.24-00	Worker's Compensation	11,710	11,317	11,621	15,331	10,177
001-1110-515.25-00	Unemployment	-	3,575	-	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 788,309</b>	<b>\$ 911,902</b>	<b>\$ 779,122</b>	<b>\$ 1,100,365</b>	<b>\$ 1,249,351</b>
<b>Operating</b>						
001-1110-515.31-00	Professional Services	2,550	2,614	126,520	-	75,000
001-1110-515.34-00	Other Contractual Services	-	33,164	21,107	-	-
001-1110-515.40-00	Travel & Per Diem	35	15	-	5,000	7,000
001-1110-515.41-00	Communications Services	4,445	4,955	6,185	4,366	4,366
001-1110-515.42-00	Postage & Transportation	2,437	1,187	1,599	2,300	2,300
001-1110-515.44-00	Rentals & Leases	2,560	2,944	3,053	2,436	2,436
001-1110-515.45-01	Insurance - Operating Liability	3,442	3,664	3,664	5,967	7,287
001-1110-515.45-02	Insurance - Auto Liability	154	215	215	369	315
001-1110-515.46-00	Repair & Maintenance Services	10,437	15,644	14,963	14,900	29,900
001-1110-515.47-00	Printing & Binding	4,017	2,817	2,807	3,353	3,353
001-1110-515.48-00	Promotional Activities	180	330	320	1,000	1,000
001-1110-515.49-00	Other Charges/Obligations	11,275	9,671	11,735	10,350	10,350
001-1110-515.51-00	Office Supplies	2,227	930	869	2,500	2,500
001-1110-515.52-00	Operating Supplies	695	15	3,716	6,400	6,400
001-1110-515.52-01	Operating Supplies - Gasoline/Diesel/Lubric	779	286	-	1,200	1,200
001-1110-515.52-05	Operating Supplies - Uniforms	124	1,097	854	1,080	1,650
001-1110-515.54-01	Books/Pubs/Subsc/Memb - Prof Dues	2,219	2,907	2,359	7,566	7,566
001-1110-515.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	425	500	80	6,750	3,500
001-1110-515.54-05	Books/Pubs/Subsc/Memb - Metro Plan	28,920	29,517	30,135	30,896	31,822
	<b>Subtotal Operating</b>	<b>\$ 76,921</b>	<b>\$ 112,472</b>	<b>\$ 230,181</b>	<b>\$ 106,433</b>	<b>\$ 197,945</b>
<b>Total</b>		<b>\$ 865,230</b>	<b>\$ 1,024,374</b>	<b>\$ 1,009,303</b>	<b>\$ 1,206,798</b>	<b>\$ 1,447,296</b>



## Code Enforcement Division

Code Enforcement assists the citizens of Sanford in keeping their neighborhoods in compliance with City codes. Keeping properties code compliant protects and enhances property values and makes the City a more attractive place to live, work, and shop. Code Enforcement is primarily responsible for enforcement of most of the City’s Code of Ordinances and Land Development Codes. The Code Enforcement office completes proactive inspections in the City and receives complaints from citizens with the goal of achieving cooperative compliance. Cases that go unresolved by the responsible party may go to the City’s Special Magistrate for action.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 301,539	\$ 354,051	\$ 314,180	\$ 446,068
Benefits	122,814	132,910	140,751	234,099
Operating	108,078	126,192	205,869	219,768
Supplies	7,948	13,251	15,026	37,273
Total	\$ 540,379	\$ 626,404	\$ 675,826	\$ 937,208

Funding Source				
Total	540,379	626,404	675,826	937,208
Total	\$ 540,379	\$ 626,404	\$ 675,826	\$ 937,208

### *Our Accomplishments in 2021-22*

- ❖ Re-established the Nuisance Abatement team.
- ❖ Expansion of the Building Blocks application.

### *Goals and Objectives for 2022-23*

- ❖ Develop and implement an in-house Code Enforcement Academy.
- ❖ Become a regional training site for Florida Association of Code Enforcement.
- ❖ Complete the demolition of seven dilapidated structures.

## Development Services - Code Enforcement Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Number of code complaints received	1,733	1,196	664	864
Number of cases taken to Special Magistrate	387	369	152	186
Number of cases closed by compliance	1,385	1,043	354	927
Number of cases fine imposed	23	28	26	25
Number of cases abated by city	117	115	124	118

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Code Enforcement</b>						
Executive Director of Development Services **	433	0.15	0.15	-	0.15	-
Administrative Coordinator	413	1.00	1.00	(1.00)	-	-
Administrative Support Supervisor **	415	-	-	0.50	0.50	-
Administrative Specialist I	406	1.00	1.00	-	1.00	-
Code Enforcement Officer	413	3.00	3.00	2.00	5.00	-
Code Enforcement Supervisor	417	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>6.15</b>	<b>6.15</b>	<b>1.50</b>	<b>7.65</b>	<b>-</b>

\*\*Split between funds or departments/divisions

## Code Enforcement

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-1103-519.12-00	Regular Salaries & Wages	273,045	289,322	351,222	307,060	438,728
001-1103-519.12-02	Regular Salaries - Additional Pays	2,463	10,965	1,163	1,240	1,240
001-1103-519.12-06	Reg Salaries - Opt Out Health Insurance	1,200	1,200	1,400	1,200	600
001-1103-519.14-00	Overtime	126	52	266	4,680	5,500
001-1103-519.21-00	FICA/Medicare Taxes	19,590	22,063	25,871	23,180	34,250
001-1103-519.22-01	Retirement Contributions - FRS	30,344	37,955	45,946	35,235	57,696
001-1103-519.23-00	Medical Insurance	52,475	56,703	51,353	75,067	134,320
001-1103-519.23-02	Medical Insurance - Life & ST Disability	1,832	1,936	1,920	1,928	2,864
001-1103-519.24-00	Worker's Compensation	4,139	3,882	4,795	5,341	4,969
001-1103-519.25-00	Unemployment	-	275	3,025	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 385,214</b>	<b>\$ 424,353</b>	<b>\$ 486,961</b>	<b>\$ 454,931</b>	<b>\$ 680,167</b>
<b>Operating</b>						
001-1103-519.31-00	Professional Services	13,903	10,053	45,479	15,500	15,500
001-1103-519.34-01	Other Contractual Services - Lot Mowing	49,850	51,110	36,745	54,000	54,000
001-1103-519.34-02	Other Contractual Services - Demolition	31,535	7,350	-	80,000	80,000
001-1103-519.40-00	Travel & Per Diem	197	30	-	1,070	7,000
001-1103-519.41-00	Communications Services	7,359	7,376	8,155	7,400	9,736
001-1103-519.42-00	Postage & Transportation	8,684	4,404	6,290	10,000	8,000
001-1103-519.44-00	Rentals & Leases	1,453	849	958	1,574	958
001-1103-519.45-01	Insurance - Operating Liability	2,253	2,388	2,388	3,724	4,494
001-1103-519.45-02	Insurance - Auto Liability	897	1,116	1,116	2,201	1,880
001-1103-519.46-00	Repair & Maintenance Services	40,999	15,822	14,173	17,200	25,000
001-1103-519.47-00	Printing & Binding	2,225	907	2,246	1,200	1,200
001-1103-519.49-00	Other Charges/Obligations	15,226	6,673	8,642	12,000	12,000
001-1103-519.51-00	Office Supplies	2,975	1,968	3,122	3,000	3,000
001-1103-519.52-00	Operating Supplies	2,055	456	1,144	3,000	3,000
001-1103-519.52-01	Operating Supplies - Gasoline/Diesel/Lubric	4,541	3,455	3,709	4,176	15,248
001-1103-519.52-05	Operating Supplies - Uniforms	1,361	442	2,276	1,500	5,500
001-1103-519.54-01	Books/Pubs/Subsc/Memb - Prof Dues	1,687	1,030	400	350	1,000
001-1103-519.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	2,050	597	2,600	3,000	3,675
001-1103-519.55-00	Training	-	-	-	-	5,850
	<b>Subtotal Operating</b>	<b>\$ 189,250</b>	<b>\$ 116,026</b>	<b>\$ 139,443</b>	<b>\$ 220,895</b>	<b>\$ 257,041</b>
<b>Total</b>		<b>\$ 574,464</b>	<b>\$ 540,379</b>	<b>\$ 626,404</b>	<b>\$ 675,826</b>	<b>\$ 937,208</b>

## Business Tax Receipts Division

The Business Tax Receipts division is the collection and assessment point for business tax revenue. The conduct of businesses in the City is regulated by verification of compliance with State statutes and licensing requirements.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 78,811	\$ 85,634	\$ 85,224	\$ 93,860
Benefits	30,510	32,417	33,447	39,815
Operating	10,158	7,746	11,079	12,079
Supplies	306	162	560	1,060
Total	\$ 119,785	\$ 125,959	\$ 130,310	\$ 146,814

Funding Source				
Total	119,785	125,959	130,310	146,814
Total	\$ 119,785	\$ 125,959	\$ 130,310	\$ 146,814

### *Our Accomplishments in 2021-22*

- ❖ Finalized implementation of Citizenseve.

### *Goals and Objectives for 2022-23*

- ❖ Develop more effective protocols for BTR enforcement.

## Development Services - Business Tax Receipts Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2020-2021	Proposed 2022-2023
Business Tax Receipts billed	2,800	2,673	2,784	2,820
Business Tax Receipts second notices	870	546	332	370
Tax Due Notices to collections	-	115	90	100

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Business Tax Receipts</b>						
Deputy Building Official **	422	0.05	0.05	-	0.05	-
Permit/Licensing Coordinator **	415	0.95	-	-	-	-
Information and Licensing Coordinator	417	-	1.00	-	1.00	-
Permit Coordinator **	408	0.09	0.09	-	0.09	-
Administrative Specialist III **	412	-	0.10	-	0.10	-
<b>Total Full Time Equivalents</b>		<b>1.09</b>	<b>1.24</b>	<b>-</b>	<b>1.24</b>	<b>-</b>

\*\*Split between funds or departments/divisions

## Business Tax Receipts

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-1101-513.12-00	Regular Salaries & Wages	93,080	78,253	84,629	82,608	92,668
001-1101-513.12-02	Regular Salaries - Additional Pays	310	30	30	-	-
001-1101-513.12-06	Reg Salaries - Opt Out Health Insurance	-	27	36	36	192
001-1101-513.14-00	Overtime	188	501	939	2,580	1,000
001-1101-513.21-00	FICA/Medicare Taxes	6,694	5,501	5,918	6,230	7,207
001-1101-513.22-01	Retirement Contributions - FRS	7,785	7,075	8,753	9,150	10,568
001-1101-513.23-00	Medical Insurance	23,522	17,166	16,873	17,282	21,265
001-1101-513.23-02	Medical Insurance - Life & ST Disability	600	480	510	508	600
001-1101-513.24-00	Worker's Compensation	323	288	363	277	175
	<b>Subtotal Personnel Services</b>	<b>\$ 132,502</b>	<b>\$ 109,321</b>	<b>\$ 118,051</b>	<b>\$ 118,671</b>	<b>\$ 133,675</b>
<b>Operating</b>						
001-1101-513.34-00	Other Contractual Services	317	-	-	250	250
001-1101-513.40-00	Travel & Per Diem	-	-	-	-	1,000
001-1101-513.41-00	Communications Services	196	185	135	180	180
001-1101-513.42-00	Postage & Transportation	2,554	934	912	1,300	1,300
001-1101-513.44-00	Rentals & Leases	658	381	490	730	730
001-1101-513.45-01	Insurance - Operating Liability	20	21	21	19	19
001-1101-513.46-00	Repair & Maintenance Services	5,156	7	-	-	-
001-1101-513.47-00	Printing & Binding	913	448	440	600	600
001-1101-513.49-00	Other Charges/Obligations	4,493	8,182	5,748	8,000	8,000
001-1101-513.51-00	Office Supplies	257	256	12	260	260
001-1101-513.52-00	Operating Supplies	342	-	150	250	250
001-1101-513.54-01	Books/Pubs/Subsc/Memb - Prof Dues	(115)	50	-	50	50
001-1101-513.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	-	-	-	-	500
	<b>Subtotal Operating</b>	<b>\$ 14,791</b>	<b>\$ 10,464</b>	<b>\$ 7,908</b>	<b>\$ 11,639</b>	<b>\$ 13,139</b>
<b>Total</b>		<b>\$ 147,293</b>	<b>\$ 119,785</b>	<b>\$ 125,959</b>	<b>\$ 130,310</b>	<b>\$ 146,814</b>

## ***Building Division & Building Inspection Fund***

Responsible for routing and issuing all permits for all vertical construction throughout the city. Responsible for all plan review and inspections for all the applicable trades involved, by being assured that all pertinent codes and state statutes are followed and that all contractors are properly licensed and insured. While the Building Inspection Fund resides in the Development Services Department operationally, it is 100% funded by fee revenues and contained in its own fund as required by Florida Statue.

### **Summary**

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 623,693	\$ 649,862	\$ 822,746	\$ 880,181
Benefits	227,540	222,586	470,489	358,605
Operating	401,035	646,263	737,618	593,130
Supplies	19,279	40,415	52,506	42,042
Capital	-	40,688	37,000	37,000
Transfers	-	-	1,997,265	1,669,540
<b>Total</b>	<b>\$ 1,271,547</b>	<b>\$ 1,599,814</b>	<b>\$ 4,117,624</b>	<b>\$ 3,580,498</b>

### ***Our Accomplishments in 2021-22***

- ❖ Completed the upstairs remodel to accommodate staffing expansion.

### ***Goals and Objectives for 2022-23***

- ❖ Complete scanning of records.
- ❖ Establish a committee to determine feasibility of the breezeway closure project.
- ❖ Increase IOC rating to previously achieved levels.
- ❖ Conduct a follow up fee study to determine strategies for reducing the Building Fund.

## Development Services - Building Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Total Inspections	10,987	21,292	18,715	19,450
Total Building Permits	3,991	5,742	5,029	4,131
Residential Valuation History	74,703,314	153,781,781	100,107,930	100,000,000
Commerical Valuation History	55,762,261	193,387,548	199,247,978	115,318,695

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Building Inspection Fund</b>						
Executive Director of Development Services **	433	0.35	0.35	-	0.35	-
Building Official **	425	1.00	1.00	-	1.00	-
Deputy Building Official **	422	0.95	0.95	-	0.95	-
Plans Examiner	419/422	1.00	2.00	-	2.00	-
Building Codes Inspector I	415	1.00	1.00	-	1.00	-
Building Codes Inspector II	417	1.00	1.00	-	1.00	1.00
Building Codes Inspector III	419	2.00	2.00	-	2.00	-
Information and Licensing Coordinator **	417	0.05	-	-	-	-
Permit Technician II		-	-	-	-	1.00
Permit Coordinator **	408	2.91	2.91	-	2.91	-
Administrative Support Supervisor **	415	-	-	0.25	0.25	-
Administrative Specialist I	406	-	-	1.00	1.00	-
Administrative Specialist III **	412	0.90	0.90	-	0.90	-
<b>Total Full Time Equivalents</b>		<b>11.16</b>	<b>12.11</b>	<b>1.25</b>	<b>13.36</b>	<b>2.00</b>

\*\*Split between funds or departments/divisions

The budget for Building Inspection Fund is located in the Special Revenue Fund section of this budget document.



# POLICE DEPARTMENT



\*The Police Department has two police officers assigned to the CRA that are not represented here.

## Mission Statement

It is the mission of the Sanford Police Department to enhance the quality of life in our city by working in partnership with the community, within the framework of the constitution, to enforce the laws, preserve the peace, reduce fear, and provide a safe environment.

## Vision

The Sanford Police Department, in partnership with the community, is committed to providing and maintaining a highly motivated, professional police agency, thereby making our neighborhoods safe to all.

## Values

- Honesty and integrity in personal and professional relationships.
- Respect for the worth and dignity of persons, freedoms and property.
- Moral conviction to excellence in service through tolerance and hard work.
- Positive enthusiasm, recognizing and welcoming creativity and warranted change.
- Faith and support of the constitution and the laws associated with our chosen profession.
- Courage to officiate duties regardless of ridicule, scorn or danger.

## Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 9,822,353	\$ 9,801,445	\$ 10,073,106	\$ 11,083,151
Benefits	4,827,277	4,646,768	4,760,151	5,867,972
Operating	2,004,586	2,081,395	2,319,032	2,641,412
Supplies	634,542	712,117	838,478	817,027
<b>Total</b>	<b>\$ 17,288,758</b>	<b>\$ 17,241,725</b>	<b>\$ 17,990,767</b>	<b>\$ 20,409,562</b>

<b>Funding Source</b>				
Total	17,288,758	17,241,725	17,990,767	20,409,562
<b>Total</b>	<b>\$ 17,288,758</b>	<b>\$ 17,241,725</b>	<b>\$ 17,990,767</b>	<b>\$ 20,409,562</b>

## Police Department as a percentage of General Fund

**33.5%**



With a total workforce of 165.95 employees, 145 of which are sworn officers, the Police Department is the largest department in number of employees. This reflects the nature of this 24/7 operation and the deep commitment of our citizens to a safe community.

### *A Fully Accredited Police Department*

The Sanford Police Department has been accredited through the Commission for Florida Law Enforcement Accreditation since February 2005. Accreditation has long been recognized as a means of maintaining the highest standards of professionalism. Accreditation is the certification by an independent reviewing authority that an entity has met specific requirements and prescribed standards. Schools, universities, and hospitals are some of the most well-known organizations that are required to maintain accreditation. Since 1993 law enforcement agencies in Florida have attained accredited status through the Commission for Florida Law Enforcement Accreditation, Inc. To maintain law enforcement accreditation, the Sanford Police Department is required to comply with over 250 professional standards of performance.

## Police Department Combined

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2020-521.12-00	Regular Salaries & Wages	8,121,025	9,054,209	9,007,911	9,322,412	10,199,048
001-2020-521.12-02	Regular Salaries - Additional Pays	130,741	143,644	145,940	158,694	164,172
001-2020-521.12-05	Regular Salaries - Incentive Bonus	-	-	-	1,943	2,340
001-2020-521.12-06	Reg Salaries - Opt Out Health Insurance	13,400	15,965	18,455	19,060	15,608
001-2020-521.13-00	Part Time Wages	-	-	-	41,823	46,392
001-2020-521.14-00	Overtime	459,676	491,458	500,284	391,173	508,950
001-2020-521.15-00	Special Pay	36,990	37,198	44,895	50,525	53,977
001-2020-521.15-02	Special Pay - Police State Incentive	73,045	79,879	83,960	87,476	92,664
001-2020-521.15-07	Special Pay - Mortgage Assistance	1,400	-	-	-	-
001-2020-521.21-00	FICA/Medicare Taxes	649,502	723,308	721,805	755,729	847,030
001-2020-521.22-01	Retirement Contributions - FRS	887,097	1,071,846	1,141,398	1,206,252	1,505,232
001-2020-521.22-02	Retirement Contributions - Police Pension	1,168,819	932,416	861,181	371,463	594,207
001-2020-521.22-06	Retirement Contributions - City Cont 457	24,114	24,231	23,192	13,643	5,255
001-2020-521.23-00	Medical Insurance	1,543,930	1,758,521	1,526,575	2,025,125	2,660,491
001-2020-521.23-02	Medical Insurance - Life & ST Disability	21,738	24,016	24,646	29,471	33,332
001-2020-521.24-00	Worker's Compensation	279,233	290,221	345,016	358,468	222,425
001-2020-521.25-00	Unemployment Compensation	799	2,718	2,955	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 13,411,509</b>	<b>\$ 14,649,630</b>	<b>\$ 14,448,213</b>	<b>\$ 14,833,257</b>	<b>\$ 16,951,123</b>
<b>Operating</b>						
001-2020-521.31-00	Professional Services	67,009	30,745	36,602	4,300	4,300
001-2020-521.34-00	Other Contractual Services	630,037	647,103	691,663	697,728	769,628
001-2020-521.40-00	Travel & Per Diem	41,204	17,332	11,324	26,805	33,805
001-2020-521.41-00	Communications Services	251,711	231,191	233,087	244,223	218,018
001-2020-521.42-00	Postage & Transportation	1,575	1,387	1,545	2,651	2,651
001-2020-521.43-00	Utility Services	100,565	82,734	93,541	96,474	96,474
001-2020-521.44-00	Rentals & Leases	176,438	163,151	176,628	198,098	264,137
001-2020-521.45-01	Insurance - Operating Liability	89,020	95,942	87,108	90,997	119,512
001-2020-521.45-02	Insurance - Auto Liability	33,935	44,735	60,158	79,012	75,885
001-2020-521.46-00	Repair & Maintenance Services	452,220	619,797	622,500	731,814	880,214
001-2020-521.47-00	Printing & Binding	8,959	14,458	9,006	18,795	19,038
001-2020-521.48-00	Promotional Activities	24,944	27,547	16,080	40,000	40,000
001-2020-521.49-00	Other Charges/Obligations	36,977	28,464	42,153	88,135	117,750
001-2020-521.51-00	Office Supplies	18,303	21,182	14,075	30,236	30,266
001-2020-521.52-00	Operating Supplies	234,592	174,207	214,365	223,869	214,371
001-2020-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	364,208	284,181	320,543	389,681	393,493
001-2020-521.52-05	Operating Supplies - Uniforms	68,784	101,996	111,392	103,922	130,852
001-2020-521.54-01	Books/Pubs/Subsc/Memb - Prof Dues	5,415	5,401	4,745	8,870	11,470
001-2020-521.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	40,713	23,334	25,710	4,100	7,800
001-2020-521.54-03	Books/Pubs/Subsc/Memb - Subscriptions	88	-	372	5,225	5,000
001-2020-521.54-04	Books/Pubs/Subsc/Memb - Subscriptions	29,447	24,241	20,915	72,575	23,775
	<b>Subtotal Operating</b>	<b>\$ 2,676,144</b>	<b>\$ 2,639,128</b>	<b>\$ 2,793,512</b>	<b>\$ 3,157,510</b>	<b>\$ 3,458,439</b>
	<b>Total</b>	<b>\$ 16,087,653</b>	<b>\$ 17,288,758</b>	<b>\$ 17,241,725</b>	<b>\$ 17,990,767</b>	<b>\$ 20,409,562</b>

## Administration

The Administration Division provides overall leadership, management, and administration of the Police Department. In alignment with the City Commission and City Manager's goals, the Chief of Police provides the overall leadership, direction, and vision for the Police Department. In alignment with the Chief of Police's expectations, the Deputy Chief of Police oversees the day to day efficient and effective operation of the Police Department. The Administrative Coordinator, reporting directly to the Chief of Police, coordinates wide array of personnel administration duties. The Administrative Services Manager is responsible for preparing the annual budget, purchasing, property management, grant writing. The Public Information Officer reports directly to the Chief of Police and manages all communications with the public via all forms of the media including a wide array of social media sites, facility and fleet management, police radio management, and oversees the Records Unit and accreditation. The Accreditation Manager coordinates and facilitates the Police Department's continued compliance with 250 plus Commission for Florida Law Enforcement accreditation standards of performance excellence.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 734,397	\$ 708,216	\$ 859,967	\$ 865,169
Benefits	318,494	306,249	371,119	470,544
Operating	422,630	454,704	492,787	574,090
Supplies	85,742	91,481	77,258	63,877
Total	\$ 1,561,263	\$ 1,560,650	\$ 1,801,131	\$ 1,973,680

Funding Source				
Total	1,561,263	1,560,650	1,801,131	1,973,680
Total	\$ 1,561,263	\$ 1,560,650	\$ 1,801,131	\$ 1,973,680

### *Our Accomplishments in 2021-22*

- ❖ Received more than \$100,000 in grant funding.
- ❖ Transitioned into Florida Incident Based Reporting System (FIBRS).
- ❖ Transferred records reporting into GOV QA tracking system.
- ❖ Passed accreditation standards.
- ❖ Outstanding customer service with over 4,000 public records requests, 5,000 walk-ins, and 6,500 phone calls.

## Goals and Objectives for 2022-23

- ❖ Continue to receive grant funding.

<b>Police - Administration Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Internal Complaints	53	30	25	20
Citizen Complaints	27	11	10	8
Crimes Analyst Inquiries	450	269	250	250
Number of Officer Body Cameras Deployed	140	128	150	140

### Authorized Positions

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>Police - Administration</b>						
Police Chief	432	1.00	1.00	-	1.00	-
Deputy Police Chief	216	1.00	1.00	-	1.00	-
Captain **	214	0.34	0.34	(0.34)	-	-
Public Information Officer **	423	0.95	0.95	-	0.95	-
Support Services Supervisor		-	-	-	-	1.00
Administrative Services Manager	422	1.00	1.00	-	1.00	-
Accreditation Manager	416	1.00	1.00	-	1.00	-
Crime Analyst	416	1.00	1.00	-	1.00	-
Officer	205	1.00	1.00	(1.00)	-	-
Records Supervisor	412	1.00	1.00	-	1.00	-
Administrative Coordinator	413	1.00	1.00	-	1.00	-
Fiscal Technician	410	1.00	1.00	-	1.00	-
Records Technician	409	3.00	3.00	-	3.00	-
Administrative Specialist I	406	-	-	-	-	1.00
Custodial Worker I	302	2.00	2.00	-	2.00	-
<b>Total Full Time Equivalents</b>		<b>15.29</b>	<b>15.29</b>	<b>(1.34)</b>	<b>13.95</b>	<b>2.00</b>

\*\*Split between funds or departments/divisions

## Police Administration

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2022-521.12-00	Regular Salaries & Wages	775,593	718,239	693,157	801,834	797,358
001-2022-521.12-02	Regular Salaries - Additional Pays	5,391	3,822	3,895	2,746	2,262
001-2022-521.12-06	Reg Salaries - Opt Out Health Insurance	1,608	1,365	950	1,510	398
001-2022-521.13-00	Part Time Wages	-	-	-	41,823	46,392
001-2022-521.14-00	Overtime	45,297	8,799	7,620	8,775	16,575
001-2022-521.15-00	Special Pay	-	-	342	1,989	1,014
001-2022-521.15-02	Special Pay - Police State Incentive	2,301	2,172	2,252	1,290	1,170
001-2022-521.21-00	FICA/Medicare Taxes	60,603	53,491	51,244	61,833	65,099
001-2022-521.22-01	Retirement Contributions - FRS	37,636	42,919	58,038	58,326	100,336
001-2022-521.22-02	Retirement Contributions - Police Pension	58,696	25,218	17,518	22,175	24,580
001-2022-521.22-06	Retirement Contributions - City Cont 457	24,114	24,231	23,192	13,643	5,255
001-2022-521.23-00	Medical Insurance	153,318	156,765	137,786	193,626	260,284
001-2022-521.23-02	Medical Insurance - Life & ST Disability	4,248	4,190	3,946	5,231	5,515
001-2022-521.24-00	Worker's Compensation	15,475	11,680	14,525	16,285	9,475
	<b>Subtotal Personnel Services</b>	<b>\$ 1,184,280</b>	<b>\$ 1,052,891</b>	<b>\$ 1,014,465</b>	<b>\$ 1,231,086</b>	<b>\$ 1,335,713</b>
<b>Operating</b>						
001-2022-521.31-00	Professional Services	64,737	29,332	32,940	300	300
001-2022-521.34-00	Other Contractual Services	37	1,303	24,763	30,828	35,828
001-2022-521.40-00	Travel & Per Diem	27,960	6,053	4,992	-	7,000
001-2022-521.41-00	Communications Services	31,554	26,868	24,209	23,265	25,691
001-2022-521.42-00	Postage & Transportation	1,575	1,278	1,296	2,651	2,651
001-2022-521.43-00	Utility Services	100,565	82,734	93,541	96,474	96,474
001-2022-521.44-00	Rentals & Leases	16,158	13,960	15,588	17,838	42,342
001-2022-521.45-01	Insurance - Operating Liability	89,020	95,942	87,108	90,997	119,512
001-2022-521.45-02	Insurance - Auto Liability	1,357	1,789	2,406	3,160	3,035
001-2022-521.46-00	Repair & Maintenance Services	143,342	119,332	125,732	162,985	178,362
001-2022-521.47-00	Printing & Binding	2,077	4,543	2,389	4,230	4,230
001-2022-521.48-00	Promotional Activities	23,948	22,029	15,991	40,000	40,000
001-2022-521.49-00	Other Charges/Obligations	8,845	17,467	23,749	20,059	18,665
001-2022-521.51-00	Office Supplies	9,071	7,471	6,805	13,775	13,775
001-2022-521.52-00	Operating Supplies	27,632	27,931	39,561	15,906	16,012
001-2022-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	37,302	28,238	31,497	18,990	18,990
001-2022-521.52-05	Operating Supplies - Uniforms	4,226	5,770	4,177	4,000	4,000
001-2022-521.54-01	Books/Pubs/Subsc/Memb - Prof Dues	4,356	3,965	4,140	6,000	4,700
001-2022-521.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	1,899	12,367	4,695	3,800	3,800
001-2022-521.54-03	Books/Pubs/Subsc/Memb - Subscriptions	88	-	-	387	-
001-2022-521.54-04	Books/Pubs/Subsc/Memb - School Tuition	695	-	606	14,400	2,600
	<b>Subtotal Operating</b>	<b>\$ 596,444</b>	<b>\$ 508,372</b>	<b>\$ 546,185</b>	<b>\$ 570,045</b>	<b>\$ 637,967</b>
<b>Total</b>		<b>\$ 1,780,724</b>	<b>\$ 1,561,263</b>	<b>\$ 1,560,650</b>	<b>\$ 1,801,131</b>	<b>\$ 1,973,680</b>



## Patrol Operations

The Patrol Division is committed to preventing and reducing crime, protecting our citizens from harm and providing assistance to those in need. They are responsible for general field operations, including the protection of life and property, the apprehension of criminals, and the enforcement of state and municipal traffic laws. Community Service Officers (CSOs) respond to minor crime scenes, traffic crashes, and conduct initial scene investigation and evidence processing. With CSO's responding to some of the non-emergency calls, sworn officers are available for emergency calls which allows for quicker response times and more time with victims. The Traffic Unit provides traffic control for the City by writing citations for traffic violations, working traffic crashes, and conducting traffic homicide investigations. The Traffic Unit is also responsible for conducting speed assessments, traffic control inquiries, and planning.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 4,244,499	\$ 4,337,460	\$ 4,796,779	\$ 5,491,198
Benefits	2,130,844	2,128,755	2,331,681	2,887,421
Operating	1,156,068	1,219,596	1,301,017	1,468,300
Supplies	311,642	365,804	392,729	448,728
Total	\$ 7,843,053	\$ 8,051,615	\$ 8,822,206	\$ 10,295,647

Funding Source				
Total	7,843,053	8,051,615	8,822,206	10,295,647
Total	\$ 7,843,053	\$ 8,051,615	\$ 8,822,206	\$ 10,295,647

### *Our Accomplishments in 2021-22*

- ❖ Conducted one DUI specific traffic operations per quarter.
- ❖ Conducted 10 targeted traffic operations focusing on pedestrian, bicyclist, motorist, and officer safety.
- ❖ Implemented training and use of Axon Taser 7, a less lethal device.

### *Goals and Objectives for 2022-23*

- ❖ The Patrol Division will continue to answer calls for service as received, providing the most professional service possible. As the population of our city continues to grow, the demand for police services will also likely increase. The City's commitment to



incrementally increase the number of police employees (sworn and non-sworn) commensurate with the increasing City population and its demand for services will support our goal of providing a quality driven safe community for every citizen within our jurisdiction. Patrol Officer discretionary time that occurs between answering calls for service is often dedicated to a wide array of crime prevention activities that significantly contributes to fostering trust and cooperation. As the demand for police services increases with population growth, the number of calls for service will also increase, thereby decreasing the amount of discretionary time officers will have available to devote to these valuable prevention activities. Therefore, it will be one of our most important goals to clearly communicate our agency's needs to City decision makers the need to increase sworn and nonsworn police employees as the population continues to increase.

<b>Police - Patrol Operations Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Total Call for Service	122,395	120,185	126,194	122,000
Officer Initiated Calls	58,020	51,416	53,987	52,000
# Citations/Warnings Issued	4,226	13,879	14,573	14,000
# Part 1 Crimes	1,917	1,739	1,774	1,750
Total Number of Reports Generated	25,245	24,499	24,989	24,500
Average Response Time to Priority 1 Calls (min)	7.32	7.32	7.20	7.15

### Authorized Positions

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>Police - Patrol</b>						
Sergeant	209	8.00	8.00	1.00	9.00	2.00
Captain	214	1.00	1.00	-	1.00	-
Lieutenant	213	3.00	3.00	1.00	4.00	-
Administrative Coordinador	413	1.00	1.00	-	1.00	-
Community Service Officer	411	6.00	6.00	-	6.00	-
Officer	205	55.00	55.00	6.00	61.00	-
Officer - Cops Grant Funded	205	3.00	3.00	(3.00)	-	-
<b>Total Full Time Equivalents</b>		<b>77.00</b>	<b>77.00</b>	<b>5.00</b>	<b>82.00</b>	<b>2.00</b>

## Patrol Patrol

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2023-521.12-00	Regular Salaries & Wages	3,296,307	3,788,780	3,803,518	4,465,704	5,047,533
001-2023-521.12-02	Regular Salaries - Additional Pays	61,819	71,921	77,592	90,247	99,295
001-2023-521.12-06	Reg Salaries - Opt Out Health Insurance	5,000	4,700	6,400	7,020	11,700
001-2023-521.14-00	Overtime	219,975	203,209	236,264	173,748	243,750
001-2023-521.15-00	Special Pay	14,119	13,314	14,460	19,929	33,462
001-2023-521.15-02	Special Pay - Police State Incentive	28,931	31,135	34,585	40,131	55,458
001-2023-521.21-00	FICA/Medicare Taxes	266,726	301,930	306,095	358,122	420,195
001-2023-521.22-01	Retirement Contributions - FRS	470,285	577,980	618,137	659,418	838,466
001-2023-521.22-02	Retirement Contributions - Police Pension	370,096	279,324	273,143	126,716	244,103
001-2023-521.23-00	Medical Insurance	640,303	759,147	675,331	998,351	1,255,052
001-2023-521.23-02	Medical Insurance - Life & ST Disability	7,981	9,181	9,972	12,339	14,444
001-2023-521.24-00	Worker's Compensation	119,240	126,177	154,275	176,735	115,161
001-2023-521.25-00	Unemployment Compensation	799	2,718	1,908	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 5,501,581</b>	<b>\$ 6,169,516</b>	<b>\$ 6,211,680</b>	<b>\$ 7,128,460</b>	<b>\$ 8,378,619</b>
<b>Operating</b>						
001-2023-521.31-00	Professional Services	2,272	1,413	3,662	4,000	4,000
001-2023-521.34-00	Other Contractual Services	630,000	645,800	666,900	666,900	733,800
001-2023-521.40-00	Travel & Per Diem	240	-	-	-	-
001-2023-521.41-00	Communications Services	137,138	133,932	144,985	134,098	120,360
001-2023-521.42-00	Postage & Transportation	-	83	-	-	-
001-2023-521.44-00	Rentals & Leases	2,607	1,333	1,442	2,862	47,604
001-2023-521.45-02	Insurance - Auto Liability	19,342	25,498	34,289	45,035	43,253
001-2023-521.46-00	Repair & Maintenance Services	193,837	341,033	359,797	435,125	507,499
001-2023-521.47-00	Printing & Binding	4,512	3,819	3,929	7,201	7,444
001-2023-521.48-00	Promotional Activities	-	186	-	-	-
001-2023-521.49-00	Other Charges/Obligations	7,214	2,971	4,592	5,796	4,340
001-2023-521.51-00	Office Supplies	505	2,784	328	3,328	3,358
001-2023-521.52-00	Operating Supplies	120,248	87,933	116,856	110,939	122,244
001-2023-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	183,452	142,799	161,373	203,462	207,274
001-2023-521.52-05	Operating Supplies - Uniforms	54,172	79,029	89,914	75,000	115,852
001-2023-521.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	-	597	2,390	-	-
001-2023-521.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	276	-	-
001-2023-521.54-04	Books/Pubs/Subsc/Memb - School Tuition	1,876	(1,500)	(5,333)	-	-
	<b>Subtotal Operating</b>	<b>\$ 1,357,415</b>	<b>\$ 1,467,710</b>	<b>\$ 1,585,400</b>	<b>\$ 1,693,746</b>	<b>\$ 1,917,028</b>
	<b>Total</b>	<b>\$ 6,858,996</b>	<b>\$ 7,637,226</b>	<b>\$ 7,797,080</b>	<b>\$ 8,822,206</b>	<b>\$ 10,295,647</b>

## Police COPS Grant

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2029-521.12-00	Regular Salaries & Wages	17,284	119,516	149,339	-	-
001-2029-521.12-02	Regular Salaries - Additional Pays	111	2,414	4,387	-	-
001-2029-521.14-00	Overtime	2,136	7,931	8,683	-	-
001-2029-521.15-00	Special Pay	143	813	1,002	-	-
001-2029-521.15-02	Special Pay - Police State Incentive	109	766	1,230	-	-
001-2029-521.21-00	FICA/Medicare Taxes	1,507	9,871	12,366	-	-
001-2029-521.22-01	Retirement Contributions - FRS	5,041	29,987	37,254	-	-
001-2029-521.23-00	Medical Insurance	-	30,207	33,767	-	-
001-2029-521.23-02	Medical Insurance - Life & ST Disability	-	248	331	-	-
001-2029-521.24-00	Worker's Compensation	648	4,074	6,176	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 26,979</b>	<b>\$ 205,827</b>	<b>\$ 254,535</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total</b>	<b>\$ 26,979</b>	<b>\$ 205,827</b>	<b>\$ 254,535</b>	<b>\$ -</b>	<b>\$ -</b>

## Strategic Services

The Strategic Services Division consists of Investigations, Neighborhood Response Unit, and Crime Scene Technicians. The Investigations Unit is responsible for the active investigation of reported crimes by both overt and covert methods. These actions result in the apprehension and arrest of offenders. The Neighborhood Response Unit is comprised of Uniformed Tactical Investigators who primarily focus on violent crimes and quality of life issues surrounding vice and narcotic offenses occurring within and around the city. The Crime Scene Unit is responsible for documenting crime scenes and major traffic crashes; identifying, collecting, and preserving evidence. The Traffic Unit provides traffic control for the City by writing citations for traffic violations, working traffic crashes and conducting traffic homicide investigations. The Traffic Unit is also responsible for conducting speed assessments, traffic control inquiries, and planning. The Community Relations Unit enhances communication and relations between the police and citizens, as well as our businesses. They are here to help communities establish active Neighborhood Watch programs, assist businesses and homeowners with preventing crime, and work with the patrol officers to address neighborhood issues and facilitates problem-solving methods. The Community Relations Unit also specializes in response to the needs of the homeless, elder services, and Hispanic outreach. The 13 School Resource Officers are assigned to assist school administrators and staff, students, parents, and nearby residents in ensuring that the school environment remains safe from crime and disorder. There is now at least one full time Resource Officer in each of the 10 public schools. The Volunteer Unit allows law enforcement officers to focus on policing and enforcement activities by providing supplemental non-enforcement support services. The volunteer members assist our Department in a wide range of roles and functions including Citizens on Patrol, and Assistance with administrative duties.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 3,531,421	\$ 3,677,293	\$ 3,497,281	\$ 2,742,985
Benefits	1,740,347	1,720,033	1,611,678	1,427,872
Operating	354,689	351,059	446,456	477,810
Supplies	144,993	163,018	223,709	178,023
Total	\$ 5,771,450	\$ 5,911,403	\$ 5,779,124	\$ 4,826,690

Funding Source				
Total	5,771,450	5,911,403	5,779,124	4,826,690
Total	\$ 5,771,450	\$ 5,911,403	\$ 5,779,124	\$ 4,826,690

## *Our Accomplishments in 2021-22*

- ❖ Reduce Part I Crime by 1% for the year.
- ❖ Conducted 5 proactive operations throughout the City of Sanford in an effort to deter Part I Crime.

## *Goals and Objectives for 2022-23*

- ❖ Increased training of our Investigators continues to reap tangible benefits with increased clearance rates, arrests and successful convictions. It is our goal to ensure each member serving within the various Investigation units receives every opportunity to attend specialized law enforcement investigative training.
- ❖ We will strive to provide our Investigators with the most state of art investigative tools, including access to the latest scientific forensic testing capability services, including but not limited to DNA and Gun Shot Residue (GSR) testing. The recently purchased Faro 3D Scanner is an example of this type of technology. Within minutes this device recreates a very accurate three-dimensional image of a crime scene and/or traffic crash scene. The use of this technology is supporting successful litigation outcomes throughout the criminal justice system.

## Police - Strategic Services Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
# Homicide cases assigned to CID	3	9	1	1
# Homicide cases cleared by Arrest/Capias	-	6	1	1
# Agg Assault cases assigned to CID	272	320	383	375
# Agg Assault cases cleared by Arrest/Capias	15	11	15	15
# Robbery cases assigned to CID	105	101	82	80
# Robbery cases cleared by Arrest/Capias	8	12	10	15
# Sexual Assault cases assigned to CID	56	62	35	33
# Sexual Assault cases cleared by Arrest/Capias	10	10	10	10
# Burglary cases assigned to CID	349	305	206	200
# Burglary cases cleared by Arrest/Capias	3	19	10	19
# Larceny cases assigned to CID	1,127	131	1,063	1,042
# Larceny cases cleared by Arrest/Capias	20	32	75	80
Citations Issued	16,358	14,723	14,000	14,000
# of part 1 Crimes	3,266	130	2,000	2,200
Training Hours	3,000	3,000	3,000	3,000
FTO Training Hours	5,000	5,000	5,000	5,000
Number of CRU Outreach Events/Meetings	500	391	250	300

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
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Police - Strategic Services (renamed from Investigations and incorporated Traffic and SRO 2020)						
Sergeant	209	6.00	6.00	(3.00)	3.00	-
Captain	214	1.00	1.00	-	1.00	-
Lieutenant	213	2.00	2.00	(1.00)	1.00	-
Crime Scene/Evidence Technician	413	3.00	3.00	-	3.00	-
Investigative Aide	413	-	-	-	-	1.00
Administrative Specialist II	409	-	-	-	-	1.00
Officer	205	44.00	47.00	(17.00)	30.00	-
<b>Total Full Time Equivalents</b>		<b>56.00</b>	<b>59.00</b>	<b>(21.00)</b>	<b>38.00</b>	<b>2.00</b>

## Strategic Services

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2024-521.12-00	Regular Salaries & Wages	1,540,807	3,238,120	3,373,800	3,257,352	2,485,604
001-2024-521.12-02	Regular Salaries - Additional Pays	29,178	51,301	50,598	52,261	44,811
001-2024-521.12-06	Reg Salaries - Opt Out Health Insurance	3,600	6,560	8,060	10,530	3,510
001-2024-521.14-00	Overtime	95,352	180,070	183,088	118,950	185,250
001-2024-521.15-00	Special Pay	8,362	18,309	23,417	19,461	7,313
001-2024-521.15-02	Special Pay - Police State Incentive	15,604	37,061	38,330	38,727	16,497
001-2024-521.15-07	Special Pay - Mortgage Assistance	1,400	-	-	-	-
001-2024-521.21-00	FICA/Medicare Taxes	123,733	261,122	272,288	265,702	209,932
001-2024-521.22-01	Retirement Contributions - FRS	112,343	243,428	294,552	367,832	373,335
001-2024-521.22-02	Retirement Contributions - Police Pension	331,141	532,796	477,153	188,384	148,043
001-2024-521.23-00	Medical Insurance	288,285	585,878	534,869	648,397	632,297
001-2024-521.23-02	Medical Insurance - Life & ST Disability	4,290	7,597	7,997	9,286	7,589
001-2024-521.24-00	Worker's Compensation	55,420	109,526	133,174	132,077	56,676
	<b>Subtotal Personnel Services</b>	<b>\$ 2,609,515</b>	<b>\$ 5,271,768</b>	<b>\$ 5,397,326</b>	<b>\$ 5,108,959</b>	<b>\$ 4,170,857</b>
<b>Operating</b>						
001-2024-521.40-00	Travel & Per Diem	654	-	1,319	-	-
001-2024-521.41-00	Communications Services	34,742	45,880	40,406	62,722	47,360
001-2024-521.42-00	Postage & Transportation	-	26	250	-	-
001-2024-521.44-00	Rentals & Leases	110,598	147,858	159,598	177,398	167,449
001-2024-521.45-02	Insurance - Auto Liability	6,448	12,974	17,447	22,915	22,008
001-2024-521.46-00	Repair & Maintenance Services	52,029	138,196	119,711	119,958	179,233
001-2024-521.47-00	Printing & Binding	1,761	2,828	2,687	5,612	5,612
001-2024-521.48-00	Promotional Activities	94	63	-	-	-
001-2024-521.49-00	Other Charges/Obligations	18,730	6,864	9,641	57,851	56,148
001-2024-521.51-00	Office Supplies	5,310	9,432	4,646	11,561	11,561
001-2024-521.52-00	Operating Supplies	38,387	21,736	34,862	52,924	23,006
001-2024-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	76,058	95,351	105,631	138,456	138,456
001-2024-521.52-05	Operating Supplies - Uniforms	6,821	15,828	13,504	20,768	5,000
001-2024-521.54-01	Books/Pubs/Subsc/Memb - Prof Dues	-	360	-	-	-
001-2024-521.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	-	398	4,375	-	-
001-2024-521.54-04	Books/Pubs/Subsc/Memb - School Tuition	5,348	1,888	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 356,980</b>	<b>\$ 499,682</b>	<b>\$ 514,077</b>	<b>\$ 670,165</b>	<b>\$ 655,833</b>
<b>Total</b>		<b>\$ 2,966,495</b>	<b>\$ 5,771,450</b>	<b>\$ 5,911,403</b>	<b>\$ 5,779,124</b>	<b>\$ 4,826,690</b>

# Special Operations

## Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Operating	\$ 124	\$ -	\$ -	\$ -
Total	\$ 124	\$ -	\$ -	\$ -

Funding Source	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Total	124	-	-	-
Total	\$ 124	\$ -	\$ -	\$ -

## Police Special Operations

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
001-2030-521.41-00	Communications Services	14,327	13	-	-	-
001-2030-521.47-00	Printing & Binding	440	111	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 14,767</b>	<b>\$ 124</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total</b>	<b>\$ 14,767</b>	<b>\$ 124</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Funding for Police Special Operations is now allocated under Police Traffic, School Resource Officers, Police CRU, and Police Training.



## Police Traffic

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Benefits	\$ 2,037	\$ -	\$ -	\$ -
Operating	525	-	-	-
Total	\$ 2,562	\$ -	\$ -	\$ -

Funding Source				
Total	2,562	-	-	-
Total	\$ 2,562	\$ -	\$ -	\$ -

### Police Traffic

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2031-521.12-00	Regular Salaries & Wages	376,844	-	-	-	-
001-2031-521.12-02	Regular Salaries - Additional Pays	9,736	-	-	-	-
001-2031-521.14-00	Overtime	16,463	-	-	-	-
001-2031-521.15-00	Special Pay	1,556	-	-	-	-
001-2031-521.15-02	Special Pay - Police State Incentive	5,551	-	-	-	-
001-2031-521.21-00	FICA/Medicare Taxes	29,706	-	-	-	-
001-2031-521.22-01	Retirement Contributions - FRS	29,490	-	-	-	-
001-2031-521.22-02	Retirement Contributions - Police Pension	66,635	-	-	-	-
001-2031-521.23-00	Medical Insurance	67,483	2,012	-	-	-
001-2031-521.23-02	Medical Insurance - Life & ST Disability	831	25	-	-	-
001-2031-521.24-00	Worker's Compensation	13,843	-	-	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 618,138</b>	<b>\$ 2,037</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating</b>						
001-2031-521.41-00	Communications Services	5,943	50	-	-	-
001-2031-521.44-00	Rentals & Leases	47,075	-	-	-	-
001-2031-521.45-02	Insurance - Auto Liability	1,697	-	-	-	-
001-2031-521.46-00	Repair & Maintenance Services	35,025	475	-	-	-
001-2031-521.47-00	Printing & Binding	104	-	-	-	-
001-2031-521.49-00	Other Charges/Obligations	312	-	-	-	-
001-2031-521.51-00	Office Supplies	2,512	-	-	-	-
001-2031-521.52-00	Operating Supplies	9,731	-	-	-	-
001-2031-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	21,275	-	-	-	-
001-2031-521.52-05	Operating Supplies - Uniforms	2,106	-	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 125,780</b>	<b>\$ 525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 743,918</b>	<b>\$ 2,562</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Funding for Police Traffic is now allocated under Police Strategic Services.

## Police School Resource Officers

### Police School Resource Officers

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2032-521.12-00	Regular Salaries & Wages	949,886	-	-	-	-
001-2032-521.12-02	Regular Salaries - Additional Pays	9,503	-	-	-	-
001-2032-521.12-06	Reg Salaries - Opt Out Health Insurance	1,200	-	-	-	-
001-2032-521.14-00	Overtime	13,272	-	-	-	-
001-2032-521.15-00	Special Pay	8,331	-	-	-	-
001-2032-521.15-02	Special Pay - Police State Incentive	12,840	-	-	-	-
001-2032-521.21-00	FICA/Medicare Taxes	74,310	-	-	-	-
001-2032-521.22-01	Retirement Contributions - FRS	37,941	-	-	-	-
001-2032-521.22-02	Retirement Contributions - Police Pension	230,320	-	-	-	-
001-2032-521.23-00	Medical Insurance	173,050	-	-	-	-
001-2032-521.23-02	Medical Insurance - Life & ST Disability	1,792	-	-	-	-
001-2032-521.24-00	Worker's Compensation	33,555	-	-	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 1,546,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating</b>						
001-2032-521.41-00	Communications Services	5,982	-	-	-	-
001-2032-521.45-02	Insurance - Auto Liability	1,697	-	-	-	-
001-2032-521.46-00	Repair & Maintenance Services	12,941	-	-	-	-
001-2032-521.49-00	Other Charges/Obligations	312	-	-	-	-
001-2032-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	20,744	-	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 41,676</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 1,587,676</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Funding for Police SRO's is now allocated under Police Strategic Services.

# Police CRU

## Police CRU

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2033-521.12-00	Regular Salaries & Wages	303,761	-	-	-	-
001-2033-521.12-02	Regular Salaries - Additional Pays	1,472	-	-	-	-
001-2033-521.12-06	Reg Salaries - Opt Out Health Insurance	396	-	-	-	-
001-2033-521.14-00	Overtime	6,688	-	-	-	-
001-2033-521.15-00	Special Pay	2,507	-	-	-	-
001-2033-521.15-02	Special Pay - Police State Incentive	3,249	-	-	-	-
001-2033-521.21-00	FICA/Medicare Taxes	23,714	-	-	-	-
001-2033-521.22-01	Retirement Contributions - FRS	3,186	-	-	-	-
001-2033-521.22-02	Retirement Contributions - Police Pension	84,849	-	-	-	-
001-2033-521.23-00	Medical Insurance	61,169	-	-	-	-
001-2033-521.23-02	Medical Insurance - Life & ST Disability	1,031	-	-	-	-
001-2033-521.24-00	Worker's Compensation	9,533	-	-	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 501,555</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating</b>						
001-2033-521.41-00	Communications Services	8,620	-	-	-	-
001-2033-521.45-02	Insurance - Auto Liability	1,697	-	-	-	-
001-2033-521.46-00	Repair & Maintenance Services	12,074	-	-	-	-
001-2033-521.47-00	Printing & Binding	65	-	-	-	-
001-2033-521.49-00	Other Charges/Obligations	1,366	-	-	-	-
001-2033-521.51-00	Office Supplies	248	-	-	-	-
001-2033-521.52-00	Operating Supplies	4,156	-	-	-	-
001-2033-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	20,404	-	-	-	-
001-2033-521.52-05	Operating Supplies - Uniforms	683	-	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 49,313</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 550,868</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Funding for Police CRU is now allocated under Police Professional Standards and Community Engagement.

# Police Training

## Police Training

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2041-521.12-00	Regular Salaries & Wages	860,543	-	-	-	-
001-2041-521.12-02	Regular Salaries - Additional Pays	13,531	-	-	-	-
001-2041-521.12-06	Reg Salaries - Opt Out Health Insurance	1,596	-	-	-	-
001-2041-521.14-00	Overtime	60,494	-	-	-	-
001-2041-521.15-00	Special Pay	1,972	-	-	-	-
001-2041-521.15-02	Special Pay - Police State Incentive	4,460	-	-	-	-
001-2041-521.21-00	FICA/Medicare Taxes	69,203	-	-	-	-
001-2041-521.22-01	Retirement Contributions - FRS	191,175	-	-	-	-
001-2041-521.22-02	Retirement Contributions - Police Pension	27,082	-	-	-	-
001-2041-521.23-00	Medical Insurance	160,323	-	-	-	-
001-2041-521.23-02	Medical Insurance - Life & ST Disability	1,564	-	-	-	-
001-2041-521.24-00	Worker's Compensation	31,519	-	-	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 1,423,462</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating</b>						
001-2041-521.40-00	Travel & Per Diem	12,349	-	-	-	-
001-2041-521.41-00	Communications Services	13,405	-	-	-	-
001-2041-521.45-02	Insurance - Auto Liability	1,697	-	-	-	-
001-2041-521.46-00	Repair & Maintenance Services	2,971	-	-	-	-
001-2041-521.48-00	Promotional Activities	902	-	-	-	-
001-2041-521.49-00	Other Charges/Obligations	197	-	-	-	-
001-2041-521.51-00	Office Supplies	658	-	-	-	-
001-2041-521.52-00	Operating Supplies	34,438	-	-	-	-
001-2041-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	4,972	-	-	-	-
001-2041-521.52-05	Operating Supplies - Uniforms	776	-	-	-	-
001-2041-521.54-01	Books/Pubs/Subsc/Memb - Prof Dues	1,059	-	-	-	-
001-2041-521.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	38,814	-	-	-	-
001-2041-521.54-04	Books/Pubs/Subsc/Memb - School Tuition	21,528	-	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 133,766</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 1,557,228</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Funding for Police Training is now allocated under Police Professional Standards and Community Engagement.

## **Police Professional Standards and Community Engagement**

The Division comprising the Professional Standards Section, Community Relations Unit (CRU), School Resource officers (SRO's), Volunteers, and Training Unit is not only responsible for processing public and internal complaints, but is also responsible for being the vanguard of the Police Department's relentless efforts for fostering the agency's relationship with each and every citizen we serve. This Division is led by a Police Captain who also directly oversees the Professional Standards Unit, and is assisted by a very qualified and dynamic officer who not only processes Internal Affairs complaints, but also manages the Off Duty Officer Details in support of the many private sector businesses throughout our community, as well as being responsible for the interagency collection and dissemination of intelligence information throughout our agency. The CRU unit, led by a Sergeant, is composed of three additional sworn officers, two officers assigned to the Community Redevelopment Area (CRA) and one non-sworn Volunteer Coordinator. The CRU unit, often in coordination with the Public Information Officer, coordinates the Police Department's participation in over 600 community reach-out events with all segments of our community. The around the clock efforts of this dynamic unit have paved the way for all Department officers and investigators to further support and directly participate in our dedicated efforts to foster positive and productive relationships throughout the entire community. Note that the non-sworn volunteer coordinator leads 24 plus volunteer members who patrol the city in two Volunteer Patrol Vehicles. They are the eyes and ears of the Police Department and have no law enforcement authority. They also assist the Police Department in a myriad of administrative and logistical support functions as well as many community events, including the very popular National Night Out event. The City of Sanford event is becoming one of the largest within Central Florida. This event, combined with the events held across the nation on the same night, significantly increase crime prevention awareness, fostering positive relationships. The Division Captain also oversees the Training Unit which is composed of one Police Sergeant and one officer who facilitate all of the department's training in accordance with Florida Department of Law Enforcement as Commission for Florida Law Enforcement Accreditation standards. This unit is also tasked with recruiting, screening and facilitating the hiring of new officers and employees as well as facilitating the extensive four month orientation training each newly hired officer must complete before being released for independent duty throughout the city. The 14 School Resource Officers are assigned to assist school administrators and staff, students, parents, and nearby residents in ensuring that the school environment remains safe from crime and disorder. There is now at least one full time Resource Officer in each of the ten public schools in Sanford.

