



## **2017 BUDGET SUPPLEMENT**

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## FY17 BUDGET SUPPLEMENT

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## **OPERATING FUNDS BUDGET SUMMARIES**

This section provides summaries of the four operating fund budgets which are legally required to be adopted by the Board of Directors.

The Budget Comparison Summary for the Operating Funds and individually for each fund compare FY16 Estimated to FY17 Budget.

The Statement of Revenue Comparisons for the Operating Funds and individually for each fund compares revenues based on Actual FY15, Budget and Estimated FY16, and Budget FY17. Projections for FY18 were presented equal to FY17 levels for review purposes.

The Distribution of Appropriations for the Operating Funds is a schedule which reflects the allocation of each division's programs appropriation to each of the four Operating Funds as per the City's cost allocation formula. Distributions are presented for FY16 Estimated, Budget FY17 and Projections for Budget FY18.

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**City of Fort Smith**  
**FY17**  
**Budget Comparison Summary-Operating Funds**

	Estimated FY16	Budget FY17	Increase (Decrease)	Projected FY18
<b>Revenues</b>				
Intergovernmental	\$ 8,772,300	\$ 9,615,000	\$ 842,700	\$ 8,918,000
Taxes and Assessments	36,379,000	36,715,000	336,000	37,060,500
Court Fines and Forfeitures	2,300,000	2,300,000	0	2,300,000
Licenses and Permits	1,912,000	1,882,000	(30,000)	1,882,000
Service Charges and Fees	67,649,332	74,476,500	6,827,168	74,478,500
Contributions	245,000	1,014,000	769,000	0
Miscellaneous	1,178,453	1,136,363	(42,090)	1,138,363
Transfers	2,804,150	2,818,000	13,850	2,893,630
<b>Total</b>	<b>\$ 121,240,235</b>	<b>\$ 129,956,863</b>	<b>\$ 8,716,628</b>	<b>\$ 128,670,993</b>
<b>Expenditures/Expenses</b>				
Policy and Administration Services	\$ 2,909,427	\$ 3,163,340	\$ 253,913	\$ 3,163,340
Management Services	6,207,982	8,343,366	2,135,384	8,312,727
Development Services	2,905,382	2,963,802	58,420	2,996,802
Police Services	14,055,185	15,009,984	954,799	15,009,984
Fire Services	12,462,818	14,356,663	1,893,845	13,064,663
Operation Services	56,492,696	69,361,094	12,868,398	70,694,094
Non-Departmental	4,895,312	5,026,643	131,331	5,026,643
<b>Total</b>	<b>\$ 99,928,802</b>	<b>\$ 118,224,892</b>	<b>\$ 18,296,090</b>	<b>\$ 118,268,253</b>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures/Expenses	\$ 21,311,433	\$ 11,731,971	\$ (9,579,462)	\$ 10,402,740
<b>Fund Balance/Working Capital, Beginning of Year</b>				
	19,323,706	39,002,820	19,679,114	50,100,324
<b>Fund Balance/Working Capital, End of Year</b>				
	\$ 40,635,139	\$ 50,734,791	\$ 10,099,652	\$ 60,503,064
Adjustment for CIP Transfers	(700,000)	(500,000)	(200,000)	(500,000)
<b>Adjusted Fund Balance/ Working Capital, End of Year</b>				
	<b>\$ 39,935,139</b>	<b>\$ 50,234,791</b>	<b>\$ 10,299,652</b>	<b>\$ 60,003,064</b>
Contingency Reserve Percent	40.0%	42.5%		50.7%

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**City of Fort Smith**  
**FY17**  
**Budget Comparison Summary-General Fund**

	Estimated FY16	Budget FY17	Increase (Decrease)	Projected FY18
<b>Revenues</b>				
Intergovernmental	\$ 3,112,500	\$ 3,915,000	\$ 802,500	\$ 3,218,000
Taxes and Assessments	29,042,000	29,307,000	265,000	29,599,500
Court Fines and Forfeitures	2,300,000	2,300,000	0	2,300,000
Licenses and Permits	1,707,000	1,707,000	0	1,707,000
Service Charges and Fees	499,700	513,000	13,300	515,000
Contributions	95,000	0	(95,000)	0
Miscellaneous	968,853	979,163	10,310	981,163
Transfers	2,804,150	2,818,000	13,850	2,893,630
<b>Total</b>	<b>\$ 40,529,203</b>	<b>\$ 41,539,163</b>	<b>\$ 1,009,960</b>	<b>\$ 41,214,293</b>
<b>Expenditures</b>				
Policy and Administration				
Services	\$ 2,262,686	\$ 2,429,883	\$ 167,197	\$ 2,429,883
Management Services	2,534,098	2,761,978	227,880	2,748,086
Development Services	2,588,113	2,644,782	56,668	2,672,832
Police Services	14,055,185	15,009,984	954,799	15,009,984
Fire Services	10,592,864	10,692,590	99,726	10,692,590
Operation Services	4,112,551	5,577,195	1,464,644	5,577,195
Non-Departmental	2,388,143	2,395,621	7,478	2,395,621
<b>Total</b>	<b>\$ 38,533,640</b>	<b>\$ 41,512,032</b>	<b>\$ 2,978,392</b>	<b>\$ 41,526,191</b>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures	\$ 1,995,563	\$ 27,131	\$ (1,968,432)	\$ (311,898)
<b>Fund Balance, Beginning of Year</b>	<b>3,836,222</b>	<b>5,831,785</b>	<b>1,995,563</b>	<b>5,858,916</b>
<b>Fund Balance, Reserved</b>				
Unobligated	5,831,785	5,858,916	27,131	5,547,018
<b>Fund Balance, End of Year</b>	<b>\$ 5,831,785</b>	<b>\$ 5,858,916</b>	<b>\$ 27,131</b>	<b>\$ 5,547,018</b>
<b>Contingency Reserve Percent</b>	<b>15.1%</b>	<b>14.1%</b>		<b>13.4%</b>



**General Fund                      FY16 Amended Per Ord. 47-16**  
**Statement of Revenue Comparisons**

	Actual FY15	Budget FY16	Estimated FY16	Budget FY17	Projected FY18
<b>Intergovernmental</b>					
State Turnback - General	\$ 1,275,459	\$ 1,296,000	\$ 1,287,000	\$ 1,290,000	\$ 1,293,000
Transit Reimbursement	1,406,369	1,700,000	1,600,000	2,400,000	1,700,000
Airport Security Reimbursement	109,500	115,000	110,000	110,000	110,000
State Act 833 Fire Funds	97,948	90,000	90,000	90,000	90,000
State-Riverfont Trail	0	0	0	0	0
FEMA Fire Grant	0	0	25,500	25,000	25,000
<b>Taxes and Assessments</b>					
Franchise	6,388,844	6,595,300	5,750,000	5,750,000	5,807,500
Ad Valorem	6,885,174	7,080,100	6,750,000	6,850,000	6,918,000
County Sales Tax	16,090,921	16,361,000	16,530,000	16,695,000	16,862,000
1/4% City Sales Tax-Fire & Parks	0	0	0	0	0
Gasoline Tax Refund-Transit	11,063	12,000	12,000	12,000	12,000
Court Fines and Forfeitures	2,368,501	2,300,000	2,300,000	2,300,000	2,300,000
<b>Licenses and Permits</b>					
Privilege	14,370	18,500	16,000	16,000	16,000
Business License	0	0	0	0	0
Construction	771,591	850,000	1,000,000	1,000,000	1,000,000
Alcohol	621,617	580,000	620,000	620,000	620,000
Other	38,706	70,000	71,000	71,000	71,000
<b>Service Charges and Fees</b>					
Community Center	30,459	36,000	33,000	35,000	35,000
Fire Protection Contracts	67,912	68,300	67,000	68,000	68,000
Port Authority	21,035	22,000	20,000	0	0
Parks & Aquatics	152,603	175,000	100,000	100,000	100,000
Oak Cemetery	86,972	75,000	65,000	65,000	65,000
Animal Control	230	500	200	500	500
False Alarm Fees	33,853	25,000	38,000	38,000	40,000
Mobile Data Support Fees	16,640	25,000	6,500	6,500	6,500
Transit System	203,003	220,000	170,000	200,000	200,000
Contributions	43,355	0	95,000	0	0
<b>Miscellaneous</b>					
Reimbursement from Airport	3,163	3,163	3,163	3,163	3,163
Interest Earned	21,303	23,000	23,190	23,000	25,000
Sebastian County Participation	509,835	480,000	470,000	480,000	480,000
Reimbursement from Enhanced 9-1-1 Fund	255,000	255,000	255,000	255,000	255,000
Reimbursement from FSPS for SRO Positions	117,456	118,000	117,500	118,000	118,000
Other	207,023	90,000	100,000	100,000	100,000
<b>Transfers</b>					
Sales Tax Fund	2,698,000	2,360,000	2,507,000	2,521,000	2,596,630
A&P Fund	24,003	22,000	24,150	24,000	24,000
Street Maintenance Fund	90,610	91,000	91,000	91,000	91,000
Water and Sewer Operating Fund	90,610	91,000	91,000	91,000	91,000
Sanitation Operating Fund	90,610	91,000	91,000	91,000	91,000
<b>Total</b>	<u>\$ 40,843,738</u>	<u>\$ 41,338,863</u>	<u>\$ 40,529,203</u>	<u>\$ 41,539,163</u>	<u>\$ 41,214,293</u>

## Revenue Comment

Total revenue of the General Fund FY17 Budget is estimated to increase by approximately \$1,009,960 or 2.5% from FY16 Estimated. This is primarily due to a projected increase in federal Transit reimbursements for FY17.

The General Turnback from the state was \$15.25 for FY15. The estimate for FY16 is \$15.00, and is anticipated to be \$15.00 per capita for FY17 and FY18.

The franchise tax rate is 4% assessed upon gross sales of franchised utilities within the corporate city limits. Franchise fee revenue is expected to remain flat in FY17.

The property tax assessment for General Fund use remains at 5.0 mills for all four years presented. This is the maximum rate allowed by state statutes. The ad valorem tax revenue is a product of the millage rate assessed upon the real estate and personal property values within the city limits. Projections for FY17 will remain flat over FY16 Estimated.

The city's share of the county sales tax is allocated to the General Fund. The estimated revenue for FY17 is 1.5% above the estimated FY16 revenue. The FY18 projection reflects a 1% increase in sales tax revenue.

The city's 1/4% sales tax allocated for fire and parks programs is anticipated to increase by 1.5% for FY17 and by 1% in FY18. This sales tax has been presented separately for budget planning purposes.

City of Fort Smith

FY17

Budget Comparison Summary - General Fund Sales Tax (1/4%)

	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Budgeted FY16	Estimated FY16	Budget FY17	Increase (Decrease)	Projected FY18
<b>Revenues</b>									
Taxes and Assessments	768,224	4,867,244	5,024,753	5,095,038	5,227,000	5,280,000	5,333,000	53,000	5,386,000
Parks Contributions	0	0	0	1,362,316	150,000	150,000	1,014,000	864,000	0
Fire Contributions	0	0	1,010,440	45,573	0	0	0	0	0
<b>Total</b>	<b>\$ 768,224</b>	<b>\$ 4,867,244</b>	<b>\$ 6,035,193</b>	<b>\$ 6,502,927</b>	<b>\$ 5,377,000</b>	<b>\$ 5,430,000</b>	<b>\$ 6,347,000</b>	<b>\$ 917,000</b>	<b>\$ 5,386,000</b>
<b>Expenditures</b>									
Fire Services	212,132	1,747,540	4,208,985	2,547,603	2,130,393	1,869,954	3,664,073	1,794,119	2,372,073
Parks/ Operation Services	0	770,384	1,443,070	4,567,691	2,663,923	2,627,727	2,548,460	(79,267)	3,848,460
<b>Total</b>	<b>\$ 212,132</b>	<b>\$ 2,517,924</b>	<b>\$ 5,652,055</b>	<b>\$ 7,115,294</b>	<b>\$ 4,794,316</b>	<b>\$ 4,497,681</b>	<b>\$ 6,212,533</b>	<b>\$ 1,714,852</b>	<b>\$ 6,220,533</b>
<b>Excess (Deficiency)</b>									
Revenues Over Expenditures	\$ 556,092	\$ 2,349,320	\$ 383,138	\$ (612,367)	\$ 582,684	\$ 932,319	\$ 134,467	\$ (797,852)	\$ (834,533)
<b>Fund Balance, Beginning of Year</b>									
	0	556,092	2,905,412	3,288,550	2,676,182	2,676,182	3,608,501	932,319	3,742,968
<b>Fund Balance, Reserved</b>									
Fire, reserved	171,980	858,062	171,893	217,382	700,489	987,428	(10,145)	(997,573)	310,782
Parks, reserved	384,112	2,047,350	3,116,656	2,458,800	2,558,377	2,621,073	3,753,113	1,132,040	2,597,653
<b>Fund Balance, End of Year</b>	<b>\$ 556,092</b>	<b>\$ 2,905,412</b>	<b>\$ 3,288,550</b>	<b>\$ 2,676,182</b>	<b>\$ 3,258,866</b>	<b>\$ 3,608,501</b>	<b>\$ 3,742,968</b>	<b>\$ 134,467</b>	<b>\$ 2,908,435</b>
Contingency Reserve Percent	262.1%	115.4%	58.2%	37.6%	68.0%	80.2%	60.2%		46.8%

**City of Fort Smith**  
**FY17**  
**Budget Comparison Summary-Street Maintenance Fund**

	Estimated FY16	Budget FY17	Increase (Decrease)	Projected FY18
<b>Revenues</b>				
Intergovernmental	\$ 5,659,800	\$ 5,700,000	\$ 40,200	\$ 5,700,000
Taxes and Assessments	2,057,000	2,075,000	18,000	2,075,000
Licenses and Permits	205,000	175,000	(30,000)	175,000
Miscellaneous	8,100	7,200	(900)	7,200
<b>Total</b>	<b>\$ 7,929,900</b>	<b>\$ 7,957,200</b>	<b>\$ 27,300</b>	<b>\$ 7,957,200</b>
<b>Expenditures</b>				
Policy and Administration				
Services	\$ 152,810	\$ 155,655	\$ 2,845	\$ 155,655
Management Services	389,114	512,813	123,699	510,362
Development Services	73,371	70,943	(2,428)	70,943
Operation Services	6,503,068	6,659,032	155,963	6,659,032
Non-Departmental	433,517	574,725	141,208	574,725
<b>Total</b>	<b>\$ 7,551,880</b>	<b>\$ 7,973,167</b>	<b>\$ 421,287</b>	<b>\$ 7,970,716</b>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures	\$ 378,020	\$ (15,967)	\$ (393,987)	\$ (13,516)
<b>Fund Balance, Beginning of Year</b>	<b>1,771,663</b>	<b>2,149,683</b>	<b>378,020</b>	<b>2,133,715</b>
<b>Fund Balance, End of Year</b>	<b>\$ 2,149,683</b>	<b>\$ 2,133,715</b>	<b>\$ (15,967)</b>	<b>\$ 2,120,199</b>
<b>Contingency Reserve Percent</b>	<b>28.5%</b>	<b>26.8%</b>		<b>26.6%</b>

## Street Maintenance Fund Statement of Revenue Comparisons

	Actual FY15	Budget FY16	Estimated FY16	Budget FY17	Projected FY18
Intergovernmental					
State Turnback -					
Gasoline Tax	\$ 3,997,696	\$ 4,050,000	\$ 3,917,800	\$ 4,000,000	\$ 4,000,000
Highway Sales Tax	1,684,220	1,608,022	1,742,000	1,700,000	1,700,000
FEMA Reimbursements	104,917	0	0	0	0
Taxes and Assessments					
Ad Valorem	2,038,141	2,126,200	2,057,000	2,075,000	2,075,000
Licenses and Permits					
Sidewalk Permit Assessments	163,270	170,000	205,000	175,000	175,000
Contributions					
Miscellaneous					
Interest Earned	3,415	3,700	4,100	4,200	4,200
Other	39,299	2,000	4,000	3,000	3,000
Transfers					
Water & Sewer Operating Fund	0	0	0	0	0
<b>Total</b>	<b>\$ 8,030,958</b>	<b>\$ 7,959,922</b>	<b>\$ 7,929,900</b>	<b>\$ 7,957,200</b>	<b>\$ 7,957,200</b>

### Revenue Comment

The major revenue source of the Street Maintenance Fund is the gasoline tax turnback from the state. This accounts for an average of 50% of total revenue for the four years presented. The state returns a portion of its levy of motor vehicle fees and gasoline tax to municipalities based upon population. The Arkansas Municipal League (AML) provides annual estimates for the per capita allocation to cities. The per capita turnback for the four years presented in the graph is \$46.37 for FY15, and \$45.45 for FY16 Estimated. The per capita for FY17 and FY18 is \$46.40.

Beginning July 1, 2013, the city began receiving a share of the 1/2% state sales tax dedicated to highway improvements. The FY17 revenue is estimated at \$1.7 million. This shared revenue is allocated on the basis of population that is currently 86,209 per the 2010 census. The per capita turnback for the highway sales tax is \$20.21 for FY16 Estimated and \$19.72 for FY17 and FY18. The AML provides estimates each year. This tax is in place until June 30, 2023.

Ad valorem tax revenue for the Street Maintenance Fund is expected to remain flat in 2017. Sebastian County levies a 3.0 mill county road tax and remits one-half of the tax to the city per state statutes.

The permit assessment fees applied to building permits are accounted for in the Street Maintenance Fund. This revenue is expected to generate \$175,000 in FY17 and FY18.

**City of Fort Smith**

**FY17**

**Budget Comparison Summary-Water and Sewer Operating Fund**

	Estimated FY16	Budget FY17	Increase (Decrease)	Projected FY18
<b>Revenues</b>				
Services Charges and Fees	\$ 53,151,600	\$ 59,899,500	\$ 6,747,900	\$ 59,899,500
Miscellaneous	130,000	110,000	(20,000)	110,000
Total	<u>\$ 53,281,600</u>	<u>\$ 60,009,500</u>	<u>\$ 6,727,900</u>	<u>\$ 60,009,500</u>
<b>Expenses</b>				
Policy and Administration Services	\$ 307,840	\$ 382,831	\$ 74,991	\$ 382,831
Management Services	2,544,191	4,046,549	1,502,358	4,035,929
Development Services	243,898	248,078	4,180	253,028
Operation Services	35,682,015	44,619,071	8,937,056	44,638,471
Non-Departmental	323,116	211,280	(111,836)	211,280
Total	<u>\$ 39,101,060</u>	<u>\$ 49,507,808</u>	<u>\$ 10,406,749</u>	<u>\$ 49,521,539</u>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures	\$ 14,180,540	\$ 10,501,692	\$ (3,678,849)	\$ 10,487,961
<b>Working Capital, Beginning of Year</b>				
	<u>10,688,514</u>	<u>24,869,054</u>	<u>14,180,540</u>	<u>35,370,746</u>
<b>Working Capital, End of Year</b>				
	\$ 24,869,054	\$ 35,370,746	\$ 10,501,692	\$ 45,858,707
<b>Adjustment for CIP Transfers</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Adjusted Working Capital, End of Year</b>				
	<u>\$ 24,869,054</u>	<u>\$ 35,370,746</u>	<u>\$ 10,501,692</u>	<u>\$ 45,858,707</u>
<b>Contingency Reserve Percent</b>				
	63.6%	71.4%		92.6%

## Water and Sewer Operating Fund Statement of Revenue Comparisons

	Actual FY15	Budget FY16	Estimated FY16	Budget FY17	Projected FY18
<b>Service Charges and Fees</b>					
Water Sales	\$ 18,124,135	\$ 18,572,400	\$ 18,986,000	\$ 19,000,000	\$ 19,000,000
Monthly Customer Charges	497,493	494,400	633,100	630,000	630,000
Contract Water Sales	6,666,487	7,014,000	6,580,000	6,700,000	6,700,000
Fire Protection	37,962	40,000	37,500	37,500	37,500
Installations - Water Service	227,339	230,000	232,000	232,000	232,000
Sewer Service Charges	16,742,182	24,944,000	26,500,000	33,125,000	33,125,000
Sewer Connection Charges	80,077	68,000	85,000	80,000	80,000
Industrial Waste Monitoring Fees	80,248	95,000	98,000	95,000	95,000
<b>Contributions</b>					
<b>Miscellaneous</b>					
Interest Earned	9,263	18,000	35,000	35,000	35,000
Other	116,733	75,000	95,000	75,000	75,000
<b>Total</b>	<u>\$ 42,581,919</u>	<u>\$ 51,550,800</u>	<u>\$ 53,281,600</u>	<u>\$ 60,009,500</u>	<u>\$ 60,009,500</u>

### Revenue Comment

Service charges and fees account for more than 99% of total revenue for this fund. Total revenue of the fund in FY17 is anticipated to be \$6,727,900, or 13% more than FY16. The increase is due to a full year of rate adjustments in FY17. Consumption is expected to be level between FY16 and FY17.

Water sales from residential, commercial, and industrial users is expected to increase by less than 1% between FY16 and FY17. Water sales to Van Buren and the other contract users is also anticipated to increase minimally between years. Sewer service charges for FY17 are expected to increase by 25% in FY17 due to rate adjustments.

**City of Fort Smith**

**FY17**

**Budget Comparison Summary-Sanitation Operating Fund**

	Estimated FY16	Budget FY17	Increase (Decrease)	Projected FY18
<b>Revenues</b>				
Service Charges and Fees	\$ 13,998,032	\$ 14,064,000	\$ 65,968	\$ 14,064,000
Miscellaneous	71,500	40,000	(31,500)	40,000
Total	<u>\$ 14,069,532</u>	<u>\$ 14,104,000</u>	<u>\$ 34,468</u>	<u>\$ 14,104,000</u>
<b>Expenses</b>				
Policy and Administration				
Services	\$ 186,090	\$ 194,971	\$ 8,881	\$ 194,971
Management Services	740,580	1,022,026	281,447	1,018,350
Operation Services	7,567,335	9,957,337	2,390,002	9,970,937
Non-Departmental	1,750,536	1,845,017	94,481	1,845,017
Total	<u>\$ 10,244,541</u>	<u>\$ 13,019,351</u>	<u>\$ 2,774,810</u>	<u>\$ 13,029,274</u>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures	\$ 3,824,991	\$ 1,084,649	\$ (2,740,342)	\$ 1,074,726
<b>Working Capital, Beginning of Year</b>				
	<u>3,027,307</u>	<u>6,152,298</u>	<u>3,124,991</u>	<u>6,736,947</u>
<b>Working Capital, End of Year</b>				
	\$ 6,852,298	\$ 7,236,947	\$ 384,649	\$ 7,811,673
<b>Adjustment for CIP Transfers</b>				
	<u>(700,000)</u>	<u>(500,000)</u>	<u>0</u>	<u>(500,000)</u>
<b>Adjusted Working Capital, End of Year</b>				
	<u>\$ 6,152,298</u>	<u>\$ 6,736,947</u>	<u>\$ 384,649</u>	<u>\$ 7,311,673</u>
<b>Contingency Reserve Percent</b>				
	60.1%	51.7%		56.1%



## Sanitation Operating Fund Statement of Revenue Comparisons

	<u>Actual FY15</u>	<u>Budget FY16</u>	<u>Estimated FY16</u>	<u>Budget FY17</u>	<u>Projected FY18</u>
<b>Service Charges and Fees</b>					
Residential Collections	\$ 4,666,431	\$ 4,610,000	\$ 4,657,847	\$ 4,681,000	\$ 4,681,000
Commercial Collections	2,052,276	2,282,539	2,032,185	2,042,000	2,042,000
Sanitary Landfill Operations	3,984,833	4,130,000	4,275,000	4,296,000	4,296,000
Industrial Collections	2,018,395	2,325,000	2,015,000	2,025,000	2,025,000
Sale of Methane Gas	321,830	450,000	915,000	920,000	920,000
Recycling Operations	102,802	100,000	103,000	100,000	100,000
<b>Contributions</b>					
<b>Miscellaneous</b>					
Interest Earned	7,123	7,500	13,500	10,000	10,000
Other	95,953	25,000	58,000	30,000	30,000
<b>Total</b>	<u>\$ 13,249,643</u>	<u>\$ 13,930,039</u>	<u>\$ 14,069,532</u>	<u>\$ 14,104,000</u>	<u>\$ 14,104,000</u>

### Revenue Comment

The revenue of the Sanitation Operating Fund is generated from refuse collection and solid waste disposal. The city owns the landfill that accepts waste from the region.

Revenues generated by residential, commercial, industrial and roll-off services are anticipated to remain stable between years. Service revenue is expected to increase 0.5% in FY17.

Landfill operations are expected to remain stable between FY16 and FY17.

**Combined Operating Funds  
Statement of Revenue Comparisons**

	<u>Actual FY15</u>	<u>Budget FY16</u>	<u>Estimated FY16</u>	<u>Budget FY17</u>	<u>Projected FY18</u>
Intergovernmental	\$ 8,676,109	\$ 8,859,022	\$ 8,772,300	\$ 9,615,000	\$ 8,918,000
Taxes and Assessments	36,509,181	37,401,600	36,379,000	36,715,000	37,060,500
Court Fines and Forfeitures	2,368,501	2,300,000	2,300,000	2,300,000	2,300,000
Licenses and Permits	1,609,554	1,688,500	1,912,000	1,882,000	1,882,000
Service Charges and Fees	56,215,197	66,002,139	67,649,332	74,476,500	74,478,500
Contributions	1,451,244	150,000	245,000	1,014,000	0
Miscellaneous	1,385,566	1,100,363	1,178,453	1,136,363	1,138,363
Transfers	2,993,833	2,655,000	2,804,150	2,818,000	2,893,630
<b>Total</b>	<u>\$ 111,209,185</u>	<u>\$ 120,156,624</u>	<u>\$ 121,240,235</u>	<u>\$ 129,956,863</u>	<u>\$ 128,670,993</u>

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**Distribution of Appropriations to the Operating Funds  
FY16 Estimated Budget**

	<u>Total Funds</u>	<u>General Fund</u>	<u>Street Maintenance Fund</u>	<u>Water and Sewer Operating Fund</u>	<u>Sanitation Operating Fund</u>
<b>Policy and Administration Services Division</b>					
4100 Mayor	\$ 129,488	\$ 55,680	\$ 10,359	\$ 47,911	\$ 15,539
4101 Board of Directors	125,869	54,124	10,070	46,572	15,104
4102 City Administrator	421,553	181,268	33,724	155,975	50,586
4201 District Court	1,434,897	1,434,897	0	0	0
4202 Prosecutor	157,819	157,819	0	0	0
4203 Public Defender	92,500	92,500	0	0	0
4204 City Attorney	345,000	172,500	86,250	0	86,250
4206 District Court-Seb. Co.	47,210	47,210	0	0	0
4405 Internal Audit	155,091	66,689	12,407	57,384	18,611
<b>Total Policy and Administration Services Division</b>	<b>\$ 2,909,427</b>	<b>\$ 2,262,686</b>	<b>\$ 152,810</b>	<b>\$ 307,840</b>	<b>\$ 186,090</b>
<b>Management Services Division</b>					
4104 Human Resources	\$ 544,149	\$ 342,814	\$ 38,090	\$ 114,271	\$ 48,973
4109 Safety & Risk Management	13,776	5,924	1,102	5,097	1,653
4105 City Clerk	304,768	131,050	24,381	112,764	36,572
4301 Finance	1,110,645	477,577	88,852	410,939	133,277
4303 Collections	337,319	145,047	26,986	124,808	40,478
4304 Utility Billing/Cust Service	1,653,511	82,676	82,676	1,240,133	248,027
4306 Purchasing	561,392	241,399	44,911	207,715	67,367
4401 Info. & Tech. Services	1,642,316	1,067,505	82,116	328,463	164,232
6912 Parking Deck-Personnel	40,106	40,106	0	0	0
<b>Total Management Services Division</b>	<b>\$ 6,207,982</b>	<b>\$ 2,534,098</b>	<b>\$ 389,114</b>	<b>\$ 2,544,191</b>	<b>\$ 740,580</b>
<b>Development Services Division</b>					
4103 Engineering	\$ 1,467,416	\$ 1,247,303	\$ 73,371	\$ 146,742	\$ 0
4106 Planning and Zoning	647,707	550,551	0	97,156	0
4108 Building Safety	790,259	790,259	0	0	0
<b>Total Development Services Division</b>	<b>\$ 2,905,382</b>	<b>\$ 2,588,113</b>	<b>\$ 73,371</b>	<b>\$ 243,898</b>	<b>\$ 0</b>
<b>Police Services Division</b>					
4701 Administration	\$ 816,749	\$ 816,749	\$ 0	\$ 0	\$ 0
4702 Support Services	4,002,624	4,002,624	0	0	0
4703 Criminal Investigations	2,453,583	2,453,583	0	0	0
4704 Patrol Operations	6,316,317	6,316,317	0	0	0
4705 Radio Communications	289,453	289,453	0	0	0
4706 Airport Security	176,459	176,459	0	0	0
<b>Total Police Services Division</b>	<b>\$ 14,055,185</b>	<b>\$ 14,055,185</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY16 Estimated Budget**

	<u>Total Funds</u>	<u>General Fund</u>	<u>Street Maintenance Fund</u>	<u>Water and Sewer Operating Fund</u>	<u>Sanitation Operating Fund</u>
<b>Fire Services Division</b>					
4801 Administration	\$ 780,639	\$ 780,639	\$ 0	\$ 0	\$ 0
4802 Suppression and Rescue	9,632,982	9,632,982	0	0	0
4803 1/8% SUT Operations	0	0	0	0	0
4804 Training	179,243	179,243	0	0	0
<b>Total Fire Services Division</b>	<b>\$ 10,592,864</b>	<b>\$ 10,592,864</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Streets and Traffic Control</b>					
5101 Administration	\$ 518,798	\$ 0	\$ 518,798	\$ 0	\$ 0
5302 Street Construction	720,678	0	720,678	0	0
5303 Street Drainage	1,021,315	0	1,021,315	0	0
5304 Street Maintenance	926,779	0	926,779	0	0
5305 Sidewalk Construction	1,122,329	0	1,122,329	0	0
5401 Traffic Control Operations	1,107,417	0	1,107,417	0	0
5403 Street Lighting	910,000	0	910,000	0	0
<b>Total Streets and Traffic Control</b>	<b>\$ 6,327,316</b>	<b>\$ 0</b>	<b>\$ 6,327,316</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Water and Sewer</b>					
5501 Utility Administration	\$ 1,024,135	\$ 0	\$ 0	\$ 1,024,135	\$ 0
5521 Business & Finance	439,282	0	0	439,282	0
5522 Communications & Training	535,475	0	0	535,475	0
5523 Engineering & Engineering Technology	402,917	0	0	402,917	0
5590 Non Capital Projects	1,340,000			1,340,000	
5601 Water/ WW Treatment	0	0	0	0	0
5603 Sewer Treatment	3,379,823	0	0	3,379,823	0
5604 Water Treatment	4,039,232	0	0	4,039,232	0
5605 Laboratory Services	0	0	0	0	0
5606 WW Equipment Maint.	0	0	0	0	0
5609 Industrial Waste Mon.	0	0	0	0	0
5610 Water Line Maintenance	3,277,365	0	0	3,277,365	0
5611 Sewer Line Maintenance	1,659,610	0	0	1,659,610	0
5612 Sewer Line Construction	511,144	0	0	511,144	0
5613 Metering/Trans. Line Maint.	0	0	0	0	0
5615 Water/WW Line Maint. Admin.	0	0	0	0	0
5616 Water Stationary Equip. Maint.	0	0	0	0	0
5620 Consent Decree Initiation	0	0	0	0	0
5625 Environmental Quality	1,046,903	0	0	1,046,903	0
5626 Fleet, Building, Station & Easement Maintenance	2,372,380	0	0	2,372,380	0
5618 Debt Service	15,653,749	0	0	15,653,749	0
<b>Total Water and Sewer</b>	<b>\$ 35,682,015</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 35,682,015</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY16 Estimated Budget**

	<u>Total Funds</u>	<u>General Fund</u>	<u>Street Maintenance Fund</u>	<u>Water and Sewer Operating Fund</u>	<u>Sanitation Operating Fund</u>
<b>Operation Services Division - Parks and Community Services</b>					
6201 Parks Maintenance	\$ 1,171,683	\$ 995,931	\$ 175,752	\$ 0	\$ 0
6202 Oak Cemetery	128,950	128,950	0	0	0
6204 Community Centers	157,820	157,820	0	0	0
6205 Aquatics	166,917	166,917	0	0	0
6206 Riverfront	307,412	307,412	0	0	0
6207 The Park at West End	24,749	24,749	0	0	0
6208 1/8% SUT Operations	0	0	0	0	0
<b>Total Parks and Community Services</b>	<u>\$ 1,957,531</u>	<u>\$ 1,781,779</u>	<u>\$ 175,752</u>	<u>\$ 0</u>	<u>\$ 0</u>
<b>Operation Services Division - Sanitation</b>					
6301 Administration	\$ 371,830	\$ 0	\$ 0	\$ 0	\$ 371,830
6302 Residential Collection	1,715,465	0	0	0	1,715,465
6303 Commercial Collection	795,273	0	0	0	795,273
6304 Fleet & Grounds Maintenance	704,378	0	0	0	704,378
6305 Sanitary Landfill	3,065,148	0	0	0	3,065,148
6307 Industrial Collection	915,241	0	0	0	915,241
<b>Total Sanitation</b>	<u>\$ 7,567,335</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,567,335</u>
<b>Operation Services Division - Transit</b>					
6550 Public Transit	\$ 2,226,135	2,226,135	0	0	0
<b>Operation Services Division - Health</b>					
6101 Health Services	\$ 104,637	\$ 104,637	\$ 0	\$ 0	\$ 0
<b>Total Operation Services Division</b>	<u>\$ 53,864,969</u>	<u>\$ 4,112,551</u>	<u>\$ 6,503,068</u>	<u>\$ 35,682,015</u>	<u>\$ 7,567,335</u>
<b>Non-Departmental</b>					
6600 Non-Departmental	\$ 4,895,312	\$ 2,388,143	\$ 433,517	\$ 323,116	\$ 1,750,536
<b>Total Appropriations</b>	<u>\$ 95,431,121</u>	<u>\$ 38,533,640</u>	<u>\$ 7,551,880</u>	<u>\$ 39,101,060</u>	<u>\$ 10,244,541</u>

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**Distribution of Appropriations to the Operating Funds  
FY17 Budget**

	<u>Total Funds</u>	<u>General Fund</u>	<u>Street Maintenance Fund</u>	<u>Water and Sewer Operating Fund</u>	<u>Sanitation Operating Fund</u>
<b>Policy and Administration Services Division</b>					
4100 Mayor	\$ 137,840	\$ 59,271	\$ 11,027	\$ 51,001	\$ 16,541
4101 Board of Directors	126,210	54,270	10,097	46,698	15,145
4102 City Administrator	479,320	206,108	38,346	177,348	57,518
4201 District Court	1,525,320	1,525,320	0	0	0
4202 Prosecutor	160,500	160,500	0	0	0
4203 Public Defender	92,500	92,500	0	0	0
4204 City Attorney	356,000	178,000	89,000	0	89,000
4206 District Court-Seb. Co.	46,130	46,130	0	0	0
4405 Internal Audit	239,520	107,784	7,186	107,784	16,766
<b>Total Policy and Administration Services Division</b>	<b>\$ 3,163,340</b>	<b>\$ 2,429,883</b>	<b>\$ 155,655</b>	<b>\$ 382,831</b>	<b>\$ 194,971</b>
<b>Management Services Division</b>					
4104 Human Resources	\$ 651,768	\$ 410,614	\$ 45,624	\$ 136,871	\$ 58,659
4109 Safety & Risk Mgmt.	0	0	0	0	0
4105 City Clerk	305,760	131,477	24,461	113,131	36,691
4301 Finance	1,506,620	572,516	120,530	632,780	180,794
4303 Collections	379,804	163,316	30,384	140,527	45,576
4304 Utility Billing/Cust Service	3,165,569	158,278	158,278	2,374,177	474,835
4306 Purchasing	620,648	266,879	49,652	229,640	74,478
4401 Info. & Tech. Services	1,677,688	1,023,390	83,884	419,422	150,992
6912 Parking Deck-Personnel	35,509	35,509	0	0	0
<b>Total Management Services Division</b>	<b>\$ 8,343,366</b>	<b>\$ 2,761,978</b>	<b>\$ 512,813</b>	<b>\$ 4,046,549</b>	<b>\$ 1,022,026</b>
<b>Development Services Division</b>					
4103 Engineering	\$ 1,418,852	\$ 1,206,024	\$ 70,943	\$ 141,885	\$ 0
4106 Planning and Zoning	707,950	601,758	0	106,193	0
4108 Building Safety	837,000	837,000	0	0	0
<b>Total Development Services Division</b>	<b>\$ 2,963,802</b>	<b>\$ 2,644,782</b>	<b>\$ 70,943</b>	<b>\$ 248,078</b>	<b>\$ 0</b>
<b>Police Services Division</b>					
4701 Administration	\$ 893,900	\$ 893,900	\$ 0	\$ 0	\$ 0
4702 Support Services	4,253,929	4,253,929	0	0	0
4703 Criminal Investigations	2,698,742	2,698,742	0	0	0
4704 Patrol Operations	6,627,028	6,627,028	0	0	0
4705 Radio Communications	345,810	345,810	0	0	0
4706 Airport Security	190,575	190,575	0	0	0
<b>Total Police Services Division</b>	<b>\$ 15,009,984</b>	<b>\$ 15,009,984</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>



**Distribution of Appropriations to the Operating Funds  
FY17 Budget  
(continued)**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Fire Services Division</b>					
4801 Administration	\$ 764,901	\$ 764,901	\$ 0	\$ 0	\$ 0
4802 Suppression and Rescue	9,693,376	9,693,376	0	0	0
4803 1/8% SUT Operations	0	0	0	0	0
4804 Training	234,313	234,313	0	0	0
<b>Total Fire Services Division</b>	<b>\$ 10,692,590</b>	<b>\$ 10,692,590</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Streets and Traffic Control</b>					
5101 Administration	\$ 704,200	\$ 0	\$ 704,200	\$ 0	\$ 0
5302 Street Construction	688,530	0	688,530	0	0
5303 Street Drainage	1,193,141	0	1,193,141	0	0
5304 Street Maintenance	887,423	0	887,423	0	0
5305 Sidewalk Construction	999,584	0	999,584	0	0
5401 Traffic Control Operations	1,046,178	0	1,046,178	0	0
5403 Street Lighting	940,000	0	940,000	0	0
<b>Total Streets and Traffic Control</b>	<b>\$ 6,459,056</b>	<b>\$ 0</b>	<b>\$ 6,459,056</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Water and Sewer</b>					
5501 Utility Administration	\$ 1,172,650	\$ 0	\$ 0	\$ 1,172,650	\$ 0
5521 Business & Finance	903,050	0	0	903,050	0
5522 Communications & Training	910,500	0	0	910,500	0
5523 Engineering & Engineering Technology	1,283,860	0	0	1,283,860	0
5590 Non Capital Projects	4,806,840	0	0	4,806,840	0
5603 Sewer Treatment	3,893,095	0	0	3,893,095	0
5604 Water Treatment	5,464,780	0	0	5,464,780	0
5610 Water Line Maintenance	3,909,301	0	0	3,909,301	0
5611 Sewer Line Maintenance	2,017,084	0	0	2,017,084	0
5612 Sewer Line Construction	963,380	0	0	963,380	0
5625 Environmental Quality	1,935,653	0	0	1,935,653	0
5626 Fleet, Building, Station & Easement Maintenance	3,499,446	0	0	3,499,446	0
5627 Water System Construction	330,419	0	0	330,419	0
6700 Debt Service	13,529,013	0	0	13,529,013	0
<b>Total Water and Sewer</b>	<b>\$ 44,619,071</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 44,619,071</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY17 Budget  
(continued)**

	<u>TOTAL FUNDS</u>	<u>GENERAL FUND</u>	<u>STREET MAINTENANCE FUND</u>	<u>WATER AND SEWER OPERATING FUND</u>	<u>SANITATION OPERATING FUND</u>
<b>Operation Services Division -</b>					
<b>Parks and Community Services</b>					
6201 Parks Maintenance	\$ 1,333,170	\$ 1,133,195	\$ 199,976	\$ 0	\$ 0
6202 Oak Cemetery	153,890	153,890	0	0	0
6204 Community Centers	163,430	163,430	0	0	0
6205 Aquatics	184,170	184,170	0	0	0
6206 Riverfront	366,270	366,270	0	0	0
6207 The Park at West End	29,850	29,850	0	0	0
6208 1/8% SUT Operations	0	0	0	0	0
<b>Total Parks and Community Services</b>	<b>\$ 2,230,780</b>	<b>\$ 2,030,805</b>	<b>\$ 199,976</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division -</b>					
<b>Sanitation</b>					
6301 Administration	\$ 727,278	\$ 0	\$ 0	\$ 0	\$ 727,278
6302 Residential Collection	1,959,535	0	0	0	1,959,535
6303 Commercial Collection	1,200,701	0	0	0	1,200,701
6304 Fleet & Grounds Maint.	820,432	0	0	0	820,432
6305 Sanitary Landfill	4,243,601	0	0	0	4,243,601
6307 Industrial Collection	1,005,790	0	0	0	1,005,790
<b>Total Sanitation</b>	<b>\$ 9,957,337</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,957,337</b>
<b>Operation Services Division -</b>					
<b>Transit</b>					
6550 Public Transit	\$ 3,396,650	\$ 3,396,650	\$ 0	\$ 0	\$ 0
<b>Operation Services Division -</b>					
<b>Health</b>					
6101 Health	\$ 149,740	\$ 149,740	\$ 0	\$ 0	\$ 0
<b>Total Operation Services Division</b>	<b>\$ 66,812,634</b>	<b>\$ 5,577,195</b>	<b>\$ 6,659,032</b>	<b>\$ 44,619,071</b>	<b>\$ 9,957,337</b>
<b>Non-Departmental</b>					
6600 Non-Departmental	\$ 5,026,643	\$ 2,395,621	\$ 574,725	\$ 211,280	\$ 1,845,017
<b>Total Appropriations</b>	<b>\$ 112,012,359</b>	<b>\$ 41,512,032</b>	<b>\$ 7,973,167</b>	<b>\$ 49,507,808</b>	<b>\$ 13,019,351</b>

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**Distribution of Appropriations to the Operating Funds  
FY18 Projected Budget**

1/4% Sales Tax Funded Programs 4803 & 6208 Removed from Distribution Totals  
Projected FY18 Requests Proposed Flat with FY17

	<u>Total Funds</u>	<u>General Fund</u>	<u>Street Maintenance Fund</u>	<u>Water and Sewer Operating Fund</u>	<u>Sanitation Operating Fund</u>
<b>Policy and Administration Services Division</b>					
4100 Mayor	\$ 137,840	\$ 59,271	\$ 11,027	\$ 51,001	\$ 16,541
4101 Board of Directors	126,210	54,270	10,097	46,698	15,145
4102 City Administrator	479,320	206,108	38,346	177,348	57,518
4201 District Court	1,525,320	1,525,320	0	0	0
4202 Prosecutor	160,500	160,500	0	0	0
4203 Public Defender	92,500	92,500	0	0	0
4204 City Attorney	356,000	178,000	89,000	0	89,000
4206 District Court-Seb. Co.	46,130	46,130	0	0	0
4405 Internal Audit	239,520	107,784	7,186	107,784	16,766
<b>Total Policy and Administration Services Division</b>	<b>\$ 3,163,340</b>	<b>\$ 2,429,883</b>	<b>\$ 155,655</b>	<b>\$ 382,831</b>	<b>\$ 194,971</b>
<b>Management Services Division</b>					
4104 Human Resources	\$ 651,768	\$ 410,614	\$ 45,624	\$ 136,871	\$ 58,659
4109 Safety & Risk Mgmt.	0	0	0	0	0
4105 City Clerk	305,760	131,477	24,461	113,131	36,691
4301 Finance	1,520,951	577,961	121,676	638,799	182,514
4303 Collections	379,804	163,316	30,384	140,527	45,576
4304 Utility Billing/Cust Service	3,165,569	158,278	158,278	2,374,177	474,835
4306 Purchasing	575,678	247,542	46,054	213,001	69,081
4401 Info. & Tech. Services	1,677,688	1,023,390	83,884	419,422	150,992
6912 Parking Deck-Personnel	35,509	35,509	0	0	0
<b>Total Management Services Division</b>	<b>\$ 8,312,727</b>	<b>\$ 2,748,086</b>	<b>\$ 510,362</b>	<b>\$ 4,035,929</b>	<b>\$ 1,018,350</b>
<b>Development Services Division</b>					
4103 Engineering	\$ 1,418,852	\$ 1,206,024	\$ 70,943	\$ 141,885	\$ 0
4106 Planning and Zoning	740,950	629,808	0	111,143	0
4108 Building Safety	837,000	837,000	0	0	0
<b>Total Development Services Division</b>	<b>\$ 2,996,802</b>	<b>\$ 2,672,832</b>	<b>\$ 70,943</b>	<b>\$ 253,028</b>	<b>\$ 0</b>
<b>Police Services Division</b>					
4701 Administration	\$ 893,900	\$ 893,900	\$ 0	\$ 0	\$ 0
4702 Support Services	4,253,929	4,253,929	0	0	0
4703 Criminal Investigations	2,698,742	2,698,742	0	0	0
4704 Patrol Operations	6,627,028	6,627,028	0	0	0
4705 Radio Communications	345,810	345,810	0	0	0
4706 Airport Security	190,575	190,575	0	0	0
<b>Total Police Services Division</b>	<b>\$ 15,009,984</b>	<b>\$ 15,009,984</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY18 Projected Budget (continued)**

1/4% Sales Tax Funded Programs 4803 & 6208 Removed from Distribution Totals  
Projected FY18 Requests Proposed Flat with FY17

	<u>Total Funds</u>	<u>General Fund</u>	<u>Maintenance Fund</u>	<u>Water and Sewer Operating Fund</u>	<u>Sanitation Operating Fund</u>
<b>Fire Services Division</b>					
4801 Administration	\$ 839,659	\$ 764,901	\$ 0	\$ 0	\$ 0
4802 Suppression and Rescue	9,609,446	9,693,376	0	0	0
4803 1/8% SUT Operations	0	0	0	0	0
4804 Training	234,313	234,313	0	0	0
<b>Total Fire Services Division</b>	<b>\$ 10,692,590</b>	<b>\$ 10,692,590</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Streets and Traffic Control</b>					
5101 Administration	\$ 704,200	\$ 0	\$ 704,200	\$ 0	\$ 0
5302 Street Construction	688,530	0	688,530	0	0
5303 Street Drainage	1,193,141	0	1,193,141	0	0
5304 Street Maintenance	887,423	0	887,423	0	0
5305 Sidewalk Construction	999,584	0	999,584	0	0
5401 Traffic Control Operations	1,046,178	0	1,046,178	0	0
5403 Street Lighting	940,000	0	940,000	0	0
<b>Total Streets and Traffic Control</b>	<b>\$ 6,459,056</b>	<b>\$ 0</b>	<b>\$ 6,459,056</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Water and Sewer</b>					
5501 Utility Administration	\$ 1,172,650	\$ 0	\$ 0	\$ 1,172,650	\$ 0
5521 Business & Finance	903,050	0	0	903,050	0
5522 Communications & Training	910,500	0	0	910,500	0
5523 Engineering & Engineering Technology	1,283,860	0	0	1,283,860	0
5590 Non Capital Projects	4,806,840	0	0	4,806,840	0
5603 Sewer Treatment	3,888,495	0	0	3,888,495	0
5604 Water Treatment	5,464,780	0	0	5,464,780	0
5610 Water Line Maintenance	3,909,301	0	0	3,909,301	0
5611 Sewer Line Maintenance	2,017,084	0	0	2,017,084	0
5612 Sewer Line Construction	963,380	0	0	963,380	0
5625 Environmental Quality	1,935,653	0	0	1,935,653	0
5626 Fleet, Building, Station & Easement Maintenance	3,523,446	0	0	3,523,446	0
5627 Water System Construction	330,419	0	0	330,419	0
5618 Debt Service	13,529,013	0	0	13,529,013	0
<b>Total Water and Sewer</b>	<b>\$ 44,638,471</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 44,638,471</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY18 Projected Budget (continued)**

**1/4% Sales Tax Funded Programs 4803 & 6208 Removed from Distribution Totals  
Projected FY18 Requests Proposed Flat with FY17**

	<u>Total Funds</u>	<u>General Fund</u>	<u>Street Maintenance Fund</u>	<u>Water and Sewer Operating Fund</u>	<u>Sanitation Operating Fund</u>
<b>Operation Services Division -</b>					
<b>Parks and Community Services</b>					
6201 Parks Maintenance	\$ 1,333,170	\$ 1,133,195	\$ 199,976	\$ 0	\$ 0
6202 Oak Cemetery	153,890	153,890	0	0	0
6204 Community Centers	163,430	163,430	0	0	0
6205 Aquatics	184,170	184,170	0	0	0
6206 Riverfront	366,270	366,270	0	0	0
6207 The Park at West End	29,850	29,850	0	0	0
6208 1/8% SUT Operations	0	0	0	0	0
<b>Total Parks and Community Services</b>	<b>\$ 2,230,780</b>	<b>\$ 2,030,805</b>	<b>\$ 199,976</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division -</b>					
<b>Sanitation</b>					
6301 Administration	\$ 727,278	\$ 0	\$ 0	\$ 0	\$ 727,278
6302 Residential Collection	1,959,535	0	0	0	1,959,535
6303 Commercial Collection	1,200,701	0	0	0	1,200,701
6304 Fleet & Grounds Maint.	820,432	0	0	0	820,432
6305 Sanitary Landfill	4,257,201	0	0	0	4,257,201
6307 Industrial Collection	1,005,790	0	0	0	1,005,790
<b>Total Sanitation</b>	<b>\$ 9,970,937</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,970,937</b>
<b>Operation Services Division -</b>					
<b>Transit</b>					
6550 Public Transit	\$ 3,396,650	3,396,650			
<b>Operation Services Division -</b>					
<b>Health</b>					
6101 Health Services	\$ 149,740	\$ 149,740	\$ 0	\$ 0	\$ 0
<b>Total Operation Services Division</b>	<b>\$ 66,845,634</b>	<b>\$ 5,577,195</b>	<b>\$ 6,659,032</b>	<b>\$ 44,638,471</b>	<b>\$ 9,970,937</b>
<b>Non-Departmental</b>					
6600 Non-Departmental	\$ 5,026,643	\$ 2,395,621	\$ 574,725	\$ 211,280	\$ 1,845,017
<b>Total Appropriations</b>	<b>\$ 112,047,720</b>	<b>\$ 41,526,191</b>	<b>\$ 7,970,716</b>	<b>\$ 49,521,539</b>	<b>\$ 13,029,274</b>

## **FY17 BUDGET SUPPLEMENT**

### **INTRODUCTION**

The FY17 Budget Supplement contains detail budgets for each of the operating programs. The Budget Supplement reflects comparative numbers for Actual FY15, Budget FY16, Estimated FY16 and Budget FY17. The detail of expenditure/expense classifications - personnel, operating, capital outlay, debt service and transfers - is reflected as account codes. This detail provides management with the appropriation for each account code as a means to control and review the spending patterns of each program. Detail budgets are used in day-to-day operations of each program. A classification of account codes follows the detail budgets and provides an explanation of each account code.

