SAV.RB.01-1967-01

CITY OF SAVANNAH, GEORGIA

ANNUAL BUDGET

FISCAL YEAR

January 1, 1967 through December 31, 1967

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BUDGET FORMAT

Page Color	Title	Description
Red	Table of Contents and Section Pages	
	General Budget Summaries	
White	City Manager's Presentation of the Budget to Mayor and Aldermen	City Manager's Letter of Transmittal which notes major Program Improvements, the Capital Improvement Program, and indicates the programs the City will emphasize in 1967.
	Revenue and Expenditure Summaries	
Blue	Estimated Current Revenue	A three year comparative table of major Current Revenue Sources for each Fund.
Blue	Comparison of Expenditures	Detailed comparative tables of expenditures for a three year period, by Function, by Object and by Department.
	Departmental Budget Details	
Yellow	Narrative Summary	A detailed narrative of the departmental work program. Notes major program and cost changes, and program improvements. Compares cost of operations over a two year period.
Yellow	Expenditure Summary	Presents a three year comparison of departmental expenditures by Object and Activity; indicates total allotted man years of the Department; and the estimated requirements needed for 1967.
Green	Budget Summary	Indicates expenditures by Department in each Object and Activity; Major Current Level Changes, Program Improvements and Major Revisions from Departmental Requests.

Page Color	Title	Description
White	Activity Detail	Presents a comparison of expenditures by Object for each Activity. Also included is a Personnel Schedule which shows the classification, salary range, and number of man years allotted to each Activity for the last three years.
White	Performance Data	Describes the functional programs, comments on Current Level Changes and Program Improvements; and presents workload statistics for each function.

SECTION I

SUMMARY

City of Savannah, Georgia

OFFICE OF THE CITY MANAGER

November 9, 1966

Mayor and Aldermen
City of Savannah
City Hall
Savannah, Georgia

Gentlemen:

By this letter, I am submitting for your consideration and approval the proposed budget for 1967. As proposed, the budget is balanced. It totals $11,520,260.

The projected income to finance the cost of the 1967 budget totals $11,520,260. This represents an increase of less than two-tenths of one percent over the projected 1966 income figure.

The proposed budget lists and describes the program objectives for the coming year and identifies the resources that will be required to accomplish these objectives.

As in prior years, this budget makes further progress in the City's effort to establish a program or performance budget. The ultimate goal is to develop the annual budget around specific programs and service levels for each activity in the city operation.

This budget has pointed up again the need for program planning and budget planning two years or more in advance. This is needed both for the Operating Budget and the Capital Improvement Budget. As a first step toward this objective, we have scheduled the preparation of the 1968 budget to begin in the first quarter of 1967. This is some three months earlier than the usual starting date for budget preparation. At the same time, an effort will be made to begin preliminary work on the 1969 budget. By 1969, we hope to be in a position to project Operating Budget needs two to three years ahead, and to project Capital Improvement budget needs five years ahead.

The Budget Described

This budget includes the budget proposals for the City's two major funds. These are: the General Fund and the Water and Sewer Fund. In addition, the budget contains the budget proposals for the Revolving Funds, the Capital Improvement Fund and the Industrial and Domestic Water Supply Fund. The budgets for these three funds are non-add budgets.

The Revolving Funds are financed entirely from charge-backs to the General Fund and the Water and Sewer Fund. The Capital Improvement budget is financed by contributions from the General Fund and the Water and Sewer Fund, and from property assessments and bond funds.

The budget for the Industrial and Domestic Water Supply Fund has been adopted by the Industrial and Domestic Water Supply Commission. Subject to certain limitations, this Commission is solely responsible for the budget and operations of the Industrial and Domestic Water Supply Fund. The budget for this fund is included with the City's budget only for information.

The totals for the proposed budgets under each of the funds are shown below. For comparison, the 1966 budget for each of these funds is also shown.

Budget	Adopted 1966	Proposed 1967
General Fund	$8,683,825	$8,720,260
Water & Sewer Fund	2,783,000	2,800,000
Revolving Funds	1,190,971	1,574,477
Capital Improvement Fund	3,880,788**	1,562,916*
Industrial & Domestic Water Sup.	736,711	746,984

THE GENERAL FUND BUDGET

Budget Total

The proposed budget for the General Fund totals $8,720,260. This is an increase over the 1966 budget for this fund of $36,435. This increase amounts to less than one-half of one percent.

The greatest increase in the General Fund budget is found in personal services cost. This increase is caused by the increases required to cover normal merit pay adjustments and by increases in Social Security

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*This figure excludes costs to be paid by assessments.

**This figure excludes costs which were to be paid by assessments and includes an appropriation in the amount of $1,078,770 from Revenue Bonds which was reserved to pay the cost of the first phase of the Pollution Abatement Program.

and Group Insurance costs. This increase is more than offset by a decrease from the 1966 figure in the amount of the contribution the General Fund will make to the Capital Improvement Fund in 1967. The contribution proposed for 1967 is some $257,541 less than in 1966.

See Tables II, III, and IV which are attached to this letter for a list of the General Fund departments, and for a more detailed summary of the General Fund budget, by department and by major object code.

Revenue

The revenue sources for the General Fund are basically the same as in 1966. As presently constituted, these revenue sources will produce only slightly more income in 1967 than was produced in 1966. The projected increase in income totals $36,435. This represents an increase of less than one-half of one percent. A detailed summary of the revenues projected for the General Fund in 1967 is found in Table I which is attached to this letter.

Work Program

The service levels which the General Fund budget projects for 1967 are about the same as those for 1966. There are, however, several significant programs proposed for 1967 which should be specifically noted.

Merit Pay: As in previous years, funds are provided in the proposed budget for merit and probation pay increases. This program will cost $228,523. Merit increases are given for satisfactory work during the preceding year.

Reorganization: To help improve operating efficiency and effectiveness, two departments are reorganized in this budget to create two new departments:

A. The Research and Budget Department will be combined with the Engineering Division, to create a new department which will be designated as the Department of Planning-Programming-Budget. The Engineering Division is now a part of the Department of Public Improvements.

   The new Department of Planning-Programming-Budget will be responsible for the following functions:

   1. It will monitor the annual budget operation for the City Manager.

   2. It will conduct operational studies for the purpose of improving the effectiveness and efficiency of City operations.

3. It will be responsible for scheduling, coordinating, monitoring and reporting all the City's public improvement projects.

4. It will perform the research and planning that is needed for the preparation of the annual Operating Budget and Capital Improvement Budget of the City.

5. It will be responsible for the engineering design of public improvement projects.

The activities of this new department will be divided into five categories:

1. Operational analysis

2. Budget planning

3. Field surveys for capital improvement projects and for planning and petitions.

4. Project Design

5. Contract administration

In 1967, this department will undertake the following study projects, among others:

1. A study will be made of the organization, functions and procedures of the Water and Sewer Department. The Study will determine what should be done, if anything, to improve the effectiveness and efficiency of this operation.

2. A study will be made of the organization and procedures of the Sanitation Department in an effort to find a way to increase the frequency of trash collections within the limits of the present budget of the Sanitation Department, or, if this cannot be done, the study will identify what is needed in the way of additional resources to improve the trash collection service.

3. A study will be made of the organization and operation of the Fire Department to determine what changes, if any, should be made in the organization and procedures of the department.

4. This department will begin working on the 1968 budget in the first quarter of 1967. Budget preparation does not usually begin until July of each year. Also, this department will begin the research needed to make a three-year projection of Operating Budget needs, and a five-year projection of Capital Improvement needs.

B. The Department of Public Improvements will be reorganized and renamed the Department of Public Services. The engineering division will be removed from this department. Responsibility for cemetery maintenance and care will be added to this department. It should be noted that in 1966 the Street Maintenance Division was moved from this department and combined with the Traffic Engineering Department to create the new Department of Streets and Traffic. This new Department of Public Services will be concerned exclusively with services. It will no longer have responsibility for public improvement projects.

City Code: Under this program, it is proposed that the City Code be made current and that it be combined into loose-leaf volumes. At present, the City Code consists of a permanently bound volume and a loose-leaf supplement. The permanently bound volume contains many Code provisions which have been repealed. To know this, however, one must refer first to the permanently bound volume and then to the loose-leaf supplement. This is cumbersome and time-consuming. Moreover, the City Code should be reorganized to make it easier to use. This budget proposes to appropriate $10,000 for this project.

Personal Property Tax on Vehicles: Beginning in 1967, the personal property tax on vehicles will be paid at the time the license tag for the vehicle is purchased. The Tax Commissioner of Chatham County will collect these taxes for the City. Funds in the amount of $10,500 are provided in the proposed budget to pay the fees for this service.

Trash Collections: Funds are provided to add five trash collectors in the Sanitation Division. The purpose of this program is to reduce the time span between trash pick-ups from the current fifteen working days to eleven working days. The cost of this program will be $17,100.

Drainage Maintenance: This budget includes funds in the amount of $122,800 to implement the recommendations of the Drainage Maintenance Study Report, which you received in October. These funds will be used to add crews and equipment to the drainage maintenance organization. The following changes in the level of service are anticipated as a result of these additions:

Type of Facility	Number per Year New Program	Number per Year Old Program
Catch basins cleaned	16,000	10,000
Large ditches cleaned	100 miles per year	50 miles per year
Small ditches cleaned	150 miles per year	90 miles per year
Storm sewers cleaned	100,000 feet per year	3,000 feet per year
Plant growth removed from canals	6 miles per year	0 miles per year

Cemeteries: The cemetery care and maintenance activity will be placed in the new Department of Public Services. Funds are provided in the budget to add the equipment and make the organizational changes in the cemetery operation recommended by the cemetery study report. As a result of these changes, the following improvements in the performance of the cemetery operation are expected:

Activity	New Level of Service	Old Level of Service
Interments		
Man Hours		
Bonaventure	5.35	10.00
Greenwich	3.70	10.00
Laurel Grove North	7.00	7.50
Laurel Grove South	7.00	7.00
Cost Per Interment		
Bonaventure	$12.50*	$22.00
Greenwich	$10.30*	$24.00
Laurel Grove North	$14.55	$18.70
Laurel Grove South	$16.75	$17.50

*Cost after total purchase price of equipment is amortized during 1967.

Activity	New Level of Service	Old Level of Service
Perpetual and Annual Care Lots		
Bonaventure		
Frequency of Cleaning	Once a week	Once every ten days
No. of lots cleaned per year	131,000	84,150
Cost to care for lot per year	$15.00	$14.00
Cost to clean lot each time	$.29	$.41
Greenwich		
Frequency of Cleaning	Once a week	Once every ten days
No. of lots cleaned per year	178,984	117,028
Cost to care for lot per year	$6.00	$6.00
Cost to clean lot each time	$.11	$.18
General Care		
Cost of Care per Acre		
Bonaventure/Greenwich	$102.00	$120.00
Laurel Grove North	$107.00	$139.00
Laurel Grove South	$140.00*	$122.00

*Cost after total purchase price of equipment is amortized during 1967.

Traffic Control Maintenance: During 1966, the Traffic Engineer made a comprehensive inventory of traffic signs and markings within the City. This inventory identified all street signs and street markings that needed to be removed, replaced or added.

The study found that the first year's cost to make the needed repairs, replacements and additions to street signs and markings would be $50,874 and thereafter $38,000. Funds in the amount of $33,019 are included in the proposed budget to start this program.

This program will accomplish the painting of 224 miles of center line and lane lines, 558 crosswalks, 13 miles of channelization, placement and repairing 8,000 traffic control signs and 100 street name signs.

The 1967 Budget does not provide for the additional installation of 480 new street name signs, a new pickup truck and a sign applicator, as recommended by the Traffic Engineer's Study to expand the installation and maintenance of these signs.

Community Relations Program - Police Department: In 1966, the Police Department initiated a community relations program. Under this program, a police officer is assigned full-time to a neighborhood with a high incidence of juveniles known to the Police and the Courts. This police officer works with the residents and institutions in the neighborhood to develop programs that will help combat the juvenile crime problem. It is proposed that funds in the amount of $17,178 be provided in the 1967 budget to add three more officers and three more neighborhoods to this program.

Police and Fire Department: At the present time, firemen work a 72 hour week and policemen work a 48 hour week. In most cities of Savannah's population size and greater, the firemen's work week is 56 hours and the policemen's work week is 40 hours. Funds are not available to reduce the work week of Savannah policemen and firemen to the nation-wide levels. However, as a start in this direction funds in the amount of $44,000 are provided in the proposed budget to adjust the work week for policemen and firemen in the last half of 1967. It will require approximately six months to design and implement these work week changes.

Tennis Program: Under the terms of an agreement between the City and the Savannah Tennis Association, the City agreed to pay the Association $400 per month to operate the City's tennis program. The City also agreed to maintain the tennis courts for the Association. Funds are provided to carry out this agreement.

Inspections: At the present time, the inspection functions of the City are the responsibility of three different agencies:

Department of Public Services

- Building Code inspection
- Electrical Code inspection
- Plumbing Code inspection
- Zoning Ordinance inspection

Fire Department

- Fire Code inspection

Health Department

- Housing Code inspection

To provide a more descriptive picture of the inspection functions, these are grouped together in this budget document. At present, no changes are recommended in the organization of the inspection activities. However, when time permits, a study will be made to determine the desirability and feasibility of creating an Inspections Department under a single head. In addition, a study should be scheduled to determine the feasibility of creating a joint City-County Inspections Department.

Community and Regional Planning: The City now contributes to three separate planning agencies: the Metropolitan Planning Commission, the Savannah River Basin Commission and the Area Planning Commission. Under the proposed budget, the City will contribute $93,768 toward these programs in 1967.

To better describe the expenditures the City makes for community and regional planning, the various planning programs to which the City contributes have been grouped together in this budget.

Planning Projects: Under the proposed budget, the City will contribute $83,707 toward the Metropolitan Planning Commission's budget in 1967. This represents an increase over the City's share of the cost of four studies which are of vital interest to the City. These are:

A. The Metropolitan Water and Sewer Study. This study must be made for two reasons: first, to provide the City with a plan which can be used for programming future water and sewer projects; second, to qualify the City for Federal Grants under the Housing Act of 1965 for basic water and sewer facilities. This Grant program will pay up to 50% of the cost of eligible projects.

B. A Neighborhood Analysis Study. The purpose of this study will be to provide information about the various neighborhoods of the City, which can be used:

1. To plan and schedule capital improvement projects for streets, parks, sidewalks, drainage structures and water and sewer facilities.

2. To plan public service programs such as garbage collection, recreation and crime prevention.

3. To develop programs for neighborhood rehabilitation and conservation.

4. To identify changes which should be made in the zoning plan.

5. To identify the present and future needs for housing in the community.

C. An Airport Study. The purpose of this study will be to identify the community's present and future needs for airport facilities and landing strips. This study is also required if the City is to continue to benefit from the Grant programs of the Federal Aviation Agency.

D. Park and Open Space Study. The purpose of this study will be to identify present and future needs for parks, playgrounds and other open space in the community. This study will also make it possible to obtain funds under the Federal Open Space programs for park site acquisition and development.

Contribution to the Capital Improvement Budget: In the 1966 budget, the General Fund contributed $940,443 to the Capital Improvement Budget. In 1967, this contribution will total only $682,902. This decrease of $257,541 occurred because these funds were needed to finance other costs in the General Fund operating budget, specifically, the increases in personal services costs.

Debt Service: In 1967, the General Fund payments on the General Obligation bond debt will total $736,284. This is a reduction of slightly more than $13,000 below the 1966 figure.

General Fund Contributions: In 1966, General Fund contributions totalled $268,861. Under the proposed budget for 1967, these contributions will total $216,661. This represents a decrease under the 1966 figure of $52,200. The major decreases in contributions resulted from (1) a decrease in the contribution to the Health Department of $34,633, (2) a decrease in the contribution to the Chamber of Commerce of $17,500. Other contributions will be about the same in 1967 as they were in 1966.

THE WATER AND SEWER FUND BUDGET

Budget Total

The proposed Water and Sewer Fund budget for 1967 totals $2,800,000. This is a net increase over the 1966 budget for this fund of $17,000, an increase of less than one percent. Personal services costs in the proposed budget are some $54,000 higher than they were in 1966. The City's normal merit pay adjustments account for the increases in personal services costs. Contractual services costs are also higher in the proposed budget than they were in 1966. The difference totals approximately

$16,000 and results from the increase in consumption of electrical power by the City's pump and well systems. See Tables X and XI for a detailed summary of the Water and Sewer Fund Budget by activity and by major object code.

Revenue

The income projected for the Water and Sewer Fund in 1967 will be some $71,000 less than the income expected from this fund in 1966. This projected decrease is accounted for in part as the scheduled close-down of Hunter Field about June, 1967. A detailed summary of the revenue projections for the Water and Sewer Fund in 1967 is shown in Table IX which is attached.

Work Program

The service levels which are projected for the Water and Sewer Fund budget in 1967 are about the same as those for 1966. There are no significant program changes proposed in this budget. It should be noted, however, that under this proposed budget the Water and Sewer Fund's contribution to the Capital Improvement budget will be approximately $40,000 less in 1967 than it was in 1966. This decrease is necessary in order to provide adequate funds to finance the increases in the operating costs of the Water and Sewer activities.

REVOLVING FUND BUDGET

The departments under the Revolving Fund are service agencies to other city departments. The Revolving Fund departments charge the using departments for the services rendered. Thus, the cost of the budget for the Revolving Funds has already been accounted for under the Water and Sewer Fund budget and the General Fund budget.

The Revolving Fund was created to permit better cost accounting for city operations.

The Revolving Funds Departments are listed in Table VII.

Budget Total

The Revolving Funds budget for 1967 totals $1,574,477. This represents an increase over the 1966 budget for this fund of $384,775. This increase has resulted from a transfer of a number of accounts to Revolving Fund status under the 1967 budget. The accounts transferred and the amounts involved in the transfer are listed below:

1. Supplies Management - $42,294
2. Vehicle Accident Costs - $10,000
3. Social Security and Group Insurance - $326,376

Table VI shows the breakdown of costs in this fund by major object code.

The largest increase in cost is under personal services. This item includes social security costs and group insurance costs that will be transferred to Revolving Fund status in 1967. These two items account for most of the increase in this account. In addition, this item reflects increases for normal merit pay adjustments.

Revenue

As previously noted, income for the Revolving Funds is obtained from charge-backs to departments using Revolving Fund services. Table V shows a breakdown of charges to each of the using departments, by the Revolving Fund.

Work Programs

There are a number of programs proposed under the Revolving Funds budget which should be specifically noted.

Data Processing: The Data Processing equipment now in use by the City is not adequate to serve the City's data system needs. The equipment is too slow and the storage capacity of the equipment is too small. This equipment must be replaced. The proposed budget includes $12,630 for this purpose. Data Processing equipment is leased rather than purchased. The rental cost of new equipment will be higher than it is for the equipment now being used. The $12,630 will be used to pay the City's share of the projected increase in rental costs.

The Data Processing Center will install 16 new data systems in 1967. These are:

1. A record keeping and statistical data system for Central Services.
2. A personnel accounting system for the Personnel Department.
3. Data systems for the Finance Department.

    a. Accounts receivable
    b. Baby Bond accounting
    c. Revenue collections
    d. Water service
    e. Sewer service
    f. Non-moving traffic violations
    g. Accounts payable

4. A budget preparation system and an expanded position control system for the Department of Planning-Programming-Budget.

5. Data systems for Chatham County Departments:

   a. Vehicle registration.
   b. Accounting for tax collections on vehicles.
   c. Consolidated tax assessor's office.
   d. Revision of tax-collection system.
   e. Identification of real property within Chatham County municipalities.

Central Garage: The Central Garage purchases and "owns" all automotive vehicles of the City except those of the Fire Department. In 1967, a number of vehicles must be replaced. These are listed below. Also shown is a pumper truck which will be paid for by the Fire Department. It is shown here for convenience.

No.	Description	Cost	Using Agency
11	Police sedans	$ 18,700	Patrol Bureau
1	Dumpmaster refuse truck	20,500	Refuse Collection
6	Packer refuse trucks	49,500	Refuse Collection
2	Pick-up trucks	3,000	Central Garage
1	Pick-up truck	1,500	Refuse Disposal
1	Pick-up truck	1,500	Street Cleaning
1	Pick-up truck	1,500	Sewage Treat. & Disp.
1	Aerial Ladder truck	6,350	Electrical Maintenance
1	Platform dump truck	2,400	Park Maintenance
1	Pumper truck	32,000	Fire Department
	Total	$136,950	

THE CAPITAL IMPROVEMENT FUND BUDGET

Budget Total

The proposed Capital Improvement Fund budget for 1967 totals $1,797,316, exclusive of those costs that will be paid from assessments against property.

Revenue

The funds to finance the Capital Improvement program will be obtained from the following sources. (See Table XIV for a comparison with 1966 budget)

Source	Amount
Contribution from General Fund	$ 682,902
Contribution from Water and Sewer Fund	285,217
1960 General Obligation Bonds	37,697
1965 Water and Sewer Revenue Bonds	791,500
	$1,797,316

As was noted earlier, the cash contribution to the Capital Improvement budget from the General Fund and the Water and Sewer Fund will be decreased in 1967 from the amounts contributed by these funds in 1966. This decrease totals $297,980. The decrease has occurred for two reasons. First, there will be virtually no increase in the revenues of these two Funds in 1967 over the revenues received in 1966. Second, operating costs of these two Funds have increased. Unless new sources of revenue are forthcoming, the current revenue contributions to the Capital Improvement budget will decrease further in 1968.

Projects

A detailed list of projects for the Capital Improvement Budget will be found in the budget section for this Fund. However, the recommended allocations of the Capital Improvement Funds are summarized below:

Residential Street Paving	$ 207,488
Connector Street Paving	6,370
Resurfacing	23,258
Other Paving	41,451
Drainage	33,834
Traffic Signals	78,108
Public Buildings	470,720
Recreation	5,000
Urban Renewal	206,282
Water	410,591
Sewer	287,126
Other Water and Sewer Improvements	27,088
	$1,797,316

INDUSTRIAL AND DOMESTIC WATER SUPPLY FUND BUDGET

Budget Total

The proposed Industrial and Domestic Water Supply Budget for 1967 totals $746,984. This is an increase over the 1966 budget for this Fund of $9,538.

Revenue

The revenue for this Fund is obtained entirely from the sale of water. Charges for water are calculated each year, so that income derived from these charges exactly equals the expenses of the Fund.

CONCLUSION

This, then is the proposed budget for 1967. It is a balanced budget.

The City is faced with the fact that the normal increases in operating costs will soon exceed the funds available from the present revenue structure. This point has, in fact, already been reached. As a result, the Capital Budget proposed for 1967 is some $300,000 below the Capital Improvement Budget for 1966. Unless some change is made in the City's revenue structure in 1967, the City's Capital Improvement Budget may decrease further in 1968. If it is to keep pace with the ever-expanding needs of the community, the City must find more revenue. Immediate steps should be taken to do this.

One approach to the problem would be to appoint a special committee to study the problem. It might be desirable to appoint representatives from various organizations in the community to the committee, along with representatives from Council, the City Manager, and the City Attorney.

To help it with its study, the study committee should be provided with a projection of the City's operating budget needs for a minimum of two years into the future; and a projection of the City's Capital Improvement needs for up to five years into the future.

Respectfully submitted,

Arthur A. Mendonsa

Arthur A. Mendonsa
City Manager

AAM

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 1967, 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 1967,

NOW THEREFORE, said budget with the following amendments is hereby adopted, and the amounts as shown therein as amended are hereby appropriated to the various departments for the fiscal year 1967:

Delete		Activity Account	Amount	
1.	Update City Code	0110	$ 10,000	
2.	Pumper Truck	2840-5210	32,000	
3.	Golf Club House	3660, CIP	70,000	
4.	District Authority	3810	12,000	
5.	Fire Inspector	2920	4,800	
6.	Traffic Signals	3660, CIP	30,000	
7.	Contributions	3810		
	a. Miscellaneous		5,000	
	b. Chamber of Com.		3,750	
	c. Telfair Academy		2,500	
	d. Trustee's Garden		500	
	e. Youth Museum		2,000	
8.	Tennis Association	3660, CIP	5,000	
9.	Airport Commission	3810	12,000	
	Total Deletions			$189,550
Add Revenue				
1.	Liquor Licenses		$ 20,000	
2.	Street Maintenance Decals		33,000	
	Total Revenue			$ 53,000
	Total Funds to be Appropriated			$242,550

Add		Activity Account	Amount	
1.	Air condition Police Cars	2640	$ 5,000	
2.	Traffic Signals - Waters Ave. - Hospital	3660, CIP	18,000	
3.	Miscellaneous Projects	3660, CIP	212,793	
4.	Contingencies	3630	6,757	
	Total Additions			$242,550

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 to be included in the Revenue Ordinance Booklet.)

DEFINITION OF MAJOR OBJECT CODES

Listed below is a description of the contents of each of the Major Object Codes used in the Budget Document:

100 Personal Services

This Major Object Code includes funds for salaries and wages, Social Security, Police Pension, Group Insurance, employee claims and overtime.

200 Contractual Services

Funds allocated in this series provide the following services: utilities, long distance phone calls and telephones not on the Central Switchboard, travel allowances, advertising costs, insurance premiums (on buildings), rental expenses, dues for memberships and subscriptions, fees for professional services, maintenance services to buildings and equipment which is not performed by City workmen, subsidies and contributions and miscellaneous Contractual Services (e.g., linen service).

300 Commodities

The minor codes in this series provide funds for: printing and office supplies, clothing and personal supplies allowances, food, medical, and housekeeping supplies, operating supplies and materials, motor fuel, repair parts, and tools.

400 Revolving Funds

These are various services performed by Central Services, Data Processing, the Police Department and the Finance Department for the various City Departments. The costs are charged back to each using department to show a more accurate cost for each activity. Services included in this series are: Data Processing Services, Custodial Services, Electrical Maintenance Services, Radio Maintenance, Shops and Building Maintenance, Equipment Rental (for cost of using City-owned vehicles) Switchboard Services, and Supplies Management (for use of the central storeroom).

500 Capital Outlay

This series of codes provide funds for Capital Outlay expenditures. These expenditures are for: buildings and fixed equipment, office furniture and equipment, vehicular equipment, operational and construction equipment and purchases of land.

SECTION II

GENERAL FUND

TABLE I
ESTIMATED CURRENT REVENUE BY FUND AND SOURCE

GENERAL FUND

	1965 Actual	1966 Budget	1967 Budget
Property Tax			
Real Estate (Current)	$3,134,735	$3,320,750	$3,175,000
Personal Property (Current)	809,447	900,000	611,000*
Vehicle Tax	0	0	340,000*
Public Utility (Current)	478,250	509,000	480,000
Real Estate - Prior Years	269,039	395,000	550,000
Personal Property - Prior Years	121,587	120,000	135,000
Total	$4,813,058	$5,244,750	$5,291,000
Tax Fees and Interest			
Execution Fees	$ 22,243	$ 23,000	$ 33,000
Interest (Delinquent Tax)	19,465	19,000	19,000
Total	$ 41,708	$ 42,000	$ 52,000
Other Tax			
Liquor	$ 145,406	$ 142,500	$ 143,000
Beer and Wine	108,996	103,000	110,000
Life Insurance Premium Tax	144,056	110,000	133,000
Other Insurance Premium	200,234	199,000	200,000
Total	$ 598,692	$ 554,500	$ 586,000
Licenses and Permits			
Business Licenses	$ 898,077	$ 925,000	$ 930,000
Street Maintenance Tags	66,286	67,000	99,000
Dog Badges	16,872	15,500	15,500
Total	$ 981,235	$1,007,500	$1,044,500
Fines, Forfeits & Penalties			
Court Fines - Regular	$ 217,386	$ 195,000	$ 202,000
Court Fines - Traffic	60,735	57,500	59,000
Total	$ 278,121	$ 252,500	$ 261,000
Interest			
Investments	$ 31,486	$ 36,000	$ 58,000
Perpetuity Lots	37,991	35,000	37,000
Bond Fund Investment	2,901	2,000	500
Ground Rents	491	250	300
Pension Fund	41,840	30,000	20,000
Discounts Earned	10,180	12,000	11,000
Total	$ 124,889	$ 115,250	$ 126,800

*In 1967 Personal Property Taxes on vehicles will be paid at time of tag purchase.

	1965 Actual	1966 Budget	1967 Budget
Rents			
Dock-Visitor	$ 400	$ 480	$ 480
Gamble Building	5,813	5,800	8,200
Golf Course	6,295	5,340	7,000
Jones & Hill Garage	180	180	180
Park & Shop Garage	15,000	15,000	15,000
Recorder's Court	1,833	2,000	2,000
Recreation	600	600	600
Powder Magazine	600	600	600
Total	$ 30,721	$ 30,000	$ 34,060
Other Agencies			
State Intangible Tax	$ 70,109	$ 68,000	$ 88,000
Savannah District Authority	3,756	2,700	3,000
Savannah Housing Authority	60,956	53,000	61,000
State Paving Maintenance	406,658	665,000	620,000
Total	$ 541,479	$ 788,700	$ 772,000
Inspection Fees			
Building Inspection	$ 14,553	$ 11,500	$ 10,000
Electrical Inspection	11,131	11,500	11,000
Plumbing Inspection	11,328	11,700	11,500
Gas Inspection	729	300	500
Total	$ 37,741	$ 35,000	$ 33,000
Stadiums and Auditoriums			
Auditorium	$ 11,295	$ 10,000	$ 15,500
Sports Arena	6,865	7,300	3,000
Grayson Stadium	7,215	5,500	6,000
Memorial Stadium	7,480	8,000	7,500
Swimming Pools	7,194	7,500	7,500
Concession Profits	20,999	18,000	17,000
Total	$ 61,048	$ 56,300	$ 56,500
Charges			
Accident Reporting	$ 2,306	$ 2,000	$ 2,300
Advertising	1,389	1,000	900
Bonaventure Cemetery	16,456	40,000	17,000
Greenwich Cemetery	14,165	9,000	14,000
Laurel Grove Cemetery	5,477	6,000	5,000
Dispensary	41,511	0	0
Electrical Examination	227	350	350
Fire Protection	34,558	34,000	33,000
Harbor	17,259	18,500	19,000

	1965 Actual	1966 Budget	1967 Budget
Charges (Continued)			
Library	$ 11,027	$ 0	$ 0
Parking Lot	12,361	11,500	11,500
Parking Meters	154,638	152,000	152,000
Recording Fees	121	150	100
Recreation Fees	3,501	4,500	3,000
Refuse Dumping Fees	11,883	13,000	10,000
Services to I & D Water	3,600	4,200	4,200
Telephone Locations	976	750	900
Traffic Moving Rep.	2,476	2,000	2,400
Transfer of Licenses	648	375	550
Interdepartmental Charges	22,832	20,000	20,000
Services to Water & Sewer Fund	160,000	170,000	183,200
Total	$ 517,411	$ 489,325	$ 479,400
Other Revenue			
Sale of Land and Property	$ 33,341	$ 21,000	$ 20,000
Miscellaneous	25,068	17,000	17,000
Prior Years Income Surplus	0	30,000	0
Total	$ 58,409	$ 68,000	$ 37,000
GRAND TOTAL	$8,084,512	$8,683,825	$8,773,260

TABLE II
COMPARISON OF EXPENDITURES BY FUNCTIONS

GENERAL FUND

Account	1965 Actual	1966 Budget	1967 Budget
Legislative	$ 63,973	$ 65,155	$ 80,802
City Manager			
City Manager's Office	$ 50,520	$ 53,307	$ 52,450
Public Information	9,934	10,812	13,121
Total	$ 60,454	$ 64,119	$ 65,571
Recorder's Court	$ 46,178	$ 52,726	$ 52,113
Planning-Programming-Budget			
Research and Budget	$ 45,247	$ 63,326	$ 81,371
Engineering	71,075	80,674	108,515
Total	$ 116,322	$ 144,000	$ 189,886
Community & Regional Planning			
MPC-Planning	$ 26,494	$ 48,939	$ 34,424
MPC-Zoning and Subdivisions	13,750	14,961	22,195
Regional Development	0	9,450	10,061
Total	$ 40,244	$ 73,350	$ 66,680
Legal	$ 22,408	$ 23,040	$ 24,143
Registrations & Elections	$ 4,231	$ 7,054	$ 3,959
Finance			
Director's Office	$ 22,392	$ 31,484	$ 35,433
Accounting	85,089	101,981	111,732
Tax Assessor	85,375	70,732	55,439
Current Revenue Collection	77,798	99,412	108,109
Delinquent Revenue Collection	42,465	61,302	68,430
Parking Lot	4,979	4,130	4,842
Purchasing	28,710	40,366	41,470
Supplies Management	20,185	25,703	0
Powder Magazine	588	0	0
Total	$ 367,581	$ 435,110	$ 425,455
Personnel	$ 54,881	$ 67,802	$ 79,199

Account	1965 Actual	1966 Budget	1967 Budget
Public Services			
Director's Office	$ 37,811	$ 39,185	$ 31,912
D.P.S. Field Office	45,202	16,389	17,170
Drainage Maintenance	111,881	133,101	269,557
Refuse Collection	684,905	742,402	809,688
Refuse Disposal	54,464	97,168	88,357
Street Cleaning	187,200	171,004	175,515
Cemeteries	134,649	139,386	153,910
Total	$1,256,112	$1,338,635	$1,546,109
Streets and Traffic			
Administration & Planning	$ 32,717	$ 42,055	$ 64,194
Traffic Control Maintenance	84,353	76,115	93,899
Parking Meter Maintenance	12,666	15,057	16,460
Street & Signal Lighting	123,661	127,028	133,945
Streets	337,383	380,810	373,240
Total	$ 590,780	$ 641,065	$ 681,738
Police			
Chief's Office	$ 23,167	$ 23,383	$ 26,873
Vice Unit	29,939	34,155	32,774
Records & Communications	213,733	230,025	241,831
Central Detention & Services	134,772	143,126	152,863
Investigations Unit	130,026	138,869	147,755
Youth & Women's Unit	27,160	29,482	48,991
Patrol Bureau	706,086	745,236	768,673
Staff and Inspections	42,056	58,906	69,718
Total	$1,306,939	$1,403,182	$1,489,478
Fire			
Chief's Office	$ 17,431	$ 19,952	$ 20,104
Fire Training	1,543	8,277	9,088
Fire Alarms & Communications	48,253	55,869	51,241
Vehicle Maintenance	11,576	11,944	13,123
Firefighting	903,305	920,274	994,391
Total	$ 982,108	$1,016,316	$1,087,947
Inspections			
Plumbing, Electrical & Bldg. Ins.	$ 57,375	$ 55,690	$ 56,995
Fire Prevention	26,349	27,886	23,870
Housing Hygiene	35,689	50,309	51,791
Total	$ 119,413	$ 133,885	$ 132,656

Account	1965 Actual	1966 Budget	1967 Budget
Recreation			
Director's Office	$ 22,268	$ 22,177	$ 24,161
Sports	48,368	49,320	59,562
Playgrounds	87,941	87,536	97,617
Golden Age	38,189	37,681	42,583
Swimming Pools	15,881	19,737	21,857
Facilities	62,726	64,795	72,612
Building & Grounds Maint.	74,435	78,336	86,638
Total	$ 349,808	$ 359,582	$ 405,030
Coliseum-Convention Center	$ 0	$ 15,000	$ 15,000
Park and Tree			
Director's Office	$ 23,198	$ 27,274	$ 28,908
Park Maintenance	129,670	119,929	137,218
Tree Maintenance	54,481	58,645	65,095
Total	$ 207,349	$ 205,848	$ 231,221
Medical Services			
City Physician	$ 13,345	$ 11,904	$ 24,289
Dispensary	118,599	0	0
Total	$ 131,944	$ 11,904	$ 24,289
Interdepartmental			
Interdepartmental Services	$ 957,679	$1,607,554	$1,253,699
Debt Service	761,722	749,637	736,284
Golf Course	0	0	3,090
Total	$1,719,401	$2,357,191	$1,993,073
Non-departmental			
Contributions	$ 344,062	$ 268,861	$ 178,911
Total	$ 344,062	$ 268,861	$ 178,911
GRAND TOTAL EXPENDITURES	$7,784,188	$8,683,825	$8,773,260

TABLE III
COMPARISON OF EXPENDITURES BY OBJECT

GENERAL FUND

Object	1965 Actual	1966 Budget	1967 Budget
Personal Services	$4,394,572	$4,823,048	$4,987,472
Contractual Services	904,124	1,300,444	829,932
Commodities	377,446	333,842	355,687
Revolving Funds	784,790	886,712	892,842
Capital Outlay	561,534	590,892	972,543
Debt Service	761,722	748,887	734,784
GRAND TOTAL	$7,784,188	$8,683,825	$8,773,260

TABLE IV
COMPARISON OF EXPENDITURES BY DEPARTMENT

GENERAL FUND

Account	1966 Budget	1967 Current Level	1967 Program Improve.	1967 Recom.	1967 Adopted
Legislative	$ 65,155	$ 80,802	$ 10,000	$ 90,802	$ 80,802
City Manager	64,119	61,571	4,000	65,571	65,571
Recorder's Court	52,726	52,113	0	52,113	52,113
Planning-Programming-Budget	144,000	178,345	11,541	189,886	189,886
Community & Regional Planning	73,350	66,680	0	66,680	66,680
Legal	23,040	24,143	0	24,143	24,143
Registrations & Elections	7,054	3,959	0	3,959	3,959
Finance	435,110	416,761	8,694	425,455	425,455
Personnel	67,802	79,199	0	79,199	79,199
Public Services	1,338,635	1,398,108	148,001	1,546,109	1,546,109
Streets & Traffic	641,065	670,559	11,179	681,738	681,738
Police	1,403,182	1,467,300	17,178	1,484,478	1,489,478
Fire	1,016,316	1,119,947	0	1,119,947	1,087,947
Inspections	133,885	137,456	0	137,456	132,656
Recreation	359,582	393,516	11,514	405,030	405,030
Coliseum-Convention Center	15,000	15,000	0	15,000	15,000
Park & Tree	205,848	227,921	3,300	231,221	231,221
City Physician	11,904	24,289	0	24,289	24,289
Interdepartmental	2,357,191	1,860,523	0	1,860,523	1,993,073
Non-departmental	268,861	216,661	0	216,661	178,911
GRAND TOTAL	$8,683,825	$8,494,853	$ 225,407	$8,720,260	$8,773,260

LEGISLATIVE

This Department consists of the Mayor and his appointed staff, the Aldermen, and the Clerk of Council.

The Mayor and Aldermen are responsible for establishing overall policies for the City's operation. The Mayor and Aldermen are also responsible for appointing members to various boards and commissions as required by statutes.

The Clerk of Council records the minutes of the meetings of the Mayor and Aldermen and all official transactions. The Clerk is also official custodian of all records of the Mayor and Aldermen.

The total 1967 Budget for this Activity is $80,802. In 1966 a total of $65,155 was appropriated.

The increased cost is due to two basic changes:

1. Personal services cost increase in order to provide additional staff in the Mayor's office (+$8,000).

2. Social Security and Group Insurance benefits in previous years were charged to Employee Benefits. These benefits are now being charged against each activity. This change was made to provide more accurate cost accounting (+$3,200).

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
LEGISLATIVE	0110	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 35,920	$ 36,435	$ 50,471	$ 50,471
Contractual Services	9,903	11,050	22,219	12,219
Commodities	5,154	3,570	4,247	4,247
Revolving Funds	12,541	14,100	13,865	13,865
Capital Outlay	455	0	0	0
TOTAL	$ 63,973	$ 65,155	$ 90,802	$ 80,802
Budgeted Man Years	11.00	11.25	12.00	12.00

SUMMARY BY ACTIVITIES

Legislative	$ 63,973	$ 65,155	$ 90,802	$ 80,802
GRAND TOTAL	$ 63,973	$ 65,155	$ 90,802	$80,802

R & B Form No. 11

LEGISLATIVE

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 36,435	$ 50,471	$ 50,471
Contractual Services	11,050	22,219	12,219
Commodities	3,570	4,247	4,247
Revolving Funds	14,100	13,865	13,865
Capital Outlay	0	0	0
TOTAL	$ 65,155	$ 90,802	$ 80,802

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Legislative	$63,973	$65,155	$80,802	$10,000	$90,802	$80,802
TOTAL	$63,973	$65,155	$80,802	$10,000	$90,802	$80,802

RECOMMENDED 1967 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Funds for Group Insurance and Social Security benefits previously charged only to Employee Benefits will be charged back to Legislative in 1967.	3,200	
2.	Funds are provided in the 1967 Budget for full year's salaries for positions added in 1966 and normal pay adjustments for permanent employees.	10,600	
3.	Miscellaneous Contractual Services increase in 1967.	1,140	
4.	Data Processing charges decrease		500
5.	Requirements for printing and office supplies increase for 1967.	750	
6.	Custodial services increase for 1967.	450	

	Increase $	Decrease $
PROGRAM IMPROVEMENTS		
1. Update and consolidate City Code	10,000	
MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS		
1. None		
MAJOR REVISIONS MADE BY MAYOR AND ALDERMEN		
1. Funds to update and consolidate the City Code are deleted to provide more funds for drainage improvements and streets projects.		10,000

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Legislative	0110	LEGISLATIVE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 35,920	$ 36,435	$ 50,471	$ 50,471
Contractual Services	9,903	11,050	22,219	12,219
Commodities	5,154	3,570	4,247	4,247
Revolving Funds	12,541	14,100	13,865	13,865
Capital Outlay	455	0	0	0
TOTAL	$ 63,973	$ 65,155	$ 90,802	$ 80,802

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	NO. OF MAN YEARS Budget 66	NO. OF MAN YEARS Budget 67	BUDGET 1966	BUDGET 1967
Mayor	-	$ Unclass.	1.00	1.00	1.00	$ 7,500	$ 7,500
Aldermen	-	Unclass.	6.00	6.00	6.00	7,200	7,200
Assistant to the Mayor	-	Unclass.	0	.25	1.00	2,628	10,512
Administrative Aide	-	Unclass.	1.00	1.00	1.00	6,168	6,168
Confidential Secretary	-	Unclass.	1.00	1.00	1.00	4,791	5,028
Clerk of Council	20	404-514	1.00	1.00	1.00	6,168	6,168
Clerk-Stenographer II	16	332-424	1.00	1.00	1.00	4,608	4,708
Total						$39,063	$47,284
Less Salary Savings						2,628	0
Total 105						$36,435	$47,284
Social Security							1,870
Group Insurance							1,317
GRAND TOTAL			11.00	11.25	12.00	$36,435	$50,471
Less Leave Time			.88	.90	.96		
Net Productive Time Available			10.12	10.35	11.04		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Legislative	0110	LEGISLATIVE

Program Description: The powers of government of the City of Savannah are vested in the Mayor and Aldermen.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 15,640
Net Change	+$15,640

Current Level Change

Personal Services	+$14,050	Custodial Services	+$ 450
Misc. Contractual Ser.	+ 1,140	Equipment Rental	- 150
Print & Office Supplies	+ 750	Miscellaneous	- 100
DPC Services	- 500		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
LEGISLATIVE					
Cost Allocated	$ 63,973	$ 65,155	$ 80,802		$ 80,802
Man Years Allocated	11.00	11.25	12.00		12.00

R & B Form 1 Rev. 7-65

CITY MANAGER

The City Manager is appointed by the Mayor and Aldermen to serve as the chief executive officer of the administrative branch of the City government. He is responsible for the planning, coordination, and implementation of the work programs of all City departments. In this capacity he may, with the approval of the Mayor and Aldermen change, abolish, or consolidate any of the existing departments or divisions which are under his supervision.

The City Manager advises the Mayor and Aldermen of the financial condition of the City. He also prepares reports and makes recommendations to the council concerning all phases of the City's operations throughout the year.

Responsibility for preparing and submitting the annual budget of the City is also vested in the City Manager, as well as responsibility for its administration after its adoption by the Mayor and Aldermen. The City Manager also prepares and submits to the Mayor and Aldermen, at the end of each fiscal year, a complete annual report on the financial and administrative programs of the City for the preceeding year.

The proposed allocation for this department for the 1967 Budget is $65,571. The appropriation for 1966 was $64,119. This increase in cost is due basically to the fact that Group Insurance and Social Security benefits in previous years were charged to Employee Benefits. These benefits are now being charged against each activity. This change was made to provide more accurate cost accounting.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
CITY MANAGER	0202-0206	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 37,613	$ 41,185	$ 44,043	$ 44,043
Contractual Services	12,727	12,552	13,793	13,793
Commodities	2,665	1,920	1,920	1,920
Revolving Funds	6,701	7,531	4,815	4,815
Capital Outlay	748	931	1,000	1,000
TOTAL	$ 60,454	$ 64,119	$ 65,571	$ 65,571
Budgeted Man Years	4.00	4.75	4.00	4.00

SUMMARY BY ACTIVITIES

City Manager's Office	$ 50,520	$ 53,307	$ 52,450	$ 52,450
Public Information	9,934	10,812	13,121	13,121
GRAND TOTAL	$ 60,454	$ 64,119	$ 65,571	$65,571

CITY MANAGER

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 41,185	$ 44,043	$ 44,043
Contractual Services	12,552	13,793	13,793
Commodities	1,920	1,920	1,920
Revolving Funds	7,531	4,815	4,815
Capital Outlay	931	1,000	1,000
TOTAL	$ 64,119	$ 65,571	$ 65,571

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
City Manager's Office	$ 50,520	$ 53,307	$ 52,450	$ 0	$ 52,450	$ 52,450
Public Information	9,934	10,812	9,121	4,000	13,121	13,121
TOTAL	$ 60,454	$ 64,119	$ 61,571	$ 4,000	$ 65,571	$ 65,571

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase	Decrease
1.	One Clerk-Stenographer II position is transferred to provide needed services in the R & B Activity.	$	$ 4,000
2.	Funds are provided for full year's salaries for normal pay adjustments for permanent employees.	5,350	
3.	Funds for Group Insurance and Social Security previously charged only to Employee Benefits Account will be charged back to the City Manager's Office in 1967.	1,800	
4.	Miscellaneous Contractual Services increase for 1967.	100	
5.	Custodial Services decrease.		1,850
6.	Charge-backs for equipment rental and radio maintenance will decrease.		950

		Increase $	Decrease $
7.	Switchboard Services expenditures increase for 1967.	100	
8.	Requirements for memberships and dues in the Public Information Account decrease for 1967.		1,700
9.	Transportation requirements decrease for 1967.		500
10.	Capital Outlay expenditures increase for 1967.	100	

PROGRAM IMPROVEMENTS

1.	Funds are provided for an improved Annual Report.	3,000
2.	Funds have been provided to purchase a collator for use by all Activities.	1,000

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
City Manager's Office	0202	CITY MANAGER

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 37,613	$ 41,185	$ 44,043	$ 44,043
Contractual Services	3,346	2,160	2,092	2,092
Commodities	2,112	1,500	1,500	1,500
Revolving Funds	6,701	7,531	4,815	4,815
Capital Outlay	748	931	0	0
TOTAL	$ 50,520	$ 53,307	$ 52,450	$ 52,450

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
City Manager	-	$ Unclass	1.00	1.00	1.00	$ 20,000	$ 20,000
Assistant City Manager	37	920-1174	1.00	1.00	1.00	12,768	12,768
Secretary to the City Manager	19	384-490	1.00	1.00	1.00	4,928	5,168
Clerk-Stenographer II	16	332-424	1.00	1.75	1.00	6,778	4,314
Total						$44,474	$42,250
Less Salary Savings						3,289	0
Total 105						$41,185	$42,250
Social Security							998
Group Insurance							795
GRAND TOTAL			4.00	4.75	4.00	$41,185	$44,043
Less Leave Time			.32	.38	.32		
Net Productive Time Available			3.68	4.37	3.68		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
City Manager's Office	0202	CITY MANAGER

Program Description: The City Manager is responsible for performance of duties stipulated by law and execution of policies adopted by the Mayor and Aldermen. He directs and coordinates all City departments except those governed by Boards and Commissions.

Comments on Budgeted Program:

Program Improvement
None

Net Program Improvement	$
Net Current Level Change	- 850
Net Change	-$ 850

Current Level Change

Personal Services	+$2,850	Custodial Services	-$1,850	Maint. Machinery			
Communications	+ 300	Radio Maintenance	- 150	& Equipment	+$ 100		
Transportation	- 500	Equipment Rental	- 800				
Capital Outlay	- 900	Switchboard Ser.	+ 100				

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
SUPERVISION, DIRECTION AND COORDINATION					
Cost Allocated	$ 35,869	$ 37,848	$ 40,214		$ 40,214
Man Years Allocated	2.00	2.00	2.00		2.00
STAFF ASSISTANCE					
Cost Allocated	$ 13,543	$ 13,278	$ 12,236		$ 12,236
Man Years Allocated	1.81	2.33	2.00		2.00
Council Agendas typed	52	52	52		52
Petitions processed	1,036	1,332	1,332		1,332
Council petition agendas typed	52	52	52		52
Memoranda to Mayor & Aldermen typed	359	420	420		420
Memoranda to department heads typed	1,441	1,776	1,776		1,776
Letters typed	795	818	818		818
Building Permits processed	952	850	850		850
Telephone calls received	13,000	15,600	15,600		15,600
TOTAL CITY MANAGER'S OFFICE FUNCTIONS					
Cost Allocated	$ 49,412	$ 51,126	$ 52,450		$ 52,450
Man Years Allocated	3.81	4.33	4.00		4.00
PLUS SERVICES PROVIDED TO OTHER AGENCIES					
Cost Allocated	$ 1,108	$ 2,181	$ 0		$ 0
Man Years Allocated	.19	.42	0		0
Research and Budget	.19	.42	0		0

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
City Manager's Office	0202	CITY MANAGER

WORK ACTIVITY:	ACTUAL	ESTIMATED	BUDGET 1967		
	1965	1966	CUR. LEVEL	PROG. IMP.	TOTAL
SUMMARY					
Total Cost Allocated	$ 50,520	$ 53,307	$ 52,450		$ 52,450
Total Man Years Allocated	4.00	4.75	4.00		4.00
Total Man Years Leave Time	.32	.38	.32		.32

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Public Information	0206	CITY MANAGER

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	9,381	10,392	11,701	11,701
Commodities	553	420	420	420
Revolving Funds	0	0	0	0
Capital Outlay	0	0	1,000	1,000
TOTAL	$ 9,934	$ 10,812	$ 13,121	$ 13,121

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Public Information	0206	CITY MANAGER

Program Description: This Activity includes funds for the publication of periodic reports regarding accomplishments of the City Government. Also, membership fees for National and State organizations to which the City belongs are budgeted in this Activity.

Comments on Budgeted Program:

Program Improvements

Annual Report - (+$3,000)

Collator - (+$1,000)

Current Level Changes

Dues, Memberships & Subscriptions - $1,700

Net Program Improvement	+$4,000
Net Current Level Change	- 1,700
Net Change	+$2,300

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
PUBLIC INFORMATION					
Cost Allocated	$ 9,934	$ 10,812	$ 9,121	$ 4,000	$ 13,121
Man Years Allocated	0	0	0	0	0
Annual Reports distributed	100	200	200	0	200

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RECORDER'S COURT

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

In holding nearly 800 sessions each year, the Court handles over 24,000 traffic cases and more than 9,000 criminal cases.

At the present time, the City receives from Chatham County a sum of $2,000 for the County's use of the Court. This figure represents slightly more than 3% of the total cost of the Court. However, County traffic cases account for more than 20% of the total traffic case workload; and County criminal cases account for 10% of the total criminal case workload.

It is proposed that funds in the amount of $52,113 be appropriated for this Department's 1967 Budget. In 1966, $52,726 was allocated to this Department.

The net decrease in this budget is due to the following changes:

1. A study of duties performed by the Clerk III positions resulted in a decrease in cost of $6,500 and was accomplished through several organizational and accounting changes.

    a. Transfer of one position to the Police Department since the Police Department prepared court dockets, criminal subpoenas and court related clerical functions.

    b. The deletion of one position pending a study of the traffic citation system.

    c. The remaining current level operations being performed by lower classified positions.

2. The Police Department serves traffic ticket subpoenas on overtime. In previous years, this cost was charged to the Police Department. In 1967, these expenditures will be shown as a court cost (+$4,000).

3. Social Security and Group Insurance benefits in previous years were charged to Employee Benefits. These benefits are now being charged against each activity. This change was made to provide more accurate cost accounting (+$2,700).

4. Revolving Fund charges for 1967 decrease (-$1,000).

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
RECORDER'S COURT	0310	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 37,104	$ 44,784	$ 45,641	$ 45,641
Contractual Services	2,742	3,348	3,060	3,060
Commodities	1,843	2,123	1,840	1,840
Revolving Funds	2,787	2,471	1,572	1,572
Capital Outlay	1,702	0	0	0
TOTAL	$ 46,178	$ 52,726	$ 52,113	$ 52,113
Budgeted Man Years	9.00	8.63	7.00	7.00

SUMMARY BY ACTIVITIES

Recorder's Court	$ 46,178	$ 52,726	$ 52,113	$ 52,113
GRAND TOTAL	$ 46,178	$ 52,726	$ 52,113	$ 52,113

R & B Form No. 11

RECORDER'S COURT

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 44,784	$ 45,641	$ 45,641
Contractual Services	3,348	3,060	3,060
Commodities	2,123	1,840	1,840
Revolving Funds	2,471	1,572	1,572
Capital Outlay	0	0	0
TOTAL	$ 52,726	$ 52,113	$ 52,113

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Recorder's Court	$46,178	$52,726	$52,113	$ 0	$52,113	$52,113
TOTAL	$46,178	$52,726	$52,113	$ 0	$52,113	$52,113

RECOMMENDED 1967 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Requirements for salaries and wages decrease due to the deletion of Clerk III positions.		6,500
2.	Funds are provided for normal pay adjustments for permanent employees.	650	
3.	Group Insurance and Social Security benefits previously charged only to the Employee Benefits Account will be charged back to Recorder's Court in 1967.	2,700	
4.	Requirements for fees and professional services decrease in 1967.		300
5.	Cost of printing and office supplies decrease.		300
6.	Data Processing charges decrease in 1967.		1,600
7.	Cost of Custodial and Messenger Service increases in 1967.	450	

		Increase	Decrease
		$	$
8.	Switchboard and Shops and Building Maintenance expenditures increase in 1967.	250	
9.	Overtime previously charged to the Police Department for serving parking ticket subpoenas will be charged to Recorder's Court in 1967.	4,000	

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request to retain a Clerk III position was deleted pending a study of the traffic citation system in 1967.		3,984

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Recorder's Court	0310	RECORDER'S COURT

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE
Personal Services	$ 37,104	$ 44,784	$ 45,641	$ 45,641
Contractual Services	2,742	3,348	3,060	3,060
Commodities	1,843	2,123	1,840	1,840
Revolving Funds	2,787	2,471	1,572	1,572
Capital Outlay	1,702	0	0	0
TOTAL	$ 46,178	$ 52,726	$ 52,113	$ 52,113

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Judge	-	$ Unclass.	1.00	1.00	1.00	$ 12,500	$ 12,500
Clerk of Recorder's Court	21	424-540	1.00	1.00	1.00	6,480	6,480
Clerk-Stenographer II	16	332-424	1.00	1.00	1.00	4,608	4,808
Clerk III	16	332-424	3.00	1.63	.00	6,508	0
Bailiff	15	316-404	1.00	1.00	1.00	3,984	4,194
Clerk II	13	288-366	2.00	2.00	2.00	7,584	7,744
Clerk I	10	248-316	0	1.00	1.00	3,120	3,204
Total 105						$ 44,784	$ 38,930
Social Security							1,472
Group Insurance							1,239
Overtime							4,000
GRAND TOTAL			9.00	8.63	7.00	$ 44,784	$ 45,641
Less Leave Time			.72	.69	.56		
Net Productive Time Available			8.28	7.94	7.44		

32.

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Recorder's Court	0310	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 by virtue of contract with the County Commissioners, and serves as a Committal Court for all State offenses.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 650
Net Change	-$ 650

Current Level Change

Personal Services	+$	850	Custodial Services	+$	450
Fees, Professional Ser.	-	300	Switchboard Services	+	150
Print. & Office Supplies	-	300	Shops & Bldg. Maint.	+	100
Data Processing Services	-	1,600			

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
RECORDER'S COURT					
Cost Allocated	$ 55,378	$ 62,226	$ 62,233		$ 62,233
Man Years Allocated	11.00	10.78	9.32		9.32
Cases Resolved in Court:					
No. Court sessions held	544	774	774		774
No. traffic cases - City	9,722	15,000	15,000		15,000
No. traffic cases - County	3,248	3,500	3,500		3,500
No. criminal cases - City	6,603	7,500	7,000		7,000
No. criminal cases - County	576	650	700		700
Cases Resolved by Violations Bureau:					
No. traffic cases - City	3,111	3,000	3,200		3,200
No. traffic cases - County	2,066	2,000	2,000		2,000
No. criminal cases - City	N/A	800	1,400		1,400
No. criminal cases - County	N/A	150	300		300

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Recorder's Court	0310	RECORDER'S COURT

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Clerk Functions:					
No. warrants issued	3,046	3,500	3,500		3,500
No. dockets prepared	1,014	2,300	2,000		2,000
No. commitments prepared	2,587	2,400	2,700		2,700
Services Performed by Police:					
No. prisoner bonds issued	2,200	2,550	2,700		2,700
No. criminal subpoenas served	3,200	3,400	3,800		3,800
No. parking violation subpoenas served	3,500	3,750	3,900		3,900
TOTAL RECORDER'S COURT FUNCTION					
Cost Allocated	$ 55,378	$ 62,226	$ 62,233		$ 62,233
Man Years Allocated	11.00	10.78	9.32		9.32
LESS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Cost Allocated	$ 9,200	$ 9,500	$ 10,120		$ 10,120
Man Years Allocated	2.00	2.15	2.32		2.32
Records & Communications	2.00	2.15	2.32		2.32
SUMMARY					
Total Cost Allocated	$ 46,178	$ 52,726	$ 52,113		$ 52,113
Total Man Years Allocated	9.00	8.63	7.00		7.00
Total Man Years Leave Time	.72	.69	.56		.56

R & B Form 12
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PLANNING-PROGRAMMING-BUDGET

This is a newly created department. It has been organized by combining the Research and Budget Department and the Engineering Division of the Department of Public Services.

This department will be responsible for the following basic services:

1. Preparation and administration of the City's Operating and Capital budgets.

2. Administrative research and analysis of various departmental operating procedures. These operational studies will be performed to improve the effectiveness and efficiency of those operations studied.

3. Scheduling and administration of all City construction projects.

4. Engineering and design of public improvement projects.

Proposed projects for 1967 include:

1. Major operational analyses of:

   a. Sewerage Division
   b. Water Division
   c. Fire Department
   d. Sanitation Division

   These studies are designed to identify levels of service required to provide proper service. They will also recommend any necessary changes in procedures which will enable these activities to meet the required service levels by using current level resources.

2. The department will help to implement reorganizations of the Cemetery and Drainage Maintenance Activities.

3. During 1967 the department will begin research and planning for the 1968 budget during the first quarter. In the past, these preparations have begun during the third quarter. This change, and an updating of the operating and budget manuals, will be the initial steps in moving toward developing projections for a three year operating budget program and a five year capital improvement program. This method of budgeting is being considered so the City can project what its revenue needs will be, and how this revenue can be obtained.

It is proposed that funds in the amount of $189,886 be allocated for the operation of this department during 1967. Last year, the separate activities were allocated a total of $144,000. The increase in cost for 1967 is due to the following reasons:

1. A Water and Sewer Engineer is provided to coordinate the planning and construction of systems improvements under the Capital Improvement Program and State and Federal sponsored programs. Cost of this program is $11,550.

2. One Clerk-Stenographer II position has been transferred from the City Manager's Office to the Research and Budget Activity. One Engineering Clerk was transferred to the Engineering Activity from the Director's Office of the Department of Public Services. These positions have been transferred to Planning-Programming-Budget Department because the majority of their services are being utilized by this department. The increase in cost is $9,700.

3. Data Processing Center charges increase $5,300 in 1967 to provide additional automation for the budget preparation and administration systems.

4. Normal pay adjustments for permanent employees and funds for full year's salaries for positions added in 1966 increase personal services cost by $7,150.

5. Group Insurance and Social Security benefits in previous years were charged to Employee Benefits. The cost of these benefits for this department is $9,250. This cost will be charged against this department to provide for more accurate cost accounting.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PLANNING-PROGRAMMING-BUDGET	0510-0520-0530	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 90,215	$ 118,450	$154,977	$ 154,977
Contractual Services	2,919	3,797	3,764	3,764
Commodities	4,902	5,383	5,640	5,640
Revolving Funds	14,263	15,064	23,254	23,254
Capital Outlay	4,023	1,306	2,251	2,251
TOTAL	$116,322	$ 144,000	$189,886	$ 189,886
Budgeted Man Years	18.25	21.25	24.25	24.25

SUMMARY BY ACTIVITIES

Research and Budget	$ 45,247	$ 63,326	$ 81,371	$ 81,371
Engineering	71,075	80,674	108,515	108,515
GRAND TOTAL	$116,322	$144,000	$189,886	$189,886

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PLANNING-PROGRAMMING-BUDGET

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$118,450	$154,977	$154,977
Contractual Services	3,797	3,764	3,764
Commodities	5,383	5,640	5,640
Revolving Funds	15,064	23,254	23,254
Capital Outlay	1,306	2,251	2,251
TOTAL	$144,000	$189,886	$189,886

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Research & Budget	$ 45,247	$ 63,326	$ 81,371	$ 0	$ 81,371	$ 81,371
Engineering	71,075	80,674	96,974	11,541	108,515	108,515
TOTAL	$116,322	$144,000	$178,345	$ 11,541	$189,886	$189,886

RECOMMENDED 1967 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	One Clerk-Stenographer II position was transferred from the City Manager's Office. This Change results in the assignment of employees to the Activity in which the greater part of their services are utilized.	4,300	
2.	Funds are provided for full year's salaries for positions added in 1966 and for normal pay adjustments for permanent employees.	7,150	
3.	Group Insurance and Social Security benefits previously charged only to the Employee Benefits account will be charged back to Planning-Programming-Budget in 1967.	9,250	

		Increase $	Decrease $
4.	Funds are provided in the 1967 Budget for the DPC to additionally automate the budget preparation and administration systems. This additional output will be provided by current level resources of the Data Processing Center.	5,300	
5.	Miscellaneous Contractual Services decrease.		100
6.	Operating supplies and materials decrease.		200
7.	Custodial Services charged will increase in 1967.	3,814	
8.	Equipment rental charges will decrease.		1,000
9.	Capital Outlay costs increase.	950	
10.	One Engineering Clerk was transferred from the D.P.S. Director's Office to Engineering. This change results in the assignment of employees to the Activity in which the greater part of their services are utilized.	5,399	

PROGRAM IMPROVEMENTS

Engineering

1.	A Water and Sewer Engineer is provided to coordinate planning and construction of systems improvements in the Capital Improvement Program and Federal and State sponsored programs.	11,550	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request to add a Clerk-Typist II position was denied.		4,750
2.	Request to add an Engineering Aide II together with equipment, to establish two survey parties was deleted.		7,050
3.	Request to add an Engineering Aide III together with equipment to assist the Engineering Administrator with contract supervision, complaints and design was deleted due to lack of funds.		9,050

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Research and Budget	0510-0520	PLANNING - PROGRAMMING - BUDGET

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 33,903	$ 51,163	$ 64,895	$ 64,895
Contractual Services	1,893	1,812	2,208	2,208
Commodities	2,588	2,844	2,965	2,965
Revolving Funds	6,062	6,763	10,678	10,678
Capital Outlay	801	744	625	625
TOTAL	$ 45,247	$ 63,362	$ 81,371	$ 81,371

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$
Research & Budget Director	34	794-1014	1.00	1.00	1.00	10,512	10,512
Senior Administrative Analyst	28	594-756	0	2.25	2.00	15,688	14,268
Administrative Analyst	26	540-686	3.25	2.75	3.00	18,649	21,744
Budget Clerk	16	332-424	1.00	1.00	1.00	4,266	4,708
Information Clerk	16	332-424	1.00	1.00	1.00	4,392	4,608
Clerk-Stenographer II*	16	332-424	0	0	1.00	0	3,984
Administrative Trainee	13	288-366	0	.25	.25	864	864
Total						$ 54,371	$ 60,688
Less Salary Savings						3,358	0
Total 105						$ 51,013	$ 60,688
Social Security							2,366
Group Insurance							1,741
Overtime						150	100
GRAND TOTAL			6.25	8.25	9.25	$ 51,163	$ 64,895
Less Leave Time			.50	.66	.74		
Net Productive Time Available			5.75	7.59	8.51		

*Transferred from City Manager's Office

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Research and Budget	0510-0520	PLANNING-PROGRAMMING-BUDGET

Program Description: The Research and Budget Activity assists the City Manager with the planning, coordinating and controlling of the City's service program. It assists with the preparation and administration of the annual Operating and Capital Budgets, conducts a program of administrative research and planning, provides administrative assistance and operates the Service Desk.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 18,000
Net Change	+$18,000

Current Level Change

Personal Services	+$13,700	Misc. Cont. Ser.	+$ 150
Rentals	+ 100	Custodial Services	- 1,300
Dues, Memberships, Sub.	+ 100	Office Equipment	- 100
Printing & Office Supplies	+ 100	Data Processing Ser.	+ 5,250

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
BUDGET PREPARATION					
Cost Allocated	$ 11,320	$ 11,808	$ 15,154		$ 15,154
Man Years Allocated	1.63	1.57	1.29		1.29
Budget requests reviewed annually	103	108	108		108
Legislative Hearings attended	3	4	4		4
No. copies of Annual Budget prepared and distributed	200	175	175		175
BUDGET ADMINISTRATION					
Cost Allocated	$ 9,759	$ 11,246	$ 15,155		$ 15,155
Man Years Allocated	1.40	1.50	1.55		1.55
No. Quarterly Allotments established	97	103	108		108
Position Control summaries prepared	3	2	4		4
Budget administration studies made	N/A	50	50		50
Budget Adjustments approved	445	525	500		500
Capital Outlay Requests approved	205	200	175		175
Travel Requests approved	48	80	80		80
Personnel Quota Revisions approved	92	80	80		80
Budget Status Reports prepared	12	12	12		12

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Research and Budget	0510-0520	PLANNING-PROGRAMMING-BUDGET

WORK ACTIVITY:	ACTUAL	ESTIMATED	BUDGET 1967		
	1965	1966	CUR. LEVEL	PROG. IMP.	TOTAL
CAPITAL BUDGET PREPARATION & ADMINISTRATION					
Cost Allocated	$ 2,342	$ 2,249	$ 3,003		$ 3,003
Man Years Allocated	.31	.34	.34		.34
Requests for projects reviewed	118	130	150		150
No. copies of Capital Budget prepared and distributed	8	6	6		6
ADMINISTRATIVE RESEARCH & PLANNING					
Cost Allocated	$ 14,054	$ 24,179	$ 33,069		$ 33,069
Man Years Allocated	2.02	3.31	4.00		4.00
Major Research and Planning studies	5	7	9		9
Minor Research and Planning studies	N/A	15	15		15
Procedural Manuals prepared	2	1	1		1
Annual Reports prepared	1	1	1		1
Departmental monthly reports reviewed each month	10	12	12		12
Special projects monitored	4	51	50		50
ADMINISTRATIVE ASSISTANCE					
Cost Allocated	$ 1,561	$ 6,748	$ 8,257		$ 8,257
Man Years Allocated	.25	.90	.90		.90
Correspondence prepared for Other Agencies	34	175	175		175
Special reports prepared for Other Agencies	N/A	50	50		50
SERVICE DESK					
Cost Allocated	$ 9,308	$ 9,892	$ 6,733		$ 6,733
Man Years Allocated	1.17	1.17	1.17		1.17
Service Request calls received	N/A	18,800	18,000		18,000
Recorder calls received	N/A	1,000	1,000		1,000

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Research and Budget	0510-0520	PLANNING-PROGRAMMING-BUDGET

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
Calls referred to Other Agencies	N/A	1,000	1,000		1,000
General information provided:					
At window	N/A	9,800	9,800		9,800
By telephone	N/A	10,000	10,000		10,000
Service Orders typed	10,688	16,000	16,000		16,000
Monthly reports prepared	12	12	12		12
TOTAL RESEARCH AND BUDGET FUNCTIONS					
Cost Allocated	$ 48,344	$ 66,122	$ 81,371		$ 81,371
Man Years Allocated	6.78	8.79	9.25		9.25
LESS SERVICES RECEIVED FROM OTHER AGENCIES					
Cost Allocated	$ 3,097	$ 2,796	$ 0		$ 0
Man Years Allocated	.53	.54	0		0
Finance Director's Of.	.34	.12	0		0
City Manager's Office	.19	.42	0		0
SUMMARY					
Total Cost Allocated	$ 45,247	$ 63,326	$ 81,371		$ 81,371
Total Man Years Allocated	6.25	8.25	9.25		9.25
Total Man Years Leave Time	.50	.66	.74		.74

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Engineering	0530	PLANNING-PROGRAM-MING-BUDGET

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 56,312	$ 67,287	$ 90,082	$ 90,082
Contractual Services	1,026	1,985	1,556	1,556
Commodities	2,314	2,539	2,675	2,675
Revolving Funds	8,201	8,301	12,576	12,576
Capital Outlay	3,222	562	1,626	1,626
TOTAL	$ 71,075	$ 80,674	$ 108,515	$ 108,515

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Engineering Administrator	33	$ 756-966	1.00	1.00	1.00	$ 10,974	$ 11,523
Water and Sewer Engineer	32	720-920	0	0	1.00	0	11,040
Civil Engineer	29	624-794	1.00	1.00	1.00	9,528	8,856
Engineering Aide IV	23	466-594	1.00	1.00	1.00	6,480	6,740
Engineering Aide III	21	424-540	1.00	1.00	1.00	6,480	6,480
Engineering Aide II	17	348-444	5.00	5.00	5.00	21,636	22,512
Engineering Clerk*	16	332-424	0	0	1.00	0	5,048
Clerk-Stenographer II	16	332-424	0	1.00	1.00	4,128	4,554
Engineering Aide I	12	274-348	3.00	3.00	3.00	10,144	10,158
Total						$ 69,370	$ 86,911
Less Salary Savings						2,083	2,289
Total 105						$ 67,287	$ 84,622
Social Security							3,715
Group Insurance							1,745
GRAND TOTAL			12.00	13.00	15.00	$ 67,287	$ 90,082
Less Leave Time			.96	1.04	1.20		
Net Productive Time Available			11.04	11.96	13.80		

*Transferred from Director's Office of Department of Public Services.

