

CITY OF NEW SMYRNA BEACH

DEPARTMENTAL BUDGET OVERVIEW

AUGUST 18, 2022



Maintenance Operations

❑ Consists of

❑ General Fund:

- ❑ Administration
- ❑ Building Maintenance
- ❑ Fleet
- ❑ Parks
- ❑ Streets

❑ Revenue Generating:

- ❑ Stormwater
- ❑ Golf Course
- ❑ Marina
- ❑ Solid Waste



Maintenance Operations - Mission, Vision, and Values

- ❑ Mission Statement:
 - ❑ It is the mission of the Maintenance Operations Division to respond promptly to customer service concerns, safeguard the environment, protect the City's assets and public improvements, and to consistently respect the needs of our residents.
- ❑ Vision Statement:
 - ❑ *To create a top level public service environment*
 - ❑ Employees feel respected and appreciated
 - ❑ Employees embrace the values of the Maintenance Operations Department
 - ❑ Easy and equitable access to services
 - ❑ Transparent, accountable and efficient use of public resources
- ❑ Values:
 - ❑ The Maintenance Operations Department values will be upheld by creating a culture that is supportive, fosters inclusivity and alignment while maintaining the fulfillment of our PACE values.
 - ❑ Pride - Shown thru development, and satisfaction of work
 - ❑ Alignment - Shown thru mutual respect, open and honest communication, teamwork, and commitment
 - ❑ Collaboration - Shown thru partnerships with other departments and outside agencies
 - ❑ Effectiveness - Shown thru accountability, leadership, innovation and positive resident interactions

Maintenance Operations -

▶ Measurements of Success:

- Pro-actively maintain City assets including City-owned fleet, buildings, properties and public spaces
- Quickly & efficiently respond to work orders within 48 hours FY 21/22 10/1/21 - 8/1/22 - 1,461)
- Providing clean, aesthetically pleasing parks, facilities and public spaces for our citizens, seasonal and recreational visitors.

▶ Expense Controls:

- Administrative staff searches for the best price for the best products/supplies;
- Take advantage of cooperative governmental purchasing, quantity/bulk discounts, and purchasing off State contracts;
- Closely monitor expenditures of each division.

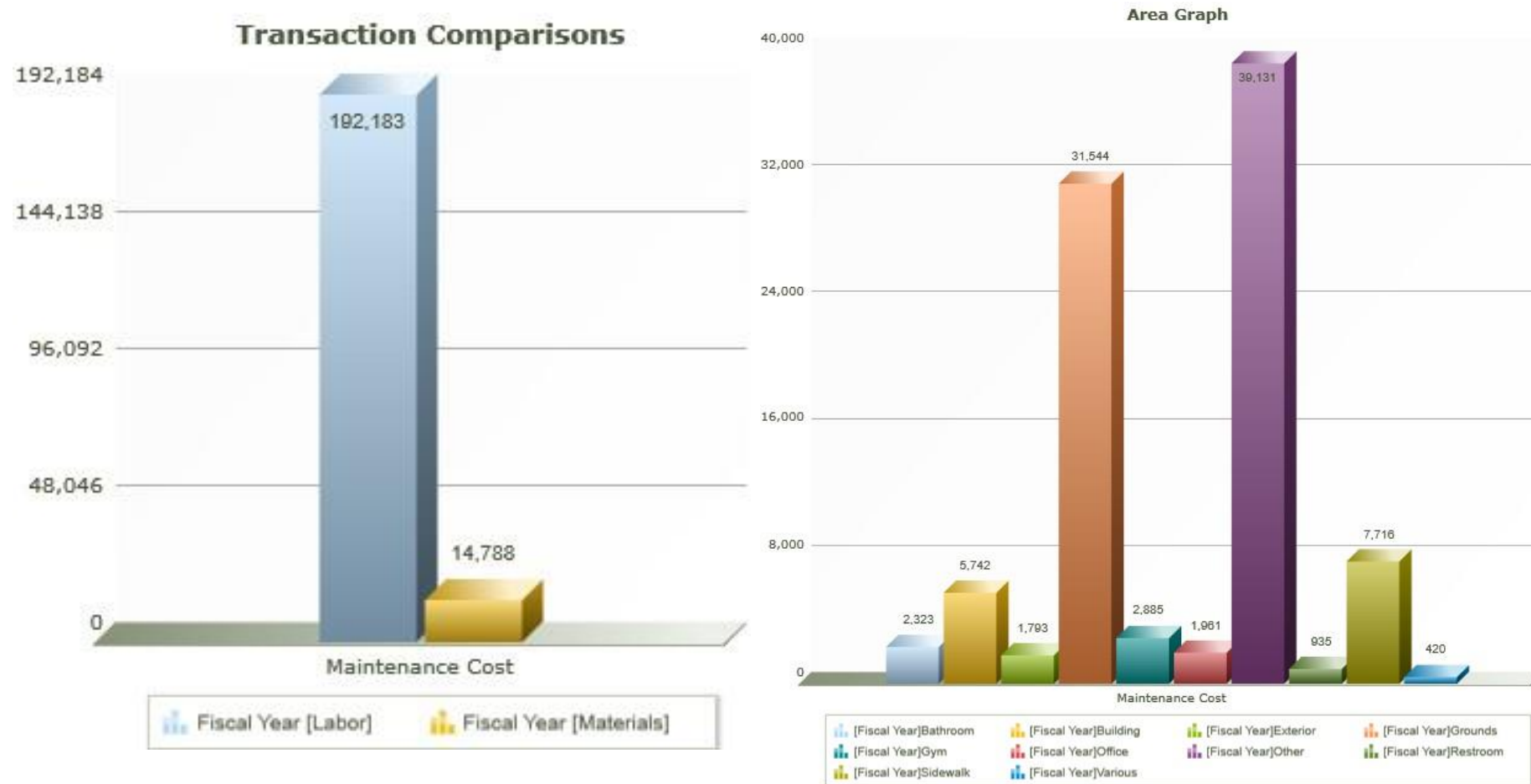
▶ Expense Savings:

