

Interoffice Memorandum

City of New Smyrna Beach

To: John Hagood, City Manager
From: Mark H. Rakowski, Interim CRA Director
Subject: 14% Budget Reduction
Date: April 10, 2007

You requested a memorandum detailing how the Community Redevelopment Agency is to reduce the non-capital budget by 14%. The current non-capital budget for the CRA is \$888,403 and therefore 14% is \$124,376.42. The proposed budget will be reduced by \$124,376.42 as follows:

<u>Budget Item</u>	<u>Current amount</u>	<u>Proposed Change</u>
1. Regular Salary	176,645	-016,235*
2. Regular Overtime	001,500	no change
3. Sick Inc./Pers. Lv.	003,500	-000,729
4. Longevity	001,675	no change
5. FICA	014,021	-001,200
6. FRS	009,316	no change
7. DC Plan	007,721	-000,843
8. Aetna	005,490	no change
9. Florida Health Care	031,919	-002,639
10. United Health Care	004,810	-000,150
11. WC	009,173	-000,061
12. Personnel Allocation	024,000	no change
13. Physicals	000,200	no change
14. Engineering	130,000	-030,000
15. Legal	015,000	no change
16. Consultant Program	120,000	-050,000
17. Surveys	006,000	no change
18. Landscape Architect	015,000	no change
19. Other Professionals	005,000	no change
20. Audit	003,633	no change
21. Property Maintenance	065,000	no change
22. Seminar/conference	002,500	no change
23. Other Travel	000,500	no change
24. Phone Charges	001,200	no change
25. Postage	000,500	no change
26. Shipping/Handling	000,100	no change

27. Electric & Water	038,500	no change
28. Liability Insurance	035,200	no change
29. Annual Maint. Contract	000,600	no change
30. Parts W/O	000,500	no change
31. Labor W/O	000,500	no change
32. Outside Repairs	000,500	no change
33. Outside Repairs	000,500	no change
34. Office Equipment	000,500	no change
35. Fleet Maintenance	003,100	no change
36. R&M Equipment	000,500	no change
37. Forms	001,200	no change
38. Other Print & Binding	003,000	no change
39. Promotional Expenses	002,500	no change
40. News Ads	002,000	no change
41. Other Curr. Chgs.	002,000	no change
42. Office Supply	002,500	no change
43. Small Machine & Equip	001,500	no change
44. Gas/Oil	004,000	no change
45. Uniforms	000,300	no change
46. Tools	000,500	no change
47. Property Maintenance	030,000	no change
48. Other Operating Supplies	000,600	no change
49. Memberships	000,800	no change
50. Reference Materials	000,400	no change
51. Subscriptions	000,300	no change
52. Seminar/Conf. Regis.	002,000	no change
53. General Contingency	100,000	-023,000
Total Reduction		-124,857

* Elimination of ½ Administrative Assistant including benefits. CRA and Development Services will share an Administrative Assistant 50% each.

Interoffice Memorandum

City of New Smyrna Beach

To: John Hagood, City Manager
 From: Mark H. Rakowski, Development Services Director
 Subject: 14% Budget Reduction
 Date: April 9, 2007

You requested a memorandum detailing how the Development Services Department is to reduce the budget by 14%. The current budget for the Development Services Department is \$1,171,626 and therefore 14% is \$164,027.64. I am proposing an increase in administrative fees for applications, which will create an additional \$44,000 in revenue. Therefore, the proposed budget will be reduced by \$120,027.64 as follows:

<u>Budget Item</u>	<u>Current amount</u>	<u>Proposed Change</u>
1. Executive Salary	085,064	no change
2. Auto Allowance	001,800	no change
3. Regular Salary	524,092	-026,235*
4. Regular Overtime	001,000	no change
5. Personal Leave	016,402	-000,729
6. Longevity	003,507	no change
7. FICA	048,338	-001,200
8. FRS	013,891	no change
9. DC Plan	053,224	-000,843
10. Aetna	019,018	no change
11. Florida Health Care	056,520	-002,639
12. Pacific Mutual	0	no change
13. Boston Mutual Life	000,450	no change
14. United Health Care	013,385	-000,150
15. WC	029,719	-000,061
16. Unemployment	0	no change
17. Physicals	300	no change
18. Consultant	75,000	-045,000
19. Soli Tests	002,000	-002,000
20. Other Professional Serv.	0	no change
21. Audit	001,444	no change
22. Temporary Services	103,000	no change
23. Housing Demolitions	025,000	-020,000
24. Seminar/conference	006,500	-000,750