1967 BUDGET

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Engineering	0530	PLANNING-PROGRAMMING-BUDGET

Program Description: This Division prepares and/or reviews plans, specifications, cost estimates and contract documents for all City construction work. The Engineering Administrator supervises the Building, Plumbing and Electrical Inspectors. This Division also administers the paving assessments and issues permits for work involving City streets.

Comments on Budgeted Program:

Program Improvement - A Water & Sewer Engineer is provided to coordinate planning and construction of systems improvements under the CIP & Federal & State sponsorship (+$11,550).

Net Program Improvement	+$11,550
Net Current Level Change	+ 16,250
Net Change	+$27,800

Current Level Change

Personal Services	+$11,250	Switchboard Services	+$ 250
Misc. Commodities	+ 150	Office Furniture	+ 1,000
Custodial Services	+ 4,600	Equipment Rental	- 1,000

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
PROCESSING OF PETITIONS					
Cost Allocated	$ 9,088	$ 10,315	$ 11,999	$ 800	$ 12,799
Man Years Allocated	1.00	1.50	1.50	.10	1.60
Man hours each petition	N/A	28	28	0	28
No. petitions processed	N/A	177	180	20	200
PROJECT DESIGN					
Cost Allocated	$ 20,813	$ 23,625	$ 26,379	$ 1,586	$ 27,965
Man Years Allocated	4.50	4.50	4.50	.20	4.70
Man hours each project	N/A	56	56	0	56
No. projects designed	N/A	177	225	28	253
CONTRACTS WITH CONSULTING ENGINEERS					
Cost Allocated	$ 10,517	$ 11,937	$ 13,870	$ 2,385	$ 16,255
Man Years Allocated	2.00	2.00	2.00	.20	2.20
Man hours per contract	N/A	10	10	0	10
No. contracts	N/A	10	15	7.5	22.5
CONTRACT ADMINISTRATION					
Cost Allocated	$ 18,225	$ 20,686	$ 28,366	$ 6,770	$ 35,136
Man Years Allocated	3.00	3.50	4.50	.50	5.00
No. contracts administered:	N/A	46	50	0	50
Paving	N/A	39	45	0	45
Water	N/A	3	8	0	8
Sewer	N/A	4	8	0	8

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Engineering	0530	PLANNING-PROGRAMMING-BUDGET

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Processing & Administration:					
No. inspections (ave. per contract)	N/A	74	74	10	84
Man hours inspections (ave. per contract)	N/A	94	94	10	104
Total man hours	N/A	4,329	4,329	0	4,329
Processing of bids (man hours)	N/A	102	102	0	102
URBAN RENEWAL					
Cost Allocated	$ 8,170	$ 9,273	$ 10,780	$ 0	$ 10,780
Man Years Allocated	1.00	1.00	1.00	0	1.00
No. engineering contracts	N/A	3	3	0	3
Engineering contracts (man hours)	N/A	30	30	0	30
No. site improvement contracts	N/A	3	3	0	3
Site improvement contracts (man hours)	N/A	50	50	0	50
SERVICES PROVIDED FOR OTHER ACTIVITIES					
Cost Allocated	$ 4,262	$ 4,838	$ 5,580	$ 0	$ 5,580
Man Years Allocated	.50	.50	.50	0	.50
No. field survey projects	N/A	85	85	0	85
Field survey projects (man hours)	N/A	1,008	1,020	0	1,020
No. design projects	N/A	50	50	0	50
No. design projects (man hours)	N/A	200	200	0	200
SUMMARY					
Total Cost Allocated	$ 71,075	$ 80,674	$ 96,974	$ 11,541	$108,515
Total Man Years Allocated	12.00	13.00	14.00	1.00	15.00
Total Man Years Leave Time	.96	1.04	1.12	.08	1.20

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COMMUNITY AND REGIONAL PLANNING

To better show the expenditures the City makes for community and regional planning, the various planning programs to which the City contributes have been grouped together in this budget.

Included in this budget are funds for the Metropolitan Planning Commission, the Georgia Southern Area Planning and Development Commission, and the Savannah River Basin Development Commission.

The City shares the cost of the Georgia Southern Area Planning and Development Commission with Chatham and four other counties. The Savannah River Basin Commission receives funds from the City of Savannah, Chatham County and four other counties. The Georgia Southern Area Planning and Development Commission and the Savannah River Basin Commission are concerned with the economic development of Chatham County and the other counties served by the Commissions.

The annual budget of the Chatham County-Savannah Metropolitan Planning Commission is financed jointly by the City of Savannah and Chatham County. This Commission is responsible for devising plans and programs for the physical development of the community. To this end, the Commission studies population trends, economic trends, land-use patterns, physical development trends and the other pertinent matters that are required for effective planning. The Commission translates the findings from these studies into plans and programs and submits them for the consideration of the governing bodies of the City and County.

The Commission is responsible for administering the subdivision regulations of the City and County. In addition, the Commission reviews and makes recommendations to the appropriate governing body on proposed changes to the zoning ordinance and subdivision regulations of the City or County.

The Metropolitan Planning Commission has scheduled four studies which are of particular interest to the City, they are:

A. The Metropolitan Water and Sewer Study: This study must be made for two reasons: first, to provide the City with a plan which can be used for programming future water and sewer projects; second, to qualify the City for Federal Grants under the Housing Act of 1965 for basic water and sewer facilities. This Grant program will pay up to 50% of the cost of eligible projects.

B. A Neighborhood Analysis Study: The purpose of this study will be to provide information about the various neighborhoods of the City, which can be used:

1. To plan and schedule Capital Improvement Projects for streets, parks, sidewalks, drainage structures and water and sewer facilities.

2. To plan public service programs such as garbage collection, recreation and crime prevention.

3. To develop programs for neighborhood rehabilitation and conservation.

4. To identify changes which should be made in the zoning plan.

5. To identify the present and future needs for housing in the community.

C. An Airport Study: The purpose of this study will be to identify the community's present and future needs for airport facilities and landing strips. This study is also required if the City is to continue to benefit from the Grant programs of the Federal Aviation Agency.

D. Park and Open Space Study: The purpose of this study will be to identify present and future needs for parks, playgrounds and other open space in the community. This study will also make it possible to obtain funds under the Federal Open Space Programs for park site acquisition and development.

The Metropolitan Planning Commission has applied for Federal "701" Grants totaling $182,591 to help finance the cost of these studies.

The 1967 appropriation for the City's share of these activities increases by approximately $20,000. However, $27,088 of the City's 1967 share of the Metropolitan Planning Commission is allocated for the Water and Sewer Master Plan and will be charged to the Capital Improvement Program. A total of $93,768 will be contributed to Community and Regional Planning. The City's share of the costs for each agency during 1966 and 1967 are listed below:

Agency	1966	1967
Metropolitan Planning Commission		
Planning	$ 48,939	$ 58,512*
Zoning and Subdivisions	14,961	25,195*
Georgia Southern Area Planning and Development Commission	9,450	7,061
Savannah River Basin Commission	0	3,000
	$ 73,350	$ 93,768

*Includes funds budgeted in the Capital Improvement Program.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
Community & Regional Plan.	0810-0811-0820	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	40,244	73,350	66,680	66,680
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 40,244	$ 73,350	$ 66,680	$ 66,680
Budgeted Man Years	0	0	0	0

SUMMARY BY ACTIVITIES

MPC-Planning	$ 26,494	$ 48,939	$ 34,424	$ 34,424
MPC-Zoning and Subdivisions	13,750	14,961	22,195	22,195
Regional Development	0	9,450	10,061	10,061
GRAND TOTAL	$ 40,244	$ 73,350	$ 66,680	$ 66,680

COMMUNITY AND REGIONAL PLANNING

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 0	$ 0	$ 0
Contractual Services	73,350	66,680	66,680
Commodities	0	0	0
Revolving Funds	0	0	0
Capital Outlay	0	0	0
TOTAL	$ 73,350	$ 66,680	$ 66,680

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
MPC Planning	$ 26,494	$ 48,939	$ 34,424	$ 0	$ 34,424	$ 34,424
MPC Zoning & Subdivisions	13,750	14,961	22,195	0	22,195	22,195
Regional Dev.	0	9,450	10,061	0	10,061	10,061
TOTAL	$ 40,244	$ 73,350	$ 66,680	$ 0	$ 66,680	$ 66,680

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	The City's share of the Metropolitan Planning Commission budget increases by $25,015. However, $27,088 of the City's 1967 share is allocated for the development of the Water and Sewer Master Plan and will be charged to the Capital Improvement Program. Thus, 1967 requirements for payments to the Metropolitan Planning Fund from the General Fund decrease.		7,300
2.	The City's contribution to the Area Planning Commission decreases.		2,400
3.	Funds are provided in the 1967 Budget for a contribution to the Savannah River Basin Commission.	3,000	

PROGRAM IMPROVEMENT

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS	Increase $	Decrease $
1. A request by the Metropolitan Planning Commission to include $14,805 in the 1967 Budget for 1968 salaries for the Neighborhood Analysis study was denied. The City was asked to pay one half of this cost.		7,403

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
MPC - Planning	0810	COMMUNITY & REGIONAL PLANNING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 37,357	$ 65,055	$120,757	$ 120,757
Contractual Services	4,981	17,303	129,167	129,167
Commodities	2,432	2,420	13,560	13,560
~~Revolving Funds~~ Non-Budgeted Funds	20,885	7,128	0	0
Capital Outlay	1,685	1,300	1,038	1,038
TOTAL	$ 67,340*	$ 93,206*	$264,522*	$ 264,522*

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Executive Director		$1133-1400	.50	.65	.60	$ 8,060	$ 9,480
Associate Director		917-1067	1.00	.80	1.00	7,480	11,600
Senior Planner		792-917	1.90	2.00	2.00	18,000	19,000
Associate Planner		700-783	0	0	4.00	0	34,100
Research & Adm. Analyst		517-584	0	0	.50	0	3,100
Assistant Planner		517-584	0	2.25	2.00	14,450	12,800
Chief Draftsman		500-575	0	0	.60	0	3,600
Draftsman		350-450	1.00	1.45	1.50	6,463	7,200
Clerical			1.70	1.88	1.20	8,260	5,540
Total 105						$ 62,713	$106,420
Social Security						2,342	3,624
Total for 1967						$ 65,055	$110,044
Additional Salaries to Complete Water and Sewer Study in 1968							10,713
GRAND TOTAL			6.10	9.03	13.40	$ 65,055	$120,757

*City's Share
1965 - $26,494
1966 - $48,939
1967 - $34,424 ($24,088 additional budgeted in Capital Improvements Program for Water and Sewer Study.)

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
MPC-Planning	0810	COMMUNITY & REGIONAL PLANNING

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.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 171,300
Net Change	+$171,300

Current Level Change

Funds are provided for the miscellaneous cost increases and to undertake various "701 Projects" in 1967. +$171,300

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
PLANNING					
Cost Allocated	$ 67,340	$ 93,206	$264,522		$264,522
Man Years Allocated	6.10	9.03	13.40		13.40
"701 Projects":					
Water & Sewer Study					
Cost Allocated	$ 0	$ 0	$101,926		$101,926
Man Years All.	0	0	2.65		2.65
Neighborhood Analysis Study					
Cost Allocated	$ 0	$ 0	$ 67,015		$ 67,015
Man Years All.	0	0	3.50		3.50
Airport Study					
Cost Allocated	$ 0	$ 0	$ 38,381		$ 38,381
Man Years All.	0	0	1.80		1.80
Open Space Studies					
Cost Allocated	$ 0	$ 0	$ 19,891		$ 19,891
Man Years All.	0	0	1.90		1.90
Other Studies and Administration:					
Cost Allocated	$ 67,340	$ 93,206	$ 37,309		$ 37,309
Man Years Allocated	6.10	9.03	3.55		3.55

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
MPC-Planning	0810	COMMUNITY & REGIONAL PLANNING

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUMMARY					
Total Cost Allocated	$ 67,340	$ 93,206	$264,522		$264,522
Total Man Years Allocated	6.10	9.03	13.40		13.40
Total Man Years Leave Time	.49	.72	1.07		1.07

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
MPC-Zoning and Subdivisions	0811	COMMUNITY & REGIONAL PLANNING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 24,904	$ 25,425	$ 49,020	$ 49,020
Contractual Services	3,320	3,317	3,317	3,317
Commodities	1,622	1,180	1,180	1,180
Revolving Funds	0	0	0	0
Capital Outlay	0	0	538	538
TOTAL	$ 29,846*	$ 29,922*	$ 54,055*	$ 54,055*

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Executive Director		$1133-1400	.50	.35	.40	$ 4,340	$ 6,320
Associate Director		917-1067	0	.20	1.00	1,870	11,600
Senior Planner		792-917	.10	0	0	0	0
Associate Planner		700-783	1.00	0	0	0	0
Assistant Planner		517-584	0	1.75	2.00	10,750	13,200
Research & Adm. Analyst		517-584	0	0	.50	0	3,100
Chief Draftsman		500-575	0	0	.40	0	2,400
Draftsman		350-450	1.00	.55	.50	2,465	2,400
Clerical			1.30	1.12	1.80	5,150	8,300
Total 105						$ 24,575	$ 47,320
Social Security						850	1,700
GRAND TOTAL			3.90	3.97	6.60	$ 25,425	$ 49,020

*City's Share
1965 -$13,750
1966 -$14,961
1967 -$22,195 ($3,000 additional budgeted in Capital Improvement Program for Water and Sewer Study.)

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
MPC-Zoning and Subdivisions	0811	COMMUNITY & REGIONAL PLANNING

Program Description: This Account administers the subdivision regulations and reviews and recommends on proposed changes to the Zoning Ordinance and Subdivision Regulations of the City of Savannah and Chatham County. This Activity also makes recommendations to the Board of Appeals and prepares the necessary minutes and notices of decision.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 24,100
Net Change	+$24,100

Current Level Change

Funds are provided to non-eligible cost items for various "701 Program" studies to be undertaken in 1967. +$24,100

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
COMMUNITY SERVICES					
Cost Allocated	$ 29,846	$ 29,922	$ 54,055		$ 54,055
Man Years Allocated	3.90	3.97	6.60		6.60
Land Use and Zoning					
Zoning Petitions processed	63	68	68		68
Inquiries related to zoning & subdivisions	350	350	200		200
Land use & zoning meetings	13	13	13		13
Staff studies related to zoning	8	15	15		15
Subdivision Activity					
Subdivision plats processed	32	45	45		45
SDC Meetings	14	13	13		13
Inquiries related to subdivisions	N/A	N/A	150		150
Staff studies related to subdivisions	3	4	4		4
Board of Appeals					
Cases heard	39	46	46		46
No. of notices sent	297	550	550		550
SUMMARY					
Total Cost Allocated	$ 29,846	$ 29,922	$ 54,055		$ 54,055

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
MPC-Zoning and Subdivisions	0811	COMMUNITY & REGIONAL PLANNING

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Total Man Years Allocated	3.90	3.97	6.60		6.60
Total Man Years Leave Time	.31	.32	.53		.53

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Regional Development	0820	COMMUNITY & REGIONAL PLANNING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	0	9,450	10,061	10,061
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 0	$ 9,450	$ 10,061	$ 10,061

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Regional Development	0820	COMMUNITY & REGIONAL PLANNING

Program Description: This Account consists of assistance given by the City to the Area Planning Commission and the Savannah River Basin Commission.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Contributions +$600

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
CONTRIBUTIONS					
Area Planning Commission	$ 0	$ 9,450	$ 7,061		$ 7,061
Savannah River Basin Com.	0	0	3,000		3,000
SUMMARY					
Cost Allocated	$ 0	$ 9,450	$ 10,061		$ 10,061
Man Years Allocated	0	0	0		0

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LEGAL

The Legal Department represents the City in all suits, litigations and hearings. The Department prepares ordinances and documents as required by official action of the Mayor and Aldermen and reviews all contracts and legal instruments of the City.

The work program of this Department is accomplished through the efforts of a full time City Attorney and two part time assistants to the City Attorney.

The proposed budget for 1967 is $24,143. This is an increase of approximately $1,200 over the appropriated funds of $23,040 for 1966. This is due to the fact that Social Security and Group Insurance benefits in previous years were charged to Employee Benefits. These benefits are now being charged against each activity. This change was made to provide more accurate cost accounting (+$1,200).

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
LEGAL	1010	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 17,004	$ 17,000	$ 18,248	$ 18,248
Contractual Services	5,223	5,690	5,645	5,645
Commodities	181	350	250	250
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 22,408	$ 23,040	$ 24,143	$ 24,143
Budgeted Man Years	2.00	2.00	2.00	2.00

SUMMARY BY ACTIVITIES

Legal	$ 22,408	$ 23,040	$ 24,143	$ 24,143
GRAND TOTAL	$ 22,408	$ 23,040	$ 24,143	$ 24,143

LEGAL

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 17,000	$ 18,248	$ 18,248
Contractual Services	5,690	5,645	5,645
Commodities	350	250	250
Revolving Funds	0	0	0
Capital Outlay	0	0	0
TOTAL	$ 23,040	$ 24,143	$ 24,143

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Legal	$22,408	$23,040	$24,143	$ 0	$24,143	$24,143
TOTAL	$22,408	$23,040	$24,143	$ 0	$24,143	$24,143

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Funds for Group Insurance and Social Security previously charged to Employee Benefits Account will be charged to the Legal Account in 1967.	1,248	

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Legal	1010	LEGAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 17,004	$ 17,000	$ 18,248	$ 18,248
Contractual Services	5,223	5,690	5,645	5,645
Commodities	181	350	250	250
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 22,408	$ 23,040	$ 24,143	$ 24,143

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
City Attorney	-	$ Unclass.	1.00	1.00	1.00	$ 8,000	$ 8,000
Assistant City Attorney	-	Unclass.	.50	.50	.50	4,500	4,500
Assistant City Attorney	-	Unclass.	.50	.50	.50	4,500	4,500
Total 105						$ 17,000	$ 17,000
Social Security							687
Group Insurance							561
GRAND TOTAL			2.00	2.00	2.00	$ 17,000	$ 18,248
Less Leave Time			.16	.16	.16		
Net Productive Time Available			1.84	1.84	1.84		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Legal	1010	LEGAL

Program Description: The Legal Department represents the City in all suits, litigations and hearings. The Department prepares ordinances and documents as required by official action of the Mayor and Aldermen and reviews all contracts and legal instruments of the City.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 1,105
Net Change	+$1,105

Current Level Change

Communications	-$ 20	Personal Services	+$1,250
Transportation	- 125		
Dues, Memberships & Sub.	+ 100		
Printing & Office Supplies	- 100		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
LEGAL					
Cost Allocated	$ 22,408	$ 23,040	$ 24,143		$ 24,143
Man Years Allocated	2.00	2.00	2.00		2.00

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REGISTRATIONS AND ELECTIONS

Funds are allocated in this Department to provide for the proper storage and maintenance of the City's seventy-seven voting machines. This Department also absorbs the general expenses of preparing and operating the voting machines for City elections. Included in this Department are funds to provide payment to the Chatham County Board of Registrars for registration services performed for the City.

The proposed allocation for this Department in the 1967 Budget is $3,959. The 1966 appropriation was $7,054.

The decrease in this budget is due to the fact that in 1966 funds were provided for the City's General Election. During 1967 no general elections are anticipated. This decrease totals $3,100.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
REGISTRATIONS & ELECTIONS	1210	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	4,231	5,237	3,834	3,834
Commodities	0	1,817	125	125
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 4,231	$ 7,054	$ 3,959	$ 3,959
Budgeted Man Years	0	0	0	0

SUMMARY BY ACTIVITIES

Registrations and Elections	$ 4,231	$ 7,054	$ 3,959	$ 3,959
GRAND TOTAL	$4,231	$7,054	$3,959	$3,959

REGISTRATIONS AND ELECTIONS

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 0	$ 0	$ 0
Contractual Services	5,237	3,834	3,834
Commodities	1,817	125	125
Revolving Funds	0	0	0
Capital Outlay	0	0	0
TOTAL	$ 7,054	$ 3,959	$ 3,959

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Registrations & Elections	$ 4,231	$ 7,054	$ 3,959	$ 0	$ 3,959	$ 3,959
TOTAL	$ 4,231	$ 7,054	$ 3,959	$ 0	$ 3,959	$ 3,959

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

	Increase $	Decrease $
1. Funds provided in the 1966 Budget for the Aldermanic general election will not be required in 1967. No general elections are anticipated.		3,100

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Request to provide funds for a mixed drink referendum was deleted as this election will be held in 1966.	9,800

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Registrations and Elections	1210	REGISTRATIONS AND ELECTIONS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	4,231	5,237	3,834	3,834
Commodities	0	1,817	125	125
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 4,231	$ 7,054	$ 3,959	$ 3,959

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Registrations and Elections	1210	REGISTRATIONS AND ELECTIONS

Program Description: This Activity is responsible for the custody and maintenance of all City voting machines and the general expense of all City elections. Registration of City voters is arranged through an agreement with the Chatham County Board of Registrars.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 3,100
Net Change	-$3,100

Current Level Change

Rentals	-$ 50
Other Contractual Services	- 1,300
Printing and Office Supplies	- 1,700
Fees, Professional Services	- 50

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
REGISTRATIONS AND ELECTIONS					
Cost Allocated	$ 4,231	$ 11,055	$ 4,359		$ 4,359
Man Years Allocated	N/A	1.05	.07		.07
No. voting machines	77	77	77		77
No. of general City elections for which voting machines are used	0	3	0		0
No. of other general elections for which voting machines are used	2	3	0		0
No. of voting machines prepared for general election	154	337	0		0
No. of voting machines prepared for demonstrations, etc.	N/A	20	20		20
No. of voting machines put on location	0	108	0		0
TOTAL REGISTRATIONS AND ELECTIONS FUNCTION					
Cost Allocated	$ 4,231	$ 11,055	$ 4,359		$ 4,359
Man Years Allocated	N/A	1.05	.07		.07

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Registrations and Elections	1210	REGISTRATIONS AND ELECTIONS

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
LESS SERVICES RECEIVED FROM OTHER AGENCIES					
Cost Allocated	N/A	$ 4,001	$ 400		$ 400
Man Years Allocated	N/A	1.05	.07		.07
Delinquent Revenue Collection	N/A	.15	.07		.07
Drainage Maintenance	N/A	.90	0		0
SUMMARY					
Total Cost Allocated	$ 4,231	$ 7,054	$ 3,959		$ 3,959
Total Man Years Allocated	N/A	0	0		0

FINANCE DEPARTMENT

The Finance Department is responsible for collecting all City revenue receipts and for making all disbursements. In performing these services it must maintain a system of accounting which enables it to control the City's financial transactions.

The Director's Office plans and coordinates the entire work program of the department.

The Accounting Division maintains the general and subsidiary ledgers and related records of the City. It performs payroll accounting, maintains the Capital Improvement Program accounts, and pre-audits all payable documents and budget adjustments.

The Tax Assessor Activity assesses all property subject to City Ad Valorem taxes. The Real Property assessment program will be accomplished jointly with Chatham County. All assessment records will be maintained by the County.

The Current and Delinquent Revenue Collection Activities are the two units of the Treasurer's Office under the General Fund. These Activities are responsible for receiving and depositing all revenues of the City. Issuing of business licenses, permits, street maintenance decals, dog tags, property taxes and insurance premium taxes are examples of City revenue sources which must be collected by these agencies.

The City owns and operates a parking lot. The Finance Department is responsible for its operation.

The Purchasing Division advertises, receives and tabulates contract bids let by various City Departments. It is also responsible for contracting for commodity purchase agreements which results in cost savings to the City and for placing all purchase orders for the various City Departments.

The 1967 work program for this department includes the following major programs:

1. An improved system for delinquent revenue collection will be created. The Data Processing Center will maintain revenue collection records. This will improve control and information on the current status of all accounts and enable the department to provide an updated report each month.

2. Several studies will be undertaken by the department both internally and in conjunction with other departments. They are as follows:

   a. An analysis of the City's revenue program. This study will determine weaknesses in the program and recommend any needed changes.

b. A study of the system and organization of the Accounting Division.

c. The system and procedures used in the Water Service Office.

d. Preparation of a central purchasing manual.

Funds in the amount of $425,455 are proposed for the 1967 Budget. This is a decrease of $9,655 over the 1966 appropriation of $435,110.

The major decreases in this budget were due to:

1. The transfer of the Supplies Management function to the Revolving Funds Budget. This decreases costs by $25,700.

2. The processing of Real Estate transfers will be handled by Chatham County in 1967. A cost of $5,000 and 1.25 man years of clerical time are deleted due to this change.

3. In 1967 Personal Property taxes on vehicles must be paid at the time license plates are issued. This change, and other procedural changes results in a cost savings of $8,900 and the deletion of 1.35 man years of clerical time.

These decreases are offset, in part, by the following increases needed for the 1967 departmental work program.

1. Funds are provided for the collection of Personal Property taxes on vehicles by Chatham County. This increased cost of $10,500 is mandatory and results from an act passed by the 1966 General Assembly of Georgia.

2. Three Clerk-Typist I positions, at an increase of 2.6 man years of clerical time, and necessary commodities at a cost of $12,100 are added for a program which will eliminate delinquent personal property taxes by the end of 1967. Only those delinquent accounts which have current payment agreements will remain on the books at the end of 1967. It is projected that a minimum of $55,000 additional revenue will result from this program.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
FINANCE	1410-20-30-41-42-43-50-52-70	General Government	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$208,152	$ 248,413	$239,416	$239,416
Contractual Services	43,122	28,910	38,179	38,179
Commodities	21,259	25,068	27,963	27,963
Revolving Funds	89,225	124,476	119,477	119,477
Capital Outlay	5,823	8,243	420	420
TOTAL	$367,581	$ 435,110	$425,455	$425,455
Budgeted Man Years	42.74	50.88	43.35	43.35

SUMMARY BY ACTIVITIES

Director's Office	$ 22,392	$ 31,484	$ 35,433	$ 35,433
Accounting	85,089	101,981	111,732	111,732
Tax Assessor	85,375	70,732	55,439	55,439
Current Revenue Collection	77,798	99,412	108,109	108,109
Delinquent Revenue Collection	42,465	61,302	68,430	68,430
Parking Lot	4,979	4,130	4,842	4,842
Purchasing	28,710	40,366	41,470	41,470
Supplies Management	20,185	25,703	0	0
Powder Magazine	588	0	0	0
GRAND TOTAL	$367,581	$435,110	$425,455	$425,455

FINANCE

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$248,413	$239,416	$239,416
Contractual Services	28,910	38,179	38,179
Commodities	25,068	27,963	27,963
Revolving Funds	124,476	119,477	119,477
Capital Outlay	8,243	420	420
TOTAL	$435,110	$425,455	$425,455

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Director's Office	$ 22,392	$ 31,484	$ 35,433	$ 0	$ 35,433	$ 35,433
Accounting	85,089	101,981	111,732	0	111,732	111,732
Tax Assessor	85,375	70,732	69,339	- 13,900	55,439	55,439
Cur. Rev. Coll.	77,798	99,412	97,599	10,510	108,109	108,109
Del. Rev. Coll.	42,465	61,302	56,346	12,084	68,430	68,430
Parking Lot	4,979	0	4,842	0	4,842	4,842
Purchasing	28,710	40,366	41,470	0	41,470	41,470
Supplies Mgt.	20,185	25,703	0	0	0	0
Powder Magazine	588	0	0	0	0	0
TOTAL	$365,581	$435,110	$416,761	$ 8,694	$425,455	$425,455

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security previously charged only to the Employee Benefits Account will be charged back to Finance in 1967.	13,400	
2.	Anticipated salary savings decrease.	3,900	
3.	Funds are provided in the 1967 Budget for full year's salaries for positions added in 1966 and normal pay adjustments for permanent employees. These costs are offset by decreases in cost resulting from the deletion of temporary clerical positions in the Director's Office, Tax Assessor,		

		Increase	Decrease
	Accounting and Delinquent Revenue Collection Activities.	$	$ 3,100
4.	Overtime requirements decrease due to improved scheduling.		400
5.	The estimated cost of the annual independent audit increases. This is a result of budgeting the full amount of the audit fee in 1967.	2,050	
6.	The Supplies Management Account is transferred to the Revolving Funds where it will be consolidated with the Automotive Parts Warehouse for 1967.		25,700
7.	Capital Outlay requirements for the replacement of officue furniture and equipment decrease.		2,500
8.	Requirements for Switchboard Services increase.	600	
9.	Office supply requirements increase.	300	
10.	Custodial Services charged to the Finance Department will decrease in 1967.		2,850
11.	Equipment Rental charges will decrease for 1967.		1,700
12.	Transportation costs will decrease in 1967.		1,000
13.	Miscellaneous Contractual Services and Commodities decrease.		900

PROGRAM IMPROVEMENTS

Tax Assessor

1.	The processing of Real Estate transfers will be handled by Chatham County in 1967. 1.25 clerical man years are deleted because of this.	5,000
2.	In 1967 Personal Property taxes on vehicles will be paid at the time license plates are issued. This and improved procedures result in a reduction of 1.35 man years of clerical time.	8,900

	Increase	Decrease
	$	$
Current Revenue Collection		
3. Provision is made for the collection of Personal Property taxes on vehicles by Chatham County. This change is mandatory and results from an Act passed by the 1966 General Assembly of Georgia.	10,500	
Delinquent Revenue Collection		
4. Three Clerk-Typist I positions for 2.6 man years and necessary commodities are added for purposes of reducing outstanding delinquent Personal Property tax accounts. A minimum of $55,000 of additional revenue will result from this program improvement. In addition this program improvement will provide for eliminating by the end of 1967, all delinquent accounts from years prior to 1967 except those which have current payment agreements.	12,100	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Request to contract for the daily pickup of cash receipts was deleted due to lack of funds. This change would have increased safety of funds and reduced employee time presently allocated to this function.		1,800

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 18,270	$ 26,957	$ 29,976	$ 29,976
Contractual Services	1,582	1,680	1,473	1,473
Commodities	699	750	850	850
Revolving Funds	780	1,644	3,134	3,134
Capital Outlay	1,061	453	0	0
TOTAL	$ 22,392	$ 31,484	$ 35,433	$ 35,433

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Finance Director	36	$876-1118	1.00	1.00	1.00	$ 11,592	$ 11,592
Assistant to Department Head	25	514-654	0	1.00	1.00	7,128	7,080
Account Clerk	16	332-424	1.00	1.00	1.00	4,848	5,048
Clerk-Stenographer II	16	332-424	.75	1.00	1.00	4,536	4,768
Clerk-Typist II	14	302-384	0	.66	0	2,567	0
Total						$ 30,671	$ 28,488
Less Salary Savings						3,714	0
Total 105						$ 26,957	$ 28,488
Social Security							947
Group Insurance							541
GRAND TOTAL			2.75	4.66	4.00	$ 26,957	$ 29,976
Less Leave Time			.22	.37	.32		
Net Productive Time Available			2.53	4.29	3.68		

PERFORMANCE DATA

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

Program Description: The Finance Director is responsible for administering the activities of the Finance Department.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 3,900
Net Change	+$3,900

Current Level Change

Personal Services	+$3,000	Custodial Services	+$1,200
Transportation	- 300	Switchboard Services	+ 300
Office Supplies	+ 100		
Capital Outlay	- 400		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ADMINISTRATION					
Cost Allocated	$ 12,407	$ 15,676	$ 17,965		$ 17,965
Man Years Allocated	1.00	1.50	1.50		1.50
STAFF ASSISTANCE					
Cost Allocated	$ 6,539	$ 11,389	$ 12,482		$ 12,482
Man Years Allocated	1.15	2.31	1.75		1.75
Petitions Processed	295	400	300		300
Letters written	467	170	200		200
Inter-departmental memos written	223	275	300		300
Intra-departmental memos written	111	135	170		170
Investments reviewed	69	100	100		100
Special inquiries answered	62	70	70		70
Employee Requisitions approved	29	30	30		30
Personnel Action papers approved	49	120	50		50
Departmental studies made	0	4	12		12
Monthly Financial Reports prepared	6	12	12		12
CIP Status Reports prepared	4	19	21		21
Departmental Progress Reports prepared	0	9	12		12

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
Telephone bills processed	1,097	672	672		672
Long distance	271	150	150		150
Gas bills processed	0	125	215		215
Consumption reports for electricity processed	2,904	2,800	2,800		2,800
DPC Input-Output control:					
Input reports processed	0	275	0		0
Output reports processed	0	125	0		0
Change requests processed	0	8	12		12
Pension system:					
Total added	31	28	30		30
Total dropped	21	28	25		25
Net added	10	0	5		5
Garnishments answered	18	30	30		30
TOTAL FINANCE DIRECTOR'S OFFICE FUNCTIONS					
Cost Allocated	$ 18,946	$ 27,065	$ 30,447		$ 30,447
Man Years Allocated	2.15	3.81	3.25		3.25
SERVICES TO OTHER ACTIVITIES					
Cost Allocated	$ 3,446	$ 4,419	$ 4,986		$ 4,986
Man Years Allocated	.60	.85	.75		.75
Personnel	.04	.10	.10		.10
Research & Budget	.34	.12	0		0
Other Finance Act.	.08	.47	.44		.44
Sick and Vacation leave relief	.14	.16	.21		.21
SUMMARY					
Total Cost Allocated	$ 22,392	$ 31,484	$ 35,433		$ 35,433
Total Man Years Allocated	2.75	4.66	4.00		4.00
Total Man Years Leave Time	.22	.37	.32		.32

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Accounting	1420	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 42,369	$ 49,062	$ 51,755	$ 51,755
Contractual Services	12,239	11,240	12,987	12,987
Commodities	3,573	3,850	3,800	3,800
Revolving Funds	26,818	36,799	43,040	43,040
Capital Outlay	90	1,030	150	150
TOTAL	$ 85,089	$ 101,981	$111,732	$ 111,732

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Comptroller	29	$624-794	1.00	1.00	1.00	$ 8,232	$ 8,640
Chief Accountant	26	540-686	.42	1.00	1.00	7,278	6,504
Internal Auditor	26	540-686	0	.34	1.00	2,006	7,638
Accountant	24	490-624	1.58	.66	0	4,188	0
Clerk-Stenographer II	16	332-424	1.00	1.00	1.00	4,212	4,428
Account Clerk	16	332-424	3.00	4.28	4.00	18,754	16,848
Bookkeeping Machine Operator	16	332-424	1.00	1.00	1.00	4,392	4,518
Total 105						$ 49,062	$ 48,576
Social Security							2,002
Group Insurance							1,177
GRAND TOTAL			8.00	9.28	9.00	$ 49,062	$ 51,755
Less Leave Time			.64	.74	.72		
Net Productive Time Available			7.36	8.54	8.28		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Accounting	1420	FINANCE

Program Description: The Accounting Division maintains the general and subsidiary ledgers and related records of the City, performs payroll accounting, maintains Capital Improvement accounting records, pre-audits all payable documents and budget adjustments.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 9,750
Net Change	+$9,750

Current Level Change

Personal Services	+$2,700	Data Processing Services	+$7,450
Transportation	- 300	Custodial Services	- 1,500
Professional Fees	+ 2,050	Miscellaneous	- 200
Maint. Machinery	+ 150	Switchboard Services	+ 300
		Office Furniture & Equip.	- 900

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
BOOKKEEPING					
Cost Allocated	$ 33,573	$ 31,663	$ 38,775		$ 38,775
Man Years Allocated	2.72	2.95	2.95		2.95
Inventories prepared	1,452	1,400	1,400		1,400
General & Sub-Ledger entries posted	30,419	30,500	30,500		30,500
Trial balances analyzed	240	240	240		240
PRE-AUDITING					
Cost Allocated	$ 6,016	$ 14,865	$ 13,641		$ 13,641
Man Years Allocated	1.46	2.63	2.35		2.35
Payable documents pre-audited	14,961	20,000	20,000		20,000
Documents filed	25,789	20,000	20,000		20,000
CAPITAL IMPROVEMENT PROGRAM ACCOUNTING					
Cost Allocated	$ 4,012	$ 3,053	$ 3,345		$ 3,345
Man Years Allocated	.67	.60	.60		.60
Assessments checked	15	10	20		20
Monthly reports prepared	12	24	24		24
Payments on contracts checked	900	300	300		300
Payments on contracts posted	900	500	500		500
BABY BOND ACCOUNTING					
Cost Allocated	N/A	$ 2,530	$ 5,500		$ 5,500
Man Years Allocated	N/A	.40	.40		.40
No. of accounts	N/A	300	550		550

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Accounting	1420	FINANCE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
PAYROLL ACCOUNTING					
Cost Allocated	$ 14,965	$ 29,098	$ 28,102		$ 28,102
Man Years Allocated	1.08	1.45	1.45		1.45
Employee Payroll records kept	1,245	1,500	1,500		1,500
Total payrolls prepared	76	76	76		76
INTERNAL AUDITING AND OTHER MISCELLANEOUS ACCOUNTING FUNCTIONS					
Cost Allocated	$ 12,537	$ 7,695	$ 7,904		$ 7,904
Man Years Allocated	2.15	.95	.95		.95
Recorder's Court audited	1	0	3		3
Revolving Funds audited	2	0	4		4
Special statistics studied (man hours)	322	300	700		700
Miscellaneous items posted	5,875	6,000	6,000		6,000
Treasury Bonds: Coupons cut, counted and posted	3,888	2,000	2,000		2,000
INDEPENDENT AUDIT					
Cost Allocated	$ 13,986	$ 13,077	$ 14,465		$ 14,465
Man Years Allocated	.40	.30	.30		.30
Cost of audit contract	$ 11,300	$ 11,071	$ 11,200		$ 11,200
SUMMARY					
Total Cost Allocated	$ 85,089	$101,981	$111,732		$111,732
Total Man Years Allocated	8.00	9.28	9.00		9.00
Total Man Years Leave Time	.64	.64	.64		.64

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Tax Assessor	1430	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 44,709	$ 47,851	$ 34,179	$ 34,179
Contractual Services	16,104	2,195	1,642	1,642
Commodities	7,601	4,525	5,025	5,025
Revolving Funds	16,961	16,161	14,593	14,593
Capital Outlay	0	0	0	0
TOTAL	$ 85,375	$ 70,732	$ 55,439	$ 55,439

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
City Assessor	30	$ 654-834	1.00	1.00	1.00	$ 10,008	$ 10,008
Property Appraiser II	22	444-566	0	0	1.00	0	5,880
Property Appraiser I	20	404-514	1.00	1.75	1.00	8,478	4,848
Clerk IV	19	384-490	2.00	2.00	1.50	11,472	8,676
Clerk III	16	332-424	1.00	.25	0	1,044	0
Clerk II	13	288-366	3.00	3.12	.50	11,824	1,992
Clerk-Stenographer I	13	288-366	1.00	1.00	.25	3,568	864
Clerk I	10	248-316	.35	.35	0	1,042	0
Total 105						$ 47,436	$ 32,268
Social Security							1,270
Group Insurance							641
Overtime						415	
GRAND TOTAL			9.35	9.47	5.25	$ 47,851	$ 34,179
Less Leave Time			.75	.76	.42		
Net Productive Time Available			8.60	8.71	4.83		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Tax Assessor	1430	FINANCE

Program Description: This Activity is responsible for the discovery and assessment of all property subject to City Ad Valorem taxation. The Real Property assessment program will be accomplished jointly with Chatham County. All assessment records will be maintained by the County. Automobiles will be assessed by the State in 1967 and Personal Property records will be received and recorded by the City.

Comments on Budgeted Program:

Program Improvement - Processing of transfers will be done by the County and assessment of automobiles will be done by the State (-$13,900).

Net Program Improvement	-$13,900
Net Current Level Change	- 1,450
Net Change	-$15,250

Current Level Change

Professional Fees	-$ 600	Switchboard Services	+$ 150
Printing & Office Supplies	+ 500	Personal Services	+ 250
Custodial Services	- 500	Data Processing Services	- 1,250

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
REAL ESTATE					
Cost Allocated	$ 55,786	$ 36,295	$ 34,875	$- 5,000	$ 29,875
Man Years Allocated	5.90	5.30	4.80	- 1.25	3.55
Properties inspected	N/A	2,500	2,000	0	2,000
Objections to valuations	N/A	750	300	- 100	200
Improvements added	N/A	800	500	0	500
Improvements razed	N/A	250	200	0	200
Properties inspected for Fire Dept. (ins.)	N/A	352	300	0	300
Properties checked for D.P.S.	N/A	2,000	1,500	0	1,500
Transfers processed	N/A	4,500	4,500	- 4,500	0
Parcels added to digest	N/A	150	50	0	50
PERSONAL PROPERTY					
Cost Allocated	$ 29,589	$ 34,437	$ 34,464	$- 8,900	$ 25,564
Man Years Allocated	3.45	4.17	4.05	- 2.35	1.70
Renditions received	25,460	27,200	27,750	- 4,000	24,750
Individual Personal Property assessments	2,300	2,500	2,600	0	2,600
Business Personal Property assessments	200	250	100	0	100
Individual Personal Property accounts cancelled	300	350	350	0	350
Business Personal Property accounts cancelled	100	100	100	0	100
Total Personal Property accounts	29,000	29,500	30,000	- 4,000	26,000
Automobiles assessed	9,000	9,000	9,000	- 9,000	0

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Tax Assessor	1430	FINANCE

WORK ACTIVITY:	ACTUAL	ESTIMATED	BUDGET 1967		
	1965	1966	CUR. LEVEL	PROG. IMP.	TOTAL
SUMMARY					
Total Cost Allocated	$ 85,375	$ 70,732	$ 69,339	$-13,900	$ 55,439
Total Man Years Allocated	9.35	9.47	8.85	- 3.60	5.25
Total Man Years Leave Time	.75	.76	.71	- .29	.42

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ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 32,215	$ 33,999	$ 36,468	$ 36,468
Contractual Services	8,129	8,851	18,561	18,561
Commodities	6,087	8,791	10,197	10,197
Revolving Funds	30,977	47,696	42,883	42,883
Capital Outlay	390	75	0	0
TOTAL	$ 77,798	$ 99,412	$ 108,109	$ 108,109

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
City Treasurer	28	$ 594-756	.50	.50	.50	$ 4,092	$ 3,980
Clerk IV	19	384-490	1.00	1.00	1.00	5,592	5,832
Account Clerk	16	332-424	1.00	1.00	1.00	4,608	4,808
Clerk-Typist II	14	302-384	.14	0	0	0	0
Clerk II	13	288-366	4.00	3.00	3.00	11,952	11,940
Parking Meter Coin Collector	12	274-348	1.00	1.00	1.00	3,792	3,952
Clerk I	10	248-316	0	1.00	1.00	3,638	3,274
Total 105						$ 33,674	$ 33,786
Social Security							1,475
Group Insurance							907
Overtime						325	300
GRAND TOTAL			7.64	7.50	7.50	$ 33,999	$ 36,468
Less Leave Time			.60	.60	.60		
Net Productive Time Available			7.04	6.90	6.90		

1967 BUDGET

PERFORMANCE DATA

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

Program Description: This Activity is a unit of the Treasury Division. Personnel of the Current Revenue Collection Unit are responsible for receiving and depositing all revenues of the City; the issuance of current business licenses, permits, street maintenance decals, and dog tags; and the preparation of daily cash receipt reports.

Comments on Budgeted Program:

Program Improvement - Funds are provided to collect automobiles taxes at time of license plate purchase (+$10,500).

Net Program Improvement	+$10,500
Net Current Level Change	- 1,800
Net Change	+$ 8,700

Current Level Change

Personal Services	+$2,450	Data Proc. Ser.	-$4,950	Transportation	-$400
Misc. Cont. Ser.	- 400	Custodial Ser.	- 150		
Print. & Office Sup.	+ 1,550	Switchboard Ser.	+ 300		
Operating Supplies	- 150	Capital Outlay	- 50		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
CURRENT BILLING					
Cost Allocated	$ 25,128	$ 32,321	$ 31,120	$ 0	$ 31,120
Man Years Allocated	1.45	1.43	1.43	0	1.43
No. Real Property tax half year billings*	64,900	64,600	64,500	0	64,500
No. Personal Property tax half year billings*	76,000	68,000	80,000	- 28,000	52,000
No. Business Licenses billed	4,455	4,800	5,000	0	5,000
No. duplicate bills prepared	N/A	3,000	2,700	0	2,700
No. of manual bills issued	N/A	250	250	0	250
No. bills adjusted	N/A	600	500	0	500
No. accounts deleted	N/A	150	50	0	50
CURRENT COLLECTIONS					
Cost Allocated	$ 37,576	$ 47,750	$ 47,361	$ 10,510	$ 57,871
Man Years Allocated	3.73	3.66	3.66	0	3.66
No. Real Property half year payments received	58,500	58,200	58,100	0	58,100
No. Personal Property half year payments received	58,200	60,000	61,800	- 13,200	48,600
No. Business License payments received	N/A	3,029	3,000	0	3,000

*Both half year billing stubs are sent out in the same envelope. Citizens have the option of paying both of them at once or when they become legally due.

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. Street Maintenance Decal payments received	N/A	1,750	1,900	0	1,900
No. Dog Tag payments received	N/A	4,000	4,000	0	4,000
No. Water payments received	N/A	206,000	205,400	0	205,400
No. Sewer payments received	22,000	22,800	23,200	0	23,200
No. Insurance Premium accounts paid	N/A	150	175	0	175
No. Traffic Citation payments received	N/A	23,000	23,000	0	23,000
DELINQUENT COLLECTIONS					
Cost Allocated	$ 5,679	$ 7,248	$ 7,256	$ 0	$ 7,256
Man Years Allocated	.72	.69	.69	0	.69
No. Real Property payments received	4,517	5,015	6,000	0	6,000
No. Personal Property payments received	6,603	12,000	4,200	4,500	8,700
No. Business License payments received	1,275	1,800	2,000	0	2,000
No. Street Maintenance Decal payments received	N/A	1,750	1,600	0	1,600
No. Dog Tag payments received	546	500	500	0	500
No. Traffic Citation payments received	N/A	15,000	15,000	0	15,000
No. Insurance Premium accounts collected	N/A	100	80	0	80
MISCELLANEOUS SERVICES					
Cost Allocated	$ 9,415	$ 12,093	$ 11,862	$ 0	$ 11,862
Man Years Allocated	1.74	1.72	1.72	0	1.72
No. Parking Meters collected from once weekly	1,925	2,000	2,000	0	2,000

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
No. Bond Coupons processed	N/A	30,000	31,000	0	31,000
No. Bank Deposits prepared	300	300	300	0	300
SUMMARY					
Total Cost Allocated	$ 77,798	$ 99,412	$ 97,599	$ 10,510	$108,109
Total Man Years Allocated	7.64	7.50	7.50	0	7.50
Total Man Years Leave Time	.60	.60	.60	0	.60

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ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 28,042	$ 37,566	$ 47,780	$ 47,780
Contractual Services	2,008	2,079	1,438	1,438
Commodities	1,661	5,045	6,356	6,356
Revolving Funds	9,062	15,812	12,586	12,586
Capital Outlay	1,692	800	270	270
TOTAL	$ 42,465	$ 61,302	$ 68,430	$ 68,430

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Assistant City Treasurer	25	$ 514-654	1.00	.66	1.00	$ 3,400	$ 6,168
Administrative Assistant	23	466-594	0	.34	0	3,262	0
Chief Revenue Investigator	20	404-514	1.00	1.00	1.00	4,668	5,108
Revenue Investigator	18	366-466	1.00	2.00	2.00	8,016	9,126
Account Clerk	16	332-424	1.00	1.00	1.00	4,608	4,808
Clerk-Typist II	14	302-334	1.00	1.00	1.00	3,778	3,968
Clerk II	13	288-366	1.00	1.00	1.00	3,456	3,610
Clerk-Typist I	11	260-332	0	1.97	3.60	6,078	11,386
Total						$ 37,266	$ 44,174
Less Salary Savings						300	0
Total 105						$ 36,966	$ 44,174
Social Security							2,438
Group Insurance							768
Overtime						600	400
GRAND TOTAL			6.00	8.97	10.60	$ 37,566	$ 47,780
Less Leave Time			.48	.72	.72		
Net Productive Time Available			5.52	8.25	9.88		

PERFORMANCE DATA

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

Program Description: This Activity is a unit of the Treasury Division. Personnel of the Delinquent Revenue Collection Unit are responsible for the collection of all delinquent revenues owned by the City including property taxes, business licenses and permits, insurance premium taxes and other miscellaneous revenues.

Comments on Budgeted Program:

Program Improvement - Three Clerk-Typist I positions for 2.6 man years and printing & office supplies are added for a stepped-up collection program for delinquent personal property taxes which will eliminate prior years delinquencies by the end of 1967 (+$12,050).

Net Program Improvement	+$12,050
Net Current Level Change	- 4,900
Net Change	+$ 7,150

Current Level Change

Pers. Serv. +$1,300	Data Processing Ser. -$1,500	Equipment Rental -$1,200
Advertising - 200	Misc. Cont. Ser. - 450	Misc. Rev. Funds - 500
	Print & Office Sup. - 1,800	Capital Outlay - 550

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
DELINQUENT REAL PROPERTY TAX COLLECTION					
Cost Allocated	$ 9,832	$ 11,916	$ 10,993	$ 0	$ 10,993
Man Years Allocated	1.01	1.26	1.25	0	1.25
No. of accounts at beginning of year	N/A	1,500	6,060	0	6,060
No. of accounts added	4,880	11,560	5,000	0	5,000
No. of accounts collected	4,517	6,500	7,500	0	7,500
No. of accounts abated or released	N/A	500	300	0	300
No. of accounts delinquent at end of year	1,500	6,060	3,260	0	3,260
DELINQUENT PERSONAL PROPERTY TAX COLLECTION					
Cost Allocated	$ 7,092	$ 19,871	$ 14,037	$ 12,084	$ 26,121
Man Years Allocated	1.00	3.28	2.08	2.60	4.68
No. of regular accounts at beginning of year	9,772	10,650	5,200	0	5,200
No. of regular accounts added	7,783	5,000	6,000	0	6,000
No. of regular accounts collected	6,603	9,000	7,800	200	8,000
No. of regular accounts abated or released	302	1,450	1,000	200	1,200
No. of regular accounts delinquent at end of the year	10,750	5,200	2,400	- 400	2,000

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. of automobile accounts at beginning of the year	N/A	15,025	21,375	0	21,375
No. automobile accounts added	N/A	8,500	0	0	0
No. of automobile accounts collected	N/A	2,000	2,000	4,250	6,250
No. of automobile accounts abated or released	N/A	150	150	14,975	15,125
No. of automobile accounts delinquent at end of the year	15,025	21,375	19,225	-19,225	0
DELINQUENT BUSINESS LICENSE TAX COLLECTION					
Cost Allocated	$ 10,616	$ 13,683	$ 13,307	$ 0	$ 13,307
Man Years Allocated	1.50	1.70	1.70	0	1.70
No. of accounts at beginning of the year	0	0	6	0	6
No. of accounts added	1,500	1,569	1,575	0	1,575
No. of accounts collected	1,300	1,320	1,326	0	1,326
No. of accounts abated or released	200	243	250	0	250
No. of accounts delinquent at end of year	0	6	5	0	5
DELINQUENT SPECIAL ASSESSMENT COLLECTION					
Cost Allocated	$ 5,210	$ 5,980	$ 7,188	$ 0	$ 7,188
Man Years Allocated	.95	1.13	1.13	0	1.13
No. of accounts at beginning of the year	N/A	240	150	0	150
No. of accounts added	N/A	60	80	0	80
No. of accounts collected	N/A	150	100	0	100
No. of accounts abated or released	N/A	11	5	0	5
No. of accounts delinquent at end of year	250	150	125	0	125

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
CLERICAL & STAFF SERVICES TO TREASURY DIVISION					
Cost Allocated	$ 7,995	$ 8,039	$ 9,303	$ 0	$ 9,303
Man Years Allocated	1.20	1.24	1.55	0	1.55
No. memos typed	N/A	300	300	0	300
No. letters typed	N/A	1,000	1,000	0	1,000
No. Insurance Premium tax accounts maintained	420	422	422	0	422
No. DPC Input-Output reports processed	0	275	150	0	150
MISCELLANEOUS SERVICES					
Cost Allocated	$ 1,720	$ 1,192	$ 1,118	$ 0	$ 1,118
Man Years Allocated	.34	.21	.22	0	.22
No. man hours to inspect ambulances at least once monthly	0	48	48	0	48
No. man hours enforcing Taxi Insurance Ordinance	45	45	45	0	45
No. man hours for daily cash pickup	130	130	130	0	130
No. man hours for miscellaneous community services	60	60	60	0	60
TOTAL DELINQUENT REVENUE COLLECTION FUNCTION					
Cost Allocated	$ 42,465	$ 60,681	$ 55,946	$ 12,084	$ 68,030
Man Years Allocated	6.00	8.82	7.93	2.60	10.53
PLUS SERVICES PROVIDED FOR OTHER AGENCIES					
Cost Allocated	N/A	$ 621	$ 400	$ 0	$ 400
Man Years Alloacted	N/A	.15	.07	0	.07
Reg. & Elections	N/A	.15	.07	0	.07
SUMMARY					
Total Cost Allocated	$ 42,465	$ 61,302	$ 56,346	$ 12,084	$ 68,430
Total Man Years Allocated	6.00	8.97	8.00	2.60	10.60
Total Man Years Leave Time	.48	.72	.72	0	.64

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Parking Lot	1443	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 4,233	$ 3,904	$ 4,479	$ 4,479
Contractual Services	60	109	148	148
Commodities	108	117	185	185
Revolving Funds	161	0	30	30
Capital Outlay	417	0	0	0
TOTAL	$ 4,979	$ 4,130	$ 4,842	$ 4,842

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Laborer	10	$ 248-316	1.00	1.00	1.00	$ 3,288	$ 3,344
Total 105						$ 3,288	$ 3,344
Social Security							148
Group Insurance							105
Overtime						616	882
GRAND TOTAL			1.00	1.00	1.00	$ 3,904	$ 4,479
Less Leave Time			.08	.08	.08		
Net Productive Time Available			.92	.92	.92		

1967 BUDGET

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Parking Lot	1443	FINANCE

Program Description: This Activity operates the City Parking Lot.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 700
Net Change	+$ 700

Current Level Change

Personal Services	+$ 550
Misc. Contractual Services	+ 50
Printing & Office Supplies	+ 50
Electrical Maintenance	+ 50

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
COLLECT PARKING FEES					
Cost Allocated	$ 4,979	$ 4,130	$ 4,842		$ 4,842
Man Years Allocated	1.00	1.00	1.00		1.00
No. parking spaces	138	138	138		138
Total revenue	$ 12,361	$ 12,000	$ 12,000		$ 12,000
Average annual revenue per available space	$ 88	$ 89.95	$ 86.95		$ 86.95
Average no. vehicles pared daily	128	128	130		130
SUMMARY					
Total Cost Allocated	$ 4,979	$ 4,130	$ 4,842		$ 4,842
Total Man Years Allocated	1.00	1.00	1.00		1.00
Total Man Years Leave Time	.08	.08	.08		.08

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Purchasing	1450	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 20,927	$ 31,008	$ 34,779	$ 34,779
Contractual Services	1,944	1,771	1,930	1,930
Commodities	1,176	1,525	1,550	1,550
Revolving Funds	4,244	5,487	3,211	3,211
Capital Outlay	419	575	0	0
TOTAL	$ 28,710	$ 40,366	$ 41,470	$ 41,470

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$
Purchasing Agent	28	594-756	1.00	1.00	1.00	8,184	8,589
Assistant Purchasing Agent	25	514-654	0	1.00	1.00	6,480	7,488
Buyer	21	424-540	1.00	1.00	1.00	5,088	5,288
Clerk-Typist II	14	302-384	2.00	2.00	2.00	7,808	7,880
Clerk II	13	288-366	0	1.00	1.00	3,448	3,456
Total 105						$ 31,008	$ 32,701
Social Security							1,313
Group Insurance							765
GRAND TOTAL			4.00	6.00	6.00	$ 31,008	$ 34,779
Less Leave Time			.32	.48	.48		
Net Productive Time Available			3.68	5.52	5.52		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Purchasing	1450	FINANCE

Program Description: The Purchasing Division is to obtain the services and materials necessary for the City's operation. This Activity advertises, receives, and tabulates contract bids let by various City departments and is also responsible for Supplies Management.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 550
Net Change	-$ 550

Current Level Change

Personal Services	+$1,350	Office Furniture & Equipment	-$ 550
Contractual Services	+ 150	Switchboard Services	- 50
Custodial Services	- 1,300		
Equipment Rental	- 150		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
CAPITAL IMPROVEMENT PROJECTS					
Cost Allocated	$ 3,960	$ 4,761	$ 4,686		$ 4,686
Man Years Allocated	.40	.55	.55		.55
Specifications reviewed	621	750	750		750
Specifications prepared	75	90	90		90
Bids received (not thru Board of Purchase)	156	180	180		180
Bids received at Board of Purchase	310	364	364		364
Contracts awarded	88	95	95		95
Value of contracts	1,298,000	1,567,000	1,567,000		1,567,000
CIP projects sponsored by Purchasing	N/A	40	40		40
No. of advertisements placed	N/A	102	102		102
COMMODITY AGREEMENT PROGRAM					
Cost Allocated	$ 1,485	$ 2,159	$ 8,114		$ 8,114
Man Years Allocated	.15	.24	.95		.95
No. of commodities on Agreement	125	136	158		158
No. of commodities added	N/A	11	22		22
Total value of commodities on Agreement	$700,000	$750,000	$965,292		$965,292
Value of commodities added	N/A	$ 50,000	$ 65,956		$ 65,956
Forecast annual savings on commodities added	N/A	$ 10,000	$ 15,956		$ 15,956

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Purchasing	1450	FINANCE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. of advertisements placed	54	65	87		87
OTHER COMMODITIES					
Cost Allocated	$ 4,158	$ 6,063	$ 5,979		$ 5,979
Man Years Allocated	.42	.75	.70		.70
No. of specifications prepared	423	595	595		595
No. of specifications reviewed	4,565	5,650	5,650		5,650
No. calls for bids made	24,875	34,600	34,600		34,600
No. technical representatives and salesmen interviewed	2,137	2,100	2,100		2,100
No. of verbal bids received	24,875	34,600	34,600		34,600
No. of written bids received	1,650	1,700	1,700		1,700
No. of purchase orders awarded	4,975	5,500	5,500		5,500
Value of purchase orders awarded	$494,000	$550,000	$550,000		$550,000
AUTO PARTS BUYING					
Cost Allocated	$ 0	$ 5,025	$ 0		$ 0
Man Years Allocated	0	.58	0		0
CONTRACTUAL SERVICES					
Cost Allocated	$ 4,158	$ 3,908	$ 3,829		$ 3,829
Man Years Allocated	.42	.50	.45		.45
No. of specifications prepared	N/A	653	653		653
No. of specifications reviewed	N/A	653	653		653
No. calls for bids made	N/A	653	653		653
No. of advertisements placed	N/A	21	21		21
No. technical representatives and salesmen interviewed	N/A	1,256	1,256		1,256
No. verbal bids received	N/A	425	425		425
No. written bids received	N/A	228	228		228
No. contracts awarded	N/A	653	653		653
Value of contracts awarded	N/A	$120,000	$120,000		$120,000

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Purchasing	1450	FINANCE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
CAPITAL OUTLAY					
Cost Allocated	$ 3,267	$ 3,081	$ 2,981		$ 2,981
Man Years Allocated	.33	.39	.35		.35
No. of specifications prepared	60	75	75		75
No. of specifications reviewed	125	165	165		165
No. calls for bids made	925	1,210	1,210		1,210
No. advertisements placed	27	35	35		35
No. technical representatives and salesmen interviewed	425	475	475		475
No. verbal bids received	750	650	650		650
No. purchase orders awarded	357	465	465		465
Value of purchase orders awarded	$333,119	$710,613	$710,613		$710,613
ORDER PROCESSING & GENERAL CLERICAL SERVICES					
Cost Allocated	$ 11,682	$ 15,369	$ 15,881		$ 15,881
Man Years Allocated	2.28	2.99	3.00		3.00
Purchase orders typed	6,845	6,802	6,802		6,802
Telephone calls received	14,706	16,500	16,500		16,500
Supply catalogues maintained	796	3,662	3,662		3,662
General correspondence prepared	1,800	2,250	2,250		2,250
Office supply requisitions extended	1,884	2,462	2,462		2,462
Items of mail received	30,217	46,737	46,737		46,737
Items of mail sent	24,250	32,656	32,656		32,656
Monthly charge reports prepared on:					
Custodial	12	12	12		12
Office Supplies	12	12	12		12
Copy Service	12	12	12		12
Mail	52	52	52		52
Requisitions & purchase order distribution	16,720	16,978	16,978		16,978

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Purchasing	1450	FINANCE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Purchase orders and invoices processed for payment	12,650	13,358	13,358		13,358
Requisitions, invoices, specifications, bids, correspondence and purchase orders filed	34,983	37,049	37,049		37,049
SUMMARY					
Total Cost Allocated	$ 28,710	$ 40,366	$ 41,470		$ 41,470
Total Man Years Allocated	4.00	6.00	6.00		6.00
Total Man Years Leave Time	.32	.31	.31		.31

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Supplies Management	1452	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967*	FINAL ALLOWANCE 1967
Personal Services	$ 17,387	$ 18,066	$ 0	$ 0
Contractual Services	468	985	0	0
Commodities	354	465	0	0
Revolving Funds	222	877	0	0
Capital Outlay	1,754	5,310	0	0
TOTAL	$ 20,185	$ 25,703	$ 0	$ 0

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Warehouse Supervisor	17	$ 348-444	1.00	1.00	0	$ 5,088	$ 0
Storekeeper	15	316-404	2.00	2.00	0	9,024	0
Clerk II	13	288-366	1.00	1.00	0	3,554	0
Total 105						$ 17,666	$ 0
Overtime						400	
GRAND TOTAL			4.00	4.00	0	$ 18,066	$ 0
Less Leave Time			.32	.32	0		
Net Productive Time Available			3.68	3.68	0		

*The Supplies Management Activity is to be consolidated with the Automotive Parts Warehouse and established as a Revolving Fund in 1967.

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Supplies Management	1452	FINANCE

Program Description: The Supplies Management Activity is responsible for the stocking and issuing of a wide variety of materials used by the various operating departments of the City.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 25,700
Net Change	-$25,700

Current Level Change

The Supplies Management Activity is transferred to the Revolving Funds -$25,700

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
SUPPLIES MANAGEMENT					
Cost Allocated	$ 20,185	$ 25,703	$ 0		$ 0
Man Years Allocated	4.00	4.00	0		0

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Powder Magazine	1470	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	588	0	0	0
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 588	$ 0	$ 0	$ 0

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Powder Magazine	1470	FINANCE

Program Description: The Finance Department is responsible for maintaining the Powder Magazine.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

None

Net Program Improvement	$ 0
Net Current Level Change	0
Net Change	$ 0

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
POWDER MAGAZINE					
Cost Allocated	$ 588	$ 0	$ 0		$ 0
Man Years Allocated	0	0	0		0

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PERSONNEL DEPARTMENT

The Personnel Department provides four basic services for the City. It conducts a program of recruitment and examination for vacant City positions. It handles employee relations activities such as processing insurance claims, maintaining employee records, and counselling employees. It also maintains the pay schedule and classification plan. In 1966 a Training Coordinator position was created to organize and administer a City-wide training program.

During 1966 this department recruited and examined applicants for approximately 430 positions. In the employee relations category it maintained approximately 1,200 employee files, processed approximately 400 insurance claims, prepared more than 40 publications and submitted approximately 40 Workmen's Compensations Reports. The pay and classification function performed 45 pay and classification studies and processed 900 pay changes. It is estimated that during 1967 this department's work will remain the same as in 1966.

It is estimated that the Training Program will organize and administer 18 training courses. The City Training Plan will be completed and its first phase will be implemented. During 1967 eight priority training courses have been scheduled for implementation. Top priority has been given to supervisory training. The priority list of training needs is:

1. Supervisor training.
2. New employee and/or induction training (initial or basic job training of a new employee).
3. Public relations training.
4. Safety and/or accident prevention training (includes first aid training).
5. Problem solving training.
6. Report writing and/or effective communications training.
7. Systems training.
8. Municipal Finance Administration training.

Also in 1967 the City will take advantage of two training courses provided by a Federal Grant under Title I of the Higher Education Act of 1965. These courses deal with Personnel Management and Sound Fiscal Management.

In addition to these activities, the Training Coordinator is responsible for the administration of the Economic Opportunity Authority-Neighborhood Youth Corps Program.

The proposed 1967 Budget for this department is $79,199. This is an increase of $11,397 over the appropriated funds of $67,802 for 1966.

This increase is due to three major factors:

1. Social Security and Group Insurance benefits in previous years were charged to Employee Benefits. The cost of these benefits for the department is $3,100. This cost will be charged against the department

to provide for more accurate cost accounting.

2. Personal Services costs increase by $5,500. These funds are required to provide for normal pay adjustments for permanent employees and for full year's salaries for positions added in 1966.

3. An increase of $3,600 is provided for additional D.P.C. services which will automate the present Personnel Accounting System.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PERSONNEL	1610	Personnel	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 35,831	$ 45,527	$ 54,111	$ 54,111
Contractual Services	5,825	9,011	7,397	7,397
Commodities	4,957	4,750	4,375	4,375
Revolving Funds	7,502	7,198	12,906	12,906
Capital Outlay	766	1,316	410	410
TOTAL	$ 54,881	$ 67,802	$ 79,199	$ 79,199
Budgeted Man Years	6.50	8.25	8.50	8.50

SUMMARY BY ACTIVITIES

Personnel	$ 54,881	$ 67,802	$ 79,199	$ 79,199
GRAND TOTAL	$ 54,881	$ 67,802	$ 79,199	$ 79,199

PERSONNEL

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 45,527	$ 54,111	$ 54,111
Contractual Services	9,011	7,397	7,397
Commodities	4,750	4,375	4,375
Revolving Funds	7,198	12,906	12,906
Capital Outlay	1,316	410	410
TOTAL	$ 67,802	$ 79,199	$ 79,199

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Personnel	$54,881	$67,802	$79,199	$ 0	$79,199	$79,199
TOTAL	$54,881	$67,802	$79,199	$ 0	$79,199	$79,199

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged to the Employee Benefits Account will be charged back to Personnel in 1967.	3,100	
2.	Funds are provided in the 1967 Budget for full year's salaries for positions added in 1966 and for normal pay adjustments for permanent employees.	5,500	
3.	Funds are provided in the 1967 Budget for the Data Processing Center to automate the existing Personnel Accounting system. This additional output will be provided with current level resources of the DPC.	3,600.	
4.	Communication costs increase for 1967.	400	
5.	Funds provided in 1966 for the installation of air conditioning will not be required in 1967.		2,200

		Increase	Decrease
		$	$
6.	Miscellaneous Contractual Services and Commodity costs decrease.		250
7.	Custodial Services costs increase.	2,150	
8.	Capital Outlay requirements decrease.		900

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request to add a tape recorder, overhead projector, movie screen, and table for the training program were deleted due to a lack of funds.	800
2.	Request to purchase a portable dictating machine was deleted due to a lack of funds.	500
3.	Request to add 18 full-front school desks for the training program was deleted due to lack of funds.	250

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Personnel	1610	PERSONNEL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 35,831	$ 45,527	$ 54,111	$ 54,111
Contractual Services	5,825	9,011	7,397	7,397
Commodities	4,957	4,750	4,375	4,375
Revolving Funds	7,502	7,198	12,906	12,906
Capital Outlay	766	1,316	410	410
TOTAL	$ 54,881	$ 67,802	$ 79,199	$ 79,199

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Personnel Director	34	$ 794-1014	1.00	1.00	1.00	$ 11,592	$ 11,592
Training Coordinator	28	594-756	0	1.00	1.00	6,148	7,848
Personnel Technician	25	514-654	2.00	2.00	1.00	12,570	6,976
Personnel Assistant	23	466-594	0	0	1.00	0	5,592
Personnel Clerk	16	332-424	2.00	1.75	1.00	7,342	4,572
Clerk-Stenographer II	16	332-424	1.00	1.00	1.00	4,338	4,356
Clerk-Typist II	14	302-384	.50	1.50	2.50	5,697	10,040
Total						$ 47,687	$ 50,976
Less Salary Savings						2,160	
Total 105						$ 45,527	$ 50,976
Social Security							1,996
Group Insurance							1,114
Overtime							25
GRAND TOTAL			6.50	8.25	8.50	$ 45,527	$ 54,111
Less Leave Time			.52	.66	.68		
Net Productive Time Available			5.98	7.59	7.82		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Personnel	1610	PERSONNEL

Program Description: This Department conducts a program of recruitment and examination; maintains and administers the pay and classification plans; conducts employee training programs; handles personnel transactions in relation to hiring, transfer, probations, promotions, attendance, leaves, separations, and appeals; and conducts studies essential to a sound personnel program.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 11,400
Net Change	+$11,400

Current Level Change

Personal Services	+$8,600	Misc. Commodities	-$ 400
Communications	+ 400	Data Processing Ser.	+ 3,600
Misc. Contractual Ser.	+ 150	Custodial Services	+ 2,150
Maint. -Bldg. & Imp.	- 2,200	Capital Outlay	- 900

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
RECRUITMENT AND SELECTION					
Cost Allocated	$ 26,176	$ 31,575	$ 33,773		$ 33,773
Man Years Allocated	3.10	3.50	3.50		3.50
Applicants examined	2,123	2,300	2,100		2,100
Appointments	426	430	430		430
EMPLOYEE RELATIONS					
Cost Allocated	$ 17,730	$ 20,647	$ 22,273		$ 22,273
Man Years Allocated	2.10	2.30	2.30		2.30
Employee files and records maintained	1,245	1,180	1,180		1,180
Civil Service meetings	17	20	24		24
Civil Service hearings	0	2	2		2
Workmen's Compensation reports	40	48	40		40
Workmen's Compensation hearings	2	2	2		2
Employee conferences	300	800	800		800
Publications prepared	35	40	40		40
Insurance claims processed	N/A	400	400		400
PAY & CLASSIFICATION					
Cost Allocated	$ 8,682	$ 9,480	$ 9,750		$ 9,750
Man Years Allocated	1.04	1.30	1.30		1.30
Pay & Classification studies	45	45	45		45
Pay changes processed	175	900	900		900

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Personnel	1610	PERSONNEL

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
EMPLOYEE TRAINING					
Cost Allocated	$ 2,532	$ 6,600	$ 14,007		$ 14,007
Man Years Allocated	.30	1.25	1.50		1.50
Training courses organized	8	10	18		18
TOTAL PERSONNEL ACTIVITY FUNCTIONS					
Cost Allocated	$ 55,120	$ 68,302	$ 79,803		$ 79,803
Man Years Allocated	6.54	8.35	8.60		8.60
LESS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Cost Allocated	$ 239	$ 500	$ 604		$ 604
Man Years Allocated	.04	.10	.10		.10
Finance Director's Office	.04	.10	.10		.10
SUMMARY					
Total Cost Allocated	$ 54,881	$ 67,802	$ 79,199		$ 79,199
Total Man Years Allocated	6.50	8.25	8.50		8.50
Total Man Years Leave Time	.52	.66	.68		.68

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DEPARTMENT OF PUBLIC SERVICES

Under the Proposed Budget the Department of Public Improvements is abolished and a new department is created. This new department will be called the Department of Public Services. It was created from a reorganization of the Department of Public Improvements.

