

**CITY MANAGER
DEPARTMENT**

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

**FUND: GENERAL
DEPARTMENT: CITY MANAGER
PROGRAM: SUMMARY**

<u>Activities Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Administration	277,081	2.33
City Clerk	106,563	1.33
Economic Development	114,676	0.67
Subtotal	498,320	4.33
One Time Costs	(20,725)	
Increase In Recurring Revenues	-	
Net Recurring Budget Request	477,595	

<u>Budget Summary</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
<u>Description:</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
Personal Services	366,740	461,655	407,438
Operating Expenses	48,191	65,637	70,157
Subtotal	414,931	527,292	477,595
Capital	980	2,245	-
Other	-	146,270	20,725
Total	415,911	675,807	498,320
Employees:	4	6	4.33

<u>Authorized Personnel</u>	
<u>Position Title</u>	<u>FTE</u>
City Manager	1
Deputy City Manager for Economic Development	0.5
Assistant to City Manager/Community Relations	1
Staff Assistant III	0.83
City Clerk	1
Total	4.33

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	City Manager	Administration
		120-512

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 06-07	<u>Actual</u> FY 07-08	<u>Estimate</u> FY 08-09	<u>Budget</u> FY 09-10
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	125,418	230,890	199,113	204,878
1014	Overtime	0	0	0	0
1016	Christmas Bonus	520	165	314	0
1021	F.I.C.A. Taxes	5,719	17,341	12,716	15,673
1022	Florida Retirement	6,388	0	0	0
1023	Life & Health Insurance	10,540	18,125	18,200	18,200
1024	ICMA Retirement	<u>3,241</u>	<u>13,602</u>	<u>11,947</u>	<u>12,293</u>
	subtotal	151,826	280,123	242,290	251,044
	<u>OPERATING EXPENSES</u>				
3031	Professional Services	0	48	7,950	7,500
3034	Other Contractual Services	15,680	17,132	6,648	0
3040	Travel & Per Diem	6,443	13,785	10,070	8,298
3041	Communication Services	478	1,518	1,710	1,800
3042	Transportation	78	105	300	200
3046	Repair & Maintenance	0	0	0	0
3047	Printing & Binding	69	225	200	200
3048	Promotional Activities	1,214	586	500	300
3049	Other Current Charges	0	23	0	0
3051	Office Supplies	364	692	1,000	700
3052	Operating Supplies	417	1,356	1,125	1,125
3054	Books, Publ., Subscr.	3,725	3,673	3,713	2,593
3055	Employee Study Expense	<u>0</u>	<u>2,896</u>	<u>3,321</u>	<u>3,321</u>
	subtotal	28,468	42,039	36,537	26,037
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>5,173</u>	<u>980</u>	<u>2,245</u>	<u>0</u>
	subtotal	5,173	980	2,245	0
	TOTAL	<u>185,467</u>	<u>323,142</u>	<u>281,072</u>	<u>277,081</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	City Manager	City Clerk 121-516

ACCT. NO.	DESCRIPTION	Actual FY 06-07	Actual FY 07-08	Estimate FY 08-09	Budget FY 09-10
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	20,257	64,291	61,737	64,400
1014	Overtime	147	3,304	2,500	2,500
1016	Christmas Bonus	0	260	307	0
1021	F.I.C.A. Taxes	1,631	5,022	4,746	5,118
1023	Life & Health Insurance	3,720	11,250	10,400	10,400
1024	ICMA Retirement	<u>1,266</u>	<u>2,490</u>	<u>3,705</u>	<u>3,865</u>
	subtotal	27,021	86,617	83,395	86,283
	<u>OPERATING EXPENSES</u>				
3034	Other Contractual Services	75	3,642	8,000	17,030
3040	Travel & Per Diem	560	629	1,000	1,300
3041	Communication Services	0	77	0	0
3042	Transportation	0	64	450	400
3051	Office Supplies	437	972	900	700
3054	Books, Publ., Subscr.	0	280	250	250
3055	Employee Study Expense	<u>160</u>	<u>488</u>	<u>500</u>	<u>600</u>
	subtotal	1,232	6,152	11,100	20,280
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>389</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	389	0	0	0
	TOTAL	<u>28,642</u>	<u>92,769</u>	<u>94,495</u>	<u>106,563</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	City Manager	Economic Development
		122-516

ACCT. NO.	DESCRIPTION	Actual FY 06-07	Actual FY 07-08	Estimate FY 08-09	Budget FY 09-10
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	0	0	108,457	56,115
1014	Overtime	0	0	2,000	1,000
1016	Christmas Bonus	0	0	287	0
1021	F.I.C.A. Taxes	0	0	8,319	4,369
1023	Life & Health Insurance	0	0	10,400	5,200
1024	ICMA Retirement	<u>0</u>	<u>0</u>	<u>6,507</u>	<u>3,427</u>
	subtotal	0	0	135,970	70,111
	<u>OPERATING EXPENSES</u>				
3031	Professional Services	0	0	9,000	15,000
3040	Travel & Per Diem	0	0	6,500	5,790
3041	Communication Services	0	0	700	350
3042	Transportation	0	0	200	200
3051	Office Supplies	0	0	500	500
3054	Books, Publ., Subscr.	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>2,000</u>
	subtotal	0	0	18,000	23,840
	<u>NON-OPERATING/PROJECTS</u>				
	Mrktg & Brand Implementation	0	0	0	14,725
	Community Relations	0	0	0	6,000
	Mrktg/ Promotions & Advert.	0	0	18,600	0
	Fireworks	0	0	10,000	0
	Economic Development Initiative:	0	0	50,000	0
	Art & Culture Development	0	0	50,000	0
	Special Projects	<u>0</u>	<u>0</u>	<u>17,670</u>	<u>0</u>
	subtotal	0	0	146,270	20,725
	TOTAL	<u>0</u>	<u>0</u>	<u>300,240</u>	<u>114,676</u>