

**FY 2013-2014**

**Proposed Budget**

**General Fund**

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**CITY OF SOUTH BAY**  
**PROPOSED BUDGET - GENERAL FUND REVENUES**  
**2013-2014**

		9/30/2011		9/30/2012		2012-2013		% of Collection	2013-2014	
		BUDGET	YTD Actual	BUDGET	YTD Actual	BUDGET	YTD Actual (7/13) 10 Month		BUDGET	
001-031-311100	AD VALOREM TAXES	\$ 290,000	\$ 288,561	\$ 285,500	\$ 288,223	\$ 282,500	\$ 281,009	99%	\$ 298,000	
001-031-311200	DELINQUENT AD VAL. TAX	7,000	1,336	5,500	9,625	3,200	3,912	122%	3,000	
001-031-312410	LOCAL OPTION GAS TAX	79,800	76,167	77,000	81,228	77,000	56,338	73%	78,500	
001-031-312420	.05 LOCAL OPT GAS TAX	37,740	35,549	35,150	38,293	36,250	26,128	72%	37,850	
001-031-313100	ELECTRICAL FRANCHISE FEE	206,500	184,067	165,000	175,312	156,500	107,938	69%	155,000	
001-031-313300	SOUTHERN WASTE FR FEE	25,629	25,083	26,375	26,375	27,250	18,202	67%	28,644	
001-031-313700	SOLID WASTE FR FEE	-	-	7,000	4,647	3,750	1,477	39%	2,500	
001-031-314100	ELECTRICAL UTILITY TAX	183,000	189,759	187,500	190,314	183,150	149,014	81%	187,485	
001-031-314200	TELEPHONE UTILITY TAX	166,200	80,211	90,000	67,285	67,500	42,023	62%	58,000	
001-031-314400	PROPONE UTILITY TAX	4,450	1,698	4,000	2,708	3,200	3,867	121%	4,000	
001-031-319150	FUEL TAX REFUND	4,000	2,706	4,000	2,834	3,000	2,522	84%	3,000	
001-032-321000	OCCUPATIONAL LICENSES	7,500	7,946	7,500	11,547	10,500	10,629	101%	10,000	
001-032-321100	PEDDLERS APPLIC FEES	-	-	-	-	-	-	-	-	
001-032-321200	QUALIFYING FEES	-	125	-	50	-	125	-	150	
001-032-321300	DELINQUENT OCC LIC FEE	-	123	-	-	-	52	-	-	
001-032-322000	BUILDING PERMIT	15,000	19,950	18,500	30,901	40,000	27,561	69%	18,500	
001-032-328200	COUNTY OCCUPATIONAL LIC	15,000	12,769	12,000	14,195	11,500	5,451	47%	11,500	
001-033-331187	FEMA	-	-	-	-	6,564	-	0%	-	
001-033-331398	CDBG	43,448	-	30,000	-	-	-	-	28,450	
001-033-334410	PBC GRANT	400,000	-	-	-	-	-	-	400,000	
001-033-334417	JAG Grant	-	-	-	-	6,137	6,120	100%	-	
001-033-335120	STATE REVENUE SHARING	144,000	143,537	150,000	144,558	145,000	121,534	84%	145,250	
001-033-335140	MOBILE HOME LICENSE TAX	2,000	2,161	2,000	1,586	1,500	1,165	78%	1,500	
001-033-335150	ALCOHOLIC BEV LICENSE	500	538	500	538	500	416	83%	500	
001-033-335180	LOCAL GOVT 1/2 SALES TAX	180,000	179,730	190,000	197,038	190,000	140,959	74%	193,500	
001-033-336100	PAYMENT IN LIEU OF TAXES	16,750	16,233	16,150	16,537	15,083	15,083	100%	15,000	
001-033-336100	CORRECTIONAL FACILITY	275,560	275,560	275,560	275,560	275,560	275,560	100%	275,560	
001-034-341300	SALES OF MAPS & PUBLICAT	-	-	-	-	-	-	-	-	
001-034-341400	CERTIFYING, COPY & RECORD	-	260	-	315	-	323	0%	-	
001-034-341600	DOT STREET LIGHT	8,790	9,051	9,751	9,751	9,877	9,877	100%	10,173	
001-034-342915	PUBLIC SAFETY- CARNIVAL	740	-	-	3,030	2,000	2,000	100%	3,000	
001-034-342916	DOT - CAR SEAT PROGRAM	-	-	-	-	-	-	-	-	
001-034-343352	SERVICE CHARGE	-	-	-	-	-	-	-	-	
001-034-343413	MOSQUITO FEES	33,600	31,065	33,600	33,920	33,600	25,459	76%	32,500	
001-034-345901	P. O. C. UNIT SALES	-	-	-	-	-	-	-	-	
001-035-351100	FINE & FORFEITURES	22,500	19,577	22,500	10,277	11,500	9,098	79%	11,500	
001-035-351150	CODE BOARD FINES	-	-	-	-	-	-	-	-	
001-036-361100	INTEREST EARNINGS	1,500	307	-	202	-	61	-	-	
001-036-361114	LAW ENFORCE. INTER. EARN	-	-	-	-	-	14	-	-	
001-036-361120	INTEREST - AD Valorem Tax	2,000	28	1,413	3,595	1,257	307	24%	150	
001-036-362000	RENTAL	12,000	-	-	-	-	-	-	12,000	
001-036-362100	RENTAL-LAND USE	-	25,000	-	-	26,910	21,116	78%	13,455	
001-036-362101	SUGAR 900	15,000	15,000	15,000	15,000	15,000	11,250	75%	15,000	
001-036-362111	RENTAL-RECREATION FAC.	3,000	3,175	3,000	4,375	3,000	1,900	63%	2,250	

**CITY OF SOUTH BAY**  
**PROPOSED BUDGET - GENERAL FUND REVENUES**  
**2013-2014**

	<u>9/30/2011</u>		<u>9/30/2012</u>		<u>2012-2013</u>		<u>% of Collection</u>	<u>2013-2014</u>
	<u>BUDGET</u>	<u>YTD Actual</u>	<u>BUDGET</u>	<u>YTD Actual</u>	<u>BUDGET</u>	<u>YTD Actual (7/13) 10 Month</u>		<u>BUDGET</u>
001-036-362115 RENT - DAY CARE CENTER	1,500	3,000	1,500	1,500	1,500	1,500	100%	1,500
001-036-364001 SALE OF REAL ESTATE	-	4,500	-	-	100,000	-	0%	-
001-036-364310 SALES OF FIXED ASSETS	-	-	-	-	-	-	-	-
001-036-366105 Workforce Alliance	5,500	1,410	-	-	-	-	-	-
001-036-366200 ORATORICAL CONTEST	150	300	150	346	-	-	-	-
001-036-366250 Tanner Park Summer Program	-	-	-	-	-	50	-	-
001-036-366450 DONATIONS	-	40	-	3,469	1,573	5,300	337%	3,000
001-036-366551 DONAT. SENIOR CITIZEN - RESTRICTED	-	5,000	-	-	3,427	-	0%	3,427
001-036-369100 MISCELLANEOUS REVENUE	5,000	17,148	5,000	5,078	1,500	2,186	146%	2,000
001-036-369150 POTENTIAL PAYROLL CONTRIBUTION	-	-	-	-	-	-	-	-
001-036-369550 VILLA LAGOS UPGRADE FEES	-	-	-	-	-	-	-	-
001-038-381410 TRANS. FROM W & S	123,400	140,000	140,000	80,000	5,000	-	0%	-
001-038-381440 TRANS. FROM SANITATION	-	175,000	212,335	212,335	123,540	50,000	40%	-
					-	-	-	-
	<u>\$ 2,338,757</u>	<u>\$ 1,993,670</u>	<u>\$ 2,033,484</u>	<u>\$ 1,962,547</u>	<u>\$ 1,885,328</u>	<u>\$ 1,437,526</u>	<u>76%</u>	<u>\$ 2,065,844</u>

