

SAV. RB. 01-1979  
(DUPLICATE)

CITY OF SAVANNAH, GEORGIA  
PROPOSED SERVICE PROGRAM AND BUDGET

for

Fiscal Year January 1, 1979 through December 31, 1979

MAYOR

JOHN P. ROUSAKIS

ALDERMEN

Frank Rossiter  
Mayor Pro-Tempore

W. Brooks Stillwell

Roy Jackson

Harris Lentini

H.C. Morrison  
Chairman of Council

Leo Center  
Vice-Chairman of Council

Creighton Rhodes

Leon Chaplin

CITY MANAGER

Arthur A. Mendonsa



1979 BUDGET

TABLE OF CONTENTS

	<u>Page</u>
City Manager's Message .....	i
Personnel Recap .....	vii
Expenditure Object Code Comparisons .....	ix
Budget Ordinance .....	xvii
Revenue Ordinance .....	xix
Expenditure Major Object Codes .....	xxi
GENERAL FUND .....	1
General Administration .....	27
Finance Bureau .....	35
Management Services .....	55
Public Services .....	73
Inspections .....	119
Police .....	131
Recorder's Court .....	161
Fire .....	171
Leisure Services .....	185
Park & Tree/Cemeteries .....	227
Interdepartmental .....	243
PUBLIC DEVELOPMENT/LABOR RESOURCES .....	251
Public Development .....	253
Labor Resources .....	273
REVOLVING FUND .....	281
Data Processing .....	295
Engineering .....	303
Vehicle Maintenance .....	315
Central Services .....	325
Vehicle Replacement .....	348
GOLF COURSE FUND .....	351
WATER AND SEWER FUND .....	369
Water Operations .....	397
Sewer Operations .....	407
Water and Sewer Interdepartmental .....	419
SPECIAL FUNDS .....	421
Industrial and Domestic Water Supply .....	423
Employee Benefits .....	437
Pension Fund .....	438
Debt Retirement Fund .....	439
Special Assessments Fund .....	440
Revenue Sharing .....	441
Vehicle Replacement Program .....	443
APPENDIX .....	453
Capital Outlays .....	455
Capital Improvements .....	463
Building and Electrical Improvements .....	469
PERSONNEL SALARY SCHEDULE .....	475
INDEX .....	479





CITY OF SAVANNAH  
office of the city manager  
p. o. box 1027, savannah, georgia 31402

November 21, 1978

Mayor and Aldermen  
City of Savannah  
Savannah, Georgia

Dear Mayor and Council Members:

I submit for your consideration the recommended budgets for 1979 for six of the City's eight operating funds. Also included is the recommended 1979 Capital Improvement Program. Not included are the actual proposals for the Community Development Block Grant fund and the Labor Resources fund. Both funds are financed entirely with federal grants and both operate on different fiscal years from the six funds for which budgets are being submitted. Consequently, the budgets for these two funds are considered separately. Expenditure estimates for the next fiscal year are presented only for comparison with prior years' costs.

The six funds for which budgets are submitted are listed below, and the recommended budget for each is shown and compared with projected 1978 expenditures.

Fund	Proposed 1979 Budget	Projected 1978 Budget	Difference- 1978 to 1979
General	\$30,040,947	\$26,626,117	+\$3,414,830
Revolving	5,732,440	5,022,057	+ 710,383
Golf Course	367,303	360,060	+ 7,243
Water & Sewer	9,146,326	7,499,723	+ 1,646,603
I&D Water Supply	1,734,326	1,588,963	+ 145,363
Revenue Sharing	<u>2,458,009</u>	<u>2,693,480</u>	- 235,471
Gross Total	\$49,479,351	\$43,790,400	+\$5,688,951
Less Adjustments	<u>8,385,663</u>	<u>8,600,354</u>	+ 214,691
*Net Total	\$41,093,688	\$35,190,046	+\$5,903,642

\*Because there are financial transactions between funds the combined funds budget cannot be totalled without first making adjustments to eliminate double counting. The net total reflects such adjustments.

The net total of all budgets for 1979 is \$41,093,688 and exceeds 1978 expenditures by \$5,903,642 or 16.7%. The following items account for this increase:

1. Annexation. To provide services to citizens in the annexed area, 108 employees must be added to the payroll, and additional equipment and materials must be purchased. Funds in the amount of \$2,514,922 are provided for these purposes.
2. Salary Increases. Funds totalling \$505,006 are provided to bring the pay scale for city employees more in line with prevailing wages. Funds are also provided to pay for normal service increases and to adjust salaries, where appropriate, to offset cost-of-living increases.
3. Contractual Services. This expenditure series will increase \$2,912,333 over 1978 costs. The largest specific items of increase are summarized below.
  - a. Electricity is up \$444,597. Part of the increase is caused by annexation. The balance is to cover expected rate increases and to pay for added street lights and other services.
  - b. Rentals are up \$153,000. The major costs accounting for this increase are: \$120,000 for Data Processing equipment rental fees; \$4,200 for Port-o-lets in Cemeteries and on River Street, and \$4,600 for court facilities.
  - c. Professional fees are up \$524,000. Over \$500,000 of this increase is to cover the cost of the contract with the Southside Fire Department which will service residents in the newly annexed area.
  - d. Outside vehicular repair costs are up \$135,000. Most of this increase is to cover repairs to equipment added to serve the annexed area.
  - e. Contribution to Capital Improvements Fund from the General Fund is up \$458,998. Details of the entire Capital Improvement Program are in the capital improvement section of the budget. Two items of significance should be noted here: an allocation is provided to construct two fire stations in the annexed area, and \$150,000 is allocated to build the reserve to purchase a new landfill.
  - f. Extension and Renewals for the Water and Sewer Fund appears for the first time in this budget and totals \$2,103,000. This allocation will be used to extend service to the annexed area, and to make further improvements in the City's pollution abatement facilities.

Offsetting decreases result from elimination of the contribution for vehicle replacement, elimination of the Water and Sewer contribution to the General Fund, and a reduction in General Fund charges for services provided to the Water and Sewer Fund.

4. Commodities. These expenditures will increase \$517,491 over 1978 costs. Commodities accounting for most of the increase are: postage up \$19,000, operating supplies and materials up \$59,000, chemicals up \$91,000, repair parts for small equipment up \$15,000, construction supplies and materials up \$44,900, vehicle parts up \$111,500 and gasoline and diesel fuel up \$88,000. Annexation is a major contributor to the change.

The work program for 1979 provides for an extension of City services into the annexed area. Every effort will be made to ensure that services will meet the same standards as within the old city area.

The service program for the annexed area will include:

1. Twice-weekly garbage collection and once-weekly trash collection;
2. Police protection;
3. Maintenance of unpaved and paved streets;
4. Street sweeping on a once-every-ten-days schedule;
5. Maintenance of drainage ditches, drainage canals and storm sewers;
6. Street lights;
7. Maintenance of grass plats;
8. Fire protection, under contract with the Southside Fire Department;
9. Recreation services. The City's recreation programs and facilities have always been open to the people living in the annexed area, as well as to the people in other areas of the County. Studies have determined that prior to annexation about thirty percent (30%) of the people using the City's recreation services came from the annexed area. However, we will need to expand the baseball, football and volleyball programs to serve the new area. Thirty new teams will be organized as follows:

Baseball (Little League) 16

Football (2 teams for each Youth League) 10

Volleyball (Adult Women) 4

In addition to the services listed above we will also be making more detailed surveys of the annexed area to identify locations having special needs and plan strategies to best meet these needs.

The recommended Revenue Program for 1979 proposes two major changes:

- a. A rate increase in the Water and Sewer Fund. The details of this increase are presented in the budget for that fund.
- b. A one-half mill decrease in the tax rate within the city. This reduction will reduce the millage rate to 8.5 mills from the 1978 levy of 9 mills. The reduction in millage produces a reduction in the property tax of about \$300,000.

No other changes in revenue are proposed at this time. One final comment about revenue is in order. At this point we have no past record to use in projecting revenues from the annexed area. This creates an element of uncertainty in our projections which must be recognized. The start-up cost of annexation has used most of the accumulated surplus. The balance is included as a part of the 1979 General Fund revenue program. Therefore we do not have a large cushion to fall back on in the event our estimates are overstated.

The City's work program for 1979 will, in addition to the annexation effort, pursue a number of other objectives:

- a. We propose to continue efforts to improve the efficiency of city operations. Over the past two years, efficiency improvement studies have eliminated 54.42 positions, saving more than \$500,000 annually. These studies will continue in 1979.
- b. We propose to define more precisely the results we expect from each service program and to measure the extent to which these results are being achieved. Where we identify deficiencies in the effectiveness of our programs, we propose to institute changes to correct the deficiencies. We will also work to tie the performance of these programs to cost, so that more informed decisions can be made on budget allocations and costs.
- c. We propose to reorganize and strengthen the Water and Sewer fund operation. We need to design a more effective and responsive renewal and extension program for the system; first, to meet the growth of the community; second, to correct deficiencies in existing service, particularly in terms of water for fire protection. In addition to these needs, pollution abatement requires further capital expenditures that

must be programmed and funded. Also, the day-to-day maintenance and operation of the system requires an increasing level of sophistication in organizing and managing the Water and Sewer operation.

- d. We propose to improve the efficiency of the Inspections operation. Under the present inspection procedures, five different kinds of inspectors visit a site to make inspections. We are now investigating the feasibility and effectiveness of cross-training inspectors, in order to make more efficient use of inspection personnel.
- e. Presently, we pay \$206,029 annually for casualty insurance. Our claims' records show that claims payments to the City amount to less than 35% of our premium cost. Our studies indicate that by self-insuring part of our coverage needs, we can save \$134,000 or more per year. We propose, therefore, to develop and recommend a revised insurance coverage program, through which we can reduce our insurance costs.
- f. We propose to continue the City's efforts to use the services of the arts and science agencies and organizations to improve the quality of life in the community.
- g. We have made visible progress in keeping the streets and lanes of the City free of debris and litter. Nevertheless, we still have litter problems. A clean-community program has been recommended to you and approved. It will be placed in effect in 1979. In addition, we propose to reorganize our environmental control programs to make them more effective and responsive in controlling litter, weeds and problems of dilapidated buildings.
- h. We propose to continue efforts to develop the Revolutionary Battle Park site, to improve downtown parking and to promote better use of idle and under-used commercial buildings in the downtown area.
- i. Finally, we propose for 1979 a capital improvement program budget of \$6,728,413 to maintain, upgrade and expand the City's physical facilities. As mentioned above, the program is fully outlined in the capital improvement program section of the budget. A brief re-cap of the proposed projects and funding sources follows:

1. General Fund Contribution \$1,246,440

Major projects include: Annexed area Fire Stations \$500,000, Landfill site acquisition fund \$150,000, City Hall improvements \$90,780, Parks and Recreation Improvements \$84,000, and a \$136,000 Miscellaneous /Contingency Fund.

2. Fund Balance Appropriation \$750,000

This includes \$500,000 to equip the new fire stations and \$250,000 for a Southside Vehicle storage facility.

3. Previously Allocated funds \$258,973

These are available for planned Golf Course renovations.

4. Water and Sewer Funds \$3,273,000

\$600,000 is planned for water projects and \$2,673,000 for sewer projects-including pollution abatement (a detailed project outline appears elsewhere). Funding is composed of \$1,169,806 in current reserves and \$2,103,194 from the 1979 contribution to the extension and renewal program.

5. General Obligation Bond Issue \$1,200,000

This includes \$73,200 for streets improvements, \$49,080 for sidewalks in the annexed area and \$1,071,720 for street paving and drainage.

This, then, is the recommended budget and proposed work program for 1979.

The coming year will be a year of opportunity and challenge; it will be a year that sees us serving a much enlarged population, and it will be a year that sees us making progress in our continuing efforts to strengthen and improve services to the public and in our continuing efforts to revitalize and renew deteriorated and worn-out areas of the community. The budget and program of work that are recommended are designed to help us meet these challenges and opportunities.

Sincerely,



Arthur A. Mendonsa  
City Manager

PERSONNEL RECAP

Fund/Dept. General Fund	Staff-Years					
	1977 Actual	1978 Adopted	1978 Revised 1979 Base	1979 Annexation	1979 Program Change	1979 Total
Gen. Adm.	18.40	18.40	18.40	+ 2.00	+ 1.60	22.00
Fin. Bureau	65.00	51.00	51.00	+ 2.50	- 1.00	52.50
Mgt. Services	27.00	27.00	29.00	0.00	+ 2.00	31.00
Public Services	319.00	313.25	312.25	+ 71.00	- 6.00	377.25
Inspections	14.00	14.00	14.00	+ 2.00	+ 1.00	17.00
Police	300.38	300.38	304.38	+ 24.42	- 5.70	323.10
Req. Court	13.00	13.00	13.00	0.00	- 2.00	11.00
Fire	211.00	211.00	211.00	+ 1.00	- 1.00	211.00
Leisure Services	124.61	119.94	122.94	0.00	+ 3.00	125.94
Park & Tree	78.00	78.00	74.00	+ 6.00	+ 3.00	83.00
<b>TOTAL</b>	<b>1,170.39</b>	<b>1,145.97</b>	<b>1,149.97</b>	<b>+108.92</b>	<b>- 5.10</b>	<b>1,253.79</b>

## PERSONNEL RECAP

## Staff-Years

Fund/Dept.	1977 Actual	1978 Adopted	1978 Revised 1979 Base	1979 Annexation	1979 Program Change	1979 Total
Revolving Fund	138	134	139	+ 3	- 8	134
Golf Course	12	12	12	0	0	12
Water and Sewer	154	137	137	0	+ 3	140
I & D	25	26	26	0	0	26
Grand Total	1,499.39	1,454.97	1,463.97	111.92	- 10.10	1,565.79

ALL FUNDS  
MINOR CODE COMPARISONS

<u>PERSONAL SERVICES</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Salaries & Wages	\$13,712,929	\$14,795,478	\$14,600,032	\$16,492,140
Social Security	620,902	692,160	688,987	774,509
Police Pension	67,357	71,900	75,900	96,777
Group Medical Ins.	508,504	419,405	419,550	500,681
Group Life Ins.	154,386	151,255	151,353	162,385
Unemploymt. Comp.	0	50,000	6,251	50,000
Employee Claims	8,648	9,366	8,400	8,900
Pension	1,698,235	1,910,793	1,907,310	2,145,934
Old Pension	419,619	430,000	428,800	436,800
Longevity	124,244	139,361	138,217	136,442
Overtime	188,797	207,199	236,573	237,546
Overtime-Court	38,968	61,703	62,447	66,335
Temporary Labor	56,987	47,195	30,583	24,001
Annexation Salaries	<u>-</u>	<u>-</u>	<u>125,870</u>	<u>-</u>
Total	\$17,599,576	\$18,985,815	\$18,880,273	\$21,132,450

Note: Excludes Grant Funds

ALL FUNDS  
MINOR CODE COMPARISONS

<u>CONTRACTUAL SERVICES</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Electricity	\$2,396,061	\$2,578,270	\$2,449,240	\$2,893,837
Natural Gas	108,227	143,418	157,928	176,673
Communications	190,034	235,820	235,770	236,874
Transportation	82,067	115,620	114,393	135,951
Advertising	43,129	38,048	45,607	55,598
Insurance	208,831	245,112	203,823	242,095
Rentals	294,290	366,435	366,046	519,155
Dues, Mem., & Subsc.	19,937	20,039	21,443	24,195
Professional Fees	234,201	217,278	239,473	763,144
Bldg. Repair	54,382	88,748	89,870	84,239
Equip. Maintenance	210,892	198,725	198,337	212,312
Outside Vehicle Repair	330,879	459,430	450,494	585,974
Gen. Fd. Contri. to CIP	923,860	570,000	787,442	1,246,440
W&S Extensions & Renewals	-	16,000	18,800	2,103,193 <sup>3</sup>
Contri. to Outside Agencies	907,930	921,301	888,483	1,295,993
Golf Cs. Svcs by Gen. Fd.	23,686	25,333	25,333	26,979
W&S Contri. to Gen. Fd.	640,000	235,000	235,000	0
W&S Svcs by Gen. Fd.	689,284	734,510	742,169	675,700
I&D Svcs by Gen. Fd.	42,091	43,165	43,165	45,971

ALL FUNDS  
MINOR CODE COMPARISONS

CONTRACTUAL SERVICES	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Other Subs. & Contri.	\$ 152,247	\$ 125,749	\$ 125,749	\$ 208,870 <sup>1</sup>
Vehicle Replacement	28,923	145,203	95,703	0
Photocopying	63,281	65,241	68,777	72,603
Towing Services	N/A	38,000	16,000	24,750
Medical Costs	105,209	97,182	131,427	107,024
Gen. Fd. Conting.	-	329,480	-	105,175
W&S Contingency	-	108,430	-	100,000
Judgements & Losses	41,201	78,680	78,680	90,000
Other Contr. Svcs.	276,580	473,833	470,580	455,320 <sup>2</sup>
Annexation Related Exp.	-	-	<u>1,276,000</u>	-
Total	\$8,067,222	\$8,714,050	\$9,575,732	\$12,488,065

<sup>1</sup>Included here are a \$76,984 General Fund Contribution to the Water and Sewer Fund for its operation of the Fell Street and Kayton Box pumping stations belonging to the Drainage Department and \$131,171 for Chatham County's provision of City Housing Code Enforcement.

<sup>2</sup>Included here are: \$192,000 for excavations and fill material primarily for refuse disposal at the City Landfill; \$179,000 for Meals and Transportation (primarily granted funded) for the City's Elderly Programs; \$18,000 in Inspections for contracted weed-cutting services; \$12,000 for Mayor and Aldermen's expenses and special projects; \$11,500 for laundry and dry cleaning in Police and Fire; and \$10,000 for informant and evidence fees in Police.

<sup>3</sup>Appearing as a budget item for the first time (prior years' were CIP Contributions), this is to provide facilities improvements for Water and Sewer.

Note: Excludes Grant Funds

ALL FUNDS  
MINOR CODE COMPARISONS

COMMODITIES	1977 Actual	1978 Adopted	1978 Projected	1979 Proposed
Printing	\$ 38,835	\$ 52,272	\$ 53,691	\$ 65,810
Office Supplies	39,402	49,795	49,862	54,072
Postage	58,326	64,723	71,056	90,418
Clot. & Pers. Supp.	82,535	92,567	94,963	108,806
Fd., Med., & Houskp. Supp.	77,064	68,880	75,241	61,217
Operating Supp. & Mtls.	261,826	266,105	286,813	345,595
Sports and Crafts Supp.	59,784	62,329	61,407	67,632
Chemicals	390,553	427,641	442,594	533,677
Repair Parts Equipmt.	137,468	124,181	148,990	164,232
Supp. & Mtls. Const.	126,895	125,824	133,762	178,631
Agg. & Other Mtl.	110,757	116,714	124,900	174,710
Sewer Const. Mtl.	22,613	24,611	22,224	30,648
Water Const. Mtl.	165,174	147,819	159,952	158,555
Tools & Shop Supp.	48,636	58,697	50,230	55,212
Vehicle Parts	479,155	522,721	481,570	593,153
Gasoline	301,813	294,371	312,766	367,544
Diesel Fuel	131,343	143,006	133,927	167,158
Oils & Grease	35,097	21,596	21,770	26,145
Total	\$2,567,276	\$2,663,852	\$2,725,718	\$3,243,215

Note: Excludes Grant Funds

ALL FUNDS  
MINOR CODE COMPARISONS

<u>REVOLVING FUND</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Data Processing	\$ 493,572	\$ 574,417	\$ 549,803	\$ 676,274
Engineering Services	22,794	40,886	36,151	36,580
Vehicle Maintenance	2,143,531	2,406,227	2,366,770	2,751,528
Central Services	650,723	767,852	631,366	632,904
Vehicle Depreciation	<u>866,445</u>	<u>980,984</u>	<u>892,489</u>	<u>1,169,279</u>
	\$ 4,177,065	\$ 4,770,366	\$ 4,476,579	\$ 5,266,565

Note: Excludes Grant Funds

ALL FUNDS  
MINOR CODE COMPARISONS

<u>CAPITAL OUTLAYS</u>	<u>1977</u> <u>Actual</u>	<u>1978</u> <u>Adopted</u>	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
Bldgs. & Fixed Equip.	\$ 18,035	\$ 23,550	\$ 28,658	\$ 48,428
Office Furn. & Equip.	19,331	14,497	17,460	19,192
Vehicle Equipment	33,905	42,250	84,381	29,478
Vehicle Purchases	871,976	1,076,250	959,103	1,060,460
Oper. & Const. Equip.	127,522	142,607	171,368	196,526
Other Capital Outlay	<u>7,072</u>	<u>0</u>	<u>0</u>	<u>2,550</u>
Total	\$ 1,077,841	\$ 1,299,154	\$ 1,260,970	\$ 1,356,634

Note: Excludes Grant Funds

ALL FUNDS  
MINOR CODE COMPARISONS

<u>DEBT SERVICES</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Sinking Fd. Payment	\$ 1,672,460	\$ 2,634,594	\$ 2,634,594	\$ 1,681,887
Bond Redemption	1,141,500	1,111,501	1,063,418	1,161,501
Bond Interest	409,190	415,429	394,049	424,857
Int-Short Term Notes	16,955	15,000	15,000	15,000
Assessment Bonds	56,245	56,474	56,474	56,474
Replacement and Renewal Investment (W&S)	<u>0</u>	<u>0</u>	<u>0</u>	<u>177,000</u>
Total	\$ 3,296,350	\$ 4,232,998	\$ 4,163,535	\$ 3,516,719

Note: Excludes Grant Funds

ELECTRICITY COSTS FOR GENERAL FUND, REVOLVING FUND, GOLF COURSE

Fund and Activities	1976	1977	1978	1979
General, Revolving, and Golf Funds	\$ 742,175	\$ 880,101	\$ 939,280	\$1,114,733*
Street Lights	374,889	405,760	397,935	455,592
Traffic Signals	83,466	90,000	134,865	157,970
Civic Center	91,844	134,728	133,200	146,520
City Hall - Gamble Building	34,542	45,757	50,000	55,000
Neighborhood Centers	41,644	45,866	65,000	74,921
Police - Aux. & Tech. Services	27,961	35,285	29,000	32,770
Firefighting	22,044	24,161	22,727	25,000
Parks and Squares	13,203	20,000	22,200	36,520
Golf Course	11,378	15,782	15,000	16,500
Vehicle Maintenance	8,887	12,786	14,500	20,050
Athletics	9,299	12,093	14,500	18,050
Buildings and Grounds	9,705	12,671	12,700	13,000
Data Processing	-	-	-	12,000
Recorder's Court	-	-	-	19,322
Others**	-	-	-	31,518

\* Figures include \$35,537 for 527 street lights and \$5,867 for 20 traffic lights in the annexed areas.

\*\* For Water and Sewer Fund Electricity Costs, see p. 276.

## BUDGET ORDINANCE

AN ORDINANCE TO ADOPT THE ANNUAL BUDGET OF THE CITY OF SAVANNAH AND TO APPROPRIATE FUNDS FOR THE OPERATION OF THE VARIOUS DEPARTMENTS FOR FISCAL YEAR 1979.

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 proposed budget appropriating funds to the various functions and purposes of the City of Savannah for the fiscal year 1979,

NOW THEREFORE BE IT RESOLVED that said budget is hereby adopted and the amounts shown therein as "adopted budget" are hereby appropriated to the various departments for the fiscal year 1979.



## REVENUE ORDINANCE

AN ORDINANCE TO ASSESS AND LEVY TAXES AND RAISE REVENUE FOR THE CITY OF SAVANNAH; TO PROVIDE TAXES ON REAL PROPERTY AND PERSONAL PROPERTY; TO PROVIDE TAXES ON ALCHOLIC BEVERAGES, HOTEL/MOTEL CHARGES, INSURANCE PREMIUMS, PROFESSIONS, AND PUBLIC UTILITIES; TO PROVIDE TAXES ON CERTAIN KINDS OF BUSINESSES OPERATING WITHIN THE CITY OF SAVANNAH; TO PROVIDE CHARGES AND FEES FOR CITY CEMETERIES, INSPECTION SERVICES, REFUSE COLLECTION AND DISPOSAL, AND WATER AND SEWER SERVICE; TO PROVIDE FOR OTHER TAXES AND SERVICE CHARGES; AND FOR OTHER PURPOSES CONNECTED WITH TAXES AND REVENUE IN SAID CITY.



EXPENDITURE MAJOR OBJECT CODES100 PERSONAL SERVICES

Funds allocated in this series provide for the following: salaries and wages, social security, group insurance, unemployment compensation, employee claims, overtime, longevity, pensions and temporary labor.

200 CONTRACTUAL SERVICES

These codes include funds for utilities, telephones, travel, advertising, insurance premiums (other than group), rental expenses, memberships, dues and subscriptions, professional services fees, photocopying, maintenance services for buildings and equipment (not performed by the City forces), vehicle replacement charges, subsidies and contributions, medical costs and other miscellaneous services.

300 COMMODITIES

The accounts in this series include: printing, postage, office supplies, clothing and personal supplies, food, medical and housekeeping supplies, general operating supplies and construction materials, repair parts, tires, sports equipment, chemicals, water and sewer pipe, etc.

400 REVOLVING FUNDS

These charges are for various services performed by the Revolving Fund Divisions to other City departments. Services included are: Data Processing, Engineering, Vehicle Maintenance, Central Services including Services and Supplies Management, Building and Electrical Maintenance, Electronic Equipment Repair, Custodial and Messenger Services, and Central Communications Services.

500 CAPITAL OUTLAY

This series of codes identifies funds for expenditures on buildings and fixed equipment, office furniture and equipment, vehicular equipment, operational and construction equipment and land purchase.

600 BOND AMORTIZATION

This code series includes funds budgeted for scheduled payments of the City's debt obligations.



GENERAL FUND



## ESTIMATED REVENUES GENERAL FUND

<u>Source</u>	<u>1978 Projection</u>	<u>1979 Projection</u>
Property Tax		
Real Property Tax (Cur.)	\$2,265,000	\$3,410,000
Personal Property Tax (Cur.)	388,000	573,000
Vehicle Tax	310,000	395,000
Public Utility Tax	360,000	475,000
Intangible Property Tax	140,000	193,000
Real Property Tax (Del.)	250,000	307,500
Personal Property Tax (Del.)	<u>30,000</u>	<u>46,100</u>
Total	\$3,743,000	\$5,399,600
Sales Tax	\$7,700,000	\$9,425,000
Other Taxes		
Liquor Tax	\$ 325,000	\$ 410,000
Beer & Wine Tax	1,190,000	1,490,000
Life Insurance Premium Tax	425,000	435,000
Other Insurance Premium Tax	610,000	778,000
Hotel/Motel Tax	<u>260,000</u>	<u>290,000</u>
Total	\$2,810,000	\$3,403,000
Taxes, Fees and Interest		
Execution Fees	\$ 25,000	\$ 26,000
Interest on Del. Taxes	<u>15,000</u>	<u>15,000</u>
Total	\$ 40,000	\$ 41,000
Licenses and Permits		
Business Licenses	\$ 850,000	\$1,050,000
Electric Franchise	775,000	975,000
Telephone Franchise	300,000	395,000
Gas Franchise	230,000	300,000
Cablevision Franchise	28,000	28,000
Street Maintenance Decals	105,000	110,000
Parking Meters	<u>180,000</u>	<u>185,000</u>
Total	\$2,468,000	\$3,043,000
Fines, Forfeits, Penalties		
Court Fines	\$ 700,000	\$ 815,000
Traffic Cits. (Non-moving)	<u>165,000</u>	<u>173,000</u>
Total	\$ 865,000	\$ 988,000

<u>Source</u>	<u>1978 Projection</u>	<u>1979 Projection</u>
<b>Interest Earned</b>		
General Investments	\$ 125,000	\$ 100,000
Interest on CIP Inv.	15,000	15,000
Perpetuity Lots	70,000	70,000
Pension Fund Inv.	12,000	8,000
Discount Earned	750	750
<b>Total</b>	<b>\$ 222,750</b>	<b>\$ 193,750</b>
<b>Rents-General</b>		
Park and Shop Garage	\$ 15,000	\$ 15,000
Recorder's Court	83,259	27,477
Miscellaneous	16,500	16,500
<b>Total</b>	<b>\$ 114,759</b>	<b>\$ 58,977</b>
<b>Leisure Services</b>		
Athletic Fees	\$ 12,100	\$ 13,500
Civic Center	215,000	235,000
Grayson Stadium	5,400	5,500
Concessions	30,000	32,500
<b>Total</b>	<b>\$ 262,500</b>	<b>\$ 286,500</b>
<b>Other Agencies</b>		
Gen. Purpose Grant (State)	\$ 615,000	\$ 615,000
Savannah Housing Authority	98,000	90,000
Miscellaneous Grants	215,000	215,000
<b>Total</b>	<b>\$ 928,000</b>	<b>\$ 920,000</b>
Inspection Fees	\$ 87,000	\$ 107,000
Cemetery Fees	\$ 72,000	\$ 72,000
<b>Refuse Fees</b>		
Residential Collection	\$ 206,000	\$ 246,000
Commercial Collection	520,000	594,000
Refuse Dumping Fees	175,000	143,000
<b>Total</b>	<b>\$ 901,000</b>	<b>\$ 983,000</b>

<u>Source</u>	<u>1978 Projection</u>	<u>1979 Projection</u>
<b>Interfund Fees</b>		
Services to Water & Sewer	\$ 742,169	\$ 675,700
Contribution from W & S	235,000	-0-
Services to I & D Water	43,165	45,971
Services to Community Dev.	62,302	65,000
Services to Golf Course	25,333	26,979
Services to Labor Resources	14,439	15,500
<b>Total</b>	<b>\$ 1,122,408</b>	<b>\$ 829,150</b>
<b>General Services</b>		
Accident Reporting	\$ 10,500	\$ 10,500
Traffic Moving Report	1,500	1,500
Fire Protection	25,000	10,000
Harbor Fees	30,000	30,000
Parking Lot	24,000	26,000
Recreation Fees	46,000	48,500
<b>Total</b>	<b>\$ 137,000</b>	<b>\$ 126,500</b>
<b>Revenue Sharing</b>		
General	\$ 2,290,004	\$ 2,458,009
Anti-Recession	403,476	-0-
<b>Total</b>	<b>\$ 2,693,480</b>	<b>\$ 2,458,009</b>
<b>Other Revenues</b>		
Advertising	\$ 8,000	\$ 8,000
Telephone Locations	2,000	2,000
Grass Cutting Fees	7,500	8,000
Sales of Land and Property	18,500	5,000
Miscellaneous Revenue	297,500	230,000
Prior Years-General Fund	3,880,551	1,453,461
<b>Total</b>	<b>\$ 4,214,051</b>	<b>1,706,461</b>
<b>TOTAL-GENERAL FUND</b>	<b>\$28,380,948</b>	<b>\$30,040,947</b>

CITY OF SAVANNAH  
REVENUES-GENERAL FUND

Source	1974 Actual	1975 Actual	1976 Actual	1977 Actual	1978 Projection	1979 Projection	1980 Projection	1981 Projection
<b>Property Tax</b>								
Real Property Tax (Cur.)	\$5,089,018	\$5,383,368	\$5,486,634	\$2,240,338	\$2,265,000	\$3,410,000	\$3,580,000	\$3,750,000
Personal Property Tax (Cur.)	995,173	956,999	1,014,829	347,876	388,000	573,000	613,000	656,000
Vehicle Tax	677,420	763,678	752,955	813,527	310,000	395,000	426,000	460,000
Public Utility Tax	805,462	851,352	973,439	343,572	360,000	475,000	490,000	514,000
Intangible Property Tax	148,168	158,559	138,230	134,010	140,000	193,000	207,000	220,000
Real Property Tax (Del.)	739,859	628,880	743,340	578,264	250,000	307,500	320,000	335,000
Personal Property Tax (Del.)	.45,607	99,005	99,297	33,653	30,000	46,100	50,000	55,000
<b>Total</b>	<b>\$8,500,707</b>	<b>\$8,841,841</b>	<b>\$9,208,724</b>	<b>\$4,491,240</b>	<b>\$3,743,000</b>	<b>\$5,399,600</b>	<b>\$5,686,000</b>	<b>\$5,990,000</b>
<b>Sales Tax</b>	\$ -0-	\$ -0-	\$2,904,629	\$7,383,645	\$7,700,000	\$9,425,000	10,100,000	\$10,750,000
<b>Other Taxes</b>								
Liquor Tax	\$ 302,370	\$ 299,376	\$ 311,083	\$ 314,125	\$ 325,000	\$ 410,000	\$ 415,000	\$ 420,000
Beer & Wine Tax	1,054,920	1,105,093	1,091,884	1,166,032	1,190,000	1,490,000	1,525,000	1,565,000
Life Insurance Premium Tax	287,268	316,442	328,179	380,081	425,000	435,000	460,000	480,000
Other Insurance Premium Tax	353,187	339,060	442,513	572,554	610,000	778,000	852,000	895,000
Hotel/Motel Tax	-0-	90,345	204,076	229,373	260,000	290,000	310,000	345,000
<b>Total</b>	<b>\$1,997,745</b>	<b>\$2,150,316</b>	<b>\$2,377,735</b>	<b>\$2,662,165</b>	<b>\$2,810,000</b>	<b>\$3,403,000</b>	<b>\$3,562,000</b>	<b>\$3,705,000</b>
<b>Taxes, Fees and Interest</b>								
Execution Fees	\$ 35,180	\$ 34,534	\$ 35,129	\$ 28,421	\$ 25,000	\$ 26,000	\$ 28,000	\$ 28,000
Interest on Del. Taxes	14,065	23,206	26,024	25,008	15,000	15,000	17,000	17,000
<b>Total</b>	<b>\$ 49,245</b>	<b>\$ 57,740</b>	<b>\$ 61,153</b>	<b>\$ 53,429</b>	<b>\$ 40,000</b>	<b>\$ 41,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>

<u>Source</u>	<u>1974</u> <u>Actual</u>	<u>1975</u> <u>Actual</u>	<u>1976</u> <u>Actual</u>	<u>1977</u> <u>Actual</u>	<u>1978</u> <u>Projection</u>	<u>1979</u> <u>Projection</u>	<u>1980</u> <u>Projection</u>	<u>1981</u> <u>Projection</u>
<b>Licenses and Permits</b>								
Business Licenses	\$ 830,640	\$ 826,515	\$ 850,586	\$ 848,713	\$ 850,000	\$ 1,050,000	\$ 1,060,000	\$ 1,070,000
Electric Franchise	477,268	543,750	587,074	702,110	775,000	975,000	1,080,000	1,125,000
Telephone Franchise	186,835	230,821	228,488	280,032	300,000	395,000	440,000	460,000
Gas Franchise	96,259	118,232	133,570	181,749	230,000	300,000	345,000	365,000
Cablevision Franchise	20,000	20,000	20,000	15,000	28,000	28,000	32,000	35,000
Street Maintenance Decals	112,975	109,260	107,801	101,422	105,000	110,000	112,000	114,000
Parking Meters	217,956	215,215	168,501	168,667	180,000	185,000	190,000	195,000
<b>Total</b>	<b>\$1,941,933</b>	<b>\$2,063,793</b>	<b>\$2,096,020</b>	<b>\$2,297,693</b>	<b>\$2,468,000</b>	<b>\$3,043,000</b>	<b>\$3,259,000</b>	<b>\$3,364,000</b>
<b>Fines, Forfeits, Penalties</b>								
Court Fines	\$ 326,815	\$ 394,454	\$ 292,104	\$ 553,393	\$ 700,000	\$ 815,000	\$ 825,000	\$ 825,000
Traffic Cits. (Non-moving)	107,743	128,202	114,359	151,154	165,000	173,000	180,000	180,000
<b>Total</b>	<b>\$ 434,558</b>	<b>\$ 522,656</b>	<b>\$ 406,463</b>	<b>\$ 704,547</b>	<b>\$ 865,000</b>	<b>\$ 988,000</b>	<b>\$ 1,005,000</b>	<b>\$ 1,005,000</b>
<b>Interest Earned</b>								
General Investments	\$ 166,733	\$ 69,557	\$ 82,809	\$ 185,639	\$ 125,000	\$ 100,000	\$ 110,000	\$ 110,000
Interest on CIP Inv.	189,921	15,998	57,788	-0-	15,000	15,000	12,000	12,000
Perpetuity Lots	68,813	71,296	72,644	72,013	70,000	70,000	70,000	70,000
Pension Fund Inv., Etc.	21,488	4,349	9,062	6,333	12,000	8,000	8,000	8,000
Discount Earned	1,055	464	759	1,058	750	750	750	750
<b>Total</b>	<b>\$ 448,010</b>	<b>\$ 161,664</b>	<b>\$ 223,062</b>	<b>\$ 265,043</b>	<b>\$ 222,750</b>	<b>\$ 193,750</b>	<b>\$ 200,750</b>	<b>\$ 200,750</b>
<b>Rents-General</b>								
Park and Shop Garage	\$ 15,000	\$ 15,000	\$ 15,000	\$ 13,750	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Recorder's Court	40,442	55,080	62,434	75,581	83,259	27,477	32,000	37,000
Miscellaneous	6,297	12,275	13,684	16,040	16,500	16,500	16,500	16,500
<b>Total</b>	<b>\$ 61,739</b>	<b>\$ 82,355</b>	<b>\$ 91,118</b>	<b>\$ 105,371</b>	<b>\$ 114,759</b>	<b>\$ 58,977</b>	<b>\$ 63,500</b>	<b>\$ 68,500</b>

Source	1974 Actual	1975 Actual	1976 Actual	1977 Actual	1978 Projection	1979 Projection	1980 Projection	1981 Projection
<b>Leisure Services</b>								
Athletic Fees	\$ 5,779	\$ 10,337	\$ 14,912	\$ 10,095	\$ 12,100	\$ 13,500	\$ 15,000	\$ 16,000
Civic Center	200,612	198,460	212,492	269,882	215,000	235,000	250,000	250,000
Grayson Stadium	4,486	4,596	2,445	5,098	5,400	5,500	5,500	5,500
Concessions	54,781	21,919	42,993	33,397	30,000	32,500	39,000	40,000
Total	\$ 269,658	\$ 235,312	\$ 272,842	\$ 318,472	\$ 262,500	\$ 286,500	\$ 309,500	\$ 311,500
<b>Other Agencies</b>								
May Street-Rental	\$ 43,968	\$ 7,731	\$ 6,861	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Gen. Purpose Grant (State)	615,227	615,689	618,760	614,560	615,000	615,000	615,000	675,000
Savannah Housing Authority	112,298	97,443	92,772	58,650	98,000	90,000	90,000	90,000
Miscellaneous-Grants	414,990	126,604	13,011	163,196	215,000	215,000	215,000	215,000
Total	\$1,186,483	\$ 847,467	\$ 731,404	\$ 836,406	\$ 928,000	\$ 920,000	\$ 920,000	\$ 980,000
Inspection Fees	\$ 87,174	\$ 59,740	\$ 67,318	\$ 94,748	\$ 87,000	\$ 107,000	\$ 112,000	\$ 117,000
Cemetery Fees	\$ 71,217	\$ 71,752	\$ 68,643	\$ 70,821	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000
Refuse Fees								
Residential Collection	\$ 530,586	\$ 532,783	\$ 525,235	\$ 204,124	\$ 206,000	\$ 246,000	\$ 258,000	\$ 262,000
Commercial Collection	-	-	-	483,534	520,000	594,000	605,000	610,000
Refuse Dumping Fees	67,169	92,896	112,081	130,725	175,000	143,000	145,000	150,000
Total	\$ 597,755	\$ 625,679	\$ 637,316	\$ 818,383	\$ 901,000	\$ 983,000	\$1,008,000	\$1,022,000
<b>Interfund Fees</b>								
Services to Water & Sewer	\$ 677,751	\$ 689,280	\$ 689,280	\$ 689,284	\$ 742,169	\$ 675,700	\$ 716,242	\$ 759,216
Contribution from W & S	613,865	822,012	958,769	640,000	235,000	-0-	-0-	-0-
Services to I&D Water	32,000	38,088	42,091	42,091	43,165	45,971	48,729	51,653
Services to Community Dev.	-0-	27,217	46,233	37,306	62,302	65,000	44,625	46,856
Services to Golf Course	-0-	7,000	7,000	37,970	25,333	26,979	28,598	30,313
Services to Labor Res.	-0-	7,475	7,850	14,840	14,439	15,500	16,725	17,088
Total	\$1,323,616	\$ 1,591,072	\$ 1,751,223	\$1,461,491	\$ 1,122,408	\$ 829,150	\$ 854,919	\$ 905,126

Source	1974 Actual	1975 Actual	1976 Actual	1977 Actual	1978 Projection	1979 Projection	1980 Projection	1981 Projection
<b>General Services</b>								
Accident Reporting	\$ 10,554	\$ 12,851	\$ 10,296	\$ 10,198	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
Traffic Moving Reports	1,889	1,244	610	1,744	1,500	1,500	1,500	1,500
Fire Protection	21,693	26,414	25,626	26,759	25,000	10,000	10,000	10,000
Harbor Fees	28,220	25,555	28,045	30,067	30,000	30,000	30,000	30,000
Parking Lot	12,744	12,780	13,392	13,880	24,000	26,000	26,000	26,000
Recreation Fees	21,613	26,040	25,333	40,704	46,000	48,500	50,000	51,000
<b>Total</b>	\$ 96,713	\$ 104,884	\$ 103,302	\$ 123,352	\$ 137,000	\$ 126,500	\$ 128,000	\$ 129,000
<b>Revenue Sharing</b>								
General	\$ 1,997,341	\$ 2,216,708	\$ 2,290,701	\$ 2,147,000	\$ 2,290,004	\$ 2,458,009	\$ 2,750,000	\$ 3,500,000
Anti-Recession	-	-	-	717,889	403,476	-0-	-0-	-0-
<b>Total</b>	\$ 1,997,341	\$ 2,216,708	\$ 2,290,701	\$ 2,864,889	\$ 2,693,480	\$ 2,458,009	\$ 2,750,000	\$ 3,500,000
<b>Other Revenues</b>								
Advertising	\$ 5,514	\$ 8,034	\$ 8,629	\$ 9,902	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Telephone Locations	2,429	2,201	1,640	2,577	2,000	2,000	2,000	2,000
Grass Cutting Fees	4,620	5,764	5,579	7,513	7,500	8,000	8,000	8,000
Sales of Land and Property	32,879	3,601	6,479	16,769	18,500	5,000	5,000	5,000
Miscellaneous Revenue	245,557	346,796	231,029	271,629	297,500	230,000	230,000	230,000
Prior Years - General Fund	1,014,079	777,837	840,626	2,245,513	3,880,551	1,453,461	-0-	-0-
<b>Total</b>	\$ 1,305,078	\$ 1,144,233	\$ 1,093,982	\$ 2,553,903	\$ 4,214,051	\$ 1,706,461	\$ 253,000	\$ 253,000
<b>TOTAL-GENERAL FUND</b>	\$ 20,364,972	\$ 20,777,212	\$ 24,385,635	\$ 27,105,598	\$ 28,380,948	\$ 30,040,947	\$ 30,328,669	\$ 32,417,876

GENERAL FUND  
MINOR CODE COMPARISONS

<u>Personal Services</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Salaries and Wages	\$10,821,764	\$11,844,333	\$11,680,797	\$13,321,282
Social Security	453,385	515,647	512,936	586,297
Police Pension	67,357	71,900	75,900	96,777
Group Med. Insurance	410,858	330,361	330,967	407,481
Group Life Insurance	126,222	124,467	124,763	136,873
Unemployment Comp.	0	50,000	6,251	50,000
Employee Claims	8,648	9,366	8,400	8,900
Pension	1,348,568	1,525,781	1,526,798	1,733,724
Old Pension	419,619	430,000	428,800	436,800
Longevity	102,859	113,878	113,147	114,751
Overtime	88,374	108,789	124,896	147,134
Overtime-Court	38,968	61,703	62,447	66,335
Temporary Labor	47,557	43,695	23,433	18,501
Annexation Salaries	<u>0</u>	<u>0</u>	<u>125,870</u>	<u>0</u>
	\$13,934,179	\$15,229,920	\$15,145,405	\$17,124,855

GENERAL FUND  
MINOR CODE COMPARISONS

<u>Contractual Services</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Electricity	\$ 805,776	\$ 882,521	\$ 859,780	\$ 1,011,183
Natural Gas	24,634	35,579	40,295	46,835
Communications	80,048	89,018	93,050	97,715
Transportation	68,072	93,434	91,407	112,657
Advertising	41,131	36,391	43,950	53,860
Insurance	71,437	122,160	87,884	102,005
Rentals	29,090	35,991	36,844	50,312
Dues, Mem. & Subc.	16,663	16,519	17,972	20,308
Prof. Svcs. Fees	190,994	163,105	187,363	707,806
Building Repair	27,541	66,748	58,973	52,313
Equip. Maintenance	47,938	58,782	63,862	66,046
Contri. to CIP	923,860	570,000	787,442	1,246,440
Contri. to Outside Ag.	907,930	921,301	888,483	1,295,993
Other Subs. & Contris.	152,247	125,749	125,749	208,870
Veh. Replacement Contri.	8,002	95,703	95,703	0
Photocopying	57,378	57,648	61,863	65,153
Medical Costs	104,006	97,182	131,427	107,024
Judgements & Losses	41,201	78,680	78,680	90,000
Other Contr. Svs.	258,073	448,628	450,955	444,734
Contingencies	0	329,480	0	105,175
Annexation Expenses	<u>0</u>	<u>0</u>	<u>1,276,000</u>	<u>0</u>
Total	\$3,856,021	\$4,324,619	\$5,477,682	\$5,884,429

GENERAL FUND  
MINOR CODE COMPARISONS

<u>Commodities</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Printing	\$ 36,458	\$ 47,915	\$ 49,565	\$ 59,885
Office Supplies	31,749	41,975	40,883	46,261
Postage	57,065	63,605	69,517	81,450
Clothing & Pers. Supp.	74,353	84,028	84,669	97,470
Food, Med. Housk. Supp.	53,130	49,005	52,786	38,762
Operating Supp. Mtls.	147,157	138,449	154,188	188,907
Sports & Crafts Supp.	59,654	62,129	61,207	67,032
Chemicals	41,396	53,315	50,783	75,853
Equipment Repair Parts	29,970	33,426	33,867	43,542
Constr. Supp. & Mtls.	77,181	83,774	89,320	106,147
Aggregate & Other Mtls.	110,757	115,643	124,900	174,710
Sewer Construct. Mtls.	11,429	15,587	11,347	16,147
Water Construct. Mtls.	697	0	65	500
Tools & Shop Supplies	<u>9,637</u>	<u>14,743</u>	<u>9,272</u>	<u>12,885</u>
Total	\$ 740,633	\$ 803,594	\$832,369	\$1,009,551

GENERAL FUND  
MINOR CODE COMPARISONS

<u>Revolving Fund</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Data Processing	\$ 463,332	\$ 540,820	\$ 516,206	\$ 634,418
Engineering Services	16,466	26,337	22,105	28,122
Vehicle Maintenance	1,860,616	2,096,127	2,077,480	2,412,708
Central Services	455,479	481,877	434,559	455,551
Vehicle Depreciation	<u>771,853</u>	<u>867,793</u>	<u>785,414</u>	<u>1,030,378</u>
Total	\$3,567,746	\$4,012,954	\$3,835,764	\$4,561,177

GENERAL FUND  
MINOR CODE COMPARISONS

<u>Capital Outlay</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Bldgs. & Fixed Equip.	\$ 2,809	\$ 11,350	\$ 13,675	\$ 6,100
Office Furn. Equip.	12,945	9,997	11,949	12,128
Vehicular Equipment	1,185	36,700	40,331	6,000
Oper. & Const. Equip.	77,769	98,102	127,100	154,561
Other Capital Outlay	<u>7,182</u>	<u>0</u>	<u>0</u>	<u>2,550</u>
Total	\$ 101,890	\$ 156,149	\$ 193,055	\$ 181,339

GENERAL FUND  
MINOR CODE COMPARISONS

<u>Debt Services</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Bond Redemption	\$ 868,639	\$ 838,640	\$ 788,640	\$ 888,640
Bond Interest	<u>359,448</u>	<u>374,582</u>	<u>353,202</u>	<u>390,956</u>
Total	\$1,228,087	\$1,213,222	\$1,141,842	\$1,279,596

## GENERAL FUND BUDGET SPREAD SHEET

	1978 Projected Expenditures	1979 Current Svc. Level	1979 Price Change <sup>1</sup>	1979 Quantity Change	1979 Total Base	1979 Annexation Budget	1979 Total Budget
<b>GENERAL ADMINISTRATION</b>							
Mayor & Aldermen	\$ 160,609	\$ 158,810	\$ 16,669	\$ 677	\$ 176,156	\$ 18,859	\$ 195,015
Clerk of Council	46,310	46,853	3,562	91	50,506	5,600	56,106
City Manager's Office	139,404	139,404	7,026	8,600 <sup>2</sup>	155,030	-	155,030
Legal	84,524	84,735	6,133	-	90,868	-	90,868
Total	\$ 430,847	\$ 429,802	\$ 33,390	\$ 9,368	\$ 472,560	\$ 24,459	\$ 497,019
<b>FINANCE BUREAU</b>							
Finance Director's Office	\$ 50,439	\$ 49,394	\$ 4,019	\$ 0 <sup>3</sup>	\$ 53,413	-	\$ 53,413
Accounting & Disbursement	334,008	352,118	8,832	-25,001 <sup>3</sup>	335,949	-	335,949
Revenue	314,669	321,744	10,190	315	331,619	25,886	357,505
Water & Sewer Revenue	379,117	424,663	6,730	510	431,903	6,483	438,386
Purchasing	134,136	134,206	5,912	0	140,118	-	140,118
Total	\$ 1,212,369	\$ 1,282,125	\$ 35,683	\$ -24,806	\$ 1,293,002	\$ 32,369	\$ 1,325,371
<b>MANAGEMENT SERVICES</b>							
Bureau Chief's Office	\$ 52,412	\$ 51,205	\$ 5,562	\$ 40,071 <sup>4</sup>	\$ 96,838	-	\$ 96,838
Research and Budget	180,417	183,544	11,716	5	195,265	-	195,265
Personnel	133,532	133,532	26,113	-	159,645	-	159,645
Management & Auditing	195,100	194,264	18,597	200	213,061	-	213,061
Total	\$ 561,461	\$ 562,545	\$ 61,988	\$ 40,276	\$ 664,809	-	\$ 664,809

<sup>1</sup>Mayor and Aldermen pay raises are included. <sup>2</sup>Research Librarian's upgrade. <sup>3</sup>Deletion of Finance Director's position.

<sup>4</sup>Analyst & Safety Officer added. <sup>5</sup>Medical Costs removed.