### **Summary**

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 1,312,035	\$ 1,078,477	\$ 919,079	\$ 1,983,799
Benefits	635,557	491,728	445,673	1,082,135
Operating	70,553	56,037	78,772	121,212
Supplies	92,168	91,815	144,782	126,399
<b>Total</b>	<b>\$ 2,110,313</b>	<b>\$ 1,718,057</b>	<b>\$ 1,588,306</b>	<b>\$ 3,313,545</b>

<b>Funding Source</b>				
Total	2,110,313	1,718,057	1,588,306	3,313,545
<b>Total</b>	<b>\$ 2,110,313</b>	<b>\$ 1,718,057</b>	<b>\$ 1,588,306</b>	<b>\$ 3,313,545</b>

## *Our Accomplishments in 2021-22*

- ❖ PROFESSIONAL STANDARDS: Please refer to the 2020 Annual Report for in-depth detailed information.
- ❖ TRAINING: Every officers receives annual fire arms and use of force training as well as police vehicle driver training and a wide array of additional recurring training required by the Florida Department Law Enforcement.
- ❖ COMMUNITY RELATIONS UNIT (CRU): The CRU and CRA conducted and/or participated in nearly 400 community outreach events throughout the city. The Volunteer members contributed 575 hours, which equates to a monetary value of approximately \$16,411.

## *Goals and Objectives for 2022-23*

- ❖ The Professional Standards Division will continue to maintain the low incident of at-fault vehicle crashes by the Emergency Operation Vehicle Course and web-based principle defensive driving course. While also continuing promoting partnerships with organizations to create outreach in the community while observing social distancing and other safe practices.

### **Authorized Positions**

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Police - Professional Standards and Community Engagement (CRU and Training)</b>						
Captain **	214	0.66	0.66	0.34	1.00	-
Sergeant	209	2.00	2.00	2.00	4.00	-
Officer	205	7.00	7.00	17.00	24.00	-
Volunteer Program Coordinator	410	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>10.66</b>	<b>10.66</b>	<b>19.34</b>	<b>30.00</b>	<b>-</b>

## Police Professional Standards and Community Engagement

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-2034-521.12-00	Regular Salaries & Wages	-	1,189,554	988,098	797,522	1,868,553
001-2034-521.12-02	Regular Salaries - Additional Pays	-	14,185	9,467	13,440	17,804
001-2034-521.12-05	Regular Salaries - Incentive Bonus	-	-	-	1,943	2,340
001-2034-521.12-06	Reg Salaries - Opt Out Health Insurance	-	3,340	3,045	-	-
001-2034-521.14-00	Overtime	-	91,450	64,629	89,700	63,375
001-2034-521.15-00	Special Pay	-	4,761	5,674	9,146	12,188
001-2034-521.15-02	Special Pay - Police State Incentive	-	8,745	7,564	7,328	19,539
001-2034-521.21-00	FICA/Medicare Taxes	-	96,895	79,811	70,072	151,804
001-2034-521.22-01	Retirement Contributions - FRS	-	177,533	133,417	120,676	193,095
001-2034-521.22-02	Retirement Contributions - Police Pension	-	95,077	93,367	34,188	177,481
001-2034-521.23-00	Medical Insurance	-	224,512	144,821	184,751	512,858
001-2034-521.23-02	Medical Insurance - Life & ST Disability	-	2,776	2,400	2,615	5,784
001-2034-521.24-00	Worker's Compensation	-	38,764	36,865	33,371	41,113
001-2034-521.25-00	Unemployment Compensation	-	-	1,047	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ -</b>	<b>\$ 1,947,592</b>	<b>\$ 1,570,205</b>	<b>\$ 1,364,752</b>	<b>\$ 3,065,934</b>
<b>Operating</b>						
001-2034-521.40-00	Travel & Per Diem	-	11,279	5,013	26,805	26,805
001-2034-521.41-00	Communications Services	-	24,449	23,487	24,138	24,607
001-2034-521.44-00	Rentals & Leases	-	-	-	-	6,742
001-2034-521.45-02	Insurance - Auto Liability	-	4,474	6,016	7,902	7,589
001-2034-521.46-00	Repair & Maintenance Services	-	20,762	17,261	13,746	15,120
001-2034-521.47-00	Printing & Binding	-	3,158	-	1,752	1,752
001-2034-521.48-00	Promotional Activities	-	5,269	89	-	-
001-2034-521.49-00	Other Charges/Obligations	-	1,162	4,171	4,429	38,597
001-2034-521.51-00	Office Supplies	-	1,494	2,296	1,572	1,572
001-2034-521.52-00	Operating Supplies	-	36,608	23,087	44,100	53,109
001-2034-521.52-01	Operating Supplies - Gasoline/Diesel/Lubric	-	17,793	22,042	28,773	28,773
001-2034-521.52-05	Operating Supplies - Uniforms	-	1,370	3,797	4,154	6,000
001-2034-521.54-01	Books/Pubs/Subsc/Memb - Prof Dues	-	1,076	605	2,870	6,770
001-2034-521.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	-	9,973	14,250	300	4,000
001-2034-521.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	96	4,838	5,000
001-2034-521.54-04	Books/Pubs/Subsc/Memb - School Tuition	-	23,854	25,642	58,175	21,175
	<b>Subtotal Operating</b>	<b>\$ -</b>	<b>\$ 162,721</b>	<b>\$ 147,852</b>	<b>\$ 223,554</b>	<b>\$ 247,611</b>
	<b>Total</b>	<b>\$ -</b>	<b>\$ 2,110,313</b>	<b>\$ 1,718,057</b>	<b>\$ 1,588,306</b>	<b>\$ 3,313,545</b>

Funding for Police Training and CRU is now allocated under Police Professional Standards and Community Engagement.

# FIRE DEPARTMENT





### Mission Statement

To provide protection and prevention against the loss of life and property by fire, emergency services, and mitigation of hazards to the public, both natural and manmade.

### Vision

Through a collaborative and cooperative effort of dedicated professionals, the Sanford Fire Department will strive for the continual improvement of its services and personnel to provide quality services and develop the next generation of leaders to ensure long term success.

### Values

The Sanford Fire Department has been providing service to our citizens since 1873. With a total workforce of 98.05 FTEs, 95 of which are certified firefighters, the Fire Department is the second largest department in the General Fund.

The Fire Department contains three divisions: administration, operations, and fire prevention, which operate programs aimed at supporting the City's mission and goals. The Fire Department also serves as the emergency management coordinating department in the City.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 5,335,165	\$ 5,504,803	\$ 5,957,671	\$ 6,831,839
Benefits	2,805,031	2,800,410	3,084,759	3,780,037
Operating	953,968	963,627	1,038,510	1,098,358
Supplies	466,835	514,523	614,769	774,536
Total	\$ 9,560,999	\$ 9,783,363	\$ 10,695,709	\$ 12,484,770

Funding Source	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Total	9,560,999	9,783,363	10,695,709	12,484,770
Total	\$ 9,560,999	\$ 9,783,363	\$ 10,695,709	\$ 12,484,770

**Fire Department as a percentage of General Fund**



**Fire Administration**

The Administrative Division is responsible for general policy and direction of the department by providing management and leadership for the operating divisions. Operational oversight, strategic planning, administration of the budget and record keeping are all part of Administration’s responsibilities. The Fire Chief also serves as the City’s Emergency Management Coordinator in response to natural and man-made disasters.

**Summary**

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 614,763	\$ 614,031	\$ 656,535	\$ 666,360
Benefits	260,887	267,159	297,586	325,510
Operating	28,222	28,244	43,255	49,910
Supplies	17,187	15,283	23,870	31,201
Total	\$ 921,059	\$ 924,717	\$ 1,021,246	\$ 1,072,981

<b>Funding Source</b>				
Total	921,059	924,717	1,021,246	1,072,981
Total	\$ 921,059	\$ 924,717	\$ 1,021,246	\$ 1,072,981

## *Our Accomplishments in 2021-22*

- ❖ Collaborated with professors at the University of Central Florida to submit for a safety and fire prevention grant to explore wireless heat stress monitors and detection/imaging of toxic gases.
- ❖ Completed survey and concept study for the new Fire Station 40.
- ❖ Completed the wind retrofit to Fire Stations 32 & 38 to improve emergency preparedness which resulted from being awarded the Hazard Mitigation grant.
- ❖ Implemented the Community paramedicine program.
- ❖ Implemented the managed care program to increase our emergency medical transport revenue above the medicaid allowable.
- ❖ Trained 30 personnel in ICS 300.

## *Goals and Objectives for 2022-23*

- ❖ Secure land for future fire station SE portion of the city.
- ❖ Continue to grow the Community paramedicine program.
- ❖ Leadership and company officer development programs.
- ❖ Improve communications department-wide, improve morale and training.
- ❖ Improve response turnout times.

## Fire - Administration Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
# Unity Responses	18,888	21,435	24,637	28,318
# of calls inside city	10,358	11,703	13,451	15,285
# of total calls responded to by City units	11,402	12,691	14,259	14,586
-EMS/Rescue/Fire related/Other	8551/228/2623	7514/161/5016	8550/180/5229	8700/602/5284
# of Transports	4,922	5,022	5,112	5,284
# First responder calls outside City	2,028	2,180	2,344	2,460
# of other first responder calls inside City	1,970	3,952	3,047	5,126
% calls with response time 5 minutes or less	35%	41%	38%	35%
- Fire related/EMS/Rescue	33.9%/ 35.8%	23.4%/ 40.9%	25%/ 38%	25%/ 35%
% calls as first responder outside City	18%	19%	18%	20%
% calls as First responder inside City	82%	81%	82%	80%
Property Loss	\$ 633,025	\$ 1,664,867	\$ 1,000,000	\$ 1,200,000
Civilian Injuries	0	5	0	0
Civilian Deaths	0	1	0	0
Cost per call	\$ 789	\$ 682	\$ 700	\$ 549
Unscheduled Leave Hours	5,200	9,830	2,500	2,650
Unscheduled Leave Shifts	216	409	104	110

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
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Fire - Administration						
Fire Chief	432	1.00	1.00	-	1.00	-
Administrative Services Manager	422	1.00	1.00	-	1.00	-
Deputy Fire Chief	216	1.00	1.00	-	1.00	-
Battalion Chief - Training	213	1.00	1.00	-	1.00	-
Battalion Chief - Emergency Medical Services	213	1.00	1.00	-	1.00	-
Public Information Officer **	423	0.05	0.05	-	0.05	-
Administrative Specialist III	412	1.00	1.00	-	1.00	-
Fiscal Specialist	412	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>7.05</b>	<b>7.05</b>	<b>-</b>	<b>7.05</b>	<b>-</b>

\*\*Split between funds or departments/divisions

## Fire Administration

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-3003-522.12-00	Regular Salaries & Wages	486,687	573,494	569,653	612,057	613,999
001-3003-522.12-02	Reg Salaries - Opt Out Health Insurance	-	3,335	-	-	-
001-3003-522.12-06	Reg Salaries - Opt Out Health Insurance	300	35	50	59	-
001-3003-522.14-00	Overtime	14,066	4,463	2,375	4,106	2,432
001-3003-522.15-00	Special Pay	29,181	33,436	41,953	40,313	49,929
001-3003-522.21-00	FICA/Medicare Taxes	38,892	45,642	45,662	47,075	51,064
001-3003-522.22-01	Retirement Contributions - FRS	7,971	11,781	16,142	17,690	22,256
001-3003-522.22-03	Retirement Contributions - Fire Pension	108,907	95,311	98,869	105,890	105,545
001-3003-522.23-00	Medical Insurance	67,922	85,481	79,370	99,737	128,800
001-3003-522.23-02	Medical Insurance - Life & ST Disability	3,343	3,728	3,972	3,851	4,167
001-3003-522.24-00	Worker's Compensation	19,636	18,944	23,144	23,343	13,678
	<b>Subtotal Personnel Services</b>	<b>\$ 776,905</b>	<b>\$ 875,650</b>	<b>\$ 881,190</b>	<b>\$ 954,121</b>	<b>\$ 991,870</b>
<b>Operating</b>						
001-3003-522.31-00	Professional Services	1,810	1,920	1,640	1,640	1,980
001-3003-522.34-00	Other Contractual Services	3,173	4,364	5,220	5,220	5,844
001-3003-522.40-00	Travel & Per Diem	8,784	1,606	3,039	10,370	16,349
001-3003-522.41-00	Communications Services	8,838	8,495	7,760	8,210	7,952
001-3003-522.42-00	Postage & Transportation	110	113	8	100	100
001-3003-522.44-00	Rentals & Leases	1,846	1,124	1,233	1,124	1,235
001-3003-522.45-01	Insurance - Operating Liability	464	491	491	742	1,000
001-3003-522.45-02	Insurance - Auto Liability	960	1,221	1,221	3,573	3,051
001-3003-522.46-00	Repair & Maintenance Services	8,662	7,470	5,897	6,736	6,759
001-3003-522.47-00	Printing & Binding	221	339	420	350	450
001-3003-522.49-00	Other Charges/Obligations	982	1,079	1,315	5,190	5,190
001-3003-522.51-00	Office Supplies	1,771	596	432	600	600
001-3003-522.52-00	Operating Supplies	2,431	5,290	2,952	6,000	6,000
001-3003-522.52-01	Operating Supplies - Gasoline/Diesel/Lubric	9,460	5,747	6,011	9,170	14,000
001-3003-522.52-05	Operating Supplies - Uniforms	2,597	2,594	1,844	3,000	3,000
001-3003-522.54-01	Books/Pubs/Subsc/Memb - Prof Dues	2,233	1,250	1,095	1,210	1,160
001-3003-522.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	264	964	2,044	3,095	5,307
001-3003-522.54-03	Books/Pubs/Subsc/Memb - Subscriptions	644	746	905	795	1,134
	<b>Subtotal Operating</b>	<b>\$ 55,250</b>	<b>\$ 45,409</b>	<b>\$ 43,527</b>	<b>\$ 67,125</b>	<b>\$ 81,111</b>
<b>Total</b>		<b>\$ 832,155</b>	<b>\$ 921,059</b>	<b>\$ 924,717</b>	<b>\$ 1,021,246</b>	<b>\$ 1,072,981</b>

## Fire Operations

The Operations Division responds to fire, medical and other hazardous emergency calls from its three stations throughout the City. The division responds to and extinguishes fire, prevents fires in cases of fuel spills and electrical malfunctions, delivers effective medical and rescue services for injuries, illnesses and accidents, transports patient to appropriate emergency room facilities, responds to and controls hazardous materials emergencies and provides technical rescue services. Through the development of mutual aid and intergovernmental agreements with other emergency responders in the area, the SFD provides and receives assistance throughout the County. The Sanford Fire Department holds an ISO rating of 2.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 4,426,533	\$ 4,592,847	\$ 5,006,508	\$ 5,843,420
Benefits	2,404,499	2,400,718	2,641,815	3,292,778
Operating	905,075	912,465	970,412	1,024,906
Supplies	437,671	486,889	575,623	724,045
Total	\$ 8,173,778	\$ 8,392,919	\$ 9,194,358	\$ 10,885,149

Funding Source				
Total	8,173,778	8,392,919	9,194,358	10,885,149
Total	\$ 8,173,778	\$ 8,392,919	\$ 9,194,358	\$ 10,885,149

### *Our Accomplishments in 2021-22*

- ❖ Trained multiple personnel in working out of classification to improve our succession planning program.
- ❖ Supported the Sanford airshow with help from the Medical Coalition.
- ❖ Obtained Fire Officer I certification for Lieutenants and Fire Officer II for Battalions department wide.
- ❖ Responded to 12,691 emergency calls for services; a 15% increase over last year.
- ❖ Transported 5,022 patients to the hospital; a 9% increase over last year.
- ❖ Successfully trained and oriented four new firefighters that started shift work in May 2021.
- ❖ Replaced and placed in service at Fire Station 32 to include a "wash down ceremony".
- ❖ Trained monthly with Deltona, DeLand, and Orange City fire departments on technical rescue disciplines such as rope, confined space, trench, structural collapse, and vehicle machinery rescue.

## Goals and Objectives for 2022-23

- ❖ Secure additional personnel from shift to conduct part-time inspections
- ❖ Improve response turnout times.

<b>Fire - Operations Performance Measures</b>				
Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
# Unity Responses	18,888	21,435	24,637	28,318
# of calls inside city	10,358	11,703	13,451	15,285
# of total calls responded to by City units	11,402	12,691	14,259	14,586
-EMS/Rescue/Fire related/Other	8551/228/2623	7514/161/5016	8550/180/5229	8700/602/5284
# of Transports	4,922	5,022	5,112	5,284
# First responder calls outside City	2,028	2,180	2,344	2,460
# of other first responder calls inside City	1,970	3,952	3,047	5,126
% calls with response time 5 minutes or less	35%	41%	38%	35%
- Fire related/EMS/Rescue	33.9%/ 35.8%	23.4%/ 40.9%	25%/ 38%	25%/ 35%
% calls as first responder outside City	18%	19%	18%	20%
% calls as First responder inside City	82%	81%	82%	80%
Property Loss	\$ 633,025	\$ 1,664,867	\$ 1,000,000	\$ 1,200,000
Civilian Injuries	0	5	0	0
Civilian Deaths	0	1	0	0
Cost per call	\$ 789	\$ 682	\$ 700	\$ 549
Unscheduled Leave Hours	5,200	9,830	2,500	2,650
Unscheduled Leave Shifts	216	409	104	110

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
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<b>Fire - Operations</b>						
Battalion Chief - Operations	213	3.00	3.00	-	3.00	-
Lieutenant	211	12.00	12.00	-	12.00	-
Firefighter/Paramedic & Firefighter EMT/Engineer	202/203	60.00	60.00	12.00	72.00	-
<b>Total Full Time Equivalents</b>		<b>75.00</b>	<b>75.00</b>	<b>12.00</b>	<b>87.00</b>	<b>-</b>

## Fire Operations

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-3001-522.12-00	Regular Salaries & Wages	3,259,679	3,354,781	3,427,023	3,565,988	4,365,914
001-3001-522.12-02	Regular Salaries - Additional Pays	1,043	1,046	1,003	2,949	2,934
001-3001-522.12-06	Reg Salaries - Opt Out Health Insurance	8,300	7,500	7,607	11,730	15,171
001-3001-522.14-00	Overtime	409,793	232,495	299,461	560,636	557,210
001-3001-522.14-02	Overtime - Overtime Garcia	260,728	395,263	408,172	317,307	327,044
001-3001-522.15-00	Special Pay	382,503	435,448	449,581	547,898	575,147
001-3001-522.21-00	FICA/Medicare Taxes	317,681	325,249	338,413	381,953	448,600
001-3001-522.22-01	Retirement Contributions - FRS	184,237	233,982	287,828	362,764	611,675
001-3001-522.22-03	Retirement Contributions - Fire Pension	989,988	795,350	736,626	679,472	670,739
001-3001-522.23-00	Medical Insurance	768,022	837,116	742,411	937,696	1,363,449
001-3001-522.23-02	Medical Insurance - Life & ST Disability	25,557	26,599	28,072	28,479	34,293
001-3001-522.24-00	Worker's Compensation	183,975	186,203	265,514	251,451	164,022
001-3001-522.25-00	Unemployment Compensation	-	-	1,854	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 6,791,506</b>	<b>\$ 6,831,032</b>	<b>\$ 6,993,565</b>	<b>\$ 7,648,323</b>	<b>\$ 9,136,198</b>
<b>Operating</b>						
001-3001-522.31-00	Professional Services	32,680	32,580	30,388	31,170	35,800
001-3001-522.34-00	Other Contractual Services	84,614	157,516	151,178	170,221	165,794
001-3001-522.34-01	Other Contractual Services - Fire W&S	65,150	65,150	65,150	65,150	65,150
001-3001-522.40-00	Travel & Per Diem	1,631	57	1,124	6,960	7,900
001-3001-522.41-00	Communications Services	41,493	41,023	44,209	34,454	42,019
001-3001-522.42-00	Postage & Transportation	649	489	442	1,050	1,050
001-3001-522.43-00	Utility Services	89,603	89,213	84,180	91,800	96,400
001-3001-522.44-00	Rentals & Leases	2,408	4,866	3,529	3,602	4,010
001-3001-522.45-01	Insurance - Operating Liability	57,331	60,795	60,795	71,587	106,187
001-3001-522.45-02	Insurance - Auto Liability	32,433	41,246	41,246	61,702	56,257
001-3001-522.46-00	Repair & Maintenance Services	336,790	405,970	424,194	425,066	433,394
001-3001-522.47-00	Printing & Binding	1,549	764	2,290	1,525	1,900
001-3001-522.48-00	Promotional Activities	25	-	-	100	600
001-3001-522.49-00	Other Charges/Obligations	10,372	5,406	3,740	6,025	8,445
001-3001-522.51-00	Office Supplies	3,129	3,154	3,069	5,000	5,000
001-3001-522.52-00	Operating Supplies	295,330	279,005	301,364	324,220	328,300
001-3001-522.52-01	Operating Supplies - Gasoline/Diesel/Lubric	88,703	71,127	92,301	94,454	158,128
001-3001-522.52-05	Operating Supplies - Uniforms	45,291	46,091	55,286	55,200	136,992
001-3001-522.52-21	Operating Supplies - CPR Class Materials	184	-	955	300	300
001-3001-522.54-01	Books/Pubs/Subsc/Memb - Prof Dues	4,962	344	1,974	300	300
001-3001-522.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	2,551	1,464	4,702	8,474	9,350
001-3001-522.54-03	Books/Pubs/Subsc/Memb - Subscriptions	18,779	14,155	15,303	23,675	24,675
001-3001-522.54-04	Books/Pubs/Subsc/Memb - School Tuition	30,922	22,331	11,935	64,000	61,000
	<b>Subtotal Operating</b>	<b>\$ 1,246,579</b>	<b>\$ 1,342,746</b>	<b>\$ 1,399,354</b>	<b>\$ 1,546,035</b>	<b>\$ 1,748,951</b>
<b>Total</b>		<b>\$ 8,038,085</b>	<b>\$ 8,173,778</b>	<b>\$ 8,392,919</b>	<b>\$ 9,194,358</b>	<b>\$ 10,885,149</b>



## *Fire Prevention*

Fire Prevention is responsible for enforcement of the Fire Prevention Code, plans review, fire investigations, and public fire education. The division conducts routine inspections of commercial buildings and augments the City’s plan review and code enforcement processes.

### **Summary**

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 293,869	\$ 297,925	\$ 294,628	\$ 322,059
Benefits	139,645	132,533	145,358	161,749
Operating	20,671	22,918	24,843	23,542
Supplies	11,977	12,351	15,276	19,290
Total	\$ 466,162	\$ 465,727	\$ 480,105	\$ 526,640

<b>Funding Source</b>				
Total	466,162	465,727	480,105	526,640
Total	\$ 466,162	\$ 465,727	\$ 480,105	\$ 526,640

### *Our Accomplishments in 2021-22*

- ❖ Conducted all state mandated facility and apartment complex fire inspections.
- ❖ Improved our public education events and public awareness of fire safety.
- ❖ Trained full-time staff on how to conduct digital plan reviews.

### *Goals and Objectives for 2022-23*

- ❖ Cross-trained Fire Inspector responsibilities to create a more well rounded division.
- ❖ Trained all Fire Inspectors in Fire Marshal duties.
- ❖ Increased part-time shift Firefighter inspectors.
- ❖ Begin planning for better Fire Prevention offices.

## Fire - Prevention Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Occupational Licenses	110	203	200	200
Annual Inspections	1,500	1,668	1,700	1,700
Reinspections	300	504	450	450
Investigations	50	31	40	40
PIO	2	1	1	1
Plans Review	850	1,489	1,500	1,500
Certificate Review/CO	50	58	50	50
Public Education Events	75	42	50	75
Car Seat Classes	12	12	12	12

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Fire - Prevention</b>						
Fire Marshall	214	1.00	1.00	-	1.00	-
Fire Protection Inspector	417	3.00	3.00	-	3.00	-
<b>Total Full Time Equivalents</b>		<b>4.00</b>	<b>4.00</b>	-	<b>4.00</b>	-

## Fire Prevention

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-3002-522.12-00	Regular Salaries & Wages	219,405	272,156	286,440	272,986	296,929
001-3002-522.12-02	Regular Salaries - Additional Pays	485	-	-	-	-
001-3002-522.12-06	Reg Salaries - Opt Out Health Insurance	-	1,100	1,200	-	-
001-3002-522.13-00	Part Time Wages	25,291	-	-	-	-
001-3002-522.14-00	Overtime	12,996	9,670	7,526	9,775	7,780
001-3002-522.15-00	Special Pay	10,571	10,943	2,759	11,867	17,350
001-3002-522.21-00	FICA/Medicare Taxes	19,204	21,081	21,247	21,920	24,710
001-3002-522.22-01	Retirement Contributions - FRS	7,114	12,418	12,851	14,024	16,839
001-3002-522.22-03	Retirement Contributions - Fire Pension	65,850	53,192	49,601	50,865	54,781
001-3002-522.23-00	Medical Insurance	36,803	38,846	33,732	42,745	54,809
001-3002-522.23-02	Medical Insurance - Life & ST Disability	1,452	1,766	1,707	1,411	1,595
001-3002-522.24-00	Worker's Compensation	12,014	12,342	13,395	14,393	9,015
	<b>Subtotal Personnel Services</b>	<b>\$ 411,185</b>	<b>\$ 433,514</b>	<b>\$ 430,458</b>	<b>\$ 439,986</b>	<b>\$ 483,808</b>
<b>Operating</b>						
001-3002-522.31-00	Professional Services	1,820	1,920	1,640	1,640	1,760
001-3002-522.40-00	Travel & Per Diem	-	-	566	1,023	1,300
001-3002-522.41-00	Communications Services	4,812	5,246	5,224	5,411	5,411
001-3002-522.42-00	Postage & Transportation	5	17	43	30	30
001-3002-522.44-00	Rentals & Leases	782	375	484	375	485
001-3002-522.45-01	Insurance - Operating Liability	710	752	752	849	1,144
001-3002-522.45-02	Insurance - Auto Liability	1,102	1,401	1,401	3,240	2,767
001-3002-522.46-00	Repair & Maintenance Services	7,539	9,036	9,452	9,230	6,900
001-3002-522.47-00	Printing & Binding	676	794	1,072	820	850
001-3002-522.48-00	Promotional Activities	2,247	-	1,622	2,000	2,820
001-3002-522.49-00	Other Charges/Obligations	-	1,130	662	225	75
001-3002-522.51-00	Office Supplies	128	16	41	300	150
001-3002-522.52-00	Operating Supplies	2,419	1,536	1,309	2,000	2,000
001-3002-522.52-01	Operating Supplies - Gasoline/Diesel/Lubric	7,466	6,115	6,080	7,614	10,816
001-3002-522.52-05	Operating Supplies - Uniforms	1,258	2,068	2,000	2,500	2,500
001-3002-522.54-01	Books/Pubs/Subsc/Memb - Prof Dues	225	125	125	125	350
001-3002-522.54-02	Books/Pubs/Subsc/Memb - Conf/Seminar	22	415	470	535	1,272
001-3002-522.54-03	Books/Pubs/Subsc/Memb - Subscriptions	1,791	1,702	2,326	2,202	2,202
	<b>Subtotal Operating</b>	<b>\$ 33,002</b>	<b>\$ 32,648</b>	<b>\$ 35,269</b>	<b>\$ 40,119</b>	<b>\$ 42,832</b>
	<b>Total</b>	<b>\$ 444,187</b>	<b>\$ 466,162</b>	<b>\$ 465,727</b>	<b>\$ 480,105</b>	<b>\$ 526,640</b>

# PUBLIC WORKS DEPARTMENT



# Public Works Department



## Mission Statement

The Public Works and Utilities Department enhances the quality of life of our customers and visitors by providing exceptional public services through our knowledgeable and dedicated staff.

## Role of Public Works

The Public Works Department includes a variety of divisions, most of which are dedicated to the construction operation and maintenance of infrastructure.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 1,442,441	\$ 1,517,799	\$ 1,777,106	\$ 1,974,891
Benefits	717,352	708,794	901,866	1,069,311
Operating	880,061	908,231	769,776	948,814
Supplies	145,655	142,837	189,399	231,924
Capital	10,380	47,726	-	-
Total	\$ 3,195,889	\$ 3,325,387	\$ 3,638,147	\$ 4,224,940

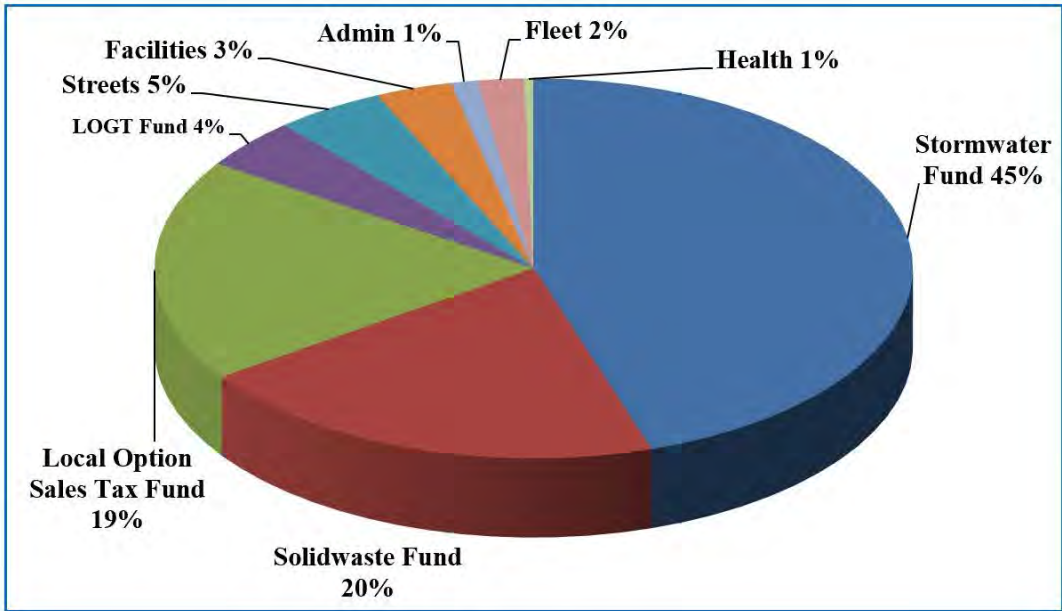
Funding Source	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Total	3,195,889	3,325,387	3,638,147	4,224,940
Total	\$ 3,195,889	\$ 3,325,387	\$ 3,638,147	\$ 4,224,940

### Public Works Department as a percentage of General Fund



**FY 2023 Public Works Division Totals**

<b>Stormwater</b>	<b>\$ 15,935,393</b>
<b>Solid Waste</b>	<b>7,175,960</b>
<b>3rd Gen Sales Tax</b>	<b>6,690,004</b>
<b>LOGT</b>	<b>1,513,860</b>
<b>Streets</b>	<b>1,694,567</b>
<b>Facilities</b>	<b>1,184,753</b>
<b>Admin</b>	<b>411,944</b>
<b>Fleet</b>	<b>796,053</b>
<b>Health</b>	<b>137,623</b>
<b>Total</b>	<b>\$ 35,540,157</b>



## Public Works Administration

The Administrative Division is responsible for general policy and direction of the department by providing management and leadership for the operating divisions. Operational oversight, strategic planning, administration of the budget and record keeping are all part of Administration's responsibilities.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 146,748	\$ 202,954	\$ 212,688	\$ 242,076
Benefits	60,508	80,979	88,999	102,253
Operating	56,130	42,866	37,062	50,505
Supplies	18,537	12,838	13,540	17,110
Total	\$ 281,923	\$ 339,637	\$ 352,289	\$ 411,944

Funding Source				
Total	281,923	339,637	352,289	411,944
Total	\$ 281,923	\$ 339,637	\$ 352,289	\$ 411,944

### *Our Accomplishments in 2021-22*

- ❖ Citywide resurfacing.
- ❖ Completion of Myrtle Avenue Streetscape.
- ❖ Design completion Georgetown Pump Branch Drainage.
- ❖ Design completion Mellonville drainage.
- ❖ Design completion of the Celery Ave. and Mellonville Ave. intersection improvements.
- ❖ Design and permitting of Aero Lane and 5th Street roadway and drainage improvements.
- ❖ Relining Pump Branch pipe from Lake Monroe to 3rd Street.
- ❖ Design and permitting of drainage improvements for the Mayfair area.
- ❖ Design and permitting of drainage improvements for the Maple Avenue & 4th street system.
- ❖ Completion of USACOE Hidden Lake subdivision/Lake Minnie hydrology study to include recommendations for mitigating flooding conditions in the Hidden Lake sub-basin.
- ❖ GIS stormwater project completed.
- ❖ New restroom facilities at the Marina and Paluci Parks.

- ❖ Entire network of roads tested and implementation of new pavement management software.

### *Goals and Objectives for 2022-23*

- ❖ Commence construction of Georgetown Phase 1 and Maple Avenue stormwater improvements.
- ❖ Construct intersection improvements at St. Johns Parkway and Upsala Road.
- ❖ Construct intersection improvements at Mellonville Avenue and Celery Ave.
- ❖ Add sidewalks on Holly Avenue from 9th Street to Historic Goldsboro Boulevard.
- ❖ Construct new restroom facilities at the Riverwalk parking lot on Seminole Blvd.
- ❖ Complete design and permitting of Park Drive streetscape, Georgetown Phase 2, and Aero Lane improvements.
- ❖ Continue citywide resurfacing program.

<b>Public Works - Administration</b>				
<b>Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Amount of CIP's Managed	3	6	3	10
Resurfacing Costs	\$ 1,150,000	\$ 1,400,000	\$ 1,150,000	\$ 1,200,000
Sidewalk Costs - Repairs & New	\$ 200,000	\$ 655,000	\$ 500,000	\$ 200,000
Traffic Calming Costs	\$ 28,000	\$ 45,000	\$ 30,000	\$ 35,000
Lane Miles within the City	322	328	328	328
Capital Projects Managed - Design Phase	4	4	4	2
Capital Projects Managed - Construction	6	2	5	8
Miles of Roads Resurfaced (Lane Miles)	8	13	12	10
LF Sidewalk New	13,000	6,000	3,000	2,000
LF Sidewalk Repair/Replaced	1,000	2,000	1,500	2,000
Curb Ramps Installed/Replaced	25	35	25	20
Traffic Calming Devices Installed	8	18	10	12
Locates Performed	1,000	1,100	1,200	1,300
Inspections Performed (Driveways, C.O.'s &	200	196	200	230



# Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Public Works - Administration</b>						
Public Works Director **	433	0.35	0.35	-	0.35	-
Public Works Engineer	423	-	-	1.00	1.00	-
Public Works Manager	422	1.00	1.00	(1.00)	-	-
Administrative Coordinator	413	1.00	1.00	-	1.00	-
Administrative Specialist II	409	1.00	1.00	-	1.00	-
Fiscal Specialist	412	-	-	-	-	1.00
<b>Total Full Time Equivalents</b>		<b>3.35</b>	<b>3.35</b>	<b>-</b>	<b>3.35</b>	<b>1.00</b>

\*\*Split between funds or departments/divisions

## Public Works Administration

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-4001-539.12-00	Regular Salaries & Wages	191,772	145,225	198,699	210,996	235,496
001-4001-539.12-02	Regular Salaries - Additional Pays	210	260	1,617	792	3,725
001-4001-539.12-06	Reg Salaries - Opt Out Health Insurance	420	420	420	411	411
001-4001-539.14-00	Overtime	914	843	2,218	489	2,444
001-4001-539.21-00	FICA/Medicare Taxes	14,168	10,762	14,541	15,600	17,906
001-4001-539.22-01	Retirement Contributions - FRS	25,418	23,449	29,777	32,606	40,076
001-4001-539.23-00	Medical Insurance	30,585	23,882	32,118	37,394	41,509
001-4001-539.23-02	Medical Insurance - Life & ST Disability	1,238	860	1,284	1,271	1,441
001-4001-539.24-00	Worker's Compensation	2,145	1,555	3,259	2,128	1,321
	<b>Subtotal Personnel Services</b>	<b>\$ 266,870</b>	<b>\$ 207,256</b>	<b>\$ 283,933</b>	<b>\$ 301,687</b>	<b>\$ 344,329</b>
<b>Operating</b>						
001-4001-539.31-00	Other Contractual Services	-	24,423	7,058	-	7,000
001-4001-539.40-00	Travel & Per Diem	4,853	738	-	4,800	5,000
001-4001-539.41-00	Communications Services	4,438	5,010	4,747	3,632	6,450
001-4001-539.42-00	Postage & Transportation	301	309	476	100	300
001-4001-539.44-00	Rentals & Leases	974	666	776	1,036	762
001-4001-539.45-01	Insurance - Operating Liability	16,928	15,487	13,444	16,401	21,710
001-4001-539.45-02	Insurance - Auto Liability	458	583	775	1,748	1,493
001-4001-539.46-00	Repair & Maintenance Services	1,247	5,949	4,628	5,600	3,850
001-4001-539.47-00	Printing & Binding	955	1,046	1,186	1,375	1,375
001-4001-539.49-00	Other Charges/Obligations	1,585	1,919	9,776	2,370	2,565
001-4001-539.51-00	Office Supplies	880	1,322	925	1,000	1,100
001-4001-539.52-00	Operating Supplies	2,731	3,885	4,212	2,200	4,700
001-4001-539.52-01	Operating Supplies - Gasoline/Diesel/Lubric	4,206	3,325	3,938	4,450	4,450
001-4001-539.52-05	Operating Supplies - Uniforms	205	138	187	500	500
001-4001-539.54-01	Books/Pubs/Subsc/Memb - Prof Dues	1,349	370	1,239	2,140	895
001-4001-539.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	1,394	-	2,337	1,100	4,565
001-4001-539.54-03	Books/Pubs/Subsc/Memb - Subscriptions	14,123	-	-	-	-
001-4001-539.54-04	Books/Pubs/Subsc/Memb - Subscriptions	-	9,497	-	2,050	-
001-4001-539.55-00	Training	-	-	-	100	900
	<b>Subtotal Operating</b>	<b>\$ 56,627</b>	<b>\$ 74,667</b>	<b>\$ 55,704</b>	<b>\$ 50,602</b>	<b>\$ 67,615</b>
<b>Total</b>		<b>\$ 323,497</b>	<b>\$ 281,923</b>	<b>\$ 339,637</b>	<b>\$ 352,289</b>	<b>\$ 411,944</b>

## Public Health

The Public Health division coordinates with the Seminole County Mosquito Authority for mosquito control and the East Volusia Mosquito Control for controlling the midge population. Public Health monitors the nuisance pest population and sprays on a limited basis for outbreaks and special events.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 114	\$ 142	\$ 5,704	\$ 6,022
Benefits	60	64	1,624	1,527
Operating	118,778	117,427	120,070	122,174
Supplies	1,635	1,714	7,300	7,900
Total	\$ 120,587	\$ 119,347	\$ 134,698	\$ 137,623

Funding Source				
Total	120,587	119,347	134,698	137,623
Total	\$ 120,587	\$ 119,347	\$ 134,698	\$ 137,623

### *Our Accomplishments in 2021-22*

- ❖ Fog for Midges when the need arose.
- ❖ Continued to educate staff on materials, new species of insects & applications.
- ❖ Oversee Contract Management for Clarke Environmental.
- ❖ Assist Seminole County Mosquito Control with spraying city-wide when requested.

### *Goals and Objectives for 2022-23*

- ❖ Continue to oversee Contract Management for Clarke Environmental.
- ❖ Continue to educate staff & public on new species of insects & applications.
- ❖ Fog for midges when the need arises.
- ❖ Assist Seminole County Mosquito Control with spraying Citywide, if requested.
- ❖ Certify another staff member in the DODD short course for mosquito and midge control.

## PUBLIC WORKS - HEALTH

### Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Oversee Contract Management for Clarke Environmental	100%	100%	100%	100%

### Public Health

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-4041-562.12-00	Regular Salaries & Wages	-	50	85	-	-
001-4041-562.12-02	Regular Salaries - Additional Pays	-	-	57	5,704	6,022
001-4041-562.14-00	Overtime	307	64	-	-	-
001-4041-562.21-00	FICA/Medicare Taxes	22	8	10	428	461
001-4041-562.22-01	Retirement Contributions - FRS	26	10	15	631	728
001-4041-562.23-00	Medical Insurance	92	36	35	-	-
001-4041-562.23-02	Medical Insurance - Life & ST Disability	2	1	1	-	-
001-4041-562.24-00	Worker's Compensation	7	5	3	565	338
	<b>Subtotal Personnel Services</b>	<b>\$ 456</b>	<b>\$ 174</b>	<b>\$ 206</b>	<b>\$ 7,328</b>	<b>\$ 7,549</b>
<b>Operating</b>						
001-4041-562.34-00	Other Contractual Services	90,000	115,000	115,000	115,000	115,000
001-4041-562.40-00	Travel & Per Diem	1,050	1,371	-	1,200	2,800
001-4041-562.45-01	Insurance - Operating Liability	1,632	1,730	1,524	1,577	2,124
001-4041-562.45-02	Insurance - Auto Liability	133	169	225	291	248
001-4041-562.46-00	Repair & Maintenance Services	434	508	678	2,002	2,002
001-4041-562.49-00	Other Charges/Obligations	144	-	-	-	-
001-4041-562.51-00	Office Supplies	70	-	77	100	100
001-4041-562.52-00	Operating Supplies	3,657	1,040	1,599	6,500	6,500
001-4041-562.52-01	Operating Supplies - Gasoline/Diesel/Lubric	107	20	38	100	100
001-4041-562.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	444	575	-	600	1,200
	<b>Subtotal Operating</b>	<b>\$ 97,671</b>	<b>\$ 120,413</b>	<b>\$ 119,141</b>	<b>\$ 127,370</b>	<b>\$ 130,074</b>
	<b>Total</b>	<b>\$ 98,127</b>	<b>\$ 120,587</b>	<b>\$ 119,347</b>	<b>\$ 134,698</b>	<b>\$ 137,623</b>

## *Fleet Maintenance*

Fleet Maintenance is responsible for preventative maintenance and repairs to City-owned vehicles and equipment, and for management of the fuel system.

### Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 331,883	\$ 339,374	\$ 373,079	\$ 450,635
Benefits	157,591	144,479	195,802	261,033
Operating	41,714	45,089	58,839	49,640
Supplies	19,991	15,982	25,586	34,745
Total	\$ 551,179	\$ 544,924	\$ 653,306	\$ 796,053

<b>Funding Source</b>				
Total	551,179	544,924	653,306	796,053
Total	\$ 551,179	\$ 544,924	\$ 653,306	\$ 796,053

### *Our Accomplishments in 2021-22*

- ❖ Executed change over from Dbase software to new Lucity software.
- ❖ Replaced two diesel dispensers at the fuel island.
- ❖ Replaced service truck for road services.
- ❖ Implemented new mobile column heavy truck lift system.
- ❖ Strived for 100% completion rate of preventive maintenance schedule.
- ❖ Assisted the Police Department in drafting a new five-six year vehicle procurement plan.
- ❖ Continued to replace obsolete vehicles and equipment.
- ❖ Began implementing pre-delivery inspection procedures.

### *Goals and Objectives for 2022-23*

- ❖ Use new software program to completely reinvent our internal reporting capabilities.
- ❖ Add another mechanic position to shop personnel.
- ❖ Replace above ground storage tanks with new double-walled style, and re-locate the tanks for smoother operations.
- ❖ Purchase and install diesel exhaust fluid dispensing system on fuel island.

- ❖ Add more training and certification opportunities for our personnel with a goal being at least one mechanic with 5+ ASE certifications and at least one mechanic with emergency vehicle training certification, and parts and inventory training for our parts technicians.
- ❖ Integrate new heavy duty/exhaust after treatment diagnostic scanner to greatly improve our in house diagnostic and repair capabilities.

## PUBLIC WORKS - FLEET Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Number of Mechanics FTE's	4	4	4	5
Mechanic Billable Hours	8,000	8,000	8,000	8,000
Work Days	200	200	200	200
# Pieces of Rolling Stock	580	580	582	582
# Pieces Non-Rolling Stock	42	42	42	42
# "Services" or Work Orders Completed	2,006	2,716	2,340	2,986
# Preventative Maintenance Services	963	1,126	820	820
# Repairs Other	1,043	1,125	1,520	1,750
Average Time to Complete Repairs (Hours)	1.4	2.0	1.4	1.2
Mechanic Productivity Rate	286	320	290	275
% Repairs Returned	0	0	0	0
Customer Satisfaction Rating	100%	100%	100%	100%
Hourly Labor Rate	18.5	18.5	18.5	18.5
Average Operating Cost per Work Order	24	24	24	24
Average Hourly Rate - Private Shops	120	120	120	125
Work Orders to Mechanic Ratio	180	200	180	170

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
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Public Works - Fleet Maintenance						
Fleet Maintenance Superintendent	420	1.00	1.00	-	1.00	-
Crew Leader	414	1.00	1.00	-	1.00	-
Mechanic II	312	3.00	3.00	-	3.00	-
Lead Parts Technician	310	1.00	1.00	-	1.00	-
Mechanic I	310	1.00	1.00	1.00	2.00	-
Inventory & Parts Technician	308	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>8.00</b>	<b>8.00</b>	<b>1.00</b>	<b>9.00</b>	<b>-</b>

## Fleet Maintenance

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-4042-539.12-00	Regular Salaries & Wages	304,548	328,217	335,367	369,755	447,232
001-4042-539.12-02	Regular Salaries - Additional Pays	1,645	2,235	1,920	2,346	2,816
001-4042-539.12-06	Reg Salaries - Opt Out Health Insurance	-	-	900	-	-
001-4042-539.14-00	Overtime	1,429	1,431	1,187	978	587
001-4042-539.21-00	FICA/Medicare Taxes	22,788	23,960	24,245	27,705	33,308
001-4042-539.22-01	Retirement Contributions - FRS	25,442	29,418	34,474	40,442	52,076
001-4042-539.23-00	Medical Insurance	77,496	93,263	73,107	113,985	165,270
001-4042-539.23-02	Medical Insurance - Life & ST Disability	1,889	2,157	2,174	2,317	2,789
001-4042-539.24-00	Worker's Compensation	8,559	8,793	10,479	11,353	7,590
	<b>Subtotal Personnel Services</b>	<b>\$ 443,796</b>	<b>\$ 489,474</b>	<b>\$ 483,853</b>	<b>\$ 568,881</b>	<b>\$ 711,668</b>
<b>Operating</b>						
001-4042-539.34-00	Other Contractual Services	2,000	1,175	588	1,175	-
001-4042-539.40-00	Travel & Per Diem	55	-	-	100	110
001-4042-539.41-00	Communications Services	2,108	2,016	2,628	1,833	2,521
001-4042-539.42-00	Postage & Transportation	-	-	-	10	10
001-4042-539.43-00	Utility Services	6,573	5,935	6,184	6,992	6,450
001-4042-539.44-00	Rentals & Leases	476	282	391	282	401
001-4042-539.45-01	Insurance - Operating Liability	6,366	6,494	1,984	2,053	2,232
001-4042-539.45-02	Insurance - Auto Liability	1,194	1,518	2,021	2,614	3,415
001-4042-539.46-00	Repair & Maintenance Services	30,963	21,775	26,722	21,020	23,411
001-4042-539.47-00	Printing & Binding	664	841	968	1,060	740
001-4042-539.49-00	Other Charges/Obligations	9,987	1,678	3,603	21,700	10,350
001-4042-539.51-00	Office Supplies	1,209	493	903	1,000	1,100
001-4042-539.52-00	Operating Supplies	10,942	11,950	6,775	11,000	16,325
001-4042-539.52-01	Operating Supplies - Gasoline/Diesel/Lubric	4,592	4,647	5,061	4,306	6,000
001-4042-539.52-05	Operating Supplies - Uniforms	2,468	2,195	2,242	2,600	2,600
001-4042-539.54-01	Books/Pubs/Subsc/Memb - Prof Dues	90	235	190	370	245
001-4042-539.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	208	471	811	2,110	1,050
001-4042-539.54-03	Books/Pubs/Subsc/Memb - Subscriptions	67	-	-	4,000	4,600
001-4042-539.55-00	Training	-	-	-	200	2,825
	<b>Subtotal Operating</b>	<b>\$ 79,962</b>	<b>\$ 61,705</b>	<b>\$ 61,071</b>	<b>\$ 84,425</b>	<b>\$ 84,385</b>
<b>Total</b>		<b>\$ 523,758</b>	<b>\$ 551,179</b>	<b>\$ 544,924</b>	<b>\$ 653,306</b>	<b>\$ 796,053</b>

## Facilities Maintenance

Facilities Maintenance operates and maintains 35 City owned buildings to ensure their readiness for use by our citizens, visitors and staff, in order to maintain a safe and comfortable environment for all. Staff must be skilled in various trades, including electrical, plumbing, air conditioning system, and carpentry. This division also provides custodial services, mail delivery, and street lighting maintenance.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 389,031	\$ 378,151	\$ 422,307	\$ 470,826
Benefits	193,174	165,003	225,241	261,384
Operating	293,107	309,168	328,040	395,853
Supplies	34,444	29,351	46,440	56,690
Capital	-	47,726	-	-
Total	\$ 909,756	\$ 929,399	\$ 1,022,028	\$ 1,184,753

Funding Source				
Total	909,756	929,399	1,022,028	1,184,753
Total	\$ 909,756	\$ 929,399	\$ 1,022,028	\$ 1,184,753

### *Our Accomplishments in 2021-22*

- ❖ Replaced the a/c units and converted the outside building lights to L.E.D. at the Community Resource Center.
- ❖ Converted outside building lights and parking lot lights at the West Side Center to LED.
- ❖ Changed parking lot lights at the Civic Center to LED.
- ❖ Moved Magnolia Square electric service out of the alleyway to the sidewalk.
- ❖ Completed Sanford Information Center window rebuild project.
- ❖ Converted outside building lights at the Jeff Triplett Center to LED.
- ❖ Continued ADA improvements on city buildings.
- ❖ Continued to assist with upgrading of city streetlights to LED.



## Goals and Objectives for 2022-23

- ❖ Remodel fleet breakroom.
- ❖ Continue Street Lighting Upgrade to LED Program.
- ❖ Remodel storm waters womens restroom.
- ❖ Remodel facility maintenance office area.
- ❖ Convert Public Works Complex outside lights to LED.
- ❖ Upgrade security system at PWC.
- ❖ Continue ADA compliance replacements.

<b>PUBLIC WORKS - FACILITIES MAINTENANCE</b>				
<b>Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Total Square Footage Maintained	310,318	310,318	310,318	310,318
# Work Orders Completed	787	684	725	800
Total # Repairs	479	361	405	472
Total # Emergencies	8	6	5	8
Total # Other	300	317	315	320
% Non Emergency Work Orders Completed within (5) days of request	100%	100%	100%	100%
% Emergency Repairs Completed within 24 Hours	100%	100%	100%	100%
Cost per Work Order Completed	\$ 237	\$ 231	\$ 240	\$ 250

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
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<b>Public Works - Facilities Maintenance</b>						
Public Works Maintenance Superintendent	420	1.00	1.00	-	1.00	-
Electrical Technician	314	2.00	2.00	-	2.00	-
Trades Maintenance Technician II	313	2.00	2.00	-	2.00	1.00
Trades Maintenance Technician I	309	1.00	1.00	-	1.00	1.00
Crew Leader	414	-	-	1.00	1.00	-
Custodial Worker II	305	1.00	1.00	-	1.00	-
Custodial Worker I	302	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>8.00</b>	<b>8.00</b>	<b>1.00</b>	<b>9.00</b>	<b>2.00</b>

## Facilities Maintenance

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-4046-539.12-00	Regular Salaries & Wages	370,723	382,276	368,127	418,389	459,096
001-4046-539.12-02	Reg Salaries - Opt Out Health Insurance	-	2,520	612	-	-
001-4046-539.14-00	Overtime	3,323	4,235	9,412	3,918	11,730
001-4046-539.21-00	FICA/Medicare Taxes	27,356	28,480	27,579	30,643	34,820
001-4046-539.22-01	Retirement Contributions - FRS	37,355	41,610	41,795	50,003	54,802
001-4046-539.23-00	Medical Insurance	106,505	107,055	80,456	125,558	158,480
001-4046-539.23-02	Medical Insurance - Life & ST Disability	2,513	2,523	1,998	2,537	2,849
001-4046-539.24-00	Worker's Compensation	13,859	13,506	13,175	16,500	10,433
	<b>Subtotal Personnel Services</b>	<b>\$ 561,634</b>	<b>\$ 582,205</b>	<b>\$ 543,154</b>	<b>\$ 647,548</b>	<b>\$ 732,210</b>
<b>Operating</b>						
001-4046-539.34-00	Other Contractual Services	18,041	19,227	20,685	19,500	17,500
001-4046-539.41-00	Communications Services	8,124	7,225	6,994	5,294	6,204
001-4046-539.42-00	Postage & Transportation	6	-	-	25	25
001-4046-539.43-00	Utility Services	137,081	126,116	158,979	144,042	197,724
001-4046-539.44-00	Rentals & Leases	476	282	391	1,515	1,515
001-4046-539.45-01	Insurance - Operating Liability	20,935	21,872	24,920	25,790	35,137
001-4046-539.45-02	Insurance - Auto Liability	2,249	2,694	3,786	4,897	4,182
001-4046-539.46-00	Repair & Maintenance Services	160,010	88,657	78,029	97,377	103,636
001-4046-539.47-00	Printing & Binding	224	923	253	250	320
001-4046-539.48-00	Promotional Activities	28,564	25,545	14,654	29,000	29,000
001-4046-539.49-00	Other Charges/Obligations	6	566	477	350	610
001-4046-539.51-00	Office Supplies	296	499	252	500	500
001-4046-539.52-00	Operating Supplies	26,051	25,607	19,946	28,000	30,000
001-4046-539.52-01	Operating Supplies - Gasoline/Diesel/Lubric	12,193	7,005	7,575	13,061	15,000
001-4046-539.52-05	Operating Supplies - Uniforms	1,804	1,333	1,578	2,925	2,925
001-4046-539.54-01	Books/Pubs/Subsc/Memb - Prof Dues	100	-	-	804	595
001-4046-539.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	-	-	-	900	700
001-4046-539.55-00	Training	-	-	-	250	6,970
	<b>Subtotal Operating</b>	<b>\$ 416,160</b>	<b>\$ 327,551</b>	<b>\$ 338,519</b>	<b>\$ 374,480</b>	<b>\$ 452,543</b>
<b>Capital</b>						
001-4046-539.63-00	Improve Other Than Building	-	-	47,726	-	-
	<b>Subtotal Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,726</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 977,794</b>	<b>\$ 909,756</b>	<b>\$ 929,399</b>	<b>\$ 1,022,028</b>	<b>\$ 1,184,753</b>

## Streets

Funding for roads are included in the General Fund and one Special Revenue fund the Local Option Gas Tax Fund. Roadway structures include roads, sidewalks, curbs, drainage systems and signalization of roads. The City currently contains 185 miles of roads and 80 miles of sidewalks.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 574,665	\$ 597,178	\$ 763,328	\$ 805,332
Benefits	306,019	318,269	390,200	443,114
Operating	370,332	393,681	225,765	330,642
Supplies	71,048	82,952	96,533	115,479
Capital	10,380	-	-	-
Total	\$ 1,332,444	\$ 1,392,080	\$ 1,475,826	\$ 1,694,567

Funding Source				
Total	1,332,444	1,392,080	1,475,826	1,694,567
Total	\$ 1,332,444	\$ 1,392,080	\$ 1,475,826	\$ 1,694,567

### *Our Accomplishments in 2021-22*

- ❖ Continued 24 hour response to pot hole complaints, trip hazards, downed/damaged signs and trees.
- ❖ Continue ROW mowing, tree maintenance and removals citywide.
- ❖ Provided traffic control assistance for police department, fire department and for special events throughout the City.
- ❖ Continued sign maintenance citywide.
- ❖ Assisted Public Works Administration with traffic studies.
- ❖ Fabricated brackets for the street lights on 1st Street and Palmetto.
- ❖ Added a new employee that is dedicated to litter control around the city.

