

October 2011

As the Mayor of the City of Tallahassee and on behalf of the City Commission, it is my responsibility and privilege to present the approved fiscal year 2012 annual operating and capital budgets and the FY12-16 Capital Improvement Plan for the City of Tallahassee. The budget process began with our annual commitment to meet our citizen's high expectations and delivering the best possible services, while remaining fiscally responsible. As in previous years, the economic conditions at the local, state, and federal levels have significantly influenced funding for City services. This resulted in a challenging budget process, but we continue to be committed to the high level of customer service our citizens expect and deserve.

While public workshops have always been part of the budget preparation process, this year more emphasis and weight was placed on citizen input than ever before. A total of three workshops were held, with 782 citizens participating in the process at one of the workshops or through an on-line survey. These workshops provided an opportunity for the Commission and the public to listen, learn, and comment on the proposed budget priorities. This process improved public awareness and helped the commission align financial resources with community priorities. The following highlights the results of that process:

The City Commission approved an operating budget of \$710.7 million, as well as a capital budget of \$151.0 million. Additionally, the five-year Capital Improvement Plan totaling \$773.4 million will provide a plan for new and enhanced facilities and infrastructure.

The City's approved millage rate for fiscal year 2012 is 3.70, the same rate as in FY 2004, and remains one of the lowest of the ten largest cities in Florida.

This has been yet another challenging budget process, and the final budget represents our collective best efforts at addressing the current economic climate while attempting to maintain excellent service to our citizens.

I am grateful to my fellow Commissioners for their leadership and commitment throughout this budget process. I also would like to express my appreciation for the diligence, hard work, and dedication of City staff, especially the budget staff, and the involvement of our citizens. We continue to be optimistic that the economic climate will improve and that next year's process will be more satisfying for the community as a whole. My goal is to continue to provide the best possible service to our citizens at the most affordable cost.

Sincerely,



John R. Marks III, Mayor



June 24, 2011

Honorable Mayor and City Commissioners:

It is my pleasure to present to you balanced operating and capital budgets for fiscal year 2012. The proposed operating budget totals \$724.9 million, representing a decrease of \$2.0 million from the fiscal year 2011 budget. The capital budget totals \$148.6 million, representing a decrease of \$59 million from the fiscal year 2011 budget.

KEY ASSUMPTIONS

NO INCREASE IN THE MILLAGE
RATE OF 3.7 MILLS

REPLENISH THE DEFICIENCY FUND

SALARY ENHANCEMENTS FOR
NON-UNION EMPLOYEES OF 2%

ADDRESS CAPITAL FUNDING
NEEDS FOR MAINTENANCE OF
EXISTING FACILITIES

MAINTAIN GENERAL FUND
TRANSFER TO STARMETRO AT THE
CURRENT LEVEL (LOWERED FROM
PREVIOUS YEARS)

The operating and capital budgets represents a continuation of our efforts over the past few years to address financial pressures facing the City of Tallahassee very similar to circumstances in municipalities across the nation. As we embarked on this year's budget process our focus was to continue to look at operational efficiencies, redirect resources where appropriate, address funding for needed capital projects within the general government area, as well as to continue to look at ways in which the organization can continue to take steps to help stimulate the local economy. Our goal, as always, has been to address these issues while assuring that we continue to deliver quality services to our residents.

As you are aware, a number of difficult decisions have been required in the past to address the financial constraints and maximize the benefit of our available resources including:

- *Elimination of 125.63 positions since FY10.*
- *Elimination of a number of programs.*
- *Reorganization of programs and service delivery.*
- *Implementation of employee furloughs.*
- *Providing early separation incentives for employees.*
- *Privatization of functions previously done in-house, and taking on work previously done by private industry where deemed effective.*
- *Our current millage rate is 3.7 mills.*

Although we are a leaner organization and one that is adjusting to our limited resources efficiently and effectively, adjustments are more difficult as we settle into the new normal of a flat or declining economy.

City Commission Priorities

- Continue to develop and enhance the “Sense of Place” concept in the three targeted areas of Timberlane Road / Market Street, Midtown, and South Monroe Street/South Adams Street.
- Create a vision for the Tallahassee Regional Airport and advance commercial development opportunities.
- Foster a strong local/small business environment throughout the community and identify opportunities for City involvement.
- Maintain the strong financial systems already in place to ensure City of Tallahassee utility sustainability.

The primary goals for the FY 2012 budget process have been to develop a balanced budget that not only continues to provide core city services but also addresses to the extent possible the four City Commission priorities as identified at the City Commission retreat in January. Some of the activities currently underway to address these priorities include the implementation of the NOVA transportation plan; development of an airport master plan; and preparation of rate studies for the electric, water and sewer utilities. Additionally, the proposed budget being presented for your consideration does not recommend any changes to the City’s millage rate. At 3.7 mills, the City’s property tax rate remains one of the lowest of the largest cities in the State of Florida.

The proposed budget also addresses the City Commission plan for continued restoration of funding in the Deficiencies Fund which reached a low point in FY08 and which is still below the required policy level. As you will recall, in FY10, the City Commission approved policy parameters for restoring the Deficiencies Fund within a five to seven year timeframe. The actions taken by the Commission to begin to replenish the reserve, as well as the positive year end positions in the General Fund in the last two years were cited as reasons for the general government bond upgrade from Fitch Ratings earlier this fiscal year. The city’s general obligation rating was also increased to AA and the “negative outlook” was lifted.

FY12 BUDGET PROCESS

As the City Commission is aware, we began this year’s budget process estimating a General Fund deficit of approximately \$3.0 million. As we progressed through the budget process we received updated information that worsened the projected deficit. These include:

- Expiration of the current gasoline hedge agreement in mid-2012 and expected increases in vehicle fuel costs.
- Continuing decline in taxable value of property.
- Continuing declining consumption of utilities.
- Decreases in federal and state funding for programs such as housing, social services, and transportation.
- Ratification of the collective bargaining agreement with the Police Benevolent Association in March 2011.
- Updated OPEB contribution rates from the City’s actuarial consultant.
- Increased cost of employee health insurance.

In light of the projected deficits, departments were asked to review their budgets for potential efficiencies and to submit budget requests that continued operations at the FY11 budgeted amounts. And as was done in the FY11 budget process, departments were again asked to submit and analyze their budget and past expenditures on a program basis.

This year we also implemented a new process aimed at getting additional public input earlier in the annual budget process. As a result three community public meetings were held on April 4th, 5th, and 6th in various locations within the community. Staff from every department was available at these meetings to provide information and answer any questions that residents may have had. Attendees were also able to vote on the programs that they felt were most important and least important. Those who were not able to attend the meetings were given the opportunity to cast their votes on the City's website. Although the results of the voting were not statistically valid, they did represent the preferences of those who attended or voted on line. Those results were provided to the Commission at the April 13, 2011 City Commission meeting. For the FY13 budget process, a statistically valid public opinion survey is proposed. This will be done in the fall of this year in order to give the Commission ample time to incorporate the results into the budget process.

KEY ASSUMPTIONS & ACTIONS FOR BALANCING FY12

Over the last few months, staff has been working on ways to address the projected deficit for 2012. The following provides some key assumptions and actions utilized in the proposed budget.

Expenditure Reductions

All line items were reviewed to determine whether funding was appropriate relative to actual expenditures. Expenditure reductions were considered programmatically and to better align actual expenditures with budgeted amounts (both positive and negative).

Vehicle Fuel

City-wide fuel was budgeted at \$4.275 million in the FY11 budget. Over the last couple of years the City was able to contain the costs of vehicle fuel by the use of hedging contracts. The current fuel hedge contracts end in mid-2012 and at this time it is unknown whether we will be able to enter into another advantageous hedging contract upon expiration of the current contract. As a result, the FY12 budget requirement for vehicle fuel has been increased by approximately 20%.

To help mitigate this increased cost, the city has embarked in an anti-idling campaign and policies have been implemented for city departments to follow in an effort to eliminate and reduce idling of city vehicles. Additionally a green initiative to reduce fuel usage is being recommended in the proposed budget. Each department is being challenged to reduce fuel usage by 5% and it is anticipated that this action will generate savings of \$54,361.

Vehicle Replacement

This is the third year that vehicle replacement charges have been increased in order to bring the fund up to the level needed to ensure timely replacement of vehicles and equipment. To accumulate the dollars needed, contributions to the fund from departments was increased by 12.5% in FY11. For fiscal year 2012 a 3% increase in contributions from departments to the vehicle replacement fund has been included.

Personnel services

Personnel services make up 27.8% of the total city budget and 57.7% of the General Fund budget. Salaries for general employees have been adjusted for a 2% merit salary enhancement in FY12. Police union salary adjustments are included as provided in the contract; .5% across the board increase and a 4.5% average step for eligible union members. Adjustments for fire union employees will be determined in the union negotiations currently underway. Pension rates are 10.6% for general employees, 18.1% for police union employees, and 20.15% for fire union employees based on the latest actuarial study. The matched annuity pension plan rate, also based on actuarial rates, is 7.15%. The City's portion of the cost of employee health insurance increased by 3.8%. To allow for employee turnover, a 3.0% vacancy factor is applied to salaries and benefits.

Position Changes

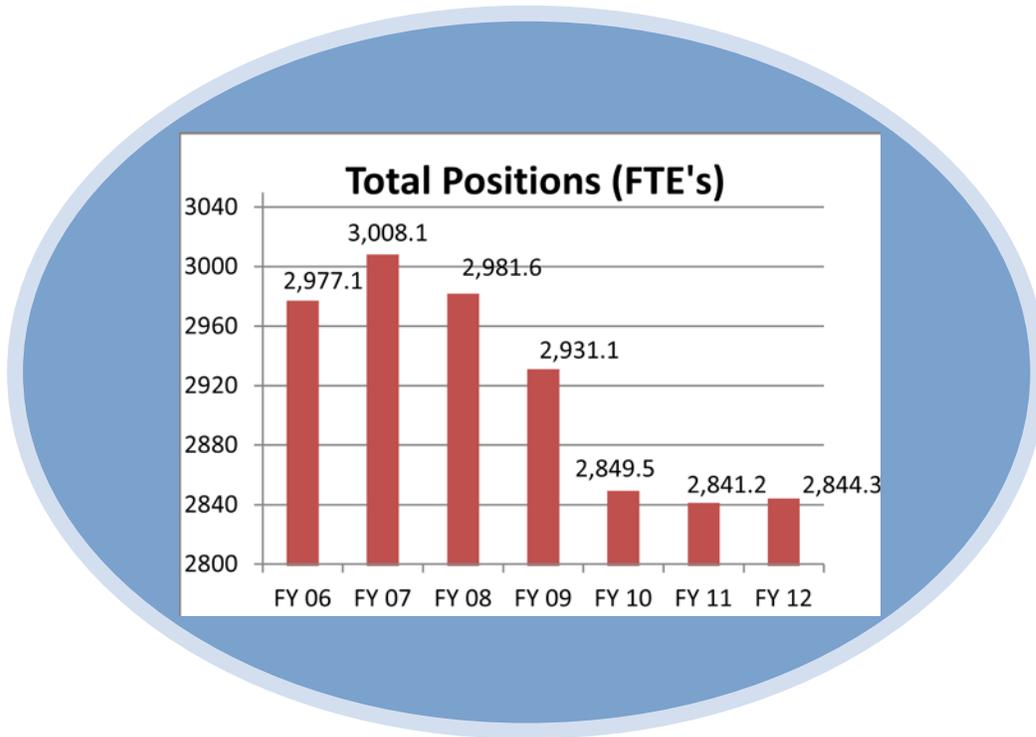
The proposed budget includes funding for 2,844.33 FTEs. This represents a net change of 3.16 positions from the total number of positions in the approved fiscal year 2011 budget. The following table provides a listing of proposed position additions and deletions.

DEPARTMENT	POSITION	FTE
Economic and Community Development	Code Enforcement Officer	-1
Solid Waste	Solid Waste Technician	-1
Management & Administration	Purchasing Agent*	-0.34
Police	Records Technician	-1
	Crime Analyst	-1
Electric	Power Plant Control Room Operator**	-2
	Apprentice Line Worker**	-1
	GIS Analyst	1
	Engineering Technician	2
	Senior Inventory Specialist	1
	Safety Specialist	1
	Utility Training and Safety Specialist	1
Underground Utilities	Program Engineer*	2
StarMetro	Regional Mobility Coordinator*	1
	Mechanic	1
Treasurer-Clerk	Accountant	0.50
	Net Change	3.16

*Mid-year.

**Time limited positions.

The chart below shows the growth in the number of FTE's since FY06. As indicated, the total number of positions peaked in FY07 and has declined each year through FY11. The FY12 budget includes 3.16 additional FTE's. The General Fund has 12% fewer positions compared to the FY06 staffing level and all funds together have 3.4% fewer positions.



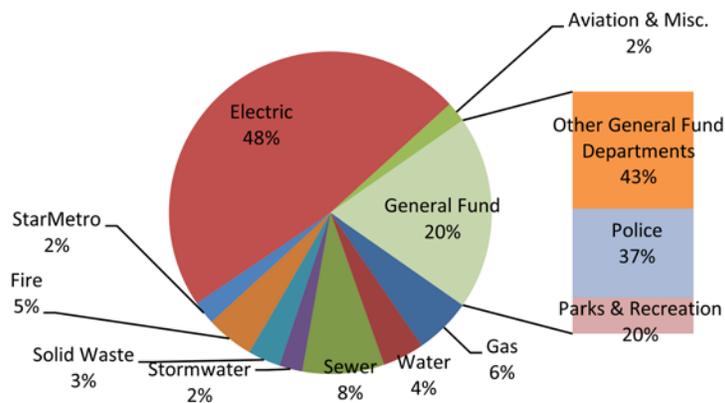
PROPOSED BUDGET

The proposed budget totals \$873.5 million and is comprised of two components: the operating budget of \$724.9 million and the capital budget of \$148.6 million. While the operating budget is further divided into individual funds, the capital budget is appropriated on a project basis. The adjacent chart shows the breakdown by fund of the operating budget.

The total operating budget has decreased by .3% over the FY11 budget of \$726.9 million. This is due primarily to decreased fuel expense for the utilities. However, other expenses such as personnel services, debt service, and motor vehicle fuel are expected to increase.

Of the total FY12 Appropriation, the General Fund is 20% of the total.

OPERATING BUDGET BY FUND TOTAL APPROPRIATION \$724,909,554



Exclusive of Police and Parks and Recreation, General Fund activities comprise only 10% of the total appropriation.

As shown in the chart, the General Fund, including services such as police, parks and recreation, animal shelter, right of way maintenance and others represents 20% of the total appropriated budget. Electric utility funding

comprises approximately ½ of the total budget. Although this is a significant portion of the total budget, 46.9%, \$154 million, of this funding is for fuel (including purchased power). When combined with the fuel cost for the gas utility, fuel costs comprise 25.4% of the total budget. Approximately 68% of the budget is for all of the utilities (Electric, Water, Sewer, Gas, and Stormwater).

A comparison of the FY12 operating budget with the FY11 operating budget for each fund is provided in the table below:

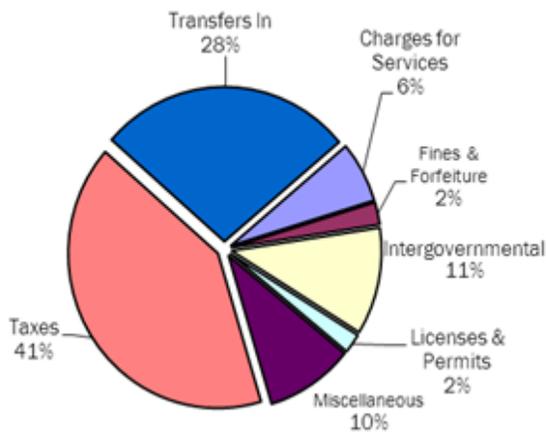
General & Special Revenue	FY11	FY12	Enterprise Funds	FY11	FY12
General Fund	\$135,647,723	\$136,583,691	Electric	\$341,901,601	\$328,484,307
Star Metro	16,318,440	16,796,324	Gas	39,364,389	40,141,393
Fire	33,024,185	33,150,051	Water	28,677,222	28,087,466
Building Inspec.	2,892,060	2,930,220	Sewer	56,181,653	59,401,224
Stormwater	16,008,257	16,684,657	Solid Waste	22,140,245	24,507,715
Cemetery	506,311	491,333	Aviation	12,511,312	11,019,563

NOTE: DOES NOT INCLUDE ALL FUNDS

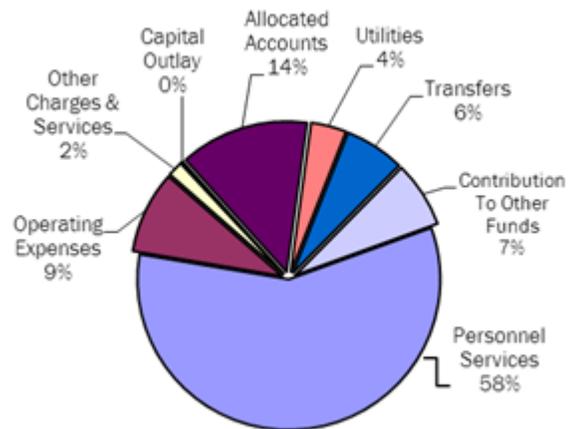
GENERAL FUND

The proposed budget for General Fund totals \$136,583,691. A breakdown of General Fund revenue and expenditures is shown in the charts that follow. As indicated in the charts, personnel services account for well over one half of all expenditures. On the revenue side, all taxes, including ad valorem, communication services, and utility taxes make up 41% of revenue. Ad valorem taxes contribute only 24.8% of revenue necessary to operate the government with transfers from the utilities contributing a slightly greater share at 28%.

GENERAL FUND SOURCES FY12



GENERAL FUND USES FY12



Since initial projections for the FY12 budget were developed during the FY11 budget process, additional information is available which changes the earlier estimates. At that time, it was projected that falling property valuations would level off and grow by 1.5%, which did not materialize. Actuarial evaluations for both pension and OPEB have been received and result in a modification of the original estimates. Police union negotiations have been completed which

resulted in salary increases above the amount included in the FY11 estimate. Other costs such as motor vehicle fuel costs have also continued to increase. In addition, a change in the utility transfer policy results in a significant change to the General Fund over time. These are reflected in the assumptions used for the budget presented at this time.

GENERAL FUND EXPENDITURE ASSUMPTIONS

Line Item Reductions

All line items were reviewed to align actual expenditures with budget requests. As a result of this review, expenditures in the General Fund were reduced by approximately \$200,000. In addition, the General Fund portion of reductions in Internal Service Funds is approximately \$300,000 for total savings of \$500,000.

Transfer to StarMetro

The general fund transfer requirement for StarMetro is estimated at \$8,373,251 in the FY11 budget. The FY12 general fund transfer has been set at \$8,582,185 and has been adjusted for the additional cost of fuel expected for FY12.

Transfer to General Government Capital Account (GGCPA)

For FY11, a total of \$1.2 million was included for general government capital projects some of which was made available by the additional revenue from the red light camera program. Although the FY12 budget does not include any transfer for the general government capital projects account (GGCPA), a total of \$1.6 million has been made available for requested projects by review and closure of open projects and/or changing funding sources to free up additional funding. Most of the projects funded from this source are recurring maintenance projects that are not eligible for sales or gas tax or bond funds. A listing of projects that are recommended for funding is included in the capital budget section of the document.

Debt Service

Approximately \$9.0 million in general government debt service was budgeted in fiscal year 2011 and included funding for existing obligations for the 2004 series capital bonds. After appropriations for additional projects in FY12, there is a remaining unappropriated balance from the 2004 bond issue of approximately \$6 million. The original bond issue in 2004 totaled \$85.8 million and was intended to fund the neighborhood infrastructure program aimed at improving infrastructure in the City's older neighborhoods. The intent was to complete these projects within a three year time frame. For various reasons, e.g. difficulty in acquiring right-of-way needed for the projects, resistance from neighborhoods to projects, etc., a number of the projects originally envisioned will not be completed. On February 27, 2008, the City Commission approved the defeasance of \$5 million of 2004 Bond Series debt service which resulted in a reduction in debt service payments of \$1.0 million annually. It is recommended that the remaining balance of the 2004 bond funding, approximately \$6.0 million, be defeased at this time. This results in savings to the General Fund of approximately \$900,000 per year.



\$6.0 million in available 2004 Bond Series Funds are recommended to be defeased, resulting in annual savings of approximately \$900,000.

Contingency

One of the main purposes of the contingency account is to provide a cushion for unexpected declines in revenues or increases in expenditures. An adequate contingency can mitigate somewhat any mid-year budget corrections that may be required. For FY11 a contingency of \$62,423 was included in the budget. The proposed budget for FY12 includes a contingency of \$200,368.

Transfer to Deficiency Fund

The Deficiencies Fund is a reserve or fund balance for General Fund operations. The current balance is less than the policy target balance of two months operating requirements for the General Fund. To address this serious issue, the FY10 budget included a transfer of \$1.9 million to the Deficiencies Fund. The FY11 transfer is \$1,207,584. For FY12, the transfer is budgeted at \$1,193,933 which is possible due to the planned sale in FY12 of the City’s former drive through facility located in the Gaines Street redevelopment area.

The current fund balance of the Deficiency Fund is \$15.4 million.

GENERAL FUND REVENUE ASSUMPTIONS

Ad Valorem Taxes

The proposed budget recommends no increase in the millage rate for FY12. The current property tax rate at 3.7 mills is one of the lowest of the largest cities in Florida. The following table provides a comparison of millage rates across the State of Florida.

2011 PROPERTY TAX RATES ACROSS FLORIDA (in mills)			
City	Millage Rate	City	Millage Rate
West Palm Beach	8.0739	Pensacola	4.5395
Hollywood	6.7100	Largo	4.3133
Daytona	6.3044	Gainesville	4.2544
Orlando	5.6500	Lakeland	4.1644
Clearwater	5.1550	Fort Lauderdale	4.1193
Pompano	4.9077	Tallahassee	3.7000

The millage rate is proposed to remain at 3.7mills.

The original FY2012 budget estimate projected a 1.5% increase in the value of properties within the city. Preliminary estimates provided by the Leon County Property Appraiser’s Office on June 1, 2012, indicate a reduction of 3.1%. This resulted in a net change to the estimated revenue of \$865,222. This has been offset to some extent by a change in the expected collection rate from 95% to 97% based on historical collections in the last few years. The tax roll for fiscal year 2011 will be finalized this month and we will be receiving the certified taxable value report by July 1, 2011. This is the official estimate that must be used for adoption of the millage rate. It should be noted that in years past, the official estimate has frequently been slightly better than the preliminary estimate.

Transfers from the Utilities

Transfers to the General Fund from the utilities have been decreasing largely due to decreasing consumption and the corresponding reduction in revenues to the utilities. In addition, the current

methodology for the calculation of transfers for each utility is different. The Water Fund transfer in particular is much higher than for other utilities. In FY10, the Water Fund had a year-end deficit and was unable to make the full transfer amount. Staff has been reviewing various methodologies over the past year to simplify the formulas and bring consistency to the process. Although tentative, given that changes to the transfer policy have not yet been approved, the transfers as shown in the following chart are calculated based on a new formula that is being proposed. As indicated in the chart the transfer amount goes down by \$182,646 from the FY11 transfers, although original budget estimates assumed these would increase.

<i>Transfer</i>	<i>FY2010</i>	<i>FY2011</i>	<i>FY2012</i>
Electric	23,361,081	22,366,058	23,844,683
Gas	2,323,000	2,323,000	2,512,094
Water**	5,854,126*	6,484,450	2,999,663
Sewer**	2,981,251	3,284,609	3,667,474
Solid Waste	164,674	161,914	1,413,471
TOTAL	34,684,132	34,620,031	34,437,385

*The water transfer was reduced by \$824,720 due to a negative year end position in the Water Fund.

**In addition to the formula transfer, both Water and Sewer Funds transfer 100% of the County surcharge revenue which is used to support Parks & Recreation as specified by interlocal agreement with the County.

The proposed change is to go to a straight 6.99% of retail rate revenue for each of the above funds. The Financial Viability of the Government Target Issue Committee has reviewed this proposal and is recommending this change to the City Commission. The revised formulas address consistency issues, as well as rate implications to the Water Fund. However if utility consumption continues to decline in the coming years, potential impacts to revenues in the utilities as well as the general fund transfers from the utilities will have to be revisited.

Communications Services Tax

Collections of the Communications Services Tax in FY11 are significantly lower than budgeted and are expected to be approximately \$800,000 lower than originally budgeted. Statewide collections are approximately 5% lower than in FY10. As a result, the estimate for this revenue in FY12 has been reduced by \$853,592 below the original estimate.

In order to pay back an over payment arising from a pre-2009 audit of the Communications Services Tax, the Communications Services Tax rate was increased effective February 2009 for a period of three years. The additional revenue collected from this increase is used to cover the annual debt service payment to the State of Florida of \$487,967. This will end in January of 2012 and it is expected that the State will require that the rate be reduced to the pre-2009 level.

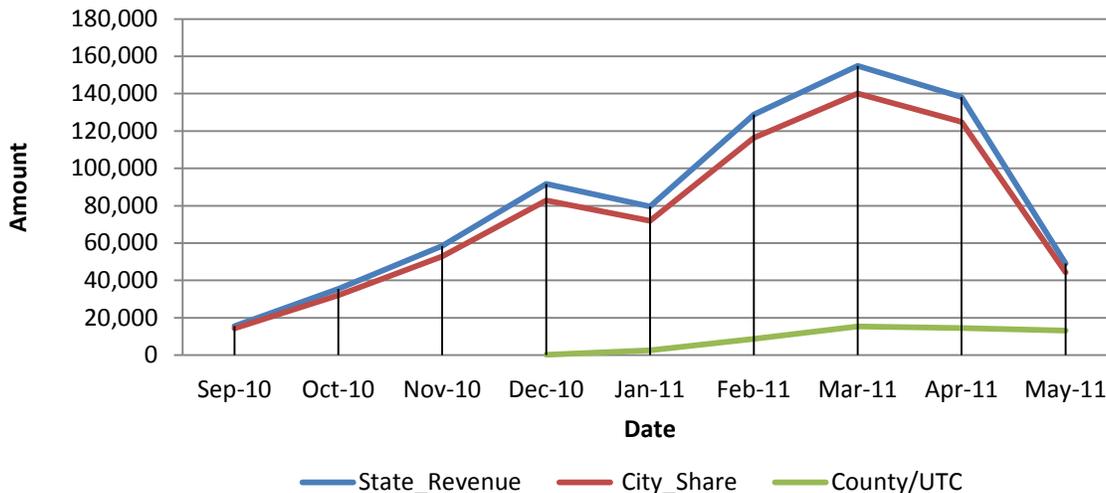
State Revenue Sharing & Florida ½ Cent Sales Tax

April 1, 2010 census population figures used for calculating the City and County shares for State Revenue Sharing and the ½ Cent Sales Tax indicate an increase in the City share of these revenues. In addition, staff is estimating an increase in these revenues of approximately 3%. Both of these sources are estimated to bring in approximately \$14.3 million in FY12. Official estimates from the State of Florida are expected by the end of June and the FY12 budgeted amount will be updated with the most recent numbers prior to final adoption of the budget in September 2011.

Red Light Camera Revenue

Currently, we have seventeen red light cameras with the last one activated on January 3, 2011. In addition, the Commission recently voted to add seven more cameras at various locations throughout the City. Through mid-May, gross collections totaled \$1,469,937 with the City share of this amount at \$679,563 (excluding camera cost, credit card processing fees and the cost of Police review). The State share was \$751,731 and County court share was \$54,495. The chart that follows shows monthly collections. As indicated, revenue continued to climb until the peak of March 2011 as additional cameras were added and then started to decline. Revenue projections have been increased by \$600,000 due to the additional seven cameras.

RED LIGHT CAMERA REVENUE COLLECTIONS



The red light camera program has proven to be effective in increasing traffic safety in the community. An April 2011 survey indicated that 71 percent of respondents stated that they are more likely to stop at red lights and 77 percent are confident that others are more likely to stop knowing that cameras are operational in the community. Infraction data also indicates that the program is having results. Prior to cameras being installed, more than 400 left turn and straight through potential violations were recorded in one day (from 6 am to 10pm) at the intersection of Monroe and Tennessee streets. Currently that intersection averages 25 violations a day, a 94 percent decrease in violations.

Transfer from Gas Tax Fund

Since FY09, an additional transfer of \$500,000 above the normal transfer of \$204,260 has been budgeted from gas tax fund revenues to offset operating costs associated with traffic/transportation programs. FY12 will be the last year of this increase since this revenue source has been designated to pay for the \$1.0 million annual debt service associated with construction of sidewalks for the NOVA transportation plan beginning in FY13.

OTHER FUNDS

The following sections provide a summary of the most significant revenue and expenditure assumptions for funds other than the General Fund as contained in the proposed budget.

SPECIAL REVENUE FUNDS

Building Inspection

The Building Inspection Fund was created as a requirement of Florida Statutes. A number of changes were implemented in FY10 in response to the downturn of the construction industry, including a fee increase that was approved and implemented. As a result, the fund is expected to end fiscal year 2011 with a 1.1% increase in license and permits revenues. For the first 6 months of FY11, the average number of permits issued per month is just over 24. This represents an increase of 10% in the average number of permits issued per month in comparison to last year.

Special Revenue Funds:

Fees are collected for a specific legal purpose or funds are segregated in order to track expenditures for a service.

Revenue Tracking

StarMetro
Building Inspection

Special assessments:

Fire Services Fee
Stormwater Fee

Trust Funds:

Cemetery Perpetual Care

- The Building Inspection Fund is balanced in all five years.
- A transfer from the Deficiency Fund is not expected.

Fire Services

A countywide fire services fee and the new inter-local agreement with Leon County was effective on October 1, 2009. The updated fire services fee was based upon 5-year proforma average rates that were designed to fully fund fire services for a five year period; excess revenue collected in the early years would be held in a reserve account and then used to offset anticipated shortfalls in out-years. Some of the highlights

related to the Fire Department are as follows:

- In FY10, the Commission approved a 5.95% salary and benefit increase over a two- year period in the Fire Services Fund.
- In FY11, the City and the International Association of Fire Fighters (IAFF) will be re-negotiating the current union contract that is scheduled to expire in September 2011.
- Additional funding of \$482,479 has been budgeted for costs associated with volunteer fire stations as provided in the County contract.
- Funding for capital outlay in FY12 includes \$500,000 for the replacement of the department's record management system. The current system will no longer be supported by the vendor and various components including the supply & inventory and training modules, which are required for certification, are not available from the current vendor.
- The current rate structure remains unchanged from the previous two fiscal years – the monthly fee for single-family residential zone 1 structures is \$14.91 and \$13.42 for zone 2 single-family residential structures.
- The final eight, of 18, new firefighter positions for county stations have been added in FY11 as provided by contract.

Cemetery Fund

The City of Tallahassee owns and maintains five cemeteries with 133 acres. The only remaining inventory of grave space is located at the Southside Cemetery. In FY12, the Property Management Division is proposing to open two platted, but previously undeveloped sections in Oakland and Roselawn. The additional revenue from the sale of grave spaces in these two new sections will

allow the FY12 budgeted revenue of grave space sales to be achieved, but not exceeded. At present, revenue from these sales goes to the General Fund.

The Cemetery Perpetual Care Trust was established in 1985 to provide for perpetual maintenance of all city cemeteries. Currently a fee of \$93.75 per grave space sold is used to fund the trust. Proceeds from this trust are transferred annually to fund the Cemetery Division.

The Property Management Division has also prepared a preliminary study for purchasing land for a future cemetery and will be bringing additional information to the Commission in the coming year.

The FY12 budget for this fund is \$491,333. A transfer of \$322,898 from the Cemetery Perpetual Care Fund is required.

Stormwater

The Stormwater fund is balanced in FY 2012-2016. Total revenues for the Stormwater fund for fiscal year 2012 are budgeted to be \$16.6 million. Of this \$6.4 million will be transferred to the Stormwater capital improvement program. Projections do not include any fee increases for FY12.

StarMetro Adjustments

The proposed budget for StarMetro in FY12 is \$16,796,324 including a contribution from the general fund totaling \$8.6 million or 51.1% of the department's total budget. StarMetro's FY12 budget increased by \$477,884 or 2.8% from the 2011 approved budget. This is due to a net increase of \$279,183 in the fuel budget and the addition of a Mechanic II (\$43,058) position to assist in increased service due to the start of the NOVA plan. Mileage driven will increase in FY12 from 2.1 million miles currently to 2.3 million miles (244,235 total increase) under the revised route structure. Although total miles will increase, it is expected that this will be offset somewhat by an increased miles per gallon due to longer runs and reduced idle time. One other position, a Regional Mobility Coordinator, was approved by the Commission mid-year and is a one year time limited position funded by a new grant.

In order to offset these increased costs and to improve program efficiency, a change is being proposed in the "Dial a Ride" program (DAR). In order to reduce the number of high cost DAR trips, it is proposed that those riders who are eligible for DAR be offered a free unlimited bus pass in lieu of using the DAR service. For those riders who are capable of utilizing regular bus service, this will provide additional freedom of choice and increased mobility while also reducing the cost for the service. Details regarding this voluntary program are still being developed.

- DAR serves approximately 7,000 elderly and disabled patrons.
- Provision of a free bus pass in lieu of using DAR services will encourage mobile customers to use fixed-route service, when possible.
- Each ride provided through the DAL program costs approximately \$16.31.
- Provision of fixed route service is a sunk cost with no additional impact due to the free bus passes.
- It is anticipated that at a minimum 40 riders will take advantage of this new optional program resulting in savings of \$73,320.

In addition, revenues are expected to increase due to an \$100,000 increase in Federal Transit Administration (FTA) funds and an additional \$500,000 (\$400,000 FTA funds and \$100,000 local

match) grant StarMetro was awarded a in January 2011 for the purpose of evaluating the feasibility of constructing a bus rapid transit, streetcar, or light rail line along West Tennessee Street.

ENTERPRISE FUNDS

Rate studies are currently underway for the Electric, Water and Sewer Utilities. The proposed budget will be updated once the studies are complete.

Enterprise funds include not only the utilities but also the airport operations, solid waste collection and disposal, and Hilaman Golf Course. All enterprise funds are expected to recover all costs, both direct and indirect, from charges for the service provided. The Golf Course fund, per Commission direction only recovers direct costs. All other enterprise funds fully recover costs.

Utility funds use a rate analysis to determine revenue requirements for specified periods of time. The last rate study was completed over five years ago. Because consumption is down in the Electric, Water, and Sewer utilities due to a combination of demand side programs and economic conditions, the proposed budgets for these funds are tentatively showing a negative operating position. With the exception of the Water Fund, which does not have any fund balance, all utility funds are balanced assuming the revised General Fund transfers, usage of reserves and/or RR&I transfers, pending the completion of rate studies which are currently underway.

Electric, Water, Sewer, and Solid Waste assume a CPI increase of 1.7% to base rates as previously approved by the City Commission. The Stormwater Fund will not implement the CPI increase in FY12. All other rate changes will be determined in the rate study process.

Electric Fund

With the exception of salaries and benefits, revenues and expenditures in the Electric Fund proforma were derived from phase I of the draft rate study prepared by the city's rate consultant, R. W. Beck. According to the draft study, projected revenues at existing rates, which are adjusted annually by CPI as per City Commission policy, are insufficient to cover projected expenditures. The rate requirements include the addition of two new positions as previously described. In addition, one position is added in the Warehouse Fund and is allocated among all the utilities. The Electric Fund proforma shows a deficit of \$31.2 million in fiscal year 2012 that decreases to \$21.6 million in fiscal year 2016. Resolution of this deficit will be addressed in phase II of the rate study process. The Financial Viability of the Government Target Issue Committee has been reviewing information from the rate study and their plan is to continue to study this issue throughout the summer in order to bring back a recommendation on rates to the City Commission prior to final approval of the budget.

Revisions to the transfer policies from the utilities to the General Fund were presented to the Financial Viability Target issue committee of the City Commission. The revised formulas for utility transfers to the General Fund have been included in all of the utility proformas beginning fiscal year 2012. In the Electric Fund, the new transfer methodology will apply 6.99% to a three-year average of retail rate revenues. In fiscal year 2011, the transfer policy applied 8.3 mills to a three year average of actual retail sales. From fiscal year 2004 to fiscal year 2010, the transfer policy was based on 8.3 mills of actual kWh retail sales for the prior year.

Water Fund

The Water fund is balanced for fiscal years 2012 through 2016. Revenues for the water utility system include water sales, development fees, various water service fees, and other miscellaneous fees.

- Total revenues for the Water fund for fiscal year 2012 are budgeted to be \$29.1 million versus the fiscal year 2011 budget of \$28.7 million. The increase is due mainly to the base rate Consumer Price Index (CPI) increase of 1.7%.
 - From FY07 to FY10, average consumption has decreased by 15%.

Enterprise Funds: Fees are collected to recover the cost of a specific service such as water or sewer. These operations are expected to fully recover all costs; both direct and indirect.

In addition, State law allows for collection of a reasonable surplus in some of these funds to be used for any lawful purpose such as a transfer to the General Fund.

The 2012 fiscal year budget reflects operating expenditures (excluding any excess transfers to RR&I) in the amount of \$28.3 million, representing a decrease of approximately \$400,000 from the 2011 approved budget. This is primarily due to a reduction in general fund transfer. The reduced transfer amount results from a proposed change in the transfer formula discussed by the Financial Viability of the Government Target Issue Committee and recommended for City Commission consideration and approval. A discussion of the revised utility general fund transfer methodologies will be presented as part of the June 30, 2011 City Commission budget workshop.

- The transfer to the General Fund is \$2,999,663 for FY12 compared to \$6,484,450 for FY11.

Sewer Fund

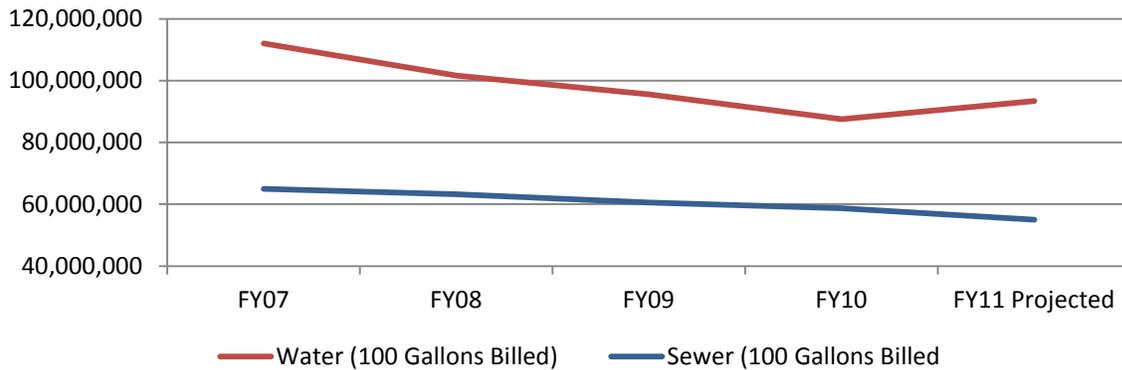
The Sewer fund is balanced for fiscal years 2012 through 2016. Wastewater system revenues also include monthly sewer service charges, which are based on water consumption rates, development fees, the sale of effluent and other miscellaneous fees.

- Total revenues for the Sewer fund for fiscal year 2012 are budgeted to be \$59.4 million versus the fiscal year 2011 budget of \$58.9 million.
- Budgeted revenues for FY11 were based on the rate study completed over five years ago which over-estimated customer growth. No customer growth is currently projected.
- Although no rate increase, with the exception of the Commission approved CPI increase, is used for preparation of the budget, a rate study is in progress that will determine the necessary actions to balance the fund.

The 2012 fiscal year budget reflects expenditures in the amount of \$59.4 million, representing an increase of \$2.5 million from the 2011 approved budget. This is primarily due to an increase in debt service requirements needed for the Advanced Wastewater Treatment (AWT) facility project.

- Debt service requirements are increased in FY12 by \$3.5 million primarily as a result of debt needed for the AWT project
- The transfer to the RR&I fund totals \$10.1 million.

Five Year Water and Sewer Consumption Analysis



As indicated in the chart, consumption has continued to decline each year with the exception of FY11. Water consumption has increased in FY11 due to exceptionally dry conditions.

Gas Fund

The Gas fund is balanced for fiscal years 2012 through 2016.

- No rate increases are planned for FY12.
- Revenues are estimated to increase 1.9%.
- Customer growth is estimated at 2%.

The 2012 fiscal year budget reflects operating expenditures (excluding any excess transfers to RR&I) in the amount of \$35.4 million, representing an increase of approximately \$640,000 from the 2011 approved budget. This is primarily due to an increase in funds transferred to RR&I account for capital expenses.

- The fiscal year 2012 fuel forecast is budgeted at \$20.9 million versus the fiscal year 2011 fuel forecast of \$21.3 million.

Aviation Fund

The Aviation Fund is balanced for fiscal years 2012 through 2016. Revenue has been impacted by a declining passenger base due to the global economy and other factors affecting our region. The airport has seen the gain and loss of carriers, the elimination or reduction of services provided by carriers and distinct change in traveler spending behavior.

- Total revenue is projected to decrease by \$1.5 million due to a reduction in service by Delta Air Lines and others. This reduction in FY11 has resulted in fewer enplanements from FY10 (343,000) to projected FY12 (300,000) of 43,000.
- Reduced passenger activity also causes reductions in concessions, parking lot revenue and rental car activities.
- Over \$250,000 of expenses have been eliminated in the FY12 budget, mainly in contract services and supplies, in order to have a balanced budget.

Solid Waste Fund

The Solid Waste fund is balanced for FY12. Revenues are projected to increase slightly in fiscal year 2012. Revenue projections for fiscal years 2012 through 2016 assume little customer growth and include only modest increases.

- For the fiscal years 2012 through 2016, an annual consumer price index (CPI) adjustment is included to offset increases in landfill tipping fees and contractual fees paid to Waste Pro.
- One solid waste technician will be eliminated due to service changes previously implemented.
- The current contract with Waste Pro will end September 30, 2013.
- A planned transfer to the Solid Waste reserve of \$653,123 will be made in FY12. Beginning in FY13, transfers from the reserve will be required to balance the budget.
- The current residential garbage fee is \$16.09/ month.
- The County has increased the tipping fee to \$41.80 per ton for FY12.

Golf Course Fund

The proposed budget recommends no subsidies for Hilaman Golf Course in fiscal years 2012 through 2016. Changes implemented since 2009, including reductions in the number of full-time positions, utilization of contractual employees for many maintenance functions, increased sales at the pro shop, and improvements to facilities at the course, have resulted in increased customer usage. Financially, these changes have resulted in revenues that substantially exceed expenditures, thereby providing for surpluses at the end of each fiscal year. The surplus for fiscal year 2012, which will be transferred to the Golf Course RRI fund, is projected to be approximately \$228,000.

FUTURE BUDGET ISSUES

Although not addressed in the FY12 budget, there are other significant issues that must be addressed in development of future year budgets. The following are areas of concern.

- Due to decreased revenues, General Fund dollars have been reduced for capital improvements in the past few years. It is important to maintain this funding in order to assure that facilities are properly maintained. The cost of not providing routine maintenance outweighs the solid practice of keeping facilities in good operating order. For FY12, \$1.6 million is included for general government capital projects not eligible for other funding sources such as debt, gas tax or sales tax.
- Cascades Park, which will be operational in FY12, will require additional operating expenditures of \$327,402 annually and one-time costs of \$174,400.
- Demand side management programs as well as current economic constraints on residents and businesses have resulted in decreasing consumption in utilities. Although this is occurring as planned, there are both rate and transfer impacts that will need to be addressed as a result of the decline.
- Rate studies are currently underway for the Electric, Water and Sewer Utilities. The budgets included in the proposed document are tentative pending completion of these studies.

- The methodology for the transfer policies has been reviewed and changes to these are recommended. The methodology for the transfer policy was last changed in 2004. It is staff's belief that changing economic times have warranted revisiting these policies. These changes will affect not only the utilities but the General Fund as well.
- The current collective bargaining agreement with the International Association of Fire Fighters (IAFF) union expires on September 30, 2011 and is being re-negotiated for the three- year period. Although this does not impact the General Fund, potential financial requirements from this negotiation are not included in the current budget estimates.
- Grant funding, e.g. CDBG, SHIP, HOME, used to support City departments and programs from various agencies has been or may be reduced by the Federal and State governments in the coming years.
- During the FY10 and FY11 legislative sessions, certain transportation trust funds were swept to help balance the State of Florida budget. This could have an impact on the amount of dollars that will be available to support the Airport and other transportation projects.
- SHIP funding was not appropriated by the State of Florida for FY11 or FY12. This funding has in the past supported approximately 1/3 of the City's affordable housing program. Although the Department of Economic and Community Development currently has fund balance available to support this program, the program could be affected in FY12 if other funding sources are not identified.
- As a result of passage of the federal budget, the CDBG entitlement for the City has been reduced by \$374,588, from \$2,090,952 to \$1,743,364. This has resulted not only in program reductions but also in a reduction to support administrative personnel for this program. The SHIP, HOME, and CDBG administrative reductions together total \$217,783
- Funding for reimbursement of transportation for Medicaid clients by the Community Transportation Coordinator, CTC, program has been reduced by 4%. Since this program is contractually provided and fully reimbursed, this may affect the level of service that can be provided.

We have had to face similar challenges in the past few years and we have been able to overcome these by making some very difficult funding decisions and by developing new and creative ways to accomplish our priorities. We will continue to move forward in addressing these new challenges in the same way and emerge as a stronger and more viable community in future years as well.

FY12 CAPITAL BUDGET & FY12 – FY16 CAPITAL IMPROVEMENT PLAN

The fiscal year proposed capital budget totals \$148,604,600 and the five-year capital improvement plan (CIP) totals \$759,467,800. The 2012-2016 proposed CIP is \$66.9 million, or 8.1%, less than the 2011-2015 CIP. Fluctuations have occurred in nearly all departments' capital budgets, with the greatest being Underground Utilities (\$45 million reduction), Public Works (\$22.6 million reduction), Electric (\$19 million reduction) and Parks and Recreation (\$5.2 million reduction). Reductions have been offset by increases in the five-year capital improvement plan for Aviation

(\$10.4 million), Executive Services (\$1.5 million), Fire (\$3 million) and StarMetro (\$6.8 million). Smaller adjustments have occurred in the capital budgets of Energy Services, Economic and Community Development, Treasurer-Clerk, DMA, and Police.

It should be noted that although the 5-year CIP provides a listing of projects over a five-year period, the City Commission only appropriates funding in the first year, with the latter four years representing a projected plan on how projects will be funded. Frequently, funding sources are insufficient to support projects, which results in many of them being deleted or delayed pending availability of various funds. With general government projects in particular, decisions are made annually, as we get closer to the year in which funding has been requested.

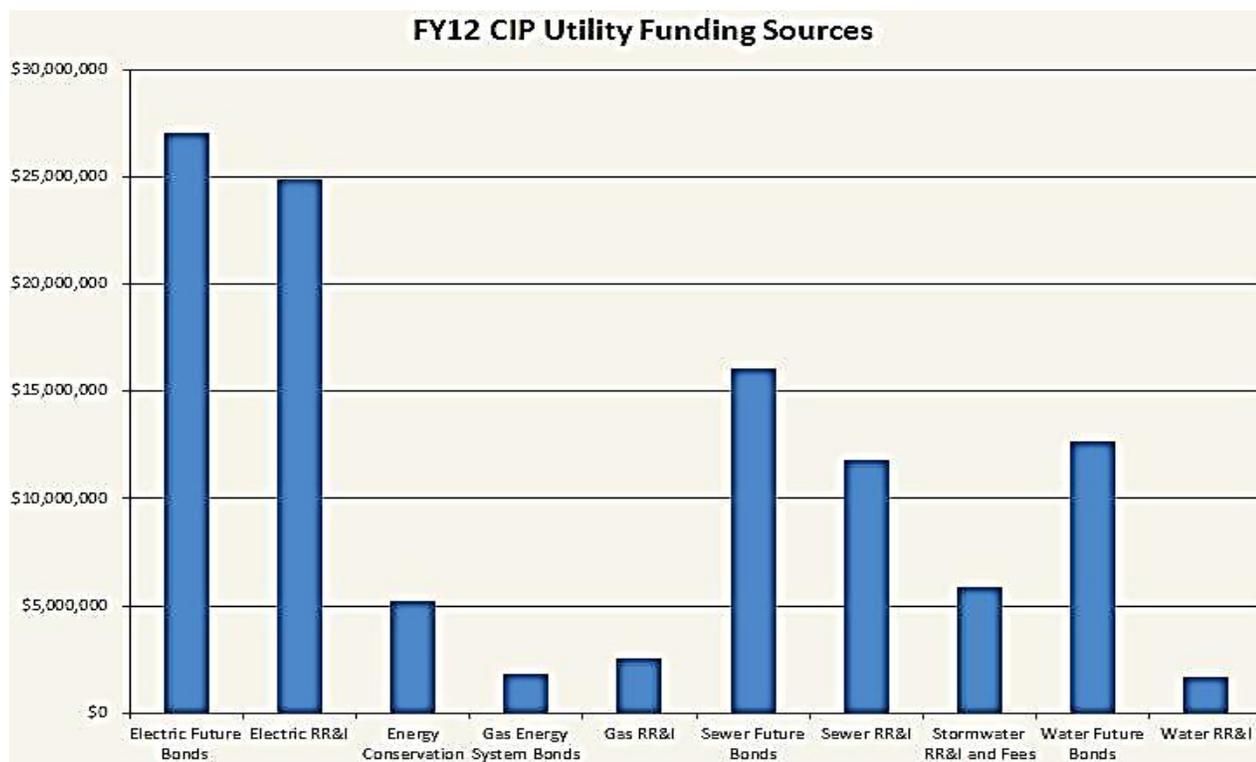
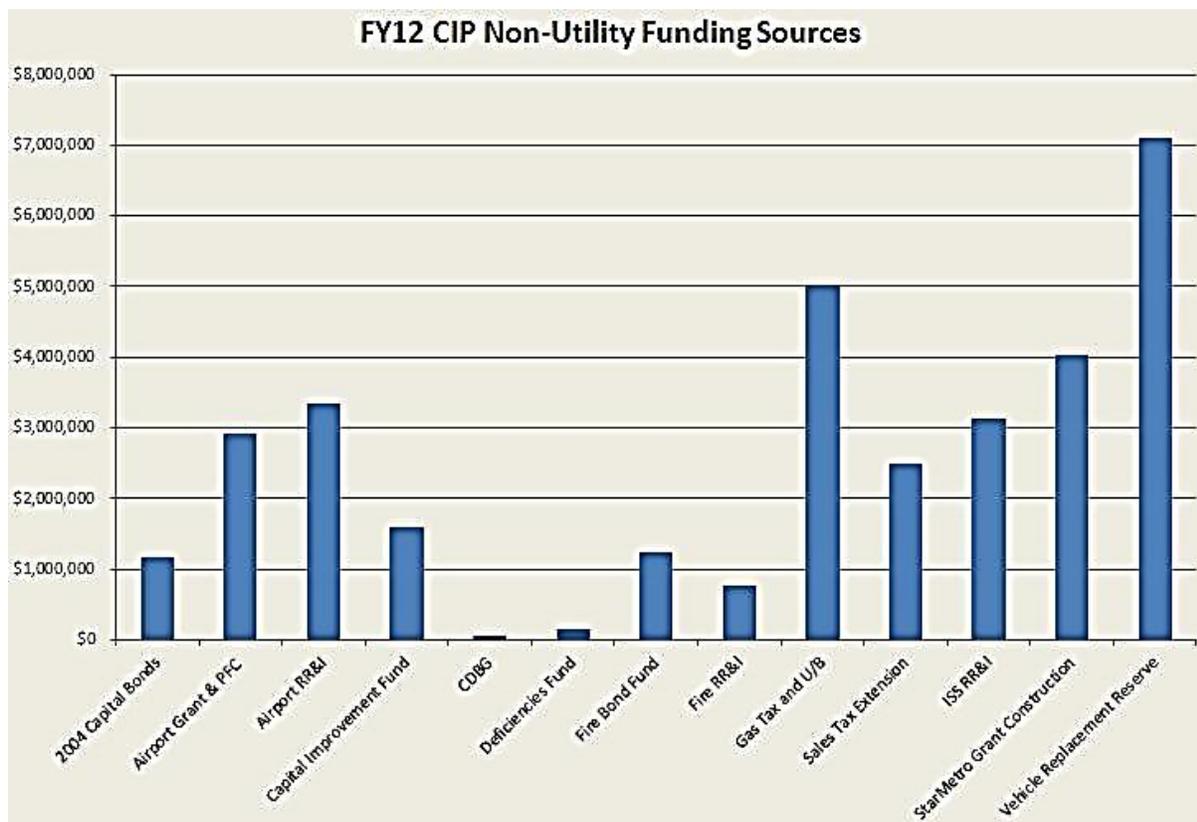
An example of this is FY12 funding requested from the Government Capital Project Account (GGCPA) and General Government Capital Improvement Fund (GGCIF). Requested projects totaled nearly \$5 million, yet no GGCPA funding is included in the FY12 operating budget to support the requests. Instead, a total of \$1.6 million in GGCIF funds were made available as a result of deobligating funds from the Weems Road PASS and Public Safety Complex projects, which will be supplanted with proceeds from the city’s gas tax and sales tax extension funds.

FY12 projects and proposed GGCIF funding include:

1. <u>Parks, Recreation & Neighborhood Affairs</u>	
Parks & Recreation Center Refurbishment	\$250,000
Park Facility Maintenance	\$350,000
Meadows Soccer Complex Renovations	\$100,000
2. <u>Police</u>	
Police Vehicle Video Recording System	\$82,950
Repair, Replace & Improve Police Facilities	\$75,000
3. <u>Public Works</u>	
Guardrail & Handrail Installation/Replacement	\$10,000
4. <u>Executive Services</u>	
City Hall Master Project	\$707,050
5. <u>Economic & Community Development</u>	
Water & Sewer System Charge & Tap Fee Waivers	\$25,000

Funding by source (bonds, RRI, state funds, etc.) and department as well as by individual project by service area and department with 5-year funding totals by project are provided in the Capital Budget Appropriation and Financial Summaries section of this document.

The charts that follow identify funding programmed in fiscal year 2012 from utility and non-utility sources.



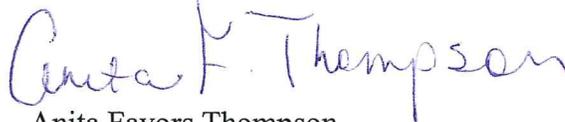
Funding from non-utility sources totals \$33 million in fiscal year 2012, while utility sources total \$110 million. Collectively, the sources represent 96% of funds proposed for projects.

CONCLUSION

Although we are cautiously optimistic about the city's financial condition, we are still aware that there are areas we will have to continue to closely monitor and as well as re-evaluate our assumptions and strategies over the coming months and even years. Given that the rate studies for the Electric, Water, and Sewer Funds have not been completed at this time, there will need to be further discussion of the rate and budget implications that come from these studies. We will need to assure that we have adequate funds for maintenance of our existing infrastructure. And we will need to address ways to adjust for potential revenue reductions from ad valorem taxes, utility transfers, and other sources. But, first and foremost, we will need to find ways to continue to move forward in addressing new challenges so that we continue to maintain our position as a strong and viable community in future years.

I look forward to discussing the proposed budget and our recommendations with you at our upcoming operating and capital workshop scheduled for June 30, 2011. Staff from the Office of Budget and Policy and I are available to answer any questions or provide any additional information you may require.

Respectfully submitted,



Anita Favors Thompson
City Manager

Reader's Guide to the Budget

Reader's Guide to the Budget

The City of Tallahassee budget document is intended to provide information for a variety of purposes for different groups of users. It serves as a policy document, financial plan, and operating guide for City services. The Reader's Guide provides a description of each section of the book along with the information contained therein. An explanation of standard forms used in sections showing departmental budgets is also included.

Organization of the Budget

The budget book is made up of thirteen sections: Budget Message, Community Profile, Budget Policies, Organizational Overview, Financial Summaries, Capital Budget, Fund Pro Formas, Charter and Executive Services, Administrative and Management Services, Development and Transportation Services, Safety and Neighborhood Services, Utility Services, and Appendices. Each section is divided into subsections that are outlined in the Table of Contents located in the front of the book.

Budget Message

- A transmittal letter from the Mayor is included only in the Approved Budget and is a high level summary of the most significant issues and aspects of the budget as adopted by the City Commission.
- The City Manager's letter serves as a transmittal of the approved budget to the City Commission creating key assumptions and strategies used in the budget as approved. The letter also serves as a summary of the budget document as a whole presenting key information.

Community Profile

This section contains:

- demographic data.
- comparison of cost of services for the City of Tallahassee and like-sized cities.

Budget Policies

A summary of all financial policies:

- transfers,
- reserves (including current reserve balances),
- infrastructure maintenance requirements and
- utilization of year end surplus.

The debt policy is included in the Capital Budget and Appropriation Summary section of the book as described below. This section also provides a summary of legal and policy requirements for budget development.

Organizational Overview

This section provides an organizational chart for the City of Tallahassee as well as a summary of positions by fund and department including any changes from the prior year.

Financial Summaries

This section provides a financial overview of the entire city's operating budget by fund, major expenditure types and revenue types. It also provides a summary showing all of the transfers between funds.

Reader's Guide to the Budget

Capital Budget and Appropriation Summary

This section includes an overview of the capital budget and five year capital improvement program by funding source. Summaries are also provided for each funding source and for each department. Brief descriptions of each project are provided for each department.

Fund Pro Formas

This section contains the most detail for both revenue and expenditures for each fund (General Fund, Electric, Water, StarMetro, etc.) available in the document. Each fund accounts for a specific City service. A summary section shows revenues and expenditures at the major object level with a narrative description of assumptions used to development the estimates and any major issues for the fund. Detailed five year proformas showing expenditure and revenue follow. Information in this section includes:

- 5 year estimates for each service
- Assumptions used to make estimates
- Amounts transferred for capital projects, general government, and reserves
- Detail revenues & expenditures

Funds are presented in numeric order from Fund 001(General Fund) to Fund 840 (Cemetery Fund).

Departmental Budgets

Each Service department area provides an organizational chart of that service area is provided along with a summary of that department's services, total budget, and FTE summary. Departmental budgets are organized by service areas representing common types of services (i.e. StarMetro, Aviation, etc.)

Appendices

This section includes a concise description of the terminology used in this Budget book that is either technical in nature or unique to the City of Tallahassee for the reader. Additionally, this section includes a useful list of abbreviations and acronyms used in the budget book. Lastly, included in this section is the capital funding source descriptions, the schedule of fund structure and the approved fiscal year millage rate resolution.

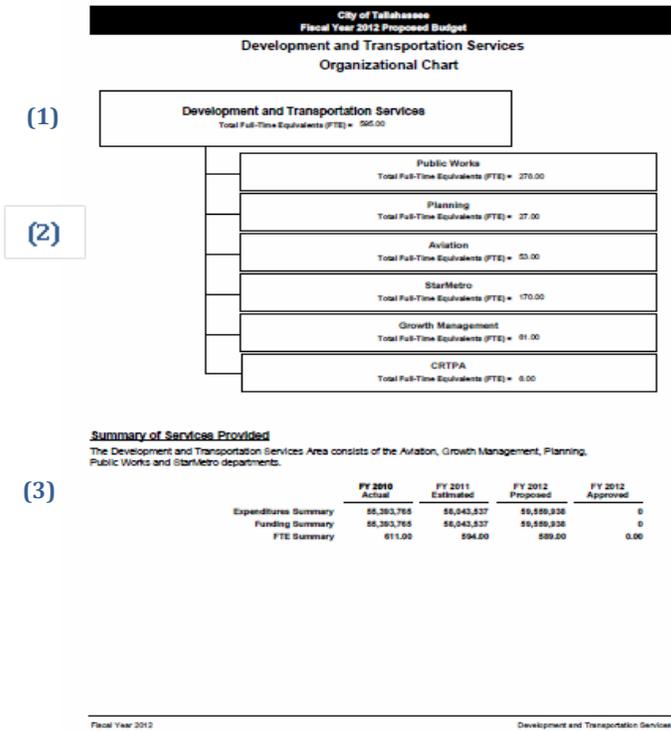
City of Tallahassee
Fiscal Year 2012 Approved Budget

Reader's Guide to the Budget

Frequently Asked Questions	Refer to Tab(s)	Page (s)
What is the total budget?	<i>Operating Budget Appropriation and Financial Summaries / Operating Budget</i>	D-4
	<i>Capital Budget Appropriation and Financial Summaries/Capital Budget & CIP</i>	E-3
What is the City's millage rate?	<i>Budget Policies</i>	B-6
How many employees does the City employ?	<i>Organizational Overview</i>	C-3
What is the City's budget process timeline?	<i>Budget Policies</i>	B-4
What changes are being made?	<i>City Manager's Budget Message</i>	iii
Where the money comes from and where the money goes?	<i>Operating Budget Appropriation and Financial Summaries/Operating Budget</i>	D-6
	<i>Capital Budget Appropriation and Financial Summaries/Capital Budget & CIP</i>	E-3
How much money do we have in the reserves?	<i>Budget Policies</i>	B-9-B-12
Where can I find the Tallahassee Area population?	<i>Community Profile</i>	A-2
Where are the City's financial policies?	<i>Financial Policies</i>	B-6
Where can I learn about the capital budget?	<i>City Manager's Budget Message</i>	iii
	<i>Capital Budget Appropriation and Financial Summaries</i>	E-1-E-48
What are the Goals of the City of Tallahassee?	<i>City Manager's Budget Message</i>	iii
	<i>Budget Policies</i>	B-1
How much money is transferred from the Electric Fund for General Government?	<i>Fund Pro Formas</i>	F-25
How much money is available for Capital projects?	<i>Capital Budget Appropriation and Financial Summaries/Capital Budget & CIP</i>	E-1

Reader's Guide to the Budget HOW TO READ DEPARTMENTAL BUDGET FORMS

Figure 1.1 - Service Area Organizational Chart

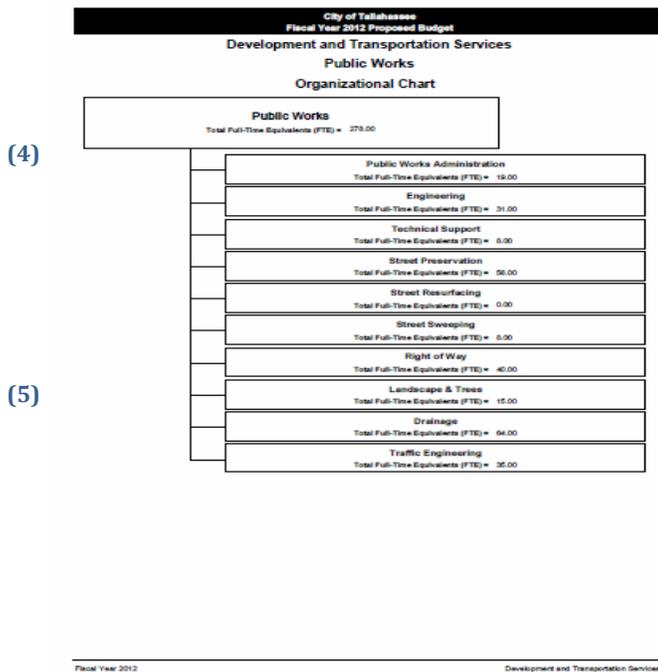


(1) **Service Area Level** – This section displays five major service areas: Charter and Executive Services, Administration and Management Services, Development and Transportation Services, Safety and Neighborhood Services, and Utility Services. With the exception of Executive Services which includes all appointed official, each of these areas is under the direction of the City Manager and an Assistant City Manager.

(2) **Department Level** – This section lists Departments within the service areas and shows FTE (Full-Time Employees) within the respected program area.

(3) **Summary of Services Provided** – This section shows FTE (Full-time Employees), Departmental Expenditures and Funding summary.

Figure 1.2 - Department Organizational Chart



(4) **Department Level** – This section has the Department title with overall FTE (Full-time Equivalent).

(5) **Division Level** – This section lists various divisions within the above listed Department. Breakdowns of all FTE's (Full-time Equivalent) are listed within each division.

**City of Tallahassee
Fiscal Year 2012 Approved Budget**

Reader's Guide to the Budget

Figure 1.3 - Department Operating Budget Summary - Shows the department's operating budget at each of the reporting levels.

City of Tallahassee Fiscal Year 2012 Proposed Budget				
Development and Transportation Services Public Works				
Operating Budget				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Budgetary Cost Summary				
220101 Public Works Administration	2,973,972	3,562,853	4,692,195	0
220201 Engineering	644,126	823,114	983,963	0
220202 Survey	457,491	443,808	423,377	0
220203 Construction Inspection	303,485	237,228	200,888	0
220204 Construction Management	110,670	0	0	0
220301 Technical Support	1,586,296	1,012,544	1,003,994	0
220302 Street Preservation	1,455,775	2,143,883	2,185,444	0
220303 Street Resurfacing	325,126	350,300	0	0
220304 Street Sweeping	819,030	984,816	875,483	0
220305 Right of Way	2,811,728	2,468,804	2,451,869	0
220306 Landscaping & Trees	1,855,706	1,813,132	1,887,489	0
220502 Drainage	4,190,071	4,387,332	4,731,880	0
220601 Traffic	885,828	1,789,873	2,303,018	0
220602 Construction	542,503	815,957	813,204	0
220603 Traffic Signals	1,848,148	1,377,680	1,300,858	0
Total Expenditures	29,387,784	22,228,924	23,452,929	0
Expenditure Category Summary				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personal Services	12,195,758	12,280,210	13,098,617	0
Operating	1,810,480	3,596,902	4,009,784	0
Capital Outlay	479,524	281,143	130,210	0
Allocated Accounts	4,481,006	4,949,958	5,089,958	0
Utilities and Other Expenses	543,735	508,477	528,006	0
Transfers	574,249	304,934	308,847	0
Contributions to Operations	319,000	319,300	319,300	0
Total Expenditures	29,387,784	22,228,924	23,452,929	0
Funding Summary				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	15,378,853	16,898,776	17,845,797	0
Revenue Fund	5,009,101	5,972,148	5,807,122	0
Total Funding	20,387,954	22,870,924	23,652,919	0

(6) Budgetary Costs - This section contains a summary of past, present, and future financial information related to personal services, operating expenses, capital outlay, and grants for each division.

(7) Category Summary - This section contains a summary of the funding by type of expenditure.

(8) Funding Summary - This section contains a summary of the sources of revenue used to pay for departmental services.

Figure 1.4 - Division Operating FTE Summary - Shows the number of employees for each division in the department.

City of Tallahassee Fiscal Year 2012 Proposed Budget				
Development and Transportation Services Public Works				
Operating Budget				
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
FTE Summary				
220101 Public Works Administration	20.00	19.00	19.00	0.00
220201 Engineering	15.00	15.00	14.00	0.00
220202 Survey	10.00	10.00	10.00	0.00
220203 Construction Inspection	8.00	7.00	7.00	0.00
220301 Technical Support	9.00	8.00	8.00	0.00
220302 Street Preservation	49.00	49.00	58.00	0.00
220303 Street Resurfacing	9.00	9.00	0.00	0.00
220304 Street Sweeping	8.00	8.00	8.00	0.00
220305 Right of Way	41.00	40.00	40.00	0.00
220306 Landscaping & Trees	15.00	15.00	15.00	0.00
220502 Drainage	84.00	84.00	84.00	0.00
220601 Traffic	14.00	10.00	10.00	0.00
220602 Construction	13.00	12.00	12.00	0.00
220603 Traffic Signals	13.00	13.00	13.00	0.00
Total FTE	288.99	279.99	278.99	0.99
Summary of Services Provided				
The Public Works Department delivers a wide range of services to the community that impact the quality of life for Tallahassee citizens and others. Programs related to those services involve civil engineering, construction management, traffic management, street and sidewalk construction and maintenance, and project management. Generally speaking, the Public Works Department provides any city infrastructure services not related to utilities, public safety, or mass transportation.				
The City of Tallahassee Public Works Department is in its second year of a significantly reorganized structure. Additionally, we have eliminated 43 FTE's in the last three fiscal years.				
Through this reorganization, we continue to gain increased accountability, improved organizational functionality and streamlined intradepartmental communication. While these changes have greatly assisted Public Works in its efforts to maintain, improve and develop our City's infrastructure in these difficult times, significant challenges lie ahead.				

(9) FTE Summary - This section contains a summary of past, present, and future FTE information related for each division.

(10) Summary of Services - This section introduces the department and describes the primary purpose of the department in its delivery of services.

City of Tallahassee
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Figure 1.5 - Department Trends and Issues

**City of Tallahassee
Fiscal Year 2012 Proposed Budget**

**Development and Transportation Services
Public Works**

Trends and Issues

(11)

- Our Overall Condition Index (OCI) is currently at 80.4, which is above our goal of 75. This indicates that the conditions of our roadways are "Good". Future funding to maintain road quality is a concern.
- Numerous subdivisions have been constructed with sidewalks that do not comply with the Americans with Disabilities Act. A capital improvement project should be considered to address this matter.
- The Asphalt Maintenance program will be impacted as petroleum prices continue to increase due to market uncertainty from international turmoil. Our purchase rates are adjusted according to FDOT fuel cost adjustments.
- Within the Pavement Marking Program, there are insufficient funds for the pavement markings to maintain minimum reflectivity, as per the Manual for Uniform Traffic Control Devices (MUTCD).
- The Roadway Signage Program began using the CarteGraph Work and Asset Management System to better document the work history and inventory of the sign assets. Positions were reclassified to manage more effectively.
- In continuing to support City, university and other local special events, it will be increasingly important to obtain funding from the event organizers to support the overtime manpower investment we make in placing and removing barricades, signs and cleanup activities.
- Right of Way (ROW) maintenance response time averages two weeks during the growing season. General City mowing cycles and areas routinely maintained has diminished due to personnel reductions and assigning more personnel to address the increased FDOT demands.
- Additional Blueprint 2000 projects are expected to be completed, as well as Gaines St. and FAMU Way over the next three years. The preliminary landscape plans for these sites will significantly increase the landscape inventory for this program. This increase is not yet budgeted for in future years.
- The Tree Maintenance program has recently received a new truck mounted loader. This will result in fewer trips to dispose of debris and save on labor costs that these trips previously required. The program is due to receive a replacement crane in June 2011 which will further enhance the productivity and cost efficiency.
- Over the last 22 years, the street sweeping roadway inventory has doubled, while the crew size has remained unchanged.
- We expect to see a modest increase in smaller flood mitigation projects as a result of the citizen response to rain events that caused street flooding this past year.
- The Infrastructure Inventory project is nearing completion. It is anticipated that the upcoming National Pollutant Discharge Elimination System (NPDES) permit (#3), will require that 10% of drainage assets be inspected and reported upon each year. This is not possible under our current staffing levels. These inspections are expected to reveal a significant list of infrastructure components that are currently in need of repair and/or maintenance.
- CarteGraph staff will soon be interviewing staff with the goal of identifying each unit's particular needs to be considered in completing the software modifications for our use. This will eliminate multiple transcribing of work requests, work orders, labor, equipment, and materials, which reduces errors that can occur and increases efficiency.
- Staff is currently working with COT Facility Management staff to design the Vehicle Wash Facility, which will be Phase II of the implementation of the Master Plan.

Fiscal Year 2012 Development and Transportation Services

(11) Trends and Issues – In this section each department discusses the past and current trends of the department and the issues that may be relevant for the department in the future.

Figure 1.6 – Departmental Overview

**City of Tallahassee
Fiscal Year 2012 Proposed Budget**

**Development and Transportation Services
Public Works**



Significant Changes From FY 2011

The following service level changes are included in the proposed budget for the Public Works Department's fiscal year 2012 budget.

(12)

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$217,444.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$54,361).
- The department reduced their proposed FY12 budget by \$132,000 by reducing spending projections in Unclassified Contractual Services and other areas. Fiscal Impact: (\$132,000).
- In order to capture operational efficiencies, DeptID 220303 Street Resurfacing will be combined with DeptID 220302 Street Preservation. All personnel and expenditures will be moved to 220302 beginning in FY12. Fiscal Impact: \$0.

The following service level changes were approved in mid-year FY11:

(13)

- One vacant full-time Engineering Technician position (#2002) was transferred from Public Works Engineering to Parks, Recreation & Neighborhood Services. Fiscal Impact: (\$72,765).

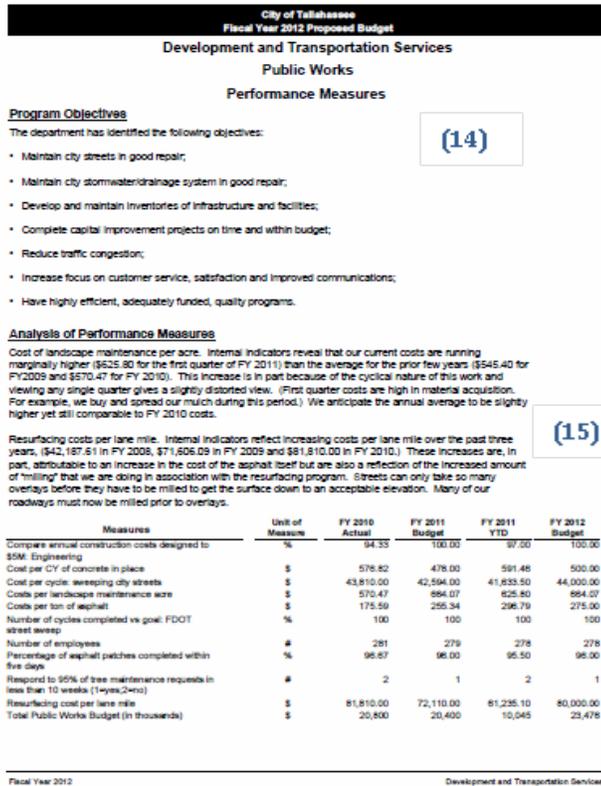
Fiscal Year 2012 Development and Transportation Services

(12) Significant Changes from FY 2011 – This section outlines previous fiscal year or mid-year reductions as well as current fiscal year service level changes.

(13) City Commission Action – This section outlines current year City Commission approved changes for current fiscal year which are different from what was included in the City Manager's approved budget.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Reader's Guide to the Budget

Figure 1.7 – Departmental Performance Measures Overview

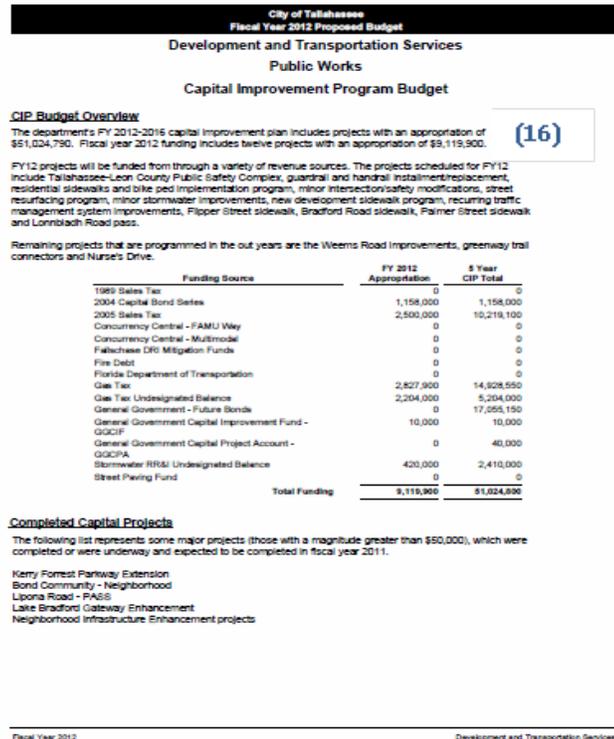


(14) Program Objectives – This section describes the activities that will be performed in order to attain the program goals.

(15) Analysis of Performance Measures – This section tracks the department's actual assigned performance measures against target levels to see if the department is accomplishing its primary assigned objectives.

- Reasons for variances between prior year, planned, or current fiscal year are explained.
- Each measure is described and date provided for the prior year, current year planned, year-to-date, and the estimated level for the current year.

Figure 1.8 – Department Capital Project Overview



(16) CIP Budget Overview – If a department is responsible for any capital projects, this section will highlight its various capital improvement projects and the financial impacts on the operating budget.

- Dollars appropriated for the current year and for the total five year planning period
- Description of projects
- Funding sources for projects

(17) Completed and Continued Capital Projects – This section outlines all projects that were completed in the previous fiscal year and project expected to be completed in the current fiscal year. It also outlines continued capital projects.



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Fiscal Year 2012 Approved Budget
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City of Tallahassee
Fiscal Year 2012 Adopted Budget
Community Profile

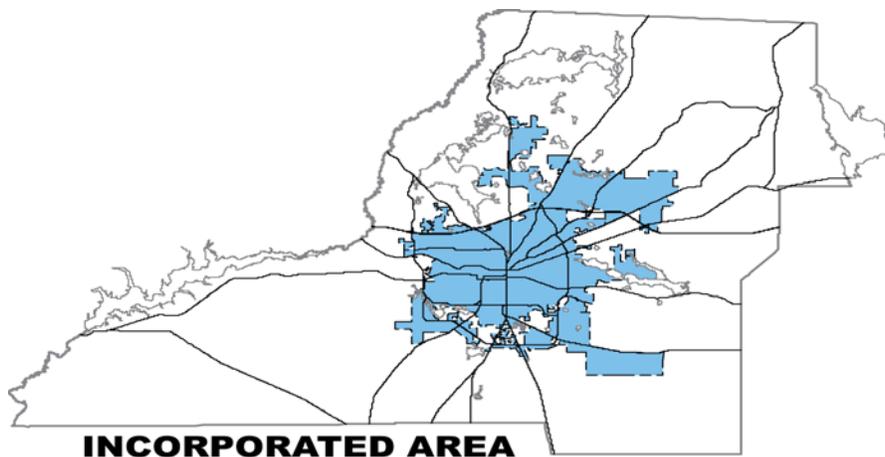
Tallahassee, the capital city of Florida, was established in 1824 following a decision by the Legislature to locate the capital of the new Florida Territory midway between the population centers of St. Augustine and Pensacola. Located in the north central portion or Big Bend area of the state, the city is less than 20 miles south of the Georgia state line and 25 miles north of the Gulf of Mexico. As the only incorporated city in the county, Tallahassee is the county seat. Although the city encompasses about 15% (103.10 square miles) of the county's land area, it was estimated in 2011 that 66% (182,482) of the county's population resides within the municipal boundaries. Between 2000 and 2010, the City captured 85% of the total population growth in Leon County.

In addition to state and local government activities, the city is home to two state universities and a community college. Combined, public sector employment accounts for about 37% of the Tallahassee Metropolitan Statistical Area labor force and helps to keep unemployment rates below the state and national levels. Serving as a regional financial, trade, and health center also helps the city and county enjoy a mostly stable economy. Tallahassee's area population is relatively young, well educated, and affluent. A median age of 26.1 ranks Tallahassee as the second youngest city in Florida, while the education level is the highest in the state. Minorities account for 43% of the City's population (35% African American) as compared to the state level of 25% minorities (16% African American).

From 1919 to 1997, the city was governed by a modified Commission-Manager form of government with five Commissioners, each elected at-large for four-year overlapping terms, with the position of Mayor rotating annually among the Commissioners. In a general referendum held November 1996, the citizens approved a change in this structure to allow for direct election of a Mayor for a four-year term to serve in a leadership capacity. The first directly elected Mayor took office on February 28, 1997. The City Commission appoints the City Manager, the City Treasurer-Clerk, the City Auditor, and the City Attorney. Collectively, the appointed officials are responsible for all administrative aspects of the government, with most of the administrative and operational functions falling under the purview of the City Manager.

Tallahassee is a full-service city with 2,846.33 full-time equivalent employees. The city owns and operates six utilities: an electric generation, transmission, and distribution system serving 114,000 customers in the city and adjacent urban area; a natural gas distribution system servicing approximately 26,111 customers primarily within the corporate city limits; a water production and distribution system serving about 75,436 customers within the urban area; a sewage collection system serving approximately 64,382 customers principally within the city limits; solid waste and recycling collections serving 62,926 customers; and a storm water/flood control utility serving 78,360 customers exclusively within the corporate city limits. Other enterprise activities owned and operated by the City of Tallahassee include fire services, a regional airport, public transportation, cemetery, and two municipal golf courses.

CITY OF TALLAHASSEE



Community Profile

TALLAHASSEE AREA DEMOGRAPHICS¹

YEAR	TALLAHASSEE	UNINCORPORATED COUNTY	LEON COUNTY
1950	27,237	24,353	51,590
1960	48,174	26,051	74,225
1970	71,897	31,150	103,047
1980	81,548	67,107	148,655
1990	124,773	67,720	192,493
2000	150,624	88,828	239,452
2010	181,376	94,111	275,487
2011 est.	182,482	93,796	276,278
2020 proj.	202,300	97,700	300,000
2030 proj.	223,500	101,400	324,900
2040 proj.	241,000	104,400	345,400

RACIAL COMPOSITION

INCOME

	Tallahassee	Leon Co.
White	57%	63%
Black	35%	30%
Other ²	8%	7%

Median family (City)	\$60,702
County Cost of Living Index	20th of 67
Families below poverty level (City)	18%

CITY OF TALLAHASSEE AGE COMPOSITION

TALLAHASSEE HOUSEHOLD TYPES

Under 18	17%
18 to 24	31%
25 to 44	26%
45 to 64	18%
65 and older	8%

Married couple, no children	17%
Married, with children under 18	13%
Single parent families	10%
Other families	6%
Non family households	54%

CITY OF TALLAHASSEE HOUSING TYPES

CITY OF TALLAHASSEE EDUCATION

Single family	55%
Multi-family	42%
Mobile home	3%

Persons (25 or older with at least)	
High School diploma	93%
College (4 year) degree	47%

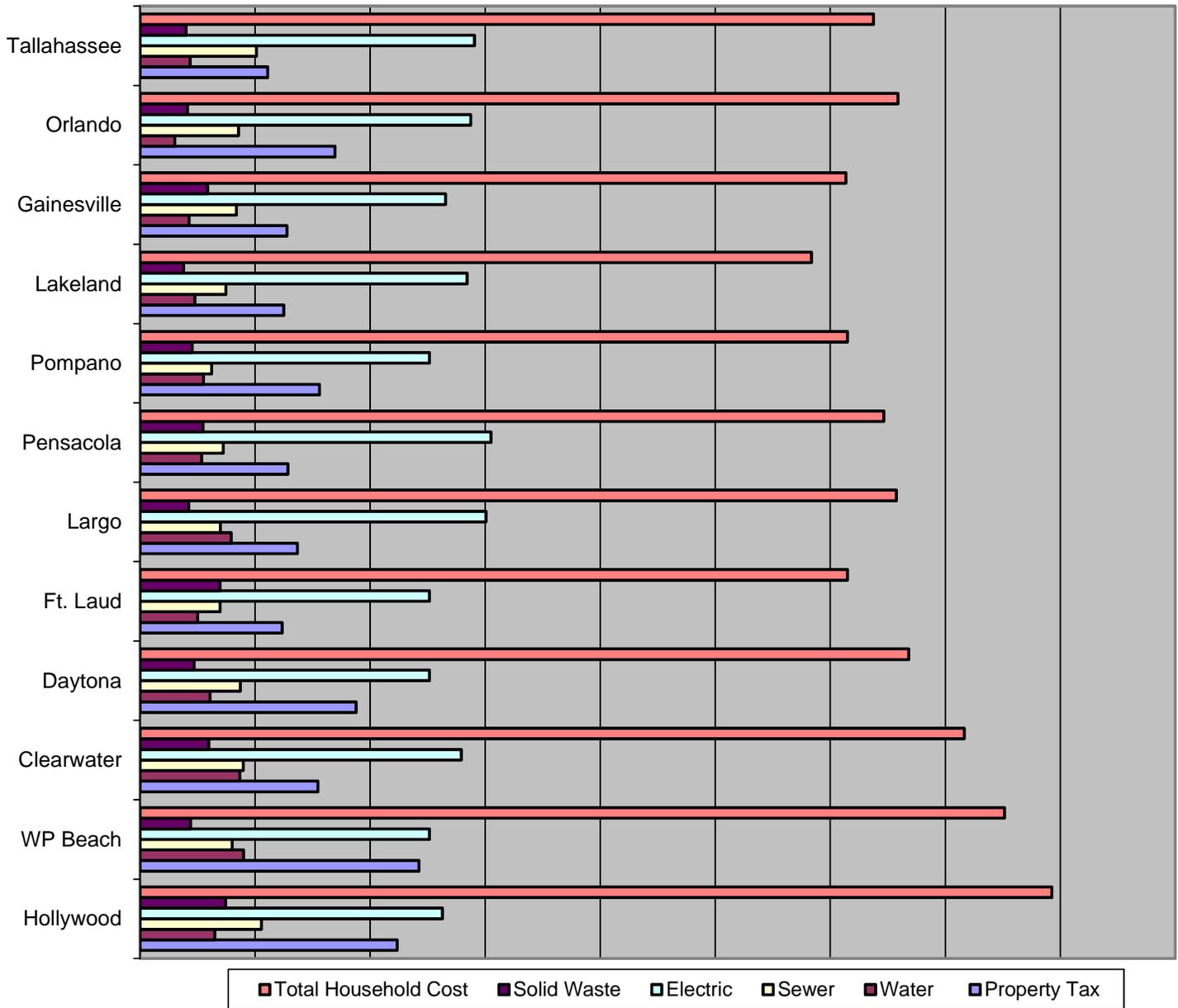
¹ Sources: U.S. Census Bureau, Bureau of Economic and Business Research, Tallahassee-Leon County Planning Department

² Includes those who claim more than one race

Comparison of Tallahassee With Other Cities

A cost comparison of the City of Tallahassee and eleven comparable Florida cities is depicted on the graph below and the chart on the next page. To provide a perspective on Tallahassee's financing plan and revenue structure, the comparison shows the cost per household in each of the cities for ad valorem taxes and utility services. Millage rates range from 3.7000 mills to 8.0739 mills. The City of Tallahassee's millage rate is the lowest of the cities surveyed. The combined costs of utility services, including water, electric, sewer, solid waste, stormwater, fire/rescue fees and electric franchise fees, range from \$2,294.16 to \$2,846.28. The average total utility cost of the benchmark cities is \$2,520.02. The total utility cost for Tallahassee is \$2,633.40, which is \$113.38 per year, or \$9.45 per month above the average. On a positional ranking, the City of Tallahassee has the eight lowest household costs, including property tax rates. If electric utility costs are excluded, the city has the third lowest household costs.

FY 2012 ANNUAL MUNICIPAL SERVICE COSTS COMPARISON



City of Tallahassee
Fiscal Year 2012 Adopted Budget
Annual Municipal Service Costs

	Tallahassee	Orlando	Gainesville	Lakeland	Pompano	Pensacola	Largo	Ft. Laud.	Daytona	Clearwater	W.P. Bch.	Hollywood
Operating Millage	3.7000	5.6500	4.2544	4.1644	5.2027	4.2895	4.5594	4.1193	6.2598	5.1550	8.0790	7.4479
City Property Tax Bill [a]	\$ 555.00	\$ 847.50	\$ 638.16	\$ 624.66	\$ 780.41	\$ 643.43	\$ 683.91	\$ 617.89	\$ 938.97	\$ 773.25	\$ 1,211.85	\$ 1,117.19
Water Bill [b]	218.04	151.56	212.88	238.32	276.12	268.20	396.36	250.56	303.84	433.20	449.16	324.48
Sewer Bill [c]	505.44	428.16	418.80	372.96	311.40	361.56	348.48	348.00	435.60	448.08	400.32	527.52
Electric Bill [d]	1453.20	1437.84	1328.04	1421.88	1258.08	1525.92	1503.72	1258.08	1258.08	1396.32	1258.08	1314.48
Solid Waste [e]	200.40	205.68	294.00	189.00	226.32	273.60	211.80	347.40	234.96	298.32	220.20	372.00
Stormwater Bill [f]	95.40	137.88	97.80	72.00	36.00	68.43	53.40	42.36	94.44	150.12	117.84	38.64
Electric Franchise Fee	-	86.27	-	-	75.49	91.56	90.22	75.49	75.49	83.78	75.49	80.16
Fire Services	160.92	-	78.00	-	111.00	-	-	135.00	-	-	25.00	189.00
Subtotal Utilities	\$2,633.40	\$2,447.39	\$2,429.52	\$2,294.16	\$2,294.41	\$2,589.27	\$2,603.98	\$2,456.89	\$2,402.41	\$2,809.82	\$2,546.09	\$2,846.28
Total Cost	\$3,188.40	\$3,294.89	\$3,067.68	\$2,918.82	\$3,074.82	\$3,232.70	\$3,287.89	\$3,074.78	\$3,341.38	\$3,583.07	\$3,757.94	\$3,963.47

[a] Yearly property tax (FY 2012 operating millage rates) based on a \$200,000 home with \$50,000 homestead exemption.

[b] Yearly residential water cost based on 5/8" line using 6,000 gallons each month. Rates as of 11/15/11.

[c] Yearly residential sewer cost based on 5/8" line using 5,000 gallons each month. Rates as of 11/15/11.

[d] Yearly residential electric cost based on 1,000 kwh usage each month. Rates as of 11/15/11 and include base rate plus any fuel/cost adjustment.

[e] Yearly residential solid waste pick up for single residential housing unit. Level of service may vary within each municipality. Rates as of 11/15/11.

[f] Yearly stormwater cost for single residential housing unit. Rates as of 11/15/11.

Vision, Mission, Values and Critical Success Factors

The City of Tallahassee, through workshops, surveys and commission retreats has developed the following vision, mission, and target issues. These are used as the basis for the performance measurement process that each department has implemented. Over the coming year, the measures will be reviewed and evaluated to ensure they are aligned with the City of Tallahassee's vision, mission, values, critical success factors, and target issues.

Vision Statement

Tallahassee, Florida, a city that remembers its past while focusing on the future – a vibrant capital city: fostering a strong sense of community, cherishing our beautiful natural environment, and ensuring economic opportunities for all our citizens.

Mission

The mission of the City of Tallahassee is to provide excellent services and facilities to support a high quality of life for our community.

Organizational Values

We adopt these organizational values as our guiding principles. We intend to hold each other accountable to support and demonstrate these values in our daily actions and decisions.

- Customer service is our business
- Demonstrate leadership and personal responsibility
- Promote and support employee excellence
- Practice teamwork

Critical Success Factors

- Maintain financial stability and improve economic viability
- Provide quality services responsive to customers
- Enhance community and neighborhood vitality

City of Tallahassee
Fiscal Year 2012 Approved Budget
Budget Process

The budget process is a formalized occurrence that involves collaboration and coordination among the respective city departments, the Office of Budget and Policy, the City Manager, the executive team, the City Commission, and the citizens of Tallahassee. The process results in annual operating and capital budgets and a five-year financial and capital improvement plan for the General Fund and Enterprise Funds.

Public Input

For the FY12 budget process, a citizen's budget committee was established to provide input on the budget document and budget process. Three community budget meetings were held in early April, in conjunction with an online survey, to get input from the residents based on their budget priorities. Two statutorily required public hearings on the budget are also held in September each year to solicit public input.

Budget Review and Adoption

Departments are responsible for developing their respective budget requests. Along with the requests, departments provide a trends and issues report in which they establish their objectives and priorities and identify their resource requirements to meet the City Manager's budget directives.

The City Manager conducts formal meetings to discuss the departmental requests. These budget hearings are held in the spring and include city departments, the Office of Budget and Policy, and members of the Executive Team. After hearing all departmental presentations, the City Manager and the Executive Team arrive at recommendations for the proposed budget.

Upon submission of the budget to the Commission, two budget workshops are held to discuss policy issues and long term ramifications of budgetary decisions. The City Commission adopts a tentative millage rate for the assessment of ad valorem taxes in early July as required by state statutes. The final budget and the millage rate are ultimately adopted by ordinance during the month of September, following two statutorily required public hearings.

Budget Structure

Similar to the process used in past years, the budget for fiscal year 2012 was developed using a service level budgeting system (SLBS). This is a flexible system which focuses on various aspects of managerial planning and control. SLBS incorporates features of major budget system concepts such as traditional line-item, program performance, and zero based budgeting. In the FY12 development process, emphasis was again placed on programmatic review, giving departments additional flexibility to move funding from various line-items and programs to provide services in a more efficient and effective manner.

Budget Amendments

Budgetary control is maintained at the department level, with the Office of Budget and Policy providing support to departments in the administration of their budgets. In accordance with the city's budget transfer policy, departmental budgets can be amended in various ways depending on the type of transfer being considered.

Any budgetary amendment that is within the department's appropriated budget and within the same fund can be authorized by the City Manager. Transfers between departments that cross funds or increase appropriations are made at the request of the City Manager and must be approved by the City Commission.

Budgetary amendments between divisions and within the same fund within a department may be initiated at the discretion of the department head except for transfers affecting personnel services, allocated accounts, accounts for insurance, bad debt, taxes or grants, articles for resale, fuel accounts, debt service, or interfund transfers. Requests for amendments to the line item exceptions are reviewed by the Office of Budget and Policy and approved by the City Manager or respective appointed official for transfers affecting the offices of the City Attorney, City Auditor, or City Treasurer-Clerk.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Budget Process

Since the implementation of the PeopleSoft financial system, budgetary control has moved from the line item level to major budget category. With the exception of the line items identified above, departments may over-expend line items provided there are available balances in the respective major budget category.

Budget Basis

Currently, the budgets for general government operations (General, StarMetro and Golf Course Funds) are prepared on a modified accrual basis. This means that obligations of the city (i.e., outstanding purchase orders) are accounted for as expenditures, but revenues are recognized only when they are measurable and available. At year end, open encumbrances are reported as reservations of fund balance. The operating budget does not include expenses for depreciation.

The budgets for the city's utilities (Electric and Underground) and other enterprise operations (Aviation, Building Inspection, Solid Waste, Fire, and Cemeteries) are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made (e.g., through a purchase order) but revenues are also recognized when they are obligated to the city (i.e., water user fees are recognized as revenue when bills are produced).

Budget and accounting procedures are subject to modifications to comply with GASB 34.

CAPITAL BUDGET PROCESS

The capital budget and five-year capital improvement plan (CIP) support construction-related projects and major automation enhancements which improve the city's infrastructure and information technology capabilities. As with the operating budget, the capital budget is developed within the framework provided by the city's five-year financial plan and targets and goals established by the City Commission.

After projected revenues and expenditures have been evaluated to determine the level of funding available to support capital requests, budget instructions are developed. Typically, departments update the five-year CIP by moving out-years forward and adding a fifth year. In some cases, projects are fast-tracked or deferred based on new priorities, availability of funds, etc. Also, the departments, with the exception of Electric and the Gas section of Underground Utilities, review all projects for the achievement of goals and objectives set forth in the comprehensive plan and for compatibility with the BluePrint 2000 Plan.

Departmental capital budget requests are returned to the Office of Budget and Policy (OBP). OBP then reviews the status of the departments' current capital programs and determines departmental capacity for additional workload. This assessment is incorporated with the input received from the departments, including the departmental priority ranking of projects. Recommendations are made based upon the departments' priority listing and the level of funds available. This information is presented to the executive team for its review and approval during the departmental executive budget hearings.

The process for public input and adoption of the capital budget is concurrent with timelines previously discussed in the operating budget process section. Throughout the fiscal year, the Office of Budget and Policy monitors the capital improvement plan and provides semi-annual status reports to the City Commission.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Budget Calendar

<u>DATE</u>	<u>BUDGET ACTIVITY</u>
October 1, 2010	FISCAL YEAR 2011 BEGINS
October 13, 2010	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
January 12, 2011	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
February 9, 2011	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
February 15 - 19, 2011	ISSUANCE OF CITY MANAGER'S BUDGET GUIDELINES AND OPERATING AND CAPITAL BUDGET INSTRUCTIONS
February 23, 2011	BUDGET REVIEW COMMITTEE RECOMMENDATIONS TO CITY COMMISSION
March 9, 2011	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
March 9, 2011	FY 2011 AND FY2012 BUDGET UPDATE TO CITY COMMISSION
April 4-6, 2011	COMMUNITY BUDGET MEETINGS
April 8, 2011	DEPARTMENTS - OPERATING AND CAPITAL BUDGETS DUE TO OBP
April 13, 2011	FY 2012 BUDGET UPDATE TO CITY COMMISSION- FEEDBACK FROM COMMUNITY MEETINGS
April 27, 2011	FY 2011 AND FY2012 BUDGET UPDATE TO CITY COMMISSION
May and June 2011	EXECUTIVE BUDGET HEARINGS/ EXECUTIVE FINAL BUDGET DECISIONS
June 22, 2011	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE
June 24, 2011	RELEASE OF PROPOSED BUDGET
June 30, 2011	CITY COMMISSION WORKSHOP - FY 2012 PROPOSED BUDGET
July 11, 2011	CITY COMMISSION FINAL BUDGET DECISIONS WORKSHOP
July 13, 2011	ADOPTION OF TENTATIVE MILLAGE RATE
July 14, 2011	FINANCIAL VIABILITY OF THE GOVERNMENT TARGET ISSUE COMMITTEE

City of Tallahassee
Fiscal Year 2012 Approved Budget
Budget Calendar

September 7, 2011	FIRST PUBLIC HEARING ON TAX MILLAGE AND BUDGET
September 21, 2011	FINAL PUBLIC HEARING ON TAX MILLAGE AND BUDGET
October 1, 2011	FISCAL YEAR 2012 BEGINS
November 2011	DISTRIBUTION OF FY 2012 APPROVED BUDGET DOCUMENTS

City of Tallahassee
Fiscal Year 2012 Approved Budget
Budget Statutes And Guidelines

There are a number of statutory requirements, internal policies, and other provisions that direct the development of the budget and its implementation throughout the year.

STATE OF FLORIDA REQUIREMENTS

Florida Statutes, Chapter 166 – This statute authorizes municipalities to levy taxes, issue licenses, and set user fees to raise money necessary to conduct municipal government activities. This chapter also requires that local governments adopt a balanced budget.

Florida Statutes, Chapter 200 – This statute establishes procedures for adoption of local government annual budgets and limits ad valorem taxes to 10 mills. This statute also requires that local governments appropriate a balanced budget in which anticipated revenues and expenses are equal. Failure to comply with the provisions of the statute could result in loss of state revenue sharing and/or ad valorem taxes.

Ad Valorem Taxes – The Property Appraiser provides an annual estimate of taxable property values for the preceding year. Based upon adopted millage rates, municipalities are required to budget 95% of the gross taxable value for operating purposes. The city typically budgets 97%. In FY 2004, the city's millage rate increased from 3.2 mills to 3.7 mills. This was the first millage rate increase since FY 1991. As a result of property tax reform legislation enacted by the Florida Legislature, the millage rate in the FY 2008 approved budget was reduced to 3.1686 mills. Due to the passage of Amendment 1 on January 29, 2008, the city's millage rate for FY09 was 3.2115 mills. In FY10, the City Commission voted to increase the millage rate to 3.7 mills. The City Commission maintained the millage at 3.7 for FY11. The City Commission set the tentative millage rate at 3.7 mills for FY12 on July 6, 2011 and approved the final millage rate of 3.7 mills on September 21, 2011.

Florida Statutes, Chapter 202 – The Communication Services Tax consolidates a variety of taxes formerly imposed on telecommunication, cable, home satellite and related services. Cities have the option of levying one of three rates ranging from 4.1% to 5.6%. Opting for the highest rate, the City of Tallahassee is required to forego permit fee charges for use of city right-of-way.

Florida Department of Revenue – Effective June 30, 2010, the State Legislature will no longer provide funding forecasts for agencies through the Florida Legislative Committee on Intergovernmental Relations, which was eliminated. The Florida Department of Revenue will provide revenue forecasts going forward, which are the basis for pass-through funding for local government revenue sharing and the Florida half-cent sales tax.

Community Redevelopment Agency, Florida Statutes Chapter 163, City of Tallahassee Ordinance 00-O-51 and 04-O-60 To encourage economic development, the City Commission established a Community Redevelopment Agency (CRA) and designated an initial district (Frenchtown) of approximately 1,400 acres for redevelopment. A second district (Downtown) was approved in June 2004. Each CRA district is entitled to 95% of the ad valorem tax increment generated within the district and the proceeds must be used only for improvements in the district.

Downtown Improvement Authority, Florida Statutes Chapter 71-935 – Established by a special act in 1971, the Downtown Improvement Authority may levy an additional ad valorem tax, not to exceed one mill, on properties within the district. Proceeds are used for improvements in the district and are administered by a separate Board of Directors.

INTERNAL POLICIES

Comprehensive Plan – The Tallahassee-Leon County 2010 Comprehensive Plan was originally adopted by ordinance in FY 1990 and is updated with biannual amendment cycles. The Plan includes capital improvements, transportation, historic preservation, utilities, recreation, and other elements which provide a framework for allocating budget resources. The Capital Projects Summary includes a listing of capital projects that address Comprehensive Plan initiatives by eliminating deficit levels of services or by maintaining existing levels of service.

Financing Policy, No. 224 Commission Policies – The financing policy establishes guidelines for distribution of year-end surpluses, transfers from the utilities to the General Fund, types and amounts of operating reserves, and funding for capital projects from undesignated fund balance year-end revenues. The policy also provides for full recovery of cost for enterprise funds, limits non-utility fee increases to a maximum of 20% per year unless otherwise approved by the City

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Commission; and allows discount fees for recreational programs for youth, seniors, and disabled citizens. The "Finance Policy Summary" chart that follows this section shows the requirements of the policy as applied to each fund.

Risk Management Policy/Self-Insurance, No. 214 Commission Policies – This policy creates an internal service fund for payment of anticipated claims and judgments for coverage areas defined in the policy. In addition, a special Insurance Reserve Fund is established and funded to meet unanticipated losses from catastrophic events or claims in excess of the Risk Management Fund. This reserve is set at 150% of the average claims for the past three years or \$3,000,000, whichever is greater.

Capital Project Management, No. 218 Commission Policies – This policy provides for preparation of an annual capital budget and for a five-year capital improvement plan. The policy also defines roles and responsibilities of city departments and management regarding contracts, supplemental appropriations, over expenditures, and project administration. The use of capital project overhead charges as an operating budget funding source also is established by this policy.

Local Option Sales Tax Management, No. 232 Commission Policies – This policy establishes the authority to provide advance funding for local Florida Department of Transportation (FDOT) projects for any project or phase of project included in the FDOT five-year work plan. It allows for advance funding without an agreement for repayment after conducting a public hearing. The policy also authorizes the use of short-term debt to cover cash flow shortages that may result from this practice.

Debt Policy, No. 650 Commission Policies – The debt policy, along with an analysis of the city's compliance with the policy, is included in the capital budget summary and in the capital improvement plan. Section 104 of the City Charter also specifies that general obligation debt will not exceed 20% of the assessed taxable valuation. Florida Statutes require that general obligation bonds be approved by referendum. The city currently does not have any general obligation bonds.

Vehicle & Computer Replacement Reserves – Funding for replacement of vehicles and computer equipment is included on an annual basis in the capital budget. To fund the reserves, each department is charged in the operating budget for a proportionate share of these costs based on equipment usage.

OTHER PROVISIONS

Bond Covenants – Prior to 1998, provisions of Bond Resolutions required that a minimum of 5% of prior year gross revenues be budgeted annually for Renewals, Replacements, and Improvements (RR&I) for system improvements in the utility enterprises. Covenants for the Energy System (electric and gas) bonds that were issued in 1998 do not specify an explicit amount or methodology but require a transfer to an RR&I fund.

Union Agreements – Two unions represent police officers and firefighters. The Big Bend Chapter of the Florida Police Benevolent Association (PBA) represents a total of 355 authorized police officers. A new contract was approved by the City Commission and police officers in March 2011 and covers three years (FY11 – FY13). The International Association of Firefighters (IAFF) represents 238 authorized firefighters, fire engineers, and lieutenants in the Fire Department. There is a separate unit representing 22 fire captains and battalion chiefs. The current contract for each Fire unit expired September 30, 2011; however, negotiations are ongoing for contract terms effecting 2012 and beyond.

Utility Rate Studies – Rate studies are prepared for each of the utility enterprise operations (electric and underground utilities). Revenue projections are prepared using historical weather patterns as well as other growth factors. These studies comprise the basis for the annual budgets for each of the utilities. Effective October 1, 2011, electric and natural gas rates for residential customers will decrease by 2% each and rates for commercial customers will lower by between 2.9 and 3.4 percent. For FY12, rates for Solid Waste will increase by the consumer price index (CPI). Stormwater, water, and sewer rates will not change.

Assessment and Fee Reviews – Fees and assessments are periodically reviewed to ensure recovery of costs to provide certain services. In March 2005, the City Commission adopted new fees and assessments for fire services and stormwater. While the fire rates impacted all utility customers inside the city limits, they did not apply to residents and businesses in the unincorporated area of the county. However, a new fee study was conducted in fiscal year 2009 as

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part of the city/county interlocal agreement that imposed fees in both the incorporated and unincorporated areas of Leon County. Stormwater rates will not increase by the CPI in FY12. An internal cost recovery comparison survey was also conducted for parks and recreation fees to provide recommendations to recoup recreation program costs. Finally, the City Commission increased building inspection fees in August 2009 to fully recover all eligible building inspection costs.

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Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
<p>GENERAL</p> <p><u>General Government:</u> aggregate revenues or expenditures in General Fund plus transfers to StarMetro, CRTPA, and Golf Course funds.</p>	<p>Any remaining balance is first used to fund the Deficiencies Reserve until the target level is achieved. After fully funding the deficiencies fund, any remaining balance may be used to support the subsequent year's operating budget, up to a maximum of 5% of general government operating expenditures, and to buy down debt-financed capital improvement projects.</p>	<p>Effective FY06, General Government Capital Project Account (GG/CPA) funding is capped at \$3.0 million annually. No GG/CPA funding is budgeted for FY12 projects. However, \$1.6 million from the General Government Capital Improvement Fund (GG/CIF) Undesignated Balance is programmed to projects in FY12.</p>	<p>Contingency funding is budgeted at \$86,375 in FY12.</p>	<p><u>Deficiencies Reserve:</u> up to 5% of year-end surpluses will be allocated to support subsequent year's operating deficit. This has been suspended pending replenishment of the Deficiencies Fund to policy levels.</p> <p><u>Fleet Reserve:</u> retained at the FY06 level, which will provide a targeted reserve balance equivalent to the cost of the average five-year replacement program.</p> <p><u>RR&I:</u> undesignated balance set at a maximum of 3% of general government capital projects.</p>
<p>FIRE SERVICES</p>	<p>Retained for fire operating and capital costs.</p>	<p>No transfer.</p>	<p>No reserve.</p>	<p>Not applicable.</p>
<p>ELECTRIC</p>	<p>Operating fund balance after General Fund transfer minus bond reserves used to fully fund the operating reserve, with the balance designated for electric system capital projects.</p>	<p>A transfer policy adopted in FY04 was based on 8.3 mills per actual retail KWH sales for the prior year. The FY11 calculation was modified to include a consumption average of the past three fiscal years. A policy revision is approved in FY12 to transfer 6.99% of a 3-year average of retail rate revenues. This results in an FY12 transfer of \$23.8 million.</p>	<p>The operating reserve is comprised of four subcomponents, with the primary purpose aimed at providing working capital. The working capital component is targeted with having a balance of 60 to 90 days of operating expenses. The other three components are fuel risk management, emergency reserve and rate stabilization.</p>	<p><u>RR&I:</u> Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR). Bond covenants for 1998 Energy System bonds require a transfer to RR&I but do not specify an amount.</p>

City of Tallahassee
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Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
GAS	Designated to fully fund the operating reserve and thereafter to fund gas system capital projects.	In FY04, the policy was established as a fixed amount of \$2.30 million annually. The transfer policy is changed in FY12 to 6.99% of a 3-year average of system revenues, or \$2.5 million.	Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the applicable rate study.
WATER	Designated to fully fund the operating reserve and thereafter to fund water system capital projects.	In FY04, the methodology for calculating the transfer was modified to 20% of average gross revenues (excluding surcharge) for the past 3 years plus current year surcharge revenues (dedicated to funding parks and recreation programs per the interlocal agreement with Leon County). An approved policy change to 6.99% of a 3-year average of system revenues will result in an FY12 transfer of nearly \$3 million.	Funded at 25% of the previous year's General Fund transfer. Used to meet General Fund transfer, if required.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR).

City of Tallahassee
Fiscal Year 2012 Approved Budget

Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
SEWER	Designated to fully fund the operating reserve and thereafter to fund sewer system capital projects.	In FY04, the methodology for calculating the transfer was modified to 4.5% of average gross revenues (excluding surcharge) for the past 3 years plus current year surcharge revenues, (which are dedicated to funding parks and recreation programs per the interlocal agreement with Leon County). An approved policy change to 6.99% of a 3-year average of system revenues will generate a transfer in FY12 of \$3.7 million	Funded at 25% of the prior year's General Fund. Used to meet General Fund transfer, if required.	<u>RR&I</u> : Transfer budgeted at a level equivalent to depreciation expense as provided in the Comprehensive Annual Financial Report (CAFR).
AVIATION	Retained within fund and allocated according to airline use agreement.	No transfer to General Fund. Full recovery of cost.	Minimum of 1/12 th of operating and maintenance budget for Airport (less fuel for resale) designated for unanticipated non-recurring expenditures.	<u>RR&I</u> : Not applicable.
SOLID WASTE	Retained for rate stabilization reserve.	Transfer initiated in FY04. Amount set at 0.75% of average gross revenues for the past 3 years. An FY12 approved policy change to 6.99% of a 3-year average of system revenues will generate a transfer of \$1.4 million.	No reserve.	<u>RR&I</u> : Not applicable.

City of Tallahassee
Fiscal Year 2012 Approved Budget

Finance Policy Summary

FUND	SURPLUS	GENERAL FUND TRANSFER	OPERATING RESERVE	OTHER
STORMWATER	Retained for stormwater system capital projects.	No transfer to General Fund. Full recovery of cost. The FY12 transfer of \$319,300 to the General Fund represents administrative cost sharing only.	No reserve.	RR&I: Maximum of 5% of capital projects funding sources, with a minimum level of 3% as of 10/01/95.
CEMETERY PERPETUAL CARE	Retained for cemetery operating and capital costs.	No transfer.	No reserve.	Not applicable.
INTERNAL SERVICE FUNDS	Revenues for all funds are balanced against actual expenditures resulting in zero surpluses.	Not applicable. With the exception of the Information Systems Services Fund, excess balances from budgeted revenues are transferred to the original funding source at year-end.	No reserve.	Funding needed for large capital outlays may be accumulated over a period of time in a RR&I Fund.

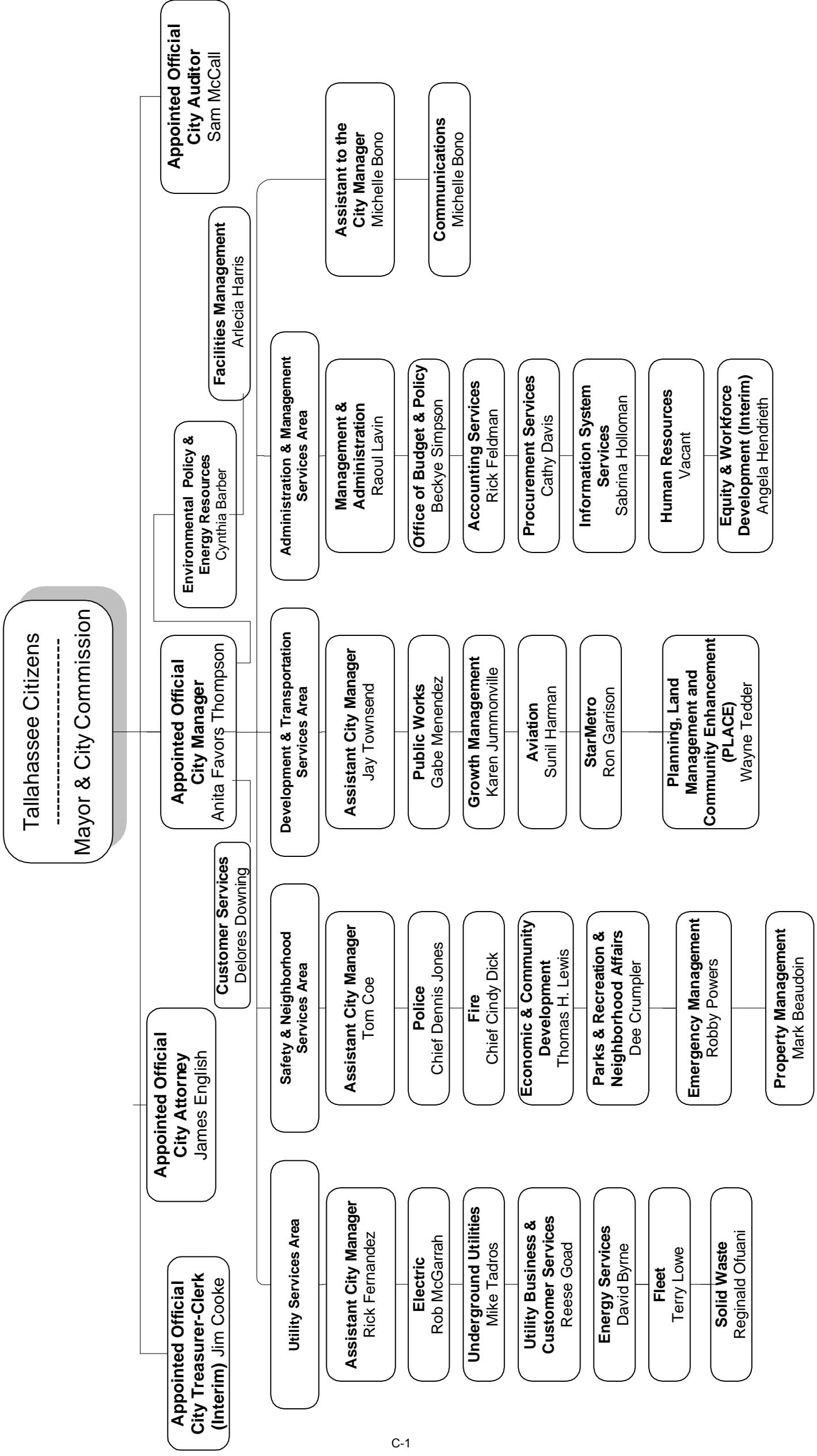
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**Schedule of Reserves
As of May 31, 2011**

Organizational Coverage	Bond Required	Maintenance & RR&I	Available Balance	Total Reserves Balances	Total Target
<u>City Wide</u>					
Deficiencies	0	0	15,322,580	15,322,580	22,431,500
Fleet Reserve Fund	0	13,599,456	0	13,599,456	13,599,456
Cemetery Perpetual Care/Trust	0	0	6,182,947	6,182,947	6,182,947
Risk Management Reserve	0	0	10,702,321	10,702,321	10,702,321
Bond Reserve - General	8,769,304	0	0	8,769,304	8,769,304
Total	8,769,304	13,599,456	32,207,848	54,576,608	61,685,528
<u>Fire Service Fee Fund</u>					
Operating Reserve	0	0	0	0	0
Total	0	0	0	0	0
<u>Electric Fund</u>					
Operating Reserves:					
Working Capital/Liquidity	0	0	103,679,500	103,679,500	152,000,000
Bond Reserve	14,392,900	0	0	14,392,900	14,392,900
Total	14,392,900	0	103,679,500	118,072,400	166,392,900
<u>Gas Fund</u>					
Operating Reserve	0	0	575,000	575,000	580,800
Bond Reserve	1,548,400	0	0	1,548,400	1,548,400
Total	1,548,400	0	575,000	2,123,400	2,129,200
<u>Water Fund</u>					
Operating Reserve	0	0	40,000	40,000	1,503,100
Bond Reserve	2,308,800	0	0	2,308,800	2,269,000
Total	2,308,800	0	40,000	2,348,800	3,811,900
<u>Sewer Fund</u>					
Operating Reserve	0	0	425,809	425,809	575,000
Bond Reserve	11,608,200	0	0	11,608,200	11,608,200
Total	11,608,200	0	425,809	12,034,009	12,183,200
<u>Airport Fund</u>					
Operating Reserve	801,709	0	0	801,709	841,200
Emergency Reserve	0	250,000	0	250,000	250,000
Bond Reserve	735,714	0	0	735,714	735,700
Total	1,537,423	250,000	0	1,787,423	1,826,900
<u>Solid Waste Fund</u>					
Rate Stabilization Reserve	0	0	7,478,042	7,478,042	7,478,042
Total	0	0	7,478,042	7,478,042	7,478,042
Grand Total	40,165,027	13,849,456	144,406,199	198,420,682	255,507,670



Organizational Chart Effective October 31, 2011





Organizational Overview

Position Control

Position control is the process of tracking all full-time equivalent (FTE) positions within the city's organizational structure. This process is revisited during each fiscal year's budget development by tracking all new, deleted, and transferred positions throughout the organization. Each unit of government is reviewed to assess if changes have occurred from the previous fiscal year. This process is required because positions can be added, and/or transferred within funds at any time during the fiscal year with the City Manager's approval and between funds with City Commission approval. To help clarify the meaning of specific numbers in the tables that follow, use the following definitions: "Actual" represents the final numbers as of the end of the fiscal year. "Budget" represents the numbers as shown in that fiscal year's budget document.

Overall Position Status

The City ended fiscal year 2010 with 2,853.08 positions. During the FY11 budget process, a total of 21.66 positions were eliminated. The FY11 approved budget also included the addition of 13.75 new positions also detailed in the position reports, which included eight firefighters and three smart grid analysts. In addition, three positions were added to the Palmer Monroe Youth Center, which opened its doors in August, 2010. As approved by the City Commission, position changes resulted in a net addition of 7.91 positions and the City's authorized FTE position count for FY 2011 was 2,841.17. However, the City Manager approved additional position changes during FY11 fiscal year. Two program engineer positions in Underground Utilities and one regional mobility coordinator in StarMetro were added during the fiscal year. Also, a purchasing agent position was eliminated as a part of the FY11 approved budget.

The FY12 proposed budget included the elimination of 7.34 positions and 10.50 new positions, which was a net increase of 3.16 positions for FY12. Of the position changes, 0.34 positions were FY11 mid-year eliminations and 3.00 positions were FY11 mid-year additions. The FY12 proposed FTE count totaled 2,844.33. The positions proposed for elimination included: one records technician, one crime analyst, one code enforcement officer, one solid waste technician, two power plant control room operators, and one apprentice line worker. The new positions included: one GIS analyst, two engineering technicians, one senior inventory specialist, one safety specialist, one utility training and safety specialist, one mechanic, and one accountant. However, the FY12 approved budget includes a total of 2,846.33 FTEs, which includes the elimination of 5.00 positions and 7.50 new positions. The two power plant control room operator positions in the Electric department that were proposed to be eliminated were not approved for elimination and were maintained in the approved budget.

Currently, unions represent a total of 615 FTEs (authorized positions). A total of 355 positions are subject to terms and conditions of the collective bargaining agreement with the Big Bend Chapter of the Florida Police Benevolent Association, Inc. The City Commission and police officers approved a new contract, which commenced on October 1, 2010 and extends through September 20, 2013. The City and the International Association of Firefighters (IAFF) are currently in the negotiation stage of reaching an FY12 agreement on collective bargaining contracts for the existing firefighter unit (firefighters, fire engineers, and fire lieutenants) and the supervisory unit (battalion chiefs and captains). A total of 260 positions are subject to terms and conditions of the IAFF.

Position changes during the budget process and during the course of the fiscal year have been accomplished through planned process changes, reorganizations, and alternative service delivery methods. Departments will continue to seek to make reductions in positions throughout the government when possible. All positions approved for elimination and new positions are on the following position charts.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Organizational Overview

Summary of Organizational Changes

As part of our efforts to continuously improve services to citizens and customers, a number of changes in the organizational structure have been accomplished during the FY12 budget process. These changes, and implementation of identified key service improvements, will assist the city in accomplishing the goal of providing the highest level of service at the lowest possible cost. It is anticipated that additional changes will occur as services are reviewed for better methods of delivery, duplication of efforts, and for additional needs. The following is a summary of some of the departmental organization changes approved for fiscal year 2012:

Parks, Recreation and Neighborhood Affairs

The FY12 approved budget includes staff and operational funding for the new Palmer Munroe Youth Center. The center opened in August 2010 and is fully functioning. Funding for 2.75 FTEs (one full-time executive director, one full-time community coordinator and one custodial worker) were approved for the FY11 budget; however, these positions were time-limited for one fiscal year only. The Department of Parks, Recreation and Neighborhood Affairs requested funding for the three positions for FY12, which again will be time-limited for one fiscal year. The total funding for the positions for FY12 is \$179,246.

Public Works

The Public Works Department requested a minor organizational change for FY12. The FY12 approved budget includes the deletion of the Street Resurfacing cost center (220303), which was merged with the Street Preservation (220302) cost center in order to improve operating efficiency. The budget for the Street Resurfacing cost center is approximately \$470,000. In addition, Public Works transferred one full-time engineering technician position to Parks, Recreation and Neighborhood Affairs Department during the FY11 fiscal year. The fiscal impact of the loss of the position was (\$72,765).

Economic and Community Development

The FY12 budget includes the elimination of one vacant code enforcement officer position for FY12 in the code enforcement cost division of the Economic and Community Development Department. The elimination of this position is due to reduced grant funding from the State. The fiscal impact of this position is (\$90,656) for FY12.

Electric

The Electric Department's FY12 approved budget includes the elimination of one apprentice line worker in the distribution operations divisions. Initially, this position was added in the FY09 budget and was time-limited for three years. The department's budget also includes the addition of six positions: one GIS analyst, two engineering technicians, one senior inventory specialist and one utility training and safety specialist. A new safety specialist position that was included in the proposed budget for Electric has instead been added to the Human Resources division for FY12. In addition, the department is transferring one electrical engineer position to the Department of Environmental Policy and Energy Resources for the FY12 fiscal year.

Police

Two full-time vacant positions were previously approved by the Commission for elimination in the Police Department. These include one records technician position and one crime analyst position. The elimination of these positions is a part of reorganization that was approved for the department's FY10 budget and is being implemented in FY12. The total fiscal impact for the elimination of the two positions is (\$113,646).