	1978		1979		1979		1979		1979	
	Projected Expenditures	Current Svc. Level	Price Change	Quantity Change	Total Base	Annexation Budget	Total Budget	Annexation Budget	Total Budget	
<b>PUBLIC SERVICES</b>										
D. P. S. Administration	\$ 245,769	\$ 215,168 <sup>1</sup>	\$ 12,975	0	\$ 228,143	\$ 88,476	\$ 228,793	\$ 88,476	\$ 228,793	
Traffic	995,154	1,015,331	78,146	- 846	1,092,631	82,268	1,181,107	82,268	1,181,107	
Drainage	595,895	620,720	46,513	500	667,733	196,362	1,084,678	196,362	1,084,678	
Streets Maintenance	820,158	841,938	46,403	25	888,316	459,942	2,910,594	459,942	2,910,594	
Refuse Collection	2,153,716	2,249,006	194,146	7,500	2,450,652	-	496,569	-	496,569	
Refuse Disposal	484,607	475,698	20,871	0	496,569	54,165	623,301	54,165	623,301	
Street Cleaning	605,456	550,639	18,497	0	569,136	39,829	775,134	39,829	775,134	
Commercial Refuse Collection	719,621	724,386	10,919	0	735,305	-	775,134	-	775,134	
Total	\$ 6,620,376	\$ 6,692,886	\$ 428,470	\$ 7,129	\$ 7,128,485	\$ 921,692	\$ 8,050,177	\$ 921,692	\$ 8,050,177	
<b>INSPECTIONS</b>										
Inspections	\$ 422,789	\$ 435,846	\$ 23,333	900	\$ 460,079	\$ 49,821	\$ 509,900	\$ 49,821	\$ 509,900	
<b>POLICE</b>										
Police Chief	\$ 205,994	\$ 248,661	\$ 9,456	0	\$ 258,117	\$ 1,800	\$ 259,917	\$ 1,800	\$ 259,917	
Operations/Patrol	2,811,383	2,940,985 <sup>3</sup>	237,422	12,500	3,190,907	353,080	3,543,987	353,080	3,543,987	
Investigations	821,931	831,966	35,216	- 2,098	865,084	1,205	866,289	1,205	866,289	
Aux. & Tech. Services	1,190,382	1,119,563	11,701	52,500	1,183,764	14,910	1,198,674	14,910	1,198,674	
Management Division	227,135	227,135	0	-33,507	193,628	0	193,628	0	193,628	
Police Academy	40,532	40,532	0	45,486	86,018	0	86,018	0	86,018	
Total	\$ 5,297,357	\$ 5,408,842	\$ 293,795	\$ 74,881 <sup>4</sup>	\$ 5,777,518	\$ 370,995	\$ 6,148,513	\$ 370,995	\$ 6,148,513	
<b>RECORDER'S COURT</b>										
Recorder's Court	\$ 194,462	\$ 190,179	\$ 6,630	5,464	\$ 202,273	\$ 1,191	\$ 203,464	\$ 1,191	\$ 203,464	
<b>FIRE</b>										
Chief's Office	\$ 141,397	\$ 135,645	\$ - 3,998	0	\$ 131,647	-	\$ 131,647	-	\$ 131,647	
Firefighting	3,368,356	3,393,201	163,770	560	3,557,531	516,977	4,074,508	516,977	4,074,508	
Total	\$ 3,509,753	\$ 3,528,846	\$ 159,772	560	\$ 3,689,178	\$ 516,977	\$ 4,206,155	\$ 516,977	\$ 4,206,155	

<sup>1</sup> Safety & Training Officer transferred to Management Services. <sup>2</sup> No Vac-Alls in 1979, hence reduced maintenance costs.

<sup>3</sup> Includes \$94,000 in additional personnel. <sup>4</sup> \$12,500 for Tachometers, \$22,500 for replacement radios; \$25,000 in DPC charges for P. R. O. M. I. S. & offset of 1978 savings; \$6,000 for additional Bldgs. & Grounds work by Central Services; \$9,000-Miscellaneous

	1978		1979		1979		1979		1979	
	Projected Expenditures	Current Svc. Level	Price Change	Quantity Change	Total Base	Annexation Budget	Total Budget			
<b>LEISURE SERVICES</b>										
Director's Office	\$ 95,726	\$ 95,726	\$ 8,257	-	\$ 103,983	-	\$ 103,983			
Athletics	215,001	210,740	29,788	3,003	243,531	-	243,531			
Playgrounds	94,118	94,450	5,816	4,410	104,676	-	104,676			
Neighborhood Centers	336,261	336,769	15,440	8,029	360,238	-	360,238			
Swimming Pools	109,352	107,347	16,789	890	125,026	-	125,026			
Adult Day Care	126,748	125,059	9,098	5,897	140,054	-	140,054			
City Golden Age	261,700	257,367	14,644	19,950	291,961	-	291,961			
Civic Center	510,695	541,168	38,997	-15,953	564,212	-	564,212			
Buildings and Grounds	393,354	422,607	34,592	-15,539	441,660	-	441,660			
<b>Total</b>	<b>\$ 2,142,955</b>	<b>\$ 2,191,233</b>	<b>\$ 173,421</b>	<b>\$ 10,687</b>	<b>\$ 2,375,341</b>	<b>-</b>	<b>\$ 2,375,341</b>			

	1978	1979	1979	1979	1979
	Projected Expenditures	Current Svc. Level	Price Change	Quantity Change	Total Base
<b>PARK N' TREE/CEMETERIES</b>					
Park and Tree	\$ 645,605	\$ 697,749	\$ 4,870	\$ 5,662	\$ 708,281
Cemeteries	395,039	381,740	34,641	34,212	450,593
<b>Total</b>	<b>\$ 1,040,644</b>	<b>\$ 1,079,489</b>	<b>\$ 39,511</b>	<b>\$ 39,874</b>	<b>\$ 1,158,874</b>

	1978	1979	1979	1979	1979
	Projected Expenditures	Current Svc. Level	Price Change	Quantity Change	Total Base
<b>INTERDEPARTMENTAL</b>					
Employee Pensions	\$ 564,639	\$ 564,639	\$ 18,761	\$ 583,400	\$ 596,688
Employee Claims	195,020	195,020	26,967	221,987	221,987
Judgements & Losses	78,680	78,680	11,320	90,000	90,000
Contingencies	N/A	105,175		105,175	105,175
Debt Services	1,144,842	1,144,842	67,054	1,284,396	1,284,396
Vehicle Replacement Contrib.	95,703	-	-	722,240	722,240
CIP Contribution	787,442	787,442	-	65,202	524,200
Other Expenses	36,425	715	-	715	715
Annexation	1,401,870	-	-	-	-
Contributions	888,483	908,871	115,685	271,437	1,295,993
<b>Total</b>	<b>\$ 5,193,104</b>	<b>\$ 3,785,384</b>	<b>\$ 239,787</b>	<b>\$ 278,735</b>	<b>\$ 4,303,906</b>

	1978	1979	1979	1979	1979
	Projected Expenditures	Current Svc. Level	Price Change	Quantity Change	Total Base
<b>GENERAL FUND TOTAL</b>	<b>\$ 26,626,117</b>	<b>\$ 25,587,177</b>	<b>\$ 1,495,780</b>	<b>\$ 443,068</b>	<b>\$ 27,526,025</b>
<b>GENERAL FUND TOTAL **</b>	<b>\$ 25,224,247</b>	<b>\$ 25,587,177</b>	<b>\$ 1,495,780</b>	<b>\$ 443,068</b>	<b>\$ 27,526,025</b>

\*Police pension. \*\*General Fund total excluding 1978 annexation start-up costs.  
Footnotes for this page are on the following page.

	1978	1979	1979	1979	1979
	Projected Expenditures	Current Svc. Level	Price Change	Quantity Change	Total Base
<b>GENERAL FUND TOTAL</b>	<b>\$ 26,626,117</b>	<b>\$ 25,587,177</b>	<b>\$ 1,495,780</b>	<b>\$ 443,068</b>	<b>\$ 27,526,025</b>
<b>GENERAL FUND TOTAL **</b>	<b>\$ 25,224,247</b>	<b>\$ 25,587,177</b>	<b>\$ 1,495,780</b>	<b>\$ 443,068</b>	<b>\$ 27,526,025</b>

1 Richard Street Center  
 2 Savannah Gardens  
 3 \$10,000-Salary savings & other reductions in Contractuals  
 4 \$15,000 in Salary savings  
 5 Three new positions and related costs (RMAC)  
 6 Major Components of the Price changes are:

Merit increases	\$ 475,193
Pay Adjustments	387,902
	<u>863,095</u>
+ Fringes	xl.20
	\$ 1,035,714
1978 G. O. B.	67,000
Outside Contributions	91,000
Unemployment Compensation	44,000
Athletics Umpire Fees	10,000
Mayor & Aldermen's salaries	10,000
Aggregate Materials	13,500
Landfill Materials	14,000
Other cost increases	210,566
Grand Total	<u>\$ 1,495,780</u>

7 Major Components of the Quantity changes are:

Richard Street Center	\$ 8,000
Savannah Gardens	22,000
1979 GOB	72,500
STA Bus Barn & Operating Costs	271,400
Cemeteries (3 positions)	34,000
Contribution to CIP	-65,000
River Street week-end cleanup	7,500
Police changes	
Tachnographs	12,500
P. R. O. M. I. S. & other DPC services	25,000
I. D. Unit	5,000
Mobile radios	22,500
Police Academy	10,000
Total for Police	\$ 75,000
Miscellaneous	17,668
Grand Total	<u>\$ 443,068</u>



## General Fund Re-Cap

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 15,145,405	\$ 17,124,855	\$ +1,979,450
Contractual Services		5,477,682	5,884,429	+ 406,747
Commodities		832,369	1,009,551	+ 177,182
Revolving Funds		3,835,764	4,561,177	+ 725,413
Capital Outlay		193,055	181,339	- 11,716
Bond Amortization		1,141,842	1,279,596	+ 137,754
TOTAL		\$ 26,626,117	\$ 30,040,947	\$ +3,414,830
	Staff-Years	1,149.97	1,253.79	+ 103.82



## GENERAL FUND

Explanation of Changes:

The 1979 Proposed Budget for the General Fund is \$30,040,947. This is an increase of \$3,414,830 over the 1978 Projected Expenditure. Annexation related costs estimated at \$2,514,922 and cost increases are the main contributors to the change. More detailed explanations follow.

Personal Services:

Personal Services expenditures will rise \$1,979,450. \$1,522,000 is for additional salaries and wages; \$362,000 for related employee benefits; \$44,000 related to unemployment compensation coverage; \$30,000 for overtime in annexation-related program expansions in Police and Public Services, week-end clean-up of River Street, and general cost increases; and \$21,000 in increased police pension contributions due to annexation. The \$1,522,000 increase in salaries and wages consists of the following: \$474,000 - merit increases, \$387,000 - pay adjustments to bring City pay in line with outside competitive markets, \$771,000 for 108.92 annexation positions. These 1979 salary increases are partially offset by projected salary savings due to vacancies and turn-overs (-\$62,000) and a personnel reduction of 5.1 positions in the fund (-\$48,000).

Contractual Services:

The \$5,884,429 Contractuals budget is \$406,747 more than the 1978 projection. Major increases are in Electricity (\$151,000), and Professional Services fees (\$520,000) mostly for providing fire protection in the annexed area. The contribution to Capital Improvement Projects increases by \$459,000, as \$500,000 for two new fire stations in the annexed area is included. A \$77,000 contribution to the Water and Sewer Fund is for its operation of two pumping stations owned by the City. The City's contribution to the Savannah Transit Authority is almost \$348,000 greater than 1978's appropriation. The \$625,778 proposal for 1979 includes: \$342,178 for operations, \$193,600 for new buses (provisional) and \$90,000 towards the new bus barn (provisional). A \$105,175 contingency fund completes the major components of the Contractuals' budget. The increases are partially offset by the omission of the one time annexation-related expenses shown in the Contractuals for 1978.

Commodities:

Commodities will rise \$177,182 in 1979 because of program expansions related to annexation. The major increases are in Aggregate and Related Materials (+\$50,000), Chemicals (+\$25,000), Operating Supplies (+\$35,000) Construction Materials(+ \$17,000), and Clothing (+\$13,000).

Revolving Fund:

The \$4,561,177 budget for Revolving or intergovernmental services chargebacks is \$725,413 more than the 1978 projection. The cost of maintaining and operating the City's vehicles, including 51 new vehicles to be used in the annexed areas, rises \$335,000. Data Processing charges increase \$118,000 mostly due to the first full year cost of operating the new data processing facility. The \$24,000 increase under Vehicle Depreciation includes a full years' depreciation on all 51 new vehicles for annexation.

Capital Outlay:

The 1979 Capital Outlay requirement is budgeted at \$181,339. The major purchases are shown in each department's explanation of changes and a complete list is provided in the appendix.

Debt Services:

Debt Service requirements in 1979 are \$1,279,596, an increase of \$137,754 above the 1978 projection. Included are estimated costs of a \$1,200,000 G.O.B. sale in 1979.



General Administration 0100's				
EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 279,744	\$ 329,654	\$ + 49,910
Contractual Services		38,258	101,833	+ 13,575
Commodities		11,563	15,539	+ 3,976
Revolving Funds		48,782	45,743	- 3,039
Capital Outlay		2,500	4,250	+ 1,750
Bond Amortization		0	0	0
TOTAL		\$ 430,847	\$ 497,019	\$+ 66,172
	Staff-Years	18.40	22.00	+ 3.60



## GENERAL ADMINISTRATION

Explanation Of Changes:

An increase of \$66,172 above the 1978 Expenditure Projection is included in the 1979 Budget for General Administration. Most of the increase is related to the full year personnel and other administrative costs for the two-member increase to the Board of Aldermen, along with general cost increases in Contractual Services and Commodities. A further explanation of the total increase and discussion of other changes in this budget are presented below:

Personal Services:

Personal Services expenditures are expected to rise by \$49,910. The \$39,000 increase in Salaries and Wages includes \$12,000 for the two-member increase to the Board of Aldermen, \$10,000 for Mayor and Aldermen's salary increases effective in late 1978, \$7,000 for the Research Librarian's position upgrade and reclassification from .40 to 1.00 man year, and \$10,000 for merit increases and other upgrades throughout the department. The remaining \$10,000 is for related employee benefits. A total of \$15,500 is being reserved in Contingencies for the additional Assistant City Attorney.

Contractual Services:

The major reasons for the \$13,575 increase in this series are: a \$6,505 increase in the Transportation budget for the additional Aldermen as well as an over-all cost increase in the Department's total Travel budget; a \$3,611 increase in the City Clerk's Advertising budget for licenses and permits; an additional \$1,500 for Photocopying services and xerox equipment rental; and +\$1,700

in Professional and Other Contractual Services for the rebinding of old city records, and other special studies and projects.

Commodities:

The \$3,976 increase in Commodities reflects additional annexation-related operating supplies plus cost increases.

Revolving Funds:

The \$3,039 decrease in this series occurs in the Central Services account due to budget reductions in the Central Services Department.

Capital Outlay:

The \$4,250 Capital Outlay budget includes \$750 for a credenza and table in the Mayor's Office; \$500 for additional television lights for the large Council Chamber; \$2,000 for carpeting and drapes in the City Clerk's Office; and \$1,000 for office furniture in the City Manager's Office.

Mayor and Aldermen 0110				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 81,741	\$ 92,398	\$ 121,963	\$ 121,963
Contractual Services	30,287	39,335	45,985	45,985
Commodities	3,465	4,676	5,937	5,937
Revolving Funds	21,339	23,700	19,880	19,880
Capital Outlay	481	500	1,250	1,250
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 137,313</b>	<b>\$160,609</b>	<b>\$ 195,015</b>	<b>\$ 195,015</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Confidential Secretary	1.00	1.00	47	\$ 13,745
Special Assistant to Mayor	1.00	1.00	-	17,917
Aldermen	6.00	8.00	-	48,000
Mayor	1.00	1.00	-	22,500
<b>Total</b>	<b>9.00</b>	<b>11.00</b>		

Clerk of Council 0115				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 22,741	\$ 24,309	\$ 26,527	\$ 26,527
Contractual Services	4,847	11,260	15,613	15,613
Commodities	820	3,150	5,539	5,539
Revolving Funds	4,453	7,591	6,427	6,427
Capital Outlay	0	0	2,000	2,000
Bond Amortization				
<b>TOTAL</b>	<b>\$ 32,861</b>	<b>\$ 46,310</b>	<b>\$ 56,106</b>	<b>\$ 56,106</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk Stenographer	1.00	1.00	32	\$ 8,130
Clerk of Council	1.00	1.00	47	13,830
Total	<u>2.00</u>	<u>2.00</u>		

City Manager's Office 0120

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 90,639	\$ 97,635	\$ 111,277	\$ 111,277
Contractual Services	14,350	20,399	21,363	21,363
Commodities	3,255	3,429	3,715	3,715
Revolving Funds	19,089	15,941	17,675	17,675
Capital Outlay	1,893	2,000	1,000	1,000
Bond Amortization				
<b>TOTAL</b>	<b>\$ 129,226</b>	<b>\$ 139,404</b>	<b>\$ 155,030</b>	<b>\$ 155,030</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Senior Clerk Stenographer	1.00	1.00	35	\$ 8,776
Admin. Asst. to City Manager	1.00	1.00	47	14,255
Research Librarian	.40	1.00	51	12,431
Assistant to City Manager	1.00	1.00	55	16,155
City Manager	1.00	1.00	-	45,000
<b>Total</b>	<b>4.40</b>	<b>5.00</b>		

Legal 0130				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 57,381	\$ 65,402	\$ 69,887	\$ 69,887
Contractual Services	16,927	17,264	18,872	18,872
Commodities	249	308	348	348
Revolving Funds	1,525	1,550	1,761	1,761
Capital Outlay	0	0	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 76,082</b>	<b>\$ 84,524</b>	<b>\$ 90,868</b>	<b>\$ 90,868</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years:</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Assistant City Attorney	2.00	3.00	-	\$ 47,049
City Attorney	1.00	1.00	-	28,456
<b>Total</b>	<u>3.00</u>	<u>4.00</u>		

## FINANCE BUREAU

Functions:

The responsibilities of the Bureau are to bill, collect, and account for all City revenues, issue and account for all City disbursements, manage City investments, and provide accounting control for all City financial transactions.

The Finance Bureau director plans, coordinates, and controls Bureau operations through several departmental work programs:

1. Accounting and Disbursement Services
2. Revenue Services
3. Purchasing Services

Activities:Accounting and Disbursement

The Accounting and Disbursement Department controls the City's general books containing a complete record of all financial transactions. The department maintains accounts with every officer of the City or other person required to receive, collect, disburse, or dispose of any money, property or effect of the City. It also supervises and maintains all books of accounts in other City departments. The department preaudits and approves for eventual payment departmental vouchers for funds, reconciles monthly control accounts in the general ledger with subsidiary ledgers and journals and renders monthly statements to the City Manager. An annual statement of receipts and disbursements of the City is also prepared. The department issues bonds and services the debt associated with any and all issues. It also invests idle funds, on a competitive basis, at the highest local available interest rate. The Department also operates the City's payroll system and pension programs and reports discrepancies in any financial records.

Revenue

The Revenue Activity bills and collects real and personal property taxes, business licenses, public utility taxes, harbor fees and other miscellaneous accounts receivable; collects alcoholic beverage taxes, insurance premium taxes, hotel/motel

taxes, traffic citations, fines, rents, inspection fees, and water, sewer, and refuse collection charges, plus other revenues due to the City; issues street maintenance decals; sells dog tags for Chatham County; collects coins from parking meters; operates the municipal parking lot; enforces payments of obligations due to the City through delinquent collection procedures; by contract, serves as registrar for the City's bonded indebtedness; maintains custody of and deposits to City bank accounts all revenues received by the City; and performs many other revenue-producing and non revenue - producing functions.

#### Water and Sewer Revenue

The Water and Sewer Revenue Activity reads all water meters in the system by cycle on a bi-monthly schedule; bills water and sewer accounts bi-monthly on active residential and commercial accounts both inside and outside the City; bills refuse collection charges; bills large commercial accounts monthly; bills charges for services provided by the Industrial and Domestic Water Supply system; provides such customer services as turn-ons and cut-offs on request, deposit maintenance, and inspections for high bills; and collects utility charges or terminates service on delinquent utility accounts.

#### Purchasing

The Purchasing Department is the City's central authority for purchasing goods and commodities. The department's function is to satisfy user agencies' requirements by insuring that goods of the lowest practical cost and highest practical quality are purchased. This is accomplished through (1) standardization and specification to reduce commodities to a minimum and assure quality of goods (2) consolidation of requirements in bulk purchases to obtain quantity prices, (3) stimulation of competitive bidding to reduce prices, (4) centralized control over supplies in the storeroom, (5) prompt payment of all bills to earn cash discounts, (6) elimination of unnecessary purchases.

The department also advertises, receives and tabulates bids let by City agencies and coordinates accountability of electrical and advertisement bills for all City agencies.

## Finance Bureau - 1400's

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 654,133	\$ 680,482	\$ + 26,349
Contractual Services		91,455	96,133	+ 4,678
Commodities		86,374	97,513	+ 11,139
Revolving Funds		377,017	448,293	+ 71,276
Capital Outlay		3,390	2,950	- 440
Bond Amortization		0	0	0
TOTAL		\$1,212,369	\$1,325,371	\$ 113,002
	Staff-Years	51.00	52.50	+ 1.50



## FINANCE BUREAU

Explanation of Changes:

The proposed budget for 1979 is \$113,002 more than the 1978 Projected Expenditures.

Personal Services:

Personal Services increased by \$26,349. As part of a staffing addition following the 1978 annexation, an increase in positions is being made. A Senior Clerk position and a Revenue Investigator position have been added to Revenue. A temporary Intermediate Clerk position has been staffed for a half year in Water and Sewer Revenue for 1979. This increase in positions is offset by the deletion of the Finance Administrator's position. The remainder of the Personal Services increase may be accounted for by a merit increase of \$18,979 and a pay adjustment of \$12,747.

Contractual Services:

Contractual Services increased \$4,678. Some of this moderate increase may be attributed to annexation costs. Minor Codes for Insurance, Photocopying, and Advertising accounted for the majority of the increase.

Commodities:

Commodities increase by \$11,139. Increased postage and printing involving the revenue collection in the annexed areas account for the main portion of the rise.

Revolving Fund:

The Revolving Fund code shows an increase of \$71,276 over the 1978 Projected Expenditures. This increase is due to revised

cost allocations for Central Services and especially Annexation related Data Processing services.

Capital Outlay:

Capital Outlay show a decrease of \$440.

Finance Director's Office 1401				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 38,735	\$ 41,128	\$ 44,778	\$ 44,778
Contractual Services	1,064	2,110	2,268	2,268
Commodities	422	472	472	472
Revolving Funds	7,311	6,729	5,895	5,895
Capital Outlay	0	0	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 47,532</b>	<b>\$ 50,439</b>	<b>\$ 53,413</b>	<b>\$ 53,413</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Administrative Secretary	1.00	1.00	40	\$ 9,750
Finance Director	1.00	1.00	74	27,528
Total	<u>2.00</u>	<u>2.00</u>		



Accounting and Disbursement 1420				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 215,263	\$ 175,786	\$ 158,124	\$ 158,124
Contractual Services	35,988	40,001	40,380	40,380
Commodities	8,848	11,837	12,453	12,453
Revolving Funds	98,751	106,384	124,992	124,992
Capital Outlay	128	0	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 358,978</b>	<b>\$ 334,008</b>	<b>\$ 335,949</b>	<b>\$ 335,949</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk	1.00	1.00	27	\$ 7,380
Account Clerk	1.00	1.00	31	9,543
Senior Clerk Stenographer	1.00	1.00	35	9,156
Principal Clerk	1.00	1.00	38	9,767
Account Technician	1.00	1.00	41	9,767
Accountant	4.00	4.00	51	51,635
Senior Accountant	2.00	2.00	56	31,888
Finance Administrator *	1.00	0.00	-	0
<b>Total</b>	<b>12.00</b>	<b>11.00</b>		

\* Accounting and Disbursement during 1979 will be administered through the Finance Director.

Finance, Accounting, Disbursements 1420  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. General Accounting Functions (23)	N/A	N/A	No major discrepancies		N/A	N/A	5.53	4.53	N/A	N/A		
2. Process Purchase & Service Orders	20,579 transactions per year	20,579 transactions per year	Process transactions within 10 days		.151 st./hrs. per transaction		1.68	1.68	2.89	2.85	per transaction	
3. Daily Report Preparation	251 reports per year	251 reports per year	Reports prepared daily		7.90 st./hrs per batch		1.07	1.07	66.73	64.59	per report	
4. Billing, Processing & Reconciliation	3,011 transactions per year	3,011 transactions per year	Record all transactions.		.271 st./hrs. per transaction		.44	.44	4.12	3.62	per transaction	
5. Process Budget Adjustments	853 transactions per year	935 transactions per year	Process within 2 days		.022 st./hrs. per transaction		.01	.01	.58	.71	per transaction	
6. Payroll	90 payrolls per year	90 payrolls per year	Complete on time with less than 2% error.		28.62 st./hrs. per payroll		1.39	1.39	680.53	821.09	per payroll	
7. Investment Management	299 transactions per year	299 transactions per year	\$400,000 Interest earned from Investments.		.248 st./hrs. per transaction		.04	.04	1.65	1.10	per transaction	
8. Annual Audit	N/A	N/A	Complete on schedule, error free		N/A	N/A	1.84	1.84	N/A	N/A		
Total							56,188	67,871	12.00	11.00*		
							\$127,055	107,421				
							59,392	58,652				
							16,749	16,211				
							12,390	10,904				
							493	662				
							61,248	73,898				
							493	330				
							56,188	67,871				
							\$334,008	335,949				

\*The Finance Administrator's position has been deleted.

Revenue 1441				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 163,175	\$ 148,129	\$ 174,123	\$ 174,123
Contractual Services	14,888	16,839	17,879	17,879
Commodities	19,080	27,425	34,225	34,225
Revolving Funds	103,061	119,203	130,528	130,528
Capital Outlay	3,227	3,073	750	750
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 303,431</b>	<b>\$ 314,669</b>	<b>\$ 357,505</b>	<b>\$ 357,505</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Parking Lot Attendant	1.00	1.00	23	\$ 8,025
Parking Meter Coin Collector	1.00	1.00	25	8,379
Intermediate Clerk	1.00	1.00	27	8,577
Cashier	2.00	2.00	30	18,363
Account Clerk	2.00	2.00	31	18,911
Senior Clerk	0.00	1.00	31	7,004
Senior Clerk Typist	1.00	1.00	32	9,689
Revenue Investigator	1.00	2.00	36	16,833
Chief Revenue Investigator	1.00	1.00	44	11,693
Revenue Supervisor	1.00	1.00	44	10,290
Revenue Administrator	1.00	1.00	65	22,168
Total	<u>12.00</u>	<u>14.00</u>		

A Police Corporal position has been transferred from Recorder's Court to the Revenue Department for traffic fine collection. This position is funded in the Police Department (2620).

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY 1978	PRODUCTIVITY 1978	COST ALLOCATION		STAFF ALLOCATION		UNIT COST 1978	UNIT COST 1979
	1978	1979			1978	1979	1978	1979		
1. Current Revenue Collection			90%	.039	\$ 53,300	\$ 60,283	.78	.99	\$ 1.44	\$ 1.27
A. Bill real and personal property taxes	37,000	47,000	Collected while current	st/hrs per account					Per account	Per account
B. Process payments for real and personal property taxes and water, sewer, and refuse charges	325,000	350,000	Record payments within 3 working days	.013 st/hrs per account	68,827	76,345	2.34	2.55	.21	.22
C. Collect non-moving traffic citation payments	50,000	70,000	55% Issued citations resolved	.032 st/hrs per citation	33,543	39,684	.85	2.00*	.67	.57
D. Process accounts receivable	3,900	5,000	80% Resolved within 90 days	.451 st/hrs per account	14,695	16,634	.95	1.15	3.77	3.33
E. Conduct general revenue activities	N/A	N/A	All functions performed as required	N/A	48,498	53,335	1.80	2.05	N/A	N/A
2. Delinquent Revenue collection			55% Collected and resolved	.411 st/hrs per account	23,840	33,341	1.33	2.16	3.97	4.45
A. Investigate Delinquent Accts	6,000	7,500	Collected and resolved	st/hrs per account					Per account	Per account

Revenue 1441  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
B. Process Delinquent Accounts	7,400	8,000	Record within 5 working days	5	.238	.232	\$ 26,936	\$30,486	.95	1.00	\$ 3.64	\$3.81
C. Conduct non-revenue Activities	N/A	N/A	N/A	N/A	N/A	N/A	17,829	18,767	1.00	1.10	N/A	N/A
3. Collect Parking Fees												
A. Operate municipal parking lot	Provide daily surveillance for 136 spaces		88% Maintained Occupancy	90%	13.625	13.625	12,547	13,208	1.00	1.00	92.26	97.12
B. Empty parking meters	1,938 Meters per year	2,000	Empty all meters once per week		.679	.667	11,164	11,752	.71	.72	5.76	5.88
C. Issue non-moving traffic citations	2,500 Tickets per year	2,500	Citations issued as required		.215	.208	3,490	3,670	.29	.28	1.40	1.47
Total							\$314,669	\$357,505	12.00	15.00		

\*Includes Police Corporal position assigned to Revenue, funded in Police Department.

Estimated Revenues projected for 1979

- (1) Non-moving traffic citation Collection \$163,000.
- (2) Delinquent Revenue Collection \$338,600.
- (3) Parking Lot Fees Collection \$26,000 (income per space, \$191.77).
- (4) Parking Meter Collection \$185,000 (income per meter, \$92.50).



## Water &amp; Sewer Revenue 1444

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 228,744	\$ 198,583	\$ 209,064	\$ 209,064
Contractual Services	10,998	7,613	8,014	8,014
Commodities	30,948	40,025	43,500	43,500
Revolving Funds	126,643	132,579	177,108	177,108
Capital Outlay	175	317	700	700
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 397,508</b>	<b>\$ 379,117</b>	<b>\$ 438,386</b>	<b>\$ 438,386</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk*	6.00	6.50	27	\$ 49,853
Water Meter Reader	4.00	4.00	31	34,843
Water Service Representative	4.00	4.00	31	36,803
Senior Account Clerk	2.00	2.00	34	20,099
Chief Meter Reader	1.00	1.00	34	10,425
Revenue Supervisor	1.00	1.00	44	12,934
<b>Total</b>	<b>18.00</b>	<b>18.50</b>		

\*The Intermediate Clerk position for .50 years is temporary in 1979.

Water and Sewer Revenue 1444  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Produce and mail utility bills for Water, Sewer, Refuse, Special Trash Collection, and I & D Water	275,000	280,000	Bill all active accounts six times annually		.017	.017	90,112	\$106,413	2.57	2.55	.33	\$ .38 per bill
2. Provide Turn off service, process inspections, new meter applications, duplicate bills	100,000	106,500	One day service on all requests		.095	.094	102,000	118,088	5.10	5.40	1.02	1.11 per transaction
3. Provide notice on delinquent accounts, conduct customer conferences, collect or terminate service	74,000	75,165	98% of Utility Bills collected. One week service on other calls.		.133	.137	97,504	117,380	5.33	5.55	1.32	1.56 per call
4. Read Water Meters bi-monthly and review all readings for accuracy.	48,333	49,000	All meters read once every two months.		.192	.189	89,501	96,505	5.00	5.00	1.85	1.97 per meter
Total							\$379,117	\$438,386	18.00	18.50		

Purchasing 1450				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 89,071	\$ 90,507	\$ 94,393	\$ 94,393
Contractual Services	19,962	24,892	27,592	27,592
Commodities	5,313	6,615	6,863	6,863
Revolving Funds	12,046	12,122	9,770	9,770
Capital Outlay	391	0	1,500	1,500
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 126,783</b>	<b>\$ 134,136</b>	<b>\$ 140,118</b>	<b>\$ 140,118</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk	1.00	1.00	27	\$ 6,785
Intermediate Clerk-Typist	1.00	1.00	28	6,816
Senior Clerk Typist	1.00	1.00	32	7,450
Principal Clerk	1.00	1.00	38	8,547
Buyer	1.00	1.00	44	11,507
Senior Buyer	1.00	1.00	52	13,593
Purchasing Director	1.00	1.00	65	21,944
Total	<u>7.00</u>	<u>7.00</u>		

The figures above exclude one authorized CETA position at a total cost of \$7,619.



Purchasing 1450  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
2. Prepare Bids												
a. Specifications	300	400	99.9% Reliability of control and identification sys.		6.801	5.100	\$18,528	\$18,978	1.101	1.101	\$61.76	\$47.45
b. Quotations	148	248			5.672	3.385	7,544	7,644	.453	.453	50.97	30.82
c. Vendor Conference	180	280			1.668	1.072	2,698	2,787	.162	.162	14.99	9.95
d. Recommendations prepared	240	340			1.081	.763	2,332	2,432	.140	.140	9.72	7.15
e. Contracts	85	140			2.921	1.774	2,232	2,332	.134	.134	26.26	16.66
f. Surplus Bids	10	15			20.383	13.589	1,832	1,932	.110	.110	183.20	128.80
3. Office Supply Services												
a. Inventory	2	12	99.9% Audit/ accountability		100.062	16.677	1,799	1,799	.108	.108	899.50	149.92
b. Requisitions for office supplies	600	700			.902	.773	6,250	6,928	.292	.292	10.42	9.90

Purchasing 1450  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY 1978	PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST 1978	UNIT COST 1979
	1978	1979		1978	1979	1978	1979	1978	1979		
Prepare Special Projects Procedures Development Master Log Cont. System Flow Charts Standardization Cost Reduction	10	15	99.9% Audit/ accountability	37.060 st/hrs per project	24.707	\$ 3,421	3,421	.2	.2	\$342.10	\$228.07
Total						\$134,136	\$140,118	7.0	7.0		

per special project

## MANAGEMENT SERVICES

### Functions:

The major functions of the Management Services Bureau are:

to design and aid in implementing and maintaining management control systems to enable the City Manager to efficiently manage resources and effectively deliver services;

to produce savings through productivity improvements in City operations;

to provide analytical and other forms of professional support to the City Manager and various City bureaus.

### Activities:

#### Research and Budget

Research and Budget provides planning, preparation, coordination, modification and control of the budget for all Funds. This includes monitoring current revenues and projecting future revenues to insure balanced budgets. Other control features include monitoring and controlling spending and maintaining a position control register to insure that personnel actions and personal services expenditures adhere to the approved budget. Budget Status Reports are prepared monthly to focus on budget problems and possible solutions by projecting spending for the current and several future years.

#### Personnel

The Personnel Department assists all other departments in obtaining and retaining capable and effective employees. Personnel conducts the City's recruitment and selection program, administers the pay classification and employee benefits programs, and processes all personnel transactions.

### Management Analysis

Management Analysis provides staff support to City departments and assists in their efforts to provide needed services effectively and efficiently. For 1979, nine Resource Management and Control System studies, which will cover ten activities, are scheduled to determine proper staffing levels, improve work methods and develop efficiency and effectiveness measures. In addition, Management Analysis performs monthly reconciliation of fifty bank accounts, administers the fixed assets inventory system, coordinates the vehicle replacement program and conducts internal audits.

Management Services 1500's				
Object Code		PROJECTED 1977	PROPOSED 1978	DIFFERENCE
Personal Services		\$423,059	\$510,633	\$ + 87,574
Contractual Services		28,376	32,273	+ 3,897
Commodities		8,572	10,030	+ 1,458
Revolving Funds		97,919	108,810	+ 10,891
Capital Outlay		3,535	3,063	- 472
Bond Amortization		0	0	0
<b>Total</b>		\$561,461	\$664,809	\$ + 103,348
	Staff-Years	29.00	31.00	2.00



## MANAGEMENT SERVICES

Explanation of Changes:

Management Services 1979 budget reflects an increase of \$103,348 over the 1978 Projected Expenditures. Changes are discussed below.

Personal Services:

Personal Services' costs have increased \$87,574. The Management Services Bureau Chief has added two staff positions: a Management Analyst at \$13,306 and a Safety and Training Officer at \$15,881. The cost of the budgeted merit increase and the pay adjustment was \$16,461 and \$15,910, respectively.

Contractual Services:

Contractual Services' costs have increased \$3,897. A \$2,774 increase in Transportation and a \$1,536 increase in Photocopying account for this rise. Other minor codes in Management Services remained stable or showed slight decreases.

Commodities:

Commodities' costs have increased \$1,458. Printing costs for an updated employee handbook along with increased costs in Postage, Operating Supplies and Materials, and Office Supplies account for the increase.

Revolving Fund:

Revolving Fund chargebacks have risen \$10,891 due to increased use of the computer system by Management Services.

Capital Outlay:

Budgeted for 1979 are two swivel chairs, two electric typewriters, three file cabinets, two desk calculators, three pocket calculators, and one executive desk; total cost will be \$3,063.

## Management Services' Bureau Chief 1501

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 39,819	\$ 44,079	\$ 85,190	\$ 85,190
Contractual Services	2,415	2,305	5,660	5,660
Commodities	400	530	493	493
Revolving Funds	8,591	5,313	5,032	5,032
Capital Outlay	577	185	463	463
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 51,802</b>	<b>\$ 52,412</b>	<b>\$ 96,838</b>	<b>\$ 96,838</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Administrative Secretary	1.00	1.00	40	\$ 9,917
Management Analyst	0.00	1.00	55	13,306
Safety and Training Officer	0.00	1.00	55	16,081
Assistant City Manager	1.00	1.00	81	30,906
Total	<u>2.00</u>	<u>4.00</u>		



## Research and Budget 1505

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 110,392	\$ 120,272	\$ 131,156	\$ 131,156
Contractual Services	8,644	8,264	8,419	8,419
Commodities	2,354	2,704	2,974	2,974
Revolving Funds	41,972	48,502	51,432	51,432
Capital Outlay	35	675	1,284	1,284
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 163,397</b>	<b>\$ 180,417</b>	<b>\$ 195,265</b>	<b>\$ 195,265</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk Typist	1.00	1.00	28	\$ 9,128
Senior Clerk	1.00	1.00	31	7,648
Administrative Assistant	1.00	1.00	40	10,547
Management Analyst	2.00	2.00	55	26,611
Senior Management Analyst	2.00	2.00	59	32,168
Budget Director	1.00	1.00	68	21,904
<b>Total</b>	<b>8.00</b>	<b>8.00</b>		

Research and Budget 1505  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Budget Preparation	1	1	99%	99%	6,208	6,208	\$ 75,552	\$ 85,879	3.35	3.35	\$ 75,552	\$ 85,879
	A Budget Preparation Manual											
	1	1										
	A Preliminary Report for Mayor and Aldermen											
	1	0										
	An Annexation Report											
	1	1										
	An Adopted Printed Budget											
2. Budget Administration	4	6	Under 2% projection variance from actual									
a. Projections	12	12	levels of expenditures from 1978; under 3% variance projected from 1979 due to Annexation									
B. Reporting	96	150	91%	91%								
	Short Projects/Reports requiring 16 st hrs or less											
							104,865	109,386	4.65	4.65	104,865	109,386
												per budget administered

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
C. Adjusting	4	4	Error Rates in									
	Quarterly		Closeouts less									
	Closeouts		than 1%									
	853	935	98% of Routine									
	Budget Adjustments		Budget Adjust-									
	9,331	8,331	ments, personnel									
	Personnel Action		action records,									
	Records		revised person-									
	242	210	nel quotas, and									
	Requests for Revised		employee requisi-									
Personnel Quotas		tions are pro-										
1,054	994	cessed within 24										
Employee Requisi-		hrs. of their										
tions		arrival										
D. Position Control	12	12	ErrorRate in									
	Position Control		Register less									
	Registers		than 1%									
	232	267										
	Capital Outlays											
	41	45										
	Telephone Requests											
	323	320										
		Travel/Training Re-										
		quests										

Research and Budget 1505

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1977	1978	1977	1978	1977	1978	1977	1978	1977	1978	1977	1978

E. Capital Improvement Program.

160 170 Error Rate on Capital Improvements less than 1%

50 75 CIP Closeouts

85 100 Preliminary Details

175 175 Final Cost Estimates

Total

\$180,417 \$195,265 8.00 8.00

Personnel 1510				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 98,997	\$ 97,362	\$ 115,310	\$ 115,310
Contractual Services	9,905	12,056	11,973	11,973
Commodities	3,764	3,842	5,036	5,036
Revolving Funds	17,399	19,572	26,916	26,916
Capital Outlay	0	700	410	410
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 130,065</b>	<b>\$ 133,532</b>	<b>\$ 159,645</b>	<b>\$ 159,645</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Personnel Clerk	4.00	4.00	32	\$ 30,358
Personnel Coordinator	2.00	2.00	55	26,740
Management Analyst	1.00	1.00	55	13,735
Personnel Director	1.00	1.00	68	23,041
<b>Total</b>	<u>8.00</u>	<u>8.00</u>		

Medical Costs in 1979 are no longer charged to Personnel.

Personnel 1510  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Appointments	926	950	90%	90%	7.00	6.83	\$ 80,619	\$83,982	3.50	3.50	\$87.06	\$88.40
	Appointments per cent of employees who complete probationary period											
2. Employee Service	4,000	4,000	9.6%	9.6%	2.09	2.09	52,913	75,663	4.50	4.50	13.23	18.92
	In-service actions Turn over rate-permanent employees. st/hrs per in-service action											
Total							\$133,532	\$159,645	8.00	8.00		

Medical costs in 1979 are no longer charged to Personnel.

## Management and Auditing 1512

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 135,046	\$ 161,346	\$ 178,977	\$178,977
Contractual Services	47,781	5,751	6,221	6,221
Commodities	1,627	1,496	1,527	1,527
Revolving Funds	24,553	24,532	25,430	25,430
Capital Outlay	2,759	1,975	906	906
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 211,766</b>	<b>\$ 195,100</b>	<b>\$ 213,061</b>	<b>\$213,061</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Senior Clerk Stenographer	1.00	1.00	35	\$ 7,975
Administrative Assistant	1.00	1.00	40	8,789
Management Analyst Intern	2.00	2.00	55	25,344
Management Analyst	3.00	3.00	55	39,594
Senior Management Analyst	3.00	3.00	59	44,961
Management Analysis Director	1.00	1.00	68	21,701
Total	<u>11.00</u>	<u>11.00</u>		

Management Analysis 1512  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Conduct RMC Studies:	7	9	75%	75%	2,258	1,513	\$144,722	\$133,303	8.53	7.35	\$20,675	\$14,811
a. Traffic Engineering	Studies completed		Percentage of recommendations approved		st/hrs per study		per study					
b. Neighborhood Ctr.												
c. Police Auxiliary and Technical Svc												
d. Cust. & Mess. Svc												
e. Golf Course												
f. Street Maintenance												
g. Park & Tree												
h. Street Cleaning												
i. Refuse Disposal												
j. Commercial Refuse												
2. Maintain the RMC System	13	21	13	21	96.93	97.06	11,432	19,845	0.68	1.10	879	945
	Activities under RMC system		Monthly Reports completed on schedule		st/hrs per activity		per activity report					
3. Reconcile City Bank Accounts	50	50	50	50	18.53	18.53	12,425	15,952	.50	.50	249	319
	Accounts reconciled monthly		Accounts reconciled on time without error		st/hrs per account reconciled		per account reconciled					
4. Maintain Fixed Assets Inventory	2200	2200	95%	95%	.40	.40	12,739	15,452	.47	.47	5.79	7.02
			Percent of new items picked up by the system in the normal routine.		st/hrs per change		per change per qtr.					

Management Analysis 1512  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
5. Conduct Special Projects	24	30	18	23	44.78	51.27	\$ 9,750	\$ 14,970	.58	.83	\$ 406	\$ 499
	Studies/Audits conducted	Audits conducted on schedule	Completed on schedule		st/hrs per study/audit						per special project	
6. Conduct Internal Audit	24	30	20	26	18.53	46.33	4,032	13,533	.24	.75	168	451
			Audits conducted on schedule		st/hrs per audit						per audit	
Total							\$195,100	\$213,061	11.00	11.00		



## DEPARTMENT OF PUBLIC SERVICES

Functions:

The General Fund Departments in Public Services perform City "housekeeping" services. These departments collect and dispose of trash, maintain the streets and sidewalks, maintain the drainage system and operate the traffic control facilities.

Activities:Traffic

The Traffic activity provides a system of traffic control devices on City streets which meets or exceeds the minimum standards specified in the Georgia Manual of Uniform Traffic Control Devices, and plans and promotes safe, efficient and expeditious movement and control of pedestrian and motorized traffic.

Drainage

This activity maintains the storm drainage system to facilitate the rapid removal of storm water run-off and to prevent property damage and allow only minimum inconvenience to the community due to flooding.

Streets Maintenance

The Streets Maintenance activity maintains all streets, lanes, and sidewalks to allow convenient and hazard-free vehicular and pedestrian use and maintains rights-of-way and city-owned lots to insure a healthy environment for the community.

Refuse Collection

Refuse Collection contributes to a clean, healthy environment through regular garbage and trash collections, litter control, lane clean-up, junk car removal, and Sanitation Code enforcement.

Refuse Disposal

The Refuse Disposal activity provides a landfill operation which is acceptable under State Environmental Protection Division Regulations.

### Street Cleaning

The Street Cleaning activity must provide the City with street cleaning services on a scheduled basis to maintain an aesthetically pleasing and clean environment both in the Central Business District and in all residential areas.

### Commercial Refuse Collection

The primary responsibility of this activity is to collect bulk refuse from commercial and institutional establishments on a regular scheduled basis.

## Public Services 2000's

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 3,244,104	\$ 4,038,858	\$+ 794,754
Contractual Services		878,854	1,039,888	+ 161,034
Commodities		355,499	467,738	+ 112,239
Revolving Funds		2,065,767	2,444,094	+ 378,327
Capital Outlay		76,152	59,599	- 16,553
Bond Amortization				
TOTAL		\$ 6,620,376	\$ 8,050,177	\$+1,429,801
	Staff-Years	312.25	377.25	+ 65.00



Explanation of Changes:

The Public Services Department budget rises \$1,429,801 over projected 1978 Expenditures. 64%, or \$921,000, of the increase is attributed to annexation, which impacts on the Public Services Department heavily. A complete description of the increases follows:

Personal Services:

\$576,000 of the \$794,754 expansion in the personal services budget is due to the addition of 71 new positions to provide residential and commercial refuse collection, drainage and roadway maintenance and cleaning, and traffic signal, street light, and roadway marking maintenance in the annexed areas. Annual merit increases and pay adjustments add another \$263,000 to the personal services wages and salaries, social security, and pension categories. As it is projected that there will not be as many vacancies in 1979 as there were in 1978, the 1979 budget includes \$60,000 which was saved in 1978 due to turnover. At the same time, the Public Services Department is experiencing personal services cost reductions in 1979. First, five positions in the Drainage Activity are deleted as part of efficiency and effectiveness improvements by a Resource Management Study. This produces savings of \$35,000. Second, the Safety and Training Officer position is being transferred to the Management Services Department, reducing the Public Services budget by another \$20,000. Lastly, though the 1979 vacancy rate should be less than the 1978 rate, there should still be a \$49,000 savings accrued from temporarily unfilled positions in 1979.

Contractual Services:

Contractual Services increase by \$161,034, of which \$96,400 is related to electricity usage and prices. It will cost \$41,400 to provide electricity for street lights and traffic signals in the newly annexed areas. Also, it is projected that electricity prices will rise by \$55,000 for all street, park and square, and highway lights and traffic signals. Another \$76,000 has been added to the Drainage Activity subsidies and contributions account to cover the costs of the Kayton Box and Fell Street drainage pumping stations, which are maintained and operated by the Water and Sewer Department through the Water and Sewer Fund. Communications, transportation, rentals, professional services fees for the guard service at the City lot, and other budget categories also make smaller contributions to the cost increase. At the same time, there are savings realized from a reduction in the costs of ditching at the City Landfill.

Commodities:

Annexation and the price of aggregate for the Street Maintenance Activity are the major causes for the \$112,239 increase in the Public Services Department's commodities. The impact of annexation is nearly \$83,000, while aggregate cost rises should add close to \$14,000. Increased costs for chemicals, operating supplies, construction supplies, and equipment repair parts also account for the increase.

Revolving Fund:

Overall, the charges rise a total of \$378,327. The largest portion of the increase is in vehicle maintenance and depreciation created by annexation. The acquisition of 35 new vehicles for use in the annexed areas adds \$217,000 to the

costs of maintenance and depreciation, because most of the new vehicles are heavy duty and will be utilized constantly. Street sweeper guaranteed maintenance, parts, and labor costs rise, as do outside repair, parts, and depreciation costs for most of the department's heavily utilized heavy equipment fleet. Data Processing, Engineering, and Central Service charges also have small increases.

Capital Outlay:

In 1979, capital outlays include a high speed line printer, 50 new parking meters, a curb edger, concrete mixer, and redwood containers. The high speed line printer is used for the traffic signal computer hook up, while the redwood containers are replacements for damaged ones on Broughton and River Streets.



D.P.S. Administration 2010				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 134,446	\$ 141,305	\$ 128,488	\$ 128,488
Contractual Services	58,932	67,315	70,109	70,109
Commodities	2,266	3,265	4,115	4,115
Revolving Funds	30,768	20,259	24,731	24,731
Capital Outlay	2,316	13,625	1,350	1,350
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 228,728</b>	<b>\$ 245,769</b>	<b>\$ 228,793</b>	<b>\$ 228,793</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk Typist	1.00	1.00	28	\$ 7,324
Senior Clerk	3.00	3.00	31	26,431
Senior Clerk Stenographer	1.00	1.00	35	10,508
Personnel Technician	1.00	1.00	45	11,193
Safety/Training Officer	1.00	0.00	-	-
Administrative Services Officer	1.00	1.00	57	16,980
Assistant City Manager	1.00	1.00	81	31,992
Total	9.00	8.00		

The figures above exclude one authorized CETA position at a total cost of \$7,619.



Department of Public Service Administration 2010

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
4. Provide Payroll Preparation and Records	78	78	N/A	N/A	47.51	47.51	\$25,921	\$26,065	2.0	2.0	\$332.32	\$334.17
		Payrolls			st/hrs per payroll						per payroll	
5. Provide Personnel Coordination (Preparing paperwork for hiring, terminating, promoting, and reprimanding employees)	2,760	2,400	N/A	N/A	.67	.77	17,503	17,533	1.0	1.0	6.34	7.31
		Procedures			st/hrs per procedure						per procedure	
	690	600										
		Employees										
6. Provide Special Programs (Preparing monthly, quarterly, and annual reports, status reports, budgets, and etc.)	N/A	N/A	N/A	N/A	N/A	N/A	25,718	25,749	1.0	1.0		
7. Provide Clerical Support	N/A	N/A	N/A	N/A	N/A	N/A	25,929	25,955	2.0	2.0		
8. Maintenance, Security and Operational Overhead for D.P.S Lot.	-	-	-	-	-	-	62,145	62,189	-	-		
							\$245,769	\$228,793	9.0	8.0		
		Total										



Traffic 2031				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 249,388	\$ 255,522	\$ 303,189	\$ 303,189
Contractual Services	527,887	578,609	670,364	670,364
Commodities	78,145	81,739	98,855	98,855
Revolving Funds	44,284	52,764	83,899	83,899
Capital Outlay	9,312	26,520	24,800	24,800
Bond Amortization	0	0	0	0
TOTAL	\$ 909,016	\$ 995,154	\$ 1,181,107	\$1,181,107

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Traffic Maintenance Worker	2.00	3.00	25	\$ 18,989
Senior Traffic Maintenance Worker	4.00	5.00	29	44,038
Senior Clerk Stenographer	1.00	1.00	35	10,425
Engineering Aide	1.00	1.00	39	8,992
Traffic Signal Electrician	2.00	3.00	42	29,242
Traffic Planner	1.00	1.00	44	10,989
Traffic Maintenance Administrator	1.00	1.00	47	12,203
Traffic Cont. System Technician	3.00	3.00	47	42,343
Senior Traffic Planner	1.00	1.00	48	12,384
Traffic Signal Supervisor	1.00	1.00	50	13,869
Assistant Traffic Engineer	1.00	1.00	59	15,403
Traffic Engineer	1.00	1.00	65	20,325
Total	19.00	22.00		

The figures above exclude five authorized CETA positions at a total cost of \$38,094.

