City of Ormond Beach

City Commission Workshop

City Hall Commission Conference Room

22 South Beach St., Ormond Beach FL 32174

August 25, 2026, 5:30 PM

Jason Leslie, Mayor
Lori Tolland, Zone 1
Travis Sargent, Zone 2
Kristin Deaton, Zone 3
Harold Briley, Zone 4

Agenda

1. **CALL TO ORDER**
2. **DISCUSSIONS**
   A. Fiscal Year 2026-2027 Proposed Budget
3. **ADJOURNMENT**

Website Address – www.ormondbeach.org

NOTICE – Pursuant to Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the City Commission with respect to any matter considered at this public meeting, such person will need a record of the proceedings and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. Phone: 386-610-0400

Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons with a disability, such as a vision, hearing or speech impairment, or persons needing other types of assistance, and who wish to attend City Commission meetings or any other board or committee meeting may contact the City Clerk's Office in writing, or may call 386-610-0400 for information regarding available aids and services.

City of Ormond Beach

City Commission Agenda

Staff Report

Agenda Date	August 25, 2026	**Item No**	2.A.
Section	DISCUSSIONS	**Category**	City Commission Workshop
Subject	Fiscal Year 2026-2027 Proposed Budget		
Recommended Action	The proposed budget will be discussed at the workshop.		
Strategic Goal	Governance - Other		
Department Staff Contact	Finance Kelly McGuire, Finance Director		

Summary

Staff is seeking direction on the implementation of the budget reductions initially brought forward at the last budget workshop.

PROPOSED

BUDGET 2026-27

Presented By

City of Ormond Beach

CITY OF ORMOND BEACH BUDGET

FY 2026-27

OCTOBER 1, 2026 – SEPTEMBER 30, 2027

CITY COMMISSION

JASON LESLIE, MAYOR

LORI TOLLAND, DEPUTY MAYOR & ZONE ONE

TRAVIS SARGENT, ZONE TWO COMMISSIONER

KRISTIN DEATON, ZONE THREE COMMISSIONER

HAROLD BRILEY, ZONE FOUR COMMISSIONER

Joyce A. Shanahan	City Manager
Shawn P. Finley	Asst. City Manager
Claire Whitley	Asst. City Manager
Kelly A. McGuire	Finance Director
Christopher D. Byle	Asst. Finance Director

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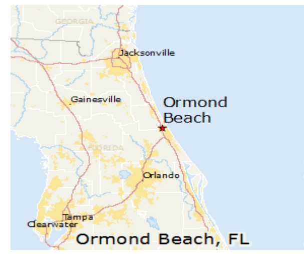
COMMUNITY OVERVIEW
CITY OF ORMOND BEACH

The city that is now Ormond Beach, which is located on the northeast coast of Florida, dates from the period immediately following the Civil War. J. Andrew Bostrom, a former Union soldier originally born in Sweden, settled land on the peninsula. Concentrated settlement on the mainland began in 1873 with the establishment of New Britain, founded by a small community of New Englanders intent on making their living from citrus cultivation. In 1875, New Britain was subdivided into blocks and lots, with the original plat containing eleven (11) streets. Of the eleven (11) streets, seven (7) retain their original names, with four (4) located in present downtown Ormond Beach.



By 1880, New Britain had grown enough to warrant incorporation. During the elections for incorporation, the town name was changed to Ormond, in honor of James Ormond III, descendant of an early British colonist from the 1770's. The town was legally incorporated on April 22, 1880 and adopted the banana tree as the town emblem.

The development of Ormond Beach accelerated during the 1880's when John Anderson, Joseph Price, Stephen Van Cullen White and other pioneers saw that the small wilderness community was linked by rail with the eastern United States. Their entrepreneurial spirit led to the construction of a bridge spanning the Halifax River (Atlantic Intra-coastal Waterway) from the mainland to the peninsula and the Ormond Hotel, a building that helped define the social and economic character of the community. During the late nineteenth and early twentieth centuries, Ormond became one of Florida's most recognized resort communities and the location of some of the first automobile races in the United States. Consequently, Ormond Beach became and is still known today as the "Birthplace of Speed". Ironically, following World War I, as the automobile became increasingly available to middle America, the character of Florida tourism changed, and Ormond declined in importance as a winter resort and tourist mecca, becoming a more traditional residential community.

In 1959, the City was granted 1,164 acres of land from the Federal government that was developed into a municipal airport that consists of two (2) active runways and six (6) taxiways. In addition, the City purchased 176 acres from the Federal government in 1959; a site that has since been developed into a successful commerce center. Since 1970, the city's population increased from approximately 14,000, to the present population of approximately 45,000, which has resulted from a combination of real growth and annexations. During the 1990's, residential development and the City's commercial and retail center expanded westward beyond Interstate 95 as the size of the City grew to approximately 29 square miles.

The median age of the City's residents is 48.7. Approximately 42% of households include someone over the age of 65. Median income is $62,243 with 32% of citizens having achieved a higher education (Bachelor or Master degree).

City of Ormond Beach
Mission Statement

To ensure Ormond Beach is one of the most attractive, stimulating and innovative communities in Florida, while protecting our rich history and maintaining our unique charm. Boasting an environment where our children can thrive, with a prosperously diverse and balanced economy. All the while, delivering exceptionally responsive service to our citizens and cultivating the highest quality of life.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Ormond Beach
Florida

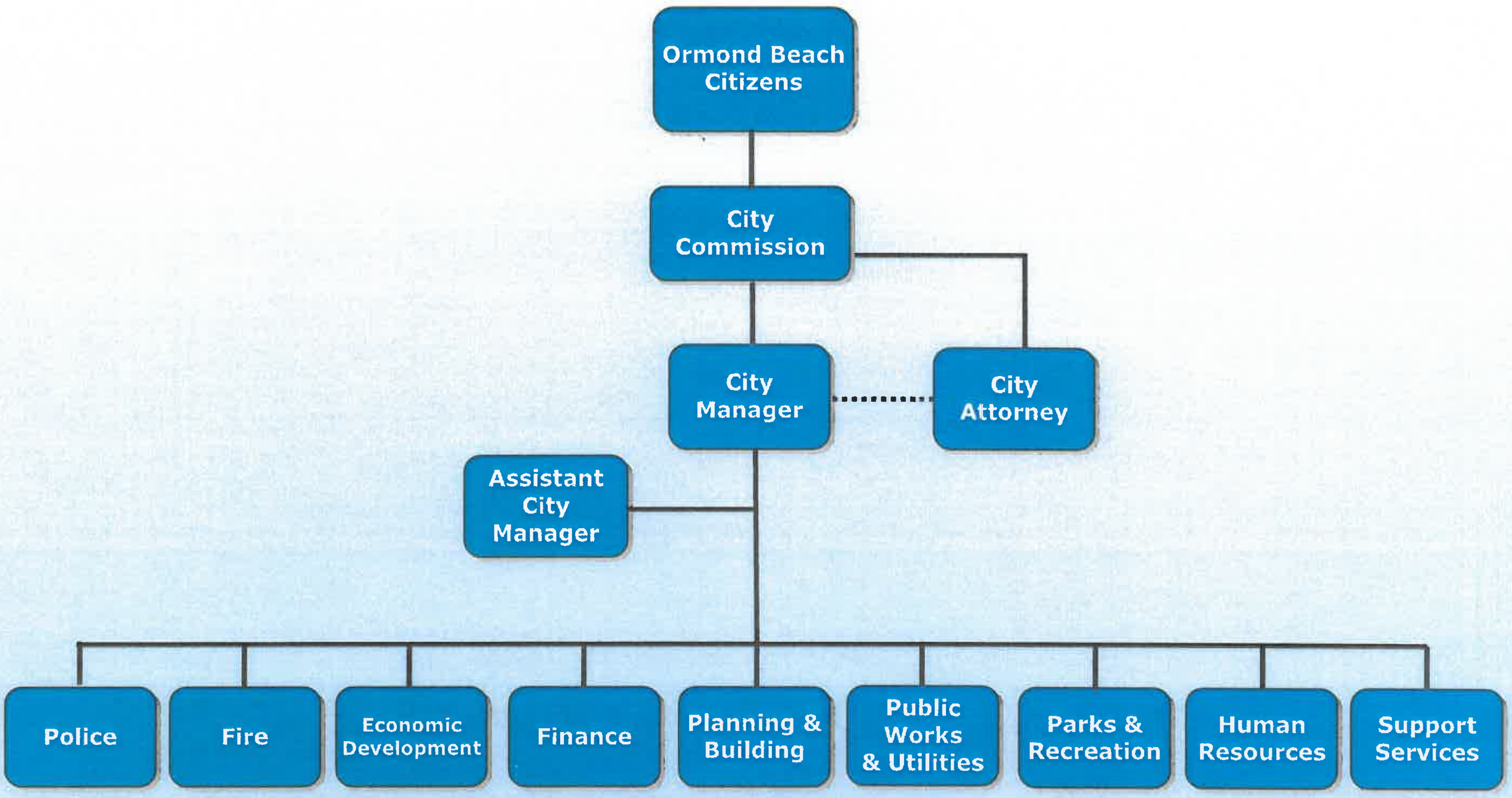
For the Fiscal Year Beginning

October 01, 2025

Christopher P. Morrill

Executive Director

City of Ormond Beach Organizational Chart



This is to certify that this is the official organizational chart of the City of Ormond Beach referred to in Chapter 2, Article II, of the City of Ormond Beach, Florida, *Code of Ordinances.*

On September 3, 2025 by official action of the city commission, the following changes were made in the official organizational chart: the department title of "Leisure Services" was amended to "Parks & Recreation".

Jason Leslie, Mayor

Susan Carroll Dauderis, City Clerk

City of Ormond Beach
FY 2026–2027 Budget Message

To support the goals and priorities adopted by the City Commission, the FY 2026–2027 budget totals **$152,035,454,** prepared by the Finance Director and presented by the City Manager**,** is balanced with an operating millage rate of **4.3202 mills**. This budget reflects a continued commitment to public safety, infrastructure resilience, and enhancements across the community while preparing for potential tax reform measures that, if approved, will impact future budgets and service levels.

Strategic Investment Highlights

At the direction of the City Commission, this year's budget provides targeted funding to advance the City's top strategic priorities:

- **Public Safety Enhancements**
  - Continued replacement of Police vehicles
  - Replacement of Fire extrication equipment
- **Stormwater Improvements**
  - Invest $17.6 million (including $14.1 million in grant funding) to construct the Fleming stormwater pump station to reduce localized flooding within and around the City's Central Park area
- **Utility Infrastructure**
  - Continued maintenance of the City's Water Plant, Water Reclamation Facility, Water Distribution system and Wastewater Collection system.

Continued Investment Through Dedicated Millage

Since FY 2021–2022, a dedicated millage has provided stable funding for critical public safety needs. Initial investments included:

- Nine police vehicles
- Two fire pumpers
- Upgrades to the Police Department's access control system
- Fire Department gear dryers
- Emergency traffic preemption improvements

Prior budget investments have funded the following:

- Nine police vehicle replacements annually
- A new fire brush truck
- Tactical equipment upgrades
- Purchase of a Quint fire apparatus
- Staffing additions, including a Police Lieutenant, Public Safety Information Officer, and Fire Inspector

The FY 2026–2027 budget keeps this dedicated public safety millage to support equipment replacements and ensure reliable emergency response services.

Enhancing Parks, Recreation, and Community Facilities

Through Parks and Recreation funding including dedicated millage, this year's budget includes:

- **Reconstruction** of the Ormond Beach Sports Complex softball field
- **Design** of Nova Field #1
- **Rebuilding the Riviera Park fishing pier**

General Fund Overview

- **Total Revenues:** $53,207,775
  - Increase of **$851,564 million** or 1.6% over the prior year
  - **Ad valorem tax revenue:** $21,860,798 – the is City's largest revenue source
  - **Overall property value increased: 4.75**%, as certified by the Volusia County Property Appraiser for Tax Year 2026.

Of the $25,714,162 generated by the adopted millage rate **$4.05 million** is distributed to capital funds supporting:

- Public safety vehicles and equipment
- Parks and recreation
- Transportation improvements
- Technology upgrades

- Facility maintenance

Fund Balance and Fiscal Responsibility

Ormond Beach is still in a strong financial position. The City General Fund reserves projected by Finance Staff at **15.6%** at the end of FY 2025–2026, are consistent with the City Commission's reserve policy. Per Commission Policy, these reserves are dedicated to fund one-time purchases or emergency purchases.

Strategic Plan Alignment

This budget supports the goals of the Commission's 2025 Strategic Plan focusing on public safety, environmental resilience, and quality. It includes funding for the following Commission:

1. Public Safety

Goal: Ensure efficient and effective emergency response through adequate staffing and resources.
Implementation:

- Fund competitive compensation and benefits to enhance recruitment, retention, and service levels
- Continue youth outreach through **DARE programs** and similar initiatives

2. Water Quality & Environment

Goal: Reduce flooding risk and improve sustainability through targeted infrastructure investments.
Implementation:

- Allocate **$17.6 million** for stormwater improvements:
    - Utilizing $14.1 million in grant funding with a City match of $3.5 million, the Fleming stormwater pump station will be constructed to reduce localized flooding within and around the City's Central Park area

3. Quality of Life

Goal: Expand recreational opportunities and improve recreational facilities

Implementation:

- Reconstruct the Sports Complex softball field

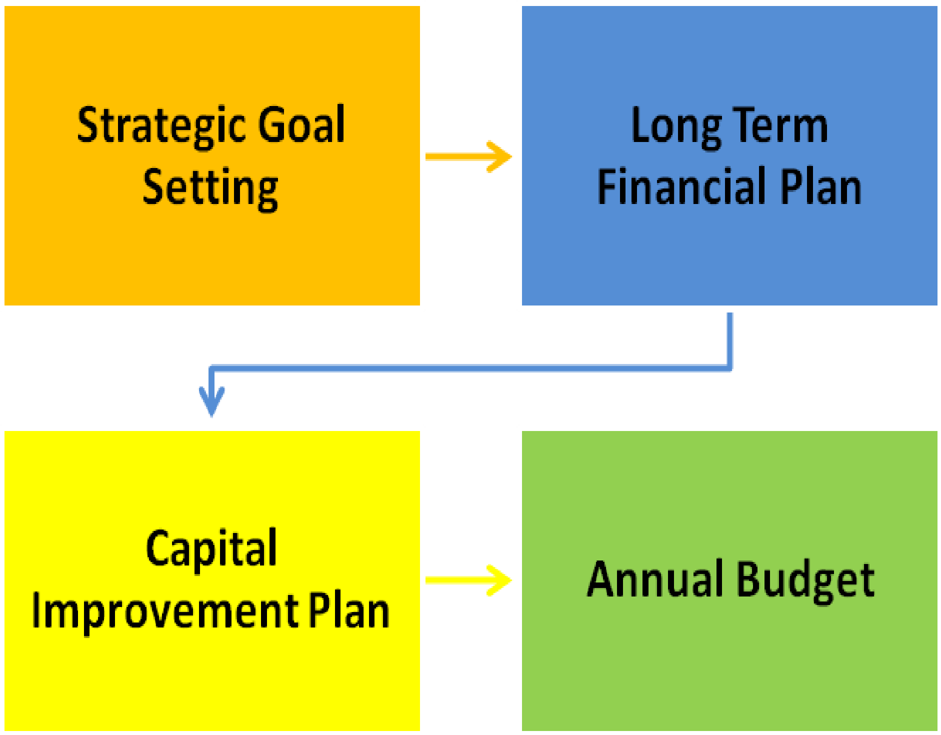
This budget reflects a balanced and responsible investment in Ormond Beach's future. One that supports core services, safeguards infrastructure, and enhances community amenities. By the dedication of our exceptional staff and the support of a forward-thinking City Commission, who remain dedicated to community investment, enhancing core services, keeping financial stability, and advancing the strategic vision for Ormond Beach.

Respectfully,

Jay SM

City Manager

Long-term Financial Planning is based on the strategic goals set forth by the City Commission and is used to inform the Capital Improvement Plan process and the annual budget preparation process.



In 2018, the City of Ormond Beach conducted an extensive citizen engagement process, The OB Life, to fully engage the community to help determine the kind of city Ormond Beach would be in the future. A series of six community forums were held addressing community development; transportation and livable communities; environment and water quality; public safety; leisure and culture; and economic development. Nearly 700 people attended the meetings where they heard presentations from 17 speakers, participated in small group discussions, and posed more than 600 questions which are all answered by city staff and posted on the city's website.

This comprehensive process of gathering citizen input first so it can be used to guide the discussions of the Mayor and City Commissioners during their strategic planning workshop has continued to be used. The last strategic planning was held in 2025 and resulted in the following prioritization of issues and priorities

CITY OF ORMOND BEACH

STRATEGIC PLAN 2025

CITY COMMISSION

Mayor
Jason Leslie

Deputy Mayor & Zone 1 Commissioner
Lori Tolland

Zone 2 Commissioner
Travis Sargent

Zone 3 Commissioner
Kristin Deaton

Zone 4 Commissioner
Harold Briley

VISION STATEMENT

RECOGNIZED AS ONE OF FLORIDA'S MOST ATTRACTIVE, SAFE, FISCALLY RESPONSIBLE, AND DESIRABLE COASTAL COMMUNITIES BY PROTECTING OUR RICH HISTORY, PRESERVING OUR DISTINCTIVE SMALL-TOWN CHARM, AND CULTIVATING NATURAL ENVIRONMENTS, RECREATIONAL SPACES, AND ECONOMIC OPPORTUNITIES.

MISSION STATEMENT

DELIVERING EXCEPTIONALLY RESPONSIVE CITY SERVICES TO OUR RESIDENTS, BUSINESSES, AND VISITORS THAT FOSTERS A WELCOMING AND PROSPEROUS ENVIRONMENT AND CREATES THE HIGHEST QUALITY OF LIFE FOR CURRENT AND FUTURE GENERATIONS.

ORGANIZATIONAL VALUES

Integrity: We hold ourselves accountable to the highest ethical standards in all aspects of work.

Customer Service: We deliver exceptional customer service through professional engagement and compassion for those we serve.

Resilient: We strive for preparedness in emergency planning, assessing future needs, and preserving natural resources by incorporating sustainability and resilience in the design and operation of our facilities, infrastructure, programs, services, and development standards.

Transparency: We are committed to building and maintaining trust in one another and with our community through continued public engagement through proactive and open communication.

Responsive: We prioritize delivering timely, thoughtful service that reflects the needs of those who live, work, and visit Ormond Beach.

Innovative: We continuously seek new ideas and better ways to serve our community by balancing fiscal responsibility with forward-thinking solutions that strengthen Ormond Beach for generations to come.

Empowerment: We foster a culture of trust and accountability where every employee is encouraged to lead, collaborate, and find smart, community-first solutions that deliver meaningful results.

MAYOR'S MESSAGE

JASON LESLIE

As a City Commission, our top priority is serving the residents of Ormond Beach with transparency, accountability, and respect. We are committed to making decisions that reflect the needs, values, and aspirations of our community. That starts with listening. Whether it's an email, a comment at a public meeting, a survey response, or a conversation at a neighborhood event, we take your input seriously.

Every voice matters and plays a role in shaping the future of our city. From public safety and infrastructure to parks, economic development, and responsible growth, your feedback helps guide the policies and projects we pursue. Our goal is to ensure Ormond Beach remains a place we are all proud to call home. A place where quality of life, natural beauty, and community spirit are protected and strengthened for generations to come.

2025 STRATEGIC PILLARS

1. TRANSPORTATION & COMMUNITY DEVELOPMENT
2. ECONOMIC DEVELOPMENT
3. GOVERNANCE
4. PUBLIC SAFETY
5. QUALITY OF LIFE
6. WATER QUALITY & THE ENVIRONMENT

TRANSPORTATION & COMMUNITY DEVELOPMENT

GOAL STATEMENT

TO ENSURE THE CHARM AND RICH HISTORY OF OUR COMMUNITY IS WELL MAINTAINED THROUGH RESPONSIBLE DEVELOPMENT/REDEVELOPMENT THROUGH THE PROVISION OF INFRASTRUCTURE TO MEET CURRENT AND FUTURE NEEDS.

Engage with the Florida Department of Transportation (FDOT) to ensure Ormond Beach's input into the design and aesthetics of the new US-1 and I-95 Interchange as the entranceway to our community.

Improve City gateway corridors entry features to convey a sense of arrival in Ormond Beach.

- **Underground utilities along US 1, North Beach Street, around US 1 & I-95 interchange.**

Pursue the development of multi-modal trail connectivity to historical, cultural, business, residential, recreational, and other points of interests both within Ormond Beach and with neighboring regional trails.

- **Trail connectivity to Penland Property conservation land.**
- **Work with Volusia County to expand Beach Street Trail and connect A1A to Volusia County Trails through Ormond Beach.**
- **Trail connectivity along the Halifax River to US 1 and to the I-95 interchange with connectivity to Ormond Scenic Loop and Trail.**

Explore cost effective measures with the Building and Community Development Departments that could result in improvements to Ormond Beach's current CRS 5 rating to attain benefits of reduced insurance costs for our residents and businesses.

Rendering Courtesy of Florida Department of Transportation.

ECONOMIC DEVELOPMENT

GOAL STATEMENT

TO ENSURE THE ECONOMIC HEALTH AND VITALITY OF THE CITY OF ORMOND BEACH BY PROVIDING AN ENVIRONMENT ALLOWING BUSINESSES TO THRIVE THROUGH RETENTION, EXPANSION, AND ATTRACTION.

Actively consider Community Redevelopment Authority (CRA) projects in both the Granda and Ormond Crossings Districts to spur development, redevelopment, and associated investment.

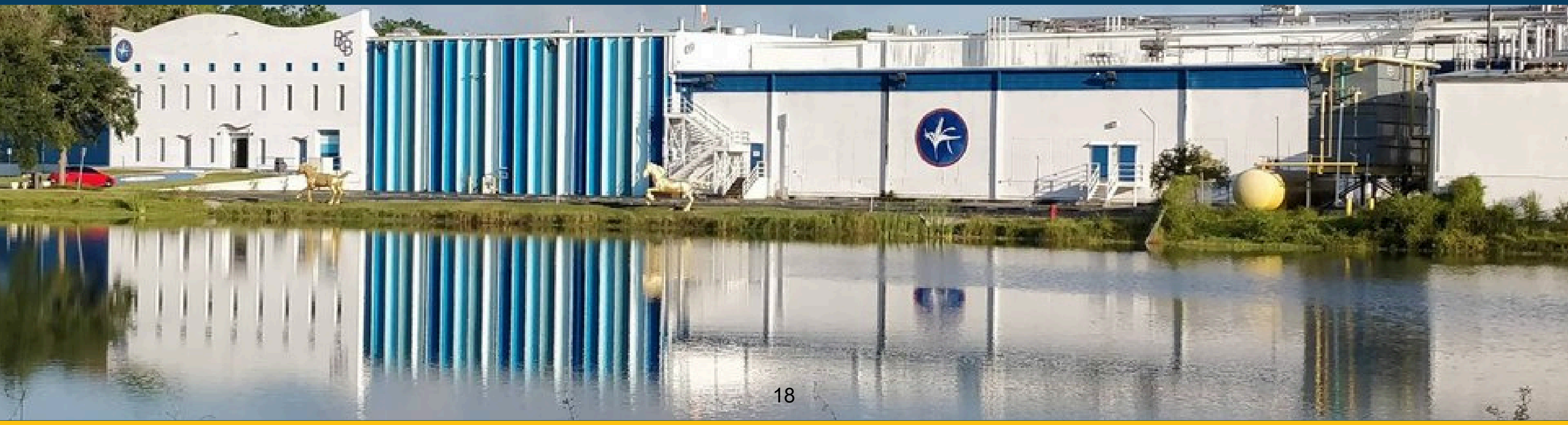
Promote and protect Ormond Beach's Historic Downtown to ensure its economic vitality.

Actively promote the value of the Municipal Airport and pursue improvements that maximize its use and economic/business contributions to the City.

- **Pursue the upgrade or replacement of the existing Fixed Base Operator (FBO) Building to provide improved welcoming appearance and safety for patrons.**
- **Consider the expansion of the Airport's runway to 4,500 – 5,000 feet to improve safety for existing and new patrons of the facility.**
- **Investigate the need for additional hangars at the Airport.**

Encourage a diversified economic base, which provides for the City's longterm economic health and quality of life.

- **Continue to invest in attracting and retaining high-wage jobs.**
- **Reuse or repurpose Riverbend property.**



GOVERNANCE

GOAL STATEMENT

TO BUILD AND MAINTAIN STRONG GOVERNANCE PRACTICES INTERNALLY AND EXTERNALLY THROUGH CONTINUED CIVIC ENGAGEMENT EFFORTS WITH RESIDENTS, EFFECTIVE MANAGEMENT AND OPERATIONAL POLICIES, AND STRATEGIC PARTNERSHIPS WITH OTHER GOVERNMENTS AND AGENCIES.

Strive to achieve the public's trust through honest, transparent, respectful, and equitable behavior in conducting City business.

- **Develop a Mayor & City Commission Norms & Procedures Policy.**

Attract, develop, and support the best talent for Ormond Beach to be recognized as an Employer of Choice.

Provide convenient, modern, and technologically advanced municipal services to improve efficiencies and accessibility of services to both internal and external customers.

Provide citizen education and engagement opportunities to support the city's decision-making in policies, ordinances, and programs.

- **Advocate for the goals and priorities of Ormond Beach and promote related regional action through active participation in intergovernmental relations and partner agencies.**
- **Continue Citizen's Academy.**
- **Complete the City website redesign and other technology upgrades.**
- **Continue Chamber partnership for Youth Leadership Program and Student Government Day to encourage future leaders.**

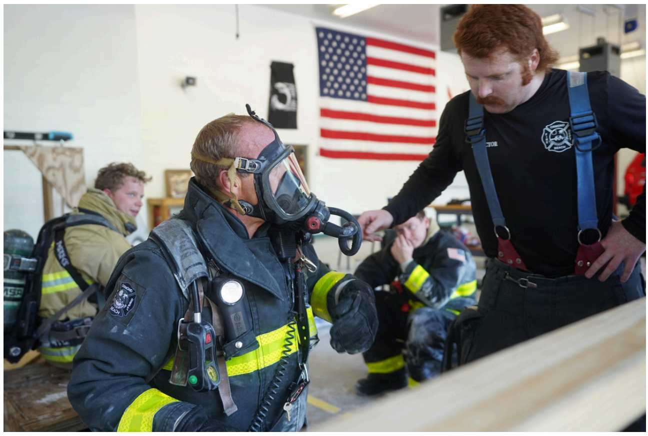
PUBLIC SAFETY

- **Provide efficient, effective staffing to ensure a high level of services and response times for Public Safety services.**
  - **Evaluate compensation, benefits, and training programs that enhance recruitment, retention and succession planning in a competitive market.**
  - **Maintain DARE program and other youth outreach programs.**
  - **Mental wellness signage and resources on the website/first responder assistance.**
  - **Encourage collaboration with drug/alcohol treatment providers and Narcan/Safety measures in response to affected populations.**
- **Strive to maintain one of the lowest crime rates among comparable cities.**
- **Consider options including dialogue with churches and social service providers, establishment of Task Force, ordinances, regulations, and other measures to mitigate the impact of homelessness in Ormond Beach.**
- **Ensure the physical security of City assets and operations.**
  - **Pursue the relocation of the Police Department, Emergency Operations Center (EOC), and the Public Works Facility from their current flood zone locations.**
  - **Continue the conversion of city outdoor lighting fixtures to LED.**
- **Consider enhancements to City's property maintenance Codes to achieve a higher adherence to community standards in support of beautifying Ormond Beach.**
- **Explore measures with the Fire & Utilities Departments that could result in improvements to Ormond Beach's current ISO #3 rating to attain benefits of reduced insurance costs for our residents and businesses.**

GOAL STATEMENT

TO PROVIDE A SAFE AND SECURE COMMUNITY WITH EFFECTIVE, EFFICIENT AND RESPONSIVE EMERGENCY SERVICES, STAFFING, AND INFRASTRUCTURE.

Ormond Beach police officers saluting during 2025 Police Week at Memorial Park.



Ormond Beach firefighters train for Mayday, emergencies where a firefighter is lost, trapped, or injured on scene.

QUALITY OF LIFE

Pursue the expansion of recreation fields in Ormond Beach and prioritize the projects in the City's current Park & Recreation Master Plan for funding and development.

Continue to be recognized as a leader in Parks & Recreation through the offering of diverse, high-quality parks and natural spaces.

- **Desire to have U.S. National Anthem played at start of every game.**
- **Explore improved field lighting in sports fields and recreational facilities.**
  - **Priority locations: behind Nova Rec to Nova Road on north side & parking lot lighting of softball quad.**

Consider the development of additional facilities for public programs and community gatherings/events.

- **Determine the best redevelopment option for the former Church property located at 56 N. Beach St.**
- **Establish Founder's Day as a community flagship event.**
- **Plan for future needs of East and West Ormond Beach Community Centers/Venues.**

Continue to improve the attraction and beautification of Ormond Beach by supporting the placement of public art, community gateway planting/landscaping, and lighting of bridge.

- **Develop policies and collaborate with partner agencies to enhance the beautification of the US 1 Corridor.**
- **Continue to work with Volusia County and citizen groups to promote and enhance North Beach Street/Scenic Loop and Trail.**
- **Continue to pursue and promote new Public Art projects in Downtown/Main Street.**
- **Maintain downtown seasonal lights and add bridge uplighting.**
- **Verbally support the rehabilitation of Chief Tomokie statue.**

GOAL STATEMENT

TO ENSURE ORMOND BEACH REMAINS THE CROWN JEWEL OF CENTRAL FLORIDA, BY PROVIDING FOR THE QUALITY, QUANTITY AND VARIETY OF PASSIVE AND ACTIVE RECREATION AREAS AND FACILITIES TO SERVE THE NEEDS OF OUR COMMUNITY.

WATER QUALITY & THE ENVIRONMENT

Protect and enhance our environment and invest in infrastructure projects and assets that build resilience benefits to reduce flooding risk and increase sustainability.

- **Reduce the impacts of localized stormwater flooding through the prioritization of key projects in the Stormwater Master Plan and through pre-storm mitigations activities.**

Advocate for projects that can improve the overall quality of Ormond Beach's water bodies.

- **Expand reclaimed water system and reuse pond out West.**
- **Continue effort of septic to sewer conversions in Magnolia, Oak, and Bonita targeted areas on the mainland.**
- **Evaluate the possible benefits of a new Federal inlet north of Highbridge to improve the water quality of the Halifax River.**

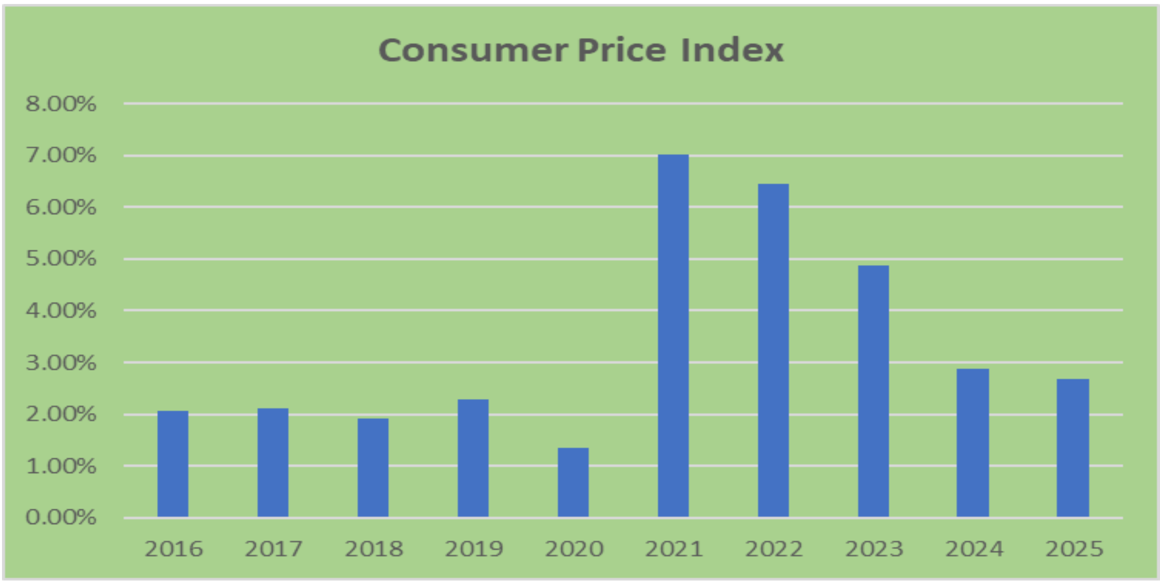
Promote the value of the City's recycling program to reduce the impact of the waste stream sent to the landfill.

Consider the establishment of a Protective Wildlife Corridor.

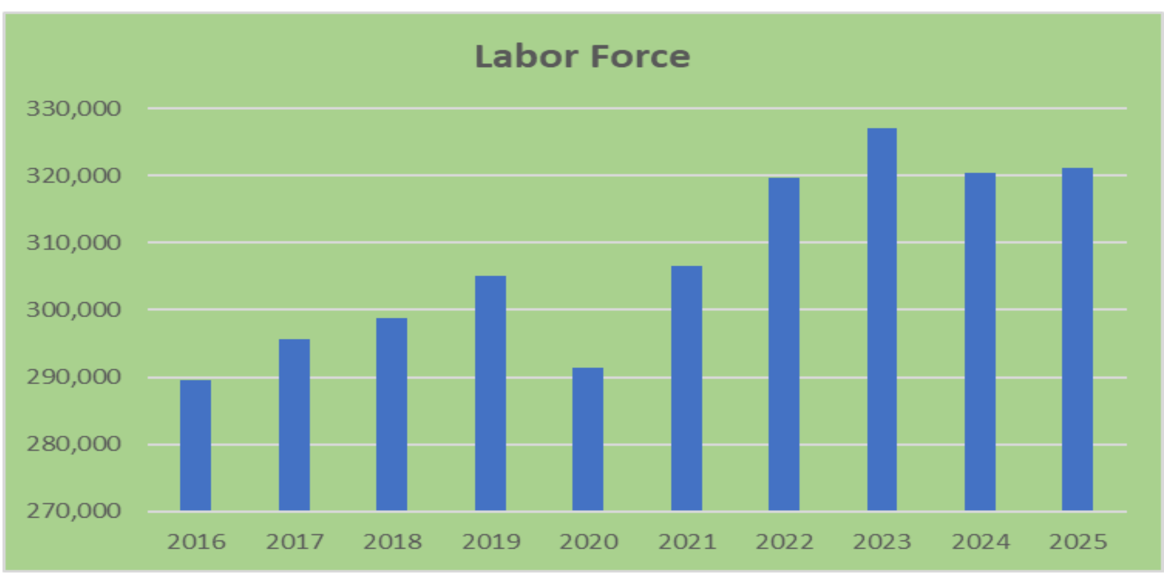
GOAL STATEMENT

TO ADVANCE THE CITY'S ENVIRONMENTAL STEWARDSHIP THROUGH PROJECTS AND OUTREACH PROMOTING WATER QUALITY, STORMWATER MANAGEMENT, AND RECYCLING.

National Economy:
Economic indicators are useful for evaluating the environment within which the City operates. The Consumer Price Index (CPI), a widely used indicator of inflation prepared by the U.S. Bureau of Labor Statistics increased by 2.68% as of the end of calendar year 2025.

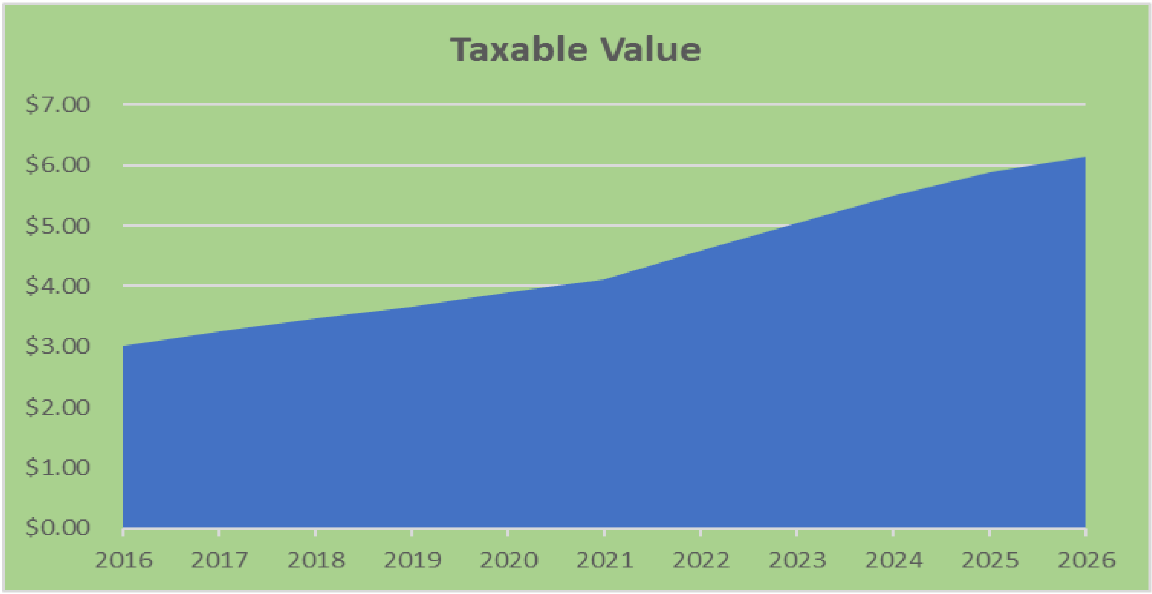


Local Economy:
According to the U.S. Bureau of Labor Statistics, unemployment for the Deltona-Daytona Beach-Ormond Beach area increased by 4.12% from 2024 to 2025 while the labor force has risen. As of December 2025, an estimated 16,773 people locally were unemployed.



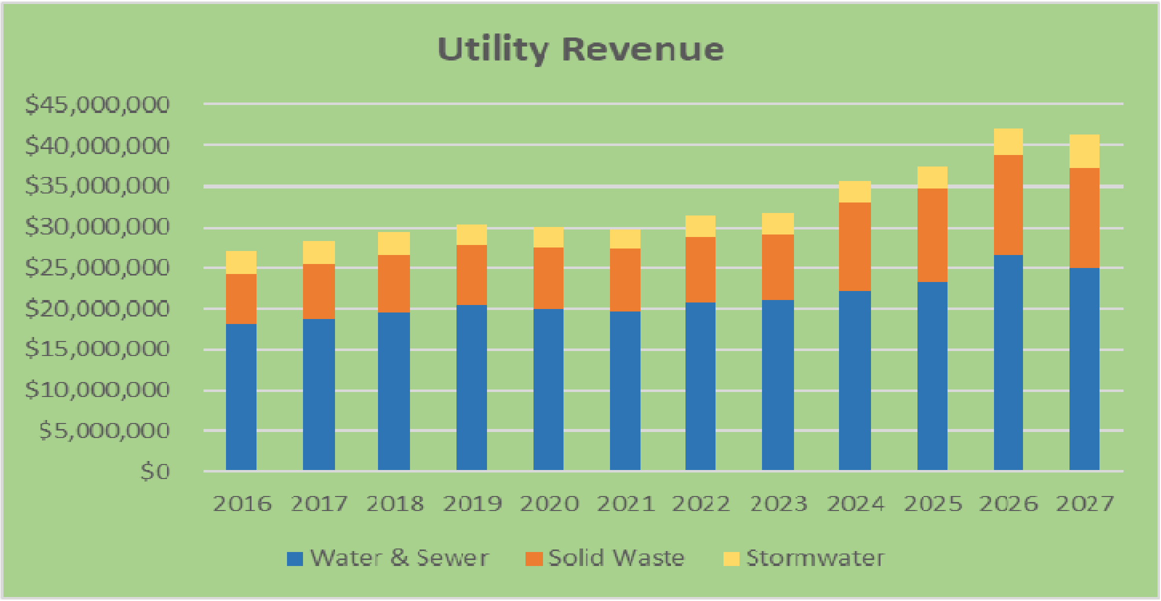
Major Revenue Sources Historical and Projected:

The 2026 taxable value is $6.14 billion, an increase of $278 million from 2025. The increase includes $6.05 billion from existing properties and $82 million from new construction and annexations.



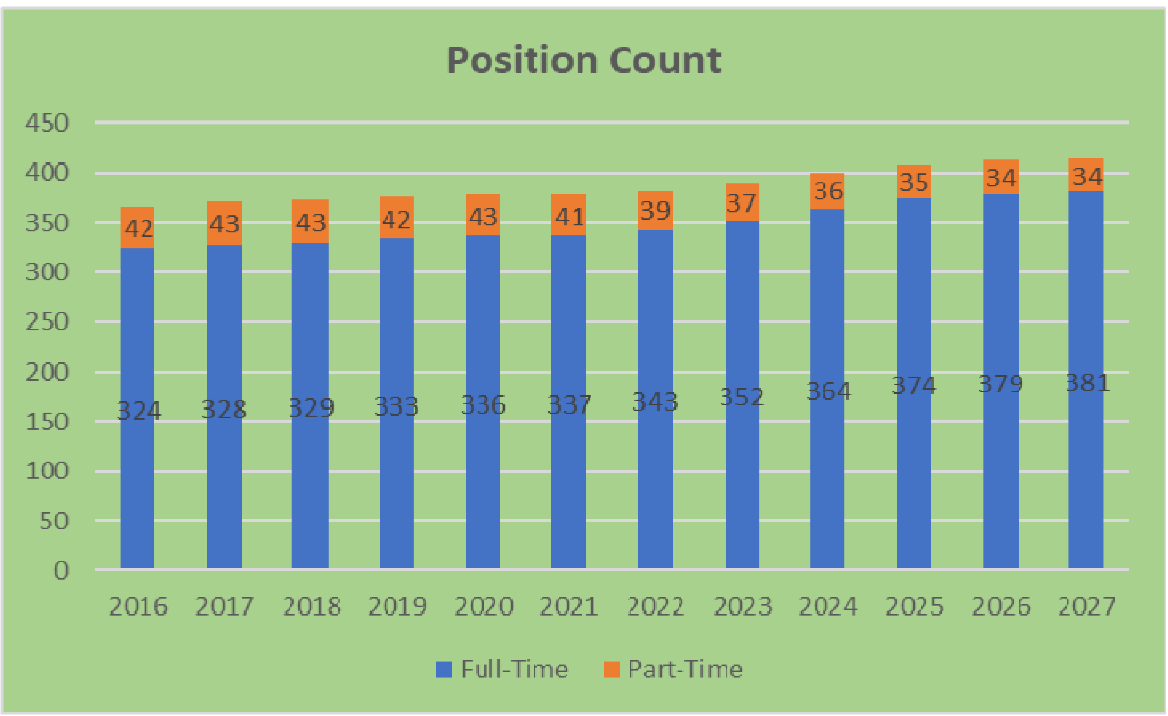
Aside from property taxes, the largest revenue sources consist of franchise fees, utility taxes, intergovernmental revenue and utility user fees are levied to fund the costs of certain activities or services. Franchise fees and utility taxes are generated from a surcharge on electric and natural gas. Intergovernmental revenue consists largely of sales tax passed through to local governments from the State. These revenues are expected to remain relatively stable.

Stormwater fees are expected to increase due to a rate adjustment. Water, Sewer and Solid Waste fees are expected to remain steady.

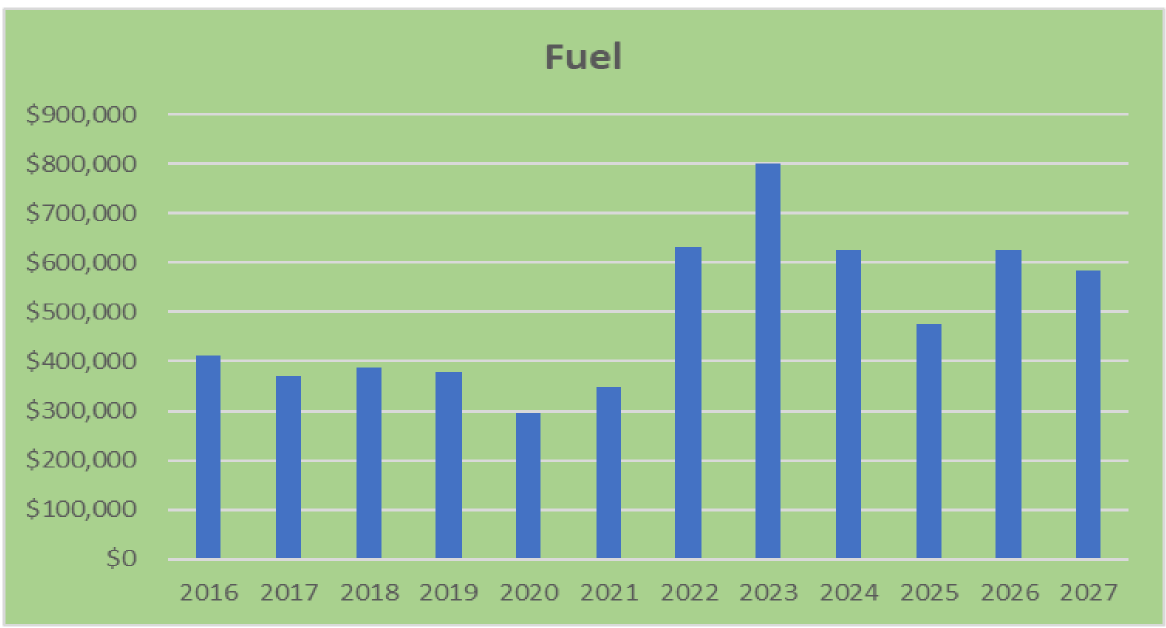


Major Expenditure Categories Historical and Projected:

The number of positions has stayed relatively stable over the past ten years while the cost of wages has increased steadily consistent with the Collective Bargaining Agreements of the City's three unions.



The category of contractual services is largely comprised of expenditures for landscaping medians and maintenance of the City's sports fields. These costs continue to rise. Fuel costs associated with the City vehicles also continue to rise.



Water & Wastewater operating costs consist mainly of chemical and electric expenses associated with operations of the two plants. These costs have slowly increased over time consistent with inflation.

Solid Waste operating costs consist mainly of expenses paid to the contractual waste hauler for collection of trash and recycling. The costs increased significantly in 2017 when the City rebid the contract. Costs have steadily increased since that time.