The changes made or proposed under this reorganization are as follows:

1. In 1966, the Streets Maintenance Division was removed from the Department of Public Improvements and combined with the Traffic Engineering Department to create a new department which has been named the Department of Streets and Traffic.

2. Under the Proposed 1967 Budget, the Engineering Division will be removed from the Department of Public Improvements and combined with the Research and Budget Department to create the new Department of of Planning-Programming-Budget.

3. The Cemetery Operations Activity will be made a division within the Department of Public Services. The Cemetery operation was transferred from the Park and Tree Commission in 1966.

The new Department of Public Services will be concerned exclusively with service responsibilities as follows:

1. Drainage Maintenance

2. Refuse Collection

3. Refuse Disposal

4. Street Cleaning

5. Cemetery Operations

In addition this Department will be responsible for the administration of the Building Code, Plumbing Code, Electrical Code, and Zoning Ordinance. However, the budget for this activity is found under the section on Inspections.

The Proposed 1967 Budget allocates funds in the amount of $1,546,109 for the operation of this Department exclusive of the budget for building, plumbing, electrical and zoning inspection activities. Last year, the separate activities were allocated a total of $1,339,635. The reasons for the $206,474 increase in costs for 1967 will be discussed in the summary for each of the four divisions.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PUBLIC SERVICES	2010-30-40-51 52-53-70	Public Services	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 899,621	$ 927,266	$1,046,207	$1,046,207
Contractual Services	20,675	58,810	63,549	63,549
Commodities	30,718	31,695	34,362	34,362
Revolving Funds	289,798	310,170	298,453	298,453
Capital Outlay	15,300	10,694	103,538	103,538
TOTAL	$1,256,112	$1,338,635	$1,546,109	$1,546,109
Budgeted Man Years	245.65	245.51	250.50	252.50

SUMMARY BY ACTIVITIES

Director's Office	$ 37,811	$ 39,185	$ 31,912	$ 31,912
D. P. S. Field Office	45,202	16,389	17,170	17,170
Drainage Maintenance	111,881	133,101	269,557	269,557
Refuse Collection	684,905	742,402	809,688	809,688
Refuse Disposal	54,464	97,168	88,357	88,357
Street Cleaning	187,200	171,004	175,515	175,515
Cemeteries	134,649	139,386	153,910	153,910
GRAND TOTAL	$1,256,112	$1,338,635	$1,546,109	$1,546,109

PUBLIC SERVICES

(General Fund)

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 927,266	$1,046,207	$1,046,207
Contractual Services	58,810	63,549	63,549
Commodities	31,695	34,362	34,362
Revolving Funds	310,170	298,453	298,453
Capital Outlay	10,694	103,538	103,538
TOTAL	$1,338,635	$1,546,109	$1,546,109

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Director's Office	$ 37,811	$ 39,185	$ 31,912	$ 0	$ 31,912	31,912
D.P.S. Field Office	45,202	16,389	17,170	0	17,170	17,170
Drainage Maintenance	111,881	133,101	146,750	122,807	269,557	269,557
Refuse Collection	684,905	742,402	788,996	20,692	809,688	809,688
Refuse Disposal	54,464	97,168	88,357	0	88,357	88,357
Street Cleaning	187,200	171,004	175,515	0	175,515	175,515
Cemeteries	134,649	139,386	149,408	4,502	153,910	153,910
TOTAL	$1,256,112	$1,338,635	$1,398,108	$ 148,001	$1,546,109	$1,546,109

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged only to the Employees Benefits Account will be charged back to D.P.S. in 1967.	73,700	
2.	Funds are provided in the 1967 Budget for full year's salaries for positions added in 1966 and for normal pay adjustments for permanent employees.	21,500	

		Increase	Decrease
3.	Custodial services costs decrease in 1967.	$	$ 300
4.	Equipment rental costs decrease.		24,000
5.	Funds are provided for annual overhaul costs of dumpmaster containers.	6,100	
6.	Current level changes in the cost of contractual and personal services for Refuse Collection result from an intra-departmental transfer of the Harbor Debris Contract from the Director's Office and the Sanitation Inspector from the Street Cleaning Activity at no net cost change of the department.	0	
7.	One Equipment Operator III position is deleted from Refuse Disposal as requirements can more economically be met by overtime.		4,250
8.	Cost of dirt to cover refuse at the sanitary landfill decreases.		4,000
9.	Funds are provided for replacement of ten dumpmaster containers.	4,000	
10.	An Engineering Clerk is transferred from the Director's Office to the Engineering Division of the Department of Planning-Programming-Budget.		5,400
11.	Reorganization of the Cemetery Operations permits deletion of one Cemetery Supervisor position.		4,500

PROGRAM IMPROVEMENTS

Drainage Maintenance

1.	To eliminate hand cleaning of catch basins and increase frequency of cleaning catch basins, funds are provided to purchase one Vac-All. Purchase of a Vac-All permits deletion of two Laborer positions and equipment rental for two Eductors (-$9,800).	17,200	

	Increase	Decrease
	$	$
2. Funds are provided to expand the large ditch cleaning operation by adding one Equipment Operator III and one Equipment Operator I position, a back hoe, two sickle bar mowers and one pick-up truck. This will provide for positive action in problem areas to prevent flooding and the removal of plant growth which is causing health hazards.	55,500	
3. To expand the small ditch cleaning operation, a six-man seasonal (May-October) small ditch cleaning crew is provided to answer and satisfy non-scheduled requests for work.	10,800	
4. The small ditch cleaning crews (permanent and seasonal) will be reorganized and placed under the supervision of a Sewer and Drainage Supervisor who will replace the Sewer and Drainage Foreman II at no cost change. Two pick-up trucks, two sickle bar mowers will be provided to implement this reorganization of the small ditch cleaning operation.	4,700	
5. Funds are provided for the planned program for cleaning storm sewers. To implement the recommended changes, an additional three positions and a dump truck are added.	16,700	
6. A Sewer and Drainage Supervisor position together with supplies and equipment, to direct the canal and large ditch cleaning operation is established.	8,000	
7. A Clerk-Typist II position is established to provide clerical support to the Drainage Administrator. A desk, chair, typewriter and dictaphone are also included for this purpose.	5,300	
Refuse Collection		
8. The request for eleven Refuse Collectors to reduce the trash pick-up interval from 15 to 7 days was reduced, due to lack of funds. Five Refuse Collectors are added to eliminate the need for trash collection crews being assigned to Garbage Collection to cover absenteeism, sick leave, etc. This will reduce the interval between trash pickups from 15 to 11 days.	17,100	

		Increase $	Decrease $
9.	Funds are allocated to Refuse Collection for larger capacity bodies on replacement trucks to improve capabilities for Refuse Collection to keep pace with increased demand for services.	3,600	
	Cemeteries		
10.	Funds are provided for clerical and administrative services incident to the operation of the cemeteries. Previously, these services were provided by the Park and Tree Department, Department of Planning-Programming-Budget and the City Manager's Office.	9,500	
11.	Consolidation of the Bonaventure and Greenwich operations results in savings in personal services (-$17,670). Contractual services and commodities decrease (-$225) and equipment rental and operational and construction equipment costs increase (+$10,750).		7,150
12.	Purchase of one riding mower (+$900) plus a reorganization of the working crews will permit deletion of one Laborer position (-$3,700) at Laurel Grove North.		2,800
13.	To provide for additional services at Laurel Grove South funds are allocated to purchase one riding mower and one flatbed dump truck.	4,700	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	A Clerk-Stenographer II was added to the D. P. S. Office and a Clerk III was deleted in lieu of adding a position.	4,000
2.	Request to add two Equipment Operator II positions and two Laborers, together with equipment and supplies to cut grass along rights-of-way, oxidation ponds and banks of the drainage ditches is deleted.	35,200
3.	Request for four mobile radios was deleted from the Drainage Maintenance Activity pending a study of radios on the Local Government Network in 1968.	2,700

		Increase $	Decrease $
4.	Request to purchase 26 dumpmaster containers for commercial trash service was deleted due to lack of funds.		10,000
5.	Request to provide 125 metal litter containers in the downtown commercial area was deleted due to lack of funds.		7,500
6.	Request to establish an additional 15-man trash collection crew, together with equipment was deleted due to lack of funds. However, five Refuse Collectors were recommended to reduce the trash pick-up interval.		39,400
7.	Request to provide radio communication for six trash trucks was deleted pending conversion of radios on the Local Government Network in 1968.		4,050
8.	Request to provide radio equipped vehicular equipment for the Water and Sewer Engineer was deleted due to lack of funds.		2,600
9.	Request to provide three additional relief Refuse Collectors for the Street Cleaning Activity was deleted due to lack of funds.		9,400
10.	Request for an additional tractor equipped with an extension boom mower to provide weed and grass cutting service for other activities was deleted as these services are budgeted elsewhere.		4,800
11.	Request to radio-equip tractor mowers used on the grass and rank vegetation program was deleted due to lack of funds.		3,400

DEPARTMENT OF PUBLIC SERVICES

ADMINISTRATION - DIRECTOR'S AND FIELD OFFICES

This activity consists of the Director's Office and the Field Office. The Director's Office plans and coordinates the entire work program of the department. The Proposed 1967 Budget authorizes the following positions:

1. Director.
2. Administrative Assistant.
3. Clerk-Stenographer.
4. Clerk-Typist.

   The Clerk-Typist assigned performs functions of Harbor Master.

One Engineering Clerk position has been transferred with the Engineering Division to Department of Planning-Programming-Budget. This position was being utilized exclusively by the Engineering Division.

The Field Office is located at the City Lot. It is responsible for maintaining personnel records for the personnel of the department that are headquartered at the City Lot. This office also maintains personnel records for the personnel of other departments that are headquartered at City Lot. To permit better cost accounting, this activity will be made a working fund activity in 1968. Studies to accomplish this will be undertaken in 1967.

The Proposed 1967 Budget allocates funds in the amount of $49,082 for the Administrative Activity. In 1966, $55,574 was provided for this activity. The decrease in costs for 1967 is due to the following reasons:

1. Transfer of one Engineering Clerk to the Department of Planning-Programming-Budget decreases cost of personal services $4,480.
2. Transfer to the Sanitation Division in 1967 of the contract for removal of trash and debris from the harbor decreases costs $2,600.
3. Funds provided for Capital Outlays decrease $1,000.
4. Revolving Fund charges decrease $1,000.

These decreases were offset in part by increases to pay normal merit pay increases and by a change in accounting which will charge the departments for Social Security and Group Insurance costs for the first time in 1967.

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 30,297	$ 30,896	$ 27,198	$ 27,198
Contractual Services	4,216	3,502	924	924
Commodities	1,269	1,399	1,375	1,375
Revolving Funds	2,029	2,969	2,415	2,415
Capital Outlay	0	419	0	0
TOTAL	$ 37,811	$ 39,185	$ 31,912	$ 31,912

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Public Services Director	35	$ 834-1064	1.00	1.00	1.00	$ 12,168	$ 12,168
Administrative Assistant	23	466-594	1.00	1.00	1.00	5,592	5,784
Engineering Clerk*	16	332-424	1.00	1.00	0	4,848	0
Clerk-Stenographer II	16	332-424	1.00	1.00	1.00	4,392	4,112
Clerk-Typist II	14	302-384	1.00	1.00	1.00	3,984	3,736
Total						$ 30,984	$ 25,800
Less Salary Savings						88	0
Total 105						$ 30,896	$ 25,800
Social Security							891
Group Insurance							507
GRAND TOTAL			5.00	5.00	4.00	$ 30,896	$ 27,198
Less Leave Time			.40	.40	.32		
Net Productive Time Available			4.60	4.60	3.68		

*Transferred to Engineering Division of Planning-Programming-Budget in 1967.

PERFORMANCE DATA

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

Program Description: The Director is responsible for planning, staffing, directing and coordinating the Public Services activities of the City.

Comments on Budgeted Program:

Program Improvements

None

Net Program Improvement	$ 0
Net Current Level Change	- 7,250
Net Change	-$7,250

Current Level Change

Personal Services	-$3,700	Equip. Rental & Switchboard Ser.	-$ 250
Harbor Master Service	- 2,600		
Office Equipment	- 400		
Custodial Services	- 300		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUPERVISION, DIRECTION AND COORDINATION					
Cost Allocated	$ 12,168	$ 12,168	$ 12,168		$ 12,168
Man Years Allocated	1.00	1.00	1.00		1.00
STAFF ASSISTANCE					
Cost Allocated	$ 25,643	$ 27,017	$ 19,744		$ 19,744
Man Years Allocated	4.00	4.00	3.00		3.00
Letters written	800	900	800		800
Memos prepared	1,425	1,600	1,600		1,600
Purchase requisitions reviewed	250	400	350		350
Service orders filed	17,000	17,000	17,000		17,000
Personnel requisitions reviewed	180	150	140		140
Petitions reviewed	325	250	300		300
Contractor's estimates checked	800	600	50		50
Engineer's estimates checked	150	150	50		50
Activities supervised	13	13	9		9
SUMMARY					
Total Cost Allocated	$ 37,811	$ 39,185	$ 31,912		$ 31,912
Total Man Years Allocated	5.00	5.00	4.00		4.00
Total Man Years Leave Time	.40	.40	.32		.32

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
D. P. S. Field Office	2030	PUBLIC SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$37,104	$ 13,758	$15,375	$ 15,375
Contractual Services	548	380	351	351
Commodities	1,188	490	550	550
Revolving Funds	2,487	1,246	894	894
Capital Outlay	3,875	515	0	0
TOTAL	$45,202	$ 16,389	$17,170	$ 17,170

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual	Budget	Budget	BUDGET	BUDGET
Streets Administrator*	32	$720-920	1.00	0	0	$ 0	$ 0
Engineering Aide III*	21	424-540	1.00	0	0	0	0
Streets Inspector*	18	366-466	1.00	0	0	0	0
Engineering Aide II*	17	348-444	1.00	0	0	0	0
Clerk-Stenographer II*	16	332-424	1.00	0	1.00	0	5,008
Clerk III	16	332-424	3.00	3.00	2.00	13,758	9,366
Total 105						$13,758	$14,374
Social Security							633
Group Insurance							368
GRAND TOTAL			8.00	3.00	3.00	$13,758	$15,375
Less Leave Time			.64	.24	.24		
Net Productive Time Available			7.36	2.76	2.76		

*Transferred to Streets Division in 1966.

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
D.P.S. Field Office	2030	PUBLIC SERVICES

Program Description: This Activity is responsible for maintenance of personnel timekeeping and payroll records for 400 employees at the City Lot, preparation of reports for D.P.S. Activities, providing clerical assistance for the weed cutting and sidewalk repair programs and the preparation of personal injury reports and coordination with the City Physician's Office.

Comments on Budgeted Program:

Program Improvement

None

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

Current Level Change

Personal Services	+$1,650	Shops & Bldg. Maint.	-$ 300
Misc. Commodities	+ 50	Misc. Capital Outlay	- 500
Switchboard Services	+ 100		
Radio Maintenance	- 200		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
CLERICAL STAFF ASSISTANCE					
Cost Allocated	$ 45,202	$ 16,389	$ 17,170		$ 17,170
Man Years Allocated	8.00	3.00	3.00		3.00
Clerical Duties:					
Letters and memos prepared	2,060	1,800	2,000		2,000
Purchase requisitions initiated	50	50	75		75
Petitions reviewed	25	25	35		35
Service requests completed	8,000	19,000	21,000		21,000
Service orders prepared	4,000	5,000	6,000		6,000
Bills prepared and mailed	225	500	500		500
Stencils cut	50	60	75		75
Monthly reports prepared	266	300	300		300
Personnel Transactions:					
Performance standards prepared	300	110	75		75
Performance ratings prepared	0	110	110		110
Employee requisitions prepared	120	160	185		185
Sick leave forms prepared	1,300	1,500	1,500		1,500

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
D.P.S. Field Office	2030	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Employee time cards checked	22,050	23,000	24,000		24,000
Personal injury reports prepared	228	150	165		165
Letters to City Physician written	50	50	60		60
Other Personnel forms prepared	240	1,400	1,600		1,600
SUMMARY					
Total Cost Allocated	$ 45,202	$ 16,389	$ 17,170		$ 17,170
Total Man Years Allocated	8.00	3.00	3.00		3.00
Total Man Years Leave Time	.64	.24	.24		.24

DEPARTMENT OF PUBLIC SERVICES

DRAINAGE MAINTENANCE

The Drainage Maintenance Activity is responsible for maintaining an extensive system of drainage facilities. These facilities include:

1. 14.71 miles of canals
2. 47.64 miles of large ditches
3. 70.48 miles of small ditches
4. 5,183 catch basins
5. 23.25 miles of culverts
6. 27 tidegate systems
7. 250 headwalls
8. 19.56 miles of combination storm and sanitary sewers
9. 4.86 miles of box storm sewers
10. 139.38 miles of storm sewers
11. 2,302 manholes

The 1966 Budget allocated $133,101 and 26.51 man years to this activity. Administrative direction was provided by the Water and Sewer Division of the Department of Public Improvements.

Drainage Maintenance was organized into four sections as follows:

1. Canal Cleaning Crew
2. Large Ditch Cleaning Crews
3. Small Ditch Cleaning Crews
4. Catch Basin Cleaning Crews

In 1966, the Department of Public Improvements and Research and Budget Department conducted a major organizational and operational analysis of this Division. This study identified levels of service required to provide effective maintenance and identified existing problem areas. It also determined what changes in procedures and equipment are needed to enable this division to provide effective service more efficiently.

The present problems are:

1. Forty-five specific locations have been identified as problem areas due to conditions of flooding and ponding of water after heavy rainfalls which is the result of:

    a. Inadequate capacity of the existing facilities. Many of these facilities were installed prior to changes in population and land use, and are incapable of meeting demands.

b. Tidal action which prevents immediate outflow from the system. Tidegates which prevent backup of tidal water into the drainage system also prevent outflow of storm water on high tides.

c. Catch basin stoppages caused by the accumulation of silt, leaves and other debris.

d. Storm sewer line constriction caused by accumulation of silt and leaves.

e. Flow of storm water in the canals and ditches being constricted by silt, plant growth and debris.

f. Unpaved street grades being washed out below the elevation of the catch basins, thereby preventing the storm drainage system from functioning.

2. Other related problems determined by the study included:

a. Unsightly conditions and health hazards caused by weeds and heavy plant growth in and on the banks of canals and ditches.

b. Odors and mosquitos resulting from stagnant water ponding in ditches.

c. Mud and poor driving conditions on unpaved streets resulting from inadequate or no drainage facilities.

The Proposed 1967 Budget incorporates funds to implement the recommendations of this study.

1. The Drainage Maintenance Activity is to be organized to provide for effective and efficient operation, scheduling and control as follows:

a. Establish Drainage Maintenance as a separate division within the Department of Public Services.

b. Add necessary administrative, clerical and supervisory personnel so that scheduling, quantity and quality of work will increase.

c. Eliminate dependence upon prison labor.

d. Add a six-man seasonal crew during the six warm months of the year.

2. Additional equipment is provided in the Proposed 1967 Budget to improve effectiveness of the operation as follows:

   a. Seven power-drive sickle bar mowers and two brush cutting machines for control of plant growth in canals and ditches.

   b. One hydraulic backhoe for removing silt from large ditches.

   c. One rake bucket for removal of plant growth from canals.

   d. One VAC-All to provide for additional catch basin cleanings.

3. The frequency of maintenance performed is to be increased as follows:

DRAINAGE FACILITY	FREQUENCY OF MAINTENANCE AT PRESENT	FREQUENCY OF MAINTENANCE NEEDED
Canals	These are cleaned at the rate of 6.0 miles per year.	At least 6.0 miles of canals cleaned per year plus plant growth should be removed from an additional 6 miles of canals.
Large Ditches	These are cleaned at the request of citizens at the rate of approximately 50 miles per year.	These should be cleaned at the rate of approximately 100 miles per year.
Small Ditches	These are cleaned at a rate of approximately 90 miles per year.	These should be cleaned at a rate of approximately 150 miles per year. An additional 450 miles of plant growth should be cleared per year.
Catch Basins	These are cleaned at a rate of approximately 10,000 catch basins per year.	These should be cleaned at a rate of 16,000 catch basins per year.
Storm Sewers	These are cleaned at a rate of 3,000 feet per year.	These should be cleaned at a rate of 100,000 feet per year.

The Proposed 1967 Budget allocates $269,557 for this more efficient drainage program. Succeeding year's cost of this improved program will be approximately $189,000 per year.

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 89,705	$ 102,957	$141,967	$141,967
Contractual Services	1,497	3,620	6,215	6,215
Commodities	4,738	4,570	7,492	7,492
Revolving Funds	15,926	20,964	34,820	34,820
Capital Outlay	15	990	79,063	79,063
TOTAL	$111,881	$ 133,101	$269,557	$269,557

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Drainage Administrator	30	$654-834	0	1.00	1.00	$ 7,424	$ 7,848
Engineering Aide III	21	424-540	.15	.42	0	1,272	0
Sewerage & Drainage Supv.	20	404-514	0	0	2.00	0	10,236
Sew. & Drainage Foreman II	18	366-466	1.00	1.00	0	5,088	0
Engineering Aide II	17	348-444	1.00	0	0	0	0
Equipment Operator III	16	332-424	2.00	2.00	3.00	9,480	13,472
Clerk-Typist II	14	302-384	0	.09	1.00	418	3,624
Sew. & Drainage Foreman I	14	302-384	1.00	1.00	3.50	4,176	13,416
Equipment Operator II	14	302-384	1.00	3.00	3.00	11,836	12,200
Engineering Aide I	12	274-348	1.00	0	0	0	0
Equipment Operator I	12	274-348	1.00	1.00	2.00	3,582	7,192
Sew. & Drain. Serviceman II	12	274-348	7.00	7.00	7.50	25,368	27,480
Sew. & Drain. Serviceman I	11	260-332	8.00	8.00	11.00	27,396	37,722
Laborer	10	248-316	0	2.00	0	6,360	0
Total						$102,400	$133,190
Less Salary Savings						2,443	2,473
Total 105						$ 99,957	$130,717
Social Security							5,817
Group Insurance							3,433
Overtime						3,000	2,000
GRAND TOTAL			23.15	26.51	34.00	$102,957	$141,967
Less Leave Time			1.85	2.12	2.72		
Net Productive Time Available			21.30	24.39	31.28		

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PERFORMANCE DATA

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

Program Description: This Activity maintains approximately 200 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:

Program Improvement - Administrative & office staff, replace Eductors with Vac-All, rake bucket, reorganize small ditch crew, add storm sewer crew, add seasonal small ditch crew and a large ditch crew.

Net Program Improvement	+$122,800
Net Current Level Change	+ 13,600
Net Change	+$136,400

Current Level Change

Personal Services	+$7,950	Maint., Machinery & Equip.	+$ 500
Transportation	+ 250	Printing & Office Supplies	+ 100
Repair Parts	+ 300	Misc. Revolving Funds	+ 4,500

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ADMINISTRATION					
Cost Allocated	$ 4,406	$ 4,406	$ 8,349	$ 17,713	$ 26,062
Man Years Allocated	.58	.58	1.00	2.00	3.00
Monthly maintenance schedules prepared	0	0	0	60	60
No. of crews supervised	6	6	6	4	10
Monthly reports prepared	12	12	12	0	12
CANAL MAINTENANCE					
Cost Allocated	$ 11,340	$ 15,291	$ 19,516	$ 1,170	$ 20,686
Man Years Allocated	2.00	2.00	2.00	0	2.00
Total miles of canals	14.71	14.71	14.71	0	14.71
Canal Cleaning:					
Cost Allocated	$ 11,340	$ 15,291	$ 12,685	$ 0	$ 12,685
Miles cleaned	6.04	7.00	6.00	0	6.00
Cost per mile, per year	$ 1,877	$ 2,185	$ 2,114	$ 0	$ 2,114
Canal Raking:					
Cost Allocated	$ 0	$ 0	$ 6,831	$ 1,170	$ 8,001
Miles raked	0	0	0	6	6
Cost per mile, 1st year	$ 0	$ 0	$ 0	$ 1,333	$ 1,333
Cost per miles, 2nd year	$ 0	$ 0	$ 1,138	$ 0	$ 1,138
LARGE DITCH MAINT.					
Cost Allocated	$ 18,000	$ 22,005	$ 19,480	$ 53,954	$ 73,434
Man Years Allocated	3.32	3.32	2.00	2.00	4.00

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Total miles of large ditch	47.00	47.64	47.64	0	47.64
No. miles City responsibility	35.64	35.64	35.64	0	35.64
No. miles cleaned per year	N/A	50	50	50	100
Cost per mile cleaned					
1st year	N/A	$ 440	$ 390	$ 345	$ 735
2nd year	N/A	$ 440	$ 363	$ 0	$ 363
SMALL DITCH MAINT.					
Cost Allocated	$ 38,000	$ 43,014	$ 57,270	$ 16,510	$ 73,780
Man Years Allocated	10.15	10.15	14.97	3.00	17.97
Prison Crew:					
Cost Allocated	N/A	$ 6,000	$ 6,000	$- 6,000	$ 0
Man Years City Forces	N/A	.90	.90	- .90	0
Miles of small ditches	69.48	70,48	70.48	0	70.48
No. miles cleaned	N/A	90.00	90.00	60.00	150.00
Cost per mile cleaned					
1st Year	N/A	$ 480	$ 636	$- 233	$ 403
2nd Year	N/A	$ 480	$ 371	$ 0	$ 371
No. miles trimmed	0	0	0	450	450
Cost per mile trimmed					
1st Year	$ 0	$ 0	$ 0	$ 428	$ 428
2nd Year	$ 0	$ 0	$ 371	$ 0	$ 371
TIDEGATES					
Cost Allocated	$ 6,540	$ 7,500	$ 7,500	$ 0	$ 7,500
Man Years Allocated	.50	.90	1.00	0	1.00
No. of tidegates	27	27	27	0	27
No. of cleanings	107	200	210	0	210
Cost per cleaning	$ 70	$ 33	$ 32	$ 0	$ 32
No. repaired by City Forces	3	6	6	0	6
No. repaired by contract	0	2	2	0	2
Cost per unit repaired	$ 100	$ 100	$ 100	$ 0	$ 100
CULVERTS					
Cost Allocated	$ 3,300	$ 3,800	$ 3,800	$ 0	$ 3,800
Man Years Allocated	.95	.90	.90	0	.90
Miles of culverts	23.25	23.25	23.25	0	23.25
No. feet repaired	146	600	600	0	600

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. feet cleaned	19,630	24,000	24,000	0	24,000
No. feet installed	296	1,000	1,000	0	1,000
HEADWALLS					
Cost Allocated	$ 1,075	$ 1,550	$ 1,550	$ 0	$ 1,550
Man Years Allocated	.13	.13	.13	0	.13
No. of headwalls	250	250	250	0	250
No. repaired	N/A	2	4	0	4
No. cleaned	N/A	125	250	0	250
No. built	N/A	15	15	0	15
STORM SEWER CLEANING					
Cost Allocated	$ 1,600	$ 1,800	$ 2,800	$ 16,864	$ 19,664
Man Years Allocated	.20	.20	.20	3.00	3.20
Man hours overtime	120	120	240	0	240
No. of miles cleaned	.60	.60	.70	20.00	20.70
1st year cost per mile	$ 2,667	$ 3,000	$ 4,000	$ 844	$ 955
2nd year cost per mile	$ 2,667	$ 3,000	$ 762	$ 0	$ 762
Overtime cost	$ 300	$ 300	$ 600	$ 0	$ 600
CATCH BASIN CLEANING					
Cost Allocated	$ 10,500	$ 13,277	$ 20,291	$ 16,496	$ 36,787
Man Years Allocated	4.00	2.40	3.80	- 1.90	1.90
Man hours overtime	900	900	500	0	500
No. of catch basins	5,100	5,183	5,200	0	5,200
No. cleaned	9,834	10,500	10,000	6,660	16,660
Cost per catch basin cleaned:					
1st year	$ 1.07	$ 1.28	$ 2.00	$ 2.52	$ 2.21
2nd year	$ 1.07	$ .59	$ 0	$ 0	$ .59
Overtime cost	$ 2,100	$ 2,100	$ 1,200	$ 0	$ 1,200
MISCELLANEOUS DRAINAGE FUNCTIONS					
Cost Allocated	$ 3,000	$ 3,000	$ 3,000	$ 0	$ 3,000
Man Years Allocated	.45	.45	.45	0	.45
Box sewers cleaned (ft.)	1,000	1,000	1,000	0	1,000
Manholes repaired	10	12	15	0	15
DRAINAGE STUDY					
Cost Allocated	$ 16,079	$ 2,108	$ 0	$ 0	$ 0
Man Years Allocated	3.15	.56	0	0	0

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
TOTAL DRAINAGE FUNCTIONS					
Cost Allocated	$113,840	$117,751	$143,456	$122,807	$266,263
Man Years Allocated	25.43	21.59	26.45	8.10	34.55
PLUS SERVICES PROVIDED FOR OTHER ACTIVITIES					
Cost Allocated	$ 17,041	$ 21,350	$ 3,294	$ 0	$ 3,294
Man Years Allocated	2.50	5.70	.10	0	.10
Man hours overtime	70	250	80	0	80
Overtime cost	$ 165	$ 600	$ 200	$ 0	$ 200
Reg. & Elections	.25	.90	0	0	0
Sewage Treatment	1.74	2.36	0	0	0
Sewage Collection	.51	1.44	0	0	0
Water Supply	0	1.00	0	0	0
LESS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Cost Allocated	$ 19,000	$ 6,000	$ 0	$ 0	$ 0
Man Years Allocated	4.78	.78	.65	0	.65
Sewage Collection	4.78	.78	.65	0	.65
SUMMARY					
Total Cost Allocated	$111,881	$133,101	$146,750	$122,807	$269,557
Total Man Years Allocated	23.15	26.51	25.90	8.10	34.00
Total Man Years Leave Time	1.85	2.12	2.08	.64	2.72

R & B Form 12
8-65

SANITATION DIVISION

It is the responsibility of the Sanitation Division to see that refuse materials are collected, transported, and disposed of so that nuisances are not created and so that public health is protected. This Division is responsible for Refuse Collection, Refuse Disposal, and Street Cleaning.

I. Refuse Collection: This activity includes residential refuse collection, commercial refuse collection, trash collection, litter collection and control, weed and rank vegetation control, and harbor cleaning.

A. Residential Refuse Collection:

Some 4,500 customers receive refuse collection three times per week. The annual cost for this program is $83,500. Approximately 5,000 tons are collected from the three times per week collection routes each year at an average annual cost per ton of $16.70. Approximately 48,000 customers receive refuse collection two times per week. The annual cost for this program is $314,565. Approximately 27,600 tons are collected from the two times per week collection routes each year at an average annual cost per ton of $11.40. This is some $5.30 per ton less than the cost per ton for the three collections per week routes.

B. Commercial Refuse Collection:

Commercial Refuse Collection is performed by four crews - three day crews and one night crew:

Day Crews - 1,128 containers per week are serviced and 250 tons of refuse are collected per week at a cost of $9.25 per ton.

Night Crew - 560 containers per week are serviced 105 tons of refuse are collected per week at a cost of $5.50 per ton.

The Proposed 1967 Budget provides $147,764 for Commercial Refuse Collection. In 1966, $141,042 was allocated.

a. The Proposed 1967 Budget provides $4,000 for the purchase of ten additional dumpmaster containers. These additional containers will be used as replacements and to provide service to new customers in 1967.

b. The vehicle replacement schedule of the Central Garage includes six 18-yard packer trucks. The Proposed 1967

Budget provides $3,600 to increase the size of these vehicles to 20 yards. The increase in the capacity of of the trucks will result in fewer trips to the landfill and thus more time on the garbage route. This will help to improve the trash pick-up program since it will free time for trash pick-ups.

C. Trash Collection:

Day trash collection is performed with three full time crews of three men each. In addition, on Wednesdays, the garbage collection crews assigned to the twice-a-week routes form 29 trash collection crews.

It is estimated that 9,450 tons of trash will be collected in 1967 at a cost of $17.11 per ton. This level of performance results in trash being picked up every fifteenth working day. The Proposed 1967 Budget recommends reducing this interval to eleven days. The man power needed for this reduction will be provided by ten seasonal positions during the six warm months at a cost of $17,092.

Night trash collection is performed by one crew. This night trash collection crew works the zoned area from Gaston Street north to Bay Street between East and West Broad Streets. Approximately 700 tons of trash will be collected at a cost of $22.09 per ton.

D. Litter Collection and Control:

There is within the Sanitation Department a five-man paper pick-up crew. This crew cleans 16 acres of parks and squares three times a week and seven acres of parks and squares twice a week. This crew also cleans 27 miles of shoulder rights-of-way each week. This service is performed at an annual cost of $22,790. Control is exercised by routine inspections along a 30-mile route.

E. Weed and Rank Vegetation:

Routine inspection of vacant lots is performed to secure compliance with appropriate municipal codes and ordinances controlling weeds and rank vegetation. This program results in approximately 1,100 lots being cleared of weeds that would otherwise be unsightly as well as a health hazard. The Proposed 1967 Budget allocates $3,400 for advertising to have lots cleared by contract, when the owner on notice fails to have his lot cleaned.

F. Harbor Cleaning:

The Proposed 1967 Budget provides $3,058 for payment by contract, for collection of debris from the Savannah Harbor.

The Proposed 1967 Budget allocates $809,688 to the Refuse Collection Activity. In 1966, $742,402 was appropriated. The increase of $67,286 is due to:

1. Normal pay adjustments for permanent employees and funds for full year's salaries for positions added in 1966 increases personal service cost by $15,689.

2. Group Insurance and Social Security benefits in previous years were charged to Employee Benefits. The cost of these benefits is $26,357. This cost will be charged against this activity to provide more accurate cost accounting.

3. Adding a seasonal trash collection crew to reduce the interval between trash pick-ups increases cost of personal services by $17,092.

4. A Capital Outlay of $4,000 is proposed to replace ten dumpmaster containers.

5. A Capital Outlay of $3,600 for larger bodies on the packer trucks to be replaced by the Central Garage is proposed.

II. Refuse Disposal

The sanitary landfill offers the best means of complete sanitary disposal of refuse.

The sanitary landfill operation consists of the disposal of refuse and the prompt covering of the material with sufficient earth to prevent health hazards. To accomplish this in an efficient and economical manner, the refuse must be compacted into the smallest practicable volume.

The entire disposal operations accomplished without public health or nuisance hazards as well as creating a valuable by-product -- usable land. In 1967, we will reclaim eight acres of land as well as provide a disposal site for 88,700 tons of refuse.

The Proposed 1967 Budget allocates $88,357 for this activity. The 1966 appropriation was $97,168. This decrease is due to:

1. Personal services costs decrease $3,600 due to deletion of one Equipment Operator position found to be unnecessary.

2. Equipment rental costs decrease $1,902 due to lower costs of the Central Garage.

3. The cost of cover dirt decreases in 1967 $4,000.

These decreases are partially offset by increases in personal services for normal pay adjustments and the cost of Group Insurance and Social Security benefits being charged against this activity.

III. Street Cleaning:

It is the recognized responsibility of the City to keep the streets safe, attractive and sanitary.

Motor pick-up sweepers consist of revolving brooms, a sprinkling system, and a storage hopper. The sweepers normally clean a swath along the gutters, therefore, only paved streets with curbing are cleaned.

Paved and curbed residential streets are swept three times per month. 11,000 curb miles are swept at a cost of $42,310.

Paved and curbed streets in the zoned areas from Anderson Street north to Bay Street between East and West Broad Streets are swept once a week with daily service performed in the downtown area.

The Proposed 1967 Budget allocates $175,515 to this activity. In 1966, $171,004 was appropriated.

This increase is due to normal pay adjustments and Group Insurance and Social Security costs being charged to this activity in 1967.

Proposed for 1967, in cooperation with the Planning-Programming-Budget Department, is a major operational analysis of this Division. This study is designed to identify levels of service required to provide an effective level of service. It will also determine what changes in procedures are needed to enable this Division to provide effective trash collection service more efficiently.

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 472,717	$525,224	$ 601,819	$601,819
Contractual Services	7,507	5,012	15,626	15,626
Commodities	6,889	8,162	8,500	8,500
Revolving Funds	190,672	200,169	175,218	175,218
Capital Outlay	7,120	3,835	8,525	8,525
TOTAL	$ 684,905	$742,402	$ 809,688	$809,688

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Sanitation Administrator	32	$ 720-920	0	1.00	1.00	$ 7,858	$ 9,039
Sanitation Superintendent	24	490-624	1.00	0	0	0	0
Sanitation Supervisor	18	366-466	5.00	5.00	5.00	24,960	26,220
Sanitation Inspector	18	366-466	0	0	1.00	0	4,464
Clerk III	16	332-424	1.00	1.00	1.00	4,048	4,248
Dumpmaster Truck Operator	15	316-404	6.00	6.00	6.00	25,056	26,100
Equipment Operator II	14	302-384	0	1.00	1.00	4,392	4,572
Packer Truck Operator	13	288-366	29.00	29.00	29.00	112,438	116,156
Equipment Operator I	12	274-348	4.00	6.00	6.00	21,604	22,394
Refuse Collector	11	260-332	88.00	90.00	95.00	305,858	325,366
Laborer	10	248-316	0	4.00	4.00	13,152	13,712
Total						$ 519,366	$ 552,271
Less Salary Savings						4,487	4,611
Total 105						$ 514,879	$ 547,660
Social Security							27,802
Group Insurance							16,012
Overtime						10,345	10,345
GRAND TOTAL			134.00	143.00	149.00	$ 525,224	$ 601,819
Less Leave Time			10.72	11.44	11.92		
Net Productive Time Available			123.28	131.56	137.08		

PERFORMANCE DATA

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

Program Description: This Activity is responsible for the collection of refuse in the City. Last year, this Activity collected more than 120 million pounds of garbage and refuse.

Comments on Budgeted Program:

Program Improvement - 5 Refuse Collectors are added to cover absenteeism allowing for improvement of day trash collection (+$17,000). Funds are allocated to provide large bodies for six trucks (+$3,600).

Net Program Improvement	+$20,700
Net Current Level Change	+ 46,250
Net Change	+$66,950

Current Level Change

Pers. Ser.	+$59,525	Food	+$ 400	Dump Con.	+$5,000	Misc. Comm.	-$ 150
Transp.	+ 400	Tools	- 500	Repair Pts.	+ 1,000	Oth. Con. Ser.	+ 2,000
Adv.	+ 950	Prof. Ser.	+ 2,500	Equip. Rent.	-25,700	Opr. Supplies	- 300
						Capital Outlay	+ 1,100

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
RESIDENTIAL GARBAGE COLLECTION SECTION					
Three collections per week:					
Cost Allocated	$ 74,160	$ 80,773	$ 83,500	$ 0	$ 83,500
Man Years Allocated	17.00	17.00	17.00	0	17.00
Customers serviced	4,500	4,500	4,500	0	4,500
Loads of garbage	1,350	1,500	1,500	0	1,500
Tons of garbage	4,944	5,000	5,000	0	5,000
Overtime cost	$ 1,461	$ 1,712	$ 1,712	$ 0	$ 1,712
Overtime man hours	731	856	856	0	856
Two collections per week:					
Cost Allocated	$278,965	$295,466	$310,965	$ 3,600	$314,565
Man Years Allocated	70.00	69.00	69.00	0	69.00
Routes serviced	22	22	22	0	22
Customers serviced	48,000	48,000	48,000	0	48,000
Loads of garbage	7,599	7,500	7,500	0	7,500
Tons of garbage	27,579	27,600	27,600	0	27,600
Overtime cost	$ 4,540	$ 4,982	$ 4,982	$ 0	$ 4,982
Overtime man hours	2,270	2,393	2,393	0	2,393
COMMERCIAL COLLECTION SECTION					
Cost Allocated	$113,778	$111,793	$120,288	$ 0	$120,288
Man Years Allocated	10.00	10.00	10.00	0	10.00
Day Service - Route 1					
No. miles on route per week	270	270	270	0	270

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
Max. no. containers that can be picked up per week	400	400	400	0	400
No. containers picked up per week	391	391	392	0	392
No. pick-ups that can be added	9	9	8	0	8
Total serviced per year	20,495	21,000	21,000	0	21,000
Tons refuse per week	75	90	90	0	90
Loads refuse per year	668	900	900	0	900
Tons refuse per year	3,500	4,000	4,000	0	4,000
Overtime costs	$ 289	$ 244	$ 244	$ 0	$ 244
Overtime man hours	144	122	122	0	122
Day Service - Route 2					
No. miles on route per week	200	200	200	0	200
Max. no. containers that can be picked up per week	400	400	400	0	400
No. containers picked up per week	375	375	375	0	375
No. pick-ups that can be added	25	25	25	0	25
Total serviced per year	19,573	20,000	20,000	0	20,000
Tons refuse per week	75	80	80	0	80
Loads refuse per year	630	800	800	0	800
Tons refuse per year	3,908	4,100	4,100	0	4,100
Overtime cost	$ 288	$ 244	$ 244	$ 0	$ 244
Overtime man hours	144	122	122	0	122
Day Service - Route 3					
No. miles on route per week	270	270	270	0	270
Max. no. containers that can be picked up per week	375	375	375	0	375
No. containers picked up per week	361	361	361	0	361
No. pick-ups that can be added	14	14	14	0	14
Total serviced per year	18,640	27,000	27,000	0	27,000

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
Tons refuse per week	75	80	80	0	80
Loads refuse per year	590	750	750	0	750
Tons refuse per year	3,986	4,300	4,300	0	4,300
Overtime cost	$ 288	$ 244	$ 244	$ 0	$ 244
Overtime man hours	144	122	122	0	122
COMMERCIAL COLLECTION - NIGHT SERVICE					
Cost Allocated	$ 28,231	$ 28,761	$ 30,076	$ 0	$ 30,076
Man Years Allocated	2.00	2.00	2.00	0	2.00
No. miles on route per week	227	230	230	0	230
Max. no. containers that can be picked up per week	580	580	580	0	580
No. containers picked up per week	560	560	560	0	560
No. pick-ups that can be added	20	20	20	0	20
Total serviced per year	29,298	37,000	37,000	0	37,000
Tons refuse per week	80	105	105	0	105
Loads refuse per year	862	1,100	1,100	0	1,100
Tons refuse per year	3,786	4,200	4,200	0	4,200
Overtime cost	$ 169	$ 260	$ 260	$ 0	$ 260
Overtime man hours	85	126	126	0	126
DUMPMASTER CONTAINER SERVICING SECTION					
Cost Allocated	$ 28,911	$ 30,056	$ 31,238	$ 0	$ 31,238
Man Years Allocated	4.00	4.00	4.00	0	4.00
No. containers in service	623	623	633	0	633
No. containers cleaned	250	480	500	0	500
No. containers painted	250	300	300	0	300
No. containers repaired	58	60	60	0	60
Major repairs contracted	40	50	57	0	57
Overtime cost	$ 576	$ 0	$ 0	$ 0	$ 0
Overtime man hours	288	0	0	0	0
GENERAL TRASH - DAY SECTION					
Cost Allocated	$144,256	$141,042	$144,637	$ 17,092	$161,729
Man Years Allocated (5 days per week)	9.00	9.00	9.00	5.00	14.00
Man Years Allocated (1 day per week)	19.00	19.00	19.00	0	19.00

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. days between pickups	15	15	15	- 4	11
Tons collected - 5-day crew	1,309	3,150	3,150	1,750	4,900
Loads collected - 5-day crew	3,983	2,900	2,900	1,500	4,400
Tons collected - 1-day crew	2,619	6,300	6,300	0	6,300
Loads collected - 1-day crew	1,350	1,300	1,300	0	1,300
Overtime cost	$ 484	$ 1,819	$ 1,819	$ 0	$ 1,819
Overtime Man Hours	242	909	909	0	909
GENERAL TRASH - NIGHT SECTION					
Cost Allocated	$ 10,484	$ 14,704	$ 15,465	$ 0	$ 15,465
Man Years Allocated	2.00	4.00	4.00	0	4.00
Areas serviced nightly	2	1	1	0	1
Tons trash collected	420	700	700	0	700
Loads trash collected	480	675	675	0	675
Overtime cost	$ 427	$ 656	$ 656	$ 0	$ 656
Overtime man hours	214	319	319	0	319
PAPER PICKERS SECTION					
Cost Allocated	$ 0	$ 20,056	$ 22,790	$ 0	$ 22,790
Man Years Allocated	0	5.00	5.00	0	5.00
Acres of parks & squares cleaned two times per week	0	7	7	0	7
Total acres per year	0	728	728	0	728
Acres of parks & squares cleaned three times per week	0	16	16	0	16
Total acres per year	0	2,496	2,496	0	2,496
Miles of shoulder of rights-of-way kept clear of litter weekly	0	27	27	0	27
Cleaned yearly	0	1,400	1,400	0	1,400
Litter baskets emptied twice per week	0	26	26	0	26
Litter baskets emptied yearly	0	1,252	1,252	0	1,252
Tons of refuse collected yearly	0	120	120	0	120

1967 BUDGET

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Loads of refuse collected yearly	0	278	278	0	278
BRUSH CHIPPING SECTION					
Cost Allocated	$ 0	$ 13,399	$ 14,669	$ 0	$ 14,669
Man Years Allocated	0	3.00	3.00	0	3.00
No. of days between service	0	14	14	0	14
Tons of brush chipped and removed yearly	0	350	350	0	350
Loads of brush chipped and removed yearly	0	200	200	0	200
SANITATION INSPECTION SECTION, LITTER AND TRASH PROGRAM					
Cost Allocated	$ 6,120	$ 6,352	$ 7,118	$ 0	$ 7,118
Man Years Allocated	1.00	1.00	1.00	0	1.00
Garbage inspections requests received:					
From Service Desk	573	800	800	0	800
By phone or inspection	50	100	100	0	100
Requests completed:					
From Service Desk	612	800	800	0	800
By phone or inspection	52	100	100	0	100
Litter inspection requests received:					
From Service Desk	0	0	0	0	0
By phone or inspection	1,450	1,500	1,500	0	1,500
Requests completed:					
From Service Desk	0	0	0	0	0
By phone or inspection	1,450	1,500	1,500	0	1,500
Trash inspection requests received:					
From Service Desk	3,441	5,000	5,000	0	5,000
By phone or inspection	0	1,000	1,000	0	1,000
Requests completed:					
From Service Desk	3,556	5,000	5,000	0	5,000

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
By phone or inspection	0	1,000	1,000	0	1,000
No. warning citations issued	142	150	150	0	150
No. court citations issued	0	30	30	0	30
Dead animal complaints received:					
From Service Desk	331	300	300	0	300
By phone or Humane Shelter	7,499	6,000	6,000	0	6,000
Requests completed:					
From Service Desk	337	300	300	0	300
By phone or Humane Shelter	7,499	6,000	6,000	0	6,000
Overtime cost	$ 90	$ 46	$ 46	$ 0	$ 46
Overtime man hours	45	23	23	0	23
WEED AND RANK VEGETATION PROGRAM					
Cost Allocated	$ 0	$ 0	$ 5,192	$ 0	$ 5,192
Man Years Allocated	0	0	1.00	0	1.00
Requests to cut lots:					
From Service Desk	0	0	250	0	250
By phone or inspection	0	0	250	0	250
Phone calls reference to cutting lots	0	0	150	0	150
No. citations (letters written)	0	0	300	0	300
Lots cleared by owner:					
No. before advertisement	382	620	620	0	620
No. after advertisement	694	450	450	0	450
No. cleared on contract	78	80	80	0	80
Total no. lots cleared	1,154	1,100	1,100	0	1,100
Overtime cost	$ 90	$ 138	$ 138	$ 0	$ 138
Overtime man hours	45	67	67	0	67
RIVER DEBRIS INSPECTION					
Cost Allocated	$ 0	$ 0	$ 3,058	$ 0	$ 3,058
Man Years Allocated	0	0	Contract	0	Contract

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL	ESTIMATED	BUDGET 1967		
	1965	1966	CUR. LEVEL	PROG. IMP.	TOTAL
Debris removed:					
Driftwood	0	0	1,200	0	1,200
Timbers	0	0	300	0	300
Logs	0	0	125	0	125
Inspection of tide gates:					
E. Broad Street gate	0	0	250	0	250
W. Broad Street gate	0	0	250	0	250
Savannah-Ogeechee gate	0	0	250	0	250
SUMMARY					
Total Cost Allocated	$684,905	$742,402	$788,996	$ 20,692	$809,688
Total Man Years Allocated	134.00	143.00	144.00	5.00	149.00

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ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 27,300	$ 26,080	$ 24,425	$ 24,425
Contractual Services	1,274	40,860	36,432	36,432
Commodities	4,090	4,185	3,760	3,760
Revolving Funds	21,800	25,518	23,740	23,740
Capital Outlay	0	525	0	0
TOTAL	$ 54,464	$ 97,168	$ 88,357	$ 88,357

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Landfill Supervisor	18	$ 366-466	1.00	1.00	1.00	$ 5,592	$ 5,592
Equipment Operator III	16	332-424	3.00	3.00	2.00	12,240	8,654
Equipment Operator II	14	302-384	1.00	0	0	0	0
Equipment Operator I	12	274-348	2.00	2.00	2.00	7,248	7,528
Total 105						$ 25,080	$ 21,774
Social Security							968
Group Insurance							683
Overtime						1,000	1,000
GRAND TOTAL			7.00	6.00	5.00	$ 26,080	$ 24,425
Less Leave Time			.56	.48	.40		
Net Productive Time Available			6.44	5.52	4.60		

PERFORMANCE DATA

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

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 collections in Chatham County. A disposal fee of $1.25 per ton is charged private collectors.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 8,800
Net Change	-$8,800

Current Level Change

Personal Services	+$2,700	Equipment Rental	-$1,900
Equip. Operator III	- 4,200	Switchboard Services	- 100
Cover Dirt	- 4,000	Advertising	- 400
Repair Parts	- 400	Construction Equip.	- 500

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
LANDFILL					
Cost Allocated	$ 29,778	$ 33,243	$ 27,575		$ 27,575
Man Years Allocated	3.50	3.00	2.00		2.00
Tons refuse received:					
City Forces	80,181	82,000	82,000		82,000
Private Collectors	9,393	6,700	6,700		6,700
Total	89,574	88,700	88,700		88,700
Depth of compact tier (feet)	35	10	10		10
Acres of land reclaimed	5	8	8		8
Overtime cost	$ 963	$ 393	$ 393		$ 393
Overtime man hours	481	196	196		196
COVER DIRT					
Cost Allocated	$ 18,869	$ 57,600	$ 54,614		$ 54,614
Man Years Allocated	2.50	2.00	2.00		2.00
Cubic yards of cover dirt required	23,000	40,000	37,000		37,000
Overtime cost	$ 654	$ 405	$ 405		$ 405
Overtime man hours	327	167	167		167
VECTOR AND RODENT CONTROL					
Cost Allocated	$ 5,817	$ 6,325	$ 6,168		$ 6,168
Man Years Allocated	1.00	1.00	1.00		1.00
Gallons of spray materials used	3,800	4,000	4,000		4,000
Overtime cost	$ 309	$ 202	$ 202		$ 202
Overtime man hours	155	83	83		83

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUMMARY					
Total Cost Allocated	$ 54,464	$ 97,168	$ 88,357		$ 88,356
Total Man Years Allocated	7.00	6.00	5.00		5.00
Total Man Years Leave Time	.56	.48	.40		.40

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 120,314	$ 102,554	$ 108,237	$ 108,237
Contractual Services	3,310	3,882	2,553	2,553
Commodities	8,833	9,513	9,035	9,035
Revolving Funds	53,439	54,255	54,890	54,890
Capital Outlay	1,304	800	800	800
TOTAL	$ 187,200	$ 171,004	$ 175,515	$ 175,515

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Street Cleaning Supervisor	19	$384-490	1.00	1.00	1.00	$ 4,788	$ 5,148
Sanitation Inspector	18	366-466	0	1.00	0	3,984	0
Equipment Operator II	14	302-384	12.00	12.00	12.00	51,728	52,160
Equipment Operator I	12	274-348	3.00	1.00	1.00	3,624	3,624
Labor Foreman	12	274-348	2.00	2.00	2.00	7,608	7,908
Citation Writer	11	260-332	2.00	2.00	2.00	7,416	7,716
Refuse Collector	11	260-332	12.50	5.00	5.00	17,154	17,448
Laborer	10	248-316	0	2.00	2.00	5,952	5,952
Total 105						$102,254	$ 99,956
Social Security							5,386
Group Insurance							2,595
Overtime						300	300
GRAND TOTAL			32.50	26.00	25.00	$102,554	$108,237
Less Leave Time			2.60	2.08	2.00		
Net Productive Time Available			29.90	23.92	23.00		

PERFORMANCE DATA

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

Program Description: This Activity mechanically sweeps the paved streets with curbing in the City, cuts grass on City's rights-of-way for streets and roads and various City properties, and supervises the use of City prison labor in cleaning City property.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 4,700
Net Change	+$4,700

Current Level Change

Personal Services	+$5,300
Advertising	- 1,000
Maintenance, Machinery	- 400
Warehouse services	+ 800

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
DAY SWEEPING - RESIDENTIAL					
Cost Allocated	$ 31,950	$ 39,923	$ 42,310		$ 42,310
Man Years Allocated	3.00	3.50	3.50		3.50
Curb miles	260	275	290		290
Times swept per month	3.0	3.0	3.0		3.0
Miles swept	10,946	11,000	11,000		11,000
Overtime cost	$ 67	$ 76	$ 76		$ 76
Overtime man hours	34	34	34		34
NIGHT SWEEPING - ZONED					
Cost Allocated	$ 29,759	$ 34,493	$ 37,577		$ 37,577
Man Years Allocated	4.00	4.00	4.00		4.00
Curb miles swept daily in downtown area	18	18	18		18
Miles swept	5,323	5,000	5,000		5,000
Curb miles swept once a week in zoned area	68	68	68		68
Miles swept	4,224	4,000	4,000		4,000
Illegal parking citations issued	7,460	8,000	8,000		8,000
Overtime cost	$ 88	$ 0	$ 0		$ 0
Overtime man hours	44	0	0		0
DAY REMOVAL OF SWEEPINGS					
Cost Allocated	$ 31,956	$ 34,300	$ 35,569		$ 35,569
Man Years Allocated	6.00	6.50	6.50		6.50
Loads of refuse removed	2,091	2,100	2,100		2,100

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Tons of refuse removed	12,815	12,000	12,000		12,000
Overtime cost	$ 154	$ 175	$ 175		$ 175
Overtime man hours	77	76	76		76
NIGHT REMOVAL OF SWEEPINGS					
Cost Allocated	$ 18,059	$ 20,839	$ 19,750		$ 19,750
Man Years Allocated	4.00	4.00	4.00		4.00
Loads of refuse removed	705	700	700		700
Tons of refuse removed	6,309	6,000	6,000		6,000
Overtime cost	$ 88	$ 0	$ 0		$ 0
Overtime man hours	44	0	0		0
TRACTOR MOWERS OPERATION					
Cost Allocated	$ 10,897	$ 11,071	$ 14,181		$ 14,181
Man Years Allocated	2.00	2.00	2.00		2.00
Acres mowed	180	180	180		180
Time areas mowed per year	7	7	7		7
Acres cut	1,268	1,200	1,200		1,200
Overtime cost	$ 43	$ 49	$ 49		$ 49
Overtime man hours	22	21	21		21
HAND POWER MOWER OPERATION					
Cost Allocated	$ 6,260	$ 7,200	$ 7,616		$ 7,616
Man Years Allocated	2.00	2.00	2.00		2.00
Acres mowed by hand	40	40	40		40
No. times areas mowed per year	6	6	6		6
Acres cut	250	250	250		250
USE OF PRISON LABOR					
Cost Allocated	$ 18,051	$ 18,737	$ 18,512		$ 18,512
Man Years Allocated:					
City Forces	3.00	3.00	3.00		3.00
Prison Labor to:					
Remove grass on sidewalk	5.00	4.00	4.00		4.00
Miles of sidewalk cleaned	105	75	75		75
Trim shrubbery in lanes	4.00	3.00	3.00		3.00

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Miles of lanes trimmed	65	50	50		50
Loading trash	2.00	2.00	2.00		2.00
Loads of trash removed	337	300	300		300
Overtime cost	$ 67	$	$		$
Overtime man hours	34				
RANK VEGETATION INSPECTION					
Cost Allocated	$ 2,549	$ 4,441	$ 0		$ 0
Man Years Allocated	.50	1.00	0		0
No. requests to clean private property	294	250	0		0
No. citations issued	544	250	0		0
PAPER PICK-UP SECTION					
Cost Allocated	$ 12,968*	$ 0	$ 0		$ 0
Man Years Allocated	3.00	0	0		0
Acres of parks & squares cleaned two times per week	7	0	0		0
Total acres cleaned per year	728	0	0		0
Acres of parks & squares cleaned three times per week	16	0	0		0
Total acres cleaned per year	2,496	0	0		0
Miles of rights-of-way cleaned of litter per week	27	0	0		0
Total miles cleaned	1,334	0	0		0
Litter baskets emptied two times per week	26	0	0		0
Litter baskets emptied per year	1,252	0	0		0
Tons of refuse collected	106	0	0		0
Loads of refuse collected	367	0	0		0
GENERAL TRASH - NIGHT SECTION					
Cost Allocated	$ 14,228*	$ 0	$ 0		$ 0
Man Years Allocated	3.00	0	0		0

*Estimated

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Areas serviced nightly	0	0	0		0
Tons trash collected	1,110	0	0		0
Loads trash collected	782	0	0		0
BRUSH CLIPPING SECTION					
Cost Allocated	$ 10,523*	$ 0	$ 0		$ 0
Man Years Allocated	2.00	0	0		0
No. of days between service	14	0	0		0
Tons of brush removed yearly	182	0	0		0
Loads of brush removed yearly	133	0	0		0
SUMMARY					
Total Cost Allocated	$ 187,200	$ 171,004	$ 175,515		$ 175,515
Total Man Years Allocated	32.50	26.00	25.00		25.00
Total Man Years Leave Time	2.60	2.08	2.00		2.00

DEPARTMENT OF PUBLIC SERVICES

CEMETERIES

The Cemeteries Division is responsible for the maintenance and operation of the four City-owned cemeteries. Clerical and administrative services include selling of cemetery lots, selling of perpetual and annual care contracts, administering the budgeted program, and processing all fiscal and employee accounting records. Maintenance operations performed are: interments and disinterments, maintain perpetual and annual care lots, and maintain areas of general care.

This Division is transferred to the Department of Public Services from the Park and Tree Department. The transfer is a result of an organization and management study of the cemeteries conducted by the Research and Budget Department during 1966.

The 1966 Budget allocates a total of 36 man years and $139,386 for cemetery operations. The 1967 Budget proposes that 32.5 man years and $153,910 be allocated for this function.

This increase in cost is due to two factors:

1. Social Security and Group Insurance benefits in the amount of $8,612 will be charged against this division in 1967. In previous years, these costs were charged to Employee Benefits. This change was made to provide for more accurate cost accounting.

2. The organization and management study of cemetery operations revealed that the City is not fulfilling its obligation in properly caring for lots placed in perpetual and annual care. The report on the study proposes that the least expensive way the City can fulfill its obligations is to mechanize operations.

   So that the City can fulfill its obligations at the cemeteries, funds in the amount of $15,000 have been provided to mechanize operations. After this cost has been amortized during 1967, the normal operating cost will be reduced by approximately $10,000 per year. This decrease is in comparison to the 1966 operating costs.

As a result of these changes, the following improvements in the performance of the cemetery operation are expected:

Activity	New Level of Service	Old Level of Service
Interments		
Man Hours		
Bonaventure	5.35	10.00

Activity	New Level of Service	Old Level of Service
Greenwich	3.70	10.00
Laurel Grove North	7.00	7.50
Laurel Grove South	7.00	7.00
Cost Per Interment		
Bonaventure	$12.50*	$22.00
Greenwich	10.30*	24.00
Laurel Grove North	14.55	18.70
Laurel Grove South	16.75	17.50
Perpetual and Annual Care Lots		
Bonaventure		
Frequency of cleaning	1/week	1/ten days
No. of lots cleaned per year	131,000	84,150
Cost to care for lot per year	$15.00	$14.00
Cost to clean lot each time	$.29	$.41
Greenwich		
Frequency of cleaning	1/week	1/ten days
No. of lots cleaned per year	178,984	117,028
Cost to care for lot per year	$6.00	$6,00
Cost to clean lot each time	$.11	$.18
General Care		
Cost of Care per Acre		
Bonaventure/Greenwich	$102.00	$120.00
Laurel Grove North	107.00	139.00
Laurel Grove South	140.00*	122.00

*Cost after total purchase price of equipment is amortized during 1967.

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Cemeteries	2071-72-73-74	PUBLIC SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$122,184	$ 125,797	$127,186	$ 127,186
Contractual Services	2,323	1,554	1,448	1,448
Commodities	3,711	3,376	3,650	3,650
Revolving Funds	3,445	5,049	6,476	6,476
Capital Outlay	2,986	3,610	15,150	15,150
TOTAL	$134,649	$ 139,386	$153,910	$ 153,910

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Cemetery Administrator	28	$594-756	0	0	1.00	$ 0	$ 7,128
Cemetery Supervisor	16	332-404	0	0	3.00	0	12,892
Cemetery Supervisor II	16	332-404	2.00	2.00	0	9,000	0
Cemetery Supervisor I	14	302-384	2.00	2.00	0	7,840	0
Equipment Operator I	12	274-348	2.00	2.00	4.00	7,178	14,182
Park Maintenanceman II	12	274-348	3.00	3.00	5.00	11,040	17,804
Park Maintenanceman I	11	260-332	8.00	8.00	6.00	28,152	21,456
Clerk-Typist I	11	260-332	0	0	.50	0	1,560
Laborer	10	248-316	19.00	19.00	13.00	61,264	43,301
Total						$124,474	$118,323
Less Salary Savings						0	949
Total 105						$124,474	$117,374
Social Security							5,110
Group Insurance							3,502
Overtime						1,323	1,200
GRAND TOTAL			36.00	36.00	32.50	$125,797	$127,186
Less Leave Time			2.88	2.88	2.60		
Net Productive Time Available			33.12	33.12	29.90		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Cemetery Operations	2071-2072-2073-2074	PUBLIC SERVICES

Program Description: The Cemetery Operations Activity provides the resources necessary to operate the four City-owned cemeteries. Administrative functions include selling of lots, contracting for perpetual and annual care, and supervision of work. Maintenance operations performed are interments, disinterments, maintenance of perpetual and annual care lots and maintenance of general care areas.

Comments on Budgeted Program:

Program Improvement - Funds are provided to implement recommendations of an organization & management study of cemetery operations. Personnel costs decrease (-$12,090), equipment costs increase (+$13,955), revolving fund charges increase (+$2,564) & misc. commodities and contractual services increase approximately (+$100).

Net Program Improvement	+$ 4,500
Net Current Level Change	+ 9,900
Net Change	+$14,400

Current Level Change

Personal Services +$13,400 Equipment Rental -$1,150 Opr. & Const. Eq.-$2,400

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUPERVISION, DIRECTION AND COORDINATION*					
Cost Allocated	$ 0	$ 0	$ 0	$ 7,516	$ 7,516
Man Years Allocated	0	0	0	1.00	1.00
CLERICAL ASSISTANCE*					
Cost Allocated	$ 0	$ 0	$ 0	$ 2,175	$ 2,175
Man Years Allocated	0	0	0	.50	.50
No. of lot sales	0	0	0	125	125
Perpetual care contracts processed	0	0	0	145	145
Annual care contracts processed	0	0	0	100	100
Letters typed	0	0	0	500	500
Memos typed	0	0	0	100	100
Telephone calls received	0	0	0	1,300	1,300
SUMMARY					
Cost Allocated	$ 0	$ 0	$ 0	$ 9,691	$ 9,691
Man Years Allocated	0	0	0	1.50	1.50
Man Years Leave Time	0	0	0	.12	.12

*In previous years these services have been provided by the Director's Office of the Park and Tree Department and were not charged directly to cemetery operations.

BONAVENTURE/GREENWICH					
Administration and Supervision:					
Cost Allocated	$ 9,137	$ 9,233	$ 10,205	$- 4,686	$ 5,519

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Cemeteries	2071-72-73-74	PUBLIC SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$122,184	$ 125,797	$127,186	$ 127,186
Contractual Services	2,323	1,554	1,448	1,448
Commodities	3,711	3,376	3,650	3,650
Revolving Funds	3,445	5,049	6,476	6,476
Capital Outlay	2,986	3,610	15,150	15,150
TOTAL	$134,649	$ 139,386	$153,910	$ 153,910

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Cemetery Administrator	28	$594-756	0	0	1.00	$ 0	$ 7,128
Cemetery Supervisor	16	332-404	0	0	3.00	0	12,892
Cemetery Supervisor II	16	332-404	2.00	2.00	0	9,000	0
Cemetery Supervisor I	14	302-384	2.00	2.00	0	7,840	0
Equipment Operator I	12	274-348	2.00	2.00	4.00	7,178	14,182
Park Maintenanceman II	12	274-348	3.00	3.00	5.00	11,040	17,804
Park Maintenanceman I	11	260-332	8.00	8.00	6.00	28,152	21,456
Clerk-Typist I	11	260-332	0	0	.50	0	1,560
Laborer	10	248-316	19.00	19.00	13.00	61,264	43,301
Total						$124,474	$118,323
Less Salary Savings						0	949
Total 105						$124,474	$117,374
Social Security							5,110
Group Insurance							3,502
Overtime						1,323	1,200
GRAND TOTAL			36.00	36.00	32.50	$125,797	$127,186
Less Leave Time			2.88	2.88	2.60		
Net Productive Time Available			33.12	33.12	29.90		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Cemetery Operations	2071-2072-2073-2074	PUBLIC SERVICES

Program Description: The Cemetery Operations Activity provides the resources necessary to operate the four City-owned cemeteries. Administrative functions include selling of lots, contracting for perpetual and annual care, and supervision of work. Maintenance operations performed are interments, disinterments, maintenance of perpetual and annual care lots and maintenance of general care areas.

Comments on Budgeted Program:

Net Program Improvement +$ 4,500
Net Current Level Change + 9,900
Net Change +$14,400

Program Improvement - Funds are provided to implement recommendations of an organization & management study of cemetery operations. Personnel costs decrease (-$12,090), equipment costs increase (+$13,955), revolving fund charges increase (+$2,564) & misc. commodities and contractual services increase approximately (+$100).

Current Level Change

Personal Services +$13,400 Equipment Rental -$1,150 Opr. & Const. Eq.-$2,400

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUPERVISION, DIRECTION AND COORDINATION*					
Cost Allocated	$ 0	$ 0	$ 0	$ 7,516	$ 7,516
Man Years Allocated	0	0	0	1.00	1.00
CLERICAL ASSISTANCE*					
Cost Allocated	$ 0	$ 0	$ 0	$ 2,175	$ 2,175
Man Years Allocated	0	0	0	.50	.50
No. of lot sales	0	0	0	125	125
Perpetual care contracts processed	0	0	0	145	145
Annual care contracts processed	0	0	0	100	100
Letters typed	0	0	0	500	500
Memos typed	0	0	0	100	100
Telephone calls received	0	0	0	1,300	1,300
SUMMARY					
Cost Allocated	$ 0	$ 0	$ 0	$ 9,691	$ 9,691
Man Years Allocated	0	0	0	1.50	1.50
Man Years Leave Time	0	0	0	.12	.12

*In previous years these services have been provided by the Director's Office of the Park and Tree Department and were not charged directly to cemetery operations.

BONAVENTURE/GREENWICH					
Administration and Supervision:					
Cost Allocated	$ 9,137	$ 9,233	$ 10,205	$- 4,686	$ 5,519

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Cemetery Operations	2071-2072-2073-2074	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Man Years Allocated	2.00	2.00	2.00	- 1.00	1.00
Interments - Bonaventure					
Cost Allocated	$ 5,180	$ 5,568	$ 6,628	$ 1,894*	$ 8,522*
Man Years Allocated	1.30	1.40	1.40	- .60	.80
No. of interments	280	305	310	0	310
Man hours per interment	10.00	10.00	10.00	- 4.65	5.35
Cost per interment	$ 20.00	$ 18.00	$ 22.00	$ 5.00*	$ 27.00*
Second year:					
Cost Allocated					$ 4,100
Cost per interment					$ 12.50
Interments - Greenwich					
Cost Allocated	$ 3,363	$ 3,168	$ 3,580	$ 2,301*	$ 5,881*
Man Years Allocated	.80	.70	.70	- .43	.27
No. of interments	164	146	150	0	150
Man hours per interment	10.00	10.00	10.00	- 6.30	3.70
Cost per interment	$ 21.00	$ 22.00	$ 24.00	$ 15.00*	$ 39.00*
Second year:					
Cost Allocated					$ 1,650
Cost per interment					$ 10.30
Perpetual and Annual Care:					
Bonaventure:					
Cost Allocated	$ 34,007	$ 34,765	$ 38,990	$- 2,149	$ 36,841
Man Years Alloc.	10.26	10.50	10.50	- .55	9.95
No. of lots in care	2,425	2,475	2,525	0	2,525
No. of lots cleaned per year	82,450	84,150	131,300	0	131,000
Cost to care for lot per year	$ 14.00	$ 14,00	$ 16.00	$- 1.00	$ 15.00
Greenwich:					
Cost Allocated	$ 17,286	$ 20,854	$ 22,696	$- 2,421	$ 20,275
Man Years Alloc.	4.60	4.70	4.70	- 1.20	3.50
No. of lots in care	3,442	3,442	3,442	0	3,442
No. of lots cleaned per year	117,028	117,028	178,984	0	178,984
Cost to care for lot per year	$ 5.00	$ 6.00	$ 7.00	$- 1.00	$ 6.00

*First year cost which amortizes purchase of equipment during 1967.