City of Tallahassee
Fiscal Year 2012 Approved Budget - Authorized Position Summary

Charter and Executive Services

<u>Department Name</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Adopted</u>	<u>FY 2012 Proposed</u>	<u>FY 2012 Adopted</u>
City Commission/Office of the Mayor	13.00	13.00	13.00	13.00
City Attorney	21.00	21.00	21.00	21.00
Treasurer-Clerk	54.50	54.88	55.38	55.38
City Auditor	8.00	7.00	7.00	7.00
Executive Services	34.00	34.00	34.00	34.00
Communications	13.00	12.00	12.00	12.00
Customer Services	1.00	1.00	1.00	1.00
Environmental Policy and Energy Resources	12.00	12.00	13.00	13.00
Service Area Full-Time Equivalents (FTE)	156.88	154.88	156.38	156.38

Administration and Management Services

<u>Department Name</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Adopted</u>	<u>FY 2012 Proposed</u>	<u>FY 2012 Adopted</u>
Equity and Workforce Development	6.00	6.00	6.00	6.00
Management and Administration	175.75	175.09	174.75	175.75
Service Area Full-Time Equivalents (FTE)	181.75	181.09	180.75	181.75

Safety and Neighborhood Services

<u>Department Name</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Adopted</u>	<u>FY 2012 Proposed</u>	<u>FY 2012 Adopted</u>
Fire	272.00	280.00	280.00	280.00
Police	485.00	485.00	483.00	483.00
Parks, Recreation and Neighborhood Affairs	170.50	171.25	172.25	172.25
Economic and Community Development	38.95	37.95	36.95	36.95
Emergency Management	1.00	1.00	1.00	1.00
Service Area Full-Time Equivalents (FTE)	978.45	975.20	973.20	973.20

Development and Transportation Services

<u>Department Name</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Adopted</u>	<u>FY 2012 Proposed</u>	<u>FY 2012 Adopted</u>
Public Works	279.00	279.00	278.00	278.00
Planning	27.00	27.00	27.00	27.00
Aviation	53.00	53.00	53.00	53.00
StarMetro	168.00	168.00	170.00	170.00
Growth Management	58.40	61.00	61.00	61.00
Service Area Full-Time Equivalents (FTE)	590.00	588.00	589.00	589.00

Utility Services

<u>Department Name</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Adopted</u>	<u>FY 2012 Proposed</u>	<u>FY 2012 Adopted</u>
Electric Utility	295.00	295.00	297.00	298.00
Solid Waste	90.00	89.00	88.00	88.00
Utility Business and Customer Services	114.00	112.00	112.00	112.00
Energy Services	29.00	29.00	29.00	29.00
Fleet Management	58.00	57.00	57.00	57.00
Underground Utilities	360.00	360.00	362.00	362.00
Service Area Full-Time Equivalents (FTE)	946.00	942.00	945.00	946.00

City Wide Total Full-Time Equivalents (FTE) 2,853.08 2,841.17 2,844.33 2,846.33

City of Tallahassee
Fiscal Year 2012 Approved Budget - Authorized Position Summary by Fund

Fund	FY 2010 Actual	FY 2011 Adopted	FY 2012 Proposed	FY 2012 Adopted
001 General Fund	1,052.83	1,053.87	1,052.87	1,052.87
120 Building Inspection Fund	30.00	28.00	28.00	28.00
130 Fire Services Fund	272.00	280.00	280.00	280.00
160 800 MHz Fund	1.00	1.00	1.00	1.00
400 Electric Operating Fund	295.00	291.00	293.00	294.00
426 Electric Warehouse Fund	4.00	4.00	4.00	4.00
430 Gas Operating Fund	37.00	37.33	37.33	37.33
460 Water Operating Fund	95.00	102.33	102.33	102.33
500 Sewer Operating Fund	210.00	202.33	202.33	202.33
540 Airport Operating Fund	64.00	64.00	64.00	64.00
580 StarMetro Operating Fund	168.00	168.00	170.00	170.00
600 Solid Waste Fund	90.00	89.00	88.00	88.00
605 Stormwater Fund	99.00	90.00	92.00	92.00
615 Golf Course Fund	6.00	4.34	5.34	5.34
705 Data Processing Fund	82.00	82.00	82.00	82.00
710 Revenue Fund	23.00	23.00	23.50	23.50
715 Garage Operating Fund	58.00	57.00	57.00	57.00
720 Accounting Fund	28.75	28.75	28.75	28.75
725 Purchasing Fund	26.00	25.34	25.00	25.00
730 Human Resources Fund	33.00	33.00	33.00	34.00
735 Pension Administration Fund	7.50	7.88	7.88	7.88
740 Risk Management Fund	12.00	12.00	12.00	12.00
755 Utility Business Services Fund	114.00	112.00	112.00	112.00
760 Energy Services Fund	29.00	29.00	26.00	26.00
765 Environmental Policy and Energy Resource Fund	12.00	12.00	13.00	13.00
840 Cemetery Fund	4.00	4.00	4.00	4.00
City Wide Total Full-Time Equivalentents (FTE)	2,853.08	2,841.17	2,844.33	2,846.33

City of Tallahassee
Fiscal Year 2012 Approved Budget - Authorized Position Changes

Department Name	FY 2011 Appropriated	FTE Eliminated	FTE Added	FTE Transferred	FY 2012 Budget
<u>Charter and Executive Services</u>					
City Commission/Office of the Mayor	13.00	0.00	0.00	0.00	13.00
City Attorney	21.00	0.00	0.00	0.00	21.00
Treasurer-Clerk	54.88	0.00	0.50	0.00	55.38
City Auditor	7.00	0.00	0.00	0.00	7.00
Executive Services	34.00	0.00	0.00	0.00	34.00
Communications	12.00	0.00	0.00	0.00	12.00
Customer Services	1.00	0.00	0.00	0.00	1.00
Environmental Policy and Energy Resources	12.00	0.00	0.00	1.00	13.00
	154.88	0.00	0.50	1.00	156.38
Service Area Full-Time Equivalents (FTE)					
<u>Administration and Management Services</u>					
Equity and Workforce Development	6.00	0.00	0.00	0.00	6.00
Management and Administration	175.09	-0.34	1.00	0.00	175.75
Service Area Full-Time Equivalents (FTE)	181.09	-0.34	1.00	0.00	181.75
<u>Safety and Neighborhood Services</u>					
Fire	280.00	0.00	0.00	0.00	280.00
Police	485.00	-2.00	0.00	0.00	483.00
Parks, Recreation and Neighborhood Affairs	171.25	0.00	0.00	1.00	172.25
Economic and Community Development	37.95	-1.00	0.00	0.00	36.95
Emergency Management	1.00	0.00	0.00	0.00	1.00
Service Area Full-Time Equivalents (FTE)	975.20	-3.00	0.00	1.00	973.20
<u>Development and Transportation Services</u>					
Public Works	279.00	0.00	0.00	-1.00	278.00
Planning	27.00	0.00	0.00	0.00	27.00
Aviation	53.00	0.00	0.00	0.00	53.00
StarMetro	168.00	0.00	2.00	0.00	170.00
Growth Management	61.00	0.00	0.00	0.00	61.00
Service Area Full-Time Equivalents (FTE)	588.00	0.00	2.00	-1.00	589.00
<u>Utility Services</u>					
Electric Utility	295.00	-1.00	5.00	-1.00	298.00
Solid Waste	89.00	-1.00	0.00	0.00	88.00
Utility Business and Customer Services	112.00	0.00	0.00	0.00	112.00
Energy Services	29.00	0.00	0.00	0.00	29.00
Fleet Management	57.00	0.00	0.00	0.00	57.00
Underground Utilities	360.00	0.00	2.00	0.00	362.00
Service Area Full-Time Equivalents (FTE)	942.00	-2.00	7.00	-1.00	946.00
City Wide Total FTE	2,841.17	-5.34	10.50	0.00	2,846.33

**City of Tallahassee
Fiscal Year 2012 Approved Budget - Authorized Position Changes**

Added Positions

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2012 FTE Added</u>
<u>Utility Services</u>		
Electric	GIS Analyst	1.00
	Engineering Technician	2.00
	Senior Inventory Specialist	1.00
Underground Utilities	Utility Training and Safety Specialist	1.00
	Program Engineer (FY11 mid-year)	2.00
	Service Area FTE Added	<u>7.00</u>
<u>Development and Transportation Services</u>		
StarMetro	Mechanic	1.00
	Regional Mobility Coordinator (FY11 mid-year)	1.00
	Service Area FTE Added	<u>2.00</u>
<u>Charter and Executive Services</u>		
Treasurer-Clerk	Accountant	0.50
	Service Area FTE Added	<u>0.50</u>
<u>Management and Administration Services</u>		
Human Resources	Safety Specialist	1.00
	Service Area FTE Added	<u>1.00</u>
	City Wide Total FTE Added	<u>10.50</u>

City of Tallahassee
Fiscal Year 2012 Approved Budget - Authorized Position Changes

Eliminated Positions

<u>Department Name</u>	<u>Position Title</u>	<u>FY 2012 FTE Eliminated</u>
<u>Administration and Management Services</u>		
Management and Administration	Purchasing Agent/Contract Specialist (FY11 mid-year)	0.34
	Service Area FTE Eliminated	<u>0.34</u>
<u>Safety and Neighborhood Services</u>		
Police	Records Technician	1.00
	Crime Analyst	1.00
Economic and Community Development	Code Enforcement Officer	1.00
	Service Area FTE Eliminated	<u>3.00</u>
<u>Utility Services</u>		
Solid Waste	Solid Waste Technician	1.00
Electric	Apprentice Line Worker	1.00
	Service Area FTE Eliminated	<u>2.00</u>
	City Wide Total FTE Eliminated	<u>5.34</u>





City of Tallahassee
Fiscal Year 2012 Approved Budget
Citywide Appropriated Position
Operating Budget

Appropriated Funds	General	Electric	Gas	Water	Sewer	Aviation	StarMetro	Solid Waste
Beginning Balance (as of 9/30/10)								
Airline Prepaid Credit	0	0	0	0	0	674,467	0	0
Energy Conservation Fund	0	0	0	0	0	0	0	0
Risk Management Fund	0	0	0	0	0	0	0	0
800 MHz Fund	0	0	0	0	0	0	0	0
Undesignated Balance	0	0	0	0	0	0	0	0
Wholesale Energy Fund	0	0	0	0	0	0	0	0
<i>Subtotal Transfers</i>	0	0	0	0	0	674,467	0	0
Operating Revenues	100,657,700	315,632,343	40,141,393	29,087,466	59,401,224	10,420,096	8,214,139	24,507,715
Total Revenues	100,657,700	315,632,343	40,141,393	29,087,466	59,401,224	11,094,563	8,214,139	24,507,715
Operating Expenditures	126,550,688	291,787,660	37,629,299	26,087,803	55,733,750	11,094,563	16,758,536	23,094,244
Net Position Before Transfers	-25,892,988	23,844,683	2,512,094	2,999,663	3,667,474	0	-8,544,397	1,413,471
Transfers In	34,437,385	0	0	0	0	0	8,544,397	0
Transfers Out	8,544,397	23,844,683	2,512,094	2,999,663	3,667,474	0	0	1,413,471
Net Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of Tallahassee
Fiscal Year 2012 Approved Budget
Citywide Appropriated Position
Operating Budget

Appropriated Funds	Stormwater	Golf Course	Fire Services	Building Inspection	Cemetery Perp. Care	Donations	Reserve Transfers	Total
Beginning Balance (as of 9/30/10)								
Airline Prepaid Credit	0	0	0	0	0	0	0	674,467
Energy Conservation Fund	0	0	0	0	0	0	822,974	822,974
Risk Management Fund	0	0	0	0	0	0	72,711	72,711
800 MHz Fund	0	0	0	0	0	0	665,195	665,195
Undesignated Balance	0	0	0	0	0	0	0	0
Wholesale Energy Fund	0	0	0	0	0	0	22,943,807	22,943,807
<i>Subtotal Transfers</i>	0	0	0	0	0	0	24,504,687	25,179,154
Operating Revenues	16,763,942	1,025,244	33,236,929	2,930,220	466,358	81,800	0	642,566,569
Total Revenues	16,763,942	1,025,244	33,236,929	2,930,220	466,358	81,800	24,504,687	667,745,723
Operating Expenditures	16,763,942	1,025,244	33,236,929	2,930,220	466,358	81,800	24,504,687	667,745,723
Net Position								
Before Transfers	0	0	0	0	0	0	0	0
Transfers In	0	0	0	0	0	0	0	42,981,782
Transfers Out	0	0	0	0	0	0	0	42,981,782
Net Position	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of Tallahassee
Fiscal Year 2012 Approved Budget

SUMMARY OF APPROPRIATIONS
OPERATING BUDGET - ALL FUNDS

	ACTUAL FY 2010	ESTIMATE* FY 2011	PROPOSED FY 2012	APPROVED FY 2012
REVENUES				
Charges for Services	7,751,231	8,063,145	8,730,386	8,708,233
Fines and Forfeitures	982,720	2,168,715	3,184,000	3,184,000
Intergovernmental	12,436,251	14,138,648	15,314,290	14,788,559
Licenses and Permits	2,530,418	2,811,545	2,801,836	2,801,836
Miscellaneous	11,766,809	10,670,545	12,958,479	11,859,842
Taxes	58,253,078	56,840,213	56,082,624	56,140,539
Enterprise Funds:				
Aviation	10,827,686	10,080,321	10,448,224	10,420,096
Building Inspection	2,487,566	2,849,904	2,930,220	2,930,220
Cemetery Perpetual Care Trust	526,336	494,589	491,333	466,358
Electric	339,361,905	322,729,468	296,622,315	315,632,343
Fire Fees	31,184,216	31,598,864	33,150,051	33,236,929
Gas	36,426,525	34,638,401	40,141,393	40,141,393
Golf Course	857,627	940,219	1,025,244	1,025,244
Sewer	54,558,345	56,640,579	59,401,224	59,401,224
Solid Waste	22,528,094	22,043,816	24,507,715	24,507,715
Stormwater	16,347,323	16,478,021	16,684,657	16,763,942
StarMetro	8,390,454	8,134,393	8,214,139	8,214,139
Water	27,166,642	27,424,514	29,087,466	29,087,466
Donations	108,440	118,166	81,300	81,800
Transfers				
From Deficiencies Fund to General	400,000	150,000	0	0
From Other Funds	1,978,373	2,236,454	1,846,131	1,846,131
From Stormwater	319,000	319,300	319,300	319,300
From Gas Tax Construction	204,260	704,260	704,260	704,260
From Second Dollar	125,000	125,000	125,000	125,000
From Law Enforcement Trust - State	50,000	50,000	30,000	130,000
From Law Enforcement Trust - Federal	30,000	30,000	50,000	50,000
From Airline Prepaid Fee Credits to				
Aviation	984,688	990,657	571,339	674,467
TOTAL REVENUES	648,582,987	633,469,737	625,502,926	643,241,036
Unallocated Internal Service Funds				
Energy Conservation Fund	0	691,759	706,041	822,974
Risk Management Fund	840,045	784,599	24,505	72,711
Wholesale Energy Fund	19,495,478	16,971,000	23,129,325	22,943,807
800 MHz Fund	561,609	422,648	665,195	665,195
Contributions from Utilities to General Fund	33,684,132	34,620,031	34,437,385	34,437,385
Contribution to StarMetro Fund from				
General Fund	7,925,134	8,439,378	8,582,185	8,544,397
TOTAL CONTRIBUTIONS & TRANSFERS	62,506,398	61,929,415	67,544,636	67,486,469
TOTAL APPROPRIATION	711,089,385	695,399,152	693,047,562	710,727,505

City of Tallahassee
Fiscal Year 2012 Approved Budget

SUMMARY OF APPROPRIATIONS
OPERATING BUDGET - ALL FUNDS

	ACTUAL FY 2010	ESTIMATE* FY 2011	PROPOSED FY 2012	APPROVED FY 2012
<u>EXPENDITURES</u>				
Aviation Fund	9,755,066	10,633,563	11,019,563	11,094,563
Building Inspection Fund	2,487,566	2,849,904	2,930,220	2,930,220
Cemetery Perpetual Care Trust	526,336	494,589	491,333	466,358
Donations	47,300	71,300	81,300	81,800
Electric Fund	331,371,595	317,965,318	328,484,307	315,632,343
Energy Conservation Fund	0	691,759	706,041	822,974
Fire Services	31,184,216	31,598,864	33,150,051	33,236,929
Gas Fund	33,207,839	32,806,880	40,141,393	40,141,393
General Fund	127,392,775	132,271,713	136,583,691	135,095,085
Golf Course Fund	774,303	807,667	1,025,244	1,025,244
Risk Management Fund	840,045	784,599	24,505	72,711
Sewer Fund	50,561,833	52,448,617	59,401,224	59,401,224
Solid Waste Fund	20,174,129	20,225,835	24,507,715	24,507,715
Stormwater Fund	9,255,844	16,478,021	16,684,657	16,763,942
StarMetro Fund	16,315,588	16,573,771	16,796,324	16,758,536
Transfer from Wholesale Energy Fund	19,495,478	16,971,000	23,129,325	22,943,807
Water Fund	27,166,642	27,338,213	29,087,466	29,087,466
800 MHz Fund (Unallocated)	561,609	422,648	665,195	665,195
TOTAL EXPENDITURES	681,118,164	681,434,261	724,909,554	710,727,505
NET POSITION BEFORE ADJUSTMENTS	29,971,221	13,964,891	-31,861,992	0
<u>ADJUSTMENTS</u>				
Transfer to Electric Operating Reserve Fund	7,990,310	4,764,150		
Transfer to Golf RR&I	83,324	132,552		
Transfer to Gas RR&I	3,218,686	1,831,521		
Transfer to Sewer RR&I	3,996,512	4,191,962		
Transfer to Solid Waste - Rate Stabilization Reserve	2,353,965	1,817,981		
Transfer to Stormwater RR&I	7,091,479	0		
Transfer to Airline Prepaid Fees Credit	990,657	174,966		
Transfer to Airline RR&I	1,066,651	262,449		
Transfer to Deficiencies	3,118,497	656,143		
Transfer to Water RR&I	0	86,301		
TOTAL ADJUSTMENTS	29,910,081	13,918,025		
FISCAL YEAR NET POSITION	61,140	46,866		

* Estimate based on pre-closeout financial data.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Summary of Revenues and Expenditures By Fund

	General Fund	Building Inspection	Fire Services	Electric	Gas	Water	Sewer
REVENUES							
Taxes	56,140,539	0	0	0	0	0	0
Licenses & Permits	2,801,836	2,686,385	320,000	0	0	0	0
Intergovernmental	14,788,559	191,285	30,000	0	0	0	0
Charges for Services	8,708,233	29,550	31,786,078	287,499,091	39,464,177	24,005,908	49,879,032
Rentals & Concessions	0	0	0	0	0	0	0
Sales for Resale & Wheeling	0	0	0	659,707	0	0	0
Surcharge	0	0	0	2,026,367	139,916	1,610,668	869,964
Fines and Forfeitures	3,184,000	0	0	0	0	0	0
Fees & Charges	0	0	0	0	0	0	0
Miscellaneous	2,917,870	0	75,000	77,453	12,300	431,171	0
Interest Earnings	500,000	0	0	4,685,393	80,000	240,000	965,000
System Charge	0	0	0	0	0	519,000	2,300,000
Overhead Allocation	6,981,527	0	0	0	0	0	0
Capitalized Overhead	2,569,705	0	0	3,257,532	445,000	1,213,655	2,300,000
Transfer from Deficiencies	0	0	0	0	0	0	0
Transfer from Fund Balance	0	0	0	0	0	0	0
Transfers from Other Funds	2,065,431	23,000	1,025,851	17,426,800	0	1,067,064	3,087,228
Contributions from Utilities	34,437,385	0	0	0	0	0	0
Subtotal	135,095,085	2,930,220	33,236,929	315,632,343	40,141,393	29,087,466	59,401,224
Transfers from Risk Management, 800 MHZ, Energy Services, and Wholesale Energy Internal Funds.							
TOTAL REVENUES							
EXPENSES							
Personnel Services	78,173,697	1,956,192	21,578,444	23,751,983	1,914,138	5,009,908	11,668,461
Operating Expenses	12,369,927	143,887	1,477,864	23,089,859	1,391,870	1,035,408	4,420,635
Fuel	0	0	0	154,785,000	20,911,809	0	0
Other Services & Charges	2,081,698	0	30,856	2,779,448	82,411	497,500	682,500
Capital Outlay	347,700	0	110,400	322,700	0	15,000	0
Allocated Accounts	17,543,240	317,195	4,923,578	16,121,455	1,927,453	5,158,241	4,848,730
Utilities	5,096,838	0	372,968	405,776	60,460	2,313,893	4,732,810
Debt Service	8,257,110	77,587	826,366	41,318,535	3,861,445	5,894,748	17,111,181
RR&I/Capital Account	0	0	766,400	26,614,333	2,179,000	2,941,944	10,126,300
Vehicle Replacement	1,292,736	14,110	836,052	629,306	49,209	239,597	265,117
Indirect Costs	0	276,644	589,961	1,969,265	176,500	596,070	827,457
Contingency	86,375	0	0	0	0	0	0
Transfer to CRA	949,124	0	0	0	0	0	0
Contribution to CRPTA	0	0	0	0	0	0	0
Contribution To General Fund	0	0	303,200	23,844,683	2,512,094	2,999,663	3,667,474
Transfer to Other Funds	8,544,397	144,605	0	0	350,813	0	0
Transfer to Fund Balance/RR&I	352,243	0	1,420,840	0	4,724,191	2,385,494	1,050,559
Subtotal	135,095,085	2,930,220	33,236,929	315,632,343	40,141,393	29,087,466	59,401,224
Unallocated Portions of Internal Services Funds (Risk Management, 800 MHZ, Energy Services, and Wholesale Energy)							
TOTAL EXPENSES							

City of Tallahassee
Fiscal Year 2012 Approved Budget
Summary of Revenues and Expenditures By Fund

	Airport	StarMetro	Solid Waste	Storm Water	Golf Course	Donations	Cemetery	Total
REVENUES								
Taxes	0	0	0	0	0	0	0	56,140,539
Licenses & Permits	0	0	0	0	0	0	0	5,808,221
Intergovernmental	0	1,743,766	0	0	0	0	0	16,753,610
Charges for Services	9,702,700	6,470,373	22,515,586	15,948,901	839,465	0	21,094	496,870,188
Rentals & Concessions	0	0	0	0	180,625	0	0	180,625
Sales for Resale & Wheeling	0	0	0	0	0	0	0	659,707
Surcharge	0	0	0	0	0	0	0	4,646,915
Fines and Forfeitures	0	0	0	0	0	0	0	3,184,000
Fees & Charges	1,349,496	0	0	0	0	0	0	1,349,496
Miscellaneous	0	0	1,930,901	37,550	0	81,800	0	5,564,045
Interest Earnings	42,367	0	61,228	21,835	5,154	0	147,341	6,748,318
System Charge	0	0	0	0	0	0	0	2,819,000
Overhead Allocation	0	0	0	0	0	0	0	6,981,527
Capitalized Overhead	0	0	0	0	0	0	0	9,785,892
Transfer from Deficiencies	0	0	0	0	0	0	0	0
Transfer from Fund Balance	0	0	0	755,656	0	0	297,923	1,053,579
Transfers from Other Funds	0	8,544,397	0	0	0	0	0	33,239,771
Contributions from Utilities	0	0	0	0	0	0	0	34,437,385
Subtotal	11,094,563	16,758,536	24,507,715	16,763,942	1,025,244	81,800	466,358	686,222,818
Transfers from Risk Management, 800 MHZ, Energy Services, and Wholesale Energy Internal Funds.								24,504,687
TOTAL REVENUES								710,727,505
EXPENSES								
Personnel Services	4,477,284	9,334,826	4,893,637	5,044,698	433,960	0	211,428	168,448,656
Operating Expenses	928,379	3,251,898	5,564,140	597,327	77,704	63,494	124,880	54,537,272
Fuel	0	0	0	0	0	0	0	175,696,809
Other Services & Charges	30,000	2,000	145,000	60,000	0	0	0	6,391,413
Capital Outlay	0	0	74,885	107,610	0	0	0	978,295
Allocated Accounts	1,249,910	1,251,900	3,762,729	2,512,307	148,695	0	47,253	59,812,686
Utilities	1,061,813	2,427,008	6,912,028	149,176	183,475	0	25,522	23,741,767
Debt Service	1,088,673	11,512	0	43,320	896	0	0	78,491,373
RR&I/Capital Account	328,891	0	0	6,424,803	0	0	0	49,381,671
Vehicle Replacement	41,076	9,865	618,549	386,780	44,318	0	0	4,426,715
Indirect Costs	369,352	469,527	285,650	1,118,621	19,611	0	28,878	6,727,536
Contingency	0	0	0	0	0	0	0	86,375
Transfer to CRA	0	0	0	0	0	0	0	949,124
Contribution to CRPTA	0	0	0	0	0	0	0	0
Contribution To General Fund	0	0	1,413,471	0	0	0	28,397	34,768,982
Transfer to Other Funds	1,025,851	0	0	319,300	0	0	0	10,384,966
Transfer to Fund Balance/RR&I	493,334	0	837,626	0	116,585	18,306	0	11,399,178
Subtotal	11,094,563	16,758,536	24,507,715	16,763,942	1,025,244	81,800	466,358	686,222,818
Unallocated Portions of Internal Services Funds (Risk Management, 800 MHZ, Energy Services, and Wholesale Energy)								24,504,687
TOTAL EXPENSES								710,727,505

Internal Service Funds

OVERVIEW

Internal service funds are established to account for the financing of goods and services provided by one department or unit to other departments or units of the government on a cost reimbursement basis. In general, expenses associated with these funds are billed to other city units through allocation methodologies deemed reasonable for each activity. External revenues are deducted from expenses before allocation. A brief description of each budgeted internal service fund follows.

Revenue Fund

The Revenue Fund supports activities performed by the Revenue Collection unit. Utility Accounts and Customer Account Services, which were previously part of the Read, Bill and Collect (RB&C) Fund, were consolidated into the Utility Services Fund in FY 2006. Revenue collection is a part of the Treasurer-Clerk's Office and is responsible for collecting customer payments for city services, fees, and taxes. Additionally, the unit enforces business tax (formerly called occupational licenses) and telecommunication tax ordinances, and operates the city's mailroom.

The Revenue Fund is further separated into functional areas to distribute cost to user departments. Revenues are derived from charges to user departments based upon the workload they generate. Utility departments (Electric, Gas, Water Utility, Stormwater and Solid Waste) provide nearly 87% of the revenues for this fund. The remainder is primarily provided by the General Fund to support ordinance enforcement, mailroom services, parking ticket hearings and collection of General Fund revenues.

Information Systems Services Fund

The Information Systems Services Fund supports activities of the Information Systems Services (ISS) Division within the Department of Management and Administration. ISS is responsible for providing computer, telecommunications and radio services for all city departments. Revenues are derived through the distribution of ISS costs to user departments based on statistical data related to utilization of city active directory counts, programmer time, number of computers, long distance telephone charges, number of telecommunication devices and number of radio devices. Various other direct charges for specific dedicated service costs, such as the geographic information system, electronic documents management system and the permit enforcement tracking system also are allocated to departments.

Garage Fund

All activities associated with the cost of maintaining and operating the city's fleet (with the exception of StarMetro buses) are accounted for within the Garage Fund. This fund supports the Fleet Management Department. Budgeted revenues are based upon prior fiscal year actual amounts of labor, parts, and fuel. Actual revenues are derived from hourly service costs and overhead rates that are charged to departments for vehicle service. These rates are determined annually to offset the cost of the Garage Fund operations. Fund balance is used to support the vehicle costs of the Fleet Management Department.

Accounting Fund

The Accounting Fund supports activities performed by the City's Accounting Services Division in the Department of Management and Administration. Activities include general accounting functions, payroll, systems control and financial reporting for the City of Tallahassee, BluePrint 2000 and Community Regional Transportation Planning Agency.

All revenues are derived from charges to user departments. Payroll costs are allocated based upon the number of paychecks provided to each department. Accounts Receivable unit costs are allocated based upon the percentage of accounts receivable activity for each department. Fixed Assets unit costs are allocated based upon the number of fixed assets records by fund. All other costs are allocated based on the number of accounting transactions per unit.

Internal Service Funds

Purchasing Fund

The Purchasing Fund supports all components of the city's centralized procurement services. The Procurement Division is located in the Department of Management and Administration.

Procurement Division revenues are provided through the distribution of costs to user departments. These costs are grouped into three functional areas - purchasing, accounts payable and warehouse services. The purchasing section is further broken down by purchase order expense, contract expense, and purchase card expense. Each of these expenses is allocated based on the number of transactions by cost center. The accounts payable section is supported from charges to user departments based on the number of vouchers created in the financial system. Warehouse services are allocated based on the value of purchases from the warehouse by fund.

Reproduction services are also supported from the Purchasing Fund. However, these costs are not allocated. Revenues are derived when services are rendered. Actual revenues are reviewed at year-end to ensure cost recovery.

Human Resources Fund

The Human Resources Fund provides funding for the Human Resources and Equity and Workforce Development Departments. In FY10, the Human Resources Department became a division of the Department of Management and Administration. In FY11, Equity & Workforce Development will also become a division of Department of Management and Administration. Revenues are derived primarily through distribution of costs to user departments based on the number of permanent employees in each department. Exceptions include costs related to the union negotiation process, temporary position transactions, and routine drug testing. These costs are allocated to cost centers based upon the utilization of these services.

Pension Fund

The Pension Fund supports the Pension Division in the Office of the Treasurer-Clerk. The division's costs are included in the cost of pension benefits contained within all operating departments' personnel services budgets. The fund's position is reviewed annually to ensure that sufficient balances are available to support the city's retirement plan.

Risk Management Fund

The Risk Management Fund supports activities of the Risk Management Division in the Office of the Treasurer-Clerk. The unit is responsible for administering the city's self-insurance, purchased insurance, claims investigations and loss prevention programs. Revenues are derived through the distribution of costs to user departments based on the dollar value of all projected insurance and claim expenditures. The fund also supports five positions in the Legal Department through a direct transfer to the General Fund from the Risk Management Reserve Fund Balance. Prior year claims are also supported from this transfer and not allocated to departments.

Utility Services Fund

The Utility Services Fund supports the Utility Business and Customer Services Department (UBCS). UBCS includes Administration, Market and Business Research, Special Projects, Customer Account Services and Utility Accounts.

Revenues for the Utility Services Fund are derived through the allocation of cost to the Electric, Solid Waste and Underground Utilities (Gas, Water, Sewer and Stormwater Funds) Departments and the General Fund based upon projected time and resources devoted to these areas. Expenses related to fiber optic activities, which were previously allocated directly to the Electric Department, have been moved to the Electric Utility. These costs, which are supported by leases on the city's fiber optic network, result in revenue to the Electric Fund.

Internal Service Funds

Energy Services Fund

The Energy Services Fund supports activities performed by the Wholesale Energy Services (WES) and Retail Energy Services Divisions. The WES division is responsible for the purchase of fuel and energy for the city's gas and electric utilities. Additionally, WES purchases and sells power and gas on the open market. Administrative costs are included in the cost of power and fuel budgeted in the electric and gas utilities. Profit from sales to others reduces administrative costs to electric and gas customers. Accounting Services reviews the fund's position bi-annually and adjusts expenses based upon actual fiscal performance of the WES unit.

The Retail Energy Services Division is responsible for direct customer services in the utility area that includes service contracts, energy efficiency loans, rebates and other programs for retail utility customers. Expenses related to Retail Services are allocated based upon the percentage of time devoted to activities for the Electric, Gas, Water, Solid Waste and Energy Conservation funds.

Communications Fund

The Communications Fund supports the 800 MHz Radio Communications unit within Information Systems Services. Revenues are derived from the Leon County Sheriff's Office per agreement and rentals from other users. The remaining cost is allocated to user departments and is based on the number of 800 MHz devices per department.

Environmental Policy and Energy Resources

The newly established Environmental Policy and Energy Resources (EPER) Fund supports policy development, green city initiatives, measurement and evaluation, community outreach and environmental regulatory compliance to both internal and external programs. This will encourage sustainable practices which minimize energy consumption, foster use of renewable resources, reduce negative environmental impacts, protect our natural resources and guide the city towards achieving a goal of 59 megawatt reduction by 2012. Revenues for the Energy Policy and Energy Resources Fund are derived through allocation of cost to the Electric, Underground Utilities and Solid Waste Departments, and the General Fund, based upon projected time and resources devoted to these areas.

City of Tallahassee
Fiscal Year 2012 Approved Budget ISF Revenues & Expenditures

Source of Transfer	Communication Fund 160	Information Systems Services Fund 705	Revenues Fund 710	Garage Fund 715	Accounting Fund 720	Purchasing Fund 725
From 800mhz Fund	0	2,317	2,016	1,221	11,119	10,016
From Accounting Fund	0	224,643	60	0	7,429	3,034
From Airport Fund	32,151	429,344	39,310	89,209	83,933	152,312
From Blueprint 2000	0	490	0	0	20,874	33,401
From Building Inspection Fund	0	174,169	5,703	34,385	16,282	2,923
From Cemetery Perpetual Fund	0	14,890	860	4,422	9,382	2,468
From Electric Energy Conservation	0	0	0	0	0	0
From Electric Fund	103,343	2,060,464	858,897	730,422	874,267	550,487
From Environmental Energy	0	66,137	0	737	3,477	7,363
From Fire Fund	156,623	1,645,136	87,717	816,457	140,040	73,470
From Garage Fund	7,808	181,497	675	215,800	145,326	68,502
From Gas Fund	12,860	243,089	102,058	135,827	80,218	25,202
From General Fund	591,583	6,391,236	941,641	2,156,214	1,190,760	652,887
From Golf Course Fund	0	3,636	12,298	38,963	18,455	0
From Human Resource Fund	0	276,131	116	11,669	39,731	28,070
From Information System Services	0	294,593	272	27,805	67,964	32,164
From Capital Regional Trans Agency	0	25,813	0	0	16,048	9,472
From Pension Admin Fund	0	58,760	0	0	11,222	3,132
From Pooled Pension Fund	0	0	0	0	0	0
From Purchasing Fund	0	154,309	740	1,176	20,604	3,045
From Revenue Collection Fund	0	239,332	0	4,813	15,531	4,853
From Sale to Electric Fund	0	0	0	0	0	0
From Self-Insurance Fund	0	79,006	1,875	0	22,118	19,094
From Sewer Fund	55,576	861,591	138,454	510,696	306,425	236,060
From Solid Waste Fund	45,012	153,043	65,496	1,123,708	84,313	26,341
From StarMetro Fund	71,192	279,537	32,630	15	86,019	67,370
From Stormwater Fund	0	390,883	53,079	631,192	59,168	26,815
From Utility Services Fund	23,424	1,983,165	343	123,975	80,887	39,683
From Water Fund	36,744	877,960	70,696	576,759	120,019	74,534
From Wholesale Energy Service	0	164,059	49,379	40,742	41,546	12,844
Internal Service Fund Totals	1,136,316	17,275,230	2,464,315	7,276,207	3,573,157	2,172,632
Revenue from Outside	665,195	1,135,419		25,750		
Interest & Other Miscellaneous	40,155	100,000	41,735	653,753	100	195,000
Grand Total	1,841,666	18,510,649	2,506,050	7,955,710	3,573,257	2,367,632
Expenditures by Department						
Equity & Workforce Development						
Human Resources						
Management & Administration	1,841,666	18,510,649			3,573,257	2,367,632
Fleet Management				7,955,710		
Legal						
Treasurer Clerk			2,506,050			
Energy Services						
Utility Business/Customer Services						
Environmental Policy & Energy Resch						
Grand Total	1,841,666	18,510,649	2,506,050	12,335,765	3,573,257	2,367,632

City of Tallahassee
Fiscal Year 2012 Approved Budget ISF Revenues & Expenditures

Source of Transfer	Human Resources Fund 730	Pension Fund 735	Risk Management Fund 740	Utility Services Fund 755	Energy Services Fund 760	Environmental Policy & Energy Resources Fund 765
From 800mhz Fund	8,761	0	0	0	0	0
From Accounting Fund	37,639	0	2,027	0	0	0
From Airport Fund	83,911	0	385,758	0	0	0
From Blueprint 2000	9,235	0	0	0	0	0
From Building Inspection Fund	36,961	0	17,925	0	0	0
From Cemetery Perpetual Fund	5,269	0	2,799	0	0	0
From Electric Energy Conservation	0	0	0	0	822,974	0
From Electric Fund	388,273	0	4,089,458	4,608,692	140,268,108	1,064,609
From Environmental Energy	4,606	0	0	0	0	0
From Fire Fund	365,003	0	392,646	1,139,217	0	0
From Garage Fund	74,574	0	74,961	0	0	91,196
From Gas Fund	48,765	0	52,163	811,251	19,596,849	57,711
From General Fund	1,408,844	0	2,422,515	147,534	0	114,635
From Golf Course Fund	4,579	0	36,392	0	0	0
From Human Resource Fund	40,437	0	3,865	0	0	0
From Information System Services	99,870	0	15,672	0	0	0
From Capital Regional Trans Agency	7,747	0	0	0	0	0
From Pension Admin Fund	10,465	0	2,027	0	0	0
From Pooled Pension Fund	0	1,125,643	0	0	0	0
From Purchasing Fund	33,338	0	9,069	0	0	0
From Revenue Collection Fund	30,961	0	12,428	0	0	0
From Sale to Electric Fund	0	0	0	0	15,027,913	0
From Self-Insurance Fund	15,789	0	2,904	0	0	0
From Sewer Fund	263,408	0	623,886	1,272,102	0	272,997
From Solid Waste Fund	115,251	0	313,099	910,387	16,460	151,074
From StarMetro Fund	224,282	0	490,798	0	0	0
From Stormwater Fund	117,518	0	144,990	926,495	0	0
From Utility Services Fund	150,057	0	241,212	119,850	0	0
From Water Fund	137,614	0	280,638	2,421,255	65,838	217,452
From Wholesale Energy Service	37,792	0	16,293	19,100	0	0
Internal Service Fund Totals	<u>3,760,949</u>	<u>1,125,643</u>	<u>9,633,525</u>	<u>12,375,883</u>	<u>175,798,142</u>	<u>1,969,674</u>
Revenue from Outside	0		0	77,628	22,943,807	
Interest & Other Miscellaneous	49,220		73,672	24,079	42,173	0
Grand Total	<u>3,810,169</u>	<u>1,125,643</u>	<u>9,707,197</u>	<u>12,477,590</u>	<u>198,784,122</u>	<u>1,969,674</u>
Expenditures by Department						
Equity & Workforce Development	821,374					
Human Resources	2,988,795					
Management & Administration						
Fleet Management						
Legal						
Treasurer Clerk		1,125,643	9,707,197			
Energy Services					198,784,122	
Utility Business/Customer Services				12,477,590		
Environmental Policy & Energy Resch						1,969,674
	<u>3,810,169</u>	<u>1,125,643</u>	<u>9,707,197</u>	<u>12,477,590</u>	<u>198,784,122</u>	<u>1,969,674</u>

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Charter and Executive Services				
<u>Treasurer-Clerk</u>				
12BusinesTa	Business Tax (Occupational License)	0.00	474	0
12InPerPayI	In Person Payments	0.00	20,315	0
12InPerPayF	In Person Payments	0.00	-72,493	0
12MailOpertr	Mail Operation	0.00	-19,800	0
12RemProceR	Remittance Processing	0.00	6,632	0
12RevProcR	Revenue Processing, Return Check & Misc Taxes	0.00	45,000	0
12RevProcR	Revenue Processing, Return Check & Misc Taxes	0.00	-20,000	0
12RiskEvalC	Risk Evaluation and Control	0.00	-508,200	0
	Treasurer-Clerk	0.00	-548,072	0
<u>City Auditor</u>				
96	Copier Lease	0.00	3,600	0
98	Reproduction	0.00	1,000	0
	City Auditor	0.00	4,600	0
<u>Executive Services</u>				
140401	Increase memberships/telephone budget by \$300 each	0.00	600	0
140501	Increase telephone budget to cover Smart Phone costs	0.00	300	0
	Executive Services	0.00	900	0
<u>Environmental Policy and Energy Resources</u>				
29Elec11	2907_Technology_Utilization	1.00	95,640	0
52movetemp	Move temporary salary to PPD	0.00	35,815	0
52movetemp	Move temporary salary from Administration	0.00	-35,815	0
	Environmental Policy and Energy Resources	1.00	95,640	0
	Charter and Executive Services	1.00	-446,932	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Administration and Management Services				
Management and Administration				
410101	Reduction in Admin Operating Accounts	0.00	-10,000	0
410201	Reduction in Budget Office Expenses	0.00	-21,326	0
410301	Accounting Services 3% Reductions	0.00	-72,793	0
4104	Reduction in Purchasing Operating Expenses	0.00	-4,326	0
4105A	Outsource Help Desk & Reassign 3 FTEs	0.00	-22,655	0
4105B	Reduce FTE to Part-Time	0.00	-34,852	0
4105C	Reduce RCD Operating Expenses	0.00	-28,063	0
4105D	Reduction in ISS Operating Expenses	0.00	-186,367	0
41HR-521013%	reduction in proposed Advertising budget	0.00	-150	0
41HR-521023%	Reduction in proposed Safety-Cleaning & Laundry	0.00	-30	0
41HR-521033%	Reduction in proposed Reproduction account	0.00	-409	0
41HR-521043%	Reduction in proposed Unclas Prof Fees	0.00	-167	0
41HR-521103%	Reduction in proposed Equipment Repairs	0.00	-30	0
41HR-521113%	Reduction in proposed Medical Services account	0.00	-2,202	0
41HR-521183%	reduction in proposed Unclass Contractual Services	0.00	-3,819	0
41HR-522083%	reduction in proposed Telephone account	0.00	-74	0
41HR-523023%	reduction in proposed Food account	0.00	-63	0
41HR-523063%	reduction in proposed Office Supplies account	0.00	-481	0
41HR-523083%	reduction in proposed Unclassified Supplies account	0.00	-183	0
41HR-523143%	reduction in proposed Safety Materials & Supplies account	0.00	-30	0
41HR-524023%	reduction in proposed Journals & Books account	0.00	-15	0
41HR-524073%	reduction in proposed Rent Expense-Machines	0.00	-162	0
41HR-524083%	reduction in proposed Unclassified Charges	0.00	-4,482	0
Management and Administration		0.00	-392,679	0
Administration and Management Services		0.00	-392,679	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Safety and Neighborhood Services				
<u>Fire</u>				
20ARFF	Annual Airport Fire Rescue training.	0.00	20,000	0
		0.00	20,000	0
<u>Police</u>				
21SL3ReducPosition	Eliminations	2.00	-111,086	0
		2.00	-111,086	0
<u>Parks, Recreation and Neighborhood Affairs</u>				
23CSL12	Palmer Munroe Teen Center positions	2.75	170,356	0
23JGG01	Jake Gaither Maintenance	0.00	45,659	0
	Parks, Recreation and Neighborhood Affairs	2.75	216,015	0
<u>Economic and Community Development</u>				
26 ECDredu252	Code Position Reduction	-1.00	-69,942	0
	Economic and Community Development	-1.00	-69,942	0
	Safety and Neighborhood Services	3.75	54,987	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title		FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Development and Transportation Services					
Public Works					
Drainage01	Drainage Maintenance Program		0.00	142,320	0
		Public Works	0.00	142,320	0
Planning					
25RSL01	Planning FY12 line item reductions		0.00	-22,739	0
		Planning	0.00	-22,739	0
Aviation					
27DSL01	Institute Cost-Savings Strategies		0.00	-284,912	-284,913
27DSL02	Reclassify Positions Due to New Programs		0.00	1,107	5,995
27ISL01	Increase Due to Reclassifications and Transfer of Programs		0.00	6,323	6,324
27ISL03	Reclassify Positions Due to Transferring Programs		0.00	6,004	0
		Aviation	0.00	-271,478	-272,594
StarMetro					
28DARSavinFree	fixed route service to Dial-A-Ride Customers		0.00	-73,320	0
28GARAGEFTHREE	NEW MECHANICS FOR NOVA 2010		1.00	42,919	0
		StarMetro	1.00	-30,401	0
		Development and Transportation Services	1.00	-182,298	-272,594

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Utility Services				
<u>Electric Utility</u>				
29CSL01	FY12 CSL Reduction	0.00	-11,500	0
29Elec01	2901_RSL_Austerity_Choices	0.00	-1,500,000	0
29Elec11	2907_Technology_Utilization	4.00	-1,327	0
29ISL-AFT	2 New Safety FTEs per City Manager	1.00	96,521	0
29USC01	2909_ISL_Sr_Inv_Specialist_FTE	1.00	32,308	0
	Electric Utility	6.00	-1,383,998	0
<u>Solid Waste</u>				
350TON	Tonnage Fee Increase	0.00	264,000	0
35RSL01	Solid Waste FY12 line item reductions	0.00	-2,500	0
	Solid Waste	0.00	261,500	0
<u>Utility Business And Customer Services</u>				
37CSL01	CSL Reduction	0.00	-50,000	0
37UCS01	Part-Time Staff Funding for Utility Customer Services	0.00	89,000	0
	Utility Business And Customer Services	0.00	39,000	0
<u>Energy Services</u>				
43CAPISL01	Remove Capitalized Wages Wholesale	0.00	35,000	0
43CAPISL02	Remove Capitalized Wages Retail	0.00	102,990	0
43ExpRSL01	Reduce Unclassified Supplies 430201	0.00	-4,950	0
	Energy Services	0.00	133,040	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Utility Services				
<u>Underground Utilities</u>				
49AWTCher	AWT Increased Chemicals	0.00	75,000	0
49Cert&Licel	Certificates & Licenses	0.00	3,000	0
49ChemMed	Chem-Med-Lab	0.00	5,000	0
49ChemMed	Chem-Med-Lab	0.00	90,000	0
49ChemMed	Chem-Med-Lab	0.00	150,000	0
49ChemMed	Chem-Med-Lab	0.00	-1,219	0
49Clean&Lai	Cleaning and Laundry	0.00	2,500	0
49Clean&Lai	Cleaning and Laundry	0.00	3,000	0
49CompEq2I	Computer Equipment	0.00	7,420	0
49CompEqIS	Computer Equipment	0.00	15,000	0
49CompSoft	Computer Software	0.00	8,696	0
49CompSoft	Computer Software	0.00	2,284	0
49EnConSer	Environmental Contractual Services	0.00	50,000	0
49EquipRepz	Equipment Repairs	0.00	15,000	0
49EquipRepz	Equipment Repairs	0.00	10,152	0
49Journ&Boo	Journals and Books	0.00	2,500	0
49NonCapFu	Non-Capital-Furniture & Equipment	0.00	2,500	0
49NonCapFu	Non-Capital-Furniture & Equipment	0.00	3,000	0
49OffSupplS	Office Supplies	0.00	2,000	0
49Oil&Lub2I	Oil & Lubricants	0.00	4,000	0
49Oil&LubISI	Oil & Lubricants	0.00	12,000	0
49RentExpMR	Rent Expense - Machines	0.00	2,000	0
49RentExpMR	Rent Expense - Machines	0.00	2,000	0
49RentExpMR	Rent Expense - Machines	0.00	2,516	0
49Reproduct	Reproduction	0.00	2,000	0
49SafeMatSi	Safety Materials and Supplies	0.00	5,000	0
49SafeMatSi	Safety Materials and Supplies	0.00	5,000	0
49Telephone	Telephone	0.00	670	0
49TempWag	Temporary Wages	0.00	6,544	0
49Trav&Trair	Travel and Training	0.00	5,000	0
49UnClassCI	Unclassified Charges	0.00	260,000	0
49UnClassR	Unclassified Charges	0.00	-2,000	0
49UNCLASS	Unclassified Supplies	0.00	75,000	0
49UNCLASS	Unclassified Supplies	0.00	-35,000	0
49UnclasSup	Unclassified Supplies	0.00	-1,641	0
49UnclasSup	Unclassified Contractual Services	0.00	-32,000	0
49UnClasSu	Unclassified Supplies	0.00	-12,500	0
49UnClasSu	Unclassified Supplies	0.00	-9,500	0
49UnClasSu	Unclassified Supplies	0.00	-7,500	0
49UnClasSu	Unclassified Contractual Services	0.00	-4,000	0
49UnclConSi	Unclassified Contractual Services	0.00	50,000	0
49UnclConSi	Unclassified Contractual Services	0.00	-670	0
49UnclConSi	Unclassified Contractual Services	0.00	153,062	0
49UnclConSi	Unclassified Contractual Services	0.00	-13,794	0
49UnclConSi	Unclassified Contractual Services	0.00	17,000	0
49UnclConSi	Unclassified Contractual Services	0.00	-875	0
49UnifClothF	Uniforms and Clothing	0.00	-3,000	0
49VehFuel2I	Vehicle Fuel	0.00	5,612	0
49VehFuel3I	Vehicle Fuel	0.00	5,394	0
49VehFuelIS	Vehicle Fuel	0.00	25,815	0
49VehGarEx	Vehicle Garage Expense	0.00	4,355	0
49VehGarEx	Vehicle Garage Expense	0.00	8,328	0
49VehGarEx	Vehicle Garage Expense	0.00	19,517	0
49VehRep2I	Vehicle Replacement	0.00	3,368	0
49VehRepIS	Vehicle Replacement	0.00	5,705	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Utility Services				
<u>Underground Utilities</u>				
49VehRepla	Vehicle Replacement	0.00	1,120	0
	Underground Utilities	0.00	1,004,359	0
	Utility Services	6.00	53,901	0
City-Wide Approved Service Level Changes Grand Total		11.75	-913,021	-272,594

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Charter and Executive Services				
<u>Executive Services</u>				
14101	ExecuCopier rental costs	0.00	2,000	0
	Executive Services	0.00	2,000	0
	Charter and Executive Services	0.00	2,000	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Administration and Management Services				
<u>Management and Administration</u>				
41HR2	41HR2 Certification Screening	0.00	5,738	0
	Management and Administration	0.00	5,738	0
	Administration and Management Services	0.00	5,738	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Safety and Neighborhood Services				
Fire				
20PublicEducNew	Public Educator FTE	0.00	18,610	0
		0.00	18,610	0
Police				
21SL2	School Crossing Guard Pay Adjustment	0.00	48,164	0
		0.00	48,164	0
Parks, Recreation and Neighborhood Affairs				
23CIP02	Cascade Park Operating Expenses	0.00	466,802	0
23ISL02	Funding from PRNA/ECD Consolidation/Re-organization	0.00	78,665	0
23JGG02	Jake Gaither Maintenance Temporary Staff Funding	0.00	41,000	0
	Parks, Recreation and Neighborhood Affairs	0.00	586,467	0
	Safety and Neighborhood Services	0.00	653,241	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Development and Transportation Services				
StarMetro				
195	ISL Vehicle Replacement	0.00	80,000	0
	StarMetro	0.00	80,000	0
	Development and Transportation Services	0.00	80,000	0

City of Tallahassee

Fiscal Year 2012 Adopted Budget - Non-Approved Service Level Changes

Issue Number	Issue Title	FY 2012 FTE	FY 2012 Expenditures	FY 2012 Revenues
Utility Services				
<u>Utility Business And Customer Services</u>				
37UM01	Part-time funding for Community Outreach	0.00	26,500	0
	Utility Business And Customer Services	0.00	26,500	0
<u>Energy Services</u>				
43EXPISL02	Escalation Factor for Expenses	0.00	6,288	0
	Energy Services	0.00	6,288	0
<u>Underground Utilities</u>				
49AWTElect	AWT Program Increased Electricity	0.00	350,000	0
	Underground Utilities	0.00	350,000	0
	Utility Services	0.00	382,788	0
City-Wide Non-Approved Service Level Changes Grand Total		0.00	1,123,767	0

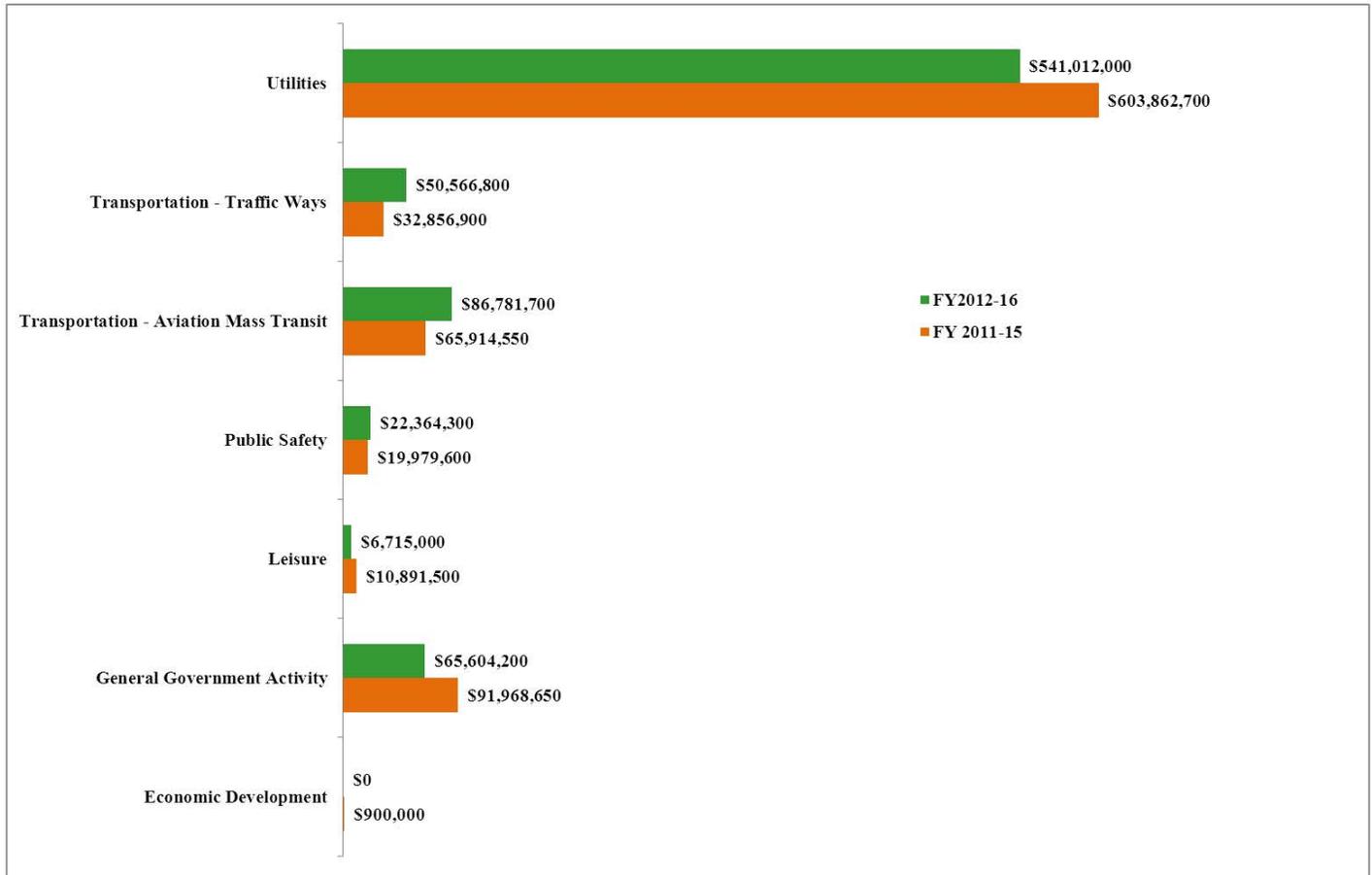
City of Tallahassee
Fiscal Year 2012 Approved Budget
Funding for Outside Agencies
Excluding Pass-Through Grants From Other Agencies

Organization	FY 2011 Approved	FY 2012 Requested	FY 2012 Approved
<u>Cultural</u>			
Cultural Resources Commission:	42,231	42,231	42,231
Cultural Grant Administration	61,697	61,697	61,697
Cultural Grant Program	529,298	529,298	529,298
Arts In Public Places	40,108	40,108	40,108
Cultural Plan (Economic Development)	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>
Subtotal	721,334	721,334	721,334
<u>Social Services</u>			
Juvenile Assessment and Receiving Center	75,000	75,000	75,000
Social Services Grant Program	964,425	964,425	964,425
Hope Community	135,575	135,575	135,575
Project Whole Child	40,000	40,000	40,000
Domestic Violence Coordinating Council	20,000	20,000	20,000
Trauma Center Funding	75,000	75,000	75,000
Leon County Mental Health Court	0	0	30,000
Others	<u>52,000</u>	<u>52,000</u>	<u>52,000</u>
Subtotal	1,362,000	1,362,000	1,392,000
<u>Economic Development</u>			
Downtown Improvement Authority	15,000	15,000	15,000
Economic Development Investment	22,500	22,500	22,500
Qualified Target Industries	6,525	6,525	6,525
Economic Development Council	100,000	115,000	115,000
Capital City Chamber of Commerce	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Subtotal	154,025	159,025	159,025
<u>Historic Preservation</u>			
Tallahassee Trust for Historic Preservation	80,000	80,000	80,000
John Gilmore Riley Center/Museum of African American History & Culture	<u>30,400</u>	<u>30,400</u>	<u>30,400</u>
Subtotal	110,400	110,400	110,400
<u>Environmental</u>			
St. Francis	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
Subtotal	35,000	35,000	35,000
GRAND TOTAL	<u><u>2,382,759</u></u>	<u><u>2,387,759</u></u>	<u><u>2,417,759</u></u>



City of Tallahassee
Fiscal Year 2012 Approved Budget

Historical and Projected Capital Project Expenditures



General Government Activities – \$13.7 million is budgeted in fiscal year 2012 for projects in this category that include vehicle replacement; the environmental compliance and remediation program; applications, database, software and network infrastructure in the Information Systems Services and Treasurer-Clerk departments; funding for water and sewer system charge and tap fee waivers; a master project for city hall improvements; and CDBG-funded improvements at the city’s service centers, among others. Requests from fiscal year 2013 through fiscal year 2016 total nearly \$51.9 million.

Economic Development - This category traditionally has included the historic property preservation program which provides grants and loans that help sustain and revitalize buildings located in areas of the city designated as historic, and the downtown pedestrian enhancement program which promotes the downtown area. Existing unspent balances in both projects are sufficient to accommodate activity in the upcoming fiscal year. No funding is budgeted for this activity in the FY12 capital improvement plan. Funding for fiscal years 2013 and beyond will be evaluated as future budgets are developed.

Leisure - Expenditures during the five-year capital improvement plan support repairs and renovations of existing recreational facilities.

Public Safety - This category includes projects from both the police and fire departments. Major projects include funding to support fire hydrant maintenance and replacement; fire stations at Weems Road, on Lake Bradford Road and in the Southwood community; replacement of Fire’s records management system and a video recording system in the Police Department.

Transportation - Traffic Ways - Projects that enhance bicycle, pedestrian and vehicle safety and which are funded from sales tax, gas tax and general government bonds are included in this category.

Transportation - Aviation Mass Transit - This category includes the capital programs for both StarMetro and the airport. Projects planned include enhancements to StarMetro’s facilities and vehicles. Projects at the airport include capital projects identified in the airport's master plan such as terminal, taxiway and runway improvements.

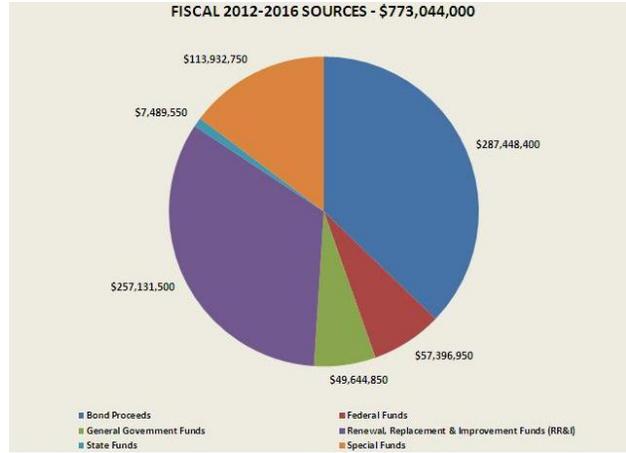
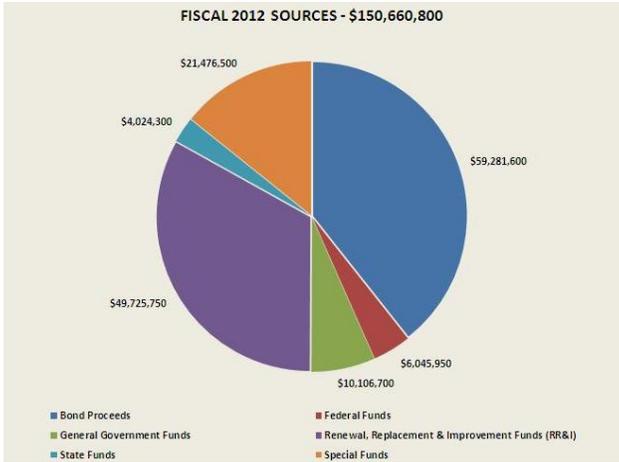
Utilities - Expenditures for all utilities are combined and include electric, gas, stormwater, energy services, water and sewer. Electric expenditures account for the majority of planned expenditures in this category.

FY2012-16 charts exclude \$331,767 reappropriated from pre-FY12 project balances.

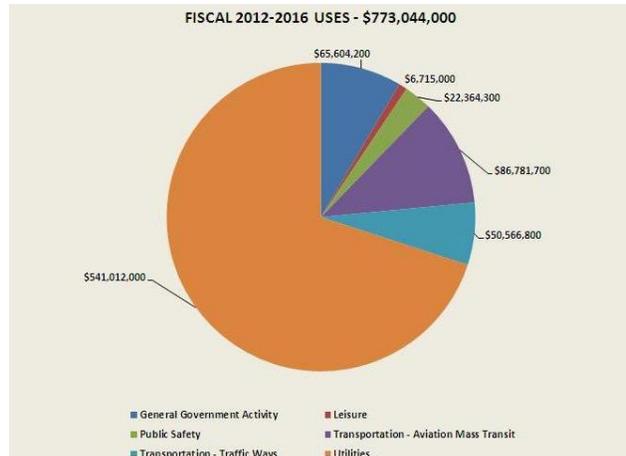
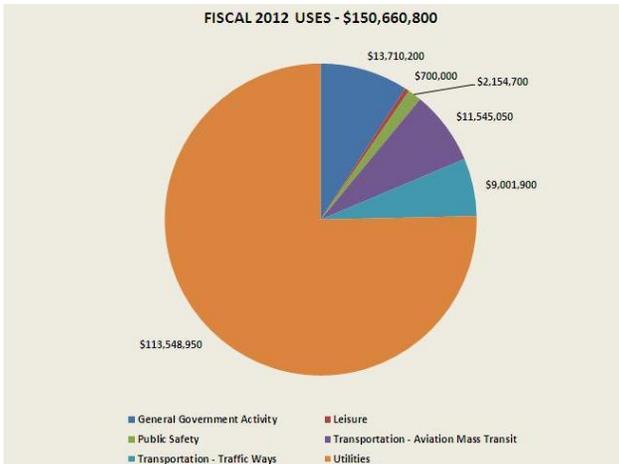


City of Tallahassee
Fiscal Year 2012 Approved Budget

OVERVIEW OF SOURCES



OVERVIEW OF USES



Sources and uses charts exclude \$331,767 re-appropriated in FY12 from pre-FY12 project balances.



City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget

Appropriation Summary

Funding Source	FY 2012	Non-Appropriated Programmed CIP Funding				5 Year Total
	Budget	FY 2013	FY 2014	FY 2015	FY 2016	
<u>Bond Proceeds</u>						
2004 Capital Bond Series	1,158,000	0	0	0	0	1,158,000
Electric Future Bonds	26,317,300	20,355,000	12,855,000	18,905,000	71,430,000	149,862,300
Fire Debt	1,230,350	2,632,900	4,126,200	5,586,500	2,410,550	15,986,500
Gas Energy System Bonds	1,855,550	2,730,000	2,917,050	2,366,100	2,491,850	12,360,550
General Government - Future Bonds	0	10,113,150	7,800,000	500,000	142,000	18,555,150
Sewer Future CUSB	16,075,000	4,282,800	2,900,000	2,500,000	2,590,000	28,347,800
Water Future CUSB	12,645,400	11,495,200	12,130,000	12,627,500	12,280,000	61,178,100
Source Total	59,281,600	51,609,050	42,728,250	42,485,100	91,344,400	287,448,400

Federal Funds

Community Development Block Grant	50,000	50,000	50,000	50,000	50,000	250,000
Federal Aviation Administration	875,000	29,932,000	1,155,000	2,962,500	0	34,924,500
Federal Transportation Administration	1,184,850	1,184,850	1,184,850	1,184,850	1,284,850	6,024,250
FTA Section 5307 Capital	2,845,600	2,931,000	3,018,900	3,109,450	3,202,750	15,107,700
US EPA Grant	1,090,500	0	0	0	0	1,090,500
Source Total	6,045,950	34,097,850	5,408,750	7,306,800	4,537,600	57,396,950

General Government

2005 Sales Tax	3,147,200	3,405,600	1,938,300	2,424,500	1,950,700	12,866,300
Gas Tax	2,827,900	2,926,300	2,993,600	3,057,400	3,123,350	14,928,550
Gas Tax Undesignated Balance	2,204,000	750,000	750,000	750,000	750,000	5,204,000
General Government Capital Improvement Fund - GGCIF	1,600,000	2,418,950	895,000	3,088,400	2,735,650	10,738,000
General Government Capital Project Account - GGCPA	0	1,010,000	1,010,000	1,010,000	1,525,000	4,555,000
Revenue Collection	195,000	30,000	465,000	0	0	690,000
StarMetro Operating Fund	132,600	132,600	132,600	132,600	132,600	663,000
Source Total	10,106,700	10,673,450	8,184,500	10,462,900	10,217,300	49,644,850

Renewal, Replacement & Improvement Funds (RR&I)

Airport RR&I	104,550	230,550	1,830,550	150,000	100,000	2,415,650
Airport RR&I Undesignated Balance	3,245,450	1,821,950	919,450	1,056,250	1,050,000	8,093,100
Electric RR&I	25,276,000	25,987,750	25,278,050	24,784,750	24,365,200	125,691,750
Electric RRI Undesignated Balance	298,000	3,431,250	10,604,450	8,637,750	4,649,500	27,620,950
Fire RR&I	766,400	757,300	747,950	739,400	739,400	3,750,450
Gas RR&I	2,509,250	2,763,100	3,037,000	3,232,000	3,531,350	15,072,700
Gas RR&I Undesignated Balance	56,050	56,050	56,050	56,050	56,050	280,250
Information Sys Svcs RR&I	3,119,150	1,598,800	1,598,800	1,248,800	1,248,800	8,814,350
Sewer RR&I	11,688,300	10,435,500	10,640,500	10,871,500	9,755,500	53,391,300
Sewer RR&I Undesignated Balance	93,250	93,250	93,250	93,250	93,250	466,250
Stormwater RR&I Undesignated Balance	920,000	720,000	720,000	725,000	1,025,000	4,110,000
Water RR&I	1,500,600	1,542,600	1,212,600	1,212,600	1,079,100	6,547,500
Water RR&I Undesignated Balance	148,750	148,750	148,750	148,750	282,250	877,250
Source Total	49,725,750	49,586,850	56,887,400	52,956,100	47,975,400	257,131,500

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget

Appropriation Summary

Funding Source	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
		FY 2013	FY 2014	FY 2015	FY 2016	
Special Funds						
Accounts Receivable	650,000	650,000	650,000	650,000	650,000	3,250,000
Deficiencies Fund	150,000	150,000	150,000	150,000	150,000	750,000
Energy Conservation Fund - Capital Funds	5,190,000	5,190,000	4,950,000	4,950,000	4,950,000	25,230,000
FDOT Toll Road Credit	974,450	995,750	1,017,800	1,040,450	1,063,750	5,092,200
Fleet Reserve Fund	8,600,000	9,600,000	8,600,000	8,600,000	8,600,000	44,000,000
Intergovernmental - Leon County	98,800	98,800	98,800	98,800	98,800	494,000
Passenger Facility Charge	825,000	700,000	700,000	1,125,000	3,000,000	6,350,000
Private Investment Funds	0	88,500	0	500,000	2,500,000	3,088,500
Risk Management Fund	0	100,000	0	0	0	100,000
Solid Waste Rate Stabilization Reserve	53,950	53,950	53,950	53,950	53,950	269,750
StarMetro Accounts Receivable	50,000	50,000	50,000	50,000	50,000	250,000
Stormwater Utility Fee	4,884,300	6,714,000	4,917,000	4,270,000	4,273,000	25,058,300
Source Total	21,476,500	24,391,000	21,187,550	21,488,200	25,389,500	113,932,750
State Funds						
FAMU Campus Dvlpmnt Agreement Stormwater Designation	2,716,750	0	0	0	0	2,716,750
FDOT Capital Grant	90,000	80,000	0	0	0	170,000
Florida Department of Transportation - Aviation	1,217,550	564,000	2,115,000	656,250	50,000	4,602,800
Source Total	4,024,300	644,000	2,115,000	656,250	50,000	7,489,550
Total Funding	150,660,800	171,002,200	136,511,450	135,355,350	179,514,200	773,044,000

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget

Appropriation Summary

Expenditures	FY 2012	<i>Non-Appropriated Programmed CIP Funding</i>				5 Year
	Budget	FY 2013	FY 2014	FY 2015	FY 2016	Total
Aviation	6,267,550	33,337,000	6,720,000	6,450,000	6,800,000	59,574,550
Economic and Community Development	25,000	500,000	500,000	500,000	500,000	2,025,000
Electric Utility	52,243,300	50,126,000	49,089,500	52,679,500	100,796,700	304,935,000
Energy Services	5,190,000	5,190,000	4,950,000	4,950,000	4,950,000	25,230,000
Executive Services	707,050	1,767,950	745,000	1,420,000	2,585,650	7,225,650
Fire	1,996,750	3,390,200	4,874,150	6,325,900	3,149,950	19,736,950
Fleet Management	8,600,000	9,600,000	8,600,000	8,600,000	8,600,000	44,000,000
Management and Administration	3,367,950	1,847,600	1,847,600	1,497,600	1,497,600	10,058,350
Parks, Recreation and Neighborhood Affairs	750,000	1,550,000	1,550,000	1,550,000	1,565,000	6,965,000
Police	157,950	501,000	150,000	1,668,400	150,000	2,627,350
Public Works	9,767,100	16,625,050	12,911,900	6,166,900	6,201,050	51,672,000
StarMetro	5,277,500	5,374,200	5,404,150	5,517,350	5,633,950	27,207,150
Treasurer-Clerk	195,000	280,000	465,000	0	0	940,000
Underground Utilities	55,465,650	40,263,200	38,054,150	37,379,700	36,434,300	207,597,000
Utility Business And Customer Services	650,000	650,000	650,000	650,000	650,000	3,250,000
Total Expenditures	150,660,800	171,002,200	136,511,450	135,355,350	179,514,200	773,044,000



**Debt Policy Analysis
Capital Budget 2012
Capital Improvement Program 2012-2016**

In accordance with the city's debt policy, the following analysis of the compliance of the planned five-year capital program with that policy is presented. The debt management policy imposes a set of eleven (11) policy criteria, defined within the policy as items A through K. These items are presented and discussed individually as follows:

- A. The city will issue debt only for the purpose of acquiring or constructing capital improvements and for making major renovations to existing capital improvements for the general government.

COMMENT: All projects presented in any planned future bond issues comply with this policy.

- B. All capital improvements financed through the issuance of bonds will be financed for a period not to exceed the useful life of the projects, but in no event beyond thirty (30) years.

COMMENT: The capital plan does not directly determine the length of bond issues. However, it is the intent of management that all general government debt will be used to finance improvements having a useful life of not less than 25 years. Additionally, technology projects that are being bond funded are debt financed for a period of 10 years or less.

- C. Year-end surpluses, to the extent available and appropriable, will be used to cash finance previously approved capital projects included in planned bond issues, after meeting identified reserve requirements.

COMMENT: As a result of commission modifications to the city's financing policy, year-end surplus in the general government will be applied toward the subsequent year's operating budget to support general government expenditures, with any remaining balance made available for the cash financing of previously approved capital projects included in planned bond issues. In fiscal year 2009 the City Commission modified this policy to first direct any General Fund year end surpluses to the Deficiencies fund, until the target level is reached.

- D. Debt will not be issued for the replacement of city fleet, street resurfacing, sidewalk, bikeway and minor street construction, the acquisition of office furniture and equipment (except where associated with the acquisition/construction of a building), and other capital improvements of an ongoing nature.

COMMENT: The approved operating budget includes no funding from the general government capital project account (GG/CPA) to support projects. In lieu of GGCPA funding, \$1.6 million is programmed from the general government capital improvement fund (GG/CIF) undesignated balance. Street resurfacing activities are funded from gas tax proceeds. Capital outlays for fleet replacement costs are financed from the fleet reserve fund.

- E. The city shall, as a target, maintain adjusted net debt per capita at or below Moody's Investor Service published median for cities of comparable size. In no event shall the net debt per capita exceed 135% of the published median.

COMMENT: Moody's Investor Service median data is no longer available. The Treasurer-Clerk's Office in conjunction with the Office of Budget & Policy will be looking at alternative comparative data for this element.

- F. The city shall, as a target, maintain the average life of all outstanding debt at or below ten (10) years. In no event shall the average life exceed 13.5 years.

COMMENT: Policy is not directly determined by the capital budget but rather by the City Treasurer-Clerk when constructing a bond issue. It is the intent of management to comply with this policy and all analyses so assume. The average life of all outstanding debt projected as of October 1, 2011, is within the established target.

**Debt Policy Analysis
Capital Budget 2012
Capital Improvement Program 2012-2016**

- G. The interest expense (capitalized interest) on new general government bond issues may be paid from bond proceeds for the period from the time of sale through the end of the current fiscal year.

COMMENT: Policy is not directly determined by the capital budget. However, it is the intent of management to comply with this policy and all analyses so assume.

- H. The city shall establish and maintain bond reserves equal to the maximum principal and interest to come due in any ensuing fiscal year. Bond reserves necessitated by the sale of bonds will be provided for from bond proceeds.

COMMENT: Policy is not directly determined by the capital budget but rather by the City Treasurer-Clerk when constructing a bond issue. It is the intent of management to comply with this policy and all analyses so assume.

- I. The city shall, as a target, maintain the adjusted debt service at or below 10% of general government expenditures. In no event shall the adjusted debt service in any year exceed 13.5% of the general government expenditures.

ELEMENT I Dollar Values are in Thousands (\$000s)	ANALYSIS					
	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
General Gov't. Expenditures ¹	134,587	136,584	142,777	146,378	146,843	149,319
10% (Target)	13,459	13,658	14,278	14,638	14,684	14,932
13.5% (Cap)	18,169	18,439	19,275	19,761	19,824	20,158
Adjusted Debt Service ²	9,213	8,387	9,979	10,726	10,232	10,232
Debt Service as a Percentage of General Government Expenditures	6.8%	6.1%	7.0%	7.3%	7.0%	6.9%

COMMENT: As shown, debt service as a percentage of general government expenditures is below target levels in all fiscal years, representing substantial annual decreases from levels identified in the 2011-2015 capital improvement plan.

¹ This is consistent with commission action on the financing policy, which specifies that general government expenditures include subsidies to support expenditures of the StarMetro and Golf Course funds, when needed. Gas tax and sales tax expenditures were moved, in a previous fiscal year, to separate funds. Future year projections are based on combined average inflation and growth applied to the fiscal year 2012 budget.

² Debt service programmed for fiscal years 2012 through 2016.

**Debt Policy Analysis
Capital Budget 2012
Capital Improvement Program 2012-2016**

J. The city shall, as a target, maintain the rate of adjusted net debt to taxable assessed valuation at or below 100% of Moody's Investor Service published median for cities of comparable size. In no event shall the adjusted net debt exceed 135% of the published median.

COMMENT: Moody's Investor Service median data is no longer available. The Treasurer-Clerk's Office in conjunction with the Office of Budget & Policy will be looking at alternative comparative data for this element.

K. The city will, as a target, provide current revenue capital improvements for projects and/or new debt service payments at a level of \$5,000,000 annually.

COMMENT: The fiscal year 2012 capital budget reduces the amount of current revenues for capital improvement projects to \$0, which is a decrease from the level budgeted in 2011. FY12 capital projects totaling \$1.6 million will be funded from the General Government Capital Improvement Fund undesignated balance.

ELEMENT K Dollar Values are in Thousands (\$000s)	<u>FY 2011</u>	<u>FY 2012</u>	ANALYSIS <u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
GG/CPA - Annual Allocation	1,200	0	0	0	0	0
GG/CPA - Programmed for Projects	1,185	0	7,421	7,532	10,185	9,818
GG/CPA - New Debt Service Support	0	0	0	0	0	0
Total GG/CPA Appropriated	1,185	0	0	0	0	0
Net GG/CPA Position	15	0	(7,421)	(7,532)	(10,185)	(9,818)

COMMENT: Current revenue from GG/CPA is insufficient for capital improvements in four of the five years of the capital improvement plan. Adjustments will be made in a future budget to ensure funding is available to support all projects that are proposed.

Alternate Comparisons

The following comparisons are provided as interim alternate comparisons for elements E and J above.

City of Tallahassee
Fiscal Year 2012 Approved Budget

**Debt Policy Analysis
Capital Budget 2012
Capital Improvement Program 2012-2016**

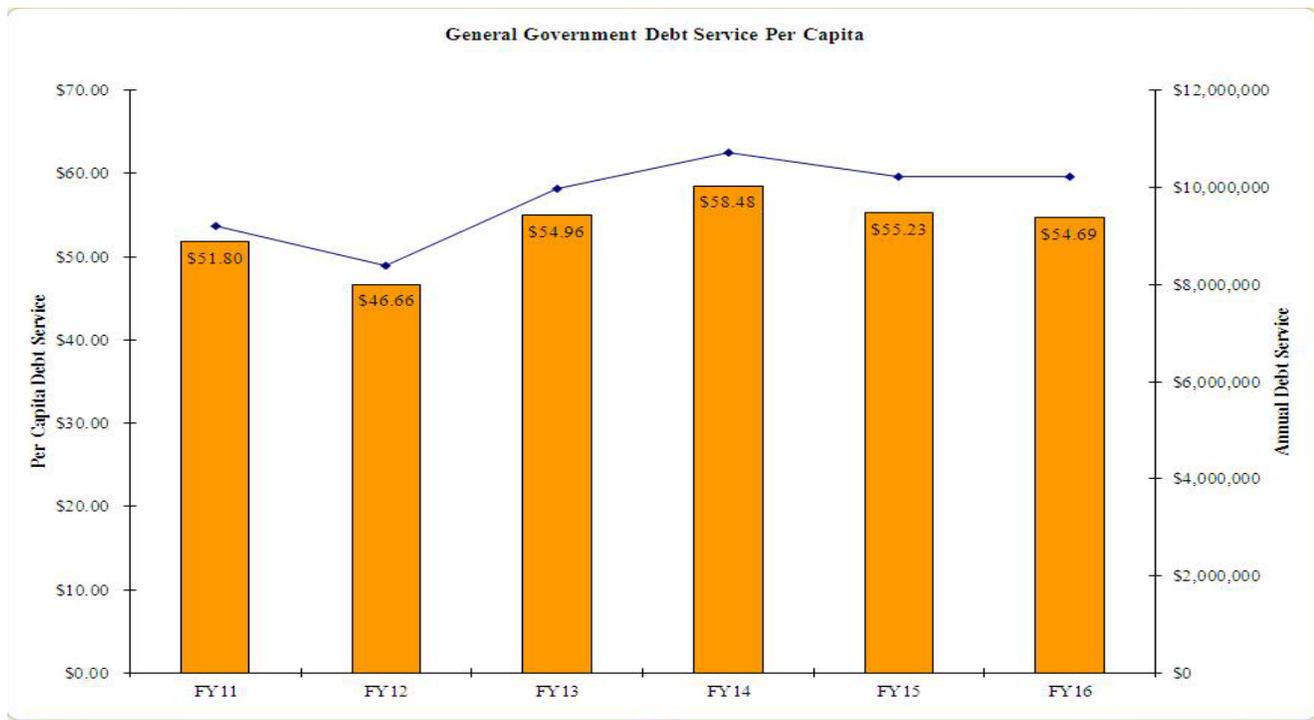
Debt Service Coverage

Debt service coverage demonstrates the city's ability to generate revenues sufficient to provide for the payment of debt service. As seen below, the city's debt service coverage is generally well above the amounts required.

	<u>Actual</u>	<u>Required</u>
Capital Revenue Bonds	2.61	1.25
Energy System Bonds	2.40	1.30
Consolidated Utility System Revenue Bonds	3.02	1.30
Airport System Revenue Bonds	3.66	1.20

Debt per Capita

Debt service per capita demonstrates the burden of debt per resident. As the following chart indicates, the per capita debt service level decreases by \$5.14 from fiscal year 2011 to 2012, which reflects the current repayment schedule. General government debt service obligations are associated with debt for roadways, parks and recreation facilities, and a portion of the city-county public safety complex. Fiscal year 2012's debt service per capita of \$46.66 is equivalent to approximately \$0.13 per resident per day.



CONCLUSION: The city's debt policy establishes a series of criteria with which to monitor the impact and extent of capital debt issuance and capital financing. It should be noted that the capital budget does not relate positively or negatively to compliance with elements B, E, F, G, H, or J.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Schedule of Capital Fund Balances
As of June 30, 2011

Fund#	Fund Name	TOTAL AS OF 10/01/10	TOTAL AS OF 6/30/11	CURRENT AVAILABLE 06/30/11
<u>General Government</u>				
105	Affordable Housing Fund	3,074,309	3,104,066	1,121,910
106	SHIP Program	44,692	-122,201	86,390
107	HOME Program	19,018	-58,456	31,252
110	Law Enforcement Fund-State	247,267	293,464	257,492
111	Police Second Dollar Funding	306,073	288,459	233,955
113	Law Enforcement Fund-Federal	264,554	329,479	181,155
170	Concurrency – District 1 NE – Road	989,780	1,209,549	1,209,549
171	Concurrency – District 1 NE – Multi	247,445	58,652	-89,162
172	Concurrency – District 2 SE – Road	539,404	878,707	878,707
173	Concurrency – District 2 SE – Multi	134,851	84,108	40,396
174	Concurrency – District 3 SW – Road	686,976	693,341	147,887
175	Concurrency – District 3 SW – Multi	171,744	70,793	36,429
176	Concurrency – District 4 NW – Road	88,526	100,050	100,050
177	Concurrency – District 4 NW – Multi	22,131	2,764	-176,447
178	Concurrency – Central – FAMU WAY	1,182,484	1,214,389	94,995
179	Concurrency – Central – Multi Modal	4,972,935	4,478,824	376,688
300	Capital Improvement	14,999,509	16,032,035	3,648,821
301	Sales Tax Construction	9,203,055	4,969,263	26,179
302	Gas Tax Construction	9,626,741	7,572,550	2,245,619
304	Sales Tax Extension Construction	-4,605,285	7,341,860	0
312	2004 Capital Bonds Construction	46,486,261	39,519,449	3,865,681
315	Future Capital Bonds Construction	-766,498	-1,712,714	0
320	Street Paving Fund	344,906	352,885	39,797
	Total General Government Funds	88,280,877	86,171,315	14,357,343
<u>Fire</u>				
131	Fire Service Construction	460,420	396,120	461,681
132	Fire Service Bonds Construction	-940,211	-948,873	0
	Total Fire Funds	-479,791	-552,753	461,681
<u>Electric</u>				
401	R R & I	71,924,970	66,927,551	27,978,751
412	Revenue Bond Const 98A	63,450	43,772	43,772
416	Advanced Metering Fund	2,520,841	2,444,132	-1,652,359*
422	Revenue Bond Const 98B	250	252	250
423	Future Revenue Bond Construction	6,254,504	124,213,555	0
425	05 Elec Sys Rev Bonds Construction	425,311	478,234	116,735
	Total Electric Funds	81,189,326	194,107,495	26,487,150
<u>Energy Conservation</u>				
403	Conservation - Res. Loans	10,545,205	10,901,138	1,761,314
413	Conservation-Comm Loans	1,611,354	1,647,155	909,007
414	Conservation -Cap Projects	1,582,541	1,253,002	1,080,089
	Total Energy Conservation Funds	13,739,100	13,801,295	3,750,410

City of Tallahassee
Fiscal Year 2012 Approved Budget
Schedule of Capital Fund Balances
As of June 30, 2011

Fund#	Fund Name	TOTAL AS OF 10/1/10	TOTAL AS OF 06/30/11	CURRENT AVAILABLE 06/30/11
<u>Gas</u>				
431	R R & I	4,292,691	3,974,658	3,750,740
447	Advanced Metering Fund	781,635	691,043	-22,757*
453	05 Gas Sys Rev Bonds Construction	1,866,714	1,003,507	325,352
	Total Gas Funds	6,941,040	5,669,207	4,053,336
<u>Water</u>				
461	R R & I	6,054,497	5,893,208	2,033,245
462	Capital Lease Construction	4,858,261	4,802,786	133,835
463	System Charge	1,412,452	1,149,218	776,820
479	Water CUSR B Construction	12,098,881	10,103,599	0
490	Water 2010A CUSR B Construction	23,268,181	22,341,852	13,178,627
	Total Water Funds	47,692,272	44,290,663	16,122,527
<u>Sewer</u>				
501	R R & I	14,369,488	18,252,878	8,531,365
503	System Charge	7,945,397	7,876,061	1,860,793
529	Sewer CUSR B Construction	61,267,319	21,128,030	0
535	Sewer 2010A CUSR B Construction	89,688,290	71,246,110	10,658,851
	Total Sewer Funds	173,270,495	118,503,079	21,051,009
<u>Airport</u>				
541	R R & I	5,186,093	3,334,147	2,150,571
543	Grant Construction	1,074,163	1,462,614	0
	Total Airport Funds	6,260,256	4,796,761	2,150,571
<u>Other Funds</u>				
581	StarMetro Grant Construction	609,233	2,770,660	0
601	Solid Waste RR&I/Construction	273,190	241,753	111,285
606	Stormwater RR&I/Construction	59,212,164	57,552,270	18,978,833
607	Stormwater Redevelopment	1,952,480	2,070,264	0
616	Golf Course R R & I	127,611	128,742	128,742
706	ISS RR&I Fund	2,747,180	1,901,322	114,229
716	Vehicle Replacement Reserve	13,599,457	10,148,367	9,596,132
756	Utility Services Construction	1,007,100	1,008,116	185,090
	Total Other Funds	79,528,414	75,821,493	29,114,311
TOTAL ALL FUNDS		496,421,988	542,608,557	117,548,338

*The deficit fund balance in the Advanced Metering Fund results from an excess of funds appropriated for projects greater than the balance of current bonds issued. Future bond funding will be provided as expenses are encumbered.

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Charter and Executive Services

Executive Services

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
City Hall Cooling Towers	0	0	950,000	0	0	0	950,000
<p>The current towers cannot handle the 300 tons of chilled water units and design of the building did not factor in the increased demands experienced in recent years. Consequently, problems occur when chillers operate at full capacity. The towers will need to be replaced to operate at maximum efficiency. Current estimates envision the use of helicopters to remove the old towers and replace them with new towers.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
City Hall Master Project	0	707,050	817,950	250,000	250,000	250,000	2,275,000
<p>This is a master project for the City Hall building. All appropriations not expended prior to the end of the fiscal year will be returned to fund balance. Anticipated projects in FY12 are as follows:</p> <p>City Hall Mechanical Air Handlers - \$225,000 City Hall Carpet Replacement - \$300,000 City Hall Garage Sprinkler Replacement - \$182,050</p>							
City Hall Parking Garage Waterproofing & Structural Repairs	0	0	0	175,000	1,170,000	2,335,650	3,680,650
<p>This project provides complete removal of existing waterproofing and replacement with new waterproofing system. In the year 2014, when this project is projected to begin, the garage will be over 30 years old. At that time, a thorough evaluation of the condition of the waterproofing system should be performed. If conditions warrant, a complete replacement should be considered to insure the structural and functional condition of the garage.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Kleman Plaza Garage Waterproofing	0	0	0	320,000	0	0	320,000
<p>The following is the estimate, provided by C A Lindman, for a complete replacement of the waterproofing system to the Garage roof. Specifically, this estimate includes: remove soil from entire plaza above garage and from planters; remove & dispose of landscaping; remove and reuse existing pavers; remove existing waterproofing from structural slab; install hot rubberized asphalt waterproofing to plaza slab; remove all topping materials and soil adjacent to foundation wall, turn hot rubber waterproofing and neoprene flashing 4'0" down garage exterior walls, install protection board, drainage board, backfill with graded fill material to 95% compaction, replace topping materials; remove existing waterproofing and install new waterproofing at planter walls; remove existing waterproofing and install new waterproofing at EIFS/Storefront; remove/replace brick and provide counterflashing and weeps at brick facade areas; replace soil above garage and in planters; remove and reinstall benches; remove and reinstall trash cans; remove and reinstall irrigation and drainage piping; fee for landscape architect; additional general conditions.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Executive Services	0	707,050	1,767,950	745,000	1,420,000	2,585,650	7,225,650

Treasurer-Clerk

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
City Archives Building Maintenance	0	20,000	30,000	0	0	0	50,000
<p>The 2,100 square foot City Archives facility was originally constructed in 1978 and was expanded in 1997 to provide a total of 3,400 square feet for records storage and 2,200 square feet for use by Information Systems Services (ISS). Two ISS computer technicians who provide IT support to the Municipal Complex are permanently assigned to this structure and ISS conducts computer training at this facility on a frequent basis.</p> <p>Although the 1997 addition to the building has not experienced any significant maintenance issues, the older section is beginning to experience problems, which has resulted in minor leaking. During a 2010 inspection conducted by Facilities Management, the semi-flat roof area between the new and old sections of the structure was determined to be in need of replacement. In addition, the following items are either inoperable or need replacement due to age: an original gas furnace, original water heater, two fogged windows and inoperable emergency backup/exit lighting. In addition to these issues, the unisex restroom serving the ISS classroom does not currently have hot water for washing hands and the exhaust fan vents into the common hallway instead of through the roof and outside. These two issues are unfavorable to some employees and cause those staff to avoid use of the facility when possible. Water intrusion into the mechanical room on the east side of the building has also been an occasional issue during driving easterly rains. The office area occupied by the permanent staff does not have adequate HVAC ducting to keep the office space at a comfortable temperature during the extreme hot and cold months. Staff desires to modify the ductwork to provide better climate control to this office space.</p> <p>In addition to these issues, the roof and siding on the 1978 section are worn and need repair, or total replacement.</p> <p><u>Operating Budget Impact</u> None</p>							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Charter and Executive Services

Treasurer-Clerk

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Citywide Electronic Document Management System	621,648	0	150,000	0	0	0	150,000
<p>The city's electronic document management system (EDMS) is used to store and retrieve active and inactive records created or received by various departments and allows employees to archive records as they are created. This system also allows users to access documents that cross-organizational boundaries. This has increased efficiency as well as significantly reduced quantities of records that normally would have to be physically stored for several years. Although Project 05078 is scheduled to close 9/30/09, new CIP funding of \$150,000 is requested for FY2013 to allow for future software upgrades and hardware replacement.</p> <p><u>Operating Budget Impact</u> This project is expected to allow operating expenses to remain stable despite the routine addition of information to the system. There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
CORE Revenue System Enhancements	0	60,000	0	0	0	0	60,000
<p>A company called CORE Technologies provides the revenue collection software used by the city. All of the tellers at the Renaissance Center use this software to process city revenue. Eventually, all departments that collect city revenue will use this software. Annually, enhancements are required for new revenue functions, new operating systems (Windows NT & XP), and interfaces to various applications.</p> <p><u>Operating Budget Impact</u> None</p>							
e-Payment Solutions	0	0	0	465,000	0	0	465,000
<p>The City has relied on third-party payment vendors for approximately 10 years using a consumer-funded approach. Originally, the City was unable to meet the security requirements of online financial processing. As the trend towards electronic commerce continues to gain momentum, the City should be ready to provide payment services in-house. Additionally, ISS has become more fluent in security and encryption techniques. The natural evolution would be to offer feeless payment services in-house while maintaining our low cost banking/processing fees. The project would be located on the web and housed with the other COT/ISS server. The project would consolidate or interface with existing systems and begin in FY14 and evolve with payment industry.</p>							
Replace Business Tax (Occupational License) System	50,000	100,000	0	0	0	0	100,000
<p>The Revenue Division is responsible for administering the business tax, which consists of approximately 13,000 accounts collecting \$2 million annually. This project will address the potential loss of data/revenue, with a recommendation to incorporate the application into CIS, or purchase an application that can be supported via a maintenance contract. The application will be available online for new applications, renewals, and payments in fiscal year 2009 to continue the trend towards e-government.</p> <p><u>Operating Budget Impact</u> None</p>							
Replace Receipt Validators	15,000	15,000	0	0	0	0	15,000
<p>All In-person utility/parking/tax payments are processed by the Revenue Division through a receipting process that images the remittance stub and check, endorses the check as well as provides receipting for the customer. The current hardware is referred to as a "validator" and has a life expectancy of 3-5 years dependant on volume. The City purchased the current validators in 2005 and the cost of replacement is approximately \$2,000.00 each (15 * 2,000).</p> <p><u>Operating Budget Impact</u> None</p>							
Riskmaster Claim Admin Software Upgrade	0	0	100,000	0	0	0	100,000
<p>RiskMaster software is licensed from Computer Science Corp. (CSC). This software is used for claim processing and reporting. It is anticipated that during the next five years, advances in software capability and continued mandates for enhanced data capture and reporting to the state and federal levels will require capital expenditures for compliance with those mandates.</p> <p><u>Operating Budget Impact</u> Ongoing staffing and licensing expenditures are already built in to the operating budget each fiscal year.</p>							
Total Treasurer-Clerk	686,648	195,000	280,000	465,000	0	0	940,000
Total Charter and Executive Services	686,648	902,050	2,047,950	1,210,000	1,420,000	2,585,650	8,165,650

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Administration and Management Services

Management and Administration

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Applications and Database Upgrades	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
<p>The City of Tallahassee adopted various enterprise solutions in 1999 by implementing various citywide applications including Oracle as the database agent of choice and PeopleSoft for standardized financials, HR, payroll and utility billing services. Upgrades are required to stay current with applications and maintain functionality of the systems. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
City Building Computer Wiring Upgrades	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This recurring project provides for upgrading wiring within city government buildings to meet requirements for high-speed data transport, video teleconferencing, and video training services to desktop computers and telephone devices. The project also provides for a migration from the present wiring infrastructure to meet requirements of city users. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Computer Servers Upgrade	0	350,000	350,000	350,000	0	0	1,050,000
<p>Currently Information Systems Services has over 150 servers to maintain and support. This capital project will ensure that our mission critical server environment stays up to date and reduces our maintenance because these servers will be under warranty for three years.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Emergency Preparedness Work Orders	150,000	150,000	150,000	150,000	150,000	150,000	750,000
<p>This master project is utilized to open individual work orders for departments to use during city emergencies. Funding from the Deficiencies Fund is allocated for this master project. Annual appropriations that are not expended prior to the hurricane season (November 30) will be returned to the fund balance after the end of hurricane season.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
MicroSoft Windows 7 & Off 2010	1,322,837	757,750	0	0	0	0	757,750
<p>This project will upgrade Windows XP and Office 2000, which is now over 10 years old. Support for the current version ends in April 2014. The City Commission approved this project via supplemental appropriation on April 14, 2010 for FY10 and on April 27, 2011 for FY11. The third (FY12) year of funding will be captured through ISS's budget and allocated to each department on a per pc basis.</p>							
Network Infrastructure Upgrade/Replacement Project	600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
<p>This project provides funding for infrastructure upgrades and/or replacement of network file servers, hubs and ancillary equipment. This ongoing project provides for a five-year progression of upgrades and replacements necessary to support demands of the citywide information technology initiatives. The upgrades and replacements are designed to decrease downtime and increase capacity in conjunction with needs identified by operating departments. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Permits and Enforcement Tracking System	734,400	197,600	197,600	197,600	197,600	197,600	988,000
<p>This project will provide funding for product, license and service acquisitions in accordance with administrative obligations specified in the agreement between the City of Tallahassee and Leon County for an integrated permit and enforcement tracking system (PETS). This project enables the project manager to schedule activities and associated funding well in advance, versus the prior practice of funding one year in the operating budget. Leon County will contribute approximately fifty percent of the total funding each year.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
TPD Records/Aircards	1,131,100	142,600	0	0	0	0	142,600
<p>This project requires new funding for Parks and Recreation only because it replaces project 98030 to complete the records system and adds funds from Tallahassee Police Department's MAVRICS project for their aircards and incremental costs. Funding of \$140,000 is included for PRNA (Animal Services) aircards.</p> <p><u>Operating Budget Impact</u> In FY14, this expense will move to TPD's operating budget.</p>							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Administration and Management Services

Management and Administration

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Upgrade Wireless Infrastructure and Intrusion Detection	0	620,000	0	0	0	0	620,000

The Wireless Infrastructure will allow for future, secure implementation of guest Internet access without posing a threat to the City.

The expansion of the Dragon IDS (Intrusion detection system) will increase the level and scope of data monitoring allowing for more immediate incident identification and remediation. It will include the ability to monitor all traffic across the enterprise.

Operating Budget Impact

An annual maintenance cost for the hardware/software will be effective one year after implementation for FY13. The estimated cost is \$60,000.

Total Management and Administration	4,488,337	3,367,950	1,847,600	1,847,600	1,497,600	1,497,600	10,058,350
Total Administration and Management Services	4,488,337	3,367,950	1,847,600	1,847,600	1,497,600	1,497,600	10,058,350

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Safety and Neighborhood Services
Economic and Community Development

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Water and Sewer System Charge and Tap Fee Waivers	0	25,000	500,000	500,000	500,000	500,000	2,025,000
<p>Waivers This project provides funding for the waiver of water and sewer system charges for all affordable housing (as defined by City Code 25-80) and tap fee waivers for affordable home ownership units. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p>Operating Budget Impact This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Total Economic and Community Development	0	25,000	500,000	500,000	500,000	500,000	2,025,000

Fire

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Facilities Management & Maintenance	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000
<p>This project provides for repairs and maintenance of the department's fifteen fire stations, which are located throughout the Tallahassee/Leon County service area. These facilities operate twenty-four hours a day to respond to emergencies in the surrounding community. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p>Operating Budget Impact The salary and partial benefits for position #6777 are funded by the project. This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Fire Hydrant Maintenance & Replacement	475,250	466,400	457,300	447,950	439,400	439,400	2,250,450
<p>This project supports the inspection, maintenance and painting of all city-owned fire hydrants and replacement of those determined to be beyond repair. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p>Operating Budget Impact This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Lake Bradford Road Fire Station	0	0	0	2,250,650	2,793,250	1,242,800	6,286,700
<p>Locate a site for a new fire station in the Lake Bradford Road area, purchase a two-acre site, construct a new fire station, procure all apparatus and equipment, and hire 15 personnel. Project completion is planned for 2016. Total cost of this station, including initial outfitting costs is \$6,286,694 (includes inflation of 3% per year). This station will require recurring operating costs estimated at \$1,352,963 (in FY 2011 dollars).</p> <p>Operating Budget Impact No operating budget impact will be incurred until FY 2017 after project completion.</p>							
Replace Fire Records Management System	0	500,000	0	0	0	0	500,000
<p>The Fire Department's existing Records Management System (RMS) was originally purchased in 2003. The current Zoll system has been repeatedly purchased throughout the years by several different vendors and has had multiple iterations without the ability to expand and incorporate module upgrades. The current Zoll RMS is difficult to use and requires significant data manipulation to extract basic information; thus the system has not and continues to not provide an appropriate platform for fire records management for services such as fire safety inspections, mandatory training, critical equipment testing/maintenance, general inventory and performance measure evaluation. This has required the Department to develop alternative record management databases which are less functional, reduces productivity and eliminates the benefit of a combined RMS.</p> <p>Operating Budget Impact No significant O&M Budget impact since this system replaces an existing system.</p>							
Southwood Fire Station	0	0	0	774,800	2,793,250	1,167,750	4,735,800
<p>Construct a new fire station on existing fire department property in the Southwood area of Tallahassee, procure all apparatus and equipment and staff it with 12 personnel. Project completion is planned for 2016. Total capital cost of this station, including initial outfitting costs is \$4,735,821 (includes inflation of 3% per year). This station will require recurring operating costs estimated to be \$963,725 (in FY 2011 dollars).</p> <p>Operating Budget Impact No operating budget impact will be incurred until FY 2017 after project completion.</p>							
Weems Road Fire Station	0	730,350	2,632,900	1,100,750	0	0	4,464,000
<p>This project supports construction of a 1-bay station to be co-located at the Tallahassee-Leon County Public Safety Complex (Joint Dispatch Center) on Weems Road, and procurement of all required apparatus and equipment.</p> <p>Operating Budget Impact Recurring annual operating costs of \$963,725 (in FY 2011 dollars) to support 12 personnel will be required upon completion of construction. The station is projected to begin operating in fiscal year 2015.</p>							
Total Fire	775,250	1,996,750	3,390,200	4,874,150	6,325,900	3,149,950	19,736,950

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Meadows Soccer Complex Renovations	0	100,000	500,000	500,000	500,000	500,000	2,100,000
<p>The Meadows Soccer Complex is part of the 668-acre E. K. Phipps Park. This project provides for the ongoing renovation of facilities in the complex including field irrigation, lighting, and resurfacing. Recurring major maintenance and renovations of fields includes regrassing, irrigation, and lighting renovations that are required to keep the facility in good repair due to heavy usage of the site.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Park Facility Maintenance	415,000	350,000	500,000	500,000	500,000	515,000	2,365,000
<p>This is a master project including major and minor repairs, replacement, preventative maintenance, and improvements to all parks and recreation facilities. This umbrella project provides annual funding for the following sub-projects: Aquatic Facility Upgrades; Athletic Facility Upgrades; Jake Gaither Golf's Annual Renovations; Playground repairs and maintenance; Recurring Center Facility Repairs; limited park paving patching (need a separate work order for roadway/parking rehabilitation in all parks); park trail renovations; and Park Facility Upgrades. Maintenance and construction projects include fence repair, trail stabilization and improvements, restroom repair and replacement, boardwalks, picnic shelter and pavilion repair and replacement, various swimming pool projects, lighting upgrades, athletic field renovation, etc. Items requiring repair and replacement due to Crime Prevention Through Environmental Design (CPTED) issues are included to provide safety for citizens using the facilities.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan.</p>							
Parks & Recreation Center Refurbishment	5,620,000	250,000	500,000	500,000	500,000	500,000	2,250,000
<p>This project provides funding to upgrade and refurbish the city's community centers and other buildings within the Parks, Recreation and Neighborhood Affairs Department's jurisdiction. Specific projects may include: The refurbishment of comfort stations to CPTED (Crime Prevention Through Environmental Design); age and wear related repair and renovations at Oven (roof and electrical), Forestemeadows, Lafayette (floor tile replacement) Parks and the Myers Park Administrative Offices; repair and reinforcement of cracked wall at LeVerne Payne Community Center; repaint facilities as needed including Walker Ford and Oven Park; ongoing and unanticipated maintenance and repairs as needed.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan.</p>							
Service Center Improvements	150,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>The Lincoln, Smith-Williams, certain Recreation Centers and the Senior Citizens Center are aging structures in need of major improvements and repairs. The regularly scheduled maintenance of these facilities does not include the needed improvements scheduled for these buildings. This project is funded from the Community Development Block Grant (CDBG) for on-going facility improvements and facility related renovations.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Parks, Recreation and Neighborhood Affairs	6,185,000	750,000	1,550,000	1,550,000	1,550,000	1,565,000	6,965,000

Police

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Police Vehicle Video Recording System	713,150	82,950	351,000	0	218,400	0	652,350
<p>This project provides mobile audio/video recording in car camera systems (MAVRICS) for patrol vehicles and motorcycle units. Application of the system is expected to provide an increase in conviction rates, reduce time in court proceedings, and improve training capability on an individual and department-wide basis. The system will assist in addressing allegations of inappropriate police conduct, record requests for consent to search a vehicle, and capture incidents surrounding pursuits and arrests. The state-of-the-art video recording equipment benefits both the Tallahassee Police Department and the citizens of Tallahassee by allowing immediate and accurate documentation of police actions.</p> <p>Operating Budget Impact This impact has been revised based on experience to date. At full implementation of 208 units, the total annual operating cost is anticipated to be \$86,200. This includes server maintenance, software, repair and miscellaneous on-going costs. Funding for this impact will be adjusted in the ISS Public Safety budget to reflect the net increase above budgeted amounts.</p>							
Repair, Replace and Improve Police Facilities	75,000	75,000	150,000	150,000	150,000	150,000	675,000
<p>This project provides for a comprehensive facility maintenance, repair, and improvement program for Police Department headquarters and other facilities utilized by TPD. The headquarters building is over 90,000 square feet. The grounds and parking area cover 6.4 acres. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p>Operating Budget Impact There is no anticipated operating impact within the current five-year capital improvement plan.</p>							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Safety and Neighborhood Services

Police

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Replacement of TPD Vehicle Equipment	0	0	0	0	1,300,000	0	1,300,000
<p>Vehicle replacement funds collected through the vehicle replacement allocation do not support the cost of replacement for all TPD vehicles and rolling stock. There have been many vehicles that have been purchased through grants or obtained from one-time fleet funds that are not included on the current replacement schedule. This would include the department's Special Incident Response Vehicle (SIRV), miscellaneous vehicles used by non-patrol personnel, as well as trailers, battery operated vehicles, directional signs, etc. Regardless of the original funding source, replacement funding is needed to maintain an inventory of vehicles and equipment to support on-going TPD operations.</p> <p><u>Operating Budget Impact</u> None as proposed - the cost of maintenance for these vehicles is supported within the department's fleet garage account. As an alternative to this project, these vehicles could be added to the Fleet Replacement Fund and the cost allocated to the department's operating budget.</p>							
Total Police	788,150	157,950	501,000	150,000	1,668,400	150,000	2,627,350
Total Safety and Neighborhood Services	7,748,400	2,929,700	5,941,200	7,074,150	10,044,300	5,364,950	31,354,300

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Air Service Improvement Program	600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
<p>This is a project to improve airline service at Tallahassee Regional Airport that encompasses the market segment analysis, other studies, air service workshops, and direct contact that identifies air service opportunities that may result in formal and/or informal air service proposals and the provision of incentives for new service or needed competition to a key market as identified by the Airport Air Service Consultant that can consist of up to \$300,000 of marketing/operational assistance, and/or rebate or waiver for selected airline rates and charges for up to 2 years. This project is recommended for planning purposes contingent on availability of funds. This recurring project is funded from repair, replacement and improvement - undesignated balance (RR&I/UB) funds. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Air Traffic Control Tower Improvements	0	0	0	800,000	0	0	800,000
<p>The air traffic control tower at Tallahassee Regional Airport was completed in 1996. A number of improvements and enhancements are needed to provide a suitable working environment. These include replacement, rehabilitation, and improvements to the roof structure, tower cab windows, air conditioning system, and interior furnishings. This project is recommended for planning purposes contingent on the availability of funds.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Airfield Lighting Improvements	125,000	0	487,500	0	0	0	487,500
<p>This project consists of improvements to the airfield lighting system, including enhanced runway, taxiway and apron lighting and improvements to the airport beacon to improve traffic flow and safety and ensuring all lights meet current FAA Standards. This project is recommended for planning purposes contingent upon availability of funds.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Airfield Preservation	600,000	200,000	200,000	200,000	0	0	600,000
<p>Maintenance and preservation of airport pavements, airfield, and grounds are critical to aircraft operations. This project establishes an airfield preservation program, allowing pavements and grounds to be repaired as needed. This project is recommended for planning purposes contingent on the availability of funds. This project is funded from the grant construction and repair, replacement and improvement funds.</p> <p>Operating Budget Impact This project is for contractors, equipment and materials for airfield pavement and grounds preservation, reducing the need for airport Facilities Division crews to perform emergency/unscheduled repairs during non-working hours.</p>							
Airfield Preservation - Phase II	0	0	0	0	0	200,000	200,000
<p>Maintenance and preservation of airport pavements, airfield, and grounds are critical to aircraft operations. This project established an airfield preservation program, allowing pavements and grounds to be repaired as needed. This project is recommended for planning purposes contingent on the availability of funds.</p> <p>This project is funded from the grant construction and repair, replacement, and improvement funds.</p> <p>Operating Budget Impact N/A</p>							
Airfield Safety Management System	0	0	0	0	500,000	0	500,000
<p>Software and related equipment to implement a tracking system for airfield safety deficiencies reported under the Safety Management System (SMS).</p> <p>Operating Budget Impact Implementation of a Safety Management System (SMS) will require one (1) full time Business System Analyst (FTE).</p>							
Airfield Signage Improvements	125,000	0	487,500	0	0	0	487,500
<p>This project includes replacement of signs that do not meet current FAA standards, are mislocated, beyond repairs and changing signage locations to improve traffic flow and safety. This project is recommended for planning purposes contingent upon availability of funds.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
ARFF Vehicle No.3 Replacement	0	0	0	0	500,000	0	500,000
<p>The Airport Fire Station (TFD Station 5) has three fire trucks to support Airport Aircraft Rescue and Firefighting (ARFF). This project is for replacement of the third truck, the Rapid Response vehicle.</p>							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
ARFF Vehicle Replacement	1,500,000	1,000,000	0	0	500,000	0	1,500,000
Airport rescue and firefighting vehicles require periodic replacement and upgrade to maintain adequate fire protection for aircraft passengers. This project is recommended for planning purposes contingent on the availability of funds. Replacement of ARFF vehicles is partially provided through the Fleet Reserve Fund with the balance provided from PFC funds.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Boarding Bridge Replacement	0	0	0	2,400,000	0	0	2,400,000
Passenger Boarding Bridges at Tallahassee Regional Airport will be 25 years old when replaced and in need of replacement. This project will replace the first three (3) of six (6) bridges.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Consolidated Rental Car Facility	0	0	0	0	0	2,500,000	2,500,000
This project will construct up to five (5) rental car service facilities at a common location closer to the Ivan Munroe Terminal.							
Foreign Trade Zone	0	0	177,000	0	0	0	177,000
The establishment of a foreign trade zone at Tallahassee Regional Airport is anticipated to facilitate economic development for the community by increasing international commerce through the airport. Establishment of a foreign trade zone requires a series of steps including development of a feasibility plan, involvement of the public and local businesses, inventory, and implementation of a marketing program. This project also could facilitate development of the airport business park, which is under consideration. This project is recommended for planning purposes contingent on the availability of funds.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Hangar Development	0	0	0	0	1,000,000	0	1,000,000
The Airport Master Plan recommends additional hangars that are needed to meet forecast demand. Based on demand, the hangars will take the form of bulk, maintenance, corporate, T-hangars, and/or others, which will be funded by a combination of private and Florida Department of Transportation funds. Emphasis will be on bulk hangars initially, with preference given to ones large enough to accommodate regional jet maintenance. This project is recommended for planning purposes contingent on the availability of funds.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Hangar Infrastructure & Taxilanes	0	0	1,560,000	0	0	0	1,560,000
Master Plan Project - The airport needs additional storage hangars for privately owned aircraft. This project will provide for site preparation and construction of taxilanes to support future development of hangars under a private-public partnership. This project is recommended for planning purposes contingent upon availability of funds.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Jet Bridge Rehabilitation	100,000	10,000	100,000	100,000	100,000	100,000	410,000
Recurring project to provide for unanticipated repairs to Airport jet bridges.							
Marketing and Promotional Study	850,000	10,000	50,000	50,000	0	0	110,000
This project will involve ongoing research and related marketing and promotional activities and their resultant importance in reviewing the trend in increased fares and reduced traffic. This project is recommended for planning purposes contingent on the availability of funds.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Marketing and Promotions Study - Phase II	0	0	0	0	0	100,000	100,000
This project will involve ongoing research and related marketing and promotional activities and their resultant importance in reviewing the trend in increased fares and reduced traffic. This project is recommended for planning purposes contingent on the availability of funds.							
Miscellaneous Major/Minor Repair/Replacement/Improvements	300,000	230,000	300,000	300,000	300,000	300,000	1,430,000
Airport infrastructure often is in need of repair, replacement, or improvements. These types of small, immediate needs must be dealt with in a timely fashion and may include pavements, building structures, installed equipment, and/or grounds. This project is a recurring project funded from Repair, Replacement and Improvement (RR&I) funds. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Development and Transportation Services

Aviation

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
MUPIDS Upgrades The Airport Multi-User Passenger Information Display System will be eight years old and require upgrade and replacement of monitors and related equipment.	0	0	0	0	500,000	0	500,000
Runway 18/36 Improvements This project is to improve the surface of runway 18/36. Rehabilitation of the runway surface is required to maintain a proper pavement surface for aircraft and to restore the useful life of the existing pavement. This project is recommended for planning purposes, contingent on the availability of funds. <u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.	225,000	3,317,550	75,000	0	0	0	3,392,550
Runway 9/27 Reconstruction Runway 9-27 does not meet FAA design criteria due to a longitudinal "hump" in the runway. Removal of the hump and reconstruction at the runway will take approximately two (2) years to complete. To meet operational requirements of the airlines during reconstruction, Runway 18-36 must also be extended. The project also includes rebuilding connecting taxiways to match the new runway and associated electrical, landscaping, and stormwater retention work. The project covers all design, environmental, construction, related engineering, and administrative costs for work on both runways 9-27 and 18-36. <u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.	22,800,000	0	28,200,000	0	0	0	28,200,000
Taxiway Improvements This project will make improvements to the surface of the Airport taxiways and the surrounding grounds.	0	0	0	0	1,200,000	0	1,200,000
Taxiway S Rehab & Extension To increase the operational capacity of the airfield, the Airport Master Plan recommends an extension to taxiway S for long-term improvement and to provide by-pass capability for aircraft accessing the terminal aprons and cargo. This project will provide a dual parallel taxiway system to runway 9/27 on the east side of the terminal apron. This taxiway extension, which will provide needed by-pass capability that does not exist for aircraft that taxi to and from runway 27, will be especially important as the existing air cargo area continues to develop. This project is recommended for planning purposes contingent on the availability of funds. <u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.	135,000	0	0	1,170,000	0	0	1,170,000
Terminal Apron Rehabilitation The Airport Master Plan recommends rehabilitation of the terminal apron on a recurring basis to maintain the proper surface for aircraft operations. This project is required to restore and extend the useful life of the terminal apron and prevent injury and aircraft damage. This project is recommended for planning purposes contingent on the availability of funds. <u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.	0	0	0	0	1,250,000	0	1,250,000
Terminal Building Rehabilitation Phase II A number of rehabilitation, improvement, renovation and expansion projects are needed in the Ivan Munroe Terminal including ceiling scaffolding, variable air volume software upgrade, lighting improvements, resolving moisture absorption problems, etc. This project is a continuance of the projects in Phase I and funded from Florida Department of Transportation Airport Grant and Passenger Facility Charges. <u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.	5,100,000	900,000	1,100,000	1,100,000	0	0	3,100,000
Terminal Loading Bridge Installation The Airport Master Plan calls for installation of additional loading bridges and the creation of additional gates in the existing structure of the terminal building. This will allow additional access to regional jet aircraft and the potential for additional air carriers to serve Tallahassee Regional Airport. This project is recommended for planning purposes contingent on the availability of funds. <u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.	0	0	0	0	0	3,000,000	3,000,000
Total Aviation	32,460,000	6,267,550	33,337,000	6,720,000	6,450,000	6,800,000	59,574,550

Public Works

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Advanced Transportation Management System Enhancements	636,815	0	550,000	0	550,000	0	1,100,000
<p>This project is a continuation of the implementation phase of a system update that began in FY2010 to the Tallahassee Advanced Transportation Management System (TATMS). Accomplishments to date include an update to the TATMS Central System communications system between the TATMS at City Hall and the traffic signal controllers at each intersection. Staff is currently developing a project to connect the TATMS fiber optic cable at City Hall to the future Regional Transportation Management Center at the Public Safety Complex. Future updates are anticipated in FY 2013 and thereafter every other year. Funding will be necessary to replace aging equipment, implement further intelligent transportation system (ITS) capabilities, deploy emerging transportation technologies and improve the existing system. System enhancements may include the addition of redundant routes for the TATMS fiber optic cables, additional remote workstations, fixed overhead sign support structures with variable message signs (VMS), and expanded traveler's information systems.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Bradford Road Sidewalk	0	450,000	1,500,000	0	0	0	1,950,000
<p>This project provides for the construction of sidewalk on Bradford Road from Monroe Street to Thomasville Road on the South side of the street.</p> <p>Operating Budget Impact This project will have an increased operating impact to the Operations Operating Budget from the new sidewalk beginning in FY15 of \$200 per year.</p>							
FAMU Way	21,165,913	0	4,863,150	0	0	0	4,863,150
<p>This project involves the construction of a new 1.3 mile extension of FAMU Way from Wahnish Way to Lake Bradford Road and improvements to existing FAMU Way between Monroe Street and Wahnish Way to achieve the same standard. The proposed typical section consists of 2 traffic lanes with bike lanes, parking and sidewalks on both sides.</p> <p>Operating Budget Impact There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.</p>							
Flipper Street Sidewalk	0	250,000	750,000	0	0	0	1,000,000
<p>This project provides for the construction of curb and gutter and sidewalk on one side of Flipper Street from Okaloosa Street to Campbell Street.</p> <p>Operating Budget Impact This project will have an increased operating impact to the Operations Operating Budget from the new sidewalk beginning in FY15 of \$100 per year.</p>							
Greenway Trail Connectors - CITY	380,000	0	0	150,000	150,000	0	300,000
<p>This project involves the acquisition of land through easements or fee simple ownership to connect neighborhoods with state and local parks. The project will provide an enhanced system of greenways at a minimal cost. The linkages will provide an improved bicycle and pedestrian network for the citizens of Tallahassee. Specific projects for acquisition will be identified in both the bicycle and pedestrian master plan and the greenways master plan, currently under development. This is a sales tax extension project approved in November 2000.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Guardrail & Handrail Installation/Replacement	0	10,000	10,000	10,000	10,000	10,000	50,000
<p>This project provides for the replacement of guardrail and handrail installations that have been deemed to be potentially dangerous. Previously in this project, a GIS database was developed that now lists all the guardrails and handrails. This database, which includes the asset location and material type, assists in defining a priority to help rank replacement or installations. This program also replaces the damaged guardrails and handrails due to vehicular accidents, throughout the fiscal year.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.</p> <p>Operating Budget Impact Without this program, the operating budget will be impacted due to ongoing accidents and potential liabilities. •This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Lonnbladh Road PASS	1,722,175	2,500,000	1,000,000	0	0	0	3,500,000
<p>This project provides for the reconstruction of 0.64 mile of Lonnbladh Road (Capital Circle N.E. to Olson Road), as an urban street with curb and gutter, and sidewalks. Design is scheduled in FY08-12, land acquisition in FY12, and construction during FY13-14.</p> <p>Operating Budget Impact This project will have an increased operating impact to the Streets and Drainage operating budget from new sidewalk, pavement, landscaping, and stormwater facility maintenance of \$15,000 per year after construction is complete. The operating budget costs only reflect the first year of maintenance (right-of-way mowing, sweeping, and landscaping).</p>							

City of Tallahassee
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Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Minor Intersection/Safety Modifications	225,000	225,000	225,000	225,000	225,000	225,000	1,125,000
<p>This continuing program includes relatively minor roadway or intersection improvements to provide additional safety or reduce delays in vehicular and pedestrian movements. The work plan includes construction of additional items such as: turn lanes, radius modifications, traffic control modifications including roundabouts, installation of guard rails, and resurfacing with friction course as needed along city roadways. This program also provides for minor enhancements at intersections and mid-blocks by constructing medians, bulb-outs and raised intersections to increase safety for pedestrians. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p>Operating Budget Impact This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Minor Stormwater Improvements	415,000	420,000	420,000	420,000	425,000	425,000	2,110,000
<p>This recurring project's scope is to resolve various minor storm water problems, throughout the city, that occur during the year. These are minor improvements to the storm water system infrastructure including, but not limited to, material acquisition for routine maintenance to the drainage system and minor construction projects, some of which require design and possibly land acquisition. The current National Pollution Discharge Elimination System (NPDES) permit requires that the storm water infrastructure be inspected on a routine basis. These mandatory inspections will inevitably reveal additional maintenance repairs to be scheduled and completed. Construction costs continue to increase annually because of the need to perform work in accordance with current environmental regulations and the expanded nature of operations. Annual appropriations not expended prior to the end of the fiscal year will be returned to the storm water fund.</p> <p>Operating Budget Impact This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Nurse's Drive	0	0	0	0	0	142,000	142,000
<p>This project involves construction of a new (.4-mile) two-lane street on right-of-way donated by Tallahassee Memorial Regional Medical Center (TMRMC) from Centerville Road to TMRMC's extension of Surgeon's Drive. The new two-lane curb and gutter street would include bike lanes and sidewalks and provide a connecting link between Centerville Road and Miccosukee Road via Nurse's Drive and Surgeon's Drive. Right-of-way documents have been signed by TMRMC, but will not be recorded until Surgeon's Drive extension is built by TMRMC and accepted by the City, at which time the city has 10 years to let a construction contract for Nurse's Drive or its right-of-way will revert back to TMRMC.</p> <p>Operating Budget Impact There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Palmer Street Sidewalk	0	350,000	0	0	0	0	350,000
<p>This project provides for the construction of sidewalk on Palmer Avenue between Adams Street and Melvin Street on the north side of the street.</p> <p>Operating Budget Impact This project will have an increased operating impact to the Operations Operating Budget from the new sidewalk beginning in FY15 of \$100 per year.</p>							
Park Avenue Ditch Stabilization	0	0	0	0	0	300,000	300,000
<p>The Park Avenue Ditch is part of the system of large outfall ditches that convey storm water from within the city. It conveys storm water from the Miccosukee Rd., Lucy Street area to Weems Pond. This ditch is unimproved with no harden surface to prevent erosion. Over the many years that the ditch has been in use, the flow line and side slopes of the ditch have been eroded. It is now reaching the point of requiring stabilization (repair) to prevent further erosion and sediment migration downstream. The area adjacent to the ditch has been used by citizens for years for walking, jogging or biking. Also, there is a sanitary sewer line within this area. The side slopes of the ditch are beginning to erode and will eventually have a negative impact upon the stability of the sanitary sewer line and the walking path. As part of the City's Blair Stone Rd. project, a bridge was constructed over this ditch. The ditch side slopes adjacent to the bridge footing may require additional stabilization in several years if this project is not approved.</p> <p>This project will require the stabilization of an estimated 1,300 lf of ditch with a hard surface, possibly a concrete ditch lining. The estimated cost of this project is \$300,000 including engineering, permitting and construction. The funding source for this project is to be from the Storm Water Fund.</p> <p>Operating Budget Impact There is no operating impact.</p>							
Recurring Traffic Management Systems Improvements	300,000	615,500	615,500	615,500	615,500	615,500	3,077,500
<p>On-going implementation of the Tallahassee Advanced Transportation Systems (TATMS) components will provide additional safety, enhance efficient system operations, provide vital traffic flow and effectiveness measures, and provides motorists with real time traffic information through an intelligent transportation system (ITS). Features include video monitoring cameras, variable message signs (VMS), and traveler advisory radio. The following is a preliminary list of projects to be funded in FY 2012 and is subject to change based on safety and traffic pattern variations: new mast arm signals Epps @ Jackson Bluff & Centerville @ Medical Dr.; span wire replacements at Blountstown @ Tennessee; mast arm replacements at Calhoun @ Carolina, Gadsden @ Sixth, Gadsden @ Gaines, & Gadsden @ Seventh; pedestrian signal upgrades at numerous locations - upgrades to countdown signals and audible; communications/ITS - uninterruptible power supply (UPS) for controllers; internally illuminated street name signs; fiber optic cable plant improvements and solar speed radar sign locations. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p>Operating Budget Impact Signal maintenance demands are expected to decrease as mast arm installations replace strain poles. The implementation of ITS features such as video monitoring, VMS, system detectors and other traffic management technologies will increase maintenance costs. This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							

City of Tallahassee
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Development and Transportation Services

Public Works

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Residential Sidewalks and Bike Ped Implementation Prog	1,080,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	6,000,000
<p>This project combined funding authorized by City Commission Policy 600CP for the Sidewalk Program. Currently, there is one project being designed and it is possible that several more will be designed and constructed during FY11. Revisions to the traffic calming program approved by the City Commission have significantly reduced the number of projects that qualify for funding. Emphasis has shifted from traffic calming to sidewalk improvements including in-fill sidewalks. It is anticipated that these funds will be used for the design and construction of projects identified through the Star Metro NOVA 2010 Plan. These funds also support the Street Resurfacing Program on the construction of sidewalk/ADA ramps to meet the American with Disabilities Act (ADA) requirements. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p>Operating Budget Impact This program will cause additional maintenance costs to Streets and Drainage in future years. It is projected that 6,000 linear feet of sidewalk will be constructed every year. The annual cost of maintenance for each year will be \$11,695.</p>							
Sidewalk Program - New Developments	50,000	70,000	70,000	70,000	70,000	70,000	350,000
<p>A program to refund developers' material costs for construction of sidewalks along every new city roadway was abolished by the City Commission on July 17, 1991. The present policy requires developers to pay for sidewalks on new public streets. However, the city has several development agreements outstanding, which require reimbursement of sidewalk construction costs in subdivisions approved prior to July 17, 1991, and in annexed areas with an urban services agreement. These development agreements allowed developers to construct sidewalks after the subdivision was more than fifty percent complete. City staff continues to identify those subdivisions, which are substantially built-out, and request the developer to construct sidewalks in adherence to the development agreement. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance. Based on anticipated refunds for Bull Run, Piney Z, and Benjamin's Run it is recommended that refunds be maintained at \$70,000 per year. Supplementary appropriations will be requested through the City Commission, if any of these projects request full sidewalk reimbursement.</p> <p>Operating Budget Impact The construction of additional sidewalks will require the appropriation of additional maintenance costs in future fiscal years. This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Street Resurfacing Program	2,782,300	2,921,400	2,921,400	2,921,400	2,921,400	3,213,550	14,899,150
<p>The purpose of this program is to resurface those City-owned paved streets that have been deemed, through the pavement management assessment process, to be in need of this action. There are two primary methods used for this program. First is the conventional asphalt overlay method that sometimes requires the cold milling of the existing surface. The recycled milled asphalt product is then reused elsewhere for road base material. The second method is a "green" alternative referred to as "hot-in-place". This is a "green" approach in that the existing asphalt is rejuvenated in-place and re-compacted and then overlaid with new asphalt. The work, using either method, is performed by contractors that have been selected through the competitive bid process. City staff inspects the contractor's work. This is an annual recurring program with construction schedules to begin in the first quarter and completion in the 4th quarter. Annual appropriations that are not expended will be returned to fund balance.</p> <p>Operating Budget Impact This is a recurring project. Annual appropriations not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Tallahassee-Leon County Public Safety Complex (City Portion)	27,244,700	755,200	0	0	0	0	755,200
<p>This joint funded city/county public safety complex consists of a joint city/county communications facility, city regional transportation management center, city fire administration headquarters, and county emergency medical services (EMS) headquarters in one of two buildings on a common site adjacent to the Red Cross Office at Easterwood Drive near Weems Road. Prior year administration activities pertain to tasks undertaken by ISS, where this project was originally funded.</p> <p>Operating Budget Impact This project will have an increased operating impact because of the costs associated with the management and operation of one or two new buildings. Since these buildings have not been designed, these operation costs are unknown.</p>							
Weems Road Extension	0	0	2,500,000	5,000,000	0	0	7,500,000
<p>This project provides for the extension of Weems Road from Mahan Drive, Northerly and Westerly to tie to a new section of Weems Road being built as part of the Mahan Villages Shopping Center.</p> <p>Operating Budget Impact This project will have an increased operating impact to the Operations Operating Budget from the new sidewalk, pavement and stormwater facility beginning in FY16 of \$680 per year.</p>							
Weems Road Improvements	5,500,000	0	0	2,300,000	0	0	2,300,000
<p>This project provides for the reconstruction of 0.80-mile of Weems Road from Mahan Drive to Easterwood and 0.10-mile extension of Weems Road to Capital Circle N.E. as an urban street with curb and gutter, sidewalks and bike lanes to meet city standards for pedestrian and street safety (PASS). The PD&E study is complete. Design and land acquisition are scheduled during FY09-12. The construction is scheduled during FY10-14.</p> <p>Operating Budget Impact This project will have an increased operating impact to the Operations operating budget from new sidewalk, guardrails, pavement, landscape, and stormwater facility maintenance beginning in FY 2013 of \$17,000 per year. The operating budget costs only reflect the first year of maintenance (right-of-way mowing, sweeping, and landscape). The subsequent years funding will increase due to the assumption of all maintenance activities.</p>							
Total Public Works	61,501,903	9,767,100	16,625,050	12,911,900	6,166,900	6,201,050	51,672,000

City of Tallahassee
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Development and Transportation Services

StarMetro

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
FTA Section 5307 Capital for Bus Purchases	3,809,893	3,557,000	3,663,700	3,773,650	3,886,850	4,003,450	18,884,650
<p>The Federal Transit Administration (FTA) allocates federal funding from Section 5307 (capital and operating assistance) based on a formula distribution. Since the City of Tallahassee is part of the TMA with a population of over 200,000, it is no longer eligible for operating assistance from FTA. There is a requirement to use one percent of the annual allocation for security and one percent for transit enhancements. Funding in the amount of \$30,000 is dedicated to Project administration. The remainder of the FTA funding will be used for preventative maintenance, purchase of buses, vans and related equipment, ITS applications for the buses and for infrastructure additions and improvements. This FTA funding will be matched with toll revenue credits provided by the Florida Department of Transportation.</p> <p>Operating Budget Impact There is no impact on the operating budget.</p>							
FTA Section 5309 Capital for StarMetro Buses	2,500,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	6,250,000
<p>This will provide funding for eligible replacement buses, vans and related equipment and for needed expansion buses in order to be able to operate the decentralization and regionalization of the current transit system. These buses will be equipped with ITS equipment, security cameras, radios, fareboxes and equipment to meet ADA requirements. This funding will be matched with toll revenue credits provided by the Florida Department of Transportation.</p> <p>Operating Budget Impact There is no operating impact from this project. It is totally federally funded for replacement buses.</p>							
JARC	331,480	265,200	265,200	265,200	265,200	265,200	1,326,000
<p>The Job Access Reverse Commute (JARC) program provides funding to support the development and maintenance of job access projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. The JARC program supports reverse commute projects designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities. These funds are primarily used for operating.</p> <p>Operating Budget Impact No operating impact.</p>							
New Freedom Capital	50,514	65,300	65,300	65,300	65,300	65,300	326,500
<p>The New Freedom Program funded by the Federal Transit Administration seeks to reduce barriers to transportation service and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA of 1990. Each year StarMetro, as the designated recipient of these funds seeks project input from the local transit entities. Project(s) are selected and awarded based on conformity with the requirements of the program.</p> <p>Operating Budget Impact No operating impact.</p>							
StarMetro - Miscellaneous A/R	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This accounts receivable project will allow StarMetro to enter small contractual arrangements with third parties. Examples would include vendors that would like to construct bus shelters, bus stop signs or install advertising equipment on buses. Other examples would include training provided by StarMetro to third parties that reimburse StarMetro for the cost of the training (i.e. Bus simulator and CDL training). These are estimates only.</p>							
United We Guide: Regional Mobility Management	100,000	90,000	80,000	0	0	0	170,000
<p>The Florida Department of Transportation (FDOT) highway safety funds allocated for the United We Guide: Regional Mobility Management pilot project - The funds will be used for a comprehensive campaign to provide contract information on transportation options and facilitate the training of appropriate personnel as mobility managers in the four county region of Leon, Jefferson, Gadsden and Wakulla counties. In addition, the program will promote a one-call number for citizens to obtain transportation within the area.</p> <p>Operating Budget Impact n/a</p>							
Total StarMetro	6,841,887	5,277,500	5,374,200	5,404,150	5,517,350	5,633,950	27,207,150
Total Development and Transportation Services	100,803,790	21,312,150	55,336,250	25,036,050	18,134,250	18,635,000	138,453,700

**City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
CC-EMS Evaluation, Specifications, & Upgrade	0	0	600,000	200,000	3,000,000	0	3,800,000
<p>The scope of this project includes the implementation and integration of major upgrades/revisions to the existing System Control and Data Acquisition/Energy Management System (SCADA/EMS), and the evaluation and purchase of a new SCADA/EMS when the current long term services agreement expires with the current SCADA/EMS vendor at the end of calendar year 2015. The evaluation process will identify the requirements to maintain reliable control and monitoring systems meet all NERC reliability standards. This is not a recurring project, and funds will remain in the project until completion scheduled in FY2016.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
CC-Sub-Supervisory Control & Data Acquisition (SCADA)	325,000	575,000	700,000	600,000	600,000	525,000	3,000,000
<p>The scope of this project includes: routine modifications, additions and minor upgrades to the existing System Control and Data Acquisition/Energy Management System (SCADA/EMS); annual maintenance for the current SCADA/EMS, security systems, weather systems, System Control building; procurement and implementation of remote terminal units (RTUs), test equipment, printers, interface software, RTU communications, T1 multiplexers, Ethernet communications, asynchronous transfer mode (ATM) switches, fiber optic switches, relay communications, protective relaying, patch panels and other equipment required to support the SCADA/EMS.</p> <p>This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
CC-Telecommunications/Fiber Optics	200,000	450,000	475,000	275,000	275,000	300,000	1,775,000
<p>This project entails the procurement of communications equipment, fiber, and the installation of fiber optics cables and associated control equipment that provide for communication networks for the electric system monitoring and control.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Corn Hydro Master-Major/Minor Capital Projects	10,000	60,000	80,000	60,000	60,000	80,000	340,000
<p>This project provides funding for major/minor repairs, replacements and improvements to the physical plant at Corn Hydro Generating facility. The funding requested is 90% of the estimated costs for these activities. To the extent project schedules are kept, additional funding will be requested. Future estimates are based on work deemed necessary and will be itemized at the time of future appropriation requests. Projects requiring multi-year funding are identified individually.</p> <p>The projects for FY 2012 will include miscellaneous major/minor repairs required to the Corn Hydro units. This includes structure and site improvements, earthen dam repairs and other items as directed by FERC inspections. Unanticipated plant repairs will be prioritized and can be substituted for projects initially identified and/or be funded from the master project.</p> <p>This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Corn- Hydro Part 12	0	0	0	0	350,000	0	350,000
<p>The Part 12 inspection is a requirement of the operating license issued by the Federal Energy Regulatory Commission (FERC) to operate the facility. There is no relief from the inspections as long as the City of Tallahassee operates the Corn Hydro facility. An inspection was conducted in FY2009. The next inspection is due in FY2015.</p> <p><u>Operating Budget Impact</u> Assuming that this project is approved, there are no on-going operational budget impacts. Failure to perform the Part 12 inspection when it is due will expose the City to fines and penalties from FERC. There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Corn-Hydro Bailey Upgrade	0	100,000	200,000	0	0	0	300,000
<p>This project will provide automation for the three generating units at the CH Corn Hydro facility.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Corn-Turbine Generator Inspection/Overhaul	0	0	0	0	0	900,000	900,000
<p>This project is the planned 10 year inspection and overhaul of the CH Corn Hydro facilities three generating units.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	

Hopkins- DCS Technology Upgrade	0	0	0	1,000,000	500,000	0	1,500,000
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In 1995 the control systems for the units at the Hopkins Generating Station was retrofitted with a state-of-the-art distributed control system (DCS) provided by Westinghouse Process Control, which is now a division of Emerson Process Management. The control system comprises computer and electronic hardware for the receiving and sending control signals, analyzing and manipulating this control data and providing operator and engineering interface for monitoring/adjusting logic, set points and algorithms. The DCS is the primary control system for Unit 1 and the older gas turbines (GT1 and GT2) and provides a balance-of-plant (BOP) control for the LM6000 gas turbines (GT3 and GT4) and the Unit 2 combined cycle conversion (HP2A). This project is to update the Emerson Process Control distributed control system to the most current hardware/software platforms available from the OEM.