**City of South Bay  
Projected Expenditures Summary  
General Fund  
2013-14**

Depart.	Department	Position FTE	Personnel	Operating	Capital/non oprat	TOTAL	%	2012-2013 Ameded budget
101	Legislative	5	\$ 60,180	\$ 19,900	\$ -	\$ 80,080	3.88	\$ 85,040
111	City Manager Office	3	177,022	18,960	1,500	197,482	9.56	214,485
121	City Clerk	1	61,350	20,565	-	81,915	3.97	70,700
131	Finance	2	137,738	4,100	1,150	142,988	6.92	150,387
141	Legal	0	-	70,000	-	70,000	3.39	70,000
151	Planning & Zoning	1	32,215	3,900	-	36,115	1.75	44,855
161	Human Resource	0	11,653	2,500	-	14,153	0.69	14,412
191	Non Department	0	-	303,148	-	303,148	14.67	296,216
311	Community Development	1	32,415	12,550	-	44,965	2.18	125,250
611	Public Safety	0	-	178,285	-	178,285	8.63	184,827
711	Park & Recreational	1	28,275	427,350	1,000	456,625	22.10	75,600
811	Public Work	7	317,069	131,020	12,000	460,089	22.27	508,556
	Reserve - Restricted		-	-	-			-
		21	857,916	1,192,278	15,650	2,065,844	100.00	1,840,328

City of South Bay  
2013-14

Total estimated Revenues

2,065,844

Excess of Revenues over expenses

0

DEPARTMENT: **Legislative**  
 ORGANIZATIONAL CHART BY  
 EMPLOYEE CLASSIFICATION

FUND-001	FUND NAME-General	DEPARTMENT: Legislative
<p>Mayor</p> <p>Vice Mayor</p> <p>City Commissioner</p> <p>City Commissioner</p> <p>City Commissioner</p>		

**Budget Summary**Department: **Legislative**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expenses	Adopted	Expenses	Adopted Budget	Request
Personnel Services	61,806	54,153	68,530	57,882	61,390	60,180
Operating Expenses	25,800	19,596	27,000	14,812	23,650	19,900
Non Operating/Capital	-	-	-	-	-	-
<b>Totals:</b>	<b>87,606</b>	<b>73,749</b>	<b>95,530</b>	<b>72,694</b>	<b>85,040</b>	<b>80,080</b>

**Narrative Description of Budget Highlights:**

## POSITION SUMMARY

Department Name: **Legislative**

POSITIONS	2011-12 Actual	2012-13 Actual	2013-14 Requested	Difference
Mayor	1	1	1	0
Vice Mayor	1	1	1	0
City Commissioner	1	1	1	0
City Commissioner	1	1	1	0
City Commissioner	1	1	1	0
TOTALS	5	5	5	0

City of South Bay  
2013-14 Budget

**City of South Bay  
Personnel Services Worksheet**

FUND: GENERAL  
DEPARTMENT: Legislative

<b>CLASSIFICATION TITLE</b>		<b>ANNUAL SALARY AS OF 10/1/2012</b>	<b>PAY GRADE 10/1/2012</b>	<b>PAY GRADE 10/1/2013</b>	<b>HEALTH INSURANCE</b>
Mayor		6,500	-	6,500	4,800
Vice Mayor		5,500	-	5,500	4,800
City Commissioner		5,500	-	5,500	4,800
City Commissioner		5,500	-	5,500	4,800
City Commissioner		5,500	-	5,500	4,800
TOTAL		28,500	-	28,500	24,000

City of South Bay  
2013-14 Budget



FUND: **City of South Bay**  
DEPARTMENT: **001 General Fund**  
**Legislative**

		BUDGET YEAR 2011-12		Budget 2012-13	BUDGET YEAR 2013-14	
ACCOUNT	CLASSIFICATION	2012 BUDGET	ACTUALS EXPENDITURES	Adopted Budget 2012-13	BUDGET REQUESTED	MANAGER RECOMMENDED
1	TOTAL SALARIES - BROUGHT FORWARD	\$ 28,500	\$ 28,500	\$ 23,750	\$ 28,500	\$ 28,500
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4	\$ -	\$ -	\$ -	\$ -	
3	TOTAL LINES 1 AND 2 = SALARIES	\$ 28,500	\$ 28,500	\$ 23,750	\$ 28,500	\$ 28,500
4	OVERTIME	\$ -	\$ -	\$ -	\$ -	
5	TOTAL LINES 3 AND 4	\$ 28,500	\$ 28,500	\$ 23,750	\$ 28,500	\$ 28,500
6	LINES 5 @ .0765 FICA	\$ 2,180	\$ 2,098	\$ 1,820	\$ 2,180	\$ 2,180
7	HEALTH INSURANCE	\$ 35,000	\$ 25,559	\$ 33,000	\$ 24,000	\$ 24,000
8	PENSION FRS Contribution Worker Compensation	\$ 2,850	\$ 1,725	\$ 2,300 520	\$ 3,000 520	\$ 5,000 500
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	\$ 68,530	\$ 57,882	\$ 61,390	\$ 58,200	\$ 60,180

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: **GENERAL**  
DEPARTMENT **Legislative**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-2011		FISCAL YEAR 2011-12		Budget 2012-13	BUDGET YEAR 2013-14	
		ACTUAL BUDGET	EXENDITURES	BUDGET	EXENDITURES	Adopted Budget 2012-13	BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
540100	Travel & Per Diem	9,250	4,822	8,250	5,051	7,500	7,500	
541100	Telephone	850	1,280	1,200	2,176	450	1,200	
551100	Office Supplies	-	5	350	145	250	250	
552100	Operating supplies	450	3,759	450	374	450	450	
554200	Membership & Dues	4,500	3,325	4,500	1,955	3,500	2,000	
554300	Employee Development	1,750	840	1,750	2,060	1,500	1,500	
556400	Commissioners Activities	-	1,951	1,500	1,000	1,000	1,000	
556401	Commissioners Projects	9,000	3,614	9,000	2,051	9,000	6,000	
<b>Totals</b>		<b>25,800</b>	<b>19,596</b>	<b>27,000</b>	<b>14,812</b>	<b>23,650</b>	<b>19,900</b>	<b>-</b>

City of South Bay  
2013-14 Budget

DEPARTMENT: **City Manager**  
ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT: DEPT. NAME
	City Manager	
	Executive Secretary	
	Administration Assistant/Reception	

**Budget Summary**Department: **City Manager**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expenses	Adopted	Expenses	Adopted Budget	Requested
Personnel Services	189,611	233,147	171,398	197,563	194,325	177,022
Operating Expenses	20,120	11,943	17,300	25,842	20,160	18,960
Debt Services	5,605	5,601	1,870	1,867	-	-
Non Operating/Capital	-	-	-	-	-	1,500
<b>Totals:</b>	<b>215,336</b>	<b>250,691</b>	<b>190,568</b>	<b>225,272</b>	<b>214,485</b>	<b>197,482</b>

**Narrative Description of Budget Highlights:**

## POSITION SUMMARY

Department Name: **City Manager**

POSITIONS	2011-12	2012-13	2013-14	Difference
	Actual	Adopted	Request	
City Manager	1	1	1	0
Executive Secretary	1	1	1	0
Administrative Assistant/Reception		1	1	0
TOTALS	2	3	3	0

**City of South Bay  
Personnel Services Worksheet**

FUND:001 GENERAL FUND  
DEPARTMENT: City Manager

<b>CLASSIFICATION TITLE</b>		<b>ANNUAL SALARY AS OF 10/1/2012</b>	<b>PAY GRADE 10/1/2012</b>	<b>PAY GRADE 10/1/2013</b>	<b>HEALTH INSURANCE</b>
City Manager		105,000		80,000	4,800
Executive Secretary (The 75% salary of executive secretary is reported in the City Manager Department, and the 25% of the salary is reported in the Human Resource Department)	-	30,000		30,600	4,800
Administrative Assistant/Reception		32,575		33,230	4,800
<b>TOTAL</b>		167,575		143,830	14,400

FUND: **001 General Fund**  
DEPARTMENT: **City Manager**

		BUDGET YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14
ACCOUNT	CLASSIFICATION	MODIFIED	ACTUAL	ADOPTED	BUDGET
		2012 BUDGET	EXPENDITURES	BUDGET	REQUESTED
1	SUB-TOTAL SALARIES - BROUGHT FORWARD	135,000	160,737	147,000	143,830
2	Over time ON FORM 4	-	-	425	-
3	TOTAL LINES 1 AND 2 = SALARIES	135,000	160,737	147,425	143,830
4	INCENTIVE PAY	-	-	-	-
5	TOTAL LINES 3 AND 4	135,000	160,737	147,425	143,830
6	LINES 5 @ .0765 FICA	10,328	11,161	11,500	11,042
7	HEALTH INSURANCE	19,320	18,665	28,250	14,400
8	PENSION	6,750	7,000	5,250	7,250
	WORKER'S COMPENSATION	-	-	1,900	500
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	171,398	197,563	194,325	\$ 177,022