### *Goals and Objectives for 2022-23*

- ❖ Continue 24 hour response to pot hole complaints & trip hazards.
- ❖ Continue ROW mowing & tree maintenance citywide.
- ❖ Provide traffic control assistance for Police Department, Fire Department and for special events throughout the City.
- ❖ Continue updating and maintaining the citys street signs.

- ❖ Maintenance on the bricks in downtown Sanford.

<b>PUBLIC WORKS - STREETS</b>				
<b>Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Total Work Orders	2,131	2,143	2,300	2,500
Pot Hole Repair	30	45	40	50
Asphalt Repair	33	64	65	70
Concrete Work	30	25	30	35
Grading	11	7	10	10
Brick Repair/Replace	27	20	35	50
Tractor Machine Mow Lots & ROW's	108	150	140	140
Tree Work	166	181	150	200
Alley Maintenance	13	25	25	30
Sign Maintenance	1,351	927	1,200	1,400
% of Non-Emergency Work Orders Completed within (5) Days of Request	100%	100%	100%	100%
% of Emergency Repairs Completed within (24) Hours	100%	100%	100%	100%
Cost per Work Order Completed	\$ 163	\$ 181	\$ 195	\$ 210

### Authorized Positions

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>Public Works - Streets</b>						
Project Manager **	423	0.05	0.05	-	0.05	1.00
Streets Superintendent	421	1.00	1.00	-	1.00	-
Senior Public Works Inspector **	418	1.20	1.20	-	1.20	-
Signs and Traffic Coordinator	416	1.00	1.00	-	1.00	-
Crew Leader	414	2.00	2.00	-	2.00	-
Equipment Operator IV	312	2.00	2.00	-	2.00	-
Equipment Operator II	309	1.00	1.00	-	1.00	-
Environmental - Administrative Specialist II **	411	0.50	0.50	-	0.50	-
Maintenance Worker, Lead	307	3.00	3.00	-	3.00	-
Sign Technician	307	1.00	1.00	-	1.00	-
Equipment Operator I	307	-	-	-	-	1.00
Litter Control - Maintenance Worker	302	-	1.00	-	1.00	-
Maintenance Worker	304	1.00	1.00	-	1.00	1.00
<b>Total Full Time Equivalents</b>		<b>13.75</b>	<b>14.75</b>	<b>-</b>	<b>14.75</b>	<b>3.00</b>

\*\*Split between funds or departments/divisions

## Streets

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-4047-541.12-00	Regular Salaries & Wages	544,761	562,702	585,049	750,894	785,860
001-4047-541.12-06	Reg Salaries - Opt Out Health Insurance	720	60	-	704	1,877
001-4047-541.14-00	Overtime	17,512	11,903	12,129	11,730	17,595
001-4047-541.21-00	FICA/Medicare Taxes	40,211	40,931	42,981	49,660	59,558
001-4047-541.22-01	Retirement Contributions - FRS	52,324	58,178	70,189	76,888	99,615
001-4047-541.23-00	Medical Insurance	151,471	163,021	151,066	201,610	241,478
001-4047-541.23-02	Medical Insurance - Life & ST Disability	3,669	3,709	3,981	4,096	4,881
001-4047-541.24-00	Worker's Compensation	40,001	40,180	50,052	57,946	37,582
	<b>Subtotal Personnel Services</b>	<b>\$ 850,669</b>	<b>\$ 880,684</b>	<b>\$ 915,447</b>	<b>\$ 1,153,528</b>	<b>\$ 1,248,446</b>
<b>Operating</b>						
001-4047-541.31-00	Professional Services	-	79,260	3,314	-	-
001-4047-541.34-00	Other Contractual Services	94,198	87,698	94,652	93,975	96,663
001-4047-541.40-00	Travel & Per Diem	13	-	180	50	2,100
001-4047-541.41-00	Communications Services	4,851	5,846	5,651	4,906	5,689
001-4047-541.42-00	Postage & Transportation	-	-	-	20	20
001-4047-541.43-00	Utility Services	6,676	6,432	6,586	8,727	6,800
001-4047-541.44-00	Rentals & Leases	20,779	19,232	55,624	21,504	27,565
001-4047-541.45-01	Insurance - Operating Liability	44,565	92,204	79,883	22,614	116,714
001-4047-541.45-02	Insurance - Auto Liability	5,619	8,362	11,128	14,879	12,707
001-4047-541.46-00	Repair & Maintenance Services	100,746	68,316	134,654	58,600	59,995
001-4047-541.47-00	Printing & Binding	434	316	439	390	389
001-4047-541.49-00	Other Charges/Obligations	1,655	2,666	1,570	100	2,000
001-4047-541.51-00	Office Supplies	131	221	229	200	250
001-4047-541.52-00	Operating Supplies	10,028	10,639	11,347	11,000	15,150
001-4047-541.52-01	Operating Supplies - Gasoline/Diesel/Lubric	36,061	30,562	35,321	39,214	42,000
001-4047-541.52-05	Operating Supplies - Uniforms	3,450	3,456	3,649	4,050	4,375
001-4047-541.53-00	Road Materials & Supplies	25,942	25,800	31,019	35,500	45,000
001-4047-541.54-01	Books/Pubs/Subsc/Memb - Prof Dues	100	370	380	704	704
001-4047-541.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	3,526	-	837	5,490	7,475
001-4047-541.54-03	Books/Pubs/Subsc/Memb - Subscriptions	30	-	170	-	100
001-4047-541.55-00	Training	-	-	-	375	425
	<b>Subtotal Operating</b>	<b>\$ 358,804</b>	<b>\$ 441,380</b>	<b>\$ 476,633</b>	<b>\$ 322,298</b>	<b>\$ 446,121</b>
<b>Capital</b>						
001-4047-541.64-00	Books/Pubs/Subsc/Memb - Subscriptions	-	10,380	-	-	-
	<b>Subtotal Capital</b>	<b>\$ -</b>	<b>\$ 10,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 1,209,473</b>	<b>\$ 1,332,444</b>	<b>\$ 1,392,080</b>	<b>\$ 1,475,826</b>	<b>\$ 1,694,567</b>

## Local Option Gas Tax Fund

Local Option Gas Tax Revenue is received from a Local Fuel Tax adopted county wide and is collected by the State, and distributed to county and local governments based on a statutory formula. The revenues collected are restricted in use to public transportation, roadway and right-of-way maintenance, roadway drainage, street lighting, traffic engineering and signalization, pavement marking, bridge maintenance and operation, and debt service for the same [S.336.025(7) F.S.].

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Operating	\$ 900,204	\$ 725,453	\$ 666,137	\$ 783,860
Supplies	44,492	93,432	105,550	120,000
Capital	-	134,529	1,025,243	610,000
Total	\$ 944,696	\$ 953,414	\$ 1,796,930	\$ 1,513,860

Funding Source				
Total	944,696	953,414	1,796,930	1,513,860
Total	\$ 944,696	\$ 953,414	\$ 1,796,930	\$ 1,513,860

### PUBLIC WORKS - LOGT Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Resurfacing Costs	\$ 494,987	\$ 134,530	\$ 525,000	\$ 525,000
Lane Miles within the City	328	328	328	328
#Capital projects managed - Construction phase	1	-	-	-
#Miles of road resurfaced	5	5	10	15

This fund includes utilities for street lights (\$437,500), CSX transportation (\$10,000), traffic agreement with Seminole County (\$175,000), and funding for operations and capital projects (\$610,000). The detailed budget for this program is located in the Special Revenue Fund section of this budget document.

# PUBLIC WORKS SOLID WASTE



## Solid Waste

The Solid Waste Division provides for the scheduled collection and disposal of residential and commercial solid waste services through management of contractual services. The franchise agreement, solid waste ordinance and contract ensure accountability to the City and service consistency.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 109,583	\$ 101,749	\$ 142,557	\$ 147,386
Benefits	58,589	27,298	59,034	70,839
Operating	6,095,860	6,325,870	6,631,141	6,862,802
Supplies	9,885	7,226	9,650	11,325
Debt service	654	1,101	-	-
Transfers	-	-	15,580	83,608
Total	\$ 6,274,571	\$ 6,463,244	\$ 6,857,962	\$ 7,175,960

Funding Source				
Total	6,274,571	6,463,244	6,857,962	7,175,960
Total	\$ 6,274,571	\$ 6,463,244	\$ 6,857,962	\$ 7,175,960

### *Our Accomplishments in 2021-22*

- ❖ Collected 22,644 tons of Residential Solid Waste from approximately 15,105 residents.
- ❖ Collected 2,183 tons of Residential Yard Waste from approximately 15,105 residents.
- ❖ Collected 24,313 tons of debris from commercial front load containers.
- ❖ Collected 27,269 tons and 7,404 hauls from residential and commercial roll off containers.
- ❖ Collected 1,214 tons of Residential Recycle from approximately 15,105 residents.



## Goals and Objectives for 2022-23

- ❖ Protect the quality of air, water, soil, and other natural resources of the city, as well as the health, safety, and welfare of its citizens.
- ❖ Ensure solid waste and recyclable materials are collected, transported and disposed of in a proper, sanitary, and efficient manner.
- ❖ Decrease recycle contamination and increase recycle tonnage.

<b>PUBLIC WORKS - SOLID WASTE</b>				
<b>Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Payment to Solid Waste Contractor (Residential Only)	\$ 2,794,552	\$ 2,897,783	\$ 2,912,272	\$ 2,926,833
Monthly Service Charge for Solid Waste	19.00	20.10	20.54	20.76
# Tons of Waste Collected	18,251	19,666	19,900	20,137
# Tons of Recycled Waste Collected	1,243	1,214	1,228	1,243
# Tons of Yard Waste Collected	3,370	2,185	2,211	2,237
# Residential Customers Served	13,887	14,972	15,150	15,330
# Service Compliants	842	1,044	1,056	1,069
% "On Time" Collection Rate	94%	98%	99.42%	93.03%
Complaints per 1,000 Customers	6%	2%	0.58%	6.97%
Cost for Ton for Disposal	39.00	40.20	40.20	40.20
\$ Value of Recyclables diverted from Landfill	\$ 44,775	\$ 43,728	\$ 44,249	\$ 44,775

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Public Works - Solid Waste</b>						
Public Works Director **	433	0.10	0.10	-	0.10	-
Solid Waste Manager	419	1.00	1.00	-	1.00	-
Solid Waste Customer Support	411	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>2.10</b>	<b>2.10</b>	<b>-</b>	<b>2.10</b>	<b>-</b>

\*\*Split between funds or departments/divisions

## Solid Waste as a percentage of Enterprise Funds

11.7%



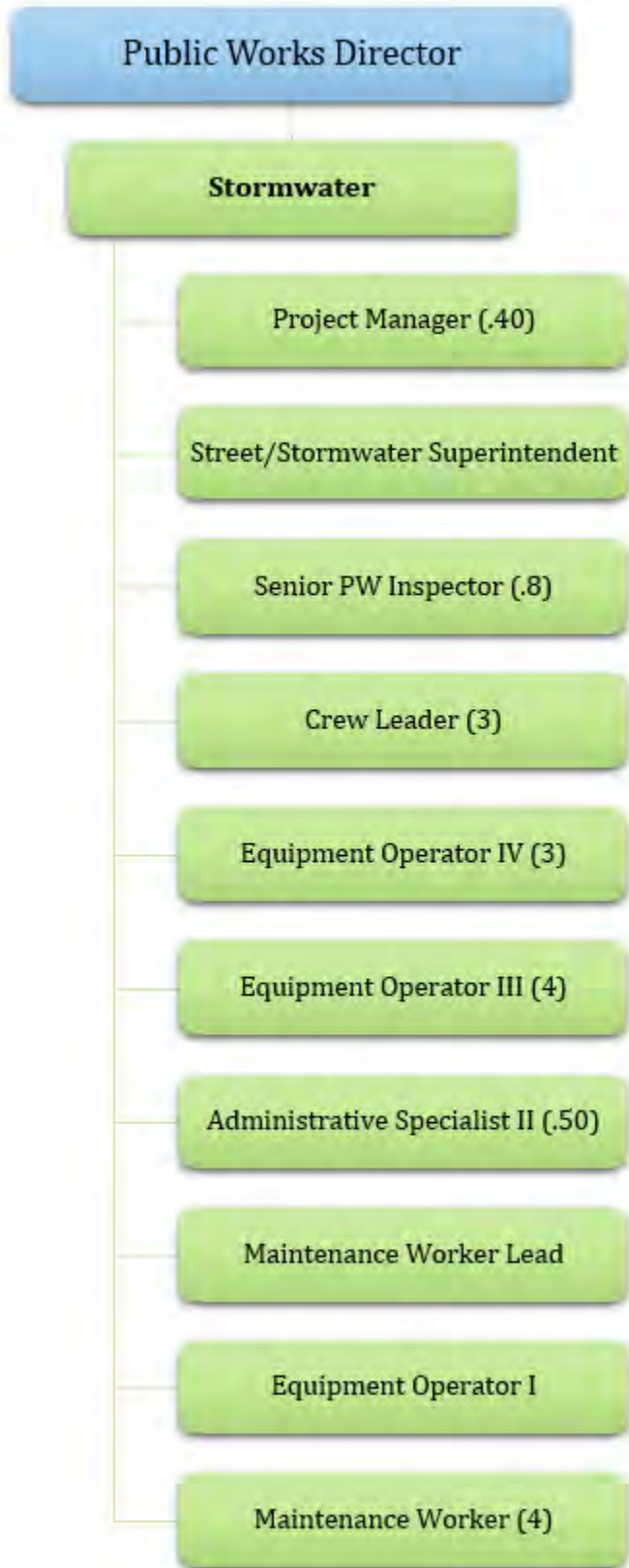
Solid Waste Revenues and Expenses	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating Revenues</b>					
Charges for Services	\$ 6,306,005	\$ 6,482,068	\$ 6,805,512	\$ 6,857,962	\$ 7,175,960
Other	1,041	2,048	24,549	-	-
Total operating revenue	<u>6,307,046</u>	<u>6,484,116</u>	<u>6,830,061</u>	<u>6,857,962</u>	<u>7,175,960</u>
<b>Operating Expenses</b>					
Personnel Services	\$ 156,029	\$ 168,172	\$ 129,048	\$ 201,591	\$ 218,225
Materials/Other Services	5,979,807	6,100,686	6,328,484	6,640,791	6,874,127
Total operating expenses	<u>6,135,836</u>	<u>6,268,858</u>	<u>6,457,532</u>	<u>6,842,382</u>	<u>7,092,352</u>
<b>Operating Income</b>	<u>171,210</u>	<u>215,258</u>	<u>372,529</u>	<u>15,580</u>	<u>83,608</u>
<b>Non-Operating Revenue/(Expense)</b>					
Capital Expenses	(7,630)	(5,713)	(5,713)	-	-
Total Non-Operating	<u>(7,630)</u>	<u>(5,713)</u>	<u>(5,713)</u>	<u>-</u>	<u>-</u>
<b>Income Before Transfers and Contributions</b>					
	163,580	209,545	366,816	15,580	83,608
Transfers In	-	-	-	-	-
Transfers Out	<u>(92,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Change in Assets</b>	71,580	209,545	366,816	15,580	83,608
<b>Net Assets - Beginning*</b>	(150,563)	(78,983)	130,562	497,378	512,958
<b>Net Assets - Ending*</b>	\$ (78,983)	\$ 130,562	\$ 497,378	\$ 512,958	\$ 596,566

\*Includes Restricted Assets.

## Solid Waste

Account	Description	2019 Actual	2020 Actual	2021 Actual	2021 Budget	2023 Proposed Budget
<b>Revenue</b>						
401-0000-343.40-01	Service Charges - Residential	2,820,144	3,040,241	2,966,795	3,198,000	3,226,220
401-0000-343.40-02	Service Charges - Commercial	2,866,879	2,825,147	3,103,743	3,053,144	3,276,988
401-0000-343.41-01	Recycling Income - Residential	683	1,823	1,546	2,000	2,000
401-0000-343.41-04	Recycling Income - Commercial	119,328	120,776	152,395	118,536	122,542
401-0000-343.90-00	Physical Env - Other Charges	4,663	3,026	3,174	2,839	3,210
401-0000-349.10-00	Handling Fee	314,635	319,633	422,544	306,415	365,000
401-0000-361.10-00	Interest	(7,885)	(7,627)	978	-	-
401-0000-361.30-00	Interest - Unrealized	(4,115)	(2,743)	(898)	-	-
401-0000-361.40-00	Interest - Realized	(199)	(1,120)	(4)	-	-
401-0000-364.41-00	Disposition of Fixed Assets	7,675	-	-	-	-
401-0000-369.41-00	Reimbursement of Claims	411	13,539	24,473	-	-
401-0000-369.90-00	Miscellaneous Revenue	5,155	-	-	-	-
401-0000-369.92-10	Admin Share	179,672	171,423	155,316	177,028	180,000
401-0000-389.99-00	Use of Net Assets	-	-	-	-	-
<b>Total Revenue</b>		<b>\$ 6,307,046</b>	<b>\$ 6,484,118</b>	<b>\$ 6,830,062</b>	<b>\$ 6,857,962</b>	<b>\$ 7,175,960</b>
<b>Expenditure</b>						
401-4002-534.12-00	Regular Salaries & Wages	110,745	113,901	107,292	135,940	146,606
401-4002-534.12-02	Regular Salaries - Additional Pays	660	660	660	6,497	660
401-4002-534.12-06	Reg Salaries - Opt Out Health Insurance	1,320	1,320	1,320	120	120
401-4002-534.12-10	Regular Salaries & Wages - OPEB	(4,445)	(6,298)	(7,523)	-	-
401-4002-534.21-00	FICA/Medicare Taxes	7,723	8,194	8,030	9,922	11,317
401-4002-534.22-01	Retirement Contributions - FRS	11,218	12,520	13,725	17,133	19,709
401-4002-534.23-00	Medical Insurance	11,839	12,718	8,442	29,152	37,572
401-4002-534.23-02	Medical Insurance - Life & ST Disability	726	753	730	824	959
401-4002-534.24-00	Worker's Compensation	1,514	1,715	2,107	2,003	1,282
401-4002-534.27-00	Pension GASB 68	14,729	22,689	(5,736)	-	-
401-4002-534.31-00	Professional Services	1,666	6,035	3,070	3,000	3,000
401-4002-534.34-01	Private Hauler	5,781,170	5,868,224	6,099,136	6,375,923	6,630,960
401-4002-534.34-07	Utilities and Facilities - GF	1,857	-	1,088	1,107	1,310
401-4002-534.34-08	Computer Services - GF	5,920	6,223	4,277	6,433	6,681
401-4002-534.34-09	Engineering - GF	(796)	60	64	74	96
401-4002-534.34-10	Personnel Services - GF	2,041	2,120	2,170	2,479	2,728
401-4002-534.34-11	Finance/Administration - GF	171,096	205,807	210,132	224,170	196,863
401-4002-534.34-12	Fleet - GF	1,704	1,923	1,847	1,973	2,214
401-4002-534.40-00	Travel & Per Diem	1,080	638	-	2,292	4,600
401-4002-534.41-00	Communications Services	1,445	1,489	1,774	1,317	2,644
401-4002-534.42-00	Postage & Transportation	-	1	-	50	50
401-4002-534.44-00	Rentals & Leases	974	666	776	1,036	800
401-4002-534.45-01	Insurance - Operating Liability	360	482	389	618	764
401-4002-534.45-02	Insurance - Auto Liability	170	481	640	531	454
401-4002-534.46-00	Repair & Maintenance Services	425	110	9	4,000	4,000
401-4002-534.47-00	Printing & Binding	1,234	1,395	428	3,088	3,088
401-4002-534.48-00	Promotional Activities	34	-	-	1,000	500
401-4002-534.49-00	Other Charges/Obligations	659	206	70	2,050	2,050
401-4002-534.51-00	Office Supplies	150	111	207	1,000	1,000
401-4002-534.52-00	Operating Supplies	3,019	23	22	5,000	5,000
401-4002-534.52-01	Operating Supplies	722	677	911	1,000	1,100
401-4002-534.52-05	UNIFORMS/PROTECTIVE CLTHG	-	-	-	525	525
401-4002-534.54-01	Books/Pubs/Subscrs/Membs	362	373	373	450	450
401-4002-534.54-02	Books/Pubs/Subscrs/Membs	325	275	-	1,175	2,750
401-4002-534.54-04	BOOKS/PUBS/SUBSCR/MEMBS	4,035	2,713	-	-	-
401-4002-534.55-00	Training	-	-	-	500	500
401-4002-534.72-40	Debt Service - Interest	153	654	1,101	-	-
401-7979-534.59-99	Non Classified Expense	7,630	5,713	5,713	-	-
401-7979-581.91-22	Transfers	92,000	-	-	-	-
401-7979-590.99-90	Additions to Reserves	-	-	-	15,580	83,608
<b>Total Expenditure</b>		<b>\$ 6,235,464</b>	<b>\$ 6,274,571</b>	<b>\$ 6,463,244</b>	<b>\$ 6,857,962</b>	<b>\$ 7,175,960</b>

# PUBLIC WORKS/STORMWATER



# Stormwater

The Storm Water division is responsible for effectively managing the 50 miles of drainage ditches and other drainage structures that make up the City’s drainage system. This division is also responsible for planning, designing and constructing new drainage facilities to augment the existing, older systems, and provide adequate drainage for new development. Storm Water activities are accounted for in a separate enterprise fund which derives its fees from Storm Water Utility fees.

## Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 671,134	\$ 564,680	\$ 865,009	\$ 876,978
Benefits	521,702	292,567	474,742	516,496
Operating	814,401	829,515	1,125,023	1,211,265
Supplies	1,565,364	1,566,062	195,432	181,693
Capital	1	-	6,155,000	11,772,500
Debt service	269,002	175,734	809,299	1,376,461
Total	\$ 3,841,604	\$ 3,428,558	\$ 9,624,505	\$ 15,935,393

Funding Source				
Total	3,841,604	3,428,558	9,624,505	15,935,393
Total	\$ 3,841,604	\$ 3,428,558	\$ 9,624,505	\$ 15,935,393

**Storm Water as a percentage of Enterprise Funds**



<b>Stormwater Revenues and Expenses</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>Operating Revenues</b>					
Charges for Services	\$ 5,781,419	\$ 5,845,740	\$ 6,109,508	\$ 6,002,721	\$ 6,002,721
Other	76	43,569	-	-	-
Total operating revenue	<u>5,781,495</u>	<u>5,889,309</u>	<u>6,109,508</u>	<u>6,002,721</u>	<u>6,002,721</u>
<b>Operating Expenses</b>					
Personnel Services	1,077,196	1,192,836	857,247	1,339,751	1,393,474
Materials/Other Services	797,958	960,358	953,980	1,320,455	1,392,958
Depreciation	826,312	1,419,407	1,441,597	-	-
Total operating expenses	<u>2,701,466</u>	<u>3,572,601</u>	<u>3,252,824</u>	<u>2,660,206</u>	<u>2,786,432</u>
<b>Operating Income</b>	<u>3,080,029</u>	<u>2,316,708</u>	<u>2,856,684</u>	<u>3,342,515</u>	<u>3,216,289</u>
<b>Non-Operating Revenue/(Expense)</b>					
Interest income	611,355	518,656	37,917	100,000	-
Intergovernmental	5,614	4,453	11,665	3,600	2,600
Interest expense	(273,004)	(269,003)	(175,734)	(147,990)	(182,540)
Capital Expenses	-	-	-	(6,155,000)	(11,772,500)
Debt Costs	-	-	-	(661,309)	(1,193,921)
Revenues/(Expenses)	<u>343,965</u>	<u>254,106</u>	<u>(126,152)</u>	<u>(6,860,699)</u>	<u>(13,146,361)</u>
<b>Income Before Transfers and Contributions</b>	<u>3,423,994</u>	<u>2,570,814</u>	<u>2,730,532</u>	<u>(3,518,184)</u>	<u>(9,930,072)</u>
Transfers In/(Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Change in Assets</b>	<u>3,423,994</u>	<u>2,570,814</u>	<u>2,730,532</u>	<u>(3,518,184)</u>	<u>(9,930,072)</u>
<b>Net Assets - Beginning*</b>	15,933,345	19,357,339	21,928,153	24,658,685	21,140,501
<b>Net Assets - Ending*</b>	<u>\$ 19,357,339</u>	<u>\$ 21,928,153</u>	<u>\$ 24,658,685</u>	<u>\$ 21,140,501</u>	<u>\$ 11,210,429</u>

\*Includes restricted assets.

## *Our Accomplishments in 2021-22*

- ❖ Completed adding 800' of 12" pipe and eight inlets along Chase from 24th Place to 25th Street.
- ❖ Repaired 20' of box culvert in Fort Mellon Park.
- ❖ Replaced 400' of 12" pipe and four inlets along 2nd Street from San Marco to Mellonville Avenue.
- ❖ Reset outfall structure and 40' of 48" pipe at Pinehurst Pond .
- ❖ Added two inlets and regraded swale between Chase Ball Field and the homes on Scott Avenue.
- ❖ Repaired erosions at various locations along our ditches.
- ❖ Continued to oversee and monitor the N.P.D.E.S. and BMAP programs.
- ❖ Pipe cleaning and lining city-wide.
- ❖ Street sweeping city-wide.
- ❖ Repaired pipes and replaced old and deteriorating pipes throughout the city.

## *Goals and Objectives for 2022-23*

- ❖ Add inlets and improve drainage in the alley behind 1301 S. Park Avenue building.
- ❖ Realign and create a retention area in the right of way between Palmetto Avenue and Sanford Avenue .
- ❖ Install inlets and new piping on Mable Wood.
- ❖ Replace 700' of underdrain on Hartwell Avenue running north from Santa Barbara.
- ❖ Maintain retention ponds and drainage ditches city wide.
- ❖ Pipe repairs city-wide.
- ❖ Pipe lining city-wide.
- ❖ Pipe cleaning city-wide.
- ❖ Street sweeping city-wide.
- ❖ Continue to oversee and monitor the N.P.D.E.S. & BMAP programs.
- ❖ Repair a storm water pipe in Touhy Park.

**PUBLIC WORKS - STORMWATER**  
**Performance Measures**

<b>Activity</b>	<b>Actual 2018-2019</b>	<b>Actual 2019-2020</b>	<b>Expected 2020-2021</b>	<b>Proposed 2021-2022</b>
Linear feet of Stormwater Lines	562,636	562,636	562,636	562,636
# Lane Miles	320	320	320	320
# of Miles of Roads Swept	6,875	6,875	6,875	7,000
Linear Feet of Stormwater Lines Cleaned	55,158	32,933	56,000	60,000
% of Streets Swept One Time per Month	100%	100%	100%	100%
% Compliance with NPDES Permit Conditions	100%	100%	100%	100%
% of Linear Feet of Stormwater Lines Cleaned	25%	25%	25%	25%
Cost per Lane Mile Swept	\$ 17	\$ 17	\$ 17	\$ 17

**Authorized Positions**

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
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<b>Public Works - Stormwater</b>						
Public Works Director **	433	0.10	0.10	-	0.10	-
Project Manager **	423	0.40	0.40	-	0.40	-
Streets/Stormwater Superintendent	421	1.00	1.00	-	1.00	-
Senior Public Works Inspector **	418	0.80	0.80	-	0.80	-
Crew Leader	414	3.00	3.00	-	3.00	-
Equipment Operator IV	312	3.00	3.00	-	3.00	-
Equipment Operator III	311	4.00	4.00	-	4.00	-
Environmental - Administrative Specialist II **	411	0.50	0.50	-	0.50	1.00
Maintenance Worker, Lead	307	1.00	1.00	-	1.00	-
Equipment Operator I	307	1.00	1.00	-	1.00	-
Maintenance Worker	304	4.00	4.00	-	4.00	-
<b>Total Full Time Equivalents</b>		<b>18.80</b>	<b>18.80</b>	<b>-</b>	<b>18.80</b>	<b>1.00</b>

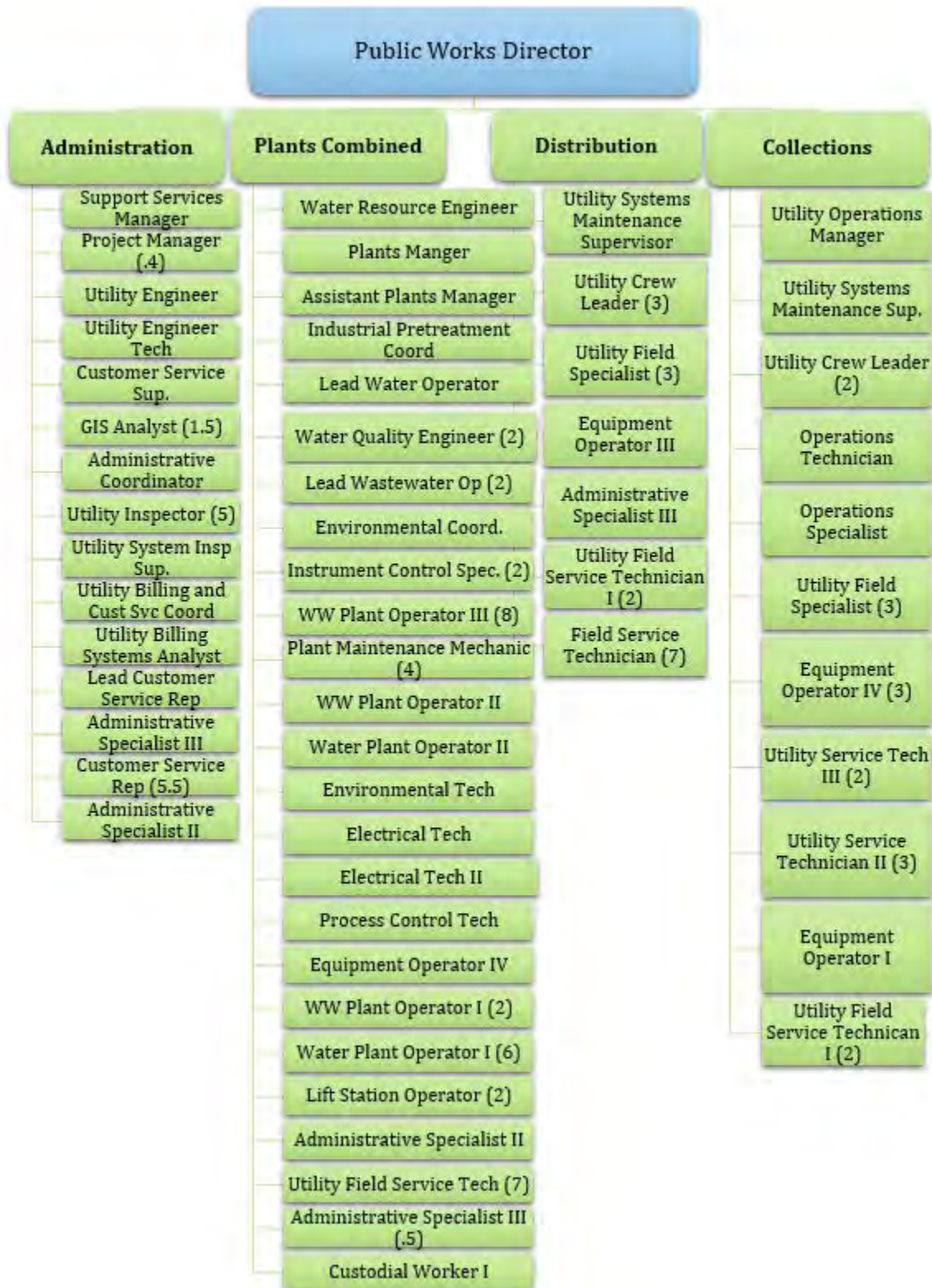
\*\*Split between funds or departments/divisions



## Stormwater

Account	Description	2019 Actual	2020 Actual	2021 Actual	2021 Budget	2023 Proposed Budget
<b>Revenue</b>						
402-0000-331.30-00	Federal Grant	-	-	7,876	-	-
402-0000-331.80-08	FEMA-Grant	2,266	12,087	-	-	-
402-0000-335.49-01	Other - Fuel Tax	5,614	204,453	3,789	3,600	2,600
402-0000-343.93-01	Fees - Stormwater	5,779,153	5,833,653	6,109,508	6,002,721	6,002,721
402-0000-361.10-00	Interest	399,963	319,127	227,907	100,000	-
402-0000-361.30-00	Interest - Unrealized	201,222	137,780	(216,688)	-	-
402-0000-361.40-00	Interest - Realized	10,170	61,749	26,698	-	-
402-0000-369.41-00	Reimb of Claims & Expense	76	43,569	-	-	-
402-0000-389.98-00	Use of Net Assets	-	-	-	3,518,184	9,930,072
	<b>Total Revenue</b>	<b>\$ 6,398,464</b>	<b>\$ 6,612,418</b>	<b>\$ 6,159,090</b>	<b>\$ 9,624,505</b>	<b>\$ 15,935,393</b>
<b>Expenditure</b>						
402-4045-541.12-00	Regular Salaries & Wages	678,684	714,724	614,713	844,309	863,878
402-4045-541.12-02	Regular Salaries - Additional Pays	3,898	4,829	6,297	580	580
402-4045-541.12-06	Reg Salaries - Opt Out Health Insurance	600	160	1,020	120	2,520
402-4045-541.12-10	Regular Salaries & Wages - OPEB	(40,639)	(56,382)	(67,348)	-	-
402-4045-541.14-00	Overtime	8,180	7,803	9,998	20,000	10,000
402-4045-541.21-00	FICA/Medicare Taxes	48,869	51,384	47,513	60,968	67,336
402-4045-541.22-01	Retirement Contributions - FRS	62,692	71,264	74,239	91,100	101,818
402-4045-541.23-00	Medical Insurance	197,820	227,205	161,634	272,572	313,727
402-4045-541.23-02	Medical Insurance - Life & ST Disability	4,426	4,718	4,165	5,034	5,633
402-4045-541.23-03	Retiree Health Ins	-	3,176	-	-	-
402-4045-541.24-00	Worker's Compensation	30,350	34,803	36,039	45,068	27,982
402-4045-541.27-00	Pension GASB 68	82,316	129,152	(31,023)	-	-
402-4045-541.31-00	Professional Services	233	62,346	42,503	49,500	30,175
402-4045-541.34-00	Other Contractual Services	47,612	39,165	24,909	75,150	83,936
402-4045-541.34-07	Utilities - GF	4,183	3,592	3,444	3,667	4,237
402-4045-541.34-08	Computer Services - GF	54,126	56,894	39,101	57,589	59,815
402-4045-541.34-09	Engineering Services - GF	17,300	18,779	19,757	22,913	30,018
402-4045-541.34-10	Personnel Services - GF	18,658	19,381	19,843	22,192	24,419
402-4045-541.34-11	Finance/Administration - GF	106,022	99,518	134,027	300,105	333,571
402-4045-541.34-12	Fleet - GF	70,577	73,981	71,066	75,934	96,227
402-4045-541.40-00	Travel & Per Diem	2,164	1,021	29	4,050	6,250
402-4045-541.41-00	Communications Services	3,276	2,852	3,899	3,354	4,617
402-4045-541.42-00	Postage & Transportation	7	-	-	500	500
402-4045-541.43-00	Utility Services	12,393	14,268	16,385	15,500	14,060
402-4045-541.44-00	Rentals & Leases	1,866	3,235	4,991	8,515	9,715
402-4045-541.45-01	Insurance - Operating Liability	96,289	102,835	90,505	95,551	139,344
402-4045-541.45-02	Insurance - Auto Liability	14,117	18,500	24,619	32,621	31,379
402-4045-541.46-00	Repair & Maintenance Services	172,654	268,829	303,101	328,380	312,000
402-4045-541.47-00	Printing & Binding	374	299	253	802	852
402-4045-541.49-00	Other Charges/Obligations	27,016	28,906	31,083	28,700	30,150
402-4045-541.51-00	Office Supplies	698	300	329	500	500
402-4045-541.52-00	Operating Supplies	13,716	21,711	18,663	20,200	32,100
402-4045-541.52-01	Operating Supplies	64,155	45,879	49,043	70,824	55,000
402-4045-541.52-05	Operating Supplies	4,765	5,639	5,399	6,825	6,825
402-4045-541.53-00	Road Materials & Supplies	56,098	68,615	49,516	80,000	70,000
402-4045-541.54-01	Books/Pubs/Subscrs/Membs	-	185	190	1,212	1,212
402-4045-541.54-02	Books/Pubs/Subscrs/Membs	5,624	915	1,325	13,446	14,956
402-4045-541.54-04	Books/Pubs/Subscrs/Membs	4,035	2,713	-	1,925	-
402-4045-541.55-00	School Tuition/Books/Supp	-	-	-	500	1,100
402-4045-541.61-00	Land Acquisitions	-	48,960	-	2,000,000	-
402-4045-541.63-00	Improve Other Than Bldg	1,205,350	3,854,146	1,781,298	3,625,000	11,095,000
402-4045-541.64-00	Machinery & Equipment	393,579	59,927	266,273	530,000	677,500
402-4045-541.71-21	SRF G12058624P	-	-	-	260,587	267,752
402-4045-541.71-22	SRF SW586260	-	-	-	132,363	136,095
402-4045-541.71-23	SRF SW586260	-	-	-	22,560	23,077
402-4045-541.71-24	SRF SW586260	-	-	-	19,059	19,563
402-4045-541.71-25	SRF SW586260	-	-	-	226,740	229,406
402-4045-541.71-26	Debt Service - Principal	-	-	-	-	518,028
402-4045-541.72-21	Debt Service - Interest	62,979	56,338	49,514	43,990	36,825
402-4045-541.72-22	Debt Service - Interest	47,843	44,365	40,790	38,819	35,087
402-4045-541.72-23	Debt Service - Interest	6,923	6,436	5,939	5,580	5,063
402-4045-541.72-24	Debt Service - Interest	10,339	9,870	9,389	8,961	8,456
402-4045-541.72-25	Debt Service - Interest	144,921	151,993	52,281	50,640	47,975
402-4045-541.72-26	Debt Service - Interest	-	-	17,821	-	49,134
402-7979-541.59-99	Non Classified Expense	826,312	1,419,407	1,441,597	-	-
402-7979-541.69-99	Fixed Assets - Capitalized	(1,598,929)	(3,963,032)	(2,047,571)	-	-
	<b>Total Expenditure</b>	<b>\$ 2,974,471</b>	<b>\$ 3,841,604</b>	<b>\$ 3,428,558</b>	<b>\$ 9,624,505</b>	<b>\$ 15,935,393</b>

# PUBLIC WORKS WATER & SEWER DEPARTMENT



# Water and Wastewater Department



## Mission Statement

The Public Works and Utility Department enhances the quality of life of our customers and visitors by providing exceptional public services through our knowledgeable and dedicated staff.

## Role of Water and Wastewater Department

The Sanford Water, Wastewater, and Reclaimed Water Utility provides the City's residential, commercial, light industrial, agricultural and rural areas with potable water and wastewater collection, treatment and disposal. In addition, the utility provides services to unincorporated areas of Seminole County within its service area, and through wholesale agreements. Groundwater from the Floridian Aquifer is drawn and treated at two water treatment facilities and the potable water produced is distributed throughout the service area through the system's transmission pipelines. Wastewater is collected throughout the service area and conveyed to either the Sanford North Water Reclamation Facility, or to the new South Water Reclamation Facility. The treated effluent, or reclaimed water, is then conveyed into the City's Reclaimed Water distribution System for irrigation purposes. The 2023 final budget anticipates a CPI rate increase to water and wastewater, effective October 1, 2022.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 4,583,518	\$ 4,702,758	\$ 6,140,001	\$ 6,366,565
Benefits	3,046,174	1,901,312	2,885,778	3,362,092
Operating	7,689,657	8,349,696	9,908,406	10,422,704
Supplies	6,097,750	6,603,792	1,461,267	2,019,999
Capital	3,600,328	7,560,604	14,472,175	16,454,194
Debt service	1,118,114	996,914	5,689,909	4,322,800
Transfers	(1,077,714)	(4,056,017)	4,430,290	16,960,143
<b>Total</b>	<b>\$ 25,057,827</b>	<b>\$ 26,059,059</b>	<b>\$ 44,987,826</b>	<b>\$ 59,908,497</b>

Water and Wastewater Department as a percentage of Enterprise Fund

67.7%



## Water/Wastewater

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Revenue</b>						
451-0000-331.30-00	Grant	-	-	20,272	-	-
451-0000-331.80-08	FEMA Reimbursements	7,454	25,039	-	-	-
451-0000-334.32-30	Grant - FDEP Water Quality	-	9,500	-	-	-
451-0000-334.80-01	FEMA State Reimbursements	-	1,407	-	-	-
451-0000-335.49-01	Fuel Tax Refund	9,253	9,326	9,474	9,000	7,800
451-0000-337.30-36	Grant - SJRWMD	-	-	3,136	-	-
451-0000-341.90-03	Tax Collection Commission	(259)	288	344	272	302
451-0000-341.90-04	Utilities Plan Reviews	-	1,000	-	-	-
451-0000-343.60-61	Sewer Charges	10,511,653	10,337,531	11,064,986	10,650,512	10,880,381
451-0000-343.60-62	Sewer Base	9,733,900	4,084,485	4,442,671	4,537,494	4,689,082
451-0000-343.60-63	Water Metered	-	5,849,465	6,186,106	5,850,622	5,546,375
451-0000-343.60-64	Water Base	2,718,354	2,817,956	3,025,537	3,078,586	3,198,950
451-0000-343.60-65	Reclaimed Water Flow	1,342,917	1,495,061	1,503,046	1,488,179	1,530,327
451-0000-343.60-66	Reclaimed Water Base	390,413	424,614	489,146	489,502	533,303
451-0000-343.65-02	Hydrant Rental Other	80,612	75,585	112,241	130,217	138,263
451-0000-343.66-00	Sewer Service Fee	65,455	56,925	74,625	76,450	54,557
451-0000-343.66-10	Interceptor Services	230,214	259,424	223,166	-	-
451-0000-343.66-12	Permitting Fees	36,542	14,182	-	-	-
451-0000-343.66-14	Test and Analysis Fees	36,274	10,425	1,484	-	-
451-0000-343.66-16	Violations and Penalties	4,751	2,125	-	-	-
451-0000-343.67-00	Water Service Charges	473,509	406,405	673,957	716,639	597,556
451-0000-343.68-00	Reclaimed Water Services	157,146	154,654	286,486	309,748	308,225
451-0000-361.10-00	Interest	327,409	283,710	224,283	59,671	-
451-0000-361.30-00	Interest	170,575	109,239	(213,866)	-	-
451-0000-361.40-00	Interest	7,343	54,434	26,314	-	-
451-0000-362.01-00	Rent Lake Jessup Groves	4,952	2,049	11,253	11,000	500
451-0000-362.10-00	Rent	10	10	10	10	10
451-0000-362.10-01	Rent Cattle Lease Site 10	47,271	48,690	-	48,690	48,690
451-0000-362.10-02	Rent Derby Park	49,987	51,605	53,787	40,000	40,000
451-0000-362.10-07	Rent - AT&T Tower Lease	24,563	25,300	-	25,000	30,000
451-0000-364.41-00	Disposition of Assets	25,317	29,979	22,881	30,000	8,400
451-0000-365.10-00	Sale of Scrap	279	328	1,431	400	-
451-0000-369.30-00	Refund Prior Year Expense	1,022	-	-	-	-
451-0000-369.40-19	Reimbursements	65,150	65,150	65,150	65,150	65,150
451-0000-369.41-00	Reimbursements	1,627	7,331	4,354	8,961	7,600
451-0000-369.42-00	Reimbursements - contract work	100	1,359	-	-	-
451-0000-369.90-00	Other Miscellaneous	(25,861)	7,122	9,251	4,588	10,000
451-0000-369.90-01	Cash Over/(Short)	(16)	(50)	(20)	-	-
451-0000-369.91-01	Returned Checks	5,764	4,438	3,820	3,773	3,763
451-0000-369.92-00	Delinquent Late Fees	24,812	(2,128)	3,388	5,881	3,178
451-0000-369.92-01	Delinquent Late Fees	336,878	340,896	317,290	301,986	320,000
451-0000-381.14-00	Transfers - Impact Fee Fund	800,000	1,500,000	800,000	1,100,000	1,100,000
451-0000-389.80-01	Contributions - Subdivisions	769,196	6,706,227	3,937,708	-	-
451-0000-389.98-00	Use of Reserves	-	-	-	25,320	9,432,904
<b>Total</b>		<b>\$ 28,434,566</b>	<b>\$ 35,271,086</b>	<b>\$ 33,383,711</b>	<b>\$ 29,067,651</b>	<b>\$ 38,555,316</b>



## Administration

The Administration function provides overall utility management, strategic planning, billing, intake and processing of customer payments, new account services and utility line location services.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 1,017,552	\$ 1,042,692	\$ 1,244,140	\$ 1,376,187
Benefits	669,803	422,780	544,268	727,027
Operating	2,772,730	2,792,391	3,223,181	3,661,179
Supplies	46,363	51,836	76,287	75,138
Debt service	6,148	11,376	12,000	12,000
Total	\$ 4,512,596	\$ 4,321,075	\$ 5,099,876	\$ 5,851,531

Funding Source				
Total	4,512,596	4,321,075	5,099,876	5,851,531
Total	\$ 4,512,596	\$ 4,321,075	\$ 5,099,876	\$ 5,851,531

### *Our Accomplishments in 2021-22*

- ❖ Continued the implementation of the department wide strategic plan.
- ❖ Secured American Rescue Plan Act funding.
- ❖ Seminole County mutual aid agreement approved.
- ❖ Public Works Utilities Engineering incentive program approved.
- ❖ Selected Core and Main and Sensus for the mass meter exchange.

### *Goals and Objectives for 2022-23*

- ❖ Complete EAM work order management project.
- ❖ Begin sensus AMI meter system.
- ❖ Begin ARPA related projects (meters, pipe relining, SR46 water main replacement project).
- ❖ Restart and complete unidirectional flushing program.
- ❖ Secure funding under the Infrastructure Investment and Jobs Act.

## UTILITIES - ADMINISTRATION

### Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Total # of over the phone payments	31,827	35,267	35,500	35,500
Total # of online payments	99,574	102,319	115,000	120,000
Total # of credit card payments	39,676	36,112	37,000	37,000
Total # of walk up customers served	13,237	11,724	13,000	13,000
Water Quality Complaints	67	74	70	70
Average# of waste water customers	15,776	16,217	16,517	16,717
Average# of water customers	17,112	17,557	17,857	18,057
Average# of new accounts monthly	N/A	3,027	3,500	3,500

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Utilities - Water/Wastewater - Administration</b>						
Public Utilities Director	432	-	-	-	-	1.00
Public Works Director **	433	0.45	0.45	-	0.45	-
Utility Support Services Manager	426	1.00	1.00	-	1.00	-
Utility System Engineer	423	1.00	1.00	1.00	2.00	-
Utility Engineer Technician	423	1.00	1.00	(1.00)	-	-
Project Manager **	423	0.40	0.40	-	0.40	-
Customer Service Supervisor	412	1.00	1.00	-	1.00	-
GIS Analyst **	416	1.50	1.50	-	1.50	-
Administrative Coordinator	413	1.00	1.00	-	1.00	-
Utility Inspector	415	4.00	4.00	-	4.00	-
Backflow Inspector	415	-	-	1.00	1.00	-
Utility Systems Inspections Supervisor	419	1.00	1.00	-	1.00	-
Utility Billing Coordinator	410	1.00	1.00	-	1.00	-
Utility Billing and Customer Service Coordinator	412	1.00	1.00	-	1.00	-
Lead Customer Service Representative	410	1.00	1.00	-	1.00	-
Administrative Specialist III	412	1.00	1.00	-	1.00	-
Customer Service Representative	408	5.50	5.50	-	5.50	-
Administrative Specialist II**	409	0.50	0.50	0.50	1.00	-
<b>Total Full Time Equivalents</b>		<b>22.35</b>	<b>22.35</b>	<b>1.50</b>	<b>23.85</b>	<b>1.00</b>

\*\*Split between funds or departments/divisions

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
451-4510-536.12-00	Regular Salaries & Wages	854,884	1,048,579	1,080,200	1,154,823	1,225,798
451-4510-536.12-02	Regular Salaries - Additional Pays	14,512	15,406	19,681	17,230	9,595
451-4510-536.12-06	Reg Salaries - Opt Out Health Insurance	1,740	940	540	5,340	2,940
451-4510-536.12-10	Regular Salaries & Wages - OPEB	(44,131)	(67,029)	(80,065)	-	-
451-4510-536.13-00	Other Salaries & Wages	-	-	-	36,747	92,854
451-4510-536.14-00	Overtime	32,625	19,656	22,336	30,000	45,000
451-4510-536.21-00	FICA/Medicare Taxes	65,010	75,418	79,084	88,043	105,684
451-4510-536.22-01	Retirement Contributions	85,517	112,450	141,917	-	-
451-4510-536.22-06	Retirement Contributions - 457	-	-	-	150,611	178,150
451-4510-536.23-00	Medical Insurance	204,226	259,212	238,054	281,406	423,253
451-4510-536.23-02	Medical Insurance - Life & ST Disability	5,573	6,653	6,824	7,344	8,711
451-4510-536.24-00	Worker's Compensation	9,256	12,275	16,552	16,864	11,229
451-4510-536.25-00	Unemployment Comp	-	-	(346)	-	-
451-4510-536.27-00	Pension GASB 68	112,287	203,795	(59,305)	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 1,341,499</b>	<b>\$ 1,687,355</b>	<b>\$ 1,465,472</b>	<b>\$ 1,788,408</b>	<b>\$ 2,103,214</b>
<b>Operating</b>						
451-4510-536.31-00	Professional Services	185,428	261,432	328,925	569,500	486,000
451-4510-536.34-00	Other Contractual Services	96,267	84,670	78,836	42,258	107,283
451-4510-536.34-08	Computer Services - GF	296,986	312,177	214,545	336,496	354,275
451-4510-536.34-09	Engineering Services - GF	90,914	125,941	132,500	153,666	215,552
451-4510-536.34-10	Personnel Services - GF	102,378	106,343	108,877	129,671	144,630
451-4510-536.34-11	Finance/Administration - GF	1,155,065	1,099,581	1,064,827	1,106,696	1,123,722
451-4510-536.34-12	Fleet - GF	71,392	71,878	73,643	109,281	141,543
451-4510-536.40-00	Travel & Per Diem	3,254	1,192	25	3,130	4,180
451-4510-536.41-00	Communications Services	16,503	15,377	18,445	15,170	18,928
451-4510-536.42-00	Postage & Transportation	94,472	78,209	73,966	85,425	83,500
451-4510-536.43-00	Utility Services	228,245	141,146	174,560	230,000	230,000
451-4510-536.44-00	Rentals & Leases	9,458	13,660	13,671	24,500	26,500
451-4510-536.45-01	Insurance - Operating Liability	25,044	26,633	23,461	24,305	32,740
451-4510-536.45-02	Insurance - Auto Liability	753	1,197	1,592	2,189	1,870
451-4510-536.46-00	Repair & Maintenance Services	51,631	51,671	27,468	180,890	210,406
451-4510-536.47-00	Printing & Binding	44,975	44,707	47,245	60,354	58,400
451-4510-536.48-00	Promotional Activities	6,535	2,270	2,142	9,450	7,950
451-4510-536.49-00	Other Charges/Obligations	368,305	334,646	407,663	140,200	413,700
451-4510-536.51-00	Office Supplies	13,987	10,560	11,276	19,200	21,500
451-4510-536.52-00	Operating Supplies	14,684	14,401	26,888	14,800	15,400
451-4510-536.52-01	Operating Supplies - Gasoline/Diesel/Lubric	7,292	4,293	6,991	9,952	12,000
451-4510-536.52-05	Operating Supplies - Uniforms	2,120	2,379	1,261	2,800	3,900
451-4510-536.54-01	Books/Pubs/Subsc/Memb - Prof Dues	2,175	1,716	4,245	6,095	7,398
451-4510-536.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	2,441	804	1,175	20,110	5,950
451-4510-536.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	-	100	-
451-4510-536.54-04	Books/Pubs/Subsc/Memb - School Tuition	18,211	12,210	-	3,230	2,190
451-4510-536.55-00	Training	-	-	-	-	6,800
	<b>Subtotal Operating</b>	<b>\$ 2,908,515</b>	<b>\$ 2,819,093</b>	<b>\$ 2,844,227</b>	<b>\$ 3,299,468</b>	<b>\$ 3,736,317</b>
<b>Debt service</b>						
451-4510-536.72-45	Debt Service - Interest	2,104	6,148	11,376	12,000	12,000
	<b>Subtotal Debt service</b>	<b>\$ 2,104</b>	<b>\$ 6,148</b>	<b>\$ 11,376</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
	<b>Total</b>	<b>\$ 4,252,118</b>	<b>\$ 4,512,596</b>	<b>\$ 4,321,075</b>	<b>\$ 5,099,876</b>	<b>\$ 5,851,531</b>

## Water/Wastewater Plants Combined

This division is responsible for the four plants operated by the utility, as well as lift station operations (wastewater collection). It is also responsible for four well fields. The City has nearly 60,000 water customers who consume over 7 million gallons of potable water per day. Combined, the City's water plants have the capacity to produce 15.1 million gallons per day. The City has 19 deep wells and nearly 1,500 fire hydrants.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 2,112,826	\$ 2,188,558	\$ 2,874,475	\$ 2,896,040
Benefits	1,262,634	823,346	1,278,006	1,442,579
Operating	293,023	215,293	378,263	426,963
Supplies	80,547	84,070	99,890	141,920
Total	\$ 3,749,030	\$ 3,311,267	\$ 4,630,634	\$ 4,907,502

Funding Source				
Total	3,749,030	3,311,267	4,630,634	4,907,502
Total	\$ 3,749,030	\$ 3,311,267	\$ 4,630,634	\$ 4,907,502

### *Our Accomplishments in 2021-22*

- ❖ Installed a new generator at the high school lift station.
- ❖ Installed a generator at the Twin Lakes Wellfield.
- ❖ Replaced all seven vacuum main isolation valves for the vacuum sewer system.
- ❖ Replaced all four air blowers for the IFAS system at the NWRf with new superior sulzer blower units.
- ❖ Overhauled and rebuilt one of the two influent channel barscreens at the NWRf.
- ❖ Replaced Mayfair Golf Course well #1 pump, motor, and piping.

