

PUBLIC WORKS DEPARTMENT

MISSION

Provide a safe and pleasant work environment for City employees, and to safeguard the value of City assets, through proper fleet maintenance and building maintenance. Provide professional and dignified cemetery services. Provide the highest quality of customer service in dealing with the public as well as our inter-organizational customers.

DEPARTMENT OVERVIEW

The Public Works Department provides scheduled preventative maintenance and repairs for all City vehicles, with emphasis on Police, Fire and other emergency vehicles. Provides maintenance and repairs for all City facilities and buildings. Provides cemetery maintenance, funeral facilitation, and mausoleum services.

Public Works

Baseline Services:

- Maintenance Garage
 - Repair of City vehicles and equipment
 - Proper preventative maintenance of City vehicles and equipment
 - Installation of additional equipment and signage
 - Providing road service for City vehicles needing repair
 - Proper processing of new City vehicles
 - Preparing Public Works Department for emergency response during flooding, hurricane season, tornadoes, and other natural disasters
- Building Maintenance
 - Repair all City buildings and facilities
 - Proper maintenance of all City buildings and facilities
 - Assistance with special projects
 - Proper maintenance of all City generators
 - Conducting inspections of City facilities to identify needed repairs
 - Preparing Public Works Department for emergency response during flooding, hurricane season, tornadoes, and other natural disasters
- Cemetery
 - Maintaining cemetery grounds, buildings, and equipment
 - Maintaining records and maps of cemetery plots
 - Selling burial plots
 - Digging and covering graves, realigning monuments
 - Locating graves for funeral homes and public
 - Preparing Public Works Department for emergency response during flooding, hurricane season, tornadoes, and other natural disasters

Departmental Initiatives:

- To provide fleet maintenance for City vehicles and equipment
- To provide building maintenance for City facilities
- To provide cemetery services

**CITY OF EUSTIS, FLORIDA
ANNUAL BUDGET
DEPARTMENT SUMMARY**

FUND: GENERAL	TARGET BUDGET:	\$	432,966
DEPARTMENT: PUBLIC WORKS			
PROGRAM: SUMMARY	AMOUNT REQUESTED:	\$	450,804

<u>Activities Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Maintenance Garage	144,992	2
Building Maintenance	180,209	3
Cemetery	125,603	<u>2</u>
Subtotal	450,804	7
One Time Costs	(23,500)	
Increase In Recurring Revenue	<u>-</u>	
Net Recurring Budget Request	427,304	

<u>Budget Summary</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
<u>Description:</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Personal Services	390,103	413,614	369,717
Operating Expenses	<u>39,117</u>	<u>51,941</u>	<u>57,587</u>
Subtotal	429,220	465,555	427,304
Capital	-	1,063	23,500
Other	<u>0</u>	<u>-</u>	<u>-</u>
Total	429,220	466,618	450,804
Employees:	8	8	7

<u>Activities Not Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Reduction of one mechanic	49,512	1

Other Remarks:

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Works	Public Works	Maintenance Garage 490-549

ACCT. NO.	DESCRIPTION	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Estimated FY 07-08	Budget FY 08-09
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	73,551	93,172	111,789	111,789	74,015
1014	Overtime	4,514	6,457	3,300	3,300	2,500
1016	Christmas Bonus	519	520	780	725	520
1021	F.I.C.A. Taxes	5,827	7,024	8,864	8,864	5,893
1022	Florida Retirement	3,213	4,161	4,279	4,279	4,430
1023	Life & Health Insurance	12,839	19,216	22,500	22,500	15,600
1024	ICMA Retirement	<u>2,265</u>	<u>3,506</u>	<u>4,324</u>	<u>4,324</u>	<u>1,892</u>
	subtotal	102,728	134,056	155,836	155,781	104,850
	<u>OPERATING EXPENSES</u>					
3034	Other Contractual Services	0	0	1,000	750	1,500
3041	Communication Services	2,268	2,281	2,600	2,300	2,227
3042	Transportation	0	0	20	20	20
3043	Utility Services	3,753	5,126	4,740	4,740	4,467
3046	Repair & Maintenance	2,892	1,181	1,250	1,250	1,000
3051	Office Supplies	0	42	100	100	100
3052	Operating Supplies	3,256	7,054	8,000	8,000	10,578
3054	Books, Publ., Subscr.	0	72	150	150	150
3055	Employee Study Expense	<u>1,410</u>	<u>776</u>	<u>1,100</u>	<u>1,100</u>	<u>100</u>
	subtotal	13,579	16,532	18,960	18,410	20,142
	<u>CAPITAL OUTLAY</u>					
6062	Buildings	0	0	0	0	6,000
6064	Machinery & Equipment	<u>236</u>	<u>0</u>	<u>1,063</u>	<u>1,063</u>	<u>14,000</u>
	subtotal	236	0	1,063	1,063	20,000
	TOTAL	<u>116,543</u>	<u>150,588</u>	<u>175,859</u>	<u>175,254</u>	<u>144,992</u>