Revenues

1. Conservative revenue estimates are utilized to allow for unanticipated changes in collection levels or economic deterioration.

2. The budget was prepared using an operating millage rate of 4.3202 mills. The total millage, including debt, is 4.3792.

3. The budget does not include a 3% increase in Parks and Recreation fees.

Expenditures

1. As a service provider, employee costs account for a significant portion of the City's budget. The budget has been prepared according to the following assumptions:
   a. Collective bargaining contracts – Necessary funding for anticipated changes to the collective bargaining contracts has been included.

2. Personnel changes include the following:

   a. Two positions have been added for FY 2026-27.

Cost allocation/Transfers

The City's Engineering Division provides services to capital project funds such as Transportation, Stormwater, General Capital Improvements and Water/Wastewater. The cost allocation plan provides for a direct department charge in lieu of an interfund transfer resulting in more complete financial disclosure. Similarly, the Fleet division provides services for other departments and costs are allocated accordingly.

Budget Advisory Board Recommendation

The Budget Advisory Board will review the budget and provide recommendation a recommendation prior to the City Commission budget workshop.

Capital Improvement Program Workshop

After the completion of strategic goal setting and financial trend analysis, the City develops the capital improvement program and presents it to the City Commission at a workshop. The City's Five-Year Capital Improvements Program represents a substantial effort to identify and schedule capital investments for a multi-year period. Departments submit capital improvement requests to the Finance Director (capital projects with a cost of $75,000 or greater). The Finance Director and City Manager meet with departments to discuss their requests. The Parks and Recreation Advisory Board, Quality of Life Board, Aviation Advisory Board, and Public Works Board also provide recommendations for consideration. The proposed capital improvement plan is reviewed and finalized by the City Commission during a workshop in June. Projects recommended for funding in the next fiscal year are incorporated into the proposed annual budget. The CIP workshop focuses on the following areas:

- Developing a consensus with respect to appropriating the necessary funding for the upcoming budget years.
- Developing a consensus on the level of funding for property tax supported projects included in the following categories: Facilities Renewal and Replacement, General Capital Improvement and Transportation. Also discuss the addition of a dedicated millage for General Vehicle Replacement.
- Projects included in the CIP will be funded based on one or more of the following factors with maintenance or upgrade of existing facilities being the highest priority:
    - Involves necessary or planned maintenance, renovation or construction of an existing facility, equipment or infrastructure.
    - Reflects a prior multi-year commitment previously approved by the City Commission.
    - Enhances the use or appearance of an existing facility or City-maintained public area.
    - Included in a previous Master Plan or conceptual plan previously considered and endorsed or reviewed by the City Commission.

Budget Development and Workshop

Departments submit annual budget requests (personnel and operating) to the Finance Director in April. Department requests are reviewed by the City Manager and Finance Director. Thereafter, the proposed budget is provided to the City Commission for review prior to the budget workshop held in mid-July. This workshop is a culmination of the aforementioned planning workshops. Changes to the proposed budget and tax rate are discussed during this workshop. The tentative tax rate is approved by the City Commission during a regular meeting in July. The final tax rate and budget are approved by the City Commission in September.

CITY OF ORMOND BEACH

FLORIDA

POLICIES
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BUDGET CALENDAR

DATE	ACTIVITY
May 1	Prepare Budget Requests with Departments
May 19	Capital Improvement Plan City Commission Workshop
June 11	Budget Review with City Manager
July 1	Certification of taxable value submitted to City
July 10	Budget document submitted to City Commission
July 28	Operating Budget Workshop
July 28	Approval of tentative millage levy at regular City Commission meeting (7:00 at City Commission Chambers)
September 9	First Public Hearing to adopt proposed millage rates and budget
September 23	Second and Final Public Hearing to adopt Final millage rates and budget.

FUND STRUCTURE

APPROPRIATED FUNDS

- **GENERAL FUND**
- **SPECIAL REVENUE FUNDS**
  - Downtown Redevelopment Trust & Ormond Crossings
  - Stormwater Fund
  - Airport Fund
  - State Law Enforcement Trust
  - Economic Development Fund
  - Federal Law Enforcement Trust
  - Pension Contribution Pass Through
  - Recreation Facility Fee Fund
  - Facilities R&R
- **ENTERPRISE FUNDS**
  - Utility Operating Fund
  - Vehicle and Equipment Replacement Fund
  - Renewal and Replacement Fund
  - West Ormond Reuse Impact Fee Fund
  - Water System Impact Fee Fund
  - Wastewater System Impact Fee Fund
  - Water/Wastewater Debt Service Fund
  - Water/Wastewater 2026 Bond Fund
- **CAPITAL PROJECTS FUNDS**
  - General Improvements
  - Vehicle Replacement
  - Public Safety Fund
  - Transportation Improvements
  - Recreation Impact Fee Fund
  - Local Road Impact Fee Fund
  - Stormwater Impact Fee Fund
  - Parks & Recreation Fund
- **INTERNAL SERVICE FUND**
  - Workers' Compensation and General Liability Insurance Fund
- **DEBT SERVICE FUNDS**
  - Lease Finance Fund
  - 2010 GOB
- **SOLID WASTE FUND**

NON-APPROPRIATED FUNDS

- **TRUST AND AGENCY FUNDS**
  - Fireman's Pension Trust Fund
  - General Employees Pension Fund
  - Police Officers' Trust Fund

MAJOR FUNDS

GOVERNMENTAL FUND TYPES

1. **General Fund** - The General Fund is the general operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.

2. **Special Revenue Funds** - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

   - **Downtown Redevelopment Trust and Ormond Crossings Funds** - Used to account for tax increment proceeds received by the City within a specific district authorized by state statute.
   - **Stormwater Drainage Utility Fund** - The fund's purpose is to provide maintenance to the City's existing stormwater drainage system. Revenues are provided from user charges assessed to utility customers.
   - **Municipal Airport Fund** - The fund accounts for the financial activities of the Ormond Beach Airport. The airport was deeded to the City in 1959. The agreement restricts the use of the land and revenues derived from aviation related purposes. The airport is funded through rentals and lease revenues, grant revenues and transfers from the General Fund.
   - **Local Law Enforcement Trust Fund** - Used to account for proceeds generated by confiscation activities of the Police Department. Expenditures are restricted for law enforcement purposes only.
   - **Economic Development Fund** - This fund accounts for the City's proceeds of land sales and development costs associated with the City's airport business park.
   - **Federal Law Enforcement Trust Fund** - Used to account for proceeds generated by confiscation activities of the Police Department. Expenditures are restricted for law enforcement purposes only.
   - **Pension Contribution Pass Through** - Used to account for State contributions to the Police and Fire pension funds.
   - **Recreational Facility Use Fee Fund** - This fund accounts for impact fees assessed against users of recreation and cultural facilities within the City. Use of these funds is limited to expansion of those facilities.
   - **Facilities Renewal and Replacement** - This fund accounts for dedicated tax revenue used to maintain City facilities.

3. **Debt Service Funds** - Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

   - **Financing Debt Service Fund** - This fund records principal and interest payments on various capital lease and notes payable obligations. Revenue sources include interest on investments and transfers from the General Fund.

- **2010 General Obligation Debt Service Fund** - This fund records principal and interest payments on Series 2010 General Obligation Bonds. The proceeds of this debt issue were utilized to construction a beachfront park

4. **Capital Projects Funds** - Capital Projects Funds are used to account for financial resources to be used for equipment replacement or the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

   - **Capital Improvement Fund** - This fund is used to account for capital assets acquisitions and construction from general government resources and intergovernmental grants.
   - **Equipment Renewal and Replacement Fund** - This fund accounts for replacement of existing capital assets provided by general government resources.
   - **Public Safety Vehicle & Equipment Fund** - This fund accounts for replacement of vehicles and equipment for public safety provided by general government resources.
   - **Transportation Improvements Fund** - This fund is used to account for transportation related capital infrastructure acquisition and construction from general government resources.
   - **Recreation Facilities Impact Fee Fund** - This fund accounts for impact fees assessed and collected against new construction activities. Use of funds is restricted for expansion of existing recreational facilities or construction of new recreational facilities.
   - **Local Roads Impact Fee Fund** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion of existing local roadway links or construction of new local roadways.
   - **Stormwater Drainage Impact Fee Fund** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion of existing stormwater management facilities or construction of new stormwater management facilities.
   - **Parks and Recreation Fund** - This fund accounts for replacement of parks and recreation capital assets provided by general government resources.

PROPRIETARY FUND TYPES

1. **Enterprise Funds** - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

- **Water and Wastewater Fund** - This fund is used to account for general water and sewer operations. The primary source of funding is user charges to water and sewer customers.
- **Water and Wastewater Vehicle and Equipment Replacement** - This fund accounts for replacement of existing vehicles and equipment for the benefit of Water and Wastewater.
- **Water and Wastewater Renewal and Replacement** - This fund accounts for replacement of existing capital assets for the benefit of Water and Wastewater.
- **Water and Wastewater Debt Service** - Used to account for principal and interest payments resulting from the issuance of revenue bonds and other forms of debt.
- **West Ormond Reuse Impact Fee** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of reuse facilities.
- **Water Impact Fee** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of water facilities.
- **Wastewater Impact Fee** - This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of wastewater facilities.
- **Water & Wastewater 2026 Bond Fund** - This fund accounts for the construction costs associated with the expansion of the utility system.
- **Solid Waste Fund** - Used to account for activities associated with the removal of trash and debris. Expenditures are funded through user charges to customers.

2. **Internal Service Fund** - The Internal Service Fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

    - **Workers Compensation Fund** - This fund is used to account for expenditures associated with providing workers compensation coverage to employees.
    - **General Liability Insurance Fund** - This fund is used to account for expenditures associated with providing general liability coverage to employees.

FIDUCIARY FUND TYPES

1. **Trust and Agency Funds** - Trust and Agency Funds account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. ***These funds are not included in the adopted budget.***

   - **Firemen's Pension Fund** - Used to account for employee and employer contributions towards the Firemen's pension fund.
   - **Police Officer's Pension Fund** - Used to account for employee and employer contributions towards the Police Officer's pension fund.
   - **General Employee's Pension Fund** - Used to account for employee and employer contributions towards the General Employee's pension fund.

FINANCIAL POLICIES

The accounting policies of the City of Ormond Beach conform to generally accepted accounting principles as applicable to governments. The following is a summary of the most significant accounting and budgeting policies.

FUND ACCOUNTING

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The purposes of the City's various funds and account groups are as follows:

1. **BASIS OF BUDGETING**
   The *basis of budgeting* for all funds is the same as the basis of accounting noted below.

2. **BASIS OF ACCOUNTING**
   Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

   All Governmental Funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available as net current assets. Revenues that are susceptible to accrual include taxes, intergovernmental revenues, charges for services and investment earnings. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which are recognized when due.

   All Proprietary Fund Types and Pension Trust Funds are accounted for using the accrual basis of accounting. Their revenues are recognized when earned and expenses are recognized when incurred.

BUDGET POLICIES

1. BALANCED BUDGET
   The City will adopt a balanced budget annually. A balanced budget occurs when revenues plus use of available fund balance equals expenditures with individual funds.

2. BUDGET TRANSFERS AND AMENDMENTS

   - **Administrative Approval of Intra-departmental Budget Transfers**
     Any budget transfer between line item expenditures accounts (personnel service, operating, and capital outlay) that does not increase or decrease the approved total appropriation of a department within the same fund and is less than $25,000 shall be reviewed by the Budget Director and approved by the City Manager or her designee.

   - **Commission Approval of Budget Transfers**
     The following budget transfers shall be approved by a majority vote of the City Commission:

     - Transfers of $25,000 or more
     - All interfund transfers

   - **Commission Approval of Budget Amendments**
     The following budget amendments shall be approved by Resolution by a majority vote of the City Commission:

     - Recognition of non-budgeted and unanticipated revenues received during the fiscal year.
     - Any increase or decrease in appropriated fund balance.
     - Any increase or decrease in the total approved appropriation of a fund.

REVENUE GUIDELINES

The City employs the following revenue guidelines as part of the budget development process:

1. The General Fund operating budget millage rate will be based on a 97% tax collection rate as computed against the Current Year Gross Taxable Value as shown on Form DR-420 provided to the City by the Volusia County Property Appraiser.

2. The City will annually review Charges for Service to ensure that the fee structure, at a minimum, maintains the current level of cost recovery.

3. Ensure that fees charged in enterprise operations are calculated at a level that will support all direct and indirect costs of the enterprise.

4. Ensure that the basis for computing indirect cost allocations are reviewed annually and are based on prudent and defensible assumptions.

5. Revenue projections for all major non-ad valorem revenue sources will be based on prudent trend analysis that considers current and projected economic conditions. Budget projections for State-shared revenues will consider State of Florida estimates that are contained in the Local Government Financial Information Handbook as one of several factors for determining final revenue estimates.

6. Ensure that the City does not accept any revenue source whose terms of acceptance or collection may adversely affect the City.

7. The use of revenues which have been pledged to bond holders will conform to bond covenants which commit those revenues.

8. The undesignated fund balance in the General Fund will be maintained at no less than 15% of the total General Fund budget exclusive of budgeted reserves for contingency.

9. Water and Wastewater Impact fees will be set at a level that recovers the highest percentage of the cost of future capacity as permitted by law.

10. In financing capital improvements through the use of General Obligation Bonds, the City shall limit outstanding indebtedness to no more than 5% of current gross taxable value.

APPROPRIATION GUIDELINES

1. The City Commission adopts the annual budget at the fund level, whereas department managers prepare their respective budgets at the program level and allocate appropriations to specific line items in order to provide services at the current level of service.

2. Personnel services are estimated based on collective bargaining provisions governing salary adjustments, whereas salary adjustments for non-bargaining unit employees are based on parameters defined by the City Manager and approved by the City Commission. Pension amounts are based on the defined level of funding as determined by the city's actuary. Health insurance premiums for employee coverage are estimated based on current market conditions that affect annual premium adjustments.

3. The emphasis in preparing the annual budget is on the development of performance outcomes and the relationship of those outcomes to providing the current or enhanced level of service and the budget resources needed to accomplish the identified service level.

4. The budget request for all programs will include an itemized list of capital equipment with a unit value of $5,000 or more and a separate line item appropriation for vehicle depreciation that will fund future replacement of city vehicles and heavy equipment based on the vehicle replacement schedule developed by the Fleet Manager and Finance Director.

5. Annually, the City Manager will have a comprehensive Five Year Capital Improvements Program (CIP) developed for review and approval by the City Commission. The Five Year CIP will identify and schedule priority capital improvements and provide recommended financing and the estimated operating budget impact for each project.

6. The level of classification detail at which expenditures may not legally exceed appropriations is the fund level. Department Directors and Division Managers are held accountable for their respective budgets at the program level.

7. Encumbrances outstanding at year-end represent the estimated amount of the expenditures ultimately to result if unperformed contracts/receipt of goods or services in process at year-end are completed. Such encumbrances do not constitute expenditures or liabilities, but rather reservations of fund balance for subsequent years' appropriation.

8. Debt service millage will be set at levels which will generate sufficient revenue to make all required principal and interest payments.

CITY OF ORMOND BEACH FUND BALANCE POLICY

1. INTRODUCTION

Sound financial principles dictate that adequate fund balance will be maintained in order to reduce the risks associated with revenue shortfalls, natural disasters, and unanticipated expenditures. As such, the City hereby establishes a Fund Balance policy in accordance with Governmental Accounting and Standards Board Statement (GASB) No. 54.

2. FUND BALANCE CLASSIFICATIONS

- **Non-Spendable Fund Balance** - Amounts that cannot be spent because of the following reasons:
  - not in spendable form
  - legally or contractually required to be maintained intact. Non-Spendable Fund Balance includes items such as inventory, prepaid expenses, and long-term receivables.

- **Restricted Fund Balance** - Amounts constrained to being used for specific purposes by external parties. Examples of constraints on use of fund balance include those imposed by debt covenants, enabling legislation, and grantors.

- **Committed Fund Balance** - Amounts that can be used only for the specific purposes determined by formal action of the City Commission. The specific purpose may only be altered or removed by the City Commission taking the same formal action used to originally impose the constraint. The balance must be determined by the close of the fiscal year.

- **Assigned Fund Balance** - Amounts intended to be used for a specific purpose. The intended purpose may be determined by the City Commission, City Manager, or Finance Director.

- **Unassigned Fund Balance** - This classification represents any fund balance that has not been classified as non-spendable, restricted, committed, or assigned.

3. MINIMUM LEVEL OF UNASSIGNED FUND BALANCE (GENERAL FUND)

The City will attempt to maintain unassigned fund balance of 15% of budgeted annual expenditures for the current year in the General Fund. Unassigned fund balance in the General Fund which is in excess of the 15% target may be used for any purpose designated by the City Commission as set forth in the annual budget and subsequent budget amendments. The City will attempt to avoid use of unassigned fund balance for recurring expenditures.

If, after the annual audit, the unassigned fund balance is determined to be below 15%, the Finance Director will notify the City Commission. The Finance Director will provide a plan to reduce expenditures and/or increase revenues in order to restore the fund balance with a timeframe determined by the City Commission.

4. CLASSIFICATION OF FUND BALANCE (GENERAL FUND)

- **Non-Spendable Fund Balance:**
  - Advances to Other Funds-Advances made by the General Fund to address negative balances in other funds.
  - Prepaids
  - Inventories

- **Restricted Fund Balance**
  Restricted fund balance reserves in the General Fund consist of:

  - Frazier Trust-Funds held by the City for use by the Ormond Memorial Art Museum to establish an endowment as stipulated in the final judgment entered by Judge Rouse on July 21, 1997.

- **Committed Fund Balance**

  - Ormond Beach Sports Complex-Funds received from the Volusia County School Board in connection with an agreement dated October 21, 2008 and approved by the City Commission with Resolution 2008-202.

- **Assigned Fund Balance**
  The City Commission hereby establishes the following assigned fund balance reserves in the General Fund:

  - Assignment to Subsequent Year's Budget-Assigned fund balance may be designated for use in the subsequent year's budget by the City Commission, City Manager or Finance Director to appropriate a portion of unassigned fund balance for the purpose of eliminating projected deficits.

- **Unassigned Fund Balance**
  The City Commission hereby establishes the following unassigned fund balance reserves in the General Fund:

  - Revenue Stabilization - The City hereby establishes a budget stabilization fund of $2 million. The budget stabilization fund will be utilized to ensure adequate funding is available to maintain services during periods of significant revenue declines (both anticipated and unforeseen). Furthermore, the reserve can be used to address unfunded mandates.

    The use of budget stabilization reserves which may be appropriated in the subsequent year's budget is limited to $1 million or 50% of the revenue stabilization fund balance available.

    Use of unassigned fund balance will be authorized by the City Commission through approval of a budget ordinance in conjunction with the annual budget process or budget amendment.

- General Fund- The City will attempt to maintain unassigned fund balance of 15% of budgeted annual expenditures for the current year. This balance is in addition to the Revenue Stabilization fund balance.

5. SPENDING ORDER OF FUND BALANCES
   Restricted amounts will be used first unless there is a legal prohibition to doing so. The City will then utilize committed fund balance followed by assigned fund balance. Unassigned fund balance will be used last.

   The Revenue Stabilization balance will only be used to provide funding for existing services/programs and unfunded mandates when current revenues are insufficient. General Fund Unassigned Fund Balance will be used in all other cases which include funding for one-time expenditures/capital projects and increases in service levels/programming.

6. LEVEL OF AUTHORITY
   Committed Fund balance may only be established and revised by approval of the City Commission. The remaining reserve levels and policies herein may be revised and approved by the City Manager or Finance Director.

7. EFFECTIVE DATE
   This Policy took effect immediately upon adoption and will be applied beginning with the preparation of the City's September 30, 2011 Comprehensive Annual Financial Report and adoption of the City's Fiscal Year 2011-12 Budget.

CITY OF ORMOND BEACH PURCHASING POLICY

1. INTRODUCTION

This document serves to provide uniform purchasing procedures for all individuals authorized to make purchases on behalf of the City of Ormond Beach. Every employee involved in the purchasing process is required to adhere to the requirements of this document as well as Chapter 2, Article IX, Division 3 of the City of Ormond Beach Code of Ordinance which outlines the regulations applicable to procurement by City employees.

2. NEW VENDORS

The purchaser must submit the New Vendor Request form when making purchases from vendors who have not previously done business with the City.

3. PURCHASING PROCEDURES

- Purchases exceeding $75,000 require issuance of an invitation to bid or RFP:
  - Bid/RFP specifications are to be submitted to the Purchasing Coordinator for review along with a Bid/RFP Request Approval form.
  - Once the specifications have been approved, the Purchasing Coordinator will advertise the bid/RFP and post to DemandStar.
  - All bids/RFP's and corresponding amendments will be provided exclusively through DemandStar unless other arrangements are approved by the Purchasing Coordinator.
  - Recommendations for award will be determined as follows:
    - For invitations to bid, the Contract Manager will determine the lowest qualified, responsive, and responsible bidder.
    - For RFP's, a review committee will determine which proposal is deemed appropriate for recommendation of award.
  - A recommendation for award (via a CM memo) will be prepared by the Contract Manager and submitted to the Finance Director for approval. Once approved, the CM memo will be forward to the City Attorney and City Clerk for placement on the appropriate agenda.

- Purchases $2,500-$75,000:
  - The purchaser will obtain three written quotations.

- Special Purchasing Issues:
  - Sole source procurement where there is only one source for the required item(s) or service(s).
    - The purchaser must submit a Sole Source Procurement form to the Purchasing Coordinator prior to making such purchases.
    - The Sole Source Procurement form will be posted on DemandStar for ten days prior to making such purchases.

- Emergency procurements may be authorized by the Finance Director when there exists a threat to public health, welfare or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.
    - The purchaser must submit a memo to the Finance Director outlining the need to make an emergency purchase in advance of making such purchase.
- Change orders
    - If the cumulative value is less than $75,000, City Commission approval is NOT required prior to the authorization of additional work. The City Commission will be notified upon completion of the project of the total change order amount.
    - If/when the cumulative value exceeds $75,000, City Commission approval must be received prior to the authorization of additional work.

4. PURCHASE REQUISITIONS

- Purchase requisitions should be entered for ALL items/services with the following exceptions:
    - Travel reimbursement-In lieu of a purchase requisition, employees should submit a Travel Request Voucher and applicable supporting documentation prior to undertaking any travel. **An employee may elect to pay the cost of travel and receive reimbursement thereafter or have payment made directly to the appropriate vendors.**
    - Debt Service payments
    - Reimbursements to employees, civic organizations, entertainers
    - Refunds
    - Employee/Retiree benefit payments
    - Waste Management monthly disbursements

- Except as noted above, no purchases shall be made until a purchase requisition has been entered and all approvals have been received.

- Education reimbursement is first approved by submittal of the Education Reimbursement Request form. Once all necessary signatures have been obtained, a purchase requisition should be entered.

- All vendors who are providing services to the City must be licensed accordingly. It is the purchaser's responsibility to contact the City's building division and validate that the vendor has obtained all applicable business licenses.

- The purchaser is expected to verify that the vendor chosen has met the applicable insurance requirements as specified in Resolution 2011-116 dated 8/16/11.
    - Insurance requirements can be found in the New Vendor attachment.
    - Existing insurance certificates will be maintained by the Risk Manager and are available for review by the purchaser at S:\VendorInsurance

- If a valid insurance certificate is not available at S:\VendorInsurance, it is the purchaser's responsibility to obtain the necessary certificate(s) and email the certificate(s) to the Risk Manager.
- Once the Risk Manager has received the necessary insurance certificate(s), she will approve the requisition.

➢ If the purchase requires obtainment of written quotations, the quotations must be emailed to the Purchasing Coordinator. All quotations (whether verbal or written) should be documented within the electronic purchase requisition.

5. REQUEST FOR PAYMENT

➢ Invoices submitted to the Finance Department for payment should include:
- Two signatures, one of which is a Department Head, Division Manager, or Supervisor/Foreman.
- For purchases made with a purchase order:
    - Complete the receipts processing in Naviline.
    - Write the purchase order number on the invoice.
- For purchases made without a purchase order, write the account number(s) on the invoice.
- All invoices must be received by Tuesday at noon for payment on Friday of the same week.

6. CREDIT CARD USAGE

In the event a purchase can only be made via a credit card, the purchaser must first obtain the approval of the Finance Director and Purchasing Coordinator by submitting the Credit Card Approval form.

CITY OF ORMOND BEACH INVESTMENT POLICY

1. The City of Ormond Beach is hereby authorized to invest funds under its control, which are in excess of those funds required to meet short-term expenses, in the following instruments, and may divest itself of such investments, at prevailing market prices or rates, subject to the limitations stated:
    a) The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, Florida Statutes;
    b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
    c) Savings accounts in state-certified qualified public depositories, as defined in Section 280.02, Florida Statutes;
    d) Certificates of deposit in state-certified qualified public depositories, as defined in Section 280.02, Florida Statutes;
    e) Direct obligations of the U.S. Treasury; and
    f) Federal instrumentalities. Agencies and instrumentalities.

2. The securities listed in subparagraphs (c), (d), (e), and (f) of Paragraph 1 shall be invested to match investment maturities with known cash needs and anticipated cash-flow requirements.

3. This Investment Policy shall not apply to pension funds, trust funds, or funds related to the issuance of debt, provided that there are other existing policies or indentures in effect for such funds.

The complete policy can be found in the appendix of this document.

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ALL FUNDS SUMMARY

The FY 2026-27 budget includes total appropriations of $152.04 million

ALL FUNDS SUMMARY			
	Actuals	Budget	Budget
Description	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**
General Fund (001)	**50,346,329**	**52,356,211**	**53,207,775**
Special Revenue Funds:			
Downtown Redevelopment Trust Fund (104)	3,476,339	1,999,836	2,902,080
Ormond Crossings Trust Fund (106)	-	399,640	399,640
Stormwater Utility Fund (107)	5,640,311	5,613,386	22,952,152
Airport Fund (108)	721,983	1,318,198	3,399,718
Local Law Enforcement Trust Fund (109)	-	-	-
Economic Development Fund (110)	-	-	-
State Law Enforcement Trust Fund (112)	-	-	-
Pension Contribution Pass Through Fund (113)	1,194,985	1,300,000	1,400,000
Recreation Facility Fee Fund (115)	4,416	46,970	75,814
Total Special Revenue Funds	**11,038,034**	**10,678,030**	**31,129,404**
Debt Service Funds:			
Financing Debt Service Fund (205)	684,134	675,000	678,689
2010 Beachfront Park Bond Fund (220)	355,720	358,068	351,173
Total Debt Service Funds	**1,039,854**	**1,033,068**	**1,029,862**
Capital Improvement Funds:			
Capital Improvements Fund (301)	2,287,741	3,051,339	633,430
Equipment Renewal & Replacement Fund (302)	421,514	840,000	644,291
Public Safety Vehicle & Equipment Fund (305)	1,035,006	1,028,051	1,076,374
Transportation Improvements Fund (308)	1,163,923	3,306,010	2,302,629
Recreational Impact Fee Fund (310)	-	1,100,000	400,000
Local Road Impact Fee Fund (316)	-	275,000	200,000
Facilities Renewal & Replacement Fund (317)	1,345,892	1,665,797	1,265,093
Stormwater Impact Fee Fund (318)	-	15,000	-
Parks and Recreation Capital Fund (322)	891,498	1,700,000	2,150,000
Total Capital Improvement Funds	**7,145,574**	**12,981,197**	**8,671,817**
Water and Wastewater Funds:			
Water and Wastewater Fund (401)	20,686,736	28,748,938	28,420,303
Vehicle Replacement Fund (408)	286,551	830,000	1,066,000
Renewal & Replacement Fund (409)	7,571,649	6,830,768	5,777,450
Water/Wastewater Consolidated Debt Service Fund (414)	2,594,392	3,824,000	3,320,943
West Ormond Reuse Impact Fee Fund (433)	-	-	-
Water System Impact Fee Fund (434)	-	751,000	750,000
Wastewater System Impact Fee Fund (435)	-	850,000	850,000
Water/Wastewater 2026 Bond Projects (447)	-	5,680,000	-
Total Water and Wastewater Funds	**31,139,328**	**47,514,706**	**40,184,696**
Solid Waste Fund (460)	**15,366,259**	**14,960,267**	**14,922,000**
Workers Compensation Fund (502)	**869,164**	**747,500**	**747,500**
General Liability Fund (504)	**2,978,294**	**2,142,400**	**2,142,400**
TOTAL BUDGET APPROPRIATION	**119,922,836**	**142,413,379**	**152,035,454**
Less: Interfund Transfers	**(14,854,306)**	**(18,789,917)**	**(18,789,917)**
Fleet Operations (Internal Service Charges)	**(2,039,721)**	**(2,296,000)**	**(2,245,511)**
Engineering (Internal Service Charges)	**(1,277,145)**	**(1,457,708)**	**(1,286,971)**
Consolidated Insurance Fund (Internal Service Charges)	**(3,696,188)**	**(2,889,900)**	**(2,889,900)**
TOTAL NET BUDGET	**98,055,476**	**116,979,854**	**126,823,155**

BUDGET SUMMARY

BUDGET THREE YEAR SUMMARY CITY OF ORMOND BEACH, FLORIDA					
REVENUES	**Actuals FY 2024-25**	**Budget FY 2025-26**	**Budget FY 2026-27**	**Change FY 2025-26 to FY 2026-27**	**% Change FY 2025-26 to FY 2026-27**
Taxes	31,290,594	33,650,925	35,203,835	1,552,910	4.61%
Licenses and Permits	11,476,278	10,085,087	10,675,575	590,488	5.86%
Intergovernmental Revenue	12,686,456	12,602,669	27,209,810	14,607,141	115.91%
Charges for Service	43,904,663	46,844,788	46,064,038	(780,750)	-1.67%
Fines and Forfeitures	332,884	73,000	75,000	2,000	2.74%
Miscellaneous Revenues	6,275,278	5,187,407	4,986,181	(201,226)	-3.88%
TOTAL SOURCES	**105,966,153**	**108,443,876**	**124,214,439**	15,770,563	14.54%
Transfers In	14,854,306	18,789,917	17,863,769	(926,148)	-4.93%
Bond Proceeds and Other Sources	0	15,179,586	9,957,246	(5,222,340)	-34.40%
TOTAL REVENUES, TRANSFERS AND BALANCES	**120,820,459**	**142,413,379**	**152,035,454**	9,622,075	6.76%
EXPENDITURES	**Actuals FY 2024-25**	**Budget FY 2025-26**	**Budget FY 2026-27**	**Change FY 2025-26 to FY 2026-27**	**% Change FY 2025-26 to FY 2026-27**
General Government Services	14,315,534	15,654,511	16,868,041	1,213,530	7.75%
Public Safety	25,431,322	26,195,681	27,341,903	1,146,222	4.38%
Physical Environment	38,782,087	45,780,681	58,208,601	12,427,920	27.15%
Transportation	9,138,114	13,770,828	9,395,134	(4,375,694)	-31.78%
Economic Environment	388,234	448,226	422,330	(25,896)	-5.78%
Human Services	90,507	291,528	291,528	-	0.00%
Parks and Recreation	13,304,281	12,780,014	12,722,251	(57,763)	-0.45%
Debt Service	3,634,246	3,646,000	4,319,632	673,632	18.48%
TOTAL EXPENDITURES	**105,084,325**	**118,567,469**	**129,569,420**	11,001,951	9.28%
Transfers Out	14,838,511	18,789,917	17,863,769	22,466,034	119.56%
Contingency	0	5,055,993	4,602,265	(453,728)	-8.97%
TOTAL APPROPRIATED EXPENDITURES, RESERVES AND BALANCES	**119,922,836**	**142,413,379**	**152,035,454**	9,622,075	6.76%

CHANGE IN FUND BALANCE

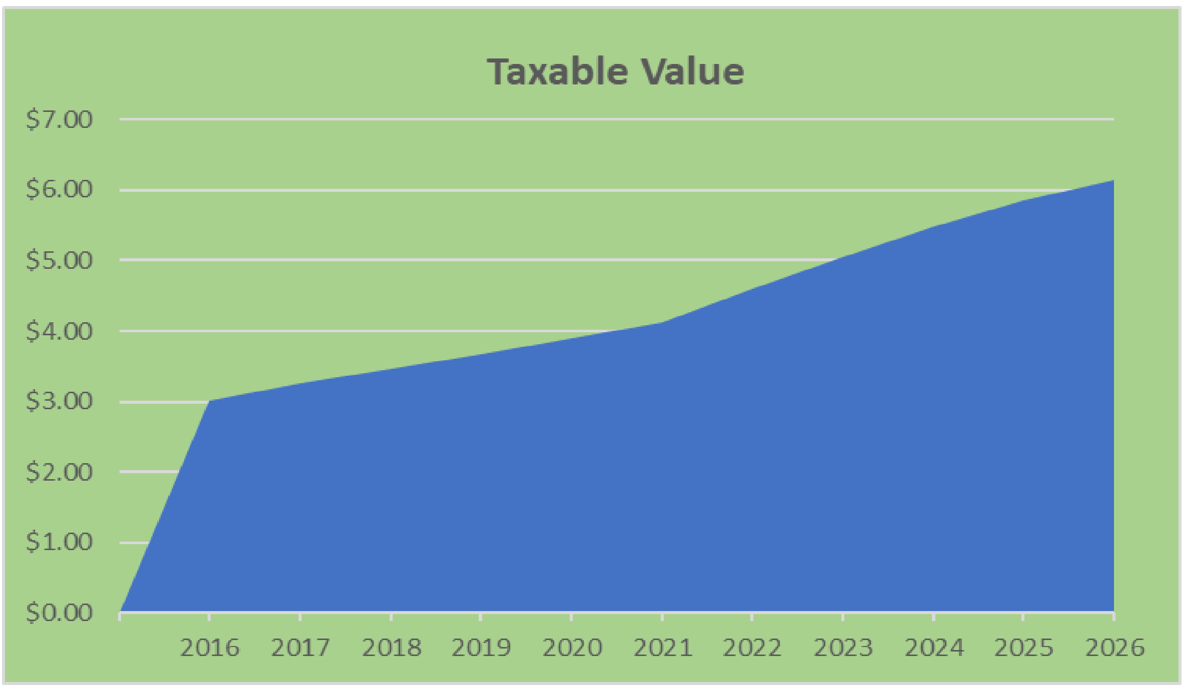
Description	Estimated Beginning Fund Balance	Budget Revenue FY 2026-27	Budget Expenditures FY 2026-27	Use of Fund Balance	Estimated Ending Fund Balance
GENERAL FUND (001)	**7,500,000**	52,441,281	**53,207,775**	**766,494**	6,733,506
SPECIAL REVENUE FUNDS					
DOWNTOWN REDEVELOPMENT TRUST FUND (104)	3,301,000	2,902,080	2,902,080	-	3,301,000
ORMOND CROSSINGS TRUST FUND (106)	1,925,000	399,640	399,640	-	1,925,000
STORMWATER UTILITY FUND (107)	4,952,000	18,603,360	22,952,152	4,348,792	603,208
AIRPORT FUND (108)*	(989,000)	2,921,135	3,399,718	478,583	(1,467,583)
LOCAL LAW ENFORCEMENT TRUST FUND (109)	535,000	-	-	-	535,000
ECONOMIC DEVELOPMENT FUND (110)	-	-	-	-	0
STATE LAW ENFORCEMENT TRUST FUND (112)	6,000	-	-	-	6,000
PENSION CONTRIBUTION PASS THROUGH (113)	-	1,400,000	1,400,000	-	0
RECREATION FACILITY FEE FUND (115)	535,000	40,225	75,814	35,589	499,411
TOTAL SPECIAL REVENUE FUNDS	**10,265,000**	**26,266,440**	**31,129,404**	**4,862,964**	**5,402,036**
DEBT SERVICE FUNDS					
FINANCING DEBT SERVICE FUND (205)	368,000	670,000	678,689	8,689	359,311
2010 BEACHFRONT PARK BONDS (220)	2,000	351,173	351,173	-	2,000
TOTAL DEBT SERVICE FUNDS	**370,000**	**1,021,173**	**1,029,862**	**-**	**370,000**
CAPITAL PROJECT FUNDS					
CAPITAL IMPROVEMENTS FUND (301)	200,000	514,974	633,430	118,456	81,544
EQUIPMENT RENEWAL AND REPLACEMENT FUND (302)	389,000	644,291	644,291	-	389,000
PUBLIC SAFETY VEHICLE & EQUIPMENT FUND (305)	500,000	-	1,076,374	-	500,000
TRANSPORTATION IMPROVEMENTS FUND (308)	582,000	1,759,016	2,302,629	543,613	38,387
RECREATION IMPACT FEE FUND (310)	1,528,000	400,000	400,000	-	1,528,000
LOCAL ROAD IMPACT FEE FUND (316)	2,164,000	200,000	200,000	-	2,164,000
FACILITIES RENEWAL & REPLACEMENT (317)	-	1,265,093	1,265,093	-	-
STORMWATER IMPACT FEE FUND (318)	594,000	-	-	-	594,000
PARKS AND RECREATION CAPITAL (322)	600,000	1,624,016	2,150,000	525,984	74,016
TOTAL CAPITAL PROJECTS FUNDS	**6,557,000**	**6,407,390**	**8,671,817**	**10,619,567**	**5,368,947**

*Deficit is being funded through an advance from the General Fund

REVENUE HIGHLIGHTS

OVERVIEW:
Citywide net revenues and use of prior year's reserves for FY 2026-27 are budgeted at $152,035,454.

TAXABLE VALUE:
The 2026 taxable value is $6.14 billion, an increase of $278 million from the 2025 taxable value. The increase in taxable value includes $6.05 billion from existing properties and $82 million from new construction and annexations.



PROPERTY TAX REVENUE & RATES:

General operating revenue available for general operations and capital improvements is estimated to be $25.7 million.

Summary of Property Tax Rates

	Fund	FY 2025-26	FY 2026/27	$ Var	% Var
General Fund	001	3.6392	3.6392	-	0.00%
Facilities Renewal & Replacement	317	0.1650	0.1650	-	0.00%
Capital Improvements	301	0.0840	0.0840	-	0.00%
Vehicle & Equipment R & R	302	0.0440	0.0440	-	0.00%
Transportation Improvements	308	0.1040	0.1040	-	0.00%
Public Safety Fund	305	0.1800	0.1800	-	0.00%
Leisure Service Fund	322	0.1040	0.1040	-	0.00%
Subtotal - Operating Millage		**4.3202**	**4.3202**	**-**	**0.00%**
2010 GOB	220	0.0630	0.0590	(0.0040)	-6.35%
Subtotal - Debt Millages		**0.0630**	**0.0590**	**(0.0040)**	**-6.35%**
Combined City Tax Rate		**4.3832**	**4.3792**	**(0.0040)**	**-0.09%**

The operating tax rate is proposed to be 4.3202 mills. The total tax rate (including debt service) is proposed at 4.3792 mills.

GENERAL FUND REVENUES

General Fund net revenues are budgeted to be $53,207,775, an increase of $851,564 from the previous year. The change includes an increase in property tax revenue of $976,984 resulting from an increase in the taxable value and rate. License and Permit revenue is expected to increase by $501,488 and Use of Fund balance will decrease by $570,985.

The largest components of General Fund revenue include:

- Property taxes ($21.9 million)
- Other Taxes ($7.8 million)
- License and Permits ($6.0 million)
- Intergovernmental revenues ($5.0 million) which includes the half cent sales tax and municipal revenue sharing.
- Transfers to the General Fund ($6.5 million)

DOWNTOWN REDEVELOPMENT FUND:

Tax increment proceeds are the primary revenue source for the Downtown Development Fund. The incremental taxable value of the district increased by $4 million with 95% being captured within the fund. Revenue from tax increment proceeds are used for capital improvements within the district.

STORMWATER UTILITY FUND:

Revenues consist of stormwater user fees in the amount of $4 million.

CAPITAL IMPROVEMENT FUND,

Pursuant to the City Commission's direction, the budget includes a dedicated millage for capital improvements which generates $500,000 in property tax revenue.

VEHICLE/EQUIPMENT RENEWAL & REPLACEMENT:

Pursuant to the City Commission's direction, the budget includes a dedicated millage for capital improvements which generates $262,000 in property tax revenue to fund General vehicles.

PUBLIC SAFETY VEHICLE/EQUIPMENT FUND:

In fulfillment of the City Commission's strategic plan, the budget includes a dedicated millage for public safety vehicle and equipment replacement which will generate $1,071,000 in property tax revenue.

TRANSPORTATION FUND:

Pursuant to the City Commission's direction, the budget includes a dedicated millage for capital improvements which generates $619,000 in property tax revenue.

FACILITIES RENEWAL & REPLACEMENT FUND:

Pursuant to the City Commission's direction, the budget includes a dedicated millage of for facilities renewal and replacement which generates $982,000.

LEISURE SERVICES CAPITAL FUND:
Pursuant to the City Commission's direction, a new dedicated millage has been established for Leisure Service capital projects which generates $619,000.

WATER AND WASTEWATER:
The primary revenue source of the Water and Wastewater Fund consists of user fees to customers both inside and outside the City. Water and sewer fees account for $25.8 million.

WATER AND WASTEWATER RENEWAL & REPLACEMENT FUND:
Revenues of the Renewal and Replacement Fund include a transfer of $5 million from the Water and Wastewater Operating Fund.

SOLID WASTE:
The primary revenue source is solid waste user fees ($12.3 million). No increase to rates is proposed.

EXPENDITURE HIGHLIGHTS

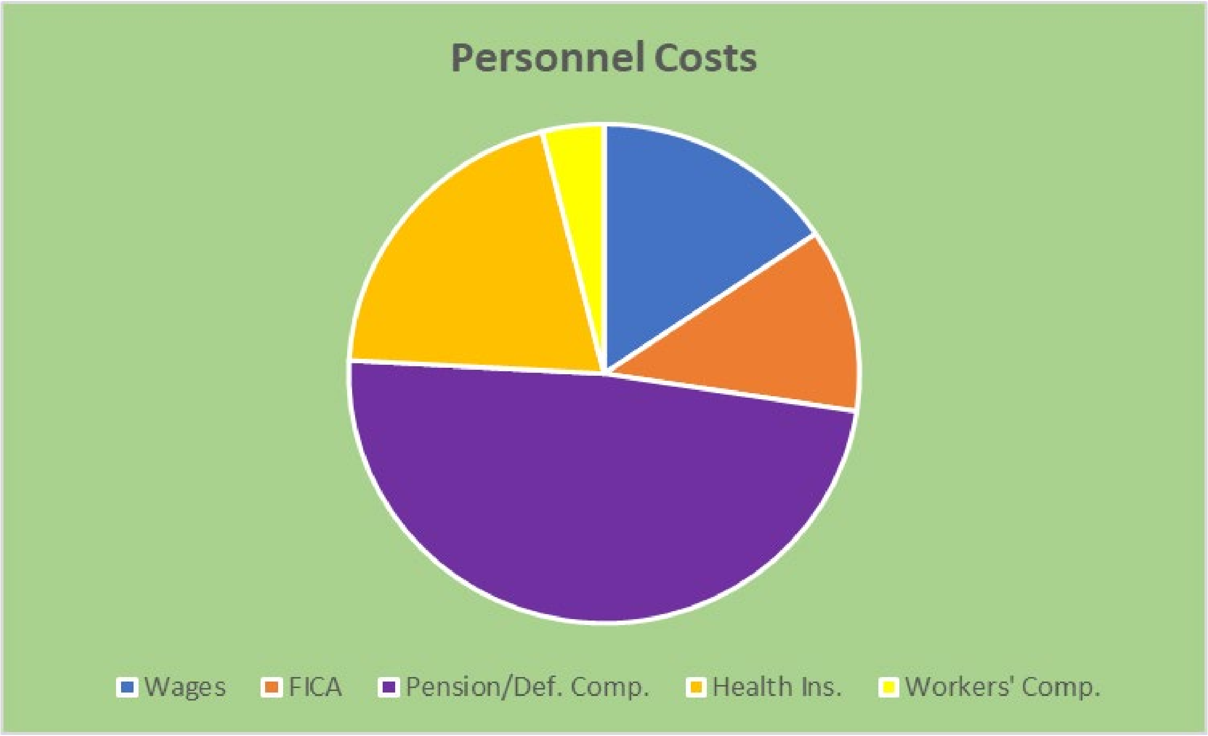
PERSONNEL COSTS:

Total personnlel costs are budgeted to be $42.95 million for FY 2026-27.

