



City of Daytona Beach Shores

"Life is Better Here"

"A Premier, Friendly Place to Be"

AGENDA CITY COMMISSION WORKSHOP JULY 23, 2024

**3:30 PM, Shores Community Center, 3000 Bellemead Drive
Daytona Beach Shores, FL 32118**

Upon being recognized, a member of the public shall proceed to the podium and give his or her name and address and may, thereafter, speak for a maximum of three minutes on any matter relevant to a specific agenda item. During "Audience Comments," a member of the public may speak on any matter relevant to City business which is not on the agenda, for a maximum of three minutes in accordance with Section 2-1.1(d) and 2-2 of the City Code. In accordance with Section 2-2, during periods set aside for public discussion any person desiring to speak shall secure a form located at the agenda table, complete the form and present it to the City Clerk so the speaker can be recognized by the presiding officer. The use of profanity, obscene language, threats or any violent or abusive conduct by any person shall constitute a violation of this section. It shall be the duty of the Director of Public Safety, upon the order of the presiding officer at any such meeting, to forcibly, if necessary, evict any person violating the provisions of this section from the Commission Chambers. Any such violation shall subject the offender, upon conviction thereof, to a fine and/or imprisonment as prescribed by Section 1-8.

- 1. CALL TO ORDER BY MAYOR**
- 2. ROLL CALL BY CITY CLERK**
- 3. NEW BUSINESS:**
 - A. Discussion on City Manager Salary
 - B. Discussion on City Manager Evaluation Forms
 - C. Discussion on 2024-2025 Budget
- 4. ADJOURNMENT:**

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE

FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF DAYTONA BEACH SHORES, 2990 S. ATLANTIC AVENUE, DAYTONA BEACH SHORES, FLORIDA 32118, TELEPHONE NUMBER 386-7635364, CSCHWAB@CITYOFDBS.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 711 or 1 8009558771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.



**CITY COMMISSION AGENDA MEMORANDUM
JULY 23, 2024 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Discussion on City Manager Salary

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. CM Salary Survey

Manager	City / Town	Began serving as manager	Current Pay	Retirement	Benefits	PL/PTO or Vacation & Sick	Incentives (Cell phone & Vehicle)
Deric Feacher	Daytona Beach	June-21	\$ 291,905	FRS SR mgt	Health/Dental/Life/LTD - all city paid	PL 192 hrs	city provides vehicle and cell phone;
Kurt Swartzlander	Daytona Beach Shores	June-22	\$ 165,000	FRS SR mgt 3% 401	100% paid Medical/dental for EE & Dependents, life 2X annual salary	Vacation 8.31 hrs accrued bi weekly Sick 4hrs accrued biweekly	\$8,400/yr Car allowance City issued cell phone
Carmen Rosamonda	DeBary	April-19	\$ 190,945	401 a	Health/Dental/Life/LTD - all city paid	6.2 hours PTO accrued bi-weekly, max 600 hours	\$500/month
Michael Pleus	DeLand	July-08	\$ 195,000	12% of salary into his 401A with Nationwide	Free family medical POS level; life 1X salary	20 days vacation, 20 Sick days 40 hours of comp time	\$600.00 a month car allowance \$200 per month for internet etc,
Dale "Doc" Dougherty	Deltona	May-24	\$ 215,000	FRS SR Mgt	Unknown	Unknown	Unknown
Glenn Irby	Edgewater	February-19	\$ 176,363	12% City contributions into 457	100% paid health and dental insurance for employee and dependents; 1X annual salary and LTD	Vacation leave accrued bi-weekly basis up to 160 hrs; Sick leave 8 hrs per month, both with a max of 320 hrs.	City issued vehicle and cell phone
Joe Forte	Holly Hill	November-14	\$ 172,931	FRS SR mgt	Same as other employees: medical at 100%; life at 1x annual salary	22 hrs PL bi-weekly and 40 Hrs Admin Leave	Car Allow \$500/month; City Provided Cell Phone
Jim Gleason	Lake Helen	February-24	\$ 125,000	FRS SR mgt % contributed to IRA	Medical Insurance - City contributes \$4,800. Dental Provided	3.08 hours PTO accrued bi-weekly, 3.70 hours Sick accrued bi-weekly	\$6,000 car allowance
Khalid Resheidat	New Smyrna Beach	November-19	\$ 190,550	FRS/401	medical/dental/vision at 100% life 1x annual salary LTD/STD 457 match 2%		\$7,400 car allowance
Jerome Adams	Oak Hill	October-23	\$ 90,000	Unknown	Unknown	Unknown	Unknown
Dale Arrington	Orange City	February-16	\$ 173,856	Same as employees	Unknown	PTO accrual is 7.2 hours biweekly with no cap or annual rollover limit	City issued vehicle & cell phone
Joyce Shanahan	Ormond Beach	February-09	\$ 205,841	Same as employees	Unknown	Highest accrual rate of 20 hours per month	Vehicle allowance - increased bi-annually
Mike Disher	Ponce Inlet	April-23	\$ 154,159	FRS SR mgt	Health, Dental, Vision, STD & LTD at 100%; life at 1x annual salary;	PL 192 - Capped at 480 hrs	\$6000 Annual Car Allowance. Town-issued cell phone.
Wayne Clark	Port Orange	April-21	\$ 195,000	401a 12% contribution	Medical, Dental, Vision, FSA, Group Term Life 3X Annual Salary, AD&D, EAP	8.65 accrual every 2 weeks. 240 hours upon hire date. This amount is capped at 1200 hours.	Car Allowance \$230.77 / Bi-weekly
James (Les) Gillis	South Daytona	December-18	\$ 170,253	FRS: Senior Mgmt	Employee Health/Dental Ins 100% Life Insurance: \$250,000;	PL 248 Annual	Car: \$6,000 Phone: \$1,200



**CITY COMMISSION AGENDA MEMORANDUM
JULY 23, 2024 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Discussion on City Manager Evaluation Forms

SYNOPSIS:

Evaluation Forms attached from those Volusia County cities that have responded. Holly Hill and Ormond Beach have responded that they have no evaluation form.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

- ATTACHMENT:**
1. Daytona Beach
 2. DeBary
 3. Edgewater
 4. Lake Helen
 5. NSB
 6. Orange City
 7. Ponce Inlet



CITY MANAGER PERFORMANCE EVALUATION
CITY OF DAYTONA BEACH

Evaluation period: June 1, 2022 to June 1, 2023

Deadline: Friday, September 1, 2023

Prepared for Deric C. Feacher, City Manager

By: _____
(Printed Name)

Mayor/Commissioner Signature

Date

Received by: _____
City Manager's Signature

Date

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the City Commission to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, “self-starter”
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance, and attitude appropriate for executive position

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE COMMISSION

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the commission and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance & policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

- _____ Provides regular information & reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise & written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

_____ Responsive to requests from citizens

_____ Demonstrates a dedication to service to the community and its citizens

_____ Maintains a nonpartisan approach in dealing with the news media

_____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

_____ Gives an appropriate effort to maintain citizen satisfaction with city services

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING

_____ Recruits and retains competent personnel for staff positions

_____ Applies an appropriate level of supervision to improve any areas of substandard performance

_____ Stays accurately informed and appropriately concerned about employee relations

_____ Professionally manages the compensation and benefits plan

_____ Promotes training and development opportunities for employees at all levels of the organization

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

8. SUPERVISION

_____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

_____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

_____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office

_____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

_____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by the commission
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state, and federal government agencies

Comments: _____

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? *(Optional)*

What performance area(s) would you identify as most critical for improvement? *(Optional)*

What constructive suggestions or assistance can you offer the manager to enhance performance? *(Optional)*

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? *(Optional)*



City Manager Performance Evaluation Form

Professional Skills	Place a mark in the box that applies.				
	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
<ul style="list-style-type: none"> ▪ Leadership: Represents the City in a professional manner; demonstrates a high degree of integrity; displays ability to handle crises; accepts constructive criticism; demonstrates courtesy, tact and skill in dealing with sensitive matters and in dealing with others; maintains an overall warm and personable attitude. 					
<ul style="list-style-type: none"> ▪ Decision Making/Judgment: Makes decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner. 					
<ul style="list-style-type: none"> ▪ Planning and Organization: Works with the City Council developing long and short term goals and objectives; makes effort to carry out the goals and policies of the Council; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames. 					
<ul style="list-style-type: none"> ▪ Legislative: Advises the City Council on relevant legislation and developments in the area of public policy. 					
<ul style="list-style-type: none"> ▪ Budgeting: Provides operating and capital improvement plans and provides for short and long range plans that anticipate the needs of the community; presents an annual budget which meets the requirement of the Charter. 					
<ul style="list-style-type: none"> ▪ Financial Reporting: Provides the Council with reports on the financial status of the City government in accordance with the Charter and requirements of the City Council. 					
<ul style="list-style-type: none"> ▪ Responsiveness: Responds in a timely manner to the requests of Council and citizens. 					
<ul style="list-style-type: none"> ▪ Dispute Resolution: Handles disputes or complaints involving citizens in an effective, equitable, timely and professional manner. 					
<ul style="list-style-type: none"> ▪ Follows Direction: Understands and follows Council's direction. Presents City Council policies and positions on issues to the citizens, staff and organizations accurately, equitably, and effectively. 					
<ul style="list-style-type: none"> ▪ Council: Openly communicates with Council, promptly and properly responds to requests, keeps Council informed of current issues about matters critical to the Council's goals and policy-making role. 					



City Manager Performance Evaluation Form

Professional Skills	Place a mark in the box that applies.				
	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
▪ Relationship with Council: Develops and maintains an effective and professional dialogue with City Council on a formal and informal basis.					
▪ Access: Available to the Council on official business either personally or through designated subordinates.					
▪ Activities: Reports departmental and staff activities to the Council.					
▪ Job Knowledge: Demonstrates knowledge of all aspects of municipal government; and has working knowledge of state and federal government.					
▪ Personnel Management: Effectuates sound personnel selection and placement policies. Promotes and supports the “public service role” for City employees and emphasizes exemplary performance.					
▪ Ethical Standards: Conforms to the highest standards of the profession.					
TOTAL POINTS ÷ 16 = _____					

City Council Member Comments

Evaluator Information: _____ signature _____ print
 _____ date



EVALUATION OF CITY MANAGER

City Manager Name:

October 2021 - September 2022

Identify performance score by placing the performance level score in the box associated with the evaluated section.

1 = Unsatisfactory 2 = Improvement Needed 3 = Meets Expectations 4 = Exceeds Expectation 5 = Outstanding	Score
--	-------

Professional Skills	
Leadership : Represents the City on a professional manner; demonstrates courtesy, tact and skill in dealing with sensitive matters; maintains an overall warm and personable attitude.	

Decision Making/Judgment: Makes timely decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner. Is a proactive problem solver.	
--	--

Coordination: Ability to work with others as a team and express individual viewpoint while learning from input of others. Cooperates and coordinates with the City Clerk on City projects.	
---	--

Budgeting: Provides operating and capital improvement plans and provides for short and long range plans that anticipate the needs of the community; presents a timely annual budget which meets the requirement of the Charter and is well documented, organized and one which closely represents the goals of the City Council.	
---	--

Financial Management: Accurately and precisely reports and projects financial condition; budgets realistically; implements management practices and policies to maintain or achieve a sound long-term financial condition; and plans for long-term maintenance and replacement of infrastructure.	
--	--

Financial Control: Controls operational and capital costs through adequate system controls, cost saving measures, reductions and the judicious and economical utilization of staff, material and equipment.	
--	--

Administrative Skills and Traits	
---	--

Job Knowledge: Demonstrates knowledge of all aspects of municipal government and has working knowledge of state and federal government.	
--	--

Creativity: Proactively identifies effective, efficient and innovative solutions to problems and considers all available alternatives before making recommendations to the City Council.	
---	--

Planning and Organization: Establishes appropriate course of action for self and staff to accomplish goals; makes proper assignments of staff and appropriate use of resources; sets realistic objectives with appropriate time frames.	
--	--

Personnel Management: Establishes sound personnel selection and placement policies. Promotes and supports the "public service role" for city employees and emphasizes exemplary performance. Effectively evaluates employee performance and acts on the results.	
---	--

Motivation and Leadership: Motivates personnel so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public.	
---	--

Initiative: Uses initiative to develop new programs to meet the needs of the City or resolve identified problems; implements or modifies procedures and programs necessary to improve organizational effectiveness and efficiency.	
---	--

Ethical Standards: Conforms to high standards of profession.	
---	--

Relationship with City Council

Planning and Organization: Works with the City Council developing and implementing long and short term goals and objectives; carries out the goals and policies and programs of the City Council; demonstrates ability to anticipate needs of the City and recommends options to appropriately respond to the needs; and sets realistic objectives with appropriate time frames.	
---	--

Follows Direction: Understands and follows the City Council direction. Presents the City Council policies and positions on issues to citizens, staff and organizations accurately, equitably and effectively. Responds in a timely manner to the requests of the City Council and citizens.	
--	--

Legislative: Advise the City Council on relevant concerns, legislation and developments in the area of public policy affecting the City of Edgewater.	
--	--

Access: Available to the City Council and others on official business either personally or through designated staff.	
---	--

Relationship with City Council: Develops and maintains an effective and professional dialogue with City Council on a formal and informal basis.	
--	--

Interactive Skills

Community Relations: Maintains professional relations with community groups, contractors and organizations; attends community functions; and effectively communicates the City Council's position to staff and public.	
---	--

Government Relations: Deals effectively with other governmental agencies in representing the City of Edgewater.	
--	--

Dispute Resolution: Handles disputes or complaints involving citizens in an effective, equitable and in a timely and professional manner.	
--	--

Communication Skills

City Council: Openly communicates with the City Council, promptly and properly responds to requests, keeps the City Council informed of current issues about matters critical to the City Council's goals and policy-making role.	
--	--

Media: Maintains a constructive relationship with media outlets and others; communicates clearly and demonstrates effective listening, oral and written skills.	
--	--

Activities: Reports departmental and staff activities to the City Council in an appropriate and timely manner.	
---	--

Staff: Develops and maintains positive relations with staff; communicates clearly and demonstrates effective listening, oral and written skills.	
---	--

Residents, Businesses and General Public: Maintains constructive relations with the public; effectively utilizes tools such as newsletters, press releases, social media and public speaking opportunities to inform community about City Council action and policies.	
---	--

Managerial and Administrative Performance	
Accessible and maintains good rapport with elected officials, staff, and the public	
Makes tough decisions when necessary	
Ability to work with the press and media	
Implements City Council decisions loyally	

Personal Qualities	
Mature professional and personable	
Sense of humor	
Open/forthright	
Sensitive and considerate	
Self-confident	
Good personal appearance	
Enjoys people and is friendly	
Manages time well	
Accepts responsibility willingly	
Energetic	
Non-defensive	

Significant Accomplishments: What significant accomplishments have you achieved in the past year?

Personal Qualities

What 2 things would you like to achieve in your position for the coming year?

What 2 things the City Manager does now that the Council member would most like him/her to continue?

What 2 things the City Manager does **not** do now that the Council member would most like him/her to do

Evaluation Completed By:

Date:



EVALUATION OF CITY ADMINISTRATOR

Name: _____

Evaluation Date _____

Completed by: _____

Professional Skills	Place a mark in the box that applies.				
	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
<ul style="list-style-type: none"> ▪ Leadership: Represents the City in a professional manner; demonstrates a high degree of integrity; displays ability to handle crises; accepts constructive criticism; demonstrates courtesy, tact and skill in dealing with sensitive matters and in dealing with others; maintains an overall warm and personable attitude. 					
<ul style="list-style-type: none"> ▪ Decision Making/Judgment: Makes decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner. 					
<ul style="list-style-type: none"> ▪ Planning and Organization: Works with Commission developing long and short term goals and objectives; makes effort to carry out the goals and policies of the Commission; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames. 					
<ul style="list-style-type: none"> ▪ Legislative: Advise the Commission on relevant legislation and developments in the area of public policy. 					
<ul style="list-style-type: none"> ▪ Budgeting: Provides operating and capital improvement plans and provides for short and long range plans that anticipate the needs of the community; presents a annual budget which meets the requirement of the Charter. 					
<ul style="list-style-type: none"> ▪ Financial Reporting: Provides the Commission with reports on the financial status of the City government in accordance with the Charter and requirements of the Commission. 					
<ul style="list-style-type: none"> ▪ Responsiveness: Responds in a timely manner to the requests of Commission and citizens. 					
<ul style="list-style-type: none"> ▪ Dispute Resolution: Handles disputes or complaints involving citizens in an effective, equitable, and timely and professional manner. 					
<ul style="list-style-type: none"> ▪ Follows Direction: Understands and follows Commission's Direction. Presents Commission policies and positions on issues to the citizens, staff and organizations accurately, equitably, and effectively. 					
<ul style="list-style-type: none"> ▪ Commission: Openly communicates with Commission, promptly and properly responds to requests, keeps Commission informed of current issues about matters critical to the Commission's goals and policy-making role. 					

Professional Skills	Place a mark in the box that applies.				
	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
▪ Relationship with Commission: Develops and maintains an effective and professional dialogue with City Commission on a formal and informal basis.					
▪ Access: Available to the Commission on official business either personally or through designated subordinates.					
▪ Activities: Reports departmental and staff activities to the Commission.					
▪ Job Knowledge: Demonstrates knowledge of all aspects of municipal government; and has working knowledge of state and federal government.					
▪ Personnel Management: Effectuates sound personnel selection and placement policies. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance.					
▪ Ethical Standards: Conforms to high standards of the profession.					
TOTAL POINTS ÷ 16 =					

Commission Member Observations

B. Two things Administrator does that Commission member would like him/her to discontinue and/or modify.

(1)

(2)

Evaluation Completed by
City Administrator Evaluation

Charter Officer Evaluation

Employee: _____ Evaluation Period: _____

Position : _____

Professional Skills	Places mark in the box that applies.				
	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding
	1	2	3	4	5
LEADERSHIP: Represents the City in a professional manner; demonstrates a high degree of integrity; displays ability to handle crises; accepts constructive criticism; demonstrates courtesy, tact and skill in dealing with sensitive matters and in dealing with others; maintains an overall warm and personable attitude					
Decision Making/Judgment: Makes decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner.					
Planning and Organization: Works with Commission developing long and short term goals and objectives; makes effort to carry out the goals and policies of the Commission; demonstrates the ability to anticipate the needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames.					
Legislative: Advises the Commission on relevant legislation and developments in the area of public policy.					
Budgeting: Provides operating and capital improvement plans and provides for short and long range plans that anticipate the needs of the community; presents an annual budget which meets the requirements of the Charter.					
Financial Reporting: Provides the Commission with reports on the financial status of the City government in accordance with the Charter and requirements of the Commission					
Responsiveness: Responds in a timely manner to the requests of the Commission and citizens					
Dispute Resolution: Handles disputes or complaints involving citizens in a effective, equitable, and timely and professional manner.					
Follows Direction: Understands and follows Commission's direction; presents Commission policies and positions on issues to the citizens, staff, and organizations accurately, equitably, and effectively.					

Professional Skills	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding
	1	2	3	4	5
Commission: Openly communicates with Commission; promptly and properly responds to requests; keeps Commission informed of current issues about matters critical to the Commission's goals and policy-making role.					
Relationship with Commission: Develops and maintains an effective and professional dialogue with Commission on a formal and informal basis.					
Access: Available to the Commission on official business either personally or through designated subordinates.					
Activities: reports departmental and staff activities to the Commission.					
Job Knowledge: Demonstrates knowledge of all aspects of municipal government; has working knowledge of state and federal government.					
Personnel Management: Effectuates sound personnel selection and placement policies; promotes and support the "public service role" for City employees and emphasizes exemplary performance.					
Ethical Standards: Conforms to high standards of the profession					

TOTAL POINTS / 16 = _____

Commission Member Observations

A. List two (2) things the Employee does now that Commission member would like him/her to continue.

1.

2.

B. List two (2) things the Employee does that Commission member would like him/her to improve/discontinue.

1.

2.

Evaluation Completed by: _____ Date: _____



City Manager Performance Evaluation Form - 2024

Dale Arrington	Place a mark in the box that applies.				
Professional Skills	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
<ul style="list-style-type: none"> ▪ Leadership: Represents the City in a professional manner; demonstrates a high degree of integrity; displays ability to handle crises; accepts constructive criticism; demonstrates courtesy, tact and skill in dealing with sensitive matters and in dealing with others; maintains an overall warm and personable attitude. 					
<ul style="list-style-type: none"> ▪ Decision Making/Judgment: Makes decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner. 					
<ul style="list-style-type: none"> ▪ Planning and Organization: Works with the City Council developing long and short term goals and objectives; makes effort to carry out the goals and policies of the Council; demonstrates the ability to anticipate needs of the City and recommends options to appropriately respond to those needs; and sets realistic objectives with appropriate time frames. 					
<ul style="list-style-type: none"> ▪ Legislative: Advises the City Council on relevant legislation and developments in the area of public policy. 					
<ul style="list-style-type: none"> ▪ Budgeting: Provides operating and capital improvement plans and provides for short and long range plans that anticipate the needs of the community; presents an annual budget which meets the requirement of the Charter. 					
<ul style="list-style-type: none"> ▪ Financial Reporting: Provides the Council with reports on the financial status of the City government in accordance with the Charter and requirements of the City Council. 					
<ul style="list-style-type: none"> ▪ Responsiveness: Responds in a timely manner to the requests of Council and citizens. 					
<ul style="list-style-type: none"> ▪ Dispute Resolution: Handles disputes or complaints involving citizens in an effective, equitable, timely and professional manner. 					
<ul style="list-style-type: none"> ▪ Follows Direction: Understands and follows Council's direction. Presents City Council policies and positions on issues to the citizens, staff and organizations accurately, equitably, and effectively. 					
<ul style="list-style-type: none"> ▪ Council: Openly communicates with Council, promptly and properly responds to requests, keeps Council informed of current issues about matters critical to the Council's goals and policy-making role. 					



City Manager Performance Evaluation Form - 2024

Dale Arrington	Place a mark in the box that applies.				
Professional Skills	Unsatisfactory 1	Improvement Needed 2	Meets Expectations 3	Exceeds Expectations 4	Outstanding 5
▪ Relationship with Council: Develops and maintains an effective and professional dialogue with City Council on a formal and informal basis.					
▪ Access: Available to the Council on official business either personally or through designated subordinates.					
▪ Activities: Reports departmental and staff activities to the Council.					
▪ Job Knowledge: Demonstrates knowledge of all aspects of municipal government; and has working knowledge of state and federal government.					
▪ Personnel Management: Effectuates sound personnel selection and placement policies. Promotes and supports the "public service role" for City employees and emphasizes exemplary performance.					
▪ Ethical Standards: Conforms to the highest standards of the profession.					
TOTAL POINTS ÷ 16 = _____					

City Council Member Observations

A. Two things the Manager does now that this City Council member would most like her to continue.

(1)

(2)

B. Two things Manager does that this City Council member would like her to discontinue and/or modify.

(1)

(2)

Evaluator Information: _____ signature _____ print

_____ date

PERFORMANCE AND DEVELOPMENT PLAN

Employee: _____ Evaluator: _____ Evaluation Date: _____

Job Title: _____ Department: _____

Date Employed: _____ Anniversary Date: _____

A. SKILLS EVALUATION: Complete the Skills Evaluation Section, using the rating (1-5) that most closely describes the individual's performance based upon the extent to which he/she met the standards and objectives for each of the Skills criteria listed. The last page is the Comment section to describe specific achievements, strengths, abilities, weaknesses, or areas needing improvement which led you to the scores you assigned.

(1) <u>Unacceptable</u> Performance consistently below expected level; did not meet standards and objectives; unacceptable proficiency level.	(2) <u>Needs Improvement</u> Performance below expected level; does not meet some of the standards and objectives.	(3) <u>Meets Requirements</u> Performance at expected level; meets standards and objectives; acceptable proficiency level.	(4) <u>Exceeds Requirements</u> Performance often exceeds expected level; exceeds majority of standards and objectives; often demonstrates a high proficiency level.	(5) <u>Outstanding</u> Performance consistently achieves results rarely achieved by others.
--	---	---	---	--

Job-specific Performance Measures (Tasks/Objectives)	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town except that the appointment and removal of department heads shall be subject to the approval of the Town Council.					
Direct and supervise the administration of all departments, officers and agencies of the Town, except as otherwise provided by the Charter or by law.					
Prepare the Agenda and attend all Council meetings and shall be required to take part in discussion and furnish information as request by the Council.					
See that all laws, provisions of the Charter and acts of the Council, subject to enforcement by him/her or by officers subject to his/her direction and supervision, are faithfully executed.					
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance.					
Submit to the Council and make available to the public, a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.					
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision.					

Job-specific Performance Measures (continued)	1	2	3	4	5
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town.					
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.					
Perform such other duties as are specified in the Charter or may be required by the Council (see Town Council goals).					
Perform the duties of Town Clerk of the Town in addition to the duties of Town Manager, during any period that he/she is appointed by the Town Council to do so, without additional compensation.					
Perform the duties of Treasurer/Finance Director of the Town, in addition to the duties of Town Manager, during any period that he/she is appointed by the Town Council to do so, without additional compensation.					