### *Goals and Objectives for 2022-23*

- ❖ Install two generators at the lift stations that do not have them.
- ❖ Pressure wash and paint two ground storage tanks at water treatment plant #2.
- ❖ Put the new main drinking water treatment plant in service.
- ❖ Complete the remodeling construction of a new operators station office and lab at the NWRf.
- ❖ Overhaul and rebuild the second influent channel barscreen at the NWRf.
- ❖ Complete overhaul and rebuild of two kruger actiflo filtration treatment systems at the NWRf.



## UTILITIES - COMBINED WATER AND WASTEWATER Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2020-2021	Proposed 2022-2023
# Gallons water produced (in million gallons)	2,368	2,521	2,715	2,715
Volume of wastewater (MG) treated	2,695	2,765	2,800	2,800
Average daily potable water demand (MG)	6.5	6.9	7.4	7.4
Average daily maximum potable water (MG)	7.3	7.7	8.3	8.3
% water produced within FDEP compliance	100%	100%	100%	100%

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Utilities - Water/Wastewater - Plants</b>						
Water Resource Engineer	423	1.00	1.00	-	1.00	-
Plants Manager	423	1.00	1.00	-	1.00	-
Assistant Plants Manager	420	1.00	1.00	-	1.00	-
Industrial Pre-Treatment Coordinator	420	1.00	1.00	-	1.00	-
Lead Water Operator	418	1.00	1.00	-	1.00	-
Water Quality Specialist	418	1.00	1.00	(1.00)	-	-
Water Quality Engineer	418	-	-	1.00	1.00	-
Lead Wastewater Operator	418	2.00	2.00	-	2.00	-
Environmental Coordinator	420	1.00	1.00	-	1.00	-
Instrument Control Specialist	416	2.00	2.00	-	2.00	-
Lift Station Mechanic***	313	1.00	1.00	-	1.00	-
Utility Wastewater Plant Operator III	416	8.00	8.00	-	8.00	-
Utility Plant Maintenance Mechanic	415	4.00	4.00	-	4.00	-
Utility Wastewater Plant Operator II	415	1.00	1.00	-	1.00	-
Utility Water Plant Operator II	415	1.00	1.00	-	1.00	-
Environmental Technician	411	1.00	1.00	-	1.00	-
Electrical Technician	314	2.00	2.00	(1.00)	1.00	-
Electrical Technician II	316	-	-	1.00	1.00	-
Process Control Technician	413	1.00	1.00	(1.00)	-	-
Water/Wastewater Quality Control Tech	414	-	-	1.00	1.00	-
Equipment Operator IV	312	1.00	1.00	-	1.00	-
Utility Wastewater Plant Operator I	412	2.00	2.00	-	2.00	-
Utility Water Plant Operator I	412	6.00	6.00	-	6.00	-
Lift Station Operator	311	2.00	2.00	-	2.00	-
Administrative Specialist III	412	1.00	1.00	-	1.00	-
Utility Field Service Technician I-III***	307/309/312	6.00	6.00	-	6.00	-
Administrative Specialist II**	409	0.50	0.50	-	0.50	-
Custodial Worker I	302	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>49.50</b>	<b>49.50</b>	<b>-</b>	<b>49.50</b>	<b>-</b>

\*\*Split between funds or departments/divisions

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
451-4520-536.12-00	Regular Salaries & Wages	2,174,698	2,161,861	2,280,824	2,730,475	2,764,777
451-4520-536.12-02	Regular Salaries - Additional Pays	4,855	13,338	12,255	8,000	10,000
451-4520-536.12-06	Reg Salaries - Opt Out Health Insurance	8,100	6,300	4,700	6,000	4,800
451-4520-536.12-10	Regular Salaries & Wages - OPEB	(98,422)	(142,455)	(177,325)	-	-
451-4520-536.13-00	Other Salaries & Wages	-	-	-	-	16,463
451-4520-536.14-00	Overtime	94,000	73,782	68,104	130,000	100,000
451-4520-536.21-00	FICA/Medicare Taxes	169,185	165,625	168,488	211,278	222,348
451-4520-536.22-01	Retirement Contributions	192,835	201,591	241,994	312,924	335,123
451-4520-536.23-00	Medical Insurance	409,439	457,477	427,710	648,602	815,529
451-4520-536.23-02	Medical Insurance - Life & ST Disability	13,532	13,932	14,409	16,758	17,914
451-4520-536.24-00	Worker's Compensation	62,922	58,663	71,870	88,444	51,665
451-4520-536.27-00	Pension GASB 68	253,200	365,346	(101,125)	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 3,284,344</b>	<b>\$ 3,375,460</b>	<b>\$ 3,011,904</b>	<b>\$ 4,152,481</b>	<b>\$ 4,338,619</b>
<b>Operating</b>						
451-4520-536.31-00	Professional Services	93,243	115,859	55,301	155,000	205,000
451-4520-536.34-00	Other Contractual Services	16,233	11,914	12,322	12,500	15,000
451-4520-536.40-00	Travel & Per Diem	2,620	4,667	38	5,300	6,800
451-4520-536.41-00	Communications Services	13,520	13,659	14,686	12,463	16,613
451-4520-536.42-00	Postage & Transportation	85	147	45	500	500
451-4520-536.44-00	Rentals & Leases	7,009	7,244	15,129	5,000	6,500
451-4520-536.45-01	Insurance - Operating Liability	8,332	9,221	8,123	8,444	8,444
451-4520-536.45-02	Insurance - Auto Liability	6,888	9,245	12,303	16,106	16,106
451-4520-536.46-00	Repair & Maintenance Services	65,820	111,873	87,481	133,500	122,000
451-4520-536.47-00	Printing & Binding	858	1,123	1,415	1,500	1,900
451-4520-536.48-00	Promotional Activities	-	-	-	100	-
451-4520-536.49-00	Other Charges/Obligations	9,484	8,071	8,450	27,850	28,100
451-4520-536.51-00	Office Supplies	685	207	588	2,200	2,200
451-4520-536.52-00	Operating Supplies	15,025	20,672	18,333	13,000	14,000
451-4520-536.52-01	Operating Supplies - Gasoline/Diesel/Lubric	66,964	48,307	49,779	65,000	100,000
451-4520-536.52-05	Operating Supplies - Uniforms	9,184	7,060	7,997	9,000	9,000
451-4520-536.54-01	Books/Pubs/Subsc/Memb - Prof Dues	4,970	831	3,275	1,090	3,300
451-4520-536.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	7,050	3,470	3,241	9,200	5,420
451-4520-536.54-03	Books/Pubs/Subsc/Memb - Subscriptions	126	-	857	400	400
451-4520-536.55-00	Training	-	-	-	-	7,600
	<b>Subtotal Operating</b>	<b>\$ 328,096</b>	<b>\$ 373,570</b>	<b>\$ 299,363</b>	<b>\$ 478,153</b>	<b>\$ 568,883</b>
	<b>Total</b>	<b>\$ 3,612,440</b>	<b>\$ 3,749,030</b>	<b>\$ 3,311,267</b>	<b>\$ 4,630,634</b>	<b>\$ 4,907,502</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
451-4521-536.31-00	Professional Services	-	-	25,000	-	-
451-4521-536.34-00	Other Contractual Services	25,051	29,588	36,639	56,000	58,500
451-4521-536.43-00	Utility Services	225,644	225,092	251,400	225,978	265,000
451-4521-536.44-00	Rentals & Leases	-	-	1,117	500	500
451-4521-536.45-01	Insurance - Operating Liability	2,061	2,184	1,924	1,991	1,991
451-4521-536.46-00	Repair & Maintenance Services	19,255	28,409	27,232	87,000	87,000
451-4521-536.47-00	Printing & Binding	32	-	-	500	500
451-4521-536.51-00	Office Supplies	62	31	62	1,000	1,000
451-4521-536.52-00	Operating Supplies	124,546	109,251	94,128	140,000	140,000
451-4521-536.52-01	Operating Supplies - Gasoline/Diesel/Lubric	7,352	3,139	5,302	5,000	5,000
	<b>Subtotal Operating</b>	<b>\$ 404,003</b>	<b>\$ 397,694</b>	<b>\$ 442,804</b>	<b>\$ 517,969</b>	<b>\$ 559,491</b>
	<b>Total</b>	<b>\$ 404,003</b>	<b>\$ 397,694</b>	<b>\$ 442,804</b>	<b>\$ 517,969</b>	<b>\$ 559,491</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
451-4522-536.31-00	Professional Services	-	-	-	10,000	10,000
451-4522-536.34-00	Other Contractual Services	32,832	15,876	29,639	40,000	45,000
451-4522-536.43-00	Utility Services	140,228	115,073	123,927	150,000	150,000
451-4522-536.44-00	Rentals & Leases	-	6,077	1,283	1,300	1,300
451-4522-536.45-01	Insurance - Operating Liability	1,643	1,741	1,534	1,587	1,587
451-4522-536.46-00	Repair & Maintenance Services	53,512	54,790	23,367	85,000	63,000
451-4522-536.52-00	Operating Supplies	150,486	86,210	72,666	251,000	341,000
	<b>Subtotal Operating</b>	<b>\$ 378,701</b>	<b>\$ 279,767</b>	<b>\$ 252,416</b>	<b>\$ 538,887</b>	<b>\$ 611,887</b>
<b>Capital</b>						
451-4522-536.64-06	MACHINERY & EQUIPMENT	-	-	69,164	-	-
	<b>Subtotal Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,164</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total</b>	<b>\$ 378,701</b>	<b>\$ 279,767</b>	<b>\$ 321,580</b>	<b>\$ 538,887</b>	<b>\$ 611,887</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
451-4525-536.45-01	Insurance - Operating Liability	14,300	15,275	13,455	14,220	14,220
451-4525-536.46-00	Repair & Maintenance Services	27,254	52,144	13,738	63,000	105,000
451-4525-536.49-00	Other Charges/Obligations	-	-	-	250	250
451-4525-536.52-00	Operating Supplies	-	-	12	500	500
	<b>Subtotal Operating</b>	<b>\$ 41,554</b>	<b>\$ 67,419</b>	<b>\$ 27,205</b>	<b>\$ 77,970</b>	<b>\$ 119,970</b>
<b>Capital</b>						
451-4525-536.64-06	MACHINERY & EQUIPMENT	-	-	13,244	-	-
	<b>Subtotal Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,244</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total</b>	<b>\$ 41,554</b>	<b>\$ 67,419</b>	<b>\$ 40,449</b>	<b>\$ 77,970</b>	<b>\$ 119,970</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
451-4527-536.31-00	Professional Services	347	10,242	695	29,200	29,200
451-4527-536.34-00	Other Contractual Services	475,003	463,200	210,777	496,200	351,200
451-4527-536.42-00	Communications Services	213	132	478	200	500
451-4527-536.43-00	Utility Services	722,089	708,947	854,895	810,000	833,000
451-4527-536.44-00	Rentals & Leases	-	2,243	78,403	6,000	26,000
451-4527-536.45-01	Insurance - Operating Liability	242,421	257,160	226,525	240,885	240,885
451-4527-536.45-02	INSURANCE	-	-	1,848	8,959	8,959
451-4527-536.46-00	Repair & Maintenance Services	279,566	170,969	232,823	296,500	400,500
451-4527-536.47-00	Printing & Binding	274	121	-	100	100
451-4527-536.49-00	Other Charges/Obligations	837	552	434	700	2,500
451-4527-536.51-00	Office Supplies	2,851	1,523	513	3,000	3,000
451-4527-536.52-00	Operating Supplies	259,204	297,226	644,650	600,000	961,000
451-4527-536.52-01	Operating Supplies - Gasoline/Diesel/Lubric	10,369	666	10,458	15,000	15,000
	<b>Subtotal Operating</b>	<b>\$ 1,993,174</b>	<b>\$ 1,912,981</b>	<b>\$ 2,262,499</b>	<b>\$ 2,506,744</b>	<b>\$ 2,871,844</b>
<b>Capital</b>						
451-4527-536.64-00	MACHINERY & EQUIPMENT	-	-	11,893	-	-
	<b>Subtotal Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,893</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 1,993,174</b>	<b>\$ 1,912,981</b>	<b>\$ 2,274,392</b>	<b>\$ 2,506,744</b>	<b>\$ 2,871,844</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
451-4528-536.31-00	Professional Services	15,477	100	100	10,000	10,100
451-4528-536.34-00	Other Contractual Services	67,691	39,600	65,250	60,000	47,000
451-4528-536.43-00	Utility Services	152,485	144,094	165,346	220,000	215,000
451-4528-536.44-00	Rentals & Leases	-	-	1,805	4,500	3,500
451-4528-536.46-00	Repair & Maintenance Services	165,353	144,804	144,947	194,400	250,000
451-4528-536.47-00	Printing & Binding	32	121	-	-	-
451-4528-536.49-00	Other Charges/Obligations	120	165	348	500	-
451-4528-536.51-00	Office Supplies	1,179	1,038	74	1,500	1,500
451-4528-536.52-00	Operating Supplies	52,267	42,276	44,143	74,700	105,200
451-4528-536.52-01	Operating Supplies - Gasoline/Diesel/Lubric	5,184	-	-	3,000	3,000
	<b>Subtotal Operating</b>	<b>\$ 459,788</b>	<b>\$ 372,198</b>	<b>\$ 422,013</b>	<b>\$ 568,600</b>	<b>\$ 635,300</b>
<b>Total</b>		<b>\$ 459,788</b>	<b>\$ 372,198</b>	<b>\$ 422,013</b>	<b>\$ 568,600</b>	<b>\$ 635,300</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
451-4529-536.34-00	Other Contractual Services	-	90	156	500	500
451-4529-536.42-00	Postage & Transportation	-	508	-	-	-
451-4529-536.43-00	Utility Services	128,722	126,184	138,830	124,000	137,000
451-4529-536.44-00	Rentals & Leases	-	9,000	700	5,550	5,000
451-4529-536.45-01	Insurance - Operating Liability	19,514	22,358	19,695	21,842	21,842
451-4529-536.45-02	Insurance - Automobile	-	-	98	127	100
451-4529-536.46-00	Repair & Maintenance Services	83,652	121,683	116,621	145,000	158,000
451-4529-536.51-00	Office Supplies	-	-	-	250	250
451-4529-536.52-00	Operating Supplies	1,435	984	465	1,500	2,200
451-4529-536.52-01	Operating Supplies - Gasoline/Diesel/Lubric	1,332	759	177	2,000	2,000
	<b>Subtotal Operating</b>	<b>\$ 234,655</b>	<b>\$ 281,566</b>	<b>\$ 276,742</b>	<b>\$ 300,769</b>	<b>\$ 326,892</b>
	<b>Total</b>	<b>\$ 234,655</b>	<b>\$ 281,566</b>	<b>\$ 276,742</b>	<b>\$ 300,769</b>	<b>\$ 326,892</b>

## Wastewater Distribution

This division is responsible for mains, lines and pumps for the safe and reliable delivery of water to all customers.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 601,812	\$ 535,932	\$ 950,839	\$ 957,164
Benefits	412,474	233,529	454,923	488,687
Operating	619,265	658,798	829,639	833,071
Supplies	44,056	49,170	80,040	91,800
Total	\$ 1,677,607	\$ 1,477,429	\$ 2,315,441	\$ 2,370,722

Funding Source				
Total	1,677,607	1,477,429	2,315,441	2,370,722
Total	\$ 1,677,607	\$ 1,477,429	\$ 2,315,441	\$ 2,370,722

### *Our Accomplishments in 2021-22*

- ❖ Replaced seven fire hydrants.
- ❖ Installed three new water system valves.
- ❖ Responded to over 1,200 locates.
- ❖ Repaired numerous service line leak and leaks at the meter.
- ❖ Installed over 400 5/8" x 3/4" meters.

### *Goals and Objectives for 2022-23*

- ❖ Replace seven to ten hydrants.
- ❖ Install four water system control valves.
- ❖ Start working with contractor installing new AMI meter system and meters.
- ❖ Provide training with customer service and field staff.
- ❖ Onboard new vendor to help update our uni-directional flushing program.

## UTILITIES - WATER DISTRIBUTION

### Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
# Total Meters System Wide	22,966	24,117	26,000	27,000
# Radio Read Meters System Wide	22,843	23,994	16,076	500
# Hydrants System Wide	1,537	1,578	1,590	1,590
Miles of Mains System Wide	328	340	360	360
# Work Orders Completed	11,391	11,084	11,500	11,500
# Locates Responded To	895	1,460	1,500	1,500
# New Meters Installed (all radio reads)	-	-	7,000	20,000
Read Meter Accuracy	N/A	52%	55%	15%

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
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Utilities - Water/Wastewater - Water Distribution						
Utility Systems Maintenance Supervisor	416	1.00	1.00	-	1.00	-
Utility Crew Leader	415	3.00	3.00	-	3.00	-
Utility Field Specialist	312	3.00	3.00	(1.00)	2.00	-
Utility Field Locate Specialist	314	-	-	1.00	1.00	-
Equipment Operator III	311	1.00	1.00	-	1.00	-
Administrative Specialist III	412	1.00	1.00	-	1.00	-
Field Service Technician	307	6.00	7.00	-	7.00	-
Utility Field Service Technician I	307	3.00	2.00	-	2.00	-
<b>Total Full Time Equivalents</b>		<b>18.00</b>	<b>18.00</b>	<b>-</b>	<b>18.00</b>	<b>-</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
451-4530-536.12-00	Regular Salaries & Wages	647,367	546,789	494,996	839,789	843,964
451-4530-536.12-06	Reg Salaries - Opt Out Health Insurance	3,000	900	200	-	2,000
451-4530-536.12-10	Regular Salaries & Wages - OPEB	(38,099)	(53,983)	(64,482)	-	-
451-4530-536.13-00	Other Salaries & Wages	-	-	-	-	1,200
451-4530-536.14-00	Overtime	103,881	108,106	105,218	111,050	110,000
451-4530-536.21-00	FICA/Medicare Taxes	56,122	48,897	42,444	67,116	73,461
451-4530-536.22-01	Retirement Contributions	68,370	64,268	64,954	106,385	113,616
451-4530-536.23-00	Medical Insurance	175,368	161,589	132,252	245,948	277,682
451-4530-536.23-02	Medical Insurance - Life & ST Disability	4,207	3,438	2,957	4,688	5,229
451-4530-536.24-00	Worker's Compensation	22,224	17,807	18,065	30,786	18,699
451-4530-536.27-00	Pension GASB 68	89,802	116,475	(27,143)	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 1,132,242</b>	<b>\$ 1,014,286</b>	<b>\$ 769,461</b>	<b>\$ 1,405,762</b>	<b>\$ 1,445,851</b>
<b>Operating</b>						
451-4530-536.31-00	Professional Services	-	7,598	12,303	20,000	25,000
451-4530-536.34-00	Other Contractual Services	-	-	421	55,000	56,500
451-4530-536.40-00	Travel & Per Diem	-	-	-	-	70
451-4530-536.41-00	Communications Services	7,699	6,718	7,235	13,538	9,355
451-4530-536.42-00	Postage & Transportation	-	-	-	100	100
451-4530-536.43-00	Utility Services	22,805	19,488	20,239	22,900	22,900
451-4530-536.44-00	Rentals & Leases	1,762	1,127	3,700	4,000	5,000
451-4530-536.45-01	Insurance - Operating Liability	204,223	219,228	193,796	210,106	210,106
451-4530-536.45-02	Insurance - Auto Liability	2,329	2,962	3,942	4,345	4,345
451-4530-536.46-00	Repair & Maintenance Services	112,719	76,390	132,333	497,000	497,000
451-4530-536.46-05	Repair & Maintenance Services/Utility Lines	365,917	284,341	283,011	-	-
451-4530-536.47-00	Printing & Binding	916	1,123	1,415	650	1,700
451-4530-536.49-00	Other Charges/Obligations	469	290	403	2,000	995
451-4530-536.51-00	Office Supplies	2,806	515	1,766	2,500	3,000
451-4530-536.52-00	Operating Supplies	16,666	6,947	9,095	12,000	14,800
451-4530-536.52-01	Operating Supplies - Gasoline/Diesel/Lubric	40,456	30,707	33,047	55,000	55,000
451-4530-536.52-05	Operating Supplies - Uniforms	7,487	5,632	5,212	6,500	7,150
451-4530-536.54-01	Books/Pubs/Subsc/Memb - Prof Dues	340	-	-	540	550
451-4530-536.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	2,280	255	50	3,500	4,300
451-4530-536.55-00	Training	-	-	-	-	7,000
	<b>Subtotal Operating</b>	<b>\$ 788,874</b>	<b>\$ 663,321</b>	<b>\$ 707,968</b>	<b>\$ 909,679</b>	<b>\$ 924,871</b>
	<b>Total</b>	<b>\$ 1,921,116</b>	<b>\$ 1,677,607</b>	<b>\$ 1,477,429</b>	<b>\$ 2,315,441</b>	<b>\$ 2,370,722</b>



## Wastewater Collection

This division is responsible for the maintenance and repair of the City's system of wastewater transmission lines, lift stations and pumps.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 851,328	\$ 935,576	\$ 1,070,547	\$ 1,137,174
Benefits	592,371	364,439	502,581	604,079
Operating	451,994	383,483	616,834	954,317
Supplies	49,422	70,205	106,600	130,491
Total	\$ 1,945,115	\$ 1,753,703	\$ 2,296,562	\$ 2,826,061

Funding Source				
Total	1,945,115	1,753,703	2,296,562	2,826,061
Total	\$ 1,945,115	\$ 1,753,703	\$ 2,296,562	\$ 2,826,061

### *Our Accomplishments in 2021-22*

- ❖ Repaired and or rebuilt over 200 vacuum pits and eight buffer tanks.
- ❖ Lined about 800' of 30" sewer pipe going into the main plant.
- ❖ Lined over 3,500 lf of 8" gravity sewer main lines.
- ❖ Cleaned over 450,000 lf of sanitary sewer line.
- ❖ Installed 15 new sewer connections.

### *Goals and Objectives for 2022-23*

- ❖ Use \$3 million dollars to continue the efforts of removing direct inflow and inflow/infiltration out of the sanitary sewer system.
- ❖ Replace three sanitary sewer manholes.
- ❖ Continue efforts to remove direct inflow and i/i out of the vacuum sewer system.
- ❖ Continue rehabilitation of the vacuum pits, components, and buffer tanks.
- ❖ Clean 600,000 feet of gravity sewer mainlines.

## UTILITIES - WASTEWATER COLLECTION

### Performance Measures

Activity	Actual 2019-2020	Actual 2020-2021	Expected 2021-2022	Proposed 2022-2023
Total manholes in collection system	3,944.0	4,053.0	4,150.0	4,500.0
Number of work orders	2,468	3,501	3,750	3,750
# Lift Stations in Service	67	75	78	80
Point Repairs	34	37	35	35
Linear Feet of Gravity Sewer Main	903,582	924,799	930,000	935,000
Linear Feet of sewer vacuum	44,167	44,167	44,167	44,167
Linear Feet of Force Main	351,356	358,087	360,000	365,000

### Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Utilities -Water/Wastewater Collection</b>						
Utility Operations Manager	423	1.00	1.00	-	1.00	-
Utility Systems Maintenance Supervisor	416	1.00	1.00	-	1.00	-
Utility Crew Leader	415	2.00	2.00	-	2.00	-
Utility Operations Technician	414	1.00	1.00	-	1.00	-
Utility Operations Specialist	312	1.00	1.00	-	1.00	-
Utility Field Specialist	312	3.00	2.00	-	2.00	-
Utility Field Locate Specialist	314	-	1.00	-	1.00	-
Equipment Operator IV	312	3.00	3.00	-	3.00	-
Utility Field Service Technician III	312	2.00	2.00	-	2.00	-
Utility Field Service Technician II	309	3.00	3.00	-	3.00	-
Utility Field Service Technician	307	2.00	2.00	-	2.00	-
Equipment Operator I	307	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>20.00</b>	<b>20.00</b>	<b>-</b>	<b>20.00</b>	<b>-</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
451-4540-536.12-00	Regular Salaries & Wages	908,102	814,358	887,569	970,997	1,007,174
451-4540-536.12-02	Regular Salaries & Wages	3,239	294	4,150	-	-
451-4540-536.12-06	Reg Salaries - Opt Out Health Insurance	2,300	500	-	-	-
451-4540-536.12-10	Regular Salaries & Wages - OPEB	(42,332)	(59,981)	(71,646)	-	-
451-4540-536.14-00	Overtime	69,117	96,157	115,503	99,550	130,000
451-4540-536.21-00	FICA/Medicare Taxes	71,614	69,745	71,037	76,243	87,281
451-4540-536.22-01	Retirement Contributions	85,804	94,100	109,836	114,607	128,295
451-4540-536.23-00	Medical Insurance	209,455	227,035	194,226	274,208	361,827
451-4540-536.23-02	Medical Insurance - Life & ST Disability	5,759	5,489	5,319	5,726	6,453
451-4540-536.24-00	Worker's Compensation	28,348	25,462	29,877	31,797	20,223
451-4540-536.25-00	UNEMPLOYMENT COMP	-	-	43	-	-
451-4540-536.27-00	Pension GASB 68	112,664	170,540	(45,899)	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 1,454,070</b>	<b>\$ 1,443,699</b>	<b>\$ 1,300,015</b>	<b>\$ 1,573,128</b>	<b>\$ 1,741,253</b>
<b>Operating</b>						
451-4540-536.31-00	Professional Services	-	14,164	4,778	60,000	55,000
451-4540-536.34-00	Other Contractual Services	1,219	2,400	3,600	4,600	8,600
451-4540-536.40-00	Travel & Per Diem	-	60	-	-	70
451-4540-536.41-00	Communications Services	9,799	8,593	8,955	10,699	11,151
451-4540-536.42-00	Postage & Transportation	-	133	240	150	100
451-4540-536.43-00	Utility Services	1,486	1,630	1,625	2,500	2,500
451-4540-536.44-00	Rentals & Leases	-	91	216	400	1,000
451-4540-536.45-01	Insurance - Operating Liability	171,578	183,309	161,961	172,164	172,164
451-4540-536.45-02	Insurance - Auto Liability	4,310	4,304	5,728	13,621	13,621
451-4540-536.46-00	Repair & Maintenance Services	108,853	146,467	88,819	350,000	688,000
451-4540-536.46-05	Repair & Maintenance Services/Utility Lines	120,607	89,557	105,275	-	-
451-4540-536.47-00	Printing & Binding	858	1,123	1,415	950	1,500
451-4540-536.49-00	Other Charges/Obligations	842	163	871	1,750	611
451-4540-536.51-00	Office Supplies	747	595	663	1,000	1,000
451-4540-536.52-00	Operating Supplies	32,898	14,154	18,789	26,000	42,000
451-4540-536.52-01	Operating Supplies - Gasoline/Diesel/Lubric	42,856	29,022	43,363	68,000	68,000
451-4540-536.52-05	Operating Supplies - Uniforms	4,900	3,971	5,065	7,500	7,150
451-4540-536.54-01	Books/Pubs/Subsc/Memb - Prof Dues	350	-	-	300	1,791
451-4540-536.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	657	1,680	2,325	3,800	2,750
451-4540-536.54-03	Books/Pubs/Subsc/Memb - Subscriptions	180	-	-	-	-
451-4540-536.55-00	Training	-	-	-	-	7,800
	<b>Subtotal Operating</b>	<b>\$ 502,140</b>	<b>\$ 501,416</b>	<b>\$ 453,688</b>	<b>\$ 723,434</b>	<b>\$ 1,084,808</b>
	<b>Total</b>	<b>\$ 1,956,210</b>	<b>\$ 1,945,115</b>	<b>\$ 1,753,703</b>	<b>\$ 2,296,562</b>	<b>\$ 2,826,061</b>

## Reclaim Water Program

The Utility Division is responsible for establishing reclaim water lines within City limits so City residents can connect and providing reclaim water to neighboring Cities and Counties through interconnection agreements. Reclaim water is the byproduct of wastewater for irrigation purposes and helps reduce the demand on potable water.

# Non-Departmental

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
451-7979-518.23-03	Medical/Life Insurance	97,550	108,892	57,218	106,000	99,720
	<b>Subtotal Personnel Services</b>	<b>\$ 97,550</b>	<b>\$ 108,892</b>	<b>\$ 57,218</b>	<b>\$ 106,000</b>	<b>\$ 99,720</b>
<b>Operating</b>						
451-7979-536.59-99	Non Classified Expense	5,252,313	5,327,613	5,475,861	-	-
	<b>Subtotal Operating</b>	<b>\$ 5,252,313</b>	<b>\$ 5,327,613</b>	<b>\$ 5,475,861</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital</b>						
451-7979-536.69-99	Fixed Assets Capitalized	-	-	(94,312)	-	-
	<b>Subtotal Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(94,312)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Debt service</b>						
451-7979-536.71-14	SRL CS120-586190	-	-	-	58,853	-
451-7979-536.71-15	SRF LOAN CS120586220	-	-	-	286,291	146,741
451-7979-536.71-16	SRF LOAN DW5906010	-	-	-	213,056	213,056
451-7979-536.71-18	SRF LOAN DWW586250	-	-	-	1,096,472	1,096,472
451-7979-536.71-19	SRF LOAN DW590110	-	-	-	136,344	136,344
451-7979-536.71-20	SRF LOAN SW586260	-	-	-	23,855	23,855
451-7979-536.71-21	2010 REFUNDING BONDS	-	-	-	1,005,000	-
451-7979-536.71-22	Debt Service - Principal	-	-	-	10,620	10,620
451-7979-536.71-24	Debt Service - Principal	-	-	-	548,206	561,926
451-7979-536.71-25	Debt Service - Principal	-	-	-	42,865	44,109
451-7979-536.71-26	Debt Service - Principal	-	-	-	876,284	902,554
451-7979-536.71-27	ST REV LOAN CS120586150	-	-	-	19,059	58,711
451-7979-536.71-28	ST REV LOAN CS120586150	-	-	-	520,830	518,028
451-7979-536.72-14	SRL CS120-586190	-	-	-	4,419	-
451-7979-536.72-15	Debt Service - Interest	35,189	26,325	17,163	2,451	2,451
451-7979-536.72-16	Debt Service - Interest	56,339	42,825	28,827	3,781	3,782
451-7979-536.72-18	Debt Service - Interest	216,469	192,054	167,043	118,528	118,529
451-7979-536.72-19	Debt Service - Interest	45,745	42,446	39,059	33,071	33,071
451-7979-536.72-20	Debt Service - Interest	8,196	7,607	7,002	5,931	5,931
451-7979-536.72-21	Debt Service - Interest	344,534	249,052	150,043	94,541	-
451-7979-536.72-22	Debt Service - Interest	3,040	2,816	2,587	2,184	2,184
451-7979-536.72-24	Debt Service - Interest	196,949	200,630	187,533	175,826	62,106
451-7979-536.72-25	Debt Service - Interest	26,394	25,250	24,073	23,391	22,147
451-7979-536.72-26	Debt Service - Interest	316,768	324,567	305,999	320,758	294,488
451-7979-536.72-27	Debt Service - Interest	-	-	16,650	8,961	4,561
451-7979-536.72-28	Debt Service - Interest	5,211	(1,606)	39,559	46,332	49,134
	<b>Subtotal Debt service</b>	<b>\$ 1,254,834</b>	<b>\$ 1,111,966</b>	<b>\$ 985,538</b>	<b>\$ 5,677,909</b>	<b>\$ 4,310,800</b>
<b>Transfers</b>						
451-7979-581.91-01	Transfer to Cap Rep Fund	4,110,400	4,082,900	3,510,900	4,430,290	13,063,596
	<b>Subtotal Transfers</b>	<b>\$ 4,110,400</b>	<b>\$ 4,082,900</b>	<b>\$ 3,510,900</b>	<b>\$ 4,430,290</b>	<b>\$ 13,063,596</b>
<b>Total</b>		<b>\$ 10,715,097</b>	<b>\$ 10,631,371</b>	<b>\$ 9,935,205</b>	<b>\$ 10,214,199</b>	<b>\$ 17,474,116</b>

# Water/Wastewater Capital Replacement Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Revenue</b>						
452-0000-334.32-30	Intergovernmental	490,290	135,403	1,864,808	-	-
452-0000-337.30-36	Intergovernmental	-	-	83,587	-	-
452-0000-361.10-00	Interest	380,787	310,205	242,958	100,000	-
452-0000-361.30-00	Interest	188,905	139,295	(229,851)	-	-
452-0000-361.40-00	Interest	9,622	60,766	27,666	-	-
452-0000-369-30-00	Refund Prior Year Expense	-	-	(52,671)	-	-
452-0000-381.45-20	Transfers	4,110,400	4,082,900	3,510,900	4,430,290	9,167,049
452-0000-389.98-00	Use of Reserves	-	-	-	11,389,885	12,186,132
<b>Total</b>		<b>\$ 5,180,004</b>	<b>\$ 4,728,569</b>	<b>\$ 5,447,397</b>	<b>\$ 15,920,175</b>	<b>\$ 21,353,181</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Capital</b>						
452-4510-536.64-00	Machinery & Equipment	54,030	29,806	2,474	71,200	77,436
<b>Subtotal Capital</b>		<b>\$ 54,030</b>	<b>\$ 29,806</b>	<b>\$ 2,474</b>	<b>\$ 71,200</b>	<b>\$ 77,436</b>
<b>Total</b>		<b>\$ 54,030</b>	<b>\$ 29,806</b>	<b>\$ 2,474</b>	<b>\$ 71,200</b>	<b>\$ 77,436</b>

# Water/Wastewater Capital Replacement Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
452-4520-536.31-00	Professional Services	134,539	30,080	333,047	235,000	210,000
452-4520-536.46-00	Repair & Maintenance Services	53,578	34,356	-	45,000	46,350
	<b>Subtotal Operating</b>	<b>\$ 188,117</b>	<b>\$ 64,436</b>	<b>\$ 333,047</b>	<b>\$ 280,000</b>	<b>\$ 256,350</b>
<b>Capital</b>						
452-4520-536.63-00	Improve Other Than Bldg	-	-	1,788,117	-	457,545
452-4520-536.63-91	Improve Other Than Bldg	13,852	24,902	500	301,500	-
452-4520-536.64-00	Machinery & Equipment	38,919	33,028	80,272	112,400	115,772
	<b>Subtotal Capital</b>	<b>\$ 52,771</b>	<b>\$ 57,930</b>	<b>\$ 1,868,889</b>	<b>\$ 413,900</b>	<b>\$ 573,317</b>
<b>Total</b>		<b>\$ 240,888</b>	<b>\$ 122,366</b>	<b>\$ 2,201,936</b>	<b>\$ 693,900</b>	<b>\$ 829,667</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
452-4530-536.31-00	Professional Services	2,561	37,497	140,506	-	-
452-4530-536.46-00	Repair & Maintenance Services	503,964	465,979	587,730	515,000	-
	<b>Subtotal Operating</b>	<b>\$ 506,525</b>	<b>\$ 503,476</b>	<b>\$ 728,236</b>	<b>\$ 515,000</b>	<b>\$ -</b>
<b>Capital</b>						
452-4530-536.62-00	Buildings	-	-	-	150,000	750,000
452-4530-536.63-00	Improve Other Than Bldg	57,697	912,097	551,098	1,200,000	950,450
452-4530-536.64-00	Machinery & Equipment	125,515	53,005	52,316	153,000	207,590
	<b>Subtotal Capital</b>	<b>\$ 183,212</b>	<b>\$ 965,102</b>	<b>\$ 603,414</b>	<b>\$ 1,503,000</b>	<b>\$ 1,908,040</b>
<b>Total</b>		<b>\$ 689,737</b>	<b>\$ 1,468,578</b>	<b>\$ 1,331,650</b>	<b>\$ 2,018,000</b>	<b>\$ 1,908,040</b>

# Water/Wastewater Capital Replacement Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
452-4540-536.31-00	Professional Services	-	14,871	195,839	-	-
452-4540-536.46-00	Repair & Maintenance Services	15,074	-	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 15,074</b>	<b>\$ 14,871</b>	<b>\$ 195,839</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital</b>						
452-4540-536.62-00	Buildings	-	-	-	150,000	750,000
452-4540-536.63-00	Improve Other Than Bldg	1,451,258	-	2,137,947	1,300,000	1,400,000
452-4540-536.64-00	Machinery & Equipment	349,951	-	531,372	728,000	208,340
	<b>Subtotal Capital</b>	<b>\$ 1,801,209</b>	<b>\$ -</b>	<b>\$ 2,669,319</b>	<b>\$ 2,178,000</b>	<b>\$ 2,358,340</b>
<b>Total</b>		<b>\$ 1,816,283</b>	<b>\$ 14,871</b>	<b>\$ 2,865,158</b>	<b>\$ 2,178,000</b>	<b>\$ 2,358,340</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
452-4525-536.31-00	Professional Services	-	-	-	-	40,000
452-4525-536.46-00	Repair & Maintenance Services	126,850	-	-	103,000	106,090
	<b>Subtotal Operating</b>	<b>\$ 126,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 103,000</b>	<b>\$ 146,090</b>
<b>Capital</b>						
452-4525-536.63-00	Improve Other Than Bldg	12,741	94,174	173,883	721,500	163,045
	<b>Subtotal Capital</b>	<b>\$ 12,741</b>	<b>\$ 94,174</b>	<b>\$ 173,883</b>	<b>\$ 721,500</b>	<b>\$ 163,045</b>
<b>Total</b>		<b>\$ 139,591</b>	<b>\$ 94,174</b>	<b>\$ 173,883</b>	<b>\$ 824,500</b>	<b>\$ 309,135</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
452-4527-536.31-00	Professional Services	-	500	-	300,000	300,000
452-4527-536.46-00	Repair & Maintenance Services	123,987	-	-	-	-
	<b>Subtotal Operating</b>	<b>\$ 123,987</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
<b>Capital</b>						
452-4527-536.62-00	IMPROVE OTHER THAN BLDG	-	-	-	-	75,000
452-4527-536.63-00	IMPROVE OTHER THAN BLDG	-	-	-	-	6,478,398
452-4527-536.63-91	Improve Other Than Bldg	3,223,508	2,288,584	790,047	7,176,985	-
452-4527-536.64-00	Machinery & Equipment	138,350	63,252	100,372	176,090	181,373
	<b>Subtotal Capital</b>	<b>\$ 3,361,858</b>	<b>\$ 2,351,836</b>	<b>\$ 890,419</b>	<b>\$ 7,353,075</b>	<b>\$ 6,734,771</b>
<b>Total</b>		<b>\$ 3,485,845</b>	<b>\$ 2,352,336</b>	<b>\$ 890,419</b>	<b>\$ 7,653,075</b>	<b>\$ 7,034,771</b>

# Water/Wastewater Capital Replacement Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
452-4528-536.31-00	Professional Services	-	37,377	27,183	250,000	300,000
452-4528-536.46-00	Repair & Maintenance Services	105,591	6,330	139,905	-	-
	<b>Subtotal Operating</b>	<b>\$ 105,591</b>	<b>\$ 43,707</b>	<b>\$ 167,088</b>	<b>\$ 250,000</b>	<b>\$ 300,000</b>
<b>Capital</b>						
452-4528-536.63-00	IMPROVE OTHER THAN BLDG	-	-	-	-	1,405,000
452-4528-536.63-91	Improve Other Than Bldg	-	-	-	290,000	-
452-4528-536.64-00	Machinery & Equipment	110,854	76,572	375,781	691,500	434,245
	<b>Subtotal Capital</b>	<b>\$ 110,854</b>	<b>\$ 76,572</b>	<b>\$ 375,781</b>	<b>\$ 981,500</b>	<b>\$ 1,839,245</b>
<b>Total</b>		<b>\$ 216,445</b>	<b>\$ 120,279</b>	<b>\$ 542,869</b>	<b>\$ 1,231,500</b>	<b>\$ 2,139,245</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Operating</b>						
452-4529-536.31-00	Professional Services	-	59,566	36,760	-	-
452-4529-536.46-00	Repair & Maintenance Services	-	97,567	27,732	-	-
452-4529-536.52-00	Operating Supplies	-	6,646	-	-	-
	<b>Subtotal Operating</b>	<b>\$ -</b>	<b>\$ 163,779</b>	<b>\$ 64,492</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital</b>						
452-4529-536.63-00	Improve Other Than Bldg	36,395	24,908	492,272	1,250,000	2,800,000
452-4529-536.64-00	Machinery & Equipment	63,294	-	484,164	-	-
	<b>Subtotal Capital</b>	<b>\$ 99,689</b>	<b>\$ 24,908</b>	<b>\$ 976,436</b>	<b>\$ 1,250,000</b>	<b>\$ 2,800,000</b>
<b>Total</b>		<b>\$ 99,689</b>	<b>\$ 188,687</b>	<b>\$ 1,040,928</b>	<b>\$ 1,250,000</b>	<b>\$ 2,800,000</b>

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Transfers</b>						
452-7979-591.99-90	Other Uses	(5,676,363)	(5,160,614)	(7,566,917)	-	3,896,547
	<b>Subtotal Transfers</b>	<b>\$ (5,676,363)</b>	<b>\$ (5,160,614)</b>	<b>\$ (7,566,917)</b>	<b>\$ -</b>	<b>\$ 3,896,547</b>
<b>Total</b>		<b>\$ (5,676,363)</b>	<b>\$ (5,160,614)</b>	<b>\$ (7,566,917)</b>	<b>\$ -</b>	<b>\$ 3,896,547</b>



# Water Impact Fees Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Revenue</b>						
460-0000-324.21-61	Residential	566,891	663,478	1,195,868	600,000	700,000
460-0000-324.22-61	Commercial	187,582	149,041	716,630	250,000	131,007
460-0000-334.35-20	GRANT - SJWMD MILL CREEK	-	-	3,136	-	-
460-0000-361.10-00	Interest	71,185	62,124	54,628	22,400	-
460-0000-361.30-00	Interest - Unrealized	35,924	26,452	(52,455)	-	-
460-0000-361.40-00	Interest - Realized	1,776	12,059	6,436	-	-
460-0000-389.98-00	Use of Reserves	-	-	-	591,303	1,372,696
	<b>Subtotal Revenue</b>	<b>\$ 863,358</b>	<b>\$ 913,154</b>	<b>\$ 1,924,243</b>	<b>\$ 1,463,703</b>	<b>\$ 2,203,703</b>
<b>Expenditure</b>						
460-4520-536.31-00	Professional Services	-	48,355	5,122	413,703	413,703
460-4520-536.63-00	Improve Other Than Bldg	-	-	6,803	250,000	990,000
460-4530-536.46-00	REPAIR & MAINTENANCE SERV	-	-	5,255	-	-
460-4530-536.63-00	Improve Other Than Bldg	3,773	-	-	-	-
460-7979-536.59-99	Depreciation Expense	2,738	2,588	2,562	-	-
460-7979-581.91-45	W/S Utility Fund	100,000	500,000	500,000	800,000	800,000
	<b>Subtotal Expenditure</b>	<b>\$ 106,511</b>	<b>\$ 550,943</b>	<b>\$ 519,742</b>	<b>\$ 1,463,703</b>	<b>\$ 2,203,703</b>
<b>Total</b>		<b>\$ 756,847</b>	<b>\$ 362,211</b>	<b>\$ 1,404,501</b>	<b>\$ -</b>	<b>\$ -</b>

# Wastewater Impact Fees Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Revenue</b>						
470-0000-324.21-62	Residential	1,260,964	1,440,467	2,582,507	1,400,000	1,800,000
470-0000-324.22-62	Commercial	385,440	333,044	1,602,807	600,000	200,000
470-0000-361.10-00	Interest	131,024	112,872	108,213	42,700	-
470-0000-361.30-00	Interest - Unrealized	66,745	47,342	(104,469)	-	-
470-0000-361.40-00	Interest - Realized	3,199	21,897	12,707	-	-
470-0000-389.98-00	Use of Reserves	-	-	-	-	2,270,000
	<b>Subtotal Revenue</b>	<b>\$ 1,847,372</b>	<b>\$ 1,955,622</b>	<b>\$ 4,201,765</b>	<b>\$ 2,042,700</b>	<b>\$ 4,270,000</b>
<b>Expenditure</b>						
470-4525-536.63-00	Improve Other Than Bldg	-	-	-	250,000	-
470-4540-536.31-00	Other Charges/Obligations	38,110	(38,110)	-	-	-
470-4540-536.49-00	Other Charges/Obligations	6,939	8,765	10,391	-	-
470-4540-536.63-00	Improve Other Than Bldg	-	-	-	820,000	-
470-4540-536.64-00	Machinery & Equipment	-	-	-	-	3,970,000
470-7979-536.59-99	Depreciation Expense	10,243	9,684	9,833	-	-
470-7979-581.91-45	W/S Utility Fund	700,000	1,000,000	300,000	300,000	300,000
470-7979-590.99-90	Additions to Reserves	-	-	-	672,700	-
	<b>Subtotal Expenditure</b>	<b>\$ 755,292</b>	<b>\$ 980,339</b>	<b>\$ 320,224</b>	<b>\$ 2,042,700</b>	<b>\$ 4,270,000</b>
<b>Total</b>		<b>\$ 1,092,080</b>	<b>\$ 975,283</b>	<b>\$ 3,881,541</b>	<b>\$ -</b>	<b>\$ -</b>



CITY OF  
**SANFORD**  
FLORIDA

# PARKS AND RECREATION DEPARTMENT



## Mission Statement

To enhance the quality of life by providing safe, well-maintained parks and public places, preserving open space and historic resources, caring for people, strengthening the bonds of the community and creating healthy programming and events for renewal, growth, and enrichment.

## Role of Recreation Department

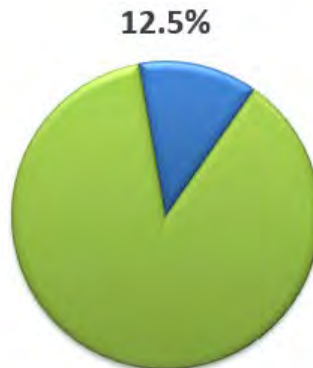
The Recreation Department is dedicated to providing a comprehensive program that includes all phases of leisure and recreation services. The goal is to provide a wide variety of activities and facilities to accommodate the leisure pursuits of our residents in every stage of their life with programs for youth, adults, and seniors.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 2,400,200	\$ 2,446,313	\$ 3,124,836	\$ 3,406,661
Benefits	997,307	998,587	1,717,865	1,980,365
Operating	1,361,553	1,667,228	1,644,016	1,801,351
Supplies	302,257	347,418	397,408	437,273
<b>Total</b>	<b>\$ 5,061,317</b>	<b>\$ 5,459,546</b>	<b>\$ 6,884,125</b>	<b>\$ 7,625,650</b>

Funding Source				
Total	5,061,317	5,459,546	6,884,125	7,625,650
<b>Total</b>	<b>\$ 5,061,317</b>	<b>\$ 5,459,546</b>	<b>\$ 6,884,125</b>	<b>\$ 7,625,650</b>

Recreation Department as a percentage of General Fund



## *Recreation Division*

The Recreation Division is responsible for providing a variety of quality recreational facilities and programs for the enjoyment and needs of our community.

### Summary

<b>Expenditures</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Salaries	\$ 543,750	\$ 579,918	\$ 693,337	\$ 706,505
Benefits	236,053	238,777	365,877	380,781
Operating	139,353	236,827	243,579	295,907
Supplies	48,884	62,600	70,850	76,146
Total	\$ 968,040	\$ 1,118,122	\$ 1,373,643	\$ 1,459,339

<b>Funding Source</b>				
Total	968,040	1,118,122	1,373,643	1,459,339
Total	\$ 968,040	\$ 1,118,122	\$ 1,373,643	\$ 1,459,339

### *Our Accomplishments in 2021-22*

- ❖ Launched new mentoring program for middle school students at Jeff Triplett Community Center.
- ❖ Implemented and updated on-line registration process for all programming.
- ❖ Permitted over 150 special events in a streamlined process assisting merchants and nonprofits with broadening their serving and entertainment space safely.
- ❖ Completed Soap Box Derby Rally races adding to a grand total of nearly 500 rallies held in Sanford.
- ❖ Added additional adult and youth sports participants with increases in all programs.
- ❖ Produced city events including baseball opening day, Easter eggstravaganza, Memorial Day ceremony, Star Spangled Sanford, Veterans Day ceremony, Fang-tastic fest at Fort Mellon, Light Up Sanford holiday tree lighting and parade of lights.

## Goals and Objectives for 2022-23

- ❖ Continue to deliver a diverse range of recreation programs including broadened summer camp schedule with multiple field trips and specialty camp options.
- ❖ Continue the development of co-ed youth mentoring and Young Men of Excellence programs.
- ❖ Promote the usage of new and existing bicycle and pedestrian pathways along the lakefront for personal and special event usage, including marathons and longer competitive races.
- ❖ Add additional youth and adult programming with a special effort to include more teen inspired programming.

<b>RECREATION - RECREATION DIVISION</b>				
<b>Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Special event permits	75	164	100	125
Youth league registrations	605	655	1,172	1,233
Adult league registrations	525	792	732	786
Youth camps	245	275	716	750

## Authorized Positions

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>Recreation</b>						
Recreation Director	431	1.00	1.00	-	1.00	-
Recreation Manager	423	1.00	1.00	-	1.00	-
Recreation Supervisor	412	4.00	3.00	-	3.00	-
Special Events Coordinator	417	-	1.00	-	1.00	-
Special Event Supervisor	412	-	-	-	-	1.00
Administrative Specialist III	412	1.00	1.00	-	1.00	-
Administrative Specialist I	406	0.50	-	-	-	-
Administrative Specialist II	409	1.00	1.00	-	1.00	-
Maintenance Worker	304	-	-	-	-	1.00
Recreation Leader (Part-Time)	401	2.45	3.20	-	3.20	-
<b>Total Full Time Equivalents</b>		<b>10.95</b>	<b>11.20</b>	<b>-</b>	<b>11.20</b>	<b>2.00</b>



## Recreation

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-5501-572.12-00	Regular Salaries & Wages	494,910	453,377	483,484	573,884	569,628
001-5501-572.12-02	Regular Salaries - Additional Pays	11,742	11,594	11,406	13,964	13,964
001-5501-572.12-06	Reg Salaries - Opt Out Health Insurance	3,300	1,200	1,200	-	-
001-5501-572.13-00	Part Time Wages	53,663	58,067	63,068	85,489	101,913
001-5501-572.14-00	Overtime	23,572	19,512	20,760	20,000	21,000
001-5501-572.21-00	FICA/Medicare Taxes	42,162	38,929	41,804	48,253	52,626
001-5501-572.22-01	Retirement Contributions - FRS	64,351	66,863	77,792	92,380	107,977
001-5501-572.23-00	Medical Insurance	116,419	114,458	100,362	203,514	204,768
001-5501-572.23-02	Medical Insurance - Life & ST Disability	3,231	3,190	3,231	4,272	4,573
001-5501-572.24-00	Worker's Compensation	13,299	12,201	14,932	17,458	10,837
001-5501-572.25-00	Unemployment	-	412	656	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 826,649</b>	<b>\$ 779,803</b>	<b>\$ 818,695</b>	<b>\$ 1,059,214</b>	<b>\$ 1,087,286</b>
<b>Operating</b>						
001-5501-572.34-00	Other Contractual Services	33,865	26,150	52,306	46,000	46,000
001-5501-572.40-00	Travel & Per Diem	869	46	497	3,478	3,406
001-5501-572.41-00	Communications Services	4,572	5,005	4,890	5,229	5,817
001-5501-572.42-00	Postage & Transportation	289	180	158	300	200
001-5501-572.43-00	Utility Services	-	71	-	-	-
001-5501-572.44-00	Rentals & Leases	8,863	1,431	2,391	3,931	5,352
001-5501-572.45-01	Insurance - Operating Liability	43,108	46,135	44,971	49,447	65,151
001-5501-572.45-02	Insurance - Auto Liability	552	702	1,547	1,374	1,173
001-5501-572.46-00	Repair & Maintenance Services	31,839	7,946	6,021	8,291	8,913
001-5501-572.47-00	Printing & Binding	3,444	2,690	3,519	2,700	2,854
001-5501-572.48-00	Promotional Activities	106,590	41,072	112,433	112,800	146,260
001-5501-572.49-00	Other Charges/Obligations	6,423	7,925	8,094	10,029	10,781
001-5501-572.51-00	Office Supplies	2,091	975	805	2,200	2,365
001-5501-572.52-00	Operating Supplies	52,930	45,744	58,261	62,300	66,973
001-5501-572.52-05	Operating Supplies - Uniforms	1,529	770	1,385	2,100	2,258
001-5501-572.54-01	Books/Pubs/Subsc/Memb - Prof Dues	675	1,221	679	2,225	2,550
001-5501-572.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	1,519	174	1,470	2,025	2,000
	<b>Subtotal Operating</b>	<b>\$ 299,158</b>	<b>\$ 188,237</b>	<b>\$ 299,427</b>	<b>\$ 314,429</b>	<b>\$ 372,053</b>
<b>Total</b>		<b>\$ 1,125,807</b>	<b>\$ 968,040</b>	<b>\$ 1,118,122</b>	<b>\$ 1,373,643</b>	<b>\$ 1,459,339</b>



## Special Facilities

The Special Facilities Division handles the operation of the City's many recreational facilities, including:

- Sanford Civic Center
- Bettye D. Smith Cultural Arts Center
- Henry S. Sanford Museum
- Sanford Senior Center
- Historic Sanford Memorial Stadium
- Eckstein Youth Sports Complex
- Larry A. Dale Aquatic Center (LADAC)
- Velma H. Williams Westside Community Center
- Jeff Triplett Community Center
- Pinehurst Park
- Lee P. Moore Softball Facility

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 742,173	\$ 772,451	\$ 1,153,731	\$ 1,223,150
Benefits	280,312	297,276	693,296	775,734
Operating	333,591	365,290	382,112	428,796
Supplies	121,699	114,933	153,900	165,444
Total	\$ 1,477,775	\$ 1,549,950	\$ 2,383,039	\$ 2,593,124

Funding Source				
Total	1,477,775	1,549,950	2,383,039	2,593,124
Total	\$ 1,477,775	\$ 1,549,950	\$ 2,383,039	\$ 2,593,124

### *Our Accomplishments in 2021-22*

- ❖ Began a youth soccer program at the Jeff Triplett Community Center with eight teams competing in the league.
- ❖ Added additional participants in all youth sports including baseball, basketball, and flag football.
- ❖ Focused on teen-aged programs which resulted in more involvement by teens in mentoring and athletics.
- ❖ Began a Spring Break camp for kids in elementary and middle schools.

- ❖ Began a mentoring program at JTCC for elementary and middle school children.
- ❖ Opened new playground at JTCC.

