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RESEARCH AND BUDGET COPY

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General Budget

1964

CITY OF

SAVANNAH

GEORGIA

CITY OF SAVANNAH, GEORGIA

ANNUAL BUDGET

FISCAL YEAR

January 1, 1964 through December 31, 1964

TABLE OF CONTENTS

SECTION I

S U M M A R Y

18 November, 1963

Mayor and Aldermen
City of Savannah
Savannah, Georgia

Gentlemen:

The proposed budget for the 1964 year is herewith submitted for your consideration.

The proposed budget program for 1964 is designed to accomplish four objectives. These are:

1. To improve services.

2. To permit better control of operations and expenditures.

3. To provide a basis for evaluating performance in relation to costs.

4. To make effective use of the funds which can be made available for improving public facilities, by scheduling the expenditure of the funds on the basis of priorities established in a long-term capital improvement program.

This budget document is divided into four separate budgets: the General Fund budget; the Water and Sewer Fund budget; the Capital Improvement budget, and the Industrial and Domestic Water Supply budget. Each of these budgets is balanced.

No attempt will be made here to analyze these budgets, since the budget document provides detailed explanations of the programs which have been proposed for each department and activity. Key budget proposals for 1964, however, are briefly discussed below.

General Budget Fund

The General Fund expenditures proposed for 1964 total $7,475,543. This is an increase over the General Fund expenditure budgeted for 1963 of slightly more than $600,000.

Funds for a number of program changes have been requested in the General

Fund budget. Included in the requests are funds:

1. To redesign and strengthen the Police Department's pattern of patrol beats.

2. To strengthen the police training program.

3. To permit, in 1964, a once-per-year cleaning of those major ditches and canals that have been cleaned in the past on a once-per-two-or-three-year basis.

4. To increase the staff of the Research and Budget Division, so that it can make the administrative studies and operational analysis needed to improve performance and permit cost savings. Three of the subjects scheduled for study are vehicle and equipment procurement and maintenance, supplies management and work measurement.

5. To provide a three-man crew to maintain recreation equipment and recreation areas on a regular basis.

6. To give pay increases based on merit.

7. To expand the use of automatic data processing.

Projected revenue from present General Fund revenue sources total $7,401,543. This is $74,000 short of the amount needed to balance the General Fund budget. To obtain the additional revenue that is needed, the following changes in the revenue program of the General Fund have been proposed:

1. The City's building, plumbing and electrical inspection program should pay its own way. At present, it does not. In 1964, net inspection costs will total $47,000. Present charges for building permits and for electrical and plumbing inspections will produce about $33,000 in revenue. This is $14,000 short of the amount needed to cover the cost of the inspection program. To make up this deficit, it is recommended that charges for building permits and for electrical and plumbing inspections be increased about 40%.

2. At present, there is a 2% tax on the first year premiums for life insurance. Such a limitation does not exist for other types of insurance. Therefore, it is recommended that this 2% tax be made to apply to total annual life insurance premium collections. It is estimated that this change will increase the revenue of the General Fund by some $60,000 annually.

The projected increases in income from these two sources have been included in the 1964 revenue projections for the General Fund. If these two recommendations

are disapproved, without providing suitable substitutes, then it will be necessary to cut some $74,000 out of the proposed General Fund budget. Such a cut can only be made at the cost of reduced services.

Water and Sewer Fund Budget

The Water and Sewer Fund budget totals $2,480,857. In previous years, this Fund was budgeted in the General Fund. In 1964, it will be established as a separate budget for the first time.

The recent revisions in water and sewer changes have placed the revenue program of the Water and Sewer Fund on a sound financial footing. Revenues are adequate to cover operating expense and, at the same time, provide the security needed for the debt retirement program of this Fund.

Industrial and Domestic Water Supply Budget

The Industrial and Domestic Water Supply budget totals $681,005. This is an increase over the 1963 budget, of $78,000, due primarily, to increased debt service payments. Projected revenues for this operation will be adequate to balance the expenditure programs which have been proposed.

Capital Improvement Budget

The Capital Improvement budget totals $1,460,923. This will be the first Capital Improvement budget that Savannah has had. The Capital Improvement budget is divided into two parts: General Improvements and Water and Sewerage System Improvements. Proposed expenditures for general improvements total $428,640. Proposed expenditures for improvements in the water and sewerage systems total $1,032,283. The revenues needed to finance the cost of the proposed general improvements will be obtained from current revenues. The revenues needed to pay for the proposed water and sewerage improvements will be obtained from three sources:

1. Sewage Treatment Grant	$ 68,000
2. Prior year's Revenue Bond issue	$214,772
3. A proposed 1964 Water and Sewer Revenue Bond issue	$749,411

This budget proposal is the product of much study and work. I feel that it provides the best program of services and facilities that we can afford.

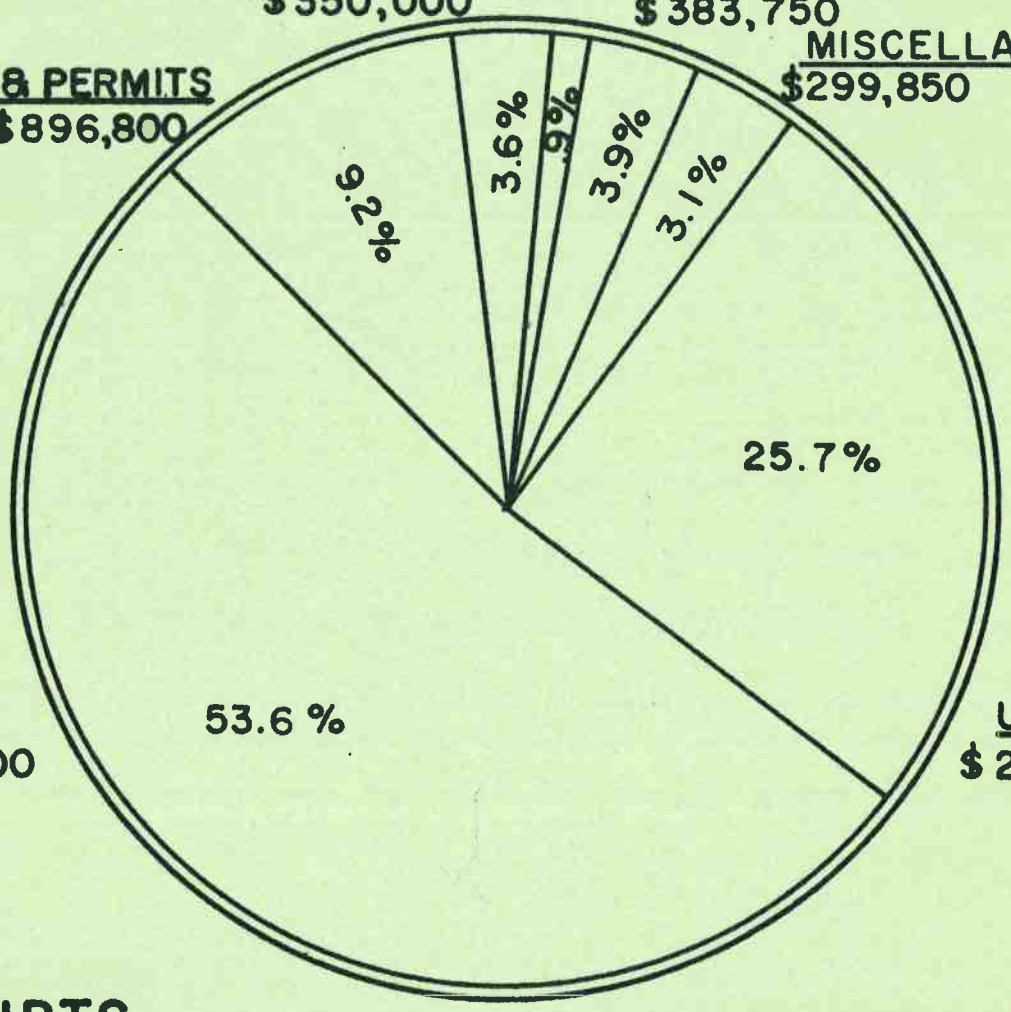
Respectfully submitted,

Arthur A. Mendonsa

Arthur A. Mendonsa
City Manager

SAVANNAH

TOTAL RECEIPTS $ 9,781,570

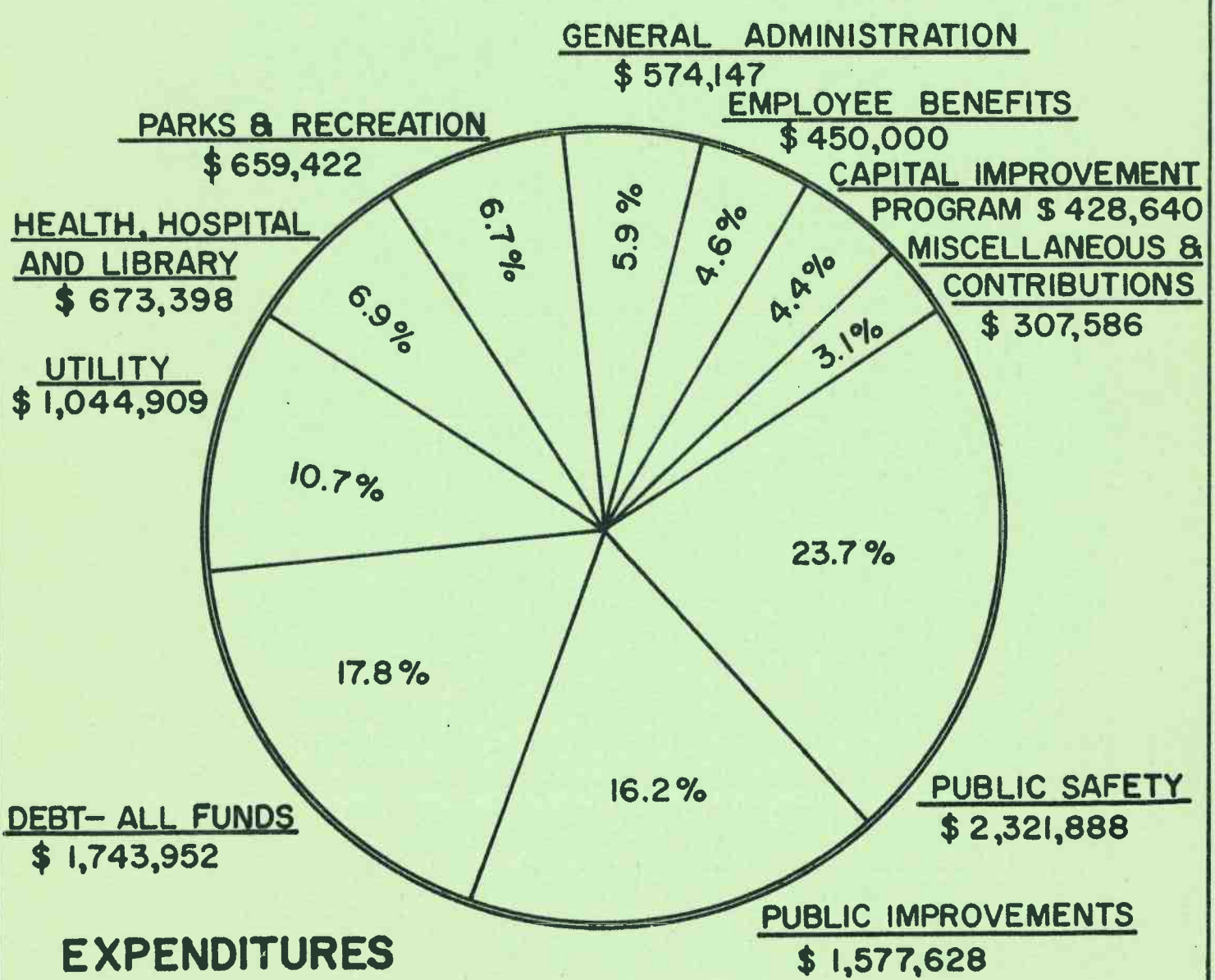


RECEIPTS

GENERAL, WATER AND SEWER FUNDS.

GEORGIA

TOTAL EXPENDITURES $9,781,570



EXPENDITURES

GENERAL, WATER, AND SEWER FUNDS.

SUMMARY OF CAPITAL OUTLAY EXPENDITURES

GENERAL FUND

Account No.		Replacement	Addition
0100	LEGISLATIVE		
	Carpeting		300
	CITY MANAGER		
202	Office		
	Automobile		2,000
	Radio		675
	Office Equipment		360
204	Research & Budget		
	Office Equipment		1,270
300	RECORDER'S COURT		
	Office Equipment	380	250
1600	PERSONNEL		
	Office Equipment		1,565
	FINANCE		
1442	Delinquent Collection		
	Automobile	1,700	
1452	Supplies Management		
	Office Equipment	500	
	PUBLIC IMPROVEMENTS		
2030	Streets and SanitationOffice		
	Lot Lights		500
	Automobile	1,875	
2031	Paved Street Maintenance		
	Street Markers		7,500
	4-6 Ton Portable Roller	6,000	
2032	Unpaved Street Maintenance		
	100 H. P. Motor Grader	20,000	
	2 - 1/2 ton pick-up Trucks		3,400
	2 - Pumps	1,200	
	Tractor	5,000	
	4 - 3 yard Dump Trucks	11,500	
	Harrow Attachment	3,400	
2040	Drainage Maintenance		
	18,000 G. V. W. Dump Truck	2,900	

Account No.		Replacement	Addition
	1 - 1/2 ton Pick-up Truck	$1,600	
	Hydraulic Hoe-Loader		$24,000
2051	Refuse Collection		
	24,000 G.V.W. Truck Chassis	3,750	
	5 - 19,500 G.C.W. Dump Trucks	15,000	
	Station Wagon	1,800	
	15 Trash Containers		4,300
2052	Refuse Disposal		
	Bulldozer	25,000	
	3/4 ton Pick-up Truck	1,775	
	Landfill Lights		400
2053	Street Cleaning		
	Street Sweeper	11,500	
	Radio		725
	1 - 1/2 ton Pick-up Truck	1,675	
	19,000 G.V.W. Dump Truck	3,000	
	Lawnmower		100
	TRAFFIC ENGINEERING		
2420	Traffic Control Maintenance		
	Signal Controller	500	
	Signal Heads		150
	Steel Pole	260	
2430	Parking Meter Maintenance		
	Parking Meters and Housings	8,987	19,395
	Office Equipment	180	
	POLICE		
2610	Chief's Office		
	Office Equipment	50	
2612	Operation Analysis		
	Office Renovation		500
	Office Equipment		1,810
2621	Training		
	Office Equipment		965
2622	Records		
	Office Equipment	930	
2623	Identification		
	Office Equipment	750	
2624	Communications		
	Office Equipment	120	
2626	Custody of Prisoners		
	Building Repairs	1,640	
	Washing Machine	350	
	Water Heater	300	
	Mattresses	840	

Account No.		Replacement	Addition
2631	Adult Investigations		
	Office Equipment	$ 1,175	$
	Car and Radio		1,402
	Seven automobiles	13,223	
2640	Patrol		
	2 Police Cars equipped		5,845
	10 two-door sedans	18,000	
	4 cruisers	8,200	
	Automobile Equipment	1,602	
2650	Traffic		
	Office Equipment		75
	Motorcycle and Equipment	2,005	
	FIRE		
2810	Chief's Office		
	Office Equipment	260	
	Fire Prevention		
	Sedan and Radio	2,527	
2840	Firefighting		
	Air-conditioner		375
	Refrigerator	300	
	Fire Hose	5,850	
	6 Fog nozzles	690	
	6 Salvage Covers	210	
	6 M.S.A. Air Masks	1,500	
	1,000 G.P.M. Pumper	29,027	
	Hose Wagon	10,527	
	LIBRARY		
2910	Main		
	Office Equipment	654	1,512
	Building Renovation		3,500
2930	Carnegie		
	Office Equipment	430	
2960	Ola Wyeth Branch		
	Office Equipment	200	
	RECREATION		
3010	Director's Office		
	Office Equipment	200	
3020	Sports		
	Tennis Court Renovations	5,624	
3030	Playgrounds		
	Buildings		400
	Equipment	300	
3040	Golden Age		

Account No.		Replacement	Addition
	Sink		168
	Electric Kiln		540
3050	Swimming Pools		
	4 Prams	275	
	325 G.P.M. Pump	750	
	Deck Drain		300
3061	Auditorium		
	Office Equipment		515
3063	Memorial Stadium		
	Lawnmower	650	
3064	Sports Center		
	Buffer	500	
	Emergency Light	625	
	10 Lockers	103	
3070	Maintenance		
	Lawnmower	500	
	2 - 3/4 ton Pick-up Trucks	1,700	1,900
	PARK AND TREE		
3210	Director's Office		
	Office Equipment		195
3220	Park Maintenance		
	3 - 18,000 G.V.W. Platform Dump Trucks	8,825	
	1/2 ton Pick-up Truck	1,650	
	Tractor Mower	550	
	Lawnmower	90	
	2 - Radios		1,350
3230	Tree Maintenance		
	Stump Cutter	5,300	
	Power Saw	200	
	Hydraulic Hoist Truck		8,500
3241	Bonaventure Cemetery		
	Gasoline Storage Tank		650
	Vandalism Signs		100
	12" Drainage Pipe		840
	Lawnmower	90	
	Office Equipment	130	
3242	Greenwich Cemetery		
	1/2 ton Pick-up Truck	1,650	
	Crew Building		925
3243	Laurel Grove-North		
	Lawnmower	90	
3244	Laurel Grove-South		
	Tractor Mower	550	
	INTERDEPARTMENTAL		
3650	Program Improvements		

Account No.		Replacement	Addition
	Non-allocated	$ _____	$ _____
	TOTAL GENERAL FUND	$ 261,194	$ 100,257

WORKING CAPITAL FUND

	FINANCE		
5000	Data Processing		
	Data Equipment	$	$ 10,000
	Office Equipment		1,950
5100	Custodial and Buildings		
	1/2 ton Pick-up Truck		1,700
	PUBLIC IMPROVEMENTS		
5200	Garage		
	3/4 ton Pick-up Truck	1,800	
	3 1/2 ton Pick-up Trucks	4,900	
	ELECTRICAL-RADIO		
5600	Electrical Maintenance		
	Office Equipment	200	
	TOTAL WORKING CAPITAL FUND	$ 6,900	$ 13,650

WATER AND SEWER FUND

	PUBLIC IMPROVEMENTS		
7010	Water Supply and Treatment		
	Chlorinator	$ 2,200	$
7020	Water Distribution		
	2 1/2 ton Pick-up Trucks	3,200	
	2 18,000 GVW Trucks	6,150	
	Automobile	1,825	

SECTION II

GENERAL FUND

ESTIMATED CURRENT REVENUE BY FUND AND SOURCE

GENERAL FUND

	Actual 1962	Estimated 1963	Estimated 1964
Property Tax			
Real (Current)	$3,049,012	$2,780,000	$2,825,000
Personal (Current)	829,690	800,000	825,000
Public Utility	450,123	454,300	454,000
Real (Delinquent)	-	390,000	390,000
Personal (Delinquent)	-	172,000	180,000
Total Property Tax	$4,328,825	$4,596,300	$4,674,000
Tax Fees & Interest			
Execution Fees	11,841	-	20,000
Interest (Delinquent)	13,112	17,000	19,000
	$24,953	$17,000	$39,000
Other Tax			
Alcoholic Beverage	214,017	230,000	237,000
Insurance Premium	182,205	185,000	290,000
Total Other Tax	$396,222	$415,000	$527,000
Licenses & Permits			
Business Licenses	797,807	806,000	810,000
Street Maintenance Tags	57,783	61,300	62,000
Musical Units	5,212	6,300	6,300
Dog Badges	15,674	16,500	16,000
Miniature Pool & Shuffle Boards	1,085	2,450	2,500
Total Licenses	$877,561	$892,550	$896,800
Fines, Forfeits & Penalties			
Court Fines	191,331	215,000	276,000
Traffic Fines	78,229	75,000	74,000
Total Fines	$269,560	$290,000	$350,000
Interest			
Investments	8,671	9,400	10,000
Perpetuity Lots	36,545	34,000	32,000
Ground Rents	293	250	250
Bonds	29,095	4,790	3,000
Pension Fund	29,593	30,300	29,000
Discounts	9,500	9,000	10,000
Total Interest	$113,697	$87,740	$84,250

Rents	Actual 1962	Estimated 1963	Estimated 1964
Golf Course	$ 4,660	$ 5,100	$ 5,000
Recreation	600	600	600
Park and Shop Garage	15,000	15,000	15,000
Gamble Building	4,240	4,200	4,200
Jones & Hill Garage	180	180	180
Dock - Visitor	480	480	480
Recorder's Court	2,000	2,000	2,000
Public Welfare	525	900	900
Powder Magazine	-	800	1,080
Total Rents	$27,685	$29,260	$29,440
From Other Agencies			
State-Intangible	35,236	65,000	68,000
State Highway Maint.	65,587	65,500	64,000
Sav'h Housing Author.	43,257	43,000	48,000
Sav'h Dist. Authority	4,477	4,000	3,600
Total Other Agencies	$148,557	$177,500	$183,600
Inspection Fees			
Building	10,213	14,800	17,000
Electrical	7,330	7,000	12,000
Plumbing	12,332	15,400	18,000
Total Inspection Fees	$29,875	$37,200	$47,000
Stadium & Auditorium			
Auditorium	5,210	5,000	15,000
Sports Arena	4,989	6,500	7,000
Grayson Stadium	2,865	3,800	4,500
Memorial Stadium	12,838	6,000	7,500
Swimming Pools	12,000	13,400	13,000
Concession Profits	8,000	8,500	13,000
Total Stadiums	$45,902	$43,200	$60,000
Charges			
Accident Reporting	196	500	500
Advertising	718	1,300	1,600
Cemetery-Bonaventure	14,631	14,000	14,000
Cemetery-Greenwich	8,815	10,500	12,000
Cemetery-Laurel Grove	6,114	5,800	6,000
Dispensary	34,295	47,000	50,000
Electrical Exams.	238	350	350
Fire Protection	45,720	34,000	34,000
Grass Cutting	2,710	800	1,000
Harbor	19,146	18,000	18,000
Library	9,409	9,300	10,000

Charges, Continued			
Parking Lot	10,143	11,000	11,000
Parking Meters	139,899	135,000	139,000
Recording	127	100	100
Recreation	1,756	2,300	4,000
Refuse Dumping	9,990	9,400	9,000
Services to I & D	7,157	4,080	3,600
Telephone Locations	665	500	450
Traffic Moving Reporting	2,007	1,700	1,800
Transfer Licenses	295	350	350
Inter-Departmental Charges	-	-	20,000
Services Rendered Water & Sewer Fund	-	-	155,836
Total Charges	$314,031	$305,980	$492,586
Other Revenues			
Miscellaneous	$18,767	$ 39,000	$ 16,000
Sale of Land & Property	5,090	14,000	5,000
Urban Renewal	-	-	11,000
Total Revenues	$23,857	$ 53,000	$ 32,000
Prior Year's Revenues	-	$200,000	-
TOTAL GENERAL FUND	$6,600,725	$7,144,730	$7,415,676

COMPARISON OF EXPENDITURES BY FUNCTIONS

GENERAL FUND

Account	Actual 1962	Budget 1963	Proposed 1964
Legislative	$41,513	$45,005	$60,110
City Manager			
Office	31,627	36,107	46,177
Research & Budget	5,372	10,459	21,126
Public Information	36,303	14,932	15,401
Total	$73,302	$61,498	$82,704
Recorder's Court	38,633	37,686	40,725
Legal	20,805	22,807	23,040
Election and Registration	6,718	8,091	2,420
Finance			
Director's Office	15,142	14,986	16,419
Accounting	50,158	48,007	79,248
Assessing	49,970	52,052	57,274
Current Revenue Collection	66,246	68,388	65,065
Delinquent Revenue Collection	46,769	46,028	47,464
Purchases	15,501	14,497	26,698
Supplies Management	16,485	18,772	20,438
Total	$260,271	$262,730	$312,606
Personnel	22,373	38,335	52,542
Public Improvements			
Director's Office	19,550	20,707	30,835
Engineering	57,557	68,258	71,336
Streets & Sanitation Office	26,154	26,810	32,511
Maintenance, Paved Streets	282,718	129,546	139,759
Maintenance, Unpaved Streets	-	201,862	219,102
Drainage Maintenance	68,163	77,040	122,232
Refuse Collection	611,682	575,068	591,410
Refuse Disposal	58,989	55,771	90,040
Street Cleaning	170,191	191,218	189,301
Inspectional	47,403	48,054	53,102
Custodian and Property	47,964	116,906	-
Total	$1,390,371	$1,511,240	$1,539,628
Traffic Engineering			
Administration - Research	25,988	25,766	24,741
Traffic Control Maintenance	43,869	44,432	59,860
Parking Meter Maintenance	24,230	24,584	39,262
Street Lighting	110,218	109,935	112,241
Parking Lot	3,738	3,506	3,884
Total	$208,043	$208,223	$239,988
Police			
Chief's Office	15,739	17,841	18,260
Operation Analysis	-	-	12,853

	Actual 1962	Budget 1963	Proposed 1964
Police, continued			
Training	$ -	$ -	$ 9,626
General & Criminal Records	49,484	54,365	55,512
Identification	14,098	14,853	19,585
Communication	23,258	25,018	24,830
Vehicle Maintenance	13,738	15,194	14,333
Custody of Prisioners	147,572	123,172	138,288
Adult Investigation	110,995	110,035	160,078
Juvenile Investigation	-	8,434	9,445
Patrol	511,769	505,916	560,097
Traffic Control	133,361	114,187	121,646
Total	$1,020,014	$989,015	$1,144,553
Fire			
Chief's Office	$ 14,485	$ 17,236	$ 16,244
Fire Training	-	16,060	17,818
Alarm and Communications	18,673	14,693	45,423
Vehicle Maintenance	24,406	769,764	11,374
Fire Prevention	24,579	30,731	27,553
Fire Fighting	749,512	11,221	818,935
Powder Magazine	1,009	992	
Total	$ 832,664	$860,697	$ 937,347
Libraries			
Director's Office & Main Library	-	-	167,686
Carnegie	-	-	33,113
Carnegie Sub-branches	-	-	4,825
Ola Weyth	-	-	10,083
Waters Avenue Branch	-	-	4,789
Bookmobiles	-	-	4,909
Total	$ 185,632	$198,363	$ 225,405
Recreation			
Director's Office	$ 15,817	$ 18,658	$ 19,298
Sports	-	-	53,549
Playgrounds	-	-	83,563
Golden Age	13,724	25,940	29,954
Swimming Pools	18,894	19,882	22,002
Auditorium	20,288	19,687	20,531
Grayson Stadium	27,281	21,784	20,486
Memorial Stadium	-	6,378	12,429
Sports Center	34,523	7,700	11,321
Building & Ground Maintenance	168,941	179,060	63,868
Total	$ 299,468	$299,089	$ 337,001
Park & Tree			
Director's Office	$ 11,480	$ 12,039	$ 17,690
Park Maintenance	88,275	100,704	124,085
Tree Maintenance	41,502	44,494	56,090
Bonaventure	54,324	52,583	54,087
Greenwich	19,239	20,878	27,071

Account	Actual 1962	Budget 1963	Proposed 1964
Park and Tree, continued			
North Laurel Grove	22,484	24,176	26,899
South Laurel Grove	13,170	14,353	16,499
Total	$ 250,474	$ 269,227	$ 322,421
Health			
City Physician	11,089	12,508	11,883
Dispensary	93,292	80,394	108,010
Total	$ 104,381	$ 92,902	$ 119,893
Interdepartmental			
Employee Benefits	371,189	375,050	425,000
Judgments - Losses	3,965	12,000	12,000
Contingencies	-	6,714	74,465
Debt Service	896,507	936,634	771,871
Merit Pay	-	-	25,000
Capital Improvements Program	-	-	79,736
Total	$ 1,271,661	$ 1,330,398	$ 1,388,072
Non-Departmental			
Planning	20,167	23,066	23,370
Zoning & Subdivisions	13,133	14,934	14,630
Urban Renewal	20,882	82,760	117,190
Economic Development	31,702	30,500	30,500
Education	40,500	21,750	21,750
Public Safety	31,386	29,456	31,031
Health	320,839	321,900	328,100
Miscellaneous	14,415	13,400	20,650
Total	$ 493,024	$ 537,766	$ 587,221
Data Processing	(877)	-	-
Electrical - Radio			
Electrical Maintenance	53,307	49,656	-
Electrical Equipment Repair	15,736	17,160	-
Total	$ 69,043	$ 66,816	$ -0-
TOTAL OPERATING EXPENSE	$ 6,587,513	$ 6,839,888	$ 7,415,676
Prior Year's Liabilities	-	450,000	-
GRAND TOTAL EXPENDITURE	$ 6,587,513	$ 7,289,888	$ 7,415,676

COMPARISON OF EXPENDITURES BY OBJECT

GENERAL FUND

Account	Actual 1962	Budget 1963	Proposed 1964
Personal Services	$ 3,656,740	$ 3,746,991	$ 4,180,647
Contractual Services	1,147,154	1,274,481	1,368,286
Commodities	692,199	605,606	653,685
Capital Outlay	194,913	276,176	441,187*
Bonded Debt Service	896,507	936,634	771,871
GRAND TOTAL	$ 6,587,513	$ 6,839,888	$ 7,415,676

*Includes $79,736 payment to C.I.P.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
LEGISLATIVE	100	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 28,740	$ 28,740	$ 33,876	$ 33,876
Contractual Services	9,091	13,385	22,949	22,949
Commodities	3,254	2,880	2,985	2,985
Capital Outlay	428	-	300	300
TOTAL	$ 41,513	$ 45,005	$ 60,110	$ 60,110
Budgeted Man Years	10	10	11	

SUMMARY BY ACTIVITIES

	$	$	$	$
Legislative	41,513	45,005	60,110	60,110
GRAND TOTAL	$ 41,513	$ 45,005	$ 60,110	$ 60,110

R & B Form No. 11
7-63

LEGISLATIVE

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$28,740	$33,876	$33,876
Contractual Services	13,385	22,949	22,949
Commodities	2,880	2,985	2,985
Capital Outlay	0	300	300
TOTAL	$45,005	$60,110	$60,110

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

	Increase $	Decrease $
1. Organizational changes provide for the transfer of the harbormaster clerk to the Clerk of the Council office.	3,600	
2. Revision of the pay plan in July, 1963 results in an increase in personal services.	1,400	
3. Service charge for custodial and porter service. In 1964, this service is charged back to the activity using the service. In prior years, custodial and porter service was budgeted as a separate operating activity.	11,300	
4. The cost of legal notices increases.	700	
Various commodity expenditure classifications are increased to reflect actual expenditures.	300	
5. Code revision. The Supplement to the City's Code was completed in 1963. The 1964 Budget includes an allocation for updating the Code, but reflects a net decrease.		2,500

PROGRAM CHANGES

1. Carpeting for a portion of the Mayor's office area.	300	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. No major revisions were made.

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Legislative	100	LEGISLATIVE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 28,740	$ 28,740	$ 33,876	$ 33,876
Contractual Services	9,091	13,385	22,949	22,949
Commodities	3,254	2,880	2,985	2,985
Capital Outlay	428	-	300	300
TOTAL	$ 41,513	$ 45,005	$ 60,110	$ 60,110

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Mayor	-	7,500	1	1	1	7,500	7,500
Aldermen	-	1,200	6	6	6	7,200	7,200
Special Investigator	-	5,880	1	1	1	5,292	5,880
Confidential Secretary	-	3,792	1	1	1	3,204	3,792
Clerk of Council	20	384-490	1	1	1	5,544	5,880
Clerk-Typist II	14	3,624	0	0	1	-	3,624
GRAND TOTAL			10	10	11	$28,740	$33,876

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Legislative	100	LEGISLATIVE

Program Description:

The powers of Government of the City of Savannah are vested in the Mayor and Aldermen as provided by State Law and the City Charter.

Comments on Budgeted Program:

Net Program Change	+ $ 300
Net Current Level Change	+ $ 14,800
Net Change	+ $ 15,100

Program Change

Increase is for carpeting a portion of the Mayor's office area ($300).

