

**PARKS AND RECREATION
DEPARTMENT**

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

**FUND: GENERAL
DEPARTMENT: PARKS & RECREATION
PROGRAM: SUMMARY**

<u>Activities Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Administration	229,397	4
Facility Rental	277,578	4
Athletic & Recreation Programs	296,835	5
Aquatic Programs	119,832	2
Custodial Services	82,788	2
Maintenance Services	72,284	1
Subtotal	1,078,714	18
One Time Costs	(5,000)	
Net Recurring Budget Request	1,073,714	

<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	1,058,870	922,796	757,894
Operating Expenses	385,084	405,805	315,820
Subtotal	1,443,954	1,328,601	1,073,714
Capital	25,788	6,099	5,000
Other	-	-	-
Total	1,469,742	1,334,700	1,078,714
Employees: Full-Time	25	23	16
Part-Time (FTE)	6.80	6.80	2

<u>Authorized Personnel</u>	<u>FTE</u>
Director, Facilities & Recreation	1
Admin. Supervisor	1
Staff Assistant III	3
Program Coordinator	2
Recreation Specialist	1
Maintenance Crew Chief	1
Maintenance Worker II	3
Custodian II	3
Pool Supervisor	1
Part-time Recreation Aides	1
Part-time Lifeguards	1
Total	18

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Parks & Recreation	Administration
		730-572

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	179,876	206,884	171,600	149,599
1014	Overtime	8	53	0	1,000
1016	Christmas Bonus	1,300	1,300	1,215	0
1021	F.I.C.A. Taxes	11,356	14,738	15,100	11,521
1022	Florida Retirement	12,192	13,065	12,200	3,839
1023	Life & Health Insurance	37,200	36,875	34,450	31,200
1024	ICMA Retirement	<u>5,275</u>	<u>5,785</u>	<u>6,076</u>	<u>6,638</u>
	subtotal	247,207	278,700	240,641	203,797
	<u>OPERATING EXPENSES</u>				
3040	Travel & Per Diem	4,794	4,491	2,500	2,500
3041	Communication Services	2,916	2,232	2,100	2,500
3042	Transportation	587	701	400	650
3043	Utility Services	15,492	12,436	11,600	12,900
3046	Repair & Maintenance	2,560	2,271	1,500	2,000
3047	Printing & Binding	66	600	200	1,500
3051	Office Supplies	2,518	2,031	2,000	1,500
3052	Operating Supplies	5,596	3,879	2,000	1,800
3054	Books, Publ., Subscr.	<u>181</u>	<u>180</u>	<u>220</u>	<u>250</u>
	subtotal	34,710	28,821	22,520	25,600
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>12,513</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	12,513	0	0	0
	TOTAL	<u>294,430</u>	<u>307,521</u>	<u>263,161</u>	<u>229,397</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Parks & Recreation	Facility Rental
		731-572

ACCT.		Actual	Actual	Estimate	Budget
NO.	DESCRIPTION	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	0	0	0	109,170
1013	Other Salaries & Wages	0	0	0	0
1014	Overtime	0	0	0	5,325
1016	Christmas Bonus	0	0	0	0
1021	F.I.C.A. Taxes	0	0	0	8,759
1023	Life & Health Insurance	0	0	0	31,200
1024	ICMA Retirement	0	0	0	6,390
1029	Event Reimbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>-1,666</u>
	subtotal	0	0	0	159,178
	<u>OPERATING EXPENSES</u>				
3041	Communication Services	1,588	1,618	1,700	5,900
3043	Utility Services	10,154	11,389	15,000	41,500
3046	Repair & Maintenance	4,581	5,186	6,295	32,500
3048	Promotional Activities	945	875	0	2,000
3052	Operating Supplies	<u>5,028</u>	<u>5,732</u>	<u>4,500</u>	<u>36,500</u>
	subtotal	22,296	24,800	27,495	118,400
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>1,181</u>	<u>6,199</u>	<u>0</u>	<u>0</u>
	subtotal	1,181	6,199	0	0
	TOTAL	<u>23,477</u>	<u>30,999</u>	<u>27,495</u>	<u>277,578</u>

Note: Community Center program until FY 09-10.