Occupation-Specific Performance Indicators	1	2	3	4	5
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply					
BUDGETING: Approves, prepares, or controls budgets					
COOPERATION: Accepts direction and guidance, and cooperation with others					
DELEGATION: Identifies and assigns appropriate tasks to subordinates					
LEADERSHIP: Elicits cooperation from others toward achieving objectives					
PERSUASIVENESS: Formulates and presents organizational requirements or positions to influence others					
PLANNING: Sets goals and identifies resources					
POLICY: Approves, formulates, or implements policy					
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities					
COMMUNICATION SKILLS: Ability to communicate effectively with the public either verbal or written					
DECISION-MAKING: Makes proper decisions based on available information					

I. WORK QUALITY ASPECTS	1	2	3	4	5
1. Applies job knowledge effectively					
2. Follows through on work assignments					
3. Pays attention to detail – accuracy					
4. Is responsive to instruction					

II. PRODUCTIVITY ASPECTS	1	2	3	4	5
1. Contributes to accomplishing goals, missions, and objectives of the Organization/Division					
2. Completes assignments					
3. Works as a team member					
4. Meets deadlines					
5. Accepts responsibility for work					
6. Is self-motivated					
7. Prioritizes work					
8. Manages time effectively					
9. Plans work (sets goals)					

III. SAFETY	1	2	3	4	5
1. Has knowledge of Organization and other applicable safety policies, procedures, and standards.					
2. Promotes safe working environment					
3. Adheres to safety policies, procedures, and guidelines					

IV. PERSONAL SKILLS/ATTRIBUTES	1	2	3	4	5
1. Adaptability					
2. Dependability					
3. Courtesy					
4. Impartiality and fairness					
5. Enthusiasm – positive approach					
6. Ethics					
7. Ability to perform under adverse conditions					

~ Comments & signatures section on following page ~

COMMENTS REGARDING OVERALL PERFORMANCE: (Please attach an additional sheet if needed.)

EMPLOYEE'S COMMENTS REGARDING EVALUATION:

Signatures section:

I have received a copy of this document.

Evaluator's signature

Employee's signature



**CITY COMMISSION AGENDA MEMORANDUM
JULY 23, 2024 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Discussion on 2024-2025 Budget

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT:

1. Proposed FY 2024_25 City Budget
2. FY 2024-25 Capital Improvement Plan.log

City of Daytona Beach Shores Proposed Budget FY 2024-2025



“Life is better here”



CITY COMMISSION

NANCY MILLER, MAYOR

MICHAEL POLITIS, VICE-MAYOR

MARK CARD

CHRIS CONOMOS

STEPHAN DEMBINSKY

Kurt Swartzlander
Cheri Schwab
Stewart Cruz
Lory Irwin
Michael Fowler
Nancy Maddox

City Manager
City Clerk
Community Services Director
Finance Director
Public Safety Director
Recreation/Economic Development Director

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City of Daytona Beach Shores
"Life is Better Here"

July 15, 2024

Honorable Mayor Miller, Vice-Mayor, and Members of the City Commission
City of Daytona Beach Shores
Daytona Beach Shores, Florida 32118

The attached document is the proposed budget for the fiscal year 2024 - 2025. It is a comprehensive budget including personal services, operating, and any debt instruments: leases, software as a service, and/or loans. Capital components are found in the Capital Improvement Plan as a separate attachment. These documents meet the provisions of the City Charter, City Code and applicable State Statutes.

The General Fund budget for fiscal year 2024 - 2025 is set at \$21,223,700, including \$2,794,200 in planned transfers from reserves, consisting of: (1) \$172,900 in Fuel Tax Reserves for street projects, (2) \$1,000,000 for a new Fire Truck, and (3) \$1,111,500 for Facility Upgrades including \$500,000 towards building an Emergency Operations Center (EOC), and \$1,074,700 in contingency. Contingency is budgeted for unexpected expenses that occur throughout the year including emergencies. All funds are invested throughout the budget year according to city cashflow needs. Any funds not utilized throughout the budget year are returned to reserve status at year end.

SIGNIFICANT BUDGET CHANGES

Beyond the specifics noted above, the following is a list of significant budget changes incorporated into the General Fund budget. These are changes from the current year budget, and that reflect anticipated or known cost increases or decreases for the new year. This list excludes capital items and changes to items that are "bottom line" neutral given that the revenue or expense item is offset by contra account.

- The non-voted tax rate of 4.5880 mills, is unchanged from prior year rate of 4.5880 mills.
- A Capital Improvement Fund was created, moving capital items from individual departmental budgets to one all encompassing fund: project, cost, and funding.
 - o Transfer of funds from General Fund: \$3,505,100
- Major Revenue or New Expense Changes:
 - o Staffing and Benefit Costs Increase: \$751,800 [7.8%]
 - Employee raises consisting of an annual merit plus \$1.00/hour on October 1, 2024 with an additional \$1.00/hour on April 1, 2025.
 - Employee Health Insurance, potential savings of (\$180,514) [11.44%]
 - o Property & Casualty Insurance Cost Reduction: (\$49,200) [-11.26%]
 - o IT Infrastructure Cost Reduction: (\$149,000) [-18.33%]
- Debt Service consists of a new capital lease according to GASB 87

This year's budget includes aggressive strides made by staff to retain current employees and entice new employees to join the Shores' and fill remaining positions. The city has had many positions open over the past year, unable to fill them due to hourly wages and locale. Potential workers (1) Don't want to drive to the east coast of Volusia County for \$15.56/hour when they can get 15.7% higher in their backyard (Bucee's, Target, Chic-Fil-a, etc.), and (2) Public Safety position wages offered by other municipalities start 7.38% higher. To combat the small labor pool, and the proximity to other employment opportunities, and to retain and grow the level of staff necessary to keep our beautiful city safe, clean and at the levels expected of the Shores', staff is proposing a merit plus \$1.00/hour rate increase at October 1, 2024 and another mid-year rate increase of \$1.00/hour for all employees.

GENERAL FUND REVENUE SUMMARY

Revenues have been estimated at realistic levels and a detailed listing of all revenue sources is shown on page 3 of the attached budget. In summary, the City anticipates receiving revenues from sources as shown below.

<u>REVENUE SOURCE</u>	BUDGET	PERCENT
Non-Voted Ad-Valorem Taxes	10,023,000	47%
Business & Communication Taxes	1,165,800	6%
Franchise Fees & Permits	1,144,600	5%
Intergovernmental	1,798,200	9%
Charges for Services	2,030,700	10%
Fines & Forfeitures	95,000	0%
Misc. Revenues	905,500	4%
Internal Service & Debt Proceeds	1,266,700	6%
Transfers from Fund Balance	2,794,200	13%
TOTAL	21,223,700	

Millage Rates

The budget provides for an ad-valorem tax rate of \$4.5880 per \$1,000 of taxable value, which based on the estimate from the Volusia County Property Appraiser, it is an 8.79% increase above the City's rolled back rate of \$4.2175. The budget estimate for ad-valorem tax proceeds is based on 97.0% of the proceeds derived by the rate of \$4.5880 per \$1,000 taxable valuation. The certification of taxable value received from the Volusia County Property Appraiser reflects a taxable value of \$2,227,665,835 (an increase of 8.785% over the previous year).

It is estimated that the millage rate will result in \$9,913,900 of non-delinquent property tax revenue.

BUDGET IMPLEMENTATION: STRUCTURE AND SUMMARIES

The General Fund budget is implemented by and through the following organizational structure:

City Commission	Legislative
City Manager	Executive, Finance, Legal, Other Government Services, Community Center, Contingency, & Long-Term Debt
Public Safety	Administration & CID, Patrol/Fire & Rescue, Auto Maintenance, & Information Technology
Community Services	Building & Codes, Planning, Public Works, & Parks & Recreation

The City has four department heads, who are the only persons authorized to make budgetary expenditures. Other employees may make purchasing card transactions under authority granted by these department heads. Below are listed this budget's summaries of planned expenditures, by organization and then by function. Detailed descriptions of all planned expenses are organized by operational department, and may be found throughout the body of this document.

GENERAL FUND SUMMARY OF EXPENDITURES

<u>DEPT/SOURCE</u>	<u>BUDGET</u>	<u>PERCENT</u>
LEGISLATIVE	234,500	1%
EXECUTIVE	820,400	4%
FINANCE	752,700	4%
LEGAL	189,700	1%
PLANNING	147,000	1%
INFORMATION TECHNOLOGY	664,800	3%
OTHER GOVT. SERVICES	59,000	0%
PUBLIC SAFETY	7,420,100	35%
BUILDING/CODE DEPT	753,000	4%
ENVIRONMENT (Incl. Debt)	1,654,600	8%
PUBLIC WORKS	1,994,300	9%
BENEFIT TERM PAYOUT	67,100	0%
ECONOMIC DEVELOPMENT	100,000	0%
PARKS & RECREATION	652,500	3%
COMMUNITY CENTER	827,000	4%
TRANSFERS OUT-CAPITAL	3,505,100	17%
CONTINGENCY	1,074,700	5%
SOFTWARE AS A SERVICE	173,300	1%
LEASES	<u>130,000</u>	<u>0%</u>
 TOTAL EXPENDITURES	 21,223,700	 100%

CATEGORY	<u>BUDGET</u>	<u>PERCENT</u>
PERSONNEL	10,414,000	49%
OPERATIONS	5,911,900	28%
CAPITAL-LEASE	10,800	0%
DEBT SERVICE	307,200	1%
TRANSFERS/CONTNGCY.	<u>4,579,800</u>	<u>22%</u>
TOTAL EXPENDITURES	21,223,700	100%

SEWER ENTERPRISE FUND BUDGET

The Sewer Fund budget consists of three component elements: operating, impact fee, and transfers out to the capital fund. The budget has increased due to the transfer of funds to the Capital Improvement Plan Fund, new for this year. The funds are proceeds from a State Revolving Fund Loan the city is in the process of applying for which has its principal paid, in full, with proceeds from the State Revolving Fund Supplemental Appropriation for Hurricanes Fiona and Ian (SAFHI) which the city has been awarded.

As an enterprise fund, it is used to account for the provision of sewer services, which the City operates as though it were a separate business. Enterprise activities are not dependent on taxes for their operating revenue, and may be operated by the City to generate revenues in excess of expenses to enhance the City's overall financial position.

Sewer Operating Component

	<u>BUDGET PERCENT</u>	
SEWER OPERATIONS		
REVENUE		
SVC CHG. METER READ	100	0%
GRANTS	10,543,000	46%
SEWER REVENUE	4,739,100	21%
OPERATING INTEREST	215,000	1%
MISCELLANEOUS	0	0%
SRF LOAN PROCEEDS	6,551,700	28%
TRANSFER FR FUND BALANCE	<u>1,000,800</u>	<u>4%</u>
TOTAL NET REVENUES	23,049,700	100%
SEWER OPERATIONS EXPENSE		
PERSONAL SERVICES	411,400	2%
OPERATING EXPENSES	3,534,700	15%
CAPITAL DEPRECIATION	487,000	2%
TRANSFER TO CAPITAL FUND	11,603,500	50%
CONTINGENCY	451,400	2%
BAD DEBT WRITE DOWN	10,000	0%
DEBT SERVICE		
PRINCIPLE & CHARGES	6,551,700	29%
INTEREST PAYMENTS	0	0%
TOTAL EXPENDITURES	23,049,700	100%

By ordinance, the customer sewer rate adjusts annually to the greater of 3.0%, or the CPI, and service charges by service provider cities. This budget incorporates a 10.17% rate increase over last year's budget. This rate is composed of a 4.18% cpi increase and a 5.75% service provider increase. The service provider also had a 5.75% increase in December 2023.

	<u>BUDGET</u>	<u>PERCENT</u>
IMPACT FEE INTEREST	100	1%
SEWER IMPACT FEE	16,000	99%
TRANSFER FROM FUND		
BALANCE	<u>0</u>	<u>0%</u>
IMPACT FEE REVENUE TOTAL	16,100	100%
<u>SEWER IMPACT FEE EXPENSE</u>		
OPERATING EXPENSES	9,600	60%
CAPITAL OUTLAY	0	0%
DEBT SERVICE	0	0%
CONTINGENCY	6,500	40%
TRANSFER TO RESERVES	<u>0</u>	<u>0%</u>
IMPACT FEE EXPENSE TOTAL	16,100	100%

The impact fee rate remains at \$1,642, and was adjusted on April 1, 2024 with Ordinance 2024-03 when the service provider increased their impact fee by \$42.

MANAGEMENT AND BUDGET POLICIES

The 2024-2025 budgets have been prepared in accordance with a number of management and budget policies. Some of the policies are requirements of the City Charter, City Code and State law. Listed below are some of the policies guiding the development and implementation of this budget:

1. Investments - Security is the main objective when investing the City's unencumbered funds. In FY 2021-22 the City adopted investment policies to define this objective. Investment performance is reported monthly to the City Commission.
2. Property Taxes - The City adheres to the "Truth in Millage" state statute governing the determination of millage for taxing authorities. The statute mandates strict adherence to a schedule for advertising and holding public hearings; the size and language in the advertisements; the method of fixing the millage rate; and other requirements.
3. Purchasing -All contracts, when the sum is \$50,000 or less, may be awarded by the City Manager to the highest value (i.e., price and service) bidder. When contracts are expected to exceed \$50,000, the City staff solicits sealed bids through legal ads and DemandStar.com. Bids are publicly opened, tallied, and forwarded to the City Commission with staff recommendations for the award. The City's capital expense threshold is \$10,000.
4. Budget Controls - Control of budgeted expenditures is exercised at the department head level, with purchase orders and associated payments reviewed and executed by the Finance Director. Budget amendments are via commission resolution. Budget transfers from contingency are authorized by the City Commission via the consent agenda. Inter-departmental budget transfers are authorized by the City Manager or the Finance Director. The Finance Director authorizes intra-departmental budget transfers.
5. Personnel and Payroll - The City is guided by several documents with regard to payroll and personnel matters. These documents include the Job Classification Plan, the approved Pay Plan, and various policies set forth by the City Manager and Employee Handbook.

6. Pension / Defined Contribution Plans - The State of Florida established and manages the Florida Retirement System (FRS), which covers all full-time and part time City employees hired. This does not cover Reserve positions. For the coming year (through 6/30/25) the City will be obligated to contribute 13.63% of regular employees' gross wages, 34.52% of senior manager gross wages, 32.70% of special risk employees' gross wages, and 21.13% of DROP program employee gross wages to the Florida Retirement System. **It is expected that these rates will change each July 1st.** The City has an established defined contribution retirement plan, administered by the Florida Pension Trust Fund, for employees hired after January 1, 1996, and prior to February 2020 that were unable to participate in the FRS when general employees voted to re-join FRS. For these plans, a contribution rate of 10% of non-charter employees' gross wages is applied for employees who were hired prior to May 1, 2010. A contribution of 6% is applied for such employees after this date. There is one employee in this retirement program. The average budgeted benefit rate for city retirement contributions is 25.48%.

FINANCIAL POSITION

The 2024-2025 budget as presented is a balanced budget, including the planned contingencies. It is worth noting that although this (and every other budget) is an annual fiscal plan, the financial responsibilities of management extend well beyond annual spending plans to include:

- the control of long-term liabilities and recurring expenses; i.e., insuring that the growth of these costs do not out-pace the growth of supporting revenues;
- the provision for the uninterrupted future availability of current assets; the avoidance of any structural fiscal imbalance (e.g., spending non-recurring revenues on recurring expenses);
- the duty to run government like a business, i.e., recognizing citizens and business owners as shareholders and taking actions appropriate to the protection of that part of their owner's equity that is based on the safety, attractiveness, and overall desirability of the City's living and business environments.

Overall, the City's financial condition is stable and healthy, as a result of our adherence to meeting the longer-term management responsibilities listed directly above.

This budget is a reliable plan to simultaneously maintain service levels, provide the residents of Daytona Beach Shores with a high value environment, and support the long-term financial stability of their government. The preparation of this budget was made possible through citizen participation, cooperation from all Department Heads, and Commission support in planning the financial operations of the City. I want to take this opportunity to thank everyone involved in the process.

Respectfully,

Kurt Swartzlander
City Manager

CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-25 GENERAL FUND REVENUE BUDGET
GENERAL FUND FUNCTIONAL SUMMARY

Account Description	FY2022-23 Actual	FY2023-24 Amended Bud.	FY2024-25 Budget	Budget Change
Non-Voted Ad-Valorem Taxes*	8,880,485	9,171,000	10,023,000	852,000
Business & Communication Taxes	1,311,298	1,133,700	1,165,800	32,100
Voter Approved Taxes*	1,207	0	0	0
Franchise Fees & Permits	1,270,518	970,600	1,144,600	174,000
Intergovernmental	1,344,836	1,456,200	1,798,200	342,000
Charges For Services	1,910,815	1,951,900	2,030,700	78,800
Fines & Forfeitures	88,478	97,800	95,000	(2,800)
Misc. Revenues	1,271,542	715,500	905,500	190,000
TOTAL SOURCES	16,079,180	15,496,700	17,162,800	1,666,100
Transfers (In) from Fund Balance	0	3,500,600	2,794,200	(706,400)
Internal Service & Debt Proceeds	1,234,831	1,276,500	1,266,700	(9,800)
TOTAL REVENUE	17,314,011	20,273,800	21,223,700	949,900

Legislative	352,274	206,000	234,500	28,500
Executive	590,112	1,298,400	820,400	(478,000)
Finance	552,525	687,900	752,700	64,800
Legal	140,502	173,300	189,700	16,400
Planning	83,151	125,100	147,000	21,900
Information Technology	0	814,000	664,800	(149,200)
Other Gov't Services	481,690	59,000	59,000	0
Public Safety	6,693,939	7,544,300	7,420,100	(124,200)
Building/Codes	704,853	942,100	753,000	(189,100)
Physical Environment	1,353,267	1,672,900	1,654,600	(18,300)
Physical Environment Debt	0	0	0	0
Public Works	1,316,289	2,442,900	1,994,300	(448,600)
Benefit Term Payout	147,237	48,400	67,100	18,700
Economic Development	126,885	100,000	100,000	0
Parks & Recreation	459,234	2,059,200	652,500	(1,406,700)
Community Center	564,425	671,200	827,000	155,800
TOTAL EXPENDITURES	13,566,383	18,844,700	16,336,700	(2,508,000)
Transfers (Out) To Other Funds	0	0	3,505,100	3,505,100
Contingency	0	1,084,400	1,074,700	(9,700)
General Debt	0	344,700	307,200	(37,500)
TOTAL APPROPRIATED EXPENDITURES, RESERVES AND BALANCES	13,566,383	20,273,800	21,223,700	949,900

CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-25 GENERAL FUND REVENUE BUDGET

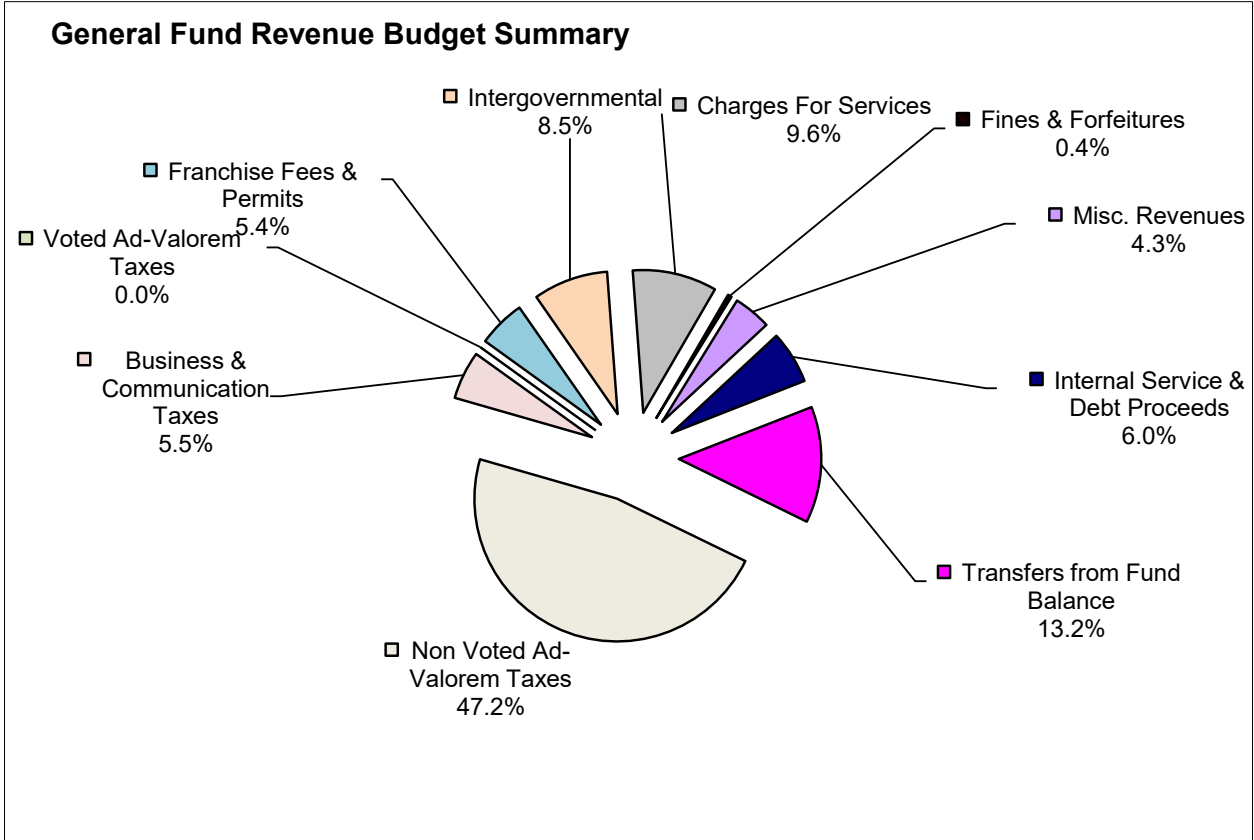
Account Description	GENERAL FUND LINE ITEM REVENUE DETAIL			
	FY2022-23 Actual	FY2023-24 Amended Bud.	FY2024-25 Budget	Budget Change
Based on State Revenue Estimate				
310-3110-11100 Ad-Valorem	8,703,167	9,102,700	9,913,900	811,200
310-3110-11115 Debt Service Ad-Valorem	0	0	0	0
310-3110-12000 Delinq Ad-Valorem	177,318	68,300	109,100	40,800
310-3110-12001 Delinq Debt-Serv Ad-Valorem	1,207	0	0	0
310-3130-13700 Business Tax Receipts	96,834	98,100	98,000	(100)
310-3130-13750 County Business Tax Rcpt.	4,795	3,800	1,000	(2,800)
310-3140-14100 Utility Tax-Elec 10%	1,009,923	810,000	860,000	50,000
310-3140-14110 Utility Tax-Gas 10%	7,536	11,800	11,800	0
310-3140-14130 Local Comm. Service Tax	192,211	210,000	195,000	(15,000)
320-3220-22100 Building Permits	287,100	200,000	250,000	50,000
320-3220-22110 Electric Permits	29,950	26,000	30,000	4,000
320-3220-22120 Plumbing Permits	32,913	30,000	30,000	0
320-3220-22130 Mechanical Permits	35,144	35,000	35,000	0
320-3220-22135 Excavation Permits	0	200	200	0
320-3220-22140 Plan Review	0	300	300	0
320-3220-22180 Franchise Fee-Elec.	777,671	600,000	700,000	100,000
320-3220-22190 Franchise Fee-Gas	33,332	35,000	35,000	0
320-3220-22200 Francise Fee-Impound	26,719	24,100	24,100	0
320-3220-29000 Other Lic. & Permits	47,689	20,000	40,000	20,000
330-3330-33540 Loc.Opt. 1-6 c Fuel Tax (.02)	111,665	30,000	40,000	10,000
330-3330-33550 Loc.Opt. 1-5 c Fuel Tax (.05) [R]	80,772	20,000	45,000	25,000
330-3340-33460 Public Safety Grants	3,351	0	0	0
330-3340-33470 Local Grant	60,144	130,000	130,000	0
330-3340-33790 Parks Grant	0	0	0	0
330-3340-33790 Parks Grant	0	0	0	0
330-3340-33600 FEMA Grant	384,788	651,500	350,000	(301,500)
330-3340-33602 HMGP Grant	0	0	603,500	603,500
330-3340-33610 ARPA Grant	0	0	0	0
334-3347-69682 DBS Foundation Donations	0	0	0	0
330-3350-34410 FDOT Lighting Maint. Agree	109,456	112,700	112,700	0
330-3350-35120 State Revenue Sharing	195,533	150,000	150,000	0
330-3350-35150 Alcohol Bev. License	12,168	12,000	12,000	0
330-3350-35180 Loc.Gov. 1/2 Cent Sales Tax	373,195	345,000	350,000	5,000
330-3350-35410 Muni. Vehicle Rebate	5,138	5,000	5,000	0
330-3350-35490 FDOT Signal Maint Agree	8,626	0	0	0
340-3420-42140 Outside Detail	837	2,500	2,500	0
340-3420-42210 County Fire Protect Contract	65,000	65,000	76,100	11,100
340-3430-43400 Garbage Revenue	1,631,106	1,590,900	1,657,400	66,500
340-3430-43600 Recycling Revenue	109,100	115,200	120,500	5,300
340-3430-43700 Purchasing Card Rebates	40,818	40,000	25,000	(15,000)
340-3440-44400 Rentals	10,372	13,300	13,300	0
340-3470-47200 Parks-Maintenance Fee	24,915	100,000	109,700	9,700
340-3470-47530 Comm. Center Fee	6,748	10,000	10,000	0
340-3470-47532 Comm. Ctr. Rental	21,019	15,000	15,000	0
340-3470-47541 Senior Center Misc.	900	0	1,200	1,200
350-3510-51100 Court Fines	38,176	55,000	45,000	(10,000)
350-3510-51300 Police/Fire Education	15,461	12,800	15,000	2,200
350-3510-51600 Investigative Reimburse	17,261	10,000	15,000	5,000
350-3510-51700 Code Enforcement Fines	17,581	20,000	20,000	0

CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-25 GENERAL FUND REVENUE BUDGET

Account Description	GENERAL FUND LINE ITEM REVENUE DETAIL			
	FY2022-23 Actual	FY2023-24 Amended Bud.	FY2024-25 Budget	Budget Change
Based on State Revenue Estimate				
360-3610-61000 Pool Cash Interest	66,947	65,000	85,000	20,000
360-3610-61001 Debt Service Millage Interest	0	0	0	0
360-3610-61002 Loan Covenant Reserve Int.	0	0	0	0
360-3610-61200 SBA Operating Interest	27	0	0	0
360-3610-61260 Other Investment Interest	159,672	430,000	0	(430,000)
360-3610-61262 Interest Revenue-Leases	5,566	0	0	0
360-3610-69400 Realized Gain/(Loss)	330,880	0	600,000	600,000
360-3610-69999 Unrealized Gain/(Loss)	227,419	0	0	0
360-3640-64000 Sale of Fixed Assets	11,946	10,000	10,000	0
360-3690-69670 Title Search Fee	7,100	5,500	5,500	0
360-3690-69900 Misc. Revenue	6,276	10,000	10,000	0
360-3690-69910 Insurance Proceeds	455,709	195,000	195,000	0
380-3820-82100 From Sewer Ops (Int.Srv.)	978,000	1,081,900	1,255,900	174,000
380-3841-13800 Debt Proceeds	256,831	194,600	10,800	(183,800)
390-3990-81400 Trans fr Road Imprv Fund Bal	0	188,200	127,900	(60,300)
390-3990-81600 Trans fr Gen Fund Fund Bal		3,312,400	2,666,300	(646,100)
TOTAL GENERAL FUND REVENUE	17,314,011	20,273,800	21,223,700	949,900

GENERAL FUND REVENUE - FUNCTIONAL SUMMARY

Account Description	FY2022-23 Actual	FY2023-24 Amended Bud.	FY2024-25 Budget	Budget Change
Non Voted Ad-Valorem Taxes	8,880,485	9,171,000	10,023,000	852,000
Business & Communication Taxes	1,311,298	1,133,700	1,165,800	32,100
Voted Ad-Valorem Taxes	1,207	0	0	0
Franchise Fees & Permits	1,270,518	970,600	1,144,600	174,000
Intergovernmental	1,344,836	1,456,200	1,798,200	342,000
Charges For Services	1,910,815	1,951,900	2,030,700	78,800
Fines & Forfeitures	88,478	97,800	95,000	(2,800)
Misc. Revenues	1,271,542	715,500	905,500	190,000
Internal Service & Debt Proceeds	1,234,831	1,276,500	1,266,700	(9,800)
Transfers from Fund Balance	0	3,500,600	2,794,200	(706,400)
TOTAL	17,314,011	20,273,800	21,223,700	949,900



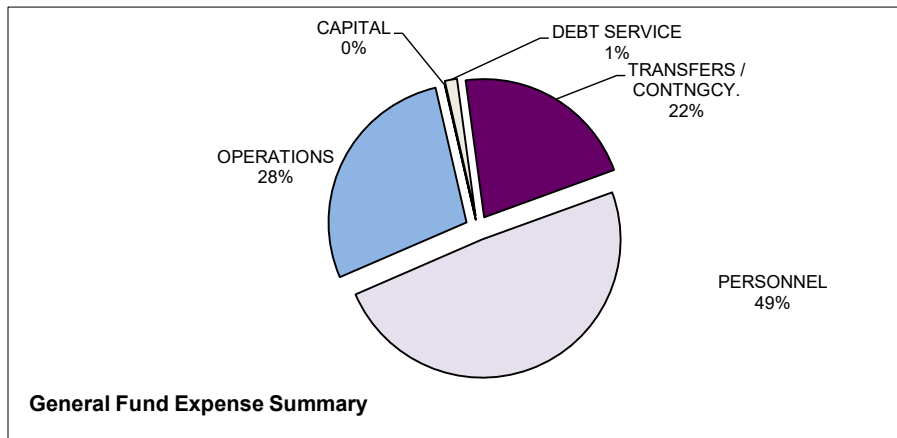
EXPENDITURE

**FISCAL YEAR 2024-2025 BUDGET
GENERAL FUND EXPENDITURES SUMMARY**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	BUDGET CHANGE
5110	LEGISLATIVE	352,274	206,000	234,500	28,500
5120	EXECUTIVE	590,112	1,298,400	820,400	(478,000)
5130	FINANCE	552,525	687,900	752,700	64,800
5140	LEGAL	140,502	173,300	189,700	16,400
5150	PLANNING	83,151	125,100	147,000	21,900
5160	INFORMATION TECHNOLOGY	0	814,000	664,800	(149,200)
5190	OTHER GOVT. SERVICES	481,690	59,000	59,000	0
5210	PUBLIC SAFETY	6,186,248	7,544,300	7,420,100	(124,200)
5240	BUILDING/CODE DEPT	704,853	942,100	753,000	(189,100)
5250	EMERGENCY	0	0	0	0
5390	ENVIRONMENT (Incl. Debt)	1,353,267	1,672,900	1,654,600	(18,300)
5410	PUBLIC WORKS	1,316,289	2,442,900	1,994,300	(448,600)
5690	BENEFIT TERM PAYOUT	147,237	48,400	67,100	18,700
5520	INDUSTRY DEVELOPMENT	126,885	100,000	100,000	0
5720	PARKS & RECREATION	459,234	2,059,200	652,500	(1,406,700)
5751	COMMUNITY CENTER	564,425	671,200	827,000	155,800
5800	TRANSFERS OUT-CAPITAL	0	0	3,505,100	3,505,100
5800	CONTINGENCY	0	1,084,400	1,074,700	(9,700)
5820	GENERAL DEBT	0	344,700	307,200	(37,500)
TOTAL EXPENDITURES		13,058,692	20,273,800	21,223,700	949,900
			0	0	0

PROPOSED BUDGET: SUMMARY BY CATEGORY OF EXPENSE

PERSONNEL	8,297,741	9,662,200	10,414,000	751,800
OPERATIONS	4,138,840	5,678,300	5,911,900	233,600
CAPITAL	622,111	3,504,200	10,800	(3,493,400)
DEBT SERVICE	0	344,700	307,200	(37,500)
TRANSFERS / CONTNGCY.	0	1,084,400	4,579,800	3,495,400
TOTAL EXPENDITURES	13,058,692	20,273,800	21,223,700	949,900



THE CITY OF DAYTONA BEACH SHORES
LEGISLATIVE

Purpose

This component is responsible for the legislative authority of the City.

City Commission Members

Mayor	Nancy Miller
Vice-Mayor Commission	Michael Politis
Member Commission	Mark Card
Member Commission	Chris Conomos
Member	Stephan Dembinsky

Budget Summary

	LEGISLATIVE		
	Current FY	Proposed	Change
Human Resource Expense	\$69,000	\$67,500	(\$1,500)
Operating Expense	137,000	167,000	(10,000)
TOTAL	206,000	234,500	(\$11,500)

**FISCAL YEAR 2024-2025 BUDGET
5110-LEGISLATIVE EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REGULAR SALARY	63,076	63,100	61,900	0.3%	(1,200)
21	FICA	4,825	4,800	4,700	0.0%	(100)
22	RETIREMENT	0	0	0	0.0%	0
23	LIFE/HEALTH INSURANCE	0	0	0	0.0%	0
24	WORKER'S COMP.	1,089	1,100	900	0.0%	(200)
TOTAL PERSONAL SERVICES		68,991	69,000	67,500	0.3%	(1,500)
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	0	0	40,000	0.2%	40,000
40	VEHICLE EXPENSE/TRAVEL	12,389	14,900	14,900	0.1%	0
41	COMMUNICATIONS	824	1,700	1,800	0.0%	100
45	GENERAL INSURANCE	1,623	3,000	1,900	0.0%	(1,100)
47	PRINTING	52	400	400	0.0%	0
49	OTHER CHARGES	86,951	106,800	97,400	0.5%	(9,400)
51	OFFICE SUPPLIES	49	500	500	0.0%	0
52	OPERATING SUPPLIES	417	2,700	2,700	0.0%	0
54	BOOKS/MEMBERSHIPS	5,978	7,000	7,400	0.0%	400
TOTAL OPERATING EXPENSES		108,283	137,000	167,000	0.8%	(10,000)
60	CAPITAL OUTLAY					
610	LAND	175,000	0	0	0.0%	0
TOTAL CAPITAL OUTLAY		175,000	0	0	0.0%	0
GRAND TOTAL		352,274	206,000	234,500	1.1%	(11,500)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5110-LEGISLATIVE EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			67,500
10120	REGULAR SALARY		61,900	
	MAYOR			
	COUNCIL MEMBERS (4)			
10210	FICA		4,700	
10220	RETIREMENT		0	
10230	HEALTH		0	
10231	LIFE/VISION/DENTAL/ADD		0	
10240	WORKER'S COMP.		900	
30	OPERATING EXPENSES			167,000
30310	PROFESSIONAL SERVICE		40,000	
	LOBBYING SERVICES	40,000		
30403	VEHICLE EXPENSE/TRAVEL		14,900	
	FLA. LEAGUE CONF. (for 5)	7,000		
	MISC MEETINGS / DINNERS	1,800		
	MISC TRAVEL	4,600		
	VCOG/LEAGUE DINNERS	1,500		
30411	TELEPHONE	1,700	1,700	
30412	POSTAGE	100	100	
30450	GENERAL INSURANCE	1,919	1,900	
30470	PRINTING		400	
	PAPER/BUSINESS CARDS	400		
30490	OTHER CHARGES		97,400	
	CITY MARKETING PROGRAM	29,000		
	COUNCIL MTGS	1,100		
	EMPLOY/CITIZEN RECOGNTN	800		
	FIRST STEP SHELTER	20,000		
	HOPE PLACE	15,000		
	MUSIC LICENSE FEES (BMI, ASCAP)	1,500		
	PO/SD CHAMBER ANNEX	30,000		
30510	OFFICE SUPPLIES	500	500	
30520	OPERATING SUPPLIES	2,700	2,700	
30540	BOOKS/MEMBERSHIP		7,400	
	CONSTANT CONTACT	400		
	FLA LEAGUE OF CITIES	600		
	FLA LEAGUE OF MAYORS	400		
	GREATER CHAMBER	400		
	MISC / QC AD	300		
	PO/SD CHAMBER	400		
	TEAM VOLUSIA BUS. ALLIANCE	3,300		
	V-CARD	400		
	VOL LEAGUE OF CITIES	700		
	VOL. TPO	500		
TOTAL LEGISLATIVE			234,500	234,500

THE CITY OF DAYTONA BEACH SHORES

EXECUTIVE

Purpose

This component is responsible for the day-to-day administration of all affairs of the City. The City Manager is responsible for assuring that all laws, charter provisions, and acts by the City Commission are faithfully executed. In addition, the City Manager directs and supervises all Departments of the City; and appoints and removes all officers and employees.

Staffing totals 3 FTE:

City Manager
City Clerk
Human Resources

Budget Summary

	<hr/> EXECUTIVE <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$578,900	\$656,400	\$77,500
Operating Expense	219,500	164,000	(55,500)
TOTAL	<hr/> 719,400	<hr/> 820,400	<hr/> 22,000

**FISCAL YEAR 2024-2025 BUDGET
5120-EXECUTIVE DEPARTMENT EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	334,366	373,100	404,400	1.9%	31,300
13	OTHER SALARY	4,801	8,400	8,400	0.0%	0
15	SPECIAL PAY	529	13,500	13,800	0.1%	300
21	FICA	24,386	27,600	31,400	0.1%	3,800
22	RETIREMENT	89,133	104,500	139,600	0.7%	35,100
23	LIFE/HEALTH INSURANCE	43,956	44,700	51,500	0.2%	6,800
24	WORKER'S COMP.	6,267	7,100	7,300	0.0%	200
	TOTAL PERSONAL SERVICES	503,438	578,900	656,400	3.1%	77,500
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	870	74,000	12,500	0.1%	(61,500)
34	CONTRACTUAL SERVICES	1,200	3,300	0	0.0%	(3,300)
35	TRAINING	1,744	3,000	5,700	0.0%	2,700
40	VEHICLE EXPENSE/TRAVEL	9,010	15,600	20,400	0.1%	4,800
41	COMMUNICATIONS	23,156	35,600	35,700	0.2%	100
45	GENERAL INSURANCE	13,218	36,700	27,400	0.1%	(9,300)
46	REPAIRS/MAINTENANCE	1,426	5,400	3,000	0.0%	(2,400)
47	PRINTING	12,705	13,500	13,500	0.1%	0
49	OTHER CHARGES	11,125	17,200	30,600	0.1%	13,400
51	OFFICE SUPPLIES	2,814	4,000	4,000	0.0%	0
52	OPERATING SUPPLIES	4,435	6,000	6,000	0.0%	0
54	BOOKS/MEMBERSHIPS	4,971	5,200	5,200	0.0%	0
	TOTAL OPERATING EXPENSES	86,674	219,500	164,000	0.8%	(55,500)
60	CAPITAL OUTLAY					
63	IMPROVEMENTS	0	500,000	0	0.0%	(500,000)
	TOTAL CAPITAL OUTLAY	0	500,000	0	0.0%	(500,000)
	GRAND TOTAL	590,112	1,298,400	820,400	3.9%	(478,000)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5120-EXECUTIVE DEPARTMENT EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			656,400
10120	REGULAR SALARY		404,400	
		CITY MANAGER		
		CITY CLERK		
		HR GENERALIST		
10130	OTHER SALARY		8,400	
10140	OVERTIME		0	
10150	SPECIAL PAY		13,800	
10210	FICA		31,400	
10220	RETIREMENT		139,600	
10230	HEALTH		49,300	
10231	LIFE/VISION/DENTAL/ADD		2,200	
10240	WORKER'S COMP		7,300	
30	OPERATING EXPENSES			164,000
30310	PROFESSIONAL SERVICE		12,500	
		BACKGROUNDS	1,000	
		MISC SERVICES	10,000	
		TESTING	1,500	
30340	CONTRACT SERVICES		0	
30350	TRAINING		5,700	
		FACC CONFERENCE (2)	400	
		FPHRA	700	
		ICCMA/FCCMA CONFERENCES	1,000	
		IIMC CONFERENCE	400	
		SHRM	1,200	
		GREATER CHAMBER	400	
		MISC. SEMINARS	1,600	
30403	TRAVEL		20,400	
		AUTO ALLOWANCES (CM)	8,400	
		MISC. MEET./DINNERS	2,000	
		TRAVEL/PER DIEM CONF.	10,000	
30411	TELEPHONE		27,800	
		TELEPHONE & CELL	27,800	
30412	POSTAGE		7,900	
		MISC POSTAGE	3,500	
		PELICAN	4,400	
30450	GENERAL INSURANCE		27,400	
30460	REPAIRS/MAINTENANCE		3,000	
		COPIER MAINT. CONTRACTS (2)	3,000	
30470	PRINTING		13,500	
		MISC.	3,500	
		PELICAN	10,000	

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL (Con't)
5120-EXECUTIVE DEPARTMENT EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
30490	OTHER CHARGES		30,600	
	ADVERTISING	21,500		
	FLOWERS/PLAQUES	1,600		
	LUNCH/LEARN/MISC	5,500		
	PRESENTATION MATERIAL	2,000		
30510	OFFICE SUPPLIES		4,000	
	GEN. OFFICE SUPPLIES	4,000		
30520	OPERATING SUPPLIES		6,000	
	MISC. SUPPLIES: shirts, printers	6,000		
30540	BOOKS/MEMBERSHIP		5,200	
	BRIGHTHOUSE	800		
	FACC & FPP; MISC	600		
	FCCMA	500		
	FL MUNI ASSOC SAFETY/HEALTH	100		
	FMASH	100		
	ICCMA	1,000		
	ICMA	1,300		
	MISC. PUBLICATIONS	600		
	NEWS JOURNAL (1)	200		
TOTAL EXECUTIVE DEPT.			820,400	820,400

THE CITY OF DAYTONA BEACH SHORES

FINANCE DEPARTMENT

Purpose

This department is responsible for:

- Long-term financial planning and strategic policy development;
- Banking & treasury management;
- Obtaining financing and managing debt;
- Preparing/managing the City's budgets and audited financial report;
- Managing all city insurances and claim recoveries, including FEMA recoveries;
- Preparing interim financial reports and information requests;
- Maintaining asset records and the efficient disposal of depreciated assets;
- Billing and customer service for sewer accounts and solid-waste services;
- Serving as the City's leasing and collection agent for all leased properties;
- Processing all City AIR and A/P, including purchasing cards.
- Maintaining the City's general ledger, including reconciling and insuring the proper recording and accounting treatments of all financial transactions in accordance with State law;
- Preparing payroll (including employee payroll deduction and retirement programs) and managing such in accordance with IRS regulations; and,
- Processing of personnel benefit requests.

Staffing

Staffing totals 5 FTE:

- 1-Finance Director
- 1-Accounting Manager
- 3-Accounting Clerk I, II, III

Note: Approx. 1/3 of staffing costs shown below are cross-charged to the Sewer Fund.

Budget Summary

	<hr/> <hr/> FINANCE <hr/> <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$479,400	\$542,800	\$63,400
Operating Expense	199,400	209,900	10,500
Lease Expense	9,100	0	(9,100)
TOTAL	687,900	752,700	64,800

**FISCAL YEAR 2024-2025 BUDGET
5130-FINANCE DEPARTMENT EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	328,959	315,100	351,000	1.7%	35,900
13	OTHER SALARY	0	0	0	0.0%	0
14	OVERTIME	724	300	400	0.0%	100
15	SPECIAL PAY	0	0	0	0.0%	0
21	FICA	24,297	24,100	26,900	0.1%	2,800
22	RETIREMENT	58,694	60,000	72,800	0.3%	12,800
23	LIFE/HEALTH INSURANCE	73,136	74,400	85,800	0.4%	11,400
24	WORKER'S COMP.	6,528	5,500	5,900	0.0%	400
	TOTAL PERSONAL SERVICES	492,338	479,400	542,800	2.6%	63,400
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	2,400	134,200	134,200	0.6%	0
32	ACCOUNT/AUDIT SERVICES	25,150	26,800	29,600	0.1%	2,800
35	TRAINING	3,044	6,000	5,200	0.0%	(800)
40	VEHICLE EXPENSE/TRAVEL	5,234	2,500	4,700	0.0%	2,200
41	COMMUNICATIONS	1,836	2,700	2,200	0.0%	(500)
44	RENT AND LEASE	1,926	600	2,400	0.0%	1,800
45	GENERAL INSURANCE	6,072	6,100	9,500	0.0%	3,400
46	REPAIRS/MAINTENANCE	0	900	900	0.0%	0
47	PRINTING	1,172	1,000	1,000	0.0%	0
49	OTHER CHARGES	6,122	6,900	8,000	0.0%	1,100
51	OFFICE SUPPLIES	4,212	5,000	5,000	0.0%	0
52	OPERATING SUPPLIES	1,898	4,400	4,700	0.0%	300
54	BOOKS/MEMBERSHIPS	1,121	2,300	2,500	0.0%	200
	TOTAL OPERATING EXPENSES	60,187	199,400	209,900	1.0%	10,500
60	CAPITAL OUTLAY					
64	EQUIPMENT	0	0	0	0.0%	0
65	LEASE	0	9,100	0	0.0%	(9,100)
	TOTAL CAPITAL OUTLAY	0	9,100	0	0.0%	(9,100)
	GRAND TOTAL	552,525	687,900	752,700	3.5%	64,800

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5130-FINANCE DEPARTMENT EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			542,800
10120	REGULAR SALARY		351,000	
		FINANCE DIRECTOR		
		ACCOUNTING CLERK SUPERVISOR		
		ACCOUNTING CLERK I, II, III		
10130	OTHER SALARY		0	
10140	OVERTIME		400	
10150	SPECIAL PAY		0	
10210	FICA		26,900	
10220	RETIREMENT		72,800	
10230	HEALTH		82,200	
10231	LIFE/VISION/DENTAL/ADD		3,600	
10240	WORKER'S COMP.		5,900	
30	OPERATING EXPENSES			209,900
30310	PROFESSIONAL SERVICES		134,200	
		OPEB ACTUARY	4,200	
		RESILIENCY STUDY	130,000	
30320	ACCOUNT/AUDIT SERVICES		29,600	
		ANNUAL AUDIT/CAFR	25,100	
		SINGLE AUDIT (Fed &State)	4,500	
30350	TRAINING		5,200	
		Annual FICPA Conference	700	
		GFOA Conference	500	
		FGFOA Conference (2)	1,400	
		FGFOA School of Government (2)	1,400	
		FGFOA Boot Camp	600	
		Quarterly VF FGFOA Meetings (5)	625	
30403	TRAVEL		4,700	
		EOC-Emergency Management	100	
		FGFOA Conference (2)	1,300	
		FGFOA School of Government (2)	1,300	
		FICPA	300	
		GFOA Conference	1,600	
		Quarterly VF FGFOA Meetings (5)	100	
30411	TELEPHONE		1,200	
30412	POSTAGE		1,000	
30440	RENTAL/LEASE		2,400	
		CROWN SHREDDING	400	
		PITNEY-BOWES/POSTAGE METER	2,000	
30450	GENERAL INSURANCE		9,500	
30460	REPAIRS/MAINTENANCE		900	
		COPIER	300	
		FOLDER	300	
		SHREDDER	300	
30470	PRINTING		1,000	
		ANNUAL BUDGET	200	
		CHECKS, ENVELOPES, MISC	600	
		COPIER	200	
30490	OTHER CHARGES		8,000	
		BANK, ACH FEES	7,000	
		MISC.	1,000	
30510	OFFICE SUPPLIES		5,000	
		CHECK PRINTER COVER	100	
		MISC	1,200	
		PAPER	1,700	
		TONER/POSTAGE METER INK	2,000	

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL (Con't)
5130-FINANCE DEPARTMENT EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>
30520	OPERATING SUPPLIES		4,700
	MISC	3,000	
	UNIFORMS	1,300	
	WATER	400	
30540	PUBLICATIONS/MEMBERSHIPS		2,500
	AICPA MEMBERSHIP	450	
	BUDGET/ACFR AWARD	1,150	
	CGFO	100	
	FGFOA & V/F FGFOA MEM. (5)	125	
	FICPA MEMBERSHIP	400	
	GFOA MEMBERSHIP (2)	300	
TOTAL FINANCE DEPT.			752,700
			752,700

THE CITY OF DAYTONA BEACH SHORES

LEGAL

Purpose

This component provides for the provision of legal services costs and related expenditures, including legal settlements and insurance deductibles.

Budget Summary

	<hr/>		
	LEGAL		
	<hr/>		
	Current FY	Proposed	Change
Human Resource Expense			\$0
Operating Expense	173,300	189,700	16,400
TOTAL	<hr/> 173,300	<hr/> 189,700	<hr/> 16,400

**FISCAL YEAR 2024-2025 BUDGET
5140-LEGAL EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	105,000	114,000	122,400	0.6%	8,400
47	PRINTING/CITY ORD.	3,239	2,500	10,000	0.0%	7,500
49	OTHER CHARGES	32,263	56,800	57,300	0.3%	500
	TOTAL OPERATING EXPENSE	140,502	173,300	189,700	0.9%	16,400
	GRAND TOTAL	140,502	173,300	189,700	0.9%	16,400

FISCAL YEAR 2024-2025 BUDGET

**DEPARTMENTAL BUDGET DETAIL
5140-LEGAL EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
30	OPERATING EXPENSES			189,700
30313	MISC LEGAL FEES	122,400	122,400	
30470	PRINTING		10,000	
	ORDINANCE CODIFICATIONS	10,000		
30490	OTHER CHARGES		57,300	
	ELECTIONS	5,000		
	LEGAL ADVERTISING	25,000		
	MISC	400		
	RECORDING FEES	1,500		
	SETTLEMNTS/DEDUCTIBLS	25,400		
TOTAL LEGAL			189,700	189,700

THE CITY OF DAYTONA BEACH SHORES

PLANNING

Purpose

This component provides for master planning and development for and relating to the City. Included herein are expenditures for a full-time planner's position and for operations of the Planning and Zoning Board.