Traffic Engineering 2031  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Traffic Administration and Planning												
A. Investigate High Accident Locations	20	20	Investigate top 10 mid-block intersections every year		9.27	9.27	\$ 1,320	\$1,416	.10	.10	\$ 66.00	\$70.80
B. Time Signals	100	120	Review timing at 10 signals per month		14.82	12.35	23,328	28,327	.80	.80	233.28	236.06
C. Make Traffic Counts	700	780	Complete as required for developing reports		1.06	.95	11,884	14,163	.40	.40	16.98	18.16
D. Make Miscellaneous Studies and Investigations	2,000	2,500	Investigate Complaints within one week of receipt; Take Corrective Action within eight weeks		2.24	2.06	80,988	98,687	2.42	2.78	40.49	39.47
2. Traffic Signal and Electrical Maintenance												
A. Maintain Traffic Signals, Flashers and Master Controller	160	181	Perform Routine Maintenance every 6 mos; Make repairs within 24 hrs of failure		2.88	3.18	112,679	135,573	4.50	5.50	38.85	42.37

Traffic Engineering 2031  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
B. Maintain County Traffic Signals and Flashers	17 85	11 Signals Repairs	Make Repairs within 24 hrs.		4.36 st/hrs per Repair	4.32	\$ 3,840	\$ 3,046	.20	.14	\$ 45.18	\$ 50.77 per repair
C. Install New Signals	1	2 Signals	Install per plans and specifications		185.30 st/hrs per signal	-	548	0	.1	0	548.00	per signal
D. Upgrade Existing signals	8	4 Signals upgraded	Modify per plans and specifications		104.23 st/hrs per signal up-graded	236.26	10,123	12,186	.45	.51	1265.38	3046.50 per signal upgraded
E. Install New Flashers	1	1 Flashers Installed	Install per plans and specifications		92.65 st/hrs per flasher in-stalled	92.65	1,320	1,523	.05	.05	1320.00	1523.00 per flasher in-stalled
3. Pavement Marking Maintenance												
A. Maintain Center and Lane Lines	179,700	210,000 Linear Feet	2 Times renewed per year		.008 st/hrs per linear ft.	.008	17,606	21,122	.80	.95	.10	per linear ft.
B. Maintain Intersection Markings	2,210	2,450 Intersections	1 Times Renewed per year		.84 st/hrs per intersection	.83	20,687	24,849	1.00	1.10	9.36	10.14 per intersection

Traffic Engineering 2031  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
C. Maintain Curb Markings	15,000 Linear Feet	15,000 Linear Feet	Renew 5,000 Linear feet per year		.12 st/hrs per linear foot renewed	.12	\$6,162	\$7,455	.32	.32	\$ 1.23 per linear ft.	\$ 1.49 per linear ft.
D. Maintain Parking Stall Markings	900 Parking Stalls with Markings Renewed	900	Renew 2700 stalls every 3 years		.82 st/hrs per stall	.82	7,042	8,697	.40	.40	7.82 per stall	9.66 per stall
4. Parking Meter Maintenance												
A. Repair Meter Malfunctions	2,176 Meters Maintained 600 Meters Repaired	2,176 600	repairs made within 2 days after Defect Reported		.77 st/hrs per meter repaired	.77	3,691	4,558	.25	.25	6.15 per meter repaired	7.60 per meter repaired
B. Perform Preventive Maintenance	435 Meters in preventive maintenance program	435	service all meters once every five years		1.06 st/hrs per meter	1.06	3,691	4,558	.25	.25	8.49 per meter	10.48 per meter
C. Replace Meters	276 Meters Replaced	250	Replace all meter mechanisms every 21 years		1.07 st/hrs per meter	1.19	13,204	15,878	.16	.16	47.84 per meter	63.51 per meter
5. Street Lighting												
A. Install New Street Lighting	80 Lights Installed	380	N/A	N/A	13.90 st/hrs per light	4.39	11,884	14,413	.60	.90	148.55 per light	37.93 per light

Traffic Engineering 2031  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
B. Maintain Park and Square Lights	950	950	Periodically check and re-pair as needed		1.85	1.85	\$12,764	\$15,116	.95	.95	\$ 13.44	\$ 15.91
		Lights			st/hrs per light	st/hrs per light					per light	per light
C. Maintain Highway Lights	393	393	Repair as needed		1.41	1.41	3,961	4,921	.30	.30	10.08	12.52
		Lights maintained			st/hrs per light	st/hrs per light					per light	per light
D. Maintain Pumps for Fountains	28	28	Repair as needed		3.31	3.31	440	703	.05	.05	15.71	25.11
		Pumps Maintained			st/hrs per pump	st/hrs per pump					per pump	per pump
6. Street Sign and Barricade Maintenance												
A. Maintain Traffic Signs	14,200	16,500	Repair Damaged sign within one week of notice		.31	.34	45,016	55,779	2.4	3.0	3.17	3.38
		Signs Maintained			st/hrs per sign	st/hrs per sign					per sign	per sign
B. Maintain Street Name Signs	6,600	6,700	Repair Damaged Sign within one week of notice		.53	.69	38,733	46,672	1.9	2.49	5.87	6.97
		Signs Maintained			st/hrs per sign	st/hrs per sign					per sign	per sign
C. Place and Remove Barricades for Special Events	110	110	N/A	N/A	10.11	10.11	9,243	11,383	.60	.60	84.03	103.48
		trips			st/hrs per trip	st/hrs per trip					per trip	per trip

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
7. Electricity Overhead												
A. Street Lights	6,675	6,868	N/A	N/A	N/A	N/A	\$420,135	\$ 492,112	N/A	N/A	N/A	N/A
Existing Lights												
80 Newly Installed Lights		380										
950 Park and Square Lights		950										
393 Highway Lights		393										
B. Traffic Signals	160	181	N/A	N/A	N/A	N/A	134,865	157,970			N/A	N/A
Signals												
Total							\$995,154	\$1,181,107	19.0	22.0		

Drainage 2033				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 285,869	\$ 322,238	\$ 371,135	\$ 371,135
Contractual Services	3,877	3,207	83,514	83,514
Commodities	51,791	64,607	86,905	86,905
Revolving Funds	159,851	189,276	208,447	208,447
Capital Outlay	3,820	16,567	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 505,208</b>	<b>\$ 595,895</b>	<b>\$ 750,001</b>	<b>\$ 750,001</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Maintenance Service Worker	7.00	10.00	25	\$ 67,809
Int. Maintenance Service Worker	8.00	6.00	29	48,850
Medium Equipment Operator	5.00	5.00	31	40,595
Senior Maintenance Service Worker	2.00	4.00	31	35,678
Supv. Maintenance Service Worker	3.00	2.00	34	17,547
Heavy Equipment Operator	5.00	5.00	37	47,579
Field Maintenance Supervisor	2.00	2.00	46	14,593
Drainage Engineer	1.00	1.00	65	19,639
<b>Total</b>	<b>33.00</b>	<b>35.00</b>		

Drainage 2033

ACTIVITY

SERVICE QUANTITY  
1978      1979

PRODUCTIVITY  
1978      1979

COST  
ALLOCATION  
1978      1979

STAFF  
ALLOCATION  
1978      1979

UNIT  
COST  
1978      1979

I. Maintain Underground  
Drainage System  
A. Inspect and clean Storm  
Water Inlets and Man-  
holes

6787      7397  
Catch basins inspected  
2971      3331  
Catch basins cleaned

.760      .709  
St. hrs./inspection

\$79,407      \$88,799

4.45      4.45

\$11.70      \$12.00  
per catch basin  
inspected

71      71  
Inspections  
24      24  
Cleaning Jobs  
Weekly in Proper-  
ly Damage Flood  
Prone Areas      212  
212      212  
Inspections  
71      71  
Cleaning Jobs  
Quarterly in In-  
convenient Flood  
Prone Areas  
10842      11842  
Inspections  
3614      3947  
Cleaning Jobs  
Bi-annually in all  
other Areas  
1063      1173  
Inspected and  
Cleaned as  
Requested

Drainage 2033

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
B. Inspect and Jet/Rod Clean Sewer Lines	79.3	100.3	.45	.45	80.41	67.38	\$67,185	\$77,085	4.6	4.6	\$847.23	\$768.54
	Miles of Sewer Line Inspected		Miles		St. /hrs per mile inspected						per mile of Sewer Line inspected	
	19.8	24.8	Sewer Lines Inspected									
	Miles Cleaned		.11	.11								
			Miles Cleaned/week in Property Damage Flood Prone Areas									
			1.25	1.25								
			Miles Sewer Line Inspected									
			.31	.31								
			Miles Cleaned Quarterly in Inconvenient Flood Prone Areas									
			155.2	196.2								
		Miles Inspected										
		38.8	49.1									
		Miles Cleaned Bi-annually in all other Areas										

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	
C. Clean Large Storm Lines	4.0	4.0	12 Miles of Storm Lines Cleaned	12	2015.14 St./hrs per mile	1088.64	72,953	39,456	4.35	2.35	18,238.25 per mile
D. Repair Storm Structures	342	392	Repairs Completed within 15 days of notice	Years	21.94 St./hrs per Repair	9.69	75,397	69,108	4.05	2.05	220.46 per Repair
E. Maintain Tide Gates	26	26	Inspect, Clean, and Lubricate Tidegates at Each Location once/month		1.78 St./hrs per Tidegate Location	1.78	3,178	3,888	.30	.30	122.23 per Location
F. Kayton Box and Fell Street Pumping Stations (Maintained and Operated by Water and Sewer Dept. thru the Water and Sewer Fund).	2	2	Stations	N/A	N/A	N/A	0	76,984	0.0	0.0	15,331 Fell Street 61,653 Kayton Box

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY	PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979		1978	1979	1978	1979	1978	1979	1978	1979
II. Maintain Above-Ground Drainage System	11.7	37.7	11.7	130.66	83.99	\$ 83,155	\$91,079	3.3	3.3	\$7,107.26	\$2,415.89
	Miles of Canals	Miles of Canals	Miles Cleaned 4/times per year	St./hrs per mile	St./hrs per mile					per mile	
A. Clean Major Canals			Miles Cleaned on Request								
	16.7	67.1	.2	353.46	89.53	77,488	85,889	3.3	3.3	4,640.00	1,280.01
	Miles of large Ditches	Miles of large Ditches	Miles Cleaned Quarterly	St./hrs per mile						per mile	
			13.5								
B. Clean Large Ditches			Miles Cleaned/yr.								
			6.0								
			Cleaned Biannually								
C. Clean Small Ditches			51.0								
			Miles cleaned on Request								
	32.7	77.7	.3	349.67	244.78	83,258	127,757	6.35	10.35	2,546.12	1,644.23
		Miles cleaned per Quarter	St./hrs per mile							per mile	

Drainage - 2033  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
D. Spray Herbicide on Canal and Ditch Banks	94.2	280.6	30.2	71.8	34.76	21.42	\$53,874	\$89,956	2.30	4.30	\$571.91	\$320.58
	Acres of Canal and Ditch Banks		Miles Cleaned per year		st. /hrs per Acre						per acre	
			4.5	10.7								
			Miles Cleaned Biannually									
			28.37	91.40								
			Acres Sprayed Twice per year									
			65.87	189.16								
			Acres Sprayed Once per year									
<b>TOTAL</b>							\$598,895	\$750,001	33.0	35.0		

## Streets Maintenance 2035

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 425,152	\$ 450,735	\$ 583,977	\$ 583,977
Contractual Services	4,155	6,951	8,946	8,946
Commodities	133,448	148,977	203,487	203,487
Revolving Funds	196,824	210,920	280,688	280,688
Capital Outlay	4,394	2,575	7,580	7,580
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 763,973</b>	<b>\$ 820,158</b>	<b>\$1,084,678</b>	<b>\$1,084,678</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Maintenance Service Worker	4.00	9.00	25	\$ 58,439
Int. Maintenance Service Worker	7.00	9.00	29	70,528
Medium Equipment Operator	14.00	19.00	31	146,027
Senior Maintenance Service Worker	4.00	5.00	31	45,333
Heavy Equipment Operator	5.00	7.00	37	66,268
Streets Maintenance Crew Chief	1.00	1.00	39	9,414
Construction Inspector	1.00	1.00	45	12,521
Field Maintenance Supervisor	3.00	3.00	46	36,458
Streets Maintenance Engineer	1.00	1.00	65	21,903
Total	40.00	55.00		

The figures above exclude six authorized CETA positions at a total cost of \$45,712.

## Streets Maintenance 2035

## ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Maintain unpaved streets	69.00 miles maintained	100.33	9 Times graded per year	9	237.67 st./hrs. per mile maint.	218.86	\$182,812	265,732	8.85	11.85	\$2,649 per mile maintained	\$2,649
2.a. Maintain Lanes	73.6 miles maintained	73.6	1 Times graded per year	1	62.94 st./hrs. per mile maint.	62.94	42,336	44,119	2.5	2.5	575 per mile maint.	599
b. Maintain road shoulders	169.00 miles maintained	216.12	Maintain and repair within one week of notice		16.45 st./hrs. per mile maint.	26.58	38,120	48,942	1.5	3.1	225 per mile maint.	226
c. Perform other special work	260 Repair requests	350	Repair performed within 2 weeks of request		10.69 st./hrs. per request	15.35	29,636	45,671	1.5	2.9	114 per request	130
3. Maintain paved streets	280.0 miles maintained	380.9	2110 Repair jobs completed	2930	48.97 st./hrs. per mile maint.	50.59	176,345	230,255	7.4	10.4	630 per mile maint.	605
4. a. Maintain side-walks	4,500 sq. yards of sidewalk maintained	4,550	Repair within 20 days of notice	20	2.47 st./hrs per sq.yd. maint.	2.44	127,008	132,059	6.0	6.0	28 per sq. yd. maint.	29.
b. Maintain curbs	500 ln. ft. of curb repaired	600	Repair within 30 days of notice	30	2.96 st./hrs. per lin.ft. repaired	2.47	16,934	18,008	.8	.8	33 per ln. ft. repair-ed	30

Street Maintenance 2035  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY 1979	PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST 1978	1979
	1978	1979		1978	1979	1978	1979	1978	1979		
5. a. Cut grass on street right of way	169.0	231.71	9 Times mowed during growing season.	58.11	58.38	5.3	7.3	\$568.49	\$ 514	per mi. maint.	
b. Cut grass on lanes	73.6	73.6	7 Times mowed during growing season	22.66	22.66	.9	.9	189.32	193.06	per mi. maint.	
c. Cut grass on City owned lots	640	640	1 No. of City owned lots	8.98	8.98	3.1	3.1	72.12	74.00	per lot	
d. Cut grass on canals and large ditches	0	76.91	One-half of the miles cut per yr.	96.37	96.37	--	4.0	--	800.55	per mi. maint.	
6. Maintain hazardous warning devices	27,375	31,025	4 maximum hours placed after request	.071	.063	1.05	1.05	25,402	32,790	.93	1.06
7. Inspect streets and sidewalks	349.30	480.94	State and arterial streets once per week; others four times per year; 200 street cut and sidewalk locations.	5.84	4.24	1.1	1.1	25,402	24,868	72.72	51.71
										per mi. inspected	
Total						40.0	55.0	\$820,158	\$1,084,678		



## Residential Refuse Collection 2051

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$1,418,042	\$1,495,836	\$2,006,318	\$2,006,318
Contractual Services	1,884	2,521	3,426	3,426
Commodities	34,284	37,092	51,435	51,435
Revolving Funds	596,186	617,667	846,865	846,865
Capital Outlay	2,196	600	2,550	2,550
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$2,052,592</b>	<b>\$2,153,716</b>	<b>\$2,910,594</b>	<b>\$2,910,594</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Sanitation Worker	98.25	124.25	26	\$ 894,135
Light Equipment Operator	1.00	2.00	29	14,836
Sanitation Code Inspector	4.00	5.00	31	41,342
Res. Refuse Truck Operator	43.00	55.00	31	418,920
Vehicle Maintenance Coordinator	1.00	1.00	31	7,844
Medium Equipment Operator	2.00	2.00	31	16,085
Refuse Collection Superintendent	8.00	10.00	46	116,733
Sanitation Superintendent	1.00	1.00	50	13,625
Res. Refuse Collection Adm.	1.00	1.00	58	16,903
Senior Management Analyst	1.00	1.00	59	15,403
Sanitation Director	1.00	1.00	68	23,041
<b>Total</b>	<b>161.25</b>	<b>203.25</b>		

The figures above exclude twenty authorized CETA positions at a total cost of \$152,375.

Residential Refuse Collection 2031  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Residential Garbage Collection	39,100 <sup>1</sup> Residences twice per week	46,950 <sup>1</sup>	173 Complaints	173	4.47 st/hrs per residence	4.90	\$1,311,094	94.25	124.25	\$ 33.53 per residence per year	38.94	38.94
	33,500 Tons of refuse per year	41,000			5.21 st/hrs per ton	5.62	\$1,828,324			39.14 per ton	44.59	44.59
2. Trash Collection	39,100 Residences once per week	46,950	43 Complaints	52	1.11 st/hrs per residence	1.20	320,059	23.40	30.40	8.19 per residence per year	9.68	9.68
	7,500 Tons of refuse per year	10,700			5.78 st/hrs per ton	5.26	454,580			42.67 per ton	42.48	42.48
B. Leaf Collection	7,560 blks per year	7,560			.49 st/hrs per blk	.49	20,506	2.0	2.0	2.71 per blk	2.98	2.98
3. Special Trash Collection	2,300 Collections per year	2,761	Collect within 5 days of request		3.22 st/hrs per collection	2.68	54,716	4.0	4.0	23.79 per collection	21.62	21.62
4. Litter Control Program	17,388 blks per year	17,388	1. River St. and Plaza daily; 10 other areas 1/wk.		.32 st/hrs per blk	.32	33,318	3.0	3.0	1.92 per blk	2.10	2.10
B. Night Litter Control	27,096 blks per year	27,096	1. Factors Walk and Broughton St. daily; 5 other areas 1/week		.21 st/hrs per blk	.21	33,318	3.0	3.0	1.23 per blk	1.35	1.35
C. Weekend Litter Control	2,790 blks per year	4,725	River Street Plaza and Ramps		N/A	N/A	7,500	*	*	2.69 per blk	3.11	3.11
							14,700					

\* Weekend Litter Control utilizes overtime compensation for four workers/weekend.

<sup>1</sup> Residential Refuse Collection fees are projected at \$206,000 in 1978 and \$246,000 in 1979

Residential Refuse Collection 2051  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
5. Code Enforcement/ Abandoned Car Program												
A. Problem Neighborhoods	17,400 Dwellings	17,400	Inspections or compliance checks weekly		.009 st/hrs per inspection and check	.009	\$ 44,487	48,836	4.1	4.1	\$ .05	\$.06 per inspection and check
	870,000 Inspections and compliance checks per year	870,000										
B. Acceptable Neighborhoods	21,700 Dwellings	31,970	Inspections once per six months		.04 st/hrs per inspection and check	.06	9,764	22,057	.9	1.9	.22	per inspection and check
	43,400 Inspections and compliance checks per year	63,940										
6. Lane Cleaning												
A. Problem Neighborhoods												
1. Planning Units 17 and 19	262 blks	262	26 times per year 131 blks per week	26 times per year 131 blks per week	1.77 st/hrs per lane blk per week	1.77	78,447	85,848	6.5	6.5	11.52	12.60 per cleaning
2. Planning Units 1, 2, 5, 6, 20	436 blks	436	17 times per year 143 blks per week	17 times per year 143 blks per week	1.62 st/hrs per lane per week	1.62	78,447	85,848	6.5	6.5	10.55	11.54 per cleaning

Residential Refuse Collection 2051

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
B. Acceptable Neighborhoods	1,026	4,320	7	7	1.68	2.74	\$ 79,396	6.6	10.6	\$ 11.06	\$ 17.31	per cleaning
		blks	Times per year		st/hrs per lane per week		\$ 124,226					
			138	138								
			blks per week									
C. Downtown Lane Clean Up	3,340	3,340	6	6	.28	.28	44,696	3.0	3.0	2.23	2.43	per cleaning
		blks	Times per week		st/hrs per blk		48,656					
			385	385								
			blks per week									
7. Vehicle Support												
A. Fuel and Shuttle	4,261	5,773	N/A	N/A	.87	.64	18,984	2.0	2.0	4.46	4.18	per occurrence
		Occurrences/year			st/hrs per occurrence		24,124					
B. Washing	5,650	7,666	Chemically washed once per week		.66	.48	18,984	2.0	2.0	3.36	2.36	per occurrence
		Occurrences/year			st/hrs per occurrence		18,083					
Total							\$2,153,716	161.25				
							\$2,910,594	203.25				

Refuse Disposal 2052				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 118,854	\$ 127,407	\$ 129,973	\$ 129,973
Contractual Services	60,402	218,600	201,917	201,917
Commodities	1,046	1,588	1,516	1,516
Revolving Funds	92,647	136,812	163,163	163,163
Capital Outlay	199	200	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 273,148</b>	<b>\$ 484,607</b>	<b>\$ 496,569</b>	<b>\$ 496,569</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Sanitation Worker	3.00	3.00	26	\$ 25,475
Intermediate Clerk	1.00	1.00	27	8,577
Light Equipment Operator	1.00	1.00	29	9,445
Heavy Equipment Operator	4.00	4.00	37	44,134
Landfill Superintendent	1.00	1.00	50	12,672
Total	<u>10.00</u>	<u>10.00</u>		

Refuse Disposal 2052  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1977	1978	1977	1978	1977	1978	1977	1978	1977	1978	1977	1978

1. Sanitary landfill<sup>1</sup>  
projected and estimated tonnage

a. Garbage	33,602		85%	85%								
b. Trash	9,213											
c. Sweeper	1,200											
d. Dumpmaster	19,360											
e. Private call	34,771											
f. Miscel. Com.	4,246											
g. Miscellaneous	1,229											
	103,621											
	-1,200											
	102,421	105,423	85%	85%	.15	.14	\$400,532	\$409,692	8.2	8.2	3.91	\$3.89
Less Sweeper Dumps		Ton per year	Earth cover as per monthly E. P. D. rating		st/hrs per ton						per ton	
					328.27	337.89						
					tons per day							
					(6 days per week)							

Refuse Disposal 2052

ACTIVITY

WORK PROGRAM      SERVICE QUANTITY      SERVICE QUANTITY      SERVICE QUALITY      PRODUCTIVITY      COST      STAFF      UNIT

1977      1978      1977      1978      1977      1978      1977      1978      COST

2. Trash sites

a. Bacon Park

12,000 tons per year

85% Earth covered as per monthly E. P. D rating

.22 st/hrs per ton

\$49,306

1.4

\$4.11 per ton

b. Roberds Dairy

4,000 tons per year

.19 st/hrs per ton

34,769

.4

8.69 per ton

Total

\$484,607

10.0

10.0

1 Refuse Dumping Fees projected for 1978 are \$175,000 and for 1979 are \$143,000.

Note: From 1978 to 1982, the City is reserving \$150,000 per year for a five year total of \$750,000 for the purchase of new landfill property. The present landfill will reach capacity at the end of 1982.



Street Cleaning 2053				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 180,609	\$ 194,723	\$ 231,941	\$ 231,941
Contractual Services	30	475	545	545
Commodities	2,226	3,298	3,701	3,701
Revolving Funds	391,579	406,960	384,914	384,914
Capital Outlay	1,596	0	2,200	2,200
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 576,040</b>	<b>\$ 605,456</b>	<b>\$ 623,301</b>	<b>\$ 623,301</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Sanitation Worker	1.00	1.00	26	\$ 7,066
Citation Writer	2.00	2.00	26	13,774
Medium Equipment Operator	3.00	4.00	31	33,377
Sweeper Operator	9.00	10.00	37	90,689
Street Cleaning Supervisor	2.00	2.00	46	23,295
Street Cleaning Administrator	1.00	1.00	56	14,315
Total	18.00	20.00		

The figures above exclude one authorized CETA position at a total cost of \$7,619.

Street Cleaning 2053  
ACTIVITY

WORK PROGRAM

1. Street Sweeping

SERVICE QUANTITY	SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
Total curbs miles scheduled (including medians): 27,052      30,465										
Curbs miles swept per year 25,699      28,942	95%	95%	.94	.96	\$546,300	\$561,188	13.0	15.0	\$21.26	\$19.39
Frequency at which schedules are met.      st/hrs per curb mile swept										
Street miles are swept as follows:										
Residential areas swept every 2 weeks; 26 times/year 175      295 miles										
Business areas swept every week; 52 times/year 41      41 miles										
Business areas swept twice a week; 104 times/year 33      33 miles										

Street Cleaning 2053  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
	Business areas swept three times a week; 156 times/year	5 miles										
	Business areas swept 5 nights a week; 261 times/year	.9 miles										
	Business areas swept 6 nights a week; 312 times/year	.77 miles										
	Total street miles scheduled	11,369 miles										
		12,929										

Street Cleaning 2053  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
2. Code Enforcement	16,405 citations issued	16,405			.226 st/hrs per citation	.226	\$15,072	\$15,825	2.0	2.0	\$ .92 per citation	\$ .96
3. Front loader operation	4,698 blks scheduled	4,698	90% Frequency at which schedules are met.	90%	1.18 st/hrs per blk scheduled	1.18	44,084	46,288	3.0	3.0	9.38 per blk. scheduled	9.85
Total							\$605,456	\$623,301	18.0	20.0		

Commercial Refuse Collection 2054				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 241,872	\$ 256,338	\$ 283,837	\$ 283,837
Contractual Services	402	1,176	1,067	1,067
Commodities	13,875	14,933	17,724	17,724
Revolving Funds	397,292	431,109	451,387	451,387
Capital Outlay	15,907	16,065	21,119	21,119
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 669,348</b>	<b>\$ 719,621</b>	<b>\$ 775,134</b>	<b>\$ 775,134</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Maintenance Service Worker	2.00	2.00	25	\$ 13,888
Sanitation Worker	7.00	8.00	26	59,694
Commercial Refuse Truck Operator	9.00	10.00	37	97,708
Refuse Container Repair Supervisor	1.00	1.00	46	11,676
Refuse Collection Supervisor	2.00	2.00	46	21,711
Commercial Refuse Collection Adm.	1.00	1.00	58	16,258
Total	22.00	24.00		

Commercial Refuse Collection 2054  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST			
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979		
1. Container Collection <sup>1</sup>	Total Cubic Yards Collection Per Year:		8	9	St./Hrs. Per Cu. Yd.	.06		\$669,247	\$725,553	18.5	20.5	1.14	1.03	
	*584,610	*707,798	Complaints Per Week									Per Cu. Yd.		
	Total Tons Collection Per Year:	20,000	5%	5%	St./Hrs. Per Ton	1.71	1.55					33.46	29.61	
		24,500	Missed Pickups									Per Ton		
	Total Pickups Per Year:	144,040			Tons Per Pickup	.135	.139							
		171,600			St./Hrs. Per Pickup	.24	.22					4.65	4.23	
	Total Number Of Containers:	786			St./Hrs. Per Container	43.61	41.74					Per Pickup		
		910												
	Pickup Per Week	562	573										1.07	.98
		2,436	2,485										per cu. yd.	
Cu. Yds. Per Week	126,672	129,220												
Cu. Yds Per Year														

A. Day Program  
Route #1



WORK PROGRAM	SERVICE QUANTITY		ACTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
Route #2	556	567								
	Pickups Per Week									
	2,364	2,411								
	Cu. Yds. Per Week									
	122,928	125,372								
	Cu. Yds. Per Year									
Route #3	552	563								
	Pickups Per Week									
	2,244	2,289								
	Cu. Yds. Per Week									
	116,688	119,028								
	Cu. Yds Per Year									
Annexation Route	-	475								
	Pickups Per Week									
	-	2,140								
	Cu. Yds. Per Week									
	-	111,280								
	Cu. Yds. Per Year									
Average Number Of Pickups Per Route Per Week	557	545								
	Pickups									
	7,044	9,325								
	Total Cu. Yds. Per Week									
	366,288	484,900								
	Total Cu. Yds Per year									

1.09 .99  
per cu. yd.

1.14 1.04  
per cu. yd.

.94  
per cu. yd.

Commercial Refuse Collection 2054  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
2. A. Complete Container Maintenance	450 Containers Repairs	500			10.29 St./Hrs. Per Container Repair	9.27	\$ 38,860	\$38,289	2.5	2.5	86.36 Per Container Repair	76.58
B. Container Painting	420 Containers Painted	430			2.21 St./Hrs. Per Container Painted	2.15	5,757	5,646	.5	.5	13.71 Per Container Painted	13.13
C. Container Placement	410 Containers Placed	555			2.26 St./Hrs. Per Container Placed	1.67	5,757	5,646	.5	.5	14.04 Per Container Placed	10.17
Total							\$719,621	\$775,134	22.0	24.0		

\*These totals have been adjusted downward 11,310 Cu. Yds. to compensate for the Public School system fine (9) months program. Included in these totals are 35,568 cubic yards collected from City/County agencies for which no revenue is received.

<sup>1</sup>The Commercial Refuse Collection fees for 1978 are projected at \$520,000 and for 1979 at \$594,000.



## INSPECTIONS

Functions:

The Department of Inspections is responsible for the administration of the City Codes and Ordinances pertaining to Zoning, Building, Electrical, Plumbing - Mechanical, Housing, and Sanitation standards. This requires that the Department:

1. Insure that new construction, repairs, and alterations comply with the applicable codes.
2. Insure that substandard properties are brought into compliance with standards.
3. Insure that all codes are revised as necessary by adoption to comply with established standards.



## Inspections 2310

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 209,754	\$ 272,178	\$ + 62,424
Contractual Services		165,017	185,103	+ 20,086
Commodities		6,383	6,862	+ 479
Revolving Funds		41,385	44,647	+ 3,262
Capital Outlay		250	1,110	+ 860
Bond Amortization		0	0	0
TOTAL		\$ 422,789	\$ 509,900	\$ + 87,111
	Staff-Years	14.00	17.00	+ 3.00



Inspections 2310				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 207,366	\$ 209,754	\$ 272,178	\$ 272,178
Contractual Services	152,613	165,017	185,103	185,103
Commodities	6,409	6,383	6,862	6,862
Revolving Funds	33,392	41,385	44,647	44,647
Capital Outlay	0	250	1,110	1,110
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 399,780</b>	<b>\$ 422,789</b>	<b>\$ 509,900</b>	<b>\$ 509,900</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Senior Clerk-Typist	2.00	2.00	32	\$ 16,743
Administrative Secretary	1.00	1.00	40	9,908
Properties Inspector	1.00	1.00	46	12,958
Zoning Inspector	1.00	1.00	46	13,850
Plumbing/Mech. Inspector	2.00	2.00	46	27,942
Electrical Inspector	1.00	2.00	46	23,861
Fire Prevention Inspector	1.00	2.00	46	26,404
Sr. Plumbing/Mech. Inspector	1.00	1.00	50	15,031
Sr. Building Inspector	2.00	3.00	50	39,030
Sr. Electrical Inspector	1.00	1.00	50	15,031
Inspections Director	1.00	1.00	68	23,298
<b>Total</b>	<b>14.00</b>	<b>17.00</b>		



Inspections 2310  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
III. Conduct Electrical Code Enforcement Program												
a. Inspection Permits issued	3,000	3,600	0	0								
b. Total inspections	6,000	8,000	\$50,000	\$50,000	0.86	0.88	\$ 59,011	\$ 74,237	2.8	3.8	\$ 9.84	\$ 9.28
c. Inspections other agencies	3,000	4,000	Amount property loss (code related)		st/hrs per inspection						per inspection	
d. Average per day	28	27										
e. Fees collected (\$)	20,000	25,800										
IV. Conduct Plumbing/Mechanical Code Enforcement Prog.												
a. Inspection permits issued	1,500	1,900	0	0	1.08	0.81	75,871	68,853	3.5	3.5	12.65	8.61
b. Number of inspections made	6,000	8,000	Illness/Injury loss (code related)		st/hrs per inspection						per inspection	
c. Inspections other agencies	600	800	0	0								
d. Average per day	20	25	Amount property loss (code related)									
e. Fees collected (\$)	28,020	36,525										



Inspections 2310  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
VII. Conduct Housing Code Enforcement Program												
a. Initial inspections	2,431	2,656	55.2	55.2	7.24	6.63	\$122,238	\$131,936	(9.5)*	(9.5)*	\$50.28	\$49.67
b. Number found in violation	2,187	2,390	% of compliance achieved per inspection completed.									
c. Reinspections	14,388	14,040	st/hrs per initial inspection									
d. Violations abated	1,200	1,325	0.3	0.3								
e. Vacated	85	100	% of compliance achieved per unit city wide.									
VIII. Conduct Zoning Code Enforcement Program												
a. Zoning inspections made	3,000	3,300	87	87	1.24	1.12	42,151	40,980	2.0	2.0	14.05	12.42
b. Zoning Board of Appeal Applications	60	80	% of compliance st/hrs per inspection									
c. Historical Board of Review-Applications	150	175										
Total							\$422,789	\$509,900	14.0	17.0		

\*The Housing Inspectors are allocated through minor code (255) Subsidies and Contributions.



Function:

Responsibilities of the Savannah Police Department can be categorized into five basic areas. They are:

1. Identification of criminal activities and offenders and their diligent prosecution in subsequent trials.
2. Reducing the opportunities for the commission of crimes.
3. Expediting the safe and convenient movement of people and vehicles.
4. Promoting and preserving order.
5. Providing emergency and other miscellaneous services to the public.

Activities:Patrol Operations

The Patrol Operations Activity is charged with the total police mission at all times throughout the entire City of Savannah. Its main work consists of patrolling all streets and lanes to protect life and property, enforcing all laws and ordinances, and assisting the public. In addition, Patrol Operations controls traffic flow, investigates traffic accidents, enforces State motor vehicle laws and City traffic regulations, checks the security of commercial establishments at night, and protects all crime scenes from possible contamination. A Crime Prevention Unit which is divided into the Tactical Section and the Public Education Section is responsible for the prevention and reduction of the frequency of occurrence of the following crimes: rape, robbery, burglary, and larceny. The methods employed by this unit include public announcements and speeches, public information literature, neighborhood watch programs, unmarked patrols, and specialized surveillance.

### Investigations

The Criminal Investigation Unit is responsible for investigating crimes against property (burglary, auto theft, bad checks, theft, etc.) and crimes against persons (murder, rape, assault, etc.). The Youth Unit has the primary responsibility for completing follow-up investigations of complaints against children; screening all reports dealing with police contact with children, adjusting cases where the best interest of the child and the community can be served without resorting to court action; and processing youths who are a danger to themselves or the community.

### Auxiliary and Technical Services

This unit assists with the control of the activities of individuals, officers, and other units through a system of records review to insure that no incident or condition called to the attention of the department is dropped until it has been properly concluded. It is also responsible for the control of the departmental operating supplies, the physical plant, and the communications system.

### Management Division

The Management Division assists the Chief of Police and other staff personnel and is divided into two operations. Personnel Services is responsible for the recruiting and training of personnel and the administering of personnel procedures. Research and Budget functions include planning and research services, preparation and monitoring of the annual budget, preparation and monitoring of LEAA Grants, crime analysis and inspections services, and community relations efforts.

### Academy

The Savannah Regional Police Academy, a state funded operation, provides both the standard recruit training and inservice educational programs outlined by the Georgia Peace Officers Standards and Training Council.

## Police Department 2600's

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 4,303,315	\$ 4,918,934	\$ +615,619
Contractual Services		168,003	170,925	+ 2,922
Commodities		133,587	137,985	+ 4,398
Revolving Funds		682,915	877,362	+194,447
Capital Outlay		9,537	43,307	+ 33,770
Bond Amortization		0	0	
TOTAL		\$ 5,297,357	\$ 6,148,513	\$ +851,156
	Staff-Years	304.38	323.10	+ 18.72



## POLICE

Explanation of Changes:

The 1979 Police budget is \$851,156 more than 1978 projected expenditures. This increase represents the impact of the first full year of annexation, which adds approximately \$380,000 to the Police budget. The remainder of the increase is attributable to a number of factors including the acquisition of needed capital items and the impact of the P.R.O.M.I.S. computer information system. An examination of changes follows:

Personal Services:

Personal Services increase by \$615,619. Annexation accounts for \$283,000, with the addition of 21 new police officer positions and 3.42 new school crossing guard positions. There is an additional corporal included in the Police personal services costs, though the corporal administers the parking citation fine collection program in the Revenue Department. Another \$323,000 will cover the costs of merit increases and pay adjustments. There are other smaller increases in overtime, court overtime, and longevity. At the same time, the Department will have 6.7 fewer City jail positions, because the Jail was moved to the County Jail.

Contractual Services:

A modest \$2,922 increase reflects the effects of the Jail move. Savings are offset by the addition of \$3,750 for annexation related contractals and \$5,000 for building repairs to the Police Barracks. Transportation also increases as the department sharpens investigative skills through the use of training resources.

Commodities:

The relatively small \$4,398 rise in commodities also reflects savings generated by the Jail closing offset by over \$6,000 of annexation related commodities. Also, \$5,000 was added to the operating supplies in Auxiliary and Technical Services for an upgrade in identification - photographic capabilities. Printing, clothing, and other commodities contribute to the rise.

Revolving Fund:

The Revolving Fund chargebacks are up \$194,447. Annexation accounts for \$77,000, with the addition of 10 vehicles and a telephone line linking the southside radio relay station at St. Joseph's Hospital with the Police Barracks. Another \$25,000 is necessary for the new P.R.O.M.I.S. computer information system. Other cost increases are related to rising gas and labor costs for the police fleet and vehicle depreciation.

Capital Outlay:

In 1979, there are a number of capital items to be purchased. Two classes of items have strong impact on departmental programs. First, 20 tachographs are being installed in patrol vehicles to measure the quality of driver use. This should help the department upgrade driver safety and decrease vehicle repair and maintenance costs. Second, the department is replacing ten older portable radios, utilized by Patrol Operations. This should improve officer safety.

Police Chief 2610				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 94,102	\$ 174,140	\$ 216,953	\$ 216,953
Contractual Services	22,888	10,351	21,702	21,702
Commodities	4,618	5,184	5,580	5,580
Revolving Funds	18,326	16,172	15,482	15,482
Capital Outlay	0	147	200	200
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 139,934</b>	<b>\$ 205,994</b>	<b>\$ 259,917</b>	<b>\$ 259,917</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk Stenographer	1.00	1.00	32	\$ 7,808
Senior Clerk Stenographer	2.00	2.00	34	19,407
Corporal	4.00	4.00	48	58,115
Sergeant	2.00	2.00	52	32,316
Lieutenant	1.00	1.00	56	17,831
Administrative Services Officer	1.00	1.00	57	15,528
Police Chief	1.00	1.00	74	27,125
Total	12.00	12.00		

Police Chief 2610  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Administration, Direction, Control (includes on-the-scene direction and control, participation in special crime control projects). Includes clerical staff.	130	156	24.23	20.19	\$27,395	\$35,694	1.70	1.70	\$210.73	\$228.81	per meeting	
Project planning and control meetings conducted	100	110	9.27	8.42	10,300	13,062	.50	.50	103.00	118.75	per meeting	
Fiscal control and coordination meetings conducted	100	80	7.41	9.27	8,240	11,460	.40	.40	82.40	143.25	per meeting	
2. Maintaining Press/Community Relations	60	72	12.35	10.29	4,120	5,730	.40	.40	68.67	79.58	per news conference	
News Releases	350	400	2.65	2.32	8,240	11,404	.50	.50	23.54	28.51	per news release	
Public Appearances	100	200	7.41	3.71	4,120	5,730	.40	.40	41.20	28.65	per public appearance	

Police Chief 2610

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
3. Conduct Recruiting/Interviewing Sessions	48	60	20	30	3.86	3.09	\$ 1,442	\$1,836	.1	.1	\$ 30.04	\$ 30.60
	Prospective recruits successful hires st/hrs per recruit											
4. Conduct Internal Affairs Investigations	136	160			13.63	11.58	20,599	25,680	1.0	1.0	151.46	160.50
	Internal investigations/conferences st/hrs per conference											
5. Controlling and Prosecuting Organized Crime	150	200			17.30	12.97	24,719	27,857	1.4	1.4	164.79	139.29
	Confidential files collected, analyzed, and filed st/hrs per file											
	60	70			24.71	21.18	14,420	17,962	.80	.80	240.33	256.60
	Prevention special multi-agency Projects (Fencebreaker, long arm/cover sheet) st/hrs per project											
	20	25			55.59	44.47	10,300	14,204	.60	.60	515.00	568.16
	Special investigations for chief st/hrs per investigation											
	11	16			33.69	23.16	4,120	4,837	.20	.20	374.55	302.31
	Intelligence conferences st/hrs per conference											
6. Conducting Vice Squad Special Investigations	1,440	1,680					14,420	18,291	.78	.78	10.01	10.89
	Hrs of special assignment (checking bars for vice offenders) per hr.											

Police Chief 2610  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
252 Arrests		324			3.31	2.57	\$ 8,240	\$ 11,104	.45	.45	\$ 32.70	\$ 34.27
2,520 Hrs. of Surveillance and Administrative Duties		3,300					30,899	36,441	1.78	1.78	12.26	11.04
156 no. of Search Warrants Developed and Served		216			4.40	3.18	8,240	11,604	.37	.37	52.82	53.72
240 no. of Arraignments and Bar Petitions		312			4.79	3.68	6,180	7,021	.62	.62	25.75	22.50
<b>Total</b>							<b>\$205,994</b>	<b>\$259,917</b>	<b>12.0</b>	<b>12.0</b>		

## Operations/Patrol 2620

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$2,130,535	\$2,389,207	\$2,966,251*	\$2,966,251*
Contractual Services	15,047	10,660	11,480	11,480
Commodities	46,592	36,683	42,667	42,667
Revolving Funds	364,788	372,493	506,469	506,469
Capital Outlay	7,697	2,340	17,120	17,120
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$2,564,659</b>	<b>\$2,811,383</b>	<b>\$3,543,987</b>	<b>\$3,543,987</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
School Crossing Guard	13.68	17.10	22	\$ 131,214
Parking Enforcement Officer	3.00	3.00	25	23,835
Intermediate Clerk Stenographer	2.00	2.00	32	19,491
Police Officer	66.00	92.00	43	1,060,163
Corporal	58.00	59.00*	48	784,717
Sergeant	13.00	13.00	52	206,554
Lietenant	7.00	7.00	56	124,012
Captain	2.00	2.00	60	32,490
Major	1.00	1.00	64	21,351
<b>Total</b>	<b>165.68</b>	<b>196.10</b>		

\*Includes Corporal assigned to Revenue Department.

The figures above exclude four authorized CETA positions at a total cost of \$30,475.



Patrol Operations - 2620  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
6. Conduct Traffic Enforcement and Traffic Control Exclusive of Traffic Unit Operations	24,000	29,559 Hours of traffic enforcement and control					\$181,981	\$223,572	14.0	16.0	\$ 7.58	\$ 7.56 per hour
7. Apprehend moving and non-moving vehicles	24,000	25,853 Hours on apprehending violators					111,988	154,585	13.0	14.0	4.67	5.98 per hour
8. Provide Other Patrol Services												
A. Escorts	3,750	7,464 Hours on Escorts					19,598	24,981	4.0	6.0	5.23	3.35 per hour
B. Recover Lost and Stolen Property	5,000	8,706 Hours on Recovery					83,991	106,620	3.0	5.0	16.80	12.25 per hour
9. Provide Training/In-Service	8,000	9,265					27,997	36,344	3.0	5.0	3.50	3.92 per hour
10. Maintain Order	12,000	14,824 Hours on maintaining order					279,972	341,075	6.0	8.0	23.33	23.01 per hour

Patrol Operations - 2620

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
11. Conduct Traffic Unit Control and Investigations	20,500	22,600							12.00	13.00	\$13.38	\$15.20
	Hours on Control and Investigations											
12. Conduct Traffic Unit Hit and Run Investigations	1,070	2,320			1.73	.80			1.00	1.00	23.55	13.73
	Investigations											
13. Conduct Traffic Unit Parking Meter Enforcement	83,000	91,000			.07	.06			3.00	3.00	.31	.34
	Tickets issued											
14. Provide Taxi, Tour Guide Inspections	500	890			3.71	2.08			1.00	1.00	44.79	32.15
	Inspections completed											
15. Protect School Crossings (Part-time School Crossing Guards)	28,080	35,280							13.68	17.10	1.98	2.41
	Hours at crossings											
Total												
											\$2,811,383	165.68
											\$3,543,987	196.10

Investigations 2631

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 675,112	\$ 726,521	\$ 753,526	\$ 753,526
Contractual Services	8,939	13,650	10,274	10,274
Commodities	12,156	14,057	12,590	12,590
Revolving Funds	64,418	67,703	89,899	89,899
Capital Outlay	0	0	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 760,625</b>	<b>\$ 821,931</b>	<b>\$ 866,289</b>	<b>\$ 866,289</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Intermediate Clerk Typist	1.00	1.00	28	\$ 8,789
Intermediate Clerk Stenographer	3.00	3.00	32	28,178
Senior Clerk Typist	1.00	1.00	32	8,846
Police Officer	14.00	14.00	43	156,457
Fire Investigator	1.00	1.00	45	13,634
Corporal	16.00	16.00	48	258,521
Sergeant	5.00	5.00	52	80,226
Lieutenant	2.00	2.00	56	35,660
Major	1.00	1.00	64	21,651
<b>Total</b>	<b>44.00</b>	<b>44.00</b>		

Police Investigation 2631  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Administer, Direct, and Control	400 Staff meetings	450	N/A	N/A	N/A	N/A	\$ 56,121	\$59,696	2.84	2.84	N/A	N/A
	24 Reports	36	89.56 st/hrs per report	59.71			17,331	18,006	1.16	1.16	\$ 722.13	\$500.17 per report
2. Investigate Crimes Reported to the Police (Part 1 Crimes)	7,080 Investigations	9,600	9.42 st/hrs per investigation	6.95			664,297	700,148	36.0	36.0	93.83	72.93 per investi- gation
3. Conduct Juvenile Investigations	1,296 No. of referrals pro- cessed	1,728	2.86 st/hrs per referral	2.15			34,663	36,107	2.0	2.0	26.75	28.90 per referral
	72 No. of child abuse cases processed	84	10.30 st/hrs per case	8.82			10,729	11,413	.40	.40	149.01	135.87 per case
4. Conduct Other In-vestigations	648 No. of missing person investiga- tions	840	1.72 st/hrs per investigation	1.32			12,380	13,005	.60	.60	19.11	15.48 per investigation

Police Investigation 2631  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
2,040 All other investi- gations	2,652		.91	.70	\$ 26,410	\$ 27,914	1.0	1.0	1.0	1.0	\$12.95	\$ 10.53
			st/hrs per investigation								per investigation	
<b>Total</b>					\$821,931	\$866,289	44.0	44.0	44.0	44.0		



Auxiliary and Technical 2641				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 726,658	\$ 795,298	\$ 750,762	\$ 750,762
Contractual Services	132,009	121,097	110,457	110,457
Commodities	44,470	59,845	64,435	64,435
Revolving Funds	180,601	208,442	247,163	247,163
Capital Outlay	2,078	5,700	25,857	25,857
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$1,085,816</b>	<b>\$1,190,382</b>	<b>\$ 1,198,674</b>	<b>\$ 1,198,674</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Cook	.70	0.00	-	\$ -
Senior Cook	1.00	0.00	-	-
Custodian	4.00	4.00	24	24,975
Clerk Typist	2.00	2.00	24	11,917
Microfilm Machine Operator	2.00	2.00	24	14,279
Data Entry Operator	2.00	2.00	28	15,630
Senior Clerk	5.00	5.00	31	43,086
Police Data Coordinator	4.00	4.00	31	36,454
Storekeeper	1.00	1.00	31	7,675
Police Dispatcher	12.00	12.00	37	102,994
Police Booking Guard	5.00	0.00	-	-
Principal Clerk	1.00	1.00	38	9,873
Senior Police Dispatcher	1.00	1.00	42	10,791
Police Officer	8.00	3.00	43	32,212
Corporal	8.00	8.00	48	114,352
Sergeant	8.00	8.00	52	126,062
Lieutenant	1.00	1.00	56	17,830
Captain	1.00	1.00	60	19,658
Major	1.00	1.00	64	21,351
<b>Total</b>	<b>67.70</b>	<b>56.00</b>		

The figures above exclude fourteen authorized CETA positions at a total cost of \$106,662.

Auxiliary and Technical Services - 2641

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Provide Administration Direction and Control (includes clerical staff)	N/A	N/A			N/A	N/A	3.0	3.0	N/A	N/A	N/A	N/A
2. Provide Records Processing, Maintenance, and Retrieval	60,000 Records processed, coded, and filed	69,000	.09 st. /hrs per record	.08			3.0	3.0	\$1.02 per record		\$1.02	\$1.02
	21,300 SALES entries	41,000	.17 st. /hrs per entry	.09			2.0	2.0	8.17 per entry		8.17	4.88
	32,000 Manual files maintained, searched, reviewed, filed	41,000	.06 st. /hrs per file	.05			1.0	1.0	.74 per file		.74	.66
	28,400 No. of criminal histories, finger printing requests made locally or out-of-state	30,000	.07 st. /hrs per request	.06			1.0	1.0	.69 per request		.69	.74
	30,000 No. of documents microfilmed, microfiched and coded	43,000	.19 st. /hrs per document	.13			3.0	3.0	1.21 per document		1.21	.97

Auxiliary and Technical Services - 2641  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
3. Provide ID and criminal statistics for Department and City	67	165			27.66	11.23	\$ 31,057	\$ 35,529	1.0	1.0	\$463.54	\$215.33
	Latent prints identified											
	3,770	5,200			.49	.36	20,705	23,529	1.0	1.0	5.49	4.53
No. of mug photos processed												
2,815	4,300			.66	.43	41,409	51,285	1.0	1.0	14.71	11.93	
		No. of crime scenes investigated										
2,662	5,700			.70	.33	40,374	46,226	1.0	1.0	15.17	8.11	
		No. of photos processed as crime scene related										
60,700	91,000			.28	.18	77,643	88,958	9.0	9.0	1.28	.98	
		No. of phone calls for service										
4,000	5,000			2.32	1.85	36,233	41,444	5.0	5.0	9.06	8.29	
		No. of walk-in complaints										
42,000	61,000			.44	.27	77,642	89,198	10.0	9.0	1.85	1.46	
		No. of wants/warrants, tag checks										

Auxiliary and Technical Services - 2641  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
	58,000	82,000			.16	.11	\$ 67,290	\$ 78,022	5.0	5.0	1.16	\$ .95
	No. of radio dispatches initiated in radio control											
	285,000	410,000			.03	.02	43,479	49,704	5.0	5.0	.15	.12
	No. of telephone dispatches/calls initiated in radio control											
5. Maintain Booking/De-1 tention Services on 24 hr. basis	6,300	9,300			3.44	-	153,151	6,620	11.7	0	24.31	.71
	No. of persons processed and fed											
	6,300	7,800			.30	.24	12,423	14,204	1.0	1.0	1.97	1.82
	No. of personal property and evidence items processed											
6. Provide Building Main- tenance, Cleaning Services	N/A	N/A			N/A	N/A	96,277	110,385	2.0	3.0	N/A	N/A
	The City paid \$450,000 to Chatham County to build 39 prisoner spaces for City prisoners in the new County Jail. This money should cover prisoner maintenance costs and construction amortization costs into the first half of 1981.											