Operating Budget Impact

Provided this project is completed, there are no operating impacts associated with this project. Failure to approve this project will affect the efficiency and reliability of the units as outages increase. This will occur since the OEM considers the equipment obsolete and will no longer service the equipment or supply parts needed to make repairs.

Hopkins Master-Major/Minor Capital Projects	1,050,000	1,200,000	600,000	700,000	1,200,000	1,200,000	4,900,000
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This is a continuing program consisting of major/minor repairs, replacements and improvements that do not exceed \$500,000 to the physical plant at Hopkins. Projects in excess of \$500,000, as well as projects requiring multi-year funding, are identified individually. The funding requested is 90% of the estimated costs for these activities. To the extent project schedules are kept, additional funding will be requested. Future year estimates are based on work deemed necessary and will be itemized at the time of future appropriation requests. This proposed master project for FY 2012 includes, but is not limited to, tank farm/miscellaneous structure painting, fire protection upgrade, station battery replacement, chiller overhaul, ADA elevator, maintenance equipment replacement and miscellaneous equipment upgrade/repairs. Additional unanticipated plant repairs or unspecified repairs of higher priority can be substituted for the projects on the list and/or be funded from the master project.

This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

Hopkins Miscellaneous Major/Minor Equipment & Facilities R/R	387,000	400,000	400,000	428,500	443,500	459,000	2,131,000
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The scope of this project provides for the repair and purchase of various plant equipment and improvements to facilities. There are miscellaneous minor equipment purchases and facility improvements required during the year to continue efficient, safe and reliable operation of the generating units. The purchases and improvements will be capital in nature, but unrelated to another capital project.

This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

Hopkins-HP Peaking Units Major/Minor Outages	0	0	2,550,000	0	1,000,000	0	3,550,000
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This project will provide for periodic inspection, repairs, purchase or replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with the combustion turbine peaking generating units, HC1, HC2, HC3 and HC4, located at Hopkins Plant. The scope includes combustion turbine/generators, auxiliary equipment, controls, SCR & CO replacement, etc.

Operating Budget Impact

Provided this project is completed, there are no operating impacts associated with this project. Failure to approve this project will affect the efficiency and reliability of Hopkins Unit 2. There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

Hopkins-HP1 Major/Minor Outages	2,200,000	100,000	175,000	175,000	1,800,000	200,000	2,450,000
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This project will provide periodic inspection, repairs, purchase of replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with Hopkins Unit 1 (HP1) steam turbine, generator, boiler, associated auxiliary equipment, controls, etc.

A portion of the funding for the major activities, such as low pressure (LP) turbine overhaul and major outage of the turbine/generator, boiler, etc., are included in the prior year to provide for ordering and delivery of long lead parts.

Note: The Unit 1 major outage originally scheduled in fall of 2011 has been moved to the spring of 2012. Funds appropriated in FY09 and FY10 account for the appropriations to date, and will be used for inspection, repairs, purchase of replacement parts, materials, miscellaneous contractual services, etc. This project will need to remain open and the funds will need to be available to fund the major outage.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

**City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	

Hopkins-HP2 Major/Minor Outages	250,000	200,000	275,000	4,950,000	400,000	400,000	6,225,000
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This project will provide for periodic inspection, repairs, purchase of replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with Hopkins Unit 2 (HP2) combustion turbine/generator, heat recovery steam generator (HRSG), associated auxiliary equipment, controls, SCR Catalyst Replacement, etc. The major portion of periodic inspection is covered by the long-term services agreement with the OEM, GE, for the combustion turbine. In order to maintain compliance with Florida Department of Environmental Protection (FDEP) Title V permit issued for Hopkins Generating Station, the SCR catalyst needs to be replaced. Failure to replace the SCR catalyst when it is spent will result in the unit being unable to meet the permit requirements and result in the unit being unavailable for operation.

A portion of the funding for the major activities such as major outage of the turbine/generator, HSRG, etc. are included in the prior year to provide for long lead parts, etc.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

PE-Distribution Upgrades & Modifications	200,000	8,075,000	5,830,000	3,280,000	330,000	330,000	17,845,000
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This project will fund engineering, procurement, construction, and related activities associated with research, planning and implementation of distribution system improvements needed to provide adequate and reliable electric service to current and future customers.

The scope of this master project has been expanded in the FY12-16 CIP to include/replace budget requests for the following projects included in the FY11-15 CIP:

- 06111 - PE-BP-14 Feeders
- 06112 - PE-Purchase of Distribution Equipment
- 10064 - PE-Backup Resource for Substation BP-12
- 11057 - PE-CCSW & Orange to US 90
- P297008 - PE-Capital Cascades Trail-Segment 1
- P297100 - PE-South Network Conversion
- P297111 - PE-Centerville Rd Feeders
- P297112 - PE-BP-21 Feeders on Mahan

This is a recurring project. Funds not expended prior to the close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

PE-Electric System Construction and Improvements	7,000,000	4,072,300	4,300,000	4,300,000	4,800,000	4,800,000	22,272,300
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This project involves engineering, right-of-way acquisition, purchase of equipment, construction, and related activities associated with the expansion, addition, or improvement of electric facilities generally less than \$500,000 and recurring projects for new services, new area light installation, and unpredictables. Projects for the five-year period include, but are not limited to: 1) road widening/utility relocation projects; 2) transmission line replacement structures; 3) access road maintenance; 4) upgrade of Talquin ATUs; and 5) system protection.

The requested funding represents 75% of estimated costs for these activities, with the exception of recurring projects that are funded at 100%. The project list was developed after communicating with Leon County Public Works, Florida Department of Transportation and City Public Works and obtaining their respective project plans. Individual projects will be funded based on system requirements at the time of construction. To the extent project schedules are maintained, additional funding will be requested.

This is a master project to support construction-related projects. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

PE-GIS Integration with New Work Processes	926,400	0	0	50,000	50,000	50,000	150,000
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This is an ongoing project that will continue the development and integration of the geographic information system (GIS) into the Electric Department's business operations as new functionality becomes available. One project will geo-code the remainder of the electric service points. GIS will support electric system analysis and engineering, outage management, tree trimming operations, and work management.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

PE-Purchase of Talquin Electric Co-op Facilities	5,700,000	0	600,000	1,000,000	1,000,000	1,000,000	3,600,000
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This project provides for the purchase of Talquin Electric Cooperative facilities within the city's electric service territory and for the installation of new services for city customers on Talquin facilities within this territory.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
PE-Recurring-Replacements and Upgrades	800,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	6,500,000

This project provides funding for: 1) distribution, replacement and upgrade - cost for replacement of existing overhead and underground equipment/facilities, including labor and equipment; and 2) area light replacement and upgrade - cost for replacement of existing equipment/facilities, including labor and equipment.

This project is a master recurring project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

PE-Smart Grid - Utility Enhancements	450,000	800,000	450,000	200,000	200,000	200,000	1,850,000
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In 2010, The City Commission accepted a "Smart Grid Investment Grant" (SGIG) funded through the Department of Energy under the American Recovery and Reinvestment Act of 2009 (ARRA). This grant, among other things, was for the purpose of "enhancing electric transmission and distribution control capabilities" otherwise known as "automated distribution" or "DA." The administration of these funds, including the required matching funds from the city, are required to be maintained independent of other funding sources.

Although grant funds constituted a major underwriting of the required investment for the implementation of a DA system, additional funding will be required to it on a system-wide basis. This project provides funding to further the goal of implementing the DA system on a system-wide basis.

Fundamentally, the purpose of a DA system is two-fold: 1) to provide the capability of the Electric Utility System Control Center to extend its monitoring and control functions beyond the electric transmission system and individual bulk power stations (substations) into the electric distribution system, and 2) to implement an automated process of identifying and isolating a faulted segment of the electric distribution system and restore service to the un-faulted segments.

The work, to be coordinated with the work associated with the grant funds, consists of the installation of automated switching devices in the electric distribution system, the installation of radio communications between the devices and the control center, and modifications to the supervisory control and data acquisition system (SCADA), the outage management system (OMS), and the geographical information system (GIS) software platforms.

PE-Street Lighting-Improvements/Maintenance Projects	910,000	1,160,000	1,160,000	1,160,000	1,160,000	1,160,000	5,800,000
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This budget provides annual funding for projects to install new streetlights in locations for new or existing subdivisions and street projects. Planned projects include, but are not limited to, installation of lights for new subdivisions/minor streets and continuation of downtown lighting.

This is a recurring project. Appropriations not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

PE-Substation Upgrades & Modifications	0	5,951,000	6,350,000	3,000,000	3,000,000	3,000,000	21,301,000
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This project will fund activities associated with the construction and modification of substations facilities to maintain reliable and efficient connectivity of distribution and transmission components of the system. This project is a newly created Master for the FY12-16 CIP and includes/replaces budget requests for the following projects included in the FY11-15 CIP:

- 01592 - PE-Substation Mods-Mobile Tfmr
- 05117 - PE-Substation BP-17
- 07153 - PE-Substation BP-4 Modification
- 08133 - PE-Substation J
- 10063 - PE-Substation BP-22
- 10065 - PE-Substation BP-23
- 11027 - PE-Substation BP-13 Modifications

This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating budget impact within the current five-year capital improvement plan. All impacts have been/will be incorporated into current/future capital plans.

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	

PE-Transmission Upgrades & Modifications	0	7,769,000	3,400,000	2,000,000	2,000,000	2,000,000	17,169,000
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This project will fund activities associated with construction and modification of transmission lines and related components to maintain reliable, safe and efficient delivery of power to and between substations. This project is a newly created master for the FY12-16 CIP and includes/replaces budget requests for the following projects included in the FY11-15 CIP:

- 07147 - PE-BP15 to BP18 Transmission Line
- 07152 - PE-BP5 to Transmission Line 31
- 08141 - PE-Reconductor Transmission Line 7A
- 1000539 - M1000194-WI-Line 31 Tap Switch
- 10067 - PE-Transmission Line 17 Conversion

This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating budget impact within the current five-year capital improvement plan. All impacts have been/will be incorporated into current/future capital plans.

Prod Mgmt- Champs Upgrade	0	0	0	50,000	0	0	50,000
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The electric generating plants utilize Champs, a commuterized maintenance management system, to manage maintenance activities of power plant equipment. The application tracks work being performed on equipment, its associated costs and is a useful tool for plant management decisions. Periodic upgrades or enhancements to the application are necessary to ensure the system is providing the functionality necessary for efficient and effective management of preventative maintenance and ongoing maintenance at the facilities.

Operating Budget Impact

There is no operating impact with this project if the recommendations are implemented. Failure to upgrade Champs could result in loss of vendor maintenance support and impact tracking the maintenance activities at the power plants.

Prod Mgmt- Insurance Issues	0	0	100,000	0	100,000	100,000	300,000
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This project provides funding for upgrades to Purdom, Hopkins and Corn Hydro plants based on recommendations from the city's insurance carrier.

Operating Budget Impact

There is no operating impact with this project if the recommendations are implemented. Failure to implement the insurance company's recommendations can result in increased premiums.

Prod Mgmt-Purchase/Install Distributed Generation	0	0	0	0	8,500,000	61,000,000	69,500,000
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Near Sub 5

Based on the current 10-year strategic transmission study, supporting capital projects are required in 2010 and beyond to ensure system reliability. Options include building new transmission infrastructure and/or installing combustion turbines at key locations on the city's system to meet grid reliability standards. One option in the 2015-2016 timeframe identified for further detailed study is the installation of combustion turbines as an alternative to the addition of major (230kV) transmission facilities or to address resource uncertainty associated with the implementation of the city's DSM plan.

This capital project is submitted to ensure that the funding will be in place for the most capital-intensive option currently under consideration. A final decision on this and other grid enhancement projects intended to maintain system reliability will be made by the City Commission during fiscal year 2012.

Operating Budget Impact

It is anticipated that this project will not require any additional FTEs. There will be operational budget impacts associated with the operating and maintenance of these new units. These costs will include materials, services and fuel. There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

Purdom - PP8 Major / Minor Outages	485,000	470,000	1,670,000	50,000	50,000	600,000	2,840,000
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This project will provide for periodic inspection, repairs, purchase of replacement parts, materials, miscellaneous contractual services, etc. for the major and minor outages/inspection of equipment associated with Purdom Unit 8 (PP8) combustion turbine/generator, heat recovery steam generator (HRSG), associated auxiliary equipment, controls, etc. The project will also provide for non-destructive testing of high-pressured and high temperature piping on Unit 8 and the Zero Discharge Unit to ensure it is safe for continued operation. The city's insurance carrier has recommended that this inspection be completed on a periodic basis. This work can only be done during outages etc. The major portion of periodic inspection is covered by the long-term services agreement with the OEM, GE, for the combustion turbine.

A portion of the funding for the major activities such as major outage of the turbine/generator, HSRG, etc. are included in the prior year to provide for long lead parts, etc.

Operating Budget Impact

There is no operating budget with the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable. If not approved, there will be significant increases to the operating budget impacts due to increased forced outages.

Purdom - Structure Improvements	1,760,000	0	600,000	0	600,000	0	1,200,000
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This project will provide for the major repair and replacement of such items as roofs, siding, gutters, drains, etc. of various structures and tanks around the plant.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Purdom - Unit 7 Demolition	0	0	0	1,000,000	0	0	1,000,000
<p>This project is for the demolition of Unit 7. Purdom Unit 7 is scheduled to be retired in 2013. Once the unit is retired, it will not be operated and will begin to deteriorate. The demolition of the unit will ensure that there are no safety hazards associated with the continued deterioration of the unit once it is retired.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five year plan as applicable.</p>							
Purdom Master-Major/Minor Capital Projects	70,000	30,000	30,000	30,000	130,000	600,000	820,000
<p>This is a continuing program consisting of major/minor repairs, replacements and improvements to the physical plant at Purdom Power Plant. The funding requested is 90% of estimated costs for these activities. To the extent project schedules are kept, additional funding will be requested. Future estimates are based on work deemed necessary and will be itemized at the time of future appropriation requests. Projects requiring multi-year funding are identified individually.</p> <p>Projects for fiscal year 2012 are: 1) unit #7 boiler, turbine-generator and repair/replacement of related equipment, and 2) balance of plant repair and replacement items such as, but not limited to, lube oil pumps, fuel oil equipment and condensate equipment. Additional plant repairs or repairs of higher priority that are not listed can be substituted for projects on the list and/or be funded from the master project.</p> <p>This is a recurring project. Annual appropriations to the master projects that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Purdom Miscellaneous Equipment Replacement & Automation	183,600	190,000	190,000	190,000	190,000	196,700	956,700
<p>This is a continuing program consisting of upgrades and replacement items at the Purdom plant. This project will be used for replacement of pumps, motors, small equipment and other capital items at the Purdom plant. This project will also be inclusive of such items as: auxiliary equipment, any safety apparatus or any other plant needs associated with unit #7, unit #8, unit #1CT, and unit #2 CT.</p> <p>This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Purdom MKVI Controls Upgrade/DCS Upgrade	1,500,000	0	0	4,500,000	0	0	4,500,000
<p>The plant utilizes two DCS operating control systems. The GE MK V control system is utilized for the unit 8 combustion turbine/generator and steam turbine/generator, and the Bailey Infinet 90 is utilized to control unit 7 and the balance of plant on unit 8. Due to changes in technology, these DCS systems need to be upgraded/replaced from time to time. This project will provide for the following activities: 1) upgrade of Bailey Infinet 90 consoles to a Microsoft based computer to replace the obsolete Bailey proprietary software consoles; 2) conversion of the GE MKv control system to a GE MK VI control system ; and 3) further upgrade of the Bailey Infinet 90 or conversion of the Bailey Infinet 90 control system to the GE MK VI.</p> <p><u>Operating Budget Impact</u> Provided this project is approved, there will be no operating budget impacts. Failure to complete this project will result in increased costs resulting from increased maintenance costs due to failures and additional fuel costs due to the Purdom units being unavailable. Failure to have the Purdom units available can also result in reliability issues with the City's electric system.</p>							
Purdom Unit 8 Zero Discharge (ZD) Major/Minor Outages	1,500,000	100,000	300,000	300,000	100,000	0	800,000
<p>PP8 is equipped with a zero discharge (ZD) facility. This project is to provide funding for the periodic preventative maintenance outages associated with the ZD facility. The scopes of work that may be performed under this project include, but are not limited to, repair/replacement of the vapor compressor, filter press and other mechanical and electrical equipment.</p> <p><u>Operating Budget Impact</u> Provided this project is approved, there will be no operating budget impacts. Failure to complete this project will result in increased costs resulting from increased maintenance costs due to failures and additional fuel costs due to the Purdom units being unavailable. Failure to have the Purdom units available can also result in reliability issues with the City's electric system.</p>							
Purdom-Unit 8 Condenser Re-tube	0	0	0	0	0	900,000	900,000
<p>This project is to replace the remaining original condenser tubes in the unit 8 steam turbine condenser.</p> <p><u>Operating Budget Impact</u> There is no operating budget with the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable. If not approved, there will be significant increases to the operating budget impacts due to increased forced outage or unit derates. In either case, the replacement power will either be purchased or generated with older units at a higher cost.</p>							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Purdom-Unit 8 Fuel Gas Heater	0	1,500,000	0	0	0	0	1,500,000
This project is for the design, purchase, & installation of a new fuel gas heater for the Purdom Unit 8 gas turbine.							
Operating Budget Impact							
There is no operating budget with the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable. The efficiency improvement of 0.5% will result in approximately \$250,000 annual savings. The maintenance cost of downstream components is not easily quantifiable, but a premature failure of downstream components during peak months could potentially cost significantly more in repairs and replacement power.							
SP-Alternate Energy	5,400,000	0	0	600,000	2,000,000	2,000,000	4,600,000
A part of the city's long-term energy plan involves the potential for inclusion of renewable/alternative energy projects into the current power supply portfolio. The IRP Study identified opportunities to include cost-effective renewable resources in the energy mix. This project will provide funding to evaluate opportunities that may become available as part of the ongoing analysis of the long-term resource plan as well as continuing the analysis of those resources already anticipated as part of the current power supply portfolio.							
Operating Budget Impact							
There is no operating budget impact within the current five-year capital improvement plan. Future impacts will be built into the five-year plan as appropriate.							
SP-Electric System Planning Resource Studies	225,000	350,000	350,000	375,000	375,000	375,000	1,825,000
The scope of this project includes system planning studies/support and NERC compliance evaluation/support. In an effort to effectively manage development of the electric system relative to current and future regulatory, operational and capacity requirements, the utility must evaluate energy alternatives, facilities, infrastructure, related projects and compliance with NERC reliability standards.							
This is a recurring project. Annual appropriations not expended prior to the close of the fiscal year will be returned to the fund balance.							
Operating Budget Impact							
There is no operating impact anticipated within the current five-year capital improvement plan. Future impacts will be built into the five-year plan as appropriate.							
SP-Energy Efficiency & Demand-Side Management	20,174,376	12,000,000	12,000,000	13,000,000	13,000,000	13,000,000	63,000,000
In December 2006, the Electric Utility completed an integrated resources planning (IRP) study that identified an appropriate mix of supply and demand-side resources needed to most efficiently meet future power needs over a 20-year period. Demand-side management (DSM) and energy efficiency (EE) programs play a key role in that resource plan. This project provides funding to support the DSM/EE portfolio approved by the City Commission in December 2006. The budget schedule reflects the implementation plan proposed by Energy Services and approved by the City Commission in January 2008, consisting of a 2-year deferral of some expenditures originally planned for FY 2009, combined with additional funding in later years to achieve the required demand and energy savings.							
Operating Budget Impact							
There are potential operating budget impacts from this project in the Energy Services Department.							
SP-Solar Capacity Expansion Plan	1,871,500	131,000	131,000	131,000	131,000	131,000	655,000
The Electric Utility is continuing to promote installation of solar thermal and photovoltaic (PV) systems to provide a limited diversity of energy supply, encourage use of clean energy sources, educate customers about the advantages of renewable resources, and provide energy and tradable renewable energy certificates (green tags) for existing and future retail green power offerings. This ongoing project will help to position the city for changes in the energy markets and assist the utility in responding to possible renewable energy portfolio standards.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable. Maintenance and support services will be outsourced.							
T&D-Electric Service Request-Master	650,000	900,000	900,000	900,000	900,000	900,000	4,500,000
The Electric Utility performs numerous projects at the request of citizens, businesses and organizations to repair damages to the electric system infrastructure, as well as for other specific services requested by electric customers. There are basically two types of requests: 1) specific work relative to electric facilities that are paid by the customer (e.g., pole relocation), and 2) emergency repairs necessary because of damages to electric system property that will be paid by the party responsible for the damage. The estimates are based on historical expenditures for these types of activities, and all expenditures are fully reimbursed by the requesting or responsible party. Incurred costs are billed by the utility through the city's billing and accounts receivables process.							
This is a master recurring project. Annual appropriations to the master projects not utilized to fund specific projects prior to the end of fiscal year will be returned to the fund balance.							
Operating Budget Impact							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							

**City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
T&D-Instrumentation/Control RR&I	0	60,000	60,000	60,000	60,000	65,000	305,000

This project provides funding for installation, maintenance and upgrade of equipment to automate the control, metering and monitoring of various distribution facilities, including necessary studies to determine and identify the proper size and location of equipment.

This project is a newly created master for the FY12-16 CIP and includes/replaces budget requests for the following projects included in the FY11-15 CIP:

- 11046 - T&D-Distribution Automation & Control
- E00149 - T&D-Application of Capacitor & Voltage Regulators

This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

T&D-Operations Center RR&I	0	500,000	150,000	150,000	125,000	125,000	1,050,000
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This project will fund needed repairs, renovations and upgrades of the utility operations center located at 2602 Jackson Bluff Road and its adjacent facilities, including the associated electric meter operations building, the 9.07 acres located between Messer Park, and the existing material storage facility. These activities will address problems associated with aging and deterioration of the facility, adding new office/storage facilities as needed, and installation and upgrade of security measures to reduce vandalism and theft.

This project is a newly created master for the FY12-16 CIP and includes/replaces budget requests for the following projects included in the FY11-15 CIP:

- 09187 - T&D-Facility Security Program
- 11037 - T&D-Remodeling Operations Center
- P294102 - T&D-Utility Operations Center Office/Storage Facility Additions

This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There will be an increase in electrical energy usage for some of the security equipment placed in-service by this project. In the future, a need may arise for an additional full-time position to be responsible for monitoring, overseeing the performance of security equipment and coordinating the overall electric utility security program as the city's electric utility grows and expands. In addition, it could be determined that one of the needed security measures would be an annual contract agreement for security guard services that would be an operating expense.

T&D-Overhead Line RR&I	0	915,000	1,015,000	415,000	165,000	165,000	2,675,000
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This project provides funding for refurbishment of 115/230 kV overhead transmission lines and facilities in electric system and provides for the ground-line treatment of all wood distribution and transmission poles, including: 1) equipment identification and computerized data collection of work performed; 2) visual inspection of pole and hardware attachments; 3) visual inspection of application of remedial preservative treatments to extend pole life; and, 4) pole restoration utilizing c-truss or fiber wrap systems. This project provides funding for costs associated with planting species of trees or plants to replace tall trees growing under overhead power lines.

This project is a newly created master for the FY12-16 CIP and includes/replaces budget requests for the following projects included in the FY11-15 CIP:

- 11042 - T&D-Tree Replacement
- 11048 - T&D-15kV/230kV Transmission Line/Facility Refurbishment

This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.

Operating Budget Impact

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

**City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary**

Utility Services

Electric Utility

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
T&D-Substation RR&I	0	1,785,000	1,835,000	1,510,000	1,535,000	1,585,000	8,250,000
<p>This project provides funding for the inspection, maintenance and upgrade of substation facilities and equipment, including breakers, switches, relays, annunciator panel systems, multiplexors, system control and data acquisition equipment, electronic security and safety equipment, and storage facilities. This project also provides for the construction of a storage building which will house one of the city's two emergency mobile substations when not in service to provide protection from the deteriorating elements of weather.</p> <p>This project is a newly created master for the FY12-16 CIP and includes/replaces budget requests for the following projects included in the FY11-15 CIP:</p> <ul style="list-style-type: none"> 05005 - T&D-Relay & Communication System Replacement & Upgrade-Phase II 10062 - T&D-Relay & Communication System Replacement & Upgrade-Phase III 11039 - T&D-Substation/System Control Facility Additions 11047 - T&D-Gang Switch Repair/Replacement-115kV & 230kV E02032 - T&D-Substation Transformer Replacement/Refurbishment <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
T&D-URD System RR&I	0	1,100,000	1,150,000	1,150,000	1,150,000	1,150,000	5,700,000
<p>This project provides funding for the replacement and/or refurbishment of deteriorated underground distribution (URD) facilities. These include replacement and installation of fault indicators, cables and URD equipment such as deteriorated pad mounted equipment, cable, conduit, and associated equipment. Additionally, this project provides for cabinet inspection of interior padmount transformers, pedestals and associated padmounted equipment and includes the following: 1) computerized data collection of work performed; 2) infrared inspection and ground resistance readings; 3) replacement of penta or hex bolts if necessary, and unlock or cut off locks if necessary; 4) insecticide treatment and install fault indicators- labor only; 5) private property access and attachment of inspection stickers; 6) installation of road markers and painting numbers on pedestal corresponding with padmount; 7) replacement of pedestal lid bolts where available - labor only; 8) other associated minor repairs as needed; and 9) needed connector replacements and installation of fault indicators, etc.</p> <p>This project is a newly created master for the FY12-16 CIP and includes/replaces budget requests for the following projects included in the FY11-15 CIP:</p> <ul style="list-style-type: none"> 11030 - T&D-Refurbishment of URD System 11045 - T&D-Padmount Transformer & Pedestal Inspection <p>This is a recurring project. Funds not expended prior to close of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
USC-Misc Repair and Replacement	200,000	0	200,000	0	100,000	0	300,000
<p>This project provides for the repair and purchase of various equipment and improvements to the Utility Supply Center facility to support its move from Procurement Services to Electric Utility. This project will include, but not be limited to, improvements to the yard area, painting, PeopleSoft support/modifications, and storage and equipment improvements.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Total Electric Utility	54,427,876	52,243,300	50,126,000	49,089,500	52,679,500	100,796,700	304,935,000

Energy Services

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Commercial Energy Conservation	625,000	625,000	625,000	625,000	625,000	625,000	3,125,000
<p>This project provides low interest loans to support the city's ongoing energy efficiency/customer retention efforts in the commercial sector. The program's focus is to improve energy efficiency of commercial facilities and promote efficiency in city and other public/governmental facilities through the funding of special projects and studies. This is a recurring project. Annual appropriations that are not expended by the close of the fiscal year will be returned to the energy conservation fund.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Utility Services

Energy Services

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Demand Side Management Program Support	125,000	125,000	125,000	125,000	125,000	125,000	625,000
Demand side management (DSM) resources will continue to be an important part of the city's resource mix over the next few years. This project provides funding for DSM support activities using the energy conservation fund. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the energy conservation fund.							
<u>Operating Budget Impact</u>							
This project includes funding in the amount of \$44,270 for an Energy Services Representative position. Of that total, \$31,029 is funded from this project, while \$13,241 comes from the operating budget to pay for pension, the city's matched annuity plan, and health benefits.							
DSM - Program Enhancements	1,120,000	240,000	240,000	0	0	0	480,000
Demand Side Management (DSM) resources will continue to be an important part of the city's resource mix over the next few years. While the program development is getting underway, staff has recommended funds to enhance existing programs. The intent is to gain local market momentum with program enhancements that are known to meet existing policy, economic, or marketing goals, and also have minimal fiscal impact. The enhancements are 1. Compact Fluorescent Lamp distribution 2. Solar Energy Rebates 3. Ceiling Insulation Rebates.							
<u>Operating Budget Impact</u>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Residential Energy Conservation	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	21,000,000
This project provides low interest loans and rebates to support the city's existing residential energy efficiency program. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to the energy conservation fund.							
<u>Operating Budget Impact</u>							
There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.							
Total Energy Services	6,070,000	5,190,000	5,190,000	4,950,000	4,950,000	4,950,000	25,230,000

Fleet Management

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Environmental Compliance and Remediation Program	100,000	100,000	100,000	100,000	100,000	100,000	500,000
This is a continuing program, which supports environmental facilities activities and compliance with regulations of the Florida Department of Environmental Protection (DEP). DEP requires that sites, which have the potential for contamination, have emergency response action plans, initial remedial action plans, discharge notification plans, quality assurance project plans, contamination assessment reports, remedial action plans, and site rehabilitation. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.							
<u>Operating Budget Impact</u>							
There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.							
Vehicle Replacement	6,000,000	8,500,000	9,500,000	8,500,000	8,500,000	8,500,000	43,500,000
The fleet management program is responsible for centralized citywide vehicle and equipment acquisition, maintenance, and repair. This project supports a program for vehicle replacement. Funding for the program is provided by the fleet reserve, which is replenished annually through fund interest earnings and monthly charges in user department operating budgets. This project includes a ten percent contingency to address unanticipated needs. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.							
<u>Operating Budget Impact</u>							
There is no operating impact within the five-year CIP and future impacts will be built into the five-year plan as applicable.							
Total Fleet Management	6,100,000	8,600,000	9,600,000	8,600,000	8,600,000	8,600,000	44,000,000

Underground Utilities

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Alternate Fuel Program	10,000	10,000	10,000	10,000	10,000	10,000	50,000
Underground Utilities often designs, constructs, and expands its natural gas mains to provide service to outlying areas. Gas Administration has outlined a strategic plan to incorporate alternative fuels programs for dispensing compressed natural gas/liquid propane to economically feasible end-users, as well as deferring system expansion costs in outlying areas when alternative fuel delivery is a cost feasible option to distribution customers. This program is required to keep invested state licenses active and in full effect during the next fiscal year. Appropriations will also cover a cost feasibility study to be conducted prior to the implementation of the program. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.							
<u>Operating Budget Impact</u>							
Marginal operating impact that will be offset by increased revenues.							

**City of Tallahassee
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Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Automation Implementation	613,000	700,000	700,000	700,000	700,000	700,000	3,500,000
<p>This project involves the development and implementation of a Geographic Information System (GIS) database mapping and facility inventory system for the department's Gas, Water & Sewer Utilities. Funding is provided for field surveys to locate existing gas valves/facilities, quality assurance/quality control gas facilities, modeling, prepare data input and editing, integration to GIS from engineering designs and documents, purchase and maintain gas applications pertaining to leak surveys and cathodic protection, purchase and maintain hardware and software pertaining to gas applications, purchase hardware and software pertaining to locating facilities, staff training, gas code compliance suite, mobile GIS, mobile GPS, work management, and field force automation.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
AWT Program	214,773,517	11,195,000	1,982,800	600,000	0	0	13,777,800
<p>Master project for the AWT design, planning and construction. The AWT improvements are necessary to meet state permitting requirements, particularly for the reduction of nitrogen. New headworks, screening, grit removal, primary clarifiers, deep-bed denitrification filters, and disinfection and other chemical facilities are major improvements included in the first phase of the AWT project. Completion of the first-phase construction is scheduled for August 2011.</p>							
Basin Improvements Implementation Plan	1,500,000	0	2,000,000	1,500,000	1,500,000	1,500,000	6,500,000
<p>This project will fund planning, design, and construction activities aimed at minimizing water quality impacts to the Tallahassee area receiving water bodies. Implementation activities may include in-lake or contributing watershed projects. Target water bodies will include those located within the major Tallahassee area watersheds.</p>							
Carbon Bed Replacement	480,000	140,000	480,000	480,000	480,000	480,000	2,060,000
<p>The City has granular activated carbon (GAC) units located at five water well facilities used to remove ground water contaminants. The need to change the carbon is related to water demand and other factors. Exchange of the GAC is expected to be an ongoing process with these units. GAC units are monitored for Florida Department of Environmental Protection. The Water Quality Division analyzes samples to maintain compliance with water quality standards and project when carbon replacement will be required. Previous costs have increased yearly with current funding reflecting market trends. FY12 – Renovation to GAC vessel piping, FY13 - Well 9 and 13, FY14 - Well 6 and 7, FY15 - Well 13 with renovation to GAC Valves, FY16 - Well 9</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Central SCADA System Upgrade	1,600,000	1,600,000	0	0	0	0	1,600,000
<p>Major Instrumentation and Control modifications to Lift Station and Water Production sites to include telemetry upgrades, SCADA Network Infrastructure improvements, and technology migration.</p>							
Collection System Rehabilitation/Replacement	1,700,000	1,700,000	1,700,000	1,800,000	1,890,000	1,980,000	9,070,000
<p>Sewer collection infrastructure must be rehabilitated or replaced to extend the expected life and reduce stormwater infiltration and inflow. These projects are prioritized each year based on maintenance reports, with design and construction usually done in-house and coordinated, when possible, with roadway projects. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or resources.</p>							
Concord Road Stormwater Management Facility	750,000	450,000	0	0	0	0	450,000
<p>The project provides funding to construct a stormwater management facility on a 3.25-acre parcel located east of Concord Road and north of Formosa Drive. The project objective is to alleviate flooding of approximately 12 residential properties located downstream on Riggins Road, Violet Street, and Lupine Lane in the Meadowbrook subdivision. Over 12 residential properties, as well as the aforementioned City Streets flood.</p>							
Crawfordville Road Gas Main Extension	0	0	615,700	677,200	0	0	1,292,900
<p>This project involves the design and construction of thirteen miles of natural gas main to provide service to the City of Crawfordville in Wakulla County. Engineering and design is scheduled to be completed in the first quarter of FY 2012. Construction is scheduled to begin in the first quarter of FY 2012 and be completed in the fourth quarter of FY 2013.</p> <p><u>Operating Budget Impact</u> Marginal operating impact that will be offset by increased revenues.</p>							
DEP In-Kind Services	0	150,000	0	0	0	0	150,000
<p>The definition and scope are unknown at this time. FDEP has not finalized the Amended Consent Order with civil penalties. An in-kind project must be either an environmental enhancement, environmental restoration or a capital/facility improvement project. A project has not yet been determined.</p>							

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget - Service Area Summary

Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Environmental Management Systems	95,000	101,000	101,000	101,000	101,000	101,000	505,000
<p>Development, implementation, certification and maintenance of an Environmental Management System for Divisions of Underground Utilities is scheduled during FY12 - FY16. The EMS will provide needed information on the impacts of utility operations on the environment, train employees in recognizing and evaluating the impacts, monitor the impacts, and design plans for improvement to more effectively and efficiently manage the impacts. The EMS, as part of the Utilities' overall improvement plan, will participate in an international auditing process and apply for certification to the International Organization on Standardization (ISO) 14001:2004 standard.</p> <p>Wastewater Operations Division - WW Treatment Section: Certification maintenance in FY12, Recertification in FY13 Water Quality Division: Certification maintenance in FY12; Recertification in FY13. Wastewater Operations Division - WW Collections Section: Certification maintenance in FY12; Recertification in FY13. Gas, Water and Sewer Operations: Certification FY14. Certification maintenance in FY14 and FY15.</p>							
Facility Building Improvements	100,000	200,000	100,000	100,000	100,000	100,000	600,000
<p>This project involves scheduled and unscheduled improvements and maintenance for the Water Quality Facility. Among the recommendations proposed are additional building and roof repairs, parking lot improvements, mechanical system maintenance and repairs, and maintenance on the current security system. Planned projects for FY12 include replacing flooring in the laboratory and systems control room, replacing the air handling unit #3 in sample receiving, and the addition of variable air volume units.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Frenchtown Stormwater Improvements	11,004,867	640,500	0	0	0	0	640,500
<p>The project was established to develop a plan to reduce chronic flooding that occurs in multiple areas within the 840-acre Frenchtown watershed. In 2006, after considering multiple alternatives, the Commission selected a plan felt to best balance the interests of various neighborhood stakeholders. This project has now transitioned to implementing the selected improvements which include both additional pond storage capacity and conveyance improvements. The improvements will be funded by a EPA grant and \$10 million in sales tax revenue. The sales tax revenue is to be remitted from Blueprint 2000 water quality funding.</p> <p><u>Operating Budget Impact</u> It is not possible to assess specific impacts to the operating budget until the design is more advanced. It is anticipated that the majority of the project will involve improvements to existing conveyance systems, which typically do not have any increased impacts on operating costs.</p>							
Gas Recurring Projects	1,454,900	2,180,450	2,395,250	2,649,750	2,928,700	3,221,600	13,375,750
<p>The Gas Utility Division performs a variety of capital project activities designed to meet recurring operating requirements. Projects include procurement of meters for new service requests, replacement of obsolete meters, and repaving of utility cuts. This project funding will fund the following sub-projects in FY12: meter replacement, new meters, and utility cut repaving. This is a recurring project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> Marginal operating impact that will be offset by increased revenues.</p>							
Gas Service Request	50,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This project provides funding for repairs to gas mains from damages made by gas customers. The estimates are based on historical expenditures for this type of activity and all expenditures will be fully reimbursed by gas customers. Costs for repairs will be billed through the city's billing and accounts receivable process. This project is also used for the City's Internal Piping Program whereby the City contracts with a local plumber to install internal gas piping. The City is fully reimbursed by the customer for this service; the City also adds an administrative fee for this service. Costs for this program will be billed through the city's billing and accounts receivable process.</p> <p>This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Gas System Expansion	930,000	1,618,450	1,917,500	2,033,250	2,149,400	2,265,000	9,983,600
<p>This project funds the expansion of the gas distribution system serving residential, commercial, and industrial customers. Prior to opening any projects, the department will develop a payback analysis for each individual project. This is a recurring master project. Appropriations that are not utilized to fund specific projects prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> Marginal operating impact that will be offset by increased revenues.</p>							
High-Pressure System Upgrade	65,000	178,800	167,850	187,250	103,300	109,750	746,950
<p>This project provides funding for engineering, purchases of equipment, staff training, construction, and related activities associated with the expansion, additions or improvements to the gas high-pressure facilities. Activities also include replacement of remote terminal units (RTU) at various locations, updating and maintaining the gas hydraulic model through the purchase of new hardware/software, and training. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> Improve system through-put/reliability will result in increased sales/revenues with a marginal operating impact.</p>							

City of Tallahassee
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Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Inflow Monitoring and Testing	900,000	900,000	750,000	800,000	840,000	880,000	4,170,000
<p>This project supports the identification of sources of infiltration or inflow into the sanitary sewer system. Identification methods include smoke testing, monitoring flows, and televising.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Killarney Way at Shamrock Drainage Improvements	500,000	115,000	0	0	0	0	115,000
<p>The project objective is to reduce the frequency and severity of flooding in the intersection of Killarney Way and Shamrock Street, and the properties surrounding this intersection. Preliminary engineering analysis indicates that expanding the existing city stormwater pond in the Kenmare Commons subdivision and constructing additional inlets and piping from the intersection to the expanded pond will alleviate the flooding.</p>							
Lower Central Drainage Ditch Erosion Control Project	2,000,000	3,300,050	3,400,000	0	0	0	6,700,050
<p>The project objective is to address severe erosion along the Central Drainage Ditch (CDD) from Gamble Street to Springhill Road. The most severe erosion is from Kissimmee Street to Springhill Road. The majority of the CDD is under private ownership, so land acquisition will be required. It is envisioned that the solution concept will consist of armoring the bottom and sides of the ditch with Gabions with maintenance access paths and fencing along both sides of the ditch.</p> <p><u>Operating Budget Impact</u> This project will have a slight increase on the operating budget; however, until the solution concept is refined, it is not possible to assess the specific impacts on the operating budget. The majority of the project will be improvements to the conveyance system, which typically do not have a large impact on operating costs.</p>							
Master Sewer Plan Improvements	1,900,000	2,000,000	2,000,000	2,000,000	2,100,000	2,150,000	10,250,000
<p>This project is to construct major sewer infrastructure, including pumping stations, force mains, and gravity sewer mains, to provide city sewer services in accordance with the 2030 Water Master Plan. Individual projects will be established based on the capital project phasing included in the Master Plan.</p> <p>This is a master recurring project. Funds that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> Impacts are incremental. Additional pumping stations and sewer mains will incur operating and maintenance costs but cannot be identified until specific projects are established.</p>							
Master Water Plan Improvements	2,249,750	2,339,700	2,000,000	2,000,000	2,100,000	2,200,000	10,639,700
<p>This project funds the construction of water distribution infrastructure in accordance with the recently completed 2030 Water Master Plan. Improvements identified in the plan include major upgrades and replacement of distribution piping and water production/storage facilities to maintain proper water capacity and system pressure to provide adequate fire flows, maintain good water quality, and address future growth. Individual projects will be established based on the projected capital project program included in the Master Plan.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Minor Sewer Infrastructure Expansions Master Project	865,000	880,000	895,000	900,000	945,000	990,000	4,610,000
<p>This project will fund minor sewer infrastructure expansions associated with land development activities. It involves refunds to developers for on-site and off-site activities including pipeline additions/adjustments as well as construction and/or modifications to pump station. The amount opposite each activity represents an estimate of how project funds will be allocated among the various activities for fiscal year 2012.</p> <p>Sewer Refunds (\$350,000) Minor Sewer Line Adjustments (\$100,000) Pump Stations (\$430,000)</p> <p>This is a master-recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> All needed engineering and inspection work associated with this project will be performed by existing Water Resources Engineering Division staff. The project will not require additional operating resources.</p>							

City of Tallahassee
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Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Minor Stormwater Improvements Master Project	0	0	0	2,100,000	2,100,000	2,100,000	6,300,000
<p>This project provides funding for medium sized stormwater problems to be addressed in a timely manner. Problem areas are analyzed under the Small Project Initiative Program and at times the solution exceeds the resources allocated to the SPI Program. This project provides funding for these stormwater problems to be addressed in a timely manner. This is a master-recurring project. Annual appropriations that are not expended or encumbered prior to the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> It is not possible to assess the specific impacts this project will have on the operating budget because solution concepts to the various flood problems vary significantly, and are not known until the problem is studied and a site-specific solution concept is defined. Typically, the flooding problems are conveyance-capacity related, in which case conveyance improvements will be needed. Small conveyance system improvements typically do not have any impact on operating costs..</p>							
Miscellaneous Stormwater Engineering	80,000	80,000	80,000	80,000	80,000	80,000	400,000
<p>Drainage Basin: City Wide. This project provides a source of funding for various miscellaneous stormwater problems or issues, which the Stormwater Division is called on to address, and which are not funded in the capital improvement plan (CIP). Typically, this work requires some engineering, surveying or other services and this project provides the Stormwater Division with a funding source to provide those activities. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project is not anticipated to increase the operating budget.</p>							
NPDES Municipal Stormwater Permit Compliance	1,375,000	50,000	50,000	50,000	50,000	50,000	250,000
<p>This project is to develop and implement programmatic requirements in the Stormwater Management Division that are compelled by the city's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. The federal Environmental Protection Agency (EPA) issued the permit to the city on February 1, 1998. While some elements of this project are recurring in nature, some project activities require multi-year contracts. Funding in the out years is applied to permit fees, illicit discharge investigations, high-risk facilities monitoring, and erosion/sediment control training. Funding totals for these out years as well as future years is somewhat uncertain due to the uncertainties associated with the Federal TMDL program. When TMDLs are finalized, it is anticipated that state will require more water quality activities as a part of the NPDES permit program. Consequently, it is probable that out years expenditures will have to be adjusted upward in future years.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							
Park Avenue Tributary #1 Stormwater Improvements	2,600,000	525,000	0	0	0	0	525,000
<p>Drainage Basin: Lake Lafayette. This project provides funding to evaluate the potential to reduce the flooding of properties along Park Avenue Tributary #1, including those near Tina Drive (10 properties) and the Windrush Apartments. Additionally, this project will evaluate options that address the severe erosion of properties abutting the ditch in the vicinity of Albritton Drive. Land acquisition and construction will be required to address the flooding and erosion.</p> <p><u>Operating Budget Impact</u> It is not possible to assess the specific impacts this project might have on the operating budget until a solution concept is identified. Most of the flooding is conveyance capacity related, in which case conveyance improvements may be needed. Conveyance improvements do not typically have a large impact on operating costs.</p>							
Pump Station Renovation & Maintenance	1,457,000	765,800	750,000	750,000	750,000	0	3,015,800
<p>The Distribution and Collection Division operates and maintains 107 pumping stations. Pumping stations are scheduled for periodic maintenance and upgrades based upon the age and condition of the grounds, structures, and/or equipment. The following activities are planned for fiscal year 2012:</p> <p>1. Pump Stations Parts (\$175,000). 2. Wet well cleaning (\$40,000). 3. Facilities beautification (landscaping/painting) of pump stations (\$20,800). 4. Emergency generator repair or replacement services (\$75,000). 5. RPZ maintenance and repair (\$20,000). 6. Collection SCADA/I&C/Electrical (\$135,000) 7. Lift Station Odor Control (\$200,000) 8. Pump Station Machine Services (\$100,000).</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources.</p>							
Pumping Station Replacement Master Project	1,125,000	1,170,000	1,100,000	1,150,000	1,207,500	1,260,000	5,887,500
<p>The City operates 104 pumping stations in the sewer collection system and annually prioritizes those stations due for replacement or major upgrades. This project provides for the design, purchase and installation of equipment and structures to adequately and reliably pump sewage throughout the collection system.</p> <p>This is a master recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Rainfall and Stream Gauging - Stormwater Project	93,000	96,000	99,000	102,000	105,000	108,000	510,000
<p>The program is funded through a joint agreement among the City, Leon County, and the Northwest Florida Water Management District. The project is an annual recurring project to gather rainfall and stream flow data necessary to continually update stormwater computer models and to ensure reliability of designs. This is a recurring project. Annual appropriations that are not expended prior to the close of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.</p>							

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Utility Services

Underground Utilities

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Sewer Line Relocation/Adjustment for Roadways	1,925,000	1,970,000	1,970,000	1,970,000	2,068,500	2,190,000	10,168,500
<p>Sewer collection infrastructure in conflict with proposed roadway and stormwater facility improvements must be relocated and adjusted. The scope and cost of these relocations/adjustments vary with each project and cannot be accurately determined until final construction plans are available. The projected five-year funding levels are based on preliminary Florida Department of Transportation, Blue Print 2000, Leon County, and City Public Works schedules and on historical cost experience. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> The relocation and adjustment of sewer facilities will be undertaken with existing staff and/or funding, and will require no additional operating resources.</p>							
Small Projects Initiative	3,900,000	1,000,000	1,000,000	1,000,000	350,000	350,000	3,700,000
<p>Drainage Basin: City Wide. This project provides funding for smaller stormwater problems to be addressed in a timely manner. To address this issue, a staff person has been assigned to work only on small projects.</p> <p><u>Operating Budget Impact</u> It is not possible to assess the specific impacts this project will have on the operating budget because solution concepts to the various flood problems vary significantly, and are not known until the problem is studied and a site-specific solution concept is defined. Typically, the flooding problems are conveyance-capacity related, in which case conveyance improvements will be needed. Small conveyance system improvements typically do not have any impact on operating costs.</p>							
Think About Personal Pollution (TAPP)	1,164,895	350,000	0	0	0	0	350,000
<p>The TAPP (Think About Personal Pollution) Campaign is an ongoing water quality enhancement project originally funded through a Section 319 Nonpoint Source Management grant from the US-EPA. The Campaign is a multi-media and community outreach effort, which surveys indicate has been successful in reducing stormwater pollution that reached our lakes, streams, and ponds. Due to reduced revenue at the state level, the City's recent grant requests for this program have not been funded. This project will continue to fund the program through FY 2012 but at a reduced level than would be typical if grant funding was available. The City will renew its grant funding request for FY 2013.</p>							
Total Maximum Daily Load (TMDL) Compliance	1,335,000	15,000	15,000	15,000	15,000	15,000	75,000
<p>The Federal Clean Water Act requires that states identify impaired waters and that they develop programs to reduce pollutant loads in those waters. Nationwide, the programs being developed to address these requirements are called TMDL, which is an acronym for total maximum daily load. Florida is moving forward with its TMDL program very rapidly in response to a court ordered schedule. This program could have significant financial impacts on the city. This project provides funding for engineering and administrative activities to develop strategies to address the regulatory requirements of the TMDL program, and to ensure that city interests are protected. Primary activities under this project would include developing necessary technical data and receiving water computer models, negotiating with the Florida Department of Environmental Protection and the Environmental Protection Agency (EPA), preparing TMDL implementation plans, and developing other programmatic elements.</p> <p><u>Operating Budget Impact</u> The federal total maximum daily load (TMDL) program is evolving and many implementation issues remain uncertain. Consequently, it is not possible to predict how the TMDL program will ultimately affect the operating budget. The present strategy is to address TMDL requirements through investment and operating costs programmed into the stormwater pollution reduction program (SPRP). However, it is possible that TMDL pollution reduction requirements will exceed what can be accomplished through the SPRP. Thus, there is a possibility that TMDL's could have a dramatic effect on stormwater program operating costs.</p>							
TPS-AWT Reuse Pumping/Storage	0	1,300,000	0	0	0	0	1,300,000
<p>This project will fund the planning, design and construction of pumping and/or storage facilities at the TPS-Wastewater Treatment Plant for public access reuse water. It is anticipated that planning and design services will be provided by an outside consulting firm.</p> <p><u>Operating Budget Impact</u> None</p>							
Upper Lake Lafayette Nutrient Removal Facility	5,000,000	2,000,000	0	0	0	0	2,000,000
<p>The project objective is to evaluate and implement, if warranted, advanced technology for removing nutrients such as phosphorous and nitrogen from stormwater runoff ultimately bound for Upper Lake Lafayette. The project is being implemented in phases. The first phase, which is complete, involved an assessment of available alternative technology and bench scale testing to evaluate effectiveness under local hydrologic and climatic conditions. Based on phase one results, an implementation phase will proceed in which a full-scale nutrient removal facility will be designed and constructed.</p> <p><u>Operating Budget Impact</u> It is not possible to determine operation costs until a technology and design are identified. However, all the more efficient technologies are much more complicated than traditional stormwater treatment. Unlike passive stormwater ponds, the new treatment technologies will have to be actively operated. Operation involves water chemistry and process adjustment as well as maintenance of pumps, motors, and similar equipment. A preliminary estimate for annual operating costs would be on the order of \$250,000.</p>							
Wastewater Asset Management Plan	880,000	600,000	250,000	250,000	250,000	0	1,350,000
<p>This project will develop and implement an asset management plan for infrastructure in the department. It is a multi-year project that will include wastewater treatment, water distribution, wastewater collection, and the water wells. This project will provide information needed in the future to inform the City Commission of the basis and priority for maintaining capital assets in place during the budget cycle. This ability will be critically important as the city prepares to spend nearly \$160 million in the next few years on capital improvements at these facilities.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							

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Underground Utilities

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	

Wastewater Collection Recurring Work Orders	2,750,000	2,837,000	2,825,000	2,825,000	2,825,000	2,900,000	14,212,000
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Each fiscal year the distribution and collection division performs a series of capital projects that cover wastewater collection system activities listed below. The amount opposite each activity represents an estimate of how project funds will be allocated among these various activities for fiscal year 2012: 1. Sewer taps (\$220,000). 2. Service cut pavement (\$900,000). 3. Sewer trench repair (\$100,000). 4. Sewer manhole adjustments (\$350,000). 5. Sewer lateral replacement (\$742,000). 6. Force Main Repairs (\$100,000). 7. Replacement & Upgrade (\$288,000). 8. Septic Tank Hauling and Emergency Pumping (\$137,000).

This is a master recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

This project will not require additional operating resources.

Wastewater Treatment Improvements	441,500	500,000	500,000	500,000	500,000	0	2,000,000
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Each fiscal year, the Wastewater Treatment Division performs various capital projects relating to the repair, replacement, and maintenance activities at two treatment plants and a reuse facility. Project activities are listed below. The amount opposite each represents an estimate of how projects funds will be allocated among the various activities for fiscal year 2012: 1. Treatment SCADA/I&C/Electrical (\$80,000) 2. TPS Equipment Maintenance (\$360,000). 3. TPS Landscaping & Buildings Maintenance(\$60,000). This is a master recurring project. Annual appropriations that are not expended prior to fiscal year end will be returned to fund balance.

Operating Budget Impact

This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.

Wastewater Treatment Plant Master Plan	1,041,000	880,000	0	0	0	0	880,000
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The Lake Bradford Road Treatment Plant, the Thomas P. Smith Treatment Facility and the Southeast Farm make up the major components of the city's wastewater treatment system. The last major expansion of this system was in 1992. The master plan is evaluating near-term and long-term improvements required to achieve the city's goals of providing reliable, economical, and environmentally protective wastewater service.

Water Distribution Recurring Work Orders	4,345,250	4,500,000	4,650,000	4,750,000	4,850,000	4,800,000	23,550,000
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Each fiscal year, the Distribution and Collection Division performs a series of capital projects, which cover water distribution system activities shown below. Fire hydrant maintenance is included in the Fire Department's CIP. The amount opposite each activity represents an estimate of how project funds will be allocated among the various activities for fiscal year 2012:

1. New fire hydrant installation (\$20,000). 2. Fire hydrant maintenance painting (\$0). 3. Fire line taps & new fire hydrants (\$80,000). 4. Water taps for new services (\$815,000). 5. Water meter change out (\$760,000). 6. Replacement of old water services (640,000). 7. Service cut pavement patching (\$600,000). 8. Water valve replacement (\$150,000). 9. Dead end water main flushing program (\$36,000). 10. Water valve exercise/survey program (\$209,000). 11. Water valve adjustments (\$220,000). 12. Water main repairs (\$517,000). 13. Sand pit materials (\$70,000). 14. Replacement and Upgrade (\$258,000). 15. Water SCADA (\$125,000).

This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.

Water Line Reloc./Adj. for FDOT/City/Leon County PW	1,350,000	1,404,000	985,200	1,000,000	1,050,000	1,100,000	5,539,200
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This project funds the relocation and adjustment of water distribution infrastructure that conflicts with proposed roadway improvements planned by City and County Public Works Departments, Blue Print 2000 and the Florida Department of Transportation. The scope and cost of these relocations/adjustments vary with each project and cannot be accurately determined until final construction plans are available. The projected five-year funding levels are based on preliminary FDOT, Leon County, Blue Print 2000 and City Public Works schedules and on historical cost experience. An engineering firm or water utility engineering staff will design and inspect each of these projects as needed.

This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

None

Water Minor Line Extensions and Upgrades	890,000	900,000	930,000	950,000	997,500	1,050,000	4,827,500
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This project will fund minor water distribution system extensions as well as development related refunds. It will also fund water main replacements and upgrades identified by maintenance and operating activities. Estimated allocations for FY2012 listed below.

1) Minor Line Extensions (\$250,000)
2) Water Main Replacement/Upgrades (\$650,000)

This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

This project will not require additional operating funds. Existing staff will be used to manage projects.

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Water Quality Division Service Request 197,100 102,100 102,100 102,100 102,100 102,100 510,500

The Water Quality Division performs laboratory analysis work for other city departments as well as implementation of the small quantity generation (SQG) inspection program. The SQG program is a contract with Leon County for countywide inspection of businesses to examine proper handling of hazardous wastes in compliance with local, state, and federal regulations. The SQG program allocation is \$25,000; remaining funds support laboratory analysis, equipment, and supplies. All related expenditures will be fully reimbursed by city user departments and Leon County and will be handled through the city's billing and accounts receivable process.

This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.

Operating Budget Impact

This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.

Water Resources Alternatives 5,652,950 2,339,700 2,000,000 2,000,000 2,100,000 2,100,000 10,539,700

Several projects have been identified to serve potential reuse areas, including Southwood CDD, Southeast Capital Circle, Orange Avenue and Capital Cascades Park. This project will provide planning, design, and construction of the reuse distribution system in order to maximize the customer base for the reuse water.

Operating Budget Impact

Operating Impacts are not expected until FY12 or FY13.

Water Storage Tank Inspection, Cleaning, & Painting 20,000 300,000 350,000 20,000 20,000 20,000 710,000

This project involves the inspection, cleaning and painting of elevated water storage facilities. Rule 62-555.360 (operation and maintenance of public water systems) by the Florida Department of Environmental Protection requires that drinking-water storage tanks be inspected annually and cleaned at least once every five years to remove biogrowths, calcium or iron/manganese deposits, and other debris from inside the tanks. The rule also requires inspection for structural and coating integrity at least once every five years by personnel under the responsible charge of a professional engineer licensed in Florida. This project establishes recurring funding to address all the storage tanks in the Tallahassee water system on a regular schedule. Tanks 2, 3, 4, 5, 6 and 7 have been painted during the last six years. Tanks 1 and 8 are scheduled for FY12 and FY13 CIP. The cleaning and re-painting maintains the structural integrity of the steel tanks and also ensures that the stored water is clean and safe, and that we meet the required storage capacity. (Tanks 8 in FY12 and Tank 1 in FY13) This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Operating Budget Impact

This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.

Water System Security Improvements 150,000 150,000 150,000 150,000 150,000 150,000 750,000

This project supports the development and implementation of security improvements at water supply wells and elevated storage tanks. Through a vulnerability assessment process, the utility identified potential areas of concern and prioritized a plan for security upgrades, modifications to operational procedures, and a system to mitigate risks. Among the recommendations proposed were additional security measures to achieve a higher level of protection. Anticipated improvements include additional intrusion deterrents, enhanced early detection, and safeguards against malicious activities. The project also will augment the current controlled access to the facilities and implement a recognition system. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

Water Well and Elevated Tank Renovation & Replacement 975,000 795,000 795,000 795,000 795,000 795,000 3,975,000

This project supports improvements, upgrades, and maintenance at various city water wells and elevated tanks. Currently, there are 27 water wells and 8 water storage tanks in the city's water supply system, with additional water well currently under construction. The following projects are planned in fiscal year 2012: Building replacement at Well #19, auxiliary engine replacement, fluoride scales and tank replacement at water wells, annual maintenance at water wells, equipment, lawn maintenance and emergency repairs at water wells as needed. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance

Operating Budget Impact

This project will improve the operational efficiency of the city's water supply system. Programmed maintenance of the elevated water tanks and wells will prolong the useful life of the tanks and wells and will reduce replacement costs of these systems, if and when needed.

Water Well Control Center Upgrades 1,320,800 0 0 500,000 500,000 0 1,000,000

This project supports improvements and upgrades to the existing Motor Control Centers (MCC) at various city water wells. Many wells are utilizing control centers that were installed during the 1960's, 70's and early 1980's. The new control centers will allow better compatibility with today's technology to monitor additional safety and security equipment, to be compatible with newer software versions and to enhance remote monitoring and operations. MCC's were replaced at wells 15, 17 and 23 in FY09, and at Wells 12 and 13 with FY10 funding. These are the five most critical MCCs.

This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.

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			FY 2013	FY 2014	FY 2015	FY 2016	
Water Well Facility Inspection & Refurbishment	93,431	200,000	200,000	200,000	300,000	300,000	1,200,000
<p>This project includes a structural analysis of existing water well facilities and provides for repair and maintenance of the buildings that house chemicals, electrical motors and electrical control centers. Buildings housing water supply wells were constructed as follows: four in the 1940s; four in the 1950s; four in the 1960s; seven in the 1970s; four in the 1980s; and four in the 1990s. These facilities, while being cosmetically maintained, have not been evaluated for structural integrity. Brick and block facilities require analysis and roofing systems need evaluating. For the previous three(3) years, a minimum of two (2) wells per year have been updated with new roof structures, window, vent and door repair/replacement, and brick/block tuck pointed. Budget reflect reducing design and construction to one (1) facility per year.. To date Water Wells 2, 3, 4, 5, 6, 7 and 17 have been completed with plans prepared for Water Wells 11, 12, 15 and 13. Planned projects include FY12 - Well 12, FY13 - Well 13, FY14 - Well 15 and FY15 - Well 11. Wells 8, 16, 18 will be evaluated in FY15, with construction in FY16 - FY18. This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p> <p><u>Operating Budget Impact</u> This project will not require additional operating resources. It will be undertaken with existing staff and/or funding.</p>							
Welaunee Plantation - Gas Main Extension	0	117,550	123,750	129,900	136,100	142,300	649,600
<p>This project involves the design and construction of natural gas mains to provide service to Welaunee Plantation. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> Marginal operating impact that will be offset by increased revenues.</p>							
West Side Gas System Expansion	10,632	69,550	73,050	76,700	80,600	84,550	384,450
<p>This project involves the design and construction of natural gas mains to provide service to a newly developed area in western Leon County. Engineering began in the first quarter of FY 2007. Construction began in the second quarter of FY 2007 and is scheduled to be completed in the fourth quarter of FY 2014. This is a recurring project. Annual appropriations that are not expended at the end of the fiscal year will be returned to the fund balance.</p> <p><u>Operating Budget Impact</u> Marginal operating impact that will be offset by increased revenues.</p>							
Total Underground Utilities	283,713,592	55,465,650	40,263,200	38,054,150	37,379,700	36,434,300	207,597,000

Utility Business And Customer Services

Project Name / Description	Prior Years	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				Total Funding
			FY 2013	FY 2014	FY 2015	FY 2016	
Business Enterprise Systems Upgrade and Support	0	650,000	650,000	650,000	650,000	650,000	3,250,000
<p>The Business Enterprise Systems Upgrade and Support project is a compilation of new and enhanced technology and software upgrades for our Customer Information System (CIS), Call Center Monitoring system, and Smart initiatives.</p> <p>This is a recurring project. Annual appropriations that are not expended prior to the end of the fiscal year will be returned to fund balance.</p>							
Total Utility Business And Customer Services	0	650,000	650,000	650,000	650,000	650,000	3,250,000
Total Utility Services	350,311,468	122,148,950	105,829,200	101,343,650	104,259,200	151,431,000	585,012,000
Grand Total	464,038,643	150,660,800	171,002,200	136,511,450	135,355,350	179,514,200	773,044,000

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget

Non-Funded Projects

Project	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
		FY 2013	FY 2014	FY 2015	FY 2016	
<u>Aviation</u>						
Airport Terminal Modernization	0	0	5,000,000	5,000,000	1,000,000	11,000,000
Department Total	0	0	5,000,000	5,000,000	1,000,000	11,000,000
<u>Economic and Community Development</u>						
Downtown Pedestrian and Vehicular Enhancements	100,000	100,000	100,000	100,000	100,000	500,000
Historic Property Preservation Grant and Loan Pool	100,000	100,000	100,000	100,000	100,000	500,000
Department Total	200,000	200,000	200,000	200,000	200,000	1,000,000
<u>Executive Services</u>						
City Hall Guardrail & Handrail Modification	110,000	0	0	0	0	110,000
City Hall Heating for First Floor	50,000	0	0	0	0	50,000
City Hall Repair, Replace & Improve	0	250,000	250,000	250,000	250,000	1,000,000
City Hall Windows & Wall Sealants & Waterproofing	275,000	0	0	0	0	275,000
Department Total	435,000	250,000	250,000	250,000	250,000	1,435,000
<u>Fire</u>						
Relocation of Fire Sta. #8 to Capital Circle/Hartsfield Area	0	0	0	2,318,189	2,877,025	5,195,214
Welaunee Boulevard Fire Station	0	0	0	2,318,200	2,917,350	5,235,550
Department Total	0	0	0	4,636,389	5,794,375	10,430,764
<u>Fleet Management</u>						
Fleet Administration Structural Repairs	50,000	0	0	0	0	50,000
Fleet Pavement of Yard	100,000	0	0	0	0	100,000
Fleet Truck Wash Facility Repairs	50,000	0	0	0	0	50,000
TPD Fuel Modification Program	100,000	0	0	0	0	100,000
Department Total	300,000	0	0	0	0	300,000
<u>Parks, Recreation and Neighborhood Affairs</u>						
Basketball Volleyball Gym	10,000	290,000	0	0	0	300,000
Cascades Park Maintenance Facility	300,000	0	0	0	0	300,000
Center Facility Building Repairs, Replacement & Improvement	100,000	100,000	100,000	150,000	150,000	600,000
Lake Leon Spillway Repair	0	200,000	0	0	0	200,000
Northwest Park Development	0	0	420,000	420,000	0	840,000
Park Roadway Renovations	0	500,000	500,000	500,000	500,000	2,000,000
Replace Ball Field Lighting & Fencing	282,000	0	0	300,000	300,000	882,000
Tennis Facility Renovations	118,500	157,000	157,000	157,000	157,000	746,500
Tom Brown Park Tennis Hillside Seating	50,000	50,000	0	0	0	100,000
Department Total	860,500	1,297,000	1,177,000	1,527,000	1,107,000	5,968,500

City of Tallahassee
Fiscal Year 2012 thru 2016 Capital Budget

Non-Funded Projects

Project	FY 2012 Budget	Non-Appropriated Programmed CIP Funding				5 Year Total
		FY 2013	FY 2014	FY 2015	FY 2016	
<u>Planning</u>						
Greenspace and Environmentally Significant Lands - City	0	250,000	250,000	250,000	250,000	1,000,000
Department Total	0	250,000	250,000	250,000	250,000	1,000,000
<u>Police</u>						
Replacement of MAVRIC Units	0	305,000	0	110,000	0	415,000
TPD Master Facility Study	75,000	0	0	0	0	75,000
Department Total	75,000	305,000	0	110,000	0	490,000
<u>Public Works</u>						
Municipal Complex Safety and Security Improvements	300,000	1,940,000	4,000,000	4,000,000	4,000,000	14,240,000
Department Total	300,000	1,940,000	4,000,000	4,000,000	4,000,000	14,240,000
<u>Underground Utilities</u>						
Watershed Protection Plan	41,000	45,000	45,000	45,000	45,000	221,000
Department Total	41,000	45,000	45,000	45,000	45,000	221,000
Total Non-Funded Projects	2,211,500	4,287,000	10,922,000	16,018,389	12,646,375	46,085,264

001 General Fund

The General Fund supports many of the core city services. These services include police, parks and recreation, traffic management, road maintenance, housing initiatives, economic development, land use and environmental regulation, and animal services. The general government also provides an operating subsidy to StarMetro, the city's transit system, and contributes tax increment transfers to the Downtown and Frenchtown community redevelopment agencies.

The General Fund approved budget for fiscal year 2012 is \$135,095,085, which is a decrease of \$552,638 compared to the approved fiscal year 2011 budget. There are several reasons for this decrease including a \$1.0 million reduction in general government debt service in FY12 as compared to FY11. Also, a \$0.8 million reduction in the transfer to the Deficiencies Fund in FY12 as compared to FY11. These two reductions are offset by a \$1.5 million increase in personnel services, which is the result of a police union contract that includes a 0.5% across the board increase and a step increase of 4.5% for eligible officers. General employees will receive a 1% increase on October 1, 2011 and an additional 1% on March 1, 2012.

The fiscal year 2012 approved general fund budget reflects the following changes:

- Eliminating 3.0 vacant positions, which includes a crime analyst and records technician in the Police Department.
- Funding general employee raises at 1% effective October 1, 2011 and an additional 1% on March 1, 2012; and police union personnel raises at 0.5% across the board and a step increase of 4.5% for eligible officers.
- Funding \$0 in General Government Capital Project Account (GG/CPA).
- Increasing the General Fund contribution to the StarMetro Fund by \$171,146 to account for higher fuel costs.
- Increasing the gasoline budget by \$290,810 in the general fund to account for the end of the fuel hedging contract on March 31, 2012.
- Increasing vehicle replacement funding by 3% in FY12, to continue the process of aligning funding with actual replacements.
- Increasing health insurance costs by 3.8%, based on the information received from CHP and BCBS in June 2011.
- A decrease in the transfer to the Frenchtown CRA of \$53,836 and \$9,566 to the Downtown CRA, based on the July 1, 2011 certified taxable values from the Leon County Property Appraiser.
- An increase in the appropriation for the red light camera program of \$600,000 for additional revenue based on seven new cameras and \$20,000 in temporary wages for the Police Department, which was approved by the City Commission on June 8, 2011.
- A increase in OPEB funding of \$181,961 based on an updated actuarial report.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

001 General Fund

<u>Expenditures</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Personnel Services	72,679,784	77,129,732	78,173,697	80,898,904	83,071,307	85,305,414	87,610,366
Operating	7,134,045	8,911,410	12,060,580	11,959,387	12,079,376	12,098,755	12,110,745
Other Services & Charges	1,047,701	764,698	2,168,073	2,131,698	2,131,698	2,131,698	2,131,698
Capital Outlay	715,672	280,821	347,700	247,700	247,700	247,700	247,700
Allocated Accounts	17,803,137	18,055,923	18,835,976	19,463,064	20,045,001	20,645,167	21,222,208
Utilities and Other Expenses	4,982,862	5,087,939	5,096,838	5,180,302	5,223,591	5,291,685	5,359,265
Transfers	13,855,566	12,513,846	8,566,457	8,485,078	11,376,750	10,930,455	11,053,199
Contributions to Operations	8,924,008	9,527,344	9,493,521	9,467,134	9,486,401	9,506,054	9,526,099
Year End Adjustments	3,368,497	656,143	352,243	2,435,920	2,332,771	331,315	341,254
<u>Revenues</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Taxes & Franchise Fees	58,253,078	56,840,213	56,140,539	57,053,312	57,958,325	58,813,429	59,685,234
Licenses & Permits	2,530,418	2,811,545	2,801,836	2,810,988	2,818,390	2,818,390	2,818,390
Intergovernmental Revenue	12,436,251	14,138,648	14,788,559	14,747,557	15,028,718	15,315,502	15,608,022
Charges for Services	7,751,231	8,063,145	8,708,233	8,895,230	8,951,499	9,008,583	9,039,176
Fines & Forfeitures	982,720	2,168,715	3,184,000	3,198,400	3,213,100	3,228,100	3,243,450
Other Revenues	11,766,809	10,670,545	11,859,842	13,116,614	11,966,614	11,966,614	11,966,614
Other Sources	36,790,765	38,235,045	37,612,076	35,947,611	34,673,056	33,966,745	33,866,867
<u>Fund Summary</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Fund Total Expenditure	<u>130,511,272</u>	<u>132,927,856</u>	<u>135,095,085</u>	<u>140,269,187</u>	<u>145,994,595</u>	<u>146,488,243</u>	<u>149,602,534</u>
Fund Total Revenue	<u>130,511,272</u>	<u>132,927,856</u>	<u>135,095,085</u>	<u>135,769,712</u>	<u>134,609,702</u>	<u>135,117,363</u>	<u>136,227,753</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>-4,499,475</u>	<u>-11,384,893</u>	<u>-11,370,880</u>	<u>-13,374,781</u>

Fund Expenditures

Expenditure projections are developed by eight major categories. Historically, personnel costs represent the fund's largest direct expenditure and account for a significant percentage of the Allocated Accounts category. The next largest expenditure category is Transfers, which includes the general government capital projects account and debt service.

The Personnel Services category, budgeted at \$78.2 million, supports the 1,052.87 FTE positions that implement general government services and programs. During FY12, city staff met with the City Commission on two separate occasions (March 9th and April 27th) to discuss mid-year FY11 adjustments and planning for the FY12 budget. For the FY12 approved budget, a net reduction of 3.0 positions is realized as compared to the FY11 approved budget.

Salary enhancements for general government employees are approved at 1% effective October 1, 2011 and an additional 1% on March 1, 2012, while the City Commission approved a new police union contract in FY11 that covers FY11 through FY13. In FY12, year two of the agreement, police union officers will receive a .5% across the board raise and a step increase of 4.5%, if eligible. Other adjustments to personnel expenses include a 3.8% increase in health care premiums, a 10.6% general employee pension rate and an 18.1% police union employee pension rate, salary updates, position changes, and intradepartmental transfers. Also, FY12 is the second and final year of phased-in shifting of health care premiums, from 75%/25% city and employees to 70%/30%. The \$729,246 in other post employment benefit funding, as required under GASB 45, has been increased for FY12 based on an actuarial report.

Operating expenditures are generally held at the fiscal year 2011 appropriation levels. The majority of the increase in FY12 is a result of the red light camera program increasing by \$300,000, which is payable to the camera vendor. Exceptions are made for contractual service agreements with escalation clauses. One area that continues to increase each year is the right-of-way maintenance area in the unclassified contractual

001 General Fund

services account. Public Works maintains the right-of-way and the inventory continues to increase, mainly due to road widening by Blueprint 2000.

In the Other Services and Charges category, the donations amount is approved at \$1,986,698 for FY12. This includes \$30,000 for the Leon County Mental Health Court, to be funded from the State Law Enforcement Trust Fund for one year only. Funding for the contingency account is \$86,375 in FY12. Following the annual review of non-collectible accounts, funding for bad debt is equal to last year's appropriation.

The Capital Outlay category provides funding for fixed assets that have a value of \$750 or more and have a useful life of more than one year. Typical expenditures include the purchase of new vehicles, heavy equipment, and computers not covered in the Fleet and Information Systems and Services (ISS) allocations. In fiscal year 2012, the major expenses are related to replacement equipment for park maintenance. Also, there is \$100,000 budgeted from the Comcast deferred revenue account to allow the Communications Department to purchase replacement equipment for WCOT.

Allocated accounts budget for internal services that are driven primarily by personnel expenditures. The increase in allocated accounts from FY11 to FY12 is \$338,776. The majority of the remaining increase is the result of vehicle fuel account increasing by \$232,184 over the FY11 approved budget due to the end of the current fuel hedging contract on March 31, 2012. The other increase is in the vehicle replacement account, which is adjusted to match the amount of replacement funds required by each fund to replace the number of vehicles in each fund.

The cpi increase is applied to all utilities in FY13 - FY16 and for sanitation in FY12 (3.8%).

Transfers include debt service, cash financing of capital projects, and services offered by Public Works to external governmental agencies. FY12 debt service, budgeted at \$8,257,110, is based on debt for bonds issued through 2011 and loans from internal sources. Debt service has been reduced by \$900,000 annually from FY12 - FY18, based on defeasing \$6.0 million of 2004 Capital Bonds. Based on the approved FY12 - FY16 capital improvement plan, new debt is anticipated in FY12. Cash financing for capital projects, the GG/CPA transfer, is budgeted at \$0 in FY12. Public Works anticipates performing services amounting to \$309,847 for external agencies in fiscal year 2012.

Contributions to Operations include coverage of an operating deficit in the StarMetro fund and pass-through of tax increment funds to the Frenchtown and Downtown Community Redevelopment Agencies (CRA). The operating deficit for StarMetro is budgeted at \$8,544,397, while the tax increment for the Frenchtown and Downtown CRA's is \$514,877 and \$434,247, respectively.

Fund Revenues

Property taxes represent the 2nd largest source of General Fund revenues. During the last several years, the State of Florida through either the Legislature or by referendum has reduced the amount of ad valorem revenue that local governments can generate through millage rate adoption. For FY12, market forces continue to correct the significant increase in property valuations from prior years. The City of Tallahassee experienced a 3.3% reduction in property values for FY12, based on the July 1 certification of taxable value provided by the Leon County Property Appraiser. Prior year reductions in value include a 1.72% decrease in FY11 and an 8.3% decrease in FY10. The City Commission voted on September 21, 2011 to maintain the millage rate at 3.7000 mills for FY12. This results in budgeted ad valorem revenue in FY12 of \$33,736,703, which is 97% of the total ad valorem revenue calculated.

The City-owned utilities make contributions to the General Fund from their operations. Since FY04, the electric contribution has been a three-year average of 8.3 mills of kilowatt hour (kWh) retail sales. The contribution levels for water and sewer are based on a percentage of the prior three-year average of gross system revenues from each utility. The percentage is set at 20% for water and 4.5% for sewer. The solid waste contribution also is calculated at 0.75% of the prior three-year average of system revenues. The contribution from gas is not related to sales and is set at a fixed rate of \$2,323,000. Currently, Stormwater does not make a contribution. However, the FY12 approved budget includes a new methodology for calculating all of the utility transfers. The new methodology calculates a three year average of retail revenues and then multiplies this average by 6.99% to calculate the new transfer amounts. The financial result of this

001 General Fund

new transfer methodology is a reduction of \$182,646 in FY12, compared to the FY11 approved budget.

Intergovernmental revenue is budgeted at \$14,788,559, which is 1.1% above fiscal year 2011 adopted revenues. State revenue sharing and Florida 1/2 cent sales tax are higher than FY11 by \$230,054 and \$133,337 respectively. The increase is attributed to a slight increase in the economy and the result of the 2010 Census, which has the City's population growth far exceeding the County's. Federal grant proceeds are significantly less than fiscal year 2011, which includes reductions in SHIP, HOME and CDBG. FY12 is the final year of a three-year COPS grant, which provides \$910,725 over three years, to retain five police officer positions.

Revenues from licenses and permits are comprised of occupational licenses and land use environmental fees (LUES). The land use and environmental fees are flat in FY12 compared to FY11 due to the relatively stable housing industry.

Charges for Services capture those revenues that are generated by specific activities such as recreation program fees, contractual police services, planning fees, parking, animal services, public works programs, and interlocal agreements with Leon County. The interlocal agreements with the county support operations of the Tallahassee-Leon County Planning Department, the Animal Services Center, and parks and recreation programs.

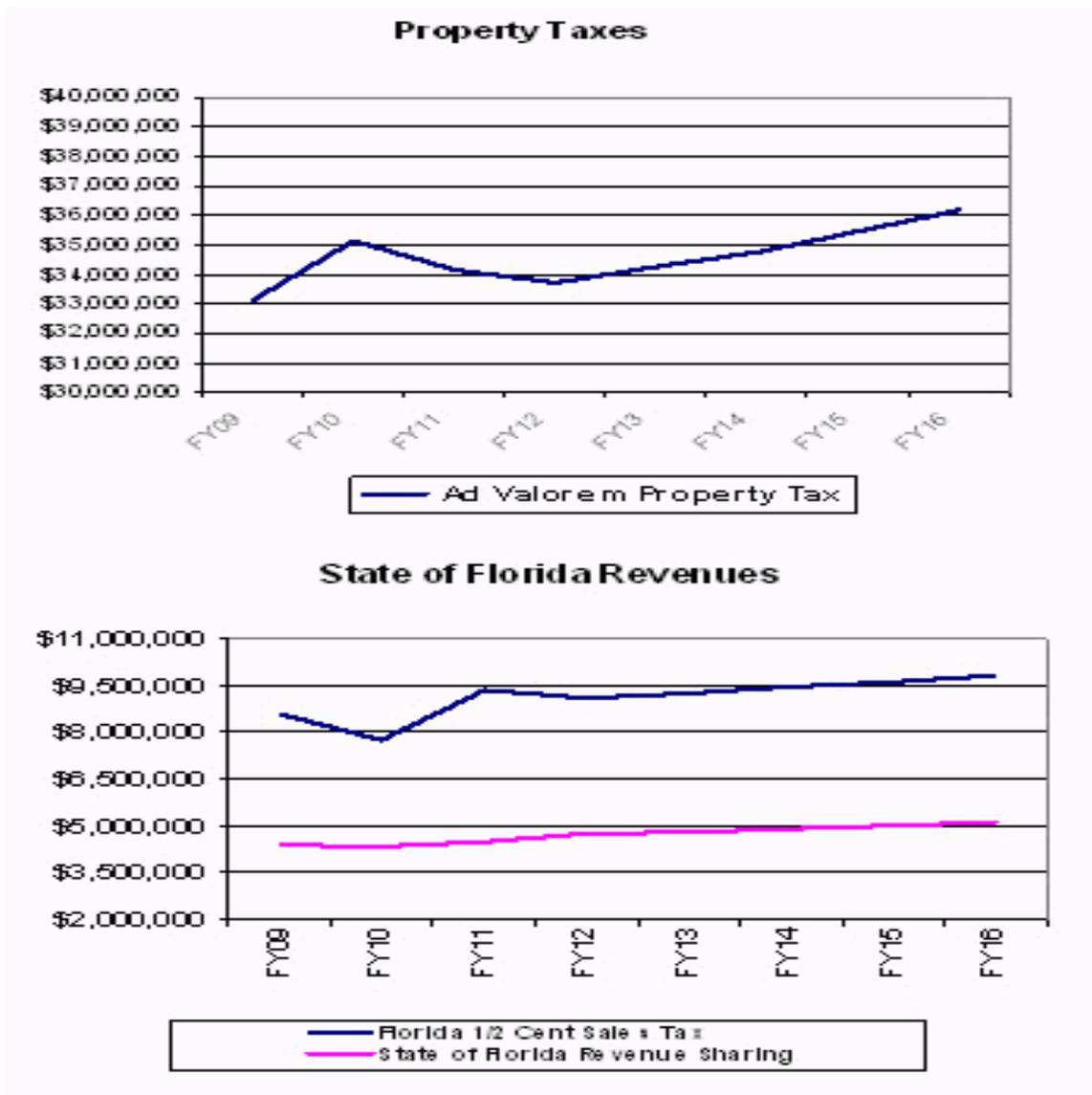
Revenues of approximately \$11.9 million are projected from miscellaneous, non-operating sources. These include interest on city investments, applied expenses for the wages of city employees whose work is primarily related to capital projects, overhead allocations from other funds, lease of land and rental of buildings.

Fines and forfeitures account for approximately \$3.2 million of the general fund. This category has experienced little growth in the last several years primarily due to implementation of Article V, which changed the distribution formula and reduced the percentage of traffic fines received by municipalities from the state. However, the recent action of the City Commission to implement red light cameras is expected to generate \$2.1 million in FY12, which is the second full year of red light camera operations.

There are two significant revenue charts on the next page. The first chart, Property Taxes, details the impact of both legislative and voter approved actions in FY08 and FY09 respectively, resulting in declines. In FY10, the City Commission increased the ad valorem tax rate to 3.7000 mills, from 3.2115 mills in FY09. This is a 15% increase in the millage rate, but only a 5% increase in revenue since property values declined by an average of 8.1%. A further reduction of 1.72% was realized in FY11, along with a 3.3% reduction in FY12.

The second chart, State of Florida Revenues, details the impact of the economic recession on state revenues to the city and the beginning of a long recovery. The first line on the chart, Florida 1/2 cent sales tax, increases from \$8.6 million in FY09 to the FY12 budgeted amount of \$9.1 million, which is a 5.7% increase. In comparing the FY09 State of Florida revenue sharing, the second line on the chart, of \$4.4 million to the FY12 budgeted amount of \$4.7 million, a 7.8% increase is realized. Both revenue sources are projecting a more normal pattern of growth in FY13 – FY16.

001 General Fund



Capital Projects Operating Budget Impacts

There are no specific operating impacts from capital projects detailed in FY12; however, many general government capital projects will require future maintenance of sidewalks, guardrails, pavement, landscape, and stormwater facilities.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	51,975,891	53,631,075	53,531,852	54,391,003	55,701,060	57,752,031	59,465,807	61,230,968
Capitalized Wages	-2,576,084	-2,560,685	-2,345,676	-2,413,833	-2,414,653	-2,414,653	-2,414,653	-2,414,653
Salary Enhancements	0	1,078,413	0	1,317,763	2,058,676	1,721,481	1,772,863	1,825,843
Temporary Wages	3,560,262	3,517,611	4,050,571	3,639,857	3,639,857	3,558,400	3,558,400	3,558,400
Overtime	3,036,095	3,077,199	3,809,596	3,249,232	3,249,232	3,249,232	3,249,232	3,249,232
Capitalized Overtime	-722,654	-343,628	-1,051,689	-748,146	-748,146	-748,146	-748,146	-748,146
Other Salary Items	715,302	665,192	673,371	657,208	657,208	657,208	657,208	657,208
Unemployment Compensation	215,754	95,721	80,485	95,721	95,721	95,721	95,721	95,721
Pension- Current	5,682,386	7,541,039	7,353,145	7,643,453	7,941,448	8,176,202	8,418,004	8,667,071
Pension- MAP	2,294,930	2,430,397	2,270,353	2,357,559	2,427,363	2,499,281	2,573,338	2,649,634
Social Security	3,298	0	0	0	0	0	0	0
Mandatory Medicare	743,972	801,179	776,750	766,692	793,322	813,906	836,837	860,461
Health Benefits	6,001,691	6,133,576	6,159,891	6,388,264	6,707,688	6,975,179	7,149,604	7,333,026
Health Benefits-Retirees	434,257	447,285	447,285	0	0	0	0	0
Health Benefits-OPEB	0	100,000	0	729,246	729,246	729,246	729,246	729,246
Flex Benefits	1,366,445	1,481,260	1,373,798	1,487,840	1,487,840	1,487,840	1,487,840	1,487,840
Vacancy factor of 3.0%	0	-1,408,216	0	-1,388,162	-1,426,958	-1,481,621	-1,525,887	-1,571,485
Furlough savings	-51,761	0	0	0	0	0	0	0
Personnel Services	72,679,784	76,687,418	77,129,732	78,173,697	80,898,904	83,071,307	85,305,414	87,610,366
Advertising	71,526	145,130	62,298	131,800	131,800	131,800	131,800	131,800
Cleaning & Laundry	142,178	188,488	152,125	182,418	182,418	180,777	180,777	180,777
Reproduction	80,764	149,594	85,177	124,547	124,547	124,547	124,547	124,547
Unclassified Professional Svcs	121,757	162,344	136,074	161,502	161,502	161,502	161,502	161,502
System Planning Services	427	0	0	0	0	0	0	0
System Collection	408	0	0	0	0	0	0	0
Building Repairs	129,575	161,023	115,227	161,598	161,598	160,598	160,598	160,598
Equipment Repairs	254,396	301,117	210,970	306,652	306,652	306,277	306,277	306,277
Medical Services	17,114	21,288	14,315	21,288	21,288	21,288	21,288	21,288
Educational Services	0	21,000	0	21,000	21,000	21,000	21,000	21,000
Engineering Services	626	0	0	0	0	0	0	0
Contract Engineering Svcs	0	0	3,175	0	0	0	0	0
Legal Services	125,080	167,334	122,358	167,334	167,334	167,334	167,334	167,334
Construction Services	0	0	12,403	0	0	0	0	0
Unclassified Contract Svcs	2,536,935	5,506,205	4,306,004	5,733,494	5,742,787	5,756,417	5,774,393	5,784,602
Computer Software	96,891	117,545	113,908	118,045	139,045	146,095	147,498	148,971
Garage Employee Parking	169,258	218,162	169,258	218,162	218,162	218,162	218,162	218,162
Telephone	159,167	190,100	130,133	194,457	194,457	291,980	291,980	291,980
Chem-Med-Lab	185,186	125,009	161,600	139,067	139,067	138,867	138,867	138,867
Food	37,045	45,006	46,674	44,026	44,026	44,026	44,026	44,026
Gasoline	493	5,676	279	8,593	8,593	8,593	8,593	8,593
Oil & Lubricants	2,398	1,200	2,023	1,200	1,200	1,200	1,200	1,200
Postage	17,427	25,363	3,728	25,363	25,363	25,363	25,363	25,363
Office Supplies	275,526	282,352	237,779	271,766	271,766	269,266	269,266	269,266
Uniforms & Clothing	145,458	287,230	264,767	289,630	289,630	289,130	289,130	289,130
Unclassified Supplies	1,753,103	1,974,619	1,671,235	2,037,599	1,967,599	1,984,107	1,984,107	1,984,107
Non-Capitalized Furniture	42,210	710	0	710	710	710	710	710
Vehicle- Non-Garage	7,845	15,139	8,375	15,139	15,139	15,139	15,139	15,139
COGS- Other	339	0	0	0	0	0	0	0
Building Supplies	35,435	69,761	24,635	70,550	70,550	70,550	70,550	70,550
Safety Materials & Supplies	0	0	71	0	0	0	0	0
Travel & Training	140,002	199,382	172,011	191,945	191,945	191,945	191,945	191,945
Police Second Dollar	0	125,000	0	125,000	125,000	125,000	125,000	125,000
Journals & Books	49,888	77,513	53,522	74,200	74,200	74,200	74,200	74,200
Memberships	109,050	153,945	100,064	153,320	153,320	145,038	145,038	145,038
Certificates & Licenses	9,650	10,870	15,586	11,100	11,100	11,100	11,100	11,100
Rent Expense- Bldg & Ops	27,894	589,093	279,097	498,044	504,894	504,893	504,893	504,893
Rent Expense- Land	148,462	153,744	1,200	159,616	159,616	159,910	159,910	160,218
Rent Expense- Machines	135,217	155,452	142,275	150,091	150,091	149,574	149,574	149,574
Unclassified Charges	105,315	227,794	93,064	251,324	182,988	182,988	182,988	182,988
Operating	7,134,045	11,874,188	8,911,410	12,060,580	11,959,387	12,079,376	12,098,755	12,110,745
Donations	952,701	1,956,698	669,698	1,986,698	1,986,698	1,986,698	1,986,698	1,986,698
Bad Debt Expense	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000
City Contingency	0	62,423	0	86,375	50,000	50,000	50,000	50,000
Other Services & Charges	1,047,701	2,114,121	764,698	2,168,073	2,131,698	2,131,698	2,131,698	2,131,698

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Building & Structures	5,900	0	0	0	0	0	0	0
Office Equipment	2,308	10,000	13,292	13,600	13,600	13,600	13,600	13,600
Computer Equipment	5,080	0	0	0	0	0	0	0
Vehicle Equipment	341,714	0	0	0	0	0	0	0
Unclassified Equipment	360,670	234,100	267,529	334,100	234,100	234,100	234,100	234,100
Capital Outlay	715,672	244,100	280,821	347,700	247,700	247,700	247,700	247,700
Human Resource Expense	1,605,063	1,589,983	1,589,980	1,408,837	1,451,114	1,494,648	1,539,486	1,585,663
Accounting Expense	1,220,531	1,278,519	1,278,516	1,190,759	1,209,378	1,245,658	1,283,029	1,321,519
Purchasing Expense	463,273	652,409	652,409	652,888	665,132	684,998	705,456	726,528
Information Systems Expense	6,388,467	6,023,197	6,023,196	6,291,238	6,582,955	6,780,447	6,983,856	7,193,371
Risk Management Expense	2,031,652	2,338,456	2,338,415	2,422,514	2,490,137	2,564,838	2,641,787	2,721,039
Radio Communications Expense	387,311	330,275	330,275	591,583	609,331	627,611	646,438	665,833
Revenue Collection Expense	845,427	956,588	956,588	941,641	969,890	998,987	1,028,957	1,059,825
Utility Services Expense	138,281	155,721	155,721	147,534	151,960	156,519	161,214	166,051
Environmental	40,931	83,876	83,876	114,635	118,074	121,616	125,265	129,023
Vehicle Garage Expense	2,065,108	2,169,944	1,827,598	2,156,215	2,215,108	2,281,561	2,350,013	2,420,507
Vehicle Fuel	1,422,937	1,393,312	1,562,399	1,625,396	1,671,044	1,721,177	1,772,813	1,825,996
Vehicle Replacement	1,194,156	1,258,162	1,256,950	1,292,736	1,328,941	1,366,941	1,406,853	1,406,853
Allocated Accounts	17,803,137	18,230,442	18,055,923	18,835,976	19,463,064	20,045,001	20,645,167	21,222,208
Utilities - Sewer	215,575	118,349	176,611	129,599	130,111	129,219	129,835	130,436
Utilities - Sanitation	181,292	160,976	194,158	158,434	159,323	156,405	157,481	158,529
Utilities - Stormwater	149,154	148,247	148,535	151,102	151,757	150,562	151,357	152,132
Utilities - Gas	231,206	227,037	238,711	246,914	248,157	248,260	249,755	251,215
Utilities - Water	243,853	212,133	336,228	231,374	232,997	234,395	236,352	238,262
Utilities - Electric	3,832,859	4,062,096	3,860,394	4,047,031	4,125,561	4,173,330	4,233,468	4,295,236
Utilities - Fire Services	110,852	65,895	109,775	88,918	88,930	87,954	89,971	89,989
COGS - Other	18,071	43,466	23,526	43,466	43,466	43,466	43,466	43,466
Utilities and Other Expenses	4,982,862	5,038,199	5,087,939	5,096,838	5,180,302	5,223,591	5,291,685	5,359,265
Debt Service Transfer	8,409,959	9,310,576	7,643,640	8,257,110	8,175,731	11,067,403	10,621,108	10,743,852
Inter-Fund Transfer	5,445,607	1,509,347	4,870,206	309,347	309,347	309,347	309,347	309,347
Transfers	13,855,566	10,819,923	12,513,846	8,566,457	8,485,078	11,376,750	10,930,455	11,053,199
Contribution to StarMetro Fund	7,925,134	8,373,251	8,439,378	8,544,397	8,503,773	8,503,773	8,503,773	8,503,773
Contribution to CRA Frenchtown	647,312	608,065	604,527	514,877	522,600	533,052	543,713	554,587
Contribution to CRA Downtown	351,562	450,432	483,439	434,247	440,761	449,576	458,568	467,739
Contributions to Operations	8,924,008	9,431,748	9,527,344	9,493,521	9,467,134	9,486,401	9,506,054	9,526,099
Reserve for Communications Tax	250,000	0	0	0	0	0	0	0
Transfer to Deficiencies Fd	3,118,497	1,207,584	656,143	352,243	2,435,920	2,332,771	331,315	341,254
Year End Adjustments	3,368,497	1,207,584	656,143	352,243	2,435,920	2,332,771	331,315	341,254

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Ad Valorem Property Tax	35,114,111	34,161,309	34,223,878	33,736,703	34,242,754	34,756,395	35,451,523	36,160,553
Electricity Tax	10,967,602	10,561,798	11,042,122	10,720,225	10,934,629	11,153,322	11,153,322	11,153,322
Water Tax	1,459,975	1,515,000	1,735,826	1,530,150	1,545,452	1,560,907	1,560,907	1,560,907
Gas Tax	1,118,707	1,006,369	1,142,911	1,027,201	1,049,697	1,049,697	1,049,697	1,049,697
Fuel Oil Tax	17,679	3,500	9,305	3,500	3,500	3,500	3,500	3,500
Propane Tax	255,825	288,711	239,013	293,041	293,041	293,041	293,041	293,041
Communication	9,319,179	9,389,279	8,447,158	8,829,719	8,984,239	9,141,463	9,301,439	9,464,214
Taxes & Franchise Fees	58,253,078	56,925,966	56,840,213	56,140,539	57,053,312	57,958,325	58,813,429	59,685,234
Occupational Licenses	1,808,912	1,920,000	1,920,000	1,920,000	1,920,000	1,920,000	1,920,000	1,920,000
Taxi Cab Permits	6,460	7,400	6,791	14,400	14,400	14,400	14,400	14,400
Loading Zone Permits	11,655	16,500	11,618	16,500	16,500	16,500	16,500	16,500
Environmental Permits	429,493	505,000	652,804	510,050	515,150	520,302	520,302	520,302
Contractor Licensing- Growth	622	0	0	0	0	0	0	0
Land Use Fees- Growth Mngmt	134,934	165,256	134,921	166,909	168,578	170,264	170,264	170,264
Environmental Analysis I	35,540	86,383	27,706	88,171	89,996	89,996	89,996	89,996
Environmental Analysis II	8,671	30,000	10,039	30,000	30,000	30,000	30,000	30,000
Concurrency Fees	91,961	55,254	43,801	55,806	56,364	56,928	56,928	56,928
Environmental Variance Funds	1,695	3,200	3,390	0	0	0	0	0
Bid Non Fbc Fees	475	0	475	0	0	0	0	0
Licenses & Permits	2,530,418	2,788,993	2,811,545	2,801,836	2,810,988	2,818,390	2,818,390	2,818,390
U.S. Department of Justice	0	303,575	0	316,650	0	0	0	0
HUD- Community Dvlpmnt Block	0	429,410	0	348,673	348,673	348,673	348,673	348,673
HUD- Home Program	0	120,071	0	105,825	105,825	105,825	105,825	105,825
Fla Dept of Juvenile Justice	0	0	57,372	0	0	0	0	0
Community Devel Revitalizati	0	0	300	0	0	0	0	0
FDLE Grants	37,692	0	0	0	0	0	0	0
FL Housing Fin Agncy SHIP	25,452	122,800	0	0	0	0	0	0
Southwood Golfcart Ord. Reg. Ree	0	300	0	0	0	0	0	0
State of FL Revenue Sharing	4,338,379	4,491,357	4,491,357	4,721,411	4,815,839	4,912,156	5,010,399	5,110,607
Mobile Hm License City Share	57,467	67,000	56,353	67,000	67,000	67,000	67,000	67,000
Beverage License	110,623	112,000	110,700	112,000	112,000	112,000	112,000	112,000
Florida 1/2 Cent Sales Tax	7,738,458	8,927,640	9,319,387	9,060,977	9,242,197	9,427,041	9,615,582	9,807,894
City Share County Occ. Licen	31	0	0	0	0	0	0	0
Payment in Lieu of Taxes	128,149	56,023	103,179	56,023	56,023	56,023	56,023	56,023
Intergovernmental Revenue	12,436,251	14,630,176	14,138,648	14,788,559	14,747,557	15,028,718	15,315,502	15,608,022

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Planning Fees- Rezoning	13,202	28,000	5,866	28,000	28,000	28,000	28,000	28,000
Co Share of Co Employees	66,276	73,373	73,373	75,574	77,841	80,177	82,582	82,582
Co Contrib w/o Co Empl	813,622	844,641	749,036	800,550	824,567	849,304	874,783	901,026
Leon Co Rent and O&M	33,759	27,304	27,304	25,170	25,170	25,170	25,170	25,170
Tape/dvd Dubbing Fees	20	1,000	224	1,000	1,000	1,000	1,000	1,000
Police Protection	92,981	85,000	81,895	85,000	85,000	85,000	85,000	85,000
Police Sec FSU/FAMU Football	103,500	130,500	130,500	132,300	136,250	140,350	144,550	148,900
Police - Fingerprint Fees	10,120	8,400	10,151	10,000	10,000	10,000	10,000	10,000
Police-Decriminalized Offenses	1,824	0	2,375	0	0	0	0	0
Other Miscellaneous Revenue	8,655	7,000	2,419	7,000	7,000	7,000	7,000	7,000
Sale of Cemetery Lots	0	210,938	110,170	210,938	210,938	210,938	210,938	210,938
Conference Room Rental	0	0	1,800	0	0	0	0	0
Parking Meter Receipts	354,265	275,000	326,818	275,000	275,000	275,000	275,000	275,000
Parking Lot Proceeds	200,971	390,000	211,843	390,000	390,000	390,000	390,000	390,000
DIA Garage Revenue	766,727	864,400	694,513	864,400	864,400	864,400	864,400	864,400
Capital Commons Garage	331,917	556,913	204,778	565,336	573,923	573,923	573,923	573,923
Lot Mowing & Clearing	11,416	9,000	13,762	9,000	9,000	9,000	9,000	9,000
Install New Signals-Developer	4,000	0	0	0	0	0	0	0
Traffic Signal Control Maint	79,980	65,184	68,438	66,237	67,307	67,307	67,307	67,307
FDOT ROW Maintenance Contrac	586,185	494,817	572,350	494,817	494,817	494,817	494,817	494,817
Concurrency Counts - PW	0	52,968	0	25,594	25,594	25,594	25,594	25,594
FSU Traffic Service - PW	11,131	17,500	14,067	17,500	17,500	17,500	17,500	17,500
FSU-Maint of Traffic Signals	7,956	8,172	8,915	8,424	8,424	8,424	8,424	8,424
FDOT-Maint of Traffic Signal	258,343	245,000	261,595	252,200	259,612	259,612	259,612	259,612
Gadsden Cty-Maint of Traff S	5,304	2,724	5,448	2,809	2,897	2,897	2,897	2,897
Animal Shelter- Adoptions	95,798	146,332	85,826	150,166	154,100	154,100	154,100	154,100
Animal Shelter- ARV	7,632	3,781	4,887	3,859	3,839	3,839	3,839	3,839
Animal Shelter- Bite Boardin	5,727	5,000	4,712	5,000	5,000	5,000	5,000	5,000
Animal Shelter- Board	14,270	17,638	12,787	18,003	18,376	18,376	18,376	18,376
Animal Shelter- Forfeited De	7,040	0	13,072	0	0	0	0	0
Animal Shelter- City Impound	21,040	12,712	15,273	12,975	13,243	13,243	13,243	13,243
Animal Shelter- Miscellaneou	4,304	27,500	2,729	27,500	27,500	27,500	27,500	27,500
Animal Shelter- County Board	26,075	16,197	20,426	16,533	16,876	16,876	16,876	16,876
Animal Shelter- Co Ticket	0	5,000	0	5,000	5,000	5,000	5,000	5,000
Cnty Animal Services Contract	358,730	495,401	495,401	510,263	525,571	525,571	525,571	525,571
Animal Shelter-Vet Fees Repaid	4,435	3,500	6,074	3,500	3,500	3,500	3,500	3,500
Animal Shelter - Altering Fees	-2,722	3,600	-211	3,600	3,600	3,600	3,600	3,600
Out of County Drop Off	3,949	600	2,420	600	600	600	600	600
Internal Vet Services	66,024	25,000	53,793	26,000	27,040	27,040	27,040	27,040
Miscellaneous Recreation Fee	1,068,605	1,165,193	973,885	1,175,439	1,244,231	1,269,231	1,294,231	1,294,231
Park Concessions	502	40,648	38,387	41,489	42,347	42,347	42,347	42,347
Oven Park Rental	68,033	86,152	56,983	88,328	91,011	91,011	91,011	91,011
Brokaw McDougal House	41,928	49,107	36,223	28,195	0	0	0	0
Soccer Field Rental	89,855	82,714	111,645	84,799	86,939	86,939	86,939	86,939
Misc Rec Fees-Enterprise Proj.	177,080	5,265	106,812	5,403	5,545	5,545	5,545	5,545
Misc. Rec Gees Ent. Proj - SWC	0	0	6,567	0	0	0	0	0
Gaither Green Fees	84,484	129,539	83,410	132,812	136,172	136,172	136,172	136,172
Gaither Pro Shop Revenues	9,573	14,146	10,356	14,504	14,870	14,870	14,870	14,870
Gaither Concessions	10,960	13,058	12,372	13,389	13,729	13,729	13,729	13,729
Gaither Golf Cart Fees	55,902	83,114	78,470	85,217	87,375	87,375	87,375	87,375
Swimming Pool Revenues	319,992	358,556	336,736	367,556	377,556	377,556	377,556	377,556
Area Tallahassee Aquatic Clu	306	0	286	0	0	0	0	0
Online registrations-misc. P&R	91,302	0	216,345	0	0	0	0	0
County Contrib - Parks and R	951,716	992,164	992,164	1,034,331	1,078,290	1,078,290	1,078,290	1,078,290
County Contr - Teen Center	0	0	150,000	0	0	0	0	0
Special Events	49,840	22,516	48,869	23,085	23,670	23,670	23,670	23,670
Annual Fees	27,563	44,922	41,392	46,059	47,226	47,226	47,226	47,226
Monthly Fees	2,828	3,535	2,936	3,624	3,716	3,812	3,812	3,812
Tennis Daily Fees	132,668	126,193	117,256	128,893	131,663	131,663	131,663	131,663
Special Programs	519	72,553	463	74,552	75,652	75,652	75,652	75,652
Pro Shop Contract	5,690	8,665	5,938	8,884	9,110	9,110	9,110	9,110
Lessons Contract	51,513	158,399	73,831	162,957	167,652	167,652	167,652	167,652
Restaurant Contract	770	1,534	688	1,573	1,613	1,613	1,613	1,613
Other Parks & Rec Revenues	21,914	19,478	34,784	19,974	20,483	20,483	20,483	20,483
Racquet Daily Fees	14,752	13,199	12,722	13,533	13,877	13,877	13,877	13,877
Aerobics Daily Fees	7,102	8,828	6,117	9,051	9,280	9,280	9,280	9,280
Tennis Clinic Revenue	44,109	1,905	45,404	1,905	1,905	1,905	1,905	1,905

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

001 General Fund

Revenues	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Tennis Camps	21,696	556	22,637	556	556	556	556	556
Tennis Facility Revenue	4,973	159	3,875	159	159	159	159	159
Other Rentals - BM, Rentals, etc.	4,605	118	5,237	118	118	118	118	118
Tennis Tournaments	0	0	20,231	0	0	0	0	0
Misc. Rec Fees - Tennis Lessons	333	0	21,933	0	0	0	0	0
Misc Rec Fees - Tennis Pro Shop	0	0	19,331	0	0	0	0	0
Misc Rec Fees - Tennis Misc	0	0	996	0	0	0	0	0
Pre-employment testing fees	15,662	12,000	73,035	12,000	12,000	12,000	12,000	12,000
Charges for Services	7,751,231	8,674,311	8,063,145	8,708,233	8,895,230	8,951,499	9,008,583	9,039,176
Traffic Fines	428,322	2,100,000	461,170	515,000	525,300	535,800	546,500	557,450
Parking Violations	369,725	450,000	303,200	350,000	350,000	350,000	350,000	350,000
Police False Alarm	10,580	13,000	21,207	13,000	13,000	13,000	13,000	13,000
Traffic Violation Surcharge	167,802	193,800	197,067	206,000	210,100	214,300	218,600	223,000
Red Light Camera Violations	6,291	0	1,186,071	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000
Fines & Forfeitures	982,720	2,756,800	2,168,715	3,184,000	3,198,400	3,213,100	3,228,100	3,243,450
Interest	648,186	500,000	400,000	500,000	500,000	500,000	500,000	500,000
Lincoln Center Rent	73,507	100,912	74,333	120,095	145,314	145,314	145,314	145,314
Lease of Land	5,541	3,456	578	4,147	4,977	4,977	4,977	4,977
Smith-Williams Center Rent	6,114	13,477	12,657	16,172	19,407	19,407	19,407	19,407
Rental of Land & Buildings	689,942	638,250	694,631	689,938	695,138	695,138	695,138	695,138
Renaissance O & M - County	157,495	200,916	212,668	200,916	200,916	200,916	200,916	200,916
Ground Lease Rent for NAACP	0	0	2,680	0	0	0	0	0
Sale of Surplus	203,892	100,000	139,281	100,000	1,250,000	100,000	100,000	100,000
Discounts Earned	86	0	0	0	0	0	0	0
Other Miscellaneous Revenue	593,823	628,642	345,662	676,142	657,212	657,212	657,212	657,212
Cobra Payments	978	1,200	805	1,200	1,200	1,200	1,200	1,200
Growth Mgmt from Stormwater	140,628	0	0	0	0	0	0	0
Overhead Allocation	6,883,849	6,967,664	6,967,664	6,981,527	6,981,527	6,981,527	6,981,527	6,981,527
Trans from Fund Bal - Encumb	561,352	0	0	0	0	0	0	0
Capitalized Overhead	1,801,416	2,481,915	1,819,586	2,569,705	2,660,923	2,660,923	2,660,923	2,660,923
Other Revenues	11,766,809	11,636,432	10,670,545	11,859,842	13,116,614	11,966,614	11,966,614	11,966,614
Transfer From General Fund	0	0	0	100,000	0	0	0	0
Transfer from LEF Fund State	50,000	50,000	50,000	130,000	30,000	30,000	30,000	30,000
Transfer from Second Dollar	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Transfer from LEF Fund - Fed	30,000	30,000	30,000	50,000	50,000	50,000	50,000	50,000
Transfer from Fire Fund	285,800	294,350	294,350	303,200	312,300	321,650	331,300	331,300
Transfer from Debt Service F	761,241	0	0	0	0	0	0	0
Transfer From Gas Tax Constr	204,260	704,260	704,260	704,260	204,260	204,260	204,260	204,260
Transfer from Future Cap Bonds	824,000	0	0	0	0	0	0	0
Transfer from Electric Operating	59,565	0	0	0	0	0	0	0
Transfer From Stormwater Fun	319,000	319,300	319,300	319,300	319,300	319,300	319,300	319,300
Transfer from ISS RR&I/UB	0	500,000	500,000	0	0	0	0	0
Transfer From Internal Loan	0	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534	1,393,534
Transfer From Deficiencies Fd	400,000	150,000	150,000	0	0	0	0	0
Transfer - Cemetary Perp Trust	26,767	27,570	27,570	28,397	29,249	30,126	31,030	31,030
Rickards Scholarship Fund	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000
Contribution From Electric Fd	22,361,081	22,366,058	22,366,058	23,844,683	22,296,717	20,796,186	19,813,183	19,747,692
Contribution From Gas Fund	2,323,000	2,323,000	2,323,000	2,512,094	2,609,036	2,626,913	2,735,592	2,766,374
Contribution From Water Fund	5,854,126	6,484,450	6,484,450	2,999,663	3,097,627	3,123,843	3,169,025	3,123,272
Contribution From Sewer Fund	2,981,251	3,284,609	3,284,609	3,667,474	3,999,210	4,183,469	4,294,088	4,283,564
Contrib from Solid Waste Fun	164,674	161,914	161,914	1,413,471	1,460,378	1,447,775	1,449,433	1,440,541
Other Sources	36,790,765	38,235,045	38,235,045	37,612,076	35,947,611	34,673,056	33,966,745	33,866,867
Fund Summary	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	130,511,272	135,647,723	132,927,856	135,095,085	140,269,187	145,994,595	146,488,243	149,602,534
Fund Total Revenue	130,511,272	135,647,723	132,927,856	135,095,085	135,769,712	134,609,702	135,117,363	136,227,753
Fund Balance	0	0	0	0	-4,499,475	-11,384,893	-11,370,880	-13,374,781

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

115 Donations Operating Fund

This fund accounts for charitable donations given to the city to support programs provided by the Police Department's Canine program, the Economic and Community Development Department's Change for Change program, and the Mayor's Back to School Jam.

<u>Expenditures</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Operating	0	1,300	63,494	63,494	63,494	63,494	63,494
Transfers	47,300	70,000	18,306	18,306	18,306	18,306	18,306
<u>Revenues</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Other Revenues	108,440	118,166	81,800	81,800	81,800	81,800	81,800
<u>Fund Summary</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Fund Total Expenditure	47,300	71,300	81,800	81,800	81,800	81,800	81,800
Fund Total Revenue	108,440	118,166	81,800	81,800	81,800	81,800	81,800
Fund Balance	<u>61,140</u>	<u>46,866</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund Expenditures

Fund expenditures support miscellaneous costs associated with the programs identified.

Fund Revenues

Fiscal year 2012 charitable donations support the Change for Change program in the Economic and Community Development Department (\$46,694), the Mayor's Back to School Jam (\$10,000) and the following programs in the Tallahassee Police Department: Child Safety Seat (\$500); Victim Advocates (\$500); and the Canine program (\$3,000).

Capital Projects Operating Budget Impacts

This fund has no approved capital projects in fiscal year 2012.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

115 Donations Operating Fund

Expenditures	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Unclassified Contract Svcs	0	10,000	0	10,000	10,000	10,000	10,000	10,000
Unclassified Supplies	0	1,300	1,300	6,800	6,800	6,800	6,800	6,800
Unclassified Charges	0	65,000	0	46,694	46,694	46,694	46,694	46,694
Operating	0	76,300	1,300	63,494	63,494	63,494	63,494	63,494
Inter-Fund Transfer	47,300	0	70,000	18,306	18,306	18,306	18,306	18,306
Transfers	47,300	0	70,000	18,306	18,306	18,306	18,306	18,306
Revenues	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Interest	7,135	0	2,000	0	0	0	0	0
Child Safety Seat Donations	200	500	0	500	500	500	500	500
Victim Advocates	181	500	245	1,000	1,000	1,000	1,000	1,000
Canine Donations	2,150	300	0	300	300	300	300	300
Animal Service Ctr Donation	11,117	0	54,421	0	0	0	0	0
Change For Change Donations	70,542	65,000	60,000	65,000	65,000	65,000	65,000	65,000
Mayor's Back to School Supplies	0	10,000	0	10,000	10,000	10,000	10,000	10,000
Environmental Outreach Program	7,500	0	1,000	0	0	0	0	0
CP & PSE Donation	9,615	0	200	5,000	5,000	5,000	5,000	5,000
Other Miscellaneous Revenue	0	0	300	0	0	0	0	0
Other Revenues	108,440	76,300	118,166	81,800	81,800	81,800	81,800	81,800
Fund Summary	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	47,300	76,300	71,300	81,800	81,800	81,800	81,800	81,800
Fund Total Revenue	108,440	76,300	118,166	81,800	81,800	81,800	81,800	81,800
Fund Balance	61,140	0	46,866	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

120 Building Inspection Fund

During the 2005 Florida Legislative session, a law was passed that states that all fees, fines or investment earnings related to the collection and enforcement of the state's building code must be used solely for implementing and enforcing the Florida Building Code. Local governments must use recognized management, accounting, and oversight practices to ensure that these fees, fines, and investment earnings are maintained and allocated or used solely for the purposes of building code enforcement activities.

To comply with the law, a separate enterprise fund was established during fiscal year 2006 to account for all activities related to the enforcement of the city's building inspection regulations. Fiscal year 2007 was the first full year of operation for this fund. The Building Inspection Fund is balanced for all five years with no loan from the Deficiencies Fund. The total budget for fiscal year 2012 is \$2,930,220 representing an increase of \$38,160, or 1%, from the approved 2011 budget.

Expenditures	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Personnel Services	1,726,350	1,870,126	1,956,192	2,015,548	2,075,253	2,131,863	2,190,241
Operating	23,540	22,466	143,887	143,887	143,887	143,887	143,887
Allocated Accounts	546,020	525,366	607,949	617,962	628,281	638,922	649,320
Transfers	90,609	188,001	77,587	83,926	85,222	87,787	100,533
Year End Adjustments	101,047	243,945	144,605	155,493	156,021	86,117	10,808
Revenues	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Licenses & Permits	2,260,273	2,444,469	2,686,385	2,766,242	2,838,090	2,838,002	2,844,215
Charges for Services	29,428	133,836	29,550	29,550	29,550	29,550	29,550
Fines & Forfeitures	0	33,184	0	0	0	0	0
Other Revenues	176,865	186,865	191,285	197,024	197,024	197,024	197,024
Other Sources	21,000	51,550	23,000	24,000	24,000	24,000	24,000
Fund Summary	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	2,487,566	2,849,904	2,930,220	3,016,816	3,088,664	3,088,576	3,094,789
Fund Total Revenue	2,487,566	2,849,904	2,930,220	3,016,816	3,088,664	3,088,576	3,094,789
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Expenditures in the fiscal year 2012-2016 proforma include:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.

- All allocated accounts were updated to reflect updated statistical allocation formula data.

- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Fund Revenues

Fund revenues from licenses and permits total \$2.3 million and are derived from three major sources, building permit fees, contractor licensing, and non-FL building code fees. This is a reduction of \$340,271 from FY11 revenues due to economic conditions. Additional revenues in the amount of \$185,713 have been budgeted as payments from both the water and sewer utilities for fiscal year 2012 and are estimated to increase by 3% annually for the out years.

The chart on the following page depicts a graph of projected building permit fee revenues through fiscal year

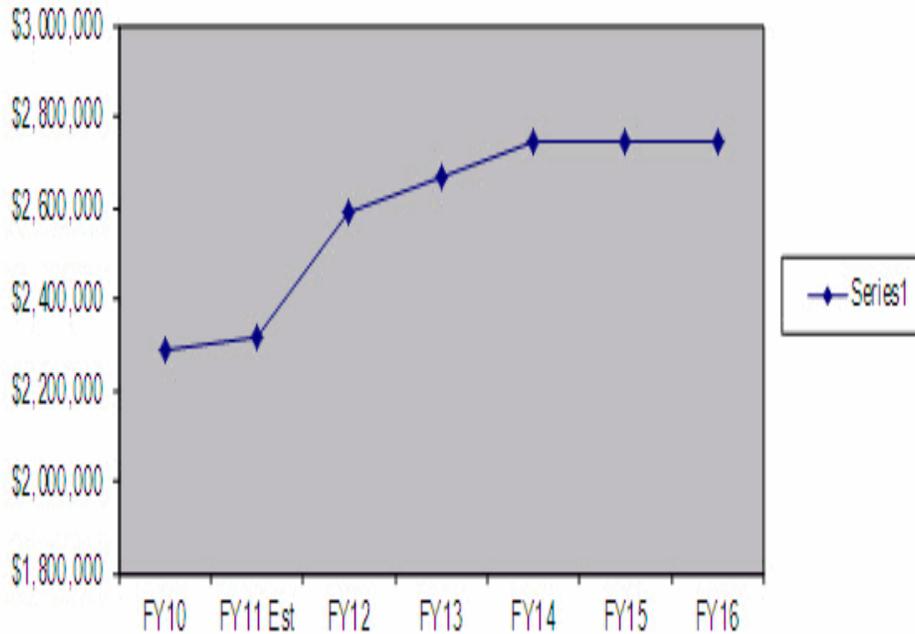
City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

120 Building Inspection Fund

2016. In FY 2010, building permit fees were increased by 30%. Projections indicate a continuing increase in both the residential and commercial construction industry. Additional revenues in FY 2012 are due to a new law in Chapter 2010-176 that changes how State Surcharges related to building permits are collected. The applicable sections are Section 6, 468.631 and Section 31, 553.721.