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: **001 General Fund**  
DEPARTMENT: **City Manager**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 201-2011		FISCAL YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		BUDGET	EXPENDITURES	ACTUAL BUDGET	EXPENDITURES	BUDGET ADOPTED 2012-13	BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
540100	Travel & Per Diem	\$ 6,000	\$ 2,771	\$ 4,500	\$ 3,254	\$ 4,500	\$ 4,000	
540110	Car Allowance	-	-	-	-	-	-	
541100	Telephone	1,620	1,830	1,800	4,181	3,500	2,300	
545100	Insurance (auto)	-	-	-	-	560	560	
546500	Rep. & Main. Vehicles	1,500	877	1,500	5,455	3,000	3,000	
551100	Office Supplies	500	286	500	88	600	600	
552100	Operating Supplies	1,500	1,573	1,500	3,605	1,000	1,000	
552200	Gas & Oil	4,000	3,840	3,500	4,574	3,000	3,000	
554200	Membership, Dues & Sub.	3,000	453	3,000	4,137	3,000	3,000	
554300	Employee Development	2,000	313	1,000	548	1,000	1,000	
556100	Promotional Activities	-	-	-	-	-	500	
644000	Equipment	-	-	-	-	-	1,500	
646000	Equipment/Vehicles	5,605	5,601	1,870	1,867	-	-	
<b>Totals</b>		<b>\$ 25,725</b>	<b>\$ 17,544</b>	<b>\$ 19,170</b>	<b>\$ 27,709</b>	<b>\$ 20,160</b>	<b>\$ 20,460</b>	<b>\$ -</b>

City of South Bay  
2013-14 Budget



DEPARTMENT: **City Clerk**  
ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT: DEPT NAME
	City Manager	
	City Clerk	
	Administrative Assistant	

**Budget Summary**Department: **City Clerk**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expenses	Adopted	Expenses	Adopted	Request
Personnel Services	123,695	127,254	127,587	111,886	50,250	61,350
Operating Expenses	26,365	19,897	26,370	19,284	20,450	20,565
Non Operating/Capital	5000	838	5000	-	-	-
<b>Totals:</b>	<b>155,060</b>	<b>147,989</b>	<b>158,957</b>	<b>131,170</b>	<b>70,700</b>	<b>\$ 81,915</b>

**Narrative Description of Budget Highlights:**

## POSITION SUMMARY

Department Name: **City Clerk**

[illegible]

**City of South Bay  
Personnel Services Worksheet**

FUND:001 General Fund  
DEPARTMENT: City Clerk

CLASSIFICATION TITLE		ANNUAL SALARY AS OF 10/1/2012	PAY GRADE 10/1/2012	PAY GRADE 10/1/2013	HEALTH INSURANCE
City Clerk		39,000	-	39,780	4,800
		-	-	-	
Administrative Assistant		-	-	10,660	-
TOTAL		39,000	0	50,440	4,800

**City of South Bay**  
**2013-14 Budget**

# City of South Bay

FUND:  
DEPARTMENT

001 General Fund

		BUDGET YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		2012 BUDGET	ANTICIPATED EXPENDITURES	ADOPTED BUDGET	BUDGET REQUESTED	MANAGER RECOMMENDED
ACCOUNT	CLASSIFICATION					
1	SUB-TOTAL SALARIES - BROUGHT FORWARD	101,800	93,680	39,000	50,440	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4					
3	TOTAL LINES 1 AND 2 = SALARIES	101,800	93,680	39,000	50,440	
4	OVERTIME	300	548			
5	TOTAL LINES 3 AND 4	102,100	94,228	39,000	50,440	
6	LINES 5 @ .0765 FICA	7,811	7,131	3,000	3,860	
7	HEALTH INSURANCE	12,586	6,863	6,300	4,800	
8	PENSION	5,090	3,664	1,950	2,000	
	Worker Comp.				250	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	127,587	111,886	50,250	61,350	\$ -

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: **001 General Fund**  
DEPARTMENT: **City Clerk**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-2011		FISCAL YEAR 2011-12		BUDGET YEAR 2012- 13	BUDGET YEAR 2013-14	
		ACTUAL BUDGET	EXPENDITURES	ACTUAL BUDGET 2011-12	EXPENDITURES	ADOPTED BUDGET 2012-13	BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
001-121-523100	Workers Comp	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
001-121-531200	Medical Exams	-			-		-	-
001-121-534500	Election Expense	4,415	4,911	5,000	-	5,000	12,000	-
001-121-540100	Travel & Per Diem	1,000	328	1,000	676	875	875	-
001-121-541100	Telephone	700	2,033	2,100	1,868	1,150	1,200	-
001-121-549100	Advertising	7,000	3,332	7,000	3,575	4,500	4,000	-
001-121-549200	Charter Review	10,000	6,545	6,430	5,566	-	-	-
001-121-551100	Office Supplies	750	1,018	1,500	2,098	1,375	1,000	-
001-121-552100	Operating Supplies	1,500	829	1,500	4,718	750	-	-
001-121-554200	Membership Dues	500	901	840	608	800	840	-
001-121-554300	Employee Development	500	-	1,000	175	1,000	650	-
001-121-641000	Office Equipment	-	-	-	-	-	-	-
001-121-644000	Equipment	5,000	838	5,000	-	5,000	-	-
<b>Totals</b>		<b>\$ 31,365</b>	<b>\$ 20,735</b>	<b>\$ 31,370</b>	<b>\$ 19,284</b>	<b>\$ 20,450</b>	<b>\$ 20,565</b>	<b>\$ -</b>

City of South Bay  
2013-14 Budget

## FINANCE

## ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND-001	FUND NAME-General	DEPARTMENT: FINANCE
<p>City Manager</p> <p>Finance Director</p> <p>Assistant to Finance Director</p>		

**Budget Summary**Department: **FINANCE**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expended	Adopted	Expended	Adopted Budget	Requested
Personnel Services	179,150	201,616	212,489	215,305	145,500	137,738
Operating Expenses	8,350	3,890	4,110	4,844	3,887	4,100
Non Operating/Capital					1,000	1,150
<b>Totals:</b>	<b>187,500</b>	<b>205,506</b>	<b>216,599</b>	<b>220,149</b>	<b>150,387</b>	<b>142,988</b>

**Narrative Description of Budget Highlights:**



## POSITION SUMMARY

Department Name: Finance

<b>POSITIONS</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Request</b>	<b>2013-14 Request</b>	<b>Difference</b>
Finance Director	1	1	1	1	0
Assistant to Finance Director	0	0	1	1	0
TOTALS	1	1	2	2	0

City of South Bay  
2013-14 Budget

**City of South Bay  
Personnel Services Worksheet**

FUND:001  
DEPARTMENT:131

## GENERAL FINANCE

CLASSIFICATION TITLE		ANNUAL SALARY AS OF 10/1/2012	PAY GRADE 10/1/2012	PAY GRADE 10/1/2013	HEALTH INSURANCE
Finance Director		\$ 60,600		61,812	\$ 4,800
Assistant to Finance Director		50,000		51,510	4,800
TOTAL		\$ 110,600		\$ 113,322	\$ 9,600

City of South Bay  
2013-14 Budget

FUND:  
DEPARTMENT:

**001 General Fund  
Finance**

ACCOUNT	CLASSIFICATION	BUDGET YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		MODIFIED 2012 BUDGET	ANTICIPATED EXPENDITURES	ADOPTED BUDGET YEAR 2012-13	BUDGET REQUESTED	MANAGER RECOMMENDED
1	SUB-TOTAL SALARIES - BROUGHT FORWARD	\$ 143,675	\$ 146,366	\$ 97,000	\$ 113,322	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4					
3	TOTAL LINES 1 AND 2 = SALARIES	\$ 143,675	\$ 146,366	\$ 97,000	\$ 113,322	
4	OVERTIME	\$ -	\$ 507	\$ 200		
5	TOTAL LINES 3 AND 4	\$ 143,675	\$ 146,873	\$ 97,200	\$ 113,322	
6	LINES 5 @ .0765 FICA	\$ 10,990	\$ 10,172	\$ 7,425	\$ 8,700	
7	HEALTH INSURANCE	\$ 50,640	\$ 54,074	\$ 39,000	\$ 9,600	
8	PENSION	\$ 7,184	\$ 4,186	\$ 1,875	\$ 5,666	
	Worker Com	\$ -	\$ -	\$ -	\$ 450	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	\$ 212,489	\$ 215,305	\$ 145,500	\$ 137,738	