### *Goals and Objectives for 2022-23*

- ❖ Provide excellent facilities at affordable prices for residents to enjoy and entertain.
- ❖ Update facilities in both infrastructure and technology.
- ❖ Update landscape in all staffed parks and facilities.
- ❖ Add additional senior programs with a focus on healthy living.
- ❖ Secure additional partners to provide funding, products, and services to our facilities.
- ❖ Add teen program in kickball in association with the Seminole County P.A.L.
- ❖ Add girls softball program at Chase Park.

<b>RECREATION - SPECIAL FACILITIES</b>				
<b>Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Facility volunteer hours	113	400	1,137	2,086
Total facility rentals	369	372	373	360

## Authorized Positions

Full Time Equivalents	Grade	Funded 2021	Funded 2022	+/-	Funded 2023	Authorized & Unfunded
<b>Recreation - Special Facilities</b>						
Civic Center Supervisor	415	1.00	-	-	-	-
Recreation Facility Supervisor	417		3.00	-	3.00	-
Bus Driver (Part-Time)	408		0.50	-	0.50	-
Recreation Facility Coordinator	412		1.00	-	1.00	-
Administrative Specialist II	409	-	1.00	-	1.00	-
Stadium Supervisor	414	1.00	-	-	-	-
Recreation Supervisor	412	3.00	2.00	-	2.00	1.00
Pool Supervisor	415	1.00	1.00	-	1.00	-
Groundskeeper, Lead	312	1.00	1.00	-	1.00	-
Lead Maintenance Worker*	307	3.00	3.00	-	3.00	-
Custodial Worker II	305	2.00	2.00	-	2.00	-
Maintenance Worker (Part-Time)*	304	3.00	2.50	-	3.00	-
Lifeguard (Part-Time)	401	3.00	3.00	-	3.00	1.00
After School Tutor (Part-Time)	417	2.50	2.50	-	2.50	-
Recreation Leader (Part-Time)	401	6.25	5.50	-	5.50	0.25
<b>Total Full Time Equivalents</b>		<b>26.75</b>	<b>28</b>	<b>0</b>	<b>28.5</b>	<b>2.25</b>

\*Correction from 2022 Budget

## Recreation Special Facilities

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-5502-575.12-00	Regular Salaries & Wages	507,882	513,555	500,921	924,348	688,340
001-5502-575.12-02	Regular Salaries - Additional Pays	8,444	8,988	7,394	11,964	9,000
001-5502-575.12-06	Reg Salaries - Opt Out Health Insurance	9,600	9,400	8,200	2,400	1,200
001-5502-575.13-00	Part Time Wages	172,070	171,983	210,052	175,019	478,610
001-5502-575.14-00	Overtime	48,473	38,247	45,884	40,000	46,000
001-5502-575.21-00	FICA/Medicare Taxes	55,862	55,304	56,936	81,112	90,260
001-5502-575.22-01	Retirement Contributions - FRS	69,529	77,536	88,959	133,536	153,714
001-5502-575.23-00	Medical Insurance	106,553	113,893	110,873	429,055	496,638
001-5502-575.23-02	Medical Insurance - Life & ST Disability	3,741	3,785	3,484	7,146	9,069
001-5502-575.24-00	Worker's Compensation	29,461	28,912	34,989	42,447	26,053
001-5502-575.25-00	Unemployment Compensation	-	882	2,035	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 1,011,615</b>	<b>\$ 1,022,485</b>	<b>\$ 1,069,727</b>	<b>\$ 1,847,027</b>	<b>\$ 1,998,884</b>
<b>Operating</b>						
001-5502-575.34-00	Other Contractual Services	17,889	20,096	24,474	21,320	22,919
001-5502-575.40-00	Travel & Per Diem	30	-	-	200	215
001-5502-575.41-00	Communications Services	9,715	8,778	9,612	8,450	10,130
001-5502-575.42-00	Postage & Transportation	243	-	190	-	-
001-5502-575.43-00	Utility Services	162,403	147,773	178,576	165,390	191,522
001-5502-575.44-00	Rentals & Leases	12,735	2,254	7,830	10,678	11,479
001-5502-575.45-01	Insurance - Operating Liability	15,029	15,742	11,332	12,544	16,471
001-5502-575.45-02	Insurance - Auto Liability	130	166	220	602	907
001-5502-575.46-00	Repair & Maintenance Services	207,366	126,722	131,374	149,346	160,552
001-5502-575.47-00	Printing & Binding	806	596	428	876	942
001-5502-575.48-00	Promotional Activities	8,828	10,382	196	11,000	11,825
001-5502-575.49-00	Other Charges/Obligations	1,312	1,082	1,058	1,706	1,834
001-5502-575.51-00	Office Supplies	2,471	1,676	1,525	2,500	2,688
001-5502-575.52-00	Operating Supplies	92,293	112,055	99,443	131,250	141,094
001-5502-575.52-01	Operating Supplies - Gasoline/Diesel/Lubric	12,994	6,815	9,756	13,500	14,513
001-5502-575.52-05	Operating Supplies - Uniforms	4,069	1,153	4,209	6,650	7,149
	<b>Subtotal Operating</b>	<b>\$ 548,313</b>	<b>\$ 455,290</b>	<b>\$ 480,223</b>	<b>\$ 536,012</b>	<b>\$ 594,240</b>
<b>Total</b>		<b>\$ 1,559,928</b>	<b>\$ 1,477,775</b>	<b>\$ 1,549,950</b>	<b>\$ 2,383,039</b>	<b>\$ 2,593,124</b>

## Parks and Grounds

The Parks and Grounds division is responsible for the operation and maintenance of 29 City parks, 20 traffic medians, 18 facilities, 6 signs locations, 2 trails and the historic downtown CRA district for a total of 242 acres. This division is responsible for a variety of activities including:

- Landscape maintenance of all properties, including lake treatment in parks.
- Maintenance and renovation of play equipment, amenities and facilities.
- Oversee contractual maintenance at 25 sites, the cemetery, and schedule annual replacement at various City planting locations and lake treatments at various locations.
- Maintain and staff Fort Mellon Park amenities as required (Splash pad Attendants, Park Rangers, landscape Maintenance, restroom cleaning/monitoring, rental services)
- Monthly pest control at 18 city facilities. Fertilization, weed control and insect control for landscape areas.
- Clean-up response to emergency weather conditions.
- Set-up/break-down and manpower for over 100 special events per year.
- Cemetery management to include lot sales, lot marking, open/closings, deed management.
- Rental of park facilities (scheduling, cash receipts).
- Special projects (historic trees, street rights-of-way beautification).

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 983,818	\$ 976,557	\$ 1,152,953	\$ 1,340,074
Benefits	438,674	421,092	581,480	758,760
Operating	865,336	1,044,665	993,908	1,049,356
Supplies	128,453	165,988	167,965	190,641
Total	\$ 2,416,281	\$ 2,608,302	\$ 2,896,306	\$ 3,338,831

Funding Source				
Total	2,416,281	2,608,302	2,896,306	3,338,831
Total	\$ 2,416,281	\$ 2,608,302	\$ 2,896,306	\$ 3,338,831

### *Our Accomplishments in 2021-22*

- ❖ Replaced 32 benches downtown and Ft. Mellon Park.

- ❖ Completed new restroom facility for three trails.
- ❖ Received Tree City USA accreditation for 35th year.
- ❖ Increased to 281.5 acres.

### *Goals and Objectives for 2022-23*

- ❖ Ft. Mellon green space improvements.
- ❖ Ft. Mellon playground safety surface replacement.
- ❖ Ft. Mellon Phase II Lake Carola improvements.
- ❖ McKibbin Park rehab.
- ❖ Groveview playground improvements.

<b>RECREATION - PARKS AND GROUNDS</b>				
<b>Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Acres Maintained	287	282	284	284
Acres Contracted	160	184	184	184
Acres In-House	116	98	101	101
Work orders generated	550	-	-	-
Work orders completed	500	-	-	-
Special Events	78	38	40	40

### **Authorized Positions**

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>Recreation-Parks and Grounds Operations</b>						
Operations Manager	422	1.00	1.00	-	1.00	-
Operations Superintendent	419	1.00	1.00	-	1.00	-
Urban Forester	416	1.00	1.00	-	1.00	-
Crew Leader	414	2.00	2.00	-	2.00	1.00
Spray Technician	312	2.00	2.00	-	2.00	-
Irrigation Technician	311	2.00	2.00	-	2.00	-
Park Ranger	309	3.00	3.00	-	3.00	-
Administrative Specialist III	412	1.00	1.00	-	1.00	-
Equipment Operator II	309	-	-	1.00	1.00	-
Customer Service Representative	408	1.00	1.00	-	1.00	-
Maintenance Worker, Lead	307	3.00	3.00	-	3.00	1.00
Maintenance Worker	304	8.50	8.50	0.50	9.00	0.50
Recreation Activity Leader (part-time)	401	1.00	1.00	-	1.00	-
<b>Total Full Time Equivalents</b>		<b>26.50</b>	<b>26.50</b>	<b>1.50</b>	<b>28.00</b>	<b>2.50</b>

## Parks and Grounds

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-5508-572.12-00	Regular Salaries & Wages	908,984	902,947	882,173	1,042,147	1,225,760
001-5508-572.12-02	Regular Salaries - Additional Pays	12,517	13,891	12,577	23,461	23,341
001-5508-572.12-06	Reg Salaries - Opt Out Health Insurance	4,888	7,513	7,200	5,865	3,501
001-5508-572.13-10	Other Salaries & Wages - Part Time	17,019	11,918	22,310	32,605	33,984
001-5508-572.14-00	Overtime	64,341	47,549	52,297	48,875	53,488
001-5508-572.21-00	FICA/Medicare Taxes	74,072	72,557	71,504	81,994	99,344
001-5508-572.22-01	Retirement Contributions - FRS	85,025	90,338	105,832	128,085	164,304
001-5508-572.23-00	Medical Insurance	249,434	229,665	191,082	310,782	449,979
001-5508-572.23-02	Medical Insurance - Life & ST Disability	5,968	5,888	5,880	6,625	8,081
001-5508-572.24-00	Worker's Compensation	41,011	40,226	46,794	53,994	37,052
001-5508-572.25-00	Unemployment Compensation	1,082	-	-	-	-
	<b>Subtotal Personnel Services</b>	<b>\$ 1,464,341</b>	<b>\$ 1,422,492</b>	<b>\$ 1,397,649</b>	<b>\$ 1,734,433</b>	<b>\$ 2,098,834</b>
<b>Operating</b>						
001-5508-572.31-00	Professional Services	18,797	4,526	-	6,500	3,500
001-5508-572.34-00	Other Contractual Services	1,556	916	10,674	1,200	1,200
001-5508-572.40-00	Travel & Per Diem	114	17	12	455	110
001-5508-572.41-00	Communications Services	14,460	16,522	15,519	10,216	10,216
001-5508-572.42-00	Postage & Transportation	391	81	25	550	550
001-5508-572.43-00	Utility Services	250,298	224,335	289,496	248,833	267,495
001-5508-572.44-00	Rentals & Leases	7,245	4,403	9,999	8,954	8,954
001-5508-572.45-01	Insurance - Operating Liability	84,236	90,308	81,846	88,361	120,327
001-5508-572.45-02	Insurance - Auto Liability	6,697	8,803	11,494	14,461	12,649
001-5508-572.46-00	Repair & Maintenance Services	481,870	501,274	610,674	599,818	606,183
001-5508-572.47-00	Printing & Binding	248	975	475	1,150	1,236
001-5508-572.48-00	Promotional Activities	8,732	8,909	10,574	10,475	12,650
001-5508-572.49-00	Other Charges/Obligations	5,129	4,267	3,877	2,935	4,286
001-5508-572.51-00	Office Supplies	1,187	1,481	1,378	1,500	1,613
001-5508-572.52-00	Operating Supplies	93,266	87,300	112,138	114,350	133,066
001-5508-572.52-01	Operating Supplies - Gasoline/Diesel/Lubric	34,467	27,090	34,132	35,000	37,625
001-5508-572.52-05	Operating Supplies - Uniforms	9,090	9,104	12,972	9,750	10,481
001-5508-572.54-01	Books/Pubs/Subsc/Memb - Prof Dues	580	815	575	905	695
001-5508-572.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	1,184	2,548	4,708	5,960	6,661
001-5508-572.54-03	Books/Pubs/Subsc/Memb - Subscriptions	269	115	85	500	500
	<b>Subtotal Operating</b>	<b>\$ 1,019,816</b>	<b>\$ 993,789</b>	<b>\$ 1,210,653</b>	<b>\$ 1,161,873</b>	<b>\$ 1,239,997</b>
	<b>Total</b>	<b>\$ 2,484,157</b>	<b>\$ 2,416,281</b>	<b>\$ 2,608,302</b>	<b>\$ 2,896,306</b>	<b>\$ 3,338,831</b>

## Museum

The Sanford Museum is located in Fort Mellon Park on the Lake Monroe waterfront. The museum houses exhibits illustrating the history of the City of Sanford and the life and times of city founder Henry S. Sanford. The Sanford Museum's collections include a local history archive containing historic photographs, maps, and city directories; the Sanford Papers; extensive sports memorabilia; and the Henry S. Sanford library.

### Summary

Expenditures	2020 Actual	2021 Actual	2022 Budget	2023 Budget
Salaries	\$ 130,459	\$ 117,387	\$ 124,815	\$ 136,932
Benefits	42,268	41,442	77,212	65,090
Operating	23,273	20,446	24,417	27,292
Supplies	3,221	3,897	4,693	5,042
Total	\$ 199,221	\$ 183,172	\$ 231,137	\$ 234,356

Funding Source				
Total	199,221	183,172	231,137	234,356
Total	\$ 199,221	\$ 183,172	\$ 231,137	\$ 234,356

### *Our Accomplishments in 2021-22*

- ❖ The museum has partnered with various organizations such as the DAR and the Museum of Seminole County.
- ❖ The museum had temporary exhibits for the Summer Olympics, The Future Farmers of America, and Elvira G.
- ❖ The museum accessioned 3,279 items.
- ❖ The museum has made \$2,109 in donations and sales in 2021.
- ❖ Started an oral history project.

### *Goals and Objectives for 2022-23*

- ❖ Get security cameras.
- ❖ Special events for the Museum's 65th anniversary.
- ❖ Permanent exhibit updates with the Swimming exhibit, Balsely Mantel exhibit, and Henry Shelton Sanford exhibit.
- ❖ Work on filing and organization of the vault.



- ❖ Create two offsite displays to expand the Museums reach.

<b>RECREATION - MUSEUM</b>				
<b>Performance Measures</b>				
<b>Activity</b>	<b>Actual 2019-2020</b>	<b>Actual 2020-2021</b>	<b>Expected 2021-2022</b>	<b>Proposed 2022-2023</b>
Economic Impact on Guests Attending Events	\$ 577,307	\$ 14,542	\$ 55,000	\$ 23,000
Total Volunteer Hours	212	16	150	200
Research Requests Received	241	189	130	200
Museum Attendance	2,533	2,302	3,376	3,500
New social media followers	N/A	310	500	500

### Authorized Positions

<b>Full Time Equivalents</b>	<b>Grade</b>	<b>Funded 2021</b>	<b>Funded 2022</b>	<b>+/-</b>	<b>Funded 2023</b>	<b>Authorized &amp; Unfunded</b>
<b>Recreation - Museum</b>						
Museum Curator	416	1.00	1.00	-	1.00	-
Museum Assistant	408	1.00	1.00	-	1.00	-
Docent (Part-Time)	401	1.10	1.10	-	1.10	-
<b>Total Full Time Equivalents</b>		<b>3.10</b>	<b>3.10</b>	<b>-</b>	<b>3.10</b>	<b>-</b>

## Recreation Museum

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Personnel Services</b>						
001-5052-573.12-00	Regular Salaries & Wages	94,270	102,586	79,879	97,303	98,493
001-5052-573.12-06	Reg Salaries - Opt Out Health Insurance	2,400	2,500	1,700	1,200	-
001-5052-573.13-00	Part Time Wages	15,287	25,181	35,808	26,312	38,439
001-5052-573.14-00	Overtime	-	192	-	-	-
001-5052-573.21-00	FICA/Medicare Taxes	8,126	9,650	8,653	8,400	10,241
001-5052-573.22-01	Retirement Contributions - FRS	12,647	11,690	11,313	12,195	16,098
001-5052-573.23-00	Medical Insurance	23,678	20,144	20,635	55,568	37,572
001-5052-573.23-02	Medical Insurance - Life & ST Disability	734	590	584	806	1,012
001-5052-573.24-00	Worker's Compensation	221	194	257	243	167
	<b>Subtotal Personnel Services</b>	<b>\$ 157,363</b>	<b>\$ 172,727</b>	<b>\$ 158,829</b>	<b>\$ 202,027</b>	<b>\$ 202,022</b>
<b>Operating</b>						
001-5052-573.40-00	Travel & Per Diem	-	-	-	904	972
001-5052-573.41-00	Communications Services	893	878	1,345	965	1,458
001-5052-573.43-00	Utility Services	11,113	10,190	11,550	10,200	11,685
001-5052-573.45-01	Insurance - Operating Liability	2,907	2,931	2,627	382	515
001-5052-573.46-00	Repair & Maintenance Services	6,860	9,007	4,499	9,166	9,774
001-5052-573.47-00	Printing & Binding	116	267	95	300	200
001-5052-573.48-00	Promotional Activities	-	-	330	2,500	2,688
001-5052-573.51-00	Office Supplies	1,084	1,001	804	1,200	1,290
001-5052-573.52-00	Operating Supplies	814	1,926	2,488	2,700	2,903
001-5052-573.54-01	Books/Pubs/Subsc/Memb - Prof Dues	218	118	-	368	395
001-5052-573.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	220	176	423	425	454
001-5052-573.54-03	Books/Pubs/Subsc/Memb - Subscriptions	-	-	182	-	-
	<b>Subtotal Operating</b>	<b>\$ 24,225</b>	<b>\$ 26,494</b>	<b>\$ 24,343</b>	<b>\$ 29,110</b>	<b>\$ 32,334</b>
	<b>Total</b>	<b>\$ 181,588</b>	<b>\$ 199,221</b>	<b>\$ 183,172</b>	<b>\$ 231,137</b>	<b>\$ 234,356</b>

# SPECIAL REVENUE FUNDS

- **REVENUES AND EXPENDITURE SCHEDULE**
- **CDBG Fund**
- **2<sup>ND</sup> DOLLAR FUND**
- **LAW ENFORCEMENT TRUST FUND**
- **LIHEAP**
- **LOCAL OPTION GAS TAX**
- **IMPACT FEES FUND**
- **BUILDING INSPECTION FUND**
- **3<sup>RD</sup> GENERATION FUND**
- **CEMETERY FUND**

# City of Sanford Special Revenue Funds Revenue and Expenditures Schedule

	Recreation Donation Fund	CDBG	Police 2nd Dollar Fund	Police Trust Fund	Low Income Home Energy
<b>Use of Fund Balance</b>	\$ -	\$ -	\$ 35,000	\$ 23,200	\$ -
<b>Revenues</b>					
Taxes					
Sales and Use Tax	-	-	-	-	-
Permits, Impact Fees, Assessments	-	-	-	-	-
Intergovernmental	-	766,370	-	5,000	1,430,208
Charges for Services	-	-	-	-	-
Fines and Forfeitures	-	-	10,000	-	-
Other Revenues	20,000	-	-	1,300	-
<b>Total Revenues</b>	<b>20,000</b>	<b>766,370</b>	<b>10,000</b>	<b>6,300</b>	<b>1,430,208</b>
Transfers In	-	-	-	-	-
<b>Total Revenues, Transfers, and Balances</b>	<b>\$ 20,000</b>	<b>\$ 766,370</b>	<b>\$ 45,000</b>	<b>\$ 29,500</b>	<b>\$ 1,430,208</b>
<b>Expenditures</b>					
General Government	\$ -	\$ -	\$ -	\$ -	-
Public Safety	-	-	45,000	29,500	-
Physical Environment	-	-	-	-	-
Transportation	-	-	-	-	-
Economic Environment	-	766,370	-	-	-
Human Services	-	-	-	-	1,430,208
Culture and Recreation	20,000	-	-	-	-
<b>Total Expenditures</b>	<b>20,000</b>	<b>766,370</b>	<b>45,000</b>	<b>29,500</b>	<b>1,430,208</b>
<b>Total Expenditures and Other Uses</b>	<b>20,000</b>	<b>766,370</b>	<b>45,000</b>	<b>29,500</b>	<b>1,430,208</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations and Reserves</b>	<b>\$ 20,000</b>	<b>\$ 766,370</b>	<b>\$ 45,000</b>	<b>\$ 29,500</b>	<b>\$ 1,430,208</b>

**City of Sanford**  
**Special Revenue Funds**  
**Revenue and Expenditures Schedule**

	Streets Local Option	Impact Fees Recreation	Impact Fees Fire	Impact Fees Police	Building Inspection
<b>Use of Fund Balance</b>	\$ 425,734	\$ -	\$ 464,692	\$ -	\$ 9,221
<b>Revenues</b>					
Taxes					
Sales and Use Tax	1,108,440	-	-	-	-
Permits, Impact Fees, Assessments	-	500,000	400,000	400,000	3,521,277
Intergovernmental	-	-	-	-	-
Charges for Services	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Other Revenues	-	-	-	-	50,000
<b>Total Revenues</b>	<b>1,108,440</b>	<b>500,000</b>	<b>400,000</b>	<b>400,000</b>	<b>3,571,277</b>
Transfers In	-	-	-	-	-
<b>Total Revenues, Transfers, and Balances</b>	<b>\$ 1,534,174</b>	<b>\$ 500,000</b>	<b>\$ 864,692</b>	<b>\$ 400,000</b>	<b>\$ 3,580,498</b>
<b>Expenditures</b>					
General Government	\$ -	\$ -	\$ -	\$ -	\$ 1,910,958
Public Safety	-	-	864,692	196,656	-
Physical Environment	-	-	-	-	-
Transportation	1,513,860	-	-	-	-
Economic Environment	-	-	-	-	-
Human Services	-	-	-	-	-
Culture and Recreation	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,513,860</b>	<b>-</b>	<b>864,692</b>	<b>196,656</b>	<b>1,910,958</b>
<b>Total Expenditures and Other Uses</b>	<b>1,513,860</b>	<b>-</b>	<b>864,692</b>	<b>196,656</b>	<b>1,910,958</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>20,314</b>	<b>500,000</b>	<b>-</b>	<b>203,344</b>	<b>1,669,540</b>
<b>Total Appropriations and Reserves</b>	<b>\$ 1,534,174</b>	<b>\$ 500,000</b>	<b>\$ 864,692</b>	<b>\$ 400,000</b>	<b>\$ 3,580,498</b>

# City of Sanford

## Special Revenue Funds

### Revenue and Expenditures Schedule

	Streets 3rd Generation	Cemetery	Public Art Commission	Total
<b>Use of Fund Balance</b>	\$ 2,811,060	\$ -	\$ -	\$ 3,768,907
<b>Revenues</b>				
Taxes				
Sales and Use Tax	3,878,944	-	-	4,987,384
Permits, Impact Fees, Assessments	-	-	-	4,821,277
Intergovernmental	-	-	-	2,201,578
Charges for Services	-	74,670	-	74,670
Fines and Forfeitures	-	-	-	10,000
Other Revenues	-	-	-	71,300
<b>Total Revenues</b>	<b>3,878,944</b>	<b>74,670</b>	<b>-</b>	<b>12,166,209</b>
Transfers In	-	62,000	112,000	174,000
<b>Total Revenues, Transfers, and Balances</b>	<b>\$ 6,690,004</b>	<b>\$ 136,670</b>	<b>\$ 112,000</b>	<b>\$ 16,109,116</b>
<b>Expenditures</b>				
General Government	\$ -	\$ -	\$ 112,000	\$ 2,022,958
Public Safety	-	-	-	1,135,848
Physical Environment	-	136,670	-	136,670
Transportation	4,967,000	-	-	6,480,860
Economic Environment	-	-	-	766,370
Human Services	-	-	-	1,430,208
Culture and Recreation	-	-	-	20,000
<b>Total Expenditures</b>	<b>4,967,000</b>	<b>136,670</b>	<b>112,000</b>	<b>11,992,914</b>
<b>Total Expenditures and Other Uses</b>	<b>4,967,000</b>	<b>136,670</b>	<b>112,000</b>	<b>11,992,914</b>
<b>Total Revenue Over/(Under) Expenditure</b>	<b>1,723,004</b>	<b>-</b>	<b>-</b>	<b>4,116,202</b>
<b>Total Appropriations and Reserves</b>	<b>\$ 6,690,004</b>	<b>\$ 136,670</b>	<b>\$ 112,000</b>	<b>\$ 16,109,116</b>

# Special Revenue Funds

## Revenue and Expenditures

### CDBG

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Federal Grants	\$ 326,817	\$ 37,879	\$ 528,963	\$ 635,985	\$ 766,370
	Total Revenue	\$ 326,817	\$ 37,879	\$ 528,963	\$ 635,985	\$ 766,370
<b>Expenditure</b>						
	Regular Salaries & Wages	\$ -	\$ 38,836	\$ 68,690	\$ 70,297	\$ 75,452
	Regular Salaries - Additional Pays	-	600	-	600	600
	Regular Salaries - Opt Out Health Insurance	-	-	1,200	-	-
	Overtime	-	3,029	-	-	-
	FICA/Medicare Taxes	-	3,585	5,368	5,270	5,840
	Retirement Contributions - FRS	-	-	7,024	7,561	8,513
	Medical Insurance	-	221	358	14,576	18,786
	Medical Insurance - Life & ST Disability	-	826	477	446	495
	Worker's Compensation	-	-	1,658	155	95
	Professional Services	-	9,013	74,107	1,100	93,600
	Other Contractual Services - Landfill	-	243	-	-	-
	Travel & Per Diem	-	-	144	2,551	2,500
	Communication Services	-	46	1,369	1,584	3,620
	Postage & Transportation	-	-	89	200	400
	Rental & Leases	-	50	1,269	530	1,500
	Repair & Maintenance Services	-	-	5,186	-	-
	Printing & Binding	-	-	495	-	500
	Promotional	-	889	-	350	400
	Other Charges/Obligations	800	147	5,776	5,567	6,100
	Office Supplies	-	7,666	1,183	2,700	2,700
	Operating Supplies	-	-	10,943	6,164	2,900
	Uniforms	-	-	-	100	100
	Books/Pubs/Subsc/Memb - Prof Dues	-	670	940	-	1,000
	Books/Pubs/Subsc/Memb -Conf/Seminar	-	528	-	1,045	1,100
	LAND ACQUISITIONS	-	-	642	-	-
	Contingency for Program Use	-	-	150	-	-
	Other Grants & Aids	327,315	186,145	400,404	515,189	540,169
	Total Expenditure	\$ 328,115	\$ 252,494	\$ 587,472	\$ 635,985	\$ 766,370

# Special Revenue Funds

## Revenue and Expenditures

### Police Training (2nd Dollar Fund)

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Judgments and Fines	\$ 11,863	\$ 8,569	\$ 10,742	\$ 9,500	\$ 10,000
	Interest	1,772	1,752	140	360	-
	Use of Fund Balance	-	-	-	35,140	35,000
	Total Revenue	\$ 13,635	\$ 10,321	\$ 10,882	\$ 45,000	\$ 45,000
<b>Expenditure</b>						
	Travel & Per Diem	\$ 557	\$ -	\$ -	\$ 45,000	\$ 45,000
	Other Charges/Obligations	62	84	82	-	-
	Total Expenditure	\$ 619	\$ 84	\$ 82	\$ 45,000	\$ 45,000



# Special Revenue Funds

## Revenue and Expenditures

### Law Enforcement Trust

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Confiscated Property - Justice	\$ 6,687	\$ 13,535	\$ 32,168	\$ -	-
	Interest	1,380	1,133	107	276	-
	Use of Reserves	-	-	-	22,004	23,200
	Fema	-	2,048	-	-	-
	Misc Donations	12,484	5,257	3,250	1,900	1,000
	Transfers	9,045	-	-	-	-
	Confiscated Property - State	24,583	461	18,110	5,000	5,000
	Bank Investment	1,103	1,033	928	320	300
	Unrealized Gain (Loss)	557	449	(915)	-	-
	Realized Gain (Loss)	26	204	101	-	-
	Total Revenue	\$ 55,865	\$ 24,120	\$ 53,749	\$ 29,500	\$ 29,500
<b>Expenditure</b>						
	Professional Services	\$ 1,395	\$ -	\$ -	\$ -	-
	Travel & Per Diem	12,342	1,641	-	17,000	17,000
	Other Charges/Obligations	7,364	539	3,740	-	-
	Books/Pubs/Subscrs/Membs	373	495	-	-	-
	Promotional Activities	3,544	2,707	414	-	-
	Operating Supplies	54	396	-	12,500	12,500
	Machinery & Equipment	5,867	4,171	-	-	-
	Total Expenditure	\$ 30,939	\$ 9,949	\$ 4,154	\$ 29,500	\$ 29,500

# Special Revenue Funds

## Revenue and Expenditures

### Low Income Home Energy Assistance

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Low Income Home Energy Assistance Program	\$ 1,015,794	\$ 995,669	\$ 1,715,585	\$ 1,209,590	\$ 1,430,208
	Total Revenue	\$ 1,015,794	\$ 995,669	\$ 1,715,585	\$ 1,209,590	\$ 1,430,208
<b>Expenditure</b>						
	Regular Salaries & Wages	\$ 123,674	\$ 96,821	\$ 107,570	\$ 162,809	\$ 161,048
	Overtime	2,697	3,151	1,904	-	-
	FICA/Medicare Taxes	9,954	7,391	8,157	11,864	12,366
	Retirement Contributions	15,105	8,902	11,248	21,182	22,627
	Medical Insurance	38,621	31,396	25,618	45,186	54,576
	Worker's Compensation	267	184	238	348	202
	Public Assistance/Professional Services	-	7,166	85,992	-	109,241
	Travel & Per Diem	921	1,599	344	3,652	3,750
	Communications Services	786	739	2,962	6,667	3,250
	Postage & Transportation	168	1,022	188	900	900
	Utility Services	-	-	-	4,425	4,425
	Rental & Leases	210	1,262	10,873	21,025	21,025
	Repairs & Maintenance Services	2,565	77	203	5,820	19,487
	Printing & Binding	665	1,582	2,006	1,300	3,150
	Other Charges	-	294	-	-	-
	Office Supplies	1,470	1,142	6,217	3,000	6,500
	Operating Supplies	3,283	1,590	11,605	8,684	6,333
	Books/Pubs/Subsc/Memb - Prof Dues	-	-	-	-	428
	Books/Pubs/Subscrs/Membs	450	-	283	900	900
	Benefits for LIHEAP	588,606	800,747	1,542,646	911,828	1,000,000
	Total Expenditure	\$ 789,442	\$ 965,065	\$ 1,818,054	\$ 1,209,590	\$ 1,430,208

# Special Revenue Funds

## Revenue and Expenditures

### Streets - Local Options Gas Tax

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Local Option Gas Tax	\$ 1,208,485	\$ 1,050,173	\$ 1,056,627	\$ 1,102,748	\$ 1,108,440
	Grants	-	64,456	-	-	-
	Transportation Revenue Other	97,344	99,907	172,756	-	-
	Interest	27,015	24,574	21,180	9,008	-
	Interest-Unrealized Gain (Loss)	13,170	11,546	(20,229)	-	-
	Interest - Realized Gain (Loss)	632	4,947	2,433	-	-
	Use of Fund Balance	-	-	-	685,174	425,734
	Total Revenue	\$ 1,346,646	\$ 1,255,603	\$ 1,232,767	\$ 1,796,930	\$ 1,534,174
<b>Expenditure</b>						
	Other Contractual Service	\$ 124,759	\$ 96,559	\$ 135,259	\$ 162,260	\$ 187,260
	Utility Services	406,250	407,950	434,018	437,500	437,500
	Repair & Maintenance Services	446,523	393,744	154,117	65,000	157,000
	Other Charges/Obligations	1,457	1,951	2,059	1,377	2,100
	Operating Supplies	171	-	-	-	-
	Road Materials & Supplies	78,450	44,492	93,432	105,550	120,000
	Improve Other Than Building	-	-	134,529	1,025,243	565,000
	Machinery & Equipment	-	-	-	-	45,000
	Transfers to Capital Project Funds	99,302	-	-	-	-
	Additions to Reserves	-	-	-	-	20,314
	Total Expenditure	\$ 1,156,912	\$ 944,696	\$ 953,414	\$ 1,796,930	\$ 1,534,174

# Special Revenue Funds

## Revenue and Expenditures

### Impact Fees

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Impact Fees/Residential	\$ 503,525	\$ 377,431	\$ 784,295	\$ 935,717	\$ 900,000
	Interest	57,145	40,440	34,043	13,936	-
	Interest-Unrealized Gain (Loss)	28,919	17,186	(32,793)	-	-
	Interest - Realized Gain (Loss)	1,428	7,574	4,012	-	-
	Impact Fees/Commercial	158,497	69,791	499,220	452,581	400,000
	FEDERAL GRANTS	-	-	11,199	-	-
	FEMA-State Grant	-	-	254,280	-	-
	Use of Fund Balance	-	-	-	-	464,692
	Byrne Grant	-	33,524	(33,524)	-	-
	Total Revenue	\$ 749,514	\$ 545,946	\$ 1,520,732	\$ 1,402,234	\$ 1,764,692
<b>Expenditure</b>						
	Operating Supplies	\$ 96,910	\$ 8,370	\$ 31,162	\$ 27,612	\$ 39,000
	Repairs and Maintenance	3,837	-	-	-	-
	Improve Other Than Building	188,660	159,105	77,515	262,086	-
	Transfers	467,015	28,720	69,421	-	-
	Other Charges/Obligations	2,970	3,023	3,276	-	-
	Additions to Reserves	-	-	-	955,366	703,344
	Professional Services	-	-	13,935	-	-
	Land	5,425	-	8,200	-	-
	Buildings	-	185,828	241,490	-	-
	Machinery & Equipment	32,158	100,139	-	157,170	1,022,348
	Total Expenditure	\$ 796,975	\$ 485,185	\$ 444,999	\$ 1,402,234	\$ 1,764,692

# Special Revenue Funds

## Revenue and Expenditures

### Building Inspection

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Interest	\$ 155,897	\$ 152,052	\$ 13,432	\$ 34,753	\$ -
	Misc Rev	(5,402)	19,374	957	9,314	5,000
	Use of Fund Balance	-	-	-	1,326	9,221
	Build Inspection Permit	1,570,590	1,147,211	2,362,501	2,576,748	2,292,853
	Plumbing Inspect Permit	51,284	55,255	89,732	103,893	54,932
	Electric Inspect Permit	78,060	61,427	97,668	113,376	46,532
	Mechanical Inspect Permit	52,141	40,224	52,579	38,206	82,152
	Application Fees	583,685	515,481	1,047,156	1,149,425	1,016,473
	Other License & Miscellaneous	39,967	29,170	46,060	46,140	28,335
	Federal Grants	-	-	11,409	-	-
	Reim Claims & Exp	32,981	35,669	39,681	44,443	45,000
	Total Revenue	\$ 2,559,203	\$ 2,055,863	\$ 3,761,175	\$ 4,117,624	\$ 3,580,498
<b>Expenditure</b>						
	Travel & Per Diem	\$ 942	\$ -	\$ 667	\$ 6,100	\$ 4,000
	Other Charges/Obligations	41,663	71,813	127,178	157,120	55,521
	Books/Pubs/Subscrs/Membs	4,825	5,426	4,376	18,950	10,200
	Regular Salaries & Wages	597,647	619,925	644,186	819,666	873,181
	Overtime	4,822	3,768	5,676	3,080	7,000
	FICA/Medicare Taxes	43,825	45,761	47,415	61,928	67,585
	Retirement Contributions	56,007	63,382	73,232	92,441	107,452
	Retirement Contributions - Fire Pension	-	-	-	143,875	-
	Medical Insurance	107,091	108,611	90,526	159,625	176,696
	Worker's Compensation	9,743	9,786	11,413	12,620	6,872
	Professional Services	-	-	28,728	3,000	3,000
	Other Contractual Service	309,228	280,449	425,797	515,107	427,553
	Communications Services	8,004	6,851	6,688	7,762	7,762
	Postage & Transportation	1,176	1,076	102	1,200	1,200
	Rentals & Leases	5,017	8,089	19,354	11,079	30,913
	Insurance	4,864	5,963	5,769	9,558	11,049
	Repair & Maintenance Services	35,358	26,265	31,143	25,134	49,024
	Printing & Binding	839	529	837	1,558	1,608
	Promotional	-	-	-	-	1,500
	Office Supplies	2,975	2,168	3,554	2,500	5,000
	Operating Supplies	34,508	1,593	19,280	14,000	8,000
	Operating Supplies - Gasoline	9,775	7,031	9,661	12,556	13,342
	Operating Supplies - Uniforms	1,760	3,061	3,544	4,500	5,500
	Machinery & Equipment	-	-	40,688	37,000	37,000
	Additions to Reserves	-	-	-	1,997,265	1,669,540
	Total Expenditure	\$ 1,280,069	\$ 1,271,547	\$ 1,599,814	\$ 4,117,624	\$ 3,580,498

# Special Revenue Funds

## Revenue and Expenditures

### Streets - 3rd Generation Sales Tax

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	3rd Generation Sales Tax	\$ 3,660,445	\$ 3,570,169	\$ 4,010,184	\$ 3,874,063	\$ 3,878,944
	Grant	124,113	50	2,923	-	-
	Interest	198,899	178,293	116,833	46,840	-
	Interest-Unrealized Gain (Loss)	61,435	75,597	(111,757)	-	-
	Interest - Realized Gain (Loss)	5,873	35,459	14,044	-	-
	Use of Fund Balance	-	-	-	-	2,811,060
	Total Revenue	\$ 4,050,765	\$ 3,859,568	\$ 4,032,227	\$ 3,920,903	\$ 6,690,004
<b>Expenditure</b>						
	Professional Services	\$ -	\$ 5,510	\$ -	\$ 5,500	\$ 50,000
	Repairs & Maint	798,250	798,574	985,360	100,000	600,000
	Other Charges/Obligations	10,651	13,473	11,012	-	12,000
	Improv Other Than Bldgs	39,110	-	5,967	-	-
	Road Improvements	-	-	127,254	500,000	3,100,000
	New Construction	-	-	-	220,000	-
	Traffic Calming	-	-	-	50,000	80,000
	Sidewalks	492,494	173,548	304,395	810,000	825,000
	Circulation Improvements	9,814	(5,510)	-	50,000	-
	Improve Other Than Building	8,829	140,387	885,614	1,125,000	300,000
	Transfer from Capital Proj Fund	1,000,000	4,000,000	-	-	-
	Additions to Reserves	-	-	-	1,060,403	1,723,004
	Total Expenditure	\$ 2,359,148	\$ 5,125,982	\$ 2,319,602	\$ 3,920,903	\$ 6,690,004

# Special Revenue Funds

## *Revenue and Expenditures*

### Cemetery

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Cemetery Fees	\$ 23,150	\$ 30,600	\$ 35,550	\$ 35,000	\$ 35,100
	Interest	2,369	1,349	700	356	-
	Interest - Unrealized	1,206	671	(653)	-	-
	Interest - Realized	59	235	84	-	-
	Disposition of Assets	29,525	35,850	57,925	36,000	39,570
	Transfer from General Fund	-	25,000	26,374	61,859	62,000
	Total Revenue	\$ 56,309	\$ 93,705	\$ 119,980	\$ 133,215	\$ 136,670
<b>Expenditure</b>						
	Professional Services	\$ 4,030	\$ 85	\$ 595	\$ 3,000	\$ 3,000
	COMMUNICATIONS SERVICES	-	-	108	-	433
	Utility Services	11,441	6,683	7,622	11,660	8,500
	Insurance	822	892	785	813	1,095
	Repair & Maintenance Services	96,809	116,738	111,439	115,442	113,442
	Other Charges/Obligations	128	103	69	2,300	200
	Operating Supplies	-	-	74	-	10,000
	Total Expenditure	\$ 113,230	\$ 124,501	\$ 120,692	\$ 133,215	\$ 136,670

# Special Revenue Funds

## *Revenue and Expenditures*

### Recreation Donation Fund

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Miscellaneous	\$ -	\$ -	\$ -	\$ -	20,000
	Total Revenue	\$ -	\$ -	\$ -	\$ -	20,000
<b>Expenditure</b>						
	Promotional Activities	\$ -	\$ -	\$ -	\$ -	20,000
	Total Expenditure	\$ -	\$ -	\$ -	\$ -	20,000



# Special Revenue Funds

## Revenue and Expenditures

### Public Art Commission Fund

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	112,000
	Total Revenue	\$ -	\$ -	\$ -	\$ -	112,000
<b>Expenditure</b>						
	Professional Services	\$ -	\$ -	\$ -	\$ -	112,000
	Total Expenditure	\$ -	\$ -	\$ -	\$ -	112,000

# CDBG Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
105-0000-331.54-00	Federal Grants	326,817	37,879	528,963	2,275	766,370
105-0000-331.54-00	Federal Grants	326,817	37,879	528,963	633,710	766,370
	<b>Total Revenue</b>	<b>\$ 326,817</b>	<b>\$ 37,879</b>	<b>\$ 528,963</b>	<b>\$ 635,985</b>	<b>\$ 766,370</b>
<b>Expenditure</b>						
105-1105-554.12-00	Regular Salaries & Wages	-	38,836	68,690	70,297	75,452
105-1105-554.12-02	Regular Salaries - Additional Pays	-	600	-	600	600
105-1105-554.12-06	Regular Salaries - Opt Out Health Insurance	-	-	1,200	-	-
105-1105-554.14-00	Overtime	-	3,029	-	-	-
105-1105-554.21-00	FICA/Medicare Taxes	-	3,585	5,368	5,270	5,840
105-1105-554.22-01	Retirement Contributions - FRS	-	-	7,024	7,561	8,513
105-1105-554.23-00	Medical Insurance	-	221	358	14,576	18,786
105-1105-554.23-02	Medical Insurance - Life & ST Disability	-	826	477	446	495
105-1105-554.24-00	Worker's Compensation	-	-	1,658	155	95
105-1105-554.31-00	Professional Services	-	9,013	74,107	1,100	93,600
105-1105-554.34-02	Other Contractual Services - Landfill	-	243	-	-	-
105-1105-554.40-00	Travel & Per Diem	-	-	144	2,551	2,500
105-1105-554.41-00	Communication Services	-	46	1,369	1,584	3,620
105-1105-554.42-00	Postage & Transportation	-	-	89	200	400
105-1105-554.44-00	Rental & Leases	-	50	1,269	530	1,500
105-1105-554.46-00	Repair & Maintenance Services	-	-	5,186	-	-
105-1105-554.47-00	Printing & Binding	-	-	495	-	500
105-1105-554.48-00	Promotional	-	889	-	350	400
105-1105-554.49-00	Other Charges/Obligations	800	147	5,776	5,567	6,100
105-1105-554.51-00	Office Supplies	-	7,666	1,183	2,700	2,700
105-1105-554.52-00	Operating Supplies	-	-	10,943	6,164	2,900
105-1105-554.52-05	Uniforms	-	-	-	100	100
105-1105-554.54-01	Books/Pubs/Subsc/Memb - Prof Dues	-	670	940	-	1,000
105-1105-554.54-02	Books/Pubs/Subsc/Memb -Conf/Seminar	-	528	-	1,045	1,100
105-1105-554.61-00	LAND ACQUISITIONS	-	-	642	-	-
105-1105-554.81-00	Contingency for Program Use	-	-	150	-	-
105-1105-554.83-01	Other Grants & Aids	-	49,465	50,347	77,550	78,600
105-1105-554.83-02	Other Grants & Aids	-	28,794	161,099	100,000	100,000
105-1105-554.83-03	Other Grants & Aids	327,315	-	89,936	120,000	120,000
105-1105-554.83-04	Other Grants & Aids	-	107,886	73,093	159,680	116,569
105-1105-554.83-05	Other Grants & Aids	-	-	25,929	57,959	125,000
	<b>Total Expenditure</b>	<b>\$ 328,115</b>	<b>\$ 252,494</b>	<b>\$ 587,472</b>	<b>\$ 635,985</b>	<b>\$ 766,370</b>

## 2nd Dollar Fund

### *Revenue and Expenditures*

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
110-0000-351.30-00	Judgments and Fines	11,863	8,569	10,742	9,500	10,000
110-0000-361.10-00	Interest	1,160	1,070	852	360	-
110-0000-361.30-00	Interest	583	468	(812)	-	-
110-0000-361.40-00	Interest	29	214	100	-	-
110-0000-389.98-00	Use of Fund Balance	-	-	-	35,140	35,000
	<b>Total Revenue</b>	<b>\$ 13,635</b>	<b>\$ 10,321</b>	<b>\$ 10,882</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
<b>Expenditure</b>						
110-2020-521.40-00	Travel & Per Diem	557	-	-	45,000	45,000
110-2020-521.49-00	Other Charges/Obligations	62	84	82	-	-
	<b>Total Expenditure</b>	<b>\$ 619</b>	<b>\$ 84</b>	<b>\$ 82</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>

# Law Enforcement Trust Fund

## *Revenue and Expenditures*

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
106-0000-351.21-25	Confiscated Property - Justice	6,687	13,535	32,168	-	-
106-0000-361.10-00	Interest	887	623	562	252	-
106-0000-361.30-00	Interest	441	261	(528)	-	-
106-0000-361.40-00	Interest	22	123	64	-	-
106-0000-389.98-00	Use of Reserves	-	-	-	16,748	17,000
<b>Total Revenue</b>		<b>\$ 8,037</b>	<b>\$ 14,542</b>	<b>\$ 32,266</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>
<b>Expenditure</b>						
106-2020-521.31-00	Professional Services	1,395	-	-	-	-
106-2020-521.40-00	Travel & Per Diem	11,847	1,641	-	17,000	17,000
106-2020-521.49-00	Other Charges/Obligations	47	50	55	-	-
106-2020-521.54-02	Books/Pubs/Subscrs/Membs	198	495	-	-	-
<b>Total Expenditure</b>		<b>\$ 13,487</b>	<b>\$ 2,186</b>	<b>\$ 55</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>

# Law Enforcement Trust Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
108-0000-331.80-08	Fema	-	1,755	-	-	-
108-0000-334.80-01	Fema	-	293	-	-	-
108-0000-361.10-00	Interest	17	65	47	24	-
108-0000-361.30-00	Interest	14	46	(44)	-	-
108-0000-361.40-00	Interest	(1)	15	6	-	-
108-0000-366.90-00	Misc Donations	12,484	5,257	1,250	1,900	1,000
108-0000-369.90-00	Misc Donations	-	-	2,000	-	-
108-0000-381.01-00	Transfers	9,045	-	-	-	-
108-0000-389.98-00	Use of Reserves	-	-	-	576	1,500
<b>Total Revenue</b>		<b>\$ 21,559</b>	<b>\$ 7,431</b>	<b>\$ 3,259</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<b>Expenditure</b>						
108-2020-521.40-00	Travel & Per Diem	495	-	-	-	-
108-2020-521.48-00	Promotional Activities	3,544	2,707	414	-	-
108-2020-521.49-00	Other Charges/Obligations	4,848	408	2,297	-	-
108-2020-521.52-00	Operating Supplies	54	396	-	2,500	2,500
108-2020-521.64-00	Machinery & Equipment	5,867	4,171	-	-	-
<b>Total Expenditure</b>		<b>\$ 14,808</b>	<b>\$ 7,682</b>	<b>\$ 2,711</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>

# Law Enforcement Trust Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
111-0000-351.21-26	Confiscated Property - State	24,583	461	18,110	5,000	5,000
111-0000-361.10-00	Bank Investment	1,103	1,033	928	320	300
111-0000-361.30-00	Unrealized Gain (Loss)	557	449	(915)	-	-
111-0000-361.40-00	Realized Gain (Loss)	26	204	101	-	-
111-0000-389.98-00	Use of Reserves	-	-	-	4,680	4,700
<b>Total Revenue</b>		<b>\$ 26,269</b>	<b>\$ 2,147</b>	<b>\$ 18,224</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Expenditure</b>						
111-2020-521.49-00	Other Charges/Obligations	2,469	81	1,388	-	-
111-2020-521.52-00	Operating Supplies	-	-	-	10,000	10,000
111-2020-521.54-01	Books/Pubs/Subscrs/Membs	175	-	-	-	-
<b>Total Expenditure</b>		<b>\$ 2,644</b>	<b>\$ 81</b>	<b>\$ 1,388</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

# Low Income Home Energy Assistance Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
117-0000-331.59-01	Low Income Home Energy Assistance Program	1,015,794	995,669	1,715,585	1,209,590	1,430,208
<b>Total Revenue</b>		<b>\$ 1,015,794</b>	<b>\$ 995,669</b>	<b>\$ 1,715,585</b>	<b>\$ 1,209,590</b>	<b>\$ 1,430,208</b>
<b>Expenditure</b>						
117-1104-564.12-00	Regular Salaries & Wages	122,629	96,108	107,068	160,713	158,952
117-1104-564.12-02	Regular Salaries & Wages	1,045	713	502	2,096	2,096
117-1104-564.14-00	Overtime	2,697	3,151	1,904	-	-
117-1104-564.21-00	FICA/Medicare Taxes	9,954	7,391	8,157	11,864	12,366
117-1104-564.22-01	Retirement Contributions	15,105	8,902	11,248	21,182	22,627
117-1104-564.23-00	Medical Insurance	37,765	30,745	24,915	44,198	53,545
117-1104-564.23-02	Medical Insurance	856	651	703	988	1,031
117-1104-564.24-00	Worker's Compensation	267	184	238	348	202
117-1104-564.31-00	Public Assistance/Professional Services	-	7,166	85,992	-	109,241
117-1104-564.40-00	Travel & Per Diem	921	1,599	344	3,652	3,750
117-1104-564.41-00	Communications Services	786	739	2,962	6,667	3,250
117-1104-564.42-00	Postage & Transportation	168	1,022	188	900	900
117-1104-564.43-00	Utility Services	-	-	-	4,425	4,425
117-1104-564.44-00	Rental & Leases	210	1,262	10,873	21,025	21,025
117-1104-564.46-00	Repairs & Maintenance Services	2,565	77	203	5,820	19,487
117-1104-564.47-00	Printing & Binding	665	1,582	2,006	1,300	3,150
117-1104-564.49-00	Other Charges	-	294	-	-	-
117-1104-564.51-00	Office Supplies	1,470	1,142	6,217	3,000	6,500
117-1104-564.52-00	Operating Supplies	3,283	1,590	11,605	8,684	6,333
117-1104-564.54-01	Books/Pubs/Subsc/Memb - Prof Dues	-	-	-	-	428
117-1104-564.54-02	Books/Pubs/Subscrs/Membs	450	-	283	900	900
117-1104-564.86-00	Benefits for LIHEAP	588,606	800,747	1,542,646	911,828	1,000,000
<b>Total Expenditure</b>		<b>\$ 789,442</b>	<b>\$ 965,065</b>	<b>\$ 1,818,054</b>	<b>\$ 1,209,590</b>	<b>\$ 1,430,208</b>

# Local Option Gas Tax Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
131-0000-312.41-00	Local Option Gas Tax	1,208,485	1,050,173	1,056,627	1,102,748	1,108,440
131-0000-3337.34-00	Grants	-	64,456	-	-	-
131-0000-344.90-00	Transportation Revenue Other	97,344	99,907	172,756	-	-
131-0000-361.10-00	Interest	27,015	24,574	21,180	9,008	-
131-0000-361.30-00	Interest-Unrealized Gain (Loss)	13,170	11,546	(20,229)	-	-
131-0000-361.40-00	Interest - Realized Gain (Loss)	632	4,947	2,433	-	-
131-0000-389.98-00	Use of Fund Balance	-	-	-	685,174	425,734
<b>Total Revenue</b>		<b>\$ 1,346,646</b>	<b>\$ 1,255,603</b>	<b>\$ 1,232,767</b>	<b>\$ 1,796,930</b>	<b>\$ 1,534,174</b>
<b>Expenditure</b>						
131-4047-541.34-00	Other Contractual Service	124,759	96,559	135,259	162,260	187,260
131-4047-541.43-00	Utility Services	406,250	407,950	434,018	437,500	437,500
131-4047-541.46-00	Repair & Maintenance Services	5,824	10,720	22,457	15,000	157,000
131-4047-541.46-08	Repair & Maintenance Services	440,699	383,024	131,660	50,000	-
131-4047-541.49-00	Other Charges/Obligations	1,457	1,951	2,059	1,377	2,100
131-4047-541.52-00	Operating Supplies	171	-	-	-	-
131-4047-541.53-00	Road Materials & Supplies	78,450	44,492	93,432	105,550	120,000
131-4047-541.63-00	Improve Other Than Building	-	-	134,529	1,025,243	565,000
131-4047-541.64-00	Machinery & Equipment	-	-	-	-	45,000
131-4047-581.91-22	Transfers to Capital Project Funds	99,302	-	-	-	-
131-7979-590.99-90	Additions to Reserves	-	-	-	-	20,314
<b>Total Expenditure</b>		<b>\$ 1,156,912</b>	<b>\$ 944,696</b>	<b>\$ 953,414</b>	<b>\$ 1,796,930</b>	<b>\$ 1,534,174</b>



# Recreation Impact Fee Funds

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
132-0000-324.61-00	Impact Fees/Residential	334,748	227,275	462,367	551,635	500,000
132-0000-361.10-00	Interest	29,352	17,889	14,869	5,688	-
132-0000-361.30-00	Interest-Unrealized Gain (Loss)	14,830	6,888	(14,319)	-	-
132-0000-361.40-00	Interest - Realized Gain (Loss)	735	3,265	1,706	-	-
	<b>Total Revenue</b>	<b>\$ 379,665</b>	<b>\$ 255,317</b>	<b>\$ 464,623</b>	<b>\$ 557,323</b>	<b>\$ 500,000</b>
<b>Expenditure</b>						
132-5052-573.52-00	Operating Supplies	-	-	-	7,413	-
132-5058-572.46-00	Repairs and Maintenance	3,837	-	-	-	-
132-5058-572.63-00	Improve Other Than Building	188,660	159,105	-	262,086	-
132-5508-572.52-00	Operating Supplies	-	(800)	-	-	-
132-5508-572.63-00	Improve Other Than Building	-	-	77,515	-	-
132-7979-581.91-22	Transfers	-	-	69,421	-	-
132-7979-581.91-28	Transfers	467,015	-	-	-	-
132-7979-590.49-00	Other Charges/Obligations	1,492	1,293	1,431	-	-
132-7979-590.99-90	Additions to Reserves	-	-	-	287,824	500,000
	<b>Total Expenditure</b>	<b>\$ 661,004</b>	<b>\$ 159,598</b>	<b>\$ 148,367</b>	<b>\$ 557,323</b>	<b>\$ 500,000</b>