	FY10	FY11 Est	FY12	FY13	FY14	FY15	FY16
Total Revenue	2,289,701	2,314,526	2,587,950	2,668,013	2,743,780	2,743,780	2,743,780

Building Inspection Permit Fee Revenue Projections



Capital Projects Operating Budget Impacts

There are no capital projects associated with this fund.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

120 Building Inspection Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	1,259,021	1,406,349	1,386,917	1,436,860	1,459,394	1,502,855	1,547,620	1,593,729
Salary Enhancements	0	28,128	0	22,534	43,461	44,765	46,109	47,493
Overtime	101	4,160	0	4,160	4,160	4,160	4,160	4,160
Other Salary Items	14,492	13,960	455	12,400	12,400	12,400	12,400	12,400
Pension- Current	112,074	152,221	144,704	153,561	158,167	162,913	167,800	172,835
Pension- MAP	91,649	102,677	99,632	103,582	106,689	109,890	113,185	116,580
Mandatory Medicare	16,727	20,820	19,411	20,261	20,873	21,498	22,141	22,805
Health Benefits	144,015	156,233	164,260	168,547	176,972	184,650	187,674	190,854
Health Benefits-Retirees	39,500	0	0	0	0	0	0	0
Health Benefits-OPEB	0	38,750	0	19,375	19,375	19,375	19,375	19,375
Flex Benefits	50,832	56,604	54,747	57,804	57,804	57,804	57,804	57,804
Vacancy factor of 3.0%	0	-42,190	0	-42,892	-43,747	-45,057	-46,405	-47,794
Furlough savings	-2,061	0	0	0	0	0	0	0
Personnel Services	1,726,350	1,937,712	1,870,126	1,956,192	2,015,548	2,075,253	2,131,863	2,190,241
Advertising	231	2,000	700	2,000	2,000	2,000	2,000	2,000
Cleaning & Laundry	4,842	6,130	4,500	6,130	6,130	6,130	6,130	6,130
Unclassified Contract Svcs	2,125	2,601	8,500	2,601	2,601	2,601	2,601	2,601
Telephone	-841	0	-818	0	0	0	0	0
Food	0	0	2	0	0	0	0	0
Office Supplies	2,741	6,157	3,500	6,157	6,157	6,157	6,157	6,157
Unclassified Supplies	5,996	2,738	2,500	2,738	2,738	2,738	2,738	2,738
Travel & Training	6,084	35,350	1,560	35,350	35,350	35,350	35,350	35,350
Journals & Books	496	516	47	516	516	516	516	516
Memberships	1,866	1,685	1,975	1,685	1,685	1,685	1,685	1,685
Rent Expense- Bldg & Ops	0	85,602	0	86,710	86,710	86,710	86,710	86,710
Operating	23,540	142,779	22,466	143,887	143,887	143,887	143,887	143,887
Human Resource Expense	26,861	32,109	32,109	36,961	38,070	39,212	40,389	41,600
Accounting Expense	16,494	17,297	17,297	16,282	16,771	17,274	17,792	18,326
Purchasing Expense	2,964	3,476	3,476	2,923	3,011	3,101	3,194	3,290
Information Systems Expense	135,576	106,963	106,963	174,169	179,394	184,775	190,319	196,028
Risk Management Expense	12,506	16,340	16,340	17,925	18,463	19,017	19,587	20,175
Revenue Collection Expense	5,090	5,453	5,453	5,703	5,875	6,051	6,232	6,419
Vehicle Garage Expense	33,617	27,587	27,587	34,385	35,417	36,479	37,574	38,701
Vehicle Fuel	25,302	25,981	25,981	28,847	29,712	30,604	31,522	32,468
Vehicle Replacement	3,980	13,516	13,516	14,110	14,605	15,124	15,669	16,215
Indirect Costs	283,630	276,644	276,644	276,644	276,644	276,644	276,644	276,644
Allocated Accounts	546,020	525,367	525,366	607,949	617,962	628,281	638,922	649,320
Debt Service Transfer	0	72,849	72,849	77,587	83,926	85,222	87,787	100,533
Inter-Fund Transfer	90,609	0	115,152	0	0	0	0	0
Transfers	90,609	72,849	188,001	77,587	83,926	85,222	87,787	100,533
Transfer to Deficiencies Fd	101,047	213,353	243,945	144,605	155,493	156,021	86,117	10,808
Year End Adjustments	101,047	213,353	243,945	144,605	155,493	156,021	86,117	10,808

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

120 Building Inspection Fund

Revenues	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Building Permits	2,118,916	2,557,362	2,289,056	2,587,950	2,665,807	2,737,655	2,737,567	2,743,780
Fire Inspection Fees	31,558	24,435	42,113	24,435	24,435	24,435	24,435	24,435
Contractor Licensing- Growth	25,633	25,000	24,836	25,000	25,000	25,000	25,000	25,000
Bid Non Fbc Fees	84,166	48,000	88,464	49,000	51,000	51,000	51,000	51,000
Licenses & Permits	2,260,273	2,654,797	2,444,469	2,686,385	2,766,242	2,838,090	2,838,002	2,844,215
Prot. Insp. Training Surcharge	29,428	0	35,457	29,550	29,550	29,550	29,550	29,550
FBC Customer Service Fees	0	0	98,379	0	0	0	0	0
Charges for Services	29,428	0	133,836	29,550	29,550	29,550	29,550	29,550
Florida Building Code Fines	0	0	33,184	0	0	0	0	0
Fines & Forfeitures	0	0	33,184	0	0	0	0	0
Interest	-3,439	0	1,152	0	0	0	0	0
Growth Management from Water	102,447	105,520	105,520	108,686	111,947	111,947	111,947	111,947
Growth Management from Sewer	77,857	80,193	80,193	82,599	85,077	85,077	85,077	85,077
Other Revenues	176,865	185,713	186,865	191,285	197,024	197,024	197,024	197,024
Transfer From Gas Fund	21,000	22,000	22,000	23,000	24,000	24,000	24,000	24,000
Transfer From Deficiencies Fd	0	29,550	29,550	0	0	0	0	0
Other Sources	21,000	51,550	51,550	23,000	24,000	24,000	24,000	24,000
Fund Summary	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	2,487,566	2,892,060	2,849,904	2,930,220	3,016,816	3,088,664	3,088,576	3,094,789
Fund Total Revenue	2,487,566	2,892,060	2,849,904	2,930,220	3,016,816	3,088,664	3,088,576	3,094,789
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

130 Fire Services Fund

The Fire Fund supports fire suppression, hazardous material response, urban search and rescue, technical rescue, vehicle extraction, emergency medical care, fire safety code compliance review and enforcement, and varied public education services. The Fire Department serves both city and county residents with a 2010 census population of 276,000 persons in an area of 702 square miles.

The fire services fee was established by ordinance effective October 1, 1999. Leon County officials opted not to implement the fee for county residents, but, rather, to continue its payment for fire services via the interlocal agreement between the two governments.

Rates were adjusted for city residents to include advanced life support (ALS) services effective July 1, 2005. Also in 2005, the city and Leon County entered into another agreement whereby the county pays for the department's provision of ALS services in the unincorporated areas of the county. The agreement supports the salary and benefits of 35 paramedic certified firefighters and one administrative person.

Both the fire services and ALS agreements, which expired in September 2009, were renegotiated and approved by the city and county commissions. Implementation of the new agreements were effective October 1, 2009, along with a countywide fire services fee. Revenues and expenditures projected in the study are included through fiscal year 2014.

Expenditures	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Personnel Services	20,174,862	21,349,146	21,578,444	22,175,743	22,770,353	23,410,319	23,991,427
Operating	1,464,279	1,439,997	1,477,864	1,475,960	1,482,864	1,507,883	1,512,883
Other Services & Charges	182,228	30,856	30,856	30,856	30,856	30,856	30,856
Capital Outlay	77,625	59,169	110,400	110,400	110,400	110,400	110,400
Allocated Accounts	5,505,420	5,773,201	6,349,591	6,625,736	6,807,176	7,025,988	7,190,672
Utilities and Other Expenses	369,976	352,781	372,968	379,585	387,366	419,575	427,332
Transfers	1,211,171	1,093,370	1,592,766	2,400,303	2,420,681	3,276,973	3,276,973
Contributions to Operations	285,800	294,350	303,200	312,300	321,650	331,300	331,300
Year End Adjustments	1,912,855	1,205,994	1,420,840	0	0	0	0
Revenues	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Licenses & Permits	169,517	208,311	320,000	320,000	320,000	320,000	320,000
Intergovernmental Revenue	54,564	67,911	30,000	30,000	30,000	30,000	30,000
Charges for Services	30,043,114	30,471,030	31,786,078	31,848,156	31,911,622	31,911,622	31,911,622
Other Revenues	-9,233	-22,247	75,000	75,000	75,000	75,000	75,000
Other Sources	926,254	873,859	1,025,851	1,237,727	1,994,724	3,045,662	1,145,225
Fund Summary	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	31,184,216	31,598,863	33,236,929	33,510,883	34,331,346	36,113,294	36,871,843
Fund Total Revenue	31,184,216	31,598,864	33,236,929	33,510,883	34,331,346	35,382,284	33,481,847
Fund Balance	0	0	0	0	0	-731,010	-3,389,996

Fund Expenditures

The proforma includes debt service costs associated with construction of a joint dispatch facility at which the Tallahassee Fire Department and Leon County Emergency Management Services will be consolidated into a single dispatch unit. Debt service costs have been included for two new fire stations in the department's capital improvement plan. Stations located on Lake Bradford Road and another in the Southwood community are planned beginning fiscal year 2014. Other capital costs include recurring annual funding for fire hydrant repairs and replacements, annual funding for maintenance of existing fire facilities, construction of a one-bay fire station that will be co-located at the joint dispatch facility and the replacement of the Fire Department's records management system.

130 Fire Services Fund

The collective bargaining agreement approved by the city commission in February 2010 for firefighters, fire engineers, fire lieutenants, battalion chiefs, and fire captains was retroactive to October 1, 2009, and included increases in wages and educational benefits of 5.95% over the two-year contract period. Negotiations are underway for contract terms affecting unionized employees beginning in 2012. The proforma for FY12 and beyond includes a merit salary enhancement for general employees of two percent.

Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.

Additional expenditure adjustments include: a 20.0% increase in the fuel budget to recognize the additional cost in FY12 anticipated with the expiration of the fuel hedging contract and a \$43,505 reduction in the department's 52 hundred accounts resulting from cost cutting measures primarily in unclassified contractual services and uniforms.

Fund Revenues

As of October 1, 2009, fire services fees are based on the distance from a customer's location to multiple core fire stations. Zone 1 customers are located within five road miles of two core fire stations. The Zone 1 residential rate for single-family attached/multi-family is \$10.41 per month while the detached single-family rate is \$14.91 per month. Zone 2 residential rates for similar dwellings are \$3.58 and \$13.41 per month, respectively.

Rates for non-residential customers are calculated based on a building's square footage and the distance from the building's location to a fire facility. Different Zone 1 and Zone 2 rates apply to buildings designated as either commercial, industrial/warehouse, or institutional-non-governmental.

The city is the billing agent for the fire service fee for those customers located outside city limits in the county. County customers who are billed by the city for electric and/or water service will be billed for fire service on their monthly bill. Those customers in the county who do not have city water or electric service will receive quarterly fire service bills. County residents also have the option of paying for the service on their annual tax bill.

The renegotiated interlocal agreement between the city and county also includes a quarterly payment from Leon County for advanced life support services through fiscal year 2014.

The consultant study from which fire services fees were derived only addressed fiscal years 2010 through 2014. Therefore, revenues in FY15 and FY16 have been maintained at FY14 levels. The current fee structure resulted in an end to the city's support of the Fire Fund's deficit, which had been covered by the Deficiency Fund for several years. However, based on current revenue and expenditure projections, reserve funds will be needed beginning in FY14 and will be exhausted mid FY16 without an adjustment to existing rates.

The projected operating surplus for FY12 is \$1,420,840. Surplus funds will be transferred to the fire services operating reserve for use in future years. Reserve funds are projected to be needed beginning in FY13. The projected operating deficits for the next three fiscal years are \$177,611 in FY13, \$904,932 in FY14 and \$1,932,422 in FY15. Beginning in FY15, reserve funds are projected to be exhausted and a deficit of \$731,010 is projected. The projected deficit increases to \$3,389,996 in FY16.

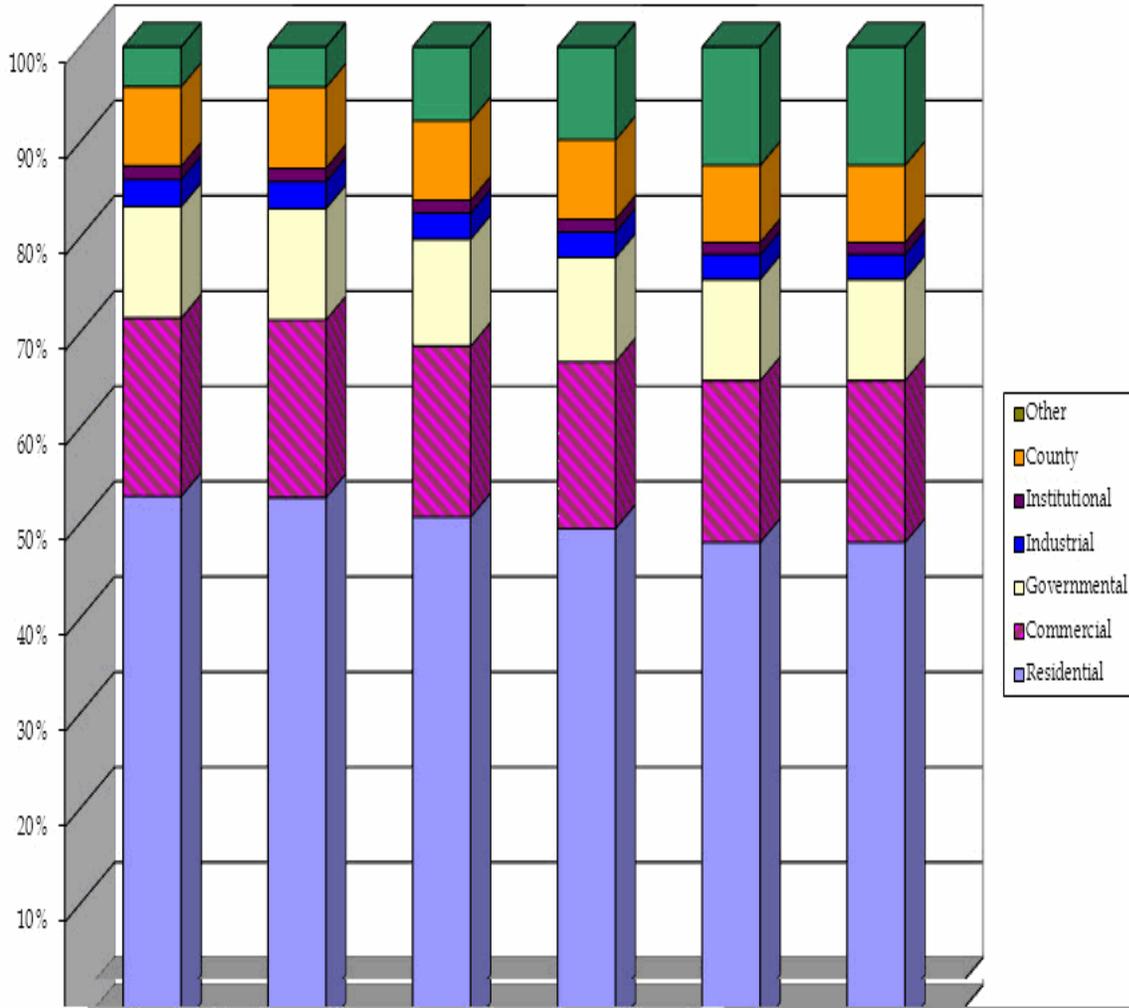
Any increases in expenditures will result in the accelerated depletion of the reserve fund.

The chart that follows reflects the percentages of revenue projected each fiscal year, by revenue source. As shown, revenue from residential customers generates the greatest amounts, followed by commercial and governmental customers, then revenue from the county's EMS payment. The smallest percentages of revenue are from industrial and institutional customers and from miscellaneous other sources such as

130 Fire Services Fund

forfeited discounts, interest earnings, and contributions from the airport fund and fire operating reserve.

Major Revenue Sources



Capital Projects Operating Budget Impacts

The salary and partial benefits of one staff person are funded from the Facilities Management and Maintenance project annually. The fire station to be co-located at the joint dispatch facility includes operating costs of approximately \$750,000 beginning in fiscal year 2015 to support 12 additional personnel.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	14,409,612	14,236,605	15,416,386	14,546,671	14,912,976	15,299,478	15,697,596	16,107,680
Capitalized Wages	-28,934	-35,887	-42,668	-36,895	-37,935	-37,935	-37,935	-37,935
Salary Enhancements	0	362,333	0	366,305	386,502	398,118	410,084	422,337
Firefighter Holiday Pay	0	831,695	0	939,187	952,894	967,003	981,533	996,488
Temporary Wages	2,265	0	0	0	0	0	0	0
Overtime	747,523	734,847	664,365	791,893	830,049	869,350	963,139	963,139
Capitalized Overtime	-147,953	0	-119,838	0	0	0	0	0
Other Salary Items	357,757	425,566	425,978	474,776	474,776	474,776	474,776	474,776
Pension- Current	2,493,465	3,033,680	3,033,680	2,704,456	2,783,778	2,865,482	2,949,643	3,036,323
Pension- MAP	37,898	47,476	47,476	47,159	48,573	50,026	51,525	53,069
Mandatory Medicare	164,238	222,881	222,881	187,614	192,384	197,298	202,352	207,588
Health Benefits	1,635,935	1,635,055	1,635,055	1,707,821	1,793,248	1,859,742	1,919,214	1,981,754
Health Benefits-Retirees	428,692	319,066	319,066	0	0	0	0	0
Health Benefits-OPEB	0	103,633	103,633	193,752	193,752	193,752	193,752	193,752
Flex Benefits	76,700	96,896	96,896	95,624	95,624	95,624	95,624	95,624
Vacancy factor of 3.0%	0	-427,098	-453,765	-439,919	-450,878	-462,361	-490,984	-503,168
Furlough savings	-2,336	0	0	0	0	0	0	0
Personnel Services	20,174,862	21,586,748	21,349,146	21,578,444	22,175,743	22,770,353	23,410,319	23,991,427
Advertising	638	1,615	2,129	1,615	1,615	1,615	1,615	1,615
Cleaning & Laundry	10,047	14,000	8,386	14,000	14,000	14,000	14,070	14,070
Reproduction	3,391	5,612	2,693	5,612	5,612	5,612	5,612	5,612
Unclassified Professional Svcs	0	24,990	314	0	0	0	0	0
System Planning Services	0	0	1,050	0	0	0	0	0
Building Repairs	25,855	0	0	0	0	0	0	0
Equipment Repairs	28,040	42,647	49,336	42,647	42,647	42,647	42,647	42,647
Medical Services	69,659	67,060	65,630	67,060	67,060	67,060	68,660	68,660
Construction Services	71,863	0	0	0	0	0	0	0
Unclassified Contract Svcs	294,437	317,826	315,375	317,826	322,826	322,826	329,315	334,315
Contractual Svcs - VFD County	482,749	482,479	482,479	482,479	482,479	482,479	482,479	482,479
Computer Software	951	3,185	6,740	3,185	3,185	3,185	3,185	3,185
Environmental Contractual	350	0	0	0	0	0	0	0
Telephone	15,975	20,952	12,443	26,231	26,231	26,231	26,231	26,231
Chem-Med-Lab	56,088	56,289	64,195	46,289	46,289	46,289	46,289	46,289
Food	1,190	611	1,173	611	611	611	611	611
Gasoline	17	329	0	329	329	329	329	329
Postage	158	0	-191	0	0	0	0	0
Office Supplies	13,243	20,938	16,198	19,232	19,232	19,232	19,611	19,611
Uniforms & Clothing	138,282	164,051	138,017	155,955	149,051	155,955	162,068	162,068
Unclassified Supplies	112,049	144,816	146,938	140,824	140,824	140,824	151,032	151,032
Non-Capitalized Furniture	806	0	208	0	0	0	0	0
Travel & Training	62,682	70,812	54,337	70,812	70,812	70,812	70,812	70,812
Journals & Books	9,276	15,093	8,417	15,093	15,093	15,093	15,253	15,253
Memberships	3,277	2,980	2,378	2,980	2,980	2,980	2,980	2,980
Certificates & Licenses	1,850	200	637	200	200	200	200	200
Rent Expense- Machines	8,906	12,384	8,377	12,384	12,384	12,384	12,384	12,384
Unclassified Charges	52,500	52,500	52,737	52,500	52,500	52,500	52,500	52,500
Operating	1,464,279	1,521,369	1,439,997	1,477,864	1,475,960	1,482,864	1,507,883	1,512,883
Bad Debt Expense	182,228	30,856	30,856	30,856	30,856	30,856	30,856	30,856
Other Services & Charges	182,228	30,856	30,856	30,856	30,856	30,856	30,856	30,856
Unclassified Equipment	77,625	110,400	59,169	110,400	110,400	110,400	110,400	110,400
Capital Outlay	77,625	110,400	59,169	110,400	110,400	110,400	110,400	110,400

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Human Resource Expense	392,268	382,780	382,780	365,003	375,952	387,231	398,848	410,813
Accounting Expense	126,220	126,136	126,136	140,041	144,242	148,568	153,026	157,618
Purchasing Expense	39,926	70,639	70,639	73,470	75,675	77,945	80,282	82,690
Information Systems Expense	1,401,191	1,311,913	1,311,913	1,545,136	1,694,489	1,745,325	1,797,684	1,851,614
Risk Management Expense	268,323	355,177	355,177	392,646	404,425	416,557	429,056	441,927
Radio Communications Expense	99,762	87,441	87,441	156,623	161,321	166,161	171,146	176,280
Revenue Collection Expense	62,696	67,088	67,088	87,717	90,349	93,059	95,851	98,727
Utility Services Expense	1,076,460	1,118,751	1,118,751	1,139,217	1,173,394	1,208,595	1,244,853	1,282,199
Vehicle Garage Expense	670,583	829,393	646,889	816,457	840,952	866,179	892,164	918,931
Vehicle Fuel	181,667	196,519	205,052	207,268	213,487	219,890	226,486	233,281
Vehicle Replacement	600,000	811,375	811,375	836,052	861,489	887,705	946,631	946,631
Indirect Costs	586,324	589,961	589,961	589,961	589,961	589,961	589,961	589,961
Allocated Accounts	5,505,420	5,947,171	5,773,201	6,349,591	6,625,736	6,807,176	7,025,988	7,190,672
Utilities - Sewer	23,252	16,344	24,634	24,055	24,512	25,051	26,944	27,482
Utilities - Sanitation	13,743	7,971	12,041	14,441	14,739	15,063	15,895	16,218
Utilities - Stormwater	17,432	17,229	17,762	17,169	17,496	17,882	20,376	20,760
Utilities - Gas	50,280	39,300	47,217	50,091	51,043	52,166	56,614	57,734
Utilities - Water	15,373	15,468	17,198	16,845	17,164	17,542	21,629	22,005
Utilities - Electric	205,428	211,777	186,898	224,430	228,694	233,725	251,580	256,596
Utilities - Fire Services	44,468	40,775	47,032	25,937	25,937	25,937	26,537	26,537
Utilities and Other Expenses	369,976	348,864	352,781	372,968	379,585	387,366	419,575	427,332
Debt Service Transfer	177,371	769,453	318,120	826,366	1,643,003	1,672,731	2,537,573	2,537,573
RR&I Transfer	1,033,800	775,250	775,250	766,400	757,300	747,950	739,400	739,400
Transfers	1,211,171	1,544,703	1,093,370	1,592,766	2,400,303	2,420,681	3,276,973	3,276,973
Contribution to General Fund	285,800	294,350	294,350	303,200	312,300	321,650	331,300	331,300
Contributions to Operations	285,800	294,350	294,350	303,200	312,300	321,650	331,300	331,300
Transfer to Fire Svcs Op Reserve	1,912,855	1,707,749	1,205,994	1,420,840	0	0	0	0
Year End Adjustments	1,912,855	1,707,749	1,205,994	1,420,840	0	0	0	0
Revenues	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fire Inspection Fees	169,517	320,000	208,311	320,000	320,000	320,000	320,000	320,000
Licenses & Permits	169,517	320,000	208,311	320,000	320,000	320,000	320,000	320,000
State Fire Marshal Ofc-grants	1,164	0	384	0	0	0	0	0
Firefighters Supplemental Co	53,400	30,000	67,527	30,000	30,000	30,000	30,000	30,000
Intergovernmental Revenue	54,564	30,000	67,911	30,000	30,000	30,000	30,000	30,000
Fire Services - Residential	16,408,467	17,463,167	16,554,680	17,463,166	17,463,166	17,463,166	17,463,166	17,463,166
Fire Services - Commercial	6,599,468	6,185,481	6,610,155	6,185,481	6,185,481	6,185,481	6,185,481	6,185,481
Fire Services - Governmental	3,651,770	3,870,310	3,613,630	3,870,310	3,870,310	3,870,310	3,870,310	3,870,310
Fire Services - Industrial	268,610	947,582	285,839	947,582	947,582	947,582	947,582	947,582
Fire Services - County Contr	-18,834	0	0	0	0	0	0	0
Fire Services - Station 15	-196,649	0	0	0	0	0	0	0
Leon County EMS Payment	2,702,012	2,761,456	2,761,456	2,822,208	2,884,286	2,947,752	2,947,752	2,947,752
Fire Services - Institutional	570,118	462,331	593,780	462,331	462,331	462,331	462,331	462,331
Forfeited Discounts	58,152	35,000	51,490	35,000	35,000	35,000	35,000	35,000
Charges for Services	30,043,114	31,725,327	30,471,030	31,786,078	31,848,156	31,911,622	31,911,622	31,911,622
Interest	-64,735	75,000	-31,301	75,000	75,000	75,000	75,000	75,000
Other Miscellaneous Revenue	29,647	0	9,054	0	0	0	0	0
Trans from Fund Bal - Encumb	25,855	68,024	0	0	0	0	0	0
Other Revenues	-9,233	143,024	-22,247	75,000	75,000	75,000	75,000	75,000
Xfer from Fire Svcs Op Reserve	0	0	0	0	177,611	904,932	1,932,422	0
Contribution From Airport Fd	926,254	873,859	873,859	1,025,851	1,060,116	1,089,792	1,113,240	1,145,225
Other Sources	926,254	873,859	873,859	1,025,851	1,237,727	1,994,724	3,045,662	1,145,225

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

130 Fire Services Fund

Fund Summary	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	31,184,216	33,092,210	31,598,863	33,236,929	33,510,883	34,331,346	36,113,294	36,871,843
Fund Total Revenue	31,184,216	33,092,210	31,598,864	33,236,929	33,510,883	34,331,346	35,382,284	33,481,847
Fund Balance	0	0	0	0	0	0	-731,010	-3,389,996

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

400 Electric Operating Fund

The city's Electric Utility Department owns, operates and maintains an electric generation, transmission, and distribution system that supplies electric power and energy to homes and businesses in a service area of approximately 221 square miles. Electric generation, transmission, and distribution facilities are located within Leon and Wakulla counties.

The electric system operates three generating systems. The Sam O. Purdom Plant, located in St. Marks, Florida and the Arvah B. Hopkins plant are fossil-fueled generating stations that contain combined cycle steam and combustion turbine electric generating facilities. The system also includes the C. H. Corn Hydroelectric Station, located on Lake Talquin.

The transmission network forms a loop that extends around and through the city limits. Bulk power primary distribution substations, located at various sites, transform power from the transmission voltage of 115 kilovolts (kV) to the distribution network voltage of 12.47 kV. Transmission, distribution and generation facilities are monitored and controlled remotely from the Electric Control Center via microwave system and communication lines network.

The Electric Department provides the engineering and design of electric substations, high voltage transmission lines and the distribution system facilities to provide service for customers every year. The department also provides engineering and project management for the relocation of distribution circuits for many city, county and state road construction projects.

Expenditures	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Personnel Services	22,135,961	23,008,943	23,751,983	24,625,755	25,481,717	26,279,336	27,586,410
Operating	19,077,615	21,690,778	23,089,859	23,998,890	24,989,888	26,051,731	27,261,287
Fuel	191,389,759	168,313,819	154,785,000	146,446,000	152,628,000	160,011,000	164,723,000
Other Services & Charges	2,657,251	2,592,615	2,779,448	2,717,663	2,719,650	2,732,985	2,766,081
Capital Outlay	66,877	480,277	322,700	372,889	398,085	448,288	473,288
Allocated Accounts	17,572,961	17,509,541	18,720,026	19,245,602	19,777,099	20,326,301	20,856,274
Utilities and Other Expenses	390,441	399,797	405,776	413,486	422,584	431,884	440,953
Transfers	55,719,649	61,603,490	67,932,868	67,346,065	66,631,367	68,658,579	71,622,805
Contributions to Operations	22,361,081	22,366,058	23,844,683	22,296,717	20,796,186	19,813,183	19,747,692
Year End Adjustments	7,990,310	4,764,150	0	0	0	0	0
Revenues	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Undefined	1,628	2,902	0	0	0	0	0
Charges for Services	329,502,994	308,322,692	290,185,165	289,186,754	301,341,061	304,799,463	325,684,379
Other Revenues	9,857,283	5,970,637	8,020,378	8,132,099	10,604,396	10,815,282	11,043,586
Other Sources	0	8,420,590	17,426,800	0	0	0	0
Internal Service Fund Charges	0	12,647	0	0	0	0	0
Fund Summary	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	339,361,905	322,729,468	315,632,343	307,463,067	313,844,576	324,753,287	335,477,790
Fund Total Revenue	339,361,905	322,729,468	315,632,343	297,318,853	311,945,457	315,614,745	336,727,965
Fund Balance	0	0	0	-10,144,214	-1,899,119	-9,138,542	1,250,175

Fund Expenditures

Non-personnel services expenditures for fiscal years 2012-2016 are from the draft phase I report of the electric system cost of service study by the utility's external consultant. The phase I report addresses projected financial operations of the electric system and sets forth assumptions, considerations, analyses and conclusions to meet projected needs.

400 Electric Operating Fund

Expenditure assumptions for 2012 include the following:

- Adjustments to personnel expenses to include a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75% / 25% city and employees to 70% / 30%. Other modifications since the proposed budget was developed include a reduction in general employees' salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 2012. These are accompanied by salary updates, position changes, and intradepartmental reorganizations and transfers.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$69,384.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$20,869).
- Addition of two engineering technician III positions and one geographic information systems analyst position in power engineering cost center 290701 for the long-term operations and maintenance support for the department's GIS program. Positions are offset by reductions in overtime and unclassified professional services funding. Fiscal Impact: \$94,313.
- Addition of one utility training and safety specialist position in production management cost center 290305. Fiscal Impact: \$96,521.
- Elimination of a vacant apprentice line worker position in cost center 290401. The position was approved in FY09 as a three year time-limited position. Fiscal Impact: (\$33,655).
- Transfer of the strategic programs evaluator position in cost center 290401 to EPER. Fiscal Impact: (\$95,640).
- Current service level reductions of \$1.5 million in various operating and capital outlay expenses submitted as part of the department's FY12 budget submittal, offset by current service level increases in those categories from FY11 to FY12. Fiscal Impact: (\$256,409).
- Additional operating expense reductions based on historical expenditures. Fiscal Impact: (\$11,500).
- The General Fund transfer, which, for prior years, has been calculated as an amount not to exceed 8.3 mills per kilowatt-hour (kWh) of retail sales in the most recently completed fiscal year, was changed by the financial viability committee beginning fiscal year 2012. The revised calculation will reflect a transfer of 6.99% of a three-year average of electric retail rate revenues. The average of these revenues booked for fiscal years 2008 through 2010 results in a fiscal year 2012 transfer of \$23.8 million.

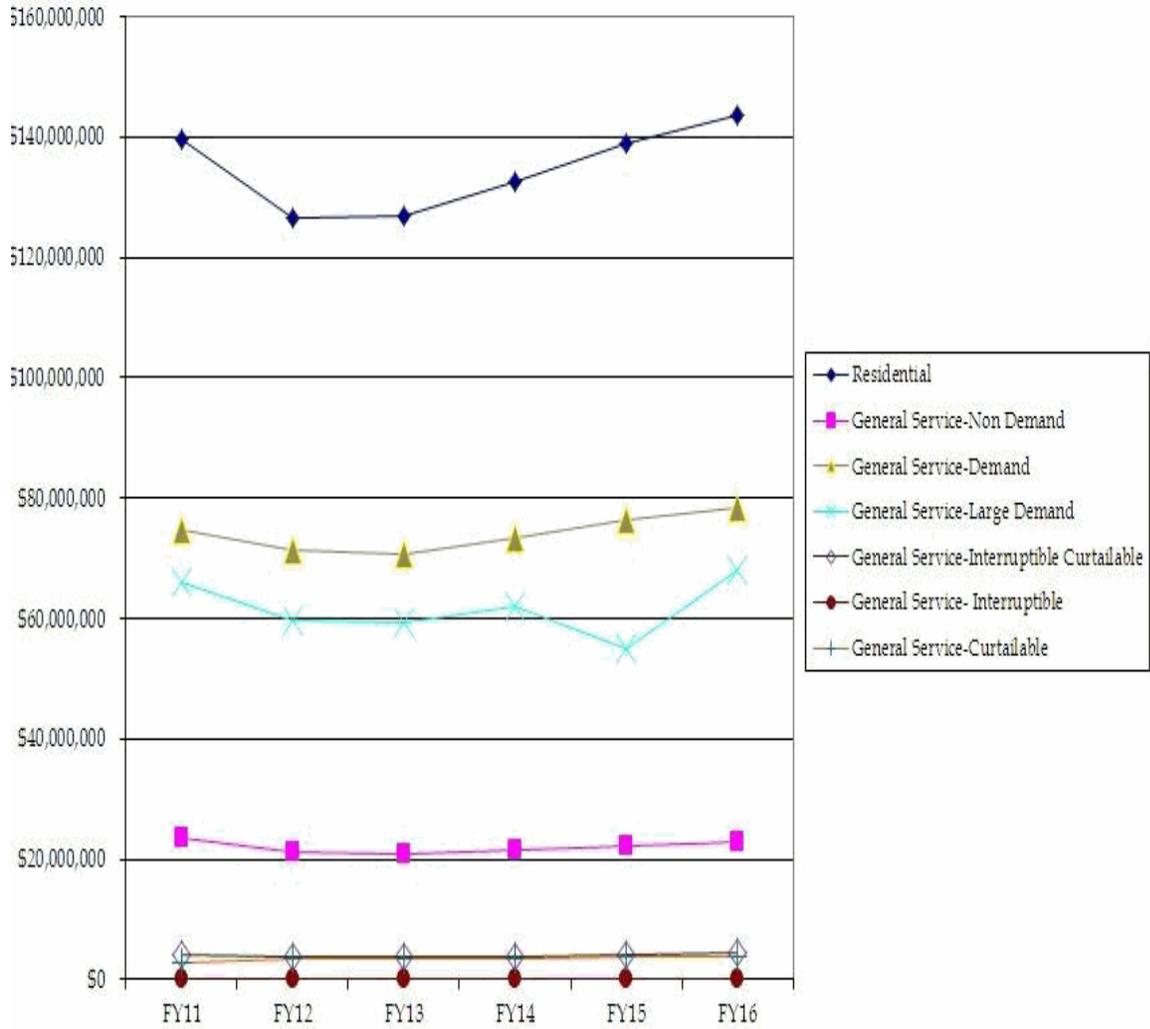
Fund Revenues

Revenues included in the proforma for fiscal year 2012 reflect increases attributable to the consumer price index of 3.8%. With the previously noted exception, a rate increase planned for fiscal year 2012 was not approved by the City Commission. In lieu of an increase, a transfer of \$17.4 million is made from the utility's operating reserve. As shown, future revenues are insufficient to support projected operating expenditures in fiscal years 2013-2015, resulting in deficit fund positions.

Major revenues, by customer categories, are reflected on the chart that follows. Collectively, revenues generated from these categories range between 91% and to nearly 96% annually of total electric system revenues.

400 Electric Operating Fund

Major Revenue Categories



Capital Projects Operating Budget Impacts

There is no operating impact estimated within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	17,537,070	18,092,849	18,048,871	18,353,290	18,643,009	19,201,801	19,777,324	20,370,136
Capitalized Wages	-3,118,266	-3,125,465	-2,420,005	-3,189,264	-3,225,730	-3,205,281	-3,205,281	-2,711,327
Salary Enhancements	0	355,892	0	289,719	558,792	575,523	592,812	610,603
Temporary Wages	136,356	262,218	193,181	248,773	253,849	255,768	255,768	259,244
Overtime	1,807,356	2,382,099	1,732,171	2,460,119	2,711,535	2,800,033	2,848,724	2,897,638
Capitalized Overtime	-225,817	-301,000	-168,061	-306,040	-405,080	-406,125	-406,170	-418,205
Other Salary Items	19,432	162,392	20,430	168,118	170,185	170,185	170,185	170,185
Unemployment Compensation	6,376	0	8,083	0	0	0	0	0
Pension- Current	1,520,283	1,928,029	1,809,337	1,974,421	2,033,644	2,094,658	2,157,464	2,222,200
Pension- MAP	1,355,302	1,300,350	1,374,219	1,331,797	1,371,755	1,412,921	1,455,292	1,498,938
Mandatory Medicare	233,996	263,724	244,298	242,842	250,108	257,616	265,344	273,272
Health Benefits	1,788,082	1,789,300	1,801,987	1,927,636	2,024,048	2,101,704	2,162,184	2,225,784
Health Benefits-Retirees	560,490	324,643	336,405	0	0	0	0	0
Health Benefits-OPEB	0	197,671	0	201,363	201,363	201,363	201,363	201,363
Flex Benefits	560,884	584,988	556,469	600,408	600,408	600,408	600,408	600,408
Vacancy factor of 3.0%	0	-542,785	-528,442	-551,199	-562,131	-578,857	-596,081	-613,829
Furlough savings	-45,583	0	0	0	0	0	0	0
Personnel Services	22,135,961	23,674,905	23,008,943	23,751,983	24,625,755	25,481,717	26,279,336	27,586,410
Advertising	3,509	33,169	3,217	22,765	23,797	25,538	26,638	27,919
Cleaning & Laundry	115,485	152,629	90,464	144,620	147,792	151,770	153,820	155,957
Reproduction	6,371	17,193	9,355	14,785	16,719	17,307	17,917	18,601
Unclassified Professional Svcs	263,143	851,936	734,626	822,401	873,655	948,953	954,379	971,113
System Planning Services	57	0	0	0	0	0	0	0
System Collection	1,980	0	13	0	0	0	0	0
Building Repairs	35,196	124,556	32,747	123,158	127,088	131,149	135,346	139,812
Equipment Repairs	8,252,624	9,529,884	9,228,465	8,844,864	9,302,744	9,751,334	10,447,396	11,193,030
Educational Services	1,185	0	1,185	0	0	0	0	0
Engineering Services	68	0	0	0	0	0	0	0
Contract Engineering Svcs	39,000	26,035	58,724	27,080	27,973	28,897	29,851	30,866
Legal Services	160,000	246,096	126,621	205,965	219,535	235,122	246,955	254,812
Construction Services	9,654	68,577	2,989	71,331	73,685	79,515	82,027	84,700
Unclassified Contract Svcs	5,412,166	6,860,915	5,924,041	7,176,171	7,394,821	7,679,139	7,838,373	8,053,591
Computer Software	31,089	94,401	27,672	119,817	123,059	126,330	129,707	133,302
Environmental Contractual	292,375	414,459	335,393	433,886	447,044	463,935	479,013	497,206
Garage Employee Parking	2	0	0	0	0	0	0	0
Telephone	69,704	49,287	40,645	64,871	67,013	69,225	71,509	73,939
Chem-Med-Lab	492,935	494,094	487,196	518,624	537,083	553,200	570,059	587,166
Food	5,070	5,974	8,767	6,215	6,421	6,632	6,851	7,083
Gasoline	5,834	9,289	939	12,068	12,467	12,878	13,303	13,756
Oil & Lubricants	476	0	409	0	0	0	0	0
Postage	4,223	10,055	13,408	10,300	10,641	10,992	11,355	11,742
Office Supplies	49,110	72,122	67,641	74,563	77,025	79,567	82,195	84,991
Uniforms & Clothing	15,504	31,881	2,943	20,000	21,000	22,000	23,000	24,000
Unclassified Supplies	3,459,474	3,479,276	4,104,758	3,701,278	3,801,659	3,897,440	4,020,429	4,165,656
Non-Capitalized Furniture	2,860	0	1,553	0	0	0	0	0
Vehicle- Non-Garage	2,797,540	0	2,456,645	0	0	0	0	0
Building Supplies	8,384	0	2,049	0	0	0	0	0
Safety Materials & Supplies	55,791	82,949	50,766	85,159	87,809	90,238	93,565	96,393
Veh-Non Garage Expense Offset	-2,794,905	0	-2,446,583	0	0	0	0	0
Travel & Training	96,703	167,905	98,904	191,029	197,794	203,419	209,266	214,917
Journals & Books	1,638	11,372	2,313	11,693	11,996	12,309	12,633	12,978
Memberships	72,353	290,582	170,955	290,883	291,179	291,466	291,880	300,650
Certificates & Licenses	13,820	0	24,387	12,000	12,000	12,000	12,000	12,000
Rent Expense- Land	4,612	0	5,158	0	0	0	0	0
Rent Expense- Machines	74,296	16,569	14,399	19,081	19,645	20,226	20,827	21,469
Unclassified Charges	18,289	62,964	8,014	65,252	67,246	69,307	71,437	73,638
Operating	19,077,615	23,204,169	21,690,778	23,089,859	23,998,890	24,989,888	26,051,731	27,261,287

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fossil Fuel Electric	170,524,962	159,469,553	159,035,476	135,857,000	127,386,000	133,384,000	140,474,000	145,048,000
Purchased Power	18,380,811	5,859,896	6,919,556	5,128,000	5,260,000	5,444,000	5,737,000	5,875,000
Purchased Power Capacity	1,964,671	5,000,000	1,810,863	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Transmission Expense- CR3	273,216	400,000	276,760	400,000	400,000	400,000	400,000	400,000
Transmission Exp- CH Corn	239,544	400,000	264,416	400,000	400,000	400,000	400,000	400,000
Transmiss Use-Others/City	6,555	0	6,748	0	0	0	0	0
Fuel/Purchased Power-Forecast Margin	0	8,000,000	0	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
Fuel	191,389,759	179,129,449	168,313,819	154,785,000	146,446,000	152,628,000	160,011,000	164,723,000
Claims	0	0	82	0	0	0	0	0
Assessments & Fees	287,386	132,884	296,104	137,604	142,145	146,836	151,682	156,840
Interest on Deposits	359,770	855,928	263,326	890,336	926,128	968,545	1,007,287	1,007,287
Bad Debt Expense	1,976,966	550,240	2,000,240	1,606,579	1,499,678	1,449,617	1,414,261	1,436,767
Environmental Assessments&	33,129	139,335	32,863	144,929	149,712	154,652	159,755	165,187
Other Services & Charges	2,657,251	1,678,387	2,592,615	2,779,448	2,717,663	2,719,650	2,732,985	2,766,081
Office Equipment	3,322	0	7,696	0	0	0	0	0
Computer Equipment	879	8,900	16,682	19,200	19,389	19,585	19,788	19,788
Vehicle Equipment	0	207,462	207,462	150,000	175,000	175,000	200,000	200,000
Unclassified Equipment	62,676	248,437	248,437	153,500	178,500	203,500	228,500	253,500
Capital Outlay	66,877	464,799	480,277	322,700	372,889	398,085	448,288	473,288
Human Resource Expense	300,669	306,443	306,442	382,052	393,513	405,319	417,477	430,002
Accounting Expense	704,539	725,237	725,234	874,267	900,494	927,508	955,336	983,996
Purchasing Expense	846,214	523,909	523,907	549,181	565,657	582,628	600,105	618,109
Information Systems Expense	1,635,106	2,046,831	2,046,823	2,060,463	2,122,276	2,185,946	2,251,525	2,319,069
Risk Management Expense	4,033,895	4,053,585	4,053,569	4,088,497	4,211,152	4,337,487	4,467,613	4,601,639
Radio Communications Expense	66,019	57,696	57,696	103,343	106,444	109,637	112,926	116,314
Revenue Collection Expense	798,567	857,343	857,340	858,897	884,664	911,204	938,540	966,696
Utility Services Expense	4,437,690	4,401,840	4,373,554	4,608,692	4,746,952	4,889,361	5,036,042	5,187,123
Environmental	729,791	778,949	778,946	1,064,609	1,096,547	1,129,443	1,163,327	1,198,227
Energy Services	342,220	342,221	342,219	411,488	434,300	447,317	461,825	476,800
Vehicle Garage Expense	779,534	725,469	514,387	724,882	746,629	769,028	792,097	815,861
Vehicle Fuel	346,597	344,563	364,740	395,084	406,937	419,145	431,721	444,671
Vehicle Replacement	463,977	599,338	599,338	629,306	660,772	693,811	728,502	728,502
Indirect Costs	2,088,143	1,969,265	1,965,346	1,969,265	1,969,265	1,969,265	1,969,265	1,969,265
Allocated Accounts	17,572,961	17,732,690	17,509,541	18,720,026	19,245,602	19,777,099	20,326,301	20,856,274
Utilities - Sewer	17,599	20,065	12,165	16,994	17,317	17,698	18,088	18,468
Utilities - Sanitation	156,367	359,608	168,816	159,026	162,048	165,614	169,258	172,812
Utilities - Stormwater	10,962	10,764	12,025	11,173	11,385	11,635	11,892	12,142
Utilities - Gas	8,890	37,196	11,399	10,804	11,009	11,252	11,500	11,741
Utilities - Water	12,284	27,615	15,201	13,437	13,692	13,993	14,301	14,602
Utilities - Electric	180,234	183,663	176,278	190,919	194,547	198,827	203,201	207,468
Utilities - Fire Services	4,105	4,037	3,913	3,423	3,488	3,565	3,644	3,720
Utilities and Other Expenses	390,441	642,948	399,797	405,776	413,486	422,584	431,884	440,953
Debt Service Transfer	33,827,033	45,723,196	34,032,521	41,318,535	41,358,313	41,353,294	43,873,817	47,257,560
RR&I Transfer	21,860,650	27,285,000	27,285,000	26,614,333	25,987,752	25,278,073	24,784,762	24,365,245
Inter-Fund Transfer	31,966	0	285,969	0	0	0	0	0
Transfers	55,719,649	73,008,196	61,603,490	67,932,868	67,346,065	66,631,367	68,658,579	71,622,805
Contribution to General Fund	22,361,081	22,366,058	22,366,058	23,844,683	22,296,717	20,796,186	19,813,183	19,747,692
Contributions to Operations	22,361,081	22,366,058	22,366,058	23,844,683	22,296,717	20,796,186	19,813,183	19,747,692
Transfer to Rate Stabiliz	7,990,310	0	4,764,150	0	0	0	0	0
Year End Adjustments	7,990,310	0	4,764,150	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

400 Electric Operating Fund

Revenues	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Special Events - Electric	1,628	0	2,902	0	0	0	0	0
Undefined	1,628	0	2,902	0	0	0	0	0
Residential	148,513,871	139,611,405	139,765,773	126,535,500	126,945,475	132,601,213	138,931,484	143,695,402
General Service- Non-Demand	23,902,970	23,672,509	22,394,927	21,285,885	20,975,172	21,584,742	22,318,199	22,814,180
General Service- Demand	77,310,783	74,758,410	69,719,513	71,316,909	70,636,964	73,204,887	76,217,636	78,395,719
General Service- Large Deman	62,615,589	65,904,732	60,170,017	59,647,731	59,350,129	62,140,005	54,964,401	67,960,751
Gen Service- Interruptible C	3,866,605	4,284,071	3,192,698	3,950,623	3,670,829	3,906,884	4,160,320	4,355,533
General Service- Interruptib	264,073	273,158	259,466	213,254	210,553	222,775	236,843	247,574
General Service- Curtailable	2,929,511	2,925,526	2,641,107	3,349,408	3,327,116	3,505,804	3,710,866	3,868,796
Long Term Contract Discount	-5,634,864	-5,700,000	-5,304,326	-6,977,225	-6,898,262	-7,079,779	-7,287,541	-7,452,362
Traffic Control	161,881	160,408	155,951	121,024	120,383	126,469	133,401	138,740
Public Outdoor Lighting	3,866,673	3,907,524	3,722,939	3,652,590	3,689,587	3,898,972	4,113,761	4,290,714
Sales for Resale	1,928,282	0	2,076,572	0	0	0	0	0
Firm Sales for Resale	2,433,840	0	2,369,463	0	0	0	0	0
Wheeling Revenue	724,128	644,245	423,482	659,707	675,540	691,753	708,355	725,355
Forfeited Discounts	819,119	800,000	793,056	800,000	800,000	800,000	800,000	800,000
Initiating Services	943,715	962,728	856,913	976,014	989,483	1,003,138	1,016,981	1,031,015
Misc Electrical Service	8,494	3,091	8,984	3,134	3,177	3,221	3,266	3,312
Security Light Installation	16,643	60,000	23,807	60,000	60,000	60,000	60,000	60,000
Cut Fees	1,433,892	1,500,000	1,440,536	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Surcharge	2,114,406	2,184,208	2,108,098	2,026,367	2,046,596	2,066,079	2,084,466	2,101,085
Pole Rental	527,737	418,830	582,056	421,568	427,386	433,284	439,263	445,325
Other Revenues	7,712	10,031	3,908	10,292	10,560	10,835	11,117	11,406
Bad Check Charges	236,191	224,085	219,686	227,178	230,313	233,491	236,713	239,979
Meter Tampering Fine	64,664	81,006	45,608	82,124	83,257	84,406	85,571	85,571
Sale of Scrap	222,385	53,770	238,188	54,512	55,264	56,026	56,799	56,799
Sale of SO2 Allowances-Hopkins	0	0	27	0	0	0	0	0
Reimb St Marks Pwdr.	77,459	53,005	51,410	63,435	64,957	66,516	68,113	69,747
Fiber Leases	147,235	0	160,620	150,000	150,000	150,000	150,000	150,000
Electric Tower Leases	0	0	202,213	0	0	0	0	0
Other Miscellaneous Revenue	0	57,536	0	55,135	62,275	70,340	79,449	89,738
Charges for Services	329,502,994	316,850,278	308,322,692	290,185,165	289,186,754	301,341,061	304,799,463	325,684,379
Interest	3,159,208	1,150,000	2,030,071	4,685,393	4,759,471	7,251,861	7,462,047	7,690,345
Wireless Rental	84,269	77,000	99,707	77,000	77,000	77,000	77,000	77,000
Discounts Earned	0	447	0	453	459	465	471	477
Other Miscellaneous Revenue	3,596,644	0	1,346,948	0	0	0	0	0
Capitalized Overhead	3,017,162	3,171,409	2,493,911	3,257,532	3,295,169	3,275,070	3,275,764	3,275,764
Other Revenues	9,857,283	4,398,856	5,970,637	8,020,378	8,132,099	10,604,396	10,815,282	11,043,586
Transfer From Electric Fund	0	0	-3,074	0	0	0	0	0
Transfer from Electric RR&I	0	10,108,400	8,423,664	0	0	0	0	0
Transfer From Electric Op Rs	0	10,544,067	0	17,426,800	0	0	0	0
Other Sources	0	20,652,467	8,420,590	17,426,800	0	0	0	0
From Electric Fund	0	0	12,647	0	0	0	0	0
Internal Service Fund Charges	0	0	12,647	0	0	0	0	0
Fund Summary	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	339,361,905	341,901,601	322,729,468	315,632,343	307,463,067	313,844,576	324,753,287	335,477,790
Fund Total Revenue	339,361,905	341,901,601	322,729,468	315,632,343	297,318,853	311,945,457	315,614,745	336,727,965
Fund Balance	0	0	0	0	-10,144,214	-1,899,119	-9,138,542	1,250,175

430 Gas Operating Fund

The City of Tallahassee has owned, operated and managed a natural gas distribution system since 1956. The number of active service points as of May 31, 2011, is 26,421. The majority of available service points (94%) are for residential accounts.

Gas utility customers include four types,

- residential (37%),
- commercial (29%)
- flexible contract (29%) and
- small interruptible and contract customers, which account for the balance.

The department continues to provide interruptible services to several commercial customers in addition to special and flexible contract customers. Under special contracts, the utility is permitted to lower its margin in order to compete in terms of cost with alternative fuels. This type of contract allows the Gas Utility to respond to changing market conditions where customer acquisition or retention is economically feasible. Customers are required to submit documentation supporting the quantity, quality, availability and cost of alternative fuels.

Rate indicators for the fund continue to show mild heating degree-day deficiencies, rising fuel expenses, very little local and national economic growth, and rising cost of goods and services.

The Gas Fund accounts for the assets, operations, maintenance and operating financial transactions of the city-owned gas system and is currently balanced for all five years.

The 2012 fiscal year budget reflects expenditures in the amount of \$40.1 million, representing an increase of \$775 thousand from the 2011 approved budget. This is primarily due to an increase of \$260,000 in estimated rebates to natural gas customers that purchase gas appliances and a \$515,000 for projects related to the expansion and maintenance of the gas system.

The major source of revenues for the gas fund is metered sales that represent approximately 95% of the operating revenues. Remaining revenue is generated from service initiations, fees and charges, a surcharge and non-operating sources such as system charge and interest earnings.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

430 Gas Operating Fund

<u>Expenditures</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Personnel Services	1,772,034	1,726,384	1,914,138	1,973,408	2,031,336	2,095,202	2,161,147
Operating	441,562	1,173,082	1,391,870	1,425,949	1,460,960	1,492,212	1,524,214
Fuel	21,594,190	18,866,469	20,911,809	21,745,363	22,292,993	23,225,994	23,225,994
Other Services & Charges	144,801	65,857	82,411	82,411	82,411	82,411	82,411
Allocated Accounts	2,189,988	2,099,963	2,153,162	2,212,465	2,273,541	2,336,456	2,390,384
Utilities and Other Expenses	58,530	53,613	60,460	61,610	62,965	64,350	65,829
Transfers	4,683,734	6,498,512	6,391,258	7,057,781	8,004,586	9,025,185	8,928,590
Contributions to Operations	2,323,000	2,323,000	2,512,094	2,609,036	2,626,913	2,735,592	2,766,374
Year End Adjustments	3,218,686	1,831,521	4,724,191	3,765,355	1,878,496	1,507,778	1,420,237
<u>Revenues</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Charges for Services	35,711,527	34,133,770	39,604,093	40,396,078	40,176,901	42,027,880	42,027,880
Other Revenues	714,998	504,631	537,300	537,300	537,300	537,300	537,300
<u>Fund Summary</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Fund Total Expenditure	<u>36,426,525</u>	<u>34,638,401</u>	<u>40,141,393</u>	<u>40,933,378</u>	<u>40,714,201</u>	<u>42,565,180</u>	<u>42,565,180</u>
Fund Total Revenue	<u>36,426,525</u>	<u>34,638,401</u>	<u>40,141,393</u>	<u>40,933,378</u>	<u>40,714,201</u>	<u>42,565,180</u>	<u>42,565,180</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund Expenditures

Operating and Maintenance expenditures have decreased due to cost reductions and efficiencies identified by the department.

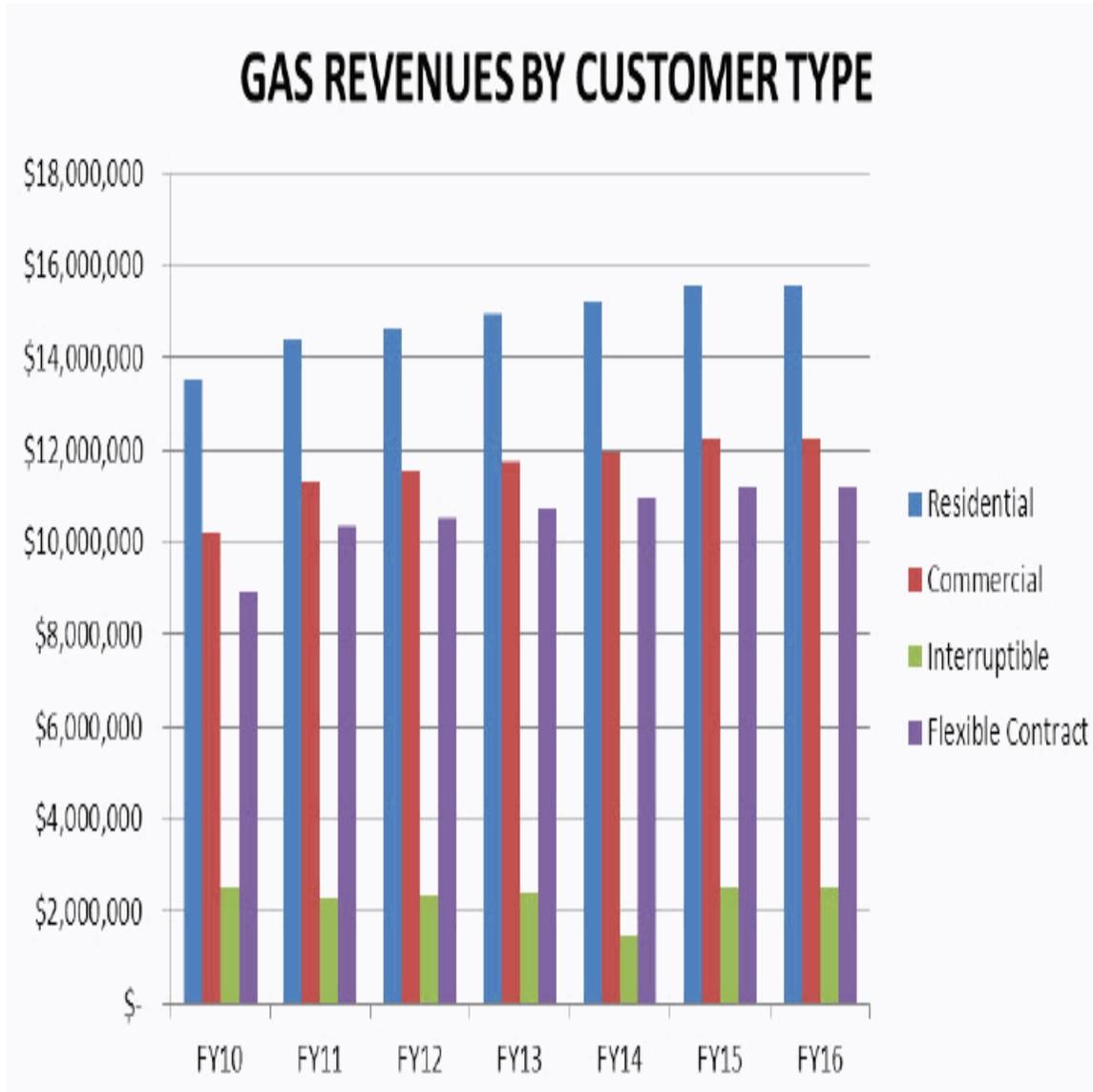
- A proposal to change the utility's contribution to the General Fund is approved at \$2,512,094 for FY12 and represents 6.99% of the rate sales for the utility.
- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Fund Revenues

The major source of revenue for the gas fund is metered sales from its customer base. The utility operations serve over 26,421 residential and commercial customers in and around the Tallahassee community. Remaining revenue is generated from service initiations, fees and charges, a surcharge and non-operating sources such as system charge and interest earnings. The Gas Utility's customer base is composed of four types: residential, commercial, interruptible contract and flexible contract. Residential customer growth is forecast to increase by approximately 2% annually. Commercial, and interruptible growth is also forecast to increase by 2% annually. Other miscellaneous revenues are projected to increase by 1.5% annually.

The following chart presents an overview of the analysis of the historical and projected gas utility revenues by customer types. The data supporting the chart reflect a projected increase in revenue of \$776 thousand primarily due to an increase in fuel sales in fiscal year 2012 when compared to fiscal year 2011. Small increases are anticipated in all major sources of revenues for fiscal year 2012 and beyond.

430 Gas Operating Fund



Capital Projects Operating Budget Impacts

There are no operating impacts within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	1,441,250	1,483,425	1,350,667	1,502,675	1,526,386	1,572,113	1,619,209	1,667,720
Capitalized Wages	-384,076	-334,434	-313,019	-341,122	-347,944	-354,903	-354,903	-354,903
Salary Enhancements	0	29,669	0	23,711	45,727	47,096	48,511	49,965
Temporary Wages	77,591	64,326	84,181	65,613	66,925	68,263	68,263	68,263
Overtime	89,607	89,000	92,905	89,000	89,000	89,000	89,000	89,000
Capitalized Overtime	-17,051	0	-9,131	0	0	0	0	0
Other Salary Items	1,560	1,560	1,489	1,560	1,560	1,560	1,560	1,560
Pension- Current	122,701	160,553	134,371	161,573	166,419	171,413	176,555	181,852
Pension- MAP	106,350	108,294	100,259	108,983	112,254	115,623	119,093	122,663
Mandatory Medicare	18,719	21,962	18,336	19,539	20,124	20,732	21,349	21,990
Health Benefits	200,301	220,590	166,790	225,122	236,383	245,258	252,818	260,768
Health Benefits-Retirees	47,910	43,728	40,084	0	0	0	0	0
Health Benefits-OPEB	0	0	0	25,831	25,831	25,831	25,831	25,831
Flex Benefits	69,803	74,916	59,452	77,316	77,316	77,316	77,316	77,316
Vacancy factor of 3.0%	0	-44,503	0	-45,663	-46,573	-47,966	-49,400	-50,878
Furlough savings	-2,631	0	0	0	0	0	0	0
Personnel Services	1,772,034	1,919,086	1,726,384	1,914,138	1,973,408	2,031,336	2,095,202	2,161,147
Advertising	175	5,970	9,314	6,119	6,266	6,416	6,570	6,728
Cleaning & Laundry	7,763	9,676	12,119	9,918	10,159	10,406	10,573	10,744
Reproduction	526	1,502	1,245	1,539	1,578	1,616	1,643	1,671
Unclassified Professional Svcs	87,545	110,188	79,254	112,943	115,654	118,545	121,390	124,303
System Dispatch Services	111,300	111,300	111,300	111,300	113,971	116,706	119,507	122,375
System Planning Services	0	0	102,025	0	0	0	0	0
Building Repairs	11,859	2,243	785	2,299	2,356	2,415	2,415	2,415
Equipment Repairs	3,435	7,379	3,762	7,542	7,730	7,915	8,105	8,299
Engineering Services	480	0	1,260	0	0	0	0	0
Unclassified Contract Svcs	43,226	27,892	3,797	29,204	30,405	31,636	32,522	33,430
Computer Software	350	0	136	0	0	0	0	0
Environmental Contractual	0	0	1,315	0	0	0	0	0
Telephone	19,986	14,511	25,319	14,511	14,859	15,216	15,581	15,955
Food	1,738	1,077	90	1,104	1,131	1,159	1,178	1,197
Gasoline	380	1,472	549	1,472	1,507	1,543	1,580	1,618
Oil & Lubricants	668	0	0	0	0	0	0	0
Postage	691	1,114	127	1,142	1,169	1,197	1,226	1,255
Office Supplies	8,400	5,843	5,652	5,989	6,139	6,292	6,292	6,292
Uniforms & Clothing	6,365	6,384	4,711	6,545	6,709	6,877	6,877	6,877
Unclassified Supplies	46,730	54,670	34,238	56,037	57,438	58,874	58,874	58,874
Vehicle- Non-Garage	310	0	3,087	0	0	0	0	0
COGS Mat Stores	0	36,783	36,783	36,783	37,666	38,570	39,496	40,444
Building Supplies	0	0	204	0	0	0	0	0
Safety Materials & Supplies	1,083	0	424	0	0	0	0	0
Travel & Training	21,600	29,274	2,940	30,025	30,786	31,568	31,560	31,552
Journals & Books	382	1,543	26,681	1,543	1,580	1,618	1,657	1,697
Memberships	65,990	40,974	59,591	41,998	43,048	44,124	44,124	44,124
Certificates & Licenses	580	5,000	679	5,000	5,120	5,243	5,369	5,498
Rent Expense- Machines	0	8,641	5,190	8,857	9,078	9,305	9,305	9,305
Unclassified Charges	0	640,000	640,505	900,000	921,600	943,719	966,368	989,561
Operating	441,562	1,123,436	1,173,082	1,391,870	1,425,949	1,460,960	1,492,212	1,524,214
COGS- Natural Gas	21,594,190	21,298,214	18,866,469	20,911,809	21,745,363	22,292,993	23,225,994	23,225,994
Fuel	21,594,190	21,298,214	18,866,469	20,911,809	21,745,363	22,292,993	23,225,994	23,225,994
Interest on Deposits	7,528	17,411	6,273	17,411	17,411	17,411	17,411	17,411
Bad Debt Expense	136,920	65,000	59,584	65,000	65,000	65,000	65,000	65,000
Direct Overhead	353	0	0	0	0	0	0	0
Other Services & Charges	144,801	82,411	65,857	82,411	82,411	82,411	82,411	82,411

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Human Resource Expense	41,911	45,587	45,587	48,765	50,228	51,735	53,287	54,886
Accounting Expense	63,391	68,184	68,184	80,218	82,625	85,104	87,657	90,287
Purchasing Expense	27,073	21,551	21,551	25,203	25,958	26,737	27,540	28,366
Information Systems Expense	261,144	277,446	277,446	243,089	250,382	257,893	265,630	273,599
Risk Management Expense	40,075	57,131	57,131	52,162	53,728	55,339	56,999	58,709
Radio Communications Expense	8,216	7,180	7,180	12,860	13,246	13,644	14,053	14,475
Revenue Collection Expense	86,242	102,018	102,018	102,058	105,120	108,273	111,522	114,867
Utility Services Expense	814,534	788,499	788,499	811,251	835,589	860,656	886,476	913,070
Environmental	39,839	42,226	42,226	57,711	59,443	61,226	63,063	64,955
Energy Services	274,142	274,143	274,143	282,367	290,838	299,563	308,550	308,550
Vehicle Garage Expense	113,210	130,771	73,604	135,826	139,902	144,098	148,422	152,874
Vehicle Fuel	66,655	65,406	63,560	75,943	78,221	80,567	82,985	85,474
Vehicle Replacement	57,702	47,775	43,793	49,209	50,685	52,206	53,772	53,772
Indirect Costs	295,854	176,500	235,041	176,500	176,500	176,500	176,500	176,500
Allocated Accounts	2,189,988	2,104,416	2,099,963	2,153,162	2,212,465	2,273,541	2,336,456	2,390,384
Utilities - Sanitation	28,117	28,235	28,154	27,982	28,514	29,141	29,782	30,467
Utilities - Stormwater	2,652	2,425	2,412	2,640	2,690	2,749	2,809	2,874
Utilities - Gas	1,160	2,178	1,256	1,338	1,364	1,394	1,425	1,457
Utilities - Water	441	445	396	404	411	420	429	439
Utilities - Electric	23,775	26,415	19,329	26,399	26,901	27,493	28,098	28,744
Utilities - Fire Services	2,385	953	2,066	1,697	1,730	1,768	1,807	1,848
Utilities and Other Expenses	58,530	60,651	53,613	60,460	61,610	62,965	64,350	65,829
Debt Service Transfer	3,843,981	3,833,415	3,833,415	3,861,445	3,808,918	3,799,373	3,548,022	3,451,427
RR&I Transfer	0	1,638,350	1,638,350	2,179,000	2,898,050	3,854,400	5,126,350	5,126,350
Inter-Fund Transfer	839,753	382,810	1,026,747	350,813	350,813	350,813	350,813	350,813
Transfers	4,683,734	5,854,575	6,498,512	6,391,258	7,057,781	8,004,586	9,025,185	8,928,590
Contribution to General Fund	2,323,000	2,323,000	2,323,000	2,512,094	2,609,036	2,626,913	2,735,592	2,766,374
Contributions to Operations	2,323,000	2,323,000	2,323,000	2,512,094	2,609,036	2,626,913	2,735,592	2,766,374
Transfer to RR&I	3,218,686	4,598,600	1,831,521	4,724,191	3,765,355	1,878,496	1,507,778	1,420,237
Year End Adjustments	3,218,686	4,598,600	1,831,521	4,724,191	3,765,355	1,878,496	1,507,778	1,420,237
Revenues	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Meter Tampering Fine	0	75	856	100	100	100	100	100
Residential	13,539,115	14,383,310	13,682,161	14,670,976	14,964,396	15,236,684	15,568,957	15,568,957
Non-Residential	10,254,432	11,311,564	10,274,470	11,537,796	11,768,551	12,003,923	12,244,001	12,244,001
Interruptible- Small	1,400	0	3,919	0	0	0	0	0
Interruptible	2,520,705	2,321,947	1,853,264	2,368,386	2,415,754	1,464,069	2,513,351	2,513,351
Interruptible- Large	1,050	0	2,371	0	0	0	0	0
Flexible Contract Interrupti	8,932,811	10,346,591	7,891,164	10,553,523	10,764,594	10,979,886	11,199,483	11,199,483
Forfeited Discounts	101,604	137,618	105,068	140,370	143,177	146,041	148,962	148,962
Initiating Services	120,317	115,921	98,439	118,239	120,604	123,016	125,477	125,477
Tapping Fees	9,850	9,209	7,867	9,393	9,581	9,772	9,968	9,968
Cut Fees	29,868	37,307	28,503	38,053	38,814	39,590	40,382	40,382
Surcharge	163,459	137,173	158,797	139,916	142,715	145,569	148,480	148,480
Other Revenues	10,354	4,830	0	4,830	4,830	4,830	4,830	4,830
Gas Pilot Lighting	26,562	22,070	26,891	22,511	22,962	23,421	23,889	23,889
Charges for Services	35,711,527	38,827,615	34,133,770	39,604,093	40,396,078	40,176,901	42,027,880	42,027,880
Interest	263,163	80,000	139,090	80,000	80,000	80,000	80,000	80,000
Other Miscellaneous Revenue	5,907	8,018	2,942	8,000	8,000	8,000	8,000	8,000
Trans from Fund Bal - Encumb	0	4,310	4,310	4,300	4,300	4,300	4,300	4,300
Capitalized Overhead	445,928	444,446	358,289	445,000	445,000	445,000	445,000	445,000
Other Revenues	714,998	536,774	504,631	537,300	537,300	537,300	537,300	537,300

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

430 Gas Operating Fund

Fund Summary	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	36,426,525	39,364,389	34,638,401	40,141,393	40,933,378	40,714,201	42,565,180	42,565,180
Fund Total Revenue	36,426,525	39,364,389	34,638,401	40,141,393	40,933,378	40,714,201	42,565,180	42,565,180
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

460 Water Operating Fund

The Water Division delivers potable water from pumping stations to city residents as well as to adjacent communities. The division owns, operates and maintains a water production and distribution system that services Tallahassee and portions of Leon and Wakulla counties. As of May 2011, water infrastructure includes 28 deep wells, eight elevated water storage tanks and approximately 1,199 miles of water main. Approximately 6.13 billion gallons of water have been sold to 75,228 customers in FY11.

The water capital improvement plan (CIP) for fiscal years 2012-16 chiefly entails projects to maintain, replace and upgrade water system infrastructure, including water supply wells, storage tanks and distribution facilities. An update to the master water plan was implemented in fiscal year 2008 to determine system expansion requirements in response to the city-county franchise agreement and \$2 million is included annually in the 5-year CIP to fund specific expansion projects that are identified.

<u>Expenditures</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Personnel Services	4,506,346	4,376,408	5,009,908	5,169,178	5,324,813	5,499,674	5,680,225
Operating	573,945	580,352	1,035,408	1,054,998	1,071,713	1,080,527	1,089,541
Other Services & Charges	237,243	280,225	497,500	497,500	497,500	497,500	497,500
Capital Outlay	0	0	15,000	15,360	15,729	16,106	16,493
Allocated Accounts	5,089,150	5,277,826	5,993,908	6,258,537	6,428,123	6,602,794	6,773,042
Utilities and Other Expenses	1,772,192	1,736,960	2,313,893	2,362,941	2,357,529	2,351,954	2,351,954
Transfers	9,133,640	8,601,992	11,222,186	11,468,165	11,633,301	12,472,433	13,066,647
Contributions to Operations	5,854,126	6,484,450	2,999,663	3,097,627	3,123,843	3,169,025	3,123,272
Year End Adjustments	0	86,301	0	0	341,043	0	0
<u>Revenues</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Charges for Services	22,430,129	24,251,579	25,616,576	26,453,416	27,322,704	28,219,123	29,127,784
Other Revenues	1,869,614	1,692,321	1,884,826	1,884,826	1,884,826	1,884,826	1,884,826
Other Sources	2,866,899	696,716	750,459	750,459	750,459	750,459	750,459
Internal Service Fund Charges	0	783,898	835,605	835,605	835,605	835,605	835,605
<u>Fund Summary</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Fund Total Expenditure	<u>27,166,642</u>	<u>27,424,514</u>	<u>29,087,466</u>	<u>29,924,306</u>	<u>30,793,594</u>	<u>31,690,013</u>	<u>32,598,674</u>
Fund Total Revenue	<u>27,166,642</u>	<u>27,424,514</u>	<u>29,087,466</u>	<u>29,924,306</u>	<u>30,793,594</u>	<u>31,690,013</u>	<u>32,598,674</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund Expenditures

The most significant expenditure increases above those budgeted in fiscal year 2012 are attributable to debt service expenses.

- The following service level changes were approved as proposed for the Water Department's fiscal year 2012 budget.
- Debt Service was increased to provide funding for 2010A Bonds. Fiscal Impact \$1,578,410.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12. Fiscal Impact: \$64,000.
- The department's fuel budget is reduced by 5% to recognize the savings from a green challenge to reduce fuel consumption. Fiscal Impact: (\$16,000).
- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to

460 Water Operating Fund

70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.

- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Fund Revenues

- Water system revenues include water sales, development fees, various water service fees, and other miscellaneous fees.
- Past revenue decreases are a result of decreases in customer usage offset in part by an increase in rates. The number of customers and number of service points as of April 30, 2011 has shown very little growth from FY 2010. In addition the amount of metered sales per customer has declined.
- Revenues from residential and commercial customers, surcharge, capitalized overhead, and tapping fees are the most significant in terms of revenue generation in the Water Fund. Collectively, these sources produce revenues that range from \$23.6 million in fiscal year 2012 to a projection of approximately \$27.03 million in fiscal year 2016.

Residential

- \$12.1 million was generated from water sales to residential customers in fiscal year 2010; projected collections in fiscal year 2016 are \$17.2 million. The average annual increase in revenue for the period shown is approximately 1.02 percent.

Commercial

- Historical and projected receipts from sales to commercial customers are decreasing slightly. The average annual growth rate for commercial revenues is approximately -1.0 percent and range from actual collections of \$7.6 million in fiscal year 2010 to projected collections of \$6.7 million in fiscal year 2016.

Surcharge

- Surcharge is a tax imposed on water sales outside of the incorporated city limits. The surcharge rate increased to fifty percent beginning fiscal year 2006, up from 37.5 percent in the past. Revenue derived from this category helps support costs associated with offering parks and recreation services and programs throughout the county. Revenues range from actual fiscal year 2010 collections of slightly more than \$1.28 million to \$1.63 million in fiscal year 2016.

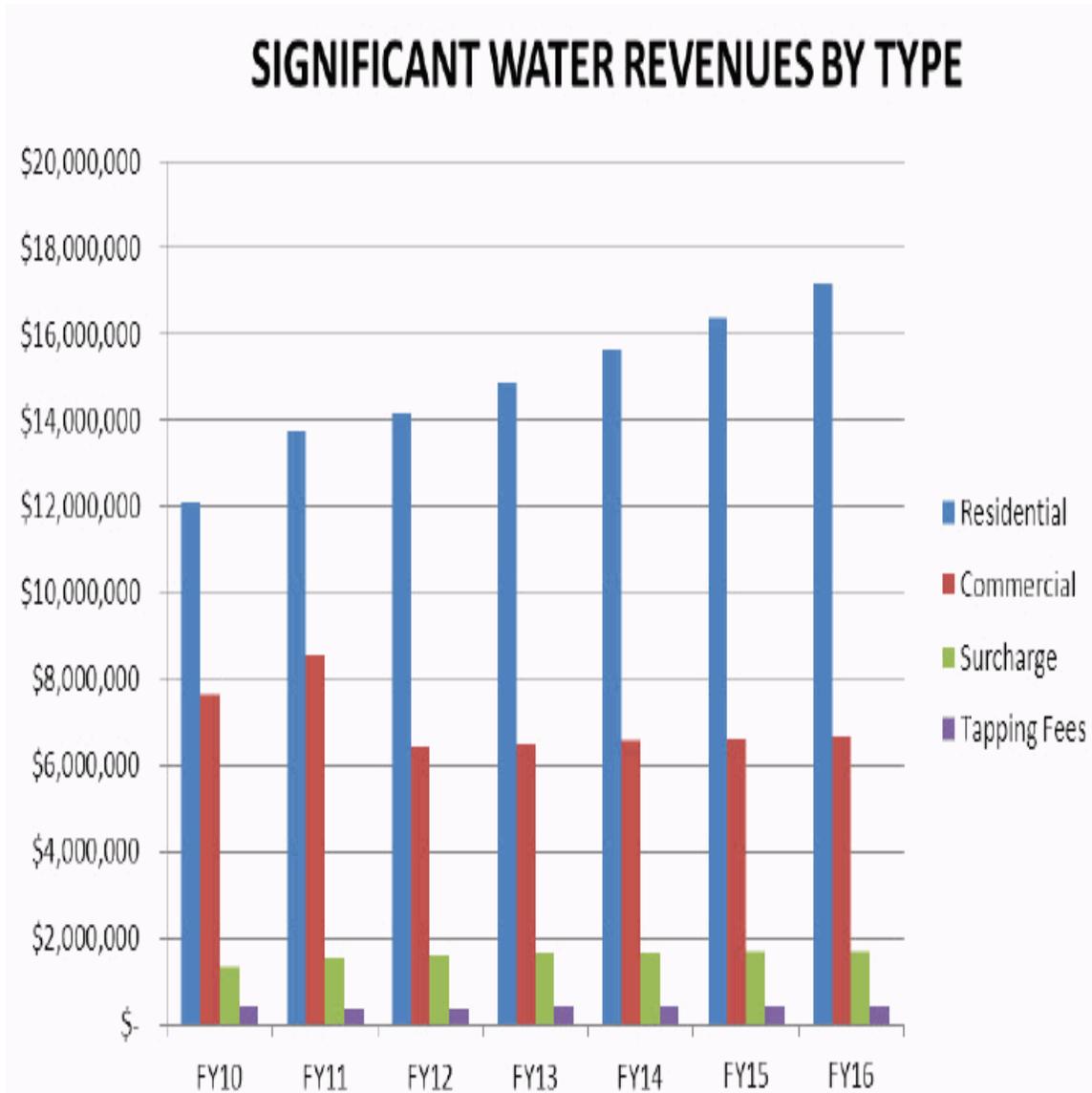
Capitalized Overhead

- These revenues are derived from internally imposed overhead costs charged to capital projects, and remain constant from \$1.2 million in fiscal year 2010 to fiscal year 2016.

Tapping Fees

- This revenue is derived from charges for providing standard water taps for meters of varying sizes. Revenues range from approximately \$397 thousand in fiscal year 2010 to \$410 thousand in fiscal year 2016.

460 Water Operating Fund



Capital Projects Operating Budget Impacts

There are no approved Capital Projects impacting the operating budget.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	3,684,142	4,028,415	3,550,660	4,118,912	4,183,890	4,309,220	4,438,306	4,571,265
Capitalized Wages	-948,461	-1,202,500	-1,016,872	-1,106,550	-1,128,681	-1,151,254	-1,151,254	-1,151,254
Salary Enhancements	0	80,567	0	64,978	125,330	129,086	132,959	136,951
Temporary Wages	92,018	83,997	150,548	169,684	170,693	171,722	171,722	171,722
Overtime	316,445	321,971	389,233	323,420	324,906	326,429	326,429	326,429
Capitalized Overtime	-138,070	-192,125	-174,112	-192,766	-193,423	-194,096	-194,096	-194,096
Other Salary Items	10,520	21,619	9,687	23,495	23,819	24,151	24,151	24,151
Unemployment Compensation	0	0	3,610	0	0	0	0	0
Pension- Current	322,034	436,505	365,921	442,827	456,110	469,798	483,888	498,408
Pension- MAP	288,556	294,432	285,165	298,698	307,657	316,891	326,398	336,188
Social Security	0	6,045	0	0	0	0	0	0
Mandatory Medicare	44,787	59,712	45,675	47,524	48,947	50,416	51,934	53,488
Health Benefits	527,735	611,664	489,988	653,876	686,581	712,866	733,530	755,260
Health Benefits-Retirees	121,898	118,237	108,384	0	0	0	0	0
Health Benefits-OPEB	0	0	0	70,809	70,809	70,809	70,809	70,809
Flex Benefits	187,881	210,672	168,521	218,040	218,040	218,040	218,040	218,040
Vacancy factor of 3.0%	0	-120,853	0	-123,039	-125,500	-129,265	-133,142	-137,136
Furlough savings	-3,139	0	0	0	0	0	0	0
Personnel Services	4,506,346	4,758,358	4,376,408	5,009,908	5,169,178	5,324,813	5,499,674	5,680,225
Advertising	11,163	15,200	17	15,200	15,565	15,939	16,322	16,714
Cleaning & Laundry	18,767	25,791	20,134	26,344	26,910	27,490	27,490	27,490
Reproduction	471	4,206	1,833	4,305	4,412	4,522	4,528	4,534
Unclassified Professional Svcs	566	0	1,976	0	0	0	0	0
System Collection	102,447	105,520	96,726	108,686	111,947	111,947	111,947	111,947
Building Repairs	2,866	5,238	1,021	5,369	5,503	5,641	5,641	5,641
Equipment Repairs	11,685	25,301	5,741	25,921	26,557	27,209	27,209	27,209
Medical Services	23	0	1,210	0	0	0	0	0
Educational Services	0	0	50	0	0	0	0	0
Contract Engineering Svcs	4,860	0	0	0	0	0	0	0
Unclassified Contract Svcs	72,291	88,085	50,550	106,387	108,876	111,426	112,637	113,877
Computer Software	111	15,050	1,339	15,300	15,648	16,005	16,370	16,744
Environmental Contractual	490	13,580	11,907	63,580	65,106	66,669	68,269	69,907
Telephone	36,429	19,168	38,904	19,168	19,206	19,245	19,285	19,326
Chem-Med-Lab	59,584	57,418	22,676	204,632	209,599	214,685	218,460	222,325
Food	3,711	1,957	13,081	1,985	2,034	2,084	2,105	2,126
Gasoline	108	699	239	716	734	752	752	752
Oil & Lubricants	877	0	0	0	0	0	0	0
Postage	7,665	0	232	0	0	0	0	0
Office Supplies	9,520	12,241	11,112	12,472	12,768	13,072	13,135	13,199
Uniforms & Clothing	15,807	41,417	22,115	42,254	43,111	43,989	43,989	43,989
Unclassified Supplies	137,867	0	89,185	159,761	162,006	164,295	165,440	166,603
Non-Capitalized Furniture	0	0	2,195	0	0	0	0	0
Vehicle- Non-Garage	4,326	0	217	0	0	0	0	0
COGS Mat Stores	0	125,561	125,561	125,561	125,561	125,561	125,561	125,561
Building Supplies	129	0	0	0	0	0	0	0
Safety Materials & Supplies	8,678	3,206	12,325	3,274	3,343	3,414	3,414	3,414
Travel & Training	19,857	11,440	18,391	11,666	11,962	12,262	12,328	12,396
Journals & Books	1,687	2,224	1,604	2,266	2,322	2,380	2,393	2,406
Memberships	15,989	13,913	4,651	14,000	14,209	14,423	14,549	14,678
Certificates & Licenses	20,879	26,007	7,599	26,655	27,319	27,999	27,999	27,999
Rent Expense- Bldg & Ops	0	24,147	220	24,147	24,147	24,147	24,147	24,147
Rent Expense- Machines	5,092	5,125	11,612	5,253	5,384	5,519	5,519	5,519
Unclassified Charges	0	10,250	5,929	10,506	10,769	11,038	11,038	11,038
Operating	573,945	652,744	580,352	1,035,408	1,054,998	1,071,713	1,080,527	1,089,541
Interest on Deposits	27,160	70,000	23,447	70,000	70,000	70,000	70,000	70,000
Bad Debt Expense	140,000	140,000	128,334	140,000	140,000	140,000	140,000	140,000
Line Extensions	70,083	285,000	128,236	285,000	285,000	285,000	285,000	285,000
Environmental Assessments&	0	2,500	208	2,500	2,500	2,500	2,500	2,500
Other Services & Charges	237,243	497,500	280,225	497,500	497,500	497,500	497,500	497,500
Computer Equipment	0	0	0	15,000	15,360	15,729	16,106	16,493
Capital Outlay	0	0	0	15,000	15,360	15,729	16,106	16,493

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Human Resource Expense	105,977	114,857	114,857	137,614	141,742	145,995	150,374	154,885
Accounting Expense	138,748	146,610	146,610	120,019	123,620	127,328	131,147	135,081
Purchasing Expense	132,802	81,033	81,033	74,533	76,769	79,073	81,445	83,887
Information Systems Expense	461,138	648,840	648,840	777,960	904,299	931,428	959,371	988,152
Risk Management Expense	250,735	376,414	376,414	280,637	289,057	297,729	306,660	315,859
Radio Communications Expense	23,474	20,514	20,514	36,744	37,847	38,982	40,151	41,356
Revenue Collection Expense	63,210	66,852	66,852	70,696	72,817	75,001	77,251	79,569
Utility Services Expense	2,032,036	2,176,571	2,176,571	2,421,255	2,493,893	2,568,709	2,645,771	2,725,144
Environmental	179,685	159,105	159,105	217,452	223,976	230,695	237,616	244,744
Energy Services	54,316	54,316	54,316	55,945	57,623	59,352	61,133	61,133
Vehicle Garage Expense	481,522	494,044	350,726	596,277	614,047	632,347	651,195	670,606
Vehicle Fuel	304,490	285,862	287,656	369,109	380,026	391,267	402,845	414,763
Vehicle Replacement	256,391	231,530	248,922	239,597	246,751	254,147	261,765	261,793
Indirect Costs	604,626	596,070	545,410	596,070	596,070	596,070	596,070	596,070
Allocated Accounts	5,089,150	5,452,618	5,277,826	5,993,908	6,258,537	6,428,123	6,602,794	6,773,042
Utilities - Sanitation	463	2,350	196	2,350	2,350	2,350	2,350	2,350
Utilities - Stormwater	4,943	5,155	4,549	5,155	5,155	5,155	5,155	5,155
Utilities - Water	17,449	1,300	2,965	1,300	1,300	1,300	1,300	1,300
Utilities - Electric	1,747,374	2,259,287	1,727,564	2,304,473	2,353,521	2,348,109	2,342,534	2,342,534
Utilities - Fire Services	1,963	615	1,686	615	615	615	615	615
Utilities and Other Expenses	1,772,192	2,268,707	1,736,960	2,313,893	2,362,941	2,357,529	2,351,954	2,351,954
Debt Service Transfer	3,522,261	3,629,920	3,629,920	5,894,748	5,895,406	5,700,387	7,161,413	8,264,625
RR&I Transfer	3,197,298	2,514,900	2,514,900	2,941,944	3,110,972	3,400,000	2,778,106	2,269,108
Inter-Fund Transfer	2,414,081	2,418,025	2,457,172	2,385,494	2,461,787	2,532,914	2,532,914	2,532,914
Transfers	9,133,640	8,562,845	8,601,992	11,222,186	11,468,165	11,633,301	12,472,433	13,066,647
Contribution to General Fund	5,854,126	6,484,450	6,484,450	2,999,663	3,097,627	3,123,843	3,169,025	3,123,272
Contributions to Operations	5,854,126	6,484,450	6,484,450	2,999,663	3,097,627	3,123,843	3,169,025	3,123,272
Transfer to RR&I	0	0	86,301	0	0	341,043	0	0
Year End Adjustments	0	0	86,301	0	0	341,043	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

460 Water Operating Fund

Revenues	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Meter Tampering Fine	11,800	6,039	6,039	6,100	6,100	6,100	6,100	6,100
Residential	12,094,343	13,777,411	13,404,903	14,172,165	14,882,512	15,619,507	16,386,084	17,204,550
Commercial	7,631,672	8,594,183	8,215,879	8,466,666	8,540,259	8,618,601	8,693,616	8,783,811
Forfeited Discounts	99,646	89,516	86,105	89,520	89,520	89,520	89,520	89,520
Initiating Services	507,641	492,665	383,528	502,518	512,569	522,820	533,276	533,276
Tapping Fees	396,783	377,822	360,219	385,379	393,086	400,948	408,967	408,967
Cut Fees	120,228	124,682	108,497	127,175	129,719	132,313	134,959	134,959
Surcharge	1,278,617	1,508,952	1,434,730	1,539,131	1,569,914	1,601,312	1,633,338	1,633,338
Surcharge- Outside Leon Co	69,623	70,134	71,805	71,537	72,968	74,427	75,916	75,916
Hydrant Rental	52,720	52,555	48,130	52,555	52,555	52,555	52,555	52,555
Other Revenues	0	26,000	2,167	26,200	26,400	26,600	26,600	26,600
System Dispatch Services	55,650	55,650	51,013	55,650	55,650	55,650	55,650	55,650
Developer-Installed Line Ins	9,917	9,000	1,778	9,180	9,364	9,551	9,742	9,742
Meter Relocation Fees	2,200	6,810	818	6,800	6,800	6,800	6,800	6,800
Other Miscellaneous Revenue	6,590	6,000	1,010	6,000	6,000	6,000	6,000	6,000
Laboratory Sample Test Fees	92,699	100,000	74,958	100,000	100,000	100,000	100,000	100,000
Charges for Services	22,430,129	25,297,419	24,251,579	25,616,576	26,453,416	27,322,704	28,219,123	29,127,784
Interest	250,094	240,000	120,000	240,000	240,000	240,000	240,000	240,000
Wireless Rental	538,076	445,534	355,558	431,171	431,171	431,171	431,171	431,171
Other Miscellaneous Revenue	190,770	0	58,060	0	0	0	0	0
Capitalized Overhead	890,674	1,213,655	1,158,703	1,213,655	1,213,655	1,213,655	1,213,655	1,213,655
Other Revenues	1,869,614	1,899,189	1,692,321	1,884,826	1,884,826	1,884,826	1,884,826	1,884,826
Transfer From Gas Fund	153,706	153,706	153,706	156,921	156,921	156,921	156,921	156,921
Transfer From Water System C	519,000	470,000	470,000	519,000	519,000	519,000	519,000	519,000
Transfer from Fund 472	1,337,285	0	0	0	0	0	0	0
Transfer From Stormwater Fun	856,908	73,010	73,010	74,538	74,538	74,538	74,538	74,538
Other Sources	2,866,899	696,716	696,716	750,459	750,459	750,459	750,459	750,459
From Sewer Fund	0	783,898	783,898	835,605	835,605	835,605	835,605	835,605
Internal Service Fund Charges	0	783,898	783,898	835,605	835,605	835,605	835,605	835,605
Fund Summary	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	27,166,642	28,677,222	27,424,514	29,087,466	29,924,306	30,793,594	31,690,013	32,598,674
Fund Total Revenue	27,166,642	28,677,222	27,424,514	29,087,466	29,924,306	30,793,594	31,690,013	32,598,674
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

500 Sewer Operating Fund

The sanitary sewer collection system is comprised of approximately 675 miles of gravity pipe and is connected to over 15,000 manholes. Over 85 pumping stations use approximately 100 miles of force main to support the gravity system. The sanitary sewer collection system is projected to serve approximately 64,380 customers in fiscal year 2012.

The system transports raw sewage from homes and businesses in Tallahassee to the Thomas P. Smith (TPS) Water Reclamation Facility. The Thomas P. Smith facility can treat 27.5 million gallons per day and is capable of handling peak flows up to 55 million gallons per day.

The paramount challenge facing the fund during the next five to six years is implementation of the advanced wastewater treatment (AWT) improvements at the TPS treatment facilities. The estimated total capital cost is \$228 million. AWT improvements are required by the settlement agreement reached in December 2006 with the petitioners who objected to renewal of the city's operating permits. AWT facilities will produce treated wastewater that meets quality standards for public access reuse.

The sewer system also requires significant capital investment to address replacement and rehabilitation of aging infrastructure and system expansion to provide central sewer service to meet growth in both the city and the unincorporated area.

Expenditures	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Personnel Services	11,085,393	11,043,189	11,668,461	12,039,612	12,406,763	12,787,598	13,180,630
Operating	2,721,895	2,469,508	4,420,635	4,609,376	4,743,599	4,685,207	4,697,076
Other Services & Charges	331,877	433,856	682,500	682,500	682,500	682,500	682,500
Allocated Accounts	5,681,977	5,630,785	5,941,304	6,091,660	6,246,515	6,405,996	6,566,869
Utilities and Other Expenses	4,188,809	3,422,697	4,732,810	4,824,155	4,837,673	4,851,502	4,864,046
Transfers	23,570,631	26,163,973	28,073,086	27,558,808	24,572,505	27,391,330	27,390,380
Contributions to Operations	2,981,251	3,284,609	3,667,474	3,999,210	4,183,469	4,294,088	4,283,564
Year End Adjustments	3,996,512	4,191,962	214,954	1,192,391	5,124,595	3,486,165	4,809,183
Revenues	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Charges for Services	47,578,437	49,745,633	50,748,996	52,269,148	53,998,893	55,785,660	57,675,522
Other Revenues	4,225,564	2,157,577	3,522,577	3,522,577	3,522,577	3,522,577	3,522,577
Other Sources	2,754,344	2,319,344	2,744,157	2,744,157	2,744,157	2,744,157	2,744,157
Internal Service Fund Charges	0	2,418,025	2,385,494	2,461,830	2,531,992	2,531,992	2,531,992
Fund Summary	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	54,558,345	56,640,579	59,401,224	60,997,712	62,797,619	64,584,386	66,474,248
Fund Total Revenue	54,558,345	56,640,579	59,401,224	60,997,712	62,797,619	64,584,386	66,474,248
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The fund's expenditures continue to be driven by debt service and operations and maintenance costs associated with capital infrastructure improvements, some of which are discussed above.

The following service level changes are proposed for the Sewer Department's fiscal year 2012 budget.

- Electricity increases to support the new AWT facility that will begin to come online during 2012. Fiscal Impact \$74,000
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12. Fiscal Impact: \$47,000.

500 Sewer Operating Fund

- The department's fuel budget is reduced by 5% to recognize the savings from a green challenge to reduce gasoline consumption. Fiscal Impact: (\$11,750).
- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Fund Revenues

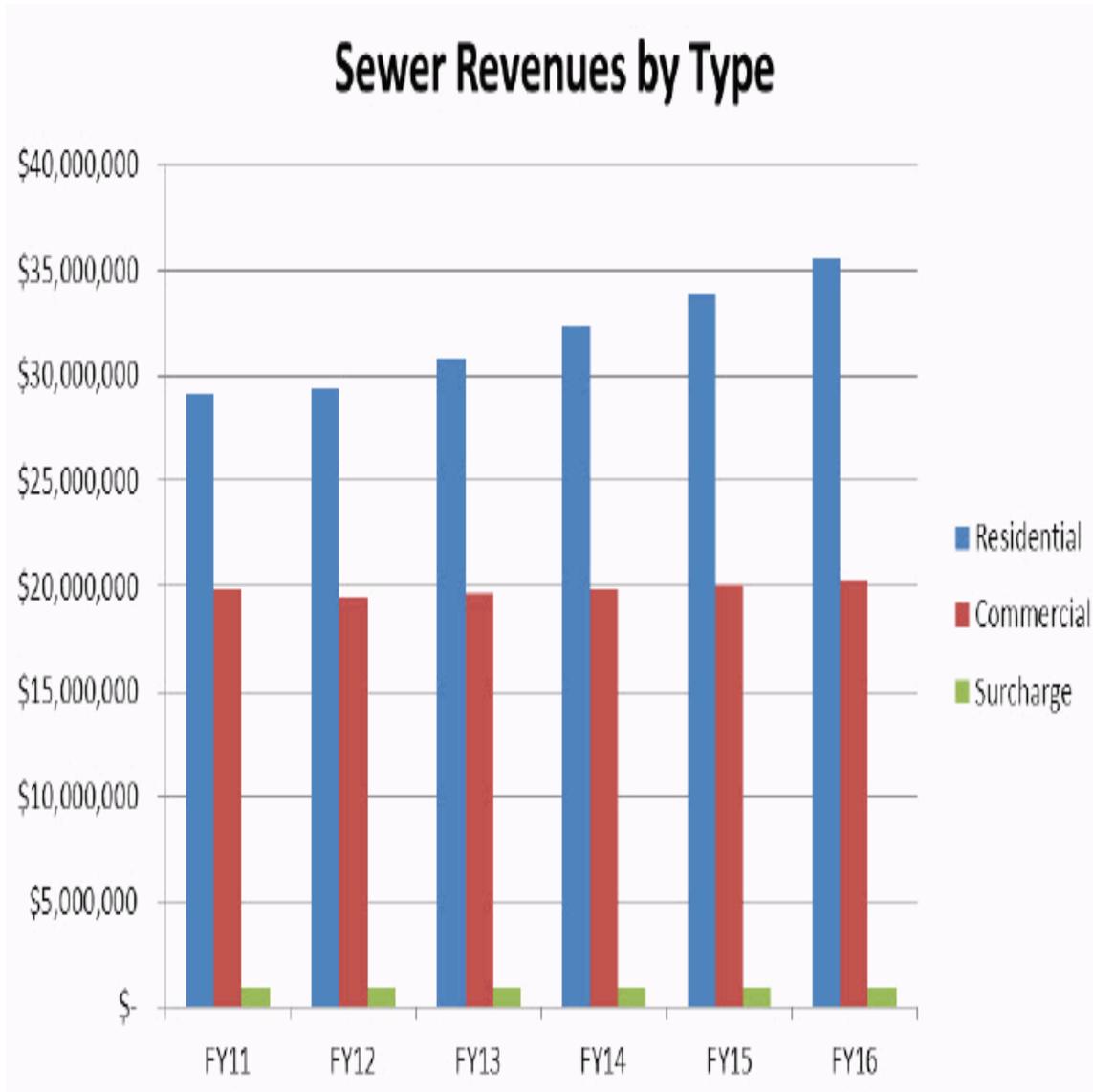
The largest revenue generating sources in the Sewer Fund are: residential, commercial, and the transfer from sewer system charge. In the fiscal years shown, these sources generate a low of \$50.5 million to a high of \$57.7 million, representing a range between 84 percent and 87 percent of total revenues in the fund. Revenue growth is driven, in large part, by the cost of capital infrastructure associated with advanced wastewater treatment requirements of the settlement agreement, which, in turn, requires higher rates, and customer growth.

Residential revenue generated in fiscal year 2010 was \$26 million and rises to approximately \$35.5 million in fiscal year 2016.

Commercial revenues range from \$18.7 million to a projection of \$20.2 million between fiscal years 2012 and 2016.

A transfer from the system charge fund to the operating fund to support a portion of the costs associated with growth in the sewer system, is held constant at \$2.3 million each fiscal year.

500 Sewer Operating Fund



Capital Projects Operating Budget Impacts

There are no Capital projects that effect operating expense.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	8,531,797	8,958,298	8,408,367	9,224,444	9,370,156	9,651,185	9,940,636	10,238,765
Capitalized Wages	-1,244,804	-1,405,214	-1,172,434	-1,512,510	-1,530,042	-1,547,926	-1,547,926	-1,547,926
Salary Enhancements	0	141,354	0	107,787	242,986	251,408	260,086	269,033
Temporary Wages	133,934	52,845	181,832	53,901	54,979	56,079	56,079	56,079
Overtime	718,687	686,446	650,570	688,546	690,699	692,905	692,905	692,905
Capitalized Overtime	-234,502	-139,020	-146,395	-141,049	-143,128	-145,259	-145,259	-145,259
Other Salary Items	16,990	24,207	15,984	22,647	22,647	22,647	22,647	22,647
Unemployment Compensation	6,325	0	5,176	0	0	0	0	0
Pension- Current	734,548	970,371	856,323	992,958	1,022,743	1,053,421	1,085,022	1,117,585
Pension- MAP	651,586	651,055	641,117	666,285	686,378	707,082	728,395	750,355
Mandatory Medicare	109,290	130,410	113,370	114,109	117,550	121,160	124,863	128,683
Health Benefits	1,018,878	1,137,721	940,503	1,182,067	1,241,180	1,289,498	1,324,778	1,361,878
Health Benefits-Retirees	286,074	263,163	241,233	0	0	0	0	0
Health Benefits-OPEB	0	0	0	140,006	140,006	140,006	140,006	140,006
Flex Benefits	368,269	400,923	337,343	408,855	408,855	408,855	408,855	408,855
Vacancy factor of 3.0%	0	-268,750	0	-279,585	-285,397	-294,298	-303,489	-312,976
Furlough savings	-11,679	0	-29,800	0	0	0	0	0
Personnel Services	11,085,393	11,603,809	11,043,189	11,668,461	12,039,612	12,406,763	12,787,598	13,180,630
Advertising	1,449	35,769	802	35,788	35,808	35,828	35,828	35,828
Cleaning & Laundry	32,007	40,647	31,747	47,083	48,174	49,293	49,432	49,573
Reproduction	4,404	3,876	4,824	5,970	6,113	6,261	6,311	6,363
Unclassified Professional Svcs	5,035	205	17	205	205	205	205	205
System Collection	78,067	80,193	73,511	82,599	85,077	85,077	85,077	85,077
Building Repairs	29,491	27,062	20,151	27,463	27,875	28,297	28,297	28,297
Equipment Repairs	106,933	157,877	113,209	177,033	181,652	186,383	186,760	187,147
Medical Services	1,180	3,099	268	3,106	3,113	3,120	3,120	3,120
Educational Services	0	0	1,162	0	0	0	0	0
Engineering Services	1,500	0	0	0	0	0	0	0
Legal Services	0	0	703	0	0	0	0	0
Construction Services	562	0	0	0	0	0	0	0
Unclassified Contract Svcs	564,881	761,270	454,574	926,828	994,371	1,063,596	1,068,686	1,073,891
Computer Software	15,785	21,602	30,938	24,425	25,033	25,656	25,713	25,772
Environmental Contractual	0	1,989	416	2,039	2,090	2,142	2,142	2,142
Telephone	52,290	27,510	57,552	28,180	28,196	28,212	28,229	28,246
Chem-Med-Lab	1,017,675	1,458,567	971,811	1,927,008	2,010,246	2,045,323	1,981,182	1,987,184
Food	5,816	3,040	2,318	3,078	3,117	3,157	3,157	3,157
Gasoline	261	0	24	0	0	0	0	0
Oil & Lubricants	21,436	6,150	23,260	22,304	22,846	23,401	23,804	24,216
Postage	1,089	2,999	18,133	3,074	3,152	3,232	3,232	3,232
Office Supplies	47,051	46,270	33,035	49,155	50,061	51,037	51,086	51,136
Uniforms & Clothing	21,468	42,200	16,809	43,534	47,879	52,332	52,226	52,117
Unclassified Supplies	547,820	768,831	435,371	754,326	770,352	786,767	785,670	784,536
Non-Capitalized Furniture	16,273	5,535	27,445	11,173	11,447	11,727	11,866	12,007
Vehicle- Non-Garage	8,631	0	5,847	0	0	0	0	0
COGS Mat Stores	0	20,088	0	20,088	20,088	20,088	20,088	20,088
Building Supplies	2,583	9,635	4,896	9,850	10,070	10,296	10,296	10,296
Safety Materials & Supplies	31,222	11,747	23,279	21,989	22,477	22,978	23,230	23,488
Travel & Training	41,716	33,057	37,345	38,698	39,475	40,272	40,398	40,527
Journals & Books	1,852	8,290	1,821	10,935	11,144	11,359	11,422	11,487
Memberships	16,328	36,408	32,462	36,664	36,925	37,191	37,191	37,191
Certificates & Licenses	13,834	33,014	12,499	35,882	39,303	36,332	36,408	36,485
Rent Expense- Bldg & Ops	0	24,153	0	24,153	24,153	24,153	24,153	24,153
Rent Expense- Machines	32,091	29,720	31,095	38,763	39,458	40,169	40,333	40,502
Unclassified Charges	1,165	10,968	2,184	9,242	9,476	9,715	9,665	9,613
Operating	2,721,895	3,711,771	2,469,508	4,420,635	4,609,376	4,743,599	4,685,207	4,697,076
Bad Debt Expense	200,000	200,000	183,334	200,000	200,000	200,000	200,000	200,000
Line Extensions	130,877	480,000	249,314	480,000	480,000	480,000	480,000	480,000
Environmental Assessments&	1,000	2,500	1,208	2,500	2,500	2,500	2,500	2,500
Other Services & Charges	331,877	682,500	433,856	682,500	682,500	682,500	682,500	682,500

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Human Resource Expense	202,367	200,949	200,949	263,408	271,312	279,451	287,831	296,467
Accounting Expense	317,555	308,334	308,334	306,426	315,619	325,087	334,840	344,884
Purchasing Expense	178,362	231,343	231,343	236,062	243,140	250,435	257,948	265,687
Information Systems Expense	726,067	792,338	792,338	861,590	887,438	914,062	941,483	969,728
Risk Management Expense	668,986	668,109	668,109	623,886	642,604	661,881	681,738	702,191
Radio Communications Expense	35,504	31,027	31,027	55,576	57,243	58,960	60,729	62,551
Revenue Collection Expense	94,685	114,702	114,702	138,454	142,608	146,886	151,293	155,831
Utility Services Expense	1,401,709	1,455,451	1,455,451	1,272,102	1,310,266	1,349,573	1,390,061	1,431,763
Environmental	202,333	199,745	199,745	272,997	281,187	289,622	298,311	307,260
Vehicle Garage Expense	470,580	543,561	357,176	523,380	539,003	555,098	571,670	588,739
Vehicle Fuel	248,941	256,255	270,880	294,849	303,627	312,669	321,979	331,568
Vehicle Replacement	369,354	262,068	243,600	265,117	270,156	275,334	280,656	282,743
Indirect Costs	765,534	827,457	757,131	827,457	827,457	827,457	827,457	827,457
Allocated Accounts	5,681,977	5,891,339	5,630,785	5,941,304	6,091,660	6,246,515	6,405,996	6,566,869
Utilities - Sewer	6,725	8,758	0	6,092	6,208	6,344	6,484	6,633
Utilities - Sanitation	345,669	392,451	279,309	459,207	467,932	478,227	488,748	499,989
Utilities - Stormwater	33,901	45,130	32,224	34,055	34,702	35,466	36,246	37,080
Utilities - Gas	452,552	546,600	405,384	548,780	548,965	549,156	549,353	549,353
Utilities - Water	201,235	105,377	212,538	106,291	106,956	107,640	108,344	108,392
Utilities - Electric	3,133,167	3,492,408	2,479,673	3,567,281	3,648,077	3,649,276	3,650,509	3,650,509
Utilities - Fire Services	15,560	10,142	13,569	11,104	11,315	11,564	11,818	12,090
Utilities and Other Expenses	4,188,809	4,600,866	3,422,697	4,732,810	4,824,155	4,837,673	4,851,502	4,864,046
Debt Service Transfer	13,567,156	13,578,624	15,312,213	17,111,181	17,115,435	13,898,312	16,459,542	16,458,592
RR&I Transfer	9,000,000	9,972,900	9,972,900	10,126,300	9,582,700	9,787,700	10,018,700	10,018,700
Inter-Fund Transfer	1,003,475	803,515	878,860	835,605	860,673	886,493	913,088	913,088
Transfers	23,570,631	24,355,039	26,163,973	28,073,086	27,558,808	24,572,505	27,391,330	27,390,380
Contribution to General Fund	2,981,251	3,284,609	3,284,609	3,667,474	3,999,210	4,183,469	4,294,088	4,283,564
Contributions to Operations	2,981,251	3,284,609	3,284,609	3,667,474	3,999,210	4,183,469	4,294,088	4,283,564
Transfer to RR&I	3,996,512	2,051,720	4,191,962	214,954	1,192,391	5,124,595	3,486,165	4,809,183
Year End Adjustments	3,996,512	2,051,720	4,191,962	214,954	1,192,391	5,124,595	3,486,165	4,809,183

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

500 Sewer Operating Fund

Revenues	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Residential	26,037,258	27,447,902	28,148,025	29,465,842	30,778,899	32,293,395	33,872,694	35,557,028
Commercial	19,700,058	18,730,049	19,853,852	19,505,397	19,677,886	19,857,845	20,029,303	20,234,831
Forfeited Discounts	226,278	189,826	189,826	193,622	197,495	201,444	205,473	205,473
Tapping Fees	115,182	144,123	144,123	147,006	149,946	152,945	156,004	156,004
Digester Fees	361,575	323,627	323,627	330,099	336,701	343,435	350,304	350,304
Surcharge	945,521	852,906	852,906	869,964	887,364	905,111	923,213	923,213
Other Revenues	0	5,432	5,432	5,500	5,500	5,500	5,500	5,500
Laboratory Sample Test Fees	75,260	88,044	88,044	89,764	91,559	93,391	95,258	95,258
System Dispatch Services	55,650	55,650	55,650	56,763	57,898	59,056	60,237	60,237
Strong Waste Surcharge	2,025	2,195	2,195	2,239	2,284	2,329	2,376	2,376
Developer-Installed Line Ins	32,052	40,000	40,000	40,800	41,616	42,448	43,298	43,298
Demo Sewer Fees	11,606	13,942	13,942	14,000	14,000	14,000	14,000	14,000
Other Miscellaneous Revenue	15,972	28,011	28,011	28,000	28,000	27,994	28,000	28,000
Charges for Services	47,578,437	47,921,707	49,745,633	50,748,996	52,269,148	53,998,893	55,785,660	57,675,522
Interest	621,927	965,000	600,000	965,000	965,000	965,000	965,000	965,000
Other Miscellaneous Revenue	30,059	0	0	0	0	0	0	0
Growth Management from Water	2,339,683	0	0	0	0	0	0	0
Trans from Fund Bal - Encumb	0	257,577	257,577	257,577	257,577	257,577	257,577	257,577
Capitalized Overhead	1,233,895	2,300,000	1,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Other Revenues	4,225,564	3,522,577	2,157,577	3,522,577	3,522,577	3,522,577	3,522,577	3,522,577
Transfer From Gas Fund	219,352	219,352	219,352	193,892	193,892	193,892	193,892	193,892
Transfer From Sewer System C	2,300,000	1,865,000	1,865,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Transfer From Stormwater Fun	234,992	234,992	234,992	250,265	250,265	250,265	250,265	250,265
Other Sources	2,754,344	2,319,344	2,319,344	2,744,157	2,744,157	2,744,157	2,744,157	2,744,157
From Water Fund	0	2,418,025	2,418,025	2,385,494	2,461,830	2,531,992	2,531,992	2,531,992
Internal Service Fund Charges	0	2,418,025	2,418,025	2,385,494	2,461,830	2,531,992	2,531,992	2,531,992
Fund Summary	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	54,558,345	56,181,653	56,640,579	59,401,224	60,997,712	62,797,619	64,584,386	66,474,248
Fund Total Revenue	54,558,345	56,181,653	56,640,579	59,401,224	60,997,712	62,797,619	64,584,386	66,474,248
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

540 Airport Operating Fund

Tallahassee Regional Airport is owned and managed by the City of Tallahassee and occupies nearly 2,500 acres within the city limits. The Aviation Fund includes the airfield; commercial passenger facility; a cargo complex; Air Traffic Control Tower; fire and police units; and administrative, operations, and maintenance staff. The fund's operating budget consists of routine expenditures associated with management of an airport such as personnel services, contractual obligations, operations and maintenance expenditures, business development, and marketing to airlines and the public. The capital improvement program includes all projects related to airfields, structures, access roadways, and parking lots. The Aviation Fund is self-supporting and does not receive a subsidy from, nor make a transfer to, the General Fund. The Tallahassee Regional Airport is a user-based facility, and residents who do not use the airport do not contribute to the costs of its operations.

The fiscal year 2012–2016 capital improvement program totals more than \$45.6 million. The Aviation Department anticipates receiving over \$28 million in federal assistance over the next five years, mainly for runway and taxiway improvements, terminal improvements, and security enhancements in the terminal and around the airfield perimeter. Funding of nearly \$6 million also is anticipated from the Florida Department of Transportation to help fund these and other improvements. The department also will rely on its own resources to finance airport improvements, including \$16.6 million in airport (mainly passenger facility charge and repair, replacement and improvement) funds, and \$0.6 million in private investments.

Excess revenues that remain in the fund, after all allowable expenditures have been accounted for, are distributed to prepaid fee credit and airport system capital accounts. The prepaid fee credit is used by airlines to reduce airport rental rates and fund capital improvements. The airport system capital account, which is the city's portion of surplus operating funds, helps support the department's capital improvement program.

Expenditures	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Personnel Services	3,944,987	4,182,943	4,477,284	4,625,274	4,756,816	4,886,958	5,021,243
Operating	1,044,931	1,409,074	928,379	928,479	928,479	928,479	928,479
Other Services & Charges	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Allocated Accounts	1,576,900	1,615,329	1,660,338	1,801,700	1,844,325	1,888,243	1,932,496
Utilities and Other Expenses	1,010,040	1,249,895	1,061,813	1,081,985	1,105,789	1,130,118	1,153,851
Transfers	1,221,954	1,272,463	1,088,673	962,000	0	0	0
Contributions to Operations	926,254	873,859	1,025,851	1,060,116	1,089,792	1,113,240	1,145,225
Year End Adjustments	2,057,308	437,415	822,225	520,823	1,202,355	1,681,626	1,895,511
Revenues	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Charges for Services	11,728,788	11,014,818	11,052,196	10,968,010	10,915,189	11,616,297	12,064,438
Other Revenues	83,586	56,160	42,367	42,367	42,367	42,367	42,367
Fund Summary	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	11,812,374	11,070,978	11,094,563	11,010,377	10,957,556	11,658,664	12,106,805
Fund Total Revenue	11,812,374	11,070,978	11,094,563	11,010,377	10,957,556	11,658,664	12,106,805
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Expenditures in the fiscal year 2012-16 proforma assume:

- Increase in Fuel expense of 20% to recognize an increase in fuel costs. Fiscal Impact \$3,200.
- The department's fuel budget is reduced by 5% to recognize the savings from a green challenge to reduce gasoline consumption. Fiscal Impact: (\$800).

540 Airport Operating Fund

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Fund Revenues

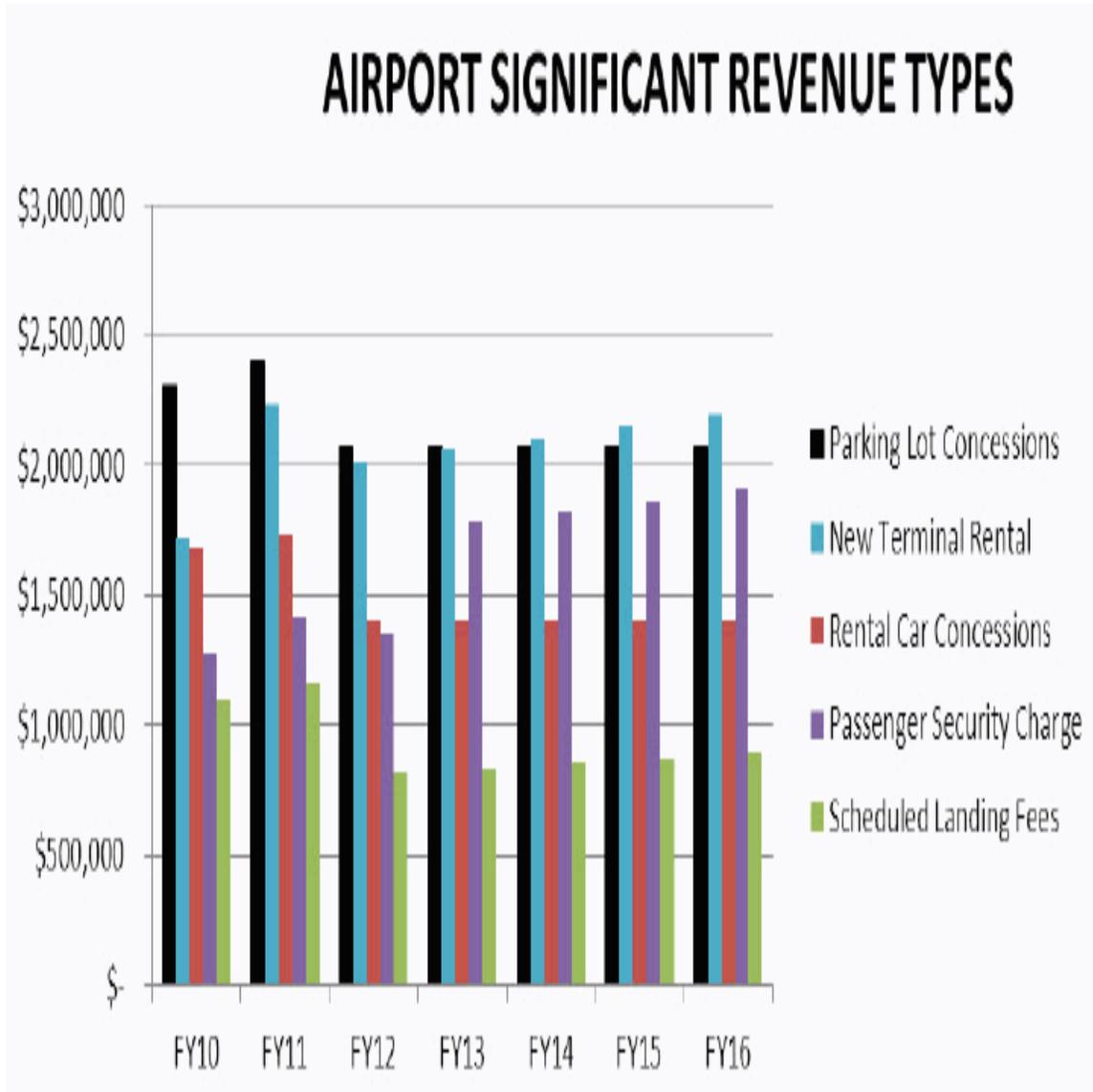
Airline rental rates, usage charges, and revenue derived from the lease of airport land and buildings to airlines, rental car agencies, and other commercial enterprises have been projected to remain constant. Other revenue sources show slight increases due to anticipated passenger growth and changes in the consumer price index, as appropriate.

For FY 2012, scheduled landing fees are projected to realize a 29% or \$337 thousand decrease from FY 2011.

Revenues from rental car concessions are also budgeted to decrease 18.8% or \$326 thousand. These revenues are driven by contractual agreements with rental car vendors.

The chart on the following page depicts a graph of projected parking lot concessions, rental car concessions, terminal rental-airlines and passenger security charge revenues through fiscal year 2016. The decline in parking lot concession revenue is due to reduction in operator costs of \$400,000 under the current parking lot management agreement and declining trends in passenger traffic. Terminal rental amounts are based on carriers and space occupied at the beginning of the fiscal year. Revenue fluctuates as carriers move in and out of the Tallahassee market, as the carrier mix (signatory or non-signatory) changes, and as terminal rates are adjusted annually. Fiscal years 2012 through 2016 are anticipated to improve as the Aviation Department is working diligently with air service providers to expand services in TLH market, and access additional hubs.

540 Airport Operating Fund



Capital Projects Operating Budget Impacts

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	2,888,468	3,034,589	2,884,614	3,243,162	3,308,800	3,418,754	3,517,786	3,619,785
Capitalized Wages	-197,351	-170,025	-169,156	-215,157	-215,157	-215,157	-215,157	-215,157
Salary Enhancements	0	60,626	18,861	69,704	113,000	102,099	105,086	108,170
Temporary Wages	97,859	154,689	123,790	86,888	86,888	86,888	86,888	86,888
Overtime	126,150	180,797	232,654	162,797	162,797	162,797	162,797	162,797
Capitalized Overtime	-933	0	-10,127	0	0	0	0	0
Other Salary Items	29,581	29,868	26,621	28,474	28,474	28,474	28,474	28,474
Unemployment Compensation	5,867	0	0	0	0	0	0	0
Pension- Current	289,324	390,309	355,244	407,695	421,989	434,139	446,653	459,544
Pension- MAP	153,111	166,602	156,151	174,570	179,554	184,682	189,974	195,413
Mandatory Medicare	39,012	45,267	43,707	45,641	47,135	48,504	49,915	51,365
Health Benefits	329,180	363,564	341,644	407,253	427,620	444,485	456,077	468,267
Health Benefits-Retirees	95,061	18,430	18,430	0	0	0	0	0
Health Benefits-OPEB	0	58,679	58,679	44,286	44,286	44,286	44,286	44,286
Flex Benefits	92,914	107,304	101,831	116,976	116,976	116,976	116,976	116,976
Vacancy factor of 3.0%	0	-91,037	0	-95,005	-97,088	-100,111	-102,797	-105,565
Furlough savings	-3,256	0	0	0	0	0	0	0
Personnel Services	3,944,987	4,349,662	4,182,943	4,477,284	4,625,274	4,756,816	4,886,958	5,021,243
Advertising	3,262	12,881	12,881	9,894	9,894	9,894	9,894	9,894
Cleaning & Laundry	2,977	12,100	12,100	10,133	10,133	10,133	10,133	10,133
Reproduction	5,025	8,130	8,130	8,410	8,410	8,410	8,410	8,410
Unclassified Professional Svcs	242,444	269,627	269,627	250,657	250,657	250,657	250,657	250,657
Building Repairs	3,931	93,000	93,000	18,000	18,000	18,000	18,000	18,000
Equipment Repairs	116,338	238,411	238,411	182,970	182,970	182,970	182,970	182,970
Legal Services	0	25,000	25,000	0	0	0	0	0
Construction Services	197	500	500	250	250	250	250	250
Unclassified Contract Svcs	371,835	454,500	385,483	156,751	156,751	156,751	156,751	156,751
Computer Software	1,929	0	0	139	139	139	139	139
Telephone	17,941	6,572	6,572	20,703	20,703	20,703	20,703	20,703
Chem-Med-Lab	784	700	700	2,579	2,579	2,579	2,579	2,579
Food	5,376	6,290	6,290	3,261	3,261	3,261	3,261	3,261
Gasoline	1,722	27,407	27,407	3,000	3,000	3,000	3,000	3,000
Oil & Lubricants	212	3,259	3,259	1,050	1,050	1,050	1,050	1,050
Postage	652	4,744	4,744	1,344	1,344	1,344	1,344	1,344
Office Supplies	24,849	21,352	21,352	23,050	23,050	23,050	23,050	23,050
Uniforms & Clothing	9,313	18,498	18,498	11,698	11,698	11,698	11,698	11,698
Unclassified Supplies	123,427	134,119	134,119	76,551	76,551	76,551	76,551	76,551
Building Supplies	47,153	70,000	70,000	56,565	56,565	56,565	56,565	56,565
Safety Materials & Supplies	2,710	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Travel & Training	20,300	15,402	15,402	41,058	41,058	41,058	41,058	41,058
Journals & Books	1,282	3,655	3,655	2,375	2,375	2,375	2,375	2,375
Memberships	22,712	27,920	27,920	25,205	25,305	25,305	25,305	25,305
Certificates & Licenses	8,112	10,336	10,336	9,736	9,736	9,736	9,736	9,736
Rent Expense- Land	54	0	0	0	0	0	0	0
Rent Expense- Machines	9,749	11,688	11,688	11,000	11,000	11,000	11,000	11,000
Unclassified Charges	645	0	0	0	0	0	0	0
Operating	1,044,931	1,478,091	1,409,074	928,379	928,479	928,479	928,479	928,479
Bad Debt Expense	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Other Services & Charges	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Human Resource Expense	72,057	69,719	69,719	83,910	86,427	89,020	91,691	94,442
Accounting Expense	102,940	96,229	96,229	83,934	86,451	89,044	91,715	94,467
Purchasing Expense	52,769	151,052	151,052	152,311	156,879	161,586	166,435	171,427
Information Systems Expense	360,246	279,027	279,026	329,345	442,225	455,492	469,155	483,230
Risk Management Expense	412,717	398,914	398,913	385,757	397,331	409,251	421,528	434,175
Radio Communications Expense	20,539	17,950	17,950	32,151	33,116	34,109	35,133	36,187
Revenue Collection Expense	36,773	37,665	37,665	39,310	40,489	41,704	42,955	44,243
Vehicle Garage Expense	92,948	108,614	108,614	89,209	91,885	94,642	97,481	100,406
Vehicle Fuel	47,320	46,560	46,559	53,983	55,603	57,272	58,990	60,759
Vehicle Replacement	27,383	40,250	40,250	41,076	41,942	42,853	43,808	43,808
Indirect Costs	351,208	369,352	369,352	369,352	369,352	369,352	369,352	369,352
Allocated Accounts	1,576,900	1,615,331	1,615,329	1,660,338	1,801,700	1,844,325	1,888,243	1,932,496

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Expenditures	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	47,069	40,208	40,208	40,333	41,099	42,003	42,927	43,829
Utilities - Sanitation	26,695	45,500	45,500	30,351	30,927	31,608	32,303	32,981
Utilities - Stormwater	277,048	416,049	416,049	275,733	280,972	287,153	293,471	299,634
Utilities - Gas	54,236	69,000	69,000	58,214	59,320	60,625	61,959	63,260
Utilities - Water	36,271	45,869	45,869	28,331	28,869	29,504	30,154	30,787
Utilities - Electric	557,046	625,235	625,235	619,983	631,762	645,661	659,866	673,723
Utilities - Fire Services	11,675	8,034	8,034	8,868	9,036	9,235	9,438	9,637
Utilities and Other Expenses	1,010,040	1,249,895	1,249,895	1,061,813	1,081,985	1,105,789	1,130,118	1,153,851
Debt Service Transfer	1,271,337	1,272,463	1,272,463	1,088,673	962,000	0	0	0
Reserve Transfer	-64,383	0	0	0	0	0	0	0
Inter-Fund Transfer	15,000	0	0	0	0	0	0	0
Transfers	1,221,954	1,272,463	1,272,463	1,088,673	962,000	0	0	0
Contribution to Fire Services	926,254	873,859	873,859	1,025,851	1,060,116	1,089,792	1,113,240	1,145,225
Contributions to Operations	926,254	873,859	873,859	1,025,851	1,060,116	1,089,792	1,113,240	1,145,225
Transfer to RR&I	1,066,651	893,616	262,449	328,891	208,329	480,942	672,650	758,204
Transfer to Airline Prepd Crd	990,657	748,395	174,966	493,334	312,494	721,413	1,008,976	1,137,307
Year End Adjustments	2,057,308	1,642,011	437,415	822,225	520,823	1,202,355	1,681,626	1,895,511

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

540 Airport Operating Fund

Revenues	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Scheduled Landing Fees	1,097,483	1,156,162	889,780	818,722	835,946	853,504	871,356	889,560
Non-Scheduled Landing Fees	201,661	139,024	178,726	220,070	224,471	228,960	233,539	238,210
Airport Applic/Permit Fee	15,039	23,600	7,933	10,262	10,262	10,262	10,262	10,262
Apron Fees	70,273	86,636	80,656	88,817	90,593	92,405	94,253	96,138
Tenant Equipment Charges	101,194	80,118	108,315	108,809	110,985	113,204	115,468	117,778
Rental Car Concessions	1,679,223	1,729,601	1,529,481	1,403,354	1,403,354	1,403,354	1,403,354	1,403,354
Restaurant Concessions	117,038	117,000	86,272	53,594	53,594	53,594	53,594	53,594
Ground Transportation	15,050	14,450	31,636	30,550	30,550	30,550	30,550	30,550
Video Game Room	3,825	4,900	2,889	2,557	2,557	2,557	2,557	2,557
Badging (Security ID)	21,867	17,622	18,641	17,808	17,808	17,808	17,808	17,808
Parking Lot Concessions	2,309,795	2,400,000	1,982,634	2,143,801	2,143,801	2,143,801	2,143,801	2,143,801
Advertising Concessions	61,601	36,591	59,815	78,686	78,686	78,686	78,686	78,686
Gift Shop	21,948	24,434	18,597	19,850	19,850	19,850	19,850	19,850
Off-Airport Car Rental	51,333	154,000	154,000	0	0	0	0	0
Passenger Security Charge	1,268,932	1,416,157	1,138,380	1,345,038	1,783,136	1,824,182	1,866,211	1,909,247
Parking Tickets	6,885	6,358	5,527	7,966	7,966	7,966	7,966	7,966
MBE Concessions	2,240	3,145	2,083	2,441	2,441	2,441	2,441	2,441
Telephone Receipts	19	196	196	0	0	0	0	0
Fixed Base Operator Concessi	205,551	300,000	151,621	198,926	198,926	198,926	198,926	198,926
TSA Security	398,011	408,216	324,753	398,011	0	0	0	0
ATM Concession	3,131	2,693	1,897	2,081	2,081	2,081	2,081	2,081
T-Hangar Rental	50,678	46,288	46,849	42,945	43,374	43,808	44,246	44,688
Old Terminal Rental	98,526	101,482	112,358	102,995	104,025	105,065	106,116	107,177
FAA Building	313,000	313,000	313,000	313,000	313,000	313,000	313,000	313,000
New Cargo Building	46,199	50,327	25,558	25,558	25,814	26,072	26,333	26,596
New Terminal Rental	1,719,627	2,237,646	1,831,141	2,016,255	2,059,977	2,104,535	2,149,751	2,195,858
FAA Weather Bureau	190,826	197,545	173,055	190,360	192,264	194,187	196,129	198,090
Terminal Rental - Other	116,808	207,798	121,383	116,111	117,272	118,445	119,630	120,827
Land Lease Commercial	507,730	409,893	572,190	558,918	564,508	570,151	719,051	724,808
Other Miscellaneous Revenue	2,593	0	9,229	7,761	7,761	7,761	4,016	1,341
Parking Lot Proceeds	46,014	53,400	45,566	52,483	52,483	52,483	52,483	52,483
Prepaid Fee Credit Contrib	984,688	669,030	990,657	674,467	470,525	295,551	732,839	1,056,761
Charges for Services	11,728,788	12,407,312	11,014,818	11,052,196	10,968,010	10,915,189	11,616,297	12,064,438
Interest	83,007	104,000	52,565	42,367	42,367	42,367	42,367	42,367
Other Miscellaneous Revenue	579	0	3,595	0	0	0	0	0
Other Revenues	83,586	104,000	56,160	42,367	42,367	42,367	42,367	42,367
Fund Summary	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	11,812,374	12,511,312	11,070,978	11,094,563	11,010,377	10,957,556	11,658,664	12,106,805
Fund Total Revenue	11,812,374	12,511,312	11,070,978	11,094,563	11,010,377	10,957,556	11,658,664	12,106,805
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

580 StarMetro Operating Fund

The City has operated StarMetro (formerly TalTran), a public transit system, since December 1973. The system, which operates as an enterprise fund, provides fixed route services, special transportation under provisions of the Americans with Disabilities Act (ADA), serves as the Community Transportation Coordinator (CTC) for Leon County, and provides a variety of contract/charter services.