All Funds Wages and Benefits				
	Budget FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2025-26	% Change FY 2025-26 to FY 2025-26
Wages	28,292,626	29,756,797	1,464,171	5.18%
FICA	2,183,158	2,277,539	94,381	4.32%
Pension/Deferred Comp.	5,900,677	6,289,054	388,377	6.58%
Health Insurance	4,742,179	3,880,996	(861,183)	-18.16%
Worker's Compensation	747,500	747,500	-	0.00%
Totals	41,866,140	42,951,886	1,085,746	2.59%

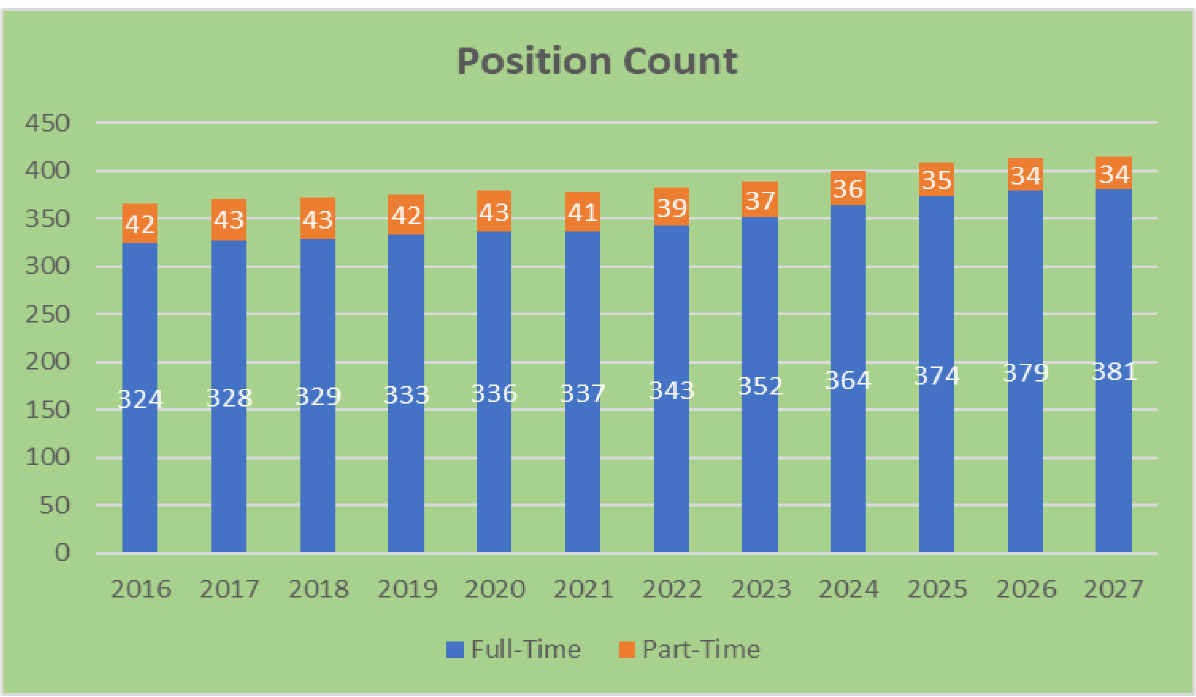
General Fund Wages and Benefits				
	Budget FY 2023-24	Budget FY 2026-27	Change FY 2025-26 to FY 2025-26	% Change FY 2025-26 to FY 2025-26
Wages	22,705,335	23,852,022	1,146,687	5.05%
FICA	1,755,331	1,825,828	70,497	4.02%
Pension/Deferred Comp.	5,096,854	5,492,042	395,188	7.75%
Health Insurance	3,612,567	2,947,561	(665,006)	-18.41%
Worker's Compensation	590,152	596,397	6,245	1.06%
Totals	33,760,239	34,713,850	953,611	2.82%

Other Fund Wages and Benefits				
	Budget FY 2023-24	Budget FY 2026-27	Change FY 2025-26 to FY 2025-26	% Change FY 2025-26 to FY 2025-26
Wages	5,357,399	5,904,775	547,376	10.22%
FICA	409,842	451,711	41,869	10.22%
Pension/Deferred Comp.	663,986	797,012	133,026	20.03%
Health Insurance	1,053,453	933,435	(120,018)	-11.39%
Worker's Compensation	174,002	151,103	(22,899)	-13.16%
Totals	7,658,682	8,238,036	579,354	7.56%



POSITION COUNT HISTORY:

The budget includes 381 full-time positions and 34 part-time positions.



AUTHORIZED POSITIONS:

	FY 24-25			FY 25-26			FY 26-27		
	Full-time	Part-time		Full-time	Part-time		Full-time	Part-time	
Department / Division	Positions	Positions	FTE	Positions	Positions	FTE	Positions	Positions	FTE
Office of City Manager	6.00	-		6.00	-	6.00	6.00	-	6.00
City Clerk	4.00	-	4.00	4.00	-	4.00	4.00	-	4.00
Office of City Attorney	5.00	-	5.00	6.00	-	6.00	6.00	-	6.00
Human Resources	4.00	-	4.00	5.00	-	5.00	5.00	-	5.00
Finance Department									
Budget/Finance	10.00	-	10.00	9.00	-	9.00	9.00	-	9.00
Utility Billing	12.00		12.00	12.00		12.00	12.00		12.00
Information Technology	8.00	-	8.00	8.00	-	8.00	8.00	-	8.00
Planning Department	6.00	-	6.00	6.00	-	6.00	6.00	-	6.00
Building Inspections/Permitting	14.00	-	14.00	15.00	-	15.00	16.00	-	16.00
Economic Development	1.00	-	1.00	1.00	-	1.00	1.00	-	1.00
Police Department	94.00	-	94.00	94.00	-	94.00	94.00	-	94.00
Neighborhood Improvement	6.00	-	6.00	7.00	-	7.00	7.00	-	7.00
Fire Department	52.00	-	52.00	53.00	-	53.00	54.00	-	54.00
Public Works Department									
Engineering	11.00	-	11.00	11.00	-	11.00	11.00	-	11.00
Streets and Roadside Mnt.	21.00	-	21.00	19.00	-	19.00	19.00	-	19.00
Fleet Operations	6.00	1.00	6.50	6.00	1.00	6.50	6.00	1.00	6.50
Page Subtotal	260.00	1.00	254.50	262.00	1.00	262.50	264.00	1.00	264.50

AUTHORIZED POSITIONS:

	FY 24-25			FY 25-26			FY 26-27		
	Full-time	Part-time		Full-time	Part-time		Full-time	Part-time	
Department / Division	Positions	Positions	FTE	Positions	Positions	FTE	Positions	Positions	FTE
Stormwater Maintenance	11.00	-	11.00	10.00	-	10.00	10.00	-	10.00
Utilities									
Water Production	23.00	1.00	23.50	24.00	1.00	24.50	24.00	1.00	24.50
Wastewater Treatment	15.00	-	15.00	16.00	-	16.00	16.00	-	16.00
Water Distribution	14.00	-	14.00	14.00	-	14.00	14.00	-	14.00
Wastewater Collection	13.00	-	13.00	13.00	-	13.00	13.00	-	13.00
Solid Waste									
Collection and Disposal	1.00	-	1.00	1.00	-	1.00	1.00	-	1.00
Recycling	-	-	-	-	-	-	-	-	-
Parks and Recreation									
Building Maintenance	7.00	1.00	7.50	7.00	1.00	7.50	7.00	1.00	7.50
Administration	6.00	1.00	6.50	6.00	1.00	6.50	6.00	1.00	6.50
Nova Community Center	2.00	4.00	4.00	2.00	4.00	4.00	2.00	4.00	4.00
South Ormond Neighborhood Center	2.00	3.00	3.50	2.00	3.00	3.50	2.00	3.00	3.50
Gymnastics	-	-	-	-	-	-	-	-	-
Athletic Field Maintenance	6.00	7.00	9.50	6.00	7.00	9.50	6.00	7.00	9.50
Parks and Grounds Mnt.	5.00	3.00	6.50	7.00	3.00	8.50	7.00	3.00	8.50
The Casements	2.00	5.00	4.50	2.00	5.00	4.50	2.00	5.00	4.50
Environmental Discovery Center	2.00	2.00	3.00	2.00	2.00	3.00	2.00	2.00	3.00
Performing Arts Center	2.00	6.00	5.00	2.00	6.00	5.00	2.00	6.00	5.00
Community Events	2.00	-	2.00	2.00	-	2.00	2.00	-	2.00
Airport	1.00	-	1.00	1.00	-	1.00	1.00	-	1.00
Total FTE	**374.00**	**35.00**	**385.00**	**379.00**	**34.00**	**396.00**	**381.00**	**34.00**	**398.00**

Added FY 2026-27:
Deputy Building Official
Fire Inspection Administrative Assistant

EXPENDITURES

GENERAL FUND:
General fund net expenditures are $52,356,211, an increase of $851,564 from the previous year. The budget includes a $1.2 million increase for wage adjustments per the approved collective bargaining agreements.

DOWNTOWN REDEVELOPMENT FUND:
The budget includes $1.7 million for maintenance and capital improvements. Property improvement grant funding is also included in the amount of $200,000.

STORMWATER UTILITY FUND:
The budget includes $2.3 million for personnel and operating costs, transfers of $339,000, and $19.8 million in capital improvement projects.

CAPITAL IMPROVEMENT FUND:
The budget includes $500,000 for Security Access Control at the City's four Fire Stations as well as the Public Works Facility.

TRANSPORTATION FUND:
The budget includes $1.4 million in infrastructure improvements and $807,000 in transfers to the General Fund for streets maintenance.

FACILITIES RENEWAL AND REPLACEMENT FUND:
The budget includes maintenance to various City facilities of $15,000 and capital improvement projects of $1.1 million.

LEISURE SERVICE CAPITAL FUND:
The budget includes capital improvement projects of $2.2 million.

WATER AND WASTEWATER:
The budget includes $15.9 million of personnel and operating expenditures and $12.5 million in transfers for capital project funding and debt service.

SOLID WASTE:
This fund receives fees for solid waste removal and recycling services from City residents and business and pays an outside contractor to perform these services. The budget includes $12.9 million for personnel and operating expenses and $2 million in transfers.

DEBT SUMMARY:

The Charter of the City of Ormond Beach does not provide a debt limit. Bond Series 2024 was issued to finance several technology projects. Series 2010, was the result of a voter referendum for the construction of a beachfront park.

GENERAL GOV'T DEBT SERVICE REQUIREMENTS *Amounts in thousands*			
Fiscal Year Ending	2024 Capital Improvement Note Technology		
	Principal	Interest	Total
2027	225	89	314
Beyond	1,855	331	2,186
Fiscal Year Ending	2010 General Obligation Bonds Beachfront Park		
	Principal	Interest	Total
2027	310	37	347
Beyond	975	57	1,032
Total	1,285	94	1,379

Water and Sewer Bonds are issued to provide financing for the construction and rehabilitation of the City's water and wastewater system.

WATER AND SEWER REVENUE BONDS AND SRF LOAN FOR WWW In thousands						
FY Ending		Principal		Interest		Total
2027	$	2,505	$	806	$	3,311
2028	$	2,595	$	727	$	3,322
2029	$	2,679	$	645	$	3,324
2030	$	2,767	$	560	$	3,327
2031	$	2,377	$	461	$	2,838
2032	$	2,186	$	400	$	2,586
2033	$	1,788	$	329	$	2,117
2034	$	975	$	270	$	1,245
2035	$	1,015	$	230	$	1,245
2036	$	1,055	$	187	$	1,242
2037	$	1,100	$	143	$	1,243
2038	$	1,145	$	97	$	1,242
2039	$	1,195	$	50	$	1,245
Total	**$**	**23,382**	**$**	**4,905**	**$**	**28,287**

GENERAL FUND
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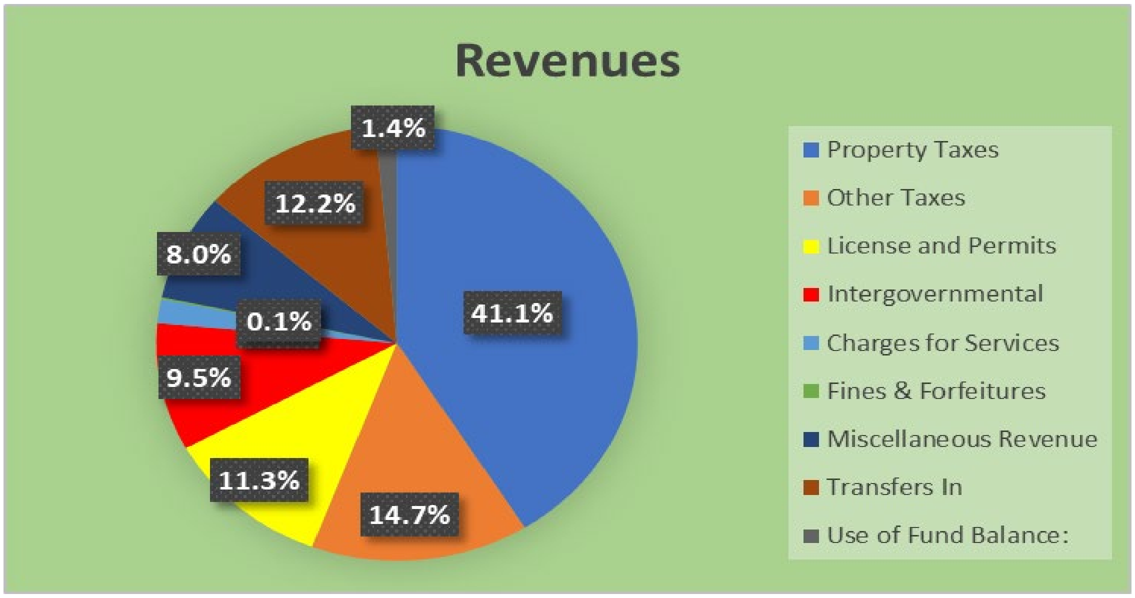
BUDGETARY AND STAFFING INFORMATION

GENERAL FUND REVENUES

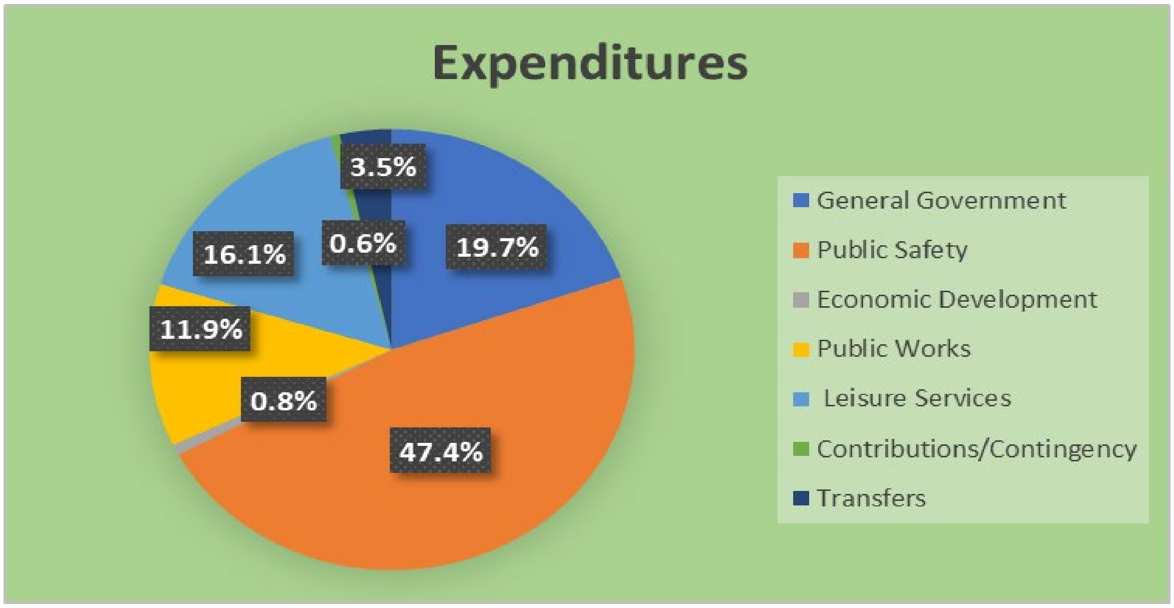
General Fund Revenue Summary Description	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Revenues					
Property Taxes	18,301,345	20,883,814	21,860,798	976,984	4.68%
Other Taxes	7,858,282	7,398,500	7,798,500	400,000	5.41%
License and Permits	5,952,943	5,487,862	5,989,350	501,488	9.14%
Intergovernmental	5,111,582	5,162,000	5,042,000	(120,000)	-2.32%
Charges for Services	1,084,222	883,138	944,138	61,000	6.91%
Fines & Forfeitures	109,486	73,000	75,000	2,000	2.74%
Miscellaneous Revenue	4,144,697	4,465,407	4,244,181	(221,226)	-4.95%
Transfers In	6,852,948	6,665,011	6,487,314	(177,697)	-2.67%
Use of Fund Balance:	-	1,337,479	766,494	(570,985)	-42.69%
Total Revenues	**49,415,505**	**52,356,211**	**53,207,775**	**851,564**	**1.63%**
Less: Fleet	**2,039,721**	**2,296,000**	**2,245,511**	**(50,489)**	**-2.20%**
Less: Engineering	**1,277,145**	**1,457,708**	**1,286,971**	**(170,737)**	**-11.71%**
Total Net Revenues	**46,098,639**	**48,602,503**	**49,675,293**	**1,072,790**	**2.21%**


Revenues
1.4%
12.2%
8.0%
0.1%
41.1%
9.5%
11.3%
14.7%
Property Taxes
Other Taxes
License and Permits
Intergovernmental
Charges for Services
Fines & Forfeitures
Miscellaneous Revenue
Transfers In
Use of Fund Balance:

GENERAL FUND EXPENDITURES

General Fund Summary Description	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Government					
City Commission	383,692	474,127	438,806	(35,321)	-7.45%
City Manager	1,203,083	1,310,599	1,333,323	22,724	1.73%
Support Services	451,087	539,600	503,943	(35,657)	-6.61%
City Attorney	1,434,681	1,458,131	1,566,937	108,806	7.46%
Finance	1,057,624	1,135,901	1,154,494	18,593	1.64%
Information Technology	2,506,851	2,606,989	2,666,141	59,152	2.27%
Human Resources	636,254	731,880	799,359	67,479	9.22%
Planning	845,302	922,966	966,588	43,622	4.73%
Building Maintenance	1,031,284	1,086,670	1,051,307	(35,363)	-3.25%
Total General Government	**9,549,858**	**10,266,863**	**10,480,898**	**214,035**	**2.08%**
Public Safety					
Police Administration	1,240,218	1,288,336	1,323,911	35,575	2.76%
Police Operations	8,597,373	8,809,844	9,205,326	395,482	4.49%
Police Community Outreach	599,238	698,042	684,950	(13,092)	-1.88%
Police Criminal Investigations	1,672,682	1,855,567	1,848,457	(7,110)	-0.38%
Police Community Services	506,835	635,960	569,915	(66,045)	-10.39%
Police Records	195,845	216,238	215,355	(883)	-0.41%
Neighborhood Improvements	528,490	811,859	735,758	(76,101)	-9.37%
Fire & EMS	8,368,631	8,099,114	8,464,142	365,028	4.51%
Building Inspections	1,535,070	1,700,721	2,175,589	474,868	27.92%
Total Public Safety	**23,244,382**	**24,115,681**	**25,223,403**	**1,107,722**	**4.59%**
Public Works					
Roadside and Right of Way Mnt.	2,530,912	2,883,795	2,809,796	(73,999)	-2.57%
Engineering	1,277,145	1,457,708	1,286,971	(170,737)	-11.71%
Fleet	2,039,721	2,296,000	2,245,511	(50,489)	-2.20%
Total Public Works	**5,847,778**	**6,637,503**	**6,342,278**	**(295,225)**	**-4.45%**
Economic Development	388,234	448,226	422,330	(25,896)	-5.78%
Parks & Recreation					
Parks & Grounds	2,855,809	3,010,718	3,157,605	146,887	4.88%
Administration	910,354	940,733	933,845	(6,888)	-0.73%
Cultural					
Casements	487,097	445,125	465,296	20,171	4.53%
Performing Arts Center	438,005	465,043	475,664	10,621	2.28%
Senior Center	158,212	97,933	95,633	(2,300)	-2.35%
Community Events	287,728	319,076	329,192	10,116	3.17%
Environmental Learning Center	267,984	307,215	332,415	25,200	0.00%
Athletics					
Nova Recreation Center	524,482	480,510	465,536	(14,974)	-3.12%
South Ormond Center	448,983	441,128	441,188	60	0.01%
Athletic Fields/City Sponsored Sport	1,733,293	1,856,450	1,875,861	19,411	1.05%
Total Leisure Services	**8,111,947**	**8,363,931**	**8,572,235**	**208,304**	**2.49%**
Non-Departmental					
Contributions/Contingency	90,507	291,528	314,315	22,787	7.82%
Transfers	3,113,623	2,232,479	1,852,316	(380,163)	-17.03%
Total Expenditures	**50,346,329**	**52,356,211**	**53,207,775**	**851,564**	**1.63%**
Less: Fleet expenditures	**2,039,721**	**2,296,000**	**2,245,511**	**(50,489)**	**-2.20%**
Less: Engineering	**1,277,145**	**1,457,708**	**1,286,971**	**(170,737)**	**-11.71%**
Total Net Expenditures	**47,029,463**	**48,602,503**	**49,675,293**	**1,072,790**	**2.21%**

GENERAL FUND EXPENDITURES



CITY COMMISSION

The City Commission is comprised of five members and is the elected legislative and governing body of the City. The City Commission is responsible for:

- Establishing policies
- Managing growth and land use
- Adopting an annual budget and tax rate
- Setting water and wastewater rates and other fees and charges for City services
- Adopting local laws and ordinances
- Hiring and overseeing the City Manager and City Attorney

Four members of the City Commission are elected from geographically defined zones and must reside within the zone to be its elected representative. The Mayor is elected by voters City-wide and must reside within the City limits of Ormond Beach. All members serve two-year terms.

Pictured: From left to right; Zone 1 City Commissioner and Deputy Mayor Lori Tolland, Zone 2 City Commissioner Travis Sargent, Mayor Jason Leslie, Zone 3 City Commissioner Kristin Deaton, and Zone 4 City Commissioner Harold Briley.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	383,692	474,127	438,806	(35,321)	-7.45%
Total	383,692	474,127	438,806	(35,321)	-7.45%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	161,375	181,727	170,731	(10,996)	-6.05%
Operating	222,317	292,400	268,075	(24,325)	-8.32%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	383,692	474,127	438,806	(35,321)	-7.45%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Mayor	1.00	1.00	1.00	0.00	0.00%
City Commissioners	4.00	4.00	4.00	0.00	0.00%
Total	**5.00**	**5.00**	**5.00**	**0.00**	**0.00%**

OFFICE OF CITY MANAGER

The City Manager is the chief executive officer of the City and provides executive leadership necessary to carry out the mission, goals, and policies established by the City Commission.

The City Manager's Office is responsible for administration of all City services and enforcement of all laws pursuant to the City Charter, including:

- appointment and removal of all employees (except City Attorney and the Attorney's staff)
- operational and financial management of City services
- preparation and recommendation of an annual operating budget and five (5) year capital improvements program
- keeping the City Commission informed as to the financial condition and future needs of the City
- preparation of the City Commission's meeting agendas
- implementing and administering the policy directives of the City Commission within the parameters of the City Charter

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	1,203,083	1,310,599	1,333,323	22,724	1.73%
Total	1,203,083	1,310,599	1,333,323	22,724	1.73%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	1,093,241	1,159,998	1,193,372	33,374	2.88%
Operating	109,842	150,601	139,951	(10,650)	-7.07%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,203,083	1,310,599	1,333,323	22,724	1.73%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
City Manager	1.00	1.00	1.00	0.00	0.00%
Assistant City Manager	2.00	2.00	2.00	0.00	0.00%
Communications Manager	1.00	1.00	1.00	0.00	0.00%
Public Information Officer	1.00	1.00	1.00	0.00	0.00%
Executive Secretary	1.00	1.00	1.00	0.00	0.00%
Total	**6.00**	**6.00**	**6.00**	**0.00**	**0.00%**

GOALS:

In 2018, the City of Ormond Beach conducted an extensive citizen engagement process, The OB Life, to fully engage the community to help determine the kind of city Ormond Beach would be in the future. A series of six community forums were held addressing

- transportation and livable communities
- environment and water quality
- public safety
- community development
- economic development
- leisure and culture

Nearly 700 people attended the meetings where they heard presentations from 17 speakers, participated in small group discussions, and posed more than 600 questions which are all answered by city staff and posted on the city's website.

This comprehensive process provided community education and gathered valuable input that guided the discussions of the Mayor and City Commissioners during the strategic planning workshop held on February 27, 2019, which was also attended by the City Manager, City Attorney and the city's senior staff.

Using the information gathered from participants in The OB Life series, the Commissioners identified strategic issues the city should address along with specific objectives for the city to accomplish in the next few years. The final activity of the workshop was for the City Commission to select and refine priority objectives for implementation in the following key areas:

- COMMUNITY DEVELOPMENT
- ECONOMIC DEVELOPMENT
- GOVERNANCE
- PUBLIC SAFETY
- QUALITY OF LIFE
- TRANSPORTATION
- WATER QUALITY & ENVIRONMENT

SUPPORT SERVICES

The Support Services Department provides a wide range of services to support the City Commission, City Departments, and the public. These responsibilities include but are not limited to:

- Administration
  - Preparing City Commission workshop and meeting agenda packets and minutes
  - Preparation of proclamations on behalf of the Mayor
  - Providing administrative services to various City departments and advisory boards
  - Coordinating the advisory board application and nomination process
  - Operation of receptionist station on the second floor of City Hall
- Election Management
  - Coordination of municipal elections
  - Monitoring of the required filing of related financial disclosures by staff, elected officials, and candidates
- Records Management
  - Accepting and processing of public records requests
  - Coordinating and managing the City's records management program
  - Archiving all City Commission legislative actions

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	451,087	539,600	503,943	(35,657)	-6.61%
Total	451,087	539,600	503,943	(35,657)	-6.61%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	382,635	440,071	411,539	(28,532)	-6.48%
Operating	68,452	99,529	92,404	(7,125)	-7.16%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	451,087	539,600	503,943	(35,657)	-6.61%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
City Clerk	1.00	1.00	1.00	0.00	0.00%
Assistant City Clerk	1.00	1.00	1.00	0.00	0.00%
Support Services Administrator	2.00	2.00	2.00	0.00	0.00%
Total	**4.00**	**4.00**	**4.00**	**0.00**	**0.00%**

GOALS:

- Provide timely preparation and publication of the City Commission agenda packets and minutes.
- Confirm receipt and the timely fulfillment of public records requests.
- 2026 municipal election coordination, including timely submittal of candidate financial reports.
- Coordinate commissioner onboarding and governance & compliance training, organizational meeting, and advisory board workshops and appointments following the 2026 election.
- Ensure new appointee and annual Form 1 financial disclosure forms are completed by the Commission, Advisory Boards, and staff through the FL Commission on Ethics online portal.
- Coordinate/deliver citizen civic education, including Citizens' Academy, participation in FL League of Cities – Florida City Week and Chamber adult and youth leadership programs.
- Continue implementation of secure automated web-based forms for citizens and staff.
- Assist with the City's review and implementation of responsible and productive use of AI.
- Continue assisting departments with updating their pages and content within the City's website.
- Continue working on enhancements to the City's records management program, including assisting with the scanning of permanent retention documents.
- Training/education: Assistant City Clerk working on receiving IIMC Master Municipal Clerk (MMC) designation; other staff working on Florida Certified Records Manager (FCRM) designation.

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
City Commission Meetings:					
Number agenda items	346	182	200	18	10.00%
Number of items processed within 4 days of meetings	346	182	200	18	10.00%
% of minutes completed in 6 working days	100%	88%	100%	0	13.33%
Number of proclamations prepared	51	68	75	7	10.00%
Number of public records requests received and processed	1104	1229	1413	50	4.07%

ACCOMPLISHMENTS:

- Coordinated the 2026 qualifying and primary election for Mayor and City Commission.
- Coordinated the City's new website redesign and the addition of DocAccess software to ensure ADA accessibility to PDF documents posted to the website.
- Facilitated several enhancements to the City Commission's agenda software and citizen portal, including audio/content bookmarks, closed-captioning, and revised agenda and staff reports.
- Implemented software to automate the advisory board application process for the 2027 City Commission appointments.
- Assisted with the implementation of new 311 citizen service software (SeeClickFix/OB Connect).
- Facilitated JustFOIA software department training and assisted in setting up the capability of Lien Search online credit card payments.
- Updated the electronic repository software/Questys to an improved, more user-friendly version.
- Reviewed and implemented an electronic records disposition schedule, in accordance with FL Statue.
- Reorganized the Records Warehouse and City Clerk's storage and file cabinets.
- Coordinated numerous Commission midterm advisory board appointments.
- Coordinated the City's participation in the Florida League of Cities – Florida City Week and delivered the Ormond Beach Chamber's adult and youth leadership City Government Days.
- Provided support for 21 Commission meetings, 12 Commission workshops, and 2 Special Commission meetings, with agenda packets totaling an estimated 182 agenda items (25,992 pgs.).
- Coordinated and drafted 68 proclamations and 44 special certificates on behalf of the Mayor.
- Processed an estimated 1,229 public records requests.
- Efficient records management, including the disposition of 237 cubic feet of records in accordance with Florida statute.
- Ensured the completion of Form 1 financial disclosure forms for 2025.
- City Clerk received IIMC Master Municipal Clerk (MMC) designation and Assistant City Clerk received IIMC Certified Municipal Clerk (CMC) designation.

CITY ATTORNEY

The Office of City Attorney is responsible for:

- providing legal advice and recommendations to the City Commission, City Department Directors, Division Managers and to the various advisory and quasi-judicial boards
- litigation brought against or on behalf of the City
- handling all legal issues involving or affecting the City
- communicating the City's position on various legislative matters to State and Federal legislative bodies.

The Office of City Attorney coordinates the City's response and strategy regarding general liability insurance claims brought against the City, handles related litigation, and determines if specialized outside legal assistance is needed.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	1,434,681	1,458,131	1,566,937	108,806	7.46%
Total	1,434,681	1,458,131	1,566,937	108,806	7.46%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	877,508	898,676	1,009,232	110,556	12.30%
Operating	557,173	559,455	557,705	(1,750)	-0.31%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,434,681	1,458,131	1,566,937	108,806	7.46%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
City Attorney	1.00	1.00	1.00	0.00	0.00%
Deputy City Attorney	1.00	1.00	1.00	0.00	0.00%
Assistant City Attorney	1.00	1.00	1.00	0.00	0.00%
Senior Paralegal	1.00	1.00	1.00	0.00	0.00%
Paralegal	1.00	1.00	1.00	0.00	0.00%
Intern	0.00	1.00	1.00	0.00	0.00%
Total	**5.00**	**6.00**	**6.00**	**0.00**	**0.00%**

GOALS:

- Keep the City Commission and management staff apprised of new developments in statutory, regulatory, and decisional law.
- Assist the City Commission and management staff in avoiding litigation and claims to the maximum extent possible.
- Successfully defend/prosecute litigation involving the City.
- Provide legal opinions to the City Commission and management staff in a timely manner.
- Keep City laws and policies in compliance with current law.

ACCOMPLISHMENTS:

- Informed the City Commission and management staff apprised of new developments in statutory, regulatory, and decisional law.
- Assist the City Commission and management staff in avoiding litigation and claims to the maximum extent possible.
- Successfully defend/prosecute litigation involving the City.
- Provide legal opinions to the City Commission and management staff in a timely manner.
- City laws and policies are in compliance with current law.

FINANCE

The Department is responsible for maintaining the City's financial accounting system that includes processing of all City financial transactions, maintaining and disseminating financial statements and related reports to City departments, governmental agencies and insurance and bond rating companies, and preparation of the City's bi-weekly payroll.

In addition, this program produces the City's Annual Comprehensive Financial Report (ACFR), provides assistance to the City's external auditing firm, provides pension administration services for retired City employees, oversees the investment of City funds and is responsible for debt administration.

The Department provides support service of City government responsible for coordinating and directing the development of the City's Annual Operating Budget and five-year Capital Improvement Program. In addition, the Budget Office monitors revenues and expenditures, evaluates performance results of all City programs, provides technical assistance to City departments, oversees the performance outcome system, and provides information and technical assistance to the City Manager, elected officials and City staff.

The Department is responsible for overseeing a decentralized purchasing system that reviews and processes purchase orders for commodities and services that exceed $500. The Purchasing Office is also responsible for obtaining price quotes to ensure competitive bidding in accordance with City purchasing thresholds, coordinating and developing formal bids and requests for proposals and ensuring compliance with the City's Purchasing Ordinance and accepted industry standards.

The Department also is responsible for coordinating the City's Risk Management program through the efforts of a full time Risk Manager. This program conducts employee safety workshops and on-site inspections, keeps departments advised of safety issues, recommends loss control measures and conducts investigations on workers' compensation, accidents and general liability claims.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	1,057,624	1,135,901	1,154,494	18,593	1.64%
Total	1,057,624	1,135,901	1,154,494	18,593	1.64%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	1,021,528	1,079,588	1,103,081	23,493	2.18%
Operating	36,096	56,313	51,413	(4,900)	-8.70%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,057,624	1,135,901	1,154,494	18,593	1.64%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Finance Director	1.00	1.00	1.00	0.00	0.00%
Assistant Finance Director	1.00	1.00	1.00	0.00	0.00%
Staff Accountant	1.00	1.00	1.00	0.00	0.00%
Purchasing Coordinator	1.00	1.00	1.00	0.00	0.00%
Grants Coordinator	1.00	1.00	1.00	0.00	0.00%
Accounting Technician	2.00	2.00	2.00	0.00	0.00%
Payroll/Pension Specialists	2.00	2.00	2.00	0.00	0.00%
Risk Manager	1.00	0.00	0.00	0.00	100.00%
Total	**10.00**	**9.00**	**9.00**	**0.00**	**0.00%**

GOALS:

- Maintain the high standard and level of financial reporting in obtaining GFOA "Certificate of Achievement for Excellence in Financial Reporting".
- Complete publication of the Comprehensive Annual Financial Report (CAFR) and submit to the City Commission no later than February following the end of the prior fiscal year.
- Process 100% of invoice payments within 25 days of approval date.
- Submit the proposed Five-Year CIP and Annual Budget documents to the City Commission five days prior to the respective scheduled budget workshops.
- Complete budget document with 30 days of adoption.
- Achieve a forecast accuracy rate (estimate vs. actual) for undesignated fund balance in the General Fund that is within 5% of audited results.
- Obtain an average of three (3) responses to formal bids and RFP's.
- Reimbursement of projected expenses for hurricane Ian and Nicole.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Workload:					
# of A/P checks	5,611	5,500	5,500	-	0.00%
# of Accounts Payable EFT	1,900	2,000	2,000	-	0.00%
# of Purchase orders issued	705	760	775	15	1.97%
# of Payroll checks	-	-	-	-	0.00%
# of Payroll direct deposits	9,750	9,850	9,950	100	1.02%
Effectiveness:					
% participating in direct deposit	100%	100%	100%	-	0.00%
Number of days to issue ACFR	140	140	140	-	0.00%

ACCOMPLISHMENTS:

- Continued maintaining the high standard and level of financial reporting in obtaining the GFOA "Certificate of Achievement for Excellence in Financial Reporting".
- Completed publication of the Annual Comprehensive Financial Report (ACFR) and submitted to the City Commission in early February following the end of the prior fiscal year.
- Maintained participation in the payroll direct deposit program at 100%.
- Processed 100% of invoice payments within 25 days of approval date.
- Completed budget document within 30 days of budget adoption.
- Submitted proposed Five-Year CIP and Annual Budget to City Commission at least five days before workshops.
- Maintained proper funding levels to offset hurricane Ian, Nicole and Milton expenses.

INFORMATION TECHNOLOGY

Information Technology is a support service operation of City government that provides operating system support, software support and technical assistance for the City's local and Wide Area Networks (WAN). The WAN consists of an IBM AS/400 mini-computer, servers, Local Area Networks (LAN), microcomputers and the electronics that connect them. The primary mini-computer applications supported by MIS include:

- Accounting, Miscellaneous Receivables, Purchasing, and Fixed Assets
- Utility Billing
- Site Plan Review, Building Permits, Occupational Licenses and Code Enforcement
- Computer Aided Dispatch and Records Management
- Work Order/Facility Management
- Payroll and Personnel Management
- Cash Receipts
- Land/Parcel Management

In addition, there are eight supporting modules which communicate with the primary mini-computer applications which allow both citizens and city staff to conduct business processes and inquiries over the intranet/internet. A Geographic Information System module (Looking Glass) allows the City's users to produce maps from the existing GIS with integrated information from the data base of the primary mini-computer applications.

Networking and telecommunications support are provided for all City departmental systems, which include:

- Leisure Services Registration and Facility Reservation
- Support Services (City Clerk) Document Imaging System and Clerks Index
- Inventory systems for Fleet
- The Police network
- FireHouse (data management) and TeleStaff (scheduling program) for the Fire Department
- The City's internet and e-mail systems.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	2,506,851	2,606,989	2,666,141	59,152	2.27%
Total	2,506,851	2,606,989	2,666,141	59,152	2.27%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	864,670	962,681	915,020	(47,661)	-4.95%
Operating	1,642,181	1,644,308	1,751,121	106,813	6.50%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,506,851	2,606,989	2,666,141	59,152	2.27%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
IT Manager	1.00	1.00	1.00	0.00	0.00%
Project Manager	1.00	1.00	1.00	0.00	0.00%
System Administrator	2.00	2.00	2.00	0.00	0.00%
Senior Systems Administrator	1.00	1.00	1.00	0.00	0.00%
Help Desk Specialist	1.00	1.00	1.00	0.00	0.00%
Senior GIS Technician	2.00	2.00	2.00	0.00	0.00%
Total	**8.00**	**8.00**	**8.00**	**0.00**	**0.00%**

INFORMATION TECHNOLOGY

GOALS:

- Provide support for desktop equipment through help desk and on-site customer assistance
- Provide network infrastructure to support city computer operations and information transfer
- Provide for the procurement, development, upgrade, and support of business software for all departments and divisions
- Support telephony and electronic communications for City departments
- Ensure security and integrity of Ormond Beach network and data
- IOT support provides integration and support for converged networked smart solutions to include IOT physical security, security cameras, paging/alerting and smart building systems integration

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 FY 2026-27
Workload:					
# of workstations	490	500	550	50	10.00%
# of sites maintained	25	25	25	-	0.00%
# of support calls	4,800	6,000	8,000	2000.00	25.00%
Efficiency/Effectiveness:					
Windows Servers uptime	95.00%	99.99%	99.99%	4.99%	4.99%
Tyler system uptime	90.00%	90.00%	90.00%	0.00%	0.00%

Sites

1. City Hall	8. FD94	15. Fleet	22. HDC
2. PD	9. PAC	16. Public Works	23. Senior Center
3. Water Plant	10. Casements	17. Legal	24. Water Tower 1
4. Wastewater	11. Discovery	18. Airport	25. Water Tower 2
5. FD91	12. Nova	19. Ball Fields	
6. FD92	13.SONC	20. Andy Romano	
7. FD93	14. PAL	21. Leeway	

ACCOMPLISHMENTS:

- Completed major Microsoft 365 migration efforts, including Exchange Online, Teams, OneDrive, SharePoint, security configuration, user training, and administrative support.
- Completed major VoIP and unified communications upgrades using FortiVoice, Microsoft Teams Voice, and related call routing, voicemail, mobility, and reporting tools.
- Completed City Commission Chambers and Meeting Room 103 audio-visual upgrades to improve public meetings, hybrid participation, livestreaming, recording, and accessibility.
- Implemented and expanded Fortinet network security capabilities, including firewall modernization, secure remote access, MFA integration, network segmentation, centralized reporting, and improved threat visibility.
- Advanced Verkada-based physical security and access control deployment at City facilities, with additional phases planned for Public Works and Fire Stations.
- Advanced the data center refresh procurement process, including completion of the RFP process and selection of qualified firms for design, cost, and implementation planning.
- Continued support for public safety, CJIS-related systems, mobile device management, Tyler applications, VPN profiles, field tablets, and department-specific technology needs.
- Resolved more than 3,500 work orders while continuing daily operational support, system monitoring, staff onboarding, cybersecurity response, and citywide technology service delivery.

CITY OF ORMOND BEACH

FLORIDA

HUMAN RESOURCES

The Human Resources Department provides administrative and technical support services to assist in the management of the City's workforce of approximately 400 employees. The core services provided by Human Resources include:

- Recruitment, selection and processing of new employees
- Maintenance of the pay and classification system
- Maintenance of employee personnel records
- Administration of the City's employee benefits program
- Coordination of employee and supervisory training and publishing of employee and supervisory newsletters
- Serve as the liaison with the City's Human Resources Board
- Negotiation and management of collective bargaining agreements with the City's three bargaining units.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	636,254	731,880	799,359	67,479	9.22%
Total	636,254	731,880	799,359	67,479	9.22%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	411,015	474,728	556,907	82,179	17.31%
Operating	225,239	257,152	242,452	(14,700)	-5.72%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	636,254	731,880	799,359	67,479	9.22%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Asst. HR Director	1.00	1.00	1.00	0.00	0.00%
HR Generalist	2.00	3.00	3.00	0.00	0.00%
Administrative Assistant	1.00	1.00	1.00	0.00	0.00%
Total	**4.00**	**5.00**	**5.00**	**0.00**	**0.00%**

HUMAN RESOURCES

GOALS:

- Continue to evaluate strategic health care plan and expand wellness program.
- Continue to explore customization of HR/ Risk Management components of Tyler/Munis software system.
- Continue to revise and develop employee and leadership training program.
- Continue to revise and develop Administrative Policies.
- Update and revise the Drug Free Workplace Policy 2025
- Conduct and document updated succession planning for City departments.
- Transition new hire and benefit orientations to electronic self-guided format.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Total employee turnover in government/organization	36%	28%	30%	2.00%	6.67%
Number of individuals hired/placed for period	96	105	82	(23)	-28.05%
Number of new employees that left prior to one full year of service	45	45	39	(6)	-13.33%
Total number of internal HR-sourced training hours					
Number of positions filled from within ranks	43	40	47	7	17.50%
Number of positions filled from outside sources (not promotional)	70	75	82	7	9.33%
Number of requisitions (request-to-fill, job opening, job order, etc.) during period	131	110	129	19	17.27%
Number of requisitions that were filled during period	113	90	129	39	43.33%
Average number of Vacancies	44	51	23	(28)	-54.90%
Average days to fill position	60	60	60	60	0.00%
Average Vacancy Rate	8%	8%	8%	8%	0.00%

ACCOMPLISHMENTS:

- Continued implementation of Tyler/Munis HR/Risk Management modules
- Revised and implemented the Compensation Under a Declared Emergency Policy
- Updated and implemented Human Resources Policy 2024
- Integrated Risk Management into Human Resources
- Successfully integrated a new broker and insurance provider for property and general liability
- Successfully implemented a cadet program/hiring bonus to improve Police Officer recruitment

PLANNING

The Planning Department performs two distinct functions: comprehensive planning and development review.

Comprehensive planning is responsible for monitoring compliance with and administering the City's Comprehensive Plan in accordance with Chapter 163, Florida Statutes, and Chapter 9J-5, Florida Administrative Code. The primary services provided in this program include:

- review of Comprehensive Plan Amendments
- coordination with various regional and State authorities
- review for consistency with the Volusia County Growth Management Commission, City Planning Board, and the City's Official Zoning Map and Land Development Code
- review and updating of the various required elements of the Comprehensive Plan

Development Review is responsible for current planning in general and for administering the City's Land Development Code. Specific activities include:

- site plan review and permitting of proposed development applications
- inspection of all residential and commercial development projects
- staff support and liaison with the Planning Board and the Development Review Board
- interpreting and processing amendments to the Land Development Code
- coordinating the activities of the City's Site Plan Review Committee (SPRC) – this involves interdepartmental cooperation with Engineering, Building Inspection and the City Attorney
- responding to informational requests by the public regarding zoning, flood zone classification, land use information, and development regulations
- reviewing and providing comments to Volusia County for certain applications in the County but located within the Ormond Beach service area
- remaining up-to-date with Federal and State mandates and regulations that will affect development review and procedures (the Unified Mitigation Assessment Methodology, for example)

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Site Plan Review Fees	376,412	85,000	200,000	115,000	135.29%
Zoning Variances/Appeals	7,409	92,500	15,000	(77,500)	-83.78%
General Fund	461,481	745,466	751,588	6,122	0.82%
Total	845,302	922,966	966,588	43,622	4.73%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	695,918	767,631	816,568	48,937	6.38%
Operating	149,384	155,335	150,020	(5,315)	-3.42%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	845,302	922,966	966,588	43,622	4.73%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Planning Director	1.00	1.00	1.00	0.00	0.00%
Senior Planner	3.00	3.00	3.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Civil Engineer	1.00	1.00	1.00	0.00	0.00%
Total	**6.00**	**6.00**	**6.00**	**0.00**	**0.00%**

PLANNING

GOALS:

- 100% of all professionally prepared plans shall be submitted electronically using the Tyler permitting system.
- The Site Plan Review Committee shall provide review comments or approval for site plan submittals within 21 days from the date of submittal.
- Development of the Multi-Modal Trails Plan in coordination with HDR Inc., including opportunities for public engagement with a survey and public meetings.
- Development of the mural assistance grant within the Downtown redevelopment area to encourage the development of public art.
- Land Development Code amendments and public hearings as needed.
- Amendments to the Code of Ordinances, Land Development Code, and Comprehensive Plan to implement changes enacted with the 2026 legislative session.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Workload:					
# of site plans	20	50	50	-	0.00%
# of Special Exceptions	7	6	6	-	0.00%
# of LDC/City code amendments	10	10	5	(5)	-50.00%
# of planned development amendment	6	6	4	(2)	-33.33%
# of annexations/annexation agreements	-	4	3	(1)	-25.00%
# of Certificate of Appropriateness	3	3	3	-	0.00%
# of Variances	12	10	14	4	40.00%
# of rezonings	5	5	5	-	0.00%
# of Property Improvement Grants	2	1	1	-	0.00%
# of Volusia/Flagler County Reviews	4	4	4	-	0.00%
# of Utility Easement/ROW Vacations	10	5	5	-	0.00%
# of Land Use Plan amendments	4	4	4	-	0.00%
# of Alcohol Zoning Approvals	6	6	6	-	0.00%
# of Zoning Verifications	5	10	17	7	70.00%
# of Preliminary or Final Plats	3	7	7	-	0.00%
Total:	101	104	134	30	28.85%

ACCOMPLISHMENTS:

- Refinement of the Tyler permitting system to assist internal and external users.
- Land Development Code amendments, such as detached garages, certified recovery residences, home-based businesses, and the Live Local Act.
- Provided technical reports and presentations on planning-related items to the Historic Landmark Preservation Board, Board of Adjustment and Appeals, Planning Board, and City Commission.
- Completion of multiple development projects, such as Stor-It, Marriott hotel, Stor-It, Fountain View, Archer's Mill, and Ellianos.
- Processed a number of public hearing items, including First United Methodist Church, Advent Health, and Tomoka Commerce Park.
- Coordinated, provided plan reviews, and minutes for the Site Plan Review Committee.
- Plan review for residential and non-residential building permits, accessory uses and Business Tax receipts.

BUILDING MAINTENANCE

Building Maintenance is a support service function of City government that includes:

- repair and maintenance services for City buildings and structures, including routine electrical, plumbing, carpentry, air conditioning, painting and miscellaneous repairs.
- oversight and monitoring service of contracts for janitorial, electrical and air conditioning
- performance of one-time building and minor renovation projects when it is less costly than using an outside contractor.

Direct costs for materials and supplies that cannot be assigned or charged to a department operating budget are charged to the Building Maintenance budget. Otherwise, these costs and HVAC maintenance are charged directly to the department or program where the repair has occurred. All in-house labor costs are charged directly to the Building Maintenance budget regardless of where the work is performed.