Current Level Change

Transfer of Harbor Master Clerk	+ $ 3,600	Advertising	+ $ 700
Pay Plan	+ $ 1,400	Commodities	+ $ 300
Custodial Service	+ $11,300	Code Revision	+ $ 2,500

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
CITY MANAGER	202, 204 & 206	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 35,615	$ 42,957	$ 54,560	$ 54,560
Contractual Services	34,469	13,800	20,014	20,014
Commodities	2,611	3,158	3,825	3,825
Capital Outlay	607	1,583	4,305	4,305
TOTAL	$ 73,302	$ 61,498	$ 82,704	$ 82,704
Budgeted Man Years	6	7	8.1	

SUMMARY BY ACTIVITIES

	$	$	$	$
Office	31,627	36,107	46,177	46,177
Research & Budget	5,372	10,459	21,126	21,126
Public Information	36,303	14,932	15,401	15,401
GRAND TOTAL	$ 73,302	$ 61,498	$ 82,704	$ 82,704

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CITY MANAGER

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$42,957	$54,560	$54,560
Contractual Services	13,800	20,014	20,014
Commodities	3,158	3,825	3,825
Capital Outlay	1,583	4,305	4,305
TOTAL	$61,498	$82,704	$82,704

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963 results in an increase in personal services.	$7,100	$
2.	Custodial and porter service. In 1964, this service is charged back to activities using the service. In prior years, custodial and porter service was budgeted as an operating activity rather than a working capital fund.	4,750	
3.	Additional travel. Provision is made for development of professional staff by attending various conferences and seminars.	800	
4.	The Georgia Municipal Association dues increase from $3,600 to $5,500.	1,900	
5.	Miscellaneous fees and advertising. Miscellaneous professional fees and advertising requirements decrease in 1964.		4,500
6.	Miscellaneous commodities. Provision is made for reduction in various commodities.		600

PROGRAM CHANGES

1.	The purchase of a car and radio to be used as a pool car by various staff personnel in field surveys and research is included.	3,000	

	Increase	Decrease
2. One Administrative Analyst and one Clerk-Typist II for six months, to strengthen municipal services through administrative research and planning.	$ 5,700	$

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Repainting City Manager's Office area.		500
2. Request for Administrative Analyst for one full year was decreased to six months only.		2,828

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Office	202	CITY MANAGER

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 27,656	$ 31,452	$ 33,468	$ 33,468
Contractual Services	2,288	2,625	7,699	7,699
Commodities	1,130	1,130	1,975	1,975
Capital Outlay	553	900	3,035	3,035
TOTAL	$ 31,627	$ 36,107	$ 46,177	$ 46,177

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
City Manager	-	-	1	1	1	14,000	15,000
Ass't. City Manager	-	-	-	1	1	9,250	10,500
Administrative Assistant	-	-	1	-	-	-	-
Clerk Steno II	16	316-404	2	2	2	7,452	7,968
Part Time Services	-	-				750	-
GRAND TOTAL			4	4	4	$ 31,452	$ 33,468

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Office	202	CITY MANAGER

Program Description:

The City Manager is responsible for the execution of policies adopted by the Mayor and Aldermen. He directs and coordinates all city departments, except those governed by Boards or Commissions.

Comments on Budgeted Program:

Net Program Change	+ $ 3,000
Net Current Level Change	+ $ 7,100
Net Change	+ $10,100

Program Change

A program improvement is included for the purchase of a car and radio ($3,000), to be used as a pool car by various staff personnel in field surveys and research.

Current Level Change

Pay Plan	+ $ 2,000	Travel	+ $ 800
Custodial Service	+ $ 4,300		

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Council Agendas prepared	52	52	52
Petitions reviewed	NA	700	700
Council Petition Agendas prepared	52	52	52
Memoranda to Mayor & Aldermen	135	241 Est.	275
Memoranda to Department Heads	407	719 Est.	850
Letters written	400	500	500

*Estimate

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Research and Budget	204	CITY MANAGER

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 4,508	$ 7,903	$ 17,636	$ 17,636
Contractual Services	155	895	1,120	1,120
Commodities	654	1,188	1,100	1,100
Capital Outlay	54	473	1,270	1,270
TOTAL	$ 5,371	$10,459	$ 21,126	$ 21,126

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET 1963	BUDGET 1964
		$				$	$
R. & B. Director	32	686-876	1	1	1	7,005	8,232
Administrative Analyst	21	404-514	-	1	1.6	0	7,676
Clerk-Typist II	14	288-366	-	-	.5	898	1,728
GRAND TOTAL			1	2	3.1	$7,903	$17,636

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Research & Budget	204	CITY MANAGER

Program Description:

Under the direction of the City Manager the Research and Budget Division prepares the proposed annual budget and administers the budget as adopted by the Mayor and Aldermen. This division also studies and reviews operating procedures and departmental programs.

Comments on Budgeted Program:

Net Program Changes	+ $ 5,700
Net Current Level	+ $ 5,000
Net Change	+ $10,700

Program Change

The addition of one Administrative Analyst, and one Clerk-Typist II for six months ($5,700), to strengthen municipal services through administrative research and planning is anticipated.

Current Level Change

Pay Plan	+ $ 5,100	Miscellaneous Commodities	- $ 600
Custodial Service	+ $ 500		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Employee Requisitions Processed	0	150	450
Personal Quota Revisions reviewed	0	4	15
Travel Requests Processed	0	15	60
Budget Adjustments reviewed	0	20	275
Procedural Studies	NA	4	16

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Public Information	206	CITY MANAGER

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 3,450	$ 3,602	$ 3,456	$ 3,456
Contractual Services	32,026	10,280	11,195	11,195
Commodities	827	840	750	750
Capital Outlay		210		
TOTAL	$ 36,303	$14,932	$ 15,401	$ 15,401

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Information Clerk	14	288-366	1	1	1	3,602	3,456
GRAND TOTAL			1	1	1	$ 3,602	$ 3,456

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Public Information	206	CITY MANAGER

Program Description:

The Public Information Clerk receives service requests from citizens, and forwards these requests to the appropriate departments and divisions. Periodic analysis of the type and number of service requests received is made as a part of the continuous evaluation to strenghten the City's services.

Comments on Budgeted Program:

Net Program Change	+ $ 3,100
Net Current Level Change	- $ 2,600
Net Change	+ $ 500

Program Change

Program improvement is for publication of a comprehensive annual report ($3,100), to more fully report the City's accomplishments during 1963.

Current Level Change

Georgia Municipal Association	+ $ 1,900
Misc. Fees and Advertising	- $ 4,500

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Telephone Calls Received	16,000	16,000	16,000
Service Requests Filled	7,236	7,100	7,000

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
RECORDER'S COURT	300		GENERAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 33,268	$ 32,460	$ 33,516	$ 33,516
Contractual Services	3,557	3,226	4,574	4,574
Commodities	1,695	2,000	2,005	2,005
Capital Outlay	113	-	630	630
TOTAL	$ 38,633	$ 37,686	$ 40,725	$ 40,725
Budgeted Man Years	6.15	6.15	6.15	

SUMMARY BY ACTIVITIES

Recorder's Court	$ 38,633	$ 37,686	$ 40,725	$ 40,725
GRAND TOTAL	$ 38,633	$ 37,686	$ 40,725	$ 40,725

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RECORDER'S COURT

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ 32,460	$ 33,516	$ 33,516
Contractual Services	3,226	4,574	4,574
Commodities	2,000	2,005	2,005
Capital Outlay	-0-	630	630
TOTAL	$ 37,686	$ 40,725	$ 40,725

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

	Increase	Decrease
1. Revision of the pay plan in July 1963, results in an increase in personal services.	$ 1,100	$
2. Miscellaneous contractual services increase.	700	
3. The allocation for Capital Outlay increases due to the replacement of a typewriter and the purchase of a new dictating machine for the Judge.	600	

PROGRAM CHANGES

1. Expenditures for transportation increase as additional conference and seminars will be attended by the Judge. Seminar and conference topics deal primarily with juvenile delinquency and traffic matters.	600	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Request for transporation funds to seven major conferences and seminars was reduced to six.		325

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Recorder's Court	300	RECORDER'S COURT

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 33,268	$ 32,460	$ 33,516	$ 33,516
Contractual Services	3,557	3,226	4,574	4,574
Commodities	1,695	2,000	2,005	2,005
Capital Outlay	113		630	630
TOTAL	$ 38,633	$ 37,686	$ 40,725	$ 40,725

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Judge Recorder's Court			1	1	1	12,500	12,500
Clerk Recorder's Court	21	404-514	1	1	1	5,400	5,592
Bailiff	15	302-384	1	1	1	4,224	4,392
Clerk Steno II	16	316-404	1	1	1	3,876	3,792
Clerk II	13	274-348	2	2	2	6,048	6,744
Vacation Relief			.15	.15	.15	412	496
GRAND TOTAL			6.15	6.15	6.15	$ 32,460	$ 33,516

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Recorder's Court	300	RECORDER'S COURT

Program Description:

The Recorder's Court is officially designated as a Court of Record. It has jurisdiction to try all offenses against the laws and ordinances of the City of Savannah, and also Chatham County offenses by virtue of contract with County Commissioners and serves as a Committal Court for all State offenses.

Comments on Budgeted Program:

Net Program Change	+ $ 600
Net Current Level Change	+ $ 2,400
Net Change	+ $ 3,000

Program Change

Provision is made for continued education of the Judge ($600).

Current Level Change

Pay Plan	+ $ 1,100
Contractual Services	+ $ 700
Capital Outlay	+ $ 600

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Traffic Cases made	12,584	13,000	15,000
Criminal Cases made	6,364	8,000	9,500
Warrants Issued	1,095	1,258	2,500

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
LEGAL	1000	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$15,450	$ 17,000	$17,000	$ 17,000
Contractual Services	5,157	5,471	5,690	5,690
Commodities	198	336	350	350
Capital Outlay	-	-	-	-
TOTAL	$20,805	$ 22,807	$23,040	$ 23,040
Budgeted Man Years	2	2	2	

SUMMARY BY ACTIVITIES

	$	$	$	$
Legal	20,805	22,807	23,040	23,040
GRAND TOTAL	$ 20,805	$ 22,807	$ 23,040	$ 23,040

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LEGAL

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$17,000	$17,000	17,000
Contractual Services	5,471	5,690	5,690
Commodities	336	350	350
Capital Outlay	0	0	0
TOTAL	$22,807	$23,040	$23,040

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

	Increase	Decrease
1. Provision is made for additional travel expenditures in relation to legislative activities.	$ 300	

PROGRAM CHANGES

None.

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

No major changes from departmental requests were made.

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Legal	1000	LEGAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 15,450	$17,000	$ 17,000	$ 17,000
Contractual Services	5,157	5,471	5,690	5,690
Commodities	198	336	350	350
Capital Outlay				
TOTAL	$ 20,805	$22,807	$ 23,040	$ 23,040

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
City Attorney	-	8,000	1	1	1	8,000	8,000
Ass't. City Attorney	-	4,500	.5	.5	.5	4,500	4,500
Ass't. City Attorney	-	4,500	.5	.5	.5	4,500	4,500
GRAND TOTAL			2	2	2	$17,000	$17,000

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Legal	1000	LEGAL

Program Description:

This department represents the City in all suits, litigations, and necessary hearings. The department prepares ordinances and necessary documents as required by official actions of the Mayor and Aldermen and reviews and approves all other contracts and other legal instruments of the City. This department also investigates and processes all claims against the City.

Comments on Budgeted Program:

Net Program Changes	-0-
Net Current Level	+ $ 300
Net Change	+ $ 300

Program Change

No significant changes are anticipated.

Current Level Change

Travel + $ 300

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
REGISTRATION - ELECTION	1200	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$	$	$	$
Contractual Services	6,643	8,091	2,420	2,420
Commodities	75			
Capital Outlay				
TOTAL	$ 6,718	$ 8,091	$ 2,420	$ 2,420
Budgeted Man Years	none	none	none	

SUMMARY BY ACTIVITIES

	$	$	$	$
Registration and Election	6,718	8,091	2,420	2,420
GRAND TOTAL	$ 6,718	$ 8,091	$ 2,420	$ 2,420

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REGISTRATION AND ELECTION

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ -0-	$ -0-	$ -0-
Contractual Services	8,091	2,420	2,420
Commodities	-0-	-0-	-0-
Capital Outlay	-0-	-0-	-0-
TOTAL	$8,091	$2,420	$2,420

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

	Increase	Decrease
No election is anticipated in 1964		$5,700

PROGRAM CHANGES

None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

No major revisions were made.

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Registrations & Elections	1200	LEGISLATIVE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	6,643	8,091	2,420	2,420
Commodities	75			
Capital Outlay				
TOTAL	$ 6,718	$8,091	$ 2,420	$ 2,420

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Registration & Elections	1200	REGISTRATION and ELECTIONS

Program Description:

This activity is responsible for the maintenance and safe keeping of all voting machines, and the general expense of all city elections. This department is also responsible for the registration of city voters. Registration; however, is handled by the County Board of Registrars, through an agreement with Chatham County.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	- $ 5,700
Net Change	- $ 5,700

Program Changes

No changes anticipated

Current Level Change

Election - $ 5,700

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
FINANCE	1410, 20, 30, 41 42, 51 and 52	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 183,131	$ 177,623	$ 190,145	$ 190,145
Contractual Services	59,883	59,118	96,761	96,761
Commodities	16,642	20,244	23,500	23,500
Capital Outlay	615	5,745	2,200	2,200
TOTAL	$ 260,271	$262,730	$ 312,606	$ 312,606
Budgeted Man Years	44.89	44.79	43.85	

SUMMARY BY ACTIVITIES

Director's Office	$ 15,142	$ 14,986	$ 16,419	$ 16,419
Accounting	50,158	48,007	79,248	79,248
Tax Assessor	49,970	52,052	57,274	57,274
Current Revenue Collection	66,246	68,388	65,065	65,065
Delinquent Revenue Collection	46,769	46,028	47,464	47,464
Purchases	15,501	14,497	26,698	26,698
Supplies Management	16,485	18,772	20,438	20,438
GRAND TOTAL	$ 260,271	$262,730	$ 312,606	$312,606

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FINANCE

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ 177, 623	$ 190, 145	$ 190, 145
Contractual Services	59, 118	96, 761	96, 761
Commodities	20, 244	23, 500	23, 500
Capital Outlay	5, 745	2, 200	2, 200
TOTAL	$ 262, 730	$ 312, 606	$ 312, 606

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in 1963 results in an increase in personal services.	$ 12, 700	$
2.	Custodial and porter service. In 1964, this service is charged back to the activity using the service. In prior years, custodial and porter service was budgeted as a separate operating activity.	17, 300	
3.	Additional funds are provided for a more comprehensive audit, as a part of the City's expanded accounting program.	700	
4.	Electrical maintenance. In 1964, this service is charged back to activities using the service. In prior years, electrical maintenance service was budgeted as a separate operating activity.	200	
5.	Due to an expanded program of bookkeeping and the mailing out of tax renditions, office supply requirements increase.	3, 600	
6.	The harbor clearing contract is transferred to the Public Improvements Department, as a part of re-assignment of harbormaster responsibilities.		2, 300
7.	Replacement of equipment decreases in 1964.		4, 000

	Increase	Decrease
PROGRAM CHANGE		
1. Service charges for data processing increase due to the improved program of data processing services which are to be initiated during 1964.	$20,600	$
2. Fifty percent of the Treasurer's position is charged to Water and Sewer Fund. The Treasurer spends approximately fifty percent of his time in supervising the water customer service office.		3,300
3. During 1963, a buyer's position was added to the purchasing activity. The full amount of the salary is included in the 1964 Budget. The addition of this position will allow the purchasing activity to expand and improve all phases of purchasing, including specifications, product control, cooperative bidding, and warehousing.	5,000	
4. Three part-time clerical positions are eliminated due to operating economies. These economies result from the mailing out of tax rendition notices and the consolidation of revenue collection activities.		2,400
5. Provision is made for renovation and remodeling of warehouse facilities. These changes will provide for better work flow, more efficient operation, and better control of warehouse inventory.	2,300	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. No major revisions were made.

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Director's Office	1410	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 13,665	$ 13,704	$ 14,496	$ 14,496
Contractual Services	1,221	982	1,623	1,623
Commodities	256	300	300	300
Capital Outlay				
TOTAL	$ 15,142	$ 14,986	$ 16,419	$ 16,419

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Finance Director	34	756-966	1	1	1	9,828	10,512
Account Clerk	16	316-404	1	1	1	3,876	3,984
GRAND TOTAL			2	2	2	$ 13,704	$ 14,496

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Director's Office	1410	FINANCE

Program Description:

The Director is responsible for directing, supervising and coordinating the activities of the Finance Department.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 1,400
Net Change	+ $ 1,400

Program Change

No significant changes are anticipated.

Current Level Change

Pay Plan	+ $ 800
Custodial Services	+ $ 1,000
Travel	- $ 400

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Accounting	1420	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 29,805	$ 30,291	$ 40,308	$ 40,308
Contractual Services	18,122	15,216	35,940	35,940
Commodities	2,192	2,500	3,000	3,000
Capital Outlay	39	0	0	0
TOTAL	$ 50,158	$ 48,007	$ 79,248	$ 79,248

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Comptroller	29	594-756	0	.36	1	2,808	7,488
Accountant	24	466-594	1	1.29	1	6,977	5,844
Bookkeeping Machine Operator	16	316-404	1	1.	1	3,732	3,984
Clerk Steno II	16	316-404	0	.36	1	1,494	3,984
Account Clerk	16	316-404	3	2.72	4	12,171	15,552
Clerk-Typist II	14	288-316	1	1.	1	3,109	3,456
GRAND TOTAL			6	6.73	9	$ 30,291	$ 40,308

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Accounting	1420	FINANCE

Program Description:

This activity maintains the general ledger on all City funds, maintains various internal controls over all collections and disbursements, prepares periodic financial reports, supervises preparation of payrolls, maintains various insurance records, invests all funds not currently needed, disburses on all City obligations, periodically audits specific receivable accounts, reconciles bank balances, prepares special financial reports, and assists in the development of the financial program of the City.

Comments on Budgeted Program:

Net Program Change	+ $ 18,700
Net Current Level Change	+ $ 12,300
Net Change	+ $ 31,000

Program Change

Comptroller position for full year ($4,200) included. Additional charges ($14,500) for data processing are anticipated, as a result of improved service rendered by data processing.

Current Level Change

Pay Plan	+ $ 1,000	Audit	+ $ 700
Personnel Transfer	+ $ 5,000	Office Supplies	+ $ 500
Custodial Service	+ $ 5,100		

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Prepare journal entries	1,089	1,089	1,089
Post general & subsidiary ledgers	1,089	1,089	1,089
Prepare trial balances	156	156	156
Prepare statement of cash receipts and disbursements	12	12	12
Prepare balance sheets	12	2	12
Prepare statement of revenues	12	12	12
Prepare summary of expenditures	12	12	12
Correspondence - letters	400	400	400
Billing inter-government charges	200	200	200
Purchase Requisitions verified	12,000	12,000	12,000
Vouchers payable	8,200	8,200	8,200
Service Order forms	3,750	3,750	3,750
Voucher checks prepared	1,650	1,650	1,650
Accident reports processed	1,000	1,000	1,000
Record voucher register	13,600	13,600	13,600
Paid vouchers filed	27,200	27,200	27,200
Maintain cash disbursements	3,500	3,500	3,500
Audit Treasurer's daily reports	253	253	253

*Estimate

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Tax Assessor	1430	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$37,718	$ 38,676	$39,464	$ 39,464
Contractual Services	9,767	9,376	14,310	14,310
Commodities	2,485	4,000	3,500	3,500
Capital Outlay				
TOTAL	$49,970	$ 52,052	$57,274	$ 57,274

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
City Assessor	25	490-624	1	1	1	6,321	6,792
Property Appraiser	20	384-490	1	1	1	4,756	5,088
Clerk IV	19	366-466	2	2	2	7,872	8,784
Clerk II	13	274-348	4	4	4	13,966	14,184
Clerk Steno I	12	260-332	1	1	1	3,341	3,624
Clerk I(P.S.)	10	236-302	.7	.7	.35	2,420	992
GRAND TOTAL			9.7	9.7	9.35	$ 38,676	$ 39,464

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Tax Assessor	1430	FINANCE

Program Description:

Values and assesses all real and personal property within the city which is liable for taxation.

Comments on Budgeted Program:

Net Program Change	+ $ 600
Net Current Level Change	+ $ 4,600
Net Change	+ $ 5,200

Program Change

Reduction in seasonal clerical help ($1,200) is anticipated since tax rendition notices are being mailed to individuals. An increase in data processing service charge ($1,800) is anticipated as a result of improved data processing services.

Current Level Change

Pay Plan	+ $ 2,400	Miscellaneous	- $ 700
Custodial Services	+ $ 2,900		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
R/E Transfers & Address Changes	2,402	2,500	2,750
Improvements Added	525	600	750
Improvements Razed	204	250	450
Business P/P Returns & Assessments	2,000	2,050	2,050
Individual P/P Returns & Assm'ts.	28,000	30,000	32,000
Fi-Fa's Cancelled	3,519	3,500	3,250
Objections to Valuations	103	150	150
Automobiles Assessed	7,871	7,500	6,000
Inspected Properties	2,000	2,000	2,250
No. R/E Accounts Billed	37,000	37,000	37,250
Parcels figured for D.P.I.	167	175	200

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Current Revenue Collection	1441	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$41,056	$ 42,252	$36,036	$ 36,036
Contractual Services	17,782	19,011	19,804	19,804
Commodities	7,320	7,125	9,225	9,225
Capital Outlay	88			
TOTAL	$66,246	$ 68,388	$65,065	$ 65,065

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
City Treasurer	25	490-624	1	1	.5	3,307	3,564
Clerk IV	19	366-466	1	1	1	4,956	5,088
Account Clerk	16	316-404	1	1	1	3,876	3,984
Clerk II	13	274-348	4	4	4	12,842	13,824
Parking Meter Coin Collector	12	260-332	1	1	1	3,432	3,624
Clerk I	10	236-302	2	2	2	5,544	5,952
Clerk III	21		2	2.3		8,295	0
GRAND TOTAL			12	12.3	9.5	$42,252	$36,036

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Current Revenue Collection	1441	FINANCE

Program Description:

This activity is responsible for the collection of all revenues of the City; the issuance of business licenses, permits, street maintenance badges, and dog tags; the deposit of all monies collected by the City, and the preparation of daily cash receipt reports.

Comments on Budgeted Program:

Net Program Change	- $ 3,300
Net Current Level Change	-0-
Net Change	- $ 3,300

Program Change

One clerk position has been deleted due to operating economies which result from consolidation of revenue collection activities of the City.

Current Level Change

Personnel Transfer	- $ 5,000	Custodial Services	+ $ 3,100
Pay Plan	+ $ 2,100	Office Supplies	+ $ 2,000
Rentals	- $ 2,200		

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Queries Received	12,000	12,000	12,000
Business Licenses issued	6,000	6,200	6,500
Misc. Licenses issued (Street Maintenance & dog tags)	11,200	11,200	12,000
Real Estate Accounts Collected	60,000	65,000	65,000
Personal Property Accounts Collected	35,000	40,000	40,000
Misc. Accounts Collected	2,000	2,000	2,000
No. of payments rec'd. by mail	375,000	380,000	390,000
Amt. of payments rec'd. by mail	$ 4,100,000	$ 5,500,000	$ 5,800,000
No. of payments rec'd. by counter	525,000	550,000	600,000
Amt. of payments rec'd by counter	$ 3,270,000	$ 3,270,000	$ 5,300,000
Coupons processed	53,000	53,000	53,000
Real Estate transfers	8,000	8,500	8,500
Parking Meters collected from	1,900	1,900	1,900
Parking Citation Books issued to Policemen	18,000	20,000	20,000

*Estimate

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Delinquent Revenue Collection	1442	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 32,692	$ 25,352	$ 25,848	$ 25,848
Contractual Services	10,931	12,206	14,391	14,391
Commodities	3,058	4,425	5,525	5,525
Capital Outlay	88	4,045	1,700	1,700
TOTAL	$ 46,769	$ 46,028	$ 47,464	$ 47,464

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
Assistant City Treasurer	23	$ 444-566		.5	1.0	$	$ 6,792
Revenue Investigator	16	316-404	3.0	3.0	3.0	11,406	11,952
Account Clerk	16	316-404	1.0	1.0	1.0	3,680	3,984
Clerk Steno I	13	274-348			1.0		3,120
City Marshal	30		1.0	.5		2,642	
Clerk II	13		.19	.19		1,192	
Clerk-Typist II	14		2.0	2.0		6,432	
Harbor Master			1				
GRAND TOTAL			8.19	7.19	6.0	$25,352	$25,848

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Delinquent Revenue Collections	1442	FINANCE

Program Description:

The personnel of this activity are responsible for the collection of all delinquent receipts owed the City, which include taxes, water and sewer bills, business licenses and permits, insurance premiums, street maintenance tags, and other types of licenses, permits and receipts.

Comments on Budgeted Program:

Net Program Change	+ $ 300
Net Current Level Change	+ $ 1,100
Net Change	+ $ 1,400

Program Change

Additional charges for increased services of data processing are included (+$1,500). One part-time clerk is deleted due to operating economies (-$1,200).

Current Level Change

Pay Plan	+ $ 1,600	Harbor Contract	- $ 2,300
Custodial Services	+ $ 2,300	Office Supplies	+ $ 1,100
Misc. Contractual Service	+ $ 700	Capital Outlay	- $ 2,300

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Queries received	6,500*	8,000	8,500
Business licenses issued	1,373	1,000	1,500
Real Estate Accounts collected	6,749	5,000	8,000
Personal Property Acc'ts. Collected	8,545	10,000	10,000
Misc. Accounts collected	24,100	50,000	50,000
No. of payments received by mail	10,000*	12,000	13,000
Amt. of payments rec'd. by mail	$ 310,000*	$ 400,000	$ 500,000
No. of payments rec'd. at counter	12,000*	14,000	16,000
Amt. of payments rec'd. at counter	$ 311,200*	$ 415,000	$ 500,000
Telephone checks made	5,000*	3,000	1,000
Field investigations made	2,250*	4,000	8,000
New licenses issued as a result of field investigations	150*	200	350
Summons, liens, garnishments delivered	200*	150	500
No. of license transfers processed	100*	100	100
Paving accounts collected	$ 209,420	$ 200,000	$ 150,000
Parcels of Real Estate sold	$ 500	$ 300	$ 500
Number of Misc. unclaimed Property items sold	$ 670	$ 1,000	$ 1,000

*Estimate

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Purchases	1451	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 12,641	$ 11,784	$ 18,312	$ 18,312
Contractual Services	1,447	1,694	7,361	7,361
Commodities	1,013	1,019	1,025	1,025
Capital Outlay	400			
TOTAL	$ 15,501	$ 14,497	$26,698	$ 26,698

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Purchasing Agent	25	490-624	1	1	1	6,174	6,792
Buyer	21	404-514			1		5,088
Clerk-Typist II	14	288-366	1	1	1	3,024	3,456
Clerk-Typist I	11	248-316	1	1	1	2,586	2,976
GRAND TOTAL			3	3	4	$11,784	$18,312

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Purchasing	1451	FINANCE

Program Description:

This activity is responsible for the purchase of materials, supplies and equipment used by the city departments. The activity also advertises, receives and tabulates the bids for contracts which are to be let by other departments.

Comments on Budgeted Program:

Net Program Change	+ $ 7,800
Net Current Level Change	+ $ 4,400
Net Change	+ $12,200

Program Change

A buyer's position ($5,000) was added during 1963, and the full amount of the salary is reflected in 1964. With the addition of this position, the purchasing activity will expand and improve all phases of purchasing, including specifications, product control, cooperative bidding and general procedures. Data Processing improvement + $2,800.

Current Level Change

Pay Plan	+ $ 1,500	Custodial Maintenance	+ $ 2,900

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Requisitions Processed	8,256	9,081	8,173
Purchase Orders Typed	8,256	9,081	8,081
Quotes Requests Typed	1,400	1,540	1,586
General Correspondence	1,300	1,430	1,401
Telephone Calls Made	14,625	16,087	17,696
Purchase Orders Filed	8,256	9,081	8,081
Requisitions Filed	8,256	9,081	8,173
Invoices Filed	17,500	19,250	21,560
Stamped Mail - Outgoing	28,000	30,800	33,880
Specifications Developed	295	325	455
Specifications Typed	295	325	455
Formal Bids and Contracts Analyzed and Awarded	249	276	290
Stamp out complete purchase orders	8,256	9,081	8,173
File purchase orders in open file	8,256	9,081	8,081
Maintain Catalogs on supplies	1,335	1,469	1,543
Post office supply requisitions and make monthly report	1,500	1,650	1,683
Salesmen interviewed	3,700	4,070	4,274

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Supplies - Management	1452	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 15,554	$ 15,564	$ 15,681	$ 15,681
Contractual Services	613	633	3,332	3,332
Commodities	318	875	925	925
Capital Outlay		1,700	500	500
TOTAL	$ 16,485	$ 18,772	$ 20,438	$ 20,438

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Warehouse Supervisor	17	332-424	1	1.3	1	4,596	3,984
Storekeeper	15	302-384	2	1.7	2	7,692	7,608
Clerk II	13	274-348	1	1	1	3,276	3,456
Total 105			4	4	4	15,564	15,048
Overtime							633
Total 155							633
GRAND TOTAL			4	4	4	$15,564	$15,681

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Supplies Management	1452	FINANCE

Program Description:

This activity is directed by the Purchasing Agent and is responsible for the stocking and issuing of a wide variety of materials and supplies to the operating departments and divisions of the City.

Comments on Budgeted Program:

Net Program Change	+ $ 2,300
Net Current Level Change	- $ 600
Net Change	+ $ 1,700

Program Change

General renovation and remodelling of the warehousing facility is anticipated (+$2,300) to improve efficiency and security of the warehouse.

Current Level Change

Overtime	+ $ 600	Capital Outlay	- $ 1,700
Contractual Services	+ $ 300		
Electrical Maintenance	+ $ 200		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Items issued	48,500	51,000	66,300
Receipts made	9,500	10,200	14,200
Requisitions typed and issued	1,525	1,676	1,976
Monthly reports	12	12	12
Daily reports	255	255	255
Annual Inventory items	3,000	3,200	4,500

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PERSONNEL	1600	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 16,944	$ 19,736	$ 29,808	$ 29,808
Contractual Services	4,756	16,514	16,356	16,356
Commodities	673	1,635	4,813	4,813
Capital Outlay	-	450	1,565	1,565
TOTAL	$ 22,373	$ 38,335	$ 52,542	$ 52,542
Budgeted Man Years	4	5	6	

SUMMARY BY ACTIVITIES

Personnel	$ 22,373	$ 38,335	$ 52,542	$ 52,542
GRAND TOTAL	$ 22,373	$ 38,335	$ 52,542	$ 52,542

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PERSONNEL

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$19,736	$29,808	$29,808
Contractual Services	16,514	16,356	16,356
Commodities	1,635	4,813	4,813
Capital Outlay	450	1,565	1,565
TOTAL	$38,335	$52,542	$52,542

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963, results in an increase in personal services.	$5,300	$
2.	Custodial and mail delivery service. In 1964, this service is charged back to activities using the service. In prior years, custodial and mail delivery service was budgeted as a separate operating activity.	3,400	
3.	Fees for professional services decrease, since the personnel pay plan and classification survey was completed during 1963.		8,400
4.	Data processing service charge increases due to additional services rendered to the Personnel Department.	2,500	
5.	The allocation for advertising increases to reflect actual needs for a realistic recruitment program.	400	
6.	Miscellaneous items increase by approximately $500. These increases are a result of increased workloads of the Personnel Department.	500	

PROGRAM CHANGES

1. One Personnel Technician has been added, in order to provide an increased level of service to other operating activities. The Technician will assist in the development of training programs and make continuous studies

	Increase	Decrease
of jobs and re-evaluate the pay and classification plan.	$5,213	$
2. During 1964, a more formalized personnel program will be established. A performance rating manual and forms, a personnel manual, an employee handbook, and an employee newsletter will be printed as a part of the comprehensive personnel program. Various dues and professional fees are required as a part of the comprehensive program of recruitment. A supervisory training program and employee awards program is anticipated as a part of the increased personnel program in 1964.	5,200	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Request for Clerk-Typist II was delayed until 1965.		3,696
2. Request for remodelling office area was deleted, since these repairs were made during 1963.		450
3. Request for car allowances for Personnel Director and Technicians was deleted, since a pool car will be available in 1964.		600
4. Request for purchase of three typewriters was reduced to one.		820

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Personnel	1600	PERSONNEL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 16,944	$19,736	$ 29,808	$ 29,808
Contractual Services	4,756	16,514	16,356	16,356
Commodities	673	1,635	4,813	4,813
Capital Outlay		450	1,565	1,565
TOTAL	$ 22,373	$38,335	$ 52,542	$ 52,542

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Personnel Director	32	686-876	1	1	1	6,300	9,072
Personnel Technician	21	404-514	1	1	2	4,684	9,696
Personnel Clerk	16	316-404	0	0	1		3,792
Clerk Steno II	16	316-404	0	1	1	2,892	3,792
Clerk-Typist II	14	288-366	2	2	1	5,860	3,456
GRAND TOTAL			4	5	6	$ 19,736	$ 29,808

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Personnel	1600	PERSONNEL

Program Description: This department assists all other departments and divisions of the City to obtain and retain capable and effective employees. The department conducts a program of recruitment and examination; maintains and administers the pay and classification plans; conducts and assists in departmental training programs, carries on a city-wide safety program; handles personnel transactions in relation to hiring, transfer, probations, promotions, attendance, leaves, separations, and appeals of grievances, and conducts studies essential to a sound personnel program.