StarMetro's operating fund is balanced for all five years. The approved budget for fiscal year 2012 totals \$16.8 million and represents an increase of \$484,992 or 3% from the 2011 approved budget. The majority of the increase is a direct result of proposed 2% increase in salaries and benefits, an increase in the fuel budget and a pension increase. Historically, fund expenses exceed revenues and a contribution from the General Fund subsidizes the transit system. The planned contribution from the General Fund for FY12 is \$8,544,397 an increase of \$171,146 from the adopted FY11 budget. In FY10, the City Commission decided the general fund contribution going forward, would not exceed the FY10 transfer of \$7,925,135 plus any increased fuel costs, except for changes in fuel. The General Fund contribution represents 51.1% of the transit system's operating expenses.

<u>Expenditures</u>	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Personnel Services	9,115,144	9,422,731	9,334,826	9,644,945	9,893,465	10,132,389	10,378,915
Operating	3,210,833	3,429,113	3,251,898	3,252,231	3,252,573	3,252,923	3,253,281
Other Services & Charges	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Allocated Accounts	1,921,901	1,619,667	1,731,292	1,769,343	1,808,545	1,848,931	1,889,974
Utilities and Other Expenses	1,665,629	1,902,708	2,427,008	2,429,912	2,433,337	2,436,839	2,440,256
Transfers	352,127	197,552	11,512	11,510	11,511	11,933	12,407
Year End Adjustments	47,949	0	0	0	0	0	0
<u>Revenues</u>	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Intergovernmental Revenue	1,994,443	1,721,080	1,743,766	1,743,766	1,743,766	1,743,766	1,743,766
Charges for Services	6,104,004	6,147,727	6,470,373	6,513,290	6,529,914	6,529,914	6,529,914
Other Revenues	292,002	265,586	0	0	0	0	0
Other Sources	7,925,134	8,439,378	8,544,397	8,500,156	8,500,156	8,500,156	8,500,156
<u>Fund Summary</u>	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	16,315,583	16,573,771	16,758,536	17,109,941	17,401,431	17,685,015	17,976,833
Fund Total Revenue	16,315,583	16,573,771	16,758,536	16,757,212	16,773,836	16,773,836	16,773,836
Fund Balance	0	0	0	-352,729	-627,595	-911,179	-1,202,997

Fund Expenditures

The following are expenditure assumptions for StarMetro's fund:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$398,833.

580 StarMetro Operating Fund

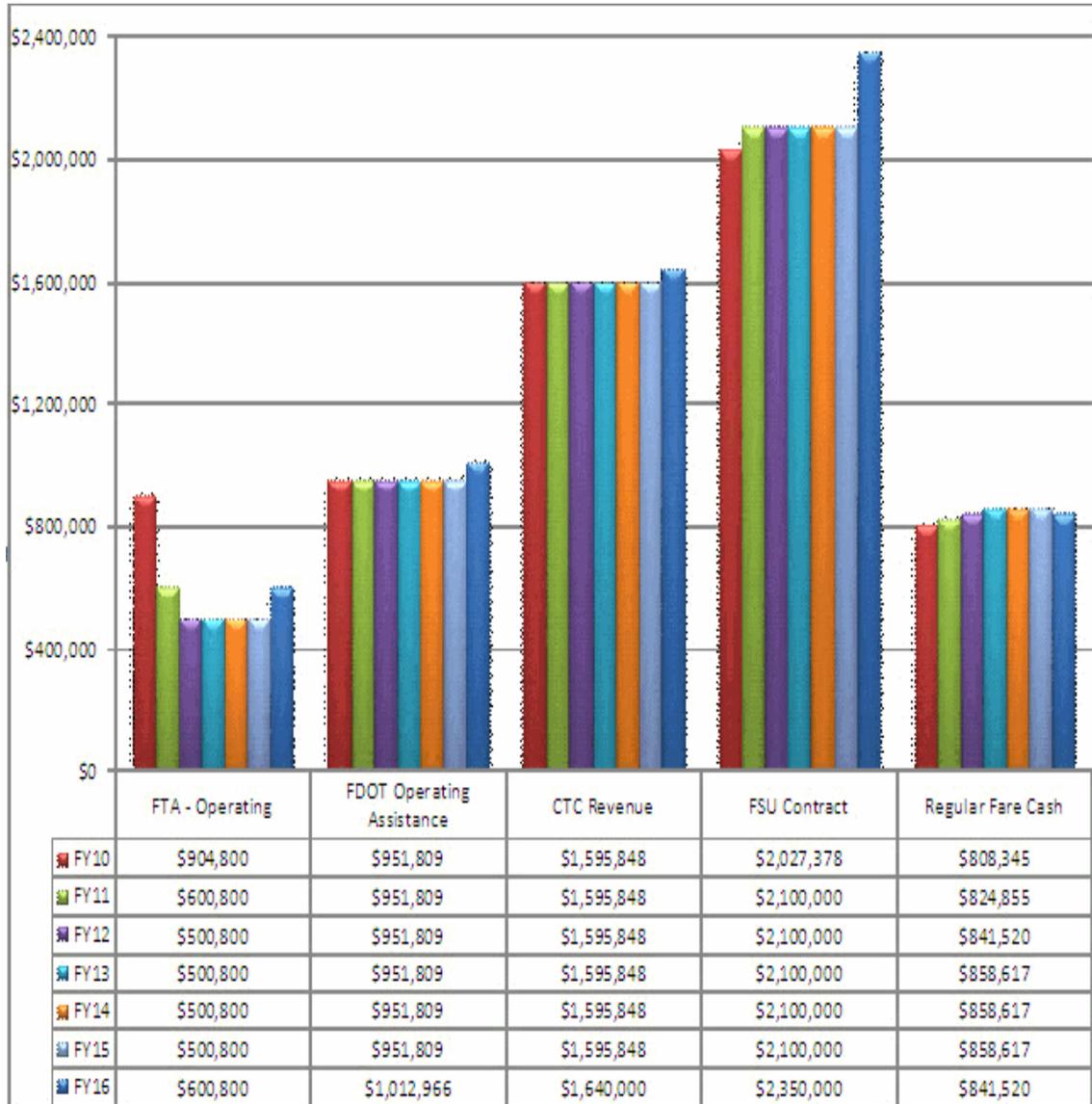
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$119,650).
- Addition of one (1) Mechanic II position. Fiscal Impact: \$43,058.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Fund Revenues

The following are revenue assumptions over the next five years:

- Approved FY12 operating revenues, excluding the General Fund contribution, are estimated at \$8.5 million, or approximately 51.1% of StarMetro revenue. StarMetro's FY12 operating revenues are higher than the FY11 budgeted revenues by \$268,952 due to the increase in the fuel budget by 15% and an increase in utility accounts by 1.7%. StarMetro was awarded a \$500,000 (\$400,000 FTA funds and \$100,000 local match) grant in January 2011 for the purpose of evaluating the feasibility of constructing a bus rapid transit, streetcar, or light rail line along W. Tennessee Street.
- The university contracts (Florida A & M, Florida State and Tallahassee Community College) continue to be a consistent source of revenue, representing \$3.0 million in FY12, or 35.4% of StarMetro's operating revenue. All three contracts will be presented to the City Commission prior to the start of the 2012 fiscal year.
- State grant funding is based upon projections prepared by the Florida Department of Transportation (FDOT). FDOT is planning to award StarMetro \$1,012,966 in FY12 for operating assistance. The State made an agreement to fund \$180,000 towards the State Employee Pass Program, which re-started in FY11.
- All other operating revenues are projected to increase by 2% over the five-year proforma.

580 StarMetro Operating Fund



Capital Projects Operating Budget Impacts

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	5,415,675	5,530,315	5,546,011	5,697,887	5,787,917	5,961,551	6,140,389	6,324,608
Capitalized Wages	0	0	0	-62,210	0	0	0	0
Salary Enhancements	0	110,609	0	90,030	173,634	178,838	184,219	189,753
Temporary Wages	829,086	471,780	818,364	418,460	418,460	418,460	418,460	418,460
Overtime	523,303	752,779	607,180	737,779	737,779	737,779	737,779	737,779
Other Salary Items	42,059	53,848	42,787	54,316	54,316	54,316	54,316	54,316
Unemployment Compensation	42,483	0	38,603	0	0	0	0	0
Pension- Current	477,868	602,421	565,457	613,520	631,928	650,877	670,410	690,521
Pension- MAP	420,915	406,337	429,086	413,846	426,250	439,032	452,209	465,778
Mandatory Medicare	88,020	82,427	91,716	73,519	75,719	77,987	80,326	82,749
Health Benefits	784,315	772,757	790,380	825,436	866,699	902,382	922,038	942,708
Health Benefits-Retirees	169,341	36,899	39,974	0	0	0	0	0
Health Benefits-OPEB	0	126,002	126,002	116,251	116,251	116,251	116,251	116,251
Flex Benefits	325,482	344,424	327,171	355,992	355,992	355,992	355,992	355,992
Furlough savings	-3,403	0	0	0	0	0	0	0
Personnel Services	9,115,144	9,290,598	9,422,731	9,334,826	9,644,945	9,893,465	10,132,389	10,378,915
Advertising	6,462	32,000	25,150	32,000	32,000	32,000	32,000	32,000
Cleaning & Laundry	50,824	33,834	58,000	33,834	33,834	33,834	33,834	33,834
Reproduction	110,676	207,939	109,270	207,939	207,939	207,939	207,939	207,939
Unclassified Professional Svcs	12,871	4,000	15,200	4,000	4,000	4,000	4,000	4,000
Building Repairs	22,312	25,000	23,092	25,000	25,000	25,000	25,000	25,000
Equipment Repairs	5,170	8,125	14,113	8,125	8,125	8,125	8,125	8,125
Construction Services	0	5,000	32,622	5,000	5,000	5,000	5,000	5,000
Unclassified Contract Svcs	2,063,281	2,035,127	2,202,045	2,030,701	2,031,034	2,031,376	2,031,726	2,032,084
Computer Software	8,143	0	0	0	0	0	0	0
Environmental Contractual	21,940	15,000	20,000	15,000	15,000	15,000	15,000	15,000
Telephone	8,108	11,736	9,822	11,736	11,736	11,736	11,736	11,736
Chem-Med-Lab	0	0	40	0	0	0	0	0
Food	52	2,000	10	2,000	2,000	2,000	2,000	2,000
Gasoline	0	0	350	0	0	0	0	0
Oil & Lubricants	74,973	55,000	72,994	55,000	55,000	55,000	55,000	55,000
Postage	779	4,200	985	4,200	4,200	4,200	4,200	4,200
Office Supplies	14,810	15,000	16,395	15,000	15,000	15,000	15,000	15,000
Uniforms & Clothing	44,224	41,700	60,620	41,700	41,700	41,700	41,700	41,700
Unclassified Supplies	90,827	74,200	86,305	74,200	74,200	74,200	74,200	74,200
Non-Capitalized Furniture	14,819	0	630	0	0	0	0	0
Vehicle- Non-Garage	568,753	590,466	590,466	590,466	590,466	590,466	590,466	590,466
Building Supplies	20,761	30,000	20,456	30,000	30,000	30,000	30,000	30,000
Travel & Training	25,968	22,097	21,357	22,097	22,097	22,097	22,097	22,097
Journals & Books	593	300	3,850	300	300	300	300	300
Memberships	28,067	29,500	27,550	29,500	29,500	29,500	29,500	29,500
Rent Expense- Bldg & Ops	843	1,400	738	1,400	1,400	1,400	1,400	1,400
Rent Expense- Machines	14,182	11,700	13,000	11,700	11,700	11,700	11,700	11,700
Unclassified Charges	1,395	1,000	4,053	1,000	1,000	1,000	1,000	1,000
Operating	3,210,833	3,256,324	3,429,113	3,251,898	3,252,231	3,252,573	3,252,923	3,253,281
Bad Debt Expense	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other Services & Charges	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Human Resource Expense	194,634	204,785	204,785	224,280	231,010	237,941	245,078	252,431
Accounting Expense	102,282	106,419	106,419	86,019	88,600	91,257	93,995	96,815
Purchasing Expense	46,025	66,879	66,879	67,370	69,392	71,473	73,618	75,827
Information Systems Expense	434,642	285,664	285,664	279,536	287,922	296,561	305,458	314,623
Risk Management Expense	312,500	405,935	405,935	490,800	505,523	520,688	536,309	552,398
Radio Communications Expense	45,480	39,746	39,746	71,192	73,328	75,528	77,793	80,127
Revenue Collection Expense	27,787	31,249	31,249	32,630	33,609	34,617	35,655	36,725
Vehicle Garage Expense	10,454	67	67	15	15	16	16	17
Vehicle Fuel	50	0	0	58	59	61	63	65
Vehicle Replacement	249,076	9,396	9,396	9,865	10,358	10,876	11,419	11,419
Indirect Costs	498,971	469,527	469,527	469,527	469,527	469,527	469,527	469,527
Allocated Accounts	1,921,901	1,619,665	1,619,667	1,731,292	1,769,343	1,808,545	1,848,931	1,889,974

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

580 StarMetro Operating Fund

Expenditures	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	12,587	11,191	17,962	14,104	14,372	14,688	15,011	15,326
Utilities - Sanitation	9,562	7,432	8,698	7,637	7,782	7,954	8,129	8,300
Utilities - Stormwater	19,445	23,693	19,600	24,677	25,146	25,699	26,265	26,817
Utilities - Gas	18,537	26,052	18,000	22,674	23,105	23,613	24,132	24,639
Utilities - Water	5,537	6,806	5,890	6,538	6,662	6,808	6,958	7,104
Utilities - Electric	78,916	70,990	65,000	77,199	78,666	80,396	82,165	83,891
Utilities - Fire Services	1,364	829	1,260	829	829	829	829	829
Gasoline -StarMetro	1,519,681	1,994,167	1,766,298	2,273,350	2,273,350	2,273,350	2,273,350	2,273,350
Utilities and Other Expenses	1,665,629	2,141,160	1,902,708	2,427,008	2,429,912	2,433,337	2,436,839	2,440,256
Debt Service Transfer	10,771	8,693	10,800	11,512	11,510	11,511	11,933	12,407
Inter-Fund Transfer	341,356	0	186,752	0	0	0	0	0
Transfers	352,127	8,693	197,552	11,512	11,510	11,511	11,933	12,407
Transfer to Deficiencies Fd	47,949	0	0	0	0	0	0	0
Year End Adjustments	47,949	0						
Revenues	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Federal Transit Adm- Operatr	904,800	600,800	600,800	600,800	600,800	600,800	600,800	600,800
Federal Transit Adm- Planning	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
FDOT Operating Assistance	959,643	951,809	990,280	1,012,966	1,012,966	1,012,966	1,012,966	1,012,966
Intergovernmental Revenue	1,994,443	1,682,609	1,721,080	1,743,766	1,743,766	1,743,766	1,743,766	1,743,766
Seven Day Unlimited Pass	117,640	141,641	117,485	145,980	150,267	150,267	150,267	150,267
Dial A Ride	76,907	91,020	85,798	94,659	94,659	94,659	94,659	94,659
CTC Revenue	1,633,416	1,595,848	1,469,112	1,640,000	1,640,000	1,640,000	1,640,000	1,640,000
Charter Service Revenue	9,750	35,000	17,673	35,000	35,000	35,000	35,000	35,000
Online StarCard	0	0	4,969	0	0	0	0	0
Monthly Pass Revenue	132,745	174,559	128,921	179,796	185,190	185,190	185,190	185,190
FSU Contract	2,152,282	2,100,000	2,266,355	2,350,000	2,350,000	2,350,000	2,350,000	2,350,000
FAMU Contract	500,788	522,300	504,684	537,966	554,105	570,729	570,729	570,729
Spirit Express Special Cash	21,606	44,000	0	0	0	0	0	0
Regular Fare Cash	837,437	824,855	912,622	841,520	858,617	858,617	858,617	858,617
State Monthly Pass	0	80,000	0	0	0	0	0	0
Fuel Tax Rebate	173,735	133,586	158,435	133,586	133,586	133,586	133,586	133,586
Special Wheels Passes	1,584	1,000	1,332	1,000	1,000	1,000	1,000	1,000
One Day Unlimited Pass	80,457	120,776	67,984	124,399	124,399	124,399	124,399	124,399
Seven Day Reduced Unlimited	40,268	33,178	38,596	33,178	33,178	33,178	33,178	33,178
Reduced Fare Cash	14,075	0	13,345	0	0	0	0	0
Ten Ride Dial A Ride Card	77,716	69,077	80,102	71,840	71,840	71,840	71,840	71,840
Bus Advertising Revenue	60,863	108,951	100,656	108,951	108,951	108,951	108,951	108,951
TCC Fare Free Zone	153,584	152,498	156,623	152,498	152,498	152,498	152,498	152,498
CDL Testing	0	0	1,572	0	0	0	0	0
Other Miscellaneous Revenue	16,026	26,291	19,176	15,000	15,000	15,000	15,000	15,000
Parking Lot Proceeds	3,125	5,000	2,287	5,000	5,000	5,000	5,000	5,000
Charges for Services	6,104,004	6,259,580	6,147,727	6,470,373	6,513,290	6,529,914	6,529,914	6,529,914
Other Miscellaneous Revenue	51,637	3,000	492	0	0	0	0	0
Trans from Fund Bal - Encumb	240,365	0	265,094	0	0	0	0	0
Other Revenues	292,002	3,000	265,586	0	0	0	0	0
Contribution From General Fund	7,925,134	8,373,251	8,439,378	8,544,397	8,500,156	8,500,156	8,500,156	8,500,156
Other Sources	7,925,134	8,373,251	8,439,378	8,544,397	8,500,156	8,500,156	8,500,156	8,500,156
Fund Summary	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	16,315,583	16,318,440	16,573,771	16,758,536	17,109,941	17,401,431	17,685,015	17,976,833
Fund Total Revenue	16,315,583	16,318,440	16,573,771	16,758,536	16,757,212	16,773,836	16,773,836	16,773,836
Fund Balance	0	0	0	0	-352,729	-627,595	-911,179	-1,202,997

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

600 Solid Waste Fund

- The city provides solid waste collection and disposal for more than 62,926 customers including residential, commercial and commercial recycling accounts. City resources are used to collect garbage, trash and recyclables from approximately half of the residential customers while the remaining customers receive garbage and trash service from a private contractor hired by the city.
- Currently, the City is currently under contract with Waste Pro of Florida, Inc. to provide residential solid waste services in the contracted area of the city. The contract is set to end September 30, 2013.
- The Solid Waste Fund is operated on a full cost recovery basis. All operational costs and associated revenues are accounted for within the fund. Any year-end surplus realized by the fund is transferred to the rate stabilization reserve and may be appropriated in future years to defray operating cost increases.

<u>Expenditures</u>	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Personnel Services	4,208,685	4,395,211	4,893,637	5,031,993	5,167,915	5,298,125	5,431,909
Operating	5,880,931	5,249,879	5,564,140	5,702,263	5,702,748	5,702,748	5,702,748
Other Services & Charges	145,000	145,000	145,000	145,000	145,000	145,000	145,000
Capital Outlay	93,103	42,041	74,885	74,885	74,885	74,885	74,885
Allocated Accounts	3,879,816	4,564,762	4,666,928	4,793,491	4,923,699	5,058,127	5,181,539
Utilities and Other Expenses	5,799,056	5,625,796	6,912,028	7,035,929	7,163,211	7,166,603	7,169,987
Transfers	2,864	41,232	0	0	0	0	0
Contributions to Operations	164,674	161,914	1,413,471	1,460,378	1,447,775	1,449,433	1,440,541
Year End Adjustments	2,353,965	1,817,981	837,626	869,771	903,584	779,652	658,681
<u>Revenues</u>	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Charges for Services	21,199,141	21,798,505	22,515,586	22,744,083	22,974,945	22,980,875	22,986,947
Other Revenues	1,328,953	245,311	1,992,129	2,369,627	2,553,872	2,693,698	2,818,343
<u>Fund Summary</u>	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	22,528,094	22,043,816	24,507,715	25,113,710	25,528,817	25,674,573	25,805,290
Fund Total Revenue	22,528,094	22,043,816	24,507,715	25,113,710	25,528,817	25,674,573	25,805,290
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes were approved for the Solid Waste Department's fiscal year 2012 budget:

- The County has implemented a tonnage fee increase for FY12 from \$41 to \$43. To cover the fees, an increase in sanitation budget is proposed. Fiscal Impact: \$264,000.
- Reduction in Office Supplies budget. Fiscal Impact: (\$2,500).
- Elimination of one vacant Solid Waste Technician. Fiscal Impact: (\$45,971).

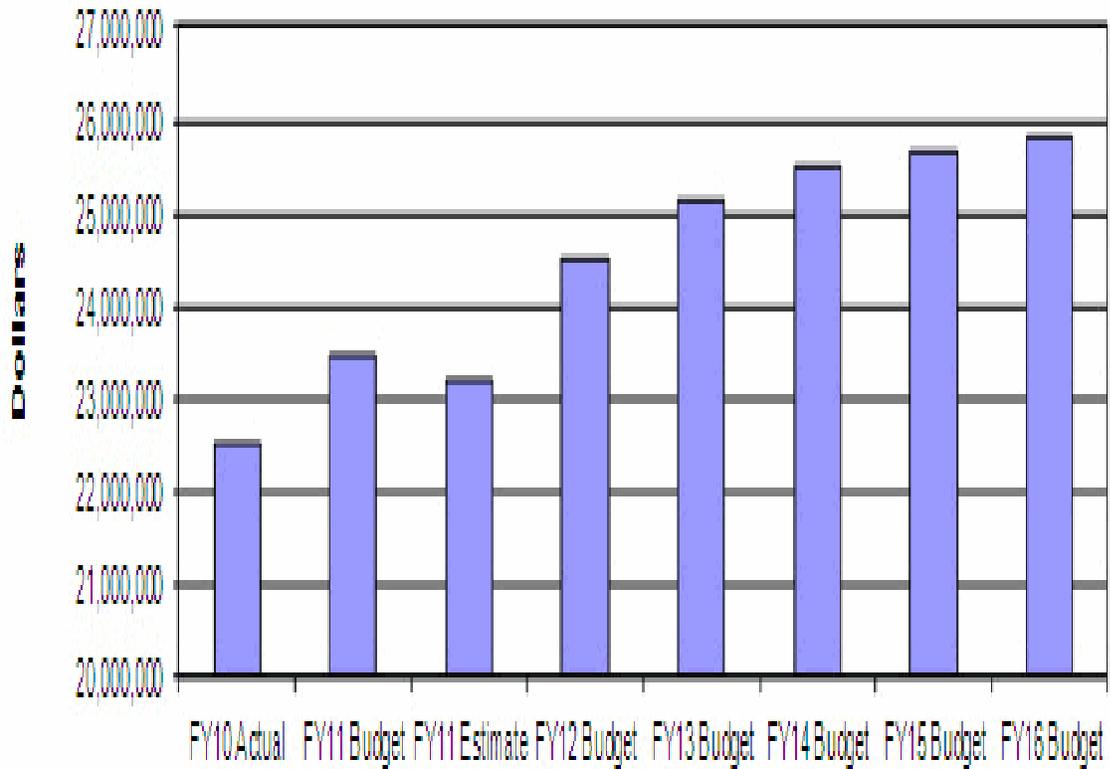
Fund Revenues

- Projections of future revenue increases during fiscal years 2012 through 2016 assume continued residential and commercial customer growth.
- The commercial rates will continue to be analyzed to determine what adjustments, if any, are appropriate for future years based on the costs to provide services. Preliminary data from comparable local providers show that the city's commercial rates have not kept pace with current market rates.
- Disposal fees for the landfill (clean yard waste) and transfer station (residential waste) has increased annually since 2005.

600 Solid Waste Fund

- Effective October 1, 2011, rates are as follows:
Residential -\$16.70 per month
Commercial -\$18.33 per month
Complex (Dumpster) -\$16.70 per month

Total Solid Waste Fund Revenues



Capital Projects Operating Budget Impacts

There are no operating impacts within the current five-year capital improvement plan resulting from capital projects. Any future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

600 Solid Waste Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	2,743,218	3,030,436	2,697,342	3,029,719	3,077,472	3,169,588	3,264,467	3,362,186
Salary Enhancements	0	143,046	143,046	137,334	182,319	185,719	189,216	192,145
Temporary Wages	53,039	37,730	75,613	37,730	37,730	37,730	37,730	37,730
Overtime	185,073	348,908	182,058	348,941	348,975	349,010	349,010	349,010
Capitalized Overtime	-3,873	0	0	0	0	0	0	0
Other Salary Items	8,886	8,886	9,906	10,446	10,446	10,446	10,446	10,446
Unemployment Compensation	0	0	11,800	0	0	0	0	0
Pension- Current	238,979	328,589	268,131	325,462	335,228	345,285	355,638	366,308
Pension- MAP	206,909	221,644	196,550	219,541	226,119	232,903	239,893	247,086
Mandatory Medicare	32,314	44,949	33,883	38,385	39,537	40,724	41,945	43,202
Health Benefits	491,170	553,984	464,399	597,932	627,832	652,952	669,080	686,040
Health Benefits-Retirees	97,713	165,631	165,631	0	0	0	0	0
Health Benefits-OPEB	0	-70,502	0	61,585	61,585	61,585	61,585	61,585
Flex Benefits	156,527	178,152	146,852	177,384	177,384	177,384	177,384	177,384
Vacancy factor of 3.0%	0	-90,914	0	-90,822	-92,634	-95,411	-98,269	-101,213
Furlough savings	-1,270	0	0	0	0	0	0	0
Personnel Services	4,208,685	4,900,539	4,395,211	4,893,637	5,031,993	5,167,915	5,298,125	5,431,909
Advertising	39,766	62,273	21,700	92,273	92,273	92,273	92,273	92,273
Cleaning & Laundry	14,385	18,543	14,284	18,710	18,882	19,059	19,059	19,059
Reproduction	205	800	200	800	800	800	800	800
Building Repairs	37,300	20,000	17,000	20,000	20,000	20,000	20,000	20,000
Equipment Repairs	6,410	22,420	32,000	22,420	22,420	22,420	22,420	22,420
Unclassified Contract Svcs	5,686,624	5,128,218	5,052,321	5,279,276	5,416,928	5,416,928	5,416,928	5,416,928
Environmental Contractual	0	1,000	705	1,000	1,000	1,000	1,000	1,000
Telephone	4,318	5,214	4,407	5,214	5,214	5,214	5,214	5,214
Chem-Med-Lab	6,163	6,893	4,629	7,010	7,130	7,254	7,254	7,254
Food	267	0	0	0	0	0	0	0
Office Supplies	11,107	14,339	6,400	11,839	11,839	11,839	11,839	11,839
Uniforms & Clothing	13,740	18,846	12,878	19,020	19,199	19,383	19,383	19,383
Unclassified Supplies	41,913	57,179	60,510	57,179	57,179	57,179	57,179	57,179
Travel & Training	4,645	5,850	4,645	5,850	5,850	5,850	5,850	5,850
Journals & Books	1,841	1,588	1,400	1,588	1,588	1,588	1,588	1,588
Memberships	746	1,461	1,300	1,461	1,461	1,461	1,461	1,461
Rent Expense- Machines	11,501	10,500	8,500	10,500	10,500	10,500	10,500	10,500
Unclassified Charges	0	10,000	7,000	10,000	10,000	10,000	10,000	10,000
Operating	5,880,931	5,385,124	5,249,879	5,564,140	5,702,263	5,702,748	5,702,748	5,702,748
Bad Debt Expense	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
Other Services & Charges	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
Unclassified Equipment	93,103	74,885	42,041	74,885	74,885	74,885	74,885	74,885
Capital Outlay	93,103	74,885	42,041	74,885	74,885	74,885	74,885	74,885
Human Resource Expense	102,703	98,385	98,386	115,250	118,708	122,271	125,938	129,717
Accounting Expense	69,349	72,034	72,035	84,311	86,842	89,448	92,130	94,894
Purchasing Expense	15,301	24,282	24,283	26,341	27,131	27,945	28,783	29,646
Information Systems Expense	173,059	146,145	146,145	153,043	157,634	162,364	167,235	172,252
Risk Management Expense	208,299	280,698	280,698	313,098	322,491	332,168	342,131	352,397
Radio Communications Expense	28,755	25,130	25,130	45,012	46,362	47,753	49,186	50,661
Revenue Collection Expense	54,006	61,923	61,923	65,496	67,461	69,485	71,570	73,717
Utility Services Expense	771,206	926,768	926,768	910,387	937,699	965,830	994,805	1,024,649
Environmental	117,607	110,537	110,537	151,074	155,606	160,274	165,083	170,035
Energy Services	13,762	13,762	13,762	16,460	17,372	17,893	18,473	19,072
Vehicle Garage Expense	1,019,531	1,325,566	1,168,732	1,123,708	1,157,420	1,192,142	1,227,906	1,264,745
Vehicle Fuel	665,175	683,710	744,791	758,549	781,306	804,745	828,887	853,754
Vehicle Replacement	244,956	605,922	605,922	618,549	631,809	645,731	660,350	660,350
Indirect Costs	396,107	285,650	285,650	285,650	285,650	285,650	285,650	285,650
Allocated Accounts	3,879,816	4,660,513	4,564,762	4,666,928	4,793,491	4,923,699	5,058,127	5,181,539

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

600 Solid Waste Fund

Expenditures	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	5,561	10,783	4,661	10,870	10,872	10,874	10,876	10,878
Utilities - Sanitation	5,756,610	6,321,192	5,585,344	6,852,902	6,976,120	7,103,464	7,106,921	7,110,293
Utilities - Stormwater	7,642	8,420	7,642	8,420	8,420	8,420	8,420	8,420
Utilities - Gas	4,355	3,000	3,300	3,000	3,000	3,000	3,000	3,000
Utilities - Water	1,114	3,874	1,005	3,893	3,893	3,893	3,893	3,893
Utilities - Electric	22,511	31,022	22,581	32,079	32,760	32,696	32,629	32,639
Utilities - Fire Services	1,263	864	1,263	864	864	864	864	864
Utilities and Other Expenses	5,799,056	6,379,155	5,625,796	6,912,028	7,035,929	7,163,211	7,166,603	7,169,987
Inter-Fund Transfer	2,864	0	41,232	0	0	0	0	0
Transfers	2,864	0	41,232	0	0	0	0	0
Contribution to General Fund	164,674	161,914	161,914	1,413,471	1,460,378	1,447,775	1,449,433	1,440,541
Contributions to Operations	164,674	161,914	161,914	1,413,471	1,460,378	1,447,775	1,449,433	1,440,541
Transfer to Rate Stabiliz	2,353,965	433,115	1,817,981	837,626	869,771	903,584	779,652	658,681
Year End Adjustments	2,353,965	433,115	1,817,981	837,626	869,771	903,584	779,652	658,681
	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Revenues	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Two Day Residential Roll-Out	82,988	76,557	78,998	79,178	79,996	80,823	80,870	80,918
Resid Solid Waste Misc Fees	6,837	10,281	10,500	10,384	10,488	10,593	10,593	10,593
Residential Garbage Fees	8,881,813	9,081,441	9,001,813	9,392,390	9,489,395	9,587,445	9,592,985	9,598,658
Comm Solid Waste Misc Fees	72,255	122,353	86,255	123,577	124,813	126,061	126,061	126,061
Solid Waste Late Payment Chg	85,247	81,535	55,547	82,350	83,174	84,006	84,006	84,006
Commerical Sanitation Fees-9	663,581	462,697	657,581	478,539	483,481	488,477	488,759	489,048
Comm Garbage Fees- Forktaine	5,619,955	5,943,555	5,646,955	6,002,991	6,063,020	6,123,650	6,123,650	6,123,650
Comm Sanitation Rearload Fee	173,232	182,845	174,232	184,674	186,521	188,386	188,386	188,386
Comm Garbage Fees- Roll-Off	2,498,245	2,821,245	2,678,245	2,849,458	2,877,952	2,906,731	2,906,731	2,906,731
Comm Sanitation Fees- Compac	102,866	99,323	92,866	102,724	103,785	104,857	104,918	104,980
Comm Sanitation- Multi-Famil	2,470,939	2,595,114	2,520,939	2,621,065	2,647,276	2,673,749	2,673,749	2,673,749
Commercial Trash Collection	55,610	74,955	67,610	75,749	76,550	77,359	77,359	77,359
Comm Roll-Off Special Serv	107,648	133,733	113,648	135,070	136,421	137,785	137,785	137,785
Recycling Fees	14	0	0	0	0	0	0	0
Sale of Recyclables	369,203	373,700	600,616	377,437	381,211	385,023	385,023	385,023
Other Miscellaneous Revenue	8,708	0	12,700	0	0	0	0	0
Charges for Services	21,199,141	22,059,334	21,798,505	22,515,586	22,744,083	22,974,945	22,980,875	22,986,947
Interest	125,322	60,622	60,322	61,228	61,841	62,459	62,459	62,459
Other Miscellaneous Revenue	239	5,692	359	1,930,901	2,307,786	2,491,413	2,631,239	2,755,884
Trans from Fund Bal - Encumb	1,203,392	0	184,630	0	0	0	0	0
Other Revenues	1,328,953	66,314	245,311	1,992,129	2,369,627	2,553,872	2,693,698	2,818,343
Xfer from Solid Waste Reserve	0	14,597	0	0	0	0	0	0
Other Sources	0	14,597	0	0	0	0	0	0
	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Fund Summary	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	22,528,094	22,140,245	22,043,816	24,507,715	25,113,710	25,528,817	25,674,573	25,805,290
Fund Total Revenue	22,528,094	22,140,245	22,043,816	24,507,715	25,113,710	25,528,817	25,674,573	25,805,290
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

605 Stormwater Fund

The city operates a stormwater utility with a customer base of roughly 72,207 residential customers and 6,143 non-residential customers. Non-residential customers generate more than half of fund revenues. The fund is comprised of three units - Management, Maintenance, and Street Sweeping, the latter two are housed in the Public Works Department, with Management in Underground Utilities. The Management unit is responsible for a number of activities, including administration of the stormwater utility, development of rates, construction of utility infrastructure, and meeting federal and state environmental requirements. The Maintenance unit is located within the Streets and Drainage maintenance division and is responsible for maintenance of stormwater drains and city-owned stormwater ponds. The third unit is the Street Sweeping unit and is responsible for keeping all city streets clean of trash and debris.

Stormwater service is provided on a full cost recovery basis with associated revenues and expenditures accounted for within the Stormwater Fund. Rates are based on an equivalent residential unit (ERU). Commercial rates are established in multiples of the ERU, with the actual amount dependent on the impervious area at the customer's physical location.

In fiscal year 2007, the existing street sweeping crew was shifted from the General Fund to the Stormwater Fund. Based on a survey conducted by the city's Streets and Drainage division, a large number of municipalities within the State of Florida use their Stormwater Fund to fully or partially fund street sweeping operations. This trend is directly related to the National Pollution Discharge Elimination System (NPDES) permit program, which controls water pollution by regulating point sources that discharge pollutants. Each program utilizes current revenues to fund operating expenditures and a combination of current revenues and stormwater repair, replacement, and improvement funding to finance on-going major and minor capital improvements

Expenditures	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Personnel Services	4,867,144	4,709,681	5,044,698	5,205,246	5,362,947	5,514,602	5,671,048
Operating	469,645	838,090	597,327	600,830	604,412	605,406	605,346
Other Services & Charges	76,940	60,000	60,000	60,000	60,000	60,000	60,000
Capital Outlay	49,667	366,163	107,610	62,048	62,413	62,788	63,084
Allocated Accounts	2,789,758	3,939,989	4,017,708	4,202,393	4,289,741	4,379,840	4,465,476
Utilities and Other Expenses	168,565	128,849	149,176	152,007	155,346	158,758	162,087
Transfers	515,125	6,115,949	6,468,123	6,468,116	6,468,121	6,469,710	6,471,491
Contributions to Operations	319,000	319,300	319,300	319,300	319,300	319,300	319,300
Year End Adjustments	7,091,479	0	0	0	0	0	0
Revenues	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Charges for Services	16,177,835	16,322,133	15,948,901	16,028,113	16,107,736	16,187,772	16,267,251
Other Revenues	169,488	23,835	59,385	59,385	59,385	59,385	59,385
Other Sources	0	132,053	755,656	982,442	1,155,159	1,323,247	1,491,196
Fund Summary	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	16,347,323	16,478,021	16,763,942	17,069,940	17,322,280	17,570,404	17,817,832
Fund Total Revenue	16,347,323	16,478,021	16,763,942	17,069,940	17,322,280	17,570,404	17,817,832
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

The following service level changes are approved for the Stormwater Fund in fiscal year 2012.

- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12. Fiscal Impact: \$33,000.

605 Stormwater Fund

- The department's fuel budget is reduced by 5% to recognize the savings from a green challenge to reduce gasoline consumption. Fiscal Impact: (\$8,250).
- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Fund Revenues

- The major sources of revenue within the stormwater fund are commercial and residential fees. The chart below depicts the projected revenues for fiscal year 2011 and a prospective for fiscal years 2012 through 2016.

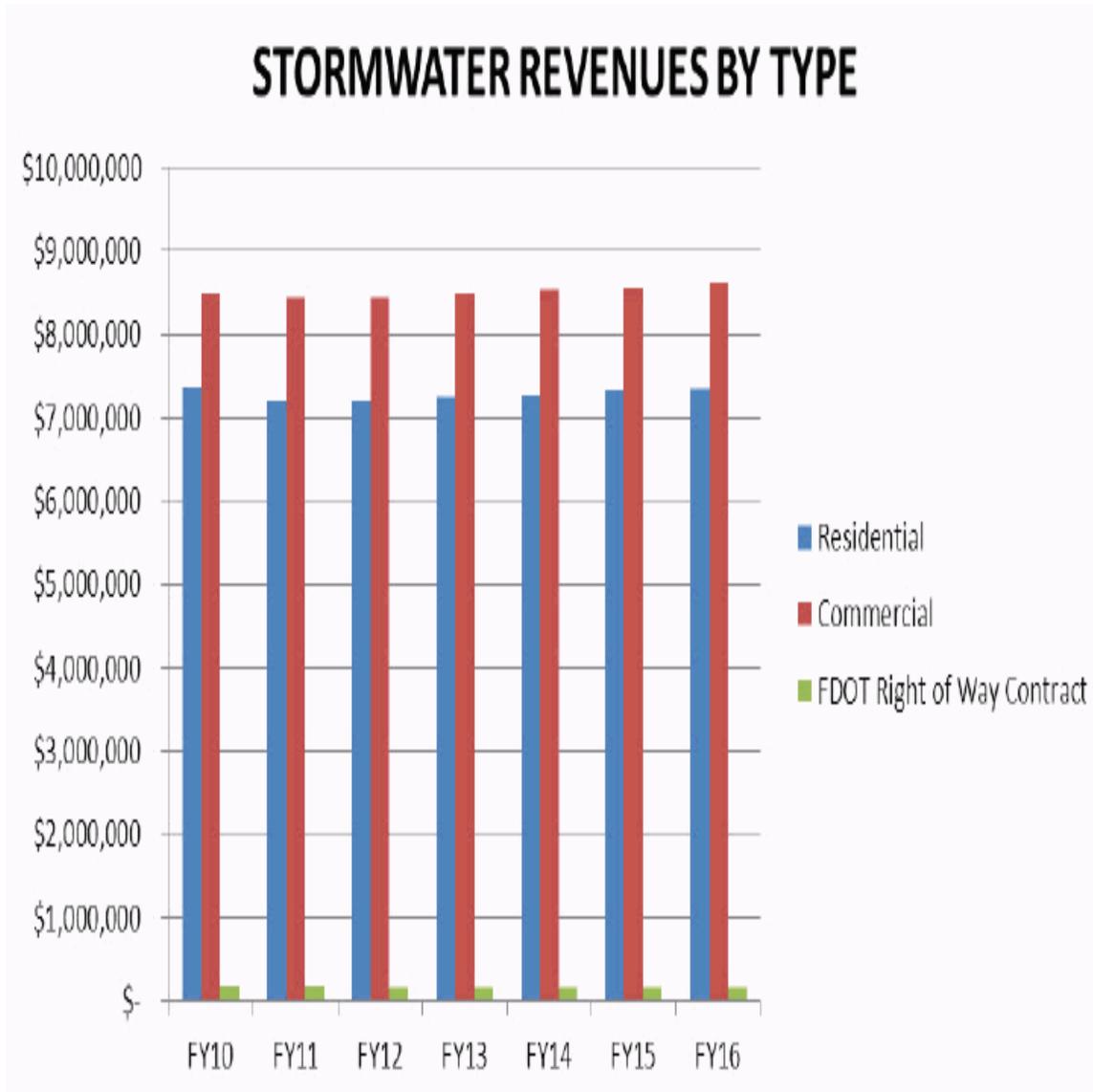
- **Residential Stormwater**

The City Commission approved Resolution No. 05-R-06 on March 30, 2005, which increased the stormwater fee over a period of five-years to mitigate pollution in stormwater runoff from developed areas. The total amount of the increase is \$1.70, which was implemented in increments of \$.34 per year from fiscal year 2006 through 2010. Tenets of the city's financing policy allow annual adjustments to the fee equivalent to the consumer price index (CPI) for the prior year. The city opted for the incremental increase instead of the CPI increase. The rate for fiscal year 2012 is \$7.61 per equivalent residential unit (ERU – one ERU is equal to 1,990 square feet of impervious area).

- **Commercial Stormwater**

The commercial rates are established in multiples of the ERU, with the actual amount dependent on the impervious area at the customer's physical location. Tenets of the city's financing policy allow annual adjustments equivalent to the CPI for the prior year. The city decided not to pursue the CPI increase in FY10. The rate for fiscal year 2012 is \$7.61 per equivalent residential unit (ERU – one ERU is equal to 1,990 square feet of impervious area).

605 Stormwater Fund



Capital Projects Operating Budget Impacts

There are several flood mitigation projects, which will have minor operating impacts when completed. Other capital projects such as the Total Maximum Daily Load (TMDL) and Stormwater Pollution Reduction Program (SPRP) will potentially have a significant impact on the operating budget in future years, but will be identified as the individual projects near completion.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	3,499,310	3,630,370	3,498,596	3,744,020	3,802,689	3,915,835	4,032,379	4,152,419
Capitalized Wages	-117,076	-212,789	-243,117	-130,398	-130,398	-130,398	-130,398	-130,398
Salary Enhancements	0	72,016	0	58,669	113,146	116,544	120,040	123,640
Temporary Wages	68,196	74,231	34,232	170,323	172,774	172,935	173,100	173,269
Overtime	139,058	65,420	183,758	65,420	65,420	65,420	65,420	65,420
Capitalized Overtime	-118,307	-11,505	-167,216	-232,053	-232,053	-232,053	-232,053	-232,053
Other Salary Items	2,061	1,560	1,560	1,560	1,560	1,560	1,560	1,560
Unemployment Compensation	0	0	2,524	0	0	0	0	0
Pension- Current	309,572	392,613	360,809	399,793	411,781	424,142	436,866	449,968
Pension- MAP	262,024	264,832	262,688	269,670	277,759	286,094	294,675	303,519
Mandatory Medicare	49,437	54,179	49,235	50,998	52,522	54,092	55,715	57,367
Health Benefits	494,819	486,461	466,226	512,410	538,028	560,228	572,324	585,044
Health Benefits-Retirees	114,110	108,022	230,748	0	0	0	0	0
Health Benefits-OPEB	0	0	0	62,277	62,277	62,277	62,277	62,277
Flex Benefits	167,588	182,520	52,931	186,120	186,120	186,120	186,120	186,120
Vacancy factor of 3.0%	0	-108,911	-23,293	-114,111	-116,379	-119,849	-123,423	-127,104
Furlough savings	-3,648	0	0	0	0	0	0	0
Personnel Services	4,867,144	4,999,019	4,709,681	5,044,698	5,205,246	5,362,947	5,514,602	5,671,048
Advertising	0	3,703	3,703	3,792	3,882	3,975	3,991	3,991
Cleaning & Laundry	15,693	19,084	38,168	19,084	19,084	19,084	19,084	19,084
Reproduction	5,333	820	820	841	862	884	884	884
Building Repairs	3,448	7,269	14,538	7,269	7,269	7,269	7,269	7,269
Equipment Repairs	30,763	24,056	27,296	42,490	43,023	43,570	43,826	44,088
Engineering Services	750	0	0	0	0	0	0	0
Unclassified Contract Svcs	268,984	292,851	516,423	284,339	284,891	285,453	284,967	284,465
Computer Software	18,234	18,750	31,350	28,700	29,067	29,443	29,662	29,886
Telephone	13,214	12,391	20,733	12,391	12,391	12,391	12,391	12,391
Chem-Med-Lab	0	48,620	0	48,373	49,325	50,295	51,284	51,240
Food	475	451	451	462	474	486	486	486
Postage	34	0	0	0	0	0	0	0
Office Supplies	15,343	11,713	12,813	11,978	12,250	12,529	12,529	12,529
Uniforms & Clothing	15,717	14,500	29,000	14,500	14,500	14,500	14,500	14,500
Unclassified Supplies	58,405	62,199	113,370	54,050	54,307	54,570	54,570	54,570
Building Supplies	1,250	0	893	0	0	0	0	0
Travel & Training	12,315	8,827	10,889	9,042	9,263	9,489	9,489	9,489
Journals & Books	659	1,651	1,821	1,689	1,728	1,768	1,768	1,768
Memberships	5,156	4,808	5,433	4,913	5,020	5,130	5,130	5,130
Certificates & Licenses	0	1,725	5,188	1,725	1,725	1,725	1,725	1,725
Rent Expense- Bldg & Ops	0	47,795	0	47,795	47,795	47,795	47,795	47,795
Rent Expense- Land	73	0	0	0	0	0	0	0
Rent Expense- Machines	3,505	3,816	5,201	3,894	3,974	4,056	4,056	4,056
Unclassified Charges	294	0	0	0	0	0	0	0
Operating	469,645	585,029	838,090	597,327	600,830	604,412	605,406	605,346
Bad Debt Expense	76,940	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Other Services & Charges	76,940	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Computer Equipment	8,000	4,000	4,000	31,500	15,938	16,303	16,678	16,974
Vehicle Equipment	0	0	247,685	30,000	0	0	0	0
Unclassified Equipment	41,667	46,110	114,478	46,110	46,110	46,110	46,110	46,110
Capital Outlay	49,667	50,110	366,163	107,610	62,048	62,413	62,788	63,084
Human Resource Expense	92,236	91,397	161,828	117,518	121,043	124,675	128,415	132,268
Accounting Expense	51,924	53,083	85,589	59,168	60,943	62,770	64,654	66,594
Purchasing Expense	49,553	24,854	39,182	26,816	27,620	28,449	29,302	30,181
Information Systems Expense	279,138	235,107	235,107	290,883	402,609	414,688	427,128	439,942
Risk Management Expense	102,294	126,597	126,598	144,989	149,339	153,819	158,434	163,187
Revenue Collection Expense	43,238	47,968	47,968	53,079	54,672	56,312	58,001	59,741
Utility Services Expense	509,723	930,208	930,208	926,495	954,290	982,919	1,012,407	1,042,779
Vehicle Garage Expense	509,704	495,234	495,234	631,191	650,127	669,631	689,721	710,412
Vehicle Fuel	230,201	211,193	318,891	262,168	270,034	278,135	286,479	295,073
Vehicle Replacement	180,443	380,763	380,763	386,780	393,095	399,722	406,678	406,678
Indirect Costs	741,304	1,118,621	1,118,621	1,118,621	1,118,621	1,118,621	1,118,621	1,118,621
Allocated Accounts	2,789,758	3,715,025	3,939,989	4,017,708	4,202,393	4,289,741	4,379,840	4,465,476

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

605 Stormwater Fund

Expenditures	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Utilities - Sewer	0	930	0	468	477	487	498	508
Utilities - Sanitation	161,493	161,359	123,558	143,660	146,390	149,611	152,902	156,113
Utilities - Stormwater	188	0	0	96	98	100	102	104
Utilities - Water	6,233	1,536	5,291	4,622	4,710	4,813	4,918	5,021
Utilities - Electric	224	0	0	114	116	119	122	125
Utilities - Fire Services	427	0	0	216	216	216	216	216
Utilities and Other Expenses	168,565	163,825	128,849	149,176	152,007	155,346	158,758	162,087
Debt Service Transfer	32,540	32,710	32,710	43,320	43,313	43,318	44,907	46,688
Inter-Fund Transfer	482,585	6,083,239	6,083,239	6,424,803	6,424,803	6,424,803	6,424,803	6,424,803
Transfers	515,125	6,115,949	6,115,949	6,468,123	6,468,116	6,468,121	6,469,710	6,471,491
Contribution to General Fund	319,000	319,300	319,300	319,300	319,300	319,300	319,300	319,300
Contributions to Operations	319,000	319,300						
Transfer to RR&I	7,091,479	0	0	0	0	0	0	0
Year End Adjustments	7,091,479	0						
Revenues	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Residential Stormwater	7,370,134	7,214,641	7,406,889	7,214,641	7,250,714	7,286,968	7,323,403	7,360,020
Commercial Stormwater	8,490,815	8,445,153	8,626,166	8,445,153	8,487,378	8,529,815	8,572,465	8,615,327
Forfeited Discounts	48,602	44,805	44,805	45,701	46,615	47,547	48,498	48,498
FDOT ROW Maintenance Contrac	178,933	180,748	180,748	173,487	173,487	173,487	173,487	173,487
Leon County Street Sweeping	89,351	63,525	63,525	69,919	69,919	69,919	69,919	69,919
Charges for Services	16,177,835	15,948,872	16,322,133	15,948,901	16,028,113	16,107,736	16,187,772	16,267,251
Interest	164,524	21,835	21,835	21,835	21,835	21,835	21,835	21,835
Other Miscellaneous Revenue	4,964	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Trans from Fund Bal - Encumb	0	35,550	0	35,550	35,550	35,550	35,550	35,550
Other Revenues	169,488	59,385	23,835	59,385	59,385	59,385	59,385	59,385
Transfer - Stormwater RR&I	0	0	132,053	755,656	982,442	1,155,159	1,323,247	1,491,196
Other Sources	0	0	132,053	755,656	982,442	1,155,159	1,323,247	1,491,196
Fund Summary	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	16,347,323	16,008,257	16,478,021	16,763,942	17,069,940	17,322,280	17,570,404	17,817,832
Fund Total Revenue	16,347,323	16,008,257	16,478,021	16,763,942	17,069,940	17,322,280	17,570,404	17,817,832
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

615 Golf Course Fund

The Golf Course fund accounts for the assets, operation, and maintenance of an 18-hole course at Hilaman Park. The city also owns and operates a nine-hole course at Jake Gaither Park, which is treated as a recreational program with its revenues and expenditures budgeted in the General Fund. Prior to October 1988, however, the Gaither course also was included in the Golf Course Fund. Since 2009 both courses have been under the management of the Utility Business and Customer Services department, although both golf course budgets are housed in the Parks, Recreation and Neighborhood Affairs department.

<u>Expenditures</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Personnel Services	368,574	365,580	433,960	440,625	447,145	453,600	460,265
Operating	161,810	161,678	77,704	83,517	89,588	89,616	89,643
Allocated Accounts	113,398	110,099	212,624	219,299	226,220	233,399	238,271
Utilities and Other Expenses	84,186	169,318	183,475	189,825	196,546	197,438	198,309
Transfers	46,335	992	896	896	896	928	965
Year End Adjustments	83,324	132,552	116,585	119,083	121,677	139,400	126,928
	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
<u>Revenues</u>							
Charges for Services	857,027	940,219	1,020,090	1,048,086	1,076,909	1,109,213	1,109,213
Other Revenues	600	0	5,154	5,159	5,163	5,168	5,168
	FY 2010 Actual	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
<u>Fund Summary</u>							
Fund Total Expenditure	857,627	940,219	1,025,244	1,053,245	1,082,072	1,114,381	1,114,381
Fund Total Revenue	857,627	940,219	1,025,244	1,053,245	1,082,072	1,114,381	1,114,381
Fund Balance	0	0	0	0	0	0	0

Fund Expenditures

Expenditure assumptions for the Golf Course Fund include the following:

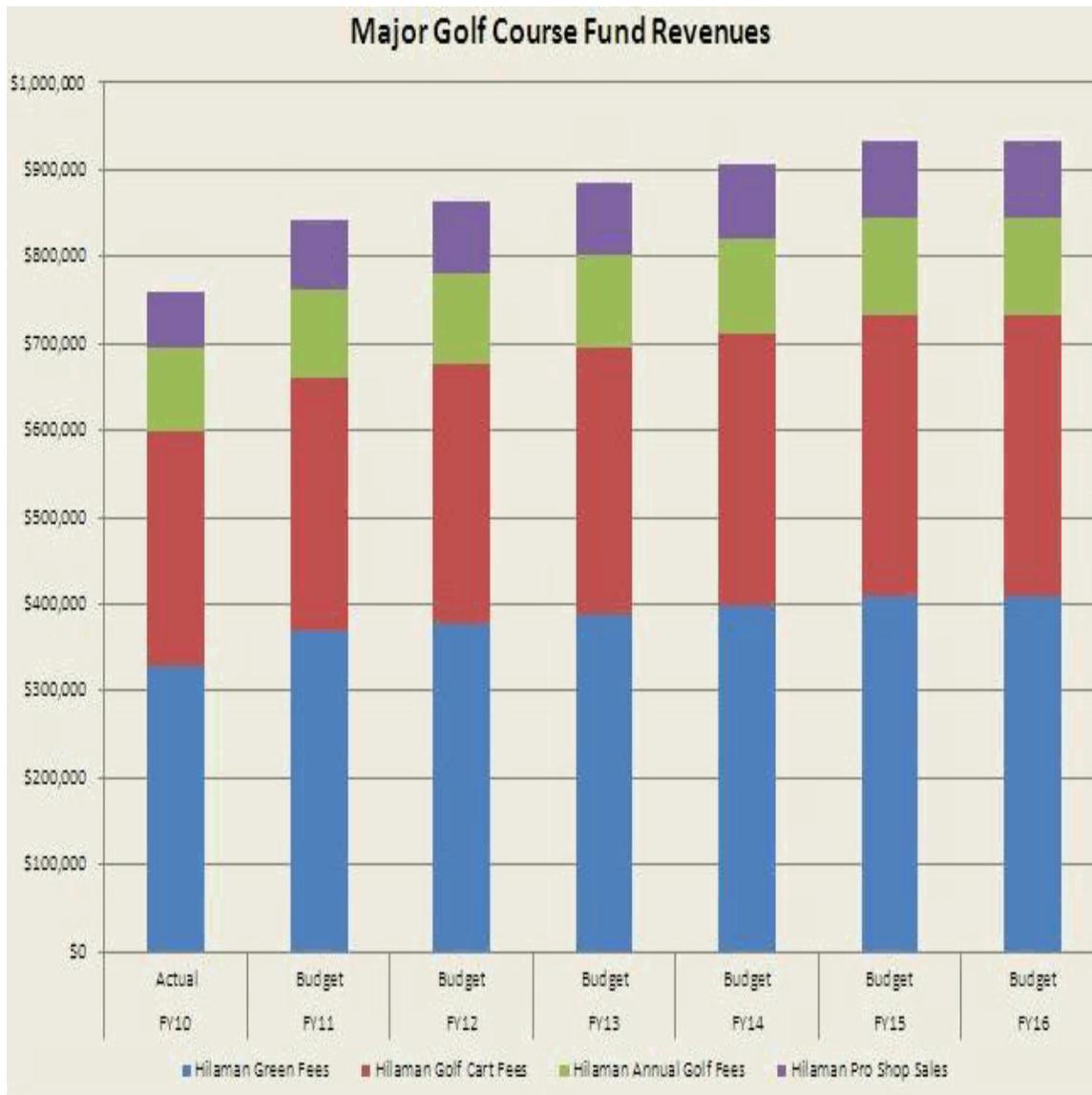
- Assumptions for personnel services expenses include a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75% / 25% city and employees to 70% / 30%; a reduction in general employees' salary adjustments from 2% effective October 1, 2011 to 1% effective October 2011 and an additional 1% effective March 1, 2012; and salary updates.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.
- Hilaman Golf Course's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$4,402.
- The fuel budget also has been decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$1,321).

Fund Revenues

Hilaman golf revenues, projected by UBCS staff, are sufficient to cover all the course's operations and return a profit at the end of each fiscal year. Surpluses range from approximately \$116,000 in fiscal year 2012 to nearly \$127,000 in fiscal year 2016, with fluctuations in the fiscal years between.

The chart that follows depicts the four major sources of golf course-generated revenues since fiscal year 2010. They are comprised of green and golf cart fees, annual memberships, and pro shop sales.

615 Golf Course Fund



Capital Projects Operating Budget Impacts

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	112,710	209,907	126,124	149,353	151,713	156,265	160,953	165,780
Salary Enhancements	0	4,198	0	2,360	4,552	4,688	4,829	4,972
Temporary Wages	193,723	218,945	186,091	218,945	218,945	218,945	218,945	218,945
Overtime	8,153	721	9,802	721	721	721	721	721
Other Salary Items	180	0	1,000	1,045	1,045	1,045	1,045	1,045
Unemployment Compensation	629	0	0	0	0	0	0	0
Pension- Current	12,226	22,696	12,546	16,082	16,564	17,061	17,572	18,099
Pension- MAP	10,139	15,308	8,847	10,848	11,173	11,508	11,853	12,209
Mandatory Medicare	4,718	3,152	4,604	2,247	2,313	2,382	2,452	2,524
Health Benefits	15,002	33,635	15,479	26,592	27,922	28,991	29,832	30,717
Health Benefits-Retirees	6,490	0	0	0	0	0	0	0
Health Benefits-OPEB	0	3,544	0	3,003	3,003	3,003	3,003	3,003
Flex Benefits	5,269	9,840	4,871	7,244	7,244	7,244	7,244	7,244
Vacancy factor of 3.0%	0	-6,297	-3,784	-4,480	-4,570	-4,708	-4,849	-4,994
Furlough savings	-665	0	0	0	0	0	0	0
Personnel Services	368,574	515,649	365,580	433,960	440,625	447,145	453,600	460,265
Advertising	137	7,500	100	7,500	7,500	7,500	7,500	7,500
Cleaning & Laundry	466	792	1,524	792	792	792	792	792
Reproduction	3,864	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Unclassified Professional Svcs	7,997	2,500	5,937	2,500	2,500	2,500	2,500	2,500
System Collection	3	0	0	0	0	0	0	0
Building Repairs	2,396	4,800	773	4,800	4,800	4,800	4,800	4,800
Equipment Repairs	10,858	-100	25,013	-100	-100	-100	-100	-100
Unclassified Contract Svcs	8,728	6,014	5,500	6,059	6,085	6,111	6,139	6,166
Telephone	0	0	-46	0	0	0	0	0
Chem-Med-Lab	33,737	2,325	43,265	2,966	3,622	4,295	4,295	4,295
Food	207	0	207	0	0	0	0	0
Gasoline	47	0	0	0	0	0	0	0
Office Supplies	1,954	1,538	2,004	1,576	1,615	1,656	1,656	1,656
Uniforms & Clothing	4,007	2,500	3,123	2,500	2,500	2,500	2,500	2,500
Unclassified Supplies	71,694	12,541	50,830	16,741	21,151	25,782	25,782	25,782
Travel & Training	29	546	0	546	546	546	546	546
Journals & Books	0	200	0	200	200	200	200	200
Memberships	382	1,100	100	1,100	1,100	1,100	1,100	1,100
Rent Expense- Machines	371	732	448	758	784	811	811	811
Unclassified Charges	14,933	25,625	19,400	26,266	26,922	27,595	27,595	27,595
Operating	161,810	72,113	161,678	77,704	83,517	89,588	89,616	89,643
Human Resource Expense	0	0	0	4,579	4,716	4,857	5,004	5,154
Accounting Expense	0	0	0	18,455	19,009	19,578	20,167	20,771
Purchasing Expense	0	0	0	6,246	6,433	6,626	6,825	7,029
Information Systems Expense	0	0	0	3,636	3,745	3,857	3,973	4,092
Risk Management Expense	0	0	0	36,392	37,483	38,608	39,767	40,959
Revenue Collection Expense	11,260	11,948	11,948	12,298	12,667	13,047	13,438	13,841
Vehicle Garage Expense	50,631	0	10,012	38,963	40,132	41,336	42,576	43,854
Vehicle Fuel	24,736	0	26,359	28,126	28,969	29,839	30,734	31,656
Vehicle Replacement	7,731	42,208	42,208	44,318	46,534	48,861	51,304	51,304
Indirect Costs	19,040	19,611	19,572	19,611	19,611	19,611	19,611	19,611
Allocated Accounts	113,398	73,767	110,099	212,624	219,299	226,220	233,399	238,271
Utilities - Sewer	6,162	3,778	6,484	6,040	6,155	6,290	6,428	6,563
Utilities - Sanitation	3,372	4,083	0	3,584	3,652	3,732	3,814	3,894
Utilities - Stormwater	18,767	17,327	18,840	18,920	19,279	19,703	20,136	20,559
Utilities - Gas	71	0	68	91	93	95	97	99
Utilities - Water	3,094	2,259	3,234	3,004	3,061	3,129	3,198	3,265
Utilities - Electric	-12,124	57,473	-852	5,145	5,243	5,358	5,476	5,591
Utilities - Fire Services	2,515	1,819	2,424	2,192	2,234	2,283	2,333	2,382
COGS - Other	62,329	139,120	139,120	144,499	150,108	155,956	155,956	155,956
Utilities and Other Expenses	84,186	225,859	169,318	183,475	189,825	196,546	197,438	198,309
Debt Service Transfer	0	676	0	896	896	896	928	965
RR&I Transfer	46,335	0	992	0	0	0	0	0
Transfers	46,335	676	992	896	896	896	928	965

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Transfer to RR&I	83,324	109,977	132,552	116,585	119,083	121,677	139,400	126,928
Year End Adjustments	83,324	109,977	132,552	116,585	119,083	121,677	139,400	126,928

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

615 Golf Course Fund

Revenues	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Park Concessions	27,796	95,048	14,301	99,801	104,791	110,030	113,330	113,330
Hilaman Gift Certificate Sal	16,255	13,267	12,702	13,598	13,938	14,287	14,715	14,715
Hilaman Gift Cert. Redeemed	-10,117	-10,250	-11,306	-10,506	-10,769	-11,038	-11,369	-11,369
Hilaman Green Fees	330,128	369,009	350,035	378,234	387,690	397,382	409,304	409,304
Hilaman Annual Golf Fees	95,012	101,578	182,879	104,117	106,720	109,388	112,669	112,669
Hilaman Golf Cart Fees	270,160	292,125	264,032	299,428	306,914	314,587	324,024	324,024
Hilaman Driving Range Fee	29,243	34,981	27,058	35,856	36,752	37,671	38,801	38,801
Hilaman Other Revenues	20,681	18,281	33,796	18,738	19,206	19,687	20,277	20,277
Hilaman Pro Shop Sales	64,786	78,852	58,429	80,824	82,844	84,915	87,462	87,462
Hilaman Non-Golf Activity Fee	283	0	347	0	0	0	0	0
Hilaman Restaurant Rental	12,800	0	7,946	0	0	0	0	0
Charges for Services	857,027	992,891	940,219	1,020,090	1,048,086	1,076,909	1,109,213	1,109,213
Interest	0	5,150	0	5,154	5,159	5,163	5,168	5,168
Other Miscellaneous Revenue	600	0	0	0	0	0	0	0
Other Revenues	600	5,150	0	5,154	5,159	5,163	5,168	5,168
Fund Summary	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Adopted	Estimate	Budget	Budget	Budget	Budget	Budget
Fund Total Expenditure	857,627	998,041	940,219	1,025,244	1,053,245	1,082,072	1,114,381	1,114,381
Fund Total Revenue	857,627	998,041	940,219	1,025,244	1,053,245	1,082,072	1,114,381	1,114,381
Fund Balance	0	0	0	0	0	0	0	0

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Summary

840 Cemetery Fund

The five city owned and maintained cemeteries are Old City Cemetery, which has historic significance dating back to the late 1820s, Oakland, Roselawn, Greenwood, and Southside. The cemeteries consist of 133 acres; however, the remaining inventory of grave space available for sale is very limited. Currently, Southside is the only location with available space. There are approximately 330 burials per year.

The Cemetery Perpetual Care Trust was established in 1985 to provide for long-term maintenance. Funding for the trust was \$100,000 over a five-year period. Appropriations were provided by an initial lump sum from fiscal year 1986 surplus year-end revenues.

A perpetual maintenance fee of \$40 per space, collected at the time of plot sale, was implemented in fiscal year 1987 to help reduce the long-term cost of the cemetery program. Effective October 1, 2008, the fee was increased to \$93.75 per space. Until 1997, revenues collected from the sale of grave spaces accrued to the General Fund. These revenues, along with interest earnings, began accruing to the Cemetery Fund in 1997, and are the source of funding for cemetery maintenance operations in perpetuity. Effective October 1, 2008, revenue from sale of grave spaces, \$937.50 per space, accrues to the General Fund.

<u>Expenditures</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Personnel Services	239,393	230,724	211,428	216,966	222,686	227,689	232,843
Operating	165,137	140,041	124,880	124,880	124,880	124,880	124,880
Allocated Accounts	71,612	70,339	76,131	77,593	79,103	80,658	82,134
Utilities and Other Expenses	23,427	25,915	25,522	26,007	26,579	27,164	27,735
Contributions to Operations	26,767	27,570	28,397	29,249	30,126	31,030	31,961
<u>Revenues</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Charges for Services	155,987	12,093	21,094	21,094	21,094	21,094	21,094
Other Revenues	203,212	78,589	147,341	147,274	147,212	147,212	147,212
Other Sources	167,137	403,907	297,923	306,327	315,068	323,115	331,247
<u>Fund Summary</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Estimate</u>	<u>FY 2012 Budget</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>
Fund Total Expenditure	<u>526,336</u>	<u>494,589</u>	<u>466,358</u>	<u>474,695</u>	<u>483,374</u>	<u>491,421</u>	<u>499,553</u>
Fund Total Revenue	<u>526,336</u>	<u>494,589</u>	<u>466,358</u>	<u>474,695</u>	<u>483,374</u>	<u>491,421</u>	<u>499,553</u>
Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund Expenditures

The following assumptions were used to forecast Cemetery Fund expenses:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$688.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$287).
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

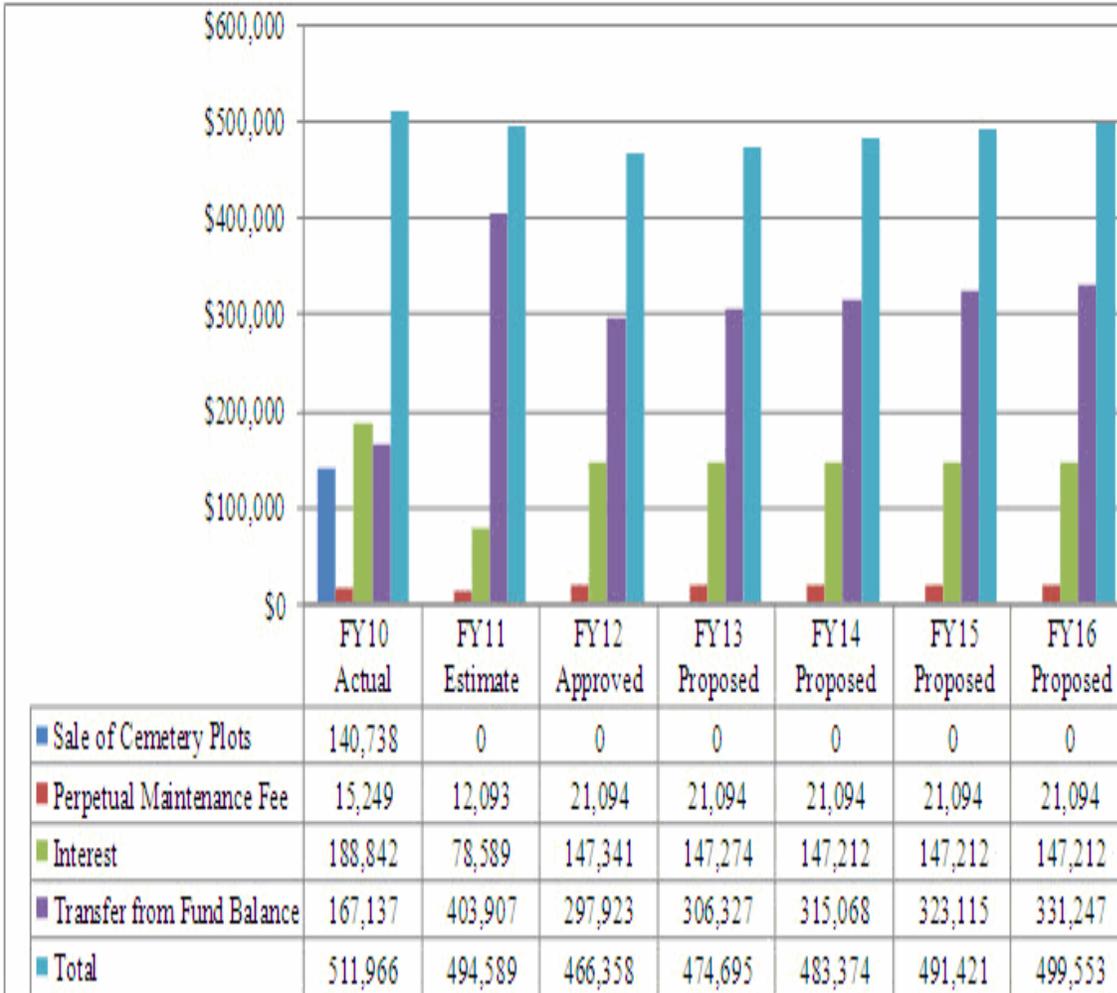
840 Cemetery Fund

Fund Revenues

Revenue projections for fiscal year 2012 are based on actual sales in fiscal year 2011 (119 spaces - \$11,219 including perpetual fees and recording costs). There are approximately 1,400 grave spaces available for sale at Southside Cemetery and there are approximately 125 grave spaces sold per year.

Declining inventory, pending development of additional cemetery space, has created a dependence on the Perpetual Care Trust beginning in fiscal year 2008 and will continue into future years.

Cemetery Revenues



Capital Projects Operating Budget Impacts

There is no operating impact within the current five-year capital improvement plan and future impacts will be built into the five-year plan as applicable.

City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

840 Cemetery Fund

Expenditures	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Salaries	154,773	127,275	141,443	130,478	132,540	136,516	140,611	144,830
Salary Enhancements	0	2,546	0	2,062	3,976	4,095	4,219	4,346
Temporary Wages	25,245	20,427	34,518	20,427	20,427	20,427	20,427	20,427
Overtime	1,606	6,114	865	6,114	6,114	6,114	6,114	6,114
Other Salary Items	114	0	0	0	0	0	0	0
Pension- Current	13,039	13,761	13,530	14,050	14,471	14,905	15,351	15,812
Pension- MAP	11,189	9,282	9,970	9,477	9,762	10,054	10,355	10,665
Mandatory Medicare	1,707	1,882	1,740	1,135	1,170	1,205	1,242	1,279
Health Benefits	19,043	15,663	16,733	16,445	17,266	18,130	18,130	18,130
Health Benefits-Retirees	3,951	2,000	3,752	0	0	0	0	0
Health Benefits-OPEB	0	1,752	0	2,768	2,768	2,768	2,768	2,768
Flex Benefits	8,892	8,172	8,173	8,472	8,472	8,472	8,472	8,472
Vacancy factor of 3.0%	0	-3,818	0	0	0	0	0	0
Furlough savings	-166	0	0	0	0	0	0	0
Personnel Services	239,393	205,056	230,724	211,428	216,966	222,686	227,689	232,843
Cleaning & Laundry	1,212	1,200	1,293	0	0	0	0	0
Equipment Repairs	535	550	173	750	750	750	750	750
Unclassified Contract Svcs	156,752	143,400	132,171	110,000	110,000	110,000	110,000	110,000
Telephone	1,438	1,663	1,212	1,463	1,463	1,463	1,463	1,463
Office Supplies	222	350	305	350	350	350	350	350
Uniforms & Clothing	607	600	655	1,800	1,800	1,800	1,800	1,800
Unclassified Supplies	4,091	10,017	4,177	10,017	10,017	10,017	10,017	10,017
Building Supplies	280	500	55	500	500	500	500	500
Operating	165,137	158,280	140,041	124,880	124,880	124,880	124,880	124,880
Human Resource Expense	3,781	4,565	4,565	5,269	5,427	5,590	5,757	5,930
Accounting Expense	6,825	7,702	7,702	9,382	9,663	9,953	10,252	10,560
Purchasing Expense	6,600	2,249	2,249	2,468	2,542	2,619	2,697	2,778
Information Systems Expense	7,315	10,687	10,687	14,890	15,336	15,796	16,270	16,758
Risk Management Expense	2,067	3,843	3,843	2,799	2,883	2,969	3,058	3,150
Revenue Collection Expense	725	446	446	860	886	913	940	968
Vehicle Garage Expense	5,188	31,666	5,321	4,422	4,555	4,692	4,832	4,977
Vehicle Fuel	4,299	4,651	4,496	4,903	5,050	5,201	5,357	5,518
Vehicle Replacement	3,965	2,152	2,152	2,260	2,373	2,492	2,617	2,617
Indirect Costs	30,847	28,878	28,878	28,878	28,878	28,878	28,878	28,878
Allocated Accounts	71,612	96,839	70,339	76,131	77,593	79,103	80,658	82,134
Utilities - Sanitation	948	1,000	217	634	646	660	675	689
Utilities - Stormwater	2,602	0	2,839	2,766	2,819	2,881	2,944	3,006
Utilities - Water	14,116	10,771	16,585	16,010	16,314	16,673	17,040	17,398
Utilities - Electric	5,761	6,795	6,274	6,112	6,228	6,365	6,505	6,642
Utilities and Other Expenses	23,427	18,566	25,915	25,522	26,007	26,579	27,164	27,735
Contribution to General Fund	26,767	27,570	27,570	28,397	29,249	30,126	31,030	31,961
Contributions to Operations	26,767	27,570	27,570	28,397	29,249	30,126	31,030	31,961

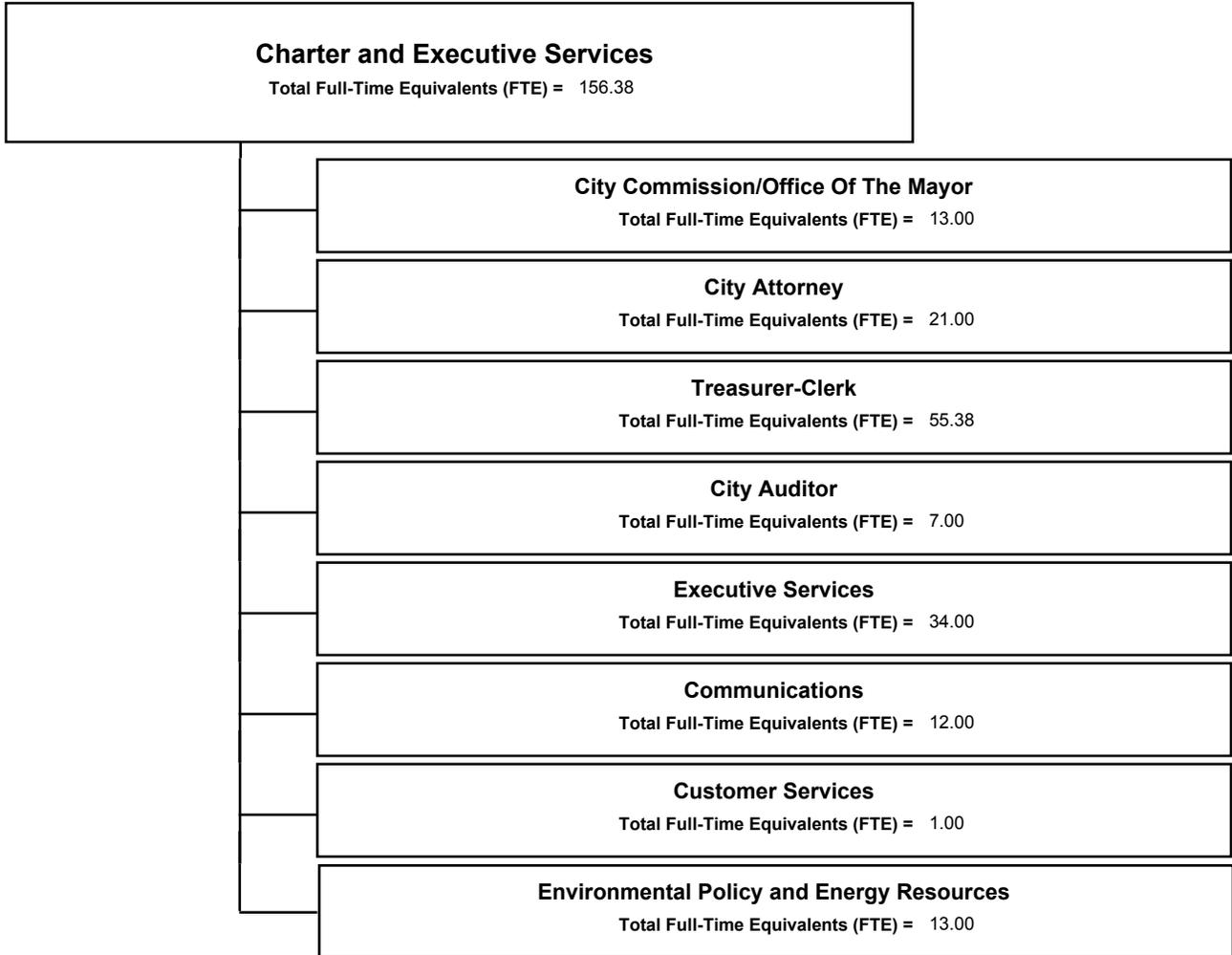
City of Tallahassee
Fiscal Year 2012 Adopted Budget - Fund Proforma Account Summary

840 Cemetery Fund

Revenues	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Sale of Cemetery Lots	140,738	0	0	0	0	0	0	0
Perpetual Maintenance Fee	15,249	21,094	12,093	21,094	21,094	21,094	21,094	21,094
Charges for Services	155,987	21,094	12,093	21,094	21,094	21,094	21,094	21,094
Interest	188,842	147,426	78,589	147,341	147,274	147,212	147,212	147,212
Trans from Fund Bal - Encumb	14,370	0	0	0	0	0	0	0
Other Revenues	203,212	147,426	78,589	147,341	147,274	147,212	147,212	147,212
Transfer - Cemetary Perp Trust	167,137	337,791	403,907	297,923	306,327	315,068	323,115	331,247
Other Sources	167,137	337,791	403,907	297,923	306,327	315,068	323,115	331,247
Fund Summary	FY 2010 Actual	FY 2011 Adopted	FY 2011 Estimate	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget
Fund Total Expenditure	526,336	506,311	494,589	466,358	474,695	483,374	491,421	499,553
Fund Total Revenue	526,336	506,311	494,589	466,358	474,695	483,374	491,421	499,553
Fund Balance	0	0	0	0	0	0	0	0



**Charter and Executive Services
Organizational Chart**



Summary of Services Provided

This service area is comprised of all departments under the direct authority and supervision of the city's elected and appointed officials. The elected officials include the Mayor and four City Commissioners. The appointed officials are the City Attorney, City Auditor, City Treasurer-Clerk, and City Manager.

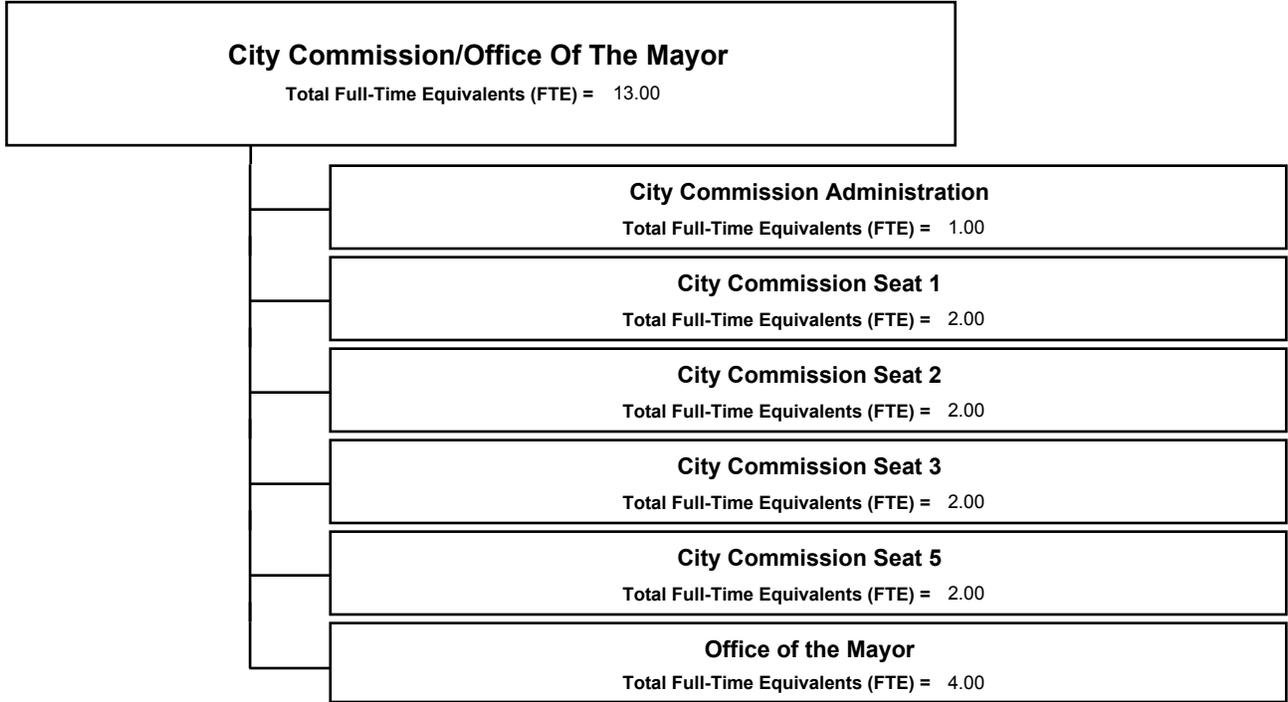
The Executive Services service area includes the following departments:

- The City Manager's Office consisting of the City Manager, three Assistant City Managers and the Assistant to the City Manager, Facilities Management, Property Management and Communications;
- Department of Environmental Policy and Energy Resources;
- Customer Services.

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Expenditures Summary	34,685,852	34,268,950	35,488,233	35,595,264
Funding Summary	34,685,852	34,268,950	35,488,233	35,595,264
FTE Summary	161.88	154.88	156.38	156.38



Charter and Executive Services
City Commission/Office Of The Mayor
Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Charter and Executive Services
City Commission/Office Of The Mayor**

Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
100101 City Commission Administration	158,647	153,714	163,901	178,351
100102 City Commission Seat 1	122,965	119,410	146,925	150,063
100103 City Commission Seat 2	148,385	149,763	146,925	150,063
100104 City Commission Seat 3	147,553	136,577	146,925	150,063
100105 City Commission Seat 5	146,784	141,807	146,925	150,063
100201 Office of the Mayor	491,312	572,742	606,057	604,738
Total Expenditures	1,215,646	1,274,013	1,357,658	1,383,341

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	917,881	905,103	885,298	885,207
Operating	184,788	262,034	362,277	373,323
Allocated Accounts	112,977	106,876	110,083	124,811
Total Expenditures	1,215,646	1,274,013	1,357,658	1,383,341

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	1,215,646	1,274,013	1,357,658	1,383,341
Total Funding	1,215,646	1,274,013	1,357,658	1,383,341

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
100101 City Commission Administration	1.00	1.00	1.00	1.00
100102 City Commission Seat 1	2.00	2.00	2.00	2.00
100103 City Commission Seat 2	2.00	2.00	2.00	2.00
100104 City Commission Seat 3	2.00	2.00	2.00	2.00
100105 City Commission Seat 5	2.00	2.00	2.00	2.00
100201 Office of the Mayor	4.00	4.00	4.00	4.00
Total FTE	13.00	13.00	13.00	13.00

Charter and Executive Services City Commission/Office Of The Mayor

Summary of Services Provided

The City Commission performs the following functions:

- Serves as the governing body of the City of Tallahassee;
- Formulates public policy;
- Guides Tallahassee's growth and development;
- Directs the government's response to citizens' needs and determines the appropriate level of services;
- Adopts the annual operating and capital budget;
- Levies taxes and fees for the implementation of governmental services;
- Hires, supervises, and evaluates the appointed officials (City Manager, City Treasurer-Clerk, City Auditor, and City Attorney); and
- Serves as the Board for the Community Redevelopment Agency (CRA) and the Blueprint 2000 Intergovernmental Agency, and two members sit on the Board of the Capital Region Transportation Planning Agency (CRTPA).

The Office of the Mayor performs the following functions:

- Responsible for the city's intergovernmental relations activities, including federal and state legislative programs and the sister city program; and
- Represents the city before other governments and their agencies, as well as groups and organizations within the community.

Trends and Issues

The City Commission addresses governmental priorities as established through the target issue process and other special priorities. Target issues for fiscal year 2012 include:

- Long Range Planning;
- Economic Development;
- Health and Human Services;
- Financial Viability; and
- Environmental and Energy Resources.

Charter and Executive Services
City Commission/Office Of The Mayor

Significant Changes From FY 2011

The following service level changes are included in the proposed budget for the City Commission/Office of the Mayor fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY 2012; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries and benefits.

City Commission Action

The City Commission approved the budget for the City Commission/Office of the Mayor with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Charter and Executive Services
City Commission/Office Of The Mayor
Performance Measures

Program Objectives

The Mayor and City Commission have identified the following objectives for FY 2012:

- Facilitate "sense of place" at Midtown, South Adams and Market Square;
- Implement the Nova2010 Decentralization Plan, along with targeted infrastructure enhancements;
- Complete the Multi-Modal Master Transportation Plan;
- Update the City's Sign Code;
- Complete the City's Fast-Tracking Initiative;
- Foster a strong small business advocacy environment throughout the City;
- Continue Gaines Street and Downtown improvements and developments;
- Promote and support arts and cultural opportunities;
- Complete the Hotel/Conference Center Feasibility Analysis;
- Create a vision for the Tallahassee Regional Airport that advances commercial development opportunities and positions this community asset as an economic development catalyst;
- Dedicated funding source for human/social services;
- Homeless issues;
- Outcome-based CHSP funding model;
- Continued monitoring of the Palmer Munroe Youth Center;
- Five-year balanced budget;
- Maintain millage rate;
- Restore Deficiency Fund;
- Electric and gas strategies (fuel/utility diversity issues/Demand Side Management);
- Five-year financial plan;
- Dedicated funding source for economic development/social services/arts and culture;
- Pension and health care requirements;
- Plan to address potential impacts of CDBG funding reductions;
- Groundwater and surface water protection through policies and programs;
- Joint watershed protection regardless of political boundaries;
- Automated Meter Infrastructure - Smart Metering; and

Charter and Executive Services
City Commission/Office Of The Mayor

- Demand Side Management (DSM) for energy conservation.

Analysis of Performance Measures

Not applicable

Charter and Executive Services
City Commission/Office Of The Mayor
Capital Improvement Program Budget

CIP Budget Overview

The City Commission/Office of the Mayor has no capital projects for FY 2012 - FY 2016.

Completed Capital Projects

Not applicable

Continued Capital Projects

Not applicable

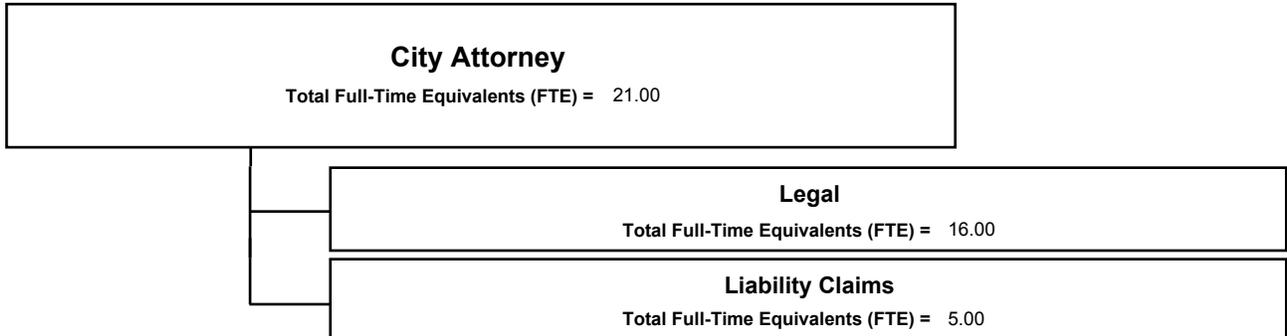


**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Charter and Executive Services

City Attorney

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
110101 Legal	2,026,932	2,085,382	2,128,193	2,151,319
110201 Liability Claims	683,756	740,716	789,989	826,316
Total Expenditures	2,710,688	2,826,098	2,918,182	2,977,635

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	2,262,561	2,369,489	2,352,114	2,361,686
Operating	286,966	302,287	408,627	408,627
Capital Outlay	0	1,466	0	0
Allocated Accounts	161,161	152,856	157,441	207,322
Total Expenditures	2,710,688	2,826,098	2,918,182	2,977,635

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	2,026,932	2,085,382	2,128,193	2,151,319
Risk Management Fund	683,756	740,716	789,989	826,316
Total Funding	2,710,688	2,826,098	2,918,182	2,977,635

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
110101 Legal	16.00	16.00	16.00	16.00
110201 Liability Claims	5.00	5.00	5.00	5.00
Total FTE	21.00	21.00	21.00	21.00

Charter and Executive Services City Attorney

Summary of Services Provided

The City Attorney is appointed by the City Commission and is the head of the city's legal department. The City Attorney's Office provides the following services:

- Provides legal assistance, advice, and research on a variety of city issues, such as land use, environment, transportation, contract/bid awards, real estate, eminent domain, code enforcement, employment, public safety, construction, utilities, personal injury defense liability, and general municipal issues.
- Provides legal advice to the City Commission during public city commission meetings.
- Reviews all new ordinances prior to introduction and introduces those ordinances into city code.

Trends and Issues

The City Attorney's Office has identified the following trends and issues for FY12:

- Capital Projects (Eminent Domain/Property Acquisition) - Although capital project work has been almost eliminated, the City Attorney's Office handled the following matters in the past year: Lipona Road PASS project, Gaines Street Redevelopment project and Orange Avenue extension.
- Development Project (Land Use) - Though the land use legal work associated with specific private sector development projects is down, the office has been very involved in the development of new and revised ordinances and the comprehensive plan amendment process in working toward the protection of our water quality and other land use issues that impact the quality of life in Tallahassee.
- Employment Grievances (Litigation) - There has been a significant increase in employee grievances relating to disciplinary actions as well as an increase in Florida Commission on Human Relations administrative cases and litigation of employment issues. This trend is expected to continue until the economy has fully recovered.
- Non-Risk Management Cases - Cases involving such matters as forfeitures, foreclosures and garnishments continue to increase. As the economy continues to decline, along with the real estate's market, there is a noticeable increase in citizens losing their homes and wages being garnished.
- Vendor Grievances/Contract Disputes - The City has not yet seen an increase in workload in this area, but it is anticipated that there will be an increase as procurement activities pick up with federal stimulus projects.

Significant Changes From FY 2011

The following service level changes were approved as proposed for City Attorney's fiscal year 2012 budget. See the City Commission Action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.

Charter and Executive Services
City Attorney

City Commission Action

The City Commission approved the budget for City Attorney's fiscal year 2012 with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Charter and Executive Services

City Attorney

Performance Measures

Program Objectives

Identified below are some of the department's program objectives for FY 2012:

- Continue to efficiently handle litigation matters;
- Effectively respond to routine matters within a timely manner;
- Continue to provide legal counsel and representation to the Tallahassee City Commission, City Manager, city departments, and city-appointed boards and commissions.

Analysis of Performance Measures

The number of cases closed as defendant/respondent, represents the majority of cases the City Attorney's Office handles for the City, in which the City is the defendant in the matter. The number of cases closed in this category was 81 in FY10 and is targeted to be 92 in FY11 which is 14% more than FY10. The FY12 projection of 85 is 8% less than FY11. In many areas in the defense cases, the City Attorney's Office has noticed an increase, such as in the areas of employment, police litigation, and foreclosures. However, in the area of land use, as a result of the economy, there has been a decline in private sector development and land use cases. This appears to be an anomaly and will likely change when the economy picks up.

The number of cases closed as plaintiff/petitioner, is reflective of eminent domain, real property, and other capital project types. The number of cases closed in this category was less than the projected number of 70 in FY 2011, at 55. Overall, of the new assignments of cases to attorneys, 62% have been closed. City Attorney's office still maintains a 100% record in handling Customer Service issues.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
General Assignments of Cases to Attorneys	#	280	350	229	244
New Risk Management Litigation Matters	#	67	75	47	51
Non-Risk Management Litigation Matters	#	142	100	151	130
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Cases Closed as Defendant/Respondent	#	81	60	92	85
Cases Closed as Plaintiff/Petitioner	#	78	70	55	48
Assignments Closed	#	241	250	143	186
Ordinances and Resolutions Reviewed	#	63	80	46	66
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Respond to routine matters within 24 hours and non-routine matters within 30 days	%	100	100	100	100

Charter and Executive Services
City Attorney
Capital Improvement Program Budget

CIP Budget Overview

The Office of the City Attorney has no capital improvement plan for fiscal years 2012-2016.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

None.

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

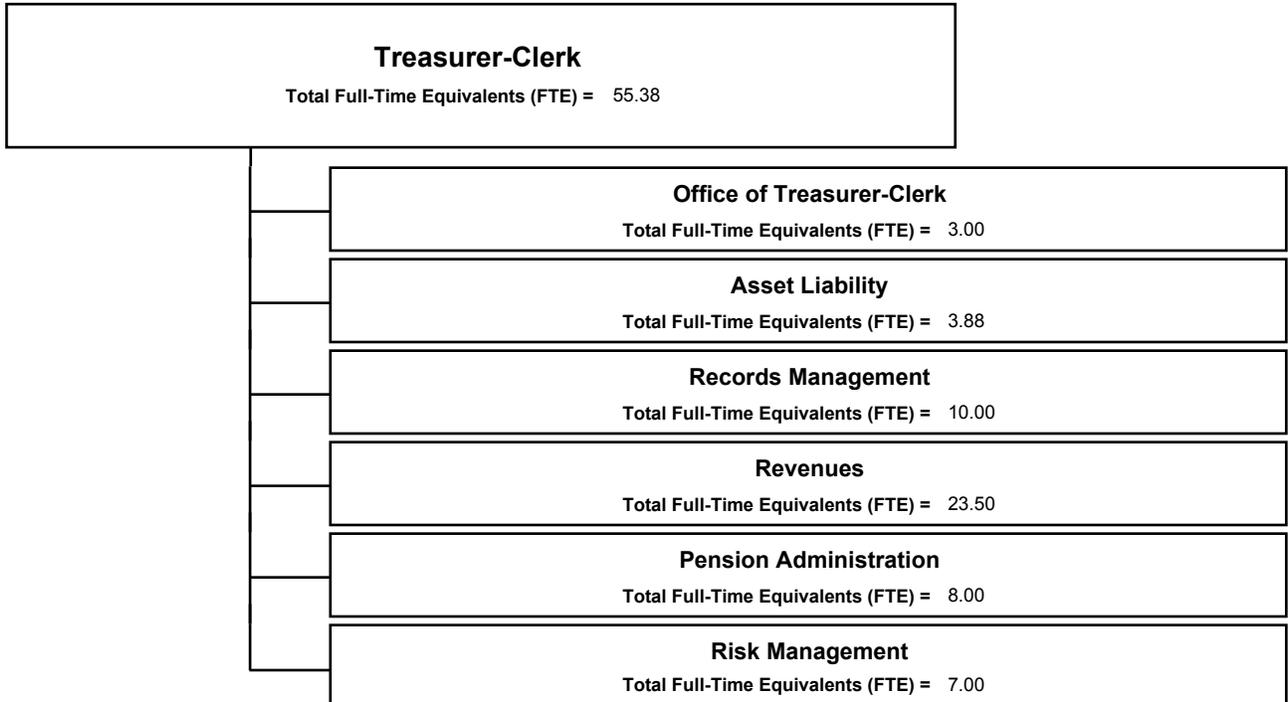
None.



Charter and Executive Services

Treasurer-Clerk

Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Charter and Executive Services
Treasurer-Clerk**

Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
120101 Office of Treasurer-Clerk	675,717	592,789	608,319	482,824
120201 Asset Liability	8,707,097	7,956,066	8,414,834	8,608,406
120301 Records Management	599,100	694,857	722,669	812,355
120401 Revenues	2,660,490	2,393,528	2,506,051	2,506,050
120501 Pension Administration	723,015	1,026,112	1,097,165	1,125,643
120601 Risk Management	9,471,393	9,339,857	8,857,620	8,880,881
Total Expenditures	22,836,812	22,003,209	22,206,658	22,416,159

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Undefined	834,973	0	0	0
Personnel Services	3,517,313	3,583,305	3,708,354	3,599,036
Operating	851,241	714,814	1,049,101	1,050,226
Other Services & Charges	7,095,720	8,614,046	8,114,046	8,114,046
Capital Outlay	0	10,000	10,000	10,000
Allocated Accounts	553,931	604,412	630,000	783,260
Utilities and Other Expenses	21,419	9,266	13,909	13,909
Transfers	9,119,121	8,467,366	8,681,248	8,652,639
Year End Adjustments	843,094	0	0	193,043
Total Expenditures	22,836,812	22,003,209	22,206,658	22,416,159

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	9,981,914	9,243,712	9,745,822	9,903,585
Revenue Fund	2,660,490	2,393,528	2,506,051	2,506,050
Pension Administration Fund	723,015	1,026,112	1,097,165	1,125,643
Risk Management Fund	9,471,393	9,339,857	8,857,620	8,880,881
Total Funding	22,836,812	22,003,209	22,206,658	22,416,159

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
120101 Office of Treasurer-Clerk	3.00	3.00	3.00	3.00
120201 Asset Liability	3.88	3.88	3.88	3.88
120301 Records Management	10.00	10.00	10.00	10.00
120401 Revenues	23.00	23.00	23.50	23.50
120501 Pension Administration	9.00	8.00	8.00	8.00
120601 Risk Management	7.00	7.00	7.00	7.00
Total FTE	55.88	54.88	55.38	55.38

Charter and Executive Services Treasurer-Clerk

Summary of Services Provided

Office of the Treasurer Clerk provides the following services:

Asset/Liability Management

- Manage the city's pension program.
- Issue and administer all city debt and disbursement functions.

Records Management

- Administer the city's record-keeping functions and archives program.

Revenue Management

- Collects revenue from all sources and administer all tax programs.
- Provide in-house mail room services.

Retirement Administration

- Administer the employee retirement program and the Social Security Alternative Plan.

Risk Management

- Administer the city's self-insured programs and ensure adequate protection of all city resources.
- Monitor insurance requirements for all city contracts, agreements, requests for proposals, and special events.

Charter and Executive Services

Treasurer-Clerk

Trends and Issues

- During FY 2011, the Office of the Treasurer-Clerk managed the issuance of \$158 million of Energy System Revenue Bonds. In addition to funding Electric System capital projects, the Energy System Bonds were used to refund approximately \$27 million of outstanding variable rate debt. Of the bonds issued, \$122 million were issued as federally taxable Build America Bonds (BABs). As taxable bonds, the City will pay a higher interest rate than it would on traditional tax exempt bonds; however, the BABs program provides the City with a corresponding federal subsidy to offset the increased interest paid. The net result is that the City was able to borrow funds at a lower rate than would traditionally have been available. Taking advantage of a low- rate environment and the BABs program, the all-in interest cost for this issue was 3.90%.
- During FY 2012, the Office of the Treasurer-Clerk will continue to manage the City's outstanding bonds, which consist of 18 issuances with combined balances of \$1.1 billion at 9/30/10. Of this total, 13 utility-related issues account for \$1.0 billion. Also in FY 2012, the Office of the Treasurer-Clerk is likely to pay off the City's remaining \$4.5 million of variable rate debt. This will be the final step in a multi-year effort to fix the rate on the City's outstanding debt and will provide for predictable debt service levels in coming years.
- A full actuarial valuation report will be completed as of September 30, 2011 with preliminary data expected sometime during the second quarter of FY 2012. Following the poor performance of the market in 2008 and 2009, the City's pension plan had a FY 2010 return of over 11% and a strong performance in the first quarter of FY 2011. This should help to ensure that our pension plan remains fully funded over the next few years.
- With the poor market performance of CY 2008 and the first half of CY 2009, many employees postponed retirement. With better market performance seen in FY 2010 and the first part of FY 2011, the number of planned retirements is rising. The number is also increasing as more of the "baby-boomer" generation reaches retirement eligibility, which in turn generates additional workload for retirement employees in FY 2012 and for the next two- to three-year period.
- The commercial insurance market has softened somewhat recently and the City has enjoyed some premium reductions and/or improvements in the terms and conditions of coverage offered to the City. The market remains volatile in some areas, but the City has been able to limit the uncertainties with regular meetings of our brokers and underwriters on-site. These on-site visits also permit inspections and tours of the exposures.

Charter and Executive Services Treasurer-Clerk

Significant Changes From FY 2011

The following service level changes are approved as proposed for Treasurer Clerk's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- Addition of a part-time Accountant position. Fiscal Impact: \$31,500.
- Addition of part-time temporary position. Fiscal Impact: \$20,315.
- Closing of the Drive-Thru Facility for utility, parking and tax payments. Fiscal Impact: (\$72,493).
- Reduction in Mail Operation service. Fiscal Impact: (\$19,800).
- Removal of Remote Pay (Global Express). Fiscal Impact: (\$20,000).
- Savings realized from purchase of Commercial Insurance policies. Fiscal Impact: (\$508,200).
- Revenue processing, return check and miscellaneous taxes for the city. Fiscal Impact: \$45,000.

City Commission Action

The City Commission approved the budget for Treasurer Clerk's fiscal year 2012 with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.
- The approval of a new lien search fee of \$37.50, effective October 1, 2011 to pay for costs associated with searching city records to determine whether there are any liens against a specific parcel of land that is pending sale.

Charter and Executive Services
Treasurer-Clerk
Performance Measures

Program Objectives

The Treasurer-Clerk has identified the following objectives for FY 2012:

Asset/Liability Management

- Administer the City's outstanding debt in a fiscally prudent manner.
- Monitor the need for issuance of new debt to finance the City's capital projects.
- Compile and publish the 2012 Annual Report to Bondholders in compliance with Securities and Exchange Commission Rule 15c2-12.
- Monitor the defined benefit pension plan.
- Monitor investment performance by money managers for the defined contribution plan.
- Begin transition to enhanced use of electronic payments to vendors.

Records Management

- Educate managers and senior staff on Florida public records laws, requirements for the retention of public records, and sound records management practices.
- Provide the hardware & software infrastructure.
- Document the official actions of the City Commission (and Community Redevelopment Agency).
- Respond to public records requests and general inquiries and provide excellent customer service.
- Execute Clerk functions delegated to the Division.
- Assist departments in modifying existing business processes.
- Provide scanning and/or indexing assistance to City departments.
- Provide research and staffing assistance to the City Commission and Commission-appointed Boards and Committees, as requested.

Revenue Management

- Expand the Remote Payment System (Global).
- Enhance the Department's processes for single-entry workflow and image capture to meet established goals.
- Implement additional web-based electronic payments.
- Upgrade the Remittance Payment Application

Retirement Administration

- Administer the city's defined benefit plans for general employees, police officers and firefighters.
- Administer the city's 401(a) Deferred Retirement Option Program (DROP) for General, Police and Fire.
- Administer the city's MAP 401(k) - defined contribution plan for General, Police and Fire.
- Administer the city's RSVP 457 – deferred compensation plans for General, Police and Fire.

Charter and Executive Services Treasurer-Clerk

- Administer 185 401(a) Supplemental Share Plan for police officers.
- Administer 175 401(a) Supplemental Share Plan for firefighters.
- Administer the city's "alternative to social security" deferred compensation plan for temporary employees.
- Calculate estimated retirement and DROP benefits for General, Police and Fire.
- Calculate final retirement and DROP benefits for General, Police and Fire.
- Maintain website on Talgov.com with application information, forms, publications and calculators.
- Implement any new federal and state mandated legislative pension changes.
- Implement Police pension amendments as a result of the recent union contract and discuss new pension proposal with Police during summer 2011 "re-opening" of Police contract.
- Research, develop, and implement technical specifications for new Pension And Retirement Application system.
- Develop and implement new standards and guidelines for the Pension and Retirement Education Program.
- Implement Fire pension amendments as a result of upcoming union contract negotiations and discuss new pension proposal.

Risk Management

- Continue to self-insure and self-administer all workers' compensation, general liability, automobile, and employment practice liability claims from inception through resolution including assisting with litigation.
- Continue to actively pursue subrogation collections, generating additional revenue.
- Continue aggressive pursuit of recovery for damages to city facilities.

Analysis of Performance Measures

The Treasurer-Clerk provides financial and administrative support to city government. Services include fiduciary control, documents management, pension oversight, and risk management. The measures reflected in this document primarily focus on the payments processing and documents functions of the office because other areas of responsibility within the Treasurer-Clerk's Office are overseen by review committees that closely monitor outputs.

<u>Input Measures</u>	<u>Unit of Measure</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Budget</u>	<u>FY 2011 YTD</u>	<u>FY 2012 Budget</u>
Number of Contracts, Payments, Change Orders, and Insurance Certificates Processed by Records Management Per Year	#	33,424	34,000	30,315	34,000
<u>Output Measures</u>	<u>Unit of Measure</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Budget</u>	<u>FY 2011 YTD</u>	<u>FY 2012 Budget</u>
Number of public records requests received & processed per year	#	1,583	1,000	1,822	1,400
Total dollars collected, recorded and deposited by Revenue staff	\$	378,981,374	700,000,000	698,057,441	700,000,000
Total revenue for business taxes collected per year. This performance tracks occupational license tax.	\$	1,755,842	1,900,000	1,782,577	1,800,000

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Charter and Executive Services

Treasurer-Clerk

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Total revenue for parking meters collected per year	\$	186,711	400,000	335,463	350,000
Total revenue for parking tickets collected per year	\$	176,752	410,000	309,263	350,000
Total revenue for utilities payments collected per year	\$	253,806,488	575,000,000	504,287,532	550,000,000

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Percentage of Submitted Information Available in EDMS Within 48 Hours After Receipt by Office	%	98.00	99.00	39.20	98.00
Pages or documents added to EDMS by Records Management staff (4.0 FTE) per year	#	463,391	600,000	629,410	450,000
Number of parking ticket payments processed per employee (9.5 FTE) per year	#	964	1,700	1,732	1,700
Retirement administration cost as a percentage of total pension fund assets	%	0.07	0.07	0.08	0.07
Number of utility payments processed per employee (12.5 FTE) per year	#	59,139	115,000	103,692	110,000

**Charter and Executive Services
Treasurer-Clerk
Capital Improvement Program Budget**

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for seven projects in the amount of \$940,000 for FY 2012-2016. Fiscal year 2012 approved appropriation of \$195,000 supports the Replacement of Business Tax Software (\$100,000), City Archives building maintenance (\$20,000), CORE revenue system enhancements (\$60,000) and funding to replace receipt validators (\$15,000).

Additional capital projects in the five year capital improvement plan include funds for the citywide electronic document management system (\$150,000), upgrades to the Riskmaster claim administration software (\$100,000) and funding to enhance electronic payment options (\$465,000). Continued funding is included for the City Archives building (\$30,000).

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	0	150,000
Internal Loan Fund	0	0
Revenue Collection	195,000	690,000
Risk Management Fund	0	100,000
Total Funding	195,000	940,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

None.

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012 and were not mentioned in the department's 2012 CIP budget overview.

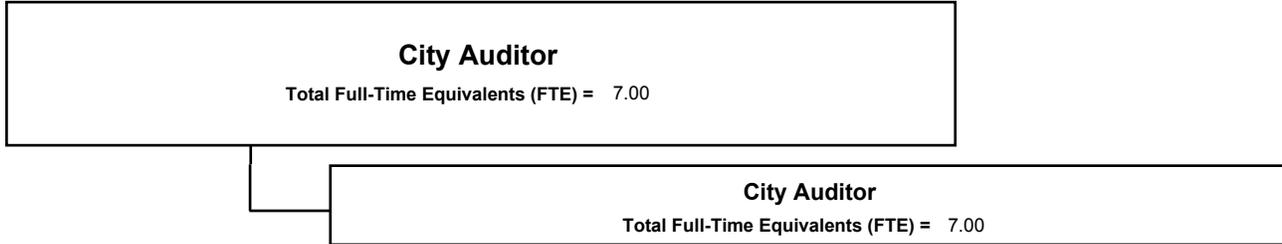
None.



Charter and Executive Services

City Auditor

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
130101 City Auditor	800,478	852,942	878,945	842,967
Total Expenditures	800,478	852,942	878,945	842,967

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	724,681	722,841	740,674	738,588
Operating	23,557	28,554	30,921	30,921
Capital Outlay	0	0	3,600	3,600
Allocated Accounts	51,515	101,547	103,750	69,858
Transfers	725	0	0	0
Total Expenditures	800,478	852,942	878,945	842,967

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	800,478	852,942	878,945	842,967
Total Funding	800,478	852,942	878,945	842,967

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
130101 City Auditor	8.00	7.00	7.00	7.00
Total FTE	8.00	7.00	7.00	7.00

Summary of Services Provided

As provided by the Tallahassee City Charter, the City Auditor is appointed by and serves at the pleasure of the City Commission. In this capacity, the City Auditor is the head and director of all activities within the Office of the City Auditor. The office is responsible for providing a comprehensive auditing program. These duties include providing assurance and advisory services; reviewing and appraising policies, plans, processes, accounting, financial and other operations of the city; and recommending changes that promote economical, efficient, and effective delivery of city services.

The City Auditor also audits the accuracy of records relating to taxes, fees and other revenues that are remitted to the city by agencies, private organizations and individuals. The City Commission, as required by the charter, appoints an Audit Committee to oversee the activities of the Office of the City Auditor. An audit work plan is developed annually with input from the committee, City Commission and management. The audit work plan is reviewed by the committee and forwarded to the City Commission with a recommendation for formal approval.

Charter and Executive Services City Auditor

Trends and Issues

The City Auditor's Office strives to always work at maximum efficiency and to provide the highest level of customer service possible. The following are examples of ways in which the office will try to achieve even higher operating efficiency and provide even better customer service.

1. Fraud Hotline – In FY 2007, the City Auditor's Office established a Fraud Hotline. The hotline is a method for City employees, contractors, citizens, and other interested parties to confidentially present a suspected incident of fraud, waste, or abuse involving City money, property, or other resources. A City employee or member of the public who suspects dishonest or fraudulent activity can notify our office through the hotline. At times, fraud may go undetected or may not be discovered until long after the occurrence. The hotline helps expedite action against fraud or theft of City money, property, or resources and gives the City's customers a method of reporting that fraud or theft in a nonthreatening manner. The hotline will provide higher operational efficiency and enhanced customer service.

2. Software Program – AutoAudit, an electronic workpaper software, was acquired by our office in FY 2007. Before the implementation of this software, all audit procedures performed in the office were documented using paper. Storage of all audit workpapers was within our office or at the Treasurer-Clerk's off-site storage facility. By implementing the electronic workpaper software, our need for storage will be reduced. In addition, other municipal audit organizations support the industry's claim that using electronic workpaper software will reduce the time it takes to perform audits, due to standardization of processes and information gathering, as well as increasing the efficiency of the quality review process. AutoAudit will reduce the amount of paper used by our office, will reduce the amount of storage space needed by our office, and will increase the efficiency of auditors and the quality review process. AutoAudit will provide higher operational efficiency and enhanced customer service.

3. In April 2007, one of our Senior Auditors resigned to return to State employment. As a result and in anticipation of budget reductions in 2007-2008, the position was not filled. Instead, the position was "frozen" until the City had a better idea of the effects of property tax reform. As a result of the tax reform referendum passing in January 2008, the position has now been deleted. This deletion from eight total staff (including our Administrative Specialist) to current staffing of seven employees represents a 12.5% reduction in staffing.

For FY 2012, the City Auditor's work plan will consist of a number of audits and follow-up projects planned for completion which is comparable to the number planned for FY 2010 and FY 2011. In addition, the City Auditor's Office will continue to focus on City internal control systems, conduct risk assessments as part of the annual audit planning process, and timely respond to the City Manager's request for assistance to review issues beyond those listed in the annual audit plan. For FY 2012, priority audit topics will continue to be those that address the financial viability of the government.

Significant Changes From FY 2011

- The amounts allocated from the City's internal service funds to the Audit department were reduced by \$31,689.

Charter and Executive Services
City Auditor

City Commission Action

The City Commission approved the budget for the Audit department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Charter and Executive Services

City Auditor

Performance Measures

Program Objectives

Anticipated Programs and Services for 2012

For FY 2012, the City Auditor's work plan will consist of a number of audits and follow-up projects planned for completion which is comparable to the number planned for FY 2010 and FY 2011. In addition, the City Auditor's Office will continue to focus on City internal control systems, conduct risk assessments as part of the annual audit planning process, and timely respond to the City Manager's request for assistance to review issues beyond those listed in the annual audit plan. For FY 2012, priority audit topics will continue to be those that address the financial viability of the government.

Five-Year Plan and Impacts on Financial Requirements

As a result of completion of our office's risk assessment, programs that should be audited in future years were identified. At this time, we have not identified each audit to perform in each of the next five years. Instead, we plan to update the plan each year based on management input. The disadvantage of not listing out audits for each of the five years is that no one knows exactly when their program will be audited. The advantage to not listing out the planned audits for each of the five years is that managers know their program could be audited the next year.

The City Auditor's Office acquired additional software products in the last few fiscal years. The first product was ACL (Audit Command Language) and the second was AutoAudit. These products make the audit process more efficient. As the initial software cost has already occurred, the cost of going forward is annual maintenance. In order for our staff to continue working efficiently and within industry standards, we must continue to maintain our current computer software programs and capabilities.

It also is important that our staff continues to gain knowledge through training in governmental and internal audits, Governmental Accounting Standards Board pronouncements, information technology and performance measures. As City programs and processes inevitably increase and improve over the next few years, our auditing efforts (i.e., knowledge, training, experience) will need to grow with them.

A determination of staffing needs of the Office of the City Auditor rest with the City Commission. In January 2008, a position was deleted as a result of economic events affecting governments nationwide. The City Commission is mindful that the independence of this office could be affected by the level of resources provided to carry out audit responsibilities.

Charter and Executive Services

City Auditor

Analysis of Performance Measures

Fiscal Years 2010 and 2011 Accomplishments:

- For the past two fiscal years, the Office of the City Auditor has been involved in many value-added projects. Work performed on City Non-Pension Investments, Citywide Disbursements 2009, Fund Balance of the General Fund, Advanced Wastewater Treatment Project, OPEB Assistance and Guidance, and Selected Solid Waste Activities will have significant impact on the operation of the government and will result in improvements in financial, program, and internal controls.
- Throughout the past two years, we focused on City internal control systems, conducted risk assessments as part of the annual audit planning process, and timely responded to the City Manager's request for assistance to review issues beyond those listed in the annual audit plan.

Audit Reports Issued:

- The Office of the City Auditor conducts audits based upon a comprehensive risk assessment. Audit topic input is received from the City Commission, the City Audit Committee, Appointed Officials, other members of the City Leadership Team, audit staff, and citizens. We conduct Commission-approved audits and also conduct follow-up reports to review and report on management's actions to address internal control issues identified in reports.
- During the period October 1, 2010, through September 30, 2011, we plan to issue 17 audit reports, 12 follow-up reports, and 1 assistance and guidance report for a total of 30 audit products.

Customer Satisfaction Surveys:

- The Office of the City Auditor is one of a very few audit organizations that references both Government Auditing Standards issued by the Comptroller General of the United States as well as the Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditing (IIA).
- The purpose of the standards is to promote quality work. For example, the standards address the auditor's objectivity, professional judgment, and working relationships with clients. In addition, the standards address planning the audit and reporting the results in a constructive manner. Therefore, as part of each audit, we survey City staff that we have worked with during the audit to obtain feedback on how we are meeting their needs. A survey instrument is provided to affected appointed officials, assistant city managers, department directors, and program staff. The survey instruments are returned directly to the City Auditor, signed or unsigned, and he personally reviews each response.
- In FY 2009, our customers, City departments, responded 100% of the time that they were either very satisfied or extremely satisfied with the services provided by the Office of the City Auditor. In FY 2010, 100% of responders were either very satisfied or extremely satisfied with our services. In FY 2011, 100% of responders have been either very satisfied or extremely satisfied with our services.

Education and Outreach:

- As an Appointed Official, the City Auditor has a responsibility to provide timely and relevant information to the Commission, the City Audit Committee, and Appointed Officials and their staff regarding professional issues affecting City operations. Some of the education and outreach efforts of this office (to include staff activities) during the review period included:
- In 2008, we worked with other Appointed Officials and City staff to produce the City's first Citizen Centric Report, "A Report to Our Citizens." In 2011, a fourth Citizen Centric Report will be issued. The reports have received positive feedback locally and at the state and national level. The Association of Government

Charter and Executive Services

City Auditor

Accountants has consistently recognized the City of Tallahassee with its "Certificate of Excellence in Citizen-Centric Reporting." We are also working with City staff to produce the City's first Service Efforts and Accomplishments (SEA) Report in 2011. The City received a Trailblazer Grant from the National Center for Civic Innovation to produce a Service Efforts and Accomplishments (SEA) Report.

- Provided comments on proposed City policies.
- Participated as a nonvoting member of selection committees for City acquisitions and service.
- Wrote professional articles relating to performance measurement, reporting, and advancing accountability.

The City Auditor's Office has identified performance measures to help our office achieve the following eight objectives:

- Improve risk management, controls, and governance processes through completion of a comprehensive auditing program, which may include performance audits, assurance/advisory services, guidance/assistance services, inquiries and/or follow-up reports.
- Make value-added recommendations that are understandable, useful, and actionable.
- Issue reports that meet the needs of users to include the City Commission, the City Audit Committee, the offices of the Appointed Officials, City management, citizens, and other users of the report.
- Provide assurances to the City Commission and Appointed Officials on the extent that proposed management's corrective actions have in fact been implemented.
- Attract and retain a professional and experienced work force that has the qualifications and experience to add value to a broad array of City programs.
- Maintain a professional staff that demonstrates competence through certification and that improves proficiency through continuing professional educations and training.
- Maintain an appropriate quality control review program as evidenced by periodic external review of policies and procedures and work performed.
- Support the administrative needs of the City Audit Committee and keep the Audit Committee informed and seek their guidance, wisdom, and advice.

In FY 2010, the City Auditor's Office met or exceeded its goal for 29 of our 37 performance measures, a 78.38% success rate. Some examples of our FY 2009 performance measures are:

- Recommendations to Improve Service Delivery, Reduce Risk, or Improve Controls – As part of the audit process, we develop recommendations for identified issues. In FY 2010, we made 44 recommendations to improve service delivery, reduce risk, or improve internal controls. We also made 32 recommendations that would reduce, recover, or avoid costs.
- In FY 2011, we have made 11 recommendations to date that would improve service delivery, reduce risk, or improve internal controls and 9 recommendations that would reduce, recover, or avoid costs.
- Assurance and Advisory Service Reports Planned for Completion and Follow-up Reports Planned for Completion – For FY 2010, our office completed 7 of the 14 (49.98%) planned reports, 1 Assistance and Guidance Report, 1 Inquiry Report, and 16 of the 18 (88.96%) planned follow-up reports. Our office conducts

Charter and Executive Services

City Auditor

an annual risk assessment and identifies programs that should be audited. From that risk assessment and through a planning process, we decide on the number of audits that should be conducted in the upcoming fiscal year. The number of audits completed and the number of reports published in a year is dependent on several variables. Each audit is assigned a specific amount of time in which to be completed. Depending on the nature of the audit, the audit findings, and management's response to those findings, a report that is planned to be completed within one fiscal year may be carried over to the following fiscal year. Follow-up reports are published twice per year to follow up on management's action plan steps to address audit recommendations. Follow up generally consists of gathering and reviewing documentation provided by management that the action plan steps have been implemented and reporting on that progress.