Auxiliary and Technical Services - 2641

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
7. Purchase and Distribute Supplies, Equipment, and Services necessary for Day-to-Day Operations	N/A	N/A			N/A	N/A	\$ 55,832	\$ 61,064	1.0	1.0	N/A	N/A
8. Maintain Armory							30,021	34,259	1.0	1.0		
Total							\$1,190,382	\$1,198,674	67.70	56.00		



Management Division 2643				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 203,615	\$ 188,027	\$ 168,199	\$ 168,199
Contractual Services	14,217	8,363	9,083	9,083
Commodities	14,947	14,209	5,400	5,400
Revolving Funds	16,797	15,566	10,946	10,946
Capital Outlay	787	970	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 250,363</b>	<b>\$ 227,135</b>	<b>\$ 193,628</b>	<b>\$ 193,628</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk Stenographer	1.00	1.00	32	\$ 7,475
Personnel Clerk	1.00	1.00	32	9,083
Sergeant	1.00	1.00	52	15,753
Personnel Coordinator	1.00	1.00	55	13,516
Management Analyst	3.00	3.00	55	41,355
Police Staff Specialist	1.00	1.00	55	13,785
Criminal Justice Data Analyst	1.00	1.00	59	15,187
Major	1.00	1.00	64	21,151
<b>Total</b>	<b>10.00</b>	<b>10.00</b>		

The figures above exclude two authorized CETA positions at a total cost of \$15,237.

Police Management Division 2643

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Provide Administrative Direction and Control	N/A	N/A							3.8	3.8	N/A	N/A
2. Provide Planning, Research, and Crime Analysis	60 reports	84	All reports prepared on schedule		12.35 st/hrs per report	11.03	13,844	14,233	.40	.50	\$ 230.73 per report	\$169.44
	12 Projects initiated and completed during current year	54	All projects completed on schedule		23.16 st/hrs per project	6.86	6,440	6,706	.15	.20	536.67 per project	124.19
	12 Projects initiated during past year and completed during the current year	24	All projects completed on schedule		30.88 st/hrs per project	15.44	6,752	5,393	.20	.20	562.67 per project	224.71
	132 Requests for information from outside agencies	168	All requests answered on schedule		1.40 st/hrs per request	1.10	10,361	8,341	.10	.10	78.49 per request	49.65
3. Provide Financial Control and Administration to the Department	3,000 No. of requisitions, service orders, and vouchers processed	4,260	zero rejection rate		.28 st/hrs per action	.09	12,992	5,565	.45	.20	4.33 per action	1.31

Police Management Division 2643  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
4. Operate Personnel and Training Unit	8	10	All deadlines are observed		46.33	37.06	3,617	2,850	.20	.20	\$452.13	\$285.00
					st./hrs per grant	st./hrs per grant					per grant	
	96	132	All deadlines are observed		3.86	2.81	10,128	8,061	.20	.20	105.50	61.07
					st./hrs per report	st./hrs per report					per report	
	7,992	8,916	12	12	.07	.06	22,106	24,888	.30	.30	2.77	2.79
		Applicant complaints		st./hrs per application						per application		
5. Operate Community Relations Program	480	924	All checks completed prior to hiring		1.55	1.00	16,156	12,891	.40	.50	33.66	13.95
					st./hrs per background check	st./hrs per background check					per background check	
	48	84	All hirings completed on schedule		19.30	11.03	16,397	13,109	.50	.50	341.61	156.06
					st./hrs per hiring	st./hrs per hiring					per hiring	
	144,000	159,600	Rejection rate is less than .5%		.03	.03	\$29,965	\$28,089	2.20	2.20	.21	.18
				St./hrs per form	St./hrs per form					per form		
5. Operate Community Relations Program	N/A	36	All projects completed on schedule			5.15	3,376	2,724	.10	.10	-	75.67
					st./hrs per project	st./hrs per project					per project	
	15	30	All reports and projects completed on time		61.77	30.88	8,680	6,971	.50	.50	578.67	232.37
					st./hrs per report & project	st./hrs per report & project					per report & project	

Police Management Division 2643

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
60 Requests for information from outside agencies.	96		All requests completed on schedule		9.27	5.79	\$ 7,957	\$6,346	.30	.30	\$132.62	\$66.11
396 Bicycles stored & released	672		0 compliants	0	.47	.28	2,411	2,033	.10	.10	6.09	3.03
384 Engravure loans for identification nos.	480		0 compliants	0	.48	.39	1,447	1,099	.10	.10	3.77	2.29
<b>Total</b>							<b>\$227,135</b>	<b>193,628</b>	<b>10.0</b>	<b>10.0</b>		

Police Academy 2645				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services		\$ 30,122	\$ 63,243	\$ 63,243
Contractual Services		3,882	7,929	7,929
Commodities		3,609	7,313	7,313
Revolving Funds		2,539	7,403	7,403
Capital Outlay		380	130	130
Bond Amortization		0	0	0
TOTAL		\$ 40,532*	\$ 86,018	\$ 86,018

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Custodian	1.00	1.00	24	\$ 6,095
Senior Clerk Typist	1.00	1.00	32	7,635
Corporal	2.00	2.00	48	27,308
Academy Director - Sergeant	1.00	1.00	52	15,032
Total	5.00	5.00		

\*July 1 - December 31, 1978

Police Academy\*

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Provide In-Ser-vice Training, Including Meet-ings with user agencies	-	400	-		-	6.58	\$ 10,700	\$22,717	-	1.42	-	\$56.79 per student
2. Provide Basic Police Training	-	120	-		-	23.16	12,403	26,383	-	1.50	-	219.86 per recruit
3. Provide Admini-stration and Director	N/A	N/A	N/A		N/A	N/A	14,105	29,855	-	1.08	N/A	N/A
4. Housekeeping and Maintenance Services	N/A	N/A	N/A		N/A	N/A	3,324	7,063	-	1.00	-	
Total							\$40,532	\$86,018	-	5.00	-	

\*1978 costs represent only one-half year of providing service in 1978. The Academy is funded by a grant from the Georgia Peace Officer Standards and Training Council, and the funding began July 1, 1978.

## RECORDER'S COURT

## Functions:

The function of the Recorder's Court is adjudication of all required cases, provision of related non-court judicial services and operations, and promotion of traffic safety education. The department processes and adjudicates all cases in violation of City of Savannah and Chatham County codes and ordinances, and processes and adjudicates, as a committal court, all cases in violation of the Georgia State Code.



## Recorder's Court 2700's

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 173,184	\$ 152,825	\$ -20,359
Contractual Services		7,390	33,098	+25,708
Commodities		9,220	10,040	+ 820
Revolving Funds		4,668	6,101	+ 1,433
Capital Outlay		0	1,400	+ 1,400
Bond Amortization				
TOTAL		\$ 194,462	\$ 203,464	\$ + 9,002
	Staff-Years	13	11	-2



## RECORDER'S COURT

Explanation of Changes:

The Recorder's Court Budget is \$9,002 more than the 1978 Projected Expenditures. An explanation of the increase follows.

Personal Services:

A \$20,359 decrease is the result of the transfer of the parking citation fine collection program from the Recorder's Court to the Revenue Department. A police corporal position was transferred to the Revenue Department, while a senior clerk position was eliminated.

Contractual Services:

Contractual Services increase over projected 1978 costs by \$25,708, because there are rental costs of \$4,357 and utility costs of \$19,322 at the new Court quarters in the Chatham County Courthouse. Also, the Judge is required by State law to attend in-service seminars raising travel costs.

Commodities:

Commodities are increasing by \$820 due to paperwork for added cases from the newly annexed areas.

Revolving Fund:

There is a large reduction in Central Services costs because the Court has moved into the new Chatham County Courthouse. This decrease is offset by the Data Processing costs of the newly created P.R.O.M.I.S. computer tie in.

Capital Outlay:

Funds are available for the purchase of four file cabinets for citation storage.



Recorder's Court 2710				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 160,180	\$ 173,184	\$ 152,825	\$ 152,825
Contractual Services	3,660	7,390	33,098	33,098
Commodities	7,601	9,220	10,040	10,040
Revolving Funds	5,027	4,668	6,101	6,101
Capital Outlay	0	0	1,400	1,400
Bond Amortization				
<b>TOTAL</b>	<b>\$ 176,468</b>	<b>\$ 194,462</b>	<b>\$ 203,464</b>	<b>\$ 203,464</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk	2.00	2.00	27	\$ 15,454
Senior Clerk	3.00	2.00	31	20,623
Bailiff	2.00	2.00	35	15,871
Courtroom Clerk	2.00	2.00	36	18,209
Legal Secretary	1.00	1.00	40	10,038
Corporal	1.00	0.00	-	-
Court Administrator	1.00	1.00	62	17,460
Recorder's Court Judge	1.00	1.00	-	19,929 <sup>1</sup>
Total	<u>13.00</u>	<u>11.00</u>		

<sup>1</sup>The County pays an additional \$7,371 to the Judge

NOTE: The Corporal's duties have been transferred to the Revenue Department, though the position has been budgeted in Police Operations/Patrol Activity.

The figures above exclude one authorized CETA position at a total cost of \$7,619.

Recorder's Court - 2710  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979

1. Judge's Office Develops Policy; Meets Public; Issues Warrants; Conducts Arraignments	6,000 Warrants	6,000	All arraignments conducted within 24 hours of arrest				\$ 37,477	\$40,448	2.00	2.00		
2. Court Operations <sup>1</sup> A. Conducts Traffic Sessions	1,200 Arraignments	1,200					37,129	40,173	3.00	3.00		
	500 Sessions	500										
	41,500 Cases	41,500										
B. Conduct Criminal Sessions	250 Sessions	250										
	6,250 Cases	6,250										

<sup>1</sup>The court serves both the City of Savannah and Chatham County.

Recorder's Court - 2710

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
3. D.D.C. <sup>1</sup> (Defensive Driving Course)	18	18	\$7,200	\$7,200	25	25	\$ 5,032	\$ 5,482	2.00	2.00	\$ 280	\$305
	Classes		Collected for operations		hrs. per class			(part-time; not included in total below)			per class	
4. Administrative Office: Case Processing Including Bond Processing, Fine Collections, Criminal Cases <sup>3</sup> Case Reporting, Docket preparation, Passed Cases <sup>4</sup> and Commitment Preparation and Transportations.	41,500	41,500					93,864	93,682	6.00	6.00		
	Traffic Cases <sup>2</sup>											
	6,250	6,250										
	Criminal Cases <sup>3</sup>											
	\$1,050,00	\$1,100,000										
	Fines Collected <sup>4</sup>											

<sup>1</sup>D.U.I. Classes are held at the Y.M.C.A.

<sup>2</sup>The City's share of Traffic cases is 25,300 in 1978 and 29,900 in 1979.

<sup>3</sup>The City's share of criminal cases in 1978 is 4,880 and in 1979 is 5,190.

<sup>4</sup>The City's share of fines for 1978 is \$700,000 and for 1979 is \$815,000.

Recorder's Court - 2710  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
5. Delinquent Parking Citation	15,000	-					\$ 20,960	\$ -	2.00	-		
6. Rental and Utility Overhead							-	23,679				
Total							\$ 194,462	\$ 203,464	13.00	11.00		

The costs of the court are shared by the City of Savannah and Chatham County, and are prorated by the amount of fines collected by each jurisdiction.

## FIRE

Functions:

The responsibilities of the Fire Department are to reduce injuries and loss of life and property resulting from the outbreak and spread of fire by maintaining a well-prepared firefighting force, administering a home inspection program, and providing demonstrations and lectures to increase citizen awareness of fire hazards and corresponding safety and fire prevention measures. The Firefighting activity answers emergency calls within the city limits, industrial zones and for subscribers outside the City. In addition, it answers rescue calls anywhere within Chatham County. It also provides for the operation of the fire alarm and communications centers, and inspects homes and businesses, correcting fire hazards whenever possible. The fire prevention and inspection program is supplemented by reinspections of violations by the Fire Chief's Office, while the Chief's Office also provides fire safety lectures and assists with arson investigations.



## Fire Department 2800's

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$3,099,221	\$ 3,250,518	\$ +151,297
Contractual Services		110,538	628,963	+518,425
Commodities		37,850	42,632	+ 4,782
Revolving Funds		226,997	260,872	+ 33,875
Capital Outlay		35,147	23,170	- 11,977
Bond Amortization		0	0	0
<b>TOTAL</b>		<b>\$3,509,753</b>	<b>\$ 4,206,155</b>	<b>\$ +696,402</b>
	Staff-Years	211.00	211.00	



Explanation of Changes:

The Fire Department's 1979 Budget is \$696,402. greater than 1978 Projected Expenditures. Changes are discussed below.

Personal Services:

Personal Services will increase \$151,297. This reflects modular increases earned through training and examination of firefighters and merit increases for non-uniform personnel. The cost of the merit increase and the pay adjustment was \$65,212 and \$67,915, respectively. Due to annexation, one Dispatcher position was added at a cost of \$7,200. Vacancies have held 1978 costs down. One Fire Prevention Inspector was transferred from the Fire Department to Inspections at a reduction of \$11,770.

Contractual Services:

Contractual Services are up \$518,425. \$508,000 of this increase is the result of a contract with the Southside Fire Department to provide service for the annexed areas.

Commodities:

A \$4,782 growth in the Commodities budget is attributed to the purchase of protective equipment and clothing for firefighters.

Revolving Fund:

The major increase in the revolving fund is in Vehicle Maintenance which accounts for a half of the total \$33,875 increase. The increase is due primarily to the installation of a more comprehensive chargeback system. Increased Central

Services charges involve the replacement of ceiling tile, plus the painting and general repair of nine stations. An increase in Vehicle Depreciation is also to be noted.

Capital Outlay:

Capital Outlay items include: one 4,000 foot 2½" fire hose, one 2,000 foot 2½" fire hose, one 600 foot 1" hose, twelve fire hose nozzles, twelve hose covers, five radio monitors, two portable radios, two air conditioners, twenty box springs, two refrigerators, two gas stoves, one lawn mower, one floor buffer, one chair, one typewriter, and educational equipment.

## Fire Chief's Office 2810

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 92,134	\$ 116,447	\$ 106,193	\$ 106,193
Contractual Services	4,868	6,905	8,706	8,706
Commodities	2,207	2,593	2,960	2,960
Revolving Funds	20,215	14,652	10,863	10,863
Capital Outlay	0	800	2,925	2,925
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 119,424</b>	<b>\$ 141,397</b>	<b>\$ 131,647</b>	<b>\$ 131,647</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Senior Clerk Typist	1.00	1.00	32	\$ 7,409
Senior Clerk Stenographer	1.00	1.00	35	8,768
Fire Prevention Inspector	1.00	0.00	-	-
Chief Fire Investigator	1.00	1.00	52	15,783
Fire Training Officer	1.00	1.00	56	17,389
Senior Management Analyst	1.00	1.00	59	14,669
Fire Chief	1.00	1.00	74	25,073
<b>Total</b>	<u>7.00</u>	<u>6.00</u>		

## Chief's Office 2810

## ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Executive Leadership Fire Department Administration	40	40			N/A	N/A	\$ 71,330	\$70,829	3.0	3.0	N/A	N/A
2. Training												
a. Basic firefighting training	120	hours per Fire- fighter Trainee	100%	100%	N/A	N/A	21,880	31,811	1.0	1.0	N/A	N/A
b. Other training functions are out- lined in Firefight- ing (Activity-2840)												
3. Fire Prevention												
a. Public Information												
lectures to the public	70	75			2.12	1.98	739	594	.08	.08	\$10.56	\$ 7.92
demonstrations to the public	58	65			2.56	2.28	739	593	.08	.08	12.74	9.12
b. Follow-up to Inspection (See Firefighting Activity-2840 for other Inspection functions)	520	250	100%	100%	3.10	6.45	11,091	8,708	.87	.87	21.33	34.83

Chief's Office 2810  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
c. Fire Prevention Inspection	3,000	0	50%	0	.62	0	\$11,216	\$0	1.00	0	\$3.74	\$0
		inspections	percentage of inspections requiring a follow-up		st/hrs per inspection						per inspection	
4. Fire Investigation	1,290	1,421	85%	90%	1.39	1.26	24,402	19,112	.97	.97	18.92	13.45
		investigations	percentage of fires successfully investigated.		st/hrs per investigation						per investigation	
Total							\$141,397	\$131,647	7.00	6.00		

The Fire Investigator in the Police Department is controlled by the Chief's Office (2810)



Firefighting 2840

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 2,710,221	\$ 2,982,774	\$ 3,144,325	\$ 3,144,325
Contractual Services	91,000	103,633	620,257	620,257
Commodities	22,966	35,257	39,672	39,672
Revolving Funds	189,600	212,345	250,009	250,009
Capital Outlay	17,815	34,347	20,245	20,245
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 3,031,632</b>	<b>\$ 3,368,356</b>	<b>\$ 4,074,508</b>	<b>\$ 4,074,508</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Fire Dispatcher	4.00	5.00	37	\$ 44,074
Firefighter	8.00	8.00	40	963,780
Master Firefighter	64.00	64.00	46	851,585
Fire Captain	42.00	42.00	52	661,886
Fire Battalion Chief	6.00	6.00	58	109,626
Asst. Fire Chief	1.00	1.00	58	15,031
<b>Total</b>	<b>204.00</b>	<b>205.00</b>		

Firefighting - 2840

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Firefighting										
A. Fire Alarms Answered										
1. Public Bldgs.	31	24			\$ 1,296.	\$ 1,369.	.06	.06	\$ 41.81	\$57.04
2. Dwellings	400	422			14,782.	15,609.	.68	.68	36.99	36.99
3. Merchantile	59	59			1,702.	1,797.	.09	.09	28.85	30.46
4. Manufacturing	10	9			359.	379.	.01	.01	35.90	42.11
5. Open Areas	375	286			13,779.	15,322.	.64	.64	36.74	53.57
6. Vehicles	222	245			8,201.	8,660.	.37	.37	36.94	35.35
7. Others	200	182			7,398.	7,812.	.33	.33	36.99	42.92
B. False Alarms										
1. Intentional	136	118			2,492.	2,632.	.08	.08	Per Alarm Answered	22.31
2. Unintentional	296	235			4,127.	4,358.	.19	.19	13.94	18.55
C. Rescue Calls	55	-60			593.	626.	.04	.04	Per Alarm Answered	10.43
D. Public Service Calls	579	610			12,601.	13,307.	.58	.58	Per Rescue Call	21.82
E. Service to Annexed Area										
2. Station Duties and Equipment Maintenance										
A. Firefighting	9	9	N/A	N/A	N/A	508,000	N/A	1.00	N/A	N/A
B. Training	34	35	6/7	7/8	\$939,949.	\$992,586.	50.12	50.12	\$104,438.78	\$110,287.33
1. Firefighting	193	193	85%	90%	409,707.	432,650.	21.89	21.89	2,122.83	2,241.71
2. Training			Personnel receiving all assigned training.							Per Firefighter

Firefighting - 2840

ACTIVITY

FORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
B. Modular System Advancement Testing	151	119	105	85	\$ 8,521.	\$ 8,998.	.50	.50	\$ 56.43 Per Firefighter	\$ 75.61
	Number of Firefighters in Modular System		Number of fire-fighters advancement one level.							
C. Relief of Dispatch Operator Training	16	20	16%	13%	1,853.	1,957.	.11	.11	\$ 115.81 Per firefighter trained as relief operator	97.85
	Firefighters trained as relief operators.		Firefighters trained as relief operators.							
D. Prefire Plan Maintenance	134	132	100%	100%	11,203.	11,830.	.66	.66	83.60 Per Maintained Plan	89.62
	Plans		Plans Maintained.							
E. Fire Alarm Box Maintenance	210	210			8,779.	9,270.	.51	.51	41.80 Per Box Maintained	44.14
	Boxes tested monthly.									
4. Switchboard										
A. Alarms	2,363	2,426	100%	100%	989.	1,044.	.06	.06	.42 Per Alarm	.43
	Alarms Received and Dispatched.		Alarms handled satisfactorily.							
B. Routine Switchboard		24/hours/day	100%	100%	61,074.	64,494.	3.94	3.94	N/A	N/A
			Routine Functions Performed Satisfactorily.							
5. Home Inspections	9,000.	9,800.			48,938.	51,679.	2.75	2.75	5.44 Per Inspection	5.27
	Inspections made.									
6. Types of Fire Preventable by Home Inspections										
A. Open Lights	14	14	Estimated 10% Reduction in Reference Fires A-G							
B. Combustibles near heaters.	21	25								
C. Defective wiring	66	98								
D. Spontaneous Ignition	1	1								

Firefighting - 2840  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
E. Electric Appliances	57	60								
F. Gas Appliances	10	11								
G. Rubbish by Heater	1	1								
	170	212								
7. Stand By	296.767	296,767			\$1,810,013.	\$1,920,129	120.39	120.39	N/A	N/A
TOTAL		staff hours			\$3,368,356.	\$4,074,508	204.00	205.00		

## LEISURE SERVICES

Function:

The responsibilities of Leisure Services are:

1. To provide citizens with rewarding leisure-time opportunities including athletic activities and special interest programs.
2. To encourage all types of public entertainment and gatherings in available facilities including musical and theatrical performances, sports events, group conventions, and special public or private shows.
3. To provide quality maintenance of all indoor and outdoor recreation facilities.

These responsibilities are carried out through the activities listed below.

Activities:Athletics

The Athletics Division provides organized sports programs for the youth and adults of the Community. Programs offered include basketball, baseball, football, softball, track and field, volleyball, soccer, and tennis. Athletics operates and maintains an eighteen hole Golf Course and two major tennis complexes, as well as five satellite tennis facilities.

Neighborhood Programs

Neighborhood Programs directs the following recreation activities: Neighborhood Centers, Playgrounds, Swimming Pools, and Golden Age Centers. These activities provide indoor and outdoor recreation such as games, exercises, arts and crafts, swimming, and social, health, and cultural opportunities to various age groups on a regularly scheduled basis. A therapeutics program of activities is offered to the physically and mentally disabled citizens. Nutritional meals are also provided to eligible adult participants in the Golden Age programs.

Adult Day Care

Adult Day Care provides comprehensive, coordinated activities for the elderly, including the following services: congregate meals; recreation, health, and education services on a daily basis; and cultural services and field trips.

### Civic Center

The Civic Center provides the City with multiple entertainment events, trade shows, civic activities, civic meeting locations, and conventions through the assistance of promoters, local organizations, and other outside agencies by operating a 2,566 seat theater used for Broadway shows, symphony concerts, ballet performances, meetings, graduations, etc.; a 7,970 seat arena used for rock shows, rhythm and blues shows, country-western shows, conventions, trade shows, public meetings, etc.; a 6,200 sq. ft. ballroom used for meetings, parties, receptions, conventions, dances, etc.; and four meeting rooms used for government and private meetings, conventions, etc.

### Buildings and Grounds Maintenance

The Buildings and Grounds Maintenance Division maintains, improves, and constructs recreation and athletic facilities such as baseball fields, football fields, basketball courts, tennis courts, soccer fields, playgrounds, picnic areas, recreation buildings; when maintenance or construction is provided by a contractor, this department stays abreast of specifications, site plans, evaluation, financing, etc. Other functions include routine and special facilities maintenance, grass cutting, lining of fields, repairing and installing playground equipment, setting up for special activities, and managing the cleaning crews for all department facilities except the Civic Center.

Leisure Services 3000's				
EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 1,190,114	\$ 1,356,059	\$ +165,945
Contractual Services		636,815	697,905	+ 61,090
Commodities		151,067	170,172	+ 19,105
Revolving Funds		145,175	135,817	- 9,358
Capital Outlay		19,784	15,388	- 4,396
Bond Amortization		0	0	0
TOTAL		\$ 2,142,955	\$ 2,375,341	\$ +232,386
	Staff-Years	122.94	125.94	+ 3.00

Note: \$7,000 is reserved in the Contingency budget for half the cost of insurance for participants in the City's athletics program.



## LEISURE SERVICES

Explanation of Changes:

The total increase between the 1979 Proposed Budget and 1978 Projected Expenditure is \$232,386. The Personal Services series contains most of this due to normal salary increases, special pay adjustments and a program expansion requiring 3 additional full-time positions. The new Richard Street Center will have a staff of 3 people. Further explanation of major changes follows.

Personal Services:

Several factors contribute to the \$165,945 increase here. In 1978 nearly \$26,000 in salary savings accrued due to vacancies and personnel turnovers. Other factors in the 1979 increase include \$45,700 for merit increases, \$35,000 for pay adjustments and positions upgrades, and \$14,000 for another half year's operation of Savannah Gardens Elderly Program and a fourth year's operation of the new Richard Street Center. Employee benefits related to these salary changes account for the remaining \$45,245 difference.

Contractual Services:

The \$61,090 increase here involves three major accounts: Electricity, Professional Fees and Rentals, and Meals and Transportation for the Elderly programs. The Electricity budget increases \$28,600 largely due to an estimated \$24,000 cost increase and higher usage at the newer recreation centers. The Professional Fees budget increases by \$12,000 mainly because of higher umpire fees in softball and baseball.

Finally, the full year cost of the Meals Programs at Savannah Gardens, a cost increase allowance on all meals, and greater transportation requirements result in a \$21,000 increase for these services for the elderly.

Commodities:

The 1979 proposal increases by \$19,105. The \$67,032 Sports and Crafts Supplies budget accounts for \$5,800 of this: \$5,200 for higher costs and \$600 for the new Richard Street Center. A \$4,900 increase in Construction Materials and Supplies and \$1,300 in Equipment Repair Parts result from higher costs and an anticipated rise in building and equipment repairs. The remaining \$ 7,100 is also related to new or expanded recreation and elderly programs plus estimated cost increases.

Revolving Fund:

The proposed budget in this series decreases by \$9,358 due to projected decreases of \$3,000 each in charges for Data Processing, Central Services, and Vehicle Repair services. The scheduled replacement of problem-plagued vehicles will reduce the need for repairs.

Capital Outlay:

The \$15,388 budget is for the following capital purchases: a score clock for Athletics' senior field at Daffin Park; a weight lifting machine, recessed water fountain, and a new ceramics kiln for Neighborhood Programs; special tools and an ice machine for the Civic Center; and 3 replacement mowers, 2 edgers, and 1 trailer for hauling bleachers and heavy equipment for the Building and Grounds department.

Leisure Services Director 3005				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 58,076	\$ 79,928	\$ 84,163	\$ 84,163
Contractual Services	6,212	4,917	7,376	7,376
Commodities	2,323	2,237	2,535	2,535
Revolving Funds	5,255	8,644	9,909	9,909
Capital Outlay	0	0	0	0
Bond Amortization				
<b>TOTAL</b>	<b>\$ 71,866</b>	<b>\$ 95,726</b>	<b>\$ 103,983</b>	<b>\$ 103,983</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Clerk Typist	1.00	1.00	24	\$ 7,047
Administrative Secretary	1.00	1.00	40	9,234
Administrative Aide	1.00	1.00	47	13,971
Leisure Services Program Coordinator	1.00	1.00	54	12,749
Leisure Services Director	1.00	1.00	74	26,038
Total	<u>5.00</u>	<u>5.00</u>		



Athletics 3022				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 64,173	\$ 86,228	\$ 103,776	\$ 103,776
Contractual Services	67,577	81,940	85,746	85,746
Commodities	42,856	37,381	42,226	42,226
Revolving Funds	4,858	8,152	8,283	8,283
Capital Outlay	0	1,300	3,500	3,500
Bond Amortization				
<b>TOTAL</b>	<b>\$ 179,464</b>	<b>\$ 215,001</b>	<b>\$ 243,531*</b>	<b>\$ 243,531</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Custodian	.50	.50	24	\$ 3,218
Recreation Leader	3.33	3.33	27	24,696
Senior Clerk -Stenographer	1.00	1.00	35	7,602
Recreation Specialist	1.00	1.00	39	8,752
Recreation Supervisor	1.00	1.00	47	10,509
Recreation Supervisor, Tennis	1.00	1.00	47	11,076
Athletics Administrator	1.00	1.00	62	17,819
Total	8.83	8.83		

The figures above exclude three authorized CETA positions at a total cost of \$22,856.

\*\$7,000 is reserved in Contingencies for Athletics Participants Insurance.



Athletics 3022

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
D. Adult League	112	180	% of Scheduled Games Played	100%								
	Games Scheduled	3,600										
	# Participants	20										
Tournaments	20	20										
	Games Scheduled	400										
	# Participants	4,940										
2. Tennis	4,940	4,940	100%	100%	1.36	1.36	\$63,050	\$71,052	3.63	3.63	\$12.76	\$14.38
	Hours open to public				st/hrs per hour open to public						per hour	
Tournaments	6	8										
	Games Scheduled	1,500										
	Participants	320										
3. Soccer	320	336	100%	100%	2.49	2.37	9,050	10,353	.43	.43	28.28	30.81
	Games Scheduled	120			st/hrs per game						per game	
A. Midget	120	112										
	Games Scheduled	3,000										
	Participants	100										
B. Junior League	100	112	100%	100%								
	Games Scheduled	2,500										
	Participants	100										
C. Senior League	100	112	100%	100%								
	Games Scheduled											



Athletics 3022

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
B. Adult Women	630 Games Scheduled	336 Games Scheduled	100%	100%								
C. Tournaments	12,600 # Participants	6,720 # Participants	100%	100%								
6. Track & Field	18 Meets Scheduled	18 Meets Scheduled	100%	100%	32.94 st./hrs per meet	32.94 st./hrs per meet	4,900	5,311	.32	.32	272.22 per meet	\$295.05
7. Football	478 Games Scheduled	480 Games Scheduled	100%	100%	4.61 st./hrs per game	4.59 st./hrs per game	22,450	24,010	1.19	1.19	46.97 per game	50.02
A. Mini Pee Wee League (8)	64 Games Scheduled	90 Games Scheduled	100%	100%								
B. Senior Pee Wee (11)	1,600 #Participants	2,250 #Participants	100%	100%								
C. Midget (12)	120 Games Scheduled	90 Games Scheduled	100%	100%								
D. Sr. Midget (13)	3,000 # Participants	2,250 # Participants	100%	100%								
	80 Games Scheduled	90 Games Scheduled	100%	100%								
	2,000 #Participants	2,250 #Participants	100%	100%								

Athletics 3022  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
E. Seniors	56	30	100%	100%								
	Games Scheduled											
	1,400	2,250										
	#Participants											
F. Tournaments	30	30	100%	100%								
	Games Scheduled											
	750	750										
	# Participants											
8. Volleyball	120	112	100%	100%	4.01	4.30	\$ 5,050	5,075	.26	.26	\$42.08	\$45.31
	Games Scheduled				st/hrs per game						per game	
Total	1,200	1,120					\$215,001	\$243,531	8.83	8.83		
	# Participants											

1979 Revenue Sources:  
 Tournament Fees \$13,500  
 Tennis-Daffin Pk. 4,750  
 Tennis-Bacon Park 5,300  
 Total \$23,550

Playgrounds 3023				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 80,345	\$ 80,478	\$ 92,438	\$ 92,438
Contractual Services	2,152	2,769	3,185	3,185
Commodities	7,184	7,384	8,506	8,506
Revolving Funds	3,271	3,487	547	547
Capital Outlay	0	0	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 92,952</b>	<b>\$ 94,118</b>	<b>\$ 104,676</b>	<b>\$104,676</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Recreation Leader	8.00	8.00	27	53,752
Recreation Specialist	1.00	1.00	39	8,577
Recreation Supervisor	1.00	1.00	47	11,217
<b>Total</b>	<b>10.00</b>	<b>10.00</b>		

The figures above exclude four authorized CETA positions at a total cost of \$30,475.

## ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
Conduct Organized Activities at 13 Playgrounds*												
A. Arts & Crafts	1,040 Sessions Scheduled 6,000 Participants	1,040 Sessions Scheduled 8,500 Participants	95% % of Scheduled Sessions Conducted	98%	3.56 st/hrs per session	3.56	\$ 20,388	22,977	2.00	2.00	\$ 19.60 per session	\$ 22.09 per session
B. Low Organized Games	2,600 Sessions Scheduled 130,000 Participants	2,600 Sessions Scheduled 143,000 Participants	96% % of Scheduled Sessions Conducted	96%	1.43 st/hrs per session	1.43	18,855	20,771	2.00	2.00	3.40 per participant 7.25 per session .15 per participant	2.70 per participant 7.99 per session
C. High Organized Games	1,560 Sessions Scheduled	1,560 Sessions Scheduled	98% % of Scheduled Sessions Conducted	98%	2.38 st/hrs per session	2.38	18,509	19,942	2.00	2.00	11.86 per session	12.78 per session
D. Cultural Arts	120 Sessions Scheduled	125 Sessions Scheduled	100% % of Scheduled Sessions Conducted	100%	30.88 st/hrs per session	29.65	17,083	19,283	2.00	2.00	142.36 per session	154.26 per session
E. Special Events	80 Events Scheduled	83 Events Scheduled	98% % of Scheduled Events Held	98%	46.33 st/hrs per Event	44.65	17,083	19,283	2.00	2.00	213.54 per event	232.33 per event
F. Campgrounds							2,200	2,420				
							\$94,118	\$104,676	10.00	10.00		

\* Organized recreational activities are included here for the Therapeutics Program.

1979 Revenue Sources: Campground Fees \$5,500

PLAYGROUNDS

1.	*Bartow	West Lathrop and Augusta Avenues
2.	Live Oak	Live Oak and Park Avenue
3.	Paulsen	Paulsen and Joe Streets
4.	*Wells	39th and Montgomery Streets
5.	*Cann	45th and Stevens Streets
6.	*Cloverdale	Cloverdale Drive and Stiles Avenue
7.	*Avondale	Texas and Ohio Avenues
8.	*Victory Heights	42nd and Raskin Streets
9.	*Hull	55th and Atlantic Streets
10.	*Garden Homes	Bee Road and Duffy Streets
11.	Treat	Treat and Auburn
12.	Savannah Gardens	Duval and Pennsylvania Avenue
13.	Grayson	Harmon and Bolton
14.	Thomas	36th and Bull Streets
15.	Dixon	East Broad and Duffy Streets
16.	Forsyth	Drayton and Hall Streets
17.	Hitch Village	Hitch Drive
18.	Wessels	Oglethorpe Avenue and East Broad
19.	Crawford	Bull and Houston Streets
20.	Davant	Lincoln and Perry Streets
21.	Yamacraw	Bay and Boundary Streets
22.	Fellwood	Ferrill and Richard Streets
23.	*Westside	Rogers Street
24.	Carver Village	Bowden and Winnburn
25.	Kennedy	Collat and Winnburn
26.	Kayton Homes	Gwinnett and West Boundary Streets
27.	Tompkins	39th and Ogeechee Road
28.	Hitch Park	56th and Boyd Streets
29.	Staley Heights	Dillon and Sherman Avenues
30.	Fairway Oaks	Bacon Park Drive and Casey Canal
31.	Barjan Terrace	Brogdon Street and Jan Drive
32.	Forrest Hills	Skidaway Road and Berkshire
33.	Holly Heights	57th Street and Costa Rica
34.	Daffin Park	Washington Avenue and Waters
35.	*Bartow II	West Lathrop and Augusta Avenues

\*Supervision is provided on the top ten playgrounds. Sites are selected as per the citizens' recreation recommendations of active popularity as indicated by the RPSP. In addition, accessibility and availability of play area, whether public or private, are used as selection criteria.



Neighborhood Programs 3024				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 226,870	\$ 217,341	\$ 236,640	\$ 236,640
Contractual Services	59,472	80,526	92,281	92,281
Commodities	9,251	9,162	10,989	10,989
Revolving Funds	51,335	24,832	17,246	17,246
Capital Outlay	1,238	4,400	3,082	3,082
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 348,166</b>	<b>\$ 336,261</b>	<b>\$ 360,238</b>	<b>\$ 360,238</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Custodian	4.00	5.00	24	\$ 30,464
Recreation Leader	5.42	6.42	27	39,955
Intermediate Clerk Typist	1.00	1.00	28	6,966
Recreation Center Manager	4.00	5.00	31	33,326
Leisure Services Bus Driver	1.00	1.00	33	7,405
Senior Clerk Stenographer	1.00	1.00	35	8,367
Recreation Supervisor	4.00	4.00	47	45,543
Neighborhood Programs Administrator	1.00	1.00	62	17,853
Total	21.42	24.42		

The figures above exclude four authorized CETA positions at a total cost of \$30,475.



<u>Center</u>	<u>Activity</u>	<u>Sessions Scheduled</u>		<u>Sessions Conducted</u>		<u>Staff Allocation</u>	
		1978	1979	1978	1979	1978	1979
Tompkins	Arts and Crafts	152	157	98%	100%	3.08	3.08
	Low Organized Games	460	465	99%	100%		
	High Organized Games	252	257	98%	100%		
	Cultural Arts	37	42	94%	100%		
	Special Events	78	78	97%	100%		
May Street	Arts and Crafts	504	524	97%	98%	3.05	3.05
	Low Organized Games	504	524	98%	99%		
	High Organized Games	252	272	99%	99%		
	Cultural Arts	145	145	97%	98%		
	Special Events	71	72	93%	97%		
W.W. Law	Arts and Crafts	756	800	99%	100%	9.12	9.12
	Low Organized Games	504	525	97%	100%		
	High Organized Games	252	275	97%	100%		
	Cultural Arts	72	72	94%	100%		
	Special Events	65	65	100%	100%		
	Ceramics	275	275	99%	100%		
Savannah Gardens	Arts and Crafts	252	40	98%	98%	2.01	2.01
	Low Organized Games	504	70	98%	98%		
	High Organized Games	252	40	98%	98%		
	Cultural Arts	24	25	96%	98%		
	Special Events	60	60	97%	98%		

<u>Center</u>	<u>Activity</u>	<u>Sessions Scheduled</u>		<u>Sessions Conducted</u>		<u>Staff Allocation</u>	
		1978	1979	1978	1979	1978	1979
Westside	Arts and Crafts	157	167	98%	100%	2.16	2.16
	Low Organized Games	348	358	99%	100%		
	High Organized Games	25	35	96%	100%		
	Cultural Arts	40	40	98%	100%		
	Special Events	62	62	97%	100%		
Richard Street	Arts and Crafts	-	83	-	95%	-	3.0
	Low Organized Games	-	179	-	95%		
	High Organized Games	-	17	-	95%		
	Cultural Arts	-	44	-	95%		
	Special Events	-	31	-	95%		
General Administration						2.0	2.0
Total Staff						21.42	24.42

Neighborhood Centers

Average Daily Participation per Activity by Center

<u>Facility</u>	<u>Arts &amp; Crafts</u>	<u>High Organized Games</u>	<u>Low Organized Games</u>	<u>Cultural Events</u>	<u>Special Events</u>
Tompkins	27	74	33	17	22
May Street	15	96	41	25	50
W. W. Law	35	92	42	21	44
Westside Gardens	24	17	32	11	9
Savannah Gardens	10	16	38	12	14
Richard Street	20	65	25	15	15



Swimming Pools 3025				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 70,532	\$ 73,274	\$ 85,161	\$ 85,161
Contractual Services	12,015	20,862	23,422	23,422
Commodities	14,492	11,300	12,940	12,940
Revolving Funds	6,506	2,946	3,503	3,503
Capital Outlay	456	970	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 104,001</b>	<b>\$ 109,352</b>	<b>\$ 125,026</b>	<b>\$ 125,026</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Lifeguard	7.60	7.60	23	\$ 47,325
Swimming Pool Manager	.76	.76	27	8,612
Principal Equipment Mechanic	1.00	1.00	45	12,855
Total	<u>9.36</u>	<u>9.36</u>		

Swimming Pools 3025  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST		
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	
Swimming Instructions	800	800	99%	99%	11.93	11.93	\$ 60,143	\$70,121	5.15	5.15	\$75.18	\$87.65	
	Sessions Scheduled		Sessions Conducted		St. Hrs. per session						per session		
Free Swimming	100	100											
	Sessions per season at 8 pools												
Free Swimming	1456	1456	99%	99%	5.36	5.36	49,209	54,905	4.21	4.21	33.80	37.71	
	Sessions Scheduled		Sessions Conducted		St. Hrs. per session						per session		
Total	182	182											
	Sessions per season at 8 pools												
Average Daily attendance per Pool													
Name	Lessons		Free Swimming										
	1978	1979	1978	1979									
Bartow	12	12	51	51									
Haven	6	6	38	38									
Shuman	10	10	36	36									
Daffin	9	9	64	64									
Jenkins	15	15	43	43									
Law	19	19	40	40									
May Street	15	15	48	48									
Tompkins	12	12	77	77									
Total	98	98	397	397			\$109,352 \$125,026		9.36 9.36				

Adult Day Care 3029				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 57,472	\$ 63,838	\$ 70,712	\$ 70,712
Contractual Services	40,372	50,646	60,182	60,182
Commodities	5,817	7,589	6,707	6,707
Revolving Funds	2,200	1,675	2,453	2,453
Capital Outlay	580	3,000	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 106,441</b>	<b>\$126,748</b>	<b>\$ 140,054</b>	<b>\$ 140,054</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>	<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Recreation Leader	2.50 2.50	27	\$ 19,267
Recreation Center Manager	1.00 1.00	31	8,976
Senior Clerk Typist	1.00 1.00	32	7,424
Caseworker Aide	1.00 1.00	36	9,118
Program Coordinator, Adult Day Care	1.00 1.00	54	12,366
Total	<u>6.50 6.50</u>		

The figures above exclude two authorized CETA positions at a total cost of \$15,237.

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Provide Transportation to Center.	9,324	10,836	90%	100%	N/A	N/A	\$ 26,265	\$ 32,083	.45	.45	\$ 2.82	\$ 2.96
	37 participants	43	of all participants needing transportation receiving it								per person per trip	
2. Order and Serve Meals and Snacks	12,600*	12,600*	94%	94%	N/A	N/A	32,294	34,535	.63	.63	2.56	2.74
	per year		of all meals ordered are served								per person per meal	
3. Provide Leisure and Educational Activities	560	560	85%	95%	N/A	N/A	28,194	29,861	2.17	2.17	\$02.77	426.59
	(2 diff. crafts per qtr. x 70 participants)		of all activities meet needs of participants								per person	
4. Provide Social Services	70	70	95%	95%	N/A	N/A	22,489	24,305	1.75	1.75	N/A	N/A
	participants		of all services meet participants needs									
5. Maintain and Update Records	70	70	99%	99%	N/A	N/A	17,506	19,270	1.50	1.50	N/A	N/A
	Participants records		of all records complete and accurate									
Total							\$126,748	\$140,054	6.50	6.50		

\*An average of 50 meals and snacks served per day.

Title XX Grant Funding - \$85,040

Golden Age 3030				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 103,228	\$ 118,836	\$ 138,852	\$ 138,852
Contractual Services	127,507	124,143	137,568	137,568
Commodities	10,234	12,700	13,500	13,500
Revolving Funds	4,778	3,119	2,041	2,041
Capital Outlay	1,102	2,902	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 246,849</b>	<b>\$ 261,700</b>	<b>\$ 291,961</b>	<b>\$ 291,961</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Senior Cook	1.00	1.00	23	\$ 6,327
Custodian	3.00	3.00	24	21,133
Recreation Leader	4.50	4.50	27	34,452
Recreation Center Manager	5.00	5.00	31	37,297
Recreation Supervisor	1.00	1.00	47	11,044
Total	<u>14.50</u>	<u>14.50</u>		

The figures above exclude twelve authorized CETA positions at a total cost of \$91,425.

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Conduct Leisure Activities	504 Sessions Scheduled	504	99% Sessions Conducted	99%	4.19 st/hrs per session	4.19	\$12,600	\$12,840	1.14	1.14	\$25.00 per session	\$25.48 per session
2. Provide Home Management	756 Sessions Scheduled	756	99% Sessions Conducted	99%	1.86 st/hrs per session	1.86	7,181	7,444	.76	.76	9.50 per session	9.85 per session
3. Provide Congregate Meals	252* Sessions Scheduled	252*	100% Sessions Conducted	100%	4.63 st/hrs per sessions	4.63	29,172	30,462	.63	.63	115.76 per session	120.88 per session
Total							<u>\$48,953</u>	<u>\$50,746</u>	<u>2.53</u>	<u>2.53</u>	<u>2.10</u>	<u>2.20</u>

\*An average of 55 meals are served per session.

Golden Age Frazier Center -3030

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Conduct Leisure Activities	504 Sessions Scheduled	504	99% Sessions Conducted	99%	.48 st/hrs per session	.48	\$ 2,329	\$ 2,499	.13	.13	\$4.62 per session	\$4.96 per session
2. Provide Home Management	756 Sessions Scheduled	756	99% Sessions Conducted	99%	.22 st/hrs per session	.22	1,129	1,216	.09	.09	1.49 per session	1.61 per session
3. Provide Con-gregate Meals	252* Sessions Scheduled	252*	100% Sessions Conducted	100%	.51 st/hrs per session	.51	19,997	21,028	.07	.07	79.35 per session	83.44 per session
Total							\$23,455	\$24,743	.29**	.29**	1.76 per person	1.85 per person

\* An average of 45 meals served per session.  
 \*\*No City employees are permanently stationed at the Frazier Center.

Golden Age Fellwood Center 3030  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Conduct Leisure Activities	504 Sessions Scheduled	504 Sessions Scheduled	99% Sessions Conducted	99% Sessions Conducted	2.13 st/hrs per session	2.13 st/hrs per session	\$ 6,670	\$ 6,858	.58	.58	\$ 13.23 per session	\$ 13.61 per session
2. Provide Home Management	756 Sessions Scheduled	756 Sessions Scheduled	99% Sessions Conducted	99% Sessions Conducted	.96 st/hrs per session	.96 st/hrs per session	3,814	4,122	.39	.39	5.04 per session	5.45 per session
3. Provide Congregate Meals	252* Sessions Scheduled	252* Sessions Scheduled	100% Sessions Conducted	100% Sessions Conducted	2.35 st/hrs per session	2.35 st/hrs per session	14,069	14,846	.32	.32	55.83 per session	58.91 per session
Total							\$24,553	\$25,826	1.29	1.29	2.23 per person	2.36 per person

\*an average of 25 meals per session.

Golden Age Cunningham Center 3030  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Conduct Leisure Activities	504 Sessions Scheduled	504	99% Sessions Conducted	99%	3.79 st/hrs per session	3.79	\$12,215	\$12,508	1.03	1.03	\$24.24 per session	\$24.82 per session
2. Provide Home Management	756 Sessions Scheduled	756	99% Sessions Conducted	99%	1.69 st/hrs per session	1.69	8,031	8,317	.69	.69	10.62 per session	11.00 per session
3. Provide Congregate Meals	252* Sessions Scheduled	252*	100% Sessions Conducted	100%	4.19 st/hrs per session	4.19	16,925	17,840	.57	.57	67.16 per session	70.79 per session
Total							\$37,171	\$38,665	2.29	2.29		

\*An average of 25 meals are served per session.

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Conduct Leisure Activities	504 Sessions Scheduled	504	99% Sessions Conducted	99%	3.79 st/hrs per session	3.79	\$13,315	\$13,763	1.03	1.03	\$26.42 per session	\$27.31 per session
2. Provide Home Management	756 Sessions Scheduled	756	99% Sessions Conducted	99%	1.69 st/hrs per session	1.69	8,332	8,515	.69	.69	11.02 per session	11.26 per session
3. Provide Congregate Meals	252* Sessions Scheduled	252*	100% Sessions Conducted	100%	4.19 st/hrs per session	4.19	21,007	22,083	.57	.57	83.36 per session	87.63 per session
4. Provide Transportation to Center	2600 Trips	2600	22 Participants per day	22			7,277	7,277	.00	.00	2.38 per person	2.80 per trip
Total							\$49,931	\$51,638	2.29	2.29		

\*An average of 35 meals served per session.

1979 Grant Funds-\$112,908 (CAPDC)

Savannah Gardens Center 3030

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Conduct Leisure Activities	252 Sessions Scheduled	504	99% Sessions Conducted	99%	5.44 st/hrs per session	5.44	\$ 10,003	\$15,867	1.48	1.48	\$39.69 per session	\$31.48 per session
2. Provide Home Management	378 Sessions Scheduled	756	99% Sessions Conducted	99%	2.40 st/hrs per session	2.40	6,326	10,223	.98	.98	16.74 per session	13.52 per session
3. Provide Congregate Meals	126* Sessions Scheduled	252*	100% Sessions Conducted	100%	6.03 st/hrs per session	6.03	12,355	23,507	.82	.82	98.05 per session	93.28 per session
Total							\$28,684	\$49,597	3.28	3.28		

\*An average of 35 meals served per session.

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Conduct Leisure Activities	504 Sessions Scheduled	504	99% Sessions Conducted	99%	4.19 st/hrs per session	4.19	\$12,600	\$12,840	1.14	1.14	\$25.00 per session	\$25.48 per session
2. Provide Home Management	756 Sessions Scheduled	756	99% Sessions Conducted	99%	1.86 st/hrs per session	1.86	7,181	7,444	.76	.76	9.50 per session	9.85 per session
3. Provide Congregate Meals	252* Sessions Scheduled	252*	100% Sessions Conducted	100%	4.63 st/hrs per sessions	4.63	29,172	30,462	.63	.63	115.76 per session	120.88 per session
Total							\$48,953	\$50,746	2.53	2.53	2.10 per person	2.20 per person

\*An average of 55 meals are served per session.

Civic Center 3031				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 259,749	\$ 239,972	\$ 269,950	\$ 269,950
Contractual Services	193,904	238,997	254,204	254,204
Commodities	19,870	23,950	26,146	26,146
Revolving Funds	16,241	7,776	7,737	7,737
Capital Outlay	9,746	0	6,175	6,175
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 499,510</b>	<b>\$ 510,695</b>	<b>\$ 564,212</b>	<b>\$ 564,212</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Custodian	3.00	3.00	24	\$ 23,129
Maintenance Service Worker	4.00	4.00	25	25,120
Intermediate Clerk-Typist	1.00	1.00	28	7,287
Senior Maintenance Service Worker	1.00	1.00	31	8,426
Intermediate Clerk-Stenographer	1.00	1.00	32	7,495
Principal Clerk	1.00	1.00	38	7,975
Equipment Mechanic	1.00	1.00	39	7,927
Account Technician	1.00	1.00	41	9,243
Building Maintenance Mechanic	2.00	2.00	41	20,841
Business Assistant - Civic Center	1.00	1.00	45	10,310
Building Operations Supervisor	1.00	1.00	46	10,080
Sound Systems Technician	1.00	1.00	46	11,698
Stage Manager	1.00	1.00	46	12,971
Box Office Manager	1.00	1.00	51	11,494
Building Mechanic Supervisor	1.00	1.00	53	13,984
Civic Center Administrator	1.00	1.00	62	18,643
Total	22.00	22.00		

The figures above exclude fifteen authorized CETA positions at a total cost of \$114,281.



Buildings and Grounds 3040				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 269,918	\$ 230,219	\$ 274,367	\$ 274,367
Contractual Services	23,810	32,015	33,941	33,941
Commodities	37,406	39,364	46,623	46,623
Revolving Funds	60,490	84,544	84,098	84,098
Capital Outlay	4,228	7,212	2,631	2,631
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 395,852</b>	<b>\$ 393,354</b>	<b>\$ 441,660</b>	<b>\$ 441,660</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Custodian	2.00	2.00	24	\$ 12,958
Maintenance Service Worker	2.00	2.00	25	13,716
Grounds Maintenance Worker	3.33	3.33	25	22,913
Intermediate Clerk	1.00	1.00	27	8,148
Light Equipment Operator	3.00	3.00	29	23,812
Sr. Grounds Maintenance Worker	1.00	1.00	29	8,437
Medium Equipment Operator	3.00	3.00	31	26,801
Maintenance Crafts Worker	3.00	3.00	34	24,480
Senior Clerk-Stenographer	1.00	1.00	35	9,425
Bldgs. & Grounds Supervisor	2.00	2.00	39	18,154
Bldg. Maintenance Mechanic	1.00	1.00	41	10,128
Maintenance Supervisor	2.00	2.00	46	21,921
Bldgs. & Grounds Administrator	1.00	1.00	62	20,210
Total	25.33	25.33		

The figures above exclude seventy-five authorized CETA positions at a total cost of \$571,406.

## ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Repairs within Leisure Services including: Fountain Repair Playground Equip. Fence Repair Lock Repair Minor Equip. Repair	3,157 repairs per year	3,157	Repair completed within one week after discovery		2.52 st/hrs per repair	2.52	\$ 74,821	\$ 84,062	4.30	4.30	\$ 23.70 per repair	26.63
2. Seasonal Activities-Spring, Summer & Fall and Winter including: 243 acres of grass to be mowed Sodding Painting Weed Spraying	3,100 acres mowed per year	3,100	All parks mowed once every 12 days		2.53 st/hrs per acre	2.53	65,105	76,580	4.23	4.23	21.00 per acre	24.70
3. Raking and leaf pickup at 40 parks and playgrounds	2,680 bags picked up per year	2,680	Leaves picked up once/week		1.67 st/hrs per bag	1.67	30,435	42,381	2.42	2.42	11.36 per bag	15.81

Buildings and Grounds 3040

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
4. Litter pickup at 40 parks & play-grounds	6,394 Containers emptied per year	6,394	1 park cleaned 4 times/week 3 parks cleaned 3 times/week 8 parks cleaned 2 times/week 9 parks cleaned 1 time/week 6 parks cleaned once/2 weeks 13 parks cleaned once/month		.93 st/hrs per con- tainer	.93	\$ 39,484	\$ 45,695	3.21	3.21	\$ 6.18	\$ 7.15 per container
5. Maintenance of 37 Athletic Fields	1,356 Occurrences of lining ball fields per year	1,356	Mid-April August 12 fields main- tained 3 times/week 5 fields main- tained 2 times/week 11 fields main- tained 1 times/week		3.39 st/hrs per occur- rence of lining	3.39	43,888	50,632	2.48	2.48	32.37	37.34 per lining
1979 Revenue Sources: Grayson Stadium	\$5,500		September-November January-March 9 fields main- tained 1 time/week									

Building and Grounds 3040

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
6. Custodial activities in 13 Leisure Services Buildings	1,274	1,274	3 buildings cleaned daily throughout year		2.62	2.62	\$ 30,919	\$ 32,926	1.80	1.80	\$ 24.27	25.84 per cleaning
			3 Ballfield facilities cleaned daily for nine months during the year									
			City Campgrounds Facility cleaned daily throughout year									
7. Clerical Activities	N/A	N/A	N/A	N/A	14.71	14.71	24,591	24,615	2.00	2.00	97.58	97.68 per day
8. Special Project & Support Activities	N/A	N/A	N/A	N/A	600.68	600.68	48,200	45,695	3.89	3.89	4016.67	3807.92 per month
9. Administration	N/A	N/A	N/A	N/A	N/A	N/A	35,911	39,074	1.00	1.00	35,911	39,074 per year
Total							\$393,354	\$441,660	25.33	25.33		

Functions:

The Park and Tree Department is responsible for maintaining and beautifying the City's squares, quiet parks, parkways, grass plats and trees and for keeping them in the best possible condition for the enjoyment of residents and visitors. The major activities center around two divisions-Park Maintenance and Tree Maintenance.

Park Maintenance functions include: mowing, raking or sweeping all areas on a regular schedule; planting and fertilizing grass, annuals, shrubs, and trees; pruning shrubs and removing trash and maintenance debris; maintaining benches and walkways within parks and squares; controlling weeds via a spray program; and responding to citizens' service requests, inquiries and complaints.

Tree Maintenance functions include: tree trimming and removal, stump removal and spraying, and answering emergency calls concerning fallen trees on City property or City rights-of-way.

## CEMETERIES

Functions:

The City of Savannah operates four Cemeteries. These are:

1. Laurel Grove North Cemetery
2. Laurel Grove South Cemetery
3. Bonaventure Cemetery
4. Greenwich addition to Bonaventure Cemetery

The overall objectives of the Organization are:

- a. To provide burial as needed, and to disinter bodies as required.
- b. To provide general maintenance within the Cemeteries
- c. To provide special care to designated lots in the cemeteries. These are lots which are under perpetual care or annual care. This is a contractual service provided by the City.



Park and Tree/Cemeteries 3200's				
EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 786,768	\$ 896,981	\$ +110,213
Contractual Services		33,723	54,243	+ 20,520
Commodities		32,254	51,040	+ 18,786
Revolving Funds		145,139	189,438	+ 44,299
Capital Outlay		42,760	27,102	- 15,658
Bond Amortization		0	0	0
TOTAL		\$1,040,644	\$ 1,218,804	\$ +178,160
	Staff-Years	74.00	83.00	+ 9



## PARK AND TREE/CEMETERIES

Explanation of Changes:

The 1979 Proposed Budget has increased \$178,160 over the 1978 Projected Expenditures. An explanation of major changes follows.

Personal Services:

Personal Services' costs have increased \$110,213. Three additional Maintenance Service positions have been included in the 1979 Cemeteries budget at a cost of \$17,415. Three Tree Trimmer positions, two Light Equipment Operator positions, and one Crew Chief position have been included in the 1979 Park and Tree budget at a cost of \$38,200. All of the positions added to the Park and Tree budget will serve the annexed areas. Merit increases and pay adjustments for both departments were \$27,653 and \$21,838, respectively.

Contractual Services:

Contractual Services' expenses have increased \$20,520. Building Repair increased \$1,528 and involved renovation of a caretaker's house. Insurance costs rose \$6,813. Rentals increased \$5,563 and included the cost of uniforms for Cemetery personnel. Other Contractual Services increased \$2,898 and included the Porti Johns to service River Street. Further costs were in the Professional Services minor code and involved the contract removal of trees on private property.

Commodities:

Commodities have increased \$18,786. Much of this large increase is due to the impact that annexation has had on Park and Tree's

responsibilities. Repair Parts and Equipment increased \$3,169. Chemicals rose \$7,575 and reflect an increased reliance on the use of chemicals to control weed growth. Clothing and Personal supplies increased \$2,121. Tools and Shop Supplies were up \$1,538.

Revolving Fund:

The charges for Revolving Fund services have increased \$44,299 due to a higher allocation in the vehicle maintenance budget. A sizeable portion of this increase is directly related to annexation costs involving vehicle repair costs, vehicle parts, and outside vehicle repairs.

Capital Outlay:

Expenses for Capital Outlays have declined \$15,658. In 1979 \$27,102 is budgeted for the purchase of a riding mower, twelve lawn mowers, nine weed eaters, nine chain saws, five edgers, a tractor edger, three hydraulic saws, six mobile radios, a hedge clipper, a gas blower, two generators, a vacuum machine and miscellaneous office equipment.

Park and Tree 3220				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 439,698	\$ 493,951	\$ 548,297	\$ 548,297
Contractual Services	13,947	11,421	17,729	17,729
Commodities	16,747	15,860	28,840	28,840
Revolving Funds	102,726	113,214	154,035	154,035
Capital Outlay	914	11,159	19,310	19,310
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 574,032</b>	<b>\$ 645,605</b>	<b>\$ 768,211</b>	<b>\$ 768,211</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Grounds Maintenance Worker	18.00	18.00	25	\$ 129,592
Tree Trimmer	4.00	6.00	28	48,867
Light Equipment Operator	3.00	6.00	29	43,508
Senior Grounds Maintenance Worker	3.00	3.00	29	27,189
Medium Equipment Operator	1.00	1.00	31	8,910
Senior Maintenance Service Worker	1.00	1.00	31	7,395
Crew Chief	1.00	2.00	31	15,823
Senior Clerk Typist	1.00	1.00	32	7,605
Senior Tree Trimmer	6.00	6.00	34	58,056
Park Maintenance Supervisor	3.00	3.00	39	34,006
Equipment Mechanic	1.00	1.00	39	10,618
Park Maintenance Superintendent	1.00	1.00	44	12,277
Park and Tree Director	1.00	1.00	68	22,916
Total	44.00	50.00		

The figures above exclude twenty-four authorized CETA positions at a total cost of \$182,850.



Park and Tree 3220  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
	60 acres of parks 12 times/year		Frequency which maintenance schedules are met:									
C. Hauling trash, debris & litter	200 other acres 4 times/year	4,200	90%	98%	2.32 st/hrs per load	2.21	\$ 51,385	63,216	4.0	5.0	\$ 16.06 per load	\$15.05
D. Planting, fertilizing and pruning	300 Acres planted, pruned and fertilized	450	75%	90%	18.53 st/hrs per acre	12.35	44,962	40,566	3.0	3.0	149.87 per acre	90.15
	2,000 lbs. of grass seed planted annually	300	75%	95%								
	Trees pruned per year	20,000	75%	100%								
	Shrubs pruned per year	20,000	75%	100%								
E. Collection of litter in parks, squares, & medians	60 acres Annual collection frequency of 156 times/year	90	70%	95%	.20 st/hrs per acre	.20	12,847	13,689	1.0	1.5	1.37 per pickup	.98

Park and Tree 3220  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
F. Spraying herbicides, fungicides, and pesticides	840 acres per year	1,600 acres per year	90%	95%	2.21 st/hrs per acre	1.16 st/hrs per acre	\$ 12,847	\$ 14,588	1.0	1.0	\$ 15.29 per acre	\$ 9.12 per acre
G. Weeding (cutting by machine)	70 acres/12 times per year	140 acres/12 times per year	85%	90%	1.46 st/hrs per acre	1.46 st/hrs per acre	38,539	31,740	2.0	2.0	15.18 per acre	12.51 per acre
H. Annuals (planting and maintenance)	8,000 Planted annuals & bulbs	10,000 Planted annuals & bulbs	90%	95%	.23 st/hrs per planting	.19 st/hrs per planting	12,847	14,588	1.0	1.0	1.61 per planting	1.46 per planting

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
I. General Repair (Includes cleaning and painting)	Repair of:											
		1. benches (500)	95%	95%								
		2. fountains repaired and cleaned (12)										
		3. sprinklers repaired & cleaned (3000)										
		4. fences painted (2000 ft-50 times/yr)										
		5. all mowers, tools, & chainsaws (200 times/year)										
J. Maintain Park and Tree Nursery		6. Vapor lights (Emmitt Park)	90%	95%	308.83	308.83	15,415	19,451	1.0	1.0	2,569	3,242
		240 trees and shrubs				st/hrs per acre/per year					per acre/per year	
		6 acres of trees & shrubs maintained 52 times per year										

Park and Tree 3220  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
III. Maintain Trees												
A. Trimming	8,000 Trees trimmed per year	12,000	85% Respond to all service requests within 2 days. Emergencies within 1 hour	95%	1.97 st/hrs per tree	1.62 st/hrs per tree	\$109,194	\$167,220	8.5	10.5	\$ 13.65	\$ 13.94 per tree
B. Tree removal	500 Trees removed per year	600	100% Removed within 4 days of notification.	100%	7.41 st/hrs per tree	7.72 st/hrs per tree	38,539	61,060	2.0	2.5	77.08	101.77 per tree
C. Stump Removal	400 Stumps removed per yr.	500	90% Removed within 5 days of notification.	100%	9.27 st/hrs per stump	7.41 st/hrs per stump	12,847	25,452	2.0	2.0	32.12	50.90 per stump
D. Spraying	5,000 Gallons of pesticides sprayed per year	8,000	60% Frequency spraying schedules are met	75%	.185 st/hrs per gallon	.116 st/hrs per gallon	6,423	9,495	.5	.5	1.28	1.19 per gallon
Total							\$645,605	\$768,211	44.0	50.0		

Cemetery Operations 3230				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 276,773	\$ 292,817	\$ 348,684	\$ 348,684
Contractual Services	9,261	22,302	36,514	36,514
Commodities	14,831	16,394	22,200	22,200
Revolving Funds	20,758	31,925	35,403	35,403
Capital Outlay	5,453	31,601	7,792	7,792
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 327,076</b>	<b>\$ 395,039</b>	<b>\$ 450,593</b>	<b>\$ 450,593</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Clerk Typist	1.00	1.00	24	\$ 6,519
Maintenance Service Worker	11.00	14.00	25	96,500
Int. Maintenance Service Worker	5.00	5.00	29	38,626
Light Equipment Operator	2.00	2.00	29	15,849
Medium Equipment Operator	1.00	1.00	31	9,457
Senior Maintenance Service Worker	4.00	4.00	31	36,487
Supervisory Maint. Service Worker	2.00	2.00	34	20,333
Cemetery Supervisor I	2.00	2.00	44	20,708
Cemetery Supervisor II	1.00	1.00	46	10,946
Cemetery Administrator	1.00	1.00	65	17,831
<b>Total</b>	<b>30.00</b>	<b>33.00</b>		

The figures above exclude twenty authorized CETA positions at a total cost of \$152,375.

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Laurel Grove North a. Maintain Grounds	50 Acres 3,054 total lots	50 Acres 920 Lots Growing Season/13 cycles. 10 working days	75 Complaints	50 Complaints	0.60 st/hrs/lot cycle	0.58 st/hrs/lot cycle	\$74,281	\$79,599	6.0	6.0	\$ 84.22	\$86.52 per perpetual care lot
b. Clean Perpetual Care Lots*	882 Lots Growing Season/13 cycles. 10 working days	920 Lots Growing Season/13 cycles. 10 working days			Combined (21 cycles)							
2. Laurel Grove South a. Maintain Grounds	36.4 Acres 3,053 total lots	36.4 Acres 3,053 total lots	50 Complaints	25 Complaints	1.58 st/hrs/lot (8 cycles)	1.51 st/hrs/lot (8 cycles)	56,082	66,803	2.5	3.0	1,540.71	1,835.25 per acre
b. Clean Perpetual Care Lots*	89 Lots Non-Growing Season/ 8 cycles. 15 work- ing days	89 Lots Non-Growing Season/ 8 cycles. 15 work- ing days			9.79 st/hrs/acre (13 cycles)	11.74 st/hrs/acre (13 cycles)						
c. Assist in Burials	138 opening and closings (2 Cemeteries)	138 opening and closings (2 Cemeteries)			6.51 st/hrs lot (8 cycles)	7.81 st/hrs lot (8 cycles)			.66	.66		
d. General Care and Trash Removal	86.4 Acres (2 Cemeteries)	86.4 Acres (2 Cemeteries)			8.86 st/hrs/openings and clos- ings	8.86 st/hrs/openings and clos- ings			.84	1.34		

\*Perpetual Care Lots are cleaned twenty-one times annually. Non-Perpetual Care Lots are cleaned twice annually or as needed.

Cemeteries 3230  
ACTIVITY.

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY	PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979		1978	1979	1978	1979	1978	1979	1978	1979
3. Bonaventure/ Greenwich a. Maintain Grounds	23.7 Acres 21 cycles. 12 1/2 working days	23.7	120 Complaints	50.26 st/hrs per acre (21 cycles)	55.85	\$264,676	\$304,191	13.5	15.0	\$ 86.35	\$94.47
b. Clean Per- petual Care Lots*	3,065 Lots 21 cycles. 12 1/2 working days	3,220		.39 st/hrs/ lot (21 cycles)	.41						
c. Assist in Burials	394 Openings and Closings	430		16.46 st/hrs/openings & closings	17.24			3.5	4.0		
d. General Care and Trash Removal	23.7 Acres 21 cycles. 12 1/2 working days	23.7		11.17 st/hrs/acre (21 cycles)	11.17			3.0	3.0		
Total						\$395,039	\$450,593	30.00	33.00		

Interest on perpetuity lots is \$70,000.

Cemetery Fees for burials are \$72,000.

\*\*Perpetual Care Lots are cleaned twenty-one times annually.

Non-Perpetual Care Lots are cleaned twice annually or as needed.



## Interdepartmental 3600's

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 782,009	\$ 717,733	\$ - 64,276
Contractual Services		3,269,253	2,884,065	-425,188
Commodities		0	0	0
Revolving Funds		0	0	0
Capital Outlay		0	0	0
Bond Amortization		1,141,842	1,279,596	+137,754
TOTAL		\$5,193,104	\$ 4,841,394	\$ -351,710
	Staff-Years			



## INTERDEPARTMENTAL

Explanation of Changes:

The \$4,841,394 Proposed Budget for Interdepartmental activities declines by \$351,710. The 1978 Projection includes \$1,401,870 for annexation-related startup costs, which are only partially offset by increased costs in the regular Interdepartmental accounts. A more detailed explanation of the changes follows.

Personal Services:

Personal Services expenses in 1979 are budgeted at \$717,733, a decrease of \$64,276. Increases of \$32,049 in Employee Pensions and \$47,370 in Employee Services have been more than offset by the \$144,000 decline resulting from annexation and other one-time expenses in 1978.

Contractual Services:

The \$2,844,065 budget in this series has declined by \$425,188, again mostly due to 1978's annexation-related expenses, plus the absence of a Vehicle Replacement Contribution requirement in 1979. A \$105,175 Contingencies budget is proposed of which \$15,500 is reserved for the new Assistant City Attorney in the Legal Department and \$7,000 is ear-marked for the Athletics participants insurance program. An increase of \$407,510 is budgeted for Contributions to Outside Agencies. The \$347,858 increase for Savannah Transit Authority includes \$193,600 for capital expenditures, \$90,000 for the new bus barn and \$342,178 for operating costs. Medical costs are also included in this series.

Debt Retirement:

The 1979 Debt Services' requirements increased \$137,754. Funds for coverage of 1979 costs related to the G.O.B. sale in 1978 plus another sale projected in 1979 have been included in the 1979 budget.

## INTERDEPARTMENTAL BUDGET DETAIL

		1978	1979
<u>Activity</u>		<u>Projected</u>	<u>Proposed</u>
3611	Employee Pensions	\$ 564,639	\$ 596,688
3612	Employee Services	195,020	221,987
3620	Judgements and Losses	78,680	90,000
3630	Contingencies	N/A	105,175
3640	Debt Service	1,144,842	1,284,396
3656	Vehicle Replacement Contr.	95,703	0
3660	Contribution to CIP	787,442	1,246,440
3681	Other Expenses	36,425	715
3682	Annexation Related Expenses	1,401,870	N/A
3685	Contributions	<u>888,483</u>	<u>1,295,993</u>
	Total	\$5,193,104	4,841,394

PROPOSED GENERAL FUND CONTRIBUTION  
1979 CAPITAL IMPROVEMENT PROGRAMActivity 3660

Landfill	\$ 200,000
Vehicle Maintenance	12,000
Traffic Control	39,000
Leisure Services	121,000
Police	30,000
Fire	532,460
Park and Tree	61,000
City Hall Renovation	90,780
Public Development - Engineering	24,200
Miscellaneous/Contingency	<u>136,000</u>
Total	<u>\$1,246,440</u>

## SUMMARY OF CONTRIBUTIONS

<u>Cultural Activities</u>	1978 <u>Contribution</u>	1979 <u>Recommendation</u>
Telfair Academy	\$ 22,000	\$ 25,000
Science Museum	10,000	15,000
Symphony Society	23,911	30,374
Ballet Guild	5,000	5,000
Ballet South	5,000	5,000
Little Theatre	10,000	15,000
Fort Jackson	0	12,000
TOTAL	\$ 75,911	\$ 107,374
 <u>Social Services</u>		
Senior Citizens-Water	\$ 350	\$ 600
Goodwill Industries-Water	600	0
Volunteer Action Center	5,000	5,000
International Seamen's House	1,750	1,750
Senior Citizens-Transportation	18,000	18,000
Georgia Infirmary Inc.	10,008	0
TOTAL	\$ 35,708	\$ 25,350
 <u>Manpower Services</u>		
Summer Youth Program	\$ 7,500	\$ 7,500
 <u>Community Promotion</u>		
Red Carpet Tour	\$ 1,500	\$ 1,500
Convention Center	87,000	100,000
TOTAL	\$ 88,500	\$ 101,500
 <u>Public Safety</u>		
Civil Defense Council	\$ 24,937	\$ 31,706
 <u>Transportation</u>		
Transit Authority	\$ 277,920	\$ 625,778

	<u>1978</u> <u>Contribution</u>	<u>1979</u> <u>Recommendation</u>
<u>Planning - Community &amp; Regional</u>		
MPC	\$ 200,000	\$ 199,000
APDC	28,165	28,165
TOTAL	<u>\$ 228,165</u>	<u>\$ 227,165</u>
 <u>Dues</u>		
GMA	\$ 12,526	\$ 12,526
Conference of Mayors	2,256	2,256
National League of Cities	3,500	2,600
TOTAL	<u>\$ 18,282</u>	<u>\$ 17,382</u>
 <u>Inter-fund Transfers</u>		
Contribution to Golf Course	\$ 131,560	\$ 127,238
<u>Miscellaneous Contributions</u>	-	25,000
GRAND TOTAL	<u><u>\$ 888,483</u></u>	<u><u>\$1,295,993</u></u>

PUBLIC DEVELOPMENT/LABOR RESOURCES

The fiscal year for these funds does not correspond to the fiscal year of the City's budgets. Hence, the figures here are not final and are included for information only.



BUREAU OF PUBLIC DEVELOPMENT  
FOURTH YEAR PROGRAM BUDGETS\*

<u>ACTIVITY NUMBER</u>	<u>TITLE</u>	<u>BUDGET</u>
4570	Bureau Chief's Office	\$ 199,623
4571	Public/Human Services	95,269
4572	Community Planning and Development	248,619
4573	CD Blind Program	114,677
4574	Housing Department	182,083
4575	Contribution to Capital Improvements	3,454,560
4576	Day Care - EDA	144,625
4577	Homemaker Services	116,541
4578	Savannah Area Minority Contractors Association	79,000
4580	Blind Program - Title XX	13,477
4582	CD Day Care - Greenbriar	10,000
4583	CD Day Care - EDA	38,237
4584	Contingencies	496,571
4585	Day Care Training Services	11,366
4586	Day Care Nursing Services	7,352
4587	Litter Control	15,000
4588	Housing Rehabilitation	<u>470,000</u>
	4TH YEAR GRANT TOTAL	<u><u>\$5,697,000</u></u>

CDBG year is July 1, 1978 - June 30, 1979



Bureau Chief's Office 4570				
EXPENDITURE CODE	SECOND YEAR PROGRAM	THIRD YEAR PROGRAM	FOURTH YEAR PROGRAM	
Personal Services	\$ 119,491	\$ 137,763	\$ 144,566	
Contractual Services	15,775	24,775	31,051	
Commodities	1,771	1,565	1,975	
Revolving Funds	24,147	65,219	21,731	
Capital Outlay	748	1,253	300	
Bond Amortization	0	0	0	
TOTAL	\$ 161,932	\$ 230,575	\$ 199,623	

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Mail Clerk/Custodian	1.00	1.00	24	\$ 6,095
Account Clerk	1.00	1.00	31	7,230
Senior Clerk Stenographer	1.00	1.00	35	7,709
Administrative Secretary	1.00	1.00	40	8,970
Accountant	1.00	1.00	51	12,180
Grants Officer	1.00	1.00	54	13,001
Senior Management Analyst	1.00	1.00	59	15,403
Compliance Officer	1.00	1.00	59	15,403
Assistant City Manager-Public Development	1.00	1.00	81	30,496
Total	9.00	9.00		



## HUMAN SERVICES DEVELOPMENT

Functions:

Human Services Development is responsible for the following:

1. Coordinating development of an Integrated Human Services System.
2. Preparing applications and securing grants and contracts for Human Services Programs.
3. Managing and maintaining grants and contracts.
4. Managing, monitoring and evaluating Human Services Programs.



Public/Human Services 4571				
EXPENDITURE CODE	SECOND YEAR PROGRAM	THIRD YEAR PROGRAM	FOURTH YEAR PROGRAM	
Personal Services	\$ 68,373	\$ 69,773	\$ 77,322	
Contractual Services	6,777	14,808	9,340	
Commodities	1,582	655	1,364	
Revolving Funds	11,693	6,627	7,243	
Capital Outlay	3,768	0	0	
Bond Amortization	0	0	0	
TOTAL	\$ 92,193	\$ 91,863	\$ 95,269	

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Senior Clerk Typist	1.00	1.00	32	\$ 7,011
Program Analyst	2.00	2.00	48	21,801
Planner	1.00	1.00	55	13,730
Human Services Director	1.00	1.00	65	18,271
Total	<u>5.00</u>	<u>5.00</u>		

Public Development-Public Human Services 4571  
Activity

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Prepare Title XX Proposals	2	3	Quality indicated by receipts of grants.		176.04	172.95	\$ 5,290	\$ 5,402	.19	.28	\$2,645	\$1,801
	Grant Proposals				st/hrs per proposal						per proposal	
2. Prepare Title XX Proposal Amendments	2	3	Quality indicated if service is uninterrupted.		55.59	30.88	946	964	.06	.05	473	321
	Grant Proposals				st/hrs per amendment						per amendment	
3. Prepare Contracts and Sub-Contracts	11	10			11.79	11.12	1,136	1,158	.07	.06	103	116
	Contracts & Sub-Contracts				st/hrs per document						per contract	
4. Prepare Public Development Budgets	4	4			33.35	33.35	1,699	1,737	.09	.09	340	347
	Program Budgets				st/hrs per budget						per budget	
	Administrative Budget	1										
5. Compile and submit fiscal and program Reports	80	114	Compliance with deadlines		3.24	3.74	4,342	4,440	.14	.23	54	39
	Reports				st/hrs per report						per report	
6. Prepare and execute amendments to contracts, sub-contracts, budgets and program descriptions.	2,000	1,000			.27	.33	3,395	3,472	.29	.18	1.70	3.47
	Transactions				st/hrs per transaction						per transaction	

Public Development-Public Human Services 4571  
Activity

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
7. Complete monthly analysis of fiscal operation of contract agencies.	68	84 evaluations	Detail and approach- riateness of analysis and resultant re- commendations.		34.06 st/hrs per evaluation	32.21	\$26,925	\$27,279	1.25	1.46	\$ 396	\$ 325 per evaluation
8. Compile program evaluation reports and recommendations.	5	6 contracts	Detail and approach- riateness of analysis and resultant re- commendations.		489.19 st/hrs per contract	376.78	22,090	22,784	1.32	1.22	4,413	3,797 per contract
9. Evaluate relationship of contract programs to CDBG.	4	4 program evaluations	Continued CDBG funding for contract agencies.		213.09 st/hrs per program	254.79	10,475	10,612	.46	.55	2,619	2,653 per program evaluation
10. Provide technical assistance to human services agencies.	36	48 incidences			3.60 st/hrs per incident	2.32	1,135	1,156	.07	.06	32	24 per incident
11. Provide staff support to multi-agency group planning efforts	6	8 groups	Continued progress in formalizing coordinations of human services planning		71.03 st/hrs per group	39.38	3,238	3,281	.23	.17	540	410 per group

Public Development - Public Human Services - 4571  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
12. Special evaluation as requested, monthly and annual reports and miscellaneous internal tasks.	600	400			2.56	3.01	\$11,192	\$12,984	.83	.65	\$18.65	\$32.46
		assignments			st/hrs per assignment						per assignment	
Total							\$91,863	\$95,269	5.00	5.00		

## COMMUNITY PLANNING AND DEVELOPMENT

Functions:

Community Planning and Development (CPD) has four basic functions:

1. Compiling and presenting statistical information on the socio-economic and physical conditions of the people and the City;
2. Providing citizens with information on the City, its services, and its plans, and soliciting citizens' ideas and comments on the City's development programs;
3. Recommending and initiating development programs and projects based on the results of its studies and citizens' interaction;
4. Administering the Community Development Block Grant.



## Community Planning and Development 4572

EXPENDITURE CODE	SECOND YEAR PROGRAM	THIRD YEAR PROGRAM	FOURTH YEAR PROGRAM	
Personal Services	\$ 165,711	\$ 174,881	\$ 169,710	
Contractual Services	26,703	9,903	59,585	
Commodities	3,765	4,681	3,645	
Revolving Funds	25,819	35,208	13,679	
Capital Outlay	4,613	0	2,000	
Bond Amortization	0	0	0	
TOTAL	\$ 226,611	\$ 224,673	\$ 248,619	

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk	1.00	1.00	27	\$ 6,558
Intermediate Clerk Typist	2.00	2.00	28	13,612
Research Technician	1.00	1.00	31	7,409
Citizen Participation Coordinator	1.00	1.00	54	13,088
Management Analyst	2.00	2.00	55	26,650
Planner	2.00	2.00	55	26,650
Senior Management Analyst	1.00	1.00	59	15,403
Senior Planner	1.00	1.00	60	15,403
Community Planning/Development Adm.	1.00	1.00	65	18,271
Total	<u>12.00</u>	<u>12.00</u>		

Public Development - Community Planning and Development 4572  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Research and Policy Analysis	6	5	1	1	1,390	1,519	\$ 95,743	\$96,711	4.50	4.10	\$ 15,957	\$ 19,342
	City-wide surveys and analysis											
	4	3	1	0	463	957	9,458	9,551	1.0	1.55	2,364	3,184
	neighborhood surveys and analysis											
	7	3	3	3	529	581	30,255	20,567	2.0	.94	4,322	6,855
	City policy and administrative procedures studies											
	122	180	976	1,440	8	5	9,216	9,065	.50	.45	75.54	50.36
Meetings with citizens												
2. Citizen Participation	2	4	60	220	93	32	2,158	2,101	.10	.07	1,079	525
	Public hearings											
	3	2	30	50	124	65	3,880	3,537	.20	.07	1,293	1,768
	Project with citizens											
	2	4	2,000	6,000	463	120	9,058	8,989	.50	.26	4,529	2,247
Publications												

Public Development - Community Planning and Development 4572

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	
3. Program Development and Planning	12	64	600	1,600	N/A	N/A	1,940	1,890	.10	.11	\$ 3.23
		Exhibit Sites	persons reached								person reached
	4	20	4	20	46	29	1,940	1,890	.10	.31	465.00
		Number of citizen complaints handled	persons reached	st/hrs per complaints							per complaint
4. CDBG Administration	1	5	1	5	3,706	767	11,898	42,159	2.0	2.07	21,356
		programs and plans developed	programs and plans followed or carried out		st/hrs per program and plans						per program
	3	2	0	0	618	1,918	49,127	52,159	1.0	2.07	16,376
	Reports written and formally submitted	revisions, amendments and Up-dates		st/hrs. per written report							per written report
Total							\$ 224,673	\$ 248,619	12.0	12.0	



## HOUSING

Functions:

The basic functions of the Housing Department are to encourage the repair and improvement of substandard owner-occupied residential property and to promote good quality and reasonably priced housing unit repairs and improvements. In general these functions include:

1. Providing information to residents enabling them to properly interpret the Homeowner Rehabilitation Assistance Program.
2. Providing technical assistance to homeowners in identifying needed repairs and processing loan/grant applications.
3. Determining applicants' eligibility and administering loans and grants for the purpose of rehabilitation repairs.
4. Assisting homeowners in securing bids from contractors to make the repairs.
5. Monitoring the repair work performed by the contractors.
6. Planning and coordination of Housing Services Programs within the city limits and monitoring of program activities.
7. Providing housing planning and coordinating assistance in the Neighborhood Revitalization Program.
8. Encouraging the repair and improvements of substandard renter-occupied residential property.
9. Promoting the coordination of housing rehabilitation activities.
10. Providing information to tenants and landlords enabling them to properly interpret the Rental Assistance Program.
11. Providing information and technical assistance to contractors and developers in processing Rent Subsidies applications.

Additional functions of the department include the review of all proposed federally funded multi-family projects within the City limits and the development of the City 's annual Housing Assistance Plan Document.



## Housing Division 4574

EXPENDITURE CODE	SECOND YEAR PROGRAM	THIRD YEAR PROGRAM	FOURTH YEAR PROGRAM	
Personal Services	\$ 14,388	\$ 99,070	\$ 139,209	
Contractual Services	4,888	21,718	26,517	
Commodities	1,340	3,095	4,202	
Revolving Funds	0	9,474	11,202	
Capital Outlay	12,579	3,549	953	
Bond Amortization				
TOTAL	\$ 33,195	\$ 136,906	\$ 182,083	

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Intermediate Clerk Typist	1.00	1.00	28	\$ 6,501
Account Clerk	0.00	1.00	31	6,724
Senior Clerk Typist	1.00	1.00	32	7,186
Principal Clerk	1.00	1.00	38	8,360
Financial Counselor	1.00	1.00	47	10,891
Rehabilitation Specialist	2.00	3.00	49	21,959
Senior Rehabilitation Specialist	0.00	1.00	51	11,817
Housing Specialist	0.00	1.00	51	11,924
Planner	1.00	1.00	55	13,235
Special Projects Coordinator	0.00	1.00	57	13,970
Program Coordinator	1.00	1.00	59	14,669
Housing Director	1.00	1.00	65	18,271
	9.00	14.00		

Public Development - Housing 4574

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST 1978	UNIT COST 1979
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979		
1. Homeowner Re-habilitation Assistance	180 cases initiated	180 cases completed	15 cases completed	180 cases completed	41.17 st/hrs per house rehabilitated	51.47 st/hrs per house re-habilitated	\$ 57,504	\$76,111	4.0	5.0	\$ 319.47 per case	\$422.84
2. Multi-family Re-habilitation Assistance	4 cases initiated	50 cases completed	4 cases completed	50 cases completed	694.88 st/hrs per structure rehabilitated	148.24 st/hrs per structure re-habilitated	24,336	32,218	1.50	4.00	6,084.00 per case	644.36
3. Conduct Housing Studies	5 Study needs identified	20 ident-ified	5 studies completed	20 studies completed	555.90 st/hrs per study	185.30 st/hrs per study	22,423	29,671	1.50	2.00	4,484.60 per study	1,483.55
4. Administration Total							32,643	44,083	2.00	2.00		
							\$136,906	\$182,083	9.00	13.00		

## LABOR RESOURCES ACTIVITIES

Listed below by activity are the estimated 1979 budgets for Labor Resources activities. All are funded by Federal Grants except 4440 - Summer Youth Employment, which is a City funded activity.

4430 - CETA PRIME Sponsor Staff	\$ 176,970
4440 - Mayor's Council on Youth Opportunity	7,500
4441 - YCCIP-Out of School	34,537
4442 - YCCIP-In School	34,538
4443 - Youth Employment Training Program- Out of School	110,407
4444 - Youth Employment Planning Grant Title III	246,467
4460 - Opportunities Industrialization Center	107,592
4465 - CETA Title VI	291,242
4466 - CETA Title VI-Special Projects	2,015,939
4470 - CETA Public Services Employment	234,151
4492 - CETA Summer Youth	534,915
4495 - CETA Work Experience	156,170
4497 - CETA Title II Public Services Employment	149,173
4499 - Summer Support - Leisure Services	<u>31,170</u>
	<u>\$ 4,130,771</u>



LABOR RESOURCES DEPARTMENT  
PRIME SPONSOR STAFF

Functions:

The Prime Sponsor Staff administers labor resource programs under the Comprehensive Employment and Training Act of 1973 (CETA). The Prime Sponsor of these programs is the Savannah/Chatham Employment and Training Consortium, established by agreement between the City of Savannah and Chatham County. The agreement specifies that the City shall serve as administrative agent in behalf of the Prime Sponsor and this staff fulfills that obligation.

Some components of the program (classroom training, pre-trial intervention, manpower services) are contracted to agencies of demonstrated effectiveness such as the Savannah Vocational-Technical Schools, the Employment Service, etc. Other components (Public Service Employment) are operated directly by the staff which is also responsible for preparation of the Annual Comprehensive Plan, grant applications and grant modifications. Monitoring and evaluating all participating agencies and programs are also responsibilities. Others include auditing, settling of participant grievances, establishing linkages with non-CETA manpower agencies and administering the Mayor's Council on Youth Opportunity program.



Prime Sponsor Staff 4430				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 83,885	\$ 136,371	\$ 139,233	\$ 139,233
Contractual Services	10,739	21,930	22,958	22,958
Commodities	2,786	4,880	4,880	4,880
Revolving Funds	8,005	6,408	8,399	8,399
Capital Outlay	525	1,500	1,500	1,500
Bond Amortization	0	0	0	0
TOTAL	\$ 105,940	\$ 171,089	\$ 176,970	\$ 176,970

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Clerk	2.00	2.00	23	\$ 12,842
Intermediate Clerk Typist	1.00	1.00	28	6,501
Senior Clerk	1.00	1.00	31	6,895
Senior Clerk Typist	1.00	1.00	32	7,409
Administrative Assistant	1.00	1.00	40	11,980
Labor Resources Technician	1.00	2.00	46	13,432
Management Analyst	.50	1.00	55	13,325
Labor Resources Coordinator	1.00	1.00	55	13,325
Labor Resources Director	1.00	1.00	68	21,015
Total	9.50	11.00		

Labor Resources - Prime Sponsor Staff 4430  
Activity

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Vocational Education	250 Participants	250 Participants	25 #non-positive terminations	22	.70 st/hrs per participant	.82	\$ 1,690	\$ 1,739	.095	.110	\$ 6.76	\$ 6.96 per participant
2. Public Service Employment	1,980 Participants	1,980 Participants	575 #non-positive terminations	560	4.36 st/hrs per participant	5.04	85,301	86,729	4.655	5.390	43.08	43.80 per participant
3. Work Experience (Operation Diploma, Sr. Community Service Workers, In-School and VEAP)	275 Participants	300 Participants	28 #non-positive terminations	25	3.84 st/hrs per participant	4.08	9,639	10,570	.57	.66	35.05	35.23 per participant
4. Summer Youth Employment	1,150 Participants	1,250 Participants	95 #non-positive terminations	103	4.59 st/hrs per participant	4.89	50,694	53,181	2.85	3.30	44.08	42.54 per participant
5. Pre-Trial Intervention (GDOL)	120 Participants	0 Participants	0 #non-positive terminations	0	1.31 st/hrs per participant	0	1,912	0	.085	0	15.93	0 per participant
6. Feeder Training (OIC)	110 Participants	110 Participants	10 #non-positive terminations	8	1.60 st/hrs per participant	1.85	1,690	1,739	.095	.110	15.36	15.81 per participant
7. On-The-Job Training	145 Participants	225 Participants	45 #non-positive terminations	40	1.21 st/hrs per participant	1.81	1,690	3,479	.095	.220	11.66	15.46 per participant

Labor Resources - Prime Sponsor Staff 4430  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	
8. Manpower Services Unit	4,495	4,605	822	789	.12	.13	\$ 5,069	\$ 5,218	.285	.330	\$ 1.13 per participant
9. Subcontractor Audits	78	0	78	0	2.26		1,690	0	.095	0	21.67 per audit
10. Offender Diagnostic	5	0	0	0	3.71	0	178	0	.01	0	35.60 per participant
11. Career Employment Experience	460	490	35	31	2.68	3.33	11,536	14,315	.665	.88	25.08 per participant
							\$171,089	\$176,970	9.50	11.00	

\* The # of non-positive terminations denotes those participants that were terminated before being placed in non-subsidized jobs.



REVOLVING FUND



REVOLVING FUND

The total proposed budget for the Revolving Fund is \$5,732,440. The activities in this Fund provide services to other City funds and outside agencies. The proposed revenue budget of \$4,671,980 funds all services in this fund except Vehicle Replacement. The replacement of vehicle is funded through vehicle depreciation and special contributions, if necessary.

Revenues

Operating revenues for this fund accumulate from charges to the City's operating funds and outside agencies which utilize its services. The General Fund is the largest user of Revolving Fund services, hence it contributes the largest portion of revenues, \$3,530,799 or 75.6% of the total. A table of the total operating revenues by source for each Revolving Fund department is found on page 225.

Appropriations

A \$5,732,440 expenditure appropriation will be necessary in 1979. This is an increase of \$710,383 over the 1978 projection. Annexation-related expenses account for \$244,428 or 34.4% of the total increase.

RECOMMENDED APPROPRIATIONS BY MAJOR CODE FOR 1979

<u>Object Code</u>	<u>Projected 1978</u>	<u>Recommended 1979</u>	<u>Difference</u>
Personal Services	\$1,644,780	\$1,755,371	\$+110,591
Contractual Services	1,120,092	1,430,031	+309,939
Commodities	1,073,001	1,311,666	+238,665
Revolving Funds	204,851	162,629	- 42,222
Capital Outlay	20,230	12,283	- 7,947
Vehicle Purchases	<u>959,103</u>	<u>1,060,460</u>	<u>+101,357</u>
Total	\$5,022,057	\$5,732,440	\$+710,383

Personal Services: The \$1,755,371 expenditure proposal is \$110,591 or 6.7% above the 1978 level. Pay adjustments and merit increases total \$65,524 and \$45,736, respectively. Three annexation-related positions have been added at an estimated cost of \$31,900. Pension, social security and other employee benefits account for the remaining increases, which are partially offset by savings of \$60,000 resulting from the deletion of a total of eight positions in Vehicle Maintenance and Central Services.

Contractual Services: The \$1,430,031 budget in this series rises \$309,939 or 27.7%. The Rentals budget increases by \$138,352 mostly due to Data Processing's rental of new computer equipment and space at the new Courthouse. Higher anticipated prices and annexation expenses add \$135,570 to the outside vehicle repair budget. Electricity expenses rise \$22,550 due to inflation and the cost of Data Processing's utilities at the Courthouse, which are budgeted for the first time in 1979.

Commodities: The Commodities budget rises \$238,665 due to inflation and annexation. The largest budgets in this series are: \$593,153 for Vehicle Parts which increases \$111,583, \$167,158 for Diesel Fuel which increases \$33,231, and \$367,544 for Gasoline which increases by \$54,778.

Revolving Fund: The 1979 proposed budget decreases by \$42,222. The reduction occurs in Data Processing's housekeeping and maintenance funds since its move to the Courthouse. Changes in Central Services' charge out system for Building and Electrical work further reduce the budget in this series.

Capital Outlay: The \$12,283 expenditure proposal is \$7,947 less than 1978 projected expenses. A list of the capital purchases for each activity appears in the Capital Outlay List in the Appendix beginning on page 341.

Vehicle Purchases: The Vehicle Replacement budget is \$1,060,460, an increase of \$101,357 over 1978 costs. A complete list of all vehicles to be replaced begins on page 336. Vehicle Depreciation is the primary funding source for vehicle replacements. A schedule of all funding sources by fund is summarized on page 271 and a complete listing by activity begins on page 333.

	1978		1979		1979		1979		1979	
	Projected Expenditures	Current Svc. Level	Price Change	Quantity Change	Total Base	Annexation Budget	Total Budget	Annexation Budget	Total Budget	
EVOLVING FUND										
Data Processing	\$ 787,801	\$ 768,770	\$ 39,674	\$ 160,059	\$ 968,503	\$ -	\$ 968,503	\$ -	\$ 968,503	
Engineering	232,779	256,347	9,371	0	265,718	400	266,118	400	266,118	
Vehicle Maintenance	954,121	960,126	59,298	-60,570	958,854	33,111	991,965	33,111	991,965	
Vehicle Fleets										
Vehicle Costs/Comm. Refuse	180,866	180,750	23,275	0	204,025	16,500	220,525	16,500	220,525	
Vehicle Costs/St. Sweeping	166,678	166,678	6,190	0	172,868	30,000	202,868	30,000	202,868	
Vehicle Costs/Res. Refuse	134,000	134,000	19,700	0	153,700	45,640	199,340	45,640	199,340	
Vehicle Costs/Other Police	91,750	91,750	4,637	0	96,387	0	96,387	0	96,387	
Vehicle Costs/Other	717,200	718,900	101,037	0	819,937	56,670	876,607	56,670	876,607	
Vehicle Costs/Police Patrol	127,955	127,955	6,398	0	134,353	37,413	171,766	37,413	171,766	
Central Services	54,656	54,951	443	548	55,942	-	55,942	-	55,942	
Services & Supply Mgt.	69,530	66,106	120	-10,078	56,148	-	56,148	-	56,148	
Central Switchboard	117,698	117,665	5,203	- 8,656	114,212	9,300	123,512	9,300	123,512	
Custodial & Messenger Svc.	217,087	197,232	7,918	- 18,307	186,843	-	186,843	-	186,843	
Bldg. & Electrical Maint.	131,776	132,250	5,653	+35,500 <sup>2</sup>	173,403	-	173,403	-	173,403	
Elect. Equipment Maint.	79,057	70,862 <sup>1</sup>	4,297	- 8,500	66,659	15,394	82,053	15,394	82,053	
Total	\$ 4,062,954	\$ 4,044,342	\$ 293,214	\$ +89,996	\$ 4,427,552	\$ 244,428	\$ 4,671,980	\$ 244,428	\$ 4,671,980	
Vehicle Replacement	959,103	959,103	101,357	-	1,060,460 <sup>3</sup>	-	1,060,460	-	1,060,460	
EVOLVING FUND TOTAL	\$ 5,022,057	\$ 5,003,445	\$ 394,571	\$ 89,996	\$ 5,488,012	\$ 244,428	\$ 5,732,440	\$ 244,428	\$ 5,732,440	

1 1979 Current Level-excludes \$8,200 of capital outlays for 5055, which was bought in 1978, and reflects \$23,000 reduction, in 5045-485 due to change in 5050 charges offset by a large number of changes including fewer vacancies in 5015 (+16,000 for 105 alone) +1 position with deletion from 5045, plus more building & electrical work,

2 This includes Residential Refuse Rebuild.

3

## COMPARISON OF EXPENDITURES-REVOLVING FUND

<u>Account</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Data Processing	\$ 787,801	\$ 968,503
Engineering	232,779	266,118
Vehicle Maintenance	2,372,570	2,759,458
Central Services	54,656	55,942
Services & Supply Management	69,530	56,148
Central Switchboard	117,698	123,512
Custodial & Messenger Service	217,087	186,843
Buildings & Electrical Maint.	131,776	173,403
Electronic Equipment Repair	79,057	82,053
Vehicle Replacement	<u>959,103</u>	<u>1,060,460</u>
Total	\$ 5,022,057	\$ 5,732,440

1979 ESTIMATED OPERATING REVENUE BY FUND<sup>1</sup>

REVOLVING FUND

	Data Processing	Engineering	Vehicle Maintenance	Central Services	Total
General Fund	\$ 634,418	\$ 28,122	\$ 2,412,708	\$ 455,551	\$ 3,530,799
Revolving Fund	40,926		41,370	62,159	144,455
Golf Fund	930		19,000	5,237	25,167
W & S Fund		8,458	263,250	107,969	379,677
I & D Water Fund			15,200	1,988	17,188
Comm. Development	1,500	7,019	6,830	38,506	53,855
Labor Resources			1,100	6,491	7,591
CIP		222,519			222,519
Outside Agencies*	290,729				290,729
Total	\$ 968,503	\$ 266,118	\$ 2,759,458	\$ 677,901	\$ 4,671,980

<sup>1</sup>This does not include revenues for the purchase of vehicles.

- \* Includes the following:
- Metropolitan Planning Commission \$2,800
  - County Tax Assessor \$47,131
  - County Tax Commissioner \$62,795
  - County Finance \$43,777
  - County Voter Registration \$4,301
  - Credit Union \$7,441
  - Delinquent Tax Office \$36,206
  - Vehicle Registration \$43,768
  - Courts \$42,510



Revolving Fund Re-Cap				
EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 1,644,780	\$ 1,755,371	\$ + 110,591
Contractual Services		1,120,092	1,430,031	+ 309,939
Commodities		1,073,001	1,311,666	+ 238,665
Revolving Funds		204,851	162,629	- 42,222
Capital Outlay		20,230	12,283	- 7,947
Vehicle Purchases		959,103	1,060,460	+ 101,357
TOTAL		\$ 5,022,057	\$ 5,732,440	\$ + 710,383
	Staff-Years	139	134	-5

REVOLVING FUND  
MINOR CODE COMPARISONS

<u>PERSONAL SERVICES</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Salaries & Wages	\$1,337,031	\$1,318,426	\$1,312,029	\$1,416,091
Social Security	72,926	78,852	76,698	80,791
Group Medical Ins.	40,587	39,349	38,888	39,800
Group Life Insurance	12,222	12,309	12,111	11,033
Pension	158,307	173,621	169,121	184,092
Longevity	5,015	5,881	5,468	5,066
Overtime	30,136	22,651	28,315	18,498
Temporary Labor	<u>1,962</u>	<u>0</u>	<u>2,150</u>	<u>0</u>
Total	\$1,658,186	\$1,651,089	\$1,644,780	\$1,755,371

REVOLVING FUND  
MINOR CODE COMPARISONS

<u>CONTRACTUAL SVCS.</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Electricity	\$ 58,543	\$ 82,800	\$ 64,500	\$ 87,050
Natural Gas	14,668	21,174	15,689	17,234
Communications	81,812	115,630	111,112	99,556
Transportation	7,954	12,350	13,150	12,124
Insurance	39,478	33,714	34,128	38,745
Rentals	259,867	321,296	321,598	459,950
Dues, Memb., & Subscp.	2,121	2,036	2,015	1,990
Professional Svc. Fees	38,681	49,911	47,130	49,630
Bldgs. Repair	13,309	10,200	17,483	22,426
Equipment Maintenance	31,658	10,038	14,987	18,306
Outside Veh. Repair	330,879	459,430	450,404	585,974
Veh. Repl. Contrib.	13,321	0	0	0
Photocopying	3,986	5,003	4,471	4,721
Towing Services	N/A	38,000	16,000	24,750
Other Contr. Svcs.	<u>8,977</u>	<u>10,000</u>	<u>7,425</u>	<u>7,575</u>
Total	\$905,254	\$1,171,582	\$1,120,092	\$ 1,430,031

REVOLVING FUND  
MINOR CODE COMPARISONS

<u>COMMODITIES</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Printing	\$ 2,006	\$ 3,232	\$ 3,331	\$ 3,290
Office Supplies	6,301	5,320	5,861	6,026
Postage	741	685	787	730
Cloth. & Persn. Suppl.	1,133	2,015	2,273	2,390
Fd., Med., & Hskp. Suppl.	12,045	11,827	12,081	12,785
Operating Suppl. & Mtls.	43,516	47,587	49,827	57,841
Repair Parts - Equip.	8,370	8,300	8,554	10,400
Suppl. & Mtls. Const.	30,317	21,351	22,550	45,000
Tools & Shop Suppl.	22,324	21,968	21,974	24,010
Vehicle Parts	479,155	522,618	481,570	593,153
Gasoline	301,808	294,371	312,766	367,544
Diesel Fuel	131,343	142,906	133,927	167,158
Oils & Grease	32,398	19,300	17,500	21,339
Total	\$ 1,071,457	\$ 1,101,480	\$1,073,001	\$1,311,666

REVOLVING FUND  
MINOR CODE COMPARISONS

<u>REVOLVING FUND</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Data Processing	\$ 29,487	\$ 32,758	\$ 32,758	\$ 40,926
Vehicle Maintenance	48,102	40,100	40,100	41,370
Central Services	92,964	204,944	115,776	62,159
Vehicle Depreciation	<u>10,989</u>	<u>16,111</u>	<u>16,217</u>	<u>18,174</u>
Total	\$181,542	\$293,913	\$204,851	\$162,629

REVOLVING FUND  
MINOR CODE COMPARISONS

	1977 Actual	1978 Adopted	1978 Projected	1979 Proposed
<b>CAPITAL OUTLAY</b>				
Bldg. & Fixed Equipment	\$ 1,639	\$ 3,000	\$ 3,000	\$ 0
Office Furn. & Equipment	4,415	1,600	1,600	3,303
Operational & Const. Equip.	<u>16,158</u>	<u>15,630</u>	<u>15,630</u>	<u>8,980</u>
Total	\$ 22,212	\$ 20,230	\$ 20,230	\$ 12,283
<u>Vehicle Purchases</u>	871,976	1,076,250	959,103	1,060,460
<b>DEBT SERVICE</b>				
Total	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
<b>GRAND TOTAL</b>	\$4,710,627	\$5,314,544	\$5,022,057	\$5,732,440

## DATA PROCESSING

Functions:

The City's Data Processing Center is a Revolving Fund activity reporting to the Assistant City Manager for Management. Currently, it is providing complete computer services, including programming, for eighteen City activities and eight outside agencies including Chatham County departments. A new computer system is permitting an expansion of user applications, and a number of Departments will use on-line terminals in the course of their routine work.