Comments on Budgeted Program:

Net Program Change	+ $ 10,500
Net Current Level Change	- $ 3,700
Net Change	+ $ 14,200

Program Change

One Personnel Technician ($5,200) has been added to assist in the development of a comprehensive and meaningful personnel program. Miscellaneous other program improvements ($5,300) for personnel manual, personnel hand book, courses for supervisors, employee newsletter, awards program, and other items are anticipated.

Current Level Change

Pay Plan	+ $ 5,300	Custodial Services	+ $ 3,400
Miscellaneous	+ $ 500	Professional Fees	- $ 8,400
Advertising	+ $ 400	Data Processing Service	+ $ 2,500

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Recruitment & Selection			
Advertisements published	33	82	100
Applicants	1,637	2,080	2,300
Written examinations held	63	75	100
Examinees	1,026	1,322	1,550
Oral examinations held	13	18	25
Examinees	46	73	120
Number of agility tests given	0	7	12
Appointments	265	294	300
Processing			
Number of suspensions	39	43	can't estimate
Total number of separations	286	243	can't estimate
Turn-over ratio fulltime positions	.23	.20	can't estimate
Training Safety			
No. of training courses	3	2	10
Number of students attending	386	208	500
General Office			
Employee records maintained	1,223	1,235	1,250
Purchase requisitions initiated	13	15	20
Employee Relations			
Union Committee meetings held	7	12	12

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Personnel	1600	PERSONNEL

Program Description:

Comments on Budgeted Program:

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET
Civil Service Board Meetings			
Number of Meetings	26	26	24
Appeals Heard	2	2	2
Classification Plan			
Re-allocation requests	23	40	can't estimate
Positions re-allocated	19	145	can't estimate
New classes created	10	42	can't estimate
Old classes abolished	2	27	can't estimate
Compensation Plan			
Pay adjustments requests	6	169	can't estimate
Pay adjustments processed	4	1,200**	can't estimate
Classes surveyed in labor market		169	can't estimate

*Estimates
**After completed PAS Survey

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PUBLIC IMPROVEMENTS	2010-20-30-32-40-41-51-52-53 & 2060	Public Improvement	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 870,516	$ 886,633	$ 972,079	$ 972,079
Contractual Services	94,836	127,404	143,301	143,301
Commodities	283,169	278,435	266,348	266,348
Capital Outlay	93,886	101,862	157,900	157,900
TOTAL	$ 1,342,407	$ 1,394,334	$ 1,539,628	$ 1,539,628
Budgeted Man Years	270	269	272.5	

SUMMARY BY ACTIVITIES

	$	$	$	$
Director's Office	19,550	20,707	30,835	30,835
Engineering	57,557	68,258	71,336	71,336
Streets & Sanitation	26,154	26,810	32,511	32,511
Paved Streets & Sidewalks	282,718	129,546	139,759	139,759
Street Maintenance Unpaved Streets	-0-	201,862	219,102	219,102
Drainage Maintenance	68,163	77,040	122,232	122,232
Sanitary Refuse Collection	611,682	575,068	591,410	591,410
Sanitary Refuse Disposal	58,989	55,771	90,040	90,040
Sanitation Street Cleaning	170,191	191,218	189,301	189,301
Inspection Services	47,403	48,054	53,102	53,102
GRAND TOTAL	1,342,407	1,394,334	1,539,628	1,539,628

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PUBLIC IMPROVEMENTS

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$886,633	$972,079	$ 972,079
Contractual Services	127,404	143,301	143,301
Commodities	278,435	266,348	266,348
Capital Outlay	101,862	157,900	157,900
TOTAL	$1,394,334	$1,539,628	$1,539,628

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963 results in an increase in personal services.	$75,800	$
2.	Adequate budgeting for necessary overtime.	3,200	
3.	In 1964, salary savings from turnover and vacancies are anticipated for the first time.		12,000
4.	Service charge for radio maintenance. In 1964, this service is charged back to the activity using the service. In prior years, radio maintenance was budgeted as a separate operating activity.	3,700	
5.	Service charge for electrical maintenance service. In 1964, this service is charged back to the activity using the service. In prior years, electrical maintenance service was budgeted as a separate operating activity.	700	
6.	The contract for clearing the harbor is transferred to this department.	2,400	
7.	In 1964, emphasis has been placed on replacement of equipment to provide personnel with more modern dependable equipment.	26,600	
8.	Miscellaneous contractual service cost.	3,900	
9.	Operational and construction supply requirements for 1964 decrease.		9,200

	Increase	Decrease
10. Repair parts for equipment	$ 1,600	$

PROGRAM CHANGES

1. An Engineering Aide and some part-time help are included to assist the Public Improvements Program Development Committee. This Committee is established for the purpose of providing thorough and comprehensive recommendations on program improvements within the department.	4,900	
2. An additional laborer and a small hand lawnmower have been added in order to provide improved maintenance of City owned grass plats in the downtown area.	1,600	
3. The purchase of two pick-up trucks for grader crew foremen who have no dependable means of transportation is provided. The pick-up trucks will allow the foremen more effectively to coordinate and schedule work of the four grader crews.	3,400	
4. One additional Inspector I has been added to assist with the building inspection program of the City.	4,900	
5. Additional lights for expansion of the night operations at the sanitary landfill are anticipated.	400	
6. Provision has been made for construction of three hundred street marker units to implement the Metropolitan Planning Commission study on street names.	7,500	
7. Purchase of a major piece of construction equipment, and two personnel to operate it is anticipated. The equipment will be used to clean major drainage ditches and canals, and should almost double the City's capacity for this type of work.	31,300	
8. The purchase of approximately fifteen containers for the Dempster Dumpmaster system, to provide for routine expansion, is anticipated.	4,300	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Request for a sidewalk inspector and a clerk-stenographer, to be used in the development of a sidewalk inspection and repair program, is denied.		10,884
2. Request for additional money for maintenance of 1945		

		Increase	Decrease
	model motor grader was deleted, since the piece of equipment is to be replaced in 1964.	$	$7,000
3.	Request for self-propelled roller, to be used in unpaved street compaction program, deleted. Recommendation on this additional expenditure is to await the recommendation of the Public Improvements Study Committee.		10,281
4.	Request for additional unpaved street maintenance motor grader and five dump-trucks was denied, pending additional study.		39,842
5.	Request for two additional concrete paving maintenance crews was denied, pending the report of the Public Improvements Development Committee.		117,122
6.	Request for one four-door sedan to be used by the Engineering Administrator was deleted, due to rearrangement of vehicle assignments within the department.		2,900
7.	Request for dictaphone was deleted.		410
8.	Request for Atlas of subdivisions was denied.		300
9.	Request for plastic envelopes for filing maps and plats was decreased.		250
10.	Request to provide for general illumination at the City Lot, during emergencies, was denied.		2,300
11.	Request for paving City Lot was deleted.		21,275
12.	Request for two additional drainage maintenance crews, composed of a total of twentyfive personnel, was denied. Since additional drainage equipment will be purchased during 1964, additional expenditures for personnel were denied. This activity will be thoroughly analyzed for most efficient and effective operating procedures, before additional personnel are added.		112,970
13.	Request for addition of three trash collection crews (three men per crew) and one brush chipper crew (three men) was denied, due to lack of available funds for development of this program.		55,370

		Increase	Decrease
14.	Request for additional funds to maintain Bulldozer No. 204 were denied, as this bulldozer is to be replaced in 1964.	$	$12,000
15.	Request for approximately 1200 feet of 3" water pipe to carry water used in extinguishing fires at the landfill is deleted. The installation of this line is anticipated in 1963.		1,200
15.	Request for replacement of 1949 sweeper was delayed for one year.		11,500
16.	Request for two additional tractors and two personnel to operate them was deleted. This equipment and personnel were to be used in upgrading the maintenance of City-owned property.		10,666
17.	Request for purchase of three automobiles to be used by various Inspectors was deleted. Placement of city personnel in city-owned equipment is pending until after a thorough survey of the vehicle management system of the City is made.		6,900

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Director's Office	2010	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 17,889	$ 18,372	$ 24,400	$ 24,400
Contractual Services	912	1,230	5,460	5,460
Commodities	749	965	975	975
Capital Outlay		140		
TOTAL	$ 19,550	$ 20,707	$ 30,835	$ 30,835

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Director	35	11,040	1	1	1	11,040	11,040
Engineering Clerk	16	316-404	1	1	1	4,392	4,392
Clerk Steno II	16	316-404	1	1	1	3,984	3,984
Engineering Aide III	16	316-404			1		3,984
Ass't. Harbor Master				1		3,624	
Total 105			3	4	4	23,040	23,400
Extra Help							1,000
Total 155							1,000
GRAND TOTAL			3	4	4	$ 23,040	$ 24,400

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Director's Office	2010	PUBLIC IMPROVEMENTS

Program Description:

The Director is responsible for planning, staffing, directing, and coordinating the public improvement activities of the city.

Comments on Budgeted Program:

Net Program Change	+ $ 4,900
Net Current Level Change	+ $ 5,200
Net Change	+ $ 10,100

Program Change

Expenditures for an additional Engineering Aide I ($3,900) and some part time help ($1,000) to provide staff assistance in the development of departmental service programs are included.

Current Level Change

Pay Plan	+ $ 1,000	Custodial Services	+ $ 1,500
Radio Maintenance	+ $ 500	Harbor Clearance Contract	+$ 2,400
		Misc. Contractual Services	+$ 200

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Engineering	2020	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 51,529	$ 58,778	$ 59,400	$ 59,400
Contractual Services	1,413	3,682	8,061	8,061
Commodities	3,583	3,348	3,875	3,875
Capital Outlay	1,032	2,450		
TOTAL	$ 57,557	$ 68,258	$ 71,336	$ 71,336

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Engineering Administrator	33	720-920	1	1	1	8,952	9,528
Civil Engineer	29	594-756	1	1	1	8,132	8,640
Jr. C.E. - Eng. Aide IV	23	444-566	1	1	1	5,922	5,328
Engineering Aide III	21	404-514	1	1	1	5,523	5,888
Engineering Aide II	17	332-424	5	5	5	21,635	21,360
Engineering Aide I	12	260-332		2	2	5,855	6,240
Laborer	10	236-302	1	1	1	2,759	2,976
Less Salary Savings 1%						0	- 560
GRAND TOTAL			10	12	12	$ 58,778	$ 59,400

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Engineering	2020	PUBLIC IMPROVEMENTS

Program Description:

This activity prepares and/or reviews plans, specifications, cost estimates and contract documents for all City construction work. The Engineering Administrator supervises the work of the building, plumbing, and electrical inspectors of the City. The activity also issues permits for work in city streets and administers the assessment paving program.

Comments on Budgeted Program:

Net Program Change	+ $ -0-
Net Current Level Change	+ $ 3,000
Net Change	+ $ 3,000

Program Change

No significant program improvements are anticipated.

Current Level Change

Pay Plan	+ $ 1,200	Misc. Contractual Services and Commodities	+ $ 1,200
Custodial Services	+ $ 3,000	Equipment Replacement	- $ 2,400
Radio Maintenance	+ $ 600		
Salary Savings	- $ 600		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Office			
Memos prepared	700	792	850
Letters written	475	500	550
Service requests & inquiries	10,000	10,560	12,000
Purchase Requisitions prepared	200	200	200
Personnel Requisitions prepared	30	30	20
Petitions processed	225	250	300
Plans prepared for Water Projects		5	5
Plans prepared for Sewer Projects	20	20	20
Plans prepared for Street Projects	20	25	25
Plans prepared for Storm Drainage Projects	28	30	40
Subdivision plans checked	45	20	60
Special studies - man hours	156	156	200
Construction contracts supervised	15	16	20
Estimates prepared or checked	140	150	165
Field			
Number of inspections made			
Street	3,000	3,168	3,300
Water	85	100	125
Sewer	90	100	125
Drainage	100	125	150
Surveying			
Lineal footage of Surveys	27 Mi.	30 Mi.	33 Mi.
Lineal footage of Levels	38 Mi.	40 Mi.	45 Mi.
Lineal footage of checks after construction	14,000 L. F.	15,000 L. F.	17,000 L. F.

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Streets & Sanitation Office	2030	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 23,206	$ 23,032	$ 25,080	$ 25,080
Contractual Services	1,474	1,903	3,806	3,806
Commodities	1,474	1,875	1,250	1,250
Capital Outlay			2,375	2,375
TOTAL	$ 26,154	$ 26,810	$ 32,511	$ 32,511

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Streets & Sanitation Adm.	32	686-876	1	1	1	8,952	9,528
Clerk Steno II	16	316-404	1	1	1	3,756	3,984
Clerk III	16	316-404	3	3	3	10,324	11,568
GRAND TOTAL			5	5	5	$ 23,032	$ 25,080

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Streets & Sanitation Office	2030	PUBLIC IMPROVEMENTS

Program Description:

This office is responsible for clerical work related to the eleven activities operating from the City lot. The Deputy Director of Streets and Sanitation coordinates, supervises and schedules the work program of the street maintenance division, the garage, the shops and the sanitation division.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 5,700
Net Change	+ $ 5,700

Program Change

No significant program changes are anticipated.

Current Level Change

Pay Plan	+ $ 2,000	Radio Maintence	+ $ 200
Custodial Service	+ $ 1,500	Equipment Replacement	+ $ 2,400
Electrical Maint. Service	+ $ 200	Commodities	- $ 600

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Paved Streets & Sidewalks	2031	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N.A.	$ 58,974	$ 67,130	$ 67,130
Contractual Services		6,649	6,602	6,602
Commodities		60,750	52,527	52,527
Capital Outlay		3,173	13,500	13,500
TOTAL	$	$ 129,546	$ 139,759	$ 139,759

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Equipment Operator III	16	316-404	1	1	1	3,708	3,984
Equipment Operator I	12	260-332	6	6	6	16,632	19,728
Streets Maint. Foreman III	20	384-490	1	1	1	3,808	4,608
Streets Maint. Foreman I	15	288-366	2	2	2	7,107	7,440
Streets Maintenanceman II	12	260-332	2	3	3	9,009	9,528
Streets Maintenanceman I	11	248-316	6	7	7	18,710	21,408
Less Salary Savings 1%						0	- 666
Total 105			18	20	20	58,974	66,030
Overtime							1,100
Total 155							1,100
GRAND TOTAL			18	20	20	$ 58,974	$ 67,130

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Paved Street Maintenance	2031	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for maintaining 261 miles of permanently surfaced streets and over 200 miles of concrete sidewalks.

Comments on Budgeted Program:

Net Program Change	+ $ 7,500
Net Current Level Change	+ $ 2,700
Net Change	+ $ 10,200

Program Change

An allocation of ($7,500) has been included to provide for construction of 300 street marker units to implement the M.P.C. study on street names.

Current Level Change

Pay Plan	+ $ 8,200	Salary Savings	- $ 700
Overtime	+ $ 500	Equipment Replacement	+ $ 2,800
Radio Maintenance	+ $ 400	Miscellaneous Commodities	- $ 8,100
		Contractual Services	- $ 400

WORK LOAD STATISTICS		ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Asphalt street patches	Sq. Yd.	30,152	25,000	30,000
Asphalt mix	Tons	3,400	3,000	4,000
Concrete street repairs	Sq. Yd.	2,000	1,500	5,000
Concrete street repairs	Cu. Yd.	275	200	500
Sidewalk repair jobs	Jobs	262	400	400
Concrete sidewalk repairs	Cu. Yd.	987	1,100	1,200

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Maintenance Unpaved Streets	2032	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 62	BUDGET 63	ESTIMATED REQUIREMENTS 64	FINAL ALLOWANCE
Personal Services	$ N.A.	$ 91,994	$ 104,024	$ 104,024
Contractual Services		17,689	19,238	19,238
Commodities		59,375	51,340	51,340
Capital Outlay		32,804	44,500	44,500
TOTAL	$	$ 201,862	$ 219,102	$ 219,102

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Equipment Operator III	16	316-404	8	6	8	25,830	33,792
Equipment Operator II	14	288-366	1	3	1	11,126	3,984
Equipment Operator I	12	260-332	16	16	16	40,211	51,432
Street Superintendent	24	466-594	1	1	1	5,544	5,888
Street Maint. Foreman II	18	348-444	2	2	2	7,616	8,568
Less Salary Savings 2%						0	-2,077
Total 105			28	28	28	90,327	101,587
Overtime						1,667	2,437
Total 155						1,667	2,437
GRAND TOTAL			28	28	28	$ 91,994	$ 104,024

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Unpaved Street Maintenance	2032	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for maintaining 97 miles of unpaved streets and 85 miles of lanes.

Comments on Budgeted Program:

Net Program Change	+ $ 3,400
Net Current Level Change	+ $ 13,800
Net Change	+ $ 17,200

Program Change

Funds are provided for the purchase of two pickup trucks ($3,400) for grader crew foremen to enable them to more effectively coordinate and schedule the work of grader crews.

Current Level Change

Pay Plan	+ $ 12,800	Misc. Contractual Service	+ $ 1,000
Overtime	+ $ 1,300	Equipment Replacement	+ $11,700
Radio Maintenance	+ $ 400	Salary Savings	- $ 2,100

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Miles of streets graded	710	725	800
Dirt hauled to streets, cu. yd.	40,500	40,000	50,000
Rock used railroad cars	51	65	80

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Drainage Maintenance	2040	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 51,468	$ 58,165	$ 72,892	$ 72,892
Contractual Services	1,744	6,173	7,080	7,080
Commodities	10,466	12,082	13,760	13,760
Capital Outlay	4,485	620	28,500	28,500
TOTAL	$ 68,163	$ 77,040	$ 122,232	$ 122,232

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Sewers & Drainage Foreman II	18	348-444	1	1	1	3,938	4,392
Equipment Operator III	16	316-404	1	1	1.9	4,306	7,768
Sewers & Drainage Foreman I	14	288-366	1	1	1	3,594	3,792
Equipment Operator II	14	288-366	1	1	1	3,004	3,456
Equipment Operator I	12	260-332			.9		2,600
Sewers & Drain. Servicemen II	12	260-332	7	6	7	17,753	22,680
Sewers & Drain. Servicemen I	11	248-316	8	9	8	24,570	24,384
Total 105			19	19	20.8	57,165	69,072
Overtime						1,000	3,820
Total 155						1,000	3,820
GRAND TOTAL			19	19	20.8	$ 58,165	$ 72,892

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Drainage Maintenance	2040	PUBLIC IMPROVEMENTS

Program Description:

This activity maintains approximately 150 miles of drainage ditches and canals throughout the city. This activity also maintains and repairs flood gates, culverts, headwalls and related drainage facilities.

Comments on Budgeted Program:

Net Program Change	+ $ 31,300
Net Current Level Change	+ $ 13,900
Net Change	+ $ 45,200

Program Change

To provide for more frequent cleaning of major drainage ditches and canals, the purchase of a large machine and two personnel to operate it is anticipated ($31,300).

Current Level Change

Pay Plan	+ $ 7,000	Misc. Contractual Services	+ $ 400
Overtime	+ $ 2,800	Equipment Replacement	+ $ 3,900
Radio Maintenance	+ $ 100	Misc. Commodities	- $ 300

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Total miles of Canals and Large drainage ditches			
Miles cleaned	NA	15	25
Miles widened		10	17
Total miles of small ditches (less than 3 ft. deep and 5 ft. wide)			
Miles cleaned	79.5	80	80
Miles newly cut		4	4
Total number of Flood gates	26	28	30
Number cleaned		80	80
Number repaired		10	10
Number greased		40	40
Number installed		2	2
Total number of culverts		4,500	4,500
Feet cleaned		3,000	3,000
Feet repaired		300	20
Feet installed		200	200
Headwalls			
Man hours repairing		100	100
Man hours building		100	100
Other than Drainage			
Man hours moving voting machines	48	48	50
Man hours unloading material		572	570
Man hours maintaining oxidation ponds		2,000	2,000

*Estimate

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Refuse Collection	2051	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 419,112	$ 413,460	$ 435,096	$ 435,096
Contractual Services	36,991	52,783	52,639	52,639
Commodities	77,934	77,600	78,825	78,825
Capital Outlay	77,645	31,225	24,850	24,850
TOTAL	$ 611,682	$ 575,068	$ 591,410	$ 591,410

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Sanitation Superintendent	24	466-594	1	1	1	6,552	6,792
Sanitation Supervisor	18	348-444	6	6	6	28,896	25,920
Clerk III	16	316-404	1	1	1	4,596	4,848
Dumpmaster Truck Operator	15	302-384	6	6	6	20,004	22,080
Packer Truck Operator	13	274-348	29	29	29	87,128	99,888
Equipment Operator I	12	260-322	4	4	4	12,016	13,152
Laborer	10	236-302	94	88	88	241,218	259,008
Salary Savings 2%						0	- 8,634
Total 105			141	135	135	400,410	423,054
Overtime						13,050	12,042
Total 155						13,050	12,042
GRAND TOTAL			141	135	135	$413,460	$435,096

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Refuse Collection	2051	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for the collection of refuse in the city. Each year this activity collects more than 100 million pounds of garbage and refuse. This activity operates 32 packer-type trucks and 5 skow-body trucks.

Comments on Budgeted Program:

Net Program Change	+ $ 4,300
Net Current Level Change	+ $12,000
Net Change	+ $16,300

Program Change

The purchase of approximately fifteen containers ($4,300) for the Dempster dumpmaster system has been included. These containers are to be located at new business establishments.

Current Level Change

Pay Plan	+ $ 31,500	Salary Savings	- $ 8,600
Radio Maintenance	+ $ 800	Overtime	- $ 1,100
Maintenance Machinery	+ $ 1,000	Rentals	- $ 1,100
		Equipment Replacement	- $10,700

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Tons of residential garbage collected	35,935	37,000	38,000
Tons of residential trash collected	10,614	10,614	15,000
Tons of commercial collections	11,579	14,000	16,000
Dumpmaster containers in use	525	525	540
Times Dumpmaster containers emptied	112,100	120,000	150,000
Dumpmaster containers in use	7	7	7
Time Dumpster containers emptied	594	500	500
Dead animals picked up on street	776	850	1,000
Dead animals collected by mechanical means from Humane Society	6,029	7,500	7,500

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Refuse Disposal	2052	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 21,364	$ 23,577	$ 28,957	$ 28,957
Contractual Services	8,847	10,017	10,558	10,558
Commodities	25,137	21,827	23,350	23,350
Capital Outlay	3,641	350	27,175	27,175
TOTAL	$ 58,989	$ 55,771	$ 90,040	$ 90,040

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Landfill Supervisor	18	348-404	1	1	1	4,700	4,848
Equipment Operator II	16	316-404	3	3	3	8,657	12,824
Equipment Operator II	14	288-337	1	1	1	3,924	3,984
Equipment Operator I	12	260-288	2	2	2	6,296	6,576
Total 105			7	7	7	23,577	28,232
Overtime							725
Total 155							725
GRAND TOTAL			7	7	7	$ 23,577	$ 28,957

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Refuse Disposal	2052	PUBLIC IMPROVEMENTS

Program Description:

This activity operates and maintains a sanitary landfill which provides a disposal site for refuse collected by the City of Savannah and private collectors in Chatham County. Each year some 5 acres of low land is reclaimed through the landfill operation.

Comments on Budgeted Program:

Net Program Change	+ $ 400
Net Current Change Level	+ $ 33,800
Net Change	+ $ 34,200

Program Change

Additional lights ($400) for safety during night operations at the landfill are included.

Current Level Change

Pay Plan	+ $ 4,900	Repair Parts	+ $ 1,600
Electrical Maintenance	+ $ 500	Equipment Replacement	+ $26,400
Misc. Contractual Services	+ $ 500	Overtime	- $ 200
Radio Maintenance	+ $ 100		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Tons of refuse received from			
Refuse Collection	56,000	60,000	70,000
Street Cleaning	19,000	20,000	23,000
Private Collectors	8,000	8,000	9,000

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Street Cleaning	2053	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 96,243	$ 100,693	$109,620	$ 109,620
Contractual Services	23,652	22,510	24,133	24,133
Commodities	46,331	38,765	38,548	38,548
Capital Outlay	3,965	29,250	17,000	17,000
TOTAL	$170,191	$ 191,218	$189,301	$ 189,301

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Street Cleaning Supervisor	19	366-466	1	1	1	3,853	4,608
Equipment Operator II	14	288-366	12	12	12	37,660	47,256
Labor Foreman	12	260-332	2	2	2	6,856	6,912
Equipment Operator I	12	260-332	3	3	3	15,778	9,864
Citation Writer	11	248-316	2	2	2	6,230	6,744
Laborers	10	236-302	11	11	11.5	30,316	32,736
Total 105			31	31	31.5	100,693	108,120
Overtime							1,500
Total 155							1,500
GRAND TOTAL			31	31	31.5	$100,693	$ 109,620

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Street Cleaning	2053	PUBLIC IMPROVEMENTS

Program Description:

This activity mechanically sweeps the paved streets with curbing in the city, supervises the weed mowing program of the City, and cuts grass on City rights-of-way and on various city properties. The cost of this grass cutting work is $12,000.

Comments on Budgeted Program:

Net Program Change	+ $ 1,600
Net Current Level	- $ 3,500
Net Change	- $ 1,900

Program Change

An additional laborer for six months ($1,500) and a small lawn mower ($100) have been added in order to improve the maintenance of City owned grass plats.

Current Level Change

Pay Plan	+ $ 7,400	Equipment Replacement	- $ 12,300
Radio Maintenance	+ $ 600	Mis. Commodities	- $ 200
Misc. Contractual Services	+ $ 1,000		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Curb miles swept	34,746	35,000	35,000
Hours sweepers operated	9,911	10,000	10,000
Tons of debris removed by sweepers	19,867	20,000	20,000
Citations written for illegal parking	9,494	7,500	10,000
Lots cleared by Owner at City's request	425	500	900
Lots cleared under City contract at Owner's expense	48	50	100

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Inspectional Services	2060	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 40,593	$ 39,588	$ 45,480	$45,480
Contractual Services	3,155	4,768	5,724	5,724
Commodities	1,585	1,848	1,898	1,898
Capital Outlay	2,070	1,850	-	-
TOTAL	$ 47,403	$ 48,054	$ 53,102	$53,102

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Plumbing Inspector II	22	424-540	1	1	1	6,168	6,480
Plumbing Inspector I	19	366-466	1	1	1	4,776	4,848
Electrical Inspector II	22	424-540	1	1	1	6,168	6,480
Electrical Inspector I	19	366-466	1	1	1	4,776	4,848
Building Inspector II	22	424-540	1	1	1	6,168	6,480
Building Inspector I	19	366-466	0	0	1	0	4,392
Permit Investigator	14	288-366	1	1	1	3,732	3,984
Permit Clerk	14	288-366	1	1	1	4,224	4,176
Clerk Steno II	16	316-404	1	1	1	3,576	3,792
GRAND TOTAL			8	8	9	$ 39,588	$ 45,480

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Inspectional Services	2060	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for enforcing the building, plumbing, electrical and zoning codes of the City. This division also provides plumbing inspection service in the unincorporated areas of Chatham County through an agreement with Commissioners of Chatham County.

Comments on Budgeted Program:

Net Program Change	+ $ 4,900
Net Current Level Change	+ $ 100
Net Change	+ $ 5,000

Program Change

One additional Inspector I ($4,900) is included to assist with building inspections in the city.

Current Level Change

Pay Plan	+ $ 1,500	Transportation	- $ 1,400
Custodial Services	+ $ 1,700	Equipment Replacement	- $ 1,800
Radio Maintenance	+ $ 100		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Building			
Permits issued	925	1,032	1,050
Permit Inspections made	1,033	2,500	4,000
Inspections at request of others	100	100	150
Electrical			
Permits issued	3,036	2,900	2,900
Permit Inspections made	9,036	8,900	8,900
Inspections at request of Fire Inspector	500	500	500
Plumbing			
Permits issued	959	1,227	1,200
Permit Inspections made	4,672	5,200	5,200
Inspections requested by others	18	30	50
Tap-in Permits issued			
City	218	300	300
County	337	500	400

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
TRAFFIC ENGINEERING	2410, 20, 30, 40 and 50	Traffic Engineering	GENERAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 49,971	$ 50,461	$ 49,674	$ 49,674
Contractual Services	112,480	111,570	135,552	135,552
Commodities	25,086	26,352	25,290	25,290
Capital Outlay	20,506	19,840	29,472	29,472
TOTAL	$ 208,043	$ 208,223	$ 239,988	$ 239,988
Budgeted Man Years	12	12	11	

SUMMARY BY ACTIVITIES

	$	$	$	$
Administration - Research	25,988	25,766	24,741	24,741
Traffic Control Maintenance	43,869	44,432	59,860	59,860
Parking Meter Maintenance	24,230	24,584	39,262	39,262
Street Lighting	110,218	109,935	112,241	112,241
Parking Lot	3,738	3,506	3,884	3,884
GRAND TOTAL	$208,043	$208,223	$239,988	$239,988

TRAFFIC ENGINEERING

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ 50,461	$ 49,674	$ 49,674
Contractual Services	111,570	135,552	135,552
Commodities	26,352	25,290	25,290
Capital Outlay	19,840	29,472	29,472
TOTAL	$ 208,223	$ 239,988	$ 239,988

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963, results in an increase in personal services.	$ 3,200	$
2.	Improved operating procedures and the purchase of more dependable equipment provides for a reduction in overtime.		1,000
3.	Electrical Maintenance Service. In 1964 this service is charged back to activities using the service. In prior years electrical maintenance service was budgeted as a separate operating activity.	20,600	
4.	Continued extension of the City's street lighting system at the rate of approximately seven lights per month increases the cost of utilities.	2,300	
5.	Radio Maintenance Service. In 1964 this service is charged back to the activities using the service. In prior years radio maintenance service was budgeted as a separate operating activity.	1,000	

PROGRAM CHANGES

1. A major improvement of parking meters in the downtown area is anticipated. A total of 562 meters will be replaced and 100 additional parking meter housings will be purchased. The new meters will require less maintenance and consequently personnel will be reduced by one, and repair parts by approximately ($1,000). The additional

	Increase	Decrease
first year cost will be paid out in approximately three years.	$ 17,900	$

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request for purchase of a radio to be placed in the Traffic Engineer's car was deleted. Anticipated usage does not justify purchase at this time.	675
2.	Request for new signals on the Bay Street Viaduct was denied. Since the new lane arrangement has been completed on the viaduct, there is no day-to-day need for signals except during repair periods and as as result of accidents. The existing signal system is adequate to meet these needs.	6,012
3.	Request for modernizing signals at Liberty and Drayton to reduce Pedestrian accidents was denied. The emphasis on the signal installation program in 1964 is placed on new signalizations rather than replacement of existing signals.	1,350
4.	Request for signalization of Drayton and Congress intersection was delayed. Since Drayton is a one way street and since a signal is located one block from the intersection of Drayton and Liberty, which allows for breaks in traffic on Drayton, the request was delayed.	1,500
5.	Request for installation of fifty additional 175 watt mercury vapor street lights was reduced to twenty-five. The approved lights are to be placed in areas of high crime incidence.	475

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Administration & Research	2410	TRAFFIC ENGINEERING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 22,250	$ 22,279	$ 23,208	$ 23,208
Contractual Services	1,458	980	1,068	1,068
Commodities	672	507	465	465
Capital Outlay	1,608	2,000		
TOTAL	$ 25,988	$ 25,766	$ 24,741	$ 24,741

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Traffic Engineer	32	686-876	1	1	1	9,300	10,008
Traffic Analyst	21	404-514	1	1	1	5,292	5,592
Engineering Aide II	17	332-424	1	1	1	4,255	3,984
Clerk-Typist II	14	288-366	1	1	1	3,432	3,624
GRAND TOTAL			4	4	4	$ 22,279	$ 23,208

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Administration & Research	2410	TRAFFIC ENGINEERING

Program Description:

This activity investigates, analyzes, and recommends on traffic control problems; designs traffic signal and street light installations; designs and recommends on matters relating to traffic flow on various streets and thoroughfares throughout the City.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	- $ 1,000
Net Change	- $ 1,000

Program Change

No major changes are anticipated.

Current Level Change

Pay Plan	+ $ 1,000
Capital Outlay	- $ 2,000

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Traffic Control Maintenance	2420	TRAFFIC ENGINEERING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 12,978	$ 13,410	$ 14,808	$ 14,808
Contractual Services	674	537	22,097	22,097
Commodities	20,454	22,115	22,045	22,045
Capital Outlay	9,763	8,370	910	910
TOTAL	$ 43,869	$ 44,432	$ 59,860	$ 59,860

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Traffic Maintenance Foreman	18	348-444	1	1	1	4,344	4,608
Traffic Maintenanceman II	14	288-366	1	1	1	3,594	3,792
Traffic Maintenanceman I	12	260-332	2	2	2	5,472	6,408
GRAND TOTAL			4	4	4	$ 13,410	$ 14,808

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Traffic Control Maintenance	2420	TRAFFIC ENGINEERING

Program Description:

This activity is responsible for the installation and maintenance of the 4,000 traffic signs, 100 miles of pavment markings, 550 crosswalks, 1,500 parking stalls, and various curb markings throughout the City. This division also directs and supervises the installation of traffic signals. The actual work is performed by the City's Electrical Department, and the cost is charged to this division.