This document is intended for use by management and is considered a supporting document of the FY17 Budget. Distribution of the document is limited; however, the Budget Supplement can be viewed on the City's web site:

<http://www.tortsmithar.gov/finance/default.aspx>

**POLICY/ADMINISTRATION OVERVIEW:**

Policy and Administration is comprised of three programs: 4100 Mayor, 4101 Board of Directors and 4102 City Administrator. The Mayor serves the City in a leadership and public relations role. The Board of Directors sets policy for the City. The City Administrator manages the operations of the City.

The FY17 Budget is less than the FY16 Budget due to midyear reductions and the position of City Administrator was unfilled until May. Priorities continuing in 2017 follow the Future Fort Smith Comprehensive Plan, highlighted as follows; implement the comprehensive plan update; provide additional recreational opportunities; continue economic growth strategies; develop and improve citizen engagement and outreach initiatives; support riverfront development; enhance neighborhood vitality; support economic development; compliance with the federal consent decree; educate stakeholders regarding funding for police and fire pensions, and continue converting some fleet to alternatively fueled vehicles as budget allows.

One intern position has been eliminated for the FY17 budget.

POLICY & ADMINISTRATION	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 576,050	\$ 515,035	\$ 405,818	\$ 457,350	\$ 457,350
Operating Expenditures	203,438	275,350	271,092	286,020	286,020
Operating Budget	\$ 779,488	\$ 790,385	\$ 676,910	\$ 743,370	\$ 743,370
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 779,488	\$ 790,385	\$ 676,910	\$ 743,370	\$ 743,370
Authorized Positions	12.00	13.77	12.77	11.03	11.03

In addition to the major priorities highlighted previously the following service objectives have been identified:

**POLICY/ADMINISTRATION 2017 SERVICE OBJECTIVES**

**Mayor:**

1. Continue economic development efforts. Work with Fort Smith Regional Chamber of Commerce and the Arkansas Economic Development Commission to work with existing businesses and industries to retain existing jobs, and support efforts to attract new jobs.
2. Continue to encourage expansion of regional development by working with area city and county governments, and organizations such as Western Arkansas Planning & Development District (WAPDD), Frontier Metropolitan Planning Organization and Sebastian County Regional Solid Waste Management District.
3. Fully support tourism efforts through leadership of the Advertising and Promotion Commission.
4. Maintain close working relationships with local, state and federal elected officials and staff members.
5. Promote Fort Smith to residents, businesses and visitors, and professionally represent the City at appropriate events and activities.
6. Maintain effective working relationships with agencies impacting Fort Smith, including the U.S. Army Corps of Engineers, Federal Highway Administration, Federal Aviation Administration, the Arkansas Highway and Transportation Department and the Arkansas Waterways Commission.
7. Continue emphasis on City-wide cleanup and beautification.
8. Continue to lead the committee of citizens planning for the celebration of the 200th anniversary of the founding of Fort Smith.

**Board of Directors:**

1. Incorporate implementation of the Future Fort Smith Comprehensive Plan and vision statement into the city's operating and capital budgets.
2. Provide additional recreation opportunities through use of Parks Capital Improvement Funds to continue improvements to Riverfront Drive properties and continue construction of trails according to priorities identified in the updated Trails and Greenways Master Plan. (FFS Goals NCR-1; TI-3).



3. Continue economic growth strategies to increase the job market with higher paying jobs as well as support the construction of I-49, the regional intermodal freight facilities, and improvement/maintenance of the Arkansas River navigation system in order to capitalize on the City's strategic position at the crossroads of highways, rail and navigable waterways. (FFS Goals ED-1; TI-2)
4. Support riverfront development and the revitalization of downtown into a multipurpose facility center. (FFS Goals FLU-2; FLU-3)
5. Preserve, protect, and revitalize the City's neighborhoods with continued proactive code enforcement, community beautification, improving public sidewalks, and planting parkway trees. (FFS Goals HN-1)
6. Continue compliance with the consent decree for wet weather sanitary sewer system improvements in order to alleviate the occurrences of backups and overflows.
7. Educate the community, legislators, and other stakeholders on the funding obligations for police and fire pensions.
8. Continue converting portions of the city's fleet to alternatively-fueled vehicles. (FFS Goal NCR-2)
9. Supporting tourism initiatives in the City of Fort Smith by partnering with local organizations as tourism partners. (FFS Goals FLU-2; FLU-3; NCR-3).

**Administration:**

1. Continue to improve transparent communication with the public on all matters, especially with regards to the status of ongoing projects and initiatives.
2. Continue reporting on the status of implementation of the Future Fort Smith comprehensive plan, and actively participate in efforts to expand the details of said plan.
3. Continue to identify efficiency of city services and facilities, including identifying where "green" initiatives make sense for city facilities or services.
4. Continue to refine performance measurement budgeting; including better definition of departmental performance measures and associated benchmarks.
5. Improve administrative efficiency within the entire organization by supporting the implementation of an Enterprise Resource Plan to modernize the city's business processes.
6. Improve and strengthen relationships between city administration and local agencies, businesses, organizations and political representation to ensure that the City of Fort Smith provides appropriate support to all who strive to improve our region and community.

# POLICY & ADMINISTRATIVE SERVICES

## MAYOR

## PROGRAM 4100

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	10,038	10,000	9,300	10,000	7.25%
103 Retirement (Note 2)	7,500	7,500	7,500	7,500	5.44%
104 Social Security	1,181	1,180	1,180	1,180	0.86%
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400	3.92%
<b>Total</b>	<b>24,119</b>	<b>24,080</b>	<b>23,380</b>	<b>24,080</b>	<b>17.47%</b>

## OPERATING

201 Office Supplies	875	750	90	350	0.25%
202 Small Equipment	59	300	0	0	0.00%
210 Communications	447	1,000	438	460	0.33%
212 Bonds, Insurance, License	0	250	130	150	0.11%
213 Postage	292	500	150	300	0.22%
214 Advertising, Printing, Photo	6,486	5,000	8,000	8,000	5.80%
215 Training & Travel	1,462	2,500	0	2,500	1.81%
216 Education, Memberships, Subscriptions	0	500	0	0	0.00%
217 Lease, Rent, Taxes	7,415	14,000	7,000	12,000	8.71%
219 Other-Public Relations, Tales of the Crypt, 4th of July Event, Bus Shelters	59,583	80,000	80,000	80,000	58.04%
233 Contractual Services-Beautification with Fort Smith Pride	9,225	10,000	10,300	10,000	7.25%
<b>Total</b>	<b>85,844</b>	<b>114,800</b>	<b>106,108</b>	<b>113,760</b>	<b>82.53%</b>
<b>MAYOR TOTAL</b>	<b>109,963</b>	<b>138,880</b>	<b>129,488</b>	<b>137,840</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Mayor	(Note 1)	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Funding Allocation:

- 43% General Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

Note 1: The Mayor's position is elected and is paid an annual salary of \$10,000.  
 Note 2: The retirement account includes \$7,500 pension costs for two former Mayors.  
 Note 3: Remaining funds will be allocated toward the Bi-Centennial celebration in 2018.

# POLICY & ADMINISTRATIVE SERVICES

## BOARD OF DIRECTORS

## PROGRAM 4101

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	6,833	7,000	6,875	7,000	5.5%
104 Social Security	3,093	3,110	3,079	3,110	2.5%
108 Other-Vehicle Allowance	33,600	33,600	33,600	33,600	26.6%
<b>Total</b>	<b>43,526</b>	<b>43,710</b>	<b>43,554</b>	<b>43,710</b>	<b>34.6%</b>
<b>OPERATING</b>					
205 Custodial Equipment and Supplies	945	1,500	1,000	1,000	0.8%
210 Communications	88	50	500	0	0.00%
214 Advertising, Printing, Photo	201	500	715	500	0.4%
215 Training & Travel	2,248	2,500	1,000	1,500	1.2%
216 Education, Memberships, Subscriptions	51,074	51,500	51,100	51,500	40.8%
219 Other-Public Relations, Televised Meetings	26,824	28,000	28,000	28,000	22.2%
<b>Total</b>	<b>81,380</b>	<b>84,050</b>	<b>82,315</b>	<b>82,500</b>	<b>65.4%</b>
<b>BOARD OF DIRECTORS TOTAL</b>	<b>124,906</b>	<b>127,760</b>	<b>125,869</b>	<b>126,210</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Directors	(Note 1)	7	7	7	7
<b>EMPLOYEE POSITIONS</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Funding Allocation:**

- 28% General Fund; 15% Street Sales Tax Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

Note 1: The directors are elected positions and are paid an annual salary of \$1,000 based on regular meeting attendance.

# POLICY & ADMINISTRATIVE SERVICES

## CITY ADMINISTRATOR

## PROGRAM 4102

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	395,777	354,470	263,000	300,520	62.7%
103 Retirement	39,389	19,985	12,456	19,740	4.1%
104 Social Security	26,505	28,420	21,000	25,120	5.2%
105 Insurance	36,100	32,490	32,490	32,490	6.8%
106 Longevity	663	680	388	490	0.1%
108 Other- Vehicle Allowance	8,931	10,800	9,150	10,800	2.3%
111 Workers' Compensation	1,040	400	400	400	0.1%
<b>Total</b>	<b>508,405</b>	<b>447,245</b>	<b>338,884</b>	<b>389,560</b>	<b>81.3%</b>
<b>OPERATING</b>					
201 Office Supplies	1,363	1,250	1,409	1,500	0.3%
202 Small Equipment	0	500	2,150	1,000	0.2%
205 Custodial Equipment & Supplies	520	750	750	1,000	0.2%
210 Communications	12,107	9,000	4,600	2,000	0.4%
212 Bonds, Insurance, Licenses	0	0	310	310	0.1%
213 Postage	38	100	50	50	0.01%
214 Advertising, Printing, Photo	2,271	12,000	3,000	7,000	1.5%
215 Training & Travel	2,260	5,000	19,000	9,000	1.9%
216 Education, Memberships, Subscriptions	3,273	5,500	10,100	4,250	0.9%
	0	2,400	1,300	2,400	0.5%
219 Other-Public Relation Items, Contractual Services, Citizen Survey-Lobbyist	14,382	40,000	40,000	61,250	12.8%
<b>Total</b>	<b>36,214</b>	<b>76,500</b>	<b>82,669</b>	<b>89,760</b>	<b>18.7%</b>
<b>CITY ADMINISTRATOR TOTAL</b>	<b>544,619</b>	<b>523,745</b>	<b>421,553</b>	<b>479,320</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
City Administrator	(Note 1)	1	1	1	1
Deputy City Administrator	24	1	1	1	1
Communications Manager	12	1	1	0	0
Administrative Coordinator	9	0	0	0	1
Administrative Intern	8 v	0	1	1	0
Administrative Assistant	8	1	1	1	0
Senior Clerk-Part Time	4	0	0.77	0.77	0.03

<b>EMPLOYEE POSITIONS</b>	<b>4</b>	<b>5.77</b>	<b>4.77</b>	<b>3.03</b>
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### Funding Allocation:

- 23% General Fund; 20% Street Sales Tax Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

Note 1: The City Administrators salary is established by the Board of Directors and is currently \$137,500.

## LEGAL DEPARTMENT OVERVIEW:

The Legal Department contains five programs: 4201 District Court, 4202 Prosecutor, 4203 Public Defender, 4204 City Attorney and 4206 District Court-State Division. The District Court is responsible for the adjudication of all traffic, criminal and civil cases filed in the City. Additionally, a clerk provides services for state division cases for Sebastian County. The City staffs its own prosecutor's office with a Prosecutor and a paralegal.

City Attorney services are provided by a local firm selected through the professional services review. The Public Defender is accounted for by Sebastian County and the funding provided in the 2017 Budget represents the City's share of costs for the year.

The FY17 Budget is consistent with the FY16 Budget for these programs.

Total Legal Department personnel is consistent with FY16.

LEGAL DEPARTMENT	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 1,867,596	\$ 1,861,568	\$ 1,815,444	\$ 1,899,670	\$ 1,899,670
Operating Expenditures	255,130	297,860	261,982	280,780	280,780
Operating Budget	\$ 2,122,726	\$ 2,159,428	\$ 2,077,426	\$ 2,180,450	\$ 2,180,450
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 2,122,726	\$ 2,159,428	\$ 2,077,426	\$ 2,180,450	\$ 2,180,450
Authorized Positions	21.00	21.00	21.00	21.00	21.00

## LEGAL DEPARTMENT 2017 SERVICE OBJECTIVES

### District Court:

1. Cross Training of the court's personnel to ensure efficient and high quality service to patrons of the court. (Comprehensive Plan: PFS-1)
2. Increase court revenue by utilizing all resources available to the Court. (Comprehensive Plan: PFS-4)
3. Review and update the Court's Procedural Manual (Comprehensive Plan: PFS-2.2).
4. Increase technology and automation through implementation of a new case management software program. (Comprehensive Plan: PFS-1.1.2)
5. Identify further measures to improve court services and performance by implementing efficiency measures and procedures. (Comprehensive Plan: PFS-2.2).

### City Prosecutor:

1. Continue to proactively review cases appealed to Circuit Court from District Court for the purpose of disposition prior to setting on trial docket.
2. Continue accessibility to other city agencies for consultation and advice.
3. Continue to provide legal training, advice, and assistance for law enforcement officers.
4. To become able to efficiently apply and operate new technology, particularly the new Case Management System to be implemented through District Court.

## POLICY & ADMINISTRATIVE SERVICES

### DISTRICT COURT OF SEBASTIAN COUNTY, ARKANSAS, FORT SMITH DIVISION

### PROGRAM 4201

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	760,660	792,940	750,000	805,280	52.0%
102 Overtime	10,397	14,030	14,000	16,340	0.9%
103 Retirement	64,045	36,340	36,340	41,250	2.4%
104 Social Security	56,986	62,330	62,330	63,560	4.1%
105 Insurance	143,880	129,492	129,492	129,500	8.5%
106 Longevity	2,175	2,530	2,400	2,770	0.2%
108 Other-City Share Judges Salaries, Court Interpreters, Substitute Judges	193,979	183,950	195,000	196,000	12.1%
109 Employee Allowance	0	0	0	600	
111 Workers' Compensation	4,640	1,800	1,800	1,800	0.1%
<b>Total</b>	<b>1,236,762</b>	<b>1,223,412</b>	<b>1,191,362</b>	<b>1,257,100</b>	<b>82.4%</b>
<b>OPERATING</b>					
201 Office Supplies	10,776	11,000	10,825	11,000	0.7%
202 Small Equipment	3,597	5,000	5,000	5,000	0.3%
204 Clothing-Replacement Robe for Judge	(1,930)	1,000	0	1,000	0.1%
205 Custodial Equipment & Supplies	1,995	2,000	2,000	2,000	0.1%
207 Repair of Equipment	2,220	3,000	3,500	4,000	0.3%
210 Communications	6,969	8,200	4,400	3,720	0.2%
212 Bonds, Insurance, License	0	0	0	44,000	2.9%
213 Postage	9,784	17,000	17,000	17,000	1.1%
214 Advertising, Printing, Photo	9,340	9,000	8,500	9,000	0.6%
215 Training & Travel	9,459	9,500	9,500	9,500	0.6%
216 Education, Memberships, Subscriptions	5,340	6,000	6,000	6,000	0.4%
217 Lease, Rent, Taxes	156,694	166,000	140,000	156,000	10.2%
219 Other-Computer Maintenance	28,431	38,800	36,810	0	0.0%
<b>Total</b>	<b>242,675</b>	<b>276,500</b>	<b>243,535</b>	<b>268,220</b>	<b>17.6%</b>
<b>DISTRICT COURT OF SEBASTIAN COUNTY TOTAL</b>	<b>1,479,437</b>	<b>1,499,912</b>	<b>1,434,897</b>	<b>1,525,320</b>	<b>100%</b>

**DISTRICT COURT OF SEBASTIAN COUNTY,  
ARKANSAS, FORT SMITH DIVISION  
(continued)**

**PROGRAM 4201**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
District Judge	(Note 1)	0	0	0	0
District Court Clerk	17	1	1	1	1
Senior Deputy Court Clerk	12	1	1	1	1
Financial Administrator	9	1	1	1	1
Deputy Court Clerk II	8	7	7	7	7
Court Bailiff	7	2	2	2	2
Deputy Court Clerk I	6	4	4	4	4
Records Clerk	3	1	1	1	1
File Clerk	2	1	1	1	1
Interpreter		0	0.63	0.63	0.63
<b>EMPLOYEE POSITIONS</b>		<b>18</b>	<b>18.63</b>	<b>18.63</b>	<b>18.63</b>

Funding Allocation:  
100% General Fund

Note 1: Per the 2007 agreement between the City and the state, the judges are now state employees. The City's share of gross salary for each judge is \$58,650 or a total of \$175,950 and is included in account 108. The current salary, as of July 1, 2016, for the three District Court Judge positions is \$117,300.

Note 2: The license fee to access the county computer system access was moved from 219 to 212 for FY17.

## POLICY & ADMINISTRATIVE SERVICES

### CITY PROSECUTOR

### PROGRAM 4202

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	120,257	122,660	111,850	120,320	75.0%
102 Overtime	0	0	0	0	0.0%
103 Retirement	11,143	6,770	6,770	6,040	3.8%
104 Social Security	9,288	9,670	9,670	9,680	6.0%
105 Insurance	16,140	14,526	14,526	14,530	9.1%
106 Longevity	346	370	356	370	0.2%
108 Other- Substitute Prosecutor	5,250	2,800	1,000	2,800	1.7%
111 Workers' Compensation	1,100	200	200	200	0.1%
<b>Total</b>	<b>163,524</b>	<b>156,996</b>	<b>144,372</b>	<b>153,940</b>	<b>95.9%</b>
<b>OPERATING</b>					
201 Office Supplies	287	600	300	500	0.3%
202 Small Equipment	375	250	700	400	0.2%
210 Communications	950	1,000	870	600	0.4%
212 Bonds, Insurance, Licenses	0	6,500	6,500	0	0.0%
213 Postage	73	150	65	130	0.1%
215 Training & Travel	0	130	100	130	0.1%
216 Education, Memberships, Subscriptions	979	1,000	1,712	1,200	0.7%
217 Lease, Rent, Taxes	3,162	3,730	3,200	3,600	2.2%
<b>Total</b>	<b>5,826</b>	<b>13,360</b>	<b>13,447</b>	<b>6,560</b>	<b>4.1%</b>
<b>CITY PROSECUTOR TOTAL</b>	<b>169,350</b>	<b>170,356</b>	<b>157,819</b>	<b>160,500</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Prosecutor	17	1	1	1	1
Legal Secretary	8	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

Funding Allocation:  
100% General Fund

Note: Operating Account Code 212-License fee to add on to District Court computer system.

## POLICY & ADMINISTRATIVE SERVICES

### PROGRAM 4203/4204

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>Public Defender Program 4203</b>					
108 Other- Legal Services	91,500	92,500	92,500	92,500	100%
<b>City Attorney Program 4204</b>					
108 Other- Legal Services	326,329	340,000	340,000	350,000	98.3%
219 Other- Expenses	6,629	8,000	5,000	6,000	1.7%
<b>City Attorney Total</b>	<b>332,958</b>	<b>348,000</b>	<b>345,000</b>	<b>356,000</b>	<b>100%</b>

Funding Allocations:  
Program 4203- 100% General Fund  
Program 4204- 50% General Fund  
25% Street Maintenance Fund; 25% Sanitation Operating Fund

Note: Program 4204-108 hourly rate for 2017 is \$150.

The general legal services for the Water and Sewer Operating Fund are accounted for in Program 5501 Utilities Administration.



# POLICY & ADMINISTRATIVE SERVICES

## DISTRICT COURT- STATE DIVISION

## PROGRAM 4206

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	36,042	36,630	35,900	31,520	68.3%
102 Overtime	685	1,500	780	4,360	9.5%
103 Retirement	3,409	1,915	1,915	1,800	3.9%
104 Social Security	2,805	2,940	2,940	2,770	6.0%
105 Insurance	6,050	5,445	5,445	5,450	11.8%
106 Longevity	120	130	130	130	0.3%
111 Workers' Compensation	370	100	100	100	0.2%
<b>Total</b>	<b>49,481</b>	<b>48,660</b>	<b>47,210</b>	<b>46,130</b>	<b>100%</b>
<b>DISTRICT COURT-STATE DIVISION TOTAL</b>	<b>49,481</b>	<b>48,660</b>	<b>47,210</b>	<b>46,130</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
Deputy Clerk I	6	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Note: This position is 100% funded by Sebastian County to collect state fines for the Sheriff's office. In previous years, this program was not reflected in the City's budget, however, the position is under the supervision of the District Court. An offsetting revenue is included in the General Fund revenue sources.

## INTERNAL AUDIT OVERVIEW:

The purpose of this program is to review internal control procedures and compliance procedures. Additionally, to assist with the annual external audit examination when deemed necessary, and to provide operating and compliance audits of various procedures and departments.

The FY17 Budget is more than the FY16 Budget, which is attributable to addition of internal auditor for water & sewer.

INTERNAL AUDIT	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 106,512	\$ 206,828	\$ 127,905	\$ 134,130	\$ 209,190
Operating Expenditures	25,495	42,079	27,186	105,390	30,330
Operating Budget	\$ 132,007	\$ 248,907	\$ 155,091	\$ 239,520	\$ 239,520
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 132,007	\$ 248,907	\$ 155,091	\$ 239,520	\$ 239,520
Authorized Positions	1.00	2.70	1.70	1.70	2.70

### INTERNAL AUDIT 2017 SERVICE OBJECTIVES

1. Assist all city departments with internal processes to help be more effective and efficient.
2. Perform risk assessment with administration, department heads, audit committee members, and Board of Directors.
3. Prepare annual audit plan and submit to audit committee for approval and Board of Directors for adoption.
4. Conduct audits based on the audit plan, special request audits, surprise audits, and any audit deemed necessary during the course of the year.
5. Continue preparation of an Audit Department manual.
6. Continue departmental key performance measures.

# POLICY & ADMINISTRATIVE SERVICES

## INTERNAL AUDIT

## PROGRAM 4405

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	75,636	162,870	88,860	104,560	43.7%
102 Overtime	0	0	65	0	0.0%
103 Retirement	8,682	8,845	8,845	5,970	2.5%
104 Social Security	6,044	12,984	8,006	8,530	3.6%
105 Insurance	10,010	16,399	16,399	9,420	3.9%
106 Longevity	0	0	0	0	0.0%
108 Other	5,400	5,400	5,400	5,400	2.3%
111 Workers' Compensation	740	330	330	250	0.10%
<b>Total</b>	<b>106,512</b>	<b>206,828</b>	<b>127,905</b>	<b>134,130</b>	<b>56.0%</b>

## OPERATING

201 Office Supplies	433	400	650	650	0.3%
202 Small Equipment	318	0	0	1,500	0.6%
205 Custodial Equipment and Supplies	136	2,000	0	500	0.2%
210 Communications	2,855	1,200	1,200	1,680	0.7%
212 Bonds, Insurance, Licenses	0	500	0	1,000	0.4%
213 Postage	0	200	0	0	0.0%
214 Advertising, Printing, Photo	334	500	0	500	0.2%
215 Training & Travel	2,251	7,000	6,800	8,000	3.3%
216 Education, Memberships, Subscriptions	2,150	2,000	325	1,500	0.6%
219 Other-Audit Consulting Fee	17,018	28,279	18,211	90,060	37.6%
<b>Total</b>	<b>25,495</b>	<b>42,079</b>	<b>27,186</b>	<b>105,390</b>	<b>44.0%</b>

**INTERNAL AUDIT TOTAL** 132,007 248,907 155,091 239,520 100%

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Internal Auditor	17	1	1	1	1
Utilities Auditor Note 2, 3	14	0	1	0	0
Intern Note 1	1	0	0.7	0.7	0.7
<b>EMPLOYEE POSITIONS</b>		<b>1</b>	<b>2.7</b>	<b>1.7</b>	<b>1.7</b>

Funding Allocation: Note 3  
 28% General Fund  
 17% Street Sales Tax Fund  
 3% Street Maintenance Fund  
 45% Water and Sewer Operating Fund  
 7% Sanitation Operating Fund

Note 1: Position funded at 30hrs per week

Note 2: Position Approved per Resolution R-200-15; moved to outside consulting in FY17.

Note 3: Funding allocation for department recalculated to account for 100% funding of additional Internal Auditor funded at 100% from Water & Sewer Operating Fund

Note: Some FY17 Operating Expenses increased attributable to start up for Utilities Auditor.

**HUMAN RESOURCES OVERVIEW:**

The Human Resources department, Program 4104, processes personnel applications; manages the employee insurance and workers' compensation benefit plans and risk management programs; manages and provides training and safety programs; and coordinates civil service policy and administration.

The FY17 Budget increased \$107,619 from the 2016 estimated due to budgeted funds for employee attrition and the consolidation of the Safety & Risk program under Human Resources.

Total Human Resource Department personnel is 1FTE more than FY16 due to the Safety & Risk Coordinator.

<b>HUMAN RESOURCES</b>	<b>ACTUAL FY 15</b>	<b>BUDGET FY 16</b>	<b>ESTIMATED FY 16</b>	<b>BUDGET FY 17</b>	<b>BUDGET FY 18</b>
Personnel Expenditures	\$ 471,117	\$ 532,408	\$ 385,959	\$ 527,468	\$ 527,468
Operating Expenditures	106,343	110,900	158,190	124,300	124,300
Operating Budget	\$ 577,460	\$ 643,308	\$ 544,149	\$ 651,768	\$ 651,768
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 577,460	\$ 643,308	\$ 544,149	\$ 651,768	\$ 651,768
Authorized Positions	4.00	5.00	5.00	5.00	5.00

**HUMAN RESOURCES DEPARTMENT 2017 SERVICE OBJECTIVES**

1. Maintain and administer a fair and competitive wage and compensation system.
2. Manage the medical insurance benefit program to provide quality health care at an affordable cost to City employees and their families.(Comprehensive Plan: Goal PFS-5.1.1, City wide Goal #1)
3. Manage a cost effective workers' compensation program
4. Continue customer service and social media training for targeted positions.
5. Review possible alternatives for implementing electronic performance appraisal system.
6. Go paperless with all personnel status changes.

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# MANAGEMENT SERVICES

## HUMAN RESOURCES

## PROGRAM 4104

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	266,768	321,220	194,888	317,857	48.8%
102 Overtime	840	0	200	0	0.0%
103 Retirement	26,139	17,820	15,559	17,419	2.7%
104 Social Security	20,043	25,800	15,643	24,967	3.8%
105 Insurance	37,020	40,518	34,684	40,355	6.2%
106 Longevity	1,043	1,150	1,135	970	0.1%
107 Medical Expenses	0	0	650	0	0.0%
108 Other-Vehicle Allowance	4,361	5,400	2,700	5,400	0.8%
110 Unemployment Compensation	114,163	120,000	120,000	120,000	18.4%
111 Workers' Compensation	740	500	500	500	0.1%
<b>Total</b>	<b>471,117</b>	<b>532,408</b>	<b>385,959</b>	<b>527,468</b>	<b>80.9%</b>
<b>OPERATING</b>					
201 Office Supplies	1,077	1,250	1,100	1,250	0.2%
202 Small Equipment	2,017	500	250	500	0.1%
205 Custodial Equipment & Supplies	1,343	750	2,140	1,000	0.2%
207 Repair of Equipment	767	250	0	250	0.0%
210 Communications	2,696	2,350	2,300	1,500	0.2%
212 Bonds, Insurance, Licenses	Note 1	0	250	14,250	2.1%
213 Postage	572	1,000	500	750	0.1%
214 Advertising, Printing, Photo	Note 2	6,993	2,500	12,000	0.4%
215 Training & Travel	1,794	2,750	3,000	2,750	0.4%
216 Education, Memberships, Subscriptions	1,894	2,300	2,150	2,300	0.4%
217 Lease, Rent, Taxes- (Time & Attendance System Lease) ADP	77,402	87,000	81,000	87,000	13.3%
219 Other-Salary Survey	Note 3	3,305	4,000	33,000	0.6%
220 Examinations-Civil Service	6,483	6,000	6,500	6,500	1.0%
<b>Total</b>	<b>106,343</b>	<b>110,900</b>	<b>158,190</b>	<b>124,300</b>	<b>19.1%</b>
<b>HUMAN RESOURCES TOTAL</b>	<b>577,460</b>	<b>643,308</b>	<b>544,149</b>	<b>651,768</b>	<b>100%</b>

Note 1: Account Code 212 FY16 Estimate and FY17-reallocated software charges to 212.

Note 2: Account Code 214 FY16 Estimate includes cost for advertising Director position in several publications.

Note 3: Account Code 219 FY16 Estimate includes ACA programming costs to file report-first time filing.

**HUMAN RESOURCES**  
(continued)

**PROGRAM 4104**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY18	FY17
Director	21	1	1	1	1
Safety & Risk Coordinator Note	11	0	1	1	1
Coordinator	10	2	2	2	2
Administrative Coordinator	9	0	1	1	1
Administrative Secretary	7	1	0	0	0
<b>EMPLOYEE POSITIONS</b>		<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>

Note: Beginning in FY17 Program 4109-Safety & Risk Management was moved under the direction of Human Resource. All Prior year expenses for 4109 have been merged in 4104.

Funding Allocation:

- 53% General Fund; 10% Street Sales Tax Fund
- 7% Street Maintenance Fund
- 21% Water and Sewer Operating Fund
- 9% Sanitation Operating Fund

**CITY CLERK DEPARTMENT OVERVIEW:**

The City Clerk, Program 4105, office maintains all official records of the city; responds to citizen requests; receives candidate and initiative petitions and coordinates city elections; coordinates the agenda process for the Board of Directors meetings and records the proceedings of said meetings; provides assistance to departments in researching state laws; provides guidance to departments in drafting of resolutions and ordinances; codifies and publishes city ordinances; oversees operation of the city's cable access channel to keep citizens informed on local government services and community events; and performs other duties/responsibilities as directed by the City Administrator, Mayor and Board of Directors. The primary purpose of this department is to 1) deliver quality essential services in a cost effective, timely manner and 2) help make City government more accessible by keeping citizens better informed of the effectiveness of City services.

Authorized positions for this program for FY17 are 3FTE which is consistent with FY16.

<b>CITY CLERK</b>	<b>ACTUAL FY 15</b>	<b>BUDGET FY 16</b>	<b>ESTIMATED FY 16</b>	<b>BUDGET FY 17</b>	<b>BUDGET FY 18</b>
Personnel Expenditures	\$ 219,118	\$ 213,801	\$ 208,988	\$ 212,980	\$ 212,980
Operating Expenditures	94,195	124,550	95,780	92,780	92,780
Operating Budget	\$ 313,313	\$ 338,351	\$ 304,768	\$ 305,760	\$ 305,760
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 313,313	\$ 338,351	\$ 304,768	\$ 305,760	\$ 305,760
Authorized Positions	3.00	3.00	3.00	3.00	3.00

**CITY CLERK 2017 SERVICE OBJECTIVES**

1. Provide educational opportunities for staff to continually increase knowledge and skills for benefit of staff and citizens.
2. Prompt payment processing of official documents, legal publications, codification of ordinances.
3. Provide various administrative services to the public, Mayor, Board of Directors, Administration and staff. (Comprehensive Plan PFS-2)
4. Provide up to date information on the department's web page. (Comprehensive Plan PFS-1)
5. Provide quality programming on Government Access Channel 214, including live telecast and regular rebroadcast of meetings of the Board of Directors. (Comprehensive Plan PFS-2).



**MANAGEMENT SERVICES**

**FY16 Amended Per Ord. 47-16**

**CITY CLERK/CITIZEN ACTION CENTER**

**PROGRAM 4105**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	154,507	157,870	154,507	157,130	51.4%
103 Retirement	16,009	9,395	9,395	9,360	3.1%
104 Social Security	11,342	12,710	11,300	12,660	4.1%
105 Insurance	30,640	27,576	27,576	27,580	9.0%
106 Longevity	480	550	510	550	0.2%
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400	1.8%
111 Workers' Compensation	740	300	300	300	0.1%
<b>Total</b>	<b>219,118</b>	<b>213,801</b>	<b>208,988</b>	<b>212,980</b>	<b>69.7%</b>
<b>OPERATING</b>					
201 Office Supplies	477	1,000	800	1,000	0.3%
202 Small Equipment	31	1,000	400	1,000	0.3%
205 Custodial Equipment & Supplies	275	400	265	400	0.1%
207 Repair of Equipment	0	500	0	500	0.2%
210 Communications	661	750	700	0	0.0%
212 Bonds, Insurance, Licenses	5,269	5,800	5,270	5,800	1.9%
213 Postage	2,465	2,600	1,760	2,600	0.9%
214 Advertising, Printing, Photo	36,045	32,000	27,245	35,000	11.4%
215 Training & Travel	4,552	7,000	2,710	4,000	1.3%
216 Education, Memberships, Subscriptions	355	500	355	400	0.1%
217 Lease, Rent, Taxes	4,688	4,000	3,600	4,500	1.5%
218 Claims-Documents Filing	530	1,000	175	1,000	0.3%
219 Other-Codification of Ordinances	38,847	68,000	52,500	36,580	12.0%
<b>Total</b>	<b>94,195</b>	<b>124,550</b>	<b>95,780</b>	<b>92,780</b>	<b>30.3%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>CITY CLERK/CITIZEN ACTION CENTER TOTAL</b>	<b>313,313</b>	<b>338,351</b>	<b>304,768</b>	<b>305,760</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
City Clerk	17	1	1	1	1
Assistant City Clerk	9	1	1	1	1
Production Assistant	6	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Funding Allocation:**

- 33% General Fund; 10% Street Sales Tax Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

**FINANCE DEPARTMENT OVERVIEW:**

The Finance Department contains six programs: 4301 Finance Administration, 4303 Collections, 4304 Utility Billing/ Customer Service, 4306 Purchasing, 6912 Parking Deck Personnel, and 6921 Parking Facilities (operations only). The Finance Department provides support services to the entire organization, including: budget compilation, development, and monitoring; grant and intergovernmental revenue administration; business registration administration; alcoholic beverage tax and fee billing, collection and monitoring; hospitality tax billing, collection and monitoring; property and equipment risk management and loss control; banking relations; investments of funds on hand; debt service analysis and bond payments; utility billing and related customer service; purchasing management; parking facilities operations; and financial reporting.

The FY17 Budget is \$1.7 million more than FY16 Budget. This increase is due primarily to fund the first year of ERP project costs in Program 4303 and a departmental reorganization.

Total FY17 Finance Department personnel is 39FTE which is 5FTE more than FY16.

<b>FINANCE</b>	<b>ACTUAL FY 15</b>	<b>BUDGET FY 16</b>	<b>ESTIMATED FY 16</b>	<b>BUDGET FY 17</b>	<b>BUDGET FY 18</b>
Personnel Expenditures	\$ 2,278,606	\$ 2,073,125	\$ 1,995,219	\$ 2,426,465	\$ 2,405,826
Operating Expenditures	1,635,303	1,944,120	1,741,318	3,328,275	3,318,275
Operating Budget	\$ 3,913,909	\$ 4,017,245	\$ 3,736,537	\$ 5,754,740	\$ 5,724,101
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 3,913,909	\$ 4,017,245	\$ 3,736,537	\$ 5,754,740	\$ 5,724,101
Authorized Positions	34.00	33.00	34.00	39.00	39.00

**FINANCE DEPARTMENT 2017 SERVICE OBJECTIVES**

1. Support the City's Technology Plan by driving the Enterprise Resource Planning (ERP) system project planning and implementation. (Comprehensive Plan: CCD-3.1)
2. Analyze and improve budget management process for all departments.(Comprehensive Plan: CCD-3)
3. Enhance accessibility of financial data for all City management, citizens, vendors, and customers. (Comprehensive Plan: CCD-3.1)
4. Enhance accessibility of financial data for all city management, citizens, vendors and customers. (Comprehensive Plan: Goal CCD-3.1)
5. Enhance accountability across all department by refining and communicating financial and administrative policies to all employees. (Comprehensive Plan: Goals CCD-3).

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## MANAGEMENT SERVICES

### FINANCE

### PROGRAM 4301

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	742,161	649,510	605,000	946,780	62.8%
102 Overtime	0	0	0	0	0.0%
103 Retirement	70,588	33,470	33,470	48,950	3.2%
104 Social Security	55,696	50,970	45,000	73,600	4.9%
105 Insurance	112,280	95,040	95,040	95,040	6.3%
106 Longevity	2,904	2,460	2,460	2,650	0.2%
108 Other-Vehicle Allowance	5,608	5,400	5,400	5,400	0.4%
111 Workers' Compensation	1,130	1,200	1,200	1,200	0.1%
Total	990,367	838,050	787,570	1,173,620	77.9%
<b>OPERATING</b>					
201 Office Supplies	3,716	5,000	3,600	7,000	0.5%
202 Small Equipment	5,014	4,000	1,200	10,000	0.7%
205 Custodial Equipment and Supplies	1,912	2,000	1,725	2,000	0.1%
207 Repair of Equipment	454	800	0	500	0.0%
210 Communications	6,496	4,500	1,900	3,000	0.2%
212 Bonds, Insurance, Licenses	5,500	250	3,650	4,000	0.3%
213 Postage	13,280	12,700	12,000	12,500	0.8%
214 Advertising, Printing, Photo	14,518	14,000	7,500	14,000	0.9%
215 Training & Travel	9,090	15,000	5,500	24,000	1.6%
216 Education, Memberships, Subscriptions	9,536	12,000	6,600	13,000	0.9%
217 Lease, Rent, Taxes	9,268	16,000	9,400	13,000	0.9%
219 Other - External Audit, Consulting Fees	237,657	200,000	270,000	230,000	15.3%
Total	316,441	286,250	323,075	333,000	22.1%
<b>FINANCE TOTAL</b>	<b>1,306,808</b>	<b>1,124,300</b>	<b>1,110,645</b>	<b>1,506,620</b>	<b>100%</b>

**FINANCE**  
(continued)

**PROGRAM 4301**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director of Finance	23	1	1	1	1
Deputy Director of Finance	20	1	0	0	0
Controller	19	1	1	1	1
Accounting Manager	15	1	1	1	1
Finance Manager	15	0	0	1	1
Payroll Accountant (A)	10	1	1	1	0
Payroll Analyst (A)	10	0	0	0	1
Office & Budget Coordinator (B)	10	1	1	1	0
Bond Specialist (B)	10	0	0	0	1
Grant Administrator (C)	9	1	1	1	0
Grant Accountant (C)	9	0	0	0	1
General Ledger Accountant (D)	9	1	1	1	0
Senior Staff Accountant (D)	14	0	0	0	1
Accounting Technician	6	4	4	4	4
Financial Reporting Analyst	12	0	0	0	1
Treasury Analyst	11	0	0	0	1
Budget Analyst	12	0	0	0	1
Insurance Specialist	11	0	0	0	1
<b>EMPLOYEE POSITIONS</b>		<b>12</b>	<b>11</b>	<b>12</b>	<b>16</b>

Funding Allocation:

- 18% General Fund; 20% Street Sales Tax Fund
- 8% Street Maintenance Fund
- 42% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

# MANAGEMENT SERVICES

## COLLECTIONS

## PROGRAM 4303

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	254,268	254,650	235,000	249,570	65.7%
102 Overtime	4,064	3,500	3,200	3,500	0.9%
103 Retirement	23,998	13,050	13,050	12,730	3.4%
104 Social Security	19,782	20,360	18,000	19,930	5.2%
105 Insurance	43,060	38,754	38,754	38,754	10.2%
106 Longevity	1,140	1,210	1,210	1,390	0.4%
107 Medical Expenses	0	100	0	200	0.1%
109 Employee Allowances	1,200	1,200	1,200	0	0.0%
111 Workers' Compensation	1,620	600	600	600	0.2%
<b>Total</b>	<b>349,132</b>	<b>333,424</b>	<b>311,014</b>	<b>326,674</b>	<b>86.0%</b>
<b>OPERATING</b>					
201 Office Supplies	4,626	5,000	3,200	6,500	1.7%
202 Small Equipment	1,783	3,000	500	8,000	2.1%
203 Fuel, Oil, Lube	29	100	0	500	0.1%
205 Custodial Equipment & Supplies	670	3,000	675	1,000	0.3%
207 Repair of Equipment	2,690	2,000	3,000	3,500	0.9%
210 Communications	1,511	2,000	500	2,500	0.7%
212 Bonds, Insurance, Licenses	783	1,000	180	130	0.0%
213 Postage	5,554	6,000	5,500	7,500	2.0%
214 Advertising, Printing, Photo	0	4,000	2,850	8,500	2.2%
215 Training & Travel	745	2,000	2,000	2,500	0.7%
216 Education, Memberships, Subscriptions	2,118	2,500	1,900	4,500	1.2%
217 Lease, Rent, Taxes	6,454	7,000	6,000	8,000	2.1%
<b>Total</b>	<b>26,963</b>	<b>37,600</b>	<b>26,305</b>	<b>53,130</b>	<b>14.0%</b>
<b>COLLECTIONS TOTAL</b>	<b>376,095</b>	<b>371,024</b>	<b>337,319</b>	<b>379,804</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Collection Manager	12	1	1	1	1
Senior Clerk II	5	5	5	5	5
<b>EMPLOYEE POSITIONS</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Funding Allocation:

- 33% General Fund; 10% Street Sales Tax Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

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# MANAGEMENT SERVICES

## UTILITY BILLING/CUSTOMER SERVICE

## PROGRAM 4304

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
101 Regular Salaries	537,099	542,800	540,000	518,400	16.4%
102 Overtime	3,575	2,980	5,500	5,970	0.2%
103 Retirement	49,927	27,460	27,460	26,380	0.8%
104 Social Security	40,161	42,370	40,403	40,610	1.3%
105 Insurance	115,260	103,734	103,734	103,734	3.3%
106 Longevity	2,244	2,410	2,410	2,110	0.1%
107 Medical Expenses	65	100	0	400	0.0%
109 Employee Allowance	1,000	1,010	1,010	1,010	0.0%
111 Workers' Compensation	8,840	4,600	4,600	4,600	0.1%
<b>Total</b>	<b>758,171</b>	<b>727,464</b>	<b>725,117</b>	<b>703,214</b>	<b>22.2%</b>
<b>OPERATING</b>					
201 Office Supplies	1,788	2,000	1,300	2,000	0.1%
202 Small Equipment	3,874	3,500	1,800	3,500	0.1%
203 Fuel, Oil, Lube	13,607	17,000	12,500	19,000	0.6%
204 Clothing	2,019	2,500	2,500	2,500	0.1%
205 Custodial Equipment and Supplies	2,261	2,500	2,344	2,500	0.1%
207 Repair of Equipment	3,718	5,000	6,000	8,000	0.3%
210 Communications	1,880	1,800	1,500	1,100	0.0%
212 Bonds, Insurance, Licenses	5,518	5,860	2,200	5,860	0.2%
213 Postage	165,366	160,000	161,000	160,000	5.1%
214 Advertising, Printing, Photo	87,821	85,000	82,000	85,000	2.7%
215 Training & Travel	375	1,000	0	0	0.0%
216 Education, Memberships, Subscriptions	6,248	11,000	6,500	3,000	0.1%
217 Lease, Rent, Taxes	4,064	4,600	3,750	4,600	0.1%
218 Claims	0	500	0	500	0.0%
219 Other - Data Processing Charges	564,006	800,000	645,000	2,164,795	68.4%
<b>Total</b>	<b>862,545</b>	<b>1,102,260</b>	<b>928,394</b>	<b>2,462,355</b>	<b>77.8%</b>
Note 1: Account Code 219 for FY17 includes funding for ERP Implementation & Maintenance Year 1 of 5.					
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>UTILITY BILLING/CUSTOMER SERVICE TOTAL</b>	<b>1,620,716</b>	<b>1,829,724</b>	<b>1,653,511</b>	<b>3,165,569</b>	<b>100%</b>



**UTILITY BILLING/CUSTOMER SERVICE**  
**(continued)**

**PROGRAM 4304**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Business Manager	12	1	1	1	1
Accounting Technician	6	1	1	1	1
Customer Service Representative	5	6	6	6	6
Senior Clerk II	5	5	5	5	5
<b>EMPLOYEE POSITIONS</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

Funding Allocation:

- 75% Water and Sewer Operating Fund
- 15% Sanitation Operating Fund
- 3% General Fund; 2% Street Sales Tax Fund
- 5% Street Maintenance Fund

# MANAGEMENT SERVICES

## PURCHASING

## PROGRAM 4306

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
<b>PERSONNEL</b>					
101 Regular Salaries	106,167	106,590	104,089	153,070	25%
102 Overtime	0	320	0	0	0%
103 Retirement	9,851	5,430	5,430	8,880	1%
104 Social Security	7,957	8,380	7,975	12,720	2%
105 Insurance	12,820	11,538	11,538	11,538	2%
106 Longevity	420	430	430	490	0%
109 Employee Allowances	1,200	0	1,200	0	0%
111 Workers' Compensation	740	750	750	750	0%
<b>Total</b>	<b>139,155</b>	<b>133,438</b>	<b>131,412</b>	<b>187,448</b>	<b>30%</b>
<b>OPERATING</b>					
201 Office Supplies	1,608	1,700	1,700	1,700	0%
202 Small Equipment	4,655	1,500	1,990	3,500	1%
203 Fuel, Oil, Lube	233	500	265	500	0%
205 Custodial Equipment & Supplies	5,690	7,000	7,000	7,000	1%
206 Materials	1,821	2,340	1,575	2,000	0%
207 Repair of Equipment	311	1,000	800	1,000	0%
208 Repair of Buildings	69,261	70,200	72,000	53,000	9%
210 Communications	18,719	75,000	42,000	40,000	6%
212 Bonds, Insurance, Licenses	2,802	3,000	5,750	5,500	1%
213 Postage	217	500	200	500	0%
214 Advertising, Printing, Photo	4,097	3,500	2,400	3,500	1%
215 Training & Travel	4,715	2,500	500	2,000	0%
216 Education, Memberships, Subscriptions	2,811	3,500	800	3,500	1%
217 Lease, Rent, Taxes	280,674	298,000	293,000	309,500	50%
<b>Total</b>	<b>397,614</b>	<b>470,240</b>	<b>429,980</b>	<b>433,200</b>	<b>70%</b>
<b>PURCHASING TOTAL</b>	<b>536,769</b>	<b>603,678</b>	<b>561,392</b>	<b>620,648</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Manager (A)	12	1	1	1	0
Procurement/Contracts Officer (A)	12	0	0	0	1
Contracts Specialist	11	0	0	0	1
Purchasing Technician	6	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>

### Funding Allocation:

- 33% General Fund; 10% Street Sales Tax Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

## INFORMATION AND TECHNOLOGY SERVICES (ITS) DEPARTMENT OVERVIEW:

The ITS Department, Program 4401, provides network computer services and support to the City departments. ITS also maintains the City's GIS system.