## Data Processing 5010

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 374,827	\$ 436,250	\$ + 61,423
Contractual Services		362,458	491,757	+129,299
Commodities		27,032	36,941	+ 9,909
Revolving Funds		23,484	3,555	- 19,929
Capital Outlay		0	0	0
Bond Amortization		0	0	0
<b>TOTAL</b>		<b>\$ 787,801</b>	<b>\$ 968,503</b>	<b>\$ +180,702</b>
	Staff-Years	33	34	+1



Explanation of Changes:

The Data Processing Department has undergone two major changes. First, a new computer system was inaugurated. This means that the overall data processing capabilities for the City have been expanded. Second, the Department has moved to the new Chatham County Courthouse. Both shifts have impacted costs, and these impacts are discussed below.

Personal Services:

Data Processing is adding \$61,423 for 1979 to the 1978 projected personal services expenditure level. Pay adjustments and merit increases account for \$31,000, while the 1979 costs of upgrades during 1978 cost \$30,000. The 1978 upgrades were related to the installation of the new computer system.

Contractual Services:

Contractual costs have risen by \$129,299 to \$491,757 to cover the rental costs for new equipment (\$439,443), rental of space at the new Courthouse (\$18,000), and electricity charges (\$12,000). These higher costs are offset by a reduction in phone line and travel costs, which were related to transition procedures in 1978. Transportation and communications combined contribute over \$20,000 to the contractual services budget.

Commodities:

The \$9,909 increase is a result of upgraded supplies for the new computer system as well as greater supply costs.

Revolving Fund:

The move to the Courthouse has decreased the Revolving Fund charges by \$19,929. The County will provide most housekeeping and maintenance services.

Capital Outlay:

There are no capital outlays budgeted in 1979.

Data Processing 5010				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 329,302	\$ 374,827	\$ 436,250	\$ 436,250
Contractual Services	262,014	362,458	491,757	491,757
Commodities	23,287	27,032	36,941	36,941
Revolving Funds	22,327	23,484	3,555	3,555
Capital Outlay	945	0	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 637,875</b>	<b>\$ 787,801</b>	<b>\$ 968,503</b>	<b>\$ 968,503</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Computer Tape Librarian	1.00	1.00	28	\$ 6,706
Data Control Clerk	1.00	1.00	28	6,985
Data Entry Operator	6.00	6.00	28	40,017
Senior Clerk Typist	1.00	1.00	31	7,750
Senior Data Control Clerk	1.00	1.00	32	7,400
Computer Operator	2.00	2.00	39	18,268
Senior Computer Operator	3.00	3.00	45	32,114
Computer Programmer Intern	1.00	2.00	48	21,316
Computer Programmer	3.00	3.00	48	34,689
Operations Supervisor	1.00	1.00	49	14,669
Computer Programmer Analyst	6.00	6.00	54	79,689
Computer Systems Programmer	1.00	1.00	57	13,971
Senior Computer Analyst	3.00	3.00	59	46,147
Data Base Supervisor	1.00	1.00	59	15,032
Systems Supervisor	1.00	1.00	62	18,196
Data Processing Administrator	1.00	1.00	68	20,565
Total	33.00	34.00		

NEW PERFORMANCE DATA ARE IN THE PROCESS OF BEING  
DEVELOPED FOR THIS ACTIVITY.

## ENGINEERING

Functions:

Engineering provides planning, design, construction supervision and administration of Capital Improvement Projects to meet community needs, emphasizing concern for environmental protection and quality as well as technical quality. Programs are instituted for improving existing streets, sidewalks, storm drainage, water, sewer and other public facilities. In addition, the activity provides consultant services to City agencies on related problems and administers contracts with consulting engineers and architects for major projects. Engineering also applies for and administers Federal grants for construction projects.



ENGINEERING 5015				
EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 189,175	\$ 217,174	\$ + 27,999
Contractual Services		7,653	8,337	+ 684
Commodities		3,718	3,945	+ 227
Revolving Funds		30,633	34,262	+ 3,629
Capital Outlay		1,600	2,400	+ 800
Bond Amortization		0	0	0
TOTAL		\$ 232,779	\$ 266,118	\$ + 33,339
	Staff-Years	14.0	14.0	0



## ENGINEERING

Explanation of Changes:

Engineering's Proposed 1979 Budget is \$33,339 greater than the Projected 1978 Expenditures. This reflects the effects of cost savings in 1978. The changes are discussed below.

Personal Services:

A \$27,999 increase reflects the effects of position vacancies in 1978, which produced cost savings. If the positions had been filled consistently in 1978, the 1979 increase would reflect only merit increases and position upgrades.

Contractual Services:

A \$684 increase is caused by cost savings in professional services in 1978. If there had been no 1978 savings, the 1979 rise would have been minimal.

Commodities:

The \$227 rise is a result of greater costs for operating supplies and materials, printing, and other commodities.

Revolving Funds:

A shift in Revolving Fund Charges accounts for the additional \$3,629.

Capital Outlays:

In 1979, \$2,000 is budgeted for rebinding old plat books, and \$400 is earmarked for files for the plats of the newly annexed areas.



ENGINEERING 5015				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 180,418	\$ 189,175	\$ 217,174	\$ 217,174
Contractual Services	10,941	7,653	8,337	8,337
Commodities	3,621	3,718	3,945	3,945
Revolving Funds	26,296	30,633	34,262	34,262
Capital Outlay	808	1,600	2,400	2,400
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 222,084</b>	<b>\$ 232,779</b>	<b>\$ 266,118</b>	<b>\$ 266,118</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Senior Clerk-Stenographer	1.00	1.00	35	\$ 7,986
Engineering Aide	4.00	4.00	39	36,442
Administrative Assistant	1.00	1.00	40	10,291
Survey Party Chief	1.00	1.00	41	9,304
Construction Inspector	1.00	1.00	45	12,403
Sr. Construction Inspector	1.00	1.00	49	11,216
Engineering Technician	1.00	1.00	51	15,403
Civil Engineer	2.00	2.00	57	31,883
Senior Civil Engineer	1.00	1.00	61	19,658
City Engineer	<u>1.00</u>	<u>1.00</u>	68	22,741
<b>Total</b>	<b>14.00</b>	<b>14.00</b>		

Engineering 5015  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Capital Improvement Program												
A. Street Paving Extension Renewal	13.1 Miles 5.0 Miles	14.9	75% of projects completed on schedule, 10% ahead of schedule, and 15% no more than 60 days behind schedule.		509.22 st/hrs per mile 111.18 st/hrs per mile	442.73	\$ 59,789 4,885	\$68,570	3.60 .30	3.56	\$4,564.04 per mile 977.00 per mile	\$4,602.01
B. Storm Drainage Collection and Removal Extension Renewal/Improvement	340 Acres 4,700 Acres	80 32,000	100% of projects completed in compliance with plans and specifications		4.20 st/hrs per acre .51 st/hrs per acre	10.19 .03	12,799 22,002	8,236 15,606	.77 1.30	.44 .56	37.64 per acre 4.68 per acre	102.95 .49
C. Water Supply, Treatment, and Transmission Extension Renewal/Improvement	- 3,080 props**	- 4,500	90% of all service requests from the public and various City operating departments responded to within one working day, excluding requests that take longer than this to fulfill or emergencies		.57 st/hrs per prop.	.24	15,820	11,164	.95	.59	5.14 per prop	2.48

Engineering 5015  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
D. Wastewater Collection and Treatment												
Extension	100	1,300	All petitions reviewed, and reports prepared within an average of 15 working days		3.71	1.25	3,257	11,543	.20	.88	\$ 32.57	\$ 8.88
Renewal/Improvements	2,400	11	props props/dipc.**		.54	129.71	11,632	14,570	.70	.77	Per prop. 4.85	1,324.54 per prop/dipc
E. Pollution Abatement	3.80	-	dipc		292.58		10,004	-	.60	-	2632.63	per dipc
F. Public Buildings New Construction Renovation	-	6.7	dipc		-	105.10	-	7,190		.38	per dipc	1,073.13
	500	3.0	dipc		148.24	234.70	6,747	7,190	.40	.38	1,349.40	2,396.67
					st/hrs per dipc	st/hrs per dipc					per dipc	
G. Recreation New Construction Renovation	1.00	.2	dipc		74.12	555.90	698	1,135	.04	.06	698.00	5,675
	1.00	2.3	dipc		222.36	596.18	2,094	14,002	.12	.74	per dipc	6,087.83
					st/hrs per dipc	st/hrs per dipc					per dipc	

Engineering 5015  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
H. Solid Waste Disposal	1.20	1.00			432.37	1,056.21	4,653	10,786	.28	.57	3,877.50	10,786.00
		dipc			st/hrs per dipc						per dipc	
I. Urban Renewal	4.20	2.00			8.80	361.33	233	7,380	.02	.39	55.48	3,690.00
		dipc			st/hrs per dipc						per dipc	
J. Miscellaneous	1.10	1.3			741.20	1,952.78	7,212	25,923	.44	1.37	6,556.36	19,940.77
		dipc			st/hrs per dipc						per dipc	
2. General Engineering Services												
A. Public Development	2,500	2,500			.67	.30	14,889	7,569	.90	.40	5.96	3.03
		requests			st/hrs per request						per request	
B. Public Services	1,200	1,200			1.91	1.48	20,705	18,165	1.24	.96	17.25	15.14
		requests			st/hrs per request						per request	
C. Leisure Services	1,000	1,000			.83	.26	7,444	2,649	.45	.14	7.44	2.65
		requests			st/hrs per request						per request	
D. Park and Tree	100	100			2.04	1.48	1,861	1,514	.11	.08	18.61	15.40
		requests			st/hrs per request						per request	
E. Police and Fire	50	50			4.08	.74	1,861	379	.11	.02	37.22	7.58
		requests			st/hrs per request						per request	
F. General Public	4,000	5,000			.21	.17	7,444	8,515	.45	.45	1.86	1.70
		requests			st/hrs per request						per request	

All City Maps updated when needed

Engineering 5015  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
G. Subdivision and Development Review	125	350 Reviews			11.71 st/hrs per review	5.45	13,028	19,490	.79	1.03	104.22 per review	55.69
H. City Maps	600	600 Updates			.68 st/hrs per update	.68	3,722	4,352	.22	.22	6.20 per update	7.25
I. Grant Applications	-	5 Applications			3.71 st/hrs per applications	3.71	-	190	.01	.01	38.00 per application	
Total							\$232,779	\$266,118	14.0	14.0		



## VEHICLE MAINTENANCE

Functions:

The Vehicle Maintenance activities keep the City fleet operating at maximum capacity by providing management and maintenance for the 619 vehicle fleet. Vehicle repairs and servicing are provided on a scheduled and non-scheduled basis, while a supply room maintains and controls a vehicle parts inventory. Administrative duties include ongoing development of a management information system through the collection and dissemination of vehicle operating and maintenance data. Vehicle Maintenance provides detailed vehicular specifications for proposed fleet additions and for replacement under the Vehicular Replacement Program.



Vehicle Maintenance 5020-5026				
EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 724,349	\$ 748,669	\$+ 24,320
Contractual Services		551,732	711,271	+ 159,539
Commodities		1,000,978	1,205,649	+ 204,671
Revolving Funds		89,711	86,489	- 3,222
Capital Outlay		5,800	7,380	+ 1,580
Bond Amortization		0	0	0
TOTAL		2,372,570	\$2,759,458	\$ + 386,888
	Staff-Years	62	58	-4



## VEHICLE MAINTENANCE

Explanation of Changes:

The 1979 Vehicle Maintenance budget is up \$386,888 over projected 1978 Expenditures. This increase reflects expansion of the City fleet by almost 10% to meet the needs of the newly annexed areas. Most of the Vehicles acquired for annexation have extensive routine maintenance requirements, because they are heavier pieces of equipment that are used consistently. A detailed explanation of changes follows.

Personal Services:

The \$24,320 increase reflects savings from the Resource Management study (\$70,000), increases due to additional positions for annexation related repairs (\$25,000), and routine merit increases and pay adjustments (\$57,000). Also, \$13,000 is added to the 1979 costs due to 1978 vacancies, because the 1979 vacancy level is projected as less than that of 1978. As a result of the Resource Management Study, six positions are deleted, while for annexation, a mechanic position and an equipment maintenance supervisor position are added.

Contractuals:

Annexation, guaranteed maintenance contracts, and higher costs in 1979, combined with lower than predicted outside vehicle repair costs in 1978, push Contractuals up \$159,539 in 1979.

Commodities:

Annexation related costs compose almost two-thirds of the \$204,671 increase in the Commodities budget. A rise in costs for parts, fuel, and equipment for repairs accounts for the remainder.

Revolving Fund:

The Revolving Fund charges decrease by \$3,222 due to a realignment of chargeout procedures.

Capital Outlays:

In 1979, budgeted Capital Outlays include an electrical component test stand, two bench vises, differential jack, four pole mounted heat lamps, an air compressor, two wall mounted exhaust fans, and four pedestal type floor fans.

Vehicle Maintenance 5020's				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 757,082	\$ 724,349	\$ 748,669	\$ 748,669
Contractual Services	418,663	551,732	711,271	711,271
Commodities	995,553	1,000,978	1,205,649	1,205,649
Revolving Funds	86,913	89,711	86,489	86,489
Capital Outlay	19,774	5,800	7,380	7,380
Bond Amortization	0	0	0	0
TOTAL	\$2,277,955	\$2,372,570	\$2,759,458	\$2,759,458

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Clerk	2.00	2.00	23	\$ 14,438
Maintenance Service Worker	1.00	1.00	25	6,559
Equipment Service Attendant	7.00	7.00	25	50,175
Intermediate Clerk-Typist	1.00	1.00	28	7,436
Apprentice Equipment Mechanic	2.00	2.00	29	14,570
Senior Clerk	1.00	1.00	31	8,939
Storekeeper	5.00	3.00	31	25,470
Senior Storekeeper	1.00	1.00	35	9,918
Welder	1.00	0.00	-	-
Equipment Mechanic	20.00	20.00	39	190,667
Senior Equipment Mechanic	7.00	7.00	39	80,400
Principal Equipment Mechanic	2.00	2.00	50	26,773
Equipment Maintenance Supervisor	7.00	6.00	52	67,560
Equipment Maintenance Superintendent	1.00	1.00	55	15,032
Parts Service Coordinator	1.00	1.00	55	14,314
Parts Manager	1.00	1.00	55	15,163
Asst. Vehicle Maintenance Director	1.00	1.00	59	16,415
Vehicle and Maintenance Director	1.00	1.00	68	19,923
	Total	62.00 58.00		

The figures above exclude nine authorized CETA positions at a total cost of \$68,569.

City Fleet

The Vehicle Maintenance Department is responsible for the servicing and repair of a 619 Vehicle Fleet, including 51 vehicles purchased for annexation services purposes. A list of vehicle types and quantities follows.

Non - Annexation Fleet

151 General Purpose Sedans  
 34 Police Patrol Marked Units  
 12 Motorcycles  
 86 Medium Duty Trucks  
 82 Pickup Trucks  
 38 Rearend Loading Refuse Trucks  
 8 Street Sweepers  
 11 Front Loading Refuse Trucks  
 29 Heavy Duty Trucks  
 21 Firefighting Equipment Trucks  
 96 Miscellaneous Construction and Agricultural  
 Equipment  
568

Annexation Fleet

3 General Purpose Sedans  
 12 Rearend Loading Refuse Trucks  
 1 Front Loading Refuse Truck  
 1 Street Sweeper  
 8 Police Patrol Marked Units  
 2 Police Vans  
 2 Pickup Trucks  
 7 Miscellaneous Construction and Agricultural  
 Trucks  
 15 Miscellaneous Medium and Heavy Duty  
 Equipment  
51

Vehicle Maintenance - 5020  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY 1978	SERVICE QUANTITY 1979	SERVICE QUALITY		PRODUCTIVITY 1978	PRODUCTIVITY 1979	COST ALLOCATION		STAFF ALLOCATION		UNIT COST 1978	UNIT COST 1979
			Estimate	Goal			1978	1979	1978	1979		
1. Repair City Vehicles and Equipment.	Repairs Conducted on the following:											
	11 Commercial Refuse Trucks	12	20% Of Vehicles Undergoing Repair are in Garage Over Two Days	15%	371 Hours/Truck		\$207,045	\$237,807	2.6	2.4	\$18,822 Per Truck	\$19,817
	8 Street Sweepers	9			124 Hours/Sweepers		181,247	208,133	.7	.6	22,656 Per Sweeper	23,125
	38 Residential Refuse Trucks	50			222 Hours/Truck		154,314	223,475	5.2	6.0	4,061 Per Truck	4,470
	108 Police Vehicles	120			93 Hours/Vehicle		161,256	192,417	6.0	6.0	1,493 Per Vehicle	1,603
	26 Fire Vehicles	26			214 Hours/Vehicle		163,323	168,838	3.5	3.0	6,282 Per Vehicle	6,494
	376 Other Vehicles	402			92 Hours/Vehicle		710,911	871,311	21.0	20.0	1,891 Per Vehicle	2,167
	11 Commercial Refuse Trucks	12			23.9 Hours/Vehicle		30,126*	33,932*	8.0	8.0	2,739* Per Truck	2,828*
	8 Street Sweepers	9					18,017	17,212			2,252 Per Sweeper	1,912
	38 Residential Refuse Trucks	50					59,927	78,104			1,577 Per Truck	1,562
108 Police Vehicles	118					167,440	192,937			1,550 Per Vehicle	1,608	

Vehicle Maintenance - 5020  
Activity

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1977	1978	1977	1978	1977	1978	1977	1978	1977	1978	1977	1978
	26 Fire Vehicles	26						\$18,127	\$17,781			\$697 Per Vehicle
	376 Other Vehicles	404					330,478	345,758				879 Per Vehicle
3. Purchase, Receive, Store, and Issue Vehicular Parts.	15,372 Parts Slips Issued Per Year	16,602	<u>Estimate</u> 18% Of Repairs Delayed Due to Unavailability of Parts	<u>Goal</u> 13%	.84 Hours/Parts Slip Issued	.56	62,143	65,783	7	5	4.04 Parts Slip Issued	3.96
4. Administer and Provide Clerical Support For All Work Programs.	N/A	N/A	N/A	N/A	N/A	N/A	108,216	105,970	8	7	N/A	N/A
							\$2,372,570	\$2,759,458	62	58		

\*Fuel and Lubricant Costs included in all Program 2 Cost Allocations

## CENTRAL SERVICES

Functions:

Central Services provides support and housekeeping services to all other City departments and coordinates the City's casualty insurance, safety, and claims programs. The Central Services activities' responsibilities are outlined below.

Activities:Service and Supply Management

The Service and Supply Management Division administers the Central Warehouse and maintains and controls the inventories required by the City for general commodities usage.

Central Switchboard

This activity operated an 11 hours per day telephone service for City departments.

Custodial and Messenger Services

Messenger and printing services are provided to all City departments; other activity responsibilities include: contracted custodial services for the City Hall-Gamble Building complex, City Lot, and Pollution Abatement Plant; and building maintenance services for the City Hall-Gamble Building complex.

Building and Electrical Maintenance

General carpentry, painting, and electrical maintenance

and construction services for all departments and public buildings are provided by this activity.

Electronic Equipment Repair

This activity installs and maintains mobile radio units, base stations, and communications and electronic equipment for all City departments.

## Central Services 5032-5055

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 356,429	\$ 353,278	\$ - 3,151
Contractual Services		198,249	218,666	+ 20,417
Commodities		41,273	65,131	+ 23,858
Revolving Funds		61,023	38,323	- 22,700
Capital Outlay		12,830	2,503	- 10,327
Bond Amortization		0	0	0
TOTAL		\$ 669,804*	\$ 677,901	\$ + 8,097
	Staff-Years	30*	28	-2

\*Automotive Supplies is not included. Two positions in Services and Supply Management are not included.



## CENTRAL SERVICES

Explanation of Changes:

Central Services has been reduced by the transfer of an activity to another department and the deletion of positions. There has also been a service increase in the Building and Electrical Repair Activity because scheduling and prioritization have been improved to the point where a larger number of jobs can be completed during a twelve month period. It should be noted that the 1978 costs of the Automotive Supplies Activity, which was transferred to the Vehicle Maintenance Department are not shown in the Projected 1978 spending for Central Services. A full discussion of changes follows.

Personal Services:

The \$3,151 decrease is a small reflection of the reduction of 12 positions from Central Services. Seven positions in Automotive Supplies and two in Service and Supply Management were shifted to the Vehicle Maintenance Department. A third position in Service and Supply Management was deleted. Last, two switchboard operator positions became unnecessary after the installation of the new telephone system.

Contractual Services:

The \$20,417 rise includes a \$5,000 increase for electricity costs in City Hall and the Gamble Building, a \$5,200 increase for telephone costs, and a \$9,300 addition to telephone service for the use of telephone lines between the annexed area radio relay station at St. Joseph's Hospital and the Police Barracks.

Commodities:

The \$23,858 increase is primarily due to an expansion of Building and Electrical Repair Services. This is being done without the addition of staff, because scheduling and project prioritization have been upgraded. Since more projects will be completed, more supplies will be necessary.

Revolving Fund:

The \$22,700 drop is caused by a change in the Building and Electrical chargeouts and the reduction of a vehicle from Service and Supply Management.

Capital Outlays:

In 1979, capital outlays include a chain delivery/receding paper stacker and an air conditioning compressor.

CENTRAL SERVICES 5032				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 44,625	\$ 47,450	\$ 47,709	\$ 47,709
Contractual Services	1,105	3,332	4,428	4,428
Commodities	500	655	720	720
Revolving Funds	4,861	3,219	2,925	2,925
Capital Outlay	0	0	160	160
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 51,091</b>	<b>\$ 54,656</b>	<b>\$ 55,942</b>	<b>\$ 55,942</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Senior Clerk Typist	1.00	1.00	32	\$ 8,445
Risk Management Officer	1.00	1.00	54	12,715
Central Services Director	1.00	1.00	65	17,831
Total	3.00	3.00		

Central Services 5032

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Administration and Coordination of Central Services Divisions	5	5	N/A	N/A	N/A	N/A	\$29,551	\$34,384	1.75	1.75	N/A	N/A
2. Claims Processing	400	500	95% Completed within 30 days	95%	3.57 st./hrs per claim processed	2.85	12,380	12,158	.77	.77	\$ 30.95 per claim processed	\$ 24.32
3. Coordinating the Casualty Insurance Program	8	7	\$10,000 Value of claims processed against the City's Insurance Policies	\$10,000	13.90 st./hrs per policy maintained	15.88	1,100	1,272	.06	.06	137.50 per policy maintained	181.72
	153	153			.49 st/hrs per facility covered	.49	1,184	1,204	.04	.04	7.74 per facility covered	7.87
	1600	1600			.05 st/hr per employee covered	.05	2,980	576	.04	.04	1.86 per employee covered	.36

Central Services 5032

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY	PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST
	1978	1979		1978	1979	1978	1979	1978	1979	
4. Coordinating City's Safety Program; inspection and Reinspection of City Facilities.	153	153	50	4.12	4.12	\$ 7,461	\$ 6,348	.34	.34	\$48.77
Total			No. of violations	st/hrs per inspection						per inspection
						\$54,656	\$55,942	3.0	3.0	



## Service and Supply Management 5035

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 76,970	\$ 57,322	\$ 48,114	\$ 48,114
Contractual Services	1,587	1,946	1,469	1,469
Commodities	1,157	731	535	535
Revolving Funds	5,910	9,531	6,030	6,030
Capital Outlay	0	0	0	0
Bond Amortization	0	0	0	0
TOTAL	\$ 85,624	\$ 69,530	\$ 56,148	\$ 56,148

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Security Guard	0.00	1.00	25	\$ 7,779
Storekeeper	2.00	2.00	31	18,459
Central Stores Supervisor	1.00	1.00	44	11,726
Central Stores Administrator	1.00	0.00	-	-
Total	4.00	4.00		

Services and Supplies Management 5035  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Inventory Control <sup>1</sup>	N/A	625,000 items controlled	98%	98%	N/A	.003	\$39,030	\$16,500	2.0	1.0	\$ -	\$ .03
2. Issue Commodities to using activities <sup>2</sup>	350,000 items issued	442,000 items issued	1%	1%	.011	.008	30,500	28,239	2.0	2.0	.09	.06
3. Security Services	N/A	N/A	N/A	N/A	N/A	N/A	-	11,409	.0	1.0	n/A	N/A
							\$69,530	\$56,148	4.0	4.0		

<sup>1</sup>This work program was changed significantly when the warehouse management positions were transferred to Vehicle Maintenance as part of a reorganization of Automotive Supplies.

<sup>2</sup>The average number of items in the warehouse at one time is 201,000, with an inventory value of \$303,000. This represents 1742 different types of items.

Central Switchboard 5040				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 64,776	\$ 44,205	\$ 42,449	\$ 42,449
Contractual Services	76,306	71,932	79,638	79,638
Commodities	30	45	45	45
Revolving Funds	662	1,516	1,220	1,220
Capital Outlay	0	0	160	160
Bond Amortization				
<b>TOTAL</b>	<b>\$ 141,774</b>	<b>\$ 117,698</b>	<b>\$ 123,512</b>	<b>\$ 123,512</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Switchboard Operator	5.00	3.00	26	\$ 24,700
Supervisor Switchboard Operator	1.00	1.00	38	9,318
Total	6.00	4.00		

Central Switchboard 5040  
ACTIVITY

33  
88

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Communication Administration: Billing, processing, new equipment orders, General management	N/A	N/A	N/A	N/A	N/A	N/A	\$ 20,345	\$ 19,442	1.5	1.5	N/A	N/A
2. Switchboard Services	185,000 No. of incoming calls	185,000	0% Downtime of switchboard	0%	.02 st./hrs per call	.02	24,340	23,268	2.4 <sup>1</sup>	2.4	\$ .13	\$ .13 per incoming call
3. Telephone Service Costs; the total billing for the use of equipment and line mileage, not including private lines and long distance.	17,500 No. of outgoing W.A.T.S. Line calls	18,000	90% Time W.A.T.S. line Available for calls	90%	.01 st/hrs per call	.01	1,181	1,264	.1	.1	.07	.07 per W.A.T.S. call
	410 pieces of equipment	415	N/A	N/A	N/A	N/A	71,832	79,538	N/A	N/A	175.20	191.66 <sup>2</sup> per piece of equipment
							\$117,698	\$123,512	4.0 <sup>1</sup>	4.0		

<sup>1</sup>For the first part of 1978, there were 2 additional switchboard operator positions in Switchboard Services. The total number of positions was 6.0. However, to show the full impact of the new Dimension phone system on the 1978 operations, the 2 positions and their costs are omitted from the performance data and projected 1978 posts.

<sup>2</sup>In 1979, the line between the Police transmitter at St. Joseph Hospital and the Police Barracks will cost \$9,300.

## Custodial &amp; Messenger Services 5045

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 71,374	\$ 68,680	\$ 54,541	\$ 54,541
Contractual Services	129,966	113,321	120,393	120,393
Commodities	5,242	5,807	4,940	4,940
Revolving Funds	17,493	26,279	4,946	4,946
Capital Outlay	575	3,000	2,023	2,023
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 224,650</b>	<b>\$ 217,087</b>	<b>\$ 186,843</b>	<b>\$ 186,843</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Security Guard	1.00	0.00	-	\$ -
Mail Clerk/Custodian	4.00	3.00	24	23,821
Printer	1.00	1.00	30	7,481
Cust. & Mess. Services Supervisor	1.00	1.00	42	11,752
Total	<u>7.00</u>	<u>5.00</u>		

The figures above exclude one authorized CETA position at a total cost of \$7,619.

Custodial and Messenger Services 5045  
ACTIVITY

<u>WORK PROGRAM</u>	<u>SERVICE QUANTITY</u>		<u>SERVICE QUALITY</u>		<u>PRODUCTIVITY</u>		<u>COST ALLOCATION</u>		<u>STAFF ALLOCATION</u>		<u>UNIT COST</u>	
	<u>1978</u>	<u>1979</u>	<u>1978</u>	<u>1979</u>	<u>1978</u>	<u>1979</u>	<u>1978</u>	<u>1979</u>	<u>1978</u>	<u>1979</u>	<u>1978</u>	<u>1979</u>
1. Printing Service	1000 no. of printing jobs	2000 no. of printing jobs	100% job satisfaction	100% job satisfaction	1.85 st/hrs per printing job	.93	\$10,380	\$11,528	1.0	1.0	\$ 10.38	\$ 5.76 per print job
2. Janitorial Service	230 no. of offices cleaned 130 no. of supervisory inspections	230 no. of offices cleaned 130 no. of supervisory inspections	2% areas not properly cleaned	2% areas not properly cleaned	N/A	N/A	46,000	48,000	N/A	N/A	200.00 per office cleaned 15.77 per inspection	208.70
3. Building Maintenance	120 no. of repairs and maintenance projects	120 no. of repairs and maintenance projects	8% additional repairs needed	8% additional repairs needed	58.68 st/hrs per repair and project	6.18	70,150	20,411	3.8	.4	584.58 per repair and project	170.09
4. Mail and Messenger Service	1560 No. of Interoffice Deliveries in Downtown	1560 No. of Interoffice Deliveries in Downtown	96% times schedule met	96% times schedule met	1.78 st/hrs per delivery	3.45	20,783	32,130	1.5	2.9	13.32 per delivery	20.60

Custodial and Messenger Services 5045

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
520 Interoffice Deliveries to satellite locations	520		98%	98%	1.78	1.78	\$ 9,450	\$ 9,921	.50	.50	\$ 18.17 per delivery	\$ 19.08 per delivery
5. Building Utilities and Insurance for City Hall and Gamble Building	N/A	N/A	N/A	N/A	N/A	N/A	58,274	62,703	N/A	N/A	N/A	N/A
Total							\$217,087	\$186,843	7.0	5.0		

1 Janitorial service is provided by an outside contractor.

2 The Building Maintenance work program no longer includes a security guard and the costs of repairs done by the Building and Electrical Activity.



Building and Electrical Maintenance 5050				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 82,704	\$ 85,262	\$ 99,041	\$ 99,041
Contractual Services	4,223	6,300	10,800	10,800
Commodities	33,828	25,645	48,011	48,011
Revolving Funds	11,137	13,119	15,551	15,551
Capital Outlay	0	1,450	0	0
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 131,892</b>	<b>\$ 131,776</b>	<b>\$ 173,403</b>	<b>\$ 173,403</b>

PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Apprentice Carpenter	0.00	1.00	25	\$ 6,500
Carpenter	2.00	2.00	39	21,667
Painter	2.00	2.00	39	19,684
Electrician	1.00	1.00	41	9,742
Senior Carpenter	1.00	1.00	44	10,543
Bldg. & Elec. Maint. Supervisor	1.00	1.00	50	11,777
Total	7.00	8.00		

The figures above exclude one authorized CETA position at a total cost of \$7,619.

Building and Electrical Maintenance 5050  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Carpentry Projects	-	74 No. of Planned and Scheduled Projects	-	98% Completion by end of Scheduled Quarter	-	66.36 st/hrs per project	-	66,159	-	2.65	-	\$ 894.04 per project
2. Painting projects	-	43 No. of Planned and Scheduled Projects	-	98% Completion by end of Scheduled Quarter	-	100.41 st/hrs per project	-	45,913	-	2.33	-	1,067.75 per project
3. Electrical projects	-	11 No. of Planned and Scheduled Projects	-	99% Completion by end of Scheduled Quarter	-	33.69 st/hrs per project	-	6,729	-	.20	-	611.73 per project
4. Response to routine and emergency requests	260 Days of Service	260	90% Projects completed within 5 working days of a request.	90%	N/A	N/A	-	49,102	-	2.82	N/A	N/A
5. Roofing repair contingency	N/A	N/A	N/A	N/A	N/A	N/A	-	5,500	N/A	N/A	N/A	N/A
Total							-	\$173,403	-	8.0		

Note: There are no comparable 1978 data, because a new planning, scheduling, and prioritization system has been developed for 1979. Major planned and scheduled projects range from 5 st. hrs. to 1304 st. hrs. and from \$33.00 to \$2,660.00. A list is published at the end of the budget.

## ELECTRONIC EQUIPMENT REPAIR 5055

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 50,935	\$ 53,510	\$ 61,424	\$ 61,424
Contractual Services	479	1,418	1,938	1,938
Commodities	8,239	8,390	10,880	10,880
Revolving Funds	5,943	7,359	7,651	7,651
Capital Outlay	0	8,380	160	160
Bond Amortization	0	0	0	0
TOTAL	\$ 65,596	\$ 79,057	\$ 82,053	\$ 82,053

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Electronic Equipment Technician	2.00	3.00	46	\$ 35,085
Supv. Electronic Equipment Tech.	<u>1.00</u>	<u>1.00</u>	50	14,664
Total	3.00	4.00		

Electronic Equipment Repair 5055  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	
1. Radios and Base Stations Repaired	3,068 Units	3,100 Repaired <sup>1</sup>	100% Meeting FCC Re-quirements after repairs.	100%	1.27 st/hrs per unit re-paired.	1.70 st/hrs per unit re-paired.	\$56,768	\$55,457	2.10	2.85	\$18.50 per unit repaired
2. Removing Radios from Vehicles to be Replaced	95 Units	100 Removed	100% Meeting FCC Re-quirements after removal.	100%	3.90 st/hrs per Removal	3.71 st/hrs per Removal	4,961	5,578	.20	.20	52.22 per removal
3. Sound Systems Maintained	50 Systems	60 Maintained	96% Maintained as scheduled.	96%	12.97 st/hrs per system maintained.	13.90 st/hrs per system maintained.	8,665	12,596	.35	.45	173.30 per system maintained
4. Preventive Maintenance Program through Annual and/or Semi-Annual Inspections	880 Units	930 Inspected <sup>2</sup>	93% Time schedule is met.	93%	.42 st/hrs per unit inspected.	.50 st/hrs per unit inspected.	4,961	4,007	.20	.25	5.64 per unit inspected

<sup>1</sup>The units repaired data represent cumulative repairs, or multiple repairs per unit. Not including annexation radios and base stations, there are 303 mobile units and 106 portable units. Annexation will mean the addition of 23 mobile units and 10 portable ones. During 1979, this will mean each mobile and portable unit will be repaired an average of 7.01 times.

<sup>2</sup>The units inspected data are also cumulative. This represents, in 1979, 2.1 inspections per mobile and portable unit.

Electronic Equipment Repair 5055

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
5. Installing Mobile Radios and/or Sirens in New Vehicles	90	120	0	0	3.09	3.86	\$3,702	\$4,415	.15	.25	\$41.13	\$36.79
			Installed im- properly	Installed im- properly	st/hrs per unit Installed	st/hrs per unit Installed					per unit in- stalled	
Total							\$79,057	\$82,053	3.0	4.0		

## Vehicle Replacement 5060

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 0	\$ 0	\$ 0
Contractual Services		0	0	0
Commodities		0	0	0
Revolving Funds		0	0	0
Capital Outlay		959,103	1,060,460	+ 101,357
Bond Amortization		0	0	0
TOTAL		\$ 959,103	\$1,060,460	\$ + 101,357
	Staff-Years	0	0	0

SCHEDULE OF FUNDING SOURCES VEHICLE REPLACEMENT-1979

<u>Fund</u>	<u>Depreciation</u>	<u>Contribution</u>	<u>Total</u>
General	\$ 1,031,186*	\$ -	\$ 1,031,186
Revolving	18,174	-	18,174
Golf Course**	11,610	10,890	22,500
Water & Sewer	102,573	-	102,573
I&D Water	<u>6,544</u>	<u>-</u>	<u>6,544</u>
GRAND TOTAL	\$ 1,170,087	\$ 10,890	\$ 1,180,977

\* Includes \$808 depreciation on Labor Resources vehicle originally purchased with General Fund funds.

\*\* Golf Course vehicles will be purchased from the Golf Course Fund budget. They are shown here to insure schedule of replacement.

## VEHICLE REPLACEMENT

Explanation of Changes:Capital Outlays:

The City plans to purchase 105 vehicles and pieces of equipment, considered vehicular assets of the Revolving Fund, during 1979. 104 vehicles and pieces of equipment are replacements for old vehicles and equipment.<sup>1</sup> One tractor mower in the Street Maintenance Department will not replace an older mower. Instead, mower No.891 is being retained for a year. Also, a dump truck (no.363) scheduled for retirement in 1979, will be retained for one year by the Street Maintenance Department.

The Vehicle Replacement budget for 1979 is \$101,357 more than the projected 1978 budget. The 1979 budget includes \$120,000 for rebuilding six residential refuse trucks. A complete list of vehicles and equipment to be purchased and of depreciation contributions by department and funds can be found from pages 314 to 322.

<sup>1</sup>Fifteen Golf Carts, to be purchased during 1979 by the Golf Course, are considered assets of the Golf Course Fund.

GOLF COURSE FUND



## GOLF COURSE REVENUE AND EXPENDITURE PROJECTIONS

	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
Greens Fees	\$ 90,000	\$ 93,350
Memberships	20,000	21,000
Golf Club Rental	500	500
Pull Cart Rental	3,000	3,000
Motorized Cart Rental	75,000	78,000
Pro Shop	7,500	7,875
Concessions	23,500	25,640
Driving Range	<u>9,000</u>	<u>10,700</u>
Sub-Total	\$ 228,500	\$ 240,065
General Fund Contribution	<u>\$ 131,560</u>	<u>\$ 127,238*</u>
Total	\$ 360,060	\$ 367,303
Expenditures	\$ 360,060	\$ 367,303

The General Fund contribution will be reassessed at the end of each year to assure that the Golf Course Fund remains in balance and that an excessive contribution does not accumulate.

GOLF COURSE BUDGET SPREAD SHEET

	<u>1978 Projected Expenditures</u>		<u>1979 Current Svc. Level</u>		<u>1979 Price Change</u>		<u>1979 Quantity Change</u>		<u>1979 Total Base</u>		<u>1979 Annexation Budget</u>		<u>1979 Total Budget</u>
GOLF COURSE FUND	\$ 360,060		\$ 333,365 <sup>1</sup>		\$ 23,715		\$ 10,223 <sup>2</sup>		\$ 367,303		\$ -		\$ 367,303

<sup>1</sup>Capital Outlays decrease \$24,000 in 1979.

<sup>2</sup>Partial offset of 1978 salary savings and increase in Vehicle Maintenance charges.

GOLF COURSE FUND  
MINOR CODE COMPARISONS

<u>PERSONAL SERVICES</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Salaries & Wages	\$ 97,361	\$ 105,357	\$ 102,357	\$ 113,541
Social Security	5,178	6,374	6,424	7,154
Group Medical Ins.	3,060	3,444	3,444	3,600
Group Life Ins.	733	732	732	732
Pension	9,622	13,697	13,697	14,761
Overtime	5,428	3,000	8,000	5,005
Temporary Labor	<u>7,468</u>	<u>3,500</u>	<u>5,000</u>	<u>5,500</u>
Total	\$ 128,850	\$ 136,104	\$ 139,654	\$ 150,293

GOLF COURSE FUND  
MINOR CODE COMPARISONS

<u>CONTRACTUAL SVCS.</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Electricity	\$ 15,782	\$ 17,000	\$ 15,000	\$ 16,500
Natural Gas	176	400	400	500
Communications	1,360	1,385	1,485	1,604
Transportation	411	1,000	1,000	1,000
Insurance	3,344	1,327	1,771	1,787
Rentals	2,473	1,810	1,500	1,800
Dues, Mem., & Subscr.	372	493	493	493
Bldg. Repair	1,251	1,800	1,800	2,000
Equip. Maint.	2,437	2,000	2,000	2,200
Services by General Fund	23,686	25,333	25,333	26,979
Photocopying	886	1,020	1,020	1,101
Other Contractual Svcs.	<u>125</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total	\$ 52,303	\$ 53,868	\$ 52,102	\$ 56,264

GOLF COURSE FUND  
MINOR CODE COMPARISONS

<u>COMMODITIES</u>	<u>1977</u> <u>Actual</u>	<u>1978</u> <u>Adopted</u>	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
Printing	\$ 45	\$ 300	\$ 150	\$ 250
Office Supplies	262	385	385	500
Postage	65	175	175	200
Cloth. & Persn. Supp.	618	1,000	1,000	810
Fd. Med. & Houskp. Supp.	2,033	1,800	1,800	1,800
Operating Supp. & Mtl.	11,314	10,890	11,000	11,680
Sports & Craft Supp.	130	200	200	600
Chemicals	19,476	20,000	19,000	20,900
Equipment Repair Parts	12,639	11,000	11,000	12,100
Construction Supp. & Mtl.	6,258	9,000	7,500	8,250
Tools & Shop Supp.	<u>2,279</u>	<u>3,000</u>	<u>3,000</u>	<u>2,685</u>
Total	\$ 55,119	\$ 57,750	\$ 55,210	\$59,775

GOLF COURSE FUND  
MINOR CODE COMPARISONS

<u>REVOLVING FUND</u>	<u>1977</u> <u>Actual</u>	<u>1978</u> <u>Adopted</u>	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
Data Processing	\$ 753	\$ 839	\$ 839	\$ 930
Engineering Svcs.	0	1,003	500	0
Vehicle Maintenance	10,514	14,000	10,000	19,000
Central Services	9,016	5,755	5,755	5,237
Vehicle Depreciation	<u>8,856</u>	<u>10,350</u>	<u>10,652</u>	<u>11,610</u>
Total	\$29,139	\$ 31,947	\$ 27,746	\$ 36,777

GOLF COURSE FUND  
MINOR CODE COMPARISONS

<u>CAPITAL OUTLAY</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Bldgs. & Fixed Equip.	\$ 0	\$ 0	\$ 1,883	\$ 0
Office Furn. Equip.	0	300	300	800
Vehicular Equip.	25,120	54,300	43,300	22,500
Opert. & Const. Equip.	<u>9,094</u>	<u>4,010</u>	<u>2,127</u>	<u>800</u>
Total	\$ 34,214	\$58,610	\$ 47,610	\$ 24,100

GOLF COURSE FUND  
MINOR CODE COMPARISONS

<u>DEBT SERVICE</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Bond Redemption	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
Bond Interest	<u>7,350</u>	<u>6,125</u>	<u>6,125</u>	<u>4,900</u>
Total	\$ 24,850	\$ 23,625	\$ 23,625	\$ 22,400
BUILDING DEPRECIATION	\$ 6,354	\$ 0	\$ 14,113	\$ 17,694

## GOLF COURSE

Functions:

This activity operates and maintains an eighteen hole golf course and a driving range. It is the responsibility of the Golf Course Superintendent under supervision of the Leisure Services Director to see that daily work programs and Capital Improvements are carried out. Routine maintenance is provided for tees, greens and fairways, roughs and other grass growing areas and sand traps. Golf cart maintenance and automotive maintenance are performed as necessary. Special tournaments are sponsored for various age groups. Fees are collected and accounted for, and a food concession is maintained in the Golf Clubhouse. A pro shop dispenses golf equipment.



Golf Course 6051				
EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 139,654	\$ 150,293	\$ +10,639
Contractual Services		52,102	56,264	+ 4,162
Commodities		55,210	59,775	+ 4,565
Revolving Funds		27,746	36,777	+ 9,031
Capital Outlay		47,610	24,100	-23,510
Bond Amortization		23,625	22,400	- 1,225
Depreciation*		14,113	17,694	+ 3,581
TOTAL		\$ 360,060	\$ 367,303	\$ + 7,243
	Staff-Years	12.00	12.00	0

\*Depreciation on buildings and other Golf Course improvements.





Capital Outlays:

The 1979 outlay for Capital purchases is \$23,510 less than the 1978 expenditure projection. In 1978 several vehicles, including tractor mowers and trucksters, as well as 15 golf carts, were replaced. In 1979, two rotary mowers, an electric typewriter and 15 new golf carts will be purchased.

Debt Service:

According to the bond amortization schedule, the required debt service in 1979 for retirement of the Clubhouse Revenue Bond is \$22,400; a decrease of \$1,225 from 1978's payment.

Depreciation (Non Vehiclular)

The 1979 portion of depreciation on buildings and other non-vehicular equipment and fixtures is \$17,694 which is \$3,581 greater than the 1978 projection.

Golf Course 6051				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 128,850	\$ 139,654	\$ 150,293	\$ 150,293
Contractual Services	52,303	52,102	56,264	56,264
Commodities	55,119	55,210	59,775	59,775
Revolving Funds	29,139	27,746	36,777	36,777
Capital Outlay	34,214	47,610	24,100	24,100
Bond Amortization	24,850	23,625	22,400	22,400
Depreciation	6,354	14,113	17,694	17,694
TOTAL	\$ 330,829	\$ 360,060	\$ 367,303	\$ 367,303

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Clubhouse Attendant	3.00	3.00	27	\$ 20,294
Sr. Grounds Maintenance Worker	3.00	3.00	29	21,659
Parks Maintenance Supervisor	1.00	1.00	39	11,415
Equipment Mechanic	1.00	1.00	39	8,834
Administrative Assistant	1.00	1.00	40	9,407
Principal Equipment Mechanic	1.00	1.00	45	12,921
Turf Manager	1.00	1.00	53	13,327
Golf Course Superintendent	1.00	1.00	59	15,684
Total	12.00	12.00		

The figures above exclude twenty-one authorized CETA positions at a total cost of \$159,994.

Golf Course 6051

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. To Operate and maintain Clubhouse (including Pro Shop and Halfway House)	32,000 Rounds of golf played	38,000	Clubhouse open 7 days per week 88 hours per week; Halfway House open 7 days per week 46 hours per week.	1.62 st/hrs per hour of Club House operation .53 st/hrs per hour of Halfway House operation.	1.62	1.62	\$110,543	\$124,974	4.68	4.68	\$ 3.70	3.29 per round
2. To Operate and maintain Motorized Carts	45 carts maintained \$73,000	45 Estimated Revenue \$76,500	95% Cart availability	1.58 st/hrs per cart per week	1.58	1.58	60,971	66,261	2.00	2.00	1,355	1,472 per cart
3. To Operate Driving Range	10,000 buckets of balls rented per year \$1.00 per bucket of 50 balls	10,700	Range open 7 days per week 81 hrs per week.	31 st/hrs per month	31	31	3,594	3,907	.20	.20	N/A	N/A
4. To maintain and clean eighteen hole Golf Course	18 Greens 36 Tees 18 Fairways Miscellaneous-traps, roughs, ditches, canals bridges, Clubhouse and half-way-house grounds.		85% Frequency of maintenance schedules met.	Greens 351 st hrs per month Tees 193 st hrs per month Fairways 231 st hrs per month Miscellaneous 13 st hrs per month			151,619	145,182	5.12	5.12	N/A	N/A
5. Services by the General Fund Total							25,333	26,979				
							\$360,060	\$367,303	12.00	12.00		

\* Work Program includes Cart Replacements.

WATER AND SEWER FUND



WATER AND SEWER FUND

The Water and Sewer Fund is an enterprise fund through which the financial operation of the City's Water and Sewer System are administered. This system is self-supporting. All operating costs and debt costs are paid from charges made by the system for services. The only exception is the Contribution from Chatham County to the system which is used to help pay the costs of the Federal and State mandated pollution abatement program.

The Water and Sewer system serves all of the City of Savannah including the annexed areas, parts of unincorporated areas around the fringe of the City and most of Wilmington Island. It has 45,514 water customers and 43,469 sewer customers. The recommended budget for this system for 1979 totals \$9,146,326. This is an increase of \$1,646,603 over the adjusted budget for 1978.

This budget differs from previous budgets in several ways. First, in this budget for the first time the activities of the system are grouped into two distinct cost and accounting operations: the water operation and the sewer operation. This has been done to comply with requirements imposed by the Environmental Protection Agency to ensure that the sewer operation pays its own way.

A second significant change is that in 1979 for the first time a rate system must be established, again by EPA mandate, under which fees for sewer service will be sufficient to cover the cost of the sewer operation and the fees for water service will be sufficient to cover the water operation. This requires a change in the fee structure. To meet this requirement sewer fees must be increased. However, water fees can be reduced.

A third significant change is that this budget unlike previous budgets does not appropriate funds for a Contribution to the General Fund. In previous years, funds remaining after operating costs and debt costs were paid were contributed to the General Fund. This budget however calls for these monies to be contributed to a renewal and extension fund for the Water and Sewer system.

A fourth significant change is that an investment program for this fund has been established as a part of the bond refunding program carried out in 1978 which, over the next 30 years, will produce \$37 million for renewals and extensions. This investment fund is financed by savings in debt cost between the old debt retirement schedule and the new schedule. If this program proceeds as planned it will mean that the system can make capital improvements in the future without requiring large additional revenue bond issues.

The budget proposed for 1979 recommends a rate increase and a change in the rate structure. The change in the rate structure is required under EPA mandates. According to the mandates, fees for

sewer service must be adequate to cover the total cost of operating the sewerage system including the debt retirement costs for this system. At present, sewer charges are not adequate to cover these costs. To meet this mandate the rates have been restructured. Sewer charges have been increased, but at the same time water charges have been reduced. The net effect of these changes is that the total water and sewer bill for a customer remains unchanged or would remain unchanged if a rate increase was not also required.

A rate increase of 20 percent is recommended. This increase is required for several reasons.

- a. Although as a result of inflation the cost of operating the water and sewer system has increased 32.5% for the period 1975 through 1978, revenues have only increased about 10.2% during this period. This difference reflects the slow growth of the system. The customer growth rate for the total system has been a little more than one percent per year. Offsetting this somewhat has been increased consumption, but this is still far too little to keep pace with inflation. The table below shows the customer growth rate by year from 1973 - 1978. Because the growth of the system has been much lower than the inflation rate, revenue growth has not kept pace. It is, therefore, necessary to adjust rates, in order to keep them in line with costs. The last increase was in 1975.

NUMBER OF ACTIVE-UTILITY ACCOUNTS  
Nov. 1973 - Nov. 1978

Year	<u>Inside City</u>			<u>Outside City</u>				<u>Total</u>			<u>Percent</u> <u>Inc.</u>	
	<u>Water</u>	<u>Inc.</u>	<u>Sewer</u>	<u>Inc.</u>	<u>Water</u>	<u>Inc.</u>	<u>Sewer</u>	<u>Inc.</u>	<u>Water</u>	<u>Inc.</u>		<u>Sewer</u>
1973	32,066		31,790		9,701		7,963		41,767		39,753	
1974	32,289	.7	31,983	.6	10,291	6.1	8,524	7.0	42,580	1.9	40,507	1.9
1975	32,645	1.1	32,343	1.1	10,814	5.1	8,994	5.5	43,459	2.1	41,337	2.0
1976	32,858	.6	32,552	.6	11,396	5.4	9,471	5.3	44,254	1.8	42,023	1.6
1977	32,940	.2	32,620	.2	12,085	6.0	10,194	7.6	45,025	1.7	42,814	1.8
1978	33,078	.4	32,876	.8	12,436	2.9	10,593	3.9	45,514	1.1	43,469	1.5

- b. Funds are needed to finance capital improvements to the system within the annexed area and to make other additions and improvements in the system. The projected city cost of improvements over the next ten years is \$21 million. The needed program calls for the following expenditure and financing schedule:

Proposed Capital Improvement Allocations for Water and Sewer Improvements

Improvements	1979	1980	1981	1982	1983	1984-1985
Water	\$ 600,000	\$1,170,000	\$2,150,000	\$ 380,000	\$ 780,000	\$1,600,000
Sewer	<u>2,673,000</u>	<u>1,330,000</u>	<u>1,620,000</u>	<u>3,330,000</u>	<u>1,350,000</u>	<u>4,590,000</u>
Total	\$3,273,000	\$2,500,000	\$3,770,000	\$3,710,000	\$2,130,000	\$6,190,000

Financing Schedule

Source	1979	1980	1981	1982	1983	1984-1985
Reserves	1,169,806	1,300,000				
Revenues	2,103,194	1,200,000	3,770,000	3,710,000		4,320,000
Bond Issue					2,130,000	1,870,000

Details of the Capital Improvement program proposed in 1979 and through 1985 are in the Capital Improvement section of the budget.