- Utilizing in-house staff for painting, plumbing & building projects, and HVAC monthly maintenance;
- Utilizing outsourced services for janitorial, street sweeping, uniforms, and right-of-way maintenance through competitive Bids/RFPs, or utilizing services from other governmental entities including area Cities and Volusia County.

▶ Process changes:

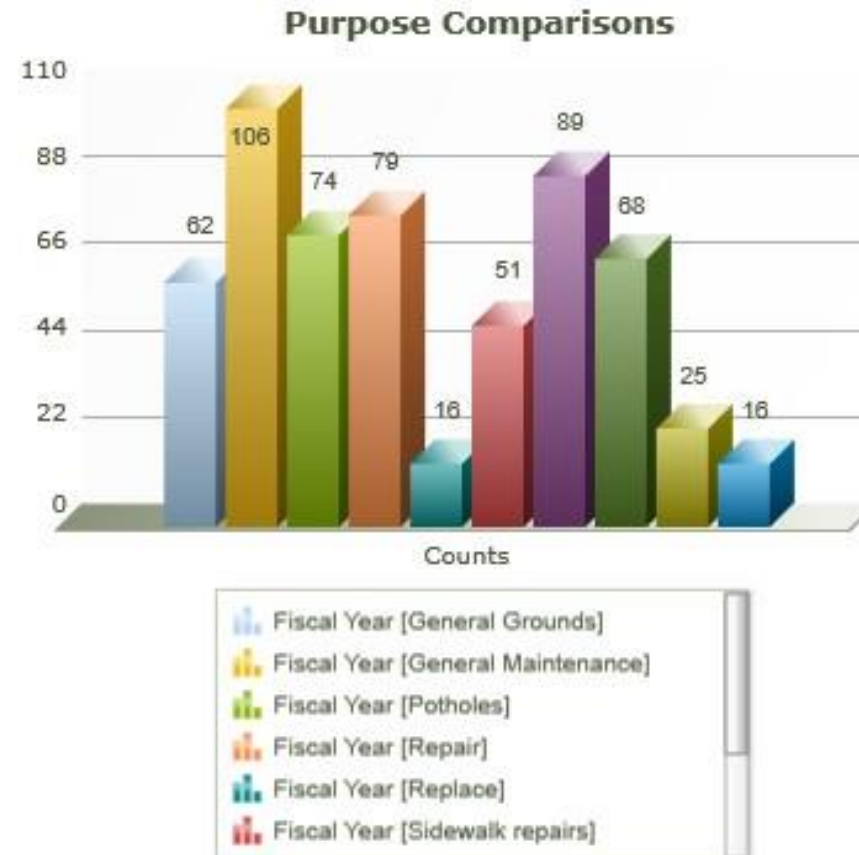
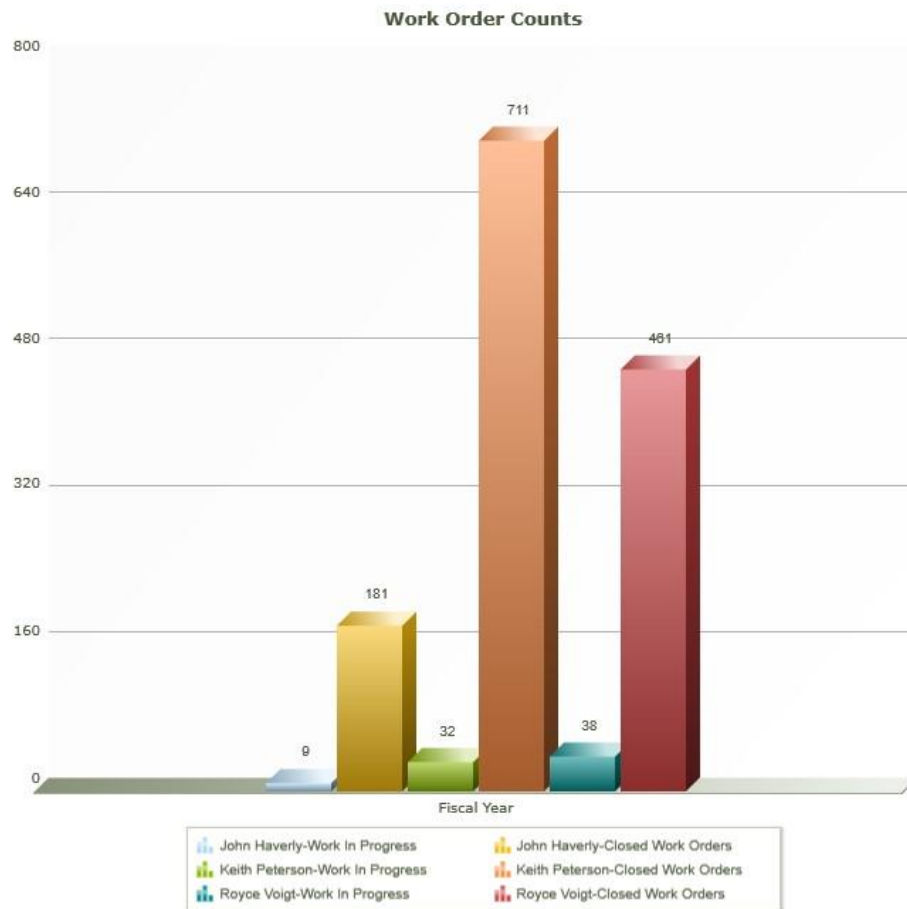
- Relocation of Building & Maintenance operations from Smith street location to Maintenance Ops. on Industrial Park Blvd. and future addition of solar panels to reduce electrical costs.
- Pavement analysis and continuing to update 5-Year Road Resurfacing Program;
- Expansion of a Sidewalk Repair Program utilizing outside vendors and in-house City crews.

Maintenance Operations - Work Order Costs



Work Order Cost/Year - FY22 - \$206,971 (thru 7/25/22)
FY21 - \$284,909
FY20 - \$291,755
FY19 - \$284,329

Maintenance Operations - Work Orders



Work Orders Per Year - FY 22 -1,461 (thru 7/25/22)

FY 21 - 1,750

FY 20 - 1,996

FY 19 - 2,023

FY 18 - 1,656



Maintenance Operations - Staffing

As of 7/25/22, we have four (4.5) vacant positions. (1) on FMLA

MAINTENANCE OPERATIONS	2021-2022	2022-2023	Change
STAFFING - FTEs	BUDGET	BUDGET	from 2020-21
Administration	2.0	3.0	1.00
Building Maintenance	7.0	7.0	0.00
Fleet	4.0	4.0	0.00
Parks	15.0	15.0	0.00
Streets	14.0	14.0	0.00
Stormwater	1.0	1.0	0.00
Golf Course	19.5	19.5	0.00
Marina	2.5	2.5	0.00
Solid Waste	2.0	2.0	0.00
Total	67	68	-1-