Staffing totals **1 FTE:**

City Planner

Budget Summary

	<hr/> PLANNING <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$102,700	\$121,500	\$18,800
Operating Expense	22,400	25,500	3,100
TOTAL	<hr/> 125,100	<hr/> 147,000	<hr/> 21,900

**FISCAL YEAR 2024-2025 BUDGET
5150-COMPREHENSIVE PLANNING EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	52,498	72,100	81,600	0.4%	9,500
13	OTHER SALARY	0	0	0	0.0%	0
14	OVERTIME	130	0	0	0.0%	0
15	SPECIAL	0	0	3,800	0.0%	3,800
21	FICA	3,499	5,500	6,500	0.0%	1,000
22	RETIREMENT	4,956	8,900	11,100	0.1%	2,200
23	LIFE/HEALTH INSURANCE	14,631	14,900	17,100	0.1%	2,200
24	WORKER'S COMP.	1,654	1,300	1,400	0.0%	100
	TOTAL PERSONAL SERVICES	77,368	102,700	121,500	0.6%	18,800
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	1,160	10,000	10,000	0.0%	0
35	TRAINING	3,263	2,100	5,100	0.0%	3,000
40	VEHICLE EXPENSE/TRAVEL	0	1,400	1,400	0.0%	0
41	COMMUNICATIONS	718	500	500	0.0%	0
47	PRINTING	87	500	500	0.0%	0
52	OPERATING SUPPLIES	306	400	500	0.0%	100
54	BOOKS/MEMBERSHIPS	249	1,500	1,500	0.0%	0
55	PLANNING BOARD	0	6,000	6,000	0.0%	0
	TOTAL OPERATING EXPENSES	5,783	22,400	25,500	0.1%	3,100
	GRAND TOTAL	83,151	125,100	147,000	0.7%	21,900

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5150-COMPREHENSIVE PLANNING EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			121,500
10120	REGULAR SALARY		81,600	
	CITY PLANNER			
10130	OTHER SALARY		0	
10140	OVERTIME		0	
10150	SPECIAL		3,800	
10210	FICA		6,500	
10220	RETIREMENT		11,100	
10230	HEALTH		16,400	
10231	LIFE/VISION/DENTAL/ADD		700	
10240	WORKER'S COMP		1,400	
30	OPERATING EXPENSES			25,500
30310	PROFESSIONAL SERVICES		10,000	
	ANNEX MAPPING/ GIS SRVS	7,000		
	ENGINEERING SERVICES	3,000		
30350	TRAINING		5,100	
	AICP EXAM	700		
	CONTINUING ED CLASSES	3,000		
	SEMINARS/ASSOCIATIONS, AICP	1,400		
30403	TRAVEL		1,400	
	SEMINARS/WORKSHOPS	1,400		
30412	POSTAGE	500	500	
30470	PRINTING	500	500	
30520	OPERATING SUPPLIES		500	
	MISC SUPPLY	500		
30540	BOOKS,SUBSCRIP/MEMBER	1,500	1,500	
30550	PLANNING BOARD		6,000	
	HEARINGS/LEGAL EXPENSES	6,000		
TOTAL COMPREHENSIVE PLANNING			147,000	147,000

THE CITY OF DAYTONA BEACH SHORES

INFORMATION TECHNOLOGY

Purpose

This component provides for costs associated with providing information technology to the city. Included herein are the hardware and software costs associated with administering the City's overall network infrastructure.

Staffing totals **2 FTEs**:

- 1-Information Technology Manager
- 1-Information Technology Analyst

Budget Summary

	<hr/> <hr/> INFORMATION TECHNOLOGY <hr/> <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$256,100	\$284,700	\$28,600
Operating Expense	372,400	380,100	7,700
Software as a Service	185,500	0	(185,500)
TOTAL	814,000	664,800	(149,200)

**FISCAL YEAR 2024-2025 BUDGET
5160-INFORMATION TECHNOLOGY**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	0	182,500	194,700	0.9%	12,200
13	OTHER SALARY	0	0	0	0.0%	0
14	OVERTIME	0	3,400	9,000	0.0%	5,600
21	FICA	0	14,200	15,600	0.1%	1,400
22	RETIREMENT	0	22,900	27,700	0.1%	4,800
23	LIFE/HEALTH INSURANCE	0	29,800	34,300	0.2%	4,500
24	WORKER'S COMP.	0	3,300	3,400	0.0%	100
	TOTAL PERSONAL SERVICES	0	256,100	284,700	1.3%	28,600
30	OPERATING EXPENSES					
40	VEHICLE EXPENSE/TRAVEL	0	5,000	4,800	0.0%	(200)
41	COMMUNICATIONS	0	54,200	25,000	0.1%	(29,200)
52	OPERATING SUPPLIES	0	313,200	350,000	1.6%	36,800
54	BOOKS/MEMBERSHIPS	0	0	300	0.0%	300
	TOTAL OPERATING EXPENSES	0	372,400	380,100	1.8%	7,700
60	CAPITAL OUTLAY					
65	SOFTWARE AS A SERVICE	0	185,500	0	0.0%	(185,500)
	TOTAL CAPITAL OUTLAY	0	185,500	0	0.0%	(185,500)
	GRAND TOTAL	0	814,000	664,800	3.1%	(149,200)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5160-INFORMATION TECHNOLOGY**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			284,700
10120	REGULAR SALARY		194,700	
	IT DIRECTOR			
	IT ANALYST			
10130	OTHER SALARY		0	
10140	OVERTIME		9,000	
10210	FICA		15,600	
10220	RETIREMENT		27,700	
10230	HEALTH		32,900	
10231	LIFE/VISION/DENTAL/ADD		1,400	
10240	WORKER'S COMP		3,400	
30	OPERATING EXPENSES			380,100
30403	TRAVEL		4,800	
	TRAVEL	4,000		
	REGISTRATION FEES	800		
30411	TELEPHONE		25,000	
	SPECTRUM PS	12,900		
	SPECTRUM CH	9,240		
	T-MOBILE BACKUP INTERNET PS	1,430		
	T-MOBILE BACKUP INTERNET CH	1,430		
30520	OPERATING SUPPLIES		7,000	
	MISC SUPPLY	7,000		
30521	SOFTWARE MAINTENANCE-CH		121,600	
	0365 EA Agreement			
	Activtrak	625		
	Adobe Licensing	2,600		
	Airtame Cloud Plus Annual Maint (IT Mgmt	400		
	Audio/Video Misc	1,000		
	Bluebeam Core-7 Seats (Comm Svcs)	2,200		
	Civic Accessibility Service (Website)	5,000		
	Civic Clerk (Exec)	3,700		
	Civic Clerk Live Meeting Mgmt (Leg)	1,600		
	Civic Engage - City Web Site	10,000		
	Civic Gov (Comm Svcs)	27,000		
	Civic Rec (Comm Center)	4,500		
	CivicOnline Code-Municode (Comm Svcs)	4,000		
	Digital Ocean Video Streaming (IT Mgmt)	700		
	Domain Mnagement (IT Mgmt)	800		
	Epiphan Cloud Streaming Service	1,400		
	ESRI (ARCGIS) Licensing (Comm Svcs)	3,100		
	Guardian Tracking Contract	4,500		
	Just FOIA (Exec)	7,200		
	Lastpass (IT Mgmt)	180		
	Lobby Tools (Leg)	5,500		
	Mobile Device Management Software(IT M	1,700		
	Iworqs	5,000		
	Public Works Ticketing System (Comm Sv	3,400		
	Social Media Archiving			
	Tyler Munis Cloud solution			
	Social Media Archiving	6,100		
	Tyler Recruiting (Exec)	6,400		
	VEEAM 0365 Backup Licenses (130)			
	Tyler Training (Exec)	3,000		
	VMWare (IT Mgmt)	10,000		

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL (Con't)
5160-INFORMATION TECHNOLOGY**

30529	SOFTWARE MAINTENANCE-PS		97,900
	3SI Software (CID)	800	
	AD Audit Plus (IT Mgmt)	2,800	
	AD Audit Plus Azure Plugin (IT Mgmt)	1,000	
	AD Manager Plus Annual Software	3,300	
	Adobe Licensing	2,600	
	CID Sofware 3SI		
	County RMS System		
	Crossmatch Scanner Contract	1,000	
	Cybercheck - CID	5,100	
	eAgent software	6,300	
	Easeus Partition Software (IT Mgmt)	400	
	Endpoint Central (IT Mgmt)	6,000	
	Event Log Analyzer (IT Mgmt)	1,500	
	Finder software	6,300	
	Fuel Master Software (Fleet)	1,450	
	Genesis Gengeral Diagnostic Comp Sol(m	800	
	Intelligent Video Solutions (CID Cams)	700	
	Interview room software/hardware 9cid0	1,000	
	Jewel Consulting (Power DMS)	1,000	
	Leadsonline Software Annual Maint. (CID)	3,800	
	Manager Plus (Fleet)	2,500	
	Mobile Device Management Software (IT M	1,700	
	Offsite Backup Quest		
	Op Manager (IT Mgmt)	3,950	
	Op Manager Annual NCM Add on		
	Op Manager Storage Monitoring Add On annual Software		
	Opmanager SPM/IPAM Add on Annual Software		
	Power DMS FTO Software	3,500	
	Power DMS Software	7,800	
	Quartermaster Software	11,900	
	Rapid ID software support	500	
	Station Alerting System (County)	10,000	
	Target Solutions Fire/EMS TNG Software	7,600	
	TLO Investigate Software (CID)	2,300	
	Zoho Assist (IT Mgmt)	250	
30523	SOFTWARE ADHOC		5,500
	0365 Backup Licenses	4,000	
	Misc. Software	1,500	
30524	HARDWARE REPAIR & MAINTENANCE-CH		31,500
	Access Control readers and hardware	1,500	
	Computer Repair/Maintenance	1,000	
	Desktop Monitor upgrades	800	
	Desktop Replacements(8)	10,400	
	Laptop Replacements	5,000	
	Misc. AV/Video Equipment	1,500	
	Networking hardware R&R	1,000	
	Plotter Printer (Comm Svcs)	7,300	
	Printer repairs/replacement	1,000	
	Server/storage Hardware R&R	1,000	
	Surveillance Repair and Maint	1,000	
30525	HARDWARE REPAIR & REPLACEMENT-PS		49,900
	Access Control readers and hardware	2000	
	Axon Equipment	5000	
	Computer Repair/Maintenance	1000	

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL (Con't)
5160-INFORMATION TECHNOLOGY**

	Desktop Monitor upgrades	800	
	Desktop Replacements(8)	10,400	
	Laptop Docks/Equipment	2,500	
	Laptop Replacement/Admin	2,500	
	Laptop Replacements/LEO	20,000	
	Misc AV/Video Equipment	1,500	
	Networking hardware R&R	1,200	
	Printer repairs/replacement	1,000	
	Server/Storage Hardware R&R	1,000	
	Surveillance Repair and Maint	1,000	
30526	SECURITY SOFTWARE		24,800
	Antivirus, Crowdstrike	11,000	
	DUO	9,000	
	KnowBe4 Security training	4,800	
30527	HARDWARE MAINTENANCE/SUPPORT-CH		7,600
	Cisco Firepower Mgmt Center	275	
	Cisco Firewall Maintenance	1,875	
	HP Nimble San Maintenance	4,900	
	Tyler Timeclock Maintenance	500	
30528	HARDWARE MAINTENANCE/SUPPORT-PS		4,200
	AMAG SSA Contract	2,000	
	Cisco Firepower Mgmt Center	275	
	Cisco Firewall Maintenance	1,875	
30540	BOOKS,SUBSCRIP/MEMBER		300
	FLGISA MEMBERSHIP DUES	300	
TOTAL INFORMATION TECHNOLOGY			664,800
			664,800

THE CITY OF DAYTONA BEACH SHORES

OTHER GOVERNMENT SERVICES

Purpose

This component provides for costs associated with providing general governmental services, which are not specifically classified within other activity classifications. Included herein are the various City boards, e.g., Code Enforcement Board, and the Beautification Board.

Budget Summary

	<u>OTHER GOV'T SERVICES EXPENSE</u>		
	Current FY	Proposed	Change
Human Resource Expense			\$0
Operating Expense	59,000	59,000	0
TOTAL	59,000	59,000	0

**FISCAL YEAR 2024-2025 BUDGET
5190-OTHER GOVERNMENT EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
30	OPERATING EXPENSES					
356	COMPUTING NETWORK MAINT	458,785	0	0	0.0%	0
553	CODE ENFORCEMENT MAGISTRATE	3,215	6,000	6,000	0.0%	0
556	CITY BEAUTIFICATION GRANT	3,999	53,000	53,000	0.2%	0
565	CULTURE AND ENTERTAINMENT	15,691	0	0	0.0%	0
	TOTAL OPERATING EXPENSES	481,690	59,000	59,000	0.3%	0
	GRAND TOTAL	481,690	59,000	59,000	0.3%	0

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5190-OTHER GOVERNMENT EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
30	OPERATING EXPENSES			59,000
30553	CODE ENFORCEMENT BOARD		6,000	
30556	CITY BEAUTIFICATION GRANT		53,000	
	Beautification Grants	3,000		
	FPL UTILITY BOX COVER PROGRAM	50,000		
OTHER GOVERNMENT TOTAL			59,000	59,000

THE CITY OF DAYTONA BEACH SHORES

PUBLIC SAFETY

Purpose

This department is responsible for general police administration including patrol and traffic functions, enforcement of City ordinances along with state and federal laws, investigation of crime, enhancement of community relations, and crime prevention activities. In addition, this component is responsible for fire prevention, fire suppression, emergency medical treatment including basic and advanced life-support services with paramedics and emergency medical technicians, public education, and arson investigations within the City.

Staffing

Staffing totals 51.2 FTE:

SWORN

- | | |
|------------------|-------------------------|
| 1 - Director | 2 - Auto Mechanics |
| 2 - Lieutenants | 5 - Clerical |
| 3 - Detectives | 1 - Life Coach/Trainer |
| 28 - PS Officers | 8.6 - Reserves/OT (FTE) |
| 5 - Sergeants | |

For this budget presentation, the Public Safety Department is organizationally aligned as shown below:

- 9 - Administration
- 36 - Public Safety, CID, & Rescue
- 2 - Vehicle Maintenance Division

Budget Summary

	PUBLIC SAFETY		
	Current FY	Proposed	Change
Human Resource Expense	\$5,667,100	\$6,041,500	\$364,400
Operating Expense	1,414,200	1,367,800	(46,400)
Leases	0	10,800	10,800
TOTAL	7,081,300	7,420,100	328,800

**FISCAL YEAR 2024-2025 BUDGET
PUBLIC SAFETY SUMMARY**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	2,757,411	3,244,100	3,281,900	15.5%	37,800
13	OTHER SALARY	26,405	0	0	0.0%	0
14	OVERTIME	384,989	485,200	557,700	2.6%	72,500
15	SPECIAL PAY	50	33,800	25,300	0.1%	(8,500)
21	FICA	234,180	259,600	270,900	1.3%	11,300
22	RETIREMENT	699,558	947,900	1,120,000	5.3%	172,100
23	LIFE/HEALTH INSURANCE	652,569	640,000	720,600	3.4%	80,600
24	WORKER'S COMP.	56,142	66,500	65,100	0.3%	(1,400)
	TOTAL PERSONAL SERVICES	4,811,304	5,677,100	6,041,500	28.5%	364,400
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	3,342	15,000	15,000	0.1%	0
34	CONTRACTUAL SERVICES	25,916	26,200	18,800	0.1%	(7,400)
35	TRAINING	61,653	130,600	112,100	0.5%	(18,500)
40	VEHICLE EXPENSE/TRAVEL	196,447	210,200	219,100	1.0%	8,900
41	COMMUNICATIONS	30,862	47,900	68,800	0.3%	20,900
43	UTILITIES	99,373	105,800	92,300	0.4%	(13,500)
44	RENT AND LEASE	18,787	35,300	22,600	0.1%	(12,700)
45	GENERAL INSURANCE	150,066	284,200	188,600	0.9%	(95,600)
46	REPAIRS/MAINTENANCE	50,910	77,200	69,600	0.3%	(7,600)
47	PRINTING	3,236	2,000	3,500	0.0%	1,500
49	OTHER CHARGES	4,271	17,500	19,500	0.1%	2,000
51	OFFICE SUPPLIES	8,425	11,400	11,400	0.1%	0
52	OPERATING SUPPLIES	396,792	438,100	512,900	2.4%	74,800
54	BOOKS/MEMBERSHIPS	5,083	12,800	13,600	0.1%	800
	TOTAL OPERATING EXPENSES	1,055,163	1,414,200	1,367,800	6.4%	(46,400)
60	CAPITAL OUTLAY					
64	EQUIPMENT	0	453,000	0	0.0%	(453,000)
645	LEASES	319,781	0	10,800	0.1%	10,800
	TOTAL CAPITAL OUTLAY	319,781	453,000	10,800	0.1%	(442,200)
	GRAND TOTAL	6,186,248	7,544,300	7,420,100	35.0%	(124,200)

**CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2023-2024 BUDGET
5210-PUBLIC SFAETY ADMIN. EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	788,326	604,900	740,600	3.5%	135,700
13	OTHER SALARY	20,043	0	0	0.0%	0
14	OVERTIME	4,360	4,600	6,200	0.0%	1,600
15	SPECIAL PAY	0	19,400	11,800	0.1%	(7,600)
21	FICA	58,266	47,600	58,000	0.3%	10,400
22	RETIREMENT	154,429	134,400	190,500	0.9%	56,100
23	LIFE/HEALTH INSURANCE	161,046	119,000	154,400	0.7%	35,400
24	WORKER'S COMP.	14,971	11,100	12,700	0.1%	1,600
	TOTAL PERSONAL SERVICES	1,201,441	941,000	1,174,200	5.5%	233,200
30	OPERATING EXPENSES					
35	TRAINING	5,580	8,500	9,000	0.0%	500
40	VEHICLE EXPENSE/TRAVEL	22,704	51,100	52,300	0.2%	1,200
41	COMMUNICATIONS	17,916	28,100	48,900	0.2%	20,800
43	UTILITY SERVICES	99,373	105,800	92,300	0.4%	(13,500)
44	RENT AND LEASE	336	5,800	2,800	0.0%	(3,000)
45	GENERAL INSURANCE	149,511	151,100	108,800	0.5%	(42,300)
46	REPAIRS/MAINTENANCE	406	1,900	1,500	0.0%	(400)
47	PRINTING	451	1,000	1,500	0.0%	500
49	OTHER CHARGES	4,271	17,500	19,500	0.1%	2,000
51	OFFICE SUPPLIES	4,758	6,400	6,400	0.0%	0
52	OPERATING SUPPLIES	14,057	26,500	24,500	0.1%	(2,000)
54	BOOKS/MEMBERSHIPS	4,215	7,900	8,600	0.0%	700
55	COMPUTING NETWORK	458,785	0	0	0.0%	0
	TOTAL OPERATING EXPENSES	782,363	411,600	376,100	1.8%	(35,500)
60	CAPITAL OUTLAY					
62	BUILDING	0	0	0	0.0%	0
64	EQUIPMENT	0	0	0	0.0%	0
645	LEASES	319,781	0	0	0.0%	0
	TOTAL CAPITAL OUTLAY	319,781	0	0	0.0%	0
	GRAND TOTAL	2,303,585	1,352,600	1,550,300	7.3%	197,700

**FISCAL YEAR 2023-2024 BUDGET
DEPARTMENTAL BUDGET DETAIL
5210-PUBLIC SAFETY ADMIN. EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			1,174,200
10120	REGULAR SALARY		740,600	
		PUBLIC SAFETY DIRECTOR		
		ADMIN. ASST		
		RECORDS CLERK		
		LIEUTENANT(S)		
		CRIME ANALYST		
		ACCREDITATION/FIRE SUPT.		
10130	OTHER SALARY		0	
10140	OVERTIME		6,200	
10150	SPECIAL PAY		11,800	
10210	FICA		58,000	
10220	RETIREMENT		190,500	
10230	HEALTH		148,000	
10231	LIFE/VISION/DENTAL/ADD		6,400	
10240	WORKER'S COMP.		12,700	
30	OPERATING EXPENSES			376,100
30350	TRAINING		9,000	
		ACCREDITATION CONFERENCES	1,000	
		CAREER DEVELOPMENT	800	
		CEU/MISC TRAINING & BOOKS	700	
		CID TRAINING	800	
		FIRE MARSHALL CONFERENCES	1,000	
		IACP CONFERENCE	500	
		MISC TRAINING	500	
		MISC TRAINING BOOKS	800	
		POLICE CHIEFS CONF	900	
		PROPERTY/EVIDENCE TRAINING	2,000	
30401	GAS/OIL	24,900	24,900	
30402	REPAIRS		13,200	
		1 BATTERY, 1 SET OF TIRES, OIL CHANGES (9)	1,000	
		BRAKE JOBS	400	
		LIGHTS, SIREN-1 VEHICLE	7,000	
		MISCELLANEOUS REPAIRS	4,200	
		TUNEUPS 99)	600	
30403	TRAVEL		14,200	
		ACCREDITATION CONFERENCES	3,000	
		CID CONFERENCES	800	
		FIRE MARSHALL CONF	1,000	
		FLORIDA POLICE CHIEF'S CONFS	2,500	
		IACP CONFERENCE	1,200	
		MISC. SEMINARS/CONFER	4,500	
		WITNESS INTERVIEWS/SUSPECTS	1,200	
30411	TELEPHONE		47,200	
		PHONES/FAX/CABLE	42,700	
		T-MOBILE WIRELESS PHONES	4,500	
30412	POSTAGE		1,700	
30431	ELECTRIC	81,000	81,000	
30432	WATER		9,500	
		DAYTONA BEACH	3,500	
		PORT ORANGE	6,000	
30434	SEWER	1,800	1,800	
30440	LEASES		2,800	
		COPIER	900	
		MISC. VEH. RENTALS	1,900	
30450	GENERAL INSURANCE	108,780	108,800	
30460	REPAIRS/MAINTENANCE		1,500	
		AMAZON MUSIC	200	
		MISCELLANEOUS	1,000	
		SHREDDER CONTRACT	300	
30470	PRINTING	1,500	1,500	

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL (Con't)
5210-PUBLIC SAFETY ADMIN. EXPENSE**

30490	OTHER CHARGES		19,500
	AWARDS CEREMONY	4,000	
	COMMUNITY OUTREACH	3,500	
	DRUG BUYS/INFORMANT.	5,000	
	RECRUITING	2,000	
	RETIREMENT	2,000	
	TOUR DE FORCE	3,000	
30510	OFFICE SUPPLIES	6,400	6,400
30520	OPERATING SUPPLIES		24,500
	CULLIGAN WATER COOLER	1,000	
	CLOTHING ALLOWS.	5,500	
	EVIDENCE SUPPLS/PROC	6,000	
	MISC. OPERATING/CLEANING	2,500	
	OFFICE CHAIRS/FOLDING CHAIRS	3,500	
	UNIFORMS & CLEANING	6,000	
30540	BOOKS/MEMBERSHIP		8,600
	Assorted Memberships and Subscriptions	1,000	
	Code Books & Updates	3,000	
	FBI Academy Assoc.	120	
	FBI LEEDA	50	
	FLA PAC	650	
	Florida Fire Marshall Assoc.	100	
	Florida Police Chiefs Assoc.	600	
	IAPE	100	
	International Assoc. of Fire Chiefs	100	
	International Police Chiefs Assoc.	190	
	National Directory	200	
	NFPA Subscription Service/Membership	1,800	
	ROCIC	300	
	VCFPA	25	
	Volusia County Fire Chief Assoc/VCFPA	150	
	Volusia County Police Chiefs	200	
TOTAL P.S. ADMIN.			1,550,300
			1,550,300

**CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2023-2024 BUDGET
5211-PUBLIC SAFETY PATROL EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	1,871,798	2,539,600	2,433,400	11.5%	(106,200)
13	OTHER SALARY	5,513	0	0	0.0%	0
14	OVERTIME	380,629	478,100	548,800	2.6%	70,700
15	SPECIAL PAY	50	11,900	13,500	0.1%	1,600
21	FICA	168,761	204,200	204,400	1.0%	200
22	RETIREMENT	534,307	800,900	914,500	4.3%	113,600
23	LIFE/HEALTH INSURANCE	460,105	491,200	531,900	2.5%	40,700
24	WORKER'S COMP.	39,430	53,600	50,600	0.2%	(3,000)
	TOTAL PERSONAL SERVICES	3,460,593	4,579,500	4,697,100	22.1%	117,600
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	3,342	15,000	15,000	0.1%	0
34	CONTRACTUAL SERVICES	25,000	24,700	17,300	0.1%	(7,400)
35	TRAINING	55,998	121,100	102,100	0.5%	(19,000)
40	VEHICLE EXPENSE/TRAVEL	172,067	157,600	164,100	0.8%	6,500
41	COMMUNICATIONS	12,946	19,800	19,900	0.1%	100
44	RENT AND LEASE	18,451	29,500	19,800	0.1%	(9,700)
45	GENERAL INSURANCE	0	126,500	75,300	0.4%	(51,200)
46	REPAIRS/MAINTENANCE	47,144	66,600	60,000	0.3%	(6,600)
47	PRINTING	2,785	1,000	2,000	0.0%	1,000
51	OFFICE SUPPLIES	3,667	5,000	5,000	0.0%	0
52	OPERATING SUPPLIES	379,871	397,700	466,600	2.2%	68,900
54	BOOKS/MEMBERSHIPS	868	4,900	5,000	0.0%	100
	TOTAL OPERATING EXPENSES	722,139	969,400	952,100	4.5%	(17,300)
60	CAPITAL OUTLAY					
64	EQUIPMENT	507,691	453,000	0	0.0%	(453,000)
645	LEASES	0	0	10,800	0.1%	10,800
	TOTAL CAPITAL OUTLAY	507,691	453,000	10,800	0.1%	(442,200)
	GRAND TOTAL	4,690,423	6,001,900	5,660,000	26.7%	(341,900)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5211-PUBLIC SAFETY PATROL**