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: **GENERAL**  
DEPARTMENT: **FINANCE**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-11		FISCAL YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		ACTUAL BUDGET	EXPENDITURES	ACTUAL	EXPENDITURES	ADOPTED	BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
						BUDGET YEAR 2012-13		
523100	Worker comp		\$ -					
531200	Medical examination	-	175	-	-	-	-	
532000	Software Training		-	-	-	-	-	
540100	Travel & Per Diem	1,000	351	550	882	450	450	
541100	Telephone	750	512	660	728	1,000	1,000	
546100	R & M Equipment	-	405	-	45	-	350	
551100	Office Supplies	1,500	1,076	1,000	1,901	750	750	
552100	Operating Supplies	2,000	422	550	287	450	450	
554200	Membership & Dues	-	-	400	67	400	250	
554300	Employee Development	1,500	739	950	934	837	850	
641000	Office Equipment	1,600	210	-	-	1,000	1,150	
<b>Totals</b>		<b>\$ 8,350</b>	<b>\$ 3,890</b>	<b>\$ 4,110</b>	<b>\$ 4,844</b>	<b>\$ 4,887</b>	<b>\$ 5,250</b>	<b>-</b>

City of South Bay  
2013-14 Budget

DEPARTMENT: **LEGAL**  
ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT: DEPT NAME
<p align="center"> <b>TERMS OF</b>  <b>AGREEMENT/CONTRACT</b>  <b>MONTHLY FEE</b> </p>		

**Budget Summary**Department: **LEGAL**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expenses	Adopted	Expenses	Adopted	Requested
Personnel Services						
Operating Expenses	80,000	62,012	69,000	68,428	70,000	70,000
Debt Services						
Non Operating/Capital	-					
<b>Totals:</b>	<b>80,000</b>	<b>62,012</b>	<b>69,000</b>	<b>68,428</b>	<b>70,000</b>	<b>70,000</b>

**Narrative Description of Budget Highlights:**

Terms of Agreement/Contract  
Hourly Fee

It is not economically feasible to hire full time attorney. Therefore these services are contracted out.

**City of South Bay**  
**Operating Services Worksheet**  
**2013-14**

FUND: Fund Name: 001-General Fund  
DEPARTMENT: Dept./Division:  
Fund/Dept./Div./Fnctn./Proj.: 001-141-531050

ACCOUNT NUMBER	Terms of Agreement/ Contract	ACTUAL BUDGET	YEAR 2010-2011		2011-2012		BUDGET ADOPTED 2012-13	2013-2014	
			Budget	EXPENDITURES	Adapted Budget	EXPENDITURES		BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
531050	Monthly fee Legal fee	It is not economically feasible to hire full time Attorney. Therefore, these services are contracted out.	\$ 80,000	\$ 61,330	\$ 60,000	\$ 68,428	\$ 60,000	\$ 60,000	
		Estimated cost for legal and magistrate for enforcement and other legal expenses			9,000		10,000	10,000	
	\$0.00	0.00	\$ 80,000	\$ 61,330	\$ 69,000	\$ 68,428	\$ 70,000	\$ 70,000	

City of South Bay  
2013-14 Budget

DEPARTMENT: **Code Enforcement**  
ORGANIZATIONAL CHART BY  
EMPLOYEE CLASSIFICATION

FUND- 151	FUND NAME-General	DEPARTMENT: Code Enforcement
<p>City Manager</p> <p>Director of Planning</p> <p>Code Enforcement Officer</p>		



**Budget Summary**Department: **Code Enforcement**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expensed	Adopted	Expensed	Adopted	Requested
Personnel Services	10,765	20,418	104,774	72,976	13,840	32,215
Operating Expenses	50,900	60,808	7,600	60,867	49,015	3,900
Non Operating/Capital	-	-	-	-	-	-
<b>Totals:</b>	<b>61,665</b>	<b>81,226</b>	<b>112,374</b>	<b>133,843</b>	<b>62,855</b>	<b>36,115</b>

**Narrative Description of Budget Highlights:**

## POSITION SUMMARY

Department Name: **Code Enforcement**

POSITIONS	2011-12 Actual	2012-13 Actual	2013-14 Request	Difference
City Manager				
Director of Planning	1	0	0	-
Code Enforcement Officer	1	0.5	1	0.5
TOTALS	2	0.5	1	0.5

City of South Bay  
2013-14 Budget

**City of South Bay  
Personnel Services Worksheet**

FUND:  
DEPARTMENT:

## GENERAL Code Enforcement

<b>CLASSIFICATION TITLE</b>		<b>ANNUAL SALARY AS OF 10/1/2012</b>	<b>PAY GRADE 10/1/2012</b>	<b>PAY GRADE 10/1/2013</b>	<b>HEALTH INSURANCE</b>
City Manager		\$ -			-
Director of Planning		-			-
Code Enforcement Officer		30,826	-	\$ 25,000	4,800
TOTAL		30,826		25,000	4,800

City of South Bay  
2013-14 Budget

FUND: 001 General Fund  
DEPARTMENT: Code Enforcement

		CURRENT YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
ACCOUNT	CLASSIFICATION	MODIFIED 2012 BUDGET	Anticipated EXPENDITURES	ADOPTED BUDGET	BUDGET REQUESTED	MANAGER RECOMMENDED
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD	90,826	63,590	12,255	25,000	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4	-		-	-	
3	TOTAL LINES 1 AND 2 = SALARIES	90,826	63,590	12,255	25,000	
4	OVERTIME	-	67	-	-	
5	TOTAL LINES 3 AND 4	90,826	63,657	12,255	25,000	
6	LINES 5 @ .0765 FICA	6,948	4,730	910	1,915	
7	HEALTH INSURANCE	7,000	4,589	35	4,800	
8	PENSION Worker Compensation	-	-	- 640	- 500	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	104,774	72,976	13,840	32,215	

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: **GENERAL**  
DEPARTMENT: **Code Enforcement**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-11		FISCAL YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		ACTUAL BUDGET	EXPENDITURES	Adopted BUDGET	EXPENDITURES	ADOPTED BUDGET 2012-13	BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
524100	Worker Compensation	-	-		-	-	\$ -	
531200	Medical Examinations						-	
531300	Professional service	\$ 45,000	\$ 57,072	\$ -	\$ 42,918	\$ 44,000	-	
540100	TRAVEL & PER DIEM	250	37	550	799	150	150	
541100	TELEPHONE	2,100	122	900	1,184	350	-	
542100	POSTAGE	-	-	-	-	500	500	
545100	INSURANCE (AUTO)	-	-	-	-	-	-	
546500	R & M Vehicle	1,500	-	1,500	1,848	200	400	
547100	PRINTING/ADVERTISING	-	-	-	-	1,250	800	
551100	OFFICE SUPPLIES	300	340	550	1,037	700	500	
552000	UNIFORMS	500	317	600	223	115	-	
552100	OPERATING SUPPLIES	250	999	500	1,280	250	250	
552200	GAS & OIL	1,000	1,921	3,000	5,887	1,250	1,000	
554300	Employee Development	-	-	-	789	250	300	
646000	Equipment/Vehicles	-	-	-	4,902	-	-	
<b>Totals</b>		<b>\$ 50,900</b>	<b>\$ 60,808</b>	<b>\$ 7,600</b>	<b>\$ 60,867</b>	<b>\$ 49,015</b>	<b>\$ 3,900</b>	<b>\$ -</b>

City of South Bay  
2013-14 Budget

DEPARTMENT **Human Resources**  
 ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND-001	FUND NAME-GENERAL FUND	DEPARTMENT-HUMAN RESOURCE
<div>CITY MANAGER</div> <div>DIRECTOR OF HUMAN RESOURCES</div>		

**Budget Summary**

Department: HUMAN RESOURCE

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expended	Adopted	Expended	Adopted	Requested
Personnel Services	38,630	53,438	11,412	11,885	11,412	11,653
Operating Expenses	9,200	3,404	4,380	2,235	3,000	2,500
Debt Services						
Non Operating/Capital					-	-
<b>Totals:</b>	<b>47,830</b>	<b>56,842</b>	<b>15,792</b>	<b>14,120</b>	<b>14,412</b>	<b>14,153</b>