Administration - Budget Comparisons

ADMINISTRATION	2021-2022	2022-2023	\$ Change
BUDGET DESCRIPTION	AMENDED	PROPOSED	From 2021-22
Personnel Services	\$137,625	\$260,143	\$122,518
Operating Expenses	<u>\$45,859</u>	<u>\$51,996</u>	<u>\$6,137</u>
Total Budget	\$183,484	\$312,139	\$128,655 70.11%

Variances:

- Increases in personnel related expenses and addition of Asst Maint Dir
- Minor increase to annual maintenance contract for Work Order System and addition of Asst Maint Dir.



Building Maintenance - Budget Comparisons

BUILDING MAINTENANCE BUDGET DESCRIPTION	2021-2022 AMENDED	2022-2023 PROPOSED	\$ Change From 2021-2022
Personnel Services	\$370,949	\$426,170	\$55,221
Operating Expenses	<u>\$101,530</u>	<u>\$113,455</u>	<u>\$11,925</u>
Total Budget	\$472,479	\$539,625	\$67,146 14%

Variances:

- Increases in personnel related expenses
- Increase due to amount of repairs and cost of supplies needed for repairs

FY 22/23 Capital Equipment Requests:

Vehicle	Cost	Reason/Purpose	Replacing
Trailer attachment	\$8,000	Trailer for B & M crews to haul items and material.	New
(2) Ford F250 Utility Bed Pick-Up	\$72,000	Utilized for various building & maintenance purposes; will carry all tools & equipment needed for job sites.	Replacement of 2006 with 132,000 miles and 2007 with 75,600 miles
TOTAL	\$80,000		



Fleet - Budget Comparisons

	2021-2022	2022-2023	\$ Change
BUDGET DESCRIPTION	AMENDED	PROPOSED	From 2021-2022
Personnel Services	\$287,905	\$319,168	\$31,263
Operating Expenses	<u>\$805,366</u>	<u>\$1,089,985</u>	<u>\$284,619</u>
Total Budget	\$1,093,271	\$1,409,153	\$315,882 28.89%

	2021-2022	2022-2023	\$ Change
BUDGET DESCRIPTION	AMENDED	PROPOSED	From 2021-2022
Revenues	\$1,053,347	\$1,409,153	\$355,806 (Increased due to operating contingency increase by \$220,000)

Variances:

- Increase do to repair of Fleet garage and bay doors.
- Increase in costs of parts for city vehicle and amount of city vehicles.
- Increase in costs for fuel for all city vehicles.

Month	Diesel	Gas
October	\$2.9796	\$3.2117
November	\$2.8869	\$3.1892
December	\$2.6086	\$2.9534
January	\$3.0069	\$3.0983
February	\$3.1626	\$3.2719
March	\$4.4441	\$4.0748
April	\$4.6623	\$4.0761
May	\$4.6444	\$4.3941
June	\$4.6595	\$4.3623

Prices for fuel by month



Parks - Budget Comparisons

PARKS	2021-2022	2022-2023	\$ Change
BUDGET DESCRIPTION	AMENDED	PROPOSED	From 2021-2022
Personnel Services	\$756,287	\$822,337	\$66,050
Operating Expenses	\$984,490	\$1,060,756	\$76,266
Total Budget	\$1,740,777	\$1,883,093	\$142,316 8%

Variances:

- General increase in personnel related costs.
- Operating expenses
 - Increase in software added for playground inspections.
 - Increase due to the amount of repairs in the city due to age and vandalism.
 - Increase in cost of goods for supplies



Parks - Budget Comparisons

FY 22/23 Capital Equipment Request:

Vehicle	Cost	Reason/Purpose	Replacing
Toro Flatbed Dump	\$34,000	Used to allow crews to get close to certain areas that require mulch, rocks, sand, ect., as well as removing trash and debris thru-out the parks	Replacement of 1994 with 1,569 hours
Tree spade Attachment	\$5,000	Use to allow the parks department to plant new trees in a faster and with less disruption to area. As well as allowing parks to move trees and maintain the health of the trees	New
Ditch Witch	\$32,000	Used for the department to put in irrigation lines without disrupting the entire area as well as the need to put in root barrier around sidewalks and walking trails as needed	New
Total	\$71,000		