In addition, building maintenance personnel are assisting with the maintenance of the Airport Tower and repair of the City's airport runway and taxiway lighting systems. This includes weekly lighting inspections and immediate repair of discrepancies found.

BUILDING MAINTENANCE

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	1,031,284	1,086,670	1,051,307	(35,363)	-3.25%
Total	1,031,284	1,086,670	1,051,307	(35,363)	-3.25%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	540,582	634,380	607,023	(27,357)	-4.31%
Operating	490,702	452,290	444,284	(8,006)	-1.77%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,031,284	1,086,670	1,051,307	(35,363)	-3.25%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Office Assistant	1.00	1.00	1.00	0.00	0.00%
Contract Manager - Buildings	1.00	1.00	1.00	0.00	0.00%
Maintenance Lead	1.00	1.00	1.00	0.00	0.00%
Tradesworker	3.00	3.00	3.00	0.00	0.00%
Supervisor	1.00	1.00	1.00	0.00	0.00%
Part-time Positions:					
Maintenance Worker II	0.50	0.50	0.50	0.00	0.00%
Total	**7.50**	**7.50**	**7.50**	**0.00**	**0.00%**

BUILDING MAINTENANCE

GOALS:

- Immediately respond to all emergency calls for repairs.
- Complete all non-emergency daily work orders within two working days of request.
- Continue our maintenance plan for the City's 73 facilities.
- Continue refurbishment of snowflake holiday decorations.
- No work-related injuries.
- Keeps all city facility gates in working order.
- Replace a/c filters Quarterly.
- Replace ice machines filters Quarterly.
- Keep city decorative fountain's clean.
- Maintain airport runway, taxi, REIL and PAPI lights.
- Maintain a parts inventory for Splash Pads Emergency's.
- Maintain all City Facilities Parking Lot lights and DOT lights.
- Maintain lighting on City Buildings.
- Assist electrical contractor repairing city wide decorative street lights.
- Keep all park bathrooms in working order.

ACCOMPLISHMENTS:

- Completed all emergency calls for repairs.
- Work with contractors to complete facility repairs citywide.
- Completed 98% of all non-emergency work orders within two working days of request.
- Completed numerous non-work order special request projects citywide.
- No work-related injuries.
- Notification in-person or email of the completion of a work request.
- Daily morning meeting to review workflow and assign work for the day.
- All emergency work orders were completed within 12 hours.
- Maintained all city and DOT lighting citywide.
- Maintained all sports lighting to keep fields open and safe for play.
- Maintained airport runway lighting repairs and safety checks three times per week.
- Maintained splash pads with minimal interruptions.

GOALS (Facilities R&R Program):

- Receive a composite rating of satisfactory or better on quarterly janitorial service ratings from 90% of respondents
- Maintain the appearance of City facilities through regular preventative maintenance and repair
- Manage the successful completion of projects described in the Facilities Renewal and Replacement Fund
- Work with Facilities Maintenance staff to identify and prioritize facility R&R projects
- Work with Engineering Department to identify C.I.P. related projects
- Update the comprehensive five-year Facilities Maintenance R&R plan

ACCOMPLISHMENTS (Facilities R&R Program):

- Managed Janitorial Services Contract with American Janitorial Inc.
- Updated the quarterly janitorial review survey to be more inclusive of specific tasks.
- Managed 17 different miscellaneous crafts and trades vendors, primarily used in completing Facilities Renewal and Replacement projects.
- Successfully managed and completed 100% of the Facilities Renewal & Replacement fund projects.
- Completed office renovations in the IT Department at City Hall.
- Managed Citywide pest control services.
- Completed installation of safety/privacy glass in select City facilities.
- Completed repainting/sealing of entire Airport Tower exterior.

POLICE DEPARTMENT

The Police Department consists of the following divisions:

- Administration
- Operations
- Community Outreach
- Community Service/Animal Control
- Criminal Investigations
- Records
- Neighborhood Improvement

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Special Duty	65,995	50,000	50,000	-	0.00%
Fines/Forfeits	38,717	45,000	45,000	-	0.00%
Code Violations	70,768	28,000	28,000	-	0.00%
General Fund	13,165,201	14,192,846	14,460,672	267,826	1.89%
Total	13,340,681	14,315,846	14,583,672	267,826	1.87%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Administration	1,240,218	1,288,336	1,323,911	35,575	2.76%
Operations	8,597,373	8,809,844	9,205,326	395,482	4.49%
Community Outreach	599,238	698,042	684,950	(13,092)	-1.88%
Criminal Investigations	1,672,682	1,855,567	1,848,457	(7,110)	-0.38%
Community Services	506,835	635,960	569,915	(66,045)	-10.39%
Records	195,845	216,238	215,355	(883)	-0.41%
Neighborhood Improvements	528,490	811,859	735,758	(76,101)	-9.37%
Total	13,340,681	14,315,846	14,583,672	267,826	1.87%

POLICE ADMINISTRATION

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	1,240,218	1,288,336	1,323,911	35,575	2.76%
Total	1,240,218	1,288,336	1,323,911	35,575	2.76%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	329,197	463,938	495,225	31,287	6.74%
Operating	911,021	824,398	828,686	4,288	0.52%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,240,218	1,288,336	1,323,911	35,575	2.76%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Police Chief	1.00	1.00	1.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Administrative Assistant	1.00	1.00	1.00	0.00	100.00%
Total	**3.00**	**3.00**	**3.00**	**0.00**	**0.00%**

GOALS:

- Maintain the police department's staffing levels at 95% or greater.
- Provide in-service training in Active Shooter and Taser 10 weapon system.
- Implement ELVIS at Police Department.
- Continue to update Police Department's Access Control System (front doors)
- Work with County to continue the update to the CAD systems.
- Improve building by replacing worn flooring and furniture
- Convert areas of building not being used to full potential into viable work areas
- Hire a second full time Victim Advocate for the Police Department
- Hire a full time Finance employee for the Police Department
- Update the departments Tasers
- Improve the department's License Plate Reader program
- Complete 10-33 LEESO program inventory

ACCOMPLISHMENTS:

- Attended First Amendment Auditor Training
- Participated in Vehicle Operation Training
- Hired a Public Safety Public Information Officer
- Issued and trained all Police Personnel on the Axon Body 4 Body Worn Camera System.
- Improve security of the Police Department by obtaining an updated Access Control and camera system
- Successfully completed all the required annual and quarterly audits and inventories associated with the Property and Evidence Unit to ensure compliance with Accreditation Standards.
- Successfully completed all quarterly and annual examinations and inspections throughout the year.
- Completed the quarterly and annual DAVID audits.
- Hired and trained new employees.
- Hired a Part Time Evidence Custodian
- Hired two new Records Clerk
- Hired a new Community Service Officer
- Hired a new Crime Scene Investigator
- Created a Police Officer Recruit (Cadet) program.
- Instituted a vehicle replacement plan that was incorporated by the City
- Transitioning the police department's fleet from sedans to sport utility vehicles
- Successfully completed the Accreditation re-assessment process for re-accreditation

POLICE OPERATIONS

Operations is the core law enforcement and community policing arm of the Police Department that responds to approximately 60,000 to 65,000 calls for service annually and provides patrol and traditional law enforcement activities such as traffic control and initiates proactive steps to reduce crime and enhance the quality of life in Ormond Beach. Approximately 8% of all calls involve some type of serious crime, whereas all other calls are service-related.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Special Duty	65,995	50,000	50,000	-	0.00%
Fines/Forfeits	38,717	45,000	45,000	-	0.00%
General Fund	8,492,661	8,714,844	9,110,326	395,482	4.54%
Total	8,597,373	8,809,844	9,205,326	395,482	4.49%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	7,559,129	7,863,114	8,245,302	382,188	4.86%
Operating	1,038,244	946,730	960,024	13,294	1.40%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	8,597,373	8,809,844	9,205,326	395,482	4.49%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Captain	2.00	2.00	2.00	0.00	0.00%
Lieutenant	3.00	3.00	3.00	0.00	0.00%
Sergeant	6.00	6.00	6.00	0.00	0.00%
Corporal	3.00	3.00	3.00	0.00	0.00%
Police Officer	48.00	48.00	48.00	0.00	0.00%
Total	**62.00**	**62.00**	**62.00**	**0.00**	**0.00%**

POLICE OPERATIONS

GOALS:

- To enhance the quality of life for the residents and visitors in Ormond Beach through effective, efficient, courteous, and responsive police services.
- Maintain an average response time of less than 5 minutes for all priority police calls for service.
- Continue the community policing project program to assist in the deterrence of public order crimes. This program addresses incidents such as code violations, civil infractions, public nuisance crimes, and traffic issues. By continuing this program, we will reduce the number of repeat calls and improve the overall quality of life for our citizens and visitors.
- Continue implementation of a License Plate Reader program that interacts with the systems used by other agencies within the county.
- Acquire additional traffic safety equipment, namely pole-mounted radar feedback systems.
- Continued training and equipment acquisition to strengthen Special Response Team.
- Continued development of the Aerial Tech Unit (ATU); training of qualified personnel to operate robots, unmanned aerial systems, and the SRT MRAP for critical incidents and special operations.

ACCOMPLISHMENTS:

- Handled approximately 67,538 *total* calls for service. This is 9% lower than FY 2022-23 (74,293). *Total* calls for service represent dispatched calls, self-initiated calls for service, directed patrol requests, and extra service calls.
    - Personnel handled 33,922 *self-initiated, proactive* calls. This is 16% lower than FY 2022-23 (40,547), and can be attributed to a shortage in personnel staffing in the Patrol Division and Traffic / Motor Unit during that FY period.
    - There were 61 sworn personnel in service during FY 2023-24, six fewer on average than the previous year, and representing an overall shortage of 20% among allocated sworn police officer positions (76).
    - Handled 6,755 fewer *total* calls for service, with 6,625 of those being *self-initiated* calls for service since last FY. To summarize, the citizen-initiated calls remained statistically neutral with last FY, while our officers had less opportunity for proactivity.
- Maintained an average response time of 3 minutes and 40 seconds to emergency calls for service, and an average of 8 minutes and 21 seconds for total calls for service. Overall response times have remained virtually neutral from the previous FY.
- Completed about 3,985 police reports. This is 18% lower than FY 2022-23 (4,840).
- Issued 4,071 traffic related citations/written warnings. This is 29% lower than FY 2022-23 (5,711).
- Conducted 6,717 traffic stops. This is 26% lower than FY 2022-23 (9,130).
- Hired and trained three (3) sworn police officers during FY 2023-24. Two (2) separated from employment during Field Training phase.
- Seven (7) additional officers separated employment during FY 2023-24
    - Five (5) resignations
    - One (1) retirement
    - One (1) death in the line of duty
- Increased amount of trained personnel with operation MRAP armored vehicle for Special Response Team.
- The OBPD Special Response Team joined the Southeast Volusia Regional (SEVR) SWAT team, comprised of specialists from five (5) other Coastal Volusia law enforcement agencies. While strengthening our readiness and response with this combined task force, we reduced our number of qualified operators to seven (7) PD members and eliminated the need for FD members that previously served as team medics.
- Implemented Pepperball™ less-lethal munitions systems. Four (4) PD personnel trained as instructors / armorers, who subsequently trained about a dozen others for deployment. Funded by OB Police Foundation.

POLICE OPERATIONS

- Continued development of the Aerial/Tech Unit (ATU), which has solicited personnel to supplement SRT and the Police Operations Division with the deployment of tactical drones and robots to provide better safety and intelligence during critical incidents and special events, in addition to the operation of the MRAP armored rescue vehicle. Currently, four (4) personnel have been trained on robot operation, and we currently have three (3) FAA Part-107 certified drone pilots. About ten (10) personnel have been trained as MRAP operators.
- Acquired and deployed four (4) pole-mounted radar feedback speed limit signs and three (3) mobile radar feedback speed limit trailers.
- Acquired and deployed one (1) "Road Warrior" mobile license plate reader and radar feedback trailer.
- Continual equipment acquisition for the Special Response Team, including body armor kits, rifles, less-lethal munitions, breaching gear, Tactical Combat Casualty Care supplies, etc.
- Renewed acquisition of Narcan / Naloxone grant from Florida Department of Health; distribution to police personnel, with lives successfully saved as a result.
- Completed successful operations during numerous special events in the area to include:
    - Race Week
    - Bike Week
    - Spring Break
    - Daytona Truck Rally
    - Biketoberfest
    - Pop-up "Invasion"-style events
    - Memorial Day Honor Ceremony
    - 9/11 Honor Walk
    - Several holiday toy drives
    - Mutual Aid to surrounding agencies for other events, escorts, etc.
- Continued use of Social Media to enhance the Police Department's image and deploy information to the public.

POLICE COMMUNITY OUTREACH

Community Outreach provides several educational and intervention-oriented programs that are designed to enhance life skills and prevent crime including:

- Drug Abuse Resistance Education (DARE)
- Police Athletic League (PAL)
- Explorers
- volunteers and neighborhood and business watches
- DARE program for middle schools

The program is supported in part through grant funding from the National Police Athletic League Youth Enrichment Program (PALYEP) and the Youth Leadership Council (YDC). In addition to City revenues that are the primary source of program funding, a not-for-profit PAL board raises funds for Police Athletic League activities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	599,238	698,042	684,950	(13,092)	-1.88%
Total	599,238	698,042	684,950	(13,092)	-1.88%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	531,818	637,397	623,780	(13,617)	-2.14%
Operating	67,420	60,645	61,170	525	0.87%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	599,238	698,042	684,950	(13,092)	-1.88%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Community Program Coordinator	1.00	1.00	1.00	0.00	0.00%
Athletic Activities Specialist	1.00	1.00	1.00	0.00	0.00%
Recreation Leader	1.00	1.00	1.00	0.00	0.00%
Police Officer	3.00	3.00	3.00	0.00	0.00%
Seasonal:					
Tutors	0.00	0.00	0.00	0.00	0.00%
Total	**6.00**	**6.00**	**6.00**	**0.00**	**0.00%**

POLICE-COMMUNITY OUTREACH

GOALS:

- The Crime Prevention/Outreach unit will continue to create and conduct programs and events to address the variety of needs of the community and provide information related to crime prevention. These events should also bring the community and their police department together to enhance the positive relationship already shared.
- The Crime Prevention/Outreach unit will develop and maintain positive relationships with the business owners in the city, neighborhood associations, children and citizens.
- Present Drug Abuse Resistance Education (DARE) educational programs to public and private school students and achieve a "graduation" rate of 100%.
- Provide PAL educational tutoring, science, and reading enhancement programs to 100 at risk youth in the Ormond Beach Community.
- Provide anti-bulling presentations to youth attending 5th grades at schools in the Ormond Beach community.
- Maintain the number of Police Officer hours (excluding time of assigned officers) in PAL activities at 200 annually.
- Maintain and expand community partnerships with Ormond Beach area schools through social events.
- Build a relationship with the Ormond Beach Middle School staff and students by using programs that bring officers into the school.
- Continue our annual National Night Out, and make changes to fit our community's needs.
- Train DARE Officer as a crime prevention practitioner, which is a series of (5) classes.
- Maintain and expand partnerships with clergy members in our community to help with their needs.
- Perform Crime Prevention Surveys for business' and schools, and provide a confidential in depth CPTED (Crime Prevention Through Environmental Design) and Crime Prevention report.
- Be an active part of the Police Academy to assist with recruiting new police officers and actively attend recruiting events, continue social media advertising, facilitate ride along scheduling and have an open communication with potential recruits. Use social media to reach out to our community about our events, and to have an open door for clear constant communication.
- Investigate the creation and implementation of an OBPAL Running Club for elementary and middle school age students.
- Expand the Tutors Are Us Program to include practice college entry exams for high school age students
- Explore new avenues to offer Reading with a COP Program at local elementary schools
- Continue the Do the Right Thing Program partnership with Ormond Beach Middle School
- Expand the OBPAL Running Club (The Extra Mile Club) to middle school age students.

ACCOMPLISHMENTS:

- Outreach planned our first Torch Run which benefits Special Olympics. This family fun event was a 1-mile fun run to raise money for the Special Olympics. All Law Enforcement agencies in Volusia County attended.
- Continued teaching D.A.R.E by attending 5th grade graduations, dances, skating, were appointed the Grand Marshals for the 5th grade Derby race at Pathways Elem.
- Outreach organized and participated in a dodgeball game at OBMS, where officers played with students against teachers and attended OBMS Career Day where students interviewed officers about what the career entails.
- Outreach has formed a partnership with Our Seniors Radio, and several topics on fraud were discussed on air.
- Outreach attended the annual Easter Jam at Calvary Church which had approximately 2500 attendees.
- Outreach formed a partnership with the Falls Community who organized a Hot Rod and Hot Dog event to raise money for OBPD. Over $3200 was raised for bleed kits.
- Outreach is the chair for the OBPD awards committee. There are bi-monthly scheduled meetings where award nominations are discussed. If approved, awards are given out to officers and civilians
- Organized summer camp visits with vehicle displays for local schools and facilities.
- SLAP (ladies self-defense) was presented by Outreach at 5 local ladies' groups. These were all well attended and received.
- Outreach created a recruitment flyer for social media with proven success for applicants. Outreach planned several interviews, and will continue to do so.
- Annual "Shop with a COP" program was successfully had a total of 30 participants.
- The 10th Annual "Santa on Patrol" was successful. This year yielded the most toy donations to the program. This resulted in around 2000 children were contacted at city parks, pre-schools, elementary schools, and retail stores. Performed two fill "Fill the M-Rap" events collecting toys for Santa on Patrol & PAL.
- "Coffee with a Cop" was conducted 3 times.
- *"Badges & Brunch" Crimes Against Seniors* program was conducted at 7 city locations.
- Presented to every student in the Ormond Beach Middle School, Pathways Elem. Parents, and St. Brendan's School with a Safety and Dangers of Social Media.
- The annual National Night Out was the largest attended event yet with 2500 attendees, with free food, bounce houses, raffles, games, and community partnership.
- The DARE Officers taught the 9- week DARE curriculum to (5) schools. There was a 100% graduation rate for all 600 students who attended.
- Outreach partnered with schools for Trunk or Treat & Fall Festivals.
- Outreach attended formal recruitments events, and stayed active with the police academy staff for a continued positive relationship.
- Outreach planned approximately 30 Community Helper Days at local public and private schools where children were presented with a vehicle static display, and educational material about safety.
- Attended several HOA meetings for safety presentations and neighborhood concerns.
- Outreach attended several Boy Scout meetings and a Flag Retirement Ceremony
- Provided an Active Killer presentation at several schools and Houses of Worship

POLICE-COMMUNITY OUTREACH

- Outreach started the "Pub Sub with the Police" program where he Police Department partnered with Publix who provided subs to citizens to eat with officers
- Partnered with Chick-Fil-A to host a Soda Pop with a Cop event that well attended
- Outreach has partnered with the Ormond Beach Reginal Library for Frauds and Scams presentation which was well attended.
- The Outreach Crime Prevention Officer attended CPTED For Houses of Worship
- Outreach is responsible for all outside detail requests for off duty officers. We started using a new program Detail Commander, that assists in this time- consuming task. We have had positive feedback.
- Nineteen Students in grades 3, 4, and 5 from Ormond Beach Elementary School participated in the 2023 R.E.A.D. Reading Exploration Adventure and Discovery program. Based on statistics collected by the school in the majority youth attained learning gains on standardized tests as a result of participation in the program.
- Tutors Are Us provided an opportunity for 45 youth in grades k-12 to receive one-on-one and/or small group instruction designed to assist each participant's specific academic goals. Sessions are offered in the Fall and Spring.
- Approximately 300 students participated in OBPAL Summer educational program partnership during the Summer Connections program at South Ormond Neighborhood Center. Programs included science, reading, math and art.
- 338 youth ages 6 - 13 attended field trips provided by OBPAL in partnership with the South Ormond Neighborhood Center in 2023. The trips were to: Daytona Lagoon, Brevard Zoo and the Orlando Science Center.
- 9 Youth Leadership Council members qualified to attend the 2023 State of Florida Association of Police Athletic League's Annual Conference in Orlando in July 2023.
- 27 Ormond Beach Middle School Students in grades 6, 7 and 8 participated in Science on Patrol which increases math and science skills through forensic science-based labs and scenarios.
- OBPAL hosted the 7th Annual Donut Dash 5K on April 20, 2024 at the Trails Shopping Center. Runner participation increased to 284 pre-registered runners. The partnership with the Daytona Running Series continued in 2024 featuring the DD5k as the final race of the series.
- Hosted the Annual OBPAL Holiday Program. Over 100 children and their families participated in the program which included a walk though toy evening and Secret Santa deliveries of bikes and specialty toys.
- 26 youth participated in the OBPAL Travel Basketball program, in 6 tournaments, in 2023. Teams participated in both in state and out of state tournaments. The 14U team placed 2nd in their division at the Florida PAL Tournament, the Eighth-grade team place second at the May Day Hoop Fest in Tampa, FL.
- Fifteen (15) elementary ages youths joined the OBPAL Extra Mile Club offered in partnership with Ormond Beach Elementary school in the spring of 2024.
- Two 2023 Ormond Beach PAL Senior Scholarships of $1000 were awarded to seniors who actively participate in OBPAL programs.
- Three (3) Do the Right Thing Luncheons were held during the 22-23 school year. Forty-two (42) Ormond Beach Middle School Students were honored for their positive choices and model citizenship.
- Re-implement the Science of Patrol Program for elementary school students.

POLICE-CRIMINAL INVESTIGATIONS

The Criminal Investigations program provides follow up investigations on over 1,500 UCR reported crimes annually and conducts pro-active investigations into illegal drug sales and possession.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	1,672,682	1,855,567	1,848,457	(7,110)	-0.38%
Total	1,672,682	1,855,567	1,848,457	(7,110)	-0.38%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	1,604,345	1,785,644	1,766,494	(19,150)	-1.07%
Operating	68,337	69,923	81,963	12,040	17.22%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,672,682	1,855,567	1,848,457	(7,110)	-0.38%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Police Officer	7.00	7.00	7.00	0.00	0.00%
Sergeant	1.00	1.00	1.00	0.00	0.00%
Corporal	2.00	2.00	2.00	0.00	0.00%
Victim Advocate Coordinator	1.00	1.00	1.00	0.00	0.00%
Evidence/Crime Scene Supervisor	1.00	1.00	1.00	0.00	0.00%
Evidence/Crime Scene Technician	2.00	2.00	2.00	0.00	0.00%
Administrative Assistant	1.00	1.00	1.00	0.00	0.00%
Total	**15.00**	**15.00**	**15.00**	**0.00**	**0.00%**

POLICE-COMMUNITY SERVICE AND ANIMAL CONTROL

Community Services provides operational and logistical support to other police department functions such as:

- animal control
- police forensics
- alcohol breath testing
- traffic control
- communications

The program's animal control responsibilities include the investigation, documentation and tracking of animal bite complaints and dangerous/vicious animals throughout the city.

The program also serves as a proving ground for employees seeking to become sworn law enforcement officers with the Police Department.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	506,835	635,960	569,915	(66,045)	-10.39%
Total	506,835	635,960	569,915	(66,045)	-10.39%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	377,090	436,532	407,250	(29,282)	-6.71%
Operating	129,745	199,428	162,665	(36,763)	-18.43%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	506,835	635,960	569,915	(66,045)	-10.39%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Community Service Officer	4.00	4.00	4.00	0.00	0.00%
Lead Community Service Officer	1.00	1.00	1.00	0.00	0.00%
Total	**5.00**	**5.00**	**5.00**	**0.00**	**0.00%**

POLICE-COMMUNITY SERVICE AND ANIMAL CONTROL

GOALS:

- Promote responsible pet ownership through public awareness speaking at H.O.A. meetings and "Career Days" at schools in the area.
- Double the amount of City Animal Licenses sold to residents through advertising, in the city water bill and social media.
- Expand public awareness and education regarding the availability of Low Cost Spay and Neuter programs.
- Increase the number of animals returned to owners from the Police Department without having to transport to the Humane Society to keep impound fees down social media has been a big help in reuniting animals with their families.
- Increase training and awareness of animal cruelty and dangerous dog issues.
- Partnering with ASPCA Low Cost Vaccination Clinic to assist residents pet vaccination needs.
- Equipping 1 trained CSO with all needed equipment for Chemical Capture
- Send CSO's to continuing education Training Classes now that the classes are becoming more available.
- Making sure the CSO's have all the protective equipment needed to conduct the job safely.

ACCOMPLISHMENTS:

- Community Service Officers continue to fit children with helmets for safe bicycle riding.
- No CSO reported Injuries.
- Continuing to assist patrol with low priority calls like Found and lost property.
- Continue to maintain the Mobile Speed Trailer Fleet.
- Hired and Trained 2 New CSO's
- Continue to participate in community helper day's and speak with children various schools about animal safety and handling.
- Maintain the RTF program for the City with great success, and monetary savings to the City.

POLICE-RECORDS MANAGEMENT

Records Management provides internal upkeep and management of all Police Department records through a computerized records management system, processing approximately 18,000 to 20,000 reports and citations annually. Records personnel also serve as the point of first contact in person representing the Ormond Beach Police Department to respond to information requests. Records personnel are also first point of contact for many incoming telephone calls.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	195,845	216,238	215,355	(883)	-0.41%
Total	195,845	216,238	215,355	(883)	-0.41%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	183,028	202,438	201,905	(533)	-0.26%
Operating	12,817	13,800	13,450	(350)	-2.54%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	195,845	216,238	215,355	(883)	-0.41%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Records Clerk	3.00	3.00	3.00	0.00	0.00%
Total	**3.00**	**3.00**	**3.00**	**0.00**	**0.00%**

GOALS:

- Continually purge the old report documents that have met the retention schedule. Keeping up to date on the purging will enable the records Unit to have more usable space.
- Maintain an entry rate of 100% for reports and citations that are continually submitted to the unit on a daily basis.
- Maintain the transfer of Uniform Crime Reports entries between the two separate reporting systems with no more than 5 days of backlog.
- Work towards a completely paperless records management system.
- Streamline the report submission process.
    - Implement the use of the Trespass Form in the TRACS software for paperless submission.
    - Negate the need for an incident report where a charging affidavit is completed.
- Transition from UCR to FIBRS reporting
- Hire and train an administrative assistant position within the records unit.

ACCOMPLISHMENTS:

- Successfully uploaded the Uniform Crime Report statistics to the Florida Department of Law Enforcement on time as required.
- Continue to improve and restructured the work flow of the records department.
- Streamlined the report submission process for Baker Act Forms through paperless submission using the TRACS software.
- Streamlined the maintenance of different logs within the unit, creating paperless entry versions submitted to the "PD Records" Drive.
- Hired and trained two new Records Clerks
- Created a master calendar of repetitive tasks that must be completed by the unit.

NEIGHBORHOOD IMPROVEMENT

Neighborhood Improvement investigates approximately 5,600 cases annually to ensure compliance with City codes and ordinances through inspections, neighborhood sweeps, and citizen complaints and inquiries. More specifically, Neighborhood Improvement enforces the City's Land Development Code requirements regarding land use and development regulations, sign usage, as well as environmental code requirements. This Division also enforces the regulations contained in the Code of Ordinances with regard to water restrictions, solid waste and various other regulations. In addition, Neighborhood Improvement processes approximately 760-tree removal permits, conducts approximately 940 landscape inspections for new residential construction, and approximately 75 landscape maintenance inspections on existing commercial sites.

Neighborhood Improvement also coordinates a "partnering" effort with neighborhood associations, interested citizens and civic organizations.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Code Violations	70,768	28,000	28,000	-	0.00%
General Fund	457,722	783,859	707,758	(76,101)	-9.71%
Total	528,490	811,859	735,758	(76,101)	-9.37%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	497,926	565,719	673,655	107,936	19.08%
Operating	30,564	246,140	62,103	(184,037)	-74.77%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	528,490	811,859	735,758	(76,101)	-9.37%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Neighborhood Improvement Manager	1.00	1.00	1.00	0.00	0.00%
Neighborhood Improvement Supervisor	0.00	1.00	1.00	0.00	0.00%
Environmental Enforcement Officer	1.00	1.00	1.00	0.00	0.00%
Neighborhood Improvement Officer	3.00	3.00	3.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Total	**6.00**	**7.00**	**7.00**	**0.00**	**0.00%**

NEIGHBORHOOD IMPROVEMENT

GOALS:

- Hire outside vendor to perform services related to Environmental Improvement duties (ISA Certified Arborist) as we continue to search for our future Environmental Officer (full time).
- Expedite the code enforcement notification process with the use of new equipment/technology (Tyler/Munis) as provided by the Information Technology Division. The use of Tyler has begun regarding the tracking of NID citation payment(s).
- Continue proactive pursuit of outstanding balances related to fine amounts and/or services rendered prior to the lien process.
- Achieve full staffing levels and provide all code related education/training as time and resources allow.
- Successfully complete a community partnership project to assist residents that face life challenges which delay/prevent code violations from ultimate compliance.

ACCOMPLISHMENTS:

- As a proactive approach to unsafe structures, the Unsafe Structure Abatement Team (USAT) has been formed and continues to exist. USAT is compromised of the Chief Building Official, City Engineer, Fire Chief, Neighborhood Improvement Division Manager, and a Police Officer. The purpose of USAT is to set forth standards to ensure that structures are safe, sanitary and fit for occupancy and use, the closing and vacating of buildings and structures unfit for human occupancy and use, and if necessary, the demolition of such existing structures.
- Should the Chief Building Official determine that an unsafe structure does not meet the criteria for demolition, the Neighborhood Improvement Division can present the matter before a magistrate and pursue compliance through the hearing process.
- The Neighborhood Improvement Division has significantly reduced the use of paper files except for cases going before the Special Magistrate, cases which have resulted in a City contractor abating the violation, and for new trainees.
- Waste Pro has committed to providing a commercial roll-off container for a community partnership project.

CITY FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVICES

The Fire Department is responsible for providing fire protection, technical rescue, hazardous material response/mitigation and emergency medical services within the city limits of Ormond Beach from four (4) fire station locations. The Department personnel include firefighters many of which are certified as Emergency Medical Technicians (EMT's) and certified as paramedics.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	8,368,631	8,099,114	8,464,142	365,028	4.51%
Total	8,368,631	8,099,114	8,464,142	365,028	4.51%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	6,787,661	6,778,905	7,166,366	387,461	5.72%
Operating	1,580,970	1,320,209	1,297,776	(22,433)	-1.70%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	8,368,631	8,099,114	8,464,142	365,028	4.51%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Fire Battalion Commander	4.00	4.00	4.00	0.00	0.00%
Captain	12.00	12.00	12.00	0.00	0.00%
Driver Engineer	12.00	12.00	12.00	0.00	0.00%
Firefighters	19.00	19.00	19.00	0.00	0.00%
Fire Chief	1.00	1.00	1.00	0.00	0.00%
Deputy Fire Chief	1.00	1.00	1.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Fire Marshal	1.00	1.00	1.00	0.00	0.00%
Fire Inspectors	1.00	2.00	2.00	0.00	0.00%
Administrative Assistant	0.00	0.00	1.00	1.00	100.00%
Total	**52.00**	**53.00**	**54.00**	**1.00**	**1.89%**

CITY FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVICES

GOALS:

- Continuously evaluate the current fire-rescue delivery model and make recommendations to elevate service levels.
- Identify and implement cost-saving measures without compromising service quality.
- Seek and apply for grant opportunities to fund equipment, training, and infrastructure enhancements.
- Implement a scheduled apparatus replacement program, evaluating needs for primary and secondary units (e.g., ladders, engines, tenders, brush trucks, marine vessels, command units) to meet current and future demands.
- Improve service delivery to the community:
  1. Plan for the construction of Fire Station 95 (Ormond Crossings) to improve coverage.
  2. Acquiring land for future fire station 90 (Granada & Tymber Creek road area).
  3. Expansion of existing Closest Unit Response agreements.
  4. Continue the planning of a proposed Public Safety Complex to include fire administration and fire prevention that will centralize operations and enhance efficiency.
- Improve Public Fire Safety & EMS Education:
  1. Enhance fire prevention practices through rigorous inspections and life safety code enforcement.
  2. Expand Fire Prevention staffing (Inspector and staff assistant) to cover expanded duties and workload demands.
  3. Implement a Fire Inspection fee schedule, integrated into the Business Tax Receipt (BTR) process.
  4. Continue delivering public fire safety and EMS education to our residents.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
100- Fires Total number of calls dispatched as building fires	142	156	172	16	10.00%
200- Overpressure Rutures, Explosions	3	3	4	0	10.00%
300- Emergency Medical Services	4,684	5,152	5,668	515	10.00%
400-Hazardous Condition	118	130	143	13	10.00%
500- Service Calls	1,455	1,601	1,761	160	10.00%
600- Good Intent Calls	1,304	1,434	1,578	143	10.00%
700- False Alarmes	500	550	605	55	10.00%
800- Severe Weather	1	1	1	0	10.00%
900- Special Incident Type	13	14	16	1	10.00%
Real Property Value	32,215,000	35,436,500	38,980,150	3,543,650	10.00%
Fire Loss	3,082,500	3,390,750	3,729,825	339,075	10.00%
Property Saved	29,132,500	32,045,750	35,250,325	3,204,575	10.00%
Public Education Events	30	50	60	10	20.00%
Total number of people touched by Public Education	2,500	5,000	8,000	3,000	60.00%

ACCOMPLISHMENTS:

- Fire-Rescue responded to a total of 8,220 incidents in FY 2024, with. 3,536 fire-related responses and 4,684 Emergency Medical Services-related responses. Fire Loss Analysis – estimated property loss of $3,082,500, with estimate of $29,132,500 of property saved.
- Creation of a Closest Unit Response agreement for Fire/EMS services between Ormond Beach, Volusia County, and Flagler County.
- Creation of the City Fire Marshal position - Fire Department resumed conducting required business fire inspections and plan reviews.
- Creation of Administrative Battalion Chief position, to manage additional department needs, including special projects, facilities, R&R, and Fleet repairs/maintenance.
- Accepted into Florida Department. of Health's HEROES program, which provides free Narcan supplies to Fire/EMS agencies, resulting in a budgetary savings of $2,000
- Purchased an additional extractor/washer and two dryers for cleaning firefighting PPE ("bunker gear") and were awarded a $23,000 grant under FEMA's Assistance to Firefighters Grant Program.
- Purchased fireground decontamination equipment and PPE and were awarded a $13,000 firefighter safety grant from the Florida Division of the State Fire Marshal.
- Partnered with Daytona Beach and Holly Hill Fire Departments on purchase of regional Air Cart trailer, to provide additional breathing air to fire scenes in the area, and were awarded a $50,000 grant FEMA's Assistance to Firefighters Grant Program.
- Increased community outreach efforts began coordinating attendance of events with OBPD Outreach Division, increasing OBFD presence and engagement within the community.

BUILDING INSPECTIONS AND SERVICES

Building Inspections provides the following services:

- review of all construction plans for residential, commercial and industrial construction
- issuance of approximately 3,000 building permits annually
- conducts approximately 13,000 building, plumbing, mechanical and electrical inspections for various types of construction within the City limits of Ormond Beach in accordance with the Florida building Code and other State and local laws.

Occupational Licensing provides the following services:

- issuance of occupational license renewals
- issuance of new occupational licenses
- completion of contractor registrations

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Permit Fees	1,535,070	1,700,721	2,175,589	474,868	27.92%
General Fund	-	-	-	-	0.00%
Total	1,535,070	1,700,721	2,175,589	474,868	27.92%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	1,382,111	1,468,512	1,691,295	222,783	15.17%
Operating	152,959	232,209	484,294	252,085	108.56%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,535,070	1,700,721	2,175,589	474,868	27.92%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Chief Building Official	1.00	1.00	1.00	0.00	0.00%
Permit Manager	1.00	1.00	1.00	0.00	0.00%
Senior Permit Technician	1.00	1.00	1.00	0.00	0.00%
Permit Technician	3.00	3.00	3.00	0.00	0.00%
Plans Examiner	2.00	2.00	2.00	0.00	0.00%
Chief Building Inspector	1.00	1.00	1.00	0.00	0.00%
Building Inspector	3.00	4.00	4.00	0.00	0.00%
Engineering Inspector	1.00	1.00	1.00	0.00	0.00%
Deputy Building Official	1.00	1.00	2.00	1.00	0.00%
Total	**14.00**	**15.00**	**16.00**	**1.00**	**6.67%**

BUILDING INSPECTIONS

GOALS:

- To provide building reviews and inspections to protect the health, safety, and general welfare of the public related to building design, construction, improvements, repair, or demolition.
- To complete permit reviews within adopted timeframes.
- Continue providing time-sensitive inspection response (next business day) to contractors and homeowners.
- Continued refinement of the Tyler permitting system for the most efficient use for staff and applicants.
- To provide education and training to the general public for the use of the Tyler permitting system.
- To assist new business owners in completing the business tax receipt process and to provide renewal notices to existing business owners.
- Provide training and professional development for building inspectors and permit technicians.
- Provide building permit review and inspections to emerging subdivisions of Fountain View, Archer's Mill, Bradford Lakes, Bradford Park, RidgeHaven, and Ormond Crossings.
- Compliance with state-mandated legislation.
- Continue to use the Building Assistance Meeting (BAM) to allow applicants to discuss projects and any outstanding issues on a weekly basis.
- Scanning of older paper building permits into an electronic format.

ACCOMPLISHMENTS:

- 100% of all building plans were submitted electronically.
- Maintained a 24-hour inspection turnaround for all requests.
- Implemented the Building Assistance Meeting (BAM) to allow applicants to meet with building and other plan reviewers to discuss potential and existing projects every Thursday morning.
- Continued to provide external user training for the Tyler permitting system to engineers, architects, and builders.
- Completed several complex new-construction projects, including the Marriott Renaissance hotel, SunBros, Ellianos, the US 1 storage facility, Salty Church renovations, Maverick renovations, and the demolition of 239 Ocean Shore Boulevard.
- Permit approval of approximately 7,000 permits.
- Approximately 20,000 inspections throughout the City.
- Implemented new positions, including Deputy Building Official and Plans Examiner, to provide efficient plan reviews and inspections.

ROADSIDE AND RIGHT OF WAY MAINTENANCE

The Roadside and Right-of-Way Maintenance program is responsible for the maintenance and repair of City Parks and Properties, 150+ mile network of local roads and related public right of way, including:

- vegetation and debris maintenance of road shoulders, and sidewalks
- right-of-way mowing on a contractual basis
- maintenance and grading of 11 miles of unpaved roads and parking lots that are under the maintenance responsibility of the City
- mowing at the Business Park, Airport and the closed class III Landfill

Program costs are offset in part by the Florida Department of Transportation (FDOT) for road shoulder maintenance and mowing rights-of-way on State roads within the City limits of Ormond Beach. Approximately 98 lane miles of roads are maintained in accordance with an agreement between the City and FDOT for State Road 40, US 1, Nova Road, and A1A (10 lane miles added on Nova Rd). Approximately $99,000 of the $175,000 FDOT contract amount offsets road maintenance costs with the balance dedicated to drainage maintenance.

In-house city personnel provide the services listed above except for right-of-way mowing which is a contracted operation.

ROADSIDE AND RIGHT-OF-WAY MAINTENANCE

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Right of Way Maintenance	127,138	127,138	127,138	-	0.00%
State Highway Lighting	157,464	135,000	135,000	-	0.00%
General Fund	2,246,310	2,621,657	2,547,658	(73,999)	-2.82%
Total	2,530,912	2,883,795	2,809,796	(73,999)	-2.57%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	1,163,295	1,497,859	1,375,245	(122,614)	-8.19%
Operating	1,367,617	1,385,936	1,434,551	48,615	3.51%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,530,912	2,883,795	2,809,796	(73,999)	-2.57%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Asst. Public Works Director	1.00	1.00	1.00	0.00	0.00%
Streets Supervisor	1.00	1.00	1.00	0.00	0.00%
Lead Eqiupment Operator	1.00	1.00	1.00	0.00	0.00%
Equipment Operator	14.00	14.00	14.00	0.00	0.00%
Lead Sign Technician	1.00	1.00	1.00	0.00	0.00%
Sign Technician	1.00	1.00	1.00	0.00	0.00%
Public Works Director	1.00	0.00	0.00	0.00	0.00%
Administrative Assistant	1.00	0.00	0.00	0.00	100.00%
Total	**21.00**	**19.00**	**19.00**	**0.00**	**0.00%**

ROADSIDE AND RIGHT OF WAY MAINTENANCE

GOALS:

- Respond to customer service calls usually by the end of business daily.
- Respond within 1 hour for afterhours call-outs.
- Respond to non-Public Works related work orders by end of business for scheduling.
- Incur no more than twelve (12) reported deficiencies on FDOT inspections yearly and complete FDOT deficiencies with 15 working days.
- Assist in providing signage, banners and traffic control for special events and accidents.
- Work to create greater efficiency in all aspects of street maintenance and repair.
- Respond to and schedule interdepartmental work orders and utility repairs in a timely manner.
- Respond to emergency weather events to clear roads and assist other City departments as needed including sandbags, pumping, traffic redirection and debris removal.

ACCOMPLISHMENTS:

Right of Way Maintenance

- 12 shell parking lots, boat ramps and driveways were graded on an average of at least twice a month. Projected same in FY 26/27.
- To date, 1360 maintenance work orders were completed. Projected 2,000 maintenance work orders in FY 26/27.
- To date: 8 maintenance work orders were completed on FDOT roads. Most of the ROW maintenance was removed from the FDOT MOA. Projected 10 maintenance work orders for FY 26/27.
- 1,120 (+-) man-hours were expended assisting other City departments. Projected 1,500 man-hours assisting other departments in FY 26/27.
- 620 (+-) man-hours working for other departments were for maintenance in City Parks (roughly half of all interdepartmental hours). Projected 650 in FY26/27.
- Crews have removed 22 large carcasses from ROW's and easements city-wide
- Weekly "Bridge Sign" installation and removal/replacement.
- Trash removal at City Hall, Granada Bridge and ROW's and easements city-wide.
- We have responded to 23 complaints of large objects/ FOD in the roads city-wide.
- 75 Gallons of mixed glyphosate has been sprayed on FDOT and City ROW's and easements.
- Responded to 17 complaints for sidewalk maintenance; trimming back vegetation, low hanging branches, weed eating, edging and blowing.

ENGINEERING

The Engineering Department is responsible for the following functions:

- Liaison with consultant engineers for the design and construction management for airport, road, drainage, water and sewer, recreational facility, beautification and other capital improvement projects.
- Survey and mapping and computer aided design for in-house projects that are not contracted to a consultant engineer.
- Site plan review and permitting of proposed development applications and inspection of all residential and commercial development projects.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	1,277,145	1,457,708	1,286,971	(170,737)	-11.71%
Total	1,277,145	1,457,708	1,286,971	(170,737)	-11.71%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	1,185,351	1,366,836	1,196,831	(170,005)	-12.44%
Operating	91,794	90,872	90,140	(732)	-0.81%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,277,145	1,457,708	1,286,971	(170,737)	-11.71%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
City Engineer	1.00	1.00	1.00	0.00	0.00%
Engineer	3.00	3.00	3.00	0.00	0.00%
Chief Engineering Technician	1.00	1.00	1.00	0.00	0.00%
Engineering Inspector	3.00	3.00	3.00	0.00	0.00%
Engineering Project Coordinator	1.00	1.00	1.00	0.00	0.00%
Landscape Architect	1.00	1.00	1.00	0.00	0.00%
Engineering Technician	1.00	1.00	1.00	0.00	0.00%
Total	**11.00**	**11.00**	**11.00**	**0.00**	**0.00%**

ENGINEERING

GOALS:

- Coordinate with all departments to complete CIP projects in a timely manner.
- No work-related injuries.
- Maintain the staffing levels at 90% or greater.
- Provide education/training toward maintain licensure as time and resources allow.
- To enhance the quality of life for the residents and visitors in Ormond Beach through effective, efficient, courteous, and responsive engineering services.
- Assist with emergency project management as projects arise.
- Complete 75% of assigned capital improvement projects within 30 days of the substantial completion date established with the Notice to Proceed.
- To receive 85% of bids below Engineer's final design cost estimate.
- Increase public involvement in City projects.
- Strive to complete franchise and stormwater permit reviews within streamlined timeframes.
- Assist Utilities with Plant improvement projects and maintaining regulatory permitting compliance.
- Maintain regulatory permit compliance at the Nova Landfill.
- Continue success of preventive maintenance projects including the road repaving, storm water lining, and Sanitary sewer I&I.

ACCOMPLISHMENTS:

Commenced Projects-

- A1A Utility relocation
- ARBP Hurricane IAN repairs to seawall and ADA ramp
- 2025 Roadway resurfacing design and bidding
- CDBG North side of Division Ave sidewalk
- CDBG Military Blvd. sidewalk repair design and bidding
- Crosswind Business Park design of subdivision infrastructure
- Engineering and Planning office renovation
- Facility Hardening phase II
- Fleet canopy improvements design
- Halifax River utility crossing – Began design
- Hudson Wellfield expansion construction
- OBSC Stormwater pond expansion design and bid
- Ormond Shores Park stormwater pond repair
- SR40 Water and force main loop
- Traffic signal maintenance designs for SR 40/ I-95, Clyde Morris/ Hand, and SR 40/ Seminole Dr intersections
- WRF Ultraviolet disinfection conversion design

CITY OF ORMOND BEACH

FLORIDA

FLEET OPERATIONS

Fleet Operations is a support service function of city government and provides a comprehensive array of repair and preventative maintenance services for a fleet of approximately 229 vehicles and 399 pieces of equipment and other non-rolling stock. Fleet Operations core services include:

- maintaining a parts shop and inventory
- coordination of all sublet repairs
- management of the City's vehicle replacement program
- overseeing operations of the City's central fueling facility
- maintaining management and billing information for all vehicles and equipment

As an "internal service" operation, Fleet Maintenance recovers its labor and overhead through an hourly labor rate billed to user departments and from a 25% surcharge levied on parts and sublet repairs and a 10% surcharge on fuel. The cost of all parts and sublet repairs are charged directly to the user department.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	2,039,721	2,296,000	2,245,511	(50,489)	-2.20%
Total	2,039,721	2,296,000	2,245,511	(50,489)	-2.20%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	435,781	603,446	590,507	(12,939)	-2.14%
Operating	1,603,940	1,692,554	1,655,004	(37,550)	-2.22%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,039,721	2,296,000	2,245,511	(50,489)	-2.20%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Garage Supervisor	1.00	1.00	1.00	0.00	0.00%
Fleet System Specialist	1.00	1.00	1.00	0.00	0.00%
Mechanic II	1.00	1.00	1.00	0.00	0.00%
Mechanic III	2.00	2.00	2.00	0.00	0.00%
Fleet Manager	1.00	1.00	1.00	0.00	100.00%
Part-time Positions:					
Courier (part-time)	0.50	0.50	0.50	0.00	0.00%
Total	**6.50**	**6.50**	**6.50**	**0.00**	**0.00%**

FLEET OPERATIONS

GOALS:

- Focus Fleet Operations on rolling stock by subletting of small repairs and maintenance of handheld equipment.
- Maintain vehicle downtime of no more than 9% for all Fire and Police vehicles.
- Maintain an average productivity rate for all mechanics of 88% that generates billable labor rate hours from work orders.
- Utilize sublet vendors who have technicians that can come on site for repairs to reduce vehicle downtime.
- Price shop parts vendors to achieve maximum savings.
- Continue to provide for efficient, timely and cost effective delivery of repair and maintenance service to the City.
- Pursue options for succession planning within Fleet Operations.
- Continue implementation of cost savings on sublet work orders.
- Communicate with outside departments to determine what their future vehicle and equipment needs are to better prepare for vehicle / equipment replacements.
- Implement a parts ordering and parts stocking process for frequently used items to avoid delay in repairs and maintenance while waiting for parts.
- Work with Engineering with needs for new fuel island and coordinate smooth transition from old fueling site to new.
- Evaluate condition of oil tank farm and get quotes for needed repairs.