**Narrative Description of Budget Highlights:**

## POSITION SUMMARY

Department Name: **Human Resources**

POSITIONS	2011-12 Actual	2012-13 Adopted	2013-14 Request	Difference
Director of Human Resources (reported @City Manager Dept.)	1	1	0	-
TOTALS	1	1	0	0



**City of South Bay  
Personnel Services Worksheet**

FUND: 001

DEPARTMENT: Human Resources

CLASSIFICATION TITLE		ANNUAL SALARY AS OF 10/1/2012	PAY GRADE 10/1/2012	PAY GRADE 10/1/2013	HEALTH INSURANCE
HR Director (reported @City Manager Dept.)	(25% payroll of salary, 75% reported in City Manager Dept.)	10,130	-	10,333	-
<b>TOTAL</b>		10,130	-	10,333	-

City of South Bay  
2013-14 Budget

FUND: **001 General Fund**  
DEPARTMENT: **Human Resources**

		BUDGET YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		ACTUAL	ANTICIPATED	ADOPTED	BUDGET	MANAGER
ACCOUNT	CLASSIFICATION	2012 BUDGET	EXPENDITURES	BUDGET	REQUESTED	RECOMMENDED
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD	10,130	10,650	10,130	10,333	-
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4	-	-	-		-
3	TOTAL LINES 1 AND 2 = SALARIES	10,130	10,650	10,130	10,333	-
4	OVERTIME	-	-	-		-
5	TOTAL LINES 3 AND 4	10,130	10,650	10,130	10,333	-
6	LINES 5 @ .0765 FICA	775	733	775	800	-
7	HEALTH INSURANCE	-	-	-		-
8	PENSION	507	502	507	520	
	Worker Comp	-	-			
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	11,412	11,885	11,412	11,653	

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: **GENERAL**  
DEPARTMENT: **HUMAN RESOURCE**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-11		FISCAL YEAR 2011-12		BUDGET YEAR 2012 13	BUDGET YEAR 2013-14
		ACTUAL BUDGET	EXPENDITURES	ACTUAL BUDGET	EXPENDITURES	ADOPTED BUDGET 2012-13	BUDGET REQUEST 2013-14
540100	Travel & Per Diem	1,000	699	550	619	550	650
541100	Telephone	1,000	966	1,380	184	300	300
551100	Office Supplies	300	371	250	215	200	300
552100	Operating Supplies	2,000	40	300	585	300	200
554200	Membership & Dues	1,000	1,004	1,000	492	750	550
554300	Employee Development	3,100	324	900	140	900	500
644000	Equipment	800	-	-	-	-	-
<b>Totals</b>		<b>\$ 9,200</b>	<b>\$ 3,404</b>	<b>\$ 4,380</b>	<b>\$ 2,235</b>	<b>\$ 3,000</b>	<b>2,500</b>

City of South Bay  
2013-14 Budget

DEPARTMENT: **NON-DEPARTMENT**  
ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT:
	City Manager	

**Budget Summary**      Department:    **Non-Department**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expenses	Adopted	Expenses	Adopted	Requested
Personnel Services						
Operating Expenses	309,117	321,079	276,406	327,628	296,216	303,148
Non Operating/Capital	-					
<b>Totals:</b>	<b>309,117</b>	<b>321,079</b>	<b>276,406</b>	<b>327,628</b>	<b>296,216</b>	<b>303,148</b>

**Narrative Description of Budget Highlights:**

**City of South Bay  
Operating Services Worksheet**

FUND: 001 General Fund  
DEPARTMENT: Non-Department

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-11		FISCAL YEAR 2011-12		Budget 2012-13	BUDGET YEAR 2013-14	
		ACTUAL BUDGET	EXPENDITURES	ACTUAL BUDGET	EXPENDITURES	Adopted Budget 2012-13	BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
520000	Holiday bonus	20,000	-	10,000	2,575	-	-	
524100	Workers Compensation	-	-	18,600	10,995	1,000	1,000	
525100	Unemployment Compensation	10,000	6,391	5,000	-	8,700	3,500	
531300	Professional Services	16,274	9,821	14,300	11,798	13,500	14,750	
532100	Accounting & Audit	22,500	62,250	17,500	86,000	31,500	25,000	
534050	Trash Removal	-	8,361	9,000	8,918	7,000	6,650	
541100	Telephone	19,200	16,391	18,420	20,548	27,600	25,300	
542100	Postage	4,250	3,233	3,600	1,848	2,700	2,500	
542200	Bank Charge	-	49	-	95	-	-	
543100	Electric	18,900	17,708	18,900	16,501	17,000	19,000	
543500	Water & Sewer Service	7,500	16,858	20,000	20,176	17,000	20,640	
544400	GUA Collection Fees	-	325	336	351	340	340	
544600	SWA - Assessment	-	-	-	-	-	-	
545100	Liability Insurance	88,500	79,849	77,300	71,966	62,200	69,200	
546100	Repair & Manut.-Equipment	14,665	10,793	12,450	12,526	12,000	10,450	
546200	Repair & Manut.-Building	12,500	10,636	12,000	14,663	23,614	13,700	
548100	Tri-City Meeting	5,000	6,849	5,000	4,841	3,500	1,500	
548200	Tri-City Coalition	-	2,500	-	-	-	-	
549400	Cash Over & Short	-	-	-	-	-	-	
549900	Taxes -(Assessment)	9,500	8,782	9,000	12,458	6,875	9,000	
551100	Office Supplies	5,000	2,279	4,500	1,419	2,500	2,500	
552100	Operating Supplies	15,000	23,989	10,000	18,913	10,500	10,000	
552400	Pension Administration	4,700	6,000	4,000	4,500	4,500	4,500	
554200	Membership, Dues & Subs	4,000	4,615	4,500	2,818	4,500	7,000	
556110	Community Assistant	-	-	-	-	5,000	-	
581700	Oratorical Contest	1,000	925	1,000	750	750	1,000	
556210	Christmas Toys	-	-	-	-	3,550	-	
582100	Christmas decorations	1,000	1,283	1,000	2,969	1,000	1,000	
591500	Lease Payment - Land	-	-	-	-	25,960	-	
599000	Contingency	29,628	3,492	-	-	-	51,191	
641000	Office Equipment	-	-	-	-	-	-	
644000	Equipment	-	17,700	-	-	-	-	
680000	Reserve - Restricted	-	-	-	-	3,427	3,427	
<b>Totals</b>		<b>309,117</b>	<b>321,079</b>	<b>276,406</b>	<b>327,628</b>	<b>296,216</b>	<b>303,148</b>	<b>-</b>

City of South Bay  
2013-14 budget

DEPARTMENT:

**Community Development**  
**ORGANIZATIONAL CHART BY**  
**EMPLOYEE CLASSIFICATION**

FUND-311	FUND NAME-General	DEPARTMENT: CD
City Manager		
Community Development Director		
Community Development Specialist		

**Budget Summary**Department: **Community Development**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expended	Adopted	Expended	Adopted	Requested
Personnel Services	28,171	28,014	113,823	115,055	102,200	32,415
Operating Expenses	412,500	11,286	11,380	5,985	449,151	12,550
Debt Services	-	-	-	-	-	-
Non Operating/Capital	-	-	-	-	-	-
<b>Totals:</b>	<b>440,671</b>	<b>39,300</b>	<b>125,203</b>	<b>121,040</b>	<b>551,351</b>	<b>44,965</b>

**Narrative Description of Budget Highlights:**



## POSITION SUMMARY

**Department Name:** Community Development

POSITIONS		2011-12 Actual	2012-13 Actual	2013-14 Request	Difference
Director		1	1	0	0
		0	0		
Community Development Specialist		1	1	1	0
TOTAL		2	2	1	0

City of South Bay  
2013-14 Budget

**City of South Bay  
Personnel Services Worksheet**

FUND: 001 GENERAL  
DEPARTMENT: Community Development

CLASSIFICATION TITLE		ANNUAL SALARY AS OF 10/1/2012	PAY GRADE 10/1/2012	PAY GRADE 10/1/2013	HEALTH INSURANCE
Director	-	50,000	-	-	-
		-	-	-	-
Community Development Specialist		23,000		23,460	4,800
					-
TOTAL		73,000		23,460	4,800