Streets - Budget Comparisons

STREETS	2021-2022	2022-2023	\$/% Change
BUDGET DESCRIPTION	AMENDED	PROPOSED	From 2021-2022
Personnel Services	\$627,230	\$734,161	\$106,931
Operating Expenses	<u>\$1,162,979</u>	<u>\$1,243,878</u>	<u>\$80,899</u>
Total Budget	\$1,790,209	\$1,978,039	\$187,830 10%

Variance:

- Increase in cost for additional streetlights
- Increase for much needed sidewalk repairs
- Increase in street repairs (potholes/ada ramps/street markings)
- Fleet Maintenance
- Gas/oil increase



Streets - Budget Comparisons

FY 22/23 Capital Equipment Request:

Vehicle	Cost	Reason/Purpose	Replacing
Ford F450 with Aerial Bucket	\$ 130,000	Used for multiple project thru-out the city including lighting, tree work, decorations, ect.	Replacement of 2003
Metal Building	\$ 45,000	Used to house multiple items and equipment.	Replacement of current building that is beyond it's useful life
TOTAL	\$ 175,000		



Stormwater - Budget Comparisons

STORMWATER BUDGET DESCRIPTION	2021-2022 AMENDED	2022-2023 PROPOSED	\$ Change From 2021-22
Personnel Services	\$311,091	\$424,011	\$112,920
Operating Expenses	\$931,313	\$1,043,929	\$112,616
Total Budget	\$1,242,404	\$1,467,940	\$225,536 18%

FY 22/23 Capital Equipment / Projects Request:

Vehicle	Cost	Reason/Purpose	Replacing
Kubota Excavator	\$80,000	Multi-purpose use for storm water projects.	Addition
Generac portable generator	\$41,000	Used for the new Hope St pumps. This will make sure the pumps are in working order during any emergency. Can be staged at any time.	Addition
Total	\$121,000		

Project	Cost
North Beach Master Plan	\$2,175,000 ARPA - \$500,000
North Atlantic Drainage Improvement	\$1,519,636



Golf Course - Budget Comparisons

GOLF COURSE ADMINISTRATION BUDGET DESCRIPTION	2021-2022 AMENDED	2022-2023 PROPOSED	\$ Change From 2021-2022
Personnel Services	\$ 405,822	\$ 635,547	\$ 229,725
Operating Expenses	358,998	439,355	80,357
Total Budget	\$ 764,820	\$1,074,902	\$ 310,082 (40%)

GOLF COURSE MAINTENANCE BUDGET DESCRIPTION	2021-2022 AMENDED	2022-2023 PROPOSED	\$ Change From 2021-2022
Personnel Services	\$ 433,901	\$ 483,864	\$ 49,963
Operating Expenses	250,583	325,039	74,456
Total Budget	\$ 684,484	\$ 808,903	\$ 124,419 (18%)

Variances:

- Increases in personnel expenses.
- Increases in cost of repair & maintenance, sand & clay, fertilizer, and seed & chemicals and cost of goods.



Golf Course - Budget Comparisons

FY 22/23 Capital Equipment Requests:

Capital Equipment	Cost	Reason/Purpose	Replacing
Toro Triplex Mower	\$ 71,000	Used to maintain the greens and tees thru-out the course	Replacement of 2012 with 5,240 hours
John Deere Sprayer	\$ 40,000	Used to maintain all of the grass thru-out the course: spraying fertilizer, herbicides and pesticides	Replacement of 2006 with 4,665 hours
John Deere Bunker Rake	\$ 15,000	Used to maintain all of the sand bunkers thru-out the course	Replacement of 2004 with 6,918 hours



Marina - Budget Comparisons

MARINA	2021-2022	2022-2023	\$ Change
BUDGET DESCRIPTION	AMENDED	PROPOSED	From 2021-22
Personnel Services	\$ 103,895	\$ 216,584	\$ 112,689
Operating Expenses	<u>229,622</u>	<u>185,205</u>	<u>-47,417</u>
Total Budget	\$ 333,517	\$ 401,789	\$ 65,272 20%

Marina Facts:

- 2-3 vessels turnover on annual leases; transient boaters have rated the Marina with 5 stars.
- Decrease in operating due to capital project to repair docks. Dock repair line not needed for 22/23.
- Marina Reserve Fund is approximately \$296,000.