# Fire Impact Fee Funds

## *Revenue and Expenditures*

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
133-0000-324.11-00	Impact Fees/Residential	84,475	74,979	160,751	191,787	200,000
133-0000-324.12-00	Impact Fees/Commercial	75,384	34,347	218,009	198,254	200,000
133-0000-331.30-00	FEDERAL GRANTS	-	-	11,199	-	-
133-0000-334.80-01	FEMA-State Grant	-	-	254,280	-	-
133-0000-361.10-00	Interest	17,996	12,829	9,622	4,396	-
133-0000-361.30-00	Interest-Unrealized Gain (Loss)	9,208	5,852	(9,208)	-	-
133-0000-361.40-00	Interest - Realized Gain (Loss)	443	2,369	1,162	-	-
133-0000-389.98-00	Use of Fund Balance	-	-	-	-	464,692
	<b>Total Revenue</b>	<b>\$ 187,506</b>	<b>\$ 130,376</b>	<b>\$ 645,815</b>	<b>\$ 394,437</b>	<b>\$ 864,692</b>
<b>Expenditure</b>						
133-3001-522.31-00	Professional Services	-	-	13,935	-	-
133-3001-522.52-00	Operating Supplies	73,296	4,526	29,053	-	-
133-3001-522.61-00	Land	5,425	-	8,200	-	-
133-3001-522.62-00	Buildings	-	185,828	241,490	-	-
133-3001-522.64-00	Machinery & Equipment	32,158	11,199	-	100,000	864,692
133-7979-581.91-28	Transfers	-	28,720	-	-	-
133-7979-590.49-00	Other Charges/Obligations	958	970	925	-	-
133-7979-590.99-90	Additions to Reserves	-	-	-	294,437	-
	<b>Total Expenditure</b>	<b>\$ 111,837</b>	<b>\$ 231,243</b>	<b>\$ 293,603</b>	<b>\$ 394,437</b>	<b>\$ 864,692</b>

# Police Impact Fee Funds

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
134-0000-324.11-00	Impact Fees/Residential	84,302	75,177	161,177	192,295	200,000
134-0000-324.12-00	Impact Fees/Commercial	83,113	35,444	281,211	254,327	200,000
134-0000-334.20-24	Byrne Grant	-	33,524	(33,524)	-	-
134-0000-361.10-00	Interest	9,797	9,722	9,552	3,852	-
134-0000-361.30-00	Interest-Unrealized Gain (Loss)	4,881	4,446	(9,266)	-	-
134-0000-361.40-00	Interest - Realized Gain (Loss)	250	1,940	1,144	-	-
	<b>Total Revenue</b>	<b>\$ 182,343</b>	<b>\$ 160,253</b>	<b>\$ 410,294</b>	<b>\$ 450,474</b>	<b>\$ 400,000</b>
<b>Expenditure</b>						
134-2020-521.52-00	Operating Supplies	23,614	4,644	2,109	20,199	39,000
134-2020-521.64-00	Machinery & Equipment	-	88,940	-	57,170	157,656
134-7979-590.49-00	Other Charges/Obligations	520	760	920	-	-
134-7979-590.99-90	Additions to Reserves	-	-	-	373,105	203,344
	<b>Total Expenditure</b>	<b>\$ 24,134</b>	<b>\$ 94,344</b>	<b>\$ 3,029</b>	<b>\$ 450,474</b>	<b>\$ 400,000</b>

# Building Inspection Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
130-0000-361.10-00	Interest	163	206	218	80	-
130-0000-361.30-00	Interest	79	86	(209)	-	-
130-0000-361.40-00	Interest	4	42	25	-	-
130-0000-369.90-05	Misc Rev	3,438	6,358	8,335	9,314	5,000
130-0000-389.98-00	Use of Fund Balance	-	-	-	1,326	9,221
<b>Total Revenue</b>		<b>\$ 3,684</b>	<b>\$ 6,692</b>	<b>\$ 8,369</b>	<b>\$ 10,720</b>	<b>\$ 14,221</b>
<b>Expenditure</b>						
130-1114-524.40-00	Travel & Per Diem	-	-	-	3,100	4,000
130-1114-524.49-00	Other Charges/Obligations	9	16	21	20	21
130-1114-524.54-01	Books/Pubs/Subscrs/Membs	-	-	10	1,500	1,000
130-1114-524.54-02	Books/Pubs/Subscrs/Membs	-	-	642	5,600	4,800
130-1114-524.54-03	BOOKS/PUBS/SUBSCRIPTIONS	-	-	-	500	4,400
<b>Total Expenditure</b>		<b>\$ 9</b>	<b>\$ 16</b>	<b>\$ 673</b>	<b>\$ 10,720</b>	<b>\$ 14,221</b>

# Building Inspection Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
135-0000-322.01-00	Build Inspection Permit	1,570,590	1,147,211	2,362,501	2,576,748	2,292,853
135-0000-322.02-00	Plumbing Inspect Permit	51,284	55,255	89,732	103,893	54,932
135-0000-322.03-00	Electric Inspect Permit	78,060	61,427	97,668	113,376	46,532
135-0000-322.04-00	Mechanical Inspect Permit	52,141	40,224	52,579	38,206	82,152
135-0000-322.06-00	Application Fees	583,685	515,481	1,047,156	1,149,425	1,016,473
135-0000-329.01-00	Other License & Miscellaneous	9,914	7,060	4,570	5,520	7,937
135-0000-329.01-01	Other License & Miscellaneous	30,053	22,050	41,490	40,620	20,398
135-0000-329.01-02	Other License & Miscellaneous	-	60	-	-	-
135-0000-331.30-00	Federal Grants	-	-	11,409	-	-
135-0000-361.10-00	Interest	101,903	93,559	84,527	34,673	-
135-0000-361.30-00	Interest	51,150	39,607	(81,060)	-	-
135-0000-361.40-00	Interest	2,598	18,552	9,931	-	-
135-0000-369.41-00	Reim Claims & Exp	32,981	35,669	39,681	44,443	45,000
135-0000-369.90-00	Misc Rev	(8,840)	13,016	(7,378)	-	-
<b>Total Revenue</b>		<b>\$ 2,555,519</b>	<b>\$ 2,049,171</b>	<b>\$ 3,752,806</b>	<b>\$ 4,106,904</b>	<b>\$ 3,566,277</b>
<b>Expenditure</b>						
135-1114-524.12-00	Regular Salaries & Wages	579,178	598,517	628,827	786,623	844,173
135-1114-524.12-02	Regular Salaries & Wages	18,369	20,535	14,195	31,879	26,380
135-1114-524.12-06	Regular Salaries & Wages	100	873	1,164	1,164	2,628
135-1114-524.14-00	Overtime	4,822	3,768	5,676	3,080	7,000
135-1114-524.21-00	FICA/Medicare Taxes	43,825	45,761	47,415	61,928	67,585
135-1114-524.22-01	Retirement Contributions	56,007	63,382	73,232	92,441	107,452
135-1114-524.22-03	135-1114-524.22-03	-	-	-	143,875	-
135-1114-524.23-00	Medical Insurance	103,135	104,519	86,607	154,523	171,117
135-1114-524.23-02	Medical Insurance	3,956	4,092	3,919	5,102	5,579
135-1114-524.24-00	Worker's Compensation	9,743	9,786	11,413	12,620	6,872
135-1114-524.31-00	Professional Services	-	-	28,728	3,000	3,000
135-1114-524.34-00	Other Contractual Service	214,580	166,154	320,668	380,000	250,000
135-1114-524.34-12	Other Contractual Service	94,648	114,295	105,129	135,107	177,553
135-1114-524.40-00	Travel & Per Diem	942	-	667	3,000	-
135-1114-524.41-00	Communications Services	8,004	6,851	6,688	7,762	7,762
135-1114-524.42-00	Postage & Transportation	1,176	1,076	102	1,200	1,200
135-1114-524.44-00	Rentals & Leases	5,017	8,089	19,354	11,079	30,913
135-1114-524.45-01	Insurance	3,613	3,988	3,141	6,159	7,748
135-1114-524.45-02	Insurance	1,251	1,975	2,628	3,399	3,301
135-1114-524.46-00	Repair & Maintenance Services	35,358	26,265	31,143	25,134	49,024
135-1114-524.47-00	Printing & Binding	839	529	837	1,558	1,608
135-1114-524.48-00	Promotional	-	-	-	-	1,500
135-1114-524.49-00	Other Charges/Obligations	41,654	71,797	127,157	157,100	55,500
135-1114-524.51-00	Office Supplies	2,975	2,168	3,554	2,500	5,000
135-1114-524.52-00	Operating Supplies	34,508	1,593	19,280	14,000	8,000
135-1114-524.52-01	Operating Supplies - Gasoline	9,775	7,031	9,661	12,556	13,342
135-1114-524.52-05	Operating Supplies - Uniforms	1,760	3,061	3,544	4,500	5,500
135-1114-524.54-01	Books/Pubs/Subscrs/Membs	910	710	687	1,500	-
135-1114-524.54-02	Books/Pubs/Subscrs/Membs	2,200	378	588	5,450	-
135-1114-524.54-03	Books/Pubs/Subscrs/Membs	1,715	4,338	2,449	4,400	-
135-1114-524.64-00	Machinery & Equipment	-	-	40,688	37,000	37,000
135-7979-590.99-90	Additions to Reserves	-	-	-	1,997,265	1,669,540
<b>Total Expenditure</b>		<b>\$ 1,280,060</b>	<b>\$ 1,271,531</b>	<b>\$ 1,599,141</b>	<b>\$ 4,106,904</b>	<b>\$ 3,566,277</b>

## 3rd Generation Fund

### Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
138-0000-312.62-00	3rd Generation Sales Tax	3,660,445	3,570,169	-	3,874,063	-
138-0000-312.63-00	3rd Generation Sales Tax	-	-	4,010,184	-	3,878,944
138-0000-334.70-04	Grant	123,913	-	-	-	-
138-0000-343.90-00	Grant	200	50	2,923	-	-
138-0000-361.10-00	Interest	198,899	178,293	116,833	46,840	-
138-0000-361.30-00	Interest-Unrealized Gain (Loss)	61,435	75,597	(111,757)	-	-
138-0000-361.40-00	Interest - Realized Gain (Loss)	5,873	35,459	14,044	-	-
138-0000-389.98-00	Use of Fund Balance	-	-	-	-	2,811,060
<b>Total Revenue</b>		<b>\$ 4,050,765</b>	<b>\$ 3,859,568</b>	<b>\$ 4,032,227</b>	<b>\$ 3,920,903</b>	<b>\$ 6,690,004</b>
<b>Expenditure</b>						
138-4047-541.31-00	Professional Services	-	5,510	-	5,500	50,000
138-4047-541.46-08	Repairs & Maint	798,250	798,574	985,360	100,000	600,000
138-4047-541.49-00	Other Charges/Obligations	10,651	13,473	11,012	-	12,000
138-4047-541.63-00	Improv Other Than Bldgs	39,110	-	5,967	-	-
138-4047-541.63-01	Road Improvements	-	-	127,254	500,000	3,100,000
138-4047-541.63-07	New Construction	-	-	-	220,000	-
138-4047-541.63-84	Sidewalks	-	-	-	50,000	80,000
138-4047-541.63-86	Sidewalks	492,494	173,548	304,395	810,000	825,000
138-4047-541.63-87	Circulation Improvements	9,814	(5,510)	-	50,000	-
138-4047-541.63-90	Improve Other Than Building	8,829	140,387	885,614	1,125,000	300,000
138-7979-581.91-20	Transfer from Capital Proj Fund	1,000,000	4,000,000	-	-	-
138-7979-590.99-90	Additions to Reserves	-	-	-	1,060,403	1,723,004
<b>Total Expenditure</b>		<b>\$ 2,359,148</b>	<b>\$ 5,125,982</b>	<b>\$ 2,319,602</b>	<b>\$ 3,920,903</b>	<b>\$ 6,690,004</b>

# Cemetery Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
630-0000-343.80-01	Cemetery Fees	23,150	30,600	35,550	35,000	35,100
630-0000-361.10-00	Interest	2,369	1,349	700	356	-
630-0000-361.30-00	Interest - Unrealized	1,206	671	(653)	-	-
630-0000-361.40-00	Interest - Realized	59	235	84	-	-
630-0000-364.10-00	Disposition of Assets	29,525	35,850	57,925	36,000	39,570
630-0000-381.10-00	Transfer from General Fund	-	25,000	26,374	61,859	62,000
<b>Total Revenue</b>		<b>\$ 56,309</b>	<b>\$ 93,705</b>	<b>\$ 119,980</b>	<b>\$ 133,215</b>	<b>\$ 136,670</b>
<b>Expenditure</b>						
630-5508-572.31-00	Professional Services	4,030	85	595	3,000	3,000
630-5508-572.41-00	COMMUNICATIONS SERVICES	-	-	108	-	433
630-5508-572.43-00	Utility Services	11,441	6,683	7,622	11,660	8,500
630-5508-572.45-01	Insurance	822	892	785	813	1,095
630-5508-572.46-00	Repair & Maintenance Services	96,809	116,738	111,439	115,442	113,442
630-5508-572.49-00	Other Charges/Obligations	128	103	69	2,300	200
630-5508-572.52-00	Operating Supplies	-	-	74	-	10,000
<b>Total Expenditure</b>		<b>\$ 113,230</b>	<b>\$ 124,501</b>	<b>\$ 120,692</b>	<b>\$ 133,215</b>	<b>\$ 136,670</b>

# Recreation Donation Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<i>Revenue</i>						
003-0000-369.90-00	Miscellaneous	-	-	-	-	20,000
<b>Total Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>20,000</b>
<i>Expenditure</i>						
003-5052-573.48-00	Promotional Activities	-	-	-	-	20,000
<b>Total Expenditure</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>20,000</b>



# Public Art Commission Fund

## *Revenue and Expenditures*

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<i>Revenue</i>						
142-0000-381.60-00	Transfer from General Fund	-	-	-	-	112,000
<b>Total Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>112,000</b>
<i>Expenditure</i>						
142-0102-579.31-00	Professional Services	-	-	-	-	112,000
<b>Total Expenditure</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>112,000</b>



CITY OF  
**SANFORD**  
FLORIDA

# COMPONENT AND DEBT SERVICE FUNDS

- **COMPONENT AND DEBT SERVICE FUNDS SCHEDULE**
- **CRA DOWNTOWN FUND**
- **DEBT SERVICE FUND**
- **LONG TERM DEBT**
- **CAPITAL LEASES**
- **PLEDGE REVENUE COVERAGE**



CITY OF  
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FLORIDA

## Component and Debt Service Funds

### *Revenue and Expenditures*

	<i>Debt Service General and Public Safety</i>	<i>Component Fund CRA Downtown</i>
Use of Fund Balance	\$ -	\$ 57,000
<i>Revenues</i>		
Taxes		
Property (Ad Valorem)	\$ -	\$ 1,129,622
Intergovernmental	-	751,812
<i>Total Revenues</i>	-	1,881,434
Transfers In	1,993,966	-
<i>Total Revenues and Other Sources</i>	1,993,966	1,881,434
<b>Total Revenues, Transfers, and Balances</b>	<b>\$ 1,993,966</b>	<b>\$ 1,938,434</b>
<i>Expenditures</i>		
Public Safety	1,993,966	-
Economic Environment	-	1,938,434
<i>Total Expenditures</i>	1,993,966	1,938,434
<i>Total Expenditures and Other Uses</i>	1,993,966	1,938,434
<b>Total Appropriations and Reserves</b>	<b>\$ 1,993,966</b>	<b>\$ 1,938,434</b>

# CRA Downtown Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
	Ad Valorem - Current	\$ 791,225	\$ 837,152	\$ 875,752	\$ 990,886	\$ 1,129,622
	Ad Valorem - Sem County Portion	546,567	584,827	591,277	659,477	751,812
	Interest	25,044	17,238	14,593	3,152	-
	Interest - Unrealized Gain (Loss)	12,066	7,690	(14,112)	-	-
	Interest - Realized Gain (Loss)	677	4,620	1,499	-	-
	Miscellaneous Revenue	-	-	142,304	-	-
	Use of Reserves	-	-	-	110,000	57,000
	Total Revenue	\$ 1,375,579	\$ 1,451,527	\$ 1,611,313	\$ 1,763,515	\$ 1,938,434
<b>Expenditure</b>						
	Regular Salaries & Wages	\$ 146,905	\$ 158,891	\$ 166,855	\$ 212,305	\$ 213,849
	Overtime	9,646	5,228	4,095	-	5,000
	Special Pay	501	426	666	500	500
	Add Pay	234	302	287	600	600
	FICA/Medicare Taxes	11,679	12,316	12,229	16,353	17,166
	Retirement Contributions	33,801	30,869	35,511	30,896	35,573
	Medical Insurance	34,438	36,933	35,203	55,098	71,012
	Life Insurance	419	486	529	937	952
	Worker's Compensation	6,183	6,257	7,751	13,884	8,109
	Professional Services	29,266	39,390	12,413	15,000	10,000
	Accounting Services	-	-	5,000	3,000	5,000
	Other Contractual Services	240,622	266,033	281,879	279,120	286,240
	Travel & Per Diem	2,069	2,030	-	-	-
	Postage & Transportation	-	2	-	106	-
	Insurance	6,435	6,754	6,373	7,166	6,600
	Repair & Maintenance Services	29,899	11	-	-	-
	Printing & Binding	1,254	-	-	-	-
	Promotional Activities	32,010	52,193	58,901	45,500	60,500
	Other Charges/Obligations	6,849	1,403	11,325	6,300	6,350
	Office Supplies	41	-	-	-	-
	Operating Supplies	-	19,913	-	-	-
	Books/Pubs/Subscrs/Membs	3,099	700	1,045	-	1,045
	Training	-	490	-	-	-
	Improve Other Than Building	131,065	-	-	-	-
	Grants and Aids	68,702	20,669	60,000	351,223	484,411
	Transfers	725,527	725,527	725,527	725,527	725,527
	Total Expenditure	\$ 1,520,644	\$ 1,386,823	\$ 1,425,589	\$ 1,763,515	\$ 1,938,434

# CRA Downtown Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
156-0000-311.10-00	Ad Valorem - Current	791,225	837,152	875,752	990,886	1,129,622
156-0000-311.30-00	Ad Valorem - Sem County Portion	546,567	584,827	591,277	659,477	751,812
156-0000-361.10-00	Interest	25,044	17,238	14,593	3,152	-
156-0000-361.30-00	Interest - Unrealized Gain (Loss)	12,066	7,690	(14,112)	-	-
156-0000-361.40-00	Interest - Realized Gain (Loss)	677	4,620	1,499	-	-
156-0000-369.99-00	Miscellaneous Revenue	-	-	142,304	-	-
156-0000-389.98-00	Use of Reserves	-	-	-	110,000	57,000
<b>Total Revenue</b>		<b>\$ 1,375,579</b>	<b>\$ 1,451,527</b>	<b>\$ 1,611,313</b>	<b>\$ 1,763,515</b>	<b>\$ 1,938,434</b>
<b>Expenditure</b>						
156-0108-552.12-00	Regular Salaries & Wages	146,384	158,448	166,393	207,567	209,111
156-0108-552.12-02	Regular Salaries & Wages	521	443	462	4,738	4,738
156-0108-552.14-00	Overtime	9,646	5,228	4,095	-	5,000
156-0108-552.15-00	Special Pay	501	426	666	500	500
156-0108-552.15-02	Add Pay	234	302	287	600	600
156-0108-552.21-00	FICA/Medicare Taxes	11,679	12,316	12,229	16,353	17,166
156-0108-552.22-01	Retirement Contributions	16,932	18,472	20,668	24,667	25,126
156-0108-552.22-02	Retirement Contributions	16,869	12,397	14,843	-	-
156-0108-552.22-06	Retirement Contributions	-	-	-	6,229	10,447
156-0108-552.23-00	Medical Insurance	34,438	36,933	35,203	55,098	71,012
156-0108-552.23-02	Life Insurance	419	486	529	937	952
156-0108-552.24-00	Worker's Compensation	6,183	6,257	7,751	13,884	8,109
156-0108-552.31-00	Professional Services	29,266	39,390	12,413	15,000	10,000
156-0108-552.32-00	Accounting Services	-	-	5,000	3,000	5,000
156-0108-552.34-00	Other Contractual Services	240,622	266,033	281,879	279,120	286,240
156-0108-552.40-00	Travel & Per Diem	2,069	2,030	-	-	-
156-0108-552.42-00	Postage & Transportation	-	2	-	106	-
156-0108-552.45-01	Insurance	6,435	6,754	6,373	7,166	6,600
156-0108-552.46-00	Repair & Maintenance Services	29,899	11	-	-	-
156-0108-552.47-00	Printing & Binding	1,254	-	-	-	-
156-0108-552.48-00	Promotional Activities	32,010	52,193	58,901	45,500	60,500
156-0108-552.49-00	Other Charges/Obligations	6,849	1,403	11,325	6,300	6,350
156-0108-552.51-00	Office Supplies	41	-	-	-	-
156-0108-552.52-00	Operating Supplies	-	19,913	-	-	-
156-0108-552.54-01	Books/Pubs/Subscrs/Membs	1,244	1,045	1,045	-	1,045
156-0108-552.54-02	Books/Pubs/Subscrs/Membs	1,855	(345)	-	-	-
156-0108-552.55-00	Training	-	490	-	-	-
156-0108-552.63-00	Improve Other Than Building	131,065	-	-	-	-
156-0108-552.81-00	Grants and Aids	68,702	20,669	60,000	351,223	484,411
156-7979-581.91-01	Transfers	725,527	725,527	725,527	725,527	725,527
<b>Total Expenditure</b>		<b>\$ 1,520,644</b>	<b>\$ 1,386,823</b>	<b>\$ 1,425,589</b>	<b>\$ 1,763,515</b>	<b>\$ 1,938,434</b>

# Debt Service Fund

## *Revenue and Expenditures*

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
201-0000-361.10-00	Interest	13,169	17,062	14,479	-	-
201-0000-361.30-00	Interest - Unrealized	6,592	6,890	(13,352)	-	-
201-0000-361.40-00	Interest - Realized	511	3,712	1,415	-	-
201-0000-381.01-04	Transfers - General Fund	1,781,714	1,731,941	1,612,000	1,681,412	1,993,966
<b>Total Revenue</b>		<b>\$ 1,801,986</b>	<b>\$ 1,759,605</b>	<b>\$ 1,614,542</b>	<b>\$ 1,681,412</b>	<b>\$ 1,993,966</b>
<b>Expenditure</b>						
201-2020-521.71-01	Police Vehicle Lease	449,226	302,701	395,992	563,207	799,614
201-2020-521.72-01	Police Vehicle Lease	14,771	15,877	16,618	18,664	25,577
201-7979-517.71-15	PSC Revenue Bonds Prin	850,000	875,000	905,000	1,005,000	965,000
201-7979-517.72-15	PSC Revenue Bonds Int	319,475	293,194	263,413	94,541	203,775
201-7979-590.49-00	Other Charges/Obligations	556	-	1,319	-	-
<b>Total Expenditure</b>		<b>\$ 1,634,028</b>	<b>\$ 1,486,772</b>	<b>\$ 1,582,342</b>	<b>\$ 1,681,412</b>	<b>\$ 1,993,966</b>



## Long Term Debt

### Governmental Activities Special Facilities Revenue Note

On April 2, 2012, the City issued \$15,050,000 of Sales Tax Refunding Revenue Note, Series 2012 for the purpose of refunding all of the City's outstanding Sales Tax Revenue Note, Series 2008, which were issued for the construction of a public safety complex to include a fire, police, and Emergency Operations Center (EOC). The note bears interest at 3.25%, payable semiannually on April 1 and October 1. Principal payments are due and payable on October 1 of each fiscal year beginning October 1, 2012 through October 1, 2028. The refunding was undertaken to reduce the total debt service payments over the remaining life of the 2008 note (15 years at the time of refunding) by \$1,870,189 and resulted in an economic gain of \$1,212,878. The Sales Tax Refunding Revenue Note will mature as follows:

Fiscal Year Ending September 30,	Sales Tax Revenue Note, Series 2012		Total
	Principal	Interest	Debt Service
2022	\$ 930,000	\$ 234,000	\$ 1,164,000
2023	965,000	203,775	1,168,775
2024	995,000	172,413	1,167,413
2025	1,025,000	140,075	1,165,075
2026	1,060,000	106,763	1,166,763
2027-2028	2,225,000	109,037	2,334,037
	\$ 7,200,000	\$ 966,063	\$ 8,166,063

## Long Term Debt

### Water and Sewer Fund Revenue Bonds and Notes

On April 28, 2010, the City issued a Water and Sewer Revenue Note, Series 2010, in the amount of \$14,720,000 for the purpose of refunding all of the City's outstanding Water and Sewer Revenue Bonds, Series 1993, to finance \$1,000,000 in capital improvements to the system, and to pay for financing costs of the issuance of the Series 2010 Note. The note bears interest at 3.87%, payable semiannually on April 1 and October 1. Principal payments are due and payable on October 1 of each fiscal year beginning October 1, 2015 through October 1, 2022.

On September 25, 2003, the City issued Water and Sewer Refunding Revenue Bonds, Series 2003, in the amount of \$12,450,000 for the purpose of refunding all of the City's outstanding Water and Sewer Revenue Bonds, Series 1992, and a portion of the City's outstanding Water and Sewer Revenue Bonds, Series 1993, and financing costs of issuance of the Series 2003 Bonds. The bonds bear interest of 2.00-4.00%, payable semiannually on April 1 and October 1. The final principal payment is payable on October 1, 2014.

- (1) Pledge of Revenues - The Series 2003 and 2010 Bonds are payable solely from and collateralized by, the net revenues derived from the:
  - a. Operations of the System.
  - b. Water and Sewer System Development Charges - The growth fees and charges levied upon, and collected from, property owners when they first connect to the Water and Sewer System and until released, as provided for in the bond resolution.
- (2) Establishment of Various Accounts - The Water and Sewer Bond Resolution provides for the creation and establishment of the following funds and accounts:
  - a. Revenue Account - To deposit all gross revenues and provide for payment of costs of operation and maintenance of the System.
  - b. Bond Sinking Fund:
    - Interest Account - To deposit monthly from the Revenue Account one-sixth (1/6) of all interest coming due on the next interest payment date.

## Long Term Debt

- Principal Account - To deposit monthly from the Revenue Account one-twelfth (1/12) of the principal amount, which will become due on such annual maturity date.
- c. Renewal, Replacement and Improvement Account - To deposit monthly from the Revenue Account an amount equal to one-twelfth (1/12) of five percent (5%) of the gross revenues received during the immediately preceding fiscal year until the amount on deposit equals or exceeds \$200,000.
- (3) Rate Covenants - The City has covenanted that it will collect rates and charges sufficient to cover either of two debt service coverage options. One debt service coverage option is for revenues, including all earnings and connection fees, to cover the costs of operation and maintenance, exclusive of depreciation, plus 110% of the bond service requirement. The second option is to achieve 105% of the bond debt service requirement, under the prior calculation, plus have sufficient revenues and water and sewer development charges to achieve 120% of the bond debt service requirement.
- (4) Water and Sewer Fund Bonds Issued and Annual Debt Service Requirements - The following is a schedule of annual debt service requirements to maturity for the Water and Sewer Fund Bonds and Notes at September 30, 2016:

Fiscal Year Ending September 30, 2022	Note, Series 2010		Total Debt Service
	Principal	Interest	
	\$ 1,005,000	\$ 47,271	\$ 1,052,271
	\$ 1,005,000	\$ 47,271	\$ 1,052,271

# Long Term Debt

## Bonds, Notes and Loans Payable

The City has revenue bonds and notes outstanding at September 30, 2021. The revenue notes and bonds under governmental activities are secured by several pledged revenue sources. The following is a summary schedule of these long-term obligations of the City and their impact on those present and future pledged revenue sources:

	Purpose of Issue	Revenue Pledged	Amount Issued
<b>Governmental Activities</b>			
Revenue Notes:			
Sales Tax Note, Series 2012	Public safety complex	Sales tax revenues	\$ 15,050,000
Capital Leases:			
City National	Police vehicles	N/A	184,725
City National	Police vehicles	N/A	301,310
U.S. Bancorp Government	Police vehicles	N/A	481,457
Truist	Police vehicles	N/A	745,000
U.S. Bancorp Government	Police vehicles	N/A	489,200
Total Governmental Activities:			\$ 17,251,692
<b>Business-type Activities</b>			
Water/Sewer Utility Debt:			
Revenue Bonds:			
Revenue Note:			
Series 2010	Refunding	Net revenue of water and sewer system/ water and sewer development charges	\$ 14,720,000
State Revolving Fund Loans:			
CS120586220	Wastewater pollution control facilities	Net revenues of water and sewer system	7,403,173
WW586250	Sanford south water resource center, Phase I	Net revenues of water and sewer system	19,367,124
DW5906010	Drinking water system improvements	Net revenues of water and sewer system	6,599,510
WW590100	Sewer Restoration of underground pipe and	Net revenues of water and sewer system	2,622,385
WW590101	Sewer Restoration of underground pipe and	Net revenues of water and sewer system	205,020
DW590110	Drinking water system improvements	Net revenues of water and sewer system	455,247
DW590120	AMR Water Replacement and pre-chlorinated	Net revenues of water and sewer system	12,887,771
DW590130	Water Treatment facility rehabilitation	Net revenues of water and sewer system	986,973
DW590131	Biological nutrient removal improvements	Net revenues of water and sewer system	18,189,734
WW590150	Water Treatment facility construction	Net revenues of water and sewer system	9,646,823
WW590191	Drinking Water facility construction	Net revenues of water and sewer system	511,323
WW590192	Drinking Water facility construction	Net revenues of water and sewer system	2,162,141
Total Water/Sewer Utility Debt			95,757,224
Stormwater Utility Debt:			
State Revolving Fund Loans:			
SWG12058624P	Stormwater management	Net revenue of the stormwater system	4,623,557
SW586260	Stormwater management	Net revenue of the stormwater system	2,612,309
SW586261	Stormwater management	Net revenue of the stormwater system	452,818
SW290140	Stormwater management	Net revenue of the stormwater system	509,302
SW590141	Stormwater management	Net revenue of the stormwater system	4,854,629
Total Stormwater Utility Debt			13,052,615
Total Business-type Activities:			\$ 108,809,839

# Long Term Debt

## Bonds, Notes and Loans Payable

	Amount O/S and/or Pledged	Interest Rate	Debt Service as Portion of Revenue Pledged	Total Debt Service Paid	Annual Pledged Revenues
Governmental Activities:					
Revenue Notes:					
Sales Tax Note, Series 2012	\$ 7,200,000	3.25%	28.80%	\$ 1,168,850	\$ 4,350,235
Capital Leases:					
City National	19,658	2.850%	N/A	79,159	N/A
City National	83,416	2.700%	N/A	49,040	N/A
U.S. Bancorp Government Trust	305,384	1.994%	N/A	62,764	N/A
U.S. Bancorp Government	653,463	0.980%	N/A	95,076	N/A
U.S. Bancorp Government	-	2.020%	N/A	123,572	N/A
<b>Total Governmental Activities:</b>	<b>\$ 8,261,921</b>			<b>\$ 1,578,461</b>	
Business-type Activities:					
Water/Sewer Utility Debt:					
Revenue Bonds:					
Revenue Note:					
Series 2010	\$ 1,005,000	3.87%	16.38%	\$ 2,335,043	\$ 14,258,578
State Revolving Fund Loans:					
CS120586220	433,033	3.34% - 3.55%	3.20%	298,384	9,318,496
WW586250	6,219,891	2.42% - 2.48%	13.04%	1,215,000	9,318,496
DW5906010	628,084	3.55%	4.65%	433,675	9,318,496
WW590100	1,414,610	2.65%	1.82%	169,415	9,318,496
WW590101	108,808	2.28%	0.14%	12,804	9,318,496
DW590110	248,007	2.71%	0.32%	29,786	9,318,496
DW590120	7,202,241	1.98% - 2.66%	7.75%	722,356	9,318,496
WW590130	825,479	2.63% - 2.87%	0.71%	65,907	9,318,496
WW590131	14,741,503	2.16%	12.79%	1,191,546	9,318,496
WW590150	9,115,736	.58% - 1.09%	6.12%	570,645	9,318,496
WW590191	511,322	1.04%	0.00%	-	9,318,496
WW590192	2,162,141	0.05%	0.00%	-	9,318,496
<b>Total Water/Sewer Utility Debt</b>	<b>44,615,855</b>			<b>7,044,561</b>	
Stormwater Utility Debt:					
State Revolving Fund Loans:					
SWG12058624P	1,975,079	2.52%-2.90%	8.17%	304,577	3,728,481
SW586260	1,419,256	2.80%	4.59%	171,182	3,728,481
SW586261	250,357	2.28%	0.75%	28,140	3,728,481
SW590140	345,383	2.63%	0.75%	28,019	3,728,481
SW590141	4,377,145	1.05%-1.18%	7.44%	277,380	3,728,481
<b>Total Stormwater Utility Debt</b>	<b>8,367,220</b>			<b>809,298</b>	
<b>Total Business-type Activities:</b>	<b>\$ 52,983,075</b>			<b>\$ 7,853,859</b>	

## Long Term Debt

### Enterprise Funds – Loans Payable

Enterprise Funds loans payable at September 30, 2021 are as follows:

#### Primary Government: Stormwater:

State Revolving Fund Loan SWG12058624P payable, \$4,623,557 authorized, \$4,623,557 drawn for planning and design for downtown drainage study, payable in 40 equal semiannual installments, including interest at 2.9% on \$899,354, 2.81% on \$2,199,972, and 2.52% on \$1,524,231, on July 15 and January 15 of each year.

State Revolving Fund Loan SW586260 payable, \$2,612,309 authorized, \$2,612,309 drawn for planning and design for downtown drainage, payable in 40 equal semiannual installments, including interest at 2.8%, on October 15 and April 15 of each year.

State Revolving Fund Loan SW586261 payable, \$452,818 authorized, \$452,818 drawn for planning and design for downtown drainage, payable in 40 equal semiannual installments, including interest at 2.28%, on June 15 and December 15 of each year.

State Revolving Fund Loan SW590140 payable, \$509,302 authorized, \$509,302 drawn for planning and design for drainage, payable in 40 equal semiannual installments, including interest at 2.63%, on February 15 and August 15 of each year.

State Revolving Fund Loan SW590141 payable, \$5,847,753 authorized, \$4,854,629 drawn for planning and design for drainage, payable in 40 equal semiannual installments, including interest at 1.18% on \$4,554,300, 1.05% on \$1,293,453 on November 15 and May 15 of each year.

State Revolving Fund Loans:	
SWG12058624P	\$ 1,675,079
SW586260	1,419,256
SW586261	250,357
SW590140	345,383
SW590141	<u>4,377,145</u>
Total Stormwater Utility Debt	<u>\$ 8,067,220</u>

## Long Term Debt

### Enterprise Funds – Loans Payable

#### Primary Government: Water and Sewer:

State Revolving Fund Loan CS120586220 payable, \$7,403,173 authorized, \$7,403,173 drawn for collection, transmission and treatment facilities, payable in 40 equal semiannual installments, including interest at 1.67%, on October 15 and April 15 of each year.

State Revolving Fund Loan WW586250 payable, \$19,367,124 authorized, \$19,367,124 drawn for construction of wastewater pollution control facilities of South Water Resource Center, payable in 40 semiannual installments, including interest at 2.42% on \$18,520,336 and 2.48% on \$982,324, on February 15 and August 15 of each year.

State Revolving Fund Loan DW5906010 payable, \$6,599,510 authorized, \$6,599,510 drawn for drinking water extension, payable in 40 equal semiannual installments, including interest at 3.55%, on December 15 and June 15 of each year.

State Revolving Fund Loan WW590100 payable, \$2,622,385 authorized, \$2,622,385 drawn for sewer restoration of underground pipe and manhole rehabilitation payable in 40 semiannual installments, including interest at 2.65% on December 15 and June 15 of each year.

State Revolving Fund Loan WW590101 payable, \$205,020 authorized, \$205,020 drawn for restoration of underground pipe and manhole rehabilitation, payable in 40 equal semiannual installments, including interest at 2.28%, on June 15 and December 15 of each year.

State Revolving Fund Loan DW590110 payable, \$455,247 authorized, \$455,247 drawn for pre-chlorinated water pipe bursting, payable in 40 equal semiannual installments, including interest at 2.71%, on March 15 and September 15 of each year.

State Revolving Fund Loan DW590120 payable, \$17,105,683 authorized, \$12,887,771 drawn for meter replacements and pre-chlorinated water pipe bursting auxiliary plant looping, payable in 40 equal semiannual installments, including interest at 1.98% to 2.66%, on February 15 and August 15 of each year.

## Long Term Debt

### Enterprise Funds – Loans Payable

State Revolving Fund Loan WW590130 payable, \$986,973 authorized, \$986,973 drawn for construction of wastewater transmission, collection, reuse, and treatment facilities, payable in 40 equal semiannual installments, including interest at 2.63% to 2.87%, on April 15 and October 15 of each year.

State Revolving Fund Loan WW590131 payable, \$18,488,166 authorized, \$18,189,734 drawn for construction of biological nutrient removal improvements, payable in 40 equal semiannual installments, including interest at 2.28%, on April 15 and October 15 of each year.

State Revolving Fund Loan WW590150 payable, \$10,401,065 authorized, \$9,646,823 drawn for construction of wastewater pollution control facilities, payable in 40 equal semiannual installments, including interest at .545% to 1.09%, on May 15 and November 15 of each year.

State Revolving Fund Loan WW590191 payable, \$587,650 authorized, \$511,322 drawn for construction of treatment plant facilities, payable in 20 equal semiannual installments, including interest at 1.04%, on February 15 and August 15 of each year.

State Revolving Fund Loan WW590192 payable, \$12,399,476 authorized, \$2,162,141 drawn for construction of treatment plant facilities, payable in 20 equal semiannual installments, including interest at .05% on February 15 and August 15 of each year.

State Revolving Fund Loans:	
CS120586220	\$ 433,033
WW586250	6,219,891
DW5906010	628,084
WW590100	1,414,610
WW590101	108,808
DW590110	248,007
DW590120	7,202,241
WW590130	825,479
WW590131	14,741,503
WW590150	9,115,736
WW590191	511,322
WW590192	2,162,141
Total Stormwater Utility Debt	\$ 43,610,855



## Long Term Debt

### Enterprise Funds – Loans Payable

Required principal and interest deposits for State Revolving Fund (SRF) loans are presented as part of restricted assets for debt service on the statement of net position. SRF loan payments for the first years are based upon the full loan amount available, not the monies actually drawn to date. After completion of the project, a final loan dollar amount is established and a final loan payment/amortization schedule is established. Maturity schedules for those loans which have final loan payment/amortization schedules are as follows (loans DW590131, WW590150, WW590191 and WW590192 are not closed out and do not have a final loan payment/amortization schedule at September 30, 2021):

Fiscal Year Ending September 30,	SRF SWG12058624P		
	Principal	Interest	Total
2022	\$ 260,587	\$ 43,990	\$ 304,577
2023	267,752	36,825	304,577
2024	275,116	29,462	304,578
2025	282,682	21,895	304,577
2026	290,457	14,119	304,576
2027	298,485	6,092	304,577
	<u>\$ 1,675,079</u>	<u>\$ 152,383</u>	<u>\$ 1,827,462</u>

Fiscal Year Ending September 30,	SRF Loan SW586260		
	Principal	Interest	Total
2022	\$ 132,363	\$ 38,819	\$ 171,182
2023	136,095	35,087	171,182
2024	139,932	31,250	171,182
2025	143,878	27,304	171,182
2026	147,935	23,247	171,182
2027-2031	719,053	51,266	770,319
	<u>\$ 1,419,256</u>	<u>\$ 206,973</u>	<u>\$ 1,626,229</u>

Fiscal Year Ending September 30,	SRF Loan SW586261		
	Principal	Interest	Total
2022	\$ 22,560	\$ 5,580	\$ 28,140
2023	23,077	5,063	28,140
2024	23,606	4,534	28,140
2025	24,147	3,993	28,140
2026	24,701	3,439	28,140
2027-2031	132,266	8,433	140,699
	<u>\$ 250,357</u>	<u>\$ 31,042</u>	<u>\$ 281,399</u>

# Long Term Debt

## Enterprise Funds – Loans Payable

Fiscal Year Ending September 30,	SRF Loan DW590140		
	Principal	Interest	Total
2022	\$ 19,059	\$ 8,960	\$ 28,019
2023	19,563	8,456	28,019
2024	20,081	7,938	28,019
2025	20,613	7,406	28,019
2026	21,158	6,861	28,019
2027-2031	114,496	25,601	140,097
2032-2036	130,413	9,682	140,095
	<u>\$ 345,383</u>	<u>\$ 74,904</u>	<u>\$ 420,287</u>

Fiscal Year Ending September 30,	SRF Loan DW590141		
	Principal	Interest	Total
2022	\$ 226,740	\$ 50,640	\$ 277,380
2023	229,405	47,975	277,380
2024	232,102	45,278	277,380
2025	234,830	42,550	277,380
2026	237,590	39,790	277,380
2027-2031	1,230,506	156,395	1,386,901
2032-2036	1,304,548	82,352	1,386,900
2037-2039	681,424	12,026	693,450
	<u>\$ 4,377,145</u>	<u>\$ 477,006</u>	<u>\$ 4,854,151</u>

Fiscal Year Ending September 30,	SRF Loan CS120586220		
	Principal	Interest	Total
2022	\$ 286,291	\$ 12,093	\$ 298,384
2023	146,742	2,449	149,191
	<u>\$ 433,033</u>	<u>\$ 14,542</u>	<u>\$ 447,575</u>

Fiscal Year Ending September 30,	SRF Loan WW586250		
	Principal	Interest	Total
2022	\$ 1,070,302	\$ 144,698	\$ 1,215,000
2023	1,096,472	118,528	1,215,000
2024	1,123,282	91,718	1,215,000
2025	1,150,746	64,254	1,215,000
2026	1,779,089	43,414	1,822,503
	<u>\$ 6,219,891</u>	<u>\$ 462,612</u>	<u>\$ 6,682,503</u>

# Long Term Debt

## Enterprise Funds – Loans Payable

Fiscal Year Ending September 30,	SRF Loan DW590601		
	Principal	Interest	Total
2022	\$ 415,029	\$ 18,646	\$ 433,675
2023	213,055	3,781	216,836
	<u>\$ 628,084</u>	<u>\$ 22,427</u>	<u>\$ 650,511</u>

Fiscal Year Ending September 30,	SRF Loan WW590100		
	Principal	Interest	Total
2022	\$ 132,802	\$ 36,613	\$ 169,415
2023	136,344	33,071	169,415
2024	139,981	29,434	169,415
2025	143,715	25,700	169,415
2026	147,549	21,866	169,415
2027-2031	714,219	48,148	762,367
	<u>\$ 1,414,610</u>	<u>\$ 194,832</u>	<u>\$ 1,609,442</u>

Fiscal Year Ending September 30,	SRF Loan WW590101		
	Principal	Interest	Total
2022	\$ 10,382	\$ 2,422	\$ 12,804
2023	10,620	2,184	12,804
2024	10,864	1,940	12,804
2025	11,112	1,692	12,804
2026	11,367	1,437	12,804
2027-2031	54,463	3,151	57,614
	<u>\$ 108,808</u>	<u>\$ 12,826</u>	<u>\$ 121,634</u>

Fiscal Year Ending September 30,	SRF Loan DW590110		
	Principal	Interest	Total
2022	\$ 23,221	\$ 6,565	\$ 29,786
2023	23,855	5,931	29,786
2024	24,506	5,280	29,786
2025	25,174	4,612	29,786
2026	25,861	3,925	29,786
2027-2031	125,390	8,647	134,037
	<u>\$ 248,007</u>	<u>\$ 34,960</u>	<u>\$ 282,967</u>

## Long Term Debt

### Enterprise Funds – Loans Payable

Fiscal Year Ending September 30,	SRF Loan DW590120		
	Principal	Interest	Total
2022	\$ 548,206	\$ 175,826	\$ 724,032
2023	561,926	162,106	724,032
2024	575,990	148,042	724,032
2025	590,408	133,624	724,032
2026	605,187	118,845	724,032
2027-2031	3,260,960	359,202	3,620,162
2032-2033	1,059,564	26,485	1,086,049
	<u>\$ 7,202,241</u>	<u>\$ 1,124,130</u>	<u>\$ 8,326,371</u>

Fiscal Year Ending September 30,	SRF Loan DW590130		
	Principal	Interest	Total
2022	\$ 42,870	\$ 23,386	\$ 66,256
2023	44,109	22,147	66,256
2024	45,384	20,872	66,256
2025	46,696	19,560	66,256
2026	48,046	18,210	66,256
2027-2031	261,883	69,397	331,280
2032-2036	305,075	26,205	331,280
2037	31,416	450	31,866
	<u>\$ 825,479</u>	<u>\$ 200,227</u>	<u>\$ 1,025,706</u>

## Capital Leases

The City has entered into several leases detailed below that qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payments as of the inception date.

On February 27, 2017 the City entered into a lease agreement with a local finance company to finance the acquisition of police vehicles. The agreement has a 4-year fixed term at 2.02% and calls for quarterly payments of \$31,904. The aggregate cost and accumulated depreciation of the governmental activities machinery & equipment asset acquired through the capital lease are \$489,200 and \$399,170, respectively, as of September 30, 2021.

On March 30, 2018 the City entered into a lease agreement with a local finance company to finance the acquisition of police vehicles. The agreement has a 4-year fixed term at 2.68% and calls for quarterly payments of \$19,790. The aggregate cost and accumulated depreciation of the governmental activities machinery & equipment asset acquired through the capital lease are \$301,310 and \$210,016, respectively, as of September 30, 2021.

On June 10, 2019 the City entered into a lease agreement with a local finance company to finance the acquisition of police vehicles. The agreement has a 4-year fixed term at 2.85% and calls for quarterly payments of \$12,260. The aggregate cost and accumulated depreciation of the governmental activities machinery & equipment asset acquired through the capital lease are \$184,725 and \$92,465, respectively, as of September 30, 2021.

On January 30, 2020 the City entered into a lease agreement with a local finance company to finance the acquisition of police vehicles. The agreement has a 4-year fixed term at 1.994% and calls for quarterly payments of \$31,382. The aggregate cost and accumulated depreciation of the governmental activities machinery & equipment asset acquired through the capital lease are \$481,457 and \$94,205, respectively, as of September 30, 2021.

## Capital Leases

On March 1, 2021 the City entered into a lease agreement with a local finance company to finance the acquisition of police vehicles. The agreement has a 4-year fixed term at .98% and calls for quarterly payments of \$47,538. The aggregate cost and accumulated depreciation of the governmental activities machinery & equipment assets acquired through the capital lease are \$745,000 and \$59,024, respectively, as of September 30, 2021.

The future minimum lease obligations and the net present value of these minimum lease payments as of September 30, 2021, were as follows:

Year Ending September 30,	Governmental Activities
2022	\$ 384,510
2023	352,460
2024	252,916
2025	95,076
Total minimum lease payments	1,084,962
Less: Amount representing interest costs	(23,041)
Present value of minimum lease payments	\$ 1,061,921

## Ratios of Outstanding Debt by Type

### *Last Ten Fiscal Years*

Fiscal Year	Governmental-type Activities				Business-type Activities			Total Primary Government	Sanford* Personal Income	Percentage of Personal Income	Per Capita
	Special Facilities Revenue Bonds	Public Safety Complex Revenue Bonds	CRA Bank Loan	Capital Leases	Utility System Revenue Notes	State Revolving Fund Loans	Stormwater System Revenue Bonds				
2012	-	14,375,000	650,000	836,051	16,948,428	32,719,107	-	65,528,586	2,207,000,608	3.0%	1,212
2013	-	13,680,000	440,000	1,185,616	15,788,466	33,513,261	-	64,607,343	2,272,702,597	2.8%	1,199
2014	-	12,960,000	225,000	1,192,447	14,720,000	39,807,828	-	68,905,275	2,386,109,874	2.9%	1,241
2015	-	12,215,000	-	1,170,776	12,975,000	43,601,820	-	69,962,596	2,378,761,400	2.9%	1,230
2016	-	11,445,000	-	1,057,538	11,165,000	49,356,037	-	73,023,575	2,211,604,736	3.3%	1,276
2017	-	10,650,000	-	978,584	9,280,000	52,654,250	-	73,562,834	2,585,576,817	2.8%	1,272
2018	-	9,830,000	-	798,657	7,325,000	56,344,418	-	74,298,075	2,727,351,614	2.7%	1,259
2019	-	8,980,000	-	534,157	5,295,000	55,363,430	-	70,172,587	2,954,858,907	2.4%	1,165
2020	-	8,105,000	-	712,913	3,190,000	53,887,473	-	65,895,386	3,133,326,005	2.1%	1,073
2021	-	7,200,000	-	1,061,921	1,005,000	51,678,075	-	60,944,996	3,313,015,314	1.8%	982

**Sources:** Population data from the Office of Economic and Demographic Research, Florida Population Estimates of Counties and Municipalities, Bureau of Economic Business Research (BEBR) @ the University of Florida. Personal income data the U.S. Department of Commerce Bureau of Economic Analysis

\* Note, personal income prior to 2013 have been corrected from previous years

**Note:** Details regarding the City's outstanding debt can be found in the notes to the financial statements  
CRA bank loan and capital leases added retroactively for years 2012 and prior

**Debt limitation:** There are no legal debt limits for Florida municipalities

# Pledge Revenue Coverage

## Last Ten Fiscal Years

Proprietary Funds							
Water and Sewer Revenue Bonds							
Fiscal Year	Gross Revenues (1), (5)	Water System Development Charges (7)	Operating Expenses (2)	Not Available For Debt Service	Debt Service Requirements (3)		Coverage
					Principle	Interest	
2011	\$ 21,108,818	\$ 927,715	\$ 12,667,718	\$ 9,368,815	\$ 1,365,000	\$ 729,164	4.47
2012	22,027,671	928,700	12,416,929	10,539,442	1,415,000	681,389	5.03
2013	22,570,956	536,916	12,509,032	10,598,840	1,470,000	624,789	5.06
2014	23,710,035	620,429	14,759,306	9,571,158	1,745,000	569,664	4.14
2015	24,522,417	833,080	14,791,336	10,564,161	1,810,000	501,945	4.57
2016	25,925,613	1,262,084	16,475,549	10,712,148	1,885,000	431,891	4.62
2017	24,069,532	3,216,696	16,139,681	11,146,547	1,955,000	416,745	4.70
2018	27,656,617	2,400,876	16,401,102	13,656,391	2,030,000	344,534	5.75
2019	27,726,796	2,586,030	16,054,248	14,258,578	2,105,000	249,052	6.06
2020	28,547,725	6,097,815	16,049,191	18,596,349	2,185,000	150,043	7.96

Water and Sewer State Revolving Loans							
Fiscal Year	Gross Revenues (1)	Less: Operating Expenses (2)*	Net Available For Debt Service	Debt Service Requirements (4)		Coverage	
				Principle	Interest		
2012	\$ 21,108,818	\$ 14,761,882	\$ 6,346,936	\$ 1,967,848	\$ 705,047	2.37	
2013	22,027,671	14,513,318	7,514,353	2,439,435	649,489	2.43	
2014	22,570,956	14,603,821	7,967,135	2,381,877	597,388	2.67	
2015	23,710,035	17,073,970	6,636,065	2,410,939	565,114	2.23	
2016	24,522,417	17,103,281	7,419,136	2,300,903	575,379	2.58	
2017	25,925,613	18,792,440	7,133,173	2,332,799	794,761	2.28	
2018	24,069,532	18,511,426	5,558,106	3,414,129	458,891	1.44	
2019	27,656,617	18,775,636	8,880,981	3,385,491	910,300	2.07	
2020	27,726,796	18,408,300	9,318,496	3,262,030	862,914	2.26	
2021	28,547,725	18,384,234	10,163,491	3,877,793	835,495	2.16	



# Pledge Revenue Coverage

## *Last Ten Fiscal Years*

Proprietary Funds						
Stormwater Revenue Bonds						
Stormwater Revenues	Less: Operating Expenses (2)	Not Available For Debt Service	Debt Service Requirements (4)		Coverage	
			Principle	Interest		
\$ 4,066,178	\$ 1,915,200	\$ 2,150,978	\$ -	\$ -	-	-
4,269,917	1,686,945	2,582,972	-	-	-	-
4,474,837	1,641,644	2,833,193	-	-	-	-
4,774,373	1,678,762	3,095,611	-	-	-	-
5,121,169	1,746,804	3,374,365	-	-	-	-
5,451,107	1,760,504	3,690,603	-	-	-	-
5,647,313	1,863,116	3,784,197	-	-	-	-
5,784,842	1,875,154	3,909,688	-	-	-	-
5,881,675	2,153,194	3,728,481	-	-	-	-
6,113,296	1,829,048	4,284,248	-	-	-	-
Stormwater State Revolving Loans						
Stormwater Revenues	Less: Operating Expenses (2)	Not Available For Debt Service	Debt Service Requirements (4)		Coverage	
			Principle	Interest		
\$ 4,066,178	\$ 1,915,200	\$ 2,150,978	\$ 321,442	\$ 183,107	4.26	
4,269,917	1,686,945	2,582,972	325,628	175,662	5.15	
4,474,837	1,641,644	2,833,193	334,549	166,650	5.65	
4,774,373	1,678,762	3,095,611	343,733	157,392	6.18	
5,121,169	1,746,804	3,374,365	353,171	148,494	6.73	
5,451,107	1,760,504	3,690,603	531,716	155,325	5.37	
5,647,313	1,863,116	3,784,197	388,885	140,029	7.15	
5,784,842	1,875,154	3,909,688	554,555	273,004	4.72	
5,881,675	2,153,194	3,728,481	536,102	269,002	4.63	
6,113,296	1,829,048	4,284,248	647,064	157,913	5.32	

# Pledge Revenue Coverage

## *Last Ten Fiscal Years*

Sales Tax Note					
Fiscal Year	Half-Cent Sales Tax	Debt Service Requirements (4), (8)		Coverage	
		Principle	Interest		
2012	\$ 3,098,395	\$ 670,000	\$ 585,968		2.47
2013	3,213,921	695,000	467,188		2.77
2014	3,400,139	720,000	444,600		2.92
2015	3,564,749	745,000	421,200		3.06
2016	3,714,761	770,000	396,988		3.18
2017	3,860,271	795,000	371,963		3.31
2018	4,048,497	820,000	346,125		3.47
2019	3,716,479	850,000	319,475		3.18
2020	3,857,320	875,000	291,850		3.31
2021	4,350,235	905,000	263,413		3.72

# Pledge Revenue Coverage

## ***Last Ten Fiscal Years***

CRA Note					
Fiscal Year	CRA Ad Valorem Taxes	Debt Service Requirements (4)		Coverage (6)	
		Principle	Interest		
2012	\$ 1,014,246	\$ 205,000	\$ 29,840		4.32
2013	1,025,900	210,000	22,685		4.41
2014	1,117,433	215,000	15,397		4.85
2015	951,384	225,500	7,853		4.08
2016	-	-	-		-
2017	-	-	-		-
2018	-	-	-		-
2019	-	-	-		-
2020	-	-	-		-
2021	-	-	-		-

- (1) Gross revenues from water and sewer charges for services, plus interest income and service charges.
- (2) Total operating expenses exclusive of depreciation, amortization of intangibles and non-recurring costs.
- (3) Includes principal and interest of revenue bonds only. Does not include debt defeasance transactions.
- (4) Includes principal and interest only.
- (5) Does not include pledged public service taxes which are allowable revenues to meet extended covenant requirements.
- (6) There is no provision bonds for covenant coverage.
- (7) No more than 14.00% of debt service can be paid from Water System Development Charges and no more than 30.30% of debt service can be paid from Sewer System Development Charges.
- (8) FY2012 does not include current refunding