- c. Funds are needed to ensure that the investment fund program is carried out.
- d. As a result of annexation, the Water and Sewer Fund will lose over \$600,000 annually in revenues. This loss results from the reduction of water and sewer charges to those customers annexed to the City. They are now paying out-of-city rates, which are one-third higher than in-city rates.

The following changes in the water and sewer rate structure are recommended:

Sewer Customer Class

- Class I: Residential users
- Class II: Small industrial users - less than 20,000 gallons per day
- Class III: Large industrial customers - over 20,000 gallons per day
- Class IV: Municipal or county customers

SEWER CHARGE - INSIDE

User Class	Base Charge		0 - 2,000 cu. ft.		Over 2,000 cu. ft.	
	Old	New	Old	New	Old	New
I	\$3.76	\$6.00	\$.12	\$.38	\$.20	\$.58
II	N/A	6.00	N/A	.46	N/A	.68
III	N/A	6.00	N/A	.46	N/A	.68
IV	N/A	6.00	N/A	.46	N/A	.68

WATER CHARGES - INSIDE

Class	Base Charge		0 - 2,000 cu. ft.		Over 2,000 cu. ft.	
	Old	New	Old	New	Old	New
All users	\$5.26	\$4.83	\$.20	\$.06	\$.33	\$.10

SEWER CHARGES - OUTSIDE

User Class	Base Charge		0 - 2,000 cu. ft.		Over 2,000 cu. ft.	
	Old	New	Old	New	Old	New
I	\$5.60	\$ 9.00	\$.18	\$.57	\$.30	\$.87
II	N/A	9.00	N/A	.69	N/A	1.02
III	N/A	9.00	N/A	.69	N/A	1.02
IV	N/A	9.00	N/A	.69	N/A	1.02

WATER CHARGES - OUTSIDE

Class	Base	Charge	0 - 2,000 cu. ft.		Over 2,000 cu. ft.	
	Old	New	Old	New	Old	New
All users	9.36	7.00	.30	\$.09	.50	\$.15

What effect will the new rates have on customers? The following breakdown shows this.

Average Bi-monthly cost (2,000 cu. ft. consumption)

Customer	Sewer		Water		Combined	
	Old	New	Old	New	Old	New
In-City before annexation	\$ 6.16	\$13.60	\$10.26	\$ 6.03	\$ 16.42	\$ 19.63
In annexed area	8.20	13.60	15.36	6.03	23.56	19.63
Out-of-City	8.20	20.40	15.36	8.80	23.56	29.20

The following table shows the amount of revenue the new schedule will provide and compares this with the revenue projected for 1978.

Changes in Revenue from Water and Sewer Service Charges  
Under New Rate Structure

Source	<u>Revenue</u> <u>1978 Projection</u>	<u>1979 Projection</u>
Water Sales		
Inside	\$2,600,000	\$1,812,310
Outside	1,475,000	187,337
Water Sales Total	<u>\$4,075,000</u>	<u>\$1,999,647</u>
Sewer Service		
Inside	\$1,580,000	\$4,915,885
Outside	740,000	562,967
Sewer Sales Total	<u>\$2,320,000</u>	<u>\$5,478,852</u>
Combined Total	<u>\$6,395,000</u>	<u>\$7,478,499</u>

As mentioned at the beginning of this section, the recommended budget for 1979 totals \$9,146,326. The breakdown by activity is as follows:

Water Fund	\$1,586,574
Sewer Fund	2,853,841
Services General Fund	675,700
Contingencies	100,000
Bond Cost - G.O. Bonds	284,362
Water and Sewer Revenue Bonds	1,365,655
Replacement and Renewal Investment Fund	177,000
Water and Sewer Extension and Renewal Program	<u>2,103,194</u>
	\$9,146,326

The budget for 1979 is increased over the adjusted budget for 1978 by \$ 1,646,603. The table which follows shows the changes in each object code that accounts for the increase.

<u>Object Code</u>	<u>Adjusted 1978</u>	<u>Recommended 1979</u>	<u>Difference</u>
Personal Services	\$1,621,653	\$1,754,257	\$ + 132,604
Contractual Services	2,302,852	4,434,808	+2,131,956
Commodities	536,338	613,889	+ 77,551
Revolving Fund	393,473	482,250	+ 88,777
Capital Outlay	37,407	34,105	- 3,302
Bond Retirement	2,608,000	1,650,017	- 957,983
Investment Fund	<u>-0-</u>	<u>177,000</u>	<u>+ 177,000*</u>
Total	\$7,499,723	\$9,146,326	\$+1,646,603

\*After this year, this item increased to about \$700,000 per year through 1990.

## ESTIMATED REVENUES -WATER AND SEWER FUND

<u>Source</u>	<u>1978 Projection</u>	<u>1979 Projection</u>
Water Sales		
Inside City	\$2,600,000	\$1,812,310
Outside City	1,475,000	187,337
Sewer Service		
Inside City	1,580,000	4,915,885
Outside City	740,000	562,967
County Contribution	994,428	994,428
Sewer Connection Fees	75,000	70,000
Water Line Tap-on Fees	65,000	65,000
Water Line Extensions	33,441	33,441
Water Cut-on Fees	7,000	7,000
Miscellaneous	11,500	5,000
Total Operating Revenues	\$7,581,369	\$8,653,368
Interest on Investments	55,000	\$ 50,000
Interest on Meter Dep.	10,000	9,500
Interest from Sinking Fund	125,000	125,000
Interest from General Inv.	100,000	100,000
I & D Non-contract Sales	75,000	75,000
Contribution from I & D	56,474	56,474
Drainage Payment	-	76,984
Total Revenues	\$8,002,843	\$9,146,326

## REVENUES - WATER AND SEWER FUND

Source	1974 Actual	1975 Actual	1976 Actual	1977 Actual	1978 Projection	1979 Projection	1980 Projection	1981 Projection
Water Sales								
Inside City	\$2,112,779	\$2,489,061	\$2,683,843	\$2,659,760	\$2,600,000	\$1,812,310	\$1,830,000	\$1,850,000
Outside City	1,030,392	1,273,360	1,331,887	1,440,969	1,475,000	187,337	200,000	215,000
Sewer Service								
Inside City	1,240,823	1,547,368	1,570,917	1,643,523	1,580,000	4,915,885	4,950,000	4,990,000
Outside City	474,592	607,095	637,371	690,889	740,000	562,967	575,000	590,000
County Contribution	994,428	994,428	994,428	994,428	994,428	994,428	994,428	994,428
Sewer Connection Fees	53,621	54,779	71,125	148,545	75,000	70,000	70,000	70,000
Water Line Tap-on Fees	59,700	53,704	59,915	102,890	65,000	65,000	65,000	65,000
Water Line Extensions	33,441	33,441	33,441	33,441	33,441	33,441	33,441	33,441
Water Cut-on Fees	8,140	8,048	10,067	9,604	7,000	7,000	7,000	7,000
Miscellaneous	3,013	2,156	2,194	14,315	11,500	5,000	5,000	5,000
Total Operating Revenue	\$6,010,929	\$7,063,440	\$7,395,188	\$7,738,364	\$7,581,369	\$8,653,366	\$8,729,869	\$8,819,869
Interest on Investments	\$ 22,600	\$ 36,465	\$ 51,968	\$ 58,527	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000
Interest on Meter Deposits	-0-	10,481	11,851	13,631	10,000	9,500	10,000	10,000
Interest from Sinking Fund	-0-	-0-	126,144	140,974	125,000	125,000	125,000	125,000
Interest from General Inv.	-0-	-0-	89,926	154,878	100,000	100,000	90,000	90,000
I & D Non-Contract Sales	-0-	-0-	86,820	92,792	75,000	75,000	75,000	75,000
Contribution from I & D	135,000	133,891	56,474	56,245	56,474	56,474	56,474	56,474
Drainage Payment	-0-	-0-	-0-	-0-	-0-	76,984	81,600	86,500
Total Revenues	\$6,168,529	\$7,244,277	\$7,818,371	\$8,263,411	\$8,002,843	\$9,146,326	\$9,217,943	\$9,312,843

Personal Services

<u>Personal Services</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Salaries & Wages	\$1,224,898	\$1,267,675	\$1,254,362	\$1,372,107
Social Security	75,173	75,637	76,095	83,756
Group Medical Ins.	45,971	38,789	38,789	42,000
Group Life Insurance	12,866	11,403	11,403	11,403
Pension	156,747	163,935	163,935	178,372
Longevity	13,685	14,707	14,707	14,130
Overtime	<u>56,004</u>	<u>60,159</u>	<u>62,362</u>	<u>52,489</u>
Total	\$1,585,344	\$1,632,305	\$1,621,653	\$1,754,257

Contractual Services

<u>Contractual Services</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Electricity	\$ 976,399	\$1,092,159	\$ 990,960	\$1,208,204
Natural Gas	63,881	75,144	96,044	99,183
Communications	22,989	25,389	25,323	33,472
Transportation	4,685	7,540	7,540	8,498
Advertising	1,998	1,444	1,444	1,588
Insurance	78,021	63,838	55,247	66,943
Rentals	2,860	6,800	5,566	6,501
Dues, Mem. & Subscr.	781	831	803	1,228
Prof. Service Fees	4,078	3,382	4,500	4,680
Building Repair	12,146	0	1,614	2,000
Equipment Maintenance	127,751	122,530	112,632	120,319
Vehicle Rep. Contr.	7,600	0	0	0
Photocopying	925	1,310	1,310	1,428
Other Contractual Svcs.	8,057	10,625	3,900	1,870
General Fund Services	689,284	734,510	742,169	675,700
Contri. to General Fund	640,000	235,000	235,000	0
Extensions & Renewals	-	16,000	18,800	2,103,194
Contingencies	-	<u>111,230</u>	<u>(1)</u>	<u>100,000</u>
Total	\$2,641,455	\$2,507,732	\$2,302,852	\$4,434,808

(1) Contingency funds have been redistributed as needed to other accounts and therefore are not recorded in the adjusted budget.

Commodities

<u>Commodities</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Printing	\$ 219	\$ 504	\$ 324	\$ 2,042
Office Supplies	1,078	1,579	2,233	1,711
Postage	292	178	417	7,866
Clothing & Pers. Supps.	6,322	5,444	6,861	6,518
Food, Med., Hskp Supps.	8,556	5,927	7,183	7,066
Oper. Supp & Mtls.	56,229	62,635	65,410	76,843
Chemicals	143,991	172,584	164,586	214,122
Equipmt. Repr. Parts	81,384	62,855	90,466	91,516
Supp. Mtls. Constr.	12,884	11,378	14,071	18,891
Sewer Constr. Mtls.	11,184	10,095	10,877	14,501
Water Constr. Mtls.	157,990	144,833	155,887	154,860
Tools & Shop Supps.	13,246	17,010	14,753	14,669
Oil and Grease	<u>1,886</u>	<u>1,691</u>	<u>3,270</u>	<u>3,284</u>
Total	\$495,261	\$496,713	\$536,338	\$613,889

Revolving Fund

<u>Revolving Fund</u>	<u>1977 Actual</u>	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Engineering	\$ 6,382	\$ 13,546	\$ 13,546	\$ 8,458
Vehicle Maint.	217,170	248,000	231,190	263,250
Central Services	68,585	73,466	73,466	107,969
Vehicle Depreciation	<u>68,898</u>	<u>78,230</u>	<u>75,271</u>	<u>102,573</u>
Total	\$ 360,981	\$ 413,242	\$ 393,473	\$482,250

Capital Outlays

<u>Capital Outlays</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Bldg. & Fixed Equipmt.	\$ 13,523	\$ 8,750	\$ 9,650	\$ 4,575
Office Furn & Equipmt.	1,176	2,600	3,611	1,585
Vehicle Equipment	7,600	750	750	100
Oper. & Const. Equipmt.	<u>14,993</u>	<u>22,620</u>	<u>23,396</u>	<u>27,845</u>
Total	\$ 37,292	\$ 34,720	\$ 37,407	\$ 34,105

Debt Service

	<u>1978 Adopted</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Old Sinking Fund	\$2,316,000	\$ 983,090	\$ -0-
1978 Revenue Bonds	-0-	455,218	1,365,655
GOB Redemption	255,361	257,278	255,361
GOB Interest	34,722	34,722	29,001
Investment Fund	-0-	390,000	177,000
Renewal & Extension	<u>-0-</u>	<u>487,692</u>	<u>* </u>
	\$2,606,083	\$2,608,000	\$1,827,017

\* Renewal and Extension monies are shown in the Contractual Series in 1979.

**WATER & SEWER FUND**

	1978 Projected Expenditures	1979 Current Svc. Level	1979 Price Change	1979 Quantity Change	1979 Total Base	1979 Annexation Budget	1979 Total Budget
Water & Sewer Services	\$ N/A	\$ 74,368	\$ -	\$ -	\$ 74,368	-	\$ 74,368
Water Supply & Treatment	803,572	803,572	21,129	11,817	836,518	-	836,518
Water Distribution	657,432	657,432	55,440	-	712,872	-	712,872
Sewer Maintenance	620,316	620,316	28,607	-	648,923	-	648,923
Lift Station Maintenance	357,643	371,385	13,305	70,105	454,795	-	454,795
President Street Plant	1,184,227	1,184,227	119,216	140,380	1,443,823	-	1,443,823
Small Plants Operations	272,564	267,289	685	1,142	269,116	-	269,116
Total	\$ 3,895,754	\$ 3,978,589 <sup>1</sup>	\$ 238,382	\$ 223,444	\$ 4,440,415	-	\$ 4,440,415

W & S Interdepartmental \$ 3,603,969<sup>3</sup> \$ 4,705,911<sup>3</sup> \$ - \$ 4,705,911

W&S FUND TOTAL \$ 7,499,723 \$ 8,684,500 \$ 238,382 \$ 223,444 \$ 9,146,326 \$ - \$ 9,146,326

<sup>1</sup> Change reflects full-year personnel 7 electricity costs, plus greater building & electricity work from Central Services.  
<sup>2</sup> \$70,000 in Lift Stations for 3 new lift stations and the Kayton Box (\$61,650).

<sup>3</sup> \$77,000 in Electricity for increased aeration capacity at President Street Plant.

<sup>4</sup> CETA conversions at the Plant-\$27,000; additional manholes in Water Supply-\$13,900 offset of 1978 savings-\$25,000.

**Water & Sewer Interdepartmental  
Contractual Services**

	1978	1979
Services by the General Fund	\$ 742,169	\$ 675,700
Contributions to the General Fund	235,000	-0-
Contingencies	-0-	100,000
Extension and Renewal Contribution	18,800	2,103,194
Sub Total	\$ 995,969	\$ 2,878,894
Bond Amortization		
General Obligation Bonds	292,000	284,362
Revenue Bonds	2,316,000	1,365,655
Investment Fund	0	177,000
Sub Total	\$ 2,608,000	\$ 1,827,017
Total	\$ 3,603,969	\$ 4,705,911

## ELECTRICITY COSTS FOR WATER AND SEWER FUND

Fund and Activities	1976	1977	1978	1979
<u>Water and Sewer Fund</u>	<u>\$811,404</u>	<u>\$976,399</u>	<u>\$990,960</u>	<u>\$ 1,208,204</u>
Water Supply and Treatment	383,947	453,841	440,000	485,000
President Street Plant	265,105	291,445	305,000	414,030
Lift Station Maintenance	84,421	129,408	150,960	204,456
Small Plants Operation	77,931	101,705	95,000	104,718

## WATER AND SEWER

Functions:

Water and Sewer is responsible for providing zero coliform potable water, and collecting, appropriately treating, and disposing of waste water in accordance with EPA and EPD regulations for the City of Savannah and Chatham County users.

Activities:Water Supply and Treatment

Provides safe, potable water to all customers; meets EPD and EPA requirements relative to drinking water quality and certification standards; sustains adequate distribution pressure to meet residential and fire fighting needs.

Water Distribution

Installs, maintains, repairs and/or replaces water distribution system elements including mains, service laterals, valves, service connections, fire hydrants and meters as required.

Sewer Maintenance

Collects wastewater and maintains transfer lines, manholes, and other features of the underground utility system; provides emergency services to minimize or eliminate the stoppages, cave-ins, and spills; oversees sewer regulations issued by City ordinance.

Lift Station Maintenance

Transfers sewage by pumping to higher level collector lines, oversees operation of wastewater pumping stations and maintains facilities within these stations; repairs equipment as needed; maintains such storm drainage pumping stations as required.

Pollution Control Plant

Receives, treats, and disposes collected wastewater and contained solids to meet NPDES criteria and other EPD regulations governing Wastewater Treatment Plant operations; insures compliance with certification requirements; maintains radio dispatch control of emergency Sewer Maintenance and Lift Station Maintenance Mobile Units, and operates "Sensor 7" system for the Lift Station Maintenance Activity.

Outlying Plants

Receive, treat, and dispose of collected wastewater and contained solids to meet NPDES permit criteria and other EPA and EPD regulations governing Wastewater Treatment Plant operations; maintain six City outlying plant locations.

## Water and Sewer Fund 7000's

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$1,621,653	\$ 1,754,257	\$ +132,604
Contractual Services		2,302,852	4,434,808	+2,131,956
Commodities		536,338	613,889	+ 77,551
Revolving Funds		393,473	482,250	+ 88,777
Capital Outlay		37,407	34,105	- 3,302
Bond Amortization		2,608,000	1,827,017	-780,983
TOTAL		7,499,723	\$ 9,146,326	\$1,646,603
	Staff-Years	137.00	140.00	+3.00



## WATER AND SEWER FUND

Explanation of Changes:

The 1979 Water and Sewer Budget has increased \$1,646,603 over the 1978 Projected Expenditures. Reasons for changes follow.

Personal Services:

Personal Services costs have increased \$132,604. Four CETA positions at the President Street Plant were converted to permanent positions on the recommendations of a RMC study. The cost of the increased positions was moderated by the deletion of one position in Lift Station Maintenance at a savings of \$7,400. The remainder of the Personal Services increase may be accounted for by a merit increase of \$51,209 and a pay adjustment of \$59,438.

Contractual Services:

If the Subsidies and Contributions for both years and the \$100,000 contingency for 1979 are deleted, Contractual Services' costs will increase \$249,031. Electricity costs amount to \$217,244 of this total. This cost increase in the electricity minor code involves a 10% inflation factor and the implementation of an increased aeration capacity at the President Street Plant which will involve an additional \$76,622 in electrical costs. Increased Communications charges and higher Insurance costs explain the remainder of the increase.

Subsidies and Contributions:

Subsidies and Contributions included in Contractual figures increase \$2,131,956. Water and Sewer's contribution to the General Fund has been eliminated and the charge for General Fund services reduced. However, the \$2,103,194 contribution in 1979 for system

renewal and extension exceeds the 1978 contribution by \$2,084,394.

Commodities:

Commodities have increased \$77,551. Increased Chemical use accounts for \$49,536. Costs associated with Construction Supplies and Materials and Operating Supplies and Materials that will be used in a manhole project account for much of the remainder of the increase. Further costs are attributable to increased Printing and Postage required to meet new EPA notification requirements.

Revolving Fund:

Revolving Fund charges have increased \$88,777. Increased Vehicle Depreciation, Garage Charges and a general realignment of Central Services chargebacks have caused this rise in costs.

Capital Outlay:

Capital Outlays of \$34,105 are budgeted for Water and Sewer in 1979 including a portable sampler, a portable flow meter, a velocity meter, a heat sensor, a hydraulic press, eleven sump pumps, steel sheeting, an arc welder, six de-humidifiers, three ventilator blowers, ten compressor motors, a chlorine feeder, five lawn mowers, a weed edger, two chlorinators, two jacuzzi pumps, three scales, two pavement breakers, a centrifugal pump, and miscellaneous office equipment.

Debt Service:

Debt Service is \$780,983 less than 1978 due to less GOB interest and a decrease of \$950,345 in revenue bond costs due to re-financing. This is offset by the required \$177,000 replacement and renewal investment payment.

Water Service 7102				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 0	\$ 0	\$ 34,580	\$ 34,580
Contractual Services	0	0	867	867
Commodities	0	0	50	50
Revolving Funds	0	0	1,567	1,567
Capital Outlay	0	0	120	120
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 37,184</b>	<b>\$ 37,184</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Water & Sewer Engineer	0.00	.50	58	\$ 9,336
Senior Management Analyst	0.00	.50	59	7,703
Water & Sewer Services Director*	0.00	.50	68	11,555
Total	0.00	1.50		

\*The Water and Sewer Services Director and the Water and Sewer Engineer positions were removed from 7110 and added to 7102.

The Senior Management Analyst position was removed from 7120 and added to 7102.

Sewer Service 7202				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 0	\$ 0	\$ 34,580	\$ 34,580
Contractual Services	0	0	867	867
Commodities	0	0	50	50
Revolving Funds	0	0	1,567	1,567
Capital Outlay	0	0	120	120
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 37,184</b>	<b>\$ 37,184</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Water & Sewer Engineer	0.00	.50	58	\$ 9,335
Senior Management Analyst	0.00	.50	59	7,703
Water & Sewer Services Director*	0.00	.50	68	11,554
Total	0.00	1.50		

\*The Water and Sewer Services Director and the Water and Sewer Engineer positions were removed from the 7110 and added to 7202.

The Senior Management Analyst position was removed from 7120 and added to 7202.

Water and Sewer Administration  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
I. Direct and Administer Water & Sewer Activities					N/A	1,853 Staff Hours	N/A	I. 29,458	I. 7010	I. 1.0		
II. Conduct and Prepare Water & Sewer Reports and Studies												
A. REMAC Reports and follow-up	24	54	100%	100%	N/A	3.1 staff hrs per report	N/A	II A. \$ 1,811 B. 2,051 C. 2,270 D. 13,418	II in 7020 A. .09 B. .10 C. .13 D. .68	II	A. 33.54 B. 256.38 C. 17.46 D. 745.44	
B. Budget Preparation	8	8	100%	100%		23.16 staff hrs. per budget						
C. Prepare/Review Staff Reports	130	130	100%	100%		1.85 staff hours per report						
D. Special Reports/Problems	18	18	100%	100%		70.00 st/hr per special report.						
III. Water & Sewer Engineer												
A. Maintenance and construction Design and Planning			100%	100%		185 staff hours	N/A	III 1. 2,602	III in 7010 1. .10	III		

Water and Sewer Administration

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
B. Supervise Field work	2. Aid in Planning & Design of new Facilities		2. Planning and Design of new facilities on schedule		2. NA staff hours		2. 5,000		2. .20			
			100%	100%								
B. Supervise Field work	B. Supervise Field work daily		B. Field work completed on schedule		B. NA staff hours/week		B. 17,758		B. .70			
			100%	100%								
Total							<u>\$74,368</u>		<u>3.0</u>			

## Water Fund 7100's

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 579,670	\$ 567,322	\$ - 12,348
Contractual Services		500,829	565,438	+ 64,609
Commodities		213,557	242,675	+ 29,118
Revolving Funds		158,646	204,192	+ 45,546
Capital Outlay		8,302	6,947	- 1,355
Bond Amortization				
TOTAL		\$1,461,004	\$1,586,574	\$ 125,570
	Staff-Years	46.00	44.50	- 1.50



## Water Supply &amp; Treatment 7110

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 231,032	\$ 245,180	\$ 193,744	\$ 193,744
Contractual Services	495,992	482,573	534,124	534,124
Commodities	34,233	37,497	50,174	50,174
Revolving Funds	29,953	32,172	53,174	53,174
Capital Outlay	10,448	6,150	5,302	5,302
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 801,658</b>	<b>\$ 803,572</b>	<b>\$ 836,518</b>	<b>\$ 836,518</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> <u>1978-1979</u>		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Water Plant Operator I	2.00	2.00	40	\$ 16,854
Water Plant Operator II	10.00	10.00	40	108,749
Electrician	1.00	1.00	41	12,068
Water Supply Superintendent	1.00	1.00	50	13,155
Water and Sewer Engineer*	1.00	0.00	-	-
Water and Sewer Service Director*	1.00	0.00	-	-
Total	16.00	14.00		

\*The Water and Sewer Services Director and the Water and Sewer Engineer positions were removed from 7110 and added to 7102.







Water Distribution 7120				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 382,913	\$ 334,490	\$ 338,998	\$ 338,998
Contractual Services	32,361	18,256	30,447	30,447
Commodities	178,177	176,060	192,451	192,451
Revolving Funds	104,927	126,474	149,451	149,451
Capital Outlay	13,869	2,152	1,525	1,525
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 712,247</b>	<b>\$ 657,432</b>	<b>\$ 712,872</b>	<b>\$ 712,872</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Light Equipment Operator	1.00	1.00	29	\$ 7,338
Water Meter Mechanic	3.00	3.00	29	24,929
Senior Utilities Maintenance Worker	14.00	14.00	29	117,510
Medium Equipment Operator	3.00	3.00	31	25,480
Utilities Maintenance Crew Chief	6.00	6.00	35	59,860
Water Meter Crew Chief	1.00	1.00	35	10,399
Water Distribution Superintendent	1.00	1.00	50	12,632
Senior Management Analyst*	1.00	0.00	-	-
Total	30.00	29.00		

The figures above exclude eight authorized CETA positions at a total cost of \$60,950.

\*The Senior Management Analyst position was removed from 7120 and added to 7102.



Water Distribution 7/20  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
III. Distribution	4,946	4,946			5.62	5.62	\$349,573	\$319,981	15	15	\$70.68	\$64.69
A. Repair water line leaks	3,804	3,804	Repair leak within one working day.		st./hrs. per line serviced						per line serviced	
B. Service water line	1,142	1,142	Service lines within one working day.									
IV. Administration/Clerical*												
A. Process work order requests	4,920	5,676	Scheduled work within one working day.		.75	.65	44,036	75,511	2	2	8.95	13.30
	requests processed				st./hrs. per request						per work order request scheduled	
Total							\$657,432	712,872	29*	29		

\* Senior Management Analyst was removed from 7/20.



Sewer Fund 7200's				
EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$1,041,983	\$1,186,935	+\$144,952
Contractual Services		806,054	990,476	+184,422
Commodities		322,781	371,214	+ 48,433
Revolving Funds		234,827	278,058	+ 43,231
Capital Outlay		29,105	27,158	- 1,947
Bond Amortization				
TOTAL		\$2,434,750	\$2,853,841	+\$419,091
	Staff-Years	91.00	95.50	+ 4.50



## Sewer Maintenance 7250

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 413,982	\$ 410,991	\$ 422,266	\$ 422,266
Contractual Services	6,724	5,311	5,936	5,936
Commodities	43,411	52,542	51,093	51,093
Revolving Funds	125,560	137,972	159,058	159,058
Capital Outlay	3,809	13,500	10,570	10,570
Bond Amortization	0	0	0	0
<b>TOTAL</b>	<b>\$ 593,486</b>	<b>\$ 620,316</b>	<b>\$ 648,923</b>	<b>\$ 648,923</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years</u> 1978-1979		<u>Range</u> <u>Number</u>	<u>1979</u> <u>Allocation</u>
Utilities Maintenance Worker	5.00	5.00	25	\$ 32,071
Light Equipment Operator	2.00	2.00	29	16,809
Senior Utilities Maint. Worker	18.00	18.00	29	145,685
Medium Equipment Operator	3.00	3.00	31	26,624
Utility Maintenance Crew Chief	5.00	5.00	35	49,634
Heavy Equipment Operator	1.00	1.00	37	10,743
Utilities Maintenance Supervisor	2.00	2.00	46	26,780
Sewage Collection Superintendent	1.00	1.00	50	15,402
Total	<u>37.00</u>	<u>37.00</u>		

The figures above exclude six authorized CETA positions at a total cost of \$45,712.

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	
I. MAINTAIN SEWER LINES & MAIN-HOLES											
a. Clean lines	98.74	98.74	Respond to service requests within 8 hours.		163.64	144.13	\$ 131,930	\$ 130,584	8.72	7.68	\$ 1,336 per mile
b. Clean man-holes	2,577	2,400	manholes cleaned		1.63	1.51	38,805	36,256	2.26	1.95	15.06 per manhole
II. REPAIRS											
a. Minor Repairs			Initiate repair and construction Requests within 24 hours of receipt of work order.								
1. Manholes	72	72	manhole repairs		59.71	13.13	32,445	36,298	2.32	.51	450.63 per repair
2. Sewer lines	410	276	lines repaired		17.72	22.42	59,674	52,353	3.92	3.34	145.55 per repair
b. Major Repairs	80	160	major repairs		329.83	224.79	257,241	294,008	14.24	19.41	3,215.51 per repair
II. NEW CONSTRUCTION											
a. New Man holes*	100	150	manholes built		59.67	43.36	67,766	72,053	3.22	3.51	677.66 per manhole
b. Replace lines	1,680	42	lin. ft. of line replaced/jobs		2.56	26.47	32,455	27,371	2.32	.60	19.32 per lin. ft.
Total							\$ 620,316	\$ 648,923	37	37	











SMALL PLANTS - 7180

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. OPERATE WILMINGTON PARK (DESIGN CAPACITY .36 MGD)/ISLANDWOOD (DESIGN CAPACITY .15 MGD) TREATMENT PLANTS.												
(A) Treat Wastewater, Test Samples, and Dispose of Sludge.	.40	.41	92%	92%	21.96	21.42	\$52,650	\$52,283	1.73	1.73	\$ .13	\$ .13
	MGD Treated, 6 Tests Required & 8 Sludge Drying Beds (Wilmington Park)											
	90% 90% (Islandwood)											
	Reduction in BOD <sub>5</sub> and Suspended Solids											
	8 Tests/Daily											
	3 Tests/Biweekly											
	2 Tests/Weekly											
(B) Perform Preventive Maintenance Program & Cleaning Schedule for Equipment and Grounds.	32	32	8 Tasks/Day	.404	.404	\$13,561	\$13,638	.61	.61	\$423.78	\$426.19	Per Task
	Routine Maintenance Tasks											
	7 Tasks/Week											
	1 Task/Biweekly											
	5 Tasks/Month											
	7 Tasks/Week											
	From MAR-OCT and Biweekly											
	NOV-FEB											
	3 Tasks/Biweekly											
	MAR-OCT											
	1 Task/Month											
	MAR-OCT											

SMALL PLANTS - 7280

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
2. OPERATE WINDSOR FOREST (DESIGN CAPACITY 2.0 MGD)/ WILSHIRE ESTATES (DESIGN CAPACITY 1.0 MGD) TREATMENT PLANTS												
(A) Treat Wastewater, Test Samples, & Dispose of Sludge Drying Beds	1.5	2.1	85%	85%	5.52	3.94	\$119,227	\$116,906	1.63	1.63	\$ .08	\$ .06
			Reduction in BOD & Suspended Solids		Staff Hours/MG						Per Gallon	
			6 Tests/Day									
			4 Tests/Week									
			4 Tests/Three Times/Week									
(B) Perform Preventive Maintenance Program and Cleaning Schedule for Equipment and Grounds.	20	20	1 Task/Day		1.515	1.515	\$13,314	\$13,390	.70	.70	\$665.70	\$669.50
			Routine Maintenance Tasks		Staff Hours/Task						Per Task	
			1 Task/Week									
			1 Task/Week									
			5 Tasks/Weekly									
			2 Tasks/Biweekly									
			3 Tasks/Monthly									
			2 Tasks/Weekly									
			MAY-OCT Monthly									
			NOV-APR Monthly									
			1 Task/Weekly									
			MAR-OCT; Biweekly									
			NOV-FEB									
			1 Task/6 Months									
			1 Task/4 Months									
			3 Tasks/Biweekly									
			MAR-NOV									

SMALL PLANTS - 7160

ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
3. OPERATE TRAVIS FIELD TREATMENT PLANT (DESIGN CAPACITY 1.0 MGD) AND CLOVERDALE POND (DESIGN CAPACITY .5 MGD)												
(A) Treat Wastewater, Test Samples, & Dispose of Sludge	.63	.68	85% (Travis Field)	85%	11.84 Staff Hours/MG	10.97	\$58,516	\$57,516	1.47	1.47	\$ .09 Per Gallon	\$ .09
	MGD Treated, 6 Tests Required		60% (Cloverdale)	60%								
			Reduction in BOD <sup>5</sup> & Suspended Solids									
			6 Tests/Day									
			3 Tests/Week									
			2 Tests/Month									
(B) Perform Preventive Maintenance Program and Cleaning Schedule for Equipment and Grounds.	19	19	1 Task/Biweekly MAR-NOV	1 Task/Biweekly	1.09 Staff Hours/Task	1.09	\$15,296	\$15,383	.86	.86	\$805.05 Per Task	\$809.63
	Routine Maintenance Tasks		1 Task/ Twice Day									
			3 Tasks/ Twice Week									
			7 Tasks/Week									
			3 Tasks/Biweekly									
			2 Tasks/Month									
			1 Task/Three Times/Week									
			1 Task/6 Months									
							\$272,564	\$269,116	7.00	7.00		

## Water and Sewer Interdepartmental 7400's

EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 0	\$ 0	\$ 0	\$ 0
Contractual Services	1,337,484	995,969	2,878,894	2,878,894
Commodities	0	0	0	0
Revolving Funds	0	0	0	0
Capital Outlay	0	0	0	0
Bond Amortization	1,705,753	2,608,000	1,827,017	1,827,017
<b>TOTAL</b>	<b>\$3,043,237</b>	<b>\$3,603,969</b>	<b>\$4,705,911</b>	<b>\$4,705,911</b>

	<u>1978</u>	<u>1979</u>
Contractual Services		
Services by the General Fund	\$ 742,169	\$ 675,700
Contributions to the General Fund	235,000	-0-
Contingencies	-0-	100,000
Extension and Renewal Contribution	18,800	2,103,194
Sub Total	\$ 995,969	\$2,878,894
Bond Amortization		
General Obligation Bonds	\$ 292,000	\$ 284,362
Old Sinking Fund	983,090	-0-
1978 Revenue Bonds	455,218	1,365,655
Investment Fund	390,000	177,000
Renewals and Extensions	487,692	*
Sub Total	\$ 2,608,000	\$1,827,017
Total	\$ 3,603,969	\$4,705,911

\*Renewal & Extension monies are shown in the Contractual Series in 1979.



SPECIAL FUNDS



## ESTIMATED REVENUES - I &amp; D WATER FUND

<u>Source</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Sale of Water to Industry	<u>\$1,588,963</u>	<u>\$1,734,326</u>

## EXPENDITURES BY FUNCTIONS - I &amp; D WATER FUND

<u>Function</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Operations	\$1,155,730	\$1,300,649
Debt Services	390,068	387,706
Services by the General Fund	<u>43,165</u>	<u>45,971</u>
Total	<u>\$1,588,963</u>	<u>\$1,734,326</u>

I&D WATER BUDGET SPREAD SHEET

	<u>1978</u>	<u>1979</u>	<u>1979</u>	<u>1979</u>	<u>1979</u>	<u>1979</u>
	<u>Projected</u>	<u>Current</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>	<u>Annexation</u>
	<u>Expenditures</u>	<u>Svc. Level</u>	<u>Change</u>	<u>Change</u>	<u>Base</u>	<u>Budget</u>
I & D WATER FUND						
I & D Water	\$1,588,963	\$1,633,228 <sup>1</sup>	\$ 99,072	\$ 2,026	\$1,734,326	\$ -
						\$1,734,326

<sup>1</sup>Increase reflects insurance and Garage expenditures.

I&D WATER FUND  
MINOR CODE COMPARISONS

<u>PERSONAL SERVICES</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Salaries & Wages	\$ 231,875	\$ 259,687	\$ 250,487	\$ 269,119
Social Security	14,240	15,650	16,834	16,511
Group Medical Ins.	8,059	7,462	7,462	7,800
Group Life Ins.	2,312	2,344	2,344	2,344
Pension	24,991	33,759	33,759	34,985
Longevity	2,685	4,895	4,895	2,495
Overtime	<u>8,855</u>	<u>12,600</u>	<u>13,000</u>	<u>14,420</u>
Total	\$ 293,017	\$ 336,397	\$ 328,781	\$ 347,674

I&D WATER FUND  
MINOR CODE COMPARISONS

<u>CONTRACTUAL SERVICES</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Electricity	\$ 539,561	\$ 503,790	\$ 519,000	\$ 570,900
Natural Gas	4,868	11,121	5,500	12,921
Communications	3,825	4,398	4,800	4,527
Transportation	945	1,296	1,296	1,672
Advertising	0	213	213	150
Insurance	16,551	24,073	24,793	32,615
Rentals	0	538	538	592
Dues, Mem., & Subsc.	0	160	160	176
Professional Services	448	480	480	1,028
Bldg. Repair	135	10,000	10,000	5,500
Equip. Maintenance	1,108	5,375	4,946	5,441
Svcs. to General Fund	42,091	43,165	43,165	45,971
Photocopying	106	260	113	200
Other Contractual Svcs.	<u>2,551</u>	<u>4,280</u>	<u>8,000</u>	<u>840</u>
Total	\$ 612,189	\$ 609,149	\$ 623,004	\$ 682,533

I&D WATER FUND  
MINOR CODE COMPARISONS

<u>COMMODITIES</u>	<u>1977</u> <u>Actual</u>	<u>1978</u> <u>Adopted</u>	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
Printing	\$ 107	\$ 321	\$ 321	\$ 343
Office Supplies	12	536	500	574
Postage	163	80	160	172
Cloth. & Personal Supp.	109	80	160	1,618
Food, Med, Hskp. Supp.	1,300	321	1,391	804
Operating Supp. & Mtls.	3,610	6,644	6,388	9,324
Chemicals	185,690	181,742	208,225	222,802
Equip. Repair Parts	5,110	8,600	5,103	6,674
Const. Supp. & Mtls.	263	321	321	343
Water Construction Mtls.	6,479	2,986	4,000	3,195
Tools & Shop Supp.	1,150	1,976	1,231	963
Vehicle Parts		103	0	0
Oil & Grease	<u>813</u>	<u>605</u>	<u>1,000</u>	<u>1,522</u>
Total	\$ 204,806	\$ 204,315	\$ 228,800	\$ 248,334

I&D WATER FUND  
MINOR CODE COMPARISONS

<u>REVOLVING FUND</u>	1977 <u>Actual</u>	1978 <u>Adopted</u>	1978 <u>Projected</u>	1979 <u>Proposed</u>
Vehicle Maintenance	\$ 7,129	\$ 8,000	\$ 8,000	\$ 15,200
Central Services	24,679	1,810	1,810	1,988
Vehicle Depreciation	<u>5,849</u>	<u>8,500</u>	<u>4,935</u>	<u>6,544</u>
Total	\$ 37,657	\$ 18,310	\$ 14,745	\$ 23,732

CAPITAL OUTLAYS

Bldgs. & Fixed Equip.	\$ 0	\$ 450	\$ 450	\$ 37,753
Office Furniture	795			1,376
Vehicular Equipment				878
Operating & Const. Equip	<u>9,508</u>	<u>2,245</u>	<u>3,115</u>	<u>4,340</u>
Total	\$ 10,303	\$ 2,695	\$ 3,565	\$ 44,347

DEBT SERVICES

Sinking Fund Payments	\$ 264,460	\$ 318,594	\$ 318,594	\$ 316,232
Int-Short Term Notes	16,955	15,000	15,000	15,000
Assessment Bonds	<u>56,245</u>	<u>56,474</u>	<u>56,474</u>	<u>56,474</u>
Total	\$ 337,660	\$ 390,068	\$ 390,068	\$ 387,706

## I AND D WATER

Functions:

The I and D Water Department provides water to meet demands of 36 local industrial users. The water supplied by I & D Water is of such quality that it can serve as an emergency source of water for the City's domestic water system if required. The I & D System is under supervision of the Water and Sewer Services Director.



## Industrial and Domestic Water Supply 8002

EXPENDITURE CODE		PROJECTED 1978	PROPOSED 1979	DIFFERENCE
Personal Services		\$ 328,781	\$ 347,674	\$ + 18,893
Contractual Services		623,004	682,533	+ 59,529
Commodities		228,800	248,334	+ 19,534
Revolving Funds		14,745	23,732	+ 8,987
Capital Outlay		3,565	44,347	+ 40,782
Bond Amortization		390,068	387,706	- 2,362
TOTAL		\$1,588,963	\$1,734,326	\$ +145,363
	Staff-Years	26.00	26.00	0



## I AND D WATER FUND

Explanation of Changes:

The Proposed 1979 Budget has increased \$145,363 over the 1978 Projected Expenditures. Explanation of changes by major categories follows.

Personal Services:

Personal Services expenditures have increased \$18,893. The majority of this increase may be accounted for by a \$9,337 merit increase and a \$9,295 pay adjustment. In addition there have been increased Social Security and Overtime costs.

Contractual Services:

Contractual Services' expenditures have increased \$59,529. Electricity and Natural Gas have increased by \$59,321. Insurance costs have risen \$7,822. Under the Professional Service Fee a quarterly Trihalomethane study has been added.

Commodities:

Commodities' expenditures have increased \$19,534. Costs for the Chemicals minor code have increased \$14,577. Operating Supplies and Material increased \$2,936. Repair Parts and Equipment increased \$1,571. Increased Oil and Grease costs were due to the new machinery installed in the rehabilitation program.

Revolving Fund:

Expenses for Revolving Fund services are up \$8,987 due to a City-wide realignment of Garage Services chargebacks to a more equitable distribution. Minor codes attributing to this increase were Vehicle Labor, Vehicle Parts and Vehicle Outside Repair.

Capital Outlay:

Capital Outlay budgeted for 1979 is \$44,347. The first major overhaul in thirty years of the DeLaval Pump at Abercorn Creek will cost \$36,232. Needed lab equipment, an air conditioner, typewriter, and file cabinets complete the remainder of the capital outlays budgeted.

Bond Amortization:

The proposed 1978 Bond Amortization budget is \$316,232. This is a sinking fund payment on the \$3,500,000 bond issue for plant renovation which was sold in May, 1977.

I & D Water 8002				
EXPENDITURE CODE	ACTUAL 1977	PROJECTED 1978	PROPOSED 1979	FINAL 1979
Personal Services	\$ 293,017	\$ 328,781	\$ 347,674	\$ 347,674
Contractual Services	612,189	623,004	682,533	682,533
Commodities	204,806	228,800	248,334	248,334
Revolving Funds	37,657	14,745	23,732	23,732
Capital Outlay	10,303	3,565	44,347	44,347
Bond Amortization	337,660	390,068	387,706	387,706
<b>TOTAL</b>	<b>\$1,495,632</b>	<b>\$1,588,963</b>	<b>\$1,734,326</b>	<b>\$1,734,326</b>

## PERSONNEL SCHEDULE

<u>Class Title</u>	<u>Staff-Years 1978-1979</u>		<u>Range Number</u>	<u>1979 Allocation</u>
Utilities Maintenance Worker	4.00	4.00	25	\$ 28,364
Senior Clerk Typist	1.00	1.00	31	17,409
Laboratory Technician	1.00	1.00	38	8,789
Water Treatment Plant Mechanic	3.00	3.00	39	36,300
Administrative Assistant	1.00	1.00	40	11,778
Water Plant Operator I	3.00	3.00	40	27,547
Water Plant Operator II	9.00	9.00	40	92,229
Water Treatment Plant Master Mech.	1.00	1.00	45	13,634
Electronic Control System Techn.	1.00	1.00	46	11,074
I & D Water System Superintendent	1.00	1.00	50	15,402
Water Operations Administrator	1.00	1.00	62	16,593
Total	<u>26.00</u>	<u>26.00</u>		

Industrial & Domestic Water 8002  
ACTIVITY

WORK PROGRAM	SERVICE QUANTITY		SERVICE QUALITY		PRODUCTIVITY		COST ALLOCATION		STAFF ALLOCATION		UNIT COST	
	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979	1978	1979
1. Maintenance of Water Plant	36,126	36,126	0	0	0.256	0.256	\$ 169,379	\$ 108,920	5.00	5.00	4.69	3.02
	No. of maintenance checks		Equipment failures		st/hrs per maintenance check						per maintenance check	
2. Laboratory	20,328	20,340	0	0	0.091	0.091	34,773	27,088	1.00	1.00	1.71	1.32
	Bacterial tests		No. of errors on bacteria samples		st/hrs per test						per test	
3. Water Treatment & Distribution	11.9	11.9	100%	100%	N/A	N/A	994,743	1,210,612	20.00	20.00	.00008	.00010
	Billion gals. per yr. Total water treated		Potable water								per gallon	
	31	36										
	No. of customers served											
Total							\$1,198,895*	1,346,620*	26.00	26.00		

\*Figures exclude Debt Service expenditures.

## EMPLOYEE BENEFITS FUND

<u>Budget</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>	<u>Change</u>
	\$ 3,603,181	\$4,020,309	\$ +417,128

## CITY CONTRIBUTIONS

	<u>1978 Projected</u>	<u>1979 Proposed</u>
Social Security	\$ 696,168	\$ 774,509
Group Medical Insurance	419,550	500,681
Group Life Insurance	151,353	162,385
Pension (New Plan)	1,907,310	2,145,934
Pension (Old Plan)	428,800	436,800
Total	<u>\$3,603,181</u>	<u>\$4,020,309</u>

## EMPLOYEE CONTRIBUTIONS

	<u>1978 Projected</u>	<u>1979 Projected</u>
Social Security	\$ 696,168	\$ 774,509
Group Medical Insurance	248,000	265,103
Group Life Insurance	53,000	57,000
Pension (New Plan)	441,562	494,764
Pension (Old Plan)	800	800
Total	<u>\$1,439,530</u>	<u>\$ 1,592,176</u>

NOTE: Grant Fund contributions are excluded.

ESTIMATED CURRENT REVENUE BY FUND AND SOURCE  
CITY CONTRIBUTION TO PENSION FUND

<u>GENERAL FUND</u>	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
General Administration	\$ 29,597	\$ 35,624
Finance Bureau	69,628	71,150
Management Services	43,672	54,394
Public Services	343,133	414,658
Inspections	22,911	29,004
Police	454,393	516,201
Recorder's Court	17,086	15,427
Fire	342,259	355,559
Leisure Services	111,862	140,360
Park and Tree/Cemeteries	82,618	90,936
Interdepartmental	9,639	10,411
Total	<u>\$1,526,798</u>	<u>\$1,733,724</u>
 REVOLVING FUND		
Total	\$ 169,121	\$ 184,092
 GOLF COURSE FUND		
Total	\$ 13,697	\$ 14,761
 WATER & SEWER FUND		
Total	\$ 163,935	\$ 178,372
 I & D WATER FUND		
Total	<u>\$ 33,759</u>	<u>\$ 34,985</u>
GRAND TOTAL	<u>\$1,907,310</u>	<u>\$2,145,934</u>

NOTE: Grant Fund Contributions are excluded.

ESTIMATED CURRENT REVENUES BY FUND AND SOURCE  
DEBT RETIREMENT FUND

<u>Source</u>	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
General Fund G.O. Bonds	\$1,144,842	\$1,284,396
Revenue Bonds (Golf)	23,625	22,400
Water and Sewer G.O. Bonds	292,000	284,362
Water and Sewer Revenue Bonds	(2,316,000)	1,365,655
Water and Sewer Investment Fund	-0-	177,000
I & D Water Revenue Bonds	263,235	264,641
Special Assess. Contribution	259,907	215,502
Total	\$4,299,609	\$3,613,956

EXPENDITURES AND RESERVE BY FUNCTION  
DEBT RETIREMENT FUND

<u>Account</u>	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
General Obligation Bonds	\$1,436,842	\$1,568,758
Golf Revenue Bonds	23,625	22,400
Water & Sewer Revenue Bonds	2,105,993	1,365,655
Water and Sewer Reserve	210,007	-0-
Water and Sewer Investment Fund	-0-	177,000
I & D Water Revenue Bonds	263,235	264,641
Assessment Bonds	259,907	215,502
Total	\$4,299,609	\$3,613,956

## ESTIMATED CURRENT REVENUE BY FUND AND SOURCE

## SPECIAL ASSESSMENTS

<u>Source</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Receipts from Special Assessments	<u>\$ 259,907</u>	<u>\$ 215,502</u>

## COMPARISON OF EXPENDITURES BY FUNCTION

## SPECIAL ASSESSMENTS

<u>Account</u>	<u>1978 Projected</u>	<u>1979 Proposed</u>
Debt Retirement Contribution		
Principal	\$ 188,800	\$ 155,731
Interest	71,107	59,771
Total	<u>\$ 259,907</u>	<u>\$ 215,502</u>

## REVENUE SHARING FUND

	<u>1978</u> <u>Projected</u>	<u>1979</u> <u>Proposed</u>
General Revenue Sharing	\$ 2,290,004	\$ 2,458,009
Anti-Recession Revenue Sharing	<u>403,476</u>	<u>0</u>
Total	\$ 2,693,480	\$ 2,458,009
Budget	\$ 2,693,480	\$ 2,458,009

Proposed Use-1979

Public Services Salaries	\$ 2,200,000
Leisure Services Salaries Neighborhood Centers and Golden Age	<u>258,009</u>
Total	\$ 2,458,009



SCHEDULE OF FUNDING SOURCES VEHICLE REPLACEMENT - 1979

<u>FUND</u>	<u>DEPRECIATION</u>	<u>CONTRIBUTION</u>	<u>TOTAL</u>
General	\$ 1,031,186*	-	\$ 1,031,186
Revolving	18,174	-	18,174
Golf Course**	11,610	10,890	22,500
Water & Sewer	102,573	-	102,573
I & D Water	<u>6,544</u>	<u>-</u>	<u>6,544</u>
GRAND TOTAL	\$ 1,170,087	\$ 10,890	\$ 1,180,977

SCHEDULE OF ESTIMATED VEHICLE REPLACEMENT COST - 1979

<u>Operating Fund</u>	<u>Estimated Cost</u>
General	\$ 857,700
Revolving	24,360
Golf Course**	22,500
Water & Sewer	136,750
I & D Water	19,150
Total Estimated Vehicle Replacement Cost	<u>\$1,060,460</u>
Retained Depreciation	<u>120,517</u>
GRAND TOTAL	\$1,180,977

\*Includes \$808 depreciation on Labor Resources vehicle originally purchased with General Fund funds.

\*\*Golf Course vehicles will be purchased from the Golf Course Fund budget. They are shown here to insure schedule of replacement.