The FY17 Budget is less than the FY16 Budget. The decrease is attributable largely to the implementation of the Cox Communications Data and Voice services contract.

The ITS Department has 11FTE. Two FTE positions were added in FY16 by order of the Consent Decree and are funded 100% by the Water and Sewer Operating Fund.

INFORMATION & TECHNOLOGY/GIS	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 781,368	\$ 873,190	\$ 803,171	\$ 881,238	\$ 881,238
Operating Expenditures	875,450	889,277	839,145	796,450	796,450
Operating Budget	\$ 1,656,818	\$ 1,762,467	\$ 1,642,316	\$ 1,677,688	\$ 1,677,688
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 1,656,818	\$ 1,762,467	\$ 1,642,316	\$ 1,677,688	\$ 1,677,688
Authorized Positions	9	11	11	11	11

## INFORMATION & TECHNOLOGY DEPARTMENT 2017 SERVICE OBJECTIVES

1. Continue implementation of the Strategic Technology Plan and IT Governance Policy under the direction of the Board of Directors, ITS will continue to audit and evaluate deployment of software, technology and services throughout each department in an effort to ensure the most efficient and beneficial use of technology and to identify potential cost savings.
2. Continue to provide project management leadership for the ongoing ERP project. Selection of an ERP vendor is expected in the fourth quarter of 2016 and procurement of a multi-year implementation contract. Critical to the success of the project will be the conversion of nearly 30 years of legacy data from the existing financial system to the newly selected ERP system, and serve as a principal liaison between the ERP vendor and departments.
3. Work with the Internal Auditor to implement and expand comprehensive asset tracking for technology equipment and perform quarterly and annual audits throughout each City department.
4. Continue to provide timely and effective support of personal computers, related peripherals and communication technology to the Administration and staff of the City of Fort Smith.
5. Continue to develop, implement and load data for the City's Open Data Portal (ODP). When fully implemented, the ODP will leverage information from various city sources, including the ERP, foster transparency and provide direct public access to certain City data.
6. Develop policies, guidelines and electronic communications to promote and expand how the City communicates via social media and other forms of digital media.
7. Provide technical assistance, leadership and, when requested, project management services to those departments wishing to implement new technologies to enhance their business processes.
8. Continue to work with the Utilities Department and associated contractors to assist with fulfillment of the Consent Decree. This work includes ensuring availability of cortical network, web and data storage services, providing access to the City's enterprise GIS, developing and maintaining GIS web services for project management, developing web based GIS applications, and providing focused end-user support for technology devices and peripherals.
9. Finalize the Cox Communications Data and Voice services contract.
10. Continue to provide GIS support for the Fort Chaffee Redevelopment Authority (FCRA) and Fort Smith Regional Chamber of Commerce.

11. Expand utilization of cloud-based services for related applications and data. ITS began using the Amazon AWS and ESRI ArcGIS online cloud services for storage of selected databases and apps.
12. Expand the use of GIS analysis to provide greater insight to business processes and delivery of services. GIS staff will assist such departments as Transit, Sanitation, Streets and Fire to study and improve vehicle routing.
13. Continue to expand the wireless network coverage to include more public sites.
14. Continue to convert site links to wireless backhaul technology which will be managed internally. This will allow the City to move away from expensive monthly fees currently being assessed by third party providers.

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# MANAGEMENT SERVICES

## INFORMATION & TECHNOLOGY SERVICES

## PROGRAM 4401

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	607,143	703,946	633,622	710,520	42%
102 Overtime	62	0	0	0	0%
103 Retirement	57,919	36,741	36,741	37,090	2.2%
104 Social Security	45,943	54,695	55,000	55,340	3.3%
105 Insurance	62,780	68,168	68,168	68,168	4.1%
106 Longevity	1,201	1,390	1,390	1,870	0.1%
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400	0.3%
111 Workers' Compensation	920	2,850	2,850	2,850	0.2%
<b>Total</b>	<b>781,368</b>	<b>873,190</b>	<b>803,171</b>	<b>881,238</b>	<b>53%</b>
<b>OPERATING</b>					
201 Office Supplies	2,048	2,500	5,000	4,000	0.2%
202 Small Equipment	52,651	87,916	65,500	80,000	4.8%
203 Fuel, Oil & Lube	1,131	1,500	900	300	0.0%
204 Clothing	949	750	1,300	750	0.0%
205 Custodial Equipment & Supplies	4,181	3,500	5,400	4,000	0.2%
206 Materials	735	1,500	700	800	0.0%
207 Repair of Equipment	15,970	11,000	11,000	1,500	0.1%
208 Repair of Buildings	58,440	63,000	63,000	62,000	3.7%
210 Communications	421,814	440,000	440,000	349,000	20.8%
211 Utilities	57,932	65,000	56,250	61,000	3.6%
212 Bonds, Insurance, Licenses	6,063	10,000	6,000	6,000	0.4%
213 Postage	118	250	400	250	0.0%
214 Advertising, Printing, Photo	23	200	500	200	0.0%
215 Training & Travel	27,223	15,000	15,000	17,500	1.0%
216 Education, Memberships, Subscriptions	1,947	3,000	3,000	3,000	0.2%
217 Lease, Rent, Taxes	3,618	4,000	2,275	4,000	0.2%
240 Software Procurement-Microsoft License	95,652	90,000	75,000	75,000	4.5%
241 PC Replacements-Phase I	16,941	0	(80)	30,000	1.8%
242 Peripheral Replacements	2,601	1,000	1,000	1,000	0.1%
243 Service Maintenance and Upgrades	105,413	89,161	87,000	96,150	5.7%
<b>Total</b>	<b>875,450</b>	<b>889,277</b>	<b>839,145</b>	<b>796,450</b>	<b>47%</b>
<b>INFORMATION &amp; TECHNOLOGY SERVICES TOTAL</b>	<b>1,656,818</b>	<b>1,762,467</b>	<b>1,642,316</b>	<b>1,677,688</b>	<b>100%</b>

**INFORMATION & TECHNOLOGY SERVICES**  
(continued)

**PROGRAM 4401**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director of Information & Technology Systems	22	1	1	1	1
Enterprise Architect	20	0	1	1	1
Network Administrator	15	1	0	0	0
Support Services Administrator	17	0	1	1	1
Communications Administrator	17	1	0	0	0
Sr. Network Administrator	17	1	1	1	1
Database Administrator	17	1	1	1	1
Senior GIS Analyst	13	1	1	1	1
IT Specialist II	9	2	2	2	2
Administrative Coordinator	9	0	1	1	1
IT Services Specialist	7	1	0	0	0
Additional 2 FTE positions below per Ordinance 35-15 dated May 19, 2015 Consent Decree Initiation to provide Year 2015 Staffing. Funding allocation for these positions is 100% Water & Sewer Operating Fund.					
Network Administrator	15	0	1	1	1
IT Specialist II	9	0	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>9</b>	<b>11</b>	<b>11</b>	<b>11</b>

Funding Allocation:

- 37% General Fund; 24% Street Sales Tax Fund
- 5% Street Maintenance Fund
- 25% Water and Sewer Operating Fund
- 9% Sanitation Operating Fund

Note 1: Funding allocation for department recalculated to account for funding of additional positions authorized for Water & Sewer funded at 100% from Water & Sewer Operating Fund

Note 2: Account Code 202 FY17 increase to purchase additional storage needed.

Note 3: Phase I to begin rolling replacement of Desktop systems citywide.

**PARKING AUTHORITY FUND  
PUBLIC PARKING/DECK-  
OPERATIONS & MAINTENANCE**

**PROGRAM 6921**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>OPERATING</b>					
201 Office Supplies	0	100	0	100	0.2%
202 Small Equipment	0	500	0	900	1.9%
203 Fuel, Oil, Lube	0	20	0	20	0.0%
204 Clothing	0	400	240	920	2.0%
205 Custodial Equipment & Supplies	562	1,000	0	1,000	2.1%
208 Repair of Buildings	9,478	20,000	9,708	20,000	42.9%
209 Merchandise/Program Participation	0	0	0	0	0.0%
210 Communications	1,705	2,000	2,216	100	0.2%
211 Utilities	13,955	15,000	14,500	15,000	32.2%
212 Bonds, Insurance, Licenses	5,739	6,500	4,700	6,150	13.2%
214 Advertising, Printing, Photo	0	250	200	600	1.3%
219 Other- External Audit Fees and Paying Agent Fees	301	2,000	2,000	1,800	3.9%
<b>Total</b>	<b>31,740</b>	<b>47,770</b>	<b>33,564</b>	<b>46,590</b>	<b>100%</b>
Debt Service		0	0	0	0%
<b>CAPITAL OUTLAY</b>		0	0	0	0%
 <b>PUBLIC PARKING/DECK TOTAL</b>	 <b>31,740</b>	 <b>47,770</b>	 <b>33,564</b>	 <b>46,590</b>	 <b>100%</b>

Funding Allocation:  
100% Parking Authority Fund



**PUBLIC PARKING/DECK-PERSONNEL**

**PROGRAM 6912**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	29,924	30,070	29,376	25,510	72%
102 Overtime	11	110	261	50	0%
103 Retirement	2,760	1,520	1,520	1,280	4%
104 Social Security	2,276	2,340	2,340	1,960	6%
105 Insurance	6,410	5,769	5,769	5,769	16%
106 Longevity	180	190	190	190	1%
107 Medical Expenses	0	100	0	100	0%
111 Workers' Compensation	220	650	650	650	2%
Total Public Parking/Deck-Personnel	41,781	40,749	40,106	35,509	100%

SCHEDULE OF PERSONNEL	PAY GRADE	FY 15	FY 16	FY 16	FY 17
Parking Deck Attendant	2	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Funding Allocation:  
100% General Fund

## ENGINEERING DEPARTMENT OVERVIEW:

The Engineering Department, Program 4103, is responsible for the design and inspection of the City's sales tax CIP for streets and drainage. This Department also reviews plans for other City infrastructure projects.

The major priority for this Department is to prepare current year projects for design and construction within a reasonable time frame and manage construction of all street and drainage projects in process.

The FY17 Budget is less than the FY16 Budget due to no capital purchase requests for FY17. The department has 19FTE for FY17 which has been the same staffing level since 2015.

ENGINEERING	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 1,356,330	\$ 1,360,427	\$ 1,305,402	\$ 1,349,352	\$ 1,349,352
Operating Expenditures	51,923	70,800	49,931	69,500	69,500
Operating Budget	\$ 1,408,253	\$ 1,431,227	\$ 1,355,333	\$ 1,418,852	\$ 1,418,852
Capital Outlay	27,981	97,563	112,083	0	0
Budget Appropriation	\$ 1,436,234	\$ 1,528,790	\$ 1,467,416	\$ 1,418,852	\$ 1,418,852
Authorized Positions	18.40	19.00	19.00	19.00	19.00

## ENGINEERING DEPARTMENT 2017 SERVICE OBJECTIVES

1. Support the livability of neighborhoods by constructing street overlays/reconstruction projects, street improvement projects and by alleviating drainage problems, all as identified in the 2017 Capital Improvement Program. (Comprehensive Plan: FLU-1.4, TI-5.1, TI-5.2, NCR-2.6)
2. Implement special projects which evolve during the year. (Comprehensive Plan: FLU-1.4, TI-5.1, TI-5.2, NCR-2.6)
3. Improvement the accountability and performance measurement of our budget by including key performance indicators for the Department as outlined below. (Comprehensive Plan: Goal PFS-2, FLU-1.4, TI-5.1, NCR-2.6)

KEY PERFORMANCE INDICATORS			
Activity	FY 2015	FY 2016	FY 2016
	Actual	Target	Actual
Prepare annual Street and Drainage Capital Improvement Program and present to the Board of Directors for approval by October 31.	10/20/15	10/31/16	10/18/16
Prepare annual Municipal Separate Storm Sewer System Report and submit to the Arkansas Department of Environmental Quality by June 1.	5/28/15	6/01/16	5/25/16
Manage construction contracts to maintain change orders to within 10 percent of the original contract amount.	100%	100%	100%
Complete development permit reviews (building permit site plans, subdivision plats, construction plans, grading permits and floodplain development permits) within scheduled allotted time.	100%	100%	100%

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## DEVELOPMENT SERVICES

### ENGINEERING

### PROGRAM 4103

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	989,989	1,037,190	997,863	1,025,100	72%
102 Overtime	11,326	18,000	10,000	20,320	1.4%
103 Retirement	93,689	54,495	54,495	53,960	3.8%
104 Social Security	74,861	82,580	75,132	81,570	5.7%
105 Insurance	163,480	147,132	147,132	147,132	10.4%
106 Longevity	4,005	4,030	4,030	4,270	0.3%
107 Medical Expenses	0	250	0	250	0.0%
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400	0.4%
109 Employee Allowances	1,200	1,200	1,200	1,200	0.1%
111 Workers' Compensation	12,380	10,150	10,150	10,150	0.7%
<b>Total</b>	<b>1,356,330</b>	<b>1,360,427</b>	<b>1,305,402</b>	<b>1,349,352</b>	<b>95%</b>
<b>OPERATING</b>					
201 Office Supplies	3,636	5,000	3,245	4,500	0.3%
202 Small Equipment	1,270	2,000	1,700	2,000	0.1%
203 Fuel, Oil, Lube	8,287	13,000	8,100	10,000	0.7%
204 Clothing	1,704	2,000	2,000	2,000	0.1%
205 Custodial Equipment and Supplies	1,509	2,000	1,626	2,000	0.1%
207 Repair of Equipment	1,404	5,000	5,000	7,000	0.5%
208 Repair of Buildings	2,568	4,000	2,375	2,500	0.2%
210 Communications	5,016	5,000	4,000	5,000	0.4%
212 Bonds, Insurance, Licenses	14,786	14,500	7,120	14,500	1.0%
213 Postage	1,190	2,000	765	1,500	0.1%
214 Advertising, Printing, Photo	398	1,800	600	2,000	0.1%
215 Training & Travel	688	1,500	1,000	1,500	0.1%
216 Education, Memberships, Subscriptions	710	3,000	1,350	3,000	0.2%
217 Lease, Rent, Taxes	7,237	8,000	9,050	9,500	0.7%
219 Other- Filing Fees	1,520	2,000	2,000	2,500	0.2%
<b>Total</b>	<b>51,923</b>	<b>70,800</b>	<b>49,931</b>	<b>69,500</b>	<b>5%</b>
<b>CAPITAL OUTLAY</b>	<b>27,981</b>	<b>97,563</b>	<b>112,083</b>	<b>0</b>	<b>0%</b>
<b>ENGINEERING TOTAL</b>	<b>1,436,234</b>	<b>1,528,790</b>	<b>1,467,416</b>	<b>1,418,852</b>	<b>100%</b>

**ENGINEERING**  
(continued)

**PROGRAM 4103**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director	22	1	1	1	1
Senior Project Engineer (13-16)	16	2.4	2	2	2
Project Engineer (12-16) 1-12 & 1-16	16	1	2	2	2
Construction Coordinator	11	1	1	1	1
Engineering Technician IV	10	2	2	2	2
Projects Coordinator	9	1	1	1	1
Administrative Coordinator	9	1	1	1	1
Engineering Technician II	8	2	2	2	2
Construction Inspector	8	6	6	6	6
Accounting Technician	6	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>18.4</b>	<b>19</b>	<b>19</b>	<b>19</b>

Funding Allocation:

80% Street Sales Tax Fund; 5% General Fund

10% Water and Sewer Operating Fund

5% Street Maintenance Fund

For additional information on allocations, see CIP Section of Budget document.

## **DEVELOPMENT DEPARTMENT OVERVIEW:**

The Development Department includes four programs: 4106 Planning and Zoning, 4107 Community Development Block Grant, 4108 Building Safety, and 6900 Neighborhood Services. Each program is described as follows:

### **4106-**

This program manages City land-use ordinances, policies and procedures governing all development within the City and its growth area within the framework and policies of the Comprehensive Plan, provides professional services and advice to the board of Directors, Planning commission, committees, and other City divisions involved in development review; manages the Historic District Commission, responds to public inquiries and reviews building permits each year to ensure compliance of federal and state laws as well as local ordinances, reviews and processes all property activity complaints, performs field analysis, makes recommendations, and issues violation notices when necessary.

### **4107-**

This program is responsible for administering the costs and charges related to the planning and implementation of community development projects funded in whole or in part by the Community Development Block Grant (CDBG) and HOME Grant Programs. Administration activities include providing general project management, annual planning ensuring compliance with Fair Housing Standards and Environmental Review as well as other statutory requirements. Program activities include responsibility for the rehabilitation of privately owned residential properties for low and moderate income households and other programs to help provide affordable housing.

### **4108-**

The purpose of this program is to protect the public's life, health, and welfare in the building environment. The department issues building permits for buildings and structures and inspects buildings, structures and property for safety and health compliance to federal, state and local codes and ordinances. Permits are issued and inspections are made to the construction, enlargement, alteration, repairs, on the moving of demolition, occupancy, or change of occupancy of a building or structure and for the installment, enlargement, alteration, repair, removal, conversion of electrical, gas, mechanical, and plumbing systems as well as the erection or replacement of signs, driveways and swimming pools. Drawings with construction details and specifications are submitted for review to obtain permits for construction. Properties and buildings are inspected and codes are enforced to ensure safe and healthy conditions.

### **6900-**

The purpose of this division is to protect the public's life, health, and welfare by enforcing the requirements of the Property Maintenance Code, residential parking ordinances and other neighborhood improvement codes and ordinances in accordance with the comprehensive plan's goal to "Preserve, Protect and Improve Fort Smith's neighborhoods". The division inspects properties for items such as overgrowth, overcrowding of structures, trash fencing, abandoned vehicles, indoor furniture kept outside, and buildings for compliance to the property maintenance code. The work includes having the properties cleared by supervising contractors that mow and clean the properties.

This Department has 31FTE positions for FY17 that is consistent with FY16.

The FY16 Budget is \$124,000 more than the FY16 Budget which is attributable to capital purchase requests and additional funding for code development.

DEVELOPMENT DEPARTMENT	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 2,155,259	\$ 2,069,424	\$ 1,996,083	\$ 2,097,879	\$ 2,051,039
Operating Expenditures	359,714	379,880	342,591	456,030	451,530
Operating Budget	\$ 2,514,973	\$ 2,449,304	\$ 2,338,674	\$ 2,553,909	\$ 2,502,569
Capital Outlay	29,500	0	0	18,900	56,700
Budget Appropriation	\$ 2,544,473	\$ 2,449,304	\$ 2,338,674	\$ 2,572,809	\$ 2,559,269
Authorized Positions	31.00	31.00	31.00	31.00	31.00

### DEVELOPMENT DEPARTMENT 2017 SERVICE OBJECTIVES

1. Continue implementation of the goals identified for the development services department through the Comprehensive Plan update.
2. Continue to review, edit and revise portions of the development maps and codes such as the Unified Development Ordinance, zoning map, ETJ, planning area, annexation plans and other development maps.
3. Improve the quality of place and life by strengthening customer services and communications with citizens. Continue to monitor department performance via electronic customer service surveys.
4. Protect and improve existing neighborhoods by continuing the implementation of the CDBG, HOME and other housing programs and creating a more proactive program in the neighborhood services division. Staff is implementing the Housing Assistance Program which was CDNG funded at \$231,801 for PY16 and HOME funds in the amount of \$202,485. Staff anticipates CDBG and HOME program funding will remain consistent for PY17.
5. Collaborate with IT to improve the department's presence online by updating the Development Services website in order to make the experience more user friendly for customers.

**DEVELOPMENT SERVICES****FY16 Amended Per Ord. 47-16****PLANNING AND ZONING****PROGRAM 4106**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	454,872	436,305	433,900	450,390	64%
102 Overtime	722	0	100	0	0%
103 Retirement	42,095	24,755	24,755	25,350	3.6%
104 Social Security	34,509	36,380	35,100	37,400	5.3%
105 Insurance	68,951	62,172	62,172	62,180	8.8%
106 Longevity	1,793	1,930	1,900	2,050	0.3%
108 Other-Vehicle Allowance	42,563	41,400	38,400	5,400	0.8%
109 Employee Allowances	1,200	0	1,200	1,200	0.2%
111 Workers' Compensation	940	1,900	1,900	1,900	0.3%
Total	647,645	604,842	599,427	585,870	83%
<b>OPERATING</b>					
201 Office Supplies	2,176	3,400	2,500	3,000	0.4%
202 Small Equipment	1,286	2,500	500	2,500	0.4%
203 Fuel, Oil, Lube	1,373	1,750	1,500	1,750	0.2%
205 Custodial Equipment and Supplies	739	1,200	1,200	1,200	0.2%
207 Repair of Equipment	1,251	950	3,030	1,250	0.2%
210 Communications	2,323	2,500	1,750	500	0.1%
212 Bonds, Insurance, Licenses	3,131	3,350	500	480	0.1%
213 Postage	2,517	3,800	3,500	3,800	0.5%
214 Advertising, Printing, Photo	10,295	10,000	10,000	10,000	1.4%
215 Training & Travel	1,846	3,500	2,000	2,100	0.3%
216 Education, Memberships, Subscriptions	5,065	9,500	4,000	5,000	0.7%
217 Lease, Rent, Taxes	6,861	10,000	9,600	10,000	1.4%
219 Other - Planning Commission, Special Plans, Homeless Coordinator	23,648	10,000	8,200	80,500	11.4%
Total	62,511	62,450	48,280	122,080	17.2%
<b>PLANNING TOTAL</b>	<b>710,156</b>	<b>667,292</b>	<b>647,707</b>	<b>707,950</b>	<b>100%</b>



**PLANNING AND ZONING**  
(continued)

**PROGRAM 4106**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director of Development	22	1	1	1	1
Senior Planner	13	2	2	2	2
Planner I	10	2	2	2	2
Planner II	8	1	1	1	1
Administrative Secretary	7	1	1	1	1
Accounting Technician	Note 2 6	0.75	0.75	0.20	0.20
<b>EMPLOYEE POSITIONS</b>		<b>7.75</b>	<b>7.75</b>	<b>7.20</b>	<b>7.20</b>

Note 2: Allocation amended for Ord 47-16

Funding Allocation:

- 65% General Fund; 20% Street Sales Tax Fund
- 15% Water and Sewer Operating Fund

Note: The proposed City's share of the Homeless Coordinator is \$33,000 for 2017 and is included in account code 219-Other beginning in FY17, previously accounted for in account code 108. This position is a part of the housing authority.

# DEVELOPMENT SERVICES

## COMMUNITY DEVELOPMENT

## PROGRAM 4107

	Budget FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	192,850	194,650	194,650	217,730	65.6%
103 Retirement	20,610	10,375	10,375	12,130	3.7%
104 Social Security	15,210	15,340	15,340	16,980	5.1%
105 Insurance	29,010	26,109	26,109	26,109	7.9%
106 Longevity	730	790	790	850	0.3%
111 Workers' Compensation	570	850	850	850	0.3%
<b>Total</b>	<b>258,980</b>	<b>248,114</b>	<b>248,114</b>	<b>274,649</b>	<b>82.7%</b>
<b>OPERATING</b>					
201 Office Supplies	2,500	2,500	2,500	2,500	0.8%
202 Small Equipment	5,000	5,000	5,000	5,000	1.5%
203 Fuel, Oil, Lube	3,500	3,500	3,500	2,500	0.8%
205 Custodial Equipment and Supplies	1,000	1,000	1,000	1,000	0.3%
207 Repair of Equipment	2,500	2,550	2,550	2,500	0.8%
210 Communications	2,000	2,000	2,000	2,500	0.8%
212 Bonds, Insurance, Licenses	1,990	1,990	1,990	350	0.1%
213 Postage	1,000	1,000	1,000	1,000	0.3%
214 Advertising, Printing, Photo	3,100	3,100	3,100	3,100	0.9%
215 Travel	10,000	10,000	10,000	10,000	3.0%
216 Education, Memberships, Subscriptions	4,850	4,850	4,850	4,850	1.5%
217 Lease, Rent, Taxes	4,000	4,000	4,000	4,000	1.2%
219 Other-Audit Services	9,000	15,000	18,000	18,000	5.4%
<b>Total</b>	<b>50,440</b>	<b>56,490</b>	<b>59,490</b>	<b>57,300</b>	<b>17.3%</b>
<b>CAPITAL OUTLAY</b>	<b>29,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>COMMUNITY DEVELOPMENT TOTAL</b>	<b>338,920</b>	<b>304,604</b>	<b>307,604</b>	<b>331,949</b>	<b>100%</b>

**COMMUNITY DEVELOPMENT  
(continued)**

**PROGRAM 4107**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director of Community Development	17	1	1	1	1
Community Development Coordinator	11	1	1	1	1
Housing Assistance Coordinator	11	1	1	1	1
Accounting Technician	Note 1 6	0.25	0.25	0.80	0.80
<b>EMPLOYEE POSITIONS</b>		<b>3.25</b>	<b>3.25</b>	<b>3.80</b>	<b>3.80</b>

Note 1: Allocation amended for Ord 47-16

Funding Allocation:

71% Community Development Block Grant

29% HOME Investment Partnership Act

# DEVELOPMENT SERVICES

## BUILDING SAFETY

## PROGRAM 4108

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	579,817	583,190	583,000	598,630	71.5%
102 Overtime	26	0	450	990	0.1%
103 Retirement	53,769	29,330	29,330	30,110	3.6%
104 Social Security	43,976	45,880	45,880	47,070	5.6%
105 Insurance	93,010	83,709	83,709	83,790	10.0%
106 Longevity	2,280	2,350	2,300	2,410	0.3%
111 Workers' Compensation	2,420	4,950	4,950	4,950	0.6%
<b>Total</b>	<b>775,298</b>	<b>749,409</b>	<b>749,619</b>	<b>767,950</b>	<b>91.8%</b>
<b>OPERATING</b>					
201 Office Supplies	2,319	3,000	2,500	3,000	0.4%
202 Small Equipment	865	1,500	0	1,500	0.2%
203 Fuel, Oil, Lube	11,342	12,500	11,000	12,500	1.5%
204 Clothing	1,042	1,200	950	1,200	0.1%
205 Custodial Equipment and Supplies	147	500	475	500	0.1%
207 Repair of Equipment	5,634	8,500	5,000	8,500	1.0%
209 Merchandise/Program Participation/Code Books	579	750	0	1,250	0.1%
210 Communications	7,100	4,500	4,500	2,300	0.3%
212 Bonds, Insurance, Licenses	7,405	7,540	1,650	2,000	0.2%
213 Postage	601	1,000	315	1,000	0.1%
214 Advertising, Printing, Photo	1,385	1,000	900	1,000	0.1%
215 Training & Travel	9,712	7,700	7,700	8,000	1.0%
216 Education, Memberships, Subscriptions	966	1,500	1,250	1,500	0.2%
217 Lease, Rent, Taxes	5,020	4,700	4,400	4,800	0.6%
219 Other-Scanning Stored Documents	0	0	0	20,000	2.4%
<b>Total</b>	<b>54,117</b>	<b>55,890</b>	<b>40,640</b>	<b>69,050</b>	<b>8.2%</b>
<b>CAPITAL OUTLAY</b>					
	0	0	0	0	
<b>Total Capital Outlay</b>				0	0.0%
<b>BUILDING SAFETY TOTAL</b>	<b>829,415</b>	<b>805,299</b>	<b>790,259</b>	<b>837,000</b>	<b>100%</b>

**BUILDING SAFETY**  
(continued)

**PROGRAM 4108**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Building Official	18	1	1	1	1
Plans Examiner	10	1	1	1	1
Electrical Inspector	9	2	2	2	2
Plumbing Inspector	9	1	1	1	1
Building Inspector	9	2	2	2	2
HVAC Inspector	9	1	1	1	1
HVAC Plumbing Inspector	9	1	1	1	1
Permit Officer	8	1	1	1	1
Accounting Technician	6	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

Funding Allocation:  
100% General Fund

## DEVELOPMENT SERVICES

### CLEANUP/DEMOLITION PROGRAM FUND

#### NEIGHBORHOOD SERVICES

#### PROGRAM 6900

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
PERSONNEL					
101 Regular Salaries	345,100	354,624	290,096	350,790	50.4%
102 Overtime	672	1,000	646	1,600	0.2%
103 Retirement	31,985	18,175	18,175	17,390	2.5%
104 Social Security	25,483	28,180	24,926	27,410	3.9%
105 Insurance	65,900	59,310	59,310	66,300	9.5%
106 Longevity	1,196	1,570	1,570	1,270	0.2%
111 Workers' Compensation	3,000	4,200	4,200	4,650	0.7%
Total	473,336	467,059	398,923	469,410	67.5%
OPERATING					
201 Office Supplies	2,329	2,000	1,938	2,000	0.3%
202 Small Equipment	133	2,000	1,500	2,000	0.3%
203 Fuel, Oil, Lube	10,297	11,000	7,500	10,000	1.4%
204 Clothing	604	1,100	500	1,100	0.2%
205 Custodial Equipment and Supplies	322	500	400	500	0.1%
207 Repair of Equipment	5,141	6,000	3,500	6,500	0.9%
210 Communications	5,516	4,920	4,782	5,100	0.7%
212 Bonds, Insurance, Licenses	4,772	5,030	1,300	1,200	0.2%
213 Postage	23,263	26,000	25,000	26,000	3.7%
214 Advertising, Printing, Photo	2,381	3,000	1,500	3,000	0.4%
215 Training & Travel	4,127	4,500	1,661	4,000	0.6%
216 Education, Memberships, Subscriptions	1,250	1,000	200	1,000	0.1%
217 Lease, Rent, Taxes	4,236	4,000	4,400	5,200	0.7%
219 Other-Cleanup/Demolition Costs	128,275	134,000	140,000	140,000	20.1%
Total	192,646	205,050	194,181	207,600	29.8%
CAPITAL OUTLAY					
301 1/2Ton Full Size PU (1) (Repl. 2004 Model)				18,900	
Total Capital Outlay				18,900	
NEIGHBORHOOD SERVICES TOTAL	665,982	672,109	593,104	695,910	100.0%

**NEIGHBORHOOD SERVICES**  
**(continued)**

**PROGRAM 6900**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Property Maintenance Supervisor	11	1	1	1	1
Property Maintenance Inspector	7	5	5	5	5
Environmental Coordinator	5	0	0	0	0
Senior Clerk II	5	3	3	3	3
<b>EMPLOYEE POSITIONS</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

Note: This program is not included in the operating funds appropriations as funds are allocated from the Cleanup/Demolition Program Fund. Annual funding is provided by transfers from the General Fund (\$90k) and the Sanitation Operating Fund (\$470k). Employees of the program are under the direction of the Development Services 4108 Building Safety Program.

Funding Allocation:  
 100% Cleanup/Demolition Fund

## POLICE DEPARTMENT OVERVIEW:

The Police Department includes eight programs: 4701 Administration, 4702 Support Services, 4703 Criminal Investigations, 4704 Patrol, 4705 Radio Communication, 4706 Airport Security, 6911 Police Grant and 6920 Public Parking Enforcement. These programs provide intelligence unit services, public affairs, internal affairs, information desk, central records training, 911 communications, facilities management, evidence, vice/narcotics, juvenile services, investigation, identification, troop services, traffic enforcement, crime prevention, animal control, City radio communications, airport security, downtown parking meter collection and enforcement, and public parking deck and lot enforcement.

The FY17 Budget is \$480,000 less than the FY16 Budget. The decrease is attributable to mid year reductions taken in FY16 and reductions in personnel funding.

One meter position is eliminated in the FY17 budget.

POLICE DEPARTMENT	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 12,625,422	\$ 12,624,521	\$ 11,698,929	\$ 11,998,148	\$ 12,038,148
Operating Expenditures	2,875,332	3,008,118	2,522,776	3,156,390	3,156,390
Operating Budget	\$ 15,500,754	\$ 15,632,639	\$ 14,221,705	\$ 15,154,538	\$ 15,194,538
Capital Outlay	410,051	0	0	0	0
Budget Appropriation	\$ 15,910,805	\$ 15,632,639	\$ 14,221,705	\$ 15,154,538	\$ 15,194,538
Authorized Positions	221.00	219.00	219.00	218.00	218.00

## POLICE DEPARTMENT 2017 SERVICE OBJECTIVES

### ADMINISTRATION DIVISION

Coordinate efforts of all Police Divisions to continue implementation of intelligence-led policing within the Department, to include appropriate performance measures.

Coordinate with all divisions in efforts to recruit, train and hire new officers to reduce the significant staffing shortages within the Department currently.

### SUPPORT SERVICES

#### Training Unit:

As evidenced by the recent rise of attacks on officers across the country, the need for additional training time on officer safety of critical. By the end of 2017, additional training will have been provided on officer safety topics to all officers. This training will be in addition to reoccurring mandatory training already occurring.

Increasing diversity efforts will continue in 2017. The FSPD recruiter will participate in the ever growing number of organizations and task force groups assembled to address minority hiring within the city in order to further minority hiring efforts.

Continue construction of a smalls arms firing range on the Fort Smith Sanitation property. Provided sufficient finances are available during 2017, the unit will make reasonable efforts to complete the dirt work on the firing range, providing better training opportunities. This will be a multi year effort and continuing service objective.

#### Central Records:

Continue to work toward implementing full electronic entry of police records in support of the Criminal Intelligence Analyst as the Department works towards Intelligence Led Policing.

The State has moved to the "E-Crash" electronic accident reporting system for the reporting of vehicle collisions. By the end of first quarter FY17, Support Services will strive to assist the patrol division with department wide training and transition to the "E-Crash" system.

#### Network Team:

The Network Team will research solutions to offset technology risks due to the much needed replacement of several aged servers. Replacement will ensure compliance with FBI CJIS security polices. Improvement in this area are also required to mitigate the exposure of malware and loss of public safety data..



**Communications Center:**

The unit will attempt to increase customer service and overall efficiency by ensuring adequate staffing of telecommunicators are on duty at each shift. A review of the existing work schedule will occur to provide insight into proper staffing levels required to attempt to reduce overtime, and identify critical periods and staff for those, or eliminate the current shift overlaps to increase efficiency. Day to day operations within the unit will be streamlined further increasing efficiency and productivity. Quality assurance audits will be work flowed electronically to reduce paper use and increase efficiency.

**CRIMINAL INVESTIGATIONS**

Increase customer service to the community by restoring a Senior Record Position in Narcotics, enabling citizens to call in complaints regarding drug activity, graffiti, prostitution, gambling and other vice related crimes. Citizens should be able to speak with a trained individual to take the complaint and route the information to the appropriate personnel as opposed to leaving a complaint on an answering machine. This position will also assist with other department duties to make for a more efficient and safer working environment for our officers.

**PATROL DIVISION**

The Patrol Division seeks to replace 15 of the older, more heavily worn fleet units. This replacement will improve the reliability of the necessary patrol response units and save additional repair costs associated with aging equipment.

The Division needs to provide training for one K-9 handler as part of the department's commitment to succession planning.

**RADIO MAINTENANCE**

In order to maintain technical expertise in the Radio Communications Division, there is a need to obtain training for the Radio Technician position. This will include online classes as well as instructor led classroom training and will involve travel and lodging.

The State of Arkansas AWIN system is scheduled for a system level upgrade during 2017. Personnel in this unit will collaborate with the Motorola Support Team to implement this upgrade to our system.

# POLICE SERVICES

## ADMINISTRATION

## PROGRAM 4701

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	319,722	338,640	288,000	324,997	36.4%
102 Overtime	218	700	0	1,770	0.2%
103 Retirement	5,323	3,500	3,500	3,300	0.4%
104 Social Security	6,620	8,120	7,360	7,460	0.8%
105 Insurance	54,270	48,843	48,843	48,843	5.5%
106 Longevity	1,200	1,270	1,270	1,030	0.1%
107 Medical Expenses	11,539	13,000	5,825	13,000	1.5%
109 Allowances-Clothing, Language & Field Training	4,800	4,800	3,300	4,800	0.5%
111 Workers' Compensation	880	4,800	4,800	4,800	0.5%
<b>Total</b>	<b>404,572</b>	<b>423,673</b>	<b>362,898</b>	<b>410,000</b>	<b>45.9%</b>
<b>OPERATING</b>					
201 Office Supplies	230	500	100	500	0.1%
202 Small Equipment	1,121	18,000	1,500	1,000	0.1%
203 Fuel, Oil, Lube	1,828	2,500	800	2,500	0.3%
204 Clothing	3,916	4,500	3,500	4,500	0.5%
205 Custodial Equipment and Supplies	2,468	2,000	1,800	2,000	0.2%
206 Materials	878	2,360	1,615	2,360	0.3%
207 Repair of Equipment	9,600	10,500	13,000	13,000	1.5%
208 Repair of Buildings	66,339	70,000	68,500	70,000	7.8%
210 Communications	189,258	183,000	177,000	190,000	21.3%
211 Utilities	93,209	114,000	97,000	114,000	12.8%
212 Bonds, Insurance, Licenses	13,932	15,570	13,250	13,590	1.5%
214 Advertising, Printing, Photo	509	1,000	10,325	1,000	0.1%
215 Training & Travel	9,760	11,000	8,010	11,000	1.2%
216 Education, Memberships, Subscriptions	17,666	14,450	12,725	12,450	1.4%
217 Lease, Rent, Taxes	5,278	5,000	5,276	5,000	0.6%
218 Claims	0	500	2,250	500	0.1%
219 Other-Public Relations, Police Academy Note	2,359	500	7,200	10,500	1.2%
220 Examinations-2 Yr. Assessment Testing	18,958	30,000	30,000	30,000	3.4%
<b>Total</b>	<b>437,309</b>	<b>485,380</b>	<b>453,851</b>	<b>483,900</b>	<b>54.1%</b>
<b>CAPITAL OUTLAY</b>	<b>16,806</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>ADMINISTRATION TOTAL</b>	<b>858,687</b>	<b>909,053</b>	<b>816,749</b>	<b>893,900</b>	<b>100%</b>

Note: Account Code 219 for FY17 includes relocation expenses for new Police Chief per contract.



## POLICE SERVICES

### SUPPORT SERVICES

### PROGRAM 4702

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	2,086,655	2,177,790	2,064,461	2,040,000	48.0%
102 Overtime	190,882	165,000	180,000	165,000	3.9%
103 Retirement	131,707	75,765	75,765	77,040	1.8%
104 Social Security	119,874	131,970	125,000	130,610	3.1%
105 Insurance	356,010	320,409	320,409	320,409	7.5%
106 Longevity	5,019	5,650	5,650	6,310	0.1%
108 Other-Contract Labor	58,700	0	80,000	80,000	1.9%
109 Allowances-Clothing/Lang./Field/CTO Training	30,620	32,000	25,800	30,600	0.7%
111 Workers' Compensation	12,320	51,840	51,840	51,840	1.2%
<b>Total</b>	<b>2,991,787</b>	<b>2,960,424</b>	<b>2,928,925</b>	<b>2,901,809</b>	<b>68.2%</b>
<b>OPERATING</b>					
201 Office Supplies	23,303	26,000	23,000	26,000	0.6%
202 Small Equipment	80,748	125,350	36,030	98,300	2.3%
203 Fuel, Oil, Lube	8,238	11,000	9,000	11,000	0.3%
204 Clothing	8,216	9,000	8,500	9,000	0.2%
205 Custodial Equipment and Supplies	17,064	14,500	15,250	16,000	0.4%
206 Materials	851	700	700	700	0.0%
207 Repair of Equipment	13,890	10,000	8,900	10,000	0.2%
208 Repair of Buildings	22,220	34,849	7,600	26,000	0.6%
212 Bonds, Insurance, Licenses	11,268	13,000	6,400	5,550	0.1%
213 Postage	3,641	4,500	2,700	5,000	0.1%
214 Advertising, Printing, Photo	6,586	7,500	7,475	7,500	0.2%
215 Training & Travel	28,689	38,000	14,029	37,630	0.9%
216 Education, Memberships, Subscriptions	21,982	25,000	22,728	25,400	0.6%
217 Lease, Rent, Taxes	13,575	14,000	13,028	14,000	0.3%
218 Claims	400	500	0	500	0.0%
219 Other - Prisoner Housing	449,384	400,000	580,000	600,000	14.1%
230 Computer Equipment & Software	40,284	75,000	65,000	81,500	1.9%
231 Computer Equipment & Software Maintenance	274,105	275,673	212,210	325,040	7.6%
232 Computer System & Network Fees	109,952	0	0	0	0.0%
233 Computer System Support & Consulting	14,887	9,000	2,900	9,000	0.2%
236 EOC Communications	30,130	35,000	29,214	35,000	0.8%
237 EOC Technology Maintenance	3,000	9,000	9,035	9,000	0.2%
<b>Total</b>	<b>1,182,413</b>	<b>1,137,572</b>	<b>1,073,699</b>	<b>1,352,120</b>	<b>31.8%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SUPPORT SERVICES TOTAL</b>	<b>4,174,200</b>	<b>4,097,996</b>	<b>4,002,624</b>	<b>4,253,929</b>	<b>100%</b>

**SUPPORT SERVICES**  
(continued)

**PROGRAM 4702**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Major	18	1	1	1	1
Police Network Administrator	17	1	1	1	1
Police Network Analyst	15	1	1	1	1
Captain	15	2	1	1	1
Sergeant	13	3	3	3	3
Crime Analyst	10	1	1	1	1
Building Engineer	9	1	1	1	1
Corporal	8	9	8	8	8
Patrol Officer	7	1	1	1	1
Evidence Custodian	7	1	1	1	1
CALEA Communications (Admin. Support Tech)	6	1	1	1	1
Records Technician	6	1	1	1	1
Accounting Technician	6	1	1	1	1
911 Dispatch/Comm.Operator-Note	5-7	24	24	24	24
Senior Clerk II	5	0	1	1	1
Senior Clerk I	4	2	2	2	2
Maintenance Person	3	1	1	1	1
Customer Service Desk (Part-time)	2	2.25	2.25	2.25	2.25
<b>EMPLOYEE POSITIONS</b>		<b>53.25</b>	<b>52.25</b>	<b>52.25</b>	<b>52.25</b>

V-overseas

1-v

Funding Allocation:  
100% General Fund

# POLICE SERVICES

## CRIMINAL INVESTIGATIONS

## PROGRAM 4703

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	1,935,033	2,144,670	1,800,000	1,934,070	71.7%
102 Overtime	54,250	62,020	54,719	62,020	2.3%
103 Retirement	9,231	4,130	4,130	4,120	0.2%
104 Social Security	36,011	38,810	33,580	37,650	1.4%
105 Insurance	370,080	333,072	333,072	333,072	12.3%
106 Longevity	8,551	8,950	8,950	8,050	0.3%
107 Medical Expenses	1,125	3,000	0	3,000	0.1%
109 Allowances-Clothing/Lang./Field/CTO Training	50,475	54,000	39,081	56,200	2.1%
111 Workers' Compensation	12,591	42,140	42,140	42,140	1.6%
<b>Total</b>	<b>2,477,347</b>	<b>2,690,792</b>	<b>2,315,672</b>	<b>2,480,322</b>	<b>91.9%</b>
<b>OPERATING</b>					
201 Office Supplies	1,425	2,000	550	2,000	0.1%
202 Small Equipment	6,955	7,000	6,248	8,000	0.3%
203 Fuel, Oil, Lube	38,839	55,000	32,000	55,000	2.0%
204 Clothing	16,419	17,000	17,275	17,000	0.6%
205 Custodial Equipment and Supplies	116	800	0	800	0.0%
206 Materials	5,672	6,000	3,650	6,000	0.2%
207 Repair of Equipment	26,006	45,000	17,700	45,000	1.7%
212 Bonds, Insurance, Licenses	37,623	40,200	8,500	7,270	0.3%
214 Advertising, Printing, Photo	692	2,500	2,000	2,500	0.1%
215 Training & Travel	16,145	20,000	14,023	20,000	0.7%
216 Education, Memberships, Subscriptions	19,979	17,700	10,050	17,700	0.7%
217 Lease, Rent, Taxes	6,020	6,150	5,300	6,150	0.2%
218 Claims	505	0	115	1,000	0.0%
219 Other- Confidential Buy Money	12,500	15,000	20,500	30,000	1.1%
<b>Total</b>	<b>188,896</b>	<b>234,350</b>	<b>137,911</b>	<b>218,420</b>	<b>8.1%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CRIMINAL INVESTIGATIONS TOTAL</b>	<b>2,666,243</b>	<b>2,925,142</b>	<b>2,453,583</b>	<b>2,698,742</b>	<b>100%</b>

**CRIMINAL INVESTIGATIONS**  
(continued)

**PROGRAM 4703**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Major	18	1	1	1	1
Captain	15	1	1	1	1
Sergeant	13	6	6	6	6
Corporal (Note 3)	8	19	20	19	21
Patrol Officer	7	14	13	14	12
Senior Clerk II	5	2	2	2	2
Secretary (Note 1)	5	0.4385	0.4385	0.4385	0.4385
EMPLOYEE POSITIONS		43.44	43.44	43.44	43.44

Note 1: The Secretary position in Program 6911 will be split 44/56 between Programs 4703 and 6911 respectively in 2015.