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Cemetery Operations	2071-2072-2073-2074	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
General Care:					
Cost Allocated	$ 16,164	$ 16,003	$ 14,308	$- 2,079	$ 12,229
Man Years Allocated	4.04	3.70	3.70	- .70	3.00
No. of acres maintained	120	120	120	0	120
No. of acres mowed per year	980	980	980	0	980
Special services to lot owners (remove small trees, trim trees & bushes, install water facilities, disinterments)	500	545	545	55	600
Loads of trash removed per year	600	650	650	130	780
Total no. of services	1,114	1,209	1,209	185	1,394
Cost of care per acre	$ 134	$ 133	$ 120	$- 18	$ 102
SUMMARY					
Cost Allocated	$ 85,137	$ 89,591	$ 96,407	$- 7,140	$ 89,267
Man Years Allocated	23.00	23.00	23.00	- 4.00	19.00
Man Years Leave Time	1.84	1.84	1.84	- .32	1.52
LAUREL GROVE NORTH					
Administration and Supervision:					
Cost Allocated	$ 4,683	$ 4,951	$ 4,851	$ 0	$ 4,851
Man Years Allocated	1.00	1.00	1.00	0	1.00
Interments:					
Cost Allocated	$ 1,247	$ 1,311	$ 1,592	$- 355	$ 1,237
Man Years Allocated	.27	.30	.30	- .02	.28
No. of interments	75	86	85	0	85
Man hours per interment	7.50	7.50	7.50	- .50	7.00
Cost per interment	$ 16.60	$ 15.25	$ 18.70	$- 4.15	$ 14.55
Perpetual and Annual Lot Care:					
Cost Allocated	$ 14,712	$ 15,134	$ 16,300	$ 0	$ 16,300
Man Years Allocated	4.00	4.00	4.00	0	4.00
No. of lots in care	635	650	665	0	665
No. of lots cleaned per year	33,020	33,800	34,580	0	34,580

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Cemetery Operations	2071-2072-2073-2074	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Cost to care for lot per year	$ 23.20	$ 23.20	$ 24.50	$ 0	$ 24.50
General Care:					
Cost Allocated	$ 10,914	$ 11,065	$ 10,684	$- 2,423	$ 8,261
Man Years Allocated	2.73	2.70	2.70	- .98	1.72
No. of acres maintained	77	77	77	0	77
No. of acres mowed per year	490	490	490	0	490
Loads of trash removed per year	580	650	650	130	780
Special services to lot owners (remove small trees, disinterments, etc.)	150	200	200	50	250
Total no. of services	744	864	994	180	1,044
Cost of care per acre	$ 141	$ 143	$ 139	$- 32	$ 107
SUMMARY					
Cost Allocated	$ 31,556	$ 32,461	$ 33,427	$- 2,778	$ 30,649
Man Years Allocated	8.00	8.00	8.00	- 1.00	7.00
Man Years Leave Time	.64	.64	.64	- .08	.56
LAUREL GROVE SOUTH					
Administration and Supervision:					
Cost Allocated	$ 4,006	$ 4,172	$ 4,708	$ 0	$ 4,708
Man Years Allocated	1.00	1.00	1.00	0	1.00
Interments:					
Cost Allocated	$ 2,100	$ 1,840	$ 1,925	$ 0	$ 1,925
Man Years Allocated	.50	.40	.40	0	.40
No. of interments	130	105	115	0	115
Man hours per interment	7.00	7.00	7.00	0	7.00
Cost per interment	$ 16.15	$ 17.50	$ 16.75	$ 0	$ 16.75
Perpetual and Annual Lot Care:					
Cost Allocated	$ 359	$ 329	$ 421	$ 0	$ 421
Man Years Allocated	.06	.06	.10	0	.10
No. of lots in care	25	27	29	0	29
Cost to care for lot per year	$ 14.35	$ 12.20	$ 14.50	$ 0	$ 14.50

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Cemetery Operations	2071-2072-2073-2074	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
General Care:					
Cost Allocated	$ 11,491	$ 10,993	$ 12,520	$ 4,729*	$ 17,249*
Man Years Allocated	3.44	3.44	3.40	0	3.40
No. of acres maintained	90	90	90	0	90
No. of acres mower per year	420	490	490	490	980
Loads of trash removed per year	20	50	50	730	780
Special service to lot owners (remove small trees, disinterments, etc.)	0	0	0	260	260
Total services	26	57	57	997	1,047
Cost of care per acre	$ 127	$ 122	$ 140	$+ 51*	$ 191*
Second year cost					$ 140
SUMMARY					
Cost Allocated	$ 17,956	$ 17,334	$ 19,574	$ 4,729	$ 24,303
Man Years Allocated	5.00	5.00	5.00	0	5.00
Man Years Leave Time	.40	.40	.40	0	.40
COMBINED SUMMARY					
Total Cost Allocated	$134,649	$139,386	$149,408	$ 4,502	$153,910
Total Man Years Allocated	36.00	36.00	36.00	- 3.50	32.50
Total Man Years Leave Time	2.88	2.88	2.88	- .28	2.60

*This increase in cost is a first year expense only. Subsequent years will reduce cost level to "Current Level 1967".

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STREETS AND TRAFFIC

This department is responsible for creating and maintaining a system of streets and signals which ensures a safe and expedient flow of traffic throughout the City. It accomplishes these objectives through the use of appropriate signs, signals, and pavement markings. The department is also responsible for the maintenance of the City's paved and unpaved streets, as well as the maintenance of all traffic control devices and parking meters.

The Administrative and Planning Activity plans and coordinates the entire program of this department. It performs studies and suggests recommended action on traffic control problems, designs traffic and street light installations, and is responsible for directing the maintenance operations of the approximately 400 miles of streets and the nearly 200 miles of sidewalks within the City.

The Traffic Control Maintenance Activity is responsible for installing and maintaining the traffic signs, center and lane markings, crosswalk markings, parking stall markings, and other pavement markings for the entire City. In addition, it installs and maintains signals for 135 intersections, the viaduct control lights, and flashing warning lights throughout the City.

The Parking Meter Maintenance Activity installs all new parking meters. It maintains the approximately 2,000 meters on the streets of the City. It removes those meters which must be repaired and replaces meters which cannot be repaired.

The Signal and Street Lighting Activity provides funds for the operation and maintenance costs for street lights, night lights placed in various parks and squares, and the traffic signals within the City.

The Streets Division is responsible for maintaining the streets and sidewalks of the City. To accomplish this task, it cares for approximately 270 miles of paved streets, 200 miles of sidewalks, 120 miles of unpaved streets, and 85 miles of lanes.

A major study of the street maintenance operation is being conducted in 1966. This will determine what changes, if any, are needed in the organization and operation of the street activities to improve service levels and to accomplish more efficient operations. The recommendations of the study will be implemented during 1967.

The 1966 appropriation for the activities which make up the Streets and Traffic Department totaled $641,065; the 1967 Budget proposes that funds in the amount of $681,738 be allocated for this department.

The increase in the cost of this department is due to the following reasons:

1. Group Insurance and Social Security benefits in the amount of $18,000 will be charged against this department. In previous years, the cost of these benefits was charged to Employee benefits. This change was made to provide for more accurate cost accounting.

2. Funds in the amount of $6,250 are provided for normal pay adjustments for permanent employees.

3. Electrical maintenance and utility costs increase by approximately $7,600 due to the addition of street lights and traffic signals in 1966 and 1967. The 1967 Budget proposes to install 120 new street lights. Funds in the amount of $2,574 have been provided for this purpose. There are presently 3,075 street lights in operation in the City.

4. It is estimated that the current level cost for the commodities used in repairing concrete streets and sidewalks will increase approximately $6,150.

5. Funds have been provided to begin correcting the deficiencies in the street signs and markings which a study in 1966 found to exist. Some $33,019 will be spent on this program in 1967. Of this amount, $22,419 is current level funds and $10,600 is program improvement funds. The program will accomplish the painting of 224 miles of center line and lane lines, 558 crosswalks, 13 miles of channelization, placement and repairing 8,000 traffic control signs and 100 street name signs.

The increases in the costs for this department were offset by the following decreases:

1. Expenditures for personal services in the amount of $13,150 will decrease because the Streets Administrator position and an Engineering Aide I position are deleted.

2. Funds for Capital Outlay expenditures for a sum of $3,650 will not recur during 1967.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
STREETS AND TRAFFIC	2410-20-30 40-51-52	Public Safety	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$230,383	$ 271,112	$285,597	$285,597
Contractual Services	130,001	135,773	140,157	140,157
Commodities	94,998	90,183	106,165	106,165
Revolving Funds	132,240	133,967	138,489	138,489
Capital Outlay	3,158	10,030	11,330	11,330
TOTAL	$590,780	$ 641,065	$681,738	$681,738
Budgeted Man Years	57.75	64.95	63.00	

SUMMARY BY ACTIVITIES

Administration and Planning	$ 32,717	$ 42,055	$ 64,194	$ 64,194
Traffic Control Maintenance	84,353	76,115	93,899	93,899
Parking Meter Maintenance	12,666	15,057	16,460	16,460
Signal and Street Lighting	123,661	127,028	133,945	133,945
Streets	337,383	380,810	373,240	373,240
GRAND TOTAL	$590,780	$641,065	$681,738	$681,738

STREETS AND TRAFFIC

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$271,112	$285,597	$285,597
Contractual Services	135,773	140,157	140,157
Commodities	90,183	106,165	106,165
Revolving Funds	133,967	138,489	138,489
Capital Outlay	10,030	11,330	11,330
TOTAL	$641,065	$681,738	$681,738

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Adm. & Planning	$ 32,717	$ 42,055	$ 64,194	$ 0	$ 64,194	$ 64,194
Traffic Control Maint.	84,353	76,115	83,280	10,619	93,899	93,899
Parking Meter Maint.	12,666	15,057	16,460	0	16,460	16,460
Signal & Street Lighting	123,661	127,028	133,385	560	133,945	133,945
Streets	337,383	380,810	373,240	0	373,240	373,240
TOTAL	$590,780	$641,065	$670,559	$ 11,179	$681,738	$681,738

RECOMMENDED 1967 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged only to the Employee Benefits Account will be charged back to Streets and Traffic in 1967.	18,000	
2.	Expenditures for salaries will decrease in 1967 because the Streets Administrator position and an Engineering Aide I position are deleted.		13,150
3.	Funds are provided in the 1967 Budget for normal pay adjustments for permanent employees.	6,250	

		Increase	Decrease
4.	Anticipated salary savings decrease.	$ 200	$
5.	Utilities costs increase primarily due to the addition of street lights and traffic signals in 1966.	4,450	
6.	Miscellaneous Contractual Services decrease.		2,600
7.	Various operating supplies and materials will increase in 1967.	3,350	
8.	Costs for concrete will increase in 1967.	6,150	
9.	Expenditures for aggregate and other materials will increase in 1967.	1,650	
10.	Miscellaneous Commodities costs will increase this year.	1,250	
11.	Expenditures for Capital Outlay will decrease because of non-recurring expenditures in 1966.		3,650
12.	Electrical maintenance costs increase due to additional street lights and traffic signals installation in 1966.	2,600	
13.	Miscellaneous Revolving Funds charge-backs will increase.	1,000	
14.	An Engineering Aide II position will be reclassified to a Traffic Analyst position which will more accurately describe the position and make recruiting easier.	150	
15.	Transfer of one pick-up truck and low-boy decrease equipment rental cost.		1,700

PROGRAM IMPROVEMENTS

Traffic Control Maintenance

1. Funds are provided to change a Laborer position from full time seasonal to full time permanent (+$2,169), increased Operating Supplies (+$3,500) and a paint machine (+$4,950) to maintain and provide acceptable appearance for street signs and markings. The need for this program improvement was determined in the sign and marking inventory undertaken by the Traffic Engineering Department in 1966. 10,600

	Increase	Decrease
Signal and Street Lighting	$	$
2. Utility charges for additional traffic signals to be installed in 1967 will require an increase	560	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Request to replace a bottle type water cooler with a newer model was deleted due to a lack of funds.		189
2. Request for reception room chairs was denied because of lack of funds. These chairs were to be used for visitors waiting in the reception room.		156
3. Request to replace an office desk was denied due to lack of funds.		165
4. Request to provide 1,500 Rockwell Security Coin Boxes ($5.40 each) and a Security Coin Collection Cart ($125.00) for parking meter collection was deleted due to lack of funds. These coin boxes fit in regular parking meters and would have reduced the possibility of the loss of parking fees due to pilferage.		8,225
5. Request to provide 319 Mercury Vapor Lights on Bay, Whitaker, Abercorn, and Drayton Streets was denied due to lack of funds.		12,556
6. Requests for funds to provide a sign face applicator (+$1,850), a pick-up truck (+$2,365), metal street name signs (+$12,090), and stanchions (+$1,700), were denied due to lack of funds. These requests would have provided 933 metal street name markers to replace older concrete ones, and for the proper maintenance of various streets signs.		16,165

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Administration & Planning	2410	STREETS AND TRAFFIC

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 24,112	$ 30,227	$ 53,352	$ 53,352
Contractual Services	1,650	1,161	1,696	1,696
Commodities	528	1,110	1,690	1,690
Revolving Funds	5,578	7,942	6,301	6,301
Capital Outlay	849	1,615	1,155	1,155
TOTAL	$ 32,717	$ 42,055	$ 64,194	$ 64,194

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Streets and Traffic Director	34	$ 794-1014	0	0	1.00	$ 0	$ 11,592
Traffic Engineer	32	720-920	1.00	1.00	0	10,260	0
Assistant Traffic Engineer	23	466-594	1.00	0	0	0	0
Administrative Assistant	23	466-594	0	1.00	1.00	5,592	6,428
Engineering Aide III*	21	424-540	0	0	1.00	0	5,288
Traffic Analyst	18	366-466	0	0	1.00	0	4,734
Streets Inspector*	18	366-466	0	0	1.00	0	4,500
Clerk-Stenographer II*	16	332-424	0	0	1.00	0	3,984
Engineering Aide II	17	348-444	1.00	1.00	2.00	4,392	8,469
Clerk-Typist II	14	302-384	1.00	1.00	1.00	4,176	4,356
Engineering Aide I	12	274-348	0	2.00	0	6,439	0
Total						$ 30,859	$ 49,351
Less Salary Savings						632	0
Total 105						$ 30,227	$ 49,351
Social Security							1,952
Group Insurance							1,124
Overtime							925
GRAND TOTAL			4.00	6.00	9.00	$ 30,227	$ 53,352
Less Leave Time			.32	.48	.72		
Net Productive Time Available			3.68	5.52	8.28		

*Transferred from 2031 - Paved Streets and Sidewalks

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Administration and Planning	2410	STREETS AND TRAFFIC

Program Description: This Activity investigates, analyses, and recommends on traffic control problems; designs traffic and street light installation; designs and recommends on matters relating to traffic flow on various streets and is responsible for directing the operations of the Streets and Traffic Department.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	+$ 0
Net Current Level Change	+ 21,050
Net Change	+$21,050

Current Level Change

Personal Services	+$22,200	Custodial Services	-$ 650	Opr. & Const. Eq.	+$ 500
Misc. Cont. Ser.	+ 300	Data Processing	+ 900	Equip. Rental	- 900
Print. & Office Sup.	+ 600	Shops & Bldg. Mt.	- 1,150	Misc. Rev. Funds	+ 200
				Off. Furniture	- 950

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ADMINISTRATION					
Cost Allocated	$ 13,400	$ 16,669	$ 14,800		$ 14,800
Man Years Allocated	1.70	2.20	1.85		1.85
Memos written	561	600	625		625
Letters written	140	180	200		200
Material requisitions processed	156	290	300		300
Petitions processed	N/A	60	65		65
PLANNING					
Cost Allocated	$ 20,206	$ 26,275	$ 26,638		$ 26,638
Man Years Allocated	2.50	4.00	3.65		3.65
Collision Diagrams	129	250	250		250
Traffic Counts	N/A	300	300		300
Traffic Counts (manual)	97	250	275		275
Signal Surveys	44	100	110		110
Painting Surveys	77	75	75		75
Sign Surveys	98	100	100		100
Drafting (maps, charts)	N/A	300	400		400
Parking Surveys	N/A	90	100		100
Accident Studies	N/A	40	50		50
Street Lighting Surveys	N/A	110	120		120
Tree & Shrub Adjustments	0	125	200		200
Speed studies	N/A	25	30		30
Traffic Control Devices Inventory	N/A	1	0		0
STREETS PLANNING					
Cost Allocated	$ 0	$ 0	$ 14,684		$ 14,684
Man Years Allocated	0	0	2.35		2.35

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Administration and Planning	2410	STREETS AND TRAFFIC

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
STREET AND SIDEWALK INSPECTION					
Cost Allocated	$ 0	$ 0	$ 8,961		$ 8,961
Man Years Allocated	0	0	1.35		1.35
Street Cuts Inspected	0	0	600		600
No. of sidewalk inspections:					
Initial	0	0	500		500
Reinspected	0	0	400		400
No. of street failure inspected:					
Initial	0	0	970		970
Reinspected	0	0	400		400
TOTAL ADMINISTRATION AND PLANNING FUNCTIONS					
Cost Allocated	$ 33,606	$ 42,944	$ 65,083		$ 65,083
Man Years Allocated	4.20	6.20	9.20		9.20
LESS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Cost Allocated	$ 889	$ 889	$ 889		$ 889
Man Years Allocated	.20	.20	.20		.20
Parking Meter Maint.	.20	.20	.20		.20
SUMMARY					
Total Cost Allocated	$ 32,717	$ 42,055	$ 64,194		$ 64,194
Total Man Years Allocated	4.00	6.00	9.00		9.00
Total Man Years Leave Time	.32	.48	.72		.72

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Traffic Control Maintenance	2420	STREETS AND TRAFFIC

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 16,922	$ 17,542	$ 21,590	$21,590
Contractual Services	848	426	479	479
Commodities	24,841	24,667	32,185	32,185
Revolving Funds	41,719	32,765	34,695	34,695
Capital Outlay	23	715	4,950	4,950
TOTAL	$ 84,353	$ 76,115	$ 93,899	$93,899

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Traffic Maintenance Foreman	18	$ 366-466	1.00	1.00	1.00	$ 5,088	$ 5,288
Traffic Maintenanceman II	14	302-384	1.00	1.00	1.00	4,176	4,356
Traffic Maintenanceman I	12	274-348	2.00	2.00	2.00	7,248	7,528
Laborer	10	248-316	.25	.35	1.00	1,030	2,976
Total 105						$ 17,542	$ 20,148
Social Security							893
Group Insurance							549
GRAND TOTAL			4.25	4.35	5.00	$ 17,542	$ 21,590
Less Leave Time			.34	.35	.40		
Net Productive Time Available			3.91	4.00	4.60		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Traffic Control Maintenance	2420	STREETS AND TRAFFIC

Program Description: This Activity is responsible for the installation and maintenance of about 7,100 traffic signs, 224 miles of center and lane lines, 558 crosswalks, 3,250 parking stalls, curb painting pavement markings, signals for 135 intersections, Viaduct lane control lights, flashing warning lights and miscellaneous sign making for other City Departments.

Comments on Budgeted Program:

Program Improvement - Allocation is made for an additional .65 labor man years (+$2,150), a paint machine for street marking (+$4,950), and operative supplies for the paint machine (+$3,500).

Net Program Improvement	+$10,600
Net Current Level Change	+ 7,600
Net Change	+$18,200

Current Level Change

Personal Services	+$2,300	Rep. Parts & Equip.	+$ 500	Traf. Con. Mt.	+$1,350
Contractual Ser.	+ 50	Sup. & Mat. - Const.	+ 8,600	Misc. Rev. Fd.	+ 600
Opr. Sup. & Mat.	- 5,200	Misc. Commodities	+ 100	Opr. & Con. Eq.	- 700

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
MAJOR STREET MARKINGS					
Cost Allocated	$ 7,430	$ 8,980	$ 15,834	$ 6,371	$ 22,205
Man Years Allocated	.65	.55	.55	.18	.73
Center & lane lines:					
Miles newly painted	0	15	5	0	5
Miles repainted	84	100	115	109	224
Miles removed	0	7	6	0	6
Cross-Walks:					
No. newly painted	0	25	25	0	25
No. repainted	232	100	125	433	558
No. new plastic	0	1	1	0	1
No. patched	0	0	0	0	0
No. removed	0	0	0	0	0
MINOR STREET MARKINGS					
Cost Allocated	$ 3,302	$ 3,470	$ 7,111	$ 2,707	$ 9,818
Man Years Allocated	.55	.65	.65	.37	1.02
Curb:					
Ft. newly painted	13,632	3,550	2,550	0	2,550
Ft. repainted	3,715	9,000	10,000	42,000	52,000
Ft. blanked out	0	150	150	0	150
Parking Stalls:					
No. newly painted	63	150	50	0	50
No. repainted	144	100	250	2,950	3,200
No. new plastic	0	0	0	0	0
No. patched	0	0	0	0	0
No. removed	0	25	10	0	10
Channelization:					
Ft. newly painted	15	10,000	1,000	0	1,000
Ft. repainted	0	7,500	17,500	0	17,500
Ft. new plastic	0	0	0	0	0

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Traffic Control Maintenance	2420	STREETS AND TRAFFIC

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Ft. patched	0	0	0	0	0
Ft. removed	0	1,000	700	0	700
Pavement Markings:					
No. newly painted	4	50	20	0	20
No. repainted	5	50	100	212	312
No. patched	0	0	0	0	0
No. removed	0	0	0	0	0
No. new plastic	0	0	0	0	0
SIGN MAINTENANCE					
Cost Allocated	$ 9,760	$ 23,035	$ 12,538	$ 0	$ 12,538
Man Years Allocated	.61	2.25	2.25	0	2.25
Traffic Control Signs:					
No. constructed	238	5,500	5,600	0	5,600
No. replaced	1,276	1,500	1,600	0	1,600
No. repaired	50	1,100	1,100	0	1,100
Street Name Signs:					
No. constructed	245	65	65	0	65
No. replaced	3	25	25	0	25
No. repaired	12	20	20	0	20
No. repaired (conc.)	0	0	0	0	0
SIGN CONSTRUCTION					
Cost Allocated	$ 13,401	$ 6,920	$ 7,614	0	$ 7,614
Man Years Allocated	1.80	.90	.90	0	.90
Traffic Control Signs:					
No. constructed	1,014	400	400	0	400
No. installed	212	400	400	0	400
Street Name Signs:					
No. constructed	400	250	300	0	300
No. installed	627	250	300	0	300
STANCHIONS					
Cost Allocated	$ 4,380	$ 4,190	$ 4,493	$ 771	$ 5,264
Man Years Allocated	.45	.50	.50	.05	.55
Meter Posts:					
No. newly installed	105	75	75	0	75
No. replaced	233	55	65	0	65
No. repainted	7	15	20	0	20
Sign Posts:					
No. newly installed	146	200	210	0	210
No. replaced	34	250	260	100	360
No. removed	36	100	100	0	100

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Traffic Control Maintenance	2420	STREETS AND TRAFFIC

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
MISCELLANEOUS					
Cost Allocated	$ 2,729	$ 1,825	$ 2,133	$ 770	$ 2,903
Man Years Allocated	.19	.10	.10	.05	.15
Silk Screens Process:					
Screens Cut	113	80	80	20	100
No. screens replaced	30	30	30	0	30
Hand Lettering (Other Departments):					
No. signs newly painted	22	25	25	70	95
No. signs repainted	0	2	2	10	12
Portable Signs:					
No. signs installed	100	75	100	50	150
No. signs removed	47	75	100	50	150
Custodial:					
No. hrs. shop cleaned	247	320	320	0	320
Other (hours)	51	320	320	0	320
Work Orders:					
No. processed	N/A	1,000	1,200	0	1,200
SIGNAL MAINTENANCE					
Cost Allocated	$ 43,351	$ 30,200	$ 36,062	0	$ 36,062
Man Years Allocated*	0	0	0	0	0
TOTAL TRAFFIC CONTROL MAINTENANCE FUNCTIONS					
Cost Allocated	$ 84,353	$ 78,620	$ 85,785	$ 10,619	$ 96,404
Man Years Allocated	4.25	4.95	4.95	.65	5.60
LESS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Cost Allocated	$ 0	$ 2,505	$ 2,505	$ 0	$ 2,505
Man Years Allocated	0	.60	.60	0	.60
Parking Meter Maint.	0	.60	.60	0	.60
SUMMARY					
Total Cost Allocated	$ 84,353	$ 76,115	$ 83,280	$ 10,619	$ 93,899
Total Man Years Allocated	4.25	4.35	4.35	.65	5.00
Total Man Years Leave Time	.34	.35	.35	.05	.40

*Service received from electrical maintenance

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Parking Meter Maintenance	2430	STREETS AND TRAFFIC

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 8,377	$ 8,693	$ 9,410	$9,410
Contractual Services	5	2	62	62
Commodities	1,364	935	1,020	1,020
Revolving Funds	634	1,062	1,603	1,603
Capital Outlay	2,286	4,365	4,365	4,365
TOTAL	$ 12,666	$ 15,057	$ 16,460	$16,460

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$
Parking Meter Repair Supv.	14	302-384	1.00	1.00	1.00	4,608	4,608
Traffic Maintenanceman I	12	274-348	1.00	1.00	1.00	4,176	4,176
Total						$ 8,784	$ 8,784
Less Salary Savings						91	0
Total 105						$ 8,693	$ 8,784
Social Security							387
Group Insurance							239
GRAND TOTAL			2.00	2.00	2.00	$ 8,693	$ 9,410
Less Leave Time			.16	.16	.16		
Net Productive Time Available			1.84	1.84	1.84		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Parking Meter Maintenance	2430	STREETS AND TRAFFIC

Program Description: This Activity is responsible for the removal, installation and maintenance of approximately 2,000 parking meters.

Comments on Budgeted Program:

Program Improvement

None

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

Current Level Change

Personal Services	+$ 100
Contractual Services	+ 50
Commodities	+ 100
Repair Parts	+ 1,150

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
PARKING METER MAINTENANCE					
Cost Allocated	$ 11,777	$ 11,863	$ 12,903		$ 12,903
Man Years Allocated	1.80	1.20	1.20		1.20
Meters serviced	N/A	2,530	2,080		2,080
Meters repaired in shop	310	330	340		340
Meters repaired on street	1,304	1,700	1,800		1,800
Meters replaced	190	216	250		250
Meters removed	N/A	232	200		200
Meters painted	378	7	0		0
Meters in operation January 1	1,836	2,006	1,990		1,990
Meters in operation December 31	2,006	1,990	2,040		2,040
Average maintenance cost per meter	$ 5.24	$ 3.61	$ 3.40		$ 3.40
PLUS SERVICES PROVIDED OTHER ACTIVITIES					
Cost Allocated	$ 889	$ 3,194	$ 3,557		$ 3,557
Man Years Allocated	.20	.80	.80		.80
Adm. & Planning	.20	.20	.20		.20
Traffic Control Maint.	0	.60	.60		.60
SUMMARY					
Total Cost Allocated	$ 12,666	$ 15,057	$ 16,460		$ 16,460
Total Man Years Allocated	2.00	2.00	2.00		2.00
Total Man Years Leave Time	.16	.16	.16		.16

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Signal and Street Lighting	2440	STREETS AND TRAFFIC

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	123,388	127,028	133,945	133,945
Commodities	271	0	0	0
Revolving Funds	2	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$123,661	$ 127,028	$133,945	$133,945

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Signal and Street Lighting	2440	STREETS AND TRAFFIC

Program Description: This Activity pays the operation and maintenance cost for street lights and for night lights in various parks and squares and for traffic signals throughout the City.

Comments on Budgeted Program:

Program Improvement - Funds are provided for installation of new traffic signals (+$550).

Current Level Change

Utilities +$5,800

Net Program Improvement	+$ 550
Net Current Level Change	+ 5,800
Net Change	+$6,350

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
STREET LIGHTS					
Cost Allocated	$111,674	$114,037	$119,886	$ 0	$119,886
No. in operating Jan. 1	2,904	2,955	3,075	0	3,075
Cost Allocated	$110,660	$111,463	$117,312	$ 0	$117,312
No. new lights added	51	120	120	0	120
Cost Allocated	$ 1,014	$ 2,574	$ 2,574	$ 0	$ 2,574
PARKS & SQUARES LIGHTS					
Cost Allocated	$ 1,883	$ 2,982	$ 3,471	$ 0	$ 3,471
No. in operation Jan. 1	50	61	90	0	90
Cost Allocated	$ 1,867	$ 2,894	$ 3,471	$ 0	$ 3,471
No. new lights added	11	29	0	0	0
Cost Allocated	$ 16	$ 88	$ 0	$ 0	$ 0
TRAFFIC SIGNALS					
Cost Allocated	$ 8,940	$ 9,229	$ 9,248	$ 560	$ 9,808
No. in operation Jan. 1	132	133	135	0	135
Cost Allocated	$ 8,880	$ 9,184	$ 9,248	$ 0	$ 9,248
No. new signals added	2	2	0	8	8
Cost Allocated	$ 60	$ 45	$ 0	$ 560	$ 560
GAS LIGHTS					
Cost Allocated	$ 1,164	$ 780	$ 780	$ 0	$ 780
No. in operation Jan. 1	44	44	44	0	44
Cost Allocated	$ 1,164	$ 780	$ 780	$ 0	$ 780
No. new lights added	0	0	0	0	0
Cost Allocated	$ 0	$ 0	$ 0	$ 0	$ 0
SUMMARY					
Total Cost Allocated	$123,661	$127,028	$133,385	$ 560	$133,945
Total no. lights & signals in operation Jan. 1	3,130	3,193	3,344	0	3,344

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Signal and Street Lighting	2440	STREETS AND TRAFFIC

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
Total no. new lights & signals added	63	151	120	8	128
Total no. lights and signals	3,193	3,344	3,464	8	3,472

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Streets	2451-2452	STREETS AND TRAFFIC

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 180,972	$ 214,650	$ 201,245	$ 201,245
Contractual Services	4,110	7,156	3,975	3,975
Commodities	67,994	63,471	71,270	71,270
Revolving Funds	84,307	92,198	95,890	95,890
Capital Outlay	0	3,335	860	860
TOTAL	$ 337,383	$ 380,810	$ 373,240	$ 373,240

Don't delete this man.

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Streets Administrator**	32	$ 720-920	0	1.00	0	$ 9,928	$ 0
Streets Superintendent	24	490-624	1.00	1.00	1.00	6,792	7,072
Engineering Aide III*	21	424-540	0	1.00	0	5,268	0
St. Maintenance Foreman II	18	366-466	2.00	2.00	2.00	9,696	10,096
Streets Inspector*	18	366-466	0	1.00	0	4,590	0
St. Maintenance Foreman III	20	404-514	1.00	1.00	1.00	5,328	5,548
Engineering Aide II**	17	348-444	0	1.00	0	4,518	0
Clerk-Stenographer II*	16	332-424	0	1.00	0	4,848	0
Equipment Operator III	16	332-424	8.00	8.00	8.00	37,170	36,592
St. Maintenance Foreman I	15	316-404	2.00	3.00	3.00	12,424	12,796
Equipment Operator II	14	302-384	2.00	2.00	2.00	8,072	8,280
Equipment Operator I	12	274-348	21.00	21.00	21.00	74,788	77,042
St. Maintenanceman II	12	274-348	3.00	2.00	2.00	7,038	7,500
Engineering Aide I**	12	274-348	0	.58	0	1,644	0
St. Maintenanceman I	11	260-332	7.50	7.00	7.00	24,406	24,398
Total						$216,510	$189,352
Less Salary Savings						5,207	5,031
Total 105						$211,303	$184,321
Social Security							8,341
Group Insurance							5,236
Overtime						3,347	3,347
GRAND TOTAL			47.50	52.48	47.00	$214,650	$201,245
Less Leave Time			3.80	4.20	3.76		
Net Productive Time Available			43.70	48.38	43.24		

*Transferred to Administration and Planning
**Positions deleted

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Streets	2451-2452	STREETS AND TRAFFIC

Program Description: This Activity is responsible for maintaining approximately 270 miles of permanently surfaced streets, 200 miles of concrete sidewalks, 120 miles of unpaved streets and 85 miles of lanes.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 7,600
Net Change	-$7,600

Current Level Change

Personal Ser.	-$13,400	Misc. Cont. Ser.	-$3,200	Warehouse Ser.	+$4,650
Concrete	+ 6,150	Aggregate & Oth. Mat.	+ 1,650	Equip. Rental	- 750
Misc. Comm.	- 50	Misc. Revolving Funds	- 1,000	Office Furniture	- 200
Data Processing	+ 850	Opr. & Const. Equip.	- 2,300		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
PAVED STREETS MAINTENANCE					
Cost Allocated	$ 64,265	$ 55,280	$ 89,315		$ 89,315
Man Years Allocated	9.61	8.28	12.20		12.20
Miles of asphalt streets	196	200	206		206
Sq. yds. of asphalt repairs made	10,647	9,174	17,500		17,500
Miles of concrete streets	48	51	53		53
Sq. yds. of concrete repairs made	1,344	1,844	3,500		3,500
Miles other paved streets (brick, stone, etc.)	9	9	9		9
Total miles paved streets	253	260	268		268
Overtime cost	$ 560	$ 900	$ 900		$ 900
Overtime man hours	125	345	345		345
Cost per mile maintained	$ 255	$ 210	$ 333		$ 333
SIDEWALKS					
Cost Allocated	$ 64,765	$ 85,931	$ 55,341		$ 55,341
Man Years Allocated	10.14	13.00	7.50		7.50
Miles sidewalks maintained	200	200	200		200
Sq. yds. of repairs made	17,180	19,985	12,990		12,990
Along streets	N/A	19,985	7,500		7,500
In parks & squares	N/A	0	5,490		5,490
Feet of curbs repaired	673	237	500		500
Overtime cost	$ 315	$ 400	$ 400		$ 400
Overtime man hours	121	154	154		154
Cost per mile maintained	$ 324	$ 428	$ 277		$ 277

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1967 BUDGET

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Streets	2451-2452	STREETS AND TRAFFIC

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
STREETS AND SIDEWALK INSPECTIONS					
Cost Allocated	$ 4,100	$ 5,737	$ 0		$ 0
Man Years Allocated	.75	1.00	0		0
Street cuts inspected	1,318	621	0		0
No. of sidewalks inspected	2,817	1,600	0		0
UNPAVED STREETS MAINTENANCE					
Cost Allocated	$170,000	$173,471	$162,696		$162,696
Man Years Allocated	22.50	22.30	19.32		19.32
Miles of unpaved streets maintained	130	122	120		120
Total miles graded	888.5	750	900		900
Cu. yds. of dirt used	26,812	16,230	17,000		17,000
Cu. yds. of rock used	2,388	4,386	4,400		4,400
Miles stabilized	.12	0	2.0		2.0
Overtime cost	$ 1,709	$ 1,434	$ 1,434		$ 1,434
Overtime man hours	568	476	476		476
Cost per mile maintained	$ 1,310	$ 1,430	$ 1,355		$ 1,355
LANES MAINTENANCE					
Cost Allocated	$ 31,508	$ 39,910	$ 45,592		$ 45,592
Man Years Allocated	4.00	5.00	5.25		5.25
Miles of lane	85	85	85		85
Miles graded	51.4	85	85		85
Cu. yds. of dirt used	4,228	3,825	4,000		4,000
Cu. yds. of rock used	1,616	3,280	3,000		3,000
Overtime cost	$ 610	$ 613	$ 613		$ 613
Overtime man hours	203	204	204		204
Cost per mile maintained	$ 371	$ 468	$ 536		$ 536
TOTAL STREETS FUNCTIONS					
Cost Allocated	$334,638	$360,329	$352,944		$352,944
Man Years Allocated	47.00	49.28	43.70		43.70
PLUS SERVICES PROVIDED TO OTHER ACTIVITIES					
Cost Allocated	$ 2,745	$ 20,481	$ 20,296		$ 20,296

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Streets	2451-2452	STREETS AND TRAFFIC

WORK ACTIVITY:	ACTUAL	ESTIMATED	BUDGET 1967		
	1965	1966	CUR. LEVEL	PROG. IMP.	TOTAL
Man Years Allocated	.50	3.30	3.30		3.30
Street Cleaning	.50	0	0		0
Sewer Collection	N/A	.78	.78		.78
Water Distribution	N/A	2.24	2.24		2.24
Capital Improvements	N/A	.15	.15		.15
Other	N/A	.13	.13		.13
SUMMARY					
Total Cost Allocated	$337,383	$380,810	$373,240		$373,240
Total Man Years Allocated	47.50	52.58	47.00		47.00
Total Man Years Leave Time	3.80	4.20	3.76		3.76

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POLICE

The Police Department is responsible for the enforcement of the laws and statutes of the City of Savannah. In addition to law enforcement, this department also provides many services to the community. These services include: Providing assistance in cases of emergency, conducting safety campaigns, providing information to citizens, and providing special programs designed to prevent crime.

In 1966, 227.18 man years were authorized for the Police Department. A table of these positions is listed below:

Position	Man Years
Chief	1.00
Captain	3.00
Lieutenant	10.00
Sergeant	27.00
Patrolmen	134.00
Cadets	7.00
Policewomen	2.00
Civilians (30 positions)	29.50
School Crossing Guards (36 part-time positions)	13.68
Total Man Years	227.18

The Police Department is divided into eight functional units. Each unit is responsible for one or more phases of the total Police Department service program.

The Chief's Office is responsible for the planning, direction, and coordination of all Police activities.

The Vice Unit pursues a program of investigation and suppression of various vice activities. These activities include liquor law violations, prostitution, bolita, gambling, and narcotics traffic.

The Vice Squad is a flexible unit of operation. Its work is basically in the field. The Squad's hours of work are dictated by the circumstances involved in each case. This unit has made an average of 425 arrests each year.

The Records and Communications Division receives all citizen complaints, dispatches all police assignments, maintains and analyzes all criminal and traffic records, performs all fingerprint and identification services and reviews all police reports. It is now in the process of placing all records on data processing equipment. The division dispatches approximately 33,000 calls per year. It has over 40,000 records on file and checks over 20,000 records each year.

The Central Detention and Services Unit operates the City Jail and the Travis Field Stockade. Each year, this unit handles approximately 6,000 City and County prisoners at both the Stockade and the Jail. This unit also performs minor vehicle maintenance services for police vehicles, such as lubrications and car washings.

The Investigation Unit is responsible for crime investigations. It is also responsible for recovering lost and stolen property. This unit performs an average of over 5,500 investigations each year. The investigation assignments range from burglary and forgery to homicide.

The Youth and Women's Unit is responsible for the detention, care and rehabilitation of juveniles and women offenders. A special service of this unit is its crime prevention program. In 1966, the Police Department initiated a Community Relations Program. Under this program, a police officer is assigned full-time to a neighborhood with a high incidence of juveniles known to the Police and the Courts. This police officer works with the residents and institutions in the neighborhood to develop programs that will help combat the juvenile crime problem. It is proposed that funds in the amount of $17,178 be provided in the 1967 Budget to add three more officers and three more neighborhoods to this program.

The Patrol Bureau performs all Police functions. Its principal duties are crime prevention through patrol, preliminary crime investigations, enforcement, and public service.

The Bureau also enforces traffic laws, regulates the flow of traffic and presents programs of public safety. In cooperation with the Streets and Traffic Department selective programs of enforcement are carried out at high accident points to help reduce traffic accidents.

The Tactical Squad of the Patrol Bureau is a flexible unit of operation. It is used as the need arises to control crime. This unit has been used successfully in the past to curb burglaries and other types of crimes.

In addition to these duties, this bureau is responsible for the placement of School Crossing Guards.

The Staff and Inspection Bureau is responsible for recruiting, personnel development, and personnel practices and integrity. It also maintains intelligence data on known criminals and organized crime. In addition, it analyzes crime trends, develops plans for more effective deployment of available resources, and is responsible for operating the training program of the department.

The basic recruit training program is now a 240-hour course. Four years ago, recruit preparation took 40 hours. For 1967, it is proposed that 20 hours of in-service training be provided for patrolmen and officers.

The 1967 Budget proposes a total appropriation of $1,489,478 and 230.68 man years for this Department. This is an increase of $86,296 and 3.50 man years over the 1966 appropriation of $1,403,182 and 227.18 man years.

At the present time, policemen in Savannah work a 48-hour week. In most cities of Savannah's population size and greater, the policemen's work week is 40 hours. Funds are not available to reduce the work week of Savannah policemen to the nation-wide levels. However, as a start in this direction, funds are provided in the contingency account to adjust the work week for policemen in the last half of 1967. It will require approximately six months to design and implement these work week changes.

The increase in budget is due to the following reasons:

1. Funds in the amount of $35,750 are provided for normal pay adjustments for permanent employees.

2. Group Insurance and Social Security benefits previously charged to Employee Benefits will be charged back to the Police Department in 1967. The cost of this change will be $32,950.

3. The proposed budget allocates $17,178 to add three patrolmen and three neighborhoods to the Community Relations Program which was started in 1966. This program is designed to help prevent crime and juvenile delinquency.

4. Funds in the amount of $5,000 are provided to air condition patrol vehicles.

The above increases were partially offset by the following decreases:

1. Equipment rental charges from the Central Garage decrease by $8,500.

2. Requirements for fees for professional services decrease in 1967 as costs for medical care are budgeted in the City Physician Account. This decreases costs by $5,100.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
POLICE	2610-11-22-26-31-32-40-50-51-52	Public Safety	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 995,016	$1,057,544	$ 1,138,339	$1,138,339
Contractual Services	47,976	50,594	48,554	48,554
Commodities	78,098	81,805	85,433	85,433
Revolving Funds	169,056	196,969	195,511	195,511
Capital Outlay	16,893	16,270	16,641	21,641
TOTAL	$ 1,306,939	$1,403,182	$ 1,484,478	$1,489,478
Budgeted Man Years	232.10	227.18	230.68	230.68

SUMMARY BY ACTIVITIES

Chief's Office	$ 23,167	$ 23,383	$ 26,873	$ 26,873
Vice Unit	29,939	34,155	32,774	32,774
Records and Communications Unit	213,733	230,025	241,831	241,831
Central Detention and Services Unit	134,772	143,126	152,863	152,863
Investigation Unit	130,026	138,869	147,755	147,755
Youth and Women's Unit	27,160	29,482	48,991	48,991
Patrol Bureau	706,086	745,236	763,673	768,673
Staff and Inspections Bureau	42,056	58,906	69,718	69,718
GRAND TOTAL	$1,306,939	$1,403,182	$1,484,478	$1,489,478

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POLICE

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$1,057,544	$1,138,339	$1,138,339
Contractual Services	50,594	48,554	48,554
Commodities	81,805	85,433	85,433
Revolving Funds	196,969	195,511	195,511
Capital Outlay	16,270	16,641	21,641
TOTAL	$1,403,182	$1,484,478	$1,489,478

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Chief's Office	$ 23,167	$ 23,383	$ 26,873	$ 0	$ 26,873	$ 26,873
Vice Unit	29,939	34,155	32,774	0	32,774	32,774
Records & Communications	213,733	230,025	241,831	0	241,831	241,831
Central Detention & Services	134,772	143,126	152,863	0	152,863	152,863
Investigations	130,026	138,869	147,755	0	147,755	147,755
Youth & Women's Unit	27,160	29,482	31,813	17,178	48,991	48,991
Patrol Bureau	706,086	745,236	763,673	0	763,673	768,673
Staff & Inspections Bureau	42,056	58,906	69,718	0	69,718	69,718
TOTAL	$1,306,939	$1,403,182	$1,467,300	$ 17,178	$1,484,478	$1,489,478

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase	Decrease
1.	Funds are provided in the 1967 Budget for normal pay adjustments for permanent employees.	$ 35,750	$
2.	Salary savings decrease in 1967 due to improved recruiting efforts.	8,450	
3.	Group Insurance and Social Security benefits previously charged to the Employee Benefits Account will be charged back to Police in 1967.	32,950	

		Increase	Decrease
4.	Requirements for utilities increase in 1967.	$ 2,700	$
5.	Building maintenance costs decrease in 1967.		950
6.	Machinery maintenance costs for vehicle accident repairs are budgeted to the Central Garage in 1967.		900
7.	Requirements for food and housekeeping supplies increase.	1,900	
8.	Electrical maintenance costs increase.	550	
9.	Redistribution of charges according to actual use increases Switchboard services charges.	2,100	
10.	Equipment rental charges decrease.		8,500
11.	Costs for Data Processing services increase due to an anticipated full year's use of Data Processing facilities.	3,600	
12.	Funds budgeted for the purchase of operating equipment in 1966 are not required in 1967.		4,800
13.	Requirements for fees for professional services decrease in 1967 as costs for medical care are budgeted to the City Physician.		5,100
14.	Radio maintenance costs decrease.		1,050
15.	Requirements for miscellaneous contractual services increase.	2,250	
16.	Miscellaneous commodities costs decrease in 1967.		800
17.	Office equipment purchases increase in order to replace worn and obsolete equipment.	1,300	
18.	Miscellaneous capital outlay costs increase in 1967.	2,000	
19.	Funds are provided to replace operational equipment for patrol cars.	900	

	Increase $	Decrease $
PROGRAM IMPROVEMENTS		
Youth and Women's Unit		
1. Funds are provided for the addition of three Patrolmen and supporting equipment to establish a Community Relations Program and increase crime prevention activities.	17,178	
MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS		
1. A request to add a duplicating machine operator was deleted.		2,850
2. A request to convert photographic equipment to color photography was deleted.		1,950
3. Requests to purchase various items of office equipment were reduced due to lack of funds.		1,590
4. Request to replace 21 revolvers was deleted as these weapons have further serviceability.		1,200
5. Request to purchase four portable radios was deleted as sufficient number are on hand.		2,100
6. Request to air condition 25 patrol cars was deleted due to lack of funds.		5,000
7. Requests for increased travel allowance for out-of-town command and specialized training was reduced due to lack of funds.		4,400
8. Request for an additional analyst for the Planning and Research Unit was deleted due to lack of funds.		6,150
MAJOR REVISIONS MADE BY MAYOR AND ALDERMEN		
1. Funds are provided to air condition patrol cars.	5,000	

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 19,824	$ 20,742	$ 21,860	$ 21,860
Contractual Services	730	236	277	277
Commodities	822	712	720	720
Revolving Funds	1,717	1,578	4,016	4,016
Capital Outlay	74	115	0	0
TOTAL	$ 23,167	$ 23,383	$ 26,873	$ 26,873

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Police Chief	33	$ 756-966	1.00	1.00	1.00	$ 11,040	$ 11,040
Sergeant	21	424-540	1.00	1.00	1.00	5,592	5,832
Clerk-Stenographer II	16	332-424	1.00	1.00	1.00	4,176	4,392
Total						$ 20,808	$ 21,264
Less Salary Savings						66	0
Total 105						$ 20,742	$ 21,264
Social Security							194
Group Insurance							402
GRAND TOTAL			3.00	3.00	3.00	$ 20,742	$ 21,860
Less Leave Time			.24	.24	.24		
Net Productive Time Available			2.76	2.76	2.76		

PERFORMANCE DATA

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

Program Description: The Police Chief is responsible for planning, directing and coordinating the work of all activities of the Police Department.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Personal Services	+$1,100
Custodial Services	+ 150
Equipment Rental	+ 1,500
Switchboard Services	+ 750

Net Program Improvement	$ 0
Net Current Level Change	+ 3,500
Net Change	+$3,500

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUPERVISION, DIRECTION AND COORDINATION					
Cost Allocated	$ 11,790	$ 12,502	$ 14,619		$ 14,619
Man Years Allocated	1.00	1.00	1.00		1.00
STAFF ASSISTANCE					
Cost Allocated	$ 11,377	$ 10,881	$ 12,254		$ 12,254
Man Years Allocated	2.00	2.00	2.00		2.00
Letters typed	526	500	500		500
Memos typed	1,106	650	1,200		1,200
Information requests answered	1,700	1,800	1,800		1,800
Ambulance service bills processed	24	24	24		24
SUMMARY					
Total Cost Allocated	$ 23,167	$ 23,383	$ 26,873		$ 26,873
Total Man Years Allocated	3.00	3.00	3.00		3.00
Total Man Years Leave Time	.24	.24	.24		.24

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Vice Unit	2611	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 26,060	$ 27,504	$ 29,188	$ 29,188
Contractual Services	735	905	825	825
Commodities	785	1,000	1,004	1,004
Revolving Funds	2,359	2,436	1,197	1,197
Capital Outlay	0	2,310	560	560
TOTAL	$ 29,939	$ 34,155	$ 32,774	$ 32,774

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Sergeant	21	$ 424-540	1.00	1.00	1.00	$ 6,168	$ 6,428
Patrolman	18	366-466	4.00	4.00	4.00	21,336	22,104
Total 105						$ 27,504	$ 28,532
Social Security							0
Group Insurance							656
GRAND TOTAL			5.00	5.00	5.00	$ 27,504	$ 29,188
Less Leave Time			.40	.40	.40		
Net Productive Time Available			4.60	4.60	4.60		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Vice Unit	2611	POLICE

Program Description: This Activity is responsible for investigating liquor law violations, prostitution and other related offenses, bolita and gambling, narcotics traffic, and general vice repression.

Comments on Budgeted Program:

Program Improvement

None

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

Current Level Change

Personal Services	+$1,600	Operating Equipment	-$1,900
Radio Maintenance	+ 150		
Equipment Rental	- 1,400		
Office Equipment	+ 150		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
INVESTIGATION AND SUPPRESSION OF:					
Prostitution:					
Cost Allocated	$ 7,792	$ 5,228	$ 5,742		$ 5,742
Man Years Allocated	1.00	1.00	1.00		1.00
Bolita and Gambling:					
Cost Allocated	$ 11,075	$ 14,463	$ 12,011		$ 12,011
Man Years Allocated	2.00	2.00	1.50		1.50
Liquor Violations:					
Cost Allocated	$ 11,072	$ 14,464	$ 12,258		$ 12,258
Man Years Allocated	2.00	2.00	2.00		2.00
Narcotics:					
Cost Allocated	N/A	N/A	$ 2,763		$ 2,763
Man Years Allocated	N/A	N/A	.50		.50
SUMMARY					
Total Cost Allocated	$ 29,939	$ 34,155	$ 32,774		$ 32,774
Total Man Years Allocated	5.00	5.00	5.00		5.00
Total Man Years Leave Time	.40	.40	.40		.40

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Records and Communications	2622	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 184,994	$ 183,313	$ 194,535	$194,535
Contractual Services	7,161	4,708	4,658	4,658
Commodities	5,089	5,192	4,740	4,740
Revolving Funds	4,738	33,455	34,318	34,318
Capital Outlay	11,751	3,357	3,580	3,580
TOTAL	$ 213,733	$ 230,025	$ 241,831	$241,831

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Captain	27	$ 566-720	1.00	1.00	1.00	$ 7,803	$ 8,184
Lieutenant	24	490-624	1.00	1.00	1.00	6,194	6,506
Sergeant	21	424-540	6.00	6.00	6.00	32,904	34,162
Patrolman	18	366-466	22.00	19.00	19.00	95,044	96,416
Clerk III	16	332-424	1.00	1.50	2.00	6,468	8,748
Police Cadet	14	302-384	0	3.00	3.00	13,356	11,166
Clerk-Stenographer I	13	288-366	3.00	3.00	3.00	11,288	11,792
Clerk-Typist I	11	260-332	3.00	3.00	3.00	10,704	10,914
Switchboard Operator*	11	260-332	4.42	0	0	0	0
Clerk I	10	248-316	2.00	2.00	2.00	7,080	7,360
Total						$190,841	$195,248
Less Salary Savings						7,528	7,564
Total 105						$183,313	$187,684
Social Security							1,993
Group Insurance							4,858
GRAND TOTAL			43.42	39.50	40.00	$183,313	$194,535
Less Leave Time			3.47	3.16	3.16		
Net Productive Time Available			39.95	36.34	37.84		

*Transferred to Revolving Fund in 1966.

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Records & Communications	2622	POLICE

Program Description: This Activity is responsible for complaint reception, dispatch of police assignments, maintenance and analysis of all criminal and traffic records, all fingerprint and identification services and staff review of police reports.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 11,850
Net Change	+$11,850

Current Level Change

Personal Services	+$11,250	Operating Supplies	-$ 300	Switchboard Ser.	-$2,000
Rentals	+ 1,700	Data Proc. Ser.	+ 3,600	Office Equip.	+ 1,350
Bldg. Maint.	- 2,000	Electrical Maint.	+ 350	Operating Equip.	- 1,050
Office Supplies	- 250	Radio Maintenance	- 800		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
ADMINISTRATION					
Cost Allocated	$ 46,704	$ 41,997	$ 45,264		$ 45,264
Man Years Allocated	6.00	7.00	7.00		7.00
CLERICAL POOL					
Cost Allocated	N/A	$ 15,941	$ 16,792		$ 16,792
Man Years Allocated	N/A	3.00	3.00		3.00
RADIO SECTION					
Cost Allocated	$ 14,258	$ 36,142	$ 36,686		$ 36,686
Man Years Allocated	3.00	6.00	6.00		6.00
Calls dispatched	32,700	33,000	33,000		33,000
RECORDS SECTION					
Cost Allocated	$113,211	$ 82,288	$ 84,065		$ 84,065
Man Years Allocated	28.42	14.35	14.68		14.68
Records filed	32,600	40,000	41,000		41,000
Records checked	17,000	20,000	21,500		21,500
REPORT REVIEW SECTION					
Cost Allocated	N/A	$ 11,456	$ 12,412		$ 12,412
Man Years Allocated	N/A	2.00	2.00		2.00
IDENTIFICATION SECTION					
Cost Allocated	$ 30,360	$ 32,701	$ 36,492		$ 36,492
Man Years Allocated	4.00	5.00	5.00		5.00

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Records & Communications	2622	POLICE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
TOTAL RECORDS AND COMMUNICATIONS FUNCTIONS					
Cost Allocated	$204,533	$220,525	$231,711		$231,711
Man Years Allocated	41.42	37.35	37.68		37.68
PLUS SERVICES PERFORMED FOR OTHER AGENCIES					
Cost Allocated	$ 9,200	$ 9,500	$ 10,120		$ 10,120
Man Years Allocated	2.00	2.15	2.32		2.32
Recorder's Court	2.00	2.15	2.32		2.32
SUMMARY					
Total Cost Allocated	$213,733	$230,025	$241,831		$241,831
Total Man Years Allocated	43.42	39.50	40.00		40.00
Total Man Years Leave Time	3.47	3.12	3.12		3.12

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Central Detention & Services Unit	2626	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 82,661	$ 86,415	$ 88,843	$ 88,843
Contractual Services	15,804	20,370	24,179	24,179
Commodities	30,625	31,451	34,670	34,670
Revolving Funds	4,291	3,181	3,221	3,221
Capital Outlay	1,391	1,709	1,950	1,950
TOTAL	$ 134,772	$ 143,126	$ 152,863	$152,863

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Lieutenant	24	$ 490-624	1.00	1.00	1.00	$ 6,194	$ 6,506
Sergeant	21	424-540	2.00	2.00	2.00	11,472	11,952
Patrolman	18	366-466	4.00	2.00	2.00	10,176	10,464
Storekeeper	15	316-404	1.00	1.00	1.00	4,176	4,356
Police Cadet	14	302-384	0	2.00	2.00	9,480	7,444
Guard	12	274-348	5.00	5.00	5.00	18,616	19,204
Utilityman	11	260-332	1.00	1.00	1.00	3,792	3,984
Matron	9	236-302	8.00	6.00	6.00	19,533	20,736
Cook	8	224-288	1.00	1.00	1.00	2,976	3,096
Total						$ 86,415	$ 87,742
Less Salary Savings						0	3,509
Total 105						$ 86,415	$ 84,233
Social Security							2,239
Group Insurance							2,371
GRAND TOTAL			23.00	21.00	21.00	$ 86,415	$ 88,843
Less Leave Time			1.84	1.68	1.68		
Net Productive Time Available			21.16	19.32	19.32		

ONE guard has resigned

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Central Detention & Services Unit	2626	POLICE

Program Description: This Unit is responsible for custody and care of prisoners at the City Jail and Travis Field Stockade. Prisoners not confined to jail proper are assigned to building and general cleaning and maintenance, food preparation and serving, and manual work for other departments.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 9,700
Net Change	+$9,700

Current Level Change

Personal Services	+$2,400	Food & Housekeep. Sup.	+$3,000	Misc. Comm.	-$ 150
Utilities	+ 2,700	Machinery Maint.	- 500	Switchboard Ser.	+ 400
Insurance	+ 200	Electrical Maint.	+ 200	Supplies Mgt.	+ 200
Bldg. Maint.	+ 1,650	Equipment Rental	- 1,000	Operating Equip.	- 700
				Other Cap. Out.	+ 1,350

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
HEADQUARTERS BLDG.					
Administration and Services:					
Cost Allocated	$ 35,279	$ 36,569	$ 38,437		$ 38,437
Man Years Allocated	6.00	6.00	6.00		6.00
City Jail:					
Cost Allocated	$ 47,410	$ 52,032	$ 53,822		$ 53,822
Man Years Allocated	7.00	5.00	5.00		5.00
Booking Office:					
Cost Allocated	$ 25,262	$ 26,503	$ 27,924		$ 27,924
Man Years Allocated	4.00	4.00	4.00		4.00
TRAVIS FIELD STOCKADE					
Cost Allocated	$ 26,821	$ 28,022	$ 32,680		$ 32,680
Man Years Allocated	6.00	6.00	6.00		6.00
SUMMARY					
Total Cost Allocated	$134,772	$143,126	$152,863		$152,863
Total Man Years Allocated	23.00	21.00	21.00		21.00
Total Man Years Leave Time	1.84	1.68	1.68		1.68

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Investigations Unit	2631	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 99,843	$ 109,651	$ 116,585	$116,585
Contractual Services	1,060	637	1,838	1,838
Commodities	4,360	4,700	4,880	4,880
Revolving Funds	24,763	23,881	24,452	24,452
Capital Outlay	0	0	0	0
TOTAL	$ 130,026	$ 138,869	$ 147,755	$147,755

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Lieutenant	24	$490-624	1.00	1.00	1.00	$ 6,792	$ 7,072
Sergeant	21	424-540	3.00	4.00	4.00	22,440	23,976
Patrolman	18	366-466	16.00	16.00	16.00	82,656	83,940
Total						$111,888	$114,988
Less Salary Savings						2,237	1,149
Total 105						$109,651	$113,839
Social Security							0
Group Insurance							2,746
GRAND TOTAL			20.00	21.00	21.00	$109,651	$116,585
Less Leave Time			1.60	1.68	1.68		
Net Productive Time Available			18.40	19.32	19.32		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Investigations Unit	2631	POLICE

Program Description: This Activity is responsible for detection, apprehension, and prosecution of criminals not arrested by the Patrol Force, and recovering lost or stolen property.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 8,900
Net Change	+$8,900

Current Level Change

Personal Services	+$7,000	Radio Maintenance	-$450	Building Maint.	-$600
Fees, Prof. Ser.	+ 600	Equipment Rental	+ 250	Communications	+ 100
Machinery Maint.	+ 600	Switchboard Ser.	+ 800		
Office Supplies	+ 300	Transportation	+ 300		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ADMINISTRATION					
Cost Allocated	$ 25,924	$ 29,890	$ 30,620		$ 30,620
Man Years Allocated	5.00	5.00	5.00		5.00
Ave. monthly case load	56	52	52		52
HOMICIDE					
Cost Allocated	$ 15,149	$ 16,088	$ 18,790		$ 18,790
Man Years Allocated	2.00	2.00	2.00		2.00
Ave. Monthly case load	30	30	30		30
ASSUALT AND ROBBERY					
Cost Allocated	$ 15,149	$ 16,088	$ 18,678		$ 18,678
Man Years Allocated	2.00	2.00	2.00		2.00
Ave. monthly case load	30	30	40		40
BURGLARY					
Cost Allocated	$ 15,190	$ 16,128	$ 18,855		$ 18,855
Man Years Allocated	2.00	2.00	2.00		2.00
Ave. monthly case load	30	26	110		110
LARCENY					
Cost Allocated	$ 15,190	$ 16,128	$ 18,956		$ 18,956
Man Years Allocated	2.00	2.00	2.00		2.00
Ave. monthly case load	30	26	150		150

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Investigations Unit	2631	POLICE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
AUTO THEFT					
Cost Allocated	$ 15,013	$ 15,628	$ 19,150		$ 19,150
Man Years Allocated	2.00	2.00	2.00		2.00
Auto thefts investigated	45	45	45		45
Abandoned vehicles removed	50	50	50		50
Stolen autos recovered	35	35	35		35
Ave. monthly case load	130	130	130		130
GENERAL ASSIGNMENT					
Cost Allocated	$ 28,411	$ 28,919	$ 22,706		$ 22,706
Man Years Allocated	5.00	6.00	6.00		6.00
Ave. monthly case load	72	66	100		100
SUMMARY					
Total Cost Allocated	$130,026	$138,869	$147,755		$147,755
Total Man Years Allocated	20.00	21.00	21.00		21.00
Total Man Years Leave Time	1.60	1.68	1.68		1.68

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Youth & Women's Unit	2632	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 23,903	$ 24,864	$ 39,052	$ 39,052
Contractual Services	29	685	335	335
Commodities	914	1,000	2,270	2,270
Revolving Funds	2,314	2,843	7,334	7,334
Capital Outlay	0	90	0	0
TOTAL	$ 27,160	$ 29,482	$ 48,991	$ 48,991

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Sergeant	21	$424-540	1.00	1.00	1.00	$ 5,904	$ 6,428
Patrolman	18	366-466	2.00	2.00	5.00	9,720	23,772
Policewoman	18	366-466	2.00	2.00	2.00	9,240	9,638
Total						$ 24,864	$ 39,838
Less Salary Savings						0	1,936
Total 105						$ 24,864	$ 37,902
Social Security							202
Group Insurance							948
GRAND TOTAL			5.00	5.00	8.00	$ 24,864	$ 39,052
Less Leave Time			.40	.40	.64		
Net Productive Time Available			4.60	4.60	7.36		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Youth and Women's Unit	2632	POLICE

Program Description: This Activity is responsible for detention, care and rehabilitation of juveniles and women offenders. A referral program, a juvenile crime prevention program, and a community relations program are also conducted.

Comments on Budgeted Program:

Program Improvement - Three Patrolmen (+$13,500) and supporting equipment (+$3,700) are added to conduct a Community Relations Program and increase crime prevention.

Net Program Improvement	+$17,200
Net Current Level Change	+ 2,300
Net Change	+$19,500

Current Level Change

Personal Services	+$700	Equipment Rental	+$1,500
Misc. Cont. Ser.	- 350	Switchboard Services	+ 400
Radio Maintenance	+ 150	Office Equipment	- 100

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
JUVENILE CRIME INVESTIGATION					
Cost Allocated	$ 17,692	$ 19,692	$ 21,998	$ 0	$ 21,998
Man Years Allocated	3.00	3.00	3.00	0	3.00
Crimes investigated	736	1,000	1,400	0	1,400
Cases referred to Juvenile Court	490	640	750	0	750
JUVENILE CRIME PREVENTION & COMMUNITY RELATIONS					
Cost Allocated	$ 4,786	$ 3,908	$ 3,878	$ 17,178	$ 21,056
Man Years Allocated	1.00	1.00	1.00	3.00	4.00
Mental cases investigated	120	130	140	0	140
WOMEN'S CRIMES INVESTIGATED					
Cost Allocated	$ 2,341	$ 2,941	$ 2,969	$ 0	$ 2,969
Man Years Allocated	.50	.50	.50	0	.50
No. crimes investigated	134	160	165	0	165
MISSING PERSONS INVESTIGATED					
Cost Allocated	$ 2,341	$ 2,941	$ 2,968	$ 0	$ 2,968
Man Years Allocated	.50	.50	.50	0	.50

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Youth & Women's Unit	2632	POLICE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUMMARY					
Total Cost Allocated	$ 27,160	$ 29,482	$ 31,813	$ 17,178	$ 48,991
Total Man Years Allocated	5.00	5.00	5.00	3.00	8.00
Total Man Years Leave Time	.40	.40	.40	.24	.64

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Patrol Bureau	2640	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$521,709	$ 559,553	$ 597,113	$597,113
Contractual Services	21,553	15,917	5,258	5,258
Commodities	34,129	33,905	32,570	32,570
Revolving Funds	127,370	127,704	119,012	119,012
Capital Outlay	1,325	8,157	9,720	14,720
TOTAL	$706,086	$ 745,236	$763,673	$768,673

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Captain	27	$ 566-720	1.00	1.00	1.00	$ 8,184	$ 8,589
Lieutenant	24	490-624	5.00	5.00	5.00	32,354	33,792
Sergeant	21	424-540	12.00	12.00	12.00	69,660	71,912
Patrolman	18	366-466	89.00	89.00	89.00	426,718	440,320
Parking Meter Checker	7	214-274	3.00	3.00	3.00	7,988	8,218
School Crossing Guard	1	160-204	13.68	13.68	13.68	26,788	27,180
Total						$571,692	$590,011
Less Salary Savings						24,139	15,689
Total 105						$547,553	$574,322
Social Security							362
Group Insurance							13,829
Overtime						12,000	8,600
GRAND TOTAL			123.68	123.68	123.68	$559,553	$597,113
Less Leave Time			9.89	9.89	9.89		
Net Productive Time Available			113.79	113.79	113.79		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Patrol Bureau	2640	POLICE

Program Description: The Patrol Force performs all police functions, but its principal duties are to prevent violations of the law, suppress disturbances, arrest offenders, and to aid all citizens by giving information and other forms of help as circumstances require. The Force enforces traffic laws, regulates the flow of traffic and educates the public in traffic safety.