Comments on Budgeted Program:

Net Program Change	+ $ -0-
Net Current Level Change	+ $ 15,400
Net Change	+ $ 15,400

Program Change

No major changes in service levels are anticipated.

Current Level Changes

Electrical Maintenance	+ $ 20,600	Equipment Replacement	- $ 7,500
Radio Maintenance	+ $ 1,000	Commodities	- $ 100
Pay Plan	+ $ 1,400		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Center lines & lane lines: miles newly painted	0.6	1.4	1.0
Center lines & lane lines: miles repainted	87	98	98
Crosswalks marked	540	548	550
Parking stalls painted	1,500	1,500	1,500
Feet of curb painted	11,000	11,000	11,000
Traffic signs replaced:	809	830	860
% of total	20	20	20
New traffic signs installed	215	282	300

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Parking Meter Maintenance	2430	TRAFFIC ENGINEERING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 11,170	$ 11,436	$ 7,968	$ 7,968
Contractual Services	205	33	75	75
Commodities	3,865	3,645	2,657	2,657
Capital Outlay	8,990	9,470	28,562	28,562
TOTAL	$ 24,230	$ 24,584	$ 39,262	$ 39,262

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Parking Meter Repair Sup'v.	14	288-366	1	1	1	4,032	4,177
Parking Meter Repairman	11	248-316	2	2	1	7,152	3,791
Total 105			3	3	2	11,184	7,968
Overtime						252	
Total 155						11,436	
GRAND TOTAL			3	3	2	$ 11,436	$ 7,968

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Parking Meter Maintenance	2430	TRAFFIC ENGINEERING

Program Description:

This activity is responsible for the maintenance and operation of approximately 1800 parking meters.

Comments on Budgeted Program:

Net Program Change	+ $ 17,900
Net Current Level Change	- $ 2,200
Net Change	+ $ 15,700

Program Change

Funds are provided for the replacement of 562 parking meters and 100 parking meter housings. The new meters will require less maintenance, and the activity will be able to reduce personnel by one ($3,000), and its requirements for repair parts ($1,000). Economies in operation will pay out first year cost in approximately three years.

Current Level Changes

Equipment Replacement - $ 2,300 Overtime - $ 300 Pay Plan + $ 400

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Meters repaired in shop	911	1,090	700
Meters repaired in field	4,080	4,338	3,000
Meters replaced	209	206	662
Meters repainted	20	0	30

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Street Lighting	2440	TRAFFIC ENGINEERING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	110,063	109,935	112,226	112,226
Commodities	10		15	15
Capital Outlay	145			
TOTAL	$ 110,218	$ 109,935	$ 112,241	$ 112,241

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Street Lighting	2440	TRAFFIC ENGINEERING

Program Description:

This activity pays the operation and maintenance costs for 2,850 street lights and for night lights in various parks and squares.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 2,300
Net Change	+ $ 2,300

Program Change

No major changes are anticipated

Current Level Change

Contractual Services + $ 2,300

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Parking Lot	2450	TRAFFIC ENGINEERING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 3,573	$ 3,336	$ 3,690	$ 3,690
Contractual Services	80	85	86	86
Commodities	85	85	108	108
Capital Outlay				
TOTAL	$ 3,738	$ 3,506	$ 3,884	$ 3,884

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Laborer	10	236-302	1	1	1	2,675	3,690
Total 105			1	1	1	2,675	3,690
Overtime						661	
Total 155						661	
GRAND TOTAL			1	1	1	$ 3,336	$ 3,690

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Parking Lot	2450	TRAFFIC ENGINEERING

Program Description:

This division operates the City parking lot.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 400
Net Change	+ $ 400

Program Change

No significant changes are included.

Current Level Change

Pay Plan + $ 400

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET
Number of parkers served	29,000	32,000	33,000

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
POLICE	2610 - 2650	Public Safety	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 788,364	$ 775,318	$ 886,288	$ 870,520
Contractual Services	65,345	64,363	80,354	80,354
Commodities	112,013	105,255	132,897	132,897
Capital Outlay	54,292	44,079	65,704	60,782
TOTAL	$ 1,020,014	$ 989,015	$ 1,165,243	$ 1,144,553
Budgeted Man Years	212.9	207.9	222.9	228.5

SUMMARY BY ACTIVITIES

Chief's Office	$ 15,739	$ 17,841	$ 18,260	$ 18,260
Operations Analysis	-	-	12,853	12,853
Training	-	-	9,626	9,626
General & Criminal Records	49,484	54,365	55,512	55,512
Identification	14,098	14,853	19,585	19,585
Communication	23,258	25,018	24,830	24,830
Vehicle Maintenance	13,738	15,194	14,333	14,333
Custody of Prisoners	147,572	123,172	138,288	138,288
Investigation (Adult)	110,995	110,035	162,078	160,078
Investigation (Juvenile)	-	8,434	9,445	9,445
Patrol	511,769	505,916	578,787	560,097
Traffic Control	133,361	114,187	121,646	121,646
GRAND TOTAL	1,020,014	989,015	1,165,243	1,144,553

POLICE DEPARTMENT

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$775,318	$ 886,288	$ 870,520
Contractual Services	64,363	80,354	80,354
Commodities	105,255	132,897	132,897
Capital Outlay	44,079	65,704	60,782
	$989,015	$1,165,243	$1,144,553

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

	Increase	Decrease
1. Personal services increase is due to pay plan revision of July, 1963.	$45,666	$
2. Tighter budgeting results in a decrease of $2,951 in contractual services, but the transfer to this account of custodial, electrical, and radio maintenance charges of $10,685, and increased vehicle maintenance (by contract) costs of $6,000, result in an overall net increase in current level expenditure requirements.	13,734	
3. Increases in commodities costs are due to the following:		
a. Vehicle maintenance supplies	8,950	
b. Uniforms	11,010	
c. Operating Supplies	2,500	
d. Miscellaneous	1,074	
4. The current level increase in capital outlay expense is due to miscellaneous vehicle and office equipment costs.	3,431	
5. The 64 budget of Patrol recognizes the transfer in 1963 of nine Patrolmen to other Police activity accounts.		

PROGRAM CHANGE

1. Cost of expanding the juvenile investigation activity to the full-time services of two detectives.	877	
2. Creation of an operations analysis activity to		

		Increase	Decrease
	analyze, evaluate, plan and budget police activities. This activity would be staffed by one Police Analyst and one Clerk-Stenographer I.	$12,853	
3.	Expansion of training activity from intermittent to regular, programmed basis.	9,626	
4.	The addition of nine patrolmen and one sergeant to the Patrol Division to establish three additional patrol beats, in order more effectively to prevent and suppress crime and to allow more time to be spent in training.	47,287	
5.	The addition of three detectives to the Investigation Division.	17,805	
6.	Two file cabinets and one fan for the identification office.	700	
7.	File cabinet for the Traffic Division.	75	
8.	Water cooler for the jail and a tool house for Travis Field.	640	

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Chief's Office	2610	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 13,248	$ 13,248	$ 14,616	$ 14,616
Contractual Services	945	1,080	1,944	1,944
Commodities	1,273	1,450	1,650	1,650
Capital Outlay	273	2,063	50	50
TOTAL	$ 15,739	$ 17,841	$ 18,260	$ 18,260

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Chief	33	720-11040	1	1	1	9,216	10,008
Sergeant	19	366-466	1	1	1	4,032	4,608
GRAND TOTAL			2	2	2	$ 13,248	$ 14,616

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Chief's Office	2610	POLICE

Program Description:

The Police Chief is responsible for planning the Department's work, organizing and staffing its activities, and commanding, coordinating and reporting its performance.

The measured portion of the clerical workload is reported below.

Comments on Budgeted Program:

Net Program Change	+ $ 0
Net Current Level Change	+ $ 400
Net Change	+ $ 400

Program Change

No major program changes, which result in expenditures, are anticipated.

Current Level Changes

Pay Plan	+ $ 1,400	Commodities	+ $ 200
Travel	+ $ 200	Bookcase	+ $ 50
Custodial	+ $ 500	Equipment Replacement	- $ 2,000
Radio	+ $ 100		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Number of memos prepared	330	340	350
Number of personnel requisitioned	45	53	70
Number of internal personnel investigations	5	5	5
Number of letters written	784	800	825
Number of special reports prepared	15	20	25

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Operations Analysis	2612	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$ 9,168	$ 9,168
Contractual Services	None	None	575	575
Commodities			800	800
Capital Outlay			2,310	2,310
TOTAL	$	$	$ 12,853	$ 12,853

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Police Analyst	25	490-624	0	0	1	-	5,880
Clerk-Steno I	13	274-348	0	0	1	-	3,288
GRAND TOTAL			0	0	2	-	$ 9,168

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Operations Analysis	2612	POLICE

Program Description:

This is a new full-time division of the Chief's Office. It will be responsible for analyzing, evaluating, planning, and budgeting police activities under the Chief's direction.

Comments on Budgeted Program:

The contractual service, commodities, and capital outlay expenditures are those which are necessary to prepare space for and equip the activity.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Training	2621	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$5,088	$ 5,088
Contractual Services	None	None	1,490	1,490
Commodities			2,083	2,083
Capital Outlay			965	965
TOTAL	$	$	$9,626	$ 9,626

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Lieutenant	22	424-540	0	0	1	-	5,088
GRAND TOTAL			0	0	1	-	$5,088

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Training	2621	POLICE

Program Description:

The training program is expanded from intermittent training in 1963 to regular training and a full-time police instructor in 1964.

Comments on Budgeted Program:

The 1964 program provides a basic recruit training course, an in-service refresher course, a course in supervision, and a course in administration.

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Basic Training:			
Number of classes	12	2	2
Hours per course	80	80	190
Students per class	13.3	10.5	10
Student hours of training	12,800	1,680	3,800
In-service refresher training:			
Number of classes			5
Hours per course			100
Students per class			20
Student hours of training	-0-	-0-	8,000
Supervision:			
Number of classes			2
Hours per course			40
Students per class			13
Student hours of training	-0-	-0-	1,040
Administration:			
Number of classes			1
Hours per course			40
Students per class			13
Student hours of training	-0-	-0-	280

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
General Criminal Records	2622	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 40,160	$ 40,253	$ 45,408	$ 45,408
Contractual Services	6,656	7,834	6,770	6,770
Commodities	2,364	2,710	2,404	2,404
Capital Outlay	304	3,568	930	930
TOTAL	$ 49,484	$ 54,365	$ 55,512	$ 55,512

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Police Captain	25	490-624	1	1	1	6,300	6,480
Police Lieutenant	22	424-540	1	1	0	4,596	-
Police Patrolman	16	316-404	3	3	4	12,090	16,320
Key Punch Operator I	12	260-332	1	1	1	3,057	3,120
Clerk Steno I	12	260-332	1	1	1	3,090	3,120
Clerk-Typist I	11	248-316	3	3	3	8,180	9,072
Clerk III	16	316-404	0	0	1	-	4,176
Clerk I	10	236-302	1	1	1	2,940	3,120
GRAND TOTAL			11	11	12	$ 40,253	$ 45,408

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
General & Criminal Records	2622	POLICE

Program Description:

The general and criminal records activity records and routinely reports police activity. It establishes and maintains a record of every case or complaint and every arrest.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 1,100
Net Change	+ $ 1,100

Program Change

No major changes are anticipated.

Current Level Change

Transfer Patrolman	+ $ 3,800	Contractual Services	- $ 1,100
Pay Plan	+ $ 1,800	Commodities	- $ 300
Reclassification:		Capital Outlay	- $ 2,700
Lieutenant to Clerk III	- $ 400		

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Identification	2623	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 13,660	$ 13,848	$ 18,360	$ 18,360
Contractual Services				
Commodities	438	475	475	475
Capital Outlay		530	750	750
TOTAL	$ 14,098	$ 14,853	$ 19,585	$ 19,585

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Identification Technician I	22	424-540	1	1	1	4,256	5,328
Identification Technician II	16	316-404	2	2	3	9,592	13,032
GRAND TOTAL			3	3	4	$ 13,848	$ 18,360

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Identfication	2623	POLICE

Program Description:

The identification records activity provides for the fingerprinting, photographing, and some crime scene evidence gathering services for the department. It also processes applicants for city employment, taxi permits, bar cards and others.

Comments on Budgeted Program:

Net Program Change	+ $ 700
Net Current Level Change	+ $ 4,000
Net Change	+ $ 4,700

Program Change

The purchase of additional office equipment ($700) is anticipated.

Current Level Change

Personnel Transfer	+ $ 3,800
Pay Plan	+ $ 700
Capital Outlay	- $ 500

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Communications	2624	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 19,780	$ 20,401	$ 21,408	$ 21,408
Contractual Services	3,429	4,036	3,302	3,302
Commodities				
Capital Outlay	49	581	120	120
TOTAL	$ 23,258	$ 25,018	$ 24,830	$ 24,830

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Public Safety Dispatcher	16	316-404	3	3	3	11,784	12,336
Switchboard Operator	11	248-316	3	3	3	8,617	9,072
GRAND TOTAL			6	6	6	$ 20,401	$ 21,408

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Communications	2624	POLICE

Program Description: The communications activity is responsible for the following:

1- Dispatching - City Police, wreckers and ambulances as requested
2- Monitors - Hinesville and Reidsville State Patrol posts, Chatham County Police, bank alarms and Telephone Company truck alarms.
3- Relays - Communications between County Police and State Patrol calls over Civil Defense telephones.
4- Records - Auto registration queries, missing and wanted persons and stolen automobiles.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	- $ 200
Net Change	- $ 200

Program Change

Current Level Change

Pay Plan	+ $ 1,000
Contractual Services	- $ 700
Capital Outlay	- $ 500

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Vehicle Maintenance	2625	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 13,058	$ 13,044	$ 13,632	$ 13,632
Contractual Services	61	175	261	261
Commodities	170	475	440	440
Capital Outlay	449	1,500		
TOTAL	$ 13,738	$ 15,194	$ 14,333	$ 14,333

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Auto Mechanic II	19	366-466	1	1	1	4,596	4,848
Auto Mechanic I	17	332-424	2	2	2	8,448	8,784
GRAND TOTAL			3	3	3	$ 13,044	$ 13,632

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Vehicle Maintenance	2625	POLICE

Program Description:

The vehicle maintenance activity is responsible for the maintenance of the Department's vehicles. This activity makes all except transmission, body, and fender repairs.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 900
Net Change	+ $ 900

Program Change

No major expenditure changes as a result of program improvement are anticipated.

Current Level Change

Pay Plan	+ $ 600	Commodities	- $ 100
Commodities	- $ 100	Capital Outlay	- $ 1,500
Electrical Maint. Charge	+ $ 200		

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Custody of Prisoners	2626	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 89,256	$ 70,406	$ 80,472	$ 80,472
Contractual Services	25,258	22,171	24,636	24,636
Commodities	29,879	29,580	30,050	30,050
Capital Outlay	3,179	1,015	3,130	3,130
TOTAL	$ 147,572	$ 123,172	$ 138,288	$ 138,288

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Cook	8	214-274	2	2	1	4,214	2,688
Utilityman	11	248-316	1	1	1	3,432	3,624
Police Lieutenant	22	424-540	2	2	1	9,192	5,328
Police Sergeant	19	366-466	1	1	1	4,224	4,608
Police Patrolman	16	316-404	1	1	3	4,032	11,952
Dom Relations Officer II	15	302-384	1	1	1	4,224	4,392
Dom. Relations Officer I	13	274-348	1	1	1	3,576	3,792
Police Guard	12	260-332	12	5	5	15,452	16,512
Police Matron	9	224-288	8	8	8	22,060	23 952
Storekeeper	15	302-384	0	0	1		3,624
GRAND TOTAL			29	22	23	$ 70,406	$ 80,472

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Custody of Prisoners	2626	POLICE

Program Description:

This activity is responsible for the custody and care of prisoners at the City Jail, and at the Travis Field Stockade. Prisoners not confined to the jail or stockade proper are assigned to building and ground cleaning and maintenance, food preparation and serving, vehicle maintenance, and manual work for other departments.

Comments on Budgeted Program:

Net Program Change	+ $ 600
Net Current Level Change	+ $ 14,500
Net Change	+ $ 15,100

Program Change

Water Cooler for white women's division (+$140) and tool house for Travis Field (+$500) are anticipated in 1964.

Current Level Change

Personnel Reclassification	- $ 1,000	Electrical, Radio & Shop Chgs.	+ $ 2,800
Personnel Transfer	+ $ 8,000	Capital Outlay	+ $ 1,500
Pay Plan	+ $ 3,000	Contractual Services	- $ 300
Commodities	+ $ 500		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Investigation (Adult)	2631	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 97,818	$ 88,839	$ 125,531	$ 125,531
Contractual Services	2,215	2,271	3,912	3,912
Commodities	10,620	9,735	13,835	13,835
Capital Outlay	342	9,190	18,800	16,800
TOTAL	$ 110,995	$110,035	$ 162,078	$ 160,078

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Police Captain	25	490-624	1	1	1	5,460	6,168
Police Lieutenant	22	424-540	1	1	1	4,788	5,088
Police Sergeant	20	384-490	3	3	3	13,248	13,824
Police Patrolman	17	332-424	16	14	22	58,750	94,680
Clerk-Steno I	13	274-348	2	2	2	6,593	6,912
							126,672
Less Salary Savings .09%							- 1,141
Total 105			23	21	29	88,839	125,531
GRAND TOTAL			23	21	29	$88,839	$125,531

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Investigation - Adult	2631	POLICE

Program Description:

This activity is responsible for investigating crimes, apprehending criminal offenders, finding missing persons and recovering lost or stolen property.

Net Program Change	+ $ 15,800
Net Current Level Change	+ $ 34,200
Net Change	+ $ 50,000

Comments on Budgeted Program:

Program Change

Three additional detectives ($12,500) and equipment ($3,000) are included to strengthen the City's investigative force. File cabinets for more extensive records in the detective unit are also included ($300).

Current Level Change

Salary Savings	- $ 1,100	Clothing Allowance	+ $ 1,400
Personnel Transfer & Pay Plan	+ $ 25,300	Radio Charges	+ $ 1,400
Contractual Services	+ $ 200	Miscellaneous Commodities	+ $ 2,100
		Capital Outlay (cars)	+ $ 4,900

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Investigator (Juvenile)	2632	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ -	$ 8,434	$ 8,568	$ 8,568
Contractual Services	-	-	192	192
Commodities	-	-	685	685
Capital Outlay	-	-	-	
TOTAL	$ -	$ 8,434	$ 9,445	$ 9,445

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Patrolman	17	332-348	0	2	2	8,434	8,568
GRAND TOTAL			0	2	2	$ 8,434	$ 8,568

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Investigation - Juvenile	2632	POLICE

Program Description:

This activity is responsible for law enforcement matters involving children under 17 years of age and/or those adults who contribute to the neglect or the delinquency of a minor or child.

Comments on Budgeted Program:

Net Program Change	+ $ 900
Net Current Level Change	+ $ 100
Net Change	+ $ 1,000

Program Change

Contractual services (+$200) and commodities ($700) are separated from the adult investigation budget in 1964 which will begin the first full year for this program of juvenile investigation and protection.

Current Level Change

Pay Plan + $ 100

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Patrol	2640	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 394,897	$ 407,641	$ 436,079	$ 420,311
Contractual Services	25,244	24,623	34,539	34,539
Commodities	62,006	54,420	71,600	71,600
Capital Outlay	29,622	19,232	36,569	33,647
TOTAL	$ 511,769	$ 505,916	$ 578,787	$ 560,097

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Police Captain	25	490-624	1	1	1	5,040	6,168
Police Lieutenant	22	424-540	3	3	3	13,788	15,984
Police Sergeant	20	384-490	1	1	1	4,224	4,848
Police Sergeant	19	366-466	13	14	14	58,240	64,296
Patrolman	17	332-424	3	3	3	11,196	12,528
Patrolman	16	316-404	83	84	81	298,553	320,544
							424,368
Less Salary Savings 3.2%							- 14,057
Total 105			104	106	103	391,041	410,311
Overtime						16,600	10,000
Total 110						16,600	10,000
GRAND TOTAL			104	106	103	$ 407,641	$ 420,311

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Patrol	2640	POLICE

Program Description:

The patrol force performs all police functions, but its principal duties are to prevent violations of laws, suppress disturbances, arrest offenders, and to aid all citizens by giving them information and other forms of help, as circumstances require.

Net Program Change	+ $ 28,590
Net Current Level Change	+ $ 25,600
Net Change	+ $ 54,190

Comments on Budgeted Program:

Program Change

Six additional patrolmen (+$22,750) and equipment (+$5,840) to form three additional patrol beats.

Current Level Change

Pay Plan minus transfer of nine Patrolmen to other activities			- $ 10,000
Vehicle Maintenance	+ $ 6,000	Repair Parts	+ $ 4,700
Radio Maintenance Chg.	+ $ 3,900	Equipment Replacement	+ $ 8,500
Clothing	+ $ 8,400	Operating Supplies	+ $ 2,600
Fuels & Lubricants	+ $ 1,500		

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Traffic	2650	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 106,487	$ 99,204	$ 107,958	$ 107,958
Contractual Services	1,537	2,173	2,733	2,733
Commodities	5,263	6,410	8,875	8,875
Capital Outlay	20,074	6,400	2,080	2,080
TOTAL	$ 133,361	$ 114,187	$ 121,646	$ 121,646

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Police Captain	25	490-624	1	1	1	5,040	6,168
Police Lieutenant	22	424-540	1	1	1	4,596	5,328
Police Sergeant	19	366-466	2	2	2	8,276	9,216
Police Patrolman	16	316-404	14	14	14	51,428	56,544
Parking Meter Checker	7	204-260	4	4	3	10,938	8,400
Clerk I	10	236-302	0	0	1	-	2,976
School Crossing Guards	1		9.9	9.9	9.9	16,926	18,396
							107,028
Less Salary Savings 1%							- 1,070
Total 105			31.9	31.9	31.9	97,204	105,958
Overtime						2,000	2,000
Total 110						2,000	2,000
GRAND TOTAL			31.9	31.9	31.9	$ 99,204	$ 107,958

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Traffic Control	2650	POLICE

Program Description:

This activity enforces traffic laws, regulates the flow of traffic, and educates the public in traffic safety.

Comments on Budgeted Program:

Net Program Change	+ $ 100
Net Current Level Change	+ $ 7,400
Net Change	+ $ 7,500

Program Change

File Cabinet + $ 75

Current Level Change

Pay Plan	+ $ 9,800	Radio Maintenance Chg.	+ $ 1,800
Salary Savings	- $ 1,100	Clothing	+ $ 1,200
Transportation	- $ 600	Operating Supplies	+ $ 1,300
Vehicle Maintenance	- $ 600	Equipment Replacement	- $ 4,400

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
FIRE	2810, 21, 22, 23, 30 and 40	Fire	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 741,803	$ 750,875	$ 800,628	$ 800,628
Contractual Services	19,013	21,512	58,343	58,343
Commodities	31,162	29,555	27,110	27,110
Capital Outlay	40,686	58,755	51,266	51,266
TOTAL	$ 832,664	$ 860,697	$ 937,347	$ 937,347
Budgeted Man Years	187.25	187.25	190.0	

SUMMARY BY ACTIVITIES

Chief's Office	$ 14,485	$ 17,236	$ 16,244	$ 16,244
Fire Training	-	16,060	17,818	17,818
Fire Alarm and Communications	18,673	14,693	45,423	45,423
Fire Fighting	749,512	769,764	818,935	818,935
Fire Prevention	24,579	30,731	27,553	27,553
Vehicle Maintenance	24,406	11,221	11,374	11,374
Powder Magazine	1,009	992	-	-
GRAND TOTAL	$832,664	$ 860,697	$ 937,347	$ 937,347

FIRE DEPARTMENT

	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$750,875	$800,628	$800,628
Contractual Services	21,512	58,343	58,343
Commodities	29,555	27,110	27,110
Capital Outlay	58,755	51,266	51,266
TOTAL	$860,697	$937,347	$937,347

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963 results in an increase in personal services.	$38,500	
2.	Service charge for mail delivery. In 1964, this service is charged back to the activity using the service. In prior years, mail delivery service was budgeted as a separate operating activity.	500	
3.	Service charge for radio maintenance. In 1964, this service is charged back to the activity using the service. In prior years, radio maintenance service was budgeted as a separate operating activity.	3,700	
4.	Overtime.	250	
5.	A systematic program of major equipment replacement is started in 1964, with the purchase of one 1,000 gallon-per-minute pumper and one hose wagon. The increase in equipment replacement over the 1963 budget is	1,500	
6.	Various costs for maintenance of buildings and equipment increases, due to increased and higher level of maintenance	3,500	
7.	Miscellaneous commodities decrease due to operating economies.		2,000
8.	Expenditures for building remodelling decrease, as major expenditures were made in 1963.		9,400

PROGRAM CHANGES

		Increase	Decrease
1.	Three additional fireman positions are added to increase the manpower of understrength companies.	$11,900	$
2.	Contractual service funds are provided for the contract on the newly installed fire alarm system, which will provide for fuller evaulation of emergency calls when received. The telephone system will replace the old Gamewell system.	29,000	
3.	The Powder Magazine has been leased to private enterprise.		1,000

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Three fireman positions were deleted.	11,900
2.	Request for a full-time training officer was denied.	6,000
3.	Request for replacement of 1940 model pumper denied, and request for replacement of 1942 aerial ladder truck denied.	77,564

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Chief's Office	2810	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 13,091	$ 13,092	$ 13,992	$ 13,992
Contractual Services	857	599	1,122	1,122
Commodities	537	1,020	870	870
Capital Outlay		2,525	260	260
TOTAL	$ 14,485	$ 17,236	$ 16,244	$ 16,244

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual '62	Budget '63	Budget '64	BUDGET 1963	BUDGET 1964
		$				$	$
Fire Chief	33	720/920	1	1	1	9,216	10,008
Clerk Stenographer II	16	316/404	1	1	1	3,876	3,984
GRAND TOTAL			2	2	2	$ 13,092	$ 13,992

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Chief's Office	2810	FIRE

Program Description:

The office is responsible for directing and coordinating the activities of the Fire Department.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	- $ 1,200
Net Change	- $ 1,200

Program Change

No significant changes are anticipated

Current Level Change

Pay Plan	+ $ 800
Mail Delivery Service	+ $ 500
Radio Maintenance	+ $ 100
Equipment Replacement	- $ 2,600

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Personnel Requisitions processed	29	25	25
Purchase Requisitions processed	480	480	480
Memos prepared	300	300	300
Letters written	780	780	780
Number of county fire service bills prepared	221	350	450

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Fire Training	2821	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ 15,860	$ 16,906	$ 16,906
Contractual Services		200	402	402
Commodities			510	510
Capital Outlay				
TOTAL	$	$ 16,060	$ 17,818	$ 17,818

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Fire Battalion Chief	26	514-654	1	1	1	5,786	6,480
Fire Captain	20	384-490	2	2	2	9,824	10,176
Total 105			3	3	3	15,610	16,656
Overtime						250	250
Total 155						250	250
GRAND TOTAL			3	3	3	$15,860	$16,906

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Training	2821	FIRE

Program Description:

This activity is responsible for the Fire Department's training program which includes rookie training as well as post-entry training for experienced firemen. Training is carried on in the various stations, in centralized classes, and in the field. The activity also maintains a training record for each member of the department.

Comments on Budgeted Program:

Net Progran Change	+ $ -0-
Net Current Level Change	+ $ 1,700
Net Change	+ $ 1,700

Program Change

No major changes are anticipated.

Current Level Change

Pay Plan	+ $ 1,000
Miscellaneous	+ $ 700

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Station Training:	NA	NA	3,645
hours of instruction by officer in charge			
average hour training per student			123
Total hours of training			21,033
Field Training:			
hours of instruction given by training division personnel			913
average hours training per student			30
Total man hours training			5,130
Total hours of training			30,874
Total average hours training per student yearly			153

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Fire Alarm & Communications	2822	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 12,681	$ 12,672	$ 13,426	$ 13,426
Contractual Services	2,271	2,021	31,787	31,787
Commodities	2,683	-	210	210
Capital Outlay	1,038	-	-	-
TOTAL	$ 18,673	$ 14,693	$ 45,423	$ 45,423

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Public Safety Dispatcher	16	316-404	3	3	3	12,422	13,176
Total 105						12,422	13,176
Overtime						250	250
Total 155						250	250
GRAND TOTAL			3	3	3	$ 12,672	$ 13,426

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Alarms & Communications	2822	FIRE

Program Description:

This activity is responsible for receiving alarms for fires or other emergencies, and for dispatching personnel and equipment to these emergencies. The Communications Office maintains up-to-date maps of station districts and locations.

Comments on Budgeted Program:

Net Program Change	+ $ 29,000
Net Current Level Change	+ $ 1,700
Net Change	+ $ 30,700

Program Change

Provision is made for service contract for newly installed fire alarm system ($29,000). The installation of the emergency system should reduce false alarms and allow fuller evaluation of the nature of the fire when the call is received.

Current Level Change

Pay Plan	+ $ 800	Miscellaneous Commodities	+ $ 200
Radio Maintenance	+ $ 700		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Alarms received by			
Telephone for fire	1,216	1,200	1,200
Telephone - false	14	100	10
Boxes for fire	91	80	80
Boxes - false	178	350	5
Local for fire	60	50	50
Local - false	0	0	0
ADT for fire	7	5	5
ADT - false	11	10	5
Radio for fire	6	5	5
Radio - false	2	0	0
Total alarms received for fire	1,391	1,340	1,340
Total false alarms received	205	460	20
Total calls received for Inhalator	234	250	260

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Vehicle Maintenance	2823	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 9,101	$ 9,636	$ 10,426	$ 10,426
Contractual Services	6,866	302	308	308
Commodities	2,517	585	640	640
Capital Outlay	5,922	698	-	-
TOTAL	$ 24,406	$ 11,221	$ 11,374	$ 11,374

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Fire Equipment Supervisor	19	366-466	1	1	1	4,915	5,328
Fire Equipment Mechanic	17	332-424	1	1	1	4,471	4,848
Total 105			2	2	2	9,386	10,176
Overtime						250	250
Total 155						250	250
GRAND TOTAL			2	2	2	$9,636	$10,426

BUDGET

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Vehicle Maintenance	2823	FIRE

Program Description:

This activity is responsible for major and minor repairs to fire apparatus and automobiles. The activity also does miscellaneous welding work on equipment and maintains all air masks of the department.

Comments on Budgeted Program:

Net Program Change	+ $ 0
Net Current Level Change	+ $ 200
Net Change	+ $ 200

Program Change

No significant changes are anticipated.

Current Level Change

Pay Plan	+ $ 800
Miscellaneous	+ $ 40
Radio	+ $ 100
Equipment Replacement	- $ 700

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Less than 12,000 GVW equipment:			
No. of repairs	NA	132	135
Manhours		1,320	1,300
Hose Wagons:			
No. of repairs		17	20
Manhours		167	170
Manhours on hydraulic system		6	10
Pumper-buster equipment:			
No. of repairs		152	150
Manhours		1,378	1,375
Manhours on hydraulic system		26	25
Aerial Ladder equipment:			
No. of repairs		42	50
Manhours		384	400
Manhours on hydraulic system		47	80
Gallons of gasoline issued		17,385	17,400

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Fire Prevention	2830	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 22,262	$ 22,640	$ 23,362	$ 23,362
Contractual Services	434	220	964	964
Commodities	1,883	950	700	700
Capital Outlay		6,921	2,527	2,527
TOTAL	$ 24,579	$ 30,731	$ 27,553	$ 27,553

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual '62	Budget '63	Budget '64	BUDGET 1963	BUDGET 1964
		$				$	$
Fire Prevention Chief	20	384/490	1	1	1	4,956	5,088
Fire Prevention Inspector	17	332/424	3	3	3	12,396	13,176
Fire Marshal	17	332/424	1	1	1	4,788	4,848
Total 105			5	5	5	22,140	23,112
Overtime						500	250
Total 155						500	250
GRAND TOTAL			5	5	5	$ 22,640	$ 23,362

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Fire Prevention	2830	FIRE

Program Description:

This activity is responsible for inspecting of all types of buildings on regular and special call basis. This activity also investigates suspected arsons, inspects for fire hazards, and instructs in fire prevention and fire safety.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	- $ 3,200
Net Program Change	- $ 3,200

Program Change

No significant changes are anticipated.