Note 2: The retirement contribution is made from the LOPFI Contribution Fund and is not made from this program. For details, please refer to the Budget Highlights Section-Retirement Plans in the 2017 Budget Document. The LOPFI Balance at 12/31/16 is approximately \$6.3 Million

Note 3: One Corporal is partially reimbursed by the 12th Judicial Drug Task Force.

Funding Allocation:  
100% General Fund

**POLICE SERVICES****FY16 Amended Per Ord. 47-16****PATROL OPERATIONS****PROGRAM 4704**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	4,907,109	4,760,700	4,412,300	4,451,020	67.2%
102 Overtime	255,774	283,000	228,264	282,400	4.3%
103 Retirement	23,432	14,205	14,205	12,840	0.2%
104 Social Security	81,233	91,910	69,240	87,090	1.3%
105 Insurance	912,880	766,148	766,148	766,148	11.6%
106 Longevity	14,425	15,250	15,250	14,110	0.2%
107 Medical Expenses	0	0	0	0	0.0%
109 Allowances-Clothing, Language, Field Training	35,819	40,000	29,592	40,000	0.6%
111 Workers' Compensation	46,480	97,920	97,920	97,920	1.5%
<b>Total</b>	<b>6,277,152</b>	<b>6,069,133</b>	<b>5,632,919</b>	<b>5,751,528</b>	<b>86.8%</b>
<b>OPERATING</b>					
202 Small Equipment	52,647	65,000	21,129	65,000	1.0%
203 Fuel, Oil, Lube	231,548	262,500	178,075	262,500	4.0%
204 Clothing	68,444	61,950	51,901	60,000	0.9%
205 Custodial Equipment and Supplies	2,187	8,000	4,709	8,000	0.1%
206 Materials	699	1,000	100	1,000	0.0%
207 Repair of Equipment	179,276	180,676	174,641	161,390	2.4%
210 Communications	644	0	0	0	0.0%
212 Bonds, Insurance, Licenses	55,929	58,100	21,956	13,910	0.2%
214 Advertising, Printing, Photo	1,050	1,000	222	1,000	0.0%
215 Training & Travel	2,642	9,850	6,440	18,500	0.3%
216 Education, Memberships, Subscriptions	18,450	30,000	16,962	30,000	0.5%
217 Lease, Rent, Taxes	4,740	4,500	3,263	5,200	0.1%
218 Claims	550	1,000	0	1,000	0.0%
219 Other - Agreements with Sebastian County Humane Society	227,230	248,000	204,000	248,000	3.7%
<b>Total</b>	<b>846,036</b>	<b>931,576</b>	<b>683,398</b>	<b>875,500</b>	<b>13.2%</b>
<b>CAPITAL OUTLAY</b>	<b>298,569</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>PATROL OPERATIONS TOTAL</b>	<b>7,421,757</b>	<b>7,000,709</b>	<b>6,316,317</b>	<b>6,627,028</b>	<b>100%</b>



**PATROL OPERATIONS**  
(continued)

**PROGRAM 4704**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Major	18	1	1	1	1
Captain	15	3	4	4	4
Sergeant	13	11	11	11	11
Corporal	8	27	25	26	32
Patrol Officer	7	60	61	60	54 8F
Patrol Officer (KEEP) Coordinator	7	1	0	0	0
Quartermaster	7	1	1	1	1
Animal Control Officer	5	5	5	5	5
Senior Clerk II	5	1	1	1	1
Customer Service Desk (PT)	4	0	0	0	0
Senior Clerk I	3	0	0	0	0
Cadet	2	0.75	0.75	0.75	0.75
<b>EMPLOYEE POSITIONS</b>		<b>110.75</b>	<b>109.75</b>	<b>109.75</b>	<b>109.75</b>

Note: 13 Vacant Patrol Officers-Grade 7

Funding Allocation:  
100% General Fund

# POLICE SERVICES

## RADIO COMMUNICATIONS

## PROGRAM 4705

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	104,586	99,029	97,276	105,950	30.6%
102 Overtime	1,122	1,000	1,100	1,000	0.3%
103 Retirement	9,782	5,325	5,325	5,370	1.6%
104 Social Security	7,524	8,340	8,340	8,210	2.4%
105 Insurance	25,000	22,500	22,500	22,500	6.5%
106 Longevity	360	370	370	370	0.1%
111 Workers' Compensation	410	1,920	1,920	1,920	0.6%
<b>Total</b>	<b>148,784</b>	<b>138,484</b>	<b>136,831</b>	<b>145,320</b>	<b>42.0%</b>
<b>OPERATING</b>					
201 Office Supplies	894	800	366	800	0.2%
202 Small Equipment	6,546	7,000	9,725	10,500	3.0%
203 Fuel, Oil, Lube	2,037	2,500	1,222	5,000	1.4%
204 Clothing	610	500	500	500	0.1%
205 Custodial Equipment and Supplies	334	750	137	750	0.2%
207 Repair of Equipment	102,772	100,000	104,000	112,400	32.5%
208 Repair of Buildings	3,986	5,900	3,142	11,200	3.2%
210 Communications	323	0	0	0	0.0%
211 Utilities	20,268	15,000	15,000	15,000	4.3%
212 Bonds, Insurance, Licenses	21,147	2,510	12,500	12,840	3.7%
213 Postage	831	500	400	500	0.1%
214 Advertising, Printing, Photo	77	200	45	200	0.1%
215 Training & Travel	850	15,000	5,325	25,000	7.2%
216 Education, Memberships, Subscriptions	55	5,800	260	5,800	1.7%
217 Lease, Rent, Taxes-Lease Purchase	30,499	26,600	0	0	0.0%
<b>Total</b>	<b>191,229</b>	<b>183,060</b>	<b>152,622</b>	<b>200,490</b>	<b>58.0%</b>
<b>CAPITAL OUTLAY</b>	<b>94,676</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>RADIO COMMUNICATIONS TOTAL</b>	<b>434,689</b>	<b>321,544</b>	<b>289,453</b>	<b>345,810</b>	<b>100%</b>

Note 1: Account Code 215 FY17 increase attributable to specialized Motorola training required for radio technician to prepare for succession planning.

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Radio Communications Supervisor	13	1	1	1	1
Radio Technician	10	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

Funding Allocation:  
100% General Fund

# POLICE SERVICES

## AIRPORT SECURITY

## PROGRAM 4706

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	124,737	141,320	126,529	144,340	75.7%
102 Overtime	16,140	17,000	17,825	10,440	5.5%
104 Social Security	1,707	2,310	2,110	2,260	1.2%
105 Insurance	29,450	26,505	26,505	26,505	13.9%
106 Longevity	501	610	610	550	0.3%
111 Workers' Compensation	1,150	2,880	2,880	2,880	1.5%
<b>Total</b>	<b>173,685</b>	<b>190,625</b>	<b>176,459</b>	<b>186,975</b>	<b>98.1%</b>
<b>OPERATING</b>					
216 Education, Memberships, Subscriptions	1,897	3,600	0	3,600	1.9%
<b>AIRPORT SECURITY TOTAL</b>	<b>175,582</b>	<b>194,225</b>	<b>176,459</b>	<b>190,575</b>	<b>100%</b>
<b>SCHEDULE OF PERSONNEL</b>	<b>PAY GRADE</b>	<b>FY15</b>	<b>FY16</b>	<b>FY16</b>	<b>FY17</b>
Corporal	8	2	2	2	2
Patrol Officer	7	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

Note 1: This program is partially funded by a federal grant. The estimate for 2017 is \$120,000.

Funding Allocation:  
100% General Fund

**POLICE GRANT PROGRAM FUND**

**POLICE GRANT**

**PROGRAM 6911**

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	43,355	40,430	40,434	40,629	100%
Total	43,355	40,430	40,434	40,629	100%
<b>POLICE GRANT TOTAL</b>	<b>43,355</b>	<b>40,430</b>	<b>40,434</b>	<b>40,629</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Secretary	5	0.56	0.56	0.56	0.56
<b>EMPLOYEE POSITIONS</b>		<b>0.56</b>	<b>0.56</b>	<b>0.56</b>	<b>0.56</b>

Note: This program is not included in the Operating Funds appropriations as funds are allocated from the Police Grant Fund by the DEA Fayetteville Task Force. The employee in the program is under the direction of the Police Services Division. Funding for the personnel codes above will be made on a 56% reimbursement basis from the District beginning in 2012. The remaining 44% will be funded from program 4703, a General Fund program.

Funding Allocation:  
100% Special Grants Fund

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# PARKING AUTHORITY FUND

## PARKING ENFORCEMENT

## PROGRAM 6920

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	73,783	81,830	75,761	56,020	54%
102 Overtime	0	100	0	100	0%
103 Retirement	6,970	4,105	4,105	2,810	3%
104 Social Security	5,347	6,300	6,300	4,970	5%
105 Insurance	17,350	15,615	15,615	15,615	15%
106 Longevity	0	130	130	130	0%
111 Workers' Compensation	5,290	2,880	2,880	1,920	2%
<b>Total</b>	<b>108,740</b>	<b>110,960</b>	<b>104,791</b>	<b>81,565</b>	<b>78%</b>
<b>OPERATING</b>					
201 Office Supplies	0	100	0	250	0%
202 Small Equipment	19,235	20,000	12,413	10,000	10%
203 Fuel, Oil, Lube	732	900	948	1,200	1%
204 Clothing	1,110	1,700	350	2,500	2%
207 Repair of Equipment	1,964	5,000	5,584	5,000	5%
212 Bonds, Insurance, License	1,575	1,680	300	210	0%
214 Advertising, Printing, Photo	1,649	1,200	1,700	1,200	1%
216 Education, Memberships, Subscriptions	1,287	2,000	0	2,000	2%
<b>Total</b>	<b>27,552</b>	<b>32,580</b>	<b>21,295</b>	<b>22,360</b>	<b>22%</b>
<b>PUBLIC PARKING TOTAL</b>	<b>136,292</b>	<b>143,540</b>	<b>126,086</b>	<b>103,925</b>	<b>100%</b>

**PARKING ENFORCEMENT**  
**(continued)**

**PROGRAM 6920**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Senior Clerk I	5	1	1	1	1
Meter Technician	3	2	2	2	1
EMPLOYEE POSITIONS		3	3	3	2

Note: The employees of this program are under the direction of the Police Services Division. Funds for this Program are maintained in the Parking Authority Fund and, therefore, this program is not included in the operating funds appropriations. This program reflects the total operating costs of the enforcement for the downtown parking system.

Funding Allocation:  
100% Parking Authority Fund

## FIRE DEPARTMENT OVERVIEW:

The Mission of the Fort Smith Fire Department is to serve the community by protecting lives, property, and the environment in a safe, efficient and professional manner.

The Purpose of the Fort Smith Fire Department is to provide timely, effective and efficient fire protection, suppression prevention, education and investigation services to the citizens of Fort Smith.

The Fire Department consists of four programs: 4801 Administration, 4802 Suppression, 4803 1/8% Sales Tax Operations and 4804 Training. The 4801 program includes management of all fire services for the city code enforcement, investigations, construction reviews, fire prevention education and inspections. Program 4802 responds to all emergencies that may occur within the City of Fort Smith. These emergencies may include fire suppression, emergency medical, rescue operations and hazardous materials releases. This program also assists citizens with fire protection and prevention problems and fire pre-plans of commercial businesses for familiarization in the event of an emergency. They are also responsible for routine maintenance and testing fire hydrants in conjunction with regular daily schedule of building, grounds, and equipment maintenance. Program 4803 includes the operating and capital costs supported by the 1/8% local sales and use tax. Personnel in this program staff the new fire station built at Chaffee Crossing. A fire training facility is funded through this program as well as the purchase of replacement apparatus for the department. Program 4804 includes the training operations that is certified through the Arkansas State Fire Academy.

The FY17 Budget is less than the FY16 Budget.

For purposes of presentation, Program 4803 1/8% Sales Tax has been separated and presented below the other programs.

The total personnel of the Fire Department is 152 FTE for FY17 which is consistent with the FY16 Budget.

FIRE DEPARTMENT	ACTUAL FY15	BUDGET FY16	ESTIMATED FY16	BUDGET FY17	BUDGET FY18
Personnel Expenditures	\$ 9,393,650	\$ 9,707,678	\$ 9,479,667	\$ 9,487,930	\$ 9,487,930
Operating Expenditures	1,097,879	1,159,835	1,009,041	1,193,660	1,193,660
Operating Budget	\$ 10,491,529	\$ 10,867,513	\$ 10,488,708	\$ 10,681,590	\$ 10,681,590
Capital Outlay	365,404	318,000	422,156	11,000	11,000
Budget Appropriation	\$ 10,856,933	\$ 11,185,513	\$ 10,910,864	\$ 10,692,590	\$ 10,692,590
Authorized Positions	132.00	132.00	132.00	132.00	132.00

## 1/8% SALES TAX FIRE OVERVIEW:

FIRE DEPARTMENT	ACTUAL FY15	BUDGET FY16	ESTIMATED FY16	BUDGET FY17	BUDGET FY18
Personnel Expenditures	\$ 2,046,755	\$ 2,051,353	\$ 1,794,146	\$ 1,972,563	\$ 1,972,563
Operating Expenditures	54,484	79,040	75,808	81,510	81,510
Operating Budget	\$ 2,101,239	\$ 2,130,393	\$ 1,869,954	\$ 2,054,073	\$ 2,054,073
Capital Outlay	446,364	0	0	1,610,000	0
Budget Appropriation	\$ 2,547,603	\$ 2,130,393	\$ 1,869,954	\$ 3,664,073	\$ 2,054,073
Authorized Positions	20.00	20.00	20.00	20.00	20.00



## **FIRE DEPARTMENT 2017 SERVICE OBJECTIVES**

### **Administration**

1. Land has been acquired for a future fire station in south Fort Smith to support infrastructure requirements necessary for future growth. (Comprehensive Plan: FLU-1.3.2; FLU-1.4)
2. Continue to follow the guidelines of the Insurance Services Office (ISO) and National Fire Protection Association service and response requirements for future expansion and growth. (Comprehensive Plan: ED-4.1)
3. Evaluate all possible design and construction methods to ensure future fire department facilities are cost effective and efficient. (Comprehensive Plan: HN-1.2)
4. Continue to support housing and neighborhood development through proper application and monitoring of current building and safety codes. (Comprehensive Plan: HN-3.2, 4.1, 4.2, 4.3)
5. Protect residential neighborhoods from excessive through traffic by assisting other city departments in monitoring and developing traffic calming techniques. (Comprehensive Plan: TI-1.4)
6. Promote a business friendly and citizen friendly government by maintaining fair and transparent fire codes and apply equally to all customers. (Comprehensive Plan: PFS-1.1, PFS-1.1.2)
7. Maintain open communication between the City, the business community, and all residents through participation in public programs such as Citizens Fire Academy, neighborhood ward meetings, and delivering safety education sessions to residents, schools, and businesses. (Comprehensive Plan: PFS-2.2)
8. Maximize taxpayer dollars by seeking opportunities to co-locate future facilities to maximize efficiencies and reduce capital and operating costs by continuing to develop the Fort Smith Training Facility located at and in partnership with, the Department of Sanitation. (Comprehensive Plan: PFS-4)
9. Improve the accountability and performance measurement of our budget by including key performance indicators for the Department. (Comprehensive Plan: Goal PFS-2)

City of Fort Smith

FY17

Budget Comparison Summary - General Fund Sales Tax

1/8% Fire Department Program 4803

	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Budgeted FY16	Estimated FY16	Budget FY17	Increase (Decrease)	Projected FY18
<b>Revenues</b>									
Taxes and Assessments	384,112	2,433,622	2,512,377	2,547,519	2,613,500	2,640,000	<b>2,666,500</b>	26,500	2,693,000
Fire Contributions	0	0	1,010,440	45,573	0	0	<b>0</b>	0	0
<b>Total</b>	<b>\$ 384,112</b>	<b>\$ 2,433,622</b>	<b>\$ 3,522,817</b>	<b>\$ 2,593,092</b>	<b>\$ 2,613,500</b>	<b>\$ 2,640,000</b>	<b>\$ 2,666,500</b>	<b>\$ 26,500</b>	<b>\$ 2,693,000</b>
<b>Expenditures</b>									
Fire Services	212,132	1,747,540	4,208,985	2,547,603	2,130,393	1,869,954	<b>3,664,073</b>	1,794,119	2,372,073
<b>Total</b>	<b>\$ 212,132</b>	<b>\$ 1,747,540</b>	<b>\$ 4,208,985</b>	<b>\$ 2,547,603</b>	<b>\$ 2,130,393</b>	<b>\$ 1,869,954</b>	<b>\$ 3,664,073</b>	<b>\$ 1,794,119</b>	<b>\$ 2,372,073</b>
<b>Excess (Deficiency)</b>									
Revenues Over Expenditures	\$ 171,980	\$ 686,082	\$ (686,169)	\$ 45,489	\$ 483,107	\$ 770,046	\$ <b>(997,573)</b>	\$ (1,767,619)	\$ 320,927
Fund Balance, Beginning of Year	0	171,980	858,062	171,893	217,382	217,382	<b>987,428</b>	770,046	(10,145)
Fund Balance, End of Year	<b>\$ 171,980</b>	<b>\$ 858,062</b>	<b>\$ 171,893</b>	<b>\$ 217,382</b>	<b>\$ 700,489</b>	<b>\$ 987,428</b>	<b>\$ (10,145)</b>	<b>\$ (997,573)</b>	<b>\$ 310,782</b>
Contingency Reserve Percent	81.1%	49.1%	4.1%	8.5%	32.9%	52.8%	<b>-0.3%</b>		13.1%

# FIRE SERVICES

## ADMINISTRATION

## PROGRAM 4801

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	509,268	513,600	555,404	479,422	63%
102 Overtime	2,181	4,500	1,842	3,350	0.4%
103 Retirement	13,427	8,120	8,120	8,120	1.1%
104 Social Security	11,117	12,710	12,815	14,420	1.9%
105 Insurance	59,610	53,649	53,649	53,649	7.0%
106 Longevity	1,911	1,930	1,930	2,050	0.3%
107 Medical Expenses	140	1,140	285	1,140	0.1%
108 Allowances-Clothing, Language & Field Training	5,608	5,400	5,400	5,400	0.7%
109 Investigative Allowance	2,400	2,420	2,839	2,420	0.3%
111 Workers' Compensation	850	10,290	10,290	10,290	1.3%
Total	606,512	613,759	652,574	580,261	76%
<b>OPERATING</b>					
201 Office Supplies	3,780	6,750	4,947	6,750	0.9%
202 Small Equipment	18,798	20,000	6,500	16,000	2.1%
203 Fuel, Oil, Lube	6,776	10,000	8,000	8,000	1.0%
204 Clothing	8,473	10,010	3,936	9,900	1.3%
207 Repair of Equipment	4,142	8,800	5,500	5,400	0.7%
208 Repair of Buildings	3,005	1,000	1,320	1,000	0.1%
210 Communications	10,175	7,100	5,000	7,030	0.9%
212 Bonds, Insurance, Licenses	6,029	8,610	1,550	35,560	4.6%
213 Postage	250	700	315	500	0.1%
214 Advertising, Printing, Photo	2,558	3,600	4,295	3,600	0.5%
215 Training & Travel	7,235	6,750	12,000	13,400	1.8%
216 Education, Memberships, Subscriptions	8,882	7,500	7,170	9,500	1.2%
217 Lease, Rent, Taxes	6,660	8,000	8,185	8,000	1.0%
219 Other-Hazmat County Fee, Emergency Notification	34,484	34,500	34,484	35,000	4.6%
220 Examinations-Civil Service, Assessment Testing	0	30,000	787	25,000	3.3%
Total	121,247	163,320	103,989	184,640	24%
CAPITAL OUTLAY	0	0	24,076	0	
ADMINISTRATION TOTAL	727,759	777,079	780,639	764,901	100%

# FIRE SERVICES

## ADMINISTRATION (CONTINUED)

## PROGRAM 4801

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Fire Chief	23	1	1	1	1
Assistant Chief	19	1	1	1	1
Training Officer	17	1	1	1	1
Fire Marshal	17	1	1	1	1
Administrative Assistant	8	0	1	0	1
Senior Mechanic II	9	1	1	1	1
Administrative Secretary	7	1	0	1	0
Accounting Technician	6	0	1	0	1
Senior Clerk II	5	1	0	1	0
EMPLOYEE POSITIONS		7	7	7	7

Note 1: For FY17 account code 212 increase attributable to software license fee properly re-classed to 212.

Note 2: For FY17 account code 215 increase is attributable to specialized training required due to pending retirements.

Funding Allocation:  
100% General Fund

# FIRE SERVICES

# FY16 Amended Per Ord. 47-16

## SUPPRESSION AND RESCUE

## PROGRAM 4802

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
101 Regular Salaries	6,694,774	6,966,840	6,671,427	6,775,000	70%
102 Overtime	523,580	515,000	600,000	533,130	5.5%
103 Retirement	47,771	11,960	11,960	0	0.0%
104 Social Security	83,667	103,590	89,662	105,020	1.1%
105 Insurance	1,141,440	1,027,296	1,027,296	1,027,296	10.6%
106 Longevity	20,223	21,430	21,430	21,610	0.2%
107 Medical Expenses	8,650	12,580	12,580	12,580	0.1%
109 Allowances-Clothing, Language & Field Training	73,325	73,210	70,232	73,800	0.8%
111 Workers' Compensation	28,540	180,810	180,810	180,810	1.9%
<b>Total</b>	<b>8,621,970</b>	<b>8,912,716</b>	<b>8,685,397</b>	<b>8,729,246</b>	<b>90%</b>
<b>OPERATING</b>					
202 Small Equipment-Fire Apparatus/Tools	107,552	148,750	125,000	142,620	1.5%
203 Fuel, Oil, Lube	80,679	67,500	58,000	67,500	0.7%
204 Clothing	198,760	169,260	165,116	169,200	1.7%
205 Custodial Equipment & Supplies	37,082	50,000	36,000	49,000	0.5%
206 Materials	31,131	34,000	30,000	33,500	0.3%
207 Repair of Equipment	159,873	180,126	190,000	190,000	2.0%
208 Repair of Buildings	65,748	74,000	74,000	114,000	1.2%
210 Communications	101,863	19,400	12,000	14,510	0.1%
211 Utilities	82,769	83,000	71,983	83,000	0.9%
212 Bonds, Insurance, Licenses	47,516	50,150	71,000	64,300	0.7%
213 Postage	0	250	42	250	0.0%
214 Advertising, Printing, Photo	165	400	0	250	0.0%
215 Training & Travel	18,596	15,000	8,000	15,000	0.2%
216 Education, Memberships, Subscriptions	10,008	6,000	6,000	6,000	0.1%
217 Lease, Rent, Taxes	668	2,000	813	1,500	0.0%
219 Other-Fire Station Alerting System	0	20,000	19,551	0	0.0%
220 Examinations	1,976	4,000	0	2,500	0.0%
<b>Total</b>	<b>944,386</b>	<b>923,836</b>	<b>867,505</b>	<b>953,130</b>	<b>10%</b>
<b>CAPITAL OUTLAY</b>					
301 SCBA Facepiece Fit Tester (1) (Repl.1996 Model)	8,853	0	80,080	11,000	
Note: Current tester is no longer supported by manufacturer-repairs not possible.					
<b>Total Capital Outlay</b>				<b>11,000</b>	
<b>SUPPRESSION AND RESCUE TOTAL</b>	<b>9,575,209</b>	<b>9,836,552</b>	<b>9,632,982</b>	<b>9,693,376</b>	<b>100%</b>

Note 1: Account Code 207 FY16 Estimate attributable to replacement/repair of three transmissions during 2016.

Note 2: Account Code 208 FY17 increase attributable to replacement of roof at Station 10 and purchase of required commercial vent hood.

**SUPPRESSION AND RESCUE**  
(continued)

**PROGRAM 4802**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Battalion Chief	17	3	6	6	6
Captain	14	33	33	33	33
Driver	9	42	42	42	42
Firefighter	6	45	42	42	42 3v
EMPLOYEE POSITIONS		123	123	123	123

Funding Allocation:  
100% General Fund

# FIRE SERVICES

## 1/8% SALES TAX OPERATIONS

## PROGRAM 4803

	Actual FY15	Budget FY16	Estimated FY16	Budget FY17	
<b>PERSONNEL</b>					
101 Regular Salaries	1,265,603	1,266,430	1,055,869	1,201,990	51%
102 Overtime	51,780	65,000	68,064	67,430	3%
103 Retirement	506,612	489,140	442,234	473,750	20%
104 Social Security	15,932	17,470	14,930	16,850	1%
105 Insurance	185,670	167,103	167,103	167,103	7%
106 Longevity	4,483	4,810	4,810	4,030	0%
109 Allowances-Clothing, Language & Field Training	12,025	12,000	11,736	12,010	1%
111 Workers' Compensation	4,650	29,400	29,400	29,400	1%
<b>Total</b>	<b>2,046,755</b>	<b>2,051,353</b>	<b>1,794,146</b>	<b>1,972,563</b>	<b>83%</b>
<b>OPERATING</b>					
202 Small Equipment	460	4,000	2,000	1,500	0%
203 Fuel, Oil, Lube	4,020	10,000	4,041	7,000	0%
204 Clothing	12,243	16,000	4,472	12,000	1%
205 Custodial Equipment & Supplies	4,038	5,000	3,000	3,500	0%
206 Materials	211	500	100	500	0%
207 Repair of Equipment	5,835	14,370	28,000	20,000	1%
208 Repair of Buildings	2,042	2,000	3,481	3,000	0%
210 Communications	2,772	3,000	3,635	3,000	0%
211 Utilities	14,035	14,500	12,000	15,000	1%
212 Bonds, Insurance, Licenses	7,603	8,170	15,054	15,510	1%
215 Training & Travel	910	1,000	0	0	0%
216 Education, Memberships, Subscriptions	315	500	25	500	0%
<b>Total</b>	<b>54,484</b>	<b>79,040</b>	<b>75,808</b>	<b>81,510</b>	<b>3%</b>
<b>CAPITAL OUTLAY</b>	<b>446,364</b>	<b>0</b>		<b>0</b>	
<b>Sinking Fund Depreciation- (4803-360)</b>					
Appropriation for Apparatus Replacement	300,000	318,000	318,000	318,000	13%
<b>1/8% SALES TAX OPERATIONS</b>	<b>2,847,603</b>	<b>2,448,393</b>	<b>2,187,954</b>	<b>2,372,073</b>	<b>100%</b>

### Scheduled Purchase from Sinking Fund:

Brush Truck (1) (Repl. 1994 Model)	160,000
Heavy Duty Ladder Truck (1) (Repl. 1995 Model)	950,000
Pumper Truck (1) (Replacement 1997 Model)	500,000
<b>Total Scheduled Purchases from Sinking Fund</b>	<b>1,610,000</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Fire Marshal (1-Captain)	17	2	1	1	1
Battalion Chief	17	3	1	1	1
Captain	14	9	6	6	6
Driver	9	3	6	6	6
Firefighter	6	3	6	6	6
<b>EMPLOYEE POSITIONS</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

### Funding Allocation:

1/8% Sales Tax-General Fund (100%)

# FIRE SERVICES

## TRAINING

## PROGRAM 4804

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	142,809	156,940	119,630	154,480	65.93%
104 Social Security	1,853	2,740	1,050	2,270	0.97%
105 Insurance	18,570	16,713	16,713	16,713	7.13%
106 Longevity	605	670	670	670	0.29%
107 Medical Expenses	0	0	0	140	0.06%
109 Allowances-Clothing, Language & Field Training	1,131	1,200	693	1,210	0.52%
111 Workers' Compensation	200	2,940	2,940	2,940	1.25%
<b>Total</b>	<b>165,168</b>	<b>181,203</b>	<b>141,696</b>	<b>178,423</b>	<b>76.15%</b>

## OPERATING

202 Small Equipment	15,442	22,359	10,000	10,000	4.27%
203 Fuel, Oil, Lube	1,903	2,500	1,500	2,000	0.85%
204 Clothing	610	2,350	1,550	2,350	1.00%
206 Materials	784	15,000	3,000	10,000	4.27%
207 Repair of Equipment	2,893	3,000	3,000	3,000	1.28%
208 Repair of Buildings	0	500	522	500	0.21%
210 Communications	735	1,000	1,300	1,350	0.58%
211 Utilities	336	2,900	1,000	1,000	0.43%
212 Bonds, Insurance, Licenses	1,671	1,870	2,400	2,440	1.04%
215 Training & Travel	1,117	4,000	5,000	5,000	2.13%
216 Education, Memberships, Subscriptions	6,755	17,200	8,025	17,200	7.34%
217 Lease, Rent, Taxes	0	0	250	1,050	0.45%
<b>Total</b>	<b>32,246</b>	<b>72,679</b>	<b>37,547</b>	<b>55,890</b>	<b>23.85%</b>

<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
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<b>FIRE TRAINING TOTAL</b>	<b>197,414</b>	<b>253,882</b>	<b>179,243</b>	<b>234,313</b>	<b>100%</b>
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SCHEDULE OF PERSONNEL	PAY GRADE	FY 15	FY 16	FY 16	FY 17
Division Chief	17	1	1	1	1
Battalion Chief	17	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

Funding Allocation:  
100% General Fund

Note 1: This program is funded in part by Act 833 insurance turnback funds. Estimated revenue from this source in 2017 is \$100,000.



## STREETS AND TRAFFIC CONTROL DEPARTMENT OVERVIEW:

The Streets and Traffic Control Department is made up of seven programs: 5101 Administration, 5302 Street Construction, 5303 Street Drainage, 5304 Street Maintenance, 5305 Sidewalk Construction, 5401 Traffic Control Operations and 5403 Street Lighting. The Department is responsible for performing minor street construction projects, constructing curbs and gutters, maintaining the City's drainage system including road ditches, retention ponds, creeks and inlet streams, maintaining and upgrading all traffic control devices, constructing and repairing sidewalks, and providing and installing high visibility street signage.

The Department's major priority for 2017 is to continue to provide the highest level of safety for the City's street, drainage and traffic control systems. The Department immediately responds to hazardous situations so that dangerous consequences are eliminated.

Total personnel for the Department in FY17 is .25 more than FY16. The FY17 budget is less than the FY16 budget, due primarily to a reduction in capital.

STREETS AND TRAFFIC CONTROL	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Revenues					
Intergovernmental	\$ 5,786,833	\$ 5,658,022	\$ 5,659,800	\$ 5,700,000	\$ 5,700,000
Taxes and Assessments	2,038,141	2,126,200	2,057,000	2,075,000	2,075,000
Licenses and Permits	163,270	170,000	205,000	175,000	175,000
Miscellaneous	\$ 42,714	\$ 5,700	\$ 8,100	\$ 7,200	\$ 7,200
Total Revenue	\$ 8,030,958	\$ 7,959,922	\$ 7,929,900	\$ 7,957,200	\$ 7,957,200

STREETS AND TRAFFIC CONTROL	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 3,621,408	\$ 3,514,874	\$ 3,230,937	\$ 3,498,166	\$ 3,498,166
Operating Expenditures	2,781,588	2,679,684	2,559,408	2,625,890	2,625,890
Operating Budget	\$ 6,402,996	\$ 6,194,558	\$ 5,790,345	\$ 6,124,056	\$ 6,124,056
Capital Outlay	13,182	495,000	536,971	335,000	335,000
Budget Appropriation	\$ 6,416,178	\$ 6,689,558	\$ 6,327,316	\$ 6,459,056	\$ 6,459,056
Authorized Positions	71.04	71.97	71.94	72.22	72.22

## STREETS AND TRAFFIC CONTROL DEPARTMENT 2017 SERVICE OBJECTIVES

1. Continue to respond to citizens request for service in a timely, effective and efficient manner. (Comprehensive Plan: Goal PFS-1 and 2)
2. Continue to lessen the potential for property damage from flooding by regularly cleaning and clearing debris from ditches and channels, and drainage structures. (Comprehensive Plan: Goal HN-1 and CCD-1)
3. Continue to preserve the appearance of public property by mowing detention ponds, levees and City owned right of way and drainage easements. (Comprehensive Plan: Goal HN-1 and CCD-1)
4. Continue to improve the safety of the traveling public by repairing and upgrading traffic control devices (signals, signs, striping, pedestrian crosswalks, etc.). (Comprehensive Plan: Goal TI-1, TI3)
5. Improve the downtown traffic flow, pedestrian and vehicular, by implementing a coordinated plan for the downtown traffic signals. (Comprehensive Plan: Goal TI-1)
6. Further develop a long range plan for sidewalk repair and continue to implement the year to year plan. (Comprehensive Plan: Goal TI-3)

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# OPERATION SERVICES STREETS & TRAFFIC CONTROL

## ADMINISTRATION

## PROGRAM 5101

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	253,284	258,180	234,321	250,320	35.55%
102 Overtime	706	1,500	720	1,500	0.21%
103 Retirement	24,146	14,510	14,510	14,140	2.01%
104 Social Security	20,024	20,620	20,620	20,040	2.85%
105 Insurance	32,600	29,340	29,340	29,340	4.17%
106 Longevity	893	1,030	1,030	910	0.13%
107 Medical Expenses	0	250	0	0	0.00%
108 Other	5,400	5,400	5,400	5,400	0.77%
111 Workers' Compensation	1,850	2,950	2,950	2,950	0.42%
<b>Total</b>	<b>338,903</b>	<b>333,780</b>	<b>308,891</b>	<b>324,600</b>	<b>46.09%</b>
<b>OPERATING</b>					
201 Office Supplies	3,251	4,500	3,400	3,500	0.50%
202 Small Equipment	2,538	2,000	1,238	2,000	0.28%
203 Fuel, Oil, Lube	275	600	1,000	1,000	0.14%
204 Clothing	329	1,000	755	1,000	0.14%
205 Custodial Equipment & Supplies	16,005	16,000	11,250	16,000	2.27%
206 Materials	(82)	800	1,000	1,000	0.14%
207 Repair of Equipment	475	700	700	1,000	0.14%
208 Repair of Buildings	55,736	53,509	48,306	55,000	7.81%
210 Communications	5,532	5,000	4,000	2,000	0.28%
211 Utilities	30,116	30,000	27,731	32,000	4.54%
212 Bonds, Insurance, Licenses	8,048	7,000	27,400	13,000	1.85%
213 Postage	2,520	2,000	1,230	1,000	0.14%
214 Advertising, Printing, Photo	418	500	450	500	0.07%
215 Training & Travel	1,337	2,000	420	500	0.07%
216 Education, Memberships, Subscriptions	698	4,000	1,300	2,000	0.28%
217 Lease, Rent, Taxes	6,158	5,500	4,625	5,500	0.78%
218 Claims-Damage to Property	0	5,000	3,720	5,000	0.71%
219 Other-Annual Bridge Inspection Fee	2,600	2,600	2,600	2,600	0.37%
220 Keep Fort Smith Beautiful	0	68,782	68,782	70,000	9.94%
<b>Total</b>	<b>135,954</b>	<b>211,491</b>	<b>209,907</b>	<b>214,600</b>	<b>30.47%</b>
<b>CAPITAL OUTLAY</b>					
301 New Salt/Sand Facility-Chaffee Crossing	0	0	0	100,000	
302 Fence for Additional Property at Chaffee Crossing				40,000	
303 Purchase 5 acres at Chaffee Crossing (50/50 Split w/Utilities)				25,000	
<b>Total Capital Outlay</b>				<b>165,000</b>	<b>23.43%</b>
<b>ADMINISTRATION TOTAL</b>	<b>474,857</b>	<b>545,271</b>	<b>518,798</b>	<b>704,200</b>	<b>100%</b>
Sinking Fund-Depreciation				0	

**ADMINISTRATION**  
(continued)

**PROGRAM 5101**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director of Streets and Traffic Control	22	1	1	1	1
Administrative Supervisor	11	0	0	0	0
Sidewalk & Traffic Coordinator	10	1	1	1	1
Administrative Secretary	7	1	1	1	1
Secretary/Dispatcher	5	1	1	1	1
Clerk	4	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

Note 1: Account Code 212 for FY16 Estimate and FY17 includes Lucity software.

Note 2: Prior to FY16, funding for Keep Fort Smith Beautiful was previously allocated in the Sanitation Operating Fund

Funding Allocation:  
100% Street Maintenance Fund

**OPERATION SERVICES  
STREETS & TRAFFIC CONTROL**

**STREET CONSTRUCTION**

**PROGRAM 5302**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	325,244	327,940	298,155	383,860	55.75%
102 Overtime	11,254	12,610	4,900	8,260	1.20%
103 Retirement	28,139	16,300	16,300	18,810	2.73%
104 Social Security	24,979	26,260	26,260	27,480	3.99%
105 Insurance	73,990	66,591	66,591	68,330	9.92%
106 Longevity	1,369	1,450	1,450	1,880	0.27%
107 Medical Expenses	165	300	525	500	0.07%
111 Workers' Compensation	13,490	5,310	5,310	5,310	0.77%
<b>Total</b>	<b>478,630</b>	<b>456,761</b>	<b>419,491</b>	<b>514,430</b>	<b>74.71%</b>
<b>OPERATING</b>					
202 Small Equipment	11,112	10,000	14,000	15,000	2.18%
203 Fuel, Oil, Lube	27,972	32,000	25,363	30,000	4.36%
204 Clothing	9,098	10,463	8,635	8,000	1.16%
205 Custodial, Equipment & Supplies	0	0	129	100	
206 Materials	49,732	70,000	70,000	70,000	10.17%
207 Repair of Equipment	44,098	45,000	20,000	30,000	4.36%
210 Communications	1,244	1,000	1,200	1,200	0.17%
212 Bonds, Insurance, Licenses	13,829	18,000	7,500	7,500	1.09%
215 Training & Travel	599	300	300	300	0.04%
216 Education, Memberships, Subscriptions	0	3,000	0	0	0.00%
217 Lease, Rent, Taxes	5,975	7,500	14,000	12,000	1.74%
219 Other-Contractual Services/Legal	0	0	60	0	0.00%
<b>Total</b>	<b>163,659</b>	<b>197,263</b>	<b>161,187</b>	<b>174,100</b>	<b>25.29%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>140,000</b>	<b>140,000</b>	<b>0</b>	
<b>STREET CONSTRUCTION TOTAL</b>	<b>642,289</b>	<b>794,024</b>	<b>720,678</b>	<b>688,530</b>	<b>100%</b>
Sinking Fund-Depreciation				65,000	
<b>Planned Purchases-2017</b>					
1 Ton Flatbed Dump Truck (1) (Repl. 2002 3/4 Ton PU)				40,000	
Loader (1) (Repl. 2005 621D Loader)				150,000	
<b>Total Planned Purchases</b>				<b>190,000</b>	

**STREET CONSTRUCTION**  
(continued)

**PROGRAM 5302**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Supervisor	11	1	1	1	1
Street Construction Foreperson	7	1	1	1	1
Heavy Equipment Mech.	Note 1 6	2	2	2	3
Carpenter	5	1	1	1	1
Equipment Operator III	5	1	1	1	1
Equipment Operator II	4	1	1	1	1
Concrete Finisher	4	1	1	1	1
Equipment Operator (Seasonal Mowing)	2	0.72	0.75	0.72	0.75
<b>EMPLOYEE POSITIONS</b>		<b>8.72</b>	<b>8.75</b>	<b>8.72</b>	<b>9.75</b>

Note 1: For FY17 One Mechanic transferred from Department 5303. All mechanics and supervisors will now be accounted for in this department.

Funding Allocation:  
100% Street Maintenance Fund

**OPERATION SERVICES  
STREETS & TRAFFIC CONTROL**

**STREET DRAINAGE**

**PROGRAM 5303**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	543,805	578,830	521,697	577,578	48.41%
102 Overtime	32,019	31,000	12,000	17,030	1.43%
103 Retirement	48,225	28,525	28,525	25,444	2.13%
104 Social Security	42,918	47,420	44,970	47,166	3.95%
105 Insurance	113,970	102,573	102,573	102,573	8.60%
106 Longevity	2,641	2,830	2,830	2,640	0.22%
107 Medical Expenses	565	600	800	500	0.04%
111 Workers' Compensation	16,340	10,620	10,620	10,620	0.89%
<b>Total</b>	<b>800,483</b>	<b>802,398</b>	<b>724,015</b>	<b>783,551</b>	<b>65.67%</b>
<b>OPERATING</b>					
202 Small Equipment	12,364	8,000	10,000	10,000	0.84%
203 Fuel, Oil, Lube	55,521	55,000	40,000	44,000	3.69%
204 Clothing	16,064	15,000	14,000	14,000	1.17%
206 Materials	31,852	35,000	30,000	35,000	2.93%
207 Repair of Equipment	126,406	93,552	95,000	90,000	7.54%
210 Communications	3,325	4,000	3,000	3,200	0.27%
212 Bonds, Insurance, Licenses	20,589	30,000	15,000	17,590	1.47%
215 Training & Travel	221	300	300	300	0.03%
216 Education, Memberships, Subscriptions	80	3,000	0	500	0.04%
217 Lease, Rent, Taxes	43,170	55,000	48,000	25,000	2.10%
219 Other-Removal of Trees	1,815	2,000	0	0	0.00%
<b>Total</b>	<b>311,407</b>	<b>300,852</b>	<b>255,300</b>	<b>239,590</b>	<b>20.08%</b>
<b>CAPITAL OUTLAY</b>					
301 Excavator (1) (Addition)				130,000	
302 Chipper (1) (Addition)				40,000	
<b>Total Capital Outlay</b>				<b>170,000</b>	<b>14.25%</b>
<b>STREET DRAINAGE TOTAL</b>	<b>1,125,072</b>	<b>1,143,250</b>	<b>1,021,315</b>	<b>1,193,141</b>	<b>100%</b>
Sinking Fund- Depreciation				140,000	
<b>Planned Purchases- 2017</b>					
Jet Rod/Vacuum Trailer (1) (Repl. 2008 Model Asset 3033)				100,000	
1/2 Ton 4WD Pickup (1) (Repl. 2008 Model Asset 477)				25,000	
<b>Total</b>				<b>125,000</b>	

**STREET DRAINAGE**  
(continued)

**PROGRAM 5303**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Supervisor	11	1	1	1	1
Street Drainage Foreperson	7	1	1	1	1
Mechanic	Note 1 6	1	1	1	0
Equipment Operator III	5	3	3	3	3
Equipment Operator II	4	4	4	4	4
Equipment Operator I	3	2	2	2	2
Laborer	2	2	2	2	2
Equipment Operator (Seasonal-Mowing)	2 Note 2	1.5	1.5	1.5	2
Laborer (Seasonal)	1	1.5	1.5	1.5	1.5
<b>EMPLOYEE POSITIONS</b>		<b>17</b>	<b>17</b>	<b>17</b>	<b>16.5</b>

Note 1: Beginning in FY17 Mechanic was transferred to Department 5302 so all mechanics accounted for in one program with Mechanic Supervisor position.

Note 2: Transferred .5 Seasonal Equipment Operator from Program 5304 for FY17.

Funding Allocation:  
100% Street Maintenance Fund



**OPERATION SERVICES  
STREETS & TRAFFIC CONTROL**

**STREET MAINTENANCE**

**PROGRAM 5304**

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	443,324	486,300	413,589	423,410	47.71%
102 Overtime	30,716	29,000	23,587	25,000	2.82%
103 Retirement	38,929	21,635	21,635	20,560	2.32%
104 Social Security	34,597	39,820	37,528	34,450	3.88%
105 Insurance	115,770	104,193	104,193	104,193	11.74%
106 Longevity	1,272	1,630	1,630	1,570	0.18%
107 Medical Expenses	515	1,000	797	600	0.07%
111 Workers' Compensation	18,220	9,440	9,440	9,440	1.06%
<b>Total</b>	<b>683,343</b>	<b>693,018</b>	<b>612,399</b>	<b>619,223</b>	<b>69.78%</b>
<b>OPERATING</b>					
202 Small Equipment	19,288	10,000	6,000	10,000	1.13%
203 Fuel, Oil, Lube	45,859	55,000	40,000	45,000	5.07%
204 Clothing	12,598	12,000	12,000	12,000	1.35%
206 Materials	144,662	120,000	120,000	120,000	13.52%
207 Repair of Equipment	53,476	61,700	47,425	60,000	6.76%
210 Communications	2,461	2,800	1,540	2,000	0.23%
212 Bonds, Insurance, Licenses	17,198	25,000	12,500	16,000	1.80%
215 Training & Travel	145	200	80	200	0.02%
216 Education, Memberships, Subscriptions	0	3,000	0	1,000	0.11%
217 Lease, Rent, Taxes	6,162	1,500	2,000	2,000	0.23%
<b>Total</b>	<b>301,849</b>	<b>291,200</b>	<b>241,545</b>	<b>268,200</b>	<b>30.22%</b>
Capital Outlay	0	45,000	72,835	0	
<b>STREET MAINTENANCE TOTAL</b>	<b>985,192</b>	<b>1,029,218</b>	<b>926,779</b>	<b>887,423</b>	<b>100%</b>
Sinking Fund- Depreciation				177,700	
Planned Purchases-2017 3/4 Ton PU w/Utility Bed (1) (Repl. 2008 Model Asset 155)				35,000	
<b>Total</b>				<b>35,000</b>	

Note 1: Account Code 102 Overtime; Street Maintenance program is responsible for supervision of the "A" Team crew.