ACCOMPLISHMENTS:

- Streamlined preventative maintenance scheduling with all departments with an appointment-based process.
- Appointed 2 mechanics to light vehicle repairs and 2 to heavy vehicle repairs to be reduce down time for different departments.
- Consulted with various departments for vehicle / equipment replacements.
- Achieved a 24-48 hour downtime rate of 1.53% for all emergency vehicles and 2.13% for all vehicles.
- Continued reduction in parts inventories by Identifying obsolete parts and provide a cost-effective recovery and disposal program.
- Prepared and auctioned surplus vehicles and equipment.
- Met with contractors to prepare for replacement of fuel island.

ECONOMIC DEVELOPMENT

The City's Economic Development Department promotes development and redevelopment in Ormond Beach, including the Airport Business Park, downtown, and other areas within the community. In addition, Economic Development works closely with private property owners and City and County officials in the creation and development of a business park in the area along north US1 and Interstate 95. Economic Development also markets the City of Ormond Beach to prospective businesses and visitors.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	388,234	448,226	422,330	(25,896)	-5.78%
Total	388,234	448,226	422,330	(25,896)	-5.78%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	171,962	191,274	196,833	5,559	2.91%
Operating	150,438	220,552	206,097	(14,455)	-6.55%
Capital	-	-	-	-	0.00%
Economic Incentives	65,834	36,400	19,400	(17,000)	-46.70%
Total	388,234	448,226	422,330	(25,896)	-5.78%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Economic Development Dir.	1.00	1.00	1.00	0.00	0.00%
Total	**1.00**	**1.00**	**1.00**	**0.00**	**0.00%**

GOALS:

- Retain industrial businesses through visitation programs and assist with expansion projects.
- Conduct annual Business Retention Survey of target industry in the city to keep a pulse on business sentiment.
- Work with key target businesses in plant expansion and job creation initiatives.
- Collaborate with economic development partners to market & attract out-of-state businesses/visitors to the city.
- Develop/Implement Main Street economic development initiatives.
- Encourage ER/medical presence on the beachside.
- Repurpose Riverbend airport property.
- Manage City's Business Park including:
  - Prepare marketing material and promote development opportunities at the airport and business park for attraction and expansion of target industry.
  - Work closely with businesses on improvements to the electrical, cellular and internet infrastructure.
- Work closely with the owners of Ormond Crossings as they develop and implement the Ormond Crossings Master Plan.

ACCOMPLISHMENTS:

- Construction completed on Runway Drive in the Airport Business Park. This new road is a secondary access road for the Business Park.
- Completed the design and engineering plans for the 15-acre city-owned airport property in the airport business park to aid in the expansion and attraction of target industry.
- Worked with businesses throughout the city to retain and expand their operations and employment base. Expansions included Beach House Graphics, Valiant Modular, and Germfree.
- Conducted annual business visitation program, visiting over 50 companies in the city.
- Implemented a social media marketing campaign supporting and promoting economic development in Ormond Beach. Efforts included the publication of a dozen evergreen articles and quarterly social media posts.
- In partnership with Volusia/Flagler SCORE hosted an in-person session of the Kauffman FastTRAC Program graduating 13 entrepreneurs/small business owners. The 10-week workshop concluded with a pitch competition and graduation celebration.
- Assisted in the development and promotion of the City's legislative priorities for state appropriation funding.
- Provided leadership and consultation to the Ormond Beach Chamber of Commerce, Main Street Inc., and Team Volusia EDC organizations to improve the business climate in the city.

PARKS AND GROUNDS MAINTENANCE

Parks and grounds maintenance program is responsible for:

- routine grounds maintenance
- mowing, general beautification and upkeep of all City's parks and on-site buildings to include:
    - grass mowing
    - flower bed and shrub maintenance
- maintenance and trash collection of the medians along A1A and State Road 40

With the exception of the Memorial Art Gardens, all parks and ground maintenance is performed on a contracted basis.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Rental Fees	24,615	25,000	25,000	-	0.00%
General Fund	2,831,194	2,985,718	3,132,605	146,887	4.92%
Total	2,855,809	3,010,718	3,157,605	146,887	4.88%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	445,252	554,124	552,459	(1,665)	-0.30%
Operating	2,410,557	2,456,594	2,605,146	148,552	6.05%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,855,809	3,010,718	3,157,605	146,887	4.88%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Maintenance Lead	1.00	1.00	1.00	0.00	0.00%
Contract Manager	1.00	1.00	1.00	0.00	0.00%
Tradesworker	1.00	2.00	2.00	0.00	0.00%
Maintenance Worker	2.00	3.00	3.00	0.00	0.00%
Part-time Positions:					
Maintenance Worker (3)	1.50	1.50	1.50	0.00	0.00%
Total	**6.50**	**8.50**	**8.50**	**0.00**	**0.00%**

PARKS AND GROUNDS MAINTENANCE

GOALS:

- Ensure all parks and grounds are inspected biweekly to ensure safety, accessibility and cleanliness.
- Monthly safety meetings .
- Quarterly meetings with park staff to discuss progress and course of maintenance.
- Additional leaf blowing removal/pressure washing of concrete and wood paths.
- Assist building maintenance in preparation for special events.
- Daily staff meetings prioritizing Parks repairs and upgrades.
- Maintain the appearance of City parks and facilities through regular maintenance.
- Assist Building Maintenance with large projects.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Number acres of passive park	79	79	79	-	0.00%
Number of acres of active park	528	528	528	-	0.00%
Number of park acres maintained	607	607	607	-	0.00%
Number of volunteer hours	14,510	20,000	30,000	10,000	50.00%
Number of children registered in summer programs	130	202	225	23	11.39%
Number of available spaces in summer programs (number of registered that are placed)	130	200	225	25	12.50%
Number of children in jurisdiction	7,769	7,870	7,975	105	1.33%

ACCOMPLISHMENTS:

- Responded to emergency issues (Vandalism, Fire, Etc.) throughout city Parks within 1 hour.
- Maintained files for photographs and supporting documents.
- Refurbished Memorial Gardens benches.
- Refurbished Rockefeller Gardens picnic tables.
- Followed standard work schedule for all part-time and full-time employees covering all parks for each week.
- Continuation of repairs as required in the parks.
- Weekly meetings with Parks staff to discuss progress and course of maintenance.
- Additional leaf blowing and pressure washing of added concrete and wood paths.
- Communicated with Building Maintenance the park needs to ensure buildings are clean, safe, and inviting to the public.
- Worked with Building Maintenance in preparation for Independence Day Event.
- Maintained a high level of appearance and safety.
- Continual support of the Riverbend Bike Trail.
- Number of accomplishments cross with Building Maintenance.
- Consistent Magic Forest and Skate Park inspections.
- Worked with the EDC for Community Gardens maintenance issues (dirt deliveries, etc.)

PARKS & RECREATION ADMINISTRATION

Parks & Recreation Administration provides the executive leadership and guidance necessary to carry out the mission, goals and policies for recreational, cultural, senior center, special events, special populations, and athletic field's maintenance programs. Parks & Recreation Administration also processes enrollment and completes registrations for:

- Youth and adult recreation programs
- Contractual instructor classes
- Gymnastics
- Summer camp programs
- Tennis programs
- Field and park rentals

Parks & Recreation manages recreation center activities held at Nova Community Center, South Ormond Neighborhood Center, Ormond Beach Gymnastics Center and Performing Arts Center.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Liability Insurance	10,345	13,000	10,000	(3,000)	-23.08%
Rentals	23,541	8,500	8,500	-	0.00%
General Fund	876,468	919,233	915,345	(3,888)	-0.42%
Total	910,354	940,733	933,845	(6,888)	-0.73%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	636,324	687,520	682,373	(5,147)	-0.75%
Operating	274,030	253,213	251,472	(1,741)	-0.69%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	910,354	940,733	933,845	(6,888)	-0.73%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Leisure Services Director	1.00	1.00	1.00	0.00	0.00%
Asst. Leisure Services Director	1.00	1.00	1.00	0.00	0.00%
Recreation Program Specialist	1.00	1.00	1.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Office Assistant	2.00	2.00	2.00	0.00	0.00%
Part-time Positions:					
Office Assistant	0.50	0.50	0.50	0.00	0.00%
Total	**6.50**	**6.50**	**6.50**	**0.00**	**0.00%**

PARKS & RECREATION ADMINISTRATION

GOALS:

- Continue to update Parks & Recreation website to become more user friendly and focus more on programming and activities.
- Apply for Tree City USA Growth Award through National Arbor Day Foundation in order to retain Ormond Beach's Tree City USA designation.
- Expand advertising for summer camps and yearly programming.
- Partner with Engineering and Grants Coordinator to apply for ECHO grants.
- Continue to promote the existing Memorial Tree program.
- Expand the continued use of volunteers.
- Apply for departmental awards and accolades through agencies including FFEA & FRPA.
- Continue to implement and improve Hometown Heroes Banner Program.
- Achieve all City Commission goals for Leisure Services for FY 2025-26 by the end of the fiscal year.
- Continue harmonious relationship with Leisure Services Advisory Board to build a stronger community.
- Continue to provide exceptional customer service to the residents of Ormond Beach.
- Host Earth Day at Environmental Discovery Center to incorporate tree distribution and educational sessions.
- Implement additional staff training and certifications.
- Transition fully to Parks & Recreation re-brand on all official documentation and materials.
- Continue to offer the Parks & Recreation Month Photography Contest.

PERFORMANCE MEASURES:

Leisure Admin	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Workload:					
# of Field/Park/Facility Rentals	606	725	800	75	10.34%
# of Online Registrations	798	1,000	1,075	75	7.50%
Efficiency/Effectiveness:					
Achieve City Commission Goals	100%	100%	100%	-	0.00%
Customer Satisfaction %	90%	90%	90%	-	0.00%

ACCOMPLISHMENTS:

- City was once again designated as Tree City USA and obtained the Tree City USA Growth Award.
- Employee Appreciation Day event.
- Hosted successful Summer Camp Connections and Enviro Camp Programs and revamped Camp T-Rec Program.
- Helped facilitate State of City banquet.
- Expanded involvement with Volusia County Recreation Directors' Association and attended the annual luncheon.

- Three, free fishing tournaments were once again held this year.
- Continued to update and improve the registration software for Parks & Recreation programming.
- Recreation Program Specialist increased social media presence and Citizen awareness of all Parks & Recreation platforms.
- Continued to assist our veterans with the Hometown Heroes application process, banner delivery, and drive-through luncheon.
- Assist with ECHO grant process for new applications.
- South Ormond new gym addition and program implementation.
- Worked in partnership with YMCA to ensure dog park facility is maintained to a high standard for our citizens.
- Continued to promote the existing Memorial Tree program.
- Continued to improve and promote field condition reporting software (Statusfy).
- Won two FFEA Awards for original programming.
- Began participation at area Public School Career Day events to promote Parks & Recreation.

THE CASEMENTS

The Casements is the flagship community enrichment center on the peninsula serving nearly one third of the city's population. Programs that take place at The Casements, in Central Park or as outreach experiences include:

- environmental education such as urban homeowner's landscape conservation
- organic gardening
- safe boating
- manatee and wildlife protection classes and the arts
- Youth-at-Risk programs through story-telling
- computer enrichment classes
- arts and literacy education

Programs and classes offered at Osceola School and the Casements raise confidence and self-esteem to benefit youth, serve families and enhance community values.

As ***a historic facility***, the former home of John D. Rockefeller, Sr., a Great Floridian is on the National Register for Historic Places and is an echo-tourism destination for visitors in Ormond Beach. It serves as an important landmark and symbol of historic preservation for the community within an urban park setting of Parks & Recreation facilities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Casement Fees	82,009	81,500	81,500	-	0.00%
General Fund	405,088	363,625	383,796	20,171	5.55%
Total	487,097	445,125	465,296	20,171	4.53%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	278,026	267,418	277,630	10,212	3.82%
Operating	209,071	177,707	187,666	9,959	5.60%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	487,097	445,125	465,296	20,171	4.53%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Cultural Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Special Events Tech	1.00	1.00	1.00	0.00	100.00%
Part-time Positions:					
Maintenance Worker (2)	1.00	1.00	1.00	0.00	0.00%
Recreation Leader (2)	1.00	1.00	1.00	0.00	0.00%
Special Events Tech (1)	0.50	0.50	0.50	0.00	0.00%
Total	**4.50**	**4.50**	**4.50**	**0.00**	**0.00%**

GOALS:

- Generate revenue through rentals, programs and events.
- Continue to rotate art exhibits monthly inviting local artists and art groups.
- Grow sponsorships for community events.
- Continue growing partnership opportunities with Ormond MainStreet, Ormond Memorial Art Museum and Gardens, The Ormond Beach Historical Trust, Ormond Beach Chamber of Commerce, National Multiple Sclerosis, Ormond Beach Rotary, The Antique Automobile Association, Realty Pros and The Jewish American Society and Cultural Awareness Fund as it relates to the various community events held on our property.
- Continue monthly “Movies on the Halifax”.
- Plan and execute the 4th annual Father-Daughter Dance for children 7-12 years old.
- Continue to plan and execute an “Art Walk” each 1st Saturday.
- Continue monthly gallery exhibit videos to promote local artists.
- Expand on children’s scavenger hunts during the holiday for the upcoming year.
- Create new StoryStroll programs for the holiday season and summer.
- Partner with The Casements Guild to produce another night with "The Three Mrs. Flagler's".
- Partner with The Casements Guild to execute the 47th Casements Christmas Gala.
- Honor our Casements Guild members with an Appreciation Luncheon marking their 48th year of service.
- Offer a Fall program for the Halloween season.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Estimate FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Workload:					
Attendance/Participants:					
Special Events	55,692	62,000	65,000	3,000	4.84%
Tours *	23,803	25,000	28,000	3,000	12.00%
Programs/Classes	330	350	375	25	7.14%
# Rentals:					
Rentals/Groups - Casements	144	150	165	15	10.00%
Rentals/Groups - Riverbridge	109	120	130	10	8.33%
Efficiency/Effectiveness:					
Overall "satisfied/very satisfied" %	95	95	95	-	0.00%

ACCOMPLISHMENTS:

- The Casements continues to partner with Ormond MainStreet for Celtic Festival, Taste of Ormond and Riverfest.
- The Casements worked with Songwriters Showcase of America to offer the annual "Ormond LIVE!” event.
- Worked with the National MS Society with their annual bike race.
- Worked closely with the Seaside Herb Society to execute their annual Plant Sale.

THE CASEMENTS

- Assisted members of the Ormond Beach Garden Club to plan and execute their annual Flower Show and Tea.
- Worked with the coordinator of Sophies Circle to offer their annual bridge walk.
- Hosted the annual Memorial Day program in Rockefeller Gardens; Community Events Departments Art in the Park, organizing and installing the Girl Scouts of the Citrus Council Art Exhibit; City's Independence Day Celebration.
- Worked with members of the Antique Automobile Club to host their annual Gaslight Parade and Antique Car Show.
- Assisted members of Mainland High School's ROTC and The Casements Guild to decorate The Casements for the holiday season.
- Celebrated Florida Arbor Day with 3 trees planted in Rockefeller Garden and the North Lawn, donated from the Ormond Kiwanis and Ormond Beach Garden Club.
- Assisted the Casements Guild in offering a Mother’s Day Tea, and 46th Annual Christmas Gala.
- Planned and executed a successful “Breakfast with Santa” with over 360 guests offering a QR code to aid in streamlining ticket sales.
- Worked with Community Events to offer “Holidays at The Casements” holiday concert.
- Created a new Holiday Challenge, "Reindeer Roundup" for our younger guests.
- Participated in the Ormond MainStreet "Christmas in July" event with photo opportunities with Santa, as well as the Reindeer Roundup Scavenger Hunt.
- Created a monthly newsletter for The Casements for those who don't use Facebook, and have added another 650 emails to our mailing list.
- Assisted Ormond Rotary Club with the Craft Beer Festival.
- Continued the educational facts on Facebook under the caption of "Did You Know?"
- The Casements Gallery hosted monthly exhibits with local artists and photographers.
- Hosted the 2nd annual "Young Photography" exhibit in memory of city photographer, David Pizzo.
- Offered eight monthly "Once Upon a Storytime" events for children aged two-four with a story, craft and special treat, sponsored by Morejon Andrews Orthodontics.
- Offered three weeks of watercolor workshops with artist Janet Rogers.
- Planned and executed, "Swing into Spring" with three free concerts in May.
- Held the 46th annual Guild Appreciation Luncheon sponsored and catered by Amber's Jewel Catering outside on the stage in Rockefeller Gardens.
- Participated in the ECHO Ranger program with two site visits, in February and September. Children toured the home and created a bookmark to take home.
- Our "Movies on the Halifax" event happened every first Friday of each month.
- Worked with Ormond MainStreet and the Volusia County Library to offer a free "StoryStroll" in Rockefeller Gardens for the holiday season.
- Reached 6500 followers on Facebook and 2,300 on Instagram.
- Planned and executed a program honoring our Declaration of Independence in partnership with The Casements Guild.
- Repaired the Dance Room and Hallway floors with new wood floors, matching the existing Atrium floors.
- Installed Museum quality exhibit panels in the Archive Room and Birthplace of Speed Room, funded by The Casements Guild.

PERFORMING ARTS CENTER

The Ormond Beach Performing Arts Center (OBPAC) consists of an auditorium, rehearsal room, studio and music rooms for City-sponsored groups, professional theater and musical productions. The Center has a seating capacity for 627 people and is built in a fan-shaped, stadium-style configuration.

The Center is also used for many activities, to include:

- Youth dance classes
- Recitals
- Senior shows
- Music events
- Children's theater
- Workshops
- Additional dance classes
- Acting classes
- Voice and piano lessons
- Children's choir
- Cultural arts classes
- Activities seminars

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Tickets/Concessions	123,720	52,000	102,000	50,000	96.15%
General Fund	314,285	413,043	373,664	(39,379)	-9.53%
Total	438,005	465,043	475,664	10,621	2.28%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	247,412	288,554	281,940	(6,614)	-2.29%
Operating	190,593	176,489	193,724	17,235	9.77%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	438,005	465,043	475,664	10,621	2.28%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
P.A.C. Supervisor	1.00	1.00	1.00	0.00	0.00%
Assistant P.A.C. Supervisor	1.00	1.00	1.00	0.00	0.00%
Part-time Positions:					
Maintenance Worker (2)	1.00	1.00	1.00	0.00	0.00%
Recreation Leader (1)	0.50	0.50	0.50	0.00	0.00%
Box Office Attendant (2)	1.00	1.00	1.00	0.00	0.00%
House Technician (1)	0.50	0.50	0.50	0.00	0.00%
Total	**5.00**	**5.00**	**5.00**	**0.00**	**0.00%**

PERFORMING ARTS CENTER

GOALS:

- Achieve a 90% or better satisfaction rating from show producers, classes and instructors.
- Seek business partnerships to generate grants/donations.
- Achieve 80% or better of returning producers/rentals.
- Maintain total performance visits over 10,000.
- Host a 3-week children's summer theatre/production camp through partnership with local theatre/children's arts group.
- Host a 3-week summer dance camp through local partnerships.
- Increase rental/facility revenue by partnering with producers to bring in national performers.
- Work with internal show groups to improve ticket sales.
- Increase online ticket sales by two percent over last year through public awareness campaign.
- Establish traveling producer/production list to increase show rentals.
- Increase social media and marketing engagement by 10%.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Workload:					
Rentals	301	330	350	20	6.06%
Shows/Rentals Attendance	17,353	18,000	20,000	2,000	11.11%
New Contracts	21	15	15	-	-
Not for Profit Shows	32	38	40	2	5.26%
For Profit Shows	17	14	15	1	7.14%
Efficiency/Effectiveness:					
Returning Contracts	19	42	45	3	7.14%
Customer Satisfaction %	95%	95%	95%	0%	0.00%

ACCOMPLISHMENTS:

- Conducted a survey of rental rates for area venues and updated the rates for contracts.
- The PAC held a mandatory training for Ushers to improve facility procedures.
- The PAC developed a strategic business plan and operational guide that introduced a streamlined rental process, significantly reducing booking turnaround time and enhancing the overall producer experience. This plan additionally clarified roles and outline the jobs for all Performing Arts Center staff and volunteers.
- The PAC hosted Children's Musical Theatre Workshop to present four performances each for Finding Nemo Kids, SpongeBob the Musical Jr., At the Bandstand, Kilroy Was Here as well as their Winter & Spring Dance Recitals, and Summer Camp Program and dance and musical theatre classes continued year-round.

- The PAC hosted Ormond Ballet who presented Under the Mistletoe: The Nutcracker & More, Prometheus, and Swan Lake.
- The Performing Art Center hosted Halifax Repertory Theatre who presented two performances for Jingles and Jammies. The Performing Art Center also hosted Halifax Repertory Theatre who used the space to film promotional and educational material.
- The PAC hosted and provided a tour to the Daytona Beach CVB Ambassador Program.
- The PAC hosted two open- house events to allow the public to visit the facility. Free performances were featured from Ormond Beach Community Choir, Children's Musical Theatre Workshop, and Halifax Repertory Theatre.
- The PAC hosted Victor Wainwright and The Train and the Conversations with Chagall fundraisers for the Friends of the OBPAC.
- The PAC hosted the Coffee with the Mayor event.
- The PAC hosted Happy Productions who presented Myles Savage: Singing Love Songs for God, The Last Original Stars of the Platters, Coasters, Drifters and Motown Salute.
- The PAC hosted Elko Concert who presented Jim Messina, and Hotel California: A Salute to the Eagles.
- The Performing Art Center hosted BMG Concerts who presented Garrison Keillor Live, The Mancini Centennial: Jukebox Saturday Night, Spyro Gyra, Tab Benoit: I Hear Thunder Tour, and Blues Legend Larry McCray with Special Guest Selwyn Birchwood.
- The PAC hosted Praia Entertainment who presented Herman's Hermits Starring Peter Noone, and Chris Ruggiero.
- The PAC hosted MusicWorks Concerts who presented Ticket to the Moon: The World's Best ELO Tribute, and The Traveling Milburys: The World's Greatest Tribute to The Traveling Wilburys.
- The PAC hosted Allengang Entertainment who presented Solitary Man: A Neil Diamond Tribute and The Blues Brother Revue.
- The PAC hosted The NY Rockabilly Rockets, The Rat Pack Together Again Starring Tony Sands, The Edwards Twins, and Steeln' Peaches: Allman Brothers Band Immersive Experience.
- The PAC hosted the Volusia/Flagler Jewish Federation who presented A Salute to Israel Starring Micha Biton.
- The PAC hosted meetings for and presented the Memorial Day Concert Band.
- The PAC hosted Dance and Act with Ms. Debby who presented Mol's Speak Easy.
- The PAC hosted The Dance Factory who presented Art in Motion: Dance Factory's 24th Spring Recital.
- The PAC hosted monthly OBYBSA Meetings in coordination with athletics.
- The PAC hosted several art galleries and receptions with the Friends of the OBPAC including Volusia County Schools, The Dynamic Duo, FLWAA, and Cultivue.
- The PAC hosted the monthly Leisure Service Advisory Board meetings.
- The PAC has conducted several meetings with a variety of venues and producers to explore opportunities for enhancing our facility and overall operations.
- The PAC assisted with additional Parks & Recreation Events (4th of July, Hometown Heroes, Veterans Day Luncheon, Memorial Day Celebration, and the annual Christmas Parade).

- The PAC gained several new vendors to enhance the quality and maintenance of our technical systems. These vendors include, but are not limited to: G2AV, Doug Bishop LLC, AllianceAV, and EOS Systems. Through these collaborations, we have successfully refocused and upgraded and repaired our lighting and sound systems. We also installed new curtains and identified key technical issues, further enhancing the overall functionality and performance capabilities of the facility.
- The PAC attended the Florida Professional Presenters Consortium. The Florida Professional Presenters Consortium is an organization representing performing arts facilities, centers and public venues committed to strengthening Florida's quality of life, economy and communities through the business of culture and education.
- The PAC attended InfoComm, the most comprehensive pro AV trade show.
- The PAC increased social media marketing in all categories in terms of views, reach, content interaction, link clicks, page visits, and follows by at least 40%.

SENIOR CENTER

The Senior Center program coordinates the activities of a multi-purpose center that includes programs for persons over 55 years of age in the following areas:

- Health
- Arts
- Languages
- Nutrition
- Theater
- Personal finance
- Technology
- Music

The Center also offers classes and activities for physically and mentally challenged citizens and those with other special needs.

In addition, the Center hosts the Ormond Senior Games and maintains the Mainland Council on Aging Senior Congregate Dining and Meals on Wheels programs.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Senior Center	1,669	5,000	5,000	-	0.00%
General Fund	156,543	92,933	90,633	(2,300)	-2.47%
Total	158,212	97,933	95,633	(2,300)	-2.35%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	39,551	-	-	-	0.00%
Operating	118,661	97,933	95,633	(2,300)	-2.35%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	158,212	97,933	95,633	(2,300)	-2.35%

SENIOR CENTER

GOALS:

- Monitor the management agreement with Council on Aging to ensure terms of the contract are met.
- Expand evening and weekend rentals to increase revenue wherever possible.
- Improve all around safety for the public in terms of equipment.

ACCOMPLISHMENTS:

- Continued the Council on Aging Lease Agreement for Operation and Meals on Wheels Congregate Dining.
- The Senior Center hosted weekly Granada Squares Dances.
- The Senior Center hosted City staff meetings and Advisory Board meetings.
- The Senior Center hosted meetings of the Police Explorers.
- The Senior Center hosted the Tomoka Oaks Home Owners Association meeting.
- The Senior Center hosted rentals for Family Reunions, Birthday, Wedding, and Graduation parties.
- The Senior Center hosted the Parks & Recreation Hometown Heroes drive-through event.

COMMUNITY EVENTS

Community Events coordinates and produces community and City-sponsored holiday and cultural events such as the Fireworks on the Halifax & Independence Day Celebration, Santa Land, Holiday Parade, Art in the Park and the Birthplace of Speed Celebration. This division also coordinates various celebrations, dedications, remembrances, groundbreakings, historical celebrations and various other official City events. Assistance is also provided to other City departments, boards and committees, outside agencies and community service clubs with the presentation of their event schedules.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fees	2,350	5,500	1,500	(4,000)	-72.73%
General Fund	285,378	313,576	327,692	14,116	4.50%
Total	287,728	319,076	329,192	10,116	3.17%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	127,836	152,623	153,521	898	0.59%
Operating	159,892	166,453	175,671	9,218	5.54%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	287,728	319,076	329,192	10,116	3.17%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Community Events Coordinator	1.00	1.00	1.00	0.00	0.00%
Community Events Leader	0.00	0.00	1.00	1.00	100.00%
Part-time Positions:					
Community Events Leader (2)	1.00	1.00	0.00	-1.00	-100.00%
Total	**2.00**	**2.00**	**2.00**	**0.00**	**0.00%**

COMMUNITY EVENTS

GOALS:

- Continue to increase sponsorships for all annual community events.
- Continue to add new elements of health, wellness and education to the annual Mayor's Health & Fitness Challenge. Secure businesses that will provide sponsorship or be a Perks & Wellness partner during the challenge and offer additional health, wellness and educational opportunities to the challengers, to enable them to achieve their goals.
- Host three Reel in the Fun free, annual kid's fishing tournaments.
- Continue the development of the popular Art in the Park event to encompass additional components for everyone and event amenities.
- Assist with Memorial Day Remembrance Service event with the cooperation and support of the Memorial Committee.
- Assist with Senior Games events with the cooperation and support of the Senior Games Board.
- Develop new partnerships for the major annual events: July 4th Independence Day Celebration, Summer Sounds Free Concert Series, Veteran's Day Celebration, Home for the Holidays Parade, Art in the Park, Memorial Day Remembrance Service and three Reel in the Fun kid's fishing tournaments.
- Assist with the organization and programming for the annual Hometown Heroes Ceremony with sponsor Halifax Health.
- Increase volunteer participation for event support.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Community Events					
Workload:					
Events Total	5	26	45	19	73.08%
Non-annual events	6	14	35	21	150.00%
Efficiency/Effectiveness:					
Customer Satisfaction % - Events	94%	94%	94%	-	0.00%

ACCOMPLISHMENTS:

- Continued with community partnerships with many non-profits and civic groups including: Kiwanis Club, Lions Club, Boy & Girl Scouts, Ormond Beach Historical Society, The Casements Guild, Ormond Main Street, Ormond Beach Chamber of Commerce, American Legion Post 267, Civil Air Patrol, Disabled American Veterans, PACE, and Seabreeze High School.
- Partnered with EDC Coordinator for the annual Arbor Day Tree Planting.
- Two successful kid's fishing tournaments were planned and presented. New and return sponsors contributed prizes, fishing poles, tackle and refreshments for the participants.

COMMUNITY EVENTS

- Applied for and received grant from Florida Fish and Wildlife for free fishing poles to distribute during Reel in the Fun fishing tournaments.
- City and Memorial Day Committee hosted the Memorial Day Remembrance Service.
- Produced and organized a successful Veteran's Day Celebration for local veterans and guests.
- Produced and organized a successful Hometown Heroes Celebration for 100 local banner recipients and guests.
- Staff programmed and facilitated several successful holiday events including:
  Decorating City Hall tree
  Holidays at The Casements Concert
  Breakfast with Santa
  Letters to Santa
  Home for the Holidays Parade
- Successfully hosted the Independence Day Celebration on July 4th.
- Hosted three Summer Sounds Free Concerts.
- Assisted with many cross-departmental events: Employee Appreciation Day Luncheon, Citizen's Academy, Earth Day, Doug Thomas Way Ribbon Cutting, National Night Out.
- Assisted with City Commission workshops, shade meetings and strategic planning sessions.
- Assisted with State of the City luncheon and presentation.
- Assisted with Senior Games events.
- Planned, coordinated and presented the Mayor's Health & Fitness Challenge.

ENVIRONMENTAL DISCOVERY CENTER

The Environmental Discovery Center's mission is to foster an awareness and appreciation of the natural environment by providing stimulating environmental education programs that inspire participants to be active stewards of their surrounding natural resources.

The City of Ormond Beach's Environmental Discovery Center (EDC) provides visitors with a glimpse into the diverse ecosystems of Ormond Beach, specifically Central Park. This 2,000 square foot facility is designed to be self-guided. The building serves as a hub for the programming and special events that will immerse visitors in these ecosystems and provide hands-on education.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fees	15,620	12,000	12,000	-	0.00%
General Fund	252,364	295,215	320,415	25,200	8.54%
Total	267,984	307,215	332,415	25,200	8.20%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	157,652	210,007	220,007	10,000	4.76%
Operating	110,332	97,208	112,408	15,200	15.64%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	267,984	307,215	332,415	25,200	8.20%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Recreation Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Rec Leader	1.00	1.00	1.00	0.00	0.00%
Part-time Positions:					
Rec Leader (2)	1.00	1.00	1.00	0.00	0.00%
Total	**3.00**	**3.00**	**3.00**	**0.00**	**0.00%**

GOALS:

- Increase overall attendance and volunteer numbers by five percent each quarter.
- Host Arbor Day in January, Earth Day in April, and Enviro Camp open house.
- Host all new ECHO Ranger Program in February and September with new scavenger hunt program. Host Enviro Camp 2026, with 2 new sessions of Enviro Camp for 2026, for 7-9 years and 10-12 years.
- Create and offer all new Firefly program and Nature Journaling classes to ages 15+.
- Attend Lyonia Wildlife Festival, Ponce Inlet Earth Day Festival, "How-To Festival" in Port Orange, and outreach events as they become scheduled.
- Increase and expand partnerships between EDC and other environmental agencies.
- Commission outdoor cut-outs of various butterfly and bat wings as photo opportunities on the EDC grounds and Central Park.
- Continue to partner with Florida Native Plant Society and other native plant volunteers to maintain wildflower and butterfly gardens at EDC, with the goal of attracting Hummingbirds and Monarch butterflies specifically.
- Continue partnering with UF IFAS Master Gardeners & Beekeepers to host monthly classes, plant clinics, and maintain beehive exhibit, and offer education programs.
- Continue partnership with Volusia County Mosquito Control and ReGrow the Loop initiative to host plant sales, tree giveaways, meetings, and classes.
- Continue partnering with Halifax River Audubon to hold weekly bird walks during spring and fall seasons and host Great Backyard Bird Count in February.
- Continue working with volunteer yoga instructors to host weekly outdoor yoga classes and meditative walks, as well as yogalates.
- Partner with City Arborist and Yellowstone Landscaping to identify new offerings of tree varieties for the Earth Day Tree Giveaway, including fruit trees.
- Partner with City Arborist to develop and host educational programming at EDC.
- Continue work with Zev Cohen & Associates to remove invasive plants from parks.
- Commission a Sandhill art piece into mural wrap for mammal corner.
- Work with local wildlife photographers to make prints of plants and wildlife, install permanently throughout EDC.
- Install sound dampening panels in EDC classroom.
- Update Eagle Cam area—hang small TV on wall; remove kiosk from wall. Update plant exhibits—bog aquarium and large plant stand. Update EDC entry way area.
- Work with IT to make game kiosk.
- Add wrap, lights and larger deck to turtle tank and increase biodiversity of native fish tanks, including plants.
- Create planting and harvesting regimen for hydroponics tower to offer fresh herbs to visitors on a regular basis.

Community Gardens:

- Work with Eagle Scouts to rebuild plots in disrepair at Fleming location.
- Work with Master gardeners to assign plots to new gardeners from wait list.
- Continue partnering with local Eagle Scouts to rebuild plots at Hammock Gardens.
- Work with volunteer committee and Master Gardeners to host monthly workshops for gardeners.

- Work with City Arborist to develop tree trimming schedule at Hammock gardens.
- Hold quarterly garden committee meetings.
- Identify new leaders for Fleming Garden.
- Provide garden soil for gardeners before Term 1 begins in September.
- Provide materials to solarize plots during summer.
- Provide tools and materials needed for repairs and upgrades.

ACCOMPLISHMENTS:

- Hosted monthly kids' craft programs, semi-annual ECHO Rangers Program.
- Presented adult/family nature programs regarding plants and wildlife.
- Increased volunteer force and attendance to EDC and classes, programs and events.
- Hosted field trips for public, private and homeschool groups.
- Partnered with Halifax Audubon to provide multiple fall and spring guided bird walks in Central Park.
- Decorated an EDC holiday tree for The Casements holiday tree gallery.
- Decorated EDC for Halloween and Christmas.
- Hosted Arbor Day event with City Commission and Earth Day event at the EDC.
- Partnered with Halifax River Audubon to host annual Great Backyard Bird Count event in February.
- Expanded native plants in the EDC Wildflower and Butterfly gardens, successfully attracted Hummingbirds and Monarchs.
- Partnered with Volusia County Mosquito Control to develop classes and outreach.
- Collected used monofilament for recycling program with Volusia County.
- Worked with Zev Cohen & Associates to remove Brazilian Pepper trees from parks and facility grounds.
- Attended Wildlife Festival at Lyonia Educational Center in March.
- Hosted Enviro Camp Open House in March and Enviro Camp, June 3 – August 2.
- Hosted monthly gardening classes and plant clinics with UF IFAS Master Gardeners.
- Maintain new hydroponics area and successfully growing vegetables and herbs.
- Update Enviro Camp webpage with photos and up to date registration information.
- Hosted ReGrow the Loop partner meetings, plant sales, and tree giveaways.
-

Community Gardens Accomplishments:

- Worked with Master gardeners to assign available plots to new gardeners from wait list.
- Provided garden soil for gardeners during spring term.
- Provided materials for gardeners to solarize plots during summer.
- Provided materials for plot repairs.

NOVA COMMUNITY CENTER

The Nova Community Center is a totally air-conditioned facility, which includes:

- Gymnasium
- family game room
- fitness room
- restrooms
- classroom
- multi-purpose activity room

There are ongoing classes and activities for both children and adults throughout the year.

Outdoor facilities located at the Nova Community Park include:

- Basketball court
- Tennis & racquetball courts
- Jogging trail
- Skateboard court
- Playground
- Baseball fields
- Wide sidewalks

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fees	71,150	63,500	63,500	-	0.00%
General Fund	453,332	417,010	402,036	(14,974)	-3.59%
Total	524,482	480,510	465,536	(14,974)	-3.12%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	320,074	279,607	260,933	(18,674)	-6.68%
Operating	204,408	200,903	204,603	3,700	1.84%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	524,482	480,510	465,536	(14,974)	-3.12%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Recreation Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Asst. Recreation Coorindator	1.00	1.00	1.00	0.00	100.00%
Part-time Positions:					
Recreation Leaders (4)	2.00	2.00	2.00	0.00	0.00%
Total	**4.00**	**4.00**	**4.00**	**0.00**	**0.00%**

NOVA COMMUNITY CENTER

GOALS:

Nova Community Center:

- Increase social media presence to promote the Nova Community Center and activities.
- Continue to rent the Tennis Shack.
- Continue to manage Skate Park contractor to ensure safe operation of Nova Community Skate Park.
- Increase usage of the workout room.
- Continue partnership with Volusia County Human Services Summer Food Program.
- Ensure the center is physically and emotionally safe for all ages and abilities.
- Promote inclusivity, respect, and cultural competence.

Special Populations:

- Maintain existing programs and events for special populations while increasing participant numbers by using improved flyers, gaining community contacts through health fairs and community days and increased social media presence.
- Increasing participant numbers by using improved flyers and gaining community contacts through health fairs and community days and increased social media presence.
- Provide regular, reliable opportunities for social engagement in a welcoming environment for young adults.
- Create a theatre program and perform the production on stage.
- Use individualized goals, observation, and feedback to assess personal growth and program impact.
- Present Pickle Squad: Intervention Protocol for Adolescents and Young Adults with IDD at various conferences to spread the awareness of the benefits of playing pickleball.

PERFORMANCE MEASURES:

NOVA	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Workload:					
Total Visits (inside only) Attendance	30,149	32,775	34,000	1,225	3.74%
	,				
Special Populations					
Workload:					
Special Needs Division Programs/Events	35	36	40	4	11.11%
Special Needs Division Community Partners	3	2	6	4	200.00%
Efficiency/Effectiveness:					
Customer Satisfaction %	95%	96%	97%	0	1.04%

ACCOMPLISHMENTS:

Nova Community Center:

- Continued pickleball lessons to teach the game to new players.
- Continued to offer Open Play pickleball.
- Continued to offer Open Play basketball/weight room during time available.
- Continued rental programming with Jazzercise being offered six days a week and Dance and Acting classes three days a week.
- Hosted a successful youth basketball league.
- Hosted a successful youth coed volleyball league.
- Increased open play basketball participant numbers.

Special Populations:

- Offered a safe and rewarding Camp-T-Rec experience.
- Attended FRPA Annual Conference and Therapeutic Recreation Institute.
- Increased participants in Challenger Sports, Social Squad, and Explorers Club for individuals with special needs that were offered throughout the year. Each session offered a different focus.
- Continued the award-winning Pickle Squad for young adults with special needs.
- Partnered with SPARC to host holiday parties.
- Designed programs that offered continuity, progression, and opportunities for continued involvement.
- Created structured and unstructured opportunities for peer relationships and teamwork.

SOUTH ORMOND NEIGHBORHOOD CENTER

The South Ormond Neighborhood Center is an air-conditioned facility with an indoor gymnasium, weight and game room, full service kitchen, concession stand, small theatrical stage for special events, multipurpose room, and computer and learning center.

Recreational programs include:

- Arts and crafts
- Ceramics
- Dances
- Tutoring classes
- Teen programs
- Progressive young men's club
- Boys & Girls club
- Young ladies club
- Chess club
- Sports
- Occasional field trips

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fees	31,082	26,000	26,000	-	0.00%
General Fund	417,901	415,128	415,188	60	0.01%
Total	448,983	441,128	441,188	60	0.01%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	247,641	276,832	278,684	1,852	0.67%
Operating	201,342	164,296	162,504	(1,792)	-1.09%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	448,983	441,128	441,188	60	0.01%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Recreation Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Asst. Recreation Coordinator	1.00	1.00	1.00	0.00	100.00%
Part-time Positions:					
Recreation Leaders (3)	1.50	1.50	1.50	0.00	0.00%
Total	**3.50**	**3.50**	**3.50**	**0.00**	**0.00%**

SOUTH ORMOND NEIGHBORHOOD CENTER

GOALS:

- Continue to keep the South Ormond Neighborhood Center a safe and healthy environment for all users.
- Continue to offer mentoring/life skills teaching programming with the desired outcome of having at least 100 children involved in "education through recreation" and positive behavior type activities.
- Continue to promote lifetime health activities as well as prevention and/or elimination of obesity.
- Continue to promote diversity and fellowship through varied youth programming.
- Hold at least six neighborhood festivals and intergenerational events.
- Continue to offer more events involving nutritional education to promote the healthy lifestyle movement (similar to our "lunch and learn" programs).
- Create a mentor program for at risk females ages 11 thru 15.
- Continue to offer a safe, fun and memorable summer camp.
- Continue NYSCA educational opportunities.
- Continue partnership with Volusia County Human Services Summer Food Program.

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Workload:					
Total Visits/Attendance	66,500	90,000	105,000	15,000	16.67%
Efficiency/Effectiveness:					
Customer Satisfaction %	90%	90%	90%	-	0.00%

ACCOMPLISHMENTS:

- Revision of programming and tutoring in SONC Computer & Learning Center through partnership with Ormond Beach PAL.
- Continued the partnership with the Ormond Beach PAL in providing Arts & Crafts Programs and additional funding to promote health and positive lifestyle programs.
- Continued to partner with the Ormond Beach YMCA to provide opportunities for underprivileged children at the YMCA and to aid in cross utilization of facilities.
- Continue provided support to local families in need during the holidays.
- Continue to revise and run safe and successful summer camp program.

ATHLETIC FIELDS MAINTENANCE/CITY SPONSORED SPORTS

Athletic Fields Maintenance is responsible for turf maintenance and related athletic field repairs at the Nova Community Park, Ormond Beach Sports Complex and the South Ormond Neighborhood Center. Additional responsibilities include general maintenance and clean-up of various hard courts and playgrounds. Current maintenance responsibilities include the following:

- 9 playgrounds
- 4 major league baseball fields
- 9 softball fields
- 11 youth baseball fields
- 8 soccer fields
- 8 handball/racquetball courts
- 10 tennis courts
- 3-1/2 basketball courts
- 4 football fields
- Skateboard park
- Shuffleboard courts

City-Sponsored Sports coordinates and schedules an array of activities for City sponsored sports, parent run sports, local high schools, colleges, and outside rentals. Games and practices take place at Ormond Beach Sports Complex, Nova Community Park, Nova Community Center and South Ormond Neighborhood Center Gymnasiums.

Youth sports programs include flag football, cheerleading, volleyball, a basketball training league, girls' basketball leagues, softball sports camps, and golf clinics.

Adult sports consist of men and women's softball, coed softball, church leagues, senior softball, coed volleyball, men's basketball and various softball tournaments.

Parent Run Sports-The City acts as the facilitator by providing topnotch athletic facilities for children to play baseball, softball, basketball, and soccer. In addition to providing facilities, the Athletic Supervisor schedules all games, practices, and offers NYSCA Coaching clinics for all sports.
Outside user groups also use City facilities such as Seabreeze High School, Father Lopez High School, ERAU, BCC, and local churches. The Athletic Supervisor assists groups renting fields for tournaments.

ATHLETIC FIELDS MAINTENANCE/CITY SPONSORED SPORTS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fees	131,801	81,000	81,000	-	0.00%
General Fund	1,601,492	1,775,450	1,794,861	19,411	1.09%
Total	1,733,293	1,856,450	1,875,861	19,411	1.05%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	543,857	582,460	592,142	9,682	1.66%
Operating	1,189,436	1,273,990	1,283,719	9,729	0.76%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,733,293	1,856,450	1,875,861	19,411	1.05%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Athletic Field Maint Supervisor	1.00	1.00	1.00	0.00	0.00%
Maintenance Lead	1.00	1.00	1.00	0.00	0.00%
Maintenance Worker	4.00	4.00	4.00	0.00	0.00%
Part-time Positions:					
Maintenance Worker (4)	2.00	2.00	2.00	0.00	0.00%
Athletic Leader (3)	1.50	1.50	1.50	0.00	0.00%
Total	**9.50**	**9.50**	**9.50**	**0.00**	**0.00%**

ATHLETIC FIELD MAINTENANCE:

GOALS:

- Achieve a customer satisfaction rating of "satisfactory or better" from 90% of surveyed participants regarding facility maintenance.
- With new laser grader, laser grade all fields on a monthly basis at Nova Community Park Fields, South Ormond Field, and Ormond Beach Sports Complex.
- Work with Public Works on mutual projects.
- Track true costs to City for tournaments.
- Increase use of volunteers.
- Work with the sports associations in an effort to better manage practices and games to reduce wear on athletics fields.
- Continue to develop preventive maintenance program by partnering with Fleet to train ballfield maintenance employees to perform a daily maintenance program with each machine.
- Improve playing surfaces and pitching mounds at all baseball fields.
- Continue a successful partnership with Yellowstone Landscape.
- Add crimson stone to fence lines, warning tracks, front of dugouts, behind backstops and at Shuffleboard to assist with appearance, drainage and weed control.
- Add clay and field conditioner to all baseball and softball fields.
- Improve fencing and barrier structures at the Sports Complex and Nova Fields.