Current Level Change

Pay Plan	+ $ 1,000	Commodities	- $ 200
Radio Maintenance	+ $ 700	Overtime	- $ 300
Equipment Replacement	- $ 4,400		

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Number of Inspections:			
Public Buildings	2,800	2,870	2,900
Dwellings	1,100	1,148	1,200
Mercantile	2,290	2,296	2,310
Manufacturing	1,095	1,148	1,190
Hospitals, Schools, Orphanages and others	3,900	4,019	4,000
Number of Fires Investigated	1,300	1,424	1,400
Number of Notices issued	10	10	10
Number of Public Appearances	200	200	200
Fire Losses			
Value	$746,072	$600,000	$675,000

*Estimate

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Firefighting	2840	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 683,953	$ 676,279	$ 722,516	$ 722,516
Contractual Services	8,327	17,874	23,760	23,760
Commodities	23,505	27,000	24,180	24,180
Capital Outlay	33,726	48,611	48,479	48,479
TOTAL	$ 749,511	$ 769,764	$ 818,935	$ 818,935

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Fire Battalion Chief (Assigned Ass't. Chief)	27	540-686	1	1	1	6,064	6,792
Fire Battalion Chief	25	490-624	2	2	2	11,020	12,336
Fire Captain	19	366-466	28	28	28	126,860	132,144
Fire Engineer	17	332-424	30	30	30	128,820	131,760
Fire Officers	16	316-404	111	111	114	402,265	448,964
							731,996
Less Salary Savings 1.5%							-10,980
Total 105			172	172	175	675,029	721,016
Overtime						1,250	1,500
Total 155						1,250	1,500
GRAND TOTAL			172	172	175	$676,279	$722,516

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Firefighting	2840	FIRE

Program Description: The Firefighting activity is responsible for extinguishing fires in the corporate limits of the City and at locations in the County which have contracted for fire protection service. This activity also inspects homes for fire hazards during Fire Prevention Week and carries out periodic hydrant inspections.

Net Program Change	+ $ 11,900
Net Current Level Change	+ $ 37,300
Net Change	+ $ 49,200

Comments on Budgeted Program: Program Change: Three additional fireman positions are added to increase manpower of understrength companies. Also included are funds for replacement of major equipment at a total estimated cost of $40,000. It will be necessary to replace a similar amount of equipment each year as major fire equipment exceeds useful life.

Current Level Change

Pay Plan	+ $ 34,200	Various Commodities	- $ 3,000
Overtime	+ $ 250	Capital Outlay for buildings	-$ 9,400
Radio Maintenance	+ $ 2,400	Equipment Replacement	+ $ 9,300
Maintenance Services	+ $ 3,500		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Number of Calls answered:	1,825	1,910	1,360
for Fires	1,386	1,200	1,140
False Alarms	205	460	20
Inhalator	234	250	200

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Powder Magazine	2850	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 714	$ 696	$	$
Contractual Services	258	296		
Commodities	37			
Capital Outlay				
TOTAL	$ 1,009	$ 992	$ -0-	$ -0-

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Keeper - P. T.			.25	.25	0	696	0
GRAND TOTAL			.25	.25	0	$ 696	0

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Powder Magazine	2850	FIRE

Program Description:

Comments on Budgeted Program:

This facility has been leased to a private business.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
LIBRARY	2910, 30, 40, 60, 80 and 90	Library	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$118,863	$ 158,343	$177,360	$ 177,360
Contractual Services	55,531	27,715	31,924	31,924
Commodities	8,822	9,935	9,825	9,825
Capital Outlay	2,416	2,370	6,296	6,296
TOTAL	$185,632	$ 198,363	$225,405	$ 225,405
Budgeted Man Years	N. A.	40.00	41.18	

SUMMARY BY ACTIVITIES

Director's Office and Main Library	$ N. A.	$ N. A.	$167,686	$ 167,686
Carnegie			33,113	33,113
Carnegie Sub-branch			4,825	4,825
Ola Wyeth Branch			10,083	10,083
Waters Avenue Branch			4,789	4,789
Bookmobile			4,909	4,909
GRAND TOTAL	$ 185,632	$ 198,363	$225,405	$ 225,405

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LIBRARY

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$158,343	$177,360	$177,360
Contractual Services	27,715	31,924	31,924
Commodities	9,935	9,825	9,825
Capital Outlay	2,370	6,296	6,296
TOTAL	$198,363	$225,405	$225,405

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

1. In 1964, the library is divided into six activities, the better to reflect costs of operation. Due to the division of the department into six parts instead of into the two parts included in the 1963 budget, comparison of current level expenditure by activity account cannot be made. Total current level expenditures for the entire department change as follows:

	Increase $	Decrease $
Pay plan	15,400	
Social Security	500	
Salary Savings		2,500
Electrical Maintenance Service	500	
Insurance, utilities, subscriptions, books	3,600	
Equipment Replacement		1,750

PROGRAM CHANGES

1. A Clerk I has been added to the technical processing division of the main library. This clerk will assist in cataloguing, ordering and the merging of the card catalogs of the main library and the Carnegie Library. 2,832

2. Page time has been added to the technical processing division of the main library, also to assist with the increased work load of cataloguing, ordering and general services to the Carnegie Library and Carnegie sub-branches. 456

		Increase $	Decrease $
3.	Page time in the reference division is added, to assist with increased work-load of requests, filing and special reference collection work.	456	
4.	Page time is added at the Carnegie Library. This additional page time will allow the senior staff to carry out work for which it is more qualified. Pages will assist with routine work and the senior staff will devote more time to the development of service level in the Carnegie Library.	1,094	
5.	Carnegie sub-branches are allocated additional page time to allow senior staff more time to improve services.	730	
6.	Provision is made for renovation of a basement room in the main library, so that the current staff room on the first floor may be moved to the basement. The staff room on the first floor will be used as a work room, which will provide space for book-slipping, overdue notice preparation, and desk space for the head of a loan division. Also included in the renovation will be the movement of the adult loan desk on the first floor, to provide for more efficiency of operation.	4,036	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request for a Clerk-Typist I, to provide assistance in general record keeping and filing was denied. The Finance Department will provide additional records assistance in 1964.		3,433
2.	Request for air conditioning of the main library building was delayed. The air conditioning of the main library is anticipated in 1965, under the capital improvements program of the City.		31,150
3.	The request for renovation of a basement room for a staff room in relation to movement of the adult loan desk, to provide for more efficient operation, was decreased.		1,950
4.	Request for card catalog in the children's department was deleted, since this purchase was granted in 1963.		430
5.	Request for books to be usedinan employee reading		

	Increase	Decrease
program was deleted, due to lack of funds. The current collection at the Oal Wyeth Branch will be used, plus special transfers of books from the main library.		$1,000

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Director's Office & Main Library	2910	LIBRARIES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ N. A.	$ 128,056	$ 128,056
Contractual Services			24,139	24,139
Commodities			9,825	9,825
Capital Outlay			5,666	5,666
TOTAL	$ N. A.	$ N. A.	$ 167,686	$ 167,686

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Library Director	32	686-876	NA	NA	1.0		9,528
Librarian III	27	540-686			2.6		18,196
Librarian II	24	466-594			3.0		19,440
Librarian I	21	404-514			5.1		27,568
Clerk IV	19	366-466			1.0		4,848
Pre-Librarian	16	316-404			1.4		6,193
Clerk-Typist II	14	288-366			1.0		3,456
Library Assistant	13	274-348			2.5		8,347
Clerk II	13	274-348			1.0		3,288
Clerk-Typist I	11	248-316			2.0		6,096
Clerk I	10	236-302			2.0		5,664
Custodial Worker	8	214-274			2.2		5,813
Library Page	1	152-194			5.2		10,904
Less Salary Savings 2%							- 2,485
Total 105 including Social Security							126,856
Overtime							1,200
Total 155							1,200
GRND TOTAL					30		$128,056

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Main Library	2910	LIBRARY

Program Description:

The Main Library is headquarters for the Savannah library system. Library service provided at the main building include reference services, reading rooms which include loan services and story hours for young people. As the headquarters for the Savannah library system, the Main Library provides technical processing service as well as reference and clerical support for the branches and sub-branches within the system.

Comments on Budgeted Program:

Net Program Change + $ 9,400

Program Change

Included are an additional Clerk ($2,832) and Page ($456) positions in technical processing division to provide help in expanded cataloging, and ordering work added by the merging of Savannah and Carnegie Libraries in 1963. Page time ($456) is added to the reference division to assist with increasing requests, filing, and a special reference collections. Renovation of adult loan desk area ($4,036) is anticipated to provide for increased service and efficiency in operation.

Current Level Change

See note in departmental summary concerning current level expenditures.

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Technical Processes:			
Books added to the collection	18,708	17,500	16,000
Records added to the collection	250	450	300
Books discarded	8,032	5,200	5,500
Books transferred		6,300	
Childrens Loans:			
Books in collection	26,473	28,000	29,600
Loan at Library	123,947	125,000	126,000
Loan at School	14,437	15,000	20,000
Record Loans	733	750	800
Queries	1,863	1,900	2,000
Number of story hours	67	75	80
Attendance at story hours	1,047	1,200	1,400
Total Juvenile borrowers	9,859	10,500	10,700
Adult Reference:			
Books in collection	9,986	9,100	9,250
Queries	15,979	16,500	17,500
Adult Loan:			
Books in collection	66,583	69,600	72,000
Book and magazine loans	207,625	208,000	210,000
Framed picture loans	844	900	1,000
Record loans	6,879	7,000	7,400
Total adult borrowers	18,592	19,400	19,500

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Carnegie	2930	LIBRARIES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES	BUDGET	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ N. A.	$ 27,678	$ 27,678
Contractual Services			5,005	5,005
Commodities				
Capital Outlay			430	430
TOTAL	$	$	$ 33,113	$ 33,113

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET 1964
		$				$	$
Librarian II	24	466-594	NA	NA	1.0	N. A.	6,480
Librarian I	21	404-514			1.2		6,193
Pre-Librarian	16	316-404			1.0		4,608
Library Assistant	13	274-348			1.8		5,918
Custodial Worker I	8	214-274			1.0		2,568
Library Page	1	152-194			.6		1,094
Total 105							26,861
Social Security							817
GRAND TOTAL					6.6		$ 27,678

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Carnegie	2930	LIBRARY

Program Description:

This branch of the library system offers loan service, a limited reference service, and story hour for children. The staff provides professional and clerical assistance to the Carnegie sub-branches.

Comments on Budgeted Program:

Net Program Change + $ 1,100

Program Change

Page help ($1,094) is added to give Senior Staff time to perform more work for which they are qualified, and subsequently increase understanding and service of this branch.

Current Level Change

See note in departmental summary concerning current level expenditures.

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Adult:			
Books in collection	9,600	10,000	12,000
loans	7,471	9,000	18,000
Juvenile books in collection	17,600	18,600	19,200
Juvenile loans:			
at school	32,365	34,000	36,000
at library	14,393	16,000	18,000
Number of story hours	-	55	60
Story hour attendance	-	1,001	1,100

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Carnegie Sub-Branches	2940	LIBRARIES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES	BUDGET	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ N. A.	$4, 825	$ 4, 825
Contractual Services				
Commodities				
Capital Outlay				
TOTAL	$	$	$4, 825	$ 4, 825

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	NO. OF MAN YEARS Budget	NO. OF MAN YEARS Budget	BUDGET 1963	BUDGET 1964
		$				$	$
Library Assistant	13	274-348	NA	NA	1.2	N. A.	3,946
Library Page	1	152-194			.40		730
Total 105							4, 676
Social Security							149
GRAND TOTAL					1.6		$4, 825

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Carnegie Sub-branches	2940	LIBRARY

Program Description:

Each of the three sub-branches are located in public housing developments. These sub-branches provide a limited loan service to adult and juvenile borrowers and story hour program for children.

Comments on Budgeted Program:

Net Program Change + $ 700

Program Change

Page help ($1,094) is added to give Senior Staff time to perform more work for which they are qualified, and sebsequently increase understanding and service of this branch.

Current Level Change

See note in departmental summary concerning current level expenditures.

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Robert Hitch			
Adult:			
Books in collection	1,365	1,400	1,500
Book & magazine loans	1,922	2,200	2,400
Juvenile:			
Books in collection	8,942	8,900	9,000
Book & magazine loans	12,042	13,000	13,500
Number of story hours	50	50	50
Story hour attendance	612	600	600
Herbert Kayton			
Adult:			
Books in collection		1,890	1,900
Book & magazine loans		400	1,500
Juvenile:			
Books in collection		4,474	4,500
Book & magazine loans		2,000	8,000
Number of story hours		8	50
Story hour attendance		100	500
Yamacraw Village			
Adult:			
Books in collection	1,930	2,000	2,000
Book & magazine loans	3,061	3,500	4,000
Juvenile:			
Books in collection	4,225	4,400	4,500
Book & magazine loans	6,892	9,000	10,500
Number to story hours	50	50	50
Story hour attendance	634	650	650

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Ola Wyeth Branch	2960	LIBRARIES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES	BUDGET	ESTIMATED REQUIREMENTS	FINAL ALLOWANCE
Personal Services	$ N.A.	$ N.A.	$ 7,993	$ 7,993
Contractual Services			1,890	1,890
Commodities				
Capital Outlay			200	200
TOTAL	$	$	$ 10,083	$ 10,083

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$
Librarian I	21	404-514	NA	NA	1.0	NA	5,611
Library Assistant	13	274-348			.25		864
Custodial Worker I	8	214-274			.40		1,310
Total 105					1.65		7,785
Social Security							208
GRAND TOTAL					1.65		$7,993

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Ola Weyth	2960	LIBRARY

Program Description:

This is a downtown branch of the library system and offers loan service and a limited reference service to citizens.

Comments on Budgeted Program: Net Program Change -0-

Program Change
No changes are anticipated.

Current Level Change
See note in departmental summary concerning current level expenditures.

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Books in collection	9,860	11,000	11,500
Adult:			
Book & magazine loans	24,074	24,500	25,500
Juvenile:			
Book & magazine loans	1,163	1,500	2,000

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Waters Avenue Branch	2980	LIBRARIES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES	BUDGET	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ N. A.	$ 3,899	$ 3,899
Contractual Services			890	890
Commodities				
Capital Outlay				
TOTAL	$	$	$ 4,789	$ 4,789

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET 1964
Pre-Librarian	16	$ 316-404	NA	NA	.8	$ N. A.	$ 3,341
Library Page	1	152-194			.2		421
Total 105							3,762
Social Security							137
GRAND TOTAL					1		$3,899

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Waters Avenue	2980	LIBRARY

Program Description:

This branch offers loan service and a limited reference service to citizens.

Comments on Budgeted Program:

Net Program Change -0-

Program Change
No program changes are anticipated

Current Level Change
See note in departmental summary concerning current level expenditures.

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Adult:			
Books in collection	3,779	3,500	3,700
Book and magazine loans	7,051	7,000	7,000
Juvenile:			
Books in collection	4,933	5,200	5,400
Book and magazine loans	37,050	37,000	38,000
Romana Riley School:			
Books in collection	1,944	2,100	2,200
Queries	1,026	1,300	1,500
Number of story hours	6	6	6
Attendance at story hours	140	150	150

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Bookmobile	2990	LIBRARIES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ N. A.	$ 4,909	$ 4,909
Contractual Services				
Commodities				
Capital Outlay				
TOTAL	$ N. A.	$ N. A.	$ 4,909	$ 4,909

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Librarian III	27	540-686	NA	NA	.40	N. A.	2,852
PreLibrarian	16	316-404			.08		351
Library Assistant	13	274-348			.50		1,643
Total 105							4,846
Social Security							63
GRAND TOTAL					.98		$4,909

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Bookmobiles	2990	LIBRARY

Program Description:

This activity is a mobile extension of the library loan system. The bookmobile activity does not provide a reference service to its users.

Comments on Budgeted Program: Net Program Change -0-

Program Change
No changes are anticipated.

Current Level Change
See note in departmental summary concerning current level expenditures.

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Chatham County			
Loans, community bookmobiles			
Adult	65,551	65,000	65,000
Juvenile	53,078	55,000	55,000
Loans, school bookmobile			
Juvenile	137,804	138,000	145,000
Number of story hours	12	12	12
Attendance at story hours	474	475	500

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
RECREATION	3010, 20, 30, 40, 50, 61, 62, 63, 64, 70	Recreation	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$156,993	$ 170,121	$210,384	$ 210,384
Contractual Services	57,264	55,062	63,298	63,298
Commodities	39,491	47,148	48,269	48,269
Capital Outlay	45,720	26,758	15,050	15,050
TOTAL	$299,468	$ 299,089	$337,001	$ 337,001
Budgeted Man Years	53.3	53.5	54.1	

SUMMARY BY ACTIVITIES

Director's Office	$ 15,817	$ 18,658	$ 19,298	$ 19,298
Sports	N. A.	-	53,549	53,549
Playgrounds	N. A.	-	83,563	83,563
Golden Age	13,724	25,940	29,954	29,954
Swimming Pools	18,894	19,882	22,002	22,002
Auditorium	20,288	19,687	20,531	20,531
Grayson Stadium	27,281	21,784	20,486	20,486
Memorial Stadium	N. A.	6,378	12,429	12,429
Sports Center	34,523	7,700	11,321	11,321
Building and Grounds Maintenance	168,941	179,060	63,868	63,868
GRAND TOTAL	$ 299,468	$ 299,089	$ 337,001	$ 337,001

RECREATION

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$166,751	$210,384	$210,384
Contractual Services	53,466	63,298	63,298
Commodities	35,812	48,269	48,269
Capital Outlay	33,060	15,050	15,050
TOTAL	$289,089	$337,001	$337,001

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963 results in an increase in personal services.	$21,100	$
2.	Extra help at the various facilities. Occasional laborers are needed at the various facilities to provide necessary service in the operation of these facilities.	2,000	
3.	Electrical maintenance service. In 1964, this service is charged back to activities using the service. In prior years, electrical maintenance service was budgeted as a separate operating activity.	5,100	
4.	Expenditures for capital outlay decrease, due to reduction in construction of new playgrounds. Emphasis in 1964 is placed on upgrading service levels to the existing playground areas.		13,100
5.	Adequate funds are budgeted for necessary insurance.	1,700	
6.	Referee fees for the various sports programs are increased.	1,500	
7.	Adequate monies are provided for travel expenses incurred by the various playground leaders.	1,000	
8.	The cost of maintaining existing recreational facilities increases, due to an increase in the level of maintenance.	2,600	
9.	In past years, the utility expenditure classification has		

	Increase	Decrease
been underbudgeted for the various facilities. In 1964, correct amounts are budgeted.	1,400	
10. Miscellaneous contractual services increase due to rearrangement of operating program.	1,300	

PROGRAM CHANGES

1. One three-man maintenance crew has been added. The level of general maintenance to playground and sports areas should be increased by approximately fifty percent with the addition of this crew.	11,200	
2. One Recreation Leader I is included in the sports program. With the addition of this Recreation Leader, current level of service in the sports program may be maintained. In the past years the number of participants and teams has decreased due to leadership not being adequate and due to the City's equipment not having been properly maintained.	2,300	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Request for construction of a lighted softball field was reduced to installation of lights only. The cost of these lights ($8,000) is included in the 1964 Capital Improvements Program.		10,100
2. Request for the construction of a lighted baseball field with stands and dugouts was deleted.		40,700
3. Request for installation of lights on three tennis courts was denied. The entire program for tennis, including facilities and operating hours, is to be reviewed in 1964.		2,000
4. Request for travel allowance to various baseball and/or football teams to attend State tournaments was deleted. These expenditures are to be paid by the participating team of the sponsor.		860
5. Request for installation of lights at a playground area was denied. The emphasis in 1964 is to upgrade the the maintenance and serviceability of current facilities.		700
6. Request for the air conditioning of office area at Sophronia Tompkins Recreation Center was reduced by $1,600. The		

		Increase	Decrease
	reduction was made possible by revision in the air conditioning plans.	$	$1,600
7.	Request for four part-time leaders at various Golden Age centers was denied. Only one part-time leader was approved, due to lack of funds for the development of this program.		1,800
8.	Request for installation of air conditioners at the Cunningham Golden Age Center was denied, as used air conditioners are available from City Hall.		656
9.	Request for spectator shelter at Daffin Pool was deleted.		1,600
10.	Request for repainting Daffin Park and Sophronia Tompkins swimming pools was delayed for one year.		2,200
11.	Request for the installation of a concession stand at the Auditorium was deleted until general improvements at the Auditorium are completed during 1964.		925.
12.	Request for replacement of lights at Grayson and Memorial Stadiums was delayed. It is anticipated that major replacement of lights and light arms can be held for one additional year.		5,500
13.	Request for repainting of press box at Memorial Stadium was deleted, since this improvement was made during 1963.		1,500
14.	Request for installation of lavatory in the press box at Memorial Stadium was deleted, since other rest-room facilities are available at the Stadium.		1,950
15.	Request for purchase of popcorn machine and supplementary equipment for concession stand at the Sports Center was denied. Installation of this equipment will be made when demand justifies installation.		1,125
16.	Request for forty lockers in the dressing room at the Sports Center was reduced to ten lockers. These ten lockers will provide storage space for professional performers at the Sports Center. Lockers for various basketball teams will not be available.		350

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Director's Office	3010	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 13,002	$ 13,704	$ 14,760	$ 14,760
Contractual Services	1,873	3,308	3,165	3,165
Commodities	657	1,116	1,173	1,173
Capital Outlay	286	530	200	200
TOTAL	$ 15,818	$ 18,658	$ 19,298	$ 19,298

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Recreation Director	30	624-794	1	1	1	7,188	7,848
Clerk-Steno I	12	260-332	2	2	2	6,516	6,912
GRAND TOTAL			3	3	3	$13,704	$14,760

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Director's Office	3010	RECREATION

Program Description:

The Director's Office is responsible for supervising and coordinating the program of the Recreation Department.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 600
Net Change	+ $ 600

Program Change

No significant changes are anticipated

Current Level Changes

Pay Plan	+ $ 1,100
Miscellaneous	- $ 200
Capital Outlay	- $ 300

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Stenographic paper work for all divisions of activity	17,100	23,800	30,600
Telephone calls received	20,000	26,000	30,000
Reports handled and checked	1,800	2,566	2,800
Visits to office by public	6,000	6,900	7,200
Meetings held	210	143	265
Items filed	7,200	7,500	7,800
Number of bank deposits prepared	998	1,014	700
Delivery tickets and invoices checked and prepared for payment	1,000	1,400	800
Keys issued	600	700	750
Pieces of program equipment issued	3,500	3,700	4,000

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Sports	3020	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ N. A.	$ 11,786	$ 11,786
Contractual Services			23,263	23,263
Commodities			12,876	12,876
Capital Outlay			5,624	5,624
TOTAL	$ N. A.	$ N. A.	$ 53,549	$ 53,549

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Recreation Supervisor	21	404-514	.5	.5	1	2,252	5,088
Recreation Leader I	10	236-302			.5		2,569
Laborer	8	214-274			1		4,129
GRAND TOTAL			.5	.5	2.5	$2,252	$11,786

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Sports	3020	RECREATION

Program Description:

This activity assists in the development and programming of sports activities of all types.

Comments on Budgeted Program:

Net Program Change + $ 2,300

Program Change

One Recreation Leader I ($2,300) has been added to assist in the sports program. A laborer ($2,800) is included, who is a member of the new three-man maintenance crew.

Current Level Changes

The general recreation activity has been divided into sports, grounds maintenance and playgrounds, in 1964. The total net current level increase is ($8,400).

WORK LOAD STATISTICS	ACTUAL 1963 *	ESTIMATE 1963	BUDGET 1964
Total practice games	7,308	7,350	7,450
Total participants & spectators	300,000	300,000	310,000
Permits issued	373	375	395
Officials assigned	3,604	3,615	3,650
Organizational meetings	45	45	50
Meetings after office hours	40	40	42
Participating schedules drawn	25	25	27
Number of volunteer workers	200	220	240
Pieces of equipment issued and checked	21,000	22,000	23,000
League standings printed	1,100	1,200	1,250

* Estimate

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Playgrounds	3030	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ N. A.	$ 63,241	$ 63,241
Contractual Services			7,150	7,150
Commodities			12,472	12,472
Capital Outlay			700	700
TOTAL	$	$	$ 83,563	$ 83,563

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Recreation Supervisor	21	404-514	2	2	2	8,994	9,696
Recreation Leader I	8	214-274	2	2	2	5,952	6,264
Recreation Leader I (24 PT)	8	214-274	11	11	12	24,406	37,884
Recreation Leader II (4PT)	14	288-366	.5	.5	1		2,528
Recreation Aide (11 PT)	6	194-248	1.65	1.65	1.65	5,000	4,488
Custodial Worker I	8	214-274	1	1	1	2,100	2,568
Substitute Recreation Leaders	8	214-274				1,600	1,800
Less Salary Savings 3%							- 1,987
GRAND TOTAL			18.15	18.15	19.65	$48,052	$63,241

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Playgrounds	3030	RECREATION

Program Description:

This activity is responsible for organizing and administering the neighborhood playground program. The program consists of organized games, simple crafts, and other sporting activities. A total of fiftytwo part-time recreation personnel direct these programs at twentyfour different outdoor areas throughout the City.

Comments on Budgeted Program: Net Program Change -0-

Program Changes

No major changes are anticipated, although personal services increase (approximately $2,000) as a result of the revised accounting procedures, which provide for strict separation of revenues and expenditures.

Current Level Change

The general recreation activity has been divided into sports, grounds maintenance, and playgrounds in 1964. The total net current level increase is ($8,400).

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Special events, etc., spectators	200,000	180,000	210,000
Craft articles made on playgrounds	5,000	4,000	6,000
Organized softball games	600	None	800
Basketball games	400	None	500
Parties and dances	488	388	588
Clean-up - more than one group per area	80	80	80
Individuals using area	21,000	16,000	25,000
Overall attendance	1,600,000	1,600,000	1,700,000
Archery attendance	2,500	3,000	3,200
Fish lake attendance	9,000	10,000	11,000
Model airplance attendance	1,500	2,000	2,500
Family picnic attendance	2,000	2,500	3,000
Volunteer assistance by various clubs and committees	35	10	25
Volunteers used in program	150	25	150

*Estimate

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Golden Age	3040	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 7,021	$ 16,500	$ 19,555	$ 19,555
Contractual Services	1,307	3,108	2,496	2,496
Commodities	5,216	6,027	7,195	7,195
Capital Outlay		305	708	708
TOTAL	$ 13,724	$ 25,940	$ 29,954	$ 29,954

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Recreation Supervisor	21	404-514	1.0	1.0	1.0	4,112	4,848
Recreation Leader II	14	288-366	.88	.88	.88	2,400	3,044
Recreation Leader II	14	288-366	.77	.77	.77	2,200	2,603
Recreation Leader I (5 PT)	8	214-274	1.8	1.8	1.8	5,000	5,673
Recreation Leader I (4 PT)	8	214-274	1.0	1.0	1.0	2,788	2,811
Recreation Leader I (1 PT)	8	214-274	0	0	.25	-	576
GRAND TOTAL			5.45	5.45	5.70	$16,500	$19,555

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Golden Age	3040	RECREATION

Program Description:

The Golden Age recreation program serves the senior citizens of the community. The program includes art and crafts, games, field trips, and other activities.

Comments on Budgeted Program:

Net Program Change	+ $ 1,000
Net Current Level Change	+ $ 3,000
Net Change	+ $ 4,000

Program Change

One part-time Recreation Leader ($600) to assist in day time activities at the Cunningham Center is included. Miscellaneous equipment ($400) for the Cunningham Center is also included.

Current Level Changes

Pay Plan	+ $ 2,500	Misc. Building Supplies	+ $ 1,000
Rentals	- $ 500		

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Total attendance for activities	42,000	50,400	55,000
Annual May Day attendance	1,000	1,400	2,000
Founder's Day attendance	400	600	700
Rhythm Band public appearances	20	20	25
Picnics	20	30	40
Covered dish suppers & luncheons	150	160	180
Visitors to display at Coastal Empire Fair	2,000	2,000	2,000
Number of theater parties	30	36	40
Number of out of town bus trips	4	5	7
Number of fishing rodeos	3	3	3
Number of nutrition courses	5	5	7
Number of health groups	10	13	15
Number of golf tournaments	2	2	2
Number of bowling teams	2	4	8
Service project programs presented	12	24	24
Items of crafts made	20,000	22,000	25,000

*Estimate

BUDGET

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Swimming Pools	3050	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 13,158	$ 13,920	$ 15,000	$ 15,000
Contractual Services	4,114	3,200	3,213	3,213
Commodities	1,622	2,062	2,464	2,464
Capital Outlay	N.A	700	1,325	1,325
TOTAL	$ 18,894	$ 19,882	$ 22,002	$ 22,002

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual '62	Budget '63	Budget '64	BUDGET 1963	BUDGET 1964
		$				$	$
Lifeguard (11 PT)	9	224-288	3.19	3.19	3.19	8,400	11,222
Recreation Aide (6 PT)	6	194-248	1.74	1.74	1.74	4,720	5,534
Laborer	10	236-302	.29	.29	.29	800	818
Less Savings							- 2,574
GRAND TOTAL			5.22	5.22	5.22	$13,920	$15,000

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Swimming Pools	3050	RECREATION

Program Description:

This activity operates the City's two swimming pools. Activities at the pools include competetive swimming events, educational classes for beginning swimmers, classes in boating safety and general swimming recreation.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 2,100
Net Change	+ $ 2,100

Program Change

No change in the service program is anticipated.

Current Level Changes

Pay Plan	+ $ 500	Capital Outlay	+ $ 600
Rentals	+ $ 600		
Commodities	+ $ 400		

WORK LOAD STATISTICS	ACTUAL 1962 *	ESTIMATE 1963	BUDGET 1964
Total pool attendance	103,000	105,500	105,500
Attendance at swimming classes	5,000	5,000	5,000
Water safety classes attendance	300	350	300
Swimming meets held	2	2	2
Attendance at swimming meets	1,500	2,000	2,000
Attendance at boating classes	240	260	260
Water show attendance	2,500	3,000	3,000

* Estimate

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Auditorium	3061	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 11,293	$ 9,677	$ 9,740	$ 9,740
Contractual Services	6,880	6,506	8,107	8,107
Commodities	2,115	1,804	2,169	2,169
Capital Outlay	0	1,700	515	515
TOTAL	$20,288	$ 19,687	$20,531	$ 20,531

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Facilities Custodian	21	404-514	.5	.5	.5	2,872	2,944
Laborer	10	236-302	1	1	1	2,781	2,976
Custodial Worker I	8	214-274	1	1	1	3,024	3,120
Total 105			2.5	2.5	2.5	8,677	9,040
Overtime						1,000	700
Total 155						1,000	700
GRAND TOTAL			2.5	2.5	2.5	$ 9,677	$ 9,740

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Auditorium	3061	RECREATION

Program Description:

This activity operates and maintains the City's Auditorium.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 800
Net Change	+ $ 800

Program Change

No major changes are anticipated.

Current Level Changes

Contractual Services	+ $ 600	Radio Maintenance	+ $ 100
Commodities	+ $ 400	Capital Outlay	- $ 1,200
Electrical Maintenance	+ $ 900		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Number of times stage used	53	56	66
Number of times stage used with platforms	8	10	12
Number of times P.A. System used	25	30	35
Number to times Gregory Hall used	2	3	5
Number of times Lounge used	2	3	5
Number of times seats used	53	56	66

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Grayson Stadium	3062	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 9,697	$ 10,375	$ 12,944	$ 12,944
Contractual Services	11,145	7,042	5,342	5,342
Commodities	4,746	2,000	2,200	2,200
Capital Outlay	1,693	2,367		
TOTAL	$27,281	$ 21,784	$ 20,486	$ 20,486

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Facilities Supervisor	23	444-566	1.	.5	1.	2,872	6,168
Facilities Custodian	21	404-514	.5	.5	.5	2,063	2,944
Laborer	10	236-302	1.	2	1	5,440	2,832
Total 105			2.5	3	2.5	10,375	11,944
Overtime							1,000
Total 155							1,000
GRAND TOTAL			2.5	3	2.5	$ 10,375	$ 12,944

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Grayson Stadium	3062	RECREATION

Program Description:

This activity is responsible for the operation and maintenance of Grayson Stadium.

Comments on Budgeted Program:

Net Program Change	+ $ 3,100
Net Current Level Change	- $ 4,400
Net Change	- $ 1,300

Program Change

A full year's salary ($3,100) is included for the Facilities Supervisor position which was approved during the 1963 fiscal year.

Current Level Changes

Personal Services Savings	- $ 500	Building Maintenance	- $ 1,000
Utilities	- $ 700	Capital Outlay	- $ 2,400
Commodities	+ $ 200		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Number of general field events	14	15	15
Number of baseball games	152	130	130
Number of football games	12	13	15
Number to times lights used	104	106	107
Number of times dressing rooms used	0	60	60
Number of times P. A. System used	166	145	147

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Memorial Stadium	3063	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ N. A.	$ 2,625	$ 4,962	$ 4,962
Contractual Services		2,583	5,547	5,547
Commodities		1,170	1,270	1,270
Capital Outlay			650	650
TOTAL	$	$ 6,378	$ 12,429	$ 12,429

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Laborer	10	236-302	1	1	1	2,625	2,976
Total 105			1	1	1	2,625	2,976
Extra Help							1,986
Total 155							1,986
GRAND TOTAL			1	1	1	2,625	4,962

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Memorial Stadium	3063	RECREATION

Program Description:

This activity operates and maintains Memorial Stadium.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 6,100
Net Change	+ $ 6,100

Program Changes

No major expenditure increases are anticipated as a result of program improvements.