**STREET MAINTENANCE**  
(continued)

**PROGRAM 5304**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Supervisor	11	1	1	1	1
Foreperson	7	1	1	1	1
Equipment Operator III	5	0	0	0	1
Equipment Operator II	4	6	6	6	5
Concrete Finisher	4	1	1	1	1
Equipment Operator I	3	1	2	2	2
Laborer	2	2	2	2	2
Equipment Operator (Seasonal)	2	2.16	1	1	0.75
Laborer (Seasonal)	1	1.44	1.5	1.5	1.5
<b>EMPLOYEE POSITIONS</b>		<b>15.60</b>	<b>15.50</b>	<b>15.50</b>	<b>15.25</b>

Funding Allocation:  
100% Street Maintenance Fund

**OPERATION SERVICES  
STREETS & TRAFFIC CONTROL**

**SIDEWALK CONSTRUCTION**

**PROGRAM 5305**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	407,947	388,610	358,268	415,190	41.54%
102 Overtime	23,042	20,000	10,000	17,580	1.76%
103 Retirement	39,664	20,500	20,500	20,500	2.05%
104 Social Security	32,471	31,480	31,442	33,320	3.33%
105 Insurance	76,860	69,174	69,174	69,174	6.92%
106 Longevity	900	1,330	1,330	1,090	0.11%
107 Medical Expenses	305	800	800	1,000	0.10%
111 Workers' Compensation	18,850	7,080	7,080	7,080	0.71%
<b>Total</b>	<b>600,039</b>	<b>538,974</b>	<b>498,594</b>	<b>564,934</b>	<b>56.52%</b>
<b>OPERATING</b>					
202 Small Equipment	8,761	6,500	5,672	6,500	0.65%
203 Fuel, Oil, Lube	21,806	25,000	15,133	23,000	2.30%
204 Clothing	11,172	10,000	9,374	10,000	1.00%
206 Materials	461,981	280,000	350,000	350,000	35.01%
207 Repair of Equipment	21,678	17,000	8,771	12,000	1.20%
210 Communications	710	1,000	635	830	0.08%
212 Bonds, Insurance, Licenses	4,294	6,500	5,200	5,920	0.59%
215 Training & Travel	0	400	150	400	0.04%
216 Education, Memberships, Subscriptions	0	3,000	0	1,000	0.10%
217 Lease, Rent, Taxes	17,695	14,000	15,300	25,000	2.50%
219 Other-Contractual Services/Legal	0	0	600	0	0.00%
<b>Total</b>	<b>548,097</b>	<b>363,400</b>	<b>410,835</b>	<b>434,650</b>	<b>43.48%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>216,000</b>	<b>212,900</b>	<b>0</b>	
<b>SIDEWALK CONSTRUCTION TOTAL</b>	<b>1,148,136</b>	<b>1,118,374</b>	<b>1,122,329</b>	<b>999,584</b>	<b>100%</b>
Sinking Fund- Depreciation				48,900	
Planned Purchase-2017				0	

**SIDEWALK CONSTRUCTION**  
(continued)

**PROGRAM 5305**

SCHEDULE OF PERSONNEL	PAY GRADE	FY 15	FY 16	FY 16	FY 17
Foreperson	7	2	2	2	2
Carpenter	5	2	2	2	2
Equipment Operator III	5	2	2	2	2
Concrete Finisher	4	4	4	4	4
Equipment Operator II	4	2	2	2	2
<b>EMPLOYEE POSITIONS</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

Funding Allocation:

100% Street Maintenance Fund

**OPERATION SERVICES  
STREETS & TRAFFIC CONTROL**

**TRAFFIC CONTROL OPERATIONS**

**PROGRAM 5401**

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	514,827	514,400	485,000	514,880	49.22%
102 Overtime	9,727	7,500	14,604	8,000	0.76%
103 Retirement	44,395	24,145	24,145	25,120	2.40%
104 Social Security	38,794	40,190	40,190	39,540	3.78%
105 Insurance	103,220	92,898	92,898	92,898	8.88%
106 Longevity	1,752	2,050	2,050	2,230	0.21%
107 Medical Expenses	75	500	400	500	0.05%
111 Workers' Compensation	7,220	8,260	8,260	8,260	0.79%
<b>Total</b>	<b>720,010</b>	<b>689,943</b>	<b>667,547</b>	<b>691,428</b>	<b>66.09%</b>
<b>OPERATING</b>					
201 Office Supplies	249	310	20	250	0.02%
202 Small Equipment	15,532	65,648	60,000	35,000	3.35%
203 Fuel, Oil, Lube	26,567	30,000	20,000	25,000	2.39%
204 Clothing	8,596	7,463	6,736	7,000	0.67%
205 Custodial Equipment & Supplies	1,472	1,500	1,000	1,500	0.14%
206 Materials	88,839	164,757	150,000	150,000	14.34%
207 Repair of Equipment	21,332	20,000	15,358	15,000	1.43%
210 Communications	10,680	7,000	5,825	7,000	0.67%
211 Utilities	85,699	75,000	73,000	75,000	7.17%
212 Bonds, Insurance, Licenses	19,643	11,000	35,000	34,200	3.27%
213 Postage	0	120	0	0	0.00%
214 Advertising, Printing, Photo	0	180	0	0	0.00%
215 Training & Travel	1,675	3,500	10	1,000	0.10%
216 Education, Memberships, Subscriptions	2,889	7,500	2,800	2,800	0.27%
217 Lease, Rent, Taxes	636	1,500	885	1,000	0.10%
<b>Total</b>	<b>283,809</b>	<b>395,478</b>	<b>370,634</b>	<b>354,750</b>	<b>33.91%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>54,000</b>	<b>69,236</b>	<b>0</b>	

Note 1: Account Code 101 Overtime: FY16 Estimate increase attributable to storm and power outage, staff manned light intersections where signals was not operating.

Note 2: Account Code 206 FY17: Purchase of Opticon receivers included in the operating code.

<b>TRAFFIC CONTROL OPERATIONS TOTAL</b>	<b>1,003,819</b>	<b>1,139,421</b>	<b>1,107,417</b>	<b>1,046,178</b>	<b>100%</b>
Sinking Fund- Depreciation				55,000	
Planned Fleet Purchases 2017				0	

**TRAFFIC CONTROL OPERATIONS**  
(continued)

**PROGRAM 5401**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Manager	13	1	1	1	1
Electronics Technician	8	2	2	2	2
Foreperson	7	1	1	1	1
Leadperson	6	2	2	2	2
Traffic Signal Specialist	5	3	4	4	4
Maintenance Person	3	3	3	3	3
Laborer (Seasonal)	1	0.72	0.72	0.72	0.72
EMPLOYEE POSITIONS		12.72	13.72	13.72	13.72

Funding Allocation:  
100% Street Maintenance Fund

**OPERATION SERVICES  
STREETS & TRAFFIC CONTROL**

**STREET LIGHTING**

**PROGRAM 5403**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
OPERATING					
211 Utilities	1,036,813	920,000	910,000	940,000	
Total	1,036,813	920,000	910,000	940,000	100%
STREET LIGHTING TOTAL	1,036,813	920,000	910,000	940,000	100%

Funding Allocation:

100% Street Maintenance Fund

## WATER AND SEWER DEPARTMENT OVERVIEW:

The Water and Sewer Department is comprised of 15 programs which provide operational administration, construction management, water treatment, sewer treatment, transmission line maintenance, metering, equipment and plant maintenance, laboratory and monitoring services, transmission line construction, and debt service for revenue bonds.

The FY17 Budget is \$2 Million more than the FY16 Budget. The increase is attributable to capital requests in FY17.

Total positions for the Department are 270FTE for FY17, an increase of 9FTE over FY16. The increase is attributable to Ordinance 35-15 providing additional staffing associated with the Consent Decree.

WATER AND SEWER OPERATING FUND	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Revenues					
Service Charges / Fees	\$ 42,455,923	\$ 51,457,800	\$ 53,151,600	\$ 59,899,500	\$ 59,899,500
Miscellaneous	125,996	93,000	130,000	110,000	110,000
Total Revenues	\$ 42,581,919	\$ 51,550,800	\$ 53,281,600	\$ 60,009,500	\$ 60,009,500

WATER AND SEWER OPERATING FUND	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenses	\$ 11,145,690	\$ 14,160,476	\$ 10,276,157	\$ 13,684,018	\$ 13,684,018
Operating Expenses	22,107,200	28,059,419	25,092,263	28,766,593	28,766,593
Operating Budget	\$ 33,252,890	\$ 42,219,895	\$ 35,368,420	\$ 42,450,611	\$ 42,450,611
Capital Outlay	1,671,166	339,072	313,595	2,168,460	2,187,860
Budget Appropriation	\$ 34,924,056	\$ 42,558,967	\$ 35,682,015	\$ 44,619,071	\$ 44,638,471
Authorized Positions	223.19	261.50	263.50	270.50	270.50



## **WATER AND SEWER DEPARTMENT 2017 SERVICE OBJECTIVES**

**1. Use innovation and develop processes and technology to improve efficient use of resources for serving the community.**

Continue planning, design and construction practices that assure reliability and lower operation costs.  
Engage subject matter specialists to enhance basis of knowledge and continuous improvement.  
Continue the development and integration of strategic management planning and benchmarking.

**2. Efficient performance of the Wastewater Management Plan (WMP) to meet EPA required schedules for wastewater treatment and collection system improvements.**

Integrate recommendations of the WMP into wastewater projects and management strategies to reduce sanitary sewer overflows (SSO).

Design, repair and replace collection system lines with defects identified in the 2015 Sanitary Sewer Assessment (SSA) study.

Design, repair and replace sanitary sewer interceptor lines for improving capacity for the goal of eliminating SSOs that are capacity related and enhancing service reliability.

Replace Riverlyn Sewer Pump Station to eliminate SSOs that are pumping related and enhancing service reliability in the sub-basin service areas.

Implement improved Capacity Management, Operations, and Maintenance (CMOM) programs as required by the Consent Decree to improve ongoing management, operation and maintenance of the sanitary sewer collection system.

**3. Improve water/wastewater systems to support growth and better serve City customers and the public.**

Complete construction of Phase I and design of Phase 2 of the 48' transmission line from the Lake Fort Smith water treatment plant.

Continue to improve water service and upgraded fire protection through water line replacement projects within older residential and service areas subject to diminishing water quality or service capabilities.

Continue water meter change out program to reduce unaccounted water and improved customer service billing accuracy.

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**OPERATION SERVICES  
WATER AND SEWER**

**UTILITY ADMINISTRATION**

**PROGRAM 5501**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	693,495	576,910	416,481	580,460	49.50%
102 Overtime	1,148	0	350	5,690	0.49%
103 Retirement	66,524	30,380	14,157	30,970	2.64%
104 Social Security	52,627	45,790	31,681	45,810	3.91%
105 Insurance	135,320	62,460	62,460	62,460	5.33%
106 Longevity	2,124	1,200	1,200	1,270	0.11%
107 Medical Expenses	150	0	0	400	0.03%
108 Other	5,400	5,400	5,400	5,400	0.46%
109 Employee Allowances-IT Liaison	1,061	0	2,500	2,500	0.21%
111 Workers' Compensation	2,930	640	640	640	0.05%
<b>Total</b>	<b>960,779</b>	<b>722,780</b>	<b>534,869</b>	<b>735,600</b>	<b>62.73%</b>
<b>OPERATING</b>					
201 Office Supplies	13,434	7,000	11,770	11,500	0.98%
202 Small Equipment	2,113	3,000	3,600	5,150	0.44%
203 Fuel, Oil, Lube	3,154	2,500	1,466	2,200	0.19%
204 Clothing	363	0	45	400	0.03%
205 Custodial Equipment & Supplies	8,132	1,000	1,700	1,500	0.13%
206 Materials	2,192	0	550	0	0.00%
207 Repair of Equipment	8,468	5,000	1,035	900	0.08%
208 Repair of Buildings	47,664	127,609	27,000	0	0.00%
210 Communications (Includes CTY)	7,613	5,000	9,400	4,200	0.36%
211 Utilities	41,172	82,500	25,000	0	0.00%
212 Bonds, Insurance, Licenses	19,406	13,310	7,000	11,100	0.95%
213 Postage	4,135	2,000	2,200	2,600	0.22%
214 Advertising, Printing, Photo	3,078	1,000	30,000	25,000	2.13%
215 Training & Travel	4,522	6,500	13,500	16,500	1.41%
216 Education, Memberships, Subscriptions	9,860	12,000	10,000	18,000	1.53%
217 Lease, Rent, Taxes	25,826	80,000	82,000	35,000	2.98%
218 Claims	7,935	20,000	3,000	3,000	0.26%
219 Other - Contractual Svcs./Legal Svcs., Impact Fee Study, Rate Development Fine/Penalties	87,381	140,000	260,000	300,000	25.58%
<b>Total</b>	<b>296,448</b>	<b>508,419</b>	<b>489,266</b>	<b>437,050</b>	<b>37.27%</b>
<b>CAPITAL OUTLAY</b>	<b>311,143</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>UTILITY ADMINISTRATION TOTAL</b>					
	<b>1,568,370</b>	<b>1,231,199</b>	<b>1,024,135</b>	<b>1,172,650</b>	<b>100%</b>

Note: Account Code 215 FY17 includes additional funds to travel for Consent Decree Re-Open Negotiations.

**UTILITY ADMINISTRATION**  
(continued)

**PROGRAM 5501**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director of Utilities	23	1	1	1	1 v
Civil Engineer/Assistant Director of Utilities	20	1	0	0	0 v
Deputy Director of Engineering & Technology	20	0	1	1	1
Deputy Director of Business Administration	20	0	1	1	1
Deputy Director of Operations	20	0	1	1	1
Deputy Director of Systems	20	0	1	1	1
Senior Project Engineer	16	2	0	0	0
Senior Rate & Utility Analyst	16	1	0	0	0
Cross Connection Coordinator	11	1	0	0	0
Property Manager	11	1	0	0	0
Rate & Utility Analyst 1	11	1	0	0	0
Training & Safety Coordinator	11	1	0	0	0
Administrative Coordinator	9	1	3	3	3 1-v
Utility Technician	8	1	0	0	0
Technician-AutoCAD	7	1	0	0	0
Accounting Technician	6	2	0	0	0
Records Coordinator	6	1	0	0	0
<b>EMPLOYEE POSITIONS</b>		<b>15</b>	<b>8</b>	<b>8</b>	<b>8</b>

Funding Allocation:  
100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**BUSINESS AND FINANCE**

**PROGRAM 5521**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries Note 1	0	797,080	234,873	534,370	59.17%
102 Overtime	0	6,360	6,418	13,320	1.48%
103 Retirement	0	40,240	9,028	39,950	4.42%
104 Social Security	0	62,490	20,244	61,260	6.78%
105 Insurance	0	148,347	148,347	148,350	16.43%
106 Longevity	0	1,320	772	790	0.09%
108 Medical Expenses	0	0	0	950	0.11%
109 Employee Allowances	0	0	150	500	0.06%
111 Workers' Compensation	0	1,520	1,520	1,520	0.17%
<b>Total</b>	<b>0</b>	<b>1,057,357</b>	<b>421,352</b>	<b>801,010</b>	<b>88.70%</b>
<b>OPERATING</b>					
201 Office Supplies	0	3,500	3,780	3,500	0.39%
202 Small Equipment	0	0	2,200	6,000	0.66%
203 Fuel, Oil, Lube	0	2,000	600	3,000	0.33%
204 Clothing	0	3,600	1,500	1,500	0.17%
205 Custodial Equipment & Supplies	0	500	1,600	1,500	0.17%
206 Materials	0	500	300	500	0.06%
207 Repair of Equipment	0	1,000	1,000	1,500	0.17%
210 Communications	0	4,300	2,300	3,600	0.40%
212 Bonds, Insurance, Licenses	0	50,000	550	72,440	8.02%
213 Postage	0	2,000	100	500	0.06%
215 Training & Travel	0	5,000	1,800	5,000	0.55%
216 Education, Memberships, Subscriptions	0	500	1,100	2,000	0.22%
217 Lease, Rent, Taxes	0	0	1,100	1,000	0.11%
<b>Total</b>	<b>0</b>	<b>72,900</b>	<b>17,930</b>	<b>102,040</b>	<b>11.30%</b>
<b>TOTAL BUSINESS AND FINANCE</b>	<b>0</b>	<b>1,130,257</b>	<b>439,282</b>	<b>903,050</b>	<b>100%</b>

**BUSINESS & FINANCE****PROGRAM 5521****(continued)**

SCHEDULE OF PERSONNEL	PAY GRADE	FY 15	FY 16	FY 16	FY 17
Business & Finance Program Mgr.	17	0	1	1	1 v
Finance & Strategic Manager/Analyst	16	0	1	1	1 v
Information System Manager/Analyst	15	0	1	1	1 v
Senior Work Order System Analyst	13	0	1	1	1 v
Business Analyst/Strategic Plan Coord.	11 *	0	1	1	1 v
Rate & Analyst II	11	0	1	1	1
Supervisor	11	0	1	1	1 v
Technology Coordinator	11	0	1	1	1 v
Administrative Coordinator	9	0	1	1	1
Analyst I	9	0	2	2	2 v
Foreperson Inventory	8 *	0	1	1	1 v
Records Technician	7	0	1	1	1
Accounting Technician	6	0	3	3	3 2-v
Maintenance Person	3	0	2	2	2 1-v
Storekeeper	2	0	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>0</b>	<b>19</b>	<b>19</b>	<b>19</b>

\* Filled as temporary assignment

Note 1: Account Code 101 for FY17, funds removed for vacant positions.

Funding Allocation:  
100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**COMMUNICATIONS & TRAINING**

**PROGRAM 5522**

PERSONNEL			Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	Note 1		0	660,590	307,315	589,450	64.74%
102 Overtime			0	54,310	22,737	33,680	3.70%
103 Retirement			0	35,810	14,081	40,890	4.49%
104 Social Security			0	56,030	24,178	62,850	6.90%
105 Insurance			0	140,535	140,535	140,540	15.44%
106 Longevity			0	1,230	1,045	1,330	0.15%
107 Medical Expenses			0	0	0	650	0.07%
111 Workers' Compensation			0	1,440	1,440	1,440	0.16%
<b>Total</b>			<b>0</b>	<b>949,945</b>	<b>511,331</b>	<b>870,830</b>	<b>95.64%</b>
<b>OPERATING</b>							
201 Office Supplies			0	4,000	3,215	4,000	0.44%
202 Small Equipment			0	3,000	1,720	8,000	0.88%
203 Fuel, Oil, Lube			0	2,500	444	2,500	0.27%
204 Clothing			0	1,050	1,150	1,500	0.16%
205 Custodial Equipment & Supplies			0	500	306	500	0.05%
206 Materials			0	0	205	500	0.05%
207 Repair of Equipment			0	1,500	1,300	1,500	0.16%
210 Communications			0	4,500	5,800	6,500	0.71%
212 Bonds, Insurance, Licenses			0	1,500	115	420	0.05%
213 Postage			0	4,000	1,800	4,000	0.44%
214 Advertising, Printing, Photo			0	2,500	4,000	6,000	0.66%
215 Training & Travel			0	2,900	750	3,000	0.33%
216 Education, Memberships, Subscriptions			0	2,000	2,039	1,000	0.11%
217 Lease, Rent, Taxes			0	0	1,300	250	0.03%
<b>Total</b>			<b>0</b>	<b>29,950</b>	<b>24,144</b>	<b>39,670</b>	<b>4.36%</b>
<b>TOTAL COMMUNICATIONS &amp; TRAINING</b>			<b>0</b>	<b>979,895</b>	<b>535,475</b>	<b>910,500</b>	<b>100%</b>
<b>SCHEDULE OF PERSONNEL</b>							
	<b>PAY GRADE</b>		<b>FY 15</b>	<b>FY 16</b>	<b>FY 16</b>	<b>FY 17</b>	
Communications & Training	17		0	1	1	1	
Program Manager							
Communications & Public Relations	12		0	1	1	1	F&V
Manager							
Supervisor	11		0	1	1	1	
Training & Safety Coordinator	11		0	1	1	1	
Business Analyst/Strategic Plan Coord.	11		0	0	0	0	Note
Construction Inspector	9		0	1	1	1	V
Trainer	7		0	2	2	2	V
System Control Operator (I-V)	3-7		0	7	7	7	1-V
Accounting Technician	6		0	1	1	1	
Senior Clerk II	5		0	1	1	3	1-V
<b>EMPLOYEE POSITIONS</b>			<b>0</b>	<b>16</b>	<b>16</b>	<b>18</b>	

Note: Position is filled as a temporary assignment-employee is in Program 5521

Note 1: Account Code 101 For FY17 funding removed for vacant positions. Vacant positions were frozen.

Funding Allocation:  
100% Water and Sewer Operating Fund

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**OPERATION SERVICES  
WATER AND SEWER**

**ENGINEERING & ENGINEERING TECHNOLOGY      PROGRAM 5523**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	0	748,060	221,294	919,270	71.60%
102 Overtime	0	11,210	81	10,960	0.85%
103 Retirement	0	38,145	9,561	46,540	3.63%
104 Social Security	0	59,490	15,353	71,410	5.56%
105 Insurance	0	126,216	126,216	126,220	9.83%
106 Longevity	0	3,610	317	430	0.03%
107 Medical Expenses	0	0	330	2,000	
111 Workers' Compensation	0	1,280	1,280	1,280	0.10%
<b>Total</b>	<b>0</b>	<b>988,011</b>	<b>374,432</b>	<b>1,178,110</b>	<b>91.76%</b>
<b>OPERATING</b>					
201 Office Supplies	0	14,000	1,600	12,000	0.93%
202 Small Equipment	0	10,000	1,800	4,000	0.31%
203 Fuel, Oil, Lube	0	7,500	1,108	5,000	0.39%
204 Clothing	0	2,000	220	2,000	0.16%
205 Custodial Equipment & Supplies	0	500	575	1,500	0.12%
206 Materials	0	2,000	210	2,000	0.16%
207 Repair of Equipment	0	1,500	575	3,000	0.23%
210 Communications	0	27,500	5,583	5,000	0.39%
212 Bonds, Insurance, License	0	0	5,529	6,450	0.50%
213 Postage	0	0	60	2,000	0.16%
214 Advertising, Printing, Photo	0	4,000	5,000	6,400	0.50%
215 Training & Travel	0	14,000	25	12,000	0.93%
216 Education, Memberships, Subscriptions	0	14,500	3,200	10,000	0.78%
217 Lease, Rent, Taxes	0	0	3,000	2,400	0.19%
219 Other-Consultant Work, Guthrie Land	0	0	0	32,000	2.49%
<b>Total</b>	<b>0</b>	<b>97,500</b>	<b>28,485</b>	<b>105,750</b>	<b>8.24%</b>
<b>TOTAL ENGINEERING &amp; ENGINEERING TECHNOLOGY</b>	<b>0</b>	<b>1,085,511</b>	<b>402,917</b>	<b>1,283,860</b>	<b>100%</b>

**ENGINEERING & ENGINEERING TECHNOLOGY      PROGRAM 5523**  
**(continued)**

SCHEDULE OF PERSONNEL	PAY GRADE	FY 15	FY 16	FY 16	FY 17
Engineering & Tech.Program Mgr.	17 *	0	1	1	1 v
GIS Manager/Editor	16	0	1	1	1 v
Senior Project Engineer	16	0	3	3	3 1-v
Senior GIS Analyst/Editor	13	0	1	1	1 v
Project Engineer I-II	12-14	0	1	1	1
GIS Analyst/Editor	12	0	1	1	1 v
Construction Coordinator	11	0	1	1	0 v
GIS Editor II	11	0	1	1	1 v
Property Agent/Manager	11	0	1	1	1
Administrative Coordinator	9	0	1	1	1
Construction Inspector	9	0	1	1	0 v
GIS Editor I	8	0	1	1	1
Right-of-Way Technician	8	0	1	1	1
Utility Technician	8	0	1	1	1
Engineering & Technician II	8-10	0	0	0	2
Accounting Technician Note 1	6	0	0	1	1 Note 1-v
<b>EMPLOYEE POSITIONS</b>		<b>0</b>	<b>16</b>	<b>17</b>	<b>17</b>

Funding Allocation:  
 100% Water and Sewer Operating Fund

\* Position filled as a temporary assignment within the department  
 Note 1: Position approved to post 2016 by Administration.

# OPERATION SERVICES WATER AND SEWER

## NON-CAPITAL PROJECTS

Per Ordinance 32-16

## PROGRAM 5590

		Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget	
<b>OPERATING WATER PROJECTS</b>							
250	Water Audit	0	150,000	0	0	0.0%	
251	AMR & Adv Metering Infrastructure Eval.	0	60,000	0	0	0.0%	
252	Maintenance Mgmt. System Development & Implementation	1	0	0	200,000	4.2%	
<b>Total Water Operating Projects</b>		0	210,000	0	200,000	4.2%	
<b>OPERATING SEWER PROJECTS</b>							
260	Sewer Program Management	2	0	1,120,269	740,000	3,625,000	75.4%
261	Sewer Pump Station/Force Main Evaluation		0	835,200	600,000	0	0.0%
262	Sewer CMOM Dev. & Implementation Plan	3	0	525,150	0	53,000	1.1%
263	Sewer Engineering Svcs. Hydraulic Model Update	4	0	270,591	0	8,840	0.2%
264	Sewer P St./Massard WWTP Effluent Blending		0	158,600	0	0	0.0%
265	Sewer Program Management Office		0	84,000	0	0	0.0%
266	Operations and Consent Decree Mgmt.	5	0	0	0	770,000	16.0%
267	Consent Decree Legal Services	6	0	0	0	150,000	3.1%
<b>Total Sewer Operating Projects</b>		0	2,993,810	1,340,000	4,606,840	96%	
<b>TOTAL NON-CAPITAL PROJECTS</b>		0	3,203,810	1,340,000	4,806,840	100%	

### Multi-Year Projects-Total Estimated Costs:

1	270,000
2	8,514,000
3	925,000
4	109,000
5	865,000
6	200,000

### Funding Allocation:

100% Water & Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**WATER AND WASTEWATER  
TREATMENT ADMINISTRATION**

**PROGRAM 5601**

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
101 Regular Salaries	150,378	0	0	0
102 Overtime	69	0	0	0
103 Retirement	13,990	0	0	0
104 Social Security	11,206	0	0	0
105 Insurance	23,900	0	0	0
106 Longevity	720	0	0	0
109 Medical Expenses	75	0	0	0
111 Workers' Compensation	1,110	0	0	0
<b>Total</b>	<b>201,448</b>	<b>0</b>	<b>0</b>	<b>0</b>

**OPERATING**

201 Office Supplies	7,879	0	0	0
202 Small Equipment	99	0	0	0
203 Fuel, Oil, Lube	635	0	0	0
207 Repair of Equipment	1,351	0	0	0
210 Communications	2,897	0	0	0
212 Bonds, Insurance, Licenses	843	0	0	0
213 Postage	1,948	0	0	0
214 Advertising, Printing, Photo	16,359	0	0	0
215 Training & Travel	490	0	0	0
216 Education, Memberships, Subscriptions	1,114	0	0	0
<b>Total</b>	<b>33,615</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ADMINISTRATION TOTAL** 235,063 0 0 0

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Superintendent	17	1	0	0	0
Accounting Technician	6	1	0	0	0
Storekeeper	2	1	0	0	0
<b>EMPLOYEE POSITIONS</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

Funding Allocation:  
100% Water and Sewer Operating Fund

# OPERATION SERVICES WATER AND SEWER

## SEWER TREATMENT

## PROGRAM 5603

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	1,096,766	1,241,000	1,071,067	1,133,490	29.12%
102 Overtime	124,900	116,900	87,098	96,390	2.48%
103 Retirement	113,810	68,285	68,285	61,730	1.59%
104 Social Security	92,209	105,470	53,468	95,470	2.45%
105 Insurance	200,860	234,225	234,225	234,225	6.02%
106 Longevity	6,371	7,760	7,760	4,710	0.12%
107 Medical Expenses	4,638	2,500	2,361	2,500	0.06%
108 Employee Allowances	5,953	0	0	0	0.00%
111 Workers' Compensation	17,170	2,480	2,480	2,480	0.06%
<b>Total</b>	<b>1,662,677</b>	<b>1,778,620</b>	<b>1,526,744</b>	<b>1,630,995</b>	<b>41.89%</b>
<b>OPERATING</b>					
201 Office Supplies	0	5,000	3,800	5,000	0.13%
202 Small Equipment	11,937	18,800	44,000	48,520	1.25%
203 Fuel, Oil, Lube	20,583	24,640	14,125	16,790	0.43%
204 Clothing	17,419	21,420	26,000	33,760	0.87%
205 Custodial Equipment & Supplies	19,588	21,000	18,000	19,000	0.49%
206 Materials	320,777	418,000	260,000	260,000	6.68%
207 Repair of Equipment	179,653	206,628	260,000	260,000	6.68%
208 Repair of Buildings	26,538	30,900	50,000	50,000	1.28%
210 Communications	9,726	3,720	4,500	4,670	0.12%
211 Utilities	733,369	612,000	650,000	650,000	16.70%
212 Bonds, Insurance, Licenses	128,631	131,750	113,000	113,000	2.90%
213 Postage	0	0	0	500	0.01%
214 Advertising, Printing, Photo	0	0	704	1,000	0.03%
215 Training & Travel	1,075	1,800	2,500	19,000	0.49%
216 Education, Memberships, Subscriptions	231	1,200	1,400	8,200	0.21%
217 Lease, Rent, Taxes	31,072	1,500	5,050	7,500	0.19%
219 Other - Sludge Testing, Biosolids Disposal Landfill	444,377	486,000	400,000	410,000	10.53%
<b>Total</b>	<b>1,944,976</b>	<b>1,984,358</b>	<b>1,853,079</b>	<b>1,906,940</b>	<b>48.98%</b>
<b>CAPITAL OUTLAY</b>					
301 4WD Pickup (1) (Replacement 2003 Model)	43,906	0	0	23,500	
302 Massard Aeration Basin Blower (1) (Replacement)				37,300	
303 Massard HVAC (4) (Replacements)				35,500	
304 P Street High Pressure Water Pumps (2) (Replacements)				78,000	
305 P Street Basin Diffuser (4 basins) (Replacements)				116,640	
306 P Street Wilo Stabilized Sludge Pump (1) (Addition)				54,920	
307 P Street Solids/Chemical Handling Building Heater (Replacement)				9,300	
<b>Total Capital Outlay</b>				<b>355,160</b>	<b>9.12%</b>
<b>SEWER TREATMENT TOTAL</b>	<b>3,651,559</b>	<b>3,762,978</b>	<b>3,379,823</b>	<b>3,893,095</b>	<b>100%</b>

**SEWER TREATMENT**  
(continued)

**PROGRAM 5603**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Water & Sewer Treatment Plant Program Manager	17 Note 1	0	1	1	1
Supervisor	11	1	2	2	2
Supervisor	11	0			
Chief Operator	8	4	4	4	4
Chief Process Operator	8	1	1	1	1
Chief Solids Operator	8	2	2	2	2
Plant Operator I-IV	3-7	17	18	18	18
Swing Shift Operator	3-7	1	0	0	0
Equipment Operator II	4	2	2	2	2
Laborer (Seasonal)	1	1	0.5	0.5	0.5 v
<b>EMPLOYEE POSITIONS</b>		<b>29</b>	<b>30.5</b>	<b>30.5</b>	<b>30.5</b>

Note 1: Position Manages Program 5604 and monitors compliance.

Funding Allocation:  
100% Water and Sewer Operating Fund

# OPERATION SERVICES WATER AND SEWER

## WATER TREATMENT

## PROGRAM 5604

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	933,176	938,530	857,223	895,830	16.39%
102 Overtime	134,769	121,000	130,822	115,290	2.11%
103 Retirement	100,048	53,635	53,635	50,770	0.93%
104 Social Security	79,612	82,920	82,920	78,580	1.44%
105 Insurance	193,950	179,100	179,100	179,100	3.28%
106 Longevity	4,458	4,750	4,750	4,250	0.08%
107 Medical Expenses	2,195	150	500	1,000	0.02%
108 Employee Allowances	7,476	8,400	0	0	0.00%
111 Workers' Compensation	22,070	1,760	3,017	1,760	0.03%
<b>Total</b>	<b>1,477,754</b>	<b>1,390,245</b>	<b>1,311,967</b>	<b>1,326,580</b>	<b>24.28%</b>

## OPERATING

201 Office Supplies	0	5,000	1,100	1,000	0.02%
202 Small Equipment	16,918	25,000	37,000	38,000	0.70%
203 Fuel, Oil, Lube	12,045	12,000	7,500	7,000	0.13%
204 Clothing	14,165	19,000	15,230	22,000	0.40%
205 Custodial Equipment & Supplies	9,705	12,000	10,000	11,200	0.20%
206 Materials	900,295	965,000	1,023,056	1,500,000	27.45%
207 Repair of Equipment	160,637	145,665	106,000	110,000	2.01%
208 Repair of Buildings	82,255	85,000	118,000	120,000	2.20%
210 Communications	9,603	10,230	9,825	9,500	0.17%
211 Utilities	651,811	550,000	600,000	600,000	10.98%
212 Bonds, Insurance, Licenses (USGS payments)	225,311	214,330	210,000	225,000	4.12%
213 Postage	0	3,000	6,200	500	0.01%
214 Advertising, Printing, Photo	0	18,300	13,300	1,000	0.02%
215 Training & Travel	3,591	3,800	1,750	16,500	0.30%
216 Education, Memberships, Subscriptions	1,861	6,200	1,300	4,500	0.08%
217 Lease, Rent, Taxes	2,476	3,000	4,200	26,000	0.48%
218 Claims	0	14,000	0	0	0.00%
219 Other-Contract Services/ Backwash Lagoon Cleaning, Dam Monitoring	444,665	716,245	355,000	760,000	13.91%
<b>Total</b>	<b>2,535,338</b>	<b>2,807,770</b>	<b>2,519,461</b>	<b>3,452,200</b>	<b>63.17%</b>

**WATER TREATMENT**  
(continued)

**PROGRAM 5604**

CAPITAL OUTLAY		297,367	211,287	207,804		
301 Lee Creek Roof & Heater Replacement					136,000	
302 Lee Creek Finish Water Drive (2)					550,000	
Total Capital Outlay					686,000	
WATER TREATMENT TOTAL		4,310,459	4,409,302	4,039,232	5,464,780	87%
SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17	
Supervisor	11	2	2	2	2	
Chief Operator	8	2	2	2	2	
Plant Operator I-IV	3-7	18	18	18	18	
EMPLOYEE POSITIONS		22	22	22	22	

Note 1: Account Code 204-FY17 increase attributable to purchase of arc-flash electric hazard coveralls and face shields.

Note 2: Account Code 206-Addition of fluoride to water is budgeted for in this account code. No budget adjustments will be permitted from this account code for FY17 per Director of Finance.

Funding Allocation:  
100% Water and Sewer Operating Fund



**OPERATION SERVICES  
WATER AND SEWER**

**LABORATORY SERVICES**

**PROGRAM 5605**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
<b>PERSONNEL</b>				
101 Regular Salaries	276,572	0	0	0
102 Overtime	4,834	0	0	0
103 Retirement	22,472	0	0	0
104 Social Security	21,154	0	0	0
105 Insurance	68,240	0	0	0
106 Longevity	707	0	0	0
107 Medical Expenses	525	0	0	0
111 Workers' Compensation	3,330	0	0	0
<b>Total</b>	<b>397,834</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING</b>				
201 Office Supplies	840	0	0	0
202 Small Equipment	16,112	0	0	0
203 Fuel, Oil, Lube	8,918	0	0	0
204 Clothing	3,242	0	0	0
205 Custodial Equipment and Supplies	5,421	0	0	0
206 Materials	134,496	3,408	0	0
207 Repair of Equipment	31,977	6,535	0	0
208 Repair of Buildings	7,792	0	0	0
210 Communications	4,441	0	0	0
212 Bonds, Insurance, Licenses	5,505	0	0	0
213 Postage	2	0	0	0
214 Advertising, Printing, Photo	0	0	0	0
215 Training & Travel	4,530	0	0	0
216 Education, Memberships, Subscriptions	1,321	0	0	0
217 Lease, Rent, Taxes	3,880	0	0	0
219 Other - Contract Lab Service	46,128	0	0	0
<b>Total</b>	<b>274,605</b>	<b>9,943</b>	<b>0</b>	<b>0</b>

**LABORATORY SERVICES**  
(continued)

**PROGRAM 5605**

CAPITAL OUTLAY	103,682	0	0	0
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LABORATORY SERVICES TOTAL	776,121	9,943	0	0
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SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Laboratory Supervisor & Environmental Chemist	14	0	0	0	0
Environmental Chemist	9	1	0	0	0
Water Biologist	8	2	0	0	0
Laboratory Analyst	7	1	0	0	0
Lab Technician	5	3	0	0	0
Lab Assistant (Part time)	5	2	0	0	0
EMPLOYEE POSITIONS		9	0	0	0

Funding Allocation:  
100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**WASTEWATER EQUIPMENT  
MAINTENANCE**

**PROGRAM 5606**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
<b>PERSONNEL</b>				
101 Regular Salaries	488,582	0	0	0
102 Overtime	11,457	0	0	0
103 Retirement	46,498	0	0	0
104 Social Security	37,056	0	0	0
105 Insurance	100,190	0	0	0
106 Longevity	1,946	0	0	0
107 Medical Expenses	2,210	0	0	0
111 Workers' Compensation	24,480	0	0	0
Total	712,419	0	0	0
<b>OPERATING</b>				
202 Small Equipment	12,509	0	0	0
203 Fuel, Oil, Lube	27,088	0	0	0
204 Clothing	10,401	0	0	0
205 Custodial Equipment & Supplies	4,568	0	0	0
206 Materials	37,946	1,133	0	0
207 Repair of Equipment	272,409	6,436	0	0
208 Repair of Buildings	6,624	0	0	0
210 Communications	3,871	0	0	0
211 Utilities	273,845	0	0	0
212 Bonds, Insurance, Licenses	15,172	0	0	0
215 Training & Travel	5,151	0	0	0
216 Education, Memberships, Subscriptions	2,805	0	0	0
217 Lease, Rent, Taxes	3,145	0	0	0
219 Other - Contractual Services	14,865	0	0	0
Total	690,399	7,569	0	0

**WASTEWATER EQUIPMENT  
MAINTENANCE  
(continued)**

**PROGRAM 5606**

CAPITAL OUTLAY		105,463	0	0	0
WASTEWATER EQUIPMENT MAINTENANCE TOTAL		1,508,281	7,569	0	0
SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Supervisor	11	1	0	0	0
Chief Mechanic	8	1	0	0	0
Maintenance Machinist/ Mechanic I-IV	3-6	8	0	0	0
Grounds Maintenance Leadperson	5	1	0	0	0
Grounds Maintenance Person	3	3	0	0	0
EMPLOYEE POSITIONS		14	0	0	0

Funding Allocation:  
100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**INDUSTRIAL WASTE  
MONITORING**

**PROGRAM 5609**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
<b>PERSONNEL</b>				
101 Regular Salaries	186,616	0	0	0
102 Overtime	1,544	0	0	0
103 Retirement	13,726	0	0	0
104 Social Security	14,178	0	0	0
105 Insurance	44,980	0	0	0
106 Longevity	332	0	0	0
107 Industrial Waste Monitoring-Medical Expense	275	0	0	0
108 Employee Allowances	1,061	0	0	0
111 Workers' Compensation	5,290	0	0	0
Total	268,002	0	0	0
<b>OPERATING</b>				
201 Office Supplies	271	0	0	0
202 Small Equipment	19,504	0	0	0
203 Fuel, Oil, Lube	5,845	0	0	0
204 Clothing	1,878	0	0	0
205 Custodial Equipment & Supplies	13	0	0	0
206 Materials	5,271	0	0	0
207 Repair of Equipment	2,935	0	0	0
210 Communications	1,715	0	0	0
212 Bonds, Insurance, Licenses	3,790	0	0	0
213 Postage	14,415	0	0	0
214 Advertising, Printing, Photo	1,688	0	0	0
215 Training & Travel	5,736	0	0	0
216 Education, Memberships, Subscriptions	1,365	0	0	0
219 Other-Contract Analytical Services	3,416	0	0	0
Total	67,842	0	0	0
<b>CAPITAL OUTLAY</b>	0	0	0	0
<b>INDUSTRIAL WASTE MONITORING TOTAL</b>	<b>335,844</b>	<b>0</b>	<b>0</b>	<b>0</b>

**INDUSTRIAL WASTE  
MONITORING  
(CONTINUED)**

**PROGRAM 5609**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Supervisor*	14	1	0	0	0
Environmental Coordinator	8	1	0	0	0
Environmental Technician	6	2	0	0	0
Sampling Technician (Seasonal)	6	1.69	0	0	0
<b>EMPLOYEE POSITIONS</b>		<b>5.69</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Position supervises Program 5605 Laboratory Services also.

Funding Allocation:  
100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**WATER LINE MAINTENANCE**

**PROGRAM 5610**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	795,894	1,755,090	1,419,560	1,456,930	37.27%
102 Overtime	162,713	152,040	130,497	120,000	3.07%
103 Retirement	91,676	95,575	95,575	79,086	2.02%
104 Social Security	72,929	147,120	130,074	122,005	3.12%
105 Insurance	183,560	192,348	192,348	171,090	4.38%
106 Longevity	2,191	4,330	4,330	4,260	0.11%
107 Medical Expenses	2,142	2,380	2,300	4,000	0.10%
111 Workers' Compensation	58,870	3,920	3,920	3,600	0.09%
<b>Total</b>	<b>1,369,975</b>	<b>2,352,803</b>	<b>1,978,604</b>	<b>1,960,971</b>	<b>50.16%</b>
<b>OPERATING</b>					
201 Office Supplies	0	6,000	10,386	12,000	0.31%
202 Small Equipment	37,201	130,280	30,000	45,000	1.15%
203 Fuel, Oil, Lube	51,988	95,000	68,000	80,000	2.05%
204 Clothing	24,755	42,000	38,783	42,000	1.07%
205 Custodial, Equipment & Supplies	5,566	10,300	9,574	10,300	0.26%
206 Materials	607,103	817,000	775,000	810,000	20.72%
207 Repair of Equipment	89,893	246,500	80,000	100,000	2.56%
210 Communications	11,065	12,000	22,627	23,000	0.59%
212 Bonds, Insurance, Licenses	28,104	49,950	24,000	25,000	0.64%
213 Postage	0	1,500	300	1,000	0.03%
214 Advertising, Printing, Photo	0	4,030	1,300	4,030	0.10%
215 Training & Travel	3,663	8,500	13,000	13,000	0.33%
216 Education, Memberships, Subscriptions	1,025	7,500	12,000	12,000	0.31%
217 Lease, Rent, Taxes	390	8,000	8,000	9,000	0.23%
219 Other- Directional Boring/Fence Replacement	51,125	35,000	100,000	100,000	2.56%
<b>Total</b>	<b>911,878</b>	<b>1,473,560</b>	<b>1,192,970</b>	<b>1,286,330</b>	<b>32.90%</b>
<b>CAPITAL OUTLAY</b>					
301 Backhoe (1) (Replacement 2006 Model)				95,000	
302 Equipment Trailer (1) (Replacement 2006 Model)				17,000	
303 Meters				550,000	
<b>Total Capital Outlay</b>				<b>662,000</b>	<b>16.93%</b>
<b>WATER LINE MAINTENANCE TOTAL</b>	<b>2,370,110</b>	<b>3,907,851</b>	<b>3,277,365</b>	<b>3,909,301</b>	<b>100%</b>

**WATER LINE MAINTENANCE  
(CONTINUED)**

**PROGRAM 5610**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Water System Program Manager	17	0	1	1	1
Cross Connection Coordinator	11	0	1	1	1
Supervisor	11	2	3	3	3
Cross Connection Technician	9	0	1	1	1
Foreperson	8	0	1	1	1
Accounting Technician	6	0	1	1	1
Chief Meter Reader	6	0	1	1	1
Utility Service Leadperson	6	8	12	12	11
Senior Maintenance Person	5	0	2	2	2
Equipment Operator II	4	6	6	6	5
Maintenance Person	3	10	12	12	10
Meter Reader	3	0	8	8	8 1V
<b>EMPLOYEE POSITIONS</b>		<b>26</b>	<b>49</b>	<b>49</b>	<b>45</b>

For FY17 one (1FTE) Utility Service Leadperson, two (2FTE) Maintenance Persons and one (1FTE) Utility Leadperson were transferred to Program 5627.