Comments on Budgeted Program:

Program Improvement

Funds are provided to air condition patrol cars +$5,000

Net Program Improvement	$ 5,000
Net Current Level Change	+ 18,450
Net Change	+$25,450

Current Level Change

Personal Services	+$34,650	Switchboard Ser.	+$1,200	Misc. Cap. Out.	+$1,800
Fees, Prof. Ser.	- 9,500	Housekeeping Sup.	- 100	Equip. Rental	- 9,000
Machinery Maint.	- 1,000	Repair Parts	+ 300	Vehicular Equip.	+ 9,900
Office & Pring. Sup.	- 1,000	Operating Sup.	- 200	Operating Equip.	- 7,150
		Radio Maint.	- 1,000	Misc. Commodities	- 450

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
ADMINISTRATION					
Cost Allocated	$ 40,625	$ 44,920	$ 46,160		$ 46,160
Man Years Allocated	6.00	6.00	6.00		6.00
TACTICAL UNIT					
Cost Allocated	$ 42,146	$ 46,650	$ 51,388		$ 51,388
Man Years Allocated	6.00	6.00	6.00		6.00
Miles driven patrolling	70,000	96,000	100,000		100,000
Overtime cost	$ 709	$ 840	$ 602		$ 602
Overtime man hours	295	350	251		251
METER CHECKERS					
Cost Allocated	$ 20,831	$ 21,980	$ 22,920		$ 22,920
Man Years Allocated	3.00	3.00	3.00		3.00
Parking Meters checked	1,980,000	2,060,800	2,060,000		2,060,000
Courtesy parking citations issued	4,000	6,000	5,000		5,000
Hours directing traffic	1,500	1,800	2,000		2,000
SAFETY PROGRAM					
Cost Allocated	$ 29,788	$ 31,620	$ 31,926		$ 31,926
Man Years Allocated	1.00	1.00	1.00		1.00
Safety programs conducted	120	225	250		250
No. times schools visited	800	840	850		850
T.V. Appearances	46	60	60		60
Radio recordings broadcast	175	360	375		375
Meetings with other organizations	40	60	60		60

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Patrol Bureau	2640	POLICE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ACCIDENT INVESTIGATION UNIT					
Cost Allocated	$ 15,557	$ 17,620	$ 18,960		$ 18,960
Man Years Allocated	2.00	2.00	2.00		2.00
Hit and Run Accidents Investigated	380	420	450		450
Man Hours Required	3,205	3,318	3,750		3,750
Cases made in Hit and Run Accidents	180	240	250		250
Overtime Cost	$ 303	$ 360	$ 258		$ 258
Overtime Man Hours	126	150	107		107
MOTOR PATROLS					
First Watch (11 Beats):					
Cost Allocated	$132,997	$146,160	$153,834		$153,834
Man Years Allocated	24.00	24.00	24.00		24.00
Calls answered	9,600	10,000	11,000		11,000
No. of arrests	1,600	1,800	1,800		1,800
Part I crimes investigated	1,676	1,904	1,856		1,856
Part II crimes investigated	3,638	6,622	7,128		7,128
Miscellaneous calls	2,250	1,404	1,428		1,428
Miles driven patrolling	360,000	416,000	425,000		425,000
Building checks issued	55,000	70,000	75,000		75,000
Stolen autos recovered	25	40	40		40
Overtime cost	$ 2,186	$ 2,592	$ 1,858		$ 1,858
Overtime Man Hours	911	1,080	774		774
Second Watch (14 Beats):					
Cost Allocated	$179,960	$189,702	$192,685		$192,685
Man Years Allocated	32.00	32.00	32.00		32.00
Calls answered	14,400	16,000	17,000		17,000
Part I crimes investigated	836	957	900		900
Part II crimes investigated	1,796	5,773	4,200		4,200
Miscellaneous calls	9,250	9.469	8,800		8,800
No. of arrests	1,600	2,000	2,000		2,000
Miles driven patrolling	360,000	468,000	470,000		470,000
Stolen autos recovered	10	15	20		20

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Patrol Bureau	2640	POLICE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Overtime cost	$ 3,280	$ 3,888	$ 2,786		$ 2,786
Overtime man hours	1,367	1,620	1,161		1,161
Third Watch (18 Beats):					
Cost Allocated	$193,739	$199,085	$201,862		$201,862
Man Years Allocated	33.00	33.00	33.00		33.00
Calls answered	1,600	20,000	20,500		20,500
No. of arrests	3,000	3,200	3,800		3,800
Part I crimes investigated	2,514	2,850	2,600		2,600
Part II crimes investigated	5,336	8,132	7,700		7,700
Miscellaneous calls	6,250	6,948	6,550		6,550
Miles driven patrolling	360,000	460,000	460,000		460,000
Building checks issued	66,000	80,000	90,000		90,000
Stolen autos recovered	12	15	20		20
Overtime cost	$ 3,644	$ 4,320	$ 3,096		$ 3,096
Overtime man hours	1,508	1,800	1,290		1,290
AMBULANCE SERVICE					
Cost Allocated	$ 5,600	$ 5,800	$ 6,000		$ 6,000
No. of calls requested	670	700	720		720
SCHOOL CROSSING GUARDS					
Cost Allocated	$ 25,892	$ 26,496	$ 26,788		$ 26,788
Man Years Allocated	13.68	13.68	13.68		13.68
Crossings manned	36	36	36		36
FOOT PATROL					
Cost Allocated	$ 18,951	$ 15,203	$ 16,150		$ 16,150
Man Years Allocated	3.00	3.00	3.00		3.00
SELECTIVE TRAFFIC LAWS ENFORCEMENT					
Locations manned	N/A	30	90		90
Days manned	N/A	60	180		180
TRAFFIC LAWS ENFORCEMENT INDEX					
Ratio of convictions with penalty to accidents with injury	19.23	15.00	20.00		20.00

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Patrol Bureau	2640	POLICE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
SUMMARY					
Total Cost Allocated	$706,086	$745,236	$768,673		$768,673
Total Man Years Allocated	123.68	123.68	123.68		123.68
Total Man Years Leave Time	9.89	9.89	9.89		9.89

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Staff and Inspections	2650-2651-2652	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$36,022	$ 45,502	$51,163	$ 51,163
Contractual Services	804	7,136	11,184	11,184
Commodities	1,374	3,845	4,579	4,579
Revolving Funds	1,504	1,891	1,961	1,961
Capital Outlay	2,352	532	831	831
TOTAL	$42,056	$ 58,906	$69,718	$ 69,718

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Captain	27	$ 566-720	1.00	1.00	1.00	$ 6,792	$ 7,188
Planning & Research Supv.	24	490-624	1.00	1.00	1.00	6,272	6,684
Lieutenant	24	490-624	1.00	1.00	1.00	6,194	6,556
Analyst	24	490-624	0	0	1.00	0	5,880
Patrolman	18	366-466	4.00	3.00	3.00	14,286	15,488
Police Cadet	14	302-384	0	1.00	0	5,088	0
Clerk-Stenographer I	13	288-366	1.00	1.00	1.00	3,582	3,850
Clerk-Typist I	11	260-332	1.00	1.00	1.00	3,288	3,556
Total 105						$ 45,502	$ 49,202
Social Security							836
Group Insurance							1,125
GRAND TOTAL			9.00	9.00	9.00	$ 45,502	$ 51,163
Less Leave Time			.72	.72	.72		
Net Productive Time Available			8.28	8.28	8.28		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Staff & Inspection Bureau	2650	POLICE

Program Description: This Activity is responsible for recruiting, personnel development, and personnel practices and integrity. It also maintains intelligence on known criminals and attempts at organized crime and conducts Planning and Research and Training programs.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 10,800
Net Change	+$10,800

Current Level Change

Personal Services	+$5,700	Operating Sup.	+$1,000	Switchboard Ser.	+$ 450
Transportation	+ 300	Repair Parts	+ 300	Office Equipment	- 250
Fees, Prof. Ser.	+ 3,800	Misc. Comm.	+ 350	Other Capital Out.	+ 200
Clothing	- 700	Equip. Rental	- 350		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUPERVISION, DIRECTION AND COORDINATION					
Cost Allocated	$ 6,447	$ 6,616	$ 7,464		$ 7,464
Man Years Allocated	1.00	1.00	1.00		1.00
STAFF INSPECTION AND PUBLIC RELATIONS					
Cost Allocated	$ 8,119	$ 13,826	$ 13,967		$ 13,967
Man Years Allocated	3.00	3.00	3.00		3.00
Complaints investigated	32	30	36		36
Special projects	N/A	4	6		6
Internal security investigations	N/A	N/A	9		9
Staff inspections	N/A	N/A	6		6
Public relations activities	N/A	16	24		24
Special reports prepared	15	18	12		12
INTERNAL PLANNING					
Cost Allocated	$ 6,673	$ 7,061	$ 7,321		$ 7,321
Man Years Allocated	1.00	1.00	1.00		1.00
Policy procedure manuals prepared	3	4	4		4
Special studies performed	N/A	10	7		7
Forms designed	N/A	9	6		6

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Staff & Inspection Bureau	2650	POLICE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ENVIRONMENTAL ANALYSIS					
Cost Allocated	$ 5,311	$ 5,661	$ 5,888		$ 5,888
Man Years Allocated	1.00	1.00	.78		.78
Statistical reports prepared	N/A	12	18		18
Spot maps prepared	N/A	N/A	5		5
BUDGET PREPARATION AND ADMINISTRATION					
Cost Allocated	N/A	N/A	$ 1,633		$ 1,633
Man Years Allocated	N/A	N/A	.22		.22
RECRUITMENT AND PERSONNEL ADMINISTRATION					
Cost Allocated	$ 4,087	$ 4,886	$ 5,125		$ 5,125
Man Years Allocated	1.00	1.00	1.00		1.00
Applicants investigated	72	75	50		50
Agility tests conducted	0	75	100		100
RECRUIT TRAINING					
Cost Allocated	$ 3,069	$ 4,173	$ 5,143		$ 5,143
Man Years Allocated	.73	.36	.40		.40
No. of courses	3	3	2		2
Hours of course	150	192	240		240
Students per course	11	11	11		11
Student hours of training	4,950	6,336	5,280		5,280
IN-SERVICE TRAINING					
Patrolmen:					
Cost Allocated	$ 3,541	$ 4,096	$ 4,446		$ 4,446
Man Years Allocated	.61	.80	.79		.79
No. of courses	1	6	6		6
Hours per course	19	20	20		20
Students per course	16	50	50		50
Student hours of training	3,040	6,000	6,000		6,000
Sergeants:					
Cost Allocated	$ 1,733	$ 2,424	$ 3,749		$ 3,749
Man Years Allocated	.33	.24	.21		.21
No. of courses	1	1	1		1
Hours per course	24	20	20		20
Students per course	25	27	27		27

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Staff & Inspection Bureau	2650	POLICE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Student hours of training	600	540	540		540
ROLL CALL TRAINING					
Cost Allocated	$ 540	$ 2,205	$ 3,053		$ 3,053
Man Years Allocated	.05	.44	.44		.44
Classes per month	1	8	8		8
Hours per class	.50	.25	.25		.25
Students per class	150	165	165		165
Student hours of training	620	4,960	4,960		4,960
FIREARMS QUALIFICATION					
Cost Allocated	$ 1,271	$ 758	$ 3,053		$ 3,053
Man Years Allocated	.28	.16	.16		.16
No. of classes	2	2	3		3
Hours per class	3	3	3		3
Students per class	160	180	180		180
Student hours of training	960	1,080	1,620		1,620
ARMSTRONG STATE COLLEGE - SPECIAL COURSES					
Cost Allocated	$ 495	$ 990	$ 2,356		$ 2,356
No. of courses	1	2	2		2
Students per course	45	50	50		50
MANAGEMENT TRAINING					
Cost Allocated	$ 770	$ 3,320	$ 4,320		$ 4,320
No. of courses, conferences & seminars	2	4	5		5
SPECIAL TRAINING					
Cost Allocated	$ 0	$ 2,890	$ 2,200		$ 2,200
No. of courses, conferences & seminars	0	2	12		12
SUMMARY					
Total Cost Allocated	$ 42,056	$ 58,906	$ 69,718		$ 69,718
Total Man Years Allocated	9.00	9.00	9.00		9.00
Total Man Years Leave Time	.72	.72	.72		.72

FIRE

The Fire Department provides fire protection to property within the City and to subscribing property outside the City.

The Fire Department is divided into the following divisions:

Chief's Office - the Chief's Office is responsible for directing and coordinating the activities of the Fire Department. The Proposed 1967 Budget authorizes the following positions:

1. Fire Chief
2. Clerk-Stenographer II
3. Clerk-Typist I

Fire Training - This Activity is responsible for the Fire Department's training program which includes training for new recruits as well as post-entry training for experienced firemen. Training is carried on in each of the stations as well as in centralized classes at the Fire Headquarters Building and the Bacon Park Training Center.

Fire Alarms and Communications - The primary responsibility of this Activity is to receive alarms for fires and other emergencies and dispatch the proper equipment and personnel to these emergencies. The average number of calls received by the Fire Department is as follows:

	Number of Calls	Percent
Emergency calls by telephone	1,087	65.5
Alarm System calls	130	7.8
ADT Alarms	14	.9
Other notification	28	1.7
Inhalator calls	400	24.1
Total calls	1,659	100.0

Vehicle Maintenance - The Vehicle Maintenance Activity is responsible for the overall maintenance and repair work for fire apparatus and equipment.

Firefighting - The Firefighting Activity's basic purpose is to protect life and property from fire, in the corporate limits of the City and at locations in the County which have contracted for fire protection.

The average number of calls answered by this Activity is as follows:

False Alarms answered	126
Fire Alarms	1,120
Inhalator calls	230
Other Public Service calls	177

The Fire Department operates the following firefighting equipment:

Truck	Year	Make	Capacity
Pumper	1961	Mack	750 GPM
Pumper	1962	Mack	750 GPM
Pumper	1965	Seagrave	1000 GPM
Pumper	1950	Seagrave	1000 GPM
Pumper	1961	Mack	750 GPM
Pumper	1941	Seagrave	750 GPM
Pumper	1959	Seagrave	1000 GPM
Pumper	1938	Seagrave	750 GPM
Pumper	1941	Seagrave	750 GPM
Pumper	1941	LaFrance	750 GPM
Pumper	1962	Mack	750 GPM
Pumper	1941	Chevrolet	500 GPM
Hose Truck	1965	Ford	Hose
Hose Truck	1944	Chevrolet	Hose
Snorkel	1965	Ward-LaFrance	Aerial 100 Ft.
Ladder Truck	1958	Seagrave	Aerial 100 Ft.
Ladder Truck	1948	LaFrance	Aerial 100 Ft.
Reserve Ladder Truck	1942	Peter Pirsch	Aerial 100 Ft.
Reserve Hose Truck	1941	Chevrolet	Hose
Reserve Pumper	1941	Am. LaFrance	1000 GPM

The 1966 Budget allocated $1,016,316 for Fire Department Activities. The proposed 1967 Budget allocates $1,087,947 to this Department.

The increase of $71,631 is due primarily to the following:

1. Group Insurance and Social Security expenditures, totaling $24,350, previously charged to the Employee Benefits Account, will be charged back to the Fire Department in the 1967 Budget.

2. The costs for personal services will increase $22,350 in the 1967 Budget. These funds provide for normal pay adjustments for permanent employees.

3. At the present time, firemen in Savannah work a 72-hour week. In most cities of Savannah's population size, the firemen's work week is 56 hours. Funds are not available to reduce the work week of Savannah firemen to this level. However, as a start in this direction, $29,300 has been provided in the Fire Department's budget to reduce the work week for firemen to 68 hours in the last half of 1967. It will require approximately six months to design and implement these work week changes.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
FIRE	2810-2821-2822 2823-2840	Public Safety	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$868,806	$ 914,512	$ 983,275	$ 983,275
Contractual Services	48,568	58,639	55,694	55,694
Commodities	25,446	27,595	27,830	27,830
Revolving Funds	6,342	7,018	45,325	13,325
Capital Outlay	32,946	8,552	7,823	7,823
TOTAL	$982,108	$1,016,316	$1,119,947	$1,087,947
Budgeted Man Years	185.00	186.50	192.50	192.50

SUMMARY BY ACTIVITIES

Chief's Office	$ 17,431	$ 19,952	$ 20,104	$ 20,104
Fire Training	1,543	8,277	9,088	9,088
Fire Alarms & Communications	48,253	55,869	51,241	51,241
Vehicle Maintenance	11,576	11,944	13,123	13,123
Firefighting	903,305	920,274	1,026,391	994,391
GRAND TOTAL	$982,108	$1,016,316	$1,119,947	$1,087,947

FIRE

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 914,512	$ 983,275	$ 983,275
Contractual Services	58,639	55,694	55,694
Commodities	27,595	27,830	27,830
Revolving Funds	7,018	45,325	13,325
Capital Outlay	8,552	7,823	7,823
TOTAL	$1,016,316	$1,119,947	$1,087,947

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Chief's Office	$ 17,431	$ 19,952	$ 20,104	$ 0	$ 20,104	$ 20,104
Fire Training	1,543	8,277	9,088	0	9,088	9,088
Fire Alarms & Communications	48,253	55,869	51,241	0	51,241	51,241
Vehicle Maint.	11,576	11,944	13,123	0	13,123	13,123
Firefighting	903,305	920,274	997,091	29,300	1,026,391	994,391
TOTAL	$982,108	$1,016,316	$1,090,647	$ 29,300	$1,119,947	$1,087,947

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security previously charged only to the Employee Benefits Account will be charged back to the Fire Department in 1967.	24,350	
2.	Funds are provided in the 1967 Budget for normal pay adjustments for permanent employees.	22,350	
3.	Miscellaneous Commodities increase in 1967.	250	
4.	Communications costs will decrease in 1967.		1,300
5.	Anticipated salary savings increase.		4,650

		Increase	Decrease
6.	Costs for overtime will decrease	$	$ 100
7.	Fees for professional services decrease because costs for medical treatment of employees injured on the job will be charged to the City Physician Account.		800
8.	Miscellaneous Contractual Services decrease.		550
9.	Radio maintenance costs will increase in 1967.	1,250	
10.	Funds are provided for the Shops and Building Maintenance Division to perform repairs and preventive maintenance at various fire stations.	5,400	
11.	Miscellaneous Revolving Fund charge-backs will decrease.		850
12.	Funds are provided to replace one 1,000 GPM pumper truck.	32,000	
13.	Funds are provided to add personnel necessary to reduce work week in the second half of 1967.	29,300	

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. Requests for four 1,000 GPM pumper trucks were deleted due to a lack of funds. These trucks were requested to replace four pumper trucks which are over 20 years old. 128,000

2. Request for an Assistant Chief position in the Chief's Office was deleted due to lack of funds. This request would free the Assistant Chief from Battalion Chief duties in the Firefighting Activity where he is now assigned, and permit him to perform full time administrative work in the Chief's Office. 8,352

3. Request for an additional Fire Captain was denied due to lack of funds. This position is required to institute a new training program where each captain would serve on a rotating basis as assistant to the Training Officer. The additional captain would relieve each of the regular captains as they rotated

		Increase	Decrease
	to the Training Activity.	$	$ 4,848
4.	Request for the replacement of a concrete floor, replacement of wainscoting, and painting of the metal roof at Station #7 (Paulsen and Gwinnett) was denied due to a lack of funds.		6,700
5.	Request for an automobile was denied due to a lack of funds.		2,100
6.	Request for an air compressor was denied since it is to be purchased in 1966.		1,680

MAJOR REVISIONS MADE BY MAYOR AND ALDERMEN

1.	Funds to replace one 1,000 GPM pumper truck are deleted.		32,000

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 15,648	$ 17,448	$ 18,302	$ 18,302
Contractual Services	300	860	260	260
Commodities	799	1,015	915	915
Revolving Funds	684	629	627	627
Capital Outlay	0	0	0	0
TOTAL	$ 17,431	$ 19,952	$ 20,104	$ 20,104

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Fire Chief	33	$ 756-966	1.00	1.00	1.00	$ 11,040	$ 11,040
Clerk-Stenographer II	16	332-424	1.00	1.00	1.00	4,848	5,048
Clerk-Typist I	11	260-332	0	.50	.50	1,560	1,560
Total 105						$ 17,448	$ 17,648
Social Security							291
Group Insurance							363
GRAND TOTAL			2.00	2.50	2.50	$ 17,448	$ 18,302
Less Leave Time			.16	.20	.20		
Net Productive Time Available			1.84	2.30	2.30		

PERFORMANCE DATA

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

Program Description: The Chief's Office is responsible for directing and coordinating the activities of the Fire Department.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 150
Net Change	+$ 150

Current Level Change

Personal Services	+$ 800
Transportation	- 450
Insurance	- 100
Misc. Commodities	- 100

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
DIRECTION, SUPERVISION AND COORDINATION					
Cost Allocated	$ 10,635	$ 11,420	$ 11,859		$ 11,859
Man Years Allocated	1.00	1.00	1.00		1.00
STAFF ASSISTANCE					
Cost Allocated	$ 6,796	$ 7,752	$ 7,525		$ 7,525
Man Years Allocated	1.00	1.25	1.25		1.25
No. special requests and inquiries	340	385	385		385
No. Personnel Requisitions processed	16	60	60		60
No. Purchase Requisitions	567	600	600		600
No. memos typed	224	300	300		300
No. letters typed	482	475	475		475
No. County fire subscriber's bills prepared	452	475	475		475
TOTAL CHIEF'S OFFICE FUNCTIONS					
Cost Allocated	$ 17,431	$ 19,172	$ 19,384		$ 19,384
Man Years Allocated	2.00	2.25	2.25		2.25
PLUS SERVICES PERFORMED FOR OTHER ACTIVITIES					
Cost Allocated	$ 0	$ 780	$ 720		$ 720
Man Years Allocated	0	.25	.25		.25

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
Fire Training	0	.15	.15		.15
Fire Prevention	0	.10	.10		.10
SUMMARY					
Total Cost Allocated	$ 17,431	$ 19,952	$ 20,104		$ 20,104
Total Man Years Allocated	2.00	2.50	2.50		2.50
Total Man Years Leave Time	.16	.20	.20		.20

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Fire Training	2821	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 792	$ 5,679	$ 7,492	$7,492
Contractual Services	427	420	1,021	1,021
Commodities	324	2,178	575	575
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 1,543	$ 8,277	$ 9,088	$9,088

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Fire Training Officer	26	$540-686	0	1.00	1.00	$ 5,579	$ 7,338
Total 105						$ 5,579	$ 7,338
Social Security							0
Group Insurance							154
Overtime						100	0
GRAND TOTAL			0	1.00	1.00	$ 5,679	$ 7,492
Less Leave Time			0	.08	.08		
Net Productive Time Available			0	.92	.92		

*Departmental Travel combined in this Activity.

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Fire Training	2821	FIRE

Program Description: This Activity is responsible for the Fire Department's Training Program which includes a recruit training as well as post-entry training for experienced firemen. Training is carried on in the stations in centralized classes and in outdoor practical drills at the Bacon Park Training Center.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 750
Net Change	+$ 750

Current Level Change

Personal Services	+$1,800	Operating Supplies & Mat.	-$1,600
Transportation	+ 600		
Print. & Office Supplies	+ 150		
Clothing & Personal Sup.	- 200		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ADMINISTRATION					
Cost Allocated	$ 0*	$ 778	$ 5,028		$ 5,028
Man Years Allocated	0	.20	.65		.65
Personnel training records maintained	N/A	174	174		174
Course lessons prepared	N/A	120	120		120
STATION TRAINING					
Cost Allocated	$ 1,327	$ 3,286	$ 2,301		$ 2,301
Man Years Allocated	0*	.53	.25		.25
Hours instructions given in stations by training personnel	4,619	4,824	4,824		4,824
Total man hours training	23,184	27,840	27,840		27,840
No. students	144	174	174		174
Hours of training per student	161	160	160		160
Cost of training per student	$ 9.22	$ 18.89	$ 20.33		$ 20.33
FIELD TRAINING					
Cost Allocated	$ 216	$ 4,583	$ 2,301		$ 2,301
Man Years Allocated	0*	.42	.25		.25
Hours instructions given in field by training personnel	819	1,000	1,000		1,000
Total man hours training	4,032	5,568	5,568		5,568
No. students	144	144	174		174

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Fire Training	2821	FIRE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Hours of training per student	28	32	32		32
Cost of training per student	$ 1.55	$ 31.82	$ 28.34		$ 28.34
TOTAL FIRE TRAINING FUNCTIONS					
Cost Allocated	$ 1,543	$ 8,647	$ 9,461		$ 9,461
Man Years Allocated	0*	1.15	1.15		1.15
LESS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Cost Allocated	$ 0	$ 370	$ 373		$ 373
Man Years Allocated	0	.15	.15		.15
Chief's Office	0	.15	.15		.15
SUMMARY					
Total Cost Allocated	$ 1,543	$ 8,277	$ 9,088		$ 9,088
Total Man Years Allocated	0	1.00	1.00		1.00
Total Man Years Leave Time	0	.08	.08		.08

*Previous to 1966, man years were budgeted to Firefighting. (A Firefighting Activity Officer performed Fire Training duties.)

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ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 14,544	$15,314	$ 16,302	$16,302
Contractual Services	31,090	34,899	33,591	33,591
Commodities	525	150	150	150
Revolving Funds	2,094	2,448	1,198	1,198
Capital Outlay	0	3,058	0	0
TOTAL	$ 48,253	$55,869	$ 51,241	$51,241

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Public Safety Dispatcher	17	$ 348-444	3.00	3.00	3.00	$ 15,264	$15,864
Total 105						$ 15,264	$15,864
Social Security							0
Group Insurance							388
Overtime						50	50
GRAND TOTAL			3.00	3.00	3.00	$15,314	$16,302
Less Leave Time			.24	.24	.24		
Net Productive Time Available			2.76	2.76	2.76		

PERFORMANCE DATA

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

Program Description: This Activity is responsible for receiving alarms for fires and other emergencies and for dispatching personnel and equipment to these emergencies. Currently there are 201 telephone alarm boxes on the streets, 76 ADT boxes (American District Telegraph) and 24 silent baxes (automatic alarms that are received through the Fire Department telephone and switchboard).

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 4,650
Net Change	-$4,650

Current Level Change

Personal Services	+$1,000
Communications	- 1,300
Electrical Maintenance	- 1,300
Capital Outlay	- 3,050

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ALARMS AND PUBLIC SERVICE CALLS					
Cost Allocated	$ 29,506	$ 34,644	$ 31,778		$ 31,778
Man Years Allocated	1.87	1.87	1.87		1.87
No. telephone calls for actual fires	961	1,035	1,035		1,035
No. telephone calls for false alarms	76	100	100		100
Total telephone calls	1,037	1,135	1,135		1,135
CALL BOX ALARMS					
Cost Allocated	$ 3,155	$ 3,653	$ 3,352		$ 3,352
Man Years Allocated	.20	.20	.20		.20
No. alarm system calls for actual fires	93	110	110		110
No. alarm system calls for false alarms	22	35	35		35
Total call box alarms	115	145	145		145
ADT ALARMS					
Cost Allocated	$ 6,750	$ 7,335	$ 6,730		$ 6,730
Man Years Allocated	.39	.39	.39		.39
No. ADT alarms for actual fires	4	5	5		5
No. ADT alarms for false alarms	8	10	10		10
Total ADT alarms	12	15	15		15

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1967 BUDGET

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
OTHER NOTIFICATION					
Cost Allocated	$ 844	$ 977	$ 901		$ 901
Man Years Allocated	.07	.07	.07		.07
Total other notification fires	22	35	35		35
INHALATOR CALLS					
Cost Allocated	$ 7,998	$ 9,260	$ 8,480		$ 8,480
Man Years Allocated	.47	.47	.47		.47
Calls received for public service including inhalator calls	400	400	400		400
SUMMARY					
Total Cost Allocated	$ 48,253	$ 55,869	$ 51,241		$ 51,241
Total Man Years Allocated	3.00	3.00	3.00		3.00
Total Man Years Leave Time	.24	.24	.24		.24

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Vehicle Maintenance	2823	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 10,805	$ 11,007	$ 10,843	$ 10,843
Contractual Services	30	250	105	105
Commodities	632	610	660	660
Revolving Funds	109	77	231	231
Capital Outlay	0	0	1,284	1,284
TOTAL	$ 11,576	$ 11,944	$ 13,123	$ 13,123

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$
Fire Equipment Supervisor	19	384-490	1.00	1.00	1.00	5,880	5,736
Fire Equipment Mechanic	17	348-444	1.00	1.00	1.00	5,328	4,808
Total						$ 11,208	$ 10,544
Less Salary Savings						251	0
Total 105						$ 10,957	$ 10,544
Social Security							0
Group Insurance							249
Overtime						50	50
GRAND TOTAL			2.00	2.00	2.00	$ 11,007	$ 10,843
Less Leave Time			.16	.16	.16		
Net Productive Time Available			1.84	1.84	1.84		

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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. This Activity also performs miscellaneous welding work on equipment and maintains all air masks of the Department.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 1,200
Net Change	+$1,200

Current Level Change

Personal Services	-$ 150	Capital Outlay	+$1,300
Misc. Cont. Services	- 150		
Misc. Commodities	+ 50		
Radio Maintenance	+ 150		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
VEHICLE SERVICING:					
LESS THAN 12,000 GVW EQUIPMENT					
Cost Allocated	$ 2,224	$ 2,294	$ 2,616		$ 2,616
Man Years Allocated	.38	.39	.39		.39
No. of repairs	100	125	125		125
HOSE WAGONS					
Cost Allocated	$ 1,180	$ 502	$ 574		$ 574
Man Years Allocated	.20	.09	.09		.09
No. of repairs	21	35	35		35
PUMPER-BOOSTER EQUIPMENT					
Cost Allocated	$ 4,306	$ 4,802	$ 5,367		$ 5,367
Man Years Allocated	.75	.80	.80		.80
No. of repairs	153	300	300		300
AERIAL LADDER EQUIPMENT					
Cost Allocated	$ 2,570	$ 2,173	$ 2,085		$ 2,085
Man Years Allocated	.45	.36	.36		.36
No. of repairs	32	60	60		60
MISC. ITEMS					
Cost Allocated	$ 1,296	$ 2,173	$ 2,481		$ 2,481
Man Years Allocated	.22	.36	.36		.36

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Vehicle Maintenance	2823	FIRE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
SUMMARY					
Total Cost Allocated	$ 11,576	$ 11,944	$ 13,123		$ 13,123
Total Man Years Allocated	2.00	2.00	2.00		2.00
Total Man Years Leave Time	.16	.16	.16		.16

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Firefighting	2840	FIRE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 827,017	$ 865,064	$ 930,336	$ 930,336
Contractual Services	16,721	22,210	20,717	20,717
Commodities	23,166	23,642	25,530	25,530
Revolving Funds	3,455	3,864	43,269	11,269
Capital Outlay	32,946	5,494	6,539	6,539
TOTAL	$ 903,305	$ 920,274	$1,026,391	$ 994,391

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Assistant Fire Chief	28	$594-756	1.00	1.00	1.00	$ 7,848	$ 8,538
Drillmaster	27	566-720	1.00	0	0	0	0
Fire Battalion Chief	26	540-686	2.00	3.00	3.00	20,064	20,908
Assistant Drillmaster	21	424-540	2.00	0	0	0	0
Fire Captain	20	404-514	28.00	30.00	31.00	165,552	174,058
Fire Engineer	18	366-466	30.00	30.00	31.00	154,500	163,552
Fire Officer	17	348-444	114.00	114.00	118.00	552,894	550,254
Total						$ 870,858	$ 917,310
Less Salary Savings						6,844	9,895
Total 105						$ 864,014	$ 907,415
Social Security							0
Group Insurance							21,921
Overtime						1,050	1,000
GRAND TOTAL			178.00	178.00	184.00	$ 865,064	$ 930,336
Less Leave Time			14.24	14.24	14.72		
Net Productive Time Available			163.76	163.76	169.28		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Firefighting	2840	FIRE

Program Description: This Activity is responsible for extinguishing fires in the corporate limits of the City, in the three industrial areas outside the City, and at locations in the County which have contracted for fire protection. This Activity also makes inspections of buildings throughout the year.

Comments on Budgeted Program:

Program Improvement - Six man years are added to reduce work week to 68 hours per week in the 2nd half of 1967 (+$29,300).

Current Level Change

Personal Services	+$35,000	Radio Maintenance	+$1,550	Bldg. & Fx. Eq.	-$ 200
Contractual Ser.	- 1,500	Mat., Bldgs. & Imp.	+ 2,100	Opr. & Cons. Eq.	+ 1,000
Misc. Commodities	- 200	Shops & Bldg. Mt.	+ 5,400	Misc. Rev. Fu.	+ 450

Net Program Improvement	+$ 29,300
Net Current Level Change	+ 42,850
Net Change	+$ 72,150

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
FALSE ALARMS ANSWERED					
Cost Allocated	$ 320	$ 323	$ 388		$ 388
Man Years Allocated	.07	.08	.08		.08
No. intentional false alarms	27	37	37		37
No. unintentional false alarms	79	113	113		113
Total false alarms answered	106	150	150		150
Cost per false alarm answered	$ 3.02	$ 2.16	$ 2.59		$ 2.59
Man hours per false alarm answered	.73	1.11	1.11		1.11
FIRE ALARMS ANSWERED					
Cost Allocated	$ 6,000	$ 6,142	$ 7,593		$ 7,593
Man Years Allocated	1.12	1.13	1.13		1.13
No. fire alarms answered:					
In City	1,072	1,150	1,150		1,150
Under subscription plan	8	20	20		20
Total fire alarms answered	1,080	1,170	1,170		1,170
How controlled:					
No. extinguished by booster	335	396	396		396
No. extinguished by chemicals	97	121	121		121

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Firefighting	2840	FIRE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. requiring layouts	187	325	324		324
No. extinguished by other means	209	216	216		216
No. out on arrival	252	264	264		264
Location:					
Public buildings	16	41	41		41
Dwellings	418	408	408		408
Mercantile	64	96	96		96
Manufacturing	14	11	11		11
Open areas	172	240	240		240
Vehicles	225	252	252		252
Others	177	192	192		192
Hose layouts	488	648	648		648
Overtime cost	$ 189	$ 1,050	$ 1,000		$ 1,000
Overtime man hours	94	385	373		373
INHALATOR CALLS ANSWERED					
Cost Allocated	$ 400	$ 340	$ 412		$ 412
Man Years Allocated	.11	.09	.09		.09
No. calls answered	216	190	190		190
Cost per call answered	$ 1.85	$ 1.79	$ 2.17		$ 2.17
No. man hours per call answered	1.06	1.00	1.00		1.00
OTHER PUBLIC SERVICE CALLS ANSWERED					
Cost Allocated	$ 400	$ 393	$ 497		$ 497
Man Years Allocated	.14	.13	.13		.13
No. calls answered	184	170	170		170
Man hours per call answered	1.58	1.53	1.53		1.53
STANDBY TIME					
Cost Allocated	$896,185	$913,076	$956,201	$ 29,300	$985,501
Man Years Allocated	176.56	176.57	176.57	6.00	182.57
SUMMARY					
Total Cost Allocated	$903,305	$920,274	$965,091	$ 29,300	$994,391
Total Man Years Allocated	178.00	178.00	178.00	6.00	184.00
Total Man Years Leave Time	14.24	14.24	14.24	.48	14.72

INSPECTIONS

At the present time, the inspection functions of the City are the responsibility of three different agencies; the Department of Public Services, the Fire Department and the Health Department.

To provide a more descriptive picture of the inspection functions, these activities are grouped together in this budget for the first time. At present, no changes are recommended in the organization of the inspection activities. However, when time permits, a study will be made to determine the desirability and feasibility of creating an Inspections Department under a single head. In addition, a study should be scheduled to determine the feasibility of creating a joint City-County Inspections Department.

The Department of Public Services performs the following inspectional services:

Function	Number of Inspections made per year
1. Electrical Code Inspection	5,400
2. Building Code Inspection	5,800
3. Plumbing Code Inspection	1,800 - County
Plumbing Code Inspection	4,300 - City
4. Zoning Code Inspection (Building Permits)	900

Plumbing inspections in unincorporated areas of the County are made under an agreement with the Chatham County Commissioners.

The Fire Prevention Activity is responsible for performing all fire code inspections on a regular and special call basis. In addition, this activity also investigates suspected arson and instructs in fire prevention and fire safety. In accomplishing this program, the activity performs approximately 5,200 inspections and 600 investigations per year.

The Housing Hygiene Section of the Chatham County Health Department administers the minimum housing law for the City. At present, approximately 700 substandard housing units are brought into compliance with the housing code each year.

The Proposed 1967 Budget allots $132,656 for all of the inspection activities. In 1966, these same activities were allotted $133,885.

The decreased costs of these operations are due to the following reasons:

1. One Fire Inspection position was deleted. This resulted in savings of $4,800.

2. Cost for equipment rental and custodial services will decrease charges from Revolving Funds by $1,079.

These decreases are partially offset by increases incurred in charging Group Insurance and Social Security benefits to each activity. These charges were previously charged to the Employee Benefits account and this increase to the Inspection Department is $4,650.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
Inspections	2910-20-30	Public Safety	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 73,216	$ 70,778	$ 75,191	$ 70,391
Contractual Services	39,944	55,794	56,154	56,154
Commodities	1,612	1,605	1,475	1,475
Revolving Funds	4,571	5,508	4,486	4,486
Capital Outlay	70	200	150	150
TOTAL	$119,413	$ 133,885	$137,456	$132,656
Budgeted Man Years	14.00	13.00	12.00	12.00

SUMMARY BY ACTIVITIES

Plumbing-Electrical & Building Inspections	$ 57,375	$ 55,690	$ 56,995	$ 56,995
Fire Prevention	26,349	27,886	28,670	23,870
Housing Hygiene	35,689	50,309	51,791	51,791
GRAND TOTAL	$119,413	$133,885	$137,456	$132,656

INSPECTIONS

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 70,778	$ 75,191	$ 70,391
Contractual Services	55,794	56,154	56,154
Commodities	1,605	1,475	1,475
Revolving Funds	5,508	4,486	4,486
Capital Outlay	200	150	150
TOTAL	$133,885	$137,456	$132,656

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Plumbing, Electrical & Bldg. Inspections	$ 57,375	$ 55,690	$ 56,995	$ 0	$ 56,995	$ 56,995
Fire Prevention	26,349	27,886	28,670	0	28,670	23,870
Housing Hygiene	35,689	50,309	51,791	0	51,791	51,791
TOTAL	$119,413	$133,885	$137,456	$ 0	$137,456	$132,656

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security previously charged only to the Employee Benefits Account will be charged back to the Inspections Department in 1967.	4,650	
2.	Funds are provided in the 1967 Budget for normal pay adjustments for permanent employees.	200	
3.	Miscellaneous commodities decrease in 1967.		150
4.	Miscellaneous contractual services increase.	300	
5.	Revolving funds cost will decrease in 1967 due to decreases in equipment rental and custodial services.		1,100

	Increase	Decrease
	$	$
PROGRAM IMPROVEMENTS		
1. None.		
MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS		
1. None.		
MAJOR REVISIONS MADE BY MAYOR AND ALDERMEN		
1. One Fire Prevention Inspector is deleted		4,800

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Plumbing-Electrical and Building Inspections	2910	INSPECTIONS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 48,353	$ 44,840	$ 48,331	$ 48,331
Contractual Services	3,947	4,785	4,198	4,198
Commodities	866	865	675	675
Revolving Funds	4,139	5,200	3,716	3,716
Capital Outlay	70	0	75	75
TOTAL	$ 57,375	$ 55,690	$ 56,995	$ 56,995

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Plumbing Inspector II	22	$444-566	1.00	1.00	1.00	$ 6,792	$ 6,792
Building Inspector II	22	444-566	1.00	1.00	1.00	6,792	6,792
Electrical Inspector II	22	444-566	1.00	1.00	1.00	6,792	6,792
Plumbing Inspector I	19	384-490	1.00	1.00	1.00	5,088	5,288
Building Inspector I	19	384-490	1.00	1.00	1.00	4,968	5,208
Electrical Inspector I	19	384-490	1.00	1.00	1.00	5,328	5,548
Engineering Clerk	16	332-424	0	1.00	1.00	4,688	4,928
Clerk-Stenographer II	16	332-424	1.00	0	0	0	0
Permit Clerk	14	302-384	1.00	0	0	0	0
Permit Investigator	14	302-384	1.00	1.00	1.00	4,392	3,984
Total 105						$ 44,840	$ 45,332
Social Security							1,970
Group Insurance							1,029
GRAND TOTAL			9.00	8.00	8.00	$ 44,840	$ 48,331
Less Leave Time			.72	.64	.64		
Net Productive Time Available			8.28	7.36	7.36		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Plumbing-Electrical and Building Inspections	2910	INSPECTIONS

Program Description: This Division is responsible for enforcing the building, plumbing, electrical and zoning codes of the City. This Division, through agreement with the Chatham County Commissioners, provides plumbing inspections in the unincorporated areas of the County.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 1,300
Net Change	+$1,300

Current Level Change

Personal Services	+$3,500	Maint. Mach. & Equip.	-$ 75	Custodial Services	-$ 200
Transportation	+ 50	Other Cont. Services	- 600	Equipment Rental	- 1,150
Office Furniture	+ 75	Print. & Office Sup.	- 100	Switchboard Ser.	- 100
Advertising Costs	- 50	Operating Supplies	- 75		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
ELECTRICAL INSPECTION SECTION					
Cost Allocated	$ 15,432	$ 14,980	$ 15,304		$ 15,304
Man Years Allocated	2.33	2.00	2.00		2.00
No. of permits issued	2,692	2,752	2,700		2,700
No. of sites inspected	4,811	5,376	5,400		5,400
Housing code inspections made	650	870	800		800
Ave. no. of inspections per site	1.78	1.70	1.30		1.30
Ave. no. of inspections per day	19	23.3	23		23
BUILDING INSPECTION SECTION					
Cost Allocated	$ 15,082	$ 14,640	$ 14,949		$ 14,949
Man Years Allocated	2.33	2.00	2.00		2.00
No. of sites inspected	1,100	5,770	5,800		5,800
Housing code inspections made	400	392	300		300
Zoning inspections made	625	656	650		650
Ave. no. of inspections made per site	5.30	6.00	6.00		6.00
Ave. no. of inspections made per day	28	27.1	27.0		27.0
PLUMBING INSPECTION SECTION					
Cost Allocated	$ 19,423	$ 18,854	$ 19,296		$ 19,296
Man Years Allocated	3.34	3.00	3.00		3.00

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PERFORMANCE DATA

Activity Title: Plumbing-Electrical and Building Inspections | Account Number: 2910 | Department: INSPECTIONS

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. of permits issued:					
County	480	666	600		600
City	245	486	400		400
No. site inspections made					
County	3,250	1,712	1,800		1,800
City	2,271	4 218	4,300		4,300
Ave. no. of inpsections per site	2.1	3.9	3.3		3.3
Ave. no. of inspections per day	23	27.6	27		27
BUILDING PERMIT SECTION					
Cost Allocated	$ 7,438	$ 7,216	$ 7,446		$ 7,446
Man Years Allocated	1.00	1.00	1.00		1.00
No. of permits issued	952	872	900		900
Residential	646	322	400		400
Commercial	26	126	150		150
Public	5	3	3		3
Razed buildings	121	142	150		150
SUMMARY					
Total Cost Allocated	$ 57,375	$ 55,690	$ 56,995		$ 56,995
Total Man Years Allocated	9.00	8.00	8.00		8.00
Total Man Years Leave Time	.72	.64	.64		.64

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Fire Prevention	2920	INSPECTIONS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 24,863	$ 25,938	$ 26,860	$ 22,060
Contractual Services	308	700	165	165
Commodities	746	740	800	800
Revolving Funds	432	308	770	770
Capital Outlay	0	200	75	75
TOTAL	$ 26,349	$ 27,886	$ 28,670	$ 23,870

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Fire Prevention Chief	21	$ 424-540	1.00	1.00	1.00	$ 6,168	$ 7,968
Fire Prevention Inspector	18	366-466	3.00	3.00	3.00	14,328	13,196
Fire Marshal	18	366-466	1.00	1.00	0	5,592	0
Total						$ 26,088	$ 21,164
Less Salary Savings						200	0
Total 105						$ 25,888	$ 21,164
Social Security							0
Group Insurance							636
Overtime						50	260
GRAND TOTAL			5.00	5.00	4.00	$ 25,938	$ 22,060
Less Leave Time			.40	.40	.32		
Net Productive Time Available			4.60	4.60	3.68		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Fire Prevention	2920	INSPECTIONS

Program Description: This Activity is responsible for inspecting all types of buildings on regular and special call basis. This Activity also investigates suspected arson, inspects for fire hazards, and instructs in fire prevention and fire safety.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 4,050
Net Change	-$4,050

Current Level Change

Personal Services	+$	900	Capital Outlay	-$	150
Misc. Cont. Services	-	550			
Misc. Commodities	+	100			
Radio Maintenance	+	450			

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
INSPECTIONS					
Cost Allocated	$ 23,978	$ 25,576	$ 21,417		$ 21,417
Man Years Allocated	4.60	4.70	3.70		3.70
No. of inspections:	4,261	5,200	5,200		5,200
Public Buildings	953	950	950		950
Dwellings	569	1,050	1,050		1,050
Mercantile	1,879	2,250	2,250		2,250
Manufacturing	14	50	50		50
Others	846	900	900		900
INVESTIGATIONS					
Cost Allocated	$ 2,371	$ 2,720	$ 2,878		$ 2,878
Man Years Allocated	.40	.40	.40		.40
No. of investigations:	250	600	600		600
Determined accidental	209	515	515		515
Determined suspicious	9	15	15		15
Undetermined origin	21	40	40		40
Incendiary	11	30	30		30
No. public appearances	77	50	50		50
No. fire regulation citations issued	9	18	18		18
TOTAL FIRE FUNCTIONS					
Cost Allocated	$ 26,349	$ 28,296	$ 24,295		$ 24,295
Man Years Allocated	5.00	5.10	4.10		4.10
LESS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Cost Allocated	$ 0	$ 410	$ 425		$ 425
Man Years Allocated	0	.10	.10		.10
Fire Chief's Office	0	.10	.10		.10

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Fire Prevention	2920	INSPECTIONS

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
SUMMARY					
Total Cost Allocated	$ 26,349	$ 27,886	$ 23,870		$ 23,870
Total Man Years Allocated	5.00	5.00	4.00		4.00
Total Man Years Leave Time	.40	.40	.40		.40

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Housing Hygiene	2930	INSPECTIONS

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	35,689	50,309	51,791	51,791
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 35,689	$ 50,309	$ 51,791	$ 51,791

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

1967 BUDGET

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Housing Hygiene	2930	INSPECTIONS

Program Description: This Activity provides fund for the administration of the minimum housing law.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Subsidies and Contributions +$1,500

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
HOUSING HYGIENE					
Cost Allocated	$ 35,689	$ 50,309	$ 51,791		$ 51,791
Minimum Housing Law caseload	400	700	700		700

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RECREATION

The Recreation Department plans, organizes and is responsible for the supervision of the City's public recreation program. It is also responsible for administering and maintaining all municipal recreation facilities and areas. The Department is divided into seven functional activities. Each activity is responsible for one or more phases of the recreation program.

The Director's Office is responsible for supervising and coordinating the entire service program of the Recreation Department. The clerical staff assigned to this Activity also provide stenographic services for the other six activities of the Department.

The Sports Activity provides the professional administrative resources to assist the Recreation Director in developing and planning the major recreation sports programs. Funds are included in this Activity's budget for purchasing the equipment necessary to operate these programs and also for the cost of fees for game officials. Through its organized programs of Softball, Baseball, Football, Basketball, Archery, Tennis, and Track and Field, this Activity provides an opportunity for over 4,100 residents of Savannah and nearly 1,000 residents of Chatham County to actively participate in recreational activities. In addition to these active participants, these programs also benefit many thousands of spectators each year.

The Playgrounds Activity organizes and administers the City's Neighborhood Playground Program. This program consists of organized games, simple craft work, and various sporting activities. The City operates a total of 29 playground areas. These include 22 playgrounds which are supervised part time and seven playgrounds which have no supervision. Ten special program areas are also operated. The operation of these areas is conducted jointly with City and Federal Funds through the Economic Opportunity Authority. In addition, two recreation centers, the Westside Recreation Center and the Sophronia Tompkins Recreation Center are operated with the funds budgeted in this Activity.

The Golden Age Activity serves the needs of the senior citizens of the community. The program includes supervised arts and crafts, games, field trips, and other social activities. The programs are presented at the Cunningham Center, the Westside Center and nine City Clubs. The Centers presents nine scheduled program sessions per week. The City Clubs present 8.5 sessions per week. The two centers and the clubs have a combined membership of 3,700.

The Swimming Pools Activity provides funds for the operation of the City's three swimming pools; Daffin Park, Sunshine Pool and Tompkins Center. Activities at the pools include competitive swimming, educational classes for beginning swimmers, boating and safety, and general recreational swimming.

The four major recreational facilities; the Auditorium, Grayson Stadium, Memorial Stadium, and the Sports Center are grouped under the Facilities Activity. This

Activity has a staff of seven positions to promote activities and to operate and maintain the facilities. In addition to the regular staff, prison labor is used to maintain the stadiums. The Facilities are used an average of 445 times a year.

The Building and Grounds Maintenance Activity has a staff of eighteen men to maintain the recreational facilities and areas operated by the Department throughout the City. Facilities which this Activity maintain are: all ball diamonds, playground equipment, playgrounds, outdoor basketball courts, football fields and other areas which are used by the various recreational activities.

The proposed allocation for 1967 is $405,030. This is an increase of $45,448 over the $359,582 appropriated in the 1966 Budget. The increases in this budget are due to the following reasons:

1. Group Insurance and Social Security benefits previously charged to the Employee Benefits Account will be charged back to the Recreation Department in 1967. This charge will amount to $17,150.

2. Funds in the amount of $3,950 are provided in the 1967 Budget for full year's salaries for positions added in 1966 and for normal pay adjustments for permanent employees.

3. Current level operations at the Westside Golden Age Center, Swimming Pools, and the Major Facilities will require an increase of $3,500 for utilities.

4. Insurance costs for team members and fees for game officials increase the Sports Activity budget by $3,000. This increase provides $20,000 in funds for officials' fees in the Sports Activity. In addition, $1,315 in funds are budgeted in the Playgrounds and Swimming Pools Activities for officials' fees.

5. Funds in the increased amount of $7,300 are proposed in the 1967 Budget for the Electrical Maintenance and Shops and Building Maintenance Activities of the Central Services Department to expand maintenance and improvement programs in the Golden Age, Swimming Pools and Major Facilities Activities.

6. Equipment rental costs increase in the amount of $2,750 for the Major Facilities and the Building and Grounds Maintenance Activities.

7. The City has signed a contract with the Savannah Tennis Association to provide a Tennis Professional at the Daffin Park courts. Funds in the amount of $6,670 are provided in a program improvement for the contractual cost of the Pro, and for the operational and maintenance expenses of the Pro's Shop.

8. A program improvement in the amount of $1,984 provides the funds necessary to provide a supervised program at the Wells Playground.

These increases in the budget are partially offset by the following changes:

1. Rental expenses for the Golden Age Activity decrease by $2,250 due to the purchase of the Westside Golden Age building.

2. Funds needed for replacement of operational and construction equipment decrease by $1,000 in 1967.

3. Operating supplies and materials costs decrease for the Playgrounds Activity in 1967 by $1,100.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
RECREATION	3010-20-30-40 50-60-70	Recreation	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 222,845	$230,068	$ 257,710	$ 257,710
Contractual Services	55,327	54,085	64,503	64,503
Commodities	46,367	47,978	46,346	46,346
Revolving Funds	19,921	23,441	33,541	33,541
Capital Outlay	5,348	4,010	2,930	2,930
TOTAL	$ 349,808	$359,582	$ 405,030	$ 405,030
Budgeted Man Years	61.90	64.04	65.47	65.47

SUMMARY BY ACTIVITIES

Director's Office	$ 22,268	$ 22,177	$ 24,161	$ 24,161
Sports	48,368	49,320	59,562	59,562
Playgrounds	87,941	87,536	97,617	97,617
Golden Age	38,189	37,681	42,583	42,583
Swimming Pools	15,881	19,737	21,857	21,857
Facilities	62,726	64,795	72,612	72,612
Building & Grounds Maintenance	74,435	78,336	86,638	86,638
GRAND TOTAL	$349,808	$359,582	$405,030	$405,030

RECREATION

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$230,068	$257,710	$257,710
Contractual Services	54,085	64,503	64,503
Commodities	47,978	46,346	46,346
Revolving Funds	23,441	33,541	33,541
Capital Outlay	4,010	2,930	2,930
TOTAL	$359,582	$405,030	$405,030

Activity	1966 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Director's Off.	$ 22,268	$ 22,177	$ 24,161	$ 0	$ 24,161	$ 24,161
Sports	48,368	49,320	52,892	6,670	59,562	59,562
Playgounds	87,941	87,536	92,773	4,844	97,617	97,617
Golden Age	38,189	37,681	42,583	0	42,583	42,583
Swimming Pools	15,881	19,737	21,857	0	21,857	21,857
Facilities	62,726	64,795	72,612	0	72,612	72,612
Bldg. & Grounds Maintenance	74,435	78,336	86,638	0	86,638	86,638
TOTAL	$349,808	$359,582	$393,516	$ 11,514	$405,030	$405,030

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged only to the Employee Benefits Account will be charged back to Recreation in 1967.	17,150	
2.	Funds are provided in the 1967 Budget for full year's salaries for positions added in 1966 and for normal pay adjustments for permanent employees.	3,950	
3.	A program improvement request to raise the pay range of the Recreation Supervisor position from		

		Increase $	Decrease $
	Range 21 to Range 24 is included as a current level change. The change is from Range 21 to Range 23.	1,850	
4.	Funds are provided for additional janitorial services for the new and larger Westside Golden Age building.	1,500	
5.	Overtime requirements increase to provide current level service at the major facilities and in Building and Grounds Maintenance.	1,200	
6.	Requirements for utilities are increased for current level operations at the Westside Golden Age Center, Swimming Pools, and the Major Facilities.	3,550	
7.	Requirements for Professional Fees for refereeing games, and insurance costs for team members increase for 1967.	3,000	
8.	Rental expenses for the Golden Age Activity cease to exist due to the purchase of the Westside Golden Age Building. Rental expenses for the basket-ball program of the Sports Activity decrease in 1967.		2,250
9.	Operating Supplies and Materials costs decrease for the Playgrounds Activity in 1967.		1,100
10.	Funds are allocated in the 1967 Budget for Electrical and Shops and Building Maintenance to provide various maintenance and improvement programs in the Golden Age, Swimming Pools, and Major Facilities Activities.	7,300	
11.	Equipment Rental costs increase in the Major Facilities and Building and Grounds Maintenance Activities.	2,750	
12.	Needed funds for replacement of operational and construction equipment decrease in 1967.		1,000

PROGRAM IMPROVEMENTS

Sports

1.	Funds are allocated to provide a Tennis Pro at the Daffin Park Courts. These funds will provide for the contractual cost of the pro, and for the operational and maintenance expenses of the courts and the Pro's shop.	6,670	

Playgrounds	Increase $	Decrease $
2. Funds are included for the rental of a tract of land to be used for establishing a recreation program in the Habersham and 32nd Streets area.	2,760	
3. Funds are provided to supervise Wells Playground	1,984	
4. Funds are provided for the purchase of a lawn-mower to be used at Tompkins Recreation Center. Use of the machine will save approximately $490 in cost of Buildings and Grounds Maintenance services.	100	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. A request to add a Clerk-Typist I position and the necessary operating equipment to support the position was deleted due to lack of funds.		4,240
2. The request for a public address system at Tompkins Recreation Center was deleted.		265
3. The request for repairs to the Westside Golden Age Building and for heating and cooling equipment and miscellaneous items was deleted but will be considered in the 1967 CIP Budget.		4,430
4. The request for a Recreation Leader I, operating supplies and materials, and maintenance of buildings and improvements in order to establish a playground in the Northeast corner of Bacon Park was deleted due to lack of funds.		3,900
5. A request to provide additional hours for the in-service training of Recreation Leader I positions was deleted due to lack of funds.		4,007
6. The request for additional funds for professional fees to be paid to the coaches of the Muny Baseball League for boys 15 - 17 was deleted.		560
7. The request for an Equipment Operator I position in the Building and Grounds Maintenance Activity was deleted.		3,255

		Increase $	Decrease $
8.	A request for a light lawnmower to aid in grass cutting operations at various playgrounds was deleted.		95
9.	Request for a Basketball Scoreboard at Tompkins Recreation Center was deleted.		700
10.	Request for a hot water heater, a filing cabinet and a buffer machine for use at the Auditorium was deleted.		1,075
11.	A request to replace the windows of the concession stand at Memorial Stadium was deleted.		650
12.	A request to place a mobile phone in the truck assigned to the foreman in the Building and Grounds Maintenance Activity was deleted.		289
13.	Request for a dictaphone in the Director's Office was deleted.		200
14.	A request to replace a desk in the Building and Grounds Maintenance Activity was deleted. Present desk is sufficient.		275
15.	The request for a wrestling and boxing ring was deleted.		1,800
16.	The request to establish a full time Recreation Leader II position at the Tompkins Recreation Center was deleted.		336

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 16,800	$17,586	$ 18,889	$ 18,889
Contractual Services	3,113	2,212	2,602	2,602
Commodities	1,028	1,123	1,260	1,260
Revolving Funds	622	1,256	1,410	1,410
Capital Outlay	705	0	0	0
TOTAL	$ 22,268	$22,177	$ 24,161	$ 24,161

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Recreation Director	30	$ 654-834	1.00	1.00	1.00	$ 9,072	$ 9,072
Clerk Stenographer I	13	288-366	2.00	2.00	2.00	8,568	8,748
Total						$17,640	$17,820
Less Salary Savings						54	0
Total 105						$17,586	$17,820
Social Security							676
Group Insurance							393
GRAND TOTAL			3.00	3.00	3.00	$17,586	$18,889
Less Leave Time			.24	.24	.24		
Net Productive Time Available			2.76	2.76	2.76		

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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. In addition this office also provides clerical service for all activities of the Recreation Department.

Comments on Budgeted Program:

Program Improvement

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
SUPERVISION, DIRECTION AND COORDINATION					
Cost Allocated			$		
Man Years Allocated					
CLERICAL ASSISTANCE					
Cost Allocated			$		
Man Years Allocated					
No. public visitors received					
Payrolls prepared					
Memos prepared					
Letters typed					
News releases prepared					
Items filed					
Purchase requisitions prepared					
Phone calls received					
Minutes of meetings recorded & prepared					
Personnel requisitions prepared					
No. of shetts mimeographed					
Service orders prepared					
SUMMARY					
Total Cost Allocated			$		
Total Man Years Allocated					
Total Man Years Leave Time					

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Sports	3020	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 11,484	$11,504	$ 12,650	$ 12,650
Contractual Services	24,366	24,854	31,754	31,754
Commodities	11,924	12,270	13,670	13,670
Revolving Funds	128	692	1,488	1,488
Capital Outlay	466	0	0	0
TOTAL	$ 48,368	$49,320	$ 59,562	$ 59,562

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Recreation Supervisor	23	$466-594	1.00	1.00	1.00	$ 5,592	$ 5,712
Laborer	10	248-316	1.00	1.00	1.00	3,218	3,288
Recreation Leader I	9	236-302	.50	.50	.50	1,524	1,416
Total 105						$10,334	$10,416
Social Security							644
Group Insurance							420
Overtime						1,170	1,170
GRAND TOTAL			2.50	2.50	2.50	$11,504	$12,650
Less Leave Time			.20	.20	.20		
Net Productive Time Available			2.30	2.30	2.30		

1967 BUDGET

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Sports	3020	RECREATION

Program Description: The Sports Activity provides the professional administrative resources to help the Recreation Director develop and plan all major sports programs. This Activity provides the funds for purchasing the necessary equipment for operating the program and the fees for the game officials.

Comments on Budgeted Program:

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
SOFTBALL					
Cost Allocated					
Man Years Allocated					
Entrance fees:					
City teams					
Non-City teams					
No. of teams					
No. of teams from outside City					
No. of team members					
No. of team members from outside City					
No. of games played					
Cost of Officials:					
Umpire					
Scorer					
No. of games with two Umpires					
No. of games with two Umpires & one Scorer					
Cost Summary:					
Cost budgeted in Bldg. & Grounds Maint.					
Cost for softball activity					
Ave. cost per team					
Ave. cost per member					

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Sports	3020	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
Ave. cost per game played					
BASEBALL					
Cost Allocated					
Man Years Allocated					
Entrance fees (one League only):					
City teams (8)					
Non-City teams (1)					
No. of teams					
No. of teams from outside City					
No. of team members					
No. of team members from outside City					
No. of games played					
Cost of paid Officials:					
Umpires					
Scorekeepers					
No. of games played with two Umpires					
No. of games played with two Umpires and one Scorekeeper					
Cost Summary:					
Budget cost in Bldg. & Grounds Maint.					
Cost for baseball activity					
Ave. cost per team					
Ave. cost per team member					
Ave. cost per game played					
FOOTBALL					
Cost Allocated					
Man Years Allocated					
Entrance fees:					
City teams					
Non-City teams					

*Average cost per game

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Sports	3020	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
No. of teams					
No. of teams from outside City					
No. of team members					
No. of team members from outside City					
No. of games played					
Cost of paid Officials: Referee					
No. of games with two Referees					
No. of paid officials per game					
Cost Summary:					
Budgeted cost in Bldg. & Grounds Maint.					
Total cost for football activity					
Ave. cost per team					
Ave. cost per team member					
Ave. cost per game played					
BASKETBALL					
Cost Allocated					
Man Years Allocated					
Entrance fees:					
City teams					
Non-City teams					
No. of teams					
No. of teams from outside City					
No. of team members					
No. of team members from outside City					
Cost to rent gymnasium:					
Per night					
Per year					
Cost of Officials:					
Referee					
Scorekeeper					
Timer*					

*Cost of Timer is included in the gymnasium rental fee.

PERFORMANCE DATA

Activity Title: Sports | Account Number: 300 | Department: RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 19	BUDGET 1967 LEVEL	PROG. IMP.	TOTAL
No. of games with two Referees, one Scorekeeper and one Timer	N/A	114	4	0	114
No. of games with one Referee, one Scorekeeper and one Timer	N/A	277	277	0	277
Cost Summary:					
Cost budgeted in Bldg. & Grounds Maint.	$ 0	$ 0	$ 0	$ 0	$ 0
Cost for basketball activity	$ 8,723	$ 7,137	$ 8,169	$ 0	$ 8,169
Ave. cost per team	$ 275	$ 117	$ 134	$ 0	$ 134
Ave. cost per team member	$ 21	$ 6	$ 7	$ 0	$ 7
Ave. cost per game played	$ 40	$ 18	$ 21	$ 0	$ 21
ARCHERY					
Cost Allocated	N/A	$ 1,500	$ 1,475	$ 0	$ 1,475
Man Years Allocated	N/A	.10	.10	0	.10
Fees	N/A	$ 0	$ 0	$ 0	$ 0
No. of participants	N/A	225	225	0	225
No. of participants from outside City	N/A	27	27	0	27
Cost Summary:					
Cost budgeted in Bldg. & Grounds Maint.	N/A	$ 1,698	$ 2,268	$ 0	$ 2,268
Cost for Archery activity	N/A	$ 3,198	$ 3,743	$ 0	$ 3,743
Ave. cost per player	N/A	$ 14	$ 17	$ 0	$ 17
TENNIS					
Cost Allocated	N/A	$ 6,257	$ 6,108	$ 6,670	$ 12,778
Man Years Allocated	N/A	1.15	1.15	0	1.15
Admission fees	N/A	$ 1,157	$ 1,157	$ 0	$ 1,157
Concession income	N/A	$ 101	$ 101	$ 0	$ 101
No. of participants	N/A	625	625	0	625
No. of participants from outside City	N/A	75	75	0	75
Cost Summary:					
Cost budgeted in Bldg. & Grounds Maint.	N/A	$ 1,174	$ 1,735	$ 0	$ 1,735
Cost for tennis activity	N/A	$ 7,431	$ 7,843	$ 6,670	$ 14,513

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Sports	3020	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
Ave. cost per participant					
TRACK AND FIELD					
Cost Allocated					
Man Years Allocated					
Fees					
No. of participants					
Cost Summary:					
Cost budgeted in Bldg. & Grounds Maint.					
Cost of Track and Field activity					
Ave. cost per participant					
MISCELLANEOUS SERVICES					
Cost Allocated					
Man Years Allocated					
Cost budgeted in Bldg. & Grounds Maint.					
Total cost miscellaneous services					
TOTAL COST OF SPORTS PROGRAM					
Cost Allocated					
LESS COST BUDGETED IN BUILDING AND GROUNDS MAINTENANCE					
Cost Allocated					
SUMMARY					
Total Cost Allocated					
Total Man Years Allocated					
Total Man Years Leave Time					

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Playgrounds	3030	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 64,331	$ 66,260	$ 74,736	$ 74,736
Contractual Services	4,018	4,510	6,425	6,425
Commodities	15,538	14,312	13,685	13,685
Revolving Funds	772	454	671	671
Capital Outlay	3,282	2,000	2,100	2,100
TOTAL	$ 87,941	$ 87,536	$ 97,617	$ 97,617

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Recreation Supervisor	23	$466-594	2.00	2.00	2.00	$ 11,184	$ 11,760
Recreation Leader II	14	302-384	1.00	1.00	1.00	3,624	3,666
Recreation Leader I	9	236-302	14.50	14.50	15.20	45,840	48,340
Custodial Worker I	8	224-288	1.00	1.00	1.00	2,976	2,976
Substitute Recreation Leader	7	214-274	.80	.80	.80	1,976	1,976
Recreation Aide	6	204-260	1.65	1.65	1.65	4,147	4,147
Total						$ 69,747	$ 72,865
Less Salary Savings						3,487	3,658
Total 105						$ 66,260	$ 69,207
Social Security							2,958
Group Insurance							2,571
GRAND TOTAL			20.95	20.95	21.65	$ 66,260	$ 74,736
Less Leave Time			1.68	1.68	1.75		
Net Productive Time Available			19.27	19.27	19.90		

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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.

Comments on Budgeted Program:

WORK ACTIVITY:	ACTUAL	ESTIMATED	BUDGET 1967		
	1965	1966	CUR. LEVEL	PROG. IMP.	TOTAL
GENERAL INFORMATION					
No. of playgrounds					
No. of supervised playgrounds					
No. supervised full-time					
Hours per day					
Days per week					
Weeks per year					
No. supervised part-time					
Hours per day					
Days per week					
Weeks per year					
Special program areas (Selected schools & housing development program necessary to maintain eligibility for Federal funds through EOA)					
No. of weeks supervised 7.5 hrs/day					
No. of weeks supervised 4.0 hrs/day					
Budgeted cost in Bldg. & Grounds Maint.					
FOOTBALL					
Cost Allocated					
Man Years Allocated					

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Playgrounds	3030	RECREATION

WORK ACTIVITY:	ACTUAL	ESTIMATED	BUDGET 1967		
	1965	1966	CUR. LEVEL	PROG. IMP.	TOTAL
No. of teams					
No. of games					
No. of players					
No. of paid officials per game					
Cost per official					
Cost of officialsper game					
Cost per player					
BASKETBALL					
Cost Allocated					
Man Years Allocated					
No. of teams					
No. of games					
No. of players					
No. of paid officials per game					
Cost per official					
Cost of officials per game					
Cost per player					
SOFTBALL					
Cost Allocated					
Man Years Allocated					
No. of teams					
No. of games					
No. of players					
No. of paid officials per game					
Cost per official					
Cost of officials per game					
Cost per player					
LOW ORGANIZED GAMES					
Cost Allocated					
Man Years Allocated					
No. of games					
ARTS AND CRAFTS					
Cost Allocated					
Man Years Allocated					
No. of classes					
No. of pupils					
No. of items made					

1967 BUDGET

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Playgrounds	3030	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
TOURNAMENTS AND SPECIAL EVENTS					
Cost Allocated					
Man Years Allocated					
No. conducted					
SUMMARY					
Total Cost Allocated					
Total Man Years Allocated					
Total Man Years Leave Time					

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Golden Age	3040	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$26,890	$ 27,338	$32,754	$ 32,754
Contractual Services	3,462	3,620	2,766	2,766
Commodities	7,087	6,403	6,558	6,558
Revolving Funds	0	0	505	505
Capital Outlay	750	320	0	0
TOTAL	$38,189	$ 37,681	$42,583	$ 42,583

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Recreation Supervisor	23	$ 466-594	1.00	1.00	1.00	$ 5,880	$ 6,480
Recreation Leader II	14	302-384	1.65	2.00	2.00	7,622	8,025
Recreation Leader I	9	236-302	3.46	3.05	3.15	10,364	11,198
Custodial Worker I	8	224-288	.93	1.30	1.76	3,472	4,990
Total 105						$27,338	$30,693
Social Security							1,303
Group Insurance							758
GRAND TOTAL			7.04	7.35	7.91	$27,338	$32,754
Less Leave Time			.56	.57	.63		
Net Productive Time Available			6.48	6.78	7.28		

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 arts and crafts, games, field trips, and other activities.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 4,850
Net Change	+$4,850

Current Level Change

Personal Services	+$5,400	Opr. Sup. & Mat.	-$300	Food, Med. & Housekeeping Sup.	+$350
Utilities	+ 100	Shops & Bldg. Maint.	+ 500		
Transportation	- 100	Mat., Bldg. & Imp.	+ 100		
Rentals	- 900	Bldg. & Fixed Equip.	- 300		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
CUNNINGHAM CENTER					
Activities Provided by City Funds:					
Cost Allocated	$ 14,582	$ 15,219	$ 18,422		$ 18,422
Man Years Allocated	2.76	2.83	2.83		2.83
No. of sessions per week	8	9	9		9
No. of members	1,500	1,700	1,900		1,900
Ave. attendance per session	40	50	55		55
Total number of participants	24,890	26,750	28,000		28,000
No. of structured activities	20	18	18		18
No. of unstructured activities	4	4	4		4
Cost Summary - City Activities:					
Cost budgeted in Bldg. & Grounds Maintenance	$ 814	$ 859	$ 870		$ 870
Total cost - City Activities	$ 15,396	$ 16,078	$ 19,292		$ 19,292
Ave. cost per member per year	$ 10.25	$ 9.45	$ 10.15		$ 10.15
Ave. cost per session	$ 37.00	$ 34.00	$ 41.00		$ 41.00

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Golden Age	3040	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Activities Provided by Donations:					
Cost Allocated (City)	$ 3,146	$ 3,178	$ 3,338		$ 3,338
Man Years Allocated (City)	.58	.62	.62		.62
No. of activities provided through donations	7	7	7		7
No. of means served	3,500	6,000	6,000		6,000
Total participants	10,469	10,776	10,900		10,900
Cost Summary - Donations:					
Amount of donations	$ 4,692	$ 4,692	$ 4,692		$ 4,692
Total cost of program	$ 7,838	$ 7,870	$ 8,030		$ 8,030
Cost per participant	$ .75	$ .73	$ .74		$ .74
Cost Summary - Cunningham Center:					
Total Cost Allocated	$ 23,234*	$ 23,948*	$ 27,322*		$ 27,322*
City Cost Allocated	$ 17,728	$ 18,397	$ 21,760		$ 21,760
Man Years Allocated	3.34	3.45	3.45		3.45
Ave. cost per member per year	$ 15.55	$ 14.10	$ 14.40		$ 14.40
Ave. cost per session	$ 56.00	$ 51.00	$ 58.00		$ 58.00
WESTSIDE CENTER					
Activities Provided by City Funds:					
Cost Allocated	$ 12,105	$ 10,525	$ 11,322		$ 11,322
Man Years Allocated	2.05	2.15	2.71		2.71
No. of sessions per week	7	8	8		8
No. of members	600	800	900		900
Ave. attendance per session	20	30	50		50
Total no. of participants	11,479	12,788	13,288		13,288
No. of structured activities	19	18	18		18
No. of unstructured activities	3	4	4		4

*Includes cost of Building and Grounds Maintenance allocated to the Golden Age Activity and donations used to provide additional activities.

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Golden Age	3040	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Cost Summary - City Activities:					
Cost budgeted in Bldg. & Grounds Maintenance	$ 814	$ 859	$ 924		$ 924
Total cost - City Activities	$ 12,919	$ 11,384	$ 12,246		$ 12,246
Ave. cost per member per year	$ 21.55	$ 14.25	$ 13.60		$ 13.60
Ave. cost per session	$ 35.00	$ 27.00	$ 29.00		$ 29.00
Activities Provided by Donations:					
Cost Allocated (City)	$ 2,767	$ 3,127	$ 3,284		$ 3,284
Man Years Allocated (City)	.51	.61	.61		.61
No. of activities provided	4	4	4		4
No. of meals served	0	350	500		500
Total participants	3,978	4,186	4,336		4,336
Cost Summary - Donations:					
Amount of donations	$ 1,000	$ 1,000	$ 1,000		$ 1,000
Total cost of program	$ 3,767	$ 4,127	$ 4,284		$ 4,284
Cost per participant	$ .95	$ 1.00	$ 1.00		$ 1.00
Cost Summary - Westside Center:					
Total Cost Allocated	$ 16,686*	$ 15,511*	$ 16,530*		$ 16,530*
City Cost Allocated	$ 14,872	$ 13,652	$ 14,606		$ 14,606
Man Years Allocated	2.56	2.76	3.32		3.32
Ave. cost per member per year	$ 27.80	$ 19.70	$ 18.35		$ 18.35
Ave. cost per session	$ 46.00	$ 37.00	$ 40.00		$ 40.00
CITY CLUBS					
Activities Provided by City Funds:					
Cost Allocated	$ 4,938	$ 5,017	$ 5,571		$ 5,571

*Includes cost of Build ng and Grounds Maintenance allocated to the Golden Age Activity and donations used to provide additional activities.