- Percent of Corrective Action Plan Steps Management Completed for Year – In FY 2007, we began tracking the percent of corrective action plan steps that management completed for the year. Action plan follow up occurs March 31, status due by April 15, and September 30, status due by October 15, of each year. Seventy-seven percent of corrective action plan steps for 2010 were completed. As of March 31, 2011, 62% of the corrective action plan steps have been completed by management.

We anticipate meeting or exceeding our performance measures and goals during FY 2011.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of Fraud Hotline Calls Received	#	1	0	3	0
Number of hours for special requests for audit or advisory services.	#	30	0	576	0
Number of Professional Certifications Held by Audit Staff (Staff May Hold More Than One Certification)	#	10	11	10	11
Number of professional staff holding bachelor's degrees	#	6	6	6	6
Number of professional staff holding master's degrees	#	3	0	3	0
Number of Special Requests for Additional Audit or Advisory Services (Review of Processes and Controls, Performance Measurement Activities, Policies and Procedures, Etc.)	#	2	0	1	0
Total years of audit/financial management experience to date.	#	141.50	131.00	135.50	137.00
Total years of audit/financial management experience with Office of the City Auditor.	#	45.50	35.00	51.50	35.00

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Charter and Executive Services

City Auditor

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Assurance and Advisory Service Reports Planned for Completion.	#	5	19	8	12
Follow Up and Final Follow Up Reports Planned for Completion	#	13	14	12	14
Guidance and assistance reports planned for completion	#	1	1	1	1
Number of Audit Reports Distributed and Number of Inquiries for Audit Reports or Information About the Office of the City Auditor Based Upon Visits to the Office Website and Individual Requests for Audit Information.	#	6,392	7,500	6,494	7,500
Inquiry Reports Planned for Completion	#	1	1	1	1
Number of Fraud Hotline Calls Referred to Other Departments	#	1	0	3	0
Number of Professional Staff That Have Obtained Required 40 Hours of Professional Continuing Education Each Year (80 hours for two years and at least 20 hours in one of the two years)	#	6	6	6	6
Number of recommendations that would reduce, recover, or avoid costs, if implemented.	#	32	0	17	0
Number of recommendations that would improve service delivery, reduce risk, or improve controls, if implemented.	#	34	0	40	0
Number of quarterly and special Audit Committee meetings held with the City Audit Committee.	#	3	5	5	5
Total number of audit products issued (includes assistance and guidance, assurance and advisory reports, inquiry, project progress reports, follow-ups)	#	20	30	21	0

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Charter and Executive Services

City Auditor

Effectiveness Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Percent of Responders to Customer Surveys That Were Either Very Satisfied or Extremely Satisfied That Work Was Done in a Professional and Fair Manner	%	100	100	90	100
Average Years of Audit/Financial Management Experience	#	23.58	19.00	22.58	20.00
Average Years of Audit/Financial Management Experience With the Office of the City Auditor	#	7.58	8.00	8.58	9.00
Average Level of Satisfaction of the Performance of the City Auditor Based Upon Annual Evaluation by the Mayor and Each City Commissioner	#	0	4	5	4
Number of corrective action plan steps due that were completed for the year.	#	72	0	106	0
Total number of corrective action plan steps due that were completed within the time period specified by management.	#	66	0	98	0
Type of opinion received from an external quality control review of audit work performed not less than once every three years.	#	1	1	1	1
Percent of assurance and advisory service reports completed	%	35.70	80.00	42.11	80.00
Percent of corrective action plan steps due that were completed by management for the year.	%	75.12	0.00	43.19	0.00
Percent of corrective action plan steps due that were completed within the time period specified by management.	%	77.55	0.00	35.20	0.00
Percent of guidance and assistance reports completed	%	100	100	100	100
Percent of inquiry reports completed	%	100	0	0	0
Percent of professional staff holding bachelor's degrees	%	100	100	100	100
Percent of professional staff holding master's degrees	%	50	0	50	0
Percent of Professional Staff That Have Obtained Required Professional Continuing Education Hours Each Year	%	100	100	100	100
Percent of special and quarterly Audit Committee meetings held with Audit Committee.	%	60	100	100	100
Percent of follow up and final follow up reports completed.	%	86.61	100.00	85.71	100.00
Number of times preparation/distribution of Audit Committee materials occurred at least three days prior to the meeting and distribution of the minutes for City Audit Committee meetings occurred within 30 days of the meeting.	#	2.50	5.00	3.00	5.00

Charter and Executive Services
City Auditor
Capital Improvement Program Budget

CIP Budget Overview

The Office of the City Auditor has no capital projects for fiscal years 2012 - 2016.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

None.

Continued Capital Projects

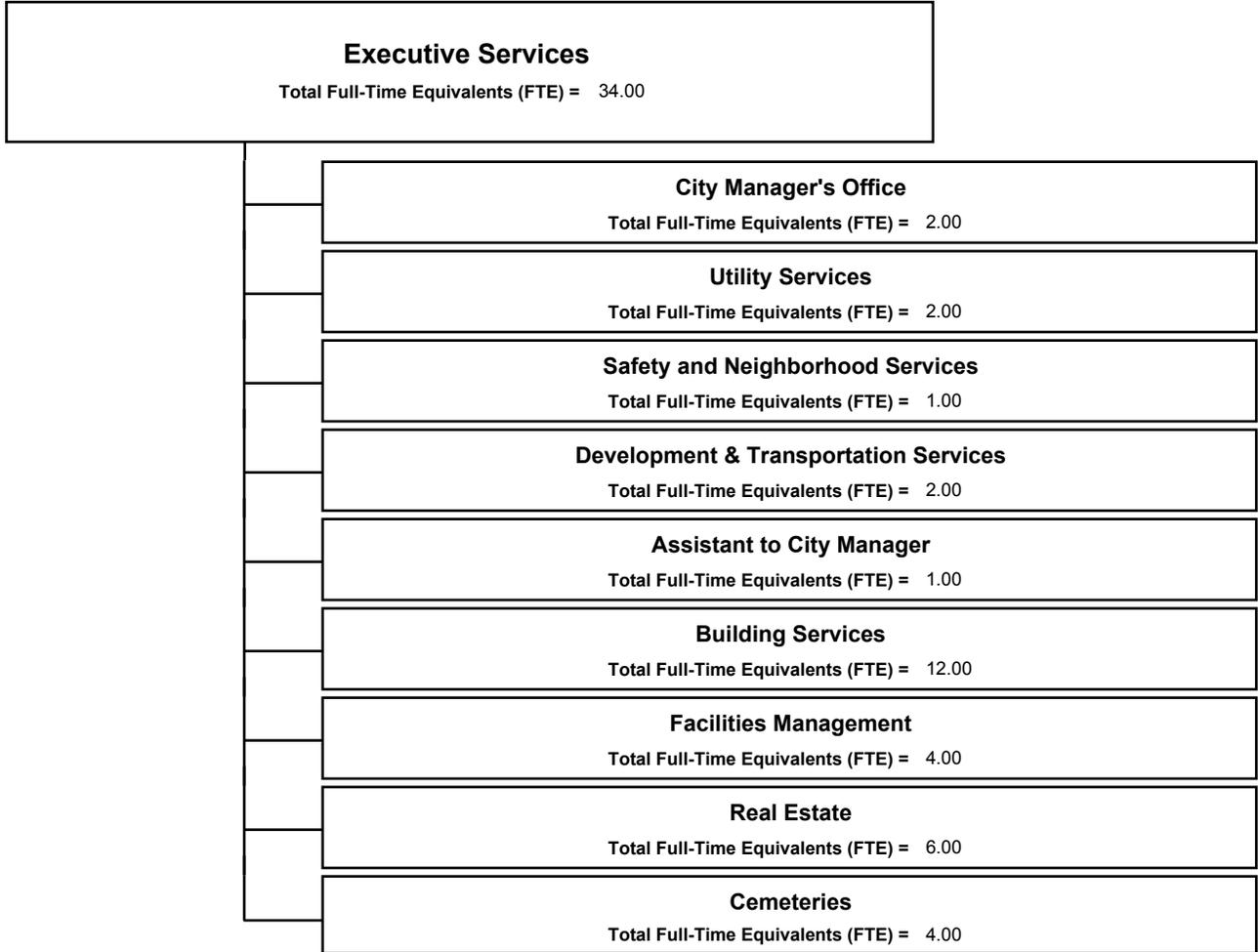
The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

None.

Charter and Executive Services

Executive Services

Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Charter and Executive Services

Executive Services

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
140101 City Manager's Office	415,662	445,799	441,061	402,875
140201 Utility Services	299,484	314,069	311,500	318,495
140301 Safety and Neighborhood Services	187,416	185,005	177,904	179,746
140401 Development & Transportation Services	243,317	254,449	255,351	260,507
140501 Assistant to City Manager	84,305	76,555	77,170	82,303
140601 Building Services	1,697,441	1,836,861	1,910,199	1,867,013
140602 Facilities Management	350,109	399,513	501,978	397,568
140701 Real Estate	559,028	530,365	490,365	499,373
140702 Eastside Garage	147,325	153,590	159,215	159,058
140703 Cemeteries	526,336	494,589	491,333	466,358
Total Expenditures	4,510,423	4,690,795	4,816,076	4,633,296

<u>Expenditure Category Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	2,524,886	2,656,481	2,561,908	2,491,288
Operating	811,456	739,387	1,070,794	1,074,802
Allocated Accounts	491,681	475,748	513,928	578,672
Utilities and Other Expenses	458,035	454,604	460,137	460,137
Transfers	197,598	337,005	180,912	0
Contributions to Operations	26,767	27,570	28,397	28,397
Total Expenditures	4,510,423	4,690,795	4,816,076	4,633,296

<u>Funding Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	3,984,087	4,196,206	4,324,743	4,166,938
Cemetery Fund	526,336	494,589	491,333	466,358
Total Funding	4,510,423	4,690,795	4,816,076	4,633,296

<u>FTE Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
140101 City Manager's Office	2.00	2.00	2.00	2.00
140201 Utility Services	2.00	2.00	2.00	2.00
140301 Safety and Neighborhood Services	1.00	1.00	1.00	1.00
140401 Development & Transportation Services	2.00	2.00	2.00	2.00
140501 Assistant to City Manager	1.00	1.00	1.00	1.00
140601 Building Services	12.00	12.00	11.00	12.00
140602 Facilities Management	4.00	4.00	5.00	4.00
140701 Real Estate	6.00	6.00	6.00	6.00
140703 Cemeteries	4.00	4.00	4.00	4.00
Total FTE	34.00	34.00	34.00	34.00

Charter and Executive Services

Executive Services

Summary of Services Provided

Office of the City Manager

- Responsible for maintaining the management functions of city government and administering the day-to-day operations of most facets of city government.
- Responsible for oversight of the City Commission meeting agenda process.
- Establish long term strategic plans, as well as short term targets, which are formulated into the city's Target Issues and Focus Issues. This is accomplished through the scheduling of the annual City Commission retreat. These goals and targets guide the operation of our government as it continues its orientation to customer satisfaction and quality improvement.

Assistant City Managers

- Three Assistant City Managers oversee three service areas comprised of Development and Transportation Services, Safety and Neighborhood Services, and Utility Services and provide overall management direction and policy guidance to department directors that are assigned to their respective service area.

Assistant to the City Manager

- Oversees the the Department of Communications and the City Manager's administrative staff.

Facilities Management

- Building Services section maintains City Hall and also supports other facilities within the city.
- Architectural Services section provides project management, design services, and construction administration for renovations to existing city facilities and new city buildings.

Property Management

- Responsible for management of the Renaissance and Gemini Buildings, City cemeteries, parking garages, leases and miscellaneous property, sale of surplus real estate, and acquisition of rights-of-way and easements for capital projects.

Trends and Issues

Key trends and issues for Facilities Management, Building Services and Property Management are as follows:

- The industry trend for facility management is focused on a more centralized approach to facilities. Most universities, several state governments, numerous counties and many municipalities with comparable facilities have centralized their facilities.
- Facilities Management is currently testing Champs for use in maintaining city facilities. Although Champs is an enterprise-grade suite of solutions specialized for the utility industry, it can be utilized for preventative maintenance and life cycle analysis. Facilities Management plans to use Champs as an electronic mechanism for scheduling, dispatching, work orders, service calls, inventory management and for maintaining historical records on each city facility.
- The goals of Building Services are to provide a clean, safe and aesthetic place for employees and public, within the existing budget. All of the recently completed projects have been constructed using green attributes. For FY12, the goal is to receive green certification on all new construction projects as well as certifying several existing facilities.
- The Property Management division manages numerous buildings, parking garages, leases, property inventory, capital projects, surplus property and acquisitions. Additional responsibilities in the last year include Kleman Plaza repairs and oversight, Apalachee Ridge Technology Learning Center repairs, monitoring all city leases and Shaker Heights apartment management.

Charter and Executive Services

Executive Services

Significant Changes From FY 2011

The following service level changes are included in the proposed budget for the Executive Services Department's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$1,391.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$498).
- The department's budget is increased for telephone and membership expenses in FY12. Fiscal Impact: \$900.

City Commission Action

The City Commission approved the budget for the Executive Services department with the following changes.

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Charter and Executive Services

Executive Services

Performance Measures

Program Objectives

The program objectives for Building Services, Facilities Management and Property Management are as follows:

- Establish and update building standards for construction.
- Work with the Energy Services Department and develop standards for conservation of energy at all of our facilities, new and renovated.
- Design buildings within the departmental budgetary constraints and timeline requirements.
- Design functional buildings and work space environments to create a workplace that promotes job productivity and satisfaction.
- Develop a consolidated maintenance plan for all buildings owned by the city.
- Establish a comprehensive detailed site visit review sheet for all projects.
- Perform peer review of drawings and specifications of documents to assure quality and code compliances.
- Management of the Renaissance and Gemini Buildings, parking garages, leases, property inventory, property acquisitions and right-of-way for road projects.
- Maintain appearance and upkeep of cemeteries in good condition.

Analysis of Performance Measures

The department has identified eight output, two efficiency and one effectiveness measure to identify success towards accomplishing safety goals, cost goals, reliability goals, and the ability to be benchmarked against industry standards. The target measures represent industry standards, while taking into account the differences that exist in the municipal versus private marketplace, and the variety of operational units available under varied government settings.

Benchmarks are derived from Building Owners and Managers Association (BOMA) measures, American Public Works Association (APWA) standards, and International City/County Management Association (ICCMA) reported standards. In certain cases, specific municipal governments will be surveyed to understand cost-based performance, and as the city moves towards green building standards, personnel and performance measures will be identified within Leadership in Energy and Environmental Design (LEED) standards.

- Three output measures are related to security, and while the number of patrons visiting City Hall is lower than industry standard, the number of restricted items taken in FY11 (23.75 per month) is nearly double that of the number in FY10 (11.00 per month).
- Output, efficiency and effectiveness measures all indicate that building services and facilities management are performing at high levels. In FY10, actual maintenance service requests performed were 2,262 versus an industry standard of 1,233 industry standards, and FY11 included 2,073 actual requests versus an industry standard of 2,000.
- The average cost per square foot to maintain City Hall remains low since two positions were eliminated in FY09.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
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**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Charter and Executive Services

Executive Services

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of Cemeteries	#	6	6	6	6
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Revenue received for grave space sales	\$	150,839	210,000	115,959	160,000
Security - Incidents	#	117	40	21	40
Total No. of Maintenance Service Requests responded by staff and not contractual labor	#	2,262	2,000	2,073	2,000
Total No. of New Bldgs.& Renovation Projects Designed and/or Constructed	#	20	4	50	4
Total No. of Screened patrons entering City Hall	#	41,707	60,000	35,001	60,000
Total No. of work orders for set-ups and responded to within 24 hours	#	516	700	600	700
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Average Cost Per Square Foot to Maintain City Hall	\$	1.41	5.95	1.42	5.95
Cemetery maintenance cost per acre	\$	1,075.00	1,086.00	997.14	732.00
Percentage of custodial tasks that are assigned that are not routine tasks	%	4.60	5.00	5.00	5.00
Restricted Items taken per month	#	11.00	40.00	23.75	40.00

Charter and Executive Services
Executive Services
Capital Improvement Program Budget

CIP Budget Overview

The FY 2012 – FY 2016 capital improvement program includes \$7,225,650 for:

- replacement of the cooling towers at City Hall (\$950,000),
- City Hall master project (\$2,275,000),
- parking garage waterproofing and structural repairs at City Hall (\$3,680,650), and
- Kleman Plaza garage waterproofing (\$320,000).

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	707,050	7,225,650
Total Funding	707,050	7,225,650

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which were completed or were underway and expected to be completed in fiscal year 2011.

None

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2012.

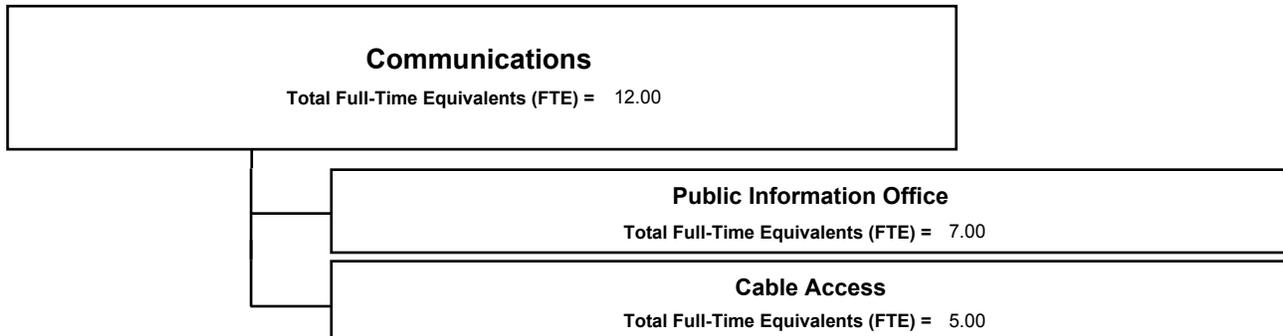
Kleman Plaza Structural Repairs
City Hall Water Intrusion
City Hall Windows and Wall Replacement



Charter and Executive Services

Communications

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
380101 Public Information Office	748,489	686,218	696,900	712,863
380201 Cable Access	424,501	404,656	536,242	556,148
Total Expenditures	1,172,990	1,090,874	1,233,142	1,269,011

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	865,373	918,541	915,398	912,206
Operating	99,038	45,043	110,439	110,439
Capital Outlay	0	0	100,000	100,000
Allocated Accounts	188,579	103,670	107,305	146,366
Transfers	20,000	23,620	0	0
Total Expenditures	1,172,990	1,090,874	1,233,142	1,269,011

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	1,172,990	1,090,874	1,233,142	1,269,011
Total Funding	1,172,990	1,090,874	1,233,142	1,269,011

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
380101 Public Information Office	8.00	7.00	7.00	7.00
380201 Cable Access	5.00	5.00	5.00	5.00
Total FTE	13.00	12.00	12.00	12.00

Charter and Executive Services Communications

Summary of Services Provided

Department of Communications (DOC)

- Serves as the primary conduit of information for citizens and all city departments regarding city projects, services, and initiatives;
- Provides information and online services that enable citizens to become engaged and active in their local government;
- Responsible for coordinating media coverage on behalf of the city; and
- Develops news releases, pitches stories, and arranges interviews with the media.

Trends and Issues

The Department of Communications' main purpose is to keep Tallahassee citizens informed of the city's initiatives, projects and services. Highlights for the past year include:

Tal.gov.com

- 3.2 million page views (4/1/10-3/31/11).
- The e-mail subscription service has over 13,072 subscribers, with 1.2 million e-mails sent from 4/1/10 - 3/31/11.
- Ten departments maintain a presence on the popular Facebook website, with over 4,400 'fans' receiving facebook updates.
- Online inquiries continue to increase via the AskTal.gov and Trouble Reporting systems, with a first response to the customer within 24 hours (on business days).
- The Communications web and WCOT continue to work together to maintain the video on-demand service called WCOT Play. This service allows citizens to view WCOT programs at their convenience, with 2,344 visitors during the time period of 4/1/10 - 3/31/11.

Special Project Assistance

- Ongoing major communications efforts include work for the Red Light Safety Program, Reaching For The Stars campaign and Gaines Street Revitalization.
- Other efforts include work on the FAMU Way extension, StarMetro's Nova 2011 plan, various EPER programs, the Palmer-Munroe Teen Center and the LivCom competition.

Media Relations

- In the one-year period of 4/1/10-3/31/11, the PIO issued 293 news releases/media advisories or public service announcements and coordinated 30 news conferences/media events.

Awards

- The Department of Communications is highly regarded throughout the country as a recognized leader in local government marketing and communications. Over the past year, the DOC has won 21 national, regional and statewide awards.

Charter and Executive Services Communications

Significant Changes From FY 2011

The following service level changes are included in the proposed budget for the Department of Communications fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries and benefits.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$128.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$38).
- The department is proposing to use a portion of the Comcast franchise fee money to replace television and studio equipment for WCOT. Fiscal Impact: \$100,000.

City Commission Action

The City Commission approved the budget for the Communications Department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Charter and Executive Services
Communications
Performance Measures

Program Objectives

Key objectives of the Communications Department include:

- Informing citizens about city government and fostering a desire for citizens to be involved with their city government;
- Serving as the primary conduit of important information for citizens regarding city projects;
- Increasing departmental use of television to create citizen awareness; and
- Utilizing highly creative communication techniques to attract attention to city projects among the vast array of issues competing for citizens' attention.

Analysis of Performance Measures

The Department of Communications (DOC) continues to excel at community outreach efforts. During the Tallahassee-Leon County Animal Services Center's (TLCASC) Reach for the Stars campaign, community outreach to initiate online voting resulted in the City receiving over 23,000 votes, more than double its nearest competitor. By successfully engaging the community in this campaign, the City won the \$25,000 Community Engagement Award.

The Red Light Camera Safety Campaign produced statistically-valid measurable results with 96% of the community indicating they were aware of the program and 77% indicating it has made drivers more likely to stop at red lights.

In FY11, as of September 30th, WCOT has produced 229 programs. This is similar to programs produced in FY10 and FY09. WCOT is mandated by the 2007 Consumer Choice Act (adopted by the Florida Legislature) to air five hours of non-repeat programming each day. With only four production staff members, this mandate has not been attained. However, there have been no repercussions to date.

Talgov.com continues to be a primary source of City information for residents, with page views reaching over 11 million in FY11. With a continued focus on applying rapidly advancing technology to keep residents both informed and involved, Talgov.com and social media ventures remain an ever-increasing destination for residents, visitors and customers.

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Increase the number of page views by 5% annually	#	0	0	11,442,728	7,500,000
Maintain community awareness of COT services/programs through stable/increasing number of quality TV programs	#	206	234	229	200
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Achieve 80% satisfaction rating for one Communications project measured each year.	%	97	80	96	80
Number of Communication FTEs	#	12	12	12	12

Charter and Executive Services
Communications
Capital Improvement Program Budget

CIP Budget Overview

The Department of Communications has no capital projects for FY 2012 - FY 2016.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which were completed or were underway and expected to be completed in fiscal year 2011.

None.

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2012.

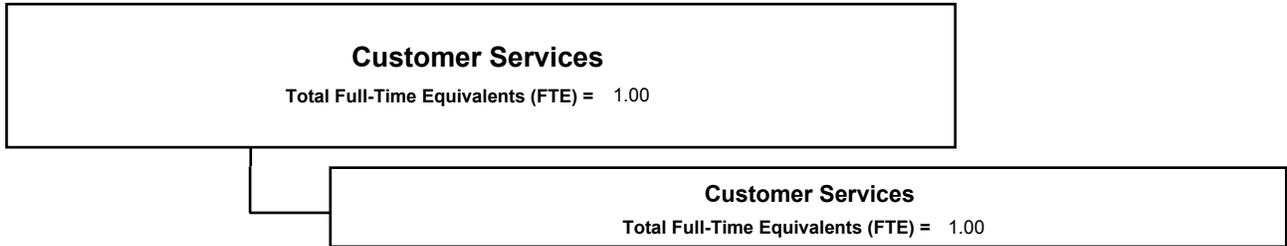
None.



Charter and Executive Services

Customer Services

Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
390101 Customer Services	89,428	96,052	103,111	106,093
Total Expenditures	89,428	96,052	103,111	106,093

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	81,624	84,648	86,395	86,055
Operating	100	1,160	6,164	6,164
Allocated Accounts	7,704	10,244	10,552	13,874
Total Expenditures	89,428	96,052	103,111	106,093

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	89,428	96,052	103,111	106,093
Total Funding	89,428	96,052	103,111	106,093

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
390101 Customer Services	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00

Charter and Executive Services

Customer Services

Summary of Services Provided

The Customer Services division provides the following services:

- Promotes quality customer service and enhanced customer satisfaction.
- Utilizes a citizen advocate as a liaison for citizens and departments on issues crossing departmental lines of authority.
- Receives and responds to inquiries, complaints, and referrals from all sources (citizens, organizations, governmental agencies, private businesses, and appointed and elected officials).
- Reviews inquiries, investigates complaints, and offers recommendations for changes in service delivery, policies, or procedures that adversely impact the quality of the city's customer service.
- Explores creative partnerships with other departments, enabling staff to maintain its track record of providing exceptional and innovative customer service.

Customer Services is responsible for the following programs that directly relate to the city's organizational values:

- 891-CITY- a 24-hour phone messaging center for citizens to leave messages regarding their service concerns. This is a quick and convenient method of reporting non-emergency concerns 24 hours a day, seven days a week.
- Customer service alerts - suggestion tips provided to employees via the bulletin board folder on the city's intranet.
- The Secret Shopper initiative - a method for surveying internal and external customers to assess employees' application of the city's values.

Trends and Issues

Customer Services placement under the umbrella of Executive Services and the Citizen Advocate's location in the City Manager's Office has provided the opportunity for a greater focus on customer service. The department continues to assist other areas by offering recommendations for changes or additions in policies, procedures and service delivery that may impact the quality of the City's customer service objectives. Its citizen advocacy role continues as well as efforts to develop, implement and promote programs such as the Secret Shopper initiative that will place a renewed emphasis on making customer service an ongoing part of the City's every day culture.

Significant Changes From FY 2011

The following service level changes were approved as proposed for Customer Service's fiscal year 2012 budget. See the City Commission Action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.

Charter and Executive Services
Customer Services

City Commission Action

The City Commission approved the budget for Customer Services' fiscal year 2012 with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Charter and Executive Services
Customer Services
Performance Measures

Program Objectives

Customer Services has identified the following program objectives for FY 2011:

- Promote quality customer service and enhance customer satisfaction.
- Provide customer service orientation/education information to new employees.
- Address incoming customer issues and concerns.
- Initiate programs that provide a renewed customer service emphasis.
- Continue the Secret Shopper initiative to reward good customer service practices, identify and then address recurring customer service issues.

Analysis of Performance Measures

N/A

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of FTEs	#	0	1	0	1
Operating Budget	\$	0	196,803	0	196,803
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
From A to Z Guides distributed	#	0	2,000	0	2,000

Charter and Executive Services
Customer Services
Capital Improvement Program Budget

CIP Budget Overview

The Customer Services has no capital projects for fiscal years 2012 through 2016.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that were completed or were underway, and expected to be completed in fiscal year 2011.

None

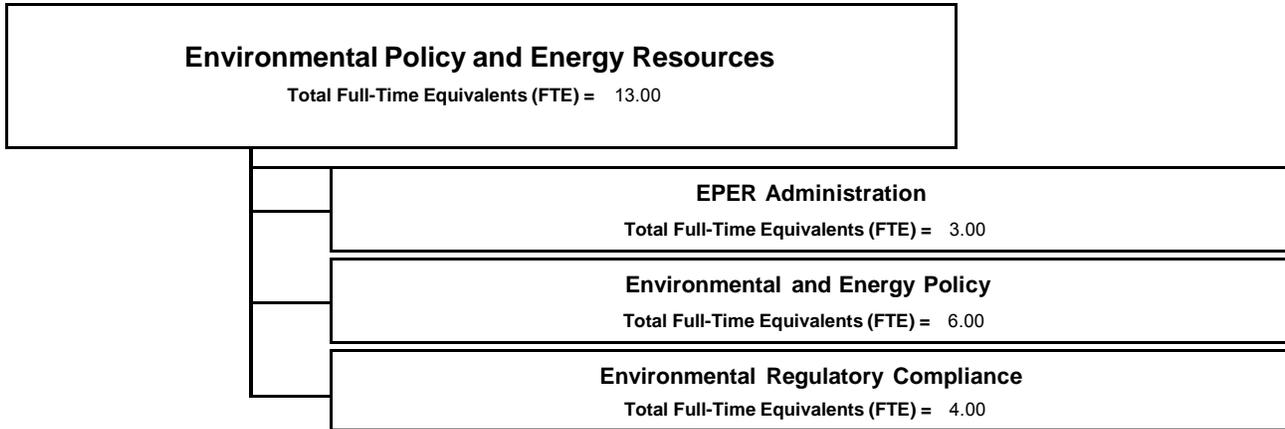
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that are expected to continue into fiscal year 2012.

None



Charter and Executive Services
Environmental Policy and Energy Resources
Organizational Chart



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
520101 EPER Administration	493,559	612,377	927,413	923,245
520201 Environmental and Energy Policy	372,522	407,061	599,338	597,300
520301 Environmental Regulatory Compliance	483,306	415,529	447,709	446,217
Total Expenditures	1,349,387	1,434,967	1,974,460	1,966,762

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	1,125,992	1,117,456	1,337,319	1,329,621
Operating	88,954	127,363	485,109	485,109
Allocated Accounts	75,341	145,698	152,032	84,224
Transfers	59,100	44,450	0	0
Year End Adjustments	0	0	0	67,808
Total Expenditures	1,349,387	1,434,967	1,974,460	1,966,762

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Environmental Policy and Energy Resource Fund	1,349,387	1,434,967	1,974,460	1,966,762
Total Funding	1,349,387	1,434,967	1,974,460	1,966,762

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
520101 EPER Administration	3.00	3.00	3.00	3.00
520201 Environmental and Energy Policy	4.00	4.00	6.00	6.00
520301 Environmental Regulatory Compliance	5.00	5.00	4.00	4.00
Total FTE	12.00	12.00	13.00	13.00

Charter and Executive Services

Environmental Policy and Energy Resources

Summary of Services Provided

- The core functions of Environmental Policy and Energy Resources Department (EPER) are policy development, green city initiatives, measurement and evaluation, community outreach, and environmental regulatory compliance. These functions, that build upon significant achievements the City has accomplished to date, will promote "green" policies and sustainable practices for city government and the community.
- Policy Development - Policy development consolidates policy and planning activities that previously were dispersed in various departments.
- Green City Initiative - In December 2007, city government earned a Green City Designation from the Florida Green Building Coalition (FGBC).
- Measurement and Verification - Quantitative and qualitative evaluation is essential to measuring the effectiveness of the city's green initiatives.
- Community Outreach - A sustainable green program requires a commitment not only from city management and employees but also from Tallahassee residents and businesses.
- Environmental Regulatory Compliance - EPER is responsible for assisting with the development and implementation of environmental permitting and compliance programs for the city's utilities and some general government activities, in accordance with the applicable statutes, laws, rules and regulations of federal and state regulatory agencies.
- EPER will continue to apply for and manage the EPA's Brownfields assessment and petroleum grants.
- EPER also is responsible for monitoring and reporting on proposed climate change and global warming legislation and regulations, which will directly impact city operations.

Charter and Executive Services

Environmental Policy and Energy Resources

Trends and Issues

- Changes in federal and state regulations impact Environmental Policy and Energy Resources' (EPER) programs, both in services provided to city departments and in areas of regulatory compliance. The U.S. Congress is currently considering whether to pass a cap-and-trade climate change bill and whether the EPA should have the authority to alternatively regulate these emissions through the Clean Air Act.
- At the state level, Florida Governor Rick Scott has placed a moratorium on new environmental rules. The previous mandates included in the 2008 House Bill 7135 are also being readdressed by the current administration. The statewide recycling goal of 75% to be achieved by the year 2020 has been suspended by the current administration.
- EPER proactively seeks recognition for the outstanding accomplishments in green initiatives at the City. The City was the first to be awarded Gold Certification as a Green City by the Florida Green Building Coalition in 2009. The City received two prestigious awards that recognized its leadership efforts in sustainability in 2010. The City received a Clean Air Excellence Award from the United States Environmental Protection Agency for outstanding, innovative efforts in improving air quality through regulatory and policy initiatives. And most recently, Mayor John Marks led a delegation to Chicago, where the City received a "Silver Award" for its focus on environmental management and livability, from The International Awards for Livable Communities.
- New programs are being implemented to foster a culture of sustainability throughout the City government and the community. Programs such as the Green Department Certification Program, improved recycling programs, green stories e-newsletter, green event planning, and environmental preferable purchasing are currently being developed. The proposed Green Shop Certification Program will recognize those businesses that provide green jobs. Greater emphasis will be placed on collaborating with appropriate entities to facilitate the creation of green jobs and the implementation of the Tallahassee Sustainability Action Agenda.
- Environmental Resource Compliance (ERC) provides services to city departments and must stay abreast of new and proposed federal and state environmental legislation that establishes stringent environmental compliance requirements. New and proposed environmental rules and requirements at the federal, state and local level are monitored and analyzed by the ERC Division in order to determine and prepare for their potential effect on City facilities. For example, the U.S. EPA proposed numeric nutrient criteria for surface waters within Florida has been an ongoing issue since 2009. This proposed legislation is being legally challenged by industries and municipal owned electric power plants, including the City of Tallahassee.
- Regulatory compliance issues can range from such things as permitting air emissions, to diesel fuel conversions at the electric power plants. Failure to meet these legal requirements may result in fines, penalties, consent orders and/or enforcement actions which may ultimately result in permit revocation and the legal requirement to cease operation of City facilities. The potential costs associated with failure to meet these requirements, or to shut down revenue generating operations such as the electric power plants and wastewater treatment plants, is significantly greater than the cost to fund the Regulatory Compliance Division, and therefore the program is inherently a cost avoidance mechanism. ERC staff has been instrumental in negotiating violations to minimize or eliminate fines resulting from environmental noncompliance issues at City facilities.
- In furtherance of this effort, the ERC division annually submits more than 200 regulatory reports, responds to and provides regulatory notifications for more than 100 unauthorized spills and releases, coordinates and serves as the liaison for more than 30 agency inspections of City facilities, and provides mandatory environmental compliance training to more than 300 city employees.
- There is an increased federal focus on the remediation of Cascades Park; and award of \$1,000,000 in U.S. Environmental Protection Agency (EPA) brownfields grants. These projects require a great deal of coordination between EPA, FDEP, and environmental firms to ensure compliance. The assessment grants will be closed out in June 2011 with the clean-up grants ending in June 2012.
- ERC is also involved with the Blueprint 2000 park construction at Cascades Park and various revitalization

Charter and Executive Services

Environmental Policy and Energy Resources

projects in the downtown area which include numerous contamination assessments and remediation sites. The City of Tallahassee is currently party to an Administrative Order of Consent (AOC) with the U.S. Environmental Protection Agency (EPA) pursuant to the legal requirements of the Comprehensive Environmental Response, Compensation, and Liability Act regarding soil and groundwater contamination at the Cascades Park site. The actions undertaken by the City pursuant to the AOC were intended to successfully address contamination at the site and generally included excavating more than 85,000 tons of contaminated soil. Unfortunately, based on four years of monitoring data, the past removal action was not successful in lowering groundwater contamination to levels acceptable to the EPA. Therefore, the EPA is now requiring the City to enter into a new AOC and initiate a separate remedial action. This new action will be implemented around the winter of 2012 and the post-remedial monitoring is expected to last for several years. EPER is requesting \$465,200 over the next 5 years to complete this work.

Significant Changes From FY 2011

IMPLEMENTATION OF SERVICE LEVEL CHANGES APPROVED FOR FY12:

Increase Legal Services for work to be performed on Cascades Trail cleanup mandated by EPA. Fiscal Impact (\$15,000)

Increase Cascades trail cleanup expenses in the operating budget to be reimbursed by the Electric Fund. Fiscal Impact (\$265,000)

City Commission Action

The City Commission approved the budget for the Environmental Policy and Energy Resources department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Charter and Executive Services
Environmental Policy and Energy Resources
Performance Measures

Program Objectives

The following programs have been detailed below with specifics of the programs, FY2011 activities, and FY2012-16 planned activities:

- Maintain and develop green city silver-gold-platinum FGBC Certification
- Expansion of environmental management systems in Underground Utilities
- Aquifer protection program
- Apply for awards to benchmark city activities
- Apply for grants to fund sustainable city initiatives

Analysis of Performance Measures

The first draft of the Tallahassee Sustainable Action Agenda, a strategic plan to pursue a sustainable future, will be finished later this year because of the efforts of staff and the Environmental Advisory Board. Once the first draft is complete, EPER will involve the community to get feedback and buy-in on the eight target areas. The Plan will codify a definition for sustainability, identify important and relevant sustainable target areas for the City, and identify implementing policies and programs and community partnership opportunities. The plan also includes several strategies and action items which support the City Commission's priority Sense of Place. Proposed action items call for, among other things, the development of design standards and incentives to facilitate the revitalization of the areas that the City Commission has selected for the implementation of Sense of Place.

EPER reprogrammed cost savings during last year's budget process to fund an Enhanced Sustainability Community Outreach Program. Staff has implemented the first component of this program - Sustainability and You Community Learning Series. EPER collaborated with Florida State University and Sustainable Tallahassee to develop and host various presentations on sustainability issues since October 2010. The Learning Series is an ongoing effort that will continue to engage the community and stakeholders in a dialogue on sustainability.

EcoTeams is another component of this program. EcoTeams will engage the community at a grassroots level through the formation of small groups based in local neighborhoods, faith based organizations, workplaces, etc., to discuss and take actions to further personal and community sustainability. EcoTeam participants will be asked to keep track of their impacts on the community resources and to make a commitment to reduce their impacts. This is a collaborative effort with Leon County, Leon County Extension/IFAS, Sustainable Tallahassee, faith based organizations, FAMU and FSU. Plans are to launch this program in the summer 2011.

Social networking and web-based sites – The new Go Green Tallahassee Facebook page was created to accomplish a wide variety of sustainability related goals within the Tallahassee community. It offers the potential for increased community participation and feedback on a variety of current and future programs, events, and surveys. Staff will provide updates and postings on the Go Green Tallahassee Facebook page, including: the Go Green Tallahassee Eco Tip of the Week, upcoming event postings, City green news posts, and forum and survey moderation.

An Idle Free website was launched to educate the local community about the harmful effects of unnecessary idling and outreach efforts to reduce idling. The Idle Free website also features an online version of the Idle Free pledge to encourage individuals, businesses, and organizations to live Idle Free and make positive environmental decisions.

Charter and Executive Services

Environmental Policy and Energy Resources

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
EPER-Adm-Amount of funding (1,000's)	#	1,476	1,453	558	1,453
EPER-Adm-Number of FTE's	#	12	12	12	11
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
EPER-Adm-Number of client contacts	#	3,366	1,200	913	1,300
EPER-PPD-Number of award applications	#	6	5	3	5
EPER-PPD-Number of grant applications	#	2	4	4	4
Effectiveness Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of reportable oil spills	#	1	0	1	0
Percent of storage tank inspections in compliance with FDEP regulations	%	100	100	100	100

Charter and Executive Services
Environmental Policy and Energy Resources
Capital Improvement Program Budget

CIP Budget Overview

EPER has no proposed capital projects for FY 2012 - 2016.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which were completed or were underway and expected to be completed in fiscal year 2011.

None

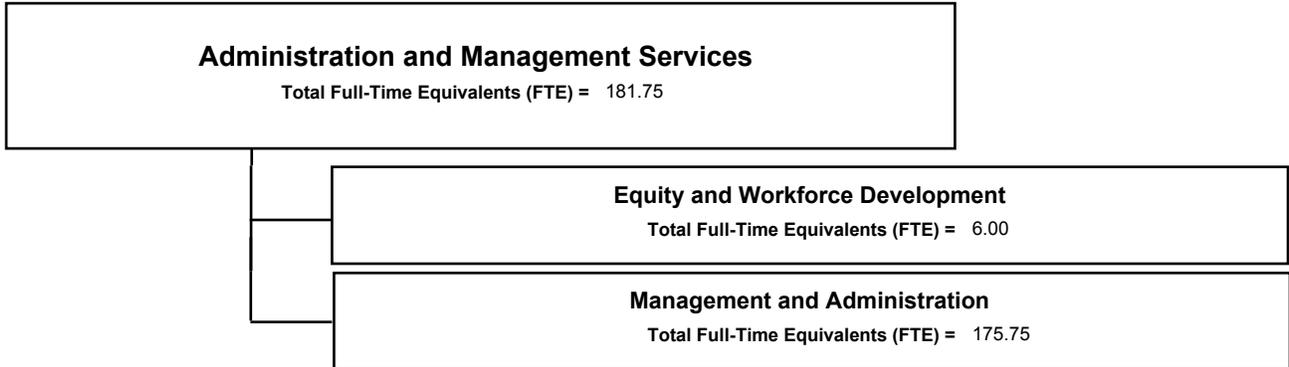
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) which are expected to continue into fiscal year 2012.

None



Administration and Management Services Organizational Chart



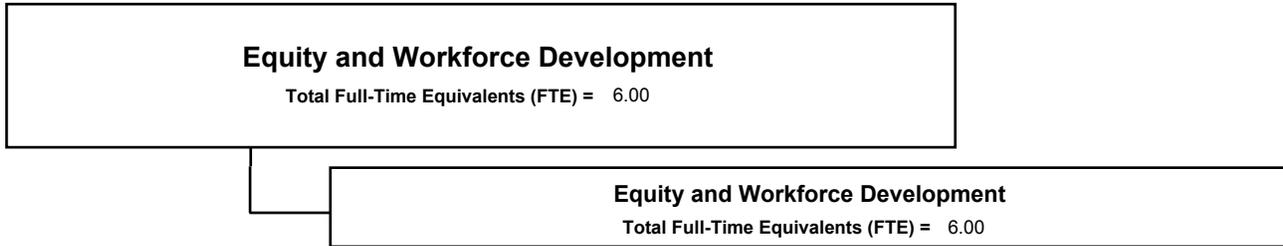
Summary of Services Provided

Departments included in this service area are Management and Administration and Equity and Workforce Development. Management and Administration is responsible for the delivery of accounting, budgeting, policy development, information systems services, financial management, and procurement services. Equity and Workforce Development is responsible for compliance with federal, state and local laws which prohibit discrimination based on race, gender, disability, age, national origin and color and is also responsible for city-wide training programs. Human Resources is responsible for policies and procedures that involve the administration of personnel. Effective FY10, Human Resources is no longer a department, but a division of Management and Administration.

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Expenditures Summary	46,342,326	43,915,708	45,721,794	45,652,137
Funding Summary	46,342,326	43,915,708	45,721,794	45,652,137
FTE Summary	187.25	181.09	180.25	181.75



**Administration and Management Services
Equity and Workforce Development
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
170101 Equity and Workforce Development	632,010	812,786	830,905	821,374
Total Expenditures	632,010	812,786	830,905	821,374

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	354,977	523,905	540,213	523,057
Operating	185,552	225,962	226,613	226,613
Allocated Accounts	72,079	62,194	64,079	71,704
Transfers	19,402	725	0	0
Total Expenditures	632,010	812,786	830,905	821,374

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Human Resources Fund	632,010	812,786	830,905	821,374
Total Funding	632,010	812,786	830,905	821,374

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
170101 Equity and Workforce Development	6.00	6.00	6.00	6.00
Total FTE	6.00	6.00	6.00	6.00

Administration and Management Services Equity and Workforce Development

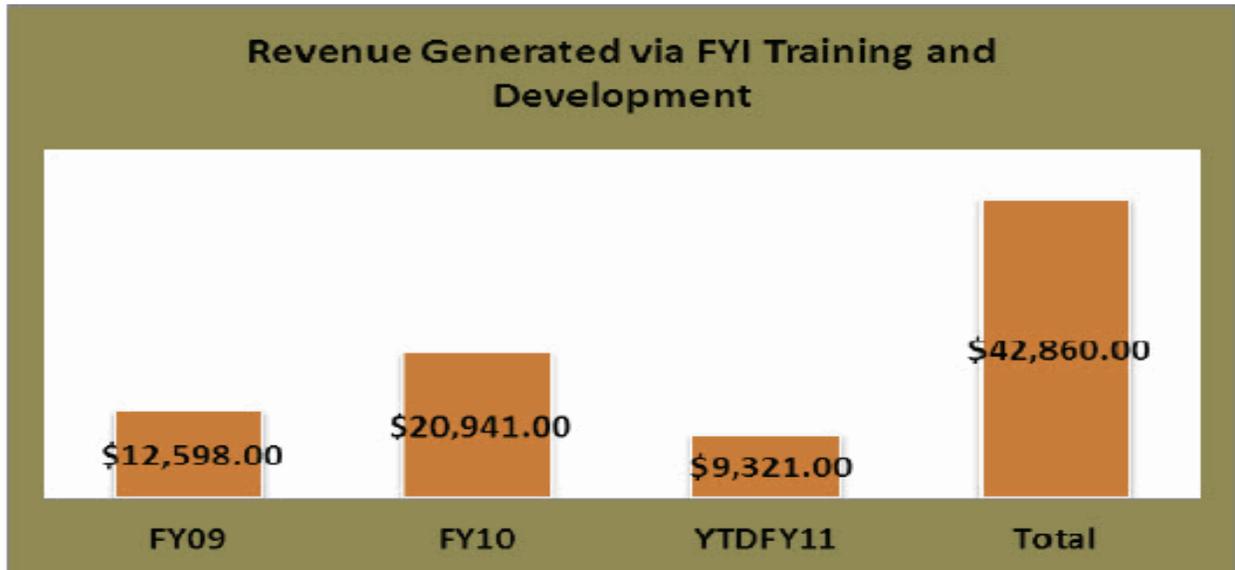
Summary of Services Provided

The Department of Equity and Workforce Development (EWD) provides the following services:

- Ensures compliance with federal, state, and local laws, which prohibit discrimination based on race, gender, disability, age, national origin, and color. Some of these laws include: Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act, the Vietnam Era and Special Disability Rights Act, and the City's Fair Housing Ordinance;
- Responds to inquiries and complaints from employees and residents and uses methods of evaluation, counseling, facilitation, and mediation to resolve complaints whenever possible;
- Provides staff support to the Tallahassee Human Relations Council, a citizen advisory group on race relations;
- Maintains liaisons with various community groups including NAACP, Urban League, disability service agencies and not-for-profits on behalf of race relations and rights for persons with disabilities;
- Coordinates the Mayor's Summit on Race, Culture and Human Relations and Day of Dialogue.

In addition, the Department of Equity and Workforce Development oversees the following city programs:

- Freshen Your Intellect (FYI) Training and Development Program for city employees and the public, which includes: Basic Skills Supervisory Program, City Certified Supervisor and Senior City Certified Program, Employee Mobility Achievement Program (E-MAP) and International Association for Continuing Education and Training (IACET) Program;
- Provides Personal Sustainability Project Training with the Department of Environmental Policy and Energy Resources



Administration and Management Services Equity and Workforce Development

Trends and Issues

Equity and Workforce Development has achieved many accomplishments this year, some of those include:

- The public's favorable response to FYI continues to generate revenue for the City. From fiscal year 2009 to fiscal year 2010, revenue generated increased by forty percent (40%). During the fiscal year 2011, we collected fifteen percent (15%) more than last fiscal year. Since opening our program to the public, FYI has generated more than \$42,000. With an intensified marketing campaign, approximately \$25,000 was generated for FY 2011.
- National Disability Mentoring Day is nationally commemorated on October 20, of every year. Nationally, public and private organizations across the country plan developed and implement job shadowing experience between students with impairments and local employers. The experience provides an opportunity for students to work with mentor in a job environment of their choice for a workday. EWD coordinated the City's participation in the event 5 mentors were matched with 5 students in the program.
- Breakfast in the Dark was the first event of its kind hosted by the City. This event provided a complete breakfast in the dark for 90 people. The purpose of the event was to simulate an experience of blindness while eating breakfast. Tips and techniques on how to perform some basic functions in the dark were taught by staff from the organization, Lighthouse of the Big Bend.
- EWD is dedicated to promoting a workplace free from discrimination, harassment, and retaliation. When a complaint is filed alleging harassment and or discrimination, EWD is responsible for coordinating a response. The response options range from counseling, intervention such as mediation, or conducting investigations to resolve disputes.

Significant Changes From FY 2011

The following service level changes were approved as proposed for Equity and Workforce and Development's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$27.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$8).
- The Equity and Workforce Director position was reclassified to a Manager position. Fiscal Impact: (\$9,034).

Administration and Management Services
Equity and Workforce Development

City Commission Action

The City Commission approved the budget for Equity and Workforce Development's fiscal year 2012 with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.

Administration and Management Services
Equity and Workforce Development
Performance Measures

Program Objectives

The department has identified the following objectives for fiscal year 2012:

- E-MAP- To insure a pool of qualified potential job candidates by identifying, developing and supporting highly motivated and talented employees, who will be capable of taking on greater job and leadership responsibilities and potentially fill key vacancies
- Compliance - To insure compliance with mandates of federal law and local ordinance to insure non-discrimination on the basis of protected characteristics as defined in the Civil Rights Act, the Americans with Disabilities Act, the Fair Housing Act and the City Fair Housing Ordinance, and enhance positive race relations in the community
- Fair Housing - To affirmatively further fair housing as a requirement for receipt of Community Development Block Grant funds by the city
- Workforce Development - To provide training through the City's FYI Training and Development Programs that allows employees to acquire new knowledge and skills and sharpen existing skills

Analysis of Performance Measures

The Leadership Skills program is a 2-3 year program that requires supervisors to complete approximately 12 classes for the Basic Skills Certification, 21 classes for the City Certified Supervisor certification and 39 classes for the Senior City Certified Supervisor certification. There were fifteen (15) Supervisors enrolled in Leadership Skills Program in FY11. Of that, 1% completed the Leadership Skills Programs. Increasing employee efficiency on job performance is measured by the Personal Action Plan forms, which are completed by employees at the end of each FYI Training and Development course. Industry research shows that employees report a 17-21% increase in productivity after attending training. Compared to FY10 (14.7%), FY11 participants report that on average they are approximately 18.5% more effective in carrying out their job. However, the tool used to measure 'increased employee efficiency' needs to be improved and there needs to be more tangible data that correlates to work processes or production to determine the affect the FYI training has on the participant. FYI training varies in subject and various courses may have different levels of impact, which may cause the data to be inconsistent.

Finally, it is important to note that the number of discrimination inquiries/complaints open for FY11 was thirty-two (32). Although, this is a 20% decrease from the projected target of forty (40) for FY11, it is a 34% increase from FY10 (21).

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
# of inquiries/complaints open (unresolved)	#	8	4	2	4
Total budget for closed captioning commission meetings	\$	0	12,000	8,094	12,000
Total number of discrimination complaints/inquiries received	#	21	40	32	40
# of employees enrolled in FYI training courses	#	2,400	3,800	3,177	3,800
# of Supervisors enrolled in Leadership Skills Program	#	10	50	15	50
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
# of employees completing FYI training courses	#	1,760	3,000	2,502	3,000

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Administration and Management Services

Equity and Workforce Development

Effectiveness Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Percent of discrimination complaints/inquiries resolved	%	189	90	0	90
Maintain a minimum of a \$3.00 return on investment for every \$1.00 spent (Ratio 1:3)	\$	10.27	3.45	3.59	3.45
% of supervisors completing Leadership Skills Program	%	7	20	1	20
Increase employee efficiency in job performance	%	62	15	0	15

Administration and Management Services
Equity and Workforce Development
Capital Improvement Program Budget

CIP Budget Overview

The Equity and Workforce Development department has no capital projects for FY 2012-2016.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that were completed or were underway and expected to be completed in fiscal year 2011.

None.

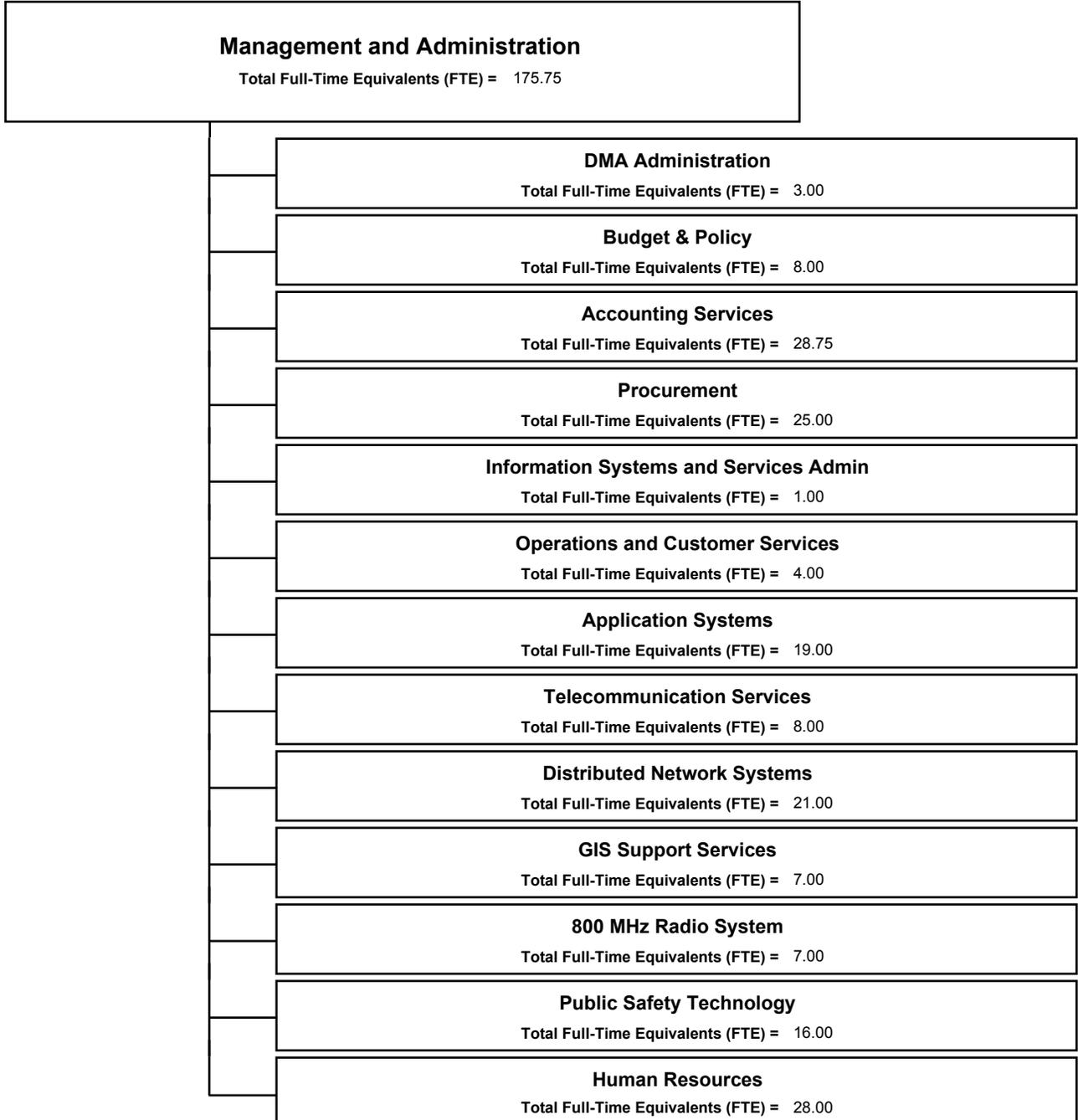
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that are expected to continue into fiscal year 2012.

None.



Administration and Management Services
Management and Administration
Organizational Chart



City of Tallahassee
Fiscal Year 2012 Adopted Budget

Administration and Management Services

Management and Administration

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
410101 DMA Administration	370,045	320,298	428,124	422,771
410201 Budget & Policy	877,423	853,769	860,824	845,545
410202 Special Appropriations	18,316,194	15,184,535	15,041,371	14,240,308
410301 Accounting Services	3,401,416	3,488,840	3,573,255	3,573,257
410401 Administration	1,820,861	1,669,536	1,026,118	1,525,889
410402 Reproduction	108,565	0	0	3,965
410403 Supply	0	0	0	5,433
410404 Accounts Payable	493,988	400,253	493,221	499,327
410405 Purchase Cards	0	205,963	157,665	223,420
410406 Purchasing/Contracts	0	0	579,010	-2,900
410408 Surplus	0	126,990	111,618	112,498
410501 Information Systems and Services Admin	2,464,492	3,118,855	3,266,026	3,461,798
410502 Operations and Customer Services	5,671,955	5,019,652	6,253,688	6,270,385
410503 Application Systems	1,563,451	1,522,249	1,675,475	1,845,911
410505 Telecommunication Services	1,408,124	1,494,046	1,514,126	1,551,499
410506 Distributed Network Systems	1,606,799	1,644,390	1,717,019	1,827,226
410507 Radio Communications	452,308	0	0	33,217
410508 GIS Support Services	1,666,010	1,696,800	1,697,447	1,771,062
410509 800 MHz Radio System	1,052,729	1,804,286	1,838,877	1,841,666
410510 Technology Planning & Advancement	484,655	0	0	503
410511 Public Safety Technology	929,710	1,536,468	1,700,104	1,749,048
410601 Human Resources	3,021,591	3,015,992	2,956,922	3,028,935
Total Expenditures	45,710,316	43,102,922	44,890,889	44,830,763

<u>Expenditure Category Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	14,693,242	14,468,737	15,156,620	15,345,969
Operating	8,909,188	8,934,248	11,277,561	11,313,290
Other Services & Charges	573,838	235,400	547,768	538,775
Capital Outlay	149,902	149,902	0	0
Allocated Accounts	3,925,986	4,009,290	3,857,434	3,988,385
Utilities and Other Expenses	83,019	75,152	68,112	68,112
Transfers	3,561,178	3,531,143	2,803,938	3,198,915
Contributions to Operations	8,924,008	9,527,344	9,594,711	9,493,521
Year End Adjustments	4,889,955	2,171,706	1,584,745	883,796
Total Expenditures	45,710,316	43,102,922	44,890,889	44,830,763

<u>Funding Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	19,563,662	16,358,602	16,330,318	15,508,624
800 MHz Fund	1,052,729	1,804,286	1,838,877	1,841,666
Data Processing Fund	16,247,504	16,032,460	17,823,885	18,510,649
Accounting Fund	3,401,416	3,488,840	3,573,255	3,573,257
Purchasing Fund	2,423,414	2,402,742	2,367,632	2,367,632
Human Resources Fund	3,021,591	3,015,992	2,956,922	3,028,935
Total Funding	45,710,316	43,102,922	44,890,889	44,830,763

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Administration and Management Services
Management and Administration**

Operating Budget

<u>FTE Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
410101 DMA Administration	3.00	3.00	3.00	3.00
410201 Budget & Policy	8.00	8.00	8.00	8.00
410301 Accounting Services	29.75	28.75	28.75	28.75
410401 Administration	16.00	14.34	6.00	14.00
410402 Reproduction	1.00	0.00	0.00	0.00
410404 Accounts Payable	7.00	7.00	8.00	7.00
410405 Purchase Cards	3.00	3.00	2.00	3.00
410406 Purchasing/Contracts	0.00	0.00	8.00	0.00
410408 Surplus	1.00	1.00	1.00	1.00
410501 Information Systems and Services Admin	1.00	1.00	1.00	1.00
410502 Operations and Customer Services	4.00	4.00	4.00	4.00
410503 Application Systems	19.00	19.00	19.00	19.00
410505 Telecommunication Services	8.00	8.00	8.00	8.00
410506 Distributed Network Systems	21.00	21.00	21.00	21.00
410508 GIS Support Services	7.00	7.00	7.00	7.00
410509 800 MHz Radio System	7.00	7.00	7.00	7.00
410511 Public Safety Technology	16.00	16.00	16.00	16.00
410601 Human Resources	29.50	27.00	26.50	28.00
Total FTE	181.25	175.09	174.25	175.75

Administration and Management Services

Management and Administration

Summary of Services Provided

The Department of Management and Administration (DMA) is comprised of six divisions - Administration, Budget and Policy (OBP), Accounting Services, Procurement Services, Information Systems Services (ISS), and Human Resources.

- Administration handles department-wide management and is responsible for coordination of various department functions, including PeopleSoft implementation, providing staff assistance for citywide projects, and maintenance of the city's administrative procedures.
- The Office of Budget and Policy is responsible for budgeting activities and is the lead agency for financial policy functions within city government. Responsibilities include development and preparation of the annual operating and capital budgets, development of long-range financial plans and related financial policies, and development and management of the special appropriations program for the General Fund. Other responsibilities include review and approval of operating budget work orders, development and coordination of the use of performance measurements, and program reviews.
- Accounting Services is responsible for operational functions, financial reporting and financial systems. Operational activities include payroll processing and leave reporting, non-utility accounts receivables and fixed asset management and inventory. Financial reporting includes preparation of the comprehensive annual financial report, grant reporting, fund accounting, and financial analysis. Accounting Services also has primary responsibility for user support, maintenance, security, training, data integrity, and reporting related to the city's financial and payroll systems.
- Procurement Services provides centralized procurement activities and establishes a system of coordinated uniform procurement policies, procedures, and practices to be used by departments in acquiring commodities and contractual services. These responsibilities are carried out through the division's purchasing, reproduction, and accounts payable units.
- Information Systems Services is tasked with providing quality services to enable city departments to make effective use of information technology. Primary responsibilities of the five major program areas that include all eight (8) units within Information Systems Services are:
 - Operations and Customer Services is responsible for data center activities that include financial and administrative support for city departments, along with processing activities required for utility customers.
 - Applications Systems is responsible for application software systems through analysis, design, and development or acquisition, installation, and maintenance of application software systems on mainframe, client server and personal computer hardware platforms.
 - Technology Infrastructure is responsible for planning, installation and support of distributed network computing, including voice and data communications.
 - The Public Safety Technology division is responsible for managing the applications of the Police and Fire Departments. Public safety applications vary from Computer Aided Dispatch and Records Management Systems to Crime Intelligence, Property and Evidence, Field Base Reporting and In-Car Camera Systems and mobile data terminals. In addition, this division supports and maintains the City's intranet site and partners with the Department of Communications in support of the City's Internet site.
- As of FY10, the Human Resources department is now a division of the Department of Management and Administration. Key services include the following: recruitment; benefits administration and wellness program development and implementation; occupational health and safety administration; labor relations; personnel administration; personnel file maintenance, human resource record keeping and systems maintenance and classification and pay administration.

Administration and Management Services

Management and Administration

Trends and Issues

- A new version of GOVMAX was released several years ago and the version used by the City discontinued. As a result, the new version was implemented for this fiscal year. Although the implementation has gone well, there have been a few glitches. The new version costs more than the prior product and will have to be budgeted in future years.
- As a result of the Citizens Budget Committee, the Budget Office has developed a prototype for a User's Guide and Budget in Brief to be used for FY12.
- Received Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2009 City Comprehensive Annual Financial Reports.
- Received unqualified opinions for the fiscal year 2009 audits of the City, Blueprint 2000 and Capital Regional Transportation Planning Agency.
- The purchasing division continues to be challenged by its aging workforce. During FY11, staff was reduced by one position as a result of retirement. Additionally, an employee scheduled to retire in FY12 opted for early retirement in FY11. Currently, there are four (4) employees that will be completing their DROP participation during the upcoming fiscal year and another two will be leaving in fiscal year 2013. The four employees that will be leaving in FY12 represent budgeted salary funding in the amount of \$230,257 and potential salary savings from new hires at no more than 10% over the minimum salary allowed will amount to approximately \$90,000.
- The upcoming implementation of the PeopleSoft e-settlement module will provide procurement services the ability to reduce the time and effort to receive, approve, pay invoices and update supplier services by providing the capability to process payments using electronic invoices and payments, matching, online approvals, dispute resolution and email notification. Suppliers will be able to enter invoices online, attach appropriate documentation and check payment status.
- Information System Services (ISS) is struggling with the increasing mobility of users, which is driving the increased need for mobile/smart devices and apps. Application infrastructure such as the Microsoft Office upgrades and Exchange upgrade have provided some of the backbone infrastructure for the introduction of smart devices into the city's environment. There are still deficiencies that need to be addressed to facilitate on-going connection to the infrastructure in the data center and other connection points. ISS will need to invest in the enterprise systems to allow users to freely design their mobile client for the best roaming and connection, while at the same time monitoring for increased network security threats. With the advancement of mobility for the field users and the desire to add applications for smart devices, there is a need to increase the amount of network connectivity to the Internet. To accomplish these infrastructure enhancements and improvements, recommendations are to expand the Dragon Intrusion Detection System (IDS) to increase the number of monitoring devices to monitor all data centers in the City as well as all traffic that traverses the backbone.
- ISS also continues to feel the impact of budget reductions in staffing and training. Departments' business processes continue to advance, resulting in an increasing requirement for advanced technology and solutions. In addition, the solutions have grown increasingly complex. Without appropriate staffing, ISS cannot enhance or develop applications that meet the needs of our customers. ISS has tripled applications and servers, as compared to prior years, while maintaining staffing numbers. As systems continue to evolve, the level of knowledge and resources required to maintain these systems increases as well. Training and staff augmentation are necessities to continue to support the growing demands of departments and the ever changing world of technology.

Administration and Management Services Management and Administration

Significant Changes From FY 2011

The following service level changes are included in the proposed budget for the Department of Management and Administration's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$3,655.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$1,096).
- Reduction in the Administration program's operating expenses. Fiscal Impact: (\$10,000).
- Reduction in the Budget Office's operating expenses. Fiscal Impact: (\$21,326).
- Reduction in the Accounting Services' operating expenses. Fiscal Impact: (\$72,793).
- Reduction in the Purchasing program's operating expenses. Fiscal Impact: (\$4,326).
- Reduction in the Help Desk support and reassigning 3 FTE's. Fiscal Impact: (\$22,655).
- Reduction in a full-time position to part-time in Radio Communications. Fiscal Impact: (\$34,852).
- Reduction in ISS operating expenses. Fiscal Impact: (\$214,430).
- Reduction in Human Resources operating expenses. Fiscal Impact: (\$12,297).

City Commission Action

The City Commission approved the budget for the Department of Management and Administration with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Administration and Management Services
Management and Administration
Performance Measures

Program Objectives

The department has identified the following program objectives for FY 2012:

Accounting Services:

1. Implementation of citywide time and attendance requirements.
2. Work in conjunction with other DMA divisions to develop a strategic plan for the future upgrade of the City's financial and human resource systems.
3. Work as a team with other DMA divisions to assist in the implementation of the PeopleSoft e-settlement module.

Office of Budget & Policy:

1. Provide quality financial and program information to management, the City Commission and the public by developing balanced operating and capital budgets that maximize the usage of available resources to achieve city goals.
2. Assist departments in implementing programs and activities by providing policy and funding guidance and information through agenda review, participation in various committees, and other advice and counsel.
3. Provide long term financial planning by projecting available revenues and expenses, monitoring legislation and the economy, identifying long-term expenditure trends, and monitoring capital expenditures.
4. Provide performance measurement information.
5. Receive the Government Finance Officers' Association Distinguished Budget Award.

Procurement Services:

1. Properly acquiring and coordinating the timely delivery of necessary goods and services to support the daily operations of the city, ensuring compliance with all applicable local, state and federal policies, laws and ordinances.
2. Ensuring payments are made in compliance with the Florida Prompt Pay Act.
3. Provide routine training to procurement system users, incorporating more policy and procedures information and warning against common pitfall/violations.
4. Perform procurement reviews and assist departments to enhance their procurement processes.
5. Continue to provide a valuable purchasing card system and enhance the ability to track and review employee purchases.
6. Automation of the A/P invoices process to include an electronic invoicing process for high volume vendors.
7. Implement an automated purchase order system to send electronic purchase orders to vendors.
8. Continue to work toward a paperless procurement process.
9. Submit 1099 filing to IRS in a timely manner with reduced risk for errors in vendor information.

Information System Services:

1. Consistently exceed customer service requirements.
2. Develop common architecture enabling integration and interoperability.
3. Lead and support continuous business improvement.
4. Provide access to city information and services anytime, anywhere.
5. Leverage technology to improve and enhance end user productivity.
6. Maximize value of IT investments.
7. Raise the level of skills and knowledge of city employees.

Human Resources:

Administration and Management Services

Management and Administration

1. Reinstitute the city-wide safety committee
2. Increase the number of safety specialists certified as authorized OSHA general industry trainers from 1 to 2.
3. Complete a review and revision/updating of the city safety manual and policies.
4. Formalize the serious accident investigation policy
5. Review and update the city post-accident worksheet/reporting policy
6. Hire a new safety administrator.

Analysis of Performance Measures

A good indicator of employee health, both physical and mental, is the number of sick hours used by employees. In FY10, the number was 25.3 sick hours used per 1,000 hours worked. This number has increased to 26.84 sick hours used in FY11. An increase in employee sick hours used is not good for city management, employee productivity, employee wellness nor customer service.

An indicator of a sluggish economy is seen through increasing job applications for vacant positions. In FY10, the City received 31.5 applicants for each job vacancy. This number has increased to 70.0 applicants per vacancy in FY11. This indicates that unemployment remains high and a lot of people are actively seeking employment.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
5-Year Capital Improvement Plan	\$	893,533	826,374	893,533	773,376
Appropriated operating budget	\$	718,727	726,871	726,871	710,728
Capital budget	\$	187,000	207,598	207,598	150,993
Number of Centralized HR FTEs (based on actual hours paid to full-time and part-time employees)	#	24.90	27.00	25.00	26.00
Total City FTEs (includes full-time and part-time employees)	#	3,194.90	2,838.00	3,267.50	2,838.00
Number of reproduction requests received	#	556,519	2,750,200	360,668	650,000
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Timeliness and accuracy of CAFR – City's and Blueprint 2000's	%	100	100	0	100
Timeliness of monthly system closing – by morning of 6th business day –does not include first or final month of FY	#	10	10	10	10
Timely mailing of AR statements and accurate posting of payments to business loan and AR systems	%	100	100	100	100
Budget transfers processed	#	76	200	53	100
Number of Job Applications Processed	#	16,587	18,500	18,562	18,500
Number of Positions reclassified	#	105	100	94	100
Number of Alcohol/Drug Tests Administered	#	2,269	1,616	2,014	2,260
Number of Personnel Actions Processed	#	4,124	4,000	4,784	4,000
Number of Benefit Transactions Processed	#	3,174	4,386	4,113	4,000
Number of Employee Injury or Auto-Related Events Reported (based on RiskMaster data maintained by Risk Management)	#	351	500	522	300

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Administration and Management Services

Management and Administration

Effectiveness Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Accurate and timely filing of grant reports	%	100	100	1,200	100
Receipt of GFOA Certificate for completion of CAFR within their guidelines	#	1	1	0	1
Timely and accurate processing of payroll – Percent completed by deadline	%	100	100	100	100
Percent of on-time departmental submittals of budget information	%	28	100	16	100
Percent variance of actual revenues to estimated revenues - General Fund	%	0.38	2.00	0.00	2.00
Percent variance of actual expenditures to estimated expenditures	%	0.49	2.00	0.00	2.00
Percent Budget transfers processed within 5 business days (CIP Policy)	%	85.00	100.00	86.10	100.00
HR staffing level ratio (per 100 FTE's serviced)	#	0.81	0.79	0.78	0.79
Total City turnover	%	2.00	3.00	0.54	3.00
Total "Quit" Rate	%	1.00	2.50	2.90	2.50
% of New Hires still employed after one year	%	73.40	83.00	94.45	80.00
Sick Leave Hours Used Per 1,000 Hours Worked	#	25.30	28.00	26.84	27.00
Applications Processed (per HR FTE)	#	751.25	1,502.00	2,725.00	1,470.00
Reclassifications Processed (per HR FTE)	#	4.20	4.00	45.10	4.50
Avg # Applicants Per Vacancy	#	31.50	36.00	70.00	60.00
% Annual Health Insurance Increase	%	6.00	0.00	5.20	3.80
# completed hours of OSHA Training.	#	2,851	2,500	2,621	1,640
HR23 - # of site visits by safety specialists	#	871	650	1,014	600
Complete all telephone service and network connection installation service requests within three (3) working days	%	98.85	90.00	100.00	90.00
Complete initial technology requisitions and fulfill requests for quotes within eight (8) working hours of receiving the request	%	100	98	100	98
Maintain network up time at 99.9% or better	%	99.50	99.90	99.90	99.90
Meet project goals and dates as specified in the ISS Strategic Plan	%	100	100	100	100
Reduce the resolution of work stoppage problems that cannot be solved by System One Stop (SOS), to one (1) day or less	%	72.15	80.00	72.15	80.00
Resolve at least 70% of all SOS calls within the resources of this team as measured by daily incident activity reports.	%	62.45	70.00	51.45	70.00
Average cost to process one p-card	\$	23.73	24.56	24.37	24.56
Average cost to process one purchase order	\$	26.89	27.83	25.74	27.83
Average cost to process one requisition transaction	\$	26.11	27.02	24.98	27.02
Percentage of contract compliance reviews completed	%	100	100	100	100
Dollar amount of purchasing per FTE	\$	29,389,535	43,512,400	17,913,853	43,512,400
Percentage of checks voided in accounts payables	%	1.66	0.85	0.00	0.85
Percentage of payments processed within 30 days	%	100	98	98	98
Percentage of reproduction service requests completed within the same day	%	100	100	100	100
Percentage of RFP's processed within 60 days	%	100	100	100	100
Percentage of procurement card payments made on time	%	100	100	100	100

**Administration and Management Services
Management and Administration
Capital Improvement Program Budget**

CIP Budget Overview

The capital improvement program proposes funding for nine projects (listed below) at a cost of \$10,058,350 for FY 2012 – FY 2016. All projects are information systems and services related, with the exception of the emergency preparedness project used by departments during city related emergencies. The proposed capital budget for FY12 is \$3,367,950 and supports on-going projects.

Applications and Database Upgrades (\$2,500,000); City Building Computer Wiring Upgrades (\$250,000); Computer Server Upgrade (\$1,050,000); Emergency Preparedness (\$750,000); Microsoft Windows 7 and Office 2010 Upgrade (\$757,750); Network Infrastructure Upgrade/Replacement (\$3,000,000); Permits and Enforcement Tracking System (\$988,000); TPD Records/Aircards (\$142,600); and Upgrade Wireless Infrastructure and Intrusion Detection (\$620,000).

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
Deficiencies Fund	150,000	750,000
Information Sys Svcs RR&I	3,119,150	8,814,350
Intergovernmental - Leon County	98,800	494,000
Total Funding	3,367,950	10,058,350

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

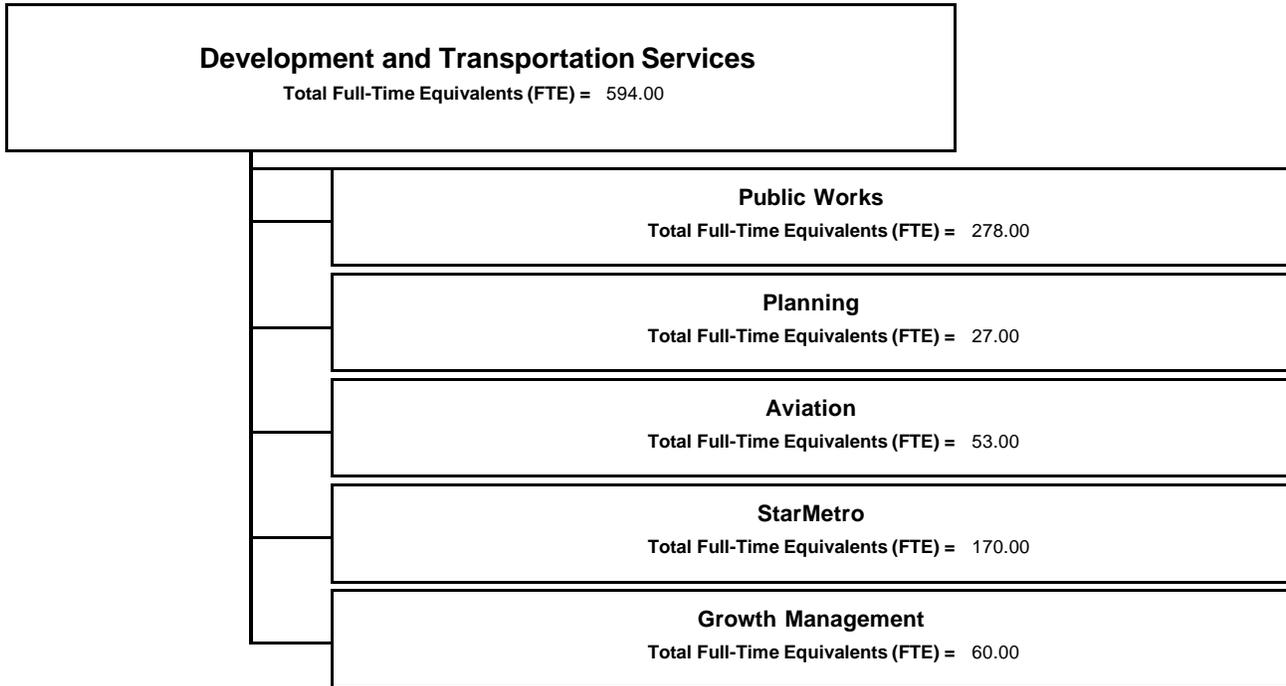
FY11 City Building Computer Wiring
FY11 Network Infrastructure Upgrade/Replacement
FY11 Applications & Database Upgrade

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

Permits and Enforcement Tracking
Microsoft Windows 7 and Office 2010 Upgrade
TPD Records/Aircards

Development and Transportation Services Organizational Chart



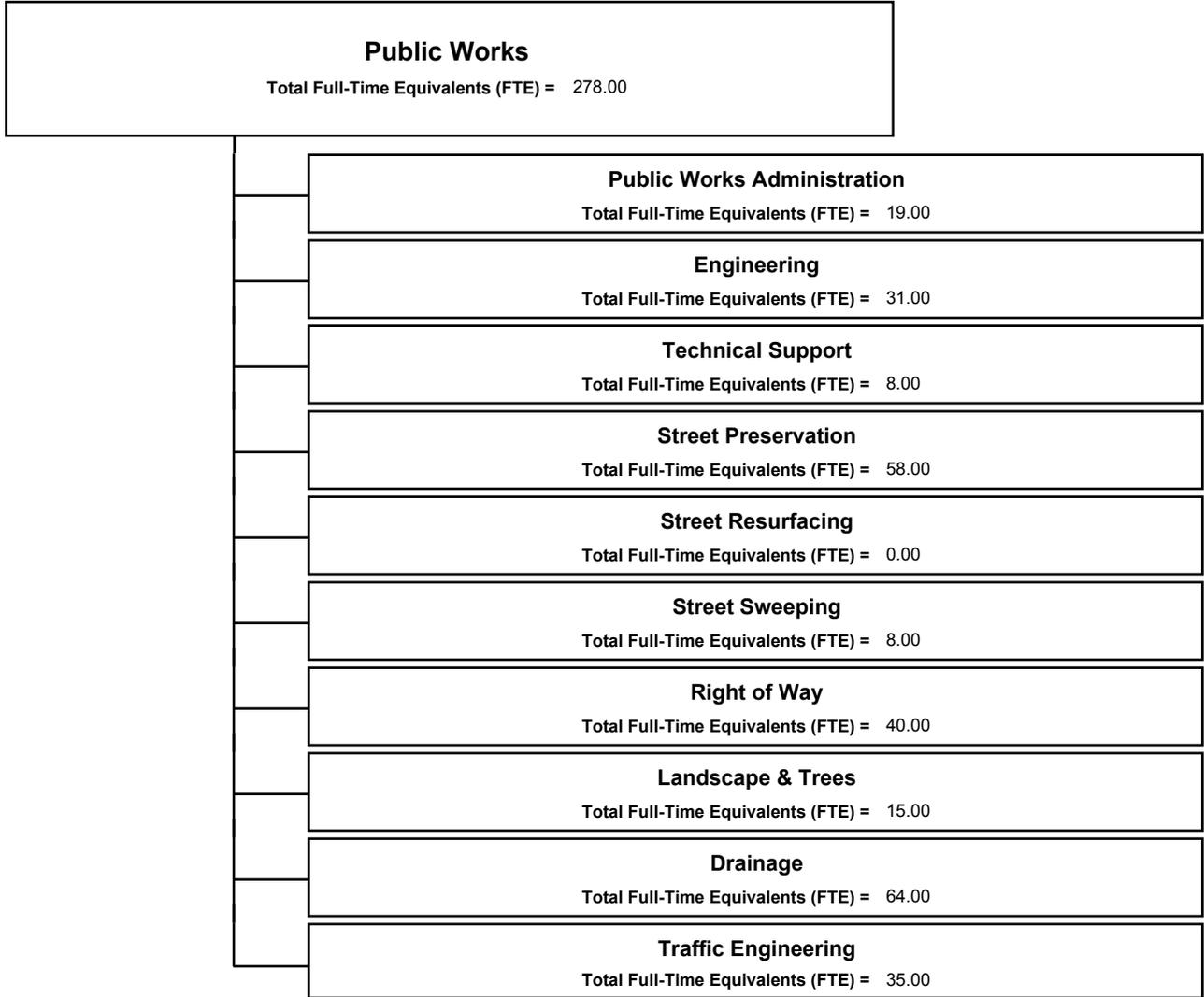
Summary of Services Provided

The Development and Transportation Services Area consists of the Aviation, Growth Management, Planning, Public Works and StarMetro departments.

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Expenditures Summary	55,393,765	57,050,622	59,559,938	59,222,810
Funding Summary	55,393,765	57,050,622	59,559,938	59,222,810
FTE Summary	611.00	594.00	589.00	588.00



Development and Transportation Services
Public Works
Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Development and Transportation Services

Public Works

Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
220101 Public Works Administration	2,973,972	3,433,318	4,692,195	2,137,076
220201 Engineering	644,126	785,470	983,563	976,805
220202 Survey	457,491	413,559	423,377	487,313
220203 Construction Inspection	303,485	266,291	200,668	310,634
220204 Construction Management	110,670	0	0	0
220301 Technical Support	1,586,296	984,265	1,003,994	1,569,533
220302 Street Preservation	1,455,775	2,255,333	2,185,444	2,517,183
220303 Street Resurfacing	325,126	368,276	0	0
220304 Street Sweeping	819,030	3,633,494	875,463	921,995
220305 Right of Way	2,611,728	2,590,253	2,451,889	2,808,042
220306 Landscape & Trees	1,835,705	2,071,607	1,687,489	1,884,347
220502 Drainage	4,190,071	1,497,667	4,731,660	4,741,482
220601 Traffic	685,628	2,088,514	2,303,016	2,307,366
220602 Construction	542,503	792,516	613,204	698,981
220603 Traffic Signals	1,846,148	1,429,731	1,300,958	1,604,341
Total Expenditures	20,387,754	22,610,294	23,452,920	22,965,098

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	12,195,758	12,455,232	13,068,817	12,639,068
Operating	1,810,460	3,692,369	4,009,784	4,010,669
Capital Outlay	479,524	383,510	130,210	130,210
Allocated Accounts	4,461,008	4,518,378	5,089,956	5,030,998
Utilities and Other Expenses	543,755	489,622	526,006	526,006
Transfers	578,249	751,883	308,847	308,847
Contributions to Operations	319,000	319,300	319,300	319,300
Total Expenditures	20,387,754	22,610,294	23,452,920	22,965,098

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	15,378,653	17,479,133	17,845,797	17,301,621
Stormwater Fund	5,009,101	5,131,161	5,607,123	5,663,477
Total Funding	20,387,754	22,610,294	23,452,920	22,965,098

**Development and Transportation Services
Public Works**

Operating Budget

<u>FTE Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
220101 Public Works Administration	20.00	19.00	19.00	19.00
220201 Engineering	15.00	15.00	14.00	14.00
220202 Survey	10.00	10.00	10.00	10.00
220203 Construction Inspection	8.00	7.00	7.00	7.00
220301 Technical Support	9.00	8.00	8.00	8.00
220302 Street Preservation	49.00	49.00	58.00	58.00
220303 Street Resurfacing	9.00	9.00	0.00	0.00
220304 Street Sweeping	8.00	8.00	8.00	8.00
220305 Right of Way	41.00	40.00	40.00	40.00
220306 Landscape & Trees	15.00	15.00	15.00	15.00
220502 Drainage	64.00	64.00	64.00	64.00
220601 Traffic	14.00	10.00	10.00	10.00
220602 Construction	13.00	12.00	12.00	12.00
220603 Traffic Signals	13.00	13.00	13.00	13.00
Total FTE	288.00	279.00	278.00	278.00

Summary of Services Provided

The Public Works Department delivers a wide range of services to the community that impact the quality of life for Tallahassee citizens and others. Programs related to those services involve civil engineering, construction management, traffic management, street and sidewalk construction and maintenance, and project management. Generally speaking, the Public Works Department provides any city infrastructure services not related to utilities, public safety, or mass transportation.

The City of Tallahassee Public Works Department is in its second year of a significantly reorganized structure. 43 FTE's have been eliminated in the last three fiscal years.

This reorganization has resulted in increased accountability, improved organizational functionality and streamlined intradepartmental communication. While these changes have greatly assisted Public Works in its efforts to maintain, improve and develop our City's infrastructure in these difficult times, significant challenges lie ahead.

Development and Transportation Services

Public Works

Trends and Issues

- Our Overall Condition Index (OCI) is currently at 80.4, which is above our goal of 75. This indicates that the conditions of our roadways are “Good”. Future funding to maintain road quality is a concern.
- Numerous subdivisions have been constructed with sidewalks that do not comply with the Americans with Disabilities Act. A capital improvement project should be considered to address this matter.
- The Asphalt Maintenance program will be impacted as petroleum prices continue to increase due to market uncertainty from international turmoil. Our purchase rates are adjusted according to FDOT fuel cost adjustments.
- Within the Pavement Marking Program, there are insufficient funds for the pavement markings to maintain minimum reflectivity, as per the Manual for Uniform Traffic Control Devices (MUTCD).
- The Roadway Signage Program began using the CarteGraph Work and Asset Management System to better document the work history and inventory of the sign assets. Positions were reclassified to manage more effectively.
- In continuing to support City, university and other local special events, it will be increasingly important to obtain funding from the event organizers to support the overtime manpower investment we make in placing and removing barricades, signs and cleanup activities.
- Right of Way (ROW) maintenance response time averages two weeks during the growing season. General City mowing cycles and areas routinely maintained has diminished due to personnel reductions and assigning more personnel to address the increased FDOT demands.
- Additional Blueprint 2000 projects are expected to be completed, as well as Gaines St. and FAMU Way over the next three years. The preliminary landscape plans for these sites will significantly increase the landscape inventory for this program. This increase is not yet budgeted for in future years.
- The Tree Maintenance program has recently received a new truck mounted loader. This will result in fewer trips to dispose of debris and save on labor costs that these trips previously required. The program is due to receive a replacement crane in June 2011 which will further enhance the productivity and cost efficiency.
- Over the last 22 years, the street sweeping roadway inventory has doubled, while the crew size has remained unchanged.
- We expect to see a modest increase in smaller flood mitigation projects as a result of the citizen response to rain events that caused street flooding this past year.
- The infrastructure inventory project is nearing completion. It is anticipated that the upcoming National Pollutant Discharge Elimination System (NPDES) permit (#3), will require that 10% of drainage assets be inspected and reported upon each year. This is not possible under our current staffing levels. These inspections are expected to reveal a significant list of infrastructure components that are currently in need of repair and/or maintenance.
- CarteGraph staff will soon be interviewing staff with the goal of identifying each unit’s particular needs to be considered in completing the software modifications for our use. This will eliminate multiple transcribing of work requests, work orders, labor, equipment, and materials, which reduces errors that can occur and increases efficiency.
- Staff is currently working with COT Facility Management staff to design the Vehicle Wash Facility, which will be Phase II of the implementation of the Master Plan.

Development and Transportation Services
Public Works

Significant Changes From FY 2011

The following service level changes were included in the proposed budget for the Public Works Department's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$217,444.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$54,361).
- The department reduced their proposed FY12 budget by \$132,000 by reducing spending projections in Unclassified Contractual Services and other areas. Fiscal Impact: (\$132,000).
- In order to capture operational efficiencies, DeptID 220303 Street Resurfacing will be combined with DeptID 220302 Street Preservation. All personnel and expenditures will be moved to 220302 beginning in FY12. Fiscal Impact: \$0.

City Commission Action

The City Commission approved the budget for the Public Works Department with the following changes:

- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

**Development and Transportation Services
Public Works
Performance Measures**

Program Objectives

The department has identified the following objectives:

- Maintain city streets in good repair;
- Maintain city stormwater/drainage system in good repair;
- Develop and maintain inventories of infrastructure and facilities;
- Complete capital improvement projects on time and within budget;
- Reduce traffic congestion;
- Increase focus on customer service, satisfaction and improved communications;
- Have highly efficient, adequately funded, quality programs.

Analysis of Performance Measures

Cost of landscape maintenance per acre. Because Q4 data was not yet available, Q3 measures were held constant for this analysis. Internal indicators reveal that our current costs are running marginally higher (\$738.60 for the first three quarters of FY 2011) than the average for the prior few years (\$545.40 for FY2009 and \$570.47 for FY 2010). This increase is in part because of the cyclical nature of this work and viewing any single quarter gives a slightly distorted view. (First quarter costs are high in material acquisition. For example, we buy and spread our mulch during this period.) We anticipate the annual average to be slightly higher yet still comparable to FY 2010 costs.

Resurfacing costs per lane mile. Because Q4 data was not yet available, Q3 measures were held constant for this analysis. Internal indicators reflect increasing costs per lane mile over the past three years, (\$42,187.61 in FY 2008, \$71,606.09 in FY 2009 and \$81,810.00 in FY 2010.) These increases are, in part, attributable to an increase in the cost of the asphalt itself but are also a reflection of the increased amount of "milling" that we are doing in association with the resurfacing program. Streets can only take so many overlays before they have to be milled to get the surface down to an acceptable elevation. Many of our roadways must now be milled prior to overlays. Through the first three quarters of FY 2011, the resurfacing cost per lane mile is \$76,770, which is above the budgeted amount, but less than the realized cost in FY 2010.

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Compare annual construction costs designed to \$5M: Engineering	%	94.33	100.00	96.75	100.00
Cost per CY of concrete in place	\$	576.82	478.00	489.23	500.00
Cost per cycle: sweeping city streets	\$	43,810	42,594	44,379	44,000
Costs per landscape maintenance acre	\$	570.47	664.07	738.60	664.07
Costs per ton of asphalt	\$	175.59	255.34	274.19	275.00
Number of cycles completed vs goal: FDOT street sweep	%	100	100	100	100
Number of employees	#	281.00	279.00	277.50	278.00
Percentage of asphalt patches completed within five days	%	96.67	96.00	97.25	96.00
Respond to 95% of tree maintenance requests in less than 10 weeks (1=yes;2=no)	#	2	1	2	1
Resurfacing cost per lane mile	\$	81,810.00	72,110.00	76,770.64	80,000.00
Total Public Works Budget (in thousands)	\$	20,800	20,400	23,100	23,476

**Development and Transportation Services
Public Works
Capital Improvement Program Budget**

CIP Budget Overview

The department's FY 2012-2016 capital improvement plan includes projects with an appropriation of \$51,672,000. Fiscal year 2012 funding includes twelve projects with an appropriation of \$9,767,100.

FY12 projects will be funded from through a variety of revenue sources. The projects scheduled for FY12 include Tallahassee-Leon County Public Safety Complex, guardrail and handrail installment/replacement, residential sidewalks and bike ped implementation program, minor intersection/safety modifications, street resurfacing program, minor stormwater improvements, new development sidewalk program, recurring traffic management system improvements, Flipper Street sidewalk, Bradford Road sidewalk, Palmer Street sidewalk and Lonnbladh Road pass.

Remaining projects that are programmed in the out years are the Weems Road Extension, greenway trail connectors and Nurse's Drive.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
1989 Sales Tax	0	0
2004 Capital Bond Series	1,158,000	1,158,000
2005 Sales Tax	3,147,200	10,866,300
Concurrency Central - FAMU Way	0	0
Concurrency Central - Multimodal	0	0
Fallschase DRI Mitigation Funds	0	0
Fire Debt	0	0
Florida Department of Transportation	0	0
Gas Tax	2,827,900	14,928,550
Gas Tax Undesignated Balance	2,204,000	5,204,000
General Government - Future Bonds	0	17,055,150
General Government Capital Improvement Fund - GGCIF	10,000	10,000
General Government Capital Project Account - GGCPA	0	40,000
Stormwater RR&I Undesignated Balance	420,000	2,410,000
Street Paving Fund	0	0
Total Funding	9,767,100	51,672,000

Completed Capital Projects

The following list represents some major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

- Kerry Forrest Parkway Extension
- Bond Community - Neighborhood
- Lipona Road - PASS
- Lake Bradford Gateway Enhancement
- Neighborhood Infrastructure Enhancement projects

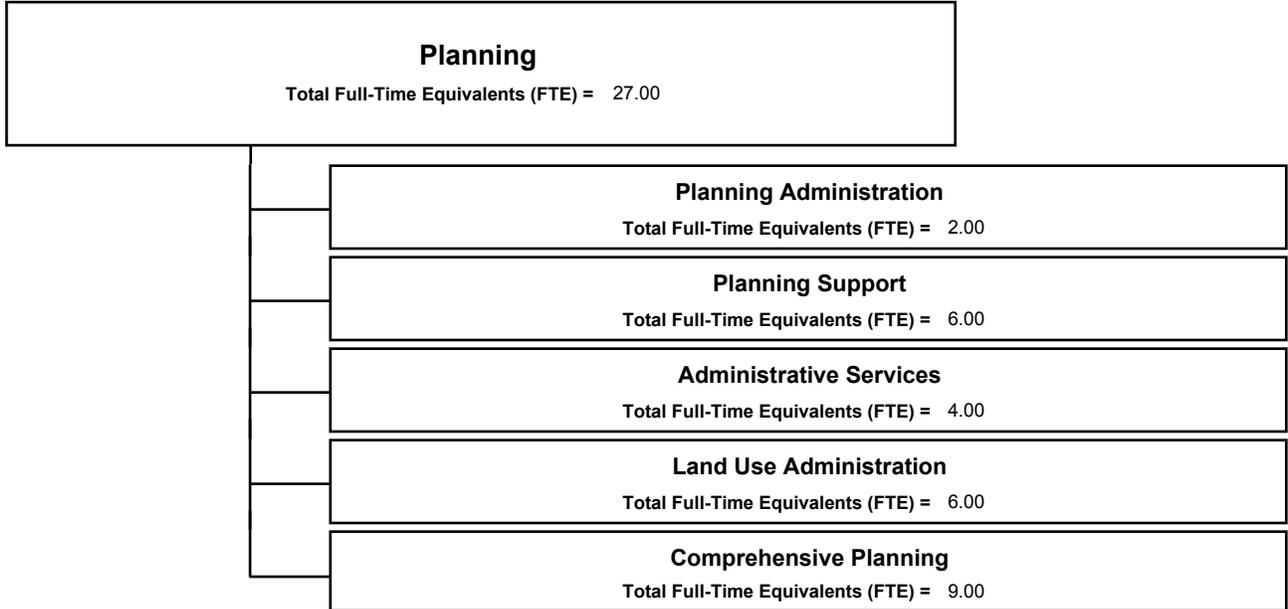
Development and Transportation Services
Public Works

Continued Capital Projects

The following list represents some major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

Weems Road PASS
Lonnbladh Road PASS
Gaines Street
FAMU Way
Tennessee Street Gateway Enhancement
Public Safety Complex
Residential Sidewalks and Bike Ped Implementation
Intersection Improvements
Street Resurfacing

Development and Transportation Services
Planning
Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Development and Transportation Services
Planning**

Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
250101 Planning Administration	609,955	530,891	549,063	424,998
250102 Planning Support	345,294	301,181	474,935	525,558
250103 Administrative Services	249,507	251,126	263,407	295,421
250104 Environmental Planning	0	0	0	18
250201 Land Use Administration	413,102	474,200	518,146	554,025
250301 Comprehensive Planning	830,204	708,612	830,821	903,404
Total Expenditures	2,448,062	2,266,010	2,636,372	2,703,424

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	1,935,046	1,848,814	2,186,967	2,202,931
Operating	74,554	64,916	205,798	205,798
Allocated Accounts	318,666	237,262	243,607	294,695
Transfers	119,796	115,018	0	0
Total Expenditures	2,448,062	2,266,010	2,636,372	2,703,424

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	2,448,062	2,266,010	2,636,372	2,703,424
Total Funding	2,448,062	2,266,010	2,636,372	2,703,424

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
250101 Planning Administration	2.00	2.00	2.00	2.00
250102 Planning Support	6.00	6.00	6.00	6.00
250103 Administrative Services	4.00	4.00	4.00	4.00
250201 Land Use Administration	5.00	5.00	6.00	6.00
250301 Comprehensive Planning	10.00	10.00	9.00	9.00
Total FTE	27.00	27.00	27.00	27.00

Development and Transportation Services Planning

Summary of Services Provided

- The Planning Division provides leadership to facilitate high quality growth and development in both the City of Tallahassee and Leon County. The department is comprised of five divisions, which include Administration, Support, Administrative Services, Land Use, and Comprehensive Planning.
- Planning Administration provides accurate information, creative and effective planning recommendations and expertise in the areas of long-range land use, environmental, and transportation planning.
- Planning Support provides geographic information system research, mapping, graphics, computer, and publication assistance to the Planning Division and to the local governments.
- Administrative Services provides administrative support services for the department, including the provision of additional resources in understaffed areas, and coordinates work responsibilities within the Planning Division.
- Land Use Administration reviews rezoning applications, planned unit developments, developments of regional impact, and other large-scale developments.
- Comprehensive Planning promotes implementation of the Tallahassee-Leon County Comprehensive Plan (including oversight of the process of evaluating and amending the plan) and coordinates long-range transportation, environmental, and special planning projects and issues.

Trends and Issues

- Effective July 1, 2011, under the direction of the City Manager, the Planning Department became a division under the newly-formed department- PLACE (Planning, Land Management and Community Enhancement).
- Continue coordination and support to the Leon County School Board for the proper location of new school facilities.
- Complete implementation of the recommendations of the adopted Evaluation and Appraisal Report (EAR), which is a state-mandated review and reassessment of the comprehensive plan. Preparations for the next Evaluation and Appraisal Report will need to begin in 2013.
- Assist with the implementation of sector plans, including development of design standards specific to an adopted sector plan, the multi-modal transportation district, and other special areas of concern.
- Maintain involvement in the implementation of greenhouse gas reduction planning and development design standards as mandated by the State.
- Expand the Department's visualization capabilities by developing three-dimensional spatial modeling to assist in visualizing the City's future in relation to growth and development scenarios and land use planning.
- The 2010 population estimates projects that the City of Tallahassee's population has increased by 20% and the Unincorporated Leon County numbers have increased by 6%. These projections estimate the City's share of the budget will be 65.8% and the County's share of the budget will be 34.2%.

Development and Transportation Services Planning

Significant Changes From FY 2011

The following service level changes were approved as proposed for the Planning Division's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- Reduction in various line items. Fiscal Impact: (\$22,739).

City Commission Action

The City Commission approved the budget for the Planning Division with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

**Development and Transportation Services
Planning
Performance Measures**

Program Objectives

The Planning Division's fiscal year 2012 objectives are to:

- Continue to coordinate the implementation of the Southern Strategy Area policies of the Comprehensive Plan.
- Continue the implementation of the multi-modal transportation district plan.
- Continue to implement the Gaines Street corridor enhancement projects, including parks, streetscape improvements, new zoning codes, and historical building rehabilitation.
- Review type A, B, C, and D projects, including site plans and preliminary plats, plans for new public and private schools, rezonings, planned unit developments, and developments of regional impact.
- Continue implementation of inclusionary housing regulations, or identify additional options for the provision of inclusionary and affordable housing.
- Initiate and coordinate changes to the City and County Land Development Regulations and zoning maps to implement approved amendments to the Comprehensive Plan.
- Improve department's GIS web applications via use of interactive online GIS maps.

Analysis of Performance Measures

The increase in the number of residential dwelling units permitted in both the Gaines Street and Southern Strategy areas speaks to the effectiveness of proper zoning and planning laws. Both of these areas have been targeted for redevelopment by the city over the last several years. Several of the Planning Division's objectives listed above have been instrumental in guiding the development of both the Southern Strategy and Gaines Street areas. Both of these areas are critical in revitalizing the south side of town, linking the two universities (Florida A & M and Florida State) together for the successful redevelopment of Gaines Street, and for the success of an 18-hour downtown. For FY11, the permits within Gaines Street have increased compared to FY10 from 17 to 42; however the permits within the Southern Strategy have decreased from FY10 with 22 for FY11 in comparison to 33 last year.

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of comprehensive plan amendments analyzed and correctly processed for public hearings and workshops.	#	15	25	20	10
Number of residential dwelling units permitted within the Gaines Street Redevelopment Area.	#	17	30	42	30
Number of residential dwelling units permitted within the Southern Strategy Area.	#	33	50	22	40
Square feet of nonresidential development permitted within the Southern Strategy Area.	#	15,108	10,000	12,230	10,000

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Development and Transportation Services

Planning

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of GIS layers actively maintained.	#	7	7	7	7
Number of rezonings and planned unit developments processed per full time equivalent.	#	28	30	16	29
Percentage of acquisition costs for greenways paid for by the City.	%	50	50	0	50
Percentage of customers satisfied with Planning's customer service.	%	95.00	95.00	31.67	95.00

Development and Transportation Services
Planning
Capital Improvement Program Budget

CIP Budget Overview

The Planning Division has no capital projects in the FY12-16 capital plan. The Greenspace and Environmentally Significant Lands project will not be funded at \$250,000 annually in the capital improvement plan due to the State not funding the Florida Forever program for FY12.

Completed Capital Projects

The following list represents currently open projects with a magnitude greater than \$50,000 that are expected to be completed in fiscal year 2011.

None

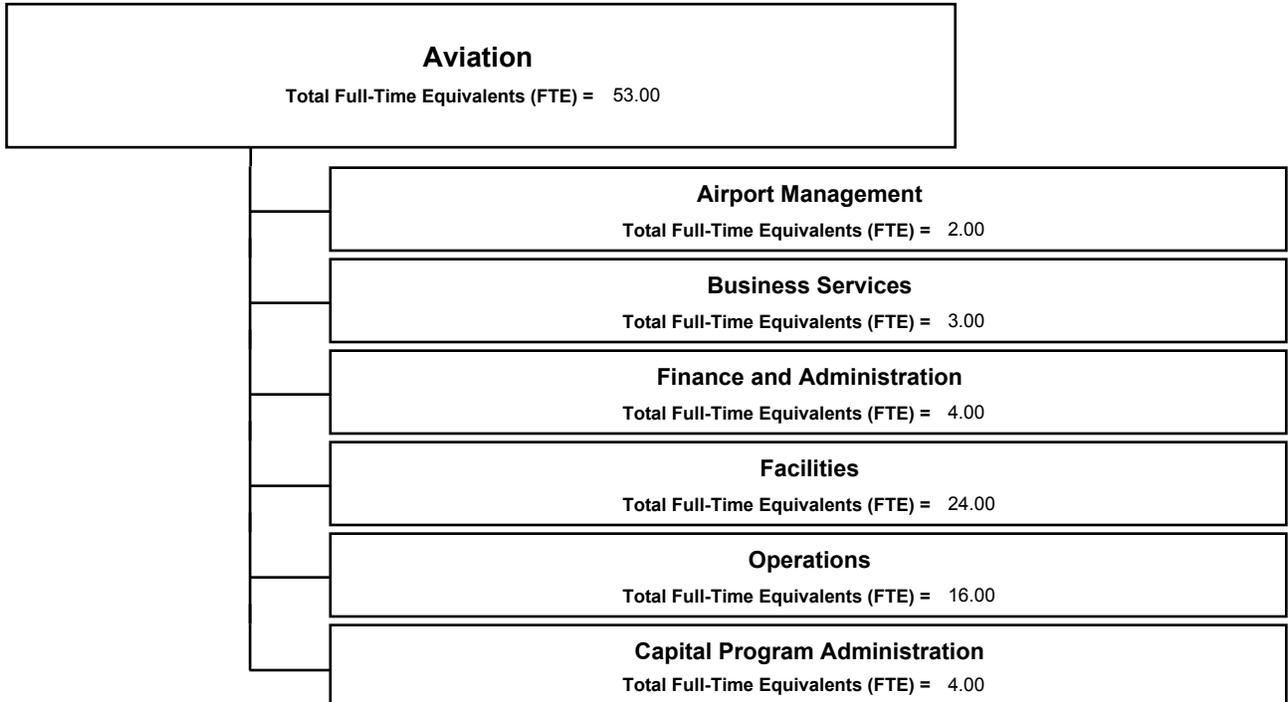
Continued Capital Projects

The following list represents currently open projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2012.

None



Development and Transportation Services
Aviation
Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Development and Transportation Services

Aviation

Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
270101 Airport Management	967,902	1,839,481	1,084,987	1,129,878
270102 Business Services	290,784	360,850	238,049	274,119
270103 Finance and Administration	4,038,557	1,561,751	2,882,475	2,643,178
270201 Facilities	2,834,666	3,343,074	2,814,351	2,776,004
270202 Operations	2,414,704	2,548,813	2,451,969	2,604,612
270203 Capital Program Administration	106,225	204,912	330,241	435,016
Total Expenditures	10,652,838	9,858,881	9,802,072	9,862,807

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	2,896,669	3,103,919	3,207,967	3,398,620
Operating	1,040,938	1,395,860	840,165	915,165
Other Services & Charges	30,000	30,000	30,000	30,000
Allocated Accounts	1,469,675	1,495,470	1,537,249	1,520,460
Utilities and Other Expenses	1,010,040	1,249,895	1,061,813	1,061,813
Transfers	1,221,954	1,272,463	1,270,400	1,088,673
Contributions to Operations	926,254	873,859	938,973	1,025,851
Year End Adjustments	2,057,308	437,415	915,505	822,225
Total Expenditures	10,652,838	9,858,881	9,802,072	9,862,807

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Airport Operating Fund	10,652,838	9,858,881	9,802,072	9,862,807
Total Funding	10,652,838	9,858,881	9,802,072	9,862,807

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
270101 Airport Management	2.00	2.00	2.00	2.00
270102 Business Services	3.00	3.00	3.00	3.00
270103 Finance and Administration	4.00	4.00	4.00	4.00
270201 Facilities	28.00	25.00	25.00	24.00
270202 Operations	16.00	16.00	16.00	16.00
270203 Capital Program Administration	3.00	3.00	3.00	4.00
Total FTE	56.00	53.00	53.00	53.00

Development and Transportation Services

Aviation

Summary of Services Provided

Airport Management

- Manages and provides guidance and direction for all the airport's activities
- Monitors and responds to federal, state and local requirements
- Manages community relations, governmental affairs and strategic planning

Business Services

- Administers lease management, concessions, restaurant and tenant relations
- Responsible for business recruitment, marketing and research and demographic reporting and analyses

Finance and Administration

- Responsible for financial management, accounting and budgeting
- Grant administration, billing and receiving
- Manages airline rates and charges

Facilities Management

- Responsible for building and base maintenance and environmental compliance
- Maintains the terminal, the control tower, fire station, hangars, runways, taxiways, aprons, parking facilities and all airport acreage

Operations

- Monitors and directs airfield operations
- Responsible for enforcement and oversight of airport rules and regulations and minimum standards
- Compliance to Federal Aviation Agency Regulations
- Manages services provided by fire and police units located at the airport

Capital Program Administration

- Responsible for managing the department's construction and capital improvement plan
- Prepares and identifies capital program costs, design review and environmental management
- Provides accountability to the city, Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT)

Development and Transportation Services

Aviation

Trends and Issues

- Over the past five years, the Tallahassee Regional Airport (TLH), like many small hubs throughout the country, has experienced a declining passenger base due to the global economy and other factors affecting our region. Culminating with the more recent economic recession, the TLH has seen the loss of carriers, the elimination or reduction of services and a distinct change in traveler spending behavior, all of which have impacted the Airport's bottom line. Despite these setbacks, the Aviation Team, including our new Director and Assistant Aviation Director, is optimistic that we are at a turning point that will set the foundation for tremendous growth both at Tallahassee Regional Airport and throughout the community. Beginning in FY 2011 and carrying forward through FY 2012, the Airport is aggressively moving forward with an air service development strategy that increase customer carrier options; facilitate a commercial master planning initiative in order to promote the economic development of over 1,200 acres of Airport-owned properties; and implement a terminal modernization study in order to identify areas requiring significant improvement at the terminal to ensure the needs of the "21st Century Passenger". All the while, the Airport Team remains dedicated to its core business of leading a model airport operation through responsible and prudent management of City assets and resources.
- The Tallahassee Regional Airport is currently served by four (4) major airlines that include American Airlines, Continental Airlines, Delta Air Lines and US Airways. Combined, these airlines serve eight (8) destinations with 28 daily departures to such locations as Miami, Dallas/Fort Worth, Tampa, Orlando, Atlanta, Charlotte, West Palm Beach, and Fort Lauderdale. With access to four (4) major hubs including Atlanta, Charlotte, Miami, and Dallas-Fort Worth, TLH has one-stop service to every major region of the United States and international connection capabilities.
- Over the course of 2010 to 2011, due to airline cutbacks, the Tallahassee Regional Airport experienced a reduction of service by Delta Air Lines and others that included flights to Memphis, West Palm Beach, Charlotte, and Fort Lauderdale. It is important to note that Memphis was the only destination in which Tallahassee lost all service, as Continental Airlines continues to provide flights to the other two cities.
- Tallahassee customers continue to experience fare pricing that on average is the 4th highest priced in the southwest region based on data from 3Q 2010. Compared to Jacksonville International Airport, who has the lowest fare in our region, Tallahassee has an average domestic fare that is almost 44% higher.
- The Tallahassee Regional Airport serves a market or "catchment" area that includes a 100-mile radius, affecting 32 counties in Florida, Georgia and Alabama. In a recent leakage analysis performed by the Airport's air services consultant, OAG, it was determined that approximately 42% of Tallahassee customers within said area are using other airports to meet their traveling needs. The leakage analysis estimates the number of passengers in the catchment area who use alternate airports in lieu of Tallahassee Regional Airport. This number represents a 7.8% increase from the last leakage study completed in 2009.
- Over the past three years, Tallahassee Regional Airport has seen a 24% reduction in general aviation operations associated with Fixed Based Operations (FBO) under Million Air, Inc. Conversely, due to the fact that Million Air has aggressively marketed military training activities to Tallahassee since taking over the Flightline Group, Inc. fueling operation contract in 2008, the Airport has actually seen a 31% increase in military aircraft landings and takeoffs over the same period. According to AOPA and NBAA, the major part of this reduction is due to the reduction in leisure flying which is attributable to high costs. Conversely, business activity seems to be holding steady.
- Tallahassee Regional Airport has continued to enjoy a robust occupancy rate related to its T-Hanger operations that are facilitated by Flightline Group, Inc. Over the past three years, 100% of all hangars have been occupied and it has not been until January of 2011 that Tallahassee experienced a vacancy with no customers on a waiting list. With a current occupancy rate of 95%, six hangars are currently vacant and have been since December 2010.
- Based on market price, Tallahassee maintains the highest aviation fuel price around the region at \$7.32 per gallon for AvGas, with jet fuel following closely at \$6.51 per gallon. Pensacola has the second highest aviation

Development and Transportation Services

Aviation

fuel prices at \$6.47 per gallon for AvGas and \$6.16 per gallon for jet fuel. Gainesville ranks third with an aviation fuel price of \$6.12 per gallon for AvGas and jet fuel at \$5.73 per gallon while Quincy ranked lowest in the region at \$5.29 per gallon. Fuel pricing continues to be a concern for the Airport Staff due to the complaints raised by many members of the general aviation community. Sensitivity to fuel pricing could be one of the reasons for the recent change in hangar vacancy rates. As the Airport has no direct control over pricing due to an existing contract with the FBO, staff is currently exploring alternatives for local aviators to off-set the fuel pricing impacts to the general aviation community.

- Congressional action on the Federal Aviation Administration (FAA) Reauthorization legislation is critical to the long-term sustainability of the United States aviation system. Congress has dealt with FAA funding by a "Continuing Resolution" since September 2007 when the last authorization ended and Congress is currently on its 18th Continuing Resolution which expired on May 31, 2011. A 19th Continuing Resolution is currently being debated in the House and Senate with different versions of a multi-year authorization in work in both houses.

- The Tallahassee Regional Airport currently maintains five (5) structures and various other facilities situated on nearly 2500 acres of property. This includes 194 acres of paved area, over 1000 acres of groomed property and over 234,400 square feet of building space. The most noteworthy trend affecting the Airport as it relates to facilities management is the aging interior of the main terminal that was originally constructed in 1989. The Ivan Munroe Terminal is now 23 years old and is starting to show its age with the most visible example being the condition of the terminal carpet, furniture and decor. Capital and facilities staff made tremendous efforts over the years to reduce facilities costs and extend asset life with the primary focus of the Airport team being to resolve critical infrastructure issues before allocating resources for more aesthetic enhancements to the facility. As outlined in the "Opportunities Section," the Airport leadership now envisions an opportunity to refocus capital priorities to the modernization of the terminal that includes form, fit and function in how a customer experiences this gateway to Tallahassee.

- Tallahassee Regional Airport continues to see a reduction in revenue associated with business operations at the facility due to declining passenger activity as mentioned in the previous section. As fewer travelers use our airport, there is a reciprocal affect felt in the concessions, parking lot and rental car activities to name a few. As signature airlines are only charged the amount of expenses that are incurred by the City to provide said services to operate from Tallahassee, a larger burden falls on the airlines to cover the cost of doing business if non-aeronautical sources are reduced. The converse is also true in that if non-aeronautical business activities produce greater revenue, the Airport can actually reduce rates and charges to the airlines in the following contract year. Of important note is that the Airport actually raised rates and charges to the airlines by over 8% during this current fiscal year and projected a 16% raise in order to cover existing budgeted expenses if they were to remain the same for FY 2012. This scenario is not sustainable for either the Airport or the airlines, both in the near and long-term view and staff has taken a number of actions to reverse this situation as outlined in the "Business and Economic Development Opportunities" section of the report.

- Airline rates and charges have increased by over 17% over a 4-year period. At the same time, there has been a noticeable decline in both non-aeronautical revenue (11%) and airline revenue (12%). As discussed previously, this decline resulted in corresponding decreases in concessions, parking lot activities, rental car income and other aviation-related revenues, as well as a reduction in passenger activity.

Significant Changes From FY 2011

Development and Transportation Services
Aviation

City Commission Action

The City Commission approved the budget for the Aviation department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. .
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12.
- The approval of a new parking rate structure for the hourly and daily lots at the Tallahassee Regional Airport. This change will offset the cost of parking related services with new customer amenities such as the "cell phone lot" and curbside valet parking.

Development and Transportation Services

Aviation

Performance Measures

Program Objectives

It is TLH's goal to be the 'Airport of Choice for the Capital Region'. In order to achieve this goal, compliance with FAA Safety and Security Operating Certificate requirements is required. The Operations, Facilities, Police and Fire Rescue Units represent our commitment to safety and security. To measure this objective, FAA citation, runway incursion, aircraft incident reports, and security breaches performance measures are indicators of their effectiveness.

A second objective is the Aviation Fund's financial condition. The Aviation Fund is a self-supporting activity that requires no support from General Government. This requires the Finance and Administration Unit to balance fiscal control, cost containment and analysis necessary to generate various revenues and airline and other rates and charges that are competitive in order to not price TLH out of the market. Our landing fee, average terminal rental, and cost per enplanement performance measures are indicators of their effectiveness.

A third objective is maintaining a customer satisfaction rating of 70%. The Business Services Unit is responsible for customer service, concessions, and creating an environment that is desirable to airport passengers. The Facilities, Maintenance and Ground Transportation Unit is also responsible for maintaining the appearance and environmental condition of the facilities. Customer service upgrades and customer satisfaction index are indications of their effectiveness.

A fourth objective is the effectiveness of the Airport Capital Program. Airports are continuously rehabilitating, increasing and modifying their infrastructure, and are thus capital intensive. These improvements relate to safety and security, as well as customer amenities. Because of all of the Federal and State Funding and extensive regulatory requirements, project compliance is critical in order to avoid the loss of funding. The Projects on Time/Within Budget and Project Compliance Performance Measures of the Planning, Development and Environmental/Technical Services Unit are indicators of their effectiveness.

Analysis of Performance Measures

Collectively, the Department can be evaluated as a whole by meeting the above objectives and the performance measures related to aircraft operations, enplanement/deplanement, and the customer satisfaction index.

Over the course of the past year, the City of Tallahassee received recognition in two areas of performance for activities and projects at the Tallahassee Regional Airport. These awards and a highlight of the purpose for each are as follows:

Safety Institute Hall of Fame. TLH received national recognition by being awarded a spot in the Airport News and Training Network's (ANTN) Airport Training and Safety Institute 2010 Hall of Fame. This is the eighth consecutive year the Airport has earned this prestigious honor. The Airport News and Training Network has been providing airport employees with interactive video training on every aspect needed to run an airport: operations, maintenance, security, customer service, human resources and more. The award covers the previous year's activities. Participants in these programs earn credits for each course completed. As a reward for superior achievement, the Airport received an Excellence Award for Airport Training plaque due to the number of participants in the program. Additionally, the Airport will be listed as a 2010 Hall of Fame winner on the Airport Training and Safety Institute's Hall of Fame.

Florida Airports Council Environmental Excellence Award. The Tallahassee Regional Airport received the FAC Environmental Excellence Award for the North Apron Rehabilitation Project. In this initiative, the Airport used sustainable construction practices in the rehabilitation of the apron by recycling existing concrete from the construction area and using it as a base material for the new asphalt facility.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
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**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Development and Transportation Services

Aviation

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Aircraft Operations	#	80,754	81,000	77,022	80,000
Persons Using Airport Terminal Facility	#	1,370,174	1,400,000	1,298,014	1,200,000
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Aircraft Operations Handled	#	80,754	81,000	77,022	80,000
Customer Service Upgrades	#	7	2	3	2
Deplaned Passengers	#	341,352	350,000	323,021	300,000
Enplaned Passengers	#	343,735	350,000	324,638	300,000
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Aircraft Incident Reports	#	35	50	38	45
Airport Operating Certificate Retained	#	1	1	1	1
Average Terminal Rental Per Square Foot	\$	41.55	47.00	47.14	48.08
Capital Projects	#	43.00	50.00	41.75	50.00
Cost per Enplaned Passenger	\$	12.89	12.59	13.95	14.67
Customer Satisfaction Rating	%	77.00	70.00	85.50	70.00
Effective Capital Program Administration	#	1	1	1	1
Landing Fee Per 1,000 Pounds Landed Weight	\$	2.01	2.17	2.28	2.33
No General Government Support	#	1	1	1	1
Overall Customer Satisfaction Achieved	#	1	1	1	1
Project Compliance	%	100	100	100	100
Projects on Time/Within Budget	%	99.00	90.00	83.25	90.00

Development and Transportation Services

Aviation

Capital Improvement Program Budget

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for twenty seven projects in the amount of \$59,574,550 for FY 2012-FY 2016. Fiscal year 2012 proposed appropriation of \$6,267,550 supports the terminal building rehabilitation, jet-bridge and taxiway improvements, runway improvements and airfield signage and lighting improvements.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
Airport RR&I	104,550	2,415,650
Airport RR&I Undesignated Balance	3,245,450	8,093,100
Federal Aviation Administration	875,000	34,924,500
Federal Transportation Administration	0	100,000
Florida Department of Transportation - Aviation	1,217,550	4,602,800
Passenger Facility Charge	825,000	6,350,000
Private Investment Funds	0	3,088,500
Total Funding	6,267,550	59,574,550

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or underway and expected to be completed in fiscal year 2011.

Taxiway Z Rehab and extension
Taxiway M Bypass
Runway 9/27 Reconstruction
Electronic Airport Layout Plan
Airfield Preservation
Air Service Improvement Program

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

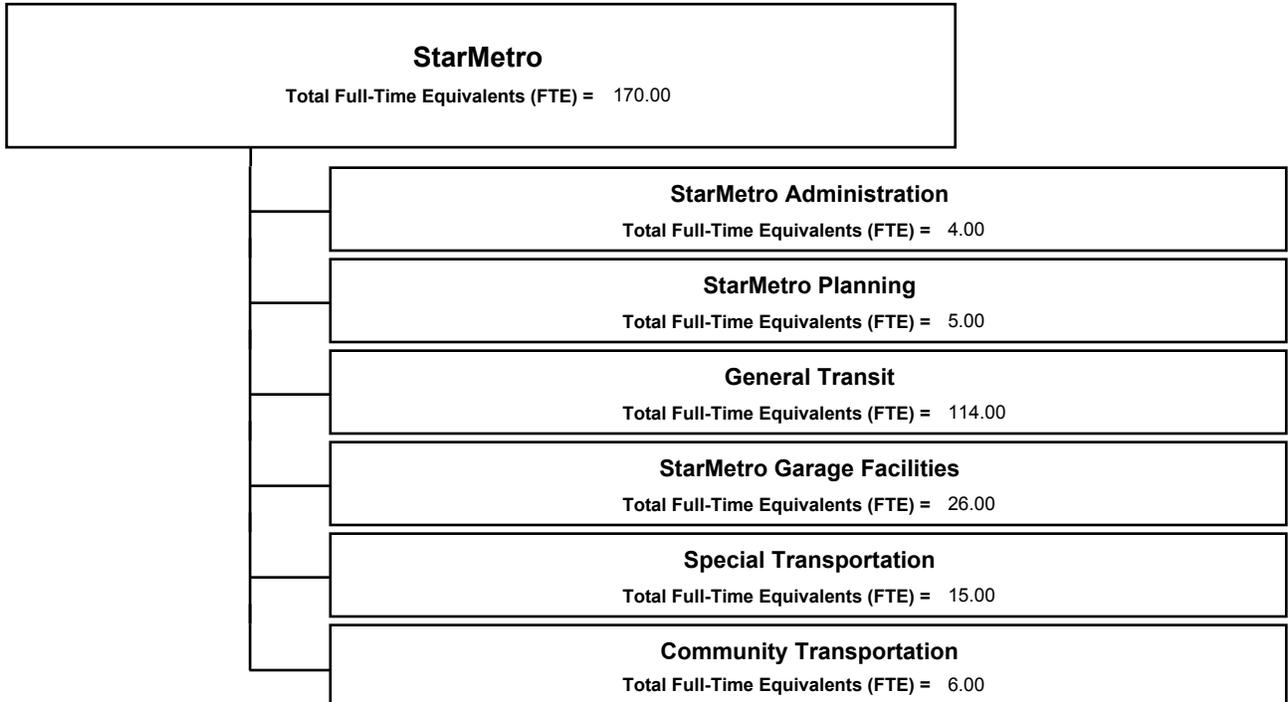
Taxiway S Rehab & Extension
ARFF Vehicle Replacement
Airport Master Plan
Jet Bridge Rehabilitation
Marketing and Promotional Study



Development and Transportation Services

StarMetro

Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Development and Transportation Services

StarMetro

Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
280101 StarMetro Administration	2,550,844	2,600,768	2,474,806	1,757,997
280102 StarMetro Planning	494,691	458,495	485,205	500,800
280201 General Transit	7,415,038	7,400,599	8,009,117	8,504,353
280301 StarMetro Garage Facilities	3,014,824	3,010,592	3,108,072	3,204,844
280401 Special Transportation	1,095,804	1,101,734	1,029,106	1,070,265
280402 Community Transportation	1,744,382	2,001,583	1,690,018	1,720,277
Total Expenditures	16,315,583	16,573,771	16,796,324	16,758,536

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	9,115,144	9,422,731	9,435,655	9,334,826
Operating	3,210,833	3,429,113	3,251,707	3,251,898
Other Services & Charges	2,000	2,000	2,000	2,000
Allocated Accounts	1,921,901	1,619,667	1,668,442	1,731,292
Utilities and Other Expenses	1,665,629	1,902,708	2,427,008	2,427,008
Transfers	352,127	197,552	11,512	11,512
Year End Adjustments	47,949	0	0	0
Total Expenditures	16,315,583	16,573,771	16,796,324	16,758,536

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
StarMetro Operating Fund	16,315,583	16,573,771	16,796,324	16,758,536
Total Funding	16,315,583	16,573,771	16,796,324	16,758,536

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
280101 StarMetro Administration	4.00	4.00	4.00	4.00
280102 StarMetro Planning	5.00	5.00	5.00	5.00
280201 General Transit	114.00	114.00	114.00	114.00
280301 StarMetro Garage Facilities	26.00	25.00	26.00	26.00
280401 Special Transportation	15.00	15.00	15.00	15.00
280402 Community Transportation	5.00	5.00	6.00	6.00
Total FTE	169.00	168.00	170.00	170.00

Development and Transportation Services

StarMetro

Summary of Services Provided

- StarMetro is comprised of six divisions - Administration, Planning, General Transit, Garage Facilities, Special Transportation, and Community Transportation.
- The Administration division is charged with managing 170 full-time employees and monitoring a \$16.7 million operating budget and \$20.4 million capital improvement plan. The division handles budget preparation, grant applications, marketing and project management for the transit system.
- The Planning division, comprised of five full-time professional employees and several part-time or internship positions, provides policy and service development support to the other divisions. This division continuously reviews and recommends scheduling and route changes as the city develops. The division promotes and develops programs to increase transit revenue and ridership, such as U-Pass programs, the employee bus pass program, decentralization of the route structure, and service contracts.
- The General Transit division provides accessible transit services to citizens of Tallahassee. Transit services are provided 363 days a year. During FY 2009 bus service was provided on 42 city and university routes traveling over 2.1 million miles and providing 3.8 million passenger trips.
- The Garage Facilities division maintains an operating fleet of 67 buses, 17 vans, and 13 support vehicles. This seven-day a week schedule is covered by 11 technicians divided into two shifts with 16 hours of overtime required each week to support weekend and evening operations and maintenance. The facility maintenance subdivision of Garage Facilities maintains the administration building, C.K. Steele bus transfer center, 1,053 Star Stops, 120 shelters, 88 I-stops, 200 trash receptacles and 80 individual benches. This is accomplished with four full-time positions and four temporary positions.
- The Special Transportation division provides complementary paratransit service, Dial-A-Ride, in compliance with the Americans with Disabilities Act (ADA). Additionally, Dial-A-Ride provides service to the elderly throughout the City of Tallahassee during off peak hours. The Dial-A-Ride service is provided to anyone living within the Tallahassee city limits or within 3/4 a mile on either side of a fixed bus route in the areas outside of the city limits. In FY09, over 59,132 trips were provided and 426,891 miles were traveled in the coverage area.
- The Special Transportation division also serves as the Community Transportation Coordinator (CTC). The CTC is responsible for coordinating all transportation services for the transportation-disadvantaged population of Leon County. Transportation services are coordinated for Medicaid, Developmental Disabilities (Department of Children and Families), Vocational Rehabilitation, and the Transportation Disadvantaged Commission's non-sponsored riders.