Funding Allocation:  
100% Water and Sewer Operating Fund



**OPERATION SERVICES  
WATER AND SEWER**

**SEWER LINE MAINTENANCE**

**PROGRAM 5611**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	824,919	1,100,200	817,732	1,017,270	50.43%
102 Overtime	77,360	97,780	40,131	90,580	4.49%
103 Retirement	82,987	60,125	60,125	55,570	2.75%
104 Social Security	67,728	92,610	73,856	85,670	4.25%
105 Insurance	158,840	190,134	190,134	190,134	9.43%
106 Longevity	2,953	4,450	4,450	3,550	0.18%
107 Medical Expenses Note 1	3,069	5,220	2,200	5,220	0.26%
111 Workers' Compensation	40,110	2,490	2,490	2,490	0.12%
<b>Total</b>	<b>1,257,966</b>	<b>1,553,009</b>	<b>1,191,118</b>	<b>1,450,484</b>	<b>71.91%</b>
<b>OPERATING</b>					
201 Office Supplies	0	6,000	5,124	6,000	0.30%
202 Small Equipment	33,566	44,554	25,000	40,000	1.98%
203 Fuel, Oil, Lube	52,653	80,000	50,000	65,000	3.22%
204 Clothing	20,736	26,000	21,000	26,000	1.29%
205 Custodial Equipment & Supplies	6,538	10,000	5,945	10,000	0.50%
206 Materials	137,557	184,860	125,000	140,000	6.94%
207 Repair of Equipment	131,911	150,000	110,000	140,000	6.94%
208 Repair of Buildings	0	3,000	0	0	0.00%
210 Communications	10,822	6,000	11,503	12,000	0.59%
212 Bonds, Insurance, Licenses	22,283	40,000	18,000	25,000	1.24%
213 Postage	0	1,500	0	1,500	0.07%
214 Advertising, Printing Photo	0	1,000	220	1,000	0.05%
215 Training & Travel	748	1,500	7,000	8,800	0.44%
216 Education, Memberships, Subscriptions	3,978	4,800	11,000	9,500	0.47%
217 Lease, Rent, Taxes	5,224	5,000	6,700	6,800	0.34%
218 Claims	0	0	22,000	25,000	1.24%
219 Other- Directional Boring/Fence Replacement	0	0	50,000	50,000	2.48%
<b>Total</b>	<b>426,016</b>	<b>564,214</b>	<b>468,492</b>	<b>566,600</b>	<b>28.09%</b>
<b>CAPITAL OUTLAY</b>	<b>120,819</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SEWER LINE MAINTENANCE TOTAL</b>	<b>1,804,801</b>	<b>2,117,223</b>	<b>1,659,610</b>	<b>2,017,084</b>	<b>100%</b>

**SEWER LINE MAINTENANCE**  
(continued)

**PROGRAM 5611**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Sewer Systems Program Manager	17	0	1	1	1
Supervisor	11	2	2	2	2
Technician	7	1	2	2	2 1V
Utility Service Leadperson	6	3	0	0	0
Traffic Safety & Locates Leadperson	6	0	4	4	4 1V
Accounting Technician	6	0	1	1	1
Equipment Operator III	5	3	4	4	4
Senior Maintenance Person	5	4	4	4	4
Equipment Operator II	4	2	2	2	2 2V
Maintenance Person	3	9	10	10	10
<b>EMPLOYEE POSITIONS</b>		<b>24</b>	<b>30</b>	<b>30</b>	<b>30</b>

Funding Allocation:

100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**SEWER LINE CONSTRUCTION**

**PROGRAM 5612**

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
101 Regular Salaries	106,526	449,950	156,604	477,930	49.61%
102 Overtime	30,045	19,190	12,923	25,780	2.68%
103 Retirement	12,281	23,495	23,495	25,210	2.62%
104 Social Security	9,785	36,110	14,718	38,630	4.01%
105 Insurance	22,260	67,707	67,707	67,710	7.03%
106 Longevity	9	720	720	370	0.04%
107 Medical Expenses Note 1	1,143	5,000	574	5,000	0.52%
111 Workers' Compensation	6,880	1,050	1,050	1,050	0.11%
<b>Total</b>	<b>188,929</b>	<b>603,222</b>	<b>277,791</b>	<b>641,680</b>	<b>66.61%</b>
<b>OPERATING</b>					
201 Office Supplies	0	0	462	1,000	0.10%
202 Small Equipment	11,284	25,000	5,000	20,000	
203 Fuel, Oil, Lube	10,177	12,000	9,000	25,000	2.60%
204 Clothing	5,306	13,500	6,027	9,000	0.93%
205 Custodial Equipment & Supplies	3,347	3,000	6,000	7,000	0.73%
206 Materials-Waterline Materials	75,061	175,000	100,000	145,000	15.05%
207 Repair of Equipment	16,677	33,000	12,000	35,000	3.63%
208 Repair of Buildings	0	7,000	0	0	0.00%
210 Communications	1,020	1,000	700	1,200	0.12%
212 Bonds, Insurance, Licenses	3,600	10,000	1,700	2,000	0.21%
213 Postage	0	0	0	1,000	
214 Advertising, Printing, Photo	0	0	450	1,000	
215 Training & Travel	0	350	0	2,000	0.21%
216 Education, Memberships, Subscriptions	308	1,100	1,014	2,500	0.26%
217 Lease, Rent, Taxes	378	10,000	1,000	10,000	1.04%
219 Other- Directional Boring/Fence Replacement	0	0	90,000	60,000	6.23%
<b>Total</b>	<b>127,158</b>	<b>290,950</b>	<b>233,353</b>	<b>321,700</b>	<b>33.39%</b>
<b>CAPITAL OUTLAY</b>	<b>19,677</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SEWER LINE CONSTRUCTION TOTAL</b>	<b>335,764</b>	<b>894,172</b>	<b>511,144</b>	<b>963,380</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17	
Supervisor	11	0	1	1	1	
Utility Service Leadperson	6	1	3	3	3	1V
Senior Maintenance Person	5	0	1	1	2	CD
Equipment Operator II	4	1	3	3	3	
Maintenance Person	3	2	7	7	8	CD
<b>EMPLOYEE POSITIONS</b>		<b>4</b>	<b>15</b>	<b>15</b>	<b>17</b>	

For FY17 one (1FTE) Utility Service Leadperson position is currently vacant. One (1FTE) Senior Maintenance Person and one (1FTE) Maintenance Person will be added per the Consent Decree hiring schedule.

Funding Allocation:  
100% Water and Sewer Revenue Bond Issue Reimbursement

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**OPERATION SERVICES  
WATER AND SEWER**

**METERING/TRANSMISSION  
LINE MAINTENANCE**

**PROGRAM 5613**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
<b>PERSONNEL</b>				
101 Regular Salaries	604,324	0	0	0
102 Overtime	23,750	0	0	0
103 Retirement	56,816	0	0	0
104 Social Security	46,521	0	0	0
105 Insurance	129,360	0	0	0
106 Longevity	1,298	0	0	0
107 Medical Expenses	1,550	0	0	0
111 Workers' Compensation	18,780	0	0	0
<b>Total</b>	<b>882,399</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING</b>				
202 Small Equipment	56,757	0	0	0
203 Fuel, Oil, Lube	29,642	0	0	0
204 Clothing	19,088	0	0	0
205 Custodial Equipment & Supplies	5,704	0	0	0
206 Materials	196,758	33,909	0	0
207 Repair of Equipment	96,469	2,000	0	0
210 Communications	13,032	0	0	0
212 Bonds, Insurance, Licenses	18,446	0	0	0
214 Advertising, Printing, Photo	834	0	0	0
215 Training & Travel	6,857	0	0	0
216 Education, Memberships, Subscriptions	3,059	0	0	0
217 Lease, Rent, Taxes	1,592	0	0	0
<b>Total</b>	<b>448,238</b>	<b>35,909</b>	<b>0</b>	<b>0</b>

**METERING/TRANSMISSION  
LINE MAINTENANCE  
(continued)**

**PROGRAM 5613**

CAPITAL OUTLAY	542,532	20,327	0	0
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METERING/TRANSMISSION LINE MAINTENANCE TOTAL	1,873,169	56,236	0	0
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SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Supervisor	11	1	0	0	0
Foreperson	8	1	0	0	0
Utility Service Leadperson	6	3	0	0	0
Chief Meter Reader	6	1	0	0	0
Senior Maintenance Person	5	2	0	0	0
Equipment Operator II	4	0	0	0	0
Maintenance Person	3	3	0	0	0
Meter Reader	3	8	0	0	0
Laborer (Seasonal)	1	0.5	0	0	0
EMPLOYEE POSITIONS		19.5	0	0	0

Funding Allocation:  
100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**WATER AND WASTEWATER LINE  
MAINTENANCE ADMINISTRATION**

**PROGRAM 5615**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
<b>PERSONNEL</b>				
101 Regular Salaries	540,784	0	0	0
102 Overtime	54,294	0	0	0
103 Retirement	55,049	0	0	0
104 Social Security	44,283	0	0	0
105 Insurance	85,580	0	0	0
106 Longevity	1,898	0	0	0
107 Medical Expenses	235	0	0	0
109 Employee Allowances	461	0	0	0
111 Workers' Compensation	7,820	0	0	0
<b>Total</b>	<b>790,404</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING</b>				
201 Office Supplies	17,365	0	0	0
202 Small Equipment	20,001	0	0	0
203 Fuel, Oil, Lube	12,304	0	0	0
204 Clothing	5,542	0	0	0
205 Custodial Equipment & Supplies	5,652	0	0	0
206 Materials	537	0	0	0
207 Repair of Equipment	16,823	1,235	0	0
208 Repair of Buildings	2,397	0	0	0
210 Communications	19,718	0	0	0
212 Bonds, Insurance, Licenses	11,090	0	0	0
213 Postage	2,323	0	0	0
214 Advertising, Printing, Photo	8,827	0	0	0
215 Training & Travel	8,116	0	0	0
216 Education, Memberships, Subscriptions	4,359	0	0	0
217 Lease, Rent, Taxes	(48,140)	0	0	0
219 Other- Site Restoration Services	70,597	0	0	0
<b>Total</b>	<b>157,511</b>	<b>1,235</b>	<b>0</b>	<b>0</b>

**WATER AND WASTEWATER LINE  
MAINTENANCE ADMINISTRATION  
(continued)**

**PROGRAM 5615**

CAPITAL OUTLAY	25,970	25,970	0	0
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WATER AND WASTEWATER LINE MAINTENANCE ADMINISTRATION TOTAL	973,885	27,205	0	0
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SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Superintendent	17	1	0	0	0
Supervisor	11	1	0	0	0
Chief System Control Operator	8	1	0	0	0
Warehouse Foreperson	8	1	0	0	0
System Control Operator I-IV	3-7	5	0	0	0
Equipment Mechanic Body Repair	6	1	0	0	0
Heavy Equipment Mechanic	6	1	0	0	0
Accounting Technician	6	1	0	0	0
Secretary	5	0	0	0	0
Senior Maintenance Person	5	1	0	0	0
Maintenance Person	3	1	0	0	0

EMPLOYEE POSITIONS	14	0	0	0
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Funding Allocation:  
100% Water and Sewer Operating Fund



**OPERATION SERVICES  
WATER AND SEWER**

**WATER STATIONARY  
EQUIPMENT MAINTENANCE**

**PROGRAM 5616**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
<b>PERSONNEL</b>				
101 Regular Salaries	484,585	0	0	0
102 Overtime	17,116	0	0	0
103 Retirement	46,416	0	0	0
104 Social Security	37,869	0	0	0
105 Insurance	62,020	0	0	0
106 Longevity	1,803	0	0	0
107 Medical Expenses	165	0	0	0
111 Workers' Compensation	10,930	0	0	0
<b>Total</b>	<b>660,904</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING</b>				
202 Small Equipment	34,748	0	0	0
203 Fuel, Oil, Lube	23,145	0	0	0
204 Clothing	9,604	0	0	0
205 Custodial Equipment & Supplies	4,418	0	0	0
206 Materials	42,560	0	0	0
207 Repair of Equipment	112,400	7,560	0	0
208 Repair of Buildings	21,798	0	0	0
210 Communications	12,350	0	0	0
211 Utilities	176,191	0	0	0
212 Bonds, Insurance, Licenses	19,329	0	0	0
215 Training & Travel	8,612	0	0	0
216 Education, Memberships, Subscriptions	956	0	0	0
217 Lease, Rent, Taxes	2,133	0	0	0
219 Other - Contractual Services/Lee Creek Turbine Generator	41,449	63,290	0	0
<b>Total</b>	<b>509,693</b>	<b>70,850</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>	<b>12,350</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WATER STATIONARY EQUIPMENT MAINTENANCE TOTAL</b>	<b>1,182,947</b>	<b>70,850</b>	<b>0</b>	<b>0</b>

**WATER STATIONARY  
EQUIPMENT MAINTENANCE**  
(continued)

**PROGRAM 5616**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Supervisor	11	1	0	0	0
Electronics Technician	8	3	0	0	0
Electrician	8	2	0	0	0
Maintenance Machinist/ Mechanic I-IV	3-6	4	0	0	0
EMPLOYEE POSITIONS		10	0	0	0

Funding Allocation:  
100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**DEBT SERVICE**

**PROGRAM 5618**

		Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
417	Transfer to Water and Sewer Bond Fund - 2005B Series	835,300	0	0	0
	Note 1				
418	Transfer to Water and Sewer Bond Fund - 2007 Series	1,889,100	1,890,969	1,889,640	0
	Note 3				
419	Transfer to Water and Sewer Bond Fund - 2008 Series	6,919,300	6,920,529	6,921,124	3,008,100 *
	Note 2				
422	Transfer to Water and Sewer Bond Fund - 2011 Series	1,808,200	1,813,922	1,812,732	1,810,623
423	Transfer to Water and Sewer Bond Fund - 2012 Series	2,148,950	2,149,300	2,148,316	2,147,167
423	Transfer to Water and Sewer Bond Fund - 2015 Series	0	2,193,042	2,881,937	2,328,083
424	Transfer to Water and Sewer Bond Fund - 2016 Series	0	0	0	4,235,040
	Note 3				
<b>DEBT SERVICE TOTAL</b>		<b>13,600,850</b>	<b>14,967,762</b>	<b>15,653,749</b>	<b>13,529,013</b>
	Note				

Note 1: 2005B Bonds refunded with issue of 2015 Series

Note 2: Transfer to Water & Sewer Bond Fund is for the Remaining 2008 Series.

Note 3: Transfer includes portion of the 2008 Series that were refunded and the 2007 Series that were fully refunded with the 2016 Issue.

\* Final Debt Service numbers will be calculated once the sale of the Water & Sewer Refunding Revenue Bonds Series 2016 is complete.

Funding Allocation:  
100% Water and Sewer Operating Fund

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**OPERATION SERVICES  
WATER AND SEWER**

**CONSENT DECREE INITIATION  
2015 Staffing Per Ordinance 35-15**

**PROGRAM 5620**

	Actual FY15	Budget FY16	Estimated FY16	Budget FY17
<b>PERSONNEL</b>				
101 Regular Salaries	159,070	0	0	0
102 Overtime	5,512	0	0	0
103 Retirement	16,527	0	0	0
104 Social Security	12,318	0	0	0
105 Insurance	94,180	0	0	0
106 Longevity	411	0	0	0
107 Medical Expenses	375	0	0	0
109 Employee Allowances	277	0	0	0
111 Workers' Compensation	25,530	0	0	0
<b>Total</b>	<b>314,200</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING</b>				
201 Office Supplies	0	0	0	0
202 Small Equipment	23,374	0	0	0
203 Fuel, Oil, Lube	0	0	0	0
204 Clothing	2,169	0	0	0
205 Custodial Equipment & Supplies	10	0	0	0
206 Materials	598	0	0	0
207 Repair of Equipment	0	0	0	0
208 Repair of Buildings	0	0	0	0
210 Communications	1,622	0	0	0
211 Utilities	0	0	0	0
212 Bonds, Insurance, Licenses	169	0	0	0
213 Postage	0	0	0	0
214 Advertising, Printing, Photo	6,254	4,000	0	0
215 Training & Travel	4,910	0	0	0
216 Education, Memberships, Subscriptions	430	0	0	0
217 Lease Rent, Taxes	41,722	0	0	0
219 Other	1,375	0	0	0
<b>Total</b>	<b>82,633</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL CONSENT DECREE INITIATION</b>	<b>396,833</b>	<b>4,000</b>	<b>0</b>	<b>0</b>

**CONSENT DECREE INITIATION**  
**2015 Staffing Per Ordinance 35-15**  
**(continued)**

**PROGRAM 5620**

Note 1

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Deputy Director of Business Admin.	20	1	0	0	0
Deputy Director of Operations	20	1	0	0	0
Deputy Director of Systems	20	1	0	0	0
Business & Finance Program Manager	17	1	0	0	0
Communications/Training Program Mgr.	17	1	0	0	0
Engineering & Engineering Tech.Mgr.	17	1	0	0	0
Fleet, Building & Station Program Mgr.	17	1	0	0	0
Sewer System Program Manager	17	1	0	0	0
GIS Manager/Editor	16	1	0	0	0
Information System Manager/Analyst	15	1	0	0	0
Supervisor	14	1	0	0	0
Senior GIS Analyst/Editor	13	1	0	0	0
Senior Work Order System Analyst	13	1	0	0	0
Communications & Public Relations Mgr.	12	1	0	0	0
Business Analyst & Strategic Plan Coord.	11	1	0	0	0
FOG Coordinator	9	1	0	0	0
Supervisor	11	1	0	0	0
Technology Coordinator	11	1	0	0	0
Administrative Coordinator	9	2	0	0	0
Electrician	8	1	0	0	0
Electronic Technician	8	1	0	0	0
Laboratory Analyst	7	1	0	0	0
System Control Operator	3-7	2	0	0	0
Traffic Safety & Locates Leadperson	6	1	0	0	0
Senior Clerk II	5	1	0	0	0
Maintenance Person	3	1	0	0	0
<b>EMPLOYEE POSITIONS</b>		<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note 1: Program was created for initiation of consent decree requirements. Personnel in this program were in disbursed between multiple programs during FY16.

Funding Allocation:  
 100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER**

**ENVIRONMENTAL QUALITY**

**PROGRAM 5625**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	0	781,280	493,592	854,380	44.14%
102 Overtime	0	33,380	15,000	39,120	2.02%
103 Retirement	0	40,805	40,805	44,750	2.31%
104 Social Security	0	62,670	43,228	68,610	3.54%
105 Insurance	0	104,553	104,553	104,553	5.40%
106 Longevity	0	1,440	1,440	1,520	0.08%
107 Medical Expenses	0	0	1,000	2,500	0.13%
111 Workers' Compensation	0	1,200	1,200	1,200	0.06%
Total	0	1,025,328	700,818	1,116,633	57.69%
<b>OPERATING</b>					
201 Office Supplies	0	4,600	609	5,000	0.26%
202 Small Equipment	Note 1	66,930	36,000	83,250	4.30%
203 Fuel, Oil, Lube		24,650	16,000	21,000	1.08%
204 Clothing		10,160	9,686	15,260	0.79%
205 Custodial Equipment & Supplies		6,830	1,600	3,500	0.18%
206 Materials		155,400	120,000	125,000	6.46%
207 Repair of Equipment		34,500	48,000	82,810	4.28%
208 Repair of Buildings		5,250	8,300	8,500	0.44%
209 Merchandise	Note 2	0	0	25,000	1.29%
210 Communications		7,600	2,000	5,000	0.26%
212 Bonds, Insurance, Licenses		17,880	4,000	9,000	0.46%
213 Postage	Note 3	30,000	12,000	31,000	1.60%
214 Advertising, Printing, Photo		27,500	4,000	25,680	1.33%
215 Training & Travel		17,000	11,500	26,000	1.34%
216 Education, Memberships, Subscriptions		10,330	1,890	10,000	0.52%
217 Lease, Rent, Taxes	Note 4	0	5,000	17,000	0.88%
218 Claims-Sampling		10,000	500	2,000	0.10%
219 Other		99,750	65,000	82,820	4.28%
Total	0	528,380	346,085	577,820	29.85%
<b>CAPITAL OUTLAY</b>					
301 ICP Mass Spec (Replacement)	0	0	0	159,650	
302 Hydro Lab Surveyor 4 w/50 M Cable (1) (Addition)				15,950	
303 1/2 Ton 4WD Pickup (1) (Replacement 2006 Model)				23,100	
304 Infracal 2 FOG IR Analysis System (5) (Addition)				42,500	
				241,200	12.46%
<b>TOTAL CONSENT ENVIRONMENTAL QUALITY</b>	<b>0</b>	<b>1,553,708</b>	<b>1,046,903</b>	<b>1,935,653</b>	<b>100%</b>

Note 1: Account Code 202 FY17 includes funds for a FOG Coordinator equipment package with tools.

Note 2: Account Code 209 FY17 includes funds for informational materials for citizens and industries to educate them about the new FOG program.

Note 3: Account Code 213 FY17 includes additional postage to mail informational materials regarding new FOG program.

Note 4: Account Code 217 FY17 includes rental for DI System required for all labs.

**ENVIRONMENTAL QUALITY**  
(continued)

**PROGRAM 5625**

SCHEDULE OF PERSONNEL	PAY GRADE	FY 15	FY 16	FY 16	FY 17
Environmental Quality Program Mgr.	17	0	1	1	1
Laboratory Supervisor & Environmental Chemist	14	0	1	1	1
Environmental Monitoring Supervisor	14	0	1	1	1
FOG Coordinator	9	0	1	1	1
Environmental Coordinator	9	0	1	1	1
Biologist	8	0	2	2	2
FOG Inspector	8 *	0	2	2	4 2V
Environmental Technician	8	0	2	2	2
Watershed Maintenance Coordinator	8 **	0	0	1	1
Lab Analyst	7	0	2	2	2
Assistant Biologist-Sampling Tech.	6	0	2	2	2
Laboratory Technician	5	0	3	3	3
Lab Assistant (Part-Time)	5	0	2	2	2
<b>EMPLOYEE POSITIONS</b>		<b>0</b>	<b>20</b>	<b>21</b>	<b>23</b>

\* Two (2FTE) FOG Inspectors approved as part of the Consent Decree hiring plan.

\*\* Position approved for mid-year hire per Administration. Transferred from Program 5626.

Funding Allocation:  
100% Water and Sewer Operating Fund



# OPERATION SERVICES WATER AND SEWER

## FLEET, BUILDING, STATION & ENVIRONMENTAL MAINTENANCE

## PROGRAM 5626

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	0	1,362,950	1,088,832	1,386,380	39.62%
102 Overtime	0	32,730	21,641	53,180	1.52%
103 Retirement	0	70,010	70,010	70,010	2.00%
104 Social Security	0	107,980	99,322	111,090	3.17%
105 Insurance	0	156,186	156,186	156,186	4.46%
106 Longevity	0	4,460	4,460	3,420	0.10%
107 Medical Expenses	0	2,000	3,840	3,600	0.10%
111 Workers' Compensation	0	2,840	2,840	2,840	0.08%
<b>Total</b>	<b>0</b>	<b>1,739,156</b>	<b>1,447,131</b>	<b>1,786,706</b>	<b>51.06%</b>
<b>OPERATING</b>					
201 Office Supplies	0	1,000	2,682	2,530	0.07%
202 Small Equipment	0	60,000	46,000	67,170	1.92%
203 Fuel, Oil, Lube	0	52,500	46,000	80,000	2.29%
204 Clothing	0	27,200	30,146	36,940	1.06%
205 Custodial Equipment & Supplies	0	9,000	31,658	34,000	0.97%
206 Materials	0	108,000	70,000	120,000	3.43%
207 Repair of Equipment	0	450,000	200,000	265,000	7.57%
208 Repair of Buildings	0	40,000	37,000	207,000	5.92%
210 Communications	0	6,500	11,063	11,000	0.31%
211 Utilities	0	480,000	400,000	450,000	12.86%
212 Bonds, Insurance, Licenses	0	29,140	13,000	32,000	0.91%
213 Postage	0	0	0	500	0.01%
214 Advertising, Printing, Photo	0	0	3,200	2,500	0.07%
215 Training & Travel	0	16,000	5,500	47,000	1.34%
216 Education, Memberships, Subscriptions	0	11,000	1,600	25,000	0.71%
217 Lease, Rent, Taxes	0	10,000	4,400	6,000	0.17%
218 Claims	0	0	0	2,000	0.06%
219 Other	0	100,000	23,000	100,000	2.86%
<b>Total</b>	<b>0</b>	<b>1,400,340</b>	<b>925,249</b>	<b>1,488,640</b>	<b>42.54%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>		
301 1 Ton Cab/Chassis Auto Crane (1) (Replacement 2005 Model)				66,500	
302 1/2 Ton 4WD Pickup w/Extended Cab (1) (Replacement 2002 Model)				25,300	
303 Pickup w/Service Bed (1) (Replacement 2006 Model)				32,500	
304 1 Ton Cab/Chassis w/Utility Bed (1) (Replacement 2006 Model)				56,000	
305 Garage Truck Lift (1) (Addition)				43,800	
<b>Total Capital Outlay</b>				<b>224,100</b>	<b>6.40%</b>

## TOTAL FLEET, BUILDING, STATION & EASEMENT MAINTENANCE

0 3,139,496 2,372,380 3,499,446 100%

Note 1: Account Code 101 FY17 includes standby pay- emergency response team (Consent Decree requirement)

Note 2: Account Code 202 FY17 includes funds to outfit new vehicles with necessary equipment.

Note 3: Account Code 208 FY17 includes funding for Phase 1 of 3 elevated tank cleaning program.

Note 4: Account Code 212 FY17 includes Crawford County property tax payment.

Note 5: Account Code 216 FY17 includes exam fees.

**FLEET, BUILDING, STATION &  
ENVIRONMENTAL MAINTENANCE**  
(continued)

**PROGRAM 5626**

SCHEDULE OF PERSONNEL	PAY GRADE	FY 15	FY 16	FY 16	FY 17
Fleet, Building & Station Program Mgr.	17	0	1	1	1
Supervisor	11	0	2	2	2
Chief Mechanic	8	0	1	1	1
Chief Equipment Mechanic	8	0	1	1	1
Electrician IV	8 *	0	4	4	4 1V
Electronic Technician IV	8 *	0	4	4	4 1V
Accounting Technician	6	0	1	1	1
Equipment Mechanic Body Repair	6	0	1	1	1
Maintenance Machinist/Mechanic (I-V)	3-6 **	0	14	14	15
Grounds Maintenance Leadperson	5	0	1	1	1
Grounds Maintenance Person	3	0	3	3	3
Maintenance Person	3	0	2	2	2
Laborer (Seasonal)	1	0	0.5	0.5	0.5 v
Laborer (Seasonal)	1	0	0.5	0.5	0.5 v
<b>EMPLOYEE POSITIONS</b>		<b>0</b>	<b>36</b>	<b>36</b>	<b>37</b>

\* One Electrician and One Electronic Technician position are trained for both water and wastewater.

\*\* One (1FTE) Maintenance Machinist/Mechanic approved for hire in FY17 as part of the Consent Decree hiring plan.

Funding Allocation:

100% Water and Sewer Operating Fund

# OPERATION SERVICES WATER AND SEWER

## Water System Construction

## PROGRAM 5627

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
101 Regular Salaries	0	0	0	126,070	38.15%
102 Overtime	0	0	0	20,000	6.05%
103 Retirement	0	0	0	6,304	1.91%
104 Social Security	0	0	0	9,645	2.92%
105 Insurance	0	0	0	21,260	6.43%
106 Longevity	0	0	0	490	0.15%
107 Medical Expenses	0	0	0	330	0.10%
111 Workers' Compensation	0	0	0	320	0.10%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>184,419</b>	<b>55.81%</b>
<b>OPERATING</b>					
202 Small Equipment	0	0	0	12,000	3.63%
203 Fuel, Oil, Lube	0	0	0	9,000	2.72%
204 Clothing	0	0	0	4,000	1.21%
205 Custodial Equipment & Supplies	0	0	0	1,000	0.30%
206 Materials	0	0	0	80,000	24.21%
207 Repair of Equipment	0	0	0	20,000	6.05%
210 Communications	0	0	0	2,000	0.61%
212 Bonds, Insurance, Licenses	0	0	0	5,000	1.51%
215 Training & Travel	0	0	0	1,000	0.30%
216 Education, Memberships, Subscriptions	0	0	0	1,000	0.30%
217 Lease, Rent, Taxes	0	0	0	1,000	0.30%
219 Other	0	0	0	10,000	3.03%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>146,000</b>	<b>44.19%</b>
<b>TOTAL WATER SYSTEM CONSTRUCTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>330,419</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
Utility Service Leadperson	6	0	0	0	1	
Equipment Operator II	4	0	0	0	1	
Maintenance Person	3	0	0	0	2	1V
<b>EMPLOYEE POSITIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	

NEW PROGRAM FY17 BUDGET-Companion to Program 5612

Note: All positions transferred from Program 5610

Funding Allocation:

100% Water and Sewer Revenue Bond Issue Reimbursement

## PARKS AND RECREATION OVERVIEW:

The Parks and Recreation Department oversees the operation of seven programs: 6201 Parks Maintenance, 6202 Oak Cemetery, 6204 Community Centers, 6205 Aquatics; 6206 River Park/Downtown Maintenance, 6207 The Park at West End and 6208 1/8% Sales Tax Operations. The Department serves as a leader in the community in creating health and well being of citizens through providing high quality services which connect the community through facilities, opportunities for social engagement, and programming that encourages a healthy living lifestyle (Comprehensive Plan: Goal NCR-4). The Department seeks options to improve the city's parks system and enhance citizen's parks and recreation experience/ Beautification and maintenance of 311 acres of city parks for recreational purposes is a function of the Department. In addition, the Department manages the historic 30.27 acre Oak Cemetery, and operates the Creekmore Community Center and Elm Grove Community Center which provide affordable event locations for citizens. The Department oversees an Olympic-size swimming pool, two splash pads, and three wading pools. In addition the Department manages the River Park trail and facilities, Garrison Avenue Streetscape, and Downtown parking areas.

The FY17 Budget is less than the FY16 budget and the total positions for the Department is consistent with staffing levels for FY16.

For purposes of presentation, Program 6208 1/8% Sales Tax was separated and presented below the other programs.

PARKS & RECREATION	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 1,535,397	\$ 1,424,321	\$ 1,267,791	\$ 1,444,000	\$ 1,444,000
Operating Expenditures	844,208	886,182	689,740	786,780	786,780
Operating Budget	\$ 2,379,605	\$ 2,310,503	\$ 1,957,531	\$ 2,230,780	\$ 2,230,780
Capital Outlay	130,922	54,000	0	0	0
Budget Appropriation	\$ 2,510,527	\$ 2,364,503	\$ 1,957,531	\$ 2,230,780	\$ 2,230,780
Authorized Positions	39.10	35.35	35.35	34.85	34.85

## 1/8% SALES TAX PARKS OVERVIEW:

PARKS & RECREATION	ACTUAL FY15	BUDGET FY16	ESTIMATED FY16	BUDGET FY17	BUDGET FY18
Personnel Expenditures	\$ 158,342	\$ 324,453	\$ 184,042	\$ 293,060	\$ 293,060
Operating Expenditures	84,216	289,470	236,667	255,400	255,400
Operating Budget	\$ 242,558	\$ 613,923	\$ 420,709	\$ 548,460	\$ 548,460
Capital Outlay	4,325,133	2,050,000	2,207,018	2,000,000	2,000,000
Budget Appropriation	\$ 4,567,691	\$ 2,663,923	\$ 2,627,727	\$ 2,548,460	\$ 2,548,460
Authorized Positions	6.00	7.00	7.00	7.00	7.00

## **PARKS AND RECREATION DEPARTMENT GOALS**

To attract and retain young professionals through the utilization and enhancement of parks, trails and recreational programming.

### **PARKS AND RECREATION DEPARTMENT 2017 SERVICE OBJECTIVES**

1. Expand the role of parks by developing a healthy living campaign to commence mid-year 2018. (City-Wide Goal 1; Comprehensive Plan: Goal NCR-1)
2. Continue to meet the goals of the Capital Improvement Plan through dedicated funding of the 1/4% sales and use tax. (City-Wide Goal 2; Comprehensive Plan: NCR-1)
3. Promote riverfront development by constructing a soccer complex on the Riverfront Drive property. (City-Wide Goal 4; Comprehensive Plan: FLU-2.3)
4. Continue to develop a continuous and connective trail system throughout the community. (Comprehensive Plan: FLU-3.2.3)
5. Maintain open communication between the City, CBID, Parks Commission and citizens through participation in public programs. (Comprehensive Plan: PFS-2.2)

City of Fort Smith

FY17

Budget Comparison Summary - General Fund Sales Tax

1/8% Parks Department Program 6208

	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Budgeted FY16	Estimated FY16	Budget FY17	Increase (Decrease)	Projected FY18
<b>Revenues</b>									
Taxes and Assessments	384,112	2,433,622	2,512,377	2,547,519	2,613,500	2,640,000	2,666,500	26,500	2,693,000
Parks Contributions	0	0	0	1,362,316	150,000	150,000	1,014,000	864,000	0
<b>Total</b>	<b>\$ 384,112</b>	<b>\$ 2,433,622</b>	<b>\$ 2,512,377</b>	<b>\$ 3,909,835</b>	<b>\$ 2,763,500</b>	<b>\$ 2,790,000</b>	<b>\$ 3,680,500</b>	<b>\$ 890,500</b>	<b>\$ 2,693,000</b>
<b>Expenditures</b>									
Parks/ Operation Services	0	770,384	1,443,070	4,567,691	2,663,923	2,627,727	2,548,460	(79,267)	3,848,460
<b>Total</b>	<b>\$ 0</b>	<b>\$ 770,384</b>	<b>\$ 1,443,070</b>	<b>\$ 4,567,691</b>	<b>\$ 2,663,923</b>	<b>\$ 2,627,727</b>	<b>\$ 2,548,460</b>	<b>\$ (79,267)</b>	<b>\$ 3,848,460</b>
<b>Excess (Deficiency)</b>									
Revenues Over Expenditures	\$ 384,112	\$ 1,663,238	\$ 1,069,307	\$ (657,856)	\$ 99,577	\$ 162,273	\$ 1,132,040	\$ 969,767	\$ (1,155,460)
<b>Fund Balance, Beginning of Year</b>									
	0	384,112	2,047,350	3,116,656	2,458,800	2,458,800	2,621,073	162,273	3,753,113
<b>Fund Balance, End of Year</b>									
	<b>\$ 384,112</b>	<b>\$ 2,047,350</b>	<b>\$ 3,116,656</b>	<b>\$ 2,458,800</b>	<b>\$ 2,558,377</b>	<b>\$ 2,621,073</b>	<b>\$ 3,753,113</b>	<b>\$ 1,132,040</b>	<b>\$ 2,597,653</b>
Contingency Reserve Percent	0.0%	265.8%	216.0%	53.8%	96.0%	99.7%	147.3%		67.5%

# OPERATION SERVICES PARKS AND RECREATION

## PARKS MAINTENANCE

## PROGRAM 6201

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	709,646	679,450	582,329	658,030	49.36%
102 Overtime	3,713	3,500	1,103	2,500	0.19%
103 Retirement	55,891	31,840	21,519	30,460	2.28%
104 Social Security	53,903	53,410	43,459	51,650	3.87%
105 Insurance	165,230	148,707	145,560	148,710	11.15%
106 Longevity	2,438	2,770	2,390	2,290	0.17%
107 Medical Expenses	105	750	223	500	0.04%
108 Other-Vehicle Allowance	7,919	5,400	5,400	5,400	0.41%
111 Workers' Compensation	10,160	3,000	3,000	3,000	0.23%
<b>Total</b>	<b>1,009,005</b>	<b>928,827</b>	<b>804,983</b>	<b>902,540</b>	<b>67.70%</b>

## OPERATING

201 Office Supplies	862	1,000	1,102	1,000	0.08%	
202 Small Equipment	11,131	20,139	15,297	16,000	1.20%	
203 Fuel, Oil, Lube	26,014	42,000	20,072	26,260	1.97%	
204 Clothing	10,605	10,750	9,423	12,520	0.94%	
205 Custodial Equipment & Supplies	4,700	6,000	3,403	6,000	0.45%	
206 Materials	52,429	56,500	37,281	44,310	3.32%	
207 Repair of Equipment	36,202	39,406	38,085	40,000	3.00%	
208 Repair of Buildings	17,326	22,500	9,200	18,000	1.35%	
210 Communications	10,562	8,000	5,871	3,500	0.26%	
211 Utilities	92,384	90,000	82,000	88,500	6.64%	
212 Bonds, Insurance, Licenses	35,839	36,000	24,000	24,140	1.81%	
213 Postage	263	300	325	300	0.02%	
214 Advertising, Printing, Photo	6,712	2,000	901	1,500	0.11%	
215 Training & Travel	Note 2	4,636	2,000	1,425	5,000	0.38%
216 Education, Memberships, Subscriptions		4,533	4,790	1,137	2,000	0.15%
217 Lease, Rent, Taxes	Note 1	14,033	16,218	9,987	32,500	2.44%
219 Other-Recreation Programming		10,960	12,250	12,250	14,100	1.06%
230 Contractual Services		177,326	121,500	94,941	95,000	7.13%
<b>Total</b>		<b>516,517</b>	<b>491,353</b>	<b>366,700</b>	<b>430,630</b>	<b>32.30%</b>

**PARKS MAINTENANCE**  
(continued)

**PROGRAM 6201**

CAPITAL OUTLAY	39,462	0	0	0	
PARKS MAINTENANCE TOTAL	1,564,984	1,420,180	1,171,683	1,333,170	100%

Note 1: Lease of 2 backhoes (\$1,400mth x 2)- a portion of 1 backhoe will come from 6202 & 6206

Note 2: Sending Senior Maintenance Worker to obtain commercial herbicide/pesticide license.

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Parks & Recreation Director	21	1	1	1	1
Maintenance Supervisor	11	1	1	1	1
Recreation Supervisor	11	1	1	1	1
Park Maintenance Technician	8	2	2	2	2
Administrative Secretary	7	1	1	1	1
Senior Maintenance Person	5	2	2	1	2
Equipment Operator II	4	2	2	2	2
Maintenance Person	3	4	4	5	4
Laborer (Seasonal)	1	5.5	4.5	4.5	4.5
EMPLOYEE POSITIONS		19.5	18.5	18.5	18.5

Funding Allocation for Personnel & Operating Costs:

85% General Fund

15% Street Maintenance Fund

Funding Allocation for Capital Outlay:

100% General Fund



# OPERATION SERVICES PARKS AND RECREATION

## OAK CEMETERY

## PROGRAM 6202

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget	
101 Regular Salaries	94,985	90,750	82,083	100,030	65.00%	
102 Overtime	2,064	2,600	2,649	2,730	1.77%	
103 Retirement	7,124	3,815	2,838	3,810	2.48%	
104 Social Security	7,059	7,280	6,103	8,040	5.22%	
105 Insurance	21,720	19,548	19,548	19,550	12.70%	
106 Longevity	600	610	610	610	0.40%	
107 Medical Expenses	0	500	111	300	0.19%	
111 Workers' Compensation	960	600	600	600	0.39%	
<b>Total</b>	<b>134,512</b>	<b>125,703</b>	<b>114,542</b>	<b>135,670</b>	<b>88.16%</b>	
<b>OPERATING</b>						
201 Office Supplies	44	250	100	100	0.06%	
202 Small Equipment	2,242	1,500	952	1,500	0.97%	
203 Fuel, Oil, Lube	1,450	1,200	1,480	1,470	0.96%	
204 Clothing	746	1,500	652	1,880	1.22%	
205 Custodial Equipment & Supplies	459	300	1,074	550	0.36%	
206 Materials	545	750	1,200	1,000	0.65%	
207 Repair of Equipment	Note 4	1,964	3,250	5,300	3.25%	
208 Repair of Buildings		932	1,750	100	1,500	0.97%
210 Communications		62	250	150	160	0.10%
211 Utilities		2,805	3,250	3,000	3,500	2.27%
212 Bonds, Insurance, Licenses		107	500	400	560	0.36%
213 Postage	Note 1	35	100	0	0	0.00%
214 Advertising, Printing, Photo		8	0	0	0	0.00%
216 Education, Memberships, Subscriptions		0	0	0	0	0.00%
217 Lease, Rent, Taxes	Note 2	160	500	0	1,000	0.65%
219 Other- Tree Care, Tales of the Crypt	Note 3	4,695	1,500	0	0	0.00%
<b>Total</b>		<b>16,254</b>	<b>16,600</b>	<b>14,408</b>	<b>18,220</b>	<b>11.84%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OAK CEMETERY TOTAL</b>	<b>150,766</b>	<b>142,303</b>	<b>128,950</b>	<b>153,890</b>	<b>100%</b>	

Note 1: Account Code 213-Tales of the Crypt programs no longer sent through mail.

Note 2: Account Code 217-Partial expense for lease of 1 backhoe

Note 3: Account Code 219-Expenses paid from Department 4100 Budget.

Note 4: Account Code 207-FY16 Estimate includes unanticipated repair of mowers assets 1071 and 1072.

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Sexton	5	1	1	1	1
Maintenance Person	3	1	1	1	1
Laborer (Seasonal)	1	1.5	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>3.5</b>	<b>3</b>	<b>3</b>	<b>3</b>

Funding Allocation:  
100% General Fund

**OPERATION SERVICES  
PARKS AND RECREATION**

**COMMUNITY CENTERS**

**PROGRAM 6204**

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
101 Regular Salaries	85,857	88,650	87,224	89,890	55.00%
102 Overtime	2,299	1,000	427	500	0.31%
103 Retirement	5,361	2,925	2,925	2,990	1.83%
104 Social Security	6,774	8,350	7,580	7,000	4.28%
105 Insurance	30,930	27,837	27,837	27,840	17.03%
106 Longevity	120	250	250	310	0.19%
107 Medical Expenses	0	200	0	150	0.09%
111 Workers' Compensation	980	600	600	600	0.37%
<b>Total</b>	<b>132,321</b>	<b>129,812</b>	<b>126,843</b>	<b>129,280</b>	<b>79.10%</b>

**OPERATING**

201 Office Supplies	411	500	125	150	0.09%
202 Small Equipment	1,660	2,000	1,500	2,000	1.22%
204 Clothing	494	0	0	0	0.00%
205 Custodial Equipment and Supplies	5,475	5,000	4,797	5,000	3.06%
206 Materials	1,797	1,500	1,453	1,500	0.92%
207 Repair of Equipment	44	500	200	500	0.31%
208 Repair of Buildings	11,091	7,000	6,200	5,000	3.06%
210 Communications	224	500	0	0	0.00%
211 Utilities	15,084	20,000	16,702	20,000	12.24%
212 Bonds, Insurance, License	0	0	0	0	
<b>Total</b>	<b>36,280</b>	<b>37,000</b>	<b>30,977</b>	<b>34,150</b>	<b>20.90%</b>

<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
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<b>COMMUNITY CENTERS TOTAL</b>	<b>168,601</b>	<b>166,812</b>	<b>157,820</b>	<b>163,430</b>	<b>100%</b>
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SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Senior Clerk II	5	0	1	1	1
Clerk	3	2	1	1	1
Laborer (Part-time)	1	2.25	2	2	1.5
<b>EMPLOYEE POSITIONS</b>		<b>4.25</b>	<b>4</b>	<b>4</b>	<b>3.5</b>

Funding Allocation:  
100% General Fund

**OPERATION SERVICES  
PARKS AND RECREATION**

**AQUATICS**

**PROGRAM 6205**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	63,191	56,300	57,562	64,010	34.76%
102 Overtime	4,597	4,900	4,847	4,390	2.38%
104 Social Security	5,186	4,680	4,377	5,240	2.85%
107 Medical Expenses	0	100	0	100	0.05%
111 Workers' Compensation	4,210	600	600	600	0.33%
<b>Total</b>	<b>77,184</b>	<b>66,580</b>	<b>67,386</b>	<b>74,340</b>	<b>40.36%</b>
<b>OPERATING</b>					
201 Office Supplies	209	150	83	150	0.08%
202 Small Equipment	11,781	10,000	8,948	10,000	5.43%
204 Clothing	0	2,000	944	2,000	1.09%
205 Custodial Equipment & Supplies	960	1,500	954	1,500	0.81%
206 Materials	24,493	25,650	20,751	25,580	13.89%
207 Repair of Equipment	806	1,190	1,979	1,500	0.81%
208 Repair of Buildings <span style="float: right;">Note 1</span>	30,255	55,000	55,000	55,000	29.86%
210 Communications	434	300	276	0	0.00%
211 Utilities	13,306	14,500	10,536	14,000	7.60%
212 Bonds, Insurance, Licenses	130	150	60	100	0.05%
<b>Total</b>	<b>82,374</b>	<b>110,440</b>	<b>99,531</b>	<b>109,830</b>	<b>59.64%</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>AQUATICS TOTAL</b>	<b>159,558</b>	<b>177,020</b>	<b>166,917</b>	<b>184,170</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Seasonal Manager	9	0.20	0.20	0.20	0.20
Seasonal Assistant Manager	4	0.40	0.40	0.40	0.40
Seasonal Head Lifeguard	3	0.75	0.75	0.75	0.75
Seasonal Lifeguards	3	3.50	2.50	2.50	2.50
<b>EMPLOYEE POSITIONS</b>		<b>4.85</b>	<b>3.85</b>	<b>3.85</b>	<b>3.85</b>

Note 1: Account Code 208-Full budgeted amount will be used to initiate Phase I to bring restrooms up to ADA compliance.

Funding Allocation:  
100% General Fund

**OPERATION SERVICES  
PARKS & RECREATION**

**RIVERFRONT/DOWNTOWN  
MAINTENANCE**

**PROGRAM 6206**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	117,663	112,100	98,302	122,310	33.39%
102 Overtime	535	1,500	53	1,250	0.34%
103 Retirement	7,680	4,360	3,033	4,210	1.15%
104 Social Security	8,696	8,880	7,137	9,490	2.59%
105 Insurance	37,010	33,309	33,309	33,310	9.09%
106 Longevity	129	310	178	310	0.08%
107 Medical Expenses	0	100	0	100	0.03%
108 Other-Recreation Programming	0	700	0	16,000	4.37%
111 Workers' Compensation	960	750	750	750	0.20%
Total	172,673	162,009	142,762	187,730	51.25%
<b>OPERATING</b>					
201 Office Supplies	178	200	100	100	0.03%
202 Small Equipment	9,574	3,500	3,200	3,000	0.82%
203 Fuel, Oil, Lube	4,367	3,300	2,700	2,800	0.76%
204 Clothing	1,629	2,200	1,729	2,200	0.60%
205 Custodial Equipment and Supplies	5,937	5,000	5,665	6,100	1.67%
206 Materials	4,215	5,500	4,768	5,500	1.50%
207 Repair of Equipment	2,221	2,500	2,406	2,500	0.68%
208 Repair of Buildings	17,528	37,400	6,633	20,000	5.46%
210 Communications	391	1,000	500	1,290	0.35%
211 Utilities	42,627	43,000	40,000	43,000	11.74%
212 Bonds, Insurance, Licenses	3,163	3,200	4,665	4,800	1.31%
214 Advertising, Printing, Photo	7,650	0	0	0	0.00%
216 Education, Memberships, Subscriptions	250	0	0	0	0.00%
217 Lease, Rent, Taxes	0	1,000	934	2,000	0.55%
219 Other	21,028	0	0	0	0.00%
230 Downtown Events	21,219	25,000	23,000	27,250	7.44%
231 Downtown Management	16,560	16,000	16,000	0	0.00%
232 Downtown Streetscape Maintenance	20,442	51,179	50,827	50,000	13.65%
233 Downtown Promotion & Public Relations	0	11,000	515	5,000	1.37%
234 Downtown Advertising, Printing, Photo	0	5,600	1,008	3,000	0.82%
Total	178,979	216,579	164,650	178,540	48.75%
<b>CAPITAL OUTLAY</b>					
	91,460	54,000	0	0	
<b>RIVERFRONT/DOWNTOWN MAINTENANCE TOTAL</b>					
	443,112	432,588	307,412	366,270	100%

**RIVERFRONT/DOWNTOWN  
MAINTENANCE  
(continued)**

**PROGRAM 6206**

- Note 1: Includes partial reimbursement for Recreation Programmer in Program 6208 for downtown activities.  
 Note 2: Account Code 217-Includes partial reimbursement for lease of 1 backhoe (6201)  
 Note 3: Vendor contracted to change out downtown banners no longer in business-Parks employees were able to utilize a bucket truck from Street Maintenance when not in use to change out banners.