City of South Bay  
2013-14 Budget

**City of South Bay  
Personnel Services Worksheet**

**City of South Bay**

**FUND: 001 General Fund**  
**DEPARTMENT: Community Development**

ACCOUNT		BUDGET YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		MODIFIED 2012 BUDGET	ANTICIPATED EXPENDITURES	ADOPTED BUDGET	BUDGET REQUESTED	MANAGER RECOMMENDED
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD	85,000	86,466	81,000	23,460	\$ -
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4	-	-	-	-	-
3	TOTAL LINES 1 AND 2 = SALARIES	85,000	86,466	81,000	23,460	\$ -
4	OVERTIME	500	672	750	750	\$ -
5	TOTAL LINES 3 AND 4	85,500	87,138	81,750	24,210	\$ -
6	LINES 5 @ .0765 FICA	6,543	6,446	6,200	1,855	\$ -
7	HEALTH INSURANCE	19,260	18,676	10,350	4,800	\$ -
8	PENSION	2,520	2,795	2,900	1,200	\$ -
9	Worker comp			1,000	350	
10	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	113,823	115,055	102,200	32,415	\$ -

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: 001 GENERAL  
DEPARTMENT: Community Development

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-11		FISCAL YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		ACTUAL BUDGET	EXPENDITURES	ACTUAL BUDGET	EXPENDITURES	ADOPTED BUDGET 2012-13	BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
523100	Worker' Comp	\$ -		\$ -	\$ -	\$ -	\$ -	
531200	Medical examination	250	175		-	-	-	
531300	Professional services	-	-	-	-	4,000	3,000	
540100	Travel & Per Diem	3,000	369	1,000	-	750	1,500	
541100	Telephone	1,200	993	1,380	1,004	1,100	1,000	
545100	Insurance (Auto)	-	-	-	-	500	500	
546500	R & M Vehicle	1,500	711	1,500	34	1,500	1,500	
551100	Office Supplies	550	1,035	1,000	824	1,000	1,050	
552100	Operating Supplies	-	647	500	403	500	500	
552200	Gas & oil	4,000	3,698	4,000	3,568	4,200	2,000	
554200	Membership & Dues	1,000	120	1,000	102	750	500	
554300	Employee Development	1,000	138	1,000	50	750	500	
565230	Road Improvement	400,000	-	-	-	400,000	-	
565231	Street Improvement	-	-	-	-	8,000	500	
558000	Demolition	-	2,900	-	-	26,101	-	
644000	Office Equipment	-	500	-	-	-	-	
<b>Totals</b>		<b>\$ 412,500</b>	<b>\$ 11,286</b>	<b>\$ 11,380</b>	<b>\$ 5,985</b>	<b>\$ 449,151</b>	<b>\$ 12,550</b>	<b>\$ -</b>

City of South Bay  
2013-14 Budget

DEPARTMENT:

**Public Safety**

ORGANIZATIONAL CHART BY  
EMPLOYEE CLASSIFICATION

FUND-001	FUND NAME-General	DEPARTMENT: PUBLIC SAFETY
Reflects contract entered into with Palm Beach County Sheriff during fiscal year 2013-14		

**Budget Summary**Department: **Public Safety**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expenses	Adopted	Expenses	Adopted	Requested
Personnel Services			-			
Operating Expenses	177,540	181,875	174,240	176,008	184,827	178,285
			-		-	
Non Operating/Capital			-			
<b>Totals:</b>	<b>177,540</b>	<b>181,875</b>	<b>174,240</b>	<b>176,008</b>	<b>184,827</b>	<b>178,285</b>

**Narrative Description of Budget Highlights:**

Reflects contract entered into with Palm Beach County Sheriff during fiscal year 2013-14

**City of South Bay  
Operating Services Worksheet**

FUND: **GENERAL**  
DEPARTMENT: **Public Safety**

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-11		FISCAL YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		ACTUAL BUDGET	EXPENDITURES	ACTUAL BUDGET	EXPENDITURES	ADOPTED BUDGET 2012-13	BUDGET REQUEST 2013-14	MANAGER RECOMMENDED
531300	Professional service		\$ 5,000	\$ -	\$ -	\$ -	\$ -	
541100	Telephone PBCO	5,400	5,281	5,500	5,858	6,600	6,300	
543500	W & S Services	5,000	3,411	600	300	500	500	
544500	Contract Services	167,140	167,139	167,140	167,140	167,140	170,485	
546200	Rep & Maint. Building		791	750	2,675	4,200	1,000	
552100	Operating Supplies		253	250	35	250	-	
645000	Equipment - Grant	-	-	-	-	6,137	-	
<b>Totals</b>		<b>\$ 177,540</b>	<b>\$ 181,875</b>	<b>\$ 174,240</b>	<b>\$ 176,008</b>	<b>\$ 184,827</b>	<b>\$ 178,285</b>	<b>\$ -</b>

City of South Bay  
2013-14 Budget

DEPARTMENT: **PARKS & RECREATION**  
 ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT:
	CITY MANAGER	
	DIRECTOR OF PARKS & RECREATION	
	CAMP COORDINATOR - PART TIME	
	CAMP COUNSELOR - PART TIME	



**Budget Summary**

Department: Parks and Recreation

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expended	Adopted	Expended	Adopted	Request
Personnel Services	10,765	8,800	10,765	19,804	25,350	28,275
Operating Expenses	27,060	77,816	53,990	45,629	50,250	427,350
Non Operating/Capital						1,000
<b>Totals:</b>	<b>37,825</b>	<b>86,616</b>	<b>64,755</b>	<b>65,433</b>	<b>75,600</b>	<b>456,625</b>

**Narrative Description of Budget Highlights:**

## POSITION SUMMARY

Department Name: **Parks & Recreation**

POSITIONS	2011-12	2012-13	2013-14	Difference
	Actual	Actual	Request	
Director	1	1	1	0
Camp Coordinator (PT)	0	0	0	0
Camp Counselor (PT)	0	0	0	0
TOTALS	1	1	1	0

City of South Bay  
2013-14 Budget

**City of South Bay  
Personnel Services Worksheet**

FUND: 001

DEPARTMENT: **Parks & Recreation**

CLASSIFICATION TITLE		ANNUAL SALARY AS OF 10/1/2012	PAY GRADE 10/1/2012	PAY GRADE 10/1/2013	HEALTH INSURANCE
Director	PT	20,000	-	20,400	4,800
Camp Coordinator - PT	Vacant	2,500	-	-	-
Camp Counselor - PT	Vacant	-	-		-
TOTAL		22,500	0 00	20,400	4,800

City of South Bay  
2013-14 Budget

**City of South Bay  
Personnel Services Worksheet**

FUND:                   **001 General Fund**  
DEPARTMENT:       **Parks & Recreation**

			CURRENT YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
			MODIFIED 2012 BUDGET	Anticipated EXPENDITURES	ADOPTED BUDGET	BUDGET REQUESTED	MANAGER RECOMMENDED
ACCOUNT	CLASSIFICATION						
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD		10,000	18,113	23,000	20,400	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4						
3	TOTAL LINES 1 AND 2 = SALARIES		10,000	18,113	23,000	20,400	
4	OVERTIME			\$ 270	-	-	
5	TOTAL LINES 3 AND 4		10,000	18,383	23,000	20,400	
6	LINES 5 @ .0765 FICA		765	1,377	1,800	1,575	
7	HEALTH INSURANCE		-	44	100	4,800	
8	PENSION		-	-	-	1,000	
	Worker comp.				450	500	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8		\$ 10,765	19,804	25,350	28,275	\$ -

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: 001 General Fund  
DEPARTMENT: Parks & Recreation

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-11		FISCAL YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	MANAGER RECOMMENDED
		ACTUAL BUDGET	EXPENDITURES	ACTUAL BUDGET	EXPENDITURES	ADOPTED BUDGET 2012-13	BUDGET REQUEST 2013-14	
531200	Medical Examination	-	-	-	-	-	-	
540100	Travel & Per Diem	-	175	-	-	-	-	
541100	Telephone	1,800	1,924	2,040	1,966	2,400	2,300	
543100	Electric	6,660	6,794	6,900	6,487	6,250	6,600	
543500	W&S Trash Services	3,600	4,328	7,250	7,327	7,000	7,200	
545100	Insurance (Auto)	-	-	-	-	-	500	
546100	Rep. & Maint. - Equipment	-	42	-	-	100	100	
546200	Rep. & Maint. - Building	-	2,858	2,500	6,461	7,750	600	
546500	Rep. & Maint. - Vehicles	-	1,300	3,000	170	1,200	500	
551100	Office Supplies	-	-	300	67	300	300	
552100	Operating Supplies	15,000	7,290	5,000	3,339	5,000	2,500	
552200	Gas & Oil	-	419	2,000	984	250	250	
554200	Membership & Dues	-	-	-	-	-	-	
554300	Employee Development	-	-	-	-	-	300	
556100	Promotional Activities (Tour)	-	8,490	5,000	13,862	10,000	-	
556150	Street Beat	-	30,000	-	-	-	-	
556210	Football Program	-	1,282	-	-	-	1,000	
556220	Basketball Program	-	-	-	-	-	300	
556240	Track Program	-	-	-	-	-	200	
556250	Senior Program	-	4,835	-	764	5,000	1,500	
556300	Summer Program	-	157	20,000	4,202	5,000	3,000	
556800	Rec. Software	-	-	-	-	-	200	
565150	Cox Park Improvements	-	-	-	-	-	-	
565220	Tanner Park Improvement	-	-	-	-	-	-	
565250	Park Improvements Grant	-	-	-	-	-	400,000	
641000	Office equipment	-	-	-	-	-	1,000	
646000	Equipment/Vehicle	-	7,922	-	-	-	-	
<b>Totals</b>		<b>27,060</b>	<b>77,816</b>	<b>53,990</b>	<b>45,629</b>	<b>50,250</b>	<b>428,350</b>	