ACCT.#	CATEGORY	DETAIL	LINE ITEM	TOTAL
10	PERSONAL SERVICES			4,697,100
10120	REGULAR SALARY		2,433,400	
	SERGEANTS			
	DETECTIVES			
	OFFICERS/RESCUE			
10130	OTHER SALARY		0	
10140	OVERTIME		548,800	
10150	SPECIAL PAY		13,500	
10210	FICA		204,400	
10220	RETIREMENT		914,500	
10230	HEALTH		509,700	
10231	LIFE/VISION/DENTAL/ADD/CANCER		22,200	
10240	WORKER'S COMP.		50,600	
30	OPERATING EXPENSES			952,100
30310	PROFESSIONAL SERVICES		15,000	
	DRUG SCREENINGS-NEW HIRE (10)	1,000		
	HEPATITIS B VAC.	2,000		
	MISC	1,000		
	MISC DRUG SCREENS	1,000		
	PHYS/EKG/PSYCH EXAMS	4,000		
	PSYCHOLOGICAL EXAMINATIONS	6,000		
30340	CONTRACT SERVICES		17,300	
	CERTIFICATE RENEWALS	1,700		
	COPIER	600		
	OUTSIDE CONTRACT SERVICES	15,000		
30350	TRAINING		100,600	
	Career Development Courses	2,000		
	CID Training & Conferences	5,000		
	Defensive Tactics Instructor	3,000		
	EDGEWATER RANGE	1,000		
	Educational Reimbursement	13,000		
	EVOC/PumpOps/Company Officer training	5,000		
	Fire Inspector CEU	3,000		
	Firearms Instructor Training	5,000		
	Firearms Training/Training Ammo	20,000		
	IA Conference	1,000		
	JIUJITSU TRAINING	12,000		
	Less lethal training/TRAINING AMMO	1,000		
	Misc. Training Expenses	19,000		
	Motors Training	1,000		
	Paramedic and EMT Re-Certification	1,100		
	Police & Fire Related Courses, Books, Seminars	1,000		
	SIMUNITIONS AMMUNITION	2,000		
	Tactical Team training	4,000		
	TRT Rope Rescue	1,500		
30351	PSO FIRE TRAINING	1,500	1,500	
30401	GAS/OIL	65,100	65,100	
30402	REPAIRS		81,500	
	CONTRACT CAR WASH	9,000		
	CONTROL SYSTEM	1,500		
	GEN.REPAIR/MAINT	65,000		
	MOTORCYCLE EQUIP	2,000		
	REAR CARGO BOX AREA LOCK BOX	2,000		
	WHELEN LIGHT & SIREN PACKAGE	2,000		
30403	TRAVEL		17,500	
	CID- Travel to Seminars, Court and Conferences	9,000		
	Fire Marshal - Travel to Conferences	3,500		
	Patrol -Travel to Seminars, Court and Conferences	5,000		
30411	TELEPHONE		19,900	
	T-MOBILE	19,900		

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL (CON'T)
5211-PUBLIC SAFETY PATROL**

30440	LEASES		19,800
	D.B. HYDRANTS	7,500	
	P.O. HYDRANTS	12,300	
30450	GENERAL INSURANCE	75,302	75,300
30460	REPAIRS/MAINTENANCE		60,000
	02 System Maintenanc/hydro tests	5,000	
	Bio Hazard Disposal	2,000	
	Bunker Gear cleaning	1,000	
	Fire Extinguisher service	400	
	Hose Monster Bundle-hydrant flow test kit	4,000	
	HYDRO TEST SCBA BOTTLES	2,000	
	Ladder repair & labels	1,000	
	Maintenance Contract for Radios	5,000	
	Mako Compressor Maintenance & Repairs	4,000	
	Medical Equipment	800	
	Meth lab cleanup	6,000	
	Misc. Services/Repairs	2,300	
	MSA Annual flow tests/repairs	3,000	
	Pump, Ladder & Hose Testing	6,000	
	Radar Units (Calibrate 2 times/year-repairs)	2,000	
	Radio and Light Bars not included in Maintenance Cor	1,000	
	Radio Profile Update 80 @ \$34.00 each	3,000	
	Recertify intox simulators	3,500	
	TNT/Edraulic/strong arm servicing	2,000	
	Weapon maintenance & replacement parts	2,000	
	Zoll Tech Support 2 life paks	4,000	
30470	PRINTING		2,000
	REPORTS/FORMS/ETC...	2,000	
30510	OFFICE SUPPLIES	5,000	5,000
30520	OPERATING SUPPLIES		466,600
	2 Replacement chairs	1,000	
	AED 10 @1800 EACH	18,000	
	Badges	1,500	
	Bail out kits	30,000	
	Ballistic Shields 2 @\$3000 each	6,000	
	Ballistic Vests 6 @\$1200 each	7,200	
	Breaching Equipment	6,000	
	Bunker gear 10 sets @ \$6000 Each	60,000	
	CID duty gear & equipment	2,000	
	Culligan Water	1,200	
	Decon Equipment	1,000	
	Dehumidifier	400	
	Drug Test Kits	1,500	
	Duty Ammo	5,000	
	Duty gear	4,500	
	Electronic Evidence Management Equipment	500	
	EMS BAGS 20 @ \$500 EACH	10,000	
	EMS storage cabinets	2,000	
	Evidence/crime scene supplies/equipment	6,000	
	Fire Extinguishers	2,500	
	FIRE GEAR BAGS 30 @ \$100 EACH	3,000	
	Fire gloves/hoods/helmets/boots/misc accessories	20,000	
	Fire Inspector Tools & equipment	1,000	
	Handcuffs 40 @ \$100. ea.	4,000	
	Handtevy	3,250	
	Hearing & Eye Protection	300	
	Honor Guard uniforms & equipment	2,000	
	Load Bearing outer carriers 25 @ 325. each	8,100	
	Medical Supplies	60,000	

**FISCAL YEAR 2024-2054 BUDGET
DEPARTMENTAL BUDGET DETAIL (CON'T)
5211-PUBLIC SAFETY PATROL**

	Miscellaneous Equipment	3,000	
	Miscellaneous Supplies & Tools	3,500	
	Mobile Radios 5 @ \$8700. ea.	43,500	
	Oxygen Fill Station	400	
	Personnel Rehab Equipment 2 @250. each	500	
	Portable Hose Racks	3,000	
	Portable Radios 5 @ \$6480. ea.	32,400	
	Quiqlite X Rechargeable Clip light 40 @ \$100. ea.	4,000	
	Radios/Antennas/Batteries/microphones/Chargers	3,500	
	Rescue & Utility Rope	1,000	
	SCBA Masks	8,000	
	Signage	2,500	
	Stalker Radar units 5 @ \$2300	11,500	
	Tactical Equipment	20,000	
	Tint Meters 15 @ \$90. ea.	1,400	
	Tools, Hose & Foam	12,000	
	Tourniquets 35 @ \$38.99 ea.	1,400	
	TRT Rope Rescue	1,000	
	Uniforms & Cleaning/Motor gear	46,000	
30540	BOOKS/MEMBERSHIP		5,000
	50 Florida Law Enforcement Handbooks @ \$47.00 ea	2,600	
	Florida State Statutes	700	
	IAFCI Certification	450	
	IAFCI Membership	110	
	Misc Publications/Memberships	900	
	SWAT membership	250	
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60	CAPITAL OUTLAY		10,800
60645	LEASES		10,800
	AXON (2 CARS)	10,800	
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TOTAL P.S. PATROL DEPARTMENT			5,660,000
			5,660,000

FISCAL YEAR 2024-2025 BUDGET
5213-PUBLIC SAFETY- AUTO MAINTENANCE EXPENSE

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	97,287	99,600	107,900	0.5%	8,300
13	OTHER SALARY	849	0	0	0.0%	0
14	OVERTIME	0	2,500	2,700	0.0%	200
15	SPECIAL PAY	0	2,500	0	0.0%	(2,500)
21	FICA	7,153	7,800	8,500	0.0%	700
22	RETIREMENT	10,822	12,600	15,000	0.1%	2,400
23	LIFE/HEALTH INSURANCE	31,418	29,800	34,300	0.2%	4,500
24	WORKER'S COMP.	1,741	1,800	1,800	0.0%	0
	TOTAL PERSONAL SERVICES	149,270	156,600	170,200	0.8%	13,600
30	OPERATING EXPENSES					
34	CONTRACTUAL SERVICES	916	1,500	1,500	0.0%	0
35	TRAINING	75	1,000	1,000	0.0%	0
40	VEH EXP/TRAVEL	1,676	1,500	2,700	0.0%	1,200
43	UTILITY SERVICES	0	0	0	0.0%	0
44	RENT/LEASE	0	0	0	0.0%	0
45	GENERAL INSURANCE	555	6,600	4,500	0.0%	(2,100)
46	REPAIRS/MAINT.	3,360	8,700	8,100	0.0%	(600)
52	OPERATING SUPPLIES	2,864	13,900	21,800	0.1%	7,900
	TOTAL OPERATING EXPENSES	9,446	33,200	39,600	0.2%	6,400
	GRAND TOTAL	158,716	189,800	209,800	1.0%	20,000

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5213-PUBLIC SAFETY- AUTO MAINTENANCE EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			170,200
10120	REGULAR SALARY		107,900	
	MECHANICS (2)			
10130	OTHER SALARY			
10140	OVERTIME		2,700	
10150	SPECIAL PAY		-	
10210	FICA		8,500	
10220	RETIREMENT		15,000	
10230	HEALTH		32,900	
10231	LIFE/VISION/DENTAL/ADD		1,400	
10240	WORKER'S COMP.		1,800	
30	OPERATING EXPENSES			39,500
30340	CONTRACT SERVICES		1,500	
	UNIFORM RENTAL	1,500		
30350	TRAINING	1,000	1,000	
30401	GAS/OIL	1,000	1,000	
30402	REPAIRS	500	500	
	1 BATTERY, TIRES, TUNEUP, BRAKE JOB			
30403	TRAVEL	1,200	1,200	
30450	GENERAL INSURANCE	4,454	4,500	
30460	REPAIRS/MAINTENANCE		8,100	
	FUEL & OIL SPILL CLEANUP KITS	300		
	GENERATOR MAINTENANCE	1,850		
	MISCELLANEOUS REPAIRS	1,400		
	TIRE DISPOSAL	500		
	TIRE MACHINE REPAIRS	4,000		
30520	OPERATING SUPPLIES		21,800	
	AIR HOSE WITH REELS	500		
	DISPOSE OF HAZ. WASTE	1,200		
	HAND TOOL	2,600		
	MISC TOOLS/EQUIP./SOFTWR	3,700		
	REPLACEMENT TOOL CHEST	3,000		
	TWIN POST LIFT & INSTALLATION	9,300		
	10 TON FLOOR JACK	1,500		
TOTAL AUTOMOBILE MAINT. DEPT.			209,800	209,700

THE CITY OF DAYTONA BEACH SHORES

BUILDING AND CODES

Purpose

This component is responsible for providing public safety inspection services relevant to the issuance of licenses, permits and certificates, and for managing the City's code enforcement program.

Staffing

Staffing totals 5 FTE:

- 2 - Building Inspectors
- 2 - Permit Clerk
- 1 - Code Enforcement Coordinator

Budget Summary

	<hr/> BUILDING & CODES <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$550,100	\$525,700	(\$24,400)
Operating Expense	167,000	227,300	60,300
TOTAL	717,100	753,000	35,900

**FISCAL YEAR 2024-2025 BUDGET
5240-BUILDING AND CODES EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	459,554	377,900	349,500	1.6%	(28,400)
13	OTHER SALARY	6,887	0	0	0.0%	0
14	OVERTIME	1,636	2,000	3,200	0.0%	1,200
15	SPECIAL PAY	65	15,000	5,900	0.0%	(9,100)
21	FICA	35,301	29,100	27,400	0.1%	(1,700)
22	RETIREMENT	70,308	45,000	47,900	0.2%	2,900
23	LIFE/HEALTH INSURANCE	86,941	74,400	85,800	0.4%	11,400
24	WORKER'S COMP.	8,008	6,700	6,000	0.0%	(700)
	TOTAL PERSONAL SERVICES	668,700	550,100	525,700	2.5%	(24,400)
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	9,549	2,300	2,300	0.0%	0
34	CONTRACT SERVICES	0	116,000	177,000	0.8%	61,000
35	TRAINING	2,629	11,000	8,000	0.0%	(3,000)
40	VEHICLE EXPENSE/TRAVEL	4,985	11,500	17,000	0.1%	5,500
41	COMMUNICATIONS	3,066	2,500	4,600	0.0%	2,100
44	RENT AND LEASE	0	0	0	0.0%	0
46	REPAIRS/MAINTENANCE	4,564	6,500	2,400	0.0%	(4,100)
47	PRINTING	399	500	500	0.0%	0
51	OFFICE SUPPLIES	1,999	2,500	3,000	0.0%	500
52	OPERATING SUPPLIES	8,672	10,900	9,200	0.0%	(1,700)
54	BOOKS/MEMBERSHIPS	290	3,300	3,300	0.0%	0
	TOTAL OPERATING EXPENSES	36,153	167,000	227,300	1.1%	60,300
60	CAPITAL OUTLAY					
64	EQUIPMENT	0	225,000	0	0.0%	(225,000)
	TOTAL CAPITAL OUTLAY	0	225,000	0	0.0%	(225,000)
	GRAND TOTAL	704,853	942,100	753,000	3.5%	(189,100)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5240-BUILDING AND CODES EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			525,700
10120	REGULAR SALARY		349,500	
		CHIEF BLDG. OFFICIAL		
		DPTY DIRECTOR BLDG/CODES		
		CODE ENFORCE OFFICIAL		
		PERMIT TECHNICIAN (2)		
10130	OTHER SALARY		0	
10140	OVERTIME		3,200	
10150	SPECIAL PAY		5,900	
10210	FICA		27,400	
10220	RETIREMENT		47,900	
10230	HEALTH		82,200	
10231	LIFE/VISION/DENTAL/ADD		3,600	
10240	WORKER'S COMP.		6,000	
30	OPERATING EXPENSES			227,300
30310	PROFESSIONAL SERVICES		2,300	
		PLAN REVIEWS (revenue linked)	300	
		SURVEYORS,ENGINEER	2,000	
30340	CONTRACT SERVICES		177,000	
		BUILDING INSPECTION/PLAN REVIEW	177,000	
30350	TRAINING		8,000	
		CONFERENCES	2,600	
		CONT. ED CLASSES	800	
		PROFESSIONAL SEMINAR	4,600	
30401	GAS/OIL	10,000	10,000	
30402	VEHICLE REPAIRS	3,300	3,300	
30403	TRAVEL		3,700	
		CONFERENCE/WORKSHOPS	3,700	
30411	TELEPHONE		1,600	
30412	POSTAGE	3,000	3,000	
30460	REPAIRS/MAINTENANCE		2,400	
		MISC REPAIRS	900	
		COPIER MAINT.	1,500	
30470	PRINTING		500	
		PRINTING/BINDING	500	
30510	OFFICE SUPPLIES		3,000	
		MISC. SUPPLIES	3,000	
30520	OPERATING SUPPLIES		9,200	
		CITY SHIRTS	1,000	
		INSPECTOR PHONE	1,700	
		MISC. SUPPLIES	5,000	
		SCANNING	1,000	
		TOOLS	500	
30540	BOOKS/MEMBERSHIP		3,300	
		INTERNATIONAL CODE BOOKS	800	
		MISC MEMBERSHIPS, BOOKS	2,500	
TOTAL BUILDING DEPT. EXPENSE			753,000	753,000

THE CITY OF DAYTONA BEACH SHORES

PUBLIC WORKS DEPARTMENT

Purpose

This department is responsible for maintaining and repairing the City's real property, along with providing special event and ancillary services. The Community Services Director position is in this account which also has supervisory authority over the Planning and Building and Codes Department. Some services and staff are cross-charged to the Sewer fund.

Staffing

Staffing totals 13 FTE:

- 1 – Community Services Director
- 1 – Deputy of Public Works
- 1 – Administrative Assistant
- 1 – Maintenance Supervisor
- 1 - Electrician
- 6 - Maintenance Workers
- 2 - Building Maintenance

The Public Works Department is organizationally aligned as shown below:

Facilities Division:

- 3 - Administration
- 2 - Building Maintenance
- 8 - Streets

Budget Summary

	<hr/> PUBLIC WORKS <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$1,097,500	\$1,194,600	\$97,100
Operating Expense	718,200	799,700	81,500
TOTAL	1,815,700	1,994,300	178,600

**FISCAL YEAR 2024-2025 BUDGET
PUBLIC WORKS EXPENSE SUMMARY**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	542,117	699,900	755,400	3.6%	55,500
13	OTHER SALARY	2,819	0	0	0.0%	0
14	OVERTIME	3,006	10,100	10,900	0.1%	800
15	SPECIAL PAY	100	12,700	0	0.0%	(12,700)
21	FICA	40,374	55,200	59,700	0.3%	4,500
22	RETIREMENT	63,141	112,600	132,100	0.6%	19,500
23	LIFE/HEALTH INSURANCE	162,877	194,400	223,600	1.1%	29,200
24	WORKER'S COMP.	9,487	12,600	12,900	0.1%	300
	TOTAL PERSONAL SERVICES	823,921	1,097,500	1,194,600	5.6%	97,100
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	0	100	100	0.0%	0
34	CONTRACTUAL SERVICES	28,421	73,400	74,600	0.4%	1,200
35	TRAINING	2,750	10,500	17,500	0.1%	7,000
40	VEHICLE EXPENSE/TRAVEL	23,785	21,100	24,800	0.1%	3,700
41	COMMUNICATIONS	4,412	7,500	6,100	0.0%	(1,400)
43	UTILITY SERVICES	78,098	81,400	79,700	0.4%	(1,700)
44	RENT AND LEASE	15,510	38,800	32,500	0.2%	(6,300)
45	GENERAL INSURANCE	32,675	70,700	53,400	0.3%	(17,300)
46	REPAIRS/MAINTENANCE	193,287	351,000	424,900	2.0%	73,900
47	PRINTING	219	500	500	0.0%	0
49	OTHER	0	2,800	2,800	0.0%	0
51	OFFICE SUPPLIES	1,458	2,000	2,000	0.0%	0
52	OPERATING SUPPLIES	39,325	57,700	80,100	0.4%	22,400
54	BOOKS/MEMBERSHIPS	440	700	700	0.0%	0
	TOTAL OPERATING EXPENSES	420,380	718,200	799,700	3.8%	81,500
60	CAPITAL OUTLAY					
63	OTHER IMPROVEMENTS	33,000	553,200	0	0.0%	(553,200)
64	EQUIPMENT	38,988	74,000	0	0.0%	(74,000)
	TOTAL CAPITAL OUTLAY	71,988	627,200	0	0.0%	(627,200)
	GRAND TOTAL	1,316,289	2,442,900	1,994,300	9.4%	(448,600)

**FISCAL YEAR 2024-2025 BUDGET
PUBLIC WORKS EXPENSE SUMMARY**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	542,117	699,900	755,400	3.6%	55,500
13	OTHER SALARY	2,819	0	0	0.0%	0
14	OVERTIME	3,006	10,100	10,900	0.1%	800
15	SPECIAL PAY	100	12,700	0	0.0%	(12,700)
21	FICA	40,374	55,200	59,700	0.3%	4,500
22	RETIREMENT	63,141	112,600	132,100	0.6%	19,500
23	LIFE/HEALTH INSURANCE	162,877	194,400	223,600	1.1%	29,200
24	WORKER'S COMP.	9,487	12,600	12,900	0.1%	300
	TOTAL PERSONAL SERVICES	823,921	1,097,500	1,194,600	5.6%	97,100
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	0	100	100	0.0%	0
34	CONTRACTUAL SERVICES	28,421	73,400	74,600	0.4%	1,200
35	TRAINING	2,750	10,500	17,500	0.1%	7,000
40	VEHICLE EXPENSE/TRAVEL	23,785	21,100	24,800	0.1%	3,700
41	COMMUNICATIONS	4,412	7,500	6,100	0.0%	(1,400)
43	UTILITY SERVICES	78,098	81,400	79,700	0.4%	(1,700)
44	RENT AND LEASE	15,510	38,800	32,500	0.2%	(6,300)
45	GENERAL INSURANCE	32,675	70,700	53,400	0.3%	(17,300)
46	REPAIRS/MAINTENANCE	193,287	351,000	424,900	2.0%	73,900
47	PRINTING	219	500	500	0.0%	0
49	OTHER	0	2,800	2,800	0.0%	0
51	OFFICE SUPPLIES	1,458	2,000	2,000	0.0%	0
52	OPERATING SUPPLIES	39,325	57,700	80,100	0.4%	22,400
54	BOOKS/MEMBERSHIPS	440	700	700	0.0%	0
	TOTAL OPERATING EXPENSES	420,380	718,200	799,700	3.8%	81,500
60	CAPITAL OUTLAY					
63	OTHER IMPROVEMENTS	33,000	553,200	0	0.0%	(553,200)
64	EQUIPMENT	38,988	74,000	0	0.0%	(74,000)
	TOTAL CAPITAL OUTLAY	71,988	627,200	0	0.0%	(627,200)
	GRAND TOTAL	1,316,289	2,442,900	1,994,300	9.4%	(448,600)

**FISCAL YEAR 2024-2025 BUDGET
5410-PUBLIC WORKS ADMINISTRATION EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	139,796	275,300	296,000	1.4%	20,700
13	OTHER SALARY	2,514	0	0	0.0%	0
14	OVERTIME	762	0	0	0.0%	0
15	SPECIAL PAY	0	12,700	0	0.0%	(12,700)
21	FICA	10,643	22,000	23,700	0.1%	1,700
22	RETIREMENT	18,126	59,000	68,200	0.3%	9,200
23	LIFE/HEALTH INSURANCE	30,370	44,700	51,500	0.2%	6,800
24	WORKER'S COMP.	2,785	5,100	5,200	0.0%	100
	TOTAL PERSONAL SERVICES	204,996	418,800	444,600	2.1%	25,800
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	0	100	100	0.0%	0
34	CONTRACTUAL SERVICES	448	0	0	0.0%	0
35	TRAINING	378	4,200	3,200	0.0%	(1,000)
40	VEHICLE EXPENSE/TRAVEL	5,573	6,900	6,900	0.0%	0
41	COMMUNICATIONS	4,412	7,500	6,100	0.0%	(1,400)
45	GENERAL INSURANCE	32,675	70,700	53,400	0.3%	(17,300)
46	REPAIRS/MAINTENANCE	1,789	2,800	2,100	0.0%	(700)
47	PRINTING	219	500	500	0.0%	0
49	OTHER	0	2,800	2,800	0.0%	0
51	OFFICE SUPPLIES	1,458	2,000	2,000	0.0%	0
52	OPERATING SUPPLIES	1,572	4,400	4,100	0.0%	(300)
54	BOOKS/MEMBERSHIPS	440	700	700	0.0%	0
	TOTAL OPERATING EXPENSES	48,964	102,600	81,900	0.4%	(20,700)
	GRAND TOTAL	253,960	521,400	526,500	2.5%	5,100

**FISCAL YEAR 2024-2025 BUDGET
5410-PUBLIC WORKS ADMINISTRATION EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	139,796	275,300	296,000	1.4%	20,700
13	OTHER SALARY	2,514	0	0	0.0%	0
14	OVERTIME	762	0	0	0.0%	0
15	SPECIAL PAY	0	12,700	0	0.0%	(12,700)
21	FICA	10,643	22,000	23,700	0.1%	1,700
22	RETIREMENT	18,126	59,000	68,200	0.3%	9,200
23	LIFE/HEALTH INSURANCE	30,370	44,700	51,500	0.2%	6,800
24	WORKER'S COMP.	2,785	5,100	5,200	0.0%	100
	TOTAL PERSONAL SERVICES	204,996	418,800	444,600	2.1%	25,800
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	0	100	100	0.0%	0
34	CONTRACTUAL SERVICES	448	0	0	0.0%	0
35	TRAINING	378	4,200	3,200	0.0%	(1,000)
40	VEHICLE EXPENSE/TRAVEL	5,573	6,900	6,900	0.0%	0
41	COMMUNICATIONS	4,412	7,500	6,100	0.0%	(1,400)
45	GENERAL INSURANCE	32,675	70,700	53,400	0.3%	(17,300)
46	REPAIRS/MAINTENANCE	1,789	2,800	2,100	0.0%	(700)
47	PRINTING	219	500	500	0.0%	0
49	OTHER	0	2,800	2,800	0.0%	0
51	OFFICE SUPPLIES	1,458	2,000	2,000	0.0%	0
52	OPERATING SUPPLIES	1,572	4,400	4,100	0.0%	(300)
54	BOOKS/MEMBERSHIPS	440	700	700	0.0%	0
	TOTAL OPERATING EXPENSES	48,964	102,600	81,900	0.4%	(20,700)
	GRAND TOTAL	253,960	521,400	526,500	2.5%	5,100