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>			
Leisure Services	Parks & Recreation	Athletic & Recreation Programs 732-572			
ACCT.		Actual	Actual	Estimate	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	113,404	122,923	119,451	134,507
1013	Other Salaries & Wages	43,071	46,582	24,000	30,000
1014	Overtime	809	444	1,500	2,000
1016	Christmas Bonus	1,250	1,170	1,040	0
1021	F.I.C.A. Taxes	11,571	12,620	11,222	12,738
1023	Life & Health Insurance	27,280	30,000	31,200	31,200
1024	ICMA Retirement	<u>7,007</u>	<u>7,350</u>	<u>7,288</u>	<u>8,070</u>
	subtotal	204,392	221,089	195,701	218,515
	<u>OPERATING EXPENSES</u>				
3034	Other Contractual Services	29,399	39,620	42,200	45,000
3040	Travel & Per Diem	731	1,022	100	100
3041	Communication Services	1,418	1,512	1,800	720
3043	Utility Services	7,012	7,723	9,500	3,000
3044	Rental & Leases	1,600	800	0	1,600
3046	Repair & Maintenance	13,049	13,191	4,400	1,500
3047	Printing & Binding	1,199	100	0	300
3048	Promotional Activities	5,480	4,834	2,000	2,000
3051	Office Supplies	2,300	1,914	1,300	1,500
3052	Operating Supplies	<u>23,237</u>	<u>26,256</u>	<u>22,381</u>	<u>22,600</u>
	subtotal	85,425	96,972	83,681	78,320
	<u>CAPITAL OUTLAY</u>				
6018	Tot Lot Grant	0	0	0	0
6064	Machinery & Equipment	<u>0</u>	<u>2,038</u>	<u>2,399</u>	<u>0</u>
	subtotal	0	2,038	2,399	0
	TOTAL	<u>289,817</u>	<u>320,099</u>	<u>281,781</u>	<u>296,835</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Parks & Recreation	Aquatic Program 733-572

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual FY 06-07</u>	<u>Actual FY 07-08</u>	<u>Estimate FY 08-09</u>	<u>Budget FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	39,423	42,032	27,850	28,476
1013	Other Salaries & Wages	22,857	18,438	18,456	20,000
1014	Overtime	86	62	0	500
1016	Christmas Bonus	260	390	260	0
1021	F.I.C.A. Taxes	4,775	4,401	3,563	3,747
1023	Life & Health Insurance	13,020	12,500	7,800	7,800
1024	ICMA Retirement	<u>2,367</u>	<u>1,520</u>	<u>1,671</u>	<u>1,709</u>
	subtotal	82,788	79,343	59,600	62,232
	<u>OPERATING EXPENSES</u>				
3034	Other Contractual Services	0	44	0	0
3040	Travel & Per Diem	253	75	150	200
3041	Communication Services	1,318	1,112	1,000	500
3043	Utility Services	8,413	23,171	23,900	25,400
3046	Repair & Maintenance	8,891	5,341	6,776	8,000
3048	Promotional Activities	480	963	1,000	1,000
3051	Office Supplies	50	150	0	0
3052	Operating Supplies	11,383	14,597	17,000	17,000
3055	Employee Study Expense	<u>375</u>	<u>288</u>	<u>350</u>	<u>500</u>
	subtotal	31,163	45,741	50,176	52,600
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>0</u>	<u>3,730</u>	<u>0</u>	<u>5,000</u>
	subtotal	0	3,730	0	5,000
	TOTAL	<u>113,951</u>	<u>128,814</u>	<u>109,776</u>	<u>119,832</u>
	<u>CAPITAL OUTLAY</u>				
	Replace Pool Drain				5,000

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Parks & Recreation	Custodial Services
		734-572

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual FY 06-07</u>	<u>Actual FY 07-08</u>	<u>Estimate FY 08-09</u>	<u>Budget FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	0	0	0	52,396
1014	Overtime	0	0	0	1,000
1016	Christmas Bonus	0	0	0	0
1021	F.I.C.A. Taxes	0	0	0	4,085
1022	Florida Retirement	0	0	0	0
1023	Life & Health Insurance	0	0	0	15,600
1024	ICMA Retirement	0	0	0	3,143
1029	Event Reimbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>-1,936</u>
	subtotal	0	0	0	74,288
	<u>OPERATING EXPENSES</u>				
3040	Travel & Per Diem	0	0	0	500
3041	Communication Services	349	343	500	1,000
3043	Utility Services	11,033	10,569	12,000	0
3046	Repair & Maintenance	2,951	3,486	5,650	0
3052	Operating Supplies	<u>3,486</u>	<u>3,716</u>	<u>5,000</u>	<u>7,000</u>
	subtotal	17,819	18,114	23,150	8,500
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	0	0	0	0
	TOTAL	<u>17,819</u>	<u>18,114</u>	<u>23,150</u>	<u>82,788</u>

Note: Eustis Service Center until FY 09-10.

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Parks & Recreation	Maintenance Services
		735-572

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	0	31,727
1013	Other Salaries & Wages	0	0	0	0
1014	Overtime	0	0	0	1,000
1016	Christmas Bonus	0	0	0	0
1021	F.I.C.A. Taxes	0	0	0	2,504
1023	Life & Health Insurance	0	0	0	7,800
1024	ICMA Retirement	0	0	0	1,904
1029	Event Reimbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>-5,051</u>
	subtotal	0	0	0	39,884
	<u>OPERATING EXPENSES</u>				
3034	Other Contractual Services	4,725	4,343	3,600	0
3041	Communication Services	0	0	0	5,500
3043	Utility Services	4,762	4,804	8,500	0
3046	Repair & Maintenance	11,944	24,532	33,576	0
3048	Promotional Activities	0	0	0	25,100
3052	Operating Supplies	<u>4,240</u>	<u>4,124</u>	<u>7,000</u>	<u>1,800</u>
	subtotal	25,671	37,803	52,676	32,400
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>7,224</u>	<u>4,627</u>	<u>0</u>	<u>0</u>
	subtotal	7,224	4,627	0	0
	TOTAL	<u>32,895</u>	<u>42,430</u>	<u>52,676</u>	<u>72,284</u>

Note: Other Parks & Tennis Courts until FY 09-10.