City of South Bay  
2013-14 Budget

DEPARTMENT: **Public Works**  
 ORGANIZATIONAL CHART BY EMPLOYEE CLASSIFICATION

FUND	FUND NAME	DEPARTMENT: DEPT. NAME
	City Manager	
	Public Works Supervisor	
	Public Works Foreman	
	Staff Maintenance	
	Mechanic	

**Budget Summary**Department: **Public Works**

Expenditure	2010-11		2011-12		2012-13	2013-14
Classification	Adopted	Expended	Adopted	Expended	Adopted	Requested
Personnel Services	325,587	305,524	349,312	337,346	342,986	\$ 317,069
Operating Expenses	167,760	131,075	149,988	139,135	149,600	131,020
Non Operating/Capital	44,760	35,395	34,760	29,760	15,970	12,000
<b>Totals:</b>	<b>538,107</b>	<b>471,994</b>	<b>534,060</b>	<b>506,241</b>	<b>508,556</b>	<b>460,089</b>

**Narrative Description of Budget Highlights:**

## POSITION SUMMARY

Department Name: **Public Works**

POSITIONS	2010-11 Expended	2011-12 Adopted	2012-13 Requested	2013-14 Requested	Difference
Public Works Supervisor	1	1	1	1	
Foreman/ Special project	1	1	1	1	
Maintenance				Open	
Maintenance	3	4	4	4	0
Maintenance					
Maintenance				Open	
City Mechanic/Maintenance	1	1	-	1	1
Mosquito Control Tech.	0.5	0.5	-	-	0
PT			1	-	
TOTALS	6.5	7.5	6	7	1



**City of South Bay  
Personnel Services Worksheet**

FUND: 001

DEPARTMENT.

## Public Works

<b>CLASSIFICATION TITLE</b>		<b>ANNUAL SALARY AS OF 10/1/2012</b>	<b>PAY GRADE 10/1/2012</b>	<b>PAY GRADE 10/1/2013</b>	<b>HEALTH INSURANCE</b>
Public Works Director		57,000		58,140	4,800
Foreman/ Special project Maintenance	Open	29,515	-	30,105	4,800
Maintenance		-		25,000	4,800
Maintenance		25,314		25,820	4,800
Maintenance		34,050		34,731	4,800
Maintenance		25,730		26,245	5,040
Maintenance	Hourly @12	19,000		-	-
City Mechanic/Maintenace		43,014		43,875	4,800
Mosquito Control Tech.	Per contract	-			-
TOTAL		233,623	-	243,916	33,840

City of South Bay  
2013-14 Budget

**City of South Bay  
Personnel Services Worksheet**

FUND: **001 General Fund**  
DEPARTMEN **Public Works**

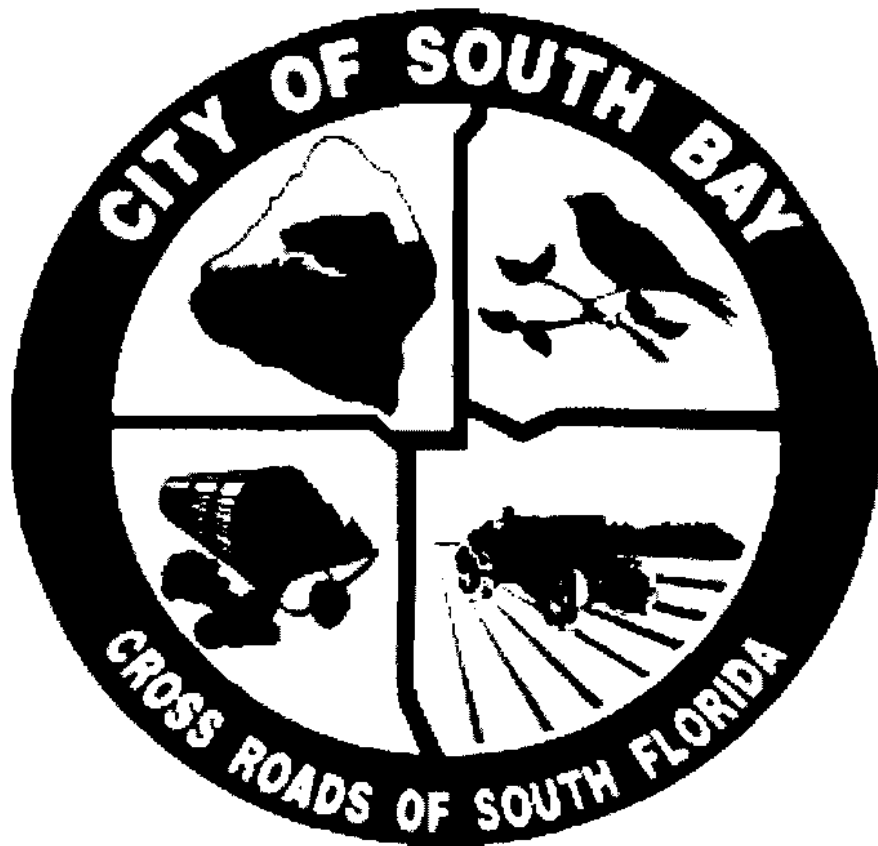
		BUDGET YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
ACCOUNT	CLASSIFICATION	MODIFIED 2012 BUDGET	ANTICIPATED EXPENDITURES	ADOPTED 2013 BUDGET	BUDGET REQUESTED	MANAGER RECOMMENDED
1	SUB-TOTAL: SALARIES - BROUGHT FORWARD	249,623	240,940	241,045	243,916	
2	OTHER EMPLOYEES NOT SHOWN ON FORM 4	-	-		-	
3	TOTAL LINES 1 AND 2 = SALARIES	249,623	240,940	241,045	243,916	
4	OVERTIME	2,000	1,118	2,000	2,000	
5	TOTAL LINES 3 AND 4	251,623	242,058	243,045	245,916	
6	LINES 5 @ .0765 FICA	19,249	17,029	18,500	18,813	
7	HEALTH INSURANCE	68,940	66,820	63,691	33,840	
8	PENSION	9,500	9,475	9,250	10,000	
	Worker Comp.	-	1,964	8,500	8,500	
9	TOTAL PERSONNEL Costs ADD LINES 5 THROUGH 8	\$ 349,312	\$ 337,346	\$ 342,986	\$ 317,069	\$ -