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5410-PUBLIC WORKS ADMINISTRATION EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			444,600
10120	REGULAR SALARY		296,000	
		DIRECTOR OF COMMUNITY SERVICE		
		DEPUTY DIRECTOR OF PUBLIC WORKS		
		ADMINISTRATIVE ASSISTANT		
10130	OTHER SALARY		-	
10140	OVERTIME		-	
10150	SPECIAL PAY		-	
10210	FICA		23,700	
10220	RETIREMENT		68,200	
10230	HEALTH		49,300	
10231	LIFE/VISION/DENTAL/ADD		2,200	
10240	WORKER'S COMP.		5,200	
30	OPERATING EXPENSES			81,900
30310	PROFESSIONAL SERVICES		100	
		EMPLOYMED	100	
30350	TRAINING		3,200	
		APWA CONFERENCES	2,700	
		CONFERENCE/SEMINARS	500	
		CONT ED CLASSES UCF	-	
30401	GAS/OIL	3,500	3,500	
30402	REPAIRS		1,400	
		MISC. REPAIRS	1,400	
30403	TRAVEL		2,000	
		APWA CONFERENCE	1,000	
		CONF/WORKSHOPS	1,000	
30411	TELEPHONE		5,200	
		CELL PHONES-6	6,800	
		TELEPHONE	5,200	
30412	POSTAGE	900	900	
30450	GENERAL INSURANCE	53,404	53,400	
30460	REPAIRS/MAINTENANCE		2,100	
		800 MHZ RADIO/BASE ST.	200	
		COPIER MAINTENANCE	900	
		IWORQS SOFTWARE MAINT	-	
		MISC. MAINTENANCE	1,000	
30470	PRINTING	500	500	
30490	OTHER CHARGES		2,800	
		EDUCATION & TRAINING	800	
		NPDES OUTFALL MAPPING	2,000	
30510	OFFICE SUPPLIES	2,000	2,000	
30520	OPERATING SUPPLIES		4,100	
		CLOTHING/UNIFORMS	1,000	
		GEN OPER. SUPPLIES	1,800	
		REFRIGERATOR	1,300	
30540	BOOKS/MEMBERSHIP	700	700	
TOTAL PUBLIC WORKS ADMIN EXPENSE			526,500	526,500

FISCAL YEAR 2024-2025 BUDGET
5412-PUBLIC WORKS BUILDING MAINT. EXPENSE

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	52,049	77,300	83,400	0.4%	6,100
13	OTHER SALARY	305	0	0	0.0%	0
14	OVERTIME	23	2,800	3,000	0.0%	200
15	SPECIAL PAY	0	0	0	0.0%	0
21	FICA	3,941	6,100	6,600	0.0%	500
22	RETIREMENT	5,843	9,900	11,700	0.1%	1,800
23	LIFE/HEALTH INSURANCE	15,315	30,000	34,500	0.2%	4,500
24	WORKER'S COMP.	783	1,400	1,400	0.0%	0
	TOTAL PERSONAL SERVICES	78,259	127,500	140,600	0.7%	13,100
30	OPERATING EXPENSES					
34	CONTRACTUAL SERVICES	21,816	49,200	54,100	0.3%	4,900
43	UTILITY SERVICES	28,604	29,000	28,800	0.1%	(200)
46	REPAIRS/MAINTENANCE	121,386	142,900	197,500	0.9%	54,600
52	OPERATING SUPPLIES	4,473	17,800	16,000	0.1%	(1,800)
	TOTAL OPERATING EXPENSES	176,279	238,900	296,400	1.4%	57,500
	GRAND TOTAL	299,263	711,400	437,000	2.1%	(274,400)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5412-PUBLIC WORKS BUILDING MAINT. EXPENSE**

ACCT.#	CATEGORY	DETAIL	LINE ITEM	TOTAL
10	PERSONAL SERVICES			140,600
10120	REGULAR SALARY		83,400	
	BUILDING MAINTENANCE (2)			
10130	OTHER SALARY		0	
10140	OVERTIME		3,000	
10150	SPECIAL PAY		0	
10210	FICA		6,600	
10220	RETIREMENT		11,700	
10230	HEALTH		32,900	
10231	LIFE/VISION/DENTAL/ADD		1,600	
10240	WORKER'S COMP.		1,400	
30	OPERATING EXPENSES			296,400
30340	CONTRACT SERVICES		54,100	
	5 Y FIRE SPRINKLER TESTS	1,800		
	ALARM MONITORING	2,800		
	ANNUAL FIRE EXTINGUISHER SERVICE	2,800		
	ELECTRIC CONTRACTOR	16,500		
	ELEVAT'R MAINT. (3) [CH.PS-2]	10,000		
	FIRE ALARM INSPECTIONS	3,600		
	FUEL TANK CLEANING	3,500		
	GARAGE DOOR MAINTENANCE	2,800		
	PEST CONTROL	7,000		
	UNIFORM CLEANING	3,300		
30431	ELECTRIC	20,600	20,600	
30432	WATER	7,700	7,700	
30434	SEWER	500	500	
30462	EXECUTIVE		65,500	
	ADA IMPROVEMENTS	11,000		
	ELECTRICAL REPAIRS	12,000		
	ELEVATOR CODE UPGRADE	30,000		
	GENERATOR REPAIRS	1,000		
	INTERIOR LIGHTING CONVERSION	1,500		
	MISCELLANEOUS BLDG REPAIRS	5,000		
	SEALING/PRESSURE CLEANING	5,000		
30463	COMMUNITY CENTER		45,000	
	MISC. BUILDING REPAIRS	15,000		
	FIRST FLOOR PAINTING	30,000		
30465	PUBLIC SAFETY		54,500	
	MISC BUILDING REPAIRS	45,000		
	SALLY PORT DOOR REPAIR	2,000		
	SIGN REPAIR	3,500		
	WEIGHT ROOM CLEANING	4,000		
30467	URGENT CARE BUILDING		2,000	
	GENERAL BUILDING MAINT/REPAIRS	2,000		
30468	FACILITIES-C/S BLG		30,500	
	GARAGE DOOR REPAIRS	5,000		
	EXTERIOR LIGHTING	2,500		
	FANS	5,000		
	MAINTENANCE HARDWARE	3,000		
	MISC. REPAIRS AT COMPLEX	5,000		
	STUCCO REPAIR	10,000		
30520	OPERATING SUPPLIES		16,000	
	AIR CONDITIONING FILTERS	5,000		
	MAINT. TOOLS/SUPPLIES/RADIO MAINT	7,500		
	MISC. TRAINING	2,000		
	MISC SUPPLIES	1,500		
TOTAL BUILDING MAINT EXPENSE			437,000	437,000

**FISCAL YEAR 2024-2025 BUDGET
5413-PUBLIC WORKS STREETS EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	350,272	347,300	376,000	1.8%	28,700
13	OTHER SALARY	0	0	0	0.0%	0
14	OVERTIME	2,221	7,300	7,900	0.0%	600
15	SPECIAL PAY	100	0	0	0.0%	0
21	FICA	25,790	27,100	29,400	0.1%	2,300
22	RETIREMENT	39,172	43,700	52,200	0.2%	8,500
23	LIFE/HEALTH INSURANCE	117,192	119,700	137,600	0.6%	17,900
24	WORKER'S COMP.	5,919	6,100	6,300	0.0%	200
	TOTAL PERSONAL SERVICES	540,666	551,200	609,400	2.9%	58,200
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	0	0	0	0.0%	0
34	CONTRACTUAL SERVICES	6,157	24,200	20,500	0.1%	(3,700)
35	TRAINING	2,372	6,300	14,300	0.1%	8,000
40	VEH EXP./TRAVEL	18,212	14,200	17,900	0.1%	3,700
43	UTILITY SERVICES	49,494	52,400	50,900	0.2%	(1,500)
44	RENT AND LEASE	15,510	38,800	32,500	0.2%	(6,300)
46	REPAIRS/MAINTENANCE	70,112	205,300	225,300	1.1%	20,000
52	OPERATING SUPPLIES	33,280	35,500	60,000	0.3%	24,500
	TOTAL OPERATING EXPENSES	195,137	376,700	421,400	2.0%	44,700
60	CAPITAL OUTLAY					
63	OTHER IMPROVEMENTS	0	208,200	0	0.0%	(208,200)
64	EQUIPMENT	27,263	74,000	0	0.0%	(74,000)
	TOTAL CAPITAL OUTLAY	27,263	282,200	0	0.0%	(282,200)
	GRAND TOTAL	763,066	1,210,100	1,030,800	4.9%	(179,300)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5413-PUBLIC WORKS STREETS EXPENSE**

ACCT.#	CATEGORY	DETAIL	LINE ITEM	TOTAL
10	PERSONAL SERVICES			609,400
10120	REGULAR SALARY		376,000	
	FIELD SUPERVISOR			
	ELECTRICIAN			
	MAINT. WORKER (6)			
10130	OTHER SALARY		0	
10140	OVERTIME		7,900	
10150	SPECIAL PAY		0	
10210	FICA		29,400	
10220	RETIREMENT		52,200	
10230	HEALTH		131,500	
10231	LIFE/VISION/DENTAL/ADD		6,100	
10240	WORKER'S COMP.		6,300	
30	OPERATING EXPENSES			426,000
30340	CONTRACT SERVICES		20,500	
	ANIMAL CONTROL-HUMANE SOCIETY	5,000		
	ELECTRICAL CONTRACTOR	10,000		
	UNIFORM RENTAL/CLEANING	5,500		
30350	TRAINING		14,300	
	ANIMAL CONTROL TRAINING	1,000		
	CDL	10,000		
	CONE SCHOOL	1,500		
	SAFETY / SUPRVSR SEMNRS	1,500		
	UF GI-BMP	300		
30400	DIESEL	4,600	4,600	
30401	GAS/OIL	8,800	8,800	
30402	REPAIRS		8,900	
	MISC. VEHICLE REPAIRS	7,500		
	VEHICLE CERTIFICATION	1,400		
30403	TRAVEL	200	200	
30431	ELECTRIC	47,600	47,600	
	CITY ENTRANCE SIGNS			
	FP&L-STREET LIGHTS			
30432	WATER	3,300	3,300	
	3 LANDSCAPE MEDIANS			
	CITY ENTRANCE SIGNS-PO			
	CITY OF DB-FL. SHORES			
	CITY OF PO-DUNLAWTON			
30440	RENT/LEASE		32,500	
	EMERGENCY RENTALS	15,000		
	X-MAS POLE DECORATIONS	17,500		
30460	REPAIRS/MAINTENANCE		225,300	
	A1A TRASH CANS	12,000		
	DECOR & MONGOOSE LIGHT POLES TO LE	55,000		
	FIXTURE PAINTING/SIDEWALK REPAIR	50,000		
	GENERAL REPAIRS	9,000		
	LIGHT POLE/FIXTURE REPLACEMENT	50,000		
	MAINTENANCE ON TRAFFIC SIG./LIGHTS	5,300		
	MULCH/FERTILIZER	8,000		
	ROAD/PLANT/SIGN POLE REPAIR	5,600		
	STREET SIGNS	30,000		
	UPGRADE 870 MGZ RADIOS (3)/MAINTENA	400		
30520	OPERATING SUPPLIES		60,000	
	ANIMAL CONTROL SUPPLIES	1,000		
	BANNER ARMS	7,400		
	BARRICADES	7,000		
	CEMENT MIXER	6,000		
	FLAGS	2,500		
	LANDFILL CHARGES	3,600		
	MISC TOOLS / SUPPLIES / EQUIPMENT	8,500		
	OPERATING CHEMICALS	5,000		
	STREET BANNERS	15,000		
	WEEDEATER/SUPPLIES/REPLACE	4,000		
TOTAL STREETS DEPT. EXPENSE			1,035,400	1,035,400

THE CITY OF DAYTONA BEACH SHORES

PARKS AND RECREATION

Purpose

This unit is responsible for maintaining City parks, recreation facilities, landscaped areas and street trees, preserving natural beauty and functional utility while ensuring safe, attractive, outdoor facilities.

Staffing

Staffing totals 6 FTE:

5 - Maintenance Staff

Budget Summary

	<hr/> PARKS & RECREATION <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$311,800	\$349,700	\$37,900
Operating Expense	243,000	302,800	61,800
TOTAL	<hr/> 554,800	652,500	97,00

FISCAL YEAR 2024-2025 BUDGET
5720-PARKS / RECREATION FACILITIES DEPARTMENT EXPENSE

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	150,406	189,700	208,900	1.0%	19,200
13	OTHER SALARY	0	0	0	0.0%	0
14	OVERTIME	250	5,400	6,000	0.0%	600
15	SPECIAL PAY	0	100	0	0.0%	(100)
21	FICA	11,036	14,900	16,400	0.1%	1,500
22	RETIREMENT	16,765	24,000	29,200	0.1%	5,200
23	LIFE/HEALTH INSURANCE	73,033	74,400	85,700	0.4%	11,300
24	WORKER'S COMP.	3,482	3,300	3,500	0.0%	200
	TOTAL PERSONAL SERVICES	254,972	311,800	349,700		37,900
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	3,127	2,000	0	0.0%	(2,000)
34	CONTRACTUAL SERVICES	3,127	5,500	5,500	0.0%	0
35	TRAINING	1,343	2,800	12,000	0.1%	9,200
40	VEH. EXP/TRAVEL	11,187	10,900	14,500	0.1%	3,600
41	COMMUNICATIONS	3,107	3,200	3,300	0.0%	100
43	UTILITY SERVICES	4,843	5,300	4,800	0.0%	(500)
44	RENT AND LEASE	0	0	5,000	0.0%	5,000
45	GENERAL INSURANCE	44,915	85,400	79,700	0.4%	(5,700)
46	REPAIRS/MAINTENANCE	46,476	78,400	112,500	0.5%	34,100
49	OTHER	2,555	5,000	5,000	0.0%	0
52	OPERATING SUPPLIES	42,269	44,500	60,500	0.3%	16,000
	TOTAL OPERATING EXPENSES	159,822	243,000	302,800	1.4%	61,800
60	CAPITAL OUTLAY					
63	OTHER IMPROVEMENTS	0	1,489,900	0	0.0%	(1,489,900)
64	EQUIPMENT	44,440	14,500	0	0.0%	(14,500)
	TOTAL CAPITAL OUTLAY	44,440	1,504,400	0	0.0%	(1,504,400)
	GRAND TOTAL	459,234	2,059,200	652,500	3.1%	(1,406,700)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5720-PARKS / RECREATION FACILITIES DEPARTMENT EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			349,700
10120	REGULAR SALARY		208,900	
	MAINT, WORKER (5)			
10130	OTHER SALARY		0	
10140	OVERTIME		6,000	
10150	SPECIAL PAY		0	
10210	FICA		16,400	
10220	RETIREMENT		29,200	
10230	HEALTH		82,200	
10231	LIFE/VISION/DENTAL/ADD		3,500	
10240	WORKER'S COMP.		3,500	
30	OPERATING EXPENSES			304,800
30310	PROFESSIONAL SERVICES	2000	2,000	
30340	CONTRACT SERVICES		5,500	
	PEST CONTROL DOG PARK	2,000		
	UNIFORM CLEANING	3,500		
30350	TRAINING		12,000	
	CLASSES/TRAINING/CDL'S	6,000		
	PARK SAFETY TRAINING	1,000		
	PICKLE BALL COURT MAINTENANCE	3,000		
	TENNIS COURT MAINTENANCE	2,000		
30401	GAS/OIL	8,000	8,000	
30402	REPAIRS	6,500	6,500	
30411	PHONE	3,300	3,300	
30431	ELECTRIC	2,500	2,500	
	PARK LIGHTS:			
	BURGER KING LOT (?)			
	FORNARI			
	MCELROY			
	RENDON (?)			
	VAN AVE			
30432	WATER	1,100	1,100	
	CITY OF PO-FORNARI			
	CITY OF PO-MCELROY			
	NEW A1A (?)			
30434	SEWER	1,200	1,200	
	FORNARI			
	MCELROY			
	NEW A1A (?)			
30440	RENT/LEASE		5,000	
	TABLE TOWERS RENTAL	5,000		
30450	GENERAL INSURANCE	79,660	79,700	
30460	REPAIRS/MAINTENANCE		112,500	
	ASPHALT REPLACEMENT	22,000		
	CLAY COURT SUPPLIES	3,300		
	DUNE CROSSOVER REPAIRS	16,500		
	EXERCISE EQUIPMENT REPAIRS	6,000		
	FERTILIZER/PESTICIDE	3,300		
	FORNARI GUTTERS/SHOWERS	8,200		
	GEN REPAIRS/MAINT	6,100		
	GUARDRAIL REPLACEMENT	800		
	MISC. PLANTS/SPRINKLERS	6,800		
	MULCH FOR PARKS	10,000		
	NETS/SCREENS/COURT SUPPLY-PB	4,400		
	PARK SIGN REPLACEMENT	7,500		
	TRASH BIN REPLACEMENT	15,000		
	UPGRADE 870 MGZ RADIOS (3)/MAINT.	440		
	WINDSCREENS/NETS/TAPE-ORC	2,200		

FISCAL YEAR 2024-2025 BUDGET

DEPARTMENTAL BUDGET DETAIL

5720-PARKS / RECREATION FACILITIES DEPARTMENT EXPENSE

30490	OTHER -		5,000	
	COMMUNITY CENTER DECORATIONS	2,000		
	MISC X-MAS DECORATIONS	3,000		
30520	OPERATING SUPPLIES		60,500	
	COURT OF FLAGS	4,000		
	EDGER/BLOWER/TRIMMER(S)	4,000		
	JANITORIAL SUPPLIES	5,000		
	MISC SUPPLIES	20,000		
	MISC. TOOLS AND CABINETS	4,000		
	PAPER PRODUCTS	7,000		
	PARK FURNITURE	7,500		
	PARK IRRIGATION UPGRADES	7,500		
	WATER COOLER	1,500		
TOTAL PARKS DEPT. EXPENSE			654,500	654,500

THE CITY OF DAYTONA BEACH SHORES

COMMUNITY CENTER

Purpose

This component provides for the administration and operating expenses of the Community Center and City-wide recreational programs, the city's marketing program and the city's custodial division.

Staffing

Staffing totals 5.8 FTE:

- 1 - Director of Recreation
- 1- Recreation Specialist
- 1 – Public Information Officer
- 2 – Recreation Liaison
- 0.8 - Part-Time Staffing

Budget Summary

	<hr/> COMMUNITY CENTER <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$491,200	\$562,500	\$71,300
Operating Expense	180,000	264,500	84,500
TOTAL	671,200	827,000	155,800

**FISCAL YEAR 2024-2025 BUDGET
5751-COMMUNITY CENTER EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REG. SALARY	280,308	310,000	347,200	1.6%	37,200
13	OTHER SALARY	0	4,800	0	0.0%	(4,800)
14	OVERTIME	4,463	4,000	6,100		
15	SPECIAL PAY	0	6,600	0	0.0%	(6,600)
21	FICA	21,700	24,100	26,600	0.1%	2,500
22	RETIREMENT	50,255	61,300	73,800	0.3%	12,500
23	LIFE/HEALTH INSURANCE	87,698	75,000	102,900	0.5%	27,900
24	WORKER'S COMP.	5,048	5,400	5,900	0.0%	500
	TOTAL PERSONAL SERVICES	449,472	491,200	562,500		71,300
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	0	0	0	0.0%	0
34	CONTRACTUAL SERVICES	2,079	14,600	9,600	0.0%	(5,000)
35	TRAINING	795	3,500	3,500	0.0%	0
40	VEHICLE EXPENSE/TRAVEL	12,853	15,800	17,800	0.1%	2,000
41	COMMUNICATIONS	6,428	5,500	6,600	0.0%	1,100
43	UTILITIES	43,573	47,100	42,500	0.2%	(4,600)
44	RENT/LEASE	0	500	500	0.0%	0
47	PRINTING	0	3,500	3,500	0.0%	0
49	OTHER CHARGES	1,679	55,000	145,500	0.7%	90,500
51	OFFICE SUPPLIES	3,519	3,000	3,000	0.0%	0
52	OPERATING SUPPLIES	31,764	29,000	29,500	0.1%	500
54	BOOKS/MEMBERSHIPS	1,361	2,500	2,500	0.0%	0
	TOTAL OPERATING EXPENSES	104,051	180,000	264,500	1.2%	84,500
60	CAPITAL OUTLAY					
62	BUILDING	0	0	0	0.0%	0
64	EQUIPMENT	10,902	0	0	0.0%	0
	TOTAL CAPITAL OUTLAY	10,902	0	0	0.0%	0
	GRAND TOTAL	564,425	671,200	827,000	3.9%	155,800

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5751-COMMUNITY CENTER EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			562,500
10120	REGULAR SALARY		347,200	
		PARKS & REC. DIR COMM CENTER COORD. CUSTODIAL (2) P/T OFFICE STAFF		
10130	OTHER SALARY		0	
10140	OVERTIME		6,100	
10150	SPECIAL PAY		0	
10210	FICA		26,600	
10220	RETIREMENT		73,800	
10230	HEALTH		98,700	
10231	LIFE/VISION/DENTAL/ADD		4,200	
10240	WORKER'S COMP.		5,900	
30	OPERATING EXPENSES			264,500
30340	CONTRACT SERVICES		9,600	
		COPIER PHOTOGRAPHER PLANT PEOPLE SOFTWARE MAINT WATER COOLER XM RADIO YOUTUBE	1,600 1,500 1,300 4,500 300 300 145	
30350	TRAINING	3,500	3,500	
30403	TRAVEL		17,800	
		FEDC FPRA-PIO FRPA FRPA AGENCY SUMMIT MILEAGE NRPA/IEDC TALLAHASSEE-ADVOCACY VFPRA-PIO	1,500 2,000 3,000 1,000 4,800 3,000 2,000 500	
30411	TELEPHONE	6,500	6,500	
30412	POSTAGE	100	100	
30431	ELECTRIC	30,000	30,000	
30432	WATER	9,300	9,300	
30434	SEWER	3,200	3,200	
30440	RENT/LEASE	500	500	
30470	PRINTING	3,500	3,500	

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5751-COMMUNITY CENTER EXPENSE**

30490	OTHER CHARGES		145,500
	ARMED FORCES DAY	5,000	
	BUSINESS & HEALTH EXPO	2,500	
	CASINO NIGHT	10,000	
	CHRISTMAS EMPLOYEE LUNCH	3,500	
	CHRISTMAS TREE LIGHTING	5,500	
	CITIZENS ACADEMY	2,500	
	COFFEE WITH THE MAYOR	2,500	
	COMMUNITY COOKOUT	3,000	
	CULTURE & ENTERTAINMENT	70,000	
	FOOD TRUCKS & CONCERTS	15,000	
	MARKETING/WEBSITE	19,500	
	MAYOR'S FITNESS CHALLENGE	5,500	
	MISC.	1,000	
30510	OFFICE SUPPLIES	3,000	3,000
30520	OPERATING SUPPLIES		29,500
	CUSTODIAL SUPPLIES	15,000	
	HOLIDAY DECORATIONS	10,000	
	MISC	3,500	
	VCRDA LUNCHEON	1,000	
30540	MEMBERSHIPS/BOOKS/PUBLICA.	2,500	2,500
TOTAL COMMUNITY CENTER			827,000
			827,000

THE CITY OF DAYTONA BEACH SHORES
PHYSICAL ENVIRONMENT

Purpose

This component provides funds that support the operational, capital and/or debt service expense requirements.

This department also includes the operational expense for solid waste removal and recycling programs. These expenses are offset by customer billings for these services.

Budget Summary

	UNDERGROUND UTILITIES/ SOLID WASTE		
	Current FY	Proposed	Change
Human Resource Expense	\$0	\$0	\$0
Operating Expense	1,672,900	1,654,600	(18,300)
TOTAL	1,672,900	1,654,600	(18,300)

**FISCAL YEAR 2024-2025 BUDGET
5390 - PHYSICAL ENVIRONMENT**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
30	OPERATING EXPENSES					
31	PROFESSIONAL SERVICES	16,200	18,000	18,900	0.1%	900
43	UTILITIES (Solid Waste/Recycle)	1,337,067	1,654,900	1,635,700	7.7%	(19,200)
	TOTAL OPERATING EXPENSES	1,353,267	1,672,900	1,654,600	7.8%	(18,300)
	GRAND TOTAL	1,353,267	1,672,900	1,654,600	7.8%	(18,300)

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
5390 - PHYSICAL ENVIRONMENT**

ACCT.#	CATEGORY	DETAIL	LINE ITEM	TOTAL
30	OPERATING EXPENSES			1,654,600
30310	PROFESSIONAL SERVICES		18,900	
	SW Tracking Software	3,333		
	SW Contract Monitor	15,600		
30435	SOLID WASTE (revenue linked)	1,524,800	1,524,800	
30436	RECYCLING (revenue linked)	110,900	110,900	
TOTAL UG UTIL DEPARTMENT			1,654,600	1,654,600

THE CITY OF DAYTONA BEACH SHORES

BENEFIT TERM PAYOUT

Purpose

This component provides for costs associated with sick leave and termination pay of employees who leave the City (including severance as appropriate) and the estimated City contribution for Unemployment Compensation.