PROJECTED DEPRECIATIONGENERAL FUND

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY NAME</u>	<u>REVISED 1978 ESTIMATE</u>	<u>1979</u>
0120	CITY MANAGER'S OFFICE	\$ 805	\$ 805
1401	FAS - DIRECTOR	794	794
1441	REVENUE	1,588	2,053
1444	WATER & SEWER REVENUE	3,621	4,052
1501	MANAGEMENT SERVICES DIRECTOR	794	794
1505	RESEARCH & BUDGET	682	917
1510	PERSONNEL	431	862
1512	MANAGEMENT & AUDITING	808	808
2010	D.P.S. ADMINISTRATION	824	824
2031	TRAFFIC	11,860	20,259
2033	DRAINAGE	47,341	58,108
2035	STREETS MAINTENANCE	47,539	76,258
2051	RESIDENTIAL REFUSE COLLECTION	187,959	290,508
2052	REFUSE DISPOSAL	29,923	29,274
2053	STREET CLEANING	104,241	96,282
2054	COMMERCIAL REFUSE COLLECTION	114,201	116,276
2071	CEMETERIES	11,325	9,282
2310	INSPECTIONS	7,310	10,834
2610	POLICE CHIEF	2,145	2,546
2620	OPERATIONS (PATROL)	78,194	133,653
2631	INVESTIGATIONS	834	6,652
2641	AUXILIARY & TECHNICAL SERVICES	5,127	7,927
2643	MANAGEMENT DIVISION	2,390	3,031
2810	FIRE CHIEF	3,525	3,739
2840	FIREFIGHTING	61,785	72,788
3005	LEISURE SERVICES DIRECTOR	1,225	1,656
3022	ATHLETICS	935	935
3024	NEIGHBORHOOD PROGRAMS	2,154	908
3025	SWIMMING POOLS	839	839
3031	CIVIC CENTER	1,542	1,375
3040	BUILDINGS & GROUNDS	11,691	12,398
3220	PARK & TREE	40,982	62,941
	TOTAL	\$785,414	\$1,030,378

GRANT FUND

445

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY NAME</u>	<u>REVISED 1978 ESTIMATE</u>	<u>1979</u>
4430	PRIME SPONSOR STAFF	\$ 808	\$ 808
	TOTAL	\$ 808	\$ 808

REVOLVING FUND

5010	DATA PROCESSING	\$ 808	\$ 808
5015	ENGINEERING	2,566	3,516
5020	VEHICLE MAINTENANCE	4,243	4,083
5032	CENTRAL SERVICES	--	465
5035	SERVICE & SUPPLY MANAGEMENT	808	0
5036	AUTOMOTIVE SUPPLIES	744	744
5045	CUSTODIAL & MESSENGER SERVICES	736	736
5050	BUILDING & ELECTRICAL MAINTENANCE	4,627	6,137
5055	ELECTRONIC EQUIPMENT REPAIR	1,685	1,685
	TOTAL	\$ 16,217	\$ 18,174

GOLF COURSE FUND

6051	GOLF COURSE	\$ 10,652	\$ 11,610
	TOTAL	\$ 10,652	\$ 11,610

WATER & SEWER FUND

7010	WATER SUPPLY & TREATMENT	\$ 4,001	\$ 4,137
7020	WATER DISTRIBUTION	17,676	32,342
7050	SEWER MAINTENANCE	30,716	41,157
7060	LIFT STATION MAINTENANCE	5,208	6,965
7070	PRESIDENT STREET PLANT	8,857	8,767

WATER & SEWER FUND (CONT'D)

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY NAME</u>	<u>REVISED 1978 ESTIMATE</u>	<u>1979</u>
7080	SMALL PLANTS OPERATION	\$ 8,813	\$ 9,205
	TOTAL	\$ 75,271	\$ 102,573
 <u>INDUSTRIAL &amp; DOMESTIC WATER FUND</u>			
8002	I & D WATER SUPPLY	\$ 4,935	\$ 6,544
	TOTAL	\$ 4,935	\$ 6,544
	GRAND TOTAL FOR ALL FUNDS	<u>\$893,297</u>	<u>\$1,170,087</u>

VEHICLE REPLACEMENT LIST - 1979

447

FINANCE BUREAU

GENERAL FUND

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY NAME</u>	<u>VEHICLE TO BE REPLACED</u>	<u>ESTIMATED COST</u>
1441	REVENUE	679 - 1973 Sedan	\$ 4,650

MANAGEMENT SERVICES

REVOLVING FUND

5032	CENTRAL SERVICES	683 - 1973 Sedan	\$ 4,650
5050	BUILDING & ELECTRICAL MAINT.	911 - 1975 Aerial Bucket Truck	15,060
5020	Vehicle Maintenance	831 - 1974 Pick-Up	4,650
			\$24,360

GENERAL FUND

1505	RESEARCH & BUDGET	673 - 1973 Sedan	\$ 4,650
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PUBLIC SERVICES \*

GENERAL FUND

2054	COMMERCIAL REFUSE	882 - 1975 Refuse Truck	\$68,000
2051	RESIDENTIAL REFUSE	870 - 1975 Refuse Truck	35,000
2051	RESIDENTIAL REFUSE	871 - 1975 Refuse Truck	35,000
2051	RESIDENTIAL REFUSE	872 - 1975 Refuse Truck	35,000
2051	RESIDENTIAL REFUSE	873 - 1975 Refuse Truck	35,000
2051	RESIDENTIAL REFUSE	874 - 1975 Refuse Truck (Rebuilt)	20,000
2051	RESIDENTIAL REFUSE	875 - 1975 Refuse Truck (Rebuilt)	20,000
2051	RESIDENTIAL REFUSE	876 - 1975 Refuse Truck (Rebuilt)	20,000
2051	RESIDENTIAL REFUSE	877 - 1975 Refuse Truck (Rebuilt)	20,000
2051	RESIDENTIAL REFUSE	878 - 1975 Refuse Truck (Rebuilt)	20,000
2051	RESIDENTIAL REFUSE	879 - 1975 Refuse Truck (Rebuilt)	20,000
2053	STREET CLEANING	110 - 1972 Front-End Loader Dump Truck	25,000

\*Street Maintenance will retain Dump Truck #363 for one additional year.

PUBLIC SERVICES (CONT'D)

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY NAME</u>	<u>VEHICLE TO BE REPLACED</u>	<u>ESTIMATED COST</u>
2053	STREET CLEANING	732 - 1972 Front-End Loader Dump Truck	\$ 25,000
2051	RESIDENTIAL REFUSE	730 - 1972 Dump Truck	25,000
2033	DRAINAGE	389 - 1971 Dump Truck	25,000
2035	STREET MAINTENANCE	751 - 1972 Dump Truck	25,000
2053	STREET CLEANING	869 - 1974 Pick-Up	4,650
2054	COMMERCIAL REFUSE	843 - 1974 Pick-Up	4,650
2051	RESIDENTIAL REFUSE	635 - 1973 Sedan	4,650
2031	TRAFFIC	682 - 1973 Sedan	4,650
2051	RESIDENTIAL REFUSE	678 - 1973 Sedan	4,650
2035	STREET MAINTENANCE	891 - Retain (2 Years) Tractor #891	<u>8,500</u>
			\$484,750

WATER & SEWER FUND

7050	SEWER MAINTENANCE	896 - 1975 Hydraulic Sewerodder	30,000
7020	WATER DISTRIBUTION	736 - 1973 Flatbed Dump	17,000
7050	SEWER MAINTENANCE	1482 - 1969 Centrifrigal Pump	4,300
7050	SEWER MAINTENANCE	1483 - 1970 Centrifrigal Pump	4,300
7020	WATER DISTRIBUTION	720 - 1972 Centrifrigal Pump	4,300
7060	LIFT STATION MAINTENANCE	550 - 1974 Tool & Equipment Truck (Replace with Pick-Up)	4,650
7020	WATER DISTRIBUTION	739 - 1973 Flatbed Dump	17,000
7060	LIFT STATION MAINTENANCE	834 - 1974 Pick-Up	4,650
7020	WATER DISTRIBUTION	839 - 1974 Pick-Up	4,650
7050	SEWER MAINTENANCE	846 - 1974 Pick-Up	4,650
7080	SMALL PLANTS	852 - 1974 Pick-Up	4,650
7080	SMALL PLANTS	836 - 1974 Pick-Up	4,650
7050	SEWER MAINTENANCE	1301 - Mud Hog Pump	4,500
7050	SEWER MAINTENANCE	1330 - Well Point Pump	13,500
7050	SEWER MAINTENANCE	837 - 1974 Pick-Up	4,650

PUBLIC SERVICES (CONT'D)

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY NAME</u>	<u>VEHICLE TO BE REPLACED</u>	<u>ESTIMATED COST</u>
7070	POLLUTION CONTROL PLANT	783 - 1974 Sedan	\$ 4,650
7050	SEWER MAINTENANCE	850 - 1974 Pick-Up	<u>4,650</u>
			\$136,750

INDUSTRIAL & DOMESTIC WATER FUND

8002	I & D WATER	797 - 1973 Station Wagon	\$ 5,200
8002	I & D WATER	539 - 1974 Sedan	4,650
8002	I & D WATER	675 - 1973 Sedan	4,650
8002	I & D WATER	676 - 1973 Sedan	<u>4,650</u>
			\$ 19,150

POLICEGENERAL FUND

2620	PATROL	22 - 1976 Sedan	\$ 5,400
2620	PATROL	24 - 1976 Sedan	5,400
2620	PATROL	41 - 1976 Sedan	5,400
2620	PATROL	57 - 1976 Sedan	5,400
2620	PATROL	60 - 1976 Sedan	5,400
2620	PATROL	62 - 1976 Sedan	5,400
2620	PATROL	68 - 1976 Sedan	5,400
2620	PATROL	69 - 1976 Sedan	5,400
2620	PATROL	70 - 1970 Three Wheel Motorcycle	5,000
2620	PATROL	99 - 1970 Two Wheel Motorcycle	4,850
2620	PATROL	311 - 1977 Sedan	5,400
2620	PATROL	312 - 1977 Sedan	5,400
2620	PATROL	313 - 1977 Sedan	5,400
2620	PATROL	315 - 1977 Sedan	5,400
2620	PATROL	316 - 1977 Sedan	5,400
2620	PATROL	319 - 1977 Sedan	5,400
2620	PATROL	320 - 1977 Sedan	5,400

POLICE (CONT'D)

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY NAME</u>	<u>VEHICLE TO BE REPLACED</u>	<u>ESTIMATED COST</u>
2620	PATROL	321 - 1977 Sedan	\$ 5,400
2620	PATROL	322 - 1977 Sedan	5,400
2620	PATROL	324 - 1977 Sedan	5,400
2620	PATROL	325 - 1977 Sedan	5,400
2620	PATROL	326 - 1977 Sedan	5,400
2620	PATROL	327 - 1977 Sedan	5,400
2620	PATROL	580 - 1974 Sedan	5,400
2620	PATROL	587 - 1974 Sedan	5,400
2620	PATROL	669 - 1973 Three Wheel Motorcycle	5,000
2620	PATROL	670 - 1973 Three Wheel Motorcycle	5,000
2620	PATROL	671 - 1973 Three Wheel Motorcycle	5,000
2610	POLICE CHIEF	589 - 1974 Sedan	5,400
2610	POLICE CHIEF	631 - 1972 Sedan	5,400
2631	INVESTIGATION	2 - 1975 Sedan	5,400
2631	INVESTIGATION	14 - 1975 Sedan	5,400
2631	INVESTIGATION	51 - 1971 Sedan	5,400
2631	INVESTIGATION	63 - 1976 Sedan	5,400
2631	INVESTIGATION	64 - 1976 Sedan	5,400
2631	INVESTIGATION	581 - 1974 Sedan	5,400
2631	INVESTIGATION	585 - 1974 Sedan	5,400
2631	INVESTIGATION	666 - 1973 Sedan	<u>5,400</u>
			\$203,050

FIREGENERAL FUND

2840	FIREFIGHTING	817 - 1961 Pumper	\$ 85,750
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LEISURE SERVICESGENERAL FUND

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY NAME</u>	<u>VEHICLE TO BE REPLACED</u>	<u>ESTIMATED COST</u>
3031	CIVIC CENTER	686 - 1973 Van (Replace with 3/4 Ton Pick-Up)	\$ 5,600
3040	BUILDINGS & GROUNDS	719 - 1972 Pick-Up	4,650
3040	BUILDINGS & GROUNDS	741 - 1972 Flatbed	17,000
3040	BUILDINGS & GROUNDS	780 - 1972 Tractor/Mower	9,300
3040	BUILDINGS & GROUNDS	847 - 1974 Pick-Up	<u>4,650</u>
			\$ 41,200

GOLF COURSE FUND

6051	GOLF COURSE	Fifteen Golf Carts @ \$1,500 Each	\$ 22,500
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PARK & TREEGENERAL FUND

3220	PARK & TREE	494 - 1970 Tractor/Mower	\$ 9,300
3220	PARK & TREE	498 - 1970 Tractor/Mower	9,300
3220	PARK & TREE	529 - 1970 Tractor/Mower	<u>9,300</u>
			\$ 27,900

PUBLIC DEVELOPMENT

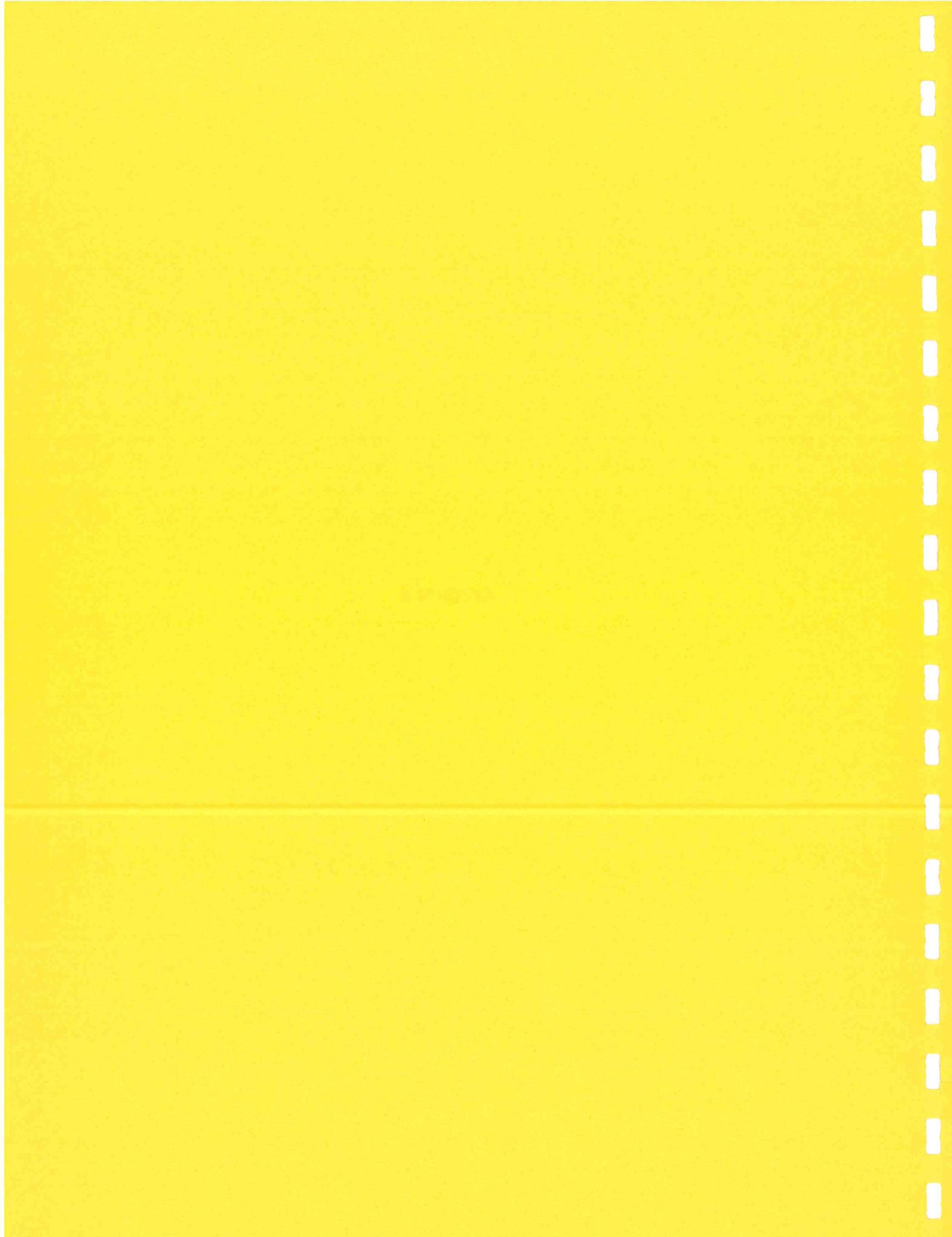
2310	INSPECTIONS	684 - 1973 Sedan (from Fire Dept.)	5,750
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TOTALS BY FUND

GENERAL FUND	\$ 851,950
REVOLVING FUND	24,360
GOLF COURSE FUND	22,500
WATER & SEWER FUND	136,750
INDUSTRIAL & DOMESTIC WATER FUND	19,150
COMMUNITY DEVELOPMENT	5,750
TOTAL	<u>\$1,060,460</u>



APPENDIX



## 1979 CAPITAL OUTLAYS

<u>DEPARTMENT/ACTIVITY</u>	<u>CAPITAL OUTLAYS</u> <sup>1</sup>	<u>AMOUNT</u>
<u>GENERAL ADMINISTRATION</u>		
Mayor's Office	1 Credenza and 1 table	\$ 750
	Mercury television lights for large Council Chamber	500
	Total	\$ 1,250
Clerk of Council	Carpet and Drapes	\$ 2,000
City Manager's Office	Office Furniture and Fixtures	1,000
	DEPARTMENT TOTAL	\$ 4,250
<u>FINANCE BUREAU</u>		
Revenue	3 Desk Calculators*	\$ 750
Water and Sewer Revenue	1 Typewriter*	\$ 450
	1 Desk Calculator*	250
	Total	\$ 700
Purchasing	1 Typewriter	\$ 1,500
	DEPARTMENT TOTAL	\$ 2,950
<u>MANAGEMENT SERVICES</u>		
Management Services Administration	1 Secretarial Chair*	\$ 213
	1 Executive Chair*	250
	Total	\$ 463
Research and Budget	2 Typewriters*	\$ 1,284
Personnel	2 File Cabinets	\$ 160
	1 Desk Calculator	250
	Total	\$ 410
Management Analysis	1 Executive Desk*	\$ 350
	1 Desk Calculator*	235
	1 Legal size File Cabinet	240
	3 Pocket Calculators*	81
	Total	\$ 906
	DEPARTMENTAL TOTAL	\$ 3,063

<sup>1</sup>\*Indicates a replacement and (annex) indicates an annexation related item .

<u>DEPARTMENT/ACTIVITY</u>	<u>CAPITAL OUTLAYS</u> <sup>1</sup>	<u>AMOUNT</u>
<u>PUBLIC SERVICES</u>		
Public Services Administration	1 Time Clock	\$ 650
	1 Electric Typewriter*	700
	Total	\$ 1,350
Traffic Engineering	1 High speed line printer*	\$ 9,000
	2 Traffic counters*	2,200
	200 Parking Mechanisms*	9,000
	50 Parking Meters	4,000
	4 Straight chairs*	200
	1 Desk and Chair	400
	Total	\$ 24,800
Street Maintenance	10 Lawn mowers* curb and gutter forms	\$ 2,700  2,730
	1 Concrete mixer	1,500
	1 Curb edger* (annex.)	650
	Total	\$ 7,580
Residential Refuse Collection	10 Redwood Litter Containers*	\$ 2,550
Street Cleaning	2 Radios*	\$ 2,200
Commercial Refuse Collection	60 Refuse Containers*	\$ 21,119
	DEPARTMENT TOTAL	\$ 59,599

POLICE

Police Chief	1 File Cabinet with lock	\$ 200
Patrol Operations	30 Tachographs	\$ 12,750
	5 pans of strobe lights*	750
	7 Electronic sirens*	1,995
	2 Calculators with tape	250
	5 Stakeout Units	1,375
	Total	\$ 17,120
Auxiliary and Technical Services	10 Portable radios*	\$ 22,500
	2 air conditioners*	850
	1 Tripod	75

<sup>1</sup>\*Indicates a replacement and (annex.) indicates an annexation related item.

<u>DEPARTMENT/ACTIVITY</u>	<u>CAPITAL OUTLAYS<sup>1</sup></u>	<u>AMOUNT</u>
Auxiliary and Technical Services Con't	1 MP4 holder (camera)	150
	1 Setof Batteries (camera)	64
	1 MP4 lens (camera)	114
	1 MP4 extension (camera)	60
	1 Fingerprint file	494
	62 Portable radio carrying cases*	1,550
	Total	\$ 25,857
Police Academy	1 Overhead projector	\$ 130
	DEPARTMENT TOTAL	\$ 43,307
<u>INSPECTIONS</u>	2 Desks and Chairs	\$ 660
	2 File Cabinets	200
	1 Desk Calculator	250
	DEPARTMENT TOTAL	\$ 1,110
<u>FIRE</u>		
Fire Chief	1 Polavision Camera	\$ 550
	1 Video Camera & TV	1,400
	1 Office chair *	175
	1 Typewriter *	800
	Total	\$ 2,925
Firefighting	2 Air Conditioners *	\$ 900
	20 Box Springs/Mattresses *	1,200
	2 Refrigerators*	1,200
	2 Gas Stoves*	800
	4,000 ft. 2½" hose*	7,000
	2,000 ft. 2½" hose*	2,500
	600 ft. 1" hose*	960
	12 Fire hose nozzles*	660
	1 Lawn Mower*	250
	12 Hose Covers*	1,500
	1 Floor buffer	450
	5 Radio Monitors	625
	2 Portable Radios	2,200
	Total	\$ 20,245
	DEPARTMENT TOTAL	\$ 23,170
<u>LEISURE SERVICES</u>		
Athletics	1 Scoreboard Clock for Senior Field at Daffin Park	\$ 3,500

<sup>1</sup>\*Indicates a replacement and (annex.) indicates an annexation related item.

<u>DEPARTMENT/ACTIVITY</u>	<u>CAPITAL OUTLAYS</u> <sup>1</sup>	<u>AMOUNT</u>
<u>LEISURE SERVICES CON'T</u>		
Neighborhood Programs	1 Weight-lifting Machine for May Street Center	\$ 2,087
	1 Ceramics Kiln*	650
	1 Water fountain for Law Center*	345
	Total	\$ 3,082
Civic Center	Portable Power Tools*	\$ 1,100
	1 Ice Machine	5,075
	Total	\$ 6,175
Buildings and Grounds	1 Trailer for hauling bleachers* and heavy equipment	\$ 1,800
	2 edgers*	372
	3 lawn mowers*	459
	Total	\$ 2,631
DEPARTMENT TOTAL		\$ 15,388
<u>PARK AND TREE</u>	6 Chain Saws*	\$ 2,250
<u>Park and Tree</u>	2 Gas Edgers*	700
	1 Electric Generator*	870
	4 Lawn Mowers*	800
	1 Vacuum Machine	450
	2 Weed Eaters*	800
	1 Homelite Generator	870
	2 Electric Edgers*	400
	1 Gas blower	435
	4 Mobile Radios	3,600
	1 Gas Edger (annex.)	335
	2 Gravely Mowers (annex.)	2,600
	2 Manco Mowers (annex.)	400
	1 Hedge Clipper	200
	1 Tractor Edger (annex.)	500
	2 Mobile Radios*	1,800
	3 Hydraulic Saws	1,200
	3 Chain Saws (annex.)	700
	1 Gas Weed Eater (annex.)	400
	Total	\$ 19,310
Cemeteries	1 Typewriter*	\$ 600
	1 Desk Calculator	200
	2 File Cabinets	200
	1 Riding Mower*	4,200
	4 Individual Push Mowers*	968
	6 Weed Eaters*	1,624
	Total	\$ 7,792
DEPARTMENT TOTAL		\$ 27,102

1

\*Indicates a replacement and (annex.) indicates an annexation related item.

<u>DEPARTMENT/ACTIVITY</u>	<u>CAPITAL OUTLAYS</u> 1	<u>AMOUNT</u>
<u>ENGINEERING</u>	Rebind Plat Books*	\$ 2,000
	Modular Filing System	400
	Total	\$ 2,400
<u>VEHICLE MAINTENANCE</u>	1 Electrical Component Test Stand	\$ 5,000
	2 Bench Vises	130
	1 Differential jack	800
	4 Pole mounted heat lamps	120
	1 Air compressor	600
	2 Exhaust fans	390
	4 Pedestal floor fans*	340
	Total	\$ 7,380
<u>CENTRAL SERVICES</u>		
Central Services Management	1 File cabinet	\$ 160
Central Switchboard	1 File cabinet	\$ 160
Custodial and Messenger Service	1 Air Conditioner*	\$ 423
	1 Paper stacker	1,600
	Total	\$ 2,023
Electronic Equipment Repair	1 File Cabinet	\$ 160
	DEPARTMENT TOTAL	\$ 2,503
<u>GOLF COURSE</u>	1 Electric Typewriter*	\$ 800
	2 Power Mowers*	800
	15 Golf Carts*	22,500
	Total	\$ 24,100
<u>WATER AND SEWER</u>		
Water and Sewer Services Division	1 Desk Calculator	\$ 140
	1 Map of Savannah	100
	Total	\$ 240
Water Supply and Treatment	1 Lawn Mower*	\$ 100
	2 Chlorinators*	3,400
	2 Jacuzzi pumps*	752
	3 2 cycle scales	1,050
	Total	\$ 5,302

1\*Indicates a replacement and (annex) indicates an annexation related item.

<u>DEPARTMENT/ACTIVITY</u>	<u>CAPITAL OUTLAYS<sup>1</sup></u>	<u>AMOUNT</u>
<u>WATER AND SEWER CON'T</u>		
Water Distribution	1 File Cabinet	\$ 125
	2 Pavement Breakers*	1,400
	Total	\$ 1,525
Sewer Maintenance	1 Desk Calculator	\$ 120
	Steel Sheeting*	7,000
	1 Electric Arc Welder	200
	1 Chain Saw	250
	1 Centrifugal Pump	3,000
	Total	\$ 10,570
Lift Station Maintenance	1 File Cabinet	\$ 125
	6 Dehumidifiers	900
	3 ventilator Blowers	1,050
	10 Compressor Motors*	1,750
	10 Sump Pumps*	2,000
	1 Chlorine Feeder	1,700
	2 Lawn Mowers*	250
	Total	\$ 7,775
President Street Plant	1 Desk Chair	\$ 150
	3 Legal File Cabinets	450
	1 Calculator	300
	1 Desk	200
	1 Sump Pump*	1,700
	1 Polaroid camera	75
	1 50 ton Hyd. Press	1,468
	1 IR Heat Sensor	500
	1 Electric Stethoscope	400
	1 Velocity Meter	400
	1 Portable Flow Meter	1,500
	1 Portable Sampler	1,000
	Total	\$ 8,143
Small Plants Operation	2 Lawn Mowers*	\$ 250
	1 Weed Edger	300
	Total	\$ 550
	DEPARTMENT TOTAL	\$ 34,105

INDUSTRIAL AND DOMESTIC  
WATER SUPPLY

I & D	Pump Repair Parts*	\$ 36,232
	1 Mobile Radio	878
	1 Air Conditioner*	495
	3 File Cabinets	525
	1 Typewriter*	851
	1 Pressure Cleaner	2,200
	1 Fire Blanket	78
	1 Pocket Comparator	77
	1 Chlorine Color Disc*	65

<sup>1</sup>\*Indicates a replacement and (annex) indicates an annexation related item.

<u>DEPARTMENT/ACTIVITY</u>	<u>CAPITAL OUTLAYS<sup>1</sup></u>	<u>AMOUNT</u>
<u>INDUSTRIAL AND DOMESTIC</u>		
<u>WATER SUPPLY CON'T</u>	1 Incubator*	\$ 578
	1 Analytical Balance*	1,342
	1 Sterilizer*	581
	1 Stereoscope Microscope*	<u>445</u>
	DEPARTMENT TOTAL	\$ 44,347

<sup>1</sup>\*Indicates a replacement and (annex) indicates an annexation related item.

## 1979 ANNEXATION - RELATED CAPITAL OUTLAYS

<u>Department/Activity</u>	<u>Capital Outlays</u>	<u>Amount</u>
PUBLIC SERVICES		
Public Services Administration	1 Time Clock	\$ 650
Street Maintenance	1 Curb Edger	650
Commercial Refuse Collection	9 Refuse Containers	<u>1,500</u>
	Department Total	\$ 2,800
INSPECTIONS		
	2 Desks and chairs	660
	2 File Cabinets	200
	1 Desk Calculator	<u>250</u>
		\$ 1,100
PARK AND TREE		
Park and Tree	1 Gas Edger	\$ 335
	2 Gravely Mowers	2,600
	2 Manco Mowers	400
	3 Chain Saws	700
	1 Gas Weed Eater	400
	1 Tractor Edger	<u>500</u>
		\$ 4,935
	Grand Total	\$ 8,835

## CAPITAL IMPROVEMENT PROGRAM

A Capital Improvement Program of \$6,728,413 is proposed for 1979. Several sources of funding for the program are outlined below. Specific annexation related projects total \$1,299,480, including \$1,000,000 for expansion of the Fire Department, \$250,000 for a Southside Vehicle Storage Facility and \$49,080 for school zone sidewalks. The \$3,273,000 Water and Sewer CIP will benefit all areas served by the City's system. Another major feature of the program is a \$1,200,000 General Obligation Bond issue. A constitutional amendment allowing an annual issue of up to \$2,000,000 was approved during the November, 1978 elections.

The proposed General Fund allocation for 1979 is \$1,246,440 which is \$458,998 greater than the 1978 contribution of \$787,442. The program is outlined in detail on the following pages and includes a \$136,000 budget for miscellaneous unanticipated repairs and emergency requests. Annexation accounts directly for \$524,200, which is more than the total increase. This consists of \$500,000 for two fire stations and \$24,200 for update of the official city atlas to include the annexed areas.

Other major expenses include a \$150,000 contribution (the same as in 1978) to the landfill site acquisition fund and \$50,000 for a compactor to extend the life of the existing landfill. Also included are various Park and Tree improvements for \$33,000; Civic Center seat replacements at \$25,000, and roof repair at \$40,000. City Hall building improvements will cost \$90,780.

Two projects are proposed for direct funding from surplus funds; \$500,000 for equipping the two annexed area fire stations and \$250,000 for Southside Vehicle Storage Facility. Another major 1979 CIP is Golf Course Improvements. Plans are being finalized to improve the golf course facilities in 1979; funds available for the project total \$258,973.

Also, expansion and improvement of the Water and Sewer System is required. Specific needs are improved pollution abatement, better water supply for fire protection and improved and extended water and sewer service for the newly annexed areas. Funds are available and proposed for Water System projects at \$600,000 and Sewer System projects at \$2,673,000, totalling \$3,273,000. Current reserves will fund the \$1,169,806 not provided by the 1979 contribution of \$2,103,194 to the extension and renewal program.

Finally, a \$1,200,000 General Obligation Bond Issue is proposed for 1979. Most of this issue will be allocated to street paving and drainage projects. However, \$49,080 is planned for sidewalks in school zones in the annexed area and \$73,200 for specific street improvements.

1979 CAPITAL IMPROVEMENT PROGRAM  
SPENDING RECAP

General Fund Contribution	
Landfill	\$ 200,000
Vehicle Maintenance	12,000
Traffic Control	39,000
Leisure Services	121,000
Police	30,000
Fire	532,460
Park and Tree	61,000
City Hall Renovations	90,780
Public Development-Engineering	24,200
Miscellaneous	<u>136,000</u>
Total	<u>\$1,246,440</u>
Fund Balance Appropriation	
Southside Vehicle Storage Area	\$ 250,000
Firefighting Equipment	<u>500,000</u>
Total	<u>\$ 750,000</u>
Previously Allocated Funds	
Golf Course Improvements	<u>\$ 258,973</u>
Water and Sewer Funds	
Water Projects	\$ 600,000
Sewer Projects	<u>2,673,000</u>
Total	<u>\$3,273,000</u>
General Obligation Bonds	
Street Improvements	\$ 73,200
Sidewalks	49,080
Street Paving/Drainage	<u>1,077,720</u>
Total	<u>\$1,200,000</u>
GRAND TOTAL 1979 CIP	<u><u>\$6,728,413</u></u>

## General Fund Projects

1. Landfill

Landfill Site Acquisition Fund \$ 150,000  
(same contribution made in 1978)

2. Landfill Compactor (to extend landfill life by approximately 50%; State EDP Grant to match is to be applied for; total cost will be \$100,000) \$ 50,000

Total Public Services \$ 200,000

Vehicle Maintenance

Electric Improvement for Central Garage Facility

Total \$ 12,000

Traffic Control

1. Upgrade Signal-63rd and Waters \$ 21,000  
2. Install Signal-52nd and Bull 18,000

Total \$ 39,000

Leisure Services

1. Civic Center  
a. Seat Replacement (Continuation of 1978 program for Arena seats) \$ 25,000  
b. Roof and Ceiling Tile Repair 40,000  
2. Parks and Recreation  
a. Southside Park (annex.)- Beautification and Improvements 28,000  
b. Bowles Ford Park- Beautification and Improvements 28,000

Total \$ 121,000

Police

Barracks repairs and maintenance, roof, air/heat system, windows etc.

Total \$ 30,000

Fire

1. Station #2-repair of walls \$ 7,800  
2. Station #3-repair of roof 13,620  
3. Station #8-repair of roof 11,040  
4. Construct 2 new stations @ \$250,000 ea. 500,000

Total \$ 532,460

Park and Tree

1.	Nursery Building-to grow replacement plants for parks and squares	\$ 15,000	
2.	Trash Receptacles-300 litter bins for parks, squares, medians	15,000	
3.	Iron Rail-Pedestrian Bridge Factors Walk	3,000	
4.	Baldwin Park-Beautification & Improvements	<u>28,000</u>	
	Total		\$ <u>61,000</u>

City Hall

1.	City Hall Dome-restoration	\$ 10,780	
2.	City Hall-Code related electrical work	<u>80,000</u>	
	Total		\$ <u>90,780</u>

Public Development-Engineering

City Atlas Up-date/ to add annexed areas to central map system (performed by City Engineering Staff).

Total			\$ <u>24,200</u>
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Miscellaneous

Emergency repairs/requests

Total			\$ <u>136,000</u>
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GENERAL FUND TOTAL \$1,246,440

Fund Balance Projects

1.	Southside Vehicle Storage Area	\$ 250,000	
2.	Firefighting Equipment (for annexation stations)	<u>500,000</u>	
	Fund Balance Total		\$ <u>750,000</u>

Previously Funded Projects

Golf Course Improvements			\$ <u>258,973</u>
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Water and Sewer Fund Projects

1.	Water Expansion/Improvement Projects	\$ 600,000	
2.	Sewer Expansion/Improvement Projects	<u>2,673,000</u>	
	Water and Sewer Total		\$ <u>3,273,000</u>

## General Obligation Bond Issue

## 1. Street Improvements

a. Bridge Repair possible sites: Skidaway  
at Possum Ditch, Habersham at Hampstead,  
White Bluff at Hampstead, Ogeechee Road  
at Springfield. (State DOT Study) \$ 60,000

b. Left Turn Lane-Skidaway to Bonna Bella 3,600

c. Left Turn Lane-Waters to Althea  
Parkway Southbound) 9,600

Total \$ 73,200

## 2. Sidewalk Construction

School Zones-Annexation  
Areas; Montgomery Crossroads-Atwood to  
Agean; Edgewater-Montgomery Crossroad  
to Valentine; White Bluff-Canal to  
Tibet; Largo from Windsor Forrest High  
To Windsor Road-Deerfield-Bayberry-  
Windsor Road \$ 49,080

3. Street Paving/Drainage \$1,077,720

GOB Total \$1,200,000

GRAND TOTAL 1979 CIP PROGRAM \$6,728,413



1979 Building and Electrical Projects

What follows is a listing of projects to be completed by the Central Services' Building and Electrical Maintenance Department. A brief description of each job is given along with costs of materials and estimated number of staff hours needed for successful completion.

<u>ACTIVITY NUMBER AND NAME</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>STAFF HOURS</u>	
1441 - Revenue Department	Folding wall partition	50	6	
1510 - Personnel	Bookcase	99	42	
	Repair front of building	80	24	
	Paint front of building	175	60	
2010 - DPS Administration	Paint time clock building	40	21	
	Paint administration building in and out	133	67	
	Paint shower Building	80	40	
	Weatherproof Administration Building	33	16	
2031 - Traffic Engineering	Build two map file racks	133	32	
	Build bins for lamp storage	333	53	
	Build small work bench - Traffic Master Room - Gamble Building	100	22	
	Build cable rack to hold cable reels	133	16	
	Paint 20 traffic signal standards	67	13	
	Paint 15 controller cabinets	133	27	
	Build a chest with 10 drawers	133	32	
	Build a cabinet with shelves and doors	233	43	
	Build a sign weathering rack	60	8	
	Paint (250) light standards on I-16	798	106	
	Miscellaneous tool repairs	226	48	
	2033 - Drainage	Fabricate side boards - Vehicle #740	100	11
		Miscellaneous repair - Hand tools	333	33
Construct tool boxes		33	53	
2035 - Streets Maintenance	Repair and paint tool shed	266	106	
	Construct one tool box	100	11	
	Replace deck of bridge over Springfield Canal	239	43	

<u>ACTIVITY NUMBER AND NAME</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>STAFF HOURS</u>
	Paint field office - Warehouse	46	32
	Repair two bridges	479	85
	Construct 400 barricade legs	532	100
	Miscellaneous tool repairs	399	53
2051 - Residential Refuse Collection	Repair shower area	200	43
	Repair doors and windows clock house	67	11
	Repair Redwood Containers River Front	50	8
2052 - Refuse Disposal	Rebuild shed at Landfill	399	85
	Paint scale house at Landfill	60	32
2053 - Street Cleaning	Extend sweeper shed two stalls	1330	133
2641 - Police Auxiliary & Technical Services	Build computer work stations identification	466	53
	Reception and document viewing area	665	80
	Install 110 V receptacles	599	42
	Remodel Room #316	200	85
	Identification Unit Storage Panel Room #101	224	43
	Identification Unit Storage Case	233	43
	Build criminal history work stations	67	21
	Identification Section Storage Cabinets	505	67
	Panel Room #102	133	32
	Microfilm Storage Cabinets	233	43
		100	53
2840 - Fire Fighting	Paint stations #7 and #9	1330	325
	Paint station #2	665	325
	Repair ceiling station #1	32	11
3022 - Athletics	110V electric power to ball field - Savannah Gardens	133	21
3024 - Neighborhood Programs	Repair circuit box - Tompkins Center	35	20
	Repair circuit box - May Street Center	35	20
	Repair lights - restrooms - Tompkins Center	125	30

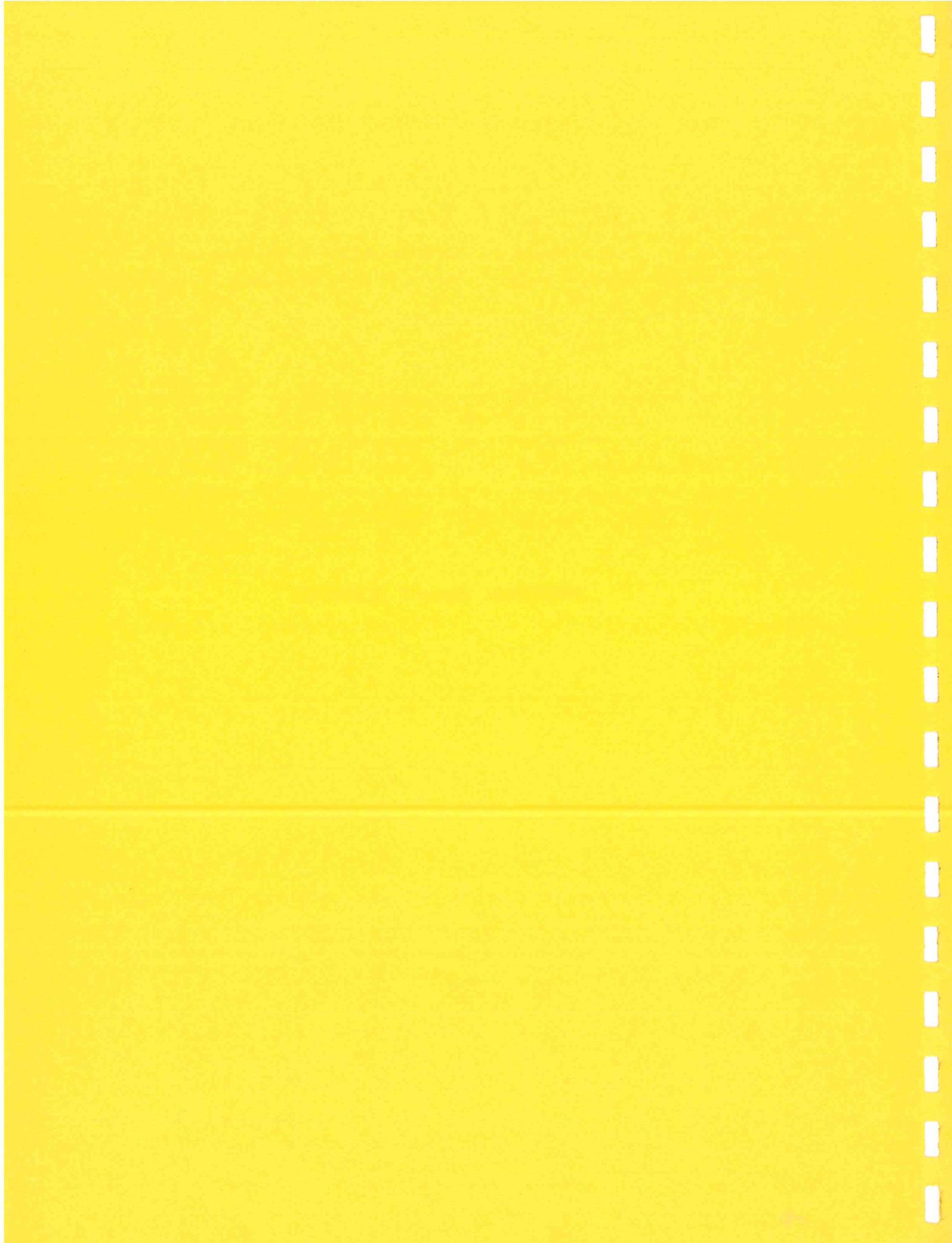
<u>ACTIVITY NUMBER AND NAME</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>STAFF HOURS</u>
	Repair circulating fan - Tompkins Center	150	30
	Build six wood benches	125	16
	Build clothes check room and life guard room - W. W. Law pool	500	80
	Build clothes check room - May Street pool	325	64
	Build cabinet for arts and crafts Tompkins and May Street	350	60
	Extend wall and relocate doors - Neighborhood Program office	75	40
3031 - Civic Center	Paint Civic Center - inside	532	279
	Paint parking area and outside trim	532	200
	Build 20 fork lift pallets	275	12
	Install shelving - west storage area	475	40
	Build two portable bars	900	200
	Paint with epoxy various areas	625	200
	Remove rust and paint machinery in Boiler Room	150	80
3040 - Building & Grounds	Paint grand stand seats - Grayson Stadium	1394	113
	Panel locker room - Grayson Stadium	1000	100
	Replace field and grand stand lights	50	5
3230 - Cemeteries	Two lights in office - Bonaventure	100	11
	Paint administrative office - Bonaventure	150	40
	Miscellaneous repairs - Bonaventure	366	67
	Paint house - Greenwich	433	213
	Build two credenzas and one storage cabinet	400	100
	Build book shelf with map holder	95	40
4574 - Housing	Build two bookshelves for office	90	60

<u>ACTIVITY NAME AND NUMBER</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>STAFF HOURS</u>	
5015 - Engineering	Install seven exit lights	266	40	
5020 - Vehicle Maintenance	Install 220 V paint and body shop	665	48	
	Repair roof leaks in service area	33	5	
	Paint hallway in garage	200	21	
	Install lights in hallway - garage	199	21	
	Build work bench and tool cabinets in Quick Repair area	665	80	
	Replace broken glass in all three garages	333	37	
	Cut parts issue window - Police Garage	24	8	
	Build equipment storage area in Quick Repair shop	266	43	
	Paint office and storeroom - Police Garage	160	53	
	Paint wall - Paint and body shop	133	53	
	Replace doors, panel and paint office in service area	100	43	
	Paint all woodwork in Garage at City Lot	67	53	
	6051 - Bacon Park Golf Course	Extend panel fence in rear of clubhouse	400	48
		Paint inside clubhouse	125	56
Remodel Pro Shop		950	300	
7010 - Water Treatment & Supply	Build storage and utility building	931	231	
	Replace door - Chlorine Room - Well #23	51	11	
	Paint buildings - Well #19	120	40	
	Repair leak in roof - Well #13	233	43	
	Install exhaust fan - Well #15	233	11	
	Paint buildings - Well #18	200	64	
	Paint buildings - Well #17	200	64	
	Paint buildings - Well #20	200	64	
	Paint buildings - Well #14	200	64	
	Repair and paint building - Well #10	333	74	
	Repair and paint buildings - Well #8	572	106	
	Repair and paint buildings - Well #6	333	74	
	Repair and paint buildings - Well #12	400	74	
	Miscellaneous tool and building repairs	130	13	

<u>ACTIVITY NAME AND NUMBER</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>STAFF HOURS</u>	
7020 - Water Distribution	Paint pump room and office	266	64	
	Construct and repair saw horses	1064	64	
	Miscellaneous	130	13	
7060 - Lift Station Maintenance	Paint buildings - Station #65	166	53	
	Repair and paint - Station #6	166	53	
	Repair and paint - Station #14	166	53	
	Repair fence and gate - Station #56	40	20	
	Repair and paint - Station #37	166	53	
	Repair and paint - Station #22	220	120	
	Paint - Station #18	166	53	
	Repair and paint - Station #27	166	53	
	Repair and paint - Station #16	232	74	
	Repair and paint Areation Station - Victory Drive	166	53	
	Repair and paint - Station #26	166	53	
	Repair and paint - Station #2	166	53	
	Repair and paint - Station #36	166	53	
	Miscellaneous Repairs	130	13	
	7070 - President Street Plant	Paint plant	1995	931
		Paint administrative offices	133	43
		Build microscope stand and cabinet	226	53
Build two cabinets with shelves		447	64	
Construct shelving in Computer Room		447	114	
Miscellaneous repairs		130	13	
7080 - Small Plants	Paint Islandwood plant	359	106	
	Miscellaneous repairs	130	13	



PERSONNEL SALARY SCHEDULE



CITY OF SAVANNAH  
PERSONNEL SALARY SCHEDULE

<u>Range Number</u>		<u>Annual Salary Range</u>	
19	\$	5,265-	7,409
20		5,395-	7,592
21		5,529-	7,779
22		5,665-	7,972
23		5,805-	8,168
24		5,949-	8,370
25		6,095-	8,577
26		6,246-	8,789
27		6,400-	9,006
28		6,558-	9,228
29		6,720-	9,456
30		6,886-	9,690
31		7,056-	9,929
32		7,230-	10,174
33		7,409-	10,425
34		7,592-	10,683
35		7,779-	10,946
36		7,972-	11,217
37		8,168-	11,494
38		8,370-	11,778
39		8,577-	12,069
40		8,789-	12,367
41		9,006-	12,672
42		9,228-	12,985
43		9,456-	13,306
44		9,690-	13,634
45		9,929-	13,971
46		10,174-	14,316
47		10,425-	14,669
48		10,683-	15,032
49		10,946-	15,403

## PERSONNEL SALARY SCHEDULE (continued)

<u>Range Number</u>		<u>Annual Salary Range</u>
50	\$	11,217- 15,783
51		11,494- 16,173
52		11,778- 16,572
53		12,069- 16,982
54		12,367- 17,401
55		12,672- 17,831
56		12,985- 18,271
57		13,306- 18,722
58		13,634- 19,185
59		13,971- 19,658
60		14,316- 20,144
61		14,669- 20,641
62		15,032- 21,151
63		15,403- 21,673
64		15,783- 22,209
65		16,173- 22,757
66		16,572- 23,319
67		16,982- 23,895
68		17,401- 24,485
69		17,831- 25,090
70		18,271- 25,709
71		18,722- 26,344
72		19,185- 26,995
73		19,658- 27,661
74		20,144- 28,344
75		20,641- 29,044
76		21,151- 29,761
77		21,673- 30,496
78		22,209- 31,250
79		22,757- 32,021
80		23,319- 32,812
81		23,895- 33,622
82		24,485- 34,453

INDEX

	<u>Page</u>
Accounting and Disbursements .....	43
Adult Day Care .....	211
Athletics .....	193
Auxiliary & Technical Services (Police) .....	149
Building & Electrical Maintenance .....	343
Building & Electrical Projects .....	469
Buildings & Grounds Maintenance .....	223
Bureau Chief-Public Development .....	255
Capital Improvement Projects .....	463
Capital Outlays .....	455
Cemetery Operations .....	239
Central Services .....	325
Central Services Director .....	331
Central Switchboard .....	337
City Golden Age .....	213
City Manager .....	33
City Manager's Message .....	i
Civic Center .....	221
Clerk of Council .....	32
Commercial Refuse Collection .....	113
Community Planning and Development .....	263
Contingencies .....	247
Contributions .....	249
Custodial and Messenger Services .....	339
Data Processing .....	295
Debt Retirement Fund .....	439
Drainage .....	91
Electricity Costs-General, Revolving and Golf Funds .....	xvi
Electricity Costs-Water and Sewer Fund .....	386
Electronic Equipment Repair .....	345
Employee Benefits Fund .....	437
Employee Services .....	247
Employee Pensions .....	247
Engineering .....	303
Expenditure Major Object Codes .....	xxi
Expenditure Major Object Code Comparisons .....	ix
Finance Bureau .....	35
Finance Director .....	41
Fire .....	171
Fire Chief .....	177
Firefighting .....	181
Golf Course Fund .....	351
General Administration .....	27
General Fund .....	1
Housing Division -Public Development .....	269
I&D Water Fund .....	423
Inspections .....	119
Interdepartmental/General Fund .....	243
Investigations (Police) .....	145
Judgements & Losses .....	247
Labor Resources .....	273
Legal .....	34
Leisure Services .....	185

	<u>Page</u>
Leisure Services Director .....	191
Lift Station Maintenance .....	411
Management & Auditing .....	69
Management Division (Police) .....	155
Management Services .....	55
Management Services Bureau Chief .....	61
Mayor & Aldermen .....	31
Neighborhood Programs (Leisure Services) .....	203
Operations/Patrol (Police) .....	141
Park & Tree/Cemeteries .....	227
Park & Tree Operations .....	233
Pension Fund .....	438
Personnel .....	67
Personnel Re-Cap .....	vii
Personnel Salary Schedule .....	475
Playgrounds .....	199
Police .....	131
Police Academy .....	159
Police Chief .....	137
President Street Plant .....	413
Prime Sponsor Staff (Labor Resources) .....	275
Public Development .....	253
Public Development/Labor Resources .....	251
Public Human Resources (Public Development) .....	257
Public Services .....	73
Public Services Administration .....	81
Purchasing .....	51
Recorder's Court .....	161
Refuse Collection .....	101
Refuse Disposal .....	105
Research and Budget .....	63
Revenue (FAS) .....	45
Revenue-General Fund .....	3
Revenue-Golf Course Fund .....	353
Revenue-Water & Sewer Fund .....	377
Revenue Sharing Fund .....	441
Revolving Fund .....	281
Services & Supply Management .....	335
Sewer Services .....	394
Sewer Maintenance .....	409
Small Plants Operation .....	415
Special Assessments Fund .....	330
Street Cleaning .....	109
Streets Maintenance .....	97
Swimming Pools .....	209
Traffic (Public Services) .....	85
Vehicle Maintenance .....	315
Vehicle Replacement Program .....	443
Water & Sewer Fund .....	369
Water & Sewer Interdepartmental .....	419
Water & Sewer Revenue (FAS) .....	49
Water Service .....	393
Water Distribution .....	403
Water Supply & Treatment .....	399