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Golden Age	3040	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Man Years Allocated	1.02	1.02	1.02		1.02
No. of clubs	9	9	9		9
No. of sessions per week	8	8.5	8.5		8.5
No. of members	800	900	900		900
Ave. attendance per session	18	20	20		20
Total number of participants	12,891	13,431	13,600		13,600
No. of structured activities	8	8	8		8
No. of unstructured activities	2	2	2		2
Cost Summary - City Activities:					
Ave. cost per member per year	$ 6.25	$ 5.60	$ 6.20		$ 6.20
Ave. cost per session	$ 11.90	$ 11.35	$ 12.60		$ 12.60
Activities Probided by Donations:					
City Allocated (City)	$ 651	$ 615	$ 646		$ 646
Man Years Allocated (City)	.12	.12	.12		.12
No. of activities	2	3	3		3
No. of participants	750	800	800		800
Cost Summary:					
Amount donated	$ 350	$ 400	$ 400		$ 400
Total cost of program	$ 1,001	$ 1,015	$ 1,046		$ 1,046
Cost per participant	$ 1.35	$ 1.30	$ 1.30		$ 1.30
Cost Summary - City Clubs:					
Total Cost Allocated	$ 5,939*	$ 6,032*	$ 6,617*		$ 6,617*
City Cost Allocated	$ 5,589	$ 5,632	$ 6,217		$ 6,217
Man Years Allocated	1.14	1.14	1.14		1.14
Ave. cost per member per year	$ 7.40	$ 6.70	$ 7.35		$ 7.35
Ave. cost per session	$ 14.30	$ 13.65	$ 15.00		$ 15.00

*Includes cost of Building and Grounds Maintenance allocated to the Golden Age Activity and donations used to provide additional activities.

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Golden Age	3040	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
COMBINED SUMMARY					
Cost Allocated	$ 45,859	$ 45,491	$ 50,469		$ 50,469
Man Years Allocated	7.04	7.35	7.91		7.91
LESS COSTS DONATED AND BUILDING & GROUNDS MAINTENANCE					
Cost Allocated	$ 7,670	$ 7,810	$ 7,886		$ 7,886
SUMMARY					
Total Cost Allocated	$ 38,189	$ 37,681	$ 42,583		$ 42,583
Total Man Years Allocated	7.04	7.35	7.91		7.91
Total Man Years Leave Time	.56	.59	.63		.63

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Swimming Pools	3050	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE
Personal Services	$ 9,894	$ 12,632	$12,905	$ 12,905
Contractual Services	3,557	3,208	3,063	3,063
Commodities	1,828	3,477	2,375	2,375
Revolving Funds	602	420	2,884	2,884
Capital Outlay	0	0	630	630
TOTAL	$15,881	$ 19,737	$21,857	$ 21,857

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Laborer	10	$ 248-316	.29	.29	.29	$ 859	$ 858
Lifeguard	9	236-302	3.58	3.58	3.58	10,374	10,486
Recreation Aide	6	204-260	1.54	1.54	1.54	3,961	4,055
Total						$15,194	$15,399
Less Salary Savings						2,562	3,048
Total 105						$12,632	$12,351
Social Security							554
GRAND TOTAL			5.41	5.41	5.41	$12,632	$12,905
Less Leave Time			.43	.43	.43		
Net Productive Time Available			4.98	4.98	4.98		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Swimming Pools	3050	RECREATION

Program Description: This Activity operates the City's swimming pools. Activities at the pools include competitive swimming, educational classes for beginning swimmers, classes in boating, safety, and general swimming recreation.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 2,000
Net Change	+$2,000

Current Level Change

Personal Services	+$300	Maint. Mat. & Equip.	-$500	Mat. Bldg. & Imp.	-$ 50
Utilities	+ 800	Food, Med. & Hskp.	- 150	Shops & Bldg. Maint.	+ 2,600
Communications	- 100	Opr. Sup. & Mat.	- 500	Electrical Maint.	- 200
Mt. Bldg. & Imp.	- 400	Repair Parts	- 400	Opr. & Const. Equip.	+ 600

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
SUNSHINE POOL					
Cost Allocated	$ 1,329	$ 1,826	$ 2,393		$ 2,393
Man Years Allocated	.40	.40	.40		.40
Public swimming days per season	98	98	98		98
No. of users	750	800	800		800
TOMPKINS POOL					
Cost Allocated	$ 5,876	$ 7,577	$ 8,268		$ 8,268
Man Years Allocated	2.00	2.00	2.00		2.00
Public swimming days per season	98	98	98		98
No. of users	1,800	1,950	1,950		1,950
No. of swimming lesson sessions	270	270	270		270
No. of participants in swimming lesson sessions	1,400	1,400	1,400		1,400
DAFFIN PARK POOL					
Cost Allocated	$ 8,676	$ 10,334	$ 11,196		$ 11,196
Man Years Allocated	3.01	3.01	3.01		3.01
No. public swimming days per season	98	98	98		98
No. of users	8,000	10,000	10,000		10,000
No. of swimming lesson sessions	270	270	270		270
No. of participants in swimming lesson sessions	2,400	2,400	2,400		2,400

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Swimming Pools	3050	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. of boat safety classes sessions conducted	200	200	200		200
No. of participants in boat safety class lesson sessions	1,500	2,000	2,000		2,000
INCOME FROM ADMISSIONS					
Daffin Pool	$ 4,251	$ 5,530	$ 5,600		$ 5,600
Tompkins Pool	$ 2,628	$ 2,863	$ 2,900		$ 2,900
INCOME FROM CONCESSIONS					
Daffin Pool	$ 475	$ 500	$ 500		$ 500
Tompkins Pool	$ 74	$ 100	$ 100		$ 100
SUMMARY					
Total Cost Allocated	$ 15,881	$ 19,737	$ 21,857		$ 21,857
Total Man Years Allocated	5.41	5.41	5.41		5.41
Total Man Years Leave Time	.43	.43	.43		.43

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Facilities	3061-62-63-64	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 33,067	$ 31,511	$ 34,990	$ 34,990
Contractual Services	16,390	14,911	16,961	16,961
Commodities	5,489	6,950	5,413	5,413
Revolving Funds	7,635	10,748	15,048	15,048
Capital Outlay	145	675	200	200
TOTAL	$ 62,726	$ 64,795	$ 72,612	$ 72,612

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Facilities Supervisor	23	$466-594	1.00	1.00	1.00	$ 7,128	$ 7,128
Facilities Custodian	21	424-540	1.00	1.00	1.00	6,480	6,480
Laborer	10	248-316	4.00	4.00	4.00	13,152	13,712
Custodial Worker I	8	224-288	1.00	1.00	1.00	3,456	3,456
Total 105						$30,216	$30,776
Social Security							1,397
Group Insurance							817
Overtime						1,295	2,000
GRAND TOTAL			7.00	7.00	7.00	$31,511	$34,990
Less Leave Time			.56	.56	.56		
Net Productive Time Available			6.44	6.44	6.44		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Facilities	3061-62-63-64	RECREATION

Program Description: This Activity is responsible for the operation and maintenance of the Auditorium, Grayson Stadium, Memorial Stadium and the Sports Center.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 7,850
Net Change	+$7,850

Current Level Change

Personal Services	+$3,500	Food, Med. & Hskp.	-$300	Switchboard Ser.	+$ 100
Utilities	+ 2,550	Opr. Sup. & Mat.	- 150	Shops & Bldg. Mt.	+ 2,550
Communications	- 50	Mat. Bldg. & Imp.	- 550	Repair Parts	- 450
Mt. Bldg. & Imp.	- 300	Capital Outlay	- 500	Electrical Maint.	+ 1,350
				Radio Maintenance	+ 100

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
AUDITORIUM					
Cost Allocated	$ 18,768	$ 18,736	$ 23,874		$ 23,874
Man Years Allocated	2.50	2.50	2.50		2.50
No. times facility used	184	187	190		190
No. hours facility used	552	558	561		561
Man years required for preparing & cleaning	1.50	1.50	1.50		1.50
Rental Income:					
Paid	$ 7,425	$ 7,580	$ 7,885		$ 7,885
Donated by City	$ 3,700	$ 4,782	$ 9,782		$ 9,782
Concession income	$ 1,227	$ 1,000	$ 1,300		$ 1,300
Cost to operate per hour of use	$ 34.00	$ 33.60	$ 42.60		$ 42.60
Overtime cost	$ 955	$ 300	$ 500		$ 500
Overtime man hours	495	188	334		334
GRAYSON STADIUM					
Cost Allocated	$ 24,914	$ 24,422	$ 25,181		$ 25,181
Man Years Allocated	2.50	2.50	2.50		2.50
No. of day games	50	20	20		20
No. of night games	138	171	171		171
No. of hours used	767	642	642		642
Man years required for preparing & cleaning	1.50	1.50	1.50		1.50
Rental Income:					
Paid	$ 6,775	$ 7,675	$ 7,675		$ 7,675
Donated by City	$ 440	$ 440	$ 440		$ 440
Concession income	$ 4,062	$ 4,300	$ 4,300		$ 4,300
Cost to operate per hour of use	$ 32.50	$ 38.00	$ 39.20		$ 39.20

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Facilities	3061-62-63-64	RECREATION

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Overtime cost	$ 1,056	$ 300	$ 500		$ 500
Overtime man hours and prison labor	547	188	334		334
MEMORIAL STADIUM					
Cost Allocated	$ 9,855	$ 10,790	$ 12,568		$ 12,568
Man Years Allocated	1.00	1.00	1.00		1.00
No. of day games	0	5	5		5
No. of night games	23	27	27		27
No. of hours used	90	110	110		110
Man years required for preparing & cleaning	1.50	1.50	1.50		1.50
Rental Income:					
Paid	$ 7,365	$ 11,205	$ 11,205		$ 11,205
Donated by City	$ 115	$ 115	$ 115		$ 115
Concession income	$ 7,144	$ 8,100	$ 8,100		$ 8,100
Cost to operate per hour of use	$ 110.00	$ 98.10	$ 115.00		$ 115.00
Overtime cost	$ 1,187	$ 300	$ 500		$ 500
Overtime man hours and prison labor	615	188	334		334
SPORTS CENTER					
Cost Allocated	$ 9,189	$ 10,847	$ 10,989		$ 10,989
Man Years Allocated	1.00	1.00	1.00		1.00
No. of times used	70	34	34		34
No. of hours used	218	185	185		185
Man years required for preparing & cleaning	1.00	.50	1.00		1.00
Rental Income:					
Paid	$ 7,030	$ 3,500	$ 3,500		$ 3,500
Donated by City	$ 0	$ 0	$ 0		$ 0
Concession income	$ 3,285	$ 2,000	$ 2,000		$ 2,000
Cost to operate per hour of use	$ 42.00	$ 58.70	$ 60.00		$ 60.00
Overtime cost	$ 1,139	$ 395	$ 500		$ 500
Overtime man hours	590	247	334		334
SUMMARY					
Total Cost Allocated	$ 62,726	$ 64,795	$ 72,612		$ 72,612
Total Man Years Allocated	7.00	7.00	7.00		7.00
Total Man Years Leave Time	.56	.56	.56		.56

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Building & Grounds Maintenance	3070	RECREATION

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 60,379	$ 63,237	$ 70,786	$ 70,786
Contractual Services	421	770	932	932
Commodities	3,473	3,443	3,385	3,385
Revolving Funds	10,162	9,871	11,535	11,535
Capital Outlay	0	1,015	0	0
TOTAL	$ 74,435	$ 78,336	$ 86,638	$ 86,638

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Recreation Supervisor	23	$ 466-594	1.00	1.00	1.00	$ 5,592	$ 6,168
Recreation Mt. Foreman II	18	366-466	1.00	1.00	1.00	5,328	5,548
Recreation Mt. Foreman I	15	316-404	1.00	1.00	1.00	4,572	4,808
Equipment Operator II	14	302-384	1.50	2.00	2.00	8,016	8,148
Equipment Operator I	12	274-348	1.50	1.00	1.00	3,414	3,582
Utilityman	11	260-332	2.00	2.00	2.00	6,744	7,178
Laborer	10	248-316	8.00	10.00	10.00	31,320	32,094
Total						$ 64,986	$ 67,526
Less Salary Savings						3,249	3,377
Total 105						$ 61,737	$ 64,149
Social Security							2,911
Group Insurance							1,726
Overtime						1,500	2,000
GRAND TOTAL			16.00	18.00	18.00	$ 63,237	$ 70,786
Less Leave Time			1.28	1.44	1.44		
Net Productive Time Available			14.72	16.56	16.56		

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PERFORMANCE DATA

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

Program Description: This Activity is responsible for maintaining all ball fields, 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:

Program Improvement - The purchase of a lawnmower in the Sports Activity for use at Tompkins Center will decrease maintenance costs by approximately $490. These resources will be used to increase the maintenance level of the Building and Grounds Maintenance by $490.

Net Program Improvement	$ 0
Net Current Level Change	+ 8,300
Net Change	+$8,300

Current Level Change

Personal Services	+$7,500	Misc. Cont. Ser.	+$200	Revolving Funds	+$1,650
Capital Outlay	- 1,000	Misc. Commodities	- 50		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
SPORTS PROGRAM OPERATIONAL MAINTENANCE					
Cost Allocated	$ 29,774	$ 30,150	$ 33,356	$ 0	$ 33,356
Man Years Allocated	6.40	7.00	7.00	0	7.00
Acres of grass cut-ball fileds	1,966	1,911	1,911	0	1,911
Game areas dragged and marked	1,193	1,416	1,416	0	1,416
No. of repairs made	584	625	625	0	625
Equipment items built	164	154	154	0	154
Paint applies (sq. ft.)	9,602	10,049	10,049	0	10,049
Overtime cost	$ 1,050	$ 450	$ 600	$ 0	$ 600
Overtime man hours	436	187	249	0	249
Cost allocated to Sports Functions:					
Softball	$ 8,684	$ 8,821	$ 8,839	$ 0	$ 8,839
Baseball	$ 8,493	$ 8,821	$ 9,173	$ 0	$ 9,173
Football	$ 4,865	$ 5,283	$ 5,670	$ 0	$ 5,670
Archery	N/A	$ 1,698	$ 2,268	$ 0	$ 2,268
Tennis	N/A	$ 1,174	$ 1,735	$ 0	$ 1,735
Track and Field	N/A	$ 1,206	$ 1,158	$ 0	$ 1,158
Misc. Services	$ 19,240	$ 7,336	$ 7,543	$ 0	$ 7,543
PLAYGROUND MAINTENANCE					
Cost Allocated	$ 26,052	$ 27,976	$ 29,860	$- 490	$ 29,370
Man Years Allocated	5.60	6.19	6.19	0	6.19
No. of repairs made	1,063	998	998	0	998
Paint applied (sq. ft.)	24,005	25,123	25,123	0	25,123

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PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Acres of grass cut	1,052	1,022	1,022	7	1,015
Equipment items built	383	359	359	0	359
Equipment items installed	76	72	72	0	72
Overtime cost	$ 1,400	$ 600	$ 800	$ 0	$ 800
Overtime man hours	581	250	332	0	332
GENERAL GROUNDS MAINTENANCE					
Cost Allocated	$ 9,677	$ 10,168	$ 11,033	$ 490	$ 11,523
Man Years Allocated	2.08	2.37	2.37	0	2.37
Trash raked (acres)	144	216	216	0	216
Acres of grass cut	823	800	800	28	828
Acres policed for paper, etc.	11,560	12,000	12,000	0	12,000
Material hauled (cu. yds.)	1,092	732	732	0	732
Overtime cost	$ 700	$ 300	$ 400	$ 0	$ 400
Overtime man hours	290	124	166	0	166
BUILDING MAINTENANCE					
Cost Allocated	$ 6,699	$ 7,498	$ 9,097	$ 0	$ 9,097
Man Years Allocated	1.44	1.90	1.90	0	1.90
No. of repairs made	247	261	261	0	261
Custodial service (rooms cleaned per year)	2,681	3,130	3,130	0	3,130
Paint applied (sq. ft.)	9,602	9,642	9,642	0	9,642
Overtime cost	$ 280	$ 120	$ 160	$ 0	$ 160
Overtime man hours	116	50	66	0	66
SERVICES PERFORMED FOR MAJOR FACILITIES					
Cost Allocated	$ 2,233	$ 2,544	$ 3,292	$ 0	$ 3,292
Man Years Allocated	.48	.54	.54	0	.54
Overtime cost	$ 70	$ 30	$ 40	$ 0	$ 40
Overtime man hours	30	12	16	0	16
SUMMARY					
Total Cost Allocated	$ 74,435	$ 78,336	$ 86,638	$ 0	$ 86,638
Total Man Years Allocated	16.00	18.00	18.00	0	18.00
Total Man Years Leave Time	1.28	1.44	1.44	0	1.44

COLISEUM - CONVENTION CENTER

This account provides funds for administrative and promotional expenses incurred in the City's program to construct a Coliseum - Convention Center.

The 1967 Budget proposes funds in the amount of $15,000 for these expenses. This is the same amount included in the 1966 Budget.

$400,000 has been included under the Capital Improvement Program for purchase of land and construction costs of the Coliseum - Convention Center.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
COLISEUM-CONVENTION CENTER	3110	Convention Center	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	0	15,000	15,000	15,000
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 0	$ 15,000	$ 15,000	$ 15,000
Budgeted Man Years				

SUMMARY BY ACTIVITIES

Coliseum - Convention Center	$ 0	$ 15,000	$ 15,000	$ 15,000
GRAND TOTAL	$ 0	$ 15,000	$ 15,000	$ 15,000

COLISEUM - CONVENTION CENTER

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 0	$ 0	$ 0
Contractual Services	15,000	15,000	15,000
Commodities	0	0	0
Revolving Funds	0	0	0
Capital Outlay	0	0	0
TOTAL	$ 15,000	$ 15,000	$ 15,000

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Coliseum-Convention Center	$ 0	$15,000	$15,000	$ 0	$15,000	$15,000
TOTAL	$ 0	$15,000	$15,000	$ 0	$15,000	$15,000

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

	Increase	Decrease
1. None	$	$

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Coliseum - Convention Center	3110	COLISEUM - CONVENTION CENTER

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	0	15,000	15,000	15,000
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 0	$ 15,000	$ 15,000	$15,000

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Coliseum - Convention Center	3110	COLISEUM - CONVENTION CENTER

Program Description: This Activity has been established to provide funds for administrative expenses of the proposed convention center.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

None

Net Program Improvement	$ 0
Net Current Level Change	0
Net Change	$ 0

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
COLISEUM - CONVENTION CENTER					
Cost Allocated	$ 0	$ 15,000	$ 15,000		$ 15,000
Man Years Allocated	0	0	0		0

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PARK AND TREE

The Park and Tree Commission is responsible for the maintenance and improvement of parks, squares, grass plats, and the trimming and removal of trees in public rights-of-way. This Department is composed of three activities. These are:

1. Director's Office. This Activity plans and coordinates the work program of the Department and receives and processes service requests and inquiries from the general public. All records pertaining to the activities of the Department are compiled and maintained in this office.

2. Park Maintenance. This Activity provides for the development and maintenance of all parks, squares, and parkways. The normal maintenance operations are raking, spraying, pruning, fertilizing, and replanting as well as the re-working and developing of unimproved areas.

3. Tree Maintenance. This Activity maintains trees on public rights-of-way and parks throughout the City. This maintenance performed includes planning, trimming, tree surgery, and tree relocation and disposal of maintenance debris.

The operation of City cemeteries, formerly conducted by this Department, was transferred to the Department of Public Services in 1966.

The Proposed 1967 Budget for this Department totals $231,221. This is an increase of $25,373 over its 1966 Budget. The major reasons for this increase are:

1. Normal pay adjustments for permanent employees, and the charging of Group Insurance and Social Security to this Department in 1967 will increase personal service costs $15,949.

2. In recent years the Riverfront and Nathaniel Green Parks and four squares have been renovated and redeveloped. This requires additional maintenance for weeding, planting, edging, spraying and fertilizing. To provide for this service and to maintain current level operations in other areas, the Proposed 1967 Budget allocates $3,288 for a Park Maintenanceman and $700 for a portable generator and electric hedge shears.

3. Charge backs for equipment rental by the Central Garage will increase by $4,950.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PARK AND TREE	3210-3220-3230	Park and Tree	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$164,341	$ 171,257	$190,494	$190,494
Contractual Services	2,840	2,041	2,113	2,113
Commodities	6,872	6,635	6,711	6,711
Revolving Funds	29,742	23,537	30,023	30,023
Capital Outlay	3,554	2,378	1,880	1,880
TOTAL	$207,349	$ 205,848	$231,221	$231,221
Budgeted Man Years	46.00	46.00	46.75	46.75

SUMMARY BY ACTIVITIES

Director's Office	$ 23,198	$ 27,274	$ 28,908	$ 28,908
Park Maintenance	129,670	119,929	137,218	137,218
Tree Maintenance	54,481	58,645	65,095	65,095
GRAND TOTAL	$207,349	$205,848	$231,221	$231,221

PARK AND TREE

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$171,257	$190,494	$190,494
Contractual Services	2,041	2,113	2,113
Commodities	6,635	6,711	6,711
Revolving Funds	23,537	30,023	30,023
Capital Outlay	2,378	1,880	1,880
TOTAL	$205,848	$231,221	$231,221

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Director's Office	$ 23,198	$ 27,274	$ 28,908	$ 0	$ 28,908	$ 28,908
Park Maint.	129,670	119,929	133,918	3,300	137,218	137,218
Tree Maint.	54,481	58,645	65,095	0	65,095	65,095
TOTAL	$207,349	$205,848	$227,921	$ 3,300	$231,221	$231,221

RECOMMENDED 1967 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged only to the Employees Benefits Account will be charged back to Park and Tree in 1967.	11,427	
2.	Funds are provided in the 1967 Budget for normal pay adjustments for permanent employees.	5,470	
3.	Costs for rental equipment will increase in 1967.	4,940	
4.	Electrical maintenance costs increase in 1967.	1,547	
5.	Funds provided in the 1966 Budget for a gas heater, air conditioner and typist chair are not included in the 1967 Budget.		283

		Increase	Decrease
		$	$
6.	Funds provided in the 1966 Budget for small trailer, 4 H.P. lawn mower, and two 30" tractors, not included in the 1967 Budget.		885

PROGRAM IMPROVEMENTS

1.	Request for a Park Maintenanceman I part-time position for the Parks Maintenance Activity was approved. This position will provide resources for maintaining park areas added in recent years.	2,600	
2.	Request for a portable generator with electric hedge shears and edger attachments was approved.	700	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Requests for radio base station transmitter receiver, antennas and two 2-way mobile radio units were denied pending a study of radios on the local government network in 1968.		2,350

ACTIVITY DETAIL

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

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 20,598	$ 23,759	$ 26,032	$ 26,032
Contractual Services	719	892	583	583
Commodities	632	435	435	435
Revolving Funds	874	1,650	1,663	1,663
Capital Outlay	375	538	195	195
TOTAL	$ 23,198	$ 27,274	$ 28,908	$ 28,908

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Park and Tree Director	30	$654-834	1.00	1.00	1.00	$ 9,072	$ 9,072
Administrative Assistant	23	466-594	1.00	1.00	1.00	5,592	5,880
Parks Maintenance Foreman II	18	366-466	1.00	1.00	1.00	4,482	4,608
Account Clerk	16	332-424	1.00	1.00	1.00	4,848	5,048
Total						$ 23,994	$ 24,608
Less Salary Savings						285	237
Total 105						$ 23,709	$ 24,371
Social Security							1,080
Group Insurance							531
Overtime						50	50
GRAND TOTAL			4.00	4.00	4.00	$ 23,759	$ 26,032
Less Leave Time			.32	.32	.32		
Net Productive Time Available			3.68	3.68	3.68		

PERFORMANCE DATA

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

Program Description: This office is the base of administrative operations for all of Park and Tree Commission activities. All records relative to the activities of the Commission are compiled and recorded in this office. This office receives and processes service requests and inquiries and gives information to the public by telephone or letter as necessary.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 1,650
Net Change	+$1,650

Current Level Change

Personal Services	+$2,250
Transportation	- 350
Misc. Contractual Ser.	+ 100
Capital Outlay	- 350

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUPERVISION AND COORDINATION					
Cost Allocated	$ 16,030	$ 18,846	$ 19,931		$ 19,931
Man Years Allocated	2.50	2.50	2.50		2.50
STAFF ASSISTANCE					
Cost Allocated	$ 7,168	$ 8,428	$ 8,977		$ 8,977
Man Years Allocated	1.50	1.50	1.50		1.50
Bookkeeping entries	12,000	10,000	2,000		2,000
Typing (memos - letters)	1,800	350	350		350
Records filed	650	700	700		700
Payrolls processed	52	52	52		52
SUMMARY					
Total Cost Allocated	$ 23,198	$ 27,274	$ 28,908		$ 28,908
Total Man Years Allocated	4.00	4.00	4.00		4.00
Total Man Years Leave Time	.32	.32	.32		.32

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Park Maintenance	3220	PARK AND TREE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 105,118	$ 102,182	$ 115,127	$115,127
Contractual Services	1,457	884	1,115	1,115
Commodities	4,241	3,960	4,160	4,160
Revolving Funds	16,701	11,613	15,711	15,711
Capital Outlay	2,153	1,290	1,105	1,105
TOTAL	$ 129,670	$ 119,929	$ 137,218	$137,218

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Equipment Operator II	14	$302-384	1.00	0	0	$ 0	$ 0
Park Maintenance Foreman I	14	302-384	2.00	2.00	2.00	8,352	8,640
Equipment Operator I	12	274-348	7.00	7.00	7.00	25,410	26,948
Park Maintenanceman II	12	274-348	1.00	1.00	1.00	3,512	3,624
Park Maintenanceman I	11	260-332	5.00	5.00	5.75	18,008	21,018
Laborer	10	248-316	15.00	15.00	15.00	48,344	49,856
Total						$103,626	$110,086
Less Salary Savings						2,164	1,984
Total 105						$101,462	$108,102
Social Security							3,132
Group Insurance							3,173
Overtime						720	720
GRAND TOTAL			31.00	30.00	30.75	$102,182	$115,127
Less Leave Time			2.48	2.40	2.46		
Net Productive Time Available			28.52	27.60	28.29		

1967 BUDGET

PERFORMANCE DATA

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

Program Description: This Activity provided complete development and maintenance on all parks, squares and parkways, including raking, spraying, pruning, fertilizing, etc., in all developed areas, reworking and developing rundown and unimproved areas.

Comments on Budgeted Program:

Program Improvement - Add .75 Park Maintenanceman I position (+$2,600) and electrical tools (+$700).

Current Level Change

Personal Services	+$10,350	Maint. Machinery & Equip.	+$ 200
Electrical Main.	+ 1,550	Materials - Bldg. & Imp.	- 200
Equipment Rental	+ 2,500	Repair Parts - Equipment	+ 350
Misc. Comm.	+ 50	Operational & Const. Equip.	- 900

Net Program Improvement	+$ 3,300
Net Current Level Change	+ 13,900
Net Change	+$17,200

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
TREE AND SHRUB PLANTING					
Cost Allocated	$ 12,319	$ 11,393	$ 12,736	$ 247	$ 12,983
Man Years Allocated	2.95	2.85	2.85	.07	2.92
No. planted	3,804	8,000	8,000	154	8,154
Cost per planting	$ 3.24	$ 1.42	$ 1.61	$ 1.61	$ 1.61
Man hours per planting	1.61	.74	.74	.74	.74
MOWING					
Cost Allocated	$ 19,191	$ 17,749	$ 19,819	$ 730	$ 20,549
Man Years Allocated	4.59	4.44	4.44	.11	4.55
No. acres mowed	4,600	4,950	4,950	180	5,130
Cost per acre	$ 4.17	$ 3.59	$ 4.05	$ 4.05	$ 4.05
Man hours per acre	2.08	1.87	1.87	1.87	1.87
RAKING AND SWEEPING					
Cost Allocated	$ 52,387	$ 48,451	$ 54,179	$ 1,053	$ 55,232
Man Years Allocated	12.52	12.12	12.12	.30	12.42
No. acres raked or swept	5,200	5,408	5,408	104	5,512
Cost per acre	$ 10.07	$ 8.96	$ 10.13	$ 10.13	$ 10.13
Man hours per acre	5.01	4.66	4.66	4.66	4.66
HAULING					
Cost Allocated	$ 15,431	$ 14,272	$ 15,922	$ 372	$ 16,294
Man Years Allocated	3.69	3.57	3.57	.09	3.66
No. of loads	1,950	1,950	1,950	45	1,995
Cost per load	$ 7.91	$ 7.32	$ 8.28	$ 8.28	$ 8.28
Man hours per load	3.94	3.81	3.81	3.81	3.81

PERFORMANCE DATA

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SPRAYING					
Cost Allocated	$ 2,075	$ 1,919	$ 2,074	$ 39	$ 2,113
Man Years Allocated	.50	.48	.48	.01	.49
No. of gallons	440,000	440,000	440,000	785	440,785
Cost per 1,000 gallons sprayed	$ 4.71	$ 4.36	$ 4.93	$ 4.93	$ 4.93
Man hours per 1,000 gallons sprayed	2.36	2.27	2.27	2.27	2.27
FERTILIZING					
Cost Allocated	$ 1,167	$ 1,079	$ 1,147	$ 23	$ 1,170
Man Years Allocated	.28	.27	.27	.01	.28
No. pounds used	4,500	4,500	4,500	85	4,585
Cost per pound used	$ .26	$ .24	$ .27	$ .27	$ .27
Man hours per pound used	.13	.12	.12	.12	.12
MISCELLANEOUS (PRUNING, WATERING, WEEDING, NURSERY, ETC.)					
Cost Allocated	$ 27,100	$ 25,066	$ 28,041	$ 836	$ 28,877
Man Years Allocated	6.47	6.27	6.27	.16	6.43
SUMMARY					
Total Cost Allocated	$129,670	$119,929	$133,918	$ 3,300	$137,218
Total Man Years Allocated	31.00	30.00	30.00	.75	30.75
Total Man Years Leave Time	2.48	2.40	2.40	.06	2.46

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Tree Maintenance	3230	PARK AND TREE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 38,625	$ 45,316	$ 49,335	$ 49,335
Contractual Services	664	265	415	415
Commodities	1,999	2,240	2,116	2,116
Revolving Funds	12,167	10,274	12,649	12,649
Capital Outlay	1,026	550	580	580
TOTAL	$ 54,481	$ 58,645	$ 65,095	$ 65,095

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Park Maintenance Foreman I	14	$302-384	1.00	1.00	1.00	$ 3,840	$ 4,176
Equipment Operator II	14	302-384	0	1.00	1.00	4,608	4,608
Tree Trimmer II	13	288-366	5.00	5.00	5.00	19,298	19,504
Equipment Operator I	12	274-348	1.00	1.00	1.00	3,624	3,624
Tree Trimmer I	11	260-332	4.00	4.00	4.00	13,348	13,586
Total						$ 44,718	$ 45,498
Less Salary Savings						802	814
Total 105						$ 43,916	$ 44,684
Social Security							1,964
Group Insurance							1,287
Overtime						1,400	1,400
GRAND TOTAL			11.00	12.00	12.00	$ 45,316	$ 49,335
Less Leave Time			.88	.96	.96		
Net Productive Time Available			10.12	11.04	11.04		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Tree Maintenance	3230	PARK AND TREE

Program Description: This Activity does maintenance on street and park trees in the City. This includes planting, trimming, special tree surgery, tree removal and stump removal, tree trimming and removals, also involves disposing of all tree trunks, limbs and other debris.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 6,450
Net Change	+$6,450

Current Level Change

Personal Services	+$4,050	Maint. Mach. & Equip.	+$200	Warehouse Chgs.	+$50
Fees, Prof. Ser.	- 50	Opr. Sup. & Materials	- 100	Mat. & Bldg. Imp.	- 50
Radio Maintenance	+ 50	Opr. & Const. Equip.	+ 50		
Equip. Rental	+ 2,350	Shops & Bldg. Maint.	- 100		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
TREES PLANTED					
Cost Allocated	$ 1,906	$ 2,229	$ 2,436		$ 2,436
Man Years Allocated	.60	.83	.83		.83
No. trees planted	586	420	480		480
Cost per tree planted	$ 3.25	$ 5.30	$ 4.36		$ 4.36
Man hours per tree planted	2.12	4.11	2.97		2.97
TREES TRIMMED					
Cost Allocated	$ 37,700	$ 40,582	$ 45,117		$ 45,117
Man Years Allocated	7.16	7.61	7.61		7.61
No. trees trimmed	9,710	9,860	9,860		9,860
Cost per tree trimmed	$ 3.88	$ 4.11	$ 4,67		$ 4.67
Man hours per tree trimmed	1.53	1.60	1.60		1.60
TREES REMOVED					
Cost Allocated	$ 12,639	$ 13,605	$ 15,100		$ 15,100
Man Years Allocated	2.58	2.78	2.78		2.78
No. trees removed	415	470	415		415
Cost per tree removed	$ 30.45	$ 28.94	$ 37.22		$ 37.22
Man hours per tree removed	12.93	12.30	13.93		13.93
STUMPS REMOVED					
Cost Allocated	$ 2,236	$ 2,229	$ 2,442		$ 2,442
Man Years Allocated	.66	.78	.78		.78
No. stumps removed	398	500	500		500
Cost per stump removed	$ 5.61	$ 4.45	$ 5.06		$ 5.06
Man hours per stump removed	3.44	3.24	3.24		3.24

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Tree Maintenance	3230	PARK AND TREE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUMMARY					
Total Cost Allocated	$ 54,481	$ 58,645	$ 65,095		$ 65,095
Total Man Years Allocated	11.00	12.00	12.00		12.00
Total Man Years Leave Time	.88	.96	.96		.96

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MEDICAL SERVICES

This department provides medical services for City employees. This is the first year that all medical costs have been grouped into one account. In previous years other departments were charged with the cost of medical services for their employees. The Police Department was also charged with the cost of the two Ambulance Service contracts.

The City Physician will perform approximately 360 pre-employment examinations for City positions. He will render treatment to about 216 employees who will be injured on the job. He examines employees returning to work after extended illness or injury, and will also treat approximately 490 prisoners each year. In addition, 500 alcohol tests will be performed for both the City and County Police Departments.

The Assistant City Physician makes out-patient calls to indigent citizens who are referred to him by the County Nursing Service or the Memorial Hospital Clinic. The number of indigent patients treated during 1967 is projected to be 900.

The proposed 1967 Budget is $24,289. The appropriation for all medical services in 1966 was $24,604. The 1967 appropriation is $315 less than the total funds budgeted in all departments for 1966. The total 1966 appropriations for medical services by department were as listed below:

City Physician	$ 11,904
Police and Fire Departments	9,000
Sanitation Division	1,500
Water and Sewer Activities	1,500
Other Departments	700
	$ 24,604

Under the centralized Medical Services Department for the 1967 Budget, the City Physician position has been deleted. Services provided by the City Physician will be rendered on a contractual service basis.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
MEDICAL SERVICES	3410	Medical Services	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 21,999	$ 5,556	$ 2,305	$ 2,305
Contractual Services	54,664	6,048	21,384	21,384
Commodities	52,247	300	600	600
Revolving Funds	0	0	0	0
Capital Outlay	3,034	0	0	0
TOTAL	$ 131,944	$ 11,904	$ 24,289	$ 24,289
Budgeted Man Years	5.20	1.50	1.00	1.00

SUMMARY BY ACTIVITIES

City Physician	$ 13,345	$ 11,904	$ 24,289	$ 24,289
Dispensary	118,599	0	0	0
GRAND TOTAL	$131,944	$ 11,904	$ 24,289	$ 24,289

MEDICAL SERVICES

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 5,556	$ 2,305	$ 2,305
Contractual Services	6,048	21,384	21,384
Commodities	300	600	600
Revolving Funds	0	0	0
Capital Outlay	0	0	0
TOTAL	$ 11,904	$ 24,289	$ 24,289

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
City Physician	$ 13,345	$ 11,904	$ 24,289	$ 0	$ 24,289	$ 24,289
Dispensary	118,599	0	0	0	0	0
TOTAL	$131,944	$ 11,904	$ 24,289	$ 0	$ 24,289	$ 24,289

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged only to the Employee Benefits Account will be charged back to City Physician in 1967.	100	
2.	The City Physician position is deleted and the duties of this position will be performed as a contractual service. Funds previously charged to Police and Fire Departments ($9,000), Sanitation Division ($1,500), Water and Sewer Division ($1,500) and other departments ($700) will be charged to City Physician account in 1967.	12,700	
3.	Transportation costs decrease due to the deleting of the City Physician position.		700
4.	Miscellaneous Commodities increase.	300	

	Increase	Decrease
PROGRAM IMPROVEMENTS	$	$

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
City Physician	3410	MEDICAL SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 10,536	$ 5,556	$ 2,305	$ 2,305
Contractual Services	1,784	6,048	21,384	21,384
Commodities	1,025	300	600	600
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 13,345	$ 11,904	$ 24,289	$ 24,289

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$
City Physician	-	Unclass.	1.00	.50	0	3,348	0
Assistant City Physician	-	Unclass.	1.00	1.00	1.00	2,208	2,208
Total 105						$ 5,556	$ 2,208
Social Security							97
GRAND TOTAL			2.00	1.50	1.00	$ 5,556	$ 2,305
Less Leave Time			.16	.12	.08		
Net Productive Time Available			1.84	1.38	.92		

1967 BUDGET

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
City Physician	3410	MEDICAL SERVICES

Program Description: The City Physician is responsible for examining applicants for City work, treating City employees for injuries at the office or hospital, examining employees returning to work after extended illness or injury, examining and prescribing treatment of prisoners. The Assistant City Physician makes out-patient calls to indigent citizens referred to him by the County Nursing Ser. or Memorial Hosp. Clinic.

Comments on Budgeted Program:

Program Improvement
None

Net Program Improvement	$ 0
Net Current Level Change	+ 12,350
Net Change	+$12,350

Current Level Change

Personal Services	-$ 3,250
Transportation	- 700
Professional Fees	+ 16,000
Misc. Commodities	+ 300

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SERVICES FOR CITY EMPLOYEES					
Cost Allocated	$ 3,100	$ 4,400	$ 11,692		$ 11,692
Man Years Allocated	.50	.40	.10		.10
No. pre-employment physicals	340	360	360		360
No. examinations & treatments to employees injured on the job	210	216	216		216
EXAMINATIONS & TESTS FOR POLICE DEPT.					
Cost Allocated	$ 2,745	$ 2,280	$ 5,797		$ 5,797
Man Years Allocated	.40	.20	.05		.05
No. rape examinations	32	30	25		25
No. alcohol tests	590	192	500		500
PRISONER CARE					
Cost Allocated	$ 4,500	$ 3,224	$ 4,600		$ 4,600
Man Years Allocated	.50	.50	.10		.10
No. prisoners treated	420	446	490		490
INDIGENT CARE					
Cost Allocated	$ 3,000	$ 2,000	$ 2,200		$ 2,200
Man Years Allocated	.60	.40	.75		.75
No. treatment to indigents	1,300	1,100	900		900

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
City Physician	3410	MEDICAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
SUMMARY					
Total Cost Allocated	$ 13,345	$ 11,904	$ 24,289		$ 24,289
Total Man Years Allocated	2.00	1.50	1.00		1.00
Total Man Years Leave Time	.16	.12	.08		.08

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INTERDEPARTMENTAL

(General Fund)

The Interdepartmental Account provides fund for: the general debt obligations of the City, the City's expenses for retirement payments, employee claims, workmen's compensation claims, and miscellaneous merit increases. It also provides funds for expenditures which cannot be reasonably forecast, payments of current revenue to the Capital Improvement Program. The non-personnel costs for the City's participation in the Economic Opportunity Authority's Neighborhood Youth Corps Program are also included in this budget. In addition, in 1967 funds for general maintenance of the buildings and grounds at the Municipal Golf Course which are the responsibility of the City, have been budgeted in the Interdepartmental Account instead of the Non-Departmental Account.

The appropriation for 1967 is $1,993,073. This is a decrease of $369,118 from the appropriation of $2,357,191 for 1966. The decreases in this budget are due to the following reasons:

1. The City's cost for Social Security and Group Insurance were charged to the Employee Benefits Account in 1966. In 1967, these costs are transferred to the Revolving Fund and will be charged back to the operating departments. This change reduces this budget by $270,000.

2. The General Fund's contribution to the Capital Improvement Program decreases by $134,205. This decrease is due to the increases in operating expenses of the General Fund and the lack of additional sources of revenue.

3. The City's costs for the Neighborhood Youth Corps Program are reduced by $17,300.

4. Funds for employee pay adjustments decreased $6,000.

These decreases are partially offset by an increase in contingency funds of $49,800. Included in this amount is $17,300 to adjust the work week for policemen in the last half of 1967.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
INTERDEPARTMENTAL	3610-11-12-20-30 40-50-60-70-80	Interdepartmental	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 456,506	$ 623,161	$ 391,247	$ 391,247
Contractual Services	33,459	44,700	48,500	55,257
Commodities	0	0	405	405
Revolving Funds	0	13,481	3,125	3,125
Capital Outlay	467,714	926,962	682,462	808,255
Debt Service	761,722	748,887	734,784	734,784
TOTAL	$1,719,401	$ 2,357,191	$1,860,523	$ 1,993,073
Budgeted Man Years	0	0	0	0

SUMMARY BY ACTIVITIES

Interdepartmental Services	$ 957,679	$ 1,607,554	$ 1,121,149	$ 1,253,698
Debt Service	761,722	749,637	736,284	736,284
Municipal Golf Course	0	0	3,090	3,090
GRAND TOTAL	$1,719,401	$2,357,191	$1,860,523	$1,993,073

INTERDEPARTMENTAL

(General Fund)

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 623,161	$ 391,247	$ 391,247
Contractual Services	44,700	48,500	55,257
Commodities	0	405	405
Revolving Funds	13,481	3,125	3,125
Capital Outlay	926,962	682,462	808,255
Debt Service	748,887	734,784	734,784
TOTAL	$2,357,191	$1,860,523	$1,993,073

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Interdepartmental Services	$ 957,679	$1,607,554	$1,121,149	$ 0	$1,121,149	$1,253,699
Debt Service	761,722	749,637	736,284	0	736,284	736,284
Municipal Golf Course	0	0	3,090	0	3,090	3,090
TOTAL	$1,719,401	$2,357,191	$1,860,523	$ 0	$1,860,523	$1,993,073

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	The City's costs for Social Security and Group Insurance were charged to the Interdepartmental Services Account in 1966. In 1967, these costs are transferred to the Revolving Fund and will be charged back to operating departments.		270,000
2.	Pension costs increase for 1967.	20,500	
3.	Funds provided in the 1966 Budget for an actuarial study of the City's pension system will not be required in 1967.		3,500

		Increase	Decrease
		$	$
4.	Experience indicates that additional funds are required in the Judgments and Losses Account.	1,000	
5.	Contingency funds are increased.	49,800	
6.	The General Fund's contribution to the Capital Improvement Program decreases.		257,550
7.	Funds provided for pay adjustments for employees decrease.		12,900
8.	1966 experience indicates that funds provided for the City's non-personnel costs related to the Economic Opportunity Program can be reduced.		17,300
9.	Debt Service requirements decrease.		13,350
10.	Municipal Golf Course maintenance previously charged to Other Contributions is added to the Interdepartmental Department.	3,090	

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None

MAJOR REVISIONS MADE BY THE MAYOR AND ALDERMEN

1.	Funds are increased for miscellaneous streets and drainage improvements.	212,793	
2.	Funds for contingencies increase.	6,757	
3.	Funds proposed for the Municipal Golf Course Club House are deleted.		70,000
4.	Funds proposed for traffic signals in connection with I-16 terminus are reduced.		30,000
5.	Funds are provided for traffic signals on Waters Avenue at 63rd and 65th Streets.	18,000	

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Interdepartmental Services	3610-11-12-20-30-50-60-70	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 456,506	$ 623,161	$ 391,247	$ 391,247
Contractual Services	33,459	43,950	47,000	53,757
Commodities	0	0	0	0
Revolving Funds	0	13,481	440	440
Capital Outlay	467,714	926,962	682,462	808,255
TOTAL	$ 957,679	$1,607,554	$1,121,149	$1,253,699

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number: 3610-11	Department:
Interdepartmental Services	12-20-30-50-60-70	INTERDEPARTMENTAL

Program Description: This Activity includes the City's expenses for retirement payments, employee claims, workmen's compensation claims, expenditures which cannot reasonably be forecast; pay adjustments for employees, payments of current revenue to the Capital Improvement Program and non-personnel costs for the City's participation in the Economic Opportunity Program.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	- 353,880
Net Change	-$353,880

Current Level Change

Social Security and Group Insurance	-$270,000	Contingencies	+$ 51,575
Retirement Payments	+ 20,500	Pay Adjustments	- 6,150
Judgments and Losses	+ 1,000	Capital Improvements	- 138,505
		EOA	- 17,300

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
INTERDEPARTMENTAL SERVICES					
Cost Allocated	$957,679	$1,607,554	$1,253,699		$1,253,699

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SUMMARY OF INTERDEPARTMENTAL SERVICES

Service	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	Final Allowance
Social Security & Group Insurance	$145,026	$ 270,000	$ 0	$ 0	$ 0	$ 0
Employee Pensions	312,735	330,500	351,000	0	351,000	351,000
Employee Claims	8,000	8,000	8,000	0	8,000	8,000
Judgments & Losses	12,754	12,000	13,000	0	13,000	13,000
Contingencies*	11,885	7,182	57,000	0	57,000	63,757
Pay Adjustments	0	18,161	5,247	0	5,247	12,004
Capital Improvement Program	467,279	940,443	682,902	0	682,902	801,938
Economic Opportunity Authority	0	21,268	4,000	0	4,000	4,000
TOTAL	$957,679	$1,607,554	$1,121,149	$ 0	$1,121,149	$1,253,699

*$27,000 of these funds are allocated for anticipated increase in the City's cost of Group Insurance. $12,700 is for unanticipated needs as approved by the Mayor and Aldermen, $17,300 is allocated to reduce police work week in the last half of 1967.

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Debt Service	3640	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	0	750	1,500	1,500
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	761,722	748,887	734,784	734,784
TOTAL	$761,722	$ 749,637	$736,284	$736,284

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Debt Service	3640	INTERDEPARTMENTAL

Program Description: This Activity provides funds to meet scheduled payments on currently outstanding general obligations of the City.

Comments on Budgeted Program:

Program Improvements

None

Current Level Change

Bond Redemption	+$ 1,000
Bond Interest	- 15,100
Fiscal Agents' Fees	+ 750

Net Program Improvement	$ 0
Net Current Level Change	- 13,350
Net Change	-$13,350

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
DEBT SERVICE					
Cost Allocated	$761,722	$749,637	$736,284		$736,284

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SCHEDULE OF AMORTIZATION FOR GENERAL FUND DEBT

ACTIVITY	ACCOUNT NUMBER	DEPARTMENT
Debt Service	3640	Interdepartmental

Type of Obligation	1965 Principal	1965 Interest	1966 Principal	1966 Interest	1967 Principal	1967 Interest
General	$380,000	$163,420	$381,000	$152,195	$381,000	$140,950
Storm Drainage	57,910	29,244	57,775	27,737	57,775	26,229
Education	25,000	9,010	26,000	8,290	26,000	7,560
Public Bldgs.	19,000	13,365	19,000	12,790	20,000	12,215
Police - Fire	13,000	5,075	13,000	4,770	13,000	4,465
Health	3,000	430	4,000	360	4,000	280
Airport	30,000	9,300	30,000	8,700	30,000	8,100
Land Acquisition	3,000	330	3,000	270	3,000	210
TOTAL	$530,910	$230,174	$533,775	$215,112	$534,775	$200,009

Total Bond Principal - Int.	$761,084	$748,887	$734,784
Fiscal Agent's Fees	0	750	1,500
Interest on Short Term Notes	638	0	0
TOTAL	$761,722	$749,637	$736,284

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Municipal Golf Course	3680	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	0	0	0	0
Commodities	0	0	405	405
Revolving Funds	0	0	2,685	2,685
Capital Outlay	0	0	0	0
TOTAL	$ 0	$ 0	$ 3,090	$ 3,090

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Municipal Golf Course	3680	INTERDEPARTMENTAL

Program Description: This Activity provides for general maintenance at the Municipal Golf Course for those buildings and grounds which are the responsibility of the City of Savannah.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Commodities	+$ 405
Revolving Funds	+ 2,685

Net Program Improvement	$ 0
Net Current Level Change	+ 3,090
Net Change	+$3,090

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
MAINTENANCE OF MUNICIPAL GOLF COURSE					
Cost Allocated	$ 0	$ 0	$ 3,090		$ 3,090

NON-DEPARTMENTAL

This Account has been established to group together the various contributions made by the City to other agencies.

The 1967 Budget provides a total of $178,911 for these contributions. Of this amount, $101,478 is for the Health Department. The 1967 Budget decreases from the 1966 appropriation by $89,950.

This decrease occurs due to the following reasons:

1. The City's contribution to the Chatham County Health Department decreases by $34,633. In 1967, the City will pay 20% of the local share of funds for this Budget.

2. The contribution to the Chamber of Commerce has been reduced by $21,250.

3. An increase of $7,800 is proposed for the Savannah Symphony. Of this amount, $5,000 will be returned to the City in the form of rent payments for the Symphony's use of the City Auditorium.

4. Funds necessary for the maintenance of the Municipal Golf Course is not budgeted in this account for 1967. The 1967 cost of $3,090 is budgeted in the Interdepartmental Account.

5. The contribution to the Savannah Airport Commission for night operations at Travis Field has been deleted. This reduces the contributions to public agencies by $12,000.

6. Other miscellaneous and civic contributions decrease $26,777.

1967 BUDGET

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
NON-DEPARTMENTAL	3810	Non-Departmental	General

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	343,834	266,015	216,661	178,911
Commodities	127	1,065	0	0
Revolving Funds	101	1,781	0	0
Capital Outlay	0	0	0	0
TOTAL	$344,062	$ 268,861	$216,661	$ 178,911
Budgeted Man Years	0	0	0	

SUMMARY BY ACTIVITIES

Contributions	$ 344,062	$ 268,861	$ 216,661	$ 178,911
GRAND TOTAL	$344,062	$268,861	$216,661	$178,911

NON-DEPARTMENTAL

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 0	$ 0	$ 0
Contractual Services	266,015	216,661	178,911
Commodities	1,065	0	0
Revolving Funds	1,781	0	0
Capital Outlay	0	0	0
TOTAL	$268,861	$216,661	$178,911

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Contributions	$344,062	$268,861	$216,661	$ 0	$216,661	$178,911
TOTAL	$344,062	$268,861	$216,661	$ 0	$216,661	$178,911

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	The City's contribution to the Chatham County Health Department decreases for 1967. In 1967, the City will pay 20% of the total local share of the Health Department's budget.		34,633
2.	Miscellaneous Civil Defense costs increase for 1967.	1,950	
3.	Funds provided in the 1966 Budget for a contribution to the Chamber of Commerce for the expanded tourism program will not be required in 1967.		17,500
4.	Contributions to the Symphony Orchestra increase for 1967. $5,000 of this increase will be offset by increased income.	7,800	
5.	Miscellaneous contributions decrease.		6,000

		Increase $	Decrease $
6.	Funds are provided in the 1967 Budget for the City to share in the purchase of Civil Defense sirens.	1,622	

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None

MAJOR REVISIONS MADE BY THE MAYOR AND ALDERMEN

1.	Contributions to private agencies were cut to provide additional funds for street paving and drainage projects.		8,750
2.	Contribution to Savannnah Airport Commission for night operation at Travis Field is deleted.		12,000

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Contributions	3810	NON-DEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	343,834	266,015	216,661	178,911
Commodities	127	1,065	0	0
Revolving Funds	101	1,781	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 344,062	$268,861	$ 216,661	$178,911

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Contributions	3810	NON-DEPARTMENTAL

Program Description: This Account consists of assistance given by the City to agencies serving the general public.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Contributions -$89,950

Net Program Improvement	$ 0
Net Current Level Change	- 89,950
Net Change	-$89,950

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
CONTRIBUTIONS					
Cost Allocated	$344,062	$268,861	$178,911		$178,911

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SUMMARY OF CONTRIBUTIONS

Public Agencies	1965 Actual	1966 Budget	1967 Recommendation	Final Allowance
Armstrong College Library	$ 3,000	$ 0	$ 0	$ 0
Georgia National Guard	1,500	1,500	1,500	1,500
Humane Society	12,200	12,200	12,200	12,200
Sav'h District Authority	12,000	12,000	12,000	0
Memorial Hospital	96,000	0	0	0
Health Department	160,000	136,111	101,478	101,478
Civil Defense	18,496	19,825	21,776	21,776
Bacon Park Commission	507	3,596	750	750
Sav'h-Chatham School Board	5,712	6,000	6,000	6,000
Airport Commission	0	12,000	12,000	0
Hunter Redevelopment Comm.	0	10,000	10,000	10,000
Miscellaneous Contributions	9,191	10,577	5,000	0
Total Public Agencies	$318,606	$223,809	$182,704	$153,704
Other Agencies				
Red Cross	$ 1,099	$ 600	$ 1,100	$ 1,100
Armed Forces Day Comm.	0	200	200	200
Youth Museum	3,000	4,000	4,000	2,000
Symphony Orchestra	6,200	6,200	14,000	14,000
Telfair Academy	4,500	5,000	5,000	2,500
Trustees Garden Club	1,000	1,000	1,000	500
Chamber of Commerce	7,500	25,000	7,500	3,750
Mid-Town Chamber of Com.	1,000	1,000	0	0
People to People Comm.	0	500	0	0
Independence Day Comm.	0	280	0	0
Easter Sunrise (Mem. Sta.)	0	115	0	0
Hands Beautification Comm. (Flower Boxes)	375	375	375	375
Savannah Ballet	782	782	782	782
Total Other Agencies	$ 25,456	$ 45,052	$ 33,957	$ 25,207
GRAND TOTAL	$344,062	$268,861	$216,661	$178,911

SECTION III

REVOLVING FUNDS

TABLE V
RESOURCES
REVOLVING FUNDS

Activity	Data Proc.	Elect. Maint.	Radio Maint.	Shops & Bldg.	Equip. Rental	Cust. & Mess.	Switch-board	Supplies Mgt.	Social Security	Group Ins.
Legislative	$ 500	$	$	$	$ 708	$ 12,048	$ 609	$	$ 1,870	$ 1,317
City Manager's Off.			77		1,134	2,700	904		998	795
Recorder's Court				73		550	949		1,472	1,239
Res. & Budget	6,299					3,430	633		2,163	1,565
Service Desk							316		203	176
Engineering			387		2,576	9,026	587		3,715	1,745
Legal									687	561
Finance Dir. Off.						1,980	1,154		947	541
Accounting	39,301					2,700	1,039		2,002	1,177
Tax Assessor	12,570					1,300	723		1,270	641
Cur. Rev. Coll.	40,270					1,980	633		1,475	907
Del. Rev. Coll.	8,324				1,288	1,980	994		2,438	768
Parking Lot		30							148	105
Purchasing					644	1,980	587		1,313	765
Personnel	3,656	424				7,696	1,130		1,996	1,114
D.P.S. Dir. Off.		61	377		644	700	633		891	507
D.P.S. Field Off.		73				550	271		633	368
Drainage Maint.			77	585	33,742		39	377	5,817	3,433
Refuse Collection			880	585	173,068		226	459	27,802	16,012
Refuse Disposal		303	377	293	22,547			220	968	683
Street Cleaning			697	117	53,133		181	762	5,386	2,595
Cemetery Opr.									328	210

Activity	Data Proc.	Elect. Maint.	Radio Maint.	Shops & Bldg.	Equip. Rental	Cust. & Mess.	Switch-board	Supplies Mgt.	Social Security	Group Ins.
Bonaventure/Green	$	$	$	$	$ 5,140	$	$	$ 24	$ 2,888	$ 2,005
Laurel Grove N.					644			24	1,138	748
Laurel Grove S.					644				756	539
Adm. & Planning	888		77		644	4,150	542		1,952	1,124
Traffic Con. Maint.		30,342	1,207	292	1,282		226	1,346	893	549
Parking Meter Mt.		667		292	644				387	239
Paved Streets	2,868		308	2,377	9,663			3,347	4,026	2,541
Unpaved Streets			144	2,122	73,748			1,313	4,315	2,695
Police Chief's Off.			77		2,576	550	813		194	402
Vice Unit			231		966					656
Records & Comm.	11,100	364	1,764		1,610		19,429	51	1,993	4,858
Central Detention		1,031	77	659	644		542	268	2,239	2,371
Investigations			1,001		22,547		904			2,746
Youth & Women			231		6,651		452		202	948
Patrol Bureau			5,779		111,817		1,356	60	362	13,829
Staff & Inspections			77		1,200		684		318	483
Plan. & Research									518	244
Training										398
Fire Chief's Off.			77			550			291	363
Fire Training										154
Alarms & Comm.		424	774							388
Vehicle Maint.			231							249
Firefighting		303	4,494	6,329				143		21,921
Plumb-Elect-Bldg. Inp.			77		1,932	1,300	407		1,970	1,029
Fire Prevention			770							636
Recreation Dir. Off.		182				550	678		676	393
Sports		1,007					452	29	644	420
Playgrounds		161					452	58	2,958	2,571
Golden Age		30		475					1,303	758

Activity	Data Proc.	Elect. Maint.	Radio Maint.	Shops & Bldg.	Equip. Rental	Cust. & Mess.	Switch-board	Supplies Mgt.	Social Security	Group Ins.
Swimming Pools	$	$ 243	$	$ 2,597	$	$	$	$ 44	$ 554	$
Auditorium		900	280	3,548	644		361	22	446	279
Grayson Stadium		2,000		1,463					606	328
Memorial Stadium		1,500		2,548					172	105
Sports Center		1,600		182					173	105
Bldg. & Gr. Maint.				1,170	10,307			58	2,911	1,726
P & T Dir. Off.		243			644	550	226		1,080	531
Park Maintenance		4,369	154		10,951		181	56	3,132	3,173
Tree Maintenance			154		12,240		226	29	1,964	1,287
City Physician									97	
Employee Pension										6,000
Contingencies										27,000
Capital Improve.								440		
Mun. Golf Course		485		2,200						
Total General Fund	$125,776	$ 46,742	$ 20,856	$ 27,907	$566,622	$ 56,270	$ 39,539	$ 9,130	$105,680	$144,015
Data Processing	$	$	$	$	$	$ 13,653	$ 858	$	$ 5,407	$ 3,138
Supplies Mgt.		129			125		700	30	1,655	1,419
Central Garage	2,754	900	434	1,973	4,460	550	746	18,336	7,058	4,274
Electrical Maint.	394	35	396		6,600	803	181		1,823	1,434
Shops & Bldg.			115	112	1,861			171	1,245	1,068
Elec. Equip. Rp.	392	1,250	156		1,697		271	35	537	395
Cust. Services		2,725		2,776	1,230		633	53	1,598	1,180
Central Switchboard									836	805
Total Revolving Fd.	$ 3,540	$ 5,039	$ 1,101	$ 4,861	$ 15,973	$ 15,006	$ 3,389	$ 18,625	$ 20,159	$ 13,713

Activity	Data Proc.	Elect. Maint.	Radio Maint.	Shops & Bldg.	Equip. Rental	Cust. & Mess.	Switch-board	Supplies Mgt.	Social Security	Group Ins.
Water Sup. & Treat	$	$ 6,242	$ 536	$ 1,064	$ 3,221	$	$ 181	$ 1,037	$ 2,439	$ 1,570
Water Distribution			233	1,130	23,836	550	181	7,868	8,729	5,131
Sewage Collection		400	233	1,793	37,171		633	3,835	7,941	5,258
Sewage Treat.& Disp.		563	163		3,027			1,710	2,837	1,455
Water Service Off.	51,601				3,607	2,700	1,264		3,985	2,477
Total W & S Fund	$ 51,601	$ 7,205	$ 1,165	$ 3,987	$ 70,862	$ 3,250	$ 2,259	$ 14,450	$ 25,931	$ 15,891
I & D Water Sup.	$	$	$ 488	$	$	$	$	$ 89	$ 4,734	$ 3,882
House Moving		182								
Chatham County	98,670	1,517								
Total Other Agc.	$ 98,670	$ 1,699	$ 488	$ 0	$ 0	$ 0	$ 0	$ 89	$ 4,734	$ 3,882
TOTAL	$279,587	$ 60,685	$ 23,610	$ 36,755	$653,457	$ 74,526	$ 45,187	$ 42,294	$156,504	$177,501

TABLE V
COMPARISON OF EXPENDITURES BY FUNCTIONS

REVOLVING FUNDS

Account	1965 Actual	1966 Budget	1967 Budget
Data Processing	$ 210,055	$ 284,889	$ 279,587
Finance			
Supplies Management	$ 0	$ 0	$ 42,294
Central Services			
Central Garage	$ 635,914	$ 682,130	$ 653,457
Electrical Maintenance	60,959	59,257	60,685
Shops & Building Maintenance	29,982	33,261	36,755
Electronic Equipment Repair	24,042	22,400	23,610
Custodial & Messenger Ser.	67,525	68,663	74,526
Total	$ 818,422	$ 865,711	$ 849,033
Police			
Central Switchboard	$ 0	$ 39,102	$ 45,187
Interdepartmental	$ 0	$ 0	$ 334,005
GRAND TOTAL EXPENDITURES	$1,028,477	$1,189,702	$1,550,106

TABLE VI
COMPARISON OF EXPENDITURES BY OBJECT

REVOLVING FUNDS

Object	1965 Actual	1966 Budget	1967 Budget
Personal Services	$ 385,877	$ 452,657	$ 849,312
Contractual Services	152,951	192,353	200,051
Commodities	293,842	325,948	321,804
Revolving Funds	39,647	37,686	67,534*
Capital Outlay	156,160	181,058	111,405
GRAND TOTAL	$1,028,477	$1,189,702	$1,550,106

*This figure includes Revolving Funds for Supplies Management added in 1967.

TABLE VII

COMPARISON OF EXPENDITURES BY DEPARTMENT

REVOLVING FUNDS

Account	1966 Budget	1967 Current Level	1967 Program Improve.	1967 Recom.	1967 Adopted
Data Processing	$ 284,889	$ 266,957	$ 12,630	$ 279,587	$ 279,587
Finance	0	42,294	0	42,294	42,294
Central Services	865,711	881,033	0	881,033	849,033
Police	39,102	45,187	0	45,187	45,187
Interdepartmental	0	326,376	0	326,376	334,005
GRAND TOTAL	$1,189,702	$1,561,847	$ 12,630	$1,574,477	$1,550,106

DEFINITION OF REVOLVING FUNDS

The Revolving Funds were created to permit better cost accounting for City operations.

The departments under the Revolving Funds are agencies rendering services to other City departments and agencies. The Revolving Funds Departments charge, on a monthly basis, the using departments for services rendered. Therefore, by paying these charges, the General Fund and the Water and Sewer Fund supply the financial resources necessary to support the Revolving Funds. In this manner, the cost of Revolving Funds departments is already budgeted; hence, these budgets are "non-add" in computing the cost of City operations.

The City's Revolving Funds consist of the following Departments and Divisions:

A. Data Processing Center.

B. Supplies Management.

C. Central Services.

   1. Central Garage.

   2. Electrical Maintenance.

   3. Shops and Building Maintenance.

   4. Electronic Equipment Repair.

   5. Custodial and Messenger Service.

D. Central Switchboard.

E. Interdepartmental.

   1. Social Security.

   2. Group Insurance.

DATA PROCESSING CENTER

The Data Processing Center serves both the City of Savannah and Chatham County. This is a Revolving Fund Department, by which the users, including Chatham County, are charged for services received.

The proposed 1967 Budget for this department is $279,587. The City's portion is $180,917. In 1966, the total cost of the Data Processing Center was $284,889. The City's share of this cost was $189,926.

The Data Processing Center houses the City's computer equipment. This equipment is used for the rapid and efficient manipulation of data, to store data, and to recall data on demand. At present, the Data Processing Center processes data for more than 22 data systems. These include:

For the City	For the County
Real Property Tax System	Real Property Tax System
Personal Property Tax System	Personal Property Tax System
Tax Collection Accounting System	Vehicle Registration System
Delinquent Tax System	Tax Collection Accounting System
Payroll System	Delinquent Tax System
Budgetary Accounting System	Intangible Tax System
Position Control System	Voter Registration System
Police Records System	Payroll System
Annual Property Inventory System	Expenditure Reporting System
Business License System	
Sewer Record and Billing System	
Water Record and Billing System	
Streets Inventory Reporting System	

Under the proposed 1967 Budget, the Data Processing Center will install 16 new data systems. These are:

1. A record keeping and statistical data system for Central Services.
2. A personnel accounting system for the Personnel Department.
3. Additional data systems for the Finance Department.
    a. Accounts receivable
    b. Baby Bond accounting
    c. Revenue collections
    d. Water service
    e. Sewer service
    f. Non-moving traffic citations
    g. Accounts payable
4. A budget preparation system and an expanded position control system for the Department of Planning-Programming-Budget.

5. Data systems for Chatham County Departments:

   a. Vehicle registration
   b. Accounting for tax collections on vehicles
   c. Consolidated tax assessor's office
   d. Revision of tax collection system
   e. Identification of real property within Chatham County municipalities

In the proposed 1967 Budget for this operation, several cost items show an increase over the 1966 Budget.

1. The Data Processing equipment is leased by the City, rather than purchased. The equipment now in use is too small and too slow to serve the City's data system needs, and must be replaced with larger and faster equipment. It will cost more to rent the larger and faster equipment than it does to rent the equipment now in use. The proposed 1967 Budget includes $12,630 to cover the increase in rental costs for the new equipment.

2. Personal Services costs increase $8,574, because Group Insurance and Social Security benefits will be charged against this department to provide more accurate cost accounting. In previous years, these benefits were charged to the Employee Benefits account.

3. Personal Services costs further increase $5,050 for normal pay adjustments for permanent employees and for full year's salaries for positions added in 1966.

These increases over the 1966 Budget figures listed above are offset by a decrease under the 1966 Budget figures in the Contractual Services object code for this Activity. In 1967 this item will be some $14,000 less than it is in 1966.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
DATA PROCESSING	5010	Data Processing	Revolving

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 99,727	$ 133,144	$140,039	$140,039
Contractual Services	91,387	129,619	115,652	115,652
Commodities	8,541	7,008	8,030	8,030
Revolving Funds	7,471	8,865	14,511	14,511
Capital Outlay	2,929	6,253	1,355	1,355
TOTAL	$210,055	$ 284,889	$279,587	$279,587
Budgeted Man Years	22.50	27.00	26.00	26.00

SUMMARY BY ACTIVITIES

Data Processing	$210,055	$ 284,889	$279,587	$279,587
GRAND TOTAL	$210,055	$284,889	$279,587	$279,587

DATA PROCESSING

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$133,144	$140,039	$140,039
Contractual Services	129,619	115,652	115,652
Commodities	7,008	8,030	8,030
Revolving Funds	8,865	14,511	14,511
Capital Outlay	6,253	1,355	1,355
TOTAL	$284,889	$279,587	$279,587

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Data Processing	$210,055	$284,889	$266,957	$ 12,630	$279,587	$279,587
TOTAL	$210,055	$284,889	$266,957	$ 12,630	$279,587	$279,587

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged only to the Employee Benefits Account will be charged back to Data Processing in 1967.	8,574	
2.	Funds are provided in the 1967 Budget for full year's salaries for positions added in 1966 and for normal pay adjustments for permanent employees.	5,050	
3.	Requirements for overtime decrease due to improved operating procedures.		6,700
4.	Miscellaneous Contractual Services decrease in 1967.		700
5.	Expenditures for fees and professional services decrease in 1967.		11,600

		Increase $	Decrease $
6.	Requirements for maintenance, buildings and improvements decrease due to completion of office renovations in 1966.		14,300
7.	Printing and office supplies increase for 1967.	1,050	
8.	Requirements for custodial services increase in 1967 due to increase in office space in 1966.	5,500	
9.	Requirements for miscellaneous capital outlay decrease in 1967.		4,900

PROGRAM IMPROVEMENTS

1.	Funds are provided to expand the capacity of existing electronic data processing equipment and to meet increased demands for services.	12,630	

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request for additional storeroom shelving was denied due to a lack of funds.		900
2.	Request to compensate employees for call backs after working hours was deleted.		700

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Data Processing	5010	DATA PROCESSING

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 99,727	$ 133,144	$ 140,039	$ 140,039
Contractual Services	91,387	129,619	115,652	115,652
Commodities	8,541	7,008	8,030	8,030
Revolving Funds	7,471	8,865	14,511	14,511
Capital Outlay	2,929	6,253	1,355	1,355
TOTAL	$ 210,055	$ 284,889	$ 279,587	$ 279,587

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Data Processing Director	34	$ 794-1014	1.00	1.00	1.00	$ 10,134	$ 10,134
Senior Systems Analyst	30	654-834	0	0	1.00	0	9,224
Systems & Proc. Analyst	28	594-756	1.92	1.00	1.00	8,856	7,248
Senior Programmer	27	566-720	0	0	1.00	0	6,904
Programmer	25	514-654	2.83	4.00	2.00	23,960	12,544
Data Proc. Production Supv.	24	490-624	1.00	1.00	1.00	6,688	6,904
Programmer Trainee	23	466-594	0	0	1.00	0	5,688
Assist. Production Supv.	19	384-490	0	0	1.00	0	5,168
Computer Operator II	18	366-466	1.50	1.00	2.00	5,088	8,928
Tabulating Equipment Opr.	17	348-444	.50	0	0	0	0
Keypunch Supervisor	17	348-444	1.00	1.00	1.00	3,984	4,248
Clerk III	16	332-424	0	0	1.00	0	4,048
Clerk-Stenographer II	16	332-424	0	1.00	1.00	3,752	4,112
Computer Operator I	14	302-384	0	0	2.00	0	7,360
Clerk-Typist II	14	302-384	.67	0	0	0	0
Keypunch Operator II	14	302-384	0	7.00	7.00	25,228	27,208
Keypunch Operator I	13	288-366	10.50	3.00	2.00	11,300	7,368
Data Processing Aide	13	288-366	1.00	6.00	0	23,140	0
Clerk-Stenographer I	13	288-366	.33	0	0	0	0
Clerk-Typist I	11	260-332	.25	1.00	1.00	2,860	3,204
Total						$124,990	$130,290
Less Salary Savings						564	796
Total 105						$124,426	$129,494
Social Security							5,407
Group Insurance							3,138
Overtime						8,718	2,000
GRAND TOTAL			22.50	27.00	26.00	$133,144	$140,039
Less Leave Time			1.80	2.16	2.08		
Net Productive Time Available			20.70	24.84	23.92		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Data Processing	5010	DATA PROCESSING

Program Description: This Department provides bookkeeping, billing, records, and statistical services to various Activities of the City and Chatham County. In addition, computer programs and systems and procedures are developed for more efficient operation with less expense to the users.