Budget Summary

	<hr/> BENEFIT PAYOUT <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$48,400	\$67,100	(\$18,700)
Operating Expense			0
TOTAL	48,400	67,100	(18,700)

**FISCAL YEAR 2024-2025 BUDGET
5690-BENEFIT TERM PAYOUT EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
10	PERSONAL SERVICES					
12	REGULAR SALARY	124,830	35,000	55,000	0.3%	20,000
21	FICA	9,465	3,400	4,100	0.0%	700
22	RETIREMENT	14,729	10,000	8,000	0.0%	(2,000)
25	UNEMPLOYMENT	(1,787)		0	0.0%	0
	TOTAL PERSONAL SERVICES	147,237	48,400	67,100	0.3%	18,700
	GRAND TOTAL	147,237	48,400	67,100	0.3%	18,700

THE CITY OF DAYTONA BEACH SHORES

CONTINGENCY

Purpose

This component provides funds that are specifically appropriated for transfer to other accounts for emergency or unforeseen expenditures. It also includes funds that are planned for reserves, but that may be appropriated for other purposes based on need. It also includes the funds that are transferred to the capital improvement fund for planned capital expenditures based on the five-year capital plan. In the proposed budget, the contingency covers four distinct components:

- (1) self-insurance (covering windstorm and/or claims outside current budget);
- (2) general contingency;
- (3) a capital depreciation reserve; and,
- (4) the repayment of reserve funds allocated toward the construction of the Community Center.

Budget Summary

	<hr/> CONTINGENCY <hr/>		
	Current FY	Proposed	Change
Human Resource Expense			\$0
Operating Expense			0
Transfer Out-Capital Fund		3,505,100	3,505,100
Contingency	1,084,400	1,074,700	(9,700)
TOTAL	<hr/> 1,084,400	<hr/> 4,579,800	<hr/> 3,495,400

**FISCAL YEAR 2024-2025 BUDGET
5800-CONTINGENCY EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
90	TRANSFERS					
900	CONTINGENCY	0	1,084,400	1,074,700	5.1%	(9,700)
920	TRANSFER TO OTHER FUNDS	0	0	3,505,100	16.5%	3,505,100
	GRAND TOTAL	0	1,084,400	4,579,800	21.6%	3,495,400

**FISCAL YEAR 2024-2025 BUDGET
BUDGET DETAIL
5800-CONTINGENCY EXPENSE**

DEPARTMENTAL BUDGET DETAIL

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
90	TRANSFERS			4,579,800
900	Contingency		1,074,695	
	Capital Depreciation & Self Insurance (EE Health & Windstorm)	792,100		
	Short-Term General	50,000		
	Community Center Reserve Repayment	232,595		
920	Transfer to Other Funds		3,505,100	
TOTAL CONTINGENCY			4,579,795	4,579,800

THE CITY OF DAYTONA BEACH SHORES
GENERAL LONG-TERM DEBT

Purpose

This component provides for the redemption of non-voted debt, and Leases and Software As a Services according to GASB 87 & 96. Interest payments associated with such debt is included in this account.

Budget Summary

	LONG TERM DEBT		
	Current FY	Proposed	Change
Principal	\$322,600	\$291,300	(\$31,300)
Interest	22,100	15,900	(6,200)
TOTAL	344,700	307,200	(37,500)

**FISCAL YEAR 2024-2025 BUDGET
5820-GEN LONG TERM DEBT EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	% of GF	BUDGET CHANGE
70	DEBT SERVICE					
710	PRINCIPAL EXPENSE	0	322,600	291,300	1.4%	(31,300)
720	INTEREST EXPENSE	0	22,100	15,900	0.1%	(6,200)
	TOTAL DEBT SERVICE	0	344,700	307,200	1.4%	(37,500)
	GRAND TOTAL	0	344,700	307,200	1.4%	(37,500)

**CITY OF DAYTONA BEACH SHORES
DEPARTMENTAL BUDGET DETAIL
5820-GEN LONG TERM DEBT EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
70	LEASE COSTS			307,200
70710	PRINCIPAL EXPENSE		291,300	
	Leases		126,300	
	Axon Base Fleet 3 Contrac	63,900		
	Axon Contract (15 Cars)	34,800		
	Axon Contract (5 Cars)	12,800		
	Axon Contract (5 Cars)	11,200		
	Axon Contract (2 Cars)	3,600		
	Software As A Service		165,000	
	Business Continuity Solutik	37,100		
	Flock	16,300		
	Microsoft 365	32,600		
	Tyler Saas-ERP	79,000		
70720	INTEREST EXPENSE		15,900	
	Leases		7,600	
	Axon Base Fleet 3 Contrac	3,400		
	Axon Contract (15 Cars)	2,700		
	Axon Contract (5 Cars)	500		
	Axon Contract (5 Cars)	700		
	Axon Contract (2 Cars)	300		
	Software As A Service		8,300	
	Business Continuity Solutik	2,700		
	Flock	1,700		
	Microsoft 365	1,800		
	Tyler Saas-ERP	2,100		
	GEN LONG TERM DEBT		307,200	307,200

THE CITY OF DAYTONA BEACH SHORES
ECONOMIC DEVELOPMENT

Purpose

This component provides for the assistance to businesses with the desire and potential for growth within the City of Daytona Beach Shores. The lease subsidy program is administered by this department.

Budget Summary

	ECONOMIC DEVELOPMENT		
	Current FY	Proposed	Change
Human Resource Expense	\$0	\$0	\$0
Operating Expense	100,000	100,000	0
TOTAL	100,000	100,000	0

**CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-2025 BUDGET
ECONOMIC DEVELOPMENT**

DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	BUDGET CHANGE
ECONOMIC DEV ELOPMENT REVENUE				
TRANSFER IN FROM GENERAL FUND	0	100,000	0	(100,000)
APPROPRIATED FUND BALANCE	0	0	100,000	100,000
OPERATIONS REVENUE TOTAL	0	100,000	100,000	0
ECONOMIC DEVELOPMENT EXPENSE				
LAND PURCHASE INCENTIVES	80,100	0	0	0
LEASE SUBSIDY	46,785	100,000	100,000	0
OPERATIONS EXPENSE TOTAL	126,885	100,000	100,000	0
OPERTATIONS NET	(126,885)	0	0	0
TOTAL FUND REVENUE				
TOTAL FUND REVENUE	0	100,000	100,000	0
TOTAL FUND EXPENSE				
TOTAL FUND EXPENSE	126,885	100,000	100,000	0
TOTAL NET	(126,885)	0	0	0

SEWER FUND

THE CITY OF DAYTONA BEACH SHORES

SEWER OPERATING

Purpose

This City operates a sewerage collection and transmission system and has contracted with a neighboring municipality for sewage treatment.

Enterprise funds are used to account for the provision of sewer services, which the City operates as though it were a separate business. Enterprise activities are not dependent on taxes for their operating revenue, and may be operated by the City to generate revenues in excess of expenses to enhance the City's overall financial position.

Staffing

Staffing totals 4 FTE:

- 1 - Utility Technician Supervisor
- 3 - Utility Technicians

Budget Summary

	<hr/> SEWER OPERATING <hr/>		
	Current FY	Proposed	Change
Human Resource Expense	\$306,300	\$411,400	\$105,100
Operating Expense	3,759,000	4,021,700	262,700
Transfer Out-Capital Fund	0	11,603,500	11,603,500
Debt Service	0	6,551,700	6,551,700
Contingency	451,400	451,400	0
Bad Debt Expense	0	10,000	10,000
TOTAL	4,516,700	23,049,700	18,533,000

**CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-2025 BUDGET
SEWER FUND FUNCTIONAL SUMMARY**

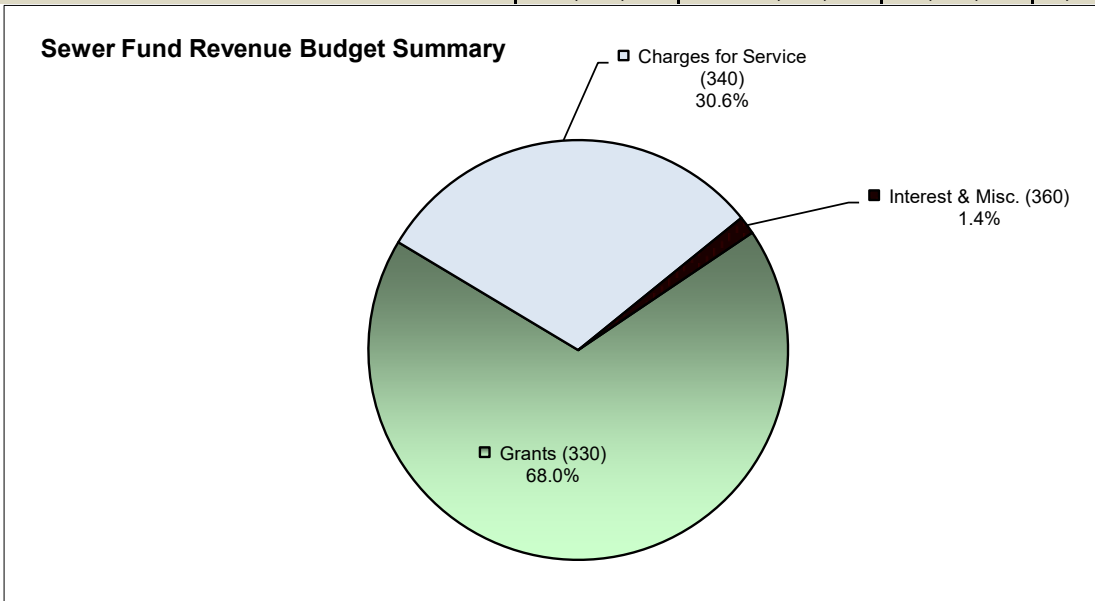
DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	BUDGET CHANGE
FD401				
SEWER OPERATIONS REVENUE				
SAFHI-FEDERAL GRANT	0	0	6,551,700	6,551,700
HMGP-FEDERAL GRANT	0	0	281,300	281,300
CDBG-FEDERAL GRANT	0	0	3,710,000	3,710,000
SVC CHG. METER READ	198	0	100	100
SEWER REVENUE	3,636,044	4,301,700	4,739,100	437,400
OPERATING INTEREST	6,565	215,000	215,000	0
MISCELLANEOUS	-3,497	0	0	0
SRF LOAN PROCEEDS	0	0	6,551,700	6,551,700
TRANSFER FR FUND BALANCE	0	0	1,000,800	1,000,800
OPERATIONS REVENUE TOTAL	3,639,310	4,516,700	23,049,700	18,533,000
SEWER OPERATIONS EXPENSE				
TOTAL PERSONAL SERVICES	291,648	306,300	411,400	105,100
TOTAL OPERATING EXPENSES	2,181,844	3,334,300	3,534,700	200,400
CAPITAL DEPRECIATION	371,530	424,700	487,000	62,300
CONTINGENCY	0	451,400	451,400	0
BAD DEBT WRITE DOWN	0	0	10,000	10,000
TRANSFER TO CAPITAL FUND	0	0	11,603,500	11,603,500
TOTAL DEBT SERVICE				
PRINCIPLE & CHARGES	0	0	6,551,700	6,551,700
INTEREST PAYMENTS	0	0	0	0
OPERATIONS EXPENSE TOTAL	2,845,022	4,516,700	23,049,700	18,533,000
SEWER OPERATIONS NET	794,288	0	0	0
FD402				
SEWER IMPACT FEE REVENUE				
IMPACT FEE INTEREST	1	100	100	0
SEWER IMPACT FEE	137,368	16,000	16,000	0
IMPACT FEE REVENUE TOTAL	137,369	16,100	16,100	0
SEWER IMPACT FEE EXPENSE				
OPERATING EXPENSES	81,260	9,600	9,600	0
CONTINGENCY	0	6,500	6,500	0
TRANSFER TO RESERVES	10,585	0	0	0
IMPACT FEE EXPENSE TOTAL	91,845	16,100	16,100	0
SEWER IMPACT FEE NET	45,524	0	0	0
TOTAL FUND REVENUE	3,776,679	4,532,800	23,065,800	18,533,000
TOTAL FUND EXPENSE	2,936,867	4,532,800	23,065,800	18,533,000
TOTAL NET	839,812	0	0	0

**CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-25 BUDGET**

SEWER FUND REVENUE - FUNCTIONAL SUMMARY

Account Description	FY2022-23 Actual	FY2023-24 Amended Bud.	FY2024-25 Budget	Budget Change
Fees (320)	0	0	0	0
Grants (330)	0	0	10,543,000	10,543,000
Charges for Service (340)	3,636,242	4,301,700	4,739,200	437,500
Interest & Misc. (360)	3,068	201,000	215,000	14,000
Internal Service & Debt Proceeds (380)	0	0	6,551,700	6,551,700
Transfers from Fund Balance (390)	0	0	1,000,800	1,000,800
TOTAL	3,639,310	4,502,700	23,049,700	18,547,000

Account Description	SEWER FUND LINE ITEM REVENUE DETAIL			
	FY2022-23 Actual	FY2023-24 Amended Bud.	FY2024-25 Budget	Budget Change
401-330-3340-33100 SAHFI Grant	0	0	6,551,700	6,551,700
401-330-3340-33101 HMPG Grant	0	0	281,300	281,300
401-330-3340-33102 CDBG (Transform 386) Gra	0	0	3,710,000	3,710,000
401-340-3430-43500 Sewer Revenue	3,636,242	4,301,700	4,739,200	437,500
401-360-3610-61003 BoA Operating Interest	6,560	1,000	15,000	14,000
401-360-3610-61200 SBA Operating Interest	5	0	0	0
401-360-3610-61260 Other Investment Income	0	200,000	200,000	0
401-360-3690-69999 Miscellaneous	(3,497)	0	0	0
401-380-3840-40111 Sewer Construction Rev.	0	0	6,551,700	6,551,700
401-390-3990-81600 Trans fr Fund Balance	0	0	1,000,800	1,000,800
SEWER FUND TOTAL	3,639,310	4,502,700	23,049,700	18,547,000

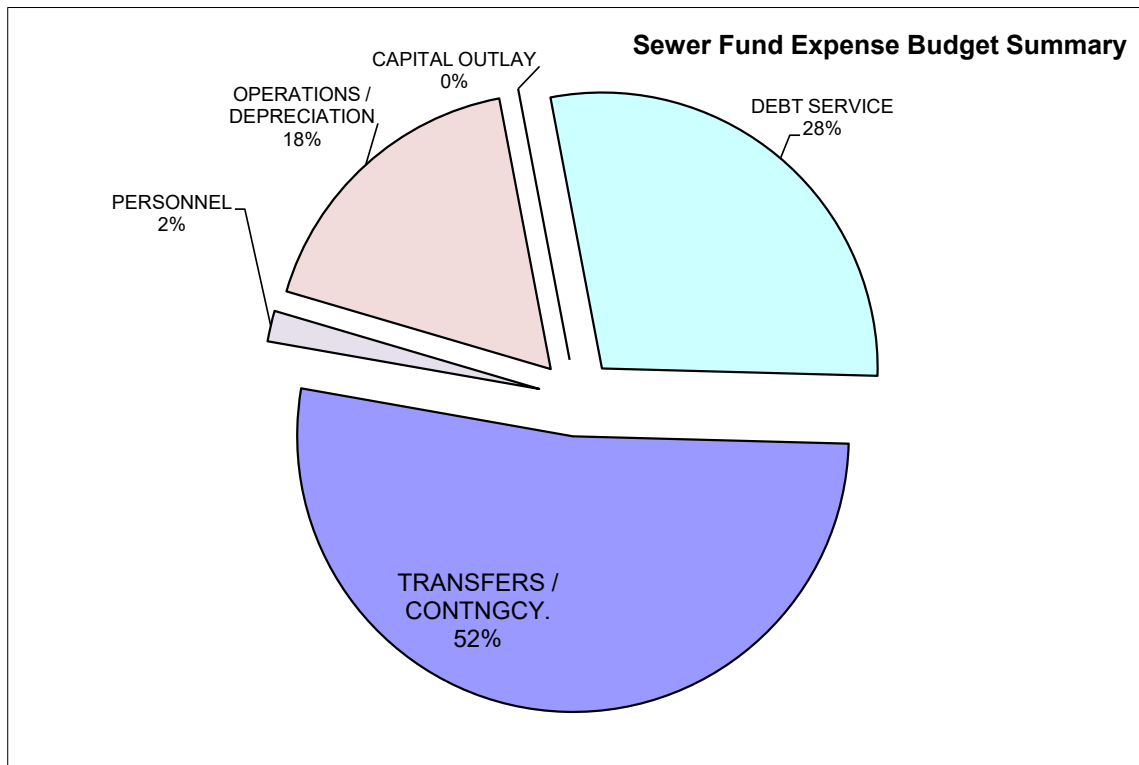


**CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-2025 BUDGET
SEWER FUND EXPENDITURES SUMMARY**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	BUDGET CHANGE
5350	SEWER OPERATING	2,926,282	4,516,700	4,433,100	(83,600)
5352	SEWER CONSTRUCTION	0	0	0	0
	SEWER SRFL	0	0	6,551,700	0
	TRANSFERS/CONTINGENCY	0	0	12,064,900	0
TOTAL EXPENDITURES		2,926,282	4,516,700	23,049,700	(83,600)

BUDGET: SUMMARY BY CATEGORY OF EXPENSE

PERSONNEL	291,648	306,300	411,400	105,100
OPERATIONS / DEPRECIATION	2,634,634	3,759,000	4,021,700	262,700
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	6,551,700	6,551,700
TRANSFERS / CONTNGCY.	0	451,400	12,064,900	11,613,500
TOTAL EXPENDITURES	2,926,282	4,516,700	23,049,700	18,533,000



**CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-2025 BUDGET
401-5350 SEWER OPERATING EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	BUDGET BUDGET CHANGE
10	PERSONAL SERVICES				
12	REG. SALARY	172,004	190,300	252,200	32.53%
13	OTHER SALARY	4,075	0	0	0.00%
14	OVERTIME	1,528	10,200	12,700	24.51%
15	SPECIAL PAY	0	2,600	0	-100.00%
21	FICA	14,051	15,500	20,300	30.97%
22	RETIREMENT	26,753	24,700	36,000	45.75%
23	LIFE/HEALTH INSURANCE	58,645	59,500	85,800	44.20%
24	WORKER'S COMP. & OPEB	14,592	3,500	4,400	25.71%
	TOTAL PERSONAL SERVICES	291,648	306,300	411,400	34.31%
30	OPERATING EXPENSES				
31	PROFESSIONAL SERVICES	(5,914)	400,000	400,000	0.00%
32	ACCOUNTING/AUDITING	17,000	23,000	23,000	0.00%
34	CONTRACTUAL SERVICES	6,036	15,100	15,800	4.64%
35	TRAINING	944	8,200	22,100	169.51%
40	VEHICLE EXP/TRAVEL	15,364	24,500	39,800	62.45%
41	COMMUNICATIONS	10,923	15,000	15,000	0.00%
43	UTILITY SERVICES	1,134,631	1,543,900	1,546,200	0.15%
44	RENT AND LEASE	0	1,500	1,500	0.00%
45	GENERAL INSURANCE	12,048	33,200	27,000	-18.67%
46	REPAIRS/MAINTENANCE	90,378	123,700	123,700	0.00%
47	PRINTING	455	2,100	2,100	0.00%
49	OTHER	855,535	1,085,300	1,259,300	16.03%
51	OFFICE SUPPLIES	166	600	1,000	66.67%
52	OPERATING SUPPLIES	44,248	57,900	57,900	0.00%
54	BOOKS/MEMBERSHIPS	30	300	300	0.00%
59	DEPRECIATION/AMORTIZATION	371,530	424,700	487,000	14.67%
	TOTAL OPERATING EXPENSES	2,553,374	3,759,000	4,021,700	6.99%
60	CAPITAL OUTLAY				
62	BUILDINGS	0	0	0	
63	IMPROVEMENTS	0	2,259,400	0	-100.00%
64	EQUIPMENT	104,582	37,000	0	-100.00%
69	CAPITAL OFFSET	(104,582)	(2,296,400)	0	-100.00%
	TOTAL CAPITAL OUTLAY	0	0	0	
70	DEBT SERVICE				
71	PRINCIPAL (Actuals are incorp.withIn Depreciation)	0	0	6,551,700	0.00%
72	INTEREST	0	0	0	0.00%
	TOTAL DEBT SERVICE	0	0	6,551,700	
90	TRANSFERS				
90	CONTINGENCY	0	451,400	451,400	0.00%
905	BAD DEBT	0	0	10,000	0.00%
905	TRANSFERS OUT-CAPITAL FUND	0	0	11,603,500	0.00%
	TOTAL TRANSFERS	0	451,400	12,064,900	2572.77%
	GRAND TOTAL	2,845,022	4,516,700	23,049,700	410.32%

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL
401-5350 SEWER OPERATING EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>	<u>TOTAL</u>
10	PERSONAL SERVICES			411,400
10120	REGULAR SALARY		252,200	
		PROJECT MANAGER-NEW UTILITY SUPERVISOR UTILITY TECHNICIANS (3)		
10130	OTHER SALARY		0	
10140	OVERTIME		12,700	
10150	SPECIAL PAY		0	
10210	FICA		20,300	
10220	RETIREMENT		36,000	
10230	HEALTH		82,200	
10231	LIFE/VISION/DENTAL/ADD		3,600	
10240	WORKER'S COMP.		4,400	
30	OPERATING EXPENSES			4,021,700
30310	PROFESSIONAL SERVICES		400,000	
		ENGINEER SERVICES-MASTER PLAN	400,000	
30320	ACCOUNTING/AUDITING		23,000	
		ANNUAL AUDIT	23,000	
30340	CONTRACT SERVICES		15,800	
		CUES MAINT. CONTRACT	1,500	
		GO CANVAS	2,200	
		INTERNET-WIFI	3,000	
		MASTER BYPASS TELEMETRY	4,500	
		STATION 1 ALARM MONTIOR	2,600	
		UNIFORM RENTAL	2,000	
30350	TRAINING		22,100	
		CAMERA SCHOOL	500	
		CDL CLASSES	6,000	
		CONFINED SPACE CERT. (2)	1,300	
		GROUND PENETRATING UTILITY SURVEY	7,500	
		LIFT ST.MECHANIC X-TRAINING	800	
		MISC. TRAINING	6,000	
30400	DIESEL		14,000	14,000
30401	GAS		8,800	8,800
30402	VEH.MAINT./REPAIRS		15,000	
		BUCKET TRUCK CERTIFICATION	3,000	
		VEHICLES	12,000	
30403	TRAVEL/PER DIEM		2,000	
		CONFINED SPACE CERT.(2)	1,000	
		LIFT STA. MECHANIC	1,000	
30411	TELEPHONE		8,000	
		CELL PHONES	1,200	
		IPAD CELLULAR	1,000	
		PHONES W/AUTODIAL 10 STATIONS	5,800	
30412	POSTAGE		7,000	7,000
		SEWER BILL MAILING	7,000	
30431	ELECTRIC		45,000	45,000
30432	WATER		7,700	7,700
		CITY OF P.O. & DB	7,700	
30434	SEWER		1,493,500	1,493,500
		Charges for Sewer Services	1,493,500	
30440	RENT/LEASE		1,500	1,500
		TOOLS/PUMP RENTALS	1,500	
30450	INSURANCE		27,015	27,000

**FISCAL YEAR 2024-2025 BUDGET
DEPARTMENTAL BUDGET DETAIL (Con't)
401-5350 SEWER OPERATING EXPENSE**

<u>ACCT.#</u>	<u>CATEGORY</u>	<u>DETAIL</u>	<u>LINE ITEM</u>
30460	REPAIRS/MAINTENANCE		123,700
	A/C REPLACEMENT	7,000	
	ELECTRICAL REPAIRS TO STATIONS	2,400	
	EMERGENCY REPAIRS	30,000	
	INSPECT/CLEAN/TELEVISION	10,400	
	LOCATES	6,000	
	MAINT. FOR UTILITY SYSTEM	1,000	
	MANHOLE COVERS/RINGS	2,000	
	MASTER BYPASS TELEMETRY PANEL	5,000	
	MISC. REPAIRS/PARTS	4,100	
	POWER MONITOR	2,400	
	PUMP REPAIRS	10,000	
	REPAIRS TO GENERATORS	8,000	
	REPAIRS TO SEWER LINE	9,600	
	ROAD MAINTENANCE AND SUPPLIES	1,500	
	SEALS, SLEEVES, MOTOR STARTERS,	12,000	
	SEMI-ANNUAL WET WELL	6,900	
	SYSTEM REPAIR/MAINT.	5,000	
	UPGRADE 870 MGZ RADIOS(2)/MAINTENAN	400	
30470	PRINTING		2,100
	SEWER BILLS AND ENVELOPES	2,100	
30490	OTHER		1,259,300
	BANKING FEES	3,400	
	INTERNAL SERVICE CHARGE TO GF		
	HR Charge	1,149,800	
	Assets & Operations Charge	106,100	
30510	OFFICE SUPPLIES		1,000
	GEN OFFICE SUPPLIES	1,000	
30520	OPERATING SUPPLIES		57,900
	ACTIVATED CARBON FILTERS	18,000	
	BYPASS HOSE REPLACEMENT	6,000	
	DEGREASER	12,000	
	DIESEL FOR GENERATORS	5,500	
	MISCELLANEOUS SUPPLIES	16,400	
30540	BOOKS/MEMBERSHIP		300
	FL WATER & POLLUTION	300	
30590	DEPRECIATION EXPENSE		487,000
	CURRENT PLANNED WRITEDOWN	345,000	
	PLANNED FY PURCHASES	142,000	
70	DEBT SERVICE		6,551,700
70710	PRINCIPAL		6,551,700
	SRF Sewer Improvement	6,551,700	
70720	INTEREST		0
	SRF Sewer Improvement	0	
90	TRANSFERS		12,064,900
90900	CONTINGENCY		451,400
90905	BAD DEBT		10,000
90,950	Fund Balance Transfer (Out)		11,603,500
TOTAL SEWER OPERATING EXPENSE			23,049,700
			23,049,700

THE CITY OF DAYTONA BEACH SHORES

SEWER IMPACT FEE

Purpose

This component is a segment of the overall Sewer Enterprise Fund and is used to track the orderly expansion of the wastewater collection system. In order to finance the capital improvements for such expansion, a development fee (impact fee) "which is defined as a new building's contribution toward its equitable share of the cost of capital improvements required to serve new users" is assessed. The fee is \$1,642 and is composed of two segments consisting of a sewer collection service development fee (\$644.00) and a sewer treatment service development fee (\$998.00). The sewer treatment portion of the fee is paid to a neighboring municipality in accordance with a sewer treatment agreement between the cities.