CITY OF  
**SANFORD**  
FLORIDA

# INTERNAL SERVICE FUNDS

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- **INTERNAL SERVICE FUNDS SCHEDULE**
- **GENERAL LIABILITY INSURANCE FUND**
- **HEALTH INSURANCE FUND**

## Internal Services Fund

### *Revenue and Expenditures*

	General Insurance	Health Insurance	Total Internal Service
Use of Net Assets	\$ 25,947	\$ -	\$ 25,947
<b>Revenues</b>			
Charges for Services	\$ 2,733,265	\$ 10,450,148	\$ 13,183,413
Other Revenues	-	135,352	135,352
<b>Total Revenues</b>	<b>2,733,265</b>	<b>10,585,500</b>	<b>13,318,765</b>
<i>Total Revenues and Other Sources</i>	<i>2,733,265</i>	<i>10,585,500</i>	<i>13,318,765</i>
Total Revenues, Transfers, and Balances	\$ 2,759,212	\$ 10,585,500	\$ 13,344,712
<b>Expenses</b>			
<b>Total Expenses</b>	-	-	-
Other Uses	2,759,212	10,585,500	13,344,712
<i>Total Expenses and Other Uses</i>	<i>2,759,212</i>	<i>10,585,500</i>	<i>13,344,712</i>
<b>Total Appropriations and Reserves</b>	<b>\$ 2,759,212</b>	<b>\$ 10,585,500</b>	<b>\$ 13,344,712</b>

# General Liability Insurance Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
520-0000-341.20-01	Internal Service Fees	1,213,579	1,338,700	1,191,395	1,295,385	1,794,379
520-0000-341.20-02	Internal Service Fees	116,594	151,929	190,395	273,435	258,992
520-0000-341.20-04	Internal Service Fees	835,883	841,940	1,040,037	960,105	679,894
520-0000-361.10-00	Interest	72,576	68,600	54,871	23,260	-
520-0000-361.30-00	Interest - Unrealized Gain (Loss)	35,771	29,875	(52,180)	-	-
520-0000-361.40-00	Interest - Realized Gain (Loss)	2,071	13,947	6,407	-	-
520-0000-369.30-00	Reimbursement of Claims	20,353	208	30,806	-	-
520-0000-369.41-00	Reimbursement of Claims	58,751	-	-	-	-
520-0000-369.50-00	Reimbursement of Claims	769,833	425,281	26,801	-	-
520-0000-369.90-00	Reimbursement of Claims	-	6,000	-	-	-
520-0000-389.98-00	Use of Fund Balance	-	-	-	-	25,947
<b>Total Revenue</b>		<b>\$ 3,125,411</b>	<b>\$ 2,876,480</b>	<b>\$ 2,488,532</b>	<b>\$ 2,552,185</b>	<b>\$ 2,759,212</b>
<b>Expenditure</b>						
520-7979-590.12-00	Regular Salaries & Wages	82,770	76,856	67,612	72,850	72,850
520-7979-590.21-00	FICA/Medicare Taxes	6,331	5,879	5,132	7,150	7,150
520-7979-590.31-06	Other	1,288,762	401,425	595,157	603,703	443,423
520-7979-590.31-12	Worker's Compensation Misc Prof	67,217	56,196	74,055	98,151	89,607
520-7979-590.31-50	Professional Service/Same Year Recov	(39,533)	306,936	(228,692)	-	-
520-7979-590.45-01	Operating Liability	424,521	560,871	479,076	513,670	579,683
520-7979-590.45-02	Auto Liability	169,742	195,928	214,043	205,387	258,992
520-7979-590.45-03	Surety Bond	14,430	6,460	6,572	6,000	6,174
520-7979-590.45-04	Worker's Compensation Premium Pmt	(28,034)	391,299	135,105	369,112	163,477
520-7979-590.45-05	Property Liability	311,353	362,762	419,268	386,285	528,768
520-7979-590.45-06	AD&D	7,115	13,522	16	8,609	10,007
520-7979-590.45-07	Insurance/Sports Accident Policy	8,242	33,087	30,314	28,666	46,663
520-7979-590.45-08	W/C Quarterly Install	17,190	10,813	7,886	20,799	9,542
520-7979-590.45-09	Stop Loss Deductible	80,117	75,749	112,870	114,687	480,539
520-7979-590.45-10	Storage Tank Liability	-	-	-	6,910	6,778
520-7979-590.45-11	Insurance/ General Liability TPA	18,621	17,880	20,293	18,629	19,887
520-7979-590.45-12	Special Events	12,839	11,804	10,886	15,535	13,172
520-7979-590.49-00	Other Charges/Obligations	4,745	5,432	5,275	2,500	2,500
520-7979-590.49-87	Safety Incentive Program	2,919	2,652	3,715	20,000	20,000
520-7979-590.99-90	Additions to Reserves	-	-	-	53,542	-
<b>Total Expenditure</b>		<b>\$ 2,449,347</b>	<b>\$ 2,535,551</b>	<b>\$ 1,958,583</b>	<b>\$ 2,552,185</b>	<b>\$ 2,759,212</b>

# Health Insurance Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
530-0000-341.20-20	Internal Services Fees - City	5,178,170	5,702,965	4,961,808	6,413,552	8,341,876
530-0000-341.20-21	Internal Service Fees - Employee	1,033,843	1,071,604	1,070,216	1,067,832	1,049,928
530-0000-341.20-22	Internal Service Fees - Retirees	720,165	756,532	646,222	834,687	1,058,344
530-0000-361.10-00	Interest	66,725	77,403	61,058	28,000	10,000
530-0000-361.30-00	Interest - Unrealized	32,412	30,935	(59,796)	-	-
530-0000-361.40-00	Interest - Realized	1,778	15,977	7,435	-	-
530-0000-369.01-00	Cobra Payments	4,054	6,467	17,140	4,000	6,000
530-0000-369.02-00	Retiree Payments	131,518	116,018	117,904	109,032	113,352
530-0000-369.03-00	Active Employee Leave	2,013	65	320	-	-
530-0000-369.41-00	Reimbursement of Claims	-	7,433	-	6,000	6,000
530-0000-369.50-00	Miscellaneous Income	79,242	252,538	550,230	-	-
530-0000-381.45-00	TRANSFERS - WATER/WASTEWATER	-	-	404,102	-	-
530-0000-389.98-00	Additions to Reserves	-	-	-	432,001	-
<b>Total Revenue</b>		<b>\$ 7,249,920</b>	<b>\$ 8,037,937</b>	<b>\$ 7,776,639</b>	<b>\$ 8,895,104</b>	<b>\$ 10,585,500</b>
<b>Expenditure</b>						
530-7905-562.31-00	Professional Services	320,528	364,118	360,182	397,029	396,280
530-7905-562.34-00	Other Contractual Services	259,803	243,872	247,726	255,544	249,788
530-7905-562.41-00	Communication Services	6,378	6,558	6,064	4,572	11,733
530-7905-562.42-00	Postage & Transportation	-	-	74	-	-
530-7905-562.43-00	Utility Services	2,094	2,033	1,970	2,219	2,028
530-7905-562.44-00	Rentals & Leases	1,908	2,055	1,939	1,884	2,144
530-7905-562.46-00	Repair & Maintenance Services	172	1,674	1,356	850	1,350
530-7905-562.47-00	Printing & Binding	111	111	131	-	-
530-7905-562.49-00	Other Charges/Obligations	6,893	3,534	6,873	6,825	6,825
530-7905-562.51-00	Office Supplies	-	-	112	-	-
530-7905-562.52-00	Operating Supplies	126,993	120,820	176,901	131,000	150,000
530-7979-562.12-00	Wellness Program	32,556	36,689	39,339	22,500	22,500
530-7979-562.21-00	Wellness Program	2,459	2,792	2,995	2,500	2,500
530-7979-562.23-16	Health Reimbursement/HRA	11,294	21,898	25,108	75,000	75,000
530-7979-562.23-25	Medical Insurance/Excess Risk	951,991	997,247	835,986	878,695	878,695
530-7979-562.23-35	Medical Insurance/Copay Reimb	32,795	16,728	8,584	35,814	36,907
530-7979-562.31-00	Professional Services	(28,815)	23,685	-	-	-
530-7979-562.31-01	Professional Services	3,712,485	4,092,523	7,682,686	6,671,766	8,334,500
530-7979-562.31-50	Professional Services-Recovery	(215,316)	(263,741)	(428,853)	-	-
530-7979-562.31-96	Professional Services	316,761	327,763	335,893	341,406	347,750
530-7979-562.46-00	Repair & Maintenance Services	11,192	11,386	10,993	-	-
530-7979-562.49-00	Other Charges/Obligations	10,024	10,099	12,157	67,500	67,500
530-7979-562.52-00	Operating Supplies	3,342	24,880	-	-	-
<b>Total Expenditure</b>		<b>\$ 5,565,648</b>	<b>\$ 6,046,724</b>	<b>\$ 9,328,216</b>	<b>\$ 8,895,104</b>	<b>\$ 10,585,500</b>



# CAPITAL PROJECTS FUNDS

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- **CAPITAL PROJECTS FUNDS SCHEDULE**
- **RECREATION CAPITAL FUND**
- **EQUIPMENT REPLACEMENT FUND**

## Capital Projects Fund

### *Revenue and Expenditures*

	<i>Equipment Replacement</i>	<i>Recreation Capital Recovery</i>	<i>Total Capital Funds</i>
<b>Revenues</b>			
Capital Replacement Fee	\$ -	\$ 6,437	\$ 6,437
Other Revenues	22,000	-	22,000
<b>Total Revenues</b>	<b>22,000</b>	<b>6,437</b>	<b>28,437</b>
Transfers In	2,301,144	-	2,301,144
Debt Proceeds	947,441	-	947,441
<i>Total Revenues and Other Sources</i>	<i>3,270,585</i>	<i>6,437</i>	<i>3,277,022</i>
<b>Total Revenues, Transfers, and Balances</b>	<b>\$ 3,270,585</b>	<b>\$ 6,437</b>	<b>\$ 3,277,022</b>
<b>Expenditures</b>			
General Government	\$ 810,600	\$ -	\$ 810,600
Public Safety	1,565,512	-	1,565,512
Physical Environment	34,000	-	34,000
Transportation	185,000	-	185,000
Culture and Recreation	675,473	-	675,473
<b>Total Expenditures</b>	<b>3,270,585</b>	<b>-</b>	<b>3,270,585</b>
Addition to Reserve (Fund Balance)	-	6,437	6,437
Total Revenue Over/(Under) Expenditure	-	-	-
<b>Total Appropriations and Reserves</b>	<b>\$ 3,270,585</b>	<b>\$ 6,437</b>	<b>\$ 3,277,022</b>

# Capital Projects Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
310-0000-331.49-02	Federal Grants/FDOT	7,000,000	-	-	-	-
310-0000-334.70-04	State Grants	200,000	-	-	-	-
310-0000-334.70-07	Culture/Recreation/Dept of Economic Opp	48,500	-	-	-	-
310-0000-334.90-02	Grant/FRDAP	50,000	-	-	-	-
310-0000-337.30-00	Grants From Other Lcl Unit/Sem County Interlocal	207,893	-	7,000,000	-	-
310-0000-337.37-00	Grants From Other Lcl Unit/Sem County Interlocal	-	-	1,898,439	-	-
310-0000-361.10-00	Interest Earned/Interest Earned	(76,132)	(311,349)	23,421	-	-
310-0000-361.30-00	Interest Earned/Unrealized Gain (Loss) Contbtrn/Donate-Private/Misc Private Sources	(33,760)	(108,656)	(19,411)	-	-
310-0000-361.40-00		(1,943)	(55,197)	(3,789)	-	-
310-0000-381.14-00	Interfund Transfers/From Impact Fee Fund	1,566,317	28,720	-	-	-
310-0000-381.36-00	Interfund Group Transfers/From Capital Repl	-	-	14,051,975	-	-
310-0000-381.60-00	Interfund Transfers/From General Fund	152,294	4,000,000	168,478	-	-
<b>Total Revenue</b>		<b>\$ 9,113,169</b>	<b>\$ 3,553,518</b>	<b>\$ 23,119,113</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditure</b>						
310-0102-512.61-00	Land Acquisitions	2,039	-	-	-	-
310-0102-559.34-00	Other Contractual Services	(37,034)	-	-	-	-
310-0102-559.40-00	Travel & per Diem	1,687	-	-	-	-
310-0102-559.54-01	Books/Pubs/Subscrs/Membs	350	-	-	-	-
310-0102-559.54-02	Books/Pubs/Subscrs/Membs	188	-	-	-	-
310-1110-515.31-00	Professional Services	48,500	-	-	-	-
310-4046-539.63-00	Improve Other Than Building	1,179,415	-	-	-	-
310-4047-541.63-00	Improve Other Than Building	12,796,810	5,197,563	5,728,857	-	-
310-5508-572.61-00	Land Acquisitions	565,530	11,384	-	-	-
310-5508-572.63-00	Improve Other Than Building	557,531	12,325	136,655	-	-
310-7979-581.91-22	Transfers	-	6,000,000	-	-	-
<b>Total Expenditure</b>		<b>\$ 15,115,016</b>	<b>\$ 11,221,272</b>	<b>\$ 5,865,512</b>	<b>\$ -</b>	<b>\$ -</b>

# Recreation Capital Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
340-0000-347.50-80	Capital Recovery Fee	10,050	5,624	5,694	6,437	6,437
340-0000-361.10-00	Interest	314	338	294	116	-
340-0000-361.30-00	Interest - Unrealized	152	150	(282)	-	-
340-0000-361.40-00	Interest - Realized	8	69	34	-	-
<b>Total Revenue</b>		<b>\$ 10,524</b>	<b>\$ 6,181</b>	<b>\$ 5,740</b>	<b>\$ 6,553</b>	<b>\$ 6,437</b>
<b>Expenditure</b>						
340-7979-590.49-00	Other Charges/Obligations	19	27	28	-	-
340-7979-591.99-90	Addition to Reserves	4,489	-	-	6,553	6,437
<b>Total Expenditure</b>		<b>\$ 4,508</b>	<b>\$ 27</b>	<b>\$ 28</b>	<b>\$ 6,553</b>	<b>\$ 6,437</b>

# Equipment Replacement Fund

## Revenue and Expenditures

Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Proposed Budget
<b>Revenue</b>						
360-0000-331.20-00	Grant	-	-	6,000	-	-
360-0000-331.80-08	Public Safety Grant - FEMA	171,034	8,910	131,771	-	-
360-0000-334.20-24	Public Safety Grants/FDLE JAG	-	45,968	98,153	-	-
360-0000-334.80-01	Public Safety Grant - FEMA	9,560	932	7,321	-	-
360-0000-361.10-00	Interest	309,543	180,338	64,478	-	22,000
360-0000-361.30-00	Interest - Unrealized	155,290	69,047	(51,343)	-	-
360-0000-361.40-00	Interest - Realized	8,009	32,694	9,725	-	-
360-0000-364.41-00	Sale of Capital Asset	435,131	230,923	276,864	-	-
360-0000-366.24-00	Donations	-	19,800	(20,000)	-	-
360-0000-369.90-00	Miscellaneous Income	298,874	53,910	-	-	-
360-0000-381.14-00	Transfers	-	-	69,421	-	-
360-0000-381.60-00	Transfers - General Fund	2,339,629	3,948,135	3,762,619	3,011,122	2,301,144
360-0000-384.00-00	Debt Service	184,725	481,457	745,000	824,000	947,441
360-0000-389.98-00	Use of Fund Balance	-	6,000,000	-	-	-
<b>Total Revenue</b>		<b>\$ 3,911,795</b>	<b>\$ 11,072,114</b>	<b>\$ 5,100,009</b>	<b>\$ 3,835,122</b>	<b>\$ 3,270,585</b>
<b>Expenditure</b>						
360-0104-512.46-00	Repair & Maintenance Services	-	-	980	-	-
360-0104-512.52-00	Operating Supplies	-	19,166	-	-	-
360-0105-513.52-00	Operating Supplies	-	-	-	1,650	1,000
360-0402-513.46-00	Repair & Maintenance Services	59,803	61,018	5,668	-	-
360-0402-513.52-00	Operating Supplies	131,777	116,877	256,411	252,000	235,000
360-0402-513.64-00	Machinery & Equipment	44,485	65,157	97,714	590,000	500,000
360-1103-519.64-00	Operating Supplies	47,217	-	-	-	74,600
360-2020-521.46-00	Repair & Maintenance Services	6,104	113,122	3,478	-	-
360-2020-521.49-00	Other Charges/Obligations	-	-	7,145	-	-
360-2020-521.52-00	Operating Supplies	95,245	138,253	32,296	111,178	-
360-2020-521.64-00	Machinery & Equipment	423,896	200,032	1,273,321	824,000	1,220,512
360-2031-521.52-00	Law Enforcement/OPS	-	-	14,993	-	-
360-3001-522.46-00	Operating Supplies	-	3,756	103,615	40,000	30,000
360-3001-522.52-00	Operating Supplies	55,176	81,515	75,062	44,000	-
360-3001-522.64-00	Machinery & Equipment	279,476	722,292	284,737	697,500	315,000
360-3002-522.46-00	Operating Supplies	-	3,790	-	-	-
360-3002-522.64-00	Machinery & Equipment	33,221	35,229	-	40,000	-
360-3003-522.46-00	Operating Supplies	-	3,863	-	-	-
360-3003-522.52-00	Operating Supplies	95,579	21,579	3,657	-	-
360-3003-522.64-00	Machinery & Equipment	38,420	83,827	-	-	-
360-4001-539.64-00	Machinery & Equipment	-	46,841	619	-	-
360-4042-539.52-00	Operating Supplies	36,087	-	-	-	-
360-4042-539.63-00	Improve Other Than Building	-	-	143,779	-	-
360-4042-539.64-00	Machinery & Equipment	-	-	11,014	140,000	-
360-4046-539.46-00	Repair & Maintenance Services	47,439	69,514	185,599	90,000	-
360-4046-539.64-00	Machinery & Equipment	34,403	-	47,739	99,000	34,000
360-4047-541.52-00	Operating Supplies	-	3,790	5,533	-	-
360-4047-541.64-00	Machinery & Equipment	-	70,497	590,140	187,000	185,000
360-5052-572.46-00	Repair & Maintenance Services	-	-	11,700	-	-
360-5501-572.64-00	Machinery & Equipment	71,914	-	-	-	-
360-5502-575.46-00	Repair & Maintenance Services	16,115	58,276	-	-	-
360-5502-575.52-00	Operating Supplies	-	-	4,305	-	-
360-5502-575.63-00	Improve Other Than Building	-	69,421	288,158	-	219,800
360-5502-575.64-00	Machinery & Equipment	26,832	60,876	64,520	60,820	150,000
360-5508-572.46-00	Repair & Maintenance Services	541,040	229,571	202,228	-	-
360-5508-572.52-00	Operating Supplies	-	138,403	-	-	-
360-5508-572.63-00	Improve Other Than Building	15,862	423,988	115,269	582,356	305,673
360-5508-572.64-00	Machinery & Equipment	70,586	-	123,813	75,618	-
360-7979-581.91-22	Intragovernmental Transfer	84,000	239,173	14,135,975	-	-
360-7979-590.49-00	Other Charges/Obligations	16,931	12,787	-	-	-
360-7979-590.99-90	Additions to Reserves	-	-	-	-	-
<b>Total Expenditure</b>		<b>\$ 2,271,608</b>	<b>\$ 3,092,613</b>	<b>\$ 18,089,468</b>	<b>\$ 3,835,122</b>	<b>\$ 3,270,585</b>



CITY OF  
**SANFORD**  
FLORIDA

# WORKFORCE

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- **FULL TIME EQUIVALENT STAFFING LEVELS**
- **SUMMARY OF FTE'S CHANGES**
- **GRADE SCHEDULE**

# City of Sanford

## Full-Time Equivalent Staffing Levels

Fund	Department/Division	Final Budget FY2019/2020	Final Budget FY2020/2021	Final Budget FY2021/2022	Change
<b>General Fund</b>					
	City Manager's Office	4.00	4.00	4.00	-
	City Manager/Communications	-	1.00	1.00	-
	City Manager/Economic Development	1.90	1.90	1.90	-
	City Manager/Community Relations	1.28	1.28	1.28	-
	City Clerk	3.00	3.00	3.00	-
	Human Resources	4.00	4.50	4.50	-
	Financial Services/Accounting	10.00	11.00	11.00	-
	Financial Services/IT	5.50	5.50	9.50	4.00
	Financial Services/Purchasing	1.97	1.97	1.97	-
	Community Development/Business Tax Receipts	1.19	1.24	1.24	-
	Community Development/Community Improvement	6.15	6.15	7.65	1.50
	Community Development/Planning	9.50	10.50	11.75	1.25
	Police Administration	15.29	15.29	13.95	(1.34)
	Police Patrol	76.00	77.00	81.00	4.00
	Police Strategic Services	56.00	59.00	39.00	(20.00)
	Police Professional Stds and Comm Eng	10.66	10.66	30.00	19.34
	Fire Operations	75.00	75.00	87.00	12.00
	Fire Prevention	4.00	4.00	4.00	-
	Fire Administration	7.05	7.05	7.05	-
	Public Works Administration	3.35	3.35	3.35	-
	Public Works Fleet	8.00	8.00	9.00	1.00
	Public Works Facilities	8.00	8.00	9.00	1.00
	Public Works Streets	13.75	14.75	14.75	-
	Recreation/Museum	3.10	3.10	3.10	-
	Recreation	10.95	11.20	11.20	-
	Recreation/Special Facilities	26.75	28.50	28.50	-
	Recreation Parks & Grounds	26.50	26.50	28.00	1.50
<b>Total Fund</b>		392.89	403.44	427.69	24.25



# City of Sanford

<b>Full-Time Equivalent Staffing Levels</b>
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**CDBG Fund**

Community Improvement/CDBG	1.00	1.00	1.00	-
<b>Total Fund</b>	1.00	1.00	1.00	-

**LIHEAP Fund**

Community Improvement/LIHEAP	3.22	3.22	3.22	-
<b>Total Fund</b>	3.22	3.22	3.22	-

**Building Inspection Fund**

Community Improvement/Building Inspection	11.16	12.11	13.36	1.25
<b>Total Fund</b>	11.16	12.11	13.36	1.25

**Solid Waste Fund**

Public Works/Solid Waste	2.10	2.10	2.10	-
<b>Total Fund</b>	2.10	2.10	2.10	-

**Stormwater Fund**

Public Works/Stormwater	18.80	18.80	18.80	-
<b>Total Fund</b>	18.80	18.80	18.80	-

**Water & Sewer Fund**

Public Works/Water & Sewer/Administration	22.35	22.35	23.85	1.50
Public Works/Water & Sewer/Plants	50.50	49.50	49.50	-
Public Works/Water & Sewer/Water Distribution	18.00	18.00	18.00	-
Public Works/Water & Sewer/Wastewater Collections	20.00	20.00	20.00	-
<b>Total Fund</b>	110.85	109.85	111.35	1.50

**Community Redevelopment Agency**

CRA	3.78	3.78	3.78	-
<b>Total Fund</b>	3.78	3.78	3.78	-

<b>GRAND TOTAL</b>	<b>543.80</b>	<b>554.30</b>	<b>581.30</b>	<b>27.00</b>
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**Authorized Positions by Service Area  
Summary of FTEs  
Changes for FY 22-23 by Department/Division**

**City Manager:**

- ❖ **City Manager** - Addition of an Assistant City Manager position and the elimination of a Deputy City Manager position.

**Finance:**

- ❖ **Information Systems** - Addition of a Service Delivery Coordinator, Two Level I Technicians, and a Level II Technician to cover the termination of the help desk contract.

**Development Services:**

- ❖ **Community Improvement** - Addition of .5 FTE Administrative Support Supervisor from the unfunding of an Administrative Coordinator position and the addition of two Code Enforcement Officers.
- ❖ **Planning** - Addition of .25 FTE Administrative Support Supervisor from the unfunding of an Administrative Coordinator position in Community Improvement and the addition of a Development Services Inspector.
- ❖ **Building Inspection Fund** - Addition of an Administrative Specialist I and .25 FTE Administrative Support Supervisor from the unfunding of an Administrative Coordinator position in Community Improvement.

**Police:**

- ❖ **Administration** - Reclassification of .34 FTE Captain to Professional Standards and 1 Police Officer to Patrol.
- ❖ **Patrol** - Addition of one Police Officers funded partially from a Cops Grant, Reclassification of 1 Sergeant and 1 Lieutenant from Strategic Services.
- ❖ **Strategic Services** - Reclassification of 3 Sergeants, one to Patrol and two to Professional Standards, reclassification of 1 Lieutenant to Patrol, addition of an Evidence Technician, and reclassification of 17 Police

Officers to Professional Standards.

- ❖ **Professional Standards** - Reclassification of .34 Captain from Administration, reclassification of two Sergeants from Strategic Services, and reclassification of 17 Police Officers from Strategic Services.

#### **Fire:**

- ❖ **Operations** - Addition of 12 Firefighter/Paramedic or Firefighter EMT/Engineers for the new Station 40.

#### **Public Works:**

- ❖ **Facilities Maintenance** – Addition of a Crew Leader 1 FTE.
  - **Fleet Maintenance** - Addition of a Mechanic I FTE.
- ❖

#### **Recreation:**

- ❖ Addition of .5 FTE Maintenance Worker, and 1 FTE Equipment Operator I.

#### **Utilities**

- ❖ **Administration**– Addition of an Administrative Specialist II .5 FTE and addition of a Back Flow Inspector.
- ❖ **Plants** - Reclassification of a Water Quality Specialist to a Water Quality Engineer and a reclassification of an Electrical Technician to an Electrical Technician II position.

## City of Sanford Grade Schedule

Class Codes	Min Annual Salary	Max Annual Salary
ACCOUNTANT	50,427	81,914
ACCREDITATION MANAGER	48,026	78,013
ADMINISTRATIVE COORDINATOR	41,487	67,390
ADMINISTRATIVE SERVICES MANAGER	64,359	104,546
ADMINISTRATIVE SERVICES MANAGER (SPD)	61,295	99,566
ADMINISTRATIVE SPECIALIST I	32,713	44,760
ADMINISTRATIVE SPECIALIST II	34,131	55,442
ADMINISTRATIVE SPECIALIST III	39,511	64,181
ADMINISTRATIVE SUPPORT SUPERVISOR	45,739	74,298
AFTER SCHOOL TUTOR	50,427	81,914
ASSISTANT CITY MANAGER	127,427	206,992
ASSISTANT PLANT MANAGER	58,376	94,826
BATTALION CHIEF - EMS	76,075	117,774
BATTALION CHIEF - OPERATIONS	76,075	117,774
BATTALION CHIEF - TRAINING	76,075	117,774
BUILDING CODES INSPECTOR I	45,739	74,298
BUILDING CODES INSPECTOR II	50,427	81,914
BUILDING CODES INSPECTOR III	55,595	90,310
BUILDING CODES INSPECTOR TRAINEE	37,629	47,399
BUILDING OFFICIAL	74,504	121,024
BUS DRIVER	33,455	52,803
CAPITAL IMPROVEMENT BUDGET AND ASSET MANAGER	58,376	94,826
CDBG PROGRAM MANAGER	64,359	104,546
CHIEF ACCOUNTANT	58,376	94,826
CODE ENFORCEMENT OFFICER	41,487	67,390
CODE ENFORCEMENT SUPERVISOR	50,427	81,914
COMMUNITY RELATIONS AND NEIGHBORHOOD ENGMT DIRECTOR	90,559	147,105
COMMUNITY DEVELOPMENT BLOCK GRANT COORDINATOR	64,359	104,546
COMMUNITY SERVICE OFFICER	37,629	61,126
CREW LEADER	43,561	70,760
CRIME ANALYST	48,026	78,013
CRIME SCENE/EVIDENCE TECHNCIAN	41,487	67,390
CUSTODIAL WORKER I	31,431	36,824
CUSTODIAL WORKER II	32,369	42,629
CUSTOMER SERVICE REP	33,455	52,803
CUSTOMER SERVICE SUPERVISOR	43,561	70,760
CUSTOMER SERVICE SUPERVISOR - UTILITIES	43,561	70,760
DEPUTY BUILDING OFFICIAL	64,359	104,546
DEPUTY CITY CLERK	45,739	74,298
DEPUTY FIRE CHIEF	88,073	457,349
DEPUTY POLICE CHIEF	88,073	457,349
DIRECTOR OF DEVELOPMENT SERVICES	110,076	178,807
DIRECTOR OF PLANNING & DEV.	99,842	162,184
DOCENTS	31,200	35,071
ECONOMIC DEV & PROMOTIONS DIR	82,140	133,428
ECONOMIC DEVELOPMENT PROJECT MANAGER	70,957	115,261
ELECTRICAL TECHNICIAN	43,561	70,760
ELECTRICAL TECHNICIAN II	48,026	78,013
ENVIRONMENTAL ADMINISTRATIVE SPECIALIST	37,629	61,126
ENVIRONMENTAL COORDINATOR	58,376	94,826
ENVIRONMENTAL TECHNICIAN	37,629	61,126
EQUIPMENT OPERATOR I	33,075	46,998

## City of Sanford Grade Schedule

Class Codes	Min Annual Salary	Max Annual Salary
EQUIPMENT OPERATOR II	34,131	55,442
EQUIPMENT OPERATOR III	37,629	61,126
EQUIPMENT OPERATOR IV	43,561	70,760
EXECUTIVE ASST TO CITY MANAGER	52,948	86,010
FIELD SERVICE TECHNICIAN	33,075	46,998
FINANCE DIRECTOR	99,842	162,184
FINANCE MANAGER	78,229	127,074
FIRE CHIEF	104,835	170,293
FIRE LIEUTENANT	56,153	101,302
FIRE MARSHAL	79,904	123,682
FIRE PROTECTION INSPECTOR	50,427	81,914
FIRE FIGHTER EMT	41,000	69,125
FIRE FIGHTER PARAMEDIC	42,229	71,199
FISCAL SPECIALIST	39,511	64,181
FISCAL TECHNICIAN	35,837	58,214
FLEET MAINTENANCE SUPT	58,376	94,826
GARAGE FOREMAN	43,561	70,760
GIS ANALYST	48,026	78,013
HISTORIC PRESERVATION PLANNER	55,595	90,310
HUMAN RESOURCES DIRECTOR	99,842	162,184
INDUSTRIAL PRETREATMENT COOR	58,376	94,826
INFORMATION AND LICENSING COORDINATOR	50,427	81,914
INSTRUMENT CONTROL SPECIALIST	48,026	78,013
INTERN	32,115	34,632
INVENTORY AND PARTS TECHNICIAN	33,075	49,348
IRRIGATION TECHNICIAN	37,629	61,126
LEAD CUSTOMER SERVICE REP	35,837	58,214
LEAD GROUNDSKEEPER	39,511	64,181
LEAD MAINTENANCE WORKER	33,075	46,998
LEAD PARTS TECHNICIAN	35,837	58,214
LEAD WATER OPERATOR	52,948	86,010
LEAD WASTEWATER OPERATOR	52,948	86,010
LIFEGUARD	31,200	35,071
LIFT STATION MECHANIC	41,487	67,390
LIFT STATION OPERATOR	37,629	61,126
LIHEAP CASE WORKER	39,511	64,181
LIHEAP OUTREACH TECHNICIAN	31,720	38,665
LIHEAP PROGRAM COORDINATOR	52,948	86,010
LITTER CONTROL MAINTENANCE WORKER	31,431	36,824
MAINTENANCE WORKER	32,040	40,599
MECHANIC I	35,837	58,214
MECHANIC II	39,511	64,181
MECHANIC III	43,561	70,760
MUSEUM CURATOR	48,026	78,013
MUSEUM ASSISTANT	33,455	52,803
NETWORK ENGINEER	64,359	104,546
NETWORK OPERATIONS MANAGER	78,229	127,074
PARK RANGER	34,131	55,442
PARKS & RECREATION OPNS MANAGER	64,359	104,546
PARKS/RECREATION OPERATIONS SUPT.	55,595	90,310

## City of Sanford Grade Schedule

Class Codes	Min Annual Salary	Max Annual Salary
PAYROLL ANALYST	43,561	70,760
PERFORMANCE MANAGEMENT COORDINATOR	52,948	86,010
PERMIT COORDINATOR	32,506	49,348
PLANNER	52,948	86,010
PLANNING ENGINEER	61,295	99,566
PLANNING MANAGER	70,957	115,261
PLANNING TECHNICIAN	41,487	67,390
PLANS EXAMINER	55,595	90,310
PLANS EXAMINER II	64,359	104,546
PLANTS MANAGER	67,577	109,772
POLICE CAPTAIN	79,904	123,682
POLICE CHIEF	104,835	170,293
POLICE LIEUTENANT	64,062	99,168
POLICE OFFICER	44,000	68,140
POLICE RECORDS TECHNICIAN	34,131	55,442
POLICE SERGEANTS	52,590	81,515
POOL SUPERVISOR	45,739	74,298
PROJECT MANAGER/PLANNING & ENG	67,577	109,772
PROJECT MANAGER/PUBLIC WORKS	67,577	109,772
PROPERTY/FIXED ASSETS TECH	35,837	58,214
CHIEF COMMUNICATIONS & CULTURAL AFFAIRS ADMINISTRATOR	64,359	104,546
PUBLIC INFOR OFFICER-PS	67,577	109,772
PUBLIC WORKS DIRECTOR	110,076	178,807
PUBLIC WORKS ENGINEER	67,577	109,772
PUBLIC WORKS MAINTENANCE SUPT	58,376	94,826
PURCHASING COORDINATOR	55,595	90,310
PURCHASING MANAGER	74,504	121,024
RECREATION FACILITY SUPERVISOR	50,427	81,914
RECORDS MANAGER	58,376	94,826
RECREATION FACILITY COORDINATOR	35,837	58,214
RECREATION ACTIVITY LEADER	31,200	35,071
RECREATION SERVICES DIRECTOR	99,842	162,184
RECREATION SERVICES MANAGER	74,504	121,024
RECREATION SERVICES SUPERVISOR	39,511	64,181
RISK MANAGEMENT ADMINISTRATOR	64,359	104,546
SENIOR PLANNER	55,595	90,310
SENIOR PUBLIC WORKS INSPECTOR	52,948	86,010
SIGN TECHNICIAN	33,075	46,998
SIGN/TRAFFIC COORDINATOR	48,026	78,013
SOLID WASTE CUSTOMER SUPPORT	37,629	61,126
SOLID WASTE MANAGER	55,595	90,310
SPECIAL EVENTS COORDINATOR	50,427	81,914
SPRAY TECHNICIAN	39,511	64,181
SENIOR HR ANALYST-BENEF,WELL,RA	52,948	86,010
SENIOR HR ANALYST-RECRUIT & EMP REL	55,595	90,310
STADIUM SUPERVISOR	43,561	70,760
STREETS SUPERINTENDENT	61,295	99,566
STREETS/SOTRMWATER SUPT	61,295	99,566
SUPPORT SVCS RECORDS SUPV	55,595	90,310
SYSTEM ANALYST	58,376	94,826
SYSTEM SECURITY ADMINISTRATOR	58,376	94,826
SYSTEMS ENGINEER	64,359	104,546

## City of Sanford Grade Schedule

Class Codes	Min Annual Salary	Max Annual Salary
TRADES MAINTENANCE TECH I	34,131	55,442
TRADES MAINTENANCE TECH II	41,487	67,390
URBAN FORESTER	48,026	78,013
UTILITY BILLING AND CUSTOMER SERVICE COORDINATOR	39,511	64,181
UTILITY BILLING COORDINATOR	35,837	58,214
UTILITY CREW LEADER	45,739	74,298
UTILITY ENGINEER TECHNICIAN	43,561	70,760
UTILITY FIELD LOCATE SPEC	43,561	70,760
UTILITY FIELD SERVICE TECH I	33,075	46,997
UTILITY FIELD SERVICE TECH II	34,131	55,442
UTILITY FIELD SERVICE TECH III	39,511	64,181
UTILITY FIELD SPECIALIST	39,511	64,181
UTILITY INSPECTOR	45,739	74,298
UTILITY OPERATIONS MANAGER	67,577	109,772
UTILITY OPERATIONS SPECIALIST	39,511	64,181
UTILITY OPERATIONS TECHNICIAN	43,561	70,760
UTILITY PLANT MAINT/MECHANIC	45,739	74,298
UTILITY PLANT OPERATOR TRAINEE	35,837	58,214
UTILITY SUPPORT SERVICES MGR	78,229	127,074
UTILITY SYSTEMS ENGINEER	67,577	109,772
UTILITY SYSTEMS INSPCTNS SPRVS	55,595	90,310
UTILITY SYSTEMS MAINT SUPV	48,026	78,013
UTILITY WASTEWTR PLANT OPR I	39,511	64,181
UTILITY WASTEWTR PLANT OPR II	45,739	74,298
UTILITY WASTEWTR PLANT OPR III	48,026	78,013
UTILITY WATER PLANT OPR I	39,511	64,181
UTILITY WATER PLANT OPR II	45,739	74,298
UTILITY WATER PLANT OPR III	48,026	78,013
VOLUNTEER PROGRAM COORDINATOR	35,837	58,214
W/WW QUALITY CONTROL TECHNICIAN	43,561	70,760
WATER QUALITY ENGINEER	52,948	86,010
WATER RESOURCE ENGINEER	67,577	109,772



CITY OF  
**SANFORD**  
FLORIDA



# CAPITAL IMPROVEMENT PLAN

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- **FIVE YEAR CAPITAL PLAN**
- **CAPITAL PLAN PROJECT DETAIL**

# City of Sanford

## Five Year Capital Plan

	2023	2024	2025	2026	2027	Total
<b>Governmental</b>						
Revenues						
Impact Fees - Fire	864,692	-	-	-	-	864,692
Impact Fees - Police	196,656	-	-	-	-	196,656
Impact Fees - Recreation	-	-	-	-	-	-
Transfers from General Fund	2,301,144	2,364,493	3,542,915	3,275,146	4,075,092	15,558,790
Debt Proceeds	947,441	1,000,000	1,000,000	1,000,000	1,000,000	4,947,441
Interest	22,000	-	-	-	-	22,000
<b>Total Governmental Capital Funding</b>	<b>\$ 4,331,933</b>	<b>\$ 3,364,493</b>	<b>\$ 4,542,915</b>	<b>\$ 4,275,146</b>	<b>\$ 5,075,092</b>	<b>\$ 21,589,579</b>

### Expenditures

#### Fire

Equipment (Hose, Nozzles, Rope)	30,000	20,000	20,000	20,000	20,000	110,000
USAR Equipment Replacement	15,000	12,000	12,000	12,000	-	51,000
Cardiac Monitor (Replacements)	300,000	-	-	-	-	300,000
Engine Replacement	-	725,000	-	773,000	-	1,498,000
Fire Inspection Program - Mobile Eyes	14,692	-	-	-	-	14,692
Training Facility Props	-	24,000	30,000	30,000	1,500,000	1,584,000
Boat Replacement	-	250,000	-	-	-	250,000
Fire Safety Trailer Repair/Refurbish	-	7,000	-	-	-	7,000
Fire Station 40 Construction (New)	-	4,365,800	-	-	-	4,365,800
Rescue - 40 (New Equipped)	-	440,000	-	-	-	440,000
Stryker Stretcher (Rescue) 40	-	21,000	-	-	-	21,000
Stryker Power Load (Rescue) 40	-	23,000	-	-	-	23,000
Cardiac Monitor (Rescue & Engine) 40	-	87,000	-	-	-	87,000
Engine - 40 (New Equipped)	850,000	-	-	-	-	850,000
Anti-Theft Vehicle Sys. (New-3) 40	-	10,500	-	-	-	10,500
TICs (New-3) 40	-	37,500	-	-	-	37,500
Tower 40 (New - Equipped)	-	1,730,000	-	-	-	1,730,000
SCBA Packs	-	600,000	-	-	-	600,000
Rescue - 31B, 32B (New)	-	680,000	-	-	-	680,000
Stryker Stretcher (Rescues) 31B, 32B	-	42,000	-	-	-	42,000
Stryker Power Load (Rescues) 31B, 32B	-	46,000	-	-	-	46,000
Cardiac Monitor (Rescues & Engine) 31B, 32B	-	87,000	-	-	-	87,000
Anti-Theft Vehicle Sys. (New) 31B, 32B	-	7,000	-	-	-	7,000
TICs (New) 31B, 32B	-	25,000	-	-	-	25,000
SCBA Bottles Replacement	-	14,000	-	-	-	14,000
Inspector Vehicle Replacement (Unit 38)	-	-	45,000	-	47,000	92,000
Ballistic Protection & EMS Equipment	-	-	-	35,000	-	35,000
Dive Truck Replacement	-	172,000	-	-	-	172,000
Paramedicine	-	45,000	48,000	-	-	93,000
Thermal Imaging Cameras	-	130,000	-	-	-	130,000
Station 38 Driveway & Drainage Repairs	-	-	75,000	-	-	75,000
Thermal Imagers Mask Mounted (LT) (New)	-	-	-	-	25,500	25,500
Station Alerting	-	-	-	-	10,000	10,000
Cascade Breathing Compressor	-	-	60,000	-	-	60,000
Replacement USAR Trailer	-	30,000	-	-	-	30,000
Water Craft Replacement	-	-	70,000	-	-	70,000
Gas Monitors (Replacement)	-	-	-	8,000	-	8,000
Staff Vehicles (Admin) Unit #27, Unit #29	-	-	50,000	-	-	50,000
Bunker Gear Dryer	-	15,000	-	-	-	15,000
Rescue Replacement	-	-	-	300,000	300,000	600,000
Stryker Stretchers (5)	-	-	100,000	-	-	100,000
Stryker Power Loads (Replacement)	-	-	48,000	50,600	-	98,600
EMS Bicycle Replacements (4)	-	-	12,000	-	-	12,000
Utility Vehicles (Ops - F350, F250)	-	-	50,000	52,000	-	102,000
Kubota Replacement	-	-	-	-	18,000	18,000
Bunker Gear Washer (Replacement)	-	-	12,000	-	-	12,000
Patient Care Report Tablets	-	-	95,000	-	-	95,000
<b>Total Fire</b>	<b>1,209,692</b>	<b>9,645,800</b>	<b>727,000</b>	<b>1,280,600</b>	<b>1,920,500</b>	<b>14,783,592</b>

#### City Manager

Admin - Equipment	-	2,772	2,855	2,941	3,029	11,597
EDP - Equipment	-	1,695	1,746	1,798	1,852	7,091
<b>Total City Manager</b>	<b>-</b>	<b>4,467</b>	<b>4,601</b>	<b>4,739</b>	<b>4,881</b>	<b>18,688</b>

# City of Sanford

## Five Year Capital Plan

	2023	2024	2025	2026	2027	Total
<u>Economic Development</u>						
Equipment	-	7,772	8,005	8,245	8,493	32,515
Total Economic Development	-	7,772	8,005	8,245	8,493	32,515
<u>City Clerk</u>						
Scanner	-	1,316	1,355	1,396	1,438	5,505
Software	-	1,391	1,433	1,476	1,520	5,820
Total City Clerk	-	2,707	2,788	2,872	2,958	11,325
<u>Code Enforcement</u>						
Vehicle - New Employees	70,000	35,000	-	70,000	35,000	210,000
Computer Equipment - New Employees	4,600	-	-	-	-	4,600
Total Code Enforcement	74,600	35,000	-	70,000	35,000	214,600
<u>Community Improvement</u>						
Vehicle Replacements	-	35,000	-	35,000	-	70,000
Total Community Improvement	-	35,000	-	35,000	-	70,000
<u>Human Resources</u>						
Lobby Door	1,000	-	-	-	-	1,000
Furniture	-	15,000	-	-	-	15,000
Equipment	-	-	50,000	6,000	6,100	62,100
Total Human Resources	1,000	15,000	50,000	6,000	6,100	78,100
<u>Finance - Information Technology</u>						
Equipment and Hardware	185,000	75,000	250,000	250,000	250,000	1,010,000
Digital Transformation Project	350,000	50,000	-	-	-	400,000
Business Continuity Plan & Zero Trust Strategy	50,000	-	-	-	-	50,000
2 Factor Authentication	40,000	-	-	-	-	40,000
Network Core Switch - hot spare	25,000	-	-	-	-	25,000
Nimble Network Storage replacement EOL	60,000	-	-	-	-	60,000
Additional Security Camera Storage Capacity	25,000	-	-	-	-	25,000
Finance Conference Room	-	5,000	-	-	-	5,000
Parking Tickets	-	15,000	-	-	-	15,000
Security Camera Aquatic Center	-	8,000	-	-	-	8,000
Security Camera Dump Site	-	8,000	-	-	-	8,000
Time Cards	-	70,000	-	-	-	70,000
Total Finance- Information Technology	735,000	231,000	250,000	250,000	250,000	1,716,000
<u>Police</u>						
Vehicle Replacements	1,058,992	1,200,000	1,320,000	1,440,000	1,580,000	6,598,992
Speed Device	-	10,000	10,100	10,200	10,400	40,700
Steel Targets	6,000	-	-	-	-	6,000
Mission Darkness Blocker Locker 7	11,199	-	-	-	-	11,199
In-car Radio	85,000	93,000	102,000	110,200	121,400	511,600
Bluetooth Mics	39,000	-	-	-	-	39,000
CST Van	58,000	-	-	-	-	58,000
Computers - New Employees	5,520	-	-	-	-	5,520
CID Conference	-	30,000	-	-	-	30,000
Community Room	-	21,000	-	-	-	21,000
Patrol briefing room	-	8,000	-	-	-	8,000
Rain Gear	-	35,000	-	-	-	35,000
Tourniquets/ Holster	-	7,100	-	-	-	7,100
Automated License Plate Reader - ALPR	89,157	-	-	-	-	89,157
Portable Radios	55,000	55,500	60,000	61,000	62,000	293,500
Motorcycle Lights	9,300	-	-	-	-	9,300
Total Police	1,417,168	1,459,600	1,492,100	1,621,400	1,773,800	7,764,068
<u>Parks and Grounds /Recreation</u>						
Parks and Grounds - Improvements	-	225,000	261,962	353,658	277,916	1,118,536
Parks and Grounds - 6th Street Building Rehabilitation	-	297,748	-	-	-	297,748
Parks and Grounds - Equipment	-	14,357	27,245	38,059	14,937	94,598
Rplc #187 w/F-250 Utility Chassis w/ pipe rack	-	44,023	-	-	-	44,023

# City of Sanford

## Five Year Capital Plan

	2023	2024	2025	2026	2027	Total
Mini truck/potential new crew	-	26,768	-	-	-	26,768
Rplc #167 w/2022 F-150 Regular Cab	-	28,984	-	-	-	28,984
Rplc #151 w/2022 F-150 Regular Cab	-	28,984	-	-	-	28,984
Rplc #176 w/2023 F-450 Crew Cab	-	67,951	-	-	-	67,951
Vehicle Replacements	-	-	56,000	63,000	63,000	182,000
Towne Center Traffic Medians	-	463,500	-	-	-	463,500
McKibbins Park	-	607,718	-	-	-	607,718
Historic Goldsboro Blvd Landscape	-	45,425	-	-	-	45,425
Groveview Playground	-	-	637,085	-	-	637,085
Groveview Playground	-	637,085	-	-	-	637,085
Ft. Mellon Cameras	-	28,880	-	-	-	28,880
Ft. Mellon Safety Surface	305,673	-	-	-	-	305,673
Ft. Mellon Tables	-	248,349	-	-	-	248,349
Lake Carola	-	2,687,500	-	-	-	2,687,500
Lee P Moore Tennis Courts	-	215,000	-	-	-	215,000
Lee P Moore Gate	13,000	-	-	-	-	13,000
Aquatic Center 22 Gold Medal Lane Lines	-	12,415	-	-	-	12,415
Aquatic Center Colorado System 6 Computer Timing System	-	-	-	6,784	-	6,784
Aquatic Center Painting	-	-	6,270	-	-	6,270
Aquatic Center Roof	-	15,000	-	-	-	15,000
Aquatic Center Shade Structures	-	15,000	-	-	-	15,000
Aquatic Center Pool Filters	-	21,400	-	-	-	21,400
Aquatic Center Surveillance System	-	8,000	-	-	-	8,000
Aquatic Center Platforms	-	-	50,000	-	-	50,000
Civic Center Annex Partition	-	6,241	-	-	-	6,241
Civic Center Commercial Appliances	-	-	-	53,760	-	53,760
Civic Center Exterior Painting	-	39,230	-	-	-	39,230
Civic Center Stage Refinish/Refurbish	-	16,050	-	-	-	16,050
Shuffleboard Bldg New Roof	-	12,198	-	-	-	12,198
Cultural Arts Center HVAC System	-	29,640	-	-	-	29,640
Cultural Arts Center Refurbishment	-	37,309	-	-	-	37,309
Stadium Infield Leveling & Refurbishment	149,800	-	-	-	-	149,800
Jeff Triplett Parking Lot Milling	57,000	-	-	-	-	57,000
Westside Air Conditioners	150,000	-	-	-	-	150,000
Cultural Arts Center HVAC System	-	29,640	-	-	-	29,640
Cultural Arts Center Refurbishment	-	37,309	-	-	-	37,309
Museum Light Fixtures	-	27,680	-	-	-	27,680
Museum Paint Exterior	-	-	12,208	-	-	12,208
Museum New Roof	-	100,152	-	-	-	100,152
Senior Center Interior Painting	-	24,011	-	-	-	24,011
Senior Center Partitions	-	14,841	-	-	-	14,841
Stadium Sandpro 5040	-	33,024	-	-	-	33,024
Stadium Workman	-	27,615	14,615	-	-	42,230
Stadium Structure Refurbishment	-	310,733	-	-	-	310,733
Stadium World Double Axle Utility Trailer	-	10,807	-	-	-	10,807
Stadium John Deere 5055E	-	30,602	32,744	-	-	63,346
Stadium Multipro 1750	-	40,520	-	-	-	40,520
Equipment/Vehicle Replacements	-	-	280,092	263,702	271,613	815,407
Jeff Triplett CTR Surveillance System	-	16,000	-	-	-	16,000
Westside P.A. System	-	20,000	-	-	-	20,000
Westside Exterior Painting	-	-	12,100	-	-	12,100
Westside Interior Painting	-	-	12,100	-	-	12,100
Westside Exterior Court Resurface	-	5,300	-	-	-	5,300
<b>Total Recreation</b>	<b>675,473</b>	<b>6,607,989</b>	<b>1,402,421</b>	<b>778,963</b>	<b>627,466</b>	<b>10,092,312</b>

### Public Works

Admin - Vehicle Replacement	-	30,000	-	-	-	30,000
Admin - Multi Media Video and Audio in Conf Room	-	7,500	-	-	-	7,500
Admin - Office Furniture	-	7,500	-	-	-	7,500
Streets - Dump Truck 86	180,000	-	-	-	-	180,000
Streets - Traffic Counters	5,000	-	-	-	-	5,000
Streets - Matrix Message Board	-	20,000	-	-	-	20,000
Streets - Clam Truck	-	-	170,000	-	-	170,000
Streets - Pickup Truck - 68	-	45,000	-	-	-	45,000
Streets - Massey Ferguson 383 - Bush Hog Tractor	-	80,000	-	-	-	80,000
Streets - Office Furniture New Building	-	5,000	-	-	-	5,000
Streets - Flatbed Dump Truck 44- 2024 63	-	150,000	150,000	-	-	300,000
Streets - 2nd Street from Sanford Ave to Myrtle	-	200,000	-	-	-	200,000
Streets - Patch Truck - 46	-	-	200,000	-	-	200,000
Streets - Gator - UTV	-	-	-	20,000	-	20,000
Streets - Vehicle Replacement - 60	-	-	-	-	45,000	45,000

# City of Sanford

## Five Year Capital Plan

	2023	2024	2025	2026	2027	Total
Streets - Vehicle Replacement - 61	-	-	-	60,000	-	60,000
Streets - Large Industrial Fan - Sign Shop	-	7,500	-	-	-	7,500
Streets -Forks for John Deere Loader	-	10,000	-	-	-	10,000
Facilities - Light Pole Replacement	34,000	34,000	34,000	34,000	34,000	170,000
Facilities - City Hall Pressure Washing	-	20,000	-	-	-	20,000
Facilities - Painting	-	50,000	-	-	-	50,000
Facilities - Welcome Center Carpet	-	-	-	-	30,000	30,000
Facilities - Welcome Center HVAC	-	-	22,000	-	-	22,000
Facilities - Goldsboro Museum Carpet	-	-	-	7,804	-	7,804
Facilities - Bucket Truck	-	-	-	95,523	196,894	292,417
Facilities - Pick Up Truck Replacement - trucks vehicle 118	-	50,000	-	-	-	50,000
Facilities - Vehicle Replacement 121	-	50,000	-	-	-	50,000
Facilities - Vehicle Replacement	-	35,000	-	-	40,000	75,000
Facilities - Histroic Goldboro Blvd off 17-92 to Safety Complex LED Lighting	-	70,000	-	-	-	70,000
Facilities - Velma's Community Center Carpet	-	25,000	-	-	-	25,000
Facilities - Lighting on Palmetto at the Marina and 1st to Pine	-	200,000	-	-	-	200,000
Facilities - Office Furniture	-	2,000	-	-	-	2,000
Fleet - Replace Vehicle 110	-	40,000	-	-	40,000	80,000
Fleet - Relocate Oil Tanks	-	35,000	-	-	-	35,000
Fleet - Diesel Exhaust Fluid Dispense System	-	45,000	-	-	-	45,000
Fleet - Replace Vehicle 112	-	12,000	-	-	-	12,000
Fleet - Replace Automotive Lift	-	-	-	-	60,000	60,000
Fleet - Breakroom Remodel/Upgrade	-	-	30,000	-	-	30,000
	<b>219,000</b>	<b>1,230,500</b>	<b>606,000</b>	<b>217,327</b>	<b>445,894</b>	<b>2,718,721</b>
Total Capital Projects Expenditures	4,331,933	19,274,835	4,542,915	4,275,146	5,075,092	37,499,921
Surplus/(Deficit)	-	-	-	-	-	-

### Roads and Streets

<u>Local Option Gas Tax</u>						
Revenues						
Local Option Gas Tax	610,000	545,000	500,000	500,000	500,000	2,655,000
Total Capital Funding	<b>610,000</b>	<b>545,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>2,655,000</b>
Expenditures						
Street Rehabilitation Program	450,000	450,000	450,000	450,000	450,000	2,250,000
LED Enhanced Signage	45,000	45,000	-	-	-	90,000
Misc Concrete	50,000	50,000	50,000	50,000	50,000	250,000
Signage & Striping	50,000	-	-	-	-	50,000
Roadway Electrical	15,000	-	-	-	-	15,000
Total Capital Expenditures	<b>610,000</b>	<b>545,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>2,655,000</b>
Surplus/(Deficit)	-	-	-	-	-	-

### Development Services

<u>Building</u>						
Revenues						
Revenues	37,000	-	40,000	-	40,000	117,000
Total Capital Funding	<b>37,000</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>	<b>117,000</b>
Expenditures						
Vehicle Replacement	37,000	-	40,000	-	40,000	117,000
Total Capital Expenditures	<b>37,000</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>	<b>117,000</b>
Surplus/(Deficit)	-	-	-	-	-	-