Comments on Budgeted Program:

Program Improvement - Funds are provided for an improved computer configuration (+$12,600).

Net Program Improvement	+$12,600
Net Current Level Change	- 18,100
Net Change	-$ 5,500

Current Level Change

Personal Services	+$6,850	Fees, Prof. Ser.	-$11,600	Print & Off. Sup.	+$1,050
Transportation	- 4,000	Maint. Buildings	- 14,300	Custodial Ser.	+ 5,550
Operational Equip.	- 1,200	Maint. Machinery	- 350		
Rentals	+ 3,600	Office Furniture	- 3,700		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SYSTEMS DEVELOPMENT					
Cost Allocated	$ 13,379	$ 16,412	$ 21,555	$ 0	$ 21,555
Man Years Allocated	2.00	1.00	2.00	0	2.00
Overtime Cost	469	240	100		100
Man Hours Overtime	141	49	20		20
Central Services					
Cost Allocated	0	0	1,064	0	1,064
Man Years Allocated	0	0	.12	0	.12
Number of Systems	0	0	1	0	1
System 1967: Record keeping & Statistical Data					
Personnel Department					
Cost Allocated	0	0	$ 1,860	0	$ 1,860
Man Years Allocated	0	0	.18	0	.18
Number of Systems	0	0	1	0	1
System 1967: Personnel Accounting					
Public Improvements					
Cost Allocated	0	$ 800	$ 0	0	0
Man Years Allocated	0	.10	0	0	0
Number of Systems	0	1	0	0	0
System 1967: Sidewalk Inventory					

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BUDGET

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Data Processing	5010	DATA PROCESSING

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
Finance Department					
Cost Allocated	$ 7,854	$ 8,712	$ 8,280	0	$ 8,280
Man Years Allocated	1.20	1.28	.74	0	.74
Number of Systems	1	2	7	0	7
Systems 1967:					
Accounts Receivable					
Baby Bond Accounting					
Revenue Collection					
Water Service					
Sewer Service					
Non-moving Traffic Violations					
Accounts Payable					
Research and Budget					
Cost Allocated	0	0	$ 1,332	0	$ 1,332
Man Years Allocated	0	0	.10	0	.10
Number of Systems	0	0	2	0	2
Systems 1967:					
Budget Preparation					
Position Control					
Police Department					
Cost Allocated	0	$ 500	$ 1,271	0	$ 1,271
Man Years Allocated	0	.02	.17	0	.17
Number of Systems	0	1	1	0	1
Legislative					
Cost Allocated	0	$ 1,000	0	0	0
Man Years Allocated	0	.05	0	0	0
Number of Systems	0	1	0	0	0
Chatham County					
Cost Allocated	$ 5,853	$ 5,400	$ 7,748	0	$ 7,748
Man Years Allocated	.80	.35	.69	0	.69
Number of Systems	0	3	5	0	5
Systems 1967:					
Vehicle Registration					
Accounting for tax collection on vehicles					
Consolidated tax function					

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Data Processing	5010	DATA PROCESSING

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Revision of Tax Collection System					
Identification of real property within Chatham County by municipalities					
COMPUTER PROGRAM DEVELOPMENT					
Cost Allocated	$ 18,424	$ 52,392	$ 42,673	0	$ 42,673
Man Years Allocated	3.00	5.00	4.00	0	4.00
Programs Developed	60	86	86	12	98
Programs Maintained	67	153	251	0	251
Overtime Cost	$ 532	$ 2,899	$ 300		$ 300
Man Hours Overtime	159	394	60		60
PRODUCTION					
Cost Allocated	$161,627	$195,215	$186,277	$ 12,630	$198,907
Man Years Allocated	15.50	18.00	18.00	-1.00	17.00
Hours Computer Used for Production	1,346	1,284	1,470	+360	1,830
Cost Per Hour	$ 120	$ 153	$ 127	$ -18	109
Number of Computer Production Runs					
Daily	32	42	42	17	59
Weekly	38	49	49	4	53
Semi-weekly	4	4	4	0	4
Bi-weekly	4	2	2	0	2
Semi-monthly	32	32	32	0	32
Monthly	30	44	44	35	79
Quarterly	8	11	11	12	23
Semi-annually	9	9	9	7	16
Annually	70	86	86	22	108
Bi-Yearly	3	3	3	0	3
Overtime Cost	$ 2,127	$ 3,715	$ 1,600		$ 1,600
Man Hours Overtime	637	472	320		320
ADMINISTRATION					
Cost Allocated	$ 16,297	$ 20,920	$ 16,452	0	$ 16,452
Man Years Allocated	2.00	3.00	3.00	0	3.00

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Data Processing	5010	DATA PROCESSING

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
SUMMARY					
Total Cost Allocated	$210,055	$284,889	$266,957	$ 12,630	$279,587
Total Man Years Allocated	22.50	27.00	27.00	-1.00	26.00
Total Man Years Leave	1.80	2.16	2.16	-.08	2.08

FINANCE

This Activity is responsible for the operation of two warehouses which issue commodities, stores and repair parts to City departments.

Among the inventory items of the Central Stores Warehouse are the following:

1. Steel and galvanized water pipe and fittings.
2. Cement, sand and brick for sewer systems maintenance.
3. Broom straw and wire for street cleaning.
4. Raincoats, hats and boots for work crews.
5. Radio, electronic and electrical supplies.
6. Miscellaneous small tools and hardware.

The Automotive Parts Warehouse maintains an inventory of repair parts for the City's Central Garage operation.

The Proposed 1967 Budget for the Supplies Management Activity is $42,294. This is an increase of $16,591 over the 1966 appropriation. This increase is due to the following reasons:

1. Personal Services costs increase $3,000 for normal pay adjustments for permanent employees and full year's salaries for positions added in 1966.

2. Costs of Personal Services also increase $3,100 because the cost of Group Insurance and Social Security benefits will be charged against this Activity to provide for more accurate cost accounting.

3. Transfer of the appropriation for the Automotive Parts Warehouse from the Central Garage account to Supplies Management account in the amount of $17,200.

4. There was a capital outlay appropriation in this Activity in 1966 in the amount of $6,800 for warehouse improvements. This appropriation is not repeated in 1967. This represents a decrease in the cost for this Activity.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
FINANCE	5110	Supplies Management	Revolving

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965*	BUDGET 1966*	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 17,387	$ 18,066	$ 40,420	$ 40,420
Contractual Services	468	985	500	500
Commodities	354	465	390	390
Revolving Funds	222	877	984	984
Capital Outlay	1,754	5,310	0	0
TOTAL	$ 20,185	$ 25,703	$ 42,294	$ 42,294
Budgeted Man Years	4.00	4.00	8.00	

SUMMARY BY ACTIVITIES

Supplies Management	$ 20,185	$ 25,703	$ 42,294	$ 42,294
GRAND TOTAL	$ 20,185	$ 25,703	$ 42,294	$ 42,294

*Supplies Management Activity carried in the General Fund in 1965 and 1966. Actual expenditures shown for comparative purposes only.

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FINANCE

Object	1966* Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 18,066	$ 40,420	$ 40,420
Contractual Services	985	500	500
Commodities	465	390	390
Revolving Funds	877	984	984
Capital Outlay	5,310	0	0
TOTAL	$ 25,703	$ 42,294	$ 42,294

Activity	1965* Actual	1966* Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Supplies Management	$ 20,185	$ 25,703	$ 42,294	$ 0	$ 42,294	$ 42,294
TOTAL	$ 20,185	$ 25,703	$ 42,294	$ 0	$ 42,294	$ 42,294

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Costs for Group Insurance and Social Security previously charged only to the Employee Benefits Account will be charged back to Finance in 1967.	3,100	
2.	The Automotive Parts Warehouse budgeted in the Central Garage Account in 1966 is transferred to the Supplies Management Account in 1967. A change in this work program, begun in 1966 will increase its cost for 1967.	17,200	
3.	Utilities costs increase for 1967.	1,800	
4.	Funds are provided in the 1967 Budget for positions added in 1966 and normal pay adjustments for permanent employees.	3,000	

*Supplies Management Account carried in the General Fund in 1966. Actual expenditures and budget figures included for comparative purposes only.

		Increase	Decrease
5.	Miscellaneous Contractual Services decrease.	$	$ 200
6.	Miscellaneous Commodities decrease.		350
7.	Funds provided in the 1966 Budget for repairs to City Hall, installation of a fence around the warehouse yard, and steel bins will not be required in 1967.		6,800

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request to purchase a pick-up truck for the Automotive Parts Warehouse was deleted.	1,800

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Supplies Management	5110	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965*	BUDGET 1966*	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE
Personal Services	$ 17,387	$ 18,066	$ 40,420	$ 40,420
Contractual Services	468	985	500	500
Commodities	354	465	390	390
Revolving Funds	222	877	984	984
Capital Outlay	1,754	5,310	0	0
TOTAL	$ 20,185	$ 25,703	$ 42,294	$ 42,294

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966*	BUDGET 1967
		$				$	$
Buyer**	21	424-540	0	0	1.00	0	5,808
Warehouse Supervisor	17	348-444	1.00	1.00	1.00	5,088	5,288
Parts Supervisor**	17	348-444	0	0	1.00	0	5,288
Storekeeper**	15	316-404	2.00	2.00	4.00	9,024	17,188
Clerk-Typist II	14	302-384	0	.34	1.00	1,208	3,624
Clerk II	13	288-366	1.00	.66	0	2,346	0
Total 105						$ 17,666	$ 37,196
Social Security							1,655
Group Insurance							1,419
Overtime						400	150
GRAND TOTAL			4.00	4.00	8.00	$ 18,066	$ 40,420
Less Leave Time			.32	.32	.64		
Net Productive Time Available							

*Supplies Management Activity carried in General Fund in 1965 and 1966. Actual expenditures and budget shown for comparative purposes only.

**Four positions transferred from Activity Account #5210.

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Supplies Management	5110	FINANCE

Program Description: The Supplies Management Activity is responsible for the stocking and issuing of a wide variety of materials used by the various operating departments of the City.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 16,600
Net Change	+$16,600

Current Level Change

Personal Services	+$22,350	Data Processing Ser.	-$ 250
Utilities	- 400	Switchboard Services	+ 500
Maint. Bldg. & Imp.	- 200	Capital Outlay	- 5,300
Misc. Commodities	- 100		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUPPLIES MANAGEMENT					
Inventory Control:					
Cost Allocated	$ 5,046	$ 6,425	$ 5,636		$ 5,636
Man Years Allocated	1.00	1.00	1.00		1.00
No. items posted	6,364	6,364	6,364		6,364
Order Processing and Clerical Services:					
Cost Allocated	$ 5,046	$ 6,426	$ 5,636		$ 5,636
Man Years Allocated	1.00	1.00	1.00		1.00
No. of department charge tickets written	6,120	6,120	6,120		6,120
No. of pricing tickets written	6,120	2,815	21,120		21,120
No. of monthly reports written	12	12	24		24
No. requisitions typed	7,000	3,600	3,600		3,600
No. of memos & letters written	120	40	120		120
No. of times posted on record	6,800	7,600	7,700		7,700
CENTRAL STORES WAREHOUSE					
Shipping & Receiving:					
Cost Allocated	$ 10,093	$ 12,852	$ 11,272		$ 11,272
Man Years Allocated	2.00	2.00	2.00		2.00
No. of items placed in inventory	313,325	203,000	203,560		203,560

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Supplies Management	5110	FINANCE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. of items issued over counter	286,732	202,000	202,702		202,702
No. of items received in store	203,665	210,770	210,670		210,670
AUTO PARTS WAREHOUSE					
Storekeeping:					
Cost Allocated	$ 0	$ 0	$ 11,060		$ 11,060
Man Years Allocated	0	0	2.25		2.25
No. of items received in store	0	0	110,000		110,000
No. of items placed in inventory	0	0	45,622		45,622
No. of items issued over counter	0	0	90,000		90,000
Parts Pick Up:					
Cost Allocated	$ 0	$ 0	$ 3,752		$ 3,752
Man Years Allocated	0	0	.75		.75
No. truck trips to pick up parts for emergencies	0	0	3,540		3,540
Purchasing Commodities Parts and Service:					
Cost Allocated	$ 0	$ 0	$ 4,938		$ 4,938
Man Years Allocated	0	0	1.00		1.00
No. of oral quotes received	0	0	11,567		11,567
No. of salesmen interviewed	0	0	1,300		1,300
No. of telephone calls made	0	0	4,100		4,100
SUMMARY					
Total Cost Allocated	$ 20,185	$ 25,703	$ 42,294		$ 42,294
Total Man Years Allocated	4.00	4.00	8.00		8.00
Total Man Years Leave Time	.32	.32	.64		.64

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CENTRAL SERVICES

The Central Services Department is a Revolving Fund Department by which users are charged for services received. The Proposed 1967 Budget authorizes 63 positions and appropriates $849,033. In 1966, a total of $865,711 was appropriated.

The Central Services Department is organized into five activities:

A. Central Garage: The Central Garage purchases, "owns" and maintains all vehicular equipment of the City, except those of the Fire Department. This fleet has a replacement value of approximately 1.4 million dollars.

The Proposed 1967 Budget allocates $104,950 for fleet replacements, plus $32,000 for a Pumper Truck to be paid for by the Fire Department. The need to establish an equipment replacement reserve fund remains unfulfilled due to lack of funds.

The Proposed 1967 Budget also allocates $10,000 to the Central Garage for accident repair costs. These costs were previously charged to using departments.

The Proposed 1967 Budget allocates $2,750 for the Data Processing Center to automate and expand the existing vehicular equipment records system. Expected additional information to be obtained will include:

1. Monthly report of operating costs by vehicle.
2. Periodic reports showing fuel consumption and mileage ratios by vehicle.
3. Monthly report showing parts usage by vehicle.
4. Monthly report showing operating efficiency.
5. Gain/loss statements.
6. Monthly radio and electrical maintenance report.

B. Electrical Maintenance: The Electrical Maintenance Department is responsible for providing installation and maintenance service to electrically-operated equipment of other departments of the City. More than one-half of the services presently provided by this activity are allocated to traffic signal maintenance repairs. The remainder of the workload is divided among other City departments.

C. Shops and Building Maintenance: The primary users of these services are the Department of Public Services, Streets and Traffic, Fire and Recreation Departments. These services include painting and carpentry work, and minor repairs to buildings.

D. Electronic Equipment Repair: The Electronic Equipment Repair Department maintains and installs radio and electronic equipment for all City Departments and maintains electronic traffic light controllers and detectors. The primary users are the Department of Public Services, Police, Fire, Streets and Traffic Departments and the Central Garage.

E. Custodial and Messenger Service: This department, in addition to mail and messenger services for all City Departments, provides janitorial and maintenance services for the City Hall and the Gamble Building.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
CENTRAL SERVICES	5210-5220-5221 5230-5240	Interdepartmental Maintenance	Revolving

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$286,150	$ 301,107	$313,843	$313,843
Contractual Services	61,564	42,238	[illegible]	59,917
Commodities	285,301	316,155	313,184	313,184
Revolving Funds	32,176	31,406	52,039	52,039
Capital Outlay	153,231	174,805	142,050	110,050
TOTAL	$818,422	$ 865,711	$881,033	$849,033
Budgeted Man Years	66.00	67.62	63.00	

SUMMARY BY ACTIVITIES

Central Garage	$635,914	$ 682,130	$685,457	$653,457
Electrical Maintenance	60,959	59,257	60,685	60,685
Shops & Building Maintenance	29,982	33,261	36,755	36,755
Electronic Equipment Repair	24,042	22,400	23,610	23,610
Custodial & Messenger Service	67,525	68,663	74,526	74,526
GRAND TOTAL	$818,422	$865,711	$881,033	$849,033

CENTRAL SERVICES

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$301,107	$313,843	$313,843
Contractual Services	42,238	59,917	59,917
Commodities	316,155	313,184	313,184
Revolving Funds	31,406	52,039	52,039
Capital Outlay	174,805	142,050	110,050
TOTAL	$865,711	$881,033	$849,033

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Central Garage	$635,914	$682,130	$685,457	$ 0	$685,457	$653,457
Electrical Maintenance	60,959	59,257	60,685	0	60,685	60,685
Shops & Bldg. Maintenance	29,982	33,261	36,655	0	36,755	36,755
Electronic Equip. Repair	24,042	22,400	23,610	0	23,610	23,610
Custodial & Messenger Ser.	67,525	68,663	76,526	0	74,526	74,526
TOTAL	$818,422	$865,711	$881,033	$ 0	$881,033	$849,033

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged only to the Employee Benefits Account will be charged back to Central Services in 1967.	9,300	
2.	Funds are provided in the 1967 Budget for full year's salaries for positions added in 1966 and for normal pay adjustments for permanent employees.	10,050	

		Increase $	Decrease $
3.	The Automotive Parts Warehouse is transferred from the Central Garage to the Finance Department in 1967. Warehouse services will be charged back on a revolving fund basis.	0	
4.	Funds are provided in the 1967 Budget for an annual maintenance contract covering the City Hall air conditioning system.	900	
5.	Utilities costs increase in 1967.	2,500	
6.	Funds are provided to lease operational equipment when excessive down time interferes with line departments' work programs.	1,800	
7.	Operating supplies costs increase in 1967.	4,000	
8.	Outside repairs and parts requirements decrease in 1967.		4,300
9.	Tires, batteries, and accessories costs increase.	2,500	
10.	Accident repair costs are budgeted in Central Services in 1967. These costs were previously charged to using departments.	10,000	
11.	Funds are provided in the 1967 Budget for the Data Processing Center to automate parts of the vehicular equipment records system.	2,750	
12.	Vehicular equipment replacement costs decrease in 1967.		25,400
13.	The Low-Boy and one fuel truck are transferred to Central Garage	1,700	

SUMMARY OF VEHICULAR EQUIPMENT TO BE REPLACED

No.	Description	Cost	Using Agency
11	Police Sedans	$ 18,700	Patrol Bureau
1	Dumpmaster Refuse Truck	20,500	Refuse Collection
6	Packer Refuse Trucks	49,500	Refuse Collection
2	Pick-up Trucks	3,000	Central Garage
1	Pick-up Truck	1,500	Refuse Disposal
1	Pick-up Truck	1,500	Street Cleaning
1	Pick-up Truck	1,500	Sew. Treat. & Disp.
1	Aerial Ladder Truck	6,350	Electrical Maint.
1	Platform Dump Truck	2,400	Park Maintenance
1	Pumper Truck	32,000	Firefighting
	Total	$136,950	

PROGRAM IMPROVEMENTS	Increase $	Decrease $
1. None.		

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Addition of an administrative assistant to the Director of Central Services is deleted for lack of funds.	6,550
2.	Addition of electrician to Electrical Maintenance to permit concentration on electronic traffic controllers is deleted for lack of funds.	8,070
3.	Request for three additional mechanics and related equipment to establish a preventive maintenance program for passenger cars, light trucks, refuse dumpmaster and flatbed truck was deleted.	13,725
4.	Requests for two additional mechanics to establish a preventive maintenance program for street sweepers was deleted due to lack of funds.	850
5.	Requests to establish an equipment replacement fund to be financed by depreciation charge-backs and reserved for financing replacement of vehicles and construction equipment was deleted due to lack of funds.	71,850
6.	Request for one additional mechanic and one additional mechanic's helper to establish a preventive maintenance program for heavy equipment was deleted due to lack of funds.	7,500
7.	Request for an aerial elbow platform in lieu of an aerial ladder for Electrical Maintenance was deleted.	5,000
8.	Request for an additional Clerk III position to augment record keeping capacity was deleted. Data Processing Center services have been increased.	4,950
9.	Request to add two custodial worker I positions, additional operating supplies, and a floor buffing machine was deleted due to a lack of funds. This request would have provided for the continuance of current level custodial services to expanded office areas in City Hall and the Gamble Building.	7,000

	Increase $	Decrease $
MAJOR REVISIONS MADE BY MAYOR AND ALDERMEN		
1. Funds to replace one 1,000 GPM Pumper truck are deleted to provide more funds for drainage improvements and streets projects.		32,000

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Central Garage	5210	CENTRAL SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$164,200	$ 175,442	$177,978	$177,978
Contractual Services	38,783	20,829	36,145	36,145
Commodities	272,795	301,223	299,131	299,131
Revolving Funds	12,677	12,641	30,153	30,153
Capital Outlay	147,459	171,995	142,050	110,050
TOTAL	$635,914	$ 682,130	$685,457	$653,457

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Central Services Director	34	$794-1014	1.00	1.00	1.00	$ 11,592	$ 11,592
Auto Shop Supervisor	24	490-624	1.00	1.00	1.00	7,443	7,488
Buyer*	21	424-540	0	.62	0	3,180	0
Auto Mechanic II	19	384-490	4.00	4.00	4.00	21,096	21,996
Auto Mechanic I	17	348-444	14.00	14.00	14.00	63,660	66,264
Blacksmith-Welder	17	348-444	1.00	1.00	1.00	4,608	4,808
Parts Supervisor*	17	348-444	1.00	1.00	0	5,088	0
Clerk III	16	332-424	1.00	1.00	1.00	4,392	4,392
Clerk-Stenographer II	16	332-424	1.00	1.00	1.00	4,096	4,302
Storekeeper*	15	316-404	.50	1.75	0	6,716	0
Service Station Supervisor	14	302-384	.38	1.00	1.00	4,048	4,248
Clerk II	13	288-366	.50	0	0	0	0
Service Station Attendant	12	274-348	1.62	1.00	1.00	3,624	3,540
Auto Mechanic's Helper	12	274-348	3.00	3.00	3.00	10,770	11,182
Auto Serviceman	11	260-332	5.00	5.00	5.00	16,398	16,580
Laborer	10	248-316	1.00	1.00	0	3,036	0
Watchman	10	248-316	3.00	3.00	3.00	9,386	9,878
Total						$179,133	$166,270
Less Salary Savings						7,691	3,624
Total 105						$171,442	$162,646
Social Security							7,058
Group Insurance							4,274
Overtime						4,000	4,000
GRAND TOTAL			39.00	40.37	36.00	$175,442	$177,978
Less Leave Time			3.12	3.23	2.88		
Net Productive Time Available			35.88	37.14	33.12		

*Four positions transferred to Activity Account 5110 - Supplies Management.

1967 BUDGET

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Central Garage	5210	CENTRAL SERVICES

Program Description: This Activity is responsible for the maintenance, repair and servicing of all City-owned equipment except fire vehicles. It maintains a parts stockroom and equipment cost records. The cost of these services is charged to using departments.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 2,650
Net Change	+$2,650

Current Level Change

Personal Ser.	+$2,550	Utilities	+$ 1,500	Parts & Outside Rep.	-$6,300
Equip. Rental	+ 1,800	Commodities	+ 1,150	Data Proces. Ser.	+ 2,750
Maint., Bldg.	+ 400	Accident Rep.	+ 10,000	Vehicle Replacement	-29,500
Maint., Mach.	+ 1,400	Equip. Rental	- 1,400		
		Warehousing	+ 18,300		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
EQUIPMENT MAINTENANCE					
Cost Allocated	$297,865	$300,149	$341,967		$341,967
Man Years Allocated	22.58	22.81	22.81		22.81
EQUIPMENT SERVICE					
Cost Allocated	$150,787	$155,146	$157,985		$157,985
Man Years Allocated	8.00	7.00	7.00		7.00
Ave. no. units to be serviced	375	376	376		376
Ave. no. units serviced per week	1,100	1,100	1,100		1,100
Ave. no. tire repairs per week	50	50	50		50
No. vehicle inspections	252	260	260		260
SUPPLY					
Cost Allocated	$ 7,978	$ 14,984	$ 0		$ 0
Man Years Allocated	2.00	3.37	0		0
ADMINISTRATION					
Cost Allocated	$ 24,335	$ 26,480	$ 30,524		$ 30,524
Man Years Allocated	3.00	3.00	3.00		3.00
Correspondence prepared	317	350	400		400
Stencils cut	65	50	60		60
Equip. records maint.	400	400	400		400
Equipment specifications written	62	65	70		70
Reports prepared	255	300	300		300

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Central Garage	5210	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
WATCHMEN					
Cost Allocated	$ 11,302	$ 11,943	$ 12,931		$ 12,931
Man Years Allocated	3.00	3.00	3.00		3.00
VEHICLE & EQUIPMENT REPLACEMENT					
Cost Allocated	$147,459	$171,995	$110,050		$110,050
Police Sedans	25	21	11		11
Refuse Collection Vehicles	5	7	7		7
Dump Trucks	11	13	1		1
Pumper Trucks	1*	0	1		1
Misc. Units	19	12	25		25
SUMMARY					
Total Cost Allocated	$635,914	$680,697	$653,457		$653,457
Total Man Years Allocated	39.00	40.37	36.00		36.00
Total Man Years Leave Time	3.12	3.23	2.88		2.88

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Electrical Maintenance	5220	CENTRAL SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 48,981	$ 49,123	$ 50,119	$ 50,119
Contractual Services	653	1,279	1,247	1,247
Commodities	869	906	910	910
Revolving Funds	9,239	7,564	8,409	8,409
Capital Outlay	1,217	385	0	0
TOTAL	$ 60,959	$ 59,257	$ 60,685	$ 60,685

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
City Electrician	28	$ 594-756	1.00	1.00	1.00	$ 9,072	$ 9,072
Electrician	19	366-466	4.00	4.25	4.00	22,641	23,520
Clerk-Stenographer I	13	288-366	1.00	1.00	1.00	3,792	3,952
Electrician's Helper	12	274-348	2.00	2.00	2.00	6,996	7,318
Total 105						$ 42,501	$ 43,862
Social Security							1,823
Group Insurance							1,434
Overtime						6,622	3,000
GRAND TOTAL			8.00	8.25	8.00	$ 49,123	$ 50,119
Less Leave Time			.64	.66	.64		
Net Productive Time Available			7.36	7.59	7.36		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Electrical Maintenance	5220	CENTRAL SERVICES

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 worked for departments.

Comments on Budgeted Program:

Program Improvement

None

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

Current Level Change

Personal Services	+$1,000	Data Processing Service	+$ 400
Custodial Services	- 1,100	Capital Outlay	- 400
Equipment Rental	+ 1,300		
Radio Maintenance	+ 200		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
ADMINISTRATION AND PLANNING					
Cost Allocated	$ 13,844	$13,844	$ 14,272		$ 14,272
Man Years Allocated	2.00	2.00	2.00		2.00
STREETS AND TRAFFIC DEPARTMENT					
Cost Allocated	$ 19,978	$ 20,037	$ 22,373		$ 22,373
Man Years Allocated	3.00	3.25	3.00		3.00
Signal detectors:					
No. of signal detectors	28	34	34		34
No. hours of scheduled operation	24/day	24/day	24/day		24/day
No. of hours of maintenance	956	956	956		956
Cost per operating hour of maintenance and repair work	$ .55	$ .55	$ .55		$ .55
New installations	7	5	6		6
Cost per new installation	$ 200	$ 200	$ 200		$ 200
No. hours required per new installation	40	40	40		40
Total cost of new installation	$ 1,400	$ 1,000	$ 1,200		$ 1,200
Controllers:					
No. of controllers	124	128	128		128
No. of hours of scheduled operation	24/day	24/day	24/day		24/day

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Electrical Maintenance	5220	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. of hours of maintenance	1,790	1,790	1,790		1,790
Cost per operating hour of maintenance and repair work	$ 1.02	$ 1.02	$ 1.02		$ 1.02
New installations	4	4	0		0
Cost per new installation	$ 500	$ 500	$ 0		$ 0
Hours per new installation	100	100	0		0
Total cost of new installations	$ 2,000	$ 2,000	$ 0		$ 0
Traffic Signal Heads:					
No. of signal heads	197	213	213		213
No. hours scheduled operation	24/day	24/day	24/day		24/day
No. hours of maintenance	1,790	1,790	1,790		1,790
Cost per operating hour of maintenance and repair work	$ 1.02	$ 1.02	$ 1.02		$ 1.02
New installations	15	14est.	12est.		12
Cost per new installation	$ 143	$ 143	$ 143		$ 143
Hours per new installation	$ 28	$ 28	$ 28		$ 28
OTHER DEPARTMENTS					
Cost Allocated	$ 24,620	$ 23,857	$ 22,523		$ 22,523
Man Years Allocated	2.32	2.32	2.32		2.32
Maintenance of equipment, appliances, and fixtures:					
Personnel:					
Cost Allocated	$ 726	$ 904	$ 424		$ 424
Man Years Alloc.	.12	.10	.05		.05
Public Services:					
Cost Allocated	$ 3,317	$ 5,974	$ 7,642		$ 7,642
Man Years Alloc.	.51	.63	.62		.62

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Activity Title:	Account Number:	Department:
Electrical Maintenance	5220	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
Police					
Cost Allocated	$ 1,382	$ 1,310	$ 1,395		$ 1,395
Man Years Alloc.	.20	.14	.14		.14
Fire					
Cost Allocated	$ 1,037	$ 585	$ 727		$ 727
Man Years Alloc.	.16	.07	.06		.06
Recreation					
Cost Allocated	$ 2,664	$ 5,701	$ 7,623		$ 7,623
Man Years Alloc.	.41	.60	.61		.61
Park and Tree					
Cost Allocated	$ 2,748	$ 3,500	$ 4,612		$ 4,612
Man Years Alloc.	.41	.37	.36		.36
Custodial & Supplies Management:					
Cost Allocated	$ 700	$ 926	$ 2,854		$ 2,854
Man Years Alloc.	.12	.09	.23		.23
Central Services:					
Cost Allocated	$ 1,111	$ 864	$ 2,185		$ 2,185
Man Years Alloc.	.16	.09	.19		.19
All other City Departments:					
Cost Allocated	$ 1,550	$ 2,176	$ 697		$ 697
Man Years Alloc.	.23	.23	.06		.06
CHATHAM COUNTY					
Cost Allocated	$ 1,517	$ 1,517	$ 1,517		$ 1,517
Man Years Allocated	.68	.68	.68		.68
Maintenance of traffic control equipment	$ 1,517	$ 1,517	$ 1,517		$ 1,517
SUMMARY					
Total cost Allocated	$ 60,959	$ 59,257	$ 60,685		$ 60,685
Total Man Years Allocated	8.00	8.25	8.00		8.00
Total Man Years Leave Time	.64	.66	.64		.64

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Shops & Building Maintenance	5221	CENTRAL SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 24,375	$ 26,932	$ 30,670	$30,670
Contractual Services	445	134	126	126
Commodities	3,035	3,950	3,700	3,700
Revolving Funds	2,127	2,120	2,259	2,259
Capital Outlay	0	125	0	0
TOTAL	$ 29,982	$ 33,261	$ 36,755	$36,755

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Building Maint. Supervisor	21	$ 424-540	1.00	1.00	1.00	$ 5,844	$ 6,120
Painter	17	348-444	1.00	1.00	1.00	4,848	5,048
Carpenter	17	348-444	2.00	2.00	2.00	8,784	9,206
Carpenter's Helper	12	274-348	2.00	2.00	2.00	7,608	7,908
Total						$ 27,084	$ 28,282
Less Salary Savings						252	0
Total 105						$ 26,832	$ 28,282
Social Security							1,245
Group Insurance							1,068
Overtime						100	75
GRAND TOTAL			6.00	6.00	6.00	$ 26,932	$ 30,670
Less Leave Time			.48	.48	.48		
Net Productive Time Available			5.52	5.52	5.52		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Shops & Building Maintenance	5221	CENTRAL SERVICES

Program Description: This Activity performs maintenance services for public facilities. Charges for service are based on man hours worked for departments.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 3,500
Net Change	+$3,500

Current Level Change

Personal Services	+$3,700	Material, Bldg. & Imp.	-$ 200
Custodial & Messenger Ser.	- 150	Operating & Const. Equip.	- 150
Shops & Bldg. Maint.	+ 100		
Supplies Management	+ 200		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
FINANCE					
Cost Allocated	$ 2,264	$ 2,512	$ 2,776		$ 2,776
Man Years Allocated	.45	.45	.45		.45
Supplies Management: general housekeeping	$ 228	$ 253	$ 280		$ 280
City Hall: Misc. carpentry work	$ 1,143	$ 1,267	$ 1,400		$ 1,400
Gamble Building: Routine maintenance	$ 776	$ 862	$ 952		$ 952
General Housekeeping	$ 117	$ 130	$ 144		$ 144
RECORDER'S COURT					
Cost Allocated	$ 59	$ 66	$ 73		$ 73
Man Years Allocated	.12	.12	.12		.12
General Housekeeping	$ 59	$ 66	$ 73		$ 73
PUBLIC IMPROVEMENTS					
Cost Allocated	$ 4,541	$ 5,038	$ 5,567		$ 5,567
Man Years Allocated	.91	.91	.91		.91
General Housekeeping	$ 1,929	$ 2,140	$ 2,365		$ 2,365
Maintenance & repair of pump house - 7010	$ 868	$ 963	$ 1,064		$ 1,064
Barricade & general housekeeping - 7020	$ 922	$ 1,023	$ 1,130		$ 1,130
Repair lift station & general maintenance - 7050	$ 822	$ 912	$ 1,008		$ 1,008

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Shops & Building Maintenance	5221	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
STREETS AND TRAFFIC					
Cost Allocated	$ 4,146	$ 4,600	$ 5,083		$ 5,083
Man Years Allocated	.83	.83	.83		.83
Paint steelwork - Factor's Walk	$ 1,566	$ 1,738	$ 1,920		$ 1,920
Barricade, tool boxes	$ 1,784	$ 1,979	$ 2,187		$ 2,187
General Housekeeping	$ 796	$ 883	$ 976		$ 976
POLICE					
Cost Allocated	$ 537	$ 596	$ 659		$ 659
Man Years Allocated	.11	.11	.11		.11
Police Barracks	$ 292	$ 324	$ 358		$ 358
Travis Field	$ 228	$ 253	$ 280		$ 280
General Housekeeping	$ 17	$ 17	$ 21		$ 21
FIRE					
Cost Allocated	$ 5,163	$ 5,728	$ 6,329		$ 6,329
Man Years Allocated	1.03	1.03	1.03		1.03
#1 Fire Station-Paulsen & 63rd Street:					
General Housekeeping	$ 46	$ 51	$ 56		$ 56
#3 Headquarters:					
Paint interior of bldg.	$ 1,142	$ 1,267	$ 1,400		$ 1,400
General Housekeeping	$ 1,029	$ 1,140	$ 1,260		$ 1,260
#4 Lathrop Ave. & Industry Drive:					
General Housekeeping	$ 685	$ 760	$ 840		$ 840
#6 38th St. & Barnard:					
General Housekeeping	$ 936	$ 1,039	$ 1,148		$ 1,148
#7 Paulsen & Gwinnett:					
General Housekeeping	$ 1,073	$ 1,191	$ 1,316		$ 1,316
General Housekeeping	$ 252	$ 280	$ 309		$ 309
RECREATION					
Cost Allocated	$ 9,777	$ 10,845	$ 11,983		$ 11,983
Man Years Allocated	1.85	1.85	1.85		1.85
Paint Ambuc station fence	$ 137	$ 152	$ 168		$ 168
Daffin Park storage room	$ 228	$ 253	$ 280		$ 280
Tompkins Bath House:					
General painting	$ 228	$ 253	$ 280		$ 280
Misc. carpentry	$ 228	$ 253	$ 280		$ 280
Grayson Stadium:					
General Housekeeping	$ 1,142	$ 1,267	$ 1,400		$ 1,400

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Shops & Building Maintenance	5221	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Sports Center:					
Paint concession stand	$ 137	$ 152	$ 168		$ 168
Memorial Stadium:					
General maintenance	$ 457	$ 507	$ 560		$ 560
General painting	$ 1,376	$ 1,520	$ 1,680		$ 1,680
Auditorium:					
General maintenance	$ 310	$ 344	$ 380		$ 380
General painting	$ 2,447	$ 2,715	$ 3,000		$ 3,000
Westside Recreation Building:					
Paint inside	$ 228	$ 253	$ 280		$ 280
Recreation Maintenance Building:					
General maintenance	$ 274	$ 304	$ 336		$ 336
Ambuc Station:					
General maintenance	$ 411	$ 456	$ 504		$ 504
Bath House at Daffin Park:					
Misc. carpentry work	$ 91	$ 101	$ 112		$ 112
Paint interior and exterior	$ 913	$ 1,013	$ 1,120		$ 1,120
Filter House:					
General maintenance	$ 457	$ 507	$ 560		$ 560
Sunshine Pool and Bath House:					
General maintenance	$ 91	$ 101	$ 112		$ 112
Cunningham Golden Age Center:					
General maintenance	$ 365	$ 405	$ 448		$ 448
General Housekeeping	$ 257	$ 285	$ 315		$ 315
BACON PARK GOLF COURSE					
Cost Allocated	$ 1,794	$ 1,991	$ 2,200		$ 2,200
Man Years Allocated	.36	.36	.36		.36
Half Way House:					
General maintenance	$ 685	$ 760	$ 840		$ 840
Rain Shelters:					
General painting	$ 465	$ 516	$ 570		$ 570
Machinery & Storage Shed:					
General painting	$ 82	$ 90	$ 100		$ 100
General Housekeeping	$ 562	$ 624	$ 690		$ 690

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Shops & Building Maintenance	5221	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
CENTRAL SERVICES					
Cost Allocated	$ 1,701	$ 1,885	$ 2,085		$ 2,085
Man Years Allocated	.34	.34	.34		.34
Carpenter Shop	$ 91	$ 101	$ 112		$ 112
Garage Building	$ 1,073	$ 1,633	$ 1,805		$ 1,805
Time Clock & Watchmens Office	$ 137	$ 152	$ 168		$ 168
SUMMARY					
Total Cost Allocated	$ 29,982	$ 33,261	$ 36,755		$ 36,755
Total Man Years Allocated	6.00	6.00	6.00		6.00
Total Man Years Leave Time	.48	.48	.48		.48

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Electronic Equipment Repair	5230	CENTRAL SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 14,232	$13,920	$ 15,212	$15,212
Contractual Services	443	343	579	579
Commodities	4,475	4,390	4,018	4,018
Revolving Funds	2,543	2,947	3,801	3,801
Capital Outlay	2,349	800	0	0
TOTAL	$ 24,042	$22,400	$ 23,610	$23,610

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Electronic Equipment Supv.	28	$ 594-756	1.00	1.00	1.00	$ 7,443	$ 7,848
Electronic Technician	19	366-466	1.00	1.00	1.00	5,592	5,880
Total						$ 13,035	$13,728
Less Salary Savings						315	0
Total 105						$ 12,720	$13,728
Social Security							537
Group Insurance							395
Overtime						1,200	552
GRAND TOTAL			2.00	2.00	2.00	$ 13,920	$15,212
Less Leave Time			.16	.16	.16		
Net Productive Time Available			1.84	1.84	1.84		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Electronic Equipment Repair	5230	CENTRAL SERVICES

Program Description: This Activity maintains and installs all radio and electronic equipment, including electronic traffic light controllers and detectors, for all City departments. This Activity services a total of 310 radios and electronic units, a total of 5,000 radio tubes and 2,000 transistors each year.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 1,200
Net Change	+$1,200

Current Level Change

Personal Services	+$1,350	Operational & Const. Equip.	-$ 800
Transportation	+ 200		
Radio Maintenance	+ 150		
Switchboard Services	+ 300		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
BASE STATIONS - POLICE					
Cost Allocated	$ 1,008	$ 2,174	$ 2,500		$ 2,500
Man Years Allocated	.084	.192	.25		.25
No. units	1	2	2		2
Maintenance cost per unit	$ 1,008	$ 1,087	$ 1,250		$ 1,250
BASE STATIONS - FIRE					
Cost Allocated	$ 917	$ 749	$ 749		$ 749
Man Years Allocated	.077	.055	.03		.03
No. units	2	2	2		2
Maintenance cost per unit	$ 459	$ 375	$ 375		$ 375
BASE STATIONS - LOCAL GOVERNMENT					
Cost Allocated	$ 1,130	$ 1,200	$ 1,200		$ 1,200
Man Years Allocated	.094	.106	.10		.10
No. units	4	4	4		4
Maintenance cost per unit	$ 283	$ 300	$ 300		$ 300
MOBILE UNITS, REMOTES, AND MONITORS					
POLICE					
Cost Allocated	$ 8,290	$ 8,093	$ 7,907		$ 7,907
Man Years Allocated	.664	.719	.70		.70
No. units	97	102	102		102
Maintenance cost per unit	$ 86	$ 82	$ 78		$ 78

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Electronic Equipment Repair	5230	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
FIRE					
Cost Allocated	$ 3,641	$ 3,311	$ 3,763		$ 3,763
Man Years Allocated	.303	.271	.30		.30
No. units	58	61	61		61
Maintenance cost per unit	$ 63	$ 54	$ 54		$ 54
LOCAL GOVERNMENT					
Cost Allocated	$ 7,701	$ 5,673	$ 6,091		$ 6,091
Man Years Allocated	.600	.479	.50		.50
No. units	72	82	82		82
Maintenance cost per unit	$ 107	$ 69	$ 70		$ 70
TRAFFIC CONTROL MAINTENANCE					
Cost Allocated	$ 1,075	$ 1,000	$ 1,200		$ 1,200
Man Years Allocated	.089	.089	.10		.10
Electronic controllers & detectors at intersections	8	8	8		8
Maintenance cost per unit	$ 134	$ 125	$ 150		$ 150
AUDITORIUM SOUND SYSTEM					
Cost Allocated	$ 280	$ 200	$ 200		$ 200
Man Years Allocated	.089	.089	.02		.02
SUMMARY					
Total Cost Allocated	$ 24,042	$ 22,400	$ 23,610		$ 23,610
Total Man Years Allocated	2.00	2.00	2.00		2.00
Total Man Years Leave Time	.16	.16	.16		.16

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Custodial & Messenger Service	5240	CENTRAL SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 34,362	$ 35,690	$ 39,864	$ 39,864
Contractual Services	21,240	19,653	21,820	21,820
Commodities	4,127	5,686	5,425	5,425
Revolving Funds	5,590	6,134	7,417	7,417
Capital Outlay	2,206	1,500	0	0
TOTAL	$ 67,525	$ 68,663	$ 74,526	$ 74,526

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$
Building Superintendent	15	316-404	1.00	1.00	1.00	4,608	4,808
Custodial Worker II	10	248-316	1.00	1.00	1.00	3,288	3,428
Messenger-Clerk	10	248-316	.50	1.00	1.00	3,024	3,048
Duplicating Machine Operator	9	236-302	.40	1.00	1.00	3,176	3,344
Custodial Worker I	8	224-288	7.10	6.00	6.00	17,904	18,264
Porter	8	224-288	1.00	1.00	1.00	3,190	3,428
Total 105						$ 35,190	$ 36,320
Social Security							1,598
Group Insurance							1,180
Overtime						500	766
GRAND TOTAL			11.00	11.00	11.00	$ 35,690	$ 39,864
Less Leave Time			.88	.88	.88		
Net Productive Time Available			10.12	10.12	10.12		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Custodial & Messenger Service	5240	CENTRAL SERVICES

Program Description: This Activity provides janitorial service and building maintenance service for the City Hall and Gamble Building. In addition, mail and messenger services are provided for City Hall, Gamble Building, City Lot, Police, Fire, Park and Tree, Recreation and I & D Water Supply.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 6,000
Net Change	+$6,000

Current Level Change

Personal Services	+$4,200	Maint. Mach. &Equip.	+$ 900	Utilities	+$2,200
Misc. Cont. Ser.	- 850	Shops & Bldg. Maint.	- 200	Equip. Rental	+ 350
Misc. Commodities	- 250	Bldg. & Fixed Equip.	- 1,500		
Electrical Maint.	+ 650	Switchboard Services	+ 500		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
CUSTODIAL SERVICES					
Cost Allocated	$ 30,500	$ 31,500	$ 32,781		$ 32,781
Man Years Allocated	4.90	4.97	4.97		4.97
Floors:					
Man Years Allocated	2.10	2.45	2.97		2.97
No. sq. ft. floor area maintained	32,969	37,864	51,540		51,540
No. times floor area swept	260	260	260		260
No. times floor area damp mopped	52	52	26		26
No. times floor stripped	12	12	6		6
No. times floor waxed	12	12	6		6
No. times floor wax touched up	26	26	12		12
Restrooms:					
Man Years Allocated	.45	.59	.59		.59
No. restroom fixtures maintained	93	134	134		134
No. times restroom fixtures cleaned	260	260	260		260
High Areas:					
Man Years Allocated	.16	.22	0		0
No. sq. ft. of high area requiring dusting	100,000	112,000	141,000		141,000

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Custodial & Messenger Service	5240	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
No. times high areas dusted	4	0	0		0
Low Areas:					
Man Years Allocated	.28	.33	0		0
No. sq. ft. woodwork washed & dusted	220,000	264,000	310,000		310,000
No. times low woodwork washed	1	1	0		0
No. times low woodwork dusted	52	52	0		0
Venetian Blinds:					
Man Years Allocated	.26	.12	.12		.12
No. venetian blinds	155	197	197		197
No. times venetian blinds dusted	12	12	12		12
No. times venetian blinds washed	1	0	0		0
Light Fixtures:					
Man Years Allocated	.18	.09	0		0
No. light fixtures	448	502	595		595
No. times light fixtures dusted	12	8	0		0
No. times light fixtures damp wiped	4	2	0		0
Office Furniture and Fixtures:					
Man Years Allocated	.83	.76	.91		.91
No. times office furniture & fixtures dusted	260	260	260		260
Door Glass:					
Man Years Allocated	.11	.07	.04		.04
No. exterior door glasses	4	8	8		8
No. times exterior door glasses cleaned	260	260	260		260
No interior door glasses	28	28	28		28

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Custodial & Messenger Service	5240	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
No. times interior door glasses cleaned	260	260	0		0
Windows:					
Man Years Allocated	0	0	0		0
No. sq. ft. of windows	8,696	8,704	8,704		8,704
No. times windows washed	0	0	0		0
Carpets:					
Man Years Allocated	.05	.06	.06		.06
No. carpets vacuumed	2	3	3		3
No. times carpets vacuumed	260	260	260		260
Ash Trays:					
Man Years Allocated	.07	.09	.09		.09
No. ash trays cleaned and emptied	150	177	177		177
No. times ash trays cleaned and emptied	260	260	260		260
Waste Receptacles:					
Man Years Allocated	.34	.12	.12		.12
No. waste receptacles	144	223	233		233
No. times waste receptacles emptied	260	260	260		260
No. times waste receptacles washed	2	2	0		0
Brass:					
Man Years Allocated	.07	.07	.07		.07
No. times brass cleaned & polished	52	52	52		52
MESSENGER SERVICE					
Cost Allocated	$ 11,050	$ 12,600	$ 12,594		$ 12,594
Man Years Allocated	2.00	2.03	2.03		2.03
Flag raising & lowering:					
Man Years Allocated	.29	.19	.19		.19

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Custodial & Messenger Service	5240	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Stamp Machine:					
Man Years Allocated	.25	.28	.28		.28
No. times stamp machine operated	520	520	520		520
Deliveries:					
Man Years Allocated	1.46	1.56	1.56		1.56
PORTER SERVICE					
Cost Allocated	$ 12,975	$ 13,260	$ 14,593		$ 14,593
Man Years Allocated	2.15	2.15	2.15		2.15
Duplications:					
Man Years Allocated	.91	.92	.92		.92
No. times machine reproductions and duplications made	1,250	1,250	1,250		1,250
Filling Envelopes:					
Man Years Allocated	.27	.11	.11		.11
No. times envelopes stuffed for other activities	2	2	4		4
Mail Service:					
Man Years Allocated	.97	1.12	1.12		1.12
No. times mail picked up and delivered	1,400	1,400	1,400		1,400
GENERAL SERVICES					
Cost Allocated	$ 13,000	$ 11,303	$ 14,558		$ 14,558
Man Years Allocated	1.95	1.85	1.85		1.85
Moving Office Furniture:					
Man Years Allocated	1.56	1.29	1.29		1.29
No. times general maintenance performed and office furniture arranged	6,400	4,500	4,500		4,500
Supplies Issued:					
Man Years Allocated	.39	.56	.56		.56
No. times office supplies issued	2,650	3,600	3,600		3,600

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Custodial & Messenger Service	5240	CENTRAL SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUMMARY					
Total Cost Allocated	$ 67,525	$ 68,663	$ 74,526		$ 74,526
Total Man Years Allocated	11.00	11.00	11.00		11.00
Total Man Years Leave Time	.88	.88	.88		.88

CENTRAL SWITCHBOARD

The City operates a central switchboard on a 24-hour basis.

This Activity is responsible for staffing the central switchboard and providing telephone service to other departments.

The 1967 Budget for the Central Switchboard is $45,187. The 1966 appropriation was $37,102.

The $8,085 increase in costs for 1967 is due to the following reasons:

1. Provision is made for increased costs of additional lines and service which have been added to the Central Switchboard in 1966.

2. Personal Services costs further increased because Group Insurance and Social Security benefits amounting to $1,650 will be charged against this Department to provide more accurate cost accounting. In previous years, these benefits were charged to the Employee Benefits Account.

1967 BUDGET

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
POLICE	5310	Central Switchboard	Revolving

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 0	$ 18,406	$ 21,005	$ 21,005
Contractual Services	0	20,496	23,982	23,982
Commodities	0	200	200	200
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 0	$ 39,102	$ 45,187	$ 45,187
Budgeted Man Years	4.42	5.25	5.25	

SUMMARY BY ACTIVITIES

Central Switchboard	$ 0	$ 39,102	$ 45,187	$ 45,187
GRAND TOTAL	$ 0	$ 39,102	$ 45,187	$ 45,187

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CENTRAL SWITCHBOARD

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 18,406	$ 21,005	$ 21,005
Contractual Services	20,496	23,982	23,982
Commodities	200	200	200
Revolving Funds	0	0	0
Capital Outlay	0	0	0
TOTAL	$ 39,102	$ 45,187	$ 45,187

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Central Switchboard	$ 0	$39,102	$45,187	$ 0	$45,187	$45,187
TOTAL	$ 0	$39,102	$45,187	$ 0	$45,187	$45,187

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Funds for Group Insurance and Social Security previously charged to Employee Benefits Account will be charged to the Central Switchboard in 1967.	1,650	
2.	Funds are provided in the 1967 Budget for normal pay adjustments for permanent employees.	950	
3.	Utility charges increase.	3,500	

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Central Switchboard	5310	POLICE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 18,406	$ 21,005	$ 21,005
Contractual Services	0	20,496	23,982	23,982
Commodities	0	200	200	200
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 0	$ 39,102	$ 45,187	$ 45,187

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Switchboard Operator	11	$260-332	4.42	5.25	5.25	$ 18,032	$ 18,990
Total 105						$ 18,032	$ 18,990
Social Security							836
Group Insurance							805
Overtime						374	374
GRAND TOTAL			4.42	5.25	5.25	$ 18,406	$ 21,005
Less Leave Time			.35	.42	.42		
Net Productive Time Available			4.07	4.83	4.83		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Central Switchboard	5310	POLICE

Program Description: This Activity furnishes telephone service to all City departments during normal working hours, and to the Police Department on a twenty-four hour basis. The cost of the service is charged back to using departments.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Personal Services	+$2,600
Communications	+ 3,500

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

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
CITY SWITCHBOARD					
Cost Allocated	$ 0	$ 18,406	$ 21,055		$ 21,055
Man Years Allocated	0	1.05	1.05		1.05
Total calls processed	0	379,250	400,000		400,000
POLICE SWITCHBOARD					
Cost Allocated	$ 0	$ 20,496	$ 24,132		$ 24,132
Man Years Allocated	0	4.20	4.20		4.20
To al calls processed	0	160,750	160,000		160,000
SUMMARY					
Total Cost Allocated	$ 0	$ 39,102	$ 45,187		$ 45,187
Total Man Years Allocated	0	5.25	5.25		5.25
Total Man Years Leave Time	0	.42	.42		.42

INTERDEPARTMENTAL

(Revolving Fund)

This is a newly-created department to provide more accurate cost accounting of Group Insurance and Social Security Benefits.

The cost of these benefits in previous years were charged to the Employee Benefits Account, in the General Fund. Establishment of this department permits these costs to be charged back to the using departments.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
INTERDEPARTMENTAL	5410	Interdepartmental	Revolving

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965*	BUDGET 1966*	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$145,026	$ 270,000	$334,005	$ 334,005
Contractual Services	0	0	0	0
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$145,026	$ 270,000	$334,005	$ 334,005
Budgeted Man Years	0	0	0	0

SUMMARY BY ACTIVITIES

Group Insurance and Social Security	$145,026	$ 270,000	$334,005	$ 334,005
GRAND TOTAL	$145,026	$270,000	$334,005	$334,005

*Group Insrance and Social Security were budgeted in the General Fund in 1965 and 1966. Actual expenditures and budget shown for comparative purposes only.

INTERDEPARTMENTAL

Object	1966* Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$270,000	$334,005	$334,005
Contractual Services	0	0	0
Commodities	0	0	0
Revolving Funds	0	0	0
Capital Outlay	0	0	0
TOTAL	$270,000	$334,005	$334,005

Activity	1965* Actual	1966* Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Interdepartmental	$145,026	$270,000	$334,005	$ 0	$334,005	$334,005
TOTAL	$145,026	$270,000	$334,005	$ 0	$334,005	$334,005

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

	Increase	Decrease
1. Current level requirements for Group Insurance increases due to anticipated insurance rate increase.	$ 29,900	
2. Social Security costs increase.	34,100	

PROGRAM IMPROVEMENTS

1. None.

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None.

*Group Insurance and Social Security were budgeted in the General Funds in 1965 and 1966. Actual expenditures and budget shown for comparative purposes only.

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Group Insurance & Social Security	5410	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965*	BUDGET 1966*	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 145,026	$270,000	$ 334,005	$334,005
Contractual Services	0	0	0	0
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
TOTAL	$ 145,026	$270,000	$ 334,005	$334,005

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

*Group Insurance and Social Security budgeted in the General Fund in 1965 and 1966. Actual expenditures and budget shown for comparative purposes only.

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Group Insurance and Social Security	5410	INTERDEPARTMENTAL

Program Description: This Account provides funds for the City's share of Group Insurance and Social Security benefits provided for employees. These expenses are charged back to operating departments.

Comments on Budgeted Program:

Program Improvement
None

Current Level Change

Group Insurance	+$25,200
Social Security	+ 30,200

Net Program Improvement	$ 0
Net Current Level Change	+ 53,600
Net Change	+$53,600

WORK ACTIVITY:	ACTUAL 1965*	ESTIMATED 1966*	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
SOCIAL SECURITY					
Cost Allocated	$ 93,316	$122,000	$156,504		$156,504
Man Years Allocated	0	0	0		0
GROUP INSURANCE					
Cost Allocated	$ 51,710	$148,000	$177,501		$177,501
Man Years Allocated	0	0	0		0
SUMMARY					
Total Cost Allocated	$145,026	$270,000	$334,005		$334,005
Total Man Years Allocated	0	0	0		0

*Group Insurance and Social Security were budgeted in the General Fund in 1965 and 1966. Actual expenditures and budget shown for comparative purposes only.

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SECTION IV

WATER AND SEWER FUND

TABLE IX
ESTIMATED CURRENT REVENUE BY FUND AND SOURCE

WATER AND SEWER FUND

	1965 Actual	1966 Budget	1967 Budget
Water Sales - Outside City	$ 355,795	$ 376,000	$ 370,000
Water Sales - Inside City	1,878,545	1,906,000	1,890,000
Sewer Service Fees	174,370	190,000	200,000
Tap-In Fees	40,908	30,000	30,000
Sewer Connection Fees	14,420	11,000	10,000
I & D Water Supply	140,000	135,000	135,000
Water Line Extensions	36,225	38,500	38,500
Interest on Sinking Fund	11,086	15,000	16,000
Interest on Investments	15,794	71,000	100,000
Int. Water Meter Deposits	2,648	5,000	4,500
Miscellaneous Income	4,981	0	0
Water Cut-On Fees	5,026	5,500	6,000
Prior Year's Surplus	0	0	0
GRAND TOTAL	$2,679,798	$2,783,000	$2,800,000

TABLE X
COMPARISON OF EXPENDITURES BY FUNCTIONS

WATER AND SEWER FUND

Account	1965 Actual	1966 Budget	1967 Budget
Public Services			
Water Supply & Treatment	$ 194,459	$ 199,636	$ 207,397
Water Distribution	322,253	335,471	350,622
Sewage Collection	298,496	301,311	313,098
Sewage Treatment & Disposal	75,730	91,604	104,220
Total	$ 890,938	$ 928,022	$ 975,337
Finance			
Water Service Office	$ 156,059	$ 178,546	$ 175,669
Interdepartmental			
Debt Service	$1,045,218	$1,178,833	$1,178,521
Interdepartmental Services	572,921	497,599	470,473
Total	$1,618,139	$1,676,432	$1,648,994
GRAND TOTAL EXPENDITURES	$2,665,136	$2,783,000	$2,800,000

TABLE XI
COMPARISON OF EXPENDITURES BY OBJECT

WATER AND SEWER FUND

Object	1965 Actual	1966 Budget	1967 Budget
Personal Services	$ 568,568	$ 590,664	$ 644,389
Contractual Services	329,637	340,874	357,044
Commodities	162,948	178,785	173,080
Revolving Funds	140,990	161,851	154,779
Capital Outlay	417,775	333,993	294,187
Debt Service	1,045,218	1,176,833	1,176,521
GRAND TOTAL	$2,665,136	$2,783,000	$2,800,000

TABLE XII

COMPARISON OF EXPENDITURES BY DEPARTMENT

WATER AND SEWER FUND

Account	1966 Budget	1967 Current Level	1967 Program Improve.	1967 Recom.	1967 Adopted
Public Services	$ 928,022	$ 975,337	$ 0	$ 975,337	$ 975,337
Finance	178,546	176,173	- 504	175,669	175,669
Interdepartmental	1,676,432	1,648,994	0	1,648,994	1,648,994
GRAND TOTAL	$2,783,000	$2,800,504	$- 504	$2,800,000	$2,800,000

DEPARTMENT OF PUBLIC SERVICES

Water and Sewer Division

The Water and Sewer Division of the Department of Public Services is responsible for the following four activities: Water Supply and Treatment; Water Distribution; Sewage Collection, and Sewage Treatment and Disposal.

WATER DIVISION

It is the responsibility of this Division to:

1. Provide a water supply that is safe, clear, and potable.

2. Provide adequate pressure and supply to meet the most urgent demands of the community.

3. Provide maintenance of the system.

The Water Supply and Treatment Activity

Savannah water is supplied from subsurface water sources. This water supply is derived from 21 wells located in strategic areas throughout the City. Water is delivered from these deep wells to the system by electric pumps. Since electricity is subject to interruptions from various causes and since demand for water is continuous, each well is equipped with a diesel standby engine for use in the event of electric power failure.

The Savannah water distribution system is interconnected or looped. This system of distribution permits various wells to be placed on or off service as the demand for water or pressure varies. To facilitate stabilization ten wells have been connected by a telemetering system to the central control room located at the City Lot. This telemetering system permits individual pumps to be turned on or off and their performance monitored from the control room. Wells not connected to the telemetering system must be operated manually. This duty is performed by the maintenance crew in the field on dispatch by radio from the control room.

To insure a safe water supply, the water delivered from each well is chlorinated before it enters the water distribution system.

Savannah's average water consumption is 138 gallons per capita per day. To meet this demand, the City pumps and treats an average of ~~20.7~~ 20.5 million gallons of water per day.

The Proposed 1966 Budget provides ~~$207,397~~ for this activity. In 1966, ~~$199,636~~ was allocated. This is an increase of ~~$7,761~~ due to:

1. Normal pay adjustments for permanent employees and Group Insurance and Social Security charged to this activity in 1967 increase Personal Services costs by $6,107.

2. Capital Outlay increases by $2,000 to replace three 1947 chlorinators at Wells 1, 7, and 13.

The Water Distribution Activity

The Water Distribution Activity is responsible for maintaining the water distribution system. The system consists of trunklines, valves, fire hydrants, and water meters. This activity installs new fire hydrants and water meters as needed. It maintains more than 35,000 water meters and 2,400 fire hydrants. Each year, it installs some 7,500 lineal feet of small pipe and 3,000 lineal feet of large water pipe and replaces or renews more than 1,000 lineal feet of small pipe and 250 lineal feet of large pipe. Each year this activity will repair more than 2,000 water leaks.

The Proposed 1967 Budget recommends an appropriation of $350,622. This is an increase of $15,151 from the appropriation for 1966 of $335,471. This increase is due to:

1. Normal pay adjustments for permanent employees and the charging of Group Insurance and Social Security to this activity will increase Personal Services costs $14,768.

2. Revolving Fund charge-backs will increase due to charging an appropriate share of the cost of Supplies Management to this activity in 1967. This increase will be partially offset by miscellaneous decreases for contractual services and commodities.

SEWAGE DIVISION

It is the responsibility of this Division to:

1. Collect waste.
2. Treat and dispose of sewage.
3. Maintain the sewage system.

The Sewage Collection Activity

There are over nineteen and one-half miles of combination storm and sanitary sewer lines presently in use. Included in these are more than 3,600 man holes which must be maintained, cleaned and repaired. In addition to repairing and cleaning, this Activity annually constructs approximately 1,000 lineal feet of new lines and replaces an equal amount of damaged sewer lines.

The Proposed 1967 Budget recommends $313,098 for this Activity. In 1966, $301,311 was allocated. This is an increase of $11,787 and is due to:

1. Normal pay adjustments for permanent employees and the charging of Group Insurance and Social Security to this Activity increase Personal Services costs $14,992.
2. Decreases in costs of Commodities and Revolving Fund charge-backs offset Personal Services increase by $3,205.

The Sewage Treatment and Disposal Activity

The sewage treatment and disposal facilities consist of the Bacon Park Treatment Plant and five other disposal facilities which are located in Windsor Forest, Wilshire Estates, Cloverdale, and two on Wilmington Island. Forty-two lift stations are necessary for the operation of this system.

These facilities require continuous operation 24 hours a day, 365 days a year. Annually, more than 1,990 million gallons of sewage are treated at these facilities.

The Proposed 1967 Budget recommends that $104,220 be allocated to this Activity. The 1966 appropriation was $91,604. This increase amounts to $12,624 and is due to the following reasons:

1. Normal pay adjustments for permanent employees and Group Insurance and Social Security charged to this Activity in 1967 increase Personal Services costs $9,192.