Current Level Changes

Pay Plan	+ $ 400	Insurance	+ $ 700
Electrical Maintenence	+ $ 1,100	Utilities	+ $ 700
Extra Help	+ $ 2,000	Building Maintenance	+ $ 500
Equipment Replacement	+ $ 700		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Number of general field events	3	3	3
Number of football games	20	25	30
Number to times seats rented	23	28	33
Number to times lights used	22	27	32
Number to times press box used	20	25	30
Number of times P. A. System used	23	28	33

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Sports Center	3064	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 2,017	$ 3,700	$ 4,500	$ 4,500
Contractual Services	2,181	2,500	3,943	3,943
Commodities	1,500	1,500	1,650	1,650
Capital Outlay	28,825	-	1,228	1,228
TOTAL	$ 34,523	$ 7,700	$ 11,321	$ 11,321

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Laborer	10	236-3021	1	1	1	2,700	2,976
Total 105			1	1	1	2,700	2,976
Overtime						1,000	1,524
Total 155						1,000	1,524
GRAND TOTAL			1	1	1	$ 3,700	$ 4,500

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Sports Center	3064	RECREATION

Program Description:

This activity maintains and operates the City's Sports Center.

Comments on Budgeted Program:

Net Program Change	+ $ 1,200
Net Current Level Change	+ $ 2,300
Net Change	+ $ 3,500

Program Changes

Purchase of buffer, emergency light and ten lockers ($1,200) is anticipated.

Current Level Change

Pay Plan	+ $ 800	Insurance	+ $ 200
Electrical Maintenance	+ $ 600	Miscellaneous	+ $ 100
Utilities	+ $ 600		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Number of times floor used with ring	5	22	30
Number of times floor used without ring	68	85	102
Number of times seats used	73	107	132

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BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Building and Ground Maintenance	3070	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 100,626	$ 99,620	$ 53,896	$ 53,896
Contractual Services	29,764	26,815	1,072	1,072
Commodities	23,635	31,469	4,800	4,800
Capital Outlay	14,916	21,156	4,100	4,100
TOTAL	$ 168,941	$ 179,060	$ 63,868	$ 63,868

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Recreation Supervisor	21	404-514	1	1	1	4,496	4,848
Recreation Maint. Foreman II	18	348-444	1	1	1	3,937	4,392
Recreation Maint. Foreman I	15	302-384	0	0	1		3,624
Equipment Operator I	12	260-332	2	2	2	5,656	6,408
Equipment Operator II	14	288-366	1	1	1	3,796	3,984
Utility Men	11	248-316	1	1	2	3,004	6,096
Laborers	10	236-302	6	6	6	17,441	17,424
Laborers (4 PT)	10	236-302	2	2	2	4,916	5,664
Less Salary Savings 1%							-544
Total 105			14	14	16	43,246	51,896
Overtime						2,700	2,000
Total 155						2,700	2,000
GRAND TOTAL			14	14	16	$45,946	$53,896

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Building & Ground Maintenance	3070	RECREATION

Program Description:

This unit is responsible for maintaining all ballfields, playground equipment, playgrounds, basketball courts, football fields, and other recreational equipment and recreation areas used or operated by the Recreation Department.

Comments on Budgeted Program: Net Program Change + $ 11,200

Program Change

One three-man maintenance crew has been added and should improve the level of maintenance service to playground and sport areas by approximately 50%. One member ($2,800) of the three-man crew has been allocated to the Sports activity as a major portion of the additional crew's time will be used in maintenance of sports areas.

Current Level Change

The General Recreation activity has been divided into Sports, Grounds Maintenance, and Playgrounds in 1964. The total net current increase is ($8,400).

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Times grass cut on ball infields	NA	92	140
Ball Diamonds worked		471	600
Ball Fields marked		552	600
Football Fields marked		52	60
Time Bleachers moved		9	10
No. of Ft. of game lines painted on Basketball Courts		15,120	20,000
Drags Built - 6 x 4'		24	24
Backstops repaired		48	100
Basketball Backstops built		25	35
Spray Pools repaired & readied for use		10	12
Checkerboards built		42	60
Equipment Boxes built		12	24
Picnic Tables built		15	30
Pcs. Playground Eqpt. installed		13	30
Acres fertilized		55	75
Sq. Ft. of Floors sanded		8,100	4,000
Sq. Ft. painted (Bldgs)		26,810	35,900
Acres of Grass cut		8,652	9,600
Times chairs and other equipment moved for programs		7,800	8,000
Cu. Yds. material & trash moved		400	500
Times Office Bldg. cleaned		250	250
Number Swing Seats made		100	125
Drinking Fountains repaired		-0-	54

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Building & Ground Maintenance	3070	RECREATION

Program Description:

Comments on Budgeted Program:

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET
	NA		
Craft Tables repaired		-0-	48
Playground Posts replaced		-0-	200
Merry-go-rounds repaired		NA	75
Sq. Ft. of grass cleared around equipment and fences		-0-	1,500

CITY OF SAVANNAH, GEORGIA

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PARK AND TREE	3210, 20, 30, 41, 42, 43, and 44	Parks	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$221,135	$236,762	$263,757	$263,757
Contractual Services	3,276	5,258	11,386	11,386
Commodities	12,163	12,473	15,593	15,593
Capital Outlay	13,900	14,734	31,685	31,685
TOTAL	$250,474	$269,227	$322,421	$322,421
Budgeted Man Years	79.3	80.00	82.00	

SUMMARY BY ACTIVITIES

	$	$	$	$
Director's Office	11,480	12,039	17,690	17,690
Park Maintenance	88,275	100,704	124,085	124,085
Tree Maintenance	41,502	44,494	56,090	56,090
Bonaventure Cemetery	54,324	52,583	54,087	54,087
Greenwich Cemetery	19,239	20,878	27,071	27,071
Laurel Grove North	22,484	24,176	26,899	26,899
Laurel Grove South	13,170	14,353	16,499	16,499
GRAND TOTAL	$ 250,474	$ 269,227	$ 322,421	$ 322,421

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PARK AND TREE

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$236,762	$263,757	$263,757
Contractual Services	5,258	11,386	11,386
Commodities	12,473	15,593	15,593
Capital Outlay	14,734	31,685	31,685
TOTAL	$269,227	$322,421	$322,421

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963 results in an increase in personal services.	$22,700	$
2.	Electrical maintenance service. In 1964, this service is charged back to the activity using the service. In prior years, electrical maintenance service was budgeted as an operating activity, rather than as a working capital fund.	6,100	
3.	Mail delivery service. In 1964, this service is charged back to activities using the service. In prior years, mail delivery service was budgeted as a separate operating activity.	500	
4.	In 1964, salary savings from turnover and vacancies are anticipated for the first time.		1,700
5.	Rehabilitation of a square in the downtown area is anticipated.	900	
6.	In 1964, emphasis has been placed on replacement of equipment to provide personnel with modern, dependable equipment.	4,800	
7.	Miscellaneous items.	1,500	

PROGRAM CHANGES

1. Two laborers are added to improve general maintenance services in all park areas. The additional personnel

		Increase	Decrease
	will assist in park maintenance services to newly-annexed areas, and compensate for reduction in the work week.	$ 5,700	$
2.	Two radios are included, to provide for improved operating efficiency.	1,400	
3.	The purchase of one hydro-lift tree trimming truck is anticipated. The purchase of this truck will provide more systematic tree trimming service throughout the City. With the purchase of the truck, four men will be able to accomplish the same amount of work as six men without such a truck.	8,500	
4.	Installation of a gasoline storage tank is anticipated at Bonaventure Cemetery. Installation of the tank will reduce time used in hauling fuel for equipment assigned to this area.	650	
5.	Expansion of a portion of Bonaventure Cemetery is anticipated and requires additional drainage pipe.	840	
6.	Construction of a crew building with rest-room facilities is anticipated at Greenwich Cemetery. Presently no such building exists.	1,300	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request for four laborers was reduced to two laborers only.		5,000
2.	Request for one additional laborer at Bonaventure Cemetery was denied. Existing work crews are being reassigned in this area, and should provide for additional capacity.		2,832
3.	Request for four radios in the department was reduced to two. The feasibility of radios for this activity will be carefully reviewed before additional radios are added.		1,350
4.	Request for construction of fencing at Bonaventure Cemetery was deleted. Funds for this item are not available in 1964.		6,100
5.	Request for replacement of a sedan, two-and-one-half ton trailer and 18,000 G.V.W. truck are delayed until 1965 by mutual consent.		5,700

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Director's Office	3210	PARK & TREE COMMISSION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 10,662	$ 10,980	$ 15,936	$ 15,936
Contractual Services	587	754	1,169	1,169
Commodities	231	305	390	390
Capital Outlay	-	-	195	195
TOTAL	$ 11,480	$ 12,039	$ 17,690	$ 17,690

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Park & Tree Director	30	624-794	1	1	1	7,104	7,848
Park Maint. Foreman II	18	348-444	-	-	1	-	4,296
Account Clerk	16	316-404	1	1	1	3,876	3,792
GRAND TOTAL			2	2	3	$10,980	$15,936

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Director's Office	3210	PARK AND TREE

Program Description:

The Director's Office is responsible for directing, supervising, and coordinating the activities of the Park and Tree Department.

Comments on Budgeted Program:

Net Program Change	+ $ 4, 300
Net Current Level Change	+ 1, 200
Net Change	+ $ 5, 500

Program Change

No significant program changes are anticipated, although a Park Maintenance Foreman is transferred from park maintenance to the Director's Office ($4, 300).

Current Level Change

Pay Plan	+ $ 600
Radio & Electrical Service	+ $ 500
Miscellaneous	+ $ 100

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Water Bills Prepared	N. A.	483	483
Care of Lots Bills		121	121
Trimming Orders Issued		900	1, 000
Perpetual Care Contracts		60	60
Payroll Time-cards Prepared		48	48
Absentee Reports Prepared		12	12
Employee Requisitions Processed		15	25
Terminations processed		15	
Service Orders prepared		425	425
Requisitions prepared		40	40

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Park Maintenance	3220	PARK & TREE COMMISSION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 76,794	$ 89,219	$ 98,105	$ 98,105
Contractual Services	1,019	1,639	7,330	7,330
Commodities	4,926	4,812	6,185	6,185
Capital Outlay	5,536	5,034	12,465	12,465
TOTAL	$ 88,275	$100,704	$ 124,085	$ 124,085

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Park Maintenance Foreman II	18	348-444	1	1		3,936	
Auto Mechanic I	17	332-424	1	1	1	3,152	3,984
Park Maintenance Foreman I	14	288-366	1.3	2	2	6,810	7,248
Equipment Operator I	12	260-332	6	6	7	19,600	22,680
Park Maintenanceman II	12	260-332	1	1	1	3,104	3,288
Park Maintenanceman	11	248-316	6	6	6	15,500	18,288
Laborer	10	236-302	14	14	15	36,357	43,380
Less Salary Savings 1.5%							-1,483
Total 105			30.3	31	32	88,459	97,385
Overtime						760	720
Total 155						760	720
GRAND TOTAL			30.3	31	32	$ 89,219	$ 98,105

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Park Maintenance	3220	PARK & TREE

Program Description:

This activity is responsible for the development, beautification and maintenance of park areas within the City. The activity maintains approximately twenty squares in the central business district and 175 acres of other developed parks and center plats throughout the City.

Comments on Budgeted Program:

Net Program Change	+ $ 2,800
Net Current Level Change	+ $ 20,700
Net Change	+ $ 23,500

Program Change

Personal Services decrease (-$4,300) as a result of the transfer of Park Maintenance Foreman to Director's Office. Two radios (+$1,400) are provided to improve operating efficiency. Two Laborer positions are added (+$5,700) to assist in all phases of park maintenance.

Current Level Change

Pay Plan	+ $ 8,300	Equipment Replacement	+ $ 6,100
Salary Savings	- $ 1,400	Square Rehabilitation	+ $ 900
Electrical Maintenance	+ $ 6,100	Miscellaneous	+ $ 700

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Shrubs & other ornamentals planted	2,192	3,000	3,000
Acres mowed	4,500	4,800	4,500
Acres raked	2,010	2,010	2,010
Fertilizer spread (lbs)	5,300	5,800	6,000
Benches repaired	184	160	200
Weeding and edging (man hrs.)	1,946	2,000	2,000
Spraying - 297 gals.	310	350	350
Pruning	410	500	500
Watering	2,960	2,800	2,800

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Tree Maintenance	3230	PARK & TREE COMMISSION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 31,950	$ 29,708	$ 36,071	$ 36,071
Contractual Services	476	1,002	614	614
Commodities	4,616	4,684	5,405	5,405
Capital Outlay	4,460	9,100	14,000	14,000
TOTAL	$ 41,502	$ 44,494	$ 56,090	$ 56,090

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Tree Trimmer II	12	260-332	5	5	5	15,000	16,608
Equipment Operator I	12	260-332	2	2	2	5,202	6,408
Tree Trimmer I	11	248-316	4	4	4	7,906	11,904
Less Salary Savings 1%							-349
Total 105						28,108	34,571
Overtime						1,600	1,500
Total 155						1,600	1,500
GRAND TOTAL			11	11	11	$29,708	$36,071

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Tree Maintenance	3230	PARK & TREE COMMISSION

Program Description:

This unit is responsible for the planting, and removal of trees located on or above city property. Tree work includes trimming, special tree surgery, stump removal, pruning and disposal of all tree trunks, stumps, limbs and other debris.

Comments on Budgeted Program:

Net Program Change	+ $ 8,500
Net Current Level	+ $ 3,200
Net Change	+ $11,700

Program Change

Provision is made for the purchase of one hydro-lift tree trimming truck ($8,500) to provide for more systematic tree trimming service throughout the City.

Current Level Change

Pay Plan	+ $ 6,700	Equipment Replacement	- $ 3,600
Salary Savings	- $ 300	Miscellaneous	+ $ 400

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Trees planted	479	500	500
Trees trimmed	3,876	4,500	6,000
Trees removed	319	300	300
Stumps removed	373	250	300

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Bonaventure Cemetery	3241	PARK & TREE COMMISSION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 49,229	$ 50,294	$ 50,089	$ 50,089
Contractual Services	705	858	850	850
Commodities	1,173	1,131	1,338	1,338
Capital Outlay	3,217	300	1,810	1,810
TOTAL	$ 54,324	$ 52,583	$ 54,087	$ 54,087

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Cemetery Supervisor II	16	316-404	1	1	1	3,872	3,984
Park Maintenanceman II	12	260-332	1	1	1	3,165	3,288
Equipment Operator I	12	260-332	1	1	1	2,937	3,120
Park Maintenanceman I	11	248-316	4	4	4	13,231	12,192
Laborers	10	236-302	9	9	9	26,269	26,640
Total 105						49,474	49,224
Overtime						820	865
Total 155						820	865
GRAND TOTAL			16	16	16	$50,294	$50,089

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Bonaventure Cemetery	3241	PARK & TREE COMMISSION

Program Description:

The work program of this activity includes the sale of lots, internments, disinternments, and the maintenance of the entire cemetery area, including perpetual care of lots, roadways, borders and landscaped areas.

Comments on Budgeted Program:

Net Program Change	+ $ 1,500
Net Current Level Change	+ $ -0-
Net Change	+ $ 1,500

Program Change

An allocation for installation of a gasoline storage tank ($650) is included to reduce time used in hauling fuel for equipment assigned to this area. Installation of additional drainage pipe ($840) is anticipated.

Current Level Change

-0-

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Internments	290	310	325
Lots in perpetual care	1,538	1,550	1,570
Total acres in general care	105	121	121
Total acres in perpetual care	40	40	40

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Greenwich Cemetery	3242	PARK & TREE COMMISSION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 18,500	$ 19,910	$ 22,784	$ 22,784
Contractual Services	245	317	873	873
Commodities	494	651	839	839
Capital Outlay			2,575	2,575
TOTAL	$ 19,239	$ 20,878	$ 27,071	$ 27,071

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Cemetery Supervisor I	14	288-366	1	1	1	3,156	3,792
Park Maintenanceman II	12	260-332	1	1	1	3,092	3,288
Park Maintenanceman I	11	248-316	2	2	2	5,490	6,240
Laborers	10	236-302	3	3	3	7,492	8,784
Total 105						19,230	22,104
Overtime						680	680
Total 155						680	680
GRAND TOTAL			7	7	7	$ 19,910	$ 22,784

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Greenwich Cemetery	3242	PARK & TREE COMMISSION

Program Description:

The work program of this activity includes the sale of lots, internments, disinternments, and the maintenance of the entire cemetery area, including perpetual care of lots, roadways, borders and landscaped areas.

Comments on Budgeted Program:

Net Program Change	+ $ 1,300
Net Current Level Change	+ $ 4,900
Net Change	+ $ 6,200

Program Change

Provision is made for increased maintenance of buildings at the cemetery ($1,300).

Current Level Change

Pay Plan	+ $ 2,900
Equipment Replacement	+ $ 1,700
Miscellaneous Commodities	+ $ 300

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Internments	120	125	130
Total acres in perpetual care	90	90	90
Total acres in general care	125	125	125

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Laurel Grove - North	3243	PARK & TREE COMMISSION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$21,000	$ 22,635	$ 25,292	$ 25,292
Contractual Services	129	541	383	383
Commodities	668	700	1,134	1,134
Capital Outlay	687	300	90	90
TOTAL	$22,484	$ 24,176	$ 26,899	$ 26,899

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Cemetery Supervisor II	16	316-404	1	1	1	3,504	3,792
Park Maintenanceman II	12	260-332	1	1	1	2,878	3,120
Park Maintenanceman I	11	248-316	2	2	2	5,805	6,240
Laborers	10	236-302	4	4	4	10,068	11,760
Total 105						22,255	24,912
Overtime						380	380
Total 155						380	380
GRAND TOTAL			8	8	8	$22,635	$25,292

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Laurel Grove - North	3243	PARK & TREE COMMISSION

Program Description:

The work program of this activity includes the sale of lots, interments, disinternments, and the maintenance of the entire cemetery area, including perpetual care of lots, roadways, borders and landscaped areas.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 2,700
Net Change	+ $ 2,700

Program Change

No major changes are anticipated.

Current Level Change

Pay Plan + $ 2,700

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Internments	84	100	100
Lots in perpetual care	590	595	600
Total acres in general care	57	57	57

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Laurel Grove - South	3244	PARK & TREE COMMISSION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 13,000	$14,016	$ 15,480	$ 15,480
Contractual Services	115	147	167	167
Commodities	55	190	302	302
Capital Outlay			550	550
TOTAL	$ 13,170	$14,353	$ 16,499	$ 16,499

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual '62	Budget '63	Budget '64	BUDGET 1963	BUDGET 1964
		$				$	$
Cemetery Supervisor I	14	316/404	1	1	1	3,172	3,456
Laborers	10	236/302	4	4	4	10,724	11,904
Total 105						13,896	15,360
Overtime						120	120
Total 155						120	120
GRAND TOTAL			5	5	5	$ 14,016	$ 15,480

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Laurel Grove, South	3244	PARK & TREE COMMISSION

Program Description:

The work program of this activity includes the sale of lots, internments, and disinternments and the maintenance of the entire cemetery area, including perpetual care of lots, roadways, borders and landscaped areas.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 2,100
Net Change	+ $ 2,100

Program Change

No major changes are anticipated

Current Level Change

Pay Plan	+ $ 1,500
Equipment Replacement	+ $ 600

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Internments	146	170	170
Lots in perpetual care	26	28	28
Total acres in general care	61	61	61

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
HEALTH	3410-3420	Health	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 24,758	$ 24,912	$ 27,340	$ 27,340
Contractual Services	1,367	1,790	1,678	1,678
Commodities	78,256	66,200	90,875	90,875
Capital Outlay				
TOTAL	$ 104,381	$ 92,902	$ 119,893	$ 119,893
Budgeted Man Years				

SUMMARY BY ACTIVITIES

	$	$	$	$
Physician	11,089	12,508	11,883	11,883
Dispensary	93,292	80,394	108,010	108,010
GRAND TOTAL	$104,381	$92,902	$119,893	$119,893

DEPARTMENTAL SUMMARY

HEALTH

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ 24,912	$ 27,340	$ 27,340
Contractual Services	1,790	1,678	1,678
Commodities	66,200	90,875	90,875
Capital Outlay	-	-	-
TOTAL	$ 92,902	$119,893	$119,893

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963 results in additional expenditures for personal services.	$2,400	$ -
2.	Increased funds are provided for the purchase of drugs for the dispensary. In 1963, adequate amounts were not included for this purpose.	25,000	

PROGRAM CHANGES

No major program changes, which result in additional expenditures, are anticipated.

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Physician	3410	HEALTH

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 10,085	$ 10,440	$ 10,440	$ 10,440
Contractual Services	1,004	1,068	1,068	1,068
Commodities		1,000	375	375
Capital Outlay				
TOTAL	$ 11,089	$ 12,508	$ 11,883	$ 11,883

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
City Physician			1	1	1	8,328	8,328
Ass't. City Physician			1	1	1	2,112	2,112
GRAND TOTAL			2	2	2	$ 10,440	$ 10,440

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
City Physician	3410	HEALTH

Program Description:

The City Physician is responsible for a wide range of medical service both to City employees and indigent citizens. The physician's office examines all applicants for city work, treats city employees for both minor and major injuries at the office or at the hospital, examines employees returning to work after extended illness or injury, examines prisoners and prescribes treatment for them, and makes out-patient calls to indigent citizens who are referred to the physician by the County Nursing Service or the Clinic.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	- $ 600
Net Change	- $ 600

Program Change

No major changes in the program of this activity are anticipated.

Current Level Change

Miscellaneous Commodities - $ 600

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Dispensary	3420	HEALTH

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 14,673	$ 14,472	$ 16,900	$ 16,900
Contractual Services	363	722	610	610
Commodities	78,256	65,200	90,500	90,500
Capital Outlay				
TOTAL	$ 93,292	$ 80,394	$ 108,010	$ 108,010

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Pharmacist II			1	1	1	6,900	8,100
Pharmacist I			1	1	1	6,552	7,800
						13,452	15,900
Custodial Worker I P. T.	8	214-274	.2	.2	.2	1,020	1,000
GRAND TOTAL			2.2	2.2	2.2	$ 14,472	$ 16,900

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Dispensary	3420	HEALTH

Program Description:

This activity dispenses drugs for a nominal charge to qualified indigents.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 27,600
Net Change	+ $ 27,600

Program Change

No significant changes which result in additional expenditures are anticipated.

Current Level Changes

Pay Plan	+ $ 2,400	Office Supplies	+ $ 300
Misc. Contractual Services	- $ 100		
Drugs	+ $25,000		

WORK LOAD STATISTICS	ACTUAL 1962 *	ESTIMATE 1963	BUDGET 1964
Prescriptions filled	101,800	100,000	97,500

* Estimate

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
INTERDEPARTMENTAL	3610, 20, 30, 40, 50 & 60		General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE	BUDGET	ESTIMATED REQUIREMENTS	ADOPTED BUDGET
Personal Services	$ 371,189	$375,050	$ 458,700	$ 450,000
Contractual Services	3,965	18,714	34,000	86,465
Commodities	-	-	2,000	-0-
Capital Outlay	-	-	30,000	79,736
Debt Service	896,507	936,634	907,974	771,871
TOTAL	$ 1,271,661	$ 1,330,398	$ 1,432,674	$ 1,388,072
Budgeted Man Years				

SUMMARY BY ACTIVITIES

Employee benefits	$ 371,189	$375,050	$ 425,000	$ 425,000
Judgments and Losses	3,965	12,000	12,000	12,000
Contingencies	-	6,714	20,000	74,465
Debt Service	896,507	936,634	907,974	771,871
Program Improvements	-	-	42,700	-0-
Merit Pay	-	-	25,000	25,000
CIP	-	-	-	79,736
GRAND TOTAL	1,271,661	1,330,398	1,432,674	1,388,072

INTERDEPARTMENTAL

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ 375,050	$ 458,700	$ 450,000
Contractual Services	18,714	34,000	86,465
Commodities	-	2,000	-0-
Capital Outlay	-	30,000	79,736
Debt Service	936,634	907,974	771,871
TOTAL	$1,330,398	$1,432,674	$1,388,072

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

	Increase	Decrease
1. Increased payments for social security as a result of the pay plan revision in July, 1963, and additional employees.	$ 14,500	$
2. Pension payments to retired city employees increases	17,500	

PROGRAM CHANGES

1. Provision is made for merit increases in pay to the employees who have performed their work at high standards. The merit increases are a part of the revised pay and classification plan of the City. Employees will be eligible for merit increases on July 1, 1964.	25,000	
2. Additional funds for contingencies are provided. Each year, the City is faced with unanticipated and unusual expenditures which can not be reasonably forecast. A more adequate reserve for this purpose is provided.	7,300	
3. Payments for general obligation and debt service decrease. (Water & Sewer Fund Debt Service Increases)		136,100
4. Provision is made for implementation of program		

		Increase	Decrease
		$	$
	improvements in City services throughout the fiscal year. In prior years, no provision has been made for the implementation of procedures or programs which require additional expenditures in the first year, to provide economies in future years. Funds allocated to the program improvements account will only be expended after very careful study, thorough analysis and detailed evaluation of proposed improvements have been made.	42,700	
5.	Funds have been set aside for the payment of police pensions. In 1963, the auditors of the City recommended that pensions be paid from an expenditure account, rather than reducing a revenue item.	18,000	
6.	In 1964, the City begins a pay-as-you-go capital improvement program to assist in meeting the backlog of needed municipal facilities.	79,736	

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Employee Benefits	3610	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 371,189	$ 375,050	$ 425,000	$ 425,000
Contractual Services				
Commodities				
Capital Outlay				
TOTAL	$ 371,189	$ 375,050	$ 425,000	$ 425,000

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Employee Benefits	3610	INTERDEPARTMENTAL

Program Description:

This account includes the following city payments for employees:

Social Security
Pensions
Employee Claims
Group Insurance

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 50,000
Net Change	+ $ 50,000

Program Change

No changes are anticipated

Current Level Changes

Provision is made for payment of Police Pensions from an expense account. In past years this expenditure ($18,000) has been charged against revenues.

Social Security + $ 14,500 Pensions + $ 17,500

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Judgements & Losses	3620	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	3,965	12,000	12,000	12,000
Commodities				
Capital Outlay				
TOTAL	$ 3,965	$ 12,000	$ 12,000	$ 12,000

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

BUDGET

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Judgements & Losses	3620	INTERDEPARTMENTAL

Program Description:

This activity provides for claims against the City under Workman's Compensation Laws.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	-0-
Net Change	-0-

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

CITY OF SAVANNAH, GEORGIA

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Contingencies	3630	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services		6,714	20,000	74,465
Commodities				
Capital Outlay				
TOTAL	$	$ 6,714	$ 20,000	$ 74,465

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

BUDGET

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Contingencies	3630	INTERDEPARTMENTAL

Program Description:

Each year the City experiences expenditures which could not by reasonable forethought have been anticipated. This account provides for this occurrence.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 7,300
Net Change	+ $ 7,300

Current Level Change

Contingencies + $ 7,300

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

CITY OF SAVANNAH, GEORGIA

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BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
General Fund Debt Service	3640	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services				
Commodities				
Debt Service	896,507	936,634	907,974	771,871
Capital Outlay				
TOTAL	$ 896,507	$ 936,634	$ 907,974	$ 771,871

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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Activity: Debt Service	Account Number 3640		Department INTERDEPARTMENTAL
Type of Obligations	1962	1963	1964
General	N. A.	N. A.	$553,750
Storm Drainage			85,056
Education			34,965
Public Buildings			32,940
Police and Fire			18,380
Health			3,490
Airport			39,900
Land Acquisition			3,390
TOTAL	$896,507	$936,639	$771,871

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Merit Pay	3650	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES	BUDGET	ESTIMATED REQUIREMENTS	FINAL ALLOWANCE
Personal Services	$	$	$ 25,000	$ 25,000
Contractual Services				
Commodities				
Capital Outlay				
TOTAL	$ -0-	$ -0-	$ 25,000	$ 25,000

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Merit Pay	3650	INTERDEPARTMENTAL

Program Description:

This activity provides funds for increases in salary to meritorius employees.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 25,000
Net Change	+ $ 25,000

Program Change

No changes are anticipated.

Current Level Change

Pay increases are granted to employees who have performed their work at high standards each July 1, beginning in 1964.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Capital Improvements	3660	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	-0-	-0-	120,609	79,736
Commodities				
Capital Outlay				
TOTAL	$ -0-	$ -0-	$ 120,609	$ 79,736

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Capital Improvements	3660	INTERDEPARTMENTAL

Program Description:

This account provides for payment of current revenue to the pay-as-you-go C. I. P. of the City.

Comments on Budgeted Program:

Net Program Change	+ $ 79,736
Net Current Level Change	-0-
Net Change	+ $ 79,736

Program Change

The City begins a pay-as-you-go capital improvement program in 1964 to assist in meeting the backlog of needed municipal facilities.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
NON-DEPARTMENTAL	3811, 12, 20, 30, 40, 50, 60, 70	Contributions	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$	$	$	$
Contractual Services	493,024	537,766	581,796	587,221
Commodities				
Capital Outlay				
TOTAL	$ 493,024	$537,766	$ 581,796	$ 587,221
Budgeted Man Years				

SUMMARY BY ACTIVITIES

Planning - M. P. C.	$ 20,167	$ 23,066	$ 23,370	$ 23,370
Zoning Subdivisions - M. P. C.	13,133	14,934	14,630	14,630
Urban Renewal	20,882	82,760	117,190	117,190
Economic Development	31,702	30,500	30,500	30,500
Education	40,500	21,750	21,750	21,750
Public Safety	31,386	29,456	29,456	31,031
Health	320,839	321,900	322,100	328,100
Miscellaneous	14,415	13,400	22,800	20,650
GRAND TOTAL	$ 493,024	$537,766	$ 581,796	$ 587,221

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NON-DEPARTMENTAL

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ -0-	$ -0-	$ -0-
Contractual Services	537,766	581,796	587,221
	$537,766	$581,796	$ 587,221

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

	Increase $	Decrease $
1. Payments to the Red Cross reflect an increase in water rates.	400	
2. The City's contribution to urban renewal increases due to the repayment in 1964 of demolition revenues received during earlier periods by the City.	44,430	

PROGRAM CHANGES

1. No major program changes in non-departmental expenditures are anticipated.

MAJOR REVISIONS FROM REQUESTS

1. The request by the Chatham County Health Department for additional funds to be used in relation to expansion of mental and dental clinics was approved.	6,000	
2. Request from the Chamber of Commerce for additional participation in the Chamber's program was deleted.		8,770

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Planning - M. P. C.	3811	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 26,968	$ 38,058	$ 39,110	$ 39,110
Contractual Services	4,662	5,422	5,572	5,572
Commodities	1,540	1,920	1,920	1,920
Capital Outlay	482	720	100	100
TOTAL	$ 33,652*	$ 46,120*	$ 46,702*	$ 46,702

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Executive Director		778-1133	.5	.5	.5	6,200	5,900
Assistant Director		714-894		1.	1.	9,000	9,432
Senior Planner		584-784	.5	.5	.5	3,900	4,074
Senior Planner		584-784	1.	1.	1.	7,800	8,148
Secretary		300-390	1.	1.	1.	4,800	4,680
Draftsman		300-309	1.	1.	1.	4,140	4,380
Stenographer-Clerk		252-315		.5	.5	1,800	1,656
Junior Planner			.5	.0	0		
Total 105			4.5	5.5	5.5	37,640	38,270
Social Security						840	840
Total 110						840	840
GRAND TOTAL			4.5	5.5	5.5	$ 38,480	$ 39,110

*City contribution is
1962 $20,167
1963 $23,066
1964 $23,370

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SUMMARY OF CONTRIBUTIONS

Agency	Request	Recommended	Final Allowance
Metropolitan Planning Commission	$ 38,000	$ 38,000	$ 38,000
Urban Renewal	117,190	117,190	117,190
Economic Development			
S. D. A.	12,000	12,000	12,000
Chamber of Commerce	16,271	7,500	7,500
Mid-town Chamber of Commerce	1,000	1,000	1,000
Georgia Ports Authority	10,000	10,000	10,000
Education			
Armstrong College	18,750	18,750	18,750
Armstrong College Library	3,000	3,000	3,000
Public Safety			
Georgia National Guard	1,500	1,500	1,500
Humane Society	12,200	12,200	12,200
Civil Defense	20,000	15,556	17,131
Armed Forces Day Committee	200	200	200
Health			
Health Department	198,000	192,000	198,000
Housing Hygiene	34,100	34,100	34,100
Memorial Hospital	96,000	96,000	96,000
Miscellaneous			
Savannah Transit Authority	3,500	3,500	-0-
Trustees Garden Club	1,000	1,000	1,000
Youth Museum	2,200	2,200	2,200
Symphony Orchestra	11,200	11,200	11,200
Telfair Academy	3,900	3,900	4,500
Red Cross	1,000	1,000	1,000
Bacon Park Commission	-	-	750

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Planning - M. P. C.	3811	NON-DEPARTMENTAL

Program Description:

The Metropolitan Planning Commission conducts studies of current conditions and probable future development; translates these findings into plans and recommendations for correcting existing problems and avoiding future problems; maintains and disseminates information about the community to various public and private organizations and maintains departmental records. The expenses of the Metropolitan Planning Department are divided equally between the City and the County.