City of South Bay  
2013-14 Budget

**City of South Bay  
Operating Services Worksheet**

FUND: 001 General Fund  
DEPARTMENT: Public Works Department

ACCOUNT NUMBER	EXPENDITURE CLASSIFICATION	FISCAL YEAR 2010-2011		FISCAL YEAR 2011-12		BUDGET YEAR 2012-13	BUDGET YEAR 2013-14	
		BUDGET	EXPENDITURES	ACTUAL BUDGET	EXPENDITURES	ADOPTED BUDGET 2012-13	BUDGET REQUEST	MANAGER RECOMMENDED
524100	WORKER COMPENSATION	-	-	-	-			
531200	MEDICAL EXAMINATIONS	500	1,092	750	-	500	600	
532000	SOFTWARE TRAINING	1,000		1,000	160	250	-	
534050	TRASH REMOVAL	7,000	5,112	8,208	3,613	3,650	3,650	
534600	ENG. FEES-STORM	-	1,701	1,750	1,014	1,600	-	
540100	TRAVEL & PER DIEM	3,000	470	1,500	1,734	1,500	2,000	
541100	TELEPHONE	7,620	9,237	8,220	6,343	6,500	5,550	
543100	ELECTRIC	53,220	51,866	54,000	48,627	52,000	52,000	
543500	W & S Services	4,200	3,325	3,060	3,335	3,000	3,000	
545100	INSURANCE (AUTO)	-	-	-	-	5,000	5,000	
546100	REP. & MAINT-EQUIPMENT	10,000	11,333	10,000	7,677	10,000	8,000	
546200	REP. & MAINT-BUILDING	2,000	1,787	2,000	3,698	1,750	2,720	
546500	REP. & MAINT-VEHICLES	8,000	7,511	8,000	8,205	10,000	10,000	
551100	OFFICE SUPPLIES	720	302	300	438	750	500	
552000	UNIFORMS	8,000	8,186	8,000	8,169	7,600	500	
552100	OPERATING SUPPLIES	5,000	5,777	5,000	6,250	5,500	4,000	
552200	GAS & OIL	20,000	21,444	16,000	23,595	20,000	20,000	
553100	MOSQUITO CONTROL (Contract)	10,000	-	10,000	1,223	5,000	5,000	
553200	ROAD MATERIAL & SUPPLIES	10,000	893	5,000	4,093	3,000	5,000	
554200	MEMBERSHIP, DUES & SUBS	500	-	200	436	500	500	
554300	EMPLOYEE DEVELOPMENT	2,000	760	2,000	1,574	2,500	2,000	
599000	CONTINGENCY	10,000	-	-	-	-	-	
633000	SIGNS	5,000	280	5,000	602	2,000	1,000	
644000	EQUIPMENT	15,000	6,546	5,000	1,069	7,000	6,000	
646000	EQUIPMENT/VEHICLES	29,760	28,848	29,760	37,040	15,970	6,000	
652300	PBC ROAD IMPROVEMENT	-		-	-		-	
<b>Totals</b>		<b>212,520</b>	<b>166,470</b>	<b>184,748</b>	<b>168,895</b>	<b>165,570</b>	<b>143,020</b>	



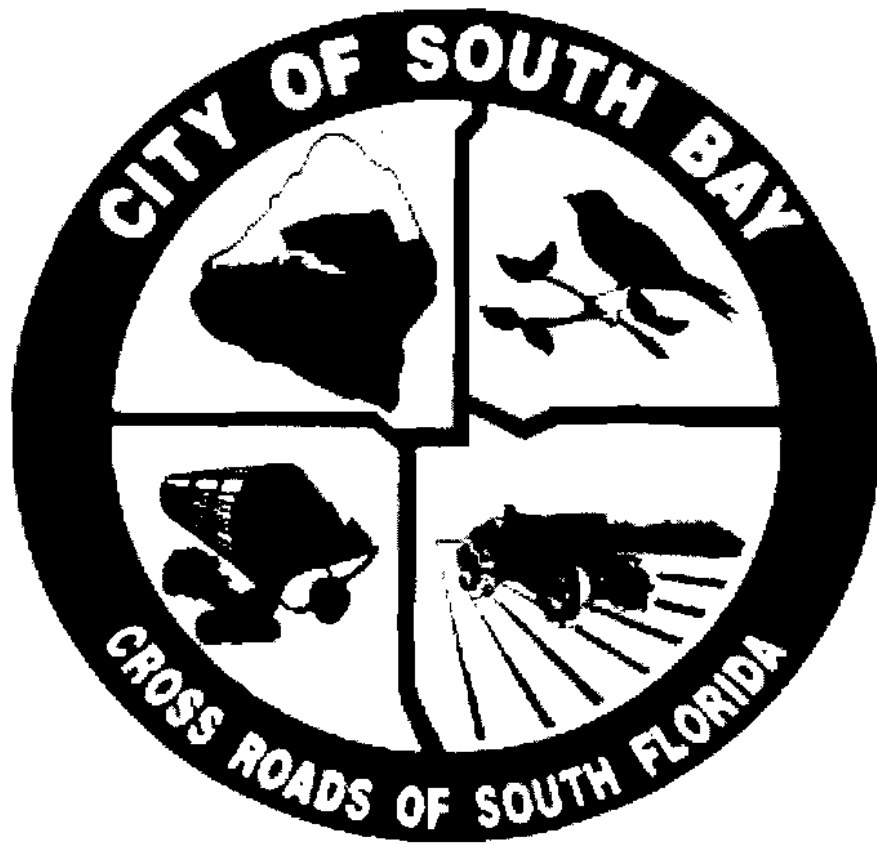
**FY 2013-2014**

**Proposed Budget**

**Water and Sewer**

**CITY OF SOUTH BAY  
PROPOSED BUDGET - W&S (410)  
2013-2014**

		<u>9/30/2011</u>		<u>9/30/2012</u>		<u>2012-2013</u>		% of Collection	<u>2013-2014 Budget</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>YTD Actual (7/13) 10 Month</u>		
410-034-343910	Municipal Entity Revenue	\$ 165,376	\$ 143,500	\$ 143,251	\$ 150,000	\$ 160,000	\$ 134,808	84%	\$ 135,000
410-036-361100	Interest	398	-	329	-	200	167	84%	200
410-036-363200	Grant EPA	-	-	41,800	-	-	-	-	-
Total Revenue		<u>165,774</u>	<u>143,500</u>	<u>185,380</u>	<u>150,000</u>	<u>160,200</u>	<u>134,975</u>	<u>84%</u>	<u>135,200</u>
410-411-531300	Professional services	-	-	45,687	-	28,500	3,732	13%	-
410-411-542200	Bank Charge	1,045	-	1,000	1,000	1,000	1,000	100%	1,000
410-421-599100	Prior expenses	1,000	13,600	-	-	-	-	-	-
410-431-546400	W & S Maintenance	-	-	41,000	-	-	-	-	-
410-431-552100	Operating Supplies	333	-	539	2,575	-	-	-	-
410-431-571550	Loan P & I	333	6,500	13,195	6,425	53,735	45,841	85%	53,740
410-441-581001	Transfer out to GF Reserve	140,000	123,400	80,000	140,000	5,000	-	-	-
		<u>0</u>	<u>0</u>	<u>-</u>	<u>-</u>	<u>71,965</u>	<u>-</u>	<u>-</u>	<u>80,460</u>
Total Expenses		<u>\$ 142,711</u>	<u>\$ 143,500</u>	<u>\$ 181,421</u>	<u>\$ 150,000</u>	<u>\$ 160,200</u>	<u>\$ 50,573</u>	<u>32%</u>	<u>\$ 135,200</u>



**FY 2013-2014**

**Proposed Budget**

**Sanitation**

**CITY OF SOUTH BAY  
PROPOSED BUDGET - SANITATION (440)  
2013-2014**

	9/30/2011		9/30/2012		2012-2013		% Of Collection	2013-2014 Budget
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	YTD Actual (7/13) 10 Month		
440-034-343411 GARBAGE REMOVAL FEE	\$ 179,529	\$ 187,500	-	-	-	-	-	-
440-034-343412 DUMPSTER FEE	\$ 301,504	\$ 220,000	\$ 524,231	\$ 440,000	\$ 470,400	\$ 353,450	75%	\$ 475,000
440-034-343414 TRASH REMOVAL	60,360	80,400	79,212	80,000	74,400	61,589	83%	75,500
440-034-343415 RECYCLING FEE	22,640	21,600	27,927	21,500	23,500	17,385	74%	21,500
440-034-343417 S.W.A Fee	7,331	5,000	-	-	-	-	-	-
Total Revenue	571,364	514,500	631,370	541,500	568,300	432,424	86%	572,000
440-811-544200 Bank Service Charge	0	-	-	-	-	-	-	-
440-811-544400 GUA Collection Fee	5,397	5,145	6,580	5,415	5,684	4,324	76%	5,720
440-000-544600 Annual Assessment	-	15,564	-	-	-	-	-	-
440-811-544500 Contract Services	304,101	316,250	313,382	323,750	330,000	261,657	79%	342,000
440-900-581001 Transfer out to GF	175,000	-	212,335	212,335	123,540	50,000	40%	-
Reserve	-	177,541	-	-	109,076	-	-	224,280
Total Contract Services	\$ 484,498	\$ 514,500	\$ 532,297	\$ 541,500	\$ 568,300	\$ 315,981	56%	\$ 572,000
Net Income	86,866		99,073		0	116,443		-