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Facilities and Recreation	American Legion Building 736-572

ACCT.		Actual	Actual	Estimate	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
	<u>OPERATING EXPENSES</u>				
3041	Communication Services	297	303	500	0
3043	Utility Services	4,855	4,271	4,000	0
3046	Repair & Maintenance	1,741	1,014	1,500	0
3052	Operating Supplies	<u>1,774</u>	<u>2,762</u>	<u>1,000</u>	<u>0</u>
	subtotal	8,667	8,350	7,000	0
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>7,254</u>	<u>0</u>	<u>3,700</u>	<u>0</u>
	subtotal	7,254	0	3,700	0
	TOTAL	<u>15,921</u>	<u>8,350</u>	<u>10,700</u>	<u>0</u>

Note: Program merged with Program 731 in FY 09-10.

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Parks & Recreation	Ferran Park/ Bandshell/ Lake Walk/ Sea Wall 737-572

ACCT.		Actual	Actual	Estimate	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
	<u>OPERATING EXPENSES</u>				
3034	Other Contractual Services	3,727	6,609	0	0
3043	Utility Services	11,558	12,013	14,700	0
3046	Repair & Maintenance	7,130	15,758	10,790	0
3048	Promotional Activities	24,645	14,922	20,000	0
3052	Operating Supplies	<u>2,152</u>	<u>4,051</u>	<u>8,600</u>	<u>0</u>
	subtotal	49,212	53,353	54,090	0
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>2,323</u>	<u>9,194</u>	<u>0</u>	<u>0</u>
	subtotal	2,323	9,194	0	0
	TOTAL	<u>51,535</u>	<u>62,547</u>	<u>54,090</u>	<u>0</u>

Note: Program merged with Program 735 in FY 09-10.

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Parks & Recreation	Clifford Taylor House 738-572

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>OPERATING EXPENSES</u>				
3043	Utility Services	6,411	6,900	9,000	0
3046	Repair & Maintenance	2,619	1,888	4,900	0
3052	Operating Supplies	<u>0</u>	<u>-10</u>	<u>0</u>	<u>0</u>
	subtotal	9,030	8,778	13,900	0
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>3,928</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	3,928	0	0	0
	TOTAL	<u>12,958</u>	<u>8,778</u>	<u>13,900</u>	<u>0</u>

Note: Program merged with Program 735 in FY 09-10.

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Parks & Recreation	Maintenance/ Custodial 739-572

ACCT.		Actual	Actual	Estimate	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
	<u>PERSONAL SERVICES</u>				
1012	Regular Salaries & Wages	314,746	302,491	276,042	0
1013	Other Salaries & Wages	7,760	15,933	0	0
1014	Overtime	22,159	23,897	18,800	0
1016	Christmas Bonus	2,860	2,865	2,835	0
1021	F.I.C.A. Taxes	24,765	25,871	22,967	0
1023	Life & Health Insurance	92,380	89,375	88,400	0
1024	ICMA Retirement	<u>20,332</u>	<u>19,306</u>	<u>17,810</u>	<u>0</u>
	subtotal	485,002	479,738	426,854	0
	<u>OPERATING EXPENSES</u>				
3040	Travel & Per Diem	0	148	250	0
3041	Communication Services	4,174	4,776	5,560	0
3043	Utility Services	1,820	1,951	2,000	0
3046	Repair & Maintenance	12,225	9,927	7,500	0
3047	Printing & Binding	0	0	0	0
3051	Office Supplies	150	124	0	0
3052	Operating Supplies	41,095	45,260	48,000	0
3055	Employee Study Expense	<u>0</u>	<u>166</u>	<u>0</u>	<u>0</u>
	subtotal	59,464	62,352	63,310	0
	<u>CAPITAL OUTLAY</u>				
6064	Machinery & Equipment	<u>47,227</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	47,227	0	0	0
	TOTAL	<u>591,693</u>	<u>542,090</u>	<u>490,164</u>	<u>0</u>

Note: Program merged with Programs 734 and 735 in FY 09-10.

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
Leisure Services	Facilities and Recreation	Women's Club Building 741-572

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual FY 06-07</u>	<u>Actual FY 07-08</u>	<u>Estimate FY 08-09</u>	<u>Budget FY 09-10</u>
<u>OPERATING EXPENSES</u>					
3041	Communication Services	0	0	400	0
3043	Utility Services	0	0	1,325	0
3046	Repair & Maintenance	0	0	4,882	0
3052	Operating Supplies	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>0</u>
	subtotal	0	0	7,807	0
<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	0	0	0	0
	TOTAL	<u>0</u>	<u>0</u>	<u>7,807</u>	<u>0</u>

Note: Program merged with Program 731 in FY 09-10.