2. Contractual Services costs increase $3,000 to provide funds for increased utility costs.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
PUBLIC SERVICES	7010-20-50-60	Utility	Water & Sewer

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$487,621	$ 502,101	$547,160	$547,160
Contractual Services	167,064	165,188	166,595	166,595
Commodities	148,734	164,705	157,850	157,850
Revolving Funds	83,265	89,616	95,607	95,607
Capital Outlay	4,254	6,412	8,125	8,125
TOTAL	$890,938	$ 928,022	$975,337	$975,337
Budgeted Man Years	121.00	123.00	123.00	

SUMMARY BY ACTIVITIES

Water Supply and Treatment	$ 194,459	$ 199,636	$ 207,397	$ 207,397
Water Distribution	322,253	335,471	350,622	350,622
Sewage Collection	298,496	301,311	313,098	313,098
Sewage Treatment and Disposal	75,730	91,604	104,220	104,220
GRAND TOTAL	$890,938	$928,022	$975,337	$975,337

PUBLIC SERVICES

(Water & Sewer Fund)

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$502,101	$547,160	$547,160
Contractual Services	165,188	166,595	166,595
Commodities	164,705	157,850	157,850
Revolving Funds	89,616	95,607	95,607
Capital Outlay	6,412	8,125	8,125
TOTAL	$928,022	$975,337	$975,337

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Water Supply & Treatment	$194,459	$199,636	$207,397	$ 0	$207,397	$207,397
Water Distribution	322,253	335,471	350,622	0	350,622	350,622
Sewage Collection	298,496	301,311	313,098	0	313,098	313,098
Sewage Treatment & Disp.	75,730	91,604	104,220	0	104,220	104,220
TOTAL	$890,938	$928,022	$975,337	$ 0	$975,337	$975,337

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Group Insurance and Social Security benefits previously charged only to Employee Benefits Account will be charged back to Public Services in 1967.	35,336	
2.	Funds are provided in the 1967 Budget for full year's salaries for positions added in 1966 and for normal pay adjustments for permanent employees.	11,950	

		Increase	Decrease
3.	Overtime costs increase in 1967.	$ 2,750	$
4.	Salary savings increase.		5,000
5.	Maintenance, equipment and maintenance, buildings and improvements costs requirements increase.	1,400	
6.	Equipment rental costs decrease in 1967.		10,500
7.	Supplies Management account is transferred to the Revolving Funds. Prorated share of costs increases.	14,207	
8.	Electrical Maintenance and Switchboard Services costs increase in 1967.	1,100	
9.	Operating and Construction equipment costs increase in 1967.	300	

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1.	Request for an addition of one five-man crew together with vehicles and equipment to maintain water valves was deleted due to lack of funds.	29,394
2.	Request for an addition of a five-man crew, together with vehicles and equipment, for constructing manholes for water valves was deleted.	33,472
3.	Request for additional vehicle radios was deleted pending a study of Local Government Network in 1968.	4,380
4.	Request for an additional Water and Sewer Administrator was deleted because reorganization of the Engineering Activity will provide the Water and Sewer Division with Engineering services.	12,990

		Increase $	Decrease $
5.	Request for additional vehicular equipment for lift station maintenance was deleted pending a study of vehicle needs.		2,375
6.	Request for the addition of a four-man crew, together with vehicles and equipment to maintain oxidation ponds and general grounds maintenance was deleted.		18,084

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Water Supply & Treatment	7010	PUBLIC SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 50,284	$ 54,322	$ 60,429	$ 60,429
Contractual Services	114,226	111,025	112,412	112,412
Commodities	15,937	18,362	16,575	16,575
Revolving Funds	11,054	12,924	12,281	12,281
Capital Outlay	2,958	3,003	5,700	5,700
TOTAL	$194,459	$199,636	$207,397	$207,397

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Water Pump Operator II	15	$316-404	1.00	1.00	1.00	$ 4,848	$ 4,848
Water Pump Operator I	13	288-366	9.00	10.00	10.00	38,106	39,826
Water Serviceman	12	274-348	1.00	1.00	1.00	3,456	3,554
Utilityman	11	260-332	2.00	2.00	2.00	6,912	7,192
Total 105						$ 53,322	$ 55,420
Social Security							2,439
Group Insurance							1,570
Overtime						1,000	1,000
GRAND TOTAL			13.00	14.00	14.00	$ 54,322	$ 60,429
Less Leave Time			1.04	1.12	1.12		
Net Productive Time Available			11.96	12.88	12.88		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Water Supply & Treatment	7010	PUBLIC SERVICES

Program Description: This Activity is responsible for the continuous operation and maintenance of the City's 21 wells and 21 chlorinators which are used to treat the water supply.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 7,000
Net Change	+$7,000

Current Level Change

Personal Services	+$6,100	Electrical Maint.	+$ 500	Misc. Rev. Funds	+$ 800
Main. of Equip.	- 4,600	Subsidies Costs	- 500	Maint., Bldg.	+ 6,150
Operating Supplies	+ 350	Other Con. Ser.	- 200	Const. Supplies	- 500
Fixed Equipment	+ 2,700	Repair Parts	- 1,500	Equipment Rental	- 2,300

WORK ACTIVITY:	ACTUAL	ESTIMATED	BUDGET 1967		
	1965	1966	CUR. LEVEL	PROG. IMP.	TOTAL
CONTROL ROOM OPERATION					
Cost Allocated	$ 16,736	$ 17,181	$ 14,531		$ 14,531
Man Years Allocated	4.00	4.20	4.20		4.20
Wells monitored	N/A	21	21		21
Water Service calls received	N/A	2,700	2,900		2,900
Calls received from other departments	N/A	25,000	29,000		29,000
Overtime cost	$ 2,457	$ 1,910	$ 1,000		$ 1,000
Overtime man hours	1,229	900	500		500
PUMP OPERATION					
Cost Allocated	$126,826	$130,206	$125,033		$125,033
Man Years Allocated	4.00	5.00	5.00		5.00
Ave. pumping hours per day	N/A	195	210		210
Water pumped (MGD)	N/A	20.5	20.7		20.7
Chlorinators operated and maintained	N/A	19	21		21
Pounds of chlorine used	N/A	63,000	66,000		66,000
PUMP MAINTENANCE					
Cost Allocated	$ 46,083	$ 47,307	$ 62,916		$ 62,916
Man Years Allocated	4.00	4.00	4.00		4.00
No. of stand-by engines maintained	N/A	12	13		13
No. of pumps checked nine times a day	N/A	7	8		8

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Water Supply & Treatment	7010	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967		
			CUR. LEVEL	PROG. IMP.	TOTAL
No. of pumps checked three times a day	N/A	7	7		7
No. of pumps checked one time a day	N/A	7	6		6
No. bearings lubricated	N/A	5,500	5,600		5,600
Overtime cost	$ 2,457	$ 1,910	$ 1,000		$ 1,000
Overtime man hours	1,229	900	500		500
GROUNDS MAINTENANCE					
Cost Allocated	$ 4,814	$ 4,942	$ 4,917		$ 4,917
Man Years Allocated	1.00	.80	.80		.80
No. of locations to be maintained	N/A	21	21		21
Acres to be maintained	N/A	5	5		5
Total feet of fence maintained	N/A	6,000	6,300		6,300
SUMMARY					
Total Cost Allocated	$194,459	$199,636	$207,397		$207,397
Total Man Years Allocated	13.00	14.00	14.00		14.00
Total Man Years Leave Time	1.04	1.12	1.12		1.12

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Water Distribution	7020	PUBLIC SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 186,166	$194,710	$ 209,478	$ 209,478
Contractual Services	24,269	21,846	19,421	19,421
Commodities	84,029	91,585	87,550	87,550
Revolving Funds	27,252	26,146	33,798	33,798
Capital Outlay	537	1,184	375	375
TOTAL	$ 322,253	$335,471	$ 350,622	$ 350,622

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Water & Sewer Administrator	32	$ 720-920	1.00	1.00	1.00	$ 10,974	$ 11,040
Water Distribution Supt.	24	490-624	1.00	1.00	1.00	7,488	7,488
Water Distribution Foreman	18	366-466	7.00	7.00	7.00	33,936	34,878
Engineering Aide II	17	348-444	1.00	1.00	1.00	4,428	4,220
Equipment Operator III	16	332-424	1.00	1.00	1.00	5,088	5,088
Equipment Operator II	14	302-384	1.00	1.00	1.00	4,392	4,572
Water Meter Shop Foreman	13	288-366	1.00	1.00	1.00	3,984	3,952
Equipment Operator I	12	274-348	2.00	2.00	2.00	7,248	7,528
Water Meter Repair Foreman	12	274-348	1.00	1.00	1.00	3,484	3,722
Water Serviceman	12	274-348	20.00	20.00	20.00	72,602	74,498
Water Meter Repairman	11	260-332	1.00	1.00	1.00	3,456	3,596
Utilityman	11	260-332	1.00	1.00	1.00	3,120	3,120
Laborer	10	248-316	8.00	8.00	8.00	25,920	26,916
Total						$186,120	$190,618
Less Salary Savings						910	4,500
Total 105						$185,210	$186,118
Social Security							8,729
Group Insurance							5,131
Overtime						9,500	9,500
GRAND TOTAL			46.00	46.00	46.00	$194,710	$209,478
Less Leave Time			3.68	3.68	3.68		
Net Productive Time Available			42.32	42.32	42.32		

1967 BUDGET

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Water Distribution	7020	PUBLIC SERVICES

Program Description: This Activity is responsible for maintaining approximately 300 miles of water distribution lines, approximately 3,000 water valves, about 37,000 water meters, and 2,500 fire hydrants for the City's water system. This Activity also makes extensions to the water distribution system.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 15,250
Net Change	+$15,250

Current Level Change

Personal Services	+$14,750	Misc. Rev. Funds	+$8,800	Transportation	-$100
Utilities	+ 300	Equipment Rental	- 1,300	Const. Equipment	- 800
Repair Parts	+ 900	Operating Supplies	- 6,500		
Construction Sup.	+ 1,400	Maintenance	- 2,200		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
WATER METERS					
Cost Allocated	$ 96,407	$ 94,640	$ 98,563		$ 98,563
Man Years Allocated	15.00	15.00	15.00		15.00
No. of meters in service	37,518	37,938	38,317		38,317
No. of meters installed (new customers)	N/A	400	400		400
Cost per meter installed	N/A	$ 70	$ 70		$ 70
No. of meters removed for repair	N/A	250	300		300
Cost per meter to remove for repair	N/A	$ 12	$ 12		$ 12
No. of meters removed - terminal	N/A	100	100		100
Cost per meter removed terminal	N/A	$ 7	$ 7		$ 7
No. of meters plugged	N/A	240	260		260
Cost per meter to plug	N/A	$ 7	$ 7		$ 7
No. of meters repaired	N/A	3,600	4,000		4,000
Cost per meter to repair	N/A	$ 17.50	$ 17.50		$ 17.50
FIRE HYDRANTS					
Cost Allocated	$ 13,515	$ 13,419	$ 14,578		$ 14,578
Man Years Allocated	3.00	3.00	3.00		3.00
No. of fire hydrants in service	2,458	2,463	2,469		2,469
No. of new fire hydrants installed	5	6	10		10
Cost per hydrant installed	$ 250	$ 250	$ 250		$ 250

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Water Distribution	7020	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. of fire hydrants replaced	N/A	15	20		20
Cost per fire hydrant replaced	N/A	$ 200	$ 200		$ 200
No. of fire hydrants painted	N/A	1,800	1,900		1,900
Cost to paint ten fire hydrants	N/A	$ 30	$ 30		$ 30
No. of fire hydrants flushed	N/A	7,000	7,200		7,200
Cost to flush 100 fire hydrants	N/A	$ 50	$ 50		$ 50
WATER LINE WORK					
Cost Allocated	$115,328	$114,270	$119,874		$119,874
Man Years Allocated	13.00	13.00	13.00		13.00
Water Lines 2" or Less:					
L.F. laid new	N/A	7,000	7,500		7,500
Cost per foot of new line	N/A	$ 2.50	$ 2.50		$ 2.50
L.F. replaced	N/A	800	1,000		1,000
Cost per foot to replace line	N/A	$ 3.00	$ 3.00		$ 3.00
L.F. of laterals installed new	N/A	18,000	18,000		18,000
L.F. of laterals replaced	N/A	3,000	3,000		3,000
Cost per foot of laterals	N/A	$ 3.75	$ 3.75		$ 3.75
Water Lines Greater Than 2":					
L. F. laid new	N/A	3,000	3,000		3,000
Cost per foot of new line	N/A	$ 7.00	$ 7.00		$ 7.00
L. F. replaced	N/A	200	250		250
Cost per foot to replace line	N/A	$ 9.00	$ 9.00		$ 9.00
VALVES					
Cost Allocated	$ 16,271	$ 16,774	$ 17,592		$ 17,592
Man Years Allocated	3.00	3.00	3.00		3.00
No. of valves in service	3,007	3,106	3,206		3,206

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Water Distribution	7020	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
No. of new valves installed	N/A	100	100		100
Cost per valve installed	N/A	$ 150	$ 150		$ 150
No. of valves replaced	N/A	50	50		50
Cost per valve replaced	N/A	$ 200	$ 200		$ 200
No. of valves serviced	N/A	40	40		40
Cost per valve services	N/A	$ 50	$ 50		$ 50
No. of valve manholes built	N/A	4	4		4
Cost per manhole built	N/A	$ 100	$ 100		$ 100
LEAKS					
Cost Allocated	$ 80,732	$ 82,625	$ 86,015		$ 86,015
Man Years Allocated	12.00	12.00	12.00		12.00
No. of leaks repaired in lines 2" of less	N/A	1,000	1,000		1,000
Cost per leak repaired	N/A	$ 30	$ 30		$ 30
No. of leaks repaired in lines 2" or greater	N/A	1,000	1,000		1,000
Cost per leak repaired	N/A	$ 56	$ 56		$ 56
Overtime cost	$ 12,195	$ 11,227	$ 13,000		$ 13,000
Overtime man hours	6,098	5,500	6,500		6,500
TOTAL WATER DISTRIBUTION FUNCTIONS					
Cost Allocated	$322,253	$321,728	$336,622		$336,622
Man Years Allocated	46.00	46.00	46.00		46.00
PLUS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Streets & Traffic Dept.: Cost Allocated	N/A	$ 13,743	$ 14,000		$ 14,000
SUMMARY					
Total Cost Allocated	$322,253	$335,471	$350,622		$350,622
Total Man Years Allocated	46.00	46.00	46.00		46.00
Total Man Years Leave Time	3.68	3.68	3.68		3.68

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Sewage Collection	7050	PUBLIC SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$201,829	$ 194,313	$209,305	$209,305
Contractual Services	18,191	22,538	21,983	21,983
Commodities	37,439	38,942	36,845	36,845
Revolving Funds	40,278	44,643	44,065	44,065
Capital Outlay	759	875	900	900
TOTAL	$298,496	$ 301,311	$313,098	$313,098

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$
Sewage & Drainage Supt.	24	490-624	1.00	1.00	1.00	7,488	7,488
Sewage & Drainage Supv.	20	404-514	1.00	1.00	1.00	5,592	5,832
Sewage & Drainage Foreman II	18	366-466	5.00	5.00	5.00	24,240	24,492
Equipment Operator III	16	332-424	1.00	1.00	1.00	5,088	5,088
Equipment Operator II	14	302-384	4.00	2.00	2.00	8,784	9,144
S & D Serviceman II	12	274-348	21.00	21.00	21.00	76,272	77,928
S & D Serviceman I	11	260-332	12.00	12.00	12.00	41,416	41,696
Laborer	10	248-316	7.00	5.00	5.00	15,684	16,430
Total						$184,564	$188,098
Less Salary Savings						3,251	4,992
Total 105						$181,313	$183,106
Social Security							7,941
Group Insurance							5,258
Overtime						13,000	13,000
GRAND TOTAL			52.00	48.00	48.00	$194,313	$209,305
Less Leave Time			4.16	3.84	3.84		
Net Productive Time Available			47.84	44.16	44.16		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Sewage Collection	7050	PUBLIC SERVICES

Program Description: This Activity maintains the City's sanitary sewer and enclosed storm sewer systems and makes minor improvements and extensions within the capabilities of City Forces.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 11,850
Net Change	+$11,850

Current Level Change

Personal Services	+$15,000	Mat., Bldg. & Imp.	+$600	Operating Sup.	-$700
Utilities	+ 2,500	Switchboard Ser.	+ 650	Mach. & Equip.	- 800
Warehouse Sup.	+ 3,800	Rentals & Comm.	- 300	Construction Sup.	- 900
Equipment Rental	- 6,000	Bldg. & Imp. Maint.	-2,000		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
MANHOLE CONSTRUCTION AND MAINTENANCE					
Cost Allocated	$ 56,708	$ 55,997	$ 58,247		$ 58,247
Man Years Allocated	9.00	9.00	9.00		9.00
New manholes constructed	N/A	20	22		22
Cost per manhole constructed	N/A	$ 220	$ 220		$ 220
No. of manholes rebuilt	N/A	30	32		32
Cost per manhole rebuilt	N/A	$ 250	$ 250		$ 250
No. of manholes replaced	N/A	20	20		20
Cost per manhole replaced	N/A	$ 350	$ 350		$ 350
No. of manholes repaired	N/A	170	170		170
Cost per manhole repaired	N/A	$ 150	$ 150		$ 150
No. of manholes lowered or raised	N/A	100	100		100
Cost to lower or raise manhole	N/A	$ 75	$ 75		$ 75
SEWERLINE CONSTRUCTION AND MAINTENANCE					
Cost Allocated	$185,072	$184,315	$191,605		$191,605
Man Years Allocated	30.00	30.00	30.00		30.00
L. F. of new lines	N/A	1,000	1,000		1,000
Cost of new line per foot	N/A	$ 6	$ 6		$ 6

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Sewage Collection	7050	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
L. F. of lines replaced	N/A	1,000	1,000		1,000
Cost per foot to replace line	N/A	$ 15	$ 15		$ 15
No. of repairs	N/A	270	280		280
Cost per repair	N/A	$ 660	$ 660		$ 660
Overtime cost	$ 12,195	$ 13,000	$ 13,000		$ 13,000
Overtime man hours	6,048	6,500	6,500		6,500
SYSTEM CLEANING					
Cost Allocated	$ 56,716	$ 56,123	$ 58,246		$ 58,246
Man Years Allocated	9.00	9.00	9.00		9.00
No. of sewers cleaned	N/A	1,250	1,300		1,300
Cost per sewer cleaned	N/A	$ 20	$ 20		$ 20
No. of manholes cleaned	N/A	1,800	1,800		1,800
Cost per manhole cleaned	N/A	$ 15	$ 15		$ 15
No. of man hours per manhole cleaned	N/A	2	2		2
L. F. of sewer lines cleaned by machine	N/A	6,000	6,000		6,000
Cost per foot to machine clean sewer lines	N/A	$ 1	$ 1		$ 1
L. F. of sewer line machine cleaned per man hour	N/A	10	10		10
TOTAL SEWAGE COLLECTION FUNCTIONS					
Cost Allocated	$298,496	$296,435	$308,098		$308,098
Man Years Allocated	52.00	48.00	48.00		48.00
PLUS SERVICES RECEIVED FROM OTHER ACTIVITIES					
Streets & Traffic Dept. Cost Allocated	N/A	$ 4,876	$ 5,000		$ 5,000
SUMMARY					
Total Cost Allocated	$298,496	$301,311	$313,098		$313,098
Total Man Years Allocated	52.00	48.00	48.00		48.00
Total Man Years Leave Time	4.16	3.84	3.84		3.84

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Sewage Treatment & Disposal	7060	PUBLIC SERVICES

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 49,342	$ 58,756	$ 67,948	$ 67,948
Contractual Services	10,378	9,779	12,779	12,779
Commodities	11,329	15,816	16,880	16,880
Revolving Funds	4,681	5,903	5,463	5,463
Capital Outlay	0	1,350	1,150	1,150
TOTAL	$ 75,730	$ 91,604	$104,220	$104,220

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
Sewage Treat. Superintendent	24	$ 490-624	1.00	1.00	1.00	$ 7,488	$ 7,488
Sewage Treat. Plant Opr. II	17	348-444	1.00	1.00	1.00	4,608	4,608
Sewage Treat. Plant Opr. I	15	316-404	5.00	7.00	7.00	28,736	29,296
Equipment Operator I	12	274-348	1.00	1.00	1.00	3,624	3,764
Lift Station Maintenanceman	12	274-348	2.00	2.00	2.00	7,248	7,528
Sew. & Drainage Serviceman I	11	260-332	0	3.00	3.00	9,360	9,696
Total						$ 61,064	$ 62,380
Less Salary Savings						2,560	1,724
Total 105						$ 58,504	$ 60,656
Social Security							2,837
Group Insurance							1,455
Overtime						252	3,000
GRAND TOTAL			10.00	15.00	15.00	$ 58,756	$ 67,948
Less Leave Time			.80	1.20	1.20		
Net Productive Time Available			9.20	13.80	13.80		

PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Sewage Treatment & Disposal	7060	PUBLIC SERVICES

Program Description: This Activity operates and maintains the Bacon Park Treatment Plant, 39 lift stations and 6 other sewage treatment facilities. An aeration basin is being added to the Wilshire Estates oxidation pond and will be placed in operation during 1967.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 12,550
Net Change	+$12,550

Current Level Change

Personal Services	+$6,450	Const. Material	+$ 50	Warehouse	+$1,700
Utilities	+ 2,700	Electrical Maint.	+ 550	Equip. Rental	- 900
Bldg. & Equipment	+ 600	Motor Fuel & Lub.	- 200		
Operating Supplies	+ 3,000	Repair Parts	- ,400		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
BACON PARK TREATMENT PLANT					
Cost Allocated	$ 41,654	$ 50,371	$ 57,349		$ 57,349
Man Years Allocated	4.00	8.00	8.00		8.00
Sewage treated (MG)	N/A	1,570	1,642		1,642
Sewage treated per day (MG)	N/A	4.2	4.5		4.5
Median MPN - Standard	N/A	100	100		100
Median count at plant (most probable number bacterial)	N/A	100	100		100
BOD reduction standard (average)	N/A	90%	90%		90%
BOD reduction (average) (bio chemical oxygen demand)	N/A	90%	90%		90%
PH value standard effluent	N/A	6.8-7.6	6.8-7.6		6.8-7.6
PH value at plant (ave.)	N/A	7.0	7.0		7.0
Man hours assigned per shift:					
1st shift -2400-0800	N/A	16	16		16
2nd shift -0800-1600	N/A	32	32		32
3rd shift -1600-2400	N/A	16	16		16
Overtime cost	N/A	$ 1,496	$ 1,333		$ 1,333
Overtime man hours	N/A	733	667		667
Cost to treat one-million gallons of sewage at plant	N/A	$ 39.25	$ 39.25		$ 39.25

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Sewage Treatment & Disposal	7060	PUBLIC SERVICES

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
OTHER TREATMENT FACILITIES					
Cost Allocated	$ 7,572	$ 9,163	$ 10,327		$ 10,327
Man Years Allocated	2.00	2.30	2.30		2.30
Sewage treated (MG)	N/A	325	350		350
Sewage treated per day (MG)	N/A	.890	.958		.958
BOD reduction (standard)	N/A	N/A	N/A		N/A
BOD reduction (average)	N/A	80%	80%		80%
PH value (standard)	N/A	6.8-7.6	6.8-7.6		6.8-7.6
PH value (average)	N/A	N/A	N/A		N/A
Overtime cost	$ 2,147	$ 1,496	$ 1,333		$ 1,333
Overtime man hours	1,074	733	667		667
Cost to treat one million gallons at other facilities	N/A	$ 28.19	$ 33.43		$ 33.43
LIFT STATIONS					
Cost Allocated	$ 22,718	$ 27,489	$ 31,322		$ 31,322
Man Years Allocated	3.00	3.90	3.90		3.90
No. lift stations operated	N/A	39	42		42
No. days checked per week	6	6	6		6
No. each checked per day	N/A	.84	.84		.84
Ave. cost per station	N/A	$ 235	$ 246		$ 246
GROUNDS MAINTENANCE					
Cost Allocated	$ 3,786	$ 4,581	$ 5,222		$ 5,222
Man Years Allocated	1.00	.80	.80		.80
No. of locations	N/A	45	49		49
Overtime cost	$ 2,146	$ 1,496	$ 1,333		$ 1,333
Overtime man hours	1,074	744	666		666
SUMMARY					
Total Cost Allocated	$ 75,730	$ 91,604	$104,220		$104,220
Total Man Years Allocated	10.00	15.00	15.00		15.00
Total Man Years Leave Time	.80	1.20	1.20		1.20

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FINANCE

(Water and Sewer Fund)

The Water Service Office is a functional unit of the Treasury Division of the Finance Department. This activity is responsible for providing all customer services to water and sewer utility users. Services performed in fulfilling these duties are: meter reading, billing of accounts, collection of current and delinquent accounts, and field inspections to check for leaks and faulty meters.

The water system services approximately 30,000 customers within the City and 5,200 customers within the County. In 1967, it is assumed that the active accounts will decrease by approximately 120. This is due to the loss of military personnel associated with Hunter Air Force Base.

The sewage system services the entire City but only charges County users. It provides sewer service to approximately 3,900 customers in Chatham County. During 1967, it is assumed that the number of sewer accounts will increase by approximately 200. Normal growth would be about 300 accounts, but the closing of Hunter Air Force Base will cause a loss of approximately 100 accounts.

The 1967 Budget proposes that funds in the amount of $175,669 be allocated to this activity. This is a decrease of $2,877 over the appropriation of $178,546 for 1966. This decrease is the result of the following changes:

1. Data Processing charge-backs in 1967 for this activity will decrease by $12,925.

2. Funds in the amount of $1,750 were provided in the 1966 Budget to purchase a pick-up truck. These funds will not be needed in 1967.

3. A program improvement deleting a Clerk IV position and adding a Water Service Supervisor position will decrease Personal Services costs by $504. This change was made to provide for more effective supervision of the Water Service Office.

These decreases in cost were partially offset by the following increases:

1. Funds in the amount of $1,600 are provided for normal pay adjustments for permanent employees.

2. In 1967, anticipated salary savings decrease. This will creat an increase in cost of $1,250.

3. Group Insurance and Social Security benefits previously charged to the Employee Benefits Account will be charged in 1967 to the various departments. This change results in an increase of $6,450.

4. An increase of $1,350 for the car allowances of the five meter readers is proposed. This increase reflects more realistic compensation for actual expenses incurred.

5. Requirements for office supplies, printing, and postage increase by $1,150 in 1967.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
FINANCE	7210	Utility	Water & Sewer

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 80,947	$ 88,393	$ 97,229	$ 97,229
Contractual Services	2,573	1,913	3,193	3,193
Commodities	14,214	14,080	15,230	15,230
Revolving Funds	57,725	72,235	59,172	59,172
Capital Outlay	600	1,925	845	845
TOTAL	$156,059	$ 178,546	$175,669	$175,669
Budgeted Man Years	19.50	21.56	21.50	

SUMMARY BY ACTIVITIES

Water Service Office	$ 156,059	$ 178,546	$ 175,669	$ 175,669
GRAND TOTAL	$156,059	$178,546	$175,669	$175,669

FINANCE

Water and Sewer Fund

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 88,393	$ 97,229	$ 97,229
Contractual Services	1,913	3,193	3,193
Commodities	14,080	15,230	15,230
Revolving Funds	72,235	59,172	59,172
Capital Outlay	1,925	845	845
TOTAL	$178,546	$175,669	$175,669

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Water Service Off.	$156,059	$178,546	$176,173	$- 504	$175,669	$175,669
TOTAL	$156,059	$178,546	$176,173	$- 504	$175,669	$175,669

RECOMMENDED 1967 BUDGET
MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Funds are provided in the 1967 Budget for normal pay adjustments for permanent employees.	1,600	
2.	Anticipated salary savings decrease.	1,250	
3.	Group Insurance and Social Security benefits previously charged only to the Employees Benefits Account will be charged back to Finance in 1967.	6,450	
4.	Funds are provided in the 1967 Budget to replace two typewriters and an adding machine.	700	

		Increase $	Decrease $
5.	Data Processing charge-backs will decrease in 1967.		12,925
6.	Funds provided in the 1966 Budget to purchase a pick-up truck will not be needed in 1967.		1,750
7.	Car allowances for five meter readers are increased. This increase reflects more realistic consideration for actual expenses incurred.	1,350	
8.	Requirements for printing, office supplies and postage increase.	1,150	
9.	Miscellaneous Revolving Fund charge-backs decrease.		200

PROGRAM IMPROVEMENTS

1.	A Water Service Supervisor position is added and a Clerk IV position is deleted to provide for more effective supervision of the Water Service Office.		500

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS

1. None

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Water Service Office	7210	FINANCE

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 80,947	$ 88,393	$ 97,229	$ 97,229
Contractual Services	2,573	1,913	3,193	3,193
Commodities	14,214	14,080	15,230	15,230
Revolving Funds	57,725	72,235	59,172	59,172
Capital Outlay	600	1,925	845	845
TOTAL	$156,059	$ 178,546	$ 175,669	$ 175,669

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
City Treasurer	28	$ 594-756	.50	.50	.50	$ 4,092	$ 3,980
Water Service Supervisor	22	444-566	0	0	1.00	0	5,328
Clerk IV	19	384-490	1.00	1.00	0	5,592	0
Clerk III	16	332-426	2.00	2.00	2.00	8,784	9,380
Clerk-Typist II	14	302-384	1.00	1.00	1.00	4,176	4,356
Clerk II	13	288-366	4.00	5.06	5.00	19,985	20,088
Water Service Representative	13	288-366	10.00	6.00	6.00	22,742	23,148
Water Meter Reader	12	274-348	0	5.00	5.00	20,496	20,656
Clerk I	10	248-316	1.00	1.00	1.00	3,456	3,596
Total						$89,323	$90,532
Less Salary Savings						1,265	0
Total 105						$88,058	$90,532
Social Security							3,985
Group Insurance							2,477
Overtime						335	235
GRAND TOTAL			19.50	21.56	21.50	$88,393	$97,229
Less Leave Time			1.56	1.72	1.72		
Net Productive Time Available			17.94	19.84	19.78		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Water Service Office	7210	FINANCE

Program Description: This Activity is a unit of the Treasury Division. Water Service Office personnel are responsible for performing all activities relating to providing utility service to water and sewer customers, meter reading and billing of accounts, and collection of delinquent accounts.

Comments on Budgeted Program:

Program Improvement - A Water Service Office Supervisor position has been added and a Clerk IV position has been deleted (-$500).

Net Program Improvement	-$ 500
Net Current Level Change	- 2,450
Net Change	-$2,950

Current Level Change

Personal Services	+$9,250	Data Processing Ser.	-$12,925	Capital Out.	-$1,100
Transportation	+ 1,350	Equipment Rental	- 500		
Print. & Office Sup.	+ 1,100	Switchboard Services	+ 400		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
READ WATER METERS AND BILL WATER AND SEWER ACCOUNTS					
Cost Allocated	$ 65,545	$ 74,186	$ 73,453	$- 1,196	$ 72,257
Man Years Allocated	6.77	6.77	6.76	- .40	6.36
No. water meters read	210,000	211,000	210,000	0	210,000
No. water accounts billed	210,000	211,000	210,000	0	210,000
No. sewer accounts billed	22,500	23,500	24,000	0	24,000
Annual cost per account	$ 1.69	$ 1.90	$ 1.91	$ 0	$ 1.91
PROVIDE CUSTOMER SERVICE					
Cost Allocated	$ 43,696	$ 51,304	$ 51,819	$- 374	$ 51,445
Man Years Allocated	7.37	7.42	7.37	+ .20	7.57
Telephone Service Request for:					
Turn-ons (new ser.)	3,955	3,480	3,500	0	3,500
Cut-offs (disc. ser.)	4,163	4,200	5,500	0	5,500
Inspections (high bills)	N/A	300	300	0	300
Miscellaneous	N/A	9,000	9,000	0	9,000
Counter Requests for:					
Turn-ons (new ser.)	3,940	3,600	3,650	0	3,650
Cut-offs (disc. ser.)	4,163	4,200	5,500	0	5,500
Inspections (high bills)	N/A	210	225	0	225
No. duplicate bills issued	N/A	9,550	9,600	0	9,600
Miscellaneous	N/A	5,160	5,200	0	5,200

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Water Service Office	7210	FINANCE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Field Customer Service:					
No. meters turned on (new service)	7,895	7,080	7,150	0	7,150
No. meters cut off (discontinued ser.)	5,703	5,760	7,500	0	7,500
No. inspections (leaks, high consumption, etc.)	N/A	510	525	0	525
Miscellaneous Customer Service:					
Applications for new meters	N/A	500	475	0	475
Applications for new sewer tap-ins	N/A	336	300	0	300
No. bills adjusted (leaks, misreadings)	2,634	3,450	2,800	0	2,800
No. deposits refunded	N/A	3,385	3,300	0	3,300
No. deposits confiscated	N/A	300	350	0	350
COLLECTION OF DELINQUENT ACCOUNTS					
Cost Allocated	$ 46,818	$ 53,056	$ 50,901	$ 1,066	$ 51,967
Man Years Allocated	5.36	7.37	7.37	.20	7.57
No. accounts becoming delinquent	49,434	56,000	56,000	0	56,000
No. delinquent accounts paid before field action	N/A	14,200	15,000	0	15,000
No. accounts not sent to field for collection or not collected because account inactive, vacancies, building razed, etc.	N/A	13,800	12,000	0	12,000
No. delinquent accounts collected as a result of field action	N/A	22,500	23,000	0	23,000
No. meters cut off for non-payment	4,226	5,500	6,000	0	6,000
Annual cost per delinquent account	$ .95	$ .95	$ .93	$ 0	$ .93

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Water Service Office	7210	FINANCE

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
Annual cost per delinquent account receiving field action	N/A	$ 1.89	$ 1.77	$ 0	$ 1.77
SUMMARY					
Total Cost Allocated	$156,059	$178,546	$176,173	$- 504	$175,669
Total Man Years Allocated	19.50	21.56	21.50	0	21.50
Total Man Years Leave Time	1.56	1.72	1.72	0	1.72
Total Annual Cost per Active Account	$ 4.03	$ 4.57	$ 4.58	$ 0	$ 4,58

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INTERDEPARTMENTAL

(Water & Sewer Fund)

The Interdepartmental Department of the Water and Sewer Fund is divided into two activities: the Debt Service Activity and the Interdepartmental Services Activity. The Debt Service Activity provides funds for the retirement of debt incurred by the Water and Sewer Fund. The Interdepartmental Services Activity includes funds for payment of current revenue to the Capital Improvement Program; expenditures which could not be reasonably forecast; and payments to the General Fund for services rendered.

The 1967 Budget proposes that $1,648,994 be allocated for this Department. This is a net decrease of $27,638 from the $1,676,432 appropriated in 1966. The decrease is due to the following reasons:

1. Funds required for the retirement of the Water and Sewer debt decreases by $300 in 1967.

2. The Water and Sewer Fund's contribution to the Capital Improvement Program decreases by $40,350.

3. The cost of services provided by the General Fund to the Water and Sewer Fund (e.g., Accounting, Streets & Traffic, Purchasing, Legal Services) increases by $13,200.

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DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
INTERDEPARTMENTAL	7410-20-30-40	Interdepartmental	Water & Sewer

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	160,000	173,773	187,256	187,256
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	412,921	325,656	285,217	285,217
Debt Service	1,045,218	1,176,833	1,176,521	1,176,521
TOTAL	$ 1,618,139	$1,676,432	$ 1,648,994	$1,648,994
Budgeted Man Years				

SUMMARY BY ACTIVITIES

Debt Service	$ 1,045,218	$1,178,833	$ 1,178,521	$1,178,521
Interdepartmental Services	572,921	497,599	470,473	470,473
GRAND TOTAL	$1,618,139	$1,676,432	$1,648,994	$1,648,994

INTERDEPARTMENTAL

(Water and Sewer Fund)

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$ 170	$ 0	$ 0
Contractual Services	173,773	187,256	187,256
Commodities	0	0	0
Revolving Funds	0	0	0
Capital Outlay	325,656	285,217	285,217
Debt Service	1,176,833	1,176,521	1,176,521
TOTAL	$1,676,432	$1,648,994	$1,648,994

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Debt Service	$1,045,218	$1,178,833	$1,178,521	$ 0	$1,178,521	$1,178,521
Interdepartmental Services	572,921	497,599	470,473	0	470,473	470,473
TOTAL	$1,618,139	$1,676,432	$1,648,994	$ 0	$1,648,994	$1,648,994

RECOMMENDED 1967 BUDGET

MAJOR CURRENT LEVEL CHANGES FROM 1966 ADOPTED BUDGET

		Increase	Decrease
1.	Debt Service requirements decrease.	$	$ 300
2.	The Water and Sewer Fund's contribution to the Capital Improvement Program decreases.		40,350
3.	The cost of services provided by the General Fund to the Water and Sewer Fund such as Accounting, general administration, purchasing and legal increases.	13,200	

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS FROM DEPARTMENTAL REQUESTS	Increase $	Decrease $
1. None		

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Debt Service	7410	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	0	2,000	2,000	2,000
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	1,045,218	1,176,833	1,176,521	1,176,521
TOTAL	$ 1,045,218	$1,178,833	$ 1,178,521	$1,178,521

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Debt Service	7410	INTERDEPARTMENTAL

Program Description: This Activity includes funds for the retirement of debt of the Water and Sewer Fund.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Sinking Fund Charges	+$8,300
Bond Interest	- 8,600

Net Program Improvement	$ 0
Net Current Level Change	- 300
Net Change	-$ 300

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
DEBT SERVICE					
Cost Allocated	$1,045,218	$1,178,833	$1,178,521		$1,178,521

ACTIVITY	ACCOUNT NUMBER		DEPARTMENT
Debt Service	7410		Interdepartmental
TYPE	1965	1966	1967
Water and Sewer General Obligation Bond Payment	$ 452,458	$ 443,876	$ 435,293
Water and Sewer Sinking Fund Payments	592,760	732,957	741,228
Fiscal Agents Fees	0	2,000	2,000
TOTAL	$1,045,218	$1,178,833	$1,178,521

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Interdepartmental Services	7420-7430-7440	INTERDEPARTMENTAL

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 170	$ 0	$ 0
Contractual Services	160,000	171,773	185,256	185,256
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	412,921	325,656	285,217	285,217
TOTAL	$ 572,921	$ 497,599	$ 470,473	$ 470,473

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Interdepartmental Services	7420-7430-7440	INTERDEPARTMENTAL

Program Description: This Activity includes funds for payment of current revenue to the Capital Improvement Program; pay adjustments for meritorious employees; expenditures which could not be reasonably forecast; and payments to the General Fund for services rendered.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Services by General Fund	+$13,200
Contingencies	+ 100
Capital Improvements	- 40,400

Net Program Improvement	$ 0
Net Current Level Change	- 27,100
Net Change	-$27,100

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
INTERDEPARTMENTAL SERVICES					
Cost Allocated	$572,921	$497,599	$470,473		$470,473

SUMMARY OF INTERDEPARTMENTAL SERVICES

Service	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	Final Allowance
Capital Improvement Program	$412,921	$325,656	$285,217	$ 0	$285,217	$285,217
Contingencies	0	1,943	2,056	0	2,056	2,056
Services by General Fund	160,000	170,000	183,200	0	183,200	183,200
TOTAL	$572,921	$497,599	$470,473	$ 0	$470,473	$470,473

SECTION V

INDUSTRIAL AND DOMESTIC WATER SUPPLY

TABLE XIII

ESTIMATED CURRENT REVENUE BY FUND AND SOURCE

INDUSTRIAL AND DOMESTIC WATER SUPPLY

Source	1965 Actual	1966 Budget	1967 Budget
Sale of Water to Industry	$ 699,711	$ 737,446	$ 746,984
GRAND TOTAL	$ 699,711	$ 737,446	$ 746,984

INDUSTRIAL AND DOMESTIC WATER SUPPLY

The Industrial and Domestic Water Supply Agency is administered by the Industrial and Domestic Water Supply Commission. This Commission is appointed by the Mayor and Aldermen. This agency was created to supply large volumes of water to industrial users.

The Industrial and Domestic Water Supply Agency pumps and treats an average of 34.3 million gallons of water per day. The water which is distributed by this Department is sold to industrial users at cost; however, cost of depreciation is not included in cost determinations. There are two types of industrial users: contract and non-contract. The contract customer agrees to purchase a specified minimum and maximum average quantity of water over 300 days per year. The rate per million gallons is estimated annually. At the end of the year prorate adjustments are made to reflect actual costs of production.

Those customers requiring less than one million gallons of water per day constitute the non-contract customers. They are billed for actual water used. The average rate for non-contract customers is $2.00 per 1,000 cubic feet, or approximately $268.00 per million gallons.

The following is a list of the contract and non-contract customers:

Contract Users	Non-Contract Users
Continental Can Company	Certain-Teed
Union Camp Corporation	Koppers Company
Savannah Sugar Refinery	Atlantic Creosoting
American Cyanamid	American Oil
Southern Nitrogen	General Chemical Division
State Port	Royal Crown Bottling Company
	St. Regis Paper Company
	Johns-Manville Corporation
	Chevron Asphalt Company
	Savannah Electric & Power
	General Transport Company

The Industrial and Domestic Water Agency contains two Activities: Treatment and Distribution and Debt Service.

The Industrial and Domestic Treatment and Distribution Section

It is the responsibility of this Activity to operate and maintain the water treatment and distribution system.

Raw water is obtained from the Savannah River. This is delivered from the river to the treatment plant by electric pumps. Since electricity is subject to interruptions from various causes and since the demand for water is continuous, two diesel

standby engines are provided for use in the event of electric power or electric motor failure.

To insure a safe water supply, this river water is processed by an elaborate filtration and purification system in which considerable quantities of chlorine, lime and alum are used.

Quality of this water is verified by more than 195 bacteriological tests per month, and twice as many chemical and physical tests per month. These tests are scheduled and run by a laboratory at the filtration plant.

The Proposed 1967 Budget provides $453,207 for this Activity. In 1966, $438,823 was allocated. This increase amounts to $14,384 and is due to:

1. Normal pay adjustments for permanent employees and Group Insurance charged to this Activity increase Personal Services costs by $4,531.

2. Contractual Services increase $10,000 to provide funds for painting the interior of 10-million gallon water storage tank.

Debt Service Activity

The Debt Service Activity provides funds for the retirement of debt incurred by the Industrial and Domestic Water Supply Commission.

The Proposed 1967 Budget provides $293,777 for this Activity. In 1966, $298,623 was appropriated. This decrease of $4,846 results from a smaller interest payment being required in 1967.

DEPARTMENTAL EXPENDITURE SUMMARY

DEPARTMENT	ACCOUNT NUMBERS	FUNCTION	FUND
I & D WATER SUPPLY	8002-8010	Industrial Water Supply	I & D Water Supply

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURE 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	ADOPTED BUDGET 1967
Personal Services	$114,837	$ 120,237	$124,768	$124,768
Contractual Services	168,234	187,685	199,975	199,975
Commodities	87,954	107,000	116,625	116,625
Revolving Funds	482	442	577	577
Capital Outlay	32,921	23,459	11,262	11,262
Debt Service	295,283	298,623	293,777	293,777
TOTAL	$699,711	$ 737,446	$746,984	$746,984
Budgeted Man Years	21.00	22.00	22.00	

SUMMARY BY ACTIVITIES

	$	$	$	$
Treatment and Distribution	404,428	438,823	453,207	453,207
Debt Service:				
Sinking Fund Payment	158,401	158,623	158,777	158,777
Retirement on City Loan	136,882	140,000	135,000	135,000
GRAND TOTAL	$699,711	$737,446	$746,984	$746,984

INDUSTRIAL AND DOMESTIC WATER SUPPLY

Object	1966 Budget	1967 Recommendation	1967 Adopted Budget
Personal Services	$120,237	$124,768	$124,768
Contractual Services	187,685	199,975	199,975
Commodities	107,000	116,625	116,625
Revolving Funds	442	577	577
Debt Service	298,623	293,777	293,777
Capital Outlay	23,459	11,262	11,262
TOTAL	$737,446	$746,984	$746,984

Activity	1965 Actual	1966 Budget	1967 Cur. Lev.	1967 Pro. Imp.	1967 Recom.	1967 Adopted
Treatment and Distribution	$404,428	$438,823	$453,207	$ 0	$453,207	$453,207
Debt Service	295,283	298,623	293,777	0	293,777	293,777
TOTAL	$699,711	$737,446	$746,984	$ 0	$746,984	$746,984

RECOMMENDED 1967 BUDGET
MAJOR CURRENT LEVEL CHANGE FROM 1966 ADOPTED BUDGET

		Increase $	Decrease $
1.	Funds are provided in the 1967 Budget for normal pay adjustments for permanent employees.	1,750	
2.	Cost of Social Security decreases for 1967.		1,100
3.	Group Insurance benefits previously charged only to the Employees Benefits Account will be charged back to I & D Water in 1967.	3,900	
4.	Utility costs increase in 1967.	6,600	
5.	Cost of insurance on facilities and equipment decreases in 1967.		3,300

		Increase	Decrease
		$	$
6.	Expenditures for fees and professional services increase.	450	
7.	Requirements for maintenance of buildings and improvements increase in 1967.	5,200	
8.	Maintenance of machinery and equipment increase.	3,200	
9.	Operating supplies and materials requirements increase in 1967.	11,000	
10.	Miscellaneous commodities decrease.		1,300
11.	Revolving Fund charge-backs increase in 1967.	150	
12.	Funds provided for the construction of a building to house Distribution Booster Pump in 1966 will not be required in 1967.		6,100
13.	Expenditures for vehicular equipment decrease.		1,700
14.	Funds provided for the purchase of a chemical feeder and weighing scales in 1966 will not be required in 1967.		6,100
15.	Bond Amortization and interest decrease for 1967.		4,800

PROGRAM IMPROVEMENTS

1. None

MAJOR REVISIONS TO DEPARTMENTAL REQUESTS

1. None

ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Treatment and Distribution	8002	I & D WATER SUPPLY

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$114,837	$ 120,237	$124,768	$124,768
Contractual Services	168,234	187,685	199,975	199,975
Commodities	87,954	107,000	116,625	116,625
Revolving Funds	482	442	577	577
Capital Outlay	32,921	23,459	11,262	11,262
TOTAL	$404,428	$ 438,823	$453,207	$453,207

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$
Water Utility Director	32	720-920	1.00	1.00	1.00	9,948	10,428
Assistant Director	25	514-654	0	1.00	1.00	7,803	7,848
Filtration Plant Superintendent	24	490-624	1.00	0	0	0	0
Ass't Filtration Plant Supt.	20	404-514	1.00	1.00	1.00	6,168	6,168
Master Maintenance Mechanic	19	384-490	1.00	1.00	1.00	5,880	5,880
Maintenance Mechanic	17	348-444	1.00	1.00	1.00	5,592	5,328
Labratory Technician	17	348-444	1.00	1.00	1.00	4,688	4,808
Filtration Plant Operator	15	316-404	10.00	10.00	10.00	48,240	48,480
Clerk-Typist II	14	302-384	0	1.00	1.00	3,624	3,952
Utilityman	11	260-332	5.00	5.00	5.00	18,960	19,760
Total 105						$110,903	$112,652
Social Security						5,834	4,734
Group Insurance							3,882
Overtime						3,500	3,500
GRAND TOTAL			21.00	22.00	22.00	$120,237	$124,768
Less Leave Time			1.68	1.76	1.76		
Net Productive Time Available			19.32	20.24	20.24		

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Treatment and Distribution	8002	I & D WATER SUPPLY

Program Description: This Activity provides industries in the Savannah area with water in required quantities and within the chemical limits requested.

Comments on Budgeted Program:

Program Improvement

None

Net Program Improvement	$ 0
Net Current Level Change	+ 14,400
Net Change	+$14,400

Current Level Change

Personal Services	+$4,500	Misc. Commodities	-$1,300
utilities	+ 6,700	Revolving Funds	+ 150
Misc. Cont. Services	+ 5,600	Capital Outlay	-12,250
Opr. Supplies & Mat.	+11,000		

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
ADMINISTRATION					
Cost Allocated	$ 24,000	$ 24,500	$ 25,700		$ 25,700
Man Years Allocated	3.00	3.00	3.00		3.00
No. bills prepared per month	17	17	17		17
No. meters read per month	23	23	23		23
Production reports prepared per year	12	12	12		12
Health Department reports prepared per month	12	12	12		12
RAW WATER PLANT					
Cost Allocated	$ 95,000	$130,000	$153,300		$153,300
Man Years Allocated	3.00	4.50	4.50		4.50
Water pumped-millions of gallons per day	34.2	34.3	34.3		34.3
Supply pumps-electric	5	5	5		5
No. of supply pump checks per month	30	30	30		30
Stand-by engines-diesel	2	2	2		2
No. stand-by engine checks per month	30	30	30		30
Booster pumps-electric	4	4	4		4
No. booster pump checks per month	30	30	30		30

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Treatment and Distribution	8002	I & D WATER SUPPLY

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
FILTER PLANT (INCLUDES DISTRIBUTION					
Cost Allocated	$279,300	$277,318	$267,297		$267,297
Man Years Allocated	12.00	13.50	13.50		13.50
No. of chlorinators	4	4	4		4
No. pounds of chlorine added per month	27,803	33,289	34,000		34,000
No. chlorinator checks per month	30	30	30		30
No. lime feeders	3	3	3		3
No. pounds of lime added per month	132,308	143,957	150,000		150,000
No. lime feeder checks per month	30	30	30		30
No. alum feeders	2	2	2		2
No. pounds of alum added per month	179,377	222,928	225,000		225,000
No. alum feeder checks per month	30	30	30		30
No. of filters	8	8	8		8
No. filters back-washed per month	60	61	65		65
No. main pumps	5	5	5		5
No. main pump checks per month	30	30	30		30
No. booster pumps	5	5	5		5
No. booster pump checks per month	30	30	30		30
No. booster pumps maintained by Activity 7010	1	1	1		1
No. gallons delivered to City per month	198,438	219,887	219,887		219,887
LABORATORY					
Cost Allocated	$ 6,128	$ 7,005	$ 6,910		$ 6,910
Man Years Allocated	1.00	1.00	1.00		1.00
No. bacteriological tests per month	225	195	195		195
No. chemical and physical tests per month	412	412	412		412
No. composite mineral analyses per month	1	1	1		1

1967 BUDGET

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Treatment and Distribution	8002	I & D WATER SUPPLY

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	BUDGET 1967 PROG. IMP.	BUDGET 1967 TOTAL
SUMMARY					
Total Cost Allocated	$404,428	$438,823	$453,207		$453,207
Total Man Years Allocated	21.00	22.00	22.00		22.00
Total Man Years Leave Time	1.68	1.76	1.76		1.76

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ACTIVITY DETAIL

ACTIVITY TITLE	ACTIVITY ACCOUNT NO.	DEPARTMENT
Debt Service	8010	I & D WATER SUPPLY

MAJOR OBJECT CLASSIFICATION	ACTUAL EXPENDITURES 1965	BUDGET 1966	ESTIMATED REQUIREMENTS 1967	FINAL ALLOWANCE 1967
Personal Services	$ 0	$ 0	$ 0	$ 0
Contractual Services	0	0	0	0
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	295,283	298,623	293,777	293,777
TOTAL	$ 295,283	$ 298,623	$ 293,777	$293,777

PERSONNEL SCHEDULE

JOB CLASSIFICATION	RANGE NO.	SALARY RANGE	NO. OF MAN YEARS Actual 65	Budget 66	Budget 67	BUDGET 1966	BUDGET 1967
		$				$	$

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PERFORMANCE DATA

Activity Title:	Account Number:	Department:
Debt Service	8010	I & D WATER SUPPLY

Program Description: This Fund provides for payment of debt on bonds of Industrial and Domestic Water Supply.

Comments on Budgeted Program:

Program Improvement

None

Current Level Change

Retirement of City Loan	-$5,000
Sinking Fund Payment	+ 150

Net Program Improvement	$ 0
Net Current Level Change	- 4,850
Net Change	-$4,850

WORK ACTIVITY:	ACTUAL 1965	ESTIMATED 1966	BUDGET 1967 CUR. LEVEL	PROG. IMP.	TOTAL
DEBT SERVICE					
Cost Allocated	$295,283	$298,623	$293,777		$293,777

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SECTION VI

CAPITAL IMPROVEMENTS

TABLE XIV
SUMMARY OF FINANCING

Project Description	CITY COST			OTHER THAN CITY COST		TOTAL COST
	Current Revenue	G. O. Bonds	Revenue Bonds	Assess-ment	Other Cost	
	$	$	$	$	$	$
Residential Street Paving	140,793		66,695	275,757		483,245
Connector Street Paving	6,370					6,370
Resurfacing	23,258					23,258
Other Paving	247,487					247,487
Drainage	33,834					33,834
Traffic Signals	66,108					66,108
Public Buildings	400,720					400,720
Urban Renewal	168,585	37,697				206,282
Water			410,591			410,591
Sewer			287,126			287,126
Other Water & Sewer Improvements			27,088			27,088
GRAND TOTAL	$1,087,155	$ 37,697	$791,500	$275,757	$ 0	$2,192,109

CAPITAL IMPROVEMENT PROGRAM BUDGET

The Capital Improvement Program Budget p ovides funds for major public works projects. Included in this category is street paving and resurfacing, erection of public buildings, additions to the water and sewer systems, installation of new traffic signals, and Urban Renewal.

The Capital Improvement Fund Budget for 1967 totals $1,916,352, exclusive of assessments. This is $1,964,446 less than was appropriated in 1966. A comparative table of revenue sources is shown below:

Source	1966 Budget	1967 Budget
Current Funds	$1,266,099	$1,087,155
General Obligation Bonds	76,200	37,697
Revenue Bonds	2,486,687	791,500
State Contributions	51,812	0
Total	$3,880,798	$1,916,352

Assessments for those projects scheduled for 1967 total $275,757.

It should be noted that the cash contribution to the Capital Improvement Budget from the General Fund and the Water and Sewer Fund will be decreased by $178,944 from the $1,266,099 contributed by these funds in 1966. The decrease has occurred for two reasons. First, there will be virtually no increase in the revenues of these two Funds over the revenues received in 1966. Second, operating costs of these two Funds have increased. Unless new sources of revenue are forthcoming, the current revenue contributions to the Capital Improvement Budget will decrease further in 1968.

The 1967 Budget recommends that the following Capital Improvement projects be undertaken:

1. Twenty-six Residential Street Paving projects under the Baby Bond Program in the amount of 3.49 miles. These projects are recommended in the order in which petitions were submitted to Council. The total cost of these projects will be $483,245.

2. Two Connector Street Paving projects for a total of .06 miles. The recommended work on Pecan Drive will provide for this Drive to be completely paved. The paving on Live Oak Street will connect Duffy Street to Henry Avenue. This is recommended to assist the flow of traffic to the Henry Street School. The cost of these projects is $6,370.

3. Two Resurfacing projects for a total of 1.13 miles. The cost of these projects will be $23,258.

4. Other paving projects at a cost of $247,487. Included in this group is the replacement of the Bryan Street Bridge at a cost of $10,000. This bridge is a wooden bridge which is at the entrance to the industrial areas under the Talmadge Bridge. The present structure is in disrepair and is also too narrow for the large trucks which must use it. $16,400 in funds are provided for engineering studies for the Riverfront Beautification project. The remaining funds are set aside for miscellaneous projects which will occur during the coming year.

5. Two Drainage projects at a cost of $33,834. These projects provide for piping two large drainage ditches in the Fairway Oaks and Kensington Drive areas.

6. Four traffic signals for traffic control at the termination of I-16 and other miscellaneous signals. The cost of these signals will be $66,108. An effort was made to receive help from the State on this project, however, at the present time this help does not appear to be forthcoming.

7. Funds in the amount of $400,720 are provided for various public buildings. $400,000 is set aside for the Coliseum-Convention Center project. $720 is allocated to construct an Operations Center at Laurel Grove South Cemetery.

8. Urban Renewal funds in the amount of $206,282 are provided in the 1967 Budget. These funds will be used for the Cherokee Plaza and Troup Ward projects.

9. Funds in the amount of $791,500 are provided for various improvements to the water and sewer systems of the City. Of this amount $697,717 will be used for improvements to the general system, $27,088 will be spent for the Master Water and Sewer Plan, and $66,695 will be used for improvements related to residential street paving. A complete narrative of these projects is included as an addendum to this budget.

Due to a lack of funds the following projects were not included in the 1967 Capital Improvements.

1. Twenty-three Residential Street Paving projects in the amount of 4.39 miles. These projects are listed in the order in which petitions were received by the Mayor and Aldermen. The City's estimated portion of the cost of these projects would be $266,609.

2. A total of 4.11 miles of resurfacing projects. The cost of these projects would be $86,761.

3. Five projects to allieviate various drainage problems in the City. These projects would cost $4,087,000. These projects are:

   a. East Lathrop - Fell Street Box area
   b. Sylvan Terrace and areas to the East
   c. 1200 Blocks Seiler to 42nd Streets
   d. Pave invert of Hempstead Canal - Habersham to Johnston Streets
   e. Repairs to Box Sewers

4. Ten Traffic Control projects in the amount of $102,288. These projects included the revamping of several problem intersections and the installation of new signals at presently unsignalized intersections.

5. Five Public Building projects. Included in these projects are:

a.	Police Radio Tower	$ 8,980
b.	Gamble Building Improvements	15,500
c.	City Hall - Women's Lounge	3,126
d.	Renovate residences at Bonaventure and Laurel Grove North Cemeteries	7,665
	Total	$35,271

6. Several miscellaneous projects which will be necessary in the near future were also excluded from the 1967 Budget. The paving of the City Lot was deleted. This would have cost $81,025. Conversion of the Local Government and Police Radio Networks to a higher frequency was also postponed. This will cost the City $145,000. This project will have to be undertaken within two years due to a pending FCC regulation.

7. Funds for coverage requirements and annual debt payments (assuming a debt of $9 million) for the Polution Abatement Program were also not included. This cost would be $945,000.

8. In addition to these projects two other projects are listed. These are the Hunter Acquisition Program and the proposed City-County Office Building. At present the City's costs for these programs are not known.

RECOMMENDED 1967 CAPITAL IMPROVEMENT PROJECTS

Project Description and Location	CITY COST			OTHER THAN CITY COST		TOTAL COST
	Current Revenue	G.O. Bonds	Revenue Bonds	Assess-ment	Other Cost	
	$	$	$	$	$	$
RESIDENTIAL STREET PAVING						
Eagle-Augusta to Richards	4,184		2,446	13,217		19,847
Love Street-1000-1100 Blocks	7,056		3,105	9,075		19,236
Jenks-Bay to Augusta	11,238		9,510	16,150		36,898
McIntyre-Augusta to Hudson	14,895		10,005	18,130		43,030
Tulip-200 Block	5,660		4,448	9,398		19,506
Millen-Augusta to Bay	9,982		5,001	23,709		38,692
W. 46th-Stevens to Hopkins (1000 Blk.)	4,279			5,545		9,824
48th-Hopkins to Stevens*	5,778		145	7,659		13,582
Delyon-Richard to Augusta	3,173		4,920	8,592		16,685
W. 50th-Hopkins to Stevens (1000 Blk.)	2,545		2,300	5,650		10,495
W. 44th-Stevens to Hopkins	2,665		330	7,169		10,164
W. 44th-Stevens to Bulloch*	3,565			8,133		11,698
W. 44th-Florence to Bulloch	2,679		280	7,799		10,758
McCarthy Ave.-Stiles to Elliott (1200 Blk.)	3,143		4,040	6,625		13,808
Barton-Gwinnett to Cornwall	3,795		1,250	8,041		13,086
Burke Ave.-Bay to Corporate Limits	1,845		5,055	9,086		15,986
Sunset Boulevard-Skidaway to Helen	1,908			6,829		8,737
Cummings Street	7,550		990	16,035		24,575
Althea Parkway-Kensington to Andover	20,420			19,400		39,820
W. 46th-Stevens to Bulloch-(900 Blk.)	4,695		1,190	8,115		14,000
E. 60th-Harmon to Waters	200			8,564		8,764
Beech-Penn. to Nevada	4,351		1,210	11,964		17,525
61st-Bull to Montgomery	9,463		1,610	20,181		31,254
Battey-55th to 56th	471			2,951		3,422

Project Description and Location	CITY COST Current Revenue	CITY COST G.O. Bonds	CITY COST Revenue Bonds	OTHER THAN CITY COST Assessment	OTHER THAN CITY COST Other Cost	TOTAL COST
	$	$	$	$	$	$
Clemson St.-Screven Ave. to Penn. Ave.	1,641		4,635	8,393		14,669
Hawthorne-1900 Block	3,612		4,225	9,347		17,184
TOTAL	$140,793		$ 66,695	$275,757		$ 483,245

*Resolution of Public Necessity

Project Description and Location	CITY COST 'Current Revenue	CITY COST ' G.O. Bonds	CITY COST 'Revenue Bonds	OTHER THAN CITY COST 'Assess-ment	OTHER THAN CITY COST ' Other Cost '	TOTAL COST
CONNECTOR STREETS	$	$	$	$	$	$
Thoroughfare-North portion of Pecan Dr.	2,400					2,400
Live Oak-Henry to Duffy	3,970					3,970
TOTAL	$ 6,370					$ 6,370
RESURFACING						
Whitaker-Victory Dr. to Park Avenue	17,761					17,761
Lincoln-Bay to Oglethorpe Ave.	5,497					5,497
TOTAL	$ 23,258					$ 23,258
OTHER PAVING						
Replace Bryan Street Bridge	10,000					10,000
Engineering Studies	16,400					16,400
Misc. Projects	221,087					221,087
TOTAL	$247,487					$ 247,487
DRAINAGE						
Fairway Oaks	18,700					$ 18,700
Kensington Drive-Atlantic to Paulsen	15,134					15,134
TOTAL	$ 33,834					$ 33,834
TRAFFIC SIGNALS						
Gwinnett at Montgomery	11,063					11,063
Liberty at W. Broad	8,817					8,817
Liberty at Montgomery	12,605					12,605
Gwinnett at W. Broad	8,125					8,125
Misc. Traffic Signals	7,498					7,498
Waters at 63rd & 65th	18,000					18,000
TOTAL	$ 66,108					$ 66,108

Project Description and Location	CITY COST Current Revenue	CITY COST G.O. Bonds	CITY COST Revenue Bonds	OTHER THAN CITY COST Assessment	OTHER THAN CITY COST Other Cost	TOTAL COST
PUBLIC BUILDINGS	$	$	$	$	$	$
Operations Center-Laurel Grove South Cemetery	720					720
Coliseum-Convention Center	400,000					400,000
TOTAL	$400,720					$ 400,720
URBAN RENEWAL						
Cherokee Plaza	109,855					109,855
Troup Ward	58,730	37,697				96,427
TOTAL	$168,585	$ 37,697				$ 206,282
WATER IMPROVEMENTS						
Payments to Developers per Outstanding Water & Sewer Agreements			25,800			25,800
Payments to Developers for Wilmington Island Water & Sewer Customers			39,300			39,300
Construct Water & Sewer Mains for New Subdivisions			70,000			70,000
Lower and Improve Mains for New Highway Construction						
a. Lower and Improve Water Mains for Interstate Highway Construction			10,000			10,000

Project Description and Location	CITY COST Current Revenue	CITY COST G.O. Bonds	CITY COST Revenue Bonds	OTHER THAN CITY COST Assessment	OTHER THAN CITY COST Other Cost	TOTAL COST
	$	$	$	$	$	$
b. Relocate and Improve Water Mains for State Highway Construction			12,000			12,000
Engineering Study			5,000			5,000
Install Lightning Protection at Four City Wells			1,000			1,000
Improve Wilmington Park Water Supply			44,000			44,000
Relocate and Rebuild City Well in Forsyth Park			90,000			90,000
Miscellaneous Water Improvements						
a. Improve Water Distribution System in Present Limits			25,000			25,000
b. Extend Water Distribution System in Oakdale Area			25,000			25,000
c. Other Water Improvements			63,491			63,491
TOTAL			$410,591			$ 410,591
SEWER IMPROVEMENTS						
Rehabilitate and Increase Capacity of Existing Sanitary Sewer Lift Station			14,000			14,000
Relocate and Improve Sanitary Sewer Lines for State Highway Construction			12,000			12,000

Project Description and Location	CITY COST Current Revenue	CITY COST G.O. Bonds	CITY COST Revenue Bonds	OTHER THAN CITY COST Assessment	OTHER THAN CITY COST Other Cost	TOTAL COST
	$	$	$	$	$	$
Construct New Sewage Treatment Facility at Travis Field			162,135			162,135
Miscellaneous Sanitary Sewer Projects						
a. Construct Sanitary Sewer Trunk Lines and Lift Stations for New Subdivisions			30,000			30,000
b. Construct Sanitary Sewers in City Limits			30,000			30,000
c. Other Sanitary Sewer Projects			38,991			38,991
TOTAL			$287,126			$ 287,126
OTHER WATER AND SEWER IMPROVEMENTS						
Development of Master Water and Sewer Plan			27,088			27,088
TOTAL			$ 27,088			$ 27,088
GRAND TOTAL	$1,087,155	$ 37,697	$791,500	$275,757	$ 0	$2,192,109

PROPOSED 1967 WATER AND SEWER CAPITAL IMPROVEMENT PROGRAM

WATER PROJECTS

Payments to Developers per Outstanding

Water and Sewer Agreements (60 customers @ $430) $ 25,800

There are several outstanding Water and Sewer Agreements with Developers which provide that the Developer construct the required water and sanitary sewer lines for his subdivision at his expense and subsequently receive a $430 payment from the City each time he furnishes a water and sewer customer to the City. These water and sewer lines become City owned after they are completed and accepted for maintenance and operation by the City. The City's $430 payment is subsequently amortized with revenue derived from these water and sewer customers. This project provides funds for these payments during 1967.

Payment to Developers for Wilmington Island

Water and Sewer Customers (50 customers @ $786) $ 39,300

The Water and Sewer Agreement which includes the initial portions of Wilmington Park and Islandwood Subdivisions became effective January 1, 1965. This agreement provides that the Developer construct at his expense all the water and sanitary sewer facilities, including water supply and sewage treatment facilities, and that the City will subsequently assume ownership and pay the Developer $393 for each water customer and $393 for each sewer customer. These payments by the City were determined on the basis of 25-year amortization, using water and sewer revenue from these customers for this purpose. This project provides funds for these payments during 1967.

Construct Water Mains for New Subdivisions $ 70,000

The basis for Water and Sewer Agreements normally executed with Developers during recent years provide that the Developer pay for the internal sanitary sewer

lines with the City paying for the water distribution system. The Developer is required to post a performance bond guaranteeing a specified number of customers within a 2-year period to insure that the City will amortize its investment. On this basis, the City can invest up to about $430 per water customer which means the requested funds will provide for about 160 new water customers.

Lower and Improve Mains for New Highway Construction

a. Lower and Improve Water Mains for Interstate Highway Construction — $ 10,000

The Interstate Highway construction program in the Savannah vicinity requires relocating and in some cases replacing existing water mains. The State and Federal requirements for this work permit partial reimbursement to the City for expenses incurred. Generally, reimbursement is made where the water line is "relocated in kind" and where the relocated line does not have a longer life than the original line. Also, there is no reimbursement if the quality or size of the line is improved. This project provides funds for the City's portion of this cost during 1967.

b. Relocate and Improve Water Mains for State Highway Construction — $ 12,000

The Georgia State Highway Department requires that existing utilities be relocated where they interfere with new State Highway work. In some cases, this involves rearranging the water distribution system in the immediate area and replacing improperly sized lines during the construction of the new highways. The State reimburses the City only for "replacement in kind" and requires the City to pay for the cost of any increased life in the new lines and for the cost of increased size of lines or extra length where planning for the future dictates that this extra length should be provided. This project provides funds for the City's portion of this expense during 1967.

Engineering Studies $ 5,000

Extending and improving the City water and sanitary sewer systems requires considerable engineering study and planning to assure service for future requirements. In some cases, it is necessary to engage engineering consultants for this purpose. This project provides funds during 1967 for any such studies.

Install Lightning Protection at Four City Wells $ 1,000

Four of the City's 21 water supply wells need lightning protection since, based on experience during recent years, there has been appreciable damage to electric equipment during thunderstorms. The Insurance Underwriter has requested that this protection be provided. The City Electrician estimates that it will cost approximately $250 for each of the four wells.

Improve Wilmington Park Water Supply $ 44,000

Wilmington Park Subdivision is presently served by one 500 gpm water supply well with about 200 customers. This well is adequate for normal use, but there are occasions during hot, dry weather when the capacity of the well is almost fully utilized due to a lack of water storage. The well is electric driven and has an auxiliary gasoline driven engine. Failure of the pumping equipment at this well would immediately place this entire subdivision without water until repairs could be made. Based on past experience at other wells, these repairs could readily require up to 24 hours or possibly longer. In the meantime, there would be no water for domestic use or fire protection. To remedy this situation, alternate solutions have been considered.

The first of these would consist of installing a 150,000 gallon ground-level storage tank with a booster pump which would insure an uninterrupted water supply during any normal emergency. This booster pump would be equipped with an auxiliary engine in case of a power failure. This arrangement would make it possible to provide a dependable water supply for five to six hundred customers. The number of customers is increasing at the rate of about fifty per year which means that this facility would be adequate for the next six to eight years, depending on the actual development and growth during this period. It would also become an integral part of

the permanent water supply and distribution system for this area.

A second possible solution would consist of drilling a second well in the immediate area utilizing standard pumping equipment with an air chamber for maintaining pressure. Adequate chlorination equipment would also be installed. The new well would have a capacity of about 750 gpm and would be properly tied into the existing water distribution system.

The method to be adopted for improving this water supply will be determined after thorough study and prior to the preparation of contract plans and specifications. In this manner, the final design would be in accordance with updated current and future requirements.

Relocate and Rebuild City Well in Forsyth Park $ 90,000

This is one of the City's largest and most important wells located in the heart of the water supply and distribution system. This well was originally constructed in 1920 with a design capacity of 3,500 gpm. It utilizes a 300 horsepower electric motor and is also equipped with an outdated and wornout Sterling 290 horsepower standby engine which was installed in used condition in 1940.

The limestone acquifer at this well has gradually solidified to the extent that excessive air is pumped from the well column which causes customer complaints, greatly reduces the water flow from the well and causes the chlorination equipment to malfunction This problem has been thoroughly studied. It has been determined that relocating and rebuilding the well is the only solution. An exact relocated site has not yet been selected but it is generally agreed that the well will need to be moved only a few hundred feet from its present location. This well is urgently needed during the summer months when water consumption rises and this project should be implemented at the earliest practicable date.

Miscellaneous Water Improvements

a. Improve Water Distribution System in Present City Limits — $ 25,000

The water distribution system within the developed portions of the present City limits is generally adequate. However, certain undeveloped areas within the City limits continue to be developed which creates a requirement for improving the existing water distribution system to serve new customers and afford fire protection. It is difficult to anticipate the exact areas where these improvements will be required since they usually result from specific requests submitted by affected property owners. Any expenditure of funds for this purpose would be properly approved prior to proceeding with the work. The purpose of this project is to provide funds during 1967 for these requirements.

b. Extend Water Distribution System in Oakdale Area — $ 25,000

The undeveloped portions of Oakdale Subdivision are gradually being developed with the various property owners paying for the sanitary sewer lines and street improvements. In these cases, the City pays for extending the water distribution system to serve new customers. A current project for providing sanitary sewer and water service to the new YMCA building located on the east side of Habersham Street in the southern portion of Oakdale Subdivision will accelerate growth in this area. Each development project will be considered on its own merit and will be properly approved prior to an expenditure of City funds.

c. Other Water Improvements — $ 63,491

This project provides funds for general water improvement projects throughout the geographic area served by the present water supply and distribution system. There will be cases where petitions will be received for improving the water distribution system in areas being developed either for inductrial or residential use. Specific requests

will depend on the general growth rate in the Savannah area and the resultant requirement for City water. These petitions or requests will be carefully considered and submitted to the Mayor and Aldermen for approval prior to an actual expenditure of funds.

Total Water Projects	$410,591

SANITARY SEWER PROJECTS

Flatman Lift Station $ 14,000

The City presently operates and maintains 40 sanitary sewer lift stations which are an integral part of the sanitary sewer system. These lift stations must operate on a 24-hour, 7 day per week basis to provide a proper sewage flow in the system. A program was established four years ago for rehabilitating and, if necessary, increasing the capacity of selected stations each year to prevent the entire system from becoming outdated. Several lift stations have been rebuilt under this program and it is now planned to rehabilitate and increase the capacity of the Flatman lift station, located at Collat Avenue and Winburn Street, during 1967. This work will consist of installing two new suction lift pumps, rearranging piping and electric controls, and rehabilitating the pump house. The capacity will be increased from 50 gpm with the present single pump installed in 1948 to 100 gpm with two new pumps designed to operate alternately or in tandem, if necessary, during peak load periods.

Relocate and Improve Sanitary Sewer

Lines for State Highway Construction $ 12,000

The Georgia State Highway Department requires that existing utilities be relocated where they interfere with new State Highway work. In some cases, this involves rearranging the sanitary sewer system in the immediate area and replacing improperly sized lines during the construction of the new highways. The State normally pays for "replacement in kind" but requires the City to pay for increased life of the new lines, additional length of lines for future requirements in the immediate area, and for any increase in size of lines. This project provides funds for this anticipated expense during 1967.

Construct New Sewage Treatment Facility at Travis Field $162,135

The City's Department of Public Improvements assumed maintenance and operating responsibility of the water and sanitary sewer systems at Travis Field in March, 1966. At that time, the Airport Commission had authorized Errett F. Gunn Consulting Engineers, Inc. to prepare an engineering report relating to the need for a new sewage treatment facility for the Travis Field complex. Local and State Health Department officials had previously criticized the lack of proper sewage treatment at Travis Field since this sewage flows through an open canal into the Savannah River.

The Gunn engineering report was discussed with State Health Department representatives during the summer of 1966. A basic design was decided upon for a new sewage treatment plant to serve Grumman and other Travis Field customers up to an ultimate population of 10,000. This design work has now proceeded and will be complete and ready for submission to the State Health Department for their approval within the next few weeks. It contemplates utilizing the two Imhoff tanks constructed early in World War II for partial sewage treatment at Travis Field and providing mechanical aeration with effluent chlorination. It will also be necessary to reconstruct the expensive lift pump equipment and the effluent line which extends from the plant to the Pipemakers Canal. This project will be eligible for a 30 percent Federal Grant under Public Law 660 and it is planned to submit an application for this Grant during the next few weeks after the project design has progressed to the point that the application can be properly prepared.

Miscellaneous Sanitary Sewer Projects

a. Construct Sanitary Sewer Trunk Lines and Lift Stations for New Subdivisions $ 30,000

When new subdivisions are developed, the City constructs required trunk lines and lift stations in the area to serve the new subdivision and future anticipated customers who will contribute to this part of the system. The developer is

required to pay for the internal sewer lines within the subdivision. The City's portion of the expense is given careful consideration since the new customers gained must justify the expenditure on the basis of amortization for future issuance of water and sewer revenue bonds. This project provides funds for this general purpose during 1967.

b. Construct Sanitary Sewers in City Limits $ 30,000

Most of the developed portions of the City of Savannah have sanitary sewer lines. However, there are occasional requests for new lines to serve existing and new customers within the City limits. These requests are normally received as petitions and are processed on the basis of their merit. Any reasonable request is given careful consideration and a concerted effort is being made to provide sanitary sewer service for all residents within the City limits. In some cases, the low elevation of the area needing this service presents difficult and expensive problems which means that this effort to provide sanitary sewer service is a continuing process. This project provides funds for constructing any required lines during 1967.

c. Other Sanitary Sewer Projects $ 38,991

This project provides funds for miscellaneous sanitary sewer work throughout the geographic area served by the City's existing sanitary sewer system. The exact location and extent of this work cannot be anticipated at this time since these requirements arise as a result of requests from affected citizens or possibly as a result of new industrial growth. As one example, the new K-Mart Shopping Complex to be located on the south side of Burkhalter Road between White Bluff Road and Abercorn Extension will require a City expenditure of $9,200 for providing sanitary sewer service. This expenditure will be amortized on the basis of anticipated revenue for water and sewer service to the new customers. Other cases of a similar nature are anticipated during 1967 and this project provides funds for this purpose.

Total Sanitary Sewer Projects $287,126

OTHER WATER AND SEWER IMPROVEMENTS

Development of Master Water and Sewer Plan $ 27,088

This project provides for the City's portion of the cost for a Metropolitan Water and Sewer Study to be started during 1967. This study will be conducted under the direction of the Metropolitan Planning Commission in accordance with Federal requirements. The purpose of the study will be: First, to provide the City with a plan which can be used for programming future water and sewer projects; and second, to qualify the City for Federal Grants under the Housing Act of 1965 for basic water and sewer facilities. This Grant program will pay up to 50 percent of the cost of eligible projects.