CAPITAL OUTLAY

Remodel Garage	6,000
Lift	12,000
Hydraulic Jack	2,000

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Works	Public Works	Building Maintenance
		491-516

ACCT.		Actual	Actual	Budget	Estimated	Budget
NO.	<u>DESCRIPTION</u>	<u>FY 05-06</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	97,338	107,939	109,088	111,776	113,286
1014	Overtime	7,857	8,414	3,059	3,059	3,400
1016	Christmas Bonus	780	780	780	780	780
1021	F.I.C.A. Taxes	7,575	8,638	8,639	8,690	8,986
1022	Florida Retirement	4,342	5,691	5,034	5,111	5,056
1023	Life & Health Insurance	19,260	22,320	22,500	22,500	23,400
1024	ICMA Retirement	<u>3,322</u>	<u>3,925</u>	<u>3,663</u>	<u>3,774</u>	<u>3,904</u>
	subtotal	140,474	157,707	152,763	155,690	158,812
	<u>OPERATING EXPENSES</u>					
3034	Other Contractual Services	0	0	1,000	1,000	400
3041	Communication Services	2,600	1,965	3,100	1,500	1,440
3043	Utility Services	1,196	2,763	2,820	2,820	2,327
3046	Repair & Maintenance	1,183	993	1,000	1,000	1,000
3049	Other Current Charges	130	351	380	380	250
3051	Office Supplies	76	0	100	100	50
3052	Operating Supplies	4,658	3,962	8,020	8,020	12,180
3054	Books, Publ., Subscr.	102	0	150	150	100
3055	Employee Study Expense	<u>50</u>	<u>0</u>	<u>200</u>	<u>200</u>	<u>150</u>
	subtotal	9,995	10,034	16,770	15,170	17,897
	<u>CAPITAL OUTLAY</u>					
6062	Buildings	0	0	0	0	1,500
6064	Machinery & Equipment	<u>1,832</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
	subtotal	1,832	0	0	0	3,500
	TOTAL	<u>152,301</u>	<u>167,741</u>	<u>169,533</u>	<u>170,860</u>	<u>180,209</u>
	<u>CAPITAL OUTLAY</u>					
	Building Repairs	1,500				
	Power Tools	2,000				

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Works	Public Works	Cemetery 492-516

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 05-06	<u>Actual</u> FY 06-07	<u>Budget</u> FY 07-08	<u>Estimated</u> FY 07-08	<u>Budget</u> FY 08-09
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	63,602	65,951	68,690	68,690	74,144
1014	Overtime	4,637	5,814	6,000	6,000	3,400
1016	Christmas Bonus	520	520	520	520	520
1021	F.I.C.A. Taxes	4,903	4,947	5,677	5,677	5,972
1022	Florida Retirement	3,708	4,711	4,694	4,694	4,517
1023	Life & Health Insurance	12,840	14,880	15,000	15,000	15,600
1024	ICMA Retirement	<u>1,389</u>	<u>1,517</u>	<u>1,562</u>	<u>1,562</u>	<u>1,902</u>
	subtotal	91,599	98,340	102,143	102,143	106,055
	<u>OPERATING EXPENSES</u>					
3041	Communication Services	971	735	1,800	1,800	1,775
3043	Utility Services	5,687	5,632	5,000	7,541	7,249
3046	Repair & Maintenance	1,421	1,569	2,000	2,000	1,000
3049	Other Current Charges	646	0	500	500	400
3051	Office Supplies	0	0	50	50	50
3052	Operating Supplies	4,538	4,755	5,870	5,870	8,574
3053	Road Materials	0	0	250	250	250
3055	Employee Study Expense	0	0	200	200	100
3058	Niche Engraving	<u>-50</u>	<u>-140</u>	<u>150</u>	<u>150</u>	<u>150</u>
	subtotal	13,213	12,551	15,820	18,361	19,548
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	0	0	0	0	0
	TOTAL	<u>104,812</u>	<u>110,891</u>	<u>117,963</u>	<u>120,504</u>	<u>125,603</u>