# City of Sanford

## Five Year Capital Plan

	2023	2024	2025	2026	2027	Total
<b>Roads and Streets</b>						
<u>Third Generation Sales Tax</u>						
Revenues						
Sales Tax	4,305,000	8,165,000	665,000	665,000	665,000	14,465,000
Use of Reserve	-	-	-	-	-	-
<b>Total Capital Funding</b>	<b>4,305,000</b>	<b>8,165,000</b>	<b>665,000</b>	<b>665,000</b>	<b>665,000</b>	<b>14,465,000</b>
Expenditures						
Streets - ADA Compliance	100,000	-	-	-	-	100,000
Streets - Streets	3,100,000	8,040,000	540,000	540,000	540,000	12,760,000
Streets - Sidewalks	725,000	75,000	75,000	75,000	75,000	1,025,000
Streets - Traffic calming	80,000	50,000	50,000	50,000	50,000	280,000
Streets Roadway Design	300,000	-	-	-	-	300,000
<b>Total Capital Expenditures</b>	<b>4,305,000</b>	<b>8,165,000</b>	<b>665,000</b>	<b>665,000</b>	<b>665,000</b>	<b>14,465,000</b>
Surplus/(Deficit)	-	-	-	-	-	-

<b>Stormwater</b>						
Revenues						
Rate Revenue	11,772,500	2,855,000	650,000	650,000	650,000	16,577,500
Use of Reserves	-	-	-	-	-	-
<b>Total Capital Funding</b>	<b>11,772,500</b>	<b>2,855,000</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>	<b>16,577,500</b>
Expenditures						
Pipelining (Citywide)	-	2,000,000	-	-	-	2,000,000
Land Acquisition	11,095,000	-	-	-	-	11,095,000
Secondary Drainage Improvements	-	-	-	-	-	-
Lk. Jessup & Lk. Monroe Basin Management Action Plan (BMAP)	-	-	-	-	-	-
Equipment	677,500	855,000	650,000	650,000	650,000	3,482,500
<b>Total Capital Expenditures</b>	<b>11,772,500</b>	<b>2,855,000</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>	<b>16,577,500</b>
Surplus/(Deficit)	-	-	-	-	-	-

<b>Water/Wastewater</b>						
Revenues						
Operating Reserves	12,534,585	9,685,273	7,306,581	6,963,528	-	36,489,967
Water Rate Revenue	1,793,475	849,930	876,877	884,334	-	4,404,616
Wastewater Rate Revenue	3,128,574	3,344,982	2,257,030	2,064,741	-	10,795,327
Water System Development Charges	1,403,703	250,000	80,000	80,000	-	1,813,703
Sewer System Development Charges	3,970,000	3,325,000	1,650,000	2,600,000	-	11,545,000
Grant Funding	3,631,297	2,675,555	4,125,000	1,700,000	-	12,131,852
Debt Proceeds	9,336,319	14,661,319	8,525,000	-	-	32,522,638
ARPA Funding	4,800,000	-	-	-	-	4,800,000
<b>Total Capital Funding</b>	<b>40,597,953</b>	<b>34,792,059</b>	<b>24,820,488</b>	<b>14,292,603</b>	<b>-</b>	<b>114,503,103</b>

<u>Administration - Water</u>						
Expenditures						
Equipment and Hardware	56,218	21,855	57,510	23,185	-	158,768
<b>Total Administration - Water</b>	<b>56,218</b>	<b>21,855</b>	<b>57,510</b>	<b>23,185</b>	<b>-</b>	<b>158,768</b>

<u>Administration - Wastewater</u>						
Expenditures						
Equipment and Hardware	21,218	56,856	22,510	58,187	-	158,771
<b>Total - Administration - Wastewater</b>	<b>21,218</b>	<b>56,856</b>	<b>22,510</b>	<b>58,187</b>	<b>-</b>	<b>158,771</b>

# City of Sanford

## Five Year Capital Plan

	2023	2024	2025	2026	2027	Total
<u>Water Treatment Plants, Wellfield and Water Quality</u>						
Consumptive Use Permit Monitoring	35,000	35,000	35,000	35,000	-	140,000
Auxiliary and Main WTP Improvements	53,045	54,636	56,275	57,964	-	221,920
Vehicle Replacement	30,900	31,827	32,782	33,765	-	129,274
Equipment Replacement - Water Plants	84,872	87,418	90,041	92,742	-	355,073
Main WTP Improvements	-	-	-	-	-	-
Main WTP - Future Treatment	50,000	100,000	100,000	100,000	-	350,000
Well Water Rehab (Ongoing)	154,500	159,135	163,909	168,826	-	646,370
Elevated Water Tank - Maintenance Contract	46,350	47,741	49,173	50,648	-	193,912
Future WTP Planning and Supply Analysis	413,703	-	-	-	-	413,703
Future WTP Planning and Supply Analysis	631,297	-	-	-	-	631,297
Design and Construction of WTP No. 3 at the SSWRC	400,000	1,500,000	1,500,000	-	-	3,400,000
Design and Construction of WTP No. 3 at the SSWRC	-	1,500,000	1,500,000	-	-	3,000,000
Pipeline/Wellfield Improvements	400,000	625,000	625,000	-	-	1,650,000
Pipeline/Wellfield Improvements	-	625,555	625,000	-	-	1,250,555
Hidden Lakes New Well	-	-	-	-	-	-
Security Improvements - Water Treatment Plants	200,000	-	-	-	-	200,000
Asset Man/SOP's/Safety Plan/B'mark & Efficiency/Emer Man Plan/Etc.	175,000	150,000	125,000	150,000	-	600,000
	-	-	-	-	-	-
<b>Total - Water Treatment Plants, Wellfield and Water Quality</b>	<b>2,674,667</b>	<b>4,916,312</b>	<b>4,902,180</b>	<b>688,945</b>	<b>-</b>	<b>13,182,104</b>
<u>North Water Reclamation Facility</u>						
Sanford North Water Reclamation Facility Improvements	233,398	240,400	247,612	255,040	-	976,450
Disc Filtration System	2,900,000	-	-	-	-	2,900,000
RW Distribution Loop Pressurization (TPS) and Facility Irrigation System	450,000	-	-	-	-	450,000
Vehicle Replacement	72,100	74,263	76,491	78,786	-	301,640
Equipment Replacement	109,273	112,551	115,927	119,405	-	457,156
Asset Man/SOP's/Safety Plan/B'mark & Efficiency/Emer Man Plan/Etc.	300,000	300,000	300,000	200,000	-	1,100,000
Completion of Biosolids Project	-	-	-	-	-	-
Completion of BNR Project	-	-	-	-	-	-
Rehabilitation of the Reclaimed Water Distribution Pump Station	200,000	-	250,000	3,000,000	-	3,450,000
Rehabilitation of the Reclaimed Water Distribution Pump Station	-	-	-	-	-	-
Rehabilitation of the Reclaimed Water Distribution Pump Station	50,000	-	-	500,000	-	550,000
Flow Equalization Basin, FEB Pump Station and Piping System	300,000	2,000,000	700,000	-	-	3,000,000
Flow Equalization Basin, FEB Pump Station and Piping System	-	1,000,000	700,000	-	-	1,700,000
Electrical System Improvements / Upgrades	800,000	900,000	800,000	-	-	2,500,000
Electrical System Improvements / Upgrades	-	-	-	800,000	-	800,000
New Transfer Pump Station	1,550,000	-	-	-	-	1,550,000
New Transfer Pump Station	800,000	-	-	-	-	800,000
New 10 MG Reclaimed Water Ground Storage Tank	2,100,000	-	-	-	-	2,100,000
New 10 MG Reclaimed Water Ground Storage Tank	-	-	-	-	-	-
New 10 MG Reclaimed Water Ground Storage Tank	1,300,000	-	-	-	-	1,300,000
Control Valve at River	-	150,000	-	-	-	150,000
Front Entrance Wall, Gate and Landscaping	-	400,000	700,000	-	-	1,100,000
Mill Creek Stabilization	50,000	200,000	-	-	-	250,000
Actiflo and Screw Press Upgrades, New Mech. Barscreen, MLS Wetwell Rehab	1,250,000	-	-	-	-	1,250,000
Blower Bldg Modifications - Air Intake Structure	-	-	-	-	-	-
Operations Relocation - Upstairs of Thickener Bldg	-	-	-	-	-	-
Metal Bldg on Parcel South of SNWRF + Infrastructure	75,000	300,000	-	-	-	375,000
Block Wall at South Entrance to SNWRF	-	225,000	-	-	-	225,000
Security System Upgrades	245,000	-	-	-	-	245,000
Bridge Study + Close Front Entrance + New Bridge at Mill Creek	-	150,000	1,000,000	100,000	-	1,250,000
New Volute Thickening System	350,000	-	-	-	-	350,000
Concrete Roadways - Sanford North WRF	-	1,250,000	-	-	-	1,250,000
	-	-	-	-	-	-
<b>Total - North Water Reclamation Facility</b>	<b>13,134,771</b>	<b>7,302,214</b>	<b>4,890,030</b>	<b>5,053,231</b>	<b>-</b>	<b>30,380,246</b>
<u>South Water Reclamation Facility</u>						
Improvements/Equipment	53,045	54,636	56,275	57,964	-	221,920
Vehicles and Equipment	41,200	42,436	43,709	45,020	-	172,365
Security System Upgrades	180,000	-	-	-	-	180,000
Sludge Holding Tank No. 2, Equipment Building, Blowers, Pumps	160,000	1,950,000	500,000	-	-	2,610,000
New Aeration System/Blowers/Pumps for Sludge Holding Tank No.	100,000	1,200,000	-	-	-	1,300,000
Asset Man/SOP's/Safety Plan/B'mark & Efficiency/Emer Man	300,000	250,000	200,000	150,000	-	900,000
BFP Control Panel and Fourth Reclaimed Water Pump	125,000	125,000	-	-	-	250,000

# City of Sanford

## Five Year Capital Plan

	2023	2024	2025	2026	2027	Total
2nd Mech. Barscreen; RAS Line; Odor Demo; Concrete Repair;	80,000	750,000	125,000	-	-	955,000
Anaerobic and Anoxic Selectors; Reaeration Basins - AWT (Split	1,250,000	500,000	-	-	-	1,750,000
Anaerobic and Anoxic Selectors; Reaeration Basins - AWT (Split	850,000	400,000	-	-	-	1,250,000
Influent Flow Meter Bypass	100,000	-	-	-	-	100,000
Dryer Building Conversion (Storage; Offices, etc.)	-	-	300,000	300,000	-	600,000
Thickened Sludge Hauling Vehicle (Tractor and Trailer)	85,000	-	-	-	-	85,000
Thickened Sludge Hauling Vehicle (Tractor and Trailer) (Split	85,000	-	-	-	-	85,000
Gasifier Bldg Repairs, Modifications and Reconfiguration	-	75,000	425,000	400,000	-	900,000
Dewatering Screw Press	75,000	375,000	-	-	-	450,000
Dewatering Screw Press (Split Funding)	75,000	375,000	-	-	-	450,000
Reclaimed Water Ground Storage Tank (5 MG)	-	-	150,000	2,600,000	-	2,750,000
MLS Control Panel Replacement + Arc Flash Equipment Rplc.	1,000,000	-	-	-	-	1,000,000
Thickened Sludge Pumping System	-	-	-	-	-	-
Thickened Sludge Pumping System (Split Funding)	-	-	-	-	-	-
Planning for Second BNR Treatment Train and Associated	750,000	5,000,000	5,000,000	-	-	10,750,000
Infrastructure						
<b>Total - South Water Reclamation Facility</b>	<b>5,309,245</b>	<b>11,097,072</b>	<b>6,799,984</b>	<b>3,552,984</b>	<b>-</b>	<b>26,759,285</b>

### Lift Stations

Lift Station Rehabilitation/Replacement -	750,000	750,000	750,000	750,000	-	3,000,000
Rerouting of Lift Stations - Sending more flow to SSWRC	-	1,000,000	1,000,000	-	-	2,000,000
Pressure Gauges at LS's - tied to SCADA	50,000	50,000	50,000	50,000	-	200,000
Vacuum Station Rehabilitation Study and Rehabilitation	1,000,000	250,000	-	-	-	1,250,000
Vacuum Collection System - Buffer Tank Study and Improvements	1,000,000	250,000	-	-	-	1,250,000
<b>Total - Lift Stations</b>	<b>2,800,000</b>	<b>2,300,000</b>	<b>1,800,000</b>	<b>800,000</b>	<b>-</b>	<b>7,700,000</b>

### Water Distribution

AMI Replacement Meters	50,000	50,000	50,000	50,000	-	200,000
Core and Main - AMI New Meters	250,000	250,000	80,000	80,000	-	660,000
Critical Water Valve Installation	300,000	300,000	300,000	300,000	-	1,200,000
New Water System Flow Meters - SRF Debt Service	4,413,840	2,213,840	-	-	-	6,627,680
New Water System Flow Meters - ARPA Funds	-	-	-	-	-	-
Line Renewal, Replacement, Extensions - Capitalized	530,450	546,364	562,754	579,637	-	2,219,205
Equipment	106,090	109,273	112,551	115,927	-	443,841
Vehicles	51,500	53,045	54,636	56,275	-	215,456
Lake Mary Blvd to Airport Blvd - New Water Main	-	-	-	-	-	-
SR 46 WM Replacement (Park Ave. to Mellonville Ave.)	4,800,000	-	-	-	-	4,800,000
Pressure Gauges along WM's - tied to LS's & SCADA	50,000	50,000	50,000	50,000	-	200,000
3rd and 17-92 Hydrant Improvements/Line Looping	-	-	-	-	-	-
New Utility Building - 1303 S. French Ave (50% of total cost)	750,000	-	-	-	-	750,000
North Street Water Line Looping (12-inch)	-	750,000	-	-	-	750,000
North Street Water Line Looping (12-inch) (Split Funding)	740,000	-	-	-	-	740,000
Mayfair East	1,822,479	1,822,479	-	-	-	3,644,958
Richmond Avenue Watermain	45,000	-	-	-	-	45,000
UB Floor Replacement (Offices Not Part of Rebuild)	25,000	-	-	-	-	25,000
<b>Total Water Distribution</b>	<b>13,934,359</b>	<b>6,145,000</b>	<b>1,209,941</b>	<b>1,231,840</b>	<b>-</b>	<b>22,521,140</b>

### Sewer Collection

Misc. Sewer Line and Forcemain Rehabilitation	700,000	700,000	700,000	700,000	-	2,800,000
Equipment	106,090	109,273	112,551	115,927	-	443,841
Vactor Truck Receiving Station at SNWRF	-	-	-	-	-	-
Vehicles	77,250	79,568	81,955	84,413	-	323,186
Collection System Asset Management	150,000	175,000	-	-	-	325,000
New Utility Billing - 1303 S. French Ave (50% of total cost)	750,000	-	-	-	-	750,000
Lake Mary Blvd to Airport Blvd - New Forcemain (US 17-92)	-	-	-	-	-	-
UB Floor Replacement (Offices Not Part of Rebuild)	25,000	-	-	-	-	25,000
Manhole Replacement Grandview	400,000	-	-	-	-	400,000
Richmond Avenue Watermain	150,000	-	-	-	-	150,000
New Dump Truck/Vactor Truck	-	525,000	-	-	-	525,000
<b>Total Sewer Collection Distribution</b>	<b>2,358,340</b>	<b>1,588,841</b>	<b>894,506</b>	<b>900,340</b>	<b>-</b>	<b>5,742,027</b>

### Reclaimed Water System

New Site 10 Storage Pond (50-100 MG)	-	50,000	1,200,000	1,200,000	-	2,450,000
New Site 10 Reclaimed Water Pumping Station	-	150,000	1,200,000	-	-	1,350,000
New Site 10 Reclaimed Water Pumping Station	-	100,000	800,000	-	-	900,000
Site 10 Maintenance and Culvert Replacement	60,000	700,000	650,000	500,000	-	1,910,000
Misc. RW Discharge Line Repair	106,090	109,273	112,551	115,927	-	443,841
Misc. Reclaimed Line Ext's	53,045	54,636	56,275	57,964	-	221,920
Cost Share Match - SJRWMD	50,000	50,000	50,000	50,000	-	200,000



# City of Sanford

## Five Year Capital Plan

	2023	2024	2025	2026	2027	Total
Reclaimed WM Looping - Ohio Ave./Mellonville Ave./Airport West	-	-	-	-	-	-
Reclaimed Water System Asset Management	40,000	150,000	175,000	60,000	-	425,000
						-
						-
<b>Total Reclaimed Water System</b>	<b>309,135</b>	<b>1,363,909</b>	<b>4,243,826</b>	<b>1,983,891</b>	<b>-</b>	<b>7,900,761</b>
<b>Total Capital Expenditures</b>	<b>40,597,953</b>	<b>34,792,059</b>	<b>24,820,487</b>	<b>14,292,603</b>	<b>-</b>	<b>114,503,102</b>
Surplus/(Deficit)	-	-	-	-	-	-
	61,654,386	65,631,894	31,218,402	20,382,749	6,930,092	185,817,523

\*These items are listed in the CIP budget but not in the City's budget - awaiting grant funding.

\*\*These items are listed in the CIP budget but not in the City's budget - awaiting debt funding.

\*\*\*These items are requests for new infrastructure, equipment, etc... and not in the City's current asset inventory.



CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

Equipment Replacement

--

<b>Department:</b>	Fire Equipment	<b>Location:</b>	City wide
<b>Account Number:</b>		<b>District:</b>	All
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Replacement		

**Description:**

Replacement of hose, nozzles, rope, etc as they are needed.
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**Justification:**

Replacement of older hose that is past its expected life, nozzles that have been rebuilt several times and are worn out, or rope due to being used multiple times in life safety situations that must be replaced.
--

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital	30,000	20,000	20,000	20,000	20,000	\$ 110,000
<b>Total Revenues</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 110,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	30,000	20,000	20,000	20,000	20,000	\$ 110,000
<b>Total Expenditures</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 110,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
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**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0					\$

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

USAR Equipment Replacement

--

<b>Department:</b>	Fire Equipment	<b>Location:</b>	Station 31
<b>Account Number:</b>		<b>District:</b>	All
<b>Project Number:</b>		<b>Useful Life:</b>	5 - 8 years
<b>Type:</b>	Replacement		

**Description:**

Replacement of USAR equipment consisting of search cameras, confined space packs, communication lines, air lines, fans, saws, power tools, struts, etc.

**Justification:**

The equipment we are replacing is 16 years old. Several pieces of equipment are out of service due to equipment failure which puts us at a deficit if we are deployed without this equipment. If we are to continue the Urban Search and Rescue, we need to replace equipment as it ages to be able to provide this service.

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital Revenues	15,000	12,000	12,000	12,000	0	\$ 51,000
<b>Total</b>	<b>\$ 15,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 0</b>	<b>\$ 51,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs Expenditures	15,000	12,000	12,000	12,000	0	\$ 51,000
<b>Total</b>	<b>\$ 15,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 0</b>	<b>\$ 51,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
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**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0					\$

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

Cardiac Monitors Replacement

--

<b>Department:</b>	Fire Equipment	<b>Location:</b>	All Stations
<b>Account Number:</b>		<b>District:</b>	All
<b>Project Number:</b>		<b>Useful Life:</b>	7 years
<b>Type:</b>	Replacement		

**Description:**

Replacement of seven (7) cardiac monitors for front line rescues (R31, R32, R38), engine (E31) and three (3) spare. The Zoll Advanced Cardiac Monitor is used to monitor heart rhythms of patients; has the ability to perform 12 Lead EKG's which can then be transmitted to the hospital. This allows the Cardiac Cath Lab team to be activated early and reduce the amount of time it takes to treat a heart attack. This cardiac monitor tracks the quality of CPR and provides real time feedback to crews as to compression and ventilation quality and also measures exhaled carbon dioxide which can be used to diagnose respiratory issues.

**Justification:**

These seven current monitors were purchased in 2014. The standard lifespan for cardiac monitors is 7 years. We are starting to see an increase in needed repairs. This is also a newer version of the monitor with the ability to monitor ventilations during CPR.

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital	300,000	0	0	0	0	\$ 300,000
<b>Total Revenues</b>	<b>\$ 300,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 300,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	300,000	0	0	0	0	\$ 300,000
<b>Total Expenditures</b>	<b>\$ 300,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
-----

**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0					\$

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

Fire Inspection Program (Mobile Eyes)

--

<b>Department:</b>	Fire Department	<b>Location:</b>	City Hall
<b>Account Number:</b>		<b>District:</b>	All
<b>Project Number:</b>		<b>Useful Life:</b>	
<b>Type:</b>	New		

**Description:**

MobileEyes is a software program designed to retain Fire Prevention's fire inspection database of over 2,700 businesses in the City of Sanford. There is a set-up fee which includes incorporating existing database and personnel training in the amount of \$6,660 along with an annual software maintenance fee of \$8,032 for four users.

**Justification:**

The current software program (Firehouse) which we have been using for many years in sunseting on 12/31/2022. After conducting an extensive review of other software program options and speaking with multiple agencies throughout Seminole County, we have determined that the MobileEyes program will be the most beneficial and meet our needs. This software has many options which will help us to conduct more fire inspections per year and expedite customer service at the same time. It also has the capabilities for utilizing mobile tablets, pre-fire plans, and CAD integration systems if we choose to use them.

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
Impact Fees	14,692	0	0	0	0	\$ 14,692
<b>Total Revenues</b>	<b>\$ 14,692</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Operating	14,692	0	0	0	0	\$ 14,692
<b>Total Expenditures</b>	<b>\$ 14,692</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 14,692</b>

**Estimated Revenues:**

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

N/A
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**Estimated Operating Expenses:**

FY23	FY24	FY25	FY26	FY27	Total
0					\$

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

Engine Pumper 40

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<b>Department:</b>	Fire Department	<b>Location:</b>	Station 40
<b>Account Number:</b>		<b>District:</b>	3
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	New		

**Description:**

New Engine Pumper to include all equipment for operational readiness to operate out of Station 31 prior to the opening of Station 40; once operational the new engine will operate out of Station 40.

**Justification:**

In preparation for Fire Station 40 operations, a new engine will be purchased, manned and operated out of Fire Station 31 to provide an adequate training period for new hires to be able to maintain manning requirements once Fire Station 40 is operational. (Impact Fee Eligible)

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
Impact Fees	850,000	0	0	0	0	\$ 850,000
<b>Total Revenues</b>	<b>\$ 850,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 850,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	850,000	0	0	0	0	\$ 850,000
<b>Total Expenditures</b>	<b>\$ 850,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 850,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
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**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0					\$

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

New Employee Vehicles

--

<b>Department:</b>	Development Services/Comm Imp	<b>Location:</b>	City-wide
<b>Account Number:</b>		<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	
<b>Type:</b>	New		

**Description:**

Vehicle for new positions being added in Code Enforcement
---

**Justification:**

<p>The 2023 budget includes the addition of 2 additional Code Enforcement Officers. This request is in direct response to the Commission's request for a night-time and weekend compliance officer to monitor nuisance conditions like noise, parking, and other code violations. Each officer is required to have their own vehicle because during emergency response and after disasters the Code Officers are required to drive the Building Code Inspectors around to do damage assessment. This will also bring symmetry to that work group as we will now have four inspectors and four code officers.</p>
--

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital Revenues	70,000	0	0	0	0	\$ 70,000
<b>Total</b>	<b>\$ 70,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 70,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Equipment	70,000	0	0	0	0	\$ 70,000
<b>Total Expenditures</b>	<b>\$ 70,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 70,000</b>

**Estimated Revenues:**

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

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**Estimated Operating Expenses:**

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

New Employee Computer Equip

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<b>Department:</b>	Development Services/Comm Imp	<b>Location:</b>	City-wide
<b>Account Number:</b>		<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	
<b>Type:</b>	New		

**Description:**

Computer equipment for for new positions being added in Code Enforcement
--

**Justification:**

<p>The 2023 budget includes the addition of 2 additional Code Enforcement Officers. This request is in direct response to the Commission's request for a night-time and weekend compliance officer to monitor nuisance conditions like noise, parking, and other code violations. Each officer is required to have their own vehicle because during emergency response and after disasters the Code Officers are required to drive the Building Code Inspectors around to do damage assessment. This will also bring symmetry to that work group as we will now have four inspectors and four code officers.</p>
--

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General	4,600	0	0	0	0	\$ 4,600
Fund Trans to Capital						
<b>Total Revenues</b>	<b>\$ 4,600</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,600</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Equipment	4,600	0	0	0	0	\$ 4,600
<b>Total Expenditures</b>	<b>\$ 4,600</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,600</b>

**Estimated Revenues:**

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

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**Estimated Operating Expenses:**

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

Human Resources Door

--

<b>Department:</b>	Human Resources	<b>Location:</b>	City Hall - Human Resources
<b>Account Number:</b>	360-0104-512.52-00	<b>District:</b>	All
<b>Project Number:</b>		<b>Useful Life:</b>	20 years
<b>Type:</b>	New		

**Description:**

This project is for the installation of a door at the front desk of the Human Resources Department
--

**Justification:**

The Human Resources Department handles sensitive employee information on a daily basis. This funding will provide for a door to be placed in the front lobby area of the Human Resources Department to provide additional security for this sensitive information.
--

Revenue Source:

	FY23	FY24	FY25	FY26	FY27	Total
General	2,000	0	0	0	0	\$2,000
Fund Trans to Capital						
<b>Total Revenues</b>	<b>\$ 2,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other Than Buildings	2,000	0	0	0	0	\$2,000
<b>Total Expenditures</b>	<b>\$ 2,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,000</b>

Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ <sup>0</sup>

N/A
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Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
0					\$

N/A
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## Capital Item Detail

Equipment and Hardware Replacements

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<b>Department:</b>	Finance/IT	<b>Location:</b>	City wide
<b>Account Number:</b>	360-0402-513.52-00 & 46-00	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	New		

**Description:**

City employees rely on stable and efficient computers to perform their job responsibilities at a high level. IT replaces computers every 5 years to ensure IT services are reliable and secure.

**Justification:**

Total cost of ownership to support a computer device increases significantly after year 4 of computer usage. In addition, operating system, applications, and security practices increasingly demands newer technology to support these services. This is an ongoing effort and this request projects the costs through 2025.

Revenue Source:

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital Revenues	185,000	75,000	250,000	0	0	\$ 510,000
<b>Total</b>	<b>\$ 185,000</b>	<b>\$ 75,000</b>	<b>\$ 250,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 510,000</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
<b>Equipment</b>	185,000	75,000	250,000	0	0	\$ 510,000
<b>Total Expenditures</b>	<b>\$ 185,000</b>	<b>\$ 75,000</b>	<b>\$ 250,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 510,000</b>

Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

N/A

Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
0	8000	8500	9000	9500	\$ 35000



CITY OF  
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FLORIDA

**Capital Item Detail**

Digital Transformation Project

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<b>Department:</b>	Finance/IT	<b>Location:</b>	City wide
<b>Account Number:</b>	360-0402-513.52-00 & 46-00	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	New		

**Description:**

The Coronavirus pandemic rocked the status quo throughout the City. Staff is rethinking how they produce services and customers are demanding to change how they consume those services. Some key processes were moved "online" to support a virtual environment. From this experience produced positive results, and an increased demand was created to replace manual-paper based to more efficient online experiences. Unfortunately the City is not staffed or organized to take on this significant project. This request provides dedicated resources to complete a digital transformation in 2 years.

**Justification:**

Digital transformation is the process of using technologies to create new or modify existing business processes, culture, and internal and external customer experiences to meet future challenges. Reimagining how business is conducted in the future in the digital age is digital transformation. Digital transformation begins and ends with how you think about and engage with customers. As we move from paper to smart applications, we have the chance to reimagine how we do business with technology. The City is at a cross road, we can continue the course or change direction to a better modern approach to serve it's citizens, businesses, and visitors. To successfully take on this challenge, it takes a dedicated team to define, manage, schedule, develop, and produce real tangible results. Any thing less will fail to produce this desired outcome.

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital	350,000	50,000	0	0	0	\$ 400,000
<b>Total Revenues</b>	<b>\$ 350,000</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 400,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
<b>Operating Supplies</b>	350,000	50,000	0	0	0	\$ 400,000
<b>Total Expenditures</b>	<b>\$ 350,000</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 400,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
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**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0					\$

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

Business Continuity & Zero Trust Strategy

--

<b>Department:</b>	Finance/IT	<b>Location:</b>	City wide
<b>Account Number:</b>	360-0402-513.52-00	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	New		

**Description:**

**Business Continuity & Zero Trust Security Strategy**  
This project is to formalize a City Cybersecurity Business Continuity plan across all departments in the event of a cyberattack, such as ransomware. Zero Trust strategy is in-depth analysis to identify gaps in current cybersecurity defenses.

**Justification:**

Previous cybersecurity audits identified the need for a formal Cybersecurity Business Continuity plan that includes all departments in the event of a cyberattack, such as ransomware. Each department will have an executable plan when the City Emergency Management team is activated to keep critical City services operational in the short and long term. Zero Trust Security is a cybersecurity framework requiring all users and devices inside or outside the City network to be authenticated, authorized, and continuously validated. It is a collection of techniques, tools, procedures, and policies that uniquely address the modern challenges of securing remote workers, hybrid cloud environments, and ransomware threats.

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General	50,000					\$ 50,000
Fund Trans to Capital						
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Bigs	50,000					\$ 50,000
<b>Total Expenditures</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 50,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

--

**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0	0	0	0	0	\$ 0

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

2 Factor Authentication

--

<b>Department:</b>	Finance/IT	<b>Location:</b>	City wide
<b>Account Number:</b>	360-0402-513.52-00 & 46-00	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	New		

**Description:**

Multi-factor Authentication  
This project is to implement a multi-factor authentication solution City wide. Multi-factor requires something you know (password), something you have (pass code), or something you are (biometrics). The project requires implementing a secure multi-factor system for the various groups of City employees and contractors. The solution will require licenses for all users and hardware for certain groups. Currently the Police department uses multi-factor authentication.

**Justification:**

Multi-factor authentication (MFA) requires at least two forms of identification before accessing City data and applications. MFA is an industry cybersecurity best practice which strongly recommended by the Cybersecurity and Infrastructure Security Agency (CISA) and Department of Homeland Security (DHS) for every person who accesses the City internal network.

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital	40,000					\$ 40,000
<b>Total Revenues</b>	<b>\$ 40,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 40,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	40,000					\$ 40,000
<b>Total Expenditures</b>	<b>\$ 40,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 40,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

--

**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0	8000	8500	9000	9500	\$ 35000

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CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

Network Core Switch

--

<b>Department:</b>	Finance/IT	<b>Location:</b>	City wide
<b>Account Number:</b>	360-0402-513.64-00	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	7 years
<b>Type:</b>	New		

**Description:**

Network Core Switch  
The supply chain shortage significantly increased the replacement time for network equipment by vendors. The network core switch is a critical device that directs all City network traffic.

**Justification:**

Having a backup network core switch will provide the ability to recover network traffic in a matter of hours instead of days or weeks.

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital	25,000					\$ 25,000
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Bigs	25,000					\$ 25,000
<b>Total Expenditures</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

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**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0	0	0	1000	1000	\$ 2000

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### Capital Item Detail

njumble Network Storage Replacement EOL

Date: 3/7/2022

Department:	Finance/IT	Location:	City wide
Account Number:	360-0402-513.64-00	District:	
Project Number:		Useful Life:	7 years
Type:	Replacement		

**Description:**

Enterprise Network Storage EOL  
 The City data and applications are stored on highly available, secure, and efficient network storage equipment. The current system has reached its end-of-life support by the vendor and requires replacement with a new solution.

**Justification:**

Ensure future vendor support for firmware and security updates on this critical City storage system.

Revenue Source:

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital Revenues	60,000	0	0	0	0	\$ 60,000
<b>Total</b>	<b>\$ 60,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 60,000</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Operating Supplies	60,000	0	0	0	0	\$ 60,000
<b>Total Expenditures</b>	<b>\$ 60,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 60,000</b>

Estimated Revenues:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

Estimated Operating Expenses:

	FY23	FY24	FY25	FY26	FY27	Total
	0	0	0			\$



CITY OF  
**SANFORD**  
FLORIDA

**Capital Item Detail**

Additional Security Camera Storage Capacity

--

<b>Department:</b>	Finance/IT	<b>Location:</b>	City wide
<b>Account Number:</b>	360-0402-513.64-00	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	7 years
<b>Type:</b>	New		

**Description:**

Additional Storage Capacity - Security Cameras and Event logging  
The City security video and security data is stored on a separate storage solution that is more cost effective than the more expensive enterprise network storage system. This storage is projected to be at capacity in late 2023.

**Justification:**

As the City implements additional security cameras and security event logging, additional storage is required for the increased demand. This will ensure 60 days of security video recordings and 6 months for security event logging.

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General	25,000					\$ 25,000
Fund Trans to Capital						
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	25,000					\$ 25,000
<b>Total Expenditures</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

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**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
	0	0	0			\$

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## Capital Item Detail

patrol Vehicles

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<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-6400	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Replacement		

### Description:

We are currently purchasing Ford Interceptor Utility Vehicles. These SUV make/model vehicles have a history of a longer service life than an Impala and provide a better return when auctioning at the conclusion of service life.

### Justification:

Providing efficient police services within a municipality requires officers to patrol and respond to calls for service in an assigned reliable police vehicle. Due to the nature of municipal law enforcement work, police vehicles must endure rigorous service. Fleet Maintenance provides outstanding service for the Police Department's fleet and recommends annually which vehicles should be replaced. They track the age, mileage and the amount of funding that is annually expended to maintain each vehicle.

### Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital Revenues	\$ 1,058,992	\$ 1,200,000	\$ 1,320,000	\$ 1,440,000	\$ 1,580,000	\$ 6,598,992
<b>Total</b>	<b>\$ 1,058,992</b>	<b>\$ 1,200,000</b>	<b>\$ 1,320,000</b>	<b>\$ 1,440,000</b>	<b>\$ 1,580,000</b>	<b>\$ 6,598,992</b>

### Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Vehicles/Equip	\$ 1,058,992	\$ 1,200,000	\$ 1,320,000	\$ 1,440,000	\$ 1,580,000	\$ 6,598,992
<b>Total Expenditures</b>	<b>\$ 1,058,992</b>	<b>\$ 1,200,000</b>	<b>\$ 1,320,000</b>	<b>\$ 1,440,000</b>	<b>\$ 1,580,000</b>	<b>\$ 6,598,992</b>

### Estimated Revenues:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
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### Estimated Operating Expenses:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

No additional operating expenses are required at this time.



## Capital Item Detail

steel Targets

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<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-5200	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Change		

### Description:

Steel constructed reactive/harmonic shooting range targets.
---

### Justification:

provides for a more engaging, confidence building, and beneficial training experience for our officers, SPD's Training Section will purchase an array of steel-constructed/reactive/harmonic expert shooter targets. The implementation of these target platforms would enhance our firearms training regimen, as they would allow for instant feedback on whether or not the fundamentals of marksmanship are being properly applied.
--

### Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital Revenues	\$ 6,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6,000
<b>Total</b>	<b>\$ 6,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 6,000</b>

### Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$ 6,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6,000
<b>Total Expenditures</b>	<b>\$ 6,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 6,000</b>

### Estimated Revenues:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
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### Estimated Operating Expenses:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

No additional operating expenses are required at this time.
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## Capital Item Detail

Mission Darkness

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<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-5200	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	5 years
<b>Type:</b>	New		

### Description:

Two MISSION DARKNESS™ BLOCKBOX LAB XL at \$2,800 each and MISSION DARKNESS™ BLOCKER LOCKER 7 at \$4,999, plus shipping and handling at \$600

### Justification:

When a device (cellphone, tablet etc) is placed in the a Mission darkness product, it is impossible for anyone to remotely access or tamper with the device. The lockers provide a secure way to store devices while the Blockbox is a secure way to analyze the content of the device.

### Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital Revenues	\$ 11,199	\$ 0	\$ 0	\$ 0	\$ 0	\$ 11,199
<b>Total</b>	<b>\$ 11,199</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 11,199</b>

### Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$ 11,199	\$ 0	\$ 0	\$ 0	\$ 0	\$ 11,199
<b>Total Expenditures</b>	<b>\$ 11,199</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 11,199</b>

### Estimated Revenues:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
-----

### Estimated Operating Expenses:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

No additional operating expenses are required at this time.



## Capital Item Detail

In-car radio

--

<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-5200	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Replacement		

### Description:

In-car radio, APX 6500 Mobile Radio
-------------------------------------

### Justification:

In 2013 a grant allowed the Police Department to complete a one time bulk purchase of in-car radios. These radios are no longer in service and must be replaced. Replacement costs are being funded as part of the Police Department's capital budget. In-car radios allow for a secondary form of communication for an officer and the dispatcher or other officers. This ensures officer safety while on patrol.
--

### Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital Revenues	\$ 85,000	\$ 93,000	\$ 102,000	\$ 110,200	\$ 121,400	\$ 511,600
<b>Total</b>	<b>\$ 85,000</b>	<b>\$ 93,000</b>	<b>\$ 102,000</b>	<b>\$ 110,200</b>	<b>\$ 121,400</b>	<b>\$ 511,600</b>

### Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$ 85,000	\$ 93,000	\$ 102,000	\$ 110,200	\$ 121,400	\$ 511,600
<b>Total Expenditures</b>	<b>\$ 85,000</b>	<b>\$ 93,000</b>	<b>\$ 102,000</b>	<b>\$ 110,200</b>	<b>\$ 121,400</b>	<b>\$ 511,600</b>

### Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

N/A
-----

### Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

No additional operating expenses are required at this time.
---



## Capital Item Detail

Blue Tooth Mics

--

<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-5200	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	5 years
<b>Type:</b>	Add		

### Description:

160 Mission-Critical Wireless Remote Speaker Microphone With Battery and Clip
---

### Justification:

wireless Microphones allow officers to be less restricted by cords and help with secure transmissions not being overheard. Allowing an officer to be more accessible can bring confidence to their actions and make it much easier to control situations without being encumbered.
--

### Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital	\$ 39,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 39,000
<b>Total Revenues</b>	<b>\$ 39,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 39,000</b>

### Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$ 39,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 39,000
<b>Total Expenditures</b>	<b>\$ 39,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 39,000</b>

### Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

N/A
-----

### Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

No additional operating expenses are required at this time.
---



### Capital Item Detail

Investigation CST Van

--

<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-6400	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Replacement		

**Description:**

2023 Ford Transit customized for Crime Scene Investigations purposes.
---

**Justification:**

This is to replace the current 2005 Astrovan. The current Astrovan meets age and mileage requirements for disposal.
---

Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital	\$58,000	\$0	\$0	\$0	\$0	\$ 58,000
<b>Total Revenues</b>	<b>\$ 58,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 58,000</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$58,000	\$0	\$0	\$0	\$0	\$ 58,000
<b>Total Expenditures</b>	<b>\$ 58,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 58,000</b>

Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

N/A
-----

Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

No additional operating expenses are required at this time.
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## Capital Item Detail

New Employee Computer Equip

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<b>Department:</b>	police Department	<b>Location:</b>	City-wide
<b>Account Number:</b>	360-2020-521.64-00	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	5 Years
<b>Type:</b>	New		

**Description:**

Computer equipment for for new positions being added in FY2022-23
---

**Justification:**

The police Department is adding additional staff in FY2022-23. This funding will purchase the required computer equipment for these new positions.
--

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital Revenues	5,520	0	0	0	0	\$ 5,520
<b>Total</b>	<b>\$ 5,520</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,520</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Equipment	5,520	0	0	0	0	\$ 5,520
<b>Total Expenditures</b>	<b>\$ 5,520</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,520</b>

**Estimated Revenues:**

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

--

**Estimated Operating Expenses:**

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

--



**Capital Item Detail**  
Automated License Plate Readers (ALPR)

--

<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-5200	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	5 years
<b>Type:</b>	Change		

**Description:**

ALPR's are high-speed computer-controlled camera systems that read vehicle license tags to create vehicle location data. This project funds NDI- HD Static- 2 cam C430 Bundle for 3 locations.
--

**Justification:**

Additional sets of ALPR can help develop strategic and tactical responses, and provide the ability to collect valuable data about visitors driving into and out of the city.
--

Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital	\$89,157	\$0	\$0	\$0	\$0	\$ 89,157
<b>Total Revenues</b>	<b>\$ 89,157</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 89,157</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$89,157	\$0	\$0	\$0	\$0	\$ 89,157
<b>Total Expenditures</b>	<b>\$ 89,157</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 89,157</b>

Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

N/A
-----

Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

No additional operating expenses are required at this time.
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CITY OF  
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**Capital Item Detail**

Portable Radios

--

<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-5200	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Replacement		

**Description:**

Portable radios, APX 6000 Portable Radios and accessories
---

**Justification:**

The purchase of 5 portable radios a year will allow the Police Department to ensure safe means of communication for Officer's in the field. In previous years, radios were budgeted in the operating budget. With current inflation, the price per radio exceeds \$5,000 and radios are now being budgeted as part of the capital budget.
---

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital	\$55,000	\$55,500	\$60,000	\$61,000	\$62,000	\$ 293,500
Total Revenues	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$55,000	\$55,000	\$60,000	\$61,000	\$62,000	\$ 293,500
Total Expenditures	\$	\$	\$	\$	\$	\$

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
-----

**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

No additional operating expenses are required at this time.
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## Capital Item Detail

Motorcycle Lights

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<b>Department:</b>	Police	<b>Location:</b>	N/A
<b>Account Number:</b>	360-2020-521-5200	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	5 years
<b>Type:</b>	Replacement		

### Description:

Replacement lights , amplifiers, angle brackets, and windshield lights for 7 motorcycles.
---

### Justification:

The current lights and accessories on the motorcycles are more than 7 years old and have met lifespan.
--

### Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital Revenues	\$9,300	\$0	\$0	\$0	\$0	\$ 9,300
<b>Total</b>	<b>\$ 9,300</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,300</b>

### Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$9,300	\$0	\$0	\$0	\$0	\$ 9,300
<b>Total Expenditures</b>	<b>\$ 9,300</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,300</b>

### Estimated Revenues:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
-----

### Estimated Operating Expenses:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

No additional Operating Expenses are required at this time.
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### Capital Item Detail

ft Mellon Park Safety

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<b>Department:</b>	Parks and Recreation	<b>Location:</b>	600 E. 1st Street
<b>Account Number:</b>	360-5508-572.63-00	<b>District:</b>	1
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Replacement		

**Description:**

Park was open in 2009 as a premier park in town and has the heaviest usage. The usage plus the weather conditions has taken its toll on the surface. These repairs are needed to provide adequate fall protection and remain a safe and attractive venue.

**Justification:**

Park was open in 2009 as a premier park in town and has the heaviest usage. The usage plus the weather conditions has taken its toll on the surface. These repairs are needed to provide adequate fall protection and remain a safe and attractive venue.

Revenue Source:

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital Revenues	305,673	0	0	0	0	\$ 305,673
<b>Total</b>	<b>\$ 305,673</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 305,673</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	305,673	0	0	0	0	\$ 305,673
<b>Total Expenditures</b>	<b>\$ 305,673</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 305,673</b>

Estimated Revenues:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
-----

Estimated Operating Expenses:

	FY23	FY24	FY25	FY26	FY27	Total
	0					\$

--



**Capital Item Detail**  
Lee P. Moore Gate

Date:

<b>Department:</b>	Parks & Recreation	<b>Location:</b>	106 Sweet Bay Drive
<b>Account Number:</b>	360-5505-575.63-00	<b>District:</b>	District 3
<b>Project Number:</b>		<b>Useful Life:</b>	25 years
<b>Type:</b>	New		

**Description:**

Furnish and install a 6 foot high fence with a double gate at Lee P. Moore Park.

**Justification:**

The is currently no gate at the park entrance and it has become a safety hazzard.

Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital	\$13,000	\$0	\$0	\$0	\$0	\$ 13,000
<b>Total Revenues</b>	<b>\$ 13,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 13,000</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$13,000	\$0	\$0	\$0	\$0	\$ 13,000
<b>Total Expenditures</b>	<b>\$ 13,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 13,000</b>

Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0



### Capital Item Detail

stadium Infield

--

<b>Department:</b>	Recreation	<b>Location:</b>	Stadium
<b>Account Number:</b>	360-5502-575.63-00	<b>District:</b>	1
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Replacement		

**Description:**

Stadium Infield Leveling & Refurbishment
--

**Justification:**

Field leveling and refurbishment is necessary for player safety.
--

Revenue Source:

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital Revenues	149,800	0	0	0	0	\$ 149,800
<b>Total</b>	<b>\$ 149,800</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 149,800</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs Expenditures	149,800	0	0	0	0	\$ 149,800
<b>Total</b>	<b>\$ 149,800</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 149,800</b>

Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

N/A
-----

Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
0					\$

--



**Capital Item Detail**  
Jeff Triplett Parking Lot Milling

--

<b>Department:</b>	Parks and Recreation	<b>Location:</b>	JTCC
<b>Account Number:</b>	360-5502-575.63-00	<b>District:</b>	1
<b>Project Number:</b>		<b>Useful Life:</b>	20 years
<b>Type:</b>	Replacement		

**Description:**

MILLING- Milling edge of asphalt next to concrete surface with milling equipment for a smooth transition between new asphalt and existing asphalt/concrete surface as needed. Overlay - Track with RS-1 tack to insure bond between existing and new asphalt. Deliver and install 3620 SY of type SIII hot asphalt mix rolled and compacted to a 1.5" average. Paint - D.O.T approved paint: Lay-out and paint existing.

**Justification:**

Parking lot has many areas where repairs were made since taking over from the SCSB. The lot needs to be repaved and re-stripped to ensure a smooth safe surface for children and adults to cross over to the ball fields.

Revenue Source:

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital	57,000	0	0	0	0	\$ 57,000
<b>Total Revenues</b>	<b>\$ 57,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 57,000</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	57,000	0	0	0	0	\$ 57,000
<b>Total Expenditures</b>	<b>\$ 57,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 57,000</b>

Estimated Revenues:

FY23	FY24	FY25	FY26	FY27	Total
					\$ 0

N/A
-----

Estimated Operating Expenses:

FY23	FY24	FY25	FY26	FY27	Total
0					\$

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## Capital Item Detail

AC Units at Westside

--

<b>Department:</b>	Parks and Recreation	<b>Location:</b>	Westside
<b>Account Number:</b>	360-5502-575.64-00	<b>District:</b>	1
<b>Project Number:</b>		<b>Useful Life:</b>	10 years
<b>Type:</b>	Replacement		

**Description:**

Replacement of Westside Community Center's air conditioners is needed for all six units.
--

**Justification:**

Although Boys and Girls Club pays for repairs under \$5K, the cost of repairs is exceeding the replacement costs. The replacement cost is the City's responsibility per the contract with the Boys & Girls Club.
--

Revenue Source:

	FY23	FY24	FY25	FY26	FY27	Total
General Fund Trans to Capital	150,000	0	0	0	0	\$ 150,000
<b>Total Revenues</b>	<b>\$ 150,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 150,000</b>

Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	150,000	0	0	0	0	\$ 150,000
<b>Total Expenditures</b>	<b>\$ 150,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 150,000</b>

Estimated Revenues:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

N/A
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Estimated Operating Expenses:

	FY23	FY24	FY25	FY26	FY27	Total
	0					\$

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CITY OF  
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**Capital Item Detail**

Dump Truck

--

<b>Department:</b>	Public Works	<b>Location:</b>	City Wide
<b>Account Number:</b>	360-4047-541.64-00	<b>District:</b>	n/a
<b>Project Number:</b>		<b>Useful Life:</b>	15 - 20 Years
<b>Type:</b>	Replacement		

**Description:**

Replacement of vehicle 86
---------------------------

**Justification:**

Unit 86: Meets all three of the replacement criteria established by the city. This dump truck is a 2003 model (19 years old) with 59,802 road miles on it, 8349 engine hours (equivalent to 500,940 running miles) and is at 79% of its usage.
--

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY26	Total
General	\$180,000	\$0	\$0	\$0	\$0	\$ 180,000
Fund Trans to Capital						
<b>Total Revenues</b>	<b>\$ 180,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 180,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Equipment	\$180,000	\$	\$	\$	\$	\$ 180,000
<b>Total Expenditures</b>	<b>\$ 180,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 180,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

no revenue expected
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**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

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CITY OF  
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**Capital Item Detail**

Traffic Counters

--

<b>Department:</b>	Public Works-Streets	<b>Location:</b>	Public Works Complex
<b>Account Number:</b>	360-4047-541.52-00	<b>District:</b>	n/a
<b>Project Number:</b>		<b>Useful Life:</b>	15 Years
<b>Type:</b>	New		

**Description:**

One time purchase of 4 new traffic counters. We are receiving more and more calls for traffic studies. Currently the Street department only has 2 sets and there is a waiting list from residents requesting the services.

**Justification:**

We currently have a very limited number of traffic counters and there is a waiting list for traffic studies

**Revenue Source:**

	FY23	FY24	FY25	FY26	FY26	Total
General	\$5,000	\$0	\$0	\$0	\$0	\$ 5,000
Fund Trans to Capital						
<b>Total Revenues</b>	<b>\$ 5,000</b>	<b>\$ 00</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,000</b>

**Capital Improvement Expenditure:**

	FY23	FY24	FY25	FY26	FY27	Total
Equipment	\$5,000	\$	\$	\$	\$	\$ 5,000
<b>Total Expenditures</b>	<b>\$ 5,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,000</b>

**Estimated Revenues:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

no revenue expected

**Estimated Operating Expenses:**

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

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## Capital Item Detail

Light Pole Replacement

--

<b>Department:</b>	Public Works - Facilities	<b>Location:</b>	all areas
<b>Account Number:</b>	360-4046-539.63-00	<b>District:</b>	
<b>Project Number:</b>		<b>Useful Life:</b>	15 Years
<b>Type:</b>	Replacement		

### Description:

The Facilities Division is requesting funding to be able to keep street light poles in stock at our facility. Facilities typically replaces 5 to 6 poles a year due to accidents.

### Justification:

Risk management tries to recoup the funds from the drivers insurance which takes time. Due to safety of residents and the company having extreme delays due to shortages of materials facilities would like to make sure they have 5 to 6 poles in the public works yard so the lights can be fixed without delays.

### Revenue Source:

	FY23	FY24	FY25	FY26	FY26	Total
General Fund Trans to Capital	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$ 170,000
<b>Total Revenues</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 170,000</b>

### Capital Improvement Expenditure:

	FY23	FY24	FY25	FY26	FY27	Total
Improvements Other than Blgs	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$ 170,000
<b>Total Expenditures</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ 170,000</b>

### Estimated Revenues:

	FY23	FY24	FY25	FY26	FY27	Total
	0					\$ 0

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### Estimated Operating Expenses:

	FY23	FY24	FY25	FY26	FY27	Total
						\$ 0

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# GLOSSARY

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- GLOSSARY

## Glossary

**Accrual Basis** - Accounting basis whereby revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

**Activity** - A specified and distinguishable line of work performed by a division.

**Adopted Budget** - The original budget as approved by City Commission at the beginning of the fiscal year.

**Ad Valorem Taxes** - Commonly referred to as property taxes, levied on both real and personal property, according to the property's valuation and tax rate.

**Appropriation** - An authorization made by the legislative body of a government, which permits officials to incur obligations and to make expenditures of governmental resources. Specific appropriations are usually made at the fund level and are granted for a one-year period.

**Assets** - Resources owned or held by the City, which have monetary value.

**Balanced Budget** - A budget adopted by the legislative body and authorized by ordinance where the proposed expenditures are equal to or less than the proposed resources.

**Budget** - A plan of financial operation, embodying an estimate of proposed means of financing it. The Budget "operating budget" is the financial plan adopted for a single fiscal year. The "proposed budget" designates the financial plan initially developed by departments and presented by the City Manager to the City Commission for approval. The "final budget" is the plan as modified and finally approved by that body. The approved budget is authorized by resolution and specifies the legal spending limits for the fiscal year.

## Glossary

**Budget Amendment** - A legal procedure utilized by the City Staff and City Commission to revise a budget appropriation.

**Budget Document** - The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts, which in total, comprises the annual revenue and expenditure plan.

**Budget Message** - A general discussion of the proposed budget presented in writing by the budget-making authority (City Manager) to the legislative body (City Commission).

**Budgetary Control** - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

**Capital Budget** - A plan of proposed capital outlays and the means of financing them for the current fiscal year.

**Capital Improvement Program** - A five-year plan for those expenditures anticipated within the City's capital improvement funds. It sets forth each project and its contemplated costs.

**Current Taxes** - Taxes that are levied and due within one year.

**Encumbrances** - Obligations in the form of purchase orders, contract or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. When paid, the encumbrance is liquidated.

**Enterprise Fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Expenditures** - The cost of goods received or services rendered whether cash payments have been made or encumbered.

## Glossary

**Fiscal Year** - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City's fiscal year runs from October 1 through September 30.

**Five-Year Capital Plan** - A plan for capital expenditures to be incurred each year over a five-year period to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part.

**Fund** - An accounting entity established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts.

**Fund Balance** - Fund balance is the excess of assets over liabilities. Fund Balance does not necessarily mean funds available for expenditure. Fund Balance can be restricted, committed, or assigned. Only the unassigned balance over the minimum fund balance policy, which for City of Sanford is 25% is available for allocation for future year budgets. A negative fund balance is often referred to as a *deficit*.

**Funding** - Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.

**GAAP** - Generally Accepted Accounting Principles.

**GASB** - Governmental Accounting Standards Board.

**GASB 34** - Governmental Accounting Standards Board Statement Number 34. This requires division of the City's assets into Governmental Activities, Business-Type Activities, and Component Units using the accrual basis of accounting.

**General Fund** - The fund used to account for all financial resources except those required to be accounted for in another fund. The General Fund is tax supported and is the general operating fund of the City.

## Glossary

**Grant** - This is a financial award given by the state government, federal government, or other agency to support a particular program or activity. Grant proceeds are restricted to the use stipulated by the Grant Award. Misuse or misappropriation of Grant funds can impact the City for years to come.

**Infrastructure** - That portion of a City's assets located at or below ground level, including the water system, sewer system, and streets.

**One-Time Expenditures** - These are one-time expenditures authorized on a fiscal year basis for a specific purpose, and are not expected to be recurring costs as a part of normal operating expenditures.

**Ongoing Expenditures** - These expenditures are authorized as a part of the budget process for recurring/ongoing operational needs.

**Operating Budget** - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled.

**Public Hearing** - a noticed meeting (per statute and/or ordinance) relating to legal action by the City Commission; usually requires that the public must be heard before action is taken.

**Revenue** - These are amounts estimated to be received from taxes and other sources during the fiscal year.

**Roll-Back Rate** - The millage necessary to raise the same amount of Ad Valorem tax revenue as the previous year, excluding taxes for new construction.

**Rollover** - Any equipment, contractual, commodity, or capital project that has been previously approved by the City Commission but for various reasons has not been implemented on schedule.

## Glossary

**Taxable Value** - The assessed value less homestead and other exemptions, if applicable.

**Truth in Millage** - The Florida Truth in Millage Act (TRIM) serves to formalize the property tax levying process by requiring a specific method of tax rate calculation, form of notice, public hearing requirements, and advertisement specifications prior to the adoption of a budget tax rate.