Development and Transportation Services

StarMetro

Trends and Issues

Over the last several years, StarMetro introduced new approaches to meet the growing demands for transit, economic development and expanded transportation choices during this period of high gas prices. StarMetro will continue to provide excellent service with a sense of focus on existing and potential customers.

Efficiency, Effectiveness and Outcome Measures

StarMetro and Florida State University (FSU) maintain a positive relationship with each other and encourage the use of the Seminole Express. Over 1.5 million students, faculty, and staff are expected to ride the Seminole Express routes or the city routes during the 2010-2011 school year. This is a 10% growth over the previous year's ridership. Similarly, Florida Agricultural & Mechanical University (FAMU) and Tallahassee Community College (TCC) are experiencing significant growth in ridership. Ridership is expected to continue to increase for FAMU, TCC, and FSU under Nova2011.

In the transit industry, maintaining a full staff of operators (full-time and temporary workers) is a challenging task. Not having a full staff of operators leads to a burden on existing operators, supervisors and adversely impacts StarMetro's temporary and overtime budgets. The Operations Division makes best use of two full-time recruiter/trainers to keep the operator ranks full. The installation of a vehicle simulator and construction of a training room was completed in April of 2010. The simulator will be an effective tool making training more effective, improve driver safety, while providing a new revenue source.

Technology Upgrades and Other Enhancements

The use of Trapeze's scheduling software for fixed routes will assist StarMetro in gathering and analyzing data. From an operations perspective, the scheduling software will improve the productivity of the bidding process and lead to savings through better resource management and allocation, efficiency improvements and improved service for all StarMetro customers. In addition, a real-time web-based software will provide next bus information to StarMetro customers on twenty vehicles as a pilot project. This proposal includes installation of the hardware/software on the vehicles, all training and all standard documentation along with a ninety (90) day warranty. As part of this process, StarMetro is looking at newer technology which may be much more cost effective, possibly allowing this technology to be added to the rest of the fixed route fleet. A consultant was also selected to evaluate StarMetro's Intelligent Transportation System plan that is consistent with the Florida District 3 Northwest Florida Regional ITS Architecture.

New Buses and DAR Vans

StarMetro has a fleet of sixty-nine (69) buses providing service through forty-two (42) routes. Last year through the federal stimulus program, StarMetro received ten fixed route replacement buses and fourteen Paratransit buses. This year through federal 5307 funds, StarMetro will be receiving five additional fixed route replacement buses and three Paratransit buses.

The Florida Department of Transportation (FDOT) purchased a 31 ft. bus, built by Champion on an International chassis, which uses the parallel version of the hybrid drive developed specifically for International. This "Hybrid Ride" bus is the first demonstration of hybrid technology in the daily operation of para-transit services. StarMetro, partnering with FDOT, will operate and maintain the Hybrid Ride for FDOT, and the project data will assist local governments in the decision making process as they evaluate new technologies in public transportation. This demonstration project will give StarMetro mechanics and supervisors first hand experience using and maintaining this new technology.

Service Agreements with University Partners

The five-year service agreement with FSU expired on June 30, 2011. StarMetro and FSU staff are currently in negotiations to extend the terms of the five-year agreement for one more year with no significant changes to the terms of service. This one year extension is necessary to analyze the impacts of the nova2010 route structure on FSU ridership. With the extension of campus route off-campus to adjacent student housing, the

Development and Transportation Services

StarMetro

majority of the trips under the agreement should not be significantly affected by the new route structure. The decentralized structure, however, will make it easier for faculty and staff to use StarMetro to travel to campus, increasing ridership on city routes. In addition, six nova2010 routes transverse or operate near the campus. This could lead to a decentralization of the student population to other areas of the community where these routes operate, placing additional demands on the city routes, requiring a comprehensive look at the service agreement. Negotiations are expected to begin this fall.

The three-year service agreement with FAMU expired on June 30, 2012. Negotiations on a new agreement are expected to begin during the second quarter of FY 2012. While StarMetro has a positive relationship with FAMU, the current service agreement is reaching a conflict point where the increased demand for service from students is exceeding the capacity for FAMU to fund the program. Service reductions, implementation of paid student bus passes, or a complete reorganization of the service model are up for consideration. Both FAMU and StarMetro staff expect to have a resolution soon.

Similarly, the demand for service from TCC students is exceeding the current payment model. The five-year service agreement is set to expire on June 30, 2014; however, this issue will be addressed prior to FY 2012. StarMetro and TCC staff are in negotiations to both increase service and increase the budget for transit service. An amendment to the current agreement addressing these issues will take place by the beginning of the new fiscal year.

Nova2011 Decentralization Plan

On March 24, 2010, the City Commission approved the Nova2011 Decentralization Plan. The plan calls for the complete reorganization of transit service, moving from a hub-and-spoke-model to a multi-point/multi-transfer model. This new route structure improves connectivity, increases bus frequency, decreases travel time, and matches transit service to existing and proposed land uses. The launch date for the new route structure was July 11, 2011. Prior to launch, new stops, shelters, sidewalks, and trip planning software were in place to ease the transition to the new structure.

Significant Changes From FY 2011

The following service level changes were approved as proposed for StarMetro's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$398,833.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$119,650).
- Addition of one (1) Mechanic II position. Fiscal Impact: \$43,058.
- Implementation of Free Fixed Route Service to Dial-a-Ride Customers. Offering free fixed-route transportation to elderly and disabled citizens would encourage citizens to use fixed route services instead of paying \$2.50 per DAR trip. Fiscal Impact: (\$73,320).

Development and Transportation Services
StarMetro

City Commission Action

The City Commission approved the budget for this department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Development and Transportation Services

StarMetro

Performance Measures

Program Objectives

The mission of StarMetro is to provide alternative and specialized transportation options for the citizens and visitors of Tallahassee in a convenient, safe, and dependable manner. In fiscal year 2006, StarMetro presented and received approval for the Tallahassee Transit Renaissance Plan. This process, in addition to completion of the 2005 Transit Development Plan (TDP) was the foundation for the transit system renaissance. The TDP identifies specific primary goals to be achieved, while StarMetro reinvents transit for the community.

- Reevaluate and maximize the efficiency of StarMetro's fixed route network.
- Improve financial stability and secure adequate funding for transit.
- Improve the image and increase marketing strategies of StarMetro.
- Build and maintain a knowledgeable and motivated employee team.

Analysis of Performance Measures

The percentage increase in fare free ridership is directly attributable to StarMetro actions taken over the last several years. In FY07, StarMetro implemented significant changes to the Seminole Express route structure at Florida State (FSU). The new route structure, implemented in August 2007, resulted in increased ridership from FSU students and a decrease in on-campus parking of approximately 500-700 vehicles daily. Due to the success of the Seminole Express route, a new off-campus route was added in August 2008. The Osceola route, which allows both FSU students and faculty to ride free, averages 5,100 monthly riders. Tallahassee Community College (TCC) has a similar agreement with StarMetro, wherein TCC students can ride fare free on StarMetro. Currently, StarMetro and Florida A & M (FAMU) are negotiating a new multi-year contract, which will extend off-campus service to FAMU students residing in off-campus housing. All of these actions by StarMetro account for the increasing numbers of fare free riders.

StarMetro has also implemented Nova2011 which has proven to be successful according to 4th quarter figures. However, it will be important to keep monitoring its success as the new fiscal year begins.

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
# Passenger Trips Carried	#	4,797,091	4,917,271	4,484,852	5,064,789
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Basic system cost per passenger	\$	2.31	2.24	3.08	2.30
Basic system revenue per passenger	\$	0.84	1.24	3.23	1.24
Dial A Ride cost per passenger	\$	26.56	18.30	16.33	18.85
Dial A Ride revenue per passenger	\$	2.35	11.27	11.27	11.27
Farebox recovery ratio	%	36.40	33.00	29.77	33.00

Development and Transportation Services

StarMetro

Capital Improvement Program Budget

CIP Budget Overview

The department's five-year capital improvement plan program includes funding for six projects in the amount of \$27,207,150 for FY12 - FY16. Fiscal year 2012 capital budget request of \$5,277,500 supports Section 5307 and Section 5309 funding. Section 5307 funding is formula based, allocating federal dollars to StarMetro for both capital and operating assistance, with limits on operating assistance since StarMetro services an area with over 200,000 residents. Section 5309 funding is for capital assistance and represents StarMetro's request for funding. StarMetro is notified after the fiscal year is underway regarding the actual Section 5309 award. The third project is designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. The project also supports reverse commute activities designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities. The fourth project will provide funding to reduce barriers to transportation service and expand the transportation mobility options to individuals with disabilities beyond the requirements of the Americans with Disabilities Act. The fifth project is a comprehensive campaign to provide contract information on transportation options and facilitate the training of appropriate personnel as mobility managers in the four county region of Leon, Jefferson, Gadsden and Wakulla counties. The final project is a miscellaneous accounts receivable project to allow StarMetro to receive outside funding to construct bus shelters and benches.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
FDOT Capital Grant	90,000	170,000
FDOT Toll Road Credit	974,450	5,092,200
Federal Transportation Administration	1,184,850	5,924,250
FTA Section 5307 Capital	2,845,600	15,107,700
StarMetro Accounts Receivable	50,000	250,000
StarMetro Operating Fund	132,600	663,000
Total Funding	5,277,500	27,207,150

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

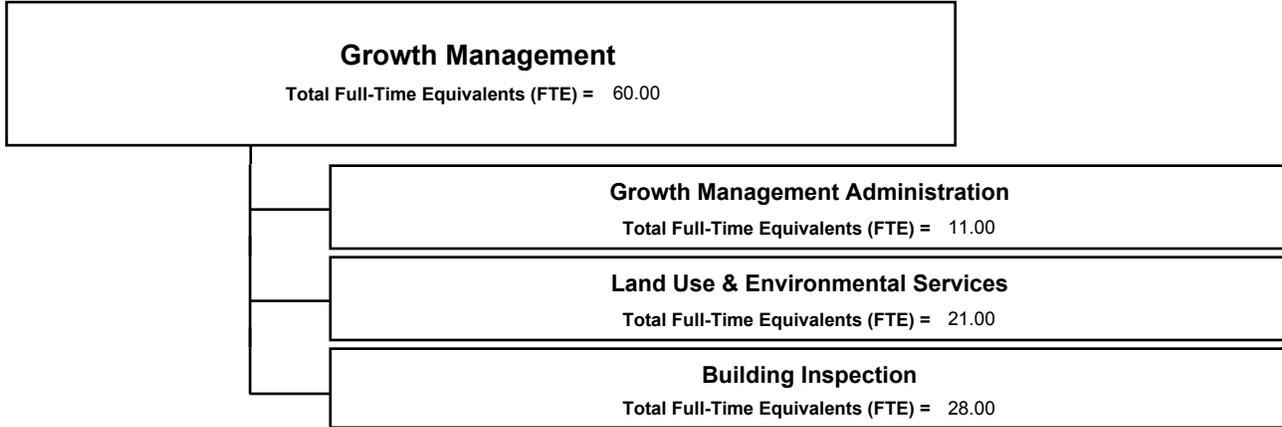
2010 New Freedom

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

StarMetro ITS Project
Purchase Replacement Buses

**Development and Transportation Services
Growth Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
330101 Growth Management Administration	1,477,388	1,313,263	1,444,526	1,411,079
330301 Land Use & Environmental Services	1,624,574	1,578,499	1,780,105	1,848,804
330401 Building Inspection	2,487,566	2,849,904	2,930,220	2,930,220
Total Expenditures	5,589,528	5,741,666	6,154,851	6,190,103

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	4,170,003	4,169,065	4,532,195	4,488,427
Operating	102,717	73,936	329,608	329,608
Allocated Accounts	1,034,542	981,116	1,002,258	1,149,876
Transfers	181,219	273,604	73,042	77,587
Year End Adjustments	101,047	243,945	217,748	144,605
Total Expenditures	5,589,528	5,741,666	6,154,851	6,190,103

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	3,101,962	2,891,762	3,224,631	3,259,883
Building Inspection Fund	2,487,566	2,849,904	2,930,220	2,930,220
Total Funding	5,589,528	5,741,666	6,154,851	6,190,103

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
330101 Growth Management Administration	12.00	12.00	12.00	11.00
330301 Land Use & Environmental Services	23.00	21.00	21.00	21.00
330401 Building Inspection	30.00	28.00	28.00	28.00
Total FTE	65.00	61.00	61.00	60.00

Development and Transportation Services

Growth Management

Summary of Services Provided

The Growth Management Department is the land development regulatory agency of city government. The department implements the city's environmental and land development activities. The department is also responsible for enforcing the city's building codes through review of building plans, permitting, and the inspection process. The department consists of the following divisions:

Administration

- Manages and provides direction and technical support through the ongoing review and evaluation of codes and ordinances enforced by the department's internal processes and management activities;

Land Use and Environmental Services, (LUES)

- Responsible for enforcement of the concurrency policy, the zoning/site plan/subdivision code, and the environmental management code;
- Administers the stormwater operating permit and environmentally sensitive lands mapping programs;

Building Inspection

- Responsible for enforcing the city's building and sign codes;
- Ensures that planned construction is in compliance with applicable codes;
- Authorizes utility connections and issues certificates of occupancy;
- Provides centralized intake and coordination of all permit applications;
- Administers contractor licensing regulations, and enforces the rooming house ordinance.

Development and Transportation Services Growth Management

Trends and Issues

The following represent current trends and issues for the department:

- The residential construction downturn continues to be a concern. However, it appears that residential construction is slowly improving. In FY10, an average of 22 residential permits were issued per month. For the first 6 months of FY11, the average number of permits issued per month is just over 24. This represents an increase of 10% in the average number of permits issued per month. While this in no way is a solid indicator of future trends, it does show upward movement in the number of residential permits.
- Environmental permit applications increased 42% (from 67 to 95) within this time period. However, it is important to note that this figure does not include the 16 additional public sector fast-track projects reviewed by Growth Management, for a total of 57 active public sector fast-track projects. When these projects are considered, there is a 65% increase in environmental permit application reviews. There was a 44% decrease (from 9 to 5 applications) in Limited Partition applications between FY09 and FY10. Type A site plan applications dropped by less than 1% (from 27 to 26) between FY09 and FY10. Type B site plans dropped 37% (from 8 to 5).
- Type A site plan applications for the first two quarters of FY11 have increased 7% (from 14 applications to 15) when compared to the first 2 quarters of FY10. Type B applications have increased 200% (from 0 to 2 applications) during this same time period. When the first two quarters of FY11 are considered, there has been a 300% increase (from 1 to 4) in Preliminary Plat applications and a 200% decrease (from 3 to 1) in Limited Partition applications.
- The Building Inspection Division is working at minimal staffing levels due to the efforts to reduce expenses during the recent economic crisis and resulting construction downturn. Even with the reduced amount of new construction, the division's workload has remained constant due to the increased levels of renovation work and the lower staffing levels. At this time, the increase in staff (2 positions that had previously been transferred from Building Inspection to Energy Services were relocated back to Building Inspection) for the fiscal year 2011 has proven to balance the increase in workload. If the upward trend continues, we will need to consider increasing staffing levels in order to maintain our current levels of service and performance standards.
- The Records Management Section scanned a total of 351,330 pages in FY10. During the first two quarters of FY11, staff scanned 199,687 pages. It is important to note that many of these pages are large plan sets that need to be prepped and fed individually through the large document scanner. To date, 100% of all Land Use and Environmental Services historical files and 92% of all Building Inspection historical files have been processed into the EDMS. As more applications are provided to customers through City Projects, the number of scanned documents will trend downward and City Projects direct customer support duties of Records Management staff will increase.
- Sustainable construction continues to be a focus in the construction industry. Federal, state, and local governments are actively promoting sustainable construction and have implemented new laws and incentive programs for alternative and energy efficient construction. The new building codes went into effect March 1, 2009, and created a requirement that all new construction be 15% more energy efficient than what was required under the previous codes. As a result, the Building Inspection Division has seen a marked increase in permitting related to energy efficient systems. The largest areas of increase have been in the areas of solar photo-voltaic systems, solar water heating, gas tankless water heaters, and more energy efficient heating and air-conditioning systems.
- Implementation of the public sector fast tracking program has continued over the last year in an effort to stimulate development and advance projects to the "shovel ready" phase. To date, Growth Management has reviewed 80 public sector projects under the "Local Economic Emergency Fast Tracking System. In addition, Growth Management is continuing to work with the Economic Development Council (EDC) to "pre-permit" up to 10 lots. Application fees are held in abeyance for these projects until approval of building permit applications.
- Implementation of the private sector fast tracking program has continued over the last year to assist the

Development and Transportation Services

Growth Management

private sector by streamlining the permitting process and implementing a customer service enhancement program. Growth Management staff has met the review timelines established as part of the fast tracking program for over 98% of site plan and environmental permit applications since the inception of the program. Several ordinances recommended as part of the fast tracking program have been developed and are in the target issue committee process. Staff anticipates that the ordinances recommended as part of the fast tracking program will be ready for final City Commission action by summer 2011.

- The technical staff has continued to develop new online services utilizing City Projects. City Projects allows for electronic application, submittal, payment, review, and reporting. Currently available to the customers from Land Use and Environmental Services (LUES) are all Type A and Type B site plans and subdivisions, all major and minor modifications, and the Land Use Compliance Certificate (LUCC). The technical staff has begun the preliminary analysis of the Building Inspection Division's New Commercial Building Permit to have it also offered through City Projects.
- The Records Management and Technical staff continue to develop and deliver e-government services in an effort to improve our responsiveness to customers. Currently, 95% of all Public Records Requests received by the Growth Management Department are delivered back to the customer via electronic means through either e-mail or ProjectDox. During the FY10 period 1,516 Public Records Requests were fulfilled by Records Management and 748 during the first quarter of the FY11 period. Delivery of requested information has been reduced from two weeks in some cases to 15 minutes. This eliminates the need for customers to visit Growth Management to obtain public records.

Significant Changes From FY 2011

The following service level changes were approved as proposed for the Growth Management's fiscal year 2012 budget. See the City Commission Action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$1,725.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$431).

City Commission Action

The City Commission approved the budget for the Growth Management Department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Development and Transportation Services

Growth Management

Performance Measures

Program Objectives

Over the last fiscal year, Growth Management has continued to identify and implement innovations to achieve higher operational efficiency and improved customer service. Staff has continued to implement the public and private sector fast tracking programs established by the City Commission. In addition to streamlining the review process, staff has continued to implement customer service enhancements designed to improve the customer experience in Growth Management.

Staff has made steady progress in the implementation of City Projects, which is an application that allows applicants to electronically upload application materials from their office computers directly into the program. Once the application has been uploaded, staff conducts a review of the material electronically. In addition to utilizing City Projects for permit application reviews, in FY 2010 we implemented an electronic public records request system through City Projects. This saves time and increases the convenience of the application process by eliminating the need to make a trip to Growth Management to submit hard copy documents or obtain hard copy files for public records requests. It also saves paper which furthers the City's sustainability efforts.

Analysis of Performance Measures

- Growth Management remains committed to reducing permit application review time while still ensuring the highest quality reviews. Success is measured through performance measures designed to monitor not only output measures such as the number of reviews conducted, but also the amount of time it takes for staff to review applications.
- The number of building inspections performed in FY11 (47,116) was 6% higher than the number performed in FY10 (44,656); the target for FY12 (67,000) is 30% higher than the number performed for FY11. The issuance of new single-family residential permits decreased by 12% from FY09 (243) to FY10 (214), but has increased in FY11 (284) by 25%. It is anticipated that overall performance in FY12 will increase therefore the target for FY12 is 325.
- Environmental permit applications increased 72% for FY11 (from 51 to 182). However, it is important to note that this figure does not include the 16 additional public sector fast-track projects reviewed by Growth Management, for a total of 57 active public sector fast-track projects. When these projects are considered, there is a 74% increase in environmental permit application reviews. There was a 25% decrease (from 4 to 3 applications) in Limited Partition applications between FY10 and FY11. Type A site plan applications increased by 37% (from 17 to 27) between FY10 and FY11. Type B site plans also increased by 71% (from 2 to 7).
- The Land Use and Environmental Services Division experienced efficiency improvements with targeted staff review timelines being met for 98% of site plans and environmental management permits. Additionally, Land Use and Environmental Services exceeded the goal of responding to customer service requests within one day. The goal was to meet this standard for 95% of requests and it was achieved for 98% of requests.
- The Records Management Section of the Administration Division has scanned 100% of the historical back-file of paper records in the Land Use and Environmental Services (LUES) division and 92% of the Building Inspection paper files. This is significant because it allows these documents to be accessed by staff electronically from their work computers. This makes researching permit files much more convenient while also saving time and resources.

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
No. of building inspections performed	#	44,656	66,500	47,116	67,000
No. of concurrency applications processed	#	29	40	56	50
No. of environmental permits processed	#	51	85	182	100
No. of environmental reviews processed	#	49	125	97	140

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Development and Transportation Services

Growth Management

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
No. of limited partitions processed	#	4	5	3	6
No. of new 1&2 family building permits processed	#	214	315	284	325
No. of new multi-family dwelling units processed	#	45	225	270	225
Number of pages processed into EDMS - to include (Building Inspection, Land Use & Env. Services, Board documentation and Admin phone & p-card statements).	#	244,818	0	353,294	400,000
No. of preliminary plats processed	#	2	8	10	8
Number of public records requests processed (includes walk-in & telephone requests, as well as those routed through the Treasurer-Clerk's office)	#	1,250	0	1,491	1,699
No. of stormwater operating permit inspections	#	852	1,200	634	1,232
No. of sub-permits issued	#	7,602	9,000	9,365	9,000
No. of Type A site plans processed	#	17	65	27	65
No. of Type B site plans processed	#	2	13	7	13
Square footage of new commercial buildings permitted	#	308,673	1,582,791	221,659	1,582,791

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
% of minor 1&2 Family residential plan review comments provided to the customer in five days or less.	%	80.00	80.00	33.13	80.00
% of After Hours Inspections Performed as Requested	%	95.00	95.00	31.67	95.00
% of Applications Appropriately Routed in 24 Hours	%	95.00	95.00	31.67	95.00
% of Building Permit Decisions Upheld	%	100.00	100.00	33.33	100.00
% of CIS Data Input Without Errors	%	98.00	98.00	32.67	98.00
% of CIS Work Orders-Single Connections Shipped in 24 Hours	%	98.00	98.00	32.67	98.00
% of CIS-Multiple Connection Work Orders Shipped in 72 Hours	%	98.00	98.00	32.67	98.00
% of Commercial Plans Comments Provided in 21 Days	%	83.00	90.00	31.96	90.00
% of Data Input Without Errors	%	90.00	92.00	30.17	92.00
% of Emailed customer service request responses provided within one day through PETS	%	91.00	95.00	29.58	0.00
% of Environmental Permit Comments Provided Within Statutory Timeframe	%	99	99	33	99
% of Inspection Requests Accepted for Next Day, or When Requested	%	95.00	95.00	31.67	95.00
% of Minor Commercial Plans Comments Provided in 14 Days	%	100.00	100.00	33.24	100.00
% of Review comments (1&2) residential provided in 12 days	%	86.00	90.00	33.33	90.00
Percentage of site plan decisions successfully upheld	%	100.00	100.00	33.33	100.00
% of Time sensitive inspection requests accepted for requested time	%	98.00	98.00	32.67	98.00
% of Type A Site Plan Comments Issued in 7 Days	%	100.00	100.00	33.33	100.00
% of Type B Site Plan Comments Provided in 21 Days	%	100.00	100.00	33.33	100.00

Development and Transportation Services
Growth Management
Capital Improvement Program Budget

CIP Budget Overview

The Growth Management Department has no capital projects in the FY 2012-2016 capital improvement plan.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

None

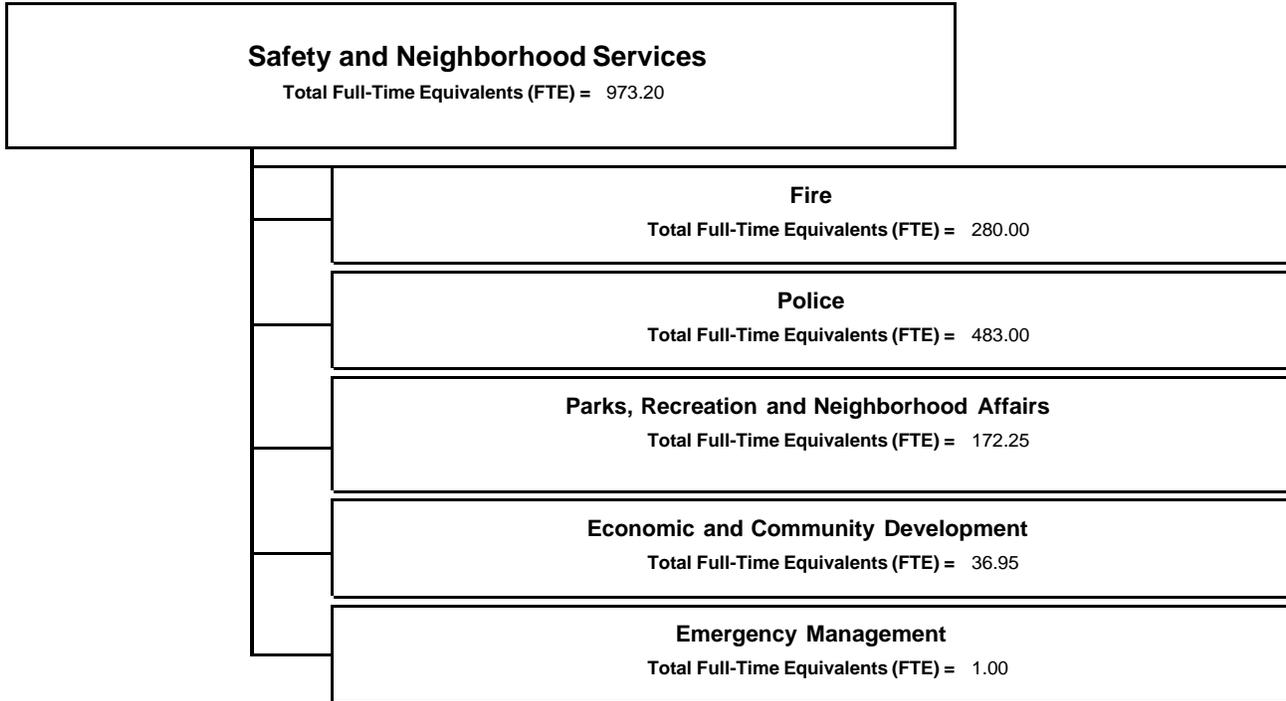
Continued Capital Projects

The following list represents projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

None



**Safety and Neighborhood Services
Organizational Chart**



Summary of Services Provided

The Safety and Neighborhood Services area includes the departments of Fire, Police, Parks, Recreation and Neighborhood Affairs, Economic and Community Development, and Emergency Management.

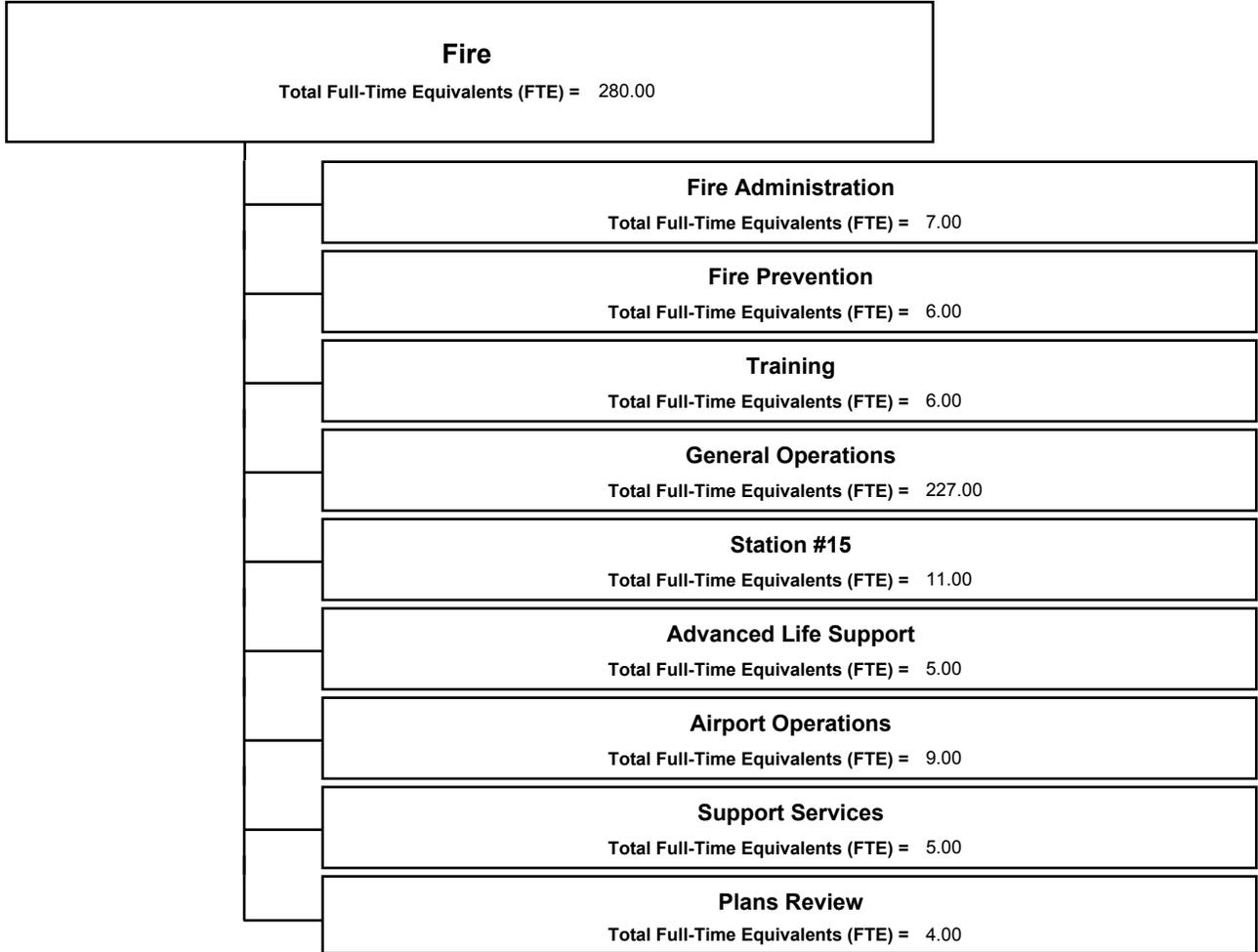
	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Expenditures Summary	101,854,856	107,428,217	110,045,896	109,924,419
Funding Summary	101,854,856	107,428,217	110,045,896	109,924,419
FTE Summary	978.45	975.20	973.20	973.20



Safety and Neighborhood Services

Fire

Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Safety and Neighborhood Services

Fire

Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
200101 Fire Administration	9,204,375	8,277,037	10,084,124	8,245,881
200201 Fire Prevention	578,780	620,667	556,516	522,622
200301 Training	548,312	546,904	490,784	534,593
200401 General Operations	18,165,372	18,889,625	18,554,283	20,217,817
200403 Hazardous Materials	7,047	2,981	4,170	10,525
200415 Station #15	809,643	815,302	1,054,422	1,071,230
200416 Advanced Life Support	267,391	828,255	796,223	761,153
200501 Airport Operations	926,254	980,691	938,973	1,025,851
200701 Support Services	397,910	376,321	403,931	491,994
200801 Plans Review	279,132	261,082	266,625	355,263
Total Expenditures	31,184,216	31,598,863	33,150,051	33,236,929

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	20,174,862	21,349,146	21,598,588	21,578,444
Operating	1,464,279	1,439,997	1,477,864	1,477,864
Other Services & Charges	182,228	30,856	30,856	30,856
Capital Outlay	77,625	59,169	110,400	110,400
Allocated Accounts	5,505,420	5,773,201	6,154,260	6,349,591
Utilities and Other Expenses	369,976	352,781	372,968	372,968
Transfers	1,211,171	1,093,370	1,592,766	1,592,766
Contributions to Operations	285,800	294,350	303,200	303,200
Year End Adjustments	1,912,855	1,205,994	1,509,149	1,420,840
Total Expenditures	31,184,216	31,598,863	33,150,051	33,236,929

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Fire Services Fund	31,184,216	31,598,863	33,150,051	33,236,929
Total Funding	31,184,216	31,598,863	33,150,051	33,236,929

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
200101 Fire Administration	7.00	7.00	7.00	7.00
200201 Fire Prevention	6.00	6.00	6.50	6.00
200301 Training	7.00	6.00	6.00	6.00
200401 General Operations	242.00	228.00	225.50	227.00
200415 Station #15	10.00	8.00	12.00	11.00
200416 Advanced Life Support	0.00	0.00	5.50	5.00
200501 Airport Operations	11.00	9.00	9.00	9.00
200701 Support Services	5.00	5.00	5.00	5.00
200801 Plans Review	4.00	4.00	3.50	4.00
Total FTE	292.00	273.00	280.00	280.00

Safety and Neighborhood Services

Fire

Summary of Services Provided

The mission of the Tallahassee Fire Department is to provide for the safety and welfare of our community and our members through proactive prevention, preparation and protection.

The Tallahassee Fire Department is a municipal organization with contractual agreements to provide hazard mitigation throughout Leon County. The service area spans 702 square miles, with a concentrated population density in the urban core. Population, number and condition of properties along with community health and safety practices drive service requests. Leon County population is estimated at approximately 260,000 residents, in 2011, and is expected to continue to increase by 12% through 2020. Total housing units in Leon County grew at a rate of 2% annually from 2000 to 2009; however vacant housing units are growing at a 7.5% annual growth rate. Vacant housing units have an increased susceptibility to vandalism and arson. Throughout the same time period, over \$700 Million in new commercial property was permitted and constructed. Additional properties to protect, vacant housing and population increases resulted in a service demand of nearly 22,000 incidents in 2010 and a trend toward the same demand for 2011.

The downtown area has become alive with high-rise condominiums that share the urban core with the highest risk populations and properties. The provision of quality fire suppression, specialized hazardous material response, technical rescue, fire safety code compliance review and enforcement, public education and other services to the community entails specific challenges and opportunities to the department.

The Tallahassee Fire Department continues to perform its mission successfully, while being fiscally responsible with funding allocated for service provision. Sound financial management, improved cost analysis for new programs and restructured accounting practices resulted in a 4.2% budget under run for FY10. Fiscal year 2011 performance seems to be trending toward increased savings. Currently, expenditures are 11% less than allotted funds to date. However, revenues are trending at 6% less than anticipated at the mid-year point. TFD expects another year of sound financial management resulting in a significant transfer to the Fire Department Reserve fund.

Safety and Neighborhood Services

Fire

Trends and Issues

As fiscal year 2012 approaches, the Tallahassee Fire Department (TFD) is faced with the challenge of providing fire protection, prevention, education, and pre-hospital medical care within the bounds of the revenue produced by the Fire Service Fee and contracts for service. The many services provided by TFD are critical to the safety and welfare of our citizens. We have been diligent in formulating ways to reduce expenditures while continuing to provide the same high quality fire and emergency services we have in years past. We have become more community oriented and expanded services within our current spending levels. We believe the budget we present allows us to maintain the superior standards we have set for ourselves without sacrificing the safety of the community.

Specialty Teams and Training

Diversification of services has brought about the need for specialized training and response. Transportation corridors through our community have increased the risk of Hazardous Materials accidents, which must be responded to with local resources. Post 9-11 planning requires that we be prepared for terrorism events and our susceptibility to catastrophic weather calls for natural disaster preparation. Response to these threats requires dedicated training, specialized equipment and specific response protocols. Federal funding is available to support the creation of specialty teams for regional response. TFD has capitalized on these opportunities and has created regional hazardous materials, decontamination, and urban search and rescue teams.

The sustainment of these teams challenge the TFD to meet unique staffing requirements, coordinate substantial training activities, compete for, obtain and manage multiple grants and maintain a specialized equipment cache. This becomes increasingly more difficult as Homeland Security funding at the State and National level continue to decrease. Managing this increase in training and administrative support with existing resources requires shifting of responsibilities, workload planning, and streamlining processes across the organization.

Plans Review

With the economy slowing down, we have seen a decline in building construction. With this decline, revenues have been reduced and new projects are not as abundant as in previous years. This has eased previous scheduling problems for timely inspections and has gradually left the field inspector with available time on hand. We are working with the City Safety Inspector to create the opportunity to use some of this space in the schedule to inspect City owned buildings and facilities that have not been inspected due to staffing restraints. As the economy begins to recover and projects start up we will assure our external customers are provided the high quality of attention the City has always provided. Another critical issue is the current City and County fee schedule. Plan review fees collected in the County have not increased since the late 80's.

Inspections/Investigations

Staffing for completion of mandated inspections, reoccurring inspections, public education and fire investigations has not grown since the 1980's yet the numbers and request within all these areas have increased significantly. This increase coupled with the lack of expansion in staff has caused a reduction in public fire safety education, inability to conduct fire inspections for numerous businesses and created the need for discontinuing the criminal investigations by TFD. While there is no mandate from the State for TFD to conduct criminal investigations, we have successfully arrested 25% of criminals we have investigated for arson related cases. The loss of the Criminal Investigator position has increased time spent on scene while waiting for a State investigator to arrive.

Safety and Neighborhood Services

Fire

Significant Changes From FY 2011

The following service level changes were included in the proposed budget for the Fire Department's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$217,444.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$54,361).
- The department's proposed budget was reduced by \$49,990 primarily in Unclassified Professional Fees, Unclassified Contractual Services and Uniforms. Fiscal Impact: (\$49,990)

City Commission Action

The City Commission approved the budget for the Fire Department with the following changes:

- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Safety and Neighborhood Services

Fire

Performance Measures

Program Objectives

The Tallahassee Fire Department is charged with the responsibility of protecting lives, property, and the environment from hazardous conditions that threaten our community. This mission is accomplished through the provision of prevention and protective services specific to the incident need. TFD provides the City of Tallahassee and Leon County with quality fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, superior vehicle extrication, high quality emergency medical care, fire safety code compliance review and enforcement and varied public education services. The department provides such services through five functional divisions which include Administration, Prevention, Planning & Logistics, Operations and Training.

The Administration Division includes the Office of the Chief, Public Information, Employee Resources and Financial Management.

The Prevention Division provides proactive code enforcement, pre-development and pre-construction plans review, public education, target hazard occupancy inspections and fire cause determination investigations. This Program has received no staffing increase since the 1980's but has seen a significant increase in existing buildings requiring inspections, public request for fire safety education, state mandated annual inspections and fires which require extended investigative work. All of these issues have created an environment, which has required public fire education to receive a lower priority. Tallahassee and Leon County is unique in that it has aging, college, youth and transient populations. This uniqueness requires a fulltime focus approach to public fire education in order to bring about true behavior change.

The Planning and Logistics Division conducts short and long range planning for infrastructure growth, capital equipment replacement, technological support and service level improvements. In addition, the Logistics office is responsible for direct support and maintenance of 21 facilities and 280 personnel.

The Operations Division consists of the Suppression, Emergency Medical Services and Special Operations Battalions. Each is responsible for the provision of specialized emergency mitigation services to include fire suppression, pre-hospital medical care, vehicle extrication, hazardous materials response and urban search and rescue. Service is provided from 15 strategically located fire stations throughout the community by 212 sworn Firefighter/Emergency Medical Technicians and 51 sworn Firefighter/Paramedics.

The Training Division provides continuing education, specialized certification, promotional examination, community demonstration and volunteer firefighter training for TFD personnel, community volunteer firefighters and regional partners.

Safety and Neighborhood Services

Fire

Analysis of Performance Measures

Patient survivability and extent of property loss is highly dependant on the length of time prior to the arrival of emergency resources. The industry "Standard on organization and deployment of fire suppression operations", NFPA 1710, states that Fire Departments should arrive at 90% of all incidents within 6 minutes or less. The Tallahassee Fire Department's response time goals are consistent with this standard. However, TFD resources are meeting this standard on only 60% of emergency calls for service.

Rural Response Times

- 61.1% - 2009 actual percentage of fire and EMS calls with travel time of less than 6 minutes.
- 58.4% - 2010 actual percentage of fire and EMS calls with travel time of less than 6 minutes.
- 90.0% - 2011 target percentage of fire and EMS calls with travel time of less than 6 minutes.
- 55.1% - 2011 actual percentage of fire and EMS calls with travel time of less than 6 minutes.
- 90.0% - 2012 target percentage of fire and EMS calls with travel time of less than 6 minutes.

Urban Response Times

- 60.3% - 2009 actual percentage of fire and EMS calls with travel time of less than 4 minutes.
- 57.1% - 2010 actual percentage of fire and EMS calls with travel time of less than 4 minutes.
- 90.0% - 2011 target percentage of fire and EMS calls with travel time of less than 4 minutes.
- 53.1% - 2011 actual percentage of fire and EMS calls with travel time of less than 4 minutes.
- 90.0% - 2012 target percentage of fire and EMS calls with travel time of less than 4 minutes.

Percentage of Strucutre Fires Contained to Room of Origin

- 47.2% - strucutre fires contained to room of origin in 2009.
- 59.7% - strucutre fires contained to room of origin in 2010.
- 40.0% - 2011 target for strucutre fires contained to room of origin.
- 56.5% - 2011 actual strucutre fires contained to room of origin.
- 40.0% - 2012 projected target for strucutre fires contained to room of origin.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of EMS calls (ALS & BLS)	#	7,377	8,000	6,811	8,000
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Hours of in-service training for firefighters	#	57,960	57,960	57,960	57,960
No. of Incidences - rural tracks all responses outside the city limits.	#	4,894	5,000	5,169	5,000
Number of new plans or applications reviewed	#	662	600	741	600
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
% firefighters that are EMTs	%	99.60	97.00	99.62	97.00
% firefighters that are paramedics	%	17.21	14.00	19.41	14.00
% of fire and EMS calls with dispatch times < 60 seconds	%	65.30	90.00	67.14	90.00
% of fire and EMS calls with turnout times < 60 seconds	%	31.40	90.00	32.35	90.00
% of firefighters receiving 20 hrs/mo. training	%	100	100	100	100
% of property value saved	%	74.10	75.00	74.61	75.00
% of rural fire and EMS calls with travel times < 6 minutes	%	58.40	90.00	55.14	90.00
% of structure fires contained to room of origin	%	59.70	40.00	56.52	40.00
% of urban fire and EMS calls with travel times < 4 minutes	%	57.10	90.00	53.14	90.00
Cost per fire plan review	\$	414.27	450.00	379.31	450.00

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Safety and Neighborhood Services

Fire

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Cost per response	\$	862.68	897.97	999.15	897.97
No. of Incidences - urban tracks all responses within the city limits.	#	16,342	15,000	16,166	15,000
Number of people served	#	275,800	278,000	278,000	280,000

Safety and Neighborhood Services
Fire
Capital Improvement Program Budget

CIP Budget Overview

The department's fiscal year 2012-2016 capital improvement program totals \$19,736,950 and includes a one-time \$500,000 request in FY12 to update the Fire Department's existing records management system, continued funding for construction of a one-bay station planned for co-location at the Tallahassee-Leon County Public Safety Complex near Weems Road and land acquisition and construction costs for two new facilities - one on Lake Bradford Road and another in the Southwood community.

The Fire Department also is contributing \$8 million in fiscal year 2011 for its prorata share of the Tallahassee-Leon County Public Safety Complex. Funding for the safety complex is not shown in the Fire Department's five-year CIP, but is included in the Public Works department's capital improvement plan, since that department's staff are project managers. Fire's total capital costs for fiscal years 2012 through 2016 totals \$19,736,950.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
Fire Debt	1,230,350	15,986,500
Fire RR&I	766,400	3,750,450
Total Funding	1,996,750	19,736,950

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or underway and expect to be complete in FY11.

None

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

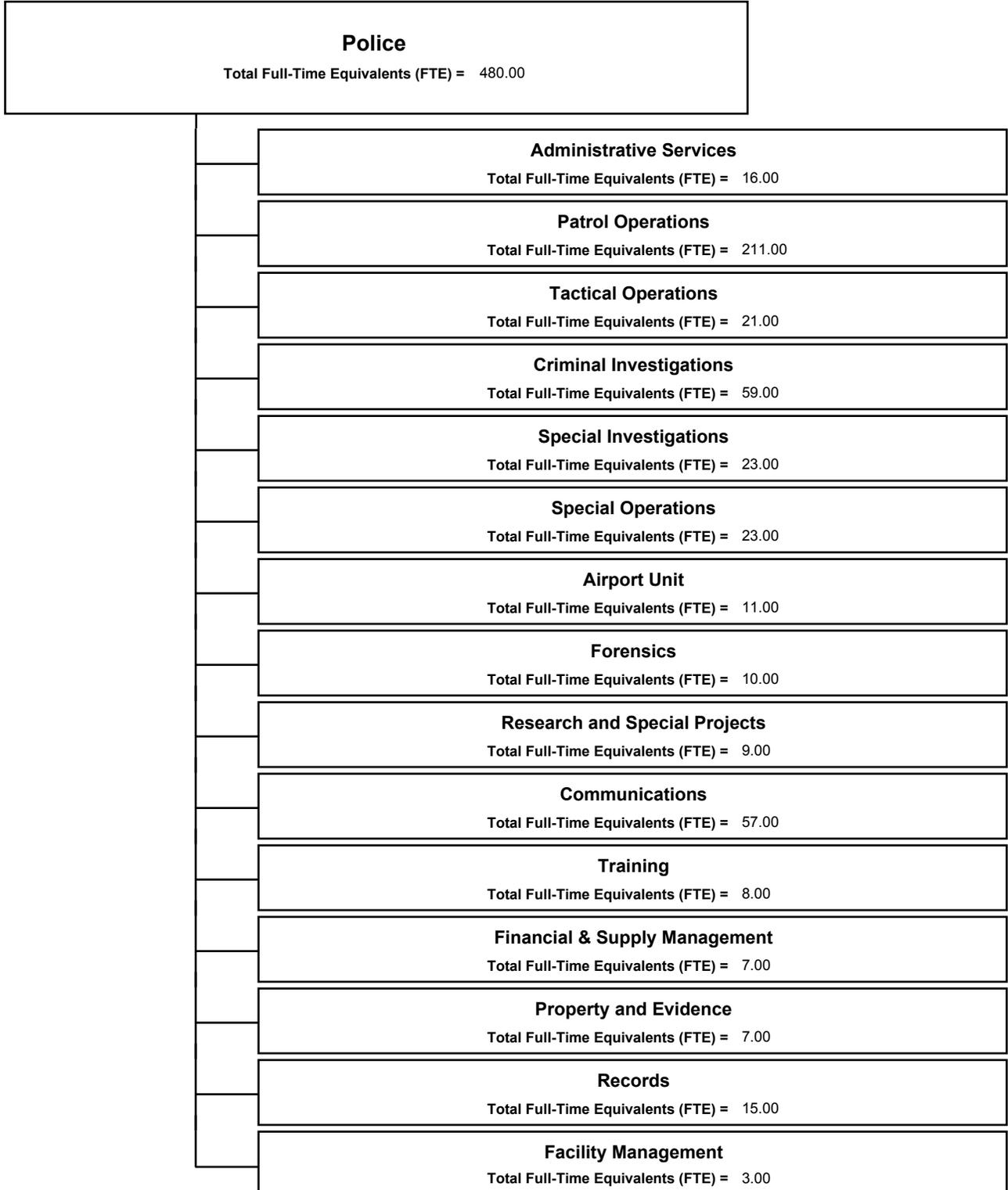
Facilities Management and Maintenance of Existing Fire Stations
Fire Hydrant Maintenance and Replacement



Safety and Neighborhood Services

Police

Organizational Chart



City of Tallahassee
Fiscal Year 2012 Adopted Budget

Safety and Neighborhood Services

Police

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
210101 Office of the Chief	1,732,246	1,916,632	1,864,775	2,188,511
210102 Employee Resources	433,855	389,047	415,936	0
210104 Financial and Supply Management	5,598,956	0	0	3,617,206
210503 Northern Patrol Sector	11,281,286	11,300,296	10,274,812	11,928,675
210504 Southern Patrol Sector	7,285,508	8,697,786	8,262,182	8,834,538
210505 Tactical Operations	0	2,409,726	2,315,814	2,272,579
210602 Criminal Investigations	5,000,045	5,341,718	5,328,756	5,433,034
210603 Special Investigations	2,276,277	2,232,174	2,131,452	2,302,396
210604 Special Operations	2,958,498	2,626,935	2,439,397	2,808,784
210605 Public Safety Communications	3,225,989	0	0	14,431
210606 Airport Unit	1,159,536	1,212,097	1,217,491	1,231,756
210608 Administrative Services	1,579,847	0	0	73,067
210609 Fleet and Facilities Maintenance	773,325	0	0	30,987
210610 School Crossings	202,821	197,801	210,495	215,654
210611 Police Donations	1,300	1,300	6,300	6,800
210612 Homeland Security	1,591,777	0	0	39,077
210613 Training	950,597	0	0	15,660
210614 Forensics	652,522	705,670	665,758	701,167
210701 Research and Special Projects	0	767,631	751,708	731,739
210702 Communications	0	3,544,573	3,592,166	3,667,606
210703 Training	0	1,070,012	1,031,658	1,034,913
210704 Employee Resources	0	0	0	451,560
210801 Financial & Supply Management	0	5,579,219	7,912,977	971,523
210802 Property and Evidence	0	465,239	458,169	453,449
210803 Records	0	814,705	846,642	878,420
210804 Facility Management	0	750,678	886,340	763,628
Total Expenditures	46,704,385	50,023,239	50,612,828	50,667,160

<u>Expenditure Category Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	37,290,088	40,683,904	40,623,382	40,383,411
Operating	1,198,608	1,087,451	1,653,224	1,726,577
Capital Outlay	27,502	4,700	0	0
Allocated Accounts	7,500,920	7,572,039	7,931,671	8,281,396
Utilities and Other Expenses	274,397	282,498	275,776	275,776
Transfers	412,870	392,647	128,775	0
Total Expenditures	46,704,385	50,023,239	50,612,828	50,667,160

<u>Funding Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	45,543,549	48,809,842	49,389,037	49,428,604
Donations Operating Fund	1,300	1,300	6,300	6,800
Airport Operating Fund	1,159,536	1,212,097	1,217,491	1,231,756
Total Funding	46,704,385	50,023,239	50,612,828	50,667,160

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Safety and Neighborhood Services

Police

Operating Budget

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
210101 Office of the Chief	20.00	17.00	16.00	16.00
210102 Employee Resources	3.00	3.00	3.00	0.00
210104 Financial and Supply Management	7.00	0.00	0.00	0.00
210503 Northern Patrol Sector	130.00	117.00	116.00	117.00
210504 Southern Patrol Sector	86.00	92.00	94.00	94.00
210505 Tactical Operations	0.00	21.00	21.00	21.00
210602 Criminal Investigations	61.00	60.00	61.00	59.00
210603 Special Investigations	24.00	23.00	22.00	23.00
210604 Special Operations	29.00	23.00	23.00	23.00
210605 Public Safety Communications	56.00	0.00	0.00	0.00
210606 Airport Unit	11.00	11.00	11.00	11.00
210608 Administrative Services	25.00	0.00	0.00	0.00
210609 Fleet and Facilities Maintenance	3.00	0.00	0.00	0.00
210612 Homeland Security	12.00	0.00	0.00	0.00
210613 Training	8.00	0.00	0.00	0.00
210614 Forensics	10.00	10.00	10.00	10.00
210701 Research and Special Projects	0.00	10.00	9.00	9.00
210702 Communications	0.00	57.00	57.00	57.00
210703 Training	0.00	8.00	8.00	8.00
210704 Employee Resources	0.00	0.00	0.00	3.00
210801 Financial & Supply Management	0.00	7.00	7.00	7.00
210802 Property and Evidence	0.00	7.00	7.00	7.00
210803 Records	0.00	16.00	15.00	15.00
210804 Facility Management	0.00	3.00	3.00	3.00
Total FTE	485.00	485.00	483.00	483.00

Safety and Neighborhood Services

Police

Summary of Services Provided

- The Tallahassee Police Department was established in 1841 and is the third oldest municipal police department in the country. The department is also the third longest nationally accredited law enforcement agency and was recently awarded flagship status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). As a flagship agency, the Tallahassee Police Department represents an extraordinary example of excellence in public safety, and it is recognized nationally as a model agency for current and potential CALEA applicants. The department's organizational structure consists of the office of the chief and four bureaus.
- The office of the chief includes the chief of police, deputy chief, bureau commanders and the administrative services director who oversees the functions assigned to each bureau. In addition, the office of professional standards, the department's legal advisor, and public information officer are also included the chief's office.
- The operations bureau includes the northern and southern patrol sectors as well as tactical operations. The patrol sectors utilize a zone based patrol concept that is consistent with the department's community oriented policing (COP) philosophy. Patrol personnel are assigned to a geographical zone so that they may become more familiar with the residents who live and work in the area and with the activities that typically take place. This encourages more interaction between officers and residents and allows officers to focus on crime prevention and enforcement activities that may be unique to their zone. This strategy is enhanced by the community relations unit and three COP squads that supplement the efforts of patrol personnel through a focus on identified criminal activity based on real-time intelligence information. Tactical operations supports the costs of the tactical apprehension and control (TAC) team as well as the department's gang response, canine, and explosives units, and one of the three community oriented squads mentioned above.
- The support bureau includes the criminal investigations and special operations divisions. The criminal investigations division is comprised of property and persons crimes sections and includes the department's victim advocate personnel and forensics, as well as the special investigations unit which focuses on drug crimes and career criminals. The special operations division is comprised of traffic, special events, and airport units as well as the department's reserve officer and school crossing guard programs.
- The organizational development bureau includes the research and special projects section as well as communications, employee resources, and training units. Research and special projects is comprised of crime analysis and criminal intelligence which are responsible for analyzing crime trends and developing focused criminal offender intelligence information. This information is shared with operational personnel through the department's trends and tactics program.
- The administrative services bureau includes the department's financial and supply management, records, property and evidence, and facility management units. This bureau also coordinates interdepartmental activities involving City information systems services and City fleet management.

Safety and Neighborhood Services

Police

Trends and Issues

- Tallahassee's crime rate is driven by multiple factors – unemployment, single-parent families, average age of residents, high school drop out rates, availability of illegal drugs, influence of religious institutions, and population increases. While these social and demographic factors are known to have a correlation with crime, the ability of the Police Department to affect them is minimal. To craft an effective crime-fighting strategy for the coming years several key factors, unemployment and population, must be taken into consideration.
- Beginning in 2006, Tallahassee saw significant increases in both violent crime and property crime. In 2006, the City of Tallahassee had 9,324 offenses reported as part of the Uniform Crime Reporting (UCR) program, and for 2010 the City had 10,381 offenses reported – an 11.3% increase between 2006 and 2010; however, the overall five year trend (2006-2010) is basically unchanged, even though there have been significant annual variations.
- The number of reported UCR crimes increased slightly during 2010, but the number of calls for service increased dramatically between 2009 and 2010. Over the last five years the total number of calls for service increased over 12.5%. As a result of these calls for service, officers exceeded 72,000 reports for the first time.

Significant Changes From FY 2011

The following service level changes are included in the proposed budget for the Police Department's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$217,444.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$54,361).
- Eliminate two positions (a records technician and a crime analyst) previously agreed to during FY10 as a result of a City Manager approved reorganization. Fiscal Impact: (\$117,304).

City Commission Action

The City Commission approved the budget for the Police Department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.
- Funding for Police overtime at the Palmer Munroe Youth Center from the State Law Enforcement Trust Fund, which can only be used to fund this activity for one year. Fiscal Impact: \$70,000.

Safety and Neighborhood Services

Police

Performance Measures

Program Objectives

The department has identified the following program objectives for fiscal year 2012:

- Reduce Crime,
- Improve Professional Development and Succession Planning,
- Enhance Marketing Strategies and Community Partnerships,
- Position TPD as a Model Agency, and
- Establish Plans for a future Police Department Facility.

Analysis of Performance Measures

The Tallahassee Police Department is responsible for controlling crime and maintaining civil order in the community. One of the ways the department measures its success in controlling crime is through the FBI's Uniform Crime Reporting (UCR) program. By tracking the crime index the department is able to compare the number of crimes committed in Tallahassee with overall national trends.

Each year the FBI publishes a report called, "Crime in the United States: Uniform Crime Reports," which is calendar year data compiled and published the subsequent fall. Based upon data obtained from the FBI's 2010 Preliminary Annual Uniform Crime Report, Tallahassee's crime index (total of violent and property crimes reported) has increased from 10,085 in FY09 to 10,381 in FY10. This represents an overall increase of 2.9%.

Along with the number of reported UCR crimes increasing during 2010, the number of calls for service increased 9.2% between 2009 and 2010. In fact, the annual calls for service has increased from 138,553 in FY06 to 155,915 in FY10. The result is that response times have been increasing since 2006. Priority 1 calls require immediate dispatch (i.e. felonies in progress, life threatening calls or calls with injuries, alarms reporting crimes in progress) and have increased from 5.46 minutes in FY06 to 6.5 minutes in FY10. Priority 2 calls require dispatch within five (5) minutes from receipt of the call (i.e. assaults, all hazardous traffic situations, traffic crashes without injury that are blocking traffic, calls in progress not threatening life or property, missing persons involving individuals unable to care for themselves) and have increased from 9.1 minutes in 2006 to 9.4 minutes in 2010.

Finally, the upward trend in criminal activity from 2009 to 2010 is not anticipated to continue in future years, as supported by the overall UCR crime rate remaining relatively unchanged since 2005.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of authorized sworn positions	#	355	355	355	355
Total calls for service	#	151,324	158,000	157,328	160,000
Number of cases assigned for investigation	#	4,138	5,200	5,290	5,300
Total Number of Injury Producing Traffic Accidents	#	936	920	919	920

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Juvenile civil citations issued	#	142	120	74	125
Traffic citations issued	#	27,192	28,000	30,867	28,000
Traffic crashes worked	#	9,349	7,000	7,886	7,000
Victims served by advocate unit	#	2,615	2,300	1,909	2,300

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Safety and Neighborhood Services

Police

Outcome Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of injury producing collisions per 1,000 population	#	5.26	6.00	5.12	5.14
Officer vacancy rate	#	2.85	2.50	2.57	2.85
Clearance rate	#	24.10	25.00	24.00	26.00
Uniform Crime Rate (UCR)	#	48.89	57.47	52.36	56.05
Violent crime rate	#	7.74	5.52	5.58	5.16
Property crime rate	#	41.15	51.94	46.78	50.89
Priority I average response time	#	6.50	5.00	6.78	5.00
Priority II average response time	#	9.90	9.00	9.93	9.00
Cost per call for service	\$	307.61	309.00	1,260.11	312.00
Total department cost per capita	\$	261.75	274.00	276.06	274.00

Safety and Neighborhood Services
Police
Capital Improvement Program Budget

CIP Budget Overview

The FY12 - 16 capital improvement program (CIP) for the Tallahassee Police Department is \$2,627,350, which includes three projects. Two of the three projects are included in the FY12 approved capital budget, which is \$157,950. Detailed project funding descriptions are as follows:

The Police headquarters facility typically receives \$150,000 each year for on-going maintenance and emergency repairs; however, due to a continued lack of general government funding, only \$75,000 is approved for FY12. This will be the third consecutive year of funding at \$75,000.

The Police vehicle video recording system is approved to receive \$82,950 in FY12. This funding will support the on-going implementation of new mobile audio/video recording in car camera systems.

The replacement of TPD vehicle replacement project is recommended for \$1,300,000 in FY15 based on the availability of general government funding in future years. This project would replace Police department vehicles that are not funded through the city's fleet vehicle replacement such as the special incident response vehicle (SIRV), miscellaneous vehicles used by non-patrol personnel, as well as trailers, battery operated vehicles and directional signs.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	157,950	2,627,350
Total Funding	157,950	2,627,350

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

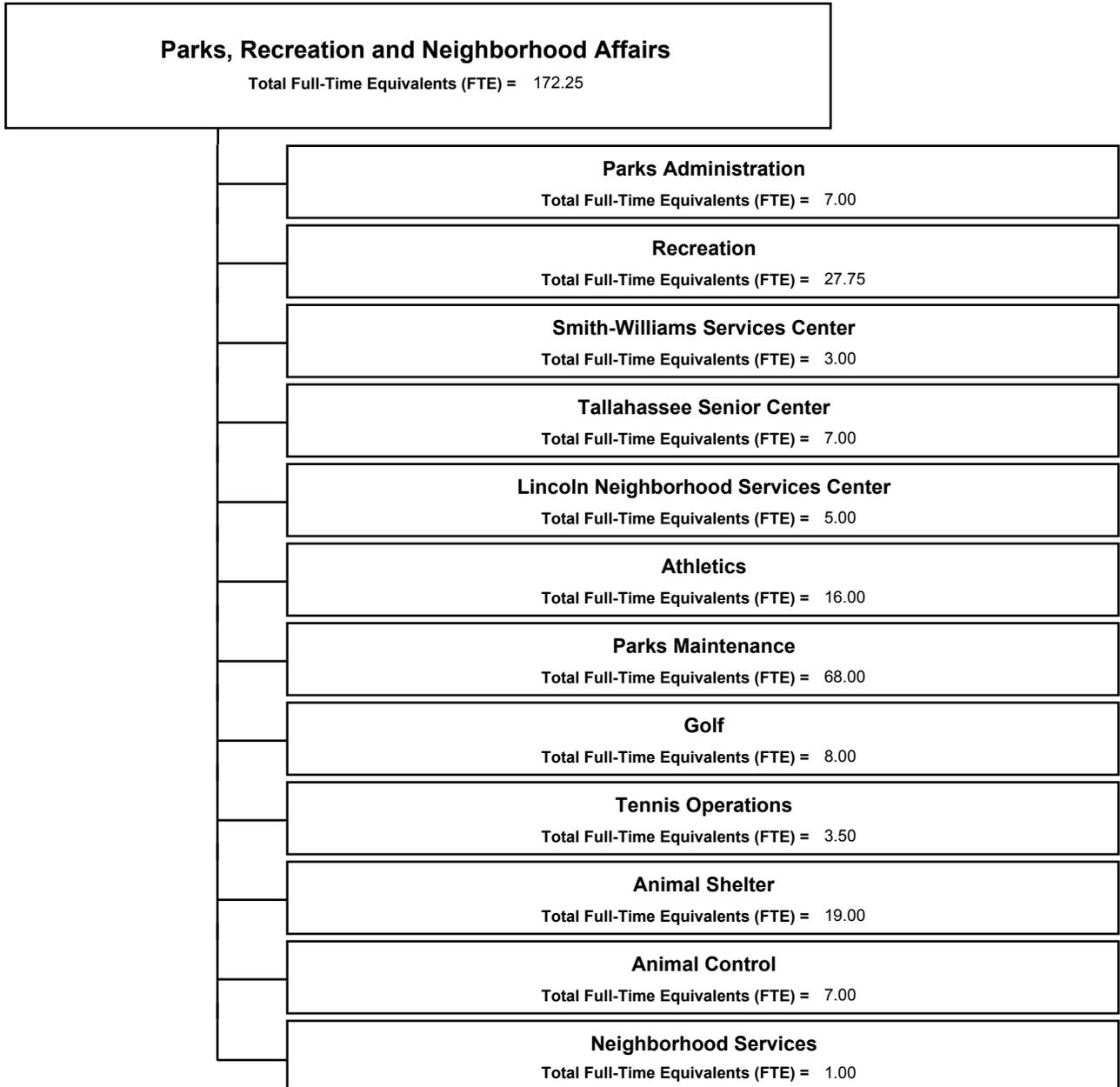
FY11 Police Facilities RR&I

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

Police Vehicle Video Recording System

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Organizational Chart



City of Tallahassee
Fiscal Year 2012 Adopted Budget

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
230101 Parks Administration	2,499,829	2,793,829	3,274,113	1,744,322
230201 Playgrounds	742,721	885,536	851,557	891,982
230203 Sue Herndon McCollum CC	427,757	416,937	428,530	455,718
230204 Lafayette Arts and Crafts	145,901	154,946	127,594	134,295
230205 Palmer Munroe Youth Center	70,533	340,196	415,093	415,845
230206 Lawrence-Gregory CC	205,230	211,815	203,138	217,502
230207 LeVerne Payne CC	77,825	84,182	87,218	96,032
230208 Jake Gaither Center	148,454	179,226	177,046	187,328
230209 Walker Ford Center	348,436	345,273	349,434	367,749
230210 Oven Park	177,362	168,688	179,473	191,729
230212 Brokaw McDougal House	58,545	57,673	76,839	45,303
230213 McLean Center	422,657	431,396	467,618	500,200
230215 Smith-Williams Services Center	240,815	255,291	259,125	279,438
230216 Tallahassee Senior Center	516,583	515,119	541,165	623,445
230217 Lincoln Neighborhood Services Center	319,534	344,523	432,919	452,748
230301 Major Adult Sports	399,115	425,451	451,465	472,767
230302 Major Youth Sports	234,658	202,870	258,387	291,851
230303 Aquatics	553,934	633,276	716,075	780,882
230304 Minor Sports	91,334	97,284	142,753	145,211
230305 Gymnastics	741,637	720,253	732,681	800,750
230306 Trousdell Aquatic Center	463,298	473,646	433,358	440,412
230307 Jack McLean Aquatic Center	246,781	243,110	309,608	320,733
230401 Parks Maintenance	6,020,067	5,941,145	5,622,502	6,362,184
230509 Hilaman Operations	447,072	529,885	707,557	635,091
230510 Hilaman Maintenance	410,555	410,334	317,687	390,153
230511 Gaither Operations	178,330	217,553	241,925	254,388
230512 Gaither Maintenance	199,484	225,019	217,365	239,952
230601 Tennis Operations	670,605	678,673	684,151	706,244
230701 Animal Shelter	1,482,442	1,430,448	1,512,866	1,623,679
230702 Animal Control	424,840	430,894	400,765	463,565
231001 Neighborhood Services	70,734	66,385	67,930	84,019
Total Expenditures	19,037,068	19,910,856	20,687,937	20,615,517
<u>Expenditure Category Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	11,592,774	12,238,884	12,426,959	12,394,779
Operating	2,357,149	2,304,681	2,834,498	2,827,937
Capital Outlay	250,313	197,198	200,000	200,000
Allocated Accounts	2,480,778	2,639,624	2,751,216	2,838,630
Utilities and Other Expenses	2,062,118	2,227,850	2,245,331	2,236,190
Transfers	210,612	170,067	1,396	1,396
Year End Adjustments	83,324	132,552	228,537	116,585
Total Expenditures	19,037,068	19,910,856	20,687,937	20,615,517

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs**

Operating Budget

<u>Funding Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	18,179,441	18,970,637	19,662,692	19,590,273
Golf Course Fund	857,627	940,219	1,025,244	1,025,244
Total Funding	19,037,068	19,910,856	20,687,937	20,615,517

<u>FTE Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
230101 Parks Administration	7.00	7.00	7.00	7.00
230201 Playgrounds	5.00	5.00	5.00	5.00
230203 Sue Herndon McCollum CC	4.00	4.00	4.00	4.00
230204 Lafayette Arts and Crafts	1.00	1.00	1.00	1.00
230205 Palmer Munroe Youth Center	1.00	2.75	2.75	2.75
230206 Lawrence-Gregory CC	3.00	3.00	3.00	3.00
230207 LeVerne Payne CC	1.00	1.00	1.00	1.00
230208 Jake Gaither Center	2.00	2.00	2.00	2.00
230209 Walker Ford Center	8.00	4.00	4.00	4.00
230210 Oven Park	1.00	1.00	1.00	1.00
230213 McLean Center	4.00	4.00	4.00	4.00
230215 Smith-Williams Services Center	3.00	3.00	3.00	3.00
230216 Tallahassee Senior Center	7.00	7.00	7.00	7.00
230217 Lincoln Neighborhood Services Center	4.00	4.00	5.00	5.00
230301 Major Adult Sports	3.00	3.00	3.00	3.00
230302 Major Youth Sports	2.00	2.00	2.00	2.00
230303 Aquatics	4.00	4.00	4.00	4.00
230305 Gymnastics	5.00	5.00	5.00	5.00
230307 Jack McLean Aquatic Center	2.00	2.00	2.00	2.00
230401 Parks Maintenance	68.00	68.00	68.00	68.00
230509 Hilaman Operations	3.00	2.00	1.67	1.67
230510 Hilaman Maintenance	4.00	3.00	2.01	2.01
230511 Gaither Operations	1.00	1.00	1.33	1.33
230512 Gaither Maintenance	0.00	2.00	2.99	2.99
230601 Tennis Operations	3.50	3.50	3.50	3.50
230701 Animal Shelter	20.00	19.00	19.00	19.00
230702 Animal Control	7.00	7.00	7.00	7.00
231001 Neighborhood Services	1.00	1.00	1.00	1.00
Total FTE	174.50	171.25	172.25	172.25

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Summary of Services Provided

The Parks, Recreation and Neighborhood Affairs Department is comprised of the following eight major areas:

- Administrative Division-provides direction and leadership for the department, including oversight of operating and capital budgets.
- Parks Division-provides maintenance and beautification for special events, capital projects, and park and recreation facilities.
- Recreation Division-operates seven community centers located throughout the city and offers diversified programs; oversees the summer playground program and special events.
- Athletic Division-operates seasonal adult and youth team sports, Trousdell Gymnastics Center, the aquatics program, and the Meadows Soccer Complex facility.
- Tennis Division-maintains 55 tennis courts throughout the city, including Forest Meadows Park and Athletic Center.
- Animal Services Division-operates the Animal Service Center and Animal Control Center in conjunction with Leon County.
- Neighborhood Affairs Division-provides liaison assistance to neighborhood associations and administers various neighborhood programs, such as the Neighborhood Cleanup and Neighborhood Partnership Grant; oversees the Palmer Munroe Youth Center (which opened in August 2010).

Service Centers

- Service Center Division-operates and maintains the City's three service centers (Smith-Williams Service Center, the Lincoln Neighborhood Service Center, and the Tallahassee Senior Center). The Smith-Williams Service Center is a multi-purpose facility, located in the Bond community, and is designed to provide human and social services to residents of the Bond and surrounding neighborhoods. The Lincoln Neighborhood Center provides social and human services to the community, and assists in the provision of institutional and charitable services by other agencies or organizations that are non-profit in nature. The Tallahassee Senior Center facilitates, promotes, and provides diverse wellness and aging programs, services and resources for citizens over the age of 55 and their caregivers.

Safety and Neighborhood Services Parks, Recreation and Neighborhood Affairs

Trends and Issues

The following are current or future year issues or events for the department in FY12:

- Construction for Cascades Park will continue in FY12.
- The rising number of animal intakes and calls for service related to wildlife at the Animal Services Center continues to impact operational expenses.
- The increase in the number of seniors, and a large caregiver and baby boomer population, place significant importance on Tallahassee Senior Services to provide viable options for seniors to stay well, remain living in their communities, and ensure a high quality of life for elders and families, yet Senior Center Programming is already at capacity. Future expansion of senior services into other department facilities will require additional funding.
- The impact of the loss of full time positions at Community, Service and Senior Centers has been greater than anticipated, and has affected the centers' ability to run programs and staff operational hours.
- Funding for Northwest Park remains a high priority for the Department.
- Funding for the three full time positions at Palmer Munroe Teen Center has been approved for FY12.
- Plans to issue a RFP for a community based organization to take over operations of the center have been delayed.
- The Brokaw McDougall House is leased from the state for \$1 per year. The City's current lease extension expires mid-year 2012. Funds have been appropriated for only half of the fiscal year.



Safety and Neighborhood Services Parks, Recreation and Neighborhood Affairs

Significant Changes From FY 2011

The following service level changes were approved as proposed for the Department of Parks, Recreation and Neighborhood Affairs' fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$38,421.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$11,526).
- The three existing full-time positions in the Palmer Monroe Youth Center are proposed to be re-funded for FY12. These positions are time-limited for FY12 only. Fiscal Impact: (\$0).

The following service level changes were approved in FY11 mid-year:

- One vacant full-time Engineering Technician position was transferred from Public Works. The position was reclassified. Fiscal Impact: \$72,765.

City Commission Action

The City Commission approved the budget for the Parks, Recreation and Neighborhood Affairs department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.
- Funding for police overtime costs at the Palmer Munroe Youth Center for FY12 from the State Law Enforcement Trust Fund in lieu of the Byrne Grant. Funding is available for FY12 only. Fiscal Impact: \$70,000.

Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Performance Measures

Program Objectives

The department identified the following program objectives for FY 2012:

- Continue to identify and implement new/enhanced revenue sources, sponsorships, and partnerships;
- Measure operational performance through review of the departmental strategic plan and annual goals/objectives;
- Improve staff knowledge and morale through improved communication and training efforts;
- Monitor capital projects to ensure timely initiation and completion;
- Develop renovation/improvement programs for facilities and athletic fields to meet public needs.

Analysis of Performance Measures

The following is an analysis of the department's performance measures:

- In FY09, the cost per participant hour at the Arts and Crafts Center participation increased tremendously under the new supervisor and expenses decreased due to the elimination of an Assistant Supervisor position at the facility resulting in a dramatic drop in cost per participant hour. The FY11 actual cost per participant is \$3.75, which is a slight decrease from \$3.76 in FY10; therefore, the department has lowered their costs for the Arts and Crafts Center than the prior year and were under their FY11 target of \$11.27. The target for FY12 has decreased to \$5.00 to better reflect the department's costs.
- The cost per operational hour for community centers is based on the total expenditures divided by the number of operating hours for the seven community centers operated by Parks, Recreation and Neighborhood Affairs. The Jake Gaither Center, which was closed for renovations in FY09, reopened in June of 2010. The FY11 actual operational hour cost is \$91.20, which is a decrease from \$102.15 in FY10 due to a new method in counting participants at the center. The department is under the FY11 target of \$95.27 due to a decrease in their expenses. The FY12 target is still set at \$95.27.
- The Office of Budget and Policy recommended that the department add new performance measures in FY12 related to the three service centers and the new teen center at Palmer Munroe, but no new measures have been submitted.
- The department is no longer tracking measures related to the golf courses.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of animals subjected to euthanasia	#	5,339	5,000	4,324	5,000
Total number of volunteers animal center	#	1,135	1,600	1,037	1,600
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of adult athletic teams served	#	438	515	423	515
Number of animals adopted	#	3,064	3,200	2,989	3,200
Number of participant hours at the Arts & Crafts center	#	38,799.50	13,056.00	39,934.00	13,056.00
Number of youth athletic teams served	#	645	670	631	670
Total number of stray cats captured	#	4,818	4,000	3,240	4,000
Total number of stray dogs captured	#	5,372	5,560	3,131	5,560

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Safety and Neighborhood Services

Parks, Recreation and Neighborhood Affairs

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Average maintenance cost per park acre	\$	5,020.32	4,085.77	5,299.15	4,085.77
Cost per operational hour in community centers	\$	102.15	95.27	91.20	95.27
Cost per participant hour at the Arts and Crafts Center	\$	3.76	11.27	3.75	11.27
Number of acres of active park (FBC Measure)	#	1,414.25	2,099.70	1,414.25	2,099.70
Number of acres of passive park (FBC measure)	#	1,797.33	1,797.33	1,797.33	1,797.33
Number of park acres per 1,000 population	#	13.80	23.65	13.80	23.65
Per capita cost for Parks and Recreation expenditures	\$	69.28	96.62	73.13	96.62
Percentage of expenditures recovered through user fees and charges	%	25.60	22.40	26.50	22.40
Total number of cats adopted	#	1,175	1,000	1,152	1,000
Total number of dogs adopted	#	1,774	1,700	1,659	1,700
Total number of other pets adopted	#	115	100	178	100
	#	9,002.00	7,000.00	9,410.50	7,000.00

**Safety and Neighborhood Services
Parks, Recreation and Neighborhood Affairs
Capital Improvement Program Budget**

CIP Budget Overview

The department's five-year capital improvement plan includes funding for four projects in the amount of \$6,965,000 for FY12-16. The FY12 capital budget includes four projects with an appropriation of \$750,000 for service center improvements, Meadows Soccer complex renovations, park facility maintenance and refurbishments. Due to fiscal constraints and the lack of available funding in the GGCPA and GGCIF funds, nine projects were not recommended in the five-year capital improvement plan, such as renovations at: Tom Brown Park (basketball and volleyball gyms, hillside seating, and ball field lighting and fencing); parks roadways; Lake Leon Spillway repair; construction of Cascades Park, Northwest Park.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
2004 Capital Bond Series	0	0
2005 Sales Tax	0	2,000,000
Community Development Block Grant	50,000	250,000
Energy Conservation Fund - Capital Funds	0	0
General Government - Future Bonds	0	1,500,000
General Government Capital Improvement Fund - GGCIF	700,000	700,000
General Government Capital Project Account - GGCPA	0	2,515,000
Jake Gaither Improvements Reserve	0	0
Total Funding	750,000	6,965,000

Completed Capital Projects

The following list represents major projects with a magnitude greater than \$50,000, which were completed or are expected to be completed in fiscal year 2011:

Tom Brown Park Bike Trails

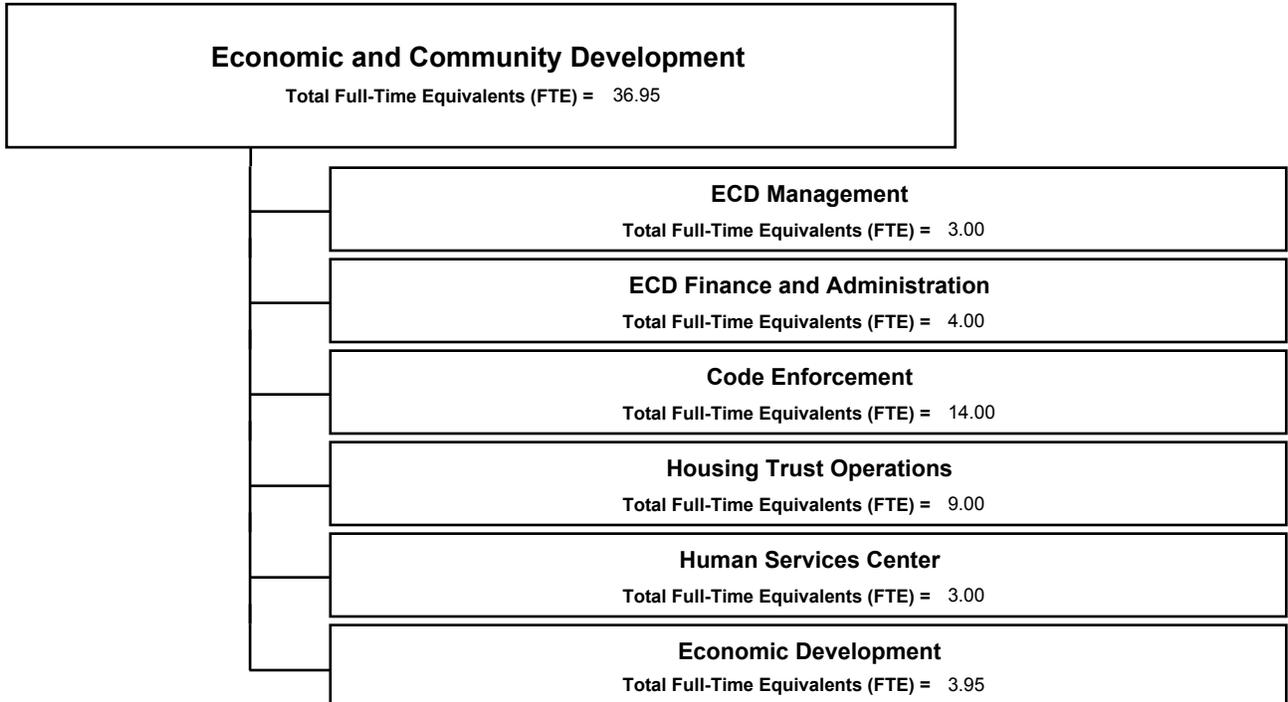
Continued Capital Projects

The following list represents major projects with a magnitude greater than \$50,000, which are expected to continue into fiscal year 2012:

Elberta Crate
Tennis Facility Renovations
Northwest Park Pond



Safety and Neighborhood Services
Economic and Community Development
Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Safety and Neighborhood Services
Economic and Community Development**

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
260101 ECD Management	417,452	663,375	649,233	523,612
260103 ECD Finance and Administration	918,506	824,601	834,545	592,737
260401 Tallahassee Senior Center	2,332	0	0	0
260601 Code Enforcement	728,947	646,876	827,863	879,037
260901 Housing Trust Operations	373,351	543,397	673,327	685,232
260902 Human Services Center	1,311,113	1,305,281	1,375,674	1,359,566
261002 ECD Donations	46,000	70,000	75,000	75,000
262001 Economic Development	1,131,486	1,156,895	1,159,439	1,289,629
Total Expenditures	4,929,187	5,210,425	5,595,080	5,404,813

<u>Expenditure Category Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	2,105,508	2,306,965	2,728,286	2,602,684
Operating	376,918	500,583	690,300	691,424
Other Services & Charges	473,863	529,298	1,629,298	1,629,298
Allocated Accounts	627,863	513,535	528,890	463,101
Utilities and Other Expenses	1,150	0	0	0
Transfers	1,343,885	1,360,043	18,306	18,306
Total Expenditures	4,929,187	5,210,425	5,595,080	5,404,813

<u>Funding Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	4,883,187	5,140,425	5,520,080	5,329,813
Donations Operating Fund	46,000	70,000	75,000	75,000
Total Funding	4,929,187	5,210,425	5,595,080	5,404,813

<u>FTE Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
260101 ECD Management	3.75	3.75	3.75	3.00
260103 ECD Finance and Administration	4.00	4.00	4.00	4.00
260601 Code Enforcement	16.00	16.00	14.00	14.00
260901 Housing Trust Operations	9.00	8.00	9.00	9.00
260902 Human Services Center	3.00	3.00	3.00	3.00
262001 Economic Development	3.20	3.20	3.20	3.95
Total FTE	38.95	37.95	36.95	36.95

Safety and Neighborhood Services

Economic and Community Development

Summary of Services Provided

The Economic and Community Development (ECD) Department provides programs and services to preserve and improve the integrity of neighborhoods and the community at large. The department achieves this mission through six operational divisions that include management, finance and administration, code enforcement, housing trust operations, human services and economic development. The department's three service centers, Smith-Williams, Lincoln Neighborhood, and the Senior Center, were transferred to the Department of Parks, Recreation, and Neighborhood Affairs beginning in FY 2010.

- The Management and Finance and Administration Divisions oversee the department's administrative and financial functions.
- The Code Enforcement Division is responsible for the enforcement of the code of ordinances adopted by the city to ensure the general health, safety, and welfare of Tallahassee citizens. The division inspects structures and properties to ensure compliance with municipal housing and property maintenance codes, assists owners in bringing violations into compliance, operates programs to assist property owners in attaining compliance and works with other departments in resolving multi-faceted code issues.
- The Housing Trust Operations Division is responsible for programs related to affordable housing and community development. The Affordable Housing Program includes ongoing housing development and rehabilitation programs and initiatives aimed at expanding and preserving the city's affordable housing market.
- The Human Services Division provides human services programs for the citizens of Tallahassee in partnership with private and non-profit organizations. This division coordinates the Community Human Services Partnership (CHSP) process.
- The Economic Development Division's purpose is to create and expand economic opportunities. This division is also charged with diversifying Tallahassee's economy through the implementation of programs and policies that encourage investments, develop, create, and sustain jobs, increase the tax base, and improve the overall quality of life in the community.

Safety and Neighborhood Services

Economic and Community Development

Trends and Issues

- The slow recovery from the recession continues to challenge the department's various economic development and job creation activities.
- Although the city has enjoyed some success in helping attract new businesses, or expanding existing businesses, the economic uncertainties have resulted in many businesses postponing or cancelling plans for expansion or relocation.
- Production in the Emergency Home Repair is increased due to the economic situation resulting in more households needing assistance.
- Production of Down Payment Assistance Program has decreased due to the tightening of credit, the expiration of homebuyer assistance programs and economic uncertainties.
- No SHIP funding was provided in the last two fiscal years and none is anticipated in FY12. Projects previously funded with SHIP funds are now being funded with other federal funds.
- The loss of SHIP funds has decreased the amount of administrative funds available as revenue for the General Fund.
- In this past year, eight homes that received the City's down payment assistance have gone into foreclosure. This represents a dramatic increase over prior years. A review of prior years' shows that only eight properties in total were foreclosed from 2000-2008.
- The collection and foreclosure process continues to influence the number of cases returning to the Board and Magistrate for reconsideration of fines for property owners attempting to avert foreclosure.
- FY12 funding requests from human and social service agency providers continue to exceed the local CHSP funding capacity by approximately 26%.
- The CHSP review teams have recognized in recent years that numerous agencies' financial health and viability have been threatened by high indirect costs, an inability to demonstrate direct client benefits, drastically reduced staff support and administrative oversight, all of which jeopardize funding from sources such as CHSP and others.

Significant Changes From FY 2011

The following service level changes were included in the proposed budget for Economic and Community Development's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget.

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$217,444.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$54,361).
- A code enforcement position was eliminated in FY12 to offset the loss in Community Development Block Grant (CDBG) administrative funding at the federal level. Fiscal Impact: (\$94,041).

Safety and Neighborhood Services
Economic and Community Development

City Commission Action

The City Commission approved the budget for Economic and Community Development with the following changes:

- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.
- The City Commission approved a request that was made for funding for the Leon County Mental Health Court program in the amount of \$30,000.
- The City Commission approved a request that was made for additional funding in the amount of \$15,000 to the Economic Development Council as a local match to funding acquired from the Small Business Administration for the Entrepreneurial Excellence Program.

Safety and Neighborhood Services
Economic and Community Development
Performance Measures

Program Objectives

The department has identified the following objectives for fiscal year 2012:

- Develop and provide programs, services, and activities for at-risk youth, teens, adults, and seniors
- Develop programs and activities that will impact the quality of life in the community
- Achieve an optimum voluntary compliance rate for code violation cases
- Provide adequate resources for the construction of affordable single-family homes
- Continue to partner with local and state organizations in developing a coordinated and integrated funding process, strategic planning process, and ongoing needs analysis, while maintaining the public trust and consumer satisfaction
- Enforce city regulations and identify any impediments to affordable housing production
- Provide services to the community through contracts with economic development partners
- Assist in the development of new business parks and "spec" buildings
- Promote Tallahassee as an international destination for visitors, scholars and businesses
- Enhance downtown development by increasing the job base and attracting more visitors
- Increase the number of minority firms doing business with the City of Tallahassee
- Increase the number of city contracts awarded to minority and women firms
- Improve the city's historic preservation efforts
- Increase the employment base within the City of Tallahassee

Analysis of Performance Measures

Recent accomplishments for the Department of Economic and Community Development include the following:

Produced and/or assisted 503 households/units (includes 236 households served with the Homeless Prevention and Rapid Rehousing Program stimulus funds) in FY10.

58 emergency home repairs were completed in FY10.

102 Down Payment Assistance Loans were funded in FY10.

1,715 homebuyer counseling sessions were completed in FY10.

12 Permanent relocations were completed in FY10.

23 Temporary Relocations occurred related to 23 owner-occupied rehabilitations that were completed in FY10.

595 persons were served under the Homeless Prevention and Rapid Rehousing grant in FY10.

96 CHSP volunteers received training for the FY10 agency application and agency review process; volunteers donated an average of 36 hours (3,456 hours in total) to the process at a value of \$69,000 (\$20.25 per hour).

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of nuisance and other (referrals) code violations cases initiated during reporting period	#	5,323	7,200	4,565	7,200
Total operating budget	\$	8,846,786	8,846,786	5,473,170	8,846,786
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Code enforcement cases	#	5,673	7,200	4,859	7,200
Number of nuisance violation cases brought into compliance through admin/judicial process	#	114	70	103	70

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Safety and Neighborhood Services
Economic and Community Development**

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of nuisance violation cases brought into voluntary compliance	#	4,606	6,300	3,324	6,300

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
CHSP cost per client served	\$	13.00	4.91	12.60	4.91
Clients/consumers receiving direct services	#	299,303.00	329,300.00	187,391.75	329,300.00
Code Enforcement case per program cost	\$	0.00	22.88	194.69	22.88
Code Enforcement Rehab. avg. cost per unit	\$	0	2,500	1,663	2,500
Down payment assistance avg. cost per unit	\$	9,088.00	5,000.00	8,938.90	5,000.00
Emergency home repair avg. cost per unit	\$	6,998.00	4,500.00	7,777.77	4,500.00
Homeowner rehab. program avg. cost per unit	\$	38,170.00	40,000.00	34,786.13	40,000.00
Human service grants awarded	#	141	40	164	40
Number of bi-annual meetings with city departments relative to MBE programs and objectives	#	0	2	11	2
Number of certified MBE vendors on the city's MBE directory that receive notification of re-certification at least 30 days prior to expiration	#	0	210	246	210
Number of dangerous building and housing code violations brought into voluntary compliance prior to the judicial process	#	37	90	158	90
Number of dangerous building and housing code violations initiated during reporting period	#	103	300	541	300
Total number of FTE	#	39	38	38	37

Safety and Neighborhood Services
Economic and Community Development
Capital Improvement Program Budget

CIP Budget Overview

The Economic and Community Development Department's proposed five-year capital improvement plan totals \$2,025,000 and includes recurring funding for three projects. Two projects that routinely receive annual funding (the Historic Property Preservation Grant and Loan Program and the Downtown Pedestrian and Vehicular Enhancements) are funded at zero in fiscal year 2012 due to the limited amount of available general government capital improvement funding.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
General Government Capital Improvement Fund - GGCIF	25,000	25,000
General Government Capital Project Account - GGCPA	0	2,000,000
Total Funding	25,000	2,025,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

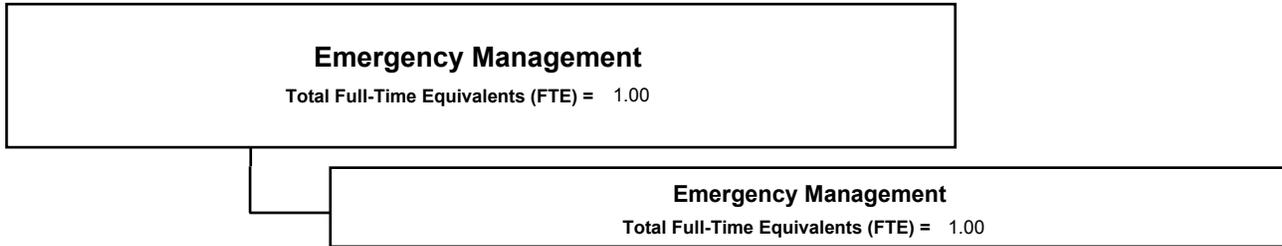
None

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

Water and Sewer System Charge
Historic Property Preservation
Downtown Pedestrian and Vehicular Enhancements

**Safety and Neighborhood Services
Emergency Management
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
510101 Emergency Management	108,351	174,638	186,585	132,932
Total Expenditures	108,351	174,638	186,585	132,932

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	86,763	88,621	91,102	90,740
Operating	7,885	9,747	16,898	16,898
Allocated Accounts	13,703	76,270	78,585	25,294
Total Expenditures	108,351	174,638	186,585	132,932

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	108,351	174,638	186,585	132,932
Total Funding	108,351	174,638	186,585	132,932

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
510101 Emergency Management	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00

Safety and Neighborhood Services

Emergency Management

Summary of Services Provided

The Emergency Management Department plans and prepares for disasters affecting Tallahassee and surrounding communities. The Emergency Management division was created in 1992 when the city of Tallahassee developed its first emergency management plan. Until April 1, 2008, the division was housed in the Fire Department. It became a stand-alone department as part of the City Manager's 2008 reorganization.

Departmental responsibilities include, but are not limited to, the following:

- Planning - review and update, as necessary, the city's incident management plan and assist in development of other city departments' continuity of operations plans.
- Training - offer national incident management system (NIMS) training to all city departments.
- Emergency Management Team and Incident Management Center - maintain a state of readiness of the area command center.
- Preparedness, Response Recovery and Mitigation - activate the area command center within two to three hours. Staff conducts quarterly meetings and coordinates with training staff to ensure the area command center is functional at all times.
- Exercise Coordination - continue city participation in over 16 exercises, including full-scale exercises at the Tallahassee Regional Airport and regional domestic security facilities. Staff also participates in tabletop exercises by the U. S. Postal Service and local emergency planning committee.
- Coordination and Communication - update the city's emergency management website.
- Grants - Seek and coordinate grant submission with departments to support their emergency management activities and requirements.

Trends and Issues

Since September 11, 2001, the coordination of emergency resources has resulted in greater inter-agency and inter-jurisdictional coordination, training, and co-commitments to workload, one result of which led to creation of the federal Department of Homeland Security. The state of Florida's homeland security division, acting as conduit of the federal agency, has infused equipment and materials designed to protect communities from acts of terrorism. Forecasts for increases in the frequency and intensity of hurricanes, as well as terrorism threats and pandemic outbreaks, require more effective coordination of city resources (staff and equipment) and city services.

Significant Changes From FY 2011

The following service level changes are proposed for the Emergency Management Department in fiscal year 2012. See the City Commission Action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY 2012; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$125.
- The department's fuel budget is decreased by five percent in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$37).

Safety and Neighborhood Services
Emergency Management

City Commission Action

The fiscal year 2012 budget for the Emergency Management Department was approved with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75% / 25% city and employees to 70% / 30%. In addition, a reduction was made in general employees' salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March, 1, 2012.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.

Safety and Neighborhood Services

Emergency Management

Performance Measures

Program Objectives

The Emergency Management Department will continue to provide a variety of services, including training city employees and educating citizens and local businesses about disaster preparation and recovery activities. EMD also will continue to assist in development of department-specific plans for all phases of a disaster.

Analysis of Performance Measures

The Emergency Management Department currently has no performance measures.

Safety and Neighborhood Services
Emergency Management
Capital Improvement Program Budget

CIP Budget Overview

The Emergency Management Department has no capital projects for fiscal years 2012 through 2016.

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that were completed or were underway and expected to be completed in fiscal year 2011.

None

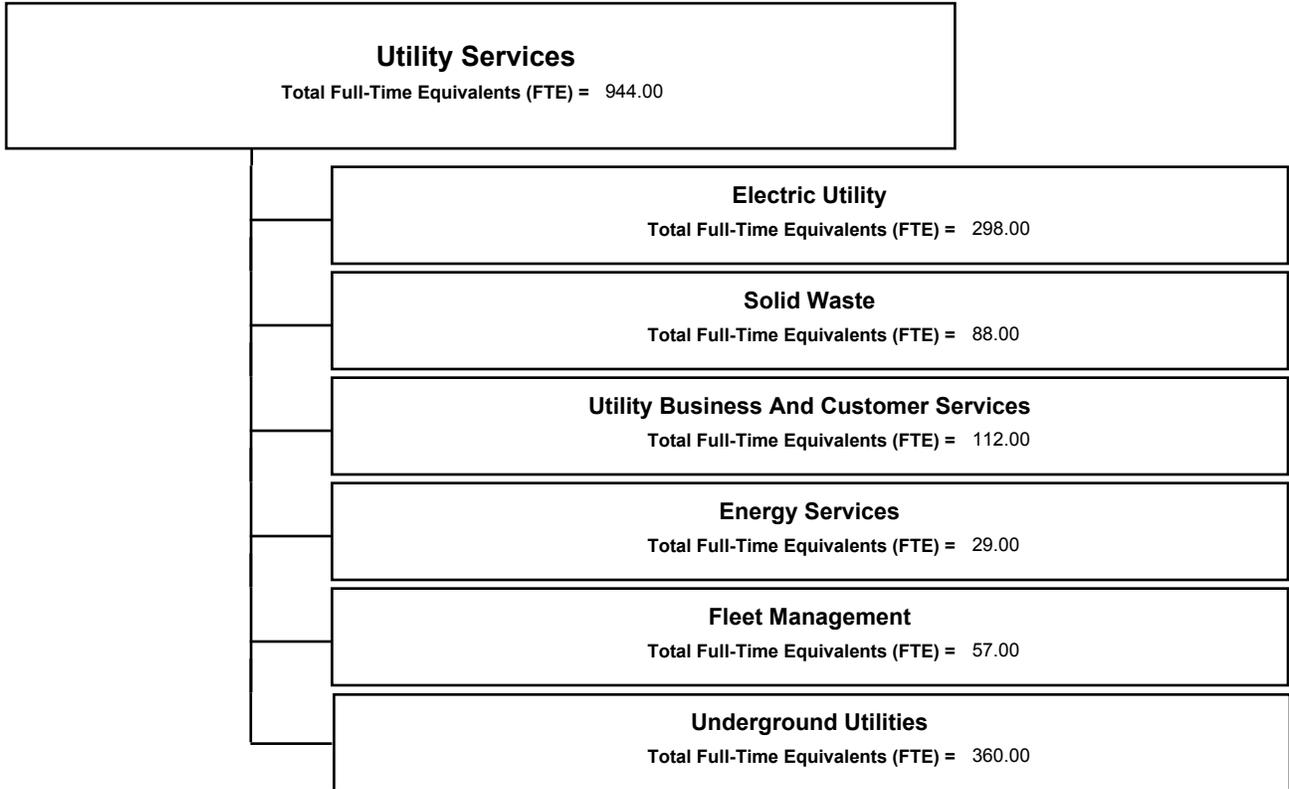
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000) that were completed or were underway and expected to continue into fiscal year 2012.

None



**Utility Services
Organizational Chart**



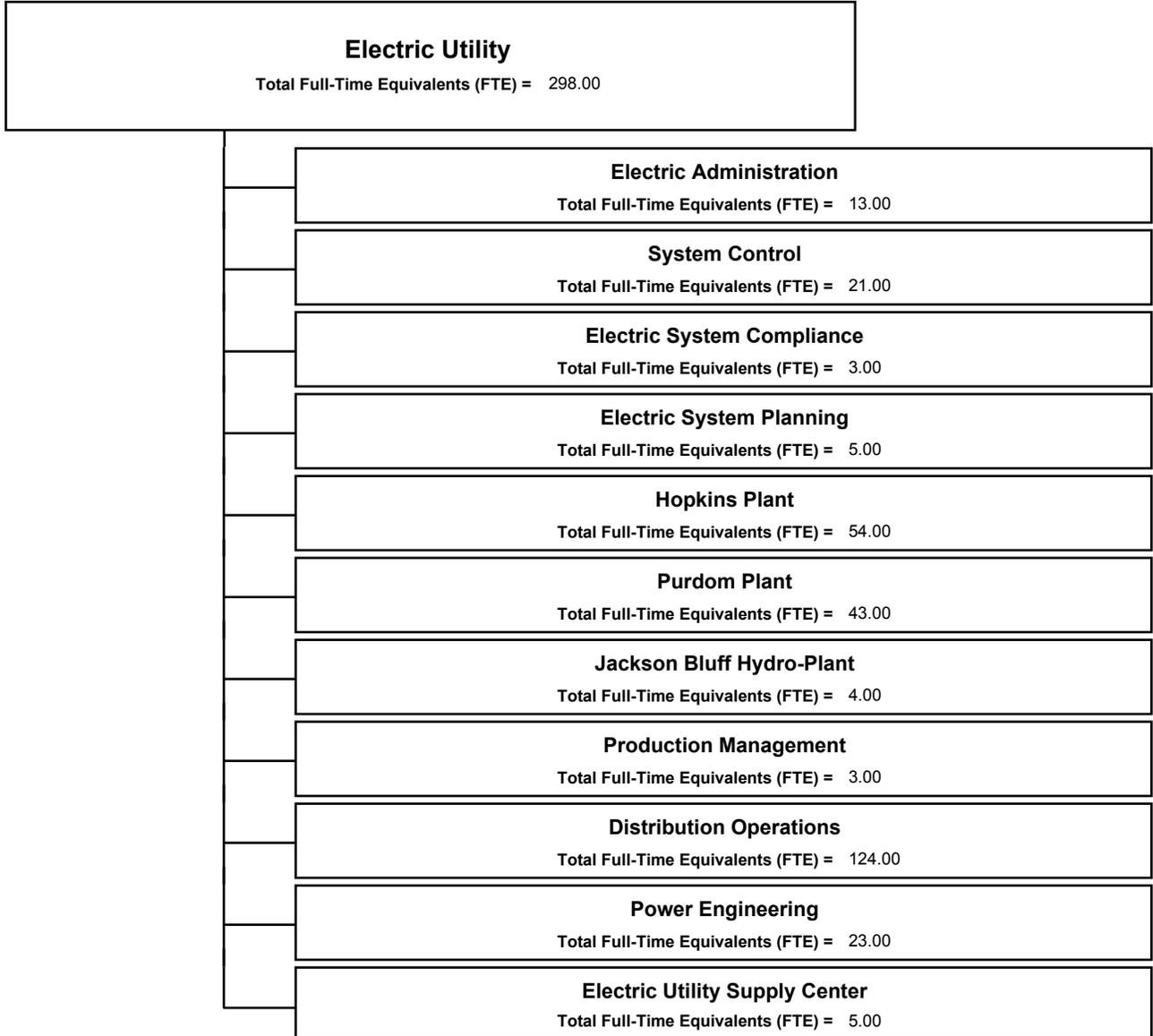
Summary of Services Provided

This service area includes the Electric, Gas, Water, Stormwater and Solid Waste utilities. The service area also includes two departments, Energy Services and Utility Business and Customer Services, whose programs and activities support the utilities.

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Expenditures Summary	744,360,904	703,443,869	718,863,264	705,962,352
Funding Summary	744,360,904	703,443,869	718,863,264	705,962,352
FTE Summary	910.00	942.00	946.00	944.00



Utility Services
Electric Utility
Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Utility Services
Electric Utility**

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
290101 Electric Administration	106,946,770	109,520,658	127,233,169	111,320,100
290102 System Control	23,419,131	11,991,418	17,600,274	17,682,243
290103 Electric System Compliance	0	513,480	691,014	689,758
290201 Electric System Planning	437,211	484,031	987,914	1,022,037
290301 Hopkins Plant	103,317,797	93,376,386	74,337,005	74,543,798
290302 Purdom Plant	79,886,508	78,828,704	79,822,376	79,988,863
290303 Jackson Bluff Hydro-Plant	606,106	635,848	694,707	711,687
290305 Production Management	8,235,257	9,328,887	8,574,718	8,515,648
290306 Electric-Solar	9,952	9,120	51,205	51,831
290401 Distribution Operations	15,332,482	16,845,369	16,971,323	18,689,579
290601 Street Lighting	2,032,930	1,997,626	2,016,562	2,016,657
290701 Power Engineering	1,170,691	1,195,569	1,520,602	2,416,799
290901 Electric Utility Supply Center	603,140	433,485	582,666	582,666
Total Expenditures	341,997,975	325,160,581	331,083,535	318,231,666

<u>Expenditure Category Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	22,366,947	23,228,165	24,241,145	24,049,858
Operating	19,119,906	21,751,466	23,220,295	23,214,759
Fuel	191,389,759	168,313,819	154,785,000	154,785,000
Other Services & Charges	2,657,251	2,592,615	2,779,448	2,779,448
Capital Outlay	66,877	480,277	322,700	322,700
Allocated Accounts	17,586,081	17,517,721	18,407,559	18,736,408
Utilities and Other Expenses	2,344,773	2,333,838	2,419,911	2,419,911
Transfers	55,937,198	61,726,059	81,037,794	67,938,395
Contributions to Operations	22,361,081	22,366,058	23,844,683	23,844,683
Year End Adjustments	8,168,102	4,850,563	25,000	140,504
Total Expenditures	341,997,975	325,160,581	331,083,535	318,231,666

<u>Funding Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
General Fund	2,032,930	1,997,626	2,016,562	2,016,657
Electric Operating Fd	339,361,905	322,729,470	328,484,307	315,632,343
Electric Warehouse Fund	603,140	433,485	582,666	582,666
Total Funding	341,997,975	325,160,581	331,083,535	318,231,666

Utility Services

Electric Utility

Operating Budget

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
290101 Electric Administration	13.00	13.00	13.00	13.00
290102 System Control	27.00	21.00	21.00	21.00
290103 Electric System Compliance	0.00	3.00	3.00	3.00
290201 Electric System Planning	5.00	6.00	5.00	5.00
290301 Hopkins Plant	56.00	54.00	52.00	54.00
290302 Purdom Plant	42.00	43.00	43.00	43.00
290303 Jackson Bluff Hydro-Plant	4.00	4.00	4.00	4.00
290305 Production Management	3.00	2.00	4.00	3.00
290401 Distribution Operations	121.00	125.00	124.00	124.00
290701 Power Engineering	20.00	20.00	23.00	23.00
290901 Electric Utility Supply Center	4.00	4.00	5.00	5.00
Total FTE	295.00	295.00	297.00	298.00

Summary of Services Provided

The Electric Utility is responsible for operation and maintenance of the city's electric generation, transmission, and distribution system. Tallahassee's electric system has two fossil fueled generating stations aggregating approximately 794 megawatts of net continuous summer capacity and 870 megawatts of winter capability. The distribution system consists of approximately 2,849 line miles of overhead and underground facilities. The utility employs 298 persons who serve approximately 114,000 customers in a service area of approximately 221 miles. The utility is comprised of the following divisions:

- System Planning, which provides analyses and recommendations to support strategic goals of the utility related to transmission infrastructure and operations, resource selection and siting, fuel and power purchases, demand and energy requirements, conservation, and alternative/renewable resource options.
- Electric System Control Center, which monitors and remotely controls the transmission, distribution and generation facilities via line carrier channels, microwave system and communication lines network.
- Production, which consists of the Corn-Hydro, Hopkins, and Purdom generating plants.
- Transmission and Distribution System, which moves electricity from the power generating plants through the community's distribution system to residential, commercial and industrial customers.
- Electric Utility Supply Center, which provides centralized procurement activities for selected items that formerly were conducted through the Department of Management and Administration's purchasing division.

Trends and Issues

The Electric Utility's mission continues to be enriching the quality of life in Tallahassee by providing clean and reliable electric service to customers through a professional and diverse workforce that is committed to safe, responsible, cost effective and customer focused operations. While there are many challenges to realizing this mission, the major issues facing the Electric Utility are: power supply/fuel diversity; retail rate impacts in a cost increasing business; addressing the loss of talent as a result of the aging workforce; successful execution of transmission and substation construction projects; and meeting current and future regulatory requirements.

Utility Services Electric Utility

Significant Changes From FY 2011

The following service level changes are proposed for the Electric Department in fiscal year 2012. See the City Commission Action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY 2012; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee and at the family rate for vacant positions; and, in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$69,384.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$20,869).
- Addition of two engineering technician III positions and one geographic information systems analyst position in power engineering cost center 290701 for the long-term operations and maintenance support for the department's GIS program. Positions are offset by reductions in overtime and unclassified professional services funding. Fiscal Impact: \$94,313.
- Addition of one safety specialist position and a utility training and safety specialist position in production management cost center 290305. Fiscal Impact: \$145,117.
- Elimination of two power plant control room operator positions in cost center 290301 that were approved in fiscal year 2009 as three year, time-limited positions, and the elimination of an apprentice line worker position in cost center 290401 also approved in FY09 as a three year time-limited position. Fiscal Impact: (\$140,835).
- Current service level reductions in various operating expenses proposed as part of the department's FY12 budget submittal, offset by FY12 increases in other operating expenses, also at the current service level. Fiscal Impact: (\$256,409).
- Additional operating expense reductions based on historical expenditures. Fiscal Impact: (\$11,500).

Utility Services Electric Utility

City Commission Action

The fiscal year 2012 budget for the Electric Department was approved with the following additional changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75% / 25% city and employees to 70% / 30%; a reduction in general employees' salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental transfers.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.
- Addition of one utility training and safety specialist position in production management cost center 290305. Fiscal Impact: \$96,521. Note that one safety specialist position included in this cost center in the proposed budget was subsequently budgeted in Human Resources instead.
- Elimination of a vacant apprentice line worker position in cost center 290401. The position was approved in FY09 as a three year time-limited position. Fiscal Impact: (\$33,655).
- Transfer of the strategic programs evaluator position in cost center 290401 to EPER. Fiscal Impact: (\$95,640). This position was included in FY12 proposed budget numbers but omitted from the department's write-up.
- Addition of one senior inventory specialist position in electric utility supply center 290901 to provide the level of customer service necessary to support electric and underground utility operations. Fiscal Impact: \$32,308. This position was included in FY12 proposed budget numbers but omitted from the department's write-up.
- The General Fund transfer, which, for prior years, has been calculated as an amount not to exceed 8.3 mills per kilowatt-hour (kWh) of retail sales in the most recently completed fiscal year, was changed by the financial viability committee beginning fiscal year 2012. The revised calculation will reflect a transfer of 6.99% of a three-year average of electric retail rate revenues. The average of these revenues booked for fiscal years 2008 through 2010 results in a fiscal year 2012 transfer of \$23.8 million.

Utility Services
Electric Utility
Performance Measures

Program Objectives

Program objectives of the Electric Utility include:

- Safety – Provide a safe work environment for Electric Utility employees and customers.
- Customer Services/Reliability – Deliver reliable, high quality electric utility services that exceed customers' expectations and meet all applicable regulatory criteria.
- Cost/Value – Deliver competitively priced high value electric utility service to the city's customers.
- Environmental – Comply with all applicable environmental regulations and requirements, and, as a result, incur no major environmental violations. Major violations are defined as violations that result in agency action such as consent order, notice of violations, fines, etc.

Utility Services

Electric Utility

Analysis of Performance Measures

The Electric Utility seeks in its measures to identify success by accomplishing safety, cost and reliability goals, as well as benchmarking against similar utilities in both Florida and the United States. The target measures utilized by the utility are generally accepted industry standards and provide a benchmark of the city's performance. Benchmarks are derived from North American Electric Reliability Council (NERC) measures, American Public Power Association (APPA), Florida Municipal Power Agency (FMPA), and Florida Public Service Commission (FPSC) reported standards.

Key measures include:

- **Safety:** The Electric Utility is committed to providing a safe workplace for its employees and customers. In keeping with this goal, the department is dedicated to reducing workplace accidents and incidents. The key performance measure that provides an indicator of safety is "incident rate" using the standardized U. S. OSHA formula. The 2010 incident rate was 5.3 compared to an industry average of 2.11. Of specific note is Hopkins, Purdom and Corn have worked 2,906 days (eight years), 2,183 days (six years), and 2,631 days (seven years), respectively, since their last lost time medical case accident. This is a total of over 1.6 million man-hours with no lost-time accidents among the three plants. Based on industry data and city historical claims cost, this has resulted in total savings ranging from \$890,000 to \$1,180,000.
- **Distribution Reliability:** The utility tracks a number of measures to determine the reliability of the distribution system. These include: System Average Interruption Duration Index (SAIDI) – which measures the average outage length by taking total outage minutes and dividing by total customers. System Average Interruption Frequency Index (SAIFI) – is the average number of outages per customer and is calculated by taking the number of outages divided by total customers. Customer Average Interruption Duration Index (CAIDI) is the average repair time and is calculated by taking SAIDI and dividing it by SAIFI. L-Bar: This indicator is the average length of outages. L-Bar provides the best indicator of outage interruption time with the utility's FY10 and FY11 year to date performance comparatively better than peer Florida utilities.
- **Generation Performance:** The utility utilizes a number of indices to demonstrate generator performance including Equivalent Availability – the percentage of time a generating unit is available for full load; Equivalent Forced Outage Rate – the percentage of time a generating unit is unavailable due to an unplanned event; Equivalent Scheduled Outage Rate – the percentage of time a generating unit is unavailable due to a planned maintenance outage; and System Steam Heat Rate – a measure of the city's main generating units efficiency. Of these, the two best indicators are the Equivalent Forced Outage Rate and the System Steam Heat Rate. For FY10, the Equivalent Forced Outage Rate for the system steam units was 3.70% compared to an industry average for the same class units of 9.81%. The FY11 system steam equivalent forced outage rate is at 1.14%. For the System Steam Heat Rate, there is no industry benchmark due to the variability of generating unit age and size. The city's System Steam Heat Rate for FY10 was 8,254 btu/kwh (lower is better) and the FY11 YTD is nearly 8,082 btu/kwh.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
1a-Number of Electric FTEs.	#	295	295	295	298
1b-Amount of Capital Projects Budgeted.	\$	50,845,509	56,546,600	56,836,600	52,243,300
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
2a-Department Incident Rate This measure provides an indicator of the safety incident rate using the standardized US OSHA formula. The rate is calculated on a scale of 200,000 work hours. The formula is total reported incidents divided by b=number of work hours multiplied by 200,000 work hours.	#	5.30	4.40	2.11	4.40

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Utility Services

Electric Utility

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
3a-Control Performance Standard 1. Control area performance utilizing four-second data averaged on a minute basis vs. frequency. One measure is a statistical measure of Area Control Error variability and its relationship to frequency error.	%	159.50	140.00	159.96	140.00
3b-Control Performance Standard 2. Control Area performance utilizing four-second data averaged on a 10-minute basis. The second measure is designed to bound Area Control Error in ten-minute averages and provides an oversight function to limit excessive unscheduled power flows that could result from large Area Control Errors.	%	98.30	96.00	98.51	96.00
3c-System Steam Equivalent Availability. This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are available for full load operation. Equivalent availability takes into account each unit's scheduled outages, maintenance outages and forced outages and is weighted by unit size. The performance data is based on August to July performance year. Higher is better.	%	87.60	90.90	97.16	83.60
3d-System Steam Forced Outage. This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are unavailable for full load operation as a result of a forced outage. A forced outage is an outage that is neither planned in advance nor able to be deferred until the next weekend. The performance data is based on an August to July performance year and is weighted by unit size. Lower is better.	%	3.70	5.00	1.14	5.00
3e-System Steam Scheduled Outage Rate. This measure identifies the percentage of time during the year that the city's steam units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) are unavailable for full load operation as a result of a scheduled unit outage. A scheduled unit outage is an outage that is planned well in advance. The performance data is based on an August to July performance year and is weighted by unit size. Lower is better.	%	5.90	4.10	2.30	9.90
3f-Average Response Time - System Average Response Time to a customer reported service interruption This measure is defined as the average amount of time it takes for an Electric Utility Service-worker to arrive on site to make repairs, after receipt of a customer's call reporting a service interruption.	#	42.00	45.00	43.06	45.00
3g- System Average Interruption Duration Index (SAIDI) This measure is defined as the average time (in minutes) of power outage experienced by a customer during the reporting period.	#	130.20	125.00	65.47	128.00

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Utility Services

Electric Utility

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
3h-Customer Average Interruption Duration Index (CAIDI). This measure is defined as the average duration of a customer outage (in minutes) for those customers affected by an outage during the reporting period.	#	65.20	75.00	66.36	78.00
3i-System Average Interruption Frequency Index (SAIFI). This measure is defined as the average number of power interruptions that a customer experiences during a specified time period.	#	1.85	2.20	1.00	2.30
3j-Average length of a service interruption (L-BAR). This measure is defined as the average duration (in minutes) of power outages for the defined period.	#	75.30	90.00	70.53	90.00
4a-System Steam Generation Efficiency (Heat Rate). This indicator measures the net operating efficiency of the City's steam electric generating units (Hopkins Units 1 & 2 and Purdom Units 7 & 8) by indicating the amount of fuel used (btu) for each kwh of energy delivered to the system.	#	8,254.00	8,200.00	8,081.75	8,300.00
4b-Customers per non-generation employee.	#	596.00	600.00	590.08	605.00
4c-Residential base rate for 1000 KWH (excludes fuel and purchased power)	\$	64.80	66.10	65.51	67.08
4d-Residential base rate for 1500 KWH (excludes fuel and purchased power).	\$	94.04	95.92	95.07	97.35

**Utility Services
Electric Utility
Capital Improvement Program Budget**

CIP Budget Overview

The Electric Utility's approved capital improvement plan for fiscal years 2012-2016 totals \$304.9 million, a reduction of \$18.3 million from the 2011-2015 CIP of \$323.2 million. This decrease reflects completion of funding for several large system upgrades included in FY 2011 appropriations and a scaling-back of previously planned system expansions. New projects in the 2012-2016 CIP include \$1.5 million to modify transmission lines in conjunction with the planned FAMU Way Extension, \$2.4 million for replacement and upgrade of components at the Purdom generating station, and \$1.2 million to continue upgrading the C. H. Corn Hydroelectric Plant. Other changes to the 2012-2016 CIP includes delaying \$69.5 million in funding for construction of distributed generation facilities near substation #5 from fiscal years 2013-2014 to the 2015-2016 periods.

In conjunction with its development of the 2012-2016 CIP, the Electric Utility conducted a comprehensive analysis of its cash flow needs for the same period and identified \$34.2 million in existing and proposed capital appropriations that can be deobligated from the current capital budget and/or removed from the five-year CIP. The majority of these capital projects represent planned system expansion and improvements to serve anticipated development in the Welaunee, Fallschase and Southwood communities that has not occurred as initially projected due to current economic conditions. These deobligations will serve to delay the utility's need for future borrowing through bond issues.