Comments on Budgeted Program:

No major changes in expenditures are anticipated.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET
Advance Planning Reports & Maps	2	2	3-4
Special Studies	9	12	15
Meeting of the Metropolitan Planning Commission	13	15	15
Inquiries about Street Planning, street names, & other matters	200	250	275
Speaking Engagements	11	15	20

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Zoning & Subdivisions - M.P.C.	3812	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$17,978	$ 25,372	$25,010	$ 25,010
Contractual Services	2,671	2,748	2,908	2,908
Commodities	1,028	1,280	1,280	1,280
Capital Outlay	323	480	100	100
TOTAL	$22,000*	$ 29,880*	$29,298*	$ 29,298

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Executive Director		778-1133	.5	.5	.5	6,200	5,900
Senior Planner		584-784	.5	.5	.5	3,900	4,074
Associate Planner		384-484	1.	1.	1.	4,848	5,080
Draftsman		300-390	1.	1.	1.	3,960	3,960
Steno Clerk		252-315	1.	1.	1.	3,600	3,780
Steno Clerk		252-315	0	.5	.5	1,800	1,656
Junior Planner			.5	0	0		
Total 105			4.5	4.5	4.5	24,308	24,450
Social Security						560	560
Total 110						560	560
GRAND TOTAL			4.5	4.5	4.5	$ 24,868	$ 25,010

* City Contribution is
1962 $13,133
1963 $14,934
1964 $14,630

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Zoning and Subdivisions - M. P. C.	3812	NON-DEPARTMENTAL

Program Description:

This division of the Metropolitan Planning Commission administers the subdivision regulations of the City of Savannah and Chatham County. This division also reviews and recommends on proposed changes to the zoning ordinances of the City of Savannah and Chatham County

Comments on Budgeted Program:

No major change in expenditures are anticipated.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET
Land Use & Zoning			
Zoning Petitions Request	73	120	135
Inquiries related to Zoning	275	325	350
Land Use & Zoning Committee meetings	16	14	14
Subdivision Activity			
Subdivision plats processed	91	137	180
Subdivision Meetings	12	12	12
Board of Appeals			
Cases heard	11	25	35
Notices of Public Hearings prepared	99	400	420

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BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Urban Renewal	3820	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	20,882	82,760	117,190	117,190
Commodities				
Capital Outlay				
TOTAL	$ 20,882	$ 82,760	$ 117,190	$ 117,190

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Urban Renewal	3820	NON-DEPARTMENTAL

Program Description:

This account consists of assistance given by the city government to other agencies serving the general public.

Comments on Budgeted Program:

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Economic Development	3830	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	31,702	30,500	30,500	30,500
Commodities				
Capital Outlay				
TOTAL	$31,702	$ 30,500	$30,500	$ 30,500

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Economic Development	3830	NON-DEPARTMENTAL

Program Description:

This account consists of assistance given by the city government to other agencies serving the general public.

Comments on Budgeted Program:

Contributions are designated for the following institutions or organizations:

Savannah District Authority
Chamber of Commerce
Mid-town Chamber of Commerce
Georgia Ports Authority

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Education	3840	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	40,500	21,750	21,750	21,750
Commodities				
Capital Outlay				
TOTAL	$40,500	$ 21,750	$21,750	$ 21,750

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Education	3840	NON-DEPARTMENTAL

Program Description:

This account consists of assistance given by the city government to other agencies serving the general public.

Comments on Budgeted Program:

Contributions are designated for the following institutions or organizations:

Armstrong College

Armstrong College Library Rent

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Public Safety	3850	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	31,386	29,456	29,456	31,031
Commodities				
Capital Outlay				
TOTAL	$ 31,386	$ 29,456	$ 29,456	$ 31,031

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Public Safety	3850	NON-DEPARTMENTAL

Program Description:

This account consists of assistance given by the city government to other agencies serving the general public.

Comments on Budgeted Program:

Contributions are designated for the following institutions or organizations:

Georgia National Guard
Humane Society
Civil Defense
Armed Forces Day Committee

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Health	3860	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	320,839	321,900	322,100	328,100
Commodities				
Capital Outlay				
TOTAL	$ 320,839	$ 321,900	$ 322,100	$ 328,100

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Health	3860	NON-DEPARTMENTAL

Program Description:

This account consists of assistance given by the city government to other agencies serving the general public.

Comments on Budgeted Program:

Contributions are designated for the following institutions or organizations:

Health Department Housing Hygiene Memorial Hospital

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Miscellaneous	3870	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services	14,415	13,400	22,800	20,650
Commodities				
Capital Outlay				
TOTAL	$ 14,415	$ 13,400	$ 22,800	$ 20,650

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Miscellaneous	3870	NON-DEPARTMENTAL

Program Description:

This account consists of assistance given by the city government to other agencies serving the general public.

Comments on Budgeted Program:

Contributions are designated for the following institutions or organizations:

Bacon Park Commission	Youth Museum	Telfair Academy
Trustee Garden Club	Symphony	Red Cross

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

SECTION III

WORKING CAPITAL FUND

ESTIMATE OF RESOURCES

WORKING CAPITAL FUND

GENERAL FUND Acc't.		Data Processing $	Custodial and Delivery $	Elect. Maint. $	Radio Maint. $	Shops and Bldg. Maint. $
100	Legislative		11,339			
202	City Mgr. Office		4,254			
204	Research & Budget		443			
1410	Finance Dir. Office		998			
1420	Accounting	18,400	5,115			
1430	Assessing	9,500	2,933			
1441	Current Rev. Collect.	7,250	3,079			
1442	Del. Rev. Collect.	7,000	2,288			
1451	Purchases	2,850	2,863			
1452	Warehouse			242		240
1600	Personnel	4,750	3,372			
2010	Pub. Imp. Dir. Office		1,502		459	
2020	Engineering		2,958		605	258
2030	Sts. & Sanitation		1,500	175	229	
2031	Maint. Paved Streets				402	1,000
2032	Maint. Unpaved Streets				402	3,500
2040	Drainage Maint.				115	250
2051	Refuse Collection				804	250
2052	Refuse Disposal			531	115	100
2053	Street Cleaning				573	200
2060	Inspect. Service		1,724		115	
2440	Traffic Control Maint.			20,621	995	200
2610	Police Chief's Office		500		112	
2622	Gen. & Crim. Records	6,650				
2623	Identification				112	
2624	Communicationa				552	
2625	Vehicle Maintenance			211		
2626	Custody of Prisoners			1,268	13	1,500
2631	Adult Investigation				1,437	
2632	Juvenile Investigation				112	
2640	Patrol				3,874	
2650	Traffic Control				1,770	
2810	Fire Chief's Office		500		108	
2822	Alarms & Communications			10,430	726	
2823	Vehicle Maintenance				108	
2830	Fire Prevention				431	
2840	Firefighting				2,362	3,836
2910	Main Library			454		1,000
2930	Carnegie			103		
2960	Ola Weyth			103		

			Data Processing	Custodial and Delivery	Elect. Maint.	Radio Maint.	Shops and Bldg. Maint.
			$	$	$	$	$
Acc't.	3010	Recr. Dir. Office		250			
	3020	Sports			593		
	3061	Auditorium			874	106	3,000
	3062	Grayson Stadium			2,532		2,400
	3063	Memorial Statium			1,134		1,000
	3064	Sports Center			583		750
	3070	Bldg. & Ground Maint.			72		500
	3210	Park & Tree Dir. Office		250	211		
	3220	Park Maintenance			6,082		100
	3230	Tree Maintenance					100
		TOTAL	$ 56,400	$ 45,868	$ 46,219	$16,637	$20,184
WORKING CAPITAL FUND							
	5000	Data Processing		2,591			
	5100	Custodial Maint.			3,145		4,711
	5200	Garage (D.P.I.)			593	132	
	5400	Shops & Bldg. Maint.				115	
	5600	Elect. Maintenance		2,000			
		TOTAL	$ -0-	$ 4,591	$ 3,738	$ 247	$ 4,711
WATER & SEWER FUND							
	7010	Water Supply & Treat.			593		
	7020	Water Distribution		650		572	1,900
	7030	Water Ser. Office	38,000	2,288			
	7210	Sewage Collection			490	573	1,500
	7220	Sewage Treatment & Disposal				115	600
		TOTAL	$ 38,000	$ 2,938	$ 1,083	$ 1,260	$ 4,000
I. & D. WATER SUPPLY							
	8000	Treatment & Dist.				120	
		TOTAL	$ -0-	$ -0-	$ -0-	$ 120	
OTHER AGENCIES							
		Miscellaneous			526	360	
		TOTAL	-0-	$ -0-	$ 526	$ 360	
		GRAND TOTAL	$94,400	$ 53,397	$ 51,566	$18,624	$ 28,895

Charges for garage service are not included under a single expenditure classification in each activity account making citing of resources by account impossible. During 1964, the charge back system for the garage will be reviewed along with other phases of vehicle management as a part of the Research & Budget Division research program.

COMPARISON OF EXPENDITURES BY FUNCTIONS

WORKING CAPITAL FUND

Account	Actual 1962	Budget 1963	Proposed 1964
Finance			
Data Processing	$ 43,489	$ 55,121	$ 94,400
Custodial	-	-	53,397
Total	$ 43,489	$ 55,121	$147,797
Public Improvements			
Garage	$112,632	$111,205	$121,690
Shops and Building Maintenance	30,837	32,460	28,895
Total	$143,469	$143,665	$150,585
Electrical - Radio			
Electrical Maintenance	-	-	$ 51,566
Electronic Equipment Repair	-	-	18,624
	-	-	$ 70,190
GRAND TOTAL EXPENDITURE	$186,958 *	$198,786 *	$ 368,572

* The following are considered Working Capital accounts for the first time in 1964:

Custodian and Building
Electrical Maintenance
Radio Maintenance

COMPARISON OF EXPENDITURES BY OBJECT

WORKING CAPITAL FUND

Account	Actual 1962	Budget 1963	Proposed 1964
Personal Services	$222,890	$226,194	$249,262
Contractual Services	57,015	59,335	75,177
Commodities	22,270	24,686	23,583
Capital Outlay	11,790	72,293	20,550
GRAND TOTAL	$313,965	$382,508	$368,572

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
FINANCE	5000 & 5100		Working Capital

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 48,629	$ 49,975	$ 66,742	$ 66,742
Contractual Services	48,317	49,929	62,555	62,555
Commodities	3,631	4,989	4,850	4,850
Capital Outlay	876	67,134	13,650	13,650
TOTAL	$ 101,453	$ 172,027	$ 147,797	$ 147,797
Budgeted Man Years	17.1	17.1	18.1	

SUMMARY BY ACTIVITIES

Data Processing	$ 53,489	$ 55,121	$ 94,400	$ 94,400
Custodial	47,964	116,906	53,397	53,397
GRAND TOTAL	$ 101,453	$ 172,027	$ 147,797	$ 147,797

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FINANCE

Working Capital Fund

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ 49,975	$ 66,742	$ 66,742
Contractual Services	49,929	62,555	62,555
Commodities	4,989	4,850	4,850
Capital Outlay	67,134	13,650	13,650
TOTAL	$172,027	$147,797	$147,797

RECOMMENDED 1964 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963 results in an increase in personal services.	$2,300	$
2.	Service charge for electrical maintenance service. In 1964, this service is charged back to the activity using the service. In prior years, electrical maintenance service was budgeted as a separate, operating activity.	3,145	
3.	Purchase of a vehicle for mail delivery is anticipated in 1964. This vehicle will provide transportation for the delivery of mail to and from outlying departments and divisions.	1,700	
4.	Maintenance of the City Hall and Gamble Building will decrease in 1964, as major repairs and remodelling were completed in 1963.		6,200
5.	Adequate funds are provided for utilities and insurance, which were underbudgeted in 1963.	1,100	

PROGRAM CHANGES

1. Provision is made for improvement of data processing services. In mid-1964, the data processing activity

	Increase	Decrease
will modernize its equipment from unit record system to computer system.	$39,300	$
2. The new air-conditioning and heating system for the City Hall was completed in 1963, consequently a decrease in capital outlay is anticipated in 1964.		65,600

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

No revisions were made.

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Data Processing	5000	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 23,703	$ 24,433	$ 38,926	$ 38,926
Contractual Services	28,407	28,634	42,824	42,824
Commodities	503	504	700	700
Capital Outlay	876	1,550	11,950	11,950
TOTAL	$ 53,489	$ 55,121	$ 94,400	$ 94,400

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Data Processing Supervisor	26	514-654	1	1	1	6,405	7,128
Data Processing Programmer	21	404-514	0	0	1	0	5,592
Data Processing Console Opr.	18	348-444	0	0	.8	0	3,636
Tabulating Equipment Opr.	17	332-424	2	2	1.8	8,224	7,880
Key Punch Operator II	14	288-366	0	0	1	0	3,456
Key Punch Operator I	12	260-332	3.1	3.1	3.1	9,804	9,734
Total 105			6.1	6.1	8.7	24,433	37,426
Overtime							1,500
Total 155							1,500
GRAND TOTAL			6.1	6.1	8.7	$ 24,433	$ 38,926

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Data Processing	5000	FINANCE

Program Description:

This activity provides bookkeeping, billing, records and statistical services to various activities of the City. Charges for service are based on work produced for the using activity.

Comments on Budgeted Program:

Net Program Change	+ $ 39,300
Net Current Level Change	-0-
Net Change	+ $ 39,300

Program Change

In mid 1964 the data processing activity will change over from unit record system to a computer system.

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Water & Sewer Service			
Water bills prepared and payments posted	210,000	222,000	248,000
Sewer bills prepared and payments posted	30,000	16,800	17,500
Changes and adjustments	28,000	32,000	30,000
Delinquent notices prepared	26,000	24,000	25,000
Billing Summaries	66	60	110
Personal Property Tax Service			
Personal Property returns and bills	28,000	30,000	32,000
Payments posted (incl. delinquent)	0	50,000	72,000
Adjustments & Corrections	0	3,000	3,000
Executions prepared	15,000	18,000	20,000
Delinquent notices prepared	5,000	10,000	40,000
Receivables summaries prepared	0	2	120
Real Property Tax Service			
Real property bills prepared	33,000	37,000	37,000
Payments posted (incl. delinquent)	0	0	70,000
Changes and corrections	3,100	3,500	3,500
Executions prepared	6,000	8,000	8,000
Delinquent notices prepared	6,000	0	20,000
Receivables summaries	0	0	120

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Data Processing	5000	FINANCE

Program Description:

Comments on Budgeted Program:

WORK LOAD STATISTICS	ACTUAL 1962*	ESTIMATE 1963	BUDGET 1964
Specific Tax Service			
Licenses prepared	6,000	6,200	6,500
Payments posted	0	0	5,000
Changes and corrections	0	0	500
Executions	1,300	1,000	1,500
Delinquent notices prepared	0	0	1,000
Receivables summaries	0	0	120
Internal Services			
Accounts payable checks written and reconciled	6,000	6,200	6,400
Cash requirements estimate	0	0	26
Purchase orders processed	0	0	5,000
Service orders processed	0	0	4,000
Payroll checks written and reconciled	45,000	47,000	49,000

* Estimate

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1964 BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Custodial & Mail Delivery	5100	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 24,926	$ 25,542	$ 27,816	$ 27,816
Contractual Services	19,910	21,295	19,731	19,731
Commodities	3,128	4,485	4,150	4,150
Capital Outlay	0	65,584	1,700	1,700
TOTAL	$ 47,964	$ 116,906	$ 53,397	$ 53,397

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Building Custodian	12	260-332	1	1	1	3,648	3,120
Custodial Worker II	10	236-302	1	0	1	0	2,832
Messenger Mimeo. Opr.	9	224-288	0	1	0	2,622	0
Custodial Worker I	8	214-274	6	6	6	13,740	15,888
Porter	8	214-274	1	1	1	2,388	2,688
Custodial Worker PT	8	214-274	2	2	2	3,144	3,288
Total 105						25,542	27,816
GRAND TOTAL			11	11	11	$25,542	$27,816

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Custodial & Mail Delivery	5100	FINANCE

Program Description:

This activity provides janitorial and building maintenance services for the City Hall and Gamble Buildings. Mail delivery service for these locations and City lot, Police Department, Fire Department, Park & Tree Commission, and Recreation is also provided. Charges for services are based on service and square footage of office area.

Net Program Change	- $ 65,600
Net Current Level Change	+ $ 2,100
Net Change	- $ 63,500

Comments on Budgeted Program:

Program Change

The new air conditioning and heating system for City Hall was finished in 1963. This activity is considered a working capital account for the first time in 1964.

Current Level Change

Pay Plan	+ $ 2,300	Building Maintenance	- $ 900
Building Maintenance	- $ 5,000	Equipment Replacement	+ $ 1,700
Utilities	+ $ 300	Equipment Maintenance	- $ 500
Electrical Maintenance	+ $ 3,200	Insurance	+ $ 800
Miscellaneous	+ $ 200		

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PUBLIC IMPROVEMENTS	5200 & 5400		Working Capital

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 121,404	$122,488	$ 125,176	$ 125,176
Contractual Services	5,518	7,236	7,457	7,457
Commodities	10,696	11,651	11,252	11,252
Capital Outlay	5,851	2,290	6,700	6,700
TOTAL	$ 143,469	$143,665	$ 150,585	$ 150,585
Budgeted Man Years	32.	33.	32.	

SUMMARY BY ACTIVITIES

Garage	$ 112,632	$111,205	$ 121,690	$ 121,690
Shops and Building Maintenance	30,837	32,460	28,895	28,895
GRAND TOTAL	$ 143,469	$ 143,665	$ 150,585	$ 150,585

PUBLIC IMPROVEMENTS

Working Capital Fund

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$122,488	$125,176	$125,176
Contractual Services	7,236	7,457	7,457
Commodities	11,651	11,252	11,252
Capital Outlay	2,290	6,700	6,700
TOTAL	$143,665	$150,585	$150,585

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963 results in an increase in personal services.	$4,600	$
2.	Maintenance of vehicular and construction equipment has required extensive overtime in 1963. A minimum of overtime funds are provided in 1964, so that necessary maintenance work may be completed by the garage.	2,200	
3.	Radio and electrical maintenance service. In 1964, these services are charged back to the activity using the service. In prior years, electrical and radio services were considered as separate, operating activities.	800	
4.	Expenditures for equipment replacement increase in 1964.	4,500	

PROGRAM CHANGES

1.	Due to changes in the work program and improved operating procedures one carpenter position is deleted.		4,000

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request for replacement of one pick-up truck was denied.		1,700

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Garage	5200	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 97,478	$ 95,343	$ 100,816	$100,816
Contractual Services	5,145	6,651	7,022	7,022
Commodities	6,567	6,996	7,152	7,152
Capital Outlay	3,442	2,215	6,700	6,700
TOTAL	$ 112,632	$ 111,205	$ 121,690	$121,690

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Watchman	9	224-288	3	3	3	8,320	8,640
Blacksmith Welder	17	332-424	1	1	1	3,900	4,176
Auto Shop Supt.	24	466-594	1	1	1	5,796	6,168
Auto Mech. II	19	366-466	2	2	2	8,725	9,216
Auto Mech. I	17	332-424	8	8	8	32,212	33,024
Auto Mech. Helper	12	262-332	3	3	3	9,456	9,864
Service Station Attendant	12	262-332	2	2	2	6,003	6,408
Auto Service Man	11	248-316	3	3	3	8,716	9,216
Laborer	10	236-302	1	1	1	2,650	2,832
Clerk III	16	316-404	2	2	1	7,752	3,984
Clerk II	13	274-348	0	0	1	-0-	3,288
Total 105						93,530	96,816
Overtime						1,813	4,000
Total 155						1,813	4,000
GRAND TOTAL			26	26	26	$ 95,343	$100,816

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Garage	5200	PUBLIC IMPROVEMENTS

Program Description:

This activity maintains vehicles and equipment of the following departments: Public Improvements, Recreation, Finance, Industrial and Domestic Water Supply, and Legislative. The service of this activity is charged back to the departments.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $10,500
Net Change	+ $10,500

Program Change

No significant changes which result in additional expenditures are anticipated.

Current Level Change

Pay Plan	+ $ 3,300	Contractual Services	- $ 400
Overtime	+ $ 2 200	Misc. Commodities	+ $ 200
Radio Service	+ $ 600	Equipment Replacement	+ $ 4,500
Electrical Maintenance	+ $ 100		

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Shops & Building Maintenance	5400	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 23,926	$ 27,145	$ 24,360	$ 24,360
Contractual Services	373	585	435	435
Commodities	4,129	4,655	4,100	4,100
Capital Outlay	2,409	75	-0-	-0-
TOTAL	$ 30,837	$ 32,460	$ 28,895	$ 28,895

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Bldg. Maint. Supervisor	21	404-514	1	1	1	4,956	5,088
Painter	17	332-424	1	1	1	3,891	4,176
Carpenter	17	332-424	2	3	2	10,508	9,000
Carpenter's Helper	11	248-316	2	2	2	7,790	6,096
GRAND TOTAL			6	7	6	$ 27,145	$ 24,360

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7-63

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Shops & Building Maintenance	5400	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for maintenance services to public facilities. This activity casts and places street name markers. Charges for service are based on man-hours.

Comments on Budgeted Program:

Net Program Change	- $ 4,000
Net Current Level Change	+ $ 600
Net Change	- $ 3,400

Program Change

One carpenter position (-$4,000) has been deleted due to reductions in work levels.

Current Level Changes

Pay Plan	+ $ 1,300
Radio Maintenance	+ $ 100
Commodities	- $ 600
Miscellaneous	- $ 200

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
New barricades built (lineal ft.)	435	700	500
Barricades repaired	729	1,000	750
Street markers cast	124	150	300
Street markers placed & painted	317	200	300

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
ELECTRICAL	5600 - 5800		Working Capital

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 52,857	$ 53,731	$ 57,344	$ 57,344
Contractual Services	3,180	2,170	5,165	5,165
Commodities	7,943	8,046	7,481	7,481
Capital Outlay	5,063	2,869	200	200
TOTAL	$ 69,043	$ 66,816	$ 70,190	$ 70,190
Budgeted Man Years	11.	11.	11.	

SUMMARY BY ACTIVITIES

Electrical Maintenance	$ 53,307	$ 49,656	$ 51,566	$ 51,566
Electronic Equipment Repair	15,736	17,160	18,624	18,624
GRAND TOTAL	$ 69,043	$ 66,816	$ 70,190	$ 70,190

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ELECTRICAL DEPARTMENT

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$53,731	$57,344	$57,344
Contractual Services	2,170	5,165	5,165
Commodities	8,046	7,481	7,481
Capital Outlay	2,869	200	200
TOTAL	$66,816	$70,190	$70,190

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase $	Decrease $
1.	In 1964, the Electrical Department is budgeted as a working capital department, rather than as an operating department. The entire costs of operating the Electrical Department are charged back to the operating activity which the Electrical Department services. This charge-back is made on the basis of man-hours for electrical service and on the basis of a rental charge for radio units in the case of the electronic repair activity.		
2.	Revision of the pay plan in July, 1963 results in an increase in personal services.	4,600	
3.	Due to replacement of the fire emergency alarm system, overtime decreases from the 1963 budgeted amount by $1,000. The decrease in overtime expenditures from anticipated expenditures for overtime in 1963, is almost $3,000.		1,000
4.	Service charge for custodial service. In 1964, the custodial service is charged back to the activity using the service. In prior years, this service was budgeted as a separate operating activity.	3,000	
4.	Equipment replacement in 1964 decreases, since major replacements were made in 1963.		2,700

PROGRAM CHANGES

	Increase	Decrease
1. During 1964, the overhead wires and some of the underground wires of the old Gamewell system will be removed by personnel of the department. In addition to this work, personnel of the department will increase level of maintenance of the traffic signal system and of the various pump motors operated by the water and sewer system (program change does not effect operating cost).		

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Request for overtime was decreased.		$1,000

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Electrical Maintenance	5600	ELECTRICAL - RADIO

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 41,878	$ 42,055	$ 44,276	$ 44,276
Contractual Services	2,863	1,916	4,569	4,569
Commodities	3,503	3,191	2,521	2,521
Capital Outlay	5,063	2,494	200	200
TOTAL	$ 53,307	$ 49,656	$ 51,566	$ 51,566

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET 1963	BUDGET 1964
		$				$	$
City Electrician	28	566-720	1	1	1	7,812	8,232
Electrician	18	348-444	4	4	4	18,512	20,352
Electrician's Helper	11	248-316	3	3	3	8,163	9,072
Clerk-Stenographer I	13	274-348	1	1	1	2,568	3,120
Total 105						37,055	40,776
Overtime						5,000	3,500
Total 155						5,000	3,500
GRAND TOTAL			9	9	9	$42,055	$44,276

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Electrical Maintenance	5600	ELECTRICAL-RADIO

Program Description:

This activity is responsible for providing electrical installation and maintenance services to various departments of the City. The activity also provides service to house movers when traffic signals must be moved. Charges for service are based on man hours.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 1,900
Net Change	+ $ 1,900

Program Change

No significant changes are included. This activity is considered a working capital account for the first time in 1964.

Current Level Changes

Pay Plan	+ $ 3,700	Insurance	+ $ 500
Overtime	- $ 1,500	Equipment Replacement	- $ 2,300
Custodial Service	+ $ 2,000	Repair Parts	- $ 700
Misc. Contractual Ser.	+ $ 200		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Electronic Equipment Repair	5800	ELECTRICAL - RADIO

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 10,979	$ 11,676	$ 13,068	$ 13,068
Contractual Services	317	254	596	596
Commodities	4,440	4,855	4,960	4,960
Capital Outlay		375	0	0
TOTAL	$ 15,736	$ 17,160	$ 18,624	$ 18,624

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Electronic Equipment Supervisor	24	466-624	1	1	1	6,048	6,480
Electronic Technician	18	348-444	1	1	1	4,628	5,088
Total 105						10,676	11,568
Overtime						1,000	1,500
Total 155						1,000	1,500
GRAND TOTAL			2	2	2	$ 11,676	$13,068

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Electronic Equipment Repairs	5800	ELECTRICAL - RADIO

Program Description:

This activity maintains radios and associated electronic equipment used by city departments. Charges are based on monthly rental schedule.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 1,500
Net Change	+ $ 1,500

Program Change

No significant changes are anticipated. This activity is considered a working capital account for the first time in 1964.

Current Level Changes

Pay Plan	+ $ 900	Miscellaneous	+ $ 500
Overtime	+ $ 500		
Capital Outlay	- $ 400		

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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SECTION IV

WATER AND SEWER FUND

ESTIMATED CURRENT REVENUE BY FUND AND SOURCE

WATER AND SEWER FUND

	Actual 1962	Estimated 1963	Estimated 1964
Water Sales - Inside	$ 1,233,471	$ 1,225,058	$ 1,611,264
Water Sales - Outside	268,574	254,481	270,000
Water Meter Sales	41,792	60,000	55,000
Water Line Extension	31,466	31,450	31,466
Water Cut-on Fees	2,360	2,900	3,000
Sewer Connection Fees	25,454	21,000	22,000
Sewer Service Fees	110,092	116,000	140,000
Interest - Sinking Fund Investments	8,123	22,835	19,000
~~Prior Year's Revenues~~	-	~~157,802~~	220,000
I. & D. Debt Payment	-	-	150,000
	$ 1,721,332	$ 1,891,526	$ 2,521,730

COMPARISON OF EXPENDITURES BY FUNCTION

WATER AND SEWER FUND

Account	Actual 1962	Budget 1963	Proposed 1964
Public Improvements			
Water Supply & Treatment	$ -	$ 161,222	$ 183,521
Water Distribution	502,492	323,712	346,213
Sewage Collection	246,016	258,288	296,764
Sewage Treatment & Disposal	58,335	61,864	74,502
Total	$ 806,843	$ 805,086	$ 901,000
Finance			
Water Service Office	$ 128,072	$ 123,297	$ 137,909
Total	$ 128,072	$ 123,297	$ 137,909
Interdepartmental			
Program Improvements	$ -	$ -	$ 6,000
Services Rendered by General Fund	-0-	-0-	155,836
	$ -0-	$ -0-	$ 161,836
TOTAL OPERATING EXPENSE	$ 934,915	$ 928,383	$1,200,745
Prior Year's Liabilities	$ -	$ 140,244	$ -
Revenue Bond Sinking Fund Payment	$ 425,000	$ 450,000	$ 511,880
G. O. Water & Sewer Bond Payment	$ 176,084	$ 151,729	$ 460,201
Capital Improvement Fund Payment	$ -	$ -	$ 348,904
GRAND TOTAL EXPENDITURES	$1,535,999	$1,670,356	$2,521,730

COMPARISON OF EXPENDITURES BY OBJECT

WATER AND SEWER FUND

Object	Actual 1962	Budget 1963	Proposed 1964
Personal Services	$ 499,639	$ 503,104	$ 543,620
Contractual Services	196,333	184,698	383,993
Commodities	210,178	219,646	224,387
Capital Outlay	28,765	20,935	397,649*
Debt Service	601,084	601,729	972,081
GRAND TOTAL	$1,535,999	$1,530,112	$2,521,730

*Includes $348,904 payment to C.I.P.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PUBLIC IMPROVEMENTS	7010, 7020, 7210, 7220		Water and Sewer

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE	BUDGET	ESTIMATED REQUIREMENTS	ADOPTED BUDGET
Personal Services	$ 417,988	$428,728	$ 463,064	$ 463,064
Contractual Services	165,694	153,843	184,294	184,294
Commodities	196,127	203,450	208,337	208,337
Capital Outlay	27,034	19,065	45,305	45,305
TOTAL	$ 806,843	$805,086	$901,000	$ 901,000
Budgeted Man Years	115	122	119	

SUMMARY BY ACTIVITIES

	$	$	$	$
Water Supply and Treatment	N. A.	161,222	183,521	183,521
Water Distribution	502,492	323,712	346,213	346,213
Sewage Collection	246,016	258,288	296,764	296,764
Sewage Treatment and Disposal	58,335	61,864	74,502	74,502
GRAND TOTAL	$806,843	$805,086	$901,000	$901,000

PUBLIC IMPROVEMENTS

Water and Sewer

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Service	$428,728	$463,064	$463,064
Contractual Services	153,843	184,294	184,294
Commodities	203,450	208,337	208,337
Capital Outlay	19,065	45,305	45,305
GRAND TOTAL	$805,086	$901,000	$901,000

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963, results in an increase in personal services.	$23,100	$
2.	Additional overtime funds are provided for use in emergencies. It is necessary, in the water and sewer utility, to maintain its operation on a twentyfour hour basis. In past years, adequate overtime has not been provided for emergency service, and for relief of sewage treatment plant operators and water pump operators during vacations and sickness.	16,000	
3.	The costs for utilities increase in 1964, due to increased consumption and underbudgeting for this purpose in 1963.	17,700	
4.	Adequate funds are provided for insurance on the utilities system.	3,300	
5.	Radio maintenance service. In 1964, this service is charged back to the activity using the service. In prior years, radio maintenance service was budgeted as a separate operating activity.	2,900	
6.	Additional supplies for maintenance of the water and		

	Increase	Decrease
sewer lines are required. The increase in supplies is necessitated by the expansion of the system and by major cave-ins, which require large quantities of construction supplies.	$3,400	
7. The costs for maintaining machinery of the water distribution and sewage collection activities increase.	4,400	
8. In 1964, emphasis is placed on providing personnel with dependable and modern equipment, with which a better and more efficient job can be expected.	26,300	
PROGRAM CHANGES		
1. Five laborer positions have been deleted.		$12,800
2. A sewage treatment plant Operator II position is added to provide assistance in all phases of sewage treatment and disposal. This position will assist the sewage treatment plant superintendent in all areas of operation.	3,800	
3. A draftsman is transferred from bond funds to operating funds. This position is used in the up-dating of valve and water main location maps. Revisions of these maps provide the Public Improvements Department with vital information about the water system, which may be used every day, and which is necessary to provide immediate service when water main breaks occur.	4,000	
MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS		
1. Replacement of 1957, 24,000 G.V.W. truck was delayed.		9,700
2. Request for purchase of hydro-lift crane to be used in loading pipe onto trucks and placing this pipe in ditches was deleted, as this purchase was granted in 1963.		5,000
3. Request for a five-member water valve maintenance crew was denied. The current level of service, which provides for some valve maintenance work throughout the year, and increased valve maintenance in the winter months, is to be continued.		28,856
4. Request for overtime in the sewage collection activity		

		Increase	Decrease
	was decreased.	$	$ 1,000
5.	Request for replacement of two stand-by engines at city water wells was transferred to the capital improvements program. It will be necessary to purchase additional pumps for emergency use during the next three to four years, until all pumps are in relatively good condition.		24,000
6.	The purchase of an eductor used in cleaning catch basins was delayed for one year.		13,500
7.	The purchase of a mobile crane used in all phases of excavations, particularly cave-ins, was deleted. The mobile crane currently used by the Public Improvements Department is serviceable for approximately one more year.		30,000
8.	One of two four-inch double diaphragm pumps used for pumping out excavations was deleted.		1,200
9.	Request for twelve laborers to be used for a six-months period in the sewage collection activity, was deleted.		16,992
10.	Request for the purchase of a back-hoe was denied. The new equipment anticipated in the drainage maintenance activity will be available to assist in the excavation of cave-ins, when required.		11,856
11.	Request for rehabilitation of three sewage lift stations was transferred to the capital improvements program for 1964.		7,300

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Water Supply & Treatment	7010	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$ 39,792	$ 44,788	$ 44,788
Contractual Services		112,110	126,893	126,893
Commodities		9,320	9,640	9,640
Capital Outlay		-0-	2,200	2,200
TOTAL	$	$161,222	$ 183,521	$183,521

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Water Pump Operator II	15	302-384	1	1	1	4,224	4,392
Water Pump Operator I	13	274-348	8	8	8	27,015	28,656
Utilityman	11	248-316	2	2	2	6,553	6,240
Total 105			11	11	11	37,792	39,288
Overtime						2,000	5,500
Total 155						2,000	5,500
GRAND TOTAL			11	11	11	$ 39,792	$ 44,788

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Water Supply & Treatment	7010	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for the continuous operation and maintenance of the City's fifteen deep water wells and fourteen chlorinators which are used to treat the water supply.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 22,300
Net Change	+ $ 22,300

Program Change

No significant changes are anticipated.