25. Education Travel	001,000	no change
26. Mileage Expenses	000,400	no change
27. Phone Charges	005,000	no change
28. Mobile Phone Charges	003,000	-001,000
29. Postage	000,600	no change
30. Shipping/Handling	000,250	no change
31. Annual Equipment Lease	005,000	no change
32. Liability Insurance	009,622	no change
33. Annual Maint. Contract	003,500	no change
34. Buildings	001,000	-000,500
35. Computer	000,400	no change
36. Office Equipment	000,350	no change
37. Fleet Maintenance	004,500	-001,500^
38. Forms	001,250	-000,500
39. Spec. Copies	006,000	-004,000
40. Maps	000,600	no change
41. News Ads	008,500	-004,500
42. Historic Plaques	001,250	-000,500
43. Other Curr. Chgs.	0	no change
44. Office Supply	003,000	no change
45. Small Machine & Equip	002,000	-001,000
46. Gas/Oil	004,000	-002,000
47. Uniforms	000,350	no change
48. Computer Supplies	002,000	-001,000
49. Blueprint Supplies	001,500	-000,750
50. Other Operating Supplies	0	no change
51. Memberships	003,000	-001,000
52. Reference Materials	001,000	-000,500
53. Subscriptions	000,400	no change
54. Seminar/Conf. Regis.	004,250	-000,750
55. Educational Material	002,000	-001,000
56. Vehicle	016,000	no change
Total Reduction		-120,107

* Elimination of summer Internship, change civil engineer to engineering technician and eliminate ½ Administrative Assistant

^ Eliminate the use of 2 vehicles from our fleet

Finance Department
2007-2008 Potential Budget Cuts

Executive Salary	78,817		78,817
Auto Allowance	1,800		1,800
Regular Salary	201,000	(25,293) A	175,707
Regular Overtime	2,000		2,000
Sick/Personal	15,149		15,149
Longevity	4,062		4,062
FICA	21,330	(1,927)	19,403
FRS	8,787	(8,787) E	-
DC	14,174	6,240 E	20,414
Aetna	23,520	(3,600)	19,920
FHC	14,671		14,671
Boston Mutual	370		370
UHC	5,700	(144)	5,556
WC	1,300		1,300
GASB 34	40,000	(30,000) B	10,000
Audit	1,700		1,700
Seminars	2,000		2,000
Education Travel	1,500		1,500
Phone Charges	5,000		5,000
Mobile Phone	2,200		2,200
Shipping	400		400
Ann Equip Lease	3,200		3,200
Liability Ins	5,173		5,173
Ann Maintenance Contrac	1,700		1,700
Buildings	500		500
Office Equipment	500		500
Forms	5,000		5,000
Newsletter	32,500	(32,500) C	-
News Ads	3,000		3,000
City Auction	2,000		2,000
Office Supplies	4,000		4,000
Small M & E	1,000		1,000
Computer Supplies	1,000		1,000
Memberships	500		500
Reference Materials	500		500
Subscriptions	500		500
Seminar Reg	500		500
Education Material	10,000	(8,000) D	2,000
	<u>517,053</u>	<u>(104,011)</u>	<u>413,042</u>

A Eliminate the receptionist position in city hall (includes benefit accounts).
The duties of this position can be performed by the various depts that use his services, e.g. permit fees collected by building dept, occupational license fees collected by finance, etc.

B GASB 34 work will be mostly completed, some additional work may be needed.

C Newsletter no longer a function of Finance Dept.

D Education expense reduced - Thea finished with her Masters Degree.
Other staff will need some additional training and I need CPE credits.

E Bill Poling not longer employed - only person on FRS. DC is net of decrease for Russell Powell and increase for Kathie Eichinger.