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Maintenance Person	3	3	3	3	3
Laborer (Part-Time)	2	1.5	1.5	1.5	1.5
Laborer (Seasonal)	1	1.5	0.5	0.5	0.5
<b>EMPLOYEE POSITIONS</b>		<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>

Funding Allocation:  
 100% General Fund

**OPERATION SERVICES  
PARKS & RECREATION**

**THE PARK AT WEST END**

**PROGRAM 6207**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
<b>PERSONNEL</b>					
101 Regular Salaries	8,605	10,100	10,100	12,960	43.42%
102 Overtime	147	340	275	310	1.04%
104 Social Security	670	800	750	1,020	3.42%
111 Workers' Compensation	280	150	150	150	0.50%
<b>Total</b>	<b>9,702</b>	<b>11,390</b>	<b>11,275</b>	<b>14,440</b>	<b>48.38%</b>
<b>OPERATING</b>					
202 Small Equipment	165	200	0	100	0.34%
203 Fuel, Oil, Lube	0	100	0	100	0.34%
204 Clothing	0	0	0	0	0.00%
205 Custodial Equipment and Supplies	14	100	80	100	0.34%
206 Materials	574	500	0	500	1.68%
207 Repair of Equipment	9	1,000	100	1,000	3.35%
211 Utilities	3,508	3,300	3,498	3,500	11.73%
212 Bonds, Insurance, Licenses	8,977	9,000	9,794	10,100	33.84%
214 Advertising, Printing, Photo	556	0	0	0	0.00%
217 Lease, Rent, Taxes	1	10	2	10	0.03%
<b>Total</b>	<b>13,804</b>	<b>14,210</b>	<b>13,474</b>	<b>15,410</b>	<b>51.62%</b>
<b>THE PARK AT WEST END TOTAL</b>	<b>23,506</b>	<b>25,600</b>	<b>24,749</b>	<b>29,850</b>	<b>100%</b>

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Lead Worker	2	0.40	0.40	0.40	0.40
Laborer (Part-Time)	1	0.60	0.60	0.60	0.60
<b>EMPLOYEE POSITIONS</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

Funding Allocation:  
100% General Fund

Note: The revenue generated by the ferris wheel and the carousel is netted against the actual costs each year. If expenditures exceed revenues, the difference is made up by the CBID. There is no impact to the General Fund.

**OPERATION SERVICES  
PARKS & RECREATION  
1/8% SALES AND USE TAX**

**PROGRAM 6208**

		Actual FY15	Budget FY16	Estimated FY16	Budget FY17	
<b>PERSONNEL</b>						
101 Regular Salaries	Note 1	84,650	246,438	118,069	214,900	8.43%
102 Overtime		9	2,960	1,000	1,620	0.06%
103 Retirement		9,493	8,995	4,763	9,010	0.35%
104 Social Security		7,730	15,110	9,360	16,580	0.65%
105 Insurance		55,500	49,950	49,950	49,950	1.96%
107 Medical Expenses		0	100	0	100	0.00%
111 Workers' Compensation		960	900	900	900	0.04%
<b>Total</b>		<b>158,342</b>	<b>324,453</b>	<b>184,042</b>	<b>293,060</b>	<b>11.50%</b>
<b>OPERATING</b>						
202 Small Equipment		3,113	5,000	3,000	7,000	0.27%
203 Fuel, Oil, Lube		0	1,000	0	950	0.04%
204 Clothing		0	0	0	1,810	0.07%
205 Custodial Equipment & Supplies		0	0	0	650	0.03%
206 Materials	Note 2	307	25,000	1,000	15,000	0.59%
207 Repair of Equipment		0	1,000	0	1,000	0.04%
208 Repair of Buildings		0	10,000	1,200	7,500	0.29%
211 Utilities		4,302	20,000	12,000	17,000	0.67%
212 Bonds, Insurance, Licenses	Note 3	12,079	100	19,250	19,390	0.76%
213 Postage		0	0	100	100	0.00%
214 Advertising, Printing, Photo		1,652	15,000	5,500	10,000	0.39%
216 Education, Memberships, Subscriptions		2,097	3,810	3,861	2,000	0.08%
217 Lease, Rent, Taxes		0	5,000	0	0	0.00%
219 Other-Ben Geren Softball Maintenance, Contractual Services		35,577	11,000	7,000	8,000	0.31%
230 Professional Services-Design Services		25,089	192,560	183,756	165,000	6.47%
<b>Total</b>		<b>84,216</b>	<b>289,470</b>	<b>236,667</b>	<b>255,400</b>	<b>10.02%</b>
<b>CAPITAL OUTLAY</b>						
321 Westphal Property Purchase					50,000	
322 Kelley Park Stage					75,000	
323 Riverfront Drive Property					600,000	
324 Shade Structures at Creekmore and MLK Splash Pad					75,000	
325 Trails & Greenways					1,000,000	
325 Matching Funds (Per Board Directive FY16)					200,000	
<b>Total Capital Outlay</b>					<b>2,000,000</b>	<b>78.48%</b>
<b>1/8% SALES &amp; USE TAX TOTAL</b>		<b>4,567,691</b>	<b>2,663,923</b>	<b>2,627,727</b>	<b>2,548,460</b>	<b>100%</b>
<b>SCHEDULE OF PERSONNEL</b>						
	<b>PAY GRADE</b>	<b>FY15</b>	<b>FY16</b>	<b>FY16</b>	<b>FY17</b>	
Deputy Director	17	0	1	1	1	
Recreation Programmer (Note 1)	9	1	1	1	1	
Accounting Technician	6	1	1	1	1	
Maintenance Person	3	2	2	2	2	
Laborer (Seasonal)	1	2	2	2	2	
<b>EMPLOYEE POSITIONS</b>		<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	

Note 1: Partial Reimbursement for Recreation Programmer-See Program 6206 for offset.  
 Note 2: Greg Smith River Trail still in progress-no landscape costs incurred during FY16.  
 Note 3: 2016 Property insurance for PIWP unanticipated.

## CONVENTION CENTER OVERVIEW:

The Convention Center, Program 6203, is responsible for operating the facility. This program is now managed by the Advertising and Promotion Commission. The personnel are charged with booking conventions, trade shows, theater performances and other events in an effort to maximize the use of the facility. The facility has a 1,331 seat theater and 40,000 square feet of exhibition space plus meeting rooms. The entire facility encompasses 145,000 square feet of space on an 18 acre campus.

The FY17 Budget is less than the FY16 Budget. The decrease is due to a reduction in capital requests. The City General Fund will provide a transfer of \$777,000 to the Convention Center in FY17 as it did in FY16.

The Convention Center has 13.50FTE positions for FY17 which is consistent with FY16.

CONVENTION CENTER	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 824,433	\$ 810,019	\$ 752,487	\$ 800,800	\$ 800,800
Operating Expenditures	589,138	655,650	456,601	634,580	634,580
Operating Budget	\$ 1,413,571	\$ 1,465,669	\$ 1,209,088	\$ 1,435,380	\$ 1,435,380
Capital Outlay	33,919	287,000	30,392	32,500	32,500
Budget Appropriation	\$ 1,447,490	\$ 1,752,669	\$ 1,239,480	\$ 1,467,880	\$ 1,467,880
Authorized Positions	13.50	13.50	13.50	13.50	13.50

## CONVENTION CENTER 2017 SERVICE OBJECTIVES

1. Attract new clients and retain the current client base by emphasizing excellent customer service. The Center team will continually seek opportunities to ensure that our customers receive the best value and service for their money
2. Next to customer service, operational efficiencies will be a top priority for every member of the staff. Each team member will establish on-going programs in their areas of responsibility to ensure maximum operational efficiencies throughout the Center.
3. Continue to capitalize on the working relationship with the Convention and Visitors Bureau with regard to integrated marketing. The partnership allows the Center to be better poised to achieve brand recognition, credibility and greater market share. We will emphasize this new partnership in our marketing strategies to maximize our customers understanding of the benefits and opportunities this partnership creates.
4. The Center will create a positive economic impact on the community by providing quality public assembly, exhibit, theatrical performance and meeting facilities. A thriving Convention Center increases business for the local hospitality, service and restaurant sectors capturing revenue that would not be there otherwise.
5. The Convention Center will maximize revenue to allow for future growth by controlling costs, adding additional services, increasing utilization and creating a price schedule that properly reflects market and economic realities to maximize bookings and regain customers who might have chosen an alternative venue based on affordability.
6. Continue administering the client survey "report card" program designed to gather feedback about service levels and quality of facilities from our clients. Achieve minimally a 25% client response rate, garnering a completed report card from approximately 25% of our events. Maintain an overall score showing that the center meets or exceeds expectations 95% of the time in all areas of sales and planning process and operations areas.
7. In conjunction with the CVB staff, center staff will populate the Event Impact Calculator with appropriate event details within three months following the event's conclusion. This objective will ensure the CVB goal of producing/publishing measureable local/regional economic impact data in a timely fashion.



## CONVENTION CENTER 2017 (continued)

### REVENUE GOALS FOR 2017

We will establish a diverse customer base that will optimize the versatility of the facility concentrating on revenue and utilization in the following categories:

	<b>Revenue Goal</b>
36 Large Center Programs/Concerts	\$ 129,000
14 Exhibits and/or Tradeshows	97,000
9 State Conventions/Meetings/Events	53,000
9 Regional/National/Conventions/Meetings/Events	44,000
75 Local Events	147,500
57 Theater Events	129,500
200 Events	600,000
Catering/Concessions/Vending	87,000
Total	\$ 687,000

# OPERATION SERVICES CONVENTION CENTER

## CONVENTION CENTER

## PROGRAM 6203

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	525,986	544,390	499,654	539,700	36.77%
102 Overtime	12,652	12,910	7,233	8,230	0.56%
103 Retirement	51,514	28,425	28,425	29,020	1.98%
104 Social Security	39,183	43,510	42,478	42,820	2.92%
105 Insurance	121,060	108,954	108,954	108,960	7.42%
106 Longevity	1,212	1,510	1,510	1,750	0.12%
107 Medical Expenses	0	100	0	0	0.00%
108 Other	69,026	63,000	57,036	63,000	4.29%
109 Employee Allowances	1,200	1,200	1,177	1,300	0.09%
111 Workers' Compensation	2,600	6,020	6,020	6,020	0.41%
<b>Total</b>	<b>824,433</b>	<b>810,019</b>	<b>752,487</b>	<b>800,800</b>	<b>54.55%</b>
<b>OPERATING</b>					
201 Office Supplies	782	1,300	700	1,200	0.08%
202 Small Equipment	15,699	21,500	11,084	23,900	1.63%
203 Fuel, Oil, Lube	473	650	496	650	0.04%
204 Clothing	2,289	3,500	488	3,500	0.24%
205 Custodial Equipment & Supplies	22,929	25,000	22,898	24,000	1.64%
206 Materials	2,549	2,700	1,086	2,700	0.18%
207 Repair of Equipment	4,993	8,000	11,225	12,000	0.82%
208 Repair of Buildings	96,823	140,000	53,000	130,000	8.86%
209 Merchandise/Program Participation	52,139	56,000	39,863	55,000	3.75%
210 Communications	4,294	6,000	6,424	7,500	0.51%
211 Utilities	273,921	260,000	201,328	250,000	17.03%
212 Bonds, Insurance, Licenses	62,856	64,000	62,000	65,000	4.43%
213 Postage	391	1,000	360	900	0.06%
214 Advertising, Printing, Photo	10,565	13,500	6,300	14,000	0.95%
215 Travel	20,583	28,500	23,863	24,630	1.68%
216 Education, Memberships, Subscriptions	2,705	4,500	3,951	4,600	0.31%
217 Lease, Rent, Taxes	3,872	5,500	4,950	5,000	0.34%
219 Other - Pest Control	0	500	0	0	0.00%
230 Special Beverages	11,275	13,500	6,585	10,000	0.68%
<b>Total</b>	<b>589,138</b>	<b>655,650</b>	<b>456,601</b>	<b>634,580</b>	<b>43.23%</b>
<b>CAPITAL OUTLAY</b>					
301 Theater Drape Leg Replacement Phase 4 of 5				4,500	
303 Mobile/Riding Carpet Extractor/Sweeper (1) (Addition)				13,000	
304 Variable Frequency Drive-Phase II				6,000	
305 Commercial Kitchen Hood & Fire Suppression System (Addition)				9,000	
<b>Total Capital Outlay</b>				<b>32,500</b>	<b>2.21%</b>
<b>CONVENTION CENTER TOTAL</b>	<b>1,447,490</b>	<b>1,752,669</b>	<b>1,239,480</b>	<b>1,467,880</b>	<b>100%</b>

**CONVENTION CENTER**  
(continued)

**PROGRAM 6203**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Chief Operating Officer	17	1	1	1	1
Operation Supervisor	11	1	1	1	1
Sales Director	10	2	2	2	1
Lead Engineer	8	1	1	1	1
Sales & Service Manager	8	0	0	0	1
Events Coordinator	7	1	1	1	1
Administrative Secretary	7	1	1	1	1
Building Engineer	6	2	2	2	2
Maintenance Person	3	4	4	4	4
Laborer (Seasonal)	1	0.5	0.5	0.5	0.5
<b>EMPLOYEE POSITIONS</b>		<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>

Funding Allocation:

100% Convention Center Fund

Note: There is an annual transfer to the Convention Center Fund from the General Fund of \$777,000 and revenue is estimated at \$687,000 for FY17.

Note 1: Account Code 208 for FY17 increase attributable to repair costs for di-electric unions (120).

## SANITATION DEPARTMENT OVERVIEW:

The Sanitation Department is comprised of six programs: 6301 Administration, 6302 Residential Collection, 6303 Commercial Collection, 6304 Fleet Maintenance, 6305 Sanitary Landfill and 6307 Industrial Collection. The Department manages and coordinates the solid waste collection and disposal system within the Solid Waste Management District. The Department manages the recyclables program, coordinates construction of landfill expansions, provides collection service for residential, commercial, and industrial accounts for solid waste and recyclables and provides for disposal of solid waste.

The FY17 Budget is more than the FY16 Amended Budget. The increase is attributable to capital requests, increases to operating requests and the cost for a rate study (requested by the Board).

The Sanitation Department has 86FTE positions for FY17 which is consistent with FY16.

SANITATION DEPT.	ACTUAL FY 15	AMENDED FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Revenues					
Service Charges / Fees	\$ 13,146,567	\$ 13,897,539	\$ 13,998,032	\$ 14,064,000	\$ 14,064,000
Miscellaneous	103,076	32,500	71,500	40,000	40,000
Total Revenues	\$ 13,249,643	\$ 13,930,039	\$ 14,069,532	\$ 14,104,000	\$ 14,104,000

SANITATION DEPT.	ACTUAL FY 15	AMENDED FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenses	\$ 4,626,010	\$ 4,555,361	\$ 3,936,182	\$ 4,351,612	\$ 4,351,612
Operating Expenses	3,918,144	3,527,990	3,436,355	5,069,525	5,089,525
Operating Budget	\$ 8,544,154	\$ 8,083,351	\$ 7,372,537	\$ 9,421,137	\$ 9,441,137
Capital Outlay	844,052	1,495,664	194,798	536,200	529,800
Budget Appropriation	\$ 9,388,206	\$ 9,579,015	\$ 7,567,335	\$ 9,957,337	\$ 9,970,937
Authorized Positions	78.50	85.00	88.00	86.00	86.00

## SANITATION DEPARTMENT 2017 SERVICE OBJECTIVES

1. Complete a formal Sanitation Rate Study for staffing requirements, equipment schedule proposed CIP's and rates for collections and gate rates.
2. Upgrade landfill equipment through leasing and/or purchasing.
3. Promote residential, commercial, industrial, and regional sanitary landfill services through various media outlets including television and radio advertisements. (Comprehensive Plan: Goal CCD-3)

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**OPERATION SERVICES  
SANITATION**

Amended 2-2-2016 Per Ordinance 13-16

**ADMINISTRATION**

**PROGRAM 6301**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
<b>PERSONNEL</b>					
101 Regular Salaries	297,980	321,160	207,885	328,100	45.11%
102 Overtime	16,299	5,000	3,171	18,450	2.54%
103 Retirement	30,809	17,820	11,523	18,040	2.48%
104 Social Security	24,065	26,320	15,924	27,680	3.81%
105 Insurance	59,620	53,658	53,658	53,658	7.38%
106 Longevity	522	790	790	540	0.07%
108 Other (temporary customer service labor)	34,503	0	3,225	5,400	0.74%
109 Employee Allowances	1,877	1,000	404	1,000	0.14%
111 Workers' Compensation	9,480	13,230	13,230	17,010	2.34%
<b>Total</b>	<b>475,155</b>	<b>438,978</b>	<b>309,810</b>	<b>469,878</b>	<b>64.61%</b>
<b>OPERATING</b>					
201 Office Supplies	8,132	5,000	1,917	3,000	0.41%
202 Small Equipment	3,425	1,500	705	1,500	0.21%
203 Fuel, Oil, Lube	693	750	562	1,130	0.16%
204 Clothing	7,258	0	0	500	0.07%
205 Custodial Equipment & Supplies	3,750	8,000	3,981	6,000	0.82%
206 Materials	171	0	0	0	0.00%
207 Repair of Equipment	2,807	750	337	1,500	0.21%
208 Repair of Buildings	5,385	7,000	1,709	8,750	1.20%
210 Communications	13,923	4,380	4,759	5,050	0.69%
211 Utilities	23,827	23,000	15,391	23,000	3.16%
212 Bonds, Insurance, Licenses	3,251	4,480	2,975	2,570	0.35%
213 Postage	198	200	62	200	0.03%
214 Advertising, Printing, Photo	42,446	10,000	10,139	12,000	1.65%
215 Training & Travel	12,034	0	8,994	15,000	2.06%
216 Education, Memberships, Subscriptions	2,468	500	804	2,200	0.30%
217 Lease, Rent, Taxes	35,290	21,720	9,685	25,000	3.44%
219 Other-Rate Study Fee	0	0	0	150,000	20.62%
230 Beautify Fort Smith Note 3	50,000	0	0	0	0.00%
<b>Total</b>	<b>215,058</b>	<b>87,280</b>	<b>62,020</b>	<b>257,400</b>	<b>35.39%</b>
<b>CAPITAL OUTLAY</b>	<b>6,408</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>ADMINISTRATION TOTAL</b>	<b>696,621</b>	<b>526,258</b>	<b>371,830</b>	<b>727,278</b>	<b>100%</b>
Sinking Fund Depreciation				0	
Planned Purchase 2017:				0	

**ADMINISTRATION  
(continued)**

**PROGRAM 6301**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director of Sanitation	22	1	1	1	1
Superintendent	17	1	1	1	1
Administrative Coordinator	9	1	1	1	1
Accounting Technician	6	2	2	2	2
Dispatcher	6	1	0	0	0
Landfill Scalehouse Attendant	6 *	0	0	0	2
Beautification/Recycling Coordinator	3	0.5	0	0	0
<b>EMPLOYEE POSITIONS</b>		<b>6.5</b>	<b>5</b>	<b>5</b>	<b>7</b>

\*Two (2FTE) Landfill Scalehouse Attendants were transferred from 6305 to Program 6301 beginning in FY17.

Funding Allocation:  
100% Sanitation Operating Fund

**OPERATION SERVICES  
SANITATION**

**Amended 2-2-2016 Per Ordinance 13-16**

**RESIDENTIAL COLLECTION**

**PROGRAM 6302**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	822,044	919,196	804,300	827,210	42.21%
102 Overtime	65,242	58,000	36,206	60,590	3.09%
103 Retirement	82,225	49,395	36,019	47,580	2.43%
104 Social Security	64,296	76,273	60,265	77,100	3.93%
105 Insurance	172,360	166,325	166,325	166,325	8.49%
106 Longevity	2,400	3,310	3,310	2,830	0.14%
107 Medical Expenses	2,600	2,050	3,142	2,500	0.13%
108 Other (Temporary Staffing)	94,191	0	15,000	0	0.00%
111 Workers' Compensation	52,130	51,030	51,030	51,030	2.60%
<b>Total</b>	<b>1,357,488</b>	<b>1,325,579</b>	<b>1,175,597</b>	<b>1,235,165</b>	<b>63.03%</b>
<b>OPERATING</b>					
202 Small Equipment	3,970	4,500	1,055	3,010	0.15%
203 Fuel, Oil, Lube	168,193	200,000	147,914	227,810	11.63%
204 Clothing	30,281	33,000	28,226	33,000	1.68%
205 Custodial Equipment & Supplies	12,211	12,000	11,130	13,200	0.67%
206 Materials	4,435	1,500	769	2,130	0.11%
207 Repair of Equipment	362,907	275,000	282,794	300,000	15.31%
208 Repair of Buildings	6,470	2,500	3,741	2,500	0.13%
210 Communications Note 1	6,226	24,750	15,770	14,000	0.71%
211 Utilities	979	1,200	613	1,500	0.08%
212 Bonds, Insurance, Licenses	21,924	23,810	23,000	23,800	1.21%
213 Postage	0	500	35	500	0.03%
214 Advertising, Printing, Photo	17,083	10,000	641	9,000	0.46%
215 Training & Travel	2,920	0	0	4,500	0.23%
216 Education, Memberships, Subscriptions	595	500	641	2,720	0.14%
217 Lease, Rent, Taxes	738	0	310	800	0.04%
218 Claims	0	500	65	500	0.03%
<b>Total</b>	<b>638,932</b>	<b>589,760</b>	<b>516,704</b>	<b>638,970</b>	<b>32.61%</b>
<b>CAPITAL OUTLAY</b>	<b>281,420</b>	<b>827,358</b>	<b>23,164</b>		
301 Automated Refuse Carts- 65Gal				5,000	
302 Automated Refuse Carts-96Gal				80,400	
<b>Total</b>				<b>85,400</b>	<b>4.36%</b>
<b>RESIDENTIAL COLLECTION TOTAL</b>	<b>2,277,840</b>	<b>2,742,697</b>	<b>1,715,465</b>	<b>1,959,535</b>	<b>100%</b>
Sinking Fund Depreciation				321,787	



**RESIDENTIAL COLLECTION**  
 (continued)

**PROGRAM 6302**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Residential Supervisor	11	1	1	1	1
Residential Foreperson	8	1	1	1	1
Equipment Operator III	5	11	13	13	13
Equipment Operator II Note 3	4	12	12	12	12
Seasonal Laborer Note 3		0	0.25	0.25	0.25
<b>EMPLOYEE POSITIONS</b>		<b>25</b>	<b>27.25</b>	<b>27.25</b>	<b>27.25</b>

Note 1: Account Code 210 includes service and license fee for Fleetmind GPS-Dispatch System  
 Note 3: Addition of two Equipment Operator II FTE and one .25 seasonal laborer authorized per Ordinance 13-16. Seasonal Laborer to be used for spring/fall city wide cleanups only.

Funding Allocation:  
 100% Sanitation Operating Fund

**OPERATION SERVICES  
SANITATION**

Amended 2-2-2016 Per Ordinance 13-16

**COMMERCIAL COLLECTION**

**PROGRAM 6303**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	342,245	362,450	336,759	386,970	32.23%
102 Overtime	29,888	46,000	13,089	34,860	2.90%
103 Retirement	36,848	20,560	15,197	21,180	1.76%
104 Social Security	27,006	31,560	24,601	32,560	2.71%
105 Insurance	87,640	78,876	78,876	78,876	6.57%
106 Longevity	1,387	1,690	1,690	1,750	0.15%
107 Medical Expenses	540	1,000	472	1,000	0.08%
108 Other	1,000	0	0	0	0.00%
109 Employee Allowances	0	100	58	0	0.00%
111 Workers' Compensation	10,060	18,900	18,900	18,900	1.57%
<b>Total</b>	<b>536,614</b>	<b>561,136</b>	<b>489,642</b>	<b>576,096</b>	<b>47.98%</b>
<b>OPERATING</b>					
202 Small Equipment	4,774	3,000	502	2,500	0.21%
203 Fuel, Oil, Lube	85,637	110,000	77,807	100,000	8.33%
204 Clothing	18,936	13,530	9,139	13,735	1.14%
205 Custodial Equipment and Supplies	6,484	4,500	7,436	8,500	0.71%
206 Materials	6,560	4,500	1,758	3,000	0.25%
207 Repair of Equipment	304,219	215,000	138,873	175,000	14.57%
208 Repair of Buildings	9,000	2,500	1,906	2,500	0.21%
210 Communications	1,670	5,000	6,739	4,700	0.39%
211 Utilities	394	500	522	750	0.06%
212 Bonds, Insurance, Licenses	13,306	14,000	13,500	14,200	1.18%
214 Advertising, Printing, Photo	5,327	1,500	315	3,500	0.29%
215 Training & Travel	2,923	0	0	6,000	0.50%
216 Education, Memberships, Subscriptions	419	500	500	1,220	0.10%
217 Lease, Rent, Taxes	112	0	0	0	0.00%
218 Claims	614	2,000	0	2,000	0.17%
<b>Total</b>	<b>460,375</b>	<b>376,530</b>	<b>258,997</b>	<b>337,605</b>	<b>28.12%</b>
<b>CAPITAL OUTLAY</b>					
301 2yd Rear Load Containers				68,000	
302 4yd Front Load Containers				50,000	
303 8yd Front Load Containers				77,000	
304 8yd Front Load Cardboard Containers				50,000	
305 6yd Front Load Containers				42,000	
<b>Total Capital Outlay</b>				<b>287,000</b>	<b>23.9%</b>
<b>COMMERCIAL COLLECTION TOTAL</b>	<b>1,443,100</b>	<b>1,480,972</b>	<b>795,273</b>	<b>1,200,701</b>	<b>100%</b>

**COMMERCIAL COLLECTION**  
**(continued)**

**PROGRAM 6303**

Sinking Fund Depreciation 192,402

Planned Purchases for 2017.

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Commercial Supervisor Note 2	11	1	1	1	1
Foreperson	8	0	0	1	1
Equipment Operator III	5	5	5	5	5
Equipment Operator II	4	4	4	4	4
<b>EMPLOYEE POSITIONS</b>		<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>

Note 1: Account Code 215 includes funding in FY17 for the Supervisor in Program to attend annual SWANA training event to maintain current certification in collections systems and certify in recycling systems.

Note 2: This position also supervises Program 6307 Roll-Off Collection.

Funding Allocation:  
 100% Sanitation Operating Fund

**OPERATION SERVICES  
SANITATION**

**Amended 2-2-2016 Per Ordinance 13-16**

**FLEET AND GROUNDS MAINTENANCE**

**PROGRAM 6304**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	383,229	454,022	383,041	408,000	49.73%
102 Overtime	33,105	35,000	4,039	20,040	2.44%
103 Retirement	38,470	23,551	23,551	23,240	2.83%
104 Social Security	29,732	38,426	32,064	35,230	4.29%
105 Insurance	92,950	90,522	90,522	90,522	11.03%
106 Longevity	928	970	970	910	0.11%
107 Medical Expenses	710	700	390	700	0.09%
108 Other	47,555	0	3,715	0	0.00%
111 Workers' Compensation	14,680	20,790	20,790	20,790	2.53%
<b>Total</b>	<b>641,359</b>	<b>663,981</b>	<b>559,082</b>	<b>599,432</b>	<b>73.06%</b>
<b>OPERATING</b>					
202 Small Equipment	14,384	13,000	18,750	15,000	1.83%
203 Fuel, Oil, Lube	37,478	45,000	21,082	32,000	3.90%
204 Clothing	14,820	16,250	10,711	17,150	2.09%
205 Custodial Equipment and Supplies	8,359	7,500	13,153	16,000	1.95%
206 Materials	20,391	8,000	11,090	12,000	1.46%
207 Repair of Equipment	60,754	50,000	22,308	60,000	7.31%
208 Repair of Buildings	25,222	15,000	11,511	20,000	2.44%
210 Communications	3,627	5,630	4,105	6,130	0.75%
211 Utilities	27,885	28,000	22,551	25,000	3.05%
212 Bonds, Insurance, Licenses	10,033	9,710	6,000	6,220	0.76%
213 Postage	0	0	0	0	0.00%
214 Advertising, Printing, Photo	2,027	0	35	500	0.06%
215 Training & Travel Note 1	2,516	0	0	7,000	0.85%
216 Education, Memberships, Subscriptions Note 1	100	0	0	0	0.00%
217 Lease, Rent, Taxes	11,114	6,000	4,000	4,000	0.49%
<b>Total</b>	<b>238,710</b>	<b>204,090</b>	<b>145,296</b>	<b>221,000</b>	<b>26.94%</b>
<b>CAPITAL OUTLAY</b>	<b>1,485</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FLEET AND GROUNDS MAINTENANCE TOTAL</b>	<b>881,554</b>	<b>868,071</b>	<b>704,378</b>	<b>820,432</b>	<b>100%</b>

**FLEET AND GROUNDS  
MAINTENANCE**  
(continued)

**PROGRAM 6304**

Sinking Fund Depreciation	23,412
Planned Purchases for 2017:	0

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Fleet Maintenance Supervisor	11	1	1	1	1
Foreperson	8	1	1	1	1
Heavy Equipment Mechanic II	6	6	7	7	7
Senior Maintenance Person	5	1	1	1	1
Maintenance Person	3	1	1	1	1
Part Time Laborer	2	0	0.75	0.75	0.75
Seasonal Laborer	1	0	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>10</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>

Note 1: For FY17 Account Codes 215 & 216 include funding for Manager & Foreperson to attend Waste Expo and Waste Con to keep up to date on fleet regulations & cost efficiencies.

Funding Allocation:  
100% Sanitation Operating Fund

**OPERATION SERVICES  
SANITATION**

Amended 2-2-2016 Per Ordinance 13-16

**SANITARY LANDFILL**

**PROGRAM 6305**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	561,490	641,769	567,996	571,550	13.47%
102 Overtime	115,845	80,000	26,842	84,610	1.99%
103 Retirement	62,892	37,227	26,396	33,380	0.79%
104 Social Security	50,050	55,500	50,440	50,610	1.19%
105 Insurance	143,290	149,281	149,281	149,281	3.52%
106 Longevity	1,062	1,210	1,210	1,150	0.03%
107 Medical Expenses	1,864	3,000	1,740	3,000	0.07%
108 Other	92,108	0	6,286	0	0.00%
109 Employee Allowances	1,000	0	58	0	0.00%
111 Workers' Compensation	13,940	37,800	37,800	34,020	0.80%
<b>Total</b>	<b>1,043,541</b>	<b>1,005,787</b>	<b>868,049</b>	<b>927,601</b>	<b>21.86%</b>
<b>OPERATING</b>					
202 Small Equipment	19,055	15,000	9,755	15,000	0.35%
203 Fuel, Oil, Lube	253,169	260,000	282,901	280,000	6.60%
204 Clothing	20,570	25,000	17,047	25,000	0.59%
205 Custodial Equipment & Supplies	12,852	10,000	7,907	10,000	0.24%
206 Materials	186,574	95,000	30,431	75,000	1.77%
207 Repair of Equipment	634,868	460,000	273,887	500,000	11.78%
208 Repair of Buildings	83,607	43,240	18,641	40,000	0.94%
210 Communications	3,931	2,000	2,520	3,000	0.07%
211 Utilities	50,352	45,000	44,757	55,000	1.30%
212 Bonds, Insurance, Licenses	35,504	35,000	48,297	35,000	0.82%
214 Advertising, Printing, Photo	5,201	2,000	61	2,000	0.05%
215 Training & Travel	10,730	5,000	4,319	8,000	0.19%
216 Education, Memberships, Subscriptions	798	1,750	1,218	2,500	0.06%
217 Lease, Rent, Taxes	245,096	200,000	350,000	898,200	21.17%
219 Other-Letter of Credit Fee	78,429	40,000	19,965	22,000	0.52%
230 Landfill Fees-ADEQ/SCRSWMD <small>Note 1</small>	314,397	500,000	950,000	950,000	22.39%
231 Monitoring, Testing & Permit Fees <small>Note 2</small>	41,347	200,000	115,393	350,000	8.25%
239 Ft. Chaffee Agreement	20,000	20,000	20,000	20,000	0.47%
<b>Total</b>	<b>2,016,480</b>	<b>1,958,990</b>	<b>2,197,099</b>	<b>3,290,700</b>	<b>77.54%</b>
<b>CAPITAL OUTLAY</b>	<b>3,684</b>	<b>0</b>	<b>0</b>		
301 1/2 Ton 4WD Full Size PU (1) (Repl. 97 Model)				25,300	
<b>Total Capital Outlay</b>				<b>25,300</b>	<b>0.60%</b>
<b>SANITARY LANDFILL TOTAL</b>	<b>3,063,705</b>	<b>2,964,777</b>	<b>3,065,148</b>	<b>4,243,601</b>	<b>100%</b>

**SANITARY LANDFILL**  
(continued)

**PROGRAM 6305**

Sinking Fund Depreciation-Equipment	385,397
Sinking Fund Depreciation-Convenience Center	0
Planned Purchases for 2017:	0

Total Planned Purchases 0

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Landfill Supervisor	11	1	1	1	1
Foreperson	8	1	1	1	1
Landfill Attendant	6 Note 3	2	2	2	0
Equipment Operator III	5 Note 4	13	14	15	14
Sanitation Worker I	2 Note 4	0	2	3	2
<b>EMPLOYEE POSITIONS</b>		<b>17</b>	<b>20</b>	<b>22</b>	<b>18</b>

Note 1: Account Code 230 was previously credited at year end from fees collected. Change in recording beginning in FY17.

Note 2: Account Code 217 includes leasing of new equipment approved in 2016.

Note 3: Account Code 231 increase is attributable to repair requirements issued from ADEQ Industrial Storm Water Inspection.

Note 4: Two (2FTE) Landfill Attendant positions were transferred to Program 6301 Administration beginning in FY17.

Note 5: Addition of one Equipment Operator III and two Sanitation Worker I authorized per Ordinance 13-16. to eliminate use of temporary labor.

Funding Allocation:  
100% Sanitation Operating Fund

**OPERATION SERVICES  
SANITATION**

Amended 2-2-2016 Per Ordinance 13-16

**INDUSTRIAL COLLECTION**

**PROGRAM 6307**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	341,415	354,580	350,670	356,470	35.44%
102 Overtime	69,971	60,000	38,278	42,500	4.23%
103 Retirement	37,736	20,800	20,800	20,380	2.03%
104 Social Security	30,040	31,940	32,332	31,310	3.11%
105 Insurance	79,100	71,190	71,190	71,190	7.08%
106 Longevity	1,311	1,390	1,390	1,690	0.17%
107 Medical Expenses	1,200	1,100	442	1,000	0.10%
111 Workers' Compensation	11,080	18,900	18,900	18,900	1.88%
<b>Total</b>	<b>571,853</b>	<b>559,900</b>	<b>534,002</b>	<b>543,440</b>	<b>54.03%</b>
<b>OPERATING</b>					
202 Small Equipment	1,821	3,000	900	3,000	0.30%
203 Fuel, Oil, Lube	108,908	130,000	91,504	116,650	11.60%
204 Clothing	13,932	14,000	8,465	12,470	1.24%
205 Custodial Equipment & Supplies	5,557	4,000	6,913	7,480	0.74%
206 Materials	5,181	2,000	832	2,500	0.25%
207 Repair of Equipment	195,319	130,000	130,000	160,000	15.91%
208 Repair of Buildings	3,701	1,000	1,582	1,750	0.17%
210 Communications	118	13,200	2,500	2,500	0.25%
211 Utilities	394	1,000	318	1,000	0.10%
212 Bonds, Insurance, Licenses	11,352	11,640	12,500	13,000	1.29%
214 Advertising, Printing, Photo	1,774	0	35	2,000	0.20%
216 Education, Memberships, Taxes	532	0	0	0	0.00%
218 Claims	0	1,500	690	1,500	0.15%
<b>Total</b>	<b>348,589</b>	<b>311,340</b>	<b>256,239</b>	<b>323,850</b>	<b>32.20%</b>
<b>CAPITAL OUTLAY</b>	<b>104,944</b>	<b>125,000</b>	<b>125,000</b>		
301 2yd Compactors				17,500	
302 4yd Compactors				27,000	
303 20yd Open Top Containers				24,000	
304 30yd Open Top Containers				27,000	
305 40yd Open Top Containers				30,000	
306 40yd Compactor Containers				13,000	
<b>Total Capital Outlay</b>				<b>138,500</b>	<b>13.77%</b>
<b>INDUSTRIAL COLLECTION TOTAL</b>	<b>1,025,386</b>	<b>996,240</b>	<b>915,241</b>	<b>1,005,790</b>	<b>100%</b>
Sinking Fund Depreciation				161,019	



**SANITATION INDUSTRIAL COLLECTION**  
**(continued)**

**PROGRAM 6307**

Planned Purchases for 2017:

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Equipment Operator III	5	10	10	10	10
EMPLOYEE POSITIONS		10	10	10	10

Funding Allocation:  
100% Sanitation Operating Fund

## TRANSIT DEPARTMENT OVERVIEW:

The Transit Department, Program 6550, is responsible for the operation of the City's bus system to provide transportation for its citizens. The Department currently operates 18 buses on fixed routes and by demand response.

The FY17 Budget is more than the FY16 Budget. The increase is attributable to additional capital requests. The Transit Department receives \$50,000 in federal funds annually.

The total personnel in the Department is allocated at 33FTE for FY17 that is consistent with FY16.

TRANSIT DEPARTMENT	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 1,727,744	\$ 1,638,037	\$ 1,548,818	\$ 1,663,110	\$ 1,663,110
Operating Expenditures	421,583	502,100	492,317	546,660	546,660
Operating Budget	\$ 2,149,327	\$ 2,140,137	\$ 2,041,135	\$ 2,209,770	\$ 2,209,770
Capital Outlay	184,313	500,250	185,000	1,186,880	1,186,880
Budget Appropriation	\$ 2,333,640	\$ 2,640,387	\$ 2,226,135	\$ 3,396,650	\$ 3,396,650
Authorized Positions	33.00	33.00	34.00	33.00	33.00

## TRANSIT DEPARTMENT 2017 SERVICE OBJECTIVES

1. Convert two new replacement buses to bi-fuel (unleaded and CNG) bringing the department's operating fleet to 100% CNG capable, excluding the downtown trolley and 50% of the departments backup buses will be bi-fuel. as well. Comprehensive Plan: Goal NCR-2.3.1)
2. Work with the Transit Advisory Commission and Fort Smith Bus Coalition to increase awareness about public transportation benefits. (Comprehensive Plan: Goals TI-4.1 and TI-4.2)
3. Enhance passenger amenities by providing bus stop shelters along fixed route corridors. (Comprehensive Plan: Goals PFS-4.2 and TI-4.2)
4. Improve the accountability and performance measurement of our budget by including key performance indicators for the Department. (Comprehensive Plan: Goal PFS-2)

**Transit Department's 2017 Key Performance Indicators**

<b>Key Performance Indicators</b>					
<b>Program</b>	<b>Performance Measure</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Target</b>	<b>FY 2016 Actual Jan-June</b>	<b>FY 2017 Target</b>
6550 - Transit	Total Ridership	194,869	210,000	94,963	210,000
6550 - Transit	Cost Per Passenger	11.03	10.58	10.03	10.25
6550 - Transit	Cost Per Hour	72.64	72.04	66.86	70.00
6550 - Transit	Demand Response on Time Performance – Appointments	99.64	100.00	99.69	100.00
6550 - Transit	Demand Response on Time Performance – Non Appt. (Late only)	96.20	100.0	95.97	100.00

**OPERATION SERVICES  
PUBLIC TRANSIT**

**PUBLIC TRANSIT**

**PROGRAM 6550**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	% Total Budget
<b>PERSONNEL</b>					
101 Regular Salaries	1,154,659	1,152,080	1,085,668	1,178,070	34.68%
102 Overtime	86,547	78,620	72,091	81,320	2.39%
103 Retirement	116,882	66,250	52,346	64,660	1.90%
104 Social Security	92,000	100,740	98,366	98,090	2.89%
105 Insurance	244,630	220,167	220,167	220,170	6.48%
106 Longevity	3,427	3,970	3,970	4,390	0.13%
107 Medical Expenses	2,249	3,000	3,000	3,200	0.09%
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400	0.16%
109 Allowances-Language & IT Liaison	2,200	2,200	2,200	2,200	0.06%
111 Workers' Compensation	19,750	5,610	5,610	5,610	0.17%
<b>Total</b>	<b>1,727,744</b>	<b>1,638,037</b>	<b>1,548,818</b>	<b>1,663,110</b>	<b>48.96%</b>
<b>OPERATING</b>					
201 Office Supplies	3,128	3,800	4,400	4,000	0.12%
202 Small Equipment	12,053	10,000	9,136	15,910	0.47%
203 Fuel, Oil, Lube	125,112	185,000	140,000	150,000	4.42%
204 Clothing	15,488	16,300	14,757	16,800	0.49%
205 Custodial Equipment and Supplies	12,160	12,000	13,980	12,000	0.35%
206 Materials	2,869	2,000	2,071	2,000	0.06%
207 Repair of Equipment	101,465	100,000	72,041	95,000	2.80%
208 Repair of Buildings	22,788	20,900	23,506	20,900	0.62%
210 Communications	15,161	12,500	10,538	13,000	0.38%
211 Utilities	31,542	30,000	28,297	30,000	0.88%
212 Bonds, Insurance, Licenses	39,759	41,250	39,000	36,000	1.06%
213 Postage	515	750	421	750	0.02%
214 Advertising, Printing, Photo	5,090	5,000	4,363	5,500	0.16%
215 Training & Travel	2,708	6,500	3,147	5,000	0.15%
216 Education, Memberships, Subscriptions	2,179	2,000	1,110	4,000	0.12%
217 Lease, Rent, Taxes <span style="float:right">Note 1</span>	6,214	6,800	98,050	98,800	2.91%
219 Other- Professional Services, Transit Planning (100% grant funding)	23,352	47,300	27,500	37,000	1.09%
<b>Total</b>	<b>421,583</b>	<b>502,100</b>	<b>492,317</b>	<b>546,660</b>	<b>16.09%</b>
<b>CAPITAL OUTLAY</b>	<b>184,313</b>	<b>500,250</b>	<b>185,000</b>		
338 Tire Changing Machine (1) (Repl. 80% Funding)				8,000	
339 1/2 Ton 4WD Crew Cab (1) (Repl. 1998 Model)-80% Federal Reimbursement				28,900	
303 Medium Duty Bus (2) (Replacements 2013 Models)-80% Federal Reimbursement				100,000	
304 CNG Conversion of New Medium Duty Bus(2)-90% Federal Reimbursement				56,280	
305 Two Passenger Shelters (100% Funding-Local Match & Program 4100)				70,000	
340 CNG Fueling Station (Addition-90% Funding)				800,000	
308 AC Unit for Administration Building (80% Funding)				6,500	
334 Bus Hoist for Heavier Weight CNG Vehicles (80% Funding)				30,000	
323 Security Camera System for 2 Buses (80% Funding)				7,200	
341 Opticon Transmitters Buses (17) (Addition-80% Federal Reimbursement)				80,000	
<b>Total Capital Outlay</b>				<b>1,186,880</b>	<b>34.94%</b>
<b>PUBLIC TRANSIT TOTAL</b>	<b>2,333,640</b>	<b>2,640,387</b>	<b>2,226,135</b>	<b>3,396,650</b>	<b>100%</b>

**PUBLIC TRANSIT**  
(continued)

**PROGRAM 6550**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Director	21	1	1	1	1
Transit Superintendent	15	1	1	1	1
Mechanic Supervisor	11	1	1	1	1
Driver Supervisor	11	1	1	1	1
Administrative Secretary	7	1	1	1	1
Heavy Equipment Mechanic (Note 1)	6	2	2	2	2
Driver Leadperson	6	1	1	1	1
Dispatcher	5	2	2	2	2
Senior Clerk II	5	1	1	1	1
Driver	4	21	21	21	21
Maintenance Person	4	1	1	1	1
Maintenance Laborer	3	0	0	0	0
<b>EMPLOYEE POSITIONS</b>		<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>

Funding Allocation:  
100% General Fund

Note 1: Transit has acquired a radio system integration through lease purchase during 2014. The purchase is being made over a three year period beginning in 2015 at approximately \$90,820 per year. for proper accounting lease payment expense was moved to account code 217 for 2016 forward.

Note 2: Transit receives federal reimbursement for personnel and operating costs at 50% and capital at 80% including maintenance of revenue vehicles and maintenance salaries.

## HEALTH DEPARTMENT SERVICES OVERVIEW

HEALTH DEPARTMENT	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating Expenditures	116,396	117,000	104,637	149,740	149,740
Operating Budget	\$ 116,396	\$ 117,000	\$ 104,637	\$ 149,740	\$ 149,740
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 116,396	\$ 117,000	\$ 104,637	\$ 149,740	\$ 149,740
Authorized Positions	0.00	0.00	0.00	0.00	0.00

Department 6101, the Health Department was previously accounted for in Parks and Community Services. Beginning in FY16, the department operating expenses are accounted for as a single unit. The City receives 50% reimbursement from Sebastian County for this program. Therefore, the net cost to the City is one-half of the costs presented. The FY17 requests are more than FY16 which is attributable to leasing of a new phone system and necessary plumbing repairs.

# NON-DEPARTMENTAL

## HEALTH SERVICES

## PROGRAM 6101

OPERATING	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	
201 Office Supplies	5,334	5,000	7,300	8,400	5.61%
202 Small Equipment	1,322	2,500	650	3,500	2.34%
205 Custodial Equipment & Supplies	10,598	12,500	15,093	13,130	8.77%
206 Materials	769	800	517	840	0.56%
207 Repair of Equipment	0	500	206	630	0.42%
208 Repair of Buildings	39,556	50,000	39,951	68,100	45.48%
210 Communications	23,513	9,000	7,767	10,500	7.01%
211 Utilities	25,212	26,000	24,000	26,000	17.36%
212 Bonds, Insurance, Licenses	3,471	3,800	4,606	3,200	2.14%
213 Postage	3,913	2,500	1,675	2,630	1.76%
214 Advertising, Printing, Photo	181	500	0	530	0.35%
215 Training & Travel	130	400	0	350	0.23%
216 Education, Memberships, Subscriptions	130	500	300	530	0.35%
217 Lease, Rent, Taxes	2,267	3,000	2,572	11,400	7.61%
<b>Total</b>	<b>116,396</b>	<b>117,000</b>	<b>104,637</b>	<b>149,740</b>	<b>100%</b>
<b>CAPITAL OUTLAY</b>					
<b>HEALTH SERVICES TOTAL</b>	<b>116,396</b>	<b>117,000</b>	<b>104,637</b>	<b>149,740</b>	<b>100%</b>

Funding Allocation:  
100% General Fund

Note: The City receives 50% reimbursement from Sebastian County for this program. Therefore, the net cost to the city is one-half of costs presented.

Note 1: Account Code 208 for FY17 includes \$8,100 for necessary repairs to the plumbing system.

Note 2: Account Code 217 increase for FY17 is attributable to 60 month lease purchase of a new phone system (\$700 mth). Purchase cost of \$31,700 was not feasible after budgetary consideration was given at both the City and the County level.

## NON-DEPARTMENTAL

NON-DEPARTMENTAL	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating Expenditures	6,244,393	3,607,093	3,566,259	3,464,401	3,489,801
Operating Budget	\$ 6,244,393	\$ 3,607,093	\$ 3,566,259	\$ 3,464,401	\$ 3,489,801
Capital Outlay	1,570,478	1,315,689	1,329,053	1,562,242	1,562,242
Budget Appropriation	\$ 7,814,871	\$ 4,922,782	\$ 4,895,312	\$ 5,026,643	\$ 5,052,043
Authorized Positions	0.00	0.00	0.00	0.00	0.00

The Non-Departmental budget contains funds for a variety of activities and programs which are not related to any one of the traditional departmental programs.