Current Level Change

Pay Plan	+ $ 1,500	Equipment Replacement	+ $ 2,200
Overtime	+ $ 3,500	Radio Maintenance	+ $ 600
Utilities for water pumping	+ $16,800	Misc. Commodities	+ $ 600
		Insurance	- $ 2,900

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Wells operated	15	15	15
Water pumped (mgd)	19.1	19.4	19.7
Amount of pumping (hours)	5,784	6,000	6,300
Chlorinators operated	14	14	14
Chlorine used (150 lb. cylinders)	-	200	200
Chlorine used (1 ton cylinders)	-	10	10
Service calls received	-	3,000	3,000
Other calls received	-	29,000	29,000
Service request calls field checked for other activities	1,248	1,250	1,250

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Water Distribution	7020	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 206,305	$ 173,218	$ 180,100	$ 180,100
Contractual Services	145,661	13,994	19,768	19,768
Commodities	128,918	131,785	135,170	135,170
Capital Outlay	21,608	4,715	11,175	11,175
TOTAL	$ 502,492	$ 323,712	$ 346,213	$ 346,213

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Water & Sewers Administrator	32	686-876	1	1	1	8,952	9,528
Water Distr. Superintendent	24	466-594	1	1	1	6,780	7,128
Water Distr. Foreman	18	348-444	7	7	7	30,536	30,744
Equipment Operator III	16	316-404	1	1	1	4,307	4,608
Engineering Aide II	17	322-424	0	0	1	-	3,984
Equipment Operator II	14	288-366	1	2	1	7,139	3,984
Water Meter Shop Foreman	13	274-348	1	1	1	3,432	3,624
Water Meter Repair Foreman	12	260-332	1	1	1	3,595	3,792
Water Serviceman	12	260-332	18	18	18	59,715	64,920
Equipment Operator I	12	260-332	2	2	2	6,008	6,576
Water Meter Repairman	11	248-316	1	1	1	3,299	3,456
Utilityman	11	248-316	1	1	1	3,004	3,120
Laborer	10	236-302	8	15	10	34,351	26,136
Total 105			43	51	46	171,118	171,600
Overtime						2,100	8,500
Total 155						2,100	8,500
GRAND TOTAL			43	51	46	$173,218	$180,100

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Water Distribution	7020	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for maintaining approximately 300 miles of water distribution lines, approximately 2,800 water valves, about 36,000 water meters, and 2,500 fire hydrants for the City's water system. The activity also makes extensions to the water distribution system.

Comments on Budgeted Program:

Net Program Change	- $ 12,800
Net Current Level Change	+ $ 35,300
Net Change	+ $ 22,500

Program Change

Five Laborer positions (-$12,800) have been deleted as a result of operating economies. No other program changes are anticipated.

Current Level Change

Pay Plan	+ $ 9,200	Equipment Replacement	+ $ 6,500
Overtime	+ $ 6,400	Construction Supplies	+ $ 3,400
Engineering Aide II	+ $ 4,000	Custodial & Radio Service	+ $ 1,200
Insurance	+ $ 3,700	Misc. Contractual Service	+ $ 900

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
C.I. Pipe (4" diameter or greater)			
Feet installed	9,975	10,000	10,000
Feet lowered	-	1,000	1,000
Feet renewed	-	100	100
Miles in ground	231	237	242
Galvanized Pipe (less than 4")			
Feet installed	50,527	32,000	35,000
Feet lowered	-	500	500
Feet renewed	-	500	500
Miles in ground	61	63	65
Leaks repaired	1,326	1,200	-
Water Valves (4" or greater)			
Installed	-	40	40
Serviced	-	50	50
Number in ground	-	2,315	2,355
Water Valves (less than 4")			
Installed	-	100	100
Serviced	-	40	40
Number in ground	-	448	460
Water Meters (greater than 5/8")			
Installed	23	20	20
Number in ground	571	615	635
Water Meters (5/8")			
Installed	663	700	900
Serviced	5,707	7,000	7,000
Plugged	75	40	40

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Water Distribution	7020	PUBLIC IMPROVEMENTS

Program Description:

Comments on Budgeted Program:

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET
Removed	111	70	70
Number in ground	36,100	36,600	37,200
Fire Hydrants			
Total number in service	2,400	2,450	2,500
Installed	-	20	20
Replaced	–	15	15
Relocated	-	20	20
Flushed & serviced	9,100	9,200	9,300

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Sewage Collection	7210	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 171,660	$ 175,949	$ 190,736	$ 190,73
Contractual Services	12,797	19,369	27,048	27,04
Commodities	57,093	50,945	51,550	51,55
Capital Outlay	4,466	12,025	27,430	27,43
TOTAL	$ 246,016	$ 258,288	$ 296,764	$ 296,76

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET 1963	BUDGET 1964
		$				$	$
Sewage & Drainage Supt.	24	466-594	1	1	1	6,552	6,79
Sewage & Drainage Supv.	20	384-490	1	1	1	4,956	5,08
Sewage & Drainage Fman. II	18	348-444	5	3	5	13,080	21,52
Equipment Operator III	16	316-404	1	1	1	4,307	4,60
Sewers & Drainage Fman. I	14	288-366	0	2	0	8,010	0
Equipment Operator II	14	288-366	4	4	4	16,941	15,93
Sew. & Drain. Serviceman II	12	260-332	21	21	21	67,238	68,37
Sew. & Drain. Serviceman I	11	248-316	12	14	12	35,190	36,86
Laborer	10	236-302	7	5	7	11,675	20,54
Total 105			52	52	52	167,949	179,73
Overtime						8,000	11,00
Total 155						8,000	11,00
GRAND TOTAL			52	52	52	$175,949	$190,73

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Sewage Collection	7210	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for maintaining the sanitary sewer system of the City and for extending this system.

Comments on Budgeted Program:

Net Program Change	-0-
Net Current Level Change	+ $ 38,500
Net Change	+ $ 38,500

Program Change

No significant changes are anticipated.

Current Level Change

Pay Plan	+ $ 11,800	Equipment Replacement	+ $ 15,400
Overtime	+ $ 3,000	Maint. of Machinery	+ $ 3,400
Elect. & Radio Service	+ $ 1,100	Misc. Commodities	+ $ 1,300
Insurance	+ $ 2,500		

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Total miles of sanitary sewers	260	265	270
Catch basins:			
Number cleaned	9,470	9,500	9,600
Number repaired	80	110	110
Number raised	6	6	6
Number lowered	6	5	5
Number built new	55	50	50
Manholes:			
Number cleaned	1,547	1,550	1,575
Number repaired	175	80	100
Number raised	85	70	80
Number lowered	71	60	70
Number built new	157	100	100
Cave-ins repaired:			
Number of man hours	14,640	16,000	15,200
Number of cave-ins	183	200	190
Sewers Rodded (Sanitary)	1,000	1,000	1,000
Sewers Rodded (man hours)	-	6,000	6,000
Sewer Mains repaired	139	146	150
Septic tanks and grease traps cleaned	9,931	7,000	7,000
Acres Oxidation ponds maintained	41.7	41.7	41.7

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Sewage Treatment & Disposal	7220	PUBLIC IMPROVEMENTS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 40,023	$ 39,769	$ 47,440	$ 47,440
Contractual Services	7,236	8,370	10,585	10,585
Commodities	10,116	11,400	11,977	11,977
Capital Outlay	960	2,325	4,500	4,500
TOTAL	$ 58,335	$ 61,864	$ 74,502	$ 74,502

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Sewage Treatment Supt	24	466-594	1	1	1	6,300	6,480
Sewage Treatment Plant OprII	16	316-404	0	0	1		3,792
Sewage Treatment Plant Opr. I	14	288-366	5	5	5	20,705	20,160
Lift Station Maintenanceman	12	260-332	2	2	2	6,008	6,576
Equipment Operator I	12	260-332	1	1	1	2,756	3,120
Total 105			9	9	10	$35,769	$40,128
Overtime						4,000	7,312
Total 155						4,000	7,312
GRAND TOTAL			9	9	10	$39,769	$47,440

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Sewer Treatment & Disposal	7220	PUBLIC IMPROVEMENTS

Program Description:

This activity is responsible for the operation and maintenance of the treatment plant, 35 lift stations and 3 oxidation ponds.

Comments on Budgeted Program:

Net Program Change	+ $ 3,800
Net Current Level Change	+ $ 8,800
Net Change	+ $12,600

Program Change

One sewage treatment plant Operator II ($3,800) has been added to provide for assistance in the general operation of the City's sewage treatment facilities. No other major program changes are anticipated.

Current Level Change

Pay Plan	+ $ 600	Machinery Maintenance	+ $ 1,000
Overtime	+ $ 3,300	Equipment Replacement	+ $ 2,200
Utilities	+ $ 900	Misc. Commodities	+ $ 800

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Treatment plants operated	1	1	1
Sewage treated at plant (mg)	1,032	1,146	1,200
Grit chamber sand disposal (Cu. Yds.)	365	390	390
Oxidation ponds operated	3	3	3
Area of ponds (acres)	41.7	41.7	41.7
Sewage treated at ponds (mg)	244	300	345
Lift stations operated	32	35	37
Lift station service checks	8,320	9,100	9,620

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
FINANCE	7030		WATER & SEWER

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 81,651	$ 74,376	$ 74,556	$ 74,556
Contractual Services	30,639	30,855	43,863	43,863
Commodities	14,051	16,196	16,050	16,050
Capital Outlay	1,731	1,870	3,440	3,440
TOTAL	$128,072	$ 123,297	$137,909	$ 137,909
Budgeted Man Years	20	20	19.5	

SUMMARY BY ACTIVITIES

Water Service Office	$ 128,072	$ 123,297	$ 137,909	$ 137,909
GRAND TOTAL	$128,072	$ 123,297	$ 137,909	$ 137,909

FINANCE

Water and Sewer Fund

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ 74,376	$ 74,556	$ 74,556
Contractual Services	30,855	43,863	43,863
Commodities	16,196	16,050	16,050
Capital Outlay	1,870	3,440	3,440
TOTAL	$123,297	$137,909	$ 137,909

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

		Increase	Decrease
1.	Revision of the pay plan in July, 1963, results in an increase in personal services.	$1,500	$
2.	Service charge for custodial and mail delivery services. In 1964, this service is charged back to the activity using the service. In prior years, mail delivery and custodial service were budgeted together as a separate, operating activity.	2,300	
3.	In 1964, requirements for equipment replacement increase in the customer service office.	1,600	

PROGRAM CHANGES

1.	The service charge for data processing increases in 1964 due to improved services provided by this activity.	11,000	
2.	The position of customer service office supervisor is deleted, due to operating economies and the reorganization of the Finance Department.		5,400
3.	A portion of the treasurer's salary is charged to the customer service office in 1964, as this person is		

	Increase	Decrease
responsible for supervising its work.	$3,600	$

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

No major revisions were made.

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Water Service Office	7030	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 81,651	$ 74,376	$ 74,556	$ 74,556
Contractual Services	30,639	30,855	43,863	43,863
Commodities	14,051	16,196	16,050	16,050
Capital Outlay	1,731	1,870	3,440	3,440
TOTAL	$128,072	$ 123,297	$137,909	$ 137,909

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
City Treasurer	25	490-624	0	0	.5	-0-	3,564
Supervisor	21	404-514	0	1	0	5,376	-0-
Clerk IV	19	366-466	1	1	1	4,596	4,848
Clerk III	16	316-404	4	4	2	15,269	7,968
Clerk-Typist II	14	288-366	1	0	1	-0-	3,624
Water Service Rep. II	14	288-366	1	1	0	3,948	-0-
Clerk II	13	274-348	2	2	4	6,954	14,712
Water Service Rep. I	12	260-332	10	10	9	35,600	37,008
Clerk I	10	236-302	1	1	1	2,633	2,832
GRAND TOTAL			20	20	18.5	$ 74,376	$ 74,556

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Water Service Office	7030	FINANCE

Program Description:

This activity is supervised by the City Treasurer. The clerical personnel of the activity are responsible for processing new water and sewer customers, transferring customer accounts, handling of complaints, adjusting water and sewer bills, and closing customer accounts. This activity reads approximately seventeen thousand water meters per month and handles all meter turn-ons and cut-offs.

Comments on Budgeted Program:

Net Program Change	+ $ 9,200
Net Current Level Change	+ $ 5,400
Net Change	+ $14,600

Program Change

Additional data processing charges of ($11,000) are included as a portion of the increased charge for the improved data processing service. The position of Water Service Office Supervisor is deleted ($5,400) due to operating economies. A portion of the Treasurer's salary is charged to this account, since he supervises the activity.

Current Level Change

Custodial Services	+ $ 2,300
Equipment Replacement	+ $ 1,600
Pay Plan	+ $ 1,500

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Number of meters read	35,964	37,048	38,000
Number meters re-read	750	1,221	1,500
Bills adjusted for leaks & incorrect reading	1,500	2,620	2,750
Water repairs in field	275*	348	475
Incoming telephone calls	33,650	32,256	34,000
Counter information request	18,900	20,125	21,000
Notices mailed to new customers	1,950	2,200*	2,300
Field checks of new customers	1,230	1,420	1,500
Delinquent W & S accounts processed before cut-off	9,750	12,200	13,500
Meters cut-off for non-payment	2,280	2,450	2,600
Bad checks received	162	112	125
Bad checks collected	162	112	125
Duplicate bills issued for customers	8,000	9,000*	10,000
Meters turned on - new customers & transfers	6,375	7,844	8,200

*Estimate

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
INTERDEPARTMENTAL	7410, 7420, 7430 & 7440		WATER & SEWER

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 0	$ 0	$ 6,000	$ 6,000
Contractual Services	0	0	155,836	155,836
Commodities				
Debt Service	601,084	601,729	972,081	972,081
Capital Outlay	0	0	308,031	348,904
TOTAL	$ 601,084	$ 601,729	$ 1,441,948	$ 1,482,821
Budgeted Man Years				

SUMMARY BY ACTIVITIES

	$	$	$	$
Debt Service	601,084	601,729	835,978	972,081
Capital Improvements	0	0	428,640	348,904
Program Improvements	0	0	6,000	6,000
Contractual Service	0	0	171,330	155,836
GRAND TOTAL	$ 601,084	$ 601,729	1,441,948	1,482,821

INTERDEPARTMENTAL

Water and Sewer Fund

Object	1963 Budget	1964 Recommendation	1964 Adopted Budget
Personal Services	$ -0-	$ 6,000	$ 6,000
Contractual Services	-0-	171,330	155,836
Commodities	-0-	-0-	-0-
Debt. Service	601,729	835,978	972,081
Capital Outlay	-0-	428,640	348,904
TOTAL	$601,729	$1,441,948	$1,482,821

RECOMMENDED 1964 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1963 ADOPTED BUDGET

	Increase	Decrease
1. Additional debt service payments for 1964 are required in accordance with bond covenants.	$ 330,654	$
2. In 1964, funds are set aside for payment of services rendered by the General Fund to the Water and Sewer Fund. A specific account is set up for these payments rather than deductions being made from various operating activity accounts as in past years. The procedure followed in 1964 is in accordance with accepted accounting principles.	$ 155,836	

PROGRAM CHANGES

1. In 1964, the City begins a pay-as-you-go capital improvement program to assist in meeting the backlog of needed municipal facilities. $ 348,904

2. Provision is made for program improvements during 1964. In past years the initiation of programs and/or procedures which required first-year expenditures to provide for economies in future years were delayed until the next fiscal year or were instituted at the sacrifice of a

	Increase	Decrease
current and continuing program. With the specific allocation of funds for program improvements, these improvements can be made without sacrificing current programs. Expenditures from this account will only be made after careful study and full justification.		$6,000

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Water & Sewer Fund Debt Service	7410	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services				
Commodities				
Debt Service	601,084	601,729	972,081	972,081
Capital Outlay				
TOTAL	$ 601,084	$ 601,729	$972,081	$ 972,081

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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Activity: Debt Service	Account Number: 7410		Department: INTERDEPARTMENTAL
Type	1962	1963	1964
Water and Sewer Sinking Fund Payment	$425,000	$450,000	$511,880 *
Water and Sewer General Obligation Bond Payment	176,084	151,729	460,201
TOTAL	$601,084	$601,729	$972,081

* Includes $35,630 for anticipated debt service on 1964 Water and Sewer Revenue Bonds

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Capital Improvements	7420	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES	BUDGET	ESTIMATED REQUIREMENTS	FINAL ALLOWANCE
Personal Services	$	$	$	$
Contractual Services				
Commodities				
Capital Outlay	-0-	-0-	348,904	348,904
TOTAL	$ -0-	$ -0-	$ 348,904	$ 348,904

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Capital Improvements	7420	INTERDEPARTMENTAL

Program Description:

This account provides for payment of current revenues to the pay-as-you-go C. I. P. of the City.

Comments on Budgeted Program:

Net Program Change	+ $348,904
Net Current Level Change	+ $ -0-
Net Change	+ $348,904

Program Change

The City begins a pay-as-you-go capital improvement program in 1964 to assist in meeting the backlog of needed municipal facilities.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Program Improvements	7430	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$	$	$ 6,000	$ 6,000
Contractual Services				
Commodities				
Capital Outlay				
TOTAL	$ -0-	$ -0-	$ 6,000	$ 6,000

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Program Improvement	7430	INTERDEPARTMENTAL

Program Description:

This account provides funds for program improvement.

Comments on Budgeted Program:

Net Program Change	+ $ 6,000
Net Current Level Change	-0-
Net Change	+ $ 6,000

Program Change

Provision is made for program improvements during 1964. In the past years, the initiation of programs and/or procedures, which require first-year expenditures to provide for economies in future years, were delayed until the next fiscal year or were instituted at the sacrifice of a current and continuing program.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Services by General Fund	7440	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	0	0	155,836	155,836
Commodities	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ -0-	$ -0-	$ 155,836	$ 155,836

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Services by General Fund	7440	INTERDEPARTMENTAL

Program Description:

This account provides funds for payment to the General Fund for services rendered. These services include general administration, employee benefits, and other chargable items.

Comments on Budgeted Program:

In 1964 the specific funds are set aside for payment for services for the first time. In past years these payments have not been handled in accordance with best accounting procedures.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

SECTION V

CAPITAL IMPROVEMENTS FUND

CAPITAL IMPROVEMENT PROGRAM

SUMMARY

RESOURCES		
Current Revenues	$ 428,640	
1964 Revenue Bonds	842,411	
1962 Revenue Bonds	134,772	
1961 Revenue Bonds	60,000	
1960 Revenue Bonds	20,000	
Federal 660 Payments	68,100	
Total Resources		$ 1,553,923

EXPENDITURES		
Public Buildings	$ 249,000	
Paving	110,000	
Drainage	55,140	
Traffic	6,500	
Recreation	8,000	
Water	568,647	
Sewer	556,636	
Total Improvements		$ 1,553,923

ESTIMATED REVENUES BY SOURCE

General Capital Improvements Program

Current Revenues	$428,640
TOTAL FUNDS AVAILABLE	$428,640

CAPITAL IMPROVEMENTS PROGRAM

GENERAL IMPROVEMENTS

Public Buildings		
Fire Training Tower	$ 54,000	
Police Court Building Improvement	140,000	
Auditorium Improvements	50,000	
Recreation office building remodelling	5,000	
Total Buildings		$249,000
Paving		
Bay Street to President	50,000	
Street Improvement Bonds	30,000	
Widen Intersections - Waters Avenue	30,000	
Total Paving		$110,000
Drainage		
Miscellaneous	51,500	
Poplar Place	3,640	
Total Drainage		$ 55,140
Traffic Engineering		
Street Lights Requested	5,000	
Signal Lights	1,500	
Total Engineering		$ 6,500
Recreation		
Lights for Softball Field	6,000	
Development of Recreation areas	2,000	
Total Recreation		$ 8,000
GRAND TOTAL		$428,640

ESTIMATED REVENUE BY SOURCE

Water and Sewer Capital Improvements Program

Water		
1964 Revenue Bonds	$ 393,875	
1962 Revenue Bonds	114,772	
1961 Revenue Bonds	60,000	
Total Water Bond Revenue Available		$ 568,647
Sewer		
1964 Revenue Bonds	$ 448,536	
1962 Revenue Bonds	20,000	
1960 Revenue Bonds	20,000	
Federal 660 Payments	68,100	
Total Sewer Bond & Grant Revenue Available		$ 556,636
Total Water and Sewer Funds Available		$ 1,125,283

CAPITAL IMPROVEMENTS PROGRAM

WATER AND SEWER IMPROVEMENTS

Water		
Montgomery Crossroads Main	$ 50,000	
Standby Pumps	24,000	
Modify Water Lines	30,000	
Improve Existing System	35,000	
New Subdivisions	121,342	
Modify Well #1	12,000	
DeRenne Avenue Extension	10,000	
Agreements ($430 each)	180,600	
Armstrong College	45,705	
Telemeter Wells	60,000	
Total Water		$ 568,647
Sewers		
Bacon Park Treatment Plant	$230,550	
Windsor Forest Oxidation Pond	47,000	
Lower Lines Before Paving	20,000	
Lift Stations - Improvements	7,300	
System Improvements (inside city)	30,000	
System Improvements (outside city)	70,000	
Armstrong College Mains	38,786	
Sewage System Studies	20,000	
Barjan Terrace Area	48,000	
Sunset Park	45,000	
Total Sewers		$ 556,636
GRAND TOTAL		$1,125,283

SECTION VI

NATHANAEL GREENE FUND

NATHANAEL GREENE

	1962	1963	1964
REVENUES			
Sale of Lots	-	$160,000	-
Total Revenue	-	$160,000	-
EXPENDITURES			
For Prior Year's Liabilities	-	$160,000	-
Total Expenditures	-	$160,000	-

SECTION VII

INDUSTRIAL AND DOMESTIC WATER SUPPLY

ESTIMATED CURRENT REVENUE BY FUND AND SOURCE

INDUSTRIAL AND DOMESTIC WATER SUPPLY

Source	Actual 1962	Budget 1963	Proposed 1964
Sale of Water to Industry	$620,916	$602,680	$681,005
TOTAL REVENUE	$620,916	$602,680	$681,005

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
I. & D. Water	8000 8410	Water Treatment & Distribution	I & D Water Supply

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	ADOPTED BUDGET
Personal Services	$ 96,390	$ 99,790	$105,016	$105,016
Contractual Services	138,669	135,805	136,696	136,696
Commodities	82,673	104,905	107,695	107,695
Capital Outlay	8,825	5,050	25,100	25,100
Debt Service	236,706	257,130	306,498	306,498
TOTAL	$563,263	$602,680	$681,005	$681,005
Budgeted Man Years	21.0	21.0	21.0	

SUMMARY BY ACTIVITIES

	$	$	$	$
Water Treatment & Distribution	326,557	345,550	380,757	380,757
Debt Service	236,706	257,130	306,498	306,498
GRAND TOTAL	$563,263	$602,680	$687,255	$687,255

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Treatment & Distribution	8000	Industrial & Domestic Water Fund

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	$ 96,390	$ 99,790	$ 105,016	$ 105,016
Contractual Services	138,669	135,805	136,696	136,696
Commodities	82,673	104,905	107,695	107,695
Capital Outlay	8,825	5,050	25,100	25,100
TOTAL	$ 326,557	$ 345,550	$ 374,507	$ 374,507

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 62	Budget 63	Budget 64	BUDGET 1963	BUDGET 1964
		$				$	$
Water Utility Director	32	686-876	1.	1.	1.	8,568	9,072
Filtration Plant Sup't.	24	466-594	1.	1.	1.	6,552	6,792
Ass't. Filtration Plant Sup'v.	20	384-490	1.	1.	1.	5,208	5,592
Master Maint. Mechanic	19	366-466	1.	1.	1.	4,956	5,088
Maintenance Mechanic	17	332-424	1.	1.	1.	4,596	4,848
Laboratory Technician	17	332-424	1.	1.	1.	3,780	3,984
Filtration Plant Operators	14	288-366	10.	10.	10.	41,662	43,104
Utilityman	11	248-316	5.	5.	5.	16,340	17,280
Total 105			21	21	21	91,662	95,760
Social Security						3,128	3,256
Total 110						3,128	3,256
Overtime						5,000	6,000
Total 155						5,000	6,000
GRAND TOTAL			21	21	21	$ 99,790	$ 105,016

BUDGET

PERFORMANCE DATA

Activity Title:	Account Number	Department:
Treatment and Distribution	8000	I. & D. WATER

Program Description:

Provide water to industries served at adequate pressure and flow and within the chemical limits provided in contract.
Accurately meter and bill water to industries.
Periodically check water at different points on main for bacteria content, chlorine, pressure, etc.

Comments on Budgeted Program:

Continuation of services provided in the past with emphasis on valves, meters and controls on pipe lines.
Better quality water with better chemical feed equipment at plant.

WORK LOAD STATISTICS	ACTUAL 1962	ESTIMATE 1963	BUDGET 1964
Raw Water Pumped (gals.)	10,309,120,000	10,897,557,165	11,132,500,000
Average daily pumping (gals.)	28,244,164	29,856,321	30,500,000
Water Filters (8)			
Total times all filters backwashed	575	636	640
Tons of chlorine unloaded	160	200	250
Tons of lime unloaded	800	1,000	1,100
Composite chemical analysis made	12	10	12
Number of meters read monthly	21	21	22
Number of bills prepared monthly	17	17	17
Meters pulled	* 5	5	10
Number of meters repaired	* 5	5	10
Man-hours on meters repaired	* 50	50	100
Routine equipment checks at Lathrop Avenue Station	360	360	360
Jar test run	1,800	1,896	1,900
Bacteria test	* 10,140	4,420	4,420

*Estimate

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Debt Service	8410	Industrial & Domestic Water Fund

MAJOR OBJECT CLASSIFICATION		ACTUAL EXPENDITURES 1962	BUDGET 1963	ESTIMATED REQUIREMENTS 1964	FINAL ALLOWANCE
Personal Services	Revenue Bond Retirement	$ 156,706	$ 157,130	$	$
Contractual Services	Principal	N. A.	N. A.	118,000	118,000
	Interest	N. A.	N. A.	38,498	38,498
Commodities		156,706	157,130	156,498	156,498
Capital Outlay	Retirement of City Loan	80,000	100,000	150,000	150,000
TOTAL		$ 236,706	$ 257,130	$ 306,498	$ 306,498

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
		$				$	$

R & B Form No. 9
7-63

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PERFORMANCE DATA

Activity Title:	Account Number	Department:
Debt Service	8410	I. and D. WATER SUPPLY

Program Description:

This account provides for payment of debt on bonds of Industrial and Domestic Water Supply.

Comments on Budgeted Program:

No change is anticipated.

WORK LOAD STATISTICS	ACTUAL	ESTIMATE	BUDGET

R & B Form No. 1
7-63

REVENUE ORDINANCE

TO ASSESS AND LEVY TAXES AND RAISE REVENUE FOR THE CITY OF SAVANNAH; TO PROVIDE TAXES FOR BUSINESS AND PROFESSIONS; TO PROVIDE FOR THE REGULATION OF CERTAIN KINDS OF BUSINESSES IN THE CORPORATE AND JURISDICTIONAL LIMITS OF SAID CITY; TO PROVIDE A TAX ON THE GROSS INCOME OF CERTAIN KINDS OF BUSINESSES; TO FIX PENALTIES FOR THE VIOLATION OF THE REVENUE ORDINANCES OF SAID CITY; AND FOR OTHER PURPOSES CONNECTED WITH TAXES AND REVENUE IN SAID CITY.

(Detail of all levies and charges included in Revenue Ordinance Booklet).

Ordinance read in Council for the first time December 26, 1963 and, by unanimous consent of Council, read a second time, placed upon passage and adopted and approved December 26, 1963. Motion of Alderman Coleman, seconded by Alderman Shoob and unanimously carried.

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BUDGET ORDINANCE

AN ORDINANCE TO BE ENTITLED "AN ORDINANCE TO PROVIDE A BUDGET FOR THE EXPENDITURE OF THE REVENUE OF THE MAYOR AND ALDERMEN OF THE CITY OF SAVANNAH, TO BE RECEIVED IN THE YEAR 1964, AND FOR OTHER PURPOSES."

Be it ordained by the Mayor and Aldermen of the City of Savannah, in Council assembled, and it is hereby ordained by authority thereof that,

WHEREAS, the City Manager has submitted a budget for the expenditure of funds to be received by the City of Savannah in the fiscal year 1964,

NOW THEREFORE, said budget as amended is hereby adopted, and the amounts as shown therein are hereby appropriated to the various departments for the fiscal year 1964.

Ordinance read in Council for the first time December 26, 1963 and, by unanimous consent of Council, read a second time, placed upon its passage and adopted and approved December 26, 1963, upon motion of Alderman Carswell, seconded by Alderman Rauers.

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AMENDMENTS TO PROPOSED 1964 BUDGET

MADE BY MAYOR & ALDERMEN

	FROM				TO		
Item	Department	Activity Code	Object Code	Amount	Department	Activity Code	Object Code
(1)	Police	2631	500	$ 2,000	Interdepartmental	3630	200
(2)	Police	2640	100	$ 15,768	Interdepartmental	3630	200
		2640	500	$ 2,922	Interdepartmental	3630	200
(3)	Interdepartmental						
	A.	3650	100	$ 8,700	Interdepartmental	3630	200
			200	$ 2,000	Interdepartmental	3630	200
			300	$ 2,000	Interdepartmental	3630	200
			500	$ 30,000	Interdepartmental	3630	200
	B.	3630	200	$ 1,350	Non-departmental	3870	200
	C.	3630	200	$ 1,575	Non-departmental	3850	200
(4)	Non-departmental						
		3870	200	$ 3,500	Item deleted and General Fund Revenue decreased.		
(5)	Capital Improvement Program			-0-	Priority of Installation only		

Notes on Items:

1- Proposed amount for automobile purchase in Adult Investigations reduced by amount of excess and transferred to Contingencies Account.

2- Proposed addition of nine Patrolmen and one Sergeant reduced to six Patrolmen and no Sergeant. Car proposed for Sergeant deleted. Total reduction in funds transferred to Contingencies Account.

3- A- The account entitled "Program Improvements" deleted, and proposed funds transferred to Contingencies Account.

B- Contribution of $750 for Bacon Park Commission approved and contribution to Telfair Academy increased by $600 to a total of $4,500.

C- Contribution to Civil Defense increased.

4- Deleted contribution to Savannah Transit Authority for payment of interest on loan to the Authority from the City. Anticipated miscellaneous revenue in the General Fund was also lowered.

5- No decrease or increase in funds made. The following priorities of installation of signal improvements was established: 1st- 52nd & Skidaway Road;
2nd- McAlpine & Victory Drive