Dock Repairs	\$284,000	City had a engineering company take a look at the entire marina docks and will be repairing as needed per the report.
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Sanitation - Budget Comparisons

SANITATION BUDGET DESCRIPTION	2021-2022 AMENDED	2022-2023 PROPOSED	\$ Change from 2021-2022
Personnel Services	\$ 131,366	\$ 153,005	\$ 21,639
Operating Expenses	<u>7,973,198</u>	<u>9,131,509</u>	<u>1,158,311</u>
Total Budget	\$ 8,104,564	\$ 9,284,514	\$ 1,179,950 14.5%

Variances:

- Increase in landfill charges related to growth.
- Increase in recycling charges.
- Anticipated increase in solid waste hauling.
- City's current contract with waste Pro, USA was renewed for 5 years on October 1st, 2022.

Pricing below assumes 4% CPI increase from Waste Pro each year per the contract. Does not include transfer fees increase, recycling increases, UC increases.

	FY 22 (Current Year)	FY23 (year 1)	FY24 (year 2)	FY25 (year 3)	FY26 (year 4)
11.75% year 1, and 4% CPI remaining years	(\$540,871) Rate -\$21.14	Yearly - \$82,352 Rate -\$23.62	Yearly - \$115,049 Rate -\$24.56	Yearly - \$151,913 Rate -\$25.54	Yearly - \$193,143 Rate -\$27.56



Maintenance Operations - FY 21/22 Accomplishments

- Resurfaced a total of 5.52 miles of City streets with current budget of \$700,000.
- Finalizing specs to go out to bid for new ADA beach ramp at 27th Ave Park.
- Opening new Dog Park at Sport Complex.
- Prepping to go out to bid for new fuel tanks and pumps at MO and adding Software to all tanks.
- Out to bid for new B&M/Streets buildings at Maint. Ops.
- Continued to work with County to clean ditches thru-out city for hurricane season.
- Started new fleet management software.
- Manage City-wide contracts - janitorial services, uniforms, street sweeping, right-of-way & public property maintenance, solid waste/recycling, interlocal agreements with Volusia County & FDOT, & contracts related to hurricane debris removal & monitoring services. **(Ongoing)**
- Continue management oversight and efficient operations of Golf Course & Marina Operations as well as Maintenance Operations' Divisions, and Solid Waste Administration. **(Ongoing)**
- Ongoing Adopt-a-Park, Memorial Bench/Tree, Community Garden, Arbor Day Programs.



Maintenance Operations - FY 2022-23 Goals

- ❑ Fiscal Year 2022-2023 - Overall Department Goals (not including individual Division goals)
 - ❑ Fill employee vacancies within several divisions as quickly as possible to ensure adequate workforce.
 - ❑ Work on become Nationally Certified thru APWA.
 - ❑ Add cameras and fuel master system to all fuel tanks in the city.
 - ❑ Oversee the move of Smith Street (Building & Maintenance Operations) to the Maintenance Ops Complex on Industrial Park Blvd.; subsequent demolition of buildings at Smith Street location.
 - ❑ Investigate addition of solar panel installation/operation on new metal storage buildings at Industrial Park Blvd. site.
 - ❑ Continue management oversight and efficient operations of Golf Course & Marina Operations as well as Maintenance Operations' Divisions, and Solid Waste Administration.
 - ❑ Major Dock Repairs - design & bid/construction.
 - ❑ Continue Road Resurfacing Program at funding level approved by the City Commission with the approved ARPA funds.
 - ❑ Ongoing oversight of Adopt-a-Park, Memorial Bench/Tree, Community Garden, Arbor Day, Tree City USA, Monarch Butterfly Programs.
 - ❑ Continue to coordinate City-wide contracts for janitorial services, uniforms, street sweeping, right-of-way maintenance, solid waste/recycling, and interlocal agreements with Volusia County and FDOT related to traffic signalization, lighting and right-of-way maintenance and contracts related to hurricane debris removal & monitoring services.