Funds are also budgeted for transfers for capital improvements, the parking programs and the cleanup of unsightly property. The County Sales Tax commitments for the public library and senior citizen services are budgeted in this program.

The Non-Departmental budget is allocated among the four operating funds as listed on the following page.



**GENERAL FUND**

	<b>FY17</b>
Allocation to LOPFI Fund	150,000
Port Authority Insurance & Advertising	0
Port Authority Improvements	0
Fort Smith Museum of History - Utilities	20,000
SRCA, Inc. Social Services	175,000
State Drug Asset Forfeiture Account	27,000
Good Neighbors Day Housing	1,000
Transfer to Cleanup/Demolition	90,000
Transfer to Convention Center Fund	777,000
Property Insurance Deductible	5,000
Fort Chaffee Redevelopment Authority	103,121
Western Arkansas Regional Intermodal Authority (RITA)	40,000
Fort Smith Public Library-6% County Sales Tax Allocation	950,000
US Marshals Museum	0
Area Agency on Aging	50,000
Project Compassion	7,500

Sub-Total 2,395,621

**STREET MAINTENANCE FUND**

50/50 Sidewalk Repair Program	\$ 2,500
DRIPP	3,000
Property Insurance Deductible	0
Transfer to General Fund	91,000
Transfer to Health & Wellness	0
Sinking Account	478,225

Sub-Total 574,725

**WATER AND SEWER OPERATING FUND**

	<b>FY17</b>
James Fork Association-Annual Payment Per Agreement	120,280
Property Insurance Deductible	0
Transfer to General Fund	91,000

211,280

**SANITATION OPERATING FUND**

Transfer to Sanitation Sinking Fund for Equipment Replacement	1,084,017
Transfer to Sanitation Sinking Fund for Closure/Postclosure Care Costs	200,000
Transfer to Cleanup/Demolition Fund	470,000
Transfer to General Fund	91,000
Property Insurance Deductible	0

Sub-Total 1,845,017

**GRAND TOTAL \$ 5,026,643**

**NON-DEPARTMENTAL  
GENERAL FUND**

**PROGRAM 6600**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
<b>CONTRACTUAL SERVICES WITH AGENCIES -</b>				
6604-001 Fort Smith Museum of History - Operating	7,162	0	0	0
6605-000 Lincoln Youth Service Center	10,350	0	0	0
6605-001 Lincoln Childcare Center	4,050	0	0	0
6613-000 Fort Smith Regional Art Museum	9,145	0	0	0
6613-001 Fort Smith Heritage Foundation - Clayton House	8,100	0	0	0
6616-000 The Fort Smith Symphony	9,000	0	0	0
6620-000 Western Arkansas Ballet	4,753	0	0	0
6623-000 Fort Smith Chorale	5,400	0	0	0
6624-006 Crisis Intervention Center	4,950	0	0	0
6624-008 Fort Smith Boys and Girls Club	14,850	0	0	0
6624-009 Fort Smith Girls Inc.	5,935	0	0	0
6624-010 Fort Smith Little Theatre	5,040	0	0	0
6624-012 Gregory Kistler Treatment Center for Children-Utilities	4,050	0	0	0
6624-014 Fountain of Youth Adult Day Care	4,050	0	0	0
6624-018 The First Tee, Inc.	6,750	0	0	0
6624-022 Next Step Day Room	4,950	0	0	0
6624-007 Community Services Clearinghouse	0	0	0	0
6624-016 Alzheimers Association	0	0	0	0
6624-011 Girls Shelter	4,050	0	0	0
6624-013 FS Children's Emergency Shelter	4,500	0	0	0
6624-019 Community Dental Clinic	0	0	0	0
6624-020 River Valley Regional Food Bank	4,950	0	0	0
6624-026 Juneteenth Planning Commission	0	0	0	0
6624-027 Reynolds Cancer Support House	4,950	0	0	0
6624-029 ARC for the River Valley	4,357	0	0	0
6624-030 The Steps, Inc.	1,800	0	0	0
6624-031 AR Valley Habitat for Humanity	0	0	0	0
6624-032 Good Samaritan Clinic	4,950	0	0	0
6624-033 Old Fort Homeless Coalition	0	0	0	0
6624-034 Hope Chest	888	0	0	0
6624-001 Allocation to LOPFI Fund Note 2	0	145,800	145,800	150,000
6626-002 Transfers to LOPFI Per Ordinance 56-15	770,473	0	0	0
<b>SUB-TOTAL</b>	<b>909,453</b>	<b>145,800</b>	<b>145,800</b>	<b>150,000</b>

**NON-DEPARTMENTAL  
GENERAL FUND - CONTINUED**

**PROGRAM 6600**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
6603-000 Port Authority Insurance	6,530	7,500	5,400	0
6603-001 Port Authority Improvements	38,732	0	13,564	0
6604-000 Fort Smith Museum of History- Utilities Note 1	17,861	20,000	20,000	20,000
6606-000 SRCA, Inc. Social Services Note 4	176,207	175,000	175,000	175,000
6608-000 Federally Seized & Forfeited Property	114,587	0	0	0
6608-001 State Drug Asset Forfeiture Account	107,747	0	26,930	27,000
6625-012 Good Neighbors Day Housing	24,754	0	1,000	1,000
6626-000 Transfer to Cleanup/Demolition	81,200	90,000	90,000	90,000
6626-001 Transfer to Convention Center Fund	777,000	777,000	777,000	777,000
6628-000 Property Insurance Deductible	1,324	5,000	5,000	5,000
6630-000 Fort Chaffee Redevelopment Note 3 Authority-Graphic Packaging (2006-2018)	31,000	31,000	31,000	32,000
6630-007 Fort Chaffee Redevelopment- Note 3 Mars Petcare (2011-2019)	29,208	37,400	30,000	33,000
6630-008 Western Arkansas Regional Intermodal Authority (RITA)	37,025	37,000	37,000	40,000
6630-009 Ft. Chaffee Redevelopment- Note 3 Umarex (2012-2041)	28,174	38,121	38,121	38,121
6632-000 Fort Smith Public Library-6% County Tax Allocation	965,455	992,160	934,828	950,000
6633-001 Area Agency on Aging Note 4	50,000	50,000	50,000	50,000
6633-003 Project Compassion Note 4	7,500	7,500	7,500	7,500
6635-009 US Marshals Museum	50,000	0	0	0
<b>SUB-TOTAL</b>	<b>2,544,304</b>	<b>2,267,681</b>	<b>2,242,343</b>	<b>2,245,621</b>
<b>GENERAL FUND NON-DEPARTMENTAL TOTAL</b>	<b>3,453,757</b>	<b>2,413,481</b>	<b>2,388,143</b>	<b>2,395,621</b>

Funding Allocation:  
100% General Fund

Note 1: The utility payment amount for the Fort Smith Museum of History was removed from the outside agency allocation list to General Non-Departmental due to the City and the Museum's long standing agreement for utilities payment dating back to 1936.

Note 2: Outside agency funding suspended beginning in FY16 per Ordinance R-124-15.

Note 3: Tax credit provided to corporations as incentive to build/expand in the city.

Note 4: Agencies funded from a portion of the county sales tax to provide services for seniors.

Note 5: Funding per Board directive during budget hearing 11/16/15.

# NON-DEPARTMENTAL

## STREET MAINTENANCE FUND

## PROGRAM 6600

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
6641-000 Reserve for Street Equipment- Sinking Fund	580,942	403,425	339,517	478,225
6641-007 50/50 Sidewalk Repair Program	0	5,000	0	2,500
6641-008 Drainage Improvement Program Participation (DRIPP)	2,707	5,000	3,000	3,000
6642-000 Property Insurance Deductible	0	5,000	0	0
6644-000 Transfer to Health & Wellness Fund	0	10,000	0	0
6645-000 Transfer to General Fund	90,610	91,000	91,000	91,000

## STREET MAINTENANCE FUND

## NON-DEPARTMENTAL TOTAL

	<u>674,259</u>	<u>519,425</u>	<u>433,517</u>	<u>574,725</u>
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Funding Allocation:

100% Street Maintenance Fund

**NON-DEPARTMENTAL**

**WATER AND SEWER  
OPERATING FUND**

**PROGRAM 6600**

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
6673-000 Property Insurance Deductible	0	0	0	0
6673-006 James Fork Association- Annual Payment per Agreement (2016-2020)	225,621	225,612	232,116	120,280
6675-001 Transfer to Health & Wellness Fund	0	0	0	0
6675-003 Transfers for Workers' Compensation Fund	0	0	0	0
6684-001 Transfer to General Fund	90,610	91,000	91,000	91,000
<b>WATER AND SEWER OPERATING FUND NON-DEPARTMENTAL TOTAL</b>	<u>316,231</u>	<u>316,612</u>	<u>323,116</u>	<u>211,280</u>
Funding Allocation: 100% Water and Sewer Operating Fund				
<b>Water and Sewer Operating Fund Transfers for Capital Projects</b>				
6671-002 Equipment Sinking Fund Startup Reserve	450,000	450,000	0	0
<b>Total</b>	<u>450,000</u>	<u>450,000</u>	<u>0</u>	<u>0</u>

Note: The transfer for the capital projects is not included in the operating budget expenses as these transfers are included as capital costs in the All Funds Summaries section of the budget.

## NON-DEPARTMENTAL

### SANITATION OPERATING FUND

### PROGRAM 6600

	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17
6680-000 Transfer to Sanitation Sinking Fund for Equipment Replacement	989,536	912,264	989,536	1,084,017
6680-001 Transfer to Sanitation Sinking Fund for Closure and Post Closure Care Costs	250,000	200,000	200,000	200,000
6681-000 Transfer to Health & Wellness Fund	0	0	0	0
6682-000 Transfer to Cleanup/Demolition Fund	470,000	470,000	470,000	470,000
6683-000 Property Insurance Deductible	0	0	0	0
6684-002 Transfer to General Fund	90,610	91,000	91,000	91,000
<b>SANITATION OPERATING FUND</b>				
<b>NON-DEPARTMENTAL TOTAL</b>	<u>1,800,146</u>	<u>1,673,264</u>	<u>1,750,536</u>	<u>1,845,017</u>

Funding Allocation:  
100% Sanitation Operating Fund

#### Sanitation Operating Fund Transfers for Capital Projects

6680-002 Transfer to Landfill Construction Fund for Phase VI	500,000	500,000	500,000	500,000
6680-003 Transfer to Sanitation Sinking Fund- for Convenience Center	200,000	200,000	200,000	0
6680-004 Transfer to Sanitation Sinking Fund- for Scale Project	0	0	0	0
<b>Total</b>	<u>700,000</u>	<u>700,000</u>	<u>700,000</u>	<u>500,000</u>

Note: The transfer for the capital projects is not included in the operating budget expenses as these transfers are included as capital costs in the All Funds Summaries section of the budget.

## CONVENTION AND VISITORS BUREAU OVERVIEW:

The Convention and Visitors Bureau serves under the direction of the City's Advertising & Promotion Commission. The Commission includes two members of the governing body of the City and five citizens associated with the tourism industry such as hotel managers and restaurant operators. The City assesses a 3% occupancy tax on hotels and motels within the City. The rate was 2% until September 15, 2001. The Bureau is charged with the promotion of tourism activities in the City.

The FY17 Budget is slightly more than the FY16 Budget. The FY17 positions for the Department is 5.0FTE.

CONVENTION & VISITORS BUREAU	ACTUAL FY 15	BUDGET FY 16	ESTIMATED FY 16	BUDGET FY 17	BUDGET FY 18
Personnel Expenditures	\$ 356,271	\$ 347,593	\$ 328,465	\$ 356,598	\$ 356,598
Operating Expenditures	426,593	458,654	430,366	471,780	471,780
Operating Budget	\$ 782,864	\$ 806,247	\$ 758,831	\$ 828,378	\$ 828,378
Capital Outlay	6,814	17,500	17,500	0	0
Budget Appropriation	\$ 789,678	\$ 823,747	\$ 776,331	\$ 828,378	\$ 828,378
Authorized Positions	5.00	5.00	5.00	5.00	5.00

## CONVENTION AND VISITORS BUREAU 2017 SERVICE OBJECTIVES

1. Continue to maximize transient guest tax receipts through aggressively marketing the Fort Smith area's hospitality facilities and attractions to convention/event, corporate and leisure travel markets.
2. Continue to develop and maintain a database of planners in the convention and corporate markets whose business will positively impact the Fort Smith area economy and enhance the quality of life for area citizens. (Comprehensive Plan: ED-4)
3. Continue to build on cooperative relationships with all Fort Smith area businesses, especially those business partners critical to the area's hospitality industry.
4. Ensure a positive guest experience by connecting the guest with quality products or services provided by our Fort Smith area business partners. (Comprehensive Plan FLU-3.4)
5. Take a leading role in the Fort Smith economic development efforts through interface with those involved in development efforts, particularly on a regional level in surrounding counties in both Arkansas and Oklahoma. (Comprehensive Plan FLU-2)
6. Educate local and area business leaders and state/regional event planners as to the Fort Smith Bureau's role in assisting with attracting and servicing events in Fort Smith.
7. Take an active role in "destination development" efforts to add tourist attractions to the Fort Smith area. Continue to take a leading role in development of the United States Marshals Service National Museum and National Learning Center. In preparation for the hiring of a new President/CEO, stay abreast of museum developments in order to update customers as to status with much more confidence. Continue planning to adjust our marketing efforts to feature all above referenced features as primary attractions in the region as they develop, relying on our "History" brand whenever appropriate.
8. Ongoing refinement of the communications program to maximize Fort Smith's exposure to all target audiences through standard marketing practices both in print and on the worldwide web.
9. Continue to grow our presence in all versions of internet social media vehicles.
10. Place top priority on responding to the economic conditions in the local market by adjusting marketing plans based on funding. Grow the reserve A&P fund account as much as possible.

## **CONVENTION AND VISITORS BUREAU 2017 SERVICE OBJECTIVES (continued)**

11. Continue to take an active role as much as possible in guaranteeing the continued availability of quality meeting and exhibit space and service at the Fort Smith Convention Center and the Kay Rodgers Park Expo Facility, Temple Live and any other quality function space that may be developed.
12. Place increased emphasis on rebooking successful events, particularly those that comprise a two state region of attendees of Arkansas and Oklahoma memberships, taking advantage of our geographic location as a "border destination".
13. Capture on a regular basis, post event statistics for use in the Event Impact Calculator to maximize our knowledge of the economic value of hosted events.
14. Continue to expand our direct sales methods to sell to the sporting events market now that expanded facilities are available.
15. Continue to pursue educational travel groups in anticipation of the US Marshals Service National Museum and National Learning Center.



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# ADVERTISING AND PROMOTION FUND

## CONVENTION AND TOURISM BUREAU

## PROGRAM 6870

PERSONNEL	Actual FY 15	Budget FY 16	Estimated FY 16	Budget FY 17	Budget FY 16
101 Regular Salaries	256,205	260,760	241,396	260,630	31.46%
102 Overtime	0	200	0	8,360	1.01%
103 Retirement	25,345	14,565	14,565	14,960	1.81%
104 Social Security	19,640	20,730	21,166	21,370	2.58%
105 Insurance	48,320	43,488	43,488	43,488	5.25%
106 Longevity	621	850	850	790	0.10%
108 Other-Car Allowance, Contract Labor	5,400	5,400	5,400	5,400	0.65%
111 Workers' Compensation	740	1,600	1,600	1,600	0.19%
<b>Total</b>	<b>356,271</b>	<b>347,593</b>	<b>328,465</b>	<b>356,598</b>	<b>43.05%</b>
<b>OPERATING</b>					
201 Office Supplies	5,357	5,000	3,202	5,000	0.60%
202 Small Equipment	2,521	8,104	8,510	5,850	0.71%
205 Custodial Equipment & Supplies	29	100	36	100	0.01%
206 Materials	473	1,450	1,388	1,550	0.19%
207 Repair of Equipment	1,214	1,500	90	1,500	0.18%
208 Repair of Buildings	10,629	7,000	6,513	7,000	0.85%
210 Communications	24,192	21,600	29,671	12,970	1.57%
211 Utilities	5,952	6,000	5,365	6,000	0.72%
212 Bonds, Insurance, Licenses	885	1,600	1,352	1,600	0.19%
213 Postage	8,703	9,000	6,000	9,000	1.09%
214 Advertising, Printing, Photo	32,440	38,860	32,988	41,960	5.07%
215 Training & Travel	47,112	55,000	43,795	68,620	8.28%
216 Education, Memberships, Subscriptions	14,950	15,000	19,002	15,020	1.81%
217 Lease, Rent, Taxes	6,856	7,300	6,928	7,500	0.91%
219 Other - Public Relations	7,363	12,100	13,050	13,300	1.61%
230 Print Media Advertising-Newspapers	9,284	9,840	8,993	5,150	0.62%
231 Print Media Advertising-Magazines	59,899	60,000	65,839	77,350	9.34%
234 Agency Costs	120	6,400	3,049	7,730	0.93%
235 Volunteer Programs	10,219	12,000	12,817	13,200	1.59%
236 Gifts and Donations	1,221	1,000	1,421	1,000	0.12%
237 Convention/Meeting Marketing Contingency	2,698	2,000	0	4,000	0.48%
238 Group Traveler Marketing Contingency	548	2,000	1,187	4,000	0.48%
239 Casual Traveler Marketing Contingency	1,976	2,000	3,184	4,000	0.48%
240 Special Events	149,949	148,300	132,236	132,050	15.94%
002 Collection Fee	22,003	25,500	23,750	26,330	3.18%
<b>Total</b>	<b>426,593</b>	<b>458,654</b>	<b>430,366</b>	<b>471,780</b>	<b>56.95%</b>
<b>CAPITAL OUTLAY</b>	<b>6,814</b>	<b>17,500</b>	<b>17,500</b>	<b>0</b>	
<b>CONVENTION AND TOURISM BUREAU TOTAL</b>	<b>789,678</b>	<b>823,747</b>	<b>776,331</b>	<b>828,378</b>	<b>100%</b>

**CONVENTION AND TOURISM BUREAU**  
**(continued)**

**PROGRAM 6870**

SCHEDULE OF PERSONNEL	PAY GRADE	FY15	FY16	FY16	FY17
Executive Director	21	1	1	1	1
Administrative Coordinator/Sales	9	1	1	1	1
Convention Sales & Service	8	1	1	1	1
Communication/Services Coordinator	7	1	1	1	1
Secretary	5	1	1	1	1
<b>EMPLOYEE POSITIONS</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

Note: This program is not included in the Operating Funds as funds are allocated from the Advertising and Promotion Fund. Employees are under the direction of the Advertising and Promotion Commission. The Mayor and one Board member serve on this Commission.

Note 1: Account Code 102 increase for FY17 is attributable to new FSLA overtime law effective December 1, 2016. A determination was made to increase overtime in lieu of adjusting salary to meet minimum threshold requirements.

Funding Allocation:  
 100% Advertising and Promotion Fund

**CITY OF FORT SMITH**

12/15/16

**Five-Year Capital Improvement Program for Streets, Bridges and Drainage (2017-2021)**

	2016	2017	2018	2019	2020	2021
<b>Beginning Balance</b>	30,648,893	29,307,778	8,880,838	5,628,810	8,062,345	3,193,802
Current Year Revenues						
Sales Tax	20,887,000	20,887,000	21,095,870	21,306,829	21,519,897	21,735,096
Grants/Other Participation	5,105,594	2,165,429	0	0	0	0
Interest	99,542	89,833	36,184	34,143	28,070	11,455
Total - Current Year Revenues	26,092,136	23,142,262	21,132,054	21,340,971	21,547,967	21,746,551
<b>Total Funds Available</b>	<b>56,741,029</b>	<b>52,450,040</b>	<b>30,012,892</b>	<b>26,969,781</b>	<b>29,610,312</b>	<b>24,940,353</b>
1 Street Overlays & Reconstruction	9,040,729	4,840,733	8,114,780	8,500,000	8,500,000	8,500,000
2 Neighborhood Drainage Improvements	4,048,570	10,049,469	3,591,057	2,000,000	2,000,000	2,000,000
3 Town Branch / Carnall Drainage	913,329	0	0	0	0	0
4 North B Truck Route	0	1,044,000	700,000	0	0	0
5 Intersection and Signal Improvements	899,751	580,000	400,000	400,000	400,000	400,000
6 Spradling Extension at Riverfront Drive	8,931	1,300,000	0	0	0	0
7 Kelley Highway Extension to Riverfront Drive	186,178	200,000	178,995	400,000	600,000	5,000,000
8 Jenny Lind Road - Zero to Cavanaugh	7,419,986	17,610,000	4,030,650	15,000	0	0
9 Geren Road Reconstruction	468,912	2,500,000	3,000,000	0	0	0
10 Zero Street (Hwy 255) Widening	0	800,000	0	0	4,000,000	0
11 May Branch Drainage Project	29,400	200,000	800,000	4,000,000	4,000,000	4,000,000
12 FCRA Development	1,459,829	500,000	500,000	500,000	500,000	500,000
13 Hwy 45 widening - Zero St to Hwy 71	0	700,000	0	0	3,300,000	0
14 Railroad Crossing Panels	27,042	280,000	160,000	160,000	160,000	160,000
15 Traffic Studies	51,500	25,000	25,000	25,000	25,000	25,000
16 Overlays/Drainage by Street Department	301,514	300,000	300,000	300,000	300,000	300,000
17 Engineering Dept. and Other Depts.	2,360,000	2,360,000	2,383,600	2,407,436	2,431,510	2,455,825
18 Contingency	217,580	280,000	200,000	200,000	200,000	200,000
<b>TOTAL</b>	<b>27,433,251</b>	<b>43,569,202</b>	<b>24,384,082</b>	<b>18,907,436</b>	<b>26,416,510</b>	<b>23,540,825</b>
<b>Ending Balance</b>	<b>29,307,778</b>	<b>8,880,838</b>	<b>5,628,810</b>	<b>8,062,345</b>	<b>3,193,802</b>	<b>1,399,527</b>

**Grants/Other Participation**

Jenny Lind Road - Zero to Cavanaugh	4,000,000	2,165,429	0	0	0	0
Streetscape - Towson	190,641	0	0	0	0	0
FCRA	914,953	0	0	0	0	0
<b>TOTAL</b>	<b>5,105,594</b>	<b>2,165,429</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fort Smith Utility Department**  
**Capital Water Cost Summary 2017-2021**  
 October 4, 2016

Line	Water Capital Funds	Project	2017	2018	2019	2020	2021
1	<b>Program</b>						
2	Distribution System Repair, Rehabilitation, Replacement, Improvement	n/a	2,000,000	2,000,000	2,000,000	9,462,000	9,462,000
3	Watershed Property Acquisition Lake Fort Smith	99-01	650,000	650,000	650,000	650,000	650,000
4	Equipment Maintenance	n/a	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
5	Program 5627 Water System Construction		340,700	357,300	375,000	394,000	414,000
6	<b>Program Total</b>		<b>\$ 4,490,700</b>	<b>\$ 4,507,300</b>	<b>\$ 4,525,000</b>	<b>\$ 12,006,000</b>	<b>\$ 12,026,000</b>
7							
8	<b>Facilities</b>						
9	5th Part 12 Inspection Report Lee Creek Dam	16-15	50,000	-	-	-	-
10	Jack Freeze Standpipe and Brooken Hill Waterline	New	130,800	2,324,700	1,725,000	-	-
11	Lake Ft. Smith East Side Slide	16-05	250,000	-	-	-	-
12	Annual Water Plant and Supply Improvements	New	250,000	250,000	250,000	250,000	250,000
13	Lee Creek Lagoon Repairs	New	825,000	-	-	-	-
14	<b>Facilities Total</b>		<b>\$ 1,505,800</b>	<b>\$ 2,574,700</b>	<b>\$ 1,975,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
15							
16	<b>Transmission/Distribution</b>						
17	Lake Fort Smith 48-inch Transmission Line Phase 1	08-07	5,500,000	-	-	-	-
18	Lake Fort Smith 48-inch Transmission Line Phase 2	New	1,500,000	12,500,000	12,500,000	-	-
19	Lake Fort Smith 48-inch Transmission Line Phase 3	New	-	-	1,925,000	1,925,000	12,833,000
20	North M Street to Towson & South I Street 24-inch Transmission Line Extension	New	468,000	3,129,800	3,130,000	-	-
21	Watershed Stream Bank Stabilization	New	75,000	300,000	260,000	50,000	50,000
22	North N Street 24-inch Transmission Line Replacement	New	216,000	2,889,000	-	-	-
23	Tennessee Road 12-inch Water Line	New	-	245,200	1,640,000	1,640,000	-
24	Chaffee Crossing 18-inch Transmission Line Relocation (5,100 ft)	New	-	-	140,000	1,860,000	-
25	North 6 Street 12-inch Water Line Replacement	New	750,000	-	-	-	-
26	Howard Hill Ground Storage Reservoir & Transmission Line Extension	New	-	-	800,000	5,350,000	5,350,000
27	Downtown pressure reducing valves	New	-	-	200,000	2,000,000	-
28	<b>Transmission/Distribution Total</b>		<b>\$ 8,509,000</b>	<b>\$ 19,064,000</b>	<b>\$ 20,595,000</b>	<b>\$ 12,825,000</b>	<b>\$ 18,233,000</b>
29	<b>Water Capital Total</b>		<b>\$ 14,505,500</b>	<b>\$ 26,146,000</b>	<b>\$ 27,095,000</b>	<b>\$ 25,081,000</b>	<b>\$ 30,509,000</b>



**Fort Smith Utility Department**  
**Capital Sewer Cost Summary 2017-2021**  
 October 4, 2016

Line	Sewer Capital Funds	Consent Decree	Project	2017	2018	2019	2020	2021
33	<b>Remediation</b>							
34	Basin 12 Collection System Defect Remediation	Art. 2	16-19	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
35	2015 SSA Collection System Defect Remediation	Art. 2	10-16	7,069,400	10,783,700	3,714,000	-	-
36	2016 SSA Collection System Defect Remediation	Art. 1 & 2	New	1,800,000	6,666,700	6,667,000	6,667,000	-
37	2017 SSA Collection System Defect Remediation	Art. 1 & 2	New	1,600,000	1,200,000	3,333,000	3,333,000	3,333,000
38	2018 SSA Collection System Defect Remediation	Art. 1 & 2	New	-	1,600,000	1,200,000	3,333,000	3,333,000
39	2019 SSA Collection System Defect Remediation	Art. 1 & 2	New	-	-	1,600,000	1,200,000	3,333,000
40	Annual Sewer Collection System Improvements	Art. 2	n/a	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
41	<b>Remediation Total</b>			\$ 13,469,400	\$ 23,250,400	\$ 19,514,000	\$ 17,533,000	\$ 12,999,000
42	<b>Consent Decree Total</b>			\$ 27,179,700	\$ 37,170,000	\$ 37,083,000	\$ 69,500,000	\$ 59,587,000
43								
44	<b>Non-Consent Decree:</b>							
45	Pump Station 5 Interceptor East (Walnut Street to Musset Road)	n/a	New	113,500	-	-	-	-
46	P Street Wastewater Treatment Plant Screening, Scum & Grease Removal	n/a	14-12	1,178,800	1,178,800	-	-	-
47	Riverfront Soccer Complex Sewer Extension	n/a	New	50,000	-	-	-	-
48	Vicksburg Interceptor Defect Remediation	n/a	16-03	1,000,000	2,000,000	-	-	-
49	Annual Sewer Plant Improvements	n/a	New	250,000	250,000	250,000	250,000	250,000
50	<b>Non-Consent Decree Total</b>			\$ 2,592,300	\$ 3,428,800	\$ 250,000	\$ 250,000	\$ 250,000
51	<b>Sewer Capital Total</b>			\$ 29,772,000	\$ 40,598,800	\$ 37,333,000	\$ 69,750,000	\$ 59,837,000

**Parks and Recreation CIP**

Annually, the Parks Department presents recommendations to the Parks and Recreation Commission for approval of a five year capital improvement program. The following is the five year plan for 2017-2021. Funding will be provided by the Parks 1/8% sales and use tax.

<u>Park Project</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Conversion of Tilles Wading Pool into Splash Pad	-	200,000	-	-	-
Conversion of Woodlawn Wading Pool into Splash Pad	-	200,000	-	-	-
Creekmore Park Land Acquisition and Parking	-	-	200,000	-	-
Creekmore Park Tennis Court Resurfacing	-	-	-	275,000	-
Fort Smith Park Dog Park	-	100,000	-	-	-
Fort Smith Park Fishing Pavilion and Parking	-	-	-	-	-
Fort Smith Park Playground	-	-	100,000	-	-
Kelley Stage & River Park Amphitheater	75,000	-	-	-	-
Martin Luther King Skate Park Improvements	-	-	-	400,000	-
Matching Funds	200,000	250,000	250,000	250,000	250,000
Neighborhood Parks	-	-	-	-	300,000
Riverfront Drive Property Improvements	600,000	-	-	-	750,000
Shade Structures at Creekmore Pool, Martin Luther King Splash Pad and Playground	75,000	-	-	-	-
Stagecoach Park Phase II	-	-	-	-	150,000
Trails & Greenways	1,000,000	1,100,000	1,050,000	1,050,000	250,000
Westphal Property Purchase	50,000	50,000	50,000	50,000	50,000
Wilson Park Improvements	-	-	100,000	-	-
	<u>2,000,000</u>	<u>1,900,000</u>	<u>1,750,000</u>	<u>2,025,000</u>	<u>1,750,000</u>



## Personnel Count Comparison

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
<b>Policy &amp; Administration</b>				
<b>Services Division</b>				
4100 Mayor	1.00	1.00	1.00	1.00
4101 Board of Directors	7.00	7.00	7.00	7.00
4102 City Administrator	4.00	5.77	4.77	3.03
4201 District Court	18.00	18.63	18.63	18.63
4202 City Prosecutor	2.00	2.00	2.00	2.00
4203 Public Defender	0.00	0.00	0.00	0.00
4204 City Attorney	0.00	0.00	0.00	0.00
4206 District Court-State Division	1.00	1.00	1.00	1.00
4405 Internal Audit	1.00	2.70	1.70	1.70
<b>Total Policy &amp; Administration Services Division</b>	<b>34.00</b>	<b>38.10</b>	<b>36.10</b>	<b>34.36</b>
<b>Management Services Division:</b>				
4104 Human Resources	4.00	5.00	5.00	5.00
4109 Safety & Risk Manager	1.00	1.00	1.00	0.00
4105 City Clerk	3.00	3.00	3.00	3.00
4301 Finance	12.00	11.00	12.00	16.00
4303 Collections	6.00	6.00	6.00	6.00
4304 Utility Billing/Cust. Svc.	13.00	13.00	13.00	13.00
4306 Purchasing	2.00	2.00	2.00	3.00
4401 Information and Technology	9.00	11.00	11.00	11.00
6912 Public Parking Personnel	1.00	1.00	1.00	1.00
<b>Total Management Services Division</b>	<b>51.00</b>	<b>53.00</b>	<b>54.00</b>	<b>58.00</b>
<b>Development Services Division</b>				
4103 Engineering	18.40	19.00	19.00	19.00
4106 Planning	7.75	7.75	7.20	7.20
4107 CDBG	3.25	3.25	3.80	3.80
4108 Building Safety	11.00	11.00	11.00	11.00
6900 Neighborhood Services	9.00	9.00	9.00	9.00
<b>Total Development Services Division</b>	<b>49.40</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
<b>Police Services Division</b>				
4701 Administration	5.00	5.00	5.00	5.00
4702 Support Services	53.25	52.25	52.25	52.25
4703 Criminal Investigations	43.44	43.44	43.44	43.44
4704 Patrol Operations	110.75	109.75	109.75	109.75
4705 Radio Communications	2.00	2.00	2.00	2.00
4706 Airport Security	3.00	3.00	3.00	3.00
6911 Police Grant	0.56	0.56	0.56	0.56
6920 Public Parking/Enforcement	3.00	3.00	3.00	2.00
<b>Total Police Services Division</b>	<b>221.00</b>	<b>219.00</b>	<b>219.00</b>	<b>218.00</b>
<b>Fire Services Division</b>				
4801 Administration	7.00	7.00	7.00	7.00
4802 Suppression & Rescue	123.00	123.00	123.00	123.00
4803 1/8% Sales Tax Operations	20.00	20.00	20.00	20.00
4804 Training	2.00	2.00	2.00	2.00
<b>Total Fire Services Division</b>	<b>152.00</b>	<b>152.00</b>	<b>152.00</b>	<b>152.00</b>
<b>Operation Services Division- Streets &amp; Traffic Control</b>				
5101 Administration	5.00	5.00	5.00	5.00
5302 Street Construction	8.72	8.72	8.72	9.75
5303 Street Drainage	17.00	17.00	17.00	16.50
5304 Street Maintenance	15.60	15.60	15.50	14.25
5305 Sidewalk Construction	12.00	12.00	12.00	12.00
5401 Traffic Control Operations	12.72	13.72	13.72	13.72
5402 Signals	0.00	0.00	0.00	0.00
<b>Total Streets &amp; Traffic Control</b>	<b>71.04</b>	<b>72.04</b>	<b>71.94</b>	<b>71.22</b>

	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Estimated</b>	<b>2017 Budget</b>
<b>Water &amp; Sewer</b>				
5501 Utilities Administration	15.00	8.00	8.00	8.00
5521 Business & Finance	0.00	19.00	19.00	19.00
5522 Communications & Training	0.00	16.00	16.00	18.00
5523 Engineering & Engineering Tech.	0.00	16.00	17.00	17.00
5601 Water & Wastewater				
Treatment Administration	3.00	0.00	0.00	0.00
5603 Sewer Treatment	29.00	30.50	30.50	30.50
5604 Water Treatment	22.00	22.00	22.00	22.00
5605 Laboratory Services	9.00	0.00	0.00	0.00
5606 Wastewater Equipment				
Maintenance	14.00	0.00	0.00	0.00
5609 Industrial Waste Monitoring	5.69	0.00	0.00	0.00
5610 Water Line Maintenance	26.00	49.00	49.00	45.00
5611 Sewer Line Maintenance	24.00	30.00	30.00	30.00
5612 Construction Management	4.00	15.00	15.00	17.00
5613 Metering/Transmission				
Line Maintenance	19.50	0.00	0.00	0.00
5615 Water & Wastewater Line				
Maintenance Administration	14.00	0.00	0.00	0.00
5616 Water Stationary				
Equipment Maintenance	10.00	0.00	0.00	0.00
5620 Consent Decree Initiation	28.00	0.00	0.00	0.00
5625 Environmental Quality	0.00	20.00	21.00	23.00
5626 Fleet, Bldg., Station & Environmental				
Maintenance	0.00	36.00	36.00	37.00
5627 Sewer Construction	0.00	0.00	0.00	4.00
6700 Debt Service	0.00	0.00	0.00	0.00
<b>Total Water &amp; Sewer</b>	<b>223.19</b>	<b>261.50</b>	<b>263.50</b>	<b>270.50</b>
<b>Parks &amp; Community Services</b>				
6201 Parks Maintenance	19.50	18.50	18.50	18.50
6202 Oak Cemetery	3.50	3.00	3.00	3.00
6204 Community Centers	4.25	4.00	4.00	3.50
6205 Aquatics	4.85	3.85	3.85	3.85
6206 Riverfront/Downtown Maint.	6.00	5.00	5.00	5.00
6207 The Park at West End	1.00	1.00	1.00	1.00
6208 1/8% Sales Tax Operations	6.00	7.00	7.00	7.00
<b>Total Parks &amp; Community Services</b>	<b>45.10</b>	<b>42.35</b>	<b>42.35</b>	<b>41.85</b>
<b>Convention Center</b>				
6203 Convention Center	13.50	13.50	13.50	13.50

	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Estimated</b>	<b>2017 Budget</b>
<b>Sanitation</b>				
6301 Administration	6.50	5.00	5.00	7.00
6302 Residential Collections	25.00	27.25	27.25	27.25
6303 Commercial Collections	10.00	10.00	11.00	11.00
6304 Fleet & Grounds Maintenance	10.00	12.75	12.75	12.75
6305 Sanitary Landfill	17.00	20.00	22.00	18.00
6307 Industrial Collection	10.00	10.00	10.00	10.00
<b>Total Sanitation</b>	<b>78.50</b>	<b>85.00</b>	<b>88.00</b>	<b>86.00</b>
<b>Transit</b>				
6550 Public Transit	33.00	33.00	33.00	33.00
<b>Total Operation Services Division</b>	<b>464.33</b>	<b>507.39</b>	<b>512.29</b>	<b>516.07</b>
<b>Non-Departmental</b>				
6870 Convention & Visitors Bureau	5.00	5.00	5.00	5.00
<b>Total FTE Personnel</b>	<b>976.73</b>	<b>1,024.49</b>	<b>1,028.39</b>	<b>1,033.43</b>

Please note: This schedule includes position of Mayor and the seven Director positions.

	<b>2015 Actual</b>	<b>2016 Estimated</b>	<b>2017 Budget</b>
Total FTE Personnel, this schedule	976.73	1,028.39	1,033.43
Program 4100 Mayor & 4101 Board of Directors	(8.00)	(8.00)	(8.00)
Program 4206 District Court Sebastian County	(1.00)	(1.00)	(1.00)
Total FTE Personnel,	<u>967.73</u>	<u>1,019.39</u>	<u>1,024.43</u>

## **CLASSIFICATION OF ACCOUNT CODES**

### **100 SALARIES AND BENEFITS**

#### **101 Regular Salaries**

Includes salaries and wages of all regularly employed personnel, both full and part time. Also, includes salaries paid to the Mayor and Board of Directors.

#### **102 Overtime**

All payments to employees for time worked in excess of a specified work period in accordance with the Fair Labor Standards Act (FLSA).

#### **103 Retirement**

Includes City cost for employee participation in the respective pension plans, defined contribution plan or deferred compensation plan.

#### **104 Social Security**

Employer share of cost for employee participation in the Federal Insurance Contributions Act (FICA) and Medicare match.

#### **105 Insurance**

Employer participation for life and disability insurance, health insurance and dental insurance premiums.

#### **106 Longevity**

Additional compensation given to employees for accepted periods of tenure at specific time periods.

### **107 Medical Expenses**

Doctor's fees, laboratory and x-ray fees, drugs and other costs incurred in the medical treatment of employees injured in the line of duty and annual physicals as required.

### **108 Other**

Includes such items as fee base compensation such as backstage work or temporary judgeship. Also includes car allowance benefit.

### **109 Employee Allowances**

Reimbursement for authorized employee allowances such as clothing, field training (SWAT), language interpretation, etc.

### **111 Workers' Compensation**

Contribution to the City's Workers' Compensation Fund for payment of claims.

## **200 SUPPLIES AND SERVICES**

Expenditures/expenses for materials, supplies and services which are obtained by express or implied contract or materials, supplies and services which are of such nature that they normally would be obtained by such a contract.

### **201 Office Supplies**

Includes all supplies necessary for the operation of an office, e.g. toner, copy paper, blank diskettes, stationery, books used for office reference, small office items such as staples, letter trays, etc., and standard forms which do not require special printing services. This classification does not include postage or prestamped envelopes.

### **202 Small Equipment**

The small equipment account includes items with a unit value of \$5,000 or less. Items in this classification include personal computers, printers, display units, camera equipment, weapons, ammunition, bullet proof vests, hand tools, calculators, typewriters, electric staplers, surge protectors, playground equipment, survey equipment, microfiche viewers, office furniture, fax machines, small copiers, packaged software, laboratory equipment, etc.

Any spending for goods or services that inure to the benefit of an individual e.g., elected official, employee or relative of either, is not allowed. For example, the purchase of flowers, gifts, and/or cards may not be purchased for an individual employee with city funds. However, flowers purchased for an official city event or function is allowed. Furthermore, certificates of appreciation, plaques and/or memorials may be purchased for individuals with public funds to recognize their contributions to the city.

### **203 Fuel, Oil, Lube**

Includes bulk purchases of gasoline, diesel fuel and other fuel for vehicles and equipment. Includes kerosene, heating oil, coal, propane, butane, etc., used for heating or flares. Also, includes all oils and lubricants utilized for City equipment or machinery.

## 204 Clothing

Includes all items of clothing and linen supplies such as uniforms, badges, belts, boots, hats, shoes, slickers, holsters, handcuffs, gloves, etc.

Includes linen service, towel service, laundry and embroidery.

## 205 Custodial Equipment & Supplies

Food consumed by an employee during work hours or on official duty (Ex. lunch provided for disaster/emergency relief; payment for retirement cake is permissible' only IF the entire city, citizens are invited to the retirement reception (media release must be issued); regarding the purchase of flowers for a member of an elected city official's family that is ill or for providing cake/punch for a retiring municipal government employee, it is the opinion of the Arkansas Attorney General that these type expenses are NOT permissible expenses for the city. Ice and bottled water are allowable expenses.

**Regular coffee, flavored coffee, hot chocolate, and tea are NOT allowable expenses.**

This also includes utensils, paper plates, foam/plastic/paper cups, etc. Any item bought for consumption by animals. Includes drugs utilized in the treatment of disease and all first aid supplies. Includes all cleaning supplies such as soap, solvents, disinfectants, deodorizers, floor oils, wax, paper towels, etc. Includes cleaning equipment such as brooms, brushes, mops, etc.

## 206 Materials

Includes all materials required in the maintenance and repair of streets, sidewalks, street lights, park lights, etc., i.e., asphalt, cement, sand gravel, etc. However, any improvements that substantially increase the value of the project should be charged to capital outlay or capital improvements. Includes chemicals and drugs used in the laboratory, water and sewage treatment plants and pest control. Includes fertilizers, bulbs, seeds, trees, plants and plant sprays, top soil, etc. used in parks and public grounds. Also, includes recharging fire extinguishers. Does not include photo processing.



## **207 Repair of Equipment**

Includes all services and materials required in the maintenance and repair of all machinery and equipment including automobiles, oil and lube, trucks, tractors, draglines, ditching machines, sweepers, shop and plant equipment, traffic signals, instruments of all types, window air conditioners and office equipment such as typewriters, adding machines, calculators, desks, chairs, etc.; and all such services required in the maintenance and repair of minor apparatus and tools. Does not include services applicable to the maintenance of buildings and improvements.

## **208 Repair of Buildings**

Includes all services and materials required in the maintenance and repair of real property such as land, buildings, structures of all types, swimming pools, elevators, boilers, heating and air conditioning systems, etc. Also includes security services. However, any replacements or improvements that substantially increase the value of the building or facility should be charged to capital outlay.

Any spending for goods or services that inure to the benefit of an individual e.g., elected official, employee or relative of either, is not allowed. For example, the purchase of flowers, gifts, and/or cards may not be purchased for an individual employee with city funds. However, flowers purchased for an official city event or function is allowed. Furthermore, certificates of appreciation, plaques and/or memorials may be purchased for individuals with public funds to recognize their contributions to the city.

## **209 Merchandise/Program Participation**

Items purchased to be resold to other departments or to the public such as inspection code books. This code also covers the participation in events held at the City's Convention Center such as University of Arkansas at Fort Smith (UAFS) performances.

## **210 Communications**

Includes telephone equipment services such as monthly leases and repair charges, telephone and radio line services and replacement telephones.

## **211 Utilities**

All gas and electrical services furnished by franchised operators.

## **212 Bonds, Insurance, Licenses**

Includes all automotive insurance premiums, building and product liability facilities insurance premiums, performance and surety insurance premiums, all fees for licensing, safety inspection and titles and any expenditures/expenses for bonding an employee. Also, includes licenses for software packages.

## **213 Postage**

Cost of mailing items including stamps, post cards, prestamped envelopes, postage due, insurance, registered letter fees and express mail.

## **214 Advertising, Printing, Photo**

Includes cost of advertising, posters, publication of public notices, ordinances, bid invitation, and other such items. All service performed by an outside vendor for printing, reproduction and binding or pamphlets, newsletters and other reading material and all inhouse copying charges. Includes film, film packs, video tapes, batteries for cameras, flash bulbs, chemicals, and paper for development.

## **215 Training & Travel**

Includes transportation, meals, and lodging expenditures/expenses of employees incurred in the performance of official duties. Includes registration fee relative to travel, e.g. conference registration fee.

## **216 Education, Memberships, Subscriptions**

Course materials purchased through outside vendors utilized for inhouse training sessions. Tuition fees associated with continuing education at approved local or regional schools or colleges. Includes memberships in professional organizations and subscriptions to periodicals and publications from which the City will derive benefit. Registration fees for conferences should be coded to travel.

## **217 Lease, Rent, Taxes**

Includes rentals or leasing of land or structures, post office boxes, and equipment such as office machines and heavy equipment. Property taxes due to entities outside our local jurisdiction should be designated for payment from this account.

## **218 Claims**

Includes settlements of judgments and claims. Includes such items as filing fees and court costs in connection with liens and right-of-way fees. Includes expenses incurred for services rendered in collecting bad debts.

## **219 Other**

Includes expenditures/expenses such as courthouse custodial costs, care of prisoners, state mandated fees, and such services provided by outside vendors in connection with data processing service bureau, consulting firms, engineering fees not related to a specific construction fund, recodification of ordinances, grant match funds, and veterinary services. Use of this code for other purposes besides the outlined costs should be cleared in Finance prior to execution.

Any spending for goods or services that inure to the benefit of an individual e.g., elected official, employee or relative of either, is not allowed. For example, the purchase of flowers, gifts, and/or cards may not be purchased for an individual employee with city funds. However, flowers purchased for an official city event or function is allowed. Furthermore, certificates of appreciation, plaques and/or memorials may be purchased for individuals with public funds to recognize their contributions to the city.

## **220 Examinations**

Expenses incurred due to Police and Fire qualification and standards of personnel.

## **300 CAPITAL OUTLAY**

Capital outlay includes the purchase of all real property such as land, buildings, and other improvements and the purchase of items of personal property which will meet the following requirements:

1. Must have an estimated useful life of three years or more.
2. Must be capable of being permanently identified as an individual unit.
3. Must belong to one of the general classes of property which are commonly considered as fixed assets in accordance with generally accepted accounting principles. Fixed assets are defined as items of more or less permanent property necessary to the operation of an enterprise. As a general rule, an item which meets the first two requirements and has a unit cost of \$5,000 or more should be classed as capital outlay, while items should be classified under small equipment costing less than \$5,000.

**Wage Study Pay Grade Classification  
FY17**

<u>Pay Grade</u>	<u>Salary Range</u>
24	71,136 - 111,904
23	68,869 - 108,389
22	66,581 - 104,811
21	64,397 - 101,275
20	62,109 - 97,739
19	59,842 - 94,203
18	57,574 - 90,563
17	55,328 - 87,027
16	53,123 - 83,491
15	50,336 - 79,165
14	48,110 - 75,670
13	45,448 - 71,448
12	43,202 - 67,933
11	43,160 - 61,214
10	40,810 - 57,907
9	38,480 - 54,579
8	36,130 - 51,230
7	33,821 - 47,986
6	31,512 - 44,637
5	29,203 - 41,371
4	26,853 - 38,064
3	24,482 - 34,757
2	22,173 - 31,429
1	19,822 - 28,101

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