ACCOMPLISHMENTS:

- Increased the number of hours dedicated to the maintenance of South Ormond Neighborhood Center.
- Hosted the Harry Wendelstedt Umpire School for 5 weeks.
- Hosted more than (16) tournament days on the weekends.
- Maintain shuffleboard courts at Sports Complex.
- Added clay and Turface to infields at Nova Community Park.
- Leveled Nova Fields and Quads by cutting out "lips" to insure safe play.
- Instituted routine lip maintenance practice of blowing and watering out lips.
- Added clay and field conditioner to baselines at Wendelstedt Fields, Championship Softball and Kiwanis.
- Replaced cutouts on Kiwanis, Nova Field 5 and Wendelstedt Field 1.
- Replaced carpet and hitting mats in Nova cages 1 and 4.
- Edging of all infields at Nova, Sports Complex, SONC and Osceola.
- Set up soccer fields at SONC for YMCA Leagues.
- Replaced numerous batting cage and soccer goals/nets.
- Rebuilt all bullpens across the Ormond Beach Sports Complex and Nova.
- Replaced all field number and notice signs with new color coordinated signs at the Ormond Beach Sports Complex and Nova.
- Built bullpen mound and renovated structures in the Quad Field Batting cage area.

CITY SPONSORED SPORTS:

GOALS:

- Revamp participant and coaches' surveys.
- Increase player participation.
- Achieve a customer service rating of higher than 90%.
- Promote lifetime healthy activities as well as prevention and/or elimination of obesity.
- Schedule Athletic Field Maintenance Department to ensure seamless preparation for daily activities.
- Work hand-in-hand with the Associations (baseball/softball, soccer, basketball and football) for better utilization of fields/gyms through scheduling.
- Strive to decrease light costs at the Sports and Nova complexes.
- Use volunteers for varied tasks and responsibilities.
- Laser Grade Fields in off-season to improve play & less rainouts.
- Implement live online scheduling for all in-house sport programs.

ACCOMPLISHMENTS:

- Continued the reduction of electricity for utilizing overhead field lights at the Ormond Beach.
  Sports Complex and the Nova Community Complex.
- Increased outside rentals with additional adult and youth sports tournaments.
- Hosted successful youth flag football fall season.
- Scheduled all flag football, OBYBSA softball and baseball games.
- Successfully managed the Athletic Field Maintenance division and City Sponsored Sports division.
- Increased rentals by bringing in Additional Youth Baseball tournaments and Calvary Christian & Halifax Baseball to Sports Complexes.
- Hosted Adult Coed Softball in fall and spring.
- Hosted High School Districts for baseball, soccer, softball, and flag football.
- Hosted High School State Playoff games for baseball.
- Hosted successful City Volleyball Program in Fall and Spring.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	90,507	291,528	314,315	22,787	7.82%
Total	90,507	291,528	314,315	22,787	7.82%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	90,507	91,528	91,528	-	0.00%
Contingency	-	200,000	222,787	22,787	0.00%
Total	90,507	291,528	314,315	22,787	7.82%

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
General Fund	3,113,623	2,232,479	1,852,316	(380,163)	-17.03%
Total	3,113,623	2,232,479	1,852,316	(380,163)	-17.03%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Transfers	3,113,623	2,232,479	1,852,316	(380,163)	-17.03%
Total	3,113,623	2,232,479	1,852,316	(380,163)	-17.03%

CITY OF ORMOND BEACH

FLORIDA

.SPECIAL REVENUE, DEBT SERVICE AND CAPITAL PROJECT FUNDS
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BUDGETARY AND STAFFING INFORMATION

DOWNTOWN REDEVELOPMENT TRUST FUND

Used to account for tax increment proceeds received by the City within a specific district authorized by state statute.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Intergovernmental	1,232,025	1,135,798	2,038,042	902,244	79.44%
Miscellaneous	123,313	30,000	30,000	-	0.00%
Transfers	700,392	834,038	834,038	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	2,055,730	1,999,836	2,902,080	902,244	45.12%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	284,649	307,866	342,826	34,960	11.36%
Capital	3,191,690	646,000	1,654,716	1,008,716	156.15%
Contributions and Transfers	-	200,000	200,000	-	0.00%
Contingency	-	845,970	704,538	(141,432)	0.00%
Total	3,476,339	1,999,836	2,902,080	902,244	45.12%

ORMOND CROSSINGS TRUST FUND

Used to account for tax increment proceeds received by the City within a specific district authorized by state statute.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Intergovernmental	208,826	190,624	190,624	-	0.00%
Miscellaneous	38,891	20,000	20,000	-	0.00%
Transfers	154,716	189,016	189,016	-	0.00%
Use of Fund Balance	-			-	0.00%
Total	402,433	399,640	399,640	-	0.00%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	399,640	399,640	-	0.00%
Total	-	399,640	399,640	-	0.00%

STORMWATER DRAINAGE UTILITY FUND

Stormwater Maintenance is responsible for maintaining the drainage systems along City-maintained roads in an effort to reduce flooding and impacts to water quality of receiving streams associated with stormwater runoff. The program responds to public concerns and needs by investigating and resolving complaints of localized flooding. Routine inspections of facilities are scheduled to ensure that all swales, ditches, drains, creeks, rivers, water retention areas and drainage structures are functioning as intended.

In accordance with a formal agreement with FDOT, the City also maintains drainage ways along US 1, SR 40, A1A and Nova Road.

Maintenance operations are supported through a monthly stormwater utility fee of $8.00 per "equivalent residential unit" which is charged to all residential and commercial units within the City limits of Ormond Beach. The balance of all revenue generated by the fee that is not applied to maintenance operations is dedicated to the ten-year stormwater improvements program approved in FY 96-97.

STORMWATER DRAINAGE UTILITY FUND

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Intergovernmental	1,490,972	769,020	14,453,360	13,684,340	0.00%
Charges for Service	2,660,624	3,301,750	4,025,000	723,250	21.91%
Miscellaneous	167,772	125,000	125,000	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	1,417,616	4,348,792	2,931,176	0.00%
Total	4,319,368	5,613,386	22,952,152	17,338,766	308.88%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	757,612	818,126	728,339	(89,787)	-10.97%
Operating	914,991	989,411	1,600,669	611,258	61.78%
Capital	3,687,232	3,478,360	19,783,720	16,305,360	468.77%
Contributions and Transfers	280,476	327,489	339,424	11,935	3.64%
Contingency	-	-	500,000	500,000	0.00%
Total	5,640,311	5,613,386	22,952,152	17,338,766	308.88%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Office Manager	1.00	0.00	0.00	0.00	0.00%
System Mnt. Supervisor	1.00	1.00	1.00	0.00	0.00%
Stormwater Technicians	8.00	8.00	8.00	0.00	0.00%
Lead Stormwater Technician	1.00	1.00	1.00	0.00	0.00%
Total	**11.00**	**10.00**	**10.00**	**0.00**	**0.00%**

STORMWATER DRAINAGE UTILITY FUND

GOALS:

- Receive less than twelve (12) maintenance-related complaints annually.
- Perform a minimum of 35,000 catch basin inspections annually.
- Perform a minimum of 125 outfall inspections annually.
- Maintain a minimum of 4 million square feet (sf.) of ditches within the City and 2.5 million sf. in the FDOT contract area.
- Clean a minimum of 50,000 linear feet of storm sewer annually.
- Sweep a minimum of 5,029 curb miles
- Divert 2,125+ cubic yards of debris from the storm drain line system

PERFORMANCE MEASURES:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Workload:					
Linear Ft. of lines cleaned **(City)**	32,643	18,750	7,500	(11,250)	-60.00%
Sq footage of ditch maintenance **(City)**	4,150,984	2,931,852	555,772	(2,376,080)	-81.04%
Sq footage of ditch maintenance (FDOT)	2,907,223	1,813,908	1,813,008	(900)	-0.05%
Pump station inspections	207	149	78	(71)	-47.65%
Outfall inspections	138	98	90	(8)	-8.16%
Catch basin inspections	34,579	26,562	16,640	(9,922)	-37.35%
Miles of street sweeping	5,029	7,492	16,000	8,508	113.56%
Efficiency/Effectiveness:					
Diverted Debris Cubic Yards	2,115	1,358	1,550	192	14.14%
Maintenance Related Downtime Days	11	70	75	5	7.14%

Linear Ft. of Line cleaned (City)

ACCOMPLISHMENTS:

- Stormwater received 20 emailed or called in Storm related concerns ranging from flood concerns, broken or cracked drains, clogged pipes, or mowing.
- Storm personnel performed 11,405 catch basin inspections/cleanings as of YTD.
- Performed 13 inspections on critical pump stations city wide.
- 48 Riverside Outfall inspections and maintenance were performed.
- 81,092 Sqft of ditch maintenance has been completed as of YTD.
- 3,781,816 Sqft of DOT ditch Mowing has been performed.
- 133,417 Sqft of ditch, outfall, and pond Herbicide treatments were performed.
- 1,132 Linear ft of Storm lines have been cleaned way of Jet Vac.
- Contract Menzi Muck canal mowing and maintenance.
- 475 Feet of Pipe replacement and repair have been performed.
- 6 Open throat corner concrete structures were replaced damaged by large vehicles.
- 1 Baffle Boxes were cleaned out removing 8 cubic yards of debris.
- 9,061 miles of curbed miles swept between 2 sweepers 561 cubic yards removed.
- 6 DOT ponds are treated 13.73 acres for unwanted vegetation for compliance.
- Airport business park vegetation spray program has been achieved.

MUNICIPAL AIRPORT FUND

The Municipal Airport is located on 1,164 acres of land that was granted to the City in 1959 by the Federal Government. The Airport facility includes two (2) active runways and six (6) taxiways that are fully lighted. Aviation management and other flight support services are provided through private operations including two (2) full service Fixed Based Operators, an automated weather observation system and ten (10) specialty FBOs that include an aircraft paint shop, maintenance facilities, aircraft sales and flight instructors. In addition, there are two (2) non-precision instrument approaches and an FAA Vortac facility.

There are approximately 140 aircraft based at the airport including three (3) flight schools that are based at the airport and two (2) other flight schools that use the airport extensively for training.

MUNICIPAL AIRPORT FUND

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Intergovernmental	226,796	822,591	2,632,273	1,809,682	0.00%
Miscellaneous	202,859	152,000	152,000	-	0.00%
Transfers	129,696	132,979	136,862	3,883	2.92%
Use of Fund Balance	-	210,628	478,583	267,955	127.22%
Total	559,351	1,318,198	3,399,718	2,081,520	157.91%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	136,462	138,245	131,919	(6,326)	-4.58%
Operating	245,548	205,814	210,239	4,425	2.15%
Capital	319,009	949,779	3,032,918	2,083,139	0.00%
Contributions and Transfers	20,964	24,360	24,642	282	1.16%
Contingency	-	-	-	-	0.00%
Total	721,983	1,318,198	3,399,718	2,081,520	157.91%

Staffing Summary:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Full-time Positions:					
Airport Manager	1.00	1.00	1.00	0.00	0.00%
Total	**1.00**	**1.00**	**1.00**	**0.00**	**0.00%**

GOALS:

- Complete the construction of the extension of Signal Avenue and East Tower Circle from the Airport Business Park into the Southwest Quadrant of the airport.
- Complete the construction of the connecting perimeter access road within the Southwest Quadrant of the airport between the new Signal Avenue and East Tower Circle access points.
- Complete the construction of the extension of Runway 9/27 and Taxiway Alpha to the west.
- Complete the rehabilitation and realignment of Taxiway Delta and the rehabilitation of Taxiway Bravo.
- Complete the construction of a new Automated Weather Observing System (AWOS) for the airport.
- Complete a land use study to assess appropriate aeronautical and non-aeronautical uses for the former golf course leasehold area on the airport.
- Commence design of new perimeter fencing and airport access systems, to include additional lighting and surveillance technology.
- Complete the construction of new directory signage at the airport.
- Assist with the development of new hangar and FBO facilities on the airport.
- Assist companies with plans to relocate their businesses to the airport.
- Market and lease available aeronautical and non-aeronautical use properties at the airport.
- Secure all FDOT and FAA grants necessary to complete airport capital improvement projects.

ACCOMPLISHMENTS:

- Completed the design phase of the project to rehabilitate and realign Taxiway Delta and rehabilitate Taxiway Bravo.
- Completed the design of the extension of Signal Avenue and East Tower Circle from the Airport Business Park into the Southwest Quadrant of the airport.
- Completed the design of the connecting perimeter access road within the Southwest Quadrant of the airport between the new Signal Avenue and East Tower Circle access points.
- Completed the design phase of the project to construct a new Automated Weather Observing System (AWOS) for the airport.
- Secured $514,073 in state grant funds for design and construction of the airport access roads project, which will provide ground vehicle access to the Southwest Quadrant of the airport from the Airport Business Park and facilitate development in the Southwest Quadrant that will create jobs and produce additional revenue for the airport.
- Secured $2,532,084 in federal and state grant funds for the construction phase of the projects to rehabilitate Taxiways Bravo and Delta.
- Secured $69,000 under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), $57,162 under the Airport Coronavirus Response Grant Program (ACRGP) and $59,000 under the American Rescue Plan Act (ARPA) for the airport.

LOCAL LAW ENFORCEMENT TRUST FUND

This fund accounts for proceeds generated by confiscation activities of the Police Department. Expenditures are restricted for law enforcement purposes only.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fines and Forfeits	223,398	-	-	-	0.00%
Miscellaneous	8,682	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	100.00%
Total	232,080	-	-	-	100.00%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	100.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	-	-	-	-	100.00%

ECONOMIC DEVELOPMENT FUND

This fund accounts for the City's proceeds of land sales and development costs associated with the City's airport business park.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Intergovernmental	-	-	-	-	0.00%
Miscellaneous	4,824	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Total	4,824	-	-	-	0.00%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	-	-	-	-	0.00%

FEDERAL LAW ENFORCEMENT TRUST FUND

Used to account for proceeds generated by confiscation activities of the Police Department. Expenditures are restricted for law enforcement purposes only.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fines and Forfeits	-	-	-	-	0.00%
Miscellaneous	141	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	141	-	-	-	0.00%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	-	-	-	-	0.00%

PENSION CONTRIBUTION PASS THROUGH

Used to account for State contributions to the Police and Fire pension funds.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Intergovernmental	1,194,985	1,300,000	1,400,000	100,000	7.69%
Total	1,194,985	1,300,000	1,400,000	100,000	7.69%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	1,194,985	1,300,000	1,400,000	100,000	7.69%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,194,985	1,300,000	1,400,000	100,000	7.69%

RECREATIONAL FACILITY FEE FUND

This fund accounts for impact fees assessed against users of recreation and cultural facilities within the City. Use of these funds is limited to expansion of those facilities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Miscellaneous (Impact Fees)	53,358	40,225	40,225	-	0.00%
Use of Fund Balance	-	6,745	35,589	28,844	0.00%
Total	53,358	46,970	75,814	28,844	61.41%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	4,416	26,970	45,441	18,471	68.49%
Capital	-	20,000	20,373	373	1.87%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	10,000	10,000	0.00%
Total	4,416	46,970	75,814	28,844	61.41%

FINANCING DEBT SERVICE FUND

This fund records principal and interest payments on various capital lease and notes payable obligations. Revenue sources include interest on investments and transfers from the General Fund.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Miscellaneous	-	-	-	-	0.00%
Transfers	660,000	675,000	670,000	(5,000)	-0.74%
Use of Fund Balance	-	-	8,689	8,689	0.00%
Total	660,000	675,000	678,689	3,689	0.55%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	684,134	675,000	668,689	(6,311)	-0.93%
Contingency	-	-	10,000	10,000	0.00%
Total	684,134	675,000	678,689	3,689	0.55%

2010 GENERAL OBLIGATION DEBT SERVICE FUND

This fund records principal and interest payments on Series 2010 General Obligation Bonds. The proceeds of this bond issue are for a beachfront park.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Property Taxes	346,700	358,068	351,173	(6,895)	-1.93%
Miscellaneous	1,898	-	-	-	0.00%
Total	348,598	358,068	351,173	(6,895)	-1.93%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	355,720	347,000	340,000	(7,000)	-2.02%
Contingency and Transfers	-	11,068	11,173	105	0.95%
Total	355,720	358,068	351,173	(6,895)	-1.93%

CAPITAL IMPROVEMENT FUND

This fund is used to account for capital asset acquisitions and construction from general government resources and intergovernmental grants.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Property Taxes	448,925	477,424	499,974	22,550	4.72%
Intergovernmental	26,679	1,847,636	-	(1,847,636)	0.00%
Miscellaneous	39,593	15,000	15,000	-	0.00%
Transfers	1,426,795	-	-	-	0.00%
Use of Fund Balance	-	711,279	118,456	(592,823)	-83.35%
Total	1,941,992	3,051,339	633,430	(2,417,909)	-79.24%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	2,256,493	3,013,514	595,000	(2,418,514)	-80.26%
Contributions and Transfers	31,248	37,825	38,430	605	1.60%
Contingency	-	-	-	-	0.00%
Total	2,287,741	3,051,339	633,430	(2,417,909)	-79.24%

EQUIPMENT RENEWAL AND REPLACEMENT FUND

This fund accounts for replacement of existing capital assets provided by general government resources.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Property Taxes	235,144	250,079	261,891	11,812	4.72%
Miscellaneous	62,976	5,000	5,000	-	0.00%
Transfers	90,000	261,446	377,400	115,954	0.00%
Lease Financing	-	-	-	-	0.00%
Use of Fund Balance	-	323,475	-	(323,475)	-100.00%
Total	388,120	840,000	644,291	(195,709)	-23.30%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	421,514	840,000	644,291	(195,709)	-23.30%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	421,514	840,000	644,291	(195,709)	-23.30%

PUBLIC SAFETY VEHICLE AND EQUIPMENT FUND

This fund accounts for replacement of public safety vehicles and equipment.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Property Taxes	871,121	1,023,051	1,071,374	48,323	100.00%
Miscellaneous	21,650	5,000	5,000	-	0.00%
Bond Proceeds	48,645	-			
Transfers	166,000	-	-	-	100.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	1,107,416	1,028,051	1,076,374	48,323	100.00%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	680,010	635,000	590,000	(45,000)	100.00%
Contributions and Transfers	354,996	360,000	355,000	(5,000)	100.00%
Contingency	-	33,051	131,374	98,323	100.00%
Total	1,035,006	1,028,051	1,076,374	48,323	100.00%

TRANSPORTATION IMPROVEMENTS FUND

This fund is used to account for transportation related capital infrastructure.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Property Taxes	555,814	591,096	619,016	27,920	4.72%
Other Taxes	1,235,645	1,140,000	1,140,000	-	0.00%
Intergovernmental	-	-	-	-	0.00%
Miscellaneous	45,846	-	-	-	0.00%
Bond Proceeds	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	1,574,914	543,613	(1,031,301)	-65.48%
Total	1,837,305	3,306,010	2,302,629	(1,003,381)	-30.35%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	112,806	194,413	56,988	(137,425)	-70.69%
Capital	301,165	2,309,000	1,438,200	(870,800)	-37.71%
Contributions and Transfers	749,952	802,597	807,441	4,844	0.60%
Contingency	-	-	-	-	0.00%
Total	1,163,923	3,306,010	2,302,629	(1,003,381)	-30.35%

RECREATION IMPACT FEE FUND

This fund accounts for impact fees assessed and collected against new construction activities. Use of funds is restricted.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fees	684,922	200,000	400,000	200,000	100.00%
Intergovernmental	-	300,000	-	(300,000)	-100.00%
Miscellaneous	25,856	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	600,000	-	(600,000)	-100.00%
Total	710,778	1,100,000	400,000	(700,000)	-63.64%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	500,000	-	(500,000)	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	600,000	400,000	(200,000)	0.00%
Total	-	1,100,000	400,000	(700,000)	-63.64%

LOCAL ROAD IMPACT FEE FUNDS

This fund accounts for impact fees collected for the purposes of maintaining local roads.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fees	281,571	250,000	150,000	(100,000)	-40.00%
Miscellaneous	43,502	25,000	50,000	25,000	100.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	325,073	275,000	200,000	(75,000)	-27.27%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	275,000	200,000	(75,000)	-27.27%
Total	-	275,000	200,000	(75,000)	-27.27%

FACILITIES RENEWAL AND REPLACEMENT FUND

This fund accounts for dedicated tax revenues and corresponding facilities maintenance expenditures.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Property Taxes	881,404	937,797	982,093	44,296	4.72%
Miscellaneous	99,229	3,000	280,000	277,000	0.00%
Intergovernmental	-	225,000	3,000	(222,000)	0.00%
Transfers	773,815	500,000	-	(500,000)	0.00%
Use of Fund Balance	-	-	-	-	100.00%
Total	1,754,448	1,665,797	1,265,093	(400,704)	-24.05%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	152,056	29,700	15,000	(14,700)	-49.49%
Capital	1,193,836	1,335,833	1,148,900	(186,933)	-13.99%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	300,264	101,193	(199,071)	0.00%
Total	1,345,892	1,665,797	1,265,093	(400,704)	-24.05%

STORMWATER IMPACT FEE FUNDS

This fund accounts for impact fees collected for the purposes of maintaining the stormwater system.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Fees	-	10,000	-	(10,000)	0.00%
Miscellaneous	12,811	5,000	-	(5,000)	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	12,811	15,000	-	(15,000)	0.00%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	15,000	-	(15,000)	0.00%
Total	-	15,000	-	(15,000)	0.00%

LEISURE SERVICES CAPITAL FUND

This fund accounts for dedicated tax revenues and corresponding leisure services capital expenses.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Property Taxes	555,814	591,096	619,016	27,920	4.72%
Miscellaneous	12,827	5,000	5,000	-	0.00%
Intergovernmental	435,445	850,000	1,000,000	150,000	17.65%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	253,904	525,984	272,080	107.16%
Total	1,004,086	1,700,000	2,150,000	450,000	26.47%

Expenditures:

	Actual FY 2024-25	Estimate FY 2025-26	Budget FY 2026-27	Change FY 2025-26 to FY 2026-27	% Change FY 2025-26 to FY 2026-27
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	891,498	1,700,000	2,150,000	450,000	26.47%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	891,498	1,700,000	2,150,000	450,000	26.47%

CITY OF ORMOND BEACH

FLORIDA

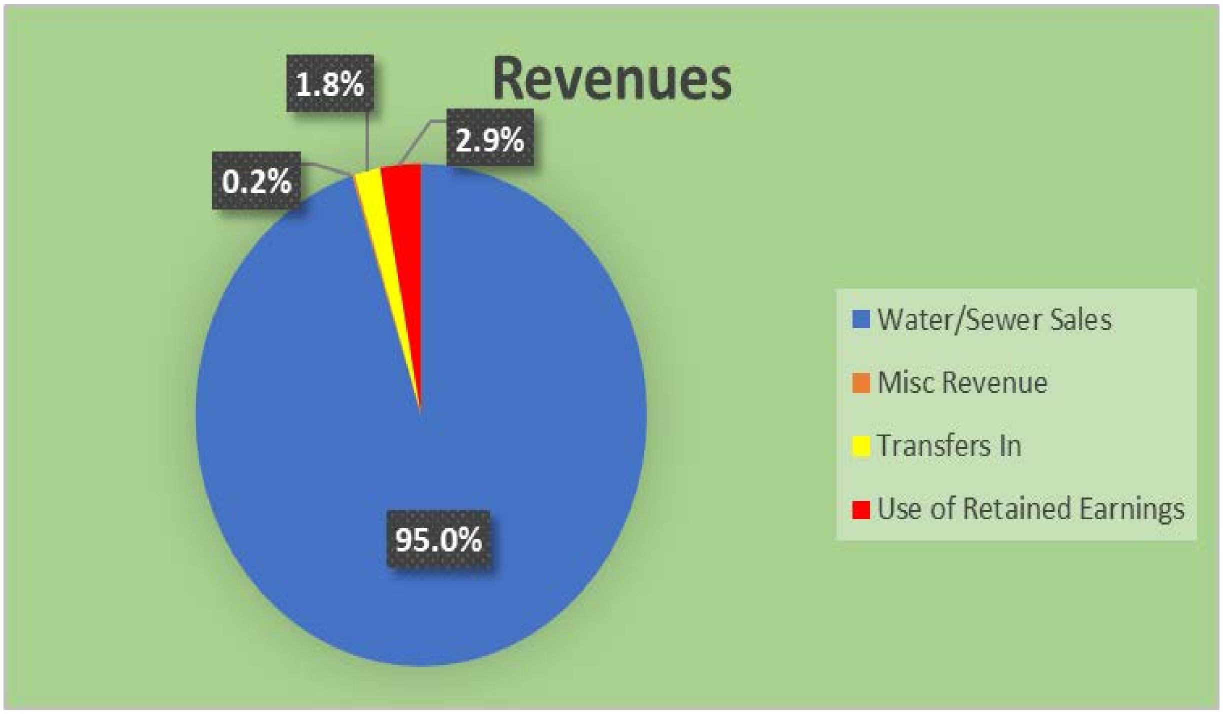
ENTERPRISE AND INTERNAL SERVICE FUNDS
TABLE OF CONTENTS

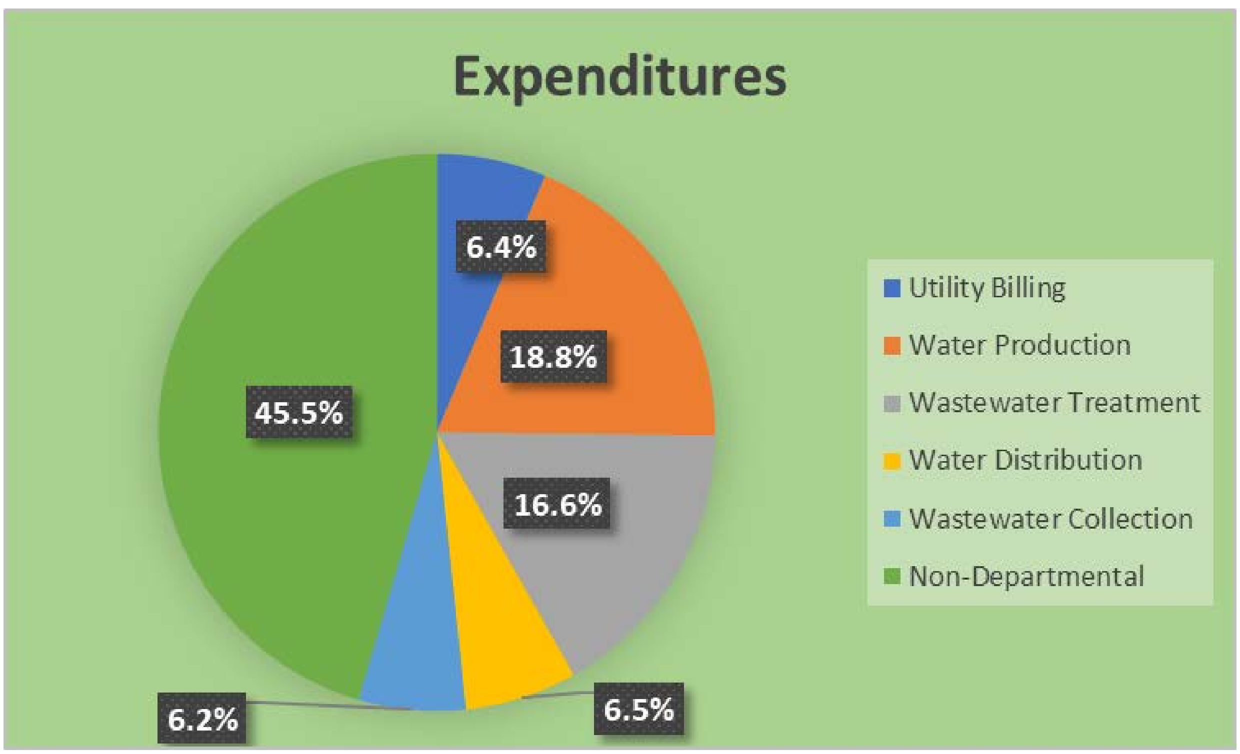
BUDGETARY AND STAFFING INFORMATION

WATER AND SEWER SUMMARY

Description	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Revenues					
Water/Sewer Sales	22,922,165	23,471,000	27,325,000	3,854,000	16.42%
Intergovernmental	-	-	-	-	0.00%
Misc Revenue	351,220	60,000	51,000	(9,000)	-15.00%
Transfers In	461,796	450,984	530,427	79,443	17.62%
Use of Retained Earnings	-	2,325,903	842,511	(1,483,392)	-63.78%
Total Net Revenues	**23,735,181**	**26,307,887**	**28,748,938**	**2,441,051**	**9.28%**

Expenditures					
Utility Billing	1,821,011	1,698,991	1,831,300	132,309	7.79%
Water Production	4,692,936	5,175,140	5,402,295	227,155	4.39%
Wastewater Treatment	3,855,945	4,439,203	4,786,102	346,899	7.81%
Water Distribution	1,681,719	1,720,373	1,875,744	155,371	9.03%
Wastewater Collection	1,612,808	1,639,761	1,787,071	147,310	8.98%
Non-Departmental	3,628,616	11,634,419	13,066,426	1,432,007	12.31%
Total Net Expenditures	**17,293,035**	**26,307,887**	**28,748,938**	**2,441,051**	**9.28%**


Revenues
1.8%
2.9%
0.2%
95.0%
Water/Sewer Sales
Misc Revenue
Transfers In
Use of Retained Earnings


Expenditures
6.4%
18.8%
45.5%
16.6%
6.2%
6.5%
Utility Billing
Water Production
Wastewater Treatment
Water Distribution
Wastewater Collection
Non-Departmental

UTILITY BILLING AND CUSTOMER SERVICE

Utility Billing and Customer Service administers the City's utility billing system, which includes meter reading, billing and collection, and customer service support. This program produces bills annually for water and wastewater service, stormwater utility, solid waste collection and recycling and performs approximately 260,000 meter readings per year.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Water & Wastewater	1,821,011	1,698,991	1,831,300	132,309	7.79%
Total	1,821,011	1,698,991	1,831,300	132,309	7.79%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	840,792	888,570	951,351	62,781	7.07%
Operating	980,219	810,421	879,949	69,528	8.58%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,821,011	1,698,991	1,831,300	132,309	7.79%

Staffing Summary:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Full-time Positions:					
Accounting Clerk	2.00	2.00	2.00	0.00	0.00%
Accounting Technician	3.00	3.00	3.00	0.00	0.00%
Staff Accountant	1.00	1.00	1.00	0.00	0.00%
Customer Serv. Supervisor /Acct.	1.00	1.00	1.00	0.00	0.00%
Meter Reader Supervisor	1.00	1.00	1.00	0.00	0.00%
Meter Reader	4.00	4.00	4.00	0.00	0.00%
Total	**12.00**	**12.00**	**12.00**	**0.00**	**0.00%**

UTILITY BILLING AND CUSTOMER SERVICE

GOALS:

- Complete the tenth phase of the City-wide meter replacement program.
- Develop a future plan for City water meters as the tenth phase will complete the process of ensuring all meters throughout the City are radio read meters.
- Maintain generation of 90% of all utility bills within forty-eight hours of the meter read date.
- Maintain the active participation rate for bank drafting utility account payments at 25% of the customer base.
- Increase the active participation rate for customers paying by Internet credit card method.
- Complete 98% of utility work orders within three business days of request.
- Continue working with the utilities distribution program staff replacing commercial meters with radio read meters.
- Increase customer usage of the Interactive Voice Response System by 5%, currently 10%.
- Increase customer usage of the Online Payment Portal by 5%, currently 18%.
- Transition to the online payment portal Resident Self-Service.
- Update the City online payment portal.

PERFORMANCE MEASURES:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Workload:					
Number of utility bills	298,296	305,000	315,000	10,000	3.28%
Customers participating in bank drafting	6,750	7,100	7,300	200	2.82%
Total Number of work orders	21,595	22,000	22,250	250	1.14%
Number of work orders - delinquent cut-offs	3,965	4,120	4,250	130	3.16%
Number of work orders - reconnects	3,414	3,500	3,650	150	4.29%
Efficiency/Effectiveness:					
% customers using bank draft payment	28%	30%	35%	0	0.00%

ACCOMPLISHMENTS:

- Maintained generation of 90% of all utility bills within forty-eight hours of the meter read date.
- Maintained the active participation rate for bank drafting utility account payments.
- Maintained the active participation rate for customers using the Internet account charge and consumption inquiry at 18% of the customer base.
- Completed 98% of utility work orders within three business days of request.

WATER PRODUCTION

The City's Water Production section is responsible for providing a reliable source for safe drinking water to customers contained within the City's 57-square mile service area which includes the incorporated city limits and adjacent unincorporated areas.

The Water Production program is responsible for licensed operation and maintenance of all equipment associated with the City's twelve (12) million gallons per day (mgd) Water Treatment Facility. The treatment facility includes an 8 mgd lime softening process and a 4 mgd low pressure reverse osmosis (LPRO) process. Water is blended from both treatment processes prior to distribution. The LPRO concentrate serves as an irrigation source water source as it is blended with reclaimed water for public access irrigation.

The water production section operates and maintains five (5) wellfields that withdraw groundwater from the Upper Florida aquifer through 38 existing wells to meet current and future water demands. The five wellfields, starting in the west and continuing easterly toward the city, include the Rima Ridge, Hudson, Breakaway Trails, State Road 40, and Division Avenue wellfields. Additionally, two elevated storage tanks & 2 ground storage tanks (total storage @ 4.7 mg) and five booster pumping stations are contained within the distribution system to further assist the delivery of finished water to customers.

The program also maintains the water system in conformance with the requirements of the Safe Drinking Water Act, the regulations of the Florida Department of Environmental Protection, Florida Department of Health (DOH) and the Consumptive Use Permit conditions issued by the St. Johns River Water Management District.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Water & Wastewater	4,692,936	5,175,140	5,402,295	227,155	4.39%
Total	4,692,936	5,175,140	5,402,295	227,155	4.39%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	2,031,229	2,213,837	2,399,948	186,111	8.41%
Operating	2,661,707	2,961,303	3,002,347	41,044	1.39%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	4,692,936	5,175,140	5,402,295	227,155	4.39%

Staffing Summary:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Full-time Positions:					
Utilities Manager	1.00	1.00	1.00	0.00	0.00%
Utilities Engineer	2.00	2.00	2.00	0.00	0.00%
Office Assistant II	1.00	1.00	1.00	0.00	0.00%
Chief Treatment Plant Oper. "A"	1.00	1.00	1.00	0.00	0.00%
Supervisor of Equipment Mnt.	1.00	1.00	1.00	0.00	0.00%
Equipment Maintenance Lead	1.00	1.00	1.00	0.00	0.00%
Lead WTP Operator	1.00	1.00	1.00	0.00	0.00%
Treatment Plant Operator	8.00	8.00	9.00	1.00	12.50%
Plant/Pump Mechanic	1.00	1.00	1.00	0.00	0.00%
Utility Electrician	1.00	1.00	2.00	1.00	100.00%
Enviro. Regulatory Compl. Coord.	1.00	1.00	1.00	0.00	0.00%
Sludge Hauling Tech	1.00	1.00	1.00	0.00	0.00%
SCADA Tech.	1.00	2.00	2.00	0.00	0.00%
Part-time Positions:					
Treatment Plant Operator (1)	0.50	0.50	0.50	0.00	0.00%
Total	**21.50**	**22.50**	**24.50**	**2.00**	**8.89%**

* Indicates primary department

WATER PRODUCTION

GOALS:

- Maintain compliant and reliable water production activities meeting customer use demands and regulatory standards to include 4 log Removal Disinfection Certification Status for 12 MGD Water Treatment Facility (8 MGD Lime Softening / 4 MGD LPRO Processes) which requires a 0.7 mg/L Free Chlorine in all three Clearwells and a Combined Filter Effluent (CFE) turbidity of less than or equal to 1 NTU.
- Maintain compliant and reliable water production activities for control of lead and copper, specifically through the use of corrosion inhibitor, to include triennial lead and copper sampling of the distribution system and maintaining an LSI in the finished water of +/- 0.20.
- Maintain an impeccable safety record with a zero loss of work record.
- Implement Citywide Workplace Safety Program as it pertains to Utilities.
- Implement new and improved Safety Procedures including but not limited to gas detection device and use for confined space entry and other Personal Protection Equipment and usage.
- Maintain accurate records and submit regulatory reports on schedule.
- Enhance record keeping and tracking practices for water loss prevention and audit purposes.
- Continue to assess well field, in-plant and distribution system operations to identify all groundwater and finished water use.
- Continue to amend the Water Plants Standard Operating procedures
- Maintain accurate database for recording well pumping, water distribution system flushing, leak detection, main break and fire hydrant flushing activities for quantifying water use and for adherence to regulatory permit standards.
- Promptly and efficiently address recommendations made during periodic Florida Dept. of Health (FDEP/ FDOH) inspections.
- Continue the integration and efficiently utilize the VT SCADA/ RTU systems for in-plant and remote wellfields and storage tanks and booster pumping stations.
- Continue to repaint aboveground yard piping to coincide with FDEP regulations.
- Consistently monitor the status of the LPRO Membranes by utilizing the normalization software provided by the membrane manufacturer.
- Improve plant equipment efficiency reduce downtime through timely maintenance and replacement.
- Continue study to site and permits additional production wells.
- Continued design and refurbishment of the aeration tank, blowers, clear well project.
- Procure contractors to remediate the corrosion and paint the Claricone treatment units
- Procure contractors to clean and inspect ALL potable water tanks and clearwells
- Procure a contractor or equipment to remove the lime sludge from the south pits.

WATER PRODUCTION

PERFORMANCE MEASURES:

	Actual FY 2023-24	Actual YTD FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Volume of water (in MG) processed during reporting period	2,042	2,216	2,212	(4)	-0.18%
Volume of wastewater (in MG) processed during reporting period	1,772	2,123	1,956	(167)	-7.88%
Volume of Reclaimed Water (in MG) distributed during reporting period	1,230	1,612	1,200	(412)	-25.56%
Total volume of raw sewage collected for treatment (MGD AADF) from retail customers	5.33	5.45	5.35	(0)	-1.83%
Total number of manhole failures in collection system	201	95	125	30	31.58%
Total number of leaks in distribution system	211	572	300	(272)	-47.55%
Total number of pipeline breaks in distribution system	34	40	45	5	12.50%
Total number of leaks in reclaimed water system	27	28	30	2	7.14%
Total number of pipeline breaks in reclaimed water system	7	17	10	(7)	-41.18%
Sum of all qualified formal training hours completed by all employees	700	700	700	-	0.00%
Number of calendar days utility was in full compliance with all drinking water quality and treatment technique requirements contained in National Primary Drinking Water Regulations	365	365	365	-	0.00%
Number of calendar days utility was in full compliance with all drinking water quality and treatment technique requirements contained in National Secondary Drinking Water Regulations	365	365	365	-	0.00%
Total number of standard non-compliance days	-	-	-	-	-
Total water treatment plant effluent flow distributed to distribution system	2,042	2,017	2,200	183	9.07%

ACCOMPLISHMENTS:

- Maintained compliant Consumptive Use Permit (CUP) operating and reporting requirements and annual groundwater withdrawal allocations. Current year groundwater withdrawal allocation at 8.041 MGD. Current year annual average day groundwater withdrawals for FY 2023-24 at 5.962 MGD.
- Reporting includes semi-annual EN-50 Groundwater Withdrawal & Annual Wetlands Monitoring reports along with other groundwater conditions sampling, monitoring
- Completed 2023 Annual Water Quality “Consumer Confidence” Report.
- Maintained compliant and reliable water production activities meeting customer use demands and regulatory standards. Current year water plant average day production is 5.51 Million Gallons per Day (MGD) with 6.71 max day demand during previous 12-month period (May 2024).
- Provide necessary training and continuing education opportunities.

- Maintained Citywide Workplace Safety Program as it pertains to Utilities.
- Maintained the distribution system through consistent monthly flushing programs.
- Controlled biological growth in the distribution system by conducting two "Change in Disinfection" event.
- Updated the Water Plant's Standard Operating Procedures
- Trained Water Treatment Plant Operators in the use of the E-logs to accurately record daily plant activities.
- Completed the input of plant equipment inventory in new Asset Management software.
- Staff has been trained to utilize the Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement.
- Continued using the Tour Trax Asset management system to ensure that quality inspections on vital equipment are done consistently around the plant.
- Upgraded the security surveillance equipment around the facility
- Continued the Water Plant beautification project. This project includes the remediation of rust and corrosion on the plant infrastructure, the addition of planters, shrubbery and trees, as well as painting the pipes and the interior of the Administration building.
- Upgraded ALL compliance and operational instrumentation throughout the water plant and pumping stations
- Succeeded in cross training Operators to assist in miscellaneous duties such as BacT collection and instrumentation calibration.
- Implemented a Lock Out Tag Out system at the Water Plant
- Maintain a zero loss of work record by way of continuously implementing plant safety measures.
- Completed the Consumptive Use Permit Renewal Process.
- Added VFD motor control to the production wells to increase efficiency and save energy.
- Added Use cellular technology for RTU/SCADA communications to replace radios where signal strength is no longer acceptable.

WASTEWATER TREATMENT

The City's Wastewater Treatment section is responsible for the compliant operation and maintenance of an advanced domestic wastewater treatment facility having an annual average day capacity of 8.0 million gallons per day (mgd). The treatment process utilized at the City's WWTP consists of influent pumping with odor control, primary screening, five-stage Bardenpho™ (fermentation, first anoxic, aeration, second anoxic, and re-aeration), clarification, media filtration, and disinfection. The wastewater section is also responsible for the reliable operation of over eighty (80) remote lift stations contained within the sanitary sewer service area.

The wastewater treatment facility serves as the source of water for the City's public access reclaimed water system. The reclaimed water system generally consists of two reclaimed water storage tanks (one with a capacity of 3.0 million gallons and one with a capacity of 4.0 million gallons, one high service pump station with a total installed pumping capacity rated at 9800 gpm (14.1 mgd) at 85 psi. This program produces approximately 840 million gallons of reuse water annually, providing an available alternative water source for irrigation needs for 2,345 reuse customers in addition to two golf courses. Treated effluent not reused for irrigation is discharged to the City's permitted surface water discharge, the Halifax River. De-watered residuals (or biosolids) are transported from the wastewater treatment facility and treated to Class AA residual standards by a State-licensed contractor.

Competent, State-licensed operators are responsible for operating the plant in conformance with the requirements of the Clean Water Act, the operating permit and NPDES (National Pollution Discharge Elimination System) permit issued by the Florida Department of Environmental Protection (DEP) and the Environmental Protection Agency (EPA).

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Water & Wastewater	3,855,945	4,439,203	4,786,102	346,899	7.81%
Total	3,855,945	4,439,203	4,786,102	346,899	7.81%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	1,147,152	1,321,974	1,369,716	47,742	3.61%
Operating	2,708,793	3,117,229	3,416,386	299,157	9.60%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	3,855,945	4,439,203	4,786,102	346,899	7.81%

Staffing Summary:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Full-time Positions:					
Equipment Mnt. Lead	1.00	1.00	1.00	0.00	0.00%
Plant/Pump Mechanic	2.00	2.00	3.00	1.00	50.00%
Chief Treatment Plant Operator	1.00	1.00	1.00	0.00	0.00%
Lead Operator	1.00	1.00	1.00	0.00	0.00%
Treatment Plant Operator	9.00	9.00	9.00	0.00	0.00%
Chief Lab Technician	1.00	1.00	1.00	0.00	0.00%
Total	**15.00**	**15.00**	**16.00**	**1.00**	**6.67%**

GOALS:

- Attain zero permit exceedances for upcoming year.
- NELAC certify plant laboratory for bacteriological testing (Fecal & Total Coliform, E.Coli and Enteroccocci Bacteria). In Process
- Decant pump station upgrades and modifications with new pumps and piping to centrifuge. In Process. WRF Improvements
- Install middle mixer in PAN tank #1. In Process. WRF Improvements
- Replace all Wylo submersible mixers with more reliable Flygt mixers as units fail. CIP
- Upgrade to UV disinfection installation which will eliminate Hypo and Bisulfite chemicals and decrease Fecal Coliform, Enteroccocci, Giardia and Cryptosporidium non-compliance events which is being partially funded by a state grant. In Process
- Replace failed RAS/WAS isolation valves. CIP
- Improve overall SCADA control of equipment and processes for ease of plant operation. On-Going
- Execute Grit Removal contract and complete recommended grit removal from Sedivision results on Fermentation, Carrousel and Post Anoxic Tanks. Sedivision completed. Removal being budgeted for 24-25
- Continue to maintain reliable WWTP operations monitoring and reporting standards and operation parameters for reuse and surface water discharges and Class AA residuals sludge disposal in accordance with regulatory conditions contained in the City's current FDEP Operating Permit. On-going
- Continue optimizing reuse disposal system operations and expansion to further reduce surface water discharges to Halifax River and to promote water conservation. On-going
- Complete the annual reporting requirements for the following topics and activities: Capacity Analysis, Reuse Summary and Correlation, Pretreatment DMR, Primary and Secondary Drinking Water Standards, Summary of Water Quality and Residuals.
- Provide necessary training and continuing education opportunities to current operations staff to promote licensure certification and personnel expertise On-going
- Improve plant equipment and Lift Stations through maintenance, replacement and purchase of critical equipment spares On-going
- Design, permit and construct new WRF headworks. Future CIP
- Design, permit and construct new WRF influent pumping station. Future CIP
- Award and complete WRF improvements to sludge decant and polymer rooms and new post anoxic mixer in PAN tank #1 In process
- Replacing a sand filter with a Diamond Filter cloth media filter.
- Rehab and remodel Operations building
- Apply to FDEP when applicable to reduce required operating hours from 24 hours per day to 16 hours per day
- Replace 2 Sand Filters with Aquadiamond filters. Planning in process
- Install actuators and SCADA control for the 3 Tea Cup grit removal units. In Process
- Install overflow channel at bar screen to avoid headworks overflows.
- Install new Carrousel mixer VFD's and tie to SCADA for future process control automation. 2 units for Outboards are in process and 2 for inboards will be on next budget

WASTEWATER TREATMENT

- Rebuild failing Clarifier distribution box actuator gears. Awaiting vendor quote
- Modify screw pump roof for access to pumps CIP
- Begin secondary clarifier rehabs at 1 unit per year.
- Build new Main Lift Station within 2 years.
- Reduce Surface Water Discharges via increase reclaim system storage.
- Reduced fecal coliform permit exceedances for 11 straight months since recommended improvements completed.
- Replaced WAS and RAS pump VFD's and tie to SCADA for operational control. 5 out of 7 complete
- Completed input of plant equipment inventory in new Asset Management software. Get staff trained and utilize Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement. Partial completion
- Both Centrifuge units were disassembled and rebuilt by Flottweg
- Replaced roof top AC unit for Operations building.
- Added VFD's and SCADA control improvements for Effluent Transfer pumps.
- Replaced Influent Pump #3 VFD.
- Rectified longstanding FPL plant power imbalance equipment issues that was damaging equipment and causing plant operational issues. Rectified at motor starters
- Completed preparation of bid documents and award for multi-year contracts for annual chemical supplies for water and wastewater treatment facilities and wastewater residuals hauling treatment and disposal contract services
- Completed the sampling and reporting requirements for the following topics and activities: Reuse, Pretreatment DMR, Primary & Secondary Drinking Water Standards, Priority Pollutants, EPA 503 Biosolids, Reuse Summary and Correlation, Summary of Water Quality & Residuals, Bi-annual Giardia and Cryptosporidium, Semi-annual SWD Toxicity, quarterly Groundwater Monitoring and monthly Discharge Monitoring Reports.
- Plant processed 2,103 million gallons of influent flow (5.75 MGD annual avg. day) and distributed 1,129 million gallons of reuse product (3.08 MGD annual avg. day) for reporting period 6/1/23 to 5/31/24.
- Accurately monitored and reported operation parameters for reuse and surface water discharges and Class AA residuals sludge disposal in accordance with regulatory conditions contained in the City's current FDEP Operating Permit.
- Provided necessary training and continuing education opportunities to current operations staff to promote licensure certification and personnel expertise.
- Installed audible and visual Turbidity, Secondary Scum Well and Dewatering Pump Station wet well alarms.
- Multitude of plant lighting improvements for safety.