The five-year CIP for the Transmission & Distribution and Power Engineering divisions has been significantly restructured with the creation of new recurring master projects to replace many individually budgeted smaller projects.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
Accounts Receivable	650,000	3,250,000
Electric Future Bonds	26,317,300	149,862,300
Electric RR&I	25,276,000	125,691,750
Electric RRI Undesignated Balance	0	26,130,950
Total Funding	52,243,300	304,935,000

Utility Services
Electric Utility

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

0100549-PD-Xmission Lines 15A
BP 17 Feeders
EOY-WRHS-Physical Inventory
FY09-05 Bond Issue MEMO Master
Hopkins Miscellaneous Major/Mi
M0100987-TD-BP21 Feeder Cir.
M0800243-Lipona Rd Relocation
M08007:RM-R&UA Distr OH & URD
M08008-GSB-Interface Studies
M08093-BA-PE-Smart Grid Comm.
M0900250-AG-I-10 & T'ville Rd
M0900250-DM-First BapChurch
M09115:RM-New Area Lights
M1000194:GO:Seminole Substatio
M1000194-DM-DF127 TO DF622 EXT
M1000194-EM-TCC Ghazvini Ctr
M1000194-RM-FAMU 3rd Cir ph1
M1000194-TD-Tallahassee Mall
M1000229:TS:LM6000 Upgr/Repair
M10031-PD-R&U A Transm Struct.
M10031-RM-R&U A Distrib OH&URD
M10036-GO-BP4
M10038-Hopkins MMEF #1
M10043-RM-New Street Lights
M10043-TD-Downtown Streetlight
M10051-RM-New Area Lights
M10051-RM-New Services
M1100179-EVC-Richview Rd
M1100179-RM-FAMU 3rd Cir UG
M1100179-RM-Westcott Lakes
M11031-RM-R&U M Area Lights
M11033:Hopkins Maj/Minor
M11034:Purdom-Maj/Min Proj
M11036-ARD/Wrecks/Damages
M11039-CC-Substa/Sys Cont Upg
M11043-Street Light Maint.
M11043-TD-Downtown Streetlight
M11045-T&D-Padmount Insp Prog
M11047-T&D-Gang Switch RR&I
M11048-T&D-Tran Line Fac Refur
M11051:GO:T&D CIS Work Orders
M11051-BF-Construction Master
M11051-BF-Unpredictables
Nabb Road Feeder
OP-GO-Celebration of Lights
PE-Elect Sys Const and Improv
PE-Gaines Street
PE-Pinnacle At Cross Creek
PE-Recond TL 15A-C
PE-TD-BP4 Feeders
PE-Welaunee

Utility Services

Electric Utility

PP8 STG Field Ground
PP8 ZD Major/Minor Outages
Pre Pay Metering Project
Prod Mgmt Champs Integration
Prod Mgmt- Corn Hydro Part 12
Prod Mgmt Insurance Issues
R10032-PC-SP Resource Studies
R11032:Elect Planning Res Stud
R11038:Hopkins-Maj/Min proj
R11040:TG-SCADA assets
R11040:TG-SCADA maintenance
R11041:CC-Telecom/Fiber Optics
R11044:Purdom Misc Equip Repl
R11049- Distrib Feed Upg & Mod
Repair Dmgd Mobile Sub Unit #1
SP-Alternate Energy
Substation BP 9 Modification
T&D-Mobile Substation and Eq
T&D-Remodeling Operations Cent
USC-Misc RR&I

Utility Services
Electric Utility

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

0900250-DM-DF122Ext-Call
115kV Oil Circuit Breakers Rep
2002 Bond Issue Memo Master
2007 Bond Issue MEMO Master
Addition 230kV Autotransformer
App of Capacitor and Voltage
Backup Res for Substation BP12
BP 19 Feeders
BP-14 Feeders
BP-15 to BP-18 Trans Line
BP-9 to BP-18 Trans Line
Cap Cascades Trail-Segment 2
CC-Substation/System Control B
CCSW Springhill to Blountstown
Corn - Head Gate Replacements
Corn Hydro FERC Fuse Plug Mods
Distribution Equipment
DSM - M&V Evaluation & Support
EM-CIP-Campus Circle St Hous
EMS Evaluation, Specifications
Energy Efficiency & DSM
ETL-Transmssn line-BP9 to BP7
GIS Electric Field Inventory
GIS Integratr. w/ Work Process
Hopkins 2 Cooling Tower
Hopkins 63kA Breaker Replacemt
Hopkins HP2 Demolition
Hopkins-Security Enhancements
HP1 Major/Minor Outages
HP2 Major/Minor Outages
Hydro Head Gate & Wall Repair
Line 32 Tap Breaker Install
M00900250-AG-CCSW-NW/Orange
M06012-ARR-BF-Regular A/R
M07009-HOPKINS PLANT SECURITY
M0800244-AG-Mahan Dr. Relocat.
M0800244-Walden Rd Upgrade
M08010:GH:2nd Filter Press
M08012-ARR-BF-Regular A/R's
M08012-ARR-MO-Fire @ Hopkins
M08115:RM-New Services
M0900250-AG-CCSE-Woodville Hwy
M0900250-AG-I-10 - Lkshore Dr
M0900250-AG-Weems Rd-Ph 1
M0900250-PD-Rework of BP-3
M09007:RM-R&UA Distr OH & URD
M09012-ARC-GO-Internal SVCS
M09115:RM-New Services
M1000194-AG-I-10 & CCNW
M1000194-AG-Jackson Bluff Relo
M1000194-AG-Monroe St Resurfac

Utility Services

Electric Utility

M1000194-AG-Pedrick Rd Upgrade
M1000194-RG-Arrowhead Apts
M1000229-Undgrd Cable Replacem
M1000515-BA-Circuit Devices
M1000515-BA-Control Center
M1000515-BA-RF Communications
M1000515-BA-SCADA Integration
M10036-RM-AR Regular
M1100179-AG-Glynwood/Lennox
M1100179-AG-I-10 & Mahan
M1100179-DB-Summit East Ph123
M11030-T&D-Refurb of URD Sys
M11031-RM-R&U A Distrib OH&URD
M11031-RM-R&U M Distr OH&URD
M11036-ARR-Regular
M11043-RM-New Street Lights
M11051-RM-New Area Lights
M11051-RM-New Services
M9020:RM-New Street Lights
PD-Relocation of BP3 Xmis Line
PE-BP 21 Feeders
PE-BP5 to Line 31 Transmn Line
PE-CCSW Orange to US 90
PE-Fallschase Resident Feeders
PE-Fallschase Substation-BP21
PE-Reconductor Transm Ln 7A
PE-Southside/St. Joe
PE-Substation BP-15 Modificati
PE-Substation BP22
PE-Substation BP4 Modification
PE-Substation BP5 Modification
PE-Substation BP6 Modification
PE-Substation Inter Projects
PE-Substation J
PE-Trans Line 17 Conversion
PE-Trans Upgrade Projects
PE-Transmission Line to Banner
PE-West Side Substation-BP-23
PP8 and H2 Perf Testing
PP8 Major / Minor Outages
Prod Mgmt- Corn Spillway Modif
Prod Mgmt- Purdom Oil Tank Con
Property Acquisition
Purch of Talquin Elect facilit
Purchase of Talquin Electric C
Purdom - Demineralizer Refurb
Purdom DCS Hardware/Soft
Purdom Pipe & NDE Insp & Rein
Purdom Structure Improvements
Purdom ZD Filter Cake Conveyor
Purdom-Piping & NDE Inspection
Purdom-Security Enhancements
R10030-T&D-Refurb of URD Sys
R10039-RF-Substns/SC Fac Upgra

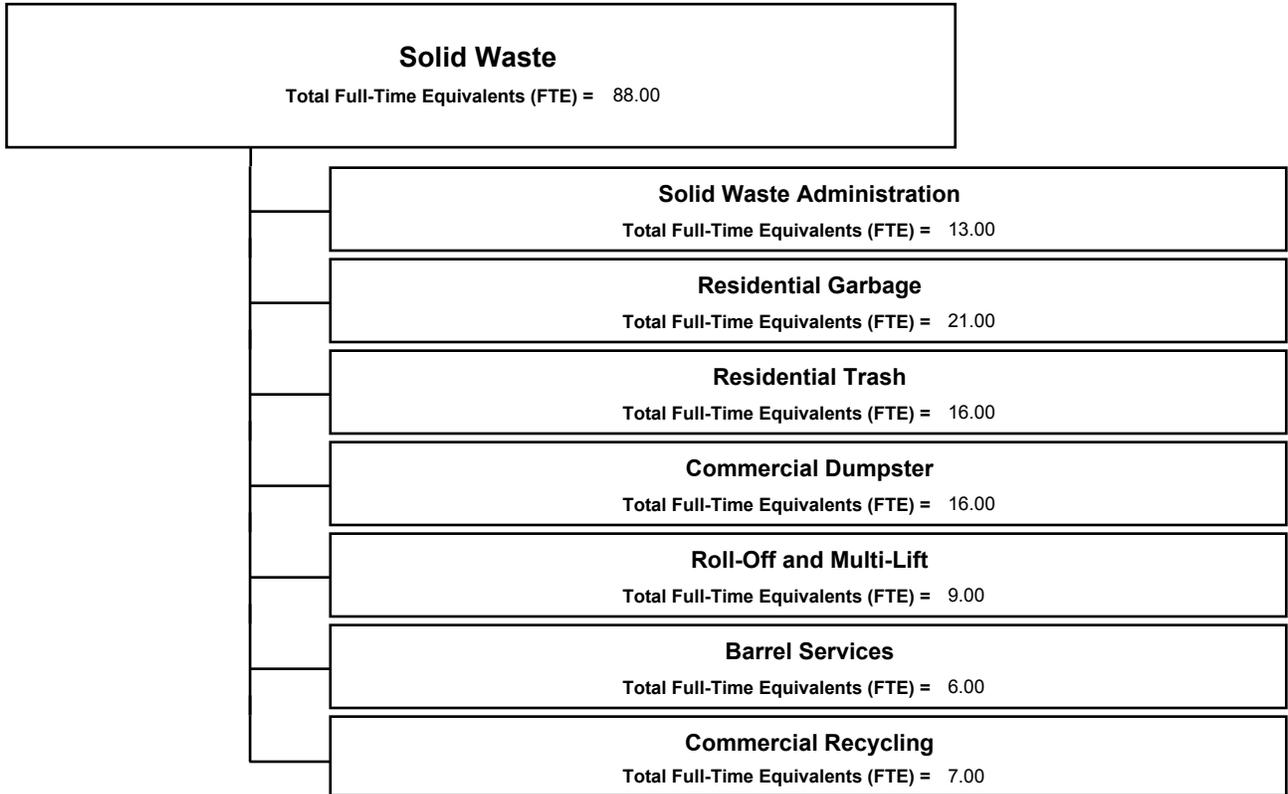
Utility Services

Electric Utility

R10040-RF-Sub-SCADA Acquisitn
R10041-RF-Telecom/Fiber Optics
Relay & Communic. Systems P-II
Replace 5kv Switches on Downto
Repower Hopkins 2 - Phase 1
Smart Grid - Utility Enhan
Solar Capacity Expansion Plan
Solar Development Project
Solar Development Project
Substation BP 12
Substation BP 14
Substation BP 17
Substation BP 3
Substation BP-13 Modifications
Substation BP17 Construction
Substation BP-18
Substation BP3 Reconstruction
Substation Mods--Mobile Tfmr
Substation Transformer Replace
T&D-Facility Security Program
T&D-G.P. Yard ACESS-Ext & Imp
T&D-Refurbishment of URD Syste
Utility Supply Misc RR&I
Welaunee Land Purchase



Utility Services
Solid Waste
Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Utility Services

Solid Waste

Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
350101 Solid Waste Administration	6,535,236	5,399,086	5,508,062	5,416,856
350201 Residential Garbage	2,755,971	2,950,304	3,318,189	3,278,311
350202 Residential Trash	2,033,095	1,732,974	2,417,326	2,556,995
350203 Contractual Residential Services	4,738,835	4,901,699	5,160,715	5,160,809
350301 Commercial Dumpster	3,896,218	4,317,360	4,445,432	4,421,787
350302 Roll-Off and Multi-Lift	1,841,041	1,778,510	2,300,720	2,387,379
350303 Barrel Services	211,686	384,089	677,740	611,640
350305 Commercial Recycling	516,012	579,794	679,531	673,938
Total Expenditures	22,528,094	22,043,816	24,507,715	24,507,715

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	4,208,685	4,395,211	4,851,829	4,893,637
Operating	5,880,931	5,249,879	5,564,140	5,564,140
Other Services & Charges	145,000	145,000	145,000	145,000
Capital Outlay	93,103	42,041	74,885	74,885
Allocated Accounts	3,879,816	4,564,762	4,893,239	4,666,928
Utilities and Other Expenses	5,799,056	5,625,796	6,912,028	6,912,028
Transfers	2,864	41,232	0	0
Contributions to Operations	164,674	161,914	1,413,471	1,413,471
Year End Adjustments	2,353,965	1,817,981	653,123	837,626
Total Expenditures	22,528,094	22,043,816	24,507,715	24,507,715

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Solid Waste Fund	22,528,094	22,043,816	24,507,715	24,507,715
Total Funding	22,528,094	22,043,816	24,507,715	24,507,715

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
350101 Solid Waste Administration	14.00	14.00	13.00	13.00
350201 Residential Garbage	23.00	22.00	21.00	21.00
350202 Residential Trash	16.00	16.00	16.00	16.00
350301 Commercial Dumpster	16.00	14.00	15.00	16.00
350302 Roll-Off and Multi-Lift	10.00	9.00	8.00	9.00
350303 Barrel Services	7.00	7.00	8.00	6.00
350305 Commercial Recycling	7.00	7.00	7.00	7.00
Total FTE	93.00	89.00	88.00	88.00

Utility Services Solid Waste

Summary of Services Provided

- By ordinance, the City collects all commercial waste, residential waste, and recovered materials from residential establishments. City resources are used to provide services to roughly half of the residential clientele. Residential clients not serviced directly by the City receive residential solid waste and recycling collection services from Waste Pro of Florida, Inc., which was awarded the contract by the City to provide these services in designated areas.
- Beginning May 1, 2007, the City modified waste removal services to once a week curbside collection that coincides with the recycling collection on the same day. Yard waste and bulk items are collected on alternating weeks. The change in service occurred in response to increasing service costs and customer survey results that indicated a preference for modifying the level of service rather than increasing the base rates for service.
- Backdoor service is still available at no additional charge to customers who are physically unable to place collection receptacles at the curb. Special designation is available through an eligibility application and determination process under the Helping Hands program. Other customers may also continue backdoor service through the premium service option available for an additional cost of \$20 per month.
- Commercial customers inside the City are provided dumpster, roll off, and barrel service. A number of commercial customers who either cannot accommodate a dumpster or who do not need the capacity of a dumpster receive barrel service. The City provides this service to approximately 1,400 customers. Standard service consists of twice-a-week backdoor service. Customers that desire additional weekly pick ups are charged based on the number of times service is provided. Commercial dumpster customers lease 2, 4, 6, or 8 yard containers and are charged based upon the size of container and the frequency of pick up. Recycling is not considered part of the standard service, however, a two-bin Smart Cart is provided on an “as requested” basis.
- Roll off service is offered on a demand basis for customers with periodic large volumes of solid waste. The City services small containers, 12-16 cubic yards, and large containers, 20-40 cubic yards. Customers are charged a fixed fee (pull charge), plus the landfill tipping fee per occurrence.
- The City also offers corrugated and mixed paper recycling. Customers that receive the corrugated recycling service are charged per pick up. Customers receiving mixed paper recycling are charged on a monthly basis.



Utility Services

Solid Waste

Trends and Issues

The department has identified the following operational challenges for FY12:

Helping Hands

- Prior to the service level change, the total number of Helping Hand (HH) customers was 743. Afterwards, that number increased to 3,048 for combined garbage and recycling customers. While most municipalities HH customers are about one to two percent of the total customer count, this figure appears excessively high compared to the industry norm. Additionally, the City's contract with Waste Pro states that "customers establish eligibility to receive this service by submitting a physician's statement that the customer is unable to roll containers to the curb and by asserting that no one resides in the household who is capable of rolling containers to the curb". Currently, Waste Pro is requesting that the City consider re-certification of all customers based on the terms of the contract.

Uncontrollable Cost of Tipping Fees

- Disposal fees for Landfill (clean yard waste) and Transfer station (residential waste) has increased annually since 2005. For the FY 2012 budget, the County has increased the fee to \$41 per ton.

2008 Energy Bill

House Bill 7135

- The Energy, Climate Change and Economic Security Act of 2008 (House Bill 7153) signed in to law by Governor Crist created Section 403.7032, Florida Statutes. This established a new statewide recycling goal of 75% of all recyclable materials to be achieved by the year 2020. Also, the statute directed the Department of Environmental Protection (DEP) to develop a program designed to achieve this goal.

Illegal Dumping

- Illegal dumps are picked up during normal collection or neighborhood cleanups that are scheduled through Keep Tallahassee and Leon County Beautiful, Neighborhood Associations, City departments including L-Team and other civic associations. The cost of illegal dumps is projected to cost the department \$53,000 annually. Staff is being more diligent in investigating the discarded debris. Whenever a determination of ownership can be established, Code Enforcement and the Tallahassee Police Department are brought in to address the issue.

- Enforcement of containers left at the curb.
- Segregation of mixed yard and bulk waste to reduce disposal cost.
- Radio frequency (RFID) to track collection services, identify containers and recover lost revenue.
- Enhanced billing through automation.

Utility Services

Solid Waste

Significant Changes From FY 2011

The following service level changes were approved as proposed for the Solid Waste Department's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$140,841.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$42,253).
- The County has implemented a tonnage fee increase for FY12 from \$41 to \$43. To cover the fees, an increase in the sanitation budget is proposed. Fiscal Impact: \$264,000.
- Reduction in Office Supplies budget. Fiscal Impact: (\$2,500).
- Elimination of one vacant Solid Waste Technician. Fiscal Impact: (\$45,971).

City Commission Action

The City Commission approved the budget for the Solid Waste Department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

**Utility Services
Solid Waste
Performance Measures**

Program Objectives

The department has identified the following goals:

- Provide cost effective residential and commercial solid waste collection services;
- Improve customer satisfaction;
- Enhance employee and citizen safety by minimizing preventable accidents;
- Increase community participation in the development of solid waste programs;
- Ensure future disposal capacity by increasing the recycling diversion rate through enhanced customer participation in residential and commercial programs.

Analysis of Performance Measures

The following is an analysis of the department's performance measures:

- Close field activity orders within 4 days from time of service

This measure includes field activity orders that are generated when a customer requests service other than the regularly scheduled collection service. These services can range from delivery and/or replacement of containers, to special collections that are over the stipulated sizes and for service of mixed containers. Solid Waste personnel are responsible for making sure that the open field orders have been completed and forwarded to other staff members that handle billing to be closed and/or billed to the appropriate customer account. Additionally, staff runs a query each Wednesday to reconcile open field orders that are four or more days old. This practice has resulted in 100% compliance for FY11. A target of 100% remains for FY12.

- Maintain recycling contamination rate of 8%

Contamination within the City most often occurs during special events staged around community wide events such as downtown get downs and in high-density rental areas. Currently, the department is experiencing some reduction in the rate of contamination. This reduction is attributed to the use of clear stream bags for recycling and clear labeling to distinguish garbage containers from recycling containers in these special events. In FY10, the department did not meet the target of 8%. For FY11, Solid Waste maintained a rate of 8%, which was 1% shy of meeting the target of 9%. The department's contamination target for FY12 is 11.0%.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Increase participation in neighborhood meetings	#	53	66	32	83
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Increase route audits of contracted service provider	#	53	69	215	85
Reduce number of City-served customer complaints	#	1,237	1,175	1,047	1,116

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Utility Services

Solid Waste

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
# of commercial customers	#	15,915.00	16,900.00	15,984.08	16,900.00
# of residential customers	#	47,011.00	47,500.00	46,983.75	47,500.00
Accomplish billing of commercial services within 5 days of service date	%	100	100	100	100
Close field activity orders within 4 days from time of service	%	100	100	100	100
Increase residential recycling set-outs by 6%	%	37.00	39.00	38.17	41.00
Increase residential recycling tonnage by 6%	#	6,072.00	6,436.00	9,475.72	6,822.00
Maintain recycling contamination rate of 8%	%	7.00	9.00	7.50	11.00
Reduce number of preventable accidents by 23% per year	#	42	32	39	25
Reduce portion of residential solid waste collection unit costs that are controlled by department by 4%	%	-25.00	-24.00	-40.64	-23.00

Utility Services

Solid Waste

Capital Improvement Program Budget

CIP Budget Overview

There are no capital projects for Solid Waste in the FY 2012-2016 Capital Improvement Plan (CIP).

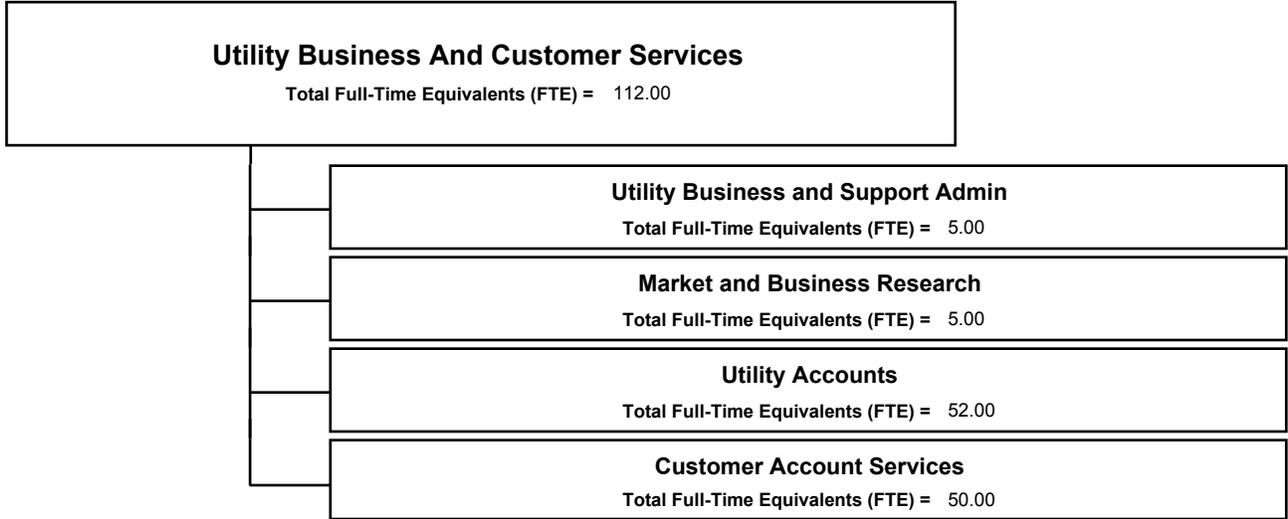
Completed Capital Projects

None.

Continued Capital Projects

None.

Utility Services
Utility Business And Customer Services
Organizational Chart



**Utility Services
Utility Business and Customer Services**

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
370101 Utility Business and Support Admin	1,390,505	1,583,032	1,792,768	1,316,110
370202 Market and Business Research	580,878	578,141	571,015	585,840
370204 Special Projects	45,790	40,588	49,909	52,866
370501 Utility Accounts	5,817,631	5,782,888	6,415,090	6,472,966
370503 Customer Account Services	3,645,657	3,710,499	3,671,568	4,049,808
Total Expenditures	11,480,461	11,695,148	12,500,350	12,477,590

<u>Expenditure Category Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	6,849,100	7,160,596	7,372,690	7,269,435
Operating	1,528,717	1,660,620	2,037,382	2,037,382
Allocated Accounts	2,462,968	2,531,294	2,809,433	2,897,065
Utilities and Other Expenses	0	0	46,623	46,623
Transfers	639,676	342,638	201,673	194,536
Year End Adjustments	0	0	32,549	32,549
Total Expenditures	11,480,461	11,695,148	12,500,350	12,477,590

<u>Funding Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Utility Business Services Fund	11,480,461	11,695,148	12,500,350	12,477,590
Total Funding	11,480,461	11,695,148	12,500,350	12,477,590

<u>FTE Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
370101 Utility Business and Support Admin	4.00	4.00	5.00	5.00
370202 Market and Business Research	5.00	5.00	5.00	5.00
370501 Utility Accounts	54.00	53.00	52.00	52.00
370503 Customer Account Services	51.00	50.00	50.00	50.00
Total FTE	114.00	112.00	112.00	112.00

Utility Services

Utility Business And Customer Services

Summary of Services Provided

The Utility Business and Customer Services Department provides services to all of the city's utility departments, as well as other government departments. The primary departmental functions include utility customer services, marketing and research, parking ticket collections, utility service connections and disconnections, utility billing, credit and collection services, meter services, administrative services, and cable regulations. These functions are consolidated in the UBCS Department in order to provide a high level of service to customers at an effective cost.

Utility Customer Services

The Utility Customer Services (UCS) program provides a direct interface with the city's utility customers by responding to utility customer inquiries through the call center, walk-in service center, internet, and the commercial customer account management unit. UCS is responsible for accurately processing utility inquiries and service requests such as service connects, disconnects, transfers, and other utility related work orders. The division also administers collection activities for delinquent utility and non-utility accounts, manages energy and water and sewer loan activities, and resolves various customer issues and appeals associated with parking tickets. Increased use of tools, applications, and enhanced training has made this program more customer-focused, providing more customer support.

Utility Accounts

As executive owner of two of the city's most comprehensive enterprise applications - the smart metering network and the customer information system (CIS) - the division performs major functions associated with customer field services and billing for all utilities. In addition, it is responsible for meter services, billing for CIS, accounting reconciliation between CIS and the city's financial system software applications, utility rate development and analysis, and processing electronic and traditional utility statements. The Utility Customer Accounts program build-up of technology and account analysis enhances UBCS' ability to accurately bill its customers, provide customer services and choices, and promote energy savings.

Utility Marketing & Business Research

The Utility Marketing program provides marketing support for all utility departments including Electric, Water, Gas, Energy Services and Solid Waste Services. Utility Marketing also supports the Environmental Policy and Energy Resources Department, the Fleet Department, and the city's golf course operations. Marketing services include research, surveys, community outreach, program development, advertising, project management, special event planning, graphic and web designing, and utility-sponsored community partnerships. The division's business development activities are related to customer-driven marketing and outreach strategies to promote e+ products as well as services designed to save energy, water, and money.

Administration

Administrative functions include strategic planning for the department in the areas of budget preparation, training, performance management, establishment and implementation of internal controls, procurement services, customer complaint resolution, policy/process review, and audit responses. This division also manages operations of both city-owned golf courses, the staff and budgets for which are located in the Parks, Recreation, and Neighborhood Affairs Department.

Utility Services

Utility Business And Customer Services

Trends and Issues

Customer Service is Our Business

Your Own Utilities works continuously to improve the level of service to customers. The city began the deployment of its Smart Grid in 2008 with a goal to provide customers with more information and choices to save energy, water and money. The UBCS department is responsible for the underlying technologies consisting of smart meters and meter data management software. In 2010, the city began introducing new customer choice programs such as the Nights and Weekends pricing program, which was launched in November. It has been well received, and, after six months since implementation, was nearly at its limit of 2,000 customer participants.

Business Development

In the last year, UBCS launched e+ online, added the Nights and Weekends rate option, started piloting new customer tools, and provided timely information to customers via e-mail, automated phone calls and text messages, all of these efforts are designed to provide more customer choice and promote conservation and savings. Customer response to these new products and information has been positive. The Utility Marketing Division is tasked with measuring customer opinions and developing new customer programs based on the latest trends. The division also is primarily responsible for customer outreach to connect customers with programs.

Infrastructure

The Utility Accounting Division's operations have changed significantly with implementation of the Smart Grid. The final transition from a labor-oriented field staff to greater automation and data analytics was completed in fiscal year 2011. To accommodate this transition, the Utility Accounting Division was reorganized to provide greater data processing and management ability and less field support. UBCS has reduced the customer field staff to half of its original size commensurate with the automation of meter readings for electric, water and gas, as well as some other select field functions that now can be performed remotely. This division is now performing fewer field visits and has started to realize labor savings, vehicle maintenance savings, and fuel costs savings, plus a reduction in carbon emissions. In fiscal year 2012, the Utility Accounting Division will add new functionality for water leak detection, tamper and theft detection, and new customer devices such as Smart Thermostats.

Customer Support

The economy continues to impact the City's customer support functions. In recognition of these needs, the city continued the Winter Relief Assistance Program and the Good Neighbor Program to provide bill assistance to those most in need. Like all utility providers, the city's utility customer service delivery is based on a traditional intake model relying primarily on phone and in-person contacts during traditional business hours.

Customers today expect service providers to be reachable during more hours and via other channels, such as the Internet. Moreover, customers today desire more choices when purchasing service. In fiscal year 2012 the UCS Division will add new e+ online features such as remote smart thermostat management, rate comparison analysis, daily utility consumption information, and energy and water saving tips. With plans to retool the customer support workforce to become more sales and support oriented and to promote customer choice while expanding its availability, UBCS plans to reorganize its workforce in fiscal year 2012, and formalize a recruiting and training program.

Utility Services

Utility Business And Customer Services

Significant Changes From FY 2011

The following service level changes are proposed for UBCS in fiscal year 2012. See the City Commission Action section for additional changes to the FY12 approved budget.

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and, in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$22,339.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$6,702).
- Meter reader position #6589 is eliminated effective July 31, 2011, consistent with changes included in the fiscal year 2011 approved budget. Fiscal Impact: (\$32,286).
- Reductions based on historical expenditures have been made to the department's operating expenses. Fiscal Impact: (\$50,000).
- Temporary wages are increased by \$89,000 to support creation of a semi-annual recruitment and training program. Each April and October, six part-time customer service representatives will be recruited and trained for 12 weeks in a comprehensive program to ensure they are fully prepared for the peak utility customer connection periods in January-February and July-August. New recruits are necessary each six months to offset normal employee attrition. Fiscal Impact: \$89,000.

City Commission Action

Utility Business and Customer Services Department's fiscal year 2012 budget was approved with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75% / 25% city and employees to 70% / 30%. In addition, a reduction was made in general employees' salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012.
- All allocated accounts were adjusted to reflect updated statistical allocation formula data.

Utility Services
Utility Business And Customer Services
Performance Measures

Program Objectives

UBCS' goal is to continue deployment of smart metering initiatives for customers of the electric, gas and water programs, and provide a myriad of other services to various city departments.

Analysis of Performance Measures

The following performance measures are key metrics used to evaluate the efficiency and effectiveness of the Utility Business and Customer Services department.

Customer Satisfaction Surveys

In fiscal year 2009, UBCS began conducting surveys as a means to gauge customer satisfaction with the services we provide. Each quarter, a random sample of approximately 500 customers that contacted utility customer services during the prior three months are surveyed by phone and asked a series of questions about the service they received. A summary question asking how customers rate the services received is used as the overall measure of satisfaction. The goal is to achieve a ranking of good or excellent from at least 80% of customers surveyed. During the first two years of the survey, 83% of customers indicated that the service they received was either good or excellent. As of the end of fiscal year 2011, the percentage increased to more than 84%.

Labor Utilization

The Utility Customer Services division recently deployed a workforce management system that aides in resource scheduling, and workforce performance measurement including labor utilization. Labor utilization is a measure of the percentage of time the work force is engaged and working relative to the total working hours. In the case of the utility call center, it measures the time an agent is logged on to the call system and is available to take calls. The typical industry goal is 80%. In fiscal year 2009, the first year the system was deployed, the labor utilization rate was 86%, in fiscal year 2010 the performance increased to 94% and has decreased minimally to 93.25% as of September 30, 2011. Overall, this results in greater agent availability and improved response time for customers.

Community Outreach & Educational Presentations

Community outreach and education is an important measure for UBCS and Your Own Utilities. Utility Marketing established a performance goal of 60 presentations for the fiscal year with at least 15 presentations completed each quarter. In fiscal year 2010 the division exceeded this goal by 60% by providing 96 presentations, including at least 15 during each quarter.

As of the end of the fiscal year, 152 presentations were made. UBCS intends to emphasize outreach efforts and increase the annual goal to 125 beginning in fiscal year 2012.

Input Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of calls received in call center	#	404,400	425,000	196,805	425,000
Number of walk-in inquiries	#	47,157	40,000	16,371	40,000
Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Utility Marketing community outreach/educational presentations	#	96	125	35	125
Number of new, transfer, and final out accounts	#	87,298	90,000	26,313	90,000
Number of service orders worked	#	208,330	210,000	87,661	210,000
Total meters read annually consist of automated and manual readings.	#	2,745,354	2,630,516	1,145,771	2,630,516

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Utility Services

Utility Business And Customer Services

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Efficiency Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Maintain labor utilization rate within the call center at 80% or greater.	%	94.00	90.00	92.20	90.00
Maintain meter reading accuracy at or above 99.75%	%	99.74	99.75	99.73	99.75
Percent of account write-offs vs. gross revenues	%	1.00	1.00	1.20	1.00
Percent of call center calls answered within 30 seconds	%	75.00	80.00	67.60	80.00
Percent of customer satisfaction surveys administered quarterly receiving a rating of 3 or above on a scale of 1 - 5.	%	83	80	86	80

Utility Services
Utility Business And Customer Services
Capital Improvement Program Budget

CIP Budget Overview

A recurring project that will support new and enhanced technology and software upgrades for the customer information system, call center monitoring, and smart initiatives programs is approved for UBCS' FY12 capital budget.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
Electric RRI Undesignated Balance	298,000	1,490,000
Gas RR&I Undesignated Balance	56,050	280,250
Sewer RR&I Undesignated Balance	93,250	466,250
Solid Waste Rate Stabilization Reserve	53,950	269,750
Water RR&I Undesignated Balance	148,750	743,750
Total Funding	650,000	3,250,000

Completed Capital Projects

The following list represents projects with a magnitude greater than \$50,000, that were completed or were underway and expected to be completed in fiscal year 2011.

Energy Assistance Program
Good Neighbor Weatherization Program
Quality Cleaners Site Remediation
Work Management Project

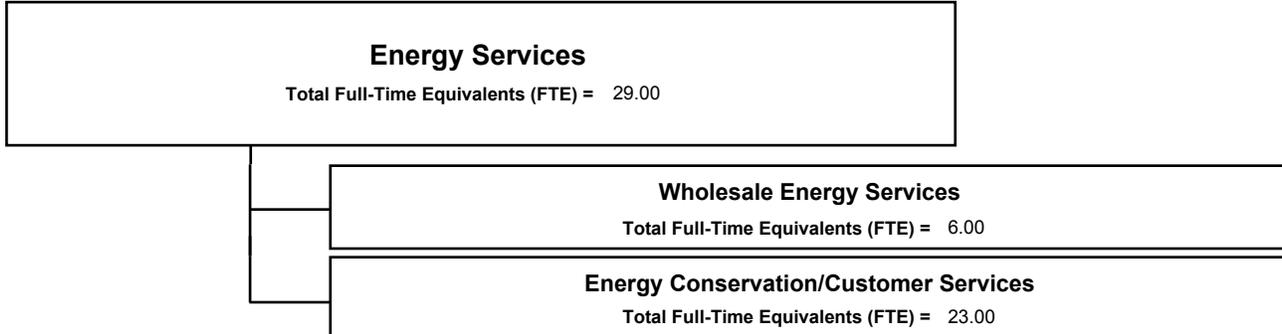
Continued Capital Projects

The following list represents projects with a magnitude greater than \$50,000 that are expected to continue into fiscal year 2012.

AMI - Advanced Metering
Good Neighbor Energy Assistance Program

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Utility Services
Energy Services
Organizational Chart**



Operating Budget

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
430101 Wholesale Energy Services	226,215,931	200,773,279	197,064,304	197,095,999
430201 Energy Conservation/Customer Services	1,582,344	1,679,595	1,663,980	1,687,950
430202 Marketing and Sales	0	0	0	173
Total Expenditures	227,798,275	202,452,874	198,728,283	198,784,122

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	2,091,613	2,149,694	2,115,763	2,113,063
Operating	112,221	220,046	297,629	297,629
Fuel	225,210,400	199,680,249	195,917,192	195,917,192
Allocated Accounts	323,507	342,591	364,873	424,795
Utilities and Other Expenses	0	394	500	500
Transfers	60,534	59,900	32,326	30,943
Total Expenditures	227,798,275	202,452,874	198,728,283	198,784,122

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Energy Services Fund	227,798,275	202,452,874	198,728,283	198,784,122
Total Funding	227,798,275	202,452,874	198,728,283	198,784,122

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
430101 Wholesale Energy Services	6.00	6.00	6.00	6.00
430201 Energy Conservation/Customer Services	23.00	23.00	23.00	23.00
Total FTE	29.00	29.00	29.00	29.00

Utility Services Energy Services

Summary of Services Provided

The Energy Services Department consists of two divisions – Wholesale Energy Services and Retail Energy Services.

Wholesale Energy Services (WES) is responsible for managing fuel and energy supply portfolios, including related financial risk mitigation programs for the city's electric and gas utilities. WES performs marketing and trading of electricity and natural gas in the open market, utilizing city-owned and third party resources. WES began purchasing natural gas in 1992 after FERC Order 636 was issued requiring buyers of natural gas to acquire supplies on the open market. In 1997 FERC issued Orders 888 and 889, which greatly expanded the power marketing opportunities and mission of WES. WES also offers fuels and energy supply management services to outside entities at a profit to the city. WES' overriding responsibility is to maximize revenue, while minimizing costs and related financial risks on fuels and energy for city utility systems, without compromising system reliability.

Major functions performed by the Wholesale Energy Services Division include:

- Forecasting energy and fuel requirements and prices for the electric and gas utilities;
- Analyzing energy and fuel markets, trading possibilities, service options and opportunities;
- Acquiring, selling and trading energy/fuels and related services in the open market;
- Mitigating risk on supply reliability and fiscal aspects of the business by performing technical and administrative tasks within pre-established risk limits and control processes; and
- Enhancing the city's competitive position through effective monitoring of, and participation in, regulatory and market activities associated with supply, transportation, delivery and trading of energy, fuels and related resources or services.

The Retail Energy Services Division (which includes the Energy Conservation/Customer Services cost center) is responsible for direct services to customers that include utility sales; non-residential service contracts; utility end-use consultation; assistance involving energy efficiency enhancement loans and rebates for targeted sales/services; and other programs and promotional initiatives directed at retail utility customers, builders, contractors, and vendors. Primary responsibilities of this division are outlined below.

- Energy Efficiency provides home and business energy audits, investigations of high utility bills, financial assistance for energy efficiency improvements, and related customer services.
- In January 2007 the City Commission approved three new energy efficiency programs: a) Solar Water Heating \$450 rebates; b) Ceiling Insulation 80% rebates; and c) Compact Fluorescent Lamp (CFL) Distributions.
- Gas Sales promotes the gas system's residential and non-residential customer growth.
- Customer Retention establishes and maintains communication with high-use utility customers, including development and administration of long-term contracts.

Utility Services Energy Services

Trends and Issues

The Wholesale Energy Services (WES) continues to find ways to further reduce the cost of fuel and power for the Electric and Gas Utilities. Though market prices for natural gas have continued to fall, the expectation is that prices should become stable as the economy improves. Continued focus will be placed on intervention in regulatory forums, execution of Prepaid Natural Gas Contracts, and the pursuit of alternate fuel storage options. And although these activities require significant legal and contractual services, they have historically saved millions of dollars annually.

The Retail Energy Services (RES) division continues to experience strong demand from utility customers for all of its energy efficiency (e+) offerings and incentives. Energy Audits, Loans, and Rebates activity are all near the highest levels ever, or higher. Neighborhood REACH has become one of the most successful programs offered. The Demand Side Management Program Manager contract was executed last year, and implementation will be ongoing through FY2012. The DSM program is a 20-year effort which has been shown to be the most cost effective way to meet customer demand for electricity in the future. It supports the trend of growing customer interest in energy efficiency that we expect to continue for many years, along with continued strong demand for all energy services.

Significant Changes From FY 2011

IMPLEMENTATION OF SERVICE LEVEL CHANGES FOR FY2012:

Reduced Capitalized wages for positions transferred to Building Inspection. Fiscal Impact (\$102,990)

Reduced Capitalized wages for Director's salary charged to a grant that is ending. Fiscal Impact (\$35,000)

Reduced Unclassified supplies budget to pay for salary enhancements. Fiscal Impact (-\$4,950)

City Commission Action

The City Commission approved the budget for the Energy Services Department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

Utility Services
Energy Services
Performance Measures

Program Objectives

The Energy Services Department has identified the following as objectives for fiscal year 2012.

1. Meet customer demands of the city's energy conservation, Demand Side Management, and customer service programs.
2. Reduce fixed costs and minimize energy unit price for electric and gas utilities.
3. Continue the energy risk management programs for mitigating physical and financial risks in order to control fuel supply costs and maximize business opportunities.
4. Continue to pursue additional cost-effective opportunities for green and / or renewable energy.
5. Protect the city's interests and competitive position by taking a proactive role in regulatory and industry activities affecting wholesale and retail energy markets.
6. Increase energy utility market share, customer retention, targeted sales, and net revenue growth.
7. Continue to pursue savings associated with prepay contracts for fuel.
8. Provide hedging services where needed throughout the City.

Utility Services Energy Services

Analysis of Performance Measures

Wholesale Division

Natural gas and purchased power expenses for FY 2012 are projected to be about \$24 million lower than in the FY 2011 budget. This continues the trend of lower fuel costs for the City utilities that began in 2009. The projected cost reduction can be made with great certainty, due to contracts for natural gas taken under the City's Energy Risk Management Program.

Increased electric system generating efficiency has improved the economics of the City's natural gas-fired plants, while diminishing the opportunities to economically purchase power from the wholesale market. As a result of the increased dependence on natural gas, Wholesale Energy Services (WES) places ever-increasing focus on reducing the major costs related to natural gas supply including pipeline transportation costs.

Significant effort has been dedicated to the legal and regulatory areas where WES has aggressively fought rate increases on both the Southern Natural and the Florida Gas Transmission (FGT) pipelines before the Federal Energy Regulatory Commission (FERC). Expenditures on outside legal counsel and other consultants have proven worthwhile, as the City has achieved savings of over \$2 million annually versus the base rate filings of the pipeline companies.

Efforts to reduce the cost of the natural gas supply have focused on prepaid contracts, which offer a unique opportunity to purchase gas at discount to the spot market. After a brief period where these type deals were virtually non-existent (banking crisis), WES was able to enter a new agreement (with Royal Bank of Canada) that is expected to result in an average of \$0.60 per MMBtu (about a 7.5% discount) on a portion of our gas purchases, or about \$1.3 million annual savings. This is in addition to the prepay deal executed in 2006 with Tennessee Energy Acquisition Corporation that saves over \$800,000 annually. The trend is for more opportunities in this area, and the budget request reflects the existing deals.

In the meantime, Energy Risk Management (Hedge) efforts will minimize the variance between our projected and actual fuel expenses, providing greater certainty that a reduced budget for fuel and purchased power is realistic, and that our customers can expect stable rates throughout the year. Physical hedging initiatives include improving system reliability by increasing supply diversity from alternate fuels sources (such as substitute natural gas) and from investigating fuel storage options, in both supply and market areas. As well, WES participates in the wholesale power markets on a daily basis, generating cost savings by purchasing energy below the City's cost, and profits by selling excess energy at prices above the City's cost of production.

During the spring of 2009, and again in August 2010, in moves to lock in lower prices resulting from the financial crisis, and provide budget certainty for Fleet Management and StarMetro for FY 2010, FY 2011 and the first half of FY 2012, WES hedged nearly 100% of gasoline and diesel fuels on behalf of these departments saving over \$2 million through February 2011. WES will continue to monitor these markets, and will advise the departments and DMA of opportunities that may be attractive for the balance of FY2012 and beyond.

In keeping with the City Commission's desire to increase the amount of renewable energy used to meet the electric system demand, WES has pursued long-term power purchase agreements (PPAs) for external renewable energy projects, and also managed the installation of several smaller-sized solar energy systems on City facilities. The City is currently contracted with Ecosphere (formerly Renewable Fuels Tallahassee) to purchase 38 MW of renewable energy from a proposed plant for 30 years once the plant is in operation. However, in light of (1) the recent market difficulty in power project development, (2) the high cost of projects currently in development, and (3) the improbability of legislation in Florida (or nationally) that would require increases in renewable energy production (e.g. RPS), WES is shifting its focus toward increasing the use of solar thermal and solar photovoltaic for City owned and operated facilities. To date, solar energy systems have been installed at three Parks and Recreation facilities, two community centers, Hilaman and Jake Gaither Golf Courses, and ten Fire Stations, and StarMetro which is under construction at this time, with the expectation of overall cost savings to the City.

Utility Services Energy Services

Residential and Commercial customers continue to show strong demand for the City's energy efficiency services and program offerings. Those demands should continue in FY2012. Retail Energy Services (RES) staff is cross-trained, flexible, and ready to adjust to the area of greatest need.

Energy Audits remain extremely popular and are highly praised by our utility customers. After a record number of home and business energy audits in FY2009 (8,434), demand has remained strong in subsequent years. We conducted 6,640 audits in FY10, and are on pace toward 6,500 audits in FY11. We expect those high demands to continue in FY 2012, and high audit numbers push high participation in other programs. Hence we continue to experience high demand for loans, grants, and rebates.

Residential loan outlays should reach \$4.2 million this year, down from \$4.99 million in FY 2010 (when the summer of double-rebate offerings pushed loan participation higher.) In recent years loan demand is being driven higher by (1) lack of credit availability from traditional sources (e.g. home equity), (2) Market incentives for big ticket items (e.g. AC rebates, Federal tax credits) with the majority of cost financed by loans; (3) Energy Audit, contractor and vendor recommendations; and (4) increasing age of housing (fewer new homes built in the last 3 years, and proportionally higher sales of existing homes needing energy upgrades.) These trends are expected to continue in FY12. To support the increased demand for services, a 1% origination fee on energy loans was approved in the FY11 budget cycle. This will be used to support the addition of 1 FTE in program administration.

In addition to Energy Audits and Low-Interest Loans, RES staff administers several other programs under the "Energy-Smart PLUS" brand in support of the City Commission's aggressive Demand Side Management (DSM) goals. These incentives share one or more of the following characteristics: high value to customers, high promotional or public interest value, excellent cost-effectiveness based on energy savings, high educational value, or market transformation capability. The City now offers the following line-up of Energy-Smart PLUS offerings and incentives to its customers:

- Neighborhood Reach energy retrofits for lower-income neighborhoods.
- Home Energy Savings Kits with compact fluorescent lights (CFLs), energy saving showerheads, wall gaskets, and other informational items
- Ceiling Insulation 80/20 Rebate
- Low Income Ceiling Insulation Grant
- Low Income Energy Retrofit Grant (HVAC duct repair, coil cleaning/checkup, and refrigerant leak repair; and hot water leak repair), Energy Star Appliance Rebates for clothes washers, refrigerators, and freezers
- Energy Star Heating and Air Conditioning Rebate, including heat pump water heater and water source heat pump
- Energy Star New Home Rebate
- Solar Water Heater Rebate
- Solar Photovoltaic Net Metering Service
- Natural Gas Fuel Switching Rebates
- Low Interest Energy Loan Program with expanded measures list

Utility Services

Energy Services

- Home and business Energy Audits, Pre/Post Inspections, High Bill Investigations, Program Assistance Field Services (Nights and Weekends Rate, Demand Response programs, smart thermostats, in-home monitors), and Emergency Energy Audits (Residential and Commercial)*.

* Note that Energy Audits are critical to the implementation of Demand Side Management program measures, as they are often the first step in discovering energy saving opportunities.

Demand-Side Management and Federal Grants

All of the above activities support the very aggressive goals for energy and demand savings in the Demand Side Management (DSM) project (50MW by 2012). Additionally, the department has executed a contract for DSM Program Manager. This contract will outsource the balance of DSM activities necessary for the City to meet the long-term goals of the DSM project, with the resultant impact of avoiding or deferring the need for new power plant construction, and related capital expenses.

Included in the contract are services such as Commercial and Residential Demand Response, and the Neighborhood REACH Low Income Weatherization and Energy Efficiency program. The cost of the contract is \$17.4 million, over a 2-year period. Much of this cost will be offset by an \$8.9 million federal award under the Smart Grid Investment Grant Program. In addition, another \$1.8 million from the federal Energy Efficiency and Conservation Block Grant program is being utilized to reduce energy use at City buildings and large commercial facilities, to pilot new incentives such as residential duct sealing and green building, to demonstrate new energy-efficient technologies such as LED streetlights, electric vehicle components, and DC-direct solar water heaters, and to provide customers with enhanced energy audits.

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Response to customer inquiries through City's Datamart process.	#	1,513	600	1,034	1,200
MWH savings directly attributable to the DSM programs	#	12,094	16,874	10,248	23,684
kw savings directly attributable to the DSM programs	#	1,566	16,945	2,403	28,000
Electric power off-system purchases and sales (MWH)	#	409,617	500,000	233,741	500,000
Natural gas delivered & capacity traded (MMBTU)	#	27,019,140	23,000,000	31,858,384	23,000,000
Number of commercial energy audits performed	#	195	95	199	95
Number of residential energy audits performed	#	6,445	2,000	6,705	2,000
Effectiveness Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Natural gas contracted transportation utilization factor	#	97	90	370	90
Prepay natural gas savings result from the issuance of tax free municipal bonds to finance the prepayment of natural gas supplies	\$	980,880	832,200	1,273,680	832,200
Total profit/savings from off-system natural gas transactions	\$	1,527,574	400,000	1,832,216	400,000
Total profits/savings from off-system power transactions	\$	3,720,728	3,000,000	694,605	3,000,000

Utility Services
Energy Services
Capital Improvement Program Budget

CIP Budget Overview

The department's five year capital improvement plan program includes funding for four projects in the amount of \$25,230,000 for FY 2012-2015. Fiscal year 2012 appropriation of \$5,190,000 supports continued on-going projects such as the demand side management program, demand side management program enhancements, residential energy conservation, and commercial energy conservation.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
Energy Conservation Fund - Capital Funds	5,190,000	25,230,000
Total Funding	5,190,000	25,230,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or underway and expected to be completed in fiscal year 2011.

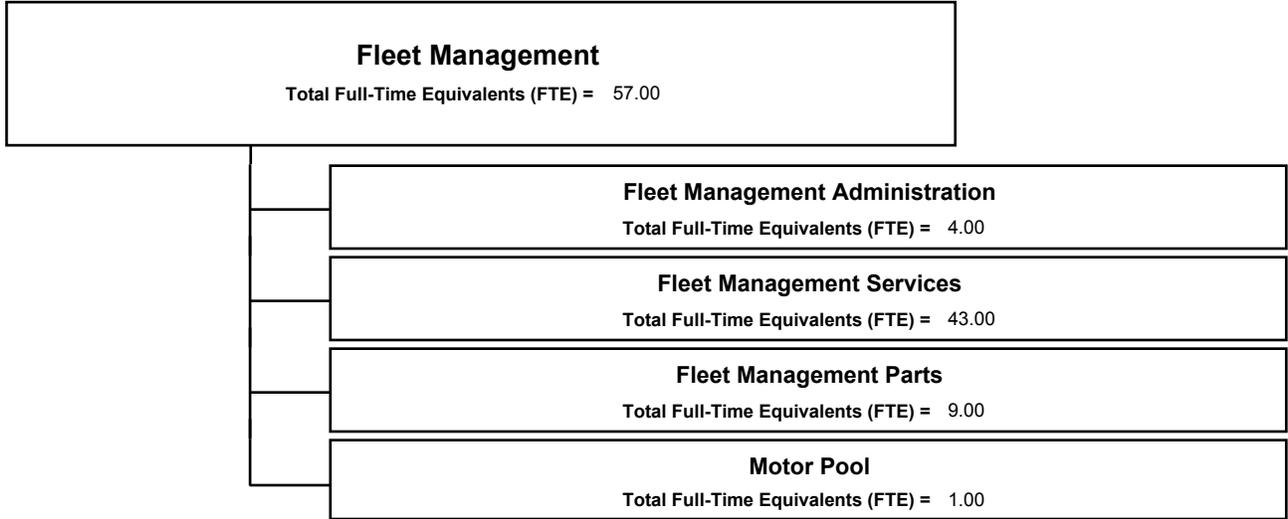
None.

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

Demand Side Management - Program Enhancements
Demand Side Management - Program Support
Residential Energy Conservation
Commercial Energy Conservation

Utility Services
Fleet Management
Organizational Chart



**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Utility Services
Fleet Management
Operating Budget**

Budgetary Cost Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
470101 Fleet Management Administration	1,228,721	1,172,644	1,218,768	1,029,965
470201 Fleet Management Services	3,283,018	3,285,093	3,196,626	3,320,603
470301 Fleet Management Parts	6,311,391	7,374,317	7,468,829	7,585,444
470401 Motor Pool	243,235	209,044	451,541	294,699
Total Expenditures	11,066,365	12,041,098	12,335,765	12,230,711

Expenditure Category Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	3,638,473	3,686,079	3,656,298	3,657,191
Operating	293,569	273,354	378,994	379,965
Fuel	3,151,665	4,020,421	4,275,000	4,275,000
Allocated Accounts	1,252,575	1,097,883	1,356,815	1,257,986
Utilities and Other Expenses	2,712,582	2,945,776	2,654,408	2,654,408
Transfers	17,501	17,585	14,250	6,161
Total Expenditures	11,066,365	12,041,098	12,335,765	12,230,711

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Garage Operating Fund	11,066,365	12,041,098	12,335,765	12,230,711
Total Funding	11,066,365	12,041,098	12,335,765	12,230,711

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
470101 Fleet Management Administration	4.00	4.00	4.00	4.00
470201 Fleet Management Services	43.00	43.00	43.00	43.00
470301 Fleet Management Parts	10.00	9.00	9.00	9.00
470401 Motor Pool	2.00	1.00	1.00	1.00
Total FTE	59.00	57.00	57.00	57.00

Summary of Services Provided

Fleet Management facilitates the acquisition, disposal, maintenance, repair, fuel consumption needs, and historical data collection for all the city's vehicles and construction equipment with the exception of StarMetro buses.

The Fleet program is comprised of four divisions:

- Administration: This division is the administrative unit and provides direction for each of the two divisions to continue to improve the quality of all Fleet programs
- Service: The function of this division is to repair and maintain all city vehicles, with the exception of StarMetro
- Parts: The function of this division is to maintain an inventory of parts, purchase fuel, and maintain the fleet car wash facility
- Motor Pool: The function of this division is to assist Fleet in tracking the cost associated with the rental of equipment to various City departments

Utility Services Fleet Management

Trends and Issues

Fleet Management has identified the following as operational trends and issues:

- The City's current fuel hedging contract will end on March 31, 2012. The city departments' fuel budgets were increased by a net total of 15%.
- The FASTER program gives Fleet daily comparative reports for trends and measurements that can be shared with department directors for cost savings analysis for their specific vehicles. Customer service feedback continues to be very positive: (i) a 5% average vehicle downtime is considered exceptional in the industry standard and Fleet management is consistently meeting or exceeding the standard; and (ii) a 3% variation in parts inventory is considered exceptional in the industry standard and Fleet Management has not been more than ½ of 1% for the past six years.
- A successful second chance program (inmate program) with the Leon County Sheriff's Department has contributed to enhancements and cost reductions.
- The number of take home vehicles has been reduced and other City vehicles are being driven less due to the implementation of the city-wide non-idling policy.

Significant Changes From FY 2011

The following service level changes were approved as proposed for Fleet Management's fiscal year 2012 budget. See the City Commission action section for additional changes to the FY12 approved budget:

- Assumptions for personnel services are as follows: salaries for general employees are adjusted for a 2% merit salary enhancement in FY12; general employee pension rates are 10.6% based on an actuarial study; police union employee pension rates are 18.1% based on an actuarial study; matched annuity pension plan rates are 7.15% based on an actuarial study; the health care rate is set at actual cost per employee or at the family rate for vacant positions; and in departments with more than fifty employees, a 3.0% vacancy factor is applied to salaries.
- The citywide fuel budget is increased to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$308,999.
- The citywide fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$225,000).
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact: \$13,850.
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact: (\$4,155).

Utility Services
Fleet Management

City Commission Action

The City Commission approved the budget for the Fleet Management with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.

**Utility Services
Fleet Management
Performance Measures**

Program Objectives

The following objectives have been identified for this program:

- Maintain current and dependable fleet;
- Develop and maintain inventories of infrastructure and facilities;
- Complete capital improvement projects on time and within budget;
- Increase focus on customer service and satisfaction, and improve communications.

Analysis of Performance Measures

Fleet continues to address and improve morale, increase accountability and improve the overall perception of Fleet Management with its customers and management. The following is a brief analysis highlighting some of Fleet's performance measures.

- The percent of scheduled maintenance completed as scheduled is a performance indicator that measures the number of preventative maintenances completed by the end of the quarter within 30 days of the due date. FLAGFA's (Florida Government Fleet Association) standard is 95% of the preventative maintenance performed within 10% of due date. The target for this performance measure was changed to 75% in FY10 due to the process used to collect data from Fleet Management's software program not allowing data collection for comparative analysis. The FY10 target of 75.00% provided a better analysis of actual performance. However, efforts have been made where the the collected data is now better able to reflect the FLAGFA standard; therefore, the target for FY12 now reflects FLAGFA's standard of 95.0%. Similar to FY10, Fleet did not meet the target of 75% for FY11.
- Parts inventory on-hand per vehicle is the performance measure that represents the dollar value of parts inventory at the end of the quarter divided by the number of active vehicles, excluding StarMetro, Fire and Leon County equipment. The overall goal is to lower Fleet's on-hand inventory value. The actual data for FY11 is \$127.50. The department did not meet their target of \$137.00 for FY11. The FY12 target is set at \$127, which better reflects the department's performance.

Output Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Number of gallons of fuel dispensed	#	1,514,675	1,500,000	1,570,814	1,500,000
Number of hours billed to work orders	#	48,370.00	52,582.40	53,382.00	52,582.40
Number of vehicles surplusd	#	120	102	69	50
Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Hours available per vehicle maintained by fleet	#	7.53	7.00	6.86	7.00
Hours billed as a percentage of hours available	%	80.14	79.00	90.73	83.50
Non-emergency passenger vehicles per employee	#	0.18	0.18	0.18	0.19
Number of fleet employees	#	58	57	57	57
Number of vehicles	#	2,013.00	2,030.00	2,167.50	2,127.00
Number of vehicles ordered	#	113	60	68	99
Number of vehicles per available mechanic employee	#	60.00	62.00	66.75	62.00
Parts inventory on-hand per vehicle	\$	136.00	137.00	127.50	127.00
Percent of fleet maintenance expenditures that are contracted out	%	22.00	22.00	17.25	17.00

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

Utility Services

Fleet Management

Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
Percent of scheduled maintenance completed as scheduled	%	58.00	75.00	56.25	95.00
Preventative maintenance as a percentage of total fleet maintenance	%	58.00	50.00	38.75	50.00
Total Fleet budget	\$	10,853,648	11,763,377	11,731,100	12,230,711
Vehicles per 1,000 constituents	#	11.52	11.18	12.18	11.50
Vehicles per City employee	#	0.71	0.70	0.76	0.75
Vehicles per square mile covered	#	19.50	20.26	21.01	20.62

Utility Services
Fleet Management
Capital Improvement Program Budget

CIP Budget Overview

Two projects were approved for funding in the FY 2012-2016 capital improvement plan for Fleet. For FY12, the capital budget includes \$8,600,000 in funding for the Vehicle Replacement project and the Environmental Compliance and Remediation project. Both of these projects are being funded from the Fleet Reserve Fund due to lack of funds in the GGCIF and GGCPA funding sources.

Fleet's five-year capital improvement plan totals \$44,000,000.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
Fleet Reserve Fund	8,600,000	44,000,000
Total Funding	8,600,000	44,000,000

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

FY11 Environmental Compliance/Remediation
FY11 Vehicle Replacement
Facilitation of Bio-Diesel Program

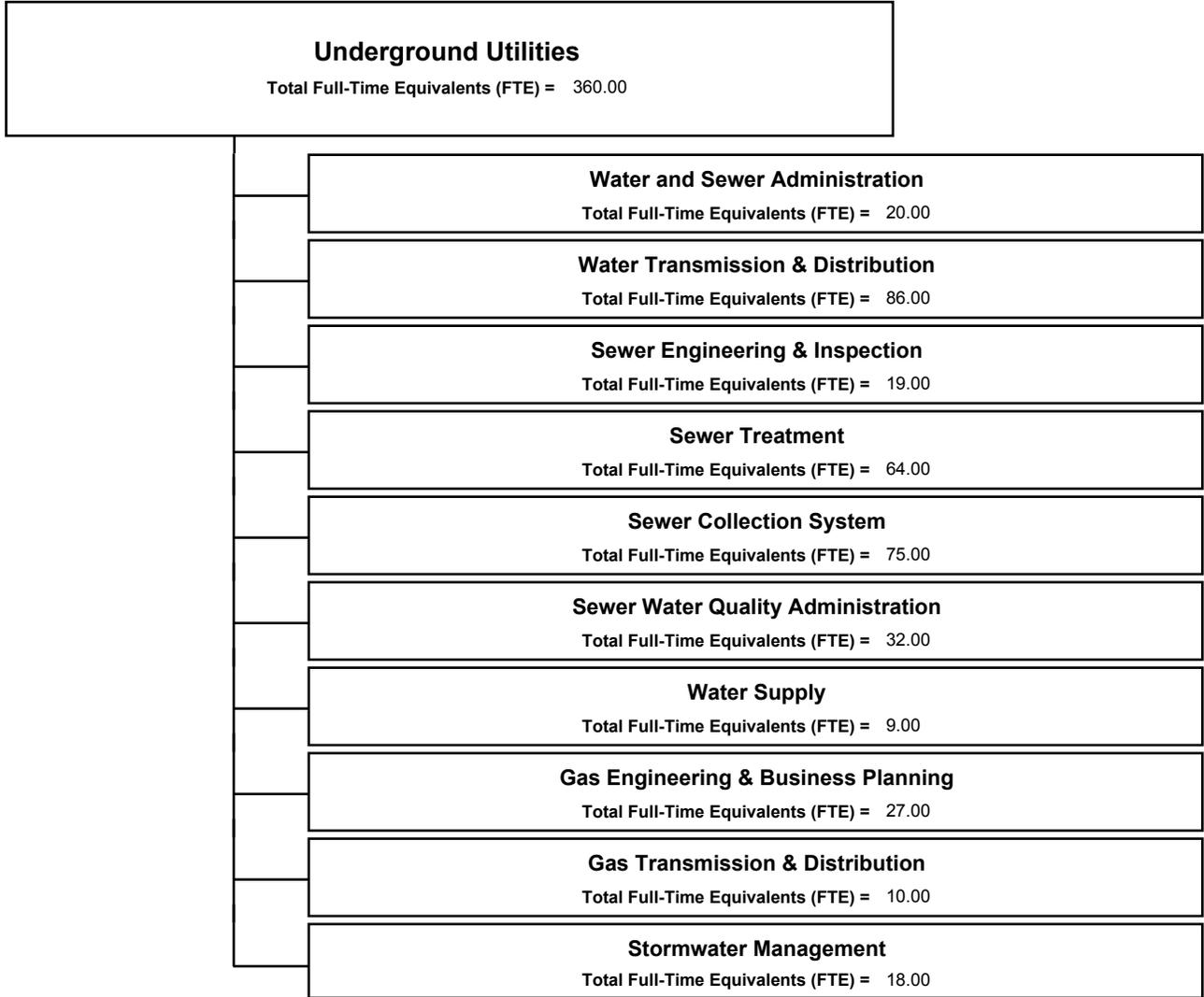
Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

FY12 Environmental Compliance/Remediation
FY12 Vehicle Replacement



Utility Services
Underground Utilities
Organizational Chart



City of Tallahassee
Fiscal Year 2012 Adopted Budget

Utility Services
Underground Utilities

Operating Budget

<u>Budgetary Cost Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
490101 Underground Utilities Administration	20,338,314	21,070,278	21,777,100	20,409,891
490103 Water Distribution	2,878,509	2,511,528	2,534,282	3,230,744
490104 Water Maintenance	14,664	0	1,102	58,414
490105 Water Repair	37,370	0	0	46,440
490106 Water Construction	1,250,399	1,319,670	1,489,359	1,774,421
490107 Water Meters and Taps	143,612	41,090	0	194,624
490201 Business & Technology Development	35,802,120	39,229,242	38,517,190	36,988,092
490209 Engineering and Inspection	1,231,486	1,295,701	1,421,088	1,323,510
490301 Treatment Plants	1,402,510	1,503,068	1,634,297	1,667,261
490302 TPS Plant Operation	3,111,577	2,956,567	3,852,102	3,915,181
490303 TPS Maintenance	2,380,102	2,167,630	2,549,477	2,823,251
490304 Lake Bradford Operations	287,958	56,844	0	7,505
490306 Biosolid Operations	1,304,733	1,229,758	1,673,269	1,714,765
490308 Sprayfield Operations	808,451	682,489	919,840	956,068
490401 Collection System Administration	511,182	111,098	0	58,772
490402 Collection System Maintenance	875,408	1,805,989	2,270,976	2,613,059
490403 Collection System Repair	737,672	1,318,089	981,238	1,313,794
490404 Collection System Construction	504,777	30,239	0	125,981
490405 Pumping Stations	2,312,878	1,947,989	2,635,022	2,773,813
490406 TV Inspections	663,284	8,663	0	49,920
490501 Water Quality Administration	1,628,072	1,372,963	1,658,278	1,704,265
490502 Aquifer Protection	1,694	3,101	0	2,695
490503 System Dispatch/SCADA	0	0	0	636
490504 Industrial Pretreatment	1,948	1,620	0	3,701
490505 Water Quality Laboratory	984,547	915,888	1,288,447	1,345,587
490506 Cross Connection Control	1,834	1,863	0	3,418
490508 Field Sampling Unit	6,112	1,778	0	9,950
490509 Water Supply	2,503,774	2,481,948	3,285,623	3,372,932
490601 Gas Engineering & Business Planning	13,866,583	14,916,756	18,414,997	18,110,367
490602 Gas Transmission & Distribution	22,559,942	19,721,645	21,726,396	22,031,026
490701 Stormwater Management	11,338,222	11,346,860	11,077,534	11,100,465
Total Expenditures	129,489,734	130,050,354	139,707,617	139,730,548

<u>Expenditure Category Summary</u>	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Personnel Services	19,244,149	18,980,583	20,612,031	20,569,599
Operating	3,897,059	4,671,056	7,053,225	7,053,653
Fuel	21,594,190	18,866,469	20,911,809	20,911,809
Other Services & Charges	790,861	839,938	1,322,411	1,322,411
Capital Outlay	8,000	50,110	26,500	26,500
Allocated Accounts	14,584,760	15,772,754	16,311,404	16,466,384
Utilities and Other Expenses	6,019,531	5,287,175	7,107,163	7,107,163
Transfers	37,886,130	47,380,426	51,701,391	52,154,653
Contributions to Operations	11,158,377	12,092,059	9,179,231	9,179,231
Year End Adjustments	14,306,677	6,109,784	5,482,452	4,939,145
Total Expenditures	129,489,734	130,050,354	139,707,617	139,730,548

**City of Tallahassee
Fiscal Year 2012 Adopted Budget**

**Utility Services
Underground Utilities**

Operating Budget

Funding Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
Gas Operating Fund	36,426,525	34,638,401	40,141,393	40,141,393
Water Operating Fund	27,166,642	27,424,514	29,087,466	29,087,466
Sewer Operating Fund	54,558,345	56,640,579	59,401,224	59,401,224
Stormwater Fund	11,338,222	11,346,860	11,077,534	11,100,465
Total Funding	129,489,734	130,050,354	139,707,617	139,730,548

FTE Summary

	FY 2010 Actual	FY 2011 Estimated	FY 2012 Proposed	FY 2012 Approved
490101 Underground Utilities Administration	11.00	10.00	10.00	10.00
490103 Water Distribution	62.00	62.00	63.00	63.00
490106 Water Construction	23.00	23.00	23.00	23.00
490201 Business & Technology Development	10.00	10.00	10.00	10.00
490209 Engineering and Inspection	19.00	19.00	21.00	19.00
490301 Treatment Plants	8.00	8.00	9.00	9.00
490302 TPS Plant Operation	19.00	19.00	19.00	19.00
490303 TPS Maintenance	33.00	33.00	31.00	31.00
490306 Biosolid Operations	5.00	5.00	5.00	5.00
490402 Collection System Maintenance	32.00	32.00	33.00	33.00
490403 Collection System Repair	29.00	29.00	28.00	28.00
490405 Pumping Stations	14.00	14.00	14.00	14.00
490501 Water Quality Administration	18.00	18.00	18.00	18.00
490505 Water Quality Laboratory	14.00	14.00	14.00	14.00
490509 Water Supply	9.00	9.00	9.00	9.00
490601 Gas Engineering & Business Planning	27.00	27.00	27.00	27.00
490602 Gas Transmission & Distribution	10.00	10.00	10.00	10.00
490701 Stormwater Management	18.00	18.00	18.00	18.00
Total FTE	361.00	360.00	362.00	360.00

Utility Services
Underground Utilities

Summary of Services Provided

The Underground Utilities Department provides quality water, sewer, stormwater and gas services to residents of the city and to portions of Leon and Wakulla counties. The department is committed to treating and delivering top quality drinking water to homes and businesses, and to collecting the community's wastewater for high-level treatment.



Utility Services Underground Utilities

Trends and Issues

Our funds recoup construction, repair & maintenance, and production/treatment in four disciplines described below:

The Water Utility

Since 1904 we have been providing the complete array of wastewater collection, treatment, and disposal services that are essential to protect the Big Bend region's public health and beautiful environment. Wastewater services start with a collection system which collects the wastewater from residential, commercial, institutional, and industrial customers and then transports it through a sewer network to a state-of-the-art treatment facility (known simply as TPS), where it is fully treated to meet state and federal quality standards and then pumped to the Southeast Spray Field where it is recycled 100% by irrigation on crops used for animal fodder. The solid waste byproducts of the treatment process are also treated in conformance with all regulations to produce high-quality biosolids that are chiefly recycled as a fertilizer amendment or disposed of in a lined landfill. The aging wastewater infrastructure is in constant need of modernization and facilities replacement. Increasing regulations to improve water quality and the management of wastewater discharges, which began with passage of the Clean Water Act in 1972 and continuing with the 2006 Settlement Agreement to protect the Wakulla Springs watershed, have been the primary drivers for modernization in converting the TPS treatment facilities to advanced wastewater treatment standards.

The Stormwater Utility

Established in 1990 to provide Stormwater management services within the City's incorporated limits. It is an essential to the protection, preservation and enhancement of our neighborhoods, community and natural resources. Stormwater Management plays a critical role in controlling flooding, enhancing safety, protecting the environment and meeting the requirements of federal environmental regulations. Stormwater must be managed for the common good across the whole community because water runoff has no boundaries. The Stormwater Utility's responsibility and challenge is to repair and maintain existing Stormwater facilities and address the long list of needed capital improvement projects.

The Gas Utility

The Utility continues to actively promote the environmental and economic benefits of natural gas, which offers more savings, greater comfort and less impact on the environment to a variety of customers, from individual household accounts to large commercial customers.



Utility Services Underground Utilities

Significant Changes From FY 2011

IMPLEMENTATION OF SERVICE LEVEL CHANGES APPROVED FOR FY 2012:

WATER, SEWER AND GAS DIVISIONS

Increase customer rates according to the Consumer Price Index (CPI). Fiscal Impact \$569,010 Water, \$1,168,645 Sewer.

Increase in cost of fuel for vehicles.

Reduction in departments fuel usage in recognition of green challenge.

WATER DIVISION

Increase Debt Service. Fiscal Impact \$1,578,410.

SEWER UTILITY DIVISION:

Increase Electricity resulting from the startup of the Advanced Wastewater Treatment plant. \$433,814.

Increased Debt Service Expense from issuance of 2010A Bonds. Fiscal Impact \$2,734,254.

Increase to operating expense from purchase of sewer chemicals for treatment transferred from capital project. Fiscal Impact \$468,441.

IMPLEMENTATION OF SERVICE LEVEL CHANGES APPROVED FOR FY 2011:

STORMWATER

Two engineering positions were added mid-year FY2011 to assist with capital projects. Fiscal Impact \$160,000.

City Commission Action

The City Commission approved the budget for the Underground Utilities department with the following changes:

- Adjustments to personnel expenses included a 3.8% increase in health insurance premiums, along with the second year of phased-in shifting of health insurance premiums, from 75%/25% city and employees to 70%/30%; a reduction in general employees salary adjustments from 2% effective October 1, 2011 to 1% effective October 1, 2011 and an additional 1% effective March 1, 2012; salary updates; position changes; and intradepartmental reorganizations and transfers.
- All allocated accounts were updated to reflect updated statistical allocation formula data.
- All debt service requirements, where applicable, have been updated to reflect actual requirements.
- The department's fuel budget is increased by 20% to recognize the additional fuel cost in FY12 due to the fuel hedging contract ending on March 31, 2012. Fiscal Impact (\$146,000)
- The department's fuel budget is decreased by 5% in recognition of the departmental green challenge to reduce fuel usage in FY12. Fiscal Impact \$43,000.

Utility Services
Underground Utilities
Performance Measures

Program Objectives

In 2011, a number of important goals that position our business for future success were achieved. Significant progress on large capital projects was made as well as additional investments in the business that will contribute to growth and continued focus on achieving reasonable regulatory outcomes for the utility businesses. These and other efficiency and improvements in quality and customer service will continue as we implement our Strategic Business Plan finalized in FY2011.

The Plan emphasizes the Department's commitment to maintaining a work environment which fosters integrity, ethical behavior, cooperative attitude, effective communications, honesty, fairness and the recognition of each team member's contribution. It articulates the specific goals, strategies, action plans and key performance indicators we will pursue in order to provide highly reliable, efficient and effective natural gas, stormwater, wastewater and water services that consistently meet or exceed the needs of our customers. This is a 5-year plan with a Vision, a Mission, Values and Goals. The Strategic core values where we will be focusing our efforts are:

1. To value our employees and support a safe and healthy work environment (Employee Sustainability).
2. To maintain our systems in a financially responsible manner.
3. To manage resources and implementing programs to promote, support, and protect environmental sustainability.
4. To strive to deliver customer service in a responsive, reliable and knowledgeable manner.
5. To encourage community relationships by promoting education and supporting community programs.

Utility Services Underground Utilities

Analysis of Performance Measures

2011 Highlights

- Ratings Upgrade

The \$142 million dollars Consolidated Utility System Revenue Bonds received the highest ratings the city ever had by all three rating agencies: Moody's, S&P and Fitch that is equivalent to AA+. These ratings one notch below credit rating of AAA. The rating upgrade placed the City in better position to secure a lower interest of 3.41% All-in-TIC, which is lower than the initial projected interest of 4.16%. The strong financial position was driven by: high quality of water supply, sound management practices, sufficient sewer treatment capacity, and ample liquidity. In conclusion, the City is able to save \$22+ million dollars of debt service over the life of the bonds.

- Continued Environmental Stewardship

2011 marked the fifth year for the Underground Utilities to retain its international Environmental Management System (EMS) certification and found to be in conformance to the ISO 14001 standards. This makes the City of Tallahassee the first mid-sized utility in the State of Florida to receive this recognition.

- Instant Alert Notification

Technologies have been developed to notify water customers regarding water leaks when the indications are that the water leak is on the customer side of the meter.

- 2030 Water Master Plan

The development of a master water plan has been completed for the water distribution system, of which funding has been budgeted in the amount of \$10,640,000 over the next five years through FY2016.

- Advanced Wastewater Treatment (AWT)

AWT involves an upgrade to the Thomas P Smith Wastewater Treatment Facility (TPS) facility to Biological Nutrient Reduction (BNR) treatment. The \$227 million project, the largest the City has been involved in, is on budget and ahead of the FDEP schedule. The project achieves nitrogen reductions as specified in the Florida Department of Environmental Protection permit and Administrative Order.

- Aeon Church Road Sewer Trunk Line

Initiated the design of a gravity sanitary sewer trunk line from Gum Road to Aeon Church Road, which will pass through several neighborhoods currently utilizing on-site sewage treatment and disposal systems (septic systems).

- Collection System Rehabilitation and Replacement

Construction has been completed or is currently underway on sewer main upgrades along Carraway Drive and Bronough Street to eliminate residential wastewater backups and overflows.

- No Effluent Permit Violations

TPS Operations team has not had an effluent permit violation for the past 12 months.

**Utility Services
Underground Utilities**

- Natural Gas Vehicles

The Gas Utility partnered with the Leon County School System in the establishment of a natural gas fueling station for its school bus fleet, which started operations in August of 2010.

Efficiency Measures	Unit of Measure	FY 2010 Actual	FY 2011 Budget	FY 2011 YTD	FY 2012 Budget
	\$	0.00	0.00	11,664.43	0.00
Operating and maintenance cost per MG treated	\$	0.00	1,500.00	1,742.27	1,500.00
	%	100.00	100.00	95.33	0.00
	#	0.00	0.00	58.10	0.00
	#	11.49	0.00	7.66	0.00
	\$	0.00	0.00	176.21	0.00
Water - Percent days in compliance with permit (treatment)	%	0	100	100	0

**Utility Services
Underground Utilities
Capital Improvement Program Budget**

CIP Budget Overview

The Water and Sewer Utility Division's capital improvement plan (CIP) has increased to \$193,492,650 primarily as a result of the implementation of advanced wastewater treatment improvements at the Lake Bradford Road and T. P. Smith facilities. Funding for these and other Water Utility Division capital projects are in accordance with the 2008 water and sewer rate studies.

The Gas Utility Division's five-year capital improvement plan program includes funding for five projects in the amount of \$24,120,650 for FY 2012-2016. Fiscal year 2012 appropriation supports continued on-going projects including the continuation of the alternate fuel program; gas expansion system in western Leon County; continuous repairs, expansions and relocations of new and existing gas mains in conjunction with roadway construction projects; the procurement of meters for new service requests, replacements of obsolete meters; repaving of utility cuts; and the installation of service taps for residential, commercial, and industrial customers. Continued funding has been requested in the automation implementation capital project in an effort to fully automate the department's daily activities, improve customer services, and enhance operational efficiency and effectiveness.

The Stormwater Utility Division's five-year capital improvement plan program includes funding for planning, designing and construction activities aimed at minimizing water quality impacts to the Tallahassee area receiving water bodies.

<u>Funding Source</u>	<u>FY 2012 Appropriation</u>	<u>5 Year CIP Total</u>
FAMU Campus Dvlpmnt Agreement Stormwater Designation	2,716,750	2,716,750
Florida Department of Environmental Protection	0	0
Gas Energy System Bonds	1,855,550	12,360,550
Gas RR&I	2,509,250	15,072,700
Sewer Future CUSB	16,075,000	28,347,800
Sewer RR&I	11,688,300	53,391,300
Sewer RR&I Undesignated Balance	0	0
Sewer System Charge	0	0
Sewer System Charge Undesignated Balance	0	0
Stormwater RR&I Undesignated Balance	500,000	1,700,000
Stormwater Utility Fee	4,884,300	25,058,300
US EPA Grant	1,090,500	1,090,500
Water Future CUSB	12,645,400	61,178,100
Water RR&I	1,500,600	6,547,500
Water RR&I Undesignated Balance	0	133,500
Water System Charge	0	0
Total Funding	55,465,650	207,597,000

Utility Services
Underground Utilities

Completed Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which were completed or were underway and expected to be completed in fiscal year 2011.

Water Division

AMR Activities
Meridian Rd Wtr Adjs
Water Well #35 Design & Constr
Wtr Valve Exercz/Survey
Water Valve Adjustments
Water Main Repair/Maint
Water SCADA Systems
GIS Services
Water MLE Refunds
Preston St WM Upgrade
Wtr Main Upgrade Design
Brighten 2" Main Repl
4th Ave WM Construction
Paeonia Place WM Refund
Gaines St Water Ph 2
Gaines Street Water
Woodville-Leon Cnty Water Main
Master Water Plan Update
Water Main Upgrades
Water Relocation Design
GPS Service Fees & Equipment
AMR Activities
Water Plan Design
Dent St WM Upgrade
Richmond St WM Upgrade
Timberlane Sch Rd WM
Facility Building Improvements
Water System Security Improvem
Water Manhole Adj-FDOT
Master Water Plan Improvements
Carbon Bed Replacement
Facility Building Improvements
Sys Security Improvements

Sewer Division

PS #36 Replacement
Education & Outreach Program
Environmental Mgmt System
AWT Program
Pump Station #70 Replacement
Aenon Ch RR Swr Survey
Pump Station 53 Design
Pump Station 101 Design
Pump Station 23 Abandonment
Pump Station SCADA
Ford St Sewer Relocatn
PS 74 Piping Mods
Flood Cleanup(Apr '09)

Utility Services
Underground Utilities

Acquifer Protection & WQ Study
Hernando St Sewer Rehab
Monday Rd Sewer Ext
Elberta Dr Sewer Rehab
Force Main Repairs
Emergency Generator R&R
PS Odor Control Systems
Collectn SCADA/I&C/Elec
Treatmnt SCADA/I&C/Elec
TPS Landscape/Bldgs
GPS Systems/Services
E Randolph Swr Rehab
Alban Ave Sewer Rehab
PS 12 & 84 Piping Mods
Smoke Testing-FY10
PS 84 Improvements
PS 32 Improv Design
Capital Circle FM & Head Tank
Summerbrooke Unit 1 Sewer
AWT Program
CCSE E2 Sewer Reloc
Meginnis Cr Swr Reloc
CCNE Force Main Replcmn
Gaines Street Sewer
Meginnis Arm Swr Rehab
Sewer MLE Refunds
Master Plan Systems Eng
Leon Cnty Master Sewer Project
Water Quality Div Svc Request
Minor Sewer Expansion Master
PS #36 Replacement
Capital Circle FM & Head Tank
CCSE E2 Sewer Reloc
Sewer Plan Update Phase II
Pump Station #70 Replacement

Gas Division

Gas System Relocatn-APA
Gas Replacement Meters
High-Pressure System Upgrade
Southeast Sector - Distributio
Mobile Work Mgmt/PCs
Gas System Mainfeed-APA
Gas System Expansn-APA
Welaunee Plantation Gas Main
Gas Valve Adjustments
Gas System Relocatn-APA
Gas New Meters
Gas Replacement Meters
Gas Reg Station Maint
Gas Valve Survey/Maint
Gas Mainfeed Expansion
Distribution Expansion
High-Pressure System Upgrade
Welaunee Plantation - Gas Ext

Utility Services
Underground Utilities

Continued Capital Projects

The following list represents major projects (those with a magnitude greater than \$50,000), which are expected to continue into fiscal year 2012.

Water Division

Automation Implementation
Mahan Dr Widening-Water-JPA

Sewer Division

Mahan Dr Widening-Water-JPA
Reuse Water Distribution
Fluoride Bulk Storage Upgrade
Buck Lk Rd Wtr-Ph 2&3
Pond Liner Replacement
AWT Program
Pump Station #70 Replacement
Lipona Rd Swr Relocatn
E. Georgia@Meridian GMR
N2 Sewer Reloctn Design
Frenchtown Swr Reloctn
PS 101 Abandonment
EMS Program - FY10
PS 11 Improvements
Buck Lk Rd Swr-Ph 2&3
Wastewater Asset Mgmt Plan
Aenon Ch/Gum Sw Easemnt

Gas Division

Automation Implementation

Stormwater Division

Stormwater Pollution Reduction
Northeast Ditch at Lonnbldh R
Central Ditch Flood Reduction
Frenchtown Drainage Sys Imprv
Stormwater Infrastructure Inve
Emory Court and Dupont Drive A
E. Georgia at Meridian Flood M
Pickett Court Area Stormwater
Upper Lake Lafayette NRF
Park Ave Tributary 1 Imprvmnts
Ford Street Drainage Improve
Lafayette Park Outfall
Watershed Protection Plan
Campus Circle Flooding



Glossary of Key Terms

ACCRUAL BASIS - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

AD VALOREM TAXES - Taxes levied on both real and personal property according to the property's valuation and the tax rate.

ADVERTISING - Costs for legal advertisements, posters, publication of public notices, resolutions, ordinances, and bid invitations.

APPROPRIATION - A legal authorization to incur obligations and to make expenditures for specific purposes.

AVAILABLE (UNDESIGNATED) FUND BALANCE - This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

BAD DEBT - The estimated amount of accounts owed to the city (receivables) that will not be collected during the year. This includes utility accounts, accident damage repair accounts, and other miscellaneous account receivables, which are deemed uncollectible.

BOND - Evidence of the local government's obligation to repay a specified principal amount on a future maturity date, plus interest. Bonds are issued to obtain money for capital projects. Revenue bonds pledge a particular source of revenue - usually generated by the new asset - as the means of repayment.

BOND REFERENDUM - The process by which voters approve or disapprove a proposed general obligation bond issue.

BOND REFINANCING - The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

BOND RESOLUTION - The document by which the local government authorizes the sale of bonds.

BUDGET - The formal allocation of resources (dollars) to various programs with the intent of performing a service.

BUDGETARY BASIS - The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

BUDGET CALENDAR - The schedule of key dates that the city follows in the preparation and adoption of the budget.

CAPITAL ASSETS - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL BUDGET - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

CAPITAL IMPROVEMENTS (Capital Projects) - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

CAPITAL IMPROVEMENTS PROGRAM (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

CAPITAL OUTLAY - Fixed assets which have a value of \$750 or more and have a useful economic lifetime of more than one year or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

CAPITALIZED OVERHEAD - Charges assessed to capital projects for administrative and labor related services.

CAPITALIZED WAGES - Salaries or wages of city employees, which are paid from funding appropriated in the capital budget.

CASH BASIS - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CITY CONTINGENCY - Amount budgeted to meet unexpected operating expenditures that occur during the current year.

COST OF GOODS SOLD (COGS) FUEL STORES - Fuel purchased by the city garage and then resold by the city for use in the city fleet.

COST OF GOODS SOLD (COGS) MATERIALS STORES - The cost of materials and supplies which are resold by the city. This includes articles for resale by the city garage parts division, the city warehouse, and golf courses.

Glossary of Key Terms

COST OF GOODS SOLD (COGS) NATURAL GAS -

This account represents the cost of natural gas purchased by the city electric department for use to generate electricity and natural gas sold by the gas utility department to gas customers.

COLLECTIVE BARGAINING AGREEMENT - A legal contract between the city and representatives of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

CONSUMER PRICE INDEX (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

CONTRACTUAL SERVICES - Services rendered to the city by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

CURRENT SERVICE LEVEL (CSL) - A level of service which is the same as the current year.

DEBT SERVICE - The amount of money needed to 1) pay interest on outstanding bonds, 2) pay the principal on maturing bonds and 3) make contributions to a "sinking fund" for term bonds. Debt service is calculated on a fiscal year basis.

DEDICATED TAX - A tax levied to support a specific government program or purpose.

DEFICIT - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DEPARTMENT - Organizational unit of government, which is functionally unique in its delivery of services.

DEPRECIATION - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

EMPLOYEE BENEFITS - Costs incurred by the city for pension, health insurance, and other benefits provided to employees.

ENCUMBRANCE - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

ENTERPRISE FUND - A fund established for services that are predominantly self-supported by user fees and charges.

EQUIPMENT SUPPLIES - The cost of materials and supplies used in conjunction with the operation of machinery and equipment.

EXPENDITURE - The payment of cash or the transfer of property or services for the purpose of acquiring goods and/or services or settling a loss.

EXPENSE - Charges incurred (whether paid immediately or to be paid at a later date) for operations, maintenance, interest, or other charges.

FISCAL YEAR - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of Tallahassee is October 1 through September 30.

FULL TIME EQUIVALENT (FTE) - A method of measuring the number of authorized employees based on a full-time equivalent of 2,080 hours per year.

FUND - A fiscal/accounting entity that is established to accomplish specific objectives and carry out specific activities. Examples: debt service fund, capital projects fund, and special assessment fund.

FUND BALANCE - The excess of the assets of a fund over its liabilities, reserves, and carryover.

GENERAL GOVERNMENT CAPITAL IMPROVEMENT FUND (GG/CIF) - Undesignated capital funding that serves as a contingency for all capital funding sources in the general government.

GENERAL GOVERNMENT CAPITAL PROJECT ACCOUNT (GG/CPA) - Funding provided from the general fund operating budget to support general government capital projects.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GENERAL FUND - The fund used to finance all non-enterprise operations of local government.

GOAL - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

Glossary of Key Terms

GRANT - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the intended usage of the grant proceeds.

INCREASED SERVICE LEVEL (ISL) - A change in service delivery which exceeds the current level of service.

INDIRECT COST - A cost necessary for the functioning of the organization as a whole that cannot be directly assigned to one service.

INFRASTRUCTURE - The physical assets of a government (e.g., streets, water works, sewer lines, public buildings, and parks).

IN LIEU OF TAXES - Income received by local governments to compensate for the loss of revenue from tax-exempt property.

INSURANCE - Costs associated with workers' compensation claims including administration and medical costs, dishonesty bonds, and property and casualty insurance premiums.

INTER-FUND TRANSFER - Legally authorized transfers from a fund receiving revenue to a fund through which resources are to be expended.

INTEREST EXPENSE - Cost of utilizing borrowed funds (long-term debt).

INTERGOVERNMENTAL REVENUE OR SHARED REVENUE - Tax/fee money collected by one level of government and distributed to another level of government.

INTERNAL SERVICE FUNDS - Funds established to distribute costs to user departments for administrative services provided by another unit of government, such as data processing or insurance funded from a central pool.

INTRA-FUND TRANSFER - Legally authorized transfers within a fund.

LEVY - To impose taxes for the support of government activities.

LONG-TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

MILLAGE RATE - The rate in mills (1 mill = 1/1000 of a dollar or .001) at which property is taxed.

MISSION - A description of the purpose, values, strategies, and behavior standards that guide an organization and move it toward its vision. A mission states what the organization is, what it does, for whom, and why.

OBJECTIVE - A specific/quantifiable statement of what the city, a department, or a unit expects to accomplish in a fiscal year.

OFFICE EQUIPMENT - Furniture, fixtures and equipment with an initial cost of \$750 or more.

OPERATING REVENUE - Funds received by the city as income to pay for on-going operations, including taxes, fees, interest earnings, and grant revenues.

OPERATING EXPENSES - The cost for personnel, materials, and equipment required for a department to function.

ORDINANCE - Legislation enacted by the City Commission which has the full force and effect of law within the municipal boundaries,

OTHER SALARY ADJUSTMENTS - Items of employee compensation that are not directly related to the regular or overtime hours worked.

OVERTIME - Compensation to eligible employees for hours worked beyond 40 hours within a specific workweek.

PAY-AS-YOU-GO BASIS - A term used to describe a financial policy by which capital projects (infrastructure) are financed from current revenues rather than through borrowing.

PENSION CURRENT - City contribution to employee pension plan for participating employees.

PENSION MATCHED ANNUITY PENSION PLAN (MAPP) - City contribution to employee matched annuity pension plan for participating employees.

PER CAPITA COST - Cost per unit of population to provide a particular service in the community.

PERFORMANCE INDICATORS - Specific quantitative and qualitative measures of work planned by specific departments or programs.

PERFORMANCE MEASURE - Data collected to determine how effective or efficient a program is in achieving its objectives (performance indicators).

Glossary of Key Terms

PRIOR-YEAR ENCUMBRANCES - Unpaid, legally binding obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments, which are chargeable to a prior appropriation and for which a part of that appropriation is reserved.

PROGRAM - A collection of activities directed at accomplishing similar objectives.

PROGRAM PERFORMANCE BUDGET - A method of budgeting whereby the services provided to the residents are broken down in identifiable service or performance units and funding is appropriated for a given level of service or units.

PROPERTY TAX - An ad valorem (according to value) tax based on the fair market value of real property (land and buildings) and personal property (business equipment). Fair market or "just" value is determined by the county property appraiser as of January 1 of each year, under the guidelines of Chapter 193, Florida Statutes.

REDUCED SERVICE LEVEL (RSL) - A level of program service which is less than that of the current year.

REPAIRS, REPLACEMENTS & IMPROVEMENTS (RR&I) - The portion of the cost of fixed assets (excluding land) charged as an expense during a particular period due to expiration in service life, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause.

RESERVE - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESERVE TRANSFER - Those payments necessary to adequately meet the current requirements for reserve funds.

RESOLUTION - A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

REVENUE - Money that flows into the local government. It is recurring if it is received on a consistent basis (e.g., sales taxes and property taxes) and nonrecurring if it is received irregularly (e.g., federal and state grants). The four main types of local revenue are taxes, user fees, licenses and permits, and intergovernmental revenue.

ROLLED-BACK MILLAGE RATE - A tax rate, which applied to the current year's tax base, will bring in the same amount of taxes as levied the prior year. Newly constructed property or other property added to or deleted from the prior year's base is excluded.

SALARIES AND WAGES - Regular weekly and monthly compensation for work performed as defined by the personnel pay scale for position classifications.

SERVICE LEVEL - Services or products which comprise actual or expected output of a given program.

SOCIAL SECURITY - City contribution to employee Social Security for participating employees.

SPECIAL ASSESSMENT - A tax on property owners who receive a benefit not received by all other taxpayers.

SUPPLEMENTAL APPROPRIATION - An additional appropriation made by the governing body after the budget year has started.

TAX BASE - The total taxable value of property within the local government's legal boundaries.

TAX ROLL - The master list of the assessed value of all taxable property within the government's jurisdiction. The list is certified to all local taxing authorities by the property appraiser by July 1 of each year.

TAXABLE VALUE - The assessed value of property less exemptions.

TAXES - Compulsory charges levied by a government for the purpose of financing services for the common benefit of the people.

TEMPORARY WAGES - Seasonal or temporary employees' compensation computed on hourly or monthly rates.

TERM BONDS - Bonds comprising a large part or all of a particular bond issue which come due in a single maturity.

TRAVEL AND TRAINING - The cost of attending meetings, conferences, short conferences, etc.

TRUST FUND - A fund established to collect and distribute monies for a specific function or operation.

Glossary of Key Terms

UNCLASSIFIED EQUIPMENT - New equipment not otherwise classified, including air conditioners, traffic signals, field stripers, water fountains, etc. This includes all tangible personal property to be purchased which has a value of \$500 or more. This equipment, as with all capital equipment, is subject to inventory control.

UNCLASSIFIED PROFESSIONAL FEES - The cost of personnel service under expressed or implied contracts to individuals, companies or corporations engaged as a contractor to perform a specific professional or expert service for the city.

UNCLASSIFIED SUPPLIES - Consumable materials and supplies used in conjunction with projects or operations not specifically classified.

UNENCUMBERED BALANCE - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

VEHICLE EQUIPMENT - Motorized equipment (self-propelled equipment, trucks, power shovels, automobiles, motorcycles, etc.) requiring the services of an operator.

VEHICLE SERVICES CITY GARAGE - Costs of services obtained from the city garage including repairs, gasoline, oil, tires and, other charges.



City of Tallahassee
Fiscal Year 2012 Approved Budget

Commonly Used Abbreviations

AHAP	Affordable Housing Assistance Program	GG/CPA	General Government/Capital Projects Account
CAD	Computer Aided Dispatch		
CDBG	Community Development Block Grant	GIS	Geographic Information Systems
CIP	Capital Improvement Plan	HOME	HOME Investment Partnership Program
CIS	Customer Information System	HUD	Housing and Urban Development
COPPS	Community-Oriented Policing Problem Solving	IAFF	International Association of Firefighters
		IRP	Integrated Resource Planning
CPI	Consumer Price Index	ISO	Insurance Service Office
CRA	Community Redevelopment Agency	ISS	Information Systems Services
CRC	Cultural Resources Commission	JARC	Juvenile Assessment Receiving Center
CUSB	Consolidated Utility System Bond	KWH	Kilowatt Hour
DARE	Drug Abuse Resistance Education	LLEB	Local Law Enforcement Block Grant
DEP	Department of Environmental Protection	MAPP	Matched Annuity Pension Plan
DIA	Downtown Improvement Authority	MBE	Minority Business Enterprise
DMA	Department of Management and Administration	MGD	Million Gallons Daily
		MSA	Metropolitan Statistical Area
DRI	Development of Regional Impact	MW	Megawatt
EAP	Employee Assistance Program	NPDES	National Pollution Discharge Elimination System
EEO	Equal Employment Opportunity		
EOC	Emergency Operations Center	OBP	Office of Budget and Policy
ERU	Equivalent Residential Unit	PASS	Pedestrian and Street Safety
EWD	Equity and Workforce Development	PBA	Police Benevolent Association
FAA	Federal Aviation Authority	PETS	Permit Enforcement Tracking System
FAMU	Florida Agricultural and Mechanical University	PSC	Public Service Commission
FDOT	Florida Department of Transportation	PUD	Planned Unit Development
FEMA	Federal Emergency Management Agency	RFP	Request For Proposal
FERC	Federal Energy Regulatory Commission	RR&I	Repairs, Replacements, and Improvements
FDEP	Florida Department of Environmental Protection	SCADA	System Control and Data Acquisition
		SHIP	State Housing Initiative Plan
FHWA	Federal Highway Administration	SPRP	Stormwater Pollution Reduction Program
FSU	Florida State University	TCC	Tallahassee Community College
FTA	Federal Transportation Administration	TDP	Transit Development Plan
FTE	Full-time Equivalent	TEC	Taylor Energy Center
GASB	Governmental Accounting Standards Board	THA	Tallahassee Housing Authority
GF	General Fund	TMDL	Total Maximum Daily Load
GG/CIF	General Government/Capital Improvement Fund	TSA	Transportation Safety Administration



City of Tallahassee
Fiscal Year 2012 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Accounts Receivable	Accounts Receivable	Special Funds	Funds to be received from outside sources.
Airport RR&I	Airport RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Aviation Fund operating budget that is dedicated for capital improvements at the city's airport. This funding can be utilized only for capital projects in the Aviation Fund.
Airport RR&I/Undesignated Balance	Airport RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Aviation RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. This funding can only be utilized for Aviation Department capital projects and cannot be used to benefit a specific airline.
BluePrint 2000 Capital	BP2000 Capital	Special Funds	Cash funding received from the sales extension, approved by voters in November 2000, to construct approved BluePrint 2000 projects. BP2000, an intergovernmental agency, receives 80% of the funding and the city and county split the remaining 20%.
Capital Bond Series 2004	Cap Bonds 2004	Bond Proceeds	Debt funding, issued in November 2004, to construct a list of general government projects. These include neighborhood infrastructure enhancements and ADA sidewalk rehabilitation, among others.
Capital Improvement Fund Balance (GG/CIF)	GG/CIF	General Government	Cash funding available from undesignated balances in the capital improvement fund. This funding is the undesignated balance in the fund. Funding is from closed projects, unprogrammed funding from the GG/CPA transfer, and interest earnings. GG/CIF funding can be utilized for any type of general government (General Fund departments, StarMetro, Golf Courses, etc.) projects.
Cemetery Perpetual Care/Trust	Cemetery Reserve	Special Funds	Cash funding from the Cemetery Perpetual Care/Trust fund. This fund was established in 1985 to provide long-term maintenance of city-owned cemeteries. Initially funded at a level of \$100,000 over a five-year period, a lump sum appropriation was infused in 1986 from surplus year-end revenues. Beginning in FY87, a perpetual maintenance fee of \$40 per space, collected at the time of plot sale, was implemented to help reduce the long-term cost of the cemetery program.
Community Development Block Grant	CDBG	Federal Funds	Grant funding through the federal government's Housing & Urban Development Community Block Grant program.
Deficiencies Fund	D Fund	Special Funds	Established to defray unforeseen expenditures. Funding accumulates in the fund from General Fund year-end surpluses, interest earning and any other appropriations made by the City Commission. Funds from this reserve can only be utilized with City Commission approval. Surpluses above the policy required reserve levels can be utilized to support capital projects.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Electric RR&I	Electric RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Electric Fund operating budget that is dedicated for capital improvements for the utility. This funding can be utilized only for Electric Utility capital projects.
Electric RR&I/Undesignated Balance	Electric RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Electric RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a minimum of 3% of all open projects, as well as those planned for the upcoming fiscal year, is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for Electric Utility capital projects.
Energy Conservation Fund - Capital Fund	ECF - Capital	Special Funds	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with demand side management program.
Energy Conservation Fund Loan Repayment Proceeds	ECF- Loans	Special Funds	Funding received from repayment of loans issued from the Energy Conservation Fund.
Energy System Bonds	Energy System Bonds	Bond Proceeds	The fund results from the city's natural gas system and electric system, combined for bonding purposes as the Energy System. These bonds are for the purpose of financing utility capital projects. Outstanding bonds previously issued under the Gas Consolidated Utility Systems Revenue Bonds have defeased and Gas Energy System Bonds in a like amount were issued to provide funding for existing gas capital projects.
FAMU Campus Development Agreement Stormwater Designation	FAMU Development Agreement	State Funds	Funds deposited by Florida A & M University, as part of an agreement with the city, for stormwater capital projects benefitting the university.
FDOT Toll Road Credit	FDOT Toll Road Credit	Special Funds	This is a state funding source derived from revenue collected in tolls on Florida roadways. By state statute, Florida cities may use this funding as a matching source for FTA and FDOT grant funded projects.
Federal Aviation Administration	FAA	Federal Funds	Funds received from the Federal Aviation Administration. FAA grants usually provide 90% of total projected costs, with 10% matching required from a local source. Tallahassee receives an annual entitlement that is formula driven (% of national enplanement x amount of funding Congress appropriates), and discretionary grants that must be dedicated specifically for projects. Funds received from this source can only be utilized for Aviation Department projects that are not considered revenue generators.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Federal Transportation Administration	FTA	Federal Funds	Funding received from the Federal Transportation Administration. These funds are typically utilized for mass transit projects such as StarMetro. FTA requires a match of 80% FTA / 20% local government. Funding from this source can be utilized for any capital project related to StarMetro (i.e., buses, facilities, remodeling of existing StarMetro facilities, etc.).
Fire Construction Fund	Fire Construction	Special Funds	Cash funding provided by the fire operating fund to capture costs of the Fire Department's capital projects.
Fire Bond Construction	Fire Bond	Bond Proceeds	Debt funding provided to construct the Fire Department's capital projects.
Fleet Reserve Fund	Fleet Reserve	Special Funds	Fund established to provide for replacement of the city's fleet. The reserve is funded by replacement charges against user departments' operating budgets and interest earnings. Funding can only be used to replace fleet vehicles.
Florida Department of Transportation	FDOT	State Funds	Funding received from the Florida Department of Transportation for various projects like Gaines Street and Campbell Trail.
Florida Department of Transportation - Aviation	FDOT - Aviation	State Funds	Funding received from the Florida Department of Transportation for Aviation projects. Funding in the amount of 5% of total project costs are provided if the Federal Aviation Administration (FAA) is participating. Fifty percent (50%) of total project costs are provided if there is no FAA participation. Funding can only be utilized for projects not considered to be development related. Each year, the Aviation Department must compete for funds that are addressed in the city's FDOT Transportation Improvement Program (TIP).
Florida DMS	Florida DMS	State Funds	Funding received from the State Department of Management Services for a specific purpose.
Future Bonds - Electric	Future Bonds - Electric	Bond Proceeds	Bonds issued in support of anticipated electric utility capital projects.
Future Bonds – General Government	Future Bonds - GG	Bond Proceeds	Bonds issued in support of anticipated general government capital projects.
Gas RR&I	Gas RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Gas Department operating budget that is dedicated for capital improvements for the gas utility. This funding can only be utilized for Gas Utility capital projects.
Gas RR&I/Undesignated Balance	Gas RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Gas RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a minimum of 3% of all open projects, as well as those planned for the upcoming fiscal year, is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund. This funding can only be utilized for Gas Utility capital projects.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Gas Tax	Gas Tax	General Government	Funding received from the Leon County-imposed gas tax as allowed by state statutes. Revenues received by the city represent the city's share of total revenues.
General Gov. Capital Project Account (GG/CPA)	GG/CPA	General Government	Cash funding received annually from the operating budget to support general government projects. Debt service associated with general government debt is deducted from the yearly transfer with the balance dedicated for capital projects. Funding from this source can be utilized for general government capital projects.
Golf Course RR&I	Golf RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Funding received from the Hilaman Golf Course operating budget that is designated for capital improvements at the course. Revenues received from the capital improvement surcharge at the golf course are included in this fund, and can be utilized only for capital projects in the Golf Course Fund.
Golf Course RR&I/Undesignated Balance	Golf RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Golf Course RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a minimum of 3% of all open projects, as well as those planned for the upcoming fiscal year, is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund. This funding can be utilized only for Golf Course capital projects.
Information Systems Services RR&I	ISS RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Information Systems Services operating budget that is designated for technology infrastructure capital.
Information Systems Services RR&I/Undesignated Balance	ISS RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated/unprogrammed funding from the ISS RR&I funding source.
Intergovernmental - Leon County	Intergovernmental - Leon Co.	Special Funds	Funding received from Leon County that is designated for specific capital improvements.
Internal Loan	Internal Loan	Special Funds	Funding from the city's Internal Loan pool. These are short term loans issued by the city through Sunshine State. Funding from the internal loan pool can be utilized to fund capital projects in all areas. The city's Treasurer-Clerk's Office administers the internal loan program.
Passenger Facility Charge	PFC	Special Funds	Funding received from the Passenger Facility Charge (PFC) assessed to passengers using the city's airport. A charge of up to \$4.50 per passenger for each enplanement can be charged in accordance with Federal Regulations. Funding from this source can be utilized for projects that qualify for FAA funding. This source also can be used to fully fund projects or as a local match for FAA and/or FDOT-funded Aviation Department projects.
Private Investment Funds	Private Investment	Special Funds	Funds received from private investors as contributions to the cost of a project.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Revenue Collection	RBC Fund	General Government	Funding transferred from the Read, Bill & Collect internal service fund to support capital projects within the RBC Fund.
Risk Management Fund	Risk Management Fund	Special Funds	Funding transferred from the Risk Management internal service fund to support capital projects within the Risk Management Fund.
Sales Tax 89	Sales Tax 89	General Government	Funding generated from the one-cent sales tax approved by voters in 1989 for a period of 15 years. Funding from the sales tax can be utilized for roadway and transportation projects as well as public safety facilities. On an as-needed basis, the Public Works Department prepares an agenda item for public hearing and City Commission discussion identifying projects not been previously included on the approved sales tax project list.
Sales Tax 05	Sales Tax 05	General Government	Funding generated from extension of the one-cent sales tax approved by voters in 2000 for a period of 15 years. Funding from the sales tax can be utilized for projects identified in the BP 2000 plan, as well as those listed on the City Commission-approved list of projects.
Sewer - System Charge/Undesignated Balance	Sewer - System	Special Funds	Unprogrammed and undesignated funds in the sewer - system charge fund. No projects are programmed from this source in the 2012-2016 CIP.
Sewer Future CUSB	Sewer Future CUSB	Bond Proceeds	Bond funding for the Sewer Utility to be issued as part of a future Consolidated Utility Systems Revenue Bonds issuance. The bonds are payable solely from, and secured by a lien upon and pledge of, net revenues of the Utility System, which includes the Water and Sewer utilities. Funding from this source can only be utilized for Sewer Utility capital projects.
Sewer RR&I	Sewer RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Underground Utilities - Sewer operating budget dedicated for capital improvements for the Sewer Utility. This funding can be utilized only for capital projects in the Sewer Fund.
Sewer RR&I/Undesignated Balance	Sewer RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Sewer Fund RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a minimum of 3% of all open projects, as well as those planned for the upcoming fiscal year, is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can be utilized only for Sewer Fund capital projects.
Solid Waste Rate Stabilization Reserve	Solid Waste Rate Stabilization	Special Funds	Cash funding received from the Solid Waste operating fund. This funding can only be used for Solid Waste activities.
StarMetro Operating Fund	StarMetro Operating Fund	General Government	Cash funding received from the StarMetro Fund operating budget. This funding can be utilized only for capital projects in the StarMetro Fund.

City of Tallahassee
Fiscal Year 2012 Approved Budget
Capital Funding Source Descriptions

Funding Source	Abbreviation	Category	Description
Stormwater RR&I	Stormwater RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Stormwater Utility operating budget that is dedicated for stormwater capital improvements. This funding can only be utilized for stormwater utility capital projects.
Stormwater RR&I/Undesignated Balance	Stormwater RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Stormwater Fund RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a minimum of 3% of all open projects, as well as those planned for the upcoming fiscal year, is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can be utilized only for Stormwater Fund capital projects.
Stormwater Utility Fee	Stormwater Utility Fee	Special Funds	Cash funding from charges for the stormwater utility fee transferred from the stormwater fund operating budget to support capital projects. Funding from this source can only be utilized to finance Stormwater Utility related capital projects.
Street Paving Fund	Street Paving Fund	General Government	Originally established as a revolving fund used to pave and/or bring substandard streets up to acceptable city standards, with one-half of street construction costs funded by the city and one-half by abutting properties over a period up to ten years.
U. S. Environmental Protection Agency Grant	U. S. EPA	Federal Funds	Grant funding through the federal government's EPA program.
Water - System Charge/Undesignated Balance	Water - System	Special Funds	Unprogrammed and undesignated funds in the water - system charge fund. No projects are programmed from this source in the 2012-2016 CIP.
Water Future CUSB	Water Future CUSB	Bond Proceeds	Bond funding for the Water Utility to be issued as part of a future Consolidated Utility Systems Revenue Bonds issuance. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the Utility System, which includes the Water and Sewer utilities. Funding from this source can only be utilized for Water Utility capital projects.
Water RR&I	Water RR&I	Renewal, Replacement & Improvement Funds (RR&I)	Cash funding received from the Water Utility operating budget that is dedicated for water utility capital improvements. This funding can only be utilized for Water Utility capital projects.
Water RR&I/Undesignated Balance	Water RR&I/UB	Renewal, Replacement & Improvement Funds (RR&I)	Undesignated cash funding from prior years' Water Fund RR&I funding. Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. Per policy, a balance of a minimum of 3% of all open projects, as well as those planned for the upcoming fiscal year, is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund and can be utilized only for capital projects in the Water Fund.

**City of Tallahassee
Fiscal Year 2012 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appropriated (Y/N) *	GF, CP, SR, E**	Fund Description
001	General Fund	Yes	GF	Accounts for all financial resources except those required to be accounted for in another fund. The functions paid for by the general fund include police, protective inspection, code enforcement, culture and recreation, general government, transportation, human services, economic development, and physical environment.
002	Operating Projects Fund	Yes	SR	This fund houses projects funded from departments' operating budgets. Operating projects were previously captured in fund 100.
100	Special Projects Fund	Yes	SR	The fund houses projects related to federal, state and local grants that include, but are not limited to: Community Development Block Grant; State Housing Initiative Program; and the HOME program. Also included in this fund are other miscellaneous items used for specific general government purposes but are not appropriate for any other established city fund.
101	Community Development Block Grant	Yes	SR	Grant funding through the federal Community Development Block Grant program.
115	Donations Operating Fund	Yes	SR	The Donations Fund accounts for private contributions given to the city to support Police Department programs and those of the Tallahassee-Leon County Animal Services Center.
120	Building Inspection Fund	Yes	SR	This fund accounts for all assets, operations, and maintenance of the Building Inspection Division of the city's Growth Management Department. Revenues accounted for in this fund are derived from fees, fines, and investment earnings from enforcement and implementation of the Florida Building Code. Revenues in this fund were previously captured and reported in the General Revenue Fund.
130	Fire Services Fund	Yes	SR	This fund accounts for the operation and maintenance of the city-owned Fire Department. The department provides fire protection services within Tallahassee's city limits, and, through an agreement with Leon County, also is responsible for providing fire protection services to the unincorporated area of the county.
131	Fire Construction Fund	Yes	SR	Cash funding provided by the Fire operating fund to capture the cost of Fire capital projects.
132	Fire - Bond Loan Finance	Yes	SR	Debt funding provided to construct Fire capital projects.
160	800 MHz Fund	Yes	SR	Supports the 800 MHz Radio Communications unit within the Information Systems Services Division. Revenues in the fund are derived from the Leon County Sheriff's Office per agreement, and rentals from other users. The remaining cost is allocated to city user departments. The allocation is based on the number of 800 MHz devices per user department/agency.
300	Capital Improvement Fund	Yes	SR	Accounts for general revenue used for the acquisition or construction of general fixed assets.

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** GF=General Fund, CP=Capital Projects Fund, SR=Special Revenue Fund, E=Enterprise Fund

**City of Tallahassee
Fiscal Year 2012 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
301	1989 Sales Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct public safety and transportation improvements.
302	Gas Tax Construction Fund	Yes	SR	Accounts for tax proceeds used to acquire or construct transportation improvements.
304	Sales Tax Extension Construction	Yes	SR	Funding generated from the extension of the one-cent sales tax approved by voters in 2000 for a period of 15 years. Sales tax funding can be utilized for projects identified in the BluePrint 2000 plan, as well as those listed on the City Commission-approved list of projects.
305	BluePrint 2000 Joint City/County	Yes	SR	Cash funding received from the sales extension, approved by voters in November 2000, to construct approved BluePrint 2000 projects. BP2000, an intergovernmental agency, receives 80% of the funding and the city and county split the remaining 20%.
312	2004 Capital Bond Series	Yes	SR	Debt funding issued in November 2004 to construct a list of general government projects. These include neighborhood infrastructure enhancements and Americans with Disabilities Act sidewalk rehabilitation, among others.
315	Future Bonds Construction	Yes	SR	Anticipated bonds to be issued in future fiscal years in support of general government capital projects.
320	Street Paving Fund	Yes	SR	Originally established as a revolving fund used to pave and/or bring substandard streets up to acceptable city standards, with one-half of street construction costs funded by the city and one-half by abutting properties over a period up to ten years.
400	Electric Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city-owned electric generation, transmission, and distribution system.
401	Electric RR&I	Yes	E	Cash funding received from the electric utility's operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to electric infrastructure. This funding can only be utilized for electric utility capital projects.
402	Electric RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' electric RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund, and can only be utilized for electric utility capital projects.
414	Energy Conservation-Cap Project	Yes	E	The Energy Conservation Fund was established to support the city's electric demand side management program. This funding source is utilized to support capital projects associated with the demand side management program.

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**City of Tallahassee
Fiscal Year 2012 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
415	Electric Accounts Receivable	Yes	E	Funds to be received from outside sources related to electric operations.
423	Electric Future Bonds	Yes	E	Anticipated bonds to be issued in support of electric utility capital projects. Debt service is paid from the Electric Fund.
425	2005 Electric System Revenue Bonds Construction	Yes	E	This fund represents the city's natural gas system and the electric system into a combined energy system. These bonds finance electric utility capital projects. Outstanding bonds previously issued under the Electric Consolidated Utility Systems Revenue Bonds have been defeased. Electric – Energy System Bonds in a like amount have been issued to provide funding for existing electric capital projects.
426	Electric Supply Center	Yes	SR	Accounts for the costs of the warehouse operation. Formerly, this activity was housed in Purchasing Fund 725.
430	Gas Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city-owned gas system.
431	Gas R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to gas infrastructure. This funding can only be utilized for gas system capital projects.
432	Gas R, R & I/UB	Yes	E	Undesignated cash funding from prior years' gas RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund, and can only be utilized for gas utility capital projects.
433	Gas – Accounts Receivable	Yes	E	Funds to be received from outside sources related to gas operations.
455	Gas - Future Bond Construction	Yes	E	Bond funding for the Gas Utility to be issued as part of future Energy System Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Gas Fund. Funding from this source can only be utilized for Gas Utility capital projects
460	Water Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city's water production and distribution system, which includes water wells and elevated water towers.
461	Water R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to water infrastructure. This funding can only be utilized for water system capital projects.

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**City of Tallahassee
Fiscal Year 2012 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Apppr. (Y/N) *	GF, CP, SR, E**	Fund Description
462	Water RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' water RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund, and can only be utilized for water utility capital projects.
463	Water System Charge Fund	Yes	E	Unprogrammed and undesignated funds in the water system charge fund.
479	Water Future CUS Bond Construction	Yes	E	Bond funding for the water utility to be issued as part of future Consolidated Utility Systems Revenue Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Water Fund. Funding from this source can only be utilized for water utility capital projects.
500	Sewer Operating Fund	Yes	E	Accounts for the assets, operation and maintenance of the city's wastewater collection and treatment plant, including a 2,200 acre sprayfield for the disposal of effluent.
501	Sewer R R & I Fund	Yes	E	Cash funding received from the Underground Utilities' operating budget that is dedicated for capital repairs, replacements, and improvements (RR&I) to sewer infrastructure. This funding can only be utilized for sewer system capital projects.
502	Sewer RR&I Undesignated Balance	Yes	E	Undesignated cash funding from prior years' sewer RR&I funds. The undesignated balance accumulates from balances remaining in projects as they are closed, unprogrammed RR&I funding and interest earnings. Per policy, a maximum balance of 3% of all open projects as well as those planned for the upcoming fiscal year is held back as a reserve level in this fund. This reserve level is for future unanticipated needs in the fund, and can only be utilized for sewer utility capital projects.
503	Sewer System Charge Fund	Yes	E	Unprogrammed and undesignated funds in the sewer system charge fund.
529	Sewer Future CUS Bond Construction	Yes	E	Bond funding for the sewer utility to be issued as part of future Consolidated Utility Systems Revenue Bonds. The bonds are payable solely from and secured by a lien upon and pledge of the net revenues of the utility system. Debt service associated with these bonds is paid out of the Sewer Fund. Funding from this source can only be utilized for sewer utility capital projects.
540	Airport Operating Fund	Yes	E	To account for the assets, operation and maintenance of the city-owned regional airport.

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**City of Tallahassee
Fiscal Year 2012 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appopr. (Y/N) *	GF, CP, SR, E**	Fund Description
541	Airport RR&I	Yes	E	Funding is accumulated through balances in closed projects, unprogrammed RR&I funding and interest earnings. This funding can only be utilized for Aviation Department capital projects and cannot be used to benefit a specific airline.
580	StarMetro Operating Fund	Yes	SR	Accounts for the operations of the city's public transit system, which provides fixed route services, special transportation under provisions of the Americans with Disabilities Act (ADA), and a variety of contract/charter services.
600	Solid Waste Fund	Yes	E	To account for the assets, operation, and maintenance of the city-owned solid waste operation.
603	Solid Waste Rate Stabilization	Yes	E	Cash funding received from the Solid Waste operating fund that is dedicated for Solid Waste projects and activities.
605	Stormwater Fund	Yes	SR	To account for the assets, operation, and maintenance of the city-owned stormwater system.
606	Stormwater RR&I/Construction Fund	Yes	SR	Cash funding received from the Underground Utilities' operating budget that is dedicated for stormwater capital improvements. This funding can only be utilized for stormwater utility infrastructure.
615	Golf Course Fund	Yes	SR	The Golf Fund is designated to account for assets, operation and maintenance of the city owned golf course at Hilaman Park.
616	Golf Course R R & I Fund	Yes	SR	Funding received from the Golf Course operating budget that is dedicated for capital improvements at the Hilaman golf course.
705	Data Processing Fund	No	SR	Accounts for the costs of the city's data processing operations.
706	ISS RR&I/Sunshine State Construction Fund	Yes	SR	Cash funding received from the Information Services Systems Services operating budget that is dedicated for technology infrastructure capital.
710	Revenue Fund	No	SR	Accounts for the costs of the city's reading, billing, and collection services.
715	Garage Operating Fund	No	SR	Accounts for the costs of maintaining and operating the city's fleet management operation.
716	Vehicle Replacement Reserve	No	SR	This is a charge to the department for each assigned vehicle for the purpose of accruing funds in the Fleet Reserve Fund for the timely replacement of city vehicles.
720	Accounting Fund	No	SR	Accounts for the costs of the city's accounting operations.
730	Human Resources Fund	No	SR	Accounts for the costs of the city's employee relations operations.

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**City of Tallahassee
Fiscal Year 2012 Approved Budget**

Schedule of Fund Structure

Fund	Fund Name	Appropriated (Y/N) *	GF, CP, SR, E**	Fund Description
735	Pension Administration Fund	No	SR	Accounts for the costs of the city's employee retirement plan's administrative operation.
740	Risk Management Fund	Yes/No	SR	Accounts for the costs of the city's risk management function.
755	Utility Business Support Services Fund	No	SR	Accounts for the costs of centralizing GIS, sales, rate design, and marketing functions of the city's utilities.
760	Energy Services Fund	No	SR	Accounts for the costs of the purchase of power and fuel for the city's energy services, electric, and gas utilities, and off-system sales and services of power and natural gas to other utilities and open market participants.
765	Environmental Policy and Energy Resources	No	SR	Accounts for the costs of centralizing environmental policy and energy resources functions of the city's utilities
830	Deficiencies Fund	Yes	SR	Established to provide for unforeseen expenditures. Funding accumulates in the fund from General Fund year-end surpluses, interest earnings and any other appropriations made by the City Commission. Funds from this reserve can only be utilized with City Commission approval. Any surpluses above the policy required reserve levels can be utilized to support capital projects.
840	Cemetery Fund	Yes	SR	To account for perpetual maintenance of the city's cemeteries.
850	Downtown Improvement Authority Op Fund	Yes	SR	The Tallahassee Downtown Improvement Authority (DIA) was created on May 21, 1971 by a special act of the Florida Legislature (Chapter 71-935, Laws of Florida) as a dependent special taxing district.
855	CRA Frenchtown Operating Fund	No	SR	Accounts for the general tax revenue collected and the expenses incurred in the redevelopment of properties in the Frenchtown Community Redevelopment Area.
859	CRA Downtown Operating Fund	No	SR	Accounts for the general tax revenue collected on and the expenses incurred in the redevelopment of properties in the Downtown Community Redevelopment Area.
870	Capital Region Transportation Planning Agency (CRTPA)	No	SR	Accounts for the general tax revenue collected on and the expenses incurred in the Capital Region Transportation Planning Agency (CRTPA), which is responsible for coordinating transportation planning within Florida's capital region. CRTPA also serves as the region's Metropolitan Planning Organization (MPO).

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RESOLUTION NO. 11-R-23

A RESOLUTION STATING THE MILLAGE RATE TO BE LEVIED FOR FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND SETTING THE PERCENTAGE BY WHICH THE MILLAGE RATE TO BE LEVIED IS LESS THAN THE ROLLED-BACK RATE.

WHEREAS, the City of Tallahassee is required by Florida law to publicly state the millage rate to be levied for the fiscal year beginning October 1, 2011, and ending September 30, 2012; and,

WHEREAS, the City of Tallahassee is required to state the percentage by which the millage rate established by it is less than the rolled-back rate.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEE that the millage rate established for the fiscal year beginning October 1, 2011, and ending September 30, 2012, is 3.7000 mills for the City of Tallahassee and 1.00 mills for the Downtown Improvement Authority for an aggregate millage rate of 3.7226, which is less than the aggregate rolled back rate of 3.8345 by 2.92%.

ADOPTED by the City Commission of the City of Tallahassee this 21st day of September, 2011.

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CITY TREASURER-CLERK

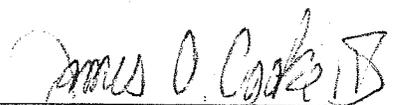
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CITY OF TALLAHASSEE

By: 

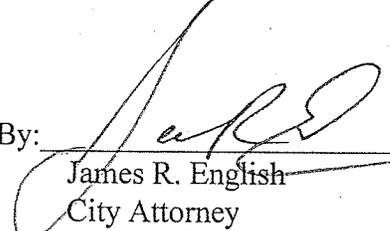
John R. Marks, III
Mayor

ATTEST:

By: 

James O. Cooke, IV
Interim City Treasurer-Clerk

APPROVED AS TO FORM:

By: 

James R. English
City Attorney



ORDINANCE NO. 11-O-29AA

AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENDITURES AND OBLIGATIONS OF THE CITY OF TALLAHASSEE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND ENDING SEPTEMBER 30, 2012, DESIGNATING THE SOURCES OF REVENUE AND SAID APPROPRIATIONS; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE,
FLORIDA:

Section 1. That the appropriations made in Section 2 herein are contingent upon the revenues to the City of Tallahassee for the fiscal year beginning October 1, 2011, from the sources and in the estimated amounts hereinafter named as follows:

OPERATING BUDGET FISCAL 2012 APPROPRIATION SUMMARY

REVENUES ALL FUNDS

General Fund Revenue	FY2012 Approved
General Fund Revenue	100,657,700
Contributions from Utilities	34,437,385
General Fund Total	<hr/> 135,095,085
Enterprise Funds & Other Funds Revenue:	
Airport Operating Fund	11,094,563
Building Inspection Fund	2,930,220
Cemetery Fund	466,358
Donations Operating Fund	81,800
Electric Operating Fund	315,632,343
Fire Services Fund	33,236,929
Gas Operating Fund	40,141,393
Golf Course Fund	1,025,244
Sewer Operating Fund	59,401,224
Solid Waste Fund	24,507,715
Stormwater Fund	16,763,942
StarMetro Operating Fund	16,758,536
Water Operating Fund	29,087,466
800 MHz Fund	665,195
Energy Services Fund	822,974
Risk Management Fund	72,711
Wholesale Energy Fund	22,943,807
TOTAL REVENUES	<hr/> 710,727,505

Section 2. That the following sums be, and hereby are, appropriated from the sources of revenues enumerated in Section 1, for the expense and obligation of the City of Tallahassee, for the fiscal year beginning October 1, 2011, and ending September 30, 2012, and that all incomplete multiple year non-capital projects balances, requisitions, and encumbrances from prior years will automatically be reappropriated:

EXPENDITURES ALL FUNDS

Airport Operating Fund	10,420,096
Building Inspection Fund	2,930,220
Cemetery Fund	466,358
Donations Operating Fund	81,800
Electric Operating Fund	315,632,343
Fire Services Fund	33,236,929
Gas Operating Fund	40,141,393
General Fund	135,095,085
Golf Course Fund	1,025,244
Sewer Operating Fund	59,401,224
Solid Waste Fund	24,507,715
Stormwater Fund	16,763,942
StarMetro Operating Fund	16,758,536
Water Operating Fund	29,087,466
800 MHz Fund	665,195
Energy Services Fund	822,974
Risk Management Fund	72,711
From Airline Prepaid Fee Credits to Aviation	674,467
From Wholesale Energy Fund	22,943,807
TOTAL EXPENDITURES	710,727,505

Section 3. The capital budget for the fiscal year beginning October 1, 2011, and ending September 30, 2012, shall be as follows, and that all incomplete multiple year capital projects, requisitions, and encumbrances from prior years will automatically be reappropriated:

CAPITAL BUDGET FISCAL 2012 APPROPRIATION SUMMARY

FUNDING SOURCES

Bond Proceeds

Fire Debt	1,230,350
Electric – Future Bonds	26,317,300
Gas Energy System Bonds	1,855,550
Water Future CUSB	12,645,400
Sewer Future CUSB	16,075,000

General Government Capital Bonds 2004	1,158,000
Subtotal:	59,281,600

Federal Funds

Environmental Protection Agency (EPA) Grant	1,090,500
Federal Aviation Administration (FAA)	875,000
Federal Transportation Administration (FTA)	1,184,850
Federal Transportation Administration Section 5307 Capital Grant	2,845,600
Community Development Block Grant	179,618
Subtotal:	6,175,568

General Government

Sales Tax Extension Fund	3,147,200
Gas Tax	2,827,900
Gas Tax Undesignated Balance	2,204,000
General Government Capital Improvement Fund(GG/CIF)	1,802,149
Revenue Collection	195,000
StarMetro Operating Fund	132,600
Subtotal:	10,308,849

Renewal, Replacement & Improvement Funds (RR&I)

Aviation RR&I	104,550
Aviation RR&I Undesignated Balance	3,245,450
Electric RR&I	25,276,000
Electric RR&I Undesignated Balance	298,000
Fire RR&I	766,400
Gas RR&I	2,509,250
Gas RR&I Undesignated Balance	56,050
Information Systems Services RR&I	3,119,150
Sewer RR&I	11,688,300
Sewer RR&I Undesignated Balance	93,250
Stormwater RR&I Undesignated Balance	920,000
Water RR&I	1,500,600
Water RR&I Undesignated Balance	148,750
Subtotal:	49,725,750

Special Funds

Deficiencies Fund	150,000
Electric Fund – Accounts Receivable	650,000
Energy Conservation Fund - Capital Fund	5,190,000
FDOT Toll Road Credit	974,450
Fleet Reserve Fund	8,600,000
Intergovernmental – Leon County	98,800
Passenger Facility Charge	825,000
Solid Waste Rate Stabilization Reserve	53,950
StarMetro Fund – Accounts Receivable	50,000
Stormwater Utility Fee	4,884,300
Subtotal:	<u>21,476,500</u>

State Funds

Florida Department of Transportation Capital Grant	90,000
Florida Department of Transportation – Aviation	1,217,550
FAMU Campus Development Agreement – Stormwater Designation	2,716,750
Subtotal:	<u>4,024,300</u>

TOTAL SOURCES: 150,992,567

EXPENDITURES

Aviation	6,267,550
Economic and Community Development	109,678
Electric	52,243,300
Energy Services	5,190,000
Executive Services	776,663
Fire	1,996,750
Fleet Management	8,600,000
Management & Administration	3,367,950
Parks, Recreation and Neighborhood Affairs	927,476
Police	157,950
Public Works	9,767,100
StarMetro	5,277,500
Treasurer-Clerk	195,000
Underground Utilities	55,465,650
Utility Business and Customer Services	<u>650,000</u>

TOTAL EXPENDITURES: 150,992,567

TOTAL OPERATING AND CAPITAL APPROPRIATION

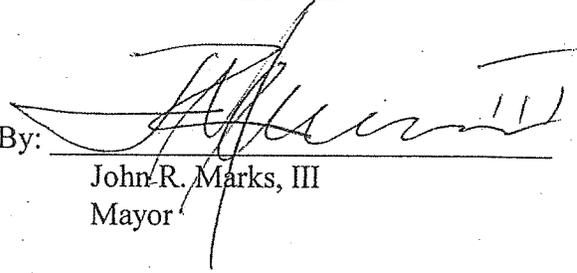
\$861,720,072

Section 4. This ordinance shall become effective October 1, 2011.

INTRODUCED in the City Commission on the 7th day of September, 2011.

PASSED by the City Commission on the 21st day of September, 2011.

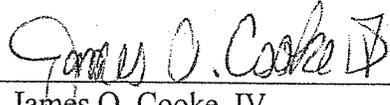
CITY OF TALLAHASSEE

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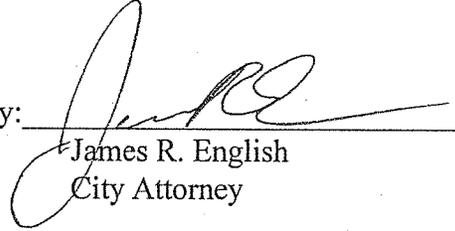
John R. Marks, III
Mayor

ATTEST:

APPROVED AS TO FORM:

By: 

James O. Cooke, IV
Interim City Treasurer-Clerk

By: 

James R. English
City Attorney

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CITY TREASURER-CLERK
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