Budget Summary

	<hr/> SEWER IMPACT FEE <hr/>		
	Current FY	Proposed	Change
Human Resource Expense			
Operating Expense	9,600	9,600	0
Contingency	6,500	6,500	0
TOTAL	<hr/> 16,100	<hr/> 16,100	<hr/> 0

**CITY OF DAYTONA BEACH SHORES
 FISSCAL YEAR 2024-25 BUDGET
 SEWER IMPACT FEE**

DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	BUDGET CHANGE
SEWER IMPACT REVENUE				
SEWER IMPACT FEE INTEREST	1	100	100	0
SEWER IMPACT FEES	137,368	16,000	16,000	0
OPERATIONS REVENUE TOTAL	137,369	16,100	16,100	0
SEWER IMPACT EXPENSE				
CONTRACT SERVICES	81,260	9,600	9,600	0
OPERATIONS EXPENSE TOTAL	81,260	9,600	9,600	0
OPERTATIONS NET	56,109	6,500	6,500	0
<hr/>				
TOTAL FUND REVENUE	137,369	16,100	16,100	0
TOTAL FUND EXPENSE	81,260	9,600	9,600	0
TOTAL NET	56,109	6,500	6,500	0

**CITY OF DAYTONA BEACH SHORES
FISCAL YEAR 2024-25 BUDGET
FUND 402 SEWER IMPACT FEES**

Account Description	SEWER FUND LINE ITEM REVENUE DETAIL			
	FY2022-23 Actual	FY2023-24 Amended Bud.	FY2024-25 Budget	Budget Change
402-324-2324-61004 BoA Impact Fee Interest	1	100	100	0
402-324-2324-63000 Sewer Impact Fee	137,368	16,000	16,000	0
SEWER FUND TOTAL	137,369	16,100	16,100	0

**FISCAL YEAR 2024-2025 BUDGET
402-2535 SEWER IMPACT FEE EXPENSE**

ACCT.#	DESCRIPTION	FY2022-23 ACTUAL	AMENDED FY2023-24 BUDGET	Draft FY2024-25 BUDGET	BUDGET CHANGE
30	OPERATING EXPENSES				
340	OTHER CONTRACT SERVICES <i>(revenue linked -collected fees due port orange & misc eng.srvcs)</i>	81,260	9,600	9,600	0
OPERATING EXPENSES		81,260	9,600	9,600	0
90	NON-OPERATING				
900	CONTINGENCY	0	6,500	6,500	0
901	TRANSFER TO RESERVE	0	0	0	0
NON-OPERATING		0	6,500	6,500	0
IMPACT FEE EXPENSE		81,260	16,100	16,100	0

Fiscal Year 2024-2025

October 2024–September 2025 (United States)



October 2024							November 2024							December 2024							January 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2025							March 2025							April 2025							May 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			
June 2025							July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2							
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
														31													

Nov 11, 2024	Veterans Day (Most regions)	Dec 24, 2024	Christmas Eve	May 26, 2025	Memorial Day
Nov 28, 2024	Thanksgiving Day (All) Day	Dec 25, 2024	Christmas Day (Most regions)	Jun 19, 2025	Juneteenth Day (AZ, FL, GA, HI, WI)
Nov 29, 2024	After Thanksgiving (Many regions)	Dec 31, 2024	New Year's Eve	Sep 1, 2025	Labor Day (All)
		Jan 1, 2025	New Year's Day (Most regions)		
		Jan 20, 2025	Martin Luther King Jr. Day (All)		

City of Daytona Beach Shores Proposed Capital Improvement Plan



FY 2024-25 through FY 2028-29





CITY OF DAYTONA BEACH SHORES

July 15, 2024

Honorable Mayor Miller, City Commissioners, and Citizens of Daytona Beach Shores;

Enclosed is the Proposed Five-Year Capital Improvement Program (CIP) for the period FY 2024-25 through FY 2028-29. The Five-Year Capital Improvement Program totals \$53,260,300 with \$16,848,600 for FY 2024-25.

Projects included in the CIP reflect one or more of the following factors with maintenance or upgrade of existing facilities being the highest priority:

- Involves necessary or planned maintenance, renovation or construction of existing facilities, equipment or infrastructure.
- Reflects a prior multi-year commitment previously approved by the City Commission.
- Enhances the use or appearance of an existing facilities or City-maintained public areas.

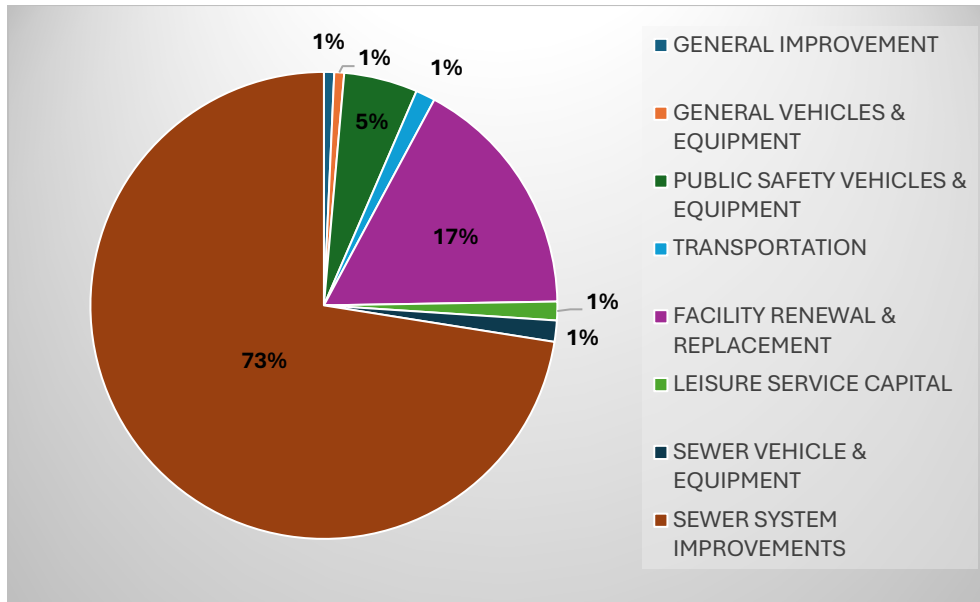
Property tax funded projects for General Capital Improvements, General Vehicle Replacements, Public Safety Vehicles, Facilities Renewal and Replacement, Leisure Service Capital and Transportation are proposed with funding levels consistent with current Long-term Financial Planning.

The city is consistently watching for grants and other funding sources to assist in the funding of city projects: Hazard Mitigation Grant Program (HMGP), Federal Emergency Management Association (FEMA), Community Development Block Grant (CDBG), Florida Department of Environmental Protection (FDEP), Volusia ECHO (Environmental, Cultural, Historic, and Outdoor Recreation), and State Revolving Fund Loan (SRFL). Grant funding is utilized for projects where available.

Overview

The City's Five-Year Capital Improvements Program represents a substantial effort to identify and schedule capital investments for a multi-year period. Each department has complete project descriptions and justification. The Finance Department has the recommended financing for each project; Ad Valorem, Fuel Tax Revenues, Sewer Revenues, Grants, Reserves, and/or Other Financing Sources.

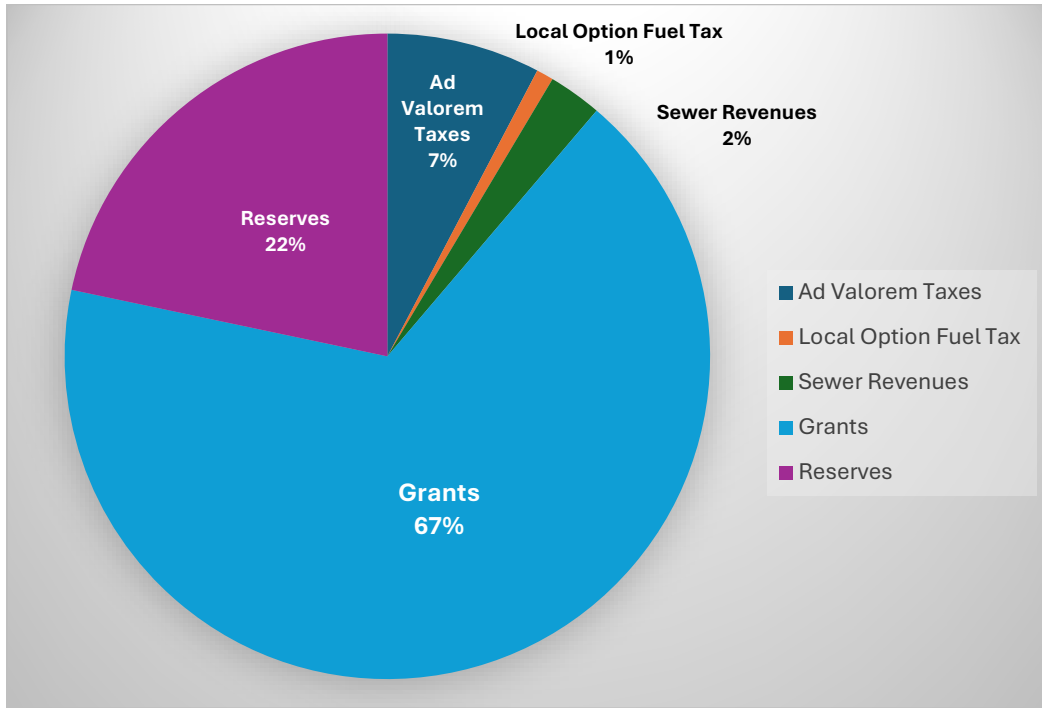
EXPENDITURES 2024-2029



FUND NAME	TOTAL EXPENDITURE
GENERAL IMPROVEMENT	\$ 380,000
GENERAL VEHICLES & EQUIPMENT	\$ 367,000
PUBLIC SAFETY VEHICLES & EQUIPMENT	\$ 2,386,900
TRANSPORTATION	\$ 724,400
FACILITY RENEWAL & REPLACEMENT	\$ 9,059,000
LEISURE SERVICE CAPITAL	\$ 694,800
SEWER VEHICLE & EQUIPMENT	\$ 786,700
SEWER SYSTEM IMPROVEMENTS	\$ 38,861,500
TOTAL	\$ 53,260,300

REVENUES

FUNDING SOURCES FY 2024-2029



Revenue/Funding Source	Total Revenue
Ad Valorem Taxes	\$ 3,767,700
Local Option Fuel Tax	\$ 461,500
Sewer Revenues	\$ 1,468,800
Grants (Some Pending)	\$ 35,963,100
Reserves	\$ 11,599,200
TOTAL	\$ 53,260,300

FY 2024-25 CIP Projects

Fund 301-General Improvement Fund

Projects included for FY 2024-25 are:

Information Technology: Switching/Wireless Infrastructure Upgrade (\$135,000), Virtual Host Replacement (\$25,000)

City Hall: Furniture Replacement (\$45,000)

Parks & Recreation: City Park Master Plan (\$150,000).

Fund 302-General Vehicle and Equipment Replacement

The FY 2024-25 plan includes the replacement of:

Public Works: Vehicle (\$40,000), a Golf Cart and Gator (\$35,000), a Message Board (\$30,000), a Kabota Tractor (\$50,000), and a Sand Bag Filler (\$15,000).

Fund 305-Public Safety Vehicle and Equipment Replacement

The FY 2024-25 plan includes:

Two Administration Vehicles (\$92,000), a Fire Truck (\$1,000,000), a Mobile Command Unit (\$100,000), three Patrol Vehicles (\$190,900), and a Strkyer Lift Chair (\$20,000).

Fund 308-Transportation

Transportation projects include:

City Hall: Parking Lot (\$45,000)

Sidewalks & Crosswalks: Crosswalks (\$172,900), Bellemead Sidewalk Repairs & Replacements (\$16,500)

Parks & Recreation: Andrinopolous Parking Lot (\$45,000)

Public Safety: North Entrance Repair & Replacement (\$20,000).

Fund 317-Facility Renewal and Replacement

For FY 2024-25, projects include:

City Emergency Operations Center (\$500,000),

City Hall: HVAC Replacement, First Floor Lobby & Bathroom Repairs and Upgrades (\$75,000), Hurricane Shutters partially funded by a HMGP grant (\$120,000)

Public Works: Spalling Repairs (\$30,000)

Public Safety: Fire Bay CO2 System Replacement (\$75,000), Drywall and Stairwell Flooring and Spalling Repairs and Replacements (\$87,000), Sally Port Repairs & Replacement (\$27,000), Hurricane Shutters fully funded by FEMA Mitigation (\$140,000) and 3046 South Atlantic Avenue (\$1,600,000).

Fund 322-Leisure Service Capital

The funding provided for FY 2024-25 will be utilized for:

McElroy Park: Benches (\$25,000), Lighting for the Park & Bocce Courts (\$30,000), Exercise Equipment (\$14,500), Playground Equipment (\$60,000), and Pickleball Screens (\$10,000).

Community Center: Christmas Tree (\$15,000), Veterans Park Flag Poles (\$18,300), Tennis Court Clay Resurface (\$70,000), Tennis Court Roller (\$11,000), and Lighting for Court Six (\$45,000).

Pavilion Renovations (\$45,000).

Sunshades and Lighting for Turtle Season (\$20,000).

Fund 408-Sewer Vehicles & Equipment Replacement

The FY 2024-25 plan includes the replacement of a Forklift (\$36,000) and Vehicle 169 (\$130,000).

Fund 409-Sewer System Improvements

Annual recurring projects include Slip Lining Sewer Lines, Liftstation Rehabilitation and Generator and Pump Repairs, Upgrades, and Replacements, totaling \$725,000. Non-recurring projects totaling \$10,712,500, pending an SRFL are the Force Main and Liftstation Project, Master Station Odor Control and Roof Replacement, Station 3 Roof Repairs and Upgrades, and Station 1 Garage Door Replacement.

Projects below the CIP threshold of \$10,000 will be included as part of the annual operating budget.

Projects By Funding Source

301 General Improvement Fund

FUND	PROJECT	TOTAL EXPENDITURES	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
EXPENDITURE							
301	Enterprise Storage Replacement-CH	25,000		25,000			
301	Park Masterplan Switching/wireless Infrastructure Upgrade	150,000	150,000				
301	Virtual Host Replacement	135,000	135,000				
301	FURNITURE REPLACEMENT-CH	25,000	25,000				
301		45,000	45,000				
TOTAL EXPENDITURES		380,000	355,000	25,000	-	-	-
FUNDING							
Revenue/Funding Source							
Ad Valorem Taxes		380,000	355,000	25,000	-	-	-
TOTAL FUNDING		380,000	355,000	25,000	-	-	-

302 General Vehicles & Equipment

FUND	PROJECT	TOTAL EXPENDITURES	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
EXPENDITURE							
302	GOLF CART REPLACEMENT	15,000	15,000				
302	NEW MESSAGE BOARD (alternate between the 2)	30,000	30,000				
302	REPLACE GATOR VEH 5	20,000	20,000				
302	REPLACE GENIE SCISSOR LIFT	25,000		25,000			
302	REPLACE KABOTA TRACTOR	50,000	50,000				
302	REPLACE MOWER	12,000		12,000			
302	REPLACE NIFTY LIFT	65,000		65,000			
302	REPLACE VEHICLE 153 (CREW CAB DUMP BED)	95,000		95,000			
302	REPLACE VEHICLE 94	40,000	40,000				
302	SAND BAG FILLER	15,000	15,000				
TOTAL		367,000	170,000	197,000	-	-	-
FUNDING							
Revenue/Funding Source							
	Ad Valorem Taxes	367,000	170,000	197,000			
TOTAL		734,000	340,000	394,000	-	-	-

305 Public Safety Vehicles & Equipment

FUND	PROJECT	TOTAL EXPENDITURES	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
EXPENDITURE							
305	Administration Vehicles (2)	92,000	92,000				
305	FARO EQUIPMENT	80,000		80,000			
305	Fire Truck	1,000,000	1,000,000				
305	Mobile Command Unit	100,000	100,000				
305	Patrol Vehicles (5)*	998,900	190,900	264,000	269,000	275,000	
305	Rescue Vehicle (1)	96,000		48,000	48,000		
305	STRYKER LIFT CHAIR	20,000	20,000				
TOTAL		2,386,900	1,402,900	392,000	317,000	275,000	-
FUNDING							
Revenue/Funding Source							
	Ad Valorem Taxes	1,386,900	402,900	392,000	317,000	275,000	
	Reserves	1,000,000	1,000,000				
TOTAL		2,386,900	1,402,900	392,000	317,000	275,000	-

308 Transportation

FUND	PROJECT	TOTAL EXPENDITURES	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
EXPENDITURE							
308	CITY HALL PARKING LOT REPAVE	45,000	45,000				
308	CROSSWALKS	172,900	172,900				
308	FLORIDA SHORES REPAVE	40,000		40,000			
308	OCEANS WEST BLVD REPAVE	340,000		100,000	120,000	120,000	
308	REPAVE ANDRINOPOLOUS PARKING LOT	45,000	45,000				
308	REPAVE BEACHCOMBER PARKING LOT	45,000			45,000		
308	REPOUR BELLEMEAD SOUTH SIDEWALK	16,500	16,500				
308	REPOUR PUBLIC SAFETY NORTH ENTRANCE	20,000	20,000				
TOTAL EXPENDITURES		724,400	299,400	140,000	165,000	120,000	-

FUNDING

Revenue/Funding Source

Ad Valorem Taxes	90,000	45,000	-	45,000	-		
Local Option Fuel Tax 1 to 5 Cents	36,500	36,500			-		
Local Option Fuel Tax 1 to 6 Cents (roads)	425,000	45,000	140,000	120,000	120,000		
Reserves	172,900	172,900					
TOTAL FUNDING	724,400	299,400	140,000	165,000	120,000	-	-

317 Facilities Renewal & Replacement

FUND	PROJECT	TOTAL					2027-2028	2028-2029
		EXPENDITURES	2024-2025	2025-2026	2026-2027	2027-2028		
EXPENDITURE								
317	3046 S A1A Property	1,600,000	1,600,000					
317	CHAMBER DIAS	60,000		60,000				
317	CITY HALL 1ST FLOOR & BATHROOM	50,000	50,000					
317	CITY HALL AC REPLACEMENT	25,000	25,000					
317	CITY HALL HURRICANE SHUTTERS	120,000	120,000					
317	CS SPALLING REPAIRS	30,000	30,000					
317	EOC Building	4,000,000	500,000	3,500,000				
317	FACILITY BLDG EXPANSION	2,575,000		75,000	500,000	2,000,000		
317	FACILITY BLDG SANDBLASTING/PAINTING GARAGE	50,000			50,000			
317	FACILITY BLDG SPALLING REPAIR/PAINTING	30,000			30,000			
317	FACILITY BLDG REPLACE GARAGE DOORS	60,000			60,000			
317	FIRE BAY CO2 SYSTEM REPLACEMENT	75,000	75,000					
317	PS ANNEX SHUTTERS	30,000		30,000				
317	PS DRYWALL REPAIRS	25,000	25,000					
317	PS HURRICANE SHUTTERS	140,000	140,000					
317	PS SPALLING REPAIRS	50,000	50,000					
317	PS STAIRWELL FLOORING	12,000	12,000					
317	PUBLIC SAFETY A/C REPLACEMENT	100,000						100,000
317	PUBLIC SAFETY SALLY PORT	27,000	27,000					
TOTAL EXPENDITURES		9,059,000	2,654,000	3,665,000	640,000	2,000,000		100,000
FUNDING								
Revenue/Funding Source								
	Ad Valorem Taxes	1,054,000	314,000		640,000			100,000
	Grants:							
	HMGP-Ian (pending)	3,000,000	500,000	2,500,000				
	HMGP-Nicole (pending)	103,500	103,500					
	ECHO (pending)	600,000	600,000					
	FEMA (pending)	140,000	140,000					
	Reserves	4,161,500	996,500	1,165,000		2,000,000		
TOTAL FUNDING		9,059,000	2,654,000	3,665,000	640,000	2,000,000		100,000

322 Leisure Services Capital

FUND	PROJECT	TOTAL EXPENDITURES	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
EXPENDITURE							
322	CHRISTMAS TREE	15,000	15,000				
322	COMMUNITY CENTER A/C REPLACEMENT	100,000		100,000			
322	COMMUNITY CENTER GENERATOR	120,000		120,000			
322	MCELROY BENCHES	25,000	25,000				
322	MCELROY PARK BOCCE LIGHTS	10,000	10,000				
322	MCELROY PARK LIGHTS	20,000	20,000				
322	MCELROY PARK EXERCISE EQUIPMENT	14,500	14,500				
322	NEW LIGHT COURT 6	45,000	45,000				
322	PAVILION RENOVATION	45,000	45,000				
322	PICKLEBALL WINDSCREENS	10,000	10,000				
322	REPLACE PLAYGROUND EQUIPMENT	160,000	60,000	100,000			
322	SUNSHADES/LIGHT BULBS (TURTLE SEASON)	20,000	20,000				
322	TENNIS COURT CLAY RESURFACE	70,000	70,000				
322	TENNIS COURT ROLLER	22,000	11,000	11,000			
322	VETERANS PARK FLAG POLES	18,300	18,300				
TOTAL EXPENDITURES		694,800	363,800	331,000	-	-	-
FUNDING							
Revenue/Funding Source							
	Ad Valorem Taxes	489,800	248,800	241,000	-	-	
	Grant:						
	HMGP-Ian	90,000		90,000			
	Reserves	115,000	115,000				
TOTAL FUNDING		694,800	363,800	331,000	-	-	-

408 Sewer Vehicle & Equipment Replacements

FUND	PROJECT	TOTAL EXPENDITURES	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
EXPENDITURE							
408	200 KW GENERATOR	150,000		150,000			
408	FORKLIFT REPLACE VEH	36,000	36,000				
408	107 BUCKET TRUCK	180,000		180,000			
408	REPLACE VEHICLE 169	130,000	130,000				
408	TELEMETRY VEHICLE 161	245,700		245,700			
408	REPLACEMENT	45,000				45,000	
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	TOTAL EXPENDITURES	786,700	166,000	575,700	-	45,000	-
FUNDING							
	Revenue/Funding Source						
	Sewer Revenues	411,000	36,000	330,000	-	45,000	-
	Reserves	375,700	130,000	245,700			
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	TOTAL FUNDING	786,700	166,000	575,700	-	45,000	-

409 Sewer System Improvements

FUND	PROJECT	TOTAL					
		EXPENDITURES	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
EXPENDITURE							
409	FORCEMAIN PROJECT- DESIGN	600,000	600,000				
409	FORCEMAIN PROJECT- PHASE 1	14,000,000	1,000,000	10,000,000	3,000,000		
409	MASTER STATION ODOR CONTROL	568,000	568,000				
409	MASTER REHABILITATION	4,500,000	500,000		4,000,000		
409	MASTER ROOF REPLACEMENT	24,000		24,000			
409	SLIP LINING SEWER LINES	1,250,000	250,000	250,000	250,000	250,000	250,000
409	STATION 3 ROOF REPAIRS	28,500	28,500				
409	STATION 5 REHABILITATION	200,000		200,000			
409	STATION 5 SPARE PUMP	200,000	100,000	100,000			
409	STATION 6,7,9,10 GENERATOR REPLACEMENT	475,000	375,000	100,000			
409	STATION RENOVATIONS	11,000,000	8,000,000	3,000,000			
409	MANHOLE REPLACEMENT	6,000,000		5,000,000	1,000,000		
409	REPLACE GARAGE DOORS STAT 1	16,000	16,000				
TOTAL EXPENDITURES		38,861,500	11,437,500	18,674,000	8,250,000	250,000	250,000
FUNDING							
Revenue/Funding Source							
	Sewer Revenues	1,057,800	33,800	24,000	500,000	250,000	250,000
	Grants:						
	HMGP-Nicole (pending)	377,600	281,300	96,300			
	HMGP-Idalia (pending)	3,225,000		1,600,000	1,625,000		
	Transform 386 (pending)	1,907,000	-	1,907,000			
	Transform 386 (pending)	3,710,000	3,710,000				
	FDEP-Water Quality (pending)	8,260,000		4,880,000	3,380,000		
	SAFHI/SRFL (pending SRFL)	14,550,000	6,551,700	7,998,300			
	Reserves	5,774,100	860,700	2,168,400	2,745,000		
TOTAL FUNDING		38,861,500	11,437,500	18,674,000	8,250,000	250,000	250,000