WATER DISTRIBUTION

The Water Distribution Section is responsible for reliable operation of the water distribution system.

State–licensed operators and experienced technicians operate and maintain over 400 miles of potable and 25 miles of raw water mains comprised of several material types to include nearly 2000 fire hydrants and thousands of various sized valves and miscellaneous appurtenances.

In addition, this section is responsible for the installation of all new water meters, testing, calibration and/or replacement of existing water meters, enforcement of the cross connection control program and backflow prevention device maintenance. The water distribution crews also self-perform leak detection reconnaissance of the distribution system and respond to all customer requests for assistance and perform any repairs necessary to maintain system service reliability.

WATER DISTRIBUTION

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Water & Wastewater	1,681,719	1,720,373	1,875,744	155,371	9.03%
Total	1,681,719	1,720,373	1,875,744	155,371	9.03%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	1,011,245	1,100,027	1,214,637	114,610	10.42%
Operating	670,474	620,346	661,107	40,761	6.57%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,681,719	1,720,373	1,875,744	155,371	9.03%

Staffing Summary:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Full-time Positions:					
Supervisor of Water Distribution	1.00	1.00	1.00	0.00	0.00%
Utility Mapping/Locate Tech.	2.00	2.00	2.00	0.00	0.00%
Water Distribution Lead	2.00	2.00	2.00	0.00	0.00%
Water Distribution Operators	8.00	8.00	8.00	0.00	0.00%
Water Quality Control Tech	1.00	1.00	1.00	0.00	0.00%
Total	**14.00**	**14.00**	**14.00**	**0.00**	**0.00%**

WATER DISTRIBUTION

GOALS:

- Maintain reliable water distribution system operations for meeting customers use and quality demands.
- Continue to search for sources of unaccounted for water with emphasis on leak detection program, frequent large meter testing and maintenance of accurate flushing record database to detect all usage throughout City's distribution system. Perform leak detection with in-house personnel for distribution system annually.
- Implement Citywide Workplace Safety Program as it pertains to Utilities.
- Implement new and improved Safety Procedures including but not limited to gas detection device and use for confined space entry and other Personal Protection Equipment and usage.
- Ensure main breaks and service interruptions are repaired in a timely manner and noticed in accordance with pertinent Florida Dept. of Health Regulations.
- Test and inspect all City owned backflow preventers on an annual basis.
- Complete 100% of all service work orders prepared for fire hydrants as identified by Utilities and Fire Department inspections.
- Complete maintenance of all fire hydrants in Ormond by the Sea per yearly contract condition with Volusia County.
- Complete input of asset inventory in new Asset Management software. Get staff trained and utilize Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement.
- Continue enhancements to City's Cross Connection Control Program and compliance rating.
- Modify for efficiencies and continue to improve current distribution system monitoring, sampling and flushing programs to promote better understanding of system operating conditions and improve water quality.
- Install all new meter requests received due to new development or new customer requests for service.
- Perform accuracy testing on water meters in accordance with or exceeding AWWA standards as referenced in the Water Meter Testing and Repair Manual.
- Complete the Phase IV design for the water main replacement project.
- Construct a secondary 24" raw water main along SR40 from Hunters Ridge to Williamson Boulevard.
- Award bid and complete Leeway Storage Tank and Pump Station Rehabilitation and Improvements project.
- Begin implementation of Western service area improvements including completion of SR 40 / Airport Road water main loop project.
- Have the internal parts of the Residential Dual Checks changed out that are nearing their 10-year life span.
- Continue installing Insert a Valves in areas where there are long distances between in-line valves.

WATER DISTRIBUTION

ACCOMPLISHMENTS:

- Maintained reliable water distribution system operations for meeting customer water use demands and water quality concerns.
- Continued activities and focus to minimize unaccounted water with emphasis on large meter testing, leak detection, flushing database records, small meter replacement and raw water metering accuracy and reporting.
- Repaired all water main breaks and service interruptions in a timely manner and notified affected customers in accordance with pertinent FDEP/ FDOH regulations.
- Inspected and/ or repaired all city owned backflow prevention devices (BFPD). Continue installation of BFPD on city owned irrigation systems lacking protection.
- Installed new or exchanged approximately 275 water meters.
- Serviced approximately 290 fire hydrants in Ormond-by-the-Sea that are under a maintenance contract with Volusia County Fire Dept., performed maintenance activities on 120 fire hydrants within city limits located between Beach St and US1 starting from south city limits.
- Responded to and performed repairs on approximately 59 main breaks and 624 service laterals and prepared the necessary Precautionary Boil Water Notices.
- Tested and repaired 100% of all meters within City sized 3" and larger scheduled for this fiscal year. Continue scheduling four to six-year testing program on 2" and 1 ½" water meters
- Replaced approximately 8 non-operable isolation valves of various sizes throughout distribution system.
- Performed scheduled valve maintenance activity on approximately 225 water main valves and as necessary in support of scheduled system shutdowns associated with capital projects or water distribution main and services breaks.
- Flushed water mains for Cl2 residual and overall water quality maintenance from US1 to west City Limits.
- Serviced 26 automatic flushing devices in various locations throughout distribution system.
- Located, marked, and exercised valves in preparation for the 2-inch main replacement program.
- Located all in-line and hydrant valves for the completed instillation of the N US 1 expansion project. Also made sure all valves were on and centered in the valve boxes.
- Locate Technicians located a total of 9,784 locates in 2023.

WASTEWATER COLLECTION AND REUSE DISTRIBUTION

The City's wastewater collection system section is responsible for maintaining reliable operating characteristics throughout the City's wastewater customer service area for:

- 182 miles of gravity sewer main
- 54 miles of force mains
- 24 miles of reuse water mains
- 23 miles of low-pressure sewer mains

The Wastewater Collections program services and maintains over 1,600 Pretreatment Effluent Pumping (PEP) systems serving the low pressure sewer collection needs at the Hunter's Ridge and Breakaway Trails development areas.

The wastewater collection and reuse distribution program performs various preventative maintenance functions to include televising sewer mains for determination of repair needs and identifying inflow-infiltration areas of concern, root control, and periodic pigging of force mains due to main pressure fluctuations affecting operational reliability.

This program also provides round the clock piping and manhole repair activities and response to customer requests for assistance in the event of a sewer backup or reuse irrigation service interruption.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Water & Wastewater	1,612,808	1,639,761	1,787,071	147,310	8.98%
Total	1,612,808	1,639,761	1,787,071	147,310	8.98%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	839,351	927,453	1,072,890	145,437	15.68%
Operating	773,457	712,308	714,181	1,873	0.26%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,612,808	1,639,761	1,787,071	147,310	8.98%

Staffing Summary:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Full-time Positions:					
Lead Utilities Technicians	2.00	2.00	2.00	0.00	0.00%
Supervisor of Collection/Reuse	1.00	1.00	1.00	0.00	0.00%
Plant/Pump Mechanic	2.00	2.00	2.00	0.00	0.00%
Utilities Technicians	8.00	8.00	8.00	0.00	0.00%
Total	**13.00**	**13.00**	**13.00**	**0.00**	**0.00%**

WASTEWATER COLLECTION AND REUSE DISTRIBUTION

GOALS

- Maintain reliable wastewater collection system (gravity and force main) and reuse storage and distribution operations for customers.
- Implement Citywide Workplace Safety Program as it pertains to Utilities.
- Implement new and improved Safety Procedures including but not limited to gas detection device and use for confined space entry and other Personal Protection Equipment and usage.
- Continue sanitary sewer lining projects citywide.
- Prioritize multi-year lining contract scope of work and renewal to correct known defects or deteriorated portions of sewer mains to ensure the integrity of the system and reduce inflow and infiltration.
- Clean and televise approximately 10,000 feet of gravity sewer main and 200 each sewer laterals. PM activities are performed to prioritize and correct defects in deteriorated portions of sewer mains/ service laterals to reduce likelihood of overflows, inflow and infiltration.
- Begin input of asset inventory in new Asset Management software. Get staff trained and utilize Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement.
- Rehabilitation of 50 PEP Systems in Hunter's Ridge and Breakaway Trails Areas.
- Complete construction for Lift Station Rehabilitation Projects including station piping, valves and controls upgrades.
- Perform root control services on gravity sanitary sewer as necessary.
- Support Reuse Service area expansion and service to include recent priority to serve south peninsula area customers.
- Develop a Fats, Oils and Grease (FOG) program plan to assist in reducing the amount of the FOG clogging the sewer transmission lines. Initiate records database for development of inspection program for grease interceptors installed at commercial restaurants within the City's sewer collection service area.
- Review best practices concerning flushable items with all Daycare and Senior care facilities to enhance awareness of potentially harmful disposal methods.
- Begin implementation of western service area improvements related to wastewater collection and conveyance including extension of SR 40 Force main and site evaluation of Airport Road Utility Parcels.

ACCOMPLISHMENTS

- Successfully operated City-wide reuse system for annual period delivering reuse product to over 3,200 residential and 1 golf course customers having demand in excess of 1.3 Billion Gallons.
- Submitted the Annual Reuse Report 2024 per FDEP WWTF permit requirements illustrating 4.2 MGD of the 4.43 MGD annual average day flow received at the City's treatment facility is utilized for land application irrigation purposes.
- Maintained Standard Operating Procedures for Reuse Distribution System including responses to extended dry and wet weather conditions and notification to customers regarding service interruptions or other changes.
- Identified locations for additional meters and valves to provide better operational control and water accounting. Installation commenced.
- PEP System PM Activities: Completed rehabilitation of 21 units, replacement of 22 units, performed installation of 3 new units and performed electrical upgrades to 136 PEP System units replaced in West Ormond Low Pressure Sewer Service area.
- Cleaned approximately 7,000 feet of gravity sewer main and 129 each sewer laterals. Televised approximately 1500 feet of gravity sewer main and 333 each sewer laterals. Performed root control program activities on approximately 110 each sewer laterals.
- Completed monthly and annual scheduled preventative maintenance service calls for 95 sewage lift stations throughout the collection system which includes reassembly of each duplex configured pump and motor. Responded to all emergency call outs from SCADA and WIN911 Lift Station monitoring system after hours calls for service alarms (annual average 3 calls per week). Ongoing accomplishment
- Completed approximately 1145 repairs to collection system (gravity, force main, services and manhole) service calls and 130 reuse system leaks and main breaks.
- Completed a variety of lift station and motor replacements and repairs at various lift stations throughout the sanitary sewer collection system.
- Maintained reliable wastewater collection system (gravity and force main) and reuse storage and distribution operations for customers.
- Prepared design plans and specifications for bidding Lift Station Rehabilitation Project to include 4P and 11M lift station piping, valves and controls upgrades.
- Completed the Shadow Crossings Reuse Pump Facility Upgrades Project.
- Prepared design plans and specifications for the West 40 force main improvements project for promoting improved level of service and reliability and for developing effective options for developer considerations.
-

WATER AND WASTEWATER TRANSFERS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Water & Wastewater	3,628,616	11,634,419	13,066,426	1,432,007	12.31%
Total	3,628,616	11,634,419	13,066,426	1,432,007	12.31%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	25,136	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contingency	-	-	-	-	100.00%
Contributions and Transfers	3,603,480	11,634,419	13,066,426	1,432,007	12.31%
Total	3,628,616	11,634,419	13,066,426	1,432,007	12.31%

WATER AND WASTEWATER VEHICLE AND EQUIPMENT REPLACEMENT FUND

This fund accounts for replacement of existing vehicles and equipment for the benefit of Water and Wastewater.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Miscellaneous	38,062	-	-	-	0.00%
Transfer	249,996	250,000	750,000	500,000	200.00%
Use of Fund Balance	-	600,000	80,000	(520,000)	0.00%
Total	288,058	850,000	830,000	(20,000)	-2.35%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	850,000	830,000	(20,000)	-2.35%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	-	850,000	830,000	(20,000)	-2.35%

WATER AND WASTEWATER RENEWAL AND REPLACEMENT FUND

This fund accounts for replacement of existing capital assets for the benefit of Water and Wastewater.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Bond Proceeds	-	6,150,000	-	(6,150,000)	0.00%
Intergovernmental	-	2,870,000	-	(2,870,000)	100.00%
Charges for Services	156,062	155,000	150,000	(5,000)	0.00%
Miscellaneous	341,987	100,000	150,000	50,000	0.00%
Transfers	-	3,071,951	4,428,000	1,356,049	44.14%
Use of Retained Earnings	-	-	2,102,768	2,102,768	100.00%
Total	498,049	12,346,951	6,830,768	(5,516,183)	-44.68%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	769,720	833,589	952,406	118,817	14.25%
Capital	4,364,670	11,513,362	5,878,362	(5,635,000)	-48.94%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	5,134,390	12,346,951	6,830,768	(5,516,183)	-44.68%

WATER AND WASTEWATER CONSOLIDATED DEBT SERVICE FUND

Used to account for principal and interest payments resulting from the issue of revenue bonds and debt financing.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Bond Proceeds		-	-	-	0.00%
Transfer	-	4,924,000	3,824,000	(1,100,000)	-22.34%
Use of Fund Balance	-	-	-	-	0.00%
Total	-	4,924,000	3,824,000	(1,100,000)	-22.34%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	4,361,647	4,924,000	3,824,000	(1,100,000)	-22.34%
Contributions and Transfers	(3,753,175)	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	608,472	4,924,000	3,824,000	(1,100,000)	-22.34%

WEST ORMOND REUSE IMPACT FEE FUND

This fund accounts for impact fees assessed against new construction activities. Use of these funds is restricted for expansion and construction of West Ormond irrigation facilities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Intergovernmental	-	-	-	-	0.00%
Fees	18,664	-	-	-	0.00%
Miscellaneous	11,950				
Use of Retained Earnings	-	-	-	-	0.00%
Total	30,614	-	-	-	0.00%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Operating	4,975	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	4,975	-	-	-	0.00%

WATER SYSTEM IMPACT FEE FUND

This fund accounts for impact fees assessed against new construction activities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Intergovernmental	-	-	-	-	0.00%
Fees	610,911	700,000	676,000	(24,000)	-3.43%
Miscellaneous	185,306	-	75,000	75,000	0.00%
Transfers	-	-	-	-	0.00%
Use of Retained Earnings	-	-	-	-	0.00%
Total	796,217	700,000	751,000	51,000	7.29%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	103,899	-	380,000	380,000	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	700,000	371,000	(329,000)	0.00%
Total	103,899	700,000	751,000	51,000	7.29%

WASTEWATER SYSTEM IMPACT FEE FUND

This fund accounts for impact fees assessed against new construction activities.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Intergovernmental	-	-	-	-	0.00%
Fees	1,158,586	675,000	800,000	125,000	18.52%
Miscellaneous	115,459	-	50,000	50,000	0.00%
Transfers	-	-	-	-	0.00%
Use of Retained Earnings	-	-	-	-	0.00%
Total	1,274,045	675,000	850,000	175,000	25.93%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	3,179	-	-	-	0.00%
Capital	139,328	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	675,000	850,000	175,000	0.00%
Total	142,507	675,000	850,000	175,000	25.93%

2024 WATER & WASTEWATER BOND PROJECTS

This fund accounts for construction projects funded by bonds.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Bond Proceeds	13,000,000	-	-	-	0.00%
Miscellaneous	47,083	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Retained Earnings	-	-	-	-	0.00%
Total	13,047,083	-	-	-	0.00%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	56,150	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	56,150	-	-	-	0.00%

2026 WATER & WASTEWATER BOND PROJECTS

This fund accounts for construction projects funded by bonds.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Bond Proceeds	-	-	5,680,000	5,680,000	0.00%
Miscellaneous	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Retained Earnings	-	-	-	-	0.00%
Total	-	-	5,680,000	5,680,000	0.00%

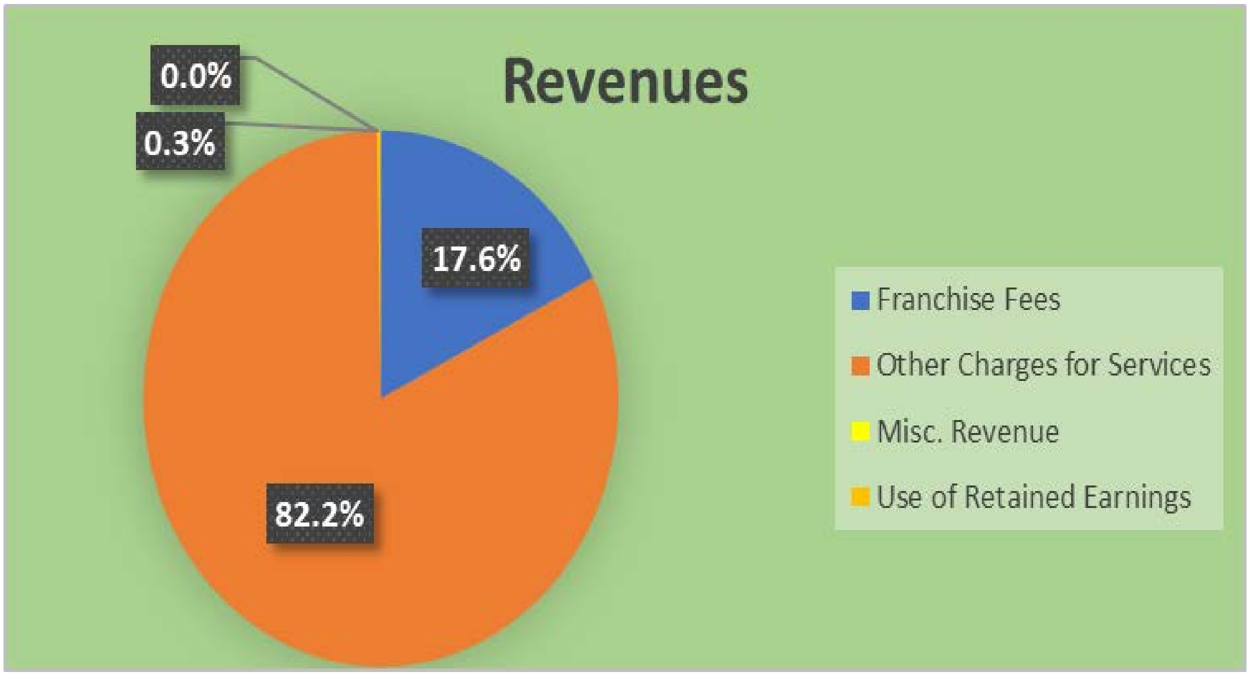
Expenditures:

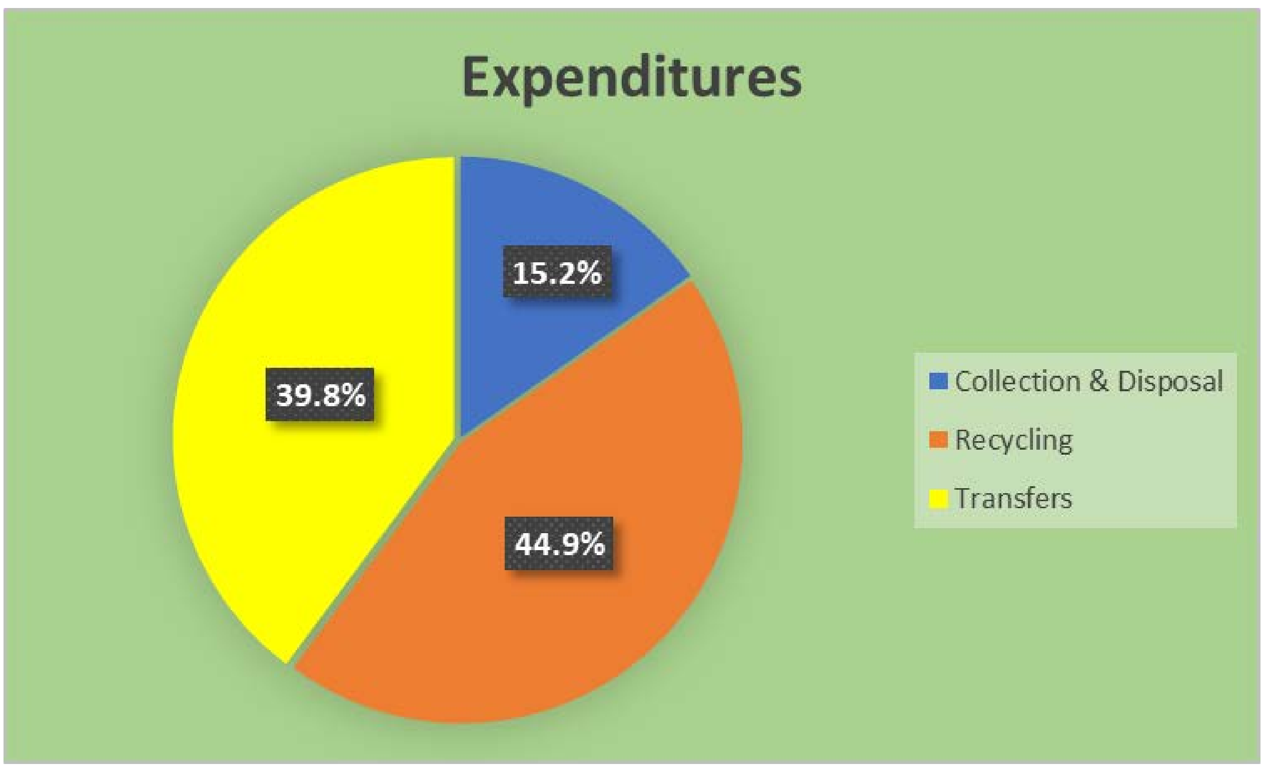
	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	5,680,000	5,680,000	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	-	-	5,680,000	5,680,000	0.00%

SOLID WASTE FUND SUMMARY

Description	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Revenues					
Franchise Fees	1,845,925	1,864,304	2,626,000	761,696	40.86%
Intergovernmental	2,050,761	-	-	-	0.00%
Other Charges for Services	11,655,350	11,542,000	12,295,000	753,000	6.52%
Misc. Revenue	66,542	1,000	1,000	-	0.00%
Transfers In	-	-	-	-	0.00%
Use of Retained Earnings	-	-	38,267	38,267	0.00%
Total Net Revenues	**15,618,578**	**13,407,304**	**14,960,267**	**1,552,963**	**11.58%**

Expenditures					
Collection & Disposal	8,715,459	8,796,648	11,414,726	2,618,078	29.76%
Recycling	1,270,448	1,309,300	1,606,800	297,500	22.72%
Transfers	1,709,472	1,720,868	1,938,741	217,873	12.66%
Contingency	-	1,580,488	-	(1,580,488)	-100.00%
Total Net Expenditures	**11,695,379**	**13,407,304**	**14,960,267**	**1,552,963**	**11.58%**


Revenues
0.0%
0.3%
17.6%
82.2%
Franchise Fees
Other Charges for Services
Misc. Revenue
Use of Retained Earnings


Expenditures
15.2%
39.8%
44.9%
Collection & Disposal
Recycling
Transfers

SOLID WASTE COLLECTION AND DISPOSAL

Through an exclusive franchise with a private contractor, the Collection and Disposal program provides for curbside collection of Class I residential solid waste twice per week and yard once per week. The contractor also collects solid waste from all commercial businesses a minimum of three (3) days per week to a maximum of six (6) days per week.

The contractor disposes of all Class I solid waste at the Volusia County solid waste facility. Residential customers pay a monthly fee to cover the costs of collection and disposal. Commercial customers are presently charged per cubic yard of solid waste disposed in two, four, six and eight cubic yard containers.

Approximately 28,000 tons of solid waste consisting of residential (15,000 tons) and commercial (13,000 tons) is collected annually (excludes 8,300 tons of yard waste).

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Solid Waste	8,715,459	8,796,648	11,414,726	2,618,078	29.76%
Total	8,715,459	8,796,648	11,414,726	2,618,078	29.76%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	222,759	306,828	140,988	(165,840)	-54.05%
Operating	8,492,700	8,489,820	10,828,738	2,338,918	27.55%
Capital	-	-	445,000	445,000	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	8,715,459	8,796,648	11,414,726	2,618,078	29.76%

Staffing Summary:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Full-time Positions:					
Contract Manager	1.00	1.00	1.00	0.00	0.00%
Total	**1.00**	**1.00**	**1.00**	**0.00**	**0.00%**

SOLID WASTE COLLECTION AND DISPOSAL

GOALS:

Collection and Disposal:

- Complete 100% of daily residential and commercial collections no later than 7:00 p.m. each day.
- Achieve an on-time daily collection rate of at least 95% (collections time variance of no more than four (4) hours from original time).

Recycling:

- Achieve a monthly participation rate for residential customers of 90%.
- Divert a total of 30% from all solid waste (includes C/D, yard waste tires, etc.) generated within the City from being disposed at a certified Class I Landfill (includes commercial recycling).
- Maintain the number of recyclables collected per residential unit at an average of five (5) pounds.

PERFORMANCE MEASURES:

	Actual FY 2023-24	Actual FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Workload:					
Residential collections	17,650	18,063	18,000	(63)	-0.35%
Commercial collections	550	528	522	(6)	-1.14%
Recycling customers	18,125	18,592	18,625	33	0.18%
Efficiency/Effectiveness:					
Inquiries-Residential collections monthly average	73	43	40	(3)	-6.98%
Inquiries-Commercial collections monthly average	17	14	8	(6)	-42.86%

ACCOMPLISHMENTS:

Collection & Disposal:

- Completed 100% of solid waste collections on time (residential/commercial)
- Achieved a 100% on-time daily collection rate.
- Received compliments for excellence in service provided

Recycling:

- Achieved a monthly participation rate of 90%.
- Achieved a diversion rate of 30% (elimination of glass 5/19)
- Maintained 12 recyclable items collected curbside.
- Maintained a 100% compliance with daily recycling bin delivery.
- Maintained an average 5 pounds per household of recyclables collected curbside.
- Successfully promoted recycling program changes, elimination of glass from recycling collection to the community

SOLID WASTE RECYCLING

The Recycling program provides curbside collection of fourteen (14) different recyclable products for all residential customers on a once per week basis through a private contractor. The program was initiated on a citywide basis on July 1, 1991 in order to meet the requirements of the 1988 Solid Waste Management Act, which requires cities and counties in the State of Florida to reduce the amount of solid waste disposed at landfills by 30%.

Approximately 3,500 tons of recyclable materials are collected annually. Residential customers pay a monthly fee to cover the costs of recycling.

In addition, the program provides educational classes and materials through publications, trade shows and in-school presentations.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Solid Waste	1,270,448	1,309,300	1,606,800	297,500	22.72%
Total	1,270,448	1,309,300	1,606,800	297,500	22.72%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	1,270,448	1,309,300	1,606,800	297,500	22.72%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,270,448	1,309,300	1,606,800	297,500	22.72%

SOLID WASTE TRANSFERS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Solid Waste	1,709,472	3,301,356	1,938,741	(1,362,615)	-41.27%
Total	1,709,472	3,301,356	1,938,741	(1,362,615)	-41.27%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Debt Service	-	-	-	-	0.00%
Contributions and Transfers	1,709,472	1,720,868	1,938,741	217,873	12.66%
Contingency	-	1,580,488	-	(1,580,488)	0.00%
Total	1,709,472	3,301,356	1,938,741	(1,362,615)	-41.27%

WORKERS COMPENSATION FUND

This fund is used to account for expenditures associated with providing workers compensation coverage to employees.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Internal Service Charges	8,971	826,612	747,500	(79,112)	-9.57%
Miscellaneous	53,811	25,000	-	(25,000)	0.00%
Use of Fund Balance	-	1,000,000	-	(1,000,000)	0.00%
Total	62,782	1,851,612	747,500	(1,104,112)	-59.63%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	545,727	777,500	747,500	(30,000)	-3.86%
Capital	-	-	-	-	0.00%
Contributions and Transfers	74,112	1,074,112	-	(1,074,112)	-100.00%
Total	619,839	1,851,612	747,500	(1,104,112)	-59.63%

GENERAL LIABILITY INSURANCE FUND

This fund is used to account for expenditures associated with providing general liability coverage to employees.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Internal Service Charges	2,455,253	2,905,253	2,142,400	(762,853)	-26.26%
Miscellaneous	686,503	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	3,141,756	2,905,253	2,142,400	(762,853)	-26.26%

Expenditures:

	Actual FY 2023-24	Estimate FY 2024-25	Budget FY 2025-26	Change FY 2024-25 to FY 2025-26	% Change FY 2024-25 to FY 2025-26
Personnel Services	-	-	-	-	0.00%
Operating	2,554,449	2,867,400	2,142,400	(725,000)	-25.28%
Capital	-	-	-	-	0.00%
Contributions and Transfers	748,848	37,853	-	(37,853)	0.00%
Total	3,303,297	2,905,253	2,142,400	(762,853)	-26.26%

CAPITAL IMPROVEMENTS
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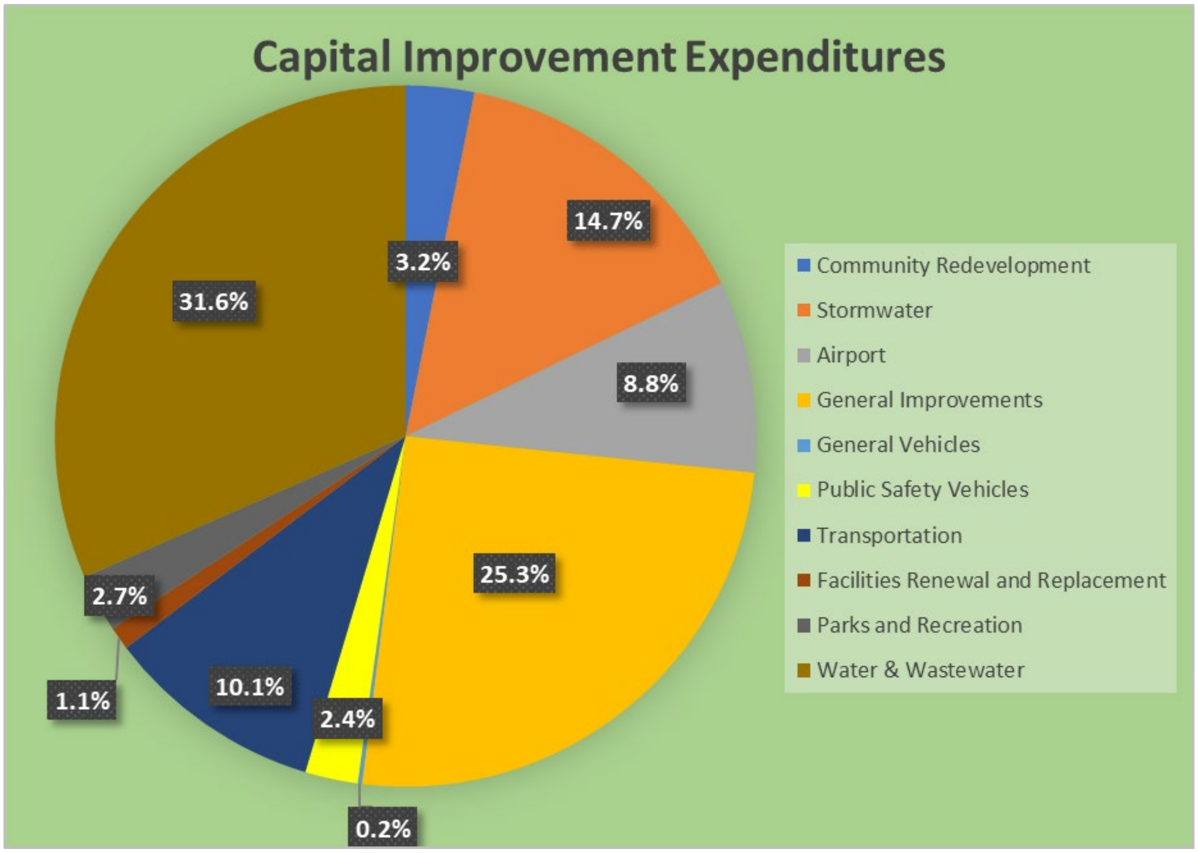
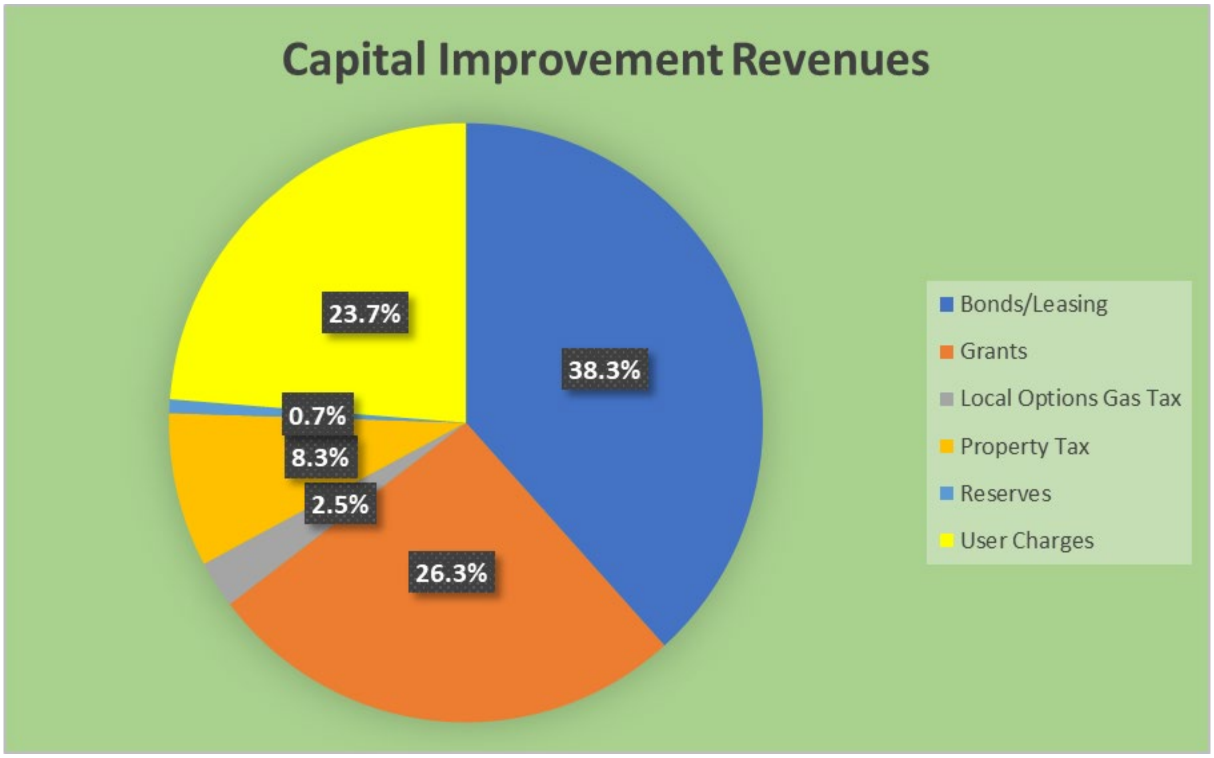
CAPITAL IMPROVEMENTS

Overview

The City's Five-Year Capital Improvements Program represents a substantial effort to identify and schedule capital investments for a multi-year.



Category	Total
Community Redevelopment	$6,189,989
Stormwater	28,801,720
Airport	17,370,847
General Improvements	49,720,000
General Vehicles	383,400
Public Safety Vehicles	4,775,000
Transportation	19,760,795
Facilities Renewal and Replacement	2,080,000
Leisure Services	5,250,000
Water & Wastewater	62,012,262
TOTAL	$196,344,013



Category	Total
Bonds/Leasing	$75,296,530
Grants	51,624,400
Local Options Gas Tax	5,000,000
Property Tax	16,338,800
Reserves	1,458,673
User Charges	46,625,610
TOTAL	$196,344,013

FY 2026-27 CIP Projects

Fund 104-Community Redevelopment

Downtown improvements are funded through property tax revenue which is expendable only within the downtown area. For FY 2026-27 the projects include Fortunato Park Fishing Pier ($680,000), Granada Bridge Lighting Concepts ($200,000), Public Art initiative ($40,000), Thompson Creek Trail Design ($624,716) and the annual allocation to Upgrades and Improvements ($110,000).

Fund 107-Stormwater Drainage Improvements

FY 2026-27 projects include Fleming Stormwater Pump Station ($17,579,720), Stormwater Construction ($250,000), Stormwater Piping Replacement project ($1,500,000), and Vehicle Replacements ($454,000).

Fund 108-Airport Fund

Projects for FY 2026-27 include Air Traffic Control Tower Rehab ($1,000,000), Obstruction Mitigation ($2,000,000) Rehab of Taxiway Brave Apron ($32,918).

Fund 301-General Improvement Fund

Security Access Control ($500,000) is proposed for next fiscal year.

Fund 302-General Vehicle and Equipment Replacement

The FY 2026-27 plan includes eight vehicle replacements ($383,400).

Fund 305-Public Safety Vehicle and Equipment Replacement

The FY 2026-27 plan includes Police Department vehicle replacements ($540,000).

Fund 308-Transportation

Transportation projects include Railroad Crossings ($200,000), Road Rehabilitation ($1,000,000), Sidewalk Repairs & Replacements ($125,000) and Traffic Signal Maintenance ($88,200).

Fund 317-Facility Renewal and Replacement

For FY 2026-27, projects include Central Park Dock Renovations ($175,000) and Riviera Park Fishing Pier ($560,000).

Fund 322-Leisure Service Capital

The funding provided for FY 2026-27 will be utilized for OBSC Softball Field Reconstruction ($2,000,000) and Nova Field #1 Design ($150,000).

408-Water & Wastewater Vehicle and Equipment Replacement

The FY 2026-27 plan includes the replacement of utility vehicles and equipment ($1,066,000).

Fund 409-Water and Wastewater System Improvements

Annual recurring projects totaling $5.38 million include Existing Wellfield Repairs, Fire Hydrant & Valve Expansion Program, Force Main Replacement, General Facility and System Upgrades, Lead Service Line Program, Lift Station Rehabilitation, Manhole Rehabilitation Program Meter Installation, PEP Tank Replacement and Sanitary Sewer Inflow Infiltration. Non-recurring projects totaling $173,511 for the design of North US1 Utility Adjustments.

Operating Expenditures

During the capital improvement process, additional staffing requirements and ongoing operating expenses are identified for inclusion in the appropriate department's operating budget. No significant increases in operating revenue or expenditures are anticipated as a result of capital projects. Below is a matrix, by fund, detailing the additional annual operating expenditures anticipated if the identified capital projects were not funded.

Category	Total
Community Redevelopment	$250,000
Stormwater	350,000
Airport	200,000
Economic Development	50,000
General Improvements	250,000
General Vehicles	0
Transportation	300,000
Facilities Renewal and Replacement	50,000
Water & Wastewater	500,000
Solid Waste	15,000

APPENDIX
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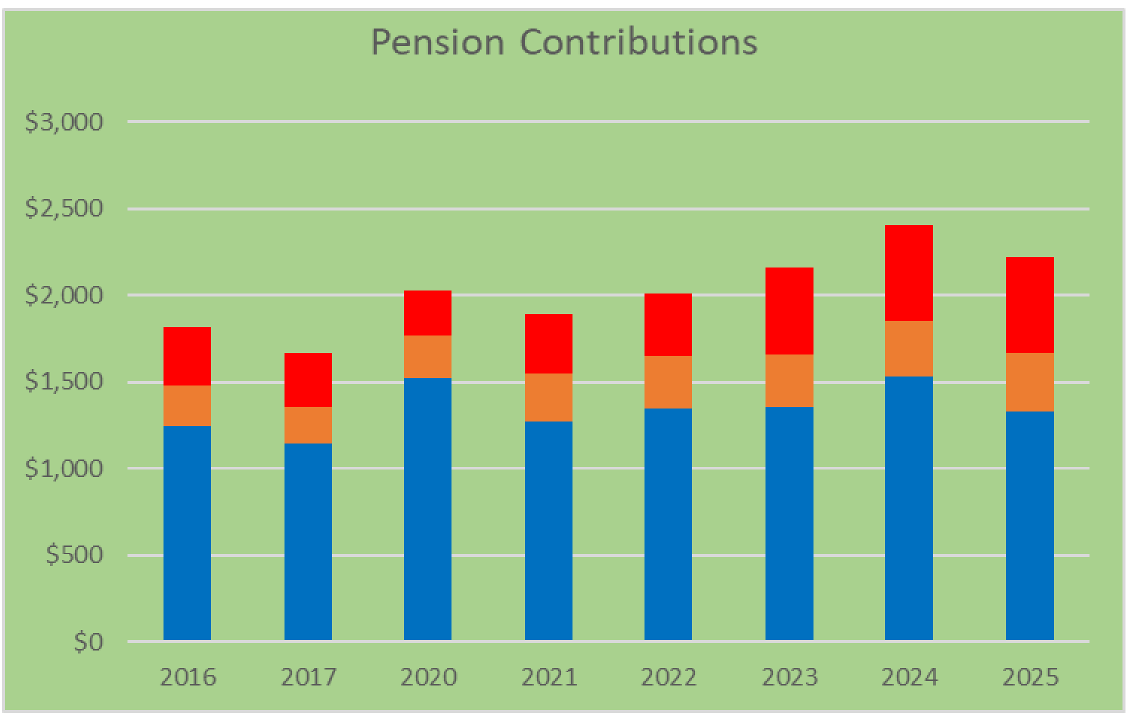
CITY OF ORMOND BEACH, FLORIDA
MUNICIPAL FIREFIGHTERS' RETIREMENT TRUST
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2025
(In Thousands)

Revenues by Source

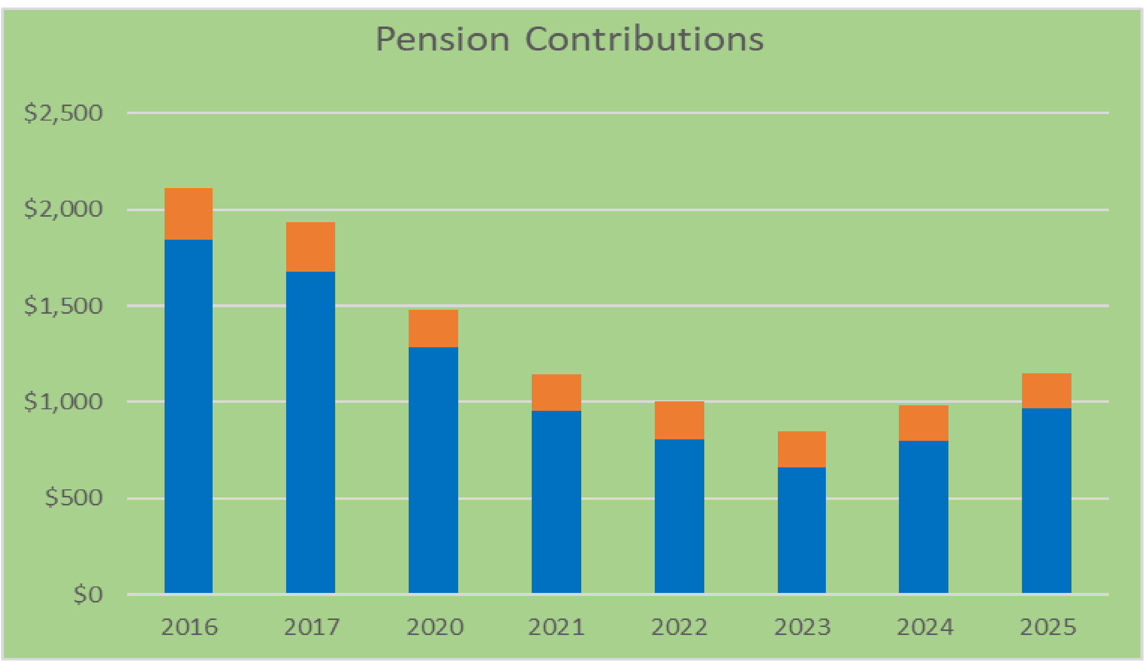
Fiscal Year Ended	Employee Contributions	Employer Contributions	State Contributions	Investment Income	Other	Total
2015	216	1,136	358	(399)	-	1,311
2016	235	1,241	338	2,036		3,850
2017	212	1,145	306	3,046	-	4,709
2018	203	1,019	295	3,046	-	4,563
2019	228	1,303	306	921	-	2,758
2020	246	1,520	259	2,423	-	4,448
2021	277	1,273	346	6,283		8,179
2022	300	1,344	365	(5,787)	-	(3,778)
2023	310	1,350	505	4,165	-	6,330
2024	322	1,530	552	6,644	-	9,048
2025	340	1,325	554	6,481		8,700



CITY OF ORMOND BEACH, FLORIDA
GENERAL EMPLOYEES PENSION
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2025
(In Thousands)

Revenues by Source

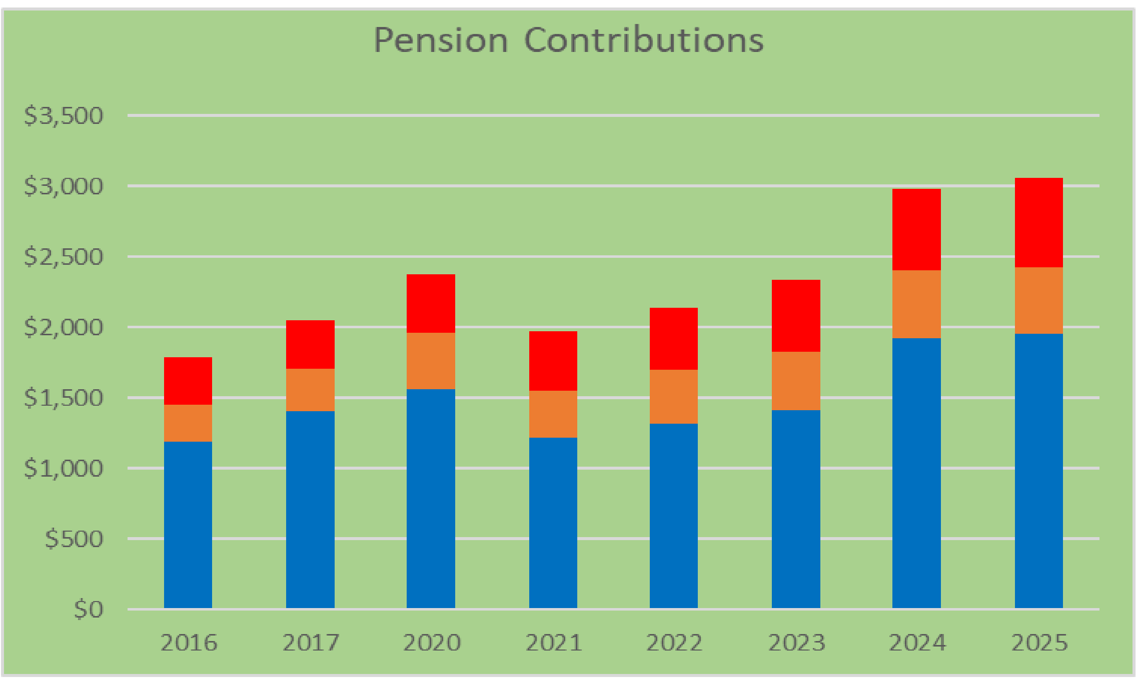
Fiscal Year Ended	Employee Contributions	Employer Contributions	Investment Income	Total
2015	280	1,958	(584)	1,654
2016	268	1,842	3,480	5,590
2017	258	1,677	5,035	6,970
2018	258	1,677	5,035	6,970
2019	212	1,433	1,501	3,146
2020	201	1,280	3,775	5,256
2021	195	950	10,348	11,493
2022	198	807	(9,294)	(8,289)
2023	189	657	6,562	7,408
2024	184	799	10,314	11,297
2025	178	969	5,692	6,839



CITY OF ORMOND BEACH, FLORIDA
MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2025
(In Thousands)

Revenues by Source

Fiscal Year Ended	Employee Contributions	Employer Contributions	State Contributions	Investment Income	Total
2015	260	1,166	315	(472)	1,269
2016	272	1,184	334	2,355	4,145
2017	302	1,406	343	5,432	7,483
2018	318	1,527	379	3,475	5,699
2019	338	1,575	407	978	3,298
2020	406	1,561	411	2,849	5,227
2021	340	1,213	415	7,218	9,186
2022	378	1,316	440	(6,706)	(4,572)
2023	416	1,413	507	4,846	7,182
2024	482	1,921	581	8,080	11,064
2025	476	1,948	641	4,919	7,984



CITY OF ORMOND BEACH, FLORIDA
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2025

Fiscal Year	Population[1]	Personal Income *(In thousands)*	Per Capita Personal Income[2]	Median Age[3]	Unemployment Rate[4]
2014	39,455	1,376,980	34,900	46.3	5.00%
2015	40,013	1,447,230	36,169	46.6	5.00%
2016	40,366	1,541,860	38,197	46.6	5.20%
2017	40,722	1,591,660	39,086	47.0	3.70%
2018	42,816	1,427,314	33,336	51.0	3.20%
2019	43,475	1,503,322	34,579	51.5	3.20%
2020	43,759	1,523,645	34,819	50.8	5.90%
2021	43,159	1,502,753	34,819	50.2	4.30%
2022	43,517	1,665,874	38,281	52.5	2.80%
2023	44,052	1,889,787	42,899	51.5	3.07%
2024	44,663	1,973,033	44,176	51.9	4.00%
2025	44,680	2,127,081	47,607	51.9	5.00%

CITY OF ORMOND BEACH, FLORIDA
PRINCIPAL EMPLOYERS
CURRENT YEAR AND TEN YEARS AGO
SEPTEMBER 30, 2025

Fiscal Year 2025

Employer	**Number of Employees**	**Percent of Total Employment**
Volusia County School Board	8,212	2.53
Advent Healthcare	7,923	2.44
Halifax Hospital	4,447	1.37
Publix	4,106	1.27
Walmart	3,504	1.08
State of Florida	2,758	0.85
County of Volusia	2,740	0.84
Embry-Riddle	1,939	0.60
Stetson	1,502	0.46
Amazon	1,300	0.40
Total	**38,431**	**11.84**
Estimated total workforce	324,480	

Fiscal Year 2016 Fiscal Year 2015

Employer	**Number of Employees**	**Percent of Total Employment**
Volusia County School Board	7,443	2.57
Halifax Community Health	4,384	1.51
Floirda Hospital - All Divisions	4,690	1.62
County of Volusia	3,447	1.19
Publix Supermarkets Incorporated	3,179	1.10
State of Florida	2,007	0.69
Walmart	2,589	0.89
Daytona State College	1,416	0.49
Embry Riddle Aeronautical University	1,326	0.46
U.S Government	1,259	0.43
Total	**31,740**	**10.95**
Estimated total workforce	289,923	

CITY OF ORMOND BEACH, FLORIDA
OPERATING INDICATORS BY FUNCTION/PROGRAM
LAST FIVE FISCAL YEARS
SEPTEMBER 30, 2025

	2025	2024	2023	2022	2021
Police					
Number of traffic citations issued	4,071	6,635	7,294	6,750	6,669
Number of offense reports	3,985	5,809	6,114	6,550	6,448
Number of calls for service	67,538	64,740	71,583	70,200	70,124
Fire					
Emergency fire responses	3,536	3,534	3,534	3,586	3,299
Emergency rescue responses (ALS/BLS)	4,684	4,637	4,637	4,533	4,435
Education classroom presentations	60	84	84	33	31
Airport	-	-	-	-	-
Fixed based operator	13	13	13	11	14
Flight School	4	4	4	3	3
Based aircraft	150	150	150	145	144
Total 12 hour, operations	109,649	109,649	109,649	96,487	105,143
Water treatment plants					
Jefferson Street Plant:					
Design capacity	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD
Current production rate	5.5	5.5	5.5	5.59 MGD	5.54 MGD
Number of water utility connections	25,655	25,162	24,946	24,400	23,923
Solid waste system					
Number of solid waste disposal customers	18,263	18,012	17,917	17,650	17,617
Number of active participating recycling program (units)	17,410	17,164	17,070	16,900	16,834
Water pollution control plants					
Orchard Street Plant:					
Design capacity	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD
Current treatment rate	5.8	5.8	5.3	4.39 MGD	4.19 MGD
Number of collection system connections	18,300	18,266	18,150	18,130	18,125
Number of effluent reuse connections	3,330	3,311	3,205	3,199	3,199

* Information not available.

Accounting Basis- Method used to determine when revenues and expenses (with associated assets and liabilities) are recognized in the accounts of a firm, and reported in its financial statements. In accrual basis accounting, for example, revenues are recognized when earned and expenses are recognized when incurred, whether or not any cash is received or paid. In cash basis accounting, however, revenues and expenses are recognized only when cash is received or paid, irrespective of the timing of actual sales or purchases.

Accrual- A basis of accounting in which revenues are recognized when they are measurable and earned and expenditures are recorded when incurred.

ACFR- (annual comprehensive financial report) a standard accounting requirement followed by local and state governments to show how tax money is spent. The report serves several purposes which also help explain various aspects of government activity for taxpayers.

Appropriation- Authorization by the City Commission that allows expenditures to be made on behalf of the City against governmental resources.

Audit- An examination of internal controls and financial statements.

Balance Sheet- A statement which presents the financial position of an entity as of a specified date.

Budget- A financial plan or proposed revenues and expenditures for a specified period of time (usually one year).

Budgetary Accounting- Used by governments where a formal budget is adopted through an extensive approval process as an expression of public policy. The budget is a statement of financial intent indicating how the government plans to raise revenue and expend its resources.

Budget Calendar- The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budgets.

Budget Deficit- A budget in which expenditures exceed the projected funds available.
Capital Expenditures- Expenditures for items which exceed $25,000 in value and have a useful life of 1 year or more.

Capital Projects- Have long range returns, useful life spans, are relatively expensive, and have physical presence such as buildings, roads, sewage systems, water systems, etc.

CIP- (capital improvement project) New or continued and approved capital projects for the maintenance or improvement of city assets.

Committed- Fund balance classification that can only be used for a specific purpose pursuant to constraints imposed by formal action of the government's highest level of decision making authority.

Debt Service- The City's obligation to pay principal and interest according to a predetermined schedule.

Debt Service Fund- The funds created to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Department- A major organizational unit that indicates management responsibility for a group of related operations.

DEP- (Florida Department of Environmental Protection) Florida agency devoted to environmental management and stewardship. Florida's environmental priorities include achieving regulatory certainty, consistency and protection, and achieving the highest water quality.

Depreciation- The periodic expiration of an asset's useful life. Depreciation is a requirement in proprietary-type funds, such as enterprise and internal service funds. It is not used in any other fund. Depreciation is a non-cash expense and while it is recorded in the annual financial statements, it is not budgeted.

Encumbrances- Commitments against an appropriation.

EPA- (Environmental Protection Agency) an independent federal agency, created in 1970, that sets and enforces rules and standards that protect the environment and control pollution.

Enterprise Fund- The funds established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Estimated Revenues- Projections of funds to be received during the fiscal year.

FAA- (Federal Aviation Administration) is a component of the U.S. Department of Transportation that sets standards for the air-worthiness of all civilian aircraft, inspects and licenses them and regulates civilian and military air traffic control centers.

FDOT- (Florida Department of Transportation) a decentralized agency charged with the establishment, maintenance, and regulation of public transportation in the state of Florida.

Franchise Fees- Fees levied on a corporation in return for granting privilege, sanctioning a monopoly, or permitting the use of public property, usually subject to regulation.

Fund Balance- The amount by which assets exceed liabilities.

GIS- (geographic information system) allows the city's users to produce maps from the existing GIS with integrated information from the data base of the primary mini-computer application.

Impact Fees- A connection's contribution toward its equitable share of the cost of capital improvements required to serve new customers.

Interfund Transfers- Amounts transferred from one fund to another.

Intergovernmental Revenues- Revenues received from another government.

Internal Service Funds- The funds established for the financing of goods or services provided by one department to other departments within the City on a cost reimbursement basis. Examples are the Data Processing Fund and the Insurance Fund.

LAN- (local area network) a computer network covering a small local area, such as a home or office.

Levy- Imposed taxes, special assessments, or service charges.

MGD- (million gallons per day) a measurement standard for city owned water treatment pumps.

Modified Accrual Method- Method under which revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the associated liability is incurred. Most government accounting follows this method.

NPDES- (national pollution discharge elimination system) a national program under Section 402 of the Clean Water Act for regulation of discharges of pollutants from point sources to waters of the United States. Discharges are illegal unless authorized by an NPDES permit.

OBPAC- (Ormond Beach Performing Arts Center) consists of an auditorium, rehearsal room, studio and music rooms for city sponsored groups, professional theater and musical productions.

Operating Expenditures- Ongoing expenditures that are not wages, benefits or capital in nature.

Ordinance- A formal legislative enactment by the governing board of a municipality.

Personal Property- Livestock, commercial equipment and furnishings, attachments to mobile homes, railroad cars, and similar possessions that are taxable under State law.

Real Property- Land and the buildings and other structures attached to it that are taxable under state law.

Reserved- Indicates that a portion of fund balance is restricted for a specific purpose.

Roll back tax rate- The tax rate that generates the same amount of revenue as the prior year exclusive of gains from new construction.

SOH- (save our homes) an amendment to the Florida Constitution that mandates that the assessed value of your Homestead property can increase by no more that 3% above last years assessed value (or the consumer price index, whichever is less).

Special Revenue Fund- Account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

State Revenue Sharing- Allocations to municipalities from a trust fund primarily supported by State cigarette and motor fuel taxes.

Taxable Value- Assessed value of property minus any exceptions, which may be applicable.

Tax Base- The total property valuations on which each taxing agency levies its tax rates.

Tentative Millage- The tax rate adopted at the first public hearing of a taxing agency. Under State law, the agency may reduce, but not increase, the tentative millage during the second budget hearing.

Truth in Millage- State law establishing mandatory procedures, including advertising requirements and the holding of public hearings, for adoption of budgets and tax rates.

Unassigned- Fund balance classification that has not been assigned to other fund balance classifications.

Utility Tax- Municipal charges levied by the City in each and every purchase of a public service within the corporate limits of the City. Public service is electricity, gas, fuel oil, water, and telephone service.

WAN- (wide area network) a large, integrated computer network with multiple access points and users. An example would be the World Wide Web.

Cost Allocation Plan FY 2026-27

Allocation of General Fund Costs to Other Funds through interfund transfer

	General Fund Administration Budget (Commission, City Manager, Legal, Support Services) Allocation based on % of agenda items		General Fund Finance and Human Resources Budget Allocation based on # of employees		General Fund Information Technology Munis/Energov		General Fund Police Department Budget Allocated based on estimated cost to secure assets 0.5%	General Fund Fire Department Budget Allocated based on estimated time spent on flow testing & hydrant maintenance 2.0%	General Fund Planning Department Budget Allocated based on estimated cost of development review plus Avolve 15.0%	Total General Fund Costs Allocated to Other Funds	
Amount to be allocated	**$**	**3,843,009**	**$**	**1,953,853**	**$**	**2,666,141**	**$ 14,577,430**	**$ 8,398,509**	**$ 970,003**		
Allocation of costs to:											**Allocation of costs to:**
Stormwater	4.0%	153,720	2.2%	43,419	0.0%	-	NA	NA	NA	**197,139**	Stormwater
Airport	0.5%	19,215	0.3%	5,427	0.0%	-	NA	NA	NA	**24,642**	Airport
General Capital Improvements	1.0%	38,430	0.0%	-	0.0%	-	NA	NA	NA	**38,430**	General Capital Improvements
Transportation	8.0%	307,441	0.0%	-	0.0%	-	NA	NA	NA	**307,441**	Transportation
Water/Wastewater Operating	15.0%	576,451	17.8%	347,352	35.0%	933,149	72,887	167,970	145,500	**2,243,310**	Water/Wastewater Operating
Solid Waste	1.0%	38,430	0.6%	10,855	0.6%	14,812	NA	NA	NA	**49,285**	Solid Waste

Allocation of Engineering Costs to Other Funds through department charge

	General Fund Engineering Budget Allocation based on average CIP budget	
Amount to be allocated	$	1,286,971
Planning	2.00%	**25,739**
Streets	2.00%	**25,739**
Parks	2.00%	**25,739**
Building	2.00%	**25,739**
Leisure Services	2.00%	**25,739**
Airport	1.00%	**12,870**
		141,567
Allocation of costs to:		
Downtown Redevelopment	5.83%	**66,724**
Stormwater	69.65%	**797,755**
Transportation	4.98%	**56,986**
Water/Wastewater R&R	19.55%	**223,939**
Solid Waste	0.00%	**-**
		1,145,404
	28,405,147	**1,286,971**

Allocation of Water/Wastewater Utility Billing Costs to Other Funds through interfund transfer

		Water/Wastewater Utility Billing Costs (Excluding Meter Reading Costs) Allocation based on Fund Revenues to Total Revenue
Amount to be allocated	$	1,422,848
Allocation of costs to:		
Stormwater	10.00%	**142,285**
Solid Waste	30.00%	**426,854**

Cost Allocation for Utility Billing Services

Budget 40151302	1,917,077.00
Less: Professional Services	(100,000.00)
Less: Meter Reading Personnel Costs	(350,000.00)
Less: Vehicle Costs	(38,029.00)
Less: Equipment Repairs	(4,700.00)
Less: Uniforms/Clothing	(1,500.00)
Total to Allocate	1,422,848.00

Investment Policy
City of Ormond Beach, Florida

Approved By City Council
April 16, 2013

Table of Contents

Investment Policy
of the
City of Ormond Beach, Florida

I. PURPOSE

The purpose of this Investment Policy (hereinafter "Policy") is to set forth the investment objectives and parameters for the management of the funds of the City of Ormond Beach, Florida, (hereinafter the "City"). This Policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

II. SCOPE

In accordance with Section 218.415, Florida Statues, this Policy applies to all cash and investments held or controlled by the City and shall be identified as "general operating funds" of the City with the exception of the City's Pension Funds and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Additionally, any future revenues, which have statutory investment requirements conflicting with this Policy and funds held by state agencies (e.g., Department of Revenue), are not subject to the provisions of this Policy.

III. INVESTMENT OBJECTIVES

Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Maintenance of Liquidity

The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodical cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

Return on Investment

The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. However, return is attempted through active management where the adviser utilizes a total return strategy (which includes both realized and unrealized gains and losses in the portfolio). This total return strategy seeks to increase the value of the portfolio through reinvestment of income and capital gains. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Despite this, an Investment Manager(s) may trade to recognize a loss from time to time to achieve a perceived relative value based on its potential to enhance the total return of the portfolio.

IV. DELEGATION OF AUTHORITY

In accordance with the City's Charter, the responsibility for providing oversight and direction in regard to the management of the investment program resides with the City's Manager. Responsibility for the administration of the investment program is hereby delegated by the City Manager to the Finance Director, who shall maintain an Investment Procedures and Internal Controls Manual based on this Policy. The Finance Director shall be responsible for monitoring internal controls, administrative controls and to regulate the activities of the City's staff involved with the investment program. The City may employ an Investment Advisor(s) to assist in managing some of the City's portfolios. Such Investment Advisor(s) must be registered under the Investment Advisors Act of 1940.

V. STANDARDS OF PRUDENCE

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the City Council in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy. The "Prudent Person" rule states the following:

> Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the "Prudent Person" standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

VI. ETHICS AND CONFLICTS OF INTEREST

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment program.

VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES

The Finance Director shall establish a system of internal controls and operational procedures that are in writing and made a part of the City's operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and record keeping, wire transfer agreements, banking service contracts, collateral/depository agreements, and "delivery vs. payment" procedures. No person may engage in an investment transaction except as authorized under the terms of this Policy. These procedures are intended to reduce the relatively low risk that material losses may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Independent auditors as a normal part of the annual financial audit to the City shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

VIII. CONTINUING EDUCATION

The Finance Director, management designee and/or appropriate staff shall annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products.

IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

Authorized City staff and Investment Advisor(s) shall only purchase securities from financial institutions, which are Qualified Institutions by the City or institutions designated as "Primary Securities Dealers" by the Federal Reserve Bank of New York. Authorized City staff and Investment Advisor(s) shall only enter into repurchase agreements with financial institutions that are Qualified Institutions and Primary Securities Dealers as designated by the Federal Reserve Bank of New York.

The City's Investment Advisor(s) shall utilize and maintain its own list of approved primary and non-primary securities dealers.

The Finance Director and/or the management designee shall maintain a list of financial institutions and broker/dealers that are approved for investment purposes and only firms meeting the following requirements will be eligible to serve as Qualified Institutions:

1) regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
2) Capital of no less than $10,000,000;
3) registered as a dealer under the Securities Exchange Act of 1934;
4) member of the National Association of Dealers (NASD);
5) registered to sell securities in Florida; and
6) the firm and assigned broker have been engaged in the business of effecting transactions in U.S. government and agency obligations for at least five (5) consecutive years.

All brokers, dealers and other financial institutions deemed to be Qualified Institutions shall be provided with current copies of the City's Investment Policy. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City transacts business.

X. MATURITY AND LIQUIDITY REQUIREMENTS

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. .

Investments shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed five (5) years.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

After the Finance Director or management designee and the Investment Advisor(s) has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) Qualified Institutions and/or Primary Dealers must be contacted and asked to provide bids/offers on securities in questions. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

A. Telerate Information System

B. Bloomberg Information Systems

C. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing

D. Daily market pricing provided by the City's custodian or their correspondent institutions

The Finance Director and the Investment Advisor(s) shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above, shall only be utilized when, in judgment of the Finance Director and the Investment Advisor(s), competitive bidding would inhibit the selection process.

Examples of when this method may be used include:

A. When time constraints due to unusual circumstances preclude the use of the competitive bidding process

B. When no active market exists for the issue being traded due to the age or depth of the issue

C. When a security is unique to a single dealer, for example, a private placement

D. When the transaction involves new issues or issues in the "when issued" market

Overnight sweep investments or repurchase agreements will not be bid, but may be placed with the City's depository bank relating to the demand account for which the sweep investments or repurchase agreement was purchased.

XII. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the City's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Finance Director or management designee may direct the Investment Advisor(s) to sell the investment at the then-prevailing market price and place the proceeds into the proper account at the City's custodian.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the City. The Finance Director or management designee shall have the option to further restrict investment percentages from time to time based on market conditions, risk and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment. Investments not listed in this Policy are prohibited.

In the event of a ratings downgrade of a security, the Investment Advisor(s) shall notify the Finance Director within five business days of such a decline in the required rating. The Investment Advisor(s) and the Finance Director will review the individual facts and circumstances of the situation and determine an appropriate course of action.

The allocation limits and security types do not apply to the investment of debt proceeds. These investments shall be governed by the debt covenant included in the debt instrument.

Security Type	Minimum Rating Requirement	Maturity Limits	Maximum Allocation Limit	Maximum Issuer Limit
United States Government Securities	N/A	5 Years	100%	N/A
United States Government Agencies (full faith and credit of the United States Government)	N/A	5 Years	50%	25%
Federal Instrumentalities (United States Government Sponsored Enterprises ("GSE") which are non-full faith and credit).*	N/A	5 Years	80%	40%
Mortgage-Backed Securities (MBS) *	N/A	5 Years	20%	15%
Non-Negotiable Interest Bearing Time Certificates of Deposit	N/A	1 Years	50%	25%
Repurchase Agreements	N/A	60 Days	50%	25%
Commercial Paper	P-1/A-1	270 Days	25%	15%
Corporate Notes	single "A" category by any two NRSROs	5 Years	25%	5%
Bankers' Acceptances	P-1/A-1	180 Days	35%	20%
State and/or Local Government Taxable and/or Tax-Exempt Debt	Single "A" category by two NRSROs	5 Years	20%	20%
Registered Investment Companies (Money Market Mutual Funds)	AAAm	N/A	50%	25%
Intergovernmental Investment Pool	AAA	N/A	25%	N/A
Florida PRIME	AAAm	N/A	25%	N/A

*The combined total of available funds invested in Federal Instrumentalities and Mortgage- Backed Securities cannot be more than 80%.

A. United States Government Securities

1. Purchase Authorization

Authorized Staff may invest in negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:

Cash Management Bills
Treasury Securities – State and Local Government Series (SLGS)
Treasury Bills
Treasury Notes
Treasury Bonds
Treasury Strips

2. Portfolio Composition

A maximum of 100% of available funds may be invested in the United States Government Securities.

3. Maturity Limitations

The length to maturity of any direct investment in the United States Government Securities is five (5) years from the date of purchase.

B. United States Government Agencies (full faith and credit of the United States Government)

1. Purchase Authorization

Authorized Staff may invest in bonds, debentures or notes issued or guaranteed by the United States Government agencies, provided such obligations are backed by the full faith and credit of the United States Government. Such securities will include, but not be limited to the following:

Government National Mortgage Association (GNMA)
United States Export – Import Bank
    Direct obligations or fully guaranteed certificates of beneficial ownership
Farmer Home Administration
    Certificates of beneficial ownership
Federal Financing Bank
    Discount notes, notes and bonds
Federal Housing Administration Debentures
General Services Administration
New Communities Debentures
    United States Government guaranteed debentures
United States Public Housing Notes and Bonds
    United States Government guaranteed public housing notes and bonds
United States Department of Housing and Urban Development
    Project notes and local authority bonds

2. Portfolio Composition

A maximum of 50% of available funds may be invested in United States Government agencies.

3. Limits on Individual Issuers

A maximum of 25% of available funds may be invested in individual United States Government agencies.

4. Maturity Limitations

The length to maturity for an investment in any United States Government agency security is five (5) years from the date of purchase.

C. Federal Instrumentalities (United States Government Sponsored Enterprises ("GSE") which are non-full faith and credit).

1. Purchase Authorization

Authorized Staff may invest in bonds, debentures or notes issued or guaranteed by Untied States Government Sponsored Enterprises (Federal Instrumentalities which are non-full faith and credit agencies) limited to the following:

Federal Farm Credit Bank (FFCB)
Federal Home Loan Bank or its District banks (FHLB)
Federal National Mortgage Association (FNMA)
Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal Home Loan Mortgage Corporation participation certificates

2. Portfolio Composition

A maximum of 80% of available funds may be invested in Federal Instrumentalities. The combined total of available funds invested in Federal Instrumentalities and Mortgage-Backed Securities cannot be more than 80%.

3. Limits on Individual Issuers

A maximum of 40% of available funds may be invested in any one issuer.

4. Maturity Limitations

The length to maturity for an investment in any Federal Instrumentality is five (5) years from the date of purchase.

D. Mortgage-Backed Securities (MBS)

1. Purchase Authorization

Authorized Staff may invest in mortgage-backed securities (MBS) which are based on mortgages that are guaranteed by a government agency or GSE for payment of principal and a guarantee of timely payment.

2. Portfolio Composition

A maximum of 20% of available funds may be invested in MBS. The combined total of available funds invested in Federal Instrumentalities and Mortgage Backed Securities cannot be more than 80%.

3. Limits of Individual Issuers

A maximum of 15% of available funds may be invested with any one issuer.

4. Maturity Limitations

A maximum length to maturity for an investment in any MBS is five (5) years from the date of purchase.

The maturity of mortgage securities shall be considered the date corresponding to its average life. This date reflects the point at which an investor will have received back half of the original principal (face) amount. The average life may be different from the stated legal maturity included in a security's description.

E. Non-Negotiable Interest Bearing Time Certificates of Deposit

1. Purchase Authorization

Authorized Staff may invest in non-negotiable interest bearing time certificates of deposit or savings accounts in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.

2. Portfolio Composition

A maximum of 50% of available funds may be invested in non-negotiable interest bearing time certificates of deposit or savings accounts.

3. Limits on Individual Issuers

A maximum of 25% of available funds may be deposited with any one issuer.

4. Maturity Limitations

The maximum maturity on any certificate shall be no greater than one (1) year from the date of purchase.

F. Repurchase Agreements

1. Purchase Authorization

a. Authorized Staff may invest in repurchase agreements comprised of only those investments based on the requirements set forth by the City's Master Repurchase Agreement. All firms with whom the City enters into repurchase agreements will have in place an executed Master Repurchase Agreement with the City.

b. A third party custodian shall hold collateral for all repurchase agreements with a term longer than one (1) business day.

c. Securities authorized for collateral are negotiable direct obligations of the United States Government and Federal Instrumentalities with maturities under five (5) years and must have a mark-to-market value at a minimum of 102 percent during the term of the repurchase agreement.

Immaterial short-term deviations from 102 percent requirement are permissible only upon the approval of the Authorized Staff.

2. Portfolio Composition

A maximum of 50% of available funds may be invested in repurchase agreements with the exception of one (1) business day agreements and overnight sweep agreements.

3. Limits on Individual Issuers

A maximum of 25% of available funds may be invested with any one institution with the exception of one (1) business day agreements and overnight sweep agreements.

4. Maturity Limitations

The maximum length to maturity of any repurchase agreement is 60 days from the date of purchase.

G. Commercial Paper

1. Purchase Authorization

Authorized Staff may invest in commercial paper of any United States company that is rated, at the time of purchase, “Prime-1” by Moody’s and “A-1” by Standard & Poor’s (prime commercial paper). If backed by a letter of credit (LOC), the long-term debt of the LOC provider must be rated at least single “A” category by any two Nationally Recognized Statistical Rating Organizations (“NRSROs”).

2. Portfolio Composition

A maximum of 25% of available funds may be directly invested in prime commercial paper.

3. Limits on Individual Issuers

A maximum of 15% of available funds may be invested with any one issuer.

4. Maturity Limitations

The maximum length to maturity for prime commercial paper shall be 270 days from the date of purchase.

H. Corporate Notes

1. Purchase Authorization

Authorized Staff may invest in corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long term debt rating, at the time of purchase, at a minimum single "A" category by any two NRSROs.

2. Portfolio Composition

A maximum of 25% of available funds may be directly invested in corporate notes.

3. Limits on Individual Issuers

A maximum of 5% of available funds may be invested with any one issuer.

4. Maturity Limitations

The maximum length to maturity for corporate notes shall be five (5) years from the date of purchase.

I. Bankers' Acceptances

1. Purchase Authorization

Authorized Staff may invest in bankers' acceptances which are issued by a domestic bank which has at the time of purchase, an unsecured, uninsured and unguaranteed obligation rating of at least "Prime-1" by Moody's or "A-1" by Standard & Poor's.

2. Portfolio Composition

A maximum of 35% of available funds may be directly invested in bankers' acceptances.

3. Limits on Individual Issuers

A maximum of 20% of available funds may be invested with any one issuer.

4. Maturity Limitations

The maximum length to maturity for bankers' acceptances shall be 180 days from the date of purchase.

J. State and/or Local Government Taxable and/or Tax-Exempt Debt

1. Purchase Authorization

Authorized Staff may invest in state and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds, rated at the time of purchases, at a minimum single "A" category by any two NRSROs, or rated at least "MIG-2" by Moody's or "SP-2" by Standard & Poor's for short-term debt.

2. Portfolio Composition

A maximum of 20% of available funds may be invested in taxable and tax-exempt debts.

3. Limits on Individual Issuers

A maximum of 20% of available funds may be invested with any one issuer.

4. Maturity Limitations

A maximum length to maturity for an investment in any state or local government debt security is five (5) years from the date of purchase.

K. Registered Investment Companies (Money Market Mutual Funds)

1. Purchase Authorization

Authorized Staff may invest in shares in open-end and no-load money market funds provided such funds are registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. § 270.2a-7, which stipulates that money market funds must have an average weighted maturity of 60 days or less. In addition, the share value of the money market funds must be equal to $1.00.

2. Portfolio Composition

A maximum of 50% of available funds may be invested in money market funds.

3. Limits of Individual Issuers

A maximum of 25% of available funds may be invested with any one money market fund.

4. Rating Requirements

The money market funds shall be rated “AAAm” by Standard & Poor’s or the equivalent by another NRSRO.

5. Due Diligence Requirements

A thorough review of any money market fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director that will contain a list of questions that covers the major aspects of any investment pool/fund.

L. Intergovernmental Investment Pool

1. Purchase Authorization

Authorized Staff may invest in intergovernmental investment pools that are authorized pursuant to the Florida Interlocal Cooperation Act, as provided in s. 163.01, F.S.

2. Portfolio Composition

A maximum of 25% of available funds may be invested in intergovernmental investment pools.

3. Rating Requirements

The Intergovernmental Investment Pool shall be rated “AAA” by Standard & Poor’s or the equivalent by another NRSRO.

4. Due Diligence Requirements

A thorough review of any investment pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director that will contain a list of questions that covers the major aspects of any investment pool.

M. The Florida PRIME

1. Purchase Authorization

Authorized Staff may invest in the Florida PRIME.

2. Portfolio Composition

A maximum of 25% of available funds may be invested in the Florida PRIME.

3. Rating Requirements

The Florida PRIME shall be rated "AAAm” by Standard & Poor’s or the equivalent by another NRSRO.

4. Due Diligence Requirements

A thorough review of the Florida PRIME is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director that will contain a list of questions that covers the major aspects of any investment pool/fund.

XIII. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS

Investment in any derivative products or the use of reverse repurchase agreements requires specific City Council approval prior to their use. If the City Council approves the use of derivative products, the Finance Director or management designee shall develop sufficient understanding of the derivative products and have the expertise to manage them. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. If the City Council approves the use of reverse repurchase agreements or other forms of leverage, the investment shall be limited to transactions in which the proceeds are intended to provide liquidity and for which the Finance Director or management designee has sufficient resources and expertise to manage them.

XIV. PERFORMANCE MEASUREMENTS

In order to assist in the evaluation of the portfolios' performance, the City will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the City to measure its returns against other investors in the same markets.

A. Investment performance of funds designated as short-term funds and other funds that must maintain a high degree of liquidity will be compared to the return on the S&P Rated GIP Index Government 30 Day Yield. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months.

B. Investment performance of funds designated as core funds and other non-operating funds that have a longer-term investment horizon will be compared to the Merrill Lynch 1-3 Year U.S. Treasury Note Index and the portfolio's total rate of return will be compared to this benchmark. The appropriate index will have a duration and asset mix that approximates the portfolios and will be utilized as a benchmark to be compared to the portfolios' total rate of return. Investments of bond reserves, construction funds, and other non-operating funds ("core funds") shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed five (5) years.

XV. REPORTING

The Finance Director, management designee and/or Investment Advisor(s) shall provide the City Manager with a "Quarterly Investment Report" that summarizes but not limited to the following:

A. Recent market conditions, economic developments and anticipated investment conditions.

B. The investment strategies employed in the most recent quarter.

C. A description of all securities held in investment portfolios at month-end.

D. The total rate of return for the quarter and year-to-date versus appropriate benchmarks.

E. Any areas of the Policy concern warranting possible revisions to current or planned investment strategies. The market values presented in these reports will be consistent with accounting guidelines in GASB Statement 31.

On an annual basis, the City Manager designee shall submit to the City Council a written report on all invested funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value, the yield on each investment.

The annual report will show performance on both a book value and total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB Statement 31. Investment reports shall be available to the public.

XVI. THIRD-PARTY CUSTODIAL AGREEMENTS

Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchase by, and all collateral obtained by the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the City Manager and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide the Finance Director or management designee with safekeeping statements that provide detail information on the securities held by the custodian. On a monthly basis, the custodian will also provide reports that list all securities held for the City, the book value of holdings and the market value as of month-end.

Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

XVII. INVESTMENT POLICY ADOPTION

The Investment Policy shall be adopted by City resolution. The Finance Director and Accounting Manager shall review the Policy annually and submit recommendations to the City Manager for review and approval. If a change in the Policy is recommended for approval by the City Manager, the Finance Director will prepare the necessary report to Council.

APPROVED AND ADOPTED BY THE CITY COUNCIL ON April 16, 2013.
RESOLUTION NUMBER

____

Name:_________________

Title: __________________

Attachment A
<u>Glossary of Cash and Investment Management Terms</u>

Accrued Interest. Interest earned but which has not yet been paid or received.

Agency. See "Federal Agency Securities."

Ask Price. Price at which a broker/dealer offers to sell a security to an investor. Also known as “offered price.”

Asset Backed Securities (ABS). A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that “own” the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans and aircraft leases.

Average Life. The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Bankers' Acceptance (BA's). A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

Basis Point. One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

Bearer Security. A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer’s books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as “physical securities.”

Benchmark Bills: In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Benchmark Notes/Bonds: Benchmark Notes and Bonds are a series of FNMA “bullet” maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10 and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of $4 billion, 30-year new issues having a minimum size of $1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Benchmark. A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance and duration of the actual portfolio's investments.

Bid Price. Price at which a broker/dealer offers to purchase a security from an investor.

Bond Market Association (BMA). The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the BMA also recommends bond market closures and early closes due to holidays.

Bond. Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Entry Securities. Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC and PTC

(as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

Book Value. The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

Broker/Dealer. A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

Bullet Notes/Bonds. Notes or bonds that have a single maturity date and are non-callable.

Call Date. Date at which a call option may be or is exercised.

Call Option. The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are a par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

Callable Bonds/Notes. Securities, which contain an imbedded call option giving the issuer, the right to redeem the securities prior to maturity at a predetermined price and time.

Certificate of Deposit (CD). Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

Collateral. Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

Collateralization. Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

Collateralized Mortgage Obligation (CMO). A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In “plain vanilla” CMOs, principal is not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

Commercial Paper. Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days, and given a short-term debt rating by one or more NRSROs.

Convexity. A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Corporate Note. A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

Counterparty. The other party in a two party financial transaction. "Counterparty risk" refers to the risk that the other party, to a transaction, will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

Coupon Rate. Annual rate of interest on a debt security, expressed as a percentage of the bond’s face value.

Current Yield. Annual rate of return on a bond based on its price. Calculated as (coupon rate / price), but does not accurately reflect a bond’s true yield level.

Custody. Safekeeping services offered by a bank, financial institution or trust company, referred to as the “custodian.” Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement and market values.

Dealer. A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery Versus Payment (DVP). Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

Depository Trust Company (DTC). A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs and BAs clear through DTC.

Derivatives. For hedging purposes, common derivatives are options, futures, swaps and swaptions. All Collateralized Mortgage Obligations (“CMOs”) are derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Derivative Security. Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Designated Bond. FFCB’s regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are $1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of $100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Discount Notes. Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets.

Discount Rate. Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the “fed funds rate.”

Discount Securities. Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances and Commercial Paper.

Discount. The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

Diversification. Dividing investment funds among a variety of security types, maturities, industries and issuers offering potentially independent returns.

Dollar Price. A bond’s cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of $955 per $1,000 of face value.

Duff & Phelps. One of several NRSROs that provide credit ratings on corporate and bank debt issues.

Duration. The weighted average maturity of a security’s or portfolio’s cash flows, where the present values of the cash flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

Fannie Mae. See "Federal National Mortgage Association."

Fed Money Wire. A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

Fed Securities Wire. A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

Fed. See "Federal Reserve System."

Federal Agency Security. A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Federal Agency. Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

Federal Deposit Insurance Corporation (FDIC). Federal agency that insures deposits at commercial banks, currently to a limit of $250,000 per depositor per bank.

Federal Farm Credit Bank (FFCB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its "designated note" program.

Federal Funds (Fed Funds). Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

Federal Funds Rate (Fed Funds Rate). The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

Federal Home Loan Bank System (FHLB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" and "TAP" programs.

Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "reference note" program.

Federal National Mortgage Association (FNMA or "Fannie Mae"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "benchmark note" program.

Federal Reserve Bank. One of the 12 distinct banks of the Federal Reserve System.

Federal Reserve System (the Fed). The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the "Federal Reserve Board" and headed by its Chairman.

Financial Industry Regulatory Authority, Inc (FINRA). is a private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission.

Fiscal Agent/Paying Agent. A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

Fitch Investors Service, Inc. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Floating Rate Security (FRN or "floater"). A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also "Variable Rate Security."

Freddie Mac. See "Federal Home Loan Mortgage Corporation".

Ginnie Mae. See "Government National Mortgage Association".

Global Notes: Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

Government National Mortgage Association (GNMA or "Ginnie Mae"). One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that is actually full faith and credit of the U.S.).

Government Securities. An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

Government Sponsored Enterprise (GSE). Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. Government, but they are not direct obligations of the U.S. Government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Some consider GSEs to be stealth recipients of corporate welfare. Examples of GSEs include: FHLB, FHLMC, FNMA and SLMA.

Government Sponsored Enterprise Security. A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

Index. A compilation of statistical data that tracks changes in the economy or in financial markets.

Interest-Only (IO) STRIP. A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

Internal Controls. An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met.

The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion -** Collusion is a situation where two or more employees are working in conjunction to defraud their employer.

2. **Separation of transaction authority from accounting and record keeping -** By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.

3. **Custodial safekeeping -** Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.

4. **Avoidance of physical delivery securities -** Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

5. **Clear delegation of authority to subordinate staff members -** Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

6. **Written confirmation of transactions for investments and wire transfers -** Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.

7. **Development of a wire transfer agreement with the lead bank and third-party custodian -** The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverse Floater. A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

Investment Advisor. A company that provides professional advice managing portfolios, investment recommendations and/or research in exchange for a management fee.

Investment Adviser Act of 1940. Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Investment Grade. Bonds considered suitable for preservation of invested capital; bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

Liquidity. Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Also, a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

Local Government Investment Pool (LGIP). An investment by local governments in which their money is pooled as a method for managing local funds, (i.e., Florida State Board of Administration's Florida Prime Fund).

Long-Term Core Investment Program. Funds that are not needed within a one year period.

Market Value. The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

Mark-to-market. Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

Master Repurchase Agreement. A widely accepted standard agreement form published by the Bond Market Association (BMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

Maturity Date. Date on which principal payment of a financial obligation is to be paid.

Medium Term Notes (MTN's). Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

Money Market. The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

Money Market Mutual Fund (MMF). A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of $1.00. Many MMFs carry ratings by a NRSRO.

Moody's Investors Service. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Mortgage Backed Securities (MBS). Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA and FHLMC. There are a variety of MBS structures, some of which can be very risky and complicated. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

Mortgage Pass-Through Securities. A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. Largest issuer is GNMA.

Municipal Note/Bond. A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

Mutual Fund. Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (bond, equity, money fund); all except money market funds operate on a variable net asset value (NAV).

Negotiable Certificate of Deposit (Negotiable CD). Large denomination CDs ($100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

Net Asset Value. The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

[(Total assets) **-** (Liabilities)]/(Number of shares outstanding)

NRSRO. A "Nationally Recognized Statistical Rating Organization." A designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody's, S&P, Fitch and Duff & Phelps.

Offered Price. See also "Ask Price."

Open Market Operations. Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

Par Value. Face value, stated value or maturity value of a security.

Physical Delivery. Delivery of readily available underlying assets at contract maturity.

Portfolio. Collection of securities and investments held by an investor.

Premium. The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

Primary Dealer. Any of a group of designated government securities dealers designated by to the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are considered the largest players in the U.S. Treasury securities market.

Prime Paper. Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody's.

Principal. Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

Prudent Investor Standard. Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the "prudent person" standard as it implies a level of knowledge commensurate with the responsibility at hand.

Qualified Public Depository - Per Florida Statute 280, means any bank, saving bank or savings association that:

1. Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States;

2. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.

3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 seq.

4. Meets all requirements of F.S. 280

5. Has been designed by the Treasurer as a qualified public depository.

Range Note. A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

Rate of Return. Amount of income received from an investment, expressed as a percentage of the amount invested.

Realized Gains (Losses). The difference between the sale price of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See "Unrealized Gains (Losses)."

Reference Bills: FHLMC's short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes ($1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC's Reference Bills are unsecured general corporate obligations. This program supplements the corporation's existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Reference Notes: FHLMC's intermediate-term debt program with issuances of 2, 3, 5, 10 and 30-year maturities. Initial issuances range from $2 - $6 billion with re-openings ranging $1 - $4 billion.

The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Repurchase Agreement (Repo). A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor's custodial bank, or "tri-party" where the securities are delivered to a third party intermediary. Any type of security can be used as "collateral," but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate BMA approved master repurchase agreement is in place.

Reverse Repurchase Agreement (Reverse Repo). A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

Safekeeping. Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

Secondary Market. Markets for the purchase and sale of any previously issued financial instrument.

Securities Lending. An arrangement between and investor and a custody bank that allows the custody bank to “loan” the investors investment holdings, reinvest the proceeds in permitted investments, and shares any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

Sinking Fund. A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of moneys for payment of debt service. Usually used in connection with term bonds.

Spread. The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

Standard & Poor's. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

STRIPS (Separate Trading of Registered Interest and Principal of Securities). Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and "strips" description can be applied to non-Treasury securities (e.g. FNMA strips).

Structured Notes. Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

Swap. Trading one asset for another.

TAP Notes: Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB’s traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5 and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

Tennessee Valley Authority (TVA). One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to $30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to $150 million. Frequent issuer of discount notes, agency notes and callable agency securities.

Total Return. Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

Treasuries. Collective term used to describe debt instruments backed by the U.S. Government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

Treasury Bills (T-Bills). Short-term direct obligations of the United States Government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week and 26-week T-Bills

Treasury Bonds. Long-term interest-bearing debt securities backed by the U.S. Government and issued with maturities of ten years and longer by the U.S. Department of the Treasury. The Treasury stopped issuing Treasury Bonds in August 2001.

Treasury Notes. Intermediate interest-bearing debt securities backed by the U.S. Government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 5-year and 10-year Treasury Notes.

Trustee. A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

Uniform Net Capital Rule. SEC regulation 15C3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

Unrealized Gains (Losses). The difference between the market value of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See also “Realized Gains (Losses).”

Variable-Rate Security. A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually or annually). See also “Floating Rate Note.”

Weighted Average Maturity (or just “Average Maturity”). The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

Weighted Average Maturity to Call. The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

Yield Curve. A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term investments have higher yields, or “inverted” (uncommon) where longer-term investments have lower yields than shorter ones.

Yield to Call (YTC). Same as “Yield to Maturity,” except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security’s yield to maturity.

Yield to Maturity (YTM). Calculated return on an investment, assuming all cash flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

Yield. There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call" and "Yield to Maturity."

Attachment B
Investment Pool/Fund Questionnaire

1. A description of eligible investment securities, and a written statement of investment policy and objectives.

2. A description of interest calculations and how it is distributed, and how gains and losses are treated.

3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.

4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.

5. A schedule for receiving statements and portfolio listings.

6. Are reserves, retained earnings, etc. utilized by the pool/fund?

7. A fee schedule, and when and